



## **Town of Green Mountain Falls**

### **Regular Board of Trustee Meeting Agenda**

**10615 Green Mountain Falls Road**

**7:00 p.m.**

**Tuesday, June 19, 2018**

- 7:00 p.m.
1. Joint meeting with Planning Commission for Review of Fire Department Project
  2. Workshop regarding budget. This subject will include staffing and roads
  3. Workshop for the purpose of receiving public input on Ordinance No. 2018-03, An Ordinance Amending Section 17-85(c) of the Municipal Code of the town of Green Mountain Falls, Colorado, Regarding The Procedure For Obtaining Grading Permits

#### **REGULAR MEETING**

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS OR CORRECTIONS TO THE AGENDA
3. CONSENT AGENDA
  - a. Approve Board of Trustees Meeting Minutes June 5, 2018
  - b. Bring Into Record Bills Run June 18, 2018
4. NEW BUSINESS
  - a. Introduction and Final Action, Ordinance No. 4, 2018, An Ordinance Amending Chapter 6, Article VIII, Of The Green Mountain Falls Municipal Code, Adopted As Ordinance No. 04-2017, Regarding Short-Term Rental Property Licenses
5. OLD BUSINESS
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE None.
8. REPORTS
  - a. Trustees
  - b. Town Clerk
  - c. Marshal
  - d. Town Manager

9. ADJOURN

Date: 13 June 2018  
To: Town of Green Mountain Falls  
Cc: Gary Florence, Rich Bowman, Jeff Idleman, Adam Oklesh  
From: Todd Ficken, PE  
RE: **GMFFP – Land Planning Update**

---

The Green Mountain Falls – Chipita Park Fire Protection District (GMF), has been making good progress on the development of the new fire station that was generally outlined the last time GMF presented to the Town of Green Mountain Falls (Town). This memorandum provides the Town an update on the project and also a review on the Town process in terms of securing the land development rights.

Amended Plat: As the board may recollect the original intention was the seller of the land to GMF, first requested that we subdivide Lot 2 into two equal parcels, named Lot 2A and Lot 2B. The seller at that time was planning on retaining Lot 2B and selling just Lot 2A to the GMF. This replat, at that time, was completed and recorded. Subsequently, the seller decided he was not going to develop Lot 2B after all, and GMF was able to purchase both Lot 2A and Lot 2B. At this time, in order for GMF to construct the new fire station, GMF has to file an amended plat, to re-combined Lot 2A and Lot 2B. We have prepared an amended plat. We request that the Town approve the amended plat so Lot 2A and Lot 2B can be recombined into one lot, denoted as Lot 2.

Site Plan: The GMF team has been refining the site plan. One aspect is GMF has deleted the emergency access way directly on to Hwy 24. This was done for several reasons, one was cost and the other was the practicality of grading the site to construct an access road.

A geotechnical and geological survey is nearly complete. The results of that report will allow GMF to finalize the civil site plan. At this time, the site plan is summarized as follows:

1. Sanitary – Sanitary will be addressed on-site. In working with the El Paso Health Department and sizing the on-site sanitary system to accommodate an occupant load that would be anticipated during regional fire command events, e.g., during times of large fire events, the system is sized to accommodate 415 gallons per day. This would include a 2,000-gallon septic tank (per County Health Department regulations) and an evapotranspiration/absorption field. The field will be subdivided into two fields that can be alerted between using a diverter valve. This will provide flexibility for GMF, by allowing one field to dry out while the other field is in use. Also, in the event a field needs maintenance, the station will still be operational.

2. Water Lines – GMF is coordinating with CSU for the design. The design is to connect (full tap connection) to the existing water line that runs in Green Mountain Falls Rd. with a 6-inch line. A gate valve will be inserted at the location. The line will be routed up the R.O.W. to the property line and then continue into the apparatus bay. At that location, a domestic tap will be provided and also a tender fill station provided. Also on site will be a fire hydrant. The fire hydrant will be for water service to the facility in the event of a structure fire as well as a training hydrant.
3. Telephone and Electric –
  - a. Electric – Service size is currently estimated as 120/208-volt, 400 amp, 3-phase. CSU has distribution lines that parallel along the south side of HWY 24's ROW. Primary side of the service will be via underground, with a 150 KVA transformer (size is TBD), that will be pad mounted in an accessible location, per CSU's requirements, adjacent to the north side of the building. Secondary side will be underground to the building's main disconnect,
    - i. Generator – a natural gas-powered generator will be provided. Generator will be situated on the north side of the facility.
  - b. Telephone – This includes telephone, cable, and data. Service will be provided via Comcast and CenturyLink, service will come in underground for the service pedestal. Routing will be underground; routing details are not known at this time.
4. Gas Lines – Gas will be provided by Black Hills Energy. Currently there is a gas extension that terminates at the north end of the R.O.W. The plan will be to extend that existing gas line to the building.
5. Storm Sewers – As discussed, the existing water quality/storm detention pond located downhill from the Town Hall and just north of Green Mountain Falls Road, will be expanded and improved to receive the storm water flows from the Town Hall parcel as well as the Fire Station parcel. The current design is summarized as follows:
  - a. The Town Hall flows will be surface conveyed to the water quality/detention facility.
  - b. The Fire station flows will be conveyed via a storm sewer system.
    - i. The access drive (new road to be constructed within the fire district property) and the public section of the road from Green Mountain Falls Road to the fire district property line will be paved.
    - ii. No curb and gutter will be installed, but the roads and access drive will be graded to direct flows to the shoulder swales.
    - iii. Within the shoulder swales, will be drop inlets for storm water. The inlet will be an approved CDOT type.
    - iv. The service apron will sheet flow into an inlet. This inlet will drop and connect to a storm sewer line that will run inside the access road.

- v. The access road will be graded to slope toward the inside of the access road curve to convey storm water flows.
- vi. Along the access road will be inlets. The purpose of multiple inlets is to capture the surface flows at intervals to capture and control the developed velocities of the storm water flow. A total of four inlets are planned.
- vii. Once the storm flows exit the property boundary, the storm flows will be conveyed via a storm sewer. The storm sewer will terminate with a drop structure. The drop structure will include energy dissipating devices to reduce the inflow (and energy) of the storm water.
- viii. The storm water pond will be developed and enhanced. It will involve concrete structures, a concrete forebay, and a concrete release/outflow. The pond will also have an emergency spill way.
- ix. The emergency spill way will spill storm flows directly onto Green Mountain Falls Road. Once on the road, the overflows will be surface conveyed to Fountain Creek.
- x. Normal storm releases from the pond will be conveyed with a storm water pipe system and daylighted into Fountain Creek.



The inlet structure of the revised water quality pond will have features similar to what is represented in the pictures. These structures noted as used to dissipate energy of the incoming flows.



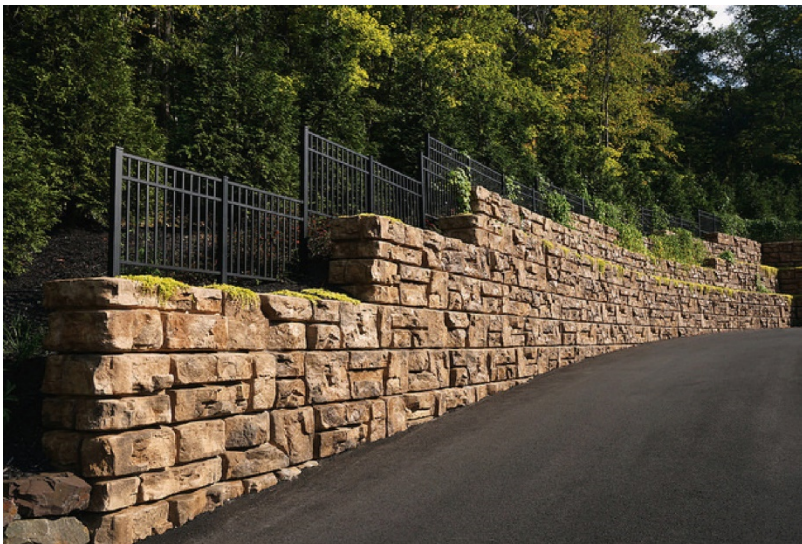
The pond itself is being re-contoured and will look similar to the one in this picture.

- c. Site Grading – A lot of work has been invested in deriving a grading plan that is harmonious with the surrounding area, is conscience of storm water flows, is developed within the property boundary, minimizes storm flows conveying across property boundaries, reduces the use of retaining walls and is economically feasible. Attached is the graded plan as it has currently evolved.
  - i. Slopes steeper than 2:1 are provided with an engineered retaining wall. The retaining wall that will be used will be an MSE type wall. A decorative block, refer to “redi-block” manufacturer is specified. The manufacturer offers many decorative and stylish block details, which will be selected for this site. The retaining wall locations are shown on the grading plan. The maximum height of the retaining wall will be approximately 10 feet in both locations and will temper down to three feet.
  - ii. Areas where the retaining walls are located, guardrails will be installed. Also vehicle guard rails will be installed on any slope steeper than 2:1.
  - iii. Final construction drawings will include an erosion control plan and a CDPHE construction storm water permit will be secured.
  - iv. The attached depicts 1' contours





The location requiring retaining walls will look similar to this picture.



Example of the block texture that will be used. Areas subject to pedestrian use will have guard rails installed as represented in this picture.

d. Development Details:

- i. The location of the building and improvements are as represented on the site plan.
- ii. Location of access road, utilities, etc. are as depicted.
- iii. Naturalized landscape will be maintained or restored. Around the building, formal landscaping will be introduced. The formal landscape plan will be developed per the Town's zoning regulations. The construction contract will require a two-year warranty on landscaping plant material (as well as rest of the project).
- iv. Access Road – The width of the access road will be 20 feet. The grade of the access road will not exceed 10%

- e. Erosion Control Plan – Once the construction drawings are completed, a full erosion control plan will be included in the construction documents. The erosion control plan will meet CDPHE requirements, and urban drainage requirements.
- f. Air Pollution – The site will maintain dust control. The construction documents will include a specification detailing the need to institute acceptable dust control practices.

Procedures: GMF would like to review and confirm the process and deliverables for the submittal process.



---

Todd E Ficken, PE

F&D International LLC

Fn = 012 GMFFP 14Jun18 Memo – Land Planning Update



AMENDED GREEN MOUNTAIN FALLS FIRE STATION SUBDIVISION

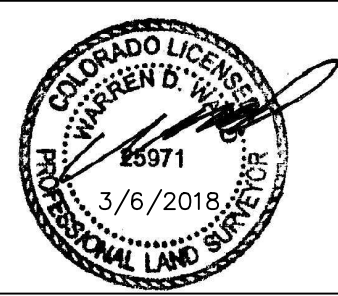
A REPLAT OF LOT 1, LOT 2A AND LOT 2B, GREEN MOUNTAIN FALLS TOWN HALL  
SUBDIVISION, RECEPTION NO 214713433, PART OF THE NW¼NE¼ SEC.8, TOWNSHIP 13  
SOUTH, RANGE 68 WEST, 6TH PM GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO  
SHEET 1 OF 2

EASEMENTS:

EASEMENTS:  
UNLESS SHOWN GREATER IN WIDTH OR DESCRIBED HEREIN, SIDE LOT LINES ARE HEREBY PLATTED WITH A FIVE (5) FOOT EASEMENT FOR DRAINAGE AND PUBLIC UTILITIES, THE REAR LOT LINES ARE HEREBY PLATTED WITH A SEVEN (7) FOOT EASEMENT FOR DRAINAGE AND PUBLIC UTILITIES ONLY, AND THE FRONT LOT LINES ARE HEREBY PLATTED WITH A TEN (10) FOOT EASEMENT FOR DRAINAGE AND PUBLIC UTILITIES ONLY WITH THE SOLE RESPONSIBILITY FOR MAINTENANCE BEING VESTED WITH THE PROPERTY OWNERS.

- A. AN EASEMENT OF (0.196) ACRES +/- FOR DRAINAGE, STORMWATER DETENTION, AND STORMWATER QUALITY FOR THE SHARED USE OF LOT 1, LOT 2 WITH THE SOLE RESPONSIBILITY FOR MAINTENANCE BEING VESTED WITH THE PROPERTY OWNER(S) IS HEREBY PLATTED AS GRAPHICALLY REPRESENTED.
- B. A (40) FOOT EXCLUSIVE PUBLIC INGRESS AND EGRESS RIGHT-OF-WAYS FOR THE BENEFIT OF LOTS 1 & 2, AND THE PUBLIC IS HEREBY PLATTED AS SHOWN ACROSS AND OVER LOT 1, GREEN MOUNTAIN FALLS TOWN HALL SUBDIVISION WITH THE SOLE RESPONSIBILITY FOR MAINTENANCE BEING VESTED WITH THE TOWN OF GREEN MOUNTAIN FALLS AS GRAPHICALLY DESCRIBED HEREIN. THIS RIGHT-OF-WAYS SHALL REMAIN AND SHALL NOT BE VACATED OR CHANGED AFTER ANY CONVEYANCE OF LOT 1 TO PRIVATE OWNERSHIP PRIOR TO A RE-PLAT DONE IN FULL COMPLIANCE WITH THE TOWN AND/OR COUNTY SUBDIVISION REGULATIONS.

SURVEYOR'S CERTIFICATION:  
THE UNDERSIGNED LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO HEREBY CERTIFIES THAT THE ACCOMPANYING PLAT WAS SURVEYED AND DRAWN UNDER HIS RESPONSIBLE CHARGE AND ACCURATELY SHOWS THE DESCRIBED TRACT OF LAND, AND SUBDIVISION THEREOF, AND THAT THE REQUIREMENTS OF TITLE 38 OF THE COLORADO REVISED STATUTES, 1973, AS AMENDED HAVE BEEN MET BASED ON FACTS KNOWN TO ME.  
THIS 6TH DAY OF JUNE, 2017.



WARREN D. WARD, COLORADO PLS 25971

PLANNERS CERTIFICATION:  
I, TODD E. FICKEN, BEING A QUALIFIED PROFESSIONAL ENGINEER, CERTIFY THAT THIS PLAT OF THE AMENDED GREEN MOUNTAIN FALLS FIRE STATION SUBDIVISION HAS BEEN ENGINEERED, DESIGNED AND PLANNED IN ACCORDANCE WITH ALL APPLICABLE DESIGN STANDARDS AND OTHER REQUIREMENTS OF THE TOWN OF GREEN MOUNTAIN FALLS SUBDIVISION REGULATIONS BASED ON FACTS KNOWN TO ME  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

TODD E. FICKEN, P.E.



BE IT KNOWN BY THESE PRESENTS:

THAT THE TOWN OF GREEN MOUNTAIN FALLS IS THE OWNER OF THE FOLLOWING DESCRIBED TRACT OF LAND TO WIT:  
LOT 1, GREEN MOUNTAIN FALLS TOWN HALL SUBDIVISION, IN THE TOWN OF GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO, AS SHOWN ON THE SUBDIVISION PLAT RECORDED AT RECEPTION NO.21473433, CONTAINING 1.561 ACRES, +/-.

THAT GREEN MOUNTAIN FALLS-CHIPITA PARK FIRE PROTECTION DISTRICT IS THE OWNER OF THE FOLLOWING DESCRIBED TRACT OF LAND, TO WIT:

LOT 2A, GREEN MOUNTAIN FALLS FIRE STATION SUBDIVISION, IN THE TOWN OF GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO, AS SHOWN ON THE SUBDIVISION PLAT AT RECEPTION NO. 214713433, CONTAINING 1.00 ACRES +/-

AND

LOT 2B, GREEN MOUNTAIN FALLS FIRE STATION SUBDIVISION, IN THE TOWN OF GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO, AS SHOWN ON THE SUBDIVISION PLAT AT RECEPTION NO. 214713433, CONTAINING 1.00 ACRES +/-

DEDICATION:

THE UNDERSIGNED PARTY IN INTEREST HAS CAUSED SAID TRACT TO BE SURVEYED AND PLATTED INTO LOTS, EASEMENTS AND RIGHT OF WAY AS SHOWN ON THIS PLAT, WHICH PLAT IS DRAWN TO A FIXED SCALE AS INDICATED HEREIN AND ACCURATELY SETS FORTH THE BOUNDARIES AND DIMENSIONS OF SAID TRACT AND THE LOCATION OF SAID EASEMENTS, AND WHICH PLAT SO PLATTED SHALL BE KNOWN AS "THE AMENDED GREEN MOUNTAIN FALLS FIRE STATION SUBDIVISION", GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO.

LEGAL DESCRIPTION:

TO WIT A PARCEL OF LAND LOCATED IN THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 30, TOWNSHIP 13 SOUTH, RANGE 68 WEST OF THE 6TH PRINCIPAL MERIDIAN, COUNTY EL PASO, STATE OF COLORADO DESCRIBED AS FOLLOWS:  
BEGINNING AT PLS MONUMENT 28685 IN THE SOUTHWEST CORNER OF LOT 2, AMENDED GREEN MOUNTAIN FALLS FIRE STATION SUBDIVISION:

- (1) THENCE SOUTH 77°55'01" EAST, A DISTANCE OF 284.87 FEET;
- (2) THENCE NORTH 00°58'06" EAST, A DISTANCE OF 260.58 FEET;
- (3) THENCE NORTH 51°54'57" WEST, A DISTANCE OF 216.33 FEET;
- (4) THENCE SOUTH 82°10'54" WEST, A DISTANCE OF 120.25 FEET;
- (5) THENCE SOUTH 81°59'59" WEST, A DISTANCE OF 177.24 FEET;
- (6) THENCE SOUTH 08°00'33" EAST, A DISTANCE OF 85.96 FEET;
- (7) THENCE SOUTH 30°35'18" WEST, A DISTANCE OF 62.03 FEET;
- (8) THENCE NORTH 62°19'11" WEST, A DISTANCE OF 110.52 FEET;
- (9) THENCE SOUTH 08°01'00" WEST, A DISTANCE OF 143.99 FEET;
- (10) THENCE ALONG THE ARC OF A NON-TANGENT CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 00°20'03", A RADIUS OF 677.53' FEET, AN ARCH LENGTH OF 3.95 FEET AND A CHORD THAT BEARS SOUTH 07°22'46" EAST A DISTANCE OF 3.95 FEET;
- (11) THENCE SOUTH 77°55'33" EAST, A DISTANCE OF 285.15 FEET TO THE POINT OF BEGINNING; CONTAINING 3.569 ACRES +/-

IN WITNESS WHEREOF:

THE AFOREMENTIONED GREEN MOUNTAIN FALLS - CHIPITA PARK FIRE PROTECTION DISTRICT HAS EXECUTED THIS INSTRUMENT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018

\_\_\_\_\_  
RICHARD BOWMAN, BOARD PRESIDENT  
GREEN MOUNTAIN FALLS - CHIPITA PARK FIRE PROTECTION DISTRICT

ATTEST:

\_\_\_\_\_  
JEFF IDELMAN, BOARD SECRETARY  
GREEN MOUNTAIN FALLS - CHIPITA PARK FIRE PROTECTION DISTRICT

PLANNING COMMISSION APPROVAL:  
APPROVED BY THE PLANNING COMMISSION OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CHAIRMAN PLANNING COMMISSION  
ATTEST: \_\_\_\_\_  
TOWN CLERK

TOWN COUNCIL APPROVAL:  
THE UNDERSIGNED HEREBY APPROVE FOR FILING THE ACCOMPANYING PLAT OF THE "GREEN MOUNTAIN FALLS FIRE STATION SUBDIVISION".

\_\_\_\_\_  
MAYOR  
ATTEST: \_\_\_\_\_  
TOWN CLERK

RECORDING  
STATE OF COLORADO)  
COUNTY OF EL PASO) SS

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD AT MY OFFICE AT \_\_\_\_ O'CLOCK \_\_\_\_M, THIS \_\_\_\_ DAY OF 20\_\_\_\_ AND IS DULY RECORDED AT RECEPTION NO. \_\_\_\_\_ OF THE RECORDS OF EL PASO COUNTY, COLORADO.

