

GUNNISON CITY COUNCIL AGENDA

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

TUESDAY,

JANUARY 5, 2016

SPECIAL SESSION

7:00 P.M.

Special Session Called Per Section 5.2 of the Gunnison Municipal Home Rule Charter By Written Request, Dated December 30, 2015, from the Mayor to the City Clerk.

- I. Discussion on Interim City Manager Contract and Possible Action on Appointment of Interim City Manager
- II. Action to Direct Staff to Develop and Send Out RFP Soliciting Proposals to Assist with City Manager Search

TUESDAY,

JANUARY 5, 2016

WORK SESSION

**Following Special
Session Meeting**

- 20 mins. A. Discussion on Fund Balance Policy Amendment – Finance Director Ben Cowan
- 20 mins. B. Draft Resolution No. 1, Series 2016, Re: City Fees Schedule – City Clerk Gail Davidson
- 10 mins. C. 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.
- 20 mins. D. City Staff Reports; Council Discussion, Meeting Reports Items for Future Work Session
- E. Adjournment

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

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



City of Gunnison

December 30, 2015

To City Clerk Gail A. Davidson,

Pursuant to Section 5.2 of the City of Gunnison Municipal Home Rule Charter, I, Richard Hagan, Mayor of the City of Gunnison, am directing you, the City Clerk, to set a Special Session meeting of City Council for 7:00 P.M., Tuesday, January 5, 2016, to consider the following Agenda items:

- Discussion on Interim City Manager Contract and Possible Action on Appointment of Interim City Manager
- Direct Staff to Develop and Send Out RFPs to Solicit Proposals to Assist with City Manager Search

I understand the meeting will be properly noticed and posted per Colorado Open Meetings Law.

Thank you.



Mayor Richard Hagan

12/30/15

Date



Memorandum

To: City Council
From: Ben Cowan
Date: 12/30/2015
Re: Interim City Manager Compensation

The 2016 Budget, adopted December 8, 2015 includes total costs for the City Manager in the amount of \$198,220 (wages, benefits and taxes). This includes an annual wage of \$148,000 and 10% retirement (\$14,800) according to the terms of the employment agreement dated December 9, 2014.

If a housing allowance enters into the negotiations, a few quick calls resulted in some available rental units in the range of \$1,000 to \$1,500 per month. However, it may be difficult to secure a short-term lease.

If needed, I will be available to discuss costs and budget ramifications at the meeting. Please let me know if you have any questions or require additional information.



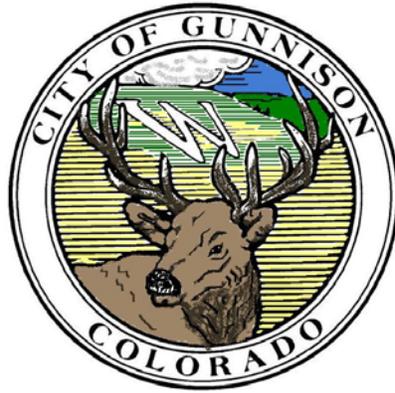
Memorandum

To: City Council
From: Ben Cowan
Date: 12/31/2015
Re: City Manager Recruitment Services RFP

Please find attached a DRAFT Request for Proposals for City Manager Recruitment, with the goal of releasing it on January 6 to expedite the hiring of a permanent City Manager. The RFP has been developed with a great deal of input from Ken Coleman, Kathy Fogo, and Steve Westbay.

Please make any amendments as City Council sees fit and we will release the proposal to a broad range of potential consultants, which has been gathered from a variety of sources.

If you have any questions, please let me know.



CITY OF GUNNISON, COLORADO

REQUEST FOR PROPOSALS FOR CITY MANAGER RECRUITMENT SERVICES

January 6, 2016

201 WEST VIRGINIA AVENUE
PO BOX 239
GUNNISON, CO 8123

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I. INVITATION TO SUBMIT PROPOSALS

Date of Request: January 6, 2016

Due Date for Proposals: February 4, 2016 at 5:00 pm MST

The City of Gunnison, Colorado, respectfully requests proposals for the City Manager Recruitment Services from qualified consultants ("Consultants"). The selected Consultant will assist the City's Mayor/City Council on the project that is discussed further in this request for proposal (the "RFP").

II. PROJECT BACKGROUND, DESCRIPTION AND SCOPE OF WORK

A. PROJECT BACKGROUND AND DESCRIPTION

The City of Gunnison, Colorado is seeking consulting services to assist with the national recruitment, evaluation and selection of a new City Manager. The current City Manager is retiring after nearly 35 years with the organization in January 2016 (the last 10 being in the position of City Manager).

An interim manager has been appointed for up to 180 days according to the City of Gunnison Municipal Home Rule Charter.

