



Town of Green Mountain Falls

Regular Board of Trustee Meeting Agenda

10615 Green Mountain Falls Road

7:00 p.m.

Tuesday, November 6, 2018

WORKSHOP: Public Input regarding Ordinance No. 2018-09, An Ordinance Adding A New Subsection 10 to Section 4-127 Of Green Mountain Falls Municipal Code To Address The Procurement Of Special Services Or Products

REGULAR MEETING:

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS OR CORRECTIONS TO THE AGENDA
3. CONSENT AGENDA
 - a. Approve Board of Trustees Meeting Minutes October 16, 2018
 - b. Bring Into Record Bills Run November 6, 2018
 - c. Report of Short Term Rentals
4. NEW BUSINESS
 - a. Introduction of Ordinance No. 2018-10, An Ordinance Adopting By Reference The Revised 2017 Pikes Peak Regional Building Code And Amending Section 18-1 Of The Green Mountain Falls Municipal Code Accordingly.
 - b. 2019 Budget Discussion
 - c. Discussion and Request For Direction – Committee Assignments
5. OLD BUSINESS
 - a. Final Adoption, Ordinance No. 2018-09, An Ordinance Adding A New Subsection 10 to Section 4-127 Of Green Mountain Falls Municipal Code To Address The Procurement Of Special Services Or Products
6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE – None.
8. REPORTS
 - a. Trustees
 - b. Town Manager
 - c. Town Clerk
 - d. Marshal
9. Executive Session Pursuant to C.R.S § 24-6-402(f) for the Purpose of Personnel Matters, specifically to evaluate applicants for the Clerk/Treasurer Position; and Pursuant to C.R.S § 24-6-402(e) for the purpose of matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators
10. ADJOURN

TOWN OF GREEN MOUNTAIN FALLS
Regular Board of Trustee Meeting
October 16, 2018 – 7:00 P.M.

MEETING MINUTES

Board Members Present

Mayor Jane Newberry
Trustee Margaret Peterson
Trustee Tyler Stevens
Trustee Katharine Guthrie

Board Members Absent

Trustee Chris Quinn

Town Attorney

Not present.

Interim Town Manager

Jason Wells

Public Works

Marshal's Dept.

Interim Town Clerk

Judy Egbert

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

Mayor Newberry called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Additions, Deletions, or Corrections to the Agenda

Two items were added to the agenda: 1) A requested letter of support for the Fountain Creek greenway project; and 2) the short term rental approval list to the consent agenda.

Trustee Stevens requested discussion at a future agenda, perhaps in January, to revisit the short term rental cap.

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

3. Consent Agenda

Trustee Guthrie moved, seconded by Stevens to approve the consent agenda as amended. The motion carried unanimously.

4. New Business

a. Appoint Mayor Pro Tem

Mayor Newberry moved to appoint Tyler Stevens as Mayor Pro Tem. The motion carried unanimously.

**b. Consideration of Resolution No 2018-17, A Resolution Opposing
“Amendment 74”, An Attempt To Amend the Colorado Constitution To
Drastically Limit State and Local Government Services at a High Cost to
Taxpayers**

The Colorado Municipal League has strongly opposed this amendment, citing that it is poorly written and could have broad negative impacts on municipalities.

Mayor Newberry moved, seconded by Trustee Peterson to approve this resolution as presented. On discussion, Mayor Newberry read the resolution by request. The motion carried unanimously.

c. Consideration of Resolution No. 2018-18, A Resolution Supporting Proposition 110

CML supports this proposition, although regional cities have expressed opposition. This proposition creates an additional tax to fund transportation. The concern is that PPRTA is already meeting the needs regionally. The additional tax moves toward the cap limit that may limit local jurisdictions' ability to impose local taxes.

Proposition 109 accomplishes the transportation needs without limiting local options.

Mayor Newberry moved, seconded by Trustee Stevens to decline to adopt this resolution. On a roll call vote, the motion carried unanimously.

Mayor Newberry moved, seconded by Trustee Stevens, to formally support Proposition 109. On a roll call vote, the motion carried unanimously.

d. Consideration of Approval of Belvidere Avenue Improvements Project Contract between the Town of Green Mountain Falls, Pikes Peak Rural Transportation authority, and Kiewit Infrastructure Company

This is the final action needed to move forward with this project. The contract has been signed by the other parties, and construction is anticipated to start on Monday.

Mayor Newberry moved, seconded by Trustee Stevens to approve the Belvidere project contract as presented. The motion carried unanimously.

e. Introduction of Ordinance No 2018-09 An Ordinance Adding A New Subsection 10 To Section 4-127 Of Green Mountain Falls Municipal Code To Address The Procurement Of Special Services Or Projects

Mr. Wells presented the need for this ordinance change to allow procurement of sole source services or projects under certain circumstances. This need is brought to light because of the timeline of the Belvidere project, but it is not uncommon to have similar situations.

Trustee Stevens moved, seconded by Mayor Newberry to introduce Ordinance No. 2018-09; to add the words “in rare circumstance” at the beginning of the sentence in Section 1; to set a workshop at the beginning of the November 6, 2018 meeting, and schedule final action on the agenda of the same meeting. The motion carried unanimously.

Trustee Stevens moved, seconded by Trustee Peterson, to authorize Mr. Wells to enter into agreements of up to \$25,000 for the Belvidere Avenue project. The motion carried unanimously.

LOCAL LICENSE AUTHORITY ACTIONS

f. Hotel/Restaurant Liquor License Renewal as submitted by Amily Biedelman-Almy d/b/a Mucky Duck Restaurant and Catering.

At 7:47 p.m. the Board of Trustees convened as the Local Licensing Authority. Ms. Egbert reported that this was a routine renewal with all conditions met.

Trustee Stevens moved, seconded by Trustee Guthrie, to approve the renewal request as submitted. The motion carried unanimously.

The LLA adjourned at the Board of Trustees regular meeting resumed at 7:47 p.m.

5. OLD BUSINESS

a. Resolution No. 2018-19, A Resolution Of the Town of Green Mountain Falls, Colorado, Approving And Adopting A Revised Employee Handbook.

Trustee Stevens moved, seconded by Trustee Guthrie, to adopt Resolution 2018-19 as presented. On discussion, Mr. Wells noted that separate policies will be prepared regarding retirement and cell phone stipend, as part of the budget process. The motion carried unanimously.

6. PUBLIC INPUT – 3 Minutes Per Speaker

Richard Williams asked to be appointed to continue serving on the Citizen Advisory Committee of the PPRTA. Mayor Newberry moved, seconded by Trustee Stevens to make this appointment. The motion carried unanimously.

The Board asked that the comprehensive committee assignments resolution be considered at the next meeting.

7. CORRESPONDENCE:

- a. Planning Commission Minutes September 25, 2018
- b. Planning Commission Minutes October 9, 2018
- c. Fountain Watershed letter of support.

Mayor Newberry moved, seconded by Trustee Stevens to approve the Fountain Watershed letter of support. The motion carried unanimously.

8. REPORTS

a. Trustees

Trustee Peterson noted the upcoming Cities and Towns week pot luck.

Mayor Newberry spoke about the upcoming Creek Week clean-up project. She further encouraged everyone to vote, and reviewed the upcoming ballot issues.

b. Town Manager

Mr. Wells reviewed activities underway.

The Fire Department has asked for exemption from the plan review fee, which was granted by the Planning Commission at the time. The Board agreed by consensus to collect the fee, then return an equal dollar amount as a donation to the Fire Department.

The draft budget has been presented to the Board, and will be discussed at the next meeting. The timing of future actions will be determined at that point.

c. Town Clerk

Ms. Egbert asked the Board to set a rescheduled date for the Clerk/Treasurer interview process. The agreed on November 6 at 6:00 p.m.

She further reported that Sandy will be moving, and a replacement from ADD Staff will be forthcoming.

d. Marshal – No report

9. Adjournment

Meeting adjourned at 8:45 p.m.

Mayor Jane Newberry

Judy A. Egbert

BOARD OF TRUSTEES AGENDA MEMO

DATE: 11/1/18	AGENDA NO 4.a.	SUBJECT:
Presented by: Jason Wells, Interim Manager		Adoption of Revision to Building Code

Recommend action:

Introduce the ordinance, including the legal notice language, and set it for a public hearing on December 4, 2018.

Background:

The current building code is in need of modification to include the new Flood Insurance Rate Map adopted by FEMA. This amendment will be effective December 7, 2018, and it is critical that all participating entities adopt this revision prior to that date.

The schedule for action is as follows:

- Introduce the ordinance on November 6, 2018
- First legal notice must be published no less than 15 days prior to the hearing, and will be requested to run on November 14, 2018
- Second legal notice must be published no less than 8 days prior to the hearing, and will be requested to run on November 21, 2018
- Public hearing and final adoption scheduled December 4, 2018

As you can see, this is the earliest possible schedule that will meet the Board's regular meeting schedule, publication requirements, and the deadline needed by FEMA and Pikes Peak Regional Building Department.

Issue Before the Board

Does the Board wish to introduce this ordinance and move forward with the adoption process?

Alternatives

- Introduce this ordinance and set a hearing date of December 4, 2018
- Do not introduce this ordinance and seek legal advice. Choosing not to move forward would jeopardize the Town's ability to partner with PPRBD and be in compliance with FEMA.

Conclusion

The PPRBD provides critical building services to the Town. This amendment to the code is necessary in order to continue that partnership and comply with FEMA.

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2018-10

AN ORDINANCE ADOPTING BY REFERENCE THE REVISED 2017 PIKES PEAK REGIONAL BUILDING CODE AND AMENDING SECTION 18-1 OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE ACCORDINGLY

WHEREAS, the Town previously adopted the 2017 Pikes Peak Regional Building Code by reference and according to Title 31, Article 16, Part 2, C.R.S.;

WHEREAS, the Pikes Peak Regional Building Department has revised its 2017 Pikes Peak Regional Building Code to address the new FIRM adopted by FEMA effective as of December 7, 2018; and

WHEREAS, the Board of Trustees deems it necessary to adopt the revised version of the 2017 Pikes Peak Regional Building Code to ensure better public health and safety in the construction of new or remodeled buildings within the Town.

