

CLEAR CREEK BOARD OF COUNTY COMMISSIONERS

MEETING AGENDA

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CLEAR CREEK BOARD OF COUNTY COMMISSIONERS  
405 Argentine Street, Georgetown, CO 80444

MEETING AGENDA

December 10, 2024

8:30 a.m.

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**REVISION #1**

REGULAR SESSION

Admin Approval Of Marijuana Licenses- Nanette Reimer

- o Sofa King Medicinal Wellness Products, LLC d.b.a. SKM
  1. Retail Marijuana Store
  2. Retail Marijuana Products Manufacturer
  3. Medical Marijuana Infused Products Manufacturer

Documents:

[2024-12-10 MJ LICENSES.PDF](#)

1. Interview For Position On The Gateway To The Rockies Opioid Council – McCollum

Documents:

[2024-1210 INTERVIEW GROC MEMO.DOCX](#)

1.5. Interview For Position On The Gateway To The Rockies Opioid Council – Mariani

Documents:

[2024-1210 INTERVIEW GROC MEMO.DOCX](#)

Public Comment

County Commissioner Updates - Commissioners

County Manager Updates – Brian Bosshardt

Communications Update- Megan Hiler

ACTION SESSION

CONSENT AGENDA

A. Consideration Of Approval Of Warrant Register – Rachel Harlowe-Schalk

Documents:

[2024-1210 WARRANT REGISTER.PDF](#)

B. Consideration Of Approval Of Resolution #24-63, Resolution To Designate Clear Creek County Offices' 2025 Holiday Schedule- Beth Luther

Documents:

[1. 2025 HOLIDAYS.DOC](#)  
[2024-1210 HOLIDAY CLOSURE MEMO.DOCX](#)

C. Consideration Of A Memorandum Of Understanding With The Colorado Department Of Public Health For A STI Program – Dr. Ryan

Documents:

[CDPHE STD RADPID TESTS MOU AGENDA MEMO.DOCX](#)  
[STI-HIV MOU 2025.PDF](#)  
[NO-COST AGREEMENT FOR RAPID HIV\\_HCV\\_SYPHILIS TESTING DISTRIBUTION PROGRAM - 2025\\_CLEARCREEKCOUNTY.PDF](#)

D. Consideration Of Approval Of 2024 Board Of County Commissioners Meeting Minutes: A. November 14th, 19th, And 25th, 2024

Documents:

[24-1114.DOCX](#)  
[24-1119.DOCX](#)  
[24-1125.DOCX](#)  
[2024-1210 24 MIN MEMO.DOCX](#)

E. Consideration Of Approval Of 2021 Board Of County Commissioners Meeting Minutes: A. August 31st, September 2nd, 7th, 14th, 21st, October 5th, 12th, 2021

Documents:

[21-0831.DOCX](#)  
[21-0902.DOCX](#)  
[21-0907.DOCX](#)  
[21-0914.DOCX](#)  
[21-0921.DOCX](#)

[21-1005.DOCX](#)  
[21-1012.DOCX](#)  
[2024-1210 21 MIN MEMO.DOCX](#)

F. Consideration Of Approval Of Letter Of Support For A US Forest Service Off-Highway-Vehicle Grant – Commissioner Wheelock

Documents:

[\(RPW\)USFS OHV CREW GRANT SUPPORT LETTER 2024-2025.DOC](#)  
[2024-1210 USFS OHV SUPPORT LETTER MEMO.DOCX](#)

G. Consideration Of Approval Of A Workforce Restructuring Policy For Clear Creek County Employees – Brian Bosshardt And Carol Ann Fortune

Documents:

[AGENDA MEMO WORKFORCE RESTRUCTURING POLICY 12.2.24.DOCX](#)  
[CLEAR CREEK COUNTY WORKFORCE RESTRUCTURING POLICY.DOCX](#)

H. Consideration Of Common Interest Privilege Agreement Between The Clear Creek County Board Of County Commissioners And Commissioner-Elect Rebecca Lloyd – Peter Lichtman

Documents:

[REBECCA LLOYD COMMON INTEREST PRIVILEGE AGREEMENT.PDF](#)

BOARD OF COUNTY COMMISSIONERS ACTION SESSION:

2. Consideration Of Approval Of Resolution #24-86, Resolution In Appreciation Of Former-County Surveyor Greg Markle For Meritorious Service To Clear Creek County – Commissioner Wheelock

Documents:

[2024-1210 MARKLE MEMO.DOCX](#)

PUBLIC HEARINGS:

3. Consideration Of Approval Of Resolution #24-71, A Resolution Adopting A Budget, And Appropriating Sums Of Money For Clear Creek County, Colorado, For The Calendar Year Beginning On The First Day Of January 2025 And Ending On The Last Day Of December 2025 – Rachel Harlow-Schalk And Brian Bosshardt

Documents:

[1. 2025 PROPOSED BUDGET.PDF](#)  
[2. POWERPT. OCT. 29.PDF](#)  
[3. RESO 24-71 COUNTY RESO TO ADOPT BUDGET AND APPROPRIATE MONEY.DOCX](#)  
[4. 2024 ADPROOF.PDF](#)  
[6 APPENDIX A - 2025 FINAL BUDGET SUMMARY TABLES.DOCX](#)  
[7 APPENDIX B - 2025 BUDGET SUMMARY COMPONENT UNITS.DOCX](#)  
[AGENDA MEMO-2025 BUDGET HEARING.DOCX](#)  
[5 2025 BUDGET HEARING PP-FOR BOCC.PDF](#)

4. Consideration Of Approval Of Resolution #24-88, A Resolution Levying General

Property Taxes For The Year 2024, To Help Defray The Costs Of Government For Clear Creek County, Colorado For The 2025 Budget Year – Rachel Harlow-Schalk

Documents:

- 1 [POWERPT\\_2025 BUDGET - ADOPT MILL LEVY.PDF](#)
2. [2024-88 CTY RESO 2025 COUNTY TAX LEVY.DOCX](#)
3. [2024 FINAL CCC CERTIFICATION CLEAR CREEK COUNTY.PDF](#)
- [AGENDA MEMO-2025 BUDGET ADOPT MILL LEVY COUNTY ESD.DOCX](#)

5. Consideration Of Approval Of Resolution #24-94, Resolution Setting Days And Hours Of Operation For County Offices – Brian Bosshardt

Documents:

- [2024-94 RESO SETTING COUNTY DAYS AND HOURS OF OPERATION.PDF](#)
- [2024-1210 SETTING CTY HOURS MEMO.DOCX](#)

PUBLIC HEARINGS: 2025 EMERGENCY SERVICES GENERAL IMPROVEMENT DISTRICT BUDGET RESOLUTIONS

6. Consideration Of Approval Of Resolution #24-04, A Resolution Adopting A Budget, And Appropriating Sums Of Money For Clear Creek County Emergency Services General Improvement District, Clear Creek County, Colorado, For The Calendar Year Beginning On The First Day Of January, 2025 And Ending On The Last Day Of December, 2025 – Rachel Harlow-Schalk And Brian Bosshardt

Documents:

- [00 AGENDA MEMO-2025 BUDGET ADOPT MILL LEVY COUNTY ESD \(003\).DOCX](#)
- [1 ESD RESO 24-04 TO ADOPT BUDGET AND APPROPRIATE MONEY.DOCX](#)

7. Consideration Of Approval Of Resolution #24-05, A Resolution Levying General Property Taxes For The Year 2024, To Help Defray The Costs Of Government For Clear Creek County, Colorado For The 2025 Budget Year – Rachel Harlow-Schalk

Documents:

1. [2025 ESD BUDGET - ADOPT MILL LEVY.PDF](#)
2. [ESD RESO 2025 TAX LEVY.DOCX](#)
3. [2024 FINAL ES CERTIFICATION OF VALUATION.PDF](#)
- [AGENDA MEMO-2025 BUDGET ADOPT MILL LEVY COUNTY ESD.DOCX](#)

PUBLIC HEARINGS: 2025 CLEAR CREEK COUNTY HOUSING AUTHORITY BUDGET RESOLUTION

8. Consideration Of Approval Of Resolution #24-01, A Resolution Adopting A Budget, And Appropriating Sums Of Money For Clear Creek County Clear Creek County Housing Authority, Clear Creek County, Colorado, For The Calendar Year Beginning On The First Day Of January, 2025 And Ending On The Last Day Of December, 2025 – Rachel Harlow-Schalk And Brian Bosshardt

Documents:

- [8 HOUSING AUTHORITY RESO 24-01 TO ADOPT BUDGET AND APPROPRIATE MONEY.DOCX](#)

BREAK

BOARD OF COUNTY COMMISSIONERS ACTION SESSION

10. Consideration Of Approval Of Resolution #24-92, Resolution To Revise The Short-Term Rentals Fee Schedule- David Danielson

Documents:

1. [2024-92 RESOLUTION ADOPTING STR FEE SCHEDULE.DOCX](#)  
[BOCC AGENDA MEMO 12-10-24 - R24-92 STR FEE SCHEDULE.DOC](#)

11. Consideration Of Approval Of Resolution #24-87, Resolution To Revise The Building Department Fee Schedule – David Danielson

Documents:

1. [2024-87 RESOLUTION ADOPTING BUILDING DEPARTMENT FEE SCHEDULE.DOCX](#)  
[BOCC AGENDA MEMO 12.10.2024 - R24-87 BUILDING PERMIT FEES.DOC](#)

12. Consideration Of Approval Of Resolution #24-95, Resolution To Revise The Clear Creek County Ambulance Fee Schedule – Aaron Crawley

Documents:

1. [2024-95 RESO TO REVISE AMBULANCE FEE SCHEDULE.PDF](#)
2. [FEE SCHEDULE ADJUSTMENT BASED ON 2024 RATES.DOCX](#)
- [AGENDA MEMO- 2024 AMBULANCE FEE SCHEDULE ADJUSTMENT.DOCX](#)

13. Consideration Of Approval Of Resolution #24-85, Resolution To Revise The Transfer Station Fee Schedule- Allan Drew & Karl Schell

Documents:

1. [2024-85 EXHIBIT A TS FEES.PDF](#)
2. [2024-11-21 TRANSFER STATION FEE INCREASE CALCULATIONS.PDF](#)
3. [2024-85 RESOLUTION REVISING TRANSFER STATION FEES AND RESCINDING R-23-48.DOCX](#)  
[TRANSFER STATION UPDATED FEES MEMO.DOCX](#)

14. Consideration Of Approval Of Resolution #24-35, Resolution To Revise The Clear Creek County Roadway Design & Construction Manual – Stoy Streepey

Documents:

1. [PROPOSED AMENDMENTS TO THE ROADWAY DESIGN AND CONSTRUCTION MANUAL.PDF](#)
2. [LIST OF SUBSTANTIVE CHANGES.PDF](#)
3. [2024-35 RESOLUTION ADOPTING AMENDMENTS TO THE ROADWAY DESIGN AND CONSTRUCTION MANUAL.PDF](#)  
[BOCC AGENDA MEMO - RDCM AMENDMENTS.DOCX](#)

15. Consideration Of Intergovernmental Agreement For The Provision Of Short Term Basic Law Enforcement Services - Peter Lichtman

Documents:

1. [12-3-2024 IGA LAW ENFORCEMENT SERVICES WITH CCC SHERIFF .DOCX](#)  
[2024-12-10 AGENDA MEMO IGA AMONG CCC- CCSO - GT FOR LAW ENFORCEMENT SERVICES.DOCX](#)

BOARD OF COUNTY COMMISSIONERS' REGULAR SESSION

16. Executive Session To Receive Legal Advice

- o *Pursuant to C.R.S. § 24-6-402(4)(b), for the County Attorney to meet with the Board of County Commissioners for the purpose of receiving legal advice on specific legal questions concerning designation of county roads.*

17. Work Session Concerning The County's Road Determination Process And Criteria – Peter Lichtman

Documents:

1. [RRT PRESENTATION - FINAL FOR WORKSESSION.PDF](#)  
[2024-12-10 AGENDA MEMO RE RRT WORK SESSION PRESENTATION.DOCX](#)

EMERGENCY SERVICES GENERAL IMPROVEMENT DISTRICT BOARD OF DIRECTORS CONSENT AGENDA:

A. Consider And Approve Clear Creek Fire Authority Intergovernmental Agreement – Peter Lichtman

Documents:

[2024-12-10 AGENDA MEMO CCFA 2024 AMENDED AND RESTATED IGA.DOCX](#)  
[2024-1210 CCFA 1. 2024 AMENDED AND RESTATED WITHS EXHIBIT A AND B \(FOR 12-10-2024 BOCC AGENDA PACKET WITHOUT SP EXECUTED SIGNATURE PAGE\).PDF](#)

BOARD OF COUNTY COMMISSIONERS' REGULAR SESSION

18. Work Session To Discuss The Clear Creek Fire Authority Organizational Review Next Steps – Brian Bosshardt

Documents:

[2024-12-10 CCFA REVIEW MEMO.DOCX](#)

19. Executive Session To Receive Legal Advice – Peter Lichtman

1. *Pursuant to C.R.S. § 24-6-402(4)(b) and (e), for the County Attorney to meet with the Board of County Commissioners for the purposes of: 1) receiving legal advice on specific legal questions pertaining to the County's 1041 regulatory authority over Peak Period Shoulder Lanes (PPSL) within its jurisdiction; and, 2) determining positions relative to matters that may be subject to negotiations; developing strategy for*

*negotiations; and instructing negotiators with regard to proposed modifications concerning PPSL operations.*

To Join And Listen To The Meeting, Please Do The Following:

Please click the link below to join the webinar:

**[HTTPS://ZOOM.US/J/167562115](https://zoom.us/j/167562115)**

**Or Telephone:**

Dial (for higher quality, dial a number based on your current location):

US: 669 900 6833 or

346 248 7799 or

253 215 8782

**Webinar ID: 167 562 115**



**Clear Creek County**  
**Office of the County Attorney**

Post Office Box 2000  
Georgetown, Colorado 80444  
Telephone (303) 679-2326 – Fax (303) 679-2444

**MEMORANDUM**

**TO:** Board of County Commissioners

**FROM:** Nanette Reimer  
Office of the County Attorney

**DATE:** December 3, 2024

**RE:** MARIJUANA BUSINESS LICENSE RENEWAL APPLICATIONS

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**Licensee:** SOFA KING MEDICINAL WELLNESS PRODUCTS, LLC  
DBA SKM

**License Types:** Retail Marijuana Store  
State License #402R-00777, County License Exp.: 9/12/2024

Retail Marijuana Products Manufacturer  
State License #404R-00094, County License Exp.: 10/15/24

Medical Marijuana – Infused Products Manufacturer  
State License No. 404-00492, County License Exp.: 10/19/24

We will be bringing these applications before the Chairman of the Board of County Commissioners for his approval on Tuesday, December 10, 2024. Pursuant to the provisions of Resolution 2021-51, this is an administrative action which does not require a public hearing or formal action by the entire Board. These licenses have expired, but because the renewal applications were filed with both the State Marijuana Enforcement Division (MED) and the local licensing authority, they remain valid until action is taken by the MED and the local authority.

**RENEWAL CRITERIA**

Sofa King submitted applications for the renewal of their Retail Marijuana Store license on August 13, 2024, and submitted applications for the renewal of their Retail Marijuana Products Manufacturing and Medical Marijuana Infused Products Manufacturing on September 17, 2024, and all three of these applications have been going through the review process since that time. The final comments were received from the departments on December 3, 2024.

Pursuant to the provisions of Section 9.04, of the Clear Creek County Marijuana Licensing Regulations, the approval criteria for approval of a new license shall be applicable to an



application for renewal. Therefore, the Local Licensing Authority shall determine that all of the following requirements have been met by the Applicant:

1. The appropriate applications are complete and the full application or renewal fees and license fees have been paid; **The applications were deemed completed on August 28, 2024 and September 19, 2024, respectively.**
2. The Planning Department has determined that the use is permitted and the owner or operator has obtained any required approvals under the Clear Creek County Zoning Regulations; **We recommend that the premises be found to comply with zoning.**
3. No zoning violations exist on the premises; **We recommend this be found satisfied.**
4. All existing or proposed signs meet the requirements of the Clear Creek County Zoning Regulations; **We recommend this be found satisfied.**
5. All existing or proposed lighting meets the Clear Creek County Zoning Regulations; **We recommend this be found satisfied.**
6. Any structure in which the use is located has been inspected by the Clear Creek County Building Official or her designee, the structure complies with all applicable building code provisions, and all necessary building permits have been obtained; **We recommend this be found satisfied.**
7. The premises comply with all applicable Site Development regulations including, but not limited to, driveway, grading, and BMP regulations; **We recommend this be found satisfied.**
8. The premises has all required well and sanitation system permits or is adequately served by public water and/or sewer; **We recommend this be found satisfied.**
9. Evidence of a legal water supply has been established for marijuana cultivation. **We recommend this be found satisfied.**
10. The premises are not subject to unresolved enforcement action by the Clear Creek County Department of Public Health and Environment; **We recommend this be found satisfied.**
11. The premises comply with the applicable Fire Code; **We recommend the premises be found to comply with the applicable Fire Code.**
12. All personal property tax schedules related to the Premises have been submitted timely and are complete. **We recommend this be found satisfied.**
13. All property taxes have been paid and no tax liens exist on the premises; **We recommend this be found satisfied.**
14. All Clear Creek County Sales taxes have been timely reported and paid; **We recommend this be found satisfied.**
15. All Clear Creek County retail marijuana cultivation facility excise taxes have been timely reported and paid. **We recommend this be found satisfied.**
16. The applicant and premises are in compliance with all other applicable County regulations; **We recommend this be found satisfied.**
17. The application, including any required attachments and submissions, does not contain a material falsehood or misrepresentation. **We recommend this be found satisfied.**

18. The Licensed Premises are located in a Location permitted by these Regulations. **We recommend this be found satisfied.**
19. The applicant is eligible for these state licenses for these activities at the premises as provided in the Colorado Marijuana Code, based on information provided by the state. **The MED has issued the conditional license for Sofa King’s Retail Marijuana Store operations. The MED is still conducting their license renewal investigations for the renewal of the Retail Marijuana Products Manufacturing and Medical Marijuana Infused Products Manufacturing Licenses and has not yet issued its Conditional Licenses for those operations. These two licenses have been administratively continued by the MED pending the outcome of that investigation.**

Comments were received from all of the reviewing departments, and those comments are attached for your review and consideration. After review and inspection, these renewal applications appear to meet the criteria for renewal.

We recommend renewal of these licenses. The Licensee is fully compliant with our regulations.

cc: Sofa King Medicinal Wellness Products, LLC

## Renewal Application Information

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**At this time, Social Equity Fees cannot be paid when utilizing online application submission.** Please use the hard copy applications, which can be dropped off or mailed to the MED Lakewood office, or an appointment can be made to submit the application in person at the MED Lakewood office.

### Renewal Application Instructions and Checklist

Answer every question. If a question doesn't apply, indicate with an NA. All renewals should be submitted prior to expiration.

The disclosure requirements and the main application must be completed in full by all applicants. If this renewal includes a PTC, QPF, QII, or Mobile Hospitality, the appropriate addendum must also be completed.

**NOTE:** There is no longer a grace period for the renewal of RMB licenses. If your license expires, you will need to cease operations and reapply for a new RMB license and pay all required fees.

See fee table on website: [www.colorado.gov/revenue/med](http://www.colorado.gov/revenue/med)

### All Forms Signed & Attached

Each of the following forms must be completed and signed by a CBO of the RMB and included with the application:

- Affirmation & Consent
- Tax Check Authorization
- Investigation Authorization/Authorization to Release Information
- Applicant's Request to Release Information
- Affirmation of Reasonable Care
- Upon request by the Division, an Applicant must provide additional information or documents required to process and investigate the application, within seven (7) days of the request. Please note: This deadline may be extended for a period of time commensurate with the scope of the request.

Please go [here](#) for the affidavits and release packet - (use this only if a CBO is NOT filling out this application.)

## Business Information

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Applicant's Legal Business Name : SOFA KING MEDICINAL WELLNESS PRODUCTS LLC

License Number : 402R-00777

License Type : Retail Marijuana Store

License Expiration Date : 09/12/2024

Choose the type of grow if renewing a cultivation.

Indoor, Outdoor or Mixed :

If renewing a hospitality business, choose additional type below, (if applicable).

Mobile, etc. :

List all Registered Trade names here. If you do not have a trade name, please put N/A.

Trade Name(s) (DBA) :

Federal Taxpayer ID (FEIN) : 471135655

Colorado Sales Tax License # : 27847215-0000

Name of Registered Agent : Neale D Gibbons

Ownership Type : LLC

## Physical Address

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Street Address of Marijuana Business : 1077 County Road 308

City : Dumont

County : Clear Creek

State : Colorado - CO

ZIP : 80436

Country : United States

Phone Number : 3035674752

Business Email : neale.skm@gmail.com

## Mailing Address

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Mailing Address (include suite or apt. #) : PO BOX 411

City : Dumont

County : Clear Creek

State : Colorado - CO

Zip : 80436

Country : United States

## Primary Contact Person

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Primary Contact Person for Business (Full name) : Neale Gibbons

Phone Number : (801)-680-3806

Email : neale.skm@gmail.com

## Questions

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Is the licensee (including any of the partners, if a partnership; members or manager, if a limited liability company; or officers, stockholders or directors, if a corporation) under the age of twenty-one years?

Yes/No : No

Has the applicant or any business entity owned by the applicant, ever owned or applied for a Marijuana license in this or any other jurisdiction, foreign or domestic?

Yes/No : No

Do you have legal possession of the licensed premises?

Yes/No : Yes

In the past year, has the licensee (including all parent or subsidiary companies, if any) had a tax lien filed against it, or become delinquent in the payment or filing of any judgments, taxes, interest or penalties owed to the State of Colorado.

Yes/No : No

In the past year, has the licensee (including all parent or subsidiary companies, if any), been indicted, served with a criminal summons, charged with or convicted of ANY crime or offense in any manner? Include ALL offenses regardless of class of crime or outcome, even if the charges were dismissed or you were found not guilty.

Yes/No : No

Within the last 12 months, has there been a change in ownership or ownership allocation, a transfer of stock, a change in the incorporation or in the corporate by-laws, or any other change affecting ownership or organizational structure of the licensee or its subsidiaries/affiliates?

Yes/No : No

## Ownership Structure

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List Controlling Beneficial Owners with 10% or greater ownership and/or Executive Officers, managers and any other individual that Controls the RMB.

Corporate Owners:

Is the Owner a Natural Person? : Yes

If the owner is a Person, enter the name below.

First Name : Neale

Middle Name : D

Last Name : Gibbons

Business Associated With : SKM Ventures LLC

Ownership Percentage in Controlling Entity/Parent Company : 20%

Ownership Percentage in Applicant : 20%

Is the Owner a Natural Person? : Yes

If the owner is a Person, enter the name below.

First Name : David

Middle Name : L

Last Name : Chessler

Business Associated With : Chessler Holdings CO LLC

Ownership Percentage in Controlling Entity/Parent Company : 80%

Ownership Percentage in Applicant : 0%

If a CBO is NOT filling out this application, then upload a completed affirmation and release packet here for at least one Controlling Beneficial Owner.

affirmationpacket:

Are there any outstanding options, warrants or contracts, that may be exercised into an Owner's Interest in the RMB within the next 60 days that would constitute a CBO?

Yes/No : No

Are there any other Persons, other than those listed in the Ownership Structure, that can control the RMB?

Yes/No : No

Are any owners renewing their Owners Licenses with this application?

Yes/No : No

Has the applicant exercised reasonable care to confirm that its CBO's, PBO's (that are Non-Objecting PBO's), Qualified Institutional investors and Indirect Financial Interest Holders are NOT Person(s) prohibited under Section C.R.S. 44-10-307? (Publicly Traded Companies excluded)

Yes/No : Yes

Have any CBO's been removed or moved to PBO ownership status since the prior application?

Yes/No : No

List all Indirect Financial Interest Holders (if applicable).

Interest Holder:

## Local Licensing Authority

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Local Licensing Authority (Type NA if not applicable) : Clear Creek County

Local Licensing Authority Contact Name (if known) : Nanette Reimer

Contact Phone Number (if known) : (303) 679-2314

Contact Email (if known) : nreimer@clearcreekcounty.us

Current License Status with Local Authority

Status : good standing

Local License Expiration

Date of Expiration : 09/12/2024

## Renewal Required Disclosures

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Provide a copy of the Local Licensing Authority or Local Jurisdiction approval, licensure, and/or documentation demonstrating timely submission of pending local license renewal application.

CopyofLocallicense:

Renew doc.pdf

Provide a list of any sanctions, penalties, assessments or cease and desist orders.

List here : N/A

### **First renewal of the year for each entity must include the following:**

Consolidated Financial Statements prepared in the preceding 365 days (either calendar or fiscal year basis).

FinancialStatements:

Have your financial statements been audited? (Audited required for PTC)

Yes/No : No

If available online, cite location.

Online Location :

Provide a copy of any contracts, agreements, royalty agreements, equipment leases, financing agreement, security contract or any other IFIH required to be disclosed by Rule 2-230(A)(3).

Agreements:

Provide a copy of any management agreement(s).

Copyofmanagementagreements:

Tax Documents establishing compliant return filing and payment of taxes related to any RMB, in which the Person is, or was, required to file and pay taxes. (Do not include entire tax return).

Taxdocumentation:

**Provide each of the following (only if changed since the last submission):**

Organizational Documents- Choose which is being provided.

Choose one : No Change

Upload document

Orgdocs:

Corporate Governance Document- Choose one

Choose one : No Change

Certificate of Good Standing from jurisdiction where Entity was formed. (If no change, click selection below).

CertificateGoodStanding:

If no change, check box.

No Change :

Provide Proof of Possession of Licensed Premises, including any amendments and/or extensions. Choose which is being provided.

Deed, lease, etc. : No Change

Upload proof of possession document here.

proofposdoc:

Facility Diagrams- Provide a Legible and Accurate diagram for the facility. The diagram must include a plan for the Licensed Premises AND a separate plan for the Security/Surveillance, including camera location, number and direction of coverage.

Facility Diagrams:

If no change to facility and security, check box below.

No Change :

Organizational Chart, including the identity and ownership percentage of all CBO's. (If no change check box below).

OrganizationalChart:

If no change to organizational chart, check box below.

No change to Org chart :

## **Affirmation & Consent**

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I state under Penalty for offering a false instrument for recording, pursuant to 18-5-114 C.R.S., that the entire Renewal Employee License Application, statements, attachments, and supporting schedules are true and correct to the best of my knowledge and belief, and that this statement is executed with the knowledge that misrepresentation or failure to reveal information requested, may be deemed sufficient cause for the refusal to issue a Marijuana license by the State Licensing Authority. Further, I am aware that later discovery of an omission or misrepresentation made in the above statements, may be grounds for denial of a Marijuana application or the revocation of the license. I am voluntarily submitting this application to the Colorado Marijuana Licensing Authority, under oath, with full knowledge that I may be charged with perjury or other crimes for intentional omissions and misrepresentations pursuant to Colorado law or for offering a false instrument for recording pursuant to 18-5-114 C.R.S. I further consent to any background investigation necessary to determine my present and continuing suitability and that this consent continues as long as I hold a Colorado Marijuana license.

Note: If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your banking account electronically.

I Accept :

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Applicant's Signature : Neale Gibbons

Date : 07/18/2024

## Tax Check Authorization and Request To Release Information

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I am signing this waiver on behalf of the "Applicant/Licensee" to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documents that would otherwise be confidential. If I am signing this waiver for someone other than myself, I certify that I have the authority to execute this waiver on behalf of the Applicant/Licensee. The information and documentation obtained pursuant to this waiver will be used in connection with the Applicant/Licensee's application or licensure with the Colorado Marijuana Enforcement Division, which requires proof of compliance with certain tax obligations pursuant to several statutory provisions, including sections 44-10-202(1) and 44-10-307(1)(e), C.R.S. This waiver is made pursuant to section 39-21-113(4), C.R.S.; and any other similar law or ordinance concerning the confidentiality of tax returns and return information.

This waiver shall be valid while the application is pending and, if the application is approved, (1) for one year from the date of licensure or; (2) if applying for an employee license under the medical marijuana code, for two years from the date of licensure. If the license is administratively continued pursuant to section 44-10-314, C.R.S., this waiver shall be valid until the state licensing authority takes final action to approve or deny the renewal of the license. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license. Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority release the following information and supporting documentation to the Colorado Marijuana Enforcement Division, which is acting as Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to obtain the information specified below.

1. Whether the Applicant/Licensee has failed to file any state tax return with the Colorado Department of Revenue or any other state or local taxing authority by the required due date (determined with regard to any extension(s) of time for filing) for any tax year for which filing of a return might have been required.
2. Whether the Applicant/Licensee has failed to pay any tax, penalty, or interest liability within 30 days of the date on which the Colorado Department of Revenue or any other state or local taxing authority gave notice of the amount due and requested payment.
3. Whether the Applicant/Licensee has entered into a payment plan with the Colorado Department of Revenue or any other state or local taxing authority and whether Applicant/Licensee is current on any payments required by said payment plan.

Applicant/Licensee authorizes the Colorado Department of Revenue and any other state or local taxing authority to release any additional information or documentation necessary to answer the questions above. Applicant/Licensee authorizes the Colorado Marijuana Enforcement Division and its legal representatives to use the information and documentation obtained from the Colorado Department of Revenue and any other state or local taxing authority in any administrative action regarding the application or license. To assist the Colorado Department of Revenue and any other state or local taxing authority locate the tax records, Applicant/Licensee is voluntarily providing the following information:

Name, address, phone number, and SSN (previously requested on this application).

I Accept :

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Legal Last Name : Gibbons

Legal First Name : Neale

Legal Middle Name : Davis

Signature : Neale Gibbons

Date : 07/18/2024

## Investigation Authorization/Authorization to Release Information

---

I hereby authorize the Colorado Marijuana Licensing Authority, the Marijuana Enforcement Division, (hereafter, the Investigatory Agencies) to conduct a complete investigation into my personal background, using whatever legal means they deem appropriate. I hereby authorize any person or entity contacted by the Investigatory Agencies to provide any and all such information deemed necessary by the Investigatory Agencies. I hereby waive any rights of confidentiality in this regard. I understand that by signing this authorization, a financial record check may be performed. I authorize any financial institution to surrender to the Investigatory Agencies a complete and accurate record of such transactions that may have occurred with that institution, including, but not limited to, internal banking memoranda, past and present loan applications, financial statements and any other documents relating to my personal or business financial records in whatever form and wherever located. I understand that by signing this authorization, a financial record check of my tax filing and tax obligation status may be performed. I authorize the Colorado Department of Revenue to surrender to the Investigatory Agencies a complete and accurate record of any and all tax information or records relating to me. I authorize the Investigatory Agencies to obtain, receive, review, copy, discuss and use any such tax information or documents relating to me. I authorize the release of this type of information, even though such information may be designated as "confidential" or "nonpublic" under the provisions of state or federal laws. I understand that by signing this authorization, a criminal history check will be performed. I authorize the Investigatory Agencies to obtain and use from any source, any information concerning me contained in any type of criminal history record files, wherever located. I understand that the criminal history record files contain records of arrests which may have resulted in a disposition other than a finding of guilt (i.e., dismissed charges, or charges that resulted in a not guilty finding). I understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the conditions of said sentence and was discharged pursuant to law. I authorize the release of this type of information, even though this record may be designated as "confidential" or "nonpublic" under the provisions of state or federal laws. The Investigatory Agencies reserve the right to investigate all relevant information and facts to their satisfaction. I understand that the Investigatory Agencies may conduct a complete and comprehensive investigation to determine the

accuracy of all information gathered. However, the State of Colorado, Investigatory Agencies, and other agents or employees of the State of Colorado shall not be held liable for the receipt, use, or dissemination of inaccurate information. I, on behalf of the applicant, its legal representatives, and assigns, hereby release, waive, discharge, and agree to hold harmless, and otherwise waive liability as to the State of Colorado, Investigatory Agencies, and other agents or employees of the State of Colorado for any damages resulting from any use, disclosure, or publication in any manner, other than a willfully unlawful disclosure or publication, of any material or information acquired during inquiries, investigations, or hearings, and hereby authorize the lawful use, disclosure, or publication of this material or information. Any information contained within my application, contained within any financial or personnel record, or otherwise found, obtained, or maintained by the Investigatory Agencies, shall be accessible to law enforcement agents of this or any other state, the government of the United States, or any foreign country.

I Accept :

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Applicant's Signature : Neale Gibbons

Date : 07/18/2024

## Applicant's Request to Release Information

---

1. I hereby authorize and request all persons to whom this request is presented having information relating to or concerning the above named applicant to furnish such information to a duly appointed agent of the Marijuana Enforcement Division whether or not such information would otherwise be protected from the disclosure by any constitutional, statutory or common law privilege.
2. I hereby authorize and request all persons to whom this request is presented having documents relating to or concerning the above named applicant to permit a duly appointed agent of the Marijuana Enforcement Division to review and copy any such documents, whether or not such documents would otherwise be protected from disclosure by any constitutional, statutory, or common law privilege.
3. I hereby authorize and request the Colorado Department of Revenue to permit a duly appointed agent of the Marijuana Enforcement Division to obtain, receive, review, copy, discuss and use any such tax information or documents relating to or concerning the above named applicant, whether or not such information or documents would otherwise be protected from disclosure by any constitutional, statutory, or common law privilege.
4. If the person to whom this request is presented is a brokerage firm, bank, savings and loan, or other financial institution or an officer of the same, I/we hereby authorize and request that a duly appointed agent of the Marijuana Enforcement Division be permitted to review and obtain copies of any and all documents, records or correspondence pertaining to me/us, including but not limited to past loan information, notes co-signed by me/us, checking account records, savings deposit records, safe deposit box records, passbook records, and general ledger folio sheets.
5. I do hereby make, constitute, and appoint any duly appointed agent of the Colorado Marijuana Enforcement Division, my true and lawful attorney in fact for me in my name, place, stead, and on my behalf and for my use and benefit:
6. (a) To request, review, copy sign for, or otherwise act for investigative purposes with respect to documents and information in the possession of the person to whom this request is presented as I might;
7. (b) To name the person or entity to whom this request is presented and insert that person's name in the appropriate location in this request:
8. (c) To place the name of the agent presenting this request in the appropriate location on this request.
9. I grant to said attorney in fact full power and authority to do, take, and perform all and every act and thing whatsoever requisite, proper, or necessary to be done, in the exercise of any of the rights and powers herein granted, as fully to all intents and purposes as I might or could do if personally present, with full power of

substitution or revocation, hereby ratifying and confirming all that said attorney in fact, or his substitute or substitutes, shall lawfully do or cause to be done by virtue of this power of attorney and the rights and powers herein granted.

10. This power of attorney ends twenty-four (24) months from the date of execution.

11. The above named applicant has filed with the Colorado Marijuana Licensing Authority an application for a Marijuana license. Said applicant understands that he/she is seeking the granting of a privilege and acknowledges that the burden of proving its qualifications for a favorable determination is at all times on the applicant. Said applicant accepts any risk of adverse public notice, embarrassment, criticism, or other action of financial loss, which may result from action with respect to this application.

12. I do, for myself, my heirs, executors, administrators, successors, and assigns, hereby release, remise, and forever discharge the person to whom this request is presented, and his agents and employees from all and all manner or actions, causes of action, suits, debts, judgments, executions, claims, and demands whatsoever, known or unknown, in law or equity, which the applicant ever had, now has, may have, or claims to have against the person to whom this request is being presented or his agents or employees arising out of or by reason of complying with the request.

13. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request.

14. A reproduction of this request by photocopying or similar process shall be for all intents and purposes as valid as the original.

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Applicant's Signature : Neale Gibbons

Date : 07/18/2024

## Reasonable Care (Choose one)

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### AFFIRMATION OF REASONABLE CARE – PRIVATE COMPANY

Pursuant to subsections 44-10-309(4) C.R.S. and Rule 2-230(D), Applicant or Licensee affirms that, prior to submission of this application, it exercised reasonable care to confirm its Passive Beneficial Owners, (including any Qualified Institutional Investors) and Indirect Financial Interest Holders, are not Persons prohibited from being issued or holding a license by section 44-10-307 C.R.S., or otherwise restricted from holding an interest under the Colorado Regulated Marijuana Business Code. An Applicant's or Licensee's failure to exercise reasonable care is a basis for denial, fine, suspension, revocation or other sanction by the State Licensing Authority.

I,

Field 11-2 : Neale Gibbons

, as Controlling Beneficial Owner or Manager for

Field 11-5 : SKM Ventures LLC

, state under penalty of perjury, pursuant to §18-8-503, that the foregoing is true and correct to the best of my knowledge, information and belief.

Signature of Authorized Representative : Neale Gibbons

Date : 07/18/2024

## **AFFIRMATION OF REASONABLE CARE – PUBLICLY TRADED CORPORATION**

Pursuant to subsections 44-10-309(5) C.R.S. and Rule 2-230(D), Applicant or Licensee affirms that, prior to submission of this application, it exercised reasonable care to confirm its Non-objecting Passive Beneficial Owner, (including any Qualified Institutional Investors) and Indirect Financial Interest Holders, are not Persons prohibited from being issued or holding a license by section 44-10-307 C.R.S., or otherwise restricted from holding an interest under the Colorado Regulated Marijuana Business Code. An Applicant's or Licensee's failure to exercise reasonable care is a basis for denial, fine, suspension, revocation or other sanction by the State Licensing Authority.

I,

Field 11-13 : Neale Gibbons

, as Controlling Beneficial Owner or Manager for

Field 11-15 : Sofa King Medicinal Wellness Products LLC

, state under penalty of perjury, pursuant to §18-8-503, that the foregoing is true and correct to the best of my knowledge, information and belief.

Signature of Authorized Representative : Neale Gibbons

Date : 07/18/2024

## **Addendum A - Publicly Traded Company**

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Stock Trading Symbol : N/A

NAICS/SIC Code :

Name of Exchange(s) traded on :

Identify all regulatory agencies with oversight over the company's securities

Regulatory Agency:

Reporting agencies required reports submitted on: :

Provide a list of sanctions, penalties, assessments, or cease and desist orders by any securities regulatory agency, including but not limited to the US Securities and Exchange Commission or the Canadian Securities Administrators.

uploadlistsanc:

Attach the most recent list of Non-Objecting Beneficial owners possessed by the PTC. (First renewal of the year only).

NonObjectingBeneown:

If there have been any changes in the business objectives of the Publicly Traded Company, provide documentation that establishes it still qualifies to hold a RMB license as referenced in 44-10-103 (50).

Description :

Attach documents requiring divestiture of any CBO that is prohibited by Section 44-10-307 that has had his or her Owner's License revoked or has been found unsuitable.

DivestiturePlan:

If the Licensee or RMB is required to have audited financial statements by another regulator (e.g. United States Securities and Exchange Commission or the Canadian Securities Administrators) the financial statements provided to the Division must be audited and must also include all footnotes, schedules, auditors' report(s), and auditor's opinion(s). If the financial statements are publicly available on a website (e.g. EDGAR or SEDAR), the Licensee or RMB may provide notification of the website link where the financial statements can be accessed in lieu of hardcopy submission.

(See Rule 2-225(G)(4)(a))

auditedfindocs:

### Questions

Confirm that the PTC is current with all required filings pursuant to any applicable requirements by any securities regulatory authority including, but not limited to, the United States Securities and Exchange Commission or the Canadian Securities Administrators.

Current/Not Current :

Confirm that ALL required findings of suitability have been obtained PRIOR TO the PTC becoming a CBO.

Yes/No :

Confirm that all mandatory filings for CBO's as required by any securities regulatory authority, including, but not limited to the United States Securities and Exchange Commission or the Canadian Securities Administrators, have been filed and the MED has been provided concurrent notice with the filing.

Yes/No :

## Addendum B- Qualified Private Fund

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Identify all regulatory agencies with oversight over the QPF's securities.

Regulatory Agency Name(s):

Reporting agencies required reports submitted on: : N/A

Provide a list of sanctions, penalties, assessments, or cease and desist orders by any securities regulatory agency, including but not limited to the US Securities and Exchange Commission or the Canadian Securities Administrators.

Field11-9sanc:

### Questions

Confirm that the QPF is current with all required filings pursuant to any applicable requirements by any securities regulatory.

Current/Not Current :

Confirm that ALL required findings of suitability, including all QPF managers, investment advisers, investment adviser representatives, any trustee or equivalent, and any other person that controls the investment in, or management or operations of, the RMB, have been obtained SINCE the QPF became effective.

Yes/No :

## **Addendum C- Qualified Institutional Investor**

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Provide identities of all Regulators with oversight over the QII's securities

QII Regulators:

Reporting agencies required reports submitted on: :

List of Sanctions, penalties, assessments, or cease and desist orders by any securities regulatory agency, including but not limited to the United States Securities and Exchange Commission or the Canadian Securities Administrators.

listsanc:

Attach the most recent list of PBO's possessed by the QII.

pbosbytheqii:

### **Questions**

Confirm that the QII is current with all required filings pursuant to any applicable requirements by any securities regulatory.

Current/Not Current :

Confirm that ALL required findings of suitability including all QII managers, investment advisers, investment adviser representatives, any trustee or equivalent, and any other person that controls the investment in, or management or operations of, the RMB have been obtained PRIOR TO the QII becoming effective

Yes/No :

## **Addendum D- Mobile Hospitality**

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Vehicle Make :

Vehicle Model :

Vehicle Year :

License Plate Number :

VIN :

PUC Permit Number :

Is the mobile premises compliant with all state and local registration and permitting requirements?

Yes/No :

**Provide the following:**

- a. Documentation that the mobile licensed premises is owned or leased by the Marijuana Hospitality Business.
- b. The automatic Vehicle Identification Tag (if applicable).
- c. A copy of a valid permit issued by the Public Utilities Commission (PUC) to the licensed hospitality business.

Upload above required documents here (.HEIC file extensions NOT supported).

documentation:

**By signing below, you affirm that the mobile licensed premises has or will have the following prior to operation:**

- a. A global position system for tracking of the mobile licensed premises.
- b. Written standard operating procedures that address the logging of the route(s).
- c. Video surveillance inside of the licensed premises, including entry and exit points to the mobile licensed premises and the driver's area of the vehicle.
- d. Proper ventilation within the vehicle, which includes, if marijuana is smoked or vaped in the licensed premises, that air is not circulated into the driver's area of the licensed premises.
- e. Policies and procedures to ensure that no Regulated Marijuana is possessed or consumed in the area designated to seat the driver and front seat passenger in the licensed premises.
- f. Methods to ensure consumption activity is not visible outside the vehicle.
- g. Policies, procedures or other measures to ensure that consumers are prohibited from entering the driver's area of the mobile licensed premises.
- h. The Marijuana Hospitality Business license is displayed on the dashboard of the mobile licensed premises.

Signature :

Date :

## Affirmation of Complete Application

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I affirm that I have submitted a complete application and by selecting the "I Affirm and Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Affirm and Accept :

Signature

Field 14-2sign : Neale Gibbons

Date : 07/18/2024



## Customer Survey

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**You can scroll to the bottom and click "Finish" to move directly to the PAYMENT SCREEN if you don't want to take the survey.**

**If you choose to take the survey, the PAYMENT SCREEN will come up after you click the "Finish" button. Your application is not completed until you have paid and reached the confirmation screen.**

We would like to know your experience with this online application process and if you have suggestions on how we can improve it. Please take a few minutes to complete this **VOLUNTARY** questionnaire to help us serve you better. (You may skip this survey and submit your application by clicking the finish button.) Thank you.

Please review the options below and tell us why you chose to apply online (please select all that apply):

Convenience :

Faster Service :

Time Savings :

I thought it was the only option :

Other :

Please tell us where you learned about the online application process.

Please tell us where you learned about the online application process. : Division renewal notification

On a scale of 1-5, with 1 being not convenient and 5 being very convenient, how convenient was the online application for you to complete?

How convenient was the online application for you to complete? : 4- Somewhat Convenient

On a scale of 1-5, with 1 being hard and 5 being very easy, did you find the online application process easy to understand?

Did you find the online application process easy to understand? : 4- Somewhat easy to understand

On a scale of 1-5, with 1 being unsatisfied and 5 being very satisfied, rate your overall online application experience.

Please rate your overall online application experience. : 4- Satisfied

Do you have any comments to help us improve the online application process?

Comments :

Would you like a team member to contact you about your comments?

Want to be contacted :

## LOCAL AUTHORITY E-COPY TRANSFER

**Renewal Application Information**

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**At this time, Social Equity Fees cannot be paid when utilizing online application submission.** Please use the hard copy applications, which can be dropped off or mailed to the MED Lakewood office, or an appointment can be made to submit the application in person at the MED Lakewood office.

**Renewal Application Instructions and Checklist**

Answer every question. If a question doesn't apply, indicate with an NA. All renewals should be submitted prior to expiration.

The disclosure requirements and the main application must be completed in full by all applicants. If this renewal includes a PTC, QPF, QII, Mobile Hospitality, or MOP, the appropriate addendum must also be completed.

**NOTE:** There is no longer a grace period for the renewal of RMB licenses. If your license expires, you will need to cease operations and reapply for a new RMB license and pay all required fees.

See fee table on website: <https://sbg.colorado.gov/marijuana-enforcement>

**All Forms Signed & Attached**

Each of the following forms must be completed and signed by a CBO of the RMB and included with the application:

- Affirmation & Consent
- Tax Check Authorization
- Investigation Authorization/Authorization to Release Information
- Applicant's Request to Release Information
- Affirmation of Reasonable Care
- Upon request by the Division, an Applicant must provide additional information or documents required to process and investigate the application, within seven (7) days of the request. Please note: This deadline may be extended for a period of time commensurate with the scope of the request.

Please go [here](#) for the affidavits and release packet - (use this only if a CBO is NOT filling out this application.)

**Business Information**

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Applicant's Legal Business Name : SOFA KING MEDICINAL WELLNESS PRODUCTS LLC

License Number : 404R-00094

License Type : Retail Marijuana Products Mfg

License Expiration Date : 10/15/2024

Choose the type of grow if renewing a cultivation.

Indoor, Outdoor or Mixed :

If renewing a hospitality business, choose additional type below, (if applicable).

Mobile, etc. :

List all Registered Trade names here. If you do not have a trade name, please put N/A.

Trade Name(s) (DBA) : SKM

Federal Taxpayer ID (FEIN) : 471135655

Colorado Sales Tax License # : 27847215-0000

Name of Registered Agent : Neale D Gibbons

Ownership Type : LLC

## Physical Address

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Street Address of Marijuana Business : 1181 County Road 308

City : Dumont

County : Clear Creek

State : Colorado - CO

ZIP : 80436

Country : United States

Phone Number : 7204765987

Business Email : neale.skm@gmail.com

## Mailing Address

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Mailing Address (include suite or apt. #) : PO BOX 411

City : Dumont

County : Clear Creek

State : Colorado - CO

Zip : 80436

Country : United States

## Primary Contact Person

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Primary Contact Person for Business (Full name) : Neale D Gibbons

Phone Number : (801)-680-3806

Email : neale.skm@gmail.com

## Questions

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Is the licensee (including any of the partners, if a partnership; members or manager, if a limited liability company; or officers, stockholders or directors, if a corporation) under the age of twenty-one years?

Yes/No : No

Has the applicant or any business entity owned by the applicant, ever owned or applied for a Marijuana license in this or any other jurisdiction, foreign or domestic?

Yes/No : No

Do you have legal possession of the licensed premises?

Yes/No : Yes

Since the last renewal, has the licensee (including all parent or subsidiary companies, if any) had a tax lien filed against it, or become delinquent in the payment or filing of any judgments, taxes, interest or penalties owed to the State of Colorado.

Yes/No : No

Since the last renewal, has the licensee (including all parent or subsidiary companies, if any), been indicted, served with a criminal summons, charged with or convicted of ANY crime or offense in any manner? Include ALL offenses regardless of class of crime or outcome, even if the charges were dismissed or you were found not guilty.

Yes/No : No

Since the last renewal, has there been a change in ownership or ownership allocation, a transfer of stock, a change in the incorporation or in the corporate by-laws, or any other change affecting ownership or organizational structure of the licensee or its subsidiaries/affiliates?

Yes/No : No

## Ownership Structure

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List Controlling Beneficial Owners with 10% or greater ownership and/or Executive Officers, managers and any other individual that Controls the RMB.

Corporate Owners:

Is the Owner a Natural Person? : No

If the owner is an Entity, enter the Legal Name and FEIN below.

Legal Name of Owner Entity : SKM Ventures LLC

Owner Entity FEIN : 92-3431385

Business Associated With : Sofa King Medicinal Wellness Products LLC

Ownership Percentage in Controlling Entity/Parent Company : 100

Ownership Percentage in Applicant :

Is the Owner a Natural Person? : Yes

If the owner is a Person, enter the name below.

First Name : David

Middle Name :

Last Name : Chessler

Business Associated With : SKM Ventures LLC

Ownership Percentage in Controlling Entity/Parent Company : 0

Ownership Percentage in Applicant : 80

Is the Owner a Natural Person? : Yes

If the owner is a Person, enter the name below.

First Name : Neale

Middle Name : D

Last Name : Gibbons

Business Associated With : SKM

Ownership Percentage in Controlling Entity/Parent Company : 0

Ownership Percentage in Applicant : 20%

If a CBO is NOT filling out this application, then upload a completed affirmation and release packet here for at least one Controlling Beneficial Owner.

affirmationpacket:

Are there any outstanding options, warrants or contracts, that may be exercised into an Owner's Interest in the RMB within the next 60 days that would constitute a CBO?

Yes/No : No

Are there any other Persons, other than those listed in the Ownership Structure, that can control the RMB?

Yes/No : No

Are any owners renewing their Owners Licenses with this application?

Yes/No : No

Has the applicant exercised reasonable care to confirm that its CBO's, PBO's (that are Non-Objecting PBO's), Qualified Institutional investors and Indirect Financial Interest Holders are NOT Person(s) prohibited under Section C.R.S. 44-10-307? (Publicly Traded Companies excluded)

Yes/No : Yes

Have any CBO's been removed or moved to PBO ownership status since the prior application?

Yes/No : No

Have there been any changes to the licensed premises as defined in Rule 2-260. If YES, fill out and provide details on Addendum E (Modification of Premises), included in this form.

Yes/No : No

List all Indirect Financial Interest Holders (if applicable).

Interest Holder:

## Local Licensing Authority

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Local Licensing Authority (Type NA if not applicable) : Clear Creek County Board of Commissioners

Local Licensing Authority Contact Name (if known) : Nanette Reimer

Contact Phone Number (if known) :

Contact Email (if known) : nreimer@clearcreekcounty.us

Current License Status with Local Authority

Status : Good Standing

Local License Expiration

Date of Expiration : 10/19/2024

## Renewal Required Disclosures

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Provide a copy of the Local Licensing Authority or Local Jurisdiction approval, licensure, and/or documentation demonstrating timely submission of pending local license renewal application.

CopyofLocallicense:

image0000\_3.jpg

Provide a list of any sanctions, penalties, assessments or cease and desist orders.

