



## **Town of Green Mountain Falls**

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

**10615 Green Mountain Falls Road**

**7:00 p.m.**

**Tuesday, August 21, 2018**

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 August 7, 2018
  - b. Bring Into Record Bills Run August 21, 2018
4. NEW BUSINESS
  - a. Mariano Nandin, Auto Show presentation
  - b. Discussion with Andre Brackin, PE, Wilson & Company to Explore Municipal Flood Recovery Needs
  - c. Intergovernmental Agreements for November 2018 Coordinated Election
    - i. El Paso County
    - ii. Teller County
  - d. Recommendations from Planning Commission
    - i. Request to increase code enforcement
    - ii. Request for joint meeting with Board of Trustees and Planning Commission on August 28
5. OLD BUSINESS
  - a. Public Hearing and final action, Resolution No. 2018-13, A Resolution Amending The Budget For The 2018 Budget Year For The Town Of Green Mountain Falls, Colorado
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE
8. REPORTS
  - a. Trustees
  - b. Town Manager
  - c. Town Clerk
  - d. Marshal
9. ADJOURN

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

**MEETING MINUTES**

**Board Members Present**

Mayor Jane Newberry  
Trustee Cameron Thorne  
Trustee Chris Quinn  
Trustee Tyler Stevens  
Trustee Margaret Peterson (sworn in mid-meeting)

**Interim Town Manager**

Jason Wells

**Interim Town Clerk**

Judy Egbert

**Board Members Absent**

None.

**Town Attorney**

Not present.

**Public Works**

Danny Vanderhoef

**Marshal's Dept.**

Virgil Hodges

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7:00 Workshops:

**Ordinance No. 2018-05, An Ordinance Repealing And Reenacting Article VI, Chapter 4, Of The Green Mountain Falls Municipal Code To Create A Valid Lodging Occupation Tax**

Mayor Newberry and Mr. Wells reviewed the history of the Town learning the need for this ordinance. As a Statutory Town, it isn't appropriate to have the lodging tax under the existing structure, and this occupation tax would replace the current lodging tax. Even though it is a replacement, TABOR considers this as a new tax, and is on the ballot as such.

The amount described in the ordinance reflects equivalent impact to businesses and the Town's revenues.

There were no public comments.

**Ordinance No. 2018-07, An Ordinance Amending Article IV, Chapter 4, Of The Green Mountain Falls Municipal Code To Re-Codify The Town's Sales Tax Without A Tax Policy Change**

Mr. Wells described this housekeeping item that cleans up the language regarding sales tax and that its application is consistent with the State's practice.

Mac Pittrone opined that it was not necessary to bring these items into compliance, saying that no one would enforce and it was a waste of time to bring the Town into compliance.

Margaret Peterson disagreed with Mr. Pittrone, saying that it is important to do things right.

## **Regular Meeting:**

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

Mayor Newberry called the meeting to order at 7:16 p.m. The Pledge of Allegiance was recited.

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

Item 4.f. was removed, as a similar ordinance was adopted last year. Item 5.b. was removed as a duplicate of item 4.g.

Mr. Wells noted that Jennifer Irvine was not able to be present tonight.

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

### **3. Consent Agenda**

- a. Approve Board of Trustees Regular Meeting Minutes July 17, 2018**
- b. Bring into record bills run July 18 through August 7, 2018**

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

### **4. New Business**

#### **a. Proclamation – Colorado Cities and Towns Week**

Mayor Newberry read the proclamation, and pointed out planned activities around this event.

Trustee Quinn moved, seconded by Trustee Thorne to approve the proclamation. The motion carried.

Mayor Newberry will move forward in securing a date for the pot luck.

#### **b. Town Clean-Up Days**

The Clean Up Days was originally scheduled for August 18/19. With the recent flood, Waste Management has graciously donated two roll-offs to help with flood debris. One has been picked up, and the other is getting full. Mayor Newberry will ask Waste Management if it is willing to keep the August 18/19 dates also.

**c. Second Annual Scarecrow Alley – Jill Isbill, Chamber of Commerce President**

Ms. Isbill clarified that this is the 3<sup>rd</sup> annual event. She described the Chamber's event, setting up scarecrows throughout town, and creating a competition.

She requested permission to place scarecrows on town property. One will be near the town sign, one by the pond fence, and one by the corner triangle. None will be near street signs or power sources.

The scarecrows will be placed starting September 29, with all removed by November 4. Scarecrows will be family friendly.

Mayor Newberry moved, seconded by Trustee Stevens to approve the dates and use of Town property as requested. The motion carried unanimously.

**d. Resolution No. 2018-12, A Resolution Of The Town Of Green Mountain Falls, Colorado, Approving And Adopting A Revised Employee Handbook**

The Board agreed that more discussion is needed for this topic.

Specifically:

- Comparison of employee benefits from last adopted handbook to current
- A discussion of time off benefits, sick leave compared to PTO
- The old handbook didn't address vacation time well
- Electronic equipment use and social media
- Compensatory time compared to paid overtime
- Clarification that the Board hires/fires and disciplines the Town Manager
- Better definition of "family" in the nepotism area.

The Board agreed by consensus to table this to the September 4 meeting.

**e. Discussion and determine future actions – Fire restriction process**

Trustee Stevens reviewed a table that shows activities that are permitted or not permitted within the stages of fire restrictions. He noted that the Code needs updated.

The Fire Chief usually follows the recommendations of the counties, but it is not required. It isn't efficient to convene the Board to enact burn restrictions. Enforcement authority is also not clear. Marshal Hodges recommended giving enforcement authority to specific positions within the Fire District. The Board discussed options that don't require the Fire Chief to be obligated to write citations.

Upon discussion, it was clarified that there is an automatic determination of implementing the stages as enacted by the counties and District. This language may need strengthened.

Trustee Stevens will bring recommended changes to the Board at a future meeting.

- f. Introduction, Ordinance No. 2018-08, An Ordinance Amending Section 2-2 of the Green Mountain Falls Municipal Code Regarding Elections** (removed from agenda)

**g. Discussion and Update on Budget and Staffing**

Mike Farina reviewed activity so far.

Bank reconciliations had not been done since July 2017, and are now current. Many transactions were not posted to books. Payroll transactions were not posted. Checks that were posted were not always in correct account. These items are now current and corrected.

DOLA grant reports and reimbursements are caught up.

CTF reporting is completed.

Journal entries for modified accruals are done, and ready for audit. 2017 numbers are accurate and ready to audit. The fund balance is now known and can be used as the beginning fund balance for 2018.

Remaining work to be done includes year end financials, and HUTF is still outstanding. He will keep 2018 up to date.

He will create policy and procedures as requested.

Revenues are not being amended because there is only four months of data and it is too early to predict what the rest of the year will look like. This will become more important as work begins on the 2019 budget.

The capital fund is not amended because expenditures will be less and amending the budget is not necessary.

Mr. Wells told the Board that the amended budget anticipates hiring a Clerk/Treasurer in the fourth quarter. The Board directed staff to begin recruiting for this position, with the intent of not making an appointment until a full staffing financial plan is in place.

**h. Resolution No. 2018-13, A Resolution Amending The Budget For The 2018 Budget Year For The Town Of Green Mountain Falls, Colorado**

Trustee Stevens moved, seconded by Trustee Quinn, to introduce Resolution No. 2018-13 and set a public hearing for August 21, 2018 at 7:00 p.m. or as soon as the matter may be heard. The motion carried unanimously.

**5. OLD BUSINESS**

**a. Belvidere Road update, El Paso county Engineer Jennifer Irvine**

Ms. Irvine was not able to be present at the meeting.

Mr. Wells reviewed the status of this project, with bids solicited to get the project done yet this year. Drainage will be emphasized in the project. Paving contractors are busy and may be difficult to secure.

**b. Budget/Staffing Update and Discussion** (removed as duplicate)

**c. Determine next actions regarding Trustee Vacancy**

Margaret Peterson has applied to be considered for appointment.

Trustee Stevens moved seconded by Trustee Thorne to appoint Margaret Peterson to fill the vacancy created by the resignation of David Pearlman. The motion carried unanimously.

Ms. Egbert administered the oath of office to Ms. Peterson.

**d. Resolution No. 2018-09, A Resolution Of The Town Of Green Mountain Falls, Colorado, Referring To Voters At The November 6, 2018 Special Election A Ballot Issue On Whether To Enact A Lodging Occupation Tax**

Trustee Stevens moved, seconded by Trustee Thorn to adopt Resolution No. 2018-09 as presented. The motion carried unanimously.

**e. Public Hearing and Final Action: Ordinance No. 2018-05, An Ordinance Repealing And Reenacting Article VI, Chapter 4, Of The Green Mountain Falls Municipal Code To Create A Valid Lodging Occupation Tax**

Mayor Newberry opened the public hearing at 8:53 p.m. and asked for those wishing to speak.

Trustee Stevens moved, seconded by Thorne, to finally adopt Ordinance No. 2018-05 as presented. On discussion, staff reminded the Board about prohibitions of spending public money toward campaigning for or against any ballot issue. The Board expressed desire for a resolution to be considered at the September 4 meeting. The motion carried unanimously.

**f. Resolution No. 2018-10, A Resolution Of The Town Of Green Mountain Falls, Colorado, Referring To Voters At The November 6, 2018 Special Election The Question Of Whether To Publish Town Ordinances By Title Only**

Trustee Stevens moved, seconded by Trustee Quinn to adopt Resolution No. 2018-10 as presented. The motion carried unanimously.

**g. Resolution No. 2018-11, A Resolution Of The Town Of Green Mountain Falls, Colorado, Referring To Voters At The November 6, 2018 Special Election The Question Of Whether To Stop Publishing Town Bills In A Newspaper**

Trustee Stevens moved, seconded by Mayor Newberry to adopt Resolution No. 2018-11 as presented. The motion carried unanimously.

**h. Public Hearing and Final Action, Ordinance No. 2018-07, An Ordinance Amending Article IV, Chapter 4, Of The Green Mountain Falls Municipal Code To Re-Codify The Town's Sales Tax Without A Tax Policy Change**

Mayor Newberry opened the public hearing at 9:02 p.m. and asked for those wishing to speak. There being none, the hearing closed at 9:02 p.m.

Trustee Thorne moved, seconded by Trustee Quinn, to finally adopt Ordinance No. 2018-07 as presented. The motion carried unanimously.

**6. LIQUOR AUTHORITY ACTIONS**

**a. Hotel/Restaurant Renewal Application from Buffalo Chefs, Inc. d/b/a The Pantry**

Mayor Newberry convened the Local Licensing Authority at 9:03 p.m.

This is a routine renewal, and all conditions have been met.

Mayor Newberry moved, seconded by Trustee Quinn to approve renewal of the Hotel/Restaurant liquor license as presented. The motion carried unanimously.

Mayor Newberry reconvened the Board of Trustees for resuming the regular meeting.

**7. PUBLIC INPUT – 3 Minutes Per Speaker**

Gail Geherig presented a flag from the centennial in 1990. Trustee Stevens moved to accept this gift, seconded by Mayor Newberry. The motion carried unanimously.

Margaret Peterson stepped down from the dais, and thanked the Board for a successful Bronc Day. She questioned the status of the restrooms, with Mr. Wells reporting that the restrooms are being fully pumped.

**8. CORRESPONDENCE:**

- a. Planning Commission Minutes July 24, 2018

**9. REPORTS**

**a. Trustees**

Trustee Stevens pointed out that the domain name of gmfcu.us belongs to the Town. The new Colorado.gov site can be directed to it once the old site is taken down.