B. SCOPE OF WORK TO BE PERFORMED

Included with the RFP are the detailed minimum scope of services and tasks to be completed by the Consultant. It is not the intent of the City to outline a rigid scope of tasks as part of this RFP. The Consultant is encouraged to develop a comprehensive approach with City staff throughout the project that includes step-by-step interim deliverables and workshops. That being stated, the minimum scope of services is provided to help further define the City's expectations and goals for this project.

III. SPECIAL INSTRUCTIONS TO SUBMITTERS

The City of Gunnison will be accepting proposals for consulting services for the recruitment of a City Manager.

The City is interested in retaining services of a company, or an individual, that has executive recruitment expertise relative to City government executive positions, has

considerable knowledge of how to conduct an executive recruitment (again specific to City government positions), has the ability to recruit a diverse set of qualified applicants with respect to minorities and women, and can successfully conduct an effective, timely nationwide recruitment.

A. REQUIRED ELEMENTS

All proposals shall include the following elements as outlined below:

1. Assist with creating a position profile for the ideal candidate that includes the City Charter guidelines for hiring a city manager, years of experience and education required, desired personality, work habits and people skills, and summary of the City and community attributes and challenges.
2. Develop the plan for advertisement for the position from the job description – print, internet, direct mailing, professional publications, targeted calls, etc. Proposals should identify specifics on the Consultant’s plan for national recruitment.
3. Conduct a nationwide search for qualified candidates including advertising and recruitment.
4. Review and screen applications and resumes. Identify review and screening methods.
5. Create a candidate list for Council to review, providing the City with seven (7) binders of all applications.
6. Conduct reference and background checks on candidates – include details as to the components of the reference and background checks, and at what point in the process a background check is performed.
7. Assist City Council with the interview process – include details as to the specifics, e.g., travel coordination, conducting of the interviews, etc.
8. Conduct a public forum for the community to meet the finalist candidates.
9. Negotiate and follow-up with the selected candidate.
10. Terms of any warranty offered if no candidate is selected, hired through the search process, or employed by the City of Gunnison within one year.

B. EVALUATION CRITERIA

Proposals must include the following:

1. The name and home office address of your organization. Describe what type of a business entity your organization is (corporation, general partnership, limited liability company, etc.). Indicate in what state your business entity was incorporated or formed.
2. Provide a brief history of your business including years of operation, general business description, number of clients serviced, types of services generally offered, size of firm, and a statement of philosophy of customer service levels provided to clients.
3. Detail qualifications and previous executive search experiences, especially for local governmental entities.
4. Identify the key personnel of the business who will be assigned to perform services for the City, and who will provide continuing support throughout the term of the Agreement. Provide resumes stating qualifications and successful recruitments for key personnel and provide a statement as to the availability, continuity, and accessibility of the individuals who would be assigned to the Project.
5. Provide your recruitment work plan.
6. Detailed time-frame for the process from hiring the consulting firm to hiring the City Manager. **The schedule should contemplate the hiring of a new City Manager by July 5, 2016.**
7. List three current clients (municipal/government/Colorado communities preferred) for whom you provided executive search services for in the last 36 months. For each client, the list must specify the type of work performed by your company and the size of the client's organization. Provide telephone numbers and contact names for references.
8. Provide fee structure including specific costs per services, fee payment schedule and cost guarantees, etc. Reasonable and necessary airline and hotel expenses for candidates will be paid directly by the City of Gunnison. Any additional reimbursable expenses including but not limited to advertising, recruitment brochures, postage, and estimated additional travel expenses should be listed in the proposal.

9. Include an hourly rate for services performed beyond the normal scope of services that would be included in an Agreement.
10. Evidence of Consultant's qualification to do business in the State of Colorado may be required.
11. Consultants will be required to establish to the satisfaction of the City the reliability and responsibility of all proposed subcontractors and suppliers pursuant to the criteria set forth in these Instructions and Proposal Requirements. Prior to the award of the Contract, the City will notify Consultant in writing if the City has reasonable objection to any proposed subcontractor. In such event, Consultant may, at its option, (1) withdraw its proposal, or (2) submit a substitute sub-consultant acceptable to the City with an adjustment in the proposal to cover any difference in cost. The City may, at its discretion, accept the adjusted proposal.

The Consultant must provide progress reports to the City Council. Periodic meetings are required to discuss progress and to determine the process for screening candidates (i.e. written tests, videotape presentations, etc.). The City Council will monitor the Consultant to assure that quality work is being performed and that the Project schedule is being met.

All consultants agree that their proposals are a firm offer to provide the requested services to the City. Once submitted, all offers must remain valid for 120 days from submission deadline date for proposals.

