



City of Fountain, CO
Local Government Management Fellowship Work Plan
Salary: \$45,000/year
Start Date: June 2nd, 2014

The Community

The City of Fountain, with a population of over 28,000, is located near the base of the Pikes Peak Rocky Mountain region, immediately south of Colorado Springs and thirty miles north of Pueblo along I-25. The City was established in 1870 and incorporated in 1903.

The City's residents enjoy small town living with easy access to cultural, recreational, and educational facilities in the surrounding areas. At an elevation of 5,546 feet, few residents can complain about the 250 days of sunshine annually, mild temperatures, and low humidity.

As a neighbor to Fort Carson – and because of its close proximity to other military installations, including Shriever Air Force Base, and Peterson Air Force Base – the City of Fountain is a very patriotic community that values a large and diverse military population. This diversity led to the distinction of being named an All America City and America's Millenium City. Ongoing dynamic growth will only continue to build upon the rich and diverse heritage of our community.

The Organization

The City of Fountain operates under the Council-Manager form of government, which provides for a professional executive appointed by and responsible to the elected City Council. Scott Trainor was appointed as the City Manager in 2007 and oversees a staff of approximately 205 employees within nine departments including Administrative Services, Public Works, Community Services, Police, Fire, Municipal Court, City Clerk, Economic Development, and Utilities. The City has a total budget of roughly \$65.6 million. The general fund makes up \$13.4 million of that amount and supports the non-utility aspects of the organization.

Because of the dynamic nature of the growing community, the organization has also evolved over the past several years to reflect the professional management style that is expected by the current residents. Within the past few years some of the new systems and guiding documents that the organization has implemented include an updated comprehensive plan; updated financial accounting and general management policies; an updated personnel policy; a credit card acceptance program for customer payments; a revised subdivision code; development of an Urban Renewal Authority; and adoption of an Economic Development Plan. To explore the organization further, please visit the City's website at www.fountaincolorado.org

The Fellowship Program

Fountain's fellowship program is designed to provide a comprehensive experience for post-graduate students through the conduit of economic development. The goals of the program are to provide a

broad-based degree of experience for the fellow, preparing him or her with leadership skills to succeed in local government.

The Fellow will be mentored directly by the City Manager while also conducting highly responsible work directing all economic development efforts for the community. Since the economic development field is highly diverse and requires much involvement in such areas as utilities, public safety, financial management, and community development, the Fellow will receive a broad base of experience.

Commitment to Mentoring the Fellow:

- The Fellow will become a member of the Colorado City/County Manager's Association and attend the annual state conference, in addition to the National ICMA conference.
- Quarterly luncheons will be scheduled with the City Manager to ask questions and seek career advice.
- The City will provide educational opportunities will also be designed from programs offered by the City or within the region, based on the Fellow's needs and professional development goals.

Description of Potential Local Government Involvement by Fellow:

- The program is designed to provide a broad range of exposure for the Fellow through the roles and responsibilities associated with the Economic Development functions of the City.
- The Fellow will attend a minimum of one (1) City Council meetings per month in order to observe the interaction between City staff and the elected body. Additionally, the Fellow will be expected to develop and give presentations to the Executive Staff and City Council relative to matters relating to Economic Development.
- The Fellow will work with Finance staff to develop the budget for the Economic Development function of the City.
- Throughout the duration of the fellowship, the Fellow will have the opportunity to work with the staff from Community Development, Utilities, the City Manager's office, and partner organizations to coordinate economic development efforts for the City of Fountain.
- The Fellow will recruit, conduct interviews, hire, and supervise a full-time administrative assistant to provide support for the Fellow.
- The City is working on creating a joint operating agreement between the Chamber of Commerce and the Economic Development Commission. This would involve oversight of all Chamber and EDC functions, and a move of the organization to City Hall in the Fall. If the City is successful in this endeavor, the Fellow will oversee this effort and the operation.
- The Fellow will also be asked to provide research and/or analysis of items that will emerge as a result of a Mayor and Council, City Manager, or Department Director requests. Often these projects, which will inevitably emerge throughout the year, will provide the Fellow access to key City departments that they may not have a chance to work with otherwise.