**b. Town Manager**

Mr. Wells reviewed efforts toward flood recovery, including documentation for potential FEMA assistance. Other work such as short term rental processing is not getting done. He asked for and received Board agreement to pursue assistance through engineering firms that have been pre-approved by El Paso County, with the understanding that the focus is to be on repair rather than re-engineering.

**c. Town Clerk**

Ms. Egbert reported that candidate petitions are now available for the two Trustee vacancies.

The new website is becoming more fully developed.

**d. Marshal**

Marshal Hodges presented monthly statistics.

**10. Adjournment**

The meeting adjourned at 10:21 p.m.

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Mayor Jane Newberry

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Judy A. Egbert



## BOARD OF TRUSTEES AGENDA MEMO

<b>DATE:</b> 8/14/18	<b>AGENDA NO.</b> 4.b.	<b>SUBJECT:</b>  Election Intergovernmental Agreements
<b>Presented by:</b>  Judy A. Egbert, Interim town Clerk		

### Recommend action:

Approve both IGAs as presented

### Background:

The Town called a special election to be held as a coordinated election on November 6, 2018. Conduct of a coordinated election requires an Intergovernmental Agreement with the appropriate counties. The statutory deadline for execution of these agreements is August 28, 2018.

The IGA documents are drafted by the Counties, and contains elements that are required by the State. Language is acceptable from my operational perspective, and have been submitted for legal review.

The cost for both IGAs is substantially less than I anticipated.

### Issue Before the Board

Does the Board wish to approve these agreements?

### Alternatives

- Approve both agreements as presented.
- Approve with changes to one or both.
- Decline to approve. This would require conduct of an independent election by the Town at a much greater cost than coordinating.

### Conclusion

Intergovernmental Agreements are necessary in order to participate in a coordinated election. These documents reflect sharing of duties in a way that I see as routine.

Chuck Broerman  
Clerk & Recorder  
(719) 520-6202  
chuckbroerman@elpasoco.com



Citizens Service Center – Suite 2201  
1675 West Garden of the Gods Road  
Mailing Address: P.O. Box 2007  
Colorado Springs, CO 80901-2007  
Web Site: <http://car.elpasoco.com>

OFFICE OF THE CLERK AND RECORDER

Date: August 6, 2018

To: Political Subdivisions Participating in the November 6, 2018 General Election

From: Angie Leath, Director of Elections

RE: Intergovernmental Agreement (IGA)

Enclosed please find a copy of the Intergovernmental Agreement concerning inclusion of ballot issues, ballot questions and/or candidate positions on the November 6, 2018 General Election ballot. Please have this agreement executed and returned to our office **no later than 5:00 p.m. on August 28, 2018.**

Your district's cost estimate for the 2018 General Election, included in the IGA, is based on sixteen participating jurisdictions at the time the IGA was prepared. If a jurisdiction cancels their election, this will affect each remaining jurisdictions proportionate share of the election costs and will be reflected in your final billing after the election. Due to the potential length of this year's election ballot which will include 6 referred measures by the General Assembly and the possibility of up to 9 state initiatives, the estimate reflects the cost of a two page ballot.

The following deadlines are very important. Changes to the ballot certification or the Ballot Issue notice **cannot be accepted after the deadline** so please double check everything before submitting. If you need assistance with anything, please contact me as early in the process as possible.

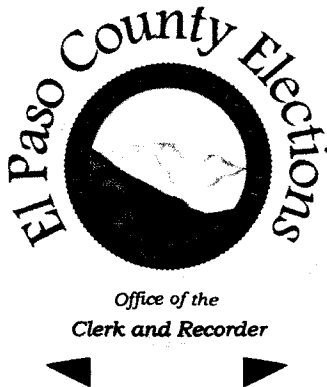
<b>Tuesday, August 28, 2018:</b>	<b>IGA due to Clerk &amp; Recorder</b>
<b>Friday, September 7, 2018:</b>	<b>Final day to certify ballot content to Clerk &amp; Recorder 50% Deposit due to Clerk &amp; Recorder</b>
<b>Friday, September 21, 2018:</b>	<b>Last day for written pro/con comments pertaining to local ballot issues to be filed with the DEO in order to be included in the ballot issue mailing</b>
<b>Monday, September 24, 2018:</b>	<b>Full Text of Ballot Issue Notice due to Clerk &amp; Recorder</b>

If you have any questions or concerns, please feel free to contact me at 520-7325.

Enclosures

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**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN**  
**EL PASO COUNTY CLERK AND RECORDER**  
**AND**  
**TOWN OF GREEN MOUNTAIN FALLS**  
**Regarding the Conduct and Administration of the**  
**November 6, 2018**  
**GENERAL ELECTION**



**Prepared by:**

**Chuck Broerman**  
**El Paso County Clerk and Recorder**  
**1675 West Garden of the Gods Road**  
**Suite 2201**  
**Colorado Springs, CO 80907**  
**(719) 575-VOTE (8683)**

**ARTICLE ONE**  
**PURPOSE AND GENERAL MATTERS**

**1.1 DEFINITIONS:**

- A. **"Coordinated Election Official"**, (hereinafter **"CEO"**) shall mean the El Paso County Clerk and Recorder as referenced in C.R.S. § 1-7-116(1)(a). The CEO shall act within the Code and Rules and, as such, shall conduct the election for the Jurisdiction for all matters in the Code and the Rules which require action by the CEO.
- B. **"Colorado Election Code"** or **"Code"** shall mean any part of the Uniform Election Code of 1992 (Articles 1-13 of Title 1, C.R.S.), as well as the Colorado Constitution, and the State of Colorado Secretary of State (SOS) Rules.
- C. **"Coordinated Election"** shall mean an election where more than one jurisdiction with overlapping boundaries or the same electors holds an election on the same day and the eligible electors are all registered electors, and the County Clerk and Recorder is the Coordinated Election Official for the jurisdictions.
- D. **"Designated Election Official"** (hereinafter **"DEO"**), shall be identified by the Jurisdiction to act as the primary liaison between the Jurisdiction and the CEO or his designated contact person (defined below), and who will have primary responsibility for the conduct of election procedures to be handled by the Jurisdiction hereunder.
- E. **"IGA"** or **"Agreement"** shall mean Intergovernmental Agreement between the County and the Jurisdiction for election coordination.
- F. **"General Election"** means the election held on the Tuesday succeeding the first Monday of November in each even-numbered year.
- G. **"Jurisdiction"** shall mean those Jurisdictions or local governments participating in the Coordinated Election under the terms of this Agreement.
- H. **"Mail Ballot Packet"** shall mean the packet of information provided by the CEO to eligible electors in the mail ballot election. The packet includes the ballot, instructions for completing the ballot, a secrecy sleeve, and a return envelope. C.R.S. § 1-7.5-103(5).
- I. **"SOS"** shall mean the State of Colorado Secretary of State.

ballots is completed. To the extent that the Code requires that an Election Official of the Jurisdiction conduct a task, the DEO shall conduct the same.

- 1.6 **APPLICABILITY:** This Agreement shall be construed to apply to that portion of the Jurisdiction within El Paso County, State of Colorado.
- 1.7 **TERM:** This Agreement shall start as of the date of the last party's execution of this Agreement and shall continue through the official certification of the November 6, 2018, General Election.
- 1.8 **LEGAL ADVICE:** The Jurisdiction understands that the CEO and his designees do not provide legal advice to the Jurisdiction. The CEO and his designees may provide information to the Jurisdiction concerning the CEO's understanding of applicable laws and rules, but it is the responsibility of the Jurisdiction to contact its own attorney for legal advice.
- 1.9 **RESPONSIBILITIES BEYOND THIS AGREEMENT:** The Jurisdiction understands that there may be additional obligations and responsibilities, legal, contractual, or otherwise, placed upon the Jurisdiction outside the terms of this IGA. The Jurisdiction further understands that it is the responsibility of the Jurisdiction to be aware of all obligations and responsibilities of the Jurisdiction.
- 1.10 **UPDATING OTHER CEO'S:** For those Jurisdictions which extend beyond El Paso County, the Jurisdiction is responsible for keeping each county informed of any and all changes to its ballot language and Ballot Issue Notice language. It is also the Jurisdiction's responsibility to inform itself of all election procedures for each County.

## **ARTICLE TWO**

### **DUTIES OF THE COUNTY CLERK AND RECORDER (CEO)**

The CEO shall perform the following duties for the election for the Jurisdiction:

- 2.0 **VOTER REGISTRATION:** Supervise, administer and provide the necessary facilities and forms for all regular voter registration sites and voter service and polling centers.
- 2.1 **BALLOT PREPARATION:** Upon certification from the DEO pursuant to Section 3.4, the CEO shall layout the text of the ballot in a format that complies with the Code and the Rules. CEO shall provide ballot printing layouts and text for proofreading and for signature approval of the Jurisdiction. CEO shall certify the ballot content to the printer.
- 2.2 **VOTER LISTS:** Upon request of the Jurisdiction, create a list of the registered voters containing the names and addresses of each elector

- 2.9 **COUNTING OF BALLOTS:** The CEO shall conduct and oversee the process of counting the ballots and reporting the results by precinct. Establish backup procedures and voting sites should the need arise. Provide personnel to participate in the ballot counting procedures as accomplished by any electronic vote tabulating equipment used in the election. Provide personnel and all other necessary services for any recount as provided by the Code.
- 2.10 **STORAGE:** The CEO shall store all voted ballots and all other election materials for a minimum of twenty-five (25) months, to be saved in such a manner that they may be accessed by the participating jurisdictions, if necessary, to resolve any challenge or other legal questions that might arise regarding the election.
- 2.11 **PUBLIC NOTICE:** The CEO shall provide notice by publication of a mail ballot election as required by C.R.S. § 1-5-205.
- 2.12 **BALLOT ISSUE NOTICE:** The CEO shall determine the "least cost" method for mailing the Ballot Issue Notice package and combine the text of the Ballot Issue Notice produced by the Jurisdiction with those of other Jurisdictions to produce the Ballot Issue Notice package. The CEO will determine the order of the ballot and the order of the Ballot Issue Notice in the order of final ballot certification on a first received basis.

The CEO shall print, address and mail the package to "All Registered Voters" at each address of one or more active registered elector of the Jurisdiction. Nothing herein shall preclude the CEO from sending the Ballot Issue Notice or notice package to persons other than electors of the Jurisdiction if such sending arises from the CEO's efforts to mail the Ballot Issue Notice package at "least cost."

- 2.13 **COSTS:** The CEO shall keep a careful and accurate accounting of all chargeable items to the Jurisdiction. Costs shall include, but are not limited to: software and equipment usage, election judges and other associated election personnel, ballots and related election forms, printing, election supplies, public notices paid for by the CEO, legal costs, postage, rental charges, related computer hardware and technical support, and any other fees reasonably related to conducting the 2018 General Election.

The CEO shall charge each Jurisdiction taking part in the election a proportional share of the actual costs of the election. This proportional share shall be based upon the number of active voters eligible to vote within each Jurisdiction involved in the election, the number of Jurisdictions participating, and may also include take into account the number of ballot issues and/or items to be included on the ballot for each Jurisdiction.

school district or special district ballot issue or ballot question must file paperwork with the Secretary of State's office. The DEO understands that candidates for municipal elections or any issue committee formed to support or oppose any municipal ballot issue or question must file paperwork with the municipal clerk of the applicable municipality.

