

GUNNISON CITY COUNCIL AGENDA

THE MEETING WILL BE HELD IN THE CITY COUNCIL CHAMBERS OF CITY HALL
201 W. VIRGINIA AVENUE IN GUNNISON

**TUESDAY,
APRIL 7, 2015**

WORK SESSION

7:00P.M.

- 7:00 – 7:15 P.M. A. Discussion on 2015 Street Improvements Project Bids – Public Works Director Tex Bradford
- 7:15 – 7:30 P.M. B. Discussion on Text Amendment to Land Development Code, Re: Reclassification of Major/Minor Subdivision - CD Director Steve Westbay
- 7:30 – 8:30 P.M. C. Public Input and Comments on City Marijuana Regulations**
(Time of Discussion is Approximate)
- 8:30 – 8:40 P.M. D. VISA Purchase Card Policy/Procedures Manual – Finance Director Ben Cowan
- 8:40 – 8:45 P.M. E. Bond Arbitrage Compliance Study for 2007 and 1997 Municipal Bonds – Finance Director Ben Cowan
- 8:45 – 8:50 P.M. F. Appointment of City Representatives to NMPP Board – City Clerk Gail Davidson
- 8:50 – 9:10 P.M. G. Senior Addition Fees Waiver Request – Parks & Recreation Director Dan Ampietro
- 9:10 – 9:30 P.M. H. Update on Highway Corridor Plan – City Manager Ken Coleman
- 9:30 – 9:45 P.M. I. City Council General Discussion, Meeting Reports, Items for Future Council Meetings
- Adjournment

This agenda is subject to change, including the addition or deletion of items at any time. **Times are approximate** and the agenda may proceed faster or slower than listed. The City Manager and City Attorney reports may include administrative items not listed. Regular Meetings and Special Meetings are recorded and action can be taken. Minutes are posted at City Hall and on the City website www.cityofgunnison-co.gov No formal action can be taken at a Work Session. For further information, contact the City Clerk's office at 641-8140.

TO COMPLY WITH ADA REGULATIONS, PEOPLE WITH SPECIAL NEEDS ARE ASKED TO CONTACT THE CITY CLERK AT 641-8140 AT LEAST 24 HRS. BEFORE THE MEETING.

To: City Council

Date: April 1, 2015

Re: Street Improvements Bids

From: Tex Bradford

After presenting council with staff recommendations for 2015 street improvements projects at an earlier council work session advertisements for bids were published per purchasing policy requirements.

There is \$670,000 within the 2015 Street Improvements budget 01-4035-9111 found on page 41 of the 2015 budget. 9 projects were identified by city staff and discussed with council at prior work sessions.

- (1) Pedestrian/Traffic study and design for Hwy. 50 and Hwy. 135 within the city limits to include the 100 block of South Main. Projected cost is \$100,000 to include the following:
 - (A) \$64,000 Fox Tuttle Hernandez Transportation (FTH) Group of Boulder, Co, for overall study.
 - (B) \$13,000 MIG of Boulder working with FTH to develop conceptual plans and etc.
 - (C) \$18,000 for Civil Design of the project is expected to be determined the week of April 6th.
 - (D) \$5,000 Contingency brings the Complete Streets plan to \$100,000
- (2) Eight (8) separate street improvements projects were presented to council at the earlier council work session. Two (2) bids were received for the projects with the following totals:

(A) Lacy Construction of Crested Butte, Colorado	\$715,794.50
(B) United Companies of Gunnison, Colorado	\$676,539.00

The combined total of the 9 projects is \$106,539 more than budget after consideration of the Pedestrian/Traffic project therefore staff proposes to reduce the 2015 street improvements projects by one, based primary on cost, in order to bring the project's cost into the budgeted amount. Staff proposes to postpone the Adams Street project until 2016 for a reduction of \$139,317 in the 2015 street Improvements bids. The remaining 7 street improvements cost is \$537,222 + \$32,778 contingency (6%) for a total of \$570,000. The total 2015 expenditures for street improvements do not exceed the budgeted amount.

Staff recommends council approval for staff to award the bids to the low qualifying companies listed above at the next regularly scheduled council meeting on April 14, 2015.

TO: City Council
FROM: Community Development Staff
DATE: April 3, 2015
RE: Text Amendment to the *LDC*

A Text Amendment has been initiated by Steve Westbay, Community Development Director to amend Section 12, Subdivision Standards and other typographical corrections within the *Land Development Code (LDC)*.

The amendment proposes to modify the LDC regarding the following:

- Reclassification of a major subdivision to a minor subdivision for the purpose of a demonstrated community benefit. Review standards are also proposed that must be met for approval of a subdivision reclassification;
- Correction to allow a bed and breakfast in the Commercial District zone;
- Amendments to Table 4-7, Off Street Parking Requirements regarding hostels;
- Minor corrections to the Sign Code; and
- Clarification to Section 9, Waivers, process by the Planning and Zoning Commission.

Text Amendment requests must comply with established criteria addressing the compatibility with the City's *Master Plan*; the purposes of the *LDC*; and preserve the health, safety and orderly development of the community.

The Planning and Zoning Commission held a public hearing on March 18, 2015 regarding this request. All Commission members support the proposed Text Amendment and unanimously voted to recommend approval of this text amendment.

The Council packet contains the staff report with the Commission recommendation and a draft ordinance.

STAFF REPORT

Text Amendment to the *Land Development Code*

TO: Planning and Zoning Commission
FROM: Community Development Staff
DATE: March 18, 2015
RE: ZA 15-1, Text Amendment to the *Land Development Code*

CODE PROVISIONS

The *Land Development Code (LDC)*, Section 10.3 specifies that a text amendment to the *LDC* be reviewed by the City of Gunnison Planning and Zoning Commission (Commission) at a public hearing after 15 days public notice. The Commission establishes a recommendation to City Council to approve, approve with conditions, deny or remand the application back to the applicant with instructions for modification. City Council shall consider the recommendation of the Commission at a public hearing and shall, by ordinance, approve, deny or remand the application back to the applicant with instructions for modification or additional information.

A Text Amendment may be initiated by City Council, the Planning and Zoning Commission, the Community Development Director, a resident of the city, an owner of a business within the city, or any person who holds a recognized interest in real property within the city.

APPLICATION

The applicant for this Text Amendment is Steven Westbay, the City of Gunnison Community Development Director. The application proposes to amend Section 12, Subdivision Standards, regarding a subdivision reclassification from a major to a minor subdivision and typographical errors throughout the *LDC*.

PROPOSED AMENDMENT

The new Section 12.3.B, Subdivision Reclassification shall be read as follows:

B. Subdivision Reclassification. Major Subdivisions may, at the discretion of the Community Development Director, be reclassified as a Minor Subdivision, prior to the application submittal.

- 1. Purpose.** A subdivision reclassification is intended to afford a means for a defined Major Subdivision to be reclassified to a Minor Subdivision, if the proposal provides a demonstrated community benefit that may include, but not be limited to, preservation of public open space, development of affordable housing, trail development or to facilitate the purpose of an organization providing a valuable community benefit.
- 2. Process.** Prior to the submittal of a formal subdivision application, the applicant may submit a formal written document to the Director requesting the reclassification of a Major Subdivision to a Minor Subdivision. The written request shall explain how the specific characteristics of said subdivision comply with the Reclassification Review Standards. The Director will provide a written notification of the decision to the applicant and the Commission. The Commission is authorized to deny the Directors decision.

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3. **Reclassification Review Standards.** An application for a Subdivision Reclassification shall comply with the following standards:
 - a. **Community Benefit.** The proposed subdivision will provide a derived community benefit as described in the Purposes of this subsection.
 - b. **Utility Services.** Public utility services (water, wastewater, electrical, gas, stormwater) are easily available to the land tract proposed for subdivision and only private service extensions are anticipated.
 - c. **Dedications.** The land tract is serviced by existing city streets and easements (trails, utilities) and/or the dedication of public streets and easements can be addressed be through the Minor Subdivision Review process.
 - d. **Non-Motorized Facilities.** The extension of non-motorized transportation facilities can be addressed though the Minor Subdivision process.
 - e. **Consistency with the Master Plan.** The intended uses shall be consistent with the *City of Gunnison Master Plan*.

4. **Subdivision Requirements.** A reclassification approval shall not be construed as a waiver from any of the established requirements for subdivision established by the *Land Development Code*.

B.C. Planned Unit Development Subdivision (PUD). ...

The following are typographical errors or proposed corrections to the LDC:

- Table 2-3 Principal Use Table, change bed and breakfasts from prohibited to permitted in the Commercial zone district.

TABLE 2-3 PRINCIPAL USE TABLE											
Specific Uses		RESIDENTIAL ZONING DISTRICTS					NON-RESIDENTIAL ZONING DISTRICTS				Use Standards
		R-1	R-1M	R-2	RMU	R-3	B-1	CBD	C	I	
Accommodations	Bed and breakfasts				C	C	C	C	P		§3.7 A.1.
	Hostels				C	C	C	C	P		§3.7 A.2.
	Hotels and motels							C	P		§3.7 A.3.
	RV Parks					C			C	C	§3.7.A.4.

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- Table 4-7 Off-Street Parking Requirements.

Table 4-7 Off-Street Parking Requirements			
USE CLASSIFICATION	SPECIFIC USE	MINIMUM NUMBER OF SPACES REQUIRED	
Residential Use Categories (§3.2)			
Household Living	Single-Family Dwellings, Townhouses, Two-family Dwellings, Manufactured Home and Mobile Home	2.0 per dwelling unit	
	Multi-Family Dwellings, and Upper Floor Residential	1 st Unit	2.0 per dwelling unit
		Each additional unit	1.75 per dwelling unit
	Accessory Dwelling Unit	1.0 per Accessory Dwelling Unit	
Congregate Living	Rooming and boarding houses, dormitories, fraternities or sororities, hostels	1.0 per bed	
	Nursing Homes	1.0 per employee, plus 1 visitor space per 2 beds	
	Assisted Living	1.0 per employee, plus 1 visitor space per 4 beds	
Accommodations	Hotels; and Motels and Hostels	1.0 per guest room +1 space per 3 employees and 75% of parking required for other associated or accessory uses (restaurants, offices, meeting spaces)	
	Hostels	1.0 per 2 beds	
	Bed and Breakfasts	1 space per guest room, plus 2 spaces for the owner/manager's unit	

- Section 4.8 Signs, D. 3. Exemptions.