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

Section 1. Section 18-1 of the Green Mountain Falls Municipal Code is hereby amended to read as follows:

Pursuant to Title 31, Article 16, Part 2, C.R.S., the 2017 Pikes Peak Regional Building Code with amendments adopted by the Pikes Peak Regional Building Department effective as of December 7, 2018, as published by the Pikes Peak Regional Building Department, is adopted by reference as the primary code, including all secondary codes referred to therein, hereinafter collectively referred to as the Pikes Peak Regional Building Code, Regional Building Code, "this Code" or "RBC" and are hereby enacted as the Building Code of the Town for use to regulate building construction activities within the Town.

Section 2. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall become effective thirty (30) days after passage.

INTRODUCED this 6th day of November 2018, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED this ___ day of _____, 2018, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

Jane Newberry, Mayor

ATTEST:

Judy Egbert, Interim Town Clerk

APPROVED AS TO FORM:

Jefferson Parker, Town Attorney

Published in the Pike Peaks Courier, _____ 2018.

NOTICE OF PUBLIC HEARING BEFORE THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS CONCERNING ORDINANCE NO 2018-10, AMENDING THE EXISTING REGIONAL BUILDING CODE BY AND THROUGH THE ADOPTION OF THE PIKES PEAK REGIONAL BUILDING CODE, 2017 EDITION, 2ND PRINTING

A public hearing is scheduled before the Board of Trustees of the Town of Green Mountain Falls on Tuesday, December 4, 2018, at 7:00 p.m., or as soon thereafter as the Board of Trustees may hear the matter at the Town Hall Office, 10615 Unit B – Green Mountain Falls Road, Green Mountain Falls, Colorado, to consider the adoption of the proposed amendments to the existing Regional Building Code, which will amend the Pikes Peak Regional Building Code, 2017 Edition, 1st Printing. Such amendments have been promulgated by the Pikes Peak Regional Building Department in the form of the Pikes Peak Regional Building Code, 2017 Edition, 2nd Printing, addressing building regulations to ensure life safety and welfare of the Town of Green Mountain Falls community through efficient and consistent application of adopted codes and standards, and more specifically, addressing changes mandated by the Federal Emergency Management Agency (FEMA) with regard to adoption of a new Flood Insurance Rate Map (FIRM) effective December 7, 2018, requiring amendments to the Preface and to Section RBC313 of the current Regional Building Code.

A copy of the ordinance to adopt the amended Pikes Peak Regional Building Code, 2017 Edition, 2nd Printing, and copies of the amended Pikes Peak Regional Building Code, 2017 Edition, 2nd Printing, to be considered for adoption are on file with Green Mountain Falls Town Clerk, Town Hall Office, 10615 Unit B – Green Mountain Falls Road, Green Mountain Falls, Colorado, and are open to public inspection during regular business hours.

TOWN OF GREEN MOUNTAIN FALLS
Judy A. Egbert, Interim Clerk

Publication Dates:

At least 15 days prior: Wednesday November 14, 2018

At least 8 days prior: Wednesday November 21, 2018

BOARD OF TRUSTEES AGENDA MEMO

DATE: 11/1/18	AGENDA NO 4.b.	SUBJECT:
Presented by: Jason Wells, Interim Manager		2019 Budget Discussion

Recommend action:

Review the 2019 budget as presented to the Board on October 12, 2018. Discuss, and direct staff toward any desired actions that are not required by law. Recognize the public hearing that has been noticed for December 4, 2018.

Background:

Statute requires that the Budget Officer submit a copy of the proposed budget to the Board no later than October 15, 2018. The Board received this by email on October 12, 2018. The Town’s Code requires that the budget be presented at the first meeting in November, and as such is on your agenda tonight.

The legal notice was published on October 24, 2018, specifying a hearing date of December 4, 2018. The budget must be adopted by December 31, 2018, although the mill levy is required to be adopted by December 15, 2018, making it necessary to observe that date for the budget adoption as well.

The Planning Commission reviewed the Capital Improvement Plan on October 9, 2018 and the draft budget as presented incorporates the Planning Commission’s recommendations.

It appears that past practice has varied widely in terms of presentation and public input. Statute does not direct any particular process other than the public hearing, which has already been noticed for December 4, 2018. The Board may call for any discussion and/or public forum it desires between now and the hearing date.

Issue Before the Board

Review and discuss the draft as presented. Establish any additional non-required actions as desired.

Alternatives

- Review and discuss the draft budget as presented. Recognize the public hearing that is set for December 4, 2018. Determine any future actions desired separate from the hearing and adoption.

Conclusion

The Board has already been made aware of much of the 2019 draft budget due to discussions around the unusual fiscal activity of 2018. The Board’s role is to move through the budget process in a way that ensures that its vision is met; staff’s role is to develop line item detail that is administratively effective in carrying out the Board’s vision.

When considering public input, it’s important to keep the “big picture” perspective. Citizen comments should help to form the Board’s overall vision, rather than determine line item details. It’s also critical that and personnel matters be limited to budgetary support for the overall functions of the Town.

TOWN OF GREEN MOUNTAIN FALLS
2019 Draft Annual Budget
General Fund Revenue Detail

Description	unaudited 2017 Actual	2018 Adopted Budget	2018 YTD as of 9/30	2018 uncollected	2018 Amended Budget	2018 Year-end Projections	DRAFT 2019 Proposed Budget
TAXES							
Property Taxes							
Teller County Property Tax	\$ 9,043	\$ 9,282	\$ 9,282	\$ (0)	\$ 9,282	\$ 9,300	\$ 9,300
El Paso County Property Tax	143,479	147,518	146,481	1,037	147,518	147,500	150,900
Specific Ownership Tax-El Paso	18,125	15,200	10,250	4,950	15,200	16,000	16,500
Specific Ownership Tax - Teller	1,140	800	678	122	800	800	800
Total Property Taxes	171,788	172,800	166,691	6,109	172,800	173,600	177,500
Sales and Use Taxes							
3% Sales Tax-GMF St. of CO	115,053	98,000	66,039	31,961	98,000	119,000	122,600
3% Use Tax Auto El Paso	29,388	32,500	31,979	521	32,500	41,000	41,800
3% Use Tax Auto Teller	3,652	2,500	1,922	578	2,500	2,500	2,600
3% Use Tax Construction/PPRBD	7,533	6,490	8,136	(1,646)	6,490	9,900	8,000
Total Sales and Use Taxes	155,626	139,490	108,077	31,413	139,490	172,400	175,000
Franchise Taxes							
Franchise-Telephone	4,200	4,200	2,100	2,100	4,200	4,200	4,200
Franchise-Cable	11,861	10,700	6,368	4,332	10,700	10,700	10,900
Franchise-Gas	11,818	10,600	8,074	2,526	10,600	12,400	12,600
Franchise-Electric	19,448	18,600	-	18,600	18,600	19,500	19,900
Total Franchise Taxes	47,328	44,100	16,542	27,558	44,100	46,800	47,600
2% Lodging Tax	14,938	13,900	4,186	9,714	13,900	4,200	-
Lodging Occupational Tax	-	-	-	-	-	-	32,500
TOTAL TAXES	389,679	370,290	295,495	74,795	370,290	397,000	432,600

TOWN OF GREEN MOUNTAIN FALLS
2019 Draft Annual Budget
General Fund Revenue Detail

Description	unaudited	2018	2018	2018	2018	2018	DRAFT
	2017 Actual	Adopted Budget	YTD as of 9/30	uncollected	Amended Budget	Year-end Projections	2019 Proposed Budget
INTERGOVERNMENTAL REVENUE							
HUTF	29,337	28,500	14,409	14,091	28,500	28,500	28,200
Cigarette Tax	-	-	196	(196)	-	300	300
M.V. Reg. Lic. Fees El Paso	2,322	2,500	1,725	775	2,500	2,500	2,500
M.V. Reg. Lic. Fees Teller	250	300	138	163	300	200	300
Road and Bridge/El Paso	1,294	700	1,317	(617)	700	1,400	700
Road and Bridge/Teller	-	750	108	642	750	100	100
RTA Maintenance Funds	49,781	33,666	1,715	31,951	33,666	38,200	38,200
State Sourced Grant Funds	-	50,000	2,160	47,840	50,000	50,000	-
Severance Tax, Federal Mineral Lease	-	-	667	-	-	700	700
Grants - Town Manager	17,454	42,187	47,781	(5,594)	42,187	71,800	32,400
DUI/CIOT/LEAF	-	-	220	(220)	-	200	-
TOTAL INTERGOVERNMENTAL REVENUE	100,438	158,603	70,435	88,835	158,603	193,900	103,400
CHARGES FOR SERVICES							
Parks and Recreation							
Gazebo Rentals	3,550	3,000	5,475	(2,475)	3,000	6,000	6,000
Pool Admissions & Passes	12,412	16,500	3,621	12,879	16,500	3,600	7,500
Pool - Food	-	300	-	300	300	-	-
Swimming Lessons	-	-	-	-	-	-	-
Pool Rental	-	-	-	-	-	-	-
Total Parks and Recreation	15,962	19,800	9,096	10,704	19,800	9,600	13,500
Public Safety							
VIN Checks	30	-	-	-	-	-	-
Total Public Safety	30	-	-	-	-	-	-
TOTAL CHARGES FOR SERVICES	15,992	19,800	9,096	10,704	19,800	9,600	13,500
FINES AND FORFEITURES							
Court Traffic	645	8,500	685	7,815	8,500	1,000	1,000
TOTAL FINES AND FORFEITURES	645	8,500	685	7,815	8,500	1,000	1,000