- 3.4 **BALLOT PREPARATION and CERTIFICATION:** The DEO shall certify the list of candidates, ballot issues and/or ballot questions and the titles and summaries of each ballot issue or question in the format as described in the attached "Format Information Page" to the CEO exactly as the list is to be printed on the ballot as soon as the information is available but **no later than 5:00 P.M. on September 7, 2018.**

Certification is required by two methods any time prior to the above deadline:

Electronically by email to [angieleath@elpasoco.com](mailto:angieleath@elpasoco.com), and

A printed hard copy delivered to the Main Clerk & Recorder's office no later than 5:00 p.m. on September 7, 2018.

The Jurisdiction is to provide the phonetic pronunciation of each candidate's name to assist with the preparation of the audio ballot as required by SOS Rule 4.6.2.

The DEO shall email a recording of correct pronunciation to [angieleath@elpasoco.com](mailto:angieleath@elpasoco.com) or call the CEO at (719) 520-6760 and leave an audio recording of the candidate's name in the voice mail box.

The Jurisdiction must indicate whether question(s) are a referred measure or an initiative from a citizen petition. The Jurisdiction understands and agrees that any ballot content submitted to the CEO after the above noted date may result in their candidates, issues or questions not being on the ballot. In such event, the Jurisdiction will be required to provide for its own election at its sole expense and the remaining terms and conditions of this Agreement will automatically terminate. Jurisdiction shall be solely responsible for the content of any ballot issue and/or ballot question, including the title and summary of any ballot issue and/or ballot question. The CEO may provide proofreading assistance (i.e. technical, grammatical, or syntactic proofing) but under no circumstance shall the CEO be responsible for the content or how it is presented to its voters.

The Jurisdiction understands that it must wait and that it must instruct ballot issue committees and coordinating entities to wait before the numbering of a ballot issue and/or ballot question until the CEO has assigned a number to the respective ballot issue and/or ballot question.

- 3.9 **RECOUNT:** The Jurisdiction shall be responsible for costs of a recount pursuant to C.R.S. § 1-10.5-101 and § 1-11-215 except for costs collected from an “interested party” pursuant to C.R.S. § 1-10.5-106 which shall be collected by the entity conducting the recount.
- 3.10 **PAYMENT OF COSTS:** The Jurisdiction shall reimburse the County for such costs allocated to the Jurisdiction within thirty (30) days of date of final billing.
- 3.11 **ESTIMATED COSTS:** The estimated cost for the Jurisdiction’s portion of the election is approximately \$739.17. It is understood and agreed that this is a cost estimate and the actual cost may be higher or lower depending on questions presented to the Jurisdiction’s electorate and the number of Jurisdictions that participate in the Coordinated Election. The Jurisdiction further agrees to pay a deposit of \$369.58 which is 50% of the estimated cost to the CEO at the time the ballot certification is submitted to the CEO but no later than 5:00 p.m. Friday, September 7, 2018. The CEO will maintain the deposit in a separate account and will remit any funds not used for the election to the Jurisdiction.

#### **ARTICLE FOUR**

##### **CANCELLATION OF THE ELECTION**

- 4.0 In the event that the Jurisdiction resolves not to hold the election, then the Jurisdiction shall comply with the provisions of C.R.S. § 1-5-208 and notice of such resolution shall be immediately provided to the CEO. The Jurisdiction shall within thirty (30) days promptly pay the CEO the Jurisdiction’s proportional share of the activities of the CEO relating to the election incurred both before and after the receipt of such notice. The Jurisdiction shall provide notice by publication (as defined in the Code) of the cancellation of the election and a copy of the notice shall be posted in the office of the CEO, in the office of the DEO, at the primary location of the Jurisdiction, and, if the Jurisdiction is a special district, in the office of the Division of Local Government.

#### **ARTICLE FIVE**

##### **LIABILITY**

- 5.0 The Jurisdiction agrees to indemnify, defend, and hold harmless the County to the extent permitted by law, from any and all loss, costs, demands or actions arising out of or related to any actions, errors or omissions of the Jurisdiction in completing its responsibilities relating to the November 6, 2018, General Election. Nothing in this provision shall be deemed to waive or otherwise limit the defense available to the Jurisdiction and the County under the Colorado Government Immunity Act. This Agreement shall not be construed to create any rights or benefits for any person who is not a party to this agreement.



statute, rule or valid prior resolution duly adopted by the El Paso County Board of County Commissioners, this Agreement shall be modified to conform to such law, resolution or ordinance. No subsequent resolution or ordinance of the Board of County Commissioners or the governing body of the Jurisdiction shall impair the rights of the CEO or the Jurisdiction hereunder without the consent of the other party to this agreement.

6.5 **TIME OF ESSENCE:** Time is of the essence of this Agreement. The statutory time requirements of the Code shall apply to the completion of the tasks required by this Agreement.

6.6 **Additional DEO and District Contact Information**

Jurisdiction Name: \_\_\_\_\_

Business Hours: \_\_\_\_\_

Telephone Numbers (during normal business hours):

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

Emergency Telephone Numbers (before and after normal business hours):

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

Election Day contact information:

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

**ATTACHMENTS:**

1. Format Information Page (pg. 15)
2. Ballot Issue Notice Example Page (pg. 16-17)
3. Sample Candidate Ballot Layout (pg. 18)
4. 2018 Election Calendar
5. Voter Registration List (Provided to Special Districts only)

## Certification Format Information Page

Ballot certification is required in two formats:

- Printed hard copy; and,
- Electronic copy. The electronic version must be provided using Microsoft word. No PDF versions will be accepted.

The electronic copy must be emailed to [angieleath@elpasoco.com](mailto:angieleath@elpasoco.com). Both the printed hard copy and electronic copy must be received at the main Clerk & Recorder's Office location at 1675 Garden of the Gods Rd., Suite 2202, Colorado Springs, CO 80907 as soon as possible but no later than 5:00 p.m. on September 7, 2018.

Important: Per Rule 4.5.5(f)(4) – Ballot questions and issues are numbered or lettered in the order in which the measures are certified to the ballot by the DEO. Submissions are considered certified once one of the two required submissions, either electronic or printed hard copy, have been received by the CEO.

Electronic version: These requirements apply to the ballot content, as well as the Ballot Issue notice information. Email using Microsoft word is acceptable.

SPACING: All text must have single line spacing.

TEXT: For Ballot Issues, all ballot issue text must be typed in CAPITAL LETTERS.

Pro/Con statements must appear in upper and lower case.

Ballot questions must be typed in upper lower case.

TABLES/COLUMNS: Do not use columns or tables setting up files as these are difficult to reformat. Use TABS to put information in rows and/or columns.

Audio Recording: If the ballot certification includes candidates, the DEO shall email a recording of the correct pronunciation of each candidate's name to [angieleath@elpasoco.com](mailto:angieleath@elpasoco.com) or call (719) 520-6760 to leave an audio recording of each candidate's name in the voice mail box.

**This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder's office.**

Estimated [insert year] fiscal year spending without tax increase: [amount of spending]

Information on Current Bonded Debt:

Principal amount:	[\$?,000,000]
Maximum annual repayment cost:	[\$?,000,000]
Total repayment cost:	[\$?,000,000]

Information on Proposed Bonded Debt:

Principal amount:	[\$?,000,000]
Maximum annual repayment cost:	[\$?,000,000]
Total repayment cost:	[\$?,000,000]

Summary of written comments for the proposal:

- [Summary statements or paragraphs for the proposal must be filed 45 days before the election. See C.R.S. 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state "No comments were filed by the constitutional deadline."]

Summary of written comments against the proposal:

- [Summary statements or paragraphs against the proposal must be filed 45 days before the election. See C.R.S. 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state "No comments were filed by the constitutional deadline."]

**This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder's office.**

# 2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

January, 2018		
2-January (Tuesday)	Last day to affiliate with a major or minor party in order to run as a party candidate in the primary (either through nomination or petition) (No later than first business day in January)	1-4-601(4)(a) 1-4-801(3) 1-4-1304(2)(b) 1-4-802(1)(g)(II)
	Last day to register as unaffiliated, in order to be placed in nomination (by petition) as an unaffiliated candidate. (No later than first business day in January)	1-4-802(1)(g)(II)
8-January (Monday)	Last day to affiliate with the <b>Republican Party or Democratic Party</b> in order to vote in the <b>March 6th Party precinct caucuses</b> . (2 months before the precinct caucuses)	1-3-101(1)
12-January (Friday)	Last day to submit a petition to qualify as a minor political party. (Must be signed by at least 10,000 registered electors and submitted to the Secretary of State) (No later than second Friday in January)	1-4-1302(1)
16-January (Tuesday)	First day to circulate major party candidate petitions. (Not before third Tuesday in January)	1-4-801(5)
February, 2018		
2-February (Friday)	Last day for the Secretary of State to issue a notice of sufficiency/insufficiency of a petition to qualify as a minor political party. (21 days after receipt of the petition)	1-4-1302(4)(b)
5-February (Monday)	Last day to update your voter registration address to participate in the <b>March 6th party precinct caucuses</b> . (Must be a resident of the precinct for 30 days <u>and</u> registered to vote no later than 29 days before the precinct caucus)	1-3-101(1)
	Last day to change precinct boundaries or create new precincts before the <b>March 6th party precinct caucuses</b> . (No later than 29 days before caucus)	1-5-103(1)
	First day to circulate minor party candidate petitions. (First Monday in February)	1-4-802(1)(d)(II)
	Last day for state central committees to file or amend party bylaws or rules with the Secretary of State. (No bylaw or rule may be filed or amended after the first Monday in February)	1-3-103(9)(a)
6-February (Tuesday)	Last day for county clerks to furnish the Republican and Democratic Parties with a list of registered electors in the county who are affiliated with the Party. (No later than 28 days before the March 6th party precinct caucuses)	1-3-101(3)(a)
22-February (Thursday)	Last day to post signs for the March 6th party precinct caucuses. (No later than 12 days before the precinct caucuses)	1-4-602(4)
March, 2018		
6-March (Tuesday)	<b>Republican Party and Democratic Party Precinct Caucus Day</b> (In each even-numbered year, political parties hold their precinct caucus on the first Tuesday in March)	1-3-102(1)(a)(I)
16-March (Friday)	Last day for the Secretary of State to prepare an election notice to be used in conjunction with a federal write-in absentee ballot. (At least 100 days before a regularly scheduled election)	1-8.3-116 1-1-106(5)
20-March (Tuesday)	Last day to file major party candidate petitions. (No later than third Tuesday in March)	1-4-801(5)
28-March (Wednesday)	Last day for county clerk to designate drop-off locations and Voter Service and Polling Centers for the <b>June 26th Primary Election</b> . Before designation, clerks must also complete an accessibility survey for all locations. (No later than 90 days before the Primary Election)	Rule 7
	Last day for county clerk to submit a mail ballot plan to the Secretary of State for the June 26th Primary Election. (No later than 90 days before the Primary Election)	1-7.5-105(1) Rule 7.1.1