3. ~~Flags, limited to three flags per lot.~~ The maximum individual size of a permanently displayed flag shall be 40 square feet.

- Table 4-12 Schedule of Requirements for Nonresidential Zone Districts

TABLE 4-12 SCHEDULE OF REQUIREMENTS FOR NONRESIDENTIAL ZONE DISTRICTS (CBD, I, C) (CONTINUED)			
Prohibited Signs	Maximum Sign Area by Permitted Type	Maximum Number of Signs Permitted	Maximum Height of Signs or other Restrictions
	<p>Time/Temperature/Community Announcement signs:</p> <p>The display area of less than 16-15 square feet shall not be included in the allowable sign area; provided, however, any identification or advertising attached to or incorporated in such signs shall be included in the total allowable sign area.</p>	1 per building face or per business storefront	

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- Table 4-14 Schedule of Requirements for Single-Family and Duplex Zone Districts

TABLE 4-14 SCHEDULE OF REQUIREMENTS FOR SINGLE-FAMILY AND DUPLEX ZONE DISTRICTS (R-1, R-1M, R-2)			
Prohibited Signs	Maximum Sign Area Permitted per Business	Maximum Number of Signs Permitted	Maximum Height of Signs or other Restrictions
In addition to §4.8 E., the following signs are prohibited:	Identification signs (§4.8 C.38.q): 4 square feet	1 per building	6 feet
Awning signs (§4.8 C.38.c.)	Temporary Signs (§4.8 C.38.ee. and §4.8 F): 36 square feet	1 per street frontage	12 feet
Canopy signs (§4.8 C.38.f.)			
Changeable signs (§4.8 C.38.g.)	EMC (§4.8 C 38 k): 12 square feet of sign area.	<u>1 per street frontage</u>	Allowed for churches, schools, and community buildings only.
Electronic Message Centers (§4.8 C.38.k and §4.8 H.3.b.)			
Joint Identification signs (§4.8 C.38.s.)			
Marquee signs (§4.8 C.38.t.)	Free Standing signs	<u>1 per street frontage</u>	<u>Allowed for churches, schools, and community buildings only.</u>
Portable signs (§4.8 C.38.w.)	<u>(§4.8 C.38.n.):</u> calculated PSA or 12 square feet maximum.		
Roof signs (§4.8 C.38.aa.)			
Vending Machine signs (§4.8 C.38.hh.)			
Wind signs (§4.8 C.38.jj.)			

- Section 9. Development Standard Waivers, Section 9.1 C. 2.

2. Planning and Zoning Commission Waivers. Waivers that are determined by the Commission and/or administratively by staff are related to Site Development Applications. Waivers recommended to City Council considered by the Commission are acted upon as a public hearing agenda item at a meeting. Waivers considered by the Commission are acted upon at a regular meeting. The administrative review follows all of the procedures set forth in §9.3 with the exception of item D, Public Notice. Waivers may be approved in conjunction with processing site development applications, land use development applications, including subdivision applications, as defined in §6.2.A of this *LDC*.

- Section 12, Subdivision Standards, Section 12.3 A. Minor Subdivision.

2. Minor Subdivision. A Minor Subdivision is a subdivision which proposes not more than eight lots or units and which subdivides a parent parcel of less than four acres or an approved subdivision reclassification. A Minor Subdivision is subject to an expedited subdivision ~~two~~

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~~three-step review process, wherein the Sketch Plan and Final Plat reviews by the Commission have has been deleted.~~ The applicable review steps are as follows:

- a. **Step One.** Review of the Preliminary Plat by the Commission at a public hearing, as described in §12.6, Preliminary Plat Review.
 - b. **Steps Two and Three.** Review of the Final Plat by the Commission and City Council, as described in §12.7, Final Plat Review.
- Section 16.2 General Terms Defined

Recreational vehicle	A pickup camper, motor home, travel trailer, tent trailer, vehicle and tent or similar mobile unit which has wheels, is intended to be transported over streets, roads and highways as a motor vehicle or attached to a motor vehicle, and is designed primarily for use as a temporary unit for human occupancy. <u>Recreation vehicles shall be used for human occupancy only when located within a lawful recreational vehicle park, except that recreational vehicles may be inhabited for no more than seven days on private property within a 30-day period.</u>
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DEPARTMENTAL COMMENTS

- Building Official: No issue.
- Fire Marshal: No issue.
- Parks and Recreation Department: No issue.
- Police Department: No issue.
- Public Works Director: No issue.
- City Engineer: No issue.
- Water and Sewer Superintendent: No issue.
- Electric Superintendent: No issue.
- City Attorney, Kathy Fogo: No issue.

STAFF OBSERVATIONS

1. The proposed Text Amendment requests amendments to Section 12, Subdivision Standards and other typographical corrections within the *Land Development Code*.
2. The amendment proposes criteria for the reclassification of a major subdivision to a minor subdivision for the purpose of a demonstrated community benefit. Review standards are also proposed that must be met for approval of a subdivision reclassification.
3. The *LDC* currently prohibits a bed and breakfast in the Commercial District zone; however, a hostel is permitted. Staff believes this is a typographical error and that a bed and breakfast should be permitted in the Commercial District zone.
4. Under Table 4-7, Off-Street Parking Requirements, hostels are listed in two locations with two different parking requirements. Staff believes a hostel should be required to provide one off-street space per 2 beds.
5. In Section 4.8 Signs, D.3. Exemptions the proposal is to remove the flag limitation. Also in Signs section a mathematical correction is proposed and the addition of freestanding signs in residential zones for churches, schools and community buildings only.

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6. A correction to the Waivers section (Section 9) is proposed to clarify the regular meeting versus a public hearing process by the Planning and Zoning Commission.
7. A typographical correction is proposed to Section 12.3 Subdivision Types to clarify the process for a minor subdivision.
8. The proposed amendments protect the health, safety and welfare of the community.

REVIEW STANDARDS FOR TEXT AMENDMENTS

LDC Section 6.8 C., states that “...an application that fails to comply with any applicable review standard shall be denied.” The *LDC* Section 10.5 states that “...an application for an amendment to the text of this *Land Development Code* shall comply with the following four standards:”

A. Consistent with Purposes. The proposed amendment shall be consistent with the purposes of this *Land Development Code*.

No Conflict. Purposes of the *LDC* are cited in Section 15.10.030 and include the following headings:

1. *Establish Development Standards* for the review of all proposed development in the City.
- 2) *Protect Quality of Life* by promoting the community’s general health, safety and welfare.
- 3) *Establish Review Process* that is clear, consistent, predictable and efficient.
- 4) *Provide for Orderly Development* of the City that is well-ordered and safe.
- 5) *Conserve Property Values* and respect interests of property owners and citizens.

The proposed amendment fulfills the purpose of the *LDC*. The amendment addresses needed corrections and typographical errors within the *LDC*.

B. No Conflict with Other Provisions. The proposed amendment shall not conflict with any other applicable provisions of this *Land Development Code*, or shall repeal or amend provisions of this *Land Development Code* which are inconsistent, unreasonable or out-of-date.

No Conflict: The proposed text amendment does not conflict with any sections of the *LDC*.

C. Consistent with *Master Plan*. The proposed amendment shall be consistent with the *Master Plan*, or shall implement a new portion of the *Master Plan*, or shall implement portions of the *Master Plan* which have proven difficult to achieve under the existing provisions of this *Land Development Code*.

No Conflict: The proposed text amendment is consistent with the *City of Gunnison Master Plan*.

D. Public Health, Safety and Welfare. The proposed amendment shall preserve the public health, safety, general welfare and environment and contribute to the orderly development of the City.

No Conflict: The proposed amendment is intended to preserve the public health, safety and general welfare of the community.

RECOMMENDATION

During the Planning and Zoning Commission meeting held on March 18, 2015, Commissioner Beda moved, Commissioner Cave seconded, and the Planning and Zoning Commission voted to recommend APPROVAL, to City Council of Zoning Amendment application ZA 15-1, for a Text Amendment to Section 12, Subdivision Standards, specifically regarding a subdivision

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reclassification from a major to a minor subdivision and typographical errors throughout the *LDC*, based on the following findings of fact:

1. The Planning and Zoning Commission finds that the record of this action includes the application contents on file with the City of Gunnison; all comments entered into the Public Hearing record; and provisions of the *City of Gunnison Land Development Code* and the *City of Gunnison Master Plan*.
2. The Planning and Zoning Commission finds that the amendment establishes a means to reclassify a major subdivision to a minor subdivision for the purpose of a demonstrated community benefit.
3. The Planning and Zoning Commission finds that proposed amendments enhance staff direction or correct errors within the *LDC*.
4. The Planning and Zoning Commission finds that this Text Amendment application complies with the review standards for Text Amendments (*LDC*, Section 10.5).
5. The Planning and Zoning Commission finds that based on the record of the application proceedings, approval of this Text Amendment protects the community's health, safety and welfare.

ORDINANCE NO.
SERIES 2015

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GUNNISON TO AMEND SECTION 12, SUBDIVISION STANDARDS, REGARDING A SUBDIVISION RECLASSIFICATION FROM A MAJOR TO A MINOR SUBDIVISION AND MINOR AMENDMENTS WITHIN THE CITY OF GUNNISON LAND DEVELOPMENT CODE.

WHEREAS, the Community Development Director of the City of Gunnison has filed an application with the City of Gunnison, Colorado, seeking approval of a text amendment to the *Land Development Code*; and

WHEREAS, the Planning and Zoning Commission of the City of Gunnison, Colorado, held a public hearing on said application pursuant to notice published in accordance with the *Land Development Code* of the City of Gunnison, Colorado, on March 18, 2015; and

WHEREAS, Section 10.5 of the *City of Gunnison Land Development Code* states that approval of a text amendment to the *Land Development Code* may only occur if the application meets all the Review Standards for Text Amendment; and

WHEREAS, on March 18, 2015 the Planning and Zoning Commission of the City of Gunnison recommended approval of the Text Amendment application to the City Council based on findings of fact established through the proceedings of record; and

WHEREAS, the City Council of the City of Gunnison, Colorado, held a public hearing on the Text Amendment application to the *Land Development Code* on April 14, 2015;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, ORDAINS THAT:

Section 1. Based upon the application seeking a Text Amendment to the *Land Development Code* and the *Municipal Code*, hereinafter described, the evidence presented to the City Council during the public hearing on the application seeking a Text Amendment, and further, based on the recommendation of the Planning and Zoning Commission of the City of Gunnison, Colorado, the City Council hereby finds as follows:

- A. That this Text Amendment application complies with the review standards for Text Amendments (*LDC*, Section 10.5).
- B. That the amendment establishes a means to reclassify a major subdivision to a minor subdivision for the purpose of a demonstrated community benefit.
- C. That proposed amendments enhance staff direction or correct errors within the *LDC*.
- D. That based on the findings above, the Text Amendment protects the community's health, safety and welfare.