TOWN OF GREEN MOUNTAIN FALLS
2019 Draft Annual Budget
General Fund Revenue Detail

Description	unaudited 2017 Actual	2018 Adopted Budget	2018 YTD as of 9/30	2018 uncollected	2018 Amended Budget	2018 Year-end Projections	DRAFT 2019 Proposed Budget
LICENSES AND PERMITS							
Business Licenses	8,154	12,800	8,100	4,700	12,800	8,000	8,100
Short-term Rental Licenses	-	-	1,950	(1,950)	-	2,000	6,000
Dog Licenses	400	400	390	10	400	400	400
Liquor License Fees	500	500	351	149	500	500	500
Planning Commission Fees	1,700	500	410	90	500	500	500
Special Event Permit	1,400	1,400	1,300	100	1,400	1,400	1,400
Special Use Permit	600	400	625	(225)	400	600	600
Revocable Permit Fees	125	225	250	(25)	225	300	300
Road Cut Permit	594	-	265	(265)	-	300	300
TOTAL LICENSES AND PERMITS	13,473	16,225	13,641	2,584	16,225	14,000	18,100
OTHER REVENUE							
Interest	1,310	700	1,889	(1,189)	700	2,100	2,100
Donations	27,129	50,000	3,685	46,315	50,000	51,500	-
Misc. Revenue	2,068	-	-	-	-	-	-
Insurance Recovery	-	-	-	-	-	16,900	-
GMF Stickers/Hats/Decals/Shirts	59	-	51	(51)	-	-	-
Other Marshal Revenues	-	-	-	-	-	-	-
TOTAL OTHER REVENUE	30,566	50,700	5,625	45,075	50,700	70,500	2,100
TOTAL GENERAL FUND REVENUE	\$ 550,794	\$ 624,118	\$ 394,977	\$ 229,808	\$ 624,118	\$ 686,000	\$ 570,700

TOWN OF GREEN MOUNTAIN FALLS
2019 Draft Annual Budget
General Fund Expenditures Detail

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 9/30	2018 Unexpended	2018 Amended Budget	2018 Year-end Projections	DRAFT 2019 Proposed Budget
ADMINISTRATION DEPARTMENT							
Operations							
Office Supplies	\$ 4,050	\$ 3,503	\$ 3,336	\$ 167	\$ 3,000	\$ 3,500	\$ 3,700
Postage	292	600	211	389	300	300	400
Building Maintenance	6,171	7,400	1,542	5,858	1,500	1,600	1,600
Legal Publications	976	2,000	1,045	955	2,000	1,200	1,200
Code Publishing	1,463	3,000	-	3,000	3,000	1,000	2,000
Annual Fee - Server Maintenance/IT Support	2,298	2,800	2,530	270	4,680	4,700	4,700
Annual Maintenance Contracts	615	500	36	464	500	-	2,200
Travel/Meetings Expense	2,211	1,750	154	1,596	700	700	1,000
Tax Collection Expense	2,896	3,300	3,507	(207)	3,300	3,800	3,800
Payroll Processing	1,678	3,000	862	2,138	3,000	900	900
Surety Bond	667	700	995	(295)	530	1,000	500
Election	-	11,000	370	10,630	11,000	1,000	-
Training/Conferences/Travel	3,388	4,500	718	3,782	1,500	1,500	3,500
Computer Replacements	3,017	-	-	-	-	-	-
Contracted Services	23,984	-	41,407	(41,407)	67,470	62,000	19,000
Marketing	477	-	-	-	-	-	-
Bank Service Charges	39	-	124	(124)	-	200	200
Total Operations	54,221	44,053	56,835	(12,782)	102,480	83,400	44,700
Labor							
Full Time Salaries - Town Manager	44,917	60,000	58,610	1,390	79,538	84,500	73,000
Full Time Salaries - Town Clerk/Treasurer	-	-	13,721	(13,721)	28,700	22,900	55,000
Admin Job Search	1,146	700	-	700	700	-	500
Part Time Salaries	29,191	30,000	-	30,000	-	-	-
Unemployment Insurance	99	150	104	46	150	100	200
Cell Phone Stipend	420	-	60	(60)	60	100	1,500
Workers Comp (Pinnacol)	1,051	500	556	(56)	500	600	1,200
Health/Life/Dental (CEBT)	6,022	8,280	3,964	4,316	3,200	5,600	20,400
FICA	5,669	6,885	5,533	1,352	8,300	8,300	9,800
Retirement	-	1,500	-	1,500	-	-	-
On Boarding Expenses	1,999	15,000	-	15,000	-	-	-
Total Labor	90,515	123,015	82,548	40,467	121,148	122,100	161,600
Utilities							
Electric	2,183	2,000	1,353	647	3,000	2,000	2,100
Natural Gas	762	1,000	391	609	1,000	600	700
Telephone/Internet	1,286	1,500	1,056	444	1,800	1,600	1,700
Total Utilities	4,231	4,500	2,800	1,700	5,800	4,200	4,500
TOTAL ADMINISTRATION DEPARTMENT	148,967	171,568	142,183	29,385	229,428	209,700	210,800

TOWN OF GREEN MOUNTAIN FALLS
 2019 Draft Annual Budget
 General Fund Expenditures Detail

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 9/30	2018 Unexpended	2018 Amended Budget	2018 Year-end Projections	DRAFT 2019 Proposed Budget
JUDICIAL DEPARTMENT							
Operations							
Office Supplies	-	100	9	92	100	-	100
Postage	-	65	-	65	65	100	100
Other	-	-	-	-	300	300	300
Total Operations	-	165	9	157	465	400	500
Labor							
Municipal Judge Salary	800	3,600	1,000	2,600	3,600	1,200	1,800
Prosecutor Services	-	5,625	331	5,294	2,500	500	3,000
Total Labor	800	9,225	1,331	7,894	6,100	1,700	4,800
TOTAL JUDICIAL DEPARTMENT	800	9,390	1,339	8,051	6,565	2,100	5,300

TOWN OF GREEN MOUNTAIN FALLS
2019 Draft Annual Budget
General Fund Expenditures Detail

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 9/30	2018 Unexpended	2018 Amended Budget	2018 Year-end Projections	DRAFT 2019 Proposed Budget
PUBLIC WORKS DEPARTMENT							
Operations							
Office Supplies	655	-	1,717	(1,717)	2,500	2,500	1,400
Operating Supplies	873	1,551	2,004	(453)	2,000	2,000	2,000
Small Equipment Repair	1,385	3,500	171	3,329	3,500	500	3,500
Heavy Equipment Repair	5,207	8,000	10,381	(2,381)	15,000	15,600	9,000
Vehicle Maintenance	2,471	2,000	306	1,694	2,000	9,000	3,500
Building Maintenance	4,161	2,500	121	2,379	2,500	200	2,500
Clothing	1,086	1,000	1,110	(110)	1,000	1,200	800
Fuel	5,053	4,000	4,327	(327)	4,000	6,400	7,300
Equipment Purchase	30,928	5,000	-	5,000	5,000	-	-
Training/Conferences/Travel	64	750	475	275	750	500	800
Tools	807	2,750	113	2,637	1,750	100	1,600
Road & Street Materials/Maintenance	26,752	36,000	14,960	21,040	36,000	34,000	38,200
Road Striping/Asphalt Repair	-	2,200	150	2,050	2,200	400	1,500
Consumable - Vehicle	1,000	4,000	1,400	2,600	2,500	1,700	2,000
IT Support	58	200	-	200	200	-	-
Large Equipment Rental	-	-	32	(32)	-	-	-
Wildlife Mitigation	1,025	3,000	1,094	1,906	3,000	2,000	3,000
Disaster Recovery	-	-	18,306	(18,306)	-	32,076	-
Total Operations	81,525	76,451	56,668	19,783	83,900	76,100	77,100
Labor							
Full Time Wages	46,746	40,500	22,667	17,833	29,103	30,700	32,300
Overtime	1,650	5,000	4,100	900	3,000	6,100	3,700
Part Time/Seasonal/Temp Salaries	15,789	29,500	14,083	15,417	23,460	25,000	33,500
Maintenance Job Search	-	100	-	100	100	100	-
Unemployment	99	150	95	55	150	200	200
Workers Comp (Pinnacol)	3,904	4,900	3,005	1,895	3,570	3,600	3,600
Health/Life/Dental (CEBT)	9,113	8,746	5,550	3,196	11,900	11,900	10,200
FICA	5,051	5,738	3,125	2,613	4,300	4,800	5,400
Retirement	-	1,520	-	1,520	-	-	800
Cell Phone Stipend	600	720	180	540	180	200	800
Parks Maint. Labor Allocation	-	(9,095)	-	(9,095)	(9,095)	(9,100)	(9,100)
Total Labor	82,952	87,779	52,806	34,973	66,668	73,500	81,400
Utilities							
Street Lights	448	500	-	500	500	500	500
Electric	1,636	2,000	1,158	842	2,000	2,200	2,300
Natural Gas	1,251	1,500	596	904	1,500	1,400	1,500
Trash	909	1,000	821	179	1,500	1,000	1,100
Internet/phone	825	1,150	694	456	1,150	1,100	1,200
Total Utilities	5,068	6,150	3,269	2,881	6,650	6,200	6,600
TOTAL PUBLIC WORKS DEPARTMENT	169,545	170,380	112,742	57,638	157,218	155,800	165,100

TOWN OF GREEN MOUNTAIN FALLS
2019 Draft Annual Budget
General Fund Expenditures Detail