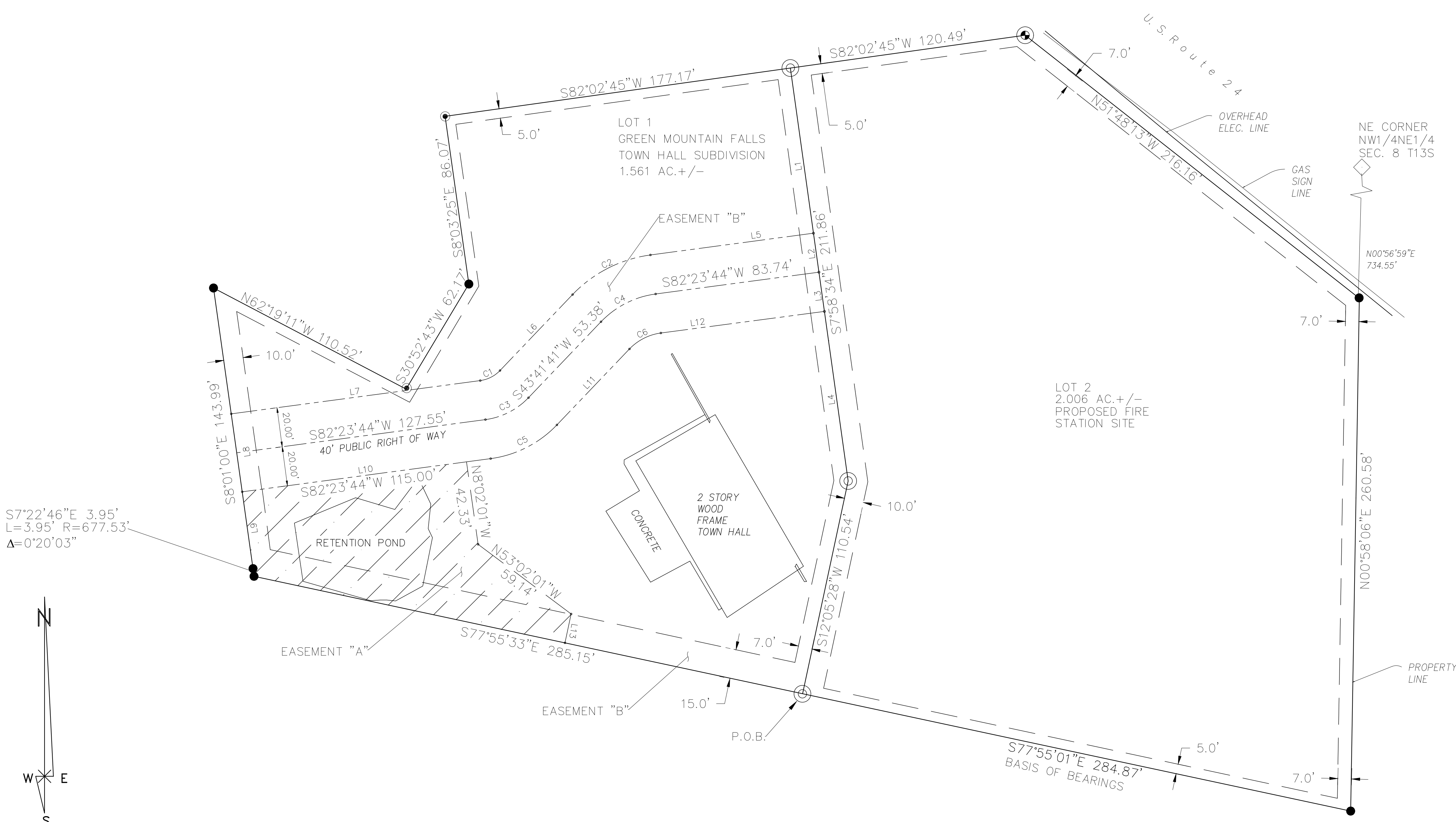
BY: \_\_\_\_\_  
COUNTY CLERK AND RECORDER

FEE: \_\_\_\_\_

SURCHARGE: \_\_\_\_\_

# AMENDED GREEN MOUNTAIN FALLS FIRE STATION SUBDIVISION

A REPLAT OF LOT 1, LOT 2A AND LOT 2B, GREEN MOUNTAIN FALLS TOWN HALL  
SUBDIVISION, RECEPTION NO 214713433, PART OF THE NW¼NE¼ SEC.8, TOWNSHIP 13  
SOUTH, RANGE 68 WEST, 6TH PM GREEN MOUNTAIN FALLS, EL PASO COUNTY, COLORADO  
SHEET 2 OF 2



## LEGEND:

- FOUND PLASTIC CAPPED REBAR STAMPED PLS 26965, APPARENT ORIGINAL MONUMENT
- ⊙ FOUND ALUMINUM CAPPED REBAR STAMPED PLS 28658, APPARENT ORIGINAL MONUMENT
- ⊕ FOUND 1/2" REBAR, APPARENT ORIGINAL MONUMENT
- ⦿ SET ALUMINUM CAPPED, 1/2" REBAR STAMPED PLS 25971
- ◇ FOUND ALUMINUM CAPPED REBAR, ILLEGIBLE, POSITIONED AS PER MONUMENT RECORDS

CURVE TABLE				
CURVE	LENGTH	RADIUS	BEARING	CHORD
C1	11.48	17.00	N63°02'43"E	11.27
C2	45.26	67.00	N63°02'43"E	44.40
C3	24.99	37.00	N63°02'43"E	24.52
C4	31.75	47.00	N63°02'43"E	31.15
C5	38.50	57.00	N63°02'43"E	37.77
C6	18.24	27.00	N63°02'43"E	17.89

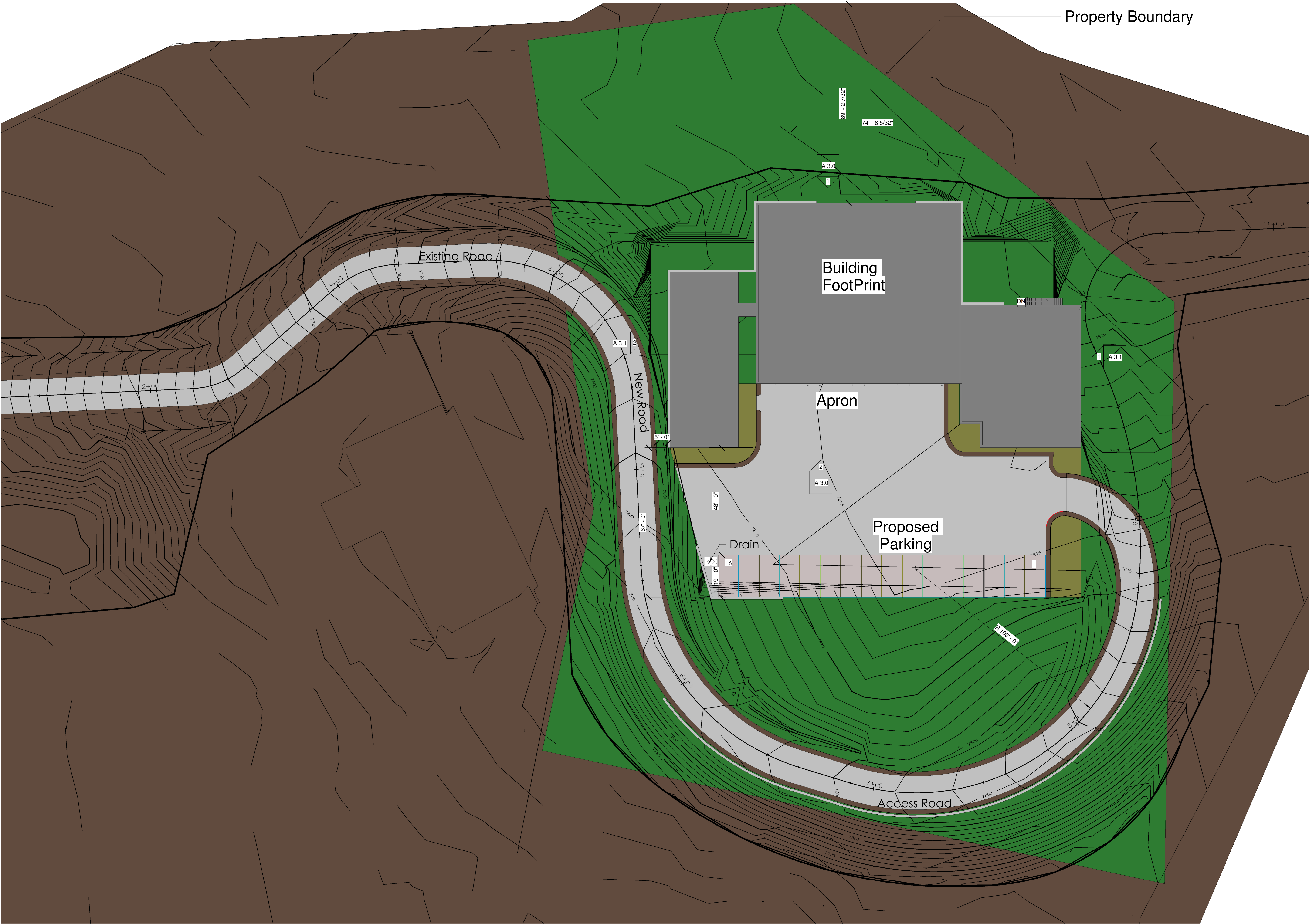
LINE TABLE		
LINE	LENGTH	BEARING
L1	84.73	S07°58'34"E
L2	20.00	S07°58'34"E
L3	20.14	S07°58'34"E
L4	87.00	S07°58'34"E
L5	83.61	S82°23'44"W
L6	53.38	S43°41'41"W
L7	127.70	S82°23'44"W
L8	40.00	S08°01'25"E
L9	39.41	S08°01'00"E
L10	115.01	N82°23'44"E
L11	53.38	N43°41'41"E
L12	83.87	N82°29'26"E
L13	15.01	S12°04'29"W

30 0 30 60 90  
GRAPHIC SCALE - FEET  
BASIS OF BEARINGS: Assumed  
S77°55'00"E, along the south boundary  
of Lot 2, monumented as shown.



13-06-2018 6:15:00 PM

1 LANDSCAPE PLAN  
1" = 20'-0"



Property Boundary



F & D  
International, LLC

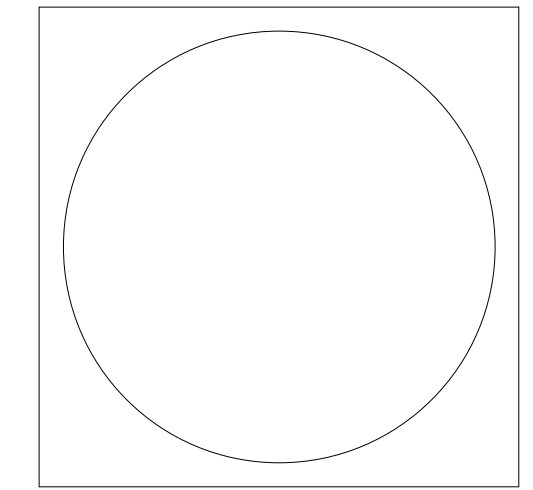
Architecture . Engineering  
Project Management

1930 CENTRAL AVE, SUITE B  
BOULDER, COLORADO 80302

T : 303.652.3200

www.fdi-one.com

Green Mtn. Falls FPD  
Fire Station #  
Enter address here



No. Description Date

Drawing Title:

ENLARGED  
ARCH SITE  
PLAN

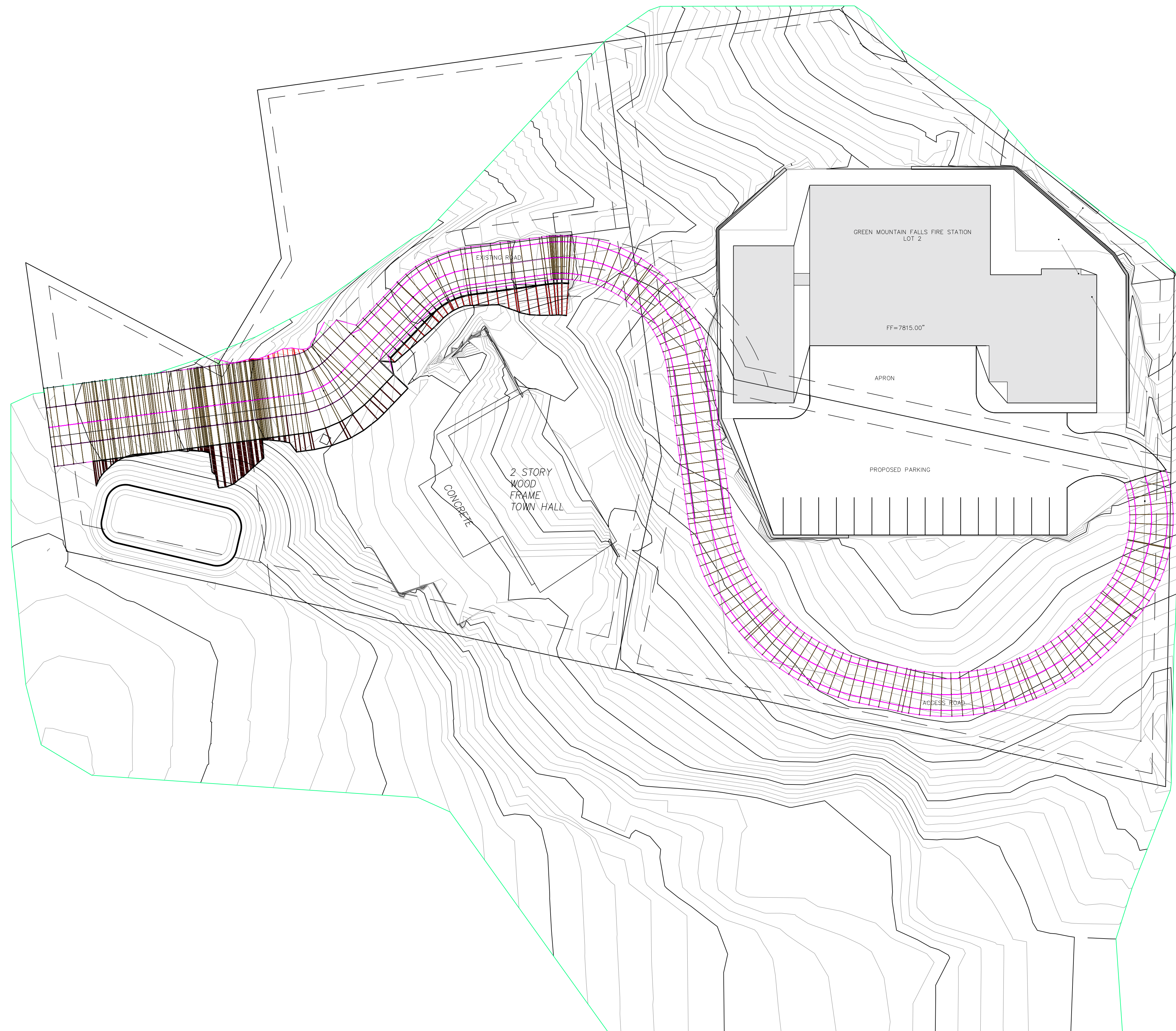
Project No.: P15004

Drawn by: Author Checked by: Checker

A 0.2

Schematic Design





F & D  
International, LLC

Architecture . Engineering  
Project Management

1930 CENTRAL AVE. SUITE B  
BOULDER, COLORADO 80302  
T : 303.652.3200  
WWW.FDI-ONE.COM

green mountain Falls Fire District  
Proposed Fire Station  
Town Of Green Mountain Falls, El Paso County, CO

## REVISIONS

1.



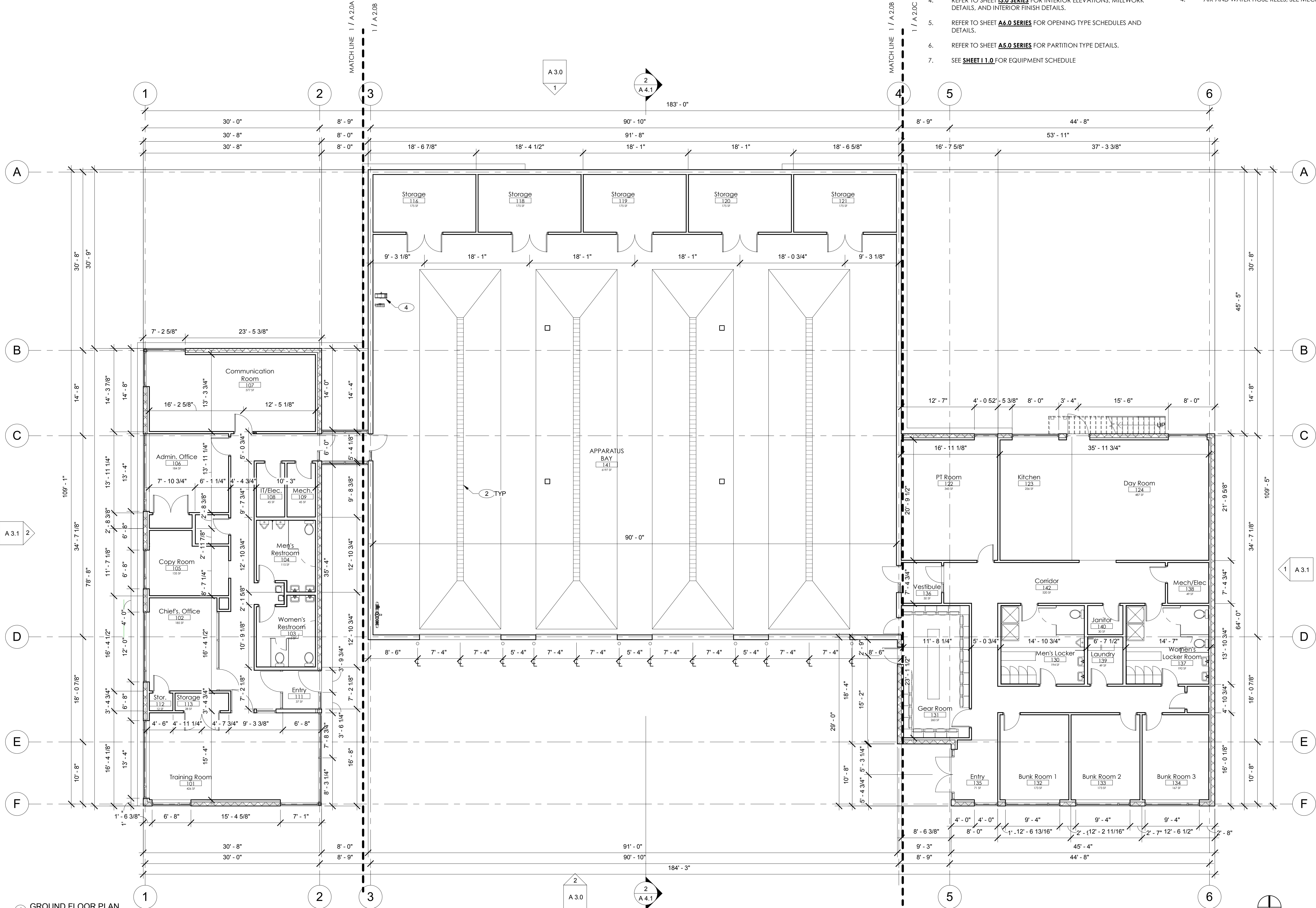
DATE: 5-MAY-17

DRAWN BY: SAK

## CONCEPTUAL SITE PLAN

C 1.1





SHEET NOTES:

- DO NOT DETERMINE DIMENSIONS AND SIZE OF THE GRAPHIC REPRESENTATIONS SHOWN ON THE DRAWINGS BY USING MEASURING DEVICES (DO NOT "SCALE"). RELY ON THE NUMERIC DIMENSIONS SHOWN ON THE DRAWINGS FOR MEASUREMENT. ALL DIMENSIONS ARE TO FACE OF STUD OR STRUCTURE U.N.O.
- REFER TO SHEET **G0.0 SERIES** FOR PLAN LEGEND, ABBREVIATIONS AND GENERAL NOTES.
- REFER TO **METAL BUILDING MANUFACTURER'S DRAWINGS** FOR EXTERIOR ENVELOPE ASSEMBLY DETAILS.
- REFER TO SHEET **I3.0 SERIES** FOR INTERIOR ELEVATIONS, MILLWORK DETAILS, AND INTERIOR FINISH DETAILS.
- REFER TO SHEET **A6.0 SERIES** FOR OPENING TYPE SCHEDULES AND DETAILS.
- REFER TO SHEET **A5.0 SERIES** FOR PARTITION TYPE DETAILS.
- SEE **SHEET I.1.0** FOR EQUIPMENT SCHEDULE

PLAN KEY NOTES:

- FIRE RATED WALLS TO BE BUILT TO INTERIOR FACE OF CLADDING; PROVIDE MINERAL WOOL AND CAULK TO MAINTAIN RATING TO INTERIOR FACE OF CLADDING
- TRENCH DRAIN SYSTEM; SEE STRUCTURAL AND PLUMBING
- TANKER FILL STATION; SEE PLUMBING
- AIR AND WATER HOSE REELS; SEE MECHANICAL AND PLUMBING



F & D International, LLC

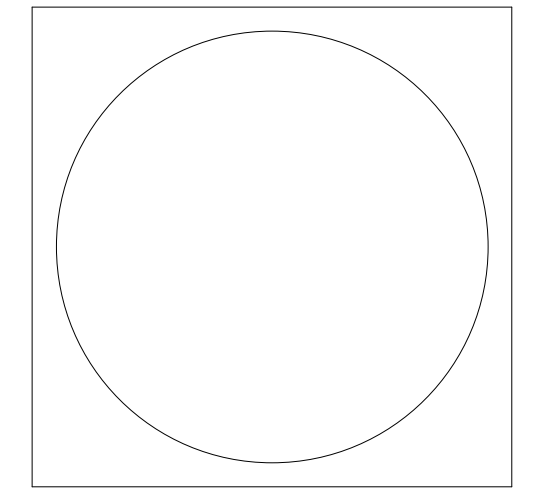
Architecture . Engineering Project Management

1930 CENTRAL AVE, SUITE B BOULDER, COLORADO 80302

T : 303.652.3200

www.fdi-one.com

Green Mtn. Falls FPD  
Fire Station #  
Enter address here



No. Description Date

Drawing Title:

