

GUNNISON CITY COUNCIL AGENDA

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

JULY 19, 2016	WORK SESSION	7:00 P.M.
7:00 – 7:30 P.M.	A. Discussion with Parks & Recreation Advisory Board Applicants– Citizens and P&R Director Dan Ampietro	
7:30 – 7:40 P.M.	B. Review TAP Grant Draft Resolution – CD Director Steve Westbay	
7:40 – 7:50 P.M.	C. Pre-Employment Screening Policy – Finance Director Ben Cowan	
7:50 – 8:00 P.M.	D. Employee Return to Work Policy – Finance Director Ben Cowan	
8:00 – 8:20 P.M.	E. Capital Improvements Plan Prioritization – Finance Director Ben Cowan	
8:20 – 8:30 P.M.	F. Public/Private/Non-Profit Housing Partnership; Re: Lazy K Property – Mayor Hagan	
8:30 – 8:35 P.M.	G. Non-Scheduled Citizens: <i>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 mins.</i>	
8:35 – 8:50 P.M.	H. City Councilors Meeting Reports, Discussion Items for Future Work Sessions	
	I. Meeting Adjournment	

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

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



To: City Councilors
CC: City Manager Mark Achen
From: City Clerk Gail Davidson
Date: July 14, 2016
RE: Park & Recreation Advisory Committee

Councilors:

On May 24, 2016, via Resolution No. 4, Series 2016, City Council created the Parks & Recreation Advisory Committee. The Committee is comprised of seven members to be appointed by City Council. A copy of the Resolution is included in Council packets.

Parks & Recreation Director Dan Ampietro advertised for approximately one month in the local newspapers, on the City website and on the City's social media sites for citizens interested in serving on the Committee to submit a letter or email of interest. Seven citizens submitted letters of interest in serving on the Committee. Copies of their letters are included in the packet and the print ad are included in Council packets.

Director Ampietro invited each of these individuals to sit down with Council at the Work Session meeting on July 19th and discuss why they would like to serve on the Parks and Recreation Advisory Committee. The seven applicants are (in alphabetical order): Hank Ebbott, Stacy Harbaugh, Kathleen Kinkema, Kevin Nelson, Layne Nelson, John Solanik and David Wiens.

Please let me or Dan know if you have any questions.

**RESOLUTION NO. 4
SERIES 2016**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUNNISON,
COLORADO, CREATING A PARKS AND RECREATION ADVISORY COMMITTEE**

WHEREAS, the City Council of the City of Gunnison, Colorado, desires to establish a Parks and Recreation Advisory Committee to act in an advisory capacity to the City Council relating to parks and recreation planning, projects, and budget formulation; and

WHEREAS, the City Council has determined that the structure, powers and duties of such committee as set forth below is appropriate and will serve the purposes intended by the creation of such committee.

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

1. That a Parks and Recreation Advisory Committee ("Committee") is hereby created.
2. That the Committee shall have the following powers and duties:
 - a. Act in an advisory capacity to the City Council in all matters pertaining to parks and recreation programs and services.
 - b. Consider the annual budget for parks and recreation programs during its initial preparation and make recommendations with respect thereto to the City Council and City Manager, with particular attention to the use of funds generated by the 1A initiative.
 - c. Advise in the planning of parks and recreation programs, promote and stimulate public interest for such programs, and solicit the cooperation of school authorities and other public and private agencies interested in such programs.
 - d. Recommend proposals for the acquisition, development and improvement of recreation, parks and playgrounds subject to the terms of the Parks and Recreation Department Master Plan and the rights and powers of the City Council.
 - e. Serve as a sounding board for the submission of ideas regarding parks and recreation facilities.
 - f. Encourage individuals and citizen groups to provide funding, property, and participation for the development and operation of the parks and recreation programs within the City, with particular attention to strategies which strengthen grant applications.
3. The Committee shall consist of seven (7) members appointed by City Council, determined as follows:
 - a. Four members shall be registered voters who reside within the City limits of the City of Gunnison;
 - b. One member shall be a Gunnison High School student;
 - c. One member shall reside in the North Valley, defined as North of the City limits of the City of Gunnison;
 - d. One member shall be at large.
4. The Committee shall also contain one City Council member, serving in a non-voting advisory role, and the Parks and Recreation Director, who shall guide and advise the Committee as appropriate.
5. The Committee will select a chair and vice-chair, and shall set such rules of procedure as determined by the Committee.
6. The City Council's selection process should ensure that the Committee is comprised of individuals who represent a diversity of interest and ages. Members must have resided in the Gunnison Valley for a period of two years prior to appointment and shall serve for a period of two (2) years, or until their successors are qualified and appointed. The terms of

Resolution No. 4
Series 2016
Page Two

the members shall be staggered so all terms do not end at one time. A term runs from the date of appointment through December 31 of the appropriate year. Should a vacancy occur, Council shall appoint a successor to serve the balance of term vacated by a Committee member.

7. The Parks and Recreation Director is trained in parks and recreation administration, project and program development, grant submissions, facility management, human resource management, and other applicable tasks, and shall be regarded by the Committee as the professional in all matters pertaining to organization, administration and programming within the Parks and Recreation Department. Members of the Committee may meet with the Director to discuss programs, facilities, objectives or other related matters during formal Committee meetings or such other times convenient to the member and Director. The Committee shall not engage in any day-to-day decisions or actions affecting the Department or the Director's role with the City.
8. Meetings of the Committee shall be set at such time and place desired by the Committee, at least quarterly.

INTRODUCED, READ, PASSED AND ADOPTED at a regular meeting of the City Council of the City of Gunnison, Colorado on the 24th day of May, 2016.



ATTEST:

Gail A. Davidson
Gail A. Davidson, City Clerk

CITY OF GUNNISON, COLORADO

Richard Hagan
Richard Hagan, Mayor



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Medicine & Surgery of the Foot and Ankle

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**GUNNISON PARKS AND RECREATION
ADVISORY MEMBERS WANTED!**

The City Council of the City of Gunnison is soliciting committee members for the newly established Park and Recreation Advisory Committee. The primary duties of this committee are to act in an advisory capacity to City Council and staff in matters pertaining to Parks and Recreation programs, facilities and services.

