



Aspen  
Citizens  
Academy

# Introduction to the Academy



# Agenda:

- Introduction to the class
  - ✓ Welcome
  - ✓ What will you get out of the class?
  - ✓ Tell us about YOU
- Knowing Aspen
  - ✓ History of Aspen
  - ✓ Basics of City Government
  - ✓ City Charter
  - ✓ City Clerk, elections
  - ✓ Community Relations



Aspen  
Citizens  
Academy

# Welcome

Councilmember Ann Mullins

The City of Aspen



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The  
City of  
Aspen



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The  
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Aspen





Courtesy of Aspen Historical Society

The City of Aspen

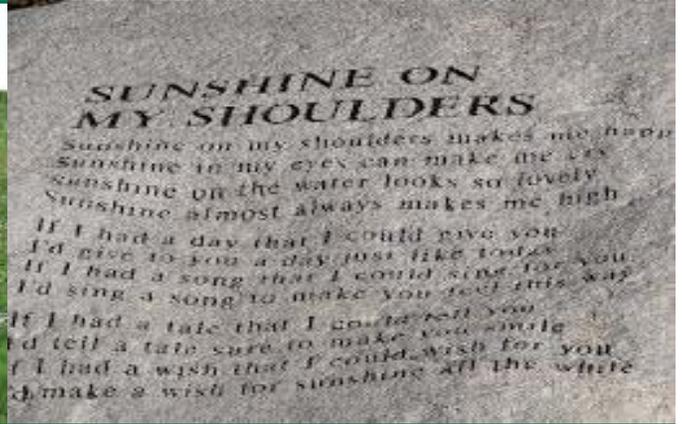
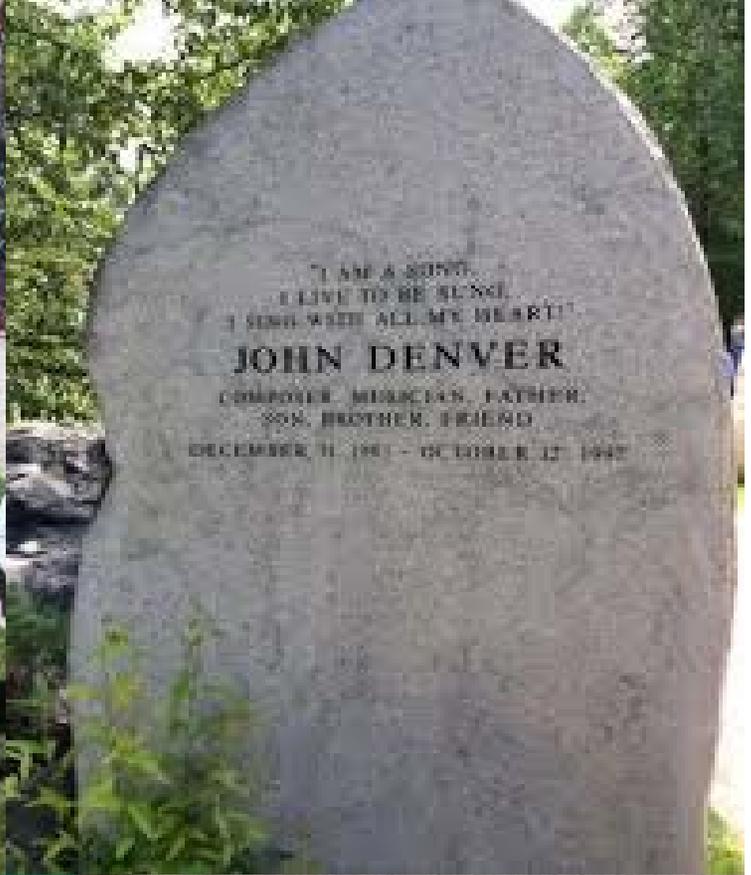






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# EXCHANGING IDEAS THAT MATTER



The City of Aspen





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# What have you got yourself into?

- Course and class structure
- Expectations and ground rules
- Ice Breaker:
  - ✓ “Tell us YOUR Story ...What was your journey to getting to Aspen? ...What drew you to the mountains and the Aspen area? ...What are your hopes for Aspen?”
  - ✓ What do you want to get out of the classes?



