

**CITY OF GUNNISON COUNCIL AGENDA**  
**MEETING IS HELD AT CITY HALL, 201 W. VIRGINIA AVENUE**  
**GUNNISON, CO, IN THE 2<sup>ND</sup> FLOOR COUNCIL CHAMBERS**

**TUESDAY**

**MAY 26, 2015**

**REGULAR SESSION**

**7:00 P.M.**

- I. Call Meeting to Order:
- II. Minutes of April 28, 2015, Regular Session Meeting  
Minutes of May 18, 2015, Reorganization Meeting
- III. Pre-Scheduled Citizens:
  - A. Quinn Travis and Ian O'Bannion; Re: Youth Challenge Grant Presentation
- IV. Consent Agenda: the consent agenda allows City Council to approve, by a single motion and vote, matters that have already been discussed and/or are considered routine or non-controversial. There will not be separate discussion of these items unless a Council member, City Staff, or citizen requests an item be removed from the Consent Agenda and considered separately. Items removed from the Consent Agenda will be considered under New Business.
  - Arts Center Sundays @6 Multi-Day City Event Permit
  - Approve IGA Between City, Gunnison Volunteer Fire Department and Gunnison County Fire Protection District
  - Action on Fire Truck Bid in Amount Not to Exceed \$387,209
  - Set Special Session Meeting for 7pm, June 2, 2015, for Public Hearing on Ordinance No. 5, Series 2015, City Marijuana Facilities Regulations
- V. Unfinished Business:
- VI. New Business:
  - A. Action to Excuse Councilor Ferguson from May 18, 2015, Council Meeting
  - B. Action on 2015 Slurry Seal Bid with Foothills Paving & Maintenance in an Amount Not to Exceed \$140,000
  - C. Action on Ice Rink Compressor Additional Appropriation in Amount of \$10,500
  - D. Action on Adoption of Measurement Periods Regarding the Patient Protection and Affordable Care Act
  - E. Action to Approve City Employee Handbook dated May 26, 2015
  - F. Action on City Filing Opposition to Water Court Case
- VII. Resolutions and Ordinances:
  - A. Resolution No. 11, Series 2015; Recognizing Gunnison Rising Annexation Agreement Conditions for Subdivision and Development Have Been Met
- VIII. City Attorney: Kathleen Fogo
- IX. City Manager: Ken Coleman  
Acting City Manager: Finance Director Ben Cowan: City Financials Update and Semi-Annual Department Report  
City Clerk: Gail Davidson
- X. Non-Scheduled Citizens: **At this agenda time, non-scheduled citizens may present issues of City concern to Council. Per Colorado Open Meetings Laws, NO action or Council discussion will be take place until a later date, unless an emergency situation is deemed to exist by the City Attorney. Speaker has a time limit of 3 minutes.**
- XI. City Council Discussion, Meeting Reports, Items for Future Work Sessions:
- XII. Adjournment

The City Council Meeting agenda is subject to change. 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 at [www.cityofgunnison-co.gov](http://www.cityofgunnison-co.gov). Work sessions are recorded, minutes are not produced and formal action cannot be taken. For further information, contact the City Clerk's office at 970-641-8140.

**TO COMPLY WITH ADA REGULATIONS, PEOPLE WITH SPECIAL NEEDS ARE REQUESTED TO CONTACT THE CITY CLERK 24 HOURS BEFORE ALL MEETINGS AT 970-641-8140.**

**APRIL 28, 2015**

**CITY OF GUNNISON COUNCIL  
REGULAR SESSION MEETING MINUTES**

**7:00 P.M.**

The City Council Regular Session meeting was called to order at 7:00 P.M., by Mayor Drexel, with Councilors Riggs, Ferguson, Steinbeck and Hagan present along with City Attorney Fogo, City Manager Coleman, City Clerk Davidson, Public Works Director Bradford, Finance Director Cowan, WSCU Liaison Ballesteros, several citizens and the press. A Council quorum was present.

**APRIL 28, 2015**

**PUBLIC HEARING**

**7:00 P.M.**

**Receive Public Input on Brew Pub Liquor License Application from High Alpine Brewing Company LLC., dba High Alpine Brewing Company, 111 N. Main Street, Gunnison, CO.**

Mayor Drexel opened the public hearing at 7:02 P.M. and stated the reason for the public hearing is to receive input on the Brew Pub Liquor License Application from High Alpine Brewing Company LLC dba High Alpine Brewing Company, 111 N. Main Street in Gunnison, and present at the hearing are City Councilors Carolyn Riggs, Stu Ferguson, Ann Steinbeck, Richard Hagan, himself Mayor Bob Drexel, City Attorney Kathy Fogo, City Manager Ken Coleman, City Clerk Gail Davidson, and the applicants.

Mayor Drexel asked the applicants to stand and introduce themselves. Bryan Wickenhauser, Scott Cline, and Jon Brown introduced themselves.

Mayor Drexel then asked for the Duties of the Board and the procedural aspects of the Hearing. City Clerk Davidson stated Article 47, Title 12, of the Colorado Revised Statutes (CRS) sets the general rules and regulations for the proper manufacture, distribution and sale of alcoholic beverages. It states the state licensing authority and the local licensing authority, in this case the Gunnison City Council, have dual responsibility for regulating the sale of alcoholic beverages and issuing licenses to do so. If the State doesn't approve a license, the City cannot grant a license and the State will not issue a license without the City's approval. Article 47, Title 12 sets the application requirements and process for each type of liquor license.

The applicant is applying for a Brew Pub Liquor License for the premises located at 111 N. Main Street in Gunnison. The premises includes the basement, first and second floors and the recently-approved, by a City License Agreement, deck off the second story over the City sidewalk. This type of license allows for the sale and service of malt, vinous and spirituous liquor by the drink for on-premises consumption. The license also allows for the sale, in sealed containers, of brewed on-premises malt liquor for off-premises consumption.

The applicant has filed the proper application with the required documentation, has paid the required fees, the required Public Hearing was noticed in the Gunnison Country Times, and the premises was posted for the Hearing. The principals in the LLC are: Bryan Wickenhauser, Scott Cline and Jon Brown.

Part 3 of C.R.S. 47-12 allows for concurrent state and local review of the license application. The applicant has paid the fees for a concurrent review and the State is conducting their review at this time. The City Attorney, City Clerk, Building Official, Fire Marshal and Police Chief have reviewed the application and the premises. Copies of their memos are included in Council packets and are included in the official record of the public hearing.

A liquor license is a property right and as such, the application hearing is a quasi-judicial proceeding where any party in interest can present evidence regarding the issuance of the liquor license. The duty of the Local Licensing Authority is to determine if the applicant is of good moral character, that the issuance of the license meets the reasonable requirements of the neighborhood, and the needs and wants of the neighborhood will be met by the issuance of the license. The neighborhood is defined as the area within the City Limits of the City of Gunnison.

Mayor Drexel asked for proof of publication and proof of posting for the record. City Clerk Davidson stated copies of the proof of publication and proof of posting are included in Council's packets and are included in the official file of the Public Hearing. Mayor Drexel entered the application into the record. City Clerk Davidson then reviewed the Preliminary Investigation Report. She stated an investigation has been made and based on the results thereof the following has been determined: (1) There has not been a denial of an application at the same location by either the State or the Liquor Licensing Authority of the City of Gunnison within the two years preceding the date of the application on the grounds that the reasonable requirements of the neighborhood were satisfied by the existing outlets. (2) It does appear from the evidence submitted

by the applicant that they are entitled to possession of the premises where the license is proposed to be exercised. (3) Selling Malt, Vinous and Spirituous Liquor by the drink or in sealed containers in the manner proposed in the license application, is not in violation of the zoning, fire and other applicable codes of the City of Gunnison or the laws of the State of Colorado. (4) The building where the application proposes to sell malt, vinous and spirituous liquor by the drink for on-premises consumption and to sell malt liquor brewed on the premises in sealed containers for off-premises consumption does not appear to be within 500 feet of any public or a parochial school or the principal campus of any college, university or seminary. (5) Within the City Limits where the applicant proposes to sell liquor, there are the following existing other outlets:

- 4 - Beer and Wine Type Licenses
- 12 - Hotel/Restaurant Type Licenses
- 5 - Retail Liquor Store Licenses
- 1 - Arts License
- 0 - Brew Pub Licenses
- 8- Tavern Licenses
- 1 - Club Licenses
- 6 - 3.2% Beer Type Licenses
- 36 - Total Number of Active Liquor Licenses in City of Gunnison

(6) According to information of the Police Department of the City of Gunnison, the following Records have been found with regard to the following applicant: High Alpine Brewing Company LLC; principals Bryan Wickenhauser, Scott Cline and Jon Brown: a local background check has been conducted and a memo from Gunnison Police Chief Keith Robinson states he has no objections to the issuance of a license. The question he had regarding Bryan Wickhauser's ability to hold both a Tavern License and a Brew Pub License has been determined in the affirmative. The fingerprint cards for the three principals of the LLC have been mailed to the CBI for a background check, and the City is awaiting results.

Mayor Drexel reiterated that the Determination of the Neighborhood is the Incorporated City Limits of Gunnison, Colorado.

Mayor Drexel called for the applicant's testimony. Bryan Wickenhauser addressed Council. He stated that during the building remodel construction that is currently taking place, it is almost impossible to keep people out. People can't wait for the Brew Pub to be open. Jon Brown passed out the pages of petitions signed by local residents and business owners who would like to see the Brew Pub open at their location. City Clerk Davidson passed the petitions on to Council.

Mayor Drexel called for testimony in favor of the application. There was no further testimony.

Mayor Drexel called for any testimony in opposition of the application. There was none.

Mayor Drexel asked for any further general comments and hearing none, closed the Public Hearing at 7:12 P.M.

Council returned to the Regular Session Meeting at 7:12 P.M.

**Pre-Scheduled Citizens:** None.

**Consent Agenda:** these items have already been discussed or are considered routine matters and action may be taken by a single motion and vote. Mayor Drexel asked if anyone wanted any item removed from the Consent Agenda to be discussed and acted upon separately.

- Farmer's Market Multi-Day City Event Permit**
- Senior Transportation MOU with Gunnison County**
- License Agreement with Ol' Miner Steakhouse for Deck over City Sidewalk**
- City Use of Colorado Central Collections Services**

City Clerk Davidson informed the Mayor that due to Councilor Hagan not being present at the April 14, 2015, meeting he would need to abstain from the vote. Therefore, consideration of the April 14, 2015, Regular Session Meeting Minutes should be pulled from the Consent Agenda and considered separately. Mayor Drexel stated the minutes would be considered separately after action on the remaining Consent Agenda items.

Councilor Ferguson moved and Councilor Steinbeck seconded the motion to approve the four items listed on the consent agenda as amended.

Roll call vote, yes: Riggs, Ferguson, Drexel, Steinbeck, Hagan. So carried.

Roll call vote, no: None.

### **Consideration of Regular Session Meeting Minutes of April 14, 2015.**

Councilor Steinbeck moved and Councilor Ferguson seconded the motion to approve the Regular Session Meeting Minutes of April 14, 2015, as submitted.

Roll call vote, yes: Ferguson, Drexel, Steinbeck, Riggs. Motion carried.

Roll call vote, no: None.

Roll call vote, abstain: Hagan.

**Unfinished Business:** None.

### **New Business:**

#### **Action on High Alpine Brewing Company Brew Pub Liquor License.**

Councilor Riggs moved and Councilor Ferguson seconded the motion that the Brew Pub Liquor License for High Alpine Brewing Company LLC dba High Alpine Brewing Company, 111 N. Main St., Gunnison, CO 81230, be approved for the following reasons:

1. There has not been a denial of an application at the same location, or a location within 500 feet thereof, by either the state or local licensing authority within the two years preceding the date of the application on the grounds that the reasonable requirements of the neighborhood were satisfied by existing outlets.

2. It appears from the evidence submitted with the application that the applicant is entitled to possession of the premises where the license is proposed to be exercised.

3. Selling malt, vinous and spirituous liquor by the drink for on-premises consumption and selling on-premises brewed malt liquor in sealed containers for off-premises consumption in the manner proposed in the application is not in violation of the zoning, fire, and other applicable codes of the City of Gunnison or the laws of the State of Colorado.

4. The building where the application proposes to sell malt, vinous and spirituous liquor for on-premises consumption, does not appear to be within 500 feet of any public or parochial school or the principal campus of any college, university, or seminary.

5. Within the City Limits of the City of Gunnison, where liquor is proposed to be sold, there are the following existing other outlets:

- 4 - Beer and Wine Licenses
- 12 - Hotel/Restaurant Licenses
- 5 - Retail Liquor Store Licenses
- 1 - Arts License
- 0 - Brew Pub License
- 8 - Tavern Licenses
- 1 - Club Type Licenses
- 6 - 3.2% Beer Type License

6. All fees necessary for the application have been paid.

7. According to the information obtained through testimony by the applicants before the Local Licensing Authority, the applicant is of good moral character and possesses the qualifications necessary to conduct the type of business proposed.

Roll call vote, yes: Drexel, Steinbeck, Hagan, Riggs, Ferguson. Motion carried.

Roll call vote, no: None.

Council wished the applicants good luck in their new business venture.

**Award Community Center Addition Contract to Ransom Construction in an Amount Not to Exceed \$323,100.** Parks & Recreation Director Ampietro explained to Council the approval request is for the amount budgeted in the 2015 budget to include any additional unforeseen items that may happen in the construction process.

Councilor Hagan moved and Councilor Steinbeck seconded the motion to award the Community Center Addition Contract to Ransom Construction in an amount not to exceed \$323,100.

Roll call vote, yes: Steinbeck, Hagan, Riggs, Ferguson, Drexel. So carried.

Roll call vote, no: None.

**Discussion and Possible Action on MOU with Senior Groups for Use of the Community Center and Senior Addition.** City Manager Ken Coleman informed Council that he, Councilor Ferguson and Parks & Recreation Director Ampietro met with the “Boomers & Beyond” Senior Group Building Committee members on Monday morning. At that meeting their Committee suggested new plans that would increase the proposed cost for the addition construction. After discussion, all parties agreed not to delay the project and to go ahead with the construction as proposed. Access was the major discussion item. The group also discussed the proposed fees structure. Staff feels the fees are consistent and equitable for all. All seniors will have free access to the senior area, games area and the gym for walking on Monday, Wednesday and Friday from 6am to 4pm. If seniors want to use the other portions of the facility, such as the pool, they will need to pay the fees. City Manager Coleman will follow-up with the Young at Heart group on the MOU. Councilor Ferguson stated that Staff listened to feedback from the seniors regarding access, cost and scheduling. The new suggestions were included in the fee structure that is very reasonable. For the 70+ year group, the fee is 60% discount and the active adult fee is a 50% discount over the adult fees. The City Manager informed Council the structure of the proposed senior scholarship program is still being developed. Discussion on the use of tax revenues from the 5% marijuana tax, which was authorized for items including general purposes, ensued. Council thanked Director Ampietro and City Manager Coleman for their continued work on the senior issues.

Councilor Steinbeck moved and Councilor Hagan seconded the motion to approve the MOU with the Senior Groups for the Use of the Community Center and the Senior Addition and to authorize the Mayor to sign said MOU after the seniors read and sign the Document.

Roll call vote, yes: Hagan, Riggs, Ferguson, Drexel, Steinbeck. So carried.

Roll call vote, no: None.

#### **Ordinance and Resolutions:**

**Resolution No. 7, Series 2015; Re: Canceling the May 12, 2015, Regular Session Council Meeting Due to City Election.** Councilor Hagan introduced Resolution No. 7, Series 2015, and it was read by title only by Councilor Hagan.

Councilor Hagan moved and Councilor Ferguson seconded the motion that Resolution No. 7, Series 2015, **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, TO CANCEL THE REGULAR SESSION MEETING DATE OF CITY COUNCIL WHICH WAS ORIGINALLY SCHEDULED FOR MAY 12, 2015**, be introduced, read, passed and adopted this 28<sup>th</sup> day of April, 2015.

Roll call vote, yes: Riggs, Ferguson, Drexel, Steinbeck, Hagan. So carried.

Roll call vote, no: None.

**Resolution No. 8, Series 2015; Re: Authorizing the Purchase of Real Property for the Use of the City of Gunnison.** City Manager Coleman and City Attorney Fogo asked Council to table Resolution No. 8, Series 2015, until after the Executive Session later in the meeting.

Councilor Steinbeck moved and Councilor Hagan seconded the motion to table Resolution No. 8 until the end of the meeting following the Executive Session.

Roll call vote, yes: Ferguson, Drexel, Steinbeck, Hagan, Riggs. So carried.

Roll call vote, no: None.

**Ordinance No. 3, Series 2015; Re: Amending Section 12.3 Overview of Subdivision Procedure and to correct typographical errors with the City of Gunnison *Land Development Code*, 2nd Reading.** Councilor Steinbeck introduced Ordinance No 3. Series 2015, and it was ready by title only by the City Attorney.

Councilor Steinbeck moved and Councilor Ferguson seconded the motion that Ordinance No. 3, 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**, be introduced, read, passed and adopted on second and final reading this 28<sup>th</sup> day of April, 2015.

Roll call vote, yes: Drexel, Steinbeck, Hagan, Riggs, Ferguson. Motion carried.

Roll call vote, no: None.

**Ordinance No. 4, Series 2015; Re: Installation of Residential and Commercial Photovoltaic or Wind Systems and Establishing Associated Rate, 1<sup>st</sup> Reading.** Councilor Ferguson introduced Ordinance No. 4, Series 2015, and it was read by title only by the City Attorney.

Councilor Ferguson moved and Councilor Riggs seconded the motion that Ordinance No. 4, Series 2015, **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GUNNISON, REVISING A PROGRAM FOR RESIDENTIAL AND COMMERCIAL ELECTRIC CUSTOMERS WHO INSTALL PHOTOVOLTAIC OR WIND SYSTEMS AND ESTABLISHING A RATE FOR THE ELECTRICAL ENERGY CONSUMED BY SUCH CUSTOMERS**, be introduced, read, passed and ordered published on first reading this 28<sup>th</sup> day of April, 2015, and to set the Public Hearing on Ordinance No. 4, Series 2015, for 7:00 P.M., Tuesday, June 9, 2015, in the City Council Chambers of City Hall, 201 W. Virginia Avenue in Gunnison.

Roll call vote, yes: Steinbeck, Hagan, Riggs, Ferguson, Drexel. Motion carried.

Roll call vote, no: None.

**City Attorney Kathleen Fogo:** nothing further to report.

**City Manager:** Ken Coleman reported on the following: the City irrigation ditches will be turned on May 4<sup>th</sup>; Ana's Pledge bike event will take place this Saturday and will include a Learn to Ride program and bike giveaways this year; he attended the WSCU ICE House event and he was very impressed by the entrepreneurial efforts on display; the Hartman Rocks Clean-up took place on Sunday with between 40 and 50 people taking part in cleaning and maintaining the trails and fences; and Cory VanderVeen tendered his resignation and the rink facilities manager/event coordinator position is open. Parks & Recreation Director Ampietro informed Council applications for that position will be accepted through May 6. Also, the new chemical feeder that the Council authorized, was installed at the aquatics facility and is working as anticipated.

**Acting City Manager:** Public Works Director Tex Bradford – Semi-Annual Departmental Report. Director Bradford stated he had nothing to add to the report that was included in their packets and asked if Council had any questions. They had no questions.

**City Clerk:** Gail Davidson had nothing further to report.

**WSCU Liaison:** Stefano Ballesteros: informed Council the WSCU SpringFest was held last weekend and was a success. He stated that this is his final meeting with Council since he will be graduating. He thanked Council for the amazing experience and appreciates all of the work that goes into running the City by Council and all of the Staff. Amy Davis, a psychology/art major, has been selected as next year's SGA External Affairs Vice President will be the WSCU student liaison to Council next fall. Stefano reported he will be applying to an International Relations Master's Program for his next venture. All of Council wished him well.

**Non-Scheduled Citizens:** Merlin Schaffer, a resident of Gunnison, addressed Council regarding the proposed Marijuana regulations. He questions the restriction on the use of phosphates. Mr. Schaffer passed out a letter regarding his concerns. He is a home gardener and grows hydroponic tomatoes. Mr. Schaffer reviewed his calculations for the quantity of phosphates produced in gardening operations. He stated that marijuana businesses should be treated like all other businesses regarding wastewater disposal. He has talked with an attorney and that attorney thinks the proposed City regulations may be biased and discriminatory. Council thanked Mr. Schaffer for his comments.

City resident Jonathan Houck addressed Council. He stated that he has concerns about the potential purchase of the Lazy-K property. Since the City's Comprehensive Plan development is taking place, he feels a lot of projects have been identified already that the funds could be utilized for instead of the property purchase. He urges caution in expending the funds that might be better spent for other needs.

**City Council Discussion, Meeting Reports, Items for Work Session:**

**Councilor Riggs:** reported she and Councilor Hagan attended an outreach program to the WSCU SGA for the RTA programs. They reviewed the air program with the students and had good feedback. Councilor Riggs stated she too attended the ICE Fest and was very impressed with the new generation of entrepreneurs that made presentations. One was a baker and another a hat maker. They are the bright future.

**Mayor Pro Tem Ferguson:** reported this year is the 90<sup>th</sup> anniversary of the Chamber. On Thursday the Chamber will host the Business After Hours at the Chamber Office to celebrate the anniversary. All of Council is invited to attend. They have a lot of upcoming activities scheduled. Mayor Pro Tem Ferguson then passed out a copy of this years Summer Tourism Planner.

**Councilor Steinbeck:** reported this is the Gunnison Valley's DAR 100<sup>th</sup> anniversary year. She is working on a lot of activities. The Colorado Business and Professional Women's State Convention will take place in Gunnison. This years' Gunnison Award winners, including Chris Rourke and Gail Davidson, are invited to attend the big event at the Conference. She attended the Housing Authority meeting and they are working on the groundbreaking event for the Crested Butte workfoce housing units on June 1<sup>st</sup>. She is also preparing the annual Memorial Day events.

**Councilor Hagan:** reported he attended the UGRWCD meeting light night where they had a presentation from the Coal Creek Water Group. They are attempting to work with US Energy on mitigating the heavy metals in Coal Creek. Also at the Water meeting, it was reported the Gunnison Basin is now below 70%. Run-off came early this year and is below normal. There is little snow left up high. He will attend the Trails Commission meeting tomorrow and Ana's Pledge on Saturday. That event is still in need of volunteers.

**Mayor Drexel:** reported he attended the Region 10 District Transit meeting. The Gunnison to Montrose transit link is rated high on the priority list. It is considered a state-wide route. He took the tour today of Lou Costello's grow facility in the County with three other Councilors and Staff. It was interesting and educational. Lastly, stickers are being distributed for the mountain biking promotion that is taking place valley-wide. The new website promoting the bike trails information is in-place.

#### **EXECUTIVE SESSION:**

Councilor Steinbeck moved and Councilor Ferguson seconded the motion to go into Executive Session the purpose of which is pursuant to C.R.S. §24-6-402(4)(b): For the purpose of receiving legal advice from the City Attorney on specific legal questions.

Roll call vote, yes: Hagan, Riggs, Ferguson, Drexel, Steinbeck. So carried.

Roll call vote, no: None.

City Council went into Executive Session at 8:15 P.M.

City Council returned to the Regular Session meeting at 8:44 P.M.

Mayor Drexel stated the following: The time is now 8:45 P.M., and the Executive Session has been concluded. The participants in the Executive Session were: Mayor Robert Drexel, Mayor Pro Tem Stu Ferguson, Councilor Carolyn Riggs, Councilor Anne Steinbeck, Councilor Richard Hagan, City Attorney Kathy Fogo, City Manager Ken Coleman, City Clerk Gail Davidson and several staff members. For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record. No one had concerns.

City Council returned to the tabled agenda item, Resolution No. 8, Series 2015.

**Resolution No. 8, Series 2015; Re: Authorizing the Purchase of Real Property for the Use of the City of Gunnison.** Councilor Hagan introduced Resolution No. 8, Series 2015, and it was read by title only by the City Attorney.

Councilor Hagan moved and Councilor Ferguson seconded the motion that Resolution No. 8, Series 2015, **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, AUTHORIZING THE PURCHASE OF REAL PROPERTY FOR THE USE OF THE CITY OF GUNNISON**, be introduced, read, passed and adopted this 28<sup>th</sup> day of April, 2015.

Roll call vote, yes: Ferguson, Drexel, Steinbeck, Hagan. So carried.

Roll call vote, no: Riggs. She does not agree with spending the funds without further public input.

**Adjournment:** Mayor Drexel called for any further discussion, and hearing none, adjourned the meeting at 8:55 P.M.

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Mayor

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City Clerk

The City Council Reorganization meeting was called to order at 7:00 P.M., by Mayor Drexel with current City Councilor Hagan present along with in-coming Councilors Morrison and Schwartz, City Manager Coleman, City Clerk Davidson, Finance Director Cowan, and several interested citizens. Councilor Ferguson was absent. A Council quorum was present.

**Oath of Office for Incoming Councilors.** City Clerk Davidson administered the Oath of Office to new City Councilors Leia Morrison and Matt Schwartz.

**Nominations and Vote for Mayor.** City Manager Coleman explained that selection of the Mayor and Mayor Pro Tem can be done by written ballot or in open meeting. Council consensus was to make the selection in open meeting.

Mayor Drexel called for nominations for Mayor. Mayor Drexel nominated Richard Hagan. Mayor Drexel called for any other nominations. There were none.

Councilor Drexel moved and Councilor Morrison seconded the motion to appoint Richard Hagan as Mayor for the next two years.

Roll call vote, yes: Schwartz, Drexel, Morrison, Hagan. Motion carried.

Roll call vote, no: None.

Councilor Hagan assumed the Mayor's role. Staff and Council congratulated the Mayor on his selection.

Mayor Hagan called for nominations for Mayor Pro Tem. Mayor Hagan nominated Councilor Drexel for Mayor Pro Tem. Mayor Hagan called for any other nominations. There were none.

Mayor Hagan moved and Councilor Schwartz seconded the motion to appoint Robert Drexel as Mayor Pro Tem for the next two years.

Roll call vote, yes: Drexel, Morrison, Hagan, Schwartz. Motion carried.

Roll call vote, no: None.

Council and Staff congratulated the Mayor Pro Tem on his selection.

#### **Resolutions:**

**Resolution No. 9, Series 2015; Re: Commending Anne Steinbeck for Her Service to the City of Gunnison.** Councilor Drexel introduced Resolution No. 9, Series 2015, and it was read in its entirety by the City Manager.

Councilor Drexel moved and Councilor Morrison seconded the motion that Resolution No. 9, Series 2015, **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, RECOGNIZING ANNE STEINBECK FOR HER SERVICE AND CONTRIBUTIONS TO THE CITY OF GUNNISON**, be introduced, read, passed and adopted this 18th day of May, 2015.

Roll call vote, yes: Morrison, Hagan, Schwartz, Drexel. Motion carried.

Roll call vote, no: None.

Council and Staff thanked Anne for her service and contributions to the City during her term on City Council.

**Resolution No. 10, Series 2015; Re: Commending Carolyn Riggs for Her Service to the City of Gunnison.** Councilor Schwartz introduced Resolution No. 10, Series 2015, and it was read in its entirety by the City Manager.

Councilor Schwartz moved and Councilor Morrison seconded the motion that Resolution No. 10, Series 2015, **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, RECOGNIZING CAROLYN RIGGS FOR HER SERVICE AND CONTRIBUTIONS TO THE CITY OF GUNNISON**, be introduced, read, passed and adopted this 18th day of May, 2015.

Roll call vote, yes: Hagan, Schwartz, Drexel, Morrison. Motion carried.

Roll call vote, no: None.

Council and Staff thanked Carolyn for her service and contributions to the City during her term on City Council.

**Full-Term Appointments.** Mayor Hagan asked each Councilor if they had interests in or preferences for any of the Boards and Commissions. City Clerk Davidson informed Council she received an email from Councilor Ferguson indicating he is interested in serving on the Boards and Commission he is currently on unless another Councilor has a desire to serve on one of them. He would defer to the change. Discussion ensued and listed below in the motion are the Councilors' preferences.

Councilor Drexel moved and Councilor Schwartz seconded the motion to approve the following Council appointments:

- Council Representative to Planning & Zoning Commission – Councilor Schwartz;
- Council Representative to Region 10 Board Meetings – Councilor Drexel;
- Council Representative to CML Policy Board – Mayor Hagan;
- Council Representatives to Firemen's Pension Board (2) – Councilor Drexel and Councilor Ferguson;
- Council Representative to City Group Health Plan Trustees – Councilor Morrison;
- City Representative to City Investment Policy Board – Councilor Schwartz;
- Council Representative to BPAC-Bicycle & Pedestrian Advisory Committee – Councilor Morrison;
- Council Representative to Gunnison Trails Commission – Councilor Schwartz;
- Council Representatives to Gunnison Valley Regional Housing Authority – Mayor Hagan and Citizen Ellen Harriman;
- Council Representatives to Gunnison Rural Transportation Authority Advisory Board (2) – Councilor Morrison and Mayor Hagan;
- Council Representative to WSC President's Advisory Council – Councilor Drexel;
- Council Representative to Gunnison Chamber Advisory Committee – Councilor Ferguson;
- Council Representatives to Community Builders Task Force (2) - Councilor Ferguson and Councilor Morrison
- Council Representative to Gunnison Arts Center Advisory Council – Councilor Ferguson;
- Council Representative to Gunnison Memorial Scholarship Committee – Citizen Sharon Cave.

Roll call vote, yes: Schwartz, Drexel, Morrison, Hagan. Motion carried.

Roll call vote, no: None.

**Adjournment:** Mayor Hagan adjourned the meeting at 7:35 P.M.

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Mayor

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City Clerk



To: City Councilors  
CC: City Manager Ken Coleman  
From: City Clerk Gail Davidson  
Date: May 20, 2015  
Re: Youth Challenge Grants

Councilors:

\$1,000 was budgeted in the 2015 City Budget in the grants and contracts for service line items to be utilized by the youth of the community to stage events and activities with a youth focus. One of the requirements of receiving a Youth Challenge Grant is to report back to City Council on how the grant funds were utilized for their event.

Ian O'Bannion and Travis Pike will be appearing before Council at the May 26<sup>th</sup> Regular Session under pre-scheduled citizens to give you an update on Project Grad, their event that was granted a Youth Challenge Grant.

Attached is the Project Grad application and the general program application and guidelines. Thank you, Gail

## YOUTH CHALLENGE GRANT APPLICATION

PARTICIPANT INFORMATION	
1a. Applicant's Name: <u>QUINN TRAVIS</u> <u>GHS Senior Class</u>	2a. Adult Sponsor's Name: <u>KRIS TRAVIS</u>
1b. Applicant's Address: <u>HIGH SCHOOL:</u> <u>500 W. OHIO AVE, GUNNISON</u> <u>CO 81230</u>	2b. Adult Sponsor's Address: <u>220 CR 48, Gunnison, CO</u>
1c. Applicant's Phone: <u>QUINN'S #</u> Home: _____ Cell: <u>(970) 275-9573</u>	2c. Adult Sponsor's Phone: Home: _____ Cell: <u>(970) 209-6422</u>
1d. Organization: <u>PROJECT GRAD - GHS SENIOR CLASS</u>	

### PROJECT INFORMATION

3. Which project/program best describes your activity:

Cultural     Recreation     Sports     Education     Other

4. Brief description of project/program:

PROJECT GRAD - SENIOR CLASS GRADUATION ACTIVITY. WE CAMP OUT AT BLUE MESA CAMPGROUND THE NIGHT OF GRADUATION. THIS IS AN ACTIVITY FOR THE SENIOR CLASS TO STAY SAFE & SOBER. A BUS DRIVES US OUT THERE & WE DO ACTIVITIES THROUGHOUT THE NIGHT.

5. When will the event take place: MAY 17, 2015

6. Where will the event take place: BLUE MESA CAMPGROUND

Within City Limits

Other: GUNNISON COUNTY

7. Age(s)/Grade(s) your project/program will target:

Age(s)    17 & 18 YEAR OLDS

Grade(s)    SENIORS

8. How many participants do you expect: 50 - 60

9. Other groups involved with project/program:

a. \_\_\_\_\_

b. \_\_\_\_\_

**PROJECT FUNDING – PLEASE INCLUDE BUDGET**

10. Grant Request: \$ 1000.00 (OR ANY AMOUNT)

Matching Funds \$ \_\_\_\_\_

Total \$ 1000.00

\*Source of Matching Funds: a. \_\_\_\_\_

b. \_\_\_\_\_

11. Who to make the check payable to: PROJECT GRAD

12. Applicant's Signature: [Signature] Date: 2/3/15

Adult Sponsor's Signature: [Signature] Date: 2/2/15

**GRANT AWARD FORM**

I agree that this event will be alcohol, drug, and tobacco free. Failure to comply with this requirement will result in The City of Gunnison requiring all funds that have been awarded to be returned.

I agree that a post event presentation will be conducted in front of City Council or Youth City Council within 30 days after the event. This presentation shall include what the awarded funds were used for, number of persons affected, and any changes that would be implemented were the event to be held again.

I agree that a complete accounting of awarded funds will accompany the final presentation. In addition, any remaining funds shall be returned to the Youth Challenge Grant Committee.

Signature of Applicant: [Signature] Date: 2/2/15

Signature of Adult Sponsor: [Signature] Date: 2/2/15

Chief of Police: \_\_\_\_\_ Approve Disapprove  
 Community Resource Police Officer: \_\_\_\_\_ Approve Disapprove  
 Recreation Supervisor: \_\_\_\_\_ Approve Disapprove  
 City Clerk: \_\_\_\_\_ Approve Disapprove  
 Finance Director: \_\_\_\_\_ Approve Disapprove  
 Youth City Council Representative: \_\_\_\_\_ Approve Disapprove

\* Office Use Only

City of Gunnison  
Accounts Payable Voucher

CK# \_\_\_\_\_

Vendor# \_\_\_\_\_

Payable To:			
Address:			
City:			
Item Description	Date	Amount	Account Number
Grant Award		\$	
Approval: Dept Date	Account Review Date	Special Instructions:	
Initials:			

# YOUTH CHALLENGE GRANT

## I. BACKGROUND

The *Youth Challenge Grant Program* is an innovative way for the City of Gunnison to fund new and creative endeavors for our younger citizens in Gunnison. The Program is intended to promote positive youth activities, educational programs, or leadership opportunities for Gunnison youth. **All funded proposals are required to be tobacco, alcohol, and drug free.**

## II. ELIGIBLE APPLICANTS

- Gunnison Valley Youth under the age of 18 with a sponsor
- Youth focused organizations

## III. APPLICATION PROCESS

Applications may be obtained from and returned to:

- Gunnison Police Department at 910 W Bidwell Avenue
- Gunnison Park & Recreation at 200 E. Spencer Avenue

Applicants must have adult sponsorship involved with the proposal to receive funding. Fully completed applications are required for consideration.

A proposed budget must be provided with the application. (Please see sample provided)

Applications **MUST** be received at least twenty (20) days prior to the planned activity.

## IV. AWARD CRITERIA

- a. Provide a reasonable expectation that the applicant is able to complete the planned event and fulfill the requirements of the grantee responsibilities.
- b. Creativity of the proposal is important. Is this a new and innovative program or event that will be an attraction to the young citizens of Gunnison?
- c. Participant's quality of life will be enhanced by attending the event, program, or activity provided. Does this promote healthy fun or educational benefit?
- d. The inclusive nature of the proposal will be evaluated. Is this proposal targeting a limited group or will it be open to many levels of our youth?
- e. NO paid personnel costs are eligible for grant fund utilization.
- f. Events that have received funding for three consecutive years may be deferred to provide funding for new activities.

## **V. GRANT PROCEDURES**

- Applications will be reviewed by a committee as they are received.  
Committee members include:
  - Police Chief
  - Finance Director
  - City Clerk
  - Community Resource Police Officer
  - Recreation Supervisor
  - Youth City Council Representative
- Awards will be provided on a first come, first served basis.
- No more than 25% of available program dollars will be awarded to an event.
- Determinations of award will be provided on the Grant Award Form.
- If funding is awarded it will be available ten (10) days prior to the planned activity.

## **VI. GRANTEE RESPONSIBILITIES**

- The City of Gunnison will be recognized as a funder for any financially supported program, event or activity.
- A complete accounting of the use of funds shall be provided to the City within thirty days after the event is held.
- The written report must include a final budget with all revenues and expenses listed and identify how City funds were used.
- A presentation by the grantee will be made to City Council within one calendar month from the time the activity is held or completed.

***\* This program is intended to provide a real world experience to young citizens in working to create and support valuable community activities. The emphasis in the grant process and follow-up requirements is the involvement of our community's youth.***

## YOUTH CHALLENGE GRANT APPLICATION

<b>PARTICIPANT INFORMATION</b>	
1a. Applicant's Name:	2a. Adult Sponsor's Name:
1b. Applicant's Address:	2b. Adult Sponsor's Address:
1c. Applicant's Phone: Home:                      Cell:	2c. Adult Sponsor's Phone: Home:                      Cell:
1d. Organization:	

### PROJECT INFORMATION

3. Which project/program best describes your activity:

Cultural       Recreation       Sports       Education       Other

4. Brief description of project/program:
--

5. When will the event take place: \_\_\_\_\_

6. Where will the event take place: \_\_\_\_\_

Within City Limits       Other:

7. Age(s)/Grade(s) your project/program will target:

Age(s)                      \_\_\_\_\_

Grade(s)                      \_\_\_\_\_

8. How many participants do you expect: \_\_\_\_\_

9. Other groups involved with project/program:

a. \_\_\_\_\_

b. \_\_\_\_\_

**PROJECT FUNDING – PLEASE INCLUDE BUDGET**

10. Grant Request: \$\_\_\_\_\_

Matching Funds \$\_\_\_\_\_

Total \$\_\_\_\_\_

\*Source of Matching Funds: a. \_\_\_\_\_

b. \_\_\_\_\_

11. Who to make the check payable to: \_\_\_\_\_

12. Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GRANT AWARD FORM

I agree that this event will be alcohol, drug, and tobacco free. Failure to comply with this requirement will result in The City of Gunnison requiring all funds that have been awarded to be returned.

I agree that a post event presentation will be conducted in front of City Council or Youth City Council within 30 days after the event. This presentation shall include what the awarded funds were used for, number of persons affected, and any changes that would be implemented were the event to be held again.

I agree that a complete accounting of awarded funds will accompany the final presentation. In addition, any remaining funds shall be returned to the Youth Challenge Grant Committee.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Adult Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Police: \_\_\_\_\_ Approve Disapprove

Community Resource Police Officer: \_\_\_\_\_ Approve Disapprove

Recreation Supervisor: \_\_\_\_\_ Approve Disapprove

City Clerk: \_\_\_\_\_ Approve Disapprove

Finance Director: \_\_\_\_\_ Approve Disapprove

Youth City Council Representative: \_\_\_\_\_ Approve Disapprove

\* Office Use Only

City of Gunnison  
Accounts Payable Voucher

CK# \_\_\_\_\_

Vendor# \_\_\_\_\_

Payable To:			
Address:			
City:			
Item Description	Date	Amount	Account Number
Grant Award		\$	
Approval:    Dept    Date	Account Review    Date	Special Instructions:	
Initials:			



To: City Council  
CC: City Manager Ken Coleman  
From: City Clerk Gail Davidson  
Date: May 21, 2015  
RE: Consent Agendas

City Council:

You will note the Regular Session agenda contains a Consent Agenda. This type of agenda item allows City Council to approve, by a single motion, second and vote, matters that have already been discussed by the entire Council or matters that are considered routine or non-controversial. A Consent Agenda allows for the meeting to proceed in a more efficient and timely manner. The agenda items will not be separately discussed unless a Councilor, City Staff, or a citizen requests an item be removed be discussed separately. Items removed from the Consent Agenda will then be considered under New Business.

If all of the Councilors who will vote on an item were not present for the initial discussion, then the item will not be placed on the Consent Agenda. For example, the minutes of the April 28, 2015, and the May 18, 2015, Council meetings must be considered separately. Not all Councilors were present or seated as Councilors at that time of those meetings. Therefore, those Councilors will have to abstain from voting on those minutes when polled for the vote. The minutes will not be considered under the consent agenda.

Please let me know if you have any questions regarding the Consent Agenda process.  
Thank you, Gail

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INTEROFFICE MEMORANDUM

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**TO:** CITY COUNCILORS  
**CC:** CITY MANAGER KEN COLEMAN  
**FROM:** CITY CLERK GAIL A. DAVIDSON, CMC   
**SUBJECT:** MULTI-DAY SPECIAL EVENTS PERMIT APPLICATION  
**DATE:** 5/14/2015

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City Council,

Attached please find a copy of the Special Events Permit application from the Gunnison Arts Center for the 2014 Sundays @ 6 Concert Series. The concerts will once again be held at the covered pavilion in the northeast corner of Legion Park and will run on Sunday evenings from June 14th through August 16th.

Per City Policy, since this event takes place on multiple days, exceeding 4 or more separate days, Council approval is required. Thank you for your consideration of this request.

**Action Requested of Council at the May 26<sup>th</sup> Regular Session meeting:** A motion, second and vote to approve the multi-day Special Events Permit application from the Gunnison Arts Center for the 2015 Sundays @ 6 Concert Series to be held at Legion Park.



# City of Gunnison Special Event Permit Application

To be submitted to the City Clerks Office, at City Hall, 201 W. Virginia Avenue or at the Gunnison Community Center, 200 E Spencer Street in Gunnison, CO 81230

Phone: 970.641.8140 Fax: 970.641.8051

No later than ten (10) business days prior to the Proposed Event

Gunnison Arts Center  
Name of Applicant Sponsoring Agency (If Different than Applicant)

970-641-4029 | 102 S. main street  
Phone Number | Address

alysa@gunnisonartscenter.org  
E-Mail Address | Cell Number

Concert / community gathering  
Type of Event:

Sundays @ 6  
Name or Title of Event:

Legion Park - concerts  
on the covered stage.  
Location and Description of the Event:

June 14<sup>th</sup> - | 300+ | From: 4 AM/PM to 9 AM/PM  
Aug. 16<sup>th</sup> | # of People | Event Hours (including set up/take down)

List any streets requiring closure as a result of the Event (Please be specific in regards to time making sure there is extra time before and after the event for clearing parked cars, set-up and clean-up): N/A

Times of actual street closure: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Route to be Traveled (Display on accompanying map): \_\_\_\_\_

Unless exempted by the City, Businesses and Residents located adjacent to your event must be notified at least 7 days prior to the event - of any possible street closures, potential noise or traffic impacts. See last page of application for and example of a notification form.