COMMITTEE MAKE UP:

- Committee will consist of 7 members who have resided in the Gunnison Valley for a minimum of 2 years
- Four members shall consist of registered voters who reside within City Limits.
- One member shall be a Gunnison High School student
- One member shall reside in the North Valley defined as North of the City limits
- One member shall be at large
- Meetings of the Committee shall be set at such time and place desired by the committee, at least quarterly
- Terms served are for two years.
- Council's goal is to have a committee comprised of individuals who have a diversity of ages, backgrounds and interests in the parks and recreation programming.

All potential applicants must submit a letter of interest to

For more information, contact
Dan Ampleto
Gunnison Parks and Recreation Department
200 E Spencer
Gunnison CO 81230
641-8421
DAmpleto@GunnisonCO.gov

APPLICATION DEADLINE IS JUNE 29TH.



A helping paw

Gunnison Valley's newly named Top Dog Remi helped present just under \$500 in proceeds from the Times' annual fundraising contest to Gunnison Valley Animal Welfare League board member Cheryl Dandel Tuesday. Remi was glad to shake the hand of her owner, Melina Gardner, for the photo op but was a little too bashful to shake Dandel's.



PHOTO BY SPENCER



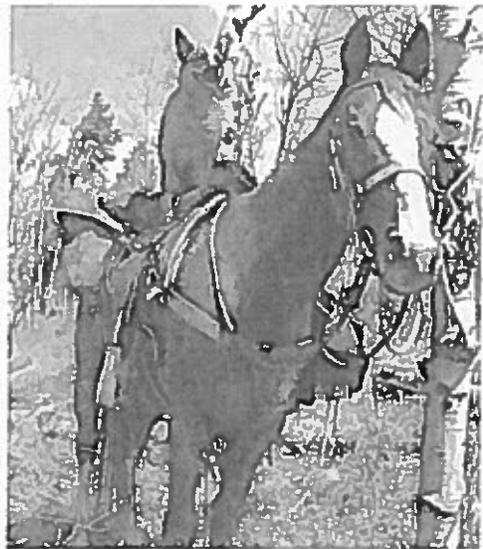
Runner-up Cap a four-legged adventurer

Brigid O'Leary
Special to the Times

Cap doesn't have a sad story. Cap has the story that I wish every dog in the world could have. From the second he was born, he has been well fed, well taken care of and well loved.

He was raised to be a gun anywhere, do anything kind of dog. He's been in a backpack headed vertically up climbing routes, hung his paws off the front of a stand-up-paddleboard on Blue Mesa, unintentionally flowed down a raging Soap Creek (but got out happy and ready to go again), traveled more than 25 miles a day through the Gunnison National Forest (sometimes on the ground and sometimes on a horse) and has slept in at hunting camp instead of getting up with the rest of the guides at 4 a.m.

When he isn't out exploring Gunnison's backcountry, Cap can be found running through the tall grass of irrigated pastures at the ranch he lives on. He has around 25 horse and mule best friends, although many of the mules don't love him as much as he thinks they do. The Red Heeler became the life of the party in the winter when he would go ferret chow cans from the spring or cooler for anyone



Brigid O'Leary

Cap, the professional horse rider

who ask!

Cap is a once in a lifetime dog with a big heart to please his people. He has room to roam and exercise, ample food to keep up with his appetite and a following of people who love him.

I think if he could speak himself, he would advocate for dogs everywhere, but since he cannot, our family (four legs and two) is glad that Gunnison Valley Animal Welfare League does!

Gail Davidson

From: Matthew Ebbott <mebbott@western.edu>
Sent: Tuesday, July 05, 2016 8:05 PM
To: Dan Ampietro
Subject: Parks and Recreation Planning Commission

Dan,

Good evening. Please accept this email as an application for the newly formed Gunnison Parks and Recreation Planning Commission. City Councilman Matt Schwartz told me about the Commission and I'd be honored to work on it. I have great respect for Gunnison's Parks and Recreation department, and would be happy to give any help and guidance I could. As you're probably aware, I've been teaching in the Recreation program at Western State since 2002, and instruct specific classes in Parks and Recreation Facility Design and Management. My Master's Degree is in Recreation, Park and Tourism Administration from Western Illinois University. My family and I also use most, if not all, of the Gunnison Recreation Facilities, and many of the programs. I feel this gives me a good perspective on Gunnison's Parks and Recreation.

Please consider me for a seat on the Commission. I'd be happy to answer any questions you have.

Sincerely,

Hank Ebbott

Matthew H. Ebbott
Senior Lecturer,
Recreation & Outdoor Education and
the Environment & Sustainability program
First Year Seminar Coordinator
Western State Colorado University



970.943.2115
western.edu
mebbott@western.edu

Gail Davidson

From: Stacy Harbaugh <stacymh10@gmail.com>
Sent: Monday, July 11, 2016 4:16 PM
To: Dan Ampietro
Subject: Letter of Interest for Parks and Recreation Advisory Committee

July 11, 2016

Dear Mr. Ampietro and Gunnison City Council:

I read about the Park and Recreation Advisory Committee in the Gunnison Country Times and am writing to submit my letter of interest in being a part of this board.

My experience with the recreation department goes back almost three decades when I participated in sports as a child and later worked as an adult. While attending college I coached various sports and then worked park maintenance my first few summers after getting my first local teaching job.

As a long term local I have a great appreciation for the services provided by our local parks and recreation department. Prior to having my son, my husband and I utilized the pool a great deal. My son, who is almost three, loves to go to the pool. So as a family we are there at least two to three times a week. As a teacher I have also worked closely with several of the pool and recreation center employees to coordinate events for my special education students.

Taking on the role of a board member is not something I take lightly and do understand the importance of such a commitment. I would appreciate having the opportunity to serve on a committee that has provided such a service to the local community.

I appreciate your time and consideration and look forward to having the opportunity to work with you as a member of the Parks and Recreation Advisory Committee.