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 9/30	2018 Unexpended	2018 Amended Budget	2018 Year-end Projections	DRAFT 2019 Proposed Budget
PUBLIC SAFETY DEPARTMENT							
Operations							
Marshal Dept. Clothing	2,831	1,919	344	1,575	1,000	1,000	1,000
Marshal Vehicle Repair	4,892	5,299	-	5,299	4,000	-	4,000
Memberships/Certifications	605	1,500	90	1,410	500	100	500
Ammunition	499	500	-	500	500	500	500
Training/Conferences/Travel	-	750	-	750	1,000	-	1,000
Annual Fee - Server Maintenance	-	-	-	-	200	-	-
Annual Radio Fees	2,012	2,000	-	2,000	2,000	2,000	2,000
Surety Bond	-	250	150	100	100	100	200
Meals/Travel/Lodging	48	-	-	-	1,500	-	1,000
Office Supplies	869	1,000	387	613	700	500	700
Fuel/Mileage	1,822	3,000	2,037	963	3,000	2,100	3,000
Miscellaneous Expense	-	-	-	-	500	-	-
Departmental Supplies/Equipment	4,740	3,980	1,927	2,053	5,698	2,100	4,000
IT Support	755	1,000	-	1,000	500	-	-
Total Operations	19,072	21,198	4,935	16,263	21,198	8,400	17,900
Labor							
Full Time - Salary	34,038	40,500	28,462	12,038	40,500	40,000	41,600
Marshal Job Search	1,645	-	-	-	-	-	-
FICA	2,235	3,099	1,937	1,162	3,099	3,100	3,200
Unemployment Insurance	35	124	36	88	124	100	100
Temporary/Season Help	600	-	-	-	-	-	-
Workers Comp (Pinnacol)	2,330	2,600	1,750	850	2,600	2,600	2,700
Health/Life/Dental (CEBT)	9,996	8,550	10,432	(1,882)	13,878	13,900	11,200
Retirement	-	2,025	-	2,025	2,025	-	-
Employee On Boarding	740	3,500	-	3,500	1,500	-	200
Cell Phone Stipend	540	720	180	540	720	200	-
Total Labor	52,159	61,118	42,797	18,321	64,446	59,900	59,000
Utilities							
Natural Gas	741	1,000	563	437	1,000	800	900
Electric	273	500	164	336	500	300	400
Telephone/Internet	1,843	1,896	1,685	211	1,896	2,000	2,000
Total Utilities	2,856	3,396	2,413	983	3,396	3,100	3,300
TOTAL PUBLIC SAFETY DEPARTMENT	74,087	85,712	50,145	35,567	89,040	71,400	80,200

TOWN OF GREEN MOUNTAIN FALLS
2019 Draft Annual Budget
General Fund Expenditures Detail

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 9/30	2018 Unexpended	2018 Amended Budget	2018 Year-end Projections	DRAFT 2019 Proposed Budget
PARKS AND RECREATION DEPARTMENT							
<u>Parks</u>							
Operations							
Operating Supplies	227	500	1,239	(739)	3,500	2,000	1,800
Park Maintenance	6,338	5,000	5,178	(178)	3,000	6,500	5,000
Total Operations	6,564	5,500	6,417	(917)	6,500	8,500	6,800
Utilities							
Electric- Gazebo	512	825	314	511	825	600	600
Electric -Fountain	1,343	850	756	94	850	1,200	1,300
Total Utilities	1,854	1,675	1,070	605	1,675	1,800	1,900
Total Parks	8,419	7,175	7,487	(312)	8,175	10,300	8,700
<u>Pool</u>							
Labor							
Lifeguard Salaries	17,570	17,950	7,158	10,792	11,017	7,200	15,000
Unemployment	15	300	21	279	300	100	100
Workers Comp	-	200	-	200	200	200	200
FICA	1,343	918	548	370	900	600	1,100
Public Works Labor Allocation - POOL	-	-	-	-	-	-	-
CPO Training	250	250	-	250	225	-	300
Total Labor	19,178	19,618	7,727	11,891	12,642	8,100	16,700
Operations							
Pool Food	287	500	46	454	500	100	500
Pool Supplies	406	2,200	1,027	1,173	2,200	1,000	2,000
Office Supplies	25	-	32	(32)	-	100	100
Pool Inspections	125	125	130	(5)	130	100	100
Pool and Pool Building Maintenance	859	1,300	4,648	(3,348)	1,300	4,600	1,300
Total Operations	1,702	4,125	5,883	(1,758)	4,130	5,900	4,000
Utilities							
Electric - Pool	728	1,000	2,517	(1,517)	1,000	2,700	2,800
Natural Gas - Pool	1,554	1,200	909	291	1,200	1,100	1,200
Telephone - Pool	538	450	448	2	1,000	800	800
Total Utilities	2,821	2,650	3,874	(1,224)	3,200	4,600	4,800
Total Pool	23,701	26,393	17,484	8,909	19,972	18,600	25,500
TOTAL PARKS AND RECREATION DEPARTMENT	32,120	33,568	24,971	8,597	28,147	28,900	34,200

TOWN OF GREEN MOUNTAIN FALLS
2019 Draft Annual Budget
General Fund Expenditures Detail

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 9/30	2018 Unexpended	2018 Amended Budget	2018 Year-end Projections	DRAFT 2019 Proposed Budget
GENERAL GOVERNMENT DEPARTMENT							
Operations							
CIRSA Liability Insurance	14,419	16,500	6,824	9,676	16,500	11,000	11,000
Town Attorney	12,388	14,000	30,105	(16,105)	29,000	34,700	14,000
Capital Outlay	3,290	-	-	-	-	-	-
Volunteer Medical	-	250	-	250	250	-	-
Non Salaried Board (Pinnacol)	884	1,460	921	539	1,460	1,000	1,000
Annual Fees/Dues	1,125	600	515	85	600	600	600
Professional Services	-	100,000	18,706	81,294	100,000	100,000	5,000
Mountain States Employer's Council.	1,350	1,350	1,400	(50)	1,350	1,400	1,400
Audit Services	5,900	5,900	-	5,900	5,900	5,900	6,100
Total Operations	39,355	140,060	58,470	81,590	155,060	154,600	39,100
TOTAL GENERAL GOVERNMENT	39,355	140,060	58,470	81,590	155,060	154,600	39,100
TOTAL GENERAL FUND EXPENDITURES	\$ 464,874	\$ 610,678	\$ 389,850	\$ 220,828	\$ 665,458	\$ 622,500	\$ 534,700

TOWN OF GREEN MOUNTAIN FALLS
2019 Draft Annual Budget
General Fund Summary

Description	2017 Actual	2018 Adopted Budget	2018 YTD as of 9/30	2018 Uncollected/ Unexpended	2018 Amended Budget	2018 Budget Changes	2018 Year-end Projections	DRAFT 2019 Proposed Budget
REVENUE								
Property Taxes	\$ 152,522	\$ 156,800	\$ 155,763	\$ 1,037	\$ 156,800	\$ -	\$ 156,800	\$ 160,200
Specific Ownership Taxes	19,266	16,000	10,928	5,072	16,000	-	16,800	17,300
Sales & Use Taxes	155,626	139,490	108,077	31,413	139,490	-	172,400	175,000
Franchise Taxes	47,328	44,100	16,542	27,558	44,100	-	46,800	47,600
Lodging Taxes	14,938	13,900	4,186	9,714	13,900	-	4,200	32,500
Intergovernmental Taxes/Fees	33,203	32,750	17,893	14,858	32,750	-	33,000	32,100
Intergovernmental Grants	67,235	125,853	52,543	73,310	125,853	-	160,900	71,300
Charges for Services	15,992	19,800	9,096	10,704	19,800	-	9,600	13,500
Fines and Forfeitures	645	8,500	685	7,815	8,500	-	1,000	1,000
Licenses & Permits	13,473	16,225	13,641	2,584	16,225	-	14,000	18,100
Donations/Nonprofit Grants	27,129	50,000	3,685	46,315	50,000	-	51,500	-
Other Sources	3,437	700	1,940	(1,240)	700	-	2,100	2,100
Total Revenue	550,794	624,118	394,977	229,141	624,118	-	669,100	570,700
EXPENDITURES								
Administration	148,967	171,568	142,183	29,385	229,428	57,860	209,700	210,800
Judicial	800	9,390	1,339	8,051	6,565	(2,825)	2,100	5,300
Public Works	169,545	170,380	112,742	57,638	157,218	(13,162)	155,800	165,100
Public Safety	74,087	85,712	50,145	35,567	89,040	3,328	71,400	80,200
Parks & Recreation	32,120	33,568	24,971	8,597	28,147	(5,421)	28,900	34,200
General Government	39,355	140,060	58,470	81,590	155,060	15,000	154,600	39,100
Total Expenditures	464,874	610,678	389,850	220,828	665,458	54,780	622,500	534,700
Excess (Deficiency) of Revenue over Expenditures	85,920	13,440	5,126	8,314	(41,340)	(54,780)	46,600	36,000
OTHER FINANCING SOURCES/USES								
Transfer to Capital Reserve Fund	(11,000)	(225,385)	-	(225,385)	(238,087)	(12,702)	(313,618)	(37,400)
Total Other Financing Sources (Uses)	(11,000)	(225,385)	-	(225,385)	(238,087)	(12,702)	(313,618)	(37,400)
Net Change in Fund Balance	74,920	(211,945)	5,126	(217,071)	(279,427)	(67,482)	(267,018)	(1,400)
CUMULATIVE FUND BALANCE								
Beginning Fund Balance	310,898	348,440	385,818		416,017	67,577	385,818	118,800
Net Change in Fund Balance	74,920	(211,945)	5,126	(217,071)	(279,427)	(67,482)	(267,018)	(1,400)
Ending Fund Balance	385,818	136,495	390,944	(217,071)	136,590	95	118,800	117,400
Less Restrictions, Commitments & Assignments:								
TABOR Reserve	16,965	10,462	10,462	-	10,462	-	18,800	17,400
Town Contingency		26,129	-	26,129	26,129	-		
Unassigned Fund Balance	\$ 368,853	\$ 99,904	\$ 380,482	\$ (243,200)	\$ 99,999	\$ 95	\$ 100,000	\$ 100,000