# Course and class structure

- 9 sessions plus graduation
- Up to 2 hours of “lecture,” then one hour of small group discussions on the “issues” as you see them surrounding the topics of the session
- Feel free to interact with the topic presenters



# Course and class structure

## ASPEN CITIZENS ACADEMY SCHEDULE

SESSION	DATE	TIME	LOCATION	DESCRIPTION
Session 1: Introduction to the Academy & Knowing Aspen	Wednesday, September 21, 2016	5:30-8:30pm	Pitkin County Library	Learn about the Citizens Academy program and the basics of city government.
Session 2: Financing Aspen	Wednesday, October 5, 2016	5:30-8:30pm	Community Meeting Room	Learn an overview of finance in Aspen, from budgeting to government fund accounting.
Session 3: Building Aspen	Thursday, October 27, 2016	5:30-8:30pm		Learn about the process behind developing a community's physical infrastructure, from planning to approval and beyond.
Session 4: Living in Aspen	Thursday, November 3, 2016	5:30-8:30pm		Learn about how the City is distinct from other agencies in the Valley and how the City determines priorities.
Session 5: Caring for Aspen	Thursday, November 17, 2016	5:30-8:30pm		Learn about how the City provides basic needs for the community, from safe drinking water to clean streets.
Session 6: Playing in Aspen	Wednesday, November 30, 2016	5:30-8:30pm		Learn about how the City encourages the Aspen Idea through various recreational opportunities.
Session 7: Protecting Aspen	Wednesday, December 14, 2016	5:30-8:30pm		Learn about the various ways the City protects the community (policing, traffic safety, and more).
Session 8: Housing in Aspen	Wednesday, January 4, 2017	5:30-8:30pm		Learn about the past, present, and future of affordable housing efforts in Aspen.
Session 9: Getting Involved	Wednesday, January 18, 2017	5:30-8:30pm		Discuss how to get involved with the City and make a difference in the community.
Session 10: Graduation	Wednesday, January 25, 2017	TBD		TBD



# Expectations & Ground Rules

- Learn ... Facilitate Inquiry ... Explore the Issues
- Let us know what you want to learn in each session – we have an outline, but can make sure we touch on your desires
- Have fun
- Be respectful with each other



“Tell us YOUR Story ... What was your journey to getting to Aspen? ... What drew you to the mountains and the Aspen area? ... What are your hopes for Aspen?”

What do YOU want to get out of the class?



# Knowing Aspen

- History of Aspen
- “A town of 6800 services a community of 40,000
- Aspen 101: government structure, overview of services, council-manager form of government, home rule charter, intergovernmental relations in the area, leadership philosophy
- The complexity of government



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# History of Aspen

Nina Gabianelli



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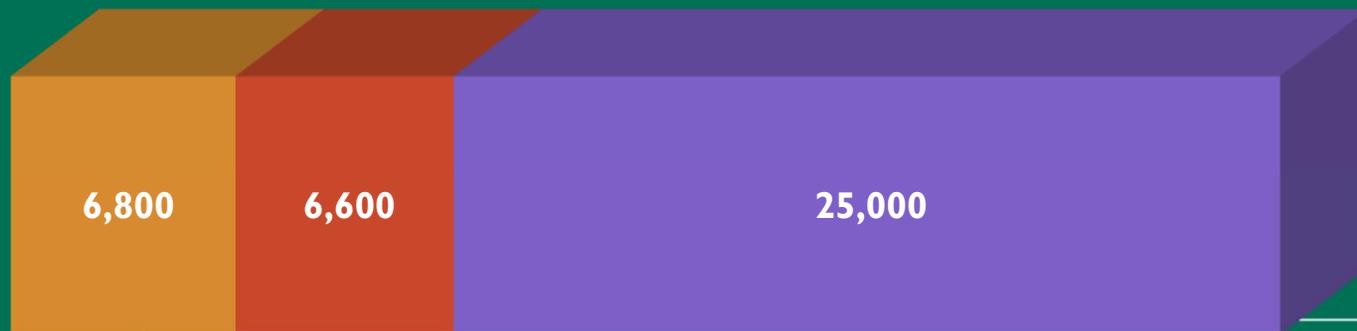
# The Basics