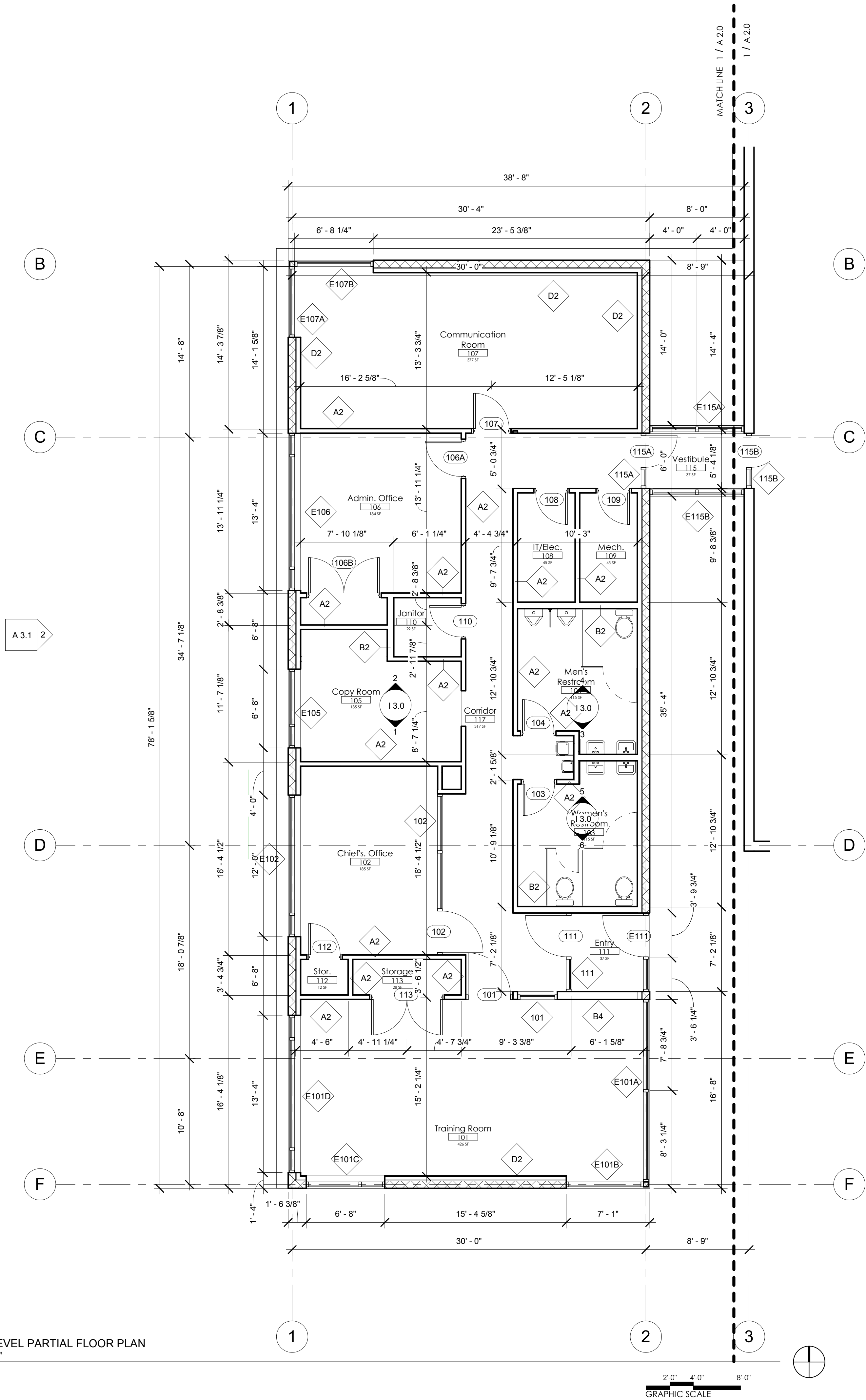
GROUND FLOOR PLAN

Project No.: P15004

Drawn by: Author Checked by:Checker

A 2.0

GROUND LEVEL PARTIAL FLOOR PLAN  
SECTOR "A"  
3/16" = 1'-0"



SECTOR  
"A"

### LEGEND

#### OUTLETS

- ⊕ DUPLEX RECEPTACLE (120 V)
- ⊕ DEDICATED DUPLEX RECEPTACLE (120 V)
- ⊕ WEATHERPROOF RECEPTACLE
- ⊕ GROUND FAULT RECEPTACLE
- ⊕ ISOLATED GROUND RECEPTACLE
- ⊕ ELECTRIC WATER COOLER
- ⊕ SWITCHED RECEPTACLE
- ⊕ HALF SWITCHED RECEPTACLE
- ⊕ DOUBLE DUPLEX RECEPTACLE
- ⊕ FLUSH FLOOR RECEPTACLE, DUPLEX
- ⊕ SPECIAL EQUIPMENT RECEPTACLE
- ⊕ LOCKING RECEPTACLE
- ⊕ FLUSH FLOOR TELEPHONE OUTLET
- ⊕ DATA, TELEPHONE, OR FAX OUTLET
- ⊕ TELEPHONE POLE  
(T= telephone, P= power, C= computer)
- ⊕ JUNCTION BOX

#### SOUND and SIGNAL

- ⊕ WALL MOUNTED SPEAKER
- ⊕ CEILING MOUNTED SPEAKER
- ⊕ VOLUME CONTROL

### SHEET NOTES:

- DO NOT DETERMINE DIMENSIONS AND SIZE OF THE GRAPHIC REPRESENTATIONS SHOWN ON THE DRAWINGS BY USING MEASURING DEVICES (DO NOT "SCALE"). RELY ON THE NUMERIC DIMENSIONS SHOWN ON THE DRAWINGS FOR MEASUREMENT. ALL DIMENSIONS ARE TO FACE OF STUD OR STRUCTURE U.N.O
- REFER TO SHEET **G0.0 SERIES** FOR PLAN LEGEND, ABBREVIATIONS AND GENERAL NOTES.
- REFER TO **METAL BUILDING MANUFACTURER'S DRAWINGS** FOR EXTERIOR ENVELOPE ASSEMBLY DETAILS.
- REFER TO SHEET **I3.0 SERIES** FOR INTERIOR ELEVATIONS, MILLWORK DETAILS, AND INTERIOR FINISH DETAILS.
- REFER TO SHEET **A6.0 SERIES** FOR OPENING TYPE SCHEDULES AND DETAILS.
- REFER TO SHEET **A5.0 SERIES** FOR PARTITION TYPE DETAILS.
- SEE **SHEET I 1.0** FOR EQUIPMENT SCHEDULE

### PLAN KEY NOTES

- AIR COMPRESSOR; REFER TO DETAIL SHEET 4/M.1.0. OWNER WILL PROVIDE
- AIR/WATER HOSE REELS
- TENDER FILL STATION & DOMESTIC WATER SERVICE
- KOHLER SERVICE SINK; SEE PLUMBING FIXTURE SCHEDULE
- HIGH PERFORMANCE 105# INDUSTRIAL WASHER; CONTRACTOR TO PROVIDE THICKENED SLAB ALONG WITH ALL REQUIRED MECHANICAL, ELECTRICAL, AND PLUMBING HOOK UPS (NOTE TO BIDDER: REVIEW INSTALLATION MANUAL FOR REQUIREMENTS); SEE EQUIPMENT SCHEDULE FOR MAKE AND MODEL.
- PRE DRYING CABINET; CONTACTOR REAPSONSIBLE FOR REQUIRED HOOK UPS AND VENTILATION TO EXTERIOR AT A LOCATION APPROVED BY P.M.; SEE EQUIPMENT SCHEDULE
- 4" THICKENED SLAB AS REQUIRED BY WASHER MANUFACTURER; SEE STRUCTURAL FOR DIMENSIONS
- ICE MACHINE; OWNER PROVIDED; CONTRACTOR TO PROVIDE REQUIRED PLUMBING HOOK UPS AND FLOOR DRAIN
- TABLE PROVIDED BY OWNER
- BOLLARDS; SEE SHEET C 1.0 FOR DETAIL; PLACEMENT DETAIL PROVIDED BELOW
- WALL SECTION; REFER TO METALLIC DRAWINGS FOR WALL SECTION DETAILS. INCLUDED IN METALLIC BUILDING PACKAGE: INTERIOR PANEL LINERS IN APPARATUS BAY TO BE INSTALLED BY CONTRACTOR
- MINERAL WOOL & CAULK TO INTERIOR FACE OF CLADDING TO MAINTAIN FIRE RATING
- STEEL BENT - SEE METAL BUILDING PACKAGE

F & D  
International, LLC

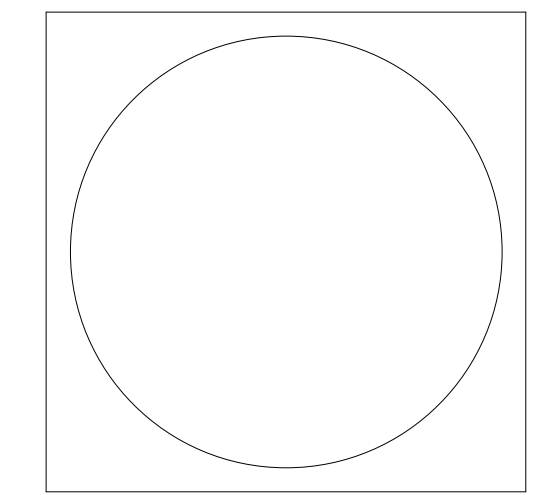
Architecture . Engineering  
Project Management

1930 CENTRAL AVE, SUITE B  
BOULDER, COLORADO 80302

T : 303.652.3200

www.fdi-one.com

Green Mtn. Falls FPD  
Fire Station #  
Enter address here



No. Description Date

Drawing Title:

PARTIAL  
GROUND  
FLOOR PLAN  
SECTOR "A"

Project No.: P15004

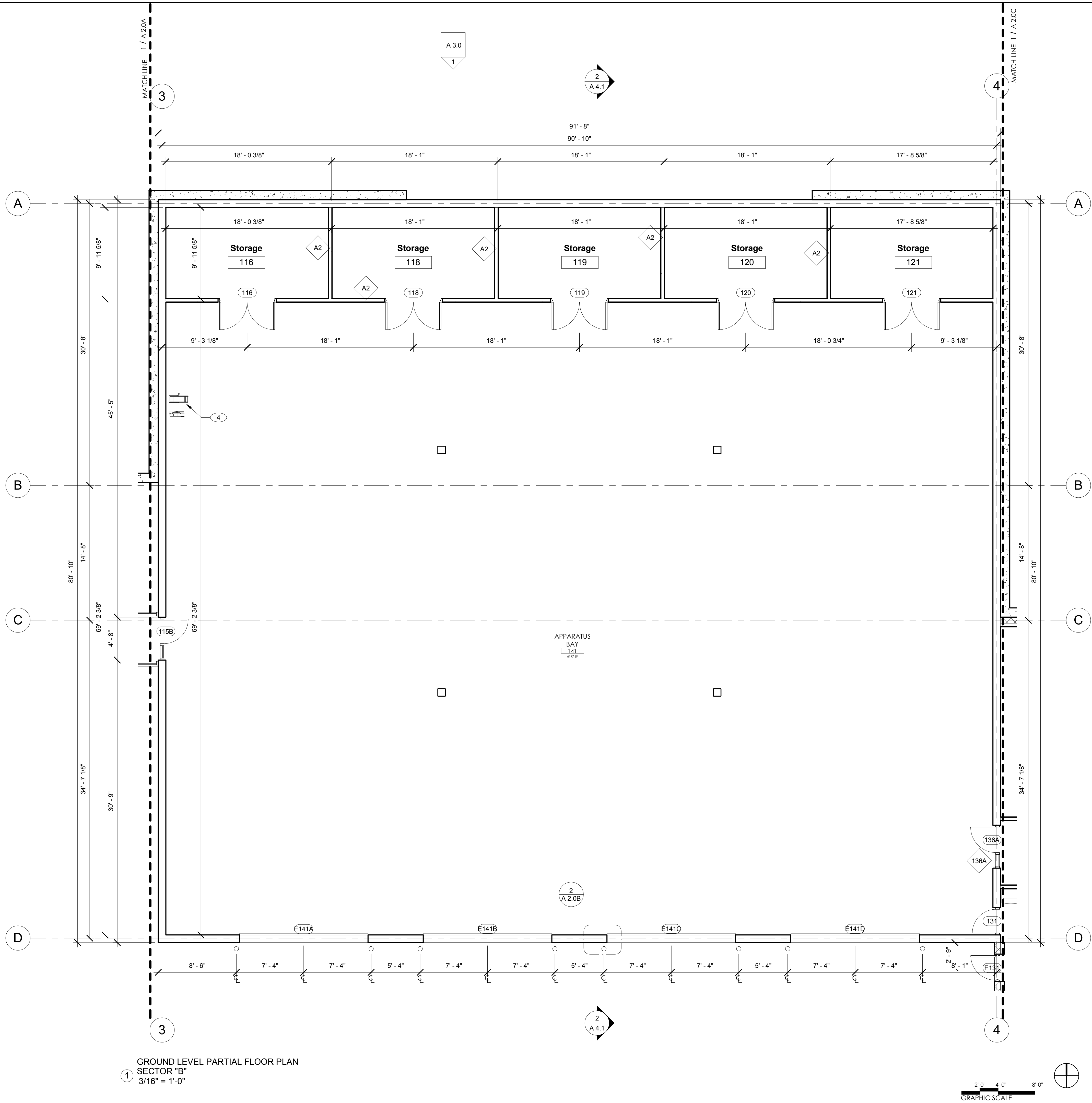
Drawn by: Author Checked by Checker

A 2.0A

Schematic Design



6/14/2018 10:35:25 AM



GROUND LEVEL PARTIAL FLOOR PLAN  
SECTOR "B"  
3/16" = 1'-0"

SECTOR  
"B"

### LEGEND

#### OUTLETS

- Ⓛ DUPLEX RECEPTACLE (120 V)
- Ⓛ DEDICATED DUPLEX RECEPTACLE (120 V)
- Ⓛ WEATHERPROOF RECEPTACLE
- Ⓛ GROUND FAULT RECEPTACLE
- Ⓛ ISOLATED GROUND RECEPTACLE
- Ⓛ ELECTRIC WATER COOLER
- Ⓛ SWITCHED RECEPTACLE
- Ⓛ HALF SWITCHED RECEPTACLE
- Ⓛ DOUBLE DUPLEX RECEPTACLE
- Ⓛ FLUSH FLOOR RECEPTACLE, DUPLEX
- Ⓛ SPECIAL EQUIPMENT RECEPTACLE
- Ⓛ LOCKING RECEPTACLE
- Ⓛ FLUSH FLOOR TELEPHONE OUTLET
- Ⓛ DATA, TELEPHONE, OR FAX OUTLET
- Ⓛ TELEPHONE POLE  
(T= telephone, P= power, C= computer)
- Ⓛ JUNCTION BOX

#### SOUND and SIGNAL

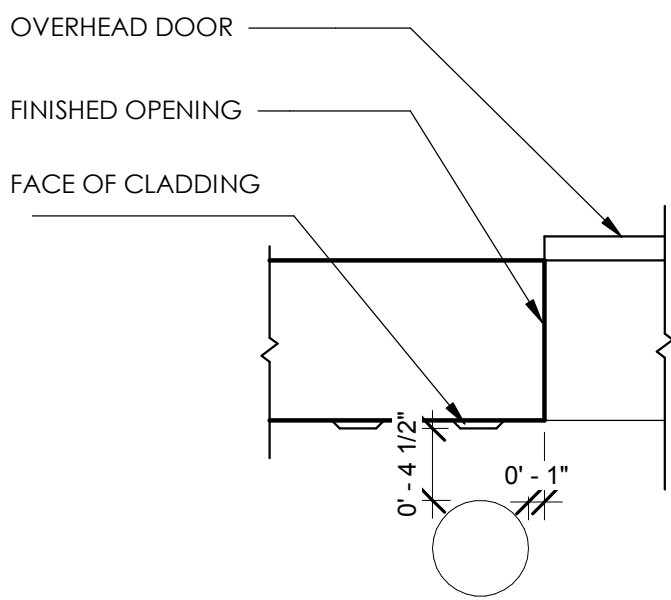
- Ⓛ WALL MOUNTED SPEAKER
- Ⓛ CEILING MOUNTED SPEAKER
- Ⓛ VOLUME CONTROL

### SHEET NOTES:

- DO NOT DETERMINE DIMENSIONS AND SIZE OF THE GRAPHIC REPRESENTATIONS SHOWN ON THE DRAWINGS BY USING MEASURING DEVICES (DO NOT "SCALE"). RELY ON THE NUMERIC DIMENSIONS SHOWN ON THE DRAWINGS FOR MEASUREMENT. ALL DIMENSIONS ARE TO FACE OF STUD OR STRUCTURE U.N.O.
- REFER TO SHEET **G0.0 SERIES** FOR PLAN LEGEND, ABBREVIATIONS AND GENERAL NOTES.
- REFER TO **METAL BUILDING MANUFACTURER'S DRAWINGS** FOR EXTERIOR ENVELOPE ASSEMBLY DETAILS.
- REFER TO SHEET **I3.0 SERIES** FOR INTERIOR ELEVATIONS, MILLWORK DETAILS, AND INTERIOR FINISH DETAILS.
- REFER TO SHEET **A6.0 SERIES** FOR OPENING TYPE SCHEDULES AND DETAILS.
- REFER TO SHEET **A5.0 SERIES** FOR PARTITION TYPE DETAILS.
- SEE **SHEET I 1.0** FOR EQUIPMENT SCHEDULE

### PLAN KEY NOTES

- AIR COMPRESSOR; REFER TO DETAIL SHEET 4/M1.0. OWNER WILL PROVIDE
- AIR/WATER HOSE REELS
- TENDER FILL STATION & DOMESTIC WATER SERVICE
- KOHLER SERVICE SINK; SEE PLUMBING FIXTURE SCHEDULE
- HIGH PERFORMANCE 105# INDUSTRIAL WASHER; CONTRACTOR TO PROVIDE THICKENED SLAB ALONG WITH ALL REQUIRED MECHANICAL, ELECTRICAL, AND PLUMBING HOOK UPS (NOTE TO BIDDER; REVIEW INSTALLATION MANUAL FOR REQUIREMENTS); SEE EQUIPMENT SCHEDULE FOR MAKE AND MODEL.
- PRE DRYING CABINET; CONTRACTOR REAPONSIBLE FOR REQUIRED HOOK UPS AND VENTILATION TO EXTERIOR AT A LOCATION APPROVED BY P.M.; SEE EQUIPMENT SCHEDULE
- 4" THICKENED SLAB AS REQUIRED BY WASHER MANUFACTURER; SEE STRUCTURAL FOR DIMENSIONS
- ICE MACHINE; OWNER PROVIDED; CONTRACTOR TO PROVIDE REQUIRED PLUMBING HOOK UPS AND FLOOR DRAIN
- TABLE PROVIDED BY OWNER
- BOLLARDS; SEE SHEET C 1.0 FOR DETAIL; PLACEMENT DETAIL PROVIDED BELOW
- WALL SECTION; REFER TO METALLIC DRAWINGS FOR WALL SECTION DETAILS. INCLUDED IN METALLIC BUILDING PACKAGE; INTERIOR PANEL LINERS IN APPARATUS BAY TO BE INSTALLED BY CONTRACTOR
- MINERAL WOOL & CAULK TO INTERIOR FACE OF CLADDING TO MAINTAIN FIRE RATING
- STEEL BENT - SEE METAL BUILDING PACKAGE



2 TYPICAL BOLLARD PLACEMENT  
1" = 1'-0"

F & D  
International, LLC

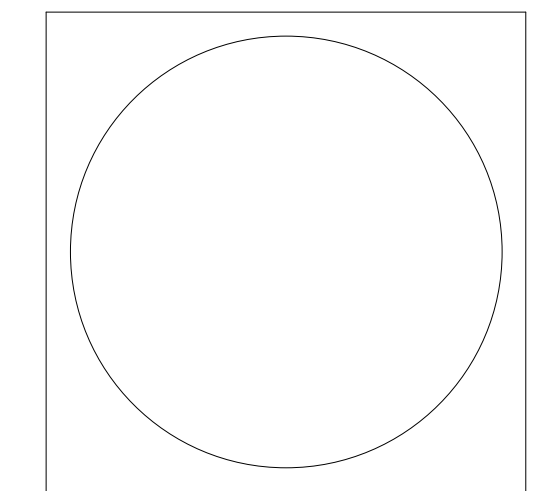
Architecture . Engineering  
Project Management

1930 CENTRAL AVE, SUITE B  
BOULDER, COLORADO 80302

T : 303.652.3200

www.fdi-one.com

Green Mtn. Falls FPD  
Fire Station #  
Enter address here



No. Description Date

Drawing Title:

PARTIAL  
GROUND  
FLOOR PLAN  
SECTOR "B"