**Does the Event Involve Any of the Following? (Please check if applicable):**

Liquor/ Beer Sale and/or Consumption? If yes, please contact the City Clerk 641-8140

Sales of Any Kind of Product? If yes, please contact the Finance Department 641-8070

Distribution of Handbills/ Flyers or Hanging of Banners? If yes please contact the Community Development at 641-8090

Use of a City Park/ Pavilion? If yes, please contact the Parks Dept 641-8060

Music/ Entertainment? If yes, please describe: yes, live music - various artists

Animals/ Livestock? If yes, please describe: \_\_\_\_\_

Use of Tents or Fencing Causing Ground Disturbance? If yes, please contact the Parks Dept 641-8060

Open Flame Cooking in Booths or Trailers? If yes, contact Fire Marshal at 641-8153.

Use of Port-a-Toilets? If yes, please contact the Parks Department 641-8060

Pyrotechnic Displays? If yes, contact Fire Marshal at 641-8153.

**Will you Require:**

Water? If yes, for what use, amount needed and method of dispensing \_\_\_\_\_

Electricity? If yes, for what use, type needed and method of dispensing yes, outlets in covered stage

Dumpsters/ Trash Cans? If yes, amount needed, type, time delivered/ picked up and location \_\_\_\_\_

Traffic Cones/ Barricades? If yes, for what use, amount needed, time delivered/ picked up and location \_\_\_\_\_

Additional Police/ Fire Presence? If yes, for what purpose, type needed, and time/ location \_\_\_\_\_

**Have You Placed the Event on the Gunnison-Crested Butte Community Calendar (www.gbcalendar.com)?**

Yes, it will be

**INDEMNIFICATION AND RELEASE PROVISIONS  
FOR USE OF CITY OF GUNNISON FACILITIES AND RIGHTS-OF-WAY**

A. In consideration for being permitted to use the facilities and/or rights-of-way of the City of Gunnison, (hereinafter "City"), (insert name of person/entity seeking permission to use facilities and/or rights-of-way, hereinafter "Applicant") agrees to indemnify and hold harmless the City, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities and/or rights-of-way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

B. By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein or to the City rights-of-way, the City may deduct from any damage deposit the full amount of such damage, loss, or injury. Applicant further agrees that, if such damage, loss, or injury exceeds the amount of the damage deposit, Applicant will promptly reimburse the City for all costs associated therewith upon billing by the City.

C. In addition, in consideration for being permitted to use the facilities and/or rights-of-way, Applicant, on behalf of itself, and its officers, employees, members, and participants, hereby expressly exempts and releases the City, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability claims and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.



\_\_\_\_\_  
Signature of Applicant

Alysa Vandenhoevel

Printed Name of Applicant

4/29/15

Date

**Dear Gunnison Business or Resident:**

We, \_\_\_\_\_,  
(name of event organizaer)

Will be conducting a \_\_\_\_\_  
(type of event)

On \_\_\_\_\_  
(date of event)

From \_\_\_\_\_  
(time of event)

The anticipated impacts, including street closures, from the event include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you have any comments or concerns regarding this event, please contact us at**

\_\_\_\_\_  
(contact information of event organizer)

**AND the City of Gunnison at 970-641-8080. Thank you for your input.**

**(Notification form for adjacent businesses/residents)**

***For Internal Use Only***

**Approved:**

City Clerk: AM

Additional Comments: No alcohol w/out Liquor Permit

Finance: BC

Additional Comments: \_\_\_\_\_

Community Development: SW

Additional Comments: \_\_\_\_\_

Fire Marshall: DMS

Additional Comments: 20' Fire Lane required

Park and Recreation: DA

Additional Comments: Any vendor must have prior permission from Park & Re.

Police: KR

Additional Comments: Remember Alcohol and Marijuana are illegal in Public

Public Works: TX

Additional Comments: \_\_\_\_\_

City Manager: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_



**Show on the Map the Location of Special Event**

**MEMORANDUM**

To: City Council

From: Dennis Spritzer, Chief of Gunnison Volunteer Fire Department *DJS*

Re: Intergovernmental Agreement

Date: 05/06/15

This Intergovernmental Agreement shall replace the City /District Fire Agreement dated June 11, 1985. The main difference between the two agreements is any apparatus owned by either entity can respond to any call for service within the City or Fire Protection District at the discretion of the Fire Department officer in charge. The previous agreement had a six mile radius for certain apparatus. This will give the Fire Department and the officer in charge greater flexibility when responding to an incident and the customer service will vastly improve by having the appropriate apparatus for all calls to service whether or not it is a City or Fire Protection District incident.

This agreement has already been signed by the Gunnison County Fire Protection District and the Gunnison Volunteer Fire Department.

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE GUNNISON COUNTY  
FIRE PROTECTION DISTRICT THE CITY OF GUNNISON AND THE GUNNISON  
VOLUNTEER FIRE DEPARTMENT**

THIS Agreement is made and entered into effective the \_\_\_ day of \_\_\_\_\_, 2015, by and between the Gunnison County Fire Protection District (“District”), the City of Gunnison, a Colorado home-rule municipality (“City”), and the Gunnison Volunteer Fire Department, a Colorado non-profit corporation (“GVFD”).

WHEREAS, the District is a special district organized under the laws of the State of Colorado for the purpose of fire prevention and control within the area shown on EXHIBIT A, attached hereto and incorporated herein, which area encompasses the boundaries of the District; and

WHEREAS, the City is a municipal home-rule corporation organized under the laws of the State of Colorado; and

WHEREAS, the GVFD is a Colorado non-profit corporation utilizing volunteers to provide fire-fighting and emergency services on behalf of and at the direction of the City and the District; and

WHEREAS, both the District and the City own and maintain fire protection equipment, employ personnel, and contribute to costs associated with operation of the fire department serving the area shown on EXHIBIT A, through annual budget appropriation; and

WHEREAS, the District and the City desire to enter into an agreement by which the GVFD will provide all firefighting and emergency services within the City and District, utilizing apparatus and equipment as deemed necessary to provide such services; and

WHEREAS, this Agreement will replace in its entirety the agreement between the parties dated June 11, 1985.

NOW, THEREFORE, for good and valuable consideration as expressed herein, the parties agree as follows:

1. For the period beginning on the date set forth above, and ending on midnight one year from the date set forth above, GVFD shall furnish firefighting and emergency services within the City and District, utilizing regular volunteer fire personnel and firefighting apparatus and equipment owned and operated by either the District or the City, or both, as deemed necessary to provide such services within the City and District.
2. This Agreement will renew automatically for one-year periods from the time of its first expiration unless any party notifies the others in writing ninety (90) days or more prior to its expiration, or the expiration of any renewal periods, of its decision not to renew it for an additional period. Any renewal of this Agreement is subject to the City and District making annual budget appropriations to support the terms of the Agreement.
3. The Chief of the GVFD, or his designee, shall have the sole and exclusive right and responsibility to prescribe the manner and method of response to an alarm for fire or other services required within the territory of the City and District.
4. All firefighting activities shall be conducted pursuant to the regulations and laws of the City if such occur within the City limits, and within the regulations and laws of the State of Colorado if outside the City limits of the City of Gunnison, Colorado.
5. The District shall be responsible for paying its employees, general maintenance and repair of its equipment, insurance premiums, and its share of expenses for the fire department building, personnel training, etc., as reflected in the District’s annual budget. The City shall be responsible for paying its employees, general maintenance and repair of its equipment, insurance premiums and its share of expenses for the fire department building, personnel training, etc., as reflected in the City’s annual budget.

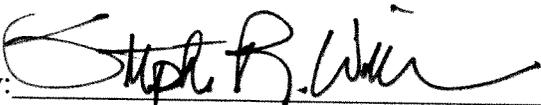
6. The District shall pay the stipend/response fee for any volunteer fire personnel responding to an incident within the boundaries of the Gunnison County Fire Protection District and outside of the City limits of the City of Gunnison. The City shall pay the stipend/response fee for any volunteer fire personnel responding to an incident within the City limits of the City of Gunnison.
7. Damage to equipment or apparatus, occurring during response to an incident, including travel to or return from an incident, regardless of reason or cause, shall be paid for by the District if the property is owned by the District. Damage to equipment or apparatus, occurring during response to an incident, including travel to or return from an incident, regardless of reason or cause, shall be paid for by the City if the property is owned by the City.
8. Injury to personnel, occurring during response to an incident, including travel to or return from the incident, regardless of reason or cause, shall be paid for by the District if the incident site is within the boundaries of the Gunnison County Fire Protection District and outside of the City limits of the City of Gunnison. Injury to personnel, occurring during response to an incident, including travel to or return from the incident, regardless of reason or cause, shall be paid for by the City if the incident site is within the City limits of the City of Gunnison.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

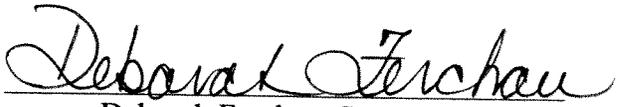
City of Gunnison, a Colorado home-rule municipality

Gunnison County Fire Protection District

By: \_\_\_\_\_  
Robert Drexel, Mayor

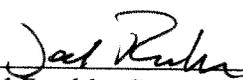
By:   
Stephen R. Williams, Chairman

Attest:  
  
\_\_\_\_\_  
Gail Davidson, City Clerk

Attest:  
  
  
Deborah Ferchau, Secretary

Gunnison Volunteer Fire Department

By:   
Dennis Spritzer, Chief

Attest:  
  
  
Joel Ruehle, Secretary



# Memorandum

**To:** City Council  
**From:** Dennis Spritzer  
**Date:** 5/22/2015  
**Re:** Fire Engine Contract

---

The Fire Department has submitted a request for proposals to five fire engine builders (Pierce, Rosenbauer, Smeal, Toyne, and Ferrara) to build the new fire engine and received one proposal from Rosenbauer. We are satisfied with the engine as proposed with some slight changes that are sure to be made throughout the build process. Contract price is \$387,209. Payment is requested in two installments, the first of which is due upon delivery of the International chassis to Rosenbauer in Wyoming, Minnesota (\$118,800). The balance is due upon delivery of the completed apparatus to Gunnison. The timeline for construction will be one year from the time the contract is signed by both parties. A penalty clause is included that stipulates that each day past the one year deadline would reduce the price of the apparatus by \$100. The Fire Department recommends acceptance of the contract as written and is requesting permission for staff to sign the contract.

We are asking Council to approve the bid proposal for the Rosenbauer Fire Engine for the price not to exceed the budgeted amount \$400,000 and the Fire Marshal to be allowed to sign the contract. This would allow for changes that may need to be made during the build process as well as some equipment that may be needed to outfit the engine for duty.



To: City Council  
CC: City Manager Ken Coleman  
From: City Clerk Gail Davidson  
Date: May 21, 2015  
RE: Set Special Session Meeting

Councilors:

The required Public Hearing on Ordinance No. 5, Series 2015, regarding the proposed City regulations for marijuana facilities to be located in the City, was supposed to be set for May 26, 2015. However, the required legal notice for the public hearing was inadvertently not published as requested.

This required a rescheduling of the public hearing for a week later, on June 2<sup>nd</sup>. The required legal notice was then published for the rescheduled date. June 2<sup>nd</sup> is the first Tuesday of the month and is typically a work session meeting date. Therefore, to hold the public hearing on that date, a Special Session of Council must be called. Section 5.2 of the City Charter allows for Special Sessions to be held by Council. This can be done in writing by the Mayor, by a vote of the Council or in other manners outlined in the Charter section. In setting a Special Session, the agenda item to be considered at the meeting must be stated in the motion.

Please let me know if you have any questions regarding this process. Thank you, Gail

**Action Requested of Council: A motion, second and vote of Council to **Set a Special Session for Tuesday, June 2, 2015, at 7pm on the merits of Ordinance No. 5, Series 2015, amending Title 3 Finance, Title 8 Business Regulation, and Title 14 Technical Codes, of the *City of Gunnison Municipal Code*, and amendments to Section 2 Zoning Districts, and Section 3 Specific Use Regulations, of the *City of Gunnison Land Development Code*, establishing rules, standards and policies for the taxation, licensing and regulating the retail sale, cultivation, manufacturing and testing of marijuana and marijuana products in the City of Gunnison****

# Memorandum

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**To:** City Council  
**CC:** City Manager Ken Coleman  
**From:** City Clerk Gail Davidson  
**Date:** 5/21/2015  
**Re:** Excusing Councilor Ferguson

---

City Council:

Councilor Ferguson was not in attendance at the May 18, 2015, City Council Reorganization Meeting. He was out of town on personal business.

Councilors are allowed to be formally excused from a Regular, Special or Reorganization Session meeting by a quorum vote of the City Council via Section 4.4, Section F, of the Gunnison Municipal Home Rule Charter. Councilors do not have to be formally excused for absences from Work Session meetings where no action is taken.

**Action requested of Council:** A motion, second and vote of Council to excuse Councilor Ferguson from the May 18, 2015, Council Reorganization meeting.

To: City Council  
Date: May 1, 2015  
From: Greg Summer  
Re: Slurry Seal Bids 2015

Advertisements for bids to place Type II slurry seal on city streets were published per the City of Gunnison Purchasing Policy guidelines.

Four Bids were received as follows:

(1) Foothills Paving and Maintenance (Denver Area)	\$1.96 Sq. Yd.
(2) Intermountain Slurry Seal (Utah)	\$2.12 Sq. Yd.
(3) SEALCO INC. (Gunnison)	\$3.24 Sq. Yd.
(4) AM-PM (Montrose)	\$0.99 Sq. Yd.

The AM-PM bid excluded traffic control and did not state Type II Slurry Seal as the bid therefore it is a non- conforming bid.

Foothills Paving and Maintenance is the low qualifying bid therefore staff recommends councils approval for staff to award the 2015 slurry seal bid to Foothills at the next regularly scheduled council meeting on May 26, 2015 for an amount not to exceed the budgeted amount of \$140,000 found on page 41 of the 2015 budget-Street Improvements 01-4035-9109.



## CITY OF GUNNISON PARKS AND RECREATION

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To: City Council  
From: Parks and Rec Dept.  
Re: Ice Rink Compressor

We recently had an ammonia leak that we had diagnosed by our rink consultant. The problem is a shaft seal bearing on our #1 compressor. The cost estimate to replace that bearing is \$1,600. The #1 compressor is close to the having the number of logged to undergo a total rebuild. The cost estimate to perform a total rebuild is \$10,500. This important preventative maintenance service would normally be scheduled for 2016. The shaft seal bearing replacement would require replacement again during the major overhaul. Our recommendation is to request an additional appropriation to perform the total overhaul in 2015 in essence saving the additional expense of the \$1,600 to perform just the shaft seal repair this year. The source of revenue could be allocated from either the Park and Rec Fund or the Rink reserve account. The preference is for funds being utilized from the Park and Recreation Reserve Fund account.

Sincerely,

Dan Ampietro



## Memorandum

**To:** City Council  
**From:** Ben Cowan  
**Date:** 5/22/2015  
**Re:** Action Requested for PPACA Impact and Employee Handbook

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The adoption of the various periods simply memorializes an administrative policy in order to comply with the Patient Protection and Affordable Care Act.

**REQUESTED ACTION:** A motion to adopt a Standard Measurement Period from November 1 through October 31, an Initial Measurement Period from the employee's start date through the following 12 months, an Administrative Period from November 1 through December 31, and a Stability Period from January 1 through December 31 in accordance with the provisions of the Patient Protection and Affordable Care Act.

A separate motion to amend the employee policies is also necessary:

**REQUESTED ACTION:** A motion to adopt the revised City of Gunnison Employee Handbook, dated this 26th day of May, 2015, and replace all previous versions of the City of Gunnison Employee Handbook.



**Memorandum**

**To:** City Council  
**From:** Ben Cowan  
**Date:** 5/5/2015  
**Re:** Patient Protection and Affordable Care Act (PPACA) Changes and Employee Handbook Amendments

**PPACA IMPACT**

We have been discussing some of the various impacts the PPACA has with regard to mandated provision health insurance coverage. The law requires some workforce planning to either avoid provision of insurance or to budget for the increased costs of provided the insurance. The overall guidance is that the law defines any person averaging 30 to 40 hours per week as a full-time employee and insurance should be offered to employees meeting that status.

- 1) **The current waiting period of one year for health insurance coverage for employees working 1,560 hours per year (30 hours per week, on average) is now prohibited.**

If an employee is a regularly scheduled employee working 30 hours per week or more, the City is required to offer them health insurance.

- 2) **Variable hour and seasonal employees who have worked over 1,560 hours per year are eligible for health insurance coverage.**

Initial Period	Initial Measurement Period												Initial Stability Period											
Measurement Period	Standard Measurement Period A						Standard Measurement Period B						Standard Measurement Period C											
Administrative Period	A						B						C											
Stability Period	Stability Period A												Stability Period B						Stability Period C					
	11/01/13	12/01/13	02/01/14	03/01/14	10/01/14	11/01/14	12/01/14	01/01/15	03/01/15	04/01/15	10/01/15	11/01/15	12/01/15	01/01/16	10/01/16	11/01/16	12/01/16	01/01/17	12/01/17					

As outlined in the above chart, a new employee is measured both during the 12-month initial measurement period (which determines FTE status for the subsequent 12-month initial stability period), and during the first standard measurement period beginning after his or her hire date (i.e., 12-month Standard Measurement Period B, which determines FTE status for 12-month Standard Stability Period B). Eventually the new employee becomes an ongoing employee and is measured exclusively through the standard periods in place for ongoing employees.

I recommend adopting the following periods:

- **Look-back Period (Measurement Period)** **11/01/xx-10/31/xx**

May 5, 2015

There are two types of measurement periods: standard and initial. The standard measurement period is used for ongoing employees. The initial measurement period is used for new employees, which will be based on their date of hire for one year following. The initial measurement period for a new hire on March 1, 2014 is depicted in yellow on the above chart.

- **Administrative Period** **11/01/xx-12/31/xx**

During this period, the employer calculates the hours during the measurement period, notifies eligible employees and provides an opportunity for them to elect coverage during an open enrollment if they have satisfied the hours threshold. This period allows the City to include employees deemed to be eligible according to the law in the open enrollment process and provides a bit of time to modify the budget if necessary.

- **Stability Period (year following the look-back period)** **01/01/xx-12/31/xx**

A look-forward period that locks in an employee's status either as a full-time employee or not a full-time employee and guarantees that the employee is eligible or not eligible for coverage, depending on the determination made during the administrative period. The employee determined to be looked upon as full-time during the look-back period must be eligible for health insurance regardless if future hours during the stability period are below that threshold.

**REQUESTED ACTION:** A motion to adopt a Standard Measurement Period from November 1 through October 31, an Initial Measurement Period from the employee's start date through the following 12 months, an Administrative Period from November 1 through December 31, and a Stability Period from January 1 through December 31 in accordance with the provisions of the Patient Protection and Affordable Care Act.

#### **EMPLOYEE HANDBOOK AMENDMENTS**

The attached red-lined version of the "Employee Handbook" includes a variety of changes. Most are related to the Affordable Care Act impacts, but others are necessary as discussed below:

- 1) Full-time/part-time changes to adhere to the Affordable Care Act. Part-time employees working an average of 30 hours per week should be referred to as full-time. Even prior to the passage of the Affordable Care Act, it was common for employees to begin eligibility for benefits at 30 hours per week and be referred to as full-time employees. The handbook makes a distinction between full-time employees who are eligible for benefits and part-time employees who are not.
- 2) Removal of waiting periods for benefits. Having various waiting periods also causes an administrative burden due to the tracking requirements.
  - a. As discussed above, the Affordable Care Act prohibits the City's current waiting periods for health insurance.
  - b. The Colorado County Officials and Employees Retirement Association (CCOERA) requires that employees receive retirement benefits immediately if they are an employee that transferred from another CCOERA plan within 30 days. Even if retirement isn't required due to transfer it is much easier to accommodate immediate contributions to retirement. After an employee vacates their position, the retirement costs were already budgeted at a higher amount than the incoming hire, so it doesn't have any budget effect. For entry level employees, this can be a major budget problem as they suddenly have a mandatory 5% contribution that begins coming out of their paycheck after one year. It's like getting a bill for as much as \$160 per month. For folks at the lower end of our pay grades, this is difficult to manage. We are discussing the potential for a vesting period for the City's contributions that may offset increased costs by receiving retirement forfeitures from employees who have worked for the City less than five years.
  - c. Immediate access to accrued vacation leave. A new employee doesn't have very much accrued vacation time, so they aren't able to take much leave. Preventing any use of leave time can be a potential barrier to a prospective employee if they already had something planned prior to the date of hire. The department head still has to approve of the leave in the event a requested vacation impedes upon training schedules.

*May 5, 2015*

- 3) Removal of references to the trial period. Employment with the City is "at-will", meaning there is no guarantee for future employment, contractual or otherwise. Referencing a "trial period", "probation period", etc. implies a guarantee of employment once the trial/probation period is completed.
- 4) Removal of language that no longer applies:
  - a. Gunnison Western Federal Credit Union is now NuVista
  - b. The City no longer offers a discounted CBMR pass
- 5) Addition of the language to address:
  - a. The legal requirement to list four designated workers' compensation medical providers instead of two.
  - b. Provision of several employee paid discretionary benefits including:
    1. Supplemental Life Insurance
    2. Accident Only Insurance
    3. Cancer Insurance
    4. Critical Illness Insurance
- 6) An employee does not need to be contacted prior to release of employee records in that employee's personnel file in order to comply with the Colorado Open Records Act.

**REQUESTED ACTION:** A motion to adopt the revised City of Gunnison Employee Handbook, dated this 26th day of May, 2015, and replace all previous versions of the City of Gunnison Employee Handbook.



# Employee Handbook

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Adopted by City Council XXXXX XX, XXXX

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## Welcome to our City from the City Manager

Dear Employee,

Welcome to the City of Gunnison. We're excited you have decided to join us and hope our association will be mutually beneficial and rewarding. Our intent is to provide a safe, positive and productive workplace. Employees of our organization are the heart and soul of the services we provide and creating a professional environment allows for all of us to be successful. This document is designed to provide a summary of the City of Gunnison guidelines for the workplace.

It is important that all employees know our personnel guidelines. To that end, this Employee Handbook has been prepared to introduce you to the City of Gunnison and acquaint you with the policies and benefits which apply to our employees. One of your first responsibilities will be to read this Handbook. By doing so, you will become familiar with our guiding principles more quickly. We also hope the Handbook will become a useful reference for you, and we encourage you to keep it handy while you are getting to know the City.

The City of Gunnison's success depends upon the quality of our relationships with our peers, our citizens, our policy makers and the general public. Our citizens' impression of the city is greatly influenced by the people who serve them. In other words, you are our ambassador! The more goodwill you promote, the more our citizens will respect and appreciate you and our beautiful city. Our expectations of each employee are:

- Act professionally and treat the public in a courteous and respectful manner. We are a customer oriented business and expect our behavior to reflect this priority.
- Follow up on questions promptly, provide businesslike responses to requests and perform your duties in a helpful manner.
- Ensure you maintain a safe work environment for yourself and others around you.
- Always treat your co-workers with courtesy, dignity and respect.
- Finally, take pride in your work and enjoy doing your very best.

I wish you the very best for your success and happiness in your employment with the City of Gunnison. The City encourages your individual achievement. You are now part of a team that you can be proud you have joined. It is an honor for us to call you a City of Gunnison employee. Thank you for taking this step in serving our community.

Sincerely,

Ken Coleman  
City Manager

**\*\*\*\*\*IMPORTANT NOTICE and DISCLAIMER\*\*\*\*\***

EMPLOYMENT WITH THE CITY OF GUNNISON IS AT-WILL. NEITHER THE EMPLOYEE NOR THE EMPLOYER IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT AT ANY TIME, FOR ANY REASON. NO REPRESENTATIVE OF THE CITY OF GUNNISON, OTHER THAN THE CITY MANAGER, HAS AUTHORITY TO ENTER INTO A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD. THE EXCEPTION BEING THAT PART-TIME AND TEMPORARY EMPLOYEE AGREEMENTS ARE ALLOWED.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. THE ORGANIZATION RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET OR CHANGE ANY OR ALL GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE CITY OF GUNNISON. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

## **SECTION 1      FEDERAL EMPLOYMENT MANDATES**

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### **1.1 AMERICAN'S WITH DISABILITIES ACT (ADA) AND RELIGIOUS ACCOMMODATION**

The City will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the City or cause a direct threat to health or safety.

### **1.2 UNLAWFUL EEO HARASSMENT**

- A. The City of Gunnison is dedicated to the principles of Equal Employment Opportunity Act. We prohibit unlawful discrimination against applicants or employees on the basis of age over 40, race, sex, color, religion, national origin, disability, or any other applicable status protected by federal, state or local law.
  
- B. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's race, color, national origin, religion, disability, or any other legally protected characteristic will not be tolerated. Prohibited behavior includes but is not limited to the following:
  - (1) Written form such as cartoons, e-mail, posters, drawings, or photographs.
  - (2) Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
  - (3) Physical conduct such as assault, or blocking an individual's movements.
  
- C. This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

### **1.3 SEXUAL HARASSMENT**

- A. Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the City of Gunnison believes it warrants separate emphasis.
- B. The City of Gunnison strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
  - (1) Submission to such conduct is made explicitly or implicitly a term or condition of employment;
  - (2) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment;
  - (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- C. All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
  - (1) Written form, such as cartoons, posters, calendars, notes, letters, e-mail;
  - (2) Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates;
  - (3) Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

#### **1.4 EEO/HARASSMENT COMPLAINT PROCEDURE**

- A. If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The City of Gunnison expects employees to make a timely complaint to enable the City of Gunnison to investigate and correct any behavior that may be in violation of this policy.
- B. Report the incident to a Department Head who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable.

If you prefer not to go to any of these individuals with your complaint, you should report the incident to the City Manager.

- C. If the City of Gunnison determines that an employee's behavior is in violation of this policy, disciplinary action will be taken against the offending employee, up to and including termination of employment.
- D. The City of Gunnison prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined below. The situation will be promptly investigated.

## **SECTION 2 PERSONNEL ADMINISTRATION**

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### **2.1 PERSONNEL DIRECTOR**

In keeping with the terms and conditions of the City of Gunnison Municipal Home Rule Charter, the City Manager is the Chief Administrative Officer of the City, and acts as Personnel Director of the City. With City Council's approval, the City Manager establishes appropriate personnel rules and regulations governing officers and employees of the City.

### **2.2 HIRING, PROMOTION, AND TRANSFERS**

- A. The Hiring Process, in the City's sole discretion, consists of an application review, oral interview, written testing, practical testing, background investigation, or a combination thereof intended to determine whether or not the applicant meets the minimum qualifications for appointment and the degree to which the applicant exceeds the minimum qualifications. The minimum qualifications are the combination of knowledge, experience, skills, abilities, education, and/or certifications specified in the job description for the position applied for that constitute the minimum requirements for that position. The hiring process applies to full-time employment opportunities. Vacancies, not filled by promotion or transfer, are announced internally and publicly at the same time. The Department Head will be responsible for establishing the range of advertising, (local, area, state, and regional). Closure for applications must be a minimum of one week after publication of the announcement. Internal applicants (current full-time, part-time, or temporary employees) who meet the minimum qualifications established in the job description may be included in the interview process. Department heads are responsible for the written development and implementation of the selection process. Department heads may elect to hire directly from a previously established list provided the list is not more than six months old.
- B. At times, there may be position openings within the City that allow employees the opportunity to advance their careers by being promoted. A promotion is defined as the movement of a full or part-time employee from a position of one class to a position of another class having greater or increased responsibilities and higher entry level compensation. If an employee meets the qualifications in the job description and has demonstrated the necessary combination of knowledge, experience, skills, abilities, education and/or certifications through past work history with the City of Gunnison, the employee may be considered for a promotion. Vacancies are advertised within the City for a minimum of five

working days. All candidates for promotions are required to participate in an application review, oral interview, written testing, practical testing, background investigation, or combination thereof. Promotion does not affect the promoted employee's benefits accrual. If the position is not filled through the promotion process, then the hiring process, as outlined in Section 2.2. A. will be followed.

It should be noted that if the employee held a position prior to promotion that provided a special benefit(s) and the new appointment does not provide for that benefit(s), the employee will be informed of the benefit(s) loss prior to the appointment.

All persons promoted will be subject to the residency requirements as applicable and as stated in Section 8.4 of this Handbook.

- C. A transfer is defined as the movement of a full or part- time employee from a position of one class to a position of another class having a similar level of responsibilities and/or entry level compensation. At times there may be position openings within the City that allow employees the opportunity to transfer. If an employee meets the qualifications in the job description and has demonstrated the necessary combination of knowledge, experience, skills, abilities, education and/or certifications through past work history with the City of Gunnison, the employee may be considered for a transfer. Vacancies are advertised within the City for a minimum of five working days. All candidates for transfer are required to participate in an application review, oral interview, written testing, practical testing, background investigation, or combination thereof. Transfer does not affect the transferred employee's benefits accrual. If the position is not filled through the transfer process, the hiring process, as outlined in Section 2.2.A, will be followed.

It should be noted that if the employee held a position prior to transfer that provided a special benefit(s) and the new appointment does not provide for that benefit(s), the employee will lose such benefit(s) prior to the appointment.

All persons transferred are subject to the residency requirements as applicable and as stated in Section 8.4 of this Handbook.

## **2.3 PERFORMANCE APPRAISAL**

All employees serve at will. Supervisors will continually observe the employee's job performance. Communication between the employee and the employer is a key element in the successful operation of the City government. Supervisors and employees shall meet and discuss expectations, needed resources, and job performance. New hires and transfers will be evaluated after six months in the position. All other employees will be regularly evaluated a minimum of once per year. The timing of this process is critical as it is related to the pay plan. Regular evaluations need to be completed during the last quarter of the year.

## **2.4 RE-EMPLOYMENT**

An employee who has separated with a good work record may be considered for re-employment. The City Manager may require the interested employee participate in a selection procedure. This procedure may include any of the screening, testing, and selection techniques normally utilized by the City. The applicant may be denied consideration if it is determined that he/she is not qualified for the position applied for. The re-employed person's salary will be determined under the existing guidelines of the City's Pay Plan. Re-employed persons are considered new employees for the purpose of determining pay and benefits.

## **2.5 DRUG FREE WORKPLACE**

- A. The City of Gunnison is committed to a safe, healthy and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs, marijuana and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision-making. Therefore, the possession, use, or sale of controlled substances, marijuana or alcohol on City of Gunnison premises, or during City of Gunnison work time is strictly prohibited. Furthermore, working after the use of alcohol, marijuana or a controlled substance or abuse of any other substance is prohibited.
- B. Any employee who is convicted under a criminal drug statute for a violation occurring in the workplace or who pleads guilty or nolo contendere to such charges must notify the City Manager within five (5) days of such conviction or plea. Failure to do so will result in termination of employment. At the City's discretion, employees convicted or who plead guilty or nolo contendere to such drug-related violations are subject to termination or mandatory attendance and successful completion of a drug abuse assistance or similar program as a condition of continued employment. The action taken will be dictated by the circumstances of each case and, as a condition of continued employment, the employee may be required to sign a last chance employment agreement.
- C. The City's goal continues to be that employees take responsibility for their own behavior and voluntarily seek help through community health and counseling facilities or other professional programs. It is each employee's responsibility to seek assistance before the problem affects judgment, performance or behavior.
- D. Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, marijuana, a controlled substance or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use) or sale of alcohol,

marijuana, or a controlled substance on City premises or while conducting City of Gunnison business is prohibited. Any violation of the Drug and Alcohol policy will result in disciplinary action up to and including termination.

## **2.6 SMOKING**

It is our objective to provide a smoke-free work environment within our organization. In compliance with the Colorado Clean Air Act, smoking is prohibited within all areas of City owned buildings, vehicles and equipment. This restriction applies to all employees and visitors, at all times, including non-business hours.

## **2.7 HEALTH AND SAFETY**

It is the City of Gunnison's goal to maintain a high standard of employee health and safety. To achieve these high standards, we try to maintain a safe, healthy, efficient, and productive work environment. Toward this end, we provide training, safeguards, and programs to prevent accidents, to prevent damage to property, and to promote safety.

Employees are responsible to abide by all applicable safety rules and regulations contained in the City of Gunnison's Safety Manual. We expect employees to do their job in a manner that ensures their personal safety and the safety of fellow employees.

## **2.8 REPORTING ACCIDENTS AND INJURIES**

Employees who suffer work-related injuries or illnesses, despite how minor, must report them immediately to their supervisors. The supervisor in turn should submit any injury information to the City's Finance Department within 24 hours of the occurrence of the injury. To ensure Worker's Compensation eligibility, proper reporting procedures must be followed. Any employee who suffers any work-related injury must also, at the sole discretion of the City, submit to and undergo a medical examination in order to return to work. With reasonable suspicion, alcohol testing may be performed, and a drug test may be required within 24 hours of the incident at a medical care provider selected by the City. Any employee failing or refusing to do so may face disciplinary action up to and including termination. The City will arrange and pay for the examination and testing as well as the reasonable costs of transporting the injured or sick employee to a physician or hospital, if required.

## 2.9 WORKERS' COMPENSATION PROCEDURES

- A. Within 24 hours of a work-related accident or injury (emergencies and traumas excepted) **the employee must file an "Employee's Written Notice of Claim" form** with a supervisor, manager, or the finance department. These forms are available in each department office. *Failure to file the signed and dated claim form with the City within 4 working days will cause benefits to be reduced for each day the report was not filed.* Any injury should be reported immediately, even if it seems very minor. Should complications arise and a claim has not been filed on a timely basis, benefits may be reduced.
- B. As soon after the accident as possible, **the supervisor must fill out an "Accident Investigation" form**. This form should be filed at the time the claim is filed with the finance department. However, a claim will not be delayed because the accident investigation form has not been received.
- C. Immediately upon notification to the City of a work related injury, **the Finance Department will file an "Employer's First Report of Injury" form**, with the City of Gunnison's workers' compensation insurance carrier. Copies of all forms will be filed in the employee's personnel file with the City Clerk's office upon initial notification to the insurance carrier.
- D. Any work-related accident needing medical attention must be addressed through the City of Gunnison's designated medical provider. The designated medical providers for the City of Gunnison are:

**Gunnison Valley Health Family Medicine-Clinic**

707 N. Iowa St.  
Gunnison, Colorado 81230  
(970)642-8413

**Gunnison Valley Family Physicians**

130 E. Virginia Ave.  
Gunnison, Colorado 81230  
(970) 641-0211

**Lake City Area Medical Center**

700 N. Henson  
Lake City, Colorado 81235  
(970) 944-2331

**Town Clinic of Crested Butte**

214 6th St., Ste. 1  
Crested Butte, Colorado 81224  
(970) 349-6749

If a designated provider is not seen first, medical expenses will not be paid until a designated provider has been seen. (Exceptions will be granted for emergency and trauma situations, along with "after hours" injuries when only the emergency room is available.) Should the injury require specialized medical attention, the designated provider or "primary physician" can refer the patient to the appropriate specialist.

E. Wages during work-related injury:

- (1) The first three scheduled shifts that an employee is not able to work due to a work-related injury will be paid by the City of Gunnison at 100% of regular wages (i.e. - regular hourly rate).
- (2) Subsequent shifts will be compensated by the City's workers' compensation insurance provider at a rate of 66 2/3% of the regular wage.

F. Return to Work – Modified Duty

- (1) The City of Gunnison will make an earnest attempt to establish modified job duties, when feasible, for an employee with a work-related injury. The employee, supervisor, department head and human resources technician will work with the designated provider physician to approve tasks that meet medical restrictions.
- (2) If the restrictions are such that worthwhile tasks cannot be accomplished, an employee will not be allowed to return to work until the restrictions have been modified to allow return to work.
- (3) It is the employee's and the supervisor's responsibility to communicate with the human resources technician at least on a weekly basis concerning any changes in work-related restrictions and work hours, or as any changes occur.
- (4) The human resources technician will forward this information to the City's workers' compensation provider for compensation purposes.

## SECTION 3 EMPLOYEE STATUS - COMPENSATION – PAYROLL

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### 3.1 EMPLOYEE STATUS

The City of Gunnison has various classifications of employees. Each particular classification depends upon the number of hours an employee is regularly scheduled to work each workweek, the nature of the duties, tasks, and authorities assigned, and the amount and method of payment for the work performed. For administrative purposes, the City classifies employees as follows:

- A. **Full-time Employee** - Full-time employees are those who ~~have successfully completed their trial period and~~ are hired and regularly scheduled to work ~~40-30~~ or more hours each workweek and 52 workweeks each year. ~~Any full-time employee working 40 or more hours per week is currently eligible for Discretionary Benefits as outlined in this Handbook. Any full-time employee working less than 40 hours per week is currently eligible for Discretionary Benefits as outlined in this Handbook on a prorated basis according to the number of hours budgeted per year.~~ Full-time employees are currently eligible for all City discretionary benefits as outlined in this Handbook.
- B. **Part-time Employee** - Part-time employees are those ~~who have successfully completed their trial period and whose normal work is in an occupation in which the individual's services are not required for the customary scheduled full-time hours prevailing in the City; or an employee who, due to personal circumstances, does not customarily work those customary scheduled full-time hours.~~ ~~Part-time employment is limited to a maximum of 1,560 hours worked per year.~~ who are hired and regularly scheduled to work less than 30 hours per week. Part-time employees are not eligible for Discretionary Benefits as outlined in this Handbook. ~~Part-time employees who work an average of at least thirty hours per week and complete one year of continuous part-time employment are currently eligible for City discretionary benefits, as outlined in this handbook. Average weekly hours to be worked will be specified on the annual personnel action form.~~
- C. **Temporary Employee** - Temporary employees are persons hired to perform an irregular schedule and who agree to work on an as-needed or on-call basis. Temporary employees may work either full-time or part-time depending upon the requirements of the assignment. Temporary employees are not eligible for City ~~Discretionary B~~enefits as outlined in this Handbook, except as otherwise required by the Patient Protection and Affordable Care Act (PPACA).
- D. **Exempt Employee** - Exempt employees are those employees not eligible for overtime pay. Employees classified as exempt receive a salary that constitutes full compensation for all hours worked.

- E. **Non-exempt Employee** - Non-exempt employees are generally paid by the hour and do not meet the exclusion criteria of exempt employees. Employees classified as non-exempt are eligible for overtime pay equal to 1½ times their regular rate of pay for each hour worked in excess of forty (40) hours in a workweek, with the exception of law enforcement and fire protection personnel covered by the Fair Labor Standards Act's section 207(K), who are eligible for overtime pay equal to 1 ½ times their regular pay rate for each hour worked in excess of eighty (80) hours in a work period.

### **3.2 PAY PERIODS AND BASIC WORK WEEK/PERIOD**

- A. Pay periods are two week periods, extending from 12:01 A.M. Saturday through 12:00 Midnight the second Friday, inclusive.
- B. A basic work week is a fixed and regularly recurring period of 168 hours — seven consecutive 24-hour periods, beginning at 12:01 a.m. Saturday through 12:00 Midnight the following Friday, except for Police Department law enforcement officers and fire protection personnel covered by the Fair Labor Standards Act's section 207(K).
- C. A basic work period for Police Department law enforcement officers and fire protection personnel covered by the Fair Labor Standards Acts' section 207(K) begins with the first full shift of the pay period, (Saturday day shift), and continues fourteen (14) consecutive days.

### **3.3 OVERTIME COMPENSATION AND COMPENSATORY TIME**

- A. Work is organized so that overtime is avoided whenever possible, and then should be kept to a minimum. Overtime must be approved in advance by the department head. This may take the form of direct consent each time or, alternatively, consistent application of guidelines approved by the department head. Timesheets that include overtime must have signed approval by the department head in charge or their designee.
- B. The City has the authority to pay overtime, within the provisions of the adopted budget, at the rate of time and one-half in monetary consideration or at the rate of time and one-half in leave with pay (compensatory time) at the employee's discretion. Employees may accrue a maximum of 40 hours of compensatory time.
- C. It is the responsibility of the employee and the department head to insure that all compensatory time is "zeroed out" by the 15th day of December each year.

Compensatory time off may not be carried over into the next year. It must be used or paid.

D. Overtime hours are:

- (1) For eligible employees, any hours worked on a City-designated holiday;
- (2) Excluding exempt employees, law enforcement officers and fire protection personnel, any hours physically worked plus holiday time (8 hours per holiday) in excess of 40 hours in the work week. Averaging of hours over two or more weeks is not permitted.
- (3) For Police Department law enforcement officers and fire protection personnel covered by the Fair Labor Standards Acts' section 207(K), except the Chief of Police and Police Captain, any hours physically worked plus holiday time (8 hours per holiday) in excess of 80 hours during the 14 day work period.

E. Overtime pay will be calculated as follows:

- (1) Any hours worked by an eligible employee on a holiday will be considered overtime and will then be deducted from the calculation of any further overtime.
- (2) Any hours physically worked over 40 hours per work week (80 hours per work period for law enforcement and fire protection personnel, as defined in 3.2.C) will be considered overtime.
- (3) Full-time employees [working an average of forty hours per week](#) will receive eight (8) hours holiday time for City designated holidays, which may be calculated towards overtime. If a part-time employee qualifies for holiday time (see Section 4.5.C), those hours may be calculated towards overtime if applicable.
- (4) Vacation leave, sick leave, or other paid leave used prior to a requested call-in will be calculated towards overtime.
- (5) Vacation leave, sick leave, or other paid leave that occurs after a requested call-in will not calculate towards overtime hours. Employees may opt to be paid for the scheduled leave at straight time.