Section 2. That based on the foregoing findings of the City Council of the City of Gunnison, Colorado, the City Council hereby determines that the Text Amendment to the *Land Development Code*, herein described is in the best interests of the City of Gunnison, Colorado, and its citizens.

Section 3. Section 12, Subdivision Standards, subsection 12.3.B, Subdivision Reclassification, of the *City of Gunnison Land Development Code*, is hereby added to read as follows:

- B. Subdivision Reclassification.** Major Subdivisions may, at the discretion of the Community Development Director, be reclassified as a Minor Subdivision, prior to the application submittal.

1. **Purpose.** A subdivision reclassification is intended to afford a means for a defined Major Subdivision to be reclassified to a Minor Subdivision, if the proposal provides a demonstrated community benefit that may include, but not be limited to, preservation of public open space, development of affordable housing, trail development or to facilitate the purpose of an organization providing a valuable community benefit.
2. **Process.** Prior to the submittal of a formal subdivision application, the applicant may submit a formal written document to the Director requesting the reclassification of a Major Subdivision to a Minor Subdivision. The written request shall explain how the specific characteristics of said subdivision comply with the Reclassification Review Standards. The Director will provide a written notification of the decision to the applicant and the Commission. The Commission is authorized to deny the Directors decision.
3. **Reclassification Review Standards.** An application for a Subdivision Reclassification shall comply with the following standards:
 - a. **Community Benefit.** The proposed subdivision will provide a derived community benefit as described in the Purposes of this subsection.
 - b. **Utility Services.** Public utility services (water, wastewater, electrical, gas, stormwater) are easily available to the land tract proposed for subdivision and only private service extensions are anticipated.
 - c. **Dedications.** The land tract is serviced by existing city streets and easements (trails, utilities) and/or the dedication of public streets and easements can be addressed be through the Minor Subdivision Review process.
 - d. **Non-Motorized Facilities.** The extension of non-motorized transportation facilities can be addressed though the Minor Subdivision process.
 - e. **Consistency with the Master Plan.** The intended uses shall be consistent with the *City of Gunnison Master Plan*.
4. **Subdivision Requirements.** A reclassification approval shall not be construed as a waiver from any of the established requirements for subdivision established by the *Land Development Code*.

Section 4. Section 12, Subdivision Standards, Planned Unit Development Subdivision (PUD), of the *City of Gunnison Land Development Code*, is hereby amended to read as subsection 12.3.C.

Section 5. Section 2, Zoning Districts, Table 2-3 Principal Use Table, Bed and Breakfasts, of the *City of Gunnison Land Development Code*, is hereby amended to read as follows:

TABLE 2-3 PRINCIPAL USE TABLE											
Specific Uses		RESIDENTIAL ZONING DISTRICTS					NON-RESIDENTIAL ZONING DISTRICTS			Use Standards	
		R-1	R-1M	R-2	RMU	R-3	B-1	CBD	C		I
Accommodations	Bed and breakfasts				C	C	C	C	P		§3.7 A.1.
	Hostels				C	C	C	C	P		§3.7 A.2.
	Hotels and motels							C	P		§3.7 A.3.
	RV Parks					C			C	C	§3.7.A.4.

Section 5. Section 4, General Development Standards, Table 4-7 Off-Street Parking Requirements, Hostels, of the *City of Gunnison Land Development Code*, is hereby amended to read as follows:

TABLE 4-7 OFF-STREET PARKING REQUIREMENTS			
USE CLASSIFICATION	SPECIFIC USE		MINIMUM NUMBER OF SPACES REQUIRED
Residential Use Categories (§3.2)			
Household Living	Single-Family Dwellings, Townhouses, Two-family Dwellings, Manufactured Home and Mobile Home		2.0 per dwelling unit
	Multi-Family Dwellings, and Upper Floor Residential	1 st Unit	2.0 per dwelling unit
		Each additional unit	1.75 per dwelling unit
	Accessory Dwelling Unit		1.0 per Accessory Dwelling Unit
Congregate Living	Rooming and boarding houses, dormitories, fraternities or sororities		1.0 per bed
	Nursing Homes		1.0 per employee, plus 1 visitor space per 2 beds
	Assisted Living		1.0 per employee, plus 1 visitor space per 4 beds
Accommodations	Hotels and Motels		1.0 per guest room +1 space per 3 employees and 75% of parking required for other associated or accessory uses (restaurants, offices, meeting spaces)
	Hostels		1.0 per 2 beds
	Bed and Breakfasts		1 space per guest room, plus 2 spaces for the owner/manager's unit

Section 6. Section 4, General Development Standards, subsection 4.8.D.3 Exemptions, of the *City of Gunnison Land Development Code*, is hereby amended to read as follows:

- Flags, the maximum individual size of a permanently displayed flag shall be 40 square feet.

Section 7. Section 4, General Development Standards, Table 4-12 Schedule of Requirements for Nonresidential Zone Districts (CBD, I, C), Time/Temperature/Community Announcement signs, of the *City of Gunnison Land Development Code*, is hereby amended to read as follows:

TABLE 4-12 SCHEDULE OF REQUIREMENTS FOR NONRESIDENTIAL ZONE DISTRICTS (CBD, I, C) (CONTINUED)			
Prohibited Signs	Maximum Sign Area by Permitted Type	Maximum Number of Signs Permitted	Maximum Height of Signs or other Restrictions
	Time/Temperature/Community Announcement signs: The display area of less than 15 square feet shall not be included in the allowable sign area; provided, however, any identification or advertising attached to or incorporated in such signs shall be included in the total allowable sign area.	1 per building face or per business storefront	

Section 8. Section 4, General Development Standards, Table 4-14 Schedule of Requirements for Single-Family and Duplex Zone Districts (R-1, R-1M, R-2), EMC and Free Standing signs, of the *City of Gunnison Land Development Code*, is hereby amended to read as follows:

TABLE 4-14 SCHEDULE OF REQUIREMENTS FOR SINGLE-FAMILY AND DUPLEX ZONE DISTRICTS (R-1, R-1M, R-2)			
Prohibited Signs	Maximum Sign Area Permitted per Business	Maximum Number of Signs Permitted	Maximum Height of Signs or other Restrictions
In addition to §4.8 E., the following signs are prohibited: Awning signs (§4.8 C.38.c.) Canopy signs (§4.8 C.38.f.) Changeable signs (§4.8 C.38.g.)	Identification signs (§4.8 C.38.q.): 4 square feet	1 per building	6 feet
	Temporary Signs (§4.8 C.38.ee. and §4.8 F): 36 square feet	1 per street frontage	12 feet
	EMC (§4.8 C 38 k): 12 square feet	1 per street frontage	Allowed for churches, schools, and community buildings only.

Electronic Message Centers (§4.8 C.38.k and §4.8 H.3.b.) Joint Identification signs (§4.8 C.38.s.) Marquee signs (§4.8 C.38.t.)	of sign area.		
Portable signs (§4.8 C.38.w.) Roof signs (§4.8 C.38.aa.) Vending Machine signs (§4.8 C.38.hh.) Wind signs (§4.8 C.38.jj.)	Free Standing signs (§4.8 C.38.n.): calculated PSA or 12 square feet maximum.	1 per street frontage	Allowed for churches, schools, and community buildings only.

Section 9. Section 9, Development Standard Waivers, subsection 9.1.C.2 Planning and Zoning Commission Waivers, of the *City of Gunnison Land Development Code*, is hereby amended to read as follows:

2. **Planning and Zoning Commission Waivers.** Waivers that are determined by the Commission and/or administratively by staff are related to Site Development Applications. Waivers recommended to City Council by the Commission are acted upon as a public hearing agenda item at a meeting. Waivers considered by the Commission are acted upon at a regular meeting. The administrative review follows all of the procedures set forth in §9.3 with the exception of item D, Public Notice. Waivers may be approved in conjunction with processing site development applications, land use development applications, including subdivision applications, as defined in §6.2.A of this LDC.

Section 10. Section 12, Subdivision Standards, subsection 12.3.A Minor Subdivision, of the *City of Gunnison Land Development Code*, is hereby amended to read as follows:

2. **Minor Subdivision.** A Minor Subdivision is a subdivision which proposes not more than eight lots or units and which subdivides a parent parcel of less than four acres or an approved subdivision reclassification. A Minor Subdivision is subject to an expedited subdivision three-step review process, wherein the Sketch Plan review by the Commission has been deleted. The applicable review steps are as follows:
 - a. **Step One.** Review of the Preliminary Plat by the Commission at a public hearing, as described in §12.6, Preliminary Plat Review.
 - b. **Steps Two and Three.** Review of the Final Plat by the Commission and City Council, as described in §12.7, Final Plat Review.

Section 11. Section 16, Definitions, subsection 16.2. General Terms Defined, Recreational vehicle, of the *City of Gunnison Land Development Code*, is hereby amended to read as follows:

Recreational vehicle	A pickup camper, motor home, travel trailer, tent trailer, vehicle and tent or similar mobile unit which has wheels, is intended to be transported over streets, roads and highways as a motor vehicle or attached to a motor vehicle, and is designed primarily for use as a temporary unit for human occupancy. Recreation vehicles shall be used for human occupancy only when located within a lawful recreational vehicle park, except that recreational vehicles may be inhabited for no more than seven days on private property within a 30-day period.
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INTRODUCED, READ, PASSED, AND ORDERED PUBLISHED this ____ day of _____, 2014, on first reading, and introduced, read, and adopted on second and final reading this ____ day of _____, 2014.