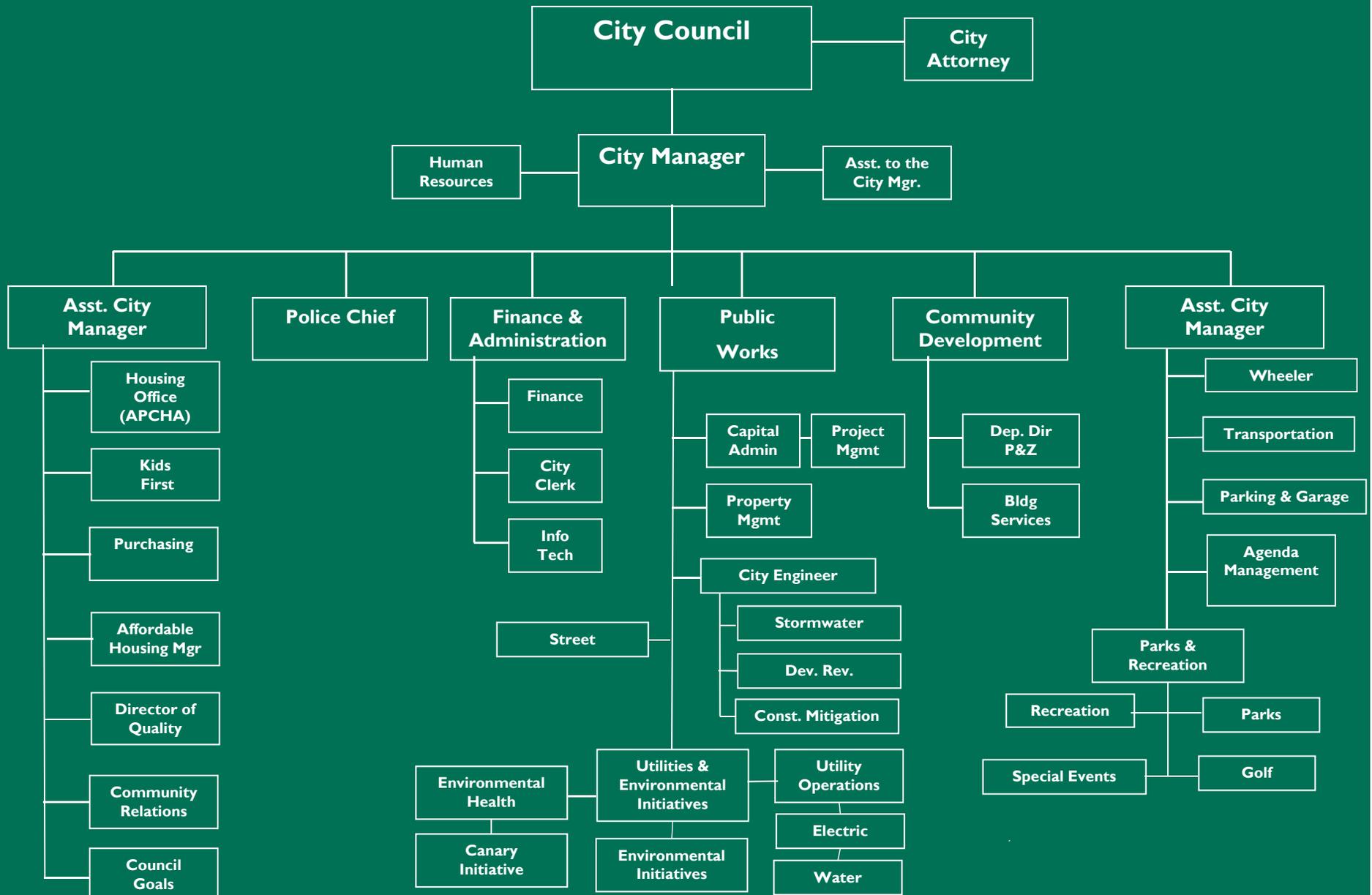
“A town of 6800 services a  
community of 40,000

## THE COMMUNITY WE SERVE

■ Population ■ Commuting Employees ■ Tourists



# City of Aspen Organization Chart





# City Charter

## ✓ The basics of our governing document

“We, the people of the City of Aspen, Colorado, under the authority of the Constitution of the State of Colorado and in order to exercise the rights, privileges and responsibilities of self-government granted to us by the said constitution, do ordain and establish this Home Rule Charter for the City of Aspen, Colorado.”



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City Clerk's Office



# City Clerk

- Linda Manning, City Clerk
  - ✓ What does the Clerk do?
  - ✓ Open Records laws
  - ✓ Public Meeting notices
  - ✓ Elections
  - ✓ Misc.