### **3.4 PAYROLL DEDUCTIONS**

Only authorized and/or mandatory payroll deductions will be made from the employee's payroll check. The following deductions must be authorized by each employee unless mandatory:

- State and Federal Taxes
- Social Security
- Medicare
- Retirement Plan
- Approved IRS 457 Deferred Compensation Plans
- Approved IRS Section 125 Cafeteria Benefits Plan
- [Gunnison WesternNuVista](#) Federal Credit Union
- Approved IRS 457 and 401K loan payments
- Health Club Membership Plan
- ~~CBMR Business Ski Pass Plan~~
- Athletic Membership Plan
- Health Savings Account

### **3.5 PAYCHECKS**

- A. Paychecks reflect compensation for regular and overtime hours, standby pay, holiday pay, vacation pay, sick leave pay, and compensation for other paid and unpaid leaves of absence.
- B. Employees are paid every other Wednesday. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday.
- C. Paychecks are normally issued no later than 3:00 P.M. the Wednesday following the end of the pay period.
- D. When a payday occurs on a holiday, paychecks are normally issued no later than 3:00 P.M. on the preceding day.
- E. On each payday, employees receive a statement showing gross pay, deductions and net pay.
- F. Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans and individual savings plans may be arranged through the Finance Department.
- G. Employees may choose the option of having paychecks automatically deposited to the employee's bank account(s).
- H. Paychecks that are lost or destroyed by the employee may be reissued once the employee has reimbursed the City for any stop-payment fees.

### **3.6 REPORTING AND RECORD KEEPING**

With the exception of exempt status employees, the City is required by law to keep a record of regular hours worked, overtime, standby, sick leave accrual and usage, vacation accrual and usage, personal day accrual and usage, and holidays. Employees are required to know their departmental procedures for time sheet reporting and collection. The department head submits completed payroll time sheets to the Finance Department no later than 10:00 a.m. on the Monday following the end of each pay period.

Information for the payroll time sheets will be obtained from time cards or departmental hourly records which are to be initialed by the appropriate employee, supervisor, and department heads. Employees are responsible for completing the time cards by accurately reporting all hours worked, and all holiday, vacation hours and absences from work. Falsification of time cards will not be tolerated and may result in disciplinary action.

### **3.7 MEAL PERIODS**

- A. Meal periods are currently provided to relax and refresh the employee for the day's work. Since each department's and employee's needs are different, employees should ask their supervisor for the meal schedules for the department.
- B. Generally, meal periods are 30 - 60 minutes in length and are counted as unpaid work time.
- C. Meal periods must be taken.

### **3.8 REST PERIODS**

- A. Employees may receive a fifteen (15) minute rest period for each four (4) hour period of continuous work.
- B. Rest periods are part of the paid work shift. An employee is not compensated in additional money or time off for not taking a scheduled rest period.
- C. Rest periods are to be scheduled by the department head or supervisor.
- D. Employees must be at their assigned work area at the beginning and end of the rest period.

### 3.9 ELIGIBILITY FOR BENEFITS

Full-time employees are currently eligible for medical, dental, optical and life insurance; City retirement contribution; City's 457 deferred compensation plans; Section 125 "cafeteria plan"; or any other City-sponsored benefit available through the payroll deduction plan. ~~Part-time employees who work an average of at least thirty hours per week are eligible for medical, dental, optical and life insurance; City retirement contribution; participation in the City's 457 deferred compensation plan; Section 125 "cafeteria plan"; or any other City-sponsored benefit available through the payroll deduction plan.~~ Eligibility for the insurance plan begins on the first day of the month following the full-time employee's hire date. ~~Part-time employees must complete one year of continuous part-time employment before becoming eligible for the insurance plan. Once the one year of continuous part-time employment is completed, eligibility will begin on the first day of the month following the part-time employee's one year anniversary date. Eligibility for the City's retirement plan begins on the employee's anniversary date following one year of continuous full-time or continuous part-time employment with the City of Gunnison. (Police officers are eligible for retirement benefits on the first day of employment with the City of Gunnison).~~ A copy of current City-sponsored benefits provided through payroll deductions is attached to this handbook as Appendix A.

## SECTION 4 LEAVE

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### 4.1 PAID VACATION LEAVE

A. Full-time employees are eligible for paid vacation leave. ~~PartFull~~-time employees who work an average of at least thirty hours per week ~~and have completed one year of continuous part-time employment~~ are eligible for paid vacation leave as outlined in Section 4.2, Accrual of Paid Vacation Leave. Temporary employees are not eligible for paid vacation leave.

~~B. Paid vacation leave for full-time employees is accrued at the date of hire but cannot be taken until six months of continuous employment has been completed. Paid vacation leave for eligible part-time employees begins accruing after one year of continuous part-time employment and can be taken as it accrues.~~

~~C.B.~~ Vacation is only available with the approval of the employee's supervisor and/or department head. Such approval may be based on scheduling needs of the department.

~~D.C.~~ For exempt and non-exempt employees, vacation leave is granted in not less than quarter-hour units.

~~E.D.~~ Vacation time will not be counted in the computation of overtime unless the time was preauthorized in writing by the employee's department head and occurred prior to overtime hours physically worked.

### 4.2 ACCRUAL OF PAID VACATION LEAVE

A. Paid vacation leave accrual begins on the employee's most recent hire date.

**(1) For full-time employees hired before May 1, 1991, vacation accrues every two weeks at a regular rate that provides two-hundred sixteen (216) hours of vacation per year (8.31 hours per pay period).**

**(2) For full-time employees hired after May 1, 1991, the following vacation accrual applies:**

(a) In the first year through the fifth year of continuous employment, vacation accrues monthly every two weeks at a regular rate that provides one-hundred twenty (120) hours of vacation per year (4.62 hours per pay period).

- (b) In the sixth year through the tenth year of continuous employment, vacation accrues every two weeks at a regular rate that provides one-hundred thirty-six (136) hours of vacation per year (5.23 hours per pay period).
- (c) In the eleventh year through the fifteenth year of continuous employment, vacation accrues every two weeks at a regular rate that provides one-hundred sixty (160) hours of vacation per year (6.16 hours per pay period).
- (d) In the sixteenth year through the twentieth year of continuous employment, vacation accrues every two weeks at a regular rate that provides two-hundred (200) hours of vacation per year (7.70 hours per pay period).
- (e) After twenty years of continuous employment, vacation accrues every two weeks at a regular rate that provides two-hundred sixteen (216) hours of vacation per year (8.31 hours per pay period).

**(3) For partfull-time employees who are regularly scheduled to work an average thirty-hours per week, the following vacation accrual applies:**

- (a) In the second year through the fifth year of continuous employment, vacation accrues every two weeks at a regular rate that provides ninety (90) hours of vacation per year (3.47 hours per pay period).
- (b) In the sixth year through the tenth year of continuous employment, vacation accrues every two weeks at a regular rate that provides one hundred and two (102) hours of vacation per year (3.93 hours per pay period).
- (c) In the eleventh year through the fifteenth year of continuous employment, vacation accrues every two weeks at a regular rate that provides one hundred thirty-two (132) hours of vacation per year (5.08 hours per pay period).
- (d) In the sixteenth year through the twentieth year of continuous employment, vacation accrues every two weeks at a regular rate that provides one-hundred fifty (150) hours of vacation per year (5.77 hours per pay period).
- (e) After twenty years of continuous employment, vacation accrues every two weeks at a regular rate that provides one-hundred

sixty-two (162) hours of vacation per year (6.23 hours per pay period).

**(4) For part-time employees who were hired prior to January 1, 2012, and are regularly scheduled to work an average of at least twenty-hours per week, vacation will accrue ~~at 50% of applicable rates for full-time employees.~~**

B. If a full-time or part-time employee changes to temporary status, accrual discontinues upon the date of change.

C. Provisions for accrual:

(1) During unpaid leaves of absence, vacation is not accrued.

(2) During paid leaves of absence, vacation is accrued at the normal rate.

(3) A full-time ~~or part-time~~ employee accrues 1/26 of his/her annual vacation accrual for each full pay period worked.

### 4.3 LIMITS OF ACCUMULATION OF VACATION

Vacation may be accrued to a limit of one and one-half (1-1/2) times the amount of actual vacation earned in the previous twelve (12) month period. Thereafter, vacation will not accrue until the employee is below the maximum allowable amount of accrued vacation.

### 4.4 VACATION PAY AT TERMINATION

Upon termination, eligible employees will be paid for any accrued but unused vacation.

### 4.5 PAID HOLIDAYS

A. Full-time employees working an average of forty hours per week are eligible for paid holiday leave. ~~Part~~Full-time employees who work an average of at least thirty hours per week ~~and have completed one year of continuous part-time employment~~ are eligible for paid holiday leave. Temporary employees are not eligible for paid holiday leave.

B. All City departments will be open for business with enough personnel scheduled to work so that the department can handle routine services except for the following days which have been designated as official paid holidays:

New Year's Day

Columbus Day

Martin Luther King Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day-After Thanksgiving
Independence Day	Christmas Eve Day
Labor Day	Christmas Day

- C. A holiday is defined as an eight-hour day for full-time employees working an average of forty hours per week, and a six-hour day for ~~partfull~~-time employees who work an average of thirty hours per week.
- D. Changes in this schedule will be authorized only by the City Council.
- E. When a holiday falls on a Saturday, the previous Friday will be designated as the official holiday. When a holiday falls on a Sunday, the following Monday will be designated as the official holiday, except for shift workers who will take the holiday as it falls.
- F. Official holidays commence at the beginning of the first shift of the holiday and continue for twenty-four (24) hours.
- G. Calculation of holiday pay:
- (1) When an eligible employee works on an official holiday, the employee will be paid time and one-half for the hours worked, plus holiday time. Holiday time will calculate toward total number of hours worked in the work week/work period and will be calculated as any extra hours worked per overtime calculations. Holiday hours may be scheduled off during the work week/work period earned.
  - (2) When an ineligible employee is scheduled to work on an official holiday, the employee will be paid straight time for the hours worked.
  - (3) When an employee is sick on an official holiday, the time will be considered a holiday.
  - (4) When an official holiday falls during a paid absence, the day will be considered a holiday.
  - (5) Holiday pay is available to full-time ~~and part-time~~ employees only provided the employee is in pay status the last regular shift to which the employee would have been assigned prior to the holiday and the first regular shift to which the employee would have been assigned following the holiday.
  - (6) When an official holiday falls on a rotating shift-worker's regularly scheduled day off, the employee will receive holiday time. Holiday time will calculate toward total number of hours worked in the work week/work period and will be calculated as any extra hours worked per

overtime calculations. Holiday hours may be scheduled off during the work week/work period earned.

#### 4.6 PAID SICK LEAVE

- A. Sick leave is available to full-time ~~employees—employees and part-time employees~~. ~~Part-time employees must work an average of at least thirty hours per week and have completed one year of continuous part-time employment to be eligible~~. Temporary employees are not eligible for sick leave.
- B. Sick leave accrual starts on the employee's most recent hire date. Full-time employees may utilize their accrued sick leave from their initial date of hire. ~~Part-time employees who work an average of at least thirty hours per week and who have completed one year of continuous part-time employment may utilize their sick leave as it accrues.~~
- C. Sick leave accrual figures are determined by each full-time ~~and part-time~~ employee's decision regarding personal days. If the personal day option is chosen, the sick leave accrual is 10 days (80 hours) per year for full-time ~~employees~~ employees working an average of 40 hours per week, and 7.5 days (60 hours) per year for ~~part~~full-time employees working an average 30 hours per week. If the personal day option is not chosen, sick leave accrual is 12 days (96 hours) per year for full-time employees working an average of 40 hours per week, and 9 days (72 hours) per year for ~~part~~full-time employees working an average 30 hours per week.
- D. Maximum accrual for sick leave is 720 hours.
- E. For exempt and non-exempt employees, sick leave is granted in not less than quarter-hour units.
- F. Sick leave does not accrue during a leave of absence without pay or during suspension.
- G. Sick leave may not be borrowed from anticipated future accrual.
- H. Authorization of Sick Leave:
  - (1) Department heads are responsible for authorizing sick leave. A department head may authorize sick leave for the following reasons:
    - (a) Sickness or injury of the employee to the extent that such employee is unable to perform his/her duties.
    - (b) Dental, ocular or doctor appointments which are of necessity and cannot be scheduled during non-working hours.

- (c) Serious illness in the immediate family. "Immediate family" will mean spouse, children, mother, father, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, niece, nephew, aunt, uncle, stepfather, stepmother, stepchild, stepbrother, stepsister, legal guardian, or a person with whom the employee shares a household in a personal relationship. "Serious illness" will be of such a nature as to require the attendance of another person in charge. If the length of illness is 3 days or more, a physician's statement, explaining the condition of the person under the employee's care and projected time to recovery, may be required by the department head.
- (2) In order for sick leave to be authorized, an employee must personally contact his/her supervisor within one-hour prior to or one hour after the start of the employee's scheduled shift. If the supervisor is not available, the employee must personally speak with and leave the information with the department head or another supervisor. Notifying a fellow employee or leaving messages is not sufficient. For late arrivals, the employee must indicate when he/she expects to arrive for work. If the employee is unable to call in themselves because of an illness, emergency or for some other reason, he/she must have someone call on his/her behalf. If the department head determines that it was not possible for the employee to make contact in the allotted time, the department head may still authorize the sick leave.
- (3) The employee must keep the department head advised of the illness at least on a daily basis unless otherwise approved by the department head.
- (4) In the event an employee is absent for more than three (3) days, written medical verification from a health provider may be required to be presented to the department head upon return to work.
- (5) Prior to an employee's return to work from a sick leave, the department head may request a physician's statement verifying the employee's fitness to return to work.
- (6) Compensation for Sick Leave:
  - (a) One hour of sick pay is equal to one hour at the employee's regular hourly rate of pay.
  - (b) Sick leave pay is reflected on the paycheck issued for the pay period in which the sick leave was used.
  - (c) While on scheduled vacation or utilizing a personal day, an eligible employee may claim sick leave instead of vacation or

personal day if all the provisions of a normal sick leave are met and a doctor's certificate is provided.

- (d) While using compensatory time off an employee may not claim sick leave.
- (e) During an unpaid leave of absence, an employee may not claim sick leave.
- (f) After all accrued sick leave is utilized; vacation leave may be used according to the provisions of the vacation leave.
- (g) Accumulated sick leave will have no cash value at the time of termination of employment, will not be considered wages or other compensation, and will not be paid.
- (h) When an employee has maximum accrual in their sick leave bank and does not utilize sick leave during a quarter of the year the employee may request eight hours of pay, to be deposited in a Deferred457 plan, as a bonus for non-accrual of sick leave.

1. A quarter will be defined as January thru March, April thru June, July thru September, and October thru December.

2. The bonus will be paid on the first pay period following the quarter the bonus is awarded.

- (7) Whenever an employee requests paid sick leave or is absent because of illness or injury, the City may take whatever steps are necessary to confirm the nature and extent of the illness or injury. The City reserves the right to require employees to substantiate and/or document their need for sick leave absences. The City also reserves the right to evaluate requests for, and extensions of, sick leave and medical leaves of absence by consulting with the employee's physician, with the employee's written permission, or with the City's own medical consultants, and retains the right to request that the employee seek a second opinion of the illness/disability from a physician of the City's choice. The City may also request the employee provide medical certification from the employee's personal physician and/or from a doctor of the City's choice at the City's expense. Employees are expected to return to work based upon information provided to the City by the employee's attending physician and may require the employee to submit to a medical examination by a physician designated by the City upon his/her return.

- (8) When time off from work for a medical, dental or optical appointment is unavoidable, the employee must check with his/her supervisor in

advance to determine the least disruptive time to be absent. Employees may be asked to postpone or reschedule non-emergency appointments, depending upon the work schedule or requirements as identified by the appropriate supervisor.

- (9) If false claims for sick leave are discovered, or failure of an employee to return to work or telephone personally (unless physically incapacitated) his or her supervisor as required, the employee may be subject to disciplinary action, up to and including termination.

I. Hardship Bank:

An employee may be granted, when all his/her sick, vacation, personal days and comp time has been exhausted, additional sick days from the City's hardship bank upon a written recommendation from the supervisor and an approval of the City Manager. Sick and vacation time will not accumulate while utilizing this bank. Any holidays that occur while this bank is being used shall be considered a normal working day. The sick leave hardship bank is comprised of 100 days (800 hours) per year, renewed to that level January 1st of each year.

#### **4.7 MEDICAL AND/OR FAMILY LEAVE OF ABSENCE WITHOUT PAY (FMLA)**

A. The City provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- (1) Incapacity due to pregnancy, prenatal medical care, or child birth.
- (2) To care for the employee's child after birth, or placement for adoption or foster care.
- (3) To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- (4) Serious health condition that makes the employee unable to perform the employee's job.

B. Military Family Leave Entitlements

- (1) Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements,

attending certain counseling sessions, and attending post-deployment reintegration briefings.

- (2) FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*
- (3) \*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

#### C. Benefits and Protections

- (1) During FMLA leave, the City maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the Company for payment of insurance premiums during leave.
- (2) Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.
- (3) Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Vacation leave, sick leave, holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

#### D. Eligibility Requirements

Employees are eligible if they have worked for this City for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles.

#### E. Definition of Serious Health Condition

- (1) A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.
- (2) Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### F. Use of Leave

- (1) The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the City of Gunnison, or 26 weeks as explained above. The City uses the 12-month period measured forward from the first day of an employee's leave.
- (2) An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.
- (3) Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the City's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

#### G. Substitution of Paid Leave for Unpaid Leave

The City requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the City's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the City's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

#### H. Employee Responsibilities

- (1) Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not

possible, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures.

- (2) Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.
- (3) Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The City may require second and third medical opinions at the City's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the City's attendance guideline. Employees on leave must contact their supervisor and/or department head at least two days before their first day of return.

#### I. The City's Responsibilities

- (1) The City will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the City will provide a reason for the ineligibility.
- (2) The City will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employee.

#### J. Unlawful Acts

FMLA makes it unlawful for the City to:

- (1) Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- (2) Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

K. Enforcement

- (1) An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the City.
- (2) FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

#### **4.8 DOMESTIC VIOLENCE LEAVE**

- A. C.R.S. §24-34-402.7 requires that employers, including political subdivisions of the State of Colorado, who employ more than fifty employees, permit an employee to take up to three working days of leave from work in any twelve-month period if the employee is the victim of domestic abuse, stalking, or sexual assault, or any other crime that involves domestic violence.
- B. The time off of work must be used in seeking a civil protection order, obtaining medical or mental health counseling for the employee or a member of the family, making the home secure from the perpetrator of the domestic abuse or seeking a new home to escape the perpetrator, or seeking legal assistance to address issues arising from the domestic violence.
- C. This leave is allowed without pay.
- D. Any information related to the employee's leave for domestic violence reasons is to be kept confidential.

#### **4.9 MILITARY LEAVE**

- A. If you are a member of the U.S. Armed Forces Reserve, National Guard, or performing other protected uniformed service, you are granted an unpaid leave of absence when called for active or inactive duty training.
- B. This time is granted in addition to earned vacation time. However, if you desire to use your vacation time for this purpose, you may voluntarily do so if you make a request in writing.
- C. If you are called to serve in a branch of the U.S. Armed Forces for an extended period, upon returning to the City after separation from military service, you may be reinstated in accordance with the provisions of the law.

- D. The City of Gunnison prohibits retaliation against any employee for taking time off under this policy. If you believe there has been a violation of our retaliation standard, please contact the Human Resources Department.

#### **4.10 COMMUNITY VOLUNTEERING**

- A. Serving as Volunteer during Non-duty Hours. Volunteering is a personal choice when it occurs during non-working hours and on the employee's own time. Volunteering that interferes with the proper and effective performance of the employee's official duties will not be tolerated. Employees who serve as volunteers in their off-duty time must report for their next regularly scheduled shift for duty with the City unless the absence that results from volunteering is approved, in advance, by the employee's supervisor.
- B. Serving as Volunteer during Work Hours. Leaving work to serve as a volunteer is permitted only with the prior permission of the supervisor. An employee serving as a volunteer is not on duty with the City of Gunnison. Such time away from work is without pay. At the supervisor's discretion, the employee may be able to make up the lost time from the job or the employee may use accrued vacation leave, accrued personal leave or accrued compensatory time.

#### **4.11 HAZARDOUS MATERIALS RESPONSE TEAM DUTY**

- A. The City of Gunnison has established a Hazardous Materials Response Team (HazMat) in order to comply with applicable law requiring communities to respond to hazardous material spills within their jurisdiction. The City's team membership is voluntary, limited, and consists of a Primary Team and a Secondary Team. Employees may apply for Primary Team membership only. Employee applications require written approval of his/her immediate supervisor and department head. Employee applications are reviewed and final recommendation for membership is determined by the HazMat Team Leader, the Emergency Services Coordinator and other team members, prior to submittal for final approval of HazMat team membership to the City Manager. The City Manager must approve all appointments of employees to the HazMat team and final approval is at the discretion of the City Manager.
- B. Response to a HazMat call-out while off-duty is at the discretion of the HazMat team member. Response to a HazMat call-out while on the job is permissible only with the employee's immediate supervisor's approval. Response to a HazMat call-out while on standby is not permitted. No City vehicle will be used by a HazMat team member for call-outs outside the City limits except under the auspices of an authorized mutual aid agreement.
- C. HazMat response time served will be recorded on the employee's time sheet as hours worked. Hours worked will be paid at the employee's regular rate of pay,

unless such HazMat time results in overtime in accordance with the City's Overtime Policy. When the HazMat response time served results in overtime, the overtime for HazMat response work may be paid at time and one-half the employee's regular hourly rate. All HazMat response time will be charged to the HazMat Department's budget.

#### **4.12 OTHER LEAVES OF ABSENCE WITH PAY**

##### **A. Funeral Leave**

- (1) The City may grant employees up to three (3) days and in special circumstances up to a maximum of five (5) days leave of absence with pay to attend the funeral of the employee's spouse, parent, child, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, niece, nephew, aunt, uncle, stepfather, stepmother, stepchild, stepbrother, stepsister, legal guardian, or a person with whom the employee shares a household in a personal relationship.
- (2) The purpose of this listing is to give the employee and supervisor guidance. It is not meant to be all inclusive. Special circumstances may be considered. The employee must request a funeral leave of absence at the earliest possible date, no later than the start of the employee's scheduled shift. The department head will be responsible for authorizing this type of leave of absence.
- (3) After five days of funeral leave are expended, the department head may grant up to an additional five days of funeral leave to be drawn from the employee's accrued sick leave.

##### **B. Voting**

Voting is an important responsibility we all assume as citizens. The City encourages you to exercise your voting rights in all municipal, state, and federal elections. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary to arrive late or leave work early to vote in any election, arrangements should be made with the supervisor no later than the day prior to Election Day.

##### **C. Non-Job Related Court Witness/Juror By Subpoena**

- (1) We believe jury duty is a civic responsibility. Employees receiving a jury summons should present a copy of the summons to their supervisor as soon as possible. Employees called to jury service will receive their regular rate of pay for the first (3) three days of jury duty. For each day of service thereafter, the employee will be paid by

the State of Colorado pursuant to law. Any jury service compensation received from the court or the State of Colorado may be kept by the employee.

- (2) A full time employee will be paid while serving as a trial witness for City of Gunnison matters at the employee's rate of pay. Employees will turn in all subpoenaed witness compensation to the finance office upon receipt of payment for court related leaves.
- (3) To obtain time off for jury duty or to be a trial witness, the employee must submit a written request for a leave of absence to the department head at the earliest possible date. The department head is responsible for notifying the City Manager to arrange a leave of absence.
- (4) Employees who, on their own time, consult and act as expert witnesses in criminal or civil trials will not be compensated for court time and will be expected to use vacation or unpaid leave for such circumstances.

#### D. Personal Leave

All full-time employees [who work an average of forty hours per week](#) have the option of either accruing twelve (12) paid sick days (96 hours) a year or accruing ten (10) paid sick days (80 hours) a year with two (2) paid days to be used as personal leave days. All [partfull](#)-time employees who work an average thirty hours per week have the option of either accruing nine (9) paid sick days (72 hours) a year or accruing seven and one-half (7.5) paid sick days (60 hours) a year with one and one-half (1.5) paid days (12 hours) to be used as personal leave days. The employee's choice is documented on the personnel action form at the beginning of each year, and must be designated prior to January 1st of each year. Personal leave days are not available in the first year of employment for employees hired after the first pay date of the year.

- (1) Personal days must be used prior to December 15th within each calendar year.
- (2) Personal days do not carry over into subsequent years and carry no monetary value at the time an employee terminates from City employment.
- (3) To take a personal day, the employee must give his/her supervisor at least three days prior notice.
- (4) To use a personal day for an emergency, the employee must notify his/her supervisor. Granting of a personal day in this instance will be at the supervisor's discretion.

- (5) Personal days are granted at the supervisor's discretion.
- ~~(6)~~ ~~New employees must have successfully completed their trial period to qualify to take personal leave.~~
- ~~(7)~~(6) Personal days taken are not included as hours worked in calculating overtime pay.
- ~~(8)~~(7) A personal day is defined as an eight-hour day for full-time employees working an average of 40 hours per week, and a six-hour day for partfull-time employees working an average of thirty hours per week. Partial days may not be taken.
- ~~(9)~~(8) For employees working four ten-hour shifts, the employee may need to use two hours of comp time or vacation in addition to the personal day.

## **SECTION 5      DISCIPLINARY ACTION AND SEPARATION**

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### **5.1 GENERAL**

- A. Good working relationships require a professional approach by everyone. All employees have responsibilities to act ethically with the City as an organization, themselves, and their coworkers.
- B. Occasionally, performance or other problems fall short of our standards and/or expectations. When this occurs, management takes action which, in its opinion, is deemed appropriate.
- C. Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.
- D. Employees must at all times comply with the City's expectations for work performance and conduct. Failure to do so may result in any or all of the following actions, as the City deems appropriate.
- Termination
  - Suspension
  - Demotion
  - Transfer
  - Written warning
  - Reprimand
  - Counseling
- E. Discipline need not be conducted in any particular order or progression, nor will the imposition of discipline alter or modify the employment relationship between the City and its employees. The City reserves the right, in every case, to decide when discipline is appropriate and to determine the severity of the discipline to be imposed, up to and including immediate termination. Management will decide in its judgment which of these actions would most effectively resolve the problem.
- F. The fact that the City has or has not utilized any of these actions does not set any precedent and should not be relied upon in future disciplinary situations by an employee.

## **5.2 DISCIPLINARY ACTION**

- A. Supervisory and administrative personnel have the authority to take whatever disciplinary actions that they deem necessary, provided that provisions on suspension, demotion, or dismissal are closely adhered to and that any action taken is not inconsistent with the provisions of these rules or departmental policies and regulations. Employees will be required to cooperate with administrative staff in any investigation involving problematic employee conduct.
- B. When information received by the supervisor indicates the possible need to administer a suspension, demotion, or dismissal, the supervisor will initiate such discipline by notifying the employee with a summary of the information. No sooner than twenty-four (24) hours after the employee has received notification the supervisor will meet with the employee involved, present the information that has come to the supervisor's attention, and give the employee an opportunity to admit or deny the charge or present written information regarding mitigating circumstances.
- C. It is not intended that this meeting constitute a formal hearing but only provide the employee notice of the charges and give the employee an opportunity to meet and exchange information with the supervisor. No other formal procedural requirements will be required for this meeting including employee representation, meeting recordation, or witness examination. If the employee wishes, the employee may submit a written explanatory statement to the supervisor which will be attached to and kept with a copy of any disciplinary action. The supervisor's determination of the action to be taken will be based upon the information obtained from circumstances of the case.
- D. When the supervisor authorizes a disciplinary action, official notification of such action will be provided to the employee in writing by the immediate supervisor or the person taking the disciplinary action, and a copy thereof will be provided to the affected department head and the City Manager. This notification will describe the specific reasons and circumstances surrounding the disciplinary action. The record of a written reprimand or more severe disciplinary action will be filed with the employee's personnel records. The City Manager may investigate and review any disciplinary action to assure compliance with the provisions of these rules. All decisions by the City Manager in Personnel Actions are final and not subject to employee review.

## **5.3 SUSPENSION**

- A. A supervisor may suspend an employee under that supervisor's jurisdiction without pay as a disciplinary measure when the supervisor deems a suspension to be appropriate. Prior to a suspension, the supervisor will consult with the department head and the City Manager. Upon City Manager approval, written notification of the suspension will be given to the employee. A copy will be

submitted to the department head and to the City Manager, along with a copy for the personnel file, describing the circumstances preceding and specific reasons for the suspension. The actual day(s) of the suspension will be set by the employee's supervisor. An employee who receives a suspension for disciplinary purposes does not have the option of working on a day off in lieu of receiving a suspension day without pay. Exempt employee's suspension without pay must be in one week increments.

- B. When, in the judgment of a supervisor, an employee's mental, emotional, physical condition or conduct is such that the employee's presence on the job or operation of equipment or a motor vehicle potentially endangers the employee, other employees or the public safety and welfare, the supervisor may suspend the employee immediately. The provisions specified in these rules will then be followed as soon thereafter as practicable. The department head may review the suspension. If the department head determines that all or part of the suspension is unwarranted, the employee may receive pay for days previously suspended according to the final decision rendered.

## **5.4 DEMOTION**

A supervisor may demote any full-time or part-time employee under the supervisor's jurisdiction for the good of the City or as a disciplinary measure when the supervisor deems it appropriate. Prior to initiating a demotion, the supervisor will consult with the department head and the City Manager. Upon City Manager approval, the supervisor will give written notification of the demotion to the employee and will submit a copy to the department head and the City Manager, describing the circumstances preceding and the specific reason for the demotion.

In the event of a demotion, the effected employee shall begin their years of service within the new classification upon the date of demotion. All benefits will continue to accrue based on total years of service with the City.

## **5.5 DISMISSAL**

- A. A supervisor may, after consultation with the department head and the City Manager, dismiss temporary, seasonal/instructor, part-time and ~~—~~full-time employees in accordance with the provisions of this Handbook.
- B. The supervisor will give written notification of the dismissal to the employee and a copy to the department head and the City Manager, describing the circumstances and specific reasons for the dismissal.
- C. Failure to follow these procedures is grounds for disciplinary action of supervisory or administrative personnel but does not affect the validity of the underlying dismissal action.

## **5.6 RESIGNATION**

Unless otherwise required by a separate employment agreement, employees are requested to give the employer a minimum of ten (10) working days' notice of their intent to voluntarily resign.

## **5.7 EXIT INTERVIEWS**

In instances of voluntary termination of employment, the City encourages the discussion of reasons for leaving and other impressions the employee may have about the City. Upon deciding to leave, employees are asked to grant the City an exit interview. During the exit interview, employees are encouraged to express themselves freely. It is hoped that this exit interview will provide insights into possible improvements the City can make.

## **5.8 RETURN OF CITY PROPERTY**

Any City property issued to employees, such as keys, purchase cards, policy manuals, tools or uniforms, must be returned at the time of termination or resignation, or whenever requested by the supervisor. Employees are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from the employee's final paycheck.

By signing receipt of this handbook the employee agrees to these terms.

## **5.9 TERMINATION**

Employees, who are laid-off or discharged from their job at the volition of the City, will receive their final pay on their discharge date. If not picked up personally, the employee's final check will be mailed "immediately" (within 24 hours of his/her final workday) to his/her last known address. Employees who quit or resign their employment with the City will receive their final pay on the next regularly scheduled pay date after their termination date. On that date, the employee may pick up his/her check or the City will mail the check to his/her last known address.

For pay purposes, terminations are effective on the last day worked, unless otherwise specified in writing by the City Manager. Final pay will include wages or compensation for labor or service earned and unpaid at the time of discharge, including any accrued but unused vacation leave. Accrued but unused sick and personal leave will be forfeited and not compensated in final pay. Normal tax withholding and applicable deductions will be withheld from final pay as will any

lawful charges or indebtedness the departing employee owes to the City. No final check may be released without the permission of the City Manager.

By signing receipt of this handbook the employee agrees to these terms.

## **SECTION 6      DISPUTE RESOLUTION & PROBLEM SOLVING POLICY**

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### **6.1    OPEN COMMUNICATION**

The City of Gunnison encourages all employees and managers to use open and effective communication skills. Consistent effective communication is an ongoing requirement to maintain employment. The City recognizes that conflict is inherent in any organization, and therefore offers processes to assist employees in problem-solving and dispute resolution.

### **6.2    JOB RELATED PROBLEMS**

Employees who disagree with a City of Gunnison practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally this discussion should be held within 3 – 5 days of the incident in question, or a timely basis. Discussions held in a timely manner will enhance the ability to resolve concerns while fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

### **6.3    CHAIN OF COMMAND**

If the solution offered is not satisfactory, or if it is inappropriate to go to the direct supervisor, employees are encouraged to take the problem to the supervisor's boss. If the problem still cannot be resolved, or if it is inappropriate to go to the supervisor's boss, employees may submit a written complaint or explanation to the City Manager for review. The City Manager will investigate the circumstances of the issue; determine appropriate actions and make a final decision about the situation.

The decision of actions to be taken, that are deemed appropriate by the City Manager, are final and no further internal remedy is available to effected parties.

## **SECTION 7      ACCESS TO PERSONNEL FILES**

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### **7.1    FILE CONTENT AND LOCATION**

Personnel file content is the sole property of the City of Gunnison. Open Records requests to view the file will be kept in the employee's personnel file.

### **7.2    ACCESS TO FILES**

- A. Generally, personnel files are only available to the person in interest and the duly elected and appointed officials who supervise such person's work.
- B. The following persons are authorized to access personnel files:
  - (1)      The employee (his/her own file only);
  - (2)      The employee's direct supervisor (on a need-to-know basis only);
  - (3)      The department head of the employee;
  - (4)      The City Manager (unlimited access);
  - (5)      The Finance Director, Human Resource Technician, City Clerk, and Deputy City Clerk in the course of updating basic data only;
  - (6)      Persons with a valid court order.
- C. An employee wishing to review his/her file should contact the Human Resources office to make arrangements. A date and hour will be set within 3 working days at which time the records will be available for inspection.
- D. To make changes or corrections to a personnel file, the employee must submit a request in writing to the City Manager, describing the nature and explanation for the change or correction. If the request for a change or correction is turned down, the employee can then request that his or her statement of disagreement with the personnel files be placed within the file. That statement of disagreement is to be a permanent part of information in the personnel file. The following changes should be submitted to the Human Resources office: name change, marital status change, dependent change, address and/or telephone number change, beneficiary designation change, emergency notification change and social security number correction.

- E. Requests from any external source (i.e., individuals or companies outside the City) for information from an employee's personnel file should be directed to the City Manager. As an employee or a former employee of a public employer, records regarding your personnel file may be open to the public as mandated by law or the Colorado Open Records Act. ~~Requested information must not be disclosed without first receiving appropriate clearance from the City Manager and the employee.~~ The only exception to this policy is verification of employment requests about current employees.

## **SECTION 8      OTHER POLICIES AND PRACTICES**

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### **8.1    OPEN RECORDS**

The City of Gunnison is governed by the Colorado Open Records Act (See C.R.S. 24-72-201 et seq.) which states that it is the public policy of the State of Colorado that all public records will be open for inspection by any person at reasonable times. Notwithstanding that general policy, there are some records that the law provides are not open to public inspection and are to be kept confidential. Examples of such “non-public” records include, but are not limited to: individual medical and mental health records; employee personnel files and reference letters; deliberative work product information; law enforcement investigation and intelligence records; and trade secrets, privileged information and confidential commercial and financial data. Open records requests are processed through the City Clerk.

As a City of Gunnison employee, employees may work with, have access to, or gain knowledge of records or information that belongs to the City, its employees, citizens and/or suppliers and which is not open to public inspection. Your employment with the City assumes you will maintain the confidentiality of all such non-public information and secrets, together with the documents and materials upon which it is displayed, even after you leave our employ. In other words, you must not, except in the proper performance of your duties as an employee of the City of Gunnison, use, disclose or in any way make available to anyone else, either outside or within the City, any confidential, non-public records or information at any time. If you have any doubt or concern as to whether a particular record or item of information is open to the public or whether a particular disclosure is appropriate, please contact the City Manager for direction.

### **8.2    EMPLOYMENT OF RELATED PERSONS**

Employment of relatives of current employees, officers, or elected officials of the City of Gunnison is not permitted without the prior consent of the City Council. Relatives include spouse/civil partner, child, parent, brother or sister.

### **8.3    OUTSIDE EMPLOYMENT**

No employee may engage in additional employment which, in the opinion of the employee’s supervisor, impairs the proper and effective performance of official duties, which results in a conflict of interests, or which would adversely affect the City.

## **8.4 RESIDENCY REQUIREMENTS**

If an employee is provided with a City vehicle, or is part of an emergency response team (Police and Fire), he/she will be required to live within a (20) twenty minute drive time to the city limits of Gunnison. The (20) twenty minute drive time will be base-lined when the streets are dry, with a vehicle driving the legal speed limit. The department head shall ensure that the roadway is of such quality as to not significantly impact the wear and tear of the city-owned vehicle. City snow removal crewmembers serving in an on-call status and standby personnel will respond to their assigned duty station within (30) thirty minutes of being called out.

## **8.5 ATTENDANCE**

- A. Regardless of what position an employee holds, punctuality and regular attendance are essential to the effective operation of the City. Regular and reliable attendance is an essential function of each and every position at the City. If an employee knows in advance he/she is going to be unavoidably late or absent, he/she must personally notify his/her supervisor within one hour prior to or one hour after the start of the employee's scheduled shift. If the supervisor is not available, the employee must personally speak with and leave the information with the department head or another supervisor. Notifying a fellow employee or leaving messages is not sufficient. For late arrivals, the employee must indicate when he/she expects to arrive for work. If the employee is unable to call in themselves because of an illness, emergency or for some other reason, he/she must have someone call on his/her behalf. Failure to call in may lead to disciplinary action up to and including termination.
- B. Assignment of scheduled working hours will be made by the employee's department head or supervisor. Likewise, scheduled working hours may change at the discretion of the employee's department head or supervisor. Employees are to be present at work during all scheduled hours, unless arrangements in accordance with the leave policies have been made. Unexcused absence and failure to be at the employee's appointed work station at the start of the work period will not be tolerated.

## **8.6 POLITICAL ACTIVITY**

Political beliefs, activities and affiliation will be a private matter to the employees of the City of Gunnison. No employee or applicant will be required to divulge political beliefs as a requirement of employment, nor participate in, nor make or withhold contributions to, political parties or groups. Employees will not engage in encouraging candidates to run or openly and actively support any political candidate or issue during scheduled work hours. All City employees are subject to the provisions of the Colorado Campaign Reform Act.

## **8.7 CITY PROPERTY**

Employees, who use or have City property in their possession, are expected to treat it with the same care as they would their own property. All City tools and equipment are to be returned in good condition, ordinary wear and tear excepted. Property lost, damaged, or destroyed due to the employee's carelessness, will be replaced at the employee's expense.

Whether or not performed on the City's premises, work which employees perform and are paid for by the City is the property of the City of Gunnison. This includes inventions, works of authorship, improvements, designs, developments, and discoveries which relate in any manner to the present or prospective activities or business of the City.

## **8.8 OPERATION OF CITY OR PRIVATE VEHICLES**

If an employee is authorized to operate a City owned vehicle or a personal vehicle for business use, the employee must have a valid Colorado Driver's License and liability insurance for the vehicle, wear a seat belt at all times and obey all traffic rules. Any unsafe or unlawful driving is a potential liability to the City and will not be tolerated. Driving while intoxicated or under the influence of a controlled substance or marijuana constitutes grounds for immediate termination of employment.

## **8.9 COMMUNICATION SYSTEMS**

### **A. Systems**

- (1) The City of Gunnison's computer network, access to Internet, email and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the City of Gunnison. All information regarding access to the City of Gunnison's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential City of Gunnison information and may not be disclosed to non-City of Gunnison personnel.
- (2) All computer files, documents, and software created or stored on the City of Gunnison's computer systems are subject to review and inspection at any time. In this regard, employees should not assume that any such information is confidential, including e-mail either sent or received.
- (3) Computer equipment should not be removed from the City of Gunnison premises without written approval from a department head. Upon

separation of employment, all communication tools must be returned to the City of Gunnison.

B. Personal Use of the Internet

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the City of Gunnison prohibits the display, transmittal, or downloading of material that is in violation of City of Gunnison guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

C. Software and Copyright

The City of Gunnison fully supports copyright laws. Employees may not copy or use any software, images, music or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in City of Gunnison facilities.

D. Unauthorized Use

Employees may not attempt to gain access to another employee's personal file or e-mail messages or send a message under someone else's name without the latter's express permission.

Employees are strictly prohibited from using the City of Gunnison communication systems in ways that management deems to be inappropriate.

If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E. Email

(1) Electronic mail is to be used for business purposes. While personal email is permitted, it is to be kept to a minimum. Personal electronic mail should be brief and sent or received as seldom as possible. The City of Gunnison prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product or service through the use of electronic mail or

anywhere else on City of Gunnison premises at any time. Management may monitor email from time to time.

- (2) Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's email messages.

#### F. Voice Mail

The City of Gunnison voice mail system is intended for transmitting business-related information. Although the City of Gunnison does not monitor voice messages as a routine matter, the City of Gunnison reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

#### G. Telephones/Cell Phones

- (1) Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.
- (2) Confidential information should not be discussed on a cell phone. Cell/camera phones should not be used in a way that violates other City of Gunnison guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.
- (3) The City of Gunnison telephone lines should not be used for personal long distance calls.

#### H. Cellular Telephone Policy

The City of Gunnison provides cellular telephone service to City employees for official City business. Management staff members will determine if individual employees require cell phones to provide effective and efficient service. City-owned cellular phones are intended for City business only.

The City of Gunnison will contract with one cellular provider through the City's purchasing policy. All City departments shall obtain their cellular service from the designated provider. The City of Gunnison will provide multiple plans to fit the unique requirements of the individual user or department whenever possible.

Use of City-owned cellular phones shall be subject to the following:

- (1) All City-owned cell service/equipment shall be purchased through the City's designated provider.