Sincerely,
Stacy Harbaugh

June 29, 2016

To the Gunnison City Council:

I'm writing to express interest in serving on the newly established Park and Recreation Advisory Committee. I have been a resident of the City of Gunnison since 1998. I have also been, and am currently, a regular participant in organized programming such as hockey and softball, am a user of parks and recreation facilities such as local parks, the Van Tuyl trail system, pickleball and tennis courts, and have used the BMX track and community pool, including swim lessons, when my grandson visited. I have strong interest in vibrant parks and recreation programming and facilities in Gunnison and would like to serve the community in this capacity. I view recreation as broad-based, both passive and active, both organized and unstructured, both traditional and alternative, serving multiple constituent groups across a community. I am collegial and collaborative, having served previously as a board member and president for Gunnison Mentors. I currently work full time at Western in academic administration but spent seventeen years as a faculty member, including six as department chair, in the Recreation, Exercise and Sport Science program at Western and have had many students over the years interning, working, or volunteering with the parks and recreation program. Though I work full time, I do have time and energy to commit to this committee if selected. I have an undergraduate degree in parks and recreation, my first job out of college 35 years ago was as a parks and recreation director for a small rural town in Michigan, and I worked part-time for various parks and rec programs in high school and college in the 1970s. I note this to share my love for, and dedication to, community recreation. I am not interested in getting "into the weeds" of the daily operations of Gunnison Parks and Rec - we have competent, dedicated staff to do that. I can, however, bring knowledge, passion, experience, and dedication to this advisory role in a desire to serve the community I love.

Thanks for your consideration,



Kathleen Kinkema
701 W. Elizabeth St
970-641-4955
kkinkema@western.edu

Dan Ampietro
Gunnison Parks and Recreation
Gunnison, CO 81230

Dear Dan,

This letter is intended to express interest in serving on the Parks and Recreation Committee being organized. I would enjoy serving on this board as I believe that recreation is a very important part of life for individuals of all ages.

Best,

Kevin (Nelson)

Gail Davidson

From: Layne Nelson <laynenelson01@hotmail.com>
Sent: Monday, July 11, 2016 4:59 PM
To: Dan Ampietro
Cc: Layne Nelson
Subject: City Park and Recreation advisory committee

Dan,
I would like to serve on the City Park and Recreation advisory committee.

I have been a resident of the city for 30 years. As an active adult, I feel I could be an integral member of this committee.

I am retired from WSCU where I managed and developed Extended Studies into a successful, profitable program. By creating new offerings and working with community/state partners, the program grew to a multi-million dollar operation.

Prior to that, I was director of the Gunnison Country Chamber of Commerce.

My background in planning, managing and developing programs; creating and overseeing budgets; working with the community and community organizations; and my marketing expertise are skills I will bring to this committee.

I appreciate your consideration of my interest in this committee.

Layne Nelson
970-209-4553
8 Floresta
Gunnison CO

Gail Davidson

From: johnsolanik@gmail.com on behalf of John Solanik <fireplaces@gunnison.com>
Sent: Wednesday, June 29, 2016 3:57 PM
To: Dan Ampietro
Subject: Parks and Recreation Commission

Dear Parks and Recreation Director,

I am writing to express my interest in participating on the Park and Recreation Committee

As a parent of 2 children and a coach involved in youth programming, I have an interest in assisting the advisory process for the City of Gunnison

Thank you for your consideration. I look forward to hearing from you

John Solanik

604 W Gunnison

970-209-8649

David Wiens
410 N. Pine
Gunnison, CO 81230
970-275-0485
davidkwiens@gmail.com

July 7, 2016

Dear Gunnison City Council,

I would like to be considered for a position on the newly created Parks and Recreation Advisory Committee.

I have been a resident of the City of Gunnison for nearly 30 years and for the past 18 of those, have been raising children here with my wife, Susan. During that time, we have been continual supporters of Gunnison Parks and Recreation, taking advantage of the facilities, including the community center, swimming pool, city parks and athletic fields, the Hartman Rocks base area, the ice rink, the BMX track and the skatepark.

I have been active in the Hartman Rocks Users Group for years; was instrumental in establishing the current flag football league and have coached youth sports including football, mountain biking and hockey. As an involved parent, I have been involved with countless sports and activities for kids as well as recreational activities for adults.

All of this, combined with the fact that I'm now a card-carrying member of the AARP (even though I'm not retired!) allows me to bring an experienced and well-rounded perspective to this group. Thanks for considering me for one of the seats on this commission.

Sincerely,
David Wiens

**RESOLUTION NO. 8
SERIES 2016**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, SUPPORTING THE APPLICATION FOR THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT FROM THE COLORADO DEPARTMENT OF TRANSPORTATION REGION 3 FOR THE CITY OF GUNNISON COMPLETE STREETS PROJECT.

WHEREAS, the City of Gunnison has actively pursued the redevelopment and expansion of the public transportation facilities and has held numerous public meetings including three public workshops regarding the City's Complete Streets project; and

WHEREAS, the City of Gunnison supports the Transportation Alternatives Program (TAP) grant application for the Complete Streets project and if the grant is awarded, the City of Gunnison supports the completion of the project; and

WHEREAS, the City of Gunnison has requested funds not to exceed \$###,### from CDOT Region 3 to construct two intersection pedestrian facilities on Highway 50 / Tomichi Avenue and for the design of a west Gunnison entrance facility to calm traffic.

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

- Section 1: The City Council of the City of Gunnison strongly supports the TAP grant application to CDOT for the Complete Streets project.
- Section 2: The City Council of the City of Gunnison hereby acknowledges that the grant application includes matching funds which the City of Gunnison is solely responsible to provide if a grant is awarded.
- Section 3: The City Council of the City of Gunnison authorize the expenditure of funds necessary to meet the terms and obligations of any Grant awarded.
- Section 4: The City of Gunnison application demonstrates fulfillment of the Eligibility Criteria for pedestrian and bicycle / non-motorized transportation.
- Section 5: The City Council of the City of Gunnison will continue to maintain the Complete Streets project in high quality condition. City Council will appropriate funds for annual maintenance, an estimated \$#,###, in its annual budget.
- Section 7: If the grant is awarded, the City Council hereby authorizes the Mayor to sign the grant agreement with CDOT.
- Section 8: This resolution will be in full force and effect from and after its passage and approval.

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

Mayor

(SEAL)

(ATTEST)

City Clerk



Memorandum

To: City Council
From: Ben Cowan
Date: 7/7/2016
Re: Pre-Employment Screening Policy

City Manager Mark Achen requested that we begin pre-screening all employees hired by the City of Gunnison. In the past, Parks and Recreation tested employees that worked with children, along with more significant testing for the Summer Adventure Camp due to its state child care licensure. Obviously, the Police Department has also tested their employees due to their access to confidential information and as a requirement for P.O.S.T. certification. I believe I was the only other employee that has been tested in recent years outside the Parks and Recreation and Police Departments.

However, there are a variety of regulations and considerations that the City needs to be aware of when instituting an in-depth screening process. This proposed policy will serve as a set of guidelines for departments when they receive the background information on prospective employees.