Mayor

(SEAL)

ATTEST:

City Clerk

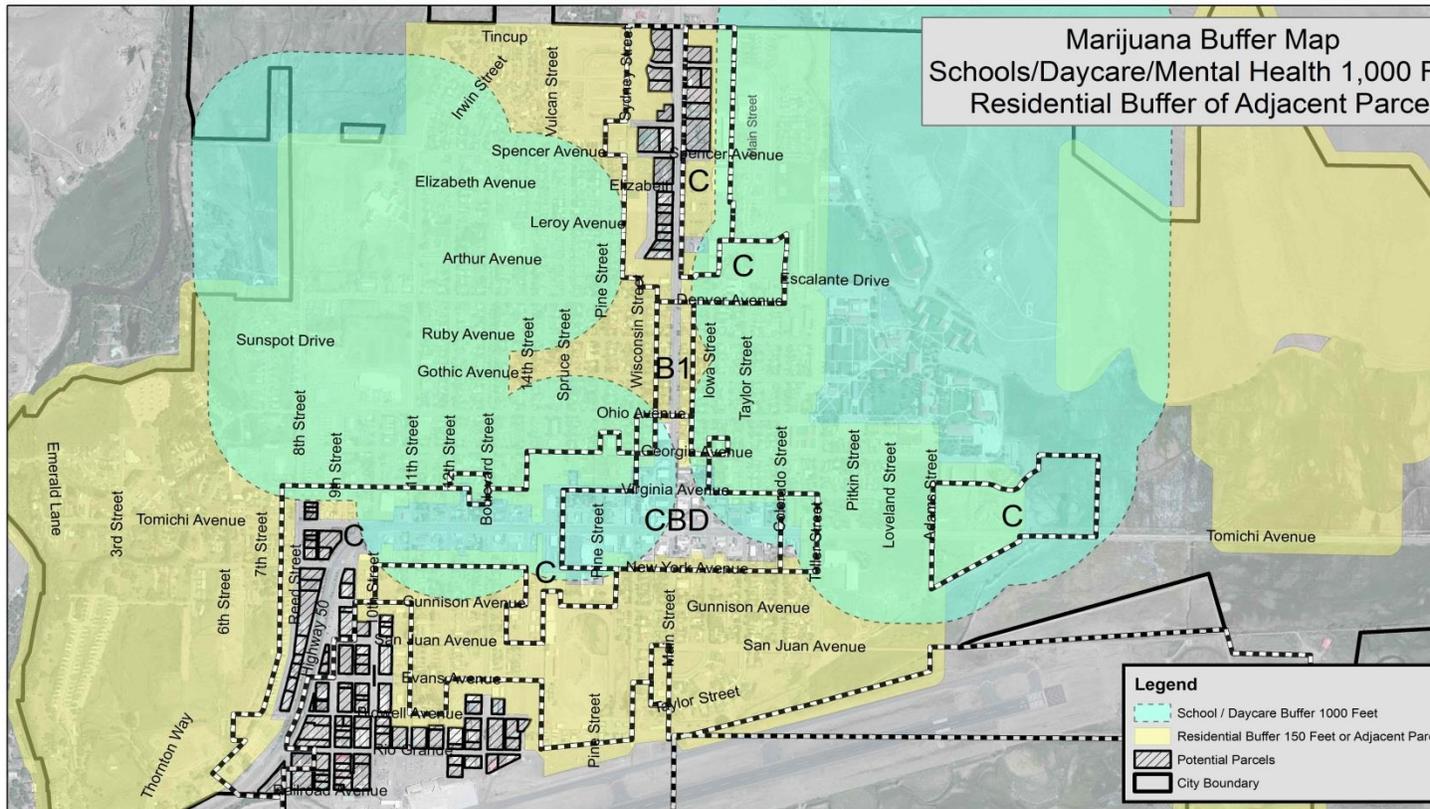
MEMORANDUM

TO: City Council
FROM: Ken Coleman
DATE: April 7, 2015
RE: Marijuana Public Input Session

Based on the results of the Planning and Commission (P&Z) public input session regarding marijuana regulations, it seems prudent to follow the same general format. This public input session with City Council will be conducted with the same expected meeting protocol – respect for diverse viewpoints, limit comments to 5 minutes, and repeating the identical comments is discouraged. It is also noted that the P&Z focused on land use related topics, and public comments in this session are encouraged to be broader in context to include licensing, land use, and other related issues.

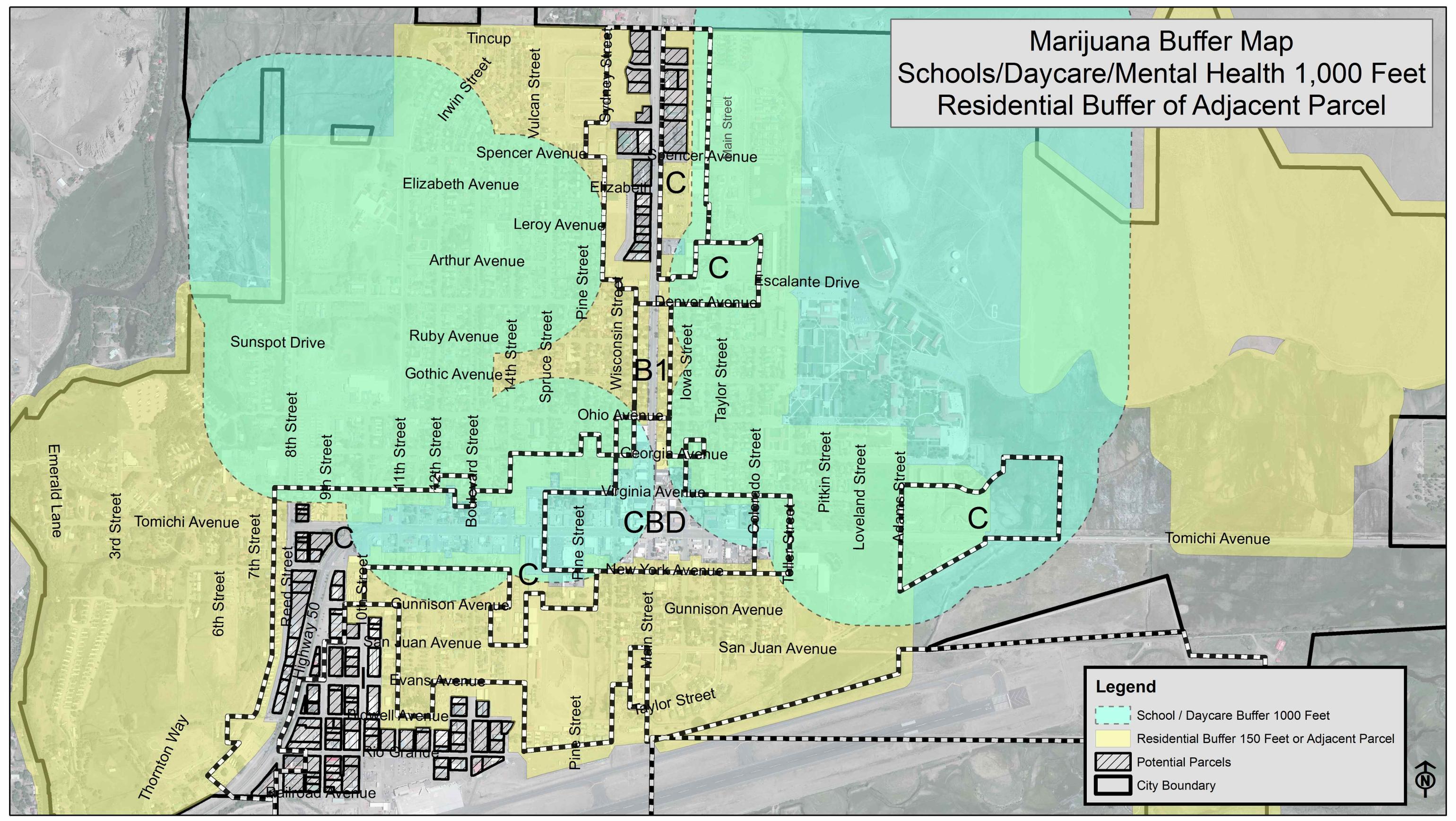
The ordinance structure, the process for the ordinance development, and the anticipated scheduling for the ordinance adoption include this public input piece as well as staff research. The categories addressed in Code revisions include licensing and permitting, enforcement, land use, and building regulations. It is anticipated that the final draft ordinance will be reviewed by council on June 2, 2015 with first and second reading to adopt these regulations being completed June 23rd.

City staff has developed an alternative buffer map based on the comments received during the P&Z workshop (see attachment). The new staff map rendition prohibits marijuana establishments within 1,000 foot buffer from schools, day-care facilities and the University campus. It also prohibits marijuana establishments from fronting on the same street as any Residential District zone. Please note that this buffer scenario does not cover the entirety of the CBD and B-1 District. Based on previous Council discussions, the staff assumes that marijuana establishments would be prohibited in the CBD and B-1 District zones; however, this staff assumption must be a specific direction by the Council. All of the draft buffer maps will be available for viewing on the council chamber TV screens. Please feel free to contact me if you have any other suggestions regarding this approach.



Marijuana Buffer Map

Schools/Daycare/Mental Health 1,000 Feet Residential Buffer of Adjacent Parcel



Legend

- School / Daycare Buffer 1000 Feet
- Residential Buffer 150 Feet or Adjacent Parcel
- Potential Parcels
- City Boundary





Memorandum

To: City Council
From: Ben Cowan
Date: 3/30/2015
Re: VISA Purchasing Card Policies and Procedures Manual

The attached proposed VISA Purchasing Card Policies and Procedures Manual is a first step in converting our account with UMB Bank from a purely paper based system to a purchasing program. The benefits of making these changes include:

- 1) Better tracking of expenditures in the general ledger, rather than having the description "Card Services" appear on every line. This information will be automatically imported electronically in monthly batches.
- 2) Better reporting of card transactions to help identify purchase trends and guard against fraud.
- 3) Convenience of allowing employees describe the business purpose for each transaction and whether or not they have their receipts prior to routing for approval by their director.
- 4) The potential of increasing the purchasing volume on the cards versus checks, which saves the City 1.35% on every purchase.
- 5) Card management which allows Finance to monitor reasons for declines, to adjust spending limits on a permanent or temporary basis, and to issue and close accounts at any time.
- 6) Better tracking of Merchant Category Codes (MCC). Many agencies restrict many of the codes, but this can cause declines to happen for legitimate charges. For example, Mochas is classified as a bar, so strict blocking of codes can be difficult for employees to deal with. Likely, we will recommend blocking of international purchases and purchases for gambling, escort services, cash withdrawals, real estate, etc. Other marginal codes can be red flagged (such as bars or airlines) to allow a closer look to ensure appropriate purchases are being made.

Although reporting and analysis will be occurring electronically, the City will still retain all paper receipts for proper backup documentation. From the employee perspective, the card will continue to work as it had previously.