# 2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

27-April (Friday)	The designated election official may cancel the Primary Election if there are no contested races. (By the close of business on the 60th day before the Primary Election)	1-4-104.5(1)
	Last day for the county clerk to send correspondence to each UOCAVA elector whose record is marked "Inactive." This correspondence must include information regarding the upcoming election. (No later than 60 days before the Primary Election)	Rule 16.1.6
	Last day for county who previously failed to meet 45-day ballot transmission deadline to submit plan to Secretary of State for complying with deadline in next election. (No later than 60 days before Election)	Rule 16.1.8
	Last day for counties to begin video surveillance recordings of areas specified in Rule 20.7.3. (Beginning at least 60 days before the election and continuing through at least 30 days after the election)	Rule 20.7.2
	Last day an unaffiliated voter may give notice in writing to the county clerk that he or she wishes to serve as an election judge. (No later than 60 days before primary election)	1-6-103.7
	Last day a county chairperson of a minor political part may certify to the county clerk and recorder an initial list of registered electors recommended to serve as election judges. (No later than 60 days before primary election)	1-6-103.5
	First day that a county clerk a or designated election official may hold election judge training for the Primary Election. (Not more than 60 days before the Primary Election)	1-6-101(5)
<b>May, 2018</b>		
7-May (Monday)	First day for judicial candidates to file a declaration of intent to run for another term. (Not more than 6 months, but not less than 3 months before the General Election)	Art. VI, Sect. 25 1-1-106(4)
12-May (Saturday)	Deadline for county clerk to transmit a primary election ballot to military and overseas voters. (No later than 45 days before the Primary Election)	1-8.3-110
	The county clerk must report to the Secretary of State the number of ballots transmitted to military and overseas electors by the 45-day deadline. (No later than 45 days before the election)	Rule 16.1.7
	First day a county clerk may begin issuing a mail ballot to any eligible elector who requests one in person at the the county clerk's office. (No sooner than 45 days before election)	1-7.5-107(2.7)
17-May (Thursday)	First day an unaffiliated candidate may circulate or obtain signatures on a petition for nomination for the General Election. (No earlier than 173 days before the General Election)	1-4-802(1)(d)(I)
22-May (Tuesday)	Last day for the county clerk to provide a list of election judges, including political party affiliations and assignments, if known, to each appointing party. (No later than 35 days before an election)	Rule 6.1.4
25-May (Friday)	Ballots for Primary Election must be printed and in possession of the county clerk. (No later than 32 days before the Primary Election)	1-5-402(1)
	County clerk must begin issuing mail ballots to any eligible elector who requests one in person at the county clerk's office. (No later than 32 days before election)	1-7.5-107(2.7)
	Last day for Secretary of State to publish on the Audit Center the risk limits that apply in RLAs for the Primary Election. (No later than 32 days before election)	Rule 25.2.2(a)
29-May (Tuesday)	Last day for voters who are affiliated with a political party to change or withdraw their affiliation if they wish to vote in a different party's primary election. (Up to and including the 29th day before the Primary Election)	1-2-219(1) 1-1-106(5)
	Last day before Primary that County clerk must record in SCORE the ballot preference of an unaffiliated elector. Unaffiliated electors who select a preference by this date must be sent their preferred ballot when ballots are mailed. (Up to and including the 29th day before Primary Election)	Rule 2.17
<b>June, 2018</b>		

# 2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

26-June (Tuesday)	All ballots must be received by the county clerk by 7:00 p.m. Ballots cast by military and overseas voters must be sent no later than 7:00 p.m. MT and received by the close of business on the 8th day after the election.	1-7.5-107(4)(b)(ii) 1-8.3-111 1-8.3-113 Rule 16
28-June (Thursday)	Deadline for the county clerk to send missing signature, signature verification, and missing ID letters. (Within 3 days after receipt of ballot missing ID/confirmation of signature deficiency, but no later than 2 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rules 7.6.1, 7.7.1
29-June (Friday)	Deadline for the Secretary of State to give public notice of the meeting to establish the random seed for the RLA Tool. (At least seven calendar days before the meeting to be held on the tenth day after the election)	Rule 25.2.2(h)
	Deadline for the Secretary of State to select target contest(s) to be audited in the risk-limiting audit. (No later than 5:00 p.m. MT on the Friday after election day)	Rule 25.2.2(i)
	The Secretary of State must notify county clerks and the minor political party if any minor political party ceases to qualify as such a party. (No later than July 1)	1-4-1305(2) 1-1-106(5)
<b>July, 2018</b>		
1-July to 15-July	Date range to send notification of the time and place of party lot drawing. The drawing determines ballot positions of candidates to appear on the 2018 General Election ballot. (Between July 1 and July 15 of each election year)	1-5-404(2)
5-July (Thursday)	Last day for ballots cast by military and overseas electors to be received by the county clerk in order to be counted. (By the 8th day after election day)	1-8.3-111 1-8.3-113 1-1-106(4)
	Last day for an elector to cure a signature discrepancy or missing signature, or to provide missing ID for mail or provisional ballot to be counted. (By 11:59 p.m. MT 8 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7.6.1 Rule 7.7.5 1-1-106(4)
	Last day for the county clerk to complete verification and counting of provisional ballots. (Within 9 days after the Primary Election)	1-8.5-105(5)
	County must finish tabulating all in-person and accepted mail ballots cast by voters registered in the county. Immediately after completing this tabulation, the county must also generate a summary results report, a results file export suitable for uploading to the Secretary of State's ENR system, and a CVR export. (Complete by 9th day after election day)	Rule 25.2.2 (d)
	Deadline for county conducting a comparison audit to upload: -verified and hashed ballot manifest, and the manifest's hash value to the Secretary of State's office -verified and hashed CVR export, and the CVR export's hash value to the Secretary of State's office -RLA tabulation results export to the Secretary of State's election night reporting system. (No later than 5:00 PM MT on the 9th day after election day)	Rule 25.2.2(f)
	Deadline for county conducting a ballot polling audit to upload: -verified and hashed ballot manifest and the ballot manifest hashed value by email to the Secretary of State's Office -cumulative tabulation report, by email to the Secretary of State's Office -RLA tabulation results export to the Secretary of State's election night reporting system. (No later than 5:00 PM MT on the 9th day after election day)	Rule 25.2.2 (g)
6-July (Friday)	Deadline for Secretary of State to establish a random seed for use with the RLA Tool. (On the 10th day after election day)	Rule 25.2.2(h)

# 2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

8-August (Wednesday)	Last day for county clerk to designate drop-off locations and Voter Service and Polling Centers. Clerks must also complete an accessibility survey for all locations annually before designation. (No later than 90 days before the election)	Rule 7.10
	Last day for the county clerk to submit a watcher accommodation plan to the Secretary of State. (No later than 90 days before an election)	Rule 8.7
	Last day for county clerk who failed to follow the procedures for a risk limiting audit during the Primary Election to submit a written remediation plan to the Secretary of State. (No later than 90 days before an election)	Rule 25.2.5
13-August (Monday)	Last day to amend an unaffiliated candidate nomination petition. (No later than 3:00 p.m. on the 85th day before the General Election)	1-4-912
23-August (Thursday)	Last day for a political party nominating candidates by party assembly/convention to make nominations public. (No later than 75th day before the General Election)	1-4-702 Prop 108
	Last day for the designated election official to notify an unaffiliated candidate of whether the amended nominating petition is sufficient/insufficient. (No later than the 75th day before the General Election)	1-4-912
28-August (Tuesday)	Last day for intergovernmental agreements to be signed by county clerks and political subdivisions. (No later than 70 days before the General Election)	1-7-116(2)
<b>September, 2018</b>		
5-September (Wednesday)	Last day for the Secretary of State to examine submitted initiative petitions and issue a statement of sufficiency or insufficiency. (No more than 30 calendar days after the petition is filed)	1-40-116(2)
7-September (Friday)	Last day for the designated election official of each political subdivision to certify the ballot order and content. Each DEO must also deliver the certification to the county clerk for the coordinated election. (No later than 60 days before the General Election)	1-5-203(3)(a)
	Last day for designated election officials to submit security and contingency plans to the Secretary of State. (No later than 60 days before the first election in which the procedures will be used. The Secretary of State will notify DEO of approval/disapproval of plan no later than 15 days after receiving the submission)	1-5-616(5)(b) Rule 20.1
	Last day for counties to begin video surveillance recordings of areas specified in Rule 20.7.3. (Beginning at least 60 days before the election and continuing through at least 30 days after the election)	Rule 20.7.2
	First day the county clerk or designated election official may hold election judge training. (Not more than 60 days before the election)	1-6-101(5)
	Last day an unaffiliated voter may give notice in writing to the county clerk that he or she wishes to serve as an election judge. (No later than 60 days before general election)	1-6-103.7
	Last day a county chairperson of a minor political party may certify to the county clerk and recorder an initial list of registered electors recommended to serve as election judges. (No later than 60 days before general election)	1-6-103.5
	Last day for designated representatives of initiative petition to withdraw the petition from consideration by filing withdrawal letter with Secretary of State. (No later than 60 days before petition is to be voted upon)	1-40-134
10-September (Monday)	Last day for the Secretary of State to deliver the certification of ballot order and content to each county. (No later than 57 days before the General Election)	1-5-203(1)
21-September (Friday)	Last day to file written comments concerning local ballot issues with the designated election official in order to be included in the ballot issue notice. (By noon the Friday before the 45th day before the election)	Art. X, Sect. 20(3)(b)(v) 1-7-901(4)

# 2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

22-October (Monday)	Last day for designated election official to appoint audit board to conduct RLA. (No later than 15 days before the election)	Rule 25.2.2(b)
23-October (Tuesday)	Last day for a data entry county to upload the LAT results file to ENR. (No later than 14 days before an election)	Rule 11.10.3
29-October (Monday)	Last day for the county clerk to file the voting system inventory with the Secretary of State. (No later than 10 days before an election)	Rule 11.2.3
	Last day for an individual to submit a voter registration application and still receive a ballot in the mail. (Through the 8th day before an election)	1-2-201(3)(b)(III)
	If the county clerk receives a voter registration application within the 8 days before the election, the clerk must process the application and inform the applicant that he or she will not receive a mail ballot. To receive a ballot, the applicant must visit a Voter Service and Polling Center.	1-2-201(4) 1-2-217.7(3.5) 1-2-508(3)
30-October (Tuesday)	Last day for the county clerk to submit election setup records to the Secretary of State by regular mail to Colorado Secretary of State, Attn: Voting Systems, 1700 Broadway, Ste. 200, Denver, CO 80290. (No later than 5:00 PM on the 7th day before election day)	1-7-510(2) Rule 11.4
<b>November, 2018</b>		
3-November to 6-November	First day counties with more than 25,000 active electors are required to provide stand alone drop-off locations.	1-5-102.9(4)(b)(I)(B)
6-November (Tuesday)	<b>General Election</b> (Polls open 7:00 a.m. to 7:00 p.m.)	1-1-104(17) 1-4-201 Rule 7.9.1(b)
	All ballots must be received by the county clerk by 7:00 p.m. Ballots cast by military and overseas voters must be sent no later than 7:00 p.m. MT and received by the close of business on the 8th day after the election.	1-7.5-107(4)(b)(II) 1-8.3-111 1-8.3-113 Rule 16
8-November (Thursday)	Deadline for the county clerk to send missing signature, signature verification, missing ID, and wrong envelope letters. (Within 3 days after receipt of ballot missing ID/confirmation of signature deficiency, but no later than 2 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7
9-November (Friday)	Deadline for the Secretary of State to give public notice of the meeting to establish the random seed for the RLA Tool. (At least seven calendar days before the meeting to be held on the tenth day after the election)	Rule 25.2.2(h)
	Deadline for the Secretary of State to select target contest(s) to be audited in the risk-limiting audit. (No later than 5:00 p.m. MT on the Friday after election day)	Rule 25.2.2(i)
14-November (Wednesday)	Last day for ballots cast by military and overseas electors to be received by the county clerk in order to be counted. (No later than the 8th day after election day)	1-8.3-111 1-8.3-113 Rule 16.1.5
	Last day for an elector to cure a signature discrepancy or missing signature, or to provide missing ID for mail or provisional ballot to be counted. (By 11:59 p.m. MT 8 days after election day)	1-7.5-107(3.5)(d) 1-7.5-107.3(2)(a) 1-8.5-105(3)(a) Rule 7.6.1 Rule 7.7.5
15-November (Thursday)	Last day for verification and counting of provisional ballots. (Within 9 days after the General Election)	1-8.5-105(5)
	County must finish tabulating all in-person and accepted mail ballots cast by voters registered in the county. Immediately after completing this tabulation, the county must also generate a summary results report, a results file export suitable for uploading to the Secretary of State's ENR system, and a CVR export. (Complete by 9th day after election day)	Rule 25.2.2(d)

Use this as a reference guide only. Always refer to the Colorado Constitution,  
Revised Statutes, and Secretary of State Rules for applicable provisions.