List here : N/A

**First renewal of the year for each entity must include the following:**

Consolidated Financial Statements prepared in the preceding 365 days (either calendar or fiscal year basis).

FinancialStatements:

Have your financial statements been audited? (Audited required for PTC)

Yes/No :

If available online, cite location.

Online Location :

Provide a copy of any contracts, agreements, royalty agreements, equipment leases, financing agreement, security contract or any other IFIH required to be disclosed by Rule 2-230(A)(3).

Agreements:

Provide a copy of any management agreement(s).

Copyofmanagementagreements:

Tax Documents establishing compliant return filing and payment of taxes related to any RMB, in which the Person is, or was, required to file and pay taxes. (Do not include entire tax return).

Taxdocumentation:

**Provide each of the following (only if changed since the last submission):**

Organizational Documents- Choose which is being provided.

Choose one : No Change

Upload document

Orgdocs:

Corporate Governance Document- Choose one

Choose one : No Change

Certificate of Good Standing from jurisdiction where Entity was formed. (If no change, click selection below).

CertificateGoodStanding:

If no change, check box.

No Change :

Provide Proof of Possession of Licensed Premises, including any amendments and/or extensions. Choose which is being provided.

Deed, lease, etc. : No Change

Upload proof of possession document here.

proofposdoc:

Facility Diagrams- Provide a Legible and Accurate diagram for the facility. The diagram must include a plan for the Licensed Premises AND a separate plan for the Security/Surveillance, including camera location, number and direction of coverage.

Facility Diagrams:

If no change to facility and security, check box below.

No Change :

Organizational Chart, including the identity and ownership percentage of all CBO's. (If no change check box below).

OrganizationalChart:

If no change to organizational chart, check box below.

No change to Org chart :

## Affirmation & Consent

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I state under Penalty for offering a false instrument for recording, pursuant to 18-5-114 C.R.S., that the entire Renewal Employee License Application, statements, attachments, and supporting schedules are true and correct to the best of my knowledge and belief, and that this statement is executed with the knowledge that misrepresentation or failure to reveal information requested, may be deemed sufficient cause for the refusal to issue a Marijuana license by the State Licensing Authority. Further, I am aware that later discovery of an omission or misrepresentation made in the above statements, may be grounds for denial of a Marijuana application or the revocation of the license. I am voluntarily submitting this application to the Colorado Marijuana Licensing Authority, under oath, with full knowledge that I may be charged with perjury or other crimes for intentional omissions and misrepresentations pursuant to Colorado law or for offering a false instrument for recording pursuant to 18-5-114 C.R.S. I further consent to any background investigation necessary to determine my present and continuing suitability and that this consent continues as long as I hold a Colorado Marijuana license.

Note: If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your banking account electronically.

I Accept :

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Applicant's Signature : Neale Gibbons

Date : 09/15/2024

## Tax Check Authorization and Request To Release Information

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I am signing this waiver on behalf of the "Applicant/Licensee" to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documents that would otherwise be confidential. If I am signing this waiver for someone other than myself, I certify that I have the authority to



execute this waiver on behalf of the Applicant/Licensee. The information and documentation obtained pursuant to this waiver will be used in connection with the Applicant/Licensee's application or licensure with the Colorado Marijuana Enforcement Division, which requires proof of compliance with certain tax obligations pursuant to several statutory provisions, including sections 44-10-202(1) and 44-10-307(1)(e), C.R.S. This waiver is made pursuant to section 39-21-113(4), C.R.S.; and any other similar law or ordinance concerning the confidentiality of tax returns and return information.

This waiver shall be valid while the application is pending and, if the application is approved, (1) for one year from the date of licensure or; (2) if applying for an employee license under the medical marijuana code, for two years from the date of licensure. If the license is administratively continued pursuant to section 44-10-314, C.R.S., this waiver shall be valid until the state licensing authority takes final action to approve or deny the renewal of the license. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license. Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority release the following information and supporting documentation to the Colorado Marijuana Enforcement Division, which is acting as Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to obtain the information specified below.

1. Whether the Applicant/Licensee has failed to file any state tax return with the Colorado Department of Revenue or any other state or local taxing authority by the required due date (determined with regard to any extension(s) of time for filing) for any tax year for which filing of a return might have been required.
2. Whether the Applicant/Licensee has failed to pay any tax, penalty, or interest liability within 30 days of the date on which the Colorado Department of Revenue or any other state or local taxing authority gave notice of the amount due and requested payment.
3. Whether the Applicant/Licensee has entered into a payment plan with the Colorado Department of Revenue or any other state or local taxing authority and whether Applicant/Licensee is current on any payments required by said payment plan.

Applicant/Licensee authorizes the Colorado Department of Revenue and any other state or local taxing authority to release any additional information or documentation necessary to answer the questions above. Applicant/Licensee authorizes the Colorado Marijuana Enforcement Division and its legal representatives to use the information and documentation obtained from the Colorado Department of Revenue and any other state or local taxing authority in any administrative action regarding the application or license. To assist the Colorado Department of Revenue and any other state or local taxing authority locate the tax records, Applicant/Licensee is voluntarily providing the following information:

Name, address, phone number, and SSN (previously requested on this application).

I Accept :

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Legal Last Name : Gibbons

Legal First Name : Neale

Legal Middle Name : D

Signature : Neale D Gibbons

Date : 09/15/2024

## Investigation Authorization/Authorization to Release Information

---

I hereby authorize the Colorado Marijuana Licensing Authority, the Marijuana Enforcement Division, (hereafter, the Investigatory Agencies) to conduct a complete investigation into my personal background, using whatever legal means they deem appropriate. I hereby authorize any person or entity contacted by the Investigatory Agencies to provide any and all such information deemed necessary by the Investigatory Agencies. I hereby waive any rights of confidentiality in this regard. I understand that by signing this authorization, a financial record check may be performed. I authorize any financial institution to surrender to the Investigatory Agencies a complete and accurate record of such transactions that may have occurred with that institution, including, but not limited to, internal banking memoranda, past and present loan applications, financial statements and any other documents relating to my personal or business financial records in whatever form and wherever located. I understand that by signing this authorization, a financial record check of my tax filing and tax obligation status may be performed. I authorize the Colorado Department of Revenue to surrender to the Investigatory Agencies a complete and accurate record of any and all tax information or records relating to me. I authorize the Investigatory Agencies to obtain, receive, review, copy, discuss and use any such tax information or documents relating to me. I authorize the release of this type of information, even though such information may be designated as "confidential" or "nonpublic" under the provisions of state or federal laws. I understand that by signing this authorization, a criminal history check will be performed. I authorize the Investigatory Agencies to obtain and use from any source, any information concerning me contained in any type of criminal history record files, wherever located. I understand that the criminal history record files contain records of arrests which may have resulted in a disposition other than a finding of guilt (i.e., dismissed charges, or charges that resulted in a not guilty finding). I understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the conditions of said sentence and was discharged pursuant to law. I authorize the release of this type of information, even though this record may be designated as "confidential" or "nonpublic" under the provisions of state or federal laws. The Investigatory Agencies reserve the right to investigate all relevant information and facts to their satisfaction. I understand that the Investigatory Agencies may conduct a complete and comprehensive investigation to determine the accuracy of all information gathered. However, the State of Colorado, Investigatory Agencies, and other agents or employees of the State of Colorado shall not be held liable for the receipt, use, or dissemination of inaccurate information. I, on behalf of the applicant, its legal representatives, and assigns, hereby release, waive, discharge, and agree to hold harmless, and otherwise waive liability as to the State of Colorado, Investigatory Agencies, and other agents or employees of the State of Colorado for any damages resulting from any use, disclosure, or publication in any manner, other than a willfully unlawful disclosure or publication, of any material or information acquired during inquiries, investigations, or hearings, and hereby authorize the lawful use, disclosure, or publication of this material or information. Any information contained within my application, contained within any financial or personnel record, or otherwise found, obtained, or maintained by the Investigatory Agencies, shall be accessible to law enforcement agents of this or any other state, the government of the United States, or any foreign country.

I Accept :

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Applicant's Signature : Neale Gibbons

Date : 09/15/2024

---

## **Applicant's Request to Release Information**

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1. I hereby authorize and request all persons to whom this request is presented having information relating to or concerning the above named applicant to furnish such information to a duly appointed agent of the Marijuana Enforcement Division whether or not such information would otherwise be protected from the disclosure by any constitutional, statutory or common law privilege.

2. I hereby authorize and request all persons to whom this request is presented having documents relating to or concerning the above named applicant to permit a duly appointed agent of the Marijuana Enforcement Division to review and copy any such documents, whether or not such documents would otherwise be protected from disclosure by any constitutional, statutory, or common law privilege.
3. I hereby authorize and request the Colorado Department of Revenue to permit a duly appointed agent of the Marijuana Enforcement Division to obtain, receive, review, copy, discuss and use any such tax information or documents relating to or concerning the above named applicant, whether or not such information or documents would otherwise be protected from disclosure by any constitutional, statutory, or common law privilege.
4. If the person to whom this request is presented is a brokerage firm, bank, savings and loan, or other financial institution or an officer of the same, I/we hereby authorize and request that a duly appointed agent of the Marijuana Enforcement Division be permitted to review and obtain copies of any and all documents, records or correspondence pertaining to me/us, including but not limited to past loan information, notes co-signed by me/us, checking account records, savings deposit records, safe deposit box records, passbook records, and general ledger folio sheets.
5. I do hereby make, constitute, and appoint any duly appointed agent of the Colorado Marijuana Enforcement Division, my true and lawful attorney in fact for me in my name, place, stead, and on my behalf and for my use and benefit:
6. (a) To request, review, copy sign for, or otherwise act for investigative purposes with respect to documents and information in the possession of the person to whom this request is presented as I might;
7. (b) To name the person or entity to whom this request is presented and insert that person's name in the appropriate location in this request:
8. (c) To place the name of the agent presenting this request in the appropriate location on this request.
9. I grant to said attorney in fact full power and authority to do, take, and perform all and every act and thing whatsoever requisite, proper, or necessary to be done, in the exercise of any of the rights and powers herein granted, as fully to all intents and purposes as I might or could do if personally present, with full power of substitution or revocation, hereby ratifying and confirming all that said attorney in fact, or his substitute or substitutes, shall lawfully do or cause to be done by virtue of this power of attorney and the rights and powers herein granted.
10. This power of attorney ends twenty-four (24) months from the date of execution.
11. The above named applicant has filed with the Colorado Marijuana Licensing Authority an application for a Marijuana license. Said applicant understands that he/she is seeking the granting of a privilege and acknowledges that the burden of proving its qualifications for a favorable determination is at all times on the applicant. Said applicant accepts any risk of adverse public notice, embarrassment, criticism, or other action of financial loss, which may result from action with respect to this application.
12. I do, for myself, my heirs, executors, administrators, successors, and assigns, hereby release, remise, and forever discharge the person to whom this request is presented, and his agents and employees from all and all manner or actions, causes of action, suits, debts, judgments, executions, claims, and demands whatsoever, known or unknown, in law or equity, which the applicant ever had, now has, may have, or claims to have against the person to whom this request is being presented or his agents or employees arising out of or by reason of complying with the request.
13. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request.
14. A reproduction of this request by photocopying or similar process shall be for all intents and purposes as valid as the original.

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Applicant's Signature : Neale Gibbons

Date : 09/15/2024

## Reasonable Care (Choose one)

---

### AFFIRMATION OF REASONABLE CARE – PRIVATE COMPANY

Pursuant to subsections 44-10-309(4) C.R.S. and Rule 2-230(D), Applicant or Licensee affirms that, prior to submission of this application, it exercised reasonable care to confirm its Passive Beneficial Owners, (including any Qualified Institutional Investors) and Indirect Financial Interest Holders, are not Persons prohibited from being issued or holding a license by section 44-10-307 C.R.S., or otherwise restricted from holding an interest under the Colorado Regulated Marijuana Business Code. An Applicant's or Licensee's failure to exercise reasonable care is a basis for denial, fine, suspension, revocation or other sanction by the State Licensing Authority.

I,

Field 11-2 : Neale Gibbons

, as Controlling Beneficial Owner or Manager for

Field 11-5 : SKM Ventures LLC

, state under penalty of perjury, pursuant to §18-8-503, that the foregoing is true and correct to the best of my knowledge, information and belief.

Signature of Authorized Representative : Neale Gibbons

Date : 09/15/2024

### AFFIRMATION OF REASONABLE CARE – PUBLICLY TRADED CORPORATION

Pursuant to subsections 44-10-309(5) C.R.S. and Rule 2-230(D), Applicant or Licensee affirms that, prior to submission of this application, it exercised reasonable care to confirm its Non-objecting Passive Beneficial Owner, (including any Qualified Institutional Investors) and Indirect Financial Interest Holders, are not Persons prohibited from being issued or holding a license by section 44-10-307 C.R.S., or otherwise restricted from holding an interest under the Colorado Regulated Marijuana Business Code. An Applicant's or Licensee's failure to exercise reasonable care is a basis for denial, fine, suspension, revocation or other sanction by the State Licensing Authority.

I,

Field 11-13 :

, as Controlling Beneficial Owner or Manager for

Field 11-15 :

, state under penalty of perjury, pursuant to §18-8-503, that the foregoing is true and correct to the best of my knowledge, information and belief.

Signature of Authorized Representative :

Date :

## Addendum A - Publicly Traded Company

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Stock Trading Symbol :

NAICS/SIC Code :

Name of Exchange(s) traded on :

Identify all regulatory agencies with oversight over the company's securities

Regulatory Agency:

Reporting agencies required reports submitted on: :

Provide a list of sanctions, penalties, assessments, or cease and desist orders by any securities regulatory agency, including but not limited to the US Securities and Exchange Commission or the Canadian Securities Administrators.

uploadlistsanc:

Attach the most recent list of Non-Objecting Beneficial owners possessed by the PTC. (First renewal of the year only).

NonObjectingBeneown:

If there have been any changes in the business objectives of the Publicly Traded Company, provide documentation that establishes it still qualifies to hold a RMB license as referenced in 44-10-103 (50).

Description :

Attach documents requiring divestiture of any CBO that is prohibited by Section 44-10-307 that has had his or her Owner's License revoked or has been found unsuitable.

DivestiturePlan:

If the Licensee or RMB is required to have audited financial statements by another regulator (e.g. United States Securities and Exchange Commission or the Canadian Securities Administrators) the financial statements provided to the Division must be audited and must also include all footnotes, schedules, auditors' report(s), and auditor's opinion(s). If the financial statements are publicly available on a website (e.g. EDGAR or SEDAR), the Licensee or RMB may provide notification of the website link where the financial statements can be accessed in lieu of hardcopy submission.

(See Rule 2-225(G)(4)(a))

auditedfindocs:

### Questions

Confirm that the PTC is current with all required filings pursuant to any applicable requirements by any securities regulatory authority including, but not limited to, the United States Securities and Exchange Commission or the Canadian Securities Administrators.

Current/Not Current :

Confirm that ALL required findings of suitability have been obtained PRIOR TO the PTC becoming a CBO.

Yes/No :

Confirm that all mandatory filings for CBO's as required by any securities regulatory authority, including, but not limited to the United States Securities and Exchange Commission or the Canadian Securities Administrators, have been filed and the MED has been provided concurrent notice with the filing.

Yes/No :

## **Addendum B- Qualified Private Fund**

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Identify all regulatory agencies with oversight over the QPF's securities.

Regulatory Agency Name(s):

Reporting agencies required reports submitted on: :

Provide a list of sanctions, penalties, assessments, or cease and desist orders by any securities regulatory agency, including but not limited to the US Securities and Exchange Commission or the Canadian Securities Administrators.

Field11-9sanc:

### **Questions**

Confirm that the QPF is current with all required filings pursuant to any applicable requirements by any securities regulatory.

Current/Not Current :

Confirm that ALL required findings of suitability, including all QPF managers, investment advisers, investment adviser representatives, any trustee or equivalent, and any other person that controls the investment in, or management or operations of, the RMB, have been obtained SINCE the QPF became effective.

Yes/No :

## **Addendum C- Qualified Institutional Investor**

---

Provide identities of all Regulators with oversight over the QII's securities

QII Regulators:

Reporting agencies required reports submitted on: :

List of Sanctions, penalties, assessments, or cease and desist orders by any securities regulatory agency, including but not limited to the United States Securities and Exchange Commission or the Canadian Securities Administrators.

listsanc:

Attach the most recent list of PBO's possessed by the QII.

pbosbytheqii:

### **Questions**

Confirm that the QII is current with all required filings pursuant to any applicable requirements by any securities regulatory.

Current/Not Current :

Confirm that ALL required findings of suitability including all QII managers, investment advisers, investment adviser representatives, any trustee or equivalent, and any other person that controls the investment in, or management or operations of, the RMB have been obtained PRIOR TO the QII becoming effective

Yes/No :

## Addendum D- Mobile Hospitality

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Vehicle Make :

Vehicle Model :

Vehicle Year :

License Plate Number :

VIN :

PUC Permit Number :

Is the mobile premises compliant with all state and local registration and permitting requirements?

Yes/No :

### **Provide the following:**

- a. Documentation that the mobile licensed premises is owned or leased by the Marijuana Hospitality Business.
- b. The automatic Vehicle Identification Tag (if applicable).
- c. A copy of a valid permit issued by the Public Utilities Commission (PUC) to the licensed hospitality business.

Upload above required documents here (.HEIC file extensions NOT supported).

documentation:

### **By signing below, you affirm that the mobile licensed premises has or will have the following prior to operation:**

- a. A global position system for tracking of the mobile licensed premises.
- b. Written standard operating procedures that address the logging of the route(s).
- c. Video surveillance inside of the licensed premises, including entry and exit points to the mobile licensed premises and the driver's area of the vehicle.
- d. Proper ventilation within the vehicle, which includes, if marijuana is smoked or vaped in the licensed premises, that air is not circulated into the driver's area of the licensed premises.
- e. Policies and procedures to ensure that no Regulated Marijuana is possessed or consumed in the area designated to seat the driver and front seat passenger in the licensed premises.
- f. Methods to ensure consumption activity is not visible outside the vehicle.
- g. Policies, procedures or other measures to ensure that consumers are prohibited from entering the driver's area of the mobile licensed premises.

h. The Marijuana Hospitality Business license is displayed on the dashboard of the mobile licensed premises.

Signature :

Date :

## Addendum E - Modification of Premises

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### MODIFICATION OF PREMISES

Describe change in detail here. NOTE: "Complete remodel" or "See floor plans" will not be accepted.

Describe :

Attach a diagram of the current licensed premises, including security equipment locations.

diagram:

**Licensees are required to comply with any Local Licensing Authority or Local Jurisdiction requirements regarding changes, alterations, or modifications to the Licensed Premises. Attach evidence of Local Licensing Authority consent here (if applicable):**

Attach here.

laapproval:

### MOP - OATH OF APPLICANT

**I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.**

Signature of Owner/Principal :

Date :

## Affirmation of Complete Application

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I affirm that I have submitted a complete application and by selecting the "I Affirm and Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Affirm and Accept :

Signature

Field 14-2sign : Neale Gibbons

Date : 09/15/2024



## Customer Survey

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**You can scroll to the bottom and click "Finish" to move directly to the PAYMENT SCREEN if you don't want to take the survey.**

**If you choose to take the survey, the PAYMENT SCREEN will come up after you click the "Finish" button. Your application is not completed until you have paid and reached the confirmation screen.**

We would like to know your experience with this online application process and if you have suggestions on how we can improve it. Please take a few minutes to complete this **VOLUNTARY** questionnaire to help us serve you better. (You may skip this survey and submit your application by clicking the finish button.) Thank you.

Please review the options below and tell us why you chose to apply online (please select all that apply):

Convenience :

Faster Service :

Time Savings :

I thought it was the only option :

Other :

Please tell us where you learned about the online application process.

Please tell us where you learned about the online application process. : Division renewal notification

On a scale of 1-5, with 1 being not convenient and 5 being very convenient, how convenient was the online application for you to complete?

How convenient was the online application for you to complete? : 4- Somewhat Convenient

On a scale of 1-5, with 1 being hard and 5 being very easy, did you find the online application process easy to understand?

Did you find the online application process easy to understand? : 3- Neutral

On a scale of 1-5, with 1 being unsatisfied and 5 being very satisfied, rate your overall online application experience.

Please rate your overall online application experience. : 4- Satisfied

Do you have any comments to help us improve the online application process?

Comments :

Would you like a team member to contact you about your comments?

Want to be contacted : No



**COLORADO**  
**Department of Revenue**  
Marijuana Enforcement Division  
1697 Cole Blvd., Suite 200  
Lakewood, CO 80401

September 17, 2024

**SOFA KING MEDICINAL WELLNESS PRODUCTS LLC**  
**SKM**

License Type: Retail Marijuana Products Mfg

License #: 404R-00094

Expiration date of license: 10/15/2024

1181 County Road 308

Dumont, CO 80436

To whom it may concern:

The purpose of this correspondence is to inform you that should the renewal license investigation for SOFA KING MEDICINAL WELLNESS PRODUCTS LLC continue past the date of expiration for the current license, the license will be administratively continued by the State Licensing Authority pursuant to 44-10-314 until the completion of the renewal license investigation. At the completion of the renewal license investigation, the Marijuana Enforcement Division will notify you of the outcome of the investigation.

Sincerely,

Dominique Mendiola  
Senior Director

## LOCAL AUTHORITY E-COPY TRANSFER

**Renewal Application Information**

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**At this time, Social Equity Fees cannot be paid when utilizing online application submission.** Please use the hard copy applications, which can be dropped off or mailed to the MED Lakewood office, or an appointment can be made to submit the application in person at the MED Lakewood office.

**Renewal Application Instructions and Checklist**

Answer every question. If a question doesn't apply, indicate with an NA. All renewals should be submitted prior to expiration.

The disclosure requirements and the main application must be completed in full by all applicants. If this renewal includes a PTC, QPF, QII, Mobile Hospitality, or MOP, the appropriate addendum must also be completed.

**NOTE:** There is no longer a grace period for the renewal of RMB licenses. If your license expires, you will need to cease operations and reapply for a new RMB license and pay all required fees.

See fee table on website: <https://sbg.colorado.gov/marijuana-enforcement>

**All Forms Signed & Attached**

Each of the following forms must be completed and signed by a CBO of the RMB and included with the application:

- Affirmation & Consent
- Tax Check Authorization
- Investigation Authorization/Authorization to Release Information
- Applicant's Request to Release Information
- Affirmation of Reasonable Care
- Upon request by the Division, an Applicant must provide additional information or documents required to process and investigate the application, within seven (7) days of the request. Please note: This deadline may be extended for a period of time commensurate with the scope of the request.

Please go [here](#) for the affidavits and release packet - (use this only if a CBO is NOT filling out this application.)

**Business Information**

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Applicant's Legal Business Name : SOFA KING MEDICINAL WELLNESS PRODUCTS LLC

License Number : 404-00492

License Type : Medical Marijuana Products Mfg

License Expiration Date : 10/19/2024

Choose the type of grow if renewing a cultivation.

Indoor, Outdoor or Mixed :

If renewing a hospitality business, choose additional type below, (if applicable).

Mobile, etc. :

List all Registered Trade names here. If you do not have a trade name, please put N/A.

Trade Name(s) (DBA) :

Federal Taxpayer ID (FEIN) : 471135655

Colorado Sales Tax License # : 30171676-0000

Name of Registered Agent : Neale D Gibbons

Ownership Type : LLC

## Physical Address

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Street Address of Marijuana Business : 1181 County Road 308

City : Dumont

County : Clear Creek

State : Colorado - CO

ZIP : 80436

Country : United States

Phone Number : 7204765987

Business Email : neale.skm@gmail.com

## Mailing Address

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Mailing Address (include suite or apt. #) : PO Box 411

City : Dumont

County : Clear Creek

State : Colorado - CO

Zip : 80436

Country : United States

## Primary Contact Person

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Primary Contact Person for Business (Full name) : Neale D Gibbons

Phone Number : (801)-680-3806

Email : neale.skm@gmail.com

## Questions

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Is the licensee (including any of the partners, if a partnership; members or manager, if a limited liability company; or officers, stockholders or directors, if a corporation) under the age of twenty-one years?

Yes/No : No

Has the applicant or any business entity owned by the applicant, ever owned or applied for a Marijuana license in this or any other jurisdiction, foreign or domestic?

Yes/No : No

Do you have legal possession of the licensed premises?

Yes/No : Yes

Since the last renewal, has the licensee (including all parent or subsidiary companies, if any) had a tax lien filed against it, or become delinquent in the payment or filing of any judgments, taxes, interest or penalties owed to the State of Colorado.

Yes/No : No

Since the last renewal, has the licensee (including all parent or subsidiary companies, if any), been indicted, served with a criminal summons, charged with or convicted of ANY crime or offense in any manner? Include ALL offenses regardless of class of crime or outcome, even if the charges were dismissed or you were found not guilty.

Yes/No : No

Since the last renewal, has there been a change in ownership or ownership allocation, a transfer of stock, a change in the incorporation or in the corporate by-laws, or any other change affecting ownership or organizational structure of the licensee or its subsidiaries/affiliates?

Yes/No : No

## Ownership Structure

---

List Controlling Beneficial Owners with 10% or greater ownership and/or Executive Officers, managers and any other individual that Controls the RMB.

Corporate Owners:

Is the Owner a Natural Person? : No

If the owner is an Entity, enter the Legal Name and FEIN below.

Legal Name of Owner Entity : SKM Ventures LLC

Owner Entity FEIN : 92-3431385

Business Associated With : SKM

Ownership Percentage in Controlling Entity/Parent Company : 100%

Ownership Percentage in Applicant : 0%

Is the Owner a Natural Person? : Yes

If the owner is a Person, enter the name below.

First Name : David

Middle Name : D

Last Name : Chessler

Business Associated With : SKM Ventures LLC

Ownership Percentage in Controlling Entity/Parent Company : 0%

Ownership Percentage in Applicant : 80%

Is the Owner a Natural Person? : Yes

If the owner is a Person, enter the name below.

First Name : Neale

Middle Name : D

Last Name : Gibbons

Business Associated With : SKM Ventures LLC

Ownership Percentage in Controlling Entity/Parent Company : 0%

Ownership Percentage in Applicant : 20%

If a CBO is NOT filling out this application, then upload a completed affirmation and release packet here for at least one Controlling Beneficial Owner.

affirmationpacket:

Are there any outstanding options, warrants or contracts, that may be exercised into an Owner's Interest in the RMB within the next 60 days that would constitute a CBO?

Yes/No : No

Are there any other Persons, other than those listed in the Ownership Structure, that can control the RMB?

Yes/No : No

Are any owners renewing their Owners Licenses with this application?

Yes/No : No

Has the applicant exercised reasonable care to confirm that its CBO's, PBO's (that are Non-Objecting PBO's), Qualified Institutional investors and Indirect Financial Interest Holders are NOT Person(s) prohibited under Section C.R.S. 44-10-307? (Publicly Traded Companies excluded)

Yes/No : Yes

Have any CBO's been removed or moved to PBO ownership status since the prior application?

Yes/No : No

Have there been any changes to the licensed premises as defined in Rule 2-260. If YES, fill out and provide details on Addendum E (Modification of Premises), included in this form.

Yes/No : No

List all Indirect Financial Interest Holders (if applicable).

Interest Holder:

## Local Licensing Authority

---

Local Licensing Authority (Type NA if not applicable) : Clear Creek County Board of Commissioners

Local Licensing Authority Contact Name (if known) : Nanette Reimer

Contact Phone Number (if known) :

Contact Email (if known) : nreimer@clearcreekcounty.us

Current License Status with Local Authority

Status : Good Standing

Local License Expiration

Date of Expiration : 10/19/2024

## Renewal Required Disclosures

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Provide a copy of the Local Licensing Authority or Local Jurisdiction approval, licensure, and/or documentation demonstrating timely submission of pending local license renewal application.

CopyofLocallicense:

image0000\_2.jpg

Provide a list of any sanctions, penalties, assessments or cease and desist orders.

List here : N/A

**First renewal of the year for each entity must include the following:**

Consolidated Financial Statements prepared in the preceding 365 days (either calendar or fiscal year basis).

FinancialStatements:

Have your financial statements been audited? (Audited required for PTC)

Yes/No :

If available online, cite location.

Online Location :

Provide a copy of any contracts, agreements, royalty agreements, equipment leases, financing agreement, security contract or any other IFIH required to be disclosed by Rule 2-230(A)(3).

Agreements:

Provide a copy of any management agreement(s).

Copyofmanagementagreements:

Tax Documents establishing compliant return filing and payment of taxes related to any RMB, in which the Person is, or was, required to file and pay taxes. (Do not include entire tax return).

Taxdocumentation:

**Provide each of the following (only if changed since the last submission):**

Organizational Documents- Choose which is being provided.

Choose one : No Change

Upload document

Orgdocs:

Corporate Governance Document- Choose one

Choose one : No Change

Certificate of Good Standing from jurisdiction where Entity was formed. (If no change, click selection below).

CertificateGoodStanding:

If no change, check box.

No Change :

Provide Proof of Possession of Licensed Premises, including any amendments and/or extensions. Choose which is being provided.

Deed, lease, etc. : No Change

Upload proof of possession document here.

proofposdoc:



Facility Diagrams- Provide a Legible and Accurate diagram for the facility. The diagram must include a plan for the Licensed Premises AND a separate plan for the Security/Surveillance, including camera location, number and direction of coverage.

Facility Diagrams:

If no change to facility and security, check box below.

No Change :

Organizational Chart, including the identity and ownership percentage of all CBO's. (If no change check box below).

OrganizationalChart:

If no change to organizational chart, check box below.

No change to Org chart :

## Affirmation & Consent

---

I state under Penalty for offering a false instrument for recording, pursuant to 18-5-114 C.R.S., that the entire Renewal Employee License Application, statements, attachments, and supporting schedules are true and correct to the best of my knowledge and belief, and that this statement is executed with the knowledge that misrepresentation or failure to reveal information requested, may be deemed sufficient cause for the refusal to issue a Marijuana license by the State Licensing Authority. Further, I am aware that later discovery of an omission or misrepresentation made in the above statements, may be grounds for denial of a Marijuana application or the revocation of the license. I am voluntarily submitting this application to the Colorado Marijuana Licensing Authority, under oath, with full knowledge that I may be charged with perjury or other crimes for intentional omissions and misrepresentations pursuant to Colorado law or for offering a false instrument for recording pursuant to 18-5-114 C.R.S. I further consent to any background investigation necessary to determine my present and continuing suitability and that this consent continues as long as I hold a Colorado Marijuana license.

Note: If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your banking account electronically.

I Accept :

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Applicant's Signature : Neale Gibbons

Date : 09/15/2024

## Tax Check Authorization and Request To Release Information

---

I am signing this waiver on behalf of the "Applicant/Licensee" to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documents that would otherwise be confidential. If I am signing this waiver for someone other than myself, I certify that I have the authority to

execute this waiver on behalf of the Applicant/Licensee. The information and documentation obtained pursuant to this waiver will be used in connection with the Applicant/Licensee's application or licensure with the Colorado Marijuana Enforcement Division, which requires proof of compliance with certain tax obligations pursuant to several statutory provisions, including sections 44-10-202(1) and 44-10-307(1)(e), C.R.S. This waiver is made pursuant to section 39-21-113(4), C.R.S.; and any other similar law or ordinance concerning the confidentiality of tax returns and return information.

This waiver shall be valid while the application is pending and, if the application is approved, (1) for one year from the date of licensure or; (2) if applying for an employee license under the medical marijuana code, for two years from the date of licensure. If the license is administratively continued pursuant to section 44-10-314, C.R.S., this waiver shall be valid until the state licensing authority takes final action to approve or deny the renewal of the license. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license. Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority release the following information and supporting documentation to the Colorado Marijuana Enforcement Division, which is acting as Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to obtain the information specified below.

1. Whether the Applicant/Licensee has failed to file any state tax return with the Colorado Department of Revenue or any other state or local taxing authority by the required due date (determined with regard to any extension(s) of time for filing) for any tax year for which filing of a return might have been required.
2. Whether the Applicant/Licensee has failed to pay any tax, penalty, or interest liability within 30 days of the date on which the Colorado Department of Revenue or any other state or local taxing authority gave notice of the amount due and requested payment.
3. Whether the Applicant/Licensee has entered into a payment plan with the Colorado Department of Revenue or any other state or local taxing authority and whether Applicant/Licensee is current on any payments required by said payment plan.

Applicant/Licensee authorizes the Colorado Department of Revenue and any other state or local taxing authority to release any additional information or documentation necessary to answer the questions above. Applicant/Licensee authorizes the Colorado Marijuana Enforcement Division and its legal representatives to use the information and documentation obtained from the Colorado Department of Revenue and any other state or local taxing authority in any administrative action regarding the application or license. To assist the Colorado Department of Revenue and any other state or local taxing authority locate the tax records, Applicant/Licensee is voluntarily providing the following information:

Name, address, phone number, and SSN (previously requested on this application).

I Accept :

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Legal Last Name : Gibbons

Legal First Name : Neale

Legal Middle Name : D

Signature : Neale D Gibbons

Date : 09/15/2024

## Investigation Authorization/Authorization to Release Information

---

I hereby authorize the Colorado Marijuana Licensing Authority, the Marijuana Enforcement Division, (hereafter, the Investigatory Agencies) to conduct a complete investigation into my personal background, using whatever legal means they deem appropriate. I hereby authorize any person or entity contacted by the Investigatory Agencies to provide any and all such information deemed necessary by the Investigatory Agencies. I hereby waive any rights of confidentiality in this regard. I understand that by signing this authorization, a financial record check may be performed. I authorize any financial institution to surrender to the Investigatory Agencies a complete and accurate record of such transactions that may have occurred with that institution, including, but not limited to, internal banking memoranda, past and present loan applications, financial statements and any other documents relating to my personal or business financial records in whatever form and wherever located. I understand that by signing this authorization, a financial record check of my tax filing and tax obligation status may be performed. I authorize the Colorado Department of Revenue to surrender to the Investigatory Agencies a complete and accurate record of any and all tax information or records relating to me. I authorize the Investigatory Agencies to obtain, receive, review, copy, discuss and use any such tax information or documents relating to me. I authorize the release of this type of information, even though such information may be designated as "confidential" or "nonpublic" under the provisions of state or federal laws. I understand that by signing this authorization, a criminal history check will be performed. I authorize the Investigatory Agencies to obtain and use from any source, any information concerning me contained in any type of criminal history record files, wherever located. I understand that the criminal history record files contain records of arrests which may have resulted in a disposition other than a finding of guilt (i.e., dismissed charges, or charges that resulted in a not guilty finding). I understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the conditions of said sentence and was discharged pursuant to law. I authorize the release of this type of information, even though this record may be designated as "confidential" or "nonpublic" under the provisions of state or federal laws. The Investigatory Agencies reserve the right to investigate all relevant information and facts to their satisfaction. I understand that the Investigatory Agencies may conduct a complete and comprehensive investigation to determine the accuracy of all information gathered. However, the State of Colorado, Investigatory Agencies, and other agents or employees of the State of Colorado shall not be held liable for the receipt, use, or dissemination of inaccurate information. I, on behalf of the applicant, its legal representatives, and assigns, hereby release, waive, discharge, and agree to hold harmless, and otherwise waive liability as to the State of Colorado, Investigatory Agencies, and other agents or employees of the State of Colorado for any damages resulting from any use, disclosure, or publication in any manner, other than a willfully unlawful disclosure or publication, of any material or information acquired during inquiries, investigations, or hearings, and hereby authorize the lawful use, disclosure, or publication of this material or information. Any information contained within my application, contained within any financial or personnel record, or otherwise found, obtained, or maintained by the Investigatory Agencies, shall be accessible to law enforcement agents of this or any other state, the government of the United States, or any foreign country.

I Accept :

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Applicant's Signature : Neale Gibbons

Date : 09/15/2024

---

## **Applicant's Request to Release Information**

---

1. I hereby authorize and request all persons to whom this request is presented having information relating to or concerning the above named applicant to furnish such information to a duly appointed agent of the Marijuana Enforcement Division whether or not such information would otherwise be protected from the disclosure by any constitutional, statutory or common law privilege.

2. I hereby authorize and request all persons to whom this request is presented having documents relating to or concerning the above named applicant to permit a duly appointed agent of the Marijuana Enforcement Division to review and copy any such documents, whether or not such documents would otherwise be protected from disclosure by any constitutional, statutory, or common law privilege.
3. I hereby authorize and request the Colorado Department of Revenue to permit a duly appointed agent of the Marijuana Enforcement Division to obtain, receive, review, copy, discuss and use any such tax information or documents relating to or concerning the above named applicant, whether or not such information or documents would otherwise be protected from disclosure by any constitutional, statutory, or common law privilege.
4. If the person to whom this request is presented is a brokerage firm, bank, savings and loan, or other financial institution or an officer of the same, I/we hereby authorize and request that a duly appointed agent of the Marijuana Enforcement Division be permitted to review and obtain copies of any and all documents, records or correspondence pertaining to me/us, including but not limited to past loan information, notes co-signed by me/us, checking account records, savings deposit records, safe deposit box records, passbook records, and general ledger folio sheets.
5. I do hereby make, constitute, and appoint any duly appointed agent of the Colorado Marijuana Enforcement Division, my true and lawful attorney in fact for me in my name, place, stead, and on my behalf and for my use and benefit:
6. (a) To request, review, copy sign for, or otherwise act for investigative purposes with respect to documents and information in the possession of the person to whom this request is presented as I might;
7. (b) To name the person or entity to whom this request is presented and insert that person's name in the appropriate location in this request:
8. (c) To place the name of the agent presenting this request in the appropriate location on this request.
9. I grant to said attorney in fact full power and authority to do, take, and perform all and every act and thing whatsoever requisite, proper, or necessary to be done, in the exercise of any of the rights and powers herein granted, as fully to all intents and purposes as I might or could do if personally present, with full power of substitution or revocation, hereby ratifying and confirming all that said attorney in fact, or his substitute or substitutes, shall lawfully do or cause to be done by virtue of this power of attorney and the rights and powers herein granted.
10. This power of attorney ends twenty-four (24) months from the date of execution.
11. The above named applicant has filed with the Colorado Marijuana Licensing Authority an application for a Marijuana license. Said applicant understands that he/she is seeking the granting of a privilege and acknowledges that the burden of proving its qualifications for a favorable determination is at all times on the applicant. Said applicant accepts any risk of adverse public notice, embarrassment, criticism, or other action of financial loss, which may result from action with respect to this application.
12. I do, for myself, my heirs, executors, administrators, successors, and assigns, hereby release, remise, and forever discharge the person to whom this request is presented, and his agents and employees from all and all manner or actions, causes of action, suits, debts, judgments, executions, claims, and demands whatsoever, known or unknown, in law or equity, which the applicant ever had, now has, may have, or claims to have against the person to whom this request is being presented or his agents or employees arising out of or by reason of complying with the request.
13. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request.
14. A reproduction of this request by photocopying or similar process shall be for all intents and purposes as valid as the original.

Electronic Signature Agreement. By selecting the "I Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Accept :

Applicant's Signature : Neale Gibbons

Date : 09/15/2024

## Reasonable Care (Choose one)

---

### AFFIRMATION OF REASONABLE CARE – PRIVATE COMPANY

Pursuant to subsections 44-10-309(4) C.R.S. and Rule 2-230(D), Applicant or Licensee affirms that, prior to submission of this application, it exercised reasonable care to confirm its Passive Beneficial Owners, (including any Qualified Institutional Investors) and Indirect Financial Interest Holders, are not Persons prohibited from being issued or holding a license by section 44-10-307 C.R.S., or otherwise restricted from holding an interest under the Colorado Regulated Marijuana Business Code. An Applicant's or Licensee's failure to exercise reasonable care is a basis for denial, fine, suspension, revocation or other sanction by the State Licensing Authority.

I,

Field 11-2 : Neale Gibbons

, as Controlling Beneficial Owner or Manager for

Field 11-5 : SKM Ventures LLC

, state under penalty of perjury, pursuant to §18-8-503, that the foregoing is true and correct to the best of my knowledge, information and belief.

Signature of Authorized Representative : Neale Gibbons

Date : 09/15/2024

### AFFIRMATION OF REASONABLE CARE – PUBLICLY TRADED CORPORATION

Pursuant to subsections 44-10-309(5) C.R.S. and Rule 2-230(D), Applicant or Licensee affirms that, prior to submission of this application, it exercised reasonable care to confirm its Non-objecting Passive Beneficial Owner, (including any Qualified Institutional Investors) and Indirect Financial Interest Holders, are not Persons prohibited from being issued or holding a license by section 44-10-307 C.R.S., or otherwise restricted from holding an interest under the Colorado Regulated Marijuana Business Code. An Applicant's or Licensee's failure to exercise reasonable care is a basis for denial, fine, suspension, revocation or other sanction by the State Licensing Authority.

I,

Field 11-13 :

, as Controlling Beneficial Owner or Manager for

Field 11-15 :

, state under penalty of perjury, pursuant to §18-8-503, that the foregoing is true and correct to the best of my knowledge, information and belief.

Signature of Authorized Representative :

Date :

## Addendum A - Publicly Traded Company

---

Stock Trading Symbol :

NAICS/SIC Code :

Name of Exchange(s) traded on :

Identify all regulatory agencies with oversight over the company's securities

Regulatory Agency:

Reporting agencies required reports submitted on: :

Provide a list of sanctions, penalties, assessments, or cease and desist orders by any securities regulatory agency, including but not limited to the US Securities and Exchange Commission or the Canadian Securities Administrators.

uploadlistsanc:

Attach the most recent list of Non-Objecting Beneficial owners possessed by the PTC. (First renewal of the year only).

NonObjectingBeneown:

If there have been any changes in the business objectives of the Publicly Traded Company, provide documentation that establishes it still qualifies to hold a RMB license as referenced in 44-10-103 (50).

Description :

Attach documents requiring divestiture of any CBO that is prohibited by Section 44-10-307 that has had his or her Owner's License revoked or has been found unsuitable.

DivestiturePlan:

If the Licensee or RMB is required to have audited financial statements by another regulator (e.g. United States Securities and Exchange Commission or the Canadian Securities Administrators) the financial statements provided to the Division must be audited and must also include all footnotes, schedules, auditors' report(s), and auditor's opinion(s). If the financial statements are publicly available on a website (e.g. EDGAR or SEDAR), the Licensee or RMB may provide notification of the website link where the financial statements can be accessed in lieu of hardcopy submission.

(See Rule 2-225(G)(4)(a))

auditedfindocs:

### Questions

Confirm that the PTC is current with all required filings pursuant to any applicable requirements by any securities regulatory authority including, but not limited to, the United States Securities and Exchange Commission or the Canadian Securities Administrators.

Current/Not Current :

Confirm that ALL required findings of suitability have been obtained PRIOR TO the PTC becoming a CBO.

Yes/No :

Confirm that all mandatory filings for CBO's as required by any securities regulatory authority, including, but not limited to the United States Securities and Exchange Commission or the Canadian Securities Administrators, have been filed and the MED has been provided concurrent notice with the filing.

Yes/No :

## **Addendum B- Qualified Private Fund**

---

Identify all regulatory agencies with oversight over the QPF's securities.

Regulatory Agency Name(s):

Reporting agencies required reports submitted on: :

Provide a list of sanctions, penalties, assessments, or cease and desist orders by any securities regulatory agency, including but not limited to the US Securities and Exchange Commission or the Canadian Securities Administrators.

Field11-9sanc:

### **Questions**

Confirm that the QPF is current with all required filings pursuant to any applicable requirements by any securities regulatory.

Current/Not Current :

Confirm that ALL required findings of suitability, including all QPF managers, investment advisers, investment adviser representatives, any trustee or equivalent, and any other person that controls the investment in, or management or operations of, the RMB, have been obtained SINCE the QPF became effective.

Yes/No :

## **Addendum C- Qualified Institutional Investor**

---

Provide identities of all Regulators with oversight over the QII's securities

QII Regulators:

Reporting agencies required reports submitted on: :

List of Sanctions, penalties, assessments, or cease and desist orders by any securities regulatory agency, including but not limited to the United States Securities and Exchange Commission or the Canadian Securities Administrators.

listsanc:

Attach the most recent list of PBO's possessed by the QII.

pbosbytheqii:

### **Questions**

Confirm that the QII is current with all required filings pursuant to any applicable requirements by any securities regulatory.

Current/Not Current :

Confirm that ALL required findings of suitability including all QII managers, investment advisers, investment adviser representatives, any trustee or equivalent, and any other person that controls the investment in, or management or operations of, the RMB have been obtained PRIOR TO the QII becoming effective

Yes/No :

## Addendum D- Mobile Hospitality

---

Vehicle Make :

Vehicle Model :

Vehicle Year :

License Plate Number :

VIN :

PUC Permit Number :

Is the mobile premises compliant with all state and local registration and permitting requirements?

Yes/No :

### **Provide the following:**

- a. Documentation that the mobile licensed premises is owned or leased by the Marijuana Hospitality Business.
- b. The automatic Vehicle Identification Tag (if applicable).
- c. A copy of a valid permit issued by the Public Utilities Commission (PUC) to the licensed hospitality business.

Upload above required documents here (.HEIC file extensions NOT supported).

documentation:

### **By signing below, you affirm that the mobile licensed premises has or will have the following prior to operation:**

- a. A global position system for tracking of the mobile licensed premises.
- b. Written standard operating procedures that address the logging of the route(s).
- c. Video surveillance inside of the licensed premises, including entry and exit points to the mobile licensed premises and the driver's area of the vehicle.
- d. Proper ventilation within the vehicle, which includes, if marijuana is smoked or vaped in the licensed premises, that air is not circulated into the driver's area of the licensed premises.
- e. Policies and procedures to ensure that no Regulated Marijuana is possessed or consumed in the area designated to seat the driver and front seat passenger in the licensed premises.
- f. Methods to ensure consumption activity is not visible outside the vehicle.
- g. Policies, procedures or other measures to ensure that consumers are prohibited from entering the driver's area of the mobile licensed premises.



h. The Marijuana Hospitality Business license is displayed on the dashboard of the mobile licensed premises.

Signature :

Date :

## Addendum E - Modification of Premises

---

### MODIFICATION OF PREMISES

Describe change in detail here. NOTE: "Complete remodel" or "See floor plans" will not be accepted.

Describe :

Attach a diagram of the current licensed premises, including security equipment locations.

diagram:

**Licensees are required to comply with any Local Licensing Authority or Local Jurisdiction requirements regarding changes, alterations, or modifications to the Licensed Premises. Attach evidence of Local Licensing Authority consent here (if applicable):**

Attach here.

laapproval:

### MOP - OATH OF APPLICANT

**I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.**

Signature of Owner/Principal :

Date :

## Affirmation of Complete Application

---

I affirm that I have submitted a complete application and by selecting the "I Affirm and Accept" button, I acknowledge that I am signing this document electronically. I understand that my electronic signature has the same legal effect and enforceability as a written signature pursuant to Articles 71 and 71.3 of Title 24, C.R.S. I declare under penalty of perjury in the second degree that the statements made on this document are true and complete to the best of my knowledge.

I Affirm and Accept :

Signature

Field 14-2sign : Neale Gibbons

Date : 09/15/2024

## Customer Survey

---

**You can scroll to the bottom and click "Finish" to move directly to the PAYMENT SCREEN if you don't want to take the survey.**

**If you choose to take the survey, the PAYMENT SCREEN will come up after you click the "Finish" button. Your application is not completed until you have paid and reached the confirmation screen.**

We would like to know your experience with this online application process and if you have suggestions on how we can improve it. Please take a few minutes to complete this **VOLUNTARY** questionnaire to help us serve you better. (You may skip this survey and submit your application by clicking the finish button.) Thank you.

Please review the options below and tell us why you chose to apply online (please select all that apply):

Convenience :

Faster Service :

Time Savings :

I thought it was the only option :

Other :

Please tell us where you learned about the online application process.

Please tell us where you learned about the online application process. : Division renewal notification

On a scale of 1-5, with 1 being not convenient and 5 being very convenient, how convenient was the online application for you to complete?

How convenient was the online application for you to complete? : 4- Somewhat Convenient

On a scale of 1-5, with 1 being hard and 5 being very easy, did you find the online application process easy to understand?

Did you find the online application process easy to understand? :

On a scale of 1-5, with 1 being unsatisfied and 5 being very satisfied, rate your overall online application experience.

Please rate your overall online application experience. : 4- Satisfied

Do you have any comments to help us improve the online application process?

Comments :

Would you like a team member to contact you about your comments?

Want to be contacted : No



**COLORADO**  
**Department of Revenue**  
Marijuana Enforcement Division  
1697 Cole Blvd., Suite 200  
Lakewood, CO 80401

September 17, 2024

**SOFA KING MEDICINAL WELLNESS PRODUCTS LLC**  
**SKM**

License Type: Medical Marijuana Products Mfg

License #: 404-00492

Expiration date of license: 10/19/2024

1181 County Road 308

Dumont, CO 80436

To whom it may concern:

The purpose of this correspondence is to inform you that should the renewal license investigation for SOFA KING MEDICINAL WELLNESS PRODUCTS LLC continue past the date of expiration for the current license, the license will be administratively continued by the State Licensing Authority pursuant to 44-10-314 until the completion of the renewal license investigation. At the completion of the renewal license investigation, the Marijuana Enforcement Division will notify you of the outcome of the investigation.