The Policies and Procedures Manual is split into two sections with the first titled "Policies" requiring approval by City Council. The second section for Procedures may be changed from time to time as is deemed appropriate.

Action Requested: A motion to approve the Policies section of the Policies and Procedures Manual last updated on March 30, 2015.



VISA Purchasing Card

Policies and Procedures Manual

PURCHASING CARD CONTACTS

Purchasing Card Administrator, Ben Cowan, 970-641-8162; ben@cityofgunnison-co.gov

First back-up: Dorene Elam, 970-641-8161; delam@cityofgunnison-co.gov

LOST OR STOLEN PURCHASING CARD

Call UMB Bank Security at 1-800-337-3392 and then inform the Purchasing Card Administrator in the Finance Department.

Policies and Procedures Manual

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Policies and Procedures Manual

POLICIES

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The Policies section of this manual (pages 2-4) is related to the City of Gunnison VISA Purchasing Card program and may not be changed without City Council approval.

Date of approval by City Council: Date of Approval

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Introduction:

The City of Gunnison selected the VISA Purchasing Card program (“Purchasing Card”) in order to establish a more efficient, cost-effective method of purchasing and paying for transactions within established usage limits. It is further intended to replace petty cash and the use of personal funds reimbursed by Accounts Payable Vouchers. Under **no** circumstances will the Purchasing Card be used for personal purchases.

Policies and Procedures Manual:

The VISA Purchasing Card Policies and Procedures Manual establishes standards for use of the City of Gunnison Purchasing Card. It is the cardholder’s responsibility to be knowledgeable of and follow all VISA Purchasing Card Policies and Procedures.

Audits:

All transactions are subject to review by the Finance Department and external auditors for compliance with sound business practices, VISA Purchasing Card Policies and Procedures, and any applicable laws and regulations.

Tax Exempt Status:

The City of Gunnison is exempt from paying Colorado sales and use tax. Information on the City’s tax exempt status appears on the front of the Purchasing Card. Cardholders are instructed to make every effort to ensure sales and/or use tax is not charged. If a vendor has questions regarding tax-exempt purchases, they may contact the Finance Department at 970-641-8070.

Limitation of Vendors:

All vendors that accept Purchasing Cards are registered with their bank under a specific Merchant Category Code (MCC). These codes specify the type of business the vendor engages in (i.e. airlines, medical services, retail stores, restaurants, etc.). The Finance Department has blocked all categories deemed inappropriate for City of Gunnison business. Purchasing Cards cannot be used to make purchases from vendors that fall under a blocked category on the MCC list.

Eligibility for a Purchasing Card:

Purchasing Cards will only be issued to Elected Officials and employees who are authorized by the City of Gunnison to purchase goods and services on behalf of the City. The name of the cardholder and the

Policies and Procedures Manual

City both appear on the face of the card. The Purchasing Card carries corporate liability for the City but carries no liability for a cardholder unless there is intentional misuse by the cardholder.

The Finance Department will make all applicable forms and the VISA Purchasing Card Policies and Procedures Manual available on the City of Gunnison Employee Intranet.

Administrative Requests:

All requests for or changes to credit limits, cardholder names, department/office change, termination of a Purchasing Card, use of Purchasing Card outside the United States or other VISA administrative requests can only be made by the Department Head, Elected Official or assigned designee. Cardholders may NOT make a request on behalf of themselves.

Lost or Stolen Purchasing Cards:

If a Purchasing Card is lost or stolen, immediately notify the Purchasing Card Administrator in the Finance Department by phone and follow-up with a written notice or email unless it occurs on the weekend. If it occurs over a weekend, call **UMB Bank Security at 1-800-337-3392 and then inform the Purchasing Card Administrator in the Finance Department so that his/her records are kept accurate.** The Purchasing Card Administrator will order a new card for the employee to replace the lost/stolen card.

Account Termination:

Upon resignation, termination or transfer of a cardholder to another department; the Purchasing Card Administrator will cancel the card when he/she has been notified by the applicable department.

Fraud and Failure to Follow Policies & Procedures:

Fraudulent use of a City of Gunnison Purchasing Card is a serious matter that may result in disciplinary action up to and including termination of employment, and may subject the cardholder to legal action.

Participation in the Purchasing Card program is a privilege that may be revoked for violations of the VISA Purchasing Card Policies and Procedures.

Responsibilities:

Elected Official and Department Head Responsibilities (or assigned designee who is not the Delegate) – Elected Officials and Department Heads are responsible for making the determination of who is a cardholder within their department/office; reviewing and signing the department monthly statement; and advising the Purchasing Card Administrator of any changes in their department cardholders (i.e. termination, change in departments, change in credit limits, etc.). These responsibilities may be assigned to a designated supervisor (“assigned designee”) within the department/office. However, the assigned designee **cannot** be the same individual as the Delegate (unless the size of the department/office does not allow for separation of duties).

Cardholder Responsibilities – Purchasing cardholders are issued a card associated with a specific department and make purchases on behalf of the City of Gunnison. Cardholders must **not** lend or share their purchasing card. They must keep their purchasing card secure and the card number confidential. The cardholder is responsible for obtaining itemized receipts with detail for the monthly cost allocation process and turning them in to their Delegate. Receipts for expenses incurred during traveling while on City business must be accompanied by an approved Travel Reconciliation Form. Receipts must also be

Policies and Procedures Manual

accompanied with a reason why the purchase is a reasonable business expense (if it isn't obvious). Upon termination of employment, the cardholder will return their Purchasing Card to the City and immediately discontinue all use of the account.

Delegate Responsibilities – Delegates are responsible for the electronic cost allocation of the charges on the Purchasing Cards via the internet; organizing and matching receipts from the cardholders to the monthly statement; meeting the monthly deadline for the cost allocation upload; and remitting hard copies of the statement and receipts to the Purchasing Card Administrator.

Purchasing Card Administrator Responsibilities – The Purchasing Card Administrator will be responsible for issuing and terminating Purchasing Cards; changing credit limits; and processing other administrative requests. These requests will be made by Elected Officials, Department Heads, or assigned designees. He/she will maintain records of cardholders and changes to those cardholder accounts; audit monthly cost allocations; upload cost allocations; and pay the Purchasing Card statement for the entire City on a monthly basis.

Policies and Procedures Manual

PROCEDURES

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These procedures are separate from the VISA Purchasing Card Policies and are subject to change as procedural efficiencies are identified. If a procedure changes, cardholders will be notified.

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Forms:

Appendix A: Purchasing Card Sign-Up/Change Form

Appendix B: Purchasing Cardholder Acknowledgement and Agreement Form

Appendix C: Lost Receipt Form

NOTE: The forms listed above can be accessed on the City of Gunnison Employee Intranet under Finance Public Files

SECTION 1: ASSIGNED DESIGNEES

An Elected Official or Department Head may assign Purchasing Card responsibilities for making the determination of who is a cardholder within their department/office; reviewing and signing the Department Monthly Statement; and advising the Purchasing Card Administrator of any changes in cardholders (i.e. termination, change in departments, change in credit limits, etc.). These responsibilities may be assigned to a designated supervisor (“assigned designee”) within the department/office but **cannot** be the same individual as the Delegate (unless the size of the department/office does not allow for separation of duties).

The process to delegate any of these responsibilities is for the Department Head or Elected Official to send the Purchasing Card Administrator a signed notification indicating the name of the assigned designee who is being assigned the duties.

SECTION 2: GENERAL INFORMATION

Introduction:

The City of Gunnison selected the VISA Purchasing Card program (“Purchasing Card”) in order to establish a more efficient, cost-effective method of purchasing and paying for transactions within established usage limits. It is further intended to replace petty cash and the use of personal funds reimbursed by Accounts Payable Vouchers. Under **no** circumstances will the Purchasing Card be used for personal purchases.

Policies and Procedures Manual

Policies and Procedures Manual:

The VISA Purchasing Card Policies and Procedures Manual establishes standards for use of the City of Gunnison Purchasing Card. It is the cardholder's responsibility to be knowledgeable of and follow all VISA Purchasing Card Policies and Procedures. The VISA Purchasing Card Policies and Procedures Manual can be found on the City of Gunnison Employee Intranet under Finance Public Files.

Audits:

All transactions should be reviewed by the Elected Official, Department Head or assigned designee prior to signing the Department Monthly Statement and sending receipts to the Purchasing Card Administrator. Their signature on the Department Monthly Statement indicates their review of the charges made and agreement with the appropriate cost allocations.

Finance Department staff will compare each transaction with the receipt. Violations will be recorded using a spreadsheet and reviewed periodically. A determination will be made as to whether any violations and/or trends need to be addressed with a specific office, department or cardholder.

Purchasing Card transactions are also reviewed by the City's external auditors each year for compliance with sound business practices, VISA Purchasing Card Policies and Procedures, and any applicable laws and regulations.

Tax Exempt Status:

City of Gunnison is exempt from paying Colorado sales and use tax. Cardholders can obtain a copy of the City's sales tax exemption certificate from the City of Gunnison website in the Finance Department section. They are advised to carry it along with them when purchases are made. All cardholders are instructed to make every effort to ensure sales and/or use tax is not charged.

If a charge of tax appears on the receipt (regardless of the amount), the cardholder is responsible for contacting the vendor and asking that the charge be credited to the card. If the sales tax exemption is denied, a note must be written on the receipt explaining why it was denied.

Limitation of Vendors:

Purchasing Cards cannot be used to make purchases from vendors that fall under a blocked category on the Merchant Category Code (MCC) listing. Examples of some blocked categories are:

- Cash Advances
- Betting/Track/Casino/Lotto
- Dating and Escort Services

If your card is declined and the decline should not have occurred, please contact the Purchasing Card Administrator to determine if the decline was because of the merchant blocking or if the monthly cycle limit has been exceeded. Also, contact the Purchasing Card Administrator if you believe your department should be exempt from a specific blocking due to certain departmental needs.

Red Flagged Vendors:

Some merchant categories will be red flagged for additional scrutiny to ensure appropriateness of purchases. These categories are not blocked because occasionally purchases are allowable for events, participant incentives or other official City business, or the vendor is misclassified. Examples of red flagged categories are:

Policies and Procedures Manual

- International Purchases
- Liquor Stores
- Bars/Taverns/Lounges/Discos
- Massage Parlors
- Court Costs/Alimony/Support
- Bail and Bond Payments
- Tax Payments
- Amusement Parks and Tourist Attractions
- Real Estate

SECTION 3: CARD ISSUANCE

Eligibility for a Purchasing Card:

Purchasing Cards will only be issued to Elected Officials and employees who are authorized by the City of Gunnison to purchase goods and services on behalf of the City. The name of the cardholder and the City both appear on the face of the card. The Purchasing Card carries corporate liability for the City but carries no liability for a cardholder unless there is intentional misuse by the cardholder.