# 2018 Election Calendar

Primary Election: June 26, 2018  
General Election: November 6, 2018

<b>NOTE</b>	Following the election, the county clerk must report to the Secretary of State in writing the number of ballot return envelopes with discrepant signatures that the clerk forwarded to the district attorney for investigation.	Rule 7.8.13
<b>Note on Computation of Time</b>		
If the last day for any act to be done or the last day of any period is a Saturday, Sunday, or legal holiday <u>and</u> completion of the act involves a filing <i>or</i> other action during business hours, the period is extended to include the next day which is not a Saturday, Sunday, or legal holiday.		1-1-106(4)
If a statute or rule requires doing an act in "not less than" or "no later than" or "at least" a certain number of days or "prior to" a certain number of days or a certain number of months " <u>before</u> " the date of an election, the period is shortened to and ends on the <i>prior business day</i> that is not a Saturday, Sunday, or legal holiday.		1-1-106(5)

**INTERGOVERNMENTAL AGREEMENT  
FOR  
2018 GENERAL ELECTION**

THIS INTERGOVERNMENTAL AGREEMENT is entered into by and between Teller County, by the Teller County Clerk and Recorder, hereinafter referred to as Clerk, and the Town of Green Mountain Falls, hereinafter referred to as Entity.

The Entity desires to conduct an election pursuant to its statutory authority and a coordinated election is required pursuant to C.R.S. 1-4-201, et seq, or 1-41-101 et seq; such election to occur on November 6, 2018 as a Mail Ballot Election.

The Clerk has agreed to perform certain coordinated election services set forth herein in consideration of the performance by the Entity of its obligations and payment of a fee as set forth herein.

This Agreement is authorized by C.R.S. 29-1-203, and 1-1-111, and 1-7-116.

NOW, THEREFORE, in consideration of their mutual promises contained herein, the parties agree as follows:

**ARTICLE I**  
**Division of Responsibility and Ballot Preparation**

The Entity is responsible for all duties concerning the election prior to certification of the ballot for the election, with the exception that it is the Clerk's responsibility to prepare and print the ballot from information furnished by the Entity. The Entity is responsible for the accuracy and legality of the information which it furnishes to the Clerk, and the Entity shall defend and indemnify the Clerk for any claims for liability arising therefrom.

Prior to the submission of the prepared ballot to the printer, the Clerk shall provide a proof of the ballot to the Entity, and the Entity shall then proofread the ballot and advise the Clerk in writing of any changes or corrections within the time required by the Clerk.

Not later than 12:00 o'clock noon on September 7, 2018 as required pursuant to C.R.S. 1-5-203(3)(a), the Entity shall certify its portion of the consolidated ballot to the Clerk. The ballot content must be provided in Microsoft Word document format, attached in an email to the Clerk at [BrownK@co.teller.co.us](mailto:BrownK@co.teller.co.us). The content must be set up exactly as the Entity wishes it to appear on the ballot.

The Clerk, in addition to preparing, printing, and mailing the ballot, is also responsible for publishing, and conducting the election, counting the ballots and announcing the results.

The Entity has designated Judy Egbert, whose phone number is 719-684-9414, mailing address is PO Box 524, Green Mountain Falls, CO 80819, and e-mail address is [gmftownclerk@gmail.com](mailto:gmltownclerk@gmail.com), as its Designated Election Official, pursuant to C.R.S. 1-1-104(8) as

amended. The Entity's Designated Election Official shall act as the only liaison between the Entity and the Clerk. The Entity shall assist the Clerk in any manner and provide any information requested by the Clerk, consistent with applicable state law.

## **ARTICLE II**

### **Ballot Issue Notices**

Public comments pertaining to a ballot issue must be filed with the Entity no later than September 21, 2018 as required pursuant to Article X Section 20(3)(b)(v) of the Colorado Constitution and C.R.S. 1-7-901(4). The Entity shall provide such notice, including pro and con summaries and fiscal information, to the Clerk no later than 12:00 o'clock noon on September 24, 2018, pursuant to C.R.S. 1-7-904. The pro and con summaries must be provided in Microsoft Word document format, attached in an e-mail to the Clerk and Recorder at [BrownK@co.teller.co.us](mailto:BrownK@co.teller.co.us). The Entity shall be solely responsible for the notice's preparation, accuracy, and the language contained therein.

The Clerk shall be responsible for combining the Entity's text of the notice for all participating Teller County Entities. At least 30 days before the election, the Clerk and Recorder, as Coordinated Election Official, shall mail the ballot issue notice to each address of active registered electors who reside in the County as required by law pursuant to C.R.S. 1-7-906(1), but in any case not later than October 5, 2018 as required pursuant to Article X Section 20(3)(b) of the Colorado Constitution.

If applicable, the Entity shall be responsible for contacting the Teller County Assessor's office to request and obtain a list of out of County voters, and to mail the required notice to each address of active registered electors who do not reside within the County where the Entity is located pursuant to C.R.S. 1-7-906(2).

## **ARTICLE III**

### **Cancellation of Election**

If all or any portion of the Entity's portion of the election is cancelled under the provisions of C.R.S. 1-5-208(1.5), the Entity shall notify the Clerk in writing by 4:30 o'clock PM September 7, 2018.

If all or any portion of the Entity's portion of the election is cancelled under the provisions of C.R.S. 1-5-208(2), the Entity shall notify the Clerk in writing by 4:30 o'clock PM October 19, 2018.

The Entity will still be liable for all costs accrued up to the point of cancellation of the election. The Entity shall provide notice by publication of the cancellation of the election and a copy of the notice shall be posted in the office of the Clerk and in the office of the Designated Election Official.

**ARTICLE IV**  
**Payment of Costs**

The Entity shall pay the Clerk for the Entity's portion of the actual costs of services and supplies, whether or not a cancellation has occurred under Article III. The Entity shall pay the actual costs within twenty (20) days of receipt of the Clerk's invoice therefore.

**ARTICLE V**  
**General Provisions**

This Agreement may be amended only in writing signed by the parties. If any provision of this Agreement is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such holdings shall not affect the validity, legality, or enforceability of the remaining provisions.

In the event of any challenge or other legal action contesting the election or the conduct of the election concerning the Entity's ballot issues, the Entity shall bear all costs of the Entity and the Clerk, including but not limited to reasonable attorney's fees, of defending such challenge or other legal action, and of any liability resulting therefrom. If a new election or other procedure must be conducted as a result of such challenge or legal action, the Entity shall pay its proportional share of actual costs of the new election or other procedure. Notwithstanding the foregoing, if a court determines that an act or omission of only the Clerk or of only the Entity made necessary the new election or other procedure, the responsible party shall pay the entire cost, including but not limited to reasonable attorney's fees, of any liability resulting therefrom and of any new election or other procedure ordered by a Court.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement to be effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

TELLER COUNTY

TOWN OF GREEN MOUNTAIN FALLS

By: \_\_\_\_\_  
Krystal Brown  
Clerk & Recorder

By: \_\_\_\_\_

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

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

## BOARD OF TRUSTEES AGENDA MEMO

<b>DATE: August 14, 2018</b>	<b>AGENDA NO. ??</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Katharine Guthrie, Planning Commission Secretary		Code Enforcement

### **Recommend action:**

Board of Trustees increase Code Enforcement of building permits, trade licenses, and GMF business licenses.

### **Background:**

There is evidence that work is being done without Building permit, GMF business license, and appropriate trade license. In the past town employees traveled around town looking for work that had not been authorized and for work being done without a GMF business license.

### **Issue Before the Board**

Revenue loss and safety are important issues that may be improved with increased code enforcement.

### **Alternatives**

Allow work to be done that may be unsafe and continue to lose revenue gathered through GMF business licenses.

### **Conclusion**

It is up to the Board's discretion/polity/purview whether to increase Code Enforcement. If the Board wishes to increase such enforcement, clarification of Code and permit fees may be necessary.

## BOARD OF TRUSTEES AGENDA MEMO

<b>DATE: August 14, 2018</b>	<b>AGENDA NO. ??</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Katharine Guthrie, Planning Commission Secretary		Joint meeting with Planning Commission and Logan Simpson

### **Recommend action:**

Board of Trustees meet jointly with Planning Commission and Logan Simpson on August 28, 2018.

### **Background:**

A joint meeting has been planned for August 2018.

### **Issue Before the Board**

Scheduling a joint meeting with Planning Commission and Logan Simpson on August 28, 2018.

### **Alternatives**

Scheduling a joint meeting on another day or not meeting jointly.

### **Conclusion**

It is up to the Board's discretion/polity/purview whether to meet with the Planning Commission and Logan Simpson on August 28, 2018. For the sake of scheduling, it would be helpful to decide upon a date as soon as possible.

## BOARD OF TRUSTEES AGENDA MEMO

<b>DATE:</b> August 7, 2018	<b>AGENDA NO.</b> 4.h.	<b>SUBJECT:</b>
<b>Presented by:</b> Jason Wells, Interim Town Manager		Proposed 2018 Budget Amendment

### **Recommended action:**

Approve Resolution No. 2018-13, which amends the Town's budget for the 2018 budget year on first reading and set the Public Hearing for August 21, 2018.

### **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. The Town Clerk and Public Works Director resigned the following week 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.

This budget amendment is also necessary due to increased legal services expenditures, which is due to the upcoming election question and implementation of short-term rentals regulations.

The increase to the General Fund budget is \$67,578, which is covered by an estimated increase in the beginning fund balance. The staffing analysis and a draft of the proposed amendment to the budget are attached. A supplemental appropriation for the Conservation Trust Fund and the Capital Replacement Fund is not necessary at this time.

### **Issue before the Board**

To consider approval of the resolution that will amend the 2018 Budget on first reading and set the Public Hearing for August 21, 2018.

### **Alternatives**

1. Modify the amended budget as requested.
2. Not approve the amended budget.

### **Conclusion**

Due to the increased costs related to the staffing transition and increased legal expenditures, staff recommends approval of the budget amendment.