C. BASIS FOR EVALUATION OF PROPOSALS AND AWARD OF PROJECT

The City does not discriminate on the grounds of race, religion, color, age, sex, disability, or national origin in consideration of an award. Disadvantaged business enterprises are afforded a full opportunity to submit proposals. Proposals will be evaluated on the Consultant's qualifications, experience, Project understanding and approach.

Based on the preliminary review of the proposals, Consultants may then be interviewed prior to selection.

The award will be made to the responsible and responsive Consultant with the lowest bid who City Council determines best meets the City's needs and desires. In making such determination, City Council shall consider but not be limited to the Evaluation Criteria enumerated in Section III.B.

The City makes no commitments to any Consultant until such time as the City approves the negotiated contract. Upon recommendation of the Interim City

Manager, the City Council may reject all proposals when it determines that such action is in the public interest.

The number of days within which the Project is to be completed shall be negotiated prior to execution of the Agreement and made part thereof. The City anticipates the Agreement to require completion of services by July 5, 2016.

D. INTERPRETATIONS AND GOVERNING LAW

All questions regarding the meaning or intent of this RFP must be submitted **IN WRITING ONLY VIA EMAIL** to the City Clerk, Gail Davidson at gail@cityofgunnison-co.gov. Only questions answered by formal written Addenda to this RFP will be binding. Oral and other interpretations or clarifications will be without legal effect and will NOT be considered in awarding the Project. Addenda will be mailed or delivered to all parties recorded by the City as having received the RFP. It shall be each Consultant's responsibility to make inquiry as to Addenda that have been issued. All Addenda shall become part of this RFP, and all Consultants shall be bound by such Addenda, whether or not received by the Consultant.

All applicable State of Colorado and Federal laws, City ordinances, and licenses and regulations of all agencies having jurisdiction shall apply to the Consultant and Project throughout the Project and are incorporated herein by reference. The Agreement with the selected Consultant, and all questions concerning the execution, validity or invalidity, capacity of the parties, and the performance of the Agreement, shall be interpreted in all respects in accordance with the Home Rule Charter and Code of the City of Gunnison and the laws of the State of Colorado.

IV. SUBMISSION OF PROPOSAL

Due Date for Proposals: February 4, 2016 at 5:00 pm MST

If the proposal is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "PROPOSAL ENCLOSED" on the face thereof.

Seven (7) copies of the sealed proposal must be submitted and be received at the City Clerk's Office located at the Gunnison City Hall and shall be addressed as follows:

**Mayor and City Council City of Gunnison
P.O. Box 239
201 W. Virginia Ave.
Gunnison, CO 81230
City Manager Recruitment
Attn: Gail Davidson, City Clerk**

Submit an additional electronic copy of proposal via email to gail@cityofgunnison-co.gov , with subject line *City Manager Recruitment*.

The City reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities and further, to award the services to the most responsive and responsible Consultant, according to the City's evaluation and as deemed to be in the best interest of the City.

Proposals must meet or exceed requirements contained in this RFP.

All costs of the development for Proposal submittal are the responsibility of the Consultant.

Proposals shall be submitted prior to the time and date set for receipt of proposals as indicated in these Instructions and Proposal Requirements, or the modified time and date as indicated by any Addendum. Proposals received after the time and date set for receipt of proposals will not be considered. Consultant shall assume full responsibility for timely delivery at the location designated for receipt of proposals; Consultants must allow adequate time for delivery of their proposal either by hand delivery, postal service, or other delivery service.

No extensions for submittal of an RFP will be granted on an individual basis. If the City determines, in its sole discretion, that the response time it has provided is inadequate for the preparation of complete proposals, or if amendments issued have materially changed the proposal requirements, the City may, at its option, extend the opening or response dates to all firms.

No Consultant may submit more than one proposal. Multiple proposals under different names will not be accepted from one firm or association. Evidence of collusion among Consultants shall be grounds for exclusion of any Consultant who is a participant in any such collusion.

All information submitted to the City by the Consultant is a public record, and may be subject to disclosure under the Colorado Open Records Act, Colorado Revised Statute § 24-72-200.1, et seq. **The Consultant shall clearly identify any portion(s) of its proposal that it believes constitutes trade secrets, privileged information, and/or confidential commercial, financial, geological or geophysical data which shall not be subject to disclosure under the Colorado Open Records Act.**

To the extent required by Illegal Aliens Public Contracts for Services C.R.S. § 8-17.5-102(1), by submitting a proposal, the Consultant certifies that at the time of proposal submission it does not knowingly employ or contract with an illegal alien who will perform work under its proposal, and that the Consultant will participate in the E-

verify program administered by the United States Department of Homeland Security and the Social Security Administration, or the employment verification program administered by the Colorado Department of Labor and Employment in order to verify the employment eligibility of all employees who are newly hired for employment to perform work under its proposal.