- (2) Authorized communications are those made or received for the purpose of conducting City business. If charges exceed the plan allowances, charges for personal communications will be the responsibility of the employee.
- (3) Supervisors shall review City-owned cellular phone bills to ensure compliance with this policy. Employees will be required to pay for any unauthorized calls by the end of the current pay period after the employee has been notified of the amount due. If payment is not received, the amount due the City will be deducted from the employee's next pay check.
- (4) When other means of communication are unavailable, employees who have City-owned cellular phones shall keep their phones activated during all work shifts, including on-call and standby shifts.
- (5) For safety reasons, employees are prohibited from the use of city issued or personal cell phones while driving any city vehicle and/or operating any piece of equipment, unless using a hands free device. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is acceptable.
- (6) Upon separation from City employment, employees shall return City-owned cellular phones to the appropriate Department Supervisor. The employee is responsible for all calls until the phone is returned.
- (7) Employees who violate this policy will lose their City-owned cellular phone privileges and will be subject to disciplinary action, as outlined in Section 5 of the City's Personnel Manual.

#### I. Use of Headphones

- (1) The use of headphones to listen to music or other recorded media is prohibited while operating a vehicle or equipment on City streets or rights of ways.
- (2) At the discretion of department heads, employees may use headphones while performing other functions during the course of conducting city business.

### **8.10 NETWORK ACCESS POLICY FOR ELECTRONIC DEVICES & REMOVABLE STORAGE MEDIA**

The City promotes the use of portable electronic devices and removable storage media to the level and extent that the employee performance is enhanced.

## A. Definitions

- (1) Portable electronic device is defined as any electronic communications having the capability to access by any means the city network. IE: lap tops, cell phones, PDAs, I-pods, etc.
- (2) Removable storage media is defined as any portable electronic device, thumb drive, USB drive, portable hard drive, removable disk, flash card or other object capable of storing electronic data in any fashion.
- (3) Remote access is defined as any method that allows access to the city network or data from anywhere but an established city owned desktop computer.
- (4) Employee applies to all paid, volunteer and elected officials in the city who may need access to any portion of the city network.
- (5) Personal Data refers to information relevant to an individual's name, date of birth, address, social security number, account numbers, etc.

## B. The city network and related electronic files and data need to be secure from theft and tampering. Network security is required for the protection of personal and/or proprietary information held by the city and for compliance with state and federal regulations, including but not limited to, the red flag policy to prevent identity theft and HIPPA. See also City Policy related to records retention, and public information open records act.

- (1) Only persons authorized by a department head may have remote access from any electronic device.
- (2) Network security will be maintained for remote access over the Internet through physical security, (the use of firewalls, etc.) and through city policy.
- (3) Only persons authorized by a department head may copy any file, containing personal information, from any computer or electronic storage device in the city network to removable storage media and remove that data from their work place.
- (4) Devices and storage media, where available, will have security features to protect the data if device or media is lost or stolen.
- (5) Any lost device with network access rights or protected data will be reported to the department head immediately.
- (6) Department heads will immediately notify IT Personnel of any lost device so that steps may be taken to minimize any threat to City network.

- (7) All devices will be operated only with current antivirus software installed, where applicable.
- (8) Public access points in the city will be secured so as to not allow access to the private network side.
  - (a) Network outlets in public areas of city facilities will be disabled except when needed.
  - (b) Where public access is allowed to city network, City file security will be maintained through the use of hardware and/or programming restrictions.
- (9) Contractors with access to city network should provide confidentiality agreements prior to being granted access. All access by contractors should be coordinated with IT personnel to insure network integrity and security.
- (10) All access to the City computer network will be password and login protected. Access to network resources will be limited by login authorization with department head or City Manager's approval.

#### C. Records retention

- (1) Files copied to a device/media must conform to records retention and discovery standards.
- (2) Employees must be aware that some files accessed through an electronic device may subject the device and or files to review in a public records disclosure request. Under some circumstances this may apply to personally owned devices and files as well.
- (3) All files/data on the network is the property of the city and subject to open records law.
  - (a) The City treats all information transmitted through or stored in the system, including E-mail messages, as business information. An employee or anyone else using the City's computer has no expectation of privacy in the use of that computer. The City has the capability and retains the right to access, review, copy, modify and delete any or all such business information for any purpose and to disclose it to any party (inside or outside the City) it deems appropriate or as required by law.
  - (b) Those files containing personal information of any employee as a result of the employee making incidental use for personal purposes, including transmission of personal E-mail messages

will be treated no differently than other business files and information. Accordingly, employees should not use the computer system to send, receive or store any information that they wish to keep private.

- D. Wireless networks will only be installed with department head approval.
- E. All wireless access points will use WPA encryption or higher.
- F. Costs associated with establishing remote access are addressed through the City Policy on Cell Phones where applicable.
- G. Access to all city computer systems is by authority of the Department Head and/or City Manager. Access will be denied for violations of city or department policy; internal, civil and criminal investigations; or while on suspension and separation from city employment. The Department Head and/or City Manager may elect to have access continue based on the benefit to the City.

## **8.11 ANTI-VIOLENCE POLICY**

### **A. Threats and Anti-Violence**

- (1) The City's goal is to strive to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying illegal weapons onto City of Gunnison property, or any other act, which, in management's opinion, is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.
- (2) Employees who feel they are subjected to any of the behaviors listed above should immediately report the incident to their direct supervisor or other management personnel. Complaints will be investigated by the management team. Based upon the results of the inquiry, action will be taken which management feels is appropriate.
- (3) Employees who observe or have knowledge of any conduct listed above should immediately report it to their supervisor. Employees should contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

### **B. Searches**

The City of Gunnison reserves the right to conduct searches and inspections of any employee or City of Gunnison property without further notice. Any

employee who refuses to submit to a search will be subject to disciplinary action up to and including termination.

## **8.12 GRATUITIES**

Employees will not directly or indirectly solicit/accept any gift with a monetary value of greater than \$50.00 whether it is money, services, loan, travel, entertainment, hospitality or any other form under the following circumstances:

- A. It could be reasonably expected that the gift was intended to influence them in the performance of their official duties; or
- B. The gift was intended to serve as a reward for any future official action on their part.

## **8.13 CONFLICT OF INTEREST**

Employees exercising influence in connection with a City contract, purchase, payment or any other financial or monetary transaction and who has a substantial personal interest in the transaction will give seventy-two (72) hours written advance notice of the conflict to the City Manager. If an employee has any question whether a situation is a conflict of interest, they will discuss the matter with their direct supervisor. If there is disagreement, the matter is referred to the City Manager for final determination. Failure to disclose a conflict may result in immediate termination.

## **8.14 EMPLOYEE DEVELOPMENT**

- A. The City encourages employees in professional and technical development.

Employees may request to attend school, seminars, workshops, or conferences if the training will be of mutual benefit to the City and the employee. This is called requested training. Requested training must be approved by the department director in advance of attendance. The City may also require that employees attend special training to stay proficient in their job. This is called required training. Required training must be approved by the department director in advance of attendance.

- (1) Required Training. The City may require that employees attend special training to meet City needs. Employees will be notified of required training in writing by their department head. The department will make all necessary work schedule adjustments to accommodate required training. Travel to and from, and time spent at required training is compensable time. For required training and travel time of less than eight (8) hours duration (ten (10) hours for employees

working four (4) - ten (10) hour shifts), employees will return to work to complete the eight (8) or ten (10) hour shift, make up the time during the pay period, or use appropriate leave time.

- (2) Requested Training. Employees may request seminars, schools, workshops, or conferences when the training will be of mutual benefit to the employee and the City. Requested training must be approved by the department head in advance of the session. Travel to and from, and time spent at requested training is not compensable time, except that the department head may accept such time as duty time when it falls during a regularly scheduled shift. For requested time and travel of less than eight (8) hours duration (ten (10) hours for employees working four (4)-ten (10) hour shifts), employees will return to work to complete the eight (8) or ten (10) hour shift, make up the time during the pay period, or use appropriate leave time. Requested training will not create overtime. Schedule adjustments to accommodate requested training are not guaranteed. Transportation, lodging, and meals will be in accordance with the City Travel Policy.

B. City payment for approved voluntary attendance at conferences, workshops, seminars or other training sessions will be based on:

- (1) The direct benefit to the employee and the City.
- (2) Budgetary considerations.
- (3) Relevance to current municipal affairs.

C. When sufficient funds are available, full-time employees may be eligible for educational reimbursement. Courses must be job related and pre-approved according to your department's procedures prior to enrollment.

D. All approved courses must be satisfactorily completed to be eligible for reimbursement. Reimbursement will be made for tuition, registration, fees, and laboratory fees only. "Satisfactory completion of course" will mean a grade of "C" or better, if the course is graded, or a satisfactory completion if no grade is given. Upon completion of approved course(s), the employee will submit an appropriate verification that:

- (1) he/she has successfully completed the course;
- (2) shows the date of completion;
- (3) shows the final grade; and
- (4) indicates the number of units or hours earned.

# CITY OF GUNNISON

## ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED MAY 12, 2015.

I UNDERSTAND THAT NEITHER I NOR THE CITY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE CITY OF GUNNISON IS AT-WILL. BOTH I AND MANAGEMENT HAVE THE RIGHT TO TERMINATE THIS EMPLOYMENT AT ANY TIME FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF THE CITY OF GUNNISON, OTHER THAN THE CITY MANAGER, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CITY MANAGER AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE CITY RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE CITY OF GUNNISON. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

I HAVE RECEIVED A COPY OF THE CITY OF GUNNISON EMPLOYEE HANDBOOK AND HAVE BEEN INSTRUCTED THAT I READ AND BECOME FAMILIAR WITH ITS CONTENTS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX A - CURRENT CITY BENEFITS

Legally Mandated	City Mandated <a href="#">(over 30 hours per week)</a>	City Discretionary	Benefit Description	Cost of Benefit Paid by:	
				Employer	Employee
XX			Worker's Compensation Insurance	100%	
XX			Unemployment Insurance	100%	
<a href="#">XX</a> <a href="#">(over 30 hours per week)</a>	<a href="#">**</a>		Health Insurance (per month, includes dental and vision coverage)	70% (prorated for <a href="#">PT less than 40 hours per week</a> )	30% (prorated for <a href="#">less than 40 hours per week PT</a> )
		XX	\$25,000 Term Life Insurance (Included in Health Insurance)		
XX			Medicare Tax	1.45%	1.45%
<b>Retirement Plans:</b>					
XX			Social Security (Non-Police)	6.2%	6.2%
XX			CCOERA (Police Officers Only)	11.2%	11.2%
	XX		CCOERA (All Others)	5.0%	5.0%
		XX	457 Deferred Comp Plan	Dependent on years of service	Elective up to annual IRS limit
<b>Other:</b>					
		XX	Credit Union	-0-	Unlimited
		XX	Wellness Program (see brochure for qualified expenses)	\$25 annually (prorated for <a href="#">less than 40</a> )	

				<a href="#">hours per weekPT</a> )	
		XX	City of Gunnison Recreation Benefit	\$45 annually (prorated for <a href="#">less than 40 hours per weekPT</a> )	

Legally Mandated	City Mandated	City Discretionary	Benefit Description	Cost of Benefit Paid by:	
				Employer	Employee
	XX		Vacation Accruals-dependent upon status and years of service	100%	
	XX		Sick Accruals-dependent upon status and years of service	100%	
	XX		Personal Time Accruals-dependent upon status	100%	
XX			FMLA Leave		
	XX		Funeral Leave	100%	
	XX		Paid Holidays – 12 Holidays throughout the year.	100%	
	XX		Domestic Violence Leave		
		<del>XX</del>	<del>Business Pass Discount Ski Pass at CBMR</del>		<del>Varies</del>
		XX	Gym Membership Discount		\$30-35/month
		XX	457 Deferred Sick Bonus- if at max sick time for a quarter and no sick leave has been used in that quarter, City will pay 8 hours of hourly pay to 457 plan	100%	
		XX	Flexible Spending Program for medical and dependent care		100%

			expenses		
		<a href="#">XX</a>	<a href="#">Supplemental Life Insurance</a>		<a href="#">100%</a>
		<a href="#">XX</a>	<a href="#">Accident Only Insurance</a>		<a href="#">100%</a>
		<a href="#">XX</a>	<a href="#">Cancer Insurance</a>		<a href="#">100%</a>
		<a href="#">XX</a>	<a href="#">Critical Illness Insurance</a>		<a href="#">100%</a>

# Memorandum



**To:** City Council  
**From:** Ken Coleman  
**Date:** May 20, 2013  
**Re:** Water Rights Matter

In Case No. **15CW3021**, Link, LLC (“Link”) filed an application to change its Vista Business Center (“VBC”) Well Field on Tomichi Creek. The City was an objector in Link’s Case No. 12CW114, in which the well field originally was decreed. Link now wishes to change the conditional ground water right for the VBC Well Field to allow for twelve wells, rather than the six that were decreed in Case No. 12CW114. The application indicates that all other limitations imposed on the VBC Well Field in the 12CW114 decree (for instance, the limitations on rate and volume of pumping) also will be imposed by the decree to be entered in Case No. 15CW3021. The purpose of the additional six wells is to provide for each lot within the VBC property to be served by its own well, rather than by a well shared with another lot.

If the decree eventually entered in Case No. 15CW3021 does, in fact, contain all of the terms and conditions imposed by the decree entered in Case No. 12CW114, there should not be any significant concerns for the City in this case. However, because of the importance of Tomichi Creek to the City’s water rights, it is recommended that the City consider filing a statement of opposition to ensure that Link’s requested change in Case No. 15CW3021 will not injuriously expand the VBC Well Field water right approved in Case No. 12CW114. If the City does choose to file a statement of opposition, it is anticipated that participation in the case would be very limited, because terms and conditions on the VBC Well Field was accomplished in Case No. 12CW114.

It is recommended that Council **approve the City Manager to sign the statement of opposition in Case No. 15CW3021** to allow the City to remain active in the proceedings.

**RESOLUTION NO. 11  
SERIES 2015**

**A RESOLUTION OF THE CITY OF GUNNISON, COLORADO, RECOGNIZING THAT THE ANNEXOR OF THE GUNNISON RISING ANNEXATION HAS FULFILLED CERTAIN OBLIGATIONS OF THE ANNEXATION AGREEMENT RELATED TO THE RIGHT TO SUBDIVIDE AND DEVELOP REAL PROPERTY COMPRISING THE ANNEXATION TERRITORY**

**WHEREAS**, in December, 2009, the City Council adopted the Gunnison Rising Annexation Ordinance (Ordinance 12, Series 2009) and this approval was under the pretext of conditions established by the *Gunnison Rising Annexation Agreement* (December 3, 2009); and

**WHEREAS**, the *Annexation Agreement* is a contractual document containing provisions that address a variety of topics including, but not limited to, completing a Highway Access Control Plan with the Colorado Department of Transportation (CDOT), establishing a Master Stormwater Drainage Plan, and demonstrating the adequacy of domestic water quality originating from the Tomichi Basin; and

**WHEREAS**, under the *Annexation Agreement* terms, the developer is required to complete a Highway Access Control Plan, establish a Master Stormwater Drainage Plan, and demonstrate the adequacy of the domestic water quality from the Tomichi Basin, prior to any subdivision or development of the annexation territory property; and,

**WHEREAS**, after detailed scoping and review, the Highway Access Control Plan was completed in 2013, and it resulted in the execution of an Intergovernmental Agreement between the Board of County Commissioners, CDOT and the City of Gunnison; and

**WHEREAS**, the City Council adopted Ordinance 10, Series 2013, which integrated the developed Master Stormwater Drainage Plan into the *Gunnison Rising PUD Standards*; and

**WHEREAS**, based on a letter dated April 17, 2015, from Dick Bratton (Gunnison Valley Properties, LLC), the Annexor has decided that the Gunnison Rising domestic water source would originate from the City's existing delivery system in the Gunnison Basin, and meaning that the water quality assessment is no longer needed; and

**WHEREAS**, while the specific design details for the domestic water delivery system have not been established, the Annexor will be responsible for costs and construction of any required upgrades.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, THAT:**

Based on the facts presented herein, related pre-subdivision conditions established under the *Gunnison Rising Annexation Agreement* have now been met and the Annexor may commence with subdivision and development of the annexed territory under the provisions of the *Annexation Agreement* and the *Gunnison Rising PUD Development Standards*.

If in the future, the Annexor desires to develop a domestic water source in the Tomichi Basin, the conditions of the *Annexation Agreement*, Section 15.2 (Water Supply Quality), shall apply in their entirety.

**INTRODUCED, READ AND ADOPTED** at a regular meeting of the City Council of the City of Gunnison, Colorado, held this 26<sup>th</sup> day of May, 2015.

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Mayor

(SEAL)

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City Clerk



## Memorandum

**To:** City Council  
**From:** Ben Cowan  
**Date:** 5/22/2015  
**Re:** First Quarter 2015 Financial Report

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Please find the 1<sup>st</sup> Quarter 2015 Financial Report for the City of Gunnison. I have included some information I think is pertinent for members of City Council and I would be happy to modify the report to suit Council. Rather than overwhelm you with information regarding cash balances and technical accounting terminology, my philosophy is to present information with the end goal in mind of giving you the information you need to make well-informed resource allocation decisions.

This package includes the following:

**1) Departures from the Budget Plan:**

The City adopts an annual budget that represents the spending plan for 2015. While the Finance Department has many routine processes in place to balance cash, ensure appropriateness of expenses, and properly record various financial transactions, I want you to feel comfortable that you have information demonstrating the availability of funds that includes the effect of decisions made after the adoption of the budget.

The original budget included the following expenditures and estimated ending fund balances:

FUND	Budgeted Expenditures	Ending Fund Balance @ 12/31/15	Expenditures % of Fund Balance
1 GENERAL FUND	8,248,837	3,275,639	40%
2 CONSERVATION TRUST FUND	59,750	16,995	28%
4 FLEET MANAGEMENT FUND	765,560	25,023	3%
5 FIREMEN'S PENSION FUND	144,000	2,246,432	1560%
20 ELECTRIC DIVISION	5,560,145	1,078,920	19%
25 WATER DIVISION	578,559	759,885	131%
28 DITCH FUND	469,069	148,223	32%
30 WASTE WATER DIVISION	1,434,478	990,581	69%
35 REFUSE DIVISION	479,994	703,043	146%
40 COMMUNICATIONS	646,460	124,936	19%
51 POOL - PARK & REC FUND	1,005,819	464,983	46%
52 RINK - PARK & REC FUND	433,425	107,306	25%
53 TRAILS - PARK & REC FUND	236,065	54,543	23%
54 OTHER IMPROVEMENTS - PARK & REC FUND	0	1,305,121	0%

However, the following budget amendments have been approved thus far:

- a) Adjustment due to bids for replacement of the street sweeper and bulldozer – approved *February 24, 2015*.

May 22, 2015

Increase Expenditures by \$24,500 (increases General Fund reserve requirement by \$8,085)

Increase Revenues by \$24,500 due to trade in of old units

- b) Purchase of a chlorine control system for \$10,600 in the Community Center/Pool Fund – *approved March 24, 2015.*
- c) Purchase of an energy monitoring system for \$10,500 in Other P&R Fund – *approved March 24, 2015.*
- d) Bond arbitrage compliance transfer in the General Fund – approved April 14, 2015. This has no effect on fund balances – *approved April 14, 2015.*
- e) Potential purchase of the Lazy K property in the General Fund – *approved April 28, 2015.* This purchase requires the reservation of an additional \$346,500 (\$1,050,000 X 33%) to support the fund balance policy. As outlined in Ken Coleman’s April 23 memo, proposed funding is sourced from:

General Fund	\$450,000
Other P&R	\$450,000
Wastewater	\$100,000
Water	<u>\$50,000</u>
TOTAL	\$1,050,000

Additionally, Dan Ampietro has proposed another budget amendment for \$10,500 in the Other P&R Fund for a compressor rebuild.

The above amendments have the following effect on the expenditures and resulting fund balances. As you can see, the General Fund drops below the lower threshold of 33% in this scenario, or short by \$251,062. However, since sales taxes continue with a strong showing and the fact that much of the reserve calculation is based on the existence of over \$2,000,000 of capital expenditures, that balance is not concerning, but careful monitoring will need to occur.

FUND	Amended Budgeted Expenditures	Ending Fund Balance @ 12/31/15	Expenditures % of Fund Balance
1 GENERAL FUND	9,323,337	2,825,639	30%
2 CONSERVATION TRUST FUND	59,750	16,995	28%
4 FLEET MANAGEMENT FUND	765,560	25,023	3%
5 FIREMEN'S PENSION FUND	144,000	2,246,432	1560%
20 ELECTRIC DIVISION	5,560,145	1,078,920	19%
25 WATER DIVISION	628,559	709,885	113%
28 DITCH FUND	469,069	148,223	32%
30 WASTE WATER DIVISION	1,534,478	890,581	58%
35 REFUSE DIVISION	479,994	703,043	146%
40 COMMUNICATIONS	646,460	124,936	19%
51 POOL - PARK & REC FUND	1,016,419	454,383	45%
52 RINK - PARK & REC FUND	433,425	107,306	25%
53 TRAILS - PARK & REC FUND	236,065	54,543	23%
54 OTHER IMPROVEMENTS - PARK & REC FUND	471,000	834,121	177%

**2) Investment Report:** (attached)

The Investment Advisory Board will meet in June to help guide future investment decisions. Currently, 14% of the City’s money is held in cash in anticipation of the purchase of the Lazy K property. As interest rates continue to increase slightly, our portfolio lags behind until we can renew

May 22, 2015

investments at higher rates. Most advisors that I speak to are still thinking that the Fed will increase rates in October provided employment and other factors continue to improve or maintain with low inflation.

**3) Check Register:** (attached)

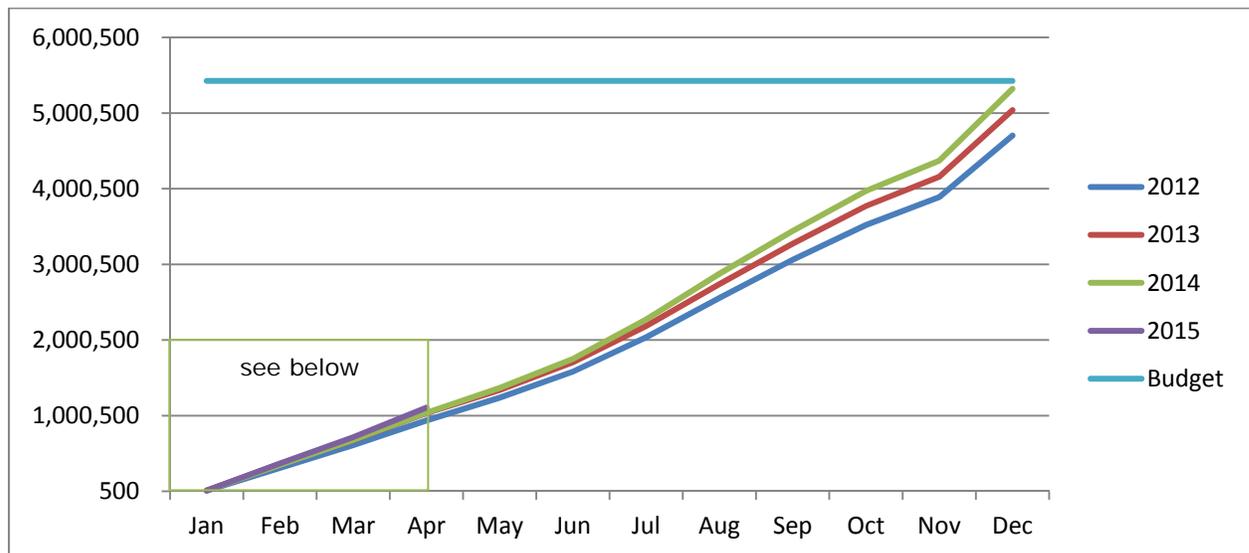
This is a list of payments made during the first quarter of 2015. Please let me know if you would like me to discuss any specifics related to these payments prior to the meeting and I will bring the backup documentation.

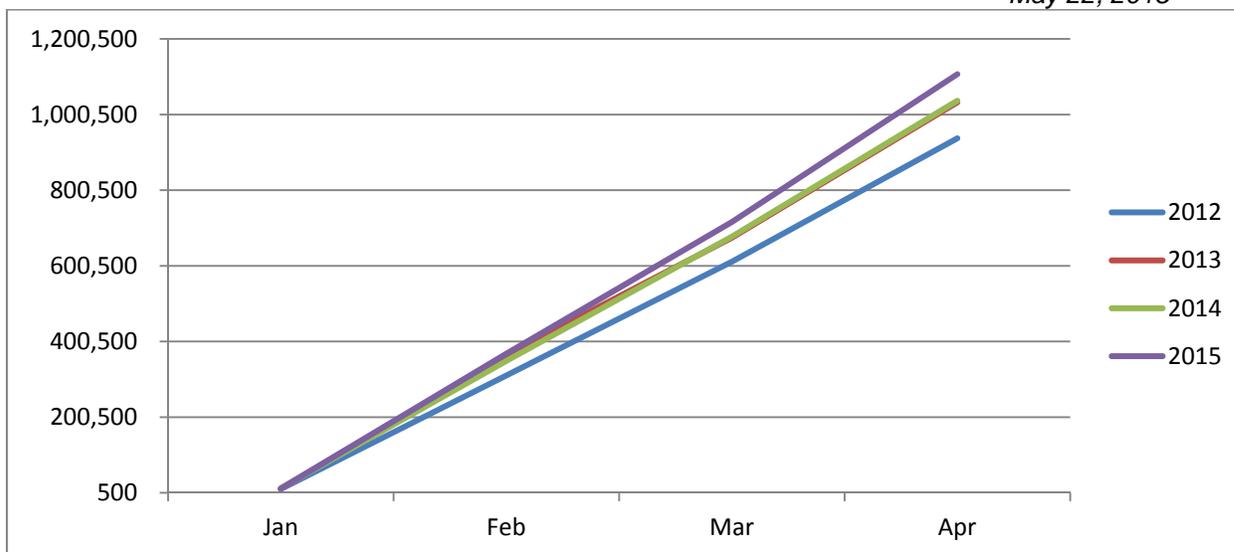
**4) Purchasing Card Report:** (attached)

This report is generated from our new purchasing card system. While old documentation was imported to some extent, it does not carry the same level of detail as we will have from April 24 forward. Future transactions will have additional descriptions regarding what was purchased as well as the general ledger account to which it was posted. We will be able to run reports on "red-flagged" purchased for additional scrutiny.

**5) Sales Tax Trend:**

Since Sales Taxes encompass 34% of the City's total revenue and nearly 60% of General Fund revenues, it is important to ensure this revenue stream continues to support the costs of the City's various services. The 2015 budget contemplated a 2.5% increase, but the early trend indicates revenues are closer to 5% over the prior year. I am in the process of redesigning the City's sales tax database to provide more accurate data, check the accuracy of returns submitted by vendors and allow better reporting. The below charts depict cumulative sales tax receipts through April.





**6) Revenue and Expenditure Reports:** (attached)

The detailed revenue and expenditure reports are included. Through March, a rule of thumb is that expenditures are 25% of budget. This is not always the case. For instance, the City Council budget is already 27% spent, but that budget includes a great deal of front loaded costs such as memberships for Colorado Municipal League and Region 10. Finance monitors these trends to determine whether budget amendments need to be prepared or spending needs to be curtailed. At this point in time, there are no significant areas that require attention.

There are a variety of line items that are over budget such as CARA gymnastics and pickleball, but those will need to be amended near year-end because they represent the use of restricted donations that have been received during the year. Another line item that has exceeded its budget is miscellaneous expense at the rink, which is a result of two thefts that totaled \$2,590.75.

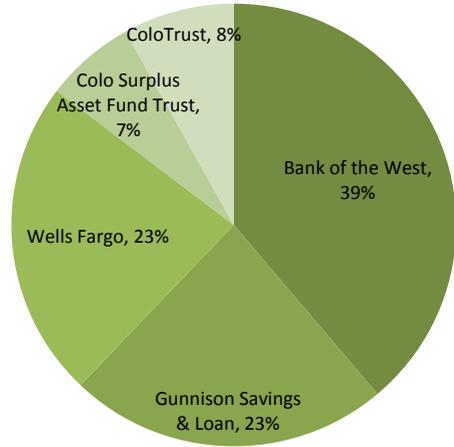


CITY OF GUNNISON  
 TRUST & AGENCY FUND CASH AND INVESTMENT SCHEDULE  
 UNRESTRICTED PORTFOLIO  
 12/31/2015

Financial Institution	Description	Acct #	General Ledger	Rate	Date Opened	Maturity	Beginning Balance	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD INT	Ending Balance		
BotW	Checking	912-001591	1010	0.05%	N/A	Bus-Cking	1,428,740.52	53.24	64.11	77.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	194.68	1,428,935.20		
BotW	Chck-Clearing	912-003381	1015	0.00%		Bus-Cking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL CHECKING</b>							<b>1,428,740.52</b>	<b>53.24</b>	<b>64.11</b>	<b>77.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>194.68</b>	<b>1,428,935.20</b>	
BotW	CD	004-628172	1040	0.25%	08/28/14	08/28/16	512,981.49	110.43	110.46	99.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	320.68	513,302.17		
BotW	CD	004-628313	1040	0.25%	08/28/14	08/28/16	554,019.96	119.27	119.29	107.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	346.33	554,366.29		
BotW	CD	014-876748	1040	0.25%	11/09/14	11/09/16	514,441.47	110.75	110.77	100.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	321.59	514,763.06		
BotW	CD	016-365742	1040	0.70%	02/24/15	02/24/18	700,000.00	150.69	150.69	381.11	421.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,104.43	700,000.00		
BotW	CD	018-592626	1040	0.25%	03/08/14	03/08/16	302,383.72	65.10	65.11	58.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189.03	302,572.75		
Csafe	MM	84-6000673-01	1040	0.14%	12/01/06	N/A	677,762.80	72.41	67.66	78.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	218.26	677,981.06		
ColoTrust	MM	CO-01-0584-8001	1040	0.14%	09/01/08	N/A	836,182.76	81.91	79.94	95.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	257.68	836,440.44		
GS&L	CD	01-195111-20	1040	0.85%	03/02/15	03/01/18	300,000.00	229.32	207.12	209.59	209.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	855.62	300,000.00		
GS&L	CD	01-195138-20	1040	0.40%	03/11/15	03/11/17	250,000.00	95.55	86.30	88.35	82.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	352.39	250,000.00		
GS&L	CD	01-195165-14	1040	0.75%	09/22/14	09/22/17	300,000.00	191.10	172.60	191.10	184.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	739.73	300,000.00		
GS&L	CD	01-195328-19	1040	0.45%	05/15/15	05/15/17	500,000.00	191.10	172.60	191.10	184.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	739.73	500,000.00		
GS&L	CD	01-195840-20	1040	0.85%	01/09/15	01/07/18	200,000.00	120.27	130.41	144.38	139.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	534.79	200,000.00		
GS&L	CD	01-195923-14	1040	0.75%	12/07/13	12/04/16	400,000.00	254.79	230.14	254.79	246.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	986.30	400,000.00		
GS&L	CD	01-196433-12	1040	0.85%	02/09/15	02/09/18	56,000.00	19.03	31.00	40.44	39.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.61	56,000.00		
GS&L	CD	01-196434-21	1040	0.30%	02/14/14	08/14/15	100,000.00	25.48	23.01	25.48	24.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98.63	100,000.00		
GS&L	CD	01-196435-19	1040	0.35%	02/14/15	02/14/17	200,000.00	67.95	57.26	59.45	57.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242.19	200,000.00		
GS&L	CD	01-196436-17	1040	0.85%	08/14/13	08/14/16	100,000.00	72.19	65.21	72.19	69.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	279.45	100,000.00		
WF	ES	CUSIP:3133EAX29	1036	0.98%	09/14/12	09/18/17	497,406.50	0.00	0.00	2,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,450.00	497,406.50		
WF	ES	CUSIP:3135G0WA7	1036	1.13%	10/18/13	03/28/18	990,001.00	0.00	0.00	5,625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,625.00	990,001.00		
WF	ES	CUSIP:3136G1KS7	1036	0.50%	06/17/13	08/15/16	912,135.14	0.00	2,287.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,287.50	912,135.14		
<b>TOTAL UNRESTRICTED INVESTMENTS</b>							<b>8,903,314.84</b>	<b>1,977.34</b>	<b>4,167.07</b>	<b>10,273.45</b>	<b>1,661.08</b>	<b>0.00</b>	<b>18,078.94</b>	<b>8,904,968.41</b>									
<b>GRAND TOTAL</b>							<b>10,332,055.36</b>	<b>2,030.58</b>	<b>4,231.18</b>	<b>10,350.78</b>	<b>1,661.08</b>	<b>0.00</b>	<b>18,273.62</b>	<b>10,333,903.61</b>									

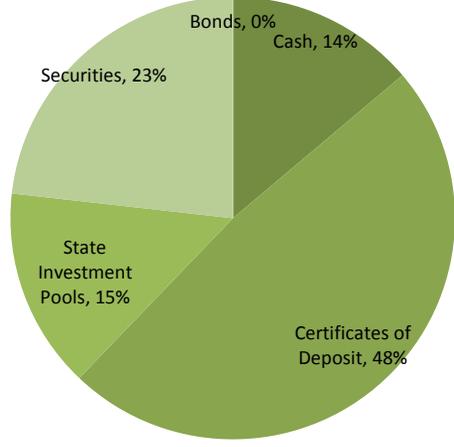
**Restatement by Institution**

BotW	Bank of the West	39%	4,013,939.47
GS&L	Gunnison Savings & Loan	23%	2,406,000.00
WF	Wells Fargo	23%	2,399,542.64
Csafe	Colo Surplus Asset Fund Trust	7%	677,981.06
ColoTrust	ColoTrust	8%	836,440.44
			<b><u><u>10,333,903.61</u></u></b>



**Restatement by Investment**

Cash	Cash	14%	1,428,935.20
CD	Certificates of Deposit	48%	4,991,004.27
MM	State Investment Pools	15%	1,514,421.50
ES	Securities	23%	2,399,542.64
B	Bonds	0%	0.00
			<b><u><u>10,333,903.61</u></u></b>



**Restatement by Account**

1010	Cash	1,428,935.20
1015	Checking	0.00
1040	Investments	6,505,425.77
1036	Wells Fargo Equity Securities	2,399,542.64
		<b><u><u>10,333,903.61</u></u></b>

**Benchmarking**

<b>Weighted Average Yield (Unrestricted):</b>	<b>0.53%</b>
<b>Weighted Average Maturity (Unrestricted):</b>	2.45 years
<b>Benchmark: 2yr Treasury Yield</b>	0.60%
<b>Overperformance (Underperformance)</b>	-0.07%

## CHECK REGISTER

CHECK	VENDOR	AMOUNT	DATE
28089	51344 3DEGREES	18,000.00	03/18/15
27700	151 A.L.E.R.T.	80.00	01/28/15
27536	911 ACCUTEST MOUNTAIN STATES INC	4,500.00	01/07/15
28057	130 ACZ LABORATORIES INC.	436.00	03/18/15
27531	130 ACZ LABORATORIES INC.	229.00	01/07/15
27876	130 ACZ LABORATORIES INC.	436.00	02/18/15
27760	130 ACZ LABORATORIES INC.	568.00	02/04/15
27994	15054 ADAMS TREE SERVICE	11,115.00	03/04/15
27908	191 ADAMSON POLICE PRODUCTS	22.50	02/25/15
27573	14379 AISSA PEREZ	65.41	01/07/15
27755	51685 ALEXANDER CLARK PRINTING	901.75	01/28/15
27586	60 ALTA FUELS LLC	1,959.62	01/14/15
28004	185 AMERICAN LINEN	389.88	03/11/15
27589	185 AMERICAN LINEN	227.10	01/14/15
27533	185 AMERICAN LINEN	343.63	01/07/15
27836	185 AMERICAN LINEN	389.88	02/11/15
27636	3573 ANDIE RUGGERA	82.00	01/14/15
27664	15007 ANDREA PAGONIS	100.00	01/14/15
27898	50933 ANDY TOCKE	150.00	02/18/15
27986	15046 ANTHONY JUMP	28.80	03/04/15
27996	50620 APPLIED TRADING LIMITED	754.00	03/04/15
27759	126 AQUA BEN CORPORATION	2,211.14	02/04/15
27578	50663 ASCAP	335.00	01/07/15
27698	15014 ASFPM	100.00	01/26/15
28003	174 ATCO	147.95	03/11/15
27588	174 ATCO	246.00	01/14/15
28092	1300 ATMOS ENERGY	735.19	03/19/15
27956	1300 ATMOS ENERGY	933.33	03/04/15
28011	1300 ATMOS ENERGY	9,918.71	03/11/15
27688	1300 ATMOS ENERGY	15,988.62	01/21/15
27882	1300 ATMOS ENERGY	12,564.78	02/18/15
27997	51167 AUDIO VIDEO EXPERTS LLC	150.00	03/04/15
28088	51167 AUDIO VIDEO EXPERTS LLC	13,596.35	03/18/15
27827	51167 AUDIO VIDEO EXPERTS LLC	20,394.52	02/04/15
27681	302 B & B PRINTERS GUNNISON INC	89.00	01/14/15
27839	370 BEAN	31.00	02/11/15
27534	333 BECKER ARENA PRODUCTS INC	6,319.10	01/07/15
27909	333 BECKER ARENA PRODUCTS INC	1,379.93	02/25/15
28082	15061 BEN COWAN	90.00	03/18/15
28085	15064 BEN WHITE ARCHITECTURE	150.00	03/18/15
27695	15012 BENJAMIN BRACK	22.50	01/21/15
27666	15009 BETH COOP	11.98	01/14/15
27701	340 BIO CYCLE	74.00	01/28/15
28044	15015 BIO ENVIRONS	54.00	03/11/15
27743	15015 BIO ENVIRONS	2,017.25	01/28/15
27590	270 BLACK MOUNTAIN SOFTWARE	10,574.00	01/14/15
27826	50513 BLACKJACK GARAGE DOOR	1,292.00	02/04/15
28005	306 BLUE MESA LUMBER	134.60	03/11/15
27837	306 BLUE MESA LUMBER	362.23	02/11/15
27943	51291 BLUE TARP FINANCIAL	26.10	02/25/15

CHECK	VENDOR	AMOUNT	DATE
27902	51291 BLUE TARP FINANCIAL	275.97	02/18/15
27878	316 BOB BEDA	150.00	02/18/15
27606	1338 BOB GYDESEN	52.00	01/14/15
27980	4565 BOBCAT OF THE ROCKIES LLC	218.03	03/04/15
27651	4565 BOBCAT OF THE ROCKIES LLC	367.42	01/14/15
27805	4565 BOBCAT OF THE ROCKIES LLC	359.57	02/04/15
27564	14326 BOLINGER & QUEEN INC	2,104.84	01/07/15
27825	50506 BRADY'S WEST	2,070.00	02/04/15
27984	15044 BRANDY CAPPS	5.65	03/04/15
27696	15013 BRIAN SHARP	7.50	01/21/15
27987	15047 BRYCE ARMSTON	43.38	03/04/15
27877	301 BSN SPORTS	162.90	02/18/15
27870	15040 C & R KUSTOM POWDER KOTING	40.00	02/11/15
27900	51110 CAMPBELL PET COMPANY	70.09	02/18/15
28090	425 CARD SERVICES	11,812.98	03/18/15
27592	425 CARD SERVICES	9,948.72	01/14/15
27840	425 CARD SERVICES	13,274.60	02/11/15
27988	15048 CAROL REALINI	8.25	03/04/15
27668	50671 CASEY BIZELLI	86.50	01/14/15
27897	50637 CCNC INC	100.00	02/18/15
27941	50637 CCNC INC	100.00	02/25/15
28058	143 CED, INC.	126.80	03/18/15
27949	143 CED, INC.	255.34	03/04/15
28002	143 CED, INC.	324.19	03/11/15
27587	143 CED, INC.	98.22	01/14/15
27684	143 CED, INC.	273.92	01/21/15
27532	143 CED, INC.	672.50	01/07/15
27907	143 CED, INC.	119.13	02/25/15
27835	143 CED, INC.	324.16	02/11/15
27761	143 CED, INC.	836.98	02/04/15
27685	415 CEM SALES & SERVICE	77.78	01/21/15
28086	50661 CENTURY LINK 84222580	24.21	03/18/15
27752	50661 CENTURY LINK 84222580	21.87	01/28/15
27946	50661 CENTURY LINK 84222580	26.02	02/25/15
28059	528 CENTURYLINK K9701112617406M	1,274.83	03/18/15
27686	528 CENTURYLINK K9701112617406M	1,005.68	01/21/15
27879	528 CENTURYLINK K9701112617406M	1,276.89	02/18/15
27764	496 CERTIFIED LABORATORIES	781.49	02/04/15
27669	50674 CHARLES DOBIE	115.50	01/14/15
27614	1543 CHARLES HAUS	7.50	01/14/15
27952	567 CHEMATOX LABS	20.00	03/04/15
27596	567 CHEMATOX LABS	395.00	01/14/15
27767	567 CHEMATOX LABS	20.00	02/04/15
27843	567 CHEMATOX LABS	20.00	02/11/15
28093	392 CHEMETRICS	138.60	03/24/15
27948	50 CITY OF GUNNISON	11.00	03/04/15
27768	573 CODE PUBLISHING, INC.	863.25	02/04/15
27744	15016 COLO MUNICIPAL JUDGES ASSN	40.00	01/28/15
27705	522 COLORADO ASA	100.00	01/28/15
27706	579 COLORADO ASSN MUNICIPAL UTILITIES	2,527.98	01/28/15
27944	51306 COLORADO DEPT OF HUMAN SVCS	121.00	02/25/15
27703	518 COLORADO MUNICIPAL CLERKS ASSN	275.00	01/28/15