Sincerely,

Dominique Mendiola  
Senior Director



# Clear Creek County

Post Office Box 2000  
Georgetown, Colorado 80444  
Telephone (303) 679-2300 – Fax (303) 679-2440

# RECEIVED

SEP 03 2024

CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE

Renewal Application:  
Retail Marijuana Store

TO: Board of County Commissioners

FROM: County Treasurer

RE: Marijuana Business License Application for:

Sofa King Medicinal Wellness Products, LLC dba SKM

1077 County Road 308, Dumont, CO 80436

This office has reviewed the attached marijuana business license application. Property taxes for this property have been paid and no tax liens exist for the premises. *Marijuana Licensing Regulations Sections 5.02.3(7) and 6.01(13).*

Real or Personal Property taxes for this business are due by \_\_\_\_\_, for calendar year \_\_\_\_\_, as follows:

Schedule Number	Amount Due

There is currently a tax lien for the property, as follows:

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*Carol Lee*  
County Treasurer

*08-28-24*  
Date

**RECEIVED**

*By N Reimer at 9:00 am, Sep 04, 2024*



# Clear Creek County

Post Office Box 2000

Georgetown, Colorado 80444

Telephone (303) 679-2300 – Fax (303) 679-2440

Renewal Application:  
Retail Marijuana Store

TO: Board of County Commissioners

FROM: Building Inspector

RE: Marijuana Business License Application for:

Sofa King Medicinal Wellness Products, LLC dba SKM

1077 County Road 308, Dumont, CO 80436

✓  
This office has reviewed the site plan for the property and the attached marijuana business license application and inspected the premises relative to structure features. To the best of our knowledge, we find that all structures for the proposed location listed in this application comply with all applicable building regulation provisions and all necessary building permits have been obtained. *Marijuana Licensing Regulations Sections 5.01.2, 5.01.3, 5.02.3(2) and 6.01(6).*

— This office has reviewed the storage plan in relation to the use of toxic, flammable, hazardous, or other materials regulated by a federal, state or local government authority having authority, that will be used, kept or created at the Premises (or the Property of which the Premises are a part) and has reviewed the Material Safety Data Sheets for each. They comply with all applicable building regulations. *Marijuana Licensing Regulations Section 5.01.1(15).*

✓  
This office has reviewed the ventilation plan for the property. To the best of our knowledge, we find that the proposed ventilation plan complies with all applicable building regulation provisions. *Marijuana Licensing Regulations Section 5.01.1(16).*

✓  
This office has reviewed the electrical system for the property or caused it to be examined by the state inspector or master electrician. To the best of our knowledge, we find that the electrical system complies with all applicable building (electrical) regulation provisions. *Marijuana Licensing Regulations Section 5.01.1(17).*

— This office has reviewed the attached marijuana business license application and finds that the structure is in violation of the following provisions of the County Building Codes:

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

*[Signature]*  
Building Inspector

*9-3-24*  
Date



# Clear Creek County

Post Office Box 2000  
Georgetown, Colorado 80444  
Telephone (303) 679-2300 – Fax (303) 679-2440

RECEIVED

SEP 03 2024

CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE

Renewal Application:  
Retail Marijuana Store

TO: Board of County Commissioners

FROM: Site Development

RE: Marijuana Business License Application for:

Sofa King Medicinal Wellness Products, LLC dba SKM

1077 County Road 308, Dumont, CO 80436

SS This office has reviewed the site plan for the property and the attached marijuana business license application and inspected the establishment. To the best of our knowledge the premises comply with the provisions of the County Site Development regulations, including driveway, grading and BMP regulations. *Marijuana Licensing Regulations Sections 5.01.2, 5.02.3(6) and 6.01(7).*

\_\_\_\_\_ This office has reviewed the attached marijuana business license application and finds that the applicant is in violation of the following provisions of the County Site Development Regulations:

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

Stoy Streepey  
Site Development

9/3/2024  
Date



# Clear Creek County

Post Office Box 2000  
Georgetown, Colorado 80444  
Telephone (303) 679-2300 – Fax (303) 679-2440

**RECEIVED**

SEP 03 2024

CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE

Renewal Application:  
  
RMJ Store

TO: Board of County Commissioners

FROM: County Assessor

RE: Marijuana Business License Application for:

**Sofa King Medicinal Wellness Products, LLC**

**1077 County Road 308, Dumont, CO 80436**



This office has reviewed the attached marijuana business license application. All assessment records and personal property schedules are current and complete. *Marijuana Licensing Regulations Sections 5.02.3(1) and 6.01(12).*



No assessment records or personal property schedules have been submitted.

Comments:

In accordance with § 39-3-119.5, C.R.S., you are not required to file a declaration if the total actual value of the personal property per county is \$52,000 or less. There current value is under the \$52,000 exemption.

Donna Gee\_\_\_\_  
County Assessor

8/29/2024  
Date



# Clear Creek County

Post Office Box 2000

Georgetown, Colorado 80444

Telephone (303) 679-2300 – Fax (303) 679-2440

**RECEIVED**

SEP 10 2024

CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE

Renewal Application:  
Retail Marijuana Store

TO: Board of County Commissioners

FROM: Sanitarian

RE: Marijuana Business License Application for:

Sofa King Medicinal Wellness Products, LLC dba SKM

1077 County Road 308, Dumont, CO 80436

ok

This office has reviewed the site plan for the property and the attached marijuana business license application. *Marijuana Licensing Regulations Sections 5.01.2 and 5.02.3(5).*

ok

The Premises has all required well and sanitation system permits or is adequately served by public water and/or sewer service. *Marijuana Licensing Regulations Sections 6.01(8).*

ok

The Premises are not subject to any unresolved enforcement action by the Clear Creek County Department of Public Health and Environment. *Marijuana Licensing Regulations Sections 6.01(10).*

N/A

This office has reviewed the attached marijuana business license application and finds that the applicant is in violation of the County Environmental Health Regulations for the following reasons:

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

May Dague 9-5-24  
Environmental Health Specialist Date



RECEIVED

SEP 10 2024

CLEAR CREEK COUNTY ATTORNEY'S OFFICE



# Clear Creek County Sheriff's Office

405 Argentine Street Post Office Box 2000  
Georgetown, Colorado 80444

Renewal Application:  
Retail Marijuana Store

TO: Board of County Commissioners

FROM: Matt Brown, Undersheriff

RE: Marijuana Business License Application for:  
Sofa King Medicinal Wellness Products, LLC dba SKM

1077 County Road 308, Dumont, CO 80436

X

This office has reviewed the attached marijuana business license application and finds no record of violations. *Marijuana Licensing Regulations Sections 5.01.1(14), 5.02.3(9).*

\_\_\_\_\_

This office has reviewed the attached marijuana business license application and found the following violations:

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

\_\_\_\_\_  
Matt Brown, Undersheriff

\_\_\_\_\_  
Date



# Clear Creek County

Post Office Box 2000  
Georgetown, Colorado 80444  
Telephone (303) 679-2300 – Fax (303) 679-2440

**RECEIVED**

SEP 10 2024

CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE

Renewal Application:  
Retail Marijuana Store

TO: Board of County Commissioners

FROM: Planning Director

RE: Marijuana Business License Application for:  
Sofa King Medicinal Wellness Products, LLC dba SKM  
1077 County Road 308, Dumont, CO 80436

X This office has reviewed the site plan for the property and the attached marijuana business license application. The current zoning of the property is C-1, a district in which the sale of marijuana, as contemplated, is permitted, and the applicant has obtained all approvals required under the Clear Creek County Zoning Regulations. *Marijuana Licensing Regulations Sections 5.01.2, 5.02.3(4) and 6.01(2).*

X The property is currently in compliance with Clear Creek County Subdivision and Zoning Regulations. *Marijuana Licensing Regulations Sections 6.01(3).*

N/A Evidence of a legal water supply has been established for marijuana cultivation. *Clear Creek County Marijuana Licensing Regulations Section 6.01(9)*

X The proposed signs and proposed lighting for the property are in compliance with Clear Creek County Subdivision and Zoning Regulations. *Marijuana Licensing Regulations Sections 6.01(4), (5).*

X This office has reviewed the attached marijuana business license application. The proposed Licensed Premises are located in a Location permitted by these Regulations. *Marijuana Licensing Regulations Sections 1.09 and 6.01(18).*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adam Springer Digitally signed by Adam Springer  
Date: 2024.09.09 11:33:14 -06'00'

Planning Director

Date

# Clear Creek Fire Authority

RECEIVED

P.O. Box 507, Dumont, CO 80436 (303) 567-4342 \* Fax (303) 567-4739

DEC 03 2024

<p>Renewal Application:</p> <p>Retail Marijuana Store</p>
---

TO: Board of County Commissioners

FROM: Fire Chief

RE: Marijuana Business License Application for:

Sofa King Medicinal Wellness Products, LLC dba SKM

1077 County Road 308, Dumont, CO 80436

\_\_\_\_\_ This office has reviewed the attached marijuana business license application and the storage plan relative to toxic, flammable, hazardous, or other materials regulated by a federal, state or local government authority having authority, that will be used, kept or created at the Premises (or the Property of which the Premises are a part) and the Material Safety Data Sheets for each. They comply with all applicable County Fire Codes. *Marijuana Licensing Regulations Section 5.01.1(15)*

\_\_\_\_\_ This office has reviewed the plan specifying whether and how CO2 gas will be used in the cultivation and the location of the generation, use or storage has been identified on the site plans. *Marijuana Licensing Regulations Section 5.01.3.*

KS \_\_\_\_\_ This office has reviewed the site plan for the property and inspected the establishment. To the best of our knowledge, the premises comply with all applicable provisions of all the County Fire Codes. *Marijuana Licensing Regulations Sections 5.02.3(10), and 6.01(11).*

\_\_\_\_\_ This office has reviewed the attached marijuana business license application and finds that the premises are in violation of the following provisions of the County Fire Code:

\_\_\_\_\_  
\_\_\_\_\_  
ok for license renewal

K.M.J. Bdr  
Fire Chief

12/3/24  
Date



# Clear Creek County Sheriff's Office

405 Argentine Street Post Office Box 2000  
Georgetown, Colorado 80444

**RECEIVED**

SEP 23 2024

CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE

Renewal Applications:  
Retail MJ Products Mfg.  
Med. MJ Infused Prod Mfg.

TO: Board of County Commissioners

FROM: Matt Brown, Undersheriff

RE: Marijuana Business License Application for:  
Sofa King Medicinal Wellness Products DBA SKM

1181 County Road 308, Dumont, CO

X

This office has reviewed the attached marijuana business license application and finds no record of violations. *Marijuana Licensing Regulations Sections 5.01.1(14), 5.02.3(9).*

This office has reviewed the attached marijuana business license application and found the following violations:

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

Matt Brown, Undersheriff

Date



# Clear Creek County

**RECEIVED**

Post Office Box 2000

Georgetown, Colorado 80444

Telephone (303) 679-2300 – Fax (303) 679-2440

SEP 23 2024

CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE

Renewal Applications:  
Retail MJ Prod. Mfg.  
Medical MJ Inf. Prod. Mfg.

TO: Board of County Commissioners

FROM: County Assessor

RE: Marijuana Business License Application for:

**Sofa King Medicinal Wellness Products, LLC**

**1181 County Road 308, Dumont, CO 80436**

This office has reviewed the attached marijuana business license application. All assessment records and personal property schedules are current and complete. *Marijuana Licensing Regulations Sections 5.02.3(1) and 6.01(12).*

No assessment records or personal property schedules have been submitted.

Comments:

[Click here to enter text.](#)

Donna Gee\_\_\_\_  
County Assessor

9/23/2024  
Date



# Clear Creek County

Post Office Box 2000  
Georgetown, Colorado 80444  
Telephone (303) 679-2300 – Fax (303) 679-2440

**RECEIVED**

SEP 23 2024

CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE

Renewal Applications:  
Retail MJ Prod Mfg.  
MMJ Inf. Prod. Mfg.

TO: Board of County Commissioners

FROM: County Treasurer

RE: Marijuana Business License Application for:  
Sofa King Medicinal Wellness Products, LLC dba SKM  
1181 County Road 308, Dumont, CO 80436

This office has reviewed the attached marijuana business license application. Property taxes for this property have been paid and no tax liens exist for the premises. *Marijuana Licensing Regulations Sections 5.02.3(7) and 6.01(13).*

Real or Personal Property taxes for this business are due by \_\_\_\_\_, for calendar year \_\_\_\_\_, as follows:

Schedule Number	Amount Due

There is currently a tax lien for the property, as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*C. Lee*  
County Treasurer

9-19-24  
Date



# Clear Creek County

Post Office Box 2000

Georgetown, Colorado 80444

Telephone (303) 679-2300 – Fax (303) 679-2440

**RECEIVED**

SEP 23 2024

**CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE**

Renewal Applications:  
  
Retail MJ Prod Mfg.  
  
MMJ Inf. Prod. Mfg.

TO: Board of County Commissioners

FROM: Sanitarian

RE: Marijuana Business License Application for:

Sofa King Medicinal Wellness Products, LLC dba SKM

1181 County Road 308, Dumont, CO 80436

ok

This office has reviewed the site plan for the property and the attached marijuana business license application. *Marijuana Licensing Regulations Sections 5.01.2 and 5.02.3(5).*

ok

The Premises has all required well and sanitation system permits or is adequately served by public water and/or sewer service. *Marijuana Licensing Regulations Sections 6.01(8).*

ok

The Premises are not subject to any unresolved enforcement action by the Clear Creek County Department of Public Health and Environment. *Marijuana Licensing Regulations Sections 6.01(10).*

N/A

This office has reviewed the attached marijuana business license application and finds that the applicant is in violation of the County Environmental Health Regulations for the following reasons:

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

Gary Hague  
Environmental Health Specialist

9-23-24  
Date



# Clear Creek County

Post Office Box 2000  
Georgetown, Colorado 80444  
Telephone (303) 679-2300 – Fax (303) 679-2440

**RECEIVED**

OCT 07 2024

**CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE**

Renewal Applications:  
  
Retail MJ Prod Mfg.  
  
MMJ Inf. Prod. Mfg.

TO: Board of County Commissioners

FROM: Planning Director

RE: Marijuana Business License Application for:  
Sofa King Medicinal Wellness Products, LLC dba SKM  
1181County Road 308, Dumont, CO 80436

X This office has reviewed the site plan for the property and the attached marijuana business license application. The current zoning of the property is C-1, a district in which the sale of marijuana, as contemplated, is permitted, and the applicant has obtained all approvals required under the Clear Creek County Zoning Regulations. *Marijuana Licensing Regulations Sections 5.01.2, 5.02.3(4) and 6.01(2).*

see below The property is currently in compliance with Clear Creek County Subdivision and Zoning Regulations. *Marijuana Licensing Regulations Sections 6.01(3).*

X Evidence of a legal water supply has been established for marijuana cultivation. *Clear Creek County Marijuana Licensing Regulations Section 6.01(9)*

X The proposed signs and proposed lighting for the property are in compliance with Clear Creek County Subdivision and Zoning Regulations. *Marijuana Licensing Regulations Sections 6.01(4),(5).*

X This office has reviewed the attached marijuana business license application. The proposed Licensed Premises are located in a Location permitted by these Regulations. *Marijuana Licensing Regulations Sections 1.09 and 6.01(18).*

Comments: While it appears the property might not be in conformance with the County zoning regulations , the licensed premises appears to be in conformance with the

zoning and subdivision regulations

**Adam Springer** Digitally signed by Adam Springer  
Date: 2024.10.03 12:16:13 -06'00'

Planning Director

Date





# Clear Creek County

Post Office Box 2000  
Georgetown, Colorado 80444  
Telephone (303) 679-2300 – Fax (303) 679-2440

RECEIVED

OCT 07 2024

CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE

Renewal Applications:  
  
Retail MJ Prod Mfg.  
  
MMJ Inf. Prod. Mfg.

TO: Board of County Commissioners

FROM: Site Development

RE: Marijuana Business License Application for:  
Sofa King Medicinal Wellness Products, LLC dba SKM

1181County Road 308, Dumont, CO 80436

SS This office has reviewed the site plan for the property and the attached marijuana business license application and inspected the establishment. To the best of our knowledge the premises comply with the provisions of the County Site Development regulations, including driveway, grading and BMP regulations. *Marijuana Licensing Regulations Sections 5.01.2, 5.02.3(6) and 6.01(7).*

\_\_\_\_\_ This office has reviewed the attached marijuana business license application and finds that the applicant is in violation of the following provisions of the County Site Development Regulations:

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

Stoy Streepey  
Site Development

10/7/2024  
Date



# Clear Creek County

Post Office Box 2000  
Georgetown, Colorado 80444  
Telephone (303) 679-2300 – Fax (303) 679-2440

**RECEIVED**

OCT 14 2024

CLEAR CREEK COUNTY  
ATTORNEY'S OFFICE

Renewal Applications:  
Retail MJ Prod Mfg.  
MMJ Inf. Prod. Mfg.

TO: Board of County Commissioners

FROM: Building Inspector

RE: Marijuana Business License Application for:

Sofa King Medicinal Wellness Products, LLC dba SKM

1181County Road 308, Dumont, CO 80436

X This office has reviewed the site plan for the property and the attached marijuana business license application and inspected the premises relative to structure features. To the best of our knowledge, we find that all structures for the proposed location listed in this application comply with all applicable building regulation provisions and all necessary building permits have been obtained. *Marijuana Licensing Regulations Sections 5.01.2, 5.01.3, 5.02.3(2) and 6.01(6).*

X This office has reviewed the storage plan in relation to the use of toxic, flammable, hazardous, or other materials regulated by a federal, state or local government authority having authority, that will be used, kept or created at the Premises (or the Property of which the Premises are a part) and has reviewed the Material Safety Data Sheets for each. They comply with all applicable building regulations. *Marijuana Licensing Regulations Section 5.01.1(15).*

X This office has reviewed the ventilation plan for the property. To the best of our knowledge, we find that the proposed ventilation plan complies with all applicable building regulation provisions. *Marijuana Licensing Regulations Section 5.01.1(16).*

X This office has reviewed the electrical system for the property or caused it to be examined by the state inspector or master electrician. To the best of our knowledge, we find that the electrical system complies with all applicable building (electrical) regulation provisions. *Marijuana Licensing Regulations Section 5.01.1(17).*

\_\_\_\_\_ This office has reviewed the attached marijuana business license application and finds that the structure is in violation of the following provisions of the County Building Codes:

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

[Signature]  
Building Inspector

10-10-24  
Date

Clear Creek Fire Authority

DEC 03 2024

P.O. Box 507, Dumont, CO 80436 (303) 567-4342 \* Fax (303) 567-4739 CLEAR CREEK COUNTY ATTORNEY'S OFFICE

Renewal Applications:  
Retail MJ Prod Mfg.  
MMJ Inf. Prod. Mfg.

TO: Board of County Commissioners

FROM: Fire Chief

RE: Marijuana Business License Application for:  
Sofa King Medicinal Wellness Products, LLC dba SKM  
1181 County Road 308, Dumont, CO 80436

KB This office has reviewed the attached marijuana business license application and the storage plan relative to toxic, flammable, hazardous, or other materials regulated by a federal, state or local government authority having authority, that will be used, kept or created at the Premises (or the Property of which the Premises are a part) and the Material Safety Data Sheets for each. They comply with all applicable County Fire Codes. *Marijuana Licensing Regulations Section 5.01.1(15)*

N/A This office has reviewed the plan specifying whether and how CO2 gas will be used in the cultivation and the location of the generation, use or storage has been identified on the site plans. *Marijuana Licensing Regulations Section 5.01.3.*

KB This office has reviewed the site plan for the property and inspected the establishment. To the best of our knowledge, the premises comply with all applicable provisions of all the County Fire Codes. *Marijuana Licensing Regulations Sections 5.02.3(10), and 6.01(11).*

\_\_\_\_\_ This office has reviewed the attached marijuana business license application and finds that the premises are in violation of the following provisions of the County Fire Code:

\_\_\_\_\_  
\_\_\_\_\_  
OK for license renewal

Kelly Boh  
Fire Chief

12/3/24  
Date



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Beth Luther, Asst. to the County Manager  
**Subject:** Interview for vacancies on the Gateway to the Rockies Opioid Council

---

## **BACKGROUND**

Per the formation of the local Gateway to the Rockies Opioid Council, the Board of County Commissioners must appoint members to represent the County on this council. Three vacancies currently exist on this council: one Law Enforcement position, one elected municipal position, and one municipal law enforcement alternate. The following applicants are requesting appointment: Heidi McCollum for the Law Enforcement position and Janine Mariani for elected municipal position. The remaining vacancy is yet to be filled. At this hearing, the Board will be interviewing both Heidi McCollum and Janine Mariani. Below are possible discussion topics the Commissioners may want to consider as they interview the two applicants.

### **General Background and Experience:**

1. What motivates you to serve on the Gateway to the Rockies Opioid Council?
2. What experience do you have addressing opioid-related issues, either professionally or personally?

### **Knowledge of the Issue:**

4. What do you see as the most critical challenges related to the opioid crisis in our region?
5. How familiar are you with the role of the council and its goals in combating opioid use and its effects on the community?
6. What strategies or solutions do you believe are most effective in addressing opioid addiction and prevention?

### **Community Engagement:**

7. How would you engage with local governments, community organizations, and stakeholders to achieve the council's goals?

### **Specific Skills and Expertise:**

11. Do you have any professional expertise, such as medical, legal, public health, or social work experience, that would contribute to the council's work?

### **Vision and Leadership:**

13. What is your vision for how the council can make a measurable impact on reducing opioid misuse and improving community health?
14. How would you propose strengthening partnerships between law enforcement, healthcare providers, and community organizations?



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Beth Luther, Asst. to the County Manager  
**Subject:** Interview for vacancies on the Gateway to the Rockies Opioid Council

---

## **BACKGROUND**

Per the formation of the local Gateway to the Rockies Opioid Council, the Board of County Commissioners must appoint members to represent the County on this council. Three vacancies currently exist on this council: one Law Enforcement position, one elected municipal position, and one municipal law enforcement alternate. The following applicants are requesting appointment: Heidi McCollum for the Law Enforcement position and Janine Mariani for elected municipal position. The remaining vacancy is yet to be filled. At this hearing, the Board will be interviewing both Heidi McCollum and Janine Mariani. Below are possible discussion topics the Commissioners may want to consider as they interview the two applicants.

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2. What experience do you have addressing opioid-related issues, either professionally or personally?

### **Knowledge of the Issue:**

4. What do you see as the most critical challenges related to the opioid crisis in our region?
5. How familiar are you with the role of the council and its goals in combating opioid use and its effects on the community?
6. What strategies or solutions do you believe are most effective in addressing opioid addiction and prevention?

### **Community Engagement:**

7. How would you engage with local governments, community organizations, and stakeholders to achieve the council's goals?

### **Specific Skills and Expertise:**

11. Do you have any professional expertise, such as medical, legal, public health, or social work experience, that would contribute to the council's work?

### **Vision and Leadership:**

13. What is your vision for how the council can make a measurable impact on reducing opioid misuse and improving community health?
14. How would you propose strengthening partnerships between law enforcement, healthcare providers, and community organizations?



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Rachel Harlow-Schalk, Finance Director/Assistant County Manager  
**Subject:** Consideration of Approval of the Warrant Register

---

## **RECOMMENDATION**

Staff recommends approval of the December 10, 2024 Packet.

## **BACKGROUND**

On September 10, 2013, the Board of County Commissioners adopted Resolution R-13-77, authorizing the Clear Creek County Payments Approval Policy. The policy authorizes the County Manager and Finance Director to approve claims or payroll documents when the Board of County Commissioners is not available to allow and approve claims in the time required by law or contract or within the time available for the proper and efficient administration of County government. The policy goes on to state that when the County Manager or the Finance Director approve one or more claims or payroll documents under the circumstances explained above, the Board of County Commissioners must review and approve said claims or payroll documents at its next regularly scheduled meeting. Staff brings forward the Warrant Register for the Board's consideration during most regularly scheduled meetings.

## **CONCLUSION**

With this item, staff is recommending approval of the Warrant Registers, the Payroll Registers, Electronic Fund Transfers, and P-card transactions. All were prepared by Finance staff, reviewed and approved for payment by the Finance Director.

## **ATTACHMENTS**

1. Warrant Register dated November 21, 2024
2. Payroll Register dated November 29, 2024
3. Electronic Fund Transfer dated November 5, 2024 to December 1, 2024

**December 10, 2024**

Pursuant to Resolution R-13-77, the Board of County Commissioners has reviewed the  
Warrant Register dated November 21, 2024  
Payroll Register dated November 29, 2024  
Electronic Fund Transfer dated November 5, 2024 to December 1, 2024  
prepared by the Finance Department, reviewed and approved for payment by the Finance Director.

Approved:

---

George Marlin, Commissioner

---

Randall P. Wheelock, Commissioner

---

James M. Houston, Commissioner

# Accounts Payable

## Computer Check Proof List by Vendor

User: slewis  
 Printed: 11/21/2024 - 12:34PM  
 Batch: 00003.11.2024



# Clear Creek County

POST OFFICE BOX 2000  
 GEORGETOWN, COLORADO 80444  
 TELEPHONE: (303) 569-3251 • (303) 679-2300

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 30011 1699035	4 Rivers Equipment 72333\RB187_4000MService_PartsLaborTripCl	10,020.13	11/21/2024	Check Sequence: 1 02-324-55-79400-000-000	ACH Enabled: False 02 PW
	Check Total:	10,020.13			
Vendor: 01034 24-0629345-086	A & E Tire Inc CLEA01 - Front only alignment labor & shop su	197.45	11/21/2024	Check Sequence: 2 12-230-20-73640-000-000	ACH Enabled: False 12 EMS
	Check Total:	197.45			
Vendor: 01131 226771	Air-O-Pure Portables Port O Pot - St Mary's lot	315.00	11/21/2024	Check Sequence: 3 01-850-75-73550-000-000	ACH Enabled: False 01 Recreation
	Check Total:	315.00			
Vendor: 01147 INV00383693	Aladtec, Inc Annual Subscription 01/01/2025 - 12/31/2025	3,175.00	11/21/2024	Check Sequence: 4 12-230-20-72210-000-000	ACH Enabled: False 12 EMS
	Check Total:	3,175.00			
Vendor: 01217 576636	Alpinaire Healthcare Inc O2 D and O2 E Tank Rental	18.00	11/21/2024	Check Sequence: 5 01-253-20-73510-000-000	ACH Enabled: False 01 Confinement
	Check Total:	18.00			
Vendor: 01234 13GV-Q9VG-H3KQ 1413-QLDQ-P3CP 16FR-9QKJ-F64W 179J-G164-F4VH 19XG-GFWC-1DDL	Amazon 95 Qt Clear Storage Bins with Latching Lids, 4-F Paper Plates, Plastic Forks, Wireless Charging Pl CREDIT MEMO - Laptop Computer Case Internal Family Systems Workbook, Adult Autis Pens, Planners, Suckers, Paper Bags	103.34 192.37 -23.74 50.49 88.84	11/21/2024 11/21/2024 11/21/2024 11/21/2024 11/21/2024	Check Sequence: 6 01-365-65-72200-000-000 12-230-20-73661-000-000 01-130-10-72100-000-000 01-910-20-73570-000-000 21-530-65-72100-000-000	ACH Enabled: False 01 Animal Services 12 EMS 01 Planning and Building Svc Admin 01 JBBS 21 Public Health



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1C7X-VNNX-XHHV	Power Wish, Mini Fridge with Freezer	170.04	11/21/2024	01-910-20-73570-000-000	01 JBBS
1LFR-RDNL-6L97	Antonki 2 Pack Room Thermometer for Home	95.80	11/21/2024	01-365-65-72200-000-000	01 Animal Services
1LY3-1XJH-3WCR	20" Wide Pharmacy All-Refrigerator	924.64	11/21/2024	12-230-20-72240-000-000	12 EMS
1MHD-XR9V-1Q4L	AC5PG3Q1HTL0B\Caldendars_EarBuds	165.66	11/21/2024	02-328-55-72200-000-000	02 PW
1N4Q-9F9L-6HL1	Dog Collars	40.97	11/21/2024	01-365-65-72200-000-000	01 Animal Services
1P7D-H9NW-NWDR	Headlamp Flashlight, Rubber Door Stopper, Cat	90.61	11/21/2024	01-365-65-72200-000-000	01 Animal Services
1QN1-61X1-9DWG	Laptop Computer Case	28.64	11/21/2024	01-130-10-72100-000-000	01 Planning and Building Svc Admin
1R4V-X4L4-DK7P	Leather Work and Ski Gloves	20.23	11/21/2024	01-850-75-72200-000-000	01 Recreation
1VWM-9MRR-1PRD	Resistance Bands, Kleenex, Microwave, Books, .	543.28	11/21/2024	01-910-20-73570-000-000	01 JBBS
1XFD-M1H9-QDHD	File Folders, Lint Roller, Lotion, Pens, Batteries,	153.11	11/21/2024	01-210-20-72200-000-000	01 Coroner
	Check Total:	2,644.28			
Vendor: 01244	Amazon			Check Sequence: 7	ACH Enabled: False
11QQ-CQYR-LYH1	Fridge Lock	17.97	11/21/2024	01-253-20-72290-000-000	01 Confinement
1HNX-C9JR-M9JP	Polo shirts	74.97	11/21/2024	01-220-20-72260-000-000	01 OEM
	Check Total:	92.94			
Vendor: 01238	Ambiente H2O Inc.			Check Sequence: 8	ACH Enabled: False
V240999	EONE Service Contract 5 Year	1,125.00	11/21/2024	12-230-20-73661-000-000	12 EMS
	Check Total:	1,125.00			
Vendor: 01491	Asbury Automotive Group			Check Sequence: 9	ACH Enabled: False
CHGW1088542	LW184812\Kits_Antifreeze	113.94	11/21/2024	02-324-55-72260-000-000	02 PW
	Check Total:	113.94			
Vendor: 02001	BFI - Foothills Landfill			Check Sequence: 10	ACH Enabled: False
5125-000061698	Cust 4-5125-0914705 - Tipping Fees	4,278.63	11/21/2024	01-610-60-73220-000-000	01 Transfer Station
	Check Total:	4,278.63			
Vendor: 02502	Black Diamond Equipment			Check Sequence: 11	ACH Enabled: False
3288519	Cust A1325 - Headlamp, Gloves, Shell, Vest, Ho	603.40	11/21/2024	12-230-20-72260-000-000	12 EMS
	Check Total:	603.40			
Vendor: 02515	Blackwell Oil Company Inc			Check Sequence: 12	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1693	Cust CCTS - Diesel Red Prem	235.66	11/21/2024	01-610-60-72220-000-000	01 Transfer Station
1741	Cust CCTS - Diesel Red Prem	45.84	11/21/2024	01-610-60-72220-000-000	01 Transfer Station
2045	Cust CCTS - Diesel Red Prem	208.69	11/21/2024	01-610-60-72220-000-000	01 Transfer Station
2328	Cust CCTS - Diesel Red Prem	232.28	11/21/2024	01-610-60-72220-000-000	01 Transfer Station
	Check Total:	722.47			
Vendor: 02515	Blackwell Oil Company Inc			Check Sequence: 13	ACH Enabled: False
100124-103124PW	CRB\55GHydratrans_DrumDeposit	790.60	11/21/2024	02-324-55-72220-000-000	02 PW
	Check Total:	790.60			
Vendor: 00304	Benjamin Hunter Burke			Check Sequence: 14	ACH Enabled: False
20241783	Refund for overpayment of traffic fine Case # 20	140.00	11/21/2024	01-252-35-35210-000-000	01 Sheriff Patrol
	Check Total:	140.00			
Vendor: 03367	CCC Treasurer's Office			Check Sequence: 15	ACH Enabled: False
R-24-77	Cost and fees realted to tax liens for property	7,936.15	11/21/2024	01-101-10-72200-000-000	01 Assessor
	Check Total:	7,936.15			
Vendor: 03043	Clean It Supply			Check Sequence: 16	ACH Enabled: False
INV9897	Floor Squeegee and Scrub Brush	309.08	11/21/2024	01-253-20-72200-000-000	01 Confinement
INV9920	2-Ply, Clorox Cream, Bleach, Mop Heads	1,137.21	11/21/2024	01-253-20-72200-000-000	01 Confinement
INV9921	Velcro Tape Strip, Loop and Hook	224.12	11/21/2024	01-253-20-72200-000-000	01 Confinement
	Check Total:	1,670.41			
Vendor: 03417	Clear Creek County Tourism Board			Check Sequence: 17	ACH Enabled: False
Oct2024	40% Lodging Tax receipts October 2024	1,352.52	11/21/2024	11-100-10-73500-000-000	11 Lodging Tax
	Check Total:	1,352.52			
Vendor: 03393	Clear Creek Economic Dev. Corp.			Check Sequence: 18	ACH Enabled: False
2462	CDBG BLF Admin Fee	16,000.00	11/21/2024	01-910-80-75500-000-000	01 Grants and Restricted Funds
2462	Reimbursement CDBG BLF - Downstream Adve	100,000.00	11/21/2024	01-910-80-77600-000-000	01 Grants and Restricted Funds
	Check Total:	116,000.00			
Vendor: 03390	Clear Creek Fire Authority			Check Sequence: 19	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
124	CMC Traverse, CMC System Aztek, CMC Squic	2,500.00	11/21/2024	12-230-33-33432-000-000	12 EMS
	Check Total:	2,500.00			
Vendor: 03415	Clear Creek Supply Co			Check Sequence: 20	ACH Enabled: False
4136	Cust 2105 - Single sided key and key tag	32.33	11/21/2024	01-255-20-72290-000-000	01 Special Operation
4163	Cust 2125 - Antifreeze	14.99	11/21/2024	12-230-20-73640-000-000	12 EMS
	Check Total:	47.32			
Vendor: 03420	Clear Creek Vet Clinic			Check Sequence: 21	ACH Enabled: False
41162	Felv/Fiv Snap Combo - Maya	74.33	11/21/2024	01-365-65-73500-000-000	01 Animal Services
	Check Total:	74.33			
Vendor: 03429	ClearStar Inc.			Check Sequence: 22	ACH Enabled: False
1524326 EMS	Background check	44.56	11/21/2024	12-230-20-73500-000-000	12 EMS
1524326 FIN	Background check	60.86	11/21/2024	01-115-10-73500-000-000	01 Finance
1524326 MYN	Background check	33.46	11/21/2024	21-535-65-73457-000-000	21 MYN
	Check Total:	138.88			
Vendor: 03525	Colorado Brake			Check Sequence: 23	ACH Enabled: False
CB125162	105880\ClutchSwitch_PlowCable	300.18	11/21/2024	02-324-55-72260-000-000	02 PW
	Check Total:	300.18			
Vendor: 03616	Colorado Imaging Associates Pc			Check Sequence: 24	ACH Enabled: False
082824Silver	Inmate medical	11.22	11/21/2024	01-253-20-73510-000-000	01 Confinement
	Check Total:	11.22			
Vendor: 03688	Columbine Paper & Maintenance			Check Sequence: 25	ACH Enabled: False
84367	Cust 101341 - Towel	172.88	11/21/2024	01-120-10-72200-000-000	01 Maintenance
	Check Total:	172.88			
Vendor: 09080	CORE Electric Cooperative			Check Sequence: 26	ACH Enabled: False
100824-111124bf	49442000\BrookForestShop_45ApacheRd	80.25	11/21/2024	02-328-55-73410-000-000	02 PW
100824111124bfp	49301200\BrookForestPole_65ApacheRd	23.45	11/21/2024	02-328-55-73410-000-000	02 PW
100824-111124bv	14185200\BrookvaleShop_1193YankeeCreekRd	302.47	11/21/2024	02-328-55-73410-000-000	02 PW

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
100824-111124hp	14586000\195HylandPole	36.90	11/21/2024	02-328-55-73410-000-000	02 PW
10213100 11-24	Acct 10213100 - Squaw Mountain Tower	274.26	11/21/2024	04-280-20-73420-000-000	04 E-911
95447131 11-24	Acct 95447131 - Light Hyland and Meadow Vie	19.65	11/21/2024	01-120-10-73410-000-000	01 Maintenance
	Check Total:	736.98			
Vendor: 03793 033	Counties and Commissioners Acting Together CCAT Shared Costs, 2024 Annual	6,000.00	11/21/2024	Check Sequence: 27 01-110-10-73350-000-000	ACH Enabled: False 01 Commissioners
	Check Total:	6,000.00			
Vendor: 03888 500159673	CureMD.com, Inc. Credentialing with Plans	350.00	11/21/2024	Check Sequence: 28 21-530-65-72200-000-000	ACH Enabled: False 21 Public Health
	Check Total:	350.00			
Vendor: 03887 INV882366	Curtis Blue Line Cust C148855 - Man Marking Rounds	846.00	11/21/2024	Check Sequence: 29 01-255-20-72291-000-000	ACH Enabled: False 01 Special Operations
INV883104	Cust C148855 - Sew Emblem	27.00	11/21/2024	01-253-20-72260-000-000	01 Confinement
INV883570	Cust C148855 - Concealable Covert Carrier	113.00	11/21/2024	01-255-20-72291-000-000	01 Special Operations
INV883701	Cust C148855 - LS Polo and Softshell Jacket	159.29	11/21/2024	01-253-20-72260-000-000	01 Confinement
INV884215	Cust C148855 - Polo, Pant, LS Shirt, Flag Pin	459.06	11/21/2024	01-253-20-72260-000-000	01 Confinement
INV884972	Cust C148855 - Polished gold clutch back black	16.25	11/21/2024	01-253-20-72260-000-000	01 Confinement
	Check Total:	1,620.60			
Vendor: 04288 4163	DiNatale Water Consultants Clear Creek County accounting - general water r	2,467.50	11/21/2024	Check Sequence: 30 01-710-80-73560-000-000	ACH Enabled: False 01 Water Resources
	Check Total:	2,467.50			
Vendor: 04340 DVS157373	Dominion Voting Systems, Inc. USCOCLEARC - Election Database Setup	2,548.06	11/21/2024	Check Sequence: 31 01-103-10-72200-000-000	ACH Enabled: False 01 Elections
	Check Total:	2,548.06			
Vendor: 04742 45991	Economy Air Conditioning & Heating Inc. CLEARCRE - Check bay heaters and get heat gc	408.75	11/21/2024	Check Sequence: 32 02-328-55-73660-000-000	ACH Enabled: False 02 PW
	Check Total:	408.75			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 05205	Evergreen Fire Rescue			Check Sequence: 33	ACH Enabled: False
973	Clear Creek 22 PMB+	1,328.72	11/21/2024	12-230-20-73640-000-000	12 EMS
985	Clear Creek EMS 51 PMB+ Ball Joints	1,462.71	11/21/2024	12-230-20-73640-000-000	12 EMS
	Check Total:	2,791.43			
Vendor: 06105	Farmer Bros Co			Check Sequence: 34	ACH Enabled: False
92986679	Coffee	171.76	11/21/2024	01-110-10-73730-000-000	01 Commissioners
	Check Total:	171.76			
Vendor: 00606	Francy Law Firm			Check Sequence: 35	ACH Enabled: False
2024-1188	Case 2024-1188	2.84	11/21/2024	01-251-34-34210-000-000	01 Sheriff Admin
	Check Total:	2.84			
Vendor: 06242	Meredith Ann Frank, MD PLLC			Check Sequence: 36	ACH Enabled: False
202402	Case 2024-00033, 00037, 00046	3,750.00	11/21/2024	01-210-20-73500-000-000	01 Coroner
	Check Total:	3,750.00			
Vendor: 07161	Georgetown Town Of			Check Sequence: 37	ACH Enabled: False
1.0690.1 10/24	1.0690.1 - Water and Sewer 401 Argentine St - C	157.68	11/21/2024	01-120-10-73410-000-000	01 Maintenance
1.0700.1 10/24	1.0700.1 - Water and Sewer 403 Argentine St - C	144.00	11/21/2024	01-120-10-73410-000-000	01 Maintenance
2.0020.1 10/24	2.0020.1 - Water and Sewer 619 5th St - Oct 202	167.76	11/21/2024	01-120-10-73410-000-000	01 Maintenance
2.0280.1 10/24	2.0280.1 - Water and Sewer 405 Argentine St - C	11,518.35	11/21/2024	01-120-10-73410-000-000	01 Maintenance
2.0599.1 10/24	2.0599.1 - Water and Sewer 1111 Rose St - Oct 2	401.83	11/21/2024	01-120-10-73410-000-000	01 Maintenance
	Check Total:	12,389.62			
Vendor: 07296	Goliath Tech, LLC			Check Sequence: 38	ACH Enabled: False
411183	Jail - Ethernet switch 48 Ports, Rackmount, 10 O	2,498.00	11/21/2024	01-142-10-72290-000-000	01 IT
	Check Total:	2,498.00			
Vendor: 08096	Chuck Harmon			Check Sequence: 39	ACH Enabled: False
11202024	Rent assistance	500.00	11/21/2024	20-517-70-73580-000-000	20 DHS
	Check Total:	500.00			
Vendor: 08904	IACME			Check Sequence: 40	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
300004136	Office Membership	250.00	11/21/2024	01-210-20-73350-000-000	01 Coroner
	Check Total:	250.00			
Vendor: 09033	City Of Idaho Springs			Check Sequence: 41	ACH Enabled: False
1.1060.1 10-24	1.1060.1 Water and Sewer 411 Hwy 103	181.71	11/21/2024	12-230-20-73412-000-000	12 EMS
	Check Total:	181.71			
Vendor: 08926	IHS Pharmacy			Check Sequence: 42	ACH Enabled: False
106415	Inmate medications	3,088.66	11/21/2024	01-253-20-72231-000-000	01 Confinement
	Check Total:	3,088.66			
Vendor: 09123	Interstate Billing Service			Check Sequence: 43	ACH Enabled: False
3039515046	Cust 103002 - SW2TarpRepairs	14,224.67	11/21/2024	01-910-10-79500-000-000	01 Grants and Restricted Funds
	Check Total:	14,224.67			
Vendor: 10070	Jefferson Center For Mental He			Check Sequence: 44	ACH Enabled: False
25.188961-10	JBBS Oct 2024	21,086.33	11/21/2024	01-910-20-73570-000-000	01 Grants and Restricted Funds
	Check Total:	21,086.33			
Vendor: 11029	Keefe Commissary Network			Check Sequence: 45	ACH Enabled: False
4662973	Cust 82750 - Indigent Supplies	10.08	11/21/2024	01-253-20-72200-000-000	01 Confinement
4663225-3571279	Cust 82750 - CREDIT MEMO	-1.10	11/21/2024	01-253-20-72200-000-000	01 Confinement
	Check Total:	8.98			
Vendor: 11235	Koy Dingboom, LLC			Check Sequence: 46	ACH Enabled: False
Oct2024	CWT - October 2024	2,280.00	11/21/2024	20-510-70-73500-026-000	20 DHS
Oct2024	APS - October 2024	386.00	11/21/2024	20-514-70-73500-000-000	20 DHS
Oct2024	CSS - October 2024	60.00	11/21/2024	20-510-70-73920-000-000	20 DHS
	Check Total:	2,726.00			
Vendor: 12045	Language Line Services			Check Sequence: 47	ACH Enabled: False
11439346	Acct 9022006426 - Interpretation	72.16	11/21/2024	12-230-20-72210-000-000	12 EMS
	Check Total:	72.16			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 12034	Language Link			Check Sequence: 48	ACH Enabled: False
283975	Client 30805 - Translation Services	20.52	11/21/2024	21-530-65-72200-000-000	
283975	Client 30805 - Translation Services	13.11	11/21/2024	20-515-70-73570-052-000	
	Check Total:	33.63			
Vendor: 13356	Milo's Speed Shop			Check Sequence: 49	ACH Enabled: False
012482	Unit 121 - Tow from Fall River Rd to County shc	255.00	11/21/2024	01-259-20-73500-000-000	01 Fleet Maintenance
033004	Unit 114 - Tow from Erie to Milo's	555.00	11/21/2024	01-259-20-73500-000-000	01 Fleet Maintenance
381	2017 Ford Transit - Mount and balance tire	220.00	11/21/2024	01-128-10-73640-000-000	01 Transit
382	2022 Ford E450 - Brake Pads, Spark Plugs, Mou	855.91	11/21/2024	01-128-10-73640-000-000	01 Transit
	Check Total:	1,885.91			
Vendor: 18431	Multicard			Check Sequence: 50	ACH Enabled: False
65494	Acct 400781 000 - One Button Transmitter	337.00	11/21/2024	01-253-20-72290-000-000	01 Confinement
	Check Total:	337.00			
Vendor: 14023	NAPA Auto Parts			Check Sequence: 51	ACH Enabled: False
111795	Cust 2451 - Fuel Treatment	36.30	11/21/2024	01-259-20-72220-000-000	01 Fleet Maintenance
	Check Total:	36.30			
Vendor: 14154	NMS Labs			Check Sequence: 52	ACH Enabled: False
1254333	2024-0039, 2024-00041	482.00	11/21/2024	01-210-20-73500-000-000	01 Coroner
	Check Total:	482.00			
Vendor: 15149	John Osborn			Check Sequence: 53	ACH Enabled: False
1510	10/29/2024 RT ride IS to Lakewood	198.00	11/21/2024	20-513-70-73730-032-000	20 DHS
	Check Total:	198.00			
Vendor: 19214	Senergy Petroleum			Check Sequence: 54	ACH Enabled: False
SEN-926579	99459\Unleaded_DumontShop	17,843.40	11/21/2024	02-325-55-72220-000-000	02 PW
SEN-932363	95844\DEF_HandPumpw/Hose_BVShop	770.91	11/21/2024	02-325-55-72220-000-000	02 PW
	Check Total:	18,614.31			
Vendor: 19271	Shamrock Foods Co			Check Sequence: 55	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
32121931	Cust 0053452 - Inmate Food	2,395.91	11/21/2024	01-253-20-73200-000-000	01 Confinement
32129532	Cust 0053452 - Inmate Food	1,936.16	11/21/2024	01-253-20-73200-000-000	01 Confinement
	Check Total:	4,332.07			
Vendor: 19008	Shred-It USA			Check Sequence: 56	ACH Enabled: False
8008900364	Cust 1000490467 - Select Purge Site Service	38.52	11/21/2024	01-143-10-73500-000-000	01 Archives
	Check Total:	38.52			
Vendor: 19350	Skaggs Companies			Check Sequence: 57	ACH Enabled: False
100_A_236210_2	Boot 8" Zip	60.26	11/21/2024	12-230-20-72260-000-000	12 EMS
	Check Total:	60.26			
Vendor: 19619	Staples Business Advantage			Check Sequence: 58	ACH Enabled: False
6015342111	1052549\Coffee	64.89	11/21/2024	02-324-55-72200-000-000	02 PW
6015342112	1052549\Coffee	353.54	11/21/2024	02-328-55-72200-000-000	02 PW
6016240897	1052549\T-Paper	54.70	11/21/2024	02-328-55-72200-000-000	02 PW
6016240898	1052549\CopyPaper_HotChocolate	148.28	11/21/2024	02-328-55-72200-000-000	02 PW
6016240899	1052549\WallCalendar	14.49	11/21/2024	02-328-55-72200-000-000	02 PW
6016240900	1052549\Calendars_Batteries_Kleenex	267.22	11/21/2024	02-328-55-72200-000-000	02 PW
	Check Total:	903.12			
Vendor: 03575	State of Colorado			Check Sequence: 59	ACH Enabled: False
000035953	CTY112-999B00080 - Data Mailers FY24	18.54	11/21/2024	01-102-10-73110-000-000	01 Clerk and Recorder
000035953	CTY112-999B00080 - Data Mailers FY24	4.89	11/21/2024	01-102-10-72200-000-000	01 Clerk and Recorder
000036808	CTY112-999B00080 - Data Mailers FY24	147.00	11/21/2024	01-102-10-72200-000-000	01 Clerk and Recorder
000036808	CTY112-999B00080 - Data Mailers FY24	692.40	11/21/2024	01-102-10-73110-000-000	01 Clerk and Recorder
	Check Total:	862.83			
Vendor: 19730	Stryker Sales Corporation			Check Sequence: 60	ACH Enabled: False
9207487638	20008542 - MTS Power Load	494.00	11/21/2024	12-230-20-72290-000-000	12 EMS
9207572312	20008542 - Kit Shipping Single Electrode, LPCF	482.67	11/21/2024	12-230-20-72240-000-000	12 EMS
	Check Total:	976.67			
Vendor: 19767	Summit Pathology			Check Sequence: 61	ACH Enabled: False



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
241001AU889	Services 88099	72.05	11/21/2024	01-210-20-73500-000-000	01 Coroner
	Check Total:	72.05			
Vendor: 19870 0506106	Symbol Arts Badge 2.75" Clear Creek County Sheriff	1,756.50	11/21/2024	01-251-20-73550-000-000	ACH Enabled: False 01 Sheriff Admin
	Check Total:	1,756.50			
Vendor: 19881 100207539	tcag Men's SS Polo	269.86	11/21/2024	01-256-20-72260-000-000	ACH Enabled: False 01 Investigations
	Check Total:	269.86			
Vendor: 19894 6305427	THK Associates, Inc 9031000 Master Planning: Alvarado Open Space	13,431.32	11/21/2024	08-810-75-73571-000-000	ACH Enabled: False 08 Open Space
	Check Total:	13,431.32			
Vendor: 20151 28130	Tom Calabrese Trucking 758.1T_FreightChargeForOxfordInvoices241003	9,855.30	11/21/2024	02-324-55-73500-000-000	ACH Enabled: False 02 PW
	Check Total:	9,855.30			
Vendor: 20228 1579288 1637791 1637944	Trilogy Medwaste West Region Acct 3384741 - BioWaste Acct 3384741 - Late Fee Acct 3385410 - BioWaste	117.52 5.00 83.80	11/21/2024 11/21/2024 11/21/2024	12-230-20-73210-000-000 12-230-20-73210-000-000 01-210-20-73500-000-000	ACH Enabled: False 12 EMS 12 EMS 01 Coroner
	Check Total:	206.32			
Vendor: 22083 50269 50270 50271 50272	Vranesh & Raisch #0025 CLEAR CREEK - Water Right CCC Aug #0025 CLEAR GREEN - Green Lake #0025 CLEAR OPP - Opposition to water applic #0025 CLEAR POA - Plan for Augmentation in t	1,636.50 57.00 85.50 371.00	11/21/2024 11/21/2024 11/21/2024 11/21/2024	01-710-80-73500-000-000 01-710-80-73500-000-000 01-710-80-73500-000-000 01-710-80-73500-000-000	ACH Enabled: False 01 Water Resources 01 Water Resources 01 Water Resources 01 Water Resources
	Check Total:	2,150.00			
Vendor: 23203 5010645	Western Paper Distributors Cust 211509 - 2Ply Kitchen Roll Towel	127.37	11/21/2024	01-365-65-72200-000-000	ACH Enabled: False 01 Animal Services

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	127.37			
Vendor: 16370 1144670870	Xcel Energy Acct 53-0011733082-5 _ 1335 County Road 314	273.67	11/21/2024	Check Sequence: 69 01-210-20-73410-000-000	ACH Enabled: False 01 Coroner
	Check Total:	273.67			
Vendor: 16370 1144689760	Xcel Energy Acct 53-0013892471-4 _ 9 W Dumont Rd	15.71	11/21/2024	Check Sequence: 70 01-850-75-73550-000-000	ACH Enabled: False 01 Recreation
	Check Total:	15.71			
Vendor: 16370 1144716740	Xcel Energy Acct 53-0014527114-0 _ 3204 County Road 312	43.24	11/21/2024	Check Sequence: 71 01-120-10-73410-000-000	ACH Enabled: False 01 Maintenance
	Check Total:	43.24			
Vendor: 16370 0545696950	Xcel Energy Acct 53-0015115571-1 _ 3204 Stanley Rd	160.26	11/21/2024	Check Sequence: 72 01-120-10-73410-000-000	ACH Enabled: False 01 Maintenance
	Check Total:	160.26			
	Total for Check Run:	289,437.00			
	Total of Number of Checks:	72			