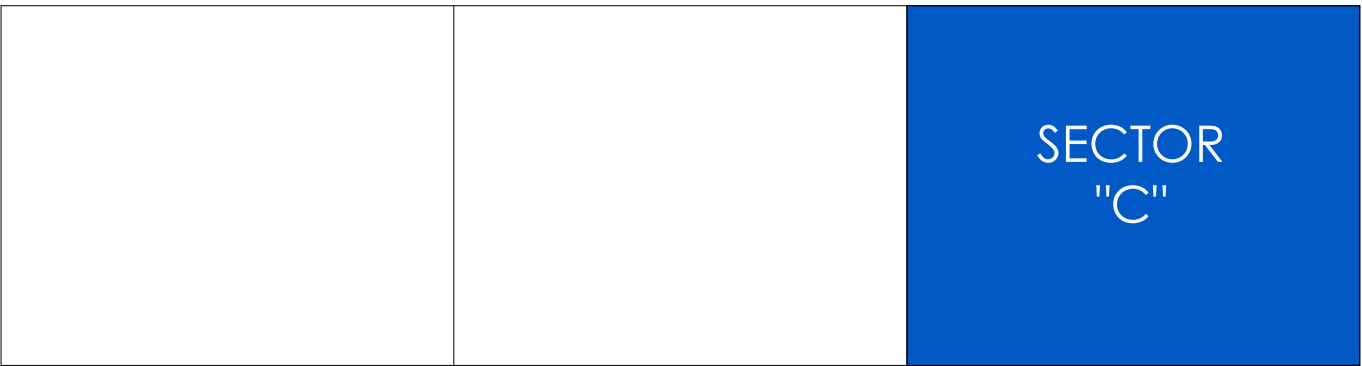
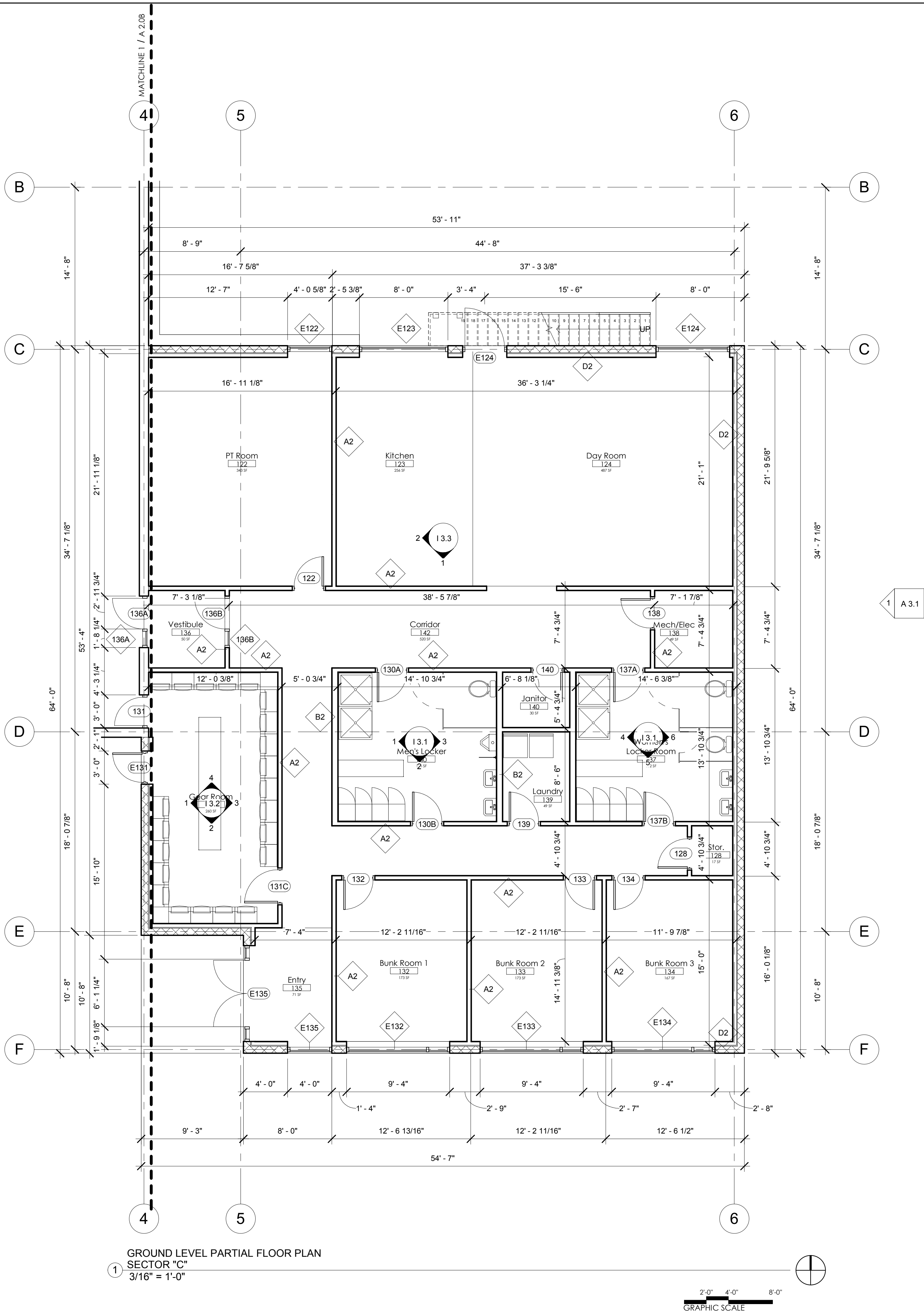
Project No.: P15004

Drawn by: Author Checked by Checker

A 2.0B

Schematic Design





### LEGEND

- OUTLETS
- Ⓢ DUPLEX RECEPTACLE (120 V)
  - Ⓢ DEDICATED DUPLEX RECEPTACLE (120 V)
  - Ⓢ WEATHERPROOF RECEPTACLE
  - Ⓢ GROUND FAULT RECEPTACLE
  - Ⓢ ISOLATED GROUND RECEPTACLE
  - Ⓢ ELECTRIC WATER COOLER
  - Ⓢ SWITCHED RECEPTACLE
  - Ⓢ HALF SWITCHED RECEPTACLE
  - Ⓢ DOUBLE DUPLEX RECEPTACLE
  - Ⓢ FLUSH FLOOR RECEPTACLE, DUPLEX
  - Ⓢ SPECIAL EQUIPMENT RECEPTACLE
  - Ⓢ LOCKING RECEPTACLE
  - Ⓢ FLUSH FLOOR TELEPHONE OUTLET
  - Ⓢ DATA, TELEPHONE, OR FAX OUTLET
  - Ⓢ TELEPHONE POLE (T= telephone, P= power, C= computer)
  - Ⓢ JUNCTION BOX
- SOUND and SIGNAL
- Ⓢ WALL MOUNTED SPEAKER
  - Ⓢ CEILING MOUNTED SPEAKER
  - Ⓢ VOLUME CONTROL

### SHEET NOTES:

- DO NOT DETERMINE DIMENSIONS AND SIZE OF THE GRAPHIC REPRESENTATIONS SHOWN ON THE DRAWINGS BY USING MEASURING DEVICES (DO NOT "SCALE"). RELY ON THE NUMERIC DIMENSIONS SHOWN ON THE DRAWINGS FOR MEASUREMENT. ALL DIMENSIONS ARE TO FACE OF STUD OR STRUCTURE U.N.O
- REFER TO SHEET **G0.0 SERIES** FOR PLAN LEGEND, ABBREVIATIONS AND GENERAL NOTES.
- REFER TO **METAL BUILDING MANUFACTURER'S DRAWINGS** FOR EXTERIOR ENVELOPE ASSEMBLY DETAILS.
- REFER TO SHEET **I3.0 SERIES** FOR INTERIOR ELEVATIONS, MILLWORK DETAILS, AND INTERIOR FINISH DETAILS.
- REFER TO SHEET **A6.0 SERIES** FOR OPENING TYPE SCHEDULES AND DETAILS.
- REFER TO SHEET **A5.0 SERIES** FOR PARTITION TYPE DETAILS.
- SEE **SHEET I 1.0** FOR EQUIPMENT SCHEDULE

### PLAN KEY NOTES

- AIR COMPRESSOR; REFER TO DETAIL SHEET 4/M1.0. OWNER WILL PROVIDE
- AIR/WATER HOSE REELS
- TENDER FILL STATION & DOMESTIC WATER SERVICE
- KOHLER SERVICE SINK; SEE PLUMBING FIXTURE SCHEDULE
- HIGH PERFORMANCE 105# INDUSTRIAL WASHER; CONTRACTOR TO PROVIDE THICKENED SLAB ALONG WITH ALL REQUIRED MECHANICAL, ELECTRICAL, AND PLUMBING HOOK UPS (NOTE TO BIDDER: REVIEW INSTALLATION MANUAL FOR REQUIREMENTS); SEE EQUIPMENT SCHEDULE FOR MAKE AND MODEL.
- PRE DRYING CABINET; CONTRACTOR REAPSONSIBLE FOR REQUIRED HOOK UPS AND VENTILATION TO EXTERIOR AT A LOCATION APPROVED BY P.M.; SEE EQUIPMENT SCHEDULE
- 4" THICKENED SLAB AS REQUIRED BY WASHER MANUFACTURER; SEE STRUCTURAL FOR DIMENSIONS
- ICE MACHINE; OWNER PROVIDED; CONTRACTOR TO PROVIDE REQUIRED PLUMBING HOOK UPS AND FLOOR DRAIN
- TABLE PROVIDED BY OWNER
- BOLLARDS; SEE SHEET C 1.0 FOR DETAIL; PLACEMENT DETAIL PROVIDED BELOW
- WALL SECTION; REFER TO METALLIC DRAWINGS FOR WALL SECTION DETAILS. INCLUDED IN METALLIC BUILDING PACKAGE: INTERIOR PANEL LINERS IN APPARATUS BAY TO BE INSTALLED BY CONTRACTOR
- MINERAL WOOL & CAULK TO INTERIOR FACE OF CLADDING TO MAINTAIN FIRE RATING
- STEEL BENT - SEE METAL BUILDING PACKAGE

Schematic Design

F & D  
International, LLC

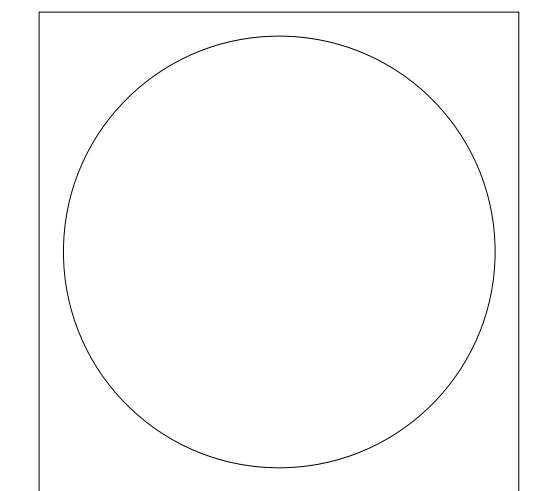
Architecture . Engineering  
Project Management

1930 CENTRAL AVE, SUITE B  
BOULDER, COLORADO 80302

T : 303.652.3200

www.fdi-one.com

Green Mtn. Falls FPD  
Fire Station #  
Enter address here



No.	Description	Date

Drawing Title:

PARTIAL  
GROUND  
FLOOR PLAN  
SECTOR "C"

Project No.: P15004

Drawn by: Author Checked by Checker

A 2.0C

SHEET NOTES:

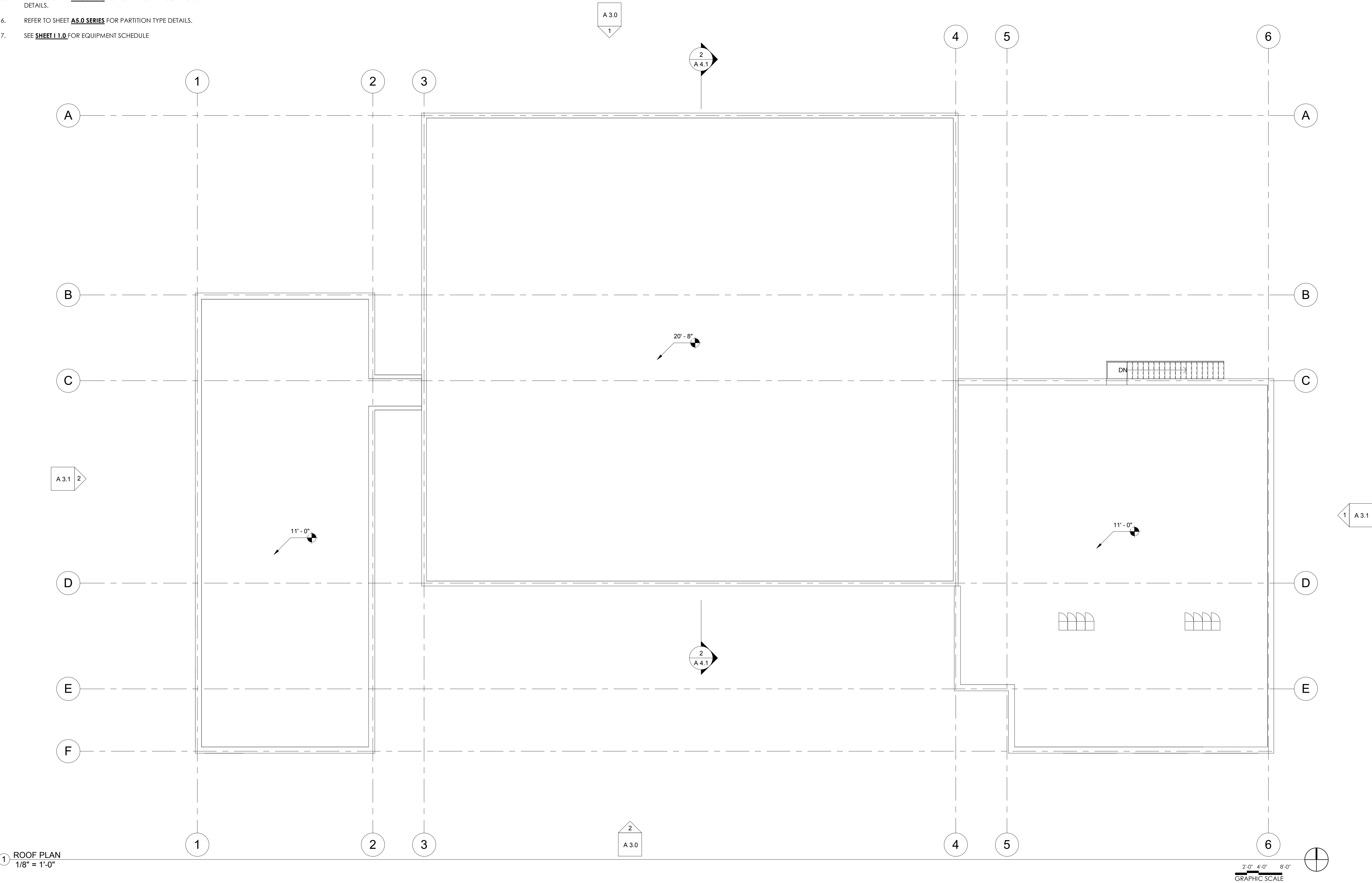
- DO NOT DETERMINE DIMENSIONS AND SIZE OF THE GRAPHIC REPRESENTATIONS SHOWN ON THE DRAWINGS BY USING MEASURING DEVICES (DO NOT "SCALE"). RELY ON THE NUMERIC DIMENSIONS SHOWN ON THE DRAWINGS FOR MEASUREMENT. ALL DIMENSIONS ARE TO FACE OF STUD OR STRUCTURE U.N.O
- REFER TO SHEET **G0.0 SERIES** FOR PLAN LEGEND, ABBREVIATIONS AND GENERAL NOTES.
- REFER TO **METAL BUILDING MANUFACTURER'S DRAWINGS** FOR EXTERIOR ENVELOPE ASSEMBLY DETAILS.
- REFER TO SHEET **I3.0 SERIES** FOR INTERIOR ELEVATIONS, MILLWORK DETAILS, AND INTERIOR FINISH DETAILS.
- REFER TO SHEET **A6.0 SERIES** FOR OPENING TYPE SCHEDULES AND DETAILS.
- REFER TO SHEET **A6.0 SERIES** FOR PARTITION TYPE DETAILS.
- SEE **SHEET I.1.0** FOR EQUIPMENT SCHEDULE

ROOF PLAN GENERAL NOTES

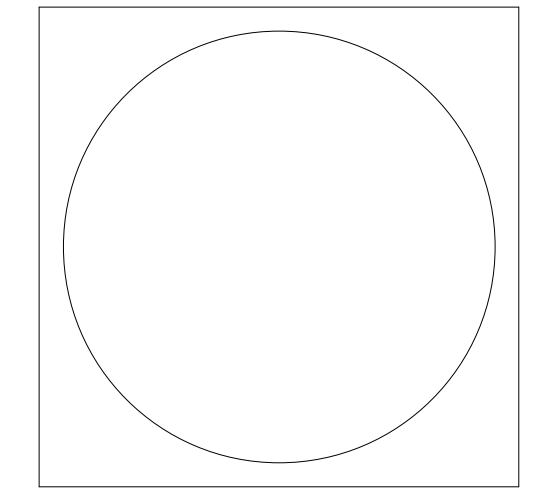
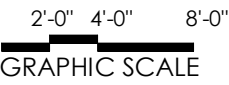
- REFER TO METALLIC DRAWING FOR ROOFING INSTALLATION
- ROOFING SYSTEM PROVIDED BY OWNER IN METALLIC PACKAGE; CONTRACTOR TO INSTALL ROOFING SYSTEM PER MANUFACTURING REQUIREMENTS, REFER TO METALLIC DRAWING PACKET FOR DETAILS

ROOF PLAN KEY NOTES

- EXHAUST VENT; PLYMOVENT SYSTEM; CONTRACTOR TO INSTALL AND FLASH
- CANOPY (BY METAL BUILDING MFG)



1 ROOF PLAN  
1/8" = 1'-0"



No.	Description	Date
-----	-------------	------

Drawing Title:

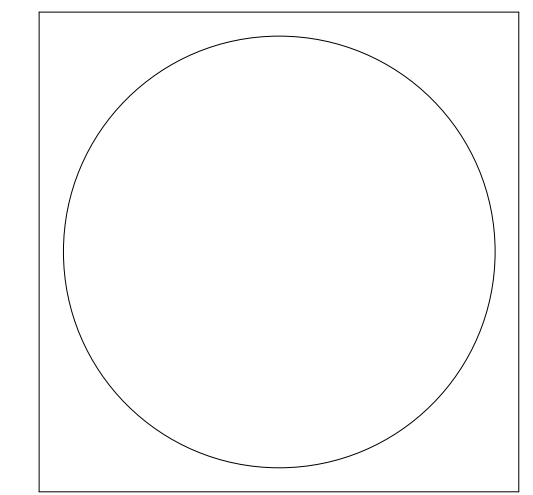
ROOF PLAN

Project No.: P15004

Drawn by: Author Checked by:Checker

A 2.3

Green Mtn. Falls FPD  
Fire Station #  
Enter address here



No.	Description	Date
-----	-------------	------

Drawing Title:

EXTERIOR  
ELEVATIONS

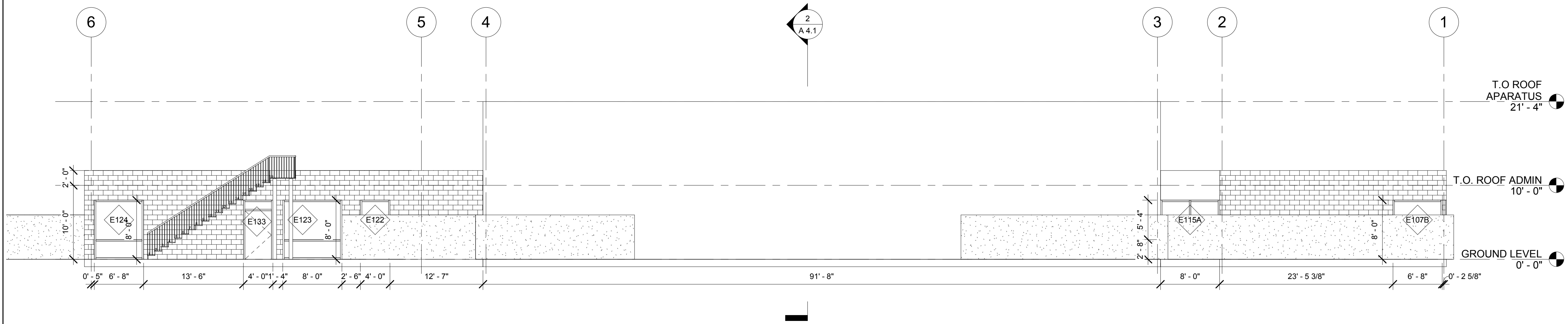
Project No.: P15004

Drawn by: Author Checked by:Checker

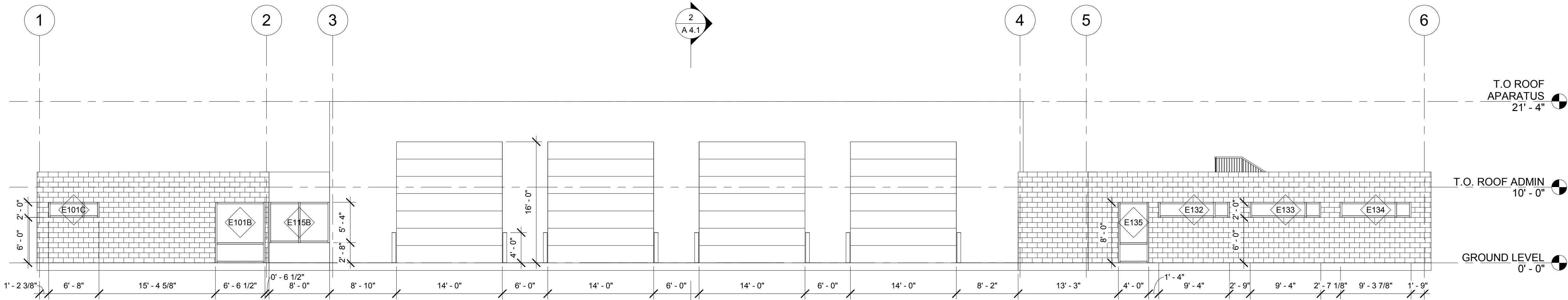
A 3.0

GENERAL NOTES

- OVERHEAD DOORS ON SOUTHERN ELEVATION TO BE PAINTED RED BY CONTRACTOR
- REFER TO WINDOW SCHEDULE FOR WINDOW INFORMATION
- PRE-ENGINEERED METAL BUILDING PACKAGE IS PROVIDED BY OWNER; CONTRACTOR TO ASSEMBLE
- CANOPIES ON ELEVATION SOUTH