CHECK	VENDOR	AMOUNT	DATE
27593	503 COLORADO MUNICIPAL LEAGUE	4,806.00	01/14/15
27951	559 COLORADO PARKS AND RECREATION	20.00	03/04/15
27707	602 COLORADO RURAL WATER ASSN	325.00	01/28/15
27702	504 COLORADO STATE FOREST SERVICE	1,500.00	01/28/15
28087	50926 COLORADO WATER WELL	2,395.00	03/18/15
27942	50926 COLORADO WATER WELL	8,205.25	02/25/15
27766	565 COLORADO WATER WORKSHOP	740.00	02/04/15
28009	604 COMPUTERIZED FLEET ANALYSIS INC	795.00	03/11/15
27992	15052 CONTINENTAL PARTITION SYSTEMS INC	4,501.50	03/04/15
27653	4722 CORY VANDERVEEN	67.50	01/14/15
27950	524 CRYSTAL MAINTENANCE & SUPPLY INC	414.35	03/04/15
28008	588 CUMMINS ROCKY MTN	5,041.12	03/11/15
27747	15019 CUSTOMIZED ELECTRICAL INC	431.80	01/28/15
27985	15045 CYNTHIA BENNETT	118.45	03/04/15
27610	1396 DALE MCDERMOTT	52.50	01/14/15
27571	14377 DANIEL FRINK	73.05	01/07/15
27813	15026 DANIELLE STRAND	100.00	02/04/15
27708	704 DASH MEDICAL GLOVES	259.60	01/28/15
27815	15028 DAVID LEWIS	81.17	02/04/15
27947	15043 DAWSON INFRASTRUCTURE SOLUTIONS	1,000.00	02/25/15
27640	3752 DEBORAH FERCHAU	67.50	01/14/15
27599	762 DELTA RIGGING	2,068.56	01/14/15
27771	762 DELTA RIGGING	154.85	02/04/15
28049	15059 DIANA RIDDLE	256.18	03/11/15
27709	910 DORENE ELAM	25.00	01/28/15
28061	726 DOVE GRAPHICS INC	103.00	03/18/15
27954	726 DOVE GRAPHICS INC	708.60	03/04/15
27682	726 DOVE GRAPHICS INC	577.00	01/14/15
27687	726 DOVE GRAPHICS INC	2,533.00	01/21/15
27912	726 DOVE GRAPHICS INC	306.00	02/25/15
27769	726 DOVE GRAPHICS INC	681.46	02/04/15
27880	726 DOVE GRAPHICS INC	1,448.00	02/18/15
27770	750 DRUG TESTING INC OF GUNNISON	360.00	02/04/15
27822	15035 DUNNRIGHT POOL PRODUCTS	416.90	02/04/15
27955	850 DUSTER WRESTLING	1,136.00	03/04/15
27537	912 EMBROIDERED SPORTSWEAR CO	15.00	01/07/15
27710	912 EMBROIDERED SPORTSWEAR CO	22.50	01/28/15
27600	924 ENVIRONMENTAL RESOURCE ASSOCIA	376.60	01/14/15
27881	1104 ERICH FERCHAU	100.00	02/18/15
27899	50947 ERIK NIEMEYER	100.00	02/18/15
27654	4723 ERNEST W. YOUNG III	88.00	01/14/15
28034	4508 ERVIN WYATT	89.60	03/11/15
27993	15053 FAITH SALTMARSH	20.83	03/04/15
27673	51489 FARIS MACHINERY	251.98	01/14/15
27828	51489 FARIS MACHINERY	767.78	02/04/15
27601	1101 FARMERS BROS	618.23	01/14/15
27914	1101 FARMERS BROS	220.70	02/25/15
28000	51804 FAST TRACK COMMUNICATIONS INC	570.55	03/04/15
27585	51804 FAST TRACK COMMUNICATIONS INC	567.87	01/07/15
27831	51804 FAST TRACK COMMUNICATIONS INC	551.59	02/04/15
28055	51737 FASTENAL COMPANY	136.94	03/11/15
27679	51737 FASTENAL COMPANY	151.08	01/14/15

CHECK	VENDOR	AMOUNT	DATE
27830	51737 FASTENAL COMPANY	16.96	02/04/15
27772	1100 FEDERAL EXPRESS CORP.	31.66	02/04/15
27576	50490 FINNEY CONSTRUCTION	1,527.68	01/07/15
28062	1119 FISHER SCIENTIFIC	830.33	03/18/15
27823	15036 FOREST MICHAEL DENT	200.00	02/04/15
28095	1107 FULLMER'S HARDWARE	2,341.45	03/24/15
27539	1107 FULLMER'S HARDWARE	1,969.73	01/07/15
27711	1107 FULLMER'S HARDWARE	3,934.53	01/28/15
27915	1107 FULLMER'S HARDWARE	2,707.85	02/25/15
27621	1907 GCR	2,407.40	01/14/15
27849	1907 GCR	405.00	02/11/15
27896	50586 GEMPLERS	685.78	02/18/15
27542	1313 GENE TAYLORS SPORTING GOODS	269.94	01/07/15
28063	1260 GEORGE T SANDERS COMPANY	125.76	03/18/15
28066	1335 GFOA	170.00	03/18/15
28015	1341 GL COMPUTER SERVICE INC	500.88	03/11/15
27961	1341 GL COMPUTER SERVICE INC	2,640.00	03/04/15
27607	1341 GL COMPUTER SERVICE INC	39.99	01/14/15
27689	1341 GL COMPUTER SERVICE INC	5,304.75	01/21/15
27883	1341 GL COMPUTER SERVICE INC	59.49	02/18/15
27918	1341 GL COMPUTER SERVICE INC	211.98	02/25/15
27777	1341 GL COMPUTER SERVICE INC	2,640.00	02/04/15
27846	1341 GL COMPUTER SERVICE INC	19,573.97	02/11/15
27871	15041 GLOBAL EQUIPMENT CO	299.45	02/11/15
28081	15011 GOLDEN EAGLE TRASH	110.00	03/18/15
27694	15011 GOLDEN EAGLE TRASH	524.88	01/21/15
27937	15011 GOLDEN EAGLE TRASH	110.00	02/25/15
27844	1291 GOLDSTAR PRODUCTS	898.68	02/11/15
27863	4555 GRAINGER	53.82	02/11/15
27804	4555 GRAINGER	521.33	02/04/15
27714	1316 GRAND JUNCTION PIPE & SUPPLY	1,374.03	01/28/15
27605	1316 GRAND JUNCTION PIPE & SUPPLY	1,792.98	01/14/15
27775	1316 GRAND JUNCTION PIPE & SUPPLY	3,107.24	02/04/15
27544	1323 GRAND JUNCTION WINWATER	1,783.82	01/07/15
27886	2316 GREG LARSON	150.00	02/18/15
27832	51809 GUNNISON ALPINE CONTRACTORS INC	520.00	02/04/15
28052	50750 GUNNISON AUTO GLASS	271.03	03/11/15
27670	50750 GUNNISON AUTO GLASS	290.48	01/14/15
27959	1329 GUNNISON CONST & SEPTIC INC	174.00	03/04/15
27717	1329 GUNNISON CONST & SEPTIC INC	58.00	01/28/15
27545	1329 GUNNISON CONST & SEPTIC INC	174.00	01/07/15
27847	1348 GUNNISON COUNCIL FOR THE ARTS	19,100.00	02/11/15
27762	315 GUNNISON COUNTRY CHAMBER OF COMMERCE	6,750.00	02/04/15
27833	15034 GUNNISON COUNTRY FOOD PANTRY	4,800.00	02/04/15
27957	1308 GUNNISON COUNTRY PUBLICATIONS	70.94	03/04/15
28013	1308 GUNNISON COUNTRY PUBLICATIONS	81.31	03/11/15
27541	1308 GUNNISON COUNTRY PUBLICATIONS	117.24	01/07/15
27713	1308 GUNNISON COUNTRY PUBLICATIONS	1,166.19	01/28/15
27773	1308 GUNNISON COUNTRY PUBLICATIONS	914.50	02/04/15
28097	1351 GUNNISON COUNTRY SHOPPER INC	64.00	03/24/15
27690	1351 GUNNISON COUNTRY SHOPPER INC	73.00	01/21/15
27718	1351 GUNNISON COUNTRY SHOPPER INC	197.50	01/28/15

CHECK	VENDOR	AMOUNT	DATE
27884	1351 GUNNISON COUNTRY SHOPPER INC	549.50	02/18/15
27958	1318 GUNNISON COUNTY ELECTRIC ASSOC	319.82	03/04/15
27715	1318 GUNNISON COUNTY ELECTRIC ASSOC	145.00	01/28/15
27543	1318 GUNNISON COUNTY ELECTRIC ASSOC	240.02	01/07/15
27776	1318 GUNNISON COUNTY ELECTRIC ASSOC	335.38	02/04/15
27917	1318 GUNNISON COUNTY ELECTRIC ASSOC	3,121.57	02/25/15
28096	1306 GUNNISON COUNTY FINANCE DEPT	6,266.80	03/24/15
28065	1306 GUNNISON COUNTY FINANCE DEPT	7,234.98	03/18/15
28012	1306 GUNNISON COUNTY FINANCE DEPT	15,228.79	03/11/15
27603	1306 GUNNISON COUNTY FINANCE DEPT	8,373.08	01/14/15
27965	1382 GUNNISON COUNTY FIRE PROTECTIO	2,434.70	03/04/15
27691	1382 GUNNISON COUNTY FIRE PROTECTIO	25,251.02	01/21/15
27778	1343 GUNNISON COUNTY LIBRARY DISTRICT	1,000.00	02/04/15
27860	3180 GUNNISON COUNTY PIONEER & HISTORICAL SOC	3,600.00	02/11/15
27716	1322 GUNNISON GALLERY	110.00	01/28/15
27609	1375 GUNNISON NORDIC	64.87	01/14/15
27962	1349 GUNNISON SHIPPING	25.08	03/04/15
28016	1349 GUNNISON SHIPPING	95.23	03/11/15
27608	1349 GUNNISON SHIPPING	142.77	01/14/15
27780	1349 GUNNISON SHIPPING	467.79	02/04/15
27540	1303 GUNNISON SPORTSMEN'S ASSN.	624.00	01/07/15
27712	1303 GUNNISON SPORTSMEN'S ASSN.	844.00	01/28/15
28014	1315 GUNNISON TIRE	120.00	03/11/15
27604	1315 GUNNISON TIRE	90.00	01/14/15
27916	1315 GUNNISON TIRE	26.64	02/25/15
27774	1315 GUNNISON TIRE	264.51	02/04/15
27964	1376 GUNNISON VALLEY ANIMAL WELFARE	220.00	03/04/15
27781	1376 GUNNISON VALLEY ANIMAL WELFARE	1,000.00	02/04/15
27963	1371 GUNNISON VALLEY FAMILY PHYSICI	150.00	03/04/15
28067	1371 GUNNISON VALLEY FAMILY PHYSICI	150.00	03/18/15
27960	1330 GUNNISON VALLEY HOSPITAL	15.00	03/04/15
27845	1330 GUNNISON VALLEY HOSPITAL	30.00	02/11/15
27753	51260 GUNNISON VALLEY REGIONAL HOUSING AUTHOR	30,000.00	01/28/15
27671	51202 GUNNISON VALLEY TRANS AUTH	4,859.00	01/14/15
27779	1345 GUNNISON/HINSDALE COMBINED ETSA	3.86	02/04/15
27756	51719 GVH FAMILY MEDICINE CLINIC	150.00	01/28/15
27547	1569 HAMILTON ASSOCIATES, INC.	2,100.00	01/07/15
27785	1569 HAMILTON ASSOCIATES, INC.	426.71	02/04/15
27966	1516 HARRY'S CLEANING SERVICE	5,420.00	03/04/15
27546	1516 HARRY'S CLEANING SERVICE	520.00	01/07/15
27783	1516 HARRY'S CLEANING SERVICE	5,420.00	02/04/15
28017	1504 HARTMAN BROTHERS	82.35	03/11/15
27637	3574 HEATH SMITH	8.50	01/14/15
27848	1553 HI COUNTRY CARPET	20.99	02/11/15
27784	1553 HI COUNTRY CARPET	51.43	02/04/15
28054	51720 HIGH MOUNTAIN SNACKS	110.96	03/11/15
27757	51720 HIGH MOUNTAIN SNACKS	69.99	01/28/15
27678	51720 HIGH MOUNTAIN SNACKS	100.99	01/14/15
27945	51720 HIGH MOUNTAIN SNACKS	155.70	02/25/15
27765	523 HIGH MOUNTAIN WATER	116.00	02/04/15
28046	15022 HOLDEN REXIUS	36.00	03/11/15
27750	15022 HOLDEN REXIUS	12.00	01/28/15

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27810	15022 HOLDEN REXIUS	12.00	02/04/15
27868	15022 HOLDEN REXIUS	12.00	02/11/15
27566	14371 HOLGATE CONSTRUCTION	3,878.00	01/07/15
27613	1508 HONNEN EQUIPMENT CO.	5,136.26	01/14/15
27782	1508 HONNEN EQUIPMENT CO.	380.48	02/04/15
27612	1502 HOWIE'S HOCKEY TAPE	694.22	01/14/15
27602	1106 HUGO FERCHAU	85.50	01/14/15
27617	1717 IDEXX LABORATORIES	3,748.58	01/14/15
27998	51256 IN THE SWIM	39.00	03/04/15
27874	51256 IN THE SWIM	704.00	02/11/15
27619	1731 INFORMATION TECHNOLOGIES, INC.	10,605.00	01/14/15
27618	1730 INTERMOUNTAIN SWEEPER CO.	2,999.00	01/14/15
28018	1701 INTERSTATE BATTERIES	200.90	03/11/15
27616	1701 INTERSTATE BATTERIES	396.80	01/14/15
28001	81111 J REESER ARCHITECT LLC	1,612.50	03/04/15
27787	1916 J&S CONTRACTORS SUPPLY	4,245.50	02/04/15
27749	15021 JACLYN DUFT	12.00	01/28/15
27817	15030 JAMES DAGOSTINO	35.86	02/04/15
28043	15001 JAMESTREE CONSULTING	265.00	03/11/15
27658	15001 JAMESTREE CONSULTING	2,360.00	01/14/15
28045	15017 JARED MARTIN	36.00	03/11/15
27745	15017 JARED MARTIN	12.00	01/28/15
27809	15017 JARED MARTIN	12.00	02/04/15
27866	15017 JARED MARTIN	12.00	02/11/15
27938	15017 JARED MARTIN	12.00	02/25/15
27650	4543 JEFF WILLIAMSON	45.00	01/14/15
27623	2528 JIM MILES	23.50	01/14/15
27873	50639 JIM THOMAS CONSTRUCTION INC	6,350.00	02/11/15
27579	50722 JOE ENGLEMAN	25.00	01/07/15
27655	14092 JOE VAN NURDEN	63.00	01/14/15
27635	3559 JOEL RUEHLE	37.50	01/14/15
28019	1903 JOHN ROBERTS MOTOR WORKS CO.	127.83	03/11/15
27919	1903 JOHN ROBERTS MOTOR WORKS CO.	40.50	02/25/15
27620	1890 JOHN'S TOOL STORE	352.65	01/14/15
27746	15018 JONAH MITCHELL	12.00	01/28/15
27867	15018 JONAH MITCHELL	12.00	02/11/15
27939	15018 JONAH MITCHELL	12.00	02/25/15
27584	14378 JOSEPH CHASTIAN	67.77	01/07/15
28048	15057 JOSEPH GUADIAN	185.70	03/11/15
27634	3539 JOSEPH M RICKS	54.50	01/14/15
27675	51548 JOSHUA GREEN	30.00	01/14/15
27568	14374 JUAN ANDROIDE	13.41	01/07/15
27819	15032 KARA DUDLEY	80.80	02/04/15
27818	15031 KATHERINE MUTH	38.24	02/04/15
28068	1751 KATHLEEN FOGO	4,785.50	03/18/15
27548	1751 KATHLEEN FOGO	2,232.00	01/07/15
27786	1751 KATHLEEN FOGO	3,976.30	02/04/15
27812	15025 KELLI PRYDE	100.00	02/04/15
27838	322 KEN BRADFORD	1,178.76	02/11/15
27704	519 KEN COLEMAN	8.45	01/28/15
27842	519 KEN COLEMAN	26.94	02/11/15
27644	3948 KENNY TOMLIN	16.00	01/14/15

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27824	15037 KEVIN DOHERTY	150.00	02/04/15
28047	15056 KRISTINA HATFIELD	50.00	03/11/15
28006	517 KROGER	237.97	03/11/15
27594	517 KROGER	377.04	01/14/15
27841	517 KROGER	198.39	02/11/15
27656	14301 KRYSTAL BROWN	84.50	01/14/15
27983	14338 LBISAT LLC	99.00	03/04/15
27565	14338 LBISAT LLC	99.00	01/07/15
27808	14338 LBISAT LLC	99.00	02/04/15
27763	325 LEW BROWN	25.00	02/04/15
27641	3753 LISA STARKEBAUM	25.00	01/14/15
27693	3753 LISA STARKEBAUM	25.00	01/21/15
27751	15023 LL JOHNSON	233.64	01/28/15
27940	15023 LL JOHNSON	61.44	02/25/15
28020	2145 LONG BLDG TECHNOLOGIES	789.67	03/11/15
27885	2145 LONG BLDG TECHNOLOGIES	6,240.00	02/18/15
27550	2525 LUCAS CONSTRUCTON	1,000.00	01/07/15
27991	15051 LYNDSEY SMITH	18.36	03/04/15
27665	15008 LYNNE SPRINCZ	21.00	01/14/15
28041	14267 M I G MOORE, IACOFANO & GOLTSMAN INC	25,647.14	03/11/15
27865	14267 M I G MOORE, IACOFANO & GOLTSMAN INC	5,177.50	02/11/15
27624	2581 MACDONALD EQUIPMENT CP.	4,070.41	01/14/15
27790	2581 MACDONALD EQUIPMENT CP.	2,390.34	02/04/15
27968	2507 MARIO'S PIZZA & PASTA	156.00	03/04/15
28098	2507 MARIO'S PIZZA & PASTA	280.00	03/24/15
27549	2507 MARIO'S PIZZA & PASTA	25.00	01/07/15
27788	2507 MARIO'S PIZZA & PASTA	110.00	02/04/15
27663	15006 MARKS SNOWMOBILES	549.93	01/14/15
27625	2593 MATHEW MESSNER	30.00	01/14/15
27538	927 MATTHEW EBBOTT	297.60	01/07/15
28042	14364 MCCANDLESS TRUCK CENTER LLC	278.40	03/11/15
27638	3703 MELISSA ROGERS	22.50	01/14/15
28100	2731 MESA MECHANICAL LLC	294.00	03/24/15
27971	2731 MESA MECHANICAL LLC	361.50	03/04/15
28073	2731 MESA MECHANICAL LLC	2,236.11	03/18/15
27629	2731 MESA MECHANICAL LLC	657.50	01/14/15
27723	2731 MESA MECHANICAL LLC	1,252.04	01/28/15
27855	2731 MESA MECHANICAL LLC	255.71	02/11/15
27923	2731 MESA MECHANICAL LLC	339.18	02/25/15
28022	2521 MID-AMERICAN RESEARCH CHEMICAL	510.11	03/11/15
27851	2501 MILLER FURNITURE	151.20	02/11/15
27581	51881 MOLLY MUGGLESTONE	47.00	01/07/15
28091	15065 MONTROSE PUBLIC HEALTH	24.00	03/18/15
28069	2511 MONTY'S AUTO PARTS	1,455.46	03/18/15
28021	2511 MONTY'S AUTO PARTS	1,983.79	03/11/15
27789	2511 MONTY'S AUTO PARTS	1,037.18	02/04/15
27676	51694 MORGAN LOWE	47.00	01/14/15
27990	15050 MORGAN STANSBERRY	50.12	03/04/15
28071	2596 MOSES, WITTEMYER, HARRISON, &	386.00	03/18/15
27627	2596 MOSES, WITTEMYER, HARRISON, &	616.00	01/14/15
27852	2596 MOSES, WITTEMYER, HARRISON, &	381.50	02/11/15
27758	51755 MOUNTAIN STATES LIGHTING	3,255.00	01/28/15

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28023	2594 MOUNTAIN VALLEY DIST INC	342.30	03/11/15
27721	2594 MOUNTAIN VALLEY DIST INC	85.00	01/28/15
27626	2594 MOUNTAIN VALLEY DIST INC	290.60	01/14/15
27887	2594 MOUNTAIN VALLEY DIST INC	48.00	02/18/15
27920	2594 MOUNTAIN VALLEY DIST INC	74.00	02/25/15
27967	1752 MOUNTAIN WEST INSURANCE & FIN SVCS LLC	41,395.00	03/04/15
27989	15049 NANCY SCHODORF	54.21	03/04/15
28072	2702 NAPA AUTO PARTS	88.75	03/18/15
27722	2702 NAPA AUTO PARTS	433.48	01/28/15
27853	2702 NAPA AUTO PARTS	280.85	02/11/15
27969	2595 NASCO LLC	583.20	03/04/15
28025	2727 NATIONAL METER & AUTOMATION	840.00	03/11/15
27970	2703 NFPA	165.00	03/04/15
27674	51505 NICHOLAS RANDLETT	90.50	01/14/15
28024	2724 NMPP-MEAN	2,210.16	03/11/15
28099	2724 NMPP-MEAN	368,708.63	03/24/15
27628	2724 NMPP-MEAN	2,210.16	01/14/15
27551	2724 NMPP-MEAN	374,493.68	01/07/15
27854	2724 NMPP-MEAN	2,210.21	02/11/15
27791	2724 NMPP-MEAN	392,386.23	02/04/15
27922	2724 NMPP-MEAN	415,574.75	02/25/15
27859	3130 OFF CENTER DESIGNS LLC	1,800.00	02/11/15
27921	2602 OHIO NATIONAL LIFE ASSURANCE CORP	296.00	02/25/15
27834	2990 OL' MINER STEAKHOUSE INC	300.00	02/05/15
28101	2920 PALISADES RESTAURANT	285.00	03/24/15
28026	3108 PAPER CLIP	9,439.08	03/11/15
27726	3108 PAPER CLIP	4,791.44	01/28/15
27856	3108 PAPER CLIP	2,858.29	02/11/15
28074	3109 PARISH OIL COMPANY	1,133.05	03/18/15
27630	3109 PARISH OIL COMPANY	856.73	01/14/15
27857	3109 PARISH OIL COMPANY	280.34	02/11/15
28094	502 PAT'S SCREEN PRINTING	618.75	03/24/15
27910	502 PAT'S SCREEN PRINTING	1,097.15	02/25/15
28075	3193 PCI - PROFESSIONAL CONTRACTORS INC.	4,946.50	03/18/15
27692	3193 PCI - PROFESSIONAL CONTRACTORS INC.	14,684.37	01/21/15
27727	3193 PCI - PROFESSIONAL CONTRACTORS INC.	18,668.73	01/28/15
28007	542 PINNACOL ASSURANCE	15,500.00	03/11/15
28060	542 PINNACOL ASSURANCE	16,708.33	03/18/15
28103	3115 PITNEY BOWES	529.64	03/24/15
27858	3115 PITNEY BOWES	298.14	02/11/15
28112	3112 POSTMASTER	1,335.94	03/24/15
27582	3112 POSTMASTER	100.00	01/07/15
27699	3112 POSTMASTER	1,339.42	01/27/15
27906	3112 POSTMASTER	1,340.19	02/20/15
27633	3516 POWER EQUIPMENT COMPANY	33.44	01/14/15
27795	3516 POWER EQUIPMENT COMPANY	63.79	02/04/15
27995	15055 POWER MOTIVE CORP	92,344.00	03/04/15
28102	3114 PRECISION ALIGNMENT INC	107.54	03/24/15
27728	3410 PREMIER TECHNOLOGIES	240.00	01/28/15
28104	3163 PRINT SHOP	750.00	03/24/15
27793	3191 PRO COM	39.00	02/04/15
28051	50593 PROJECT GRADUATION	375.00	03/11/15

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27820	15033 PROJECT HOPE OF GUNNISON VALLEY	1,000.00	02/04/15
27792	3102 PRUDENTIAL INSURANCE CO OF AME	126.26	02/04/15
27552	3106 PURCHASE POWER	2,525.00	01/07/15
27725	3106 PURCHASE POWER	2,662.04	01/28/15
27924	3106 PURCHASE POWER	2,525.00	02/25/15
27901	51285 R & R PRECISION MACHINING	75.00	02/18/15
27729	3519 RAC TRANSPORT	247.70	01/28/15
27730	3522 REGION 10 LEAGUE FOR ECONOMIC	4,305.00	01/28/15
28027	3507 RESPOND FIRST AID SYSTEMS	27.85	03/11/15
27631	3507 RESPOND FIRST AID SYSTEMS	36.80	01/14/15
27794	3507 RESPOND FIRST AID SYSTEMS	59.75	02/04/15
27615	1546 ROB HUGHES	63.00	01/14/15
27999	51714 ROBERT FENSKE	200.00	03/04/15
28111	51714 ROBERT FENSKE	200.00	03/24/15
27677	51714 ROBERT FENSKE	200.00	01/14/15
27829	51714 ROBERT FENSKE	200.00	02/04/15
27811	15024 ROBERT GOERCKE	85.60	02/04/15
28105	3545 ROCKY MTN FRAMES & TROPHIES	189.00	03/24/15
27888	3545 ROCKY MTN FRAMES & TROPHIES	408.00	02/18/15
27926	3557 ROCKY MTN TESTING SERVICE INC.	92.66	02/25/15
27622	2135 ROGER N. KUNZE	93.00	01/14/15
27928	3764 SAFERIDE OF GUNNISON COUNTY	641.00	02/25/15
27797	3764 SAFERIDE OF GUNNISON COUNTY	4,000.00	02/04/15
27816	15029 SALVADORE M OCAMPO	11.06	02/04/15
27659	15002 SC SUPPLY COMPANY	2,035.90	01/14/15
28050	50292 SCHMUESER GORDON MEYER INC	405.00	03/11/15
27574	50292 SCHMUESER GORDON MEYER INC	1,028.48	01/07/15
27872	50292 SCHMUESER GORDON MEYER INC	3,757.50	02/11/15
27577	50534 SESAC INC	360.00	01/07/15
27591	402 SHANE CALKINS	39.50	01/14/15
27632	3514 SHANE RIDER	39.50	01/14/15
28031	3822 SHANNON SINGER	25.00	03/11/15
27895	50157 SHARON CAVE	150.00	02/18/15
27567	14372 SHELBY LOKEN	93.31	01/07/15
28106	3810 SHERWIN-WILLIAMS	111.58	03/24/15
27554	3810 SHERWIN-WILLIAMS	243.76	01/07/15
27925	3128 SIGN GUYS & GAL! INC	590.00	02/25/15
28030	3799 SIMPLEXGRINNELL	389.00	03/11/15
27796	3738 SIX POINTS	3,400.00	02/04/15
27890	3714 SNAP-ON TOOLS	34.05	02/18/15
27575	50316 SODEXO AMERICA LLC	3,867.17	01/07/15
27724	2850 SONJA PARMETER	21.64	01/28/15
27875	51507 SOUTHEASTERN SECURITY CONSULTANTS	18.50	02/11/15
28029	3706 STATE OF COLORADO DEPT. OF REV	9,164.12	03/11/15
27553	3706 STATE OF COLORADO DEPT. OF REV	34.00	01/07/15
27683	3706 STATE OF COLORADO DEPT. OF REV	328.00	01/20/15
27731	3706 STATE OF COLORADO DEPT. OF REV	399.03	01/28/15
27639	3706 STATE OF COLORADO DEPT. OF REV	6,214.00	01/14/15
27889	3706 STATE OF COLORADO DEPT. OF REV	8,515.00	02/18/15
27570	14376 STEPHANIE TRAUB	69.15	01/07/15
27569	14375 STEVEN WASHBURN	74.28	01/07/15
27973	3830 STUART IRBY CO	517.60	03/04/15

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27733	3830 STUART IRBY CO	258.80	01/28/15
27642	3802 SUNRISE ENVIRONMENTAL	469.33	01/14/15
28107	3817 SUPERIOR ALARM & FIRE LLC	69.00	03/24/15
27555	3817 SUPERIOR ALARM & FIRE LLC	69.00	01/07/15
27929	3817 SUPERIOR ALARM & FIRE LLC	265.00	02/25/15
28028	3704 SWIRE COCA-COLA	786.00	03/11/15
27972	3825 T & A ENTERPRISES INC	2,652.48	03/04/15
27556	3825 T & A ENTERPRISES INC	1,403.82	01/07/15
27732	3825 T & A ENTERPRISES INC	2,650.00	01/28/15
27927	3709 TAMMY SHELAFO	25.00	02/25/15
28040	14203 TERENCE SCHLIESMAN	450.00	03/11/15
27798	3970 TEREX UTILITIES	72.19	02/04/15
27557	3925 TERMINIX	453.96	01/07/15
28053	50852 TERRY ZERGER	449.32	03/11/15
27741	14211 TETRA TECH INC	2,080.00	01/28/15
27748	15020 THE LOCAL MARKET	98.00	01/28/15
27611	1403 THOMAS MCDONOUGH	65.00	01/14/15
28010	722 THYSSENKRUPP ELEVATOR INC	1,495.35	03/11/15
27672	51290 TIFCO INDUSTRIES	166.20	01/14/15
27583	14373 TOM PATINELLA	17.42	01/07/15
28084	15063 TOMICHI TOWNHOMES	550.55	03/18/15
28076	3902 TOWN & COUNTRY ANIMAL HOSPITAL	130.21	03/18/15
27667	15010 TRACEY MILLER	38.00	01/14/15
27982	14213 TRANSUNION RISK & ALTERNATIVE	19.50	03/04/15
27742	14213 TRANSUNION RISK & ALTERNATIVE	10.75	01/28/15
27930	3943 TRANSWORLD SYSTEMS	135.96	02/25/15
27974	3933 TREADS N THREADS	230.00	03/04/15
27953	673 TRUE VALUE	303.99	03/04/15
27597	673 TRUE VALUE	429.71	01/14/15
27911	673 TRUE VALUE	341.84	02/25/15
27734	3957 TUCK COMMUNICATION SVCS INC	2,540.40	01/28/15
27931	3957 TUCK COMMUNICATION SVCS INC	142.50	02/25/15
28083	15062 TUNE UP LLC	18.86	03/18/15
27905	15042 TYLER ANDRZEJEWSKI	12.00	02/18/15
27657	14302 TYLER BROWN	108.00	01/14/15
27645	4106 UNITED COMPANIES	475.46	01/14/15
27735	4106 UNITED COMPANIES	1,830.32	01/28/15
27799	4106 UNITED COMPANIES	1,221.15	02/04/15
27975	4105 UPPER GUNNISON RIVER WATER CONS	109.21	03/04/15
28070	2535 US TRACTOR & HARVEST	112.61	03/18/15
27800	4109 USA BLUE BOOK	1,028.66	02/04/15
27976	4118 UTILITY NOTIFICATION CENTER OF	10.01	03/04/15
27558	4118 UTILITY NOTIFICATION CENTER OF	16.83	01/07/15
27801	4118 UTILITY NOTIFICATION CENTER OF	7.15	02/04/15
27736	4191 VEHICLE LIGHTING SOLUTIONS	609.21	01/28/15
28077	4235 VERIZON WIRELESS	329.70	03/18/15
28032	4235 VERIZON WIRELESS	406.21	03/11/15
27977	4235 VERIZON WIRELESS	511.75	03/04/15
27646	4235 VERIZON WIRELESS	168.12	01/14/15
27737	4235 VERIZON WIRELESS	209.04	01/28/15
27559	4235 VERIZON WIRELESS	816.86	01/07/15
27932	4235 VERIZON WIRELESS	99.16	02/25/15

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27861	4235 VERIZON WIRELESS	209.30	02/11/15
27891	4235 VERIZON WIRELESS	219.93	02/18/15
27802	4235 VERIZON WIRELESS	506.33	02/04/15
28108	4502 WAL-MART	233.17	03/24/15
27978	4502 WAL-MART	270.18	03/04/15
27647	4502 WAL-MART	88.60	01/14/15
27738	4502 WAL-MART	426.80	01/28/15
27595	548 WALT CRANOR	30.00	01/14/15
27649	4527 WESTERN AREA POWER ADMIN	24,041.17	01/14/15
27561	4507 WESTERN LUMBER INC.	77.79	01/07/15
27648	4507 WESTERN LUMBER INC.	158.44	01/14/15
27934	4507 WESTERN LUMBER INC.	621.66	02/25/15
28078	4504 WESTERN SLOPE CONNECTION	26.41	03/18/15
28033	4504 WESTERN SLOPE CONNECTION	54.00	03/11/15
27560	4504 WESTERN SLOPE CONNECTION	1,050.28	01/07/15
27933	4504 WESTERN SLOPE CONNECTION	11.94	02/25/15
27803	4504 WESTERN SLOPE CONNECTION	18.75	02/04/15
27892	4504 WESTERN SLOPE CONNECTION	45.90	02/18/15
27862	4504 WESTERN SLOPE CONNECTION	99.50	02/11/15
28079	4546 WESTERN SLOPE FIRE & SAFETY INC	303.50	03/18/15
28037	4559 WESTERN SLOPE GARAGE DOOR	246.00	03/11/15
28036	4522 WESTERN UNITED ELECTRIC SUPPLY	380.82	03/11/15
27562	4522 WESTERN UNITED ELECTRIC SUPPLY	37,296.21	01/07/15
27935	4522 WESTERN UNITED ELECTRIC SUPPLY	12,140.16	02/25/15
27979	4512 WET GROCER	49.58	03/04/15
27981	14078 WEX BANK	11,247.61	03/04/15
27563	14078 WEX BANK	14,265.70	01/07/15
27807	14078 WEX BANK	12,100.17	02/04/15
27697	51777 WHOLESAL E DIST ALLIANCE	696.60	01/21/15
28035	4517 WHOLESAL E JOBBER	1,256.22	03/11/15
27754	51396 WILLIAMS DRILLING CO	1,306.53	01/28/15
27662	15005 WINTER EQUIPMENT CO	1,001.96	01/14/15
27869	15039 WOODEN SPOOL	6.00	02/11/15
28056	15003 WSCU	240.00	03/12/15
28110	15066 WSCU CAMPUS REC	550.00	03/24/15
28038	4700 XEROX CORPORATION	553.86	03/11/15
28080	4700 XEROX CORPORATION	568.18	03/18/15
27652	4700 XEROX CORPORATION	281.10	01/14/15
27740	4700 XEROX CORPORATION	598.53	01/28/15
27893	4700 XEROX CORPORATION	180.91	02/18/15
27806	4700 XEROX CORPORATION	278.01	02/04/15
27864	4700 XEROX CORPORATION	426.43	02/11/15
27936	4700 XEROX CORPORATION	529.50	02/25/15
27814	15027 ZACHARY BEEREBOOM	78.85	02/04/15
28039	4701 ZEE MEDICAL SERVICE	80.90	03/11/15
28109	4701 ZEE MEDICAL SERVICE	147.03	03/24/15

**2,594,132.90**



# Purchasing Card Report - by Employee



Supplier	Account	Amount	Merchant Category	Description	Date
<b>Andrea Ruggera</b>					
Wayfair		597.93	Combination Catalog & Retail	Purchase Wayfair	01/14/2015
		<b>\$597.93</b>			
<b>Bracken Kerswill</b>					
Tractor Supply Co #1742		237.60	Misc Auto Dealers - Default	Purchase Tractor Supply Co #1742	12/12/2014
		<b>\$237.60</b>			
<b>Caree Musick</b>					
Aog-Usafa		75.00	Charitable/Soc Service Orgs	Purchase Aog-Usafa	01/26/2015
		<b>\$75.00</b>			
<b>Chris Wilson</b>					
Anthem Sprt		395.93	Sporting Goods Stores	Purchase Anthem Sprt	12/31/2014
Battery Mart.Com		168.50	Business Services - Default	Purchase Battery Mart.Com	01/08/2015
Brightguy		37.15	Hardware Stores	Purchase Brightguy	01/29/2015
Co Govt Services		359.38	Govt Serv - Default	Purchase Co Govt Services	02/20/2015
Co Govt Services		359.38	Govt Serv - Default	Purchase Co Govt Services	02/20/2015
Marios Pizza & Pasta		29.75	Eating Places/Restaurants	Purchase Marios Pizza & Pasta	01/09/2015
Montrose Ford-Nissan Inc		295.24	Automobile Dealers And Leasin	Purchase Montrose Ford-Nissan Inc	12/30/2014
Sc Supply Company		903.20	Misc Specialty Retail	Purchase Sc Supply Company	12/31/2014

Supplier	Account	Amount	Merchant Category	Description	Date
		<b>\$2,548.53</b>			
<b>Christopher</b>	<b>Isham</b>				
Burger King #3781		9.96	Fast Food Restaurants	Purchase Burger King #3781	12/21/2014
Texas Rdhsegrnd Jct L		55.31	Eating Places/Restaurants	Purchase Texas Rdhsegrnd Jct L	12/30/2014
		<b>\$65.27</b>			
<b>Clay</b>	<b>Wilson</b>				
Boot Barn #86		174.99	Shoe Stores	Purchase Boot Barn #86	12/12/2014
		<b>\$174.99</b>			
<b>Cody</b>	<b>Sparks</b>				
Mesa Hotline School		125.00	Business Services - Default	Purchase Mesa Hotline School	02/09/2015
		<b>\$125.00</b>			
<b>Cory</b>	<b>Vanderveen</b>				
Amazon Mktplace Pmts		26.60	Book Stores	Purchase Amazon Mktplace Pmts	02/04/2015
Amazon Mktplace Pmts		40.99	Book Stores	Purchase Amazon Mktplace Pmts	02/04/2015
Amazon Mktplace Pmts		11.66	Book Stores	Purchase Amazon Mktplace Pmts	02/06/2015
Amazon Mktplace Pmts		11.95	Book Stores	Purchase Amazon Mktplace Pmts	02/04/2015
Arc*services/training		35.00	Charitable/Soc Service Orgs	Purchase Arc*services/training	01/17/2015
Blu		14.99	Continuity/Subscription Mercht	Purchase Blu	02/22/2015
City-Market #0419		84.62	Grocery Stores/Supermarkets	Purchase City-Market #0419	02/01/2015
City-Market #0419		349.42	Grocery Stores/Supermarkets	Purchase City-Market #0419	01/05/2015

Supplier	Account	Amount	Merchant Category	Description	Date
City-Market #0419		230.99	Grocery Stores/Supermarkets	Purchase City-Market #0419	02/06/2015
City-Market #0419		110.03	Grocery Stores/Supermarkets	Purchase City-Market #0419	12/06/2014
City-Market #0419		289.27	Grocery Stores/Supermarkets	Purchase City-Market #0419	01/23/2015
Frito-Lay, Inc.		44.80	Misc Food Stores - Default	Purchase Frito-Lay, Inc.	01/30/2015
Frito-Lay, Inc.		224.40	Misc Food Stores - Default	Purchase Frito-Lay, Inc.	01/09/2015
Heat Trak		433.11	Misc Specialty Retail	Purchase Heat Trak	01/26/2015
National Recreation &		99.00	Charitable/Soc Service Orgs	Purchase National Recreation &	02/02/2015
Ovr		571.72	Other Direct Marketers	Purchase Ovr	02/03/2015
Pandora*internet Radio		47.88	Music Stores/Pianos	Purchase Pandora*internet Radio	01/16/2015
Tractor Supply Co #1742		89.21	Misc Auto Dealers - Default	Purchase Tractor Supply Co #1742	02/18/2015
Wal-Mart #1550		133.77	Discount Stores	Purchase Wal-Mart #1550	02/07/2015
Wal-Mart #1550		139.44	Discount Stores	Purchase Wal-Mart #1550	12/20/2014
Wal-Mart #1550		49.84	Discount Stores	Purchase Wal-Mart #1550	02/16/2015
Wal-Mart #1550		8.94	Discount Stores	Purchase Wal-Mart #1550	02/16/2015
Wal-Mart #1550		17.76	Discount Stores	Purchase Wal-Mart #1550	01/27/2015
Wal-Mart #1550		7.92	Discount Stores	Purchase Wal-Mart #1550	12/02/2014
Wal-Mart #1550		16.40	Discount Stores	Purchase Wal-Mart #1550	01/07/2015
Wal-Mart #1550		89.26	Discount Stores	Purchase Wal-Mart #1550	01/16/2015
Wal-Mart #1550		75.99	Discount Stores	Purchase Wal-Mart #1550	01/29/2015
Wal-Mart #1550		648.00	Discount Stores	Purchase Wal-Mart #1550	01/13/2015
Wal-Mart #1550		48.92	Discount Stores	Purchase Wal-Mart #1550	01/27/2015
Ww Grainger		139.75	Industrial Supplies - Def	Purchase Ww Grainger	01/13/2015

**\$4,091.63**

Supplier	Account	Amount	Merchant Category	Description	Date
<b>Dale</b>	<b>Picard</b>				
O.C.P.O. /c.E.C.T.I.		85.00	Misc Personal Serv - Def	Purchase O.C.P.O. /c.E.C.T.I.	02/12/2015
		<b>\$85.00</b>			
<b>Daniel</b>	<b>Vollendorf</b>				
Greatmats.Com		199.00	Floor Covering Stores	Purchase Greatmats.Com	01/15/2015
Pickleballcentral		194.98	Sporting Goods Stores	Purchase Pickleballcentral	02/02/2015
Web		299.85	Continuity/Subscription Mercht	Purchase Web	01/08/2015
		<b>\$693.83</b>			
<b>Dennis</b>	<b>Spritzer</b>				
City-Market #0419		10.70	Grocery Stores/Supermarkets	Purchase City-Market #0419	01/24/2015
Dvsn Fire Sfty Supress		30.00	Govt Serv - Default	Purchase Dvsn Fire Sfty Supress	12/10/2014
Dvsn Of Fire Sfty Cert		10.00	Govt Serv - Default	Purchase Dvsn Of Fire Sfty Cert	12/10/2014
One Stop Wash Llc		5.82	Car Washes	Purchase One Stop Wash Llc	02/11/2015
Wal-Mart #1550		-24.57	Discount Stores	Credit Voucher Wal-Mart #1550	02/17/2015
Wal-Mart #1550		56.44	Discount Stores	Purchase Wal-Mart #1550	02/17/2015
		<b>\$88.39</b>			
<b>Dorene</b>	<b>Elam</b>				
City-Market #0419		32.79	Grocery Stores/Supermarkets	Purchase City-Market #0419	02/04/2015
Gunnison Shipping		12.95	Business Services - Default	Purchase Gunnison Shipping	01/13/2015
Walmart.Com 8009666546		85.52	Discount Stores	Purchase Walmart.Com 8009666546	02/03/2015