Pre-Employment Screening Policy

Adopted by City Council **July 26, 2016**

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SECTION 1 PURPOSE

Hiring incompetent or unqualified employees exposes the City of Gunnison to potential administrative costs, embarrassment, and legal liability. The City of Gunnison can minimize these risks by conducting pre-employment screening.

SECTION 2 SCOPE

This policy applies to the hiring of all employees. Screening may include a criminal history, background and credit report and employment references. This pre-screening information will only be acquired:

- 1) After a conditional job offer has been made to the applicant, and
- 2) Following completion of the Disclosure and Authorization Form by the applicant.

Denial of employment based on the results of pre-screening only will occur if a "business necessity" for making the hiring decision is established.

SECTION 3 FAIR CREDIT REPORTING ACT (FCRA)

- A. The Fair Credit Reporting Act (FCRA) applies to any employer who receives a "consumer report" from a "consumer reporting agency." A "consumer report" is any oral or written communication which bears on a person's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.
- B. Before acquiring a consumer report, the City must notify the subject of the report that one may be obtained and obtain the subject's written authorization via the Disclosure and Authorization Form.
- C. When employment is denied based either wholly or in part on information obtained in a consumer report, the City must provide the applicant with a copy of the report, a summary of rights document, and, if the report is in error, an opportunity to provide the City with more correct or more complete information prior to taking adverse action. Upon taking adverse action, the City must supply the applicant written notice of the adverse action including among other things contact information of the consumer reporting agency.
- D. The City of Gunnison limits pre-screening inquiries to situations where the employee is executive or management personnel, an officer, or professional staff and where credit is "substantially related to the employee's current or potential job."

SECTION 4 STATUTORY LIMITATIONS

- A. Under the Americans with Disabilities Act (ADA), before a conditional job offer has been made, a City may not request any information about a job applicant from a former employer that the City could not ask of the job applicant directly.
- (1) The City may not make inquiries of a former employer regarding an applicant's disability, the nature or severity of the disability, illness, or workers' compensation history.
 - (2) Questions regarding attendance, job functions, and the quantity and quality of work performed by the former employee are allowed.
- B. Title VII of the Civil Rights Act (Title VII)
- (1) As with the ADA, under Title VII, the City of Gunnison may not request any information from a reference the City could not obtain from the job applicant directly. For example, inquiries regarding protected class status such as age, race, sex, religion, or national origin can lead to discrimination claims as these are impermissible basis for employment decisions.
 - (2) Some inquiries may be violate Title VII even if they do not expressly relate to a protected class if they have a disparate impact on a particular group of individuals. Such inquiries may be upheld, however, where the inquiry is a job-related connection and consistent with business necessity. For that reason, all inquiries should have a clear connection to the position for which the applicant is applying.
 - (3) The City of Gunnison will not inquire if an applicant has ever filed legal claims, such as discrimination charges, against a former employer.
 - (4) If the City of Gunnison conducts a social media search, it may learn about the protected statuses of applicants by information they reveal on social media posts, pages, or profiles. If the City of Gunnison learns such information, it will take steps to assure that it is not used in the hiring process.
- C. Genetic Information Nondiscrimination Act (GINA)
- (1) GINA prohibits the City of Gunnison from requesting genetic information about applicants. While most the City of Gunnison does not make such inquiries of applicants, the City of Gunnison could come across this information in a pre-employment medical examination or through a social media screen.

- (2) The City of Gunnison will guard against receipt of genetic information in medical examinations by assuring that health care providers only tell the City whether the employee is currently physically able to perform the essential functions of the job. Any genetic information that the health care provider must gather to make that assessment should stay with the health care provider.
- (3) Social media searches may also reveal genetic information. For example, an applicant's Facebook page reveals that she has just completed a breast cancer walk. She also reveals that her mother died of breast cancer and that she has the gene that puts her at increased risk of developing breast or ovarian cancer. The City of Gunnison must assure that this information is kept confidential and does not affect employment decision about that employee.

SECTION 5 CRIMINAL HISTORY

A. Arrests

- (1) Arrests are not proof that criminal conduct has occurred. The Equal Employment Opportunity Commission (EEOC) has said that disqualifying applicants based on arrest records can have a disproportionate impact on applicants based on a protected class and, thus, violate civil rights laws.
- (2) The City of Gunnison may base employment decisions on the conduct, not the arrest. The City of Gunnison can ask applicants or law enforcement for more information about the arrest and can also contact law enforcement.
- (3) The City of Gunnison is aware the State of Colorado may seal records of arrests not resulting in convictions. Applicants are allowed by state law to say "no" to a direct question about sealed records.

B. Convictions

- (1) Unlike arrests, convictions are considered proof that criminal conduct has occurred. Any decision to refuse to hire an applicant based on conviction records will focus on the nature of the crime and on crimes which have a direct relationship to the job duties of the position the applicant is pursuing. An adverse hiring decision will be communicated to the applicant and stored with the applicant's application.
- (2) The City of Gunnison shall validate the criminal conduct screen for the position in question per the Uniform Guidelines on Employee Selection Procedures (Uniform Guidelines) standards (if data about criminal

conduct as related to subsequent work performance is available and such validation is possible); or

- (3) The City of Gunnison shall develop a targeted screen considering at least the nature of the crime, the time elapsed, and the nature of the job, and then provides an opportunity for an individualized assessment for applicants excluded by the screen to determine whether the policy as applied is job related and consistent with business necessity. The individualized assessment will consist of notice to the applicant that he has been screened out because of a criminal conviction; an opportunity for the applicant to demonstrate that the exclusion should not be applied due to his particular circumstances, and consideration by the City as to whether the additional information provided by the applicant warrants an exception. Such notice may be verbal.

SECTION 6 SPECIAL INDUSTRY REGULATIONS

Federal and state laws and regulations govern the employment of individuals with specific convictions in certain industries or positions in both the private and public sectors. For example, federal law excludes an individual who was convicted in the previous ten years of specified crimes from working as a security screener or otherwise having unescorted access to the secure areas of an airport. There are equivalent requirements for federal law enforcement officers, child care workers in federal agencies or facilities, bank employees, and port workers, among other positions.

SECTION 7 EMPLOYMENT REFERENCES

- A. The City of Gunnison may conduct reference checks to assist with employment decisions.
- B. The City will limit reference inquiries to job-related questions, avoiding questions which are improper under federal or state pre-employment inquiry guidelines.
- C. The City may ask former employers if they have any reason to doubt the applicant's reliability and trustworthiness and inquire as to whether they are aware of any documented and substantiated violent, criminal, or harassing conduct by the applicant.
- D. The City shall maintain documentation on all information received from references as well as unsuccessful attempts to obtain information. The date of reference, the person conducting the reference, the name and position of the person talked to, and his or her working relationship to the applicant will be documented.