TOWN OF GREEN MOUNTAIN FALLS
2019 Draft Annual Budget
Capital Reserve Fund

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 9/30	2018 Unexpended	2018 Year-end Projections as of 9/30	DRAFT 2019 Proposed Budget
REVENUE						
Intergovernmental Revenue						
RTA Capital Funds	\$ -	\$ 255,369	\$ -	\$ 255,369	\$ 224,000	\$ 60,600
State Grants	-	210,515	-	210,515	-	-
Federal Grants	-	9,000	-	9,000	-	16,500
Total Intergovernmental Revenue	-	474,884	-	474,884	224,000	77,100
Other Revenue						
Interest	-	1,500	-	1,500	1,500	1,500
Grants	-	-	-	-	-	-
Donations	-	42,000	21,250	20,750	27,250	-
Total Other Revenue	-	43,500	21,250	22,250	28,750	1,500
Total Revenue	-	518,384	21,250	497,134	252,750	78,600
EXPENDITURES						
Capital Outlay						
Accounting Software Upgrade	-	3,300	-	3,300	-	-
Computer/Related Hardware Replacements	-	3,300	-	3,300	-	3,300
Mower Replacement	-	9,000	8,811	189	8,800	-
Marshal Patrol Vehicle Replacement	-	33,000	32,764	236	32,800	-
Pool Deck Repair	-	5,000	764	4,236	800	-
Plant Trees - Arbor Day	-	5,000	-	5,000	-	-
Lake Project	-	-	-	-	-	-
island wall replacement	-	59,800	-	59,800	-	-
island wall replacement; island sod	4,140	-	42,836	(42,836)	42,836	-
bridge replacement	-	34,190	-	34,190	-	-
park and island sod, irrigation	-	48,000	-	48,000	-	-
installation of Park Sprinkler System/Re-sod	-	-	50,715	(50,715)	69,900	-
railway, perimeter path grading	-	57,074	-	57,074	-	-
perimeter path installation	-	9,282	-	9,282	-	-
playpark items	-	3,591	-	3,591	-	-
ADA ramp/fishing pier	-	-	-	-	-	10,000
lake outlet reconfiguration	-	50,000	-	50,000	-	-
Public Restroom Upgrades	-	18,750	-	18,750	-	6,000
lake valve control automation	-	12,000	-	12,000	-	12,000
Armor Lake West Shore - New Path	-	-	-	-	-	5,000

TOWN OF GREEN MOUNTAIN FALLS

2019 Draft Annual Budget

Capital Reserve Fund

Description	2017 Actual (unaudited)	2018 Adopted Budget	2018 YTD as of 9/30	2018 Unexpended	2018 Year-end Projections as of 9/30	DRAFT 2019 Proposed Budget
Speed Control Devices on Ute Pass Ave.	6,857	-	-	-	-	-
Belvidere Ave. Widening and Overlay	-	222,369	-	222,369	224,043	-
Lake Street Sidewalk Replacement	-	-	-	-	6,000	-
Repair Maple Street Bridge	-	-	-	-	-	35,200
Repair/Replace Midland Culvert Crossing	-	-	-	-	-	52,000
Belvidere/Olathe Sediment Removal	-	-	-	-	-	26,500
El Paso Trail Road & Drainage Improvements	-	-	-	-	-	40,800
Iona Ave Drainage/Road Repair	-	-	-	-	-	-
Repair Conn Trail Flood Damage	-	-	-	-	-	-
Divert Stormwater from Hotel St. to Creek	-	-	-	-	-	13,000
Divert Stormwater from Ute Pass Ave to Creek	-	-	-	-	-	8,000
Divert Stormwater from Foster Ave to Creek	-	-	-	-	-	5,000
Lake Sediment Dredging	-	-	-	-	-	23,000
Stilling Basins	-	33,000	-	33,000	-	66,000
Stormwater Improvements - Ute Pass	-	31,000	-	31,000	-	-
Replace Altitude Sign	-	3,000	-	3,000	-	3,000
Town Hall Monument Signage	-	8,000	-	8,000	-	-
Community Events Board	-	9,000	-	9,000	-	-
Town Hall Facilities Improvements	-	16,900	-	16,900	-	-
Town Hall Other Needs	-	-	-	-	-	-
Total Capital Outlay	10,997	674,556	135,890	538,666	385,179	308,800
Excess (Deficiency) of Revenue over Expenditure	(10,997)	(156,172)	(114,640)	(41,532)	(132,429)	(230,200)
OTHER FINANCING SOURCES/USES						
Transfer from General Fund	11,000	225,385	-	225,385	313,618	37,400
Transfer from Conservation Trust Fund	-	24,942	-	24,942	25,000	-
In-kind Volunteer Labor	-	9,282	-	9,282	-	-
Total Other Financing Sources (Uses)	11,000	259,609	-	259,609	338,618	37,400
Net Change in Fund Balance	3	103,437	(114,640)	218,077	206,189	(192,800)
CUMULATIVE FUND BALANCE						
Beginning Fund Balance	-	-	-	-	3	206,192
Net Change in Fund Balance	3	103,437	(114,640)	218,077	206,189	(192,800)
Ending Fund Balance	3	103,437	(114,640)	218,077	206,192	13,392
Less Restrictions, Commitments & Assignments:						
TABOR reserve	-	14,468	14,468	-	6,800	1,900
Ending Fund Balance	\$ 3	\$ 88,969	\$ (129,108)	\$ 218,077	\$ 199,392	\$ 11,492

TOWN OF GREEN MOUNTAIN FALLS
 2019 Draft Annual Budget
 Conservation Trust Fund

Description	2017 Actual	2018 Adopted Budget	2018 YTD as of 9/30	2018 Uncollected/ Unexpended	2018 Budget Changes	2018 Year-end Projection	2019 Proposed Budget
REVENUE							
Intergovernmental Revenue							
Lottery Proceeds	\$ 8,394	\$ 9,000	\$ 6,422	\$ 2,578	\$ (9,000)	\$ 9,000	\$ 9,000
Total Intergovernmental Revenue	8,394	9,000	6,422	2,578	(9,000)	9,000	9,000
Other Revenue							
Interest	281	95	-	95	(95)	300	300
Total Other Revenue	281	95	-	95	(95)	300	300
Total Revenue	8,674	9,095	6,422	2,673	(9,095)	9,300	9,300
EXPENDITURES							
Parks and Recreation							
Labor	9,190	9,095	-	9,095	-	9,100	9,100
Total Parks and Recreation Expenditures	9,190	9,095	-	9,095	-	9,100	9,100
Excess (Deficiency) of Revenue over Expenditure	(516)	-	6,422	(6,422)	(9,095)	200	200
OTHER FINANCING SOURCES/USES							
Transfer to Capital Improvement Fund	-	(24,942)	-	(24,942)	-	(25,000)	-
Total Other Financing Sources (Uses)	-	(24,942)	-	(24,942)	-	(25,000)	-
Net Change in Fund Balance	(516)	(24,942)	6,422	(31,364)	(9,095)	(24,800)	200
CUMULATIVE FUND BALANCE							
Beginning Fund Balance	25,853	25,853	25,853		(516)	25,337	537
Net Change in Fund Balance	(516)	(24,942)	6,422	(31,364)	(9,095)	(24,800)	200
Ending Fund Balance	25,337	911	32,275	(31,364)	(9,611)	537	737
Less Restrictions, Commitments & Assignments:							
Town Contingency	-	911	-	911	(911)		
Restricted Fund Balance	\$ 25,337	\$ 0	\$ 32,275	\$ (32,275)	\$ (8,700)	\$ 537	\$ 737

BOARD OF TRUSTEES AGENDA MEMO

DATE: October 22, 2018	AGENDA NO 4.d.	SUBJECT: Discussion – Committee Appointments
Presented by: Judy A. Egbert, Interim town Clerk		

Recommend action:

Discuss and direct staff toward future action.

Background:

The attached was what I was able to find in the records regarding the most recent action making committee appointments. This is an electronic document, clearly marked “draft” and without any adoption date. There is no signed copy.

The February 6, 2018 minutes reflect that this resolution was adopted, with the notation that names may be filled in later. This is problematic for a couple of reasons.

- Although it is clear from the minutes that the Board adopted a resolution to appoint committee members, there is no way to know for sure that this draft is what was acted on.
- It would not be appropriate to change any Resolution after adoption, unless specifically directed by the Board. In this case, the minutes do not specify which names are to be filled in later, and did not give any staff discretion to do so.

The Board has recently made two appointments separately outside of action by Resolution:

- Anne Esch to the PPRTA and PPACOG Citizen Advisory Committees on May 1, 2018. In the same motion, the Board specified that the Mayor and Mayor Pro Tem as Alternates to these positions.
- Richard Williams to the PPRTA citizen Advisory Committee on October 16, 2018.

Issue Before the Board

I would ask that the Board discuss and give staff direction to the following:

- Is an annual resolution in this format the desired mechanism to make appointments?
- How does the Board wish to deal with resignations? Make appointments as they occur? Wait until the next annual cycle and allow an Alternate to serve in the meantime? Other choices?
- Does this draft resolution accurately reflect the entirety of positions to be appointed?
- When an appointed person’s term nears expiration, does the Board wish to solicit applicants, or simply request re-appointment interest from the seated member?
- It looks like the Parks & Recreation Committee is relatively new and members have not been appointed. If this role has been inactive for some time, the Board may want to discuss its value and future standing as a Committee structure.
- The Board should consider that any bodies it appoints (Planning Commission, Parks & Recreation, Trails Committee) are subject to open meetings, open records, and records retention standards as contained in state law and the records retention schedule. Separate from the appointment of members, the Board should consider:
 - Does the Town provide support staff to these boards?
 - If not, how can the Town ensure that the appointed Secretary is conforming with all the required standards?