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

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 6/30	2018 Unexpended	Proposed 2018 Amended Budget	2018 Budget Changes
<b>TAXES</b>						
<b>Property Taxes</b>						
Teller County Property Tax	\$ 8,594	\$ 9,282	\$ 6,912	\$ 2,370	\$ 9,282	\$ -
El Paso County Property Tax	141,630	147,518	112,513	35,005	147,518	-
Delinq. Property Tax-El Paso	445	-	14	(14)	-	-
Delinq. Property Tax-Teller	4	-	-	-	-	-
Specific Ownership Tax-El Paso	19,571	15,200	7,190	8,010	15,200	-
Specific Ownership Tax - Teller	1,140	800	1,498	(698)	800	-
<b>Total Property Taxes</b>	<b>171,384</b>	<b>172,800</b>	<b>128,126</b>	<b>44,674</b>	<b>172,800</b>	<b>-</b>
<b>Sales and Use Taxes</b>						
3% Sales Tax-GMF St. of CO	129,249	98,000	29,408	68,592	98,000	-
3% Use Tax Auto El Paso	35,052	32,500	18,034	14,466	32,500	-
3% Use Tax Auto Teller	3,652	2,500	7,236	(4,736)	2,500	-
3% Use Tax Construction/PPRBD	7,533	6,490	3,878	2,612	6,490	-
<b>Total Sales and Use Taxes</b>	<b>175,485</b>	<b>139,490</b>	<b>58,555</b>	<b>80,935</b>	<b>139,490</b>	<b>-</b>
<b>Franchise Taxes</b>						
Franchise-Telephone	4,200	4,200	2,100	2,100	4,200	-
Franchise-Cable	11,814	10,700	5,537	5,163	10,700	-
Franchise-Gas	14,375	10,600	5,140	5,460	10,600	-
Franchise-Electric	38,228	18,600	-	18,600	18,600	-
<b>Total Franchise Taxes</b>	<b>68,617</b>	<b>44,100</b>	<b>12,777</b>	<b>31,323</b>	<b>44,100</b>	<b>-</b>
2% Lodging Tax	17,398	13,900	4,186	9,714	13,900	-
<b>TOTAL TAXES</b>	<b>432,884</b>	<b>370,290</b>	<b>203,645</b>	<b>166,645</b>	<b>370,290</b>	<b>-</b>
<b>INTERGOVERNMENTAL REVENUE</b>						
HUTF	31,567	28,500	11,677	16,823	28,500	-
Tobacco Tax	-	-	100	(100)	-	-
M.V. Reg. Lic. Fees El Paso	2,475	2,500	1,043	1,457	2,500	-
M.V. Reg. Lic. Fees Teller	250	300	22	279	300	-
Road and Bridge/El Paso	1,294	700	680	20	700	-
Road and Bridge/Teller	-	750	108	642	750	-
RTA Funds	59,451	33,666	1,715	31,951	33,666	-
State Sourced Grant Funds	-	50,000	-	50,000	50,000	-
Grants - Town Manager	21,454	42,187	-	42,187	42,187	-
DUI/CIOT/LEAF	-	-	123	(123)	-	-
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>116,491</b>	<b>158,603</b>	<b>15,467</b>	<b>143,136</b>	<b>158,603</b>	<b>-</b>



## TOWN OF GREEN MOUNTAIN FALLS

## 2018 Annual Budget

## General Fund Revenue Detail

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 6/30	2018 Unexpended	Proposed 2018 Amended Budget	2018 Budget Changes
<b>CHARGES FOR SERVICES</b>						
<b>Parks and Recreation</b>						
Gazebo Rentals	3,550	3,000	1,800	1,200	3,000	-
Pool Admissions & Passes	12,412	16,500	228	16,272	16,500	-
Pool - Food	-	300	-	300	300	-
Swimming Lessons	-	-	-	-	-	-
Pool Rental	-	-	-	-	-	-
<b>Total Parks and Recreation</b>	<b>15,962</b>	<b>19,800</b>	<b>2,028</b>	<b>17,772</b>	<b>19,800</b>	<b>-</b>
<b>Public Safety</b>						
VIN Checks	30	-	-	-	-	-
<b>Total Public Safety</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CHARGES FOR SERVICES</b>	<b>15,992</b>	<b>19,800</b>	<b>2,028</b>	<b>17,772</b>	<b>19,800</b>	<b>-</b>
<b>FINES AND FORFEITURES</b>						
Court Traffic	645	8,500	600	7,900	8,500	-
Court Non-traffic	-	-	-	-	-	-
<b>TOTAL FINES AND FORFEITURES</b>	<b>645</b>	<b>8,500</b>	<b>600</b>	<b>7,900</b>	<b>8,500</b>	<b>-</b>
<b>LICENSES AND PERMITS</b>						
Business Licenses	4,904	12,800	3,100	9,700	12,800	-
Dog Licenses	400	400	362	38	400	-
Liquor License Fees	500	500	225	275	500	-
Planning Commission Fees	1,700	500	351	149	500	-
Special Event Permit	1,400	1,400	1,300	100	1,400	-
Special Use Permit	600	400	500	(100)	400	-
Easement Fees	-	-	-	-	-	-
Revocable Permit Fees	125	225	225	-	225	-
Road Cut Permit	594	-	-	-	-	-
Other Licenses	-	-	-	-	-	-
<b>TOTAL LICENSES AND PERMITS</b>	<b>10,223</b>	<b>16,225</b>	<b>6,063</b>	<b>10,162</b>	<b>16,225</b>	<b>-</b>
<b>OTHER REVENUE</b>						
Interest	1,310	700	1,188	(488)	700	-
Donations	27,129	50,000	1,500	48,500	50,000	-
Misc. Revenue	2,068	-	-	-	-	-
GMF Stickers/Hats/Decals/Shirts	59	-	24	(24)	-	-
Other Marshal Revenues	-	-	-	-	-	-
<b>TOTAL OTHER REVENUE</b>	<b>30,566</b>	<b>50,700</b>	<b>2,711</b>	<b>47,989</b>	<b>50,700</b>	<b>-</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 606,801</b>	<b>\$ 624,118</b>	<b>\$ 230,514</b>	<b>\$ 393,604</b>	<b>\$ 624,118</b>	<b>\$ -</b>

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

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 6/30	2018 Unexpended	Proposed 2018 Amended Budget	2018 Budget Changes
<b>ADMINISTRATION DEPARTMENT</b>						
<b>Operations</b>						
Office Supplies	\$ 4,176	\$ 3,503	\$ 2,273	\$ 1,230	\$ 3,000	\$ (503)
Postage	292	600	204	396	300	(300)
Building Maintenance	6,171	7,400	456	6,944	1,500	(5,900)
Legal Publications	976	2,000	281	1,720	2,000	-
Code Publishing	1,463	3,000	-	3,000	3,000	-
Annual Fee - Server Maintenance/IT Support	2,298	2,800	2,157	644	4,680	1,880
Annual Maintenance Contracts	615	500	151	349	500	-
Travel/Meetings Expense	2,211	1,750	-	1,750	700	(1,050)
Tax Collection Expense	2,896	3,300	1,602	1,698	3,300	-
Payroll Processing	1,874	3,000	558	2,442	3,000	-
Surety Bond	667	700	595	105	530	(170)
Election	-	11,000	-	11,000	11,000	-
Training/Conferences/Travel	3,388	4,500	718	3,782	1,500	(3,000)
Computer Replacements	6,316	-	-	-	-	-
Contracted Services	32,114	-	19,337	(19,337)	67,470	67,470
Marketing	289	-	-	-	-	-
Bank Service Charges	39	-	85	(85)	-	-
<b>Total Operations</b>	<b>65,785</b>	<b>44,053</b>	<b>28,416</b>	<b>15,637</b>	<b>102,480</b>	<b>58,427</b>
<b>Labor</b>						
Full Time Salaries	44,917	60,000	55,139	4,861	108,238	48,238
Admin Job Search	1,146	700	-	700	700	-
Part Time Salaries	29,191	30,000	-	30,000	-	(30,000)
Unemployment Insurance	99	150	104	46	150	-
Cell Phone Stipend	420	-	60	(60)	60	60
Workers Comp (Pinnacol)	1,051	500	4,023	(3,523)	500	-
Health/Life/Dental (CEBT)	6,022	8,280	3,964	4,316	3,200	(5,080)
FICA	5,669	6,885	4,218	2,667	8,300	1,415
Retirement	-	1,500	-	1,500	-	(1,500)
On Boarding Expenses	1,999	15,000	-	15,000	-	(15,000)
Court Clerk Labor Allocation	-	(5,400)	-	(5,400)	(5,400)	-
<b>Total Labor</b>	<b>90,515</b>	<b>117,615</b>	<b>67,507</b>	<b>50,108</b>	<b>115,748</b>	<b>(1,867)</b>
<b>Utilities</b>						
Electric	2,183	2,000	831	1,169	3,000	1,000
Natural Gas	762	1,000	336	664	1,000	-
Telephone/Internet	1,286	1,500	1,508	(8)	1,800	300
<b>Total Utilities</b>	<b>4,231</b>	<b>4,500</b>	<b>2,675</b>	<b>1,825</b>	<b>5,800</b>	<b>1,300</b>
<b>TOTAL ADMINISTRATION DEPARTMENT</b>	<b>160,531</b>	<b>166,168</b>	<b>98,598</b>	<b>67,570</b>	<b>224,028</b>	<b>57,860</b>

**TOWN OF GREEN MOUNTAIN FALLS**

**2018 Annual Budget**

**General Fund Expenditures Detail**

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 6/30	2018 Unexpended	Proposed 2018 Amended Budget	2018 Budget Changes
<b>JUDICIAL DEPARTMENT</b>						
<b>Operations</b>						
Office Supplies	-	100	9	92	100	-
Postage	-	65	-	65	65	-
Other	-	-	-	-	300	300
<b>Total Operations</b>	<b>-</b>	<b>165</b>	<b>9</b>	<b>157</b>	<b>465</b>	<b>300</b>
<b>Labor</b>						
Municipal Judge Salary	800	3,600	1,000	2,600	3,600	-
Prosecutor Services	-	5,625	-	5,625	2,500	(3,125)
Court Clerk Labor Allocation	-	5,400	-	5,400	5,400	-
<b>Total Labor</b>	<b>800</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>800</b>	<b>14,790</b>	<b>1,009</b>	<b>13,782</b>	<b>11,965</b>	<b>(2,825)</b>
<b>PUBLIC WORKS DEPARTMENT</b>						
<b>Operations</b>						
Office Supplies	655	-	1,717	(1,717)	2,500	2,500
Operating Supplies	873	1,551	763	788	2,000	449
Small Equipment Repair	1,385	3,500	171	3,329	3,500	-
Heavy Equipment Repair	5,207	8,000	6,914	1,086	15,000	7,000
Vehicle Maintenance	2,471	2,000	51	1,949	2,000	-
Building Maintenance	4,161	2,500	-	2,500	2,500	-
Clothing	1,086	1,000	304	696	1,000	-
Fuel	5,053	4,000	-	4,000	4,000	-
Equipment Purchase	30,928	5,000	415	4,585	5,000	-
Training/Conferences/Travel	64	750	225	525	750	-
Tools	807	2,750	99	2,651	1,750	(1,000)
Road & Street Materials/Maintenance	26,752	36,000	14,610	21,390	36,000	-
Road Striping/Asphalt Repair	-	2,200	-	2,200	2,200	-
Consumable - Vehicle	1,000	4,000	-	4,000	2,500	(1,500)
IT Support	58	200	-	200	200	-
Large Equipment Rental	-	-	32	(32)	-	-
Wildlife Mitigation	1,025	3,000	-	3,000	3,000	-
<b>Total Operations</b>	<b>81,525</b>	<b>76,451</b>	<b>25,302</b>	<b>51,149</b>	<b>83,900</b>	<b>7,449</b>