Application Process:

All requests for Purchasing Cards must be made by the Department Head, Elected Official or assigned designee (“requestor”). The requestor needs to complete a *Purchasing Card Sign-up* form and a *Purchasing Cardholder Acknowledgement and Agreement* form found on the City of Gunnison Employee Intranet under Finance Public Files. The requestor is responsible to ensure that the cardholder receives a copy of the VISA Purchasing Card Policies and Procedures Manual (also available on the employee intranet).

The requestor must complete a *Purchasing Card Sign-Up* form establishing the limits authorized and forward the completed form along with the employee’s signed *Purchasing Cardholder Acknowledgement and Agreement* form to the Purchasing Card Administrator. The signature on the Agreement form indicates that the cardholder has received, read and understands the VISA Purchasing Card Policies and Procedures Manual, and agrees to abide by the terms explained in this document. The requestor should give a copy of the signed agreement to the cardholder.

The Purchasing Card Administrator will acquire the Purchasing Card, activate it and deliver it to the requestor for distribution to the employee/cardholder. Cardholders must sign the back of their Purchasing Card upon receipt.

Card Sharing and Security:

Cardholders must **not** share, lend or delegate their Purchasing Card with or to anyone. A cardholder must never give their card to another individual. They must keep their card secure (treat it like cash) and keep the card number confidential. However, it is acceptable for a cardholder to place other employee charges other than their own on their card. For example, a cardholder may be at a conference with one or more

Policies and Procedures Manual

co-workers. It is acceptable to use one card at dinner and then note on the receipt what employees were included.

NOTE: Each Department Head or Elected Official needs to determine how to secure the cards and card numbers in his/her areas. In some areas it is more appropriate for individuals to carry the cards. In other areas, the cards may be stored in a secure place in the department's business office and given to the cardholder(s) on an as needed basis. In either case, the account number must be protected.

SECTION 4: CARD MAINTENANCE

Administrative Requests:

Any request for change needs to be in writing, either hard copy or via email, to the Purchasing Card Administrator. Verbal requests will not be accepted or processed. A request for change can be made only by the Elected Official, Department Head or assigned designee.

A written notice or email to the Purchasing Card Administrator is to be completed when any of the following situations occur:

- Cardholder Name Change
- Cardholder Department Change
- Credit Limit Change (temporary or permanent)
- Account Termination because of Employment Change (resignation or termination)
- Unblocking specific Purchasing Cards for use outside the United States
- Lost or Stolen Purchasing Card
- Employee placed on short-term or long-term disability

Change in Cardholder Name, Department or Credit Limit:

If changes need to be made for a cardholder's name or a change in the established credit limit, send the Purchasing Card Administrator a written request or an email. All requests for any change in account status must occur by a Department Head, Elected Official, or assigned designee. With the exception of Elected Officials and the City Manager, cardholders may **NOT** make a request on behalf of themselves.

Account Termination

If an employee resigns, terminates, transfers to another department, or assumes different duties that do not require the use of the Purchasing Card; the Department Head, Elected Official, or assigned designee is responsible for retrieving the card and sending it to the Purchasing Card Administrator. If the card is retrieved and destroyed by the department, a written notice or email can be sent to the Purchasing Card Administrator instead of the card itself. The Purchasing Card Administrator will cancel the Purchasing Card based on physical receipt of the card or the email stating resignation, termination or transfer.

NOTE: It is imperative that the Purchasing Card Administrator receive this information within 24 hours of termination of employment so that the card can be canceled with UMB.

Lost or Stolen Purchasing Card:

If a Purchasing Card is lost or stolen, immediately notify the Purchasing Card Administrator in the Finance Department by phone and follow-up with a written notice or email unless it occurs on the weekend. If it occurs over a weekend, call **UMB Bank Security at 1-800-337-3392 and then inform**

Policies and Procedures Manual

the Purchasing Card Administrator in the Finance Department so that his/her records are kept accurate. The Purchasing Card Administrator will order a new card for the employee to replace the lost/stolen card.

A renewal card will be mailed to the Finance Department and they will forward the renewal card to the cardholder's Department Head, Elected Official or assigned designee.

Employee Placed on Short-term or Long-term Disability:

If an employee is placed on short-term or long-term disability, a written notice or email must be sent to the Purchasing Card Administrator. Then, the card will be inactivated. When the employee returns to work, a second written notice or email must be sent to the Purchasing Card Administrator with a request to reactivate the card.

SECTION 5: INSTRUCTIONS FOR CARD USE

General Instructions

The Purchasing Card may be used to make payments for goods and designated services that do not exceed the individual card limit and are not prohibited by the VISA Purchasing Card Policies and Procedures.

The Department Head, Elected Official or assigned designee will establish the card limit for the cardholder. Purchases must be for the use and benefit of the City of Gunnison. **Under no circumstances will the VISA card be used for personal purchases.**

Allowable Use:

The card may be used to purchase any goods or services that are allowable using other methods of payment authorized by the City. The card is simply another method of payment. Requirements for budget availability, authority to make purchases and purchasing policies remain unchanged when using the card.

Non-Allowable Use:

At **no** time are the following purchases allowed with your Purchasing Card. This is not an all inclusive list. If in doubt, call the Finance Director or Accounting Clerk.

- Cash advances or cash refunds of any type
- Personal use of any kind or for any non-City purpose
- Gasoline or any personal automobile-related purchases (gasoline is allowed for rental cars used for City business)
- Firearms (firearms and associated ammunition is allowable for Police activities)
- Controlled substances
- Alcohol or alcoholic beverages of any kind, including those on restaurant receipts

The Purchasing Card is **not** intended to avoid or bypass appropriate purchasing or payment procedures (payment process via Accounts Payable vouchers). Rather, the Purchasing Card compliments the existing processes available.

Policies and Procedures Manual

Purchasing with VISA Card:

Purchases may be made with the Purchasing Card by phone, fax, secured internet site, or in person. When ordering, request that the vendor provide an itemized invoice or receipt. Generally accepted accounting principles require proof of payment through retention of receipts. Cardholders are responsible for obtaining receipts for **charges** and **credits** to their Purchasing Card. Receipts must be given to the Delegate for cost allocation, reconciliation, and documentation purposes. If a receipt is lost and a replacement receipt cannot be issued, a *Lost Receipt* form (see Employee Intranet or Appendix C) must be filled out, signed, and given to the Delegate in place of a receipt.

For Internet/on-line purchases make sure that you use the following address otherwise your card will be declined: 201 W. Virginia Ave., Gunnison, CO 81230

Following are some tips for making internet purchases:

- a. Read the online vendor's refund/return and customer privacy policies. Learn the terms of business practiced by the online vendor. Beware of online vendors who do not prominently display refund/return or privacy policies.
- b. Use reliable vendors. Before clicking on the purchase button, make sure the vendor is a reliable vendor. If unsure, check up on the company by checking with the Better Business Bureau. Look for seals or other symbols that identify a particular vendor as being a member of an online reliability, privacy or secure site protection group.
- c. All purchases made online must be shipped to a City site address or shipped to a store to save on shipping costs.

As a reminder, the City of Gunnison is exempt from paying Colorado sales or use tax. Information on the City's tax exempt status appears on the front of the Purchasing Card. *Be sure to remind the vendor of our tax exempt status when making a purchase and carry your copy of the sales tax exemption certificate. If the sales tax exemption is denied, a note must be written on the receipt explaining why it was denied. An exception to this requirement is for payments to dining establishments.* If a vendor has questions regarding tax-exempt purchases, they may contact the Finance Department at 970-641-8070.

Receipt of Goods and Materials:

The cardholder is responsible for ensuring receipt of goods and will follow-up with the vendor to resolve any delivery problems or discrepancies.

Returns, damaged goods, credits:

Items purchased with the Purchasing Card will periodically need to be returned for one reason or another. Credits listed on the statement must be documented with a note as to when the original charge was made and why we are receiving a credit **if** the credit invoice/receipt is **not** available.

Disputed Items:

Disputed items may result from failure to receive goods, fraud, misuse, defective merchandise, incorrect amounts being charged, duplicate charges, unrecognized charges, tax charges, or credits not yet received. Most issues can be resolved by contacting the vendor directly. Contacting the vendor saves time and usually solves most issues. The Delegate is responsible for contacting and following up *with the vendor* on any erroneous charges and disputed items.

If you are not satisfied with the outcome from the vendor, it may be necessary to notify the Purchasing Card Administrator of the disputed charge, who will forward it to UMB Bank for resolution with the

Policies and Procedures Manual

vendor. The bank must be notified of any disputed items within 60 days of the statement date. It may take 3-4 weeks for the bank to research and resolve.

A disputed charge must be paid with the current monthly payment to UMB but it will be credited back to our account if it is resolved on our behalf.

SECTION 6: RECORDKEEPING, RECONCILIATION, AND APPROVAL

Record Keeping:

To facilitate the cost allocation, reconciliation, and approval process; the cardholder is responsible for obtaining all purchasing card slips, cash register receipts, packing slips, and/or on-line order forms/confirmations. The receipts must be forwarded to the Delegate.

Use of a City purchasing card for purchase of personal items is prohibited.

Any charge without receipt/support will not be paid by the City and is the responsibility of the employee. No cash advances or use of ATM's is allowed.

The supporting documentation must include the following:

1. Amount and date paid
2. Description of the item purchased
3. Reason why it's a reasonable business charge (if it isn't obvious)
4. For meals, include the people involved and business purpose of the charge.

Note: Charge slips must be accompanied with a receipt showing what was purchased.

For items purchased over the telephone or Internet, ask for a receipt to be mailed, emailed, faxed or included with the item purchased. If a City purchasing card needs to be used to reserve a room or make a purchase by someone not assigned a purchasing card, please contact Finance for assistance.

Lost Receipts:

Lost receipts represent lack of documentation to support charges or credits shown on the Purchasing Card statement. This can cause the public to mistrust use of public dollars and our external auditors to give the City of Gunnison an adverse audit opinion. It is the cardholder's responsibility to obtain purchasing card receipts and turn them in to their Delegates so they can be matched to the statement.