V. CONFIDENTIALITY

The Consultant may be provided confidential information by the City. Complete confidentiality must be maintained regarding confidential City information and data. Signing of a confidentiality agreement may be required by the Successful Consultant.

The information included in this RFP is for Consultant's exclusive use in preparing a proposal and must not be shared, whether written or oral, with any other person or entity or used for any other purpose. The use of the City's name in any way as a potential client is strictly prohibited.

VI. MODIFICATION AND WITHDRAWAL OF PROPOSAL

Proposals submitted early may be modified or withdrawn, subject to the Project Manager's discretion. Withdrawn proposals may be resubmitted until the deadline for submission of proposals.

VII. SIGNING OF AGREEMENT

When the City gives a notice of award to the Successful Consultant, it will be accompanied by unsigned counterparts of the Agreement and this RFP. The Successful Consultant shall execute the Agreement and deliver it, together with evidence of insurance to the City within ten (10) calendar days from the date of the notice of award. Failure to do so will be adequate and just cause for the annulment or cancellation of the awards.

VIII. PROPOSAL BECOMES CITY PROPERTY

Once submitted, a proposal becomes City property. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP.



Memorandum

To: City Council
From: Ben Cowan
Date: 12/29/2015
Re: Fund Balance Policy Amendment

As was discussed during various budget work sessions, the Council discussed a few changes to the existing fund balance policy. Please find attached staff's recommended modifications to the existing Fund Balance Policy, which was adopted on September 9, 2014.

As a summary, here are the significant changes:

- 1) **Greater detail regarding the definition of fund balance and the calculation of the reserves.** Since proprietary funds are operated similar to businesses, the fund balance can be confused with net position. While some of the terminology is a little technical, the recommended language change will allow enforcement of the reserves by our auditors, creditors, etc. to be interpreted without using the massive balances that are accumulated in some funds due to the installation of capital assets such as infrastructure. Since these assets are not in a spendable form, they should not be used to determine whether the City has sufficient reserves to be able to pay its bills and respond to unforeseen circumstances.
- 2) **Exceptions to the expenditures being used to calculate the minimum and maximum thresholds in the General Fund.** In general, every time \$1.00 of cost is added to the general fund, \$0.33 to \$0.40 must be added to the reserve. The Council acknowledged that certain expenditures may not be appropriate for this type of treatment. For example, the new agreement passing through the vendor fee reduction to the visitor center will automatically fluctuate based on actual vendor fees taken. Therefore, if an economic downturn is experienced, the contract obligation is automatically reduced in a like amount. This represents no threat to the City's reserves and can be prudently removed from the required reserve calculation, if desired.
- 3) **Adjustment of the Communications Fund reserve level.** During the September 2, 2015 Gunnison Regional Communications Board meeting, the Board expressed that the \$250,000 level was not necessarily required. Since there are no major capital replacements needed (the estimate for a total replacement of all computer equipment is only \$90,000) and funding can also be used from the Gunnison/Hinsdale Combined Emergency Telephone Service Authority, those present felt the existing reserve is sufficient (approximately \$125,000 at 12/31/14). The support to approve a fee increase in an amount necessary to reach the existing fund balance recommendation of \$250,000 was absent.

A few other changes to the verbiage to help convey the intent of the policy are also included.

Requested Action: A motion to approve the City of Gunnison Fund Balance Policy, as amended, as of January 12, 2016.



FUND BALANCE POLICY

Fund Balance Purpose

It is essential that the City of Gunnison maintain adequate levels of fund balance to mitigate current and future risks (e.g. revenue shortfalls and unanticipated expenditures), meet emergency obligations, avoid interruptions in cash flow, generate interest income, and maintain a sound bond rating. Fund balance levels are an important consideration in long-term financial planning and credit agencies carefully monitor levels of funds to evaluate a government's continued creditworthiness. This policy establishes appropriate levels of reserves, or Fund Balance, for each fund within the City's operations, recognizing the unique needs and differing situations for the various funds.

- Each fund should maintain a fund balance at a level that will provide for a positive cash balance throughout the fiscal year, which will reduce the likelihood of having to enter into short-term debt to pay for current operating expenditures.
- Adequate fund balances will be maintained so major unplanned occurrences will not jeopardize the financial position of the City.
- Fund balance may be used as appropriate (and approved by the City Council) under sound management practices when current revenues are not adequate to cover current expenditures.