DISCLOSURE & AUTHORIZATION

DISCLOSURE - NOTICE REGARDING BACKGROUND INVESTIGATION

The City of Gunnison (“Employer”) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Background Investigation Bureau, LLC, (“BIB”) who may be reached at 9710 Northcross Center Court, Huntersville, NC 28078, or by phone at (877) 439-3900 or by another outside organization. Other types of information that may be obtained include but are not limited to social security number verification, sex offender registry checks, criminal records checks, inmate records searches, motor vehicle records, and court records checks. The information contained in these consumer reports may be obtained by BIB from public record sources and will not be used to discriminate against you in violation of any law. The scope of this Disclosure and Authorization is all-encompassing, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. The BIB privacy policy may be found at www.BIB.com

AUTHORIZATION AND ACKNOWLEDGMENT FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION FORM

As an applicant for employment or a current employee of the City of Gunnison, you are a consumer with rights under the Fair Credit Reporting Act. In the event any of the following circumstances exist, the City of Gunnison may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you when: (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment (if you are hired), or (4) making other employment-related decisions directly affecting you.

A consumer reporting agency is any person, which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as the City of Gunnison.

A consumer report means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An investigative consumer report means a consumer report or portion thereof in which information on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

By signing below, I hereby voluntarily authorize the City of Gunnison, to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at the City of Gunnison. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above. This report may be delivered in either written or electronic form.

I voluntarily authorize all persons, including current and former employers and supervisors, credit reporting agencies, educational institutions, law enforcement agencies, motor vehicle departments, and municipal, state, and federal courts to release information they may have about me to the City of Gunnison.

I understand that if I am employed by the City of Gunnison, this authorization shall remain in effect throughout my employment.

Signature: _____ **Date** _____

Personal Identifying Information for Consumer Reporting Agency - <i>please print or type (list all names used; maiden, surname, alias)</i>			
Last Name	First	Middle	
Last Name	First	Middle	
Last Name	First	Middle	
Home Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
*Date of Birth	*Social Security No.	Gender	Race
Driver's License Number	State Issued	Expires	

*This information is for the sole purpose of retrieving the background information listed above and will not be used by Employer for discriminatory purposes.

Signature: _____ **Date** _____

Para información en español, visite www.consumerfinance.gov/learnmore o escriba al Consumer Financial Protection Bureau, 1700 G Street N.W, Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment — or to take another adverse action against you — must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G. Street N.W. Washington, DC 20552 Federal Trade Commission: Consumer Response Center — FCRA Washington, DC 20580</p> <p>a. (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20549</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Lank Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center — FCRA Washington, DC 20580 (877) 382-4357</p>



Memorandum

To: City Council
From: Ben Cowan
Date: 7/7/2016
Re: Return to Work Policy

Please find attached a draft return to work policy for your consideration. The impetus for creating such as policy is as follows:

Benefits to the City of Gunnison

- 1) Reduces the likelihood of fraudulent claims.
- 2) Receives some production for wages paid (when a worker is out drawing lost time benefits, there is no production).
- 3) Saves the cost of training other employees or hiring temporary assistance to perform the injured or ill employee's duties.
- 4) Reduces workers' compensation insurance premiums since an active return to work policy would be in place.
 - a. Loss Cost Multiplier – This calculation takes all losses paid by the insurer to determine what pricing tier your company will be placed in - this is the incremental rate that is charged per \$100 in payroll. If a strong return to work program is in place and injured employees are able to return to productive work earlier, the City's total loss will be reduced and possibly qualify the City for a lower pricing tier.
 - b. Experience Modification factor – This is the City's report card for losses. If your company's loss experience is costlier on the average than other company's loss experience in your industry, the result is a debit e-mod. Currently, the City has an e-mod of 1.14 which results in an additional charge of \$17,080.
 - c. Scheduled credits – This section is an area the underwriter can apply credits or debits to the account based on their overall comfort of the risk. If losses are trending upward the underwriter may need to debit the account to cover anticipated losses. If a company is working hard to provide a safe environment and put measures in place to respond after an injury, the underwriter will have more confidence in applying credits to the account.
- 5) Demonstrates the City's compliance with and support of various legal provisions of the Family Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA).

Benefits to the Employee

- 1) Increases their self-esteem, minimizing feeling of guilt for having been injured.
- 2) Promotes better morale among all workers since they may not have to absorb other employees' duties on a temporary basis.

July 7, 2016

- 3) Provides another benefit that can help attract and retain quality employees – a benefit that costs the City nothing.
- 4) Maintains social contact with fellow employees, which enhances recovery and encourages a faster recovery.
- 5) Reduces the negative financial impact many injured workers experience due to lost time.

When Gunnison Valley Family Physicians discontinued the acceptance of workers' compensation patients, one of the reasons they cited included a lack of communication with the employer (among other things). The communication afforded by the Medical Evaluation Form allows the medical profession to assist with getting the employee back to performing his or her essential duties more quickly as well as prevent delayed recovery due to further injury.

We realize that the proposed policy will not solve all employee/employer problems in returning injured workers to their jobs. For instance, alternative assignments are rarely available in the Public Works Department. However, we believe this policy as proposed will help to facilitate an early return to work for injured employees, deriving at least some of the benefits listed above. In practice, most of the tenets of the proposed policy are already followed by the City, and having a formalized policy in place is desirable.



Return to Work Policy

Adopted by City Council July 26, 2016

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SECTION 1 PURPOSE

This policy is in place to ensure the City of Gunnison provides meaningful work activity for employees who are temporarily unable to perform all, or portions, of their regular work assignments or duties. This policy applies to employees suffering from either work or non-work related injury or illness. The goal is to allow valued city employees to return to productive, regular work as quickly as possible if alternative assignments are available. By providing temporary transitional or modified work activity, injured and recovering employees remain an active and vital part of the City of Gunnison. Studies show that a well-constructed Return to Work Policy reduces lost time days, allows workers to recover more quickly and makes for a more positive work environment.