1 ELEVATION NORTH  
1/8" = 1'-0"



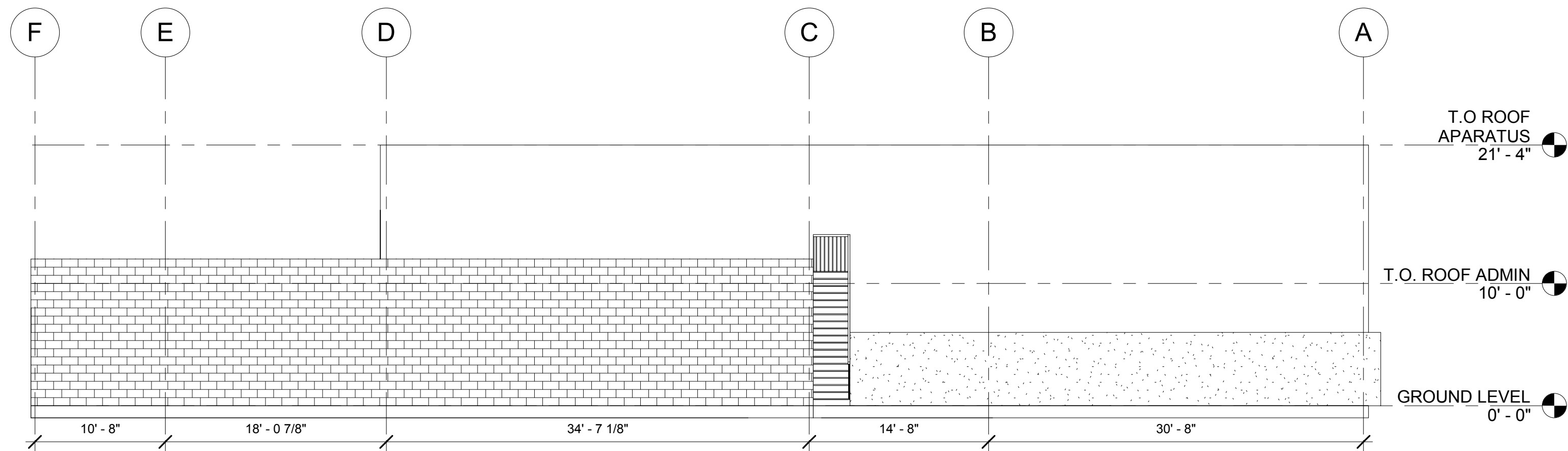
2 ELEVATION SOUTH  
1/8" = 1'-0"

2'-0" 4'-0" 8'-0"  
GRAPHIC SCALE

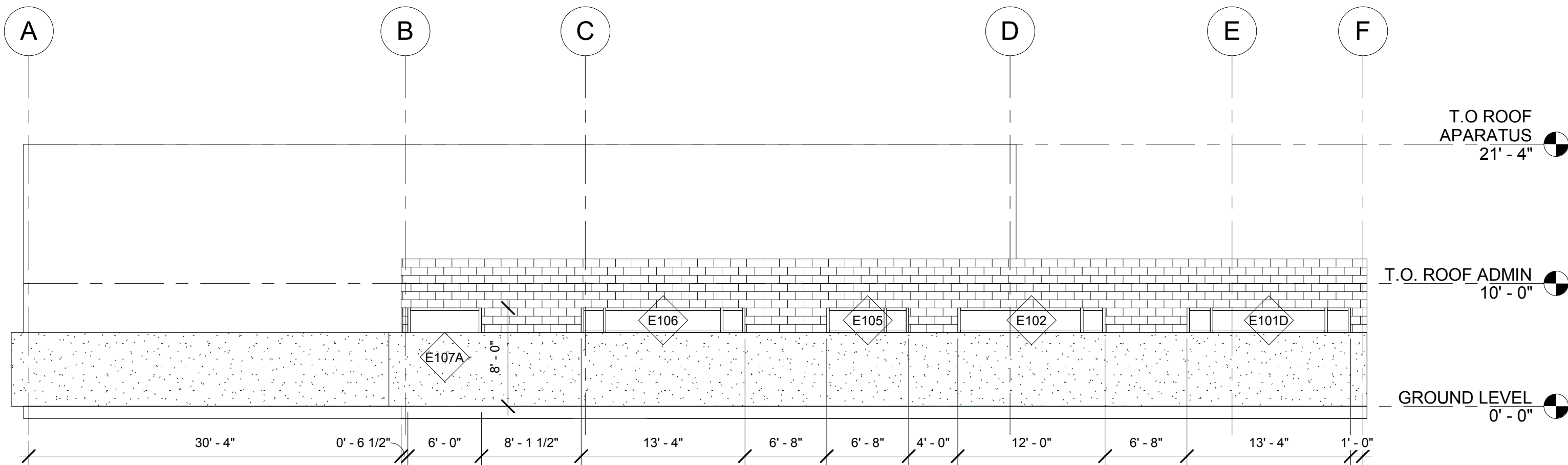
Schematic Design



6/14/2018 10:35:28 AM



1 ELEVATION EAST  
1/8" = 1'-0"



2 ELEVATION WEST  
1/8" = 1'-0"

#### GENERAL NOTES

- OVERHEAD DOORS ON SOUTHERN ELEVATION TO BE PAINTED RED BY CONTRACTOR
- REFER TO WINDOW SCHEDULE FOR WINDOW INFORMATION
- PRE-ENGINEERED METAL BUILDING PACKAGE IS PROVIDED BY OWNER; CONTRACTOR TO ASSEMBLE
- CANOPIES ON ELEVATION SOUTH

2'-0" 4'-0" 8'-0"  
GRAPHIC SCALE

F & D  
International, LLC

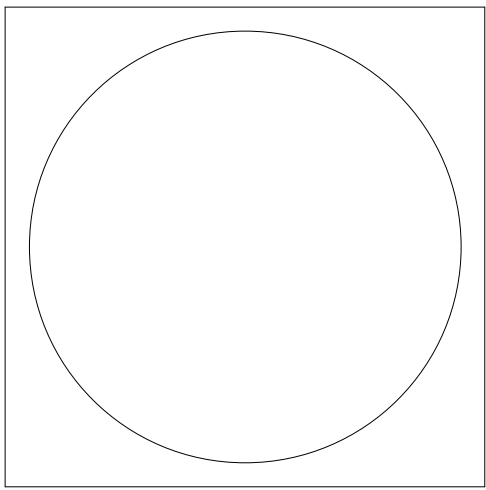
Architecture . Engineering  
Project Management

1930 CENTRAL AVE, SUITE B  
BOULDER, COLORADO 80302

T : 303.652.3200

www.fdi-one.com

Green Mtn. Falls FPD  
Fire Station #  
Enter address here



No.	Description	Date
-----	-------------	------

Drawing Title:

EXTERIOR  
ELEVATIONS

Project No.: P15004

Drawn by: Author Checked by:Checker

A 3.1

Schematic Design

**BOARD OF TRUSTEES  
WORK SESSION AGENDA MEMO**

<b>DATE:</b> June 19, 2018	<b>AGENDA NO.</b>	<b>SUBJECT:</b>  Proposed 2018 Budget amendment draft
<b>Presented by:</b>  Jason Wells, Interim Town Manager		

**Recommended action:**

This subject is for discussion purposes only and no action is required.

**Background:**

The Town's 2018 Annual Budget was adopted on December 5, 2017. With a vacancy in the Town Manager position, the Board hired an interim Town Manager (hereinafter referred to as Town Manager) in February to manage the Town and assist with the search for a new manager. Shortly thereafter, the Town Clerk and Public Works Director resigned leaving the Town with only one full-time employee, the Town Marshal. During this transition period and with Board approval, the Town Manager hired four consultants, all on a part-time and temporary basis, to assist with the Town's administrative needs: clerk, finance, special project, and administrative services.

As a result of the turnover and interim solutions, the Town Manager reviewed the transitional impact to the budget, as well as, the entire adopted budget and determined a budget amendment is necessary. The staffing analysis and a draft of the proposed amendment to the budget are attached.

The budget analysis focused primarily on the General Fund expenditures. The finance consultant continues to work on bringing the 2018 revenue year-to-date actuals and the 2017 revenue and expenditure results up to date. A separate report by the finance consultant will outline the tasks completed, remaining tasks, and findings thus far.

**Issue Before the Board**

Discussion of the proposed budget amendment draft and the Capital Reserve Fund. Following tonight's discussion, staff will prepare and bring forward a proposed budget amendment to the Town Board for approval and adoption.

**Alternatives**

N/A

**Conclusion**

A review of the adopted budget alongside estimated year-end results in this proposed budget amendment draft. The primary reasons for this amendment are due to the staffing transition and legal services.

TOWN OF GREEN MOUNTAIN FALLS  
2018 Annual Budget  
Conservation Trust Fund

Acct. #	Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual	2018 Adopted Budget	2018 YTD	2018 Uncoll/ Unexp	(DRAFT) 2018 Amended Budget	2018 Budget Changes	Notes
<b>REVENUE</b>											
<b>Intergovernmental Revenue</b>											
11290	Lottery Proceeds	9,388	9,000	9,095	8,394	9,000		9,000	9,000		
	<b>Total Intergovernmental Revenue</b>	<b>9,388</b>	<b>9,000</b>	<b>9,095</b>	<b>8,394</b>	<b>9,000</b>	-	<b>9,000</b>	<b>9,000</b>	-	
<b>Other Revenue</b>											
	Interest	106	95	95	281	95		95	95	-	
	<b>Total Other Revenue</b>	<b>106</b>	<b>95</b>	<b>95</b>	<b>281</b>	<b>95</b>	-	<b>95</b>	<b>95</b>	-	
	<b>Total Revenue</b>	<b>9,494</b>	<b>9,095</b>	<b>9,190</b>	<b>8,674</b>	<b>9,095</b>	-	<b>9,095</b>	<b>9,095</b>	-	
<b>EXPENDITURES</b>											
<b>Parks and Recreation</b>											
	Labor	-	9,000	9,190	9,190	9,095		9,095	9,095		
	<b>Total Parks and Recreation Expenditures</b>	<b>-</b>	<b>9,000</b>	<b>9,190</b>	<b>9,190</b>	<b>9,095</b>	-	<b>9,095</b>	<b>9,095</b>	-	
	<b>Excess (Deficiency) of Revenue over Expenditure</b>	<b>9,494</b>	<b>95</b>	<b>0</b>	<b>(516)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>OTHER FINANCING SOURCES/USES</b>											
	Transfer to Capital Improvement Fund	-	-	-	-	(24,942)	-	(24,942)	(24,942)		
	<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(24,942)</b>	-	<b>(24,942)</b>	<b>(24,942)</b>	-	
	<b>Net Change in Fund Balance</b>	<b>9,494</b>	<b>95</b>	<b>0</b>	<b>(516)</b>	<b>(24,942)</b>	-	<b>(24,942)</b>	<b>(24,942)</b>	-	

TOWN OF GREEN MOUNTAIN FALLS  
 2018 Annual Budget  
 Conservation Trust Fund

Acct. #	Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual	2018 Adopted Budget	2018 YTD	2018 Uncoll/ Unexp	(DRAFT) 2018 Amended Budget	2018 Budget Changes	Notes
<b>CUMULATIVE FUND BALANCE</b>											
	Beginning Fund Balance	16,359	16,454	25,852	25,853	25,853	25,853		25,337	(516)	
	Net Change in Fund Balance	9,494	95	0	(516)	(24,942)	-	(24,942)	(24,942)	-	
	Ending Fund Balance	25,853	16,549	25,853	25,337	911	25,853	(24,942)	395	(516)	
<b>Less Restrictions, Commitments &amp; Assignments:</b>											
	Town Contingency	-	-	-	-	911			911	-	
	<b>Restricted Fund Balance</b>	25,853	16,549	25,853	25,337	0	25,853	(24,942)	(516)	(516)	



**TOWN OF GREEN MOUNTAIN FALLS**  
**2018 Annual Budget**  
**Capital Reserve Fund**

Acct. #	Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual	2018 Adopted Budget	2018 YTD as of 6/15	2018 Uncoll/ Unexp	(DRAFT) 2018 Amended Budget	2018 Budget Changes	detail	Notes
<b>REVENUE</b>												
<b>Intergovernmental Revenue</b>												
	Rural Transportation Authority	-	311,000	311,000	-	255,369		255,369	255,369	-		PPRTA capital allocation
	Federal Grants	-	20,000	20,000	-	9,000		9,000	9,000	-		Fishing is Fun, CDBG
	State Grants	-	-	-	-	210,515		210,515	210,515	-		GOCO
	<b>Total Intergovernmental Revenue</b>	-	<b>331,000</b>	<b>331,000</b>	-	<b>474,884</b>	-	<b>474,884</b>	<b>474,884</b>	-		
<b>Other Revenue</b>												
	Interest	-	-	-	-	1,500		1,500	1,500	-		
	Donations/Non-profit Grants	-	37,000	37,000	-	42,000		42,000	42,000	-		
	<b>Total Other Revenue</b>	-	<b>37,000</b>	<b>37,000</b>	-	<b>43,500</b>	-	<b>43,500</b>	<b>43,500</b>	-		
	<b>Total Revenue</b>	-	<b>368,000</b>	<b>368,000</b>	-	<b>518,384</b>	-	<b>518,384</b>	<b>518,384</b>	-		
<b>EXPENDITURES</b>												
<b>Capital Improvements</b>												
	Lake Project	-	-	-	-						292,687.00	Lake Project total
	island wall replacement					59,800	27,886	31,914	59,800	-	59,800.00	GOCO
	bridge replacement					34,190			34,190	-	34,190.00	GOCO
	park and island sod, irrigation					48,000			48,000	-	48,000.00	GOCO/donations
	railway, perimeter path grading					57,074			57,074	-	57,074.00	GOCO/General Funds
												Parks & Rec, Trails
	perimeter path installation					9,282			9,282	-	9,282.00	Committees
	playpark items					3,591			3,591	-	3,591.00	General Fund
	lake outlet reconfiguration					50,000			50,000	-	50,000.00	GOCO
	restroom capacity upgrade					18,750			18,750	-	18,750.00	General Fund
												Fishing is Fun Grant
	lake valve control automation					12,000			12,000	-	12,000.00	75%/25% GF
	Replace Altitude Sign					3,000		3,000	3,000	-		donation
	Belvidere Ave. Widening and Overlay	-	223,000	223,000	-	222,369		222,369	222,369	-		PPRTA Capital "A" list
	Stilling Basins	-	88,000	88,000	-	33,000		33,000	33,000	-		PPRTA Capital "A" list
	Town Hall Monument Signage	-	8,000	8,000	-	8,000		8,000	8,000	-		donations
	Community Events Board	-	9,000	9,000	-	9,000		9,000	9,000	-		donations/Chamber
	Stormwater Improvements - Ute Pass	-	-	-	-	31,000		31,000	31,000	-		Gen Fund

**TOWN OF GREEN MOUNTAIN FALLS**  
**2018 Annual Budget**  
**Capital Reserve Fund**

Acct. #	Description	2016 Actual	2017	2017	2017 Actual	2018	2018	2018	(DRAFT) 2018	2018	detail	Notes
			Original Budget	Amended Budget		Adopted Budget	YTD as of 6/15	Uncoll/ Unexp	Amended Budget	Budget Changes		
	Plant Trees - Arbor Day	-	-	-	-	5,000		5,000	5,000	-		donations
	Accounting Software Upgrade	-	-	-	-	3,300		3,300	3,300	-		
	Computer Replacements	-	-	-	-	3,300		3,300	3,300	-		
	Town Hall Facilities Improvements	-	-	-	-	16,900		16,900	16,900	-		
	Mower Replacement	-	-	-	-	9,000	8,396	604	9,000	-		
	Marshal Patrol Vehicle Replacement	-	-	-	-	33,000	32,764	236	33,000	-		
	Pool Deck Repair	-	-	-	-	5,000		5,000	5,000	-		
	Repair Maple Street Bridge	-	25,000	25,000	-	-		-	-	-		
	Repair Gazebo, Park Sprinkler System/Re-sod	-	20,000	20,000	-	-		-	-	-		
	Armor Lake West Shore - New Path	-	10,000	10,000	-	-		-	-	-		
	Speed Control Devices on Ute Pass Ave.	-	9,000	9,000	-	-		-	-	-		
	Repair Conn Trail Flood Damage	-	5,000	5,000	-	-		-	-	-		
	Town Hall Other Needs	-	5,000	5,000	-	-		-	-	-		
	<b>Total Parks and Recreation Expenditures</b>	-	<b>402,000</b>	<b>402,000</b>	-	<b>674,556</b>	<b>69,046</b>	<b>372,623</b>	<b>674,556</b>	-		
	<b>Excess (Deficiency) of Revenue over Expenditure</b>	-	<b>(34,000)</b>	<b>(34,000)</b>	-	<b>(156,172)</b>	<b>(69,046)</b>	<b>145,761</b>	<b>(156,172)</b>	-		
	<b>OTHER FINANCING SOURCES/USES</b>											
	Transfer from General Fund	-	34,000	34,000	-	225,385		225,385	210,365	(15,020)		To Seed Capital Fund for Lake Project
	Transfer from Conservation Trust Fund	-	-	-	-	24,942		24,942	24,942	-		
	In-kind Volunteer Labor	-	-	-	-	9,282		9,282	9,282	-		
	<b>Total Other Financing Sources (Uses)</b>	-	<b>34,000</b>	<b>34,000</b>	-	<b>259,609</b>	<b>-</b>	<b>259,609</b>	<b>244,589</b>	<b>(15,020)</b>		
	<b>Net Change in Fund Balance</b>	-	-	-	-	<b>103,437</b>	<b>(69,046)</b>	<b>405,370</b>	<b>88,417</b>	<b>(15,020)</b>		
	<b>CUMULATIVE FUND BALANCE</b>											
	Beginning Fund Balance	-	-	-	-	-	-	-	-	-		
	Net Change in Fund Balance	-	-	-	-	103,437	(69,046)	405,370	88,417	(15,020)		
	<b>Ending Fund Balance</b>	-	-	-	-	<b>103,437</b>	<b>(69,046)</b>	<b>405,370</b>	<b>88,417</b>	<b>(15,020)</b>		
	<b>Less Restrictions, Commitments &amp; Assignments:</b>											
	TABOR reserve	-	-	-	-	14,468		14,468	14,468	-		
	<b>Ending Fund Balance</b>	-	-	-	-	<b>88,969</b>	<b>(69,046)</b>	<b>390,902</b>	<b>73,949</b>	<b>(15,020)</b>		

**TOWN OF GREEN MOUNTAIN FALLS**  
**2018 Annual Budget**  
**General Fund Revenue Detail**

Acct. #	Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual	2018 Adopted Budget	2018 YTD as of 6/15	2018 Uncoll	(DRAFT) 2018 Amended Budget	2018 Budget Changes	Notes
<b>TAXES</b>											
<b>Property Taxes</b>											
11210	Teller County Property Tax	8,528	\$ 8,734	\$ 8,734		\$ 9,282		9,282	9,282	\$ -	
11215	El Paso County Property Tax	142,561	144,992	144,992		147,518		147,518	147,518	-	
11230	Delinq. Property Tax-El Paso	324	-	300		-		-	-	-	
11235	Delinq. Property Tax-Teller	-				-		-	-	-	
11245	Specific Ownership Tax-El Paso	16,611	16,000	15,200		15,200		15,200	15,200	-	
11250	Specific Ownership Tax - Teller	828	800	800		800		800	800	-	
<b>Total Property Taxes</b>		<b>168,852</b>	<b>170,526</b>	<b>170,026</b>	<b>-</b>	<b>172,800</b>	<b>-</b>	<b>172,800</b>	<b>172,800</b>	<b>-</b>	
<b>Sales and Use Taxes</b>											
11255	3% Sales Tax-GMF St. of CO	98,300	86,000	98,000		98,000		98,000	98,000	-	
11260	3% Use Tax Auto El Paso	38,490	30,000	32,500		32,500		32,500	32,500	-	
11205	3% Use Tax Auto Teller	2,534	-	2,500		2,500		2,500	2,500	-	
11270	3% Use Tax Construction/PPRBD	6,494	5,500	6,490		6,490		6,490	6,490	-	
<b>Total Sales and Use Taxes</b>		<b>145,818</b>	<b>121,500</b>	<b>139,490</b>	<b>-</b>	<b>139,490</b>	<b>-</b>	<b>139,490</b>	<b>139,490</b>	<b>-</b>	
<b>Franchise Taxes</b>											
11810	Franchise-Telephone	4,200	4,200	4,200		4,200		4,200	4,200	-	
11820	Franchise-Cable	11,119	10,000	10,700		10,700		10,700	10,700	-	
11830	Franchise-Gas	10,652	15,000	10,600		10,600		10,600	10,600	-	
11840	Franchise-Electric	18,779	18,000	18,600		18,600		18,600	18,600	-	
<b>Total Franchise Taxes</b>		<b>44,751</b>	<b>47,200</b>	<b>44,100</b>	<b>-</b>	<b>44,100</b>	<b>-</b>	<b>44,100</b>	<b>44,100</b>	<b>-</b>	
11240	2% Lodging Tax	12,947	12,000	13,900		13,900		13,900	13,900	-	
<b>TOTAL TAXES</b>		<b>372,368</b>	<b>351,226</b>	<b>367,516</b>	<b>-</b>	<b>370,290</b>	<b>-</b>	<b>370,290</b>	<b>370,290</b>	<b>-</b>	
<b>INTERGOVERNMENTAL REVENUE</b>											
11220	HUTF	28,932	27,600	28,500		28,500		28,500	28,500	-	
11265	M.V. Reg. Lic. Fees El Paso	2,538	2,500	2,500		2,500		2,500	2,500	-	
11275	M.V. Reg. Lic. Fees Teller	302	300	300		300		300	300	-	
11720	Road and Bridge/El Paso	711	650	700		700		700	700	-	
11730	Road and Bridge/Teller	754	750	750		750		750	750	-	
11710	RTA Funds	23,573	33,666	33,666		33,666		33,666	33,666	-	