# Agenda

- Role of the City Clerk
- Paper & Electronic Records
- Requesting a Record
- Public Meetings
- Elections and Voting
- Marijuana in Aspen



# City Clerk

- Official Record Keepers for the City
- Prepare Agendas and staff meetings for Council, P&Z, HPC, CCLC and LLA
- Conduct Municipal Elections
- Review and issue Liquor and Marijuana Licenses
- Oversee Municipal Court Operations
- City Clerk, Deputy, Records Manager, Court Clerk and Admin



# Records, Records Everywhere

- 25,400 Electronic Documents, 648,200 pages or 87 miles of paper if placed side by side in Laserfiche
- Over 300 banker boxes of paper records or 1.3 million sheets
- <http://www.cityofaspen.com/Departments/City-of-Aspen-Records-Search/> for online search
- CORA – Where, Who, How long until I get my records



# Public Meetings

- Notice of Meetings at least 24 hours prior
- Council live stream on [CityofAspen.com](http://CityofAspen.com)
- Council, HPC & P&Z electronic agenda material on [CityofAspen.com](http://CityofAspen.com) Thursday/Friday before meeting
- Public Comment welcome – please limit to 3 minutes. If you can't attend the meeting, email to [publiccomment@cityofaspen.com](mailto:publiccomment@cityofaspen.com)



# Elections & Voting

- Regular Municipal Elections every 2 years (2017)
- Mayor term – 2 years
- Council term – 4 years
- Must be a City Resident to vote
- [Govotecolorado.com](http://Govotecolorado.com) – register to vote or update registration information
- Election Commission – Establishes rules and certifies results



# Marijuana in Aspen

- Both Medical & Retail
- No limit to the number of establishments
- No public consumption
- No private clubs
- Currently Aspen has \_\_\_\_\_ # of liquor stores &  
\_\_\_\_\_ # of pot shops



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# Community Relations



# Community Relations

Mitzi Rapkin, Community Relations Director

- ✓ Interacting with Council
- ✓ Interacting with the City organization
- ✓ Raising an issue – what are my platforms for doing that?



# Agenda

- What does Community Relations do?
- Navigating the website for community input
- Council communication



# Community Relations

- Liaison with residents and guests
- Resource to City staff
- Input
- Output



# Navigating the Website

[www.cityofaspen.com](http://www.cityofaspen.com)

The screenshot shows the City of Aspen website homepage. At the top left is the logo "The City of Aspen". The main navigation bar includes links for "Home", "Sitemap", "Map of the Valley", "Contact Us", and "Login". Below this is a secondary navigation bar with "Dept Lists", "Exploring the Valley", "Doing Business", "Living in the Valley", and "What's New?". A large banner image of a snowy mountain landscape is featured. On the left side, there is a vertical menu with "Apply For", "Find", "Pay For / Buy", "Aspen Business Navigator", and "Go Green", each with a right-pointing arrow. Below this menu are four boxes: "Pitkin County Website", "PITKIN ALERTS sign-up for alerts", "City of Aspen BUSINESS NAVIGATOR Your Guide to Aspen's Permitting & Approval Processes", and "See Community Government Television Channel 11 Program Schedule". The main content area is divided into three columns: "Current News" with links like "Watch Webcasts", "Council Schedule", "Open City Hall", and "City Council"; "Projects" with links like "Spill the Beans", "Childcare Capacity Survey", "Active Building Permits", and "Aspen Civic Relocation"; and "Quick Links" with links like "Read City E-Newsletter", "Parking Information", "Municipal Code", and "Business Navigator". Below these are "Press Releases" and "Calendar and Events" sections. The "Press Releases" section lists items like "Childcare Capacity Survey Open Now" and "Temporary Road Closure in Snowmass on February 14". The "Calendar and Events" section lists "Municipal Court" and "Open Space and Trails Board Meeting". At the bottom, there are social media icons for Facebook and Twitter, and an "Aspen E-News Sign-up" box with a "SIGN UP" button.



# Navigating the Website

Display Internet



# Secret Code to all City Email

- First Name
- Dot
- Last Name
- @
- City of Aspen.com





# How to Reach Council

- Email
- Group Email
- City Council meetings



# How to Reach Staff

- Email
- Phone Call
- Make an appointment
- Public Meetings



When it comes to Communication  
...Your Best Friend at the City is...





# When it comes to Communication ...Your Best Friend at the City is...

Mitzi Rapkin

Community Relations

970-920-5082

Email address???

[Mitzi.Rapkin@cityofaspen.com](mailto:Mitzi.Rapkin@cityofaspen.com)



# Q&A



## ➤ Recap:

- ✓ It's a complex set of things to take into consideration

## ➤ Next Time:

- ✓ Financing Aspen – Budgets, Sources and Uses of Funds, TABOR, Gallagher, Use of debt, Fund Accounting ...