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

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 6/30	2018 Unexpended	Proposed 2018 Amended Budget	2018 Budget Changes
<b>Labor</b>						
Full Time Wages	46,746	40,500	15,156	25,344	29,103	(11,397)
Overtime	1,650	5,000	2,113	2,887	3,000	(2,000)
Part Time/Temp Salaries	15,789	29,500	11,404	18,096	23,556	(5,944)
Maintenance Job Search	-	100	-	100	100	-
Unemployment	99	150	77	73	150	-
Workers Comp (Pinnacol)	3,904	4,900	(194)	5,094	3,570	(1,330)
Health/Life/Dental (CEBT)	9,841	8,746	3,171	5,575	11,900	3,154
FICA	5,051	5,738	2,194	3,544	4,300	(1,438)
Retirement	-	1,520	-	1,520	-	(1,520)
Cell Phone Stipend	600	720	180	540	180	(540)
Parks Maint. Labor Allocation	-	(12,094)	-	(12,094)	(12,094)	-
Pool Maint. Labor Allocation	-	(5,102)	-	(5,102)	(5,102)	-
<b>Total Labor</b>	<b>83,681</b>	<b>79,678</b>	<b>34,101</b>	<b>45,577</b>	<b>58,663</b>	<b>(21,015)</b>
<b>Utilities</b>						
Street Lights	448	500	-	500	500	-
Electric	1,636	2,000	877	1,123	2,000	-
Natural Gas	1,251	1,500	456	1,044	1,500	-
Trash	909	1,000	638	362	1,500	500
Internet/phone	825	1,150	395	756	1,150	-
<b>Total Utilities</b>	<b>5,068</b>	<b>6,150</b>	<b>2,366</b>	<b>3,784</b>	<b>6,650</b>	<b>500</b>
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>170,274</b>	<b>162,279</b>	<b>61,769</b>	<b>100,510</b>	<b>149,213</b>	<b>(13,066)</b>
<b>PUBLIC SAFETY DEPARTMENT</b>						
<b>Operations</b>						
Marshal Dept. Clothing	2,831	1,919	55	1,864	1,000	(919)
Marshal Vehicle Repair	4,892	5,299	-	5,299	4,000	(1,299)
Memberships/Certifications	605	1,500	90	1,410	500	(1,000)
Ammunition	499	500	-	500	500	-
Training/Conferences/Travel	-	750	-	750	1,000	250
Annual Fee - Server Maintenance	-	-	-	-	200	200
Annual Radio Fees	3,732	2,000	-	2,000	2,000	-
Surety Bond	-	250	-	250	100	(150)
Meals/Travel/Lodging	48	-	-	-	1,500	1,500
Office Supplies	869	1,000	215	785	700	(300)
Fuel/Mileage	1,822	3,000	-	3,000	3,000	-
Miscellaneous Expense	-	-	-	-	500	500
Departmental Supplies	4,740	3,980	1,886	2,095	5,698	1,718
IT Support	755	1,000	173	828	500	(500)
<b>Total Operations</b>	<b>20,792</b>	<b>21,198</b>	<b>2,418</b>	<b>18,780</b>	<b>21,198</b>	<b>-</b>

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

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 6/30	2018 Unexpended	Proposed 2018 Amended Budget	2018 Budget Changes
<b>Labor</b>						
Full Time - Salary	34,038	40,500	20,769	19,731	40,500	-
Marshal Job Search	1,645	-	-	-	-	-
FICA	2,235	3,099	1,413	1,686	3,099	-
Unemployment Insurance	35	124	36	88	124	-
Temporary/Season Help	600	-	-	-	-	-
Workers Comp (Pinnacol)	2,330	2,600	(122)	2,722	2,600	-
Health/Life/Dental (CEBT)	9,996	8,550	6,708	1,842	13,878	5,328
Retirement	-	2,025	-	2,025	2,025	-
Employee On Boarding	740	3,500	-	3,500	1,500	(2,000)
Cell Phone Stipend	540	720	180	540	720	-
<b>Total Labor</b>	<b>52,159</b>	<b>61,118</b>	<b>28,984</b>	<b>32,134</b>	<b>64,446</b>	<b>3,328</b>
<b>Utilities</b>						
Natural Gas	741	1,000	451	549	1,000	-
Electric	273	500	96	404	500	-
Telephone/Internet	1,843	1,896	465	1,431	1,896	-
<b>Total Utilities</b>	<b>2,856</b>	<b>3,396</b>	<b>1,012</b>	<b>2,384</b>	<b>3,396</b>	<b>-</b>
<b>TOTAL PUBLIC SAFETY DEPARTMENT</b>	<b>75,807</b>	<b>85,712</b>	<b>32,414</b>	<b>53,298</b>	<b>89,040</b>	<b>3,328</b>
<b>PARKS AND RECREATION DEPARTMENT</b>						
<b><u>Parks</u></b>						
<b>Labor</b>						
Public Works Labor Allocation - PARKS	-	2,903	-	2,903	2,903	-
<b>Total Labor</b>	<b>-</b>	<b>2,903</b>	<b>-</b>	<b>2,903</b>	<b>2,903</b>	<b>-</b>
<b>Operations</b>						
Operating Supplies	227	500	2,607	(2,107)	3,500	3,000
Signs	-	-	-	-	-	-
Park Maintenance	6,338	5,000	1,075	3,925	3,000	(2,000)
<b>Total Operations</b>	<b>6,564</b>	<b>5,500</b>	<b>3,682</b>	<b>1,818</b>	<b>6,500</b>	<b>1,000</b>
<b>Utilities</b>						
Electric- Gazebo	512	825	196	629	825	-
Electric -Fountain	1,343	850	79	771	850	-
<b>Total Utilities</b>	<b>1,854</b>	<b>1,675</b>	<b>275</b>	<b>1,400</b>	<b>1,675</b>	<b>-</b>
<b>Total Parks</b>	<b>8,419</b>	<b>10,078</b>	<b>3,956</b>	<b>6,122</b>	<b>11,078</b>	<b>1,000</b>

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

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 6/30	2018 Unexpended	Proposed 2018 Amended Budget	2018 Budget Changes
<b>Pool</b>						
<b>Labor</b>						
Lifeguard Salaries	17,570	17,950	921	17,029	11,017	(6,933)
Unemployment	15	300	3	297	300	-
Workers Comp	-	200	-	200	200	-
FICA	1,343	918	70	848	900	(18)
Public Works Labor Allocation - POOL	-	5,102	-	5,102	5,102	-
CPO Training	250	250	-	250	225	(25)
<b>Total Labor</b>	<b>19,178</b>	<b>24,720</b>	<b>995</b>	<b>23,725</b>	<b>17,744</b>	<b>(6,976)</b>
<b>Operations</b>						
Pool Food	287	500	46	454	500	-
Pool Supplies	406	2,200	846	1,354	2,200	-
Office Supplies	25	-	32	(32)	-	-
Pool Inspections	125	125	130	(5)	130	5
Pool and Pool Building Maintenance	859	1,300	3,666	(2,366)	1,300	-
<b>Total Operations</b>	<b>1,702</b>	<b>4,125</b>	<b>4,720</b>	<b>(595)</b>	<b>4,130</b>	<b>5</b>
<b>Utilities</b>						
Electric - Pool	728	1,000	131	869	1,000	-
Natural Gas - Pool	1,554	1,200	96	1,104	1,200	-
Telephone - Pool	538	450	400	50	1,000	550
<b>Total Utilities</b>	<b>2,821</b>	<b>2,650</b>	<b>627</b>	<b>2,023</b>	<b>3,200</b>	<b>550</b>
<b>Total Pool</b>	<b>23,701</b>	<b>31,495</b>	<b>6,342</b>	<b>25,153</b>	<b>25,074</b>	<b>(6,421)</b>
<b>TOTAL PARKS AND RECREATION DEPARTMENT</b>	<b>32,120</b>	<b>41,573</b>	<b>10,298</b>	<b>31,275</b>	<b>36,152</b>	<b>(5,421)</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						
Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 6/30	2018 Unexpended	Proposed 2018 Amended Budget	2018 Budget Changes
GENERAL GOVERNMENT DEPARTMENT						
Operations						
CIRSA Liability Insurance	14,419	16,500	4,686	11,814	16,500	-
Town Attorney	13,861	14,000	19,673	(5,673)	29,000	15,000
Capital Outlay	3,290	-	-	-	-	-
Volunteer Medical	10,322	250	-	250	250	-
Non Salaried Board (Pinncol)	884	1,460	145	1,315	1,460	-
Annual Fees/Dues	1,125	600	515	85	600	-
Professional Services	-	100,000	-	100,000	100,000	-
Mountain States Employer's Council.	1,350	1,350	1,400	(50)	1,350	-
Audit Services	5,900	5,900	-	5,900	5,900	-
Total Operations	51,150	140,060	26,419	113,641	155,060	15,000
TOTAL GENERAL GOVERNMENT	51,150	140,060	26,419	113,641	155,060	15,000
TOTAL GENERAL FUND EXPENDITURES	\$ 490,681	\$ 610,582	\$ 230,507	\$ 380,075	\$ 665,458	\$ 54,876

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

Description	2017 Actual	2018 Adopted Budget	2018 YTD as of 7/17	2018 Uncollected/ Unexpended	Proposed 2018 Amended Budget	2018 Budget Changes
<b>REVENUE</b>						
Property Taxes	\$ 150,673	\$ 156,800	\$ 119,438	\$ 37,362	\$ 156,800	\$ -
Specific Ownership Taxes	20,711	16,000	8,688	7,312	16,000	-
Sales & Use Taxes	175,485	139,490	58,555	80,935	139,490	-
Franchise Taxes	68,617	44,100	12,777	31,323	44,100	-
Lodging Taxes	17,398	13,900	4,186	9,714	13,900	-
Intergovernmental Taxes/Fees	35,586	32,750	13,630	19,120	32,750	-
Intergovernmental Grants	80,905	125,853	1,838	124,015	125,853	-
Charges for Services	15,992	19,800	2,028	17,772	19,800	-
Fines and Forfeitures	645	8,500	600	7,900	8,500	-
Licenses & Permits	10,223	16,225	6,063	10,162	16,225	-
Donations/Nonprofit Grants	27,129	50,000	1,500	48,500	50,000	-
Other Sources	3,437	700	1,211	(511)	700	-
<b>Total Revenue</b>	<b>606,801</b>	<b>624,118</b>	<b>230,514</b>	<b>393,604</b>	<b>624,118</b>	<b>-</b>
<b>EXPENDITURES</b>						
Administration	160,531	166,168	600	165,568	224,028	57,860
Judicial	800	14,790	-	14,790	11,965	(2,825)
Public Works	170,274	162,279	600	161,679	149,213	(13,066)
Public Safety	75,807	85,712	-	85,712	89,040	3,328
Parks & Recreation	32,120	41,573	-	41,573	36,152	(5,421)
General Government	51,150	140,060	3,100	136,960	155,060	15,000
<b>Total Expenditures</b>	<b>490,681</b>	<b>610,582</b>	<b>4,300</b>	<b>606,282</b>	<b>665,458</b>	<b>54,876</b>
<b>Excess (Deficiency) of Revenue over Expenditure</b>	<b>116,120</b>	<b>13,536</b>	<b>226,214</b>	<b>(212,678)</b>	<b>(41,340)</b>	<b>(54,876)</b>
<b>OTHER FINANCING SOURCES/USES</b>						
Transfer to Capital Reserve Fund	(11,000)	(225,385)	-	(225,385)	(238,087)	(12,702)
<b>Total Other Financing Sources (Uses)</b>	<b>(11,000)</b>	<b>(225,385)</b>	<b>-</b>	<b>(225,385)</b>	<b>(238,087)</b>	<b>(12,702)</b>
<b>Net Change in Fund Balance</b>	<b>105,120</b>	<b>(211,849)</b>	<b>226,214</b>	<b>(438,063)</b>	<b>(279,427)</b>	<b>(67,578)</b>
<b>CUMULATIVE FUND BALANCE</b>						
<b>Beginning Fund Balance</b>	<b>310,898</b>	<b>348,440</b>	<b>416,017</b>		<b>416,017</b>	<b>67,577</b>
Net Change in Fund Balance	105,120	(211,849)	226,214	(438,063)	(279,427)	(67,578)
<b>Ending Fund Balance</b>	<b>416,017</b>	<b>136,591</b>	<b>642,231</b>	<b>(438,063)</b>	<b>136,591</b>	<b>(0)</b>
<b>Less Restrictions, Commitments &amp; Assignments:</b>						
TABOR Reserve	16,965	10,462	10,462		10,462	
Town Contingency	30,310	26,129	26,129		26,129	
Fund Balance Assignments	19,441	-	-		-	
<b>Unassigned Fund Balance</b>	<b>\$ 349,301</b>	<b>\$ 100,000</b>	<b>\$ 605,640</b>	<b>\$ (438,063)</b>	<b>\$ 100,000</b>	<b>\$ (0)</b>