**TOWN OF GREEN MOUNTAIN FALLS**  
**2018 Annual Budget**  
**General Fund Revenue Detail**

Acct. #	Description	2016 Actual	2017	2017	2017 Actual	2018	2018	2018 Uncoll	(DRAFT)	2018	Notes
			Original Budget	Amended Budget		Adopted Budget	YTD as of 6/15		Amended Budget	Budget Changes	
11225	Tobacco Tax	-	-	-		-		-	-	-	DOLA Comp Plan Grant
	State Sourced Grant Funds	11,200	-			50,000		50,000	50,000	-	
11530	DUI/CIOT/LEAF	4,622	-			-		-	-	-	
11850	Grants - Admin Planning	-	12,500	12,800		-		-	-	-	
	Grants - Town Manager	-	56,562	45,028		42,187		42,187	42,187	-	3 months @ \$4687.50/mos + 9 months @ \$3125.00/mos
TOTAL INTERGOVERNMENTAL REVENUE		72,632	134,528	124,244	-	158,603	-	158,603	158,603	-	
CHARGES FOR SERVICES											
Parks and Recreation											
11610	Gazebo Rentals	5,725	6,000	3,000		3,000		3,000	3,000	-	
11620	Pool Admissions & Passes	13,068	10,500	16,500		16,500		16,500	16,500	-	
11630	Pool - Food	64	50	300		300		300	300	-	
11640	Swimming Lessons	-	-	-		-		-	-	-	
11650	Pool Rental	-	-	-		-		-	-	-	
Total Parks and Recreation		18,857	16,550	19,800	-	19,800	-	19,800	19,800	-	
Public Safety											
11510	Colorado Law Enforcement	-	-	-		-		-	-	-	
11520	VIN Checks	15	-	-		-		-	-	-	
Total Public Safety		15	-	-	-	-	-	-	-	-	
TOTAL CHARGES FOR SERVICES		18,872	16,550	19,800	-	19,800	-	19,800	19,800	-	
FINES AND FORFEITURES											
11395	Court Traffic	15,775	7,000	4,000		8,500		8,500	8,500	-	
11415	Court Non-traffic	-	-	-		-		-	-	-	
TOTAL FINES AND FORFEITURES		15,775	7,000	4,000	-	8,500	-	8,500	8,500	-	
LICENSES AND PERMITS											
11310	Business Licenses	9,550	12,000	12,800		12,800		12,800	12,800	-	
11320	Dog Licenses	1,000	1,500	400		400		400	400	-	
11330	Liquor License Fees	530	700	500		500		500	500	-	
11345	Planning Commission Fees	1,125	1,250	500		500		500	500	-	
11350	Special Event Permit	1,300	2,000	1,400		1,400		1,400	1,400	-	

TOWN OF GREEN MOUNTAIN FALLS  
2018 Annual Budget  
General Fund Revenue Detail

Acct. #	Description	2016 Actual	2017	2017	2017 Actual	2018	2018	2018 Uncoll	(DRAFT) 2018	2018	Notes
			Original Budget	Amended Budget		Adopted Budget	YTD as of 6/15		Amended Budget	Budget Changes	
11355	Special Use Permit	500	1,000	400		400		400	400	-	Kirkpatrick Donation for Comp Plan
11370	Easement Fees	-	200	-		-		-	-	-	
11380	Revocable Permit Fees	25	300	225		225		225	225	-	
11385	Road Cut Permit	73	-	-		-		-	-	-	
11300	Other Licenses	15	-	-		-		-	-	-	
TOTAL LICENSES AND PERMITS		14,119	18,950	16,225	-	16,225	-	16,225	16,225	-	
OTHER REVENUE											
11110	Interest	675	555	700		700		700	700	-	
11120	Donations	-	-	27,076		50,000		50,000	50,000	-	
11130	Misc. Revenue	1,858	-	-		-		-	-	-	
11135	GMF Stickers/Hats/Decals/Shirts	93	-	-		-		-	-	-	
11500	Other Marshal Revenues	274	-	-		-		-	-	-	
TOTAL OTHER REVENUE		2,900	555	27,776	-	50,700	-	50,700	50,700	-	
TOTAL GENERAL FUND REVENUE		\$ 496,665	\$ 528,809	\$ 559,561	\$ -	\$ 624,118	\$ -	\$ 624,118	\$ 624,118	\$ -	

**TOWN OF GREEN MOUNTAIN FALLS**  
**2018 Annual Budget**  
**General Fund Expenditures Detail**

Acct. #	Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual	2018 Adopted Budget	2018 YTD as of 6/15	2018 Unexp	(DRAFT) 2018 Amended Budget	2018 Budget Changes	Notes
<b>ADMINISTRATION DEPARTMENT</b>											
<b>Operations</b>											
62020	Office Supplies	3,215	2,000	3,500		3,500	2,130	1,370	3,000	(500)	
62030	Postage	103	600	600		600	53	547	300	(300)	
62300	Building Maintenance			7,400		7,400	601	6,799	1,500	(5,900)	
60800	Legal Publications	1,511	2,000	2,000		2,000	-	2,000	2,000	-	
62040	Code Publishing	1,666	3,000	3,000		3,000	-	3,000	3,000	-	
62720	Annual Fee - Server Maintenance/IT Support	2,088	2,800	2,800		2,800	1,537	1,264	4,680	1,880	
61730	Annual Maintenance Contracts		500	500		500	151	349	500	-	
62010	Travel/Meetings Expense		750	1,750		1,750	-	1,750	700	(1,050)	
62710	Tax Collection Expense	3,492	1,700	3,300		3,300	476	2,824	3,300	-	
62700	Payroll Processing	2,527	4,000	3,000		3,000	445	2,555	3,000	-	
62095	Surety Bond	175	5,000	700		700	495	205	530	(170)	
60730	Election	8,698				11,000	-	11,000	11,000	-	
62050	Training/Conferences/Travel	10		4,500		4,500	943	3,557	1,500	(3,000)	
62100	Computer Replacements	3,299	3,000	3,020		-	93	(93)	-	-	
62730	Contracted Services	8,598	25,600	24,200		-	16,774	(16,774)	53,070	53,070	
62830	Marketing			1,000		-	-	-	-	-	
62200	Bank Service Charges					-	10	(10)	-	-	
61720	USTI-ASYST	240				-	-	-	-	-	
62060	Memberships	1,338				-	-	-	-	-	
<b>Total Operations</b>		<b>36,960</b>	<b>50,950</b>	<b>61,270</b>	<b>-</b>	<b>44,050</b>	<b>23,707</b>	<b>20,343</b>	<b>88,080</b>	<b>44,030</b>	
<b>Labor</b>											
62001	Full Time Salaries	53,695	50,000	45,050		60,000	47,826	12,174	93,240	33,240	75% Jason paid for by DOLA goes to 50/50 24 hrs/week
62005	Admin Job Search	30		700		700	446	255	700	-	
62002	Part Time Salaries	5,234	26,520	29,500		30,000	-	30,000	-	(30,000)	
62003	Unemployment Insurance	37	150	150		150	104	46	150	-	
62011	Cell Phone Stipend					-	60	(60)	60	60	
62120	Workers Comp (Pinnacol)		2,400	500		500	204	296	500	-	
62130	Health/Life/Dental (CEBT)	(712)	7,288	5,280		8,280	3,171	5,109	3,200	(5,080)	
62004	FICA	2,138	5,854	5,000		6,885	3,659	3,226	7,200	315	
62007	Retirement		1,000	1,000		1,500	-	1,500	-	(1,500)	6-months @5%
62110	On Boarding Expenses		10,000	10,000		15,000	-	15,000	-	(15,000)	

**TOWN OF GREEN MOUNTAIN FALLS**  
**2018 Annual Budget**  
**General Fund Expenditures Detail**

Acct. #	Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual	2018 Adopted Budget	2018 YTD as of 6/15	2018 Unexp	(DRAFT) 2018 Amended Budget	2018 Budget Changes	Notes
60931	Court Clerk Labor Allocation		(6,238)	(200)		(5,400)	-	(5,400)	(5,400)	-	These will be adjusted via journal entry.
	<b>Total Labor</b>	<b>60,422</b>	<b>96,974</b>	<b>96,980</b>	<b>-</b>	<b>117,615</b>	<b>55,469</b>	<b>62,146</b>	<b>99,650</b>	<b>(17,965)</b>	
	<b>Utilities</b>									-	
62090	Electric	1,633	2,000	2,000		2,000	1,587	413	3,000	1,000	
62070	Natural Gas	824	1,000	1,000		1,000	389	611	1,000	-	
62080	Telephone/Internet	1,224	1,500	1,500		1,500	843	657	1,800	300	
	<b>Total Utilities</b>	<b>3,681</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>	<b>4,500</b>	<b>2,818</b>	<b>1,682</b>	<b>5,800</b>	<b>1,300</b>	
	<b>TOTAL ADMINISTRATION DEPARTMENT</b>	<b>101,063</b>	<b>152,424</b>	<b>162,750</b>	<b>-</b>	<b>166,165</b>	<b>81,994</b>	<b>84,171</b>	<b>193,530</b>	<b>27,365</b>	
	<b>JUDICIAL DEPARTMENT</b>										
	<b>Operations</b>										
60960	Office Supplies		500	50		100	-	100	100	-	
60970	Postage		500	10		65	-	65	65	-	
60900	Other					-	259	(259)	300	300	
	<b>Total Operations</b>	<b>-</b>	<b>1,000</b>	<b>60</b>	<b>-</b>	<b>165</b>	<b>259</b>	<b>(94)</b>	<b>465</b>	<b>300</b>	
	<b>Labor</b>										
60910	Municipal Judge Salary	2,400	4,800	400		3,600	1,000	2,600	3,600	-	
60920	Prosecutor Services	4,314	7,500	800		5,625	-	5,625	2,500	(3,125)	
60930	Court Clerk Labor Allocation	-	6,298	200		5,400	-	5,400	5,400	-	These will be adjusted via journal entry.
	<b>Total Labor</b>	<b>6,714</b>	<b>18,598</b>	<b>1,400</b>	<b>-</b>	<b>14,625</b>	<b>1,000</b>	<b>13,625</b>	<b>11,500</b>	<b>(3,125)</b>	
	<b>TOTAL JUDICIAL DEPARTMENT</b>	<b>6,714</b>	<b>19,598</b>	<b>1,460</b>	<b>-</b>	<b>14,790</b>	<b>1,259</b>	<b>13,532</b>	<b>11,965</b>	<b>(2,825)</b>	9x Court Dates in 2018
	<b>PUBLIC WORKS DEPARTMENT</b>										
	<b>Operations</b>										
63035	Office Supplies	137	500	-		-	1,637	(1,637)	2,500	2,500	
63010	Operating Supplies	1,703	2,000	2,017		1,551	1,145	406	2,000	449	
63110	Small Equipment Repair	5,298	3,500	3,500		3,500	171	3,329	3,500	-	
63075	Heavy Equipment Repair	5,597	8,000	8,000		8,000	11,208	(3,208)	15,000	7,000	
63040	Vehicle Maintenance	4,082	2,000	2,000		2,000	51	1,949	2,000	-	
63060	Building Maintenance	977	1,500	2,500		2,500	1,870	630	2,500	-	
63025	Clothing		500	1,000		1,000	304	696	1,000	-	



**TOWN OF GREEN MOUNTAIN FALLS**  
**2018 Annual Budget**  
**General Fund Expenditures Detail**

Acct. #	Description	2016 Actual	2017	2017	2017 Actual	2018	2018	2018 Unexp	(DRAFT) 2018	2018	Notes
			Original Budget	Amended Budget		Adopted Budget	YTD as of 6/15		Amended Budget	Budget Changes	
63045	Fuel	1,294	7,500	4,000		4,000	1,567	2,433	4,000	-	
63065	Equipment Purchase	9,319	5,000	31,000		5,000	415	4,585	5,000	-	
63055	Training/Conferences/Travel		750	750		750	-	750	750	-	
63020	Tools		250	2,750		2,750	209	2,541	1,750	(1,000)	
63015	Road & Street Materials	8,383	36,000	36,000		36,000	14,659	21,341	36,000	-	
63030	Road Striping/Asphalt Repair	3		2,200		2,200	-	2,200	2,200	-	
63050	Consumable - Vehicle	3,564	4,000	4,000		4,000	-	4,000	2,500	(1,500)	
63005	IT Support		200	200		200	-	200	200	-	
63120	Small Equipment Rental	6,218	6,000			-	-	-	-	-	
63080	Large Equipment Rental					-	32	(32)	-	-	
63085	Wildlife Mitigation			3,000		3,000	-	3,000	3,000	-	Goose abatement
Total Operations		46,575	77,700	102,917	-	76,451	33,269	43,182	83,900	7,449	
Labor											
63001	Full Time Wages	29,647	40,500	40,500		40,500	13,243	27,257	29,110	(11,390)	
63019	Overtime		5,000	5,000		5,000	1,838	3,162	3,000	(2,000)	
63004	Part Time/Temp Salaries	17,633	20,000	29,500		29,500	10,864	18,636	20,436	(9,064)	
63014	Maintenance Job Search	963		100		100	-	100	100	-	
63003	Unemployment	108	150	150		150	69	81	150	-	
63100	Workers Comp (Pinnacol)	14,165	4,500	4,900		4,900	1,190	3,710	3,570	(1,330)	
63200	Health/Life/Dental (CEBT)	11,627	8,746	8,746		8,746	2,378	6,368	7,135	(1,611)	
63002	FICA	3,667	5,012	5,738		5,738	1,985	3,753	4,100	(1,638)	
63016	Retirement		1,520	1,520		1,520	-	1,520	-	(1,520)	
63017	Cell Phone Stipend	(138)	720	720		720	180	540	180	(540)	
63018	Parks Maint. Labor Allocation		(11,903)	(12,094)		(12,094)	-	(12,094)	(12,094)	-	Payroll ledger does not separate out.
63070	Pool Maint. Labor Allocation		(5,102)	(5,102)		(5,102)	-	(5,102)	(5,102)	-	These will be adjusted via journal entry.
Total Labor		77,671	69,143	79,678	-	79,678	31,747	47,931	50,585	(29,093)	
Utilities											
63600	Street Lights	520	500	500		500	-	500	500	-	
63400	Electric	1,346	2,000	2,000		2,000	1,112	888	2,000	-	
63300	Natural Gas	836	1,500	1,500		1,500	551	949	1,500	-	
63700	Trash	914	1,000	1,000		1,000	638	362	1,500	500	

**TOWN OF GREEN MOUNTAIN FALLS**  
**2018 Annual Budget**  
**General Fund Expenditures Detail**

Acct. #	Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual	2018 Adopted Budget	2018 YTD as of 6/15	2018 Unexp	(DRAFT) 2018 Amended Budget	2018 Budget Changes	Notes
63500	Internet/phone	1,167	750	1,150		1,150	395	756	1,150	-	
	<b>Total Utilities</b>	<b>4,784</b>	<b>5,750</b>	<b>6,150</b>	-	<b>6,150</b>	<b>2,696</b>	<b>3,454</b>	<b>6,650</b>	<b>500</b>	
	<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>129,030</b>	<b>152,593</b>	<b>188,745</b>	-	<b>162,279</b>	<b>67,712</b>	<b>94,567</b>	<b>141,135</b>	<b>(21,144)</b>	
	<b>PUBLIC SAFETY DEPARTMENT</b>										
	<b>Operations</b>										
61210	Marshal Dept. Clothing	209	500	1,919		1,919	55	1,864	1,000	(919)	
61220	Marshal Vehicle Repair	1,627	3,500	5,299		5,299	-	5,299	4,000	(1,299)	
61225	Building Maintenance					-	-	-	-	-	
61230	Memberships/Certifications	960	1,500	1,500		1,500	90	1,410	500	(1,000)	
61250	Ammunition		1,000	500		500	-	500	500	-	
61260	Training/Conferences/Travel		750	750		750	350	400	1,000	250	
61710	Annual Fee - Server Maintenance					-	-	-	200	200	
61310	Annual Radio Fees	1,720	2,000	2,000		2,000	-	2,000	2,000	-	
61265	Surety Bond		250	250		250	-	250	100	(150)	
61270	Meals/Travel/Lodging	394				-	-	-	1,500	1,500	
61400	Office Supplies	311	1,000	1,000		1,000	215	785	700	(300)	
61290	Fuel/Mileage	1,999	5,000	3,000		3,000	-	3,000	3,000	-	
61295	Miscellaneous Expense	414				-	-	-	500	500	
61420	Departmental supplies			3,980		3,980	2,723	1,257	5,698	1,718	
61320	IT Support		200	1,000		1,000	173	828	500	(500)	
61321	Equipment Purchases					-	-	-	-	-	
	<b>Total Operations</b>	<b>7,635</b>	<b>15,700</b>	<b>21,198</b>	-	<b>21,198</b>	<b>3,605</b>	<b>17,593</b>	<b>21,198</b>	-	
	<b>Labor</b>										
61201	Full Time - Salary	29,525	40,500	27,700		40,500	17,692	22,808	40,500	-	12 months vs. 9 months
61208	Marshal Job Search	3,180		1,445		-	-	-	-	-	
61202	FICA	3,243	3,100	2,200		3,099	1,204	1,895	3,099	-	
61203	Unemployment Insurance	75	121	121		124	36	88	124	-	
61209	DUI Payroll					-	-	-	-	-	
61204	Part Time Salary	12,852				-	-	-	-	-	
61240	Temporary/Season Help					-	-	-	-	-	
61360	Workers Comp (Pinnacol)		2,600	2,600		2,600	697	1,903	2,600	-	
61370	Health/Life/Dental (CEBT)	(712)	8,746	8,550		8,550	5,523	3,027	13,878	5,328	
61330	Retirement					2,025	-	2,025	2,025	-	

**TOWN OF GREEN MOUNTAIN FALLS**  
**2018 Annual Budget**  
**General Fund Expenditures Detail**

Acct. #	Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual	2018 Adopted Budget	2018 YTD as of 6/15	2018 Unexp	(DRAFT) 2018 Amended Budget	2018 Budget Changes	Notes
61340	Employee On Boarding		2,500			3,500	-	3,500	1,500	(2,000)	Reserve Marshal background checks
61350	Cell Phone Stipend		720	720		720	180	540	720	-	
<b>Total Labor</b>		<b>48,163</b>	<b>58,287</b>	<b>43,336</b>	<b>-</b>	<b>61,118</b>	<b>25,332</b>	<b>35,786</b>	<b>64,446</b>	<b>3,328</b>	
<b>Utilities</b>											
61205	Natural Gas	658	1,000	1,000		1,000	478	522	1,000	-	
61206	Electric	236	500	500		500	118	382	500	-	
61207	Telephone/Internet	3,320	750	1,896		1,896	465	1,431	1,896	-	
<b>Total Utilities</b>		<b>4,214</b>	<b>2,250</b>	<b>3,396</b>	<b>-</b>	<b>3,396</b>	<b>1,060</b>	<b>2,336</b>	<b>3,396</b>	<b>-</b>	
<b>TOTAL PUBLIC SAFETY DEPARTMENT</b>		<b>60,012</b>	<b>76,237</b>	<b>67,930</b>	<b>-</b>	<b>85,712</b>	<b>29,998</b>	<b>55,714</b>	<b>89,040</b>	<b>3,328</b>	
<b>PARKS AND RECREATION DEPARTMENT</b>											
<b>Parks</b>											
<b>Labor</b>											
65400	Public Works Labor Allocation - PARKS	-	2,903	2,903		2,903	-	2,903	2,903	-	These will be adjusted via journal entry.
<b>Total Labor</b>		<b>-</b>	<b>2,903</b>	<b>2,903</b>	<b>-</b>	<b>2,903</b>	<b>-</b>	<b>2,903</b>	<b>2,903</b>	<b>-</b>	Note: no seasonal overhires are in this budget.
<b>Operations</b>											
65410	Operating Supplies		500	500		500	2,595	(2,095)	3,500	3,000	
65200	Signs	26				-	-	-	-	-	
65300	Park Maintenance	5,814	5,000	5,000		5,000	930	4,070	3,000	(2,000)	Supplies - not labor
<b>Total Operations</b>		<b>5,841</b>	<b>5,500</b>	<b>5,500</b>	<b>-</b>	<b>5,500</b>	<b>3,525</b>	<b>1,975</b>	<b>6,500</b>	<b>1,000</b>	
<b>Utilities</b>											
65002	Electric- Gazebo	823	1,500	825		825	246	579	825	-	
65010	Electric -Fountain	746		850		850	110	740	850	-	
<b>Total Utilities</b>		<b>1,570</b>	<b>1,500</b>	<b>1,675</b>	<b>-</b>	<b>1,675</b>	<b>355</b>	<b>1,320</b>	<b>1,675</b>	<b>-</b>	
<b>Total Parks</b>		<b>7,410</b>	<b>9,903</b>	<b>10,078</b>	<b>-</b>	<b>10,078</b>	<b>3,880</b>	<b>6,198</b>	<b>11,078</b>	<b>1,000</b>	

