

To: City Councilors
Richard, Bob, Leia, Matt, Andy
Cc: Interim City Manager, Management Staff
From: City Clerk Gail Davidson
Date: June 28, 2016
Re: City Clerk's Department Report

**CLERK'S DEPT.
SEMI-ANNUAL
JUNE 2016
REPORT**

The City Clerk's Department strives to provide the best internal and external customer service possible. To that end, some of the ambient work load includes providing information via email, telephone and walk-in inquiries, assistance with locating documents and files for City staff and the public, preparation of Council meeting minutes, agendas and packet material information and posting for Council and the public, public hearing notifications, and other required duties. We field questions everywhere from how to contact a car rental company for a transfer in Gunnison to issues with the deer eating flowers off the graves at the cemetery. Deputy City Clerk Tara Kindall demonstrated her great customer service skills when two different individuals returned to City Hall and thanked her in person for her assistance with their concerns. I am fortunate to have both Tara and Court Clerk Melissa McLeod on the Clerk's Department team. They are both assets to the City. Melissa will be returning to her position on Monday, June 27th following the birth of her first child, Lilly.

Since the beginning of the year, I have been busy assisting with the transitions taking place in Council and City administration, from retiring City Manager Ken Coleman to the arrival of Interim City Manager Mark Achen through the selection process for the upcoming City Manager. I provided information to Mark to help get him "up to speed" in the shortest time possible. I emailed out the RFPs for new manager recruitment services and collected the incoming bids. Once SGR was selected, I developed the draft Gunnison community profile that was used in the new City Manager recruitment process. Numerous Special Session meetings were called over the past six months resulting in meeting postings, minutes and preparations. In addition to the new City Manager, with the resignation of Councilor Stu Ferguson, I placed the ads for a new City Councilor and facilitated the Council interviews and selection process. I am now inundating Andy Sovick with information to bring him "up to speed" as well. More new faces, advertisements were posted and placed resulting in the appointment of a new Planning & Zoning Commissioner, two Board of Adjustment & Appeals members, a new Challenge Grant Committee member and three new members of the City Election Commission.

City Event Permits: The City Clerk's Department and City Staff processed 19 City Event Permits in the past six months. Those included two permits for multi-day events that required Council approval; those being the Gunnison Arts Center's Sundays @ 6 programs at Legion Park and the weekly Farmers' Market. Along with other staff members, the Clerk helped update the City Event Permit form. The revised version contains more useable information for all departments including helping the City receive required sales tax revenues. The information also helps the applicant get any needed City services for a successful event. The application is available on-line and, while currently it has fillable data fields, it has to be copied, scanned and emailed or hand delivered. We are anticipating with the new City website, that the form can be filled out and submitted on-line as well.

Liquor Licensing Activity: The City Clerk's Department processed 32 liquor licenses or permits since January 1st. This represented 18 License renewals, 2 new Liquor Licenses (for Yardbird and Double Shot Cyclery) and 12 Special Event Liquor Permits. I have attached the licenses issued to this report.

An updated packet on Special Event Liquor Permit server information is being distributed with each issued Permit. As you are probably aware, the Governor signed the new bill allowing more flexibility for grocery stores to sell liquor. The State Liquor Enforcement Division is hard at work developing rules and regulations relating to this new law. At this time, the State is not accepting any new Retail Liquor Store License applications from any jurisdiction. The Clerk's team will follow the developing process and will report as rules affecting communities our size are implemented.

Marijuana Licensing Activity: To date, the City Clerk's Department, City Attorney and City Staff have reviewed and processed a total of 9 retail marijuana store establishment applications. Of those, 8 licenses have been issued since applications became available on July 5, 2015. The 9th application, from The Pot Shop, will be considered by Council at a Public Hearing on June 28th. The license application from Frozen Smoke, 500 E Hwy 50, Unit 103, is on hold while the applicant amends some financial information with the State Marijuana Division. Once corrected, the application will once again be scheduled before City Council. I have also received two inquiries about transferring ownership of two existing licenses and one inquiry about a cultivation establishment to be located in the Industrial Zone. These will undergo staff review and then be brought to Council for consideration. A list of existing Marijuana Establishment licenses is attached to this report.

