



CITY COUNCIL CANDIDATES GUIDE

AN OVERVIEW OF GUNNISON'S CITY GOVERNMENT

1. INTRODUCTION

First and foremost, thank you for your interest in potentially serving as a City of Gunnison Councilor! This overview is an abridged guide to City government. Information contained herein is taken from the City Charter, Ordinance, or other documents that are available to all citizens. These documents are supplemented by information from the existing City Councilors, City Manager and City staff. They are your best resources for information and are happy to answer your questions. If you would like additional information or documents (City budget, capital plans, etc.) please ask and we will get them to you.

2. YOUR ROLE AND RESPONSIBILITY

As a City Councilor, your job is to represent your constituents and make legislative and policy decisions for the good of the City. Your decisions can have long-term and long-ranging consequences on the community.

The City Council directly appoints the City Manager, the City Attorney and the Municipal Judge and appoints the City Clerk and Finance Director with the recommendation of the City Manager. The City Clerk functions as the secretary to the City Council, preparing meeting agendas and recording the minutes of Council Regular Sessions. A Regular Session meeting is one where Council can take action and make decisions on City issues. The City Manager is the liaison between City Council and staff. The Manager is charged with carrying out the decisions of the City Council and overseeing the administration and day-to-day operations of the City. All department heads maintain an open door policy with City Council and are happy to answer questions regarding agenda items prior to meetings. However, council directing a department head or City employee to take action on any issue is done through the City Manager. Personnel issues should also be discussed with the City Manager.

3. MEETINGS AND TIME COMMITMENTS

Per City Charter, the Regular Session meetings of the council are set by resolution by that body. They are held the second and fourth Tuesday of each month beginning at 5:30 P.M. Special Meetings may be called as needed, following the procedure outlined in the Charter. These official meetings are the only time Council may take action or make decisions regarding issues. Decisions are made by roll call vote of each Councilor. Regular Session meetings are recorded and minutes

are prepared of the proceedings of the meeting. City Councilors must be available for Regular and Special Session meetings on the 2nd and 4th Tuesdays.

The Work Sessions are held for the purpose of informal discussion and study outside of Regular meetings. No action may be taken at a work session.

City Councilors also serve on various boards, commissions and committees that meet outside of scheduled City Council meetings. Time commitments vary greatly with the specific needs of each group. Some of these boards and committees are:

- Region 10;
- Colorado Municipal League Policy Board;
- Fireman's Pension Board;
- Gunnison Memorial Scholarship Fund Committee;
- Gunnison Regional Housing Authority;
- Valley Housing Fund;
- Gunnison Chamber Advisory Board;
- City Investment Policy Board;
- One Valley Leadership Council;
- Municipal Court Liaison;
- Colorado Association of Ski Towns;
- Sustainability Tourism and Outdoor Recreation'
- Gunnison Regional Transportation Authority Board; and
- Various task forces and committees, on which City Councilors serve, are formed throughout the year to accomplish specific goals.

In addition, there are many ceremonial occasions in which City Councilors are invited to participate. The time spent visiting with constituents will vary, but Councilor's need to be willing to dedicate whatever time this takes. Typically, there are no "days off" from being an elected official.

4. CITY ORGANIZATION AND FORM OF GOVERNMENT

The City is a Municipal Home Rule Charter municipality as opposed to a statutory municipality. This means the City electors adopted, via Special Election on July 10, 1962, a City Charter as the governing laws for the City. The Charter, which is essentially the City's constitution, can only be amended by a vote of the eligible electors of the City. Where laws are not specifically defined in the City Charter, the City defers to the City Municipal Code or to Colorado Revised Statutes.

The City is a City Council/City Manager form of government. There are a total of five City Councilors, including the Mayor. Each Councilor is elected from the City at-large. There is currently only one precinct within the City limits. The Mayor is elected by the other City Councilors at the Council Reorganization Meeting following the Regular Municipal Election. The terms of office are staggered so that at each Election there are three Council seat vacancies. In the election, the two candidates receiving the most votes serve four-year terms and the third highest vote recipient serves a two-year term.