Supplier	Account	Amount	Merchant Category	Description	Date
Walmart.Com	8009666546	-42.40	Discount Stores	Credit Voucher Walmart.Com 8009666546	02/18/2015
Walmart.Com	8009666546	475.36	Discount Stores	Purchase Walmart.Com 8009666546	01/07/2015
Www.Thesportsauthority.Com		-10.15	Sporting Goods Stores	Credit Voucher Www.Thesportsauthority.Com	01/18/2015
Www.Thesportsauthority.Com		360.13	Sporting Goods Stores	Purchase Www.Thesportsauthority.Com	12/18/2014
		<b>\$914.20</b>			

**Elizabeth Starkebaum**

Amazon.Com		58.40	Book Stores	Purchase Amazon.Com	01/22/2015
Ameriglobe Llc		2629.80	Business Services - Default	Purchase Ameriglobe Llc	11/25/2014
Safeway Store00006171		16.23	Grocery Stores/Supermarkets	Purchase Safeway Store00006171	01/13/2015
		<b>\$2,704.43</b>			

**Eric Jansen**

Asfpm Madison Wi		130.00	Charitable/Soc Service Orgs	Purchase Asfpm Madison Wi	12/30/2014
Asfpm Madison Wi		60.00	Charitable/Soc Service Orgs	Purchase Asfpm Madison Wi	12/04/2014
Colorado Chapter Of Th		225.00	Schools - Default	Purchase Colorado Chapter Of Th	01/06/2015
Intl Code Council Inc		125.00	Professional Services - Def	Purchase Intl Code Council Inc	02/11/2015
		<b>\$540.00</b>			

**Fred Stewart**

Deluxe Speedometer & Radi		74.92	Auto Service Shops/Non Dealer	Purchase Deluxe Speedometer & Radi	12/09/2014
Doolittle Oil Co Inc		300.00	Fuel Dealers	Purchase Doolittle Oil Co Inc	12/03/2014

Supplier	Account	Amount	Merchant Category	Description	Date
Western Implement		1119.48	Equip/Furn Rent/Lease Serv	Purchase Western Implement	02/14/2015
		<b>\$1,494.40</b>			
<b>Gregory</b>	<b>Summer</b>				
Tractor Supply Co #1742		74.97	Misc Auto Dealers - Default	Purchase Tractor Supply Co #1742	12/11/2014
Tractor Supply Co #1742		2.00	Misc Auto Dealers - Default	Purchase Tractor Supply Co #1742	12/12/2014
		<b>\$76.97</b>			
<b>James</b>	<b>Powers</b>				
Wal-Mart #1550		8.97	Discount Stores	Purchase Wal-Mart #1550	01/21/2015
<b>James</b>	<b>Yadauga</b>				
O.C.P.O. /c.E.C.T.I.		85.00	Misc Personal Serv - Def	Purchase O.C.P.O. /c.E.C.T.I.	01/15/2015
O.C.P.O. /c.E.C.T.I.		85.00	Misc Personal Serv - Def	Purchase O.C.P.O. /c.E.C.T.I.	01/15/2015
Wazee,a Timken Brand		400.00	Commercial Equipment - Defau	Purchase Wazee,a Timken Brand	11/26/2014
		<b>\$578.97</b>			
<b>Jason</b>	<b>Kibler</b>				
Cyberweld		280.00	Welding	Purchase Cyberweld	12/17/2014
Sears		95.99	Department Stores	Purchase Sears	12/12/2014
Sears		279.98	Department Stores	Purchase Sears	12/08/2014
		<b>\$655.97</b>			
<b>Jerad</b>	<b>Besecker</b>				

Supplier	Account	Amount	Merchant Category	Description	Date
Murdocs Ranch & Home# 7		99.99	Misc Specialty Retail	Purchase Murdocs Ranch & Home# 7	01/28/2015
		<b>\$99.99</b>			
<b>Jerry</b>	<b>Hayes</b>				
McDonalds F6442		17.07	Fast Food Restaurants	Purchase McDonalds F6442	01/18/2015
Wal-Mart #1550		9.71	Discount Stores	Purchase Wal-Mart #1550	02/11/2015
		<b>\$26.78</b>			
<b>Jodie</b>	<b>Chinn</b>				
Amazon Mktplace Pmts		139.96	Book Stores	Purchase Amazon Mktplace Pmts	01/17/2015
Amazonprime Membership		-7.92	Continuity/Subscription Mercht	Credit Voucher Amazonprime Membership	01/21/2015
Amazonprime Membership		-91.08	Continuity/Subscription Mercht	Credit Voucher Amazonprime Membership	01/21/2015
Amazonprime Membership		99.00	Continuity/Subscription Mercht	Purchase Amazonprime Membership	01/18/2015
		<b>\$139.96</b>			
<b>Joseph</b>	<b>Engleman</b>				
L A Police Gear Inc		66.80	Govt Serv - Default	Purchase L A Police Gear Inc	02/18/2015
Paypal		177.15	Professional Services - Def	Purchase Paypal	02/23/2015
		<b>\$243.95</b>			
<b>Josh</b>	<b>Ashe</b>				
Burger King #2350		19.46	Fast Food Restaurants	Purchase Burger King #2350	12/15/2014

Supplier	Account	Amount	Merchant Category	Description	Date
Dairy Queen #40343		18.84	Fast Food Restaurants	Purchase Dairy Queen #40343	12/16/2014
Fairfield Inn&suites Grnd		194.52	Fairfield Inn	Purchase Fairfield Inn&suites Grnd	12/16/2014
Outback o621		60.04	Eating Places/Restaurants	Purchase Outback o621	12/14/2014
Rockslide Brew Pub		61.00	Eating Places/Restaurants	Purchase Rockslide Brew Pub	12/16/2014
Taqueria Guadalajara		23.84	Eating Places/Restaurants	Purchase Taqueria Guadalajara	12/16/2014
Texas Rdhse Holdings L		55.07	Eating Places/Restaurants	Purchase Texas Rdhse Holdings L	01/30/2015
Tips/health Communication		75.00	Schools - Default	Purchase Tips/health Communication	02/01/2015

**\$597.77**

**Keith**

**Robinson**

Alta Convenience 3850		109.04	Automated Fuel Dispensers	Purchase Alta Convenience 3850	12/05/2014
Bonos Pit Barbq		38.62	Eating Places/Restaurants	Purchase Bonos Pit Barbq	01/14/2015
Cactus Car Wash		6.00	Car Washes	Purchase Cactus Car Wash	01/21/2015
Colorado Association Of C		563.13	Member Organizations - Def	Purchase Colorado Association Of C	11/25/2014
Comfort Suites Dtc		224.00	Comfort Inn	Purchase Comfort Suites Dtc	01/15/2015
Comfort Suites Dtc		224.00	Comfort Inn	Purchase Comfort Suites Dtc	01/15/2015
Crested Butte News		24.25	News Dealers/Newsstands	Purchase Crested Butte News	12/08/2014
Five Guys-Co # 110		25.91	Fast Food Restaurants	Purchase Five Guys-Co # 110	01/14/2015
Five Guys-Co # 110		30.01	Fast Food Restaurants	Purchase Five Guys-Co # 110	01/16/2015
I D Wholesalers		79.36	Commercial Equipment - Defau	Purchase I D Wholesalers	01/23/2015
Pf Changs #1700		43.09	Eating Places/Restaurants	Purchase Pf Changs #1700	01/15/2015
Pizza Hut #432		27.70	Eating Places/Restaurants	Purchase Pizza Hut #432	01/05/2015
Safeway Store00006171		11.12	Grocery Stores/Supermarkets	Purchase Safeway Store00006171	01/05/2015

Supplier	Account	Amount	Merchant Category	Description	Date
Summers Rocky Mtn Rv		451.06	Motor Home/Rv Rentals	Purchase Summers Rocky Mtn Rv	11/26/2014
		<b>\$1,857.29</b>			

<b>Kelly</b>	<b>Asbury</b>				
City-Market #0434		8.57	Grocery Stores/Supermarkets	Purchase City-Market #0434	12/01/2014
Dusty Boot li		41.60	Eating Places/Restaurants	Purchase Dusty Boot li	11/30/2014
Grand Ave Grill		28.00	Eating Places/Restaurants	Purchase Grand Ave Grill	12/03/2014
Luigis Pasta House		41.75	Eating Places/Restaurants	Purchase Luigis Pasta House	12/01/2014
Yetis Grind - Eagle		10.75	Fast Food Restaurants	Purchase Yetis Grind - Eagle	12/03/2014
		<b>\$130.67</b>			

<b>Kenneth</b>	<b>Coleman</b>				
Crested Butte News		103.00	News Dealers/Newsstands	Purchase Crested Butte News	12/18/2014
Paypal		95.00	Member Organizations - Def	Purchase Paypal	01/22/2015
Paypal		225.00	Member Organizations - Def	Purchase Paypal	02/06/2015
Walmart.Com		262.76	Discount Stores	Purchase Walmart.Com	02/20/2015
		<b>\$685.76</b>			

<b>Kyla</b>	<b>Leonard</b>				
Cashier		25.00	Colleges/Univ/Jc/Profession	Purchase Cashier	01/28/2015
City-Market #0419		31.84	Grocery Stores/Supermarkets	Purchase City-Market #0419	12/01/2014
City-Market #0419		46.86	Grocery Stores/Supermarkets	Purchase City-Market #0419	01/05/2015
City-Market #0419		24.97	Grocery Stores/Supermarkets	Purchase City-Market #0419	02/03/2015
City-Market #0419		19.74	Grocery Stores/Supermarkets	Purchase City-Market #0419	12/12/2014

Supplier	Account	Amount	Merchant Category	Description	Date
Colorado Parks And Recrea		95.00	Member Organizations - Def	Purchase Colorado Parks And Recrea	02/03/2015
Colorado Parks And Recrea		100.00	Member Organizations - Def	Purchase Colorado Parks And Recrea	01/22/2015
Elite Sportswear Lp		116.99	Sports/Riding Apparel Store	Purchase Elite Sportswear Lp	02/16/2015
Elite Sportswear Lp		53.35	Sports/Riding Apparel Store	Purchase Elite Sportswear Lp	02/16/2015
Gtm Sportswear		365.00	Sports/Riding Apparel Store	Purchase Gtm Sportswear	02/14/2015
K-Bee Leotards		71.90	Family Clothing Stores	Purchase K-Bee Leotards	01/29/2015
K-Bee Leotards		574.55	Family Clothing Stores	Purchase K-Bee Leotards	02/16/2015
Wal-Mart #1550		64.28	Discount Stores	Purchase Wal-Mart #1550	02/11/2015
Ww Grainger		111.47	Industrial Supplies - Def	Purchase Ww Grainger	01/28/2015

**\$1,700.95**

**Laurie**

**Sherman**

Amazon Mktplace Pmts		57.74	Book Stores	Purchase Amazon Mktplace Pmts	01/16/2015
Amazon Mktplace Pmts		89.95	Book Stores	Purchase Amazon Mktplace Pmts	12/04/2014
Fairfield Inn&suites Auro		244.92	Fairfield Inn	Purchase Fairfield Inn&suites Auro	02/11/2015
Hacienda Colorado li		26.31	Eating Places/Restaurants	Purchase Hacienda Colorado li	02/11/2015
Jim N Nicks Southlands		14.15	Eating Places/Restaurants	Purchase Jim N Nicks Southlands	02/09/2015
Madison Seating		2051.55	Furniture/Equip Stores	Purchase Madison Seating	01/15/2015
McCabes Bistro And		8.96	Eating Places/Restaurants	Purchase McCabes Bistro And	02/11/2015
Pf Changs #9993		20.42	Eating Places/Restaurants	Purchase Pf Changs #9993	02/10/2015
Springhill Suites Grnd Ju		114.95	Springhill Hotel And Casino	Purchase Springhill Suites Grnd Ju	11/25/2014
Varidesk		397.21	Misc Gen Merchandise - Def	Purchase Varidesk	02/03/2015
Vistapr*vistaprint.Com		17.79	Computer Network/Info Svcs	Purchase Vistapr*vistaprint.Com	02/06/2015

Supplier	Account	Amount	Merchant Category	Description	Date
		<b>\$3,043.95</b>			
<b>Matt</b>	<b>Simpson</b>				
Mesa Hotline School		125.00	Business Services - Default	Purchase Mesa Hotline School	02/09/2015
		<b>\$125.00</b>			
<b>Melissa</b>	<b>McLeod</b>				
Amazon.Com		449.00	Book Stores	Purchase Amazon.Com	02/24/2015
Varidesk		508.53	Misc Gen Merchandise - Def	Purchase Varidesk	02/12/2015
		<b>\$957.53</b>			
<b>Meredith</b>	<b>McClurkan</b>				
Americ Inn		519.70	Lodging/Hotels/Motels/Resorts	Purchase Americ Inn	12/03/2014
Red Canyon Cafe		26.50	Eating Places/Restaurants	Purchase Red Canyon Cafe	12/01/2014
Red Canyon Cafe		23.25	Eating Places/Restaurants	Purchase Red Canyon Cafe	12/02/2014
The Back Bowl		30.00	Eating Places/Restaurants	Purchase The Back Bowl	12/02/2014
		<b>\$599.45</b>			
<b>Michelle</b>	<b>Arnett</b>				
Cdw Government		-27.92	Catalog Merchant	Credit Voucher Cdw Government	02/06/2015
Cdw Government		90.05	Catalog Merchant	Purchase Cdw Government	02/03/2015
Provantage Llc		45.76	Computers/Peripherals/Softwa	Purchase Provantage Llc	01/15/2015
		<b>\$107.89</b>			

Supplier	Account	Amount	Merchant Category	Description	Date
<b>Mike</b>	<b>Hutchison</b>				
Safeway Store00006171		8.86	Grocery Stores/Supermarkets	Purchase Safeway Store00006171	11/24/2014
		<b>\$8.86</b>			
<b>Nathan</b>	<b>Chubbuck</b>				
Lone Star #4902		57.72	Eating Places/Restaurants	Purchase Lone Star #4902	02/13/2015
Safeway Store00006171		16.65	Grocery Stores/Supermarkets	Purchase Safeway Store00006171	01/09/2015
Subway 03166246		25.79	Fast Food Restaurants	Purchase Subway 03166246	02/10/2015
Tips/health Communication		75.00	Schools - Default	Purchase Tips/health Communication	02/05/2015
Wallbangers Sports Bar An		65.01	Eating Places/Restaurants	Purchase Wallbangers Sports Bar An	02/10/2015
		<b>\$240.17</b>			
<b>Patricia</b>	<b>White</b>				
The Webstaurant Store		231.16	Commercial Equipment - Defau	Purchase The Webstaurant Store	01/01/2015
		<b>\$231.16</b>			
<b>Robert</b>	<b>Paulson</b>				
Mesa Hotline School		125.00	Business Services - Default	Purchase Mesa Hotline School	02/09/2015
<b>Robert</b>	<b>Whiting</b>				
City-Market #0419		214.99	Grocery Stores/Supermarkets	Purchase City-Market #0419	02/13/2015
Darecatalogcom		115.55	Business Services - Default	Purchase Darecatalogcom	01/05/2015
Darecatalogcom		770.46	Business Services - Default	Purchase Darecatalogcom	01/22/2015

Supplier	Account	Amount	Merchant Category	Description	Date
Mas Modern Marketing		615.66	Stationery Stores	Purchase Mas Modern Marketing	12/06/2014
R D J Specialties		78.01	Advertising Services	Purchase R D J Specialties	01/29/2015
Rock N Roll Sports Inc		929.95	Amusement/Rec Serv - Def	Purchase Rock N Roll Sports Inc	01/20/2015

**\$2,849.62**

**Shannon Singer**

Varidesk		794.06	Misc Gen Merchandise - Def	Purchase Varidesk	01/13/2015
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**\$794.06**

**Steven Westbay**

Asfpm Madison Wi		130.00	Charitable/Soc Service Orgs	Purchase Asfpm Madison Wi	12/22/2014
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**\$130.00**

**Tammy Shelafo**

Varidesk		395.87	Misc Gen Merchandise - Def	Purchase Varidesk	12/20/2014
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Wal-Mart #1550		30.79	Discount Stores	Purchase Wal-Mart #1550	12/18/2014
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**\$426.66**

**Tara Kindall**

Apl* Itunes.Com/bill		0.28	Record Shops	Purchase Apl* Itunes.Com/bill	12/12/2014
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Dnh*godaddy.Com		15.17	Computer Network/Info Svcs	Purchase Dnh*godaddy.Com	01/22/2015
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Marios Pizza & Pasta		54.85	Eating Places/Restaurants	Purchase Marios Pizza & Pasta	01/29/2015
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**\$70.30**

Supplier	Account	Amount	Merchant Category	Description	Date
<b>Theresa</b>	<b>Morrill</b>				
Co Dept Of Agricul		358.64	Govt Serv - Default	Purchase Co Dept Of Agricul	02/05/2015
Safeway Store00006171		7.17	Grocery Stores/Supermarkets	Purchase Safeway Store00006171	12/15/2014
		<b>\$365.81</b>			
<b>Todd</b>	<b>Cook</b>				
Amazon.Com		101.71	Book Stores	Purchase Amazon.Com	12/07/2014
Amazonprime Membership		99.00	Continuity/Subscription Mercht	Purchase Amazonprime Membership	01/24/2015
Gene Taylors/gunnison		75.76	Sporting Goods Stores	Purchase Gene Taylors/gunnison	12/06/2014
Tractor Supply Co #1742		40.68	Misc Auto Dealers - Default	Purchase Tractor Supply Co #1742	12/06/2014
		<b>\$317.15</b>			
<b>Virginia</b>	<b>Seckman</b>				
Aed Superstore		86.59	Lab/Med/Hospital Equipment	Purchase Aed Superstore	01/09/2015
Allterrainm		404.20	Hardware Stores	Purchase Allterrainm	02/02/2015
Amazon Mktplace Pmts		38.97	Book Stores	Purchase Amazon Mktplace Pmts	01/04/2015
Amazon Mktplace Pmts		30.28	Book Stores	Purchase Amazon Mktplace Pmts	01/08/2015
Amazon Mktplace Pmts		74.47	Book Stores	Purchase Amazon Mktplace Pmts	01/11/2015
Amazon Mktplace Pmts		25.43	Book Stores	Purchase Amazon Mktplace Pmts	01/09/2015
Amazon Mktplace Pmts		80.25	Book Stores	Purchase Amazon Mktplace Pmts	01/04/2015
Amazon Mktplace Pmts		-15.16	Book Stores	Credit Voucher Amazon Mktplace Pmts	01/30/2015
Amazon Mktplace Pmts		142.89	Book Stores	Purchase Amazon Mktplace Pmts	12/31/2014

Supplier	Account	Amount	Merchant Category	Description	Date
Amazon Mktplace Pmts		25.31	Book Stores	Purchase Amazon Mktplace Pmts	01/21/2015
Amazon Mktplace Pmts		59.99	Book Stores	Purchase Amazon Mktplace Pmts	12/30/2014
Amazon Mktplace Pmts		60.62	Book Stores	Purchase Amazon Mktplace Pmts	01/12/2015
Arc*services/training		35.00	Charitable/Soc Service Orgs	Purchase Arc*services/training	01/03/2015
Arc*services/training		200.00	Charitable/Soc Service Orgs	Purchase Arc*services/training	02/03/2015
City-Market #0419		91.96	Grocery Stores/Supermarkets	Purchase City-Market #0419	12/19/2014
City-Market #0419		49.83	Grocery Stores/Supermarkets	Purchase City-Market #0419	12/19/2014
City-Market #0419		128.45	Grocery Stores/Supermarkets	Purchase City-Market #0419	12/05/2014
City-Market #0419		73.07	Grocery Stores/Supermarkets	Purchase City-Market #0419	02/19/2015
City-Market #0419		123.34	Grocery Stores/Supermarkets	Purchase City-Market #0419	01/07/2015
Gih*globalindustrialeq		299.45	Industrial Supplies - Def	Purchase Gih*globalindustrialeq	02/03/2015
Oriental Trading Co		58.83	Catalog Merchant	Purchase Oriental Trading Co	12/11/2014
Oriental Trading Co		86.00	Catalog Merchant	Purchase Oriental Trading Co	01/02/2015
Pool Supply World		193.99	Swimming Pools/Sales/Serv	Purchase Pool Supply World	01/22/2015
Sustainable Supply		86.16	Industrial Supplies - Def	Purchase Sustainable Supply	01/21/2015
Sustainable Supply		-11.86	Industrial Supplies - Def	Credit Voucher Sustainable Supply	01/28/2015
Swimoutlet.Com		455.87	Catalog Merchant	Purchase Swimoutlet.Com	01/07/2015
Taylor Technologies Inc		129.35	Commercial Equipment - Defau	Purchase Taylor Technologies Inc	11/24/2014
The Lifeguard Store In		113.36	Sporting Goods Stores	Purchase The Lifeguard Store In	01/31/2015
Wal-Mart #1550		79.73	Discount Stores	Purchase Wal-Mart #1550	12/05/2014
Wal-Mart #1550		32.37	Discount Stores	Purchase Wal-Mart #1550	02/19/2015
Wal-Mart #1550		56.57	Discount Stores	Purchase Wal-Mart #1550	12/19/2014
Wal-Mart #1550		24.16	Discount Stores	Purchase Wal-Mart #1550	02/17/2015

Supplier	Account	Amount	Merchant Category	Description	Date
		<b>\$3,319.47</b>			
<b>Wendy</b>	<b>Collins</b>				
Wal-Mart #1550		44.91	Discount Stores	Purchase Wal-Mart #1550	12/16/2014
		<b>\$44.91</b>			
<b>William</b>	<b>Dowis</b>				
Dennys #7664		22.23	Eating Places/Restaurants	Purchase Dennys #7664	01/23/2015
Dennys #7664		25.63	Eating Places/Restaurants	Purchase Dennys #7664	01/21/2015
Oscars Bar & Grill		40.62	Eating Places/Restaurants	Purchase Oscars Bar & Grill	01/23/2015
Oscars Bar & Grill		60.34	Eating Places/Restaurants	Purchase Oscars Bar & Grill	01/20/2015
Tractor Supply Co #1742		59.96	Misc Auto Dealers - Default	Purchase Tractor Supply Co #1742	02/10/2015
Wal-Mart #1550		9.80	Discount Stores	Purchase Wal-Mart #1550	12/05/2014
Whiskey Creek Wood Fire G		44.50	Eating Places/Restaurants	Purchase Whiskey Creek Wood Fire G	01/21/2015
		<b>\$263.08</b>			
<b>TOTAL PURCHASING CARD ACTIVITY</b>		<b>\$35,036.30</b>			

CITY OF GUNNISON  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 3 / 15

1 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
<b>3000 REVENUES</b>					
3101 PROPERTY TAXES	69,004.22	75,588.06	261,478.00	185,889.94	29 %
3102 SPECIFIC OWNERSHIP TAX	1,291.93	2,784.91	16,000.00	13,215.09	17 %
3103 ADD'L MOTOR VEHICLE TAX	1,211.76	2,625.48	18,200.00	15,574.52	14 %
3104 CITY SALES TAX	261,006.43	537,200.58	4,067,573.00	3,530,372.42	13 %
3105 COUNTY SALES TAX	47,204.74	47,288.23	642,294.00	595,005.77	7 %
3106 USE TAX	8,692.48	32,044.11	137,790.00	105,745.89	23 %
3107 CIGARETTE TAX	1,323.87	3,725.68	15,000.00	11,274.32	25 %
3108 OCCUPATION TAX - TELEPHONE	1,643.00	1,643.00	6,600.00	4,957.00	25 %
3109 PEN/INT ON DELINQUENT TAX	0.00	35.94	1,400.00	1,364.06	3 %
3110 CABLE TV FRANCHISE TAX	0.00	0.00	18,000.00	18,000.00	0 %
3111 NAT'L GAS FRANCHISE TAX	0.00	0.00	131,500.00	131,500.00	0 %
3112 ELECTRIC FRANCHISE	24,635.33	79,474.89	280,141.00	200,666.11	28 %
3113 WATER FRANCHISE	1,880.08	5,356.15	29,581.00	24,224.85	18 %
3114 SEWER FRANCHISE	3,818.15	10,441.34	54,467.00	44,025.66	19 %
3115 PEN/INT ON DELINQUENT SALES TAX	312.47	312.47	500.00	187.53	62 %
3117 SEVERANCE TAX	0.00	0.00	86,500.00	86,500.00	0 %
3118 PUBLIC IMPROVEMENT FEE	1,460.31	2,867.70	26,010.00	23,142.30	11 %
3204 LIQUOR LICENSE	532.50	1,582.50	8,900.00	7,317.50	18 %
3205 SALES TAX LICENSE	246.50	7,471.00	9,100.00	1,629.00	82 %
3206 ANIMAL CONTROL LICENSES	15.00	30.00	400.00	370.00	8 %
3208 COMM DEV PERMIT/LICENSE	1,706.25	5,204.43	25,000.00	19,795.57	21 %
3212 TRANSIENT MERCHANT APP. FEE	0.00	0.00	100.00	100.00	0 %
3301 FEDERAL GRANTS	0.00	0.00	4,325.00	4,325.00	0 %
3302 STATE GRANTS	0.00	0.00	195,628.00	195,628.00	0 %
3303 LOCAL GRANTS	0.00	1,000.00	1,000.00	0.00	100 %
3304 MINERAL LEASING	0.00	0.00	47,885.00	47,885.00	0 %
3306 STATE MAINTENANCE AGREEMENT	0.00	0.00	32,540.00	32,540.00	0 %
3307 H.U.T.F.	4,800.42	28,551.30	148,920.00	120,368.70	19 %
3308 FIRE PROTECTION DISTRICT	674.09	1,340.32	6,700.00	5,359.68	20 %
3310 HAZMAT REIMBURSEMENTS	55.00	55.00	0.00	-55.00	** %
3320 GOCO GRANTS	0.00	0.00	38,000.00	38,000.00	0 %
3327 POST GRANT - POLICE	0.00	0.00	12,000.00	12,000.00	0 %
3328 LAW ENFORCEMENT ADVOCATE	6,364.00	22,699.75	23,427.00	727.25	97 %
3401 COURT COSTS	250.00	620.00	3,000.00	2,380.00	21 %
3403 POLICE DEPT REVENUE	1,265.09	3,124.74	16,500.00	13,375.26	19 %
3404 CLERK REVENUE	0.00	0.00	50.00	50.00	0 %
3405 ANIMAL CONTROL REVENUE	90.00	445.00	2,000.00	1,555.00	22 %
3406 RECREATION PROGRAM REVENUE	19,402.13	32,359.13	144,530.00	112,170.87	22 %
3408 FINANCE DEPT REVENUE	1,671.66	3,061.11	8,500.00	5,438.89	36 %
3411 SALES TAX SERVICE FEE	805.07	2,607.07	7,800.00	5,192.93	33 %
3412 DISPATCH ADMIN FEE	1,134.60	3,411.02	14,352.00	10,940.98	24 %
3426 FIRE DEPT SERVICES	0.00	0.00	500.00	500.00	0 %
3440 CONCESSIONS	0.00	0.00	7,000.00	7,000.00	0 %
3441 PARK REVENUES	75.00	275.00	7,000.00	6,725.00	4 %
3442 EVENTS	790.00	1,580.00	46,025.00	44,445.00	3 %
3444 SCHOLARSHIPS	11.00	570.36	3,000.00	2,429.64	19 %
3501 TRAFFIC FINES	430.00	1,845.00	13,100.00	11,255.00	14 %
3502 DOG/CAT FINES	180.00	775.00	3,000.00	2,225.00	26 %
3504 MISC FINES & FORFEITURES	1,165.00	3,525.00	11,700.00	8,175.00	30 %
3601 MISCELLANEOUS REVENUES	0.00	171.00	684.00	513.00	25 %

CITY OF GUNNISON  
Statement of Revenue Budget vs Actuals  
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1 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
3602 PRIOR YEAR REFUNDS	0.00	0.00	1,000.00	1,000.00	0 %
3603 COMPENSATION FOR LOSS	0.00	339.51	1,000.00	660.49	34 %
3605 DARE/ CRIME PREVENION CONTRIB.	0.00	1,000.00	1,000.00	0.00	100 %
3606 LAW ENFORCEMENT SURCHARGE	270.00	270.00	0.00	-270.00	** %
3608 VAN TUYL PROPERTY LEASE	1,300.00	3,900.00	30,600.00	26,700.00	13 %
3612 SALE OF FIXED ASSETS	6,500.00	6,500.00	30,500.00	24,000.00	21 %
3630 LIFT TICKETS, ETC.	1,030.15	6,446.56	6,000.00	-446.56	107 %
3647 CARA CONTRIBUTIONS	1,056.90	1,056.90	1,700.00	643.10	62 %
3648 PICKLE BALL TOURNAMENT	665.00	3,047.00	0.00	-3,047.00	** %
3654 SENIOR ADDITION CONTRIBUTIONS	0.00	70,894.72	138,100.00	67,205.28	51 %
3701 INVESTMENT INTEREST	5,245.28	5,944.72	15,500.00	9,555.28	38 %
3999 TRANSFERS IN	0.00	0.00	995,000.00	995,000.00	0 %
Account Group Total:	481,215.41	1,023,091.68	7,856,100.00	6,833,008.32	13 %
Fund Total:	481,215.41	1,023,091.68	7,856,100.00	6,833,008.32	13 %

2 CONSERVATION TRUST FUND

Account	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
3000 REVENUES					
3333 LOTTERY PROCEEDS	6,775.80	6,775.80	29,000.00	22,224.20	23 %
3334 LOTTERY REDISTRIBUTION	0.00	14,166.75	14,750.00	583.25	96 %
3701 INVESTMENT INTEREST	1.51	5.20	164.00	158.80	3 %
Account Group Total:	6,777.31	20,947.75	43,914.00	22,966.25	48 %
Fund Total:	6,777.31	20,947.75	43,914.00	22,966.25	48 %

3 R.E.T.A.

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000 REVENUES					
3701 INVESTMENT INTEREST	0.00	0.17	0.00	-0.17	** %
Account Group Total:	0.00	0.17	0.00	-0.17	** %
Fund Total:	0.00	0.17	0.00	-0.17	** %

4 FLEET MANAGEMENT FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000 REVENUES					
3409 FLEET REPAIR SERVICES	9,452.50	28,357.50	113,430.00	85,072.50	25 %
3410 FLEET RENTAL SERVICES	21,217.75	63,653.25	254,613.00	190,959.75	25 %
3601 MISCELLANEOUS REVENUES	645.50	1,936.50	7,745.00	5,808.50	25 %
3701 INVESTMENT INTEREST	532.80	602.91	115.00	-487.91	524 %
Account Group Total:	31,848.55	94,550.16	375,903.00	281,352.84	25 %
Fund Total:	31,848.55	94,550.16	375,903.00	281,352.84	25 %

5 FIREMEN'S PENSION FUND

Account	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
3000 REVENUES					
3309 PENSION FUND CONTRIBUTIONS	0.00	0.00	133,130.00	133,130.00	0 %
3701 INVESTMENT INTEREST	328.43	1,604.52	16,400.00	14,795.48	10 %
3801 INVESTMENT REVENUE	-5,718.57	48,592.07	106,710.00	58,117.93	46 %
Account Group Total:	-5,390.14	50,196.59	256,240.00	206,043.41	20 %
Fund Total:	-5,390.14	50,196.59	256,240.00	206,043.41	20 %

CITY OF GUNNISON  
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20 ELECTRIC DIVISION

Account	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
3000 REVENUES					
3415 ELECTRIC SALES	487,822.66	1,574,385.95	5,555,324.00	3,980,938.05	28 %
3510 LATE FEES	1,586.67	1,917.78	7,500.00	5,582.22	26 %
3601 MISCELLANEOUS REVENUES	1,058.94	10,793.92	14,000.00	3,206.08	77 %
3621 RECYCLED MATERIALS	0.00	0.00	1,000.00	1,000.00	0 %
3701 INVESTMENT INTEREST	1,333.54	1,495.30	5,000.00	3,504.70	30 %
3901 CONSTRUCTION CHGS-HOOKUP	904.88	904.88	20,000.00	19,095.12	5 %
Account Group Total:	492,706.69	1,589,497.83	5,602,824.00	4,013,326.17	28 %
Fund Total:	492,706.69	1,589,497.83	5,602,824.00	4,013,326.17	28 %

CITY OF GUNNISON  
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25 WATER DIVISION

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
3000 REVENUES					
3416 WATER SALES	32,610.51	98,190.03	570,010.00	471,819.97	17 %
3510 LATE FEES	1,586.67	2,911.11	7,219.00	4,307.89	40 %
3601 MISCELLANEOUS REVENUES	0.00	0.00	2,500.00	2,500.00	0 %
3602 PRIOR YEAR REFUNDS	0.00	0.00	400.00	400.00	0 %
3621 RECYCLED MATERIALS	0.00	0.00	750.00	750.00	0 %
3701 INVESTMENT INTEREST	904.37	1,021.66	2,500.00	1,478.34	41 %
3901 CONSTRUCTION CHGS-HOOKUP	0.00	0.00	750.00	750.00	0 %
3902 CAPITAL INVESTMENT FEES	2,500.00	5,000.00	7,500.00	2,500.00	67 %
Account Group Total:	37,601.55	107,122.80	591,629.00	484,506.20	18 %
Fund Total:	37,601.55	107,122.80	591,629.00	484,506.20	18 %

28 DITCH FUND

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received		
3000 REVENUES						
3302 STATE GRANTS	0.00	0.00	385,500.00	385,500.00	0 %	
3304 MINERAL LEASING	0.00	0.00	19,000.00	19,000.00	0 %	
3701 INVESTMENT INTEREST	324.22	366.24	1,251.00	884.76	29 %	
Account Group Total:	324.22	366.24	405,751.00	405,384.76	0 %	
Fund Total:	324.22	366.24	405,751.00	405,384.76	0 %	

30 WASTE WATER DIVISION

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000 REVENUES					
3417 WASTEWATER COLLECTION SERVICES	61,001.37	179,040.13	777,582.00	598,541.87	23 %
3418 DOS RIOS WASTEWATER PROCESS	2,606.17	6,186.05	74,675.00	68,488.95	8 %
3419 WATER LAB SERVICES	3,525.00	5,720.00	45,000.00	39,280.00	13 %
3420 COMMERCIAL DUMP STATION	0.00	0.00	71,109.00	71,109.00	0 %
3421 NORTH VALLEY WW PROCESS	2,291.12	5,492.24	72,100.00	66,607.76	8 %
3427 TOMICHI WW PROCESS	203.52	428.41	2,765.00	2,336.59	15 %
3609 BLACK GOLD COMPOST	0.00	0.00	18,500.00	18,500.00	0 %
3701 INVESTMENT INTEREST	1,735.87	1,960.12	3,600.00	1,639.88	54 %
3902 CAPITAL INVESTMENT FEES	5,000.00	10,000.00	24,000.00	14,000.00	42 %
Account Group Total:	76,363.05	208,826.95	1,089,331.00	880,504.05	19 %
Fund Total:	76,363.05	208,826.95	1,089,331.00	880,504.05	19 %

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35 REFUSE DIVISION

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000 REVENUES					
3423 REFUSE COLLECTION SERVICES	40,101.50	122,119.64	471,336.00	349,216.36	26 %
3424 RECYCLING COLLECTION FEES	200.00	600.00	2,664.00	2,064.00	23 %
3601 MISCELLANEOUS REVENUES	70.00	70.00	0.00	-70.00	** %
3612 SALE OF FIXED ASSETS	0.00	0.00	7,500.00	7,500.00	0 %
3619 TREE DUMP FEES	0.00	0.00	8,000.00	8,000.00	0 %
3621 RECYCLED MATERIALS	1,550.00	2,330.00	10,000.00	7,670.00	23 %
3656 HOUSEHOLD WASTE CLEANUP	0.00	0.00	5,000.00	5,000.00	0 %
3701 INVESTMENT INTEREST	872.23	983.14	2,167.00	1,183.86	45 %
Account Group Total:	42,793.73	126,102.78	506,667.00	380,564.22	25 %
Fund Total:	42,793.73	126,102.78	506,667.00	380,564.22	25 %

40 COMMUNICATIONS

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
3000 REVENUES					
3430 DISPATCH SERVICES	75,004.25	317,301.25	639,290.00	321,988.75	50 %
3601 MISCELLANEOUS REVENUES	0.00	125.00	0.00	-125.00	** %
3701 INVESTMENT INTEREST	376.53	419.60	800.00	380.40	52 %
Account Group Total:	75,380.78	317,845.85	640,090.00	322,244.15	50 %
Fund Total:	75,380.78	317,845.85	640,090.00	322,244.15	50 %

51 POOL - PARK & REC FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000 REVENUES					
3104 CITY SALES TAX	56,473.07	116,232.26	650,850.00	534,617.74	18 %
3407 SWIMMING PROGRAMS	3,037.36	7,889.25	37,000.00	29,110.75	21 %
3411 SALES TAX SERVICE FEE	2.55	2.55	10.00	7.45	26 %
3631 RECREATION MEMBERSHIPS	11,189.46	27,148.58	105,000.00	77,851.42	26 %
3632 COMM CENTER RENTAL	1,640.00	2,327.00	8,000.00	5,673.00	29 %
3638 RECREATION DAILY FEES	7,959.00	18,257.00	75,000.00	56,743.00	24 %
3642 VENDING	610.65	1,369.22	5,000.00	3,630.78	27 %
3650 OTHER CONTRIBUTIONS	0.00	0.00	1,500.00	1,500.00	0 %
3701 INVESTMENT INTEREST	274.89	451.09	1,600.00	1,148.91	28 %
3999 TRANSFERS IN	0.00	14,166.75	71,540.00	57,373.25	20 %
Account Group Total:	81,186.98	187,843.70	955,500.00	767,656.30	20 %
Fund Total:	81,186.98	187,843.70	955,500.00	767,656.30	20 %

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52 RINK - PARK & REC FUND

Account	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
3000 REVENUES					
3104 CITY SALES TAX	19,845.18	40,845.13	216,352.00	175,506.87	19 %
3411 SALES TAX SERVICE FEE	20.97	20.97	50.00	29.03	42 %
3612 SALE OF FIXED ASSETS	0.00	0.00	40,000.00	40,000.00	0 %
3631 RECREATION MEMBERSHIPS	0.00	330.00	4,000.00	3,670.00	8 %
3634 CONCESSIONS/PARK RENTAL	1,537.90	6,924.04	25,000.00	18,075.96	28 %
3636 RECREATION ADVERTISING	0.00	0.00	15,000.00	15,000.00	0 %
3638 RECREATION DAILY FEES	548.00	1,908.75	6,000.00	4,091.25	32 %
3643 ICE RENTALS	600.00	2,455.00	64,000.00	61,545.00	4 %
3701 INVESTMENT INTEREST	80.21	157.89	600.00	442.11	26 %
3999 TRANSFERS IN	0.00	0.00	16,830.00	16,830.00	0 %
Account Group Total:	22,632.26	52,641.78	387,832.00	335,190.22	14 %
Fund Total:	22,632.26	52,641.78	387,832.00	335,190.22	14 %

53 TRAILS - PARK & REC FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
3000 REVENUES					
3104 CITY SALES TAX	10,683.86	21,989.40	25,000.00	3,010.60	88 %
3701 INVESTMENT INTEREST	418.21	470.84	1,000.00	529.16	47 %
Account Group Total:	11,102.07	22,460.24	26,000.00	3,539.76	86 %
Fund Total:	11,102.07	22,460.24	26,000.00	3,539.76	86 %

54 OTHER IMPROVEMENTS - PARK & REC FUND

Account	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
3000 REVENUES					
3104 CITY SALES TAX	0.00	0.00	463,656.00	463,656.00	0 %
3106 USE TAX	2,897.49	10,681.36	45,930.00	35,248.64	23 %
3118 PUBLIC IMPROVEMENT FEE	486.77	955.90	8,670.00	7,714.10	11 %
3701 INVESTMENT INTEREST	1,003.20	1,132.32	3,000.00	1,867.68	38 %
Account Group Total:	4,387.46	12,769.58	521,256.00	508,486.42	2 %
Fund Total:	4,387.46	12,769.58	521,256.00	508,486.42	2 %

99 TRUST & AGENCY CLEARING FUND

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received		
3000 REVENUES						
3701 INVESTMENT INTEREST	-2,210.98	0.00	0.00	0.00	0.00	** %
3704 INV INCOME CONTRA - ACCOUNT FEES	88.96	0.00	0.00	0.00	0.00	** %
Account Group Total:	-2,122.02	0.00	0.00	0.00	0.00	** %
Fund Total:	-2,122.02	0.00	0.00	0.00	0.00	** %
Grand Total:	1,356,807.90	3,814,264.10	19,259,037.00	15,444,772.90		20 %