## Payroll

<b><u>Full Name</u></b>	<b><u>11/29/2024</u></b>
Aab, Nickolas	\$4,461.22
Alex, Mark	\$3,941.49
Alvarado, Marilyn	\$2,461.54
Banuelos, Justin	\$3,229.28
Barba, Anthony	\$3,215.28
Barton, Allen	\$3,308.00
Beer, Alexander	\$5,926.08
Behring, Stephanie	\$4,139.94
Bell, Charleen	\$3,596.98
Bellows, Breynden	\$3,274.00
Berberick, Kathleen	\$113.94
Beretta, John	\$1,980.00
Berger, Alexis	\$2,577.81
Bertelsen, Dustin	\$2,402.80
Bertrand, Adam	\$5,298.54
Blugerman, Delia	\$1,279.71
Boggs-Blake, Clarissa	\$4,115.39
Boldt, Nicholas	\$3,283.24
Bosshardt, Brian	\$6,909.40
Brown, Matthew	\$5,423.08
Brown, Sarah	\$480.00
Buehrle, Joel	\$3,792.31
Bunschoten, Alexander	\$4,255.26
Buss, Stephen	\$3,200.00
Butcher, Jonathan	\$2,792.76
Butler, John	\$3,115.42
Cameron, Kallie	\$2,653.60
Campbell, Beau	\$5,500.80
Canada, Stacey	\$3,207.83
Cassano, Sarah	\$5,996.72
Church, Clark	\$5,576.93
Colwell, Joyce	\$72.00
Comb, Madison	\$5,388.51
Corbett, Brenda	\$3,394.34
Corey, Melissa	\$5,948.65
Crawley, Aaron	\$4,615.39
Croshal, Tyler	\$3,094.74
Dale, Thomas	\$2,466.00
Danielson, David	\$4,615.39
Davis Lentz, Nichole	\$2,774.95
Deibert, Rhiannon	\$2,445.60
DeMaio, Robin	\$1,722.88
Denbow, Steven	\$2,753.56
DePan, Matthew	\$6,339.95

Dibiase, Nicholas	\$4,192.31
Doll, Elizabeth	\$2,170.00
Dougherty, Ann	\$41.94
Drew, Robert	\$3,653.85
Edge, Susan	\$702.14
Ehrgott, Alexis	\$2,388.00
Elmqvist, Reed	\$1,705.92
Erickson, Troy	\$2,906.85
Faselt, Gary	\$191.46
Feather, Joshua	\$1,227.30
Fontana, Aiden	\$2,390.11
Fortune, Carol Ann	\$5,753.35
Frey, Tammy	\$3,840.92
Fulton, Jennifer	\$3,846.24
Gallagher, Elizabeth	\$4,230.77
Garcia, Jessica	\$2,198.79
Garner, David	\$2,619.90
Gee, Donna	\$3,394.35
Gillingham, Sarah	\$2,843.21
Graber, Elizabeth	\$2,561.44
Gray, Ruth	\$4,019.12
Greek, Louis	\$374.66
Green, Alexandra	\$2,743.30
Greenhagen, Alexandra	\$1,613.96
Gudmundsson, Snorri	\$2,550.30
Guillen-Turner, Stephanie	\$2,032.00
Guzman, Nicolas	\$2,040.00
Hague, Gary	\$2,889.16
Hallgren, Christopher	\$1,487.90
Harlow-Schalk, Rachel	\$6,653.85
Harris, Matthew	\$4,409.77
Hastings, Jeremy	\$4,507.54
Hegmann, Christopher	\$3,394.34
Hewitt, Hunter	\$3,316.78
Hiler, Megan	\$3,200.80
Honig, Zachary	\$6,486.10
Horton, Dennis	\$1,841.75
Houston, James	\$3,245.15
Hurst, Thomas	\$5,853.99
Hutchinson, Clark	\$3,640.00
Ibarra Perez, Luz	\$1,887.99
Ikesakes, Zeke	\$144.00
Imrie, Nicolas	\$4,657.17
Keiscome, Andrew	\$4,250.20
Kline, Stephanie	\$2,115.04
Kopsch, Christopher	\$3,832.31
Kuper, Emily	\$3,625.60

Lamb, Stephanie	\$1,852.37
Lamoureux, Marc	\$2,677.30
Lavender, Ileana	\$72.00
LeBarron, Sue	\$2,444.72
Leben, Lisa	\$4,172.70
Lee, Carol	\$3,394.34
Lewis, Sarah	\$2,941.14
Lichtman, Peter	\$6,909.40
Lievers, Christine	\$2,401.20
Lipson, Bryce	\$2,145.19
Loeffler, Robert	\$3,498.00
Lopez, Carlos	\$3,895.20
Lucas, Isaac	\$4,570.03
Ludolph, Shawn	\$2,460.00
Luther, Elizabeth	\$4,565.50
MacFarland, Paul	\$5,867.30
Macilwaine, Graeme	\$2,153.84
Mallin, Lisa	\$113.94
Manasjan, John	\$6,339.94
Manley, John-Mark	\$2,192.80
Marlin, George	\$3,394.35
Marquardt, Katrina	\$3,928.01
Marquardt, Seth	\$4,746.16
Mauer, Darren	\$2,612.67
McAllister, Garrett	\$4,615.39
McPhillips, Raymond	\$1,821.60
Meyer, Linsy	\$1,059.56
Meyer, Logan	\$2,225.88
Miller, David	\$2,474.76
Moody, Deverrick	\$3,984.33
Moon, Thomas	\$2,715.83
Morgan, Jeromie	\$2,674.80
Morris, Rosemarie	\$2,812.69
Myers, John	\$1,606.80
Neal, Justis	\$4,039.20
Nelson, Fred	\$3,520.00
Nelson, Nichol	\$3,324.02
Neville, Thomas	\$2,574.80
Nicholson-Kluth, Holly	\$2,680.78
Nykaza, Benjamin	\$4,075.55
Ogaz, Brian	\$3,228.64
Opel, Perrin	\$3,216.51
Ovenden, Megan	\$2,715.92
Ovington, Suzanne	\$2,012.32
Parker, Christopher	\$3,792.31
Parker, Joseph	\$1,530.16
Petty, Weston	\$4,509.04

Plett, Virginie	\$1,891.83
Post, Marcella	\$2,321.80
Prentner, Donna	\$3,307.70
Prinzler, Preston	\$3,004.57
Prows, David	\$3,345.66
Rabus, Jeff	\$3,520.00
Reese, James	\$1,799.20
Reimer, Nanette	\$3,444.88
Roach, James	\$2,330.37
Roderick, Emily	\$2,546.15
Rodriguez-Gonzales, Dominic	\$3,814.15
Rohloff, Colton	\$6,153.85
Rothrock, Jack	\$2,985.60
Ruholl, Stephen	\$2,624.00
Ryan, Timothy	\$5,596.74
Saxton, Amy	\$5,473.00
Schell, Karl	\$5,163.20
Schell, Lisa	\$2,059.01
Scott, Erika	\$2,751.64
Scribner, Brittany	\$491.55
Sherry, Dakota	\$2,280.00
Skates, Sean	\$4,892.31
Smith, Debbie	\$2,058.96
Spinner, Peggy	\$2,667.41
Springer, Adam	\$3,173.80
Steinbach, Mark R	\$1,631.55
Stepter, Bradley	\$4,470.89
Straley, David	\$4,423.08
Streepey, Edward	\$4,635.20
Swanson, Joleen	\$2,433.28
Tableman, Martha	\$3,002.96
Taylor, Matthew	\$4,575.50
Tennant, Denise	\$2,220.32
Tetzlaff, Aron	\$3,511.89
Teuling, Matthew	\$1,283.50
Thenell, Tucker	\$3,725.73
Thomas, Adam	\$4,990.88
Thornton, Ronald	\$3,806.40
Tibbetts-Pagan, Selyne	\$5,509.60
Tilley, Carrie	\$1,598.56
Troia, Latricia	\$2,264.81
Troia, Tracy	\$2,311.92
Trouche, Peter	\$2,320.54
Tyll, Keegen	\$6,073.52
Ulishney, Michael	\$2,509.20
Valdez, Julia	\$2,000.00
Vanbourgondien, Melissa	\$3,192.32

Vieweg, Keith	\$2,442.96
Walker, Jamie	\$1,901.12
Walsh, Kayli	\$3,736.80
Wertenberger, Ariel	\$2,432.42
West, Larry	\$2,400.00
Wheelock, Randall	\$3,245.15
Whetstine, Zachary	\$2,586.60
Whisenand, Julie	\$2,058.96
Wiggins, Jason	\$3,260.32
Wild-Johnson, Molly	\$1,891.84
Wilson, Karen	\$1,221.50
Yeager, Patrick	\$2,916.00
	\$625,654.63

Reimb

Full Name

Wiggins, Jason

11/29/2024

\$120.00



**Clear Creek County  
Electronic Transfer Orders 2024**

PAYROLL DATE (or) DATE OF TRANSFER+4:1 0	PAYEE	Description	FICA SS EMPLOYEE	FICA SS EMPLOYERS	MEDIC	MEDIC MATCH	FWT	TOTAL AMOUNT	ASSIGNED #
11/5/2024	Optum	Fees						\$150.00	PY202486
11/13/2024	UMR	Claims Paid						\$51,909.80	PY202487
11/13/2024	Delta Dental	Dental Claims						\$2,649.10	PY202488
11/19/2024	Optum	Claims Paid						\$63,976.43	PY202489
11/20/2024	UMR	Claims Paid						\$16,487.11	PY202490
11/20/2024	Delta Dental	Dental Claims						\$2,265.30	PY202491
11/29/2024	Springbrook	Payroll						\$439,986.68	PY202492
11/29/2024	EFTPS	Federal Tax Deposit	\$38,827.04	\$38,827.04	\$9,080.51	\$9,080.51	\$71,239.58	\$167,054.68	PY202493
11/29/2024	Colorado Dept of Revenue	State Tax Deposit						\$23,097.00	PY202494
11/29/2024	Great West Retirement	CCOERA						\$65,402.55	PY202495
12/1/2024	RMR	Admin Fees						\$387.06	PY202496
<b>Total transfer from 11/05 to 12/01/2024</b>								<b>\$833,365.71</b>	

**R-24-63**

**RESOLUTION TO DESIGNATE THE CLEAR CREEK COUNTY OFFICES' HOLIDAY SCHEDULE FOR 2025**

WHEREAS, the Clear Creek County Board of County Commissioners (“Board”) shall designate the holiday schedule for County offices pursuant to C.R.S. § 30-10-109; and

WHEREAS, this holiday schedule will designate the days that County offices will be closed to the public; and

WHEREAS, the Board designates the following list as the 2025 holiday schedule for Clear Creek County offices:

- a. New Year’s Day, January 1<sup>st</sup>, Monday
- b. Martin Luther King Jr. Day, January 20<sup>th</sup>, Monday
- c. Presidents' Day, February 17<sup>th</sup>, Monday
- d. Memorial Day, May 26<sup>th</sup>, Monday
- e. Juneteenth, June 19<sup>th</sup>, Thursday
- f. Independence Day, Observed July 3<sup>rd</sup>, Thursday
- g. Labor Day, September 1<sup>st</sup>, Monday
- h. Veteran's Day, November 11<sup>th</sup>, Tuesday
- i. Thanksgiving, November 27<sup>th</sup>, Thursday
- j. Christmas Day Holiday, December 25<sup>th</sup>, Thursday

NOW, THEREFORE, BE IT RESOLVED that the Clear Creek County Board of County Commissioners designates the above list as the 2025 Holiday Schedule for Clear Creek County offices;

ADOPTED, this 10<sup>th</sup> day of December, 2024 at a regularly schedule meeting of the Clear Creek County Board of County Commissioners.

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George Marlin, Chair

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Randall Wheelock, Commissioner

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Mitch Houston, Commissioner

**ATTEST:**

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Deputy Clerk and Recorder



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Beth Luther, Assistant to County Manager  
**Subject:** 2025 Holiday Closure of County Offices

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## **RECOMMENDATION**

Staff recommends the Board of County Commissioners consider approval of Resolution R-24-63 to designate the Clear Creek County offices' holiday schedule for 2025.

## **BACKGROUND**

Each November, the Board of County Commissioners (BOCC) reviews federal and state holidays to develop and adopt a resolution recognizing these observances and approving the closure of County offices. The finalized holiday schedule is then communicated to County and State staff, as well as the public, through the County website, local newspapers, and social media channels.

Approving this schedule in advance allows staff and visitors who rely on County services to plan their activities and visits accordingly. For the upcoming year, there are no changes to the total number of holidays observed by the County. The only modification from the 2024 schedule is the observance of Independence Day, which will be recognized on July 3rd.

## **ATTACHMENTS**

1. Resolution R-24-63, resolution to designate the Clear Creek County offices' holiday schedule for 2025.



# Board Agenda Background

**Date:** 12/4/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Timothy Ryan, Public Health Department Director  
**Subject:** Consideration of a Memorandum of Understanding with the Colorado Department of Public Health for a STI Program

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## **RECOMMENDATION**

Staff recommends approval of the Memorandum of Understanding (MOU) with the Colorado Department of Public Health (CDPHE) for a STI Program.

## **BACKGROUND**

Colorado has seen substantial increases in sexually transmitted infections (STI) morbidity. While the rate of reported cases of chlamydia decreased by 4.7% from 2017 to 2021, the rate of gonorrhea increased 20.5% and syphilis (all stages) increased 172.2%. In the same time period, the rate of reported cases of syphilis (all stages) among women of reproductive age (15-44 years old) increased 494.2%. Increased access to testing, appropriate and prompt testing of persons with STIs and exposure is critically important in preventing health complications and interrupting disease transmissions in communities.

Rapid test kits are available to expand the support of STI screening for HIV, HCV and Syphilis. This support is made available by offering free STI testing (HIV, HCV, and Syphilis) via CDPHE.

## **ANALYSIS**

Under the terms of this agreement, CDPHE will provide rapid tests kits for HIV, HCV, and Syphilis testing to Clear Creek County Public Health. The terms of this MOU is the 2025 calendar year.

## **CONCLUSION**

The substantial increases in STI morbidity are concerning. Having access to rapid testing for HIV, HCV, and Syphilis with regard to STI testing is critical.

## **FISCAL IMPACT**

There is no direct fiscal impact with the approval of this MOU other staff time to administer the program.

## **ATTACMENTS**

1. CDPHE MOU



**Memorandum of Understanding (MOU)**

Colorado Department of Public Health & Environment (CDPHE) Laboratory No-Cost Chlamydia (CT), Gonorrhea (GC), Syphilis and Human Immunodeficiency Virus (HIV) Testing Credits Project

**Facility Information**

Entity: Clear Creek County

Contact person name and title: Tim Ryan, Director, Public and Environmental Health

Contact phone: 970-409-2577

Contact email: timryan@clearcreekcounty.us

**Project Description:**

Increased access and prompt testing of persons with sexually transmitted infections (STIs) and exposure are critically important in preventing health complications and interrupting disease transmissions in communities. One-time funds are available to expand the support of STI screening for CT, GC, syphilis, and HIV. This support is made available by offering no-cost STI testing via CDPHE’s Laboratory to partnering entities.

**Project Term:**

1/1/2025-12/31/2025

**Terms:**

Under the terms of this MOU, CDPHE will provide partnering entities with access to CT, GC, Syphilis, and HIV testing credits at no cost. The lab will bill the entity for any additional tests not included in this MOU or once the threshold numbers noted in the table below have been surpassed. Partnering entities are prohibited from charging an individual for the cost of the test. All testing credits are to be used for uninsured or underinsured individuals or screening in a non-clinical outreach setting.

AGENCY	CT/GC	RPR	TP	HIV AG/AB	HIV DIFFERENTIAL
Clear Creek County	20	10	10	5	5

## **Process and Protocol**

1. [Chlamydia and Gonorrhea specimen collection guides, methodologies, acceptable specimen\(s\), labeling, stability, turnaround time, rejection criteria, ordering, and contact information,](#)
2. [Syphilis RPR specimen collection guides, methodologies, acceptable specimen\(s\), labeling, stability, turnaround time, rejection criteria, ordering, and contact information:](#)
3. [Syphilis TPPA specimen collection guides, methodologies, acceptable specimen\(s\), labeling, stability, turnaround time, rejection criteria, ordering, and contact information:](#)
4. [HIV Antigen/Antibody specimen collection guides, methodologies, acceptable specimen\(s\), labeling, stability, turnaround time, rejection criteria, ordering, and contact information:](#)
5. [HIV Differentiation specimen collection guides, methodologies, acceptable specimen\(s\), labeling, stability, turnaround time, rejection criteria, ordering, and contact information.](#)
6. [Submitting samples to the lab.](#)
7. [Courier information.](#)
8. [Ordering supplies for collecting and shipping clinical specimens that will be submitted to the State Lab at the Colorado Department of Public Health and Environment.](#)
9. [Obtaining a CLIA certification/waiver.](#)

## **Expectations, Standards and Requirements**

1. The Agency shall perform STI screening following current CDC screening guidelines available on the following website: <https://www.cdc.gov/std/treatment-guidelines/default.htm>
2. The Agency shall maintain one (1) of the following for STI testing throughout the life of the project:
  - a. Valid, non-expired CLIA waiver certificate
  - b. Valid, non-expired CLIA certificate
3. The Agency shall comply with reporting requirements. The CDPHE Communicable Reportable Conditions Guidelines are located here: <https://www.colorado.gov/pacific/cdphe/report-a-disease>

## **Contingency of change or loss of funding**

The partnering entity acknowledges that funding for this project is based on one-time funds that are available to the Colorado Department of Public Health and Environment, and there is no guarantee of continued or additional funding beyond the specified terms or allotted testing credits. If any of these funding sources are reduced or eliminated before the end of the term, CDPHE has the right to reduce, suspend, or eliminate financial support for this project. CDPHE shall endeavor to give the partnering entity as much prior notice as possible of any such situation.

**CDPHE Approvals**

**Jessica Forsyth** Digitally signed by Jessica Forsyth  
Date: 2024.10.21 13:02:18 -06'00'

Jessica Forsyth,  
Director Office of  
STI/HIV/VH

**Lacy Mulleavey** Digitally signed by Lacy Mulleavey  
Date: 2024.10.21 12:20:49 -06'00'

Lacy Mulleavey, Prevention  
Manager  
Office of STI/HIV/VH

**Chad Jones** Digitally signed by Chad Jones  
Date: 2024.10.21 14:23:14  
-06'00'

Chad Jones, Fiscal Manager  
Office of STI/HIV/VH

DocuSigned by:  
*Chelsea Gilbertson*  
2613912418534B1...  
2024-10-18

Chelsea Gilbertson,  
Director of Procurement  
and Contracts Section

**Partnering Agency Approvals**

Clear Creek County and Public & Environmental Health Division

Partner Authority and County Point of Contact

George Marlin, Chair of BOCC

Date: 12/10/2024

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Primacy Contact Name and Title

**Email:**

**Phone:**



## **Memorandum of Understanding**

Colorado Department of Public Health and Environment (CDPHE) No-Cost Agreement for Rapid Human Immunodeficiency Virus (HIV)/Hepatitis C Virus (HCV) and Syphilis Testing Distribution Project

### **Facility Information**

Entity:

Address:

Contact person name and title:

Contact phone:

Contact email:

### **Project Description:**

Increased access and prompt testing of persons with sexually transmitted infections (STIs) and exposure are critically important in preventing health complications and interrupting disease transmissions in communities. One-time funds are available to expand the support of rapid screening for syphilis, HCV, and HIV. This support is made available by offering free rapid test kits to LPHAs and other covered entities via CDPHE's Rapid Testing Distribution Program.

### **Project Term:**

1/1/2025-12/31/2025



## **Agreement:**

Under the terms of this agreement, CDPHE will provide access to no-cost rapid HIV/HCV/Syphilis tests to partnering entities. Partnering entities are prohibited from charging an individual for the cost of the test or billing insurance for any rapid tests distributed through this program.

## **Process and Protocol**

This protocol is intended to explain the process of ordering HIV/HCV/Syphilis Rapid Tests purchased by CDPHE for qualifying entities in the State of Colorado. Funding is supported by the CDC's Strengthening STD Prevention and Control for Health Departments (PCHD) and State Opioid Response (SOR). As well as state-funds for syphilis prevention and control. All HIV testing conducted under this protocol will be considered "supported testing events" and follow appropriate CDC reporting requirements.

1. Agencies intending to receive rapid tests purchased by CDPHE must submit a distribution plan prior to placing each order through the CDPHE: [Rapid Test Order Form](#)
2. Agencies must submit both a signed MOU and CLIA waiver with their rapid test order form.
  - a. Plans are reviewed within 5 business days of submission. CDPHE will notify the agency if their distribution plan was approved.
3. All orders will be placed by CDPHE and shipped directly to the agency.

## **Expectations Standards and Requirements**

1. The Agency shall perform STI screening in accordance with current CDC screening guidelines: <https://www.cdc.gov/std/treatment-guidelines/STI-Guidelines-2021.pdf>
2. The Agency shall maintain one (1) of the following for STI testing throughout the life of the project:
  - a. Valid, non-expired CLIA waiver certificate
  - b. Valid, non-expired CLIA certificate
3. The Agency shall comply with reporting requirements. The CDPHE Communicable Reportable Conditions Guidelines: <https://www.colorado.gov/pacific/cdphe/report-a-disease>
4. The Agency shall submit an attestation form confirming receipt of their rapid test kits within 5 business days of receipt.  
[https://docs.google.com/forms/d/e/1FAIpQLSezMeh60DN9qTFcXjh7\\_a1PhtA99ygbZJsLdTvpuKhx0oGICw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSezMeh60DN9qTFcXjh7_a1PhtA99ygbZJsLdTvpuKhx0oGICw/viewform?usp=sf_link)
5. The Agency shall complete the STI testing and treatment locator [survey](#). Facilities, such as detention centers, that are unable to offer free testing to the public are excluded.  
[//cdphe.redcap.state.co.us/surveys/?s=N7RNCD4DKJ9WLTk9](https://cdphe.redcap.state.co.us/surveys/?s=N7RNCD4DKJ9WLTk9).

6. The agency shall complete this aggregate [Rapid Test Monthly Reporting Form](#) within 15 days of the following month. Data reporting for this MOU is not meant to replace any contracted or other data reporting requirements by other projects funded by CDPHE. Agencies receiving PCHD, High Impact HIV Prevention (HIHP), and Colorado HIV Alliance for Prevention, Care, and Treatment (CHAPP), will be expected to input client-level data into the STI/HIV/VH Prevention REDCap project:  
<https://cdphe.redcap.state.co.us/surveys/?s=TECJAF7RKRKM9AA9>.

### **Contingency of change or loss of funding**

The partnering entity acknowledges that funding for this project is based on one-time funds that are available to the Colorado Department of Public Health and Environment and there is no guarantee of continued or additional funding beyond the specified terms. In the event that any of these sources of funding are reduced or eliminated prior to the end of the term, CDPHE has the right to reduce, suspend or eliminate financial support for this project. CDPHE shall endeavor to give the partnering entity as much prior notice as is possible of any such situation.

## CDPHE Approvals

**Jessica Forsyth** Digitally signed by Jessica Forsyth  
Date: 2024.11.13 14:27:51 -07'00'

Jessica Forsyth, Director  
Office of STI/HIV/VH

**Garrett Rose** Digitally signed by Garrett Rose  
Date: 2024.11.13 13:05:30 -07'00'

Garrett Rose, Denver Metro Supervisor  
Office of STI/HIV/VH

**Chad Jones** Digitally signed by Chad Jones  
Date: 2024.11.07 10:27:30 -07'00'

Chad Jones, Fiscal Manager  
Office of STI/HIV/VH

**Gilbertson, Chelsea** Digitally signed by Gilbertson, Chelsea  
Date: 2024.11.07 10:18:41 -07'00'

Chelsea Gilbertson,  
Director of Procurement and Contracts Section

## Partnering Agency Approvals

Appointed Authority Name and Title Organization

George Marlin, Chair, Clear Creek County Board of County Commissioners.

Primacy Contact Name and Title

Tim Ryan, Director of Clear Creek County Division of Public & Environmental Health.

Approved as to form and legal sufficiency: Peter A. Lichtman, County Attorney.

## CLEAR CREEK BOARD OF COUNTY COMMISSIONERS

### MINUTES - NOVEMBER 14, 2024

The Clear Creek Board of County Commissioners met in regular session on November 14, 2024 at the Courthouse in Georgetown. Chairman George Marlin called the meeting to order. Also, in attendance were Commissioner Mitch Houston, County Attorney Peter Lichtman, County Manager Brian Bosshardt, Public-Information-Officer Megan Hiler, and Deputy Clerk and Recorder Beth Luther. Commissioner Wheelock had an excused absence.

**PUBLIC COMMENT:** No public comment was offered.

### **JOINT MEETING OF THE CLEAR CREEK COUNTY OPEN SPACE COMMISSION AND THE BOARD OF COUNTY COMMISSIONERS; AND REVIEW OF THE CLEAR CREEK COUNTY OPEN SPACE PLAN 2024:**

The Board of County Commissioners and the Open Space Commission discussed the following items:

1. **Open Space Commission Accomplishments:**
  - Completion of significant projects, including:
    - **Alvarado Park Plan:** Finalized and informed by public input, focusing on the creek side while leaving the meadow side for future discussion.
    - **Open Space Commission Plan for 2024:** A multi-year effort completed.

- Recommendations for the purchase of the Waldorf Stevens Gulch property.
- Formation of committees on communications and finance to enhance efficiency.

## **2. Future Planning Priorities:**

- The meadow side of Alvarado Park remains undeveloped and is under discussion for potential uses, balancing open space preservation with possible development for housing or recreation.
- Recognized need to update the County Master Plan, with suggestions to incorporate stakeholder input, including the Open Space Commission and Multijurisdictional-Housing-Authority.
- Commissioners noted the importance of preserving open space while also addressing housing needs strategically.

## **3. Community Engagement:**

- The Open Space Commission emphasized the importance of public engagement, citing successful events such as the Alvarado Park open house, which drew substantial participation and feedback.

## **4. Next Steps:**

- Consider adding site visits to future meeting schedules to strengthen understanding and decision-making.
- Finalize outstanding items, including the approval of the Open Space Commission Plan and Sheep Keep Land Use Recommendation Form, for inclusion in a consent agenda.

## Concerns Raised:

### 1. Development vs. Preservation:

- **Commissioner Marlin:** Recognized the urgent need for housing but highlighted the challenges of balancing development with preservation, particularly on flat, utility-accessible land near Georgetown.
- **Open Space Commission Members:** Strongly favored leaving the meadow side of Alvarado Park undeveloped, citing its value as open space and the need for careful deliberation before any irreversible decisions.

### 2. Housing and Land Use:

- **Michael Rodgers:** Advocated for housing development within towns rather than in unincorporated areas, citing better access to infrastructure.
- **Martha Tableman:** Noted past studies suggesting the cost of utilities for developing the meadow may not justify the potential return.

### 3. Master Plan and Stakeholder Involvement:

- **Mark Cucinella:** Emphasized the importance of updating the County Master Plan and involving all relevant stakeholders, including the Open Space Commission and Multijurisdictional-Housing-Authority, in addressing housing and land use issues.
- Urged caution on developing the meadow, comparing its value to preserved urban spaces like Central Park.

### 4. Community Input:

- **Kay Axtell:** Called for thorough community involvement in any decision-making about developing the meadow to ensure all perspectives are considered.
- **Michael Rodgers:** Highlighted accomplishments and reinforced the importance of site visits and connecting with the land.
- **Margie Kaspari:** Praised public engagement efforts, particularly the Alvarado Park open house.

## 2. Commissioners:

- **Commissioner Marlin:** Expressed the need to explore potential development on the meadow while acknowledging the value of open space and the challenges of balancing resources and priorities.
- **Commissioner Houston:** Thanked the Open Space Commission for its dedication and noted the importance of listening to community input on these decisions.

## 3. Staff:

- **Amy Saxton:** Suggested that a long-term planning process and updated County Master Plan could guide decisions about development versus preservation in the meadow and other areas.
- **Brian Bosshardt:** Confirmed that a master plan update is scheduled for 2026 and noted the statutory requirement for Planning Commission involvement.

## Directions and Next Steps:

**1. Finalize Action Items:**

- Add the Open Space Commission Plan and Sheep Keep Land Use Recommendation Form to a consent agenda for final approval.

**2. Master Plan Update:**

- Begin preparing for the 2026 update of the County Master Plan, ensuring input from stakeholders like the Open Space Commission and Multijurisdictional-Housing-Authority.

**3. Continue Public Engagement:**

- Build on successful public outreach efforts, including open houses and community feedback sessions, to inform future plans and decisions.

**4. Maintain Preservation Focus:**

- Balance open space preservation with strategic development, ensuring the County meets community needs while protecting valuable natural resources.

**Clear Creek County Open Space Commission Plan 2024 and 2025 Budget**

**Discussion:** The Commissioners and the Open Space Commission discussed the following items:

**1. 2025 Budget Challenges:**

- The Open Space Commission's operating budget for the second consecutive year will exceed annual revenues, requiring a dip into the fund balance.
- Major expenses:



- Trails crew funding (transfers to the General Fund).
- Salaries (e.g., Martha Tableman's).
- There are sufficient reserves for 2024 and 2025, but long-term planning will prioritize cost-cutting, strategic investments, and exploration of additional revenue sources.

## **2. Revenue Generation Opportunities:**

- Parking fee proposal for Floyd Hill and other high-use areas:
  - Suggested using ParkMobile and charging out-of-county visitors while allowing season passes for frequent users.
  - Concerns raised about overflow parking issues and enforcement challenges.
  - Revenue allocation to trail maintenance, Open Space Commission, or recreation programming remains under discussion.

## **3. Future Financial Planning:**

- Suggestions for exploring non-tax revenue sources, such as parking fees or user charges on other open space properties.
- Discussions about potential mill levy increases or reallocation to sustain operations and acquisitions while maintaining public support.
- The use of grants for projects like Alvarado Park was emphasized as a strategy for leveraging external funding.

## **4. Strategic Budget Outlook:**

- The Open Space Commission will focus on safety, signage, and communication projects for 2024.

- Longer-term plans include analyzing the structural deficit and sustainable funding models.

#### 5. **Joint Meeting Cadence:**

- Proposed meeting schedule:
  - Quarterly meetings, with early and late summer site visits to foster collaboration and provide on-the-ground insights.
  - Confirmed dates: February 12, 2025, and September 10, 2025, with site visits scheduled later.

#### 6. **Land Acquisition and Preservation:**

- Updates on the Stevens Gulch property acquisition: Closing expected by December 26, 2024.
- Future opportunities:
  - Protecting Republican Mountain lands as part of the historic landmark district and bighorn sheep habitat.
  - Potential grant-funded acquisitions involving collaboration with GOCO and other stakeholders.

Individual concerns raised were as follows:

#### 1. **Budget Deficit:**

- **Commissioner Marlin:** Highlighted the County's \$4M budget deficit and the need for clarity on the structural deficit within Open Space funds (e.g., recurring expenses like salaries and trails maintenance).
- Emphasized the importance of preserving lands while considering

community needs like housing and economic development.

- **Commissioner Houston:**
- Supported investments in future projects and encouraged consideration of unintended consequences from parking revenue enforcement.
- **Michael Rodgers:**
- Highlighted 2025 priorities, including cost-cutting and revenue opportunities, while maintaining progress on safety and communication projects.
- Voiced support for exploring parking fees at Floyd Hill while maintaining the open space mission.

## 2. **Parking Revenue Feasibility:**

- **Jon Butcher:** Warned of unintended consequences like visitors parking in nearby free areas (e.g., Clear Creek High School) and emphasized the need for robust enforcement if parking fees are implemented.
- **Martha Tableman:** Suggested Floyd Hill is the only viable location for parking revenue currently due to its high visitor numbers.

## 3. **Potential Mill Levy Increase:**

- **Mark Cucinella:** Acknowledged the need to address funding sustainability but emphasized there is no immediate crisis requiring drastic measures.
- **Martha Tableman:** Stressed the importance of a *clear public case* before pursuing a mill levy increase.

## 4. **Revenue Allocation:**

- **Jackie Daoust:** Questioned whether revenues from parking or other open

space fees would be dedicated to the Open Space Commission or broader County operations.

- **Commissioner Marlin:** Noted the importance of balancing Open Space funding with County priorities, like core services.
- **Amy Saxton:**
  - Recommended incorporating **long-term planning** into financial and land use decisions, including an updated County Master Plan.
  - Advocated for cautious, strategic exploration of revenue opportunities.

## **CONSIDERATION OF APPROVAL OF CLEAR CREEK COUNTY OPEN SPACE**

### **COMMISSION SHEEPKEEP LAND USE RECOMMENDATION FORM:** Amy Saxton

presented the following background:

#### **1. Purpose of the Land Use Recommendation Form:**

- Developed to protect the bighorn sheep herd and wildlife habitat in the Sheep Keep area.
- Includes recommendations for recreation management to minimize conflicts, particularly with off-highway-vehicle (OHV) use.
- Will guide the creation of a comprehensive management plan in collaboration with Colorado Parks & Wildlife (CPW).

#### **2. Key Features of the Property:**

- Former BLM land, retained by the County for its ecological and recreational value.

- Meets 11 of 12 criteria for open space preservation, including wildlife habitat, public recreation, and environmental protection.
- Serves as a habitat for the bighorn sheep herd, a vital state resource, and aligns with planned wildlife crossings by CDOT.

### 3. **Next Steps:**

- Collaboration with CPW to draft a management plan, considering potential seasonal closures, gates, and acquisition of inholdings to protect wildlife and address OHV impacts.
- Potentially hire a consultant to assist with drafting the comprehensive plan.

### 4. **Broader Implications:**

- A pilot case for how the Open Space Commission contributes to recreation management planning and off-highway-vehicle management.
- Builds on the Board of County Commissioners' vision for balanced OHV use and wildlife management.

### **Concerns Raised:**

- **Michael Rodgers** and **Mark Cucinella**: Highlighted the increasing OHV activity in the area and the potential for conflicts with wildlife. Seasonal road closures and stricter management may be required.
- Noted this property will likely need higher levels of management compared to other Open Space lands.

### 2. **Complexity of the Management Plan:**

- **Jackie Daoust:** Recommended hiring a consultant for the advanced and technical nature of the plan.

### 3. Potential for Development:

- **Commissioner Marlin:** Queried whether there were any flat parcels within the area that might have development potential, as required by disclosure policies.
- **Martha Tableman:** Stressed the ecological importance of the area, particularly for bighorn sheep, and reiterated CPW's role in shaping the management plan.

### Commissioner Comments:

- ✓ **Commissioner Houston:** Expressed support for the recommendation and recognized its alignment with broader wildlife conservation efforts.
- ✓ **Commissioner Marlin:**
  - Highlighted the Board's existing vision for OHV management and the opportunity to integrate Open Space lands into broader recreation strategies.
  - Supported the recommendation and emphasized the property's alignment with County goals.

## **CONSIDERATION OF APPROVAL OF THE CLEAR CREEK COUNTY OPEN SPACE**

**PLAN 2024:** Amy Saxton presented the following background:

### 1. Purpose and Updates to the Open Space Plan:

- The Open Space Plan, updated in 2021, is an evergreen document that identifies essential resources and priorities, guiding management planning and strategic actions.
- The plan incorporates elements of the new charter and serves as a public-facing document to communicate the mission and actions of the Open Space Commission.

## **2. Focus for 2024:**

- Emphasis on land management plans for key properties:
  - Alvarado Park
  - Sheep Keep
  - Floyd Hill
  - Iron Fens
- Plans will address specific site needs, such as environmental impacts, visitor volume, and recreation versus preservation.

## **3. Prioritization and Criteria for Projects:**

- The Open Space Commission aims to prioritize projects based on:
  - Environmental impact.
  - Volume of visitors.
  - Strategic importance, such as connectivity or inholding properties.

## **4. Need for Public Communication:**

- A concise document or brochure explaining the Open Space Commission's mission, criteria for acquisitions, and recent accomplishments was proposed to address public perceptions.

- An annual report showcasing expenditures, projects, and progress is also under consideration.

#### **5. Long-Term Acquisition Strategy:**

- Interest in creating a map or strategy document that broadly identifies areas for potential acquisition, without naming specific properties.
- Suggested focus areas include:
  - High mountain basins
  - Lands along the greenway
  - Sheep Keep inholdings

#### **Concerns Raised:**

- Commissioner Marlin and Martha Tableman noted public concerns about government land acquisitions, including confusion between Open Space Commission purchases and other County purchases (e.g., administrative properties like the Health & Wellness Center or County Resource Center).
- Michael Rodgers and Martha Tableman: Suggested creating a brochure or educational tool to address these misconceptions.

#### **2. Rising Visitor Impacts:**

- **Mark Cucinella:** Highlighted increased traffic at Iron Fens, driven by social media, necessitating prioritization of management planning for this area.

#### **3. Clarity on Priorities:**

- **Commissioner Marlin:** Asked for a clearer inventory of properties and



priorities for management, especially for long-range issues like revenue generation and major policy discussions.

#### 4. **Strategic Property Identification:**

- Concern about how to identify broad acquisition goals without signaling to property owners that the County is interested in specific parcels.
- **Martha Tableman:** Suggested a macro-level framework identifying types of properties (e.g., wetlands, ridgelines) rather than individual parcels.

#### 1. **Open Space Commission Members:**

- **Amy Saxton:** Focused on creating an evergreen Open Space Plan that prioritizes **essential resources** and informs long-term decisions.
- **Michael Rodgers:** Stressed the public-facing nature of the plan to clarify the mission and incorporate the new charter.
- **Martha Tableman:** Proposed adding criteria to the Open Space Plan to better articulate acquisition strategies and priorities.
- **Jackie Daoust:** Noted the importance of aligning priorities within the Commission and communicating with the public through tools like brochures and annual reports.

#### 2. **Board of County Commissioners comments:**

- **Commissioner Marlin:**
  - Praised the progress of the current Open Space Commission compared to previous efforts.
  - Suggested using a mapping tool to identify culturally and

environmentally significant areas, such as Guanella Pass.

- Highlighted the need for public education to address misconceptions about government land purchases.
- Supported balancing acquisitions and revenue-generating opportunities, such as parking fees at Floyd Hill.
- **Commissioner Houston:** Supported the streamlined nature of the plan and the strategic prioritization of management planning.

**Transparency vs. Strategy:** Balancing the need for transparency with the risk of revealing acquisition intentions.

**Staffing and Resources:** Ensuring adequate support to keep pace with the growing workload.

No formal decisions were made by the Board.

The meeting adjourned.

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Deputy Clerk & Recorder

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George Marlin, Chairman

## **CLEAR CREEK BOARD OF COUNTY COMMISSIONERS**

### **MINUTES - NOVEMBER 19, 2024**

The Clear Creek Board of County Commissioners met in regular session on November 19, 2024 at the Courthouse in Georgetown. Chairman George Marlin called the meeting to order. Also, in attendance were Commissioners Randall Wheelock and Mitch Houston, County Attorney Peter Lichtman, County Manager Brian Bosshardt, Public-Information-Officer Megan Hiler, and Deputy Clerk and Recorder Beth Luther.

#### **ADMINISTRATIVE APPROVAL OF MARIJUANA LICENSES:**

- **XLNY, LLC – RENEWAL OF RETAIL MARIJUANA PRODUCTS MANUFACTURING LICENSE**
- **XLNY, LLC – RENEWAL OF MEDICAL MARIJUANA INFUSED PRODUCTS MANUFACTURING LICENSE**
- **TKN INDUSTRIES, LLC - RENEWAL OF RETAIL MARIJUANA PRODUCTS MANUFACTURING LICENSE**
- **TKN INDUSTRIES, LLC - RENEWAL OF MEDICAL MARIJUANA INFUSED PRODUCTS MANUFACTURING LICENSE:** Nanette Reimer presented the marijuana license applications. Staff recommended approval, with all departments expressing support for the recommendation. The Board granted administrative approval.

**PUBLIC COMMENT:** No public comment was offered.

**COUNTY COMMISSIONER UPDATES:** The Commissioners provided the following updates:

**Commissioner Wheelock:**

- Attended a memorial service for Greg Markle, a prominent community member and founder of KGOAT radio.
- Plans to propose a resolution in his honor.
- Played "Taps" for Markle using a kazoo.

**Commissioner Marlin:**

- Addressed concerns about a Colorado Counties, Inc. (CTSI) advisory discouraging the use of expired Narcan, citing its safety and slight reduction in effectiveness.
- Contacted CTSI, medical advisors, and the Attorney General to advocate for continued use of expired Narcan to save lives.
- Alarmed by the potential chilling effect of the advisory on life-saving practices and is actively spreading accurate information to staff.
- Discussed the Gateway to the Rockies Opioid Council:
  - Provided an update on appointing representatives to the council.
  - Noted that Janine Mariani has been recommended as the municipal representative.
  - Identified the need for an alternate and is consulting with mayors for potential candidates.
  - Confirmed District Attorney Heidi McCollum was recommended as the law

enforcement representative.

- Scheduled interviews for council appointments on December 10, with final appointments and resolutions to be addressed on December 17.

No formal decisions were made by the Board.

**COUNTY MANAGER UPDATES:** Brian Bosshardt provided the following updates:

### **Appointment List Updates**

- The appointment list needs to be adopted at the second meeting in January with the new board.
- Modifications to names and assignments for commissioners are necessary.

### **December Meeting Schedule**

- The first December meeting was moved to 12/10 due to the Colorado Counties, Inc. conference.

### **Jefferson Center for Mental Health Appointment**

- Discussion about replacing Holtzman in collaboration with Gilpin County.
- Preference for a Clear Creek County resident as the appointee.
- Term limits for the seat are a consideration.

### **Employee Holiday Party**

- A holiday party is planned for 12/19 (Thursday). Feedback on the date is requested.

### **IT Services Contract with Axiom**

- Consent agenda includes a contract with Axiom for IT services.

- The purchasing policy was waived due to the immediate need for IT support.
- A reassessment of the agreement will occur in three months (early 2025) to determine whether to hire an IT director, issue a Request-for-Proposal (RFP), or extend Axiom's contract.

### **Future IT Planning**

- Commissioners Marlin and Houston favor gathering more information (via a Request-for-Information) before issuing an RFP or hiring internally.
- A work session on IT strategy is suggested but deferred until there is sufficient experience with Axiom.

No formal decisions were made by the Board.

**COMMUNICATIONS UPDATE:** Megan Hiler provided the following update:

### **Community Partnership Meeting**

- Hosted by the Clear Creek County Health Advisory Team and the Sheriff's Office.
- Date and Time: Wednesday, December 4th, from 6:00 PM to 7:30 PM.
- Location: Clear Creek Metro Rec District.
- Purpose: Learn about resources and crisis response.
- Accessibility: A Zoom link is also available for virtual attendance.

No formal decisions were made by the Board.

The Board of County Commissioners adjourned and convened as the Local Liquor Licensing Authority to consider the following matter.

**LOCAL LIQUOR LICENSING AUTHORITY CONSENT AGENDA:**

**a) CONSIDERATION OF APPROVAL OF RENEWAL OF OPTIONAL  
PREMISES LIQUOR LICENSE FOR CLEAR CREEK SKIING  
CORPORATION DBA LOVELAND SKI AREAS:**

- No public comments were received.
- Public comment was closed by Commissioner Marlin.
- Staff recommended approval of the renewal.
- The Board approved the license administratively.

The Local Liquor Licensing Authority adjourned and convened as the Board of County Commissioners to consider the following matters.

**CONSENT AGENDA**

**A. CONSIDERATION OF APPROVAL OF WARRANT REGISTER:**

**B. CONSIDERATION OF APPROVAL OF 2021 BOARD OF COUNTY  
COMMISSIONERS MEETING MINUTES:**

- a. JULY 20<sup>TH</sup>, 27<sup>TH</sup>, AUGUST 3<sup>RD</sup>, 10<sup>TH</sup>, 12<sup>TH</sup>, 24<sup>TH</sup>**

**C. CONSIDERATION OF APPROVAL OF 2024 BOARD OF COUNTY  
COMMISSIONERS MEETING MINUTES:**

- a. NOVEMBER 5<sup>TH</sup>, 13<sup>TH</sup>, OCTOBER 30<sup>TH</sup>**

**D. CONSIDERATION OF APPROVAL OF RESOLUTION #24-74, RESOLUTION  
RATIFYING THE RESCISSION OF THE CLEAR CREEK COUNTY FIRE BAN**

**DECLARED ON SEPTEMBER 3, 2024:**

- E. CONSIDERATION OF APPROVAL OF RESOLUTION #24-75, RESOLUTION DESIGNATING DAVID DANIELSON AS ZONING OFFICIAL FOR CLEAR CREEK COUNTY:**
- F. CONSIDERATION OF APPROVAL OF CONTRACT TO BUY AND SELL REAL ESTATE (LAND):**
- G. CONSIDERATION OF APPROVAL OF RESOLUTION #24-80, RESOLUTION GRANTING SIGNATURE AUTHORITY TO EXECUTE REAL ESTATE DOCUMENTS FOR THE PURCHASE OF REAL PROPERTY:**
- H. CONSIDERATION OF APPROVAL OF RESOLUTION #24-81, RESOLUTION TO AMEND THE 2024 ORIGINAL APPROPRIATION FOR CLEAR CREEK COUNTY FUNDS/ FLOYD HILL PARKING LOT PROJECT BUDGET REVISION:**
- I. CONSIDERATION OF APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH AXIOM GROUP LLC:**
- J. CONSIDERATION OF APPROVAL OF CHANGE ORDER NO. 7, NO. 8, NO. 9 AND NO. 10, AND THIRD AMENDMENT TO CLEAR CREEK COUNTY SPORTS SHOOTING COMPLEX UNIFIED- FORM CONSTRUCTION CONTRACT WITH HIMMELMAN CONSTRUCTION, INC.:**
- K. CONSIDERATION OF APPROVAL OF RESOLUTION #24-72, RESOLUTION TO APPOINT MEMBERS TO THE CLEAR CREEK COUNTY TOURISM BUREAU BOARD OF DIRECTORS:** Commissioner Wheelock made the motion to approve the Consent Agenda as presented. Commissioner Houston



seconded. During discussion, the following comments were made:

#### Fire Ban Signage

- Commissioner Houston appreciated the rescission of the fire ban but noted that signage remains on roads, including near their neighborhood and Highway 65.
- Brian Bosshardt committed to ensuring the signs are removed.
- Concern raised about sandwich boards being affected by plowing.

#### Axiom Contract Language

- Commissioner Houston requested avoiding terms like "white list" and "black list" in contracts, as they are outdated and inappropriate.

#### Henderson CPP Meeting

- The next Henderson Community Partnership Panel (CPP) meeting will occur in three months, focusing on water issues. Commissioner Houston emphasized ensuring staff are aware.

#### Tourism Bureau Appointments

- Two members were appointed to the Clear Creek County Tourism Bureau.
- Commissioner Marlin expressed gratitude to Amy and Joshua for their contributions. The motion passed unanimously.

The Board of County Commissioners adjourned and convened as the Board of Equalization to consider the following matter.

### **BOARD OF EQUALIZATION CONSENT AGENDA:**

### **CONSIDERATION OF APPROVAL OF AUGUST 4<sup>TH</sup> AND SEPTEMBER 29<sup>TH</sup>, 2020**

**AND JULY 20<sup>TH</sup>, 27<sup>TH</sup> AND AUGUST 3<sup>RD</sup>, 2021; AND JULY 31<sup>ST</sup> AND AUGUST 5<sup>TH</sup>**

**2024 BOARD OF EQUALIZATION MEETING MINUTES:** Commissioner Houston made the motion to approve the Board of Equalization Consent Agenda as presented. Commissioner Wheelock seconded and the motion passed unanimously.

The Board of Equalization adjourned and convened as the Board of County Commissioners to consider the following matters.

**CONSIDERATION OF APPROVAL OF RESOLUTION #24-78, RESOLUTION**

**REVISING THE CLEAR CREEK COUNTY WATER BANK RATE SCHEDULE:** Lisa

Leben presented the following request:

**Water Bank Rate Adjustment**

- Rates for the water bank have not been updated since 2017.
- A rate study was conducted with water engineers and attorneys, examining market rates and the Consumer Price Index (CPI) adjustments in contracts.
- Some customers will experience a price decline per acre-foot, aligning rates with market standards.
- Contracts specify that new rates will apply once updated.

**Economic Development and Water Policy**

- **Commissioner Marlin:** Raised concerns about the lack of differentiation in water rates based on use (e.g., housing projects or job-creating businesses) and proposed leveraging the water bank for economic development.
- Marlin suggested amending the resolution to include water rate incentives for

preferred economic activities.

### **Policy Amendment Discussion**

- **Peter Lichtman:** Confirmed the resolution would need an amendment to implement rate-based incentives.
- **Commissioner Marlin:** Expressed interest in creating policies to make the water bank a proactive economic development tool, aligning with feedback from regional recruiters about the lack of existing incentive policies.

### **Broader Incentive Policy Proposal**

- **Commissioner Wheelock:** Recommended a broader work session on general incentives, with water being one aspect. Emphasized sustainability in economic development policies.
- **Commissioner Houston:** Supported integrating the water bank with regional resilience efforts.

### **Next Steps**

- **Brian Bosshardt:** Suggested using an upcoming work session to educate the new board on the water bank's functions and explore its use as an economic development tool.
- **Commissioner Marlin:** Supported the broader incentives discussion and requested a work session within three months.

Commissioner Houston made the motion to approve the water rate schedule as presented. Commissioner Wheelock seconded and the motion passed unanimously.

**CONSIDERATION OF RESOLUTION #24-73, RESOLUTION REPEALING  
RESOLUTION #17-21, AND ADOPTING A NEW LICENSING PROGRAM AND FEE  
STRUCTURE CONCERNING THE USE OF COUNTY REAL PROPERTY BY RIVER  
OUTFITTERS:**

Amy Saxton made the following presentation:

**Increase in Rafting Fees and Fee Structure Changes**

- **Proposal:** Increase commercial rafting fees from \$0.50 to \$1.00 per person.
- **Fee Structure Adjustment:** Implement charges for the use of each access point to the river.
- **Purpose:** Align fees with those in other regions (e.g., Arkansas River) and generate revenue for infrastructure and services.

**Feedback from Rafting Outfitters**

- **Concerns:** Some outfitters expressed that the increased fees might be prohibitive.
- **Commissioners' Stance:** The proposed fees are considered reasonable and in line with market standards. A typical trip would cost a maximum of \$2 per person under the new fee structure.

**Access Points and Infrastructure**

- **Current Access Points:** Discussions about access points on Clear Creek County lands and the need to include additional sites.
- **CDOT Collaboration:** Working on a lease agreement with the Colorado Department of Transportation (CDOT) to include the Two Bears access point in the permit program.
- **Infrastructure Needs:** Recognized the necessity to improve put-in sites and

provide well-appointed facilities for safety and capacity.

### **Use of Fee Revenue**

- **Recreation Management and Infrastructure:** Fees can be used for recreation management and improving infrastructure at access points.
- **Emergency Medical Services (EMS):** Acknowledged the demand placed on EMS by the rafting industry. While fees go into the General Fund, they can be allocated to EMS or other public safety groups to cover impacts.

### **Economic Impact Studies**

- **Skepticism Over Estimates:** Commissioners cautioned that economic impact studies might overestimate the benefits due to leakage (spending outside the county).
- **Need for Accurate Analysis:** Emphasized the importance of accurately evaluating the industry's economic impact on the county.