SECTION 2 SCOPE

All active employees who become temporarily unable to perform their regular job duties due to a compensable work related or non-work related injury or illness may be eligible for transitory work duties within the provisions of this program, provided that alternative assignments are available. Return to work tasks may be in the form of:

- A. Changed duties within the scope of the employee's current position.
- B. Other available jobs for which the employee qualifies outside the scope of his or her current position.
- C. An altered schedule of work hours.

SECTION 3 DEFINITIONS

Transitional duty is a therapeutic tool used to accelerate an injured employee's return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though multiple back-to-back 90-day assignments are allowable if it is medically warranted.

Alternate duty is a part of the City of Gunnison's Return to Work Policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury job.

SECTION 4 APPLICABILITY

4.1 LENGTH OF DUTY

If work is available that meets the limitations or restrictions prescribed by the employee's attending medical provider, that employee may be assigned transitional or modified work for a period not to exceed 90 days. Transitional or light duty is a temporary program, and an employee's eligibility in these reduced assignments will be based strictly on medical documentation and recovery progress.

4.2 DAILY APPLICATION

An employee's limitations and restrictions are effective 24 hours a day. Any employee who fails to follow his or her restrictions may cause a delay in healing or may further aggravate the condition. Employees who disregard their established restrictions, whether they are at work or not, may be subject to disciplinary action up to and including termination.

4.3 QUALIFICATION

Transitional or modified duty will be available to employees on a fair and equitable basis with temporary assignments based on skill and abilities, if such assignments are available within the employee's department. Availability will be determined upon the sole discretion of the Department Head and/or the City Manager. Eligibility will be based upon completion of the Return to Work Evaluation Form by the employee's attending medical professional. An employee on modified duty will be considered part of the regular shift staffing, with recognition of the employee's limitations within the department.

SECTION 5 RESPONSIBILITIES

The following responsibilities apply to various levels within the City of Gunnison.

- A. The City's management staff will ensure the policy's enforcement among all levels at the City of Gunnison and will actively promote and support this policy and the Return to Work Program as a whole.
- B. Supervisors will support the employee's return to work by identifying appropriate modified assignments and ensuring the employee does not exceed the medical

professional's set restrictions. Supervisors will also stay in regular contact with absent employees and communicate the City's attendance expectations clearly. They are also responsible for reporting any problems with employees and this policy to Human Resources or the City Manager.

- C. Injured workers will notify their supervisors in a timely manner when their condition requires an absence. They will closely follow their medical professional's treatment plan and actively participate in the City of Gunnison's Return to Work Program, which includes following all the guidelines of this policy. Injured employees will also help supervisors identify potential options for transitional duties. While supervisors are responsible for maintaining constant communication with the injured employee, the worker also has the obligation to maintain contact with the City of Gunnison about their condition and status. The injured worker will complete all required paperwork in a timely manner.

SECTION 6 PROCEDURE

6.1 WORK SCHEDULE

The City of Gunnison will do everything in its power to tailor the restricted work schedule to the injured employee's normal, pre-condition work schedule. However, depending on the job limitations, it may be necessary for the employee to take on a specifically designed, temporary schedule to accommodate these restrictions.

6.2 PAYMENT OF WAGES

- A. If qualified authorities determine an employee's injury is work related, the City of Gunnison will pay benefits and wages in accordance with the state workers' compensation statute and with the Employee Handbook. If an employee on modified duty is unable to report to work, the employee may then be charged for up to eight hours of sick leave per shift.
- B. Employees performing modified duty on a restricted work week (during the first 90 days of workers' compensation leave) will receive payment for hours worked from the City, while hours not worked will be reimbursed according to workers' compensation guidelines.
- C. An employee performing transitional duty for a non-work related injury or illness on a normal work schedule shall receive an hourly rate for all time worked that may not necessarily equal the full-duty hourly rate.

- D. Employees performing transitional duty on a restricted workweek following a period of short-term disability (STD) may receive a combination of regular pay and partial disability benefits. The employee and Human Resources Department will work out this combination on a case-by-case basis.
- E. If employees take vacation or there is a holiday during restricted duty, they are entitled to their regular vacation selection or holiday pay as it would apply to normal, non-restricted duty.

6.3 COMMUNICATION EXPECTATIONS

If an employee is unable to work in any capacity and the City approves of the absences, the employee must stay in constant communication with Human Resources and the direct supervisor. Each must receive an update of the employee's medical status on at least a weekly basis. Failure to do so may result in a reduction in available benefits and discipline up to and including termination.

6.4 MEDICAL APPOINTMENTS

- A. Employees may use time off for medical appointments if they have it available and if they coordinate the absence in advance with their supervisor. Non-emergency medical appointments not scheduled in advance may be cause for denial of time off and/or use of leave time.
- B. The employee's medical provider must complete the City of Gunnison Return to Work Evaluation Form for each visit to evaluate the impairment. It is the employee's responsibility to inform the City of Gunnison of his or her medical status after each doctor visit. This applies to both work related and non-work related injuries and illnesses that interfere with assigned.

6.5 EMPLOYEE PROCEDURES

- A. In the event an injury or illness is work related, report it to your supervisor immediately, or no later than the end of the shift on which the injury occurs. Complete the Employee's First Report of Injury Form.
- B. In the event an injury or illness occurs outside of work, report it to your supervisor immediately, or no later than the start of the first shift following the date of injury.
- C. Let your supervisor know that you are seeking medical treatment and obtain a Return to Work Evaluation Form. The Return to Work Evaluation form must be completed for each practitioner visit regardless of your choice of physician and regardless whether the condition is work related or not.

- D. Participate in the Return to Work Program on temporary transitional work for up to 90 days while your medical provider and supervisor continuously review your condition.

SECTION 7 REFUSAL TO PARTICPATE

If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty. Employees who choose not to participate in the City of Gunnison Return to Work Program or follow all regulations in this Return to Work Policy may become ineligible for state workers' compensation benefits. In some cases, refusal to participate may be a basis for termination. Unpaid Family Medical Leave may apply upon refusal and disability benefits will cease.

SECTION 8 FAMILY MEDICAL LEAVE

In the case of reduced work time, the Family Medical Leave and Partial Disability programs may apply to compensate for lost wages due to fewer hours. Contact the Human Resources Department for further details.

SECTION 9 EMPLOYEE ACKNOWLEDGEMENT

The City of Gunnison's primary goal is to accommodate injured and recovering workers by identifying or modifying jobs to meet their physical capacities and allowing them to return to work as quickly and smoothly as possible. The City is committed to individualizing return to work programs based around the individual's physical capabilities and will review all task assignments regularly to ensure duties are appropriate.