1 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4001 CITY COUNCIL							
4101	Wages	2,600.00	7,800.00	31,200.00	31,200.00	23,400.00	25 %
4103	FICA	161.20	483.60	1,934.00	1,934.00	1,450.40	25 %
4104	Medicare	37.70	113.10	452.00	452.00	338.90	25 %
4106	W/C, HLTH INS, ETC.	17.20	25.80	77.00	77.00	51.20	34 %
4201	Office/Operating Supplies	0.00	0.00	200.00	200.00	200.00	%
4202	Clothing/Uniforms	0.00	0.00	200.00	200.00	200.00	%
4310	Dues/Meetings/Mbrshps/Tuition	-144.18	8,966.82	12,000.00	12,000.00	3,033.18	75 %
4330	Professional Services	0.00	0.00	500.00	500.00	500.00	%
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	2,000.00	2,000.00	2,000.00	%
4650	Miscellaneous Expenses	0.00	110.00	1,000.00	1,000.00	890.00	11 %
4653	Employee Appreciation	0.00	0.00	4,500.00	4,500.00	4,500.00	%
4655	Youth Council	0.00	0.00	550.00	550.00	550.00	%
4659	City Fest	0.00	0.00	3,500.00	3,500.00	3,500.00	%
5000	CONTRA-Indirect Cost Allocation	-1,604.00	-10,501.00	-32,438.00	-32,438.00	-21,937.00	32 %
	Account Total:	1,067.92	6,998.32	25,675.00	25,675.00	18,676.68	27 %
4002 MUNICIPAL COURT							
4101	Wages	5,345.12	13,744.58	69,487.00	69,487.00	55,742.42	20 %
4103	FICA	308.14	928.09	4,308.00	4,308.00	3,379.91	22 %
4104	Medicare	72.07	217.06	1,008.00	1,008.00	790.94	22 %
4106	W/C, HLTH INS, ETC.	1,023.09	3,023.54	12,080.00	12,080.00	9,056.46	25 %
4108	Retirement	208.01	683.24	2,913.00	2,913.00	2,229.76	23 %
4201	Office/Operating Supplies	200.00	200.00	700.00	700.00	500.00	29 %
4310	Dues/Meetings/Mbrshps/Tuition	0.00	40.00	650.00	650.00	610.00	6 %
4330	Professional Services	0.00	0.00	150.00	150.00	150.00	%
4340	Repair/Maintenance Services	0.00	0.00	50.00	50.00	50.00	%
4350	Other Purchased Services	0.00	0.00	1,200.00	1,200.00	1,200.00	%
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	7,156.43	18,836.51	93,546.00	93,546.00	74,709.49	20 %
4003 CITY ATTORNEY							
4330	Professional Services	5,171.50	9,529.30	60,000.00	60,000.00	50,470.70	16 %
	Account Total:	5,171.50	9,529.30	60,000.00	60,000.00	50,470.70	16 %
4004 CITY MANAGER							
4101	Wages	11,077.38	28,844.69	159,656.00	159,656.00	130,811.31	18 %
4103	FICA	712.28	2,159.16	9,899.00	9,899.00	7,739.84	22 %
4104	Medicare	166.58	504.97	2,315.00	2,315.00	1,810.03	22 %
4106	W/C, HLTH INS, ETC.	1,823.90	4,921.28	18,165.00	18,165.00	13,243.72	27 %
4108	Retirement	1,384.66	4,153.98	19,678.00	19,678.00	15,524.02	21 %
4201	Office/Operating Supplies	0.00	8.45	200.00	200.00	191.55	4 %
4202	Clothing/Uniforms	0.00	0.00	100.00	100.00	100.00	%
4303	Advertising/Legal Notices	0.00	0.00	200.00	200.00	200.00	%
4304	Subscriptions/Literature/Films	0.00	0.00	50.00	50.00	50.00	%
4310	Dues/Meetings/Mbrshps/Tuition	225.00	320.00	2,000.00	2,000.00	1,680.00	16 %
4320	Telephone/FAX Services	77.92	154.58	950.00	950.00	795.42	16 %
4330	Professional Services	0.00	18.50	500.00	500.00	481.50	4 %
4370	Travel/Mileage/Meals/Lodging	32.79	332.79	1,000.00	1,000.00	667.21	33 %
4650	Miscellaneous Expenses	0.00	0.00	200.00	200.00	200.00	%

1 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5000	CONTRA-Indirect Cost Allocation	-9,300.00	-27,699.00	-118,690.00	-118,690.00	-90,991.00	23 %
	Account Total:	6,200.51	13,719.40	96,223.00	96,223.00	82,503.60	14 %
4005	CITY CLERK						
4101	Wages	8,779.72	22,576.43	114,136.00	114,136.00	91,559.57	20 %
4102	Overtime	0.00	0.00	100.00	100.00	100.00	%
4103	FICA	513.68	1,555.71	7,083.00	7,083.00	5,527.29	22 %
4104	Medicare	120.13	363.83	1,656.00	1,656.00	1,292.17	22 %
4106	W/C, HLTH INS, ETC.	1,538.81	4,541.35	18,154.00	18,154.00	13,612.65	25 %
4108	Retirement	478.99	1,673.63	7,496.00	7,496.00	5,822.37	22 %
4201	Office/Operating Supplies	289.83	319.66	1,300.00	1,300.00	980.34	25 %
4206	Election Supplies	54.85	642.43	12,500.00	12,500.00	11,857.57	5 %
4302	Printing/Duplication Svcs	0.00	0.00	200.00	200.00	200.00	%
4303	Advertising/Legal Notices	0.00	426.40	13,500.00	13,500.00	13,073.60	3 %
4304	Subscriptions/Literature/Films	0.00	36.00	75.00	75.00	39.00	48 %
4310	Dues/Meetings/Mbrshps/Tuition	0.00	275.00	1,750.00	1,750.00	1,475.00	16 %
4330	Professional Services	0.00	863.25	7,575.00	7,575.00	6,711.75	11 %
4340	Repair/Maintenance Services	0.00	0.00	100.00	100.00	100.00	%
4360	Contracted Services	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	1,250.00	1,250.00	1,250.00	%
5000	CONTRA-Indirect Cost Allocation	-5,888.00	-18,518.00	-93,937.00	-93,937.00	-75,419.00	20 %
	Account Total:	5,888.01	14,755.69	93,938.00	93,938.00	79,182.31	16 %
4006	FINANCE DEPARTMENT						
4101	Wages	21,312.94	63,987.12	297,593.00	293,593.00	229,605.88	22 %
4102	Overtime	0.00	0.00	100.00	100.00	100.00	%
4103	FICA	1,224.03	4,314.98	18,457.00	18,457.00	14,142.02	23 %
4104	Medicare	286.27	1,009.17	4,317.00	4,317.00	3,307.83	23 %
4106	W/C, HLTH INS, ETC.	3,992.96	11,760.66	39,579.00	39,579.00	27,818.34	30 %
4108	Retirement	1,065.66	3,857.88	17,747.00	17,747.00	13,889.12	22 %
4201	Office/Operating Supplies	317.60	462.97	2,200.00	2,200.00	1,737.03	21 %
4301	Postage/Freight Svcs	1,288.69	9,255.34	28,500.00	28,500.00	19,244.66	32 %
4302	Printing/Duplication Svcs	205.00	3,809.34	9,000.00	9,000.00	5,190.66	42 %
4303	Advertising/Legal Notices	0.00	0.00	180.00	180.00	180.00	%
4304	Subscriptions/Literature/Films	0.00	0.00	100.00	100.00	100.00	%
4310	Dues/Meetings/Mbrshps/Tuition	260.00	260.00	1,500.00	1,500.00	1,240.00	17 %
4330	Professional Services	0.00	0.00	15,500.00	15,500.00	15,500.00	%
4340	Repair/Maintenance Services	127.12	127.12	200.00	200.00	72.88	64 %
4360	Contracted Services	708.60	11,964.06	21,300.00	21,300.00	9,335.94	56 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4401	PropertyLiability Insurance	12,212.30	12,212.30	47,142.00	47,142.00	34,929.70	26 %
4650	Miscellaneous Expenses	10.00	10.00	200.00	200.00	190.00	5 %
5000	CONTRA-Indirect Cost Allocation	-21,506.00	-66,422.00	-252,307.00	-252,307.00	-185,885.00	26 %
	Account Total:	21,505.17	56,608.94	252,308.00	248,308.00	191,699.06	23 %
4007	INFORMATION TECHNOLOGY						
4350	Other Purchased Services	2,640.00	9,477.55	77,005.00	77,005.00	67,527.45	12 %
5000	CONTRA-Indirect Cost Allocation	-1,321.00	-4,741.00	-38,503.00	-38,503.00	-33,762.00	12 %
	Account Total:	1,319.00	4,736.55	38,502.00	38,502.00	33,765.45	12 %

1 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4008 COMMUNITY DEVELOPMENT							
4101	Wages	13,152.54	34,526.53	207,458.00	207,458.00	172,931.47	17 %
4102	Overtime	0.00	0.00	750.00	750.00	750.00	%
4103	FICA	760.51	2,324.63	12,909.00	12,909.00	10,584.37	18 %
4104	Medicare	177.86	543.67	3,019.00	3,019.00	2,475.33	18 %
4106	W/C, HLTH INS, ETC.	2,683.30	7,403.31	40,955.00	40,955.00	33,551.69	18 %
4108	Retirement	787.66	2,362.98	10,373.00	10,373.00	8,010.02	23 %
4201	Office/Operating Supplies	65.80	70.79	3,600.00	3,600.00	3,529.21	2 %
4301	Postage/Freight Svcs	0.00	25.32	150.00	150.00	124.68	17 %
4302	Printing/Duplication Svcs	0.00	0.00	1,500.00	1,500.00	1,500.00	%
4303	Advertising/Legal Notices	36.38	36.38	1,200.00	1,200.00	1,163.62	3 %
4304	Subscriptions/Literature/Films	0.00	0.00	300.00	300.00	300.00	%
4310	Dues/Meetings/Mbrshps/Tuition	0.00	100.00	2,300.00	2,300.00	2,200.00	4 %
4330	Professional Services	0.00	0.00	300.00	300.00	300.00	%
4340	Repair/Maintenance Services	0.00	0.00	500.00	500.00	500.00	%
4360	Contracted Services	0.00	0.00	2,450.00	2,450.00	2,450.00	%
4363	Commission/Board Fees	0.00	800.00	8,500.00	8,500.00	7,700.00	9 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	1,250.00	1,250.00	1,250.00	%
4650	Miscellaneous Expenses	0.00	0.00	300.00	300.00	300.00	%
	Account Total:	17,664.05	48,193.61	297,814.00	297,814.00	249,620.39	16 %
4020 POLICE DEPARTMENT							
4101	Wages	81,437.23	210,986.54	1,082,030.00	1,082,030.00	871,043.46	19 %
4102	Overtime	2,724.08	7,799.02	43,260.00	43,260.00	35,460.98	18 %
4103	FICA	751.28	2,293.02	11,344.00	11,344.00	9,050.98	20 %
4104	Medicare	1,155.54	3,538.81	16,317.00	16,317.00	12,778.19	22 %
4106	W/C, HLTH INS, ETC.	21,914.79	51,627.24	190,928.00	190,928.00	139,300.76	27 %
4108	Retirement	9,411.38	29,432.20	125,207.00	125,207.00	95,774.80	24 %
4201	Office/Operating Supplies	408.59	2,144.95	12,950.00	12,950.00	10,805.05	17 %
4202	Clothing/Uniforms	66.80	66.80	4,315.00	4,315.00	4,248.20	2 %
4203	Fuel-Lubricant Supplies	1,704.37	3,350.34	31,000.00	31,000.00	27,649.66	11 %
4301	Postage/Freight Svcs	0.00	31.66	300.00	300.00	268.34	11 %
4302	Printing/Duplication Svcs	158.35	1,335.70	3,500.00	3,500.00	2,164.30	38 %
4303	Advertising/Legal Notices	0.00	0.00	400.00	400.00	400.00	%
4304	Subscriptions/Literature/Films	0.00	0.00	666.00	666.00	666.00	%
4310	Dues/Meetings/Mbrshps/Tuition	508.64	1,432.64	2,200.00	2,200.00	767.36	65 %
4320	Telephone/FAX Services	266.32	655.69	3,600.00	3,600.00	2,944.31	18 %
4321	Utilities	843.57	2,807.14	12,200.00	12,200.00	9,392.86	23 %
4330	Professional Services	165.21	185.21	7,685.00	7,685.00	7,499.79	2 %
4340	Repair/Maintenance Services	46.86	5,126.36	7,230.00	7,230.00	2,103.64	71 %
4350	Other Purchased Services	-5.50	-5.50	3,400.00	3,400.00	3,405.50	%
4351	Dispatch Services-City	13,413.83	40,241.49	160,251.00	160,251.00	120,009.51	25 %
4360	Contracted Services	980.98	1,961.96	11,520.00	11,520.00	9,558.04	17 %
4370	Travel/Mileage/Meals/Lodging	203.59	294.76	2,500.00	2,500.00	2,205.24	12 %
4401	PropertyLiability Insurance	12,511.01	12,511.01	48,295.00	48,295.00	35,783.99	26 %
4420	Rental Services	234.36	471.74	2,820.00	2,820.00	2,348.26	17 %
4421	Fleet Services	897.33	2,691.99	10,768.00	10,768.00	8,076.01	25 %
4651	Code Compliance	0.00	0.00	550.00	550.00	550.00	%
4701	DARE	293.00	1,179.01	1,650.00	1,650.00	470.99	71 %
4703	POST Training Expenses	718.76	1,867.52	12,000.00	12,000.00	10,132.48	16 %

1 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Account Total:		150,810.37	384,027.30	1,808,886.00	1,808,886.00	1,424,858.70	21 %
4021 BUILDING INSPECTION							
4101	Wages	6,119.46	15,735.75	79,553.00	79,553.00	63,817.25	20 %
4102	Overtime	0.00	0.00	500.00	500.00	500.00	%
4103	FICA	353.38	1,060.14	4,963.00	4,963.00	3,902.86	21 %
4104	Medicare	82.64	247.92	1,161.00	1,161.00	913.08	21 %
4106	W/C, HLTH INS, ETC.	1,542.56	4,203.27	16,409.00	16,409.00	12,205.73	26 %
4108	Retirement	305.98	917.94	3,978.00	3,978.00	3,060.06	23 %
4201	Office/Operating Supplies	0.00	0.00	100.00	100.00	100.00	%
4203	Fuel-Lubricant Supplies	44.61	82.74	800.00	800.00	717.26	10 %
4301	Postage/Freight Svcs	0.00	0.00	25.00	25.00	25.00	%
4302	Printing/Duplication Svcs	0.00	0.00	100.00	100.00	100.00	%
4303	Advertising/Legal Notices	0.00	0.00	100.00	100.00	100.00	%
4304	Subscriptions/Literature/Films	0.00	0.00	100.00	100.00	100.00	%
4310	Dues/Meetings/Mbrshps/Tuition	125.00	350.00	1,000.00	1,000.00	650.00	35 %
4320	Telephone/FAX Services	30.88	62.04	225.00	225.00	162.96	28 %
4340	Repair/Maintenance Services	0.00	0.00	50.00	50.00	50.00	%
4363	Commission/Board Fees	0.00	0.00	250.00	250.00	250.00	%
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	1,250.00	1,250.00	1,250.00	%
4421	Fleet Services	43.75	131.25	525.00	525.00	393.75	25 %
4650	Miscellaneous Expenses	0.00	0.00	100.00	100.00	100.00	%
Account Total:		8,648.26	22,791.05	111,189.00	111,189.00	88,397.95	20 %
4022 FIRE DEPARTMENT							
4101	Wages	6,931.76	18,199.56	87,048.00	87,048.00	68,848.44	21 %
4102	Overtime	0.00	0.00	250.00	250.00	250.00	%
4103	FICA	428.48	1,278.11	5,412.00	5,412.00	4,133.89	24 %
4104	Medicare	100.21	298.92	1,266.00	1,266.00	967.08	24 %
4106	W/C, HLTH INS, ETC.	2,700.14	4,794.39	13,322.00	13,322.00	8,527.61	36 %
4108	Retirement	433.56	1,300.68	6,724.00	6,724.00	5,423.32	19 %
4201	Office/Operating Supplies	56.16	56.16	6,500.00	6,500.00	6,443.84	1 %
4202	Clothing/Uniforms	45.81	51.81	11,500.00	11,500.00	11,448.19	%
4203	Fuel-Lubricant Supplies	168.05	426.17	4,000.00	4,000.00	3,573.83	11 %
4301	Postage/Freight Svcs	25.08	25.08	50.00	50.00	24.92	50 %
4302	Printing/Duplication Svcs	0.00	7.90	50.00	50.00	42.10	16 %
4304	Subscriptions/Literature/Films	246.00	246.00	3,000.00	3,000.00	2,754.00	8 %
4310	Dues/Meetings/Mbrshps/Tuition	1,765.00	1,765.00	4,000.00	4,000.00	2,235.00	44 %
4320	Telephone/FAX Services	25.00	52.71	500.00	500.00	447.29	11 %
4340	Repair/Maintenance Services	0.00	0.00	10,000.00	10,000.00	10,000.00	%
4351	Dispatch Services-City	551.50	1,654.50	6,601.00	6,601.00	4,946.50	25 %
4355	Firehouse Expenses	1,850.62	4,385.93	12,000.00	12,000.00	7,614.07	37 %
4370	Travel/Mileage/Meals/Lodging	10.70	10.70	6,000.00	6,000.00	5,989.30	%
4401	PropertyLiability Insurance	193.77	193.77	748.00	748.00	554.23	26 %
4403	Life Insurance Premium	0.00	126.26	3,500.00	3,500.00	3,373.74	4 %
4421	Fleet Services	315.33	945.99	3,784.00	3,784.00	2,838.01	25 %
4652	Volunteer Reimbursement	0.00	0.00	10,000.00	10,000.00	10,000.00	%
4656	Contributions	0.00	0.00	32,700.00	32,700.00	32,700.00	%
Account Total:		15,847.17	35,819.64	228,955.00	228,955.00	193,135.36	16 %

1 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4023 HAZARDOUS MATERIALS							
4101	Wages	0.00	0.00	150.00	150.00	150.00	%
4102	Overtime	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4103	FICA	0.00	0.00	71.00	71.00	71.00	%
4104	Medicare	0.00	0.00	17.00	17.00	17.00	%
4201	Office/Operating Supplies	583.20	583.20	1,000.00	1,000.00	416.80	58 %
4203	Fuel-Lubricant Supplies	0.00	0.00	400.00	400.00	400.00	%
4350	Other Purchased Services	0.00	0.00	150.00	150.00	150.00	%
4351	Dispatch Services-City	0.00	0.00	1,753.00	1,753.00	1,753.00	%
4421	Fleet Services	34.50	103.50	414.00	414.00	310.50	25 %
4650	Miscellaneous Expenses	228.79	338.79	1,000.00	1,000.00	661.21	34 %
	Account Total:	846.49	1,025.49	5,955.00	5,955.00	4,929.51	17 %
4024 LAW ENFORCEMENT ADVOCATE							
4101	Wages	2,688.04	6,604.54	34,165.00	34,165.00	27,560.46	19 %
4102	Overtime	0.00	0.00	150.00	150.00	150.00	%
4103	FICA	157.36	427.61	2,127.00	2,127.00	1,699.39	20 %
4104	Medicare	36.80	100.00	498.00	498.00	398.00	20 %
4106	W/C, HLTH INS, ETC.	263.07	766.63	3,060.00	3,060.00	2,293.37	25 %
4108	Retirement	86.59	259.75	1,126.00	1,126.00	866.25	23 %
4201	Office/Operating Supplies	0.00	10.39	200.00	200.00	189.61	5 %
4302	Printing/Duplication Svcs	0.00	0.00	200.00	200.00	200.00	%
4310	Dues/Meetings/Mbrshps/Tuition	0.00	0.00	500.00	500.00	500.00	%
4320	Telephone/FAX Services	49.72	101.22	400.00	400.00	298.78	25 %
4351	Dispatch Services-City	48.25	144.75	579.00	579.00	434.25	25 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	900.00	900.00	900.00	%
4804	Indirect Expenses	0.00	0.00	70.00	70.00	70.00	%
	Account Total:	3,329.83	8,414.89	43,975.00	43,975.00	35,560.11	19 %
4030 CITY HALL							
4201	Office/Operating Supplies	1,257.19	3,012.94	8,500.00	8,500.00	5,487.06	35 %
4320	Telephone/FAX Services	95.33	2,834.61	6,850.00	6,850.00	4,015.39	41 %
4321	Utilities	2,123.11	4,069.80	20,000.00	20,000.00	15,930.20	20 %
4340	Repair/Maintenance Services	361.50	389.03	8,500.00	8,500.00	8,110.97	5 %
4350	Other Purchased Services	0.00	0.00	250.00	250.00	250.00	%
4360	Contracted Services	2,895.35	4,295.35	28,500.00	28,500.00	24,204.65	15 %
4420	Rental Services	746.24	962.84	6,400.00	6,400.00	5,437.16	15 %
5000	CONTRA-Indirect Cost Allocation	-1,158.00	-2,411.00	-12,245.00	-12,245.00	-9,834.00	20 %
	Account Total:	6,320.72	13,153.57	66,755.00	66,755.00	53,601.43	20 %
4032 CITY SHOPS							
4201	Office/Operating Supplies	230.26	905.35	3,500.00	3,500.00	2,594.65	26 %
4202	Clothing/Uniforms	0.00	0.00	250.00	250.00	250.00	%
4302	Printing/Duplication Svcs	0.00	38.00	100.00	100.00	62.00	38 %
4320	Telephone/FAX Services	343.75	910.92	6,500.00	6,500.00	5,589.08	14 %
4321	Utilities	2,284.57	8,712.93	22,000.00	22,000.00	13,287.07	40 %
4330	Professional Services	0.00	39.00	1,754.00	1,754.00	1,715.00	2 %
4340	Repair/Maintenance Services	0.00	0.00	400.00	400.00	400.00	%
4351	Dispatch Services-City	252.67	758.01	3,032.00	3,032.00	2,273.99	25 %
4360	Contracted Services	520.00	1,040.00	8,000.00	8,000.00	6,960.00	13 %
4420	Rental Services	156.35	329.93	1,700.00	1,700.00	1,370.07	19 %

1 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4650	Miscellaneous Expenses	0.00	200.00	200.00	200.00	0.00	100 %
5000	CONTRA-Indirect Cost Allocation	-3,787.60	-12,934.14	-47,436.00	-47,436.00	-34,501.86	27 %
	Account Total:	0.00	0.00	0.00	0.00	0.00	%
4033 STREET & ALLEY ADMINISTRATION							
4101	Wages	8,642.64	22,223.92	112,354.00	112,354.00	90,130.08	20 %
4102	Overtime	54.34	54.34	0.00	0.00	-54.34	%
4103	FICA	516.11	1,541.59	6,966.00	6,966.00	5,424.41	22 %
4104	Medicare	120.70	360.57	1,629.00	1,629.00	1,268.43	22 %
4106	W/C, HLTH INS, ETC.	2,357.80	5,419.94	20,873.00	20,873.00	15,453.06	26 %
4108	Retirement	631.06	1,886.24	8,481.00	8,481.00	6,594.76	22 %
4202	Clothing/Uniforms	0.00	0.00	1,500.00	1,500.00	1,500.00	%
4303	Advertising/Legal Notices	0.00	0.00	200.00	200.00	200.00	%
4320	Telephone/FAX Services	109.70	109.70	1,500.00	1,500.00	1,390.30	7 %
4330	Professional Services	300.00	300.00	700.00	700.00	400.00	43 %
4401	PropertyLiability Insurance	1,189.58	1,189.58	4,592.00	4,592.00	3,402.42	26 %
4804	Indirect Expenses	631.25	2,155.69	7,906.00	7,906.00	5,750.31	27 %
	Account Total:	14,553.18	35,241.57	166,701.00	166,701.00	131,459.43	21 %
4034 STREET & ALLEY MAINTENANCE							
4101	Wages	14,195.21	36,527.54	184,538.00	184,538.00	148,010.46	20 %
4102	Overtime	1,925.87	3,586.59	15,000.00	15,000.00	11,413.41	24 %
4103	FICA	949.34	3,119.99	12,371.00	12,371.00	9,251.01	25 %
4104	Medicare	222.02	729.67	2,893.00	2,893.00	2,163.33	25 %
4106	W/C, HLTH INS, ETC.	5,224.69	12,101.65	41,099.00	41,099.00	28,997.35	29 %
4108	Retirement	874.98	2,857.90	10,091.00	10,091.00	7,233.10	28 %
4201	Office/Operating Supplies	86.80	136.24	9,500.00	9,500.00	9,363.76	1 %
4203	Fuel-Lubricant Supplies	5,760.99	12,173.05	43,375.00	43,375.00	31,201.95	28 %
4303	Advertising/Legal Notices	0.00	0.00	100.00	100.00	100.00	%
4340	Repair/Maintenance Services	0.00	0.00	1,500.00	1,500.00	1,500.00	%
4360	Contracted Services	0.00	520.00	7,500.00	7,500.00	6,980.00	7 %
4421	Fleet Services	18,266.08	54,798.24	219,193.00	219,193.00	164,394.76	25 %
	Account Total:	47,505.98	126,550.87	547,160.00	547,160.00	420,609.13	23 %
4035 STREET IMPROVEMENTS							
9101	Tree Program	0.00	1,500.00	6,000.00	6,000.00	4,500.00	25 %
9103	Material Crushing	0.00	0.00	18,500.00	18,500.00	18,500.00	%
9104	Paint Striping	0.00	0.00	25,000.00	25,000.00	25,000.00	%
9105	Signs	10.36	10.36	7,000.00	7,000.00	6,989.64	%
9106	Gravel	0.00	3,023.79	8,500.00	8,500.00	5,476.21	36 %
9108	Concrete	0.00	0.00	23,500.00	23,500.00	23,500.00	%
9109	Slurry Seal	0.00	0.00	140,000.00	140,000.00	140,000.00	%
9110	Crack Seal	0.00	0.00	45,000.00	45,000.00	45,000.00	%
9111	Street Imprv/Overlay	-90.00	-90.00	670,000.00	670,000.00	670,090.00	%
	Account Total:	-79.64	4,444.15	943,500.00	943,500.00	939,055.85	%

1 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4038 CAPITAL IMPROVEMENTS - FIXED ASSETS							
9374	Unit #83-Replace 1984 Ford 9000	0.00	0.00	400,000.00	400,000.00	400,000.00	%
9427	Dog Park	0.00	0.00	25,000.00	25,000.00	25,000.00	%
9451	Fleet Replacement-PD Cars	0.00	0.00	75,500.00	75,500.00	75,500.00	%
9466	Unit #5-Replace 1992 Chev 3/4 4x4	0.00	0.00	40,000.00	40,000.00	40,000.00	%
9467	Unit #72-Replacement 1997 TYMCO	0.00	0.00	195,000.00	312,435.00	312,435.00	%
9468	Unit #72-Replacement 1997 TYMCO	98,844.00	98,844.00	200,000.00	107,065.00	8,221.00	92 %
9536	Community Center Addition	1,612.50	1,612.50	323,100.00	323,100.00	321,487.50	%
9537	Entry Sign Improvement	0.00	0.00	15,000.00	15,000.00	15,000.00	%
9542	West Entry Sign Irrigation	0.00	0.00	150,000.00	150,000.00	150,000.00	%
9543	Message Kiosk	0.00	0.00	25,000.00	25,000.00	25,000.00	%
9544	Taylor Mountain Park Restrooms	0.00	0.00	45,000.00	45,000.00	45,000.00	%
9860	Land Acquisition	0.00	0.00	0.00	1,050,000.00	1,050,000.00	%
9863	Police/Communications Landscaping	0.00	0.00	25,000.00	25,000.00	25,000.00	%
9866	City Shop Demolition	0.00	0.00	100,000.00	100,000.00	100,000.00	%
	Account Total:	100,456.50	100,456.50	1,618,600.00	2,693,100.00	2,592,643.50	4 %
4039 CAPITAL IMPROVEMENTS - NON ASSETS							
9201	95 Mosquito Assmnt	0.00	0.00	14,906.00	14,906.00	14,906.00	%
9202	Computers Replace/Purchase	411.90	19,985.87	30,000.00	30,000.00	10,014.13	67 %
9204	Computer Study	0.00	0.00	15,000.00	15,000.00	15,000.00	%
9231	City Hall Repairs/Replacements	25,377.76	49,608.47	117,307.00	117,307.00	67,698.53	42 %
9265	Bond Arbitrage Compliance Study	0.00	0.00	0.00	4,000.00	4,000.00	%
9284	Aerial Survey for Mapping CD	0.00	0.00	20,000.00	20,000.00	20,000.00	%
9304	Protective Equipment-PD	0.00	0.00	5,000.00	5,000.00	5,000.00	%
9326	Police Training Manuals	0.00	0.00	5,000.00	5,000.00	5,000.00	%
9327	Police Bikes (3)	0.00	929.95	4,325.00	4,325.00	3,395.05	22 %
9328	Gas/Impact Multi Launcher	0.00	0.00	3,200.00	3,200.00	3,200.00	%
9329	Police Shotguns (4)	0.00	0.00	6,000.00	6,000.00	6,000.00	%
9369	Fire Hose	0.00	0.00	7,500.00	7,500.00	7,500.00	%
9405	Community Center Pond Liner	0.00	0.00	25,000.00	25,000.00	25,000.00	%
9542	West Entry Sign Irrigation	0.00	0.00	1,000.00	1,000.00	1,000.00	%
9560	Fireworks	0.00	0.00	17,000.00	17,000.00	17,000.00	%
9570	Master Plan Update	1,423.90	1,423.90	56,035.00	56,035.00	54,611.10	3 %
9571	Parks Master Plan Update	10,638.12	16,038.96	39,000.00	39,000.00	22,961.04	41 %
	Account Total:	37,851.68	87,987.15	366,273.00	370,273.00	282,285.85	24 %
4045 CRANOR HILL							
4101	Wages	2,973.75	6,884.89	14,352.00	14,352.00	7,467.11	48 %
4102	Overtime	0.00	0.00	300.00	300.00	300.00	%
4103	FICA	184.40	545.25	908.00	908.00	362.75	60 %
4104	Medicare	43.12	127.52	212.00	212.00	84.48	60 %
4106	W/C, HLTH INS, ETC.	0.00	0.00	571.00	571.00	571.00	%
4201	Office/Operating Supplies	596.19	1,824.77	4,500.00	4,500.00	2,675.23	41 %
4203	Fuel-Lubricant Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4303	Advertising/Legal Notices	114.00	149.00	300.00	300.00	151.00	50 %
4320	Telephone/FAX Services	59.57	164.24	550.00	550.00	385.76	30 %
4321	Utilities	319.82	655.20	3,500.00	3,500.00	2,844.80	19 %
4330	Professional Services	543.12	543.12	3,000.00	3,000.00	2,456.88	18 %
	Account Total:	4,833.97	10,893.99	29,193.00	29,193.00	18,299.01	37 %

1 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4049 RECREATION ADMINISTRATION							
4101	Wages	16,525.50	42,494.14	218,932.00	218,932.00	176,437.86	19 %
4102	Overtime	931.98	1,429.96	7,350.00	7,350.00	5,920.04	19 %
4103	FICA	1,014.25	2,995.74	14,029.00	14,029.00	11,033.26	21 %
4104	Medicare	237.19	700.59	3,281.00	3,281.00	2,580.41	21 %
4106	W/C, HLTH INS, ETC.	4,027.94	10,838.70	42,799.00	42,799.00	31,960.30	25 %
4108	Retirement	1,052.50	3,299.26	13,773.00	13,773.00	10,473.74	24 %
4201	Office/Operating Supplies	0.00	145.26	7,000.00	7,000.00	6,854.74	2 %
4203	Fuel-Lubricant Supplies	57.69	81.09	500.00	500.00	418.91	16 %
4210	CARA Parent Expenses	1,800.54	1,800.54	0.00	0.00	-1,800.54	%
4303	Advertising/Legal Notices	0.00	0.00	100.00	100.00	100.00	%
4310	Dues/Meetings/Mbrshps/Tuition	120.00	120.00	700.00	700.00	580.00	17 %
4320	Telephone/FAX Services	103.68	207.36	875.00	875.00	667.64	24 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	500.00	500.00	500.00	%
4420	Rental Services	180.22	360.44	2,190.00	2,190.00	1,829.56	16 %
	Account Total:	26,051.49	64,473.08	312,029.00	312,029.00	247,555.92	21 %
4050 RECREATION							
4101	Wages	4,811.08	11,591.21	73,000.00	73,000.00	61,408.79	16 %
4103	FICA	298.32	729.77	4,526.00	4,526.00	3,796.23	16 %
4104	Medicare	69.78	170.71	1,059.00	1,059.00	888.29	16 %
4106	W/C, HLTH INS, ETC.	800.89	1,157.90	2,844.00	2,844.00	1,686.10	41 %
4201	Office/Operating Supplies	1,302.45	2,718.49	30,000.00	30,000.00	27,281.51	9 %
4203	Fuel-Lubricant Supplies	35.40	35.40	3,500.00	3,500.00	3,464.60	1 %
4302	Printing/Duplication Svcs	784.77	820.32	6,000.00	6,000.00	5,179.68	14 %
4303	Advertising/Legal Notices	0.00	0.00	300.00	300.00	300.00	%
4310	Dues/Meetings/Mbrshps/Tuition	120.00	300.97	800.00	800.00	499.03	38 %
4350	Other Purchased Services	161.60	603.20	12,000.00	12,000.00	11,396.80	5 %
4360	Contracted Services	1,294.76	2,469.65	6,000.00	6,000.00	3,530.35	41 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4658	Scholarships	1,086.00	2,782.00	3,500.00	3,500.00	718.00	79 %
	Account Total:	10,765.05	23,379.62	144,529.00	144,529.00	121,149.38	16 %
4051 PARKS							
4101	Wages	19,077.41	47,921.88	288,993.00	288,993.00	241,071.12	17 %
4102	Overtime	0.00	0.00	3,000.00	3,000.00	3,000.00	%
4103	FICA	1,139.75	3,331.20	18,104.00	18,104.00	14,772.80	18 %
4104	Medicare	266.57	779.08	4,234.00	4,234.00	3,454.92	18 %
4106	W/C, HLTH INS, ETC.	4,910.38	10,732.03	36,857.00	36,857.00	26,124.97	29 %
4108	Retirement	993.02	3,168.16	13,604.00	13,604.00	10,435.84	23 %
4201	Office/Operating Supplies	2,424.56	4,676.97	55,000.00	55,000.00	50,323.03	9 %
4202	Clothing/Uniforms	0.00	0.00	1,500.00	1,500.00	1,500.00	%
4203	Fuel-Lubricant Supplies	668.78	1,274.26	12,500.00	12,500.00	11,225.74	10 %
4310	Dues/Meetings/Mbrshps/Tuition	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4320	Telephone/FAX Services	327.29	388.97	1,600.00	1,600.00	1,211.03	24 %
4321	Utilities	156.62	586.86	35,000.00	35,000.00	34,413.14	2 %
4340	Repair/Maintenance Services	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4360	Contracted Services	308.50	322.10	210.00	210.00	-112.10	153 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	500.00	500.00	500.00	%
4401	PropertyLiability Insurance	417.08	417.08	1,610.00	1,610.00	1,192.92	26 %
4421	Fleet Services	2,643.42	7,930.26	31,721.00	31,721.00	23,790.74	25 %

1 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Account Total:		33,333.38	81,528.85	506,433.00	506,433.00	424,904.15	16 %
4052 VAN TUYL RANCH							
4340	Repair/Maintenance Services	0.00	0.00	1,500.00	1,500.00	1,500.00	%
4342	Property Maintenance	0.00	0.00	29,100.00	29,100.00	29,100.00	%
Account Total:		0.00	0.00	30,600.00	30,600.00	30,600.00	%
4090 GRANTS							
8101	Challenge Grants	0.00	0.00	3,000.00	3,000.00	3,000.00	%
8102	Youth Grants	375.00	375.00	1,000.00	1,000.00	625.00	38 %
8201	Chamber Holidays	0.00	0.00	2,000.00	2,000.00	2,000.00	%
8202	Cattlemen's Days	0.00	0.00	7,500.00	7,500.00	7,500.00	%
8205	Car Show	0.00	0.00	500.00	500.00	500.00	%
8207	Kiwanis Fishing Tournament	0.00	0.00	750.00	750.00	750.00	%
8210	Gunnison River Festival	0.00	0.00	2,000.00	2,000.00	2,000.00	%
8301	Additional Contracts	0.00	0.00	1,810.00	1,810.00	1,810.00	%
8302	Safe Ride	0.00	4,000.00	4,000.00	4,000.00	0.00	100 %
8303	Arts Council	0.00	19,100.00	19,100.00	19,100.00	0.00	100 %
8304	Spay/Neuter Services	0.00	1,000.00	1,000.00	1,000.00	0.00	100 %
8305	Literacy Program	0.00	1,000.00	1,000.00	1,000.00	0.00	100 %
8306	Pioneer Museum	0.00	3,600.00	3,600.00	3,600.00	0.00	100 %
8307	Water Workshop	0.00	740.00	740.00	740.00	0.00	100 %
8308	Jubilee House	0.00	1,000.00	1,000.00	1,000.00	0.00	100 %
8309	Six Points Eval & Training	0.00	3,400.00	3,400.00	3,400.00	0.00	100 %
8311	Gunnison Country Food Pantry	0.00	4,800.00	4,800.00	4,800.00	0.00	100 %
8312	Gunnison Nordic Club	110.06	274.38	1,000.00	1,000.00	725.62	27 %
8401	Chamber of Commerce	0.00	6,750.00	13,500.00	13,500.00	6,750.00	50 %
8406	Art Innovation of the Rockies	0.00	0.00	1,800.00	1,800.00	1,800.00	%
8407	Community Builders Task Force	6,500.00	6,500.00	6,500.00	6,500.00	0.00	100 %
8801	Economic Development	0.00	4,859.00	20,000.00	20,000.00	15,141.00	24 %
8802	Gunn Housing Authority (IGA)	0.00	30,000.00	30,000.00	30,000.00	0.00	100 %
8807	WSCU Marketing	0.00	0.00	10,000.00	10,000.00	10,000.00	%
8808	Senior Transportation	0.00	0.00	25,000.00	25,000.00	25,000.00	%
8809	Gunnison County-Whitewater Park	15,000.00	15,000.00	15,000.00	15,000.00	0.00	100 %
Account Total:		21,985.06	102,398.38	180,000.00	180,000.00	77,601.62	57 %
4097 EVENTS							
4101	Wages	2,560.63	6,140.56	32,411.00	32,411.00	26,270.44	19 %
4103	FICA	141.63	394.62	2,009.00	2,009.00	1,614.38	20 %
4104	Medicare	33.13	92.28	470.00	470.00	377.72	20 %
4106	W/C, HLTH INS, ETC.	871.25	1,903.28	6,759.00	6,759.00	4,855.72	28 %
4108	Retirement	84.58	253.74	1,100.00	1,100.00	846.26	23 %
4201	Office/Operating Supplies	0.00	0.00	100.00	100.00	100.00	%
4202	Clothing/Uniforms	0.00	0.00	150.00	150.00	150.00	%
4301	Postage/Freight Svcs	0.00	0.00	200.00	200.00	200.00	%
4302	Printing/Duplication Svcs	34.77	70.31	700.00	700.00	629.69	10 %
4303	Advertising/Legal Notices	0.00	15.17	5,000.00	5,000.00	4,984.83	%
4320	Telephone/FAX Services	51.84	103.68	700.00	700.00	596.32	15 %
4350	Other Purchased Services	0.00	0.00	150.00	150.00	150.00	%
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	200.00	200.00	200.00	%
4401	PropertyLiability Insurance	384.44	384.44	1,484.00	1,484.00	1,099.56	26 %

1 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4650	Miscellaneous Expenses	0.00	0.00	250.00	250.00	250.00	%
7002	Triathlon	0.00	0.00	4,000.00	4,000.00	4,000.00	%
7004	Anna's Pledge	0.00	0.00	23,125.00	23,125.00	23,125.00	%
7005	Growler	0.00	0.00	1,900.00	1,900.00	1,900.00	%
7007	Carvin Up Colorado	0.00	0.00	3,000.00	3,000.00	3,000.00	%
7008	Fourth of July	0.00	0.00	5,830.00	5,830.00	5,830.00	%
7009	Diamonds in the Rockies	0.00	0.00	10,000.00	10,000.00	10,000.00	%
7010	Fishing Derby	0.00	0.00	500.00	500.00	500.00	%
7011	Skills Challenges	0.00	0.00	300.00	300.00	300.00	%
7013	Hartmans' Cleanup	0.00	0.00	500.00	500.00	500.00	%
7014	Egg-Aquatics	0.00	0.00	430.00	430.00	430.00	%
7015	Fright-Night	0.00	0.00	670.00	670.00	670.00	%
7016	Rudolph Roundup	0.00	0.00	200.00	200.00	200.00	%
7017	CARA Gymnastics Meet	0.00	0.00	840.00	840.00	840.00	%
7018	Girl's Night Out Grand Prix	0.00	0.00	3,500.00	3,500.00	3,500.00	%
7019	Pickle Ball Tournament	2,048.98	2,048.98	0.00	0.00	-2,048.98	%
	Account Total:	6,211.25	11,407.06	106,478.00	106,478.00	95,070.94	11 %
4999	TRANSFERS OUT						
4999	Transfers Out	0.00	0.00	73,620.00	73,620.00	73,620.00	%
	Account Total:	0.00	0.00	73,620.00	73,620.00	73,620.00	%
	Account Group Total:	555,243.33	1,287,371.48	8,248,837.00	9,323,337.00	8,035,965.52	14 %
	Fund Total:	555,243.33	1,287,371.48	8,248,837.00	9,323,337.00	8,035,965.52	14 %

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2 CONSERVATION TRUST FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4150 CONSERVATION TRUST							
	9501 Hartman Rocks Improvements	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	9504 Taylor Mtn Park Improvements	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	9525 Fertilizer	0.00	0.00	3,500.00	3,500.00	3,500.00	%
	9528 Dandelion Spraying	0.00	0.00	4,500.00	4,500.00	4,500.00	%
	9530 Painting and Staining	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	9531 Wood Chips	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	9532 Backflow Repair	0.00	0.00	6,000.00	6,000.00	6,000.00	%
	Account Total:	0.00	0.00	21,500.00	21,500.00	21,500.00	%
4239 CAPITAL IMPROVEMENTS - NON ASSETS							
	9503 Picnic Table/Trash Can Replace	0.00	0.00	6,500.00	6,500.00	6,500.00	%
	9545 Tree Trimming - Legion Park	11,135.94	11,135.94	15,000.00	15,000.00	3,864.06	74 %
	9546 Cranor - Lift Hangers	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	Account Total:	11,135.94	11,135.94	23,500.00	23,500.00	12,364.06	47 %
4999 TRANSFERS OUT							
	4999 Transfers Out	0.00	14,166.75	14,750.00	14,750.00	583.25	96 %
	Account Total:	0.00	14,166.75	14,750.00	14,750.00	583.25	96 %
	Account Group Total:	11,135.94	25,302.69	59,750.00	59,750.00	34,447.31	42 %
	Fund Total:	11,135.94	25,302.69	59,750.00	59,750.00	34,447.31	42 %