**Town of Green Mountain Falls**

2018 Budget - Staff Vacancies vs. Professional Services costs

8/7/2018

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	\$10,152.43	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	\$6,027.62	For Prior and Current Town Manager
		Town Manager Health	\$3,200.00	1st Quarter Health Coverage for Prior Town Manager
		Town Clerk Salary	\$14,445.75	1st Quarter Salary for Prior Town Clerk
		Town Clerk	\$15,000.00	4th Quarter Salary + Benefits for Next Town Clerk-Treasurer
		Town Clerk FICA	\$1,105.10	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	\$39,416.00	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	\$3,244.82	
		PW Maintenance Staff Health	\$8,746.00	
	SUBTOTAL - Staff		\$190,404.81	
CONTRACTED SERVICES - 2018 Amended Budget			Monthly Costs	
		Interim Clerking Services	\$43,200.00	Based on \$600/day on-site rate 4X/mo + 12 hrs/week @ \$45/hr off-site rate
		Financial Services	\$7,520.00	Based on 160 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		\$67,470.00	
	TOTAL		\$257,874.81	

**GREEN MOUNTAIN FALLS, COLORADO**

**RESOLUTION NO. 2018-13**

**A RESOLUTION AMENDING THE BUDGET AND REAPPROPRIATING FUNDS FOR  
THE 2018 BUDGET YEAR FOR THE TOWN OF GREEN MOUNTAIN FALLS,  
COLORADO**

**WHEREAS**, The Board of Trustees of the Town of Green Mountain Falls, Colorado, pursuant to Colorado statute and the Town of Green Mountain Falls Code, is vested with the authority of administering the affairs of the Town of Green Mountain Falls, Colorado; and

**WHEREAS**, it has been determined by the Board of Trustees for the Town of Green Mountain Falls that during the 2018 budget year there was a need to amend the budget due to unanticipated revenue; and

**WHEREAS**, it has been determined by the Board of Trustees for the Town of Green Mountain Falls that during the 2018 budget year there was a need to amend the budget to reallocate available funds both within and between spending agencies to meet the capital and operational needs of each department; and

**WHEREAS**, whatever adjustments may have been made to revenues, like adjustments were made to expenditures and reserves so that the overall budget remains in balance, as required by law; and

**WHEREAS**, the Board of Trustees held a public workshop on June 19, 2018, regarding the possible adoption of this amended budget; and

**WHEREAS**, upon due and proper notice, published in accordance with the Local Government Budget Law of Colorado, C.R.S. § 29-1-101, a public hearing was held on August 21, 2018, and interested taxpayers were given the opportunity to file or register any objections to said proposed amended budget;

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE  
TOWN OF GREEN MOUNTAIN FALLS, COLORADO, THAT:**

Section 1.

The budget as submitted, amended, and herein summarized by fund, is hereby approved as the budget of the Town of Green Mountain Falls for the year 2018, and the following sums are hereby appropriated from the revenue of each fund to each fund for the purposes stated.

The estimated revenues for each fund are revised as follows:

<b><u>Fund and Source</u></b>	<b><u>Original Budget</u></b>	<b><u>2018 Adjustment</u></b>	<b><u>Amended Budget</u></b>
General Fund			
Beginning Fund Balance	\$348,440	\$67,577	\$416,017
2018 Revenue	<u>624,118</u>	<u>0</u>	<u>624,118</u>
Total General Fund	\$972,558	\$67,577	\$1,040,135

The estimated expenditures for each fund are as follows:

<b><u>Fund and Spending Agency</u></b>	<b><u>Original Budget</u></b>	<b><u>2018 Adjustment</u></b>	<b><u>Amended Budget</u></b>
General Fund			
Administration	\$166,168	\$57,860	\$224,028
Judicial	14,790	(2,825)	11,965
Public Works	162,279	(13,066)	149,213
Public Safety	85,712	3,328	89,040
Parks and Recreation	41,573	(5,421)	36,152
General Government	140,060	15,000	155,060
Transfer to Capital Reserve	<u>225,385</u>	<u>12,702</u>	<u>238,087</u>
Total General Fund	\$835,967	\$67,578	\$903,545

## Section 2.

Severability. If any article, section, paragraph, sentence, clause, or phrase of this resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The Town Board hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

## Section 3.

Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this resolution are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any resolution hereby repealed prior to the effective date of this resolution.

**INTRODUCED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS ON THE 7TH DAY OF AUGUST 2018 AND READ, PASSED, AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS ON THIS 21ST DAY OF AUGUST 2018.**

TOWN OF GREEN MOUNTAIN FALLS,  
COLORADO

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Jane Newberry, Mayor

ATTEST:

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Judy Egbert, Interim Town Clerk



# Town of Green Mountain Falls

## Memorandum

To: Mayor and Board of Trustees

From: Jason S. Wells, Interim Town Manager

Re: Management Report

Date: August 21, 2018

### 1) Flood Response

- a) Outside Funding Eligibility/Disaster Declaration
- b) Re-Assignment of Contracted Roads Crew from Maintenance Priorities to Recovery Needs
- c) Immediate Priorities
  - i) Project Management Services
- d) Private Sector Issues
  - i) Surveying Needs.
  - ii) Stream Bank Stabilization
  - iii) Water/Debris Flows
- e) PPRTA Role in Addressing Drainage Needs

### 2) Departmental Info

- a) Town Clerk – See included report
- b) Marshall's Office – Verbal report to be provided
- c) Public Works
  - i) Parks
    - (1) Water Service – CSU Regulatory Compliance/Backflow Preventers \*\* On Hold Due to Staffing/Funding
    - (2) Goose Abatement
  - ii) Road Maintenance
    - (a) Mag. Chloride Application – Aug. 15
    - (b) Hydrant Usage/Water Appearance Concerns
    - (c) Implementation of Defined Zone-Based Maintenance Protocols - \*\* On Hold Due to Staffing
  - iii) 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 (\$223, 917)
          - 1. 2017 Capital Project Carry-Over - \$107,774
          - 2. 2018 Capital Allocation - \$50,000
          - 3. Stilling Basin Allocation - \$66,143
      - (b) County Pavement Contractor Declined to Honor County Rates
      - (c) Now Entering County-Led Competitive Bid Process

## Management Report

January 27, 2017

- iv) Lake/Park Improvements
  - (1) Sod/Irrigation Project
  - (2) CDBG Grant - \$7,500 – ADA Fishing Pier \*\* Need Project Management Resources
  - (3) Fishing is Fun Grant – Automated Lake Inlet
    - (a) \*\*Staff Shortfall on Grant Administration Needs
    - (b) \*\* Staff Shortfall on Project Management Needs
- d) Pool
  - i) Conclusion of 2018 Season
  - ii) Recommend Debriefing Session to Determine Operational Successes/Shortfalls; Think about 2019 Staffing
- e) Planning
  - i) Vista Program Opportunity?
  - ii) Short-Term Rental Operations – Implementation of New Licensing Structure
    - (1) FAQs
    - (2) Application Process/Progress \*\* Staff Shortfall on Application Processing Needs
  - iii) Comprehensive Plan Update
    - (1) Grant Administration Needs – DoLA/Kirkpatrick Family Foundation
  - iv) Economic Development - \*\* Lacking Action Due to Staffing Needs
    - (a) Follow Through on EPC Enterprise Zone Designation
    - (b) Collaboration on Regional Fiber Optic Deployment Project
- f) Human Resources
  - i) Personnel Policies – Board work session scheduled for 9/4 -- \*\* Delayed Action Due to Staffing Needs
- g) Finance
  - i) Budget Updates/Revisions – Ongoing
  - ii) External Entity Reporting
    - (1) DoLA/Conservation Trust Fund
    - (2) DoLA/Town Manager Grant
    - (3) HUTF
  - iii) Auditing
    - (1) 2017 Audit Status
  - iv) Fee Schedule Revision - \*\* On Hold Pending Staff Review
  - v) Establishment of Various Credit Accounts - \*\* On Hold Pending Staff Action
- h) Information Technology
  - i) A/V Needs
  - ii) Website
- 3) Intergovernmental
  - a) Colorado Springs Utilities
    - i) Need to Refine Right-of-Way Encroachment Permitting Process - \*\* On Hold Due to Staffing Needs
  - b) Green Mountain Falls/Chipita Park Fire Department
    - i) Need to Clarify Process for Formal Declaration (and Rescinding) of Fire Restrictions - \*\* On Hold
- 4) Insurance Administration
  - a) CIRSA
    - i) Need to Complete 2019 Renewal Application
    - ii) Claims -- \*\* Staff Shortfall on Claims Processing

## Management Report

January 27, 2017

(1) June 3<sup>rd</sup> Pool Flooding Damage

(2) June 24<sup>th</sup> Hail Damage

(3) July 23<sup>rd</sup> Flooding

5) Legal

a)



## The Town of



## Green Mountain Falls

P.O. Box 524, 10615 Green Mountain Falls Road, Green Mountain Falls, CO 80819 (719) 684-9414, [www.gmfco.us](http://www.gmfco.us)

To: Mayor and Board of Trustees  
From: Judy A. Egbert, Interim Town Clerk  
Re: Town Clerk Report  
Date: August 16, 2018

### Routine activities continuing

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

### Election

All election ballot items have been adopted, and are collected in anticipation of certifying the ballot. IGAs with both El Paso and Teller Counties are on the agenda for this meeting.

Candidate petitions are currently available for the two vacancies, with the submission deadline on August 27. Once that deadline passes, I'll certify the ballot.

### Human Resources

The employee handbook was presented the Board. The Board presented comments and questions, and will be revisited on September 4.

Pursuant to the Board's direction, recruitment will begin shortly for a Clerk/Treasurer, with appointment anticipated at a date when the budget is more fully developed.

There is still work to be done to establish appropriate in-processing/onboarding procedures.

Also pending is developing and implementing a system for employee payroll and benefits data tracking.

## Website

Website content continues to be added and new structures put in place. Continuing priorities include:

- Post 2018 Planning Commission agendas/packets/minutes.
- Add a page for recently-adopted ordinances and resolutions
- Optimize the site for use by small screens.

## Records Management

I am making slow but steady progress in organizing the electronic files. Hard copy still remains a substantial need, which will require on-site time from me.

## Court

There is no new action in this area. Time will be dedicated to this prior to the next court date in September.

## Planning Commission support

The newly-implemented process of my assistance in producing agenda packets has worked relatively well. There is still room for improvement once regular staff is in place and can be involved to a greater degree.

## Immediate future actions needed (within 2 months)

- The topic of how the Board handles citizen comment during meetings has been brought to my attention. I see ways to improve this to make meetings more efficient and ensure that comments are fully recognized and any future actions followed through. I recommend that the Board discuss this at a future meeting or workshop, with the timing of this at the Board's discretion.
- CIRSA renewal. CIRSA has given us an extension on time to do this.

## Near-term actions needed (after November election)

- Committee appointments
- Pro Tem appointment

## Unmet needs

- Staff support to Planning Commission (meeting management, communication link with Board).
- Events process review
- Code revisions