**TOWN OF GREEN MOUNTAIN FALLS**  
**2018 Annual Budget**  
**General Fund Expenditures Detail**

Acct. #	Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual	2018 Adopted Budget	2018 YTD as of 6/15	2018 Unexp	(DRAFT) 2018 Amended Budget	2018 Budget Changes	Notes
<b>Pool</b>											
<b>Labor</b>											
64001	Lifeguard Salaries	9,117	11,208	17,950		17,950	-	17,950	11,016	(6,934)	
64005	Unemployment	27	300	300		300	-	300	300	-	
64007	Workers Comp		200	200		200	-	200	200	-	
64004	FICA	697	918	918		918	-	918	900	(18)	
64008	Public Works Labor Allocation - POOL		5,102	5,102		5,102	-	5,102	5,102	-	Payroll ledger does not separate out.
64009	Health/Life/Dental					-	-	-	-	-	
64010	CPO Training		250	250		250	225	25	225	(25)	
<b>Total Labor</b>											
		<b>9,842</b>	<b>17,978</b>	<b>24,720</b>	<b>-</b>	<b>24,720</b>	<b>225</b>	<b>24,495</b>	<b>17,743</b>	<b>(6,977)</b>	Note: no seasonal overhires are in this budget.
<b>Operations</b>											
64100	Pool Food	84		500		500	-	500	500	-	
64200	Pool Supplies	1,965	1,500	2,200		2,200	390	1,810	2,200	-	
64006	Office Supplies	5		-		-	32	(32)	-	-	
64300	Pool Inspections	125	125	125		125	130	(5)	130	5	
64400	Pool and Pool Building Maintenance	671	1,000	1,300		1,300	757	543	1,300	-	
64000	Other	-	-	-	-	-	21	(21)	-	-	
<b>Total Operations</b>											
		<b>2,851</b>	<b>2,625</b>	<b>4,125</b>	<b>-</b>	<b>4,125</b>	<b>1,330</b>	<b>2,795</b>	<b>4,130</b>	<b>5</b>	
<b>Utilities</b>											
64050	Electric - Pool	784	1,000	1,000		1,000	157	843	1,000	-	
64060	Natural Gas - Pool	1,306	1,200	1,200		1,200	77	1,123	1,200	-	
64500	Telephone - Pool	357	450	450		450	400	50	1,000	550	
<b>Total Utilities</b>											
		<b>2,448</b>	<b>2,650</b>	<b>2,650</b>	<b>-</b>	<b>2,650</b>	<b>635</b>	<b>2,015</b>	<b>3,200</b>	<b>550</b>	
<b>Total Pool</b>											
		<b>15,141</b>	<b>23,253</b>	<b>31,495</b>	<b>-</b>	<b>31,495</b>	<b>2,190</b>	<b>29,305</b>	<b>25,073</b>	<b>(6,422)</b>	
<b>TOTAL PARKS AND RECREATION DEPARTMENT</b>											
		<b>22,551</b>	<b>33,156</b>	<b>41,573</b>	<b>-</b>	<b>41,573</b>	<b>6,070</b>	<b>35,503</b>	<b>36,151</b>	<b>(5,422)</b>	

TOWN OF GREEN MOUNTAIN FALLS  
2018 Annual Budget  
General Fund Expenditures Detail

TOWN OF GREEN MOUNTAIN FALLS 2018 Annual Budget General Fund Expenditures Detail											
Acct. #	Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual	2018 Adopted Budget	2018 YTD as of 6/15	2018 Unexp	(DRAFT) 2018 Amended Budget	2018 Budget Changes	Notes
GENERAL GOVERNMENT DEPARTMENT											
Operations											
66010	CIRSA Liability Insurance	15,796	16,500	16,500		16,500	5,292	11,208	16,500	-	Avg bill/mo. = \$3,700/mo - reduce to \$1,500/mo remainder of yr
66030	Town Attorney Retainer	14,876	12,000	14,000		14,000	14,888	(888)	29,000	15,000	
68000	Capital Outlay		7,000	5,000		-	-	-	-	-	
60750	Donations	162				-	-	-	-	-	
66020	Volunteer Medical		250	250		250	-	250	250	-	
66110	Non Salaried Board (Pinncol)			1,460		1,460	289	1,171	1,460	-	
66090	Annual Fees/Dues		800	600		600	538	62	600	-	
66400	Professional Services					100,000	-	100,000	100,000	-	2018 Comprehensive Plan
60740	Mountain States Employer's Council.	1,300	1,300	1,350		1,350	1,400	(50)	1,350	-	
66005	Other	163				-	-	-			
67100	Audit Services	10,000	10,000	5,900		5,900	-	5,900	5,900	-	
Total Operations		42,298	47,850	45,060	-	140,060	22,408	117,652	155,060	15,000	
TOTAL GENERAL GOVERNMENT		42,298	47,850	45,060	-	140,060	22,408	117,652	155,060	15,000	
TOTAL GENERAL FUND EXPENDITURES						\$ 610,579	\$ 209,440	\$ 401,139	\$ 626,881	\$ 16,302	

**TOWN OF GREEN MOUNTAIN FALLS**  
**2018 Annual Budget**  
**General Fund Summary**

Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual				(DRAFT)	2018 Budget Changes	Notes
					2018 Adopted Budget	2018 YTD as of 6/15	2018 Uncollected/ Unexpended	2018 Amended Budget		
<b>REVENUE</b>										
Property Taxes	151,414	153,726	154,026	-	156,800	-	156,800	156,800	-	
Specific Ownership Taxes	17,438	16,800	16,000	-	16,000	-	16,000	16,000	-	
Sales & Use Taxes	145,818	121,500	139,490	-	139,490	-	139,490	139,490	-	
Franchise Taxes	44,751	47,200	44,100	-	44,100	-	44,100	44,100	-	
Lodging Taxes	12,947	12,000	13,900	-	13,900	-	13,900	13,900	-	
Intergovernmental Taxes	33,237	31,800	32,750	-	32,750	-	32,750	32,750	-	
Rural Transportation Authority (RTA)	23,573	33,666	33,666	-	33,666	-	33,666	33,666	-	
State Government Grants	15,822	69,062	57,828	-	92,187	-	92,187	92,187	-	
Parks and Recreation Charges for Services	18,857	16,550	19,800	-	19,800	-	19,800	19,800	-	
Public Safety Charges for Services	15	-	-	-	-	-	-	-	-	
Court Fees/Fines	15,775	7,000	4,000	-	8,500	-	8,500	8,500	-	
Licenses & Permits	14,119	18,950	16,225	-	16,225	-	16,225	16,225	-	
Donations/Nonprofit Grants	-	-	27,076	-	50,000	-	50,000	50,000	-	
Other Sources	2,900	555	700	-	700	-	700	700	-	
<b>Total Revenue</b>	<b>496,665</b>	<b>528,809</b>	<b>559,561</b>	<b>-</b>	<b>624,118</b>	<b>-</b>	<b>624,118</b>	<b>624,118</b>	<b>-</b>	
<b>EXPENDITURES</b>										
Administration	101,063	152,424	162,750	-	166,165	68,435	84,171	193,530	27,365	
Judicial	6,714	19,598	1,460	-	14,790	1,259	13,532	11,965	(2,825)	
Public Works	129,030	152,593	188,745	-	162,279	52,596	94,567	141,135	(21,144)	
Public Safety	60,012	76,237	67,930	-	85,712	25,382	55,714	89,040	3,328	
Parks & Recreation	22,551	33,156	41,573	-	41,573	980	35,503	36,151	(5,422)	
General Government	42,298	47,850	45,060	-	140,060	22,394	117,652	155,060	15,000	
<b>Total Expenditures</b>	<b>361,667</b>	<b>481,858</b>	<b>507,518</b>	<b>-</b>	<b>610,579</b>	<b>171,045</b>	<b>401,139</b>	<b>626,881</b>	<b>16,302</b>	
<b>Excess (Deficiency) of Revenue over Expenditure</b>	<b>134,998</b>	<b>46,951</b>	<b>52,043</b>	<b>-</b>	<b>13,539</b>	<b>(171,045)</b>	<b>222,979</b>	<b>(2,763)</b>	<b>(16,302)</b>	
<b>OTHER FINANCING SOURCES/USES</b>										
Transfer to Capital Reserve Fund	-	(34,000)	-	-	(225,385)			(210,365)		To Seed Capital Fund
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>(34,000)</b>	<b>-</b>	<b>-</b>	<b>(225,385)</b>	<b>-</b>	<b>-</b>	<b>(210,365)</b>	<b>-</b>	
<b>Net Change in Fund Balance</b>	<b>134,998</b>	<b>12,951</b>	<b>52,043</b>	<b>-</b>	<b>(211,846)</b>	<b>(171,045)</b>	<b>222,979</b>	<b>(213,128)</b>	<b>(16,302)</b>	

TOWN OF GREEN MOUNTAIN FALLS  
2018 Annual Budget  
General Fund Summary

Description	2016 Actual	2017 Original Budget	2017 Amended Budget	2017 Actual	2018 Adopted Budget	2018 YTD as of 6/15	2018 Uncollected/ Unexpended	(DRAFT) 2018 Amended Budget	2018 Budget Changes	Notes
<b>CUMULATIVE FUND BALANCE</b>										
Beginning Fund Balance	177,930	273,417	310,898	310,898	348,440	348,440		348,440	-	
Net Change in Fund Balance	134,998	12,951	52,043	-	(211,846)	(171,045)	222,979	(213,128)	(16,302)	
Ending Fund Balance	312,928	286,368	362,941	310,898	136,594	177,395	222,979	135,312	(16,302)	
<b>Less Restrictions, Commitments &amp; Assignments:</b>										
TABOR reserve	15,000	27,771	16,965	16,965	10,462	10,462		10,462		
Town Contingency	30,190	-	30,310	30,310	26,129	26,129		26,129		
Fund Balance Assignments	-		19,441	19,441	-	-		-		
Unassigned Fund Balance	267,738	258,597	296,225	244,182	100,003	140,804	222,979	98,721	(16,302)	



**Town of Green Mountain Falls**

2018 Budget - Staff Vacancies vs. Professional Services costs

6/19/2018

2018 ADOPTED BUDGET			Budgeted Annual Costs	
TOWN MANAGER - 2018 Budget				
		Salary	\$60,000.00	
		FICA	\$4,590.00	
		Health	\$8,250.00	
		Retirement	\$1,500.00	
		Onboarding Expenses	\$15,000.00	
	SUBTOTAL		<b>\$89,340.00</b>	
TOWN CLERK - 2018 Budget				
		Hourly Allowance	\$30,000.00	Budgeted as Part-Time; \$30K; no benefits. Actual = \$35,360 + health
		FICA	\$2,295.00	
	SUBTOTAL		<b>\$32,295.00</b>	
PUBLIC WORKS - 2018 Budget				
		PW Director Salary	\$40,500.00	
		Part-Time Salaries	\$29,500.00	
		FICA	\$5,738.00	
		Overtime	\$5,000.00	
		Health	\$8,746.00	
		Retirement	\$1,520.00	
		Cell Stipend	\$720.00	
	SUBTOTAL		<b>\$91,724.00</b>	
	<b>TOTAL</b>		<b>\$213,359.00</b>	

2018 PROPOSED REVISED BUDGET			Estimated Annual Costs	
STAFF COSTS - 2018 Amended Budget				
		Town Manager Salary	\$11,366.00	1st Quarter Salary for Prior Town Manager
		Town Manager Hourly	\$68,640.00	\$65/hr x 48 hrs/pay period x 22 pay periods
		Town Manager FICA	\$6,120.46	For Prior and Current Town Manager
		Town Manager Health	\$3,964.00	1st Quarter Health Coverage for Prior Town Manager
		Town Clerk Salary	\$8,840.00	1st Quarter Salary for Prior Town Clerk
		Town Clerk FICA	\$676.26	1st Quarter Deductions for Prior Town Clerk
		PW Director Salary	\$13,243.00	1st Quarter Salary for Prior PW Director
		PW Director FICA	\$1,013.09	1st Quarter Deductions for Prior PW Director
		PW Director Health	\$3,171.00	1st Quarter Health Coverage for Prior PW Director
		PW Maintenance Staff Hourly	\$36,296.00	Based on 27 hours/week 1st half of the year; 56 hours/week 2nd half
		PW Maintenance Staff OT	\$3,000.00	
		PW Maintenance Staff FICA	\$3,006.14	
		PW Maintenance Staff Health	\$8,746.00	
	SUBTOTAL - Staff		\$168,081.95	
CONTRACTED SERVICES - 2018 Amended Budget			Monthly Costs	
		Interim Clerking Services	\$28,800.00	Based on \$600/day on-site rate 4X/mo + 12 hrs/week @ \$45/hr off-site rate
		Financial Services	\$7,520.00	Based on 120 hrs. total @ \$47/hr. rate
		Special Project Services	\$2,030.00	Based on 70 hrs. total @ \$29/hr. rate
		Admin Services	\$14,720.00	Based on 16 hrs/week; 40 weeks @ \$23/hr. rate
	SUBTOTAL - Contracts		\$53,070.00	
	TOTAL		\$221,151.95	

**TOWN OF GREEN MOUNTAIN FALLS**

**ORDINANCE NO. 2018-03**

**AN ORDINANCE AMENDING SECTION 17-85(c) OF THE MUNICIPAL CODE OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO, REGARDING THE PROCEDURE FOR OBTAINING GRADING PERMITS**

WHEREAS, the Board of Trustees desires to amend the Town's procedure for obtaining a grading permit as set forth in Section 17-85(c) of the Green Mountain Falls Municipal Code to clarify that the Planning Commission shall decide whether to issue a grading permit.

**BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO:**

**Section 1.** Section 17-85(c) of the Town of Green Mountain Falls Municipal code is hereby amended to read as follows:

Grading permits applications shall be reviewed by the Planning Commission, which may approve, disapprove, table, or conditionally approve all such applications. If the applicant for a grading permit finds the action taken by the Planning Commission to be unfavorable, the applicant may appeal the same to the Board of Trustees by filing an appeal with the Town Clerk within ten (10) calendar days of the date of Planning Commission decision.

INTRODUCED AND ORDERED PUBLISHED the 5th day of June 2018, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Jane Newberry, Mayor

ATTEST:

\_\_\_\_\_  
Judy Egbert, Interim Town Clerk

Published in the Pike Peaks Courier, \_\_\_\_\_ 2018.

**TOWN OF GREEN MOUNTAIN FALLS**  
**Regular Board of Trustee Meeting**  
**June 5, 2018– 7:00 P.M.**

**MEETING MINUTES**

**Board Members Present**

Mayor Jane Newberry  
Trustee David Pearlman  
Trustee Cameron Thorne  
Trustee Chris Quinn  
Trustee Tyler Stevens

**Interim Town Manager**

Jason Wells

**Interim Town Clerk**

Judy Egbert

**Board Members Absent**

None.

**Town Attorney**

Hillary Graham for Jeff Parker

**Public Works**

Vacant

**Marshal's Dept.**

Virgil Hodges

---

Note: A workshop was held at 7:00 to allow public comments regarding the short term vacation rental ordinance.

**1. Call to Order/Roll Call/Pledge of Allegiance**

Mayor Newberry called the meeting to order at 8:04 p.m. The Pledge of Allegiance was recited.

**2. Additions, Deletions, or Corrections to the Agenda**

Ms. Egbert pointed out three items:

- The bills run document was provided just prior to the meeting
- Modification of Premises for Blue Moose is to be added as an action of the Liquor Authority
- Consideration of Prosecutor Legal Services Agreement is to be added

Mayor Newberry proposed placing the prosecutor agreement as item 4.e, and the Blue Moose as item 5.e.

Mayor Newberry moved, seconded by Trustee Pearlman to approve the agenda as amended. The motion carried unanimously.

**3. Consent Agenda**

- a. Approve Board of Trustees Meeting Minutes May 15, 2018**
- b. Bring Into Record Bills Run June 5, 2018**

Mayor Newberry moved, seconded by Trustee Thorne to approve the Consent Agenda as presented. The motion carried unanimously.

**4. New Business**

**a. Consideration of Renewal of Revocable Permit for Patrick Daugherty Installation, Footprint in Green**

Trustee Stevens moved, seconded by Trustee Quinn to approve the renewal of the revocable permit as requested. The motion carried unanimously.

**b. Consideration of Renewal of Revocable Permit for Lake Street Beautification Project Public Art Interpretive Sign**

Trustee Stevens moved, seconded by Trustee Thorne to approve renewal of the revocable permit for Lake Street Beautification Project Public Art Interpretive Sign. The motion carried unanimously.

**c. Introduction of Ordinance No. 2018-03, An Ordinance Amending Section 17-85(c) of the Municipal Code of the town of Green Mountain Falls, Colorado, Regarding The Procedure For Obtaining Grading Permits**

Mr. Wells described this portion of the code, saying that it is not clear regarding the approval process of grading permits. This ordinance clarifies that the permits are approved as final action by the Planning Commission and the Board would serve as an appeal body.

Trustee Quinn moved, seconded by Trustee Stevens to introduce this ordinance and set a workshop for June 19, 2018, with final action anticipated on July 3, 2018. The motion carried unanimously.

**d. Coalition For the Upper South Platte (CUSP) Fire Mitigation**

Mike Till of the Colorado State Forest Service spoke regarding a grant-funded project for fire mitigation in this and neighboring jurisdictions.

**e. Legal Services Agreement with Debra Eiland for Prosecutor Services**

Mr. Wells gave an overview of staff discussions regarding prosecutor services, given the recent transition in the City Attorney services. It is more efficient in both cost and time to seek services from a qualified attorney who does not need to drive from Denver. Mr. Wells is familiar with Ms. Eiland's work, and staff has held preliminary meetings with her and feels comfortable with her ability to fill this role.

Trustee Stevens moved, seconded by Trustee Pearlman, to approve the legal services agreement between the Town and Debra Eiland. The motion carried unanimously.

**5. OLD BUSINESS**

**a. Public Hearing and Final Action on Ordinance No. 2018-02, An Ordinance Amending Article IV, Chapter 6 of the Green Mountain Falls Municipal Code to Require Licensing of Mobile Food Vendors**

This document as presented reflects changes that were recommended after the workshop at the last meeting.

Mayor Newberry opened the public hearing at 8:44 p.m.

Liz Ives questioned why this is wanted. Will the vendor live in town? Will they buy a building? Mayor Newberry responded that there are now two requests pending and need a mechanism to address these requests.

Mac Pittrone opined that vendors won't get much money unless it's during an event, and believes it is a moot point.

Erin Kowal asked if these vendors would take business away from the Mucky Duck.

Gail Gerig spoke of an article in the Denver Post regarding lemonade stands.

Trustee Quinn asked if a form exists for this purpose as specified in the ordinance.

Jake Deem asked what is currently done.

Barry Placek suggested that there be a designated area for food trucks, giving additional control and access by citizens.

There being no one further wishing to speak, the hearing closed at 8:53 p.m.

Trustee Stevens moved, seconded by Trustee Thorne to adopt this ordinance with Option 2.

On discussion, The Board discussed the implication of the ordinance on vendors at special events, noting that the language wasn't clear whether it applies as a vendor that is part of an event, or a vendor who just sets up at the same time as an event.

A change was recommended to change language in section 6-101 to reflect this by changing the sentence regarding events to read "a mobile food vendor license shall be issued for operation on property owned or controlled by the Town if in association with a Town-approved public event...."

Trustee Thorne moved to amend the motion to include the language change as proposed, and it was seconded by Trustee Stevens. Voting yes were Mayor Newberry, Trustees Stevens, Quinn, Thorne. Voting no was Trustee Pearlman. The motion carried.

The amended motion was then voted on, with Mayor Newberry, Trustees Stevens, Quinn, and Thorne voting yes, and Trustee Pearlman voting no. The motion carried.

#### **b. Short Term Rental Update**

Mr. Wells pointed out that this issue was discussed in depth during the work session.

#### **c. Trustee Vacancy Status and Next Actions**

Ms. Egbert reported that there are no applications to fill the two Trustee vacancies.

Mayor Newberry moved, seconded by Trustee Stevens to extend the deadline to June 19. The motion carried unanimously.

At the June 19 meeting, the Board will be required to call for a special election if no applications are received.

#### **d. Staffing Update**

Mr. Wells asked to defer this discussion to coincide with the scheduled workshop regarding the budget that is set for June 19.

**e. Modification of Premises, BCats, LLC d/b/a The Blue Moose Tavern**

Mayor Newberry adjourned the Board of Trustees and reconvened as the Local Licensing Authority for consideration of this application.

Trustee Stevens moved, seconded by Trustee Pearlman to approve this application as presented, conditioned upon the licensee obtaining permission to use the Town's parking lot. The motion carried unanimously.

Mayor Newberry adjourned the Local Licensing Authority and reconvened the regular Board of Trustees meeting at 9:14 p.m.

Trustee Stevens moved, seconded by Trustee Thone to grant a revocable permit to BCats LLC d/b/a The Blue Moose Tavern for possession of the Town's parking lot for the purpose of outdoor events between June 29, 2018 and July 29, 2018, with the understanding that this will be part of the licensed premises for the above Modification of Premises. The motion carried unanimously.

**6. PUBLIC INPUT**

Mac Pittrone asked for an update on the audio equipment. Marshal Hodges responded that he is working with the vendor.

Ann Esch reported on recent meetings in her capacity on the Citizens Advisory Committess of the Pikes Peak Council of Governments and the Pikes Peak Regional Transportation Authority.

Don Vsetecka questioned when a full time maintenance person would be hired. He spoke in support of hiring Danny.