### **Relationship with the Rafting Industry**

- **Positive Partnership:** The rafting community is seen as an engaged and valuable partner.
- **Balanced Approach:** The county aims to support the industry's success while ensuring safety and sustainability through appropriate fee structures and resource allocation.

Commissioner Wheelock made the motion to approve Resolution #24-73, as presented.

Commissioner Houston seconded and the motion passed unanimously.

## **PUBLIC HEARING – FIRST READING OF ORDINANCE #19 FOR SHORT-TERM**

**RENTALS REGULATIONS:** Peter Lichtman, Amy Saxton and David Danielson

presented the following background:

### **1. Overview of Ordinance:**

- Ordinance #19 establishes licensing regulations for short-term rentals (STRs).
- Focuses on enhancing safety, improving the primary resident program, and clarifying ownership/occupancy criteria.
- **Peter Lichtman (County Attorney):**
  - a) Provided legal guidance on enforceability of ownership structures.
  - b) Supported controlling interest requirements for LLCs and legal justifications for density restrictions.

### **2. Ownership and Primary Residency:**

- Debate over whether LLCs or corporations should be allowed to hold STR licenses for primary residence permits.
- Staff recommended allowing trusts but excluding LLCs/businesses for primary permits, citing enforceability and policy consistency.
- **David Danielson (Staff):**
  - a) Presented operational challenges with LLC and business ownership models.
  - b) Supported prioritizing trusts and primary residents for permits.

### **3. Distance Restrictions:**

- Proposal to introduce distance restrictions between STR properties to

address neighborhood concerns about clustering.

- The Board supported staff efforts to draft density-related language while considering varying lot sizes.
- **Commissioner Wheelock:**
  - a) Expressed concerns about potential system exploitation by LLCs and large-scale property owners.
  - b) Supported distance restrictions and staff recommendations on LLC and trust ownership.

#### 4. **Safety and Notification Enhancements:**

- Annual inspections for fire and smoke detectors required; fire extinguishers must be visible and inspected annually.
- Increased notification distances for responsible agent contacts to 300 feet.
- STR operators required to register with emergency alert systems.

#### **Amy Saxton:**

- a) Highlighted updates to the draft ordinance, including safety, agent communication, and primary resident protections.
- b) Advocated for simplifying policy administration without sacrificing applicant fairness.
- c) and strained infrastructure.

#### **Commissioner Houston:**

- d) Emphasized practical enforcement of safety measures like fire inspections.
- e) Encouraged language clarity in the ordinance for public and staff

understanding.

**5. Guest and Property Information:**

- STRs must provide advanced delivery of a "Good Neighbor" guidebook to guests, including information on road conditions and weather considerations.

**6. Economic Development Considerations:**

- Discussions highlighted the balance between economic growth and potential negative community impacts.
- Focus on supporting local residents through STR policy while addressing potential exploitation by businesses.
- **Commissioner Marlin:**
  - a) Advocated for economic development considerations in STR policy.
  - b) Proposed allowing renters to operate STRs with owner consent to address housing affordability challenges.

**Concerns Raised:**

**1. LLC Ownership:**

- Risk of gaming the system through LLC ownership changes without visibility to County records.
- Debate over allowing renters with landlord consent to operate STRs.

**2. Enforceability:**

- Challenges with determining the "controlling interest" in LLC-owned



properties.

- Staff emphasized the need for clear, enforceable policies.

### 3. **Density Restrictions:**

- Concerns about vacant neighborhoods due to absentee STR owners.
- Legal basis to implement density restrictions was discussed.

### 4. **Notification and Safety:**

- Ensuring responsible agents are adequately reachable and alert systems are properly registered.
- Concerns about readiness for inclement weather and road accessibility for guests.

### 5. **STR Impact on Community:**

- Balancing economic benefits with negative impacts like housing shortages

### **Next Steps:**

- Staff to refine language around density restrictions, ownership structures, and operational requirements.
- Public hearing scheduled for **December 17, 2024**, with ordinance revisions to be published beforehand.
- Ordinance expected to take effect on **January 1, 2025**.

Commissioner Houston made the motion to order the Ordinance to publish in the Clear Creek Courant and Canyon Courier, and request the Board to set the date of December 17, 2024 at 8:30 a.m. as the next public hearing for the Second Reading of Ordinance

#19. Commissioner Wheelock seconded and the motion passed unanimously.

## **CONSIDERATION OF THE CLEAR CREEK COUNTY REGIONAL HOUSING**

**AUTHORITY INTERGOVERNMENTAL AGREEMENT:** Amy Saxton presented the following background:

### **1. Purpose of the Agreement:**

- Establishes a Multijurisdictional Housing Authority to address affordable housing in Clear Creek County.
- Agreement has been approved by three municipalities: Idaho Springs, Empire, and Silver Plume.
- Provides a framework for collaboration, funding, and strategy development to advance housing initiatives.

### **2. Authority's Role:**

- Create strategies and identify revenue sources for affordable housing.
- Hire a director to oversee housing projects and assist residents with housing needs.
- Serve as a unified, representative body for partner agencies to prioritize workforce housing and other community housing services.

### **3. Funding and Collaboration:**

- Each participating municipality contributes funding to support the authority.
- The authority allows all partners to collectively strategize and implement housing solutions.

### **4. Board Formation:**

- A board will be formed to represent all partner agencies, ensuring diverse input on strategic priorities and revenue considerations.

**5. Flexibility in the Agreement:**

- Intergovernmental Agreements can be modified as the housing authority evolves.

**Next Steps:**

**1. Transition from Existing Housing Authority:**

- A decision needs to be made regarding the future role of the Clear Creek County Housing Authority in relation to this new entity.

**2. Appointment to the New Authority:**

- A representative from Clear Creek County will need to be selected to serve on the housing authority board.

Commissioner Houston made the motion to approve the Intergovernmental Agreement as presented. Commissioner Wheelock seconded and the motion passed unanimously.

**Temporary Appointment Proposal:**

- **Commissioner Marlin** suggested appointing Amy Saxton as the County's representative to the Multijurisdictional Housing Authority (MJHA) on a temporary basis due to her comprehensive knowledge of the housing authority's formation and processes.

**Future Appointment Review:**

- In January, the new Board of County Commissioners will review and potentially

revise the appointment process for the MJHA representative.

**Immediate Point of Contact:**

- The appointment of Saxton as the point person ensures continuity and informed participation during the initial stages of the housing authority's operations.

**CONSIDERATION OF APPROVAL OF RESOLUTION #24-79, RESOLUTION SUPPORTING THE FORMATION OF A REGIONAL RESILIENCE TEAM TO SUPPORT, ADVISE AND LEAD ECONOMIC DEVELOPMENT INITIATIVE IN CLEAR CREEK AND GILPIN COUNTIES:**

Brian Bosshardt and Lindsey Valdez presented the following request:

**1. Purpose of the Regional Resilience Team:**

- The team aims to address economic development and planning in Clear Creek and Gilpin Counties.
- Convened by the Clear Creek Economic Development Corporation (CCEDC).
- Focuses on collaboration with existing groups like the Multijurisdictional Housing Authority, broadband, and childcare efforts.

**2. Action Plan and Community Engagement:**

- The team will build on the "rural resilience document," a compilation of community and consultant feedback from the past decade.
- First task: Review all suggestions, prioritize feasible actions, and move non-feasible ideas to a separate section while maintaining transparency.

### 3. **Regional Collaboration:**

- Efforts involve municipalities and counties, seeking buy-in for broader regional impact.
- CCEDC acts as the facilitator, leveraging resources like the Community Development Block Grant (CDBG) loan program.

### 4. **Proposed Timeline:**

- Aiming to launch the resilience team officially during an event on February 13-14, making it an annual gathering.

### 5. **Need for Policy Maker Representation:**

- Each stakeholder group (e.g., municipalities, counties) is expected to appoint a policy maker or advisor to the team to ensure actionable outcomes.

### **Commissioner Concerns:**

**Commissioner Marlin:** Criticized the "rural resilience document" for presenting brainstorming ideas as strategic actions. Emphasized the need for clarity in framing the document to set accurate expectations.

- Discussion about filtering out impractical ideas from the brainstorm session while retaining transparency and focus.

**Commissioner Houston:** Highlighted concerns about the team's capacity to follow through on initiatives without a clear champion or additional resources.

- Expressed support for the resolution but stressed the importance of clear leadership and accountability to ensure progress.

**Commissioner Wheelock:**

- Valued the brainstorming process but highlighted the need for clarity in transitioning from ideas to a strategic plan.

**Lindsey Valdez (Clear Creek Economic Development Corporation):**

- Outlined the team’s formation, emphasizing collaboration, feasibility, and prioritization.
- Acknowledged that the resilience document is based on community brainstorming and will be revised for accuracy.
- Proposed a process for sorting ideas into feasible and non-feasible categories for prioritization.

Commissioner Houston made the motion to approve the resolution as presented.

Commissioner Wheelock seconded and the motion passed unanimously.

**1. Appointment to Regional Resiliency Team:**

- Brian Bosshardt was appointed as Clear Creek County’s representative to the Regional Resiliency Team, ensuring County-level leadership and engagement, starting January of 2025.

**2. Role of Appointees:**

- Appointments to the team are determined by each organization independently. The team will consist of 7 to 9 members, including representatives from broadband, housing, the Multijurisdictional Housing

Authority (MJHA), and other stakeholders.

- Clear Creek Economic Development Corporation (CCEDC) will act as the convener, facilitating collaboration but not dictating appointments.

### 3. **Structure of the Team:**

- Membership structure is flexible and allows for inclusion of leaders and representatives from relevant organizations.
- Final membership and direction will emerge from ongoing collaboration among the stakeholders.

## **Key Concerns:**

### 1. **Capacity for Engagement:**

- **Commissioner Marlin** emphasized the need for the five participating governments to collectively support and invest in the team's capacity to deliver results.
- Suggested revisiting financial support for the CCEDC in the future to strengthen regional economic development efforts.

### 2. **Long-Term Collaboration:**

- The Board acknowledged that effective capacity and strategic planning will be essential for the team's success and sustainability.

## **CONSIDERATION OF APPROVAL OF NATIONAL SCENIC BYWAY PROGRAM**

**GRANT:** Commissioner Wheelock provided the following background:

### 1. **Grant Overview:**

- The National Scenic Byway Program Grant is aimed at supporting projects with significant federal, state, and local interest, including a \$108,000 match from the U.S. Forest Service.
- CDOT requires the grant application by December 6, 2024, for compliance review, ahead of the federal submission deadline on December 16, 2024.

**2. Administrative and Fiscal Management Concerns:**

- The grant requires a subrecipient and fiscal manager, which is typically the same entity.
- The fiscal agent must oversee grant administration, including hiring and managing a project manager, submitting quarterly reports, and ensuring compliance.

**3. Project Management Proposal:**

- Contracting an external project manager was proposed to reduce County staff workload. This person would:
  - Handle grant reporting, financial recommendations, and project oversight.
  - Minimize the impact on Clear Creek County resources.
- The County would retain ultimate responsibility if it served as the fiscal agent.

**4. Decision to Decline Fiscal Agent Role:**

- Due to significant resource constraints, including a \$4M County deficit and staff capacity issues, the Board decided not to act as the fiscal agent or subrecipient for this grant.



- The decision allows other stakeholders, such as the U.S. Forest Service or Denver Mountain Parks, to step in as the lead applicant.

**Commissioner Concerns:**

- **Commissioner Marlin:**
  - Emphasized the County's limited capacity to manage a multiyear project while facing budgetary challenges and strategic priorities like saving the transit program.
  - Asserted that taking on this responsibility would undermine the County's broader goals and resource allocation.
- **Brian Bosshardt:**
  - Highlighted concerns about Clear Creek County's ability to manage the financial and administrative burdens of this grant over multiple years.
- **Commissioner Houston:**
  - Indicated insufficient information to make a decision during the meeting and suggested a follow-up meeting to finalize the County's stance.
- **Commissioner Wheelock:**
  - Argued the project's importance but acknowledged the County's current resource limitations.
  - Expressed hope that other stakeholders could take the lead to ensure the project's success, emphasizing its significance for the

region's identity and legacy.

**Commissioner Wheelock** raised concerns about the federal funding crisis, particularly its impact on the US Forest Service's ability to manage assets and fulfill its obligations. This may necessitate increased collaboration with local agencies and consideration of broader regional impacts during the upcoming legislative session.

**Grant Administration Challenges:**

- Concerns were raised about whether the fiscal agent and grant applicant could be separate entities.
- Uncertainty about the ability of other stakeholders (e.g., U.S. Forest Service, National Forest Foundation) to assume responsibility.
- Clear direction was given to inform stakeholders of the County's limitations and to advocate for other parties to take on the grant's responsibilities.

The Board acknowledged the project's importance for the region and expressed support for its continuation, provided other stakeholders take the lead in managing the grant and associated responsibilities. No formal decisions were made by the Board.

**EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE:** Commissioner Marlin made the motion to adjourn into Executive Session to discuss the County's 1041 regulations over the Peak Period Shoulder Lane as allowed by CRS 24-6-402(4)(b) conferences with an attorney for the local public body for the purposes of receiving legal advice; and CRS 24-6-402(4)(e) determining positions relative to matters that may be subject to

negotiations; developing strategy for negotiations; and instructing negotiators; and to discuss the County's participation in the Fire & Police Pension Association and other matters related to the County budget as allowed by CRS 24-6-402(4)(b) conferences with an attorney for the local public body for the purposes of receiving legal advice.

Commissioner Wheelock seconded and the motion passed unanimously.

Commissioner Marlin stated no written minutes would be made of this session.

The Board adjourned from Executive Session. No formal decisions or meeting minutes were made from this session.

**WORK SESSION TO DISCUSS BUILDING CODE AND FEE AMENDMENTS:** Amy

Saxton and David Danielson presented the following background:

**1. Adoption of New Codes:**

- Proposing adoption of the International Swimming Pool and Spa Code and the International Existing Building Code to address unique needs in Clear Creek County:
  - *Swimming Pool Code*: Covers hot tubs and pools, ensuring safety and consistency.
  - *Existing Building Code*: Facilitates improvements to older buildings, primarily commercial, by providing flexibility to meet code standards without overburdening property owners.

**2. Building Code Amendments:**

- Updates focus on improving efficiency in code enforcement, including:

- Adjusting permit expiration timelines.
- Adding provisions for practical difficulties in adhering to building codes.
- Streamlining modifications for historic and preservation purposes.

### **3. Contractor Licensing:**

- Proposes a five-tier licensing system (Class A-E) to ensure contractors are qualified and insured, with different requirements for varying levels of construction work.
- Includes reciprocity provisions for contractors licensed in other jurisdictions and a probationary license system for existing contractors.
- Homeowners working on their own properties are exempt.

### **4. Grading and Excavation:**

- Minor revisions to ensure consistency with roadway design manuals and clarify deviation criteria for site development projects.
- Updated process to allow appeals to the Board of County Commissioners if deviations are denied by the County Engineer.

### **5. Fee Schedule Update:**

- A cost-recovery model based on the prior year's budget and construction activity is proposed to calculate building permit fees.
- The contractor licensing fees are designed to cover administration costs and align with neighboring jurisdictions.

### **6. Next Steps:**

- A resolution of approval for all proposed amendments, codes, fees, and

contractor licensing will be considered on December 17, 2024.

## **Commissioner Concerns:**

### **1. Impact on Existing Contractors:**

- **Commissioner Marlin:** Raised concerns about potentially limiting the availability of contractors by introducing licensing requirements, particularly in an area where contractor services are already scarce.
- Suggested exploring a registration system first to gather data and assess impacts before full implementation.

### **2. Stringency of Licensing Requirements:**

- **Commissioner Wheelock:** Supported licensing but advocated for less restrictive requirements, particularly for Class C, D, and E licenses, to avoid dissuading contractors from working in the County.

### **3. Cost and Accessibility:**

- Concerns about the affordability of licensing and fees for smaller contractors or those with limited experience.
- Discussion of ensuring the process is not overly burdensome while maintaining quality standards.

### **4. Fee Evaluation:**

- **Commissioner Houston:** Asked about triggers for annual fee evaluations and ensuring the methodology reflects updated budget needs and construction activity.

### **5. Comparison with Neighboring Counties:**

- Commissioners requested comparisons with Gilpin, Park, and Lake

Counties, in addition to established practices in larger counties like Jefferson and Summit, to ensure Clear Creek's approach is aligned with similar jurisdictions.

**Commissioner Marlin:** Suggested gathering public feedback on contractor licensing and its potential impacts before final adoption. Other concerns included:

**Burial Depths for Utilities:**

- Concerns about inconsistent standards for utility line burial depths in public right-of-way versus private lands and the potential for damage during excavation projects.

**Existing Building Code:**

- Questions about whether adopting the existing building code might result in higher upgrade costs for property owners during remodels and if this aligns with practical needs.

**Next Steps:**

- Address concerns about contractor licensing requirements, including potential modifications to Class C, D, and E licenses to ensure accessibility.
- Provide comparisons with neighboring counties, specifically Gilpin, Park, and Lake Counties, for both contractor licensing and fee schedules.
- Assess the potential impact of contractor licensing on the availability and quality of services in Clear Creek County.

- Consider public input or other means of evaluating the effects of licensing requirements.
- Ensure consistency between the roadway design manual and the grading and excavation regulations.
- Address burial depth standards for utilities to balance installation costs with durability.
- Incorporate all revisions and finalize the proposed amendments, codes, and fee schedules for the December 17, 2024, resolution of approval.

No formal decisions were made by the Board.

### **WORK SESSION TO DISCUSS THE CLEAR CREEK FIRE AUTHORITY**

**ORGANIZATIONAL REVIEW NEXT STEPS:** The Board and staff discussed the following items:

The Intergovernmental Agreement for the Clear Creek Fire Authority is scheduled for consideration by the Board of County Commissioners on December 10, 2024.

A joint meeting with the Fire Authority is planned for Friday, December 13, 2024, at the Clear Creek County Health & Wellness Center.

Silver Plume delayed its approval of the IGA, citing the absence of the fire chief.

However, the fire chief has recommended that Silver Plume approve the agreement.

### **Emergency Services Tax Measure:**

- The County cannot run a tax measure for Emergency Services in May 2025.
- This affects the timeline and strategy for conducting surveys or planning future

tax measures for Emergency Services.

No formal decisions were made by the Board.

The meeting adjourned.

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Deputy Clerk & Recorder

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George Marlin, Chair



## **CLEAR CREEK BOARD OF COUNTY COMMISSIONERS**

### **MINUTES - NOVEMBER 25, 2024**

The Clear Creek Board of County Commissioners met in regular session on November 25, 2024 at the Courthouse in Georgetown. Chairman George Marlin called the meeting to order. Also, in attendance were Commissioners Randall Wheelock and Mitch Houston, County Attorney Peter Lichtman, County Manager Brian Bosshardt, Public-Information-Officer Megan Hiler, and Deputy Clerk and Recorder Beth Luther.

**PUBLIC COMMENT:** No public comment was offered.

**EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE:** Commissioner Marlin made the motion to adjourn into Executive Session to discuss realignment of positions in the organization to implement efficiencies and cost reductions as allowed by CRS 24-6-402(4)(f) discussion of matters specific to particular employees, not general personnel policies. Commissioner Wheelock seconded and the motion passed unanimously. Commissioner Marlin stated no written minutes would be made of this session.

The Board adjourned from Executive Session. No formal decisions or meeting minutes were made of this session.

### **CONSIDERATION OF APPROVAL OF SUPPORT AND CO-APPLICANT POSITION**

**FOR THE NATIONAL SCENIC BYWAYS GRANT PROGRAM:** Commissioner

Wheelock presented the following background and updates on the proposed grant application:

**1. Grant Details:**

- Grant size reduced from \$1.5M to \$1M due to adjustments in match requirements. It can increase to \$1.25M if additional matches are secured.
- Funding phases include:
  - **Phase 1:** Tribal consultation.
  - **Phase 2:** Design and implementation planning.
  - **Phase 3:** Interpretation and project completion.

**2. Proposed Allocation:**

- \$250K earmarked for project management and administration if the grant reaches the \$1.25M level.
- Key uses include updates to the corridor management plan, interpretive installations, and addressing overuse impacts.

**3. Project Goals:**

- Focus on tribal consultation, integrating tribal history into the byway experience.
- Modernizing interpretive materials, creating virtual tours, and potentially adding curriculum for schools.
- Addressing visitor management issues, including discussions on a shuttle system for parts of the byway.

**4. Stakeholder Support:**

- Partners include CDOT, US Forest Service, Jeffco, Denver Mountain

Parks, and others.

- Idaho Springs has expressed interest in serving as fiscal manager and project manager, pending further discussions.
- Clear Creek County has committed \$20K in matching funds.

**5. Corridor Management Plan Importance:**

- Last updated in 2000, with minor revisions in 2018.
- Plan required for byway compliance, reflecting changes like the Mount Blue Sky renaming and addressing visitor impacts.

**Concerns Raised:**

**1. Project Management and Fiscal Oversight:**

- **Commissioner Houston:** Concerned about understanding the steps and labor required for project management, especially if Clear Creek County must step in as fiscal manager.

**2. Risk to County Resources:**

- Brian Bosshardt: Highlighted previous staff concerns about the administrative burden of large grants, emphasizing the need to align this project with County priorities and capacity.

**3. Implementation Funding Gaps:**

- **Commissioner Houston:** Asked whether the phased approach ensures enough funding for meaningful implementation.
- **Commissioner Wheelock:** Reassured that the grant is scalable, allowing implementation to proceed based on available funds.

#### **4. Uncertainty with Partners:**

- Jefferson County and Idaho Springs are potential fiscal agents, but confirmation is pending.
- If partners decline, Clear Creek County may need to assume full fiscal responsibility, which raises concerns about staff capacity and potential risks.

#### **Commissioner Wheelock:**

- Advocated strongly for the grant, emphasizing its low financial risk and importance to the byway and County goals.
- Explained the scalable nature of the grant and how phases reduce financial risk.
- Highlighted the importance of tribal consultation and interpretive updates, especially given the Mount Blue Sky name change.

#### **Commissioner Houston:**

- Supported the project but sought clarity on:
  - Labor and resource needs for fiscal and project management.
  - How each phase will secure adequate funding for success.
- Stressed the need to secure strong fiscal agency leadership.

#### **Lisa Leben:**

- Provided background on the corridor management plan and its importance for byway compliance.
- Discussed the byway's economic impact, noting it has the highest impact

among Colorado's byways.

**Other Stakeholders:**

- **Idaho Springs:** Expressed tentative interest in fiscal management and project oversight but needs final confirmation.
- **Jefferson County Open Space:** Willing to contribute \$20K and possibly take on fiscal management if approved by their Board of County Commissioners.

**Commissioners Decision:**

- Clear Creek County will not act as the fiscal agent or subrecipient for the grant but will:
  - Be a willing partner.
  - Provide a letter of support.
  - Commit to a \$20,000 match over three years, potentially sourced from lodging tax funds or Open Space Commission funds.

**2. Lodging Tax Fund:**

- Commissioner Marlin noted that there are no current appropriations for the lodging tax in the budget, though revenue projections exist.
- Tourism Bureau budget may clarify allocations, but details will be finalized in early 2025.

**3. Grant Administration Concerns:**

- **Staff Burden:** Commissioners expressed concerns about the 4 hours/month required for fiscal and project management, noting that even

minor workloads could detract from addressing the County's \$4M budget deficit.

- **Request-for-Proposal Process:** Concerns raised about the initial setup and ongoing workload of hiring and managing contractors.

**4. Idaho Springs' Potential Leadership:**

- Idaho Springs is seen as the preferred fiscal agent and project manager, with support from Clear Creek County to persuade them to take on this role.
- Jefferson County Open Space is also a potential backup.

**5. Next Steps:**

- **Commissioner Wheelock** to meet with Idaho Springs and Jefferson County Open Space to confirm the fiscal agent and subrecipient roles.
- Direction given to appropriate the \$20K match in the 2025 budget for phased allocation over three years.

The meeting adjourned.

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Deputy Clerk & Recorder

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George Marlin, Chair



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Beth Luther, Asst. to County Manager  
**Subject:** Consideration of the 2024 Board of County Commissioners meeting minutes

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## **RECOMMENDATION**

Staff recommends approval of the attached 2024 Board of County Commissioners meeting minutes.

## **ATTACHMENTS**

1. November 14<sup>th</sup>
2. November 19<sup>th</sup>
3. November 25<sup>th</sup>

**CLEAR CREEK BOARD OF COUNTY COMMISSIONERS**

**MINUTES - AUGUST 31, 2021**

This meeting was canceled due to lack of quorum and rescheduled for September 2, 2021. All agenda items listed on the August 31<sup>st</sup> agenda were moved to September 2<sup>nd</sup> meeting for consideration.

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Deputy Clerk & Recorder

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George Marlin, Chair



## **CLEAR CREEK BOARD OF COUNTY COMMISSIONERS**

### **MINUTES - SEPTEMBER 2, 2021**

The Clear Creek Board of County Commissioners met in regular session on September 2, 2021 at the Courthouse in Georgetown. Chairman George Marlin called the meeting to order. Also, in attendance were Commissioner Randall Wheelock, County Attorney Peter Lichtman, County Manager Brian Bosshardt, Public-Information-Officer Megan Hiler, and Deputy Clerk and Recorder Beth Luther. Commissioner Wood had an excused absence.

**PUBLIC COMMENT:** No public comment was offered at this time.

#### **CONSIDERATION OF APPROVAL OF 2021 CLEAR CREEK COUNTY ABSTRACT**

**OF ASSESSMENT:** County Assessor Diane Settle presented the 2021 Clear Creek County Abstract of Assessment totaling \$337,887,160 which was a decrease from the year prior of \$349,813,700. The decrease was mostly due to the Henderson Mine production decreases. Commissioner Wheelock made the motion to approve the 2021 Clear Creek County Abstract of Assessment as presented. Commissioner Marlin seconded and the motion passed unanimously.

The Board of County Commissioners adjourned and convened as the Board of Health to consider the following matter.

**BOARD OF HEALTH:**

**CONSIDERATION OF APPROVAL OF BOARD OF HEALTH RESOLUTION #21-05,  
A RESOLUTION PERTAINING ONLY TO SCHOOL AND CHILDCARE SETTINGS,  
REQUIRING FACE COVERINGS FOR ALL INDIVIDUALS AGES THREE (3) AND  
OLDER, AND REGULAR TESTING FOR UNVACCINATED INDIVIDUALS, IN PRE-K  
THROUGH GRADE 12, IN SCHOOL AND CHILDCARE SETTINGS; AND  
REQUIRING THAT SCHOOLS PROVIDE AND ALLOW FOR VOLUNTARY TESTING  
OF INDIVIDUAL FACULTY, STAFF AND STUDENTS, WHEN REQUESTED BY THE  
INDIVIDUAL IF AGE 18 OR OLDER, OR WHEN REQUESTED BY A PARENT OR  
LEGAL GUARDIAN OF THE INDIVIDUAL IF UNDER AGE 18:** Dr. Ryan presented

the following information:

- **National Trends:**
  - Current daily cases in the U.S.: 166,080, a significant increase in recent weeks.
  - Hospital admissions across the U.S. have surged over the last month.
  - These increases are reflective of broader trends, not just localized ones.
- **Statewide (Colorado) Trends:**
  - Case Rates: Pediatric case rates are notably rising, with children aged 6–11 experiencing the fastest increases since the start of the school year.
  - **Hospitalizations:**
    - Spike in hospitalized COVID-19 patients, with 808 current hospitalizations.
    - 98% of hospitalized patients are unvaccinated.

- **Local (Clear Creek County) Trends:**

- Two-week incidence rate: 544 cases per 100,000 population (significant increase, pending updates).
- Test positivity rate: 14.19% over two weeks.
- Case numbers are at a peak compared to earlier points in the pandemic.
- A resident was recently lost to COVID-19, bringing the total deaths to **4**.

**Rationale for Public Health Order:**

- **Preventive Action:**

- The focus is on preventing hospitals from becoming overwhelmed, rather than reacting after the fact.
- The sharp upward trends in case counts and hospitalizations across the U.S., Colorado, and Clear Creek County underscore the urgency of implementing measures to curb the spread.

- **Community Impact:**

- With the two-week test positivity rate and pediatric cases rapidly rising, immediate steps are essential to protect public health.

Peter Lichtman provided an explanation of the public health order:

**Summary of Key Takeaways:** Peter Lichtman's Explanation of Public Health Order

Background and Development:

- **Collaboration:** The resolution was developed with input from Dr. Ryan, consultation with outside agencies, and review with the Clear Creek School

District for legality.

- Clarification: The resolution applies **\*\*only to schools and childcare settings\*\***, not to businesses, restaurants, or the general public. Initial communication caused confusion about its scope.

### **Purpose and Key Measures:**

#### 1. Mask Mandate:

- Who: Applies to all individuals aged 3 and older in schools and childcare settings.
- Why: Aims to slow the spread of the COVID-19 Delta variant.
- Exemptions: Specific exemptions are outlined in the resolution.

#### 2. Testing Requirements:

##### Staff and Faculty:

- Mandatory weekly COVID-19 testing for unvaccinated staff and faculty.
- Public Health will collaborate with the Clear Creek School District and childcare centers to ensure testing is available.

##### Unvaccinated Students and Extracurricular Participants:

- Mandatory weekly testing for unvaccinated students and volunteers participating in extracurricular activities.
- Voluntary testing available for all staff and students, with parental permission required for individuals under 18.

### **3. Monitoring System:**

- Schools and childcare facilities are required to implement a monitoring system by September 7, 2021.
- System includes:

- Weekly testing for unvaccinated individuals in extracurricular activities.
- Presenting a negative test result for continued participation.

**Additional Details:**

Definitions Section:

Clarifies key terms, such as:

- Childcare facilities and school settings: Includes public, private, and charter schools, from pre-K to 12th grade.
- Close contact: Redefined from the standard 6 feet for 15 minutes to possibly 3 feet (pending further discussion).
- Face coverings: Includes masks and shields.
- Fully vaccinated: Defined as having received both vaccine doses.

Quarantine Procedures:

- The resolution outlines quarantine protocols and the monitoring system for schools and childcare facilities.

Timeline:

- Measures are set to take effect by September 7, 2021, and testing requirements will continue through 2021.

Conclusion:

- The public health order prioritizes slowing the Delta variant's spread within schools and childcare settings through targeted mask mandates and testing protocols, emphasizing flexibility and exemptions where applicable.

Clear Creek School District Superintendent Karen Quanbeck provided the following

feedback:

## **Support for Public Health Order**

### Clear Creek School District's Perspective:

- Strongly supports the public health order as it reinforces current strategies to keep kids in school.
- Commitment to the core mission of educating children in person to the greatest extent possible.

## **Layered Mitigation Strategies:**

### Primary Approach:

- A combination of measures, including universal masking, handwashing, improved ventilation, onsite testing, and flexibility to ensure students remain in classrooms.
- Emphasizes that no single strategy is 100% effective, but combining these measures reduces transmission.

### Honoring Choice vs. Collective Safety:

- Expresses concern about balancing parental choice with the need to prioritize in-person learning.

### Cites evidence from across the U.S.:

- Looser or absent mask mandates correlate with higher rates of remote learning and quarantines.
- Highlights the clear preference of students and teachers to avoid remote learning and stay in classrooms.

### Community Engagement:

- Acknowledges the challenges of divergent opinions and online misinformation.
- Appeals to trust educators who are daily navigating the complexities of pandemic education.
- Encourages collective action to prioritize children and minimize disruptions.

#### **Educator and Community Support:**

- Educator Vaccination Rates: Over 90% of educators are vaccinated.
- Testing Advocacy: Both educators and parents are requesting onsite testing for ease of access.
- Notes strong partnership with the community during past challenges, such as ensuring spring sports and full days of in-person learning.

#### **Infrastructure Challenges:**

- Acknowledges issues with warm classrooms, particularly early in the school year:
- Temporary discomfort due to masks and hot weather.
- Mitigation measures include exhaust fans, air purifiers, and adapting HVAC systems.

#### **Call to Action:**

- Emphasizes putting kids first and minimizing disruptions caused by protests or absenteeism.
- Urges collective trust in district leadership and educators to maintain focus on student well-being and education.

#### **Values Highlighted:**

##### Parallels between the pandemic response and important educational attributes:

- Character, Leadership, Collaboration, Critical Thinking, Adaptability,

Communication.

- Quanbeck's closing focuses on ensuring decisions made as a community support the children, keep them in schools, and minimize negative impacts. She urged unity and trust in the strategies being implemented for student safety and education continuity.

Commissioner Marlin opened public comment.

Sam McCloskey, Mayor of Silver Plume:

- Expressed concerns regarding the recent transition of Georgetown Community School (GCS) to remote learning. He emphasized the importance of minimizing disruptions to in-person education and highlighted the following points:
- **Communication Issues:** The abrupt shift to virtual learning on Monday led to confusion, notably within the transportation department, resulting in buses transporting students to school only for them to be sent home shortly thereafter.
- **Preventive Measures:** Mayor McCloskey advocates for proactive strategies to prevent virus transmission, including the implementation of testing within the school environment.
- **Operational Planning:** He calls for GCS to enhance its contingency planning to ensure smoother transitions during unforeseen events, thereby maintaining educational continuity for students.



Liz Kultgen, Georgetown Resident:

- **Background:**
- Personal and Community Role:
- Resident of Clear Creek County for 16 years and parent at Georgetown Community School (GCS) for 7 years.
- Serves as the Parent President of GCS.
- **Concerns Raised:**
- 1. Delta Variant and Toddlers:
- Questions why the Delta variant appears not to affect toddlers, given that pre-K classes remained open during school closures with no reported cases.
- 2. Mask Mandates:
- Strongly opposes mask mandates for children aged 3 and older, citing concerns about their impact on students.
- 3. Communication Issues:
- Highlights lack of clear communication between the school, community, and public health officials.
- Criticizes Dr. Ryan's changing guidance and claims it creates confusion and fear among school leadership and parents.
- Challenges claims of a state, county, or school mask mandate, accusing Dr. Ryan of misinformation and fear-mongering.
- 4. School Closure:

- Notes that the school implemented COVID-19 protocols, including masking and handwashing, since the start of the school year.
- School closure was decided to ensure staff safety and security.
- **Key Points of Criticism:**
- Behavior of Public Health Officials:
- Questions the Board of Health's support for Dr. Ryan's behavior and the perceived inconsistency in his guidance.
- **Fear-Mongering Allegations:**
- Claims that misinformation has caused confusion and led to decisions negatively affecting students' education.
- **Impact and Position:**
- Expresses disappointment that her children are not advancing to middle school in the district due to these issues.
- States that her family is considering leaving Clear Creek County because of the mismanagement of public health and education.
- **Conclusion:**
- Opposes the proposed resolution.
- Emphasizes that GCS already has COVID-19 protocols in place and that communication breakdowns—not lack of protocols—are the root issue.

Kent Slaymaker, County Resident:

**Background:**

- Parent of a **pre-K child**, too young to be vaccinated.

- Concerned about the health risks posed to unvaccinated children when engaging in public activities.

**Support for Proposed Public Health Measures:**

- **Masking:**
  - Expresses confidence that masks are not harmful to children, citing examples from other countries where mask-wearing is common and does not cause mental harm.
  - Views masking as a simple and effective measure to protect public health.
- **Testing:**
  - Supports regular testing as a practical step to reduce virus transmission.

**Impact on Pre-K Students:**

- Notes that since the resolution applies to extracurricular activities, it is unlikely to affect pre-K students directly.

**Gratitude:** Thanked the Board for proposing measures to protect the community and neighbors.

- Endorses the resolution as a reasonable approach to safeguarding public health with minimal inconvenience.

Megan Vickers, Idaho Springs Resident:

**Background:**

- Parent of pre-K children attending Carlson Elementary.
- Recognizes the frustration and fatigue surrounding mask mandates but emphasizes the need for continued vigilance.

## **Support for Public Health Measures:**

- **Children's Vulnerability:**
  - Highlights that children are more vulnerable to COVID-19, particularly in congregate settings like schools.
  - Notes that COVID targets "easiest hosts," making children at higher risk.
- **Health Guidelines and Mandates:**
  - Compares following mask mandates and health guidelines to other accepted safety measures, such as wearing seatbelts, not smoking indoors, and adhering to weather warnings.
  - Questions the resistance to mandates designed to protect the community.
- **Responsibility and Sacrifice:**
  - Advocates for prioritizing the **common good** over personal preferences, framing compliance as a responsible act of personal sacrifice.

## **Conclusion:**

- **Full Support:** Strongly supports the resolution as a necessary step to protect children and the community.
- Calls for collective responsibility and compliance with health directives.

Tom Harvey, Georgetown Resident:

## **Background:**

- Resident of Georgetown with a 40-year career in safety and risk management.
- Applies a professional perspective to risk prioritization, advocating for addressing higher-priority risks before lower-priority risks.

## **Critique of COVID-19 Focus:**

### **1. Statistical Perspective:**

- Points out that, of the 56 million school-aged children in the U.S., only 400 deaths have been attributed to COVID-19—a number he deems statistically negligible.
- During the same time period, 54,771 children died from other **causes**, such as:
  - **Unintentional injuries** (e.g., motor vehicle accidents, drowning, burns, suffocation).
  - **Intentional causes** (e.g., suicide, homicide).
- Argues that COVID-19 is not among the top seven causes of death for children and calls for shifting attention to higher-priority risks.

### **2. Mental and Emotional Harm:**

- Asserts that the focus on COVID-19 mitigation measures is causing significant mental and emotional harm to children.

### **3. Questioning the Focus on Extracurricular Testing:**

- Notes inconsistency in risk management:
  - Thousands of people commute into and out of Clear Creek County daily without restrictions.
  - However, students are singled out for testing when they travel for extracurricular activities, which he finds disproportionate.

## **Criticism of Dr. Ryan:**

- Accuses Dr. Ryan of spreading false information and engaging in fear-mongering

during public meetings.

- Claims that Dr. Ryan's portrayal of school COVID-19 management practices is inconsistent with reality, based on feedback from his own children and direct communication with school officials.
- Demands disciplinary action against Dr. Ryan for what he sees as a loss of credibility due to misinformation.

**Opposition to the Resolution:**

- Believes the proposed mandates focus on a low-risk issue and divert resources and energy from more significant challenges.
- Urges against perpetuating fear, guilt, and unnecessary mandates, advocating for prioritization of meaningful risks.

Kayla Weichel, Idaho Springs Resident:

**Background:**

- Parent of **four children** in Clear Creek schools.
- Expresses frustration with perceived coercion related to public health measures.

**Concerns About Testing Mandates:**

**1. Athlete Testing:**

- Objects to the requirement for athletes to test twice weekly.
- Believes this is excessive and an overreach by the public health department and the Clear Creek School District.
- Suggests testing resources should be reserved for students who cannot get vaccinated, such as younger children.

## **2. Singling Out Unvaccinated Students:**

- Criticizes the focus on unvaccinated individuals, arguing that vaccinated people can also carry and spread COVID-19.
- Feels this policy unfairly targets students, such as her 11-year-old child who is ineligible for vaccination.

## **3. Impact on Extracurricular Participation:**

- Warns that mandatory testing for sports may deter students from after-school activities.
- States she would consider withdrawing her children from school to focus solely on sports if testing is required.

## **4. Wider Community Concerns:**

- Points out that Clear Creek County's vaccination rate is only **52.9%**.
- Notes the Delta variant's ability to infect vaccinated individuals, raising questions about the effectiveness of singling out unvaccinated students.

## **Opposition to Proposed Testing Requirements:**

- Feels the measures are intrusive and unnecessary.
- Calls for respect for parental choice and a reassessment of policies that could discourage student participation in extracurricular activities.

Jordan Dunbar, Evergreen Resident:

### **Background:**

- Recently moved to Evergreen.
- Sent an email to the Clear Creek School District and Board of County

Commissioners, raising questions and concerns regarding COVID-19 protocols and the proposed resolution.

**Key Concerns:**

**1. Testing Policies:**

- Questions the justification for requiring only unvaccinated teachers to test when vaccinated individuals can also test positive.
- Asks for clarification on the testing process:
  - Type of test: blood, saliva, or other methods.
  - How testing can be administered to maintain privacy, so vaccination status is not disclosed.
- Concerned about the frequency of testing for athletes and the broader student population.
- Requests explanation on the turnaround time for test results and protocols for handling positive cases during in-school attendance.

**2. Masking and Exemptions:**

- Notes that Clear Creek County is the only district without a mask exemption form for parents to sign.
- Criticizes the complex process for obtaining exemptions, particularly for students with special needs or medical conditions (e.g., skin rashes, breathing troubles).
- Questions why mental health issues are not considered valid grounds for mask exemptions.

**3. Layered Mitigation Strategies:**



- Argues that the district has stopped or neglected other mitigation measures, such as temperature checks and stricter social distancing (formerly 6 feet, now 3 feet).
- Suggests that other strategies should replace masks, given their limited reported efficacy (citing Dr. Ryan's claim of <20% effectiveness).

#### **4. Equity and Logic:**

- Challenges the logic of singling out unvaccinated individuals for testing and masking:
  - Suggests testing and protective measures should apply universally, given vaccinated individuals can also carry the virus.
- Calls for transparent answers from the commissioners and Dr. Ryan to justify these decisions.

#### **Impact on Families and Students:**

- Highlights the challenges for families with children, especially those with special needs or medical conditions, in navigating mask and testing protocols.
- Expresses concerns about the long-term impact on children's mental health and educational experiences, citing "lost reading years" and the negative effects of prolonged masking.

#### **Request:**

- Urges the Board of Health, County Commissioners, and Dr. Ryan to address these issues comprehensively before approving the resolution.
- Advocates for a more balanced and transparent approach to COVID-19 mitigation measures.

Justin Scott, Idaho Springs Resident:

**Background:**

- Supports Tom Harvey's position, sharing skepticism about the decision-making process behind the proposed resolution.
- Parent of an immunosuppressed son and a wife undergoing cancer treatment, who experienced a negative reaction to the vaccine.

**Criticisms of the Process:**

**1. Pre-Determined Outcome:**

- Believes the decision to pass the resolution is already made, rendering public input ineffective.
- Accuses the Board of County Commissioners of imposing their will without considering public opinion or individual circumstances.

**2. Singling Out Athletes:**

- Considers the focus on athletes for testing discriminatory, arguing it unfairly targets a specific group.
- Suggests this is a substitute for mandating vaccines, which the Board cannot legally enforce.

**3. Parental Rights:**

- Feels parents have limited say in their children's medical decisions due to the policies of the Board and school district.
- Argues these policies prioritize the Board's agenda over families' preferences and autonomy.

## **Concerns About Transparency and Motives:**

### **1. Potential Funding Ties:**

- Questions whether the Clear Creek School District is financially incentivized by testing programs.
- Accuses the district of prioritizing funding over genuine public health concerns.

### **2. Discrimination Against Special Education Students:**

- Warns that singling out or discriminating against special education students would result in significant legal challenges.

### **3. Public Health vs. Financial Interests:**

- Questions whether the Board genuinely prioritizes public health or is driven by other motives, such as monetary gain.

## **Final Comments:**

- Expresses frustration and doubt that public concerns will influence the Board's decisions.
- Urges accountability and fairness in implementing policies that impact children and families.

Amanda Kowelewski, Idaho Springs Resident:

## **Key Concerns:**

### **1. Inconsistency in Approach:**

- Criticizes the resolution for focusing on local students while ignoring potential COVID-19 transmission from visitors entering Clear Creek

County.

- Suggests a resolution addressing individuals entering the county if the goal is truly to prevent the spread of COVID-19.

**2. Opposition to the Resolution:**

- Clearly states she **does not support** the proposed resolution.
- Calls out perceived gaps in the logic of the resolution and advocates for a broader, more consistent approach to managing COVID-19 risks.

Jennifer Yobski, Idaho Springs Resident:

**Background:**

- Resident of Idaho Springs for 20 years.
- Parent of a child attending Clear Creek High School.

**Key Concerns:**

**1. Opposition to Testing:**

- Opposes the testing mandate, citing concerns about false positives.
- Questions the validity of tests, particularly their ability to isolate the Delta variant when COVID-19 itself is not isolated.
- Believes testing is unreliable and raises doubts about its overall necessity and effectiveness.

**2. Vaccine Skepticism:**

- Points out that vaccines do not guarantee immunity and that vaccinated individuals can still carry and transmit the virus.

**3. Financial Incentives for Testing:**

- Criticizes the inclusion of financial incentives for testing, such as payments

to students (\$25 for the first test, \$10 for subsequent tests), which she finds troubling.

- Suggests schools may be receiving financial benefits from testing programs and expresses disapproval of this.

**4. Health Priorities and Water Quality:**

- Highlights issues with water quality at Clear Creek High School, including reliance on bottled water and potential contamination via an ice machine.
- Argues that addressing water quality is more critical to student health than testing, which she deems invalid.

**5. Call for Unity and Love:**

- Emphasizes the need to work together from a place of love rather than fear.
- Believes mandates are fear-driven and not justified by the circumstances.

**Request:**

- Strongly opposes the resolution and testing requirements, questioning their validity, fairness, and motives.
- Expresses willingness to withdraw her child from school if the resolution passes.
- Urges the Board to reject the resolution and approach decisions collaboratively and compassionately.

Kevin Inman: Evergreen Resident:

**Background:**

- Resident of Evergreen and parent of two senior daughters attending Clear Creek

High School who participate in volleyball.

- Veterinary professional with 21 years of experience dealing with viral diseases.

## **Opposition to the Resolution:**

### **1. Veterinary Perspective on Viral Diseases:**

- Criticizes the approach taken nationally and locally to manage COVID-19, emphasizing that in veterinary medicine:
  - Isolation is reserved for the sick, while the healthy are kept together.
  - Focus is placed on treating those who need it rather than applying blanket measures.

### **2. Scientific and Medical Concerns:**

- Believes the risk to children is negligible:
  - Cites personal experience of his family contracting COVID-19 with mild symptoms and developing antibodies.
  - Argues that mortality and morbidity rates for children are extremely low.
- Criticizes the tracking of case numbers instead of focusing on mortality, which he sees as a more relevant marker.

### **3. Masking and Ventilation:**

- Questions the efficacy of masks, pointing out:
  - Masks may have minimal benefit and could lead to hypercapnia (elevated CO<sub>2</sub> in the bloodstream), which can cause cognitive dulling, mood changes, and other negative effects.

- Masks interfere with children learning facial expressions, an essential part of social development.
- Suggests improving HVAC systems in schools as a more effective measure.

**4. Concerns About the Impact on Students:**

- Highlights the emotional and developmental challenges students already face, worsened by masking and restrictive measures.
- Notes the contradiction in enforcing strict protocols in school, while students socialize freely outside school without restrictions.

**5. Personal Decision as a Parent:**

- Chose Clear Creek schools for his daughters over Jefferson County but is now considering withdrawing them due to these policies.

**Request:**

- Urges the Board to reject the resolution, framing it as unnecessary and detrimental to students' health and development.
- Calls for the focus to shift toward improving air quality and the overall learning environment rather than enforcing masking.
- Encourages bold decision-making to prioritize students' well-being over restrictive measures.

Sara Soderberg, Idaho Springs Resident:

**Key Concerns:**

**1. Comparative Risks:**

- Argues that the flu is more dangerous for children than COVID-19.
- Suggests testing for COVID-19 sets a precedent for testing for other conditions, such as STDs, leading to a "slippery slope" and potential overreach of authority.

## **2. Mask Mandates and Health Risks:**

- Challenges the belief that masks are risk-free, citing personal experiences:
  - Her older son experienced chest pain during gym class, which she attributes to wearing a mask.
  - Another child consistently has a runny nose and other issues that make mask-wearing unsafe.
- Expresses concern about developmental harm caused by masking, particularly for children.
- Questions liability if children suffer health consequences due to mandated masking.

## **3. Physiological Concerns:**

- Notes that children's respiration rates differ from adults, which could make long-term mask use more harmful for them.
- Points to studies suggesting common complaints, such as:
  - Headaches, which she identifies as an early warning sign of insufficient oxygen.
  - Other symptoms like nausea and difficulty concentrating.

## **4. Herd Immunity and Antibodies:**



- Advocates for focusing on antibody testing to determine immunity from previous infections.
- Believes antibodies from natural infection are more effective than those from vaccination.
- Argues that including naturally immune individuals in calculations would show the population is closer to herd immunity than currently believed.

**Request:**

- Opposes the resolution, citing concerns about overreach, health risks of masking, and a lack of focus on natural immunity.
- Calls for liability accountability for any health issues resulting from mandates.
- Encourages the Board to consider broader approaches to achieving herd immunity rather than strict vaccination and masking policies.

Colleen McDonald, Georgetown Resident:

**Background:**

- Resident of Georgetown and parent of three children: one in middle school, one at Georgetown Community School (GCS), and a baby.
- Seeks to represent a middle-ground perspective on COVID-19 measures.

**Key Points:**

**1. Mixed Feelings About Vaccination and Masks:**

- Does not plan to vaccinate her children but supports measures to reduce the spread of COVID-19.
- Acknowledges concerns about how masking may affect child development

but also recognizes its role in slowing the spread of the virus.

**2. Perspective on Sacrifices:**

- Believes that while pandemics require sacrifices, children should not bear undue burdens, particularly if they are not at high risk.
- Notes that some children are struggling with the impact of current protocols, but emphasizes the need for collective responsibility to prevent the virus from spreading.

**3. Personal Experience With COVID-19:**

- Shares her family's recent experience of all contracting COVID-19, including her baby.
- Stresses that families should take steps to avoid spreading the virus, particularly to vulnerable household members.

**4. Support for Practical Measures:**

- Recommends measures like temperature checks, clean masks daily, and improved handwashing routines as practical steps to mitigate the virus's spread.
- Advocates for balanced approaches that help protect children while minimizing negative impacts on their well-being.

**Request:**

- Encourages finding common ground that balances safety measures with the concerns of parents.
- Calls for cooperative solutions to make pandemic-related protocols more manageable and effective for children and families.

Schaunon & Mark Gilman, County Residents:

**Background:**

- Long-time residents of Clear Creek County (25 years).
- Parents of three children who attended Clear Creek County schools, though their children are now grown.

**Key Concerns and Questions:**

**1. Parental Input:**

- Questions whether the school district or county has conducted a poll of parents to understand their preferences regarding mask mandates and other COVID-19 measures.
- Argues that parents, as the ones sending children to school, should have the largest voice in these decisions.

**2. Freedom of Choice:**

- Advocates for parental rights and medical freedom, allowing families to decide what is best for their children regarding masks and vaccinations.
- Notes that many individuals on the call oppose the mask mandate, questioning why their voices are not being prioritized.

**3. HVAC Systems and UV Light:**

- Suggests that UV light and upgraded HVAC systems are more effective measures for killing viruses, citing their 99% efficacy.

**4. Definition of Positive Cases:**

- Raises concerns about how positive COVID-19 test results are classified:
  - Asks whether asymptomatic positive tests are counted as "cases."
  - Suggests this may reflect a bias or agenda rather than accurate public health data.