Fund Balance

For the purposes of this policy, ~~The~~ Fund Balance ~~(cash reserves) represents is defined as~~ accumulated revenues over expenditures that may be appropriated for use by City Council. More specifically, Fund Balance is associated with the current financial measurement focus as measured during budget development. Available resources (current assets minus current liabilities) will be used to calculate adherence to the below policy statement. Within the Fund Balance, specific reserves have been set aside as prescribed by this Reserve Policy. Excluding the TABOR or other ~~legal~~ reserves imposed by law or otherwise restricted due to contractual obligations, the reserves may be adjusted depending on current city financial conditions. It is the policy of the City Council to ensure the fiscal health of the community against unforeseen circumstances by maintaining reserves at sufficient levels for operations to continue.

GOVERNMENTAL FUNDS

~~Governmental Funds (General Fund)~~

- Because of the City's dependence on sales tax revenue in a tourism-based economy, a cautious approach to managing fund balance reserves is warranted.
- **Unrestricted Fund Balance**
Unrestricted fund balance comprises the committed, assigned, and unassigned fund balance categories. Within the unrestricted fund balance, the unassigned reserves should be a minimum of thirty-three percent (33%) of approved General Fund operating expenditures (excludes capital projects and transfers). Within the unrestricted fund balance, unassigned reserves should not exceed forty percent (40%) of approved General Fund operating expenditures. Council may authorize, through



long-term financial planning and budget processes, the transfer of excess unassigned reserves to assigned or committed reserves for a designated future capital expense.

- **Exceptions**

The City Council may exempt the following expenditures from the above and foregoing minimum and maximum thresholds for unassigned reserves:

- Pass-through Expenditures to Another Entity – Pass-through expenditures for another entity wherein such expenditures are automatically adjusted depending on fluctuations in a specific revenue stream due to legislation or contract terms.
 - Transfers to Other Funds – One-time, non-operational transfers to other budgetary funds within the City of Gunnison.
 - One-Time Expenditures – Capital expenditures or specific one-time expenditures as identified by the City Council.
- **Restricted Fund Balance - TABOR Reserve**
Article X, Section 20 of the Colorado Constitution requires a three percent (3%) reserve for emergencies. The use of this reserve is restricted to the purpose for which it was established and can be used solely for declared emergencies, which excludes financial emergencies.

Special Revenue Funds (Conservation Trust and Ditches)

- In general, no minimum reserve is required.
- The desired minimum reserve should be the subsequent year's annual operating expenditures (unassigned reserves should exceed one-hundred (100%) of approved operating expenditures). This would allow for one budget cycle to determine funding of expenditures if the single revenue source were discontinued.

PROPRIETARY FUNDS

Enterprise Fund

- ~~Due to the fact each division within the Enterprise Fund is primarily funded through user fees (with the exception of the recreation division, i.e. pool, rink, trails), the desired reserve levels are based on critical infrastructure and equipment needs rather than a percent of operating expenses.~~
- **Electric Division** – due to the critical equipment in the electric substations, the desired reserve level is \$1,000,000.
- **Water Division** – due to the critical needs of water storage tanks, the desired reserve level is \$1,000,000.
- **Sewer Division** – due to the critical operations of the wastewater treatment plant, the desired reserve level is \$1,000,000.
- **Refuse Division** – due to the critical operations of collecting trash, the desired reserve level is \$300,000.
- **Communications Division** – due to the critical operations of emergency dispatching, the reserve level is ~~\$250,000~~ 15% of total expenditures. The desired reserve level is 25% of total expenditures.
- **Recreation Division**
 - **Pool**
 - i. The minimum reserve is the amount required by bond covenants.
 - ii. In addition, it is recommended that \$250,000 also be reserved for equipment replacement and building expansion.



- **Rink**
 - i. The minimum reserve is the amount required by bond covenants.
 - ii. In addition, it is recommended that \$100,000 also be reserved for equipment replacement.
- **Trails**
 - i. No minimum reserve is required.
 - ii. It is recommended that \$35,000 be reserved for equipment replacement.
- **Other Recreation Improvements**
 - ii. No minimum reserve is required.

Internal Service Fund (Fleet)

- In general, no minimum reserve is required.
- Due to potential fluctuations in operating costs for fuel and unexpected repairs, etc., the desired minimum reserve level should be eight percent (8%) of operating expenditures and the maximum should not exceed ten percent (10%).
- These limits should provide adequate funding for emergency replacement of equipment located within the fleet shop.



To: City Councilors
CC: City Manager Ken Coleman
From: City Clerk Gail Davidson
Date: December 30, 2015
Re: Annual Adoption of City Fees

Councilors:

City staff provides a variety of services to meet the needs and requests of our citizens. Since the City is a not for-profit entity, we provide those services without profit included. These costs cover labor, materials, and associated costs such as utilities or insurance that are needed to safely and efficiently provide the service

Some fees have seen an increase due to rising operational and maintenance costs. An example of this is the increase in rental and membership fees at the Jorgensen Hockey Rink. The collected fees were not covering the associated costs. Most of these increases were discussed with Council during the 2016 budget development process.