We are committed to early return to work and recognize that it speeds up the recovery process and reduces the likelihood of permanent disability. employees are expected to show the same commitment to the program by following the Return to Work Policy and all guidelines of the Return to Work Program. The Return to Work Program requires a team approach, so employees are expected to cooperate with the management team, supervisors and medical staff should they ever become injured and unable to perform your full job duties.

Prior to working on any City of Gunnison job site, each employee is expected to have read the entire Return to Work Policy, which includes the following sections:

- Purpose
- Scope

- Applicability
- Responsibilities
- Procedure
- Refusal to Participate
- Family Medical Leave

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the City of Gunnison Return to Work Policy.

I am aware of and have read the City of Gunnison's Return to Work Policy, and I understand the requirements and expectations of me as an employee. Should I become injured or ill and unable to carry out my regular duties, whether it happens inside or outside the workplace, I fully recognize the City of Gunnison's expectations of me during my recovery. I also know that the City of Gunnison reserves the right to pay less than my full-duty rate during transitional work if it is justified.

I understand that if I choose not to participate in the Return to Work Program or follow this policy's guidelines, I may become ineligible for state workers' compensation benefits. In some cases, my refusal may be grounds for termination.

Employee Signature: _____

Date: _____



City of Gunnison

Dear Medical Professional:

City of Gunnison would like to assist in the transition to full duty work for employees suffering from either work or non-work related injury or illness. We are able to accommodate many restrictions you believe fit to ensure a full recovery. This includes, but is not limited to, modified hours, duties and flexibility to continue medical treatment.

Please complete the attached form, or your comparable version of this form, outlining any restrictions assigned to this employee. Please understand that the ultimate objective is a return to full duty employment, and we ask that you keep this in mind when establishing a treatment plan.

If our employee is unable to return to work immediately, please call the City of Gunnison Finance Department. Should you have any questions or need to review additional information, please contact us at 970-641- 8070.

Sincerely,

City of Gunnison



Return to Work Medical Evaluation Form

Your cooperation in completing this form is vital to our efforts in determining the work potential of your patient. Our goal is to return the injured or ill City of Gunnison employee to his or her full working capacity as soon as possible. Thank you for your assistance.

Please print

Employee's Name: _____ SS#: _____

Date of injury/surgery/onset of illness: _____ Date of exam: _____

Diagnosis or description of injury/surgery/illness: _____

The patient's return to work status is:	The patient's restrictions or limitations are:	The patient can perform them:		
		Frequently	Occasionally	Not at all
<input type="checkbox"/> Return to regular work Date: _____	<input type="checkbox"/> Lifting above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Able to return to work with noted restrictions Date: _____	<input type="checkbox"/> Lifting from below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Unable to return to work until next evaluation Date: _____	<input type="checkbox"/> Twisting of upper body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Referred to another health care provider Name: _____ Date: _____	<input type="checkbox"/> Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Squatting, kneeling or crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Repetitive wrist movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Repetitive feet movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Operating industrial equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Driving company vehicle or tractor/trailer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Exposure to dust or fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Exposure to skin irritants, solvents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Must wear hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Must wear eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Alternate sitting and standing every ___ hours			
	<input type="checkbox"/> Limit standing to ___ hours a day			
	<input type="checkbox"/> Limit daily work to ___ hours a day			
	<input type="checkbox"/> Under medication that could affect ability to work Please explain: _____			
Lifting restrictions				
<input type="checkbox"/> None				
<input type="checkbox"/> 40-50 lbs.				
<input type="checkbox"/> 30-39 lbs.				
<input type="checkbox"/> 20-29 lbs.				
<input type="checkbox"/> 10-19 lbs.				
<input type="checkbox"/> less than 10 lbs.				

Follow-up plan of treatment None Return visit on _____ at _____ a.m./p.m.

Additional comments: _____

Health care provider's signature

Date signed

Street address

Health care provider's name (please print)

Phone number (include area code)

City, State and Zip code



Memorandum

To: City Council
From: Ben Cowan
Date: 7/12/2016
Re: Capital Improvement Plan Prioritization

During a discussion with incoming City Manager, Russ Forrest, we discussed the lack of prioritization in the Capital Improvement Plan (CIP). He asked for me to make an attempt at establishing a method to prioritize the projects that are contained in the plan.

It is important to note that the CIP is simply a tool to identify funding availability and impending shortages, as well as a tool for establishing a priority ranking for planned projects. The plan is NOT an appropriation of funding for any projects. The CIP lists are updated annually as new needs become known and as priorities are changed. Therefore, it is entirely possible that a project with a low priority will remain in the CIP for many years, as more important projects appear and move ahead for quick implementation. On the other hand, a project may be implemented sooner than originally planned due to changing priorities or funding availability.

The proposed rationale for scoring each proposed project will help determine the relative importance of one project over another in a systematic way. The method was originally developed by the U.S. Forest Service, further refined over the years.

Weight Factor Determination

The weighted score will be assigned to each criterion by measuring each criterion against every other criterion. When one criterion is more important than another it is assigned a point. The criteria with the most points are given the highest weight. See the table and the following discussion demonstrating how the criteria are given a weight score.

#	Criterion	Weight Factor
1	Does the project meet a need with which a maximum number of citizens can identify?	5
2	Does the project result in maximum benefit to the community from the investment dollar?	4
3	Does the project conserve energy and/or provide a positive environmental impact?	3
4	Does the project require speedy implementation in order to assure its success of maximum effectiveness?	2
5	Does the project relate specifically to other existing or proposed programs?	1

Each criterion is compared to all criteria below:

1/2-5: As with all levels of government, meeting a need with the tax dollar with which a maximum number of citizens can identify, is more important than all other criteria. (Criterion 1 takes priority over all others)

2/3: The cost/benefit ratio is more inclusive and more tangible than is whether the project conserves energy and environmental sustainability. (Criterion 2 takes priority over 3)

2/4: The cost/benefit ratio is a more inclusive measure of success than speedy implementation. (Criterion 2 takes priority over 4)

2/5: Maximum benefit to the community is more important than whether the project relates specifically to other programs. (Criterion 2 takes priority over 5)

3/4: Conservation of energy and environmentally responsible practices in projects is more important than speedy implementation to assure success. (Criterion 3 takes priority over 4)

3/5: Energy conservation and environmental responsibility are more critical than how the project relates to other programs. (Criterion 3 takes priority over 5)