Per the City Charter, Regular Municipal Elections are held the second Tuesday in May in odd number years. The City of Gunnison has not opted-out of term limits and abides by State Statutes. Elected officials may only serve two terms of office. They may run again after waiting a two year time period. Special Elections may be called as outlined in the City Charter and in State Election Statutes.

5. ADMINISTRATION AND DEPARTMENTAL OVERVIEW

The City Manager is appointed by City Council and is the Chief Administrative Officer of the City Staff. The Manager also acts as the Personnel Director and ensures the provisions of the Council-adopted Personnel Policy Manual are observed. There are approximately 91 full-time City employees with additional seasonal/temporary employees hired as needed.

The City Clerk is appointed by City Council at the recommendation of the City Manager. The Clerk is responsible for the administration of liquor and marijuana licensing, elections, municipal court, transient merchant licensing, records management, support services for Council and maintains the City's website. Municipal Court has a part time Judge and the City Attorney acts as the Prosecutor as needed. Staff of the Clerk's office provides clerical support for day-to-day court activity. The City Clerk also acts as the advisor to the Youth City Council. These students give Council advice/input on issues effecting high school and college students, respectively.

The Finance Department conducts all fiscal activity of the City, including investments, debts, accounting, sales tax licensing and collection, utility billing, payroll and accounts payable and receivable. The Finance Director is appointed by Council at the recommendation of the City Manager and provides fiscal control and support for developing and implementing the annual budget.

Public Works consists of Electric Department, Water/Sewer Department, Streets & Alleys, Wastewater Treatment Plant, Refuse/Recycling and Fleet Maintenance. This department maintains the City's infrastructure and provides a large number of services to the citizens on a daily basis. Some of these programs include the annual street tree program, and the 50/50 concrete program. Public Works operates out of the City Shops located at 1100 W. Virginia Avenue and at the Wastewater Treatment Plant located west of Gunnison on County Road 32.

The Police Department is charged with the safety of the public and enforcement of City Ordinances, as well as State and Federal laws. The Police Department consists of Police Administration, which includes a detective investigator and Police Records, Communications, which includes emergency dispatch services for a variety of valley-wide agencies, Neighborhood Services, Community Policing and Patrol Officers.

Community Development includes City Planning, Code Enforcement, Building Inspection, and Fire Education and Inspection. The Department receives applications for Code amendments, subdivisions, conditional use requests, public right-of-way vacations, license agreements to use

public property and building permits. The Community Development Director is the Staff liaison with the Council-appointed Planning and Zoning Commission. The Fire Marshal is the liaison to the Gunnison Volunteer Fire Department. The City Fire Department administrative personnel are paid a set salary amount and firefighters are paid per call within the City limits.

Parks and Recreation oversees all of the City's parks, open space and recreation programs. This includes grounds, landscaping, and facilities development and maintenance. A large number of recreation programs are provided for citizens of all ages. This Department oversees the community center, aquatics facility, indoor and outdoor ice rinks and an extensive recreational trails system.

Legal Services are provided to City Council by a local attorney retained to provide legal advice, prepare legal documents and attend City Council Regular and Special Sessions in an advisory capacity. The Attorney is directly accountable to City Council although, for the purposes of accountability and coordination, legal services requests are channeled through the City Manager. Other special counsel attorneys are hired, as needed, for specific issues such as municipal utility issues and water issues.

6. BOARDS AND COMMISSIONS

All boards and commissions, except for the Zoning Board of Adjustment and Appeals (BOZAA) and the Planning and Zoning (P&Z) Commission which are established by the City Charter, are created by City Council. All board and commission members, including BOZAA and P&Z members, are appointed by Council and serve as advisors to the City Council. BOZAA and P&Z are quasi-judicial in nature and can make final decisions on some issues without City Council's involvement. The remaining boards, commissions and task forces are advisory in nature. Council has the final decision-making authority but relies on these boards to sort through the preliminary information and in some cases conduct public hearings. Task forces have a limited life span according to the project being considered.

Again, thank you for your interest in serving on the Gunnison City Council. If you have any questions at all, please do not hesitate to call.