4 FLEET MANAGEMENT FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4170 FLEET MANAGEMENT							
4101	Wages	13,984.22	35,979.48	181,795.00	181,795.00	145,815.52	20 %
4102	Overtime	0.00	105.30	500.00	500.00	394.70	21 %
4103	FICA	815.80	2,463.03	11,302.00	11,302.00	8,838.97	22 %
4104	Medicare	190.80	576.08	2,643.00	2,643.00	2,066.92	22 %
4106	W/C, HLTH INS, ETC.	3,641.45	9,201.60	34,906.00	34,906.00	25,704.40	26 %
4108	Retirement	854.28	2,592.24	12,155.00	12,155.00	9,562.76	21 %
4201	Office/Operating Supplies	850.15	1,227.96	4,500.00	4,500.00	3,272.04	27 %
4202	Clothing/Uniforms	0.00	0.00	900.00	900.00	900.00	%
4203	Fuel-Lubricant Supplies	62.49	1,142.51	11,106.00	11,106.00	9,963.49	10 %
4204	Repairs/Supplies	4,009.14	11,356.88	60,000.00	60,000.00	48,643.12	19 %
4205	Small Tools	891.41	891.41	3,650.00	3,650.00	2,758.59	24 %
4301	Postage/Freight Svcs	0.00	16.66	100.00	100.00	83.34	17 %
4302	Printing/Duplication Svcs	0.00	0.00	300.00	300.00	300.00	%
4303	Advertising/Legal Notices	0.00	46.69	250.00	250.00	203.31	19 %
4304	Subscriptions/Literature/Films	0.00	0.00	360.00	360.00	360.00	%
4310	Dues/Meetings/Mbrshps/Tuition	795.00	795.00	900.00	900.00	105.00	88 %
4321	Utilities	650.39	1,710.81	7,350.00	7,350.00	5,639.19	23 %
4340	Repair/Maintenance Services	5,473.81	6,927.47	8,500.00	8,500.00	1,572.53	81 %
4360	Contracted Services	0.00	59.75	2,500.00	2,500.00	2,440.25	2 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	100.00	100.00	100.00	%
4401	PropertyLiability Insurance	4,879.80	4,879.80	18,837.00	18,837.00	13,957.20	26 %
4804	Indirect Expenses	631.27	2,155.69	7,906.00	7,906.00	5,750.31	27 %
	Account Total:	37,730.01	82,128.36	370,560.00	370,560.00	288,431.64	22 %
4999 TRANSFERS OUT							
4999	Transfers Out	0.00	0.00	395,000.00	395,000.00	395,000.00	%
	Account Total:	0.00	0.00	395,000.00	395,000.00	395,000.00	%
	Account Group Total:	37,730.01	82,128.36	765,560.00	765,560.00	683,431.64	11 %
	Fund Total:	37,730.01	82,128.36	765,560.00	765,560.00	683,431.64	11 %

5 FIREMEN'S PENSION FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4101 FIREMEN'S PENSION							
	4115 Benefit Payments	0.00	31,050.00	126,000.00	126,000.00	94,950.00	25 %
	4650 Miscellaneous Expenses	-9.06	3,095.72	18,000.00	18,000.00	14,904.28	17 %
	Account Total:	-9.06	34,145.72	144,000.00	144,000.00	109,854.28	24 %
	Account Group Total:	-9.06	34,145.72	144,000.00	144,000.00	109,854.28	24 %
	Fund Total:	-9.06	34,145.72	144,000.00	144,000.00	109,854.28	24 %

20 ELECTRIC DIVISION

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4201 ENTERPRISE - ADMIN & GEN EXPENSES							
4101	Wages	6,518.24	16,535.27	82,868.00	82,868.00	66,332.73	20 %
4103	FICA	410.24	1,231.38	5,677.00	5,677.00	4,445.62	22 %
4104	Medicare	95.93	287.95	1,328.00	1,328.00	1,040.05	22 %
4105	Standby	450.00	1,135.71	8,700.00	8,700.00	7,564.29	13 %
4106	W/C, HLTH INS, ETC.	993.30	2,841.72	11,037.00	11,037.00	8,195.28	26 %
4108	Retirement	459.25	1,399.08	6,214.00	6,214.00	4,814.92	23 %
4201	Office/Operating Supplies	0.00	0.00	300.00	300.00	300.00	%
4202	Clothing/Uniforms	230.00	252.50	5,200.00	5,200.00	4,947.50	5 %
4301	Postage/Freight Svcs	0.00	28.74	300.00	300.00	271.26	10 %
4303	Advertising/Legal Notices	0.00	0.00	300.00	300.00	300.00	%
4310	Dues/Meetings/Mbrshps/Tuition	125.00	2,652.98	11,500.00	11,500.00	8,847.02	23 %
4330	Professional Services	0.00	0.00	7,500.00	7,500.00	7,500.00	%
4370	Travel/Mileage/Meals/Lodging	312.85	1,622.08	9,780.00	9,780.00	8,157.92	17 %
4401	PropertyLiability Insurance	4,117.40	4,117.40	15,894.00	15,894.00	11,776.60	26 %
4804	Indirect Expenses	17,559.27	56,244.69	235,455.00	235,455.00	179,210.31	24 %
4810	Bad Debts	4,661.29	4,735.73	11,000.00	11,000.00	6,264.27	43 %
6005	Overhead Allocation	24,635.33	79,474.89	280,141.00	280,141.00	200,666.11	28 %
	Account Total:	60,568.10	172,560.12	693,194.00	693,194.00	520,633.88	25 %
4202 ENTERPRISE - DISTRIBUTION							
4101	Wages	21,802.27	56,063.02	283,430.00	283,430.00	227,366.98	20 %
4102	Overtime	0.00	278.15	5,000.00	5,000.00	4,721.85	6 %
4103	FICA	1,307.16	3,958.11	17,883.00	17,883.00	13,924.89	22 %
4104	Medicare	305.71	925.69	4,182.00	4,182.00	3,256.31	22 %
4106	W/C, HLTH INS, ETC.	3,297.28	8,026.28	37,049.00	37,049.00	29,022.72	22 %
4108	Retirement	932.22	3,102.78	18,099.00	18,099.00	14,996.22	17 %
4201	Office/Operating Supplies	173.78	326.30	2,500.00	2,500.00	2,173.70	13 %
4203	Fuel-Lubricant Supplies	372.93	692.56	8,458.00	8,458.00	7,765.44	8 %
4320	Telephone/FAX Services	0.00	198.12	1,500.00	1,500.00	1,301.88	13 %
4321	Utilities	79.95	224.40	1,000.00	1,000.00	775.60	22 %
4340	Repair/Maintenance Services	0.00	0.00	3,900.00	3,900.00	3,900.00	%
4350	Other Purchased Services	10.01	17.16	4,500.00	4,500.00	4,482.84	%
4421	Fleet Services	1,517.50	4,552.50	18,210.00	18,210.00	13,657.50	25 %
4500	Purchased Power	386,708.63	1,194,669.61	4,139,240.00	4,139,240.00	2,944,570.39	29 %
4580	Sub-Station Exp-Opns	563.41	1,166.13	12,000.00	12,000.00	10,833.87	10 %
4584	Other Dist/Opns Expenses	0.00	92.66	2,500.00	2,500.00	2,407.34	4 %
4591	St Lights/Signals-Maintenance	382.96	-392.08	7,500.00	7,500.00	7,892.08	-5 %
4593	Line Expenses-Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	%
4650	Miscellaneous Expenses	0.00	150.00	2,000.00	2,000.00	1,850.00	8 %
4902	Meters	0.00	65.26	15,000.00	15,000.00	14,934.74	%
4904	Primary Underground	517.60	776.40	15,000.00	15,000.00	14,223.60	5 %
4911	New Construction Materials	0.00	0.00	15,000.00	15,000.00	15,000.00	%
4912	Christmas Decorations	0.00	0.00	5,000.00	5,000.00	5,000.00	%
4913	Aged Pole Replacement	0.00	0.00	75,000.00	75,000.00	75,000.00	%
4914	Cable Replacement	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Total:	417,971.41	1,274,893.05	4,748,951.00	4,748,951.00	3,474,057.95	27 %

20 ELECTRIC DIVISION

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4239 CAPITAL IMPROVEMENTS - NON ASSETS							
	9550 Transformers	0.00	0.00	28,000.00	28,000.00	28,000.00	%
	9552 Auto/Mtr Rd.	0.00	5,293.84	35,000.00	35,000.00	29,706.16	15 %
	9590 LED Street Lights	0.00	0.00	20,000.00	20,000.00	20,000.00	%
	9597 Purchase Poles	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	9599 Power Transformer Relay Replacement	0.00	0.00	20,000.00	20,000.00	20,000.00	%
	Account Total:	0.00	5,293.84	118,000.00	118,000.00	112,706.16	4 %
	Account Group Total:	478,539.51	1,452,747.01	5,560,145.00	5,560,145.00	4,107,397.99	26 %
	Fund Total:	478,539.51	1,452,747.01	5,560,145.00	5,560,145.00	4,107,397.99	26 %

25 WATER DIVISION

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4201 ENTERPRISE - ADMIN & GEN EXPENSES							
4804	Indirect Expenses	9,050.27	29,056.69	121,061.00	121,061.00	92,004.31	24 %
4810	Bad Debts	188.16	189.76	2,000.00	2,000.00	1,810.24	9 %
6005	Overhead Allocation	1,880.08	5,356.15	29,581.00	29,581.00	24,224.85	18 %
	Account Total:	11,118.51	34,602.60	152,642.00	152,642.00	118,039.40	23 %
4202 ENTERPRISE - DISTRIBUTION							
4101	Wages	12,336.06	31,702.61	160,214.00	160,214.00	128,511.39	20 %
4102	Overtime	536.01	611.00	4,000.00	4,000.00	3,389.00	15 %
4103	FICA	782.22	2,299.29	10,451.00	10,451.00	8,151.71	22 %
4104	Medicare	182.95	537.73	2,444.00	2,444.00	1,906.27	22 %
4105	Standby	337.50	862.50	4,350.00	4,350.00	3,487.50	20 %
4106	W/C, HLTH INS, ETC.	2,837.74	6,932.91	26,705.00	26,705.00	19,772.09	26 %
4108	Retirement	784.34	2,409.18	10,778.00	10,778.00	8,368.82	22 %
4201	Office/Operating Supplies	457.07	2,646.02	13,000.00	13,000.00	10,353.98	20 %
4202	Clothing/Uniforms	0.00	0.00	1,425.00	1,425.00	1,425.00	%
4203	Fuel-Lubricant Supplies	149.53	299.38	6,000.00	6,000.00	5,700.62	5 %
4301	Postage/Freight Svcs	0.00	0.00	250.00	250.00	250.00	%
4303	Advertising/Legal Notices	0.00	0.00	700.00	700.00	700.00	%
4310	Dues/Meetings/Mbrshps/Tuition	0.00	495.00	1,000.00	1,000.00	505.00	50 %
4320	Telephone/FAX Services	0.00	88.49	635.00	635.00	546.51	14 %
4321	Utilities	3,785.06	11,553.74	60,000.00	60,000.00	48,446.26	19 %
4330	Professional Services	0.00	0.00	10,000.00	10,000.00	10,000.00	%
4340	Repair/Maintenance Services	2,395.00	2,395.00	5,000.00	5,000.00	2,605.00	48 %
4350	Other Purchased Services	949.21	949.21	6,750.00	6,750.00	5,800.79	14 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4401	PropertyLiability Insurance	661.88	661.88	2,555.00	2,555.00	1,893.12	26 %
4420	Rental Services	0.00	0.00	800.00	800.00	800.00	%
4421	Fleet Services	1,654.67	4,964.01	19,856.00	19,856.00	14,891.99	25 %
4503	City Service Line-Maint/Repair	0.00	0.00	9,000.00	9,000.00	9,000.00	%
4504	Main Line-Maintenance/Repair	0.00	0.00	8,000.00	8,000.00	8,000.00	%
4505	Meters-Maintenance/Repair	0.00	0.00	1,500.00	1,500.00	1,500.00	%
4506	Fire Hydrants	0.00	0.00	3,000.00	3,000.00	3,000.00	%
4806	State Admin Fees	0.00	0.00	680.00	680.00	680.00	%
4807	USGS Water Quality Test	0.00	0.00	6,324.00	6,324.00	6,324.00	%
	Account Total:	27,849.24	69,407.95	376,417.00	376,417.00	307,009.05	18 %
4239 CAPITAL IMPROVEMENTS - NON ASSETS							
4501	Main/Service Line-New Construction	0.00	0.00	5,000.00	5,000.00	5,000.00	%
4502	Main/Service Line-Replacement	0.00	0.00	5,000.00	5,000.00	5,000.00	%
9603	Well Rehab	0.00	8,205.25	25,000.00	25,000.00	16,794.75	33 %
9604	Remote Water Meters	0.00	-213.08	10,000.00	10,000.00	10,213.08	-2 %
9605	Small Tools	0.00	0.00	4,500.00	4,500.00	4,500.00	%
	Account Total:	0.00	7,992.17	49,500.00	49,500.00	41,507.83	16 %

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25 WATER DIVISION

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4999 TRANSFERS OUT							
	4999 Transfers Out	0.00	0.00	0.00	50,000.00	50,000.00	%
	Account Total:	0.00	0.00	0.00	50,000.00	50,000.00	%
	Account Group Total:	38,967.75	112,002.72	578,559.00	628,559.00	516,556.28	18 %
	Fund Total:	38,967.75	112,002.72	578,559.00	628,559.00	516,556.28	18 %

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28 DITCH FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4160 DITCHES-OPERATIONS							
	4101 Wages	0.00	0.00	12,260.00	12,260.00	12,260.00	%
	4103 FICA	0.00	0.00	760.00	760.00	760.00	%
	4104 Medicare	0.00	0.00	178.00	178.00	178.00	%
	4106 W/C, HLTH INS, ETC.	84.98	127.47	371.00	371.00	243.53	34 %
	4508 Ditch-Maintenance/Repair	0.00	0.00	20,000.00	20,000.00	20,000.00	%
	Account Total:	84.98	127.47	33,569.00	33,569.00	33,441.53	%
4169 DITCHES-CAPITAL IMPROVEMENTS - NON-ASSETS							
	9651 Van Tuyl	0.00	0.00	25,000.00	25,000.00	25,000.00	%
	9652 Main Street Ditch Replacement	0.00	0.00	25,000.00	25,000.00	25,000.00	%
	9654 River Restoration Project	0.00	0.00	385,500.00	385,500.00	385,500.00	%
	Account Total:	0.00	0.00	435,500.00	435,500.00	435,500.00	%
	Account Group Total:	84.98	127.47	469,069.00	469,069.00	468,941.53	%
	Fund Total:	84.98	127.47	469,069.00	469,069.00	468,941.53	%

30 WASTE WATER DIVISION

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4201 ENTERPRISE - ADMIN & GEN EXPENSES							
4804	Indirect Expenses	3,877.27	12,525.69	51,536.00	51,536.00	39,010.31	24 %
4810	Bad Debts	360.12	362.91	2,000.00	2,000.00	1,637.09	18 %
6005	Overhead Allocation	3,818.15	10,441.34	54,467.00	54,467.00	44,025.66	19 %
	Account Total:	8,055.54	23,329.94	108,003.00	108,003.00	84,673.06	22 %
4204 ENTERPRISE - WASTEWATER COLLECTION							
4101	Wages	14,563.72	37,430.86	188,784.00	188,784.00	151,353.14	20 %
4102	Overtime	40.53	40.53	5,000.00	5,000.00	4,959.47	1 %
4103	FICA	848.40	2,551.51	12,284.00	12,284.00	9,732.49	21 %
4104	Medicare	198.39	596.68	2,873.00	2,873.00	2,276.32	21 %
4105	Standby	337.50	862.50	4,350.00	4,350.00	3,487.50	20 %
4106	W/C, HLTH INS, ETC.	3,766.38	9,543.00	36,719.00	36,719.00	27,176.00	26 %
4108	Retirement	885.53	2,767.00	12,546.00	12,546.00	9,779.00	22 %
4201	Office/Operating Supplies	88.27	1,271.43	8,000.00	8,000.00	6,728.57	16 %
4203	Fuel-Lubricant Supplies	149.53	299.38	6,000.00	6,000.00	5,700.62	5 %
4310	Dues/Meetings/Mbrshps/Tuition	0.00	0.00	1,100.00	1,100.00	1,100.00	%
4320	Telephone/FAX Services	87.81	87.81	635.00	635.00	547.19	14 %
4340	Repair/Maintenance Services	0.00	0.00	3,000.00	3,000.00	3,000.00	%
4350	Other Purchased Services	0.00	1,000.00	3,000.00	3,000.00	2,000.00	33 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	500.00	500.00	500.00	%
4401	PropertyLiability Insurance	814.47	814.47	3,144.00	3,144.00	2,329.53	26 %
4402	Property/Liability Claim Pmnts	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4420	Rental Services	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4421	Fleet Services	1,654.67	4,964.01	19,856.00	19,856.00	14,891.99	25 %
4503	City Service Line-Maint/Repair	0.00	0.00	4,000.00	4,000.00	4,000.00	%
4504	Main Line-Maintenance/Repair	0.00	0.00	4,000.00	4,000.00	4,000.00	%
4507	Storm Drain-Maint/Repair	0.00	0.00	2,000.00	2,000.00	2,000.00	%
4650	Miscellaneous Expenses	0.00	0.00	250.00	250.00	250.00	%
	Account Total:	23,435.20	62,229.18	320,041.00	320,041.00	257,811.82	19 %
4205 ENTERPRISE - WWTP & LAB							
4101	Wages	14,796.33	38,047.71	192,352.00	192,352.00	154,304.29	20 %
4102	Overtime	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4103	FICA	861.81	2,596.61	11,988.00	11,988.00	9,391.39	22 %
4104	Medicare	201.54	607.24	2,804.00	2,804.00	2,196.76	22 %
4106	W/C, HLTH INS, ETC.	4,109.44	10,302.06	38,758.00	38,758.00	28,455.94	27 %
4108	Retirement	1,037.71	3,300.11	13,451.00	13,451.00	10,150.89	25 %
4201	Office/Operating Supplies	2,513.93	7,118.35	25,000.00	25,000.00	17,881.65	28 %
4202	Clothing/Uniforms	0.00	0.00	900.00	900.00	900.00	%
4203	Fuel-Lubricant Supplies	1,275.83	2,603.31	10,000.00	10,000.00	7,396.69	26 %
4304	Subscriptions/Literature/Films	0.00	74.00	300.00	300.00	226.00	25 %
4310	Dues/Meetings/Mbrshps/Tuition	85.00	85.00	750.00	750.00	665.00	11 %
4320	Telephone/FAX Services	179.70	475.16	1,635.00	1,635.00	1,159.84	29 %
4321	Utilities	8,434.09	30,714.43	118,131.00	118,131.00	87,416.57	26 %
4330	Professional Services	436.00	1,440.00	9,000.00	9,000.00	7,560.00	16 %
4340	Repair/Maintenance Services	0.00	220.36	4,000.00	4,000.00	3,779.64	6 %
4350	Other Purchased Services	0.00	0.00	12,000.00	12,000.00	12,000.00	%
4370	Travel/Mileage/Meals/Lodging	449.32	449.32	800.00	800.00	350.68	56 %
4420	Rental Services	194.61	682.76	2,900.00	2,900.00	2,217.24	24 %

30 WASTE WATER DIVISION

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4421	Fleet Services	1,611.08	4,833.24	19,333.00	19,333.00	14,499.76	25 %
4657	Biosolids Mediation	0.00	2,335.31	41,500.00	41,500.00	39,164.69	6 %
4804	Indirect Expenses	4,868.00	15,557.00	65,446.00	65,446.00	49,889.00	24 %
4807	USGS Water Quality Test	0.00	0.00	2,886.00	2,886.00	2,886.00	%
	Account Total:	41,054.39	121,441.97	574,934.00	574,934.00	453,492.03	21 %
4241	WW COLLECTION CAPITAL IMPROVEMENTS - NON ASSETS						
4501	Main/Service Line-New Construction	0.00	0.00	2,500.00	2,500.00	2,500.00	%
4502	Main/Service Line-Replacement	0.00	0.00	2,500.00	2,500.00	2,500.00	%
9605	Small Tools	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	Account Total:	0.00	0.00	6,500.00	6,500.00	6,500.00	%
4243	WWTP CAPITAL IMPROVEMENTS - NON ASSETS						
9751	I/I Reduction	0.00	0.00	350,000.00	350,000.00	350,000.00	%
9752	Compost Asphalt Repair	0.00	0.00	40,000.00	40,000.00	40,000.00	%
9767	Manhole Rehabilitation	0.00	0.00	25,000.00	25,000.00	25,000.00	%
9771	WWTP Regulations Engineering	0.00	0.00	10,000.00	10,000.00	10,000.00	%
	Account Total:	0.00	0.00	425,000.00	425,000.00	425,000.00	%
4999	TRANSFERS OUT						
4999	Transfers Out	0.00	0.00	0.00	100,000.00	100,000.00	%
	Account Total:	0.00	0.00	0.00	100,000.00	100,000.00	%
	Account Group Total:	72,545.13	207,001.09	1,434,478.00	1,534,478.00	1,327,476.91	13 %
	Fund Total:	72,545.13	207,001.09	1,434,478.00	1,534,478.00	1,327,476.91	13 %

35 REFUSE DIVISION

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4201 ENTERPRISE - ADMIN & GEN EXPENSES							
4804	Indirect Expenses	7,947.27	25,530.69	106,245.00	106,245.00	80,714.31	24 %
4810	Bad Debts	263.33	268.86	2,250.00	2,250.00	1,981.14	12 %
	Account Total:	8,210.60	25,799.55	108,495.00	108,495.00	82,695.45	24 %
4203 ENTERPRISE - OPERATIONS							
4101	Wages	7,772.65	19,986.80	111,349.00	111,349.00	91,362.20	18 %
4102	Overtime	0.00	0.00	2,632.00	2,632.00	2,632.00	%
4103	FICA	427.07	1,283.11	7,067.00	7,067.00	5,783.89	18 %
4104	Medicare	99.90	300.09	1,653.00	1,653.00	1,352.91	18 %
4106	W/C, HLTH INS, ETC.	4,158.34	10,056.72	31,986.00	31,986.00	21,929.28	31 %
4108	Retirement	413.83	1,241.45	5,353.00	5,353.00	4,111.55	23 %
4201	Office/Operating Supplies	0.00	28.32	4,500.00	4,500.00	4,471.68	1 %
4202	Clothing/Uniforms	0.00	0.00	600.00	600.00	600.00	%
4203	Fuel-Lubricant Supplies	1,238.68	2,507.90	22,000.00	22,000.00	19,492.10	11 %
4303	Advertising/Legal Notices	0.00	64.00	300.00	300.00	236.00	21 %
4320	Telephone/FAX Services	67.66	129.44	1,044.00	1,044.00	914.56	12 %
4340	Repair/Maintenance Services	0.00	0.00	2,000.00	2,000.00	2,000.00	%
4350	Other Purchased Services	0.00	0.00	13,000.00	13,000.00	13,000.00	%
4352	Landfill Charges	6,266.80	6,266.80	110,000.00	110,000.00	103,733.20	6 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	50.00	50.00	50.00	%
4401	PropertyLiability Insurance	893.48	893.48	3,449.00	3,449.00	2,555.52	26 %
4421	Fleet Services	1,728.00	5,184.00	20,736.00	20,736.00	15,552.00	25 %
	Account Total:	23,066.41	47,942.11	337,719.00	337,719.00	289,776.89	14 %
4239 CAPITAL IMPROVEMENTS - NON ASSETS							
9801	Landfill Closure Plan	0.00	0.00	5,000.00	5,000.00	5,000.00	%
9802	HHW Program	0.00	0.00	10,000.00	10,000.00	10,000.00	%
9803	Auto Refuse Containers	0.00	0.00	3,500.00	3,500.00	3,500.00	%
9807	Recycle Containers	0.00	0.00	7,780.00	7,780.00	7,780.00	%
9808	Community Clean-Up	0.00	0.00	7,500.00	7,500.00	7,500.00	%
	Account Total:	0.00	0.00	33,780.00	33,780.00	33,780.00	%
	Account Group Total:	31,277.01	73,741.66	479,994.00	479,994.00	406,252.34	15 %
	Fund Total:	31,277.01	73,741.66	479,994.00	479,994.00	406,252.34	15 %

40 COMMUNICATIONS

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4203 ENTERPRISE - OPERATIONS							
4101	Wages	31,781.27	81,375.15	413,334.00	413,334.00	331,958.85	20 %
4102	Overtime	3,481.01	7,158.11	33,000.00	33,000.00	25,841.89	22 %
4103	FICA	2,033.51	6,139.92	27,673.00	27,673.00	21,533.08	22 %
4104	Medicare	475.58	1,435.96	6,472.00	6,472.00	5,036.04	22 %
4106	W/C, HLTH INS, ETC.	6,207.18	18,328.05	70,026.00	70,026.00	51,697.95	26 %
4108	Retirement	1,405.36	4,348.28	23,586.00	23,586.00	19,237.72	18 %
4201	Office/Operating Supplies	651.80	906.69	3,500.00	3,500.00	2,593.31	26 %
4202	Clothing/Uniforms	0.00	0.00	1,100.00	1,100.00	1,100.00	%
4301	Postage/Freight Svcs	0.00	0.00	50.00	50.00	50.00	%
4302	Printing/Duplication Svcs	0.00	0.00	200.00	200.00	200.00	%
4303	Advertising/Legal Notices	0.00	0.00	100.00	100.00	100.00	%
4310	Dues/Meetings/Mbrshps/Tuition	0.00	1,461.74	4,000.00	4,000.00	2,538.26	37 %
4320	Telephone/FAX Services	533.42	1,540.43	9,400.00	9,400.00	7,859.57	16 %
4321	Utilities	563.70	1,715.84	8,000.00	8,000.00	6,284.16	21 %
4340	Repair/Maintenance Services	36.25	6,134.75	10,000.00	10,000.00	3,865.25	61 %
4341	Repair/Maint-Mobile Command	109.80	318.60	5,000.00	5,000.00	4,681.40	6 %
4360	Contracted Services	460.43	920.86	8,000.00	8,000.00	7,079.14	12 %
4370	Travel/Mileage/Meals/Lodging	461.56	461.56	3,000.00	3,000.00	2,538.44	15 %
4401	PropertyLiability Insurance	446.87	446.87	1,725.00	1,725.00	1,278.13	26 %
4421	Fleet Services	78.50	235.50	942.00	942.00	706.50	25 %
4804	Indirect Expenses	1,134.60	3,411.02	14,352.00	14,352.00	10,940.98	24 %
	Account Total:	49,860.84	136,339.33	643,460.00	643,460.00	507,120.67	21 %
4239 CAPITAL IMPROVEMENTS - NON ASSETS							
9870	Dispatch Chairs	0.00	2,051.55	3,000.00	3,000.00	948.45	68 %
	Account Total:	0.00	2,051.55	3,000.00	3,000.00	948.45	68 %
	Account Group Total:	49,860.84	138,390.88	646,460.00	646,460.00	508,069.12	21 %
	Fund Total:	49,860.84	138,390.88	646,460.00	646,460.00	508,069.12	21 %

51 POOL - PARK & REC FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4401 OPERATIONS							
4101	Wages	19,571.82	49,567.94	259,865.00	259,865.00	210,297.06	19 %
4102	Overtime	0.00	0.00	1,500.00	1,500.00	1,500.00	%
4103	FICA	1,158.02	3,350.28	19,994.00	19,994.00	16,643.72	17 %
4104	Medicare	270.84	783.52	3,858.00	3,858.00	3,074.48	20 %
4106	W/C, HLTH INS, ETC.	3,062.86	7,878.15	32,299.00	32,299.00	24,420.85	24 %
4108	Retirement	779.56	2,338.68	5,045.00	5,045.00	2,706.32	46 %
4201	Office/Operating Supplies	617.27	2,830.99	15,500.00	15,500.00	12,669.01	18 %
4202	Clothing/Uniforms	113.36	420.11	600.00	600.00	179.89	70 %
4207	Chemicals	39.00	743.00	14,000.00	14,000.00	13,257.00	5 %
4208	Rec Supplies	162.27	210.27	2,200.00	2,200.00	1,989.73	10 %
4301	Postage/Freight Svcs	0.00	185.32	1,000.00	1,000.00	814.68	19 %
4302	Printing/Duplication Svcs	34.76	70.30	500.00	500.00	429.70	14 %
4303	Advertising/Legal Notices	0.00	0.00	500.00	500.00	500.00	%
4310	Dues/Meetings/Mbrshps/Tuition	200.00	235.00	1,500.00	1,500.00	1,265.00	16 %
4320	Telephone/FAX Services	341.19	928.68	5,490.00	5,490.00	4,561.32	17 %
4321	Utilities	10,086.50	35,432.32	113,000.00	113,000.00	77,567.68	31 %
4340	Repair/Maintenance Services	2,421.98	10,620.61	25,000.00	25,000.00	14,379.39	42 %
4360	Contracted Services	9,614.85	17,624.56	84,000.00	84,000.00	66,375.44	21 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4401	PropertyLiability Insurance	2,154.81	2,154.81	8,318.00	8,318.00	6,163.19	26 %
4650	Miscellaneous Expenses	0.00	0.00	500.00	500.00	500.00	%
	Account Total:	50,629.09	135,374.54	595,669.00	595,669.00	460,294.46	23 %
4439 CAPITAL IMPROVEMENTS - NON ASSETS							
9938	Tables and Chairs	0.00	0.00	4,300.00	4,300.00	4,300.00	%
9939	Maintenance on Hoops and Wall	4,501.50	4,501.50	5,000.00	5,000.00	498.50	90 %
9952	Equipment	0.00	0.00	0.00	10,600.00	10,600.00	%
	Account Total:	4,501.50	4,501.50	9,300.00	19,900.00	15,398.50	23 %
4480 DEBT SERVICE							
4410	Debt Service-Principal	0.00	0.00	192,218.00	192,218.00	192,218.00	%
4411	Debt Service-Interest	0.00	0.00	208,521.00	208,521.00	208,521.00	%
4412	Debt Service-Fees	0.00	0.00	111.00	111.00	111.00	%
	Account Total:	0.00	0.00	400,850.00	400,850.00	400,850.00	%
	Account Group Total:	55,130.59	139,876.04	1,005,819.00	1,016,419.00	876,542.96	14 %
	Fund Total:	55,130.59	139,876.04	1,005,819.00	1,016,419.00	876,542.96	14 %

52 RINK - PARK & REC FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4402 RINK-OPERATIONS							
4101	Wages	6,921.45	18,861.52	81,814.00	81,814.00	62,952.48	23 %
4103	FICA	407.33	1,264.58	6,259.00	6,259.00	4,994.42	20 %
4104	Medicare	95.24	295.73	3,831.00	3,831.00	3,535.27	8 %
4106	W/C, HLTH INS, ETC.	1,505.59	3,017.42	6,695.00	6,695.00	3,677.58	45 %
4108	Retirement	107.66	322.98	1,399.00	1,399.00	1,076.02	23 %
4201	Office/Operating Supplies	1,560.20	2,476.24	6,000.00	6,000.00	3,523.76	41 %
4202	Clothing/Uniforms	0.00	177.95	450.00	450.00	272.05	40 %
4203	Fuel-Lubricant Supplies	186.38	462.46	3,800.00	3,800.00	3,337.54	12 %
4209	Concessions Supplies	3,342.40	7,500.99	13,000.00	13,000.00	5,499.01	58 %
4301	Postage/Freight Svcs	37.62	285.32	500.00	500.00	214.68	57 %
4302	Printing/Duplication Svcs	0.00	0.00	150.00	150.00	150.00	%
4303	Advertising/Legal Notices	0.00	0.00	250.00	250.00	250.00	%
4310	Dues/Meetings/Mbrshps/Tuition	113.99	113.99	2,000.00	2,000.00	1,886.01	6 %
4320	Telephone/FAX Services	162.00	333.33	1,425.00	1,425.00	1,091.67	23 %
4321	Utilities	6,223.97	21,146.93	50,000.00	50,000.00	28,853.07	42 %
4340	Repair/Maintenance Services	0.00	5,337.67	11,000.00	11,000.00	5,662.33	49 %
4360	Contracted Services	0.00	240.00	7,000.00	7,000.00	6,760.00	3 %
4370	Travel/Mileage/Meals/Lodging	0.00	0.00	1,500.00	1,500.00	1,500.00	%
4401	PropertyLiability Insurance	518.11	518.11	2,000.00	2,000.00	1,481.89	26 %
4650	Miscellaneous Expenses	0.00	2,590.75	0.00	0.00	-2,590.75	%
	Account Total:	21,181.94	64,945.97	199,073.00	199,073.00	134,127.03	33 %
4440 RINK - CAPITAL IMPROVEMENTS - FIXED ASSETS							
9953	Backup Zamboni	0.00	0.00	90,000.00	90,000.00	90,000.00	%
	Account Total:	0.00	0.00	90,000.00	90,000.00	90,000.00	%
4441 RINK - CAPITAL IMPROVEMENTS - NON ASSETS							
9954	Building Upgrades	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	Account Total:	0.00	0.00	3,000.00	3,000.00	3,000.00	%
4480 DEBT SERVICE							
4410	Debt Service-Principal	0.00	0.00	67,782.00	67,782.00	67,782.00	%
4411	Debt Service-Interest	0.00	0.00	73,531.00	73,531.00	73,531.00	%
4412	Debt Service-Fees	0.00	0.00	39.00	39.00	39.00	%
	Account Total:	0.00	0.00	141,352.00	141,352.00	141,352.00	%
	Account Group Total:	21,181.94	64,945.97	433,425.00	433,425.00	368,479.03	15 %
	Fund Total:	21,181.94	64,945.97	433,425.00	433,425.00	368,479.03	15 %

53 TRAILS - PARK & REC FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4401 OPERATIONS							
	4203 Fuel-Lubricant Supplies	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	4321 Utilities	6.66	19.44	100.00	100.00	80.56	19 %
	4350 Other Purchased Services	174.00	232.00	1,264.00	1,264.00	1,032.00	18 %
	4421 Fleet Services	870.92	2,612.76	10,451.00	10,451.00	7,838.24	25 %
	Account Total:	1,051.58	2,864.20	16,815.00	16,815.00	13,950.80	17 %
4439 CAPITAL IMPROVEMENTS - NON ASSETS							
	9952 Equipment	0.00	0.00	750.00	750.00	750.00	%
	9980 Street/Trails Striping	0.00	0.00	17,000.00	17,000.00	17,000.00	%
	9981 Trails Construction	405.00	6,179.75	200,000.00	200,000.00	193,820.25	3 %
	9987 Van Tuyl Ranch Segment (aka Railroad	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	Account Total:	405.00	6,179.75	219,250.00	219,250.00	213,070.25	3 %
	Account Group Total:	1,456.58	9,043.95	236,065.00	236,065.00	227,021.05	4 %
	Fund Total:	1,456.58	9,043.95	236,065.00	236,065.00	227,021.05	4 %

CITY OF GUNNISON  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 3 / 15

54 OTHER IMPROVEMENTS - PARK & REC FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
4000 EXPENDITURES							
4444	Capital Outlay - Fixed Assets						
	9952 Equipment	0.00	0.00	0.00	10,500.00	10,500.00	%
	Account Total:	0.00	0.00	0.00	10,500.00	10,500.00	%
4999 TRANSFERS OUT							
	4999 Transfers Out	0.00	0.00	0.00	450,000.00	450,000.00	%
	Account Total:	0.00	0.00	0.00	450,000.00	450,000.00	%
	Account Group Total:	0.00	0.00	0.00	460,500.00	460,500.00	%
	Fund Total:	0.00	0.00	0.00	460,500.00	460,500.00	%
Grand Total:		1,353,144.55	3,626,825.04	20,062,161.00	21,757,761.00	18,130,935.96	17 %



## Memorandum

**To:** City Council  
**From:** Ben Cowan  
**Date:** 5/20/2015  
**Re:** Semiannual Finance Department Report

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Since I've only just completed my third month with the City, this report would be more appropriately titled as a quarterly report. I have spent a considerable amount of time familiarizing myself with the City's account structure, financial software, budgetary fund structure, and various policies and procedures related to the operation of the Finance Department. One of the things that attracted me to the City Finance Department is that a director in a small organization is required to be a very operational member of the team and duties range from planning efforts to posting entries to assisting customers and many other daily functions. Since this is the case, it can be hard to have a new supervisor that must be trained in many areas. I am pleased that the employees in the Finance Department are very contentious and competent and I am very thankful that they have taken the time to answer my thousands of questions as I learn the reasons behind the department's various processes and functions. As is the case with any new position, there is a tremendous learning curve and they have greatly assisted with shortening this as much as can reasonably be expected. It was tremendously time consuming simply to gain access to over 30 bank accounts with various banking institutions.

Below are some highlights of some projects we've undertaken in Finance:

### Human Resources:

Tammy worked diligently with Gunnison Valley Health to provide payment vouchers for the annual health fair for City employees. This important program removes a major barrier for employees that participate in the City's insurance plans by eliminating the need to pay for the available tests upfront.

Tammy also conducted various salary surveys to ensure the City is offering market rates of pay and benefits so the City can attract and retain highly qualified employees.

We also researched and crafted a recommendation for conformance with the Affordable Care Act.

### Utility Billing:

Shannon does a fantastic job managing the utility billing. We often have trouble gathering the meter data from the various types of meters due to electronic and hardware challenges and she invariably works out a way to gather accurate data for billing purposes with a minimum of entry labor and interruption to the electric, sewer, water and refuse crews.

We also adjusted some procedures in the office to conform to the City Code which included offering a month deferment of the shut-off process once per twelve month period and the availability of a six-month payment plan to customers that have become delinquent in the payment of their utility bill. We created a pamphlet that outlines the process for delinquent utilities and what a customer can expect if their bill is not paid according to City policy.

May 20, 2015

Michelle found a new service for collection services with the State of Colorado Department of Personnel and Administration to enhance the City's collection efforts. We hope this will reduce the amount of balances written off since the State can withhold tax refunds and access more data than a typical collection agency.

2014 Annual Audit:

Anton, Collins, Mitchell, LLP completed the field audit of the City's financial records last week. This is the final year of a five-year engagement, so we will be preparing a Request for Proposals in the next few months. Michelle, Dorene, Shannon, and Tammy have done a great job preparing for the audit. The prep work involves the creation of many work papers to substantiate the balances in all balance sheet accounts, as well as a variety of other revenue and expense accounts. We also worked through recording end-of-year adjusting entries including capitalization and depreciation of fixed assets, adjusting budgeted transfers among funds to actual, recording accrued interest on debt, etc. Sample documentation associated with accounts payable/receivable, utility billing and various personnel records were pulled. All cash and investments, payroll liabilities, payroll benefits, pay rates and utility rates were sampled for accuracy. Bond payments and other short-term liabilities were tested for proper posting of expenses and future liabilities. Processes and procedures for handling cash (receivables and payables) were also reviewed. The final audited statements will be presented in June. State statutes require that the audited financial statements be presented to the governing body by June 30th and to the State Auditor's office by July 31st.

Marijuana Taxation:

Through cooperation with the State of Colorado, we will be forwarding an agreement to Council to allow a share-back of 15 percent of the 10 percent state retail marijuana sales tax, provided we adhere to various requirements of confidentiality. This will be in addition to the 4% City sales tax, the 5% special marijuana tax and a 5% excise tax on sales/transfers of marijuana from a cultivation or manufacturing facility to retail establishments outside the City. A great deal of attention is being given to the amount of money generated by retail marijuana establishments in Colorado. However, the sales tax return information for these establishments is confidential, including the amount remitted. In order to preserve the confidentiality of taxpayer information the City cannot release sales tax information unless there are three or more vendors and any one vendor doesn't constitute more than 80% of the total sales tax number in any particular category being reported. If there only is a single marijuana establishment operating within the City, no information may be released because doing so could disclose confidential tax information. This includes divulging or making known in any way the amount of money received from the state for the state retail marijuana sales tax. This amount cannot be published in a budget document, an annual report or any similar document which would disclose the amount of sales tax generated by a vendor. Depending on the number of establishments within the City, this may be a challenge since our ballot language requires the use of marijuana funds for particular purposes.

City Hall Renovation Update:

After the receipt of a \$200,000 grant from the Department of Local Affairs, the City embarked upon renovation of City Hall for a total budget of \$511,000. Remaining costs yet to be paid include the final payments for the east entry door (\$4,442), the parapet wall lining (\$3,704.16), and computer equipment for the new IT System Administrator position (\$1,373.99). Taking those costs into account, the remaining unencumbered budget is \$21,500.23:

Architectural/Engineering	\$1,037.50
Remodel	\$20,462.73

Other aspects of the project that will need to be prioritized for possible implementation include rekeying, the purchase of seating and a table for the Council Chambers, computer equipment for the downstairs conference room, and/or cleanup of the basement. Costs are only grant eligible if they are incurred prior to June 30, 2015.

New Purchasing Card System:

We have created a new policy for use of the purchasing cards and a new system for the electronic reporting for use of purchasing cards. The system is currently running and training is currently in process to best suit the needs of each department. The first import of electronic data to the City's financial system is planned for June 10. The system allows for better tracking of expenditures in the general ledger, better reporting of card transactions to help identify purchase trends and guard against fraud and misuse, along with a range of other benefits.

City Bonds:

I have been working with Troy Bernberg, with UMB Bank, to consider refinancing the 2007 pool and rink bonds. With rates still at historical lows and predicted to rise this year, I think it is prudent to determine whether the City can save on interest costs. I have requested that an analysis be made for both a market approach and private placement. Since refinancing with private placement may not require a debt service reserve, I asked Troy to run the numbers assuming the entire existing debt service reserve is used to assist with paying down the principal balance on the outstanding debt.

While our investment bank was of the opinion that the City was non-compliant in bond reporting, we gathered a legal opinion that 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 Finance Department is working with Arbitrage Compliance Specialists to ensure the City remains compliant with all reporting requirements for its various bond issues.

Daily work continues with accounts payable, payroll, utility billing, and financial reporting for the City, the Firemen's Pension Fund and the Gunnison/Hinsdale Combined Emergency Telephone Service Authority. College students are moving around and out of Gunnison with the completion of another school year, which means a significant volume of work orders and collecting on delinquent accounts. We have celebrated several milestones in the office during the last few months. Dorene completed 22 years with the City in February, Shannon completed 5 years in April, Tammy completed 4 years in May and Michelle will have completed 7 years in June.

Please let me know if you have further questions concerning these items or other activities in the Finance Department.