City Council adopts an annual resolution adopting the fees charged for City services. These fees do not include fees set by State Statutes or adopted and included in the Municipal Code, such as liquor/marijuana licensing fees. The adopted fee schedule is available to the public on-line and in City offices.

Attached is the proposed 2016 City Fees Resolution and a copy of the existing Resolution No. 1, Series 2015. Changes in the fees are highlighted in yellow on the draft 2016 Resolution.

If you have any questions regarding these fees please ask me or the respective Department Head. We will be happy to provide you with additional information.

Gail Davidson, City Clerk

**RESOLUTION NO. 1
SERIES 2016**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, ADOPTING FEES.

WHEREAS, the City of Gunnison provides a variety of goods and services to the citizens and customers of Gunnison; and

WHEREAS, the City of Gunnison strives to provide these goods and services at a fair cost that reflects the materials and labor needed to produce the goods or services; and

WHEREAS, periodic fees adjustments are needed to cover the increasing or decreasing costs in providing the goods and services;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, THAT the following fees be adopted for City goods and services:

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ADMINISTRATION/CLERK/FINANCE		
City Code	Per hard copy	\$ 35.00
Photocopies (letter size)	Per page	\$ 0.25
Photocopies (ledger)	Per page	\$ 0.50
Photocopies (24"x36")	Per page	\$ 5.00
Photocopies (36"x48")	Per page	\$ 5.00
Labels	Per label	\$ 0.10
FAX	Per page	\$ 0.25
Disk/card (City Council, Court, Boards)	Initial disk/card	\$ 10.00
CDs of Electronic Documents	Per CD	\$ 1.00
Research	Per hour	Per employee cost
Transient Merchant License Fee	Non-refundable	\$ 50.00
Returned Transactions	Per returned item	\$ 20.00
24-Hour Notice Fee	Per Notice Delivered	\$ 20.00
Electrical Service Reconnection Fee	Per reconnection	\$ 30.00
Collection Fee	Of delinquent balance	\$ 18%
COMMUNITY DEVELOPMENT		
Amendments	Application fee plus legals fee	\$ 130.00
Certified Mailings for all applications	Postage	Current USPS rate
Conditional Use	Application fee plus legals fee	\$ 90.00
Construction Standards	Per copy	\$ 15.00
Handbill Bond	Fee	\$ 100.00
Handbill License	Fee	\$ 10.00
Housing Needs Assessment	Per copy	\$ 6.00
International Building Code	Per copy	\$ 74.00
International Residential Code	Per copy	\$ 54.00
Land Development Code	Per copy	\$ 50.00
Master Plan	Per copy	\$ 140.00
Parks & Recreation Open Space Plan	Per copy	\$ 10.00
CD Copy of Any Document	Per CD	\$ 1.00
Photocopies – letter size	Per page	\$ 0.25
Photocopies – legal size	Per page	\$ 0.25
Photocopies – 11"x17"	Per page	\$ 0.50
Plotter copies – 8-1/2"x11" letter	Per page	\$ 1.00
Plotter copies – 8-1/2"x14" legal	Per page	\$ 2.00
Plotter copies – 11"x17"	Per page	\$ 4.00
Plotter copies - 24" x 36"	Per page	\$ 8.00
Plotter copies – larger than 24"x36"	Per page	\$ 10.00
Subdivision - Exempt	Application fee	\$ 55.00
Subdivision – Major (2 hearings)	Application fee plus legals fee	\$ 180.00
Subdivision – Minor (1 hearing)	Application fee plus legals fee	\$ 100.00
Three Mile Plan	Per copy	\$ 30.00
Trails Master Plan	Per color copy	\$ 45.00
Vacation	Application fee plus legals fee	\$ 130.00
Variance	Application fee plus legals fee	\$ 90.00
West Gunnison Neighborhood Plan	Color copy costs	\$ 170.00
Zoning Map	Per color copy	\$ 15.00