4/5: Coordination of programs is less important than speedy implementation. (Criterion 4 takes priority over 5)

Rationale for Score Amplification

After determination of the preliminary score for each project, the score is multiplied by a factor to complete the weighting system and establish a total score and final, calculated priority. For instance, if two projects receive the same score based on the weighted criteria, a project that is legally required should take precedence over a project that is not legally required. The amplification process accomplishes this goal. Unlike the rationale for measures each criterion against every other criterion, the amplification factors apply to the project as a whole. If any of the final four criteria questions are checked "yes", the entire weighted score established using the procedures above are "amplified" (this is done by multiplying the weighted score by the amplification rate) as follows:

#	Criterion	Amplification Factor
6	Does the project directly relate to the City Council's stated strategic priorities?	6%
7	Is the project necessary to meet legal requirements or regulations?	5%
8	Does the project provide for and/or improve public health and/or safety?	4%
9	Is the project necessary to fulfill a contractual obligation?	3%

Project Criteria

The following are the criteria expressed as more detailed questions:

1. Does the project meet a need which a maximum number of citizens can identify? Many services or facilities are requested by individual citizens and citizen's groups. Have requests for the project been made at public hearings or forums or before the City Council? Has the need to be filled by the project been the subject of frequent citizens' complaints? Tax dollars should always be used with an awareness of those citizen desires in mind.
2. Does the project result in maximum benefit to the Community from the investment dollar? This criterion is particularly important during periods of high inflation. Buying land now for future projects, for example, can result in overall savings. This criterion also applies to the replacement or renovation of obsolete and inefficient facilities which will result in substantial improvement in services to the public at the least possible cost. This criterion should be applied to all projects.
3. Does the project conserve energy and/or provide positive environmental impact? Energy improvement and environmentally sustainable projects are becoming increasingly more important. Often, these projects can be justified in terms of dollar savings in terms of efficiency.
4. Does the project require speedy implementation in order to assure its success or maximum effectiveness? There may be a time limitation on providing a local funding share in order to receive a State or Federal grant. There may be other reasons why time is of the essence in the success or failure of a project. If the time factor is critical, explain why.
5. Does the project relate specifically to other existing or proposed programs? A project that relates to other projects or that provides services related to other services should receive a higher rating.
6. Does the project directly relate to the City Council's stated strategic priorities? Does this project need to take place in order to execute declared strategic results?
7. Is the project necessary to meet legal requirements or regulations? This includes Federal, State or local legal requirements, or projects mandated by Court Order.
8. Does the project provide for or improve public health or safety? This criterion should be answered "no" unless public health or safety can be shown to be an urgent or critical factor.
9. Is the project necessary to fulfill a contractual requirement? Has the City formally agreed to pursue the project according to an agreement with another entity? This includes Federal or State grants, which require local participation.

Council Direction

The above suggested prioritization model is simply an illustration of a possibility of the relationships between the listed criteria. The results of such a prioritization model can be presented in a matrix similar to the below example:

CAPITAL IMPROVEMENT PLAN		CRITERIA											RANK BY TOTAL SCORE
		1	2	3	4	6	Total Weighted Score	8	9	10	11	Total Amplified Score	
		Maximum Citizen Identification	Community Cost/Benefit	Environmental Conservation/Impact	Requires Speedy Implementation	Existing Program Relationship		Legally Required	Public Health/Safety	Council Strategic Priority	Contract Obligation		
PROJECT	YEARS	Weight Factors					Amplification				Total Amplified Score	RANK BY TOTAL SCORE	
		5	4	3	2	1	6%	5%	4%	3%			
Project A	Prior-2017	4	4	4	3	4	58	X	X	X		66	1
Project B	2017	3	4	1	4	4	46					46	2
Project C	2017-2021	3	3	2	2	4	41		X			43	3
Project D	2020	2	4	2	2	4	40		X			42	4
Project E	2017	3	3	2	2	3	40	X				42	4
Project F	2017-Future	4	2	2	1	3	39		X			41	6

A copy of the modified project request form is also attached to this memo.

Please review the weight factors for each criterion and adjust as necessary.



**CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FORM
2017-2021**

1. Department:		2. Project Title:			3. Submitted by:		
4. Site Requirement:		5. Project Description (specifications):					
6. Check One:		7. Justification (include cost/benefit and consistency w/ City goals, plans, policies):					
Replacement <input type="checkbox"/> New <input type="checkbox"/> Upgrade to Existing <input type="checkbox"/>							
8. Total Project Cost and Schedule:							
	Year						
Phase	Prior Yrs	2017	2018	2019	2020	2021	Future
Land Cost							
Architectural/ Engineering							
Construction							
Permits							
Utilities							
Furnishing							
Acquisition/ Purchase							
Other Costs							
Annual Totals							
<i>Comments:</i>						Grand Total	

9. Funding Distribution:		10. Future Recurring Costs:	
Federal	_____		Annual Amount
State	_____	A. Personnel Services	Comments
City	_____	B. Contract Services	
Other	_____	C. Fixed Costs	
Total	_____	D. Utility Costs	
2017 City Cost:		E. Materials & Supplies	
		F. Equipment	
		G. Estimated Annual Debt Service	
		H. Other	
		Total	

11. Priority Weighted Criteria:	
Rate each criterion listed below on a scale of 1 to 4 based on the following rating key:	
<u>Raw Score</u>	<u>Explanation</u>
1	Project <i>does not</i> meet criterion
2	Project meets criterion <i>poorly</i>
3	Project meets criterion <i>satisfactorily</i>
4	Project meets criterion <i>very well</i>
	<u>Score</u> <u>Comments</u>
1. Does the project meet a need with which a maximum number of citizens can identify?	
2. Does the project result in maximum benefit to the community from the investment dollar?	
3. Does the project conserve energy <u>and/or</u> provide a positive environmental impact?	
4. Does the project require speedy implementation in order to assure its success of maximum effect?	
5. Does the project relate specifically to other existing or proposed programs?	

12. Priority Amplified Criteria:		
NOTE: You <u>MUST</u> provide <i>specific</i> information justifying any boxes marked "Yes"		
	<u>Yes</u>	<u>No</u>
		<u>Comments</u>
6. Does the project directly relate to the City Council's stated strategic priorities?		
7. Is the project necessary to meet legal requirements or regulations?		
8. Does the project provide for and/or improve public health and/or safety?		
9. Is the project necessary to fulfill a contractual obligation?		