**5. Timeframe for Mask Mandates:**

- Requests clarification on the duration of the mask mandate if implemented.
- Emphasizes the need for a clear "light at the end of the tunnel" for parents and students.

**6. Vaccination as an Option:**

- Believes vaccination and mask-wearing should remain optional and based on individual choice, not mandates.

**Conclusion:**

- Opposes the mask mandate and supports parents' right to make decisions for their children.
- Calls for transparency, community input, and evidence-based measures such as improved ventilation systems over mandates.
- Stresses the importance of balancing public health with individual freedoms.

Commissioner Marlin closed public comment.

The Commissioners discussed the following raised comments:

- The Commissioners, alongside public health officials and school district

representatives, addressed questions and concerns raised during the public comment period about the proposed COVID-19 resolution. The discussion clarified testing requirements, exemptions, and measures to mitigate virus transmission in Clear Creek County schools.

## **Testing Requirements:**

### **1. Who Will Be Tested:**

#### **o Athletes and Extracurricular Activities:**

- Testing applies to students involved in extracurricular activities that travel or intermingle with other student populations, regardless of vaccination status.
- Activities such as theater or chess club that do not involve travel are exempt from testing.

#### **o Unvaccinated Teachers:**

- Unvaccinated staff present a higher risk (three times more) and will be the first group required to test.
- Some vaccinated staff voluntarily participate in weekly testing.

### **2. Type of Tests:**

#### **o PCR Nasal Swab Tests** are used:

- Results are returned within 24-48 hours.
- Tests are approximately 90% accurate, though rare false positives and negatives occur.

- o Testing is facilitated **by state and federally funded programs**, with no financial gain for the county or schools.

### **3. Confidentiality:**

- Efforts will be made to administer testing without disclosing vaccination status to others.

## **Mask Mandates and Exemptions:**

### **1. Exemptions:**

- People exempt from mask mandates include:
  - Children under 3 years old.
  - Individuals with medical conditions preventing mask use.
  - Specific situations like eating, swimming, and performing certain activities (e.g., playing an instrument, religious ceremonies).

### **2. Concerns About Masking:**

- Mask mandates are supported by agencies like the AMA and Children's Hospital due to rising pediatric cases and limited ICU capacity statewide.
- Masks are seen as a preventative measure to reduce the potential impact of future variants.

## **Public Concerns Addressed:**

### **1. COVID-19 Case Definition:**

- A positive PCR test is considered a case, even for asymptomatic individuals. Repeat positive tests within the same month are counted as a single case.

### **2. Timeframe for Mandates:**

- Commissioners acknowledged the need for clarity on the duration of mandates but did not specify an end date, emphasizing a focus on current

public health needs.

### **3. Focus on Unvaccinated Individuals:**

- Unvaccinated individuals are prioritized for testing due to their higher risk of transmission.

### **4. HVAC and UV Light Suggestions:**

- Improved ventilation and UV light systems were recognized as effective measures but were not the central focus of the resolution.

## **Broader Public Health Context:**

### **1. Rising RSV and COVID-19 Cases:**

- Pediatric ICU capacity is strained due to simultaneous surges in RSV and COVID-19, creating a "perfect storm."
- Preventative measures are essential to avoid overwhelming healthcare systems.

### **2. Variants and Youth Impact:**

- Unlike the original virus, newer variants are increasingly affecting younger populations.
- Preventative actions are supported by leading health organizations to mitigate risks associated with emerging variants.

## **Conclusion:**

The Commissioners and public health officials emphasized the resolution's intent to protect students and the community while balancing logistical and practical considerations. Adjustments were made to address concerns, such as limiting testing to extracurricular activities involving travel and ensuring testing processes respect privacy.

Despite opposition, the resolution is framed as a necessary step to prevent severe outcomes and maintain in-person education.

Superintendent Quanbeck followed up with the following statements:

**1. Testing Protocols:**

- Schools are making efforts to ensure privacy and comfort during testing:
  - Testing locations are chosen to make students and staff feel at ease, such as libraries.
  - Private testing will be offered for both adults and children if requested.
- Emphasized the importance of treating all individuals equally, whether vaccinated or not, without judgment.

**2. Staff Vaccination and Support:**

- Clear Creek County schools have a high staff vaccination rate, reducing logistical challenges for testing.
- Acknowledged that some staff have valid reasons for not being vaccinated and that they are working collaboratively to ensure their comfort.

**3. HVAC and Air Purifiers:**

- Schools are using grant funding to improve air quality:
  - Updates on the installation of air purifiers and HVAC improvements will be shared with the community in future updates.

**Commissioner Wheelock's Remarks:**



## 1. Rationale for Mandatory Testing:

- Testing is required for extracurricular activities involving travel, irrespective of vaccination status, to ensure fairness and reduce the risk of transmission.
- Testing results will remain confidential.

## 2. Use of Federal Funds:

- Addressed concerns about CARES Act and ARPA (American Rescue Plan Act) funding:
  - Federal funding is strictly used for documented COVID-19-related expenses, such as tripling the size of the public health department.
  - Counties must provide receipts and documentation to the Federal Government to justify expenses.
- Denied claims that the county is profiting from COVID-19:
  - Emphasized that there is no corruption or misuse of funds and that the county is not financially benefiting from the pandemic.

The Superintendent and Commissioner Wheelock sought to reassure the public about the transparency and fairness of testing protocols and funding usage:

- Testing is intended to balance safety with respect for individual comfort and privacy.
- HVAC and air purification efforts are ongoing and funded through grants.
- Federal funds are rigorously accounted for, with no financial gain for the county beyond necessary pandemic-related costs.

The final comments shared by the Board of County Commissioners were as follows:

**Public Input and Decision on a Parent Survey:**

- **Commissioner Marlin:** Acknowledged the suggestion of conducting a local parent survey but ultimately stated it was unnecessary for decision-making, citing extensive past discussions with the community.
- **Commissioner Wheelock:** Agreed, acknowledging the majority opposition to masks among participants in the public comment session but emphasizing that public health decisions often involve unpopular measures.

**Elements of the Resolution:**

**1. Testing Requirements:**

○ **Who is Tested:**

- Applies to all students and adults participating in extracurricular activities that involve travel or intermingling with other student populations, regardless of vaccination status.
- Unvaccinated faculty and staff are required to test weekly.

○ **Privacy and Accessibility:**

- Testing can be done privately at school or at public testing sites (e.g., in vehicles).

○ **Frequency:** Twice weekly for extracurricular activities, as clarified by Dr. Ryan.

**2. Mask Mandates:**

○ **Exemptions:**

- Individuals under 3 years old.
- Students with a clinical diagnosis preventing mask use, as approved by the school or childcare facility.
- Specific scenarios such as eating, swimming, or playing certain instruments with 6-foot distancing.
- Clear Creek School District retains authority to implement and monitor compliance with mask exemptions.

**3. Duration:**

- The resolution does not include an automatic expiration date.
- Resolutions are typically reviewed every 90 days, but the Board retains the authority to rescind or adjust the resolution as needed.

**4. Air Quality Measures:**

- Schools are using grant funding to improve HVAC systems and install air purifiers to enhance air circulation and filtration.

**5. Liability Concerns:**

- **Peter Lichtman (Legal Counsel):** Public health orders, when serving legitimate government interests, have limited liability due to government immunity. Establishing harm in court for uniformly applied mandates is challenging.

**Proposed Resolution:**

**1. Public Health Goals:**

- **Prevent ICU Overload:** Ensure hospital resources (e.g., beds and ventilators) are available for all, especially children.

- **Reduce Virus Mutations:** Mitigate the spread to limit the emergence of new variants.
- **Protect In-Person Education:** Minimize interruptions to school schedules and maintain stable learning environments.

## 2. **COVID-19 Trends:**

- Rising cases among children and limited pediatric ICU capacity in the state underscore the urgency of action.
- Public health experts and organizations (e.g., AMA, CDC) support masking and testing to address increasing risks.

## 3. **Balanced Approach:**

- Commissioners emphasized that the resolution aims to provide schools with tools to operate safely, including clarification of requirements and options for parents and students.

Commissioner Wheelock expressed strong support, highlighting the resolution's role in keeping schools open and prioritizing safety through informed, professional guidance.

Commissioner Marlin supported the resolution, framing it as a necessary measure to achieve public health goals and avoid disruptions in education. Commissioner

Wheelock made the motion to approve Resolution #21-05 as amended. Commissioner Marlin seconded and the motion passed unanimously.

The Board of Health adjourned and convened as the Board of County Commissioners to consider the following matter.

**CONSIDERATION OF APPROVAL OF RESOLUTION #21-63, A RESOLUTION DESCRIBING A PROPOSAL FOR INCREASING THE COUNTYWIDE SALES TAX RATE BY ONE PERCENT (1%) (FROM 1.65% TO 2.65%) FOR THE PURPOSE OF IMPROVING THE SAFETY OF ROADS AND BRIDGES IN THE COUNTY BY FUNDING INCREASED MAINTENANCE AND REPAIRS OF THOSE ROADS AND BRIDGES, WITH TWENTY-FIVE PERCENT (25%) OF THE REVENUE FROM THAT TAX INCREASE BEING SHARED BACK TO THE INCORPORATED MUNICIPALITIES IN THE COUNTY FOR THAT PURPOSE; AND PROVIDING FOR OTHER MATTERS RELATED TO THE PROPOSAL:** Peter Lichtman provided the

following information:

- **Purpose:** To address a significant shortfall in road maintenance and repair funding for Clear Creek County.
- **Details:**
  - **1% sales tax increase** proposed, raising the current sales tax from **1.65% to 2.65%**.
  - Revenue generated from this increase is estimated at \$1.8 million in the first fiscal year.
  - Funds will primarily go toward essential road safety and maintenance rather than new infrastructure.
  - The additional tax will be shared:
    - 0.75% for the County.
    - 0.25% for municipalities to address local roads and bridges not

maintained by the County.

- Allocation formula will align with the existing HUTF (Highway Users Tax Fund) method, based on road miles and vehicle registrations.

## **Key Points**

### **1. Placing the Measure on the Ballot:**

- The resolution discussed does not approve the sales tax increase but authorizes a ballot measure for the next election, giving voters the final decision.

### **2. Food Exemption Challenges:**

- Clear Creek County's current sales tax has no exemptions. Adding an exemption for food would:
  - Apply retroactively to the entire 1.65% sales tax, not just the additional 1%, significantly reducing revenue for programs like **Emergency Medical Services**.
  - Require a higher tax increase (**1.2% instead of 1%**) to meet funding needs.
- Future food exemptions can be explored if the ballot measure passes.

### **3. Public Engagement and Grants:**

- The County will conduct public meetings to engage residents on this issue.
- Commissioners emphasized their ongoing efforts to seek state and federal funding (e.g., through SB260) to offset costs and reduce dependence on

local taxes.

**4. Need for the Sales Tax Increase:**

- Commissioners and staff highlighted the urgent need to address deferred maintenance, improve road safety, and prevent further deterioration of infrastructure.
- The tax is positioned as a way to balance visitor impact on roads with local funding needs.

**5. Public Comments and Feedback:**

- Polling and feedback from the community indicate support for infrastructure improvements.
- Acknowledgment that some residents may oppose the tax, but officials emphasized the importance of addressing critical infrastructure needs.

**Commissioner Comments:**

• **Commissioner Marlin:**

- Supports placing the measure on the ballot and emphasized its urgency.
- Highlighted public interest in discussing the issue further through public meetings.

• **Commissioner Wheelock:**

- Recognized the community's burden and the complexity of food tax exemptions.
- Advocated for a balanced approach, including leveraging state and federal funds, to mitigate the financial impact on residents.

**Next Steps:**

1. **Certification:** The resolution must be certified to the Clerk and Recorder immediately to meet election deadlines.
2. **Public Meetings:** Additional discussions will be held to educate the community and gather further input.
3. **Ballot Language:** If passed, the ballot will detail the sales tax increase, its purpose, and revenue allocation.

The resolution was supported as a necessary step to address critical road infrastructure needs while deferring final approval of the tax increase to voters through the upcoming election. Commissioners emphasized transparency, public engagement, and future opportunities to refine tax structures (e.g., food exemptions) if the measure passes. Commissioner Wheelock made the motion to approve Resolution #21-63 as presented. Commissioner Marlin seconded and the motion passed unanimously.

The meeting adjourned.

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Deputy Clerk & Recorder

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George Marlin, Chairman



## **CLEAR CREEK BOARD OF COUNTY COMMISSIONERS**

### **MINUTES - SEPTEMBER 7, 2021**

The Clear Creek Board of County Commissioners met in regular session on September 7, 2021 at the Courthouse in Georgetown. Chairman George Marlin called the meeting to order. Also, in attendance were Commissioners Randall Wheelock and Sean Wood, County Attorney Peter Lichtman, County Manager Brian Bosshardt, Public-Information-Officer Megan Hiler, and Deputy Clerk and Recorder Beth Luther.

**PUBLIC COMMENT:** No public comment was offered.

**COUNTY COMMISSIONER UPDATES:** The Commissioners provided the following updates:

**Commissioner Wheelock:**

**1. NoCO Budget Work:**

- Focused on preparing for the collaborative effort quarterly report and revising budget projections.

**2. Health Update:**

- Tested negative for COVID-19 after feeling unwell last week.

**Commissioner Marlin:**

**1. Housing Study:**

- Phase 1 is complete, with an interim report expected this month.

**2. CSU Ram Tour and Collaboration:**

- Suggested utilizing CSU research assistants for ongoing and future policy projects, such as:
  - Updating the Mass Economics Report (now 6 years old).
  - Proposing new research projects for next year.

### **3. Budget Proposals:**

- Alerted the Board that Heidi McCullum noted an increase in budget proposals due to legislative changes.

## **Commissioner Wood:**

### **1. Pavement Striping:**

- Reported community feedback regarding traffic calming measures on

#### **Stagecoach Road:**

- Jefferson County recently implemented striping, prompting residents to request similar efforts in Clear Creek County.
- **Public Works Update:**
  - Karl Schell stated that three RFPs for striping work on the east end have been issued, with plans to match Jefferson County's efforts this fall.

### **2. Fire ISO Ratings:**

- Raised concerns from residents in the Little Bear neighborhood struggling to secure homeowner insurance due to fire ISO ratings.
- Explained ISO ratings' connection to fire suppression operations, including water supply and staffing.
- Proposed collaboration with the Clear Creek Fire Authority to educate the

Board on ISO rating impacts and potential improvements.

**Additional Updates:**

- **Clear Creek Fire Authority:**
  - Commissioner Marlin suggested attending the Clear Creek Fire Authority Board meeting or inviting Kelly Babeon to provide a detailed briefing on ISO ratings.
- **Public Works and Fire Discussions:**
  - Agreed to continue exploring fire suppression and infrastructure improvements for better community outcomes.
- **Tours with Brian Bosshardt:**
  - Commissioners utilize check-in meetings with County Manager Brian Bosshardt as opportunities to visit project sites and provide a firsthand look at ongoing county initiatives.

No formal decisions were made by the Board.

**COUNTY MANAGER UPDATES:** Brian Bosshardt provided the following updates:

**Sheriff Study:**

- The Sheriff's study has been completed:
  - Findings and recommendations have been sent to Commissioners via email.
  - Individual review sessions are being scheduled with each Commissioner to discuss the results and determine next steps.

## **Health Clinic Signage and Naming:**

### **1. Complaint About Garbage:**

- A recent complaint highlighted issues regarding garbage at the health clinic site.

### **2. Naming the Clinic:**

#### **○ Current Challenge:**

- The building lacks a formal, meaningful name.
- Robb Pike previously suggested the need for a descriptive and accurate name.

#### **○ Commissioners' Input:**

- Commissioner Wheelock: Prefers an accurate name that reflects the clinic's mission and markets the County's health efforts effectively.
- Commissioner Marlin: Open to exploring a name change but wants the process to be expeditious.
  - Suggests engaging the public through social media or a public forum for naming ideas.
- Commissioner Wood: Likes the inclusion of terms like holistic and emphasizes the importance of conveying quality healthcare for all.

#### **○ Proposed Timeline:**

- Commissioners aim to finalize the name by 9/21, allowing public engagement to contribute ideas.

### **3. Signage Lighting:**

- Concerns were raised about the clinic's lit signage:
  - Commissioners discussed the possibility of ensuring flexibility in signage lighting, potentially going dark at 10 PM.
  - The discussion referenced Idaho Springs' ongoing review of lighting rules and potential grandfathering of older lights.

**Next Steps:**

- **Health Clinic:**
  - Brian Bosshardt will bring updates on the clinic signage and naming process to the 9/21 meeting.
- **Sheriff Study:**
  - Commissioners will review findings individually and discuss next steps with the Sheriff's office.

No formal decisions were made by the Board.

The Board of County Commissioners adjourned and convened as the Local Liquor Licensing Authority to consider the following matter.

**1. CONSIDERATION OF APPROVAL OF RENEWAL OF HOTEL AND RESTAURANT LIQUOR LICENSE FOR ECHO LAKE LODGE CONCESSIONS, LLC DBA ECHO LAKE LODGE:**

***Please note: this meeting will be opened and immediately continued to Tuesday, September 21, 2021 at 10:00 a.m.***

Commissioner Wood made the motion to continue the hearing to September 21, 2021

at 10:00 a.m. Commissioner Wheelock seconded and the motion passed unanimously.

The Local Liquor Licensing Authority adjourned and convened as the Board of County Commissioners to consider the following matters.

**CONSENT AGENDA:**

**1. CONSIDERATION OF APPROVAL OF WARRANT REGISTER:**

**2. CONSIDERATION OF APPROVAL OF RESOLUTION #21-70, RESOLUTION  
EXTENDING THE COVID-19 LOCAL DISASTER EMERGENCY DECLARATION:**

**3. CONSIDERATION OF APPROVAL OF NOTICE OF FINAL SETTLEMENT WITH  
MILLER WALL COMPANY FOR THE MEADOW VIEW DRIVE RETAINING WALL  
PROJECT:**

**4. CONSIDERATION OF APPROVAL OF RESOLUTION #21-69, RESOLUTION  
APPROVING EXPENDITURE OF COUNTY FUNDS BY THE CLEAR CREEK  
ECONOMIC DEVELOPMENT CORPORATION:**

**5. CONSIDERATION OF APPROVAL OF RESOLUTION #21-72, RESOLUTION  
AMENDING RESOLUTION R-21-08, DESIGNATING THE BOARD OF COUNTY  
COMMISSIONERS' MEETING SCHEDULE FOR 2021:**

Commissioner Wheelock made the motion to approve Consent Agenda items #1, #3, and #4 as presented. Commissioner Wood seconded and the motion passed unanimously.

Regarding Consent Agenda item #2, the following comments were provided:

- The County is considering extending the local emergency declaration related to

COVID-19.

- The extension is driven by technical and financial considerations, particularly regarding continued FEMA reimbursement eligibility.

**1. Purpose of the Extension:**

○ **Peter Lichtman:**

- The federal emergency status still exists, and extending the local declaration ensures access to FEMA public assistance funds.
- The County has significant reimbursement submissions pending through the end of the year.
- Maintaining the emergency status is a precautionary measure to avoid FEMA denying reimbursement claims.

**2. Commissioner Wood's Concerns:**

- Questioned the necessity of extending the emergency when there is no active state or federal emergency.
- Expressed concern about "watering down" the concept of an emergency for technical reasons.
- Proposed a checkpoint midway through the extension period to assess whether the declaration is still needed.

**3. Proposed Plan:**

○ **Peter Lichtman:**

- Recommended setting the extension for 90 days, with the Board retaining the option to rescind or terminate it earlier.
- Agreed to add a 45-day review to the Board of County

Commissioners' agenda to revisit the declaration's status.

○ **Commissioner Marlin:**

- Noted variability among counties regarding FEMA submissions and emergency declarations, suggesting local circumstances influence decisions.

○ **Commissioner Wood:**

- Acknowledged the need to secure FEMA funds but emphasized the importance of being transparent and cautious about maintaining the declaration unnecessarily.

**Outcome:**

- The Board agreed to extend the emergency declaration for 90 days, with a 45-day checkpoint to evaluate its necessity and status.
- The decision ensures the County remains eligible for FEMA reimbursements while allowing for reassessment if the emergency declaration becomes unnecessary.
- The extension balances the need for financial prudence (ensuring FEMA reimbursements) with concerns about maintaining the integrity of declaring an emergency. Regular check-ins will ensure transparency and accountability during the extension period.

Commissioner Wheelock made the motion to approve Consent Agenda item #2 as prepared. Commissioner Wood seconded and the motion passed unanimously.



Regarding Consent Agenda item #5, the following discussion was held:

**Proposed Meeting Schedule:**

- The initial proposal set one meeting each in November and December.
- Commissioners discussed increasing the schedule **to two meetings per month** for November and December.

**1. Proposed Changes:**

○ **Commissioner Marlin:**

- Suggested increasing the frequency to meet twice a month during November and December.
- Acknowledged the likelihood of needing more meetings during this period.

○ **Commissioners Wheelock and Wood:**

- Agreed with the proposal for additional meetings.

**2. Flexibility in Scheduling:**

○ **Peter Lichtman:**

- Current resolution from January outlines meetings on the 1st, 3rd, and last Tuesdays of every month, with the 5th Tuesday reserved for strategy sessions.
- Suggested adjusting the resolution to set a minimum number of meetings (e.g., twice a month), which allows for flexibility to add or skip meetings as needed without violating the resolution.

- Commissioners noted that they already hold special meetings as needed, reflecting their commitment to addressing county matters promptly.

- The revised schedule will ensure a baseline of two meetings per month while allowing for additional sessions as necessary.

The Board resolved to adopt a more flexible meeting schedule, ensuring sufficient sessions during busy months while retaining the ability to adjust as needed.

Commissioner Wheelock made the motion to approve Consent Agenda item #5 as presented. Commissioner Wood seconded and the motion passed unanimously.

### **CONSIDERATION OF APPROVAL OF ADDITION OF ONE (1) FULL-TIME-**

**EMPLOYEE, SENIOR ACCOUNTANT:** Brian Bosshardt provided the following information:

#### **Background:**

- The Senior Accountant position was vacated and not included in the current fiscal year budget. The role was split into an Administrative Assistant position and other outsourced accounting work.
- Financial backlog and operational inefficiencies arose due to the position's absence.
- Since the position is not budgeted, the County Manager lacks the authority to reinstate it without the Board's approval.
- Supplemental funding will be included in a 2021 budget appropriation to cover the position.

**Peter Lichtman:** The Board's authority is required because this decision impacts the County's budget and staffing levels.

**1. Operational Need:**

- The backlog in accounting tasks has highlighted the critical role of the Senior Accountant in ensuring accurate financial management.
- The position is seen as essential for maintaining financial credibility and ensuring compliance with audits and reporting.

**2. Outsourcing vs. In-House Staffing:**

- Commissioners noted that there was initial intent to outsource some accounting work, but:
  - Having an in-house Senior Accountant provides greater value and efficiency.
  - The Finance Director's involvement at a higher level necessitates strong support from a dedicated Senior Accountant.

**Comments:**

- **Commissioner Wheelock:**
  - Supports creating the position, emphasizing the value of in-house expertise for maintaining County financial credibility.
- **Commissioner Marlin:**
  - Questioned if reinstating the position eliminates the need for outsourcing accounting work and supported the decision to bring this role back in-house.
- **Commissioner Wood:**
  - Highlighted the importance of addressing the backlog in accounting and

supported the position to ensure operational efficiency.

Commissioner Wheelock made the motion to approve the addition of a full-time-employee, Senior Accountant in the Finance Division. Commissioner Wood seconded and the motion passed unanimously. Supplemental funding for this position will be included in a future 2021 budget appropriation. The position will help alleviate the backlog and ensure smoother financial operations moving forward.

**PUBLIC & ENVIRONMENTAL HEALTH BIENNIAL UPDATE:** Dr. Ryan provided the following presentation:

**COVID-19 Updates:**

**1. Vaccinations:**

- 9,914 vaccines delivered in Clear Creek County.
- Preparing for booster shot rollout in the coming weeks, planning distribution strategies and estimating demand.

**2. Contact Tracing:**

- More than 2,000 community calls made for tracing.
- Increasing activity as active cases exceed 50+ in the County.

**3. Testing:**

- Testing sites expanded to 3 days per week in the County, including schools.
- Ongoing efforts to update the County website and social media with relevant information.

#### 4. **Business Engagement:**

- Active discussions with the business community about mitigation plans to keep businesses open and safe.

#### **Public Health Nursing:**

- **Staffing:**

- Three full-time nurses manage:
  - COVID-related tasks (contact tracing and school testing setups).
  - Other immunizations and school physicals, available at \$20 or sliding scale fees.

- **New Programs:**

- **Women-Infants-Children (WIC)** program and **Baby and Me Tobacco Free** have resumed operations in the new clinic.

#### **Public Health Emergency Preparedness:**

- Hired Thomas Moon to replace the previous coordinator, Olivia, who left in spring.

#### **Environmental Health:**

##### 1. **Ongoing Initiatives:**

- Investigating environmental complaints (e.g., water and air quality issues).
- Managing zoonotic disease cases, including regular investigations into dead bats.

## **2. Air Quality Monitoring:**

- Currently using 3 air monitors, recently repaired and relocated to better sites.
- Collaboration with the Colorado Department of Public Health & Environment (CDPHE) and CDOT to expand monitoring capabilities.
- Data analysis is ongoing, with further updates expected in the coming months.

## **Mountain Youth Network:**

- Successfully funded for another year, with plans to expand activities and programs.

## **Challenges and Future Planning:**

### **1. School Guidance:**

- The team is filling gaps in guidance from CDPHE, working with CALPHO to create school health protocols.

### **2. Team Workload:**

- While staff had a brief slowdown over the summer, the last three weeks have been the busiest of the pandemic.
- Current focus includes testing coordination and planning for booster vaccinations.

## **Anticipated Booster Shot Rollout:**

**1. Demand:**

- Expect initial high demand from first responders and County residents, though less than when vaccines first became available due to broader vaccine access.

**2. Logistics:**

- Planning for efficient distribution within the County and ensuring adequate resources to manage the process.

**Commissioner Marlin:**

**1. Air Quality:**

- Interested in updates on air quality monitoring, with plans to review data in upcoming months.

**2. Staff Wellbeing:**

- Asked if staff had been able to recover from the winter's intense vaccination efforts. Dr. Ryan noted:
  - Staff took some time off but are now busier than ever with testing, active cases, and booster preparation.

Clear Creek County's public health team is managing a surge in COVID-19-related responsibilities while maintaining other essential services. Key priorities include coordinating testing, preparing for booster vaccinations, and continuing engagement with schools, businesses, and the broader community. Environmental health efforts and additional programs like WIC are progressing in parallel.

No formal decisions were made by the Board.

**COVID-19 UPDATE:** Dr. Ryan and Suzanne Boccia provided the following update:

**National COVID-19 Situation:**

- **Cases:** Over 40 million confirmed cases.
- **Current Trends:**
  - Case rate at 150,000/day, spiked over the holiday weekend.
  - Hospitalizations show a slight decrease in recent days.
- **Fatalities: 649,000 deaths** (185/day).
- **Vaccination:**
  - 63% of the population has received one dose.
  - 63% fully vaccinated.

**Colorado COVID-19 Situation:**

- **Case Trends:**
  - **Cumulative rate:** 406 cases per 100,000 (19% increase).
  - **Statewide ICU capacity:**
    - 40% of ventilators in use.
    - 87% of ICU beds occupied.
  - Over 800 ICU hospitalizations reported.
- **Vaccination:**
  - 74.6% of residents have one dose.



- 68.1% fully vaccinated.
- Certain counties have rates in the low 50%.

### **Clear Creek County COVID-19 Situation:**

- **Current Cases:**
  - Highest level of active cases since the pandemic began.
  - 40+ cases in the last 7 days, with 74 cases over the past 2 weeks.
  - Hospitalizations: 29.
  - Fatalities: 4.
  - Two-week case rate: 759 per 100,000.
  - Testing positivity rate: 14.5%.
- **Testing Expansion:**
  - Testing available 3 days a week in Idaho Springs and Georgetown.
  - Appointments now required due to overwhelming demand.
- **Vaccination:**
  - 66.3% have one dose, and 63% are fully vaccinated.
- **Contributing Factors:** Unvaccinated population, Delta variant, and lack of consistent masking.

### **Key Discussions:**

1. **Heat Map and Case Clusters:**
  - Commissioner Marlin inquired about geographic distribution and specific case clusters.

- Dr. Tim Ryan noted 25 cases linked to a single school but had not reviewed the heat map.

## **2. Rising Trends:**

- Commissioner Wheelock observed a significant spike in local cases, five times higher than average weekly rates since the pandemic began.
- Dr. Ryan emphasized the current intensity of cases and resource demands on nurses, who are working full-time over weekends.

## **3. Recreation Center Mask Mandates:**

- Masks are required only in the Kids' Corner childcare area, not the entire facility.
- Broader mandates would be the facility's decision as a business.

## **4. Under-18 Case Data:**

- Dr. Ryan will provide detailed percentages of cases in the under-18 population when available.

## **5. Hospital Capacity and Staffing:**

- ICU capacity is at 90%, with only 40% of ventilators in use, partly due to elective procedures being allowed.
- The critical issue is staffing shortages, with healthcare workers burned out and leaving the field.
- Some hospitals offer \$10,000 monthly bonuses to retain nurses.
- Staffing shortages impact care availability despite sufficient equipment.

## **6. Vaccination Booster Rollout:**

- Dr. Ryan anticipates strong initial demand, primarily from Clear Creek

County residents, unlike early vaccine efforts that attracted out-of-county individuals.

#### **7. Modeling and Future Outlook:**

- Commissioner Marlin referenced projections from CU modeling that suggest a peak in October, rivaling last year's numbers.
- Dr. Ryan stated that real-world data already reflects worsening conditions, with updates to models expected soon.

#### **Commissioner Insights:**

- **Commissioner Marlin:** Emphasized the importance of maintaining ICU capacity for all procedures, not just COVID-19 care.
- **Commissioner Wheelock:**
  - Highlighted the systemic strain caused by healthcare staffing shortages.
  - Drew parallels to other industries (e.g., restaurants) facing similar challenges with reduced staffing and public frustration.

The COVID-19 situation in Clear Creek County and Colorado is intensifying, with case rates, testing demand, and resource strain exceeding previous highs. Staff shortages in healthcare facilities compound the crisis, making it critical to maintain preventative measures, including testing and vaccination efforts. Public health and government leaders are closely monitoring trends and adapting plans to address ongoing challenges.

No formal decisions were made by the Board.

**Abatement Hearings:**

**#21,64, Yamasaki, Bard Creek Valley:** County Assessor Diane Settle presented.

There was no representation from the Yamasaki group. Diane Settle presented the following information:

- Property owner requested an abatement for **2019 and 2020 valuations.**
- Assessor's Office reviewed the request and adjusted the property value based on comparable properties.

**1. Original Valuation and Adjustment:**

- Initial valuation: **\$365,160.**
- Adjusted valuation: **\$351,670** for both 2019 and 2020, per the Assessor's recommendation.

**2. Property Owner's Request:**

- The property owner requested a valuation of:
  - **\$350,000 for 2019.**
  - **\$300,000 for 2020.**

**3. Reason for Adjustment:**

- Diane Settle (Assessor's Office) clarified:
  - The adjustment reflects comparable properties in the area.
  - The property was not compared to properties with lakes, as the owner had to drain the lake.

Commissioner Wheelock made the motion to approve the Assessor's recommendation of an adjustment to \$351,670. Commissioner Wood seconded and the motion passed unanimously.

- **#21-65, Kirby, Evergreen West:** County Assessor Diane Settle presented.

There was no representation from the Kirby group. Diane Settle presented the following information:

The property owner requested an abatement for the **2020 valuation**, seeking a significantly lower property valuation than the Assessor's determination.

**1. Current Valuation and Property Owner's Request:**

- Current Assessor's valuation: \$391,090.
- Property owner's requested valuation: \$271,000.

**2. Assessor's Recommendation:**

- Diane Settle recommended denial of the request:
  - Stated that the requested valuation of \$271,000 is unrealistically low in the current market.

**3. Neighborhood Comparison:**

- **Commissioner Marlin:** Supported the Assessor's assessment after reviewing comparable properties.
- **Commissioner Wood:** Noted that no homes in the neighborhood are selling for under \$300,000.

The Board found the property owner's requested valuation of \$271,000 to be unsubstantiated and inconsistent with market trends in the neighborhood. The existing

valuation of \$391,090 for 2020 was upheld. Commissioner Wood made the motion to accept the Assessor's recommendation of denial. Commissioner Wheelock seconded and the motion passed unanimously.

**#21-66, Wyman, Echo Hills Subdivision:** County Assessor Diane Settle presented.

There was no representation from the Wyman group, however, Assessor Settle had discussions prior to this hearing with Mrs. Wyman. Diane Settle provided the following information:

- The abatement request covered valuations for **2020 and 2021**.
- Adjustments were made based on property condition, with input from the property owner.

**1. Adjusted Valuations:**

- **2021 Valuation:**
  - Initial valuation: **\$600,000**.
  - Adjusted valuation: **\$566,000**.
- **2020 Valuation:**
  - Initial valuation: **\$590,320**.
  - Adjusted valuation: **\$522,620**.

**2. Reason for Adjustment:**

- The property was initially rated as "Good" due to being a new home.
- Upon review, the condition rating was changed to "Average", which decreased the valuations.

**3. Property Owner Response:**

- Ms. Wyman was informed of the adjustments and did not call in to contest, indicating satisfaction with the revised values.

### **Commissioner Discussion:**

#### **1. Condition Rating:**

- **Commissioner Marlin:**
  - Questioned why a brand-new home would not automatically be rated at the highest condition.
- **Diane Settle**
  - Explained that condition is not solely based on age but also on construction materials and quality.
  - New homes are typically rated as "Average" unless exceptional materials or finishes are used.
  - Older homes may have condition issues due to age but can improve with remodeling.
- **Commissioner Wheelock:**
  - Clarified that condition is factored into the analysis during construction and doesn't change unless there are notable upgrades or wear over time.

The Board approved the adjusted valuations for both 2020 and 2021, per the Assessor's recommendation. The valuations were revised to reflect the property's condition accurately. Commissioner Wheelock made the motion to accept the

Assessor's recommended adjustments for 2020 and 2021 as presented. Commissioner Wood seconded and the motion passed unanimously.

**#21-67, Beckel, York Gulch:** County Assessor Diane Settle presented. There was no representation from the Beckel group. Diane Settle presented the following case:

- The request concerns two mining claims, specifically the Conclave Claim, which had a minor structure that has since collapsed. The structure's removal required adjustments to the property valuation.

**1. Adjustments to the Conclave Mining Claim:**

- 2020 Valuation:
  - Original: \$81,620.
  - Adjusted: \$18,240 (removal of the structure and revaluation of the land).
- 2021 Valuation:
  - Original: \$50,540.
  - Adjusted: \$21,440.

**2. Reason for Adjustments:**

- The structure on the property was removed, leaving only the land.
- The land's valuation was adjusted due to its location off York Gulch, which is not considered a prime area.
- Comps for similar mining claims supported the reduced land values.

**Commissioner Discussion:**



## 1. Land Value Drop:

- **Commissioner Wood:**
  - Questioned why the land's value decreased significantly even though only the structure was removed.
- **Diane Settle:**
  - Explained that the location of the land significantly impacts its value.
  - Land off York Gulch was assessed as having lower desirability, which the comps supported.

## 2. Clarification of the Properties:

- Commissioner Marlin: Confirmed that this resolution covers adjustments for two properties (Conclave Mining Claim across two years).
- Commissioner Wheelock: Clarified that adjustments apply to 2020 and 2021 valuations for the same mining claim.
- The Board approved the adjusted valuations for the Conclave Mining Claim:
  - **2020 Valuation:** Adjusted to **\$18,240**.
  - **2021 Valuation:** Adjusted to **\$21,440**.

The property's valuation was significantly reduced due to the collapse of the structure and the land's less desirable location, supported by comparable properties.

Commissioner Wood made the motion to accept the Assessor's recommendation of the adjustment in value. Commissioner Wheelock seconded and the motion passed unanimously.

**#21-68, Beckel, York Gulch:** County Assessor Diane Settle presented. There was no representation from the Beckel group. Diane Settle presented the following background:

- The request concerns the Hercules Mining Claim in York Gulch, covering 2020 and 2021 valuations.
- The property owner sought an abatement, but the Assessor's Office recommended denial.

**1. Current Valuations:**

- 2020 Valuation: \$23,170.
- 2021 Valuation: \$23,170.

**2. Assessor's Recommendation:**

- **Diane Settle:**
  - Comps for similar properties in the area support the existing valuations for both years.
  - Recommended denial of the abatement request for the Hercules Claim.
- Commissioner Marlin: Agreed that the comps support the Assessor's position, justifying the denial.

Commissioner Wheelock made the motion to accept the Assessor's recommendation of denial as presented. Commissioner Wood seconded and the motion passed unanimously.

**EMERGENCY MEDICAL SERVICES BIENNIAL UPDATE:** Director Bryon Monseu

provided the following updates:

**Alec Giroir** (EMS Team Member) and **Clark Church** (Community Paramedicine Lead) attended the hearing.

**Call Volume and Staffing:**

- EMS is handling 1,500–1,700 calls annually, with capacity for 2,000 calls.
- The team aims to reduce reliance on neighboring counties like Gilpin for support.
- New funding secured for:
  - Ambulance purchase.
  - Advanced training equipment (e.g., simulation manikin "SimMan").

**2. Medical Protocols and Prehospital Restraints:**

- Prehospital Restraints:
  - New legislation limits the use of ketamine, a previous tool for managing combative patients (e.g., excited delirium).
  - Replacement medications like Versed are less effective.
  - Challenges include weighing patients accurately to meet new protocol standards.
- EMS seeks approval from St. Anthony's Hospital for extended protocols due to the distance from hospitals.

**3. AED Deployment and Upgrades:**

- EMS aims to:
  - Replace 12–15 aging AEDs across the County (~\$25,000 total cost).

- Equip Sheriff's patrol cars with AEDs for faster response in cardiac events.
- Challenges:
  - Many AEDs are outdated or their locations are unknown to the public.
  - Working with Jillian More from the CARES program to secure grants for AED replacements.

#### **4. Community Paramedicine Program:**

- **Objective:**
  - Establish a Community Integrated Healthcare System to address gaps in healthcare and reduce ER visits.
- **Program Features:**
  - Multidisciplinary approach: EMS, nurses, dieticians, social workers, and public health staff.
  - Partnering with Evergreen Fire Protection District and other regional agencies for shared licensing and protocols.
  - Services include:
    - At-home care for chronically ill patients.
    - Coordination with Medicaid and other social services.
    - Potential for future programs like at-home detox.
- **Funding and Costs:**
  - EMS has funding for program initiation, leveraging mutual aid agreements to balance workloads.

#### **5. Behavioral Health Integration:**

- Commissioners and EMS staff discussed incorporating behavioral health into EMS and community paramedicine programs:
  - Adding mental health navigators to connect residents with services.
  - Ensuring mental health awareness training for EMS staff.
  - Expanding collaboration with public health and human services departments.

**Commissioner Wood:**

- Encouraged integrating AED and CPR alert systems (e.g., systems that notify CPR-trained individuals near emergencies).
- Praised the behavioral health potential of the paramedicine model.
- Stressed the importance of providing resources to EMS without hindering progress.

**Commissioner Marlin:**

- Highlighted the connection between I-70 traffic patterns and call volume.
- Supported the rural behavioral health system initiative in collaboration with Gilpin County.
- Suggested periodic updates to track EMS integration into mental health programs.

**Commissioner Wheelock:**

- Emphasized the importance of integrating mental health response into community paramedicine and Co-Responder programs.
- Supported regional partnerships to strengthen service delivery and resource

sharing.

**Next Steps:**

**1. Community Paramedicine Program:**

- Finalize an Intergovernmental Agreement (IGA) with Evergreen Fire Protection District and other agencies.
- Develop and implement a **licensure plan** for the program.

**2. AED Initiative:**

- Secure grants for AED replacements.
- Increase public visibility of AED locations.

**3. Behavioral Health Integration:**

- Collaborate with Omni and Gilpin County to hire a mental health navigator.
- Enhance training and awareness among EMS staff.

No formal decisions were made by the Board.

**INTERVIEW FOR VACANCY ON THE CLEAR CREEK COUNTY PLANNING**

**COMMISSION:** The Commissioners interviewed Tony Williams for the vacancy on the County Planning Commission. No formal decisions were made by the Board.

**EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE:** Commissioner Marlin made the motion to adjourn into Executive Session to discuss a property interest in a privately-owned tract of land south of US Highway 40 near Empire known as the Douglas Mountain Ranch & Preserve as allowed by CRS 24-6-402(4)(a) concerning the

purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest. Commissioner Wheelock seconded and the motion passed unanimously.

Commissioner Marlin stated no written minutes would be made of this session.

The Board adjourned from Executive Session. No formal decisions or meeting minutes were made from this session.

The meeting adjourned.

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Deputy Clerk & Recorder

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George Marlin, Chairman

## **CLEAR CREEK BOARD OF COUNTY COMMISSIONERS**

### **MINUTES - SEPTEMBER 14, 2021**

The Clear Creek Board of County Commissioners met in regular session on September 14, 2021 at the Courthouse in Georgetown. Chairman George Marlin called the meeting to order. Also, in attendance were Commissioners Randall Wheelock and Sean Wood, County Attorney Peter Lichtman, County Manager Brian Bosshardt, and Deputy Clerk and Recorder Beth Luther.

**PUBLIC COMMENT:** No public comment was offered.

#### **CONSIDERATION OF APPROVAL OF NOTICE OF AWARD AND UNIFIED FORM**

#### **CONSTRUCTION CONTRACT FOR SODA CREEK ROAD PAVING PROJECT:**

County Engineer Stoy Streepey presented the following request:

##### **1. Project Scope:**

- The Soda Creek Paving Project involves replacing two culverts, mitigating another, and resurfacing the road with a 2" pavement overlay.
- In creek crossing areas, pavement will be milled and replaced at the same elevation to avoid adding height.

##### **2. Bid and Budget:**

- Estimated cost for the project was slightly exceeded by 5%, but the bid was deemed acceptable.
- Only one bid was received from Elite Structure, attributed to time-of-year



concerns and supply chain challenges, particularly with asphalt oils.

**3. Contractor Details:**

- Elite Structure has previous successful contracts with Clear Creek County, including work on Fall River Road (2019, 2020) and in Georgetown.
- Bid amount: \$655,262, aligning with project estimates.

**4. Contract and Risk:**

- Standard "cost-plus" contract language is included, outlining provisions for change orders to manage potential cost overruns.
- Stoy Streepey emphasized that material costs are included in bids, mitigating risk of unexpected cost increases. Any significant overruns would be brought back to the Board for approval.

Commissioner Wheelock made the motion to approve the award and contract as presented for the Soda Creek Road Paving Project. Commissioner Wood seconded and the motion passed unanimously.

**EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE:** Commissioner Marlin made the motion to adjourn into Executive Session to discuss the Clear Creek Fire Authority Intergovernmental Agreement as allowed by CRS 24-6-402(4)(e) determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. Commissioner Wheelock seconded and the motion passed unanimously. Commissioner Marlin stated no written minutes would be made of this session.

The Board adjourned from Executive Session. No formal decisions or meeting minutes were made from this session.

The meeting adjourned.

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Deputy Clerk & Recorder

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George Marlin, Chair

## CLEAR CREEK BOARD OF COUNTY COMMISSIONERS

### MINUTES - SEPTEMBER 21, 2021

The Clear Creek Board of County Commissioners met in regular session on September 21, 2021 at the Courthouse in Georgetown. Chairman George Marlin called the meeting to order. Also, in attendance were Commissioners Randall Wheelock and Sean Wood, County Attorney Peter Lichtman, County Manager Brian Bosshardt, and Deputy Clerk and Recorder Beth Luther.

**PUBLIC COMMENT:** Dienne Powell, Georgetown Resident: Offered strong support for Clear Creek County contributing funds to acquire the Empire Plateau.

**Reasons:**

- Importance of keeping the land open and accessible.
- Significant wildlife habitat value.

**Request:** Urged the County to support and fund the acquisition effort.

No formal decisions were made by the Board.

### **WORK SESSION TO PRESENT CLEAR CREEK COUNTY'S COMMENTS ON THE I-**

**70 FLOYD HILL ENVIRONMENTAL ASSESSMENT:** Amy Saxton presented the following background:

1. **Main Points Addressed in the County's Comment Letter:**
  - **Objection to the Southern Frontage Road Alternative:**

- Concerns about impacts on historic assets and recreational land.
- CDOT has not recognized the land under Section 106 or 4(f) federal protections, which the County disputes.
- **Air Quality Concerns:**
  - Questions regarding the quality and accessibility of air quality data.
  - Request for public access to air quality monitor data, both existing and future.
- **Water Quality Concerns:**
  - Concerns about CDOT's assumptions regarding the use of sand for snow removal and the long-term maintenance of viaducts.
  - Request for permanent commitments on snow removal practices.
- **West Section Design Concerns:**
  - Lack of attention during the Context Sensitive Solutions (CSS) process.
  - Concerns about creek relocation and retaining walls requiring further input from the CSS Project Leadership Team.

**2. Additional Point to Add:**

- **Future of the Peak Period Shoulder Lane (PPSL):**
  - Request for CDOT to clarify its long-term intent for the PPSL.
  - The County does not want the Highway to revert to six lanes after PPSL closure or compromise safety.

**3. Next Steps:**

- Finalize the draft letter, ensuring it remains focused and concise.

- Include a letter from the Open Space Commission asserting the recreational use of land near the frontage road.
- Submit the final package by the 10/1/21 deadline.

**Concerns Raised:**

- **Commissioner Marlin:** Highlighted concerns about air and water quality and the underexplored west section during CSS. Emphasized the need for robust ongoing engagement with the CSS Project Leadership Team.
- **Commissioner Wheelock:** Raised concerns about the long-term impacts of the PPSL, safety compromises, and potential reversion to outdated highway configurations. Reiterated the importance of maintaining the CSS process.
- **Commissioner Wood:** Wanted more time to review the finalized letter before committing to signing.

The Board discussion emphasized Clear Creek County's priorities to ensure that the Floyd Hill project considers historical, recreational, environmental, and long-term transportation impacts. No formal decisions were made by the Board.

**COUNTY MANAGER UPDATES:** Brian Bosshardt provided the following updates:

**Emergency Medical Services (EMS) Grant:**

- The County is pursuing a grant to improve EMS services in rural areas, focusing on funding for education.
- The Board is requested to provide a letter of recommendation to support the grant application.

### **DC Fast Chargers Update:**

- Beth Luther provided updates on the status of fast charger installations.

### **Today's Agenda Adjustments:**

- **Dinberg' s Presentation:** Rescheduled to 2:00 p.m. due to Centura cancelation.
- **Budget and CARES Discussions:** Moved to the end of the day (2:00 p.m.).

### **Colorado Counties Inc. Legislative Committee:**

- Discussion about appointing a representative to the Legislative Committee.

**ACTION ITEM:** Commissioner Wheelock made the motion to approve Commissioner Marlin as the Legislative Committee representative for Clear Creek County.

Commissioner Wood seconded and the motion passed unanimously.

No other formal decisions were made by the Board.

**COUNTY COMMISSIONER UPDATES:** The Commissioners provided the following updates:

#### **1. Colorado Counties Inc. Legislative Committee:**

- Prioritization of submitted proposals:
  - **1st Priority:** Short-term rental platform transparency and accountability.
  - **2nd Priority:** Recreation services sales tax.
  - **3rd Priority:** Unincorporated sales taxation.

#### **2. Clear Creek Tourism Bureau Grant Letter:**

- The Board discussed submitting a support letter for the Bureau's grant

application.

- Commissioners will review draft letters and provide comments to finalize the letter before submission.

### **3. EMERGE Newsletter and Ballot Issue Advocacy:**

- EMERGE newsletter delayed until after the election; the Board discussed sharing ballot issue information via email or other avenues.
- **Advocacy and Legal Guidelines:**
  - Commissioners can speak on the ballot issue and advocate individually or collectively, as they placed the issue on the ballot.
  - County employees cannot work on the ballot issue during County time but may volunteer in personal capacity.
  - The Board decided to create and disseminate advocacy material, with Commissioner Wood drafting a letter for review.

### **4. Work Session on LDS Church Property:**

- Commissioner Marlin requested a future work session to reflect on community feedback regarding the property.

### **5. Accelerate Colorado Washington D.C. Trip:**

- The Board discussed whether to attend the trip in person due to uncertain congressional schedules and rising COVID-19 cases.
- Decision to roll participation to 2022 if the trip is deemed unproductive this year.
- Commissioner Marlin is undecided but leaning toward not attending unless Congress is in session. Commissioner Wood opted out.

## 6. Colorado Secure Savings Program:

- Commissioner Wood provided an update on collaboration with State Treasurer Dave Young regarding a federal program to incentivize participation in state savings programs. Other states may join the initiative.

No formal decisions were made by the Board.

## **CHILDCARE FACILITY DEVELOPMENT UPDATE:** Childcare Advocates Laurie

Beckel and Ulla-Carin Johnson provided the following background:

### 1. **Childcare Desert:**

- Clear Creek County is officially classified as a "childcare desert," with significant unmet childcare needs. By 2030, the County could be short by over 100 slots.

### 2. **Current Challenges:**

- Existing facilities, including public preschools and private providers, are not operating at capacity due to staffing shortages.
- There is a lack of wraparound childcare services (e.g., full-day, summer programs) in the County.
- Many families are forced to seek childcare outside of the County, leading to workforce and community impacts.

### 3. **Progress to Date:**

- Formation of a nonprofit entity, Expanding Early Care and Learning in Clear Creek County, with state incorporation and IRS application for



501(c)(3) status.

- Secured seed funding from Clear Creek Economic Development Corporation and Henderson Mine.
- Initial design plans for the Community Resource Center and site visits to potential locations, including the LDS Church property.

#### **4. Comparison of Potential Childcare Facilities:**

- **Community Resource Center:**
  - Capacity: 26 infants/toddlers.
  - Estimated renovation cost: \$1.2M, with \$363K needed in matching funds.
  - Limitations include high cost and restricted capacity, requiring a second facility to offset costs.
- **LDS Church Property:**
  - Capacity: 40–60 Pre-K slots, with potential for infants and toddlers.
  - Renovation costs likely lower due to existing classrooms.
  - Advantageous parking, drop-off logistics, and playground potential.
  - Preferred due to higher capacity and lower renovation costs but contingent on decisions about housing development at the site.

#### **5. Funding and Grants:**

- The group is awaiting news on state grants, including a \$200K opportunity to support new childcare programs.
- The Buell Foundation is a potential funding source for renovation costs but will only support one location.

## 6. Future Opportunities:

- Consideration of other potential sites, such as the Clear Creek School District building on Highway 103 and the Gold Digger Field redevelopment project.