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
PARKS & RECREATION		
Community Center Rental Fees		
"W" Mountain Room	Per hour up to 6 hours	\$ 25.00
"W" Mountain Room	Over 6 hours	\$ 155.00
Palisades Room	Per hour up to 6 hours	\$ 25.00
Palisades Room	Over 6 hours	\$ 155.00
"W" Mountain Rm & Palisades Rm	Per hour up to 6 hours	\$ 35.00
"W" Mountain Rm & Palisades Rm	Over 6 hours	\$ 210.00
Multi-Purpose Room	Per hour up to 6 hours	\$ 25.00
Multi-Purpose Room	Over 6 hours	\$ 155.00
Half Gymnasium	Per hour up to 6 hours	\$ 25.00
Half Gymnasium	Over 6 hours	\$ 210.00
Full Gymnasium	Per hour up to 6 hours	\$ 35.00
Full Gymnasium	Over 6 hours	\$ 210.00
Climbing Wall	Per hour up to 6 hours	\$ 45.00
Cleaning Deposit	Conditional refund	\$ 165.00
Kitchen	Non-refundable	\$ 55.00
Alcohol	Non-refundable	\$ 90.00
Park Rental Fees		
Jorgensen Softball Complex	Per day for 3 fields	\$ 150.00
Jorgensen Softball Complex	Per lighted night game	\$ 10.00
Individual Field Rates (all complexes)	Per day	\$ 50.00
Jorgensen Large Pavilion	Per day	\$ 75.00
Jorgensen Small Pavilion	Per day	\$ 25.00
Jorgensen Event Center-rink/lobby/all	Per 9hr. day	\$ 145.00
Jorgensen Event Center-rink only	Per 9hr. day	\$ 100.00
Other City Parks	Per day	\$ 25.00+
Community Center Membership Fees		
Adult (18-61 yrs.)	Daily	\$ 7.00
Youth (5-17 yrs.)	Daily	\$ 5.00
Active Adult (62-69 yrs.)	Daily	\$ 5.00
Senior (70+ yrs.)	Daily	\$ 4.00
Noon Swim	Daily	\$ 4.00
Twilight Adult	Daily	\$ 4.00
Twilight Youth	Daily	\$ 3.00
Family	Annual	\$ 220.00
Family	6 months	\$ 172.00
Family	3 months	\$ 103.00
Adult	Annual	\$ 181.00
Adult	6 months	\$ 141.00
Adult	3 months	\$ 85.00
Adult Couples	Annual	\$ 204.00
Adult Couples	6 months	\$ 160.00
Adult Couples	3 months	\$ 96.00
Youth	Annual	\$ 98.00
Youth	6 month	\$ 76.00
Youth	3 month	\$ 45.00
Youth Pair	Annual	\$ 181.00
Youth Pair	6 month	\$ 141.00
Youth Pair	3 month	\$ 85.00
Youth w/Choice Pass		\$ 50.00
Active Adult (62-69 yrs.) single	Annual	\$ 98.00
	6 months	\$ 76.00
	3 months	\$ 45.00
Active Adults (62-69 yrs) couple	Annual	\$ 181.00
	6 months	\$ 141.00
	3 months	\$ 85.00
Senior Adult (70+) single	Annual	\$ 77.00
	6 months	\$ 60.00
	3 months	\$ 36.00
Senior Adults (70+) couple	Annual	\$ 132.00
	6 months	\$ 103.00
	3 months	\$ 62.00

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
PARKS & RECREATION		
(continued)		
Community Center Memberships		
Adult (18 – 61 yrs)	20 punch card	\$ 110.00
Youth (5 – 17 yrs)	20 punch card	\$ 71.00
Active Adult (62-69 yrs)	20 punch card	\$ 70.00
Senior (70+ yrs)	20 punch card	\$ 55.00
<p>Community Center members receive a 5% discount on Parks & Recreation Programs and Rentals. Discount does not apply to team fees for league play (basketball, football, softball, volleyball). Family memberships (Community Center and Jorgensen Event Complex) are for immediate family members living at the same address consisting of 1 or 2 adults and children under the age of 18. Unmarried children, 18 years and older, attending school full time, are eligible up to the age of 23 years. Community Center Annual Memberships are valid for a year starting on date of purchase. Jorgensen Event Complex family season pass - \$70.00 for 4 members, each addition member is \$10.00. Community Center family memberships- \$220.00 for 4 members, each additional member is \$25.00. Punch cards are good for 1 year from date of purchase, and are transferable youth-to-youth, adult-to-adult, senior-to-senior Ages: Under 5 free with paid adult Adult: 18 to 61 years Active Adult: 62 to 69 years Youth: 5 to 17 years Senior: 70 years and over</p>		
Jorgensen Event Complex		
Public Skating/Indoor Rink		
Adult		\$ 3.50
Youth		\$ 2.50
5 yrs. and under with paid adult		Free
Public Skate on covered rink and pond		Free
Drop In Hockey/Indoor Rink		
Adult		\$ 3.50
Youth		\$ 2.50
5 yrs and under		Free
Open hockey on covered rink and pond		
Season Pass/unlimited public/drop-in hockey		
Individual adult	16 years and older	\$ 50.00
Individual youth	15 years and under	\$ 30.00
Family	4 Members \$10 per add'l member	\$ 70.00
Skate Rental	Youth	\$ 2.50
Skate Rental	Adult	\$ 3.50
Skate Sharpening	24 hr. turnaround	\$ 6.00
Ice Rental		
Covered rink	Hourly	\$ 70.00
Indoor rink	Hourly	\$ 100.00
Complex Summer Rental		
Lobby & concessions area	Daily	\$ 50.00
Whole complex	Daily	\$ 145.00
Facility/lobby/concessions	Price per hr. based on need/pro rated	
Cleaning Deposit	Conditional refund	\$ 100.00
Cranor Ski Area		
Daily Lift Tickets		
	Adult: 15-61 yrs.	\$ 16.00
	Youth: 5-14 yrs.	\$ 10.00
	Senior 62+ yrs.	FREE
	Children Under 5 yrs.	FREE
Season Cranor Ski Passes	Community Center/ Jorgensen Center Members	\$ 65.00 for 1st family member \$10.00 each add'tl mbr. M
	Non-Community Center/ Jorgensen Center Members	\$ 70.00 for first member & 10.00 each add'tl mbr.