If a cardholder loses a receipt he or she must contact the vendor to have a replacement receipt mailed, emailed or faxed to him/her. If a replacement receipt cannot be obtained after several attempts, a *Lost Receipt* form must be filled out, signed, and given to the Delegate. Cardholders that develop a history of lost receipts may have their Purchasing Card revoked on a temporary or permanent basis.

Reconciliation and Approval Process:

The basic monthly reconciliation and approval process is as follows:

- **Cardholder:** Turns in VISA receipts to Delegate. Receipts related to travel while on City business must be accompanied by an approved Travel Reconciliation Form. Receipts must also

Policies and Procedures Manual

be accompanied with a reason why the purchase is a reasonable business expense (if it isn't obvious).

- **Delegate:** Does the electronic cost allocation via the internet (matching receipts to charges); prints the Department Monthly Statement; tapes receipts to blank sheets of paper; and forwards the Statement and receipts to the Department Head, Elected Official or assigned designee for approval. The Delegate also submits an electronic copy of the Statement to the Purchasing Card Administrator.
- **Department Head or Elected Official (or assigned designee who is not the Delegate):** Reviews the monthly report and receipts, signs the report and forwards all to the Purchasing Card Administrator.
- **Finance Department:** Reviews all hardcopies of Purchasing Card statements and receipts for proper approvals and documentation. Transactions are batch posted to the City's General Ledger for general accounting purposes.

SECTION 7: FRAUD AND FAILURE TO FOLLOW POLICIES & PROCEDURES

Fraud

There are two types of fraud:

- The first type is true fraud where a card issued by the City of Gunnison is lost, stolen, or duplicate charges are made with the cardholder's account number. In this case, the City is protected through UMB's fraud protection and neither the City nor the cardholder is liable.
- The second type of fraud comes about when a cardholder intentionally purchases an item (i.e. a television or stereo) intended for personal use. In this case, the City is covered by the fraud protection **only** if the cardholder is terminated from employment with the City. If the cardholder's employment is not terminated, the City becomes liable. The City will pursue all available remedies to recover such unauthorized use.

Fraudulent use of a City of Gunnison Purchasing Card is a serious matter that may result in disciplinary action up to and including termination of employment, and may subject the cardholder to legal action.

Failure to Follow Purchasing Card Policies and Procedures

Cardholders may have their Purchasing Card privileges temporarily or permanently revoked depending on the violation of policy or procedure that has occurred. Serious cases of misuse may result in disciplinary action up to and including termination of employment, and may subject the cardholder to legal action.

SECTION 8: CONTACT INFORMATION

The following are the individuals who are responsible for the VISA Purchasing Card administration. Only these employees are authorized to communicate Purchasing Card matters with the representative at UMB.

Purchasing Card Administrator, Ben Cowan, 970-641-8162; ben@cityofgunnison-co.gov

First back-up: Dorene Elam, 970-641-8161; delam@cityofgunnison-co.gov



PURCHASING CARD SIGN-UP/CHANGE FORM

Department: _____

Date: _____

Name of Cardholder: _____

Address: 201 W. Virginia Ave.
Gunnison, CO 81230

Monthly Cycle Limit: \$ _____

Authorized by: _____

Printed Name: Elected Official, Dept. Director or Assigned Designee

Signature: Elected Official, Dept Director or Assigned Designee

Date

APPENDIX A



PURCHASING CARDHOLDER ACKNOWLEDGEMENT AND AGREEMENT

Printed Name of Cardholder: _____

Department Name: _____

Cardholder acknowledges by his/her signature that he/she has received, read and understands the VISA Purchasing Card Policies and Procedures Manual, and agrees to abide by the terms explained in this document.

Participation in the City of Gunnison purchasing card program is a convenience and a privilege. Although the card is issued in the cardholder’s name, it is the City of Gunnison’s property and must be used with good judgment and in accordance with all City of Gunnison purchasing requirements.

1. The City of Gunnison Purchasing Card Program is provided to City of Gunnison employees based on the need to purchase business-related goods and services. The card may be revoked at any time for any reason. The card is neither an entitlement nor reflective of title or position.
2. The card is for business-related purchases only-**personal charges are expressly prohibited.**
3. The Cardholder is responsible for all charges made against the card.
4. Improper use of the card is considered misappropriation of City of Gunnison funds and will result in disciplinary action, termination and/or criminal prosecution.
5. Personal charges on the card will be considered misappropriation of City of Gunnison funds. The cardholder understands that the City of Gunnison may withhold amounts attributable to improper use by the cardholder from any payment, including payroll, which may be payable to the cardholder.
6. Cardholders must comply with internal control procedures, including retaining receipts, identifying accounts to be charged, logging all transactions, and reconciling charges. The cardholder will promptly contact the Card Administrator in Finance for assistance in resolving discrepancies.
7. A lost or stolen card must be reported immediately to the VISA/UMB Card administrator.
8. A cardholder must surrender the card upon termination of employment.
9. Cardholder agrees to comply with City of Gunnison policies and any addendum to this agreement.
10. The only person that can use the card is the cardholder.

I acknowledge receipt of the City of Gunnison VISA Purchasing Card:

Account#_____

I understand that the City of Gunnison provides me with an alternate means of payment for goods purchased on behalf of the City. I understand that all City of Gunnison purchasing card guidelines must be followed. I understand that the City of Gunnison purchasing card may not be used for personal items and purchases made outside the guidelines will be considered personal items. I authorize payroll deduction for any items that are not in compliance with City of Gunnison guidelines. I understand fraudulent use of a City of Gunnison Purchasing Card is a serious matter that may result in disciplinary action up to and including termination of employment, and may subject the cardholder to legal action.

Cardholder Signature: _____

Date: _____

Witness to Cardholder Signature: _____

Date: _____

(Dept Director, Elected Official or Assigned Designee)



Lost Receipt - Charge Detail and Payment Authorization

This form is to be used when a receipt or invoice has been misplaced, destroyed or is not available. It is to be used only when all attempts to get a copy of the original receipt from the vendor(s) is (are) exhausted. Complete all necessary information and submit approved form with VISA statement.

Today's Date:

Statement Date:

Cardholder Name:

Cardholder Department:

Charge Detail:

Amount	Post Date	Vendor Name	Merchant Description	Attempted to get receipt from vendor?	Reason Merchant could not provide reprint
\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> yes or no	<input type="text"/>
\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> yes or no	<input type="text"/>
\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> yes or no	<input type="text"/>

By signing below, I am certifying that the receipt(s) cannot be found, and that the expenditure(s) was made on behalf of the City of Gunnison and not a personal expense.

Cardholder Signature
Date

Department Head/Elected Official or
Assigned Designee Approval
Date

Finance Approval
Date



Memorandum

To: City Council
From: Ben Cowan
Date: 4/2/2015
Re: Bond Arbitrage Compliance

The 2014 budget included \$10,000 for a Bond Arbitrage Compliance Study. This project was not completed during 2014.

It is necessary to complete at least a cursory review to ensure the City is compliant with two active bond issues:

- 2007 Sales and Use Tax Revenue Bonds - \$8.33 million (Community Center Expansion)
- 1997 Multifamily Housing Mortgage Revenue Bonds Tax Exempt Series - \$4.5 million (FHA Insured Mortgage Loan – Tenderfoot Apartments Project)

While our investment bank was of the opinion that the City was non-compliant, Tom Peltz, with Kutak Rock LLP, believes we are not out of compliance since the City issued its bonds prior to recent rule changes and the requirements are not retroactive. Additionally, issuers are required to report “material” rating changes. The city’s bond insurer experienced at least a couple downgrades which formerly were viewed as being material. However, during the “Great Recession,” the market was well aware of rating changes attributable to the falling credit worthiness of bond insurers, so we can likely take the position that those events were immaterial.

The attached engagement letter details some of the activities ACS can assist the City in either verifying compliance or making recommendations for appropriate actions to bring us in compliance in the event we discover a deficiency.

I recommend that the City moves forward with the:

Bond Compliance Review	\$400
Arbitrage Rebate Estimate Letter	\$500
TOTAL	\$900

Although I expect we do not need to move forward with the Arbitrage Rebate and Yield Restriction Calculation for an additional \$1,500, I would like the budget amendment to allow the flexibility for this in the event the estimate indicates it is necessary or if we need to engage Kutak Rock to prepare attorney letters that the City was out of compliance but plans to maintain compliance moving forward. Therefore, this is a request for a budget transfer for \$4,000 to allow for the aforementioned costs. The 2015 budget in the Finance Department has availability in its 4101 “Wages” account due to salary savings sufficient to accommodate this request.

Action Requested: A motion to preliminarily approve a budget transfer of \$4,000 for bond arbitrage compliance from account 01-4006-4101 “Finance-Wages” to account 01-4039-9265 “Bond Arbitrage Compliance”.



March 31, 2015

Mr. Ben Cowan, Finance Director
City of Gunnison (the “City”)
P.O. Box 239
Gunnison, Colorado 81230

ENGAGEMENT LETTER FOR BOND COMPLIANCE SERVICES

Arbitrage Compliance Specialists, Inc. (“ACS”) is pleased to present our fees to provide bond compliance services for the City. Our firm has distinctive legal and accounting experience with bond compliance services dating back to the inception of the arbitrage rebate regulations of 1986. ACS is one of the most prominent and well-respected providers of bond compliance services in the nation. ACS’ staff members are accounting professionals who have extensive knowledge of governmental accounting, accounting allocation methods and legal interpretation skills to compute the lowest permissible liability allowed. We pride ourselves on our unprecedented commitment to each and every client we represent.

ACS has provided a fee schedule to encompass the various elements that we may encounter during the review and/or calculation(s). Each calculation includes both a legal opinion and a CPA opinion to provide assurance that the calculations were completed according to Section 148(f) of the Internal Revenue Code of 1986 that governs the arbitrage rebate requirements (the “Tax Code”). This agreement shall become effective at the date of acceptance by the Issuer and remain in effect until canceled. The City or Arbitrage Compliance Specialist, Inc. can terminate this Engagement upon a 30 day written notice. This engagement supersedes all engagements previously sent to the City.

We appreciate the opportunity to provide assistance to help the City comply with the IRS bond compliance requirements. As always, if we may be of further assistance or if there are any questions, please do not hesitate to call me at (800) 672-9993 ext. 7530.

Sincerely,

Stephen H. Broden, Vice President
Arbitrage Compliance Specialists, Inc.