Youth City Council: the students wrapped up this school year's YCC program. They continue to keep working on their "Our Valley" video project this summer. It's been a slow steady process but it is their project to complete. In the past six months, the students gave input to the CD Department on the Lazy-K Property development. They were pleased with most of the initial plans prepared by CU-Denver student Lorin Crandall. While they were disappointed there was no designated "paintball area" or parkour area, they were pleased with the trails through the property and with the wilder west end areas. The students also gave input on the Complete Streets design plan with the intersection of 11th and Tomichi not receiving high marks from the students. Recently, the students teamed with GCSAPP and brought forth a funding proposal to Council, which was subsequently approved, for the student mentoring *Sources of Strength* Program at the High School. The students conducted their annual mock City Council meeting where they dealt with the downtown sidewalks reconfiguration issue. At the end of their discussions, they came up with many of the same ideas and concerns that were expressed by our elected City Council. These students are bright, thoughtful, have great ideas from the high school student perspective and never cease to amaze me! At the June dinner meeting, most of the students indicated they would like to participate in YCC again next school year. The recruiting process will start after Labor Day for next year's YCC.

Municipal Court: Judge James McDonald continues to preside in Gunnison Municipal Court. City Attorney Kathleen Fogo is the City's Prosecuting Attorney for these Court Cases. Judge McDonald provided Council with the 2015 Court Report in February. For this report, a total of 258 citations were processed by the Municipal Court in the past 6 months. This represents the following citation types: Alcohol – 19; Animal – 29; Bike – 1; Conduct – 14; Drugs – 22; Parking – 139; and traffic – 34. A total of \$20,693.41 was collected in fines and fees in the past 6 months. The SafeRide program received \$1,650.00 in funding through the Municipal Court surcharge that is assessed against alcohol-related offenses. A copy of the past 6 months fines and fees collected is attached to this report.

City Clerk's Report

June 2016

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The City Attorney and City Staff developed and presented Ordinance No. 7 to Council, which clarifies conflicting language in the City Charter and the Municipal Code regarding the Municipal Court Judge and Clerk. The Ordinance also establishes two Council liaisons with the Council-appointed Municipal Court Judge. The Ordinance will be considered on 2nd reading on June 28th.

I also thank Council for your letter to the Governor in an attempt for him to veto the recently passed legislation regarding the State's unfunded mandate requiring municipal-provided counsel for defendants in custody on first appearance. We anticipate this will have little budgetary impact on the Gunnison Municipal Court but it is still an unfunded State mandate.

Please let me know if you have any questions regarding this report or anything in the Clerk's Department.

Respectfully submitted,

Gail Davidson, CMC

City Clerk

CITY OF GUNNISON

Liquor License List as of 05/27/16

	license type	address	renew	date
Café Silvestre	HR	903 N Main St.		21-Jan
Firebrand	BW	108 N Main St.		30-Jan
5 B's BBQ	BW	303 E. Tomichi Ave. St. E		31-Jan
Mikey's Pizza	HR	303 E. Tomichi Ave. #2		2-Feb
House of China	HR	406 W Tomichi Ave.		8-Feb
Wet Grocer	RT	202 E Tomichi Ave.		13-Feb
Yard Bird	HR	107 S 12th St.		21-Feb
Blackstock Bistro	HR	122 W. Tomichi		4-Mar
Twisted Fork	HR	206 N Main St.		17-Mar
Pie-Zan's	HR	730 N Main St.		21-Mar
Gunnison Liquors	RT	603 W Tomichi		5-Apr
SODEXO	HR	600 N Adams St-WSCU Center		9-Apr
Open Your Eyes Gallery	GP	229 N Main St.		14-Apr
Mario's	BW	213 W. Tomichi Ave.		21-Apr
Love's	3.2 OFF	108 S. 12th St.		25-Apr
Alta Convenience	3.2 OFF	821 W Tomichi Ave.		29-Apr
High Alpine Brewing Co.	BP	111 N Main St.		6-May
I Bar Ranch	TV	850 CR 49414 N Pine St.		15-May
Gunnisack	TV	142 N Main St.		18-May
Double Shot Cyclery	HR	222 N Main St.		24-May
Las Palmas	HR	138 W. Tomichi Ave.		24-May
Powerstop	TV	905 N Main St.		28-May
Sportsmans Liquor	RT	713 W Tomichi Ave.		29-May
Ol' Miner	HR	139 N Main St.		30-May
Sherpa Café	HR	323 E. Tomichi		20-Jun
Gunnison Gallery	GP	124 N Main St.		5-Jul
High Mountain Liquor	RT	901 N Main St.		20-Jul
Wal Mart	3.2 OFF	900 N Main St.		27-Jul
El Paraiso	TV	112 S. Main St.		13-Aug
Anejo Bistro & Bar	HR	107 S. Main St.		19-Sep
Palisades	HR	820 N Main St.		25-Sep
City Market	3.2OFF	880 N Main St.		28-Sep
Agave Family Mexican Restaurant	HR	800 N. Main St.		15-Oct
Pizza Mountain	TV	226 N Main St.		25-Oct
Double Dragon	BW	113 W. Tomichi Ave.		2-Nov
Gunnison Arts Center	AL	102 S Main St.		5-Nov
Timbers	TV	136 W Tomichi Ave		27-Nov
Pizza Hut	3.2ON	800 W. Tomichi Ave.		28-Nov
Secret Creek	RT	810 N Main St.		22-Oct
Safeway	3.2OFF	112 S Spruce		25-Dec
Elks	CL	123 S. Main St.		31-Dec