Alternatives

The Board has unlimited alternatives available, as long as actions are in accordance with the Town’s ordinances and resolutions, and any governing documents from the outside entities.

Conclusion

A single Resolution such as this helps to see the entirety of the Town’s committee structure, how it appoints members, who those members are, and how its appointed bodies carry out transparent government.

GREEN MOUNTAIN FALLS, COLORADO

RESOLUTION NO. 2018-02

**A RESOLUTION NAMING APPOINTMENTS TO COMMITTEES, COMMISSIONS,
AND OUTSIDE AGENCIES FOR TERMS IN CALENDAR YEAR 2018**

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

WHEREAS, the Board of Trustees appoints members to the Planning Commission for regular, limited terms; and

WHEREAS, the Board of Trustees appoints members to various standing and ad-hoc advisory committees for regular, limited terms; and

WHEREAS, the Board of Trustees appoints various people to outside agency appointments to represent the interests of the town; and

WHEREAS, minimizing vacancies to these appointments – whether by reappointment or new appointment in advance of term expirations – maximizes continuity in each agency;

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

Section 1.

The following members, alternates, or secretaries—as indicated—are hereby appointed, nominated, or reaffirmed to these commissions, committees, and outside agencies for the terms as specified:

Member Name	Term Beginning*	Term Ending**
GMF Planning Commission		
<i>The Planning Commission is charged with advising the Board of Trustees in matters of building permits, parking, signage, architectural controls, planning, and zoning, as well as the formulation of a Comprehensive Plan. The Commission consists of a fixed membership of five (5) members serving two (2) year terms, until replaced, appointed by the Board of Trustees. The Planning Commission itself elects a Chair and Vice Chair from among their members.</i>		

Member Name	Term Beginning*	Term Ending**
<i>The Board of Trustees may designate a Secretary who is not a Member of the Commission. In addition, the Mayor is a non-voting ex-officio member of the Planning Commission.</i>		
<i>Town Code Chapter 2 Article IX C.R.S. Title 31 Article 23 Part 2</i>		
Eric Caldwell	(3) June 3, 2018	June 3, 2020
Dick Bratton	(2) January 20, 2017	January 20, 2019
Rocco Blasi	(1) April 12, 2017	April 12, 2019
Greg Williamson	(1) June 20, 2017	June 20, 2019
Gerald Irwin	(1) January 16, 2018	January 16, 2020
Katharine Guthrie (Secretary)		Until replaced
GMF Parks & Recreation Advisory Committee		
<i>The Parks & Recreation Advisory Committee is a standing committee charged with reviewing the maintenance and capital needs of the Town's parks, recreation facilities, and trails, as well as the formulation of a Parks & Recreation Master Plan. The Committee consists of a fixed membership of seven (7) members serving staggered three (3) year terms, appointed by the Board of Trustees. The Committee itself elects a Chair and Vice Chair from among their members. In addition, the Board of Trustees appoints a Secretary who is not a Member of the Committee.</i>		
<i>Town Code Chapter 2 Article XII</i>		
<i>Vacancy (Member)</i>		
<i>Vacancy (Member)</i>		
<i>Vacancy (Member)</i>		
<i>Vacancy (Member)</i>		
<i>Vacancy (Member)</i>		
<i>Vacancy (Member)</i>		
<i>Vacancy (Member)</i>		

Member Name	Term Beginning*	Term Ending**
<i>Vacancy (Secretary)</i>		
GMF Trails Committee <i>The Trails Committee is an ad-hoc committee charged with recommending for approval and carrying out a body of work maintaining and expanding the Town trail system. The Committee consists of a fixed membership of nine (11) members serving staggered three (3) year terms, appointed by the Board of Trustees. The Committee itself elects a Chair and Vice Chair from among their members. In addition, the Board of Trustees appoints a Secretary who is not a Member of the Committee.</i>		
<i>Resolution 2017-09</i>		
Dick Bratton	(1) January 16, 2018	January 16, 2022
Tom McCormick	(1) January 16, 2018	January 16, 2022
Claudia Eley	(1) January 16, 2018	January 16, 2022
Rocco Blasi	(1) January 16, 2018	January 16, 2022
Richard Truesdell	(1) January 16, 2018	January 16, 2021
Jan Smith	(1) January 16, 2018	January 16, 2021
Richard Brown	(1) January 16, 2018	January 16, 2021
Mike Lohman	(1) January 16, 2018	January 16, 2021
Greg Pfander	(1) January 16, 2018	January 16, 2020
Lisa Townsend	(1) January 16, 2018	January 16, 2020
Rebecca Ochkie	(1) January 16, 2018	January 16, 2020
<i>Vacancy (Secretary)</i>		Until replaced
PPACG Board of Directors <i>The Pikes Peak Area Council of Governments is comprised of membership spanning 16 participating local counties and municipalities. Its Board of Directors is charged with establishing objectives and policies related to issues that cross political boundaries, shared opportunities and challenges, and collaborative strategies for action. As a participating</i>		

Member Name	Term Beginning*	Term Ending**
<p><i>member government, the Town Board of Trustees designates a voting representative and an alternate from among the elected Board of Trustees to represent the Town during their term of office.</i></p> <p style="text-align: right;"><i>PPACG Board of Directors Bylaws, Article IV</i></p>		
Tyler Stevens, Trustee	April 18, 2016	April 21, 2020
David Cook, Trustee (Alternate)	April 15, 2014	April 17, 2018
<p>PPACG Community Advisory Committee</p> <p><i>The Community Advisory Committee serves as the formal mechanism for the active participation of citizens in the planning, promotion, and evaluation of activities of the Pikes Peak Area Council of Governments, and assists the PPACG staff in keeping the general public informed relative to regional plans and programs. The CAC is a nontechnical body comprised of volunteers who offer a citizen's perspective on issues such as transportation, the environment, economic development and military impact planning in the Pikes Peak region. The Town Board of Trustees nominates a citizen representative who has a sincere interest in serving the community. The PPACG Board of Directors approves all nominations. Representatives may serve up to two (2) consecutive three (3) year terms.</i></p> <p style="text-align: right;"><i>PPACG CAC Bylaws</i></p>		
Vacancy	December 1, 2017	November 30, 2020
<p>PPRTA Board of Directors</p> <p><i>The Pikes Peak Rural Transportation Authority Board of Directors has primary responsibility for the management and disbursement of funds generated by the Authority, and the activities that support those functions. As a participating member government, the Town Board of Trustees appoints a single Director from among the elected Board of Trustees to represent the Town, for a calendar year term of office.</i></p> <p style="text-align: center;"><i>Intergovernmental Agreement Regarding the Pikes Peak Rural Transportation Authority</i></p>		
Tyler Stevens, Trustee	January 1, 2018	December 31, 2018
<p>PPRTA Citizen Advisory Committee</p> <p><i>The 17-member Pikes Peak Rural Transportation Authority Citizen Advisory Committee's primary objective is to ensure the capital, maintenance, and public transportation projects and programs approved by voters during the November 2, 2004 election and the November 6, 2012 election are accomplished with PPRTA funds. The committee reports directly to the PPRTA Board of Directors, and is charged with reviewing the budgets of the five local member governments to monitor the expenditure of PPRTA funds on capital, maintenance, and public transportation projects and programs. The Town Board of Trustees appoints two members</i></p>		

Member Name	Term Beginning*	Term Ending**
<p><i>from among the residents of the PPRTA geographic boundaries to three-year staggered terms. Representatives from member governments do not have term limits.</i></p> <p style="text-align: right;"><i>PPRTA CAC Bylaws</i></p>		
Richard Williams	January 1, 2016	December 31, 2019
Jonathan Dooley	January 1, 2017	December 31, 2020
<p>PPRBD Advisory Board</p> <p><i>The Pikes Peak Regional Building Department Advisory Board renders advice in the administration operation of the department in matters related to administration and financing and budget of the department. The Town Board of Trustees appoints one representative to the Advisory Board.</i></p> <p style="text-align: right;"><i>By-laws of the Regional Building Commission</i></p>		
Chris Quinn, Trustee	March 2014	
<p>El Paso County Community Development Advisory Board (CDAB)</p> <p><i>On April 1, 2009, El Paso County became an "entitlement community" and was awarded a Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD) to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.</i></p> <p><i>The Community Development Advisory Board (CDAB) reviews matters of importance regarding the CDBG program and makes recommendations to the El Paso County Board of Commissioners concerning community development issues and use of CDBG funds.</i></p> <p><i>The CDAB is comprised of 12 voting members, including a representative from each of the municipalities participating in the El Paso County CDBG Program and a representative from each of the commissioner districts. Participating municipalities advise the Board of County Commissioners who they have designated as their representative. Members are appointed for five-year terms, with terms initially staggered, and are limited to serving two consecutive five-year terms.</i></p>		
Tyler Stevens	(2) May 2017	April 2022 X

Member Name	Term Beginning*	Term Ending**
<p>CML Policy Committee <i>The Colorado Municipal League represents the shared interests of 269 of Colorado’s 272 incorporated municipalities. The CML Policy Committee has significant policy development responsibilities. The committee is responsible for reviewing of requests from member municipalities for CML-initiated legislation and recommending specific positions to the CML Board, reviewing of requests for policy positions from member municipalities and recommending specific positions to the CML Board, review of known or potential legislative issues or bills, consideration of staff recommendations, and recommending specific positions to the CML Board, and review of the League’s Annual Policy Statement that guides League positions on policy issues affecting municipalities and proposing revisions, if necessary, culminating in the ballot questions presented to CML members at the Annual Business Meeting that takes place as part of CML’s Annual Conference. Each member municipality of CML is entitled to designate one representative to the League’s Policy Committee. One alternate may also be designated, and that alternate should attend only if the appointed member is unable to attend.</i></p>		
Tyler Stevens, Trustee	July 2018	June 2019
Vacancy (Alternate)	July 2018	June 2019

* (N) indicates that the specified term is the member’s Nth consecutive term.