Please acknowledge acceptance of this engagement by signing and faxing this letter in its entirety to Arbitrage Compliance Specialists, Inc. at (800) 756-6505 or scanning and e-mailing to Stephen@RebateByACS.com.

Accepted by – Signature

Print Name, Title

Date



Bond Compliance Review		Fees
City Review (Includes All Outstanding Issues Listed Below)		
<u>Issue</u>	<u>PAR Value</u>	\$400
1997	\$4,500,000	
2007	\$8,330,000	

Review Services

1. Review the documents related to the debt issue to include the Official Statement, Tax Certificate, IRS Form 8038-G and CPA Verification Report.
2. Complete an in-depth analysis of the debt structure by our in-house tax attorney to determine if the debt issue is subject to rebate and/or yield restriction and identify applicable exceptions.
3. Prepare a City review which is designed to provide assurance that each debt issued by the City has satisfied the post compliance requirements that were provided to the City in the tax certificate.
 - a. Provides an executive summary of our findings.
 - b. Confirms status of arbitrage rebate reporting, spending exception reporting, yield restriction reporting and record retention requirements.
 - c. Does not confirm status of private business use or continuing disclosure.
 - i. For both these services we recommend either Kutak Rock or DAC Bond.
 - d. Provides a debt compliance monitoring schedule that identifies all-important relevant information by issue including prior calculations, liability amounts, future calculation due dates and important status notes.
4. Provide a post-issuance compliance policy and procedure manual.
5. Recommend further action items such as: Completion of arbitrage rebate, spending exception, yield restriction, or related reporting.
6. Prepare a debt compliance monitoring schedule that identifies all-important relevant information by issue including prior calculations, liability amounts, future calculation due dates and important status notes.
7. Advise on how future changes in the Tax Code may affect the debt issue.
8. Provide technical assistance and consultation in matters related to the arbitrage compliance regulations.
9. Assist in the IRS record retention requirements, which include storage of records related to the debt issue.
10. Discuss the review to ensure a complete understanding of the procedures and recommendations in the review.

Arbitrage Rebate Compliance Calculations and/or Estimates	Fees
Arbitrage Rebate and Yield Restriction Calculation (Maximum Fee Per Issue Per Five Year Period)	\$1,500
OR	
Arbitrage Rebate Estimate Letter (Fee Per Issue Per Five Year Period, In Lieu of a Report)	\$500

Calculation Services

1. Monitor IRS filing deadlines, election requirements and restricted periods in our database tracking system to ensure timely reporting.
2. Obtain information on the investments for the gross proceeds for the entire computation period.
3. Perform the arbitrage rebate, yield restriction or spending exception calculations in compliance with the Tax Code.
4. Provide calculations with legal opinion and CPA certified professional opinion that can be relied upon by the City regarding the liability. The report will provide supporting documentation to include the calculation method employed, assumptions, and conclusions.
5. Prepare payment Form 8038-T with detailed filing instructions for accurate and timely filing to the IRS, if applicable.
6. Prepare a debt compliance monitoring schedule that identifies all-important relevant information by issue including prior calculations, liability amounts, future calculation due dates and important status notes.
7. Discuss the calculation(s) to ensure a complete understanding of the procedures and recommendations in the calculation(s).
8. Provide no cost audit support in the event of an IRS audit.

Estimate Letter Services

1. Monitor IRS filing deadlines, election requirements and restricted periods in our database tracking system to ensure timely reporting.
2. Obtain information on the investments for the gross proceeds for the entire computation period.
3. Review the information relating to the investments for the purpose of validating that no liability should be due.
4. Provide a letter which will indicate whether a liability is due or not due as of the date of the estimate.
5. Discuss the estimate(s) to ensure a complete understanding of the procedures and recommendations in the letter(s).

Memorandum

To: City Council
CC: City Manager Ken Coleman
From: City Clerk Gail Davidson
Date: 4/2/2015
Re: Appointment of City Representatives to MEAN

City Council:

A representative of the Nebraska Municipal Power Pool (NMPP) has contacted the City and requested reappointment of the two City representatives to the Power Pool Members' Council. Public Works Director Ken Bradford indicated he will continue serve as the City's Representative and Electric Superintendent Will Dowis will serve as Alternate Representative, if that is Council's wishes.

There are several other appointments made on a three-year cycle. Tex and Will also are the City representatives/alternate on the Municipal Energy Agency of Nebraska's (MEAN) Board of Directors and Tex and Will also serve on the MEAN Management Committee.

Action Requested of Council: Motion, second and affirmative vote for the appointment of Ken "Tex" Bradford as Representative and Will Dowis as "Alternate" representing the City of Gunnison on the NMPP Members' Council.

Member Resolution for Appointments

Representative and/or Alternate Representative to NMPP Members' Council

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Gunnison, State of Colorado, that:

1. Such City be and hereby is a member of the Nebraska Municipal Power Pool.
2. The City Council of the City of Gunnison, State of Colorado, does hereby appoint Ken "Tex" Bradford as the **Representative** of the City of Gunnison, State of Colorado, to the Members' Council of the Nebraska Municipal Power Pool.
3. The City Council of the City of Gunnison, State of Colorado, does hereby appoint Will Dowis as the **Alternate Representative** of the City of Gunnison, State of Colorado, to the Members' Council of the Nebraska Municipal Power Pool.

This is to certify that the appointments set out above were approved by the City Council of the City of Gunnison, State of Colorado, at their meeting on April 14, 2015.

Robert E. Drexel
Mayor, City of Gunnison, Colorado

(SEAL)

ATTEST:

Gail A. Davidson
City Clerk, City of Gunnison, Colorado



CITY OF GUNNISON PARKS AND RECREATION

To: City Council
From: Gunnison Parks and Recreation
Re: Building Fee Waiver

Council,

Construction of the Senior Addition to the Community Center will begin in May. We would like for City Council to consider waiving the Building Permit fees for this project in order for us to maximize the construction dollars available for this project. The permit fees \$1,300 and the plan check fee is \$845 for a total waiver of fee of \$2,145. Council has established a precedence not to waive tap fees so we are expecting to pay the required sewer tap fee of \$5,000 that we will need for the two additional restrooms planned for this addition. Attached is the breakdown of the building permit fees

Thank you for your consideration.

Dan Ampietro
Parks and Recreation

CITY OF GUNNISON BUILDING VALUATION WORKSHEET

APPLICATION DATE		PERMIT # 15-07
OWNER NAME	City of Gunnison	
BUILDING SITE ADDRESS	200 E. Spencer St.	
GENERAL CONTRACTOR	TBD	

VALUATION CALCULATIONS

INTERIM VALUE BASED ON INTERNATIONAL CODE COUNCIL CONSTRUCTION COSTS			
SQUARE FOOT CONSTRUCTION COST	SQ. FT.	RATE/FT.	TOTAL
Building Valuation Data (Feb 2015)	1513	119.26	\$180,440.38

VALUATION FOR MINOR CONSTRUCTION PROJECTS			
	SQ. FT.	RATE/FT.	TOTAL
GARAGE	0	\$30.00	\$0.00
BASEMENT UNFINISHED	0	\$15.00	\$0.00
MINOR ACCESSORY STRUCTURE	0	\$15.00	\$0.00
FOUNDATION ONLY (Linear Feet times concrete per yd)	0	\$170.00	\$0.00
OWNER'S VALUATION (Attach Bid/Proposal/Notes)			0.00
TOTAL VALUATION			\$180,440.38

MECHANICAL FEES	#	FEE	TOTAL
INSPECTION FEE	0	\$22.00	\$0.00
SUPPLEMENTAL PERMIT	0	\$6.50	\$0.00
AIR HANDLERS / RTU's	0	\$16.50	\$0.00
APPLIANCE VENTS	0	\$6.50	\$0.00
BOILERS AND COMPRESSORS	0	\$16.50	\$0.00
EVAPORATIVE COOLER	0	\$9.50	\$0.00
FURNACES	0	\$13.25	\$0.00
MISCELLANEOUS	0	\$9.50	\$0.00
REPAIRS OR ADDITIONS	0	\$12.25	\$0.00
SOLID FUEL BURNING DEVICE	0	\$20.00	\$0.00
VENTILATION AND EXHAUST	0	\$6.50	\$0.00
OTHER INSPECTIONS AND FEES (HR)	0	\$42.50	\$0.00
TOTAL MECHANICAL			\$0.00

BUILDING PERMIT FEES (based on)		\$180,440.38
PERMIT FEE		\$1,300.00
PLAN CHECK FEE	30% 1 & 2 Family Residential, 65% all others	\$845.00
NO PERMIT FINE		\$0.00
MECHANICAL FEE	N/A for 1 & 2 Family Dwellings	\$0.00
Total of Permit Fees (01-3208)		\$2,145.00
4% Use Tax (01-3106)	50% OF TOTAL VALUATION * 4% = Use Tax	\$0.00
Water cap invest fee(25-3902)		\$0.00
Water Const. Fees(25-3901)		\$0.00
Sewer cap invest fee (30-3902)		\$5,000.00
Sewer construction Fees (30-3901)		\$0.00
	USE Tax Exempt	\$0.00
Total Fees Due		\$7,145.00

Memorandum



To: City Council
From: Ken Coleman
Date: April 3, 2015
Re: Highway Corridor Update

City staff has been working with our traffic engineering consultants to develop baseline information that will guide future recommendations. During this process our team has been contemplating more immediate actions that may be implemented before a final capital improvement plan is adopted.

One way that the City can test the waters on potential changes is to look at demonstration projects that are more temporary in nature, meaning they can be removed or revised without a large monetary investment.

One such action that is recommended is to provide paint striping to Highway 50 from Adams Street to New York Avenue that better defines lane configurations and provides a dedicated bike lane into the mix. This strategy can be implemented at a relatively low cost to determine the effectiveness in traffic calming, providing more defined space for bicycles, and perhaps adding a buffer for pedestrians making a crossing of the highway.

The cost estimate for this application is being developed, yet traditional line striping would cost in the realm of \$20,000. A more robust striping that provides a 'separated' lane would cost more. The rationale behind this recommendation is to begin the definition of place for each use and create an environment that recognizes multiple uses.

If Council is agreeable to this strategy, our traffic consultant will provide details for lane geometry and we will initiate the approval process with CDOT. We would anticipate this action occurring before the summer season, yet is dependent on approval and paint stripe scheduling. Staff recommends this approach and the use of budgeted funds to accommodate this demonstration project implementation.