39 LIQUOR LICENSES & 2 GALLERY PERMITS

HR=15 TV=6 CL=1 AL=1 BP=1 RT=5 BW=4 3.2 Off=5 3.2 ON=1

CURRENT CITY OF GUNNISON LICENSED MARIJUANA ESTABLISHMENTS

Retail store Issued 10/13/15 City# 15-01	Pure Industries LLC dba SOMA Wellness	500 W. Hwy 50 Unit 101
Retail store Issued 10/13/15 City# 15-02	ACME Healing Center of Gunnison LLC dba ACME Healing Center of Gunnison	620 S 9 th Street
Retail store PH 12/8/15 Issued 12/8/15 City# 15-03	Gunnison Cannabis LLC dba Rocky Mountain Cannabis	901 W. New York Ave.
Retail store PH 12/8/15 Issued 12/08/15 City# 15-04	East River Management; dba Growhouse Gunnison	811 N. Main Street
Retail store PH 12/15/15 Issued 12/15/15 City# 15-05	Roots RX Pete Tramm/ Robert Holmes	1198B N. Main St.
Retail Store PH 12/15/15 Issued 12/15/15 City# 15-06	MissKat Inc. dba Frosty Leaf Katina Steele	500 W. Hwy 50 Unit 102
Retail store PH 12/15/15 Issued 12/15/15 City# 15-07	The Colorado Cannabis Cabin LLC dba Colorado Cannabis Cabin Lou Costello	650 S. 11 th Street, Unit B
Retail Store PH 02/23/16 Issued 2/23/16 City# 16-08	White Porch LLC dba Hashish Hut	827 N Main Street
Retail Store PH 06/28/16 Issued City #	The Pot Shop LLC dba The Pot Shop John Billingsly	905B N. Main Street Application in process
Retail Store PH 06/28/16 PH cancelled resubmitting	Frozen Smoke LLC dba Frozen Some Staci R. Davis	500 W Hwy 50 Unit 103 Application in process

Receipts By Fee Report
 All Case Types and Sub-Types
 From 12/01/2015 to 05/31/2016
 Fee Type: Criminal: All Fees
 Total Only

Defendant	Charge	Received	Receipt	Amount
	Fee: Bench Warrant Fees			
		Total For Bench Warrant Fees:		\$270.00
	Fee: Court Costs			
		Total For Court Costs:		\$720.00
	Fee: Deferral Sentence Fee			
		Total For Deferral Sentence Fee:		\$250.00
	Fee: Fine			
		Total For Fine:		\$15,260.00
	Fee: Fine not paid or postmarked within 30 days of violation			
		Total For Fine not paid or postmarked within 30 days of violation:		\$410.00
	Fee: SafeRide Surcharge			
		Total For SafeRide Surcharge:		\$1,650.00
	Fee: Shelter Fee			
		Total For Shelter Fee:		\$80.00
	Fee: Victim Restitution			
		Total For Victim Restitution:		\$2,053.41
	Total:			\$20,693.41