** “X” indicates that the member is term-limited at the conclusion of the specified term.

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 ordinance hereby repealed prior to the effective date of this resolution.

INTRODUCED, READ, PASSED, AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS ON THIS

DAY OF , 2018.

**TOWN OF GREEN MOUNTAIN FALLS,
COLORADO**

Jane Newberry, Mayor

ATTEST:

Renee Price, Interim Clerk

DRAFT

TOWN OF GREEN MOUNTAIN FALLS

ORDINANCE NO. 2018-09

AN ORDINANCE ADDING A NEW SUBSECTION 10 TO SECTION 4-127 OF GREEN MOUNTAIN FALLS MUNICIPAL CODE TO ADDRESS THE PROCUREMENT OF SPECIAL SERVICES OR PRODUCTS

WHEREAS, the Board of Trustees desires to amend the Town's procurement provisions to allow the Board of Trustees to procure services and products without following the Town's formal quotation process when the services to be rendered or the products to be provided, due to the specialized skill or product delivered by a single person or entity, the timing of the Town's need, or other unique circumstances as determined by the Board of Trustees, render the formal bidding process to not be in the Town's best interest.

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

Section 1. A new subsection 10 is hereby added to the Green Mountain Falls Municipal Code to read as follows:

In rare circumstances for purchases of services or products that involve a matter of specialized skill, goods, or knowledge that one person or company is uniquely positioned to provide, the Board of Trustees reserves the right to waive the provisions of this section by a majority vote of the Board members present. The person or company may be in such a unique position due its specialized skills or products, the timing of the Town's need for such services or products, or other unique circumstances as determined by the Board of Trustees.

Section 2. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall become effective thirty (30) days after passage.

INTRODUCED AND ORDERED PUBLISHED the 16th day of October, 2018, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the ____ day of _____, 2018.

Jane Newberry, Mayor

ATTEST:

Judy Egbert, Interim Town Clerk

APPROVED AS TO FORM:

Jefferson Parker, Town Attorney

Published in the Pike Peaks Courier, _____ 2018.



Town of Green Mountain Falls

Memorandum

To: Mayor and Board of Trustees
From: Jason S. Wells, Interim Town Manager
Re: Management Report
Date: November 6, 2018

1) Flood Response

- a) Project Management Assistance
 - i) Wilson & Co./Andre Brackin Extension - \$5,174
- b) Priority Projects
 - i) Midland Culvert Replacement - \$51,715
 - (1) Next Steps – Design/Permitting/Construction Bid Solicitation – Wilson & Co. proposal
 - ii) Maple St. Bridge Repair - \$35,184
 - iii) Olathe/Belvidere Sediment Removal - \$26,413
 - (1) Possible Coordination w/ Belvidere Ave Resurfacing Project
 - iv) El Paso Trail Road Rehabilitation - \$40,711
 - v) Iona Ave Culvert Replacement - \$32,282
- c) Outside Funding Eligibility/Disaster Declaration
 - i) Possible Outside Funding Sources
 - (1) Department of Local Affairs – 50% local match required unless financial hardship is proven
 - (a) Administrative Grant – Design Only/50 percent match/\$25K max award/\$100K max project cost
 - (b) Energy Impact Fund Grant – Might Cover Construction Costs
 - (c) Visit w/ DoLA Field Rep. Oct. 31st
 - (d) Financial Hardship Analysis forthcoming
 - (2) NRCS Emergency Watershed Protection Program Funds – 25% local match required
 - (a) Oct. 1st Meeting w/ NRCS Field Reps
 - (b) Oct. 4 Request Ltr
 - (c) Oct. 9 Response Ltr
 - (d) Oct. 22 - Damage Survey Report (DSR) Completed – i.e. to determine eligibility
 - (e) Next Steps
 - (i) Wait to Hear about Potential Award
 - (ii) Congressional Appropriation
 - (3) Fountain Creek Watershed & Greenway District – Funding extremely limited

2) Departmental Info

- a) Town Clerk
 - i) See included comprehensive report
 - ii) Items of Mutual Clerk/Mgr. Interest
 - (1) Election
 - (2) Online Muni Code Updates
 - (3) Continued Website Enhancements

Management Report

January 27, 2017

- b) Marshall's Office
 - i) Verbal report to be provided
 - ii) Items of Mutual Marshal/Mgr Interest
 - (1) Update on IT/AV Needs in Board Chambers
- c) Public Works
 - i) Town Board Tour of PW Facility?
 - ii) Parks
 - (1) Water Service – CSU Regulatory Compliance/Backflow Preventers ** On Hold Due to Staffing/Funding
 - (2) Restrooms – 2019 Capital Reserve Priority
 - iii) Road Maintenance
 - (a) Snow Removal Operations
 - (b) Retention of Part-Time Grader/Snow Plow Operator/Equipment Maintenance Lead
 - (c) Priority Operations Since June/July
 - (d) Mag. Chloride Application
 - (i) Completed on Oct. 24
 - (ii) Utilized Multi-Day Approach; would recommend the same going forward
 - (e) Implementation of Defined Zone-Based Maintenance Protocols
 - (f) Pine/Mountain Ave Intersection – Neighborhood Comments/Re-Opening
 - (g) Research Outsource Options for Culvert Clean-Outs ** On Hold
 - iv) Belvidere Ave Improvement Project
 - (1) Coordination w/ El Paso County
 - (a) Project Budget
 - (i) Project Budget
 - a. Total Available Project Budget - \$224,043
 - b. Total Construction Contract Amount - \$191,636 (pending possible expanded FDR scope)
 - (b) County-Led Competitive Bid Process
 - (i) Bid released Sept. 5
 - (ii) Pre-Bid Meeting on Sep. 13
 - (iii) Response deadline Sep. 19
 - (iv) Bid Award
 - 1. Oct. 3 PPRTA CAC Meeting
 - 2. Oct. 10 PPRTA Board Meeting
 - (v) Project Timeline
 - 1. Pre-Construction Meeting Oct. 11
 - 2. Commencement Date – TBD
 - 3. Completion Date – TBD
 - v) Lake/Park Improvements
 - (1) Memorial Park Bench Policy?
- d) Pool – Winterization Needs
- e) Planning
 - i) Establishment of Staff Planning Function
 - (1) Americorps VISTA Program Application - ** On Hold
 - (2) PPACG Technical Assistance

Management Report

January 27, 2017

- ii) Short-Term Rental Operations – Implementation of New Licensing Structure
 - (1) Status Update
- iii) Economic Development
 - (a) Fiber Optics/Broadband – Oct. 23rd meeting w/ Fire Dpt. & HR Green
 - (b) Follow Through on EPC Enterprise Zone Designation - ** On Hold
- iv) Request to Elevate Portion of Iona Rd. - ** On Hold
- v) New Fire Station Construction
 - (1) Drainage Plan – Kiowa Review Complete
 - (2) Street Paving
- f) Human Resources
 - i) Clerk-Treasurer Recruitment/Appointment Process – See separate material
 - ii) Personnel Policies – Employee Acknowledgements
 - iii) Volunteer Utilization Policies Needed - ** On Hold
- g) Finance
 - i) Financial Control Mechanisms – Improvements Ongoing
 - ii) Budget
 - (1) Budget Adoption Process Generally
 - (2) 2019 Budget
 - (a) Planning Commission Input on CIP – Oct. 9
 - (b) 1st Reading/Workshop on 2019 Budget – Nov. 6 - See Separate Agenda Item
 - (c) 2nd Reading on 2019 Budget? – Nov. 20 if Needed
 - (d) Final Hearing/Adoption - Dec. 4
 - iii) External Entity Reporting
 - (1) HUTF Reporting – Contingent on 2017 Financials
 - iv) Auditing
 - (1) 2017 Audit Status – On-Site Auditor Visits Oct. 2nd/Oct. 25th – Progress Continuing
- h) Information Technology
 - i) A/V Needs – Still Awaiting Microphone Install Assistance from Axxis
 - ii) Website – New Site Launched; Content Being Constantly Increased/Managed
 - iii) Hardware assessment/capital planning – Flair Data Systems engagement
- 3) Grants
 - a) Q3 Requests for Reimbursement Completed
 - i) DoLA Town Manager Grant - \$56,161.62 remaining as of Oct. 1 (of original \$125K award)
 - ii) DoLA Comp Plan Update Grant - \$34,977.50 remaining as of Oct. 1 (of original \$50K award)
 - (1) Reimbursement Requests from HGMFF ** On Hold
 - b) Kirkpatrick Foundation Sidewalk Replacement Grant - ** On Hold
 - c) Fishing is Fun Automated Lake Valve Grant
 - (1) ** Grant Administration Needs
 - (2) ** Project Management Needs
 - d) CDBG - Lake Access Grant - \$7,500 – ADA Fishing Pier
 - i) Notice to Proceed Issued on 9/5
 - ii) ** Project Management/Grant Administration Needs
 - iii) Possible Flood Recovery Grant(s) - See Above

Management Report

January 27, 2017

- 4) Intergovernmental
 - a) Pike's Peak Area Council of Governments
 - i) 2018 Water Quality Management Plan
 - ii) DoLA Mini-Grant for GIS Needs
 - b) Colorado Springs Utilities
 - i) Need to Refine Right-of-Way Encroachment Permitting Process
 - (1) Collaboration w/ CSU Ongoing
 - (2) Refinement of Excavation Permitting/Fee Collection Processes
 - ii) Coordination w/ Utility Regarding Street Light Billing - ** On Hold
 - c) Green Mountain Falls/Chipita Park Fire Department
 - i) Need to Clarify Process for Formal Declaration (and Rescinding) of Fire Restrictions – Mayor Pro Tem Stevens
- 5) Insurance Administration
 - a) CIRSA
 - i) Claims
 - (1) June 24th Hail Damage
 - (a) Follow-Up with Roofing Companies Needed - ** On Hold
- 6) Emergency Management
 - a) Coordination w/ CUSP re: Fire Mitigation Efforts
- 7) Legal
 - a) Ordinance Amending Town Procurement Code re: Unique Goods/Services – See Separate Material
 - b) Comcast Franchise Agreement
 - c) Ordinance re: Budget Adoption Process