## Commissioner Questions and Concerns:

### 1. LDS Church Property:

- **Commissioner Marlin:** Acknowledged community feedback on using the LDS Church property for housing. Highlighted the challenge of accommodating childcare during potential housing development.
- **Commissioner Wheelock:** Emphasized the need for a robust discussion about the property's use and how childcare and housing could coexist.
- **Commissioner Wood:** Stressed the importance of prioritizing the County's various needs, including housing and childcare.

### 2. Legal and Organizational Status:

- **Commissioner Wood:** Raised concerns about the nonprofit's legal standing, noting the uncertainty of receiving 501(c)(3) status. Urged the group to push hard for formal recognition to solidify partnerships and agreements.
- **Commissioner Marlin:** Confident in the group's eligibility for 501(c)(3) status and supported allowing them to evaluate the church facility in the interim.
- **County Attorney Peter Lichtman:** Clarified that the County could engage in discussions with the nonprofit despite pending 501(c)(3) status, though

any agreements would need to consider the group's eventual legal standing.

### 3. **Childcare Expansion Strategy:**

- **Commissioner Marlin:** Supported allowing the group to explore both the LDS Church and Community Resource Center for design and cost estimates, while emphasizing the need to root families in the community to benefit schools.
- **Commissioner Wood:** Encouraged careful prioritization of resources and community needs across various initiatives.
- **Commissioner Wheelock:** Highlighted childcare as a critical community need but called for thoughtful deliberation on the LDS Church site's long-term use.

### 4. **Coordination and Future Vision:**

- The Board agreed to allow the childcare group to access the LDS Church property for planning purposes.
- Commissioners noted the importance of addressing long-term childcare needs through multiple locations and programs.

The Board will further discuss the LDS Church property on **October 19** to provide more clarity to the childcare group.

No formal decisions were made by the Board.

The Board of County Commissioners adjourned and convened as the Local Liquor Licensing Authority to consider the following items:

**LOCAL LIQUOR LICENSING AUTHORITY**

**CONSIDERATION OF APPROVAL OF RENEWAL OF HOTEL AND RESTAURANT LIQUOR LICENSE FOR ECHO LAKE LODGE CONCESSIONS, LLC DBA ECHO**

**LAKE LODGE:** The Board approved the renewal of the license administratively.

The Local Liquor Licensing Authority adjourned and convened as the Board of County Commissioners to consider the following matter.

**CONSENT AGENDA:**

**1. CONSIDERATION OF APPROVAL OF WARRANT REGISTER:**

**2. CONSIDERATION OF APPROVAL OF RESOLUTION #21-77, RESOLUTION SUPPORTING THE GRANT APPLICATION FOR A PLANNING AND CAPACITY GRANT FROM GOCO FOR THE CLEAR CREEK RECREATION IN THE OUTDOORS MANAGEMENT PLAN (ROMP):**

**3. CONSIDERATION OF APPROVAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN COUNTY OF CLEAR CREEK AND CLEAR CREEK METROPOLITAN RECREATION DISTRICT AND THE CLEAR CREEK COUNTY LIBRARY DISTRICT:**

**4. CONSIDERATION OF APPROVAL OF GENERAL WARRANTY DEED FROM COUNTY OF CLEAR CREEK, STATE OF COLORADO TO THE CITY OF IDAHO**

**SPRINGS, COLORADO:** The Commissioners agreed to exclude Consent Agenda item

#2. Commissioner Wood made the motion to approve the remaining Consent Agenda items as presented: #1, 3, and 4. Commissioner Wheelock seconded and the motion passed unanimously.

Regarding Consent Agenda item #2:

Commissioner Wheelock expressed support for the grant and emphasized its alignment with broader regional planning efforts, specifically the NoCO 2050 initiative.

Commissioner Wheelock motioned to approve Consent #2. Commissioner Wood seconded the motion. The approval was unanimous and indicated strong agreement among the Commissioners on the importance and potential impact of the grant and recreation planning efforts.

**CONSIDERATION OF APPROVAL OF RESOLUTION #21-73, A PROCLAMATION TO RECOGNIZE, THE NATIONAL DAY OF REMEMBRANCE FOR MURDER VICTIMS, ESTABLISHED SEPTEMBER 25<sup>TH</sup> WITH A PURPOSE TO INSPIRE COMMUNITIES, RAISE AWARENESS OF VICTIMS' RIGHTS AND ADDRESS**

**UNMET NEEDS OF SURVIVORS:** District Attorney Heidi McCollum presented the request for the Board of County Commissioners to approve the resolution with recognition of victims' rights and addressing the unmet needs of survivors.

Commissioner Wheelock made the motion to approve the resolution as presented.

Commissioner Wood seconded and the motion passed unanimously.

**CONSIDERATION OF APPROVAL OF RESOLUTION #21-75, RESOLUTION APPROVING THE USE OF OPEN SPACE COMMISSION ACQUISITION FUNDS FOR**

## **THE COLORADO DEPARTMENT OF PARKS AND WILDLIFE AND PARKS**

### **PURCHASE OF DOUGLAS MOUNTAIN RANCH AND PRESERVE:** Amy Saxton

presented the following background:

#### **1. Proposal Overview:**

- **Resolution 21-75:** Approves \$200,000 from the Open Space Commission acquisition funds for Colorado Parks & Wildlife (CPW) to acquire Douglas Mountain Ranch, preserving critical bighorn sheep migration corridors.
- **Resolution 21-76:** Removes deed restrictions on buffer-zoned parcels to enable CPW management.

#### **2. Key Points of Discussion:**

- **Critical Wildlife Habitat:** The area is vital for bighorn sheep migration and connects to a planned wildlife overpass.
- **Zoning and Land Use:** Some parcels are zoned for commercial or residential development, raising questions about the opportunity cost of forgoing development in favor of conservation.
- **Community Support:** Strong community opposition to development in the area has been documented, especially from Empire residents.

#### **3. Funding and Process Concerns:**

- The \$200,000 contribution is necessary for matching funds to secure a GOCO grant.
- The Board expressed frustration over the lack of earlier engagement with the Board of County Commissioners (BoCC) on this project, despite it being in progress for three years.

**1. Amy Saxton:**

- Explained the ecological importance of the land and alignment with the County's master plan.
- Clarified that the funding is restricted for acquisitions and supports the Open Space Commission mission.
- Acknowledged a lack of earlier Board of County Commissioners involvement and plans to improve processes in the future.

**2. Jeanne Beaudry (MALT Director):**

- Highlighted the importance of the project for wildlife preservation and community support.
- Emphasized the critical timing of the GOCO grant and the need for County funding.

**3. Kim Rogers (CPW Real Estate Manager):**

- Detailed how the land will become a State Wildlife Area, balancing habitat preservation with limited public access (e.g., fishing and trails).
- Noted the financial constraints and need for County funding to complete the project.

**4. Commissioner Wood:**

- Expressed frustration about the lack of early engagement and staff analysis on the proposal.
- Questioned whether the land could balance conservation with development for housing or childcare.

- Highlighted concerns over the opportunity cost of forgoing tax revenue and development.
- Concern over the loss of potential property tax revenue.
- Discussion on whether this project balances wildlife preservation with human needs.

**5. Commissioner Marlin:**

- Supported the proposal due to alignment with the master plan and robust past public engagement.
- Recognized the need for earlier and more transparent discussions on such projects.

**6. Commissioner Wheelock:**

- Supported the project, praising the Open Space Commission's work.
- Stressed the need for improved communication and earlier Board of County Commissioners involvement in similar projects.

**7. Brian Bosshardt**

- Acknowledged a process failure and the need for better staff analysis and early Board of County Commissioners input on land use proposals.

Commissioner Wheelock made the motion to approve Resolution #21-75 as presented.

Commissioner Wood seconded noting this process was last-minute/first-time proposal at the decision-making level; and, one of prioritizing sheep over people. The motion passed unanimously.



**CONSIDERATION OF APPROVAL OF RESOLUTION #21-76, RESOLUTION  
APPROVING THE REMOVAL OF DEED RESTRICTIONS ON THE NORTH HALF OF  
GOVERNMENT SURVEY LOTS 42 AND 43, SECTION 28, T3S, R74W, AT THE TIME  
OF TRANSFER TO THE STATE OF COLORADO FROM DOUGLAS MOUNTAIN**

**RANCH AND PRESERVE:** Commissioner Wheelock made the motion to approve Resolution #21-76 as presented. Commissioner Wood seconded and the motion passed unanimously.

**COVID-19 UPDATE:** Dr. Ryan and Suzanne Boccia provided the following updates:

**1. COVID-19 Trends:**

- **Nationally:** Slight decrease in cases but hospitals remain over 100% capacity. Fatalities average 2,001 per day. Vaccination rate at 55.3%.
- **Colorado:** Daily cases exceed 1,652 with hospitalizations at 83% unvaccinated. ICU capacity is strained (45% ventilators in use). Fully vaccinated rate at 69%.
- **Clear Creek County:**
  - 7-day case count: 26 (cumulative 675 cases).
  - Positivity rate: 9.4%.
  - Fully vaccinated: 61%.
  - Contributing factors: Unvaccinated population and lack of mask use.

**2. Vaccination and Testing:**

- Vaccination clinics and testing sites scheduled in Georgetown and Idaho

Springs.

- Boosters likely to be approved soon, initially for 65+ age group.
- Pfizer expected to submit data for vaccinating children under 12.

**3. Resource Needs at Georgetown Community School:**

- Limited resources and reliance on a minimally trained nurse to meet public health requirements.
- County is providing some support (e.g., Monday testing) but additional resources may be needed.

**4. Public Health Messaging:**

- Continued emphasis on vaccination and mask-wearing.
- Virtual town hall scheduled for Thursday to address public concerns.

No formal decisions were made by the Board.

**SEMIANNUAL UPDATE WITH THE CLEAR CREEK COUNTY TOURISM BUREAU:**

Director Cassandra Patton provided the following updates:

**1. Clear Creek Tourism Bureau's New Direction:**

- Shifting focus from destination marketing to destination management.
- Emphasis on sustainability, responsible tourism, and balancing tourism impact.
- Targeting visitors who stay longer and spend more while managing peak visitation.

**2. New Initiatives:**

- Awarded a CARES-funded grant to support recovery and develop a long-term action plan.
- Planning a 12/2 recovery workshop with community stakeholders to refine sustainable tourism efforts.
- Submitting an application for Operation Over-Loved, focused on managing visitation to heavily used areas (e.g., 14ers).
- Developing a new 5-year strategic marketing plan with third-party consultants to guide future efforts.

### **3. Challenges and Opportunities:**

- Limited data on new tax revenue from lodging (e.g., Georgetown hotel); clearer projections expected in January.
- Identifying areas of excess commercial capacity to balance economic benefits with recreational sustainability.
- Collaborating with land managers (e.g., US Forest Service) to align marketing strategies with recreation management.

### **4. Proposed Projects:**

- Expanding fall tourism efforts with a fall-focused webpage.
- Using QR codes and signage to direct visitors to lesser-used areas and encourage responsible tourism practices.
- Exploring partnerships with experts, like Kathy Ritter, to enhance sustainable tourism strategies.

### **5. Long-Term Accountability:**

- A dashboard to track and share progress toward goals with stakeholders.

- Integrating measurable objectives into the strategic plan to enhance transparency and alignment.

### **Current Tourism Board Goals:**

- Align marketing efforts to manage visitor impacts, extend peak seasons, and support responsible tourism.
  - Use insights from the CRAFT program and stakeholder feedback to guide strategic priorities.
  - Increase in-county signage and tools (e.g., QR codes) to distribute visitors more effectively.
- **Challenges:**
    - Delay in receiving lodging tax funds has made financial planning difficult.
    - Uncertainty about where in the County has excess commercial capacity to support tourism.

### **Commissioner Concerns and Feedback:**

#### **1. Commissioner Wheelock:**

- Encouraged alignment of marketing strategies with land management efforts (e.g., hot spot mapping).
- Supported transitioning to destination management to address sustainability and capacity issues.
- Suggested collaboration with Kathy Ritter to enhance commercial tourism activities.

## **2. Commissioner Wood:**

- Expressed interest in measuring progress through a dashboard or tracking system to evaluate effectiveness.
- Raised the importance of utilizing increased lodging tax revenues effectively and transparently.

## **3. Commissioner Marlin:**

- Emphasized targeting visitors who maximize economic benefit (e.g., supporting local businesses).
- Asked for insights on excess capacity in commercial areas and sustainable ways to direct visitors.
- Highlighted the value of marketing informed by land management agencies for recreation hotspots.

## **4. Cameron Marlin (New Board Member):**

- Observed significant opportunities for collaboration and growth in sustainable tourism.
- Excited to see progress in balancing visitation and managing tourism impacts.
- The Clear Creek Tourism Bureau is adopting a strategic and collaborative approach to managing tourism impacts while focusing on economic and community benefits.

The Commissioners supported the shift of the Tourism Bureau but emphasized the need for measurable accountability and stronger collaboration with land management

agencies. No formal decisions were made by the Board.

**CONSIDERATION OF APPROVAL OF RESOLUTION #21-78, #SDV2021-0001,  
REQUEST FOR DEVIATION FROM THE DRIVEWAY DESIGN STANDARDS  
CONTAINED IN THE CLEAR CREEK COUNTY ROADWAY DESIGN AND  
CONSTRUCTION MANUAL FOR THE PROPERTY DESCRIBED AS ECHO HILLS  
SUBDIVISION, LOT 66, FILING 2, LOCATED OFF OF CASTLEWOOD COURT:**

County Engineer Stoy Streepey presented the following request:

**1. Driveway Grade Deviation Request:**

- The property owner, Sarah Buller, requested a deviation from the 10% standard driveway grade due to unique challenges with the property.
- The proposed driveway grade would align with existing conditions (up to 20%) due to site constraints, including limited frontage, existing steep grades, drainage issues, and property setbacks.

**2. Site Constraints:**

- The property is trapezoidal in shape, narrowing near the County road.
- Existing conditions on adjacent properties limit alternatives:
  - One neighboring driveway already exceeds 20% grade.
  - Significant drainage issues on the other side make access unfeasible.
- Zoning setbacks push the house farther from the road, into a slope of 20-30%, compounding the challenge.

**3. Efforts to Mitigate Challenges:**

- The property owner adjusted the design to lower the house grade by over 10 feet, including regrading, using a foundation wall, and incorporating a walk-out design.
- No feasible alternatives were identified for realigning the driveway or improving grade conditions.

**4. Agency Recommendations:**

- The Evergreen Fire Protection District requested the installation of a residential sprinkler system due to the steep driveway grade and limited access for emergency vehicles.
- The sprinkler system would be verified as a condition of approval.
- Ms. Buller expressed concern regarding the cost of a sprinkler system.

**5. Site Development Inspection (SDI) Recommendation:**

- Stoy Streepey, the presenter, recommended approval of the deviation request, given the significant efforts by the owner and the lack of alternative solutions.

**Commissioner Concerns:**

**1. Commissioner Wood:**

- Raised concerns about the cost and accessibility of residential sprinkler systems for small homes.
- Asked if there were affordable or alternative options available for sprinkler systems, though specific costs were not provided during the meeting.

Commissioner Wood made the motion to approve Resolution #21-78, as presented.  
Commissioner Wheelock seconded and the motion passed unanimously.

**CONSIDERATION OF APPROVAL OF RESOLUTION #21-79, #SDV2021-0002,  
REQUEST FOR DEVIATION FROM THE DRIVEWAY DESIGN STANDARDS  
CONTAINED IN THE CLEAR CREEK COUNTY ROADWAY DESIGN AND  
CONSTRUCTION MANUAL FOR THE PROPERTY DESCRIBED AS RAINBOW MS  
#1740, LOCATED AT 292 VIKING TRAIL:** County Engineer Stoy Streepey presented

the following request:

**1. Complex Request for Driveway Grade Deviation:**

- The property owner requested a deviation from the standard 10% driveway grade for the last 80 feet of the driveway and access to the Viking Trail.
- The proposed grade is 18%, which exceeds standards but aligns with historical and existing conditions in the area.

**2. Site Challenges:**

- The property is located on steep terrain with significant constraints, including a hairpin turn, a ravine, and steep grades on Viking Trail.
- Improving the driveway to meet standards would require costly modifications, such as significant fill or bridging the ravine, which may not be feasible.

**3. Recommendations from Site Development:**

- **Denial of the current request:** Staff suggested the applicant explore



alternatives, including:

- Constructing a compliant parking area closer to the house.
- Adjusting the house's location to better accommodate the driveway.
- Staff expressed willingness to assist the applicant with design ideas and to conduct a site visit if necessary.

**4. Fire Protection Requirements:**

- While no sprinkler system was explicitly required by the Evergreen Fire Protection District for this case, the applicant must comply with wildfire hazard mitigation requirements, which include various options such as fire-resistant materials or sprinklers.

**5. Historical Context:**

- The property's existing road and infrastructure date back to the late 1800s and the house was originally built in 1922, presenting unique challenges in modernizing the site.

**6. Next Steps:**

- The Board of County Commissioners agreed to table the request to allow the applicant to work with Site Development on submitting a clear and detailed design proposal, potentially including a compliant parking area or alternative house placement.

**Applicant Concerns:**

**1. Cost and Feasibility:**

- The applicant, and their engineer, Mark Cladney, expressed concerns about the high cost and technical challenges of making the driveway fully

compliant, especially regarding the hairpin turn and ravine.

**2. Historical Usage:**

- Highlighted the long history of the existing road and residence and questioned whether improvements should require adherence to current standards.

**Commissioner Concerns:**

- Commissioners agreed that design clarity is critical for evaluating the request and that detailed plans should accompany future discussions.
- While some Commissioners questioned the value of a site visit, they deferred to Staff's judgment on whether one would help assess the situation.
- Emphasis was placed on finding a middle ground that balances compliance, cost, and feasibility while maintaining safety and functionality.
- The Commissioners acknowledged the challenges of adapting historical mining claims and properties to modern development standards.

Commissioner Wheelock made the motion to table this case to allow time for the applicant to work with Site Development staff. Commissioner Wood seconded and the motion passed unanimously.

**CONSIDERATION OF APPROVAL OF RESOLUTION #21-80, RESOLUTION TO APPROVE TRANSFERS BETWEEN FUNDS FOR THE 2021 BUDGET YEAR:** Brian

Bosshardt provided the following request:

**1. Routine Budget Transfers:**

- Several fund transfers were proposed for the 2021 fiscal year:
  - From Capital Improvement Plan Impact Fees to Road & Bridge Fund for related expenses.
  - From General Fund to:
    - Public Health Fund for operational costs.
    - Housing Authority Fund for housing-related needs.
  - From Ambulance Sales Tax Fund to General Fund for Emergency Medical Services (EMS) operations.

**2. Potential Reimbursements:**

- A portion of Public Health Fund expenditures may be reimbursed through CARES Act and FEMA funding, as noted by Commissioner Marlin.

**Commissioner Concerns:**

**1. Sales Tax Collection Insights:**

- **Commissioner Wood** expressed frustration over the lack of clarity on sales tax collections, particularly for online purchases. This information has been requested multiple times from Brent Worthington without resolution.

**2. Funding Transparency:**

- Commissioners emphasized the importance of understanding funding flows, including reimbursements and collections, to better inform fiscal

decisions.

Commissioner Wheelock made the motion to approve Resolution #21-80 as presented.

Commissioner Wood seconded and the motion passed unanimously.

**CONSIDERATION OF APPROVAL OF COVID-19 BUDGET EXPENDITURES:** Alyssa

Dinberg presented the following request:

**1. Budget Overview:**

- **Green Items:** Expenses already incurred and mostly reimbursed.
- **Orange Items:** Approved projects in progress but not yet paid or reimbursed.
- **Yellow Items:** Items needing Board discussion and approval:
  - COVID sick leave (federally mandated).
  - Cost of Zoom (2020–2021).
  - Telework upgrades (laptops for remote work).
  - FEMA ineligible expenses/new needs (to ensure coverage without impacting the General Fund).

**2. Funding Allocation:**

- Remaining funds may be used for unexpected needs or to reimburse public safety and health costs if unspent.
- Discussion on allocating funds to cover gaps in tech upgrades for remote meetings at the Board of County Commissioners' room and the new health clinic if grant funding (SIPA) falls short.

### 3. **Municipal Funding:**

- Remaining funds allocated to municipalities (e.g., Empire) will be paid up to the approved amount of \$10,000 if additional reimbursements are submitted.

### 4. **Flexibility in Spending:**

- The Board agreed to allow the County Manager authority to allocate the \$72,000 in unspent funds as needed without returning for approval, while ensuring funds align with COVID-19-related expenses.

### **Commissioner Concerns:**

- **Commissioner Wood** questioned the necessity of pre-authorizing \$72,000 for unknown expenses, emphasizing the need for clarity on unanticipated costs.
- Dinberg clarified that unspent funds would reimburse public safety and health expenses, providing flexibility.
- Commissioners expressed a preference for using any leftover funds to assist municipalities like Georgetown, Empire, and Silver Plume, provided costs align with eligibility.
- **Commissioner Marlin** highlighted the importance of planning for FEMA ineligible expenses and appreciated balancing community support with internal funding needs.
- **Commissioner Wood** sought clarification on whether COVID sick leave represents lost money or new revenue and emphasized fiscal prudence in

reimbursement claims.

Commissioner Wheelock made the motion to approve the COVID-19 expenditures list and strategy as presented, and to authorize the County Manager to sign for expenditures on this list. Commissioner Wood seconded and the motion passed unanimously.

**WORK SESSION REGARDING THE HEALTH CLINIC NAMING EFFORT:** Alyssa

Dinberg presented the following background:

**1. Survey Process:**

- A public survey was conducted across multiple platforms, including the Clear Creek County Forum, Facebook, and Nextdoor, from 9/14 to 9/21.
- Collected 62 responses on the forum and additional suggestions from social media.

**2. Name Selection:**

- Popular suggestions were analyzed, with emphasis on frequently submitted words.
- Top options included:
  - **Clear Creek Collaborative Care Clinic**
  - **Clear Creek Mountain Area Clinic**
  - **Alpine Health and Wellness Clinic**
  - **Mountain Health and Wellness Clinic**
- The Board selected "**The Clear Creek Health & Wellness Center**" as the

new name, emphasizing the word “center” over “clinic” for a broader and inclusive appeal.

**3. Branding and Next Steps:**

- A branding process will involve engaging clinic partners for feedback.
- A logo and branding contest will be run through *99 Designs* within three days to finalize visuals and messaging.

No other formal decisions were made by the Board.

**EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE:** Commissioner Marlin made the motion to adjourn into Executive Session to discuss renewal of the Clear Creek Fire Authority Intergovernmental Agreement expiring on December 31, 2022, as allowed by CRS 24-6-402(4)(e) determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.

Commissioner Wheelock seconded and the motion passed unanimously.

Commissioner Marlin stated no written minutes would be made of this session.

The Board adjourned from Executive Session. No formal decisions or meeting minutes were made from this session.

The meeting adjourned.

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Deputy Clerk & Recorder

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George Marlin, Chair



## CLEAR CREEK BOARD OF COUNTY COMMISSIONERS

### MINUTES - OCTOBER 5, 2021

The Clear Creek Board of County Commissioners met in regular session on October 5, 2021 at the Courthouse in Georgetown. Chair George Marlin called the meeting to order. Also, in attendance were Commissioners Randall Wheelock and Sean Wood, County Attorney Peter Lichtman, County Manager Brian Bosshardt, and Deputy Clerk and Recorder Beth Luther.

**ADMINISTRATIVE APPROVAL OF MARIJUANA LICENSES:** Nanette Reimer presented the licenses for consideration and staff recommended approval. The Board approved the licenses administratively.

**PUBLIC COMMENT:** No public comment was offered.

**DISCUSSION OF VOLUNTEER BOARD/COMMISSION APPOINTMENTS:** The Commissioners discussed the following issues with regard to the County's volunteer board/commission appointments:

**1. Planning Commission Vacancies:**

- There are four applicants for three available spots on the Planning Commission:
  - Williams (Georgetown)
  - Ricklefs and Scott (Idaho Springs area)

- Tansey (Floyd Hill)

## 2. **Geographic Representation vs. Qualifications:**

- Commissioner Marlin emphasized the importance of geographic diversity.
- Commissioner Wood prioritized energy and commitment over geographic considerations.
- Commissioner Wheelock expressed concern about premature or critical comments regarding the County's master plans, particularly from Tansey.

## 3. **Concerns About Candidates:**

- **Tansey:**
  - Raised concerns due to negative remarks about older master plans and a perceived lack of appreciation for past community efforts.
  - Commissioners agreed to invite Tansey back for a second interview.
- **Williams:**
  - Concerns were raised about his residency status, as residency is required under bylaws. Commissioners want him to demonstrate Clear Creek County residency.

## 4. **Residency Requirement:**

- Residency is defined as where the applicant is registered to vote or receives mail.
- Candidates not meeting this requirement cannot be appointed.

## 5. **Future Considerations:**

- Commissioners discussed keeping a list of potential candidates for future

vacancies, particularly those who may not yet meet residency requirements (e.g., Chad Wallace, who is not yet a resident but has strong qualifications).

- The conversation on appointments will resume on October 19, 2021.

No formal decisions were made by the Board.

**COUNTY COMMISSIONER UPDATES:** The Commissioners provided the following updates:

**1. Recreational Services Legislative Proposal:**

- 85% support received for the recreational services idea through Colorado Counties Inc. (CCI), indicating strong interest.
- Commissioner Marlin expressed concern about the current readiness of the proposal, citing the need for robust legislative language and stakeholder engagement (e.g., ski areas, rafting groups).
- Commissioners Wood and Wheelock supported further development of the idea, emphasizing its momentum and the importance of planning for future opportunities.

**2. Short-Term Rental Transparency Proposal:**

- This idea is already being carried by a legislator and was pulled from the CCI process.

**3. Unincorporated Sales Tax Legislation:**

- Although the proposal received 85% support, it was also pulled for further research and analysis. Commissioner Marlin plans to find a student to study its impact across all 64 counties.

#### 4. **Clear Creek Fire Authority Revenue Discussions:**

- Commissioner Marlin highlighted the need for more funding for fire protection and proposed including wildfire mitigation in those discussions.
- A summit or meeting is being organized to engage stakeholders and discuss fire protection strategies.
- Commissioner Wood raised concerns about transitioning to a fully staffed, professional firefighter model, which could undermine the volunteer system and may not adequately address unique needs in areas like St. Mary's.
- Commissioners emphasized the importance of including all relevant parties in the discussion and reaching a consensus on the best path forward.

No formal decisions were made by the Board.

**DISCUSSION OF SCHOOL BALLOT ISSUE:** School Board Member Kelly Flenniken provided the following comments:

##### 1. **School Bond Measure Overview:**

- **Total Amount:** \$33 million bond measure.
- **Purpose:** Funding for overdue maintenance and improvements in Clear

Creek County schools, including Georgetown Community School, King Murphy, and Highway 103 building.

- **Improvements:**

- **Georgetown Community School:** \$750K for exterior replacements, siding, asphalt, and kitchen upgrades for hot lunch programs.
- **King Murphy:** \$1.25M for facility modernization, safety upgrades, and increased preschool capacity.
- **Middle and High School:** \$500K for flooring improvements and completing the athletic complex.
- **Highway 103 Building:** Renovation to relocate Carlson Elementary, with asbestos abatement and modern learning spaces.

**2. Taxpayer Impact:**

- Residential: \$2.99/month per \$100K valuation.
- Commercial: \$8.99/month per \$100K valuation.

**3. Community and Financial Context:**

- The bond addresses deferred maintenance and safety concerns while positioning the district to attract and retain teachers and students.
- First new tax measure for schools since 1999.
- A key goal is to demonstrate investment in education and community pride.

**4. Challenges:**

- **Declining Enrollment:** The bond aims to counteract this trend by

improving facilities.

- **Alternative Plans:** Renovating the Highway 103 building is deemed more cost-effective than constructing a new facility but still comes with a significant price tag.
- **Potential Voter Hesitation:** Balancing the bond measure with other tax needs (e.g., fire district and Road & Bridge tax questions).

### **Commissioner Concerns:**

- **Commissioner Wood:**

- Questioned the high cost of the Highway 103 building renovations and whether alternative solutions were considered.
- Highlighted concerns about declining enrollment and whether improved facilities will address this issue.
- Raised the challenge of competing tax initiatives and the potential burden on taxpayers.
- Requested polling data on voter sentiment and asked about contingency plans if the measure fails.

- **Commissioner Marlin:**

- Supported the general idea of investing in education to show pride and improve the community's perception of schools.
- Asked about past assessments of Carlson Elementary's needs and the comparative costs of upgrading Carlson vs. renovating the Highway 103 building.

- Emphasized the importance of helping the district attract and retain students and teachers.
- **Commissioner Wheelock:**
  - Agreed with addressing deferred maintenance and investing in schools to demonstrate community priorities.
  - Highlighted the psychological and practical benefits of improved educational facilities.

**Next Steps:**

- **Private Consultation:** Commissioners will meet with County Attorney Peter Lichtman to discuss legal and procedural aspects before taking an official position.
- **Future Decision:** If the Commissioners choose to take an official stance, it will occur at a properly noticed meeting.

No formal decisions were made by the Board.

**CONSIDERATION OF APPROVAL OF NOTICE OF FINAL SETTLEMENT WITH ALLIANCE CONSTRUCTION SOLUTIONS LLC FOR THE COLLABORATIVE CARE CENTER PROJECT:** Beth Luther presented the Notice of Final Settlement for Alliance Construction Solutions LLC for the new Clear Creek County Health & Wellness Center project. No claims were received against the contractor and no public comment was

received during this hearing. Commissioner Wheelock made the motion to approve the final settlement with Alliance as presented. Commissioner Wood seconded and the motion passed unanimously.

## **CONSENT AGENDA**

### **1. CONSIDERATION OF APPROVAL OF WARRANT REGISTER:**

### **2. CONSIDERATION OF APPROVAL OF INFORMATION TECHNOLOGY**

#### **EXPENDITURE PAYMENT FOR TINTRI PLATFORM FOR VIRTUAL DESKTOP**

**SUPPORT AND SOFTWARE:** Commissioner Wood made the motion to approve the Consent Agenda as presented. Commissioner Wheelock seconded and the motion passed unanimously.

### **CONSIDERATION OF APPROVAL OF RESOLUTION #21-59, RESOLUTION TO**

**REVISE COUNTY SHORT-TERM-RENTAL REGULATIONS:** Fred Rollenhagen requested rescheduling this hearing to October 19, 2021 at 1:00 p.m. to allow the Planning Commission to complete their review. Commissioner Wheelock made the motion to approve the rescheduling of the hearing as presented. Commissioner Wood seconded and the motion passed unanimously.

**PUBLIC WORKS BIENNIAL UPDATE:** Karl Schell, Stoy Streepey and Julie

Whisenand presented the following updates:

#### **Public Works Update:**

- **Staffing Challenges:** Public Works is short-staffed due to medical leaves but is



working to manage schedules and operations effectively, including hiring for the winter season.

- **Road Maintenance:**
  - Ongoing summer road projects and preparation for winter operations.
  - **Soda Creek Road:** Culvert replacements and road resurfacing are underway, with minor construction closures expected through October.
  - **St. Mary's Area:** Road resurfacing and utility upgrades continue.
  - **Beaver Brook Dam Project:** Major structural improvements underway with increased traffic management measures.
  - **Switchback Curves:** Plans to widen lanes slightly to improve safety and navigation.
- **Drainage and Water Quality:** Addressing issues in Floyd Hill, Ponderosa Drive, and Pine Valley areas.
- **Noxious Weeds Management:** Spraying completed through an intergovernmental agreement with Summit County.
- **Transfer Station:** Struggling with staff shortages and truck issues; contracted external bin transport during Soda Creek construction. Fee schedule reevaluation planned for 2022.

No formal decisions were made by the Board.

**DISCUSSION OF 2022 COUNTY EMPLOYEE BENEFITS PROGRAM:** Cate

Gremillion presented the following background:

- **Health Insurance:**
  - 2% increase in premiums, absorbed by the County due to stagnant wages since 2020.
- **Vision Insurance:**
  - Enhancements include increased frame allowance and coverage for prescription sunglasses (8.7% increase).
- **Life Insurance and Disability:**
  - Switching from Lincoln Financial to New York Life due to better customer service and integration benefits with Cigna.
  - Slight cost increase but improved efficiency and support for employees.
- **Potential Long-Term Care Insurance:**
  - Commissioner Wood suggested exploring voluntary long-term care benefits, citing its value in other states like Washington.
  - Participation thresholds (10%-15%) would need to be met.
  - Staff survey proposed to gauge interest and educate employees on premiums and benefits.

#### **Commissioner Concerns:**

- **Commissioner Wood:**
  - Raised the idea of adding voluntary long-term care insurance for staff, emphasizing the value of group plans and the confusing nature of the market.
  - Suggested including detailed background information in a staff survey to

evaluate interest.

- **Commissioner Marlin:**
  - Expressed the importance of comparing Clear Creek County's benefits with surrounding counties.
  - Highlighted other pending benefit discussions, like increasing employer retirement match, before prioritizing new programs like long-term care insurance.
  - Believes that Colorado's TABOR rules make a Washington-style mandate unlikely, leaving it to staff prerogative.

No formal decisions were made by the Board.

**FIRST READING OF ORDINANCE #15, AN ORDINANCE REQUIRING THE USE OF ENGINE BRAKE MUFFLERS WITHIN THE COUNTY AND PROVIDING FOR**

**ENFORCEMENT PROCEDURES:** Peter Lichtman presented the following first reading of Ordinance #15:

- The ordinance addresses the use of unmuffled Jake brakes in unincorporated areas of Clear Creek County.
- Complaints about noise from Jake brakes, especially near municipalities like Georgetown and Empire, prompted the ordinance.
- **Sheriff's Input:**
  - There are already state regulations requiring mufflers for Jake brakes.
  - Enforcement is challenging, and complaints about Jake brakes are

infrequent in unincorporated areas.

- Existing signage helps raise awareness and supports enforcement when possible.
- **Purpose:**
  - Establishing the ordinance enables local enforcement in unincorporated areas.
  - The ordinance aims to raise awareness and send a message to truckers about noise regulations.
- **Commissioner Wood:**
  - Concerned about creating unenforceable rules.
  - Believes the existing state ordinance may suffice.
  - Suggested a work session to discuss the issue more thoroughly before drafting the ordinance.
- **Commissioner Wheelock:**
  - Advocated for the ordinance to address noise complaints from citizens.
  - Acknowledged the enforcement challenges but emphasized the importance of having the ordinance as a preventive measure and a statement of community standards.
  - Highlighted mutual aid agreements allowing municipalities and the sheriff's office to address issues across jurisdictions.
- **Commissioner Marlin:**
  - Supported the ordinance, citing personal experiences with noise pollution

from Jake brakes.

- Agreed with the value of posting signage and having local enforcement authority.

**Sheriff Albers' Comments:**

- Supports the ordinance as a tool for enforcement when loud Jake brakes are observed.
- Emphasized that the Sheriff's Office will not patrol specifically for Jake brake violations but will enforce the ordinance as necessary.

Commissioner Wheelock made the motion to approve the First Reading of Ordinance #15 as presented. Commissioner Wood seconded and the motion passed unanimously. The full text will be published in local newspapers for a minimum of 10 days. The second reading and public hearing are scheduled for November 2, 2021.

**COVID-19 UPDATE:** Dr. Ryan and Suzanne Boccia presented the following updates:

**National Numbers (USA):**

- **Cases:** 43.8M confirmed cases.
- **Case Rate:** 107k/day (7-day average, showing a decline).
- **Hospitalizations:** Decreased by 14%, though many places remain over capacity.
- **Fatalities:** 703k total, with 1,878/day (7-day average).
- **Positivity Rate:** 6.4%.
- **Vaccination:**

- 64% fully vaccinated.
- 65% have received at least one dose.
- **Key Drivers:** Spread attributed to the unvaccinated population and the delta variant.

**State Numbers (Colorado):**

- **Case Rate:** 395/100k.
- **Hospitalizations:**
  - 77% of hospitalized individuals are unvaccinated.
  - 864 patients in ICUs, with 77 cases under investigation.
- **Positivity Rate:** 6.8%.
- **Vaccination:**
  - 71% fully immunized.
- **Key Drivers:** Spread driven by unvaccinated individuals.

**Clear Creek County Numbers:**

- **Cases:**
  - 19 new cases.
  - 35 cases in the past 2 weeks, totaling 713 cases to date.
- **Hospitalizations:** 1 additional hospitalization.
- **Fatalities:** 1 additional fatality, totaling 5.
- **Case Rate:** 359/100k.
- **Positivity Rate:** 5.4%.
- **Key Drivers:** Unvaccinated population is the main contributor.

**Testing and Vaccination Efforts in Clear Creek County:**

- **Testing:**
  - Available 3 times a week: twice in Idaho Springs and once in Georgetown.
  - Testing volume has slightly decreased over the last two weeks.
- **Vaccination:**
  - Weekly vaccination clinics on Wednesdays from 10 a.m. to 2 p.m. at the new health clinic.
- **Commissioner Marlin:**
  - Highlighted that Clear Creek County’s two-week average positivity rate is below 5%.
  - Inquired about trends in testing volumes, which were noted to have decreased slightly.
  - Asked about feedback on school testing compliance.
    - **Dr. Ryan’s Response:** School testing programs, including at Georgetown, are now running smoothly with high compliance after initial adjustments.

No formal decisions were made by the Board.

**OPEN SPACE COMMISSION QUARTERLY UPDATE:** Martha Tableman and Amy

Saxton provided the following updates:

1. **Floyd Hill Open Space Park:**
  - Heavy use reported with ongoing trailhead improvements nearing final

design.

- Restroom building ordered, but installation may be delayed to summer due to frozen ground.
- Memorial bench installed to honor Glenn Wallace.

## **2. Peaks-to-Plains Trail Construction:**

- Underway with periodic traffic delays and closures.
- Trailhead used as a construction staging area; cat slab climbing area temporarily closed due to safety concerns.
- Installation of micropyles for structural support in progress.

## **3. Alvarado Open Space Park:**

- Hazardous tree removal completed, slash cleaned up.
- Directional and informational signage installed for safety and property demarcation.

## **4. Cement House Cleanup:**

- Asbestos identified in the structure. Contractors selected for remediation and demolition to proceed this fall.
- Large volumes of trash will be cleared during cleanup.

## **5. Waldorf Millsite Donation:**

- Phase 1 environmental assessment draft completed; finalizing with legal counsel.
- Will be presented to the Board of County Commissioners for acceptance.

## **6. Open Space Commission Maintenance Efforts:**

- Site visits conducted to identify maintenance needs for key properties.



- Prioritization of maintenance activities underway for late 2021 and 2022.

#### **7. Game Check Station Issues:**

- Challenges in finding contractors to pump restroom units. Temporary portable toilets installed.

#### **Upcoming Projects:**

- Completion of Floyd Hill trailhead improvements and restroom unit installation.
- Continued construction on Peaks-to-Plains Trail (Phase 2).
- Cement House demolition and cleanup.
- Open Space Commission annual report preparation.

#### **Commissioner and Staff Discussions:**

- **Retreat Planning (10/21/21):**
  - Open Space Commission seeks input on discussion topics. Focus to include structure of relationships and ongoing priorities.
  - Decision pending on whether the meeting will be virtual or in person, with acknowledgment of hybrid meeting limitations.
- **Restroom Maintenance Concerns:**
  - Discussion of challenges in maintaining owned facilities versus contracted portable units.

#### **Commissioner Concerns:**

##### **1. Commissioner Marlin:**

- Emphasized the need to address relationships and operational structures during the retreat.
- Suggested flexibility for in-person or virtual attendance at the retreat,

emphasizing health precautions.

**2. Commissioner Wood:**

- Raised concerns about connectivity issues for hybrid meetings and suggested prioritizing accessibility for all participants.

**3. Commissioner Wheelock:**

- Supported a decision based on attendee preferences and technological capabilities.
- Noted reluctance to adopt hybrid meetings given current limitations.

No formal decisions were made by the Board.

**EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE:** Commissioner Marlin made the motion to adjourn into Executive Session to discuss legal questions relating to Brady Mystic V. Nicholas Hanning, et al., as allowed by CRS 24-6-402(4)(b) conferences with an attorney for the local public body for the purposes of receiving legal advice. Commissioner Wood seconded and the motion passed unanimously. Commissioner Marlin stated no written minutes would be made of this session.

The Board adjourned from Executive Session. No formal decisions or meeting minutes were made from this session.

**CDOT QUARTERLY UPDATE:** Paul Jesaitis and the CDOT team provided the following updates:

## **Projects in Construction:**

### **1. Westbound Peak Period Shoulder Lane:**

- Express lane opened on July 30, 2021; tolling begins early 2022 after testing is completed.
- Final punch list items scheduled to avoid winter complications.

### **2. Georgetown to Empire Resurfacing:**

- On track to finish by end of October 2021.

### **3. US Highway 6 Resurfacing and Tunnel Lighting:**

- Resurfacing to finish by August 2022.
- Tunnel lighting underway.

### **4. Clear Creek County Greenway and County Road 314:**

- Construction began in September 2021 and is expected to start on October 7, 2021, respectively.

### **5. Berthoud Pass Emergency Repairs:**

- Completed in September to address a sinkhole.

## **Preconstruction Projects:**

### **1. Floyd Hill:**

- Currently at 20% design; Request-for-Proposals (RFPs) released for construction management, design, and verification services.
- Construction scheduled for Spring 2022.

### **2. Eisenhower-Johnson Memorial Tunnel Projects:**

- \$50M allocated for maintenance and upgrades, with focus on drainage, plumbing, and essential systems.

**3. US Highway 40 Resurfacing Through Empire:**

- Includes intersection improvements and drainage work.
- Being coordinated with wildlife crossing projects.

**4. Bakerville to Eisenhower-Johnson Memorial Tunnel Climbing Lane Project:**

- A full Context Sensitive Solutions process will be implemented.

**5. Idaho Springs Mobility Hub:**

- Collaboration with Division of Transit and Rail on grant-funded project development.

**Maintenance and Operational Updates:**

• **Paving Projects:**

- Ongoing at Twin Tunnels and areas with rutting issues. Delayed due to asphalt shortages.

• **Mount Evans Closure:**

- Road closed for the season, with maintenance planned before winter.

• **Staff Shortages:**

- High vacancy rates: 26% overall and 39% at Eisenhower-Johnson Memorial Tunnel. Bonus pay strategies in place to attract employees.

• **Boundary Shed Adjustments:**

- Clear Creek County now includes all of Loveland Pass, easing winter operations coordination.

**Other Updates:**

**1. Cotrip.org Website and App:**

- New version launched to provide real-time updates on lane closures,

traffic, and conditions.

- Offers better situational awareness for CDOT teams and the public.

## 2. Leaf-Peeping Season Success:

- High tourism volume in the last 30 days, with upgraded restrooms and amenities noted as helpful by visitors.

## Commissioner and Stakeholder Concerns:

### 1. Highway 103 Traffic Issues:

- **Commissioner Marlin:** Raised concerns about aggressive driving, including motorcycles and sportscars, and the impact on residents. Suggested adding radar speed signs to calm traffic.
- **CDOT Response:** Supported the idea, citing effectiveness in other areas. Comments will be shared with the traffic safety team.

### 2. Georgetown to Empire Resurfacing Gap:

- **Cindy Neely:** Highlighted a perceived gap between the resurfacing project and the eastbound Peak Period Shoulder Lane.
- **CDOT Response:** Will review the connection for completeness.

### 3. Project Leadership Team (PLT) Processes:

- **Cindy Neely:** Emphasized the need for continuity in PLTs for projects like County Road 314, Greenway, and other early action initiatives. Suggested creating a clear roadmap for future PLT activity.

### 4. Winter Operations Readiness:

- **Commissioner Wood:** Inquired about snow predictions and winter

preparations.

- **CDOT Response:** Winter snow is expected soon, and operations are underway to ensure readiness despite staffing challenges.

No formal decisions were made by the Board.

**US FOREST SERVICE QUARTERLY UPDATE:** Clear Creek District Ranger, Scott Haas, presented the following updates:

**Wildfire Recovery and Resilience:**

**1. 2021 Wildfire Recovery:**

- Focused on Cameron Peak, Troublesome, and Boulder Ranger District fires.
- Treated over 7,500 acres at a cost of \$18M.
- Post-fire flooding remains a major challenge, particularly in Grand and Larimer Counties.
- Recovery efforts will continue for several years, emphasizing watershed treatment.

**2. Wildfire Resilience Projects:**

- Buffalo Park Road Project in eastern Clear Creek County:
  - Treating 400 acres to prevent wildfires from spreading into the wildland-urban interface near Evergreen.
  - Partnership with Colorado State Forest Service and Evergreen Fire Protection District.

- Public scoping this fall, with project implementation targeted for early 2022.
- Large-scale landscape-level treatments planned, including 100,000-acre projects in Larimer and Boulder Counties.
- Emphasis on collaboration across boundaries to improve community protection and forest resilience.

### **3. Community Concerns:**

- Commissioner Wood noted public sensitivity to tree removal projects and the importance of modeling and visual aids to demonstrate the long-term benefits.

## **Recreation Management:**

### **1. Increased Visitation:**

- Arapaho-Roosevelt National Forest (ARNF) saw 7.5M visits in 2020, becoming the third most-visited national forest.
- Without ski area visitation, ARNF surpasses White River National Forest.

### **2. Timed Entry at Mount Evans:**

- Pilot program limited entries to 660 vehicles/day in 6 timed intervals.
- Feedback suggests most visitors appreciated the reduced crowding and enhanced experience.
- **Revenue Concerns:**
  - Mount Evans operates sustainably but faces challenges with cash handling and equitable access for visitors without credit cards or

internet access.

### **3. Recreation Challenges:**

- Commissioner Marlin and Haas discussed ensuring that the timed-entry system does not worsen equity issues.
- Commissioner Wheelock highlighted the need for affordable transportation options and public shuttles to improve access.

### **Ongoing Projects:**

#### **1. Devil's Nose Shooting Range:**

- Construction will take 5.5 months, with opening anticipated in 2023.
- Once operational, open shooting on U.S. Forest Service lands south of I-70 will be closed.
- Project costs exceeded estimates by 56%.

#### **2. Warren Gulch Trail:**

- Progress continues on trail development, with strong community support.

### **Commissioner and Community Comments:**

#### **1. Commissioner Wood:**

- Expressed interest in improving partnerships for cycling and recreation while ensuring wildfire mitigation remains a top priority.
- Noted a reduction in illegal dumping and open shooting issues on Forest Service lands.

#### **2. Commissioner Marlin:**



- Discussed participation in the NoCO Fire Shed Initiative, which may require formal agreements for Clear Creek County's involvement.
- Suggested setting up a meeting to evaluate the county's partnership with the U.S. Forest Service and future priorities.

No formal decisions were made by the Board.

**EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE:** Commissioner Marlin made the motion to adjourn into Executive Session to discuss property at 7364 US Highway 40, in Empire, as allowed by CRS 24-6-402(4)(a) concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; and to discuss participation in the national opioid settlement as allowed by CRS 24-6-402(4)(b) conferences with an attorney for the local public body for the purposes of receiving legal advice and CRS 24-6-402(4)(e) determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. Commissioner Wood seconded and the motion passed unanimously. Commissioner Marlin stated no written minutes would be made of this session.

The Board adjourned from Executive Session. No formal decisions or meeting minutes were made from this session.

The meeting adjourned.

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Deputy Clerk & Recorder

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George Marlin, Chair

## **CLEAR CREEK BOARD OF COUNTY COMMISSIONERS**

### **MINUTES - OCTOBER 12, 2021**

The Clear Creek Board of County Commissioners met in regular session on October 12, 2021 at the Courthouse in Georgetown. Chairman Sean Wood called the meeting to order. Also, in attendance were Commissioners Randall Wheelock and George Marlin, County Attorney Peter Lichtman, County Manager Brian Bosshardt, and Deputy Clerk and Recorder Beth Luther.

**PUBLIC COMMENT:** No public comment was offered.

#### **PRESENTATION OF THE PROPOSED 2022 CLEAR CREEK COUNTY BUDGET:**

Brian Bosshardt and Patsy Hernandez presented the following background:

- The budget process is a significant annual decision that aligns with the County's objectives and priorities.
- Collaboration is emphasized over isolated work, with input from various stakeholders and departments.

#### **Challenges Faced:**

- This year's budgeting process was particularly challenging due to significant turnover in the finance staff.
- Recognition of Patsy Hernandez for stepping in and helping to finalize the budget; her contributions were critical to the process.

#### **Team Effort:**

- The budget was developed through the efforts of multiple individuals across departments.
- Acknowledgment of both Patsy Hernandez and Beth Luther for their substantial contributions.

#### **Budgeting Process Overview:**

- Begins with Commissioners, who set the vision and priorities for the County based on community and business perspectives.
- Departments align their budgets with these priorities, and the finance team consolidates them into a unified document.
- The proposed budget is reviewed and adjusted collaboratively until it is approved and adopted.

#### **Action Plans and Measurement:**

- The budget includes action plans for all projects.
- Success should be measured by how effectively these plans and projects are implemented and aligned with the budget priorities.
- There is a need to establish or improve measurement systems to track and assess progress and performance.

#### **Continuous Improvement Cycle:**

- The budgeting process is part of a continuous cycle of planning, implementation, and evaluation.
- The County is committed to refining and improving this process to enhance performance and accountability.

Regarding strategy and assumptions, Brian Bosshardt provided the following information:

- The budget remains a work in progress due to challenges experienced over the past year.
- The budget reflects continuity, with no major structural changes from prior years.
- The budget assumptions and strategy are developed based on the Board's stated priorities and objectives, ensuring County spending aligns with these directives.

**Existing Level of Service:** The budget prioritizes maintaining the current levels of service.

**Employee Retention and Recruitment:** A recurring theme in the process is the inability to fill critical positions, such as caseworkers in the Department of Human Services and drivers in Road & Bridge, despite Board approval for these roles.

**Challenges and Impact:**

- Unfilled positions are creating challenges in executing the Board's priorities and meeting objectives.
- Recruitment and retention issues are a key assumption and area of concern within the budget strategy.
- Addressing recruitment and retention challenges is essential to ensure that the County can achieve its objectives and effectively allocate resources.

Brian Bosshardt provided the following detail of the fund balances by each fund:

- **Fund Balance Overview:**
  - A projected **\$600k loss in fund balance** across all funds.

- Reserves for Public Health are being depleted, primarily due to pandemic response.
- Capital Improvement Plan funds remain critical but require careful prioritization.
- **Property Taxes:**
  - Flat to slightly declining (down 1%), largely attributed to the impending mine closure.
  - Property taxes fund critical areas, with 78% allocated to the General Fund, and smaller portions distributed to Road & Bridge, Open Space, and Human Services.
- **Sales Taxes:**
  - Projected to increase by **2%**.
  - All uncommitted sales tax is allocated to the Capital Improvement Plan, not operational needs like employee raises.