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
POLICE DEPARTMENT		
Vin Inspections	Per vehicle	\$ 10.00
Fingerprints	Per name	\$ 10.00
Accident Reports	Each	\$ 3.50
Report Copies* (hard & electronic copies)	First 5 pages	\$ 5.00
*Standard report request include 15 Minutes of research time, if additional research is required, cost is pro-rated at \$20.00 per hour.		
Report Copies	Each additional page	\$ 0.25
Communications/Dispatch Recordings (for non-criminal justice requests)	Per Incident Recordings Copy	\$ 40.00
Record Search	Each search	\$ 5.00
PBT (Breath Test)	Per Test	\$ 2.00
Sex Offender Registration	Per Registration	\$ 25.00
Animal-Related Fees		
Animal Pickup Fees	Per animal	\$ 10.00
Animal Shelter Care Fee	Per animal per day	\$ 20.00
	Per Animal for each additional day; computed daily starting at 8am	\$ 20.00
	Additional care costs if needed	Actual costs
Animal Care Costs	Veterinarian costs	Actual costs
Animal License (spayed/neutered)	Per animal per year	\$ 5.00
Animal License (non-spayed/neutered)	Per animal per year	\$ 10.00
Animal License Reissue	Per lost animal tag	\$ 1.00/tag

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
PUBLIC WORKS		
Black Gold Compost	Per yard	\$ 20.00
Concrete/asphalt debris	Per cubic yard – normal hours	\$ 10.00
	Per cubic yard – non-business hours	\$ 20.00
Construction Standards	Per copy	\$ 15.00
Maps/plats	Per copy	\$ 5.00
Street Improvement Plans	Per copy	\$ 40.00
Tree dump – during hrs. of operation	Per pickup load	\$ 6.00
Tree dump – during hrs. of operation	Per trailer load	\$ 12.00
Tree dump – special call out	Per pickup load	\$ 12.00
Tree dump – special call out	Per trailer load	\$ 24.00
Electronics Recycling	Small printer, fax machine, laptop	\$ 5.00
	VHS or DVD Player, phones	\$ 5.00
	Flat screen monitor, tower, stereos	\$ 10.00
	Microwave, large printers	\$ 10.00
	CRT Computer Monitors	\$ 20.00
	Computer tower w/ CRT monitor & peripherals (keyboard, speakers,etc)	\$ 30.00
	Small appliances–i.e. toasters, blenders	\$ 5.00
	Medium appliances-vacuums, stereos w/speakers, gaming systems, etc.	\$ 10.00
	Televisions: small size	\$ 20.00
	Medium-large	
	Based on size and weight	\$ 40.00+

NO Refrigerators/freezers accepted

Electronics recycling fees are general guidelines and fees will be adjusted for oversized or heavier devices.

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Public Works		
Water Lab Fees		
E Coli	Each	\$ 15.00
Total Coliform	Each	\$ 15.00
Bod IN	Each	\$ 45.00
EF	Each	\$ 45.00
TSS IN/EFF	Each	\$ 45.00
TDS IN/EFF	Each test	\$ 20.00
EF	Each test	\$ 20.00
PT	Each test	\$ 20.00
pH	Each test	\$ 10.00
ALK	Each test	\$ 15.00
Oil and Grease	Each test	\$ 50.00
NH ₃	Each test	\$ 15.00
NO ₂	Each test	\$ 15.00
Phosphate	Each test	\$ 30.00
MPN-E Coli	Each test	\$ 25.00

INTRODUCED, READ, PASSED AND ADOPTED at a Regular Session meeting of the City Council of the City of Gunnison, Colorado, held this ___th day of _____, 2016.

Mayor

(SEAL)

(ATTEST)

City Clerk