Dick Bratton invited everyone to a town meeting for the purpose of input into the Comprehensive Plan. This will be held on June 27, 2018 at 7:00 p.m. at the Sallie Bush Community Center. He reviewed the Comprehensive Plan project progress thus far.

Jennifer Colwell spoke of concern on roads. The Town needs to hire someone skilled and able to maintain the roads.

Wes Simshuser echoed concern regarding the roads.

Liz Ives suggested a workshop regarding roads. Mr. Wells noted that this is appropriate to include in the budget discussions scheduled for June 19. He is working to get options for solutions. The Board asked for the budget workshop to start at 7:00 on June 19, with the ordinance workshop immediately following.

Gail Gerig noted that the Gazebo island looks great, and suggested recognition for Tom Hughes.

**7. CORRESPONDENCE**

- a. Planning Commission Minutes May 8, 2018**
- b. Planning Commission Minutes May 14, 2018 Special Meeting**
- c. Planning Commission Minutes May 22, 2018**

## **8. REPORTS**

### **a. Trustees**

The Board discussed the need for moving quickly to get the park sodded. Trustee Thorne will serve as project lead for this, due to staffing limitations.

Trustee Pearlman reported on a recent meeting regarding the Cog railway and its closure impact on communities.

Mayor Newberry reported on the pool. A legal opinion has been obtained clarifying that meeting all ADA requirements would be a hardship on the Town because the budget would not support the needed investment. The opening day is delayed due to equipment issues and need professionally evaluated.

It was brought up that the park rental application needs to be clarified whether the use includes the flagpole park or not.

Trustee Stevens reported that the State has received a \$65 million grant that will allow widening of I-25. Other Ute Pass projects are scheduled this season as well.

### **b. Town Clerk**

Ms. Egbert confirmed with Trustees that there would be a quorum for the July 3 meeting. Trustee Stevens requested to be excused, with all others confirming attendance.

She reviewed her written report.

### **c. Marshal**

Marshal Hodges reported on the community funding support for the dog waste stations. \$1400 has been received, placing the project just \$86 short of funding eight stations including supplies and labor for the installation.

There is still a problem with geese damaging the grass, and he is working with Green Box to get products applied that are unattractive to the geese.

### **d. Town Manager**

Mr. Wells updated the Board on funding for the Belvidere project. The Board's earlier recommendation was to borrow against other jurisdictions' project, but it is now recommended to borrow from the Town's own projects and replenish that money next year. The Board agreed by consensus to support this mechanism.

He reviewed his written report.

## **9. EXECUTIVE SESSION** Pursuant to CRS 24-6-402(4)(b) to receive legal advice regarding taxes

Mayor Newberry moved, seconded by Trustee Stevens to enter into Executive Session at 10:27 p.m. pursuant to CRS 24-6-402(4)(b) to receive legal advice regarding taxes. Ms. Wells, Ms.



Egbert, Nathan Scott, and Attorney Hillary Graham were invited into the session. The motion carried unanimously.

Regular Session resumed at 11:45 p.m. Mayor Newberry confirmed that the Executive Session was held solely for the stated purpose and that no action was taken.

**10. Adjournment**

There being no further business, the meeting adjourned at 11:45 p.m.

---

Mayor Jane Newberry

---

Judy A. Egbert

## BOARD OF TRUSTEES AGENDA MEMO

<b>DATE: June 19, 2018</b>	<b>AGENDA NO. 4.a.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Jason Wells, Interim Town Manager		Emergency Short-Term Rental Ordinance

### Recommend action:

Provide direction to staff on various options presented in ordinance. Adopt ordinance as presented or amended.

### Background:

On September 19<sup>th</sup>, the Town Board of Trustees adopted an ordinance seeking, for the first time, to impose a specific set of regulations and licensing scheme relative to short-term (vacation) rental operations (STRs). The new ordinance delegated a substantial amount of authority to the newly created Town Manager's Office. To the extent there was a prolonged vacancy at this position at the tail end of 2017 and into early 2018, implementation has been delayed until recently. Upon gathering the wealth of baseline information necessary to impose the new regulatory framework, the Town Manager and Town Attorney held a public work session with the Town Board to discuss the various practical challenges associated with the new STR licensing structure. Based on the dialogue that occurred at this work session, the Town Attorney undertook the draft revisions indicated in the attached ordinance. This ordinance is being presented as an emergency action as the delayed implementation of the new structure has left existing STRs in a state of uncertainty for a significant period of time during which property owners eager to commence new operations have likewise been unable to progress toward regulatory compliance. Moreover, this delayed implementation has likely also led to a loss of crucial revenue to the Town.

### Issue Before the Board

Whether to adopt the emergency ordinance as presented or subject to final amendment by the Town Board.

### Alternatives

Maintain the existing regulatory structure in the Municipal Code as it reads per the September 19<sup>th</sup> ordinance. This alternative would mean that current conflicts, ambiguous language, etc., in the Code would likely continue to persist. It would also mean that the current density limitations that have been the subject of much discussion would remain effective and some applications would possibly be denied.

### Conclusion

It is up to the Board's discretion/polity purview whether to modify any policy elements of the STR ordinance, but the staff recommendation would be to vote affirmatively on at least the proposed edits that would provide administrative "clean-up" throughout the regulations, thereby alleviating unnecessary confusion for staff and applicants alike.

**TOWN OF GREEN MOUNTAIN FALLS**

**ORDINANCE NO. 2018-04**

**AN EMERGENCY ORDINANCE AMENDING CHAPTER 6, ARTICLE VIII, OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE, ADOPTED BY ORDINANCE NO. 04-2017, REGARDING SHORT-TERM RENTAL PROPERTY LICENSES**

WHEREAS, in 2017, by Ordinance No. 04-2017, the Town enacted short-term rental license requirement, but application of that short-term licensing scheme has proven difficult and ineffective;

WHEREAS, among other administrative and procedural changes, the Board of Trustees would like to eliminate the cumbersome density restriction contained in Section 6-156;

WHEREAS, a total of sixty (60) short-term rental licenses in Town at any given time would amount to approximately 10% of the Town's residential properties being licensed for use as short-term rentals;

WHEREAS, the Board of Trustees finds and determines that a limit of 60 short-term rental licenses is reasonable and necessary to protect and preserve the residential characteristics of and quality of life in the Town's residential zone districts; and

WHEREAS, the Board of Trustees also finds and determines these changes must be adopted as an emergency ordinance, effective immediately, during the height of tourism season to alleviate the current state of confusion and uncertainty about short-term residential rentals.

**BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO:**

Section 1. Chapter 6, Article VIII, of the Town of Green Mountain Falls Municipal Code is hereby amended to read as follows:

**ARTICLE VIII**  
**LICENSING OF SHORT-TERM RENTAL ~~PROPERTY~~**

**Sec. 6-149. Purpose and Scope.**

The purpose of this Article is to establish comprehensive licensing provisions for ~~rental-whole residential~~ dwelling units made available for rent for a period of time less than thirty (30) days in duration to ensure minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the use and occupancy, location, and maintenance of residential dwellings available for rent. This Article does not apply to the furnishing of lodging services in hotels, motels, or lodges.

### **Sec. 6-150. Applicability.**

All owners of residences within residential zone districts, including but not limited to, R-1 and R-2 Districts, who rent or lease their entire property for a period of time less than thirty (30) days shall ~~have sixty (60) days following the effective date of the ordinance codified in this Article, within which to~~ comply in full with all terms and conditions contained in this Article, ~~after which time full compliance is mandatory. Unless otherwise directed by the Town Manager or the Board of Trustees, n~~Nothing in this Article shall require an owner to apply for a special use permit under Section 16-710 of the Green Mountain Falls Municipal Code.

### **Sec. 6-151. Definitions.**

For purposes of this Article, the following terms shall have the following meanings:

"Owner" means the record owner of a residential dwelling unit or an authorized agent or designee thereof.

"Rent or lease" means an agreement or act by which an owner gives to a tenant, for valuable consideration, possession and use of his property or a portion thereof for a definite term, at the end of which term the owner has an absolute right to retake control and use of the property.

"Short-term rental" means the renting or leasing of an entire residential structure for monetary consideration for a period of time less than thirty (30) consecutive days, not including a bed and breakfast, residency unit, boarding or rooming house, or hotel. The definition does not include offering ~~the~~ use of one's property to another where no fee is charged or collected.

"Town Manager" means the appointed administrative official of the Town government, or, in the event of a vacancy, his or her designee, whose duties and responsibilities shall conform to the requirements of Section 2-81 of the Green Mountain Falls Municipal Code.

### **Sec. 6-152. License required.**

No owner shall allow any person to rent or lease, sublease or occupy any ~~rental short-term rental property~~ as a tenant, renter, lessee, sublessee or otherwise, unless the owner has been issued a valid rental property license by the Town. Licenses are permitted in any zone district in the Town where residential occupancy is permitted, provided however, that no commercial space shall be used for a short-term rental. The short-term rental license must be renewed annually; ~~January 1,~~ for every ~~year the~~ premises ~~is~~ used as a short-term rental. ~~The A~~ short-term rental license may be denied or revoked if the owner is not in compliance with the terms

and conditions of ~~the short-term rental~~ license or any, ~~as well as~~ other applicable laws.

#### **Sec. 6-153. Lodging and sales tax.**

All owners of short-term rentals are required to collect and remit lodging tax and sales tax. Evidence of issuance of a state sales tax license number is required as a condition of the Town Manager's consideration of a short-term rental ~~property~~ license application ~~to be complete~~.

#### **Sec. 6-154. Business license required.**

All owners of short-term rentals are required to possess a current Town business license for each short-term rental property. The business license must be renewed annually ~~for every year the owner desires to rent the premises as a short-term rental~~. Business license requirements under this Section shall conform to the requirements of Article II of this ~~e~~Chapter.

#### **Sec. 6-155. License application; procedure; appeals.**

(a) All owners of short-term rentals must obtain a short-term rental license ~~from the Town Manager~~. Conducting a short-term rental without a valid license is a violation of this ~~C~~chapter 6. ~~The A~~ license application shall be provided by the Town, and an applicant shall provide the following information must include:

- (1) Owner name, permanent address, and property address;
- (2) Maximum occupancy of rental guests;
- (3) Owner representative and contact information;
- (4) Parking plan for guests;
- (5) Evidence of property and liability insurance;
- (6) Proof of a valid business license;
- (7) Proof of a valid sales tax license number;
- (8) Proof of possession of the licensed premises; or
- (9) If the applicant does not own the property where the licensed premises is located, the applicant must provide written documentation from the property owner allowing short-term rentals on the licensed premises; and

(10) The license application fee set by the Board of Trustees.

(11) Other documents as required by the Town on its application form.

(b) Licenses are ~~issued-valid~~ for one (1) ~~calendar~~ year and, subject to the requirements of this Article, may be revoked or renewed.

(c) Before issuing ~~or renewing~~ a short-term rental license, the applicant ~~Town~~ shall notify the Town Marshal and all owners of real property within 100 feet of the proposed short-term rental property ~~for who shall be provided an their~~ opportunity to make comment on or object ~~ion on to~~ the ~~application~~ issuance of the license. The notice shall contain the property location, notice that the full application that may be copied and reviewed at the Town Hall, and ~~the notice that comments must be received date within~~ (at least fifteen (15) days from the date of the notice) by which comments must be received on which the notice is given. The notice shall be posted on the property and at the Town Hall, and mailed at the applicant's expense.

(d) The Town Manager, after reviewing the license application, and any public comments or objection, ~~and the current density levels of short term rentals in the neighborhood,~~ shall ~~have authority to~~ approve, approve with conditions, renew, renew with conditions, deny, or revoke the short-term rental license. The Town Manager shall issue the decision within ~~fifteen thirty~~ (1530) days after receiving a complete application and shall report all decisions at the next regular meeting of the Board of Trustees. A standard condition of approval shall be that the license, as issued, is temporary and conditional until the appeal period, as described in (e) below, has passed, or until any such appeal has been decided, whichever is later.

(e) ~~Upon issuing or renewing a short term rental license, the Town Manager shall post and notify adjacent property owners of the license in the same manner as in subsection (c). The notice shall include the license information and the time during which an appeal may be filed.~~

(f) ~~Either the applicant or a property owner within 150-100 feet of the proposed short-term rental property as described in subsection (c) above may appeal the Town Manager's decision to issue, issue with conditions, renew, renew with conditions, revoke, or deny a short-term rental license. Such appeal shall be filed with the Town Clerk in writing within fifteen (15) days of the decision being appealed-reported to the Town Board and shall be heard by the Board of Trustees. The Board of Trustees shall promptly hear and decide all appeals, after fifteen (15) days public notice of the time, date, and location of the appeal hearing being posted on the subject property and at the Town Hall. The decision of the Town Manager (if not timely~~

appealed) or the Board of Trustees (if appealed), is the final decision of the Town for purposes of judicial review.

(g) All permitted short-term rentals ~~s~~ ~~units~~ are subject to inspection under Section 6-10 of this ~~C~~chapter. Licenses may be revoked or not renewed by the Town Manager; if license conditions and requirements are not met; or if more than three (3) violations of license conditions or the requirements of this ~~C~~chapter are found within any one license year.

(h) ~~A s~~Short-term rental license is non-transferable and s may be used only for the property for which it is issued. A short-term rental license is ~~and are~~ not transferrable upon the sale of the property.

#### **Sec. 6-156. Limitations; Renewal.**

(a) An owner shall file with the Town a written application for a short-term rental ~~property~~ license ~~on forms supplied by the Town~~ at least ~~thirty-sixty~~ (30/60) days prior to rental of the property. For a property owner operating a short-term rental under a prior Town approval, the property owner shall file a written application for a new license under this Article within sixty (60) days of the ordinance's effective date.

(b) The Town shall issue nNo more than 60 short-term rental licenses. When the cap is reached, new license applications will be considered in order of the date received. ~~the following percentages of the residential dwelling units in each District of the Town may be eligible for short term rental licenses without additional action by the Board of Trustees to amend this Section:~~

~~(1) For streets with eleven (11) or fewer residential dwelling units: no more than two (2) short-term rental licenses may be licensed as a short-term rental~~

~~(2) For streets with twelve (12) or more residential dwelling units: twenty-five percent (25%) of the dwelling units may be licensed as a short-term rental.~~

(c) At least sixty (60) days prior to the anniversary date of a short-term rental license, the licensee shall apply to the Town on forms provided by the Town to renew the license. Absent the timely filing of a renewal application, a license shall expire one year from the date of issuance.

#### **Sec. 6-157. Local agent required.**

When the owner of a short-term rental property ~~is required to be licensed under this Article, and the owner~~ is not a natural person domiciled within El Paso or Teller County, Colorado, the owner shall appoint a natural person who is

domiciled within either El Paso or Teller County, Colorado, to serve as the local agent of the owner for service of any notices related to the ~~rental property or its license~~. ~~The An~~ owner shall notify the Town ~~Clerk or the Town Manager~~ in writing of ~~the any change in the~~ appointment of a local agent within ~~five seven~~ (75) days of such ~~appointment change~~.

#### **Sec. 6-158. Fees.**

(a) Applicants for ~~short-term rental any new or renewal~~ licenses, ~~or the renewal thereof~~, shall pay the fee as set by resolution of the Board of Trustees ~~upon at the time of submitting ansion of the~~ application.

(b) A person wishing to appeal a decision of the Town Manager under this Article shall do so in writing to the Town Clerk and shall be the fee as set by resolution of the Town Board.

#### **Sec. 6-159. Posting requirements**

(a) An owner shall post the license, or a true copy thereof, conspicuously within the rental property for which such license has been issued.

(b) An owner shall display its license number on the face of any advertisement. For purposes of this Section, the term "advertisement" means the act of drawing the public's attention to a short-term rental in order to promote the availability of the short-term rental.

#### **Sec. 6-160. Safety requirements.**

Each short-term rental shall ~~comply at all times with all applicable building codes, standards and regulations. have at least one functional smoke detector, carbon monoxide detector, and fire extinguisher on the licensed premises during each short-term rental occupancy.~~

#### **Sec. 6-161. Enforcement**

(a) It is unlawful to violate any provision this Article.

(b) The Town may enforce the requirements of this ~~chapter~~ Article by any or all of the following:

(a) The Town Manager shall issue a warning letter to persons conducting a short-term rental without a license.

(b) The Town Manager may revoke or refuse to renew a short-term rental license for any reason provided in this Article ~~and may~~ ;



~~including prohibit ing the an~~ owner from re-applying for a short-term rental license for one (1) year following revocation or non-renewal.

(c) Persons found of violating any provision of this Article shall be punished in Municipal Court as hereinafter provided or, if not hereinafter provided, in accordance with the provisions of Sections 2-136 and 1-72 of this Code; provided, that each separate act in violation of this Article, and each and every day or portion thereof during which any separate act in violation of this Article is committed, continued, or permitted, shall be deemed a separate offense.

(1) The Municipal Court may impose a civil penalty according to a schedule adopted by Resolution of the Board of Trustees.

(2) The Municipal Court may suspend a portion of the fine if the Court finds mitigating circumstances.

(d) Any remedies provided for in this Article shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law.

Section 2. Severability. If any section, paragraph, clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or enforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 3. Emergency Declared. The Board of Trustees hereby finds, determines and declares, pursuant to Section 2-33(a) of the Green Mountain Falls Municipal Code and C.R.S. § 31-16-105, that this Ordinance is necessary for the immediate preservation of public property, health, welfare, peace, or safety of the Town of Green Mountain Falls due to the current and immediate need to apply and enforce an effective regulatory scheme for short-term rental licenses during the height of short-term rental season. This emergency ordinance is required to alleviate confusion and reduce uncertainty for the property owners wishing to conduct short-term residential rental operations this summer.

Section 4. Upon an affirmative vote of  $\frac{3}{4}$  of the members of the Board of Trustees, this Ordinance shall take effect as an emergency measure immediately upon its adoption.

ADOPTED AND ORDERED PUBLISHED the \_\_\_\_ day of \_\_\_\_\_, 2018.

---

Jane Newberry, Mayor

ATTEST:

---

Judy Egbert, Interim Town Clerk

APPROVED AS TO FORM:

---

Town Attorney

Published in the Pike Peaks Courier, \_\_\_\_\_ 2018.



Memorandum

To: Mayor and Board of Trustees  
From: Judy A. Egbert, Interim Town Clerk  
Re: Town Clerk Report  
Date: June 12, 2018

Routine activities continuing

- Gazebo rentals
- Payroll
- Accounts payable
- Agenda packet preparation
- Meeting management
- Legal notices and postings

Records Management

There is no new activity in this area since the last report, due to limited time. All the needs listed in the last report remain.

Court

The June 5 meeting with the Judge and Prosecutor was productive. Arraignments will be held quarterly, with trials or other time-sensitive dockets addressed at separate sessions as needed.

The next steps will be to sort/organize the records and review any open cases. Procedures and forms still need review.

Human Resources

The Personnel Manual is still under review and will be presented at a future meeting.

The staffing discussion at the upcoming meeting will give direction to immediate future actions.

#### Immediate future actions needed

- CIRSA renewal. CIRSA has given us an extension on time to do this.
- Employee handbook review.

#### Near-term actions needed

- Committee appointments
- Pro Tem appointment

#### Unmet needs

- Website transition/development
- Staff support to Planning Commission (meeting management, communication link with Board)
- Events process review
- Determine compliance regarding payment/publishing of bills
- Code revisions



# Town of Green Mountain Falls

## Memorandum

To: Mayor and Board of Trustees

From: Jason S. Wells, Interim Town Manager

Re: Management Report

Date: June 19, 2018

### 1) Departmental Info

- a) Town Clerk – See included report
  - i) Records Sorting Update
- b) Marshall's Office – Verbal report to be provided
  - i) Civil Forfeiture Reporting
  - ii) 2018 Car Show - Possible Alternate Alignment Impacts
- c) Public Works
  - i) Road Maintenance
    - (1) Staff Efforts
    - (2) Possible Outsourcing
      - (a) General Road Improvements
      - (b) Mag. Chloride Application (8/01)
  - ii) Belvidiere Road Improvement Project
    - (1) Coordination w/ El Paso County
      - (a) Project Budget
        - (i) Project Estimate - Full-Depth Reclamation w/ Drainage Improvements (\$220K)
        - (ii) PPRTA Project Budget
          - 1. 2017 Carry-Over - \$107,774
          - 2. 2018 Allocation - \$50,000
          - 3. Stilling Basin Allocation - \$66,143
        - (iii) Advance Allocation Approach
      - (b) Possible Utilization of County Contractor – Need for Town-County IGA
    - iii) Lake Park Sod/Irrigation Project
- d) Pool
  - i) 2018 Schedule/Operations
- e) Planning
  - i) Short-Term Rental Approvals – Next Steps
  - ii) Comprehensive Plan Update
  - iii) Economic Development
    - (a) EPC Enterprise Zone Designation
    - (b) Fiber Optic Collaboration?

## Management Report

January 27, 2017

- f) Human Resources
    - i) Personnel Policies – July 3<sup>rd</sup> Introduction
  - g) Finance
    - i) Budget – Stand-Alone Work Session Topic
    - ii) External Entity Reporting
      - (1) PPRTA Quarterly Report
      - (2) DoLA/Conservation Trust Fund
      - (3) DoLA/Town Manager Grant
      - (4) HUTF
    - iii) Auditing
      - (1) 2017 Audit Status
    - iv) Banking – Chase, Park State Bank, Colorado Trust
    - v) Sales Tax
  - h) Information Technology
    - i) A/V Needs
    - ii) Website
  - i) Events
    - i) Car Show Parking Policy
- 2) Insurance Administration
- a) CIRSA
    - (1) Need to Complete 2019 Renewal Application