The Town of Green Mountain Falls Monthly Maintenance Report

October 2018

To the BOT, Staff and Citizens of GMF

Public Works:

- 1st - All boulders from island wall placed by Town Hall, have been removed.**
- 3rd - Graders Actuator pedals Spring Broke Leaving me to Park at Ute Pass Ave @ Spruce**
- 5th - Went down to Wagner and picked up the Spring for Grader and 10W for the Backhoe. Stopped at Site One to get Seed and Fertilizer from Site One Landscaping. Repaired Grader's broken Spring immediately once back in GMF.**
- 8th - Bought extremely needed Cutting Edges for the Grader**
- 11th - Pre-Con Meeting covering the Belvidere Project @ Town Hall**
- 16th - Installed new cutting edges on our Grader**
- 17th - While cleaning up with the skid on the last graded road El Paso Trail, the right track was sucked down into the soft dirt of the shoulder. This revealed a badly damaged retaining wall, needed to support the road from washing into the Hubschmitt's home.**
- 20th & 22nd - Hauled Sediment Piles off Belvedere, so our equipment won't be on a newly paved road. The skid did have a dangerous hydraulic line hole and parked just across the bottom of Iona. Scheduled 4Rivers for repairs immediately**
- 23rd - Borrowed canoe to remove fountain out of the lake**
- 24th - Installed Railroad Ties in front of Both Doggie Stations in the hiker parking area, across from Hondo. These will protect the Stations from damages from vehicles. Showed Jason and Andre the problem retaining wall on El Paso Tr.**
- 25th - Picked up Water Trucks Door Latch and front right corner of it's bumper w/ supporting bracket**
- 26th - Lubed Padlocks at our shop and the pool**
- 28th - Call from Marshal relaying Dick Bratton's call about the Lake's Grate needing cleared. Business cards are needed for public works communication with the community**

Parks:

Bear Trash Containers and Lake Restrooms have consistently been stocked, cleaned weekly, if not twice a week. October is the last month for Presto-X to apply the Goose Repellent, which has been very effective.

Pool:

The Pool is now Winterized. All Bath house fixtures are taken apart, releasing water that would have frozen. Same with all grey connectors in the Pump Room. The Water Meter and smaller backflow are at the shop for the winter. Painting the whole pool and staining the fence will be projects for this winter.

Roads:

All roads have been Graded and the applied MAG this month. Not rolling before the MAG application is a new approach. As well as watering the roads daily, for 3 days prior to the MAG. Culverts and Ditch repairs are now a drainage priority and will be addressed as to the Zone Maintenance Schedule.

1st - Watered Heavy Zone's 1&2 for Wednesdays MAG application. Removed Loose Silt at the bottom of Boulder St. Back Dragged and Graded Multiple roads in zone's 1 & 2

2nd - Graded Spruce, Pine, Aspen, Grant, Mnt Ave, Illinois, E. Colorado St. Watered Spruce, Pine, Aspen, Grant, Mnt Ave, Garfield, Boulder, Illinois, Foster, Colorado. Back Dragged and cleaned up Spruce, Mnt Ave, Illinois Grant, Colorado

3rd - Watered Zones 1&2, - Graded then Back Dragged Spruce & Mnt Ln, all while GMCO applied their MAG to zones 1&2. The Graders inch pedals spring broke

4th - Called Wagner 1st thing to order new spring for the Grader. Rolled Spruce, Pine, Aspen, Mnt Ave, Grant. Went on road assessment with Jason and Ron, before conference call to GMCO.

5th – Early morning meeting with El Paso County's project inspector (Tom), covering notifications and signage. Picked up Spring Fluid from Wagner. Picked up Seed and Fertilizer from Site One Landscaping. Picked up Toilet repair kit from Woodland Hardware. Installed inch pedal spring on Grader. Watered, Rolled, Back Dragged Boulder, Douglas

8th - Drove roads with Ron. Ordered Grader Cutting Edges and 10W Brake Fluid from Wagner. Built up Iona with 1-2' of Belvidere's Sediment Piles. Graded Iona, Grandview, Olathe. Picked up Graders Cutting Edges and the Backhoe's 10w Brake Fluid.

- 9th - Built up the top of Iona. Graded Cottage/Falls, Grandview, Florence, Ann, Olathe, Cadamount. Cleaned up Loose Silt @ Iona & Falls. Back Dragged and Cleaned up Ora, Myrtle, Cadamount, and corners after Grader. Meeting with Jason to update progress.**
- 10th - Drove and assessed roads with GMCO's Driver (Mark), covering the day's MAG application. Prepared Both Plow trucks for the upcoming winter season.**
- 11th - Zone's 3&4 road assessment, Rolled Kansas, Iona. Belvidere Project Meeting**
- 12th - Drove all roads, inspected the culvert crossing under Ute Pass Ave near El Paso Ave. Added Wrip Wrap @ Pine & Aspen**
- 15th - Graded Hondo's Seg 1&2. Back Dragged Seg 1&2 of Hondo, while the rest of Hondo got graded.**
- 16th - Graded Foster & Mnt Ave. Installed new Cutting Edges on Grader. Pulled water truck in shop. Graded Colorado, Howard, Denver, Hondo. Back Dragged Foster, Mnt Ave, Colorado, Hondo, Howard.**
- 17th - Hauled Belvidere Dirt to Hiker Parking across from Hondo. Graded Spruce triangle, Hiker Parking, El Paso trail. Back Dragged Denver, Colorado, Maple St, Hiker Parking Area, El Paso Trail. Skid sucked down on shoulder, revealing problem retaining wall next to the Hubschmitt's House**
- 18th - Watered Foster, Hondo, Hiker Parking Area, Maple St. for MAG application. MAG Truck broke down for a few hours. Back Dragged above roads, Hauled Belvidere dirt to designated locations. Road assessment**
- 19th - Vehicle Maintenance. Drove roads for assessment. Built South end of Douglas Pl using 3 Dump Truck Loads from Belvidere (1 load hauled for low spots).**
- 20th - Hauled Belvidere Piles to designated areas, before the Belvidere Project begins the following Monday.**
- 22nd - (Danny PTO) Hauled remaining Piles off Belvidere (2hrs). Skid had a dangerous hole in a hydraulic line. Location was underneath Cab. Called 4Rivers immediately and scheduled for onsite service next day.**
- 23rd - (Danny PTO) Borrowed Canoe for taking the Lake's Fountain out.**
- 24th - Called Mark w/ GMCO. Called DTI for Water Truck Parts. Spread dirt piles from Belvidere @ Grandview by Sally Bush to El Paso Trail. Remaining roads and parking areas received its MAG application, making all Green Mountain Falls Dirt roads and Parking areas finished. Road assessment. Meeting at El Paso Trail showing Andre and Jason the collapsing retaining wall problem.**

25th – Opened closed intersection @ Pine and Mnt Ave. Back Dragged Pine @ Mnt Ave. Picked up Water Truck Parts from DTL.

26th – Picked up all fire hoses, rakes, shovels around the blocked culvert @ Olathe and Ute Pass Ave. Followed Marshal to possible sink hole on Hondo (abandoned old culvert). Hauled dirt to Abandoned culvert, placed sheet metal down and covered w/ dirt. Graded Dragged and Rolled Sally Bush to El Paso Trail.

28th – Receive call from Marshal, as Dick Bratton called to inform someone that the Lakes water level was too high. Left immediately and the grate was cleared with in 10min.

Maintenance Report:

**To the BOT and Staff
Public Works Department
Danny Vanderhoef
719-684-7850**

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

To: Mayor and Board of Trustees
From: Judy A. Egbert, Interim Town Clerk
Re: Town Clerk Report
Date: November 1, 2018

Routine activities continuing

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

Audit

Work is progressing with the audit, and will hopefully be wrapping up soon.

Election

More will be known after Election Day.

Human Resources

The Board will be conducting an interview on November 6. An executive session has been placed on the regular meeting agenda for the same night to determine the next steps.

Now that the employee handbook has been approved, staff will be creating the ancillary policies to accompany it.

In-processing/onboarding procedures will be implemented with the hiring of the Clerk/Treasurer. Also pending is developing and implementing a system for employee payroll and benefits data tracking.

Open enrollment plans are underway for the employee health insurance program.

Website

The website has been optimized for small screens, and content continues to build as time allows. The old site is being archived to meet our records retention requirements, and will be taken down once that is complete.

Records Management

No additional work has been conducted in this area since the last report. There is still work to be done in reviewing critical record series (agenda packets, minutes, ordinances, and resolutions) and ensuring that these are appropriately archived and made available to the public.

Electronic files continue to improve slowly and as time allows.

Court

No activity this period. The next court date is January 2.

Planning Commission support

The temporary process in place continues to work as well as is possible given the limited staff time available. Processes continue to be developed that can be implemented once full time staff is hired.

Codification

The Code of Ordinances show current as of December 2016. Upon further research, it's clear that no ordinances have been codified since the end of 2015. All ordinances have now been gathered and queued for sending to the codifier. I'm intentionally delaying until Election Day results to see if the lodging tax language change will be included, and also until after the building code changes are made. This will put it at the end of the 2018 year. Moving forward, we will do a full supplement at the close of each calendar year (hard copy and electronic), and an update quarterly (electronic only).

Near-term actions needed (after November election)

- Committee appointments. After tonight's discussion, I'll move forward with necessary action to get this completed.
- 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.

Unmet needs

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