#### **Revenue and Expenditures:**

- **Projected Revenue by Fund:**
  - General Fund: \$22M
  - Road & Bridge: \$4.1M
  - Ambulance Fund: \$1.2M
  - Minor and Emergency Services funds add smaller revenue streams.
- **Projected Expenditures:**
  - Align closely with revenue projections.
  - **Road & Bridge:** Capital projects are prioritized, followed by salaries and

wages.

- **District Attorney Budget:** Allocation increased by 10% over the 2020 budget but does not fully meet the DA's request for six new FTEs or staff raises.

### **Employee Considerations:**

- **Employee Recruitment and Retention:**
  - Persistent challenges in filling critical roles (e.g., caseworkers and drivers).
  - A proposed 1% salary increase (totaling \$129k) for County staff is included but may not be well-received.
- **Retirement Program:**
  - A proposed increase to the County's retirement contribution, signaling efforts to enhance employee benefits.

### **Key Budget Items:**

- **Capital Improvement Needs:**
  - Aging Information Technology infrastructure needs attention but is currently underfunded.
  - Unfunded Capital Improvement Plan requests remain unresolved.
- **District Attorney's Office:**
  - Challenges with newly mandated responsibilities, including 48-hour bonding and body camera footage review.
  - Collaborative efforts with other counties led to a compromise allocation increase.

### **Recommendations and Cautions:**

**1. Address Unfunded Needs:**

- Reevaluate priorities in the Capital Improvement Plan to address aging IT infrastructure and other critical needs.
- Monitor the DA's office for potential overtime costs or workload escalations.

**2. Recruitment and Retention:**

- Enhance efforts to fill approved positions, as recruitment challenges hinder service delivery and goal achievement.

**3. Employee Morale:**

- Communicate clearly with staff about the 1% raise to manage expectations and address potential dissatisfaction.

**4. Sales Tax Allocation:**

- Revisit the decision to allocate all sales tax to capital improvements, as it limits flexibility for operational needs, including employee compensation.

**5. Plan for Property Tax Declines:**

- Prepare for further property tax revenue losses as the mine closure progresses, potentially requiring adjustments in budget allocations.

**6. Collaboration and Monitoring:**

- Work closely with other counties and judicial districts to find cost-effective solutions for shared services like the District Attorney's Office.

Upcoming budget hearing dates included:

- November 16<sup>th</sup>, 2021, public hearing date-



- December 1, 2021, receive final assessed value of the County-
- December 7, 2021, adoption of 2022 budget-
- December 22, 2021, certification of mill levies-

Brian Bosshardt provided the following key messages and takeaways:

**1. Financial Challenges and Long-Term Sustainability:**

- The County's expenditures are outpacing revenues, though the organization is not engaging in excessive spending.
- There is a need for a sustainable revenue strategy to address finite resources and growing service demands.

**2. Staffing and Retention Concerns:**

- Staffing shortages and unfunded requests for new positions are impacting service levels and efficiency.
- A proposed 1% cost-of-living adjustment for staff was noted, but concerns remain about its sufficiency to address retention and inflation pressures.
- Commissioners emphasized the need to ensure competitive compensation to retain and attract talent.

**3. Priority-Based Budgeting:**

- Center-for-Priority-Based-Budgeting (CPBB) has been discussed as a potential tool for evaluating expenditures, though its implementation has been paused.
- Commissioners expressed interest in revisiting the CPBB approach or adapting its principles to fit the County's needs.

#### **4. Housing Efforts:**

- Housing remains a top priority, with recognition of a crisis requiring strategic investment.
- There was discussion of leveraging state and federal funding for housing efforts and increasing capacity in the Housing Department through staffing or consulting.

#### **5. Reallocation and Strategic Investments:**

- Conservation Trust Funds were discussed as a resource for trail management but could potentially be reallocated to housing initiatives.
- Commissioners stressed the importance of transitioning from a restrictive mindset to making strategic investments that enhance long-term capacity and economic growth.

#### **6. Revenue Projections and Diversification:**

- Property tax revenues are projected to remain flat, with expectations of eventual recovery from the Henderson Mine closure.
- Commissioners emphasized a comprehensive analysis of all revenue streams to identify new opportunities and ensure long-term fiscal health.

#### **7. Budget Structure and Transparency:**

- Concerns were raised about the budget's organization (e.g., administrative costs appearing inflated due to misallocation of departmental expenses like Emergency Medical Services).
- Commissioners noted the need for the budget to function as a clearer communication tool.

## **8. Leadership and Organizational Focus:**

- Leadership team meetings will incorporate regular discussions on strategic planning.
- Collaboration between the new County Manager and Chief Financial Officer (CFO) was highlighted as critical for achieving long-term goals.

### **Commissioner Wood:**

- Advocated for a trade-off analysis to identify areas where services could be reduced to prioritize compensation and retention.
- Emphasized the importance of public engagement and long-term strategy discussions.
- Suggested the need to analyze government growth over the past 20 years to identify cost drivers.

### **Commissioner Marlin:**

- Stressed the importance of investing in housing and increasing departmental capacity to compete for external funding.
- Expressed concerns about the restrictive narrative and its impact on staff morale.
- Suggested exploring a mill levy increase for the General Fund to ensure sustainability.

### **Commissioner Wheelock:**

- Called for balanced messaging that reflects both fiscal responsibility and respect for employee well-being.
- Recommended reevaluating and adapting the CPBB process for future budget

planning.

- Highlighted the need for an aggressive long-term revenue and expenditure strategy informed by ROI analysis.

### **Next Steps:**

#### **1. Near-Term:**

- Onboard the new Finance Director to lead revenue analysis and assist with budget restructuring.
- Finalize unfunded priorities and assess leadership team recommendations for funding key positions.

#### **2. Mid-Term:**

- Revisit the Center-for-Priority-Based-Budgeting or a tailored alternative to enhance decision-making.
- Prioritize long-range planning sessions focused on revenue diversification, housing, and strategic investments.

#### **3. Long-Term:**

- Transition from a restriction-driven approach to strategic investments that build capacity and sustainability.
- Enhance the budget's clarity and communication to better reflect County priorities and expenditures.

No formal decisions were made by the Board.

The meeting adjourned.

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Deputy Clerk & Recorder

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George Marlin, Chairman



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Beth Luther, Asst. to County Manager  
**Subject:** Consideration of the 2021 Board of County Commissioners meeting minutes

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## **RECOMMENDATION**

Staff recommends approval of the attached 2021 Board of County Commissioners meeting minutes.

## **ATTACHMENTS**

1. August 31<sup>st</sup>
2. September 2<sup>nd</sup>
3. September 7<sup>th</sup>
4. September 14<sup>th</sup>
5. September 21<sup>st</sup>
6. October 5<sup>th</sup>

# Clear Creek County

POST OFFICE BOX 2000  
GEORGETOWN, COLORADO 80444

TELEPHONE: (303) 569-3251 • (303) 679-2300

December 10, 2024

***Reference: Arapaho National Forest, Clear Creek Ranger District, OHV Grant Application 2024-2025***

Dear Mr. Metsa:

We are writing this letter in support of the Clear Creek Ranger District's request for funding for the continuation of the OHV route maintenance and expansion from a 2-person to a 3-person OHV crew across the district.

Clear Creek County is located only a half hour drive up 1-70 from the western suburbs. The Clear Creek Ranger District is extremely popular for motorized use and its popularity has only increased since COVID-19 added to the increase in people's interest in outdoor recreation especially in the district. With this increase in use, the Forest Service has not had the ability to keep up with maintenance and address resource concerns and user education. The ongoing funding from the OHV Grant program will allow the district to continue critical work such as basic route maintenance, patrol, user education and their adopt-a-road program with the local clubs.

2024 season accomplishments in Clear Creek County included basic route maintenance, public outreach and education, trash removal, sign installation and monitoring of conditions and users. In addition, the OHV crew worked with various adopt-a-road club organizations to increase project work, increased volunteer hours thus contributing to closing off illegal routes and maintaining fencing of sensitive areas and field presence.

We value our partnership with the District and the Clear Creek County Off Highway Vehicle Task Force and will continue to work to address issues with the continued increase of motorized use in Clear Creek County. Those efforts should include improving effective, accurate information/education to users, maintenance of legal trails to the extent affordable, and enforcement against illegal usage.

We fully support proper management of motorized use across the district. It is our desire to see the area managed appropriately and funded to allow for legal use while mitigating its impact as much as possible.

Sincerely,

CLEAR CREEK BOARD OF COUNTY COMMISSIONERS

George Marlin, Chair

Randall Wheelock, Commissioner

Mitch Houston, Commissioner

"Honoring Our Past, While Designing Our Future"



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Commissioner Wheelock  
**Subject:** USFS OHV maintenance program grant request support letter

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## **BACKGROUND**

Clear Creek County often asks our friends and partners for letters of support in securing grant funds. We also take the time to support our partners their efforts to seek grants. This USFS grant request to support the USFS grant supported program to provide OHV enforcement and program maintenance is no exception.

## **REQUEST**

The USFS has asked Clear Creek County for a letter of support for their grant application to CPW for funds to continue their OHV maintenance program. The program supports a team of 3 people as well as signage and maintenance. This, if provided, would be the second letter of support this board has provided for this program. A draft of a support letter for commissioners to consider signing is attached. A copy of the 2020 letter is also attached for you reference.

## **ATTACHMENTS**

1. USFS OHV crew grant support letter 2024-2025





# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Carol Ann Fortune, Human Resources Director  
**Subject:** Approval of Clear Creek County Workforce Restructuring Policy

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## RECOMMENDATION

Staff recommends approving the proposed Clear Creek County Workforce Restructuring Policy: Reorganization, Reduction in Hours, Furlough, Layoff, and Job Changes.

## BACKGROUND

The Clear Creek County Workforce Restructuring Policy was developed to address organizational needs in light of current financial challenges and evolving operational priorities. The policy provides a clear, consistent framework for managing workforce restructuring actions, including reorganizations, reductions in hours, furloughs, layoffs, and job changes.

This policy was drafted collaboratively by the Human Resources Department, the County Attorney, and the County Manager, with input from departmental leadership to ensure alignment with county objectives and legal compliance. It replaces any informal or ad hoc practices previously used for workforce restructuring, enhancing transparency and providing guidance for both leadership and employees.

The policy applies to all county employees, excluding elected officials, and incorporates statutory requirements, employee support measures, and reemployment considerations for affected individuals.

## ANALYSIS

The Clear Creek County Workforce Restructuring Policy is designed to balance the County's need for fiscal responsibility with its obligation to maintain core services.

Key features include:

1. **Reorganization:** Establishes a process for restructuring to improve efficiency, including job reassignments and reclassifications.
2. **Reduction in Hours:** Details processes for voluntary and involuntary reductions, as well as impacts on benefits.
3. **Furloughs:** Outlines voluntary and involuntary furlough options, ensuring continued benefits for impacted employees.
4. **Layoffs:** Provides a structured approach for determining layoffs, severance packages, and eligibility for reemployment.
5. **Job Changes:** Guides the creation of new jobs and reclassification of existing positions to meet operational demands.

The policy also includes provisions for appeals, communication strategies, and support for remaining employees to ensure a smooth transition during workforce restructuring. Adopting this policy ensures compliance with applicable laws, improves consistency in decision-making, and provides a foundation for addressing future organizational needs.



# Board Agenda Background

## **CONCLUSION**

The Clear Creek County Workforce Restructuring Policy represents a comprehensive approach to managing workforce changes with transparency, fairness, and legal compliance. Adopting this policy will strengthen the County's ability to respond effectively to financial and operational challenges while maintaining a positive work environment for all employees.

## **FISCAL IMPACT**

The policy includes severance pay schedules and benefit continuation options for laid-off employees, with associated costs dependent on the scope of workforce restructuring actions. These costs will be managed within the County's budget constraints. There is no fiscal impact with the adoption of the policy.

## **ATTACHMENTS**

1. Proposed Clear Creek County Workforce Restructuring Policy



**Policy:** Clear Creek County Workforce Restructuring Policy: Reorganization, reduction in Hours, Furlough, Layoff, and Job Changes

**EFFECTIVE:** xx/xx/2024

**AUTHORITY APPROVAL:** HR Director, County Attorney, County Manager, BoCC

**PURPOSE:** To establish clear, consistent policies for implementing workforce restructuring changes, including reorganization, reduction in hours, furlough, layoffs, and other job changes. This policy ensures transparency and compliance with County guidelines and applicable laws.

**SCOPE:** This policy applies to all Clear Creek County employees except elected officials.

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## **POLICY AND PROCEDURE:**

### **Reorganization:**

Reorganization involves changing the County's organizational structure, affecting multiple positions. It may include job reassignments, reclassifications, and restructuring to optimize efficiency.

### **Roles of Manager, HR, and Employee**

1. **Business Plan Submission:**

Division Directors who believe workforce restructuring is necessary must submit a business plan to the County Manager.

2. **HR Support and Compliance:**

Human Resources will work with the Division Director and County Attorney to ensure compliance with county policies and legal standards, providing guidance to both leadership and affected employees.

3. **Eligibility for Reemployment:**

Employees separated as a result of this policy do not have recall rights but may apply for future openings as positions become available.

## **Reduction in hours:**

Employee's scheduled working hours are decreased from their regular or previously agreed-upon schedule. This change can be temporary or permanent and may result from business needs, economic conditions, or mutual agreement between the employer and employee.

### **1. Voluntary Reductions:**

Employees may request a permanent reduction in work hours. Division Directors will review all requests and make final determinations.

### **2. Impacts on Benefits and Leave:**

A permanent reduction in hours may alter leave accruals and insurance eligibility. Affected employees should consult Human Resources staff to understand these changes.

## **Furlough:**

A temporary leave of absence or reduction in work hours, often without pay, that an employer imposes on employees due to financial constraints, reduced business demand, or other operational challenges. Unlike layoffs, furloughed employees typically remain employed and may retain certain benefits, with the expectation that they will return to work when conditions improve.

1. **Involuntary Furloughs** require specified employees to take unpaid leave on designated workdays.

2. **Voluntary Furloughs** allow employees to request unpaid leave, with approval.

## **Benefits and Leave Accrual During Furlough:**

Furloughed employees continue to receive benefits but may need to pay premiums. They will accrue leave but cannot use paid leave balances while furloughed.

## **Layoffs:**

A layoff is the permanent elimination of a position based on the County's financial constraints, operational needs, and strategic priorities.

### **1. Determining Layoffs:**

Layoffs will be determined using a flexible, needs-based approach, prioritizing:

- **Statutory and Legal Requirements:** Roles that fulfill essential statutory duties will be prioritized for retention.
- **Organizational Needs and Service Expectations:** Positions critical to maintaining core services and community impact may be preserved based on current needs and long-term goals.

- **Funding Sources:** Grant-funded or externally funded roles will be considered separately, with a lower likelihood of being eliminated when funding does not impact the County’s general fund.

**2. Additional Considerations:**

Where applicable, factors such as employee competencies, adaptability, and organizational contributions may also inform decisions.

- 3. Severance and Benefits:** Upon execution of a severance pay agreement, severance pay shall be paid in one lump sum via direct deposit on the final scheduled pay date according to the following schedule:

<b>Years of Service</b>	<b>Lump Sum Payment (Salary and Health Insurance)</b>
2 - 3	2 weeks of base pay and 1 County COBRA contribution
4 - 5	4 weeks of base pay and 1 County COBRA contribution
6 - 9	6 weeks of base pay and 2 County COBRA contributions
10 - 14	8 weeks of base pay and 2 County COBRA contributions
15 - 19	10 weeks of base pay and 3 County COBRA contributions
20 and above	12 weeks of base pay and 3 County COBRA contributions

**4. Notification and Pre-RIF Meeting:**

- Impacted employees will receive a minimum of 30 days advance written notice, including the reasons for the layoff.
- A pre-RIF meeting provides employees the opportunity to present additional information relevant to the decision.

## **Employee Notification**

Division Directors, in consultation with HR, will determine the timing and content of communications with employees regarding restructuring. Employees affected by a reduction in hours, furlough, or layoff will receive written notification detailing the details of the action.

Unless an urgent business reason applies, impacted employees will receive a minimum of 30 days' advance notice.

## **Reemployment After Layoff**

### **1. Eligibility List:**

Qualified laid-off employees may be placed on an eligibility list for up to one year and will receive priority for open positions that match their qualifications.

### **2. Application for Vacancies:**

Laid-off employees may apply for new job openings and receive priority reemployment consideration.

## **Job Changes**

### **1. New Job Creation:**

New job descriptions must be submitted to Human Resources for approval, ensuring alignment with county standards and pay scales.

### **2. Reclassification of Existing Positions:**

Reclassifications may be initiated when significant, ongoing changes occur in job responsibilities.

## **Support for Remaining Employees**

Clear Creek County is committed to supporting remaining employees through workforce restructuring. Transition resources will include:

- Team structure updates.
- Workload management expectations.
- Opportunities to address team morale and offer support resources to help maintain a positive environment.

Approved this (NUMBER) day of (MONTH) 2024 at a regularly scheduled meeting of the Clear Creek Board of County Commissioners.

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George Marlin, Chair

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Mitch Houston, Commissioner

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Randall Wheelock, Commissioner

ATTEST:

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Deputy Clerk & Recorder

**COMMON INTEREST PRIVILEGE AGREEMENT**

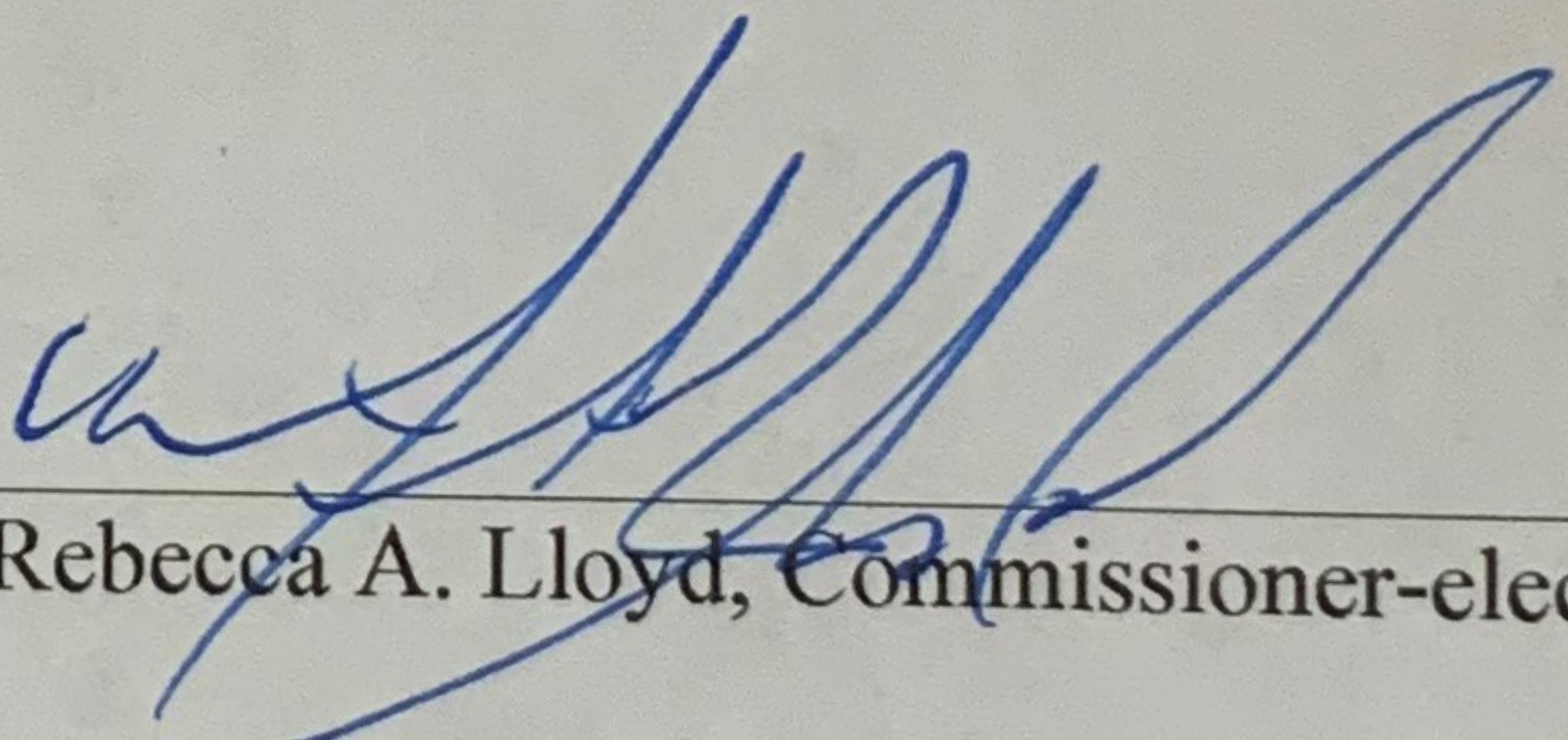
This Common Interest Privilege Agreement (“Agreement”) is between the Clear Creek County Attorney’s Office, on behalf of its client the Clear Creek County Board of County Commissioners, and Rebecca A. Lloyd, Clear Creek County Commissioner-elect (“Lloyd”), whose term of office will begin on January 14, 2025, to acknowledge and agree that a common interest privilege exists between the parties regarding certain privileged information Lloyd may receive in preparation for taking office and prior to being sworn in to office. This Agreement terminates when Lloyd is sworn into office.

The parties agree that they have a mutual interest in working together prior to Lloyd taking office and that this Agreement serves as an extension to the attorney-client privilege that exists between the Clear Creek County Attorney’s Office and the Clear Creek County Board of County Commissioners. The intent of this Agreement is that all attorney-client privileged communications between the Clear Creek County Attorney’s Office, the Clear Creek County Board of County Commissioners, and Lloyd, are to be protected as an extension of the attorney-client privilege until Lloyd takes office on January 14, 2025.

By her signature below, Lloyd understands and acknowledges that any information shared pursuant to this Agreement is being provided solely as background to enable an efficient transition. The communications subject to the Agreement must remain confidential and may not be shared with anyone other than the parties to this Agreement. Furthermore, this Agreement does not provide for or enable Lloyd to participate, influence or otherwise direct policy or actions of the current Board.

Done this 5<sup>th</sup> day of <sup>December</sup> ~~November~~, 2024.

\_\_\_\_\_  
Peter A. Lichtman, County Attorney

  
\_\_\_\_\_  
Rebecca A. Lloyd, Commissioner-elect

\_\_\_\_\_  
George Marlin, Chair  
Board of County Commissioners  
Clear Creek County, Colorado





# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Beth Luther, Asst. to County Manager  
**Subject:** Resolution #24-86, resolution in Appreciation of Greg Markle

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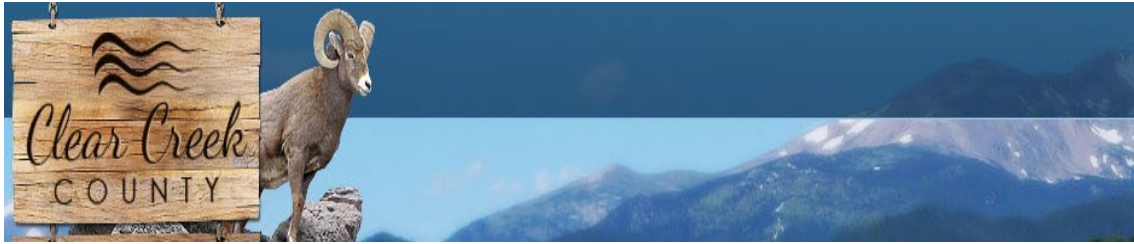
## **BACKGROUND**

For more than 40 years, the Board of County Commissioners has recognized employees with resolutions of appreciation for their dedicated service to the County organization, starting at five years of service. This resolution honors Greg's remarkable 36 years of service and reflects the Board's and the County's deep gratitude for his contributions.

Staff will present this resolution of appreciation to Greg's wife and family, along with a County seal necklace, as a token of the County's heartfelt thanks.

## **ATTACHMENTS**

1. Resolution #24-86



**Clear Creek County Proposed Budget**  
**Clear Creek County Public Trustee**  
**Clear Creek County Emergency Services**  
**General Improvement District**  
**Clear Creek Housing Authority**



Proposed Budget for  
 Calendar and Fiscal Year 2025

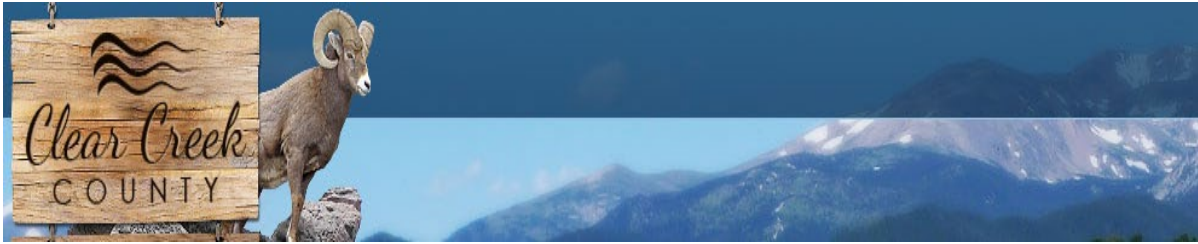
With

Comparative Balances for the  
 Years 2023 and 2024



**Board of County Commissioners**

Randall Wheelock  
 George Marlin  
 Mitch Houston



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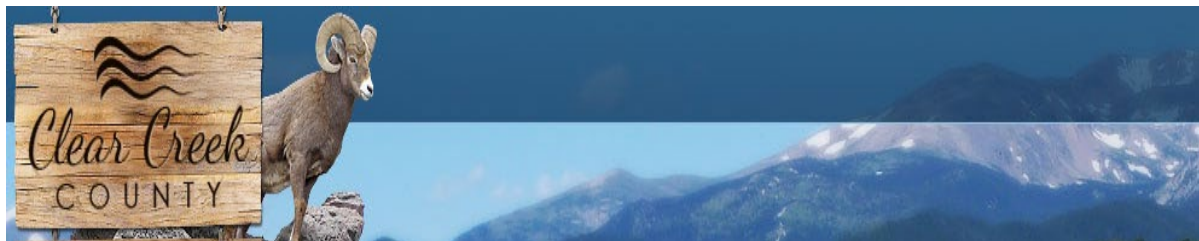
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## Clear Creek County

Post Office Box 2000  
Georgetown, Colorado 80444  
Telephone (303) 679-2300

October 14<sup>th</sup>, 2024

To the Clear Creek County Board of Commissioners and Citizens,

Staff is prepared to present the recommended 2025 Budget for Clear Creek County, totaling \$46.9 million. In 2024, a comprehensive compensation analysis was conducted for all county positions to benchmark salaries against other Front Range governments. This adjustment accounts for 1.15 million of the 2.5 million increase in the general fund deficit, compared to 2024, and is incorporated into the proposed 2025 budget. The compensation analysis was initiated to address a 38% turnover rate, which is nearly four times higher than our goal of 10% and three times the reported national average for local governments. Over the past 36 months, the county's turnover rate has averaged nearly 29%.

In 2024, staff proposed a budget with a \$1.4 million general fund operating deficit. With the compensation adjustments included in the 2025 budget, the general fund operating deficit has grown to \$3.9 million. Since the adoption of the 2024 budget, employment costs have risen significantly, and inflation continues to drive up the costs of supplies, services, capital equipment, and construction. Additionally, a 2% reduction in revenues, partly due to flattening sales tax collections and state government actions to reduce property tax growth, has contributed to revenue growth not keeping pace with escalating costs.

### **General Fund**

For several years, Clear Creek County has experienced a significant decline in revenue due to reduced production at the Henderson Mine, historically one of the County's largest contributors to property tax revenue. In 2025, projections indicate that the assessed value of the Henderson Mine will remain flat; however, the asset value of the mine is expected to continue declining, having already dropped more than 20% since 2023. While this decline represents a substantial reduction in property tax revenue from one of the County's major sources, property tax revenues countywide have also been impacted. In 2025, state actions have capped property tax revenue growth and lowered assessed values on certain properties, while high interest rates have slowed property value growth statewide. As a result, overall property tax revenue is projected to decrease by 1% in 2025.

Sales tax revenue is expected to decline by 3% in 2025, reflecting a statewide trend as consumers feel the pressure of higher living costs on disposable income. However, investment earnings have increased by 20% due to higher interest rates, which has helped offset some of the revenue reductions in 2024.

Overall, the 2025 proposed General Fund budgeted expenditures would increase by \$1.7 million compared to the 2024 budget, primarily driven by rising personnel costs following the compensation analysis.

## General Fund Year Over Year

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	8,584,878	9,437,970	9,332,062	-1%	(105,908)
Sales Tax	2,695,927	2,830,723	2,735,640	-3%	(95,083)
Other Taxes	53,500	48,500	46,350	-4%	(2,150)
Intergovernmental	2,262,718	2,746,067	2,303,351	-16%	(442,716)
Licenses and Permits	86,500	441,150	441,150	0%	-
Charges for Services	4,217,736	4,102,339	4,102,339	0%	-
Fines and Forfeitures	94,000	37,000	51,000	38%	14,000
Investment Earnings	125,000	750,000	900,000	20%	150,000
Contributions and Donations	4,000	198,400	200,000	1%	1,600
Other	76,400	20,000	28,400	42%	8,400
<b>Total Revenue</b>	<b>18,200,659</b>	<b>20,612,149</b>	<b>\$ 20,140,292</b>	<b>-2%</b>	<b>(471,857)</b>

### ARPA Spending Update

ARPA funds must be fully obligated in accordance with federal law by the end of 2024. Over the past four years, ARPA has funded or contributed to the following projects and expenses: the Innovative Affordable Housing Planning (IHOP) program, repairs to jail facilities, the initiation of the Dumont-Lawson-Downieville (DLD) sub-area plan development, the acquisition and implementation of new building permit software, and HVAC renovations and energy upgrades for the Clear Creek Animal Shelter. Continued discussions with the Board will be necessary to obligate the remaining ARPA funds by the end of 2024.

### Personnel

The total number of full-time equivalent (FTE) positions would be reduced by a net of 2.499. This reduction is divided into two main categories: board approved changes to the 2024 budget that were not reflected in the 2024 budget book, and proposed changes for 2025, for which staff is seeking Board approval.

2024 FTE additions for 2024 include the following:

- 1.0 Deputy County Manager
- Sherriff Office (5.0)
  - 1.0 Policy Analyst
  - 1.0 Public Information Officer/Communications Manager
  - 3.0 Sergeants for Patrol and Confinement

Additionally, transit operations were moved under Public Works with no change in FTE count, and the animal shelter was transferred from the Sheriff's Office to Strategic and Community Planning, also with no change in FTE count. Approved reductions consisted of removing 9.0 FTEs as part of the dispatch transition to JeffCom.

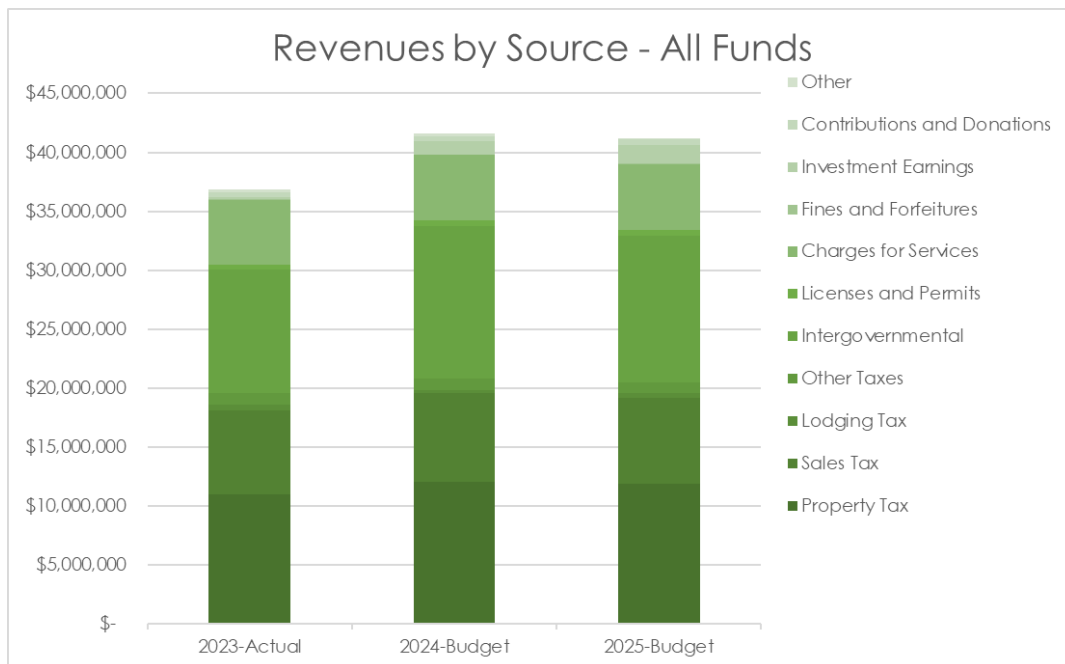
Proposed FTE changes for the 2025 budget are as follows:

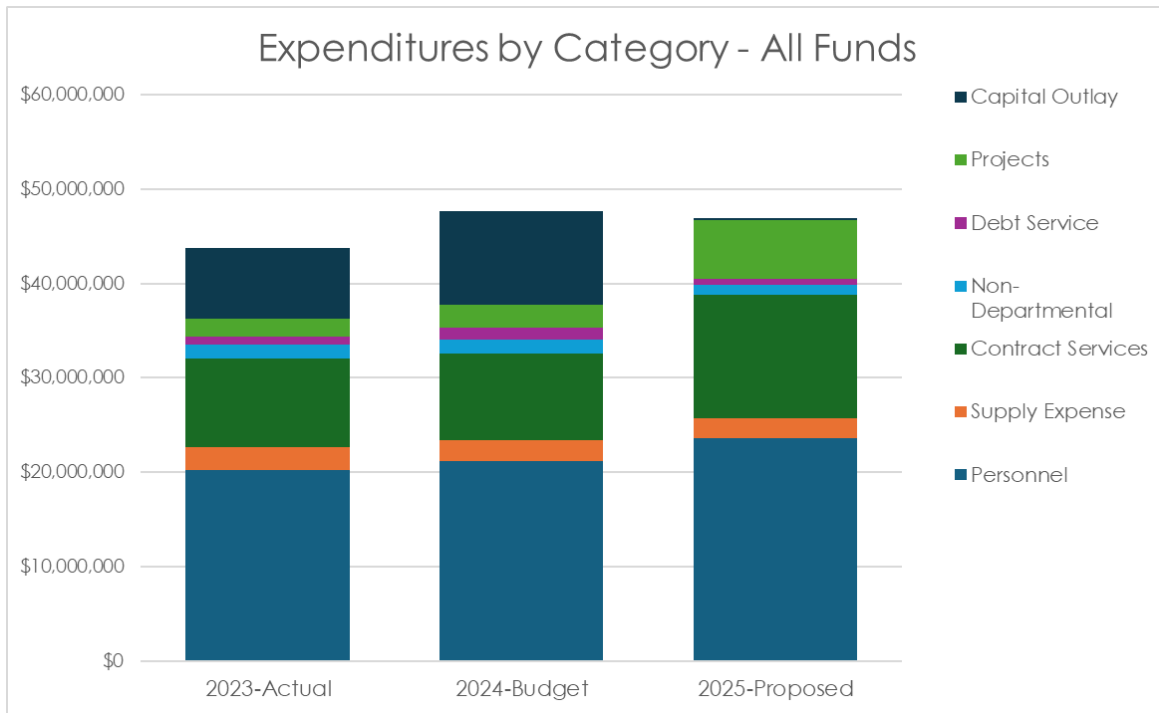
- 1.0 Assistant County Attorney
- 1.5 FTEs to support the newly consolidated countywide building inspection department
- 2.0 FTEs for the Sheriff's Office: 1.0 Records Technician and 1.0 Kitchen Manager

**Proposed reductions** include the removal of a Prevention Worker from Human Services and the reduction of 4.0 FTEs from the Sheriff's Office: 2.0 Detention Deputies, 1.0 Patrol Deputy, and 1.0

Radio Technician

Division	2024	2025	Change
Assessor	4.375	4.375	-
Clerk and Recorder/Elections	6.000	6.000	-
Commissioners	3.000	3.000	-
Coroner	2.288	2.564	0.276
County Attorney	2.250	3.000	0.750
County Manager	3.125	4.125	1.000
Emergency Medical Services	24.800	24.800	
Finance	3.700	3.700	-
Human Resources	3.000	3.000	-
Human Services	13.750	12.350	(1.400)
Internal Services	9.650	9.650	-
Information Technology	3.000	3.000	-
Transit Operations	3.925	-	(3.925)
Public Health	9.540	9.465	(0.075)
Public Works	31.250	34.175	2.925
Sheriff	67.500	62.250	(5.250)
Strategic and Community Planning	15.160	18.360	3.200
Surveyor	1.000	1.000	-
Treasurer/Public Trustee	3.000	3.000	-
Total FTE's	210.313	207.814	(2.499)





**Conclusion**

Staff acknowledges that funding a compensation plan, while the general fund is already in deficit and revenues are reduced, accelerates the insolvency timeline for the general fund. The decision to present the budget with the compensation analysis included was made to provide the Board with a clearer understanding of the long-term costs of operating county government, as a 36-month turnover rate of 29% is unsustainable for maintaining effective service delivery.

At some point, staff must be compensated at rates competitive with neighboring counties to reduce turnover and ensure the efficient delivery of services. If the compensation analysis is funded, we recommend conducting a comprehensive staffing analysis in early 2025 to ensure the county is operating as efficiently as possible from a staffing perspective.

Below is a year-over-year comparison of staffing costs, highlighting the rising expenses associated with funding the compensation analysis. Staff looks forward to discussing this comprehensive budget with the Board at the October 29, 2024 meeting.

Breakdown of Salaries with the Comp Analysis

Fund	2022 Actual Salaries & Benefits	2023 Actual Salaries & Benefits	2024 Budget Salaries & Benefits	2025 Proposed Salaries & Benefits
01: General Fund	\$ 14,358,770	\$ 13,305,889	\$ 13,526,010	\$ 15,488,698
02: Road & Bridge	\$ 1,541,538	\$ 1,884,476	\$ 2,350,969	\$ 2,835,019
08: Open Space	\$ 99,714	\$ 54,627	\$ 53,952	\$ 58,032
12: Ambulance	\$ -	\$ 1,943,727	\$ 2,411,536	\$ 3,078,274
20: Human Services	\$ 1,197,857	\$ 1,162,339	\$ 1,345,139	\$ 1,473,537
21: Public Health	\$ 1,095,711	\$ 916,127	\$ 957,295	\$ 1,059,812
<b>Grand Total</b>	<b>\$ 18,293,589</b>	<b>\$ 19,267,184</b>	<b>\$ 20,644,901</b>	<b>\$ 23,993,373</b>

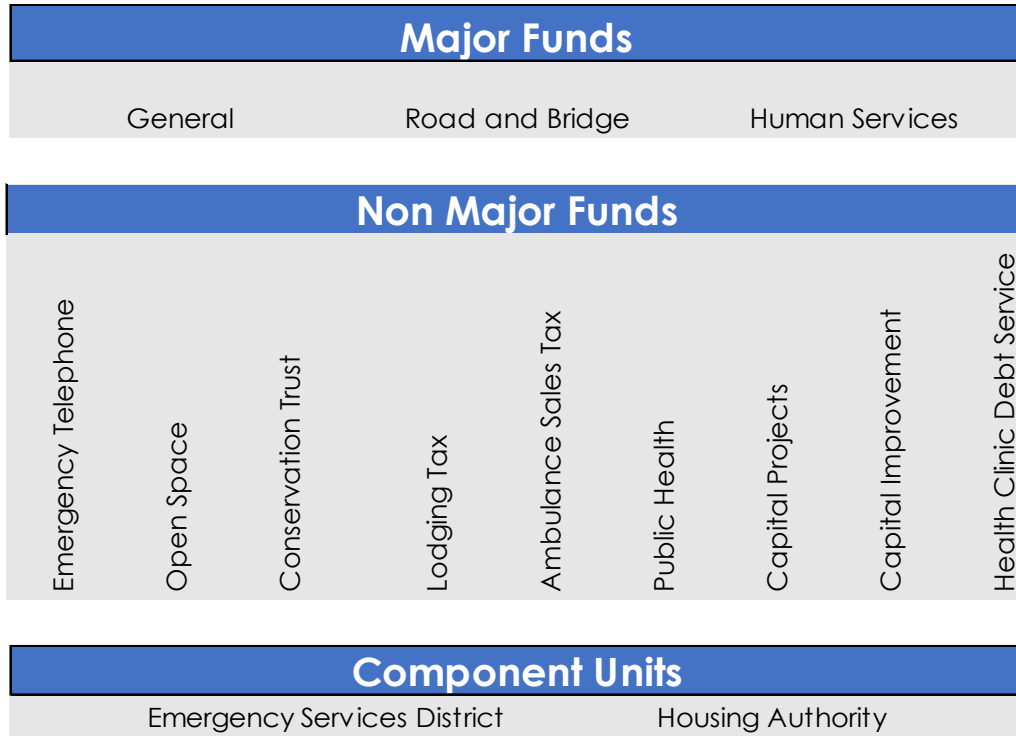


Amid our challenges, Clear Creek County remains consistent in our pursuit of quality services working to enhance and build a better community. As County Manager, I am excited to continue to collaborate with staff and elected officials as we work toward a financially sustainable future. I am grateful for the unwavering support, leadership and guidance of the Commissioners and the entire community throughout the development of the 2025 Budget. I also want to thank all County departments and staff for their service to the Clear Creek community. It is the caliber of those staff members that make the differences that we see every day. Special thanks are also due to our Finance team for their commitment and long hours dedicated to preparing this document.

Sincerely,

Brian D. Bosshardt  
County Manager

## Fund Structure – Governmental Funds



Major Funds – Activities accounted for in major funds include general government services such as public safety, land use and planning, public improvements, road and bridge maintenance, and administrative services. All of these services are primarily funded with property tax, sales tax, grants, and charges for service.

Non-Major Funds – Activities accounted for in the non-major funds are funded through revenue that is legally restricted for a specific purpose such as 911 emergency response and medical services, open space acquisition and maintenance, promoting tourism, and public health prevention and education.

Component Units – The County reports two blended component units, the Emergency Services District

(ESD) which provides emergency response to fire and other emergencies in the County, and the Housing Authority. The budget for each blended component unit is adopted separately from the County budget.

## Fund Department Matrix

Department/Fund	General	Road & Bridge	Capital Projects	Emergency Telephone	Open Space Trust	Conservation Trust	Lodging Tax	Ambulance Sales Tax	Human Services	Public Health	Capital Improvement
Assessor	■										
Board of County Commissioners	■										
Clerk and Recorder/Elections	■										
Coroner	■										
County Attorney	■										
County Manager	■		■				■				
Emergency Medical Services	■			■				■			
Finance and Budget	■										
Human Resources	■										
Human Services	■								■		
Information Technology	■										
Internal Services	■		■		■	■					
Public Health	■									■	
Public Trustee	■										
Public Works	■	■									■
Sheriff	■		■	■							
Strategic and Community Planning	■		■		■	■					
Surveyor	■										
Transit	■										
Treasurer/Public Trustee	■										

## Combined Budget Summary

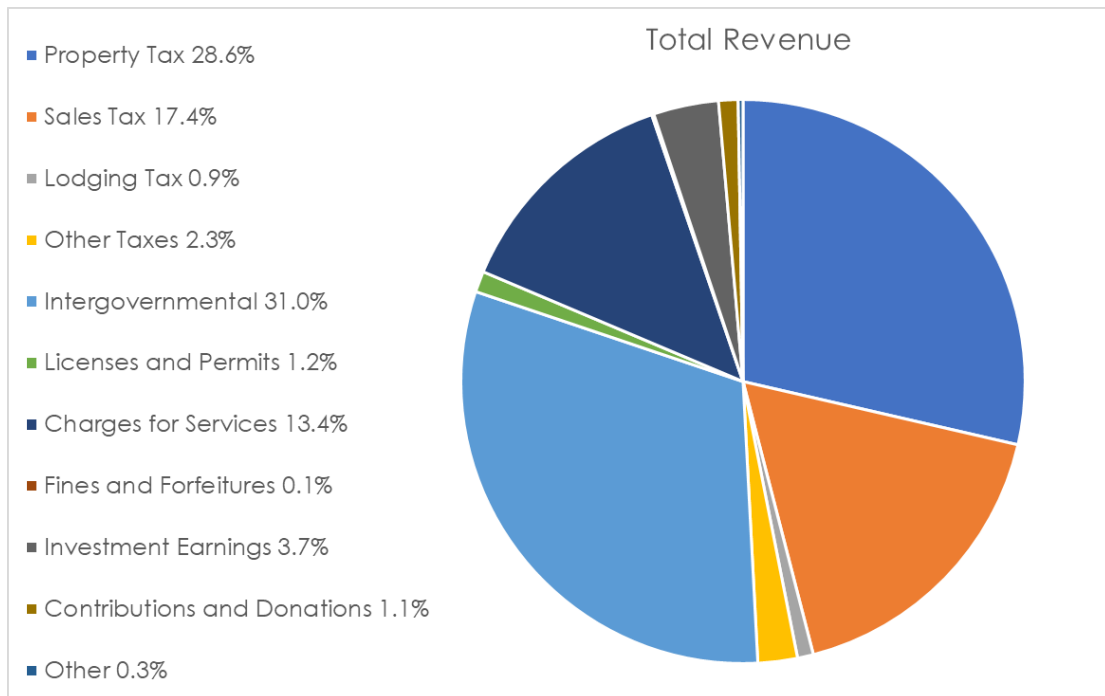
Revenue	2023	2024-Budget	2025-Proposed
Property Tax	10,968,526	12,058,484	11,923,171
Sales Tax	7,144,207	7,501,417	7,249,446
Lodging Tax	475,000	300,000	380,000
Other Taxes	961,670	949,700	943,550
Intergovernmental Revenue	10,473,038	12,925,000	12,925,000
License and Permits	445,500	505,150	499,150
Charges for Services	5,483,336	5,564,039	5,581,839
Fines and Forfeitures	94,000	37,000	51,000
Investment Earnings	139,500	1,110,750	1,557,000
Contributions and Donations	453,250	439,020	464,500
Other	227,650	171,000	114,400
Total Revenues	36,865,677	41,561,560	41,689,056
Expenses			
Personnel	20,246,197	21,157,807	23,653,902
Supply Expense	2,440,074	2,186,807	2,109,272
Contract Services	9,314,014	9,199,099	9,987,262
Non-Departmental	1,482,982	1,558,406	1,109,408
Debt Service	932,624	1,244,155	640,000
Projects	1,887,932	2,402,370	2,167,977
Capital Outlay	7,492,755	9,905,938	7,242,000
Total Expenditures	43,796,578	47,654,582	46,909,821
Other Financing Sources (Uses)			
Transfers In	655,025	705,438	401,361
Transfers Out	(655,025)	(705,438)	(401,361)
Proceeds from Capital Leases	-	-	-
Sale of Assets	85,000	100,000	30,000
Grand Total	85,000	100,000	30,000
Change in Fund Balance	\$ (6,845,901)	\$ (5,993,022)	\$ (5,190,765)

## Revenue Summary

The County receives revenue from various sources. The table below summarizes all funding sources received in 2023 and the amount budgeted for 2024 and 2025.

Description	2023-Actual	2024-Budget	2025-Budget
Property Tax	\$ 10,968,526	\$ 12,058,484	\$ 11,923,171
Sales Tax	7,144,207	7,501,417	7,249,446
Lodging Tax	475,000	300,000	380,000
Other Taxes	961,670	949,700	943,550
Intergovernmental	13,704,464	10,473,038	12,925,000
Licenses and Permits	445,500	505,150	499,150
Charges for Services	5,483,336	5,564,039	5,581,839
Fines and Forfeitures	94,000	37,000	51,000
Investment Earnings	139,500	1,110,750	1,557,000
Contributions and Donations	453,250	439,020	464,500
Other	227,650	170,860	114,400
<b>Total Revenue</b>	<b>\$ 40,097,103</b>	<b>\$ 39,109,458</b>	<b>\$ 41,689,056</b>

Note: blended component unit budgets are adopted separately and not included in the totals above.

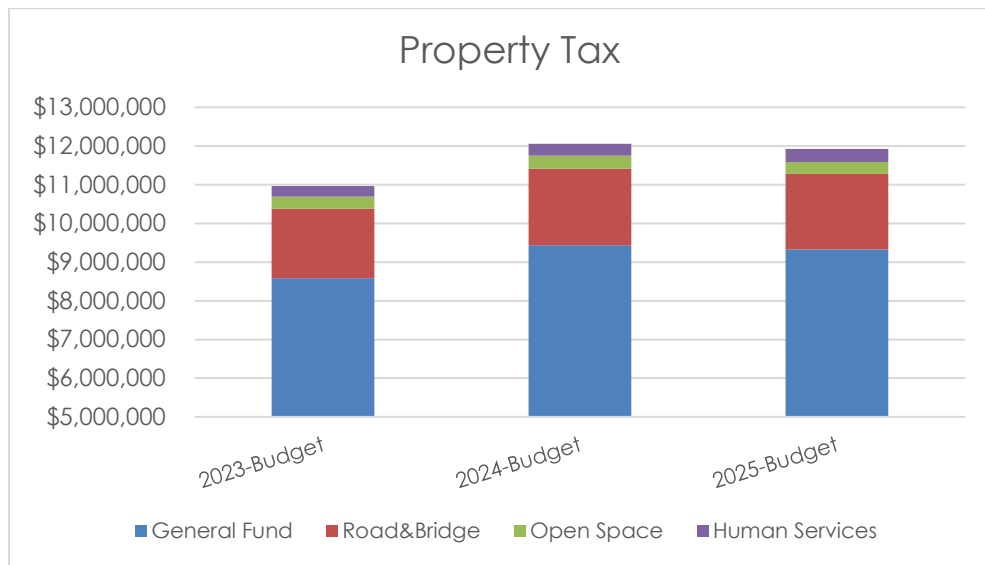


The next several pages describe funding sources that comprise a majority of the revenue received by the County. Each graph shows the amount of revenue recognized in various County funds.

## Revenue Summary (continued)

Property Tax – Property tax is the single largest source of revenue for the County. All properties (land, buildings, mineral interests, vehicles and some commercial equipment) located within the County are subject to property tax. The amount of taxes paid are based upon the assessed value of the property. Assessed value is determined by the County Assessor’s Office, as governed by the Colorado State Constitution and Revised Statutes. Property is revalued every other year in odd numbered years. The Henderson Mine is the single-largest source of property tax revenue for the County. Mine management has indicated production will continue to decline as the Mine is nearing its end of life cycle. This has resulted in reduced assessed value (lower property tax) for the past several years. The 2025 budget incorporates the expectation for another decline in property tax related to the Mine.

Property tax is due based on a mill levy set by the Board of County Commissioners each year. The Taxpayer’s Bill of Rights (TABOR), an amendment to the constitution adopted by voters in 1992, requires voter approval for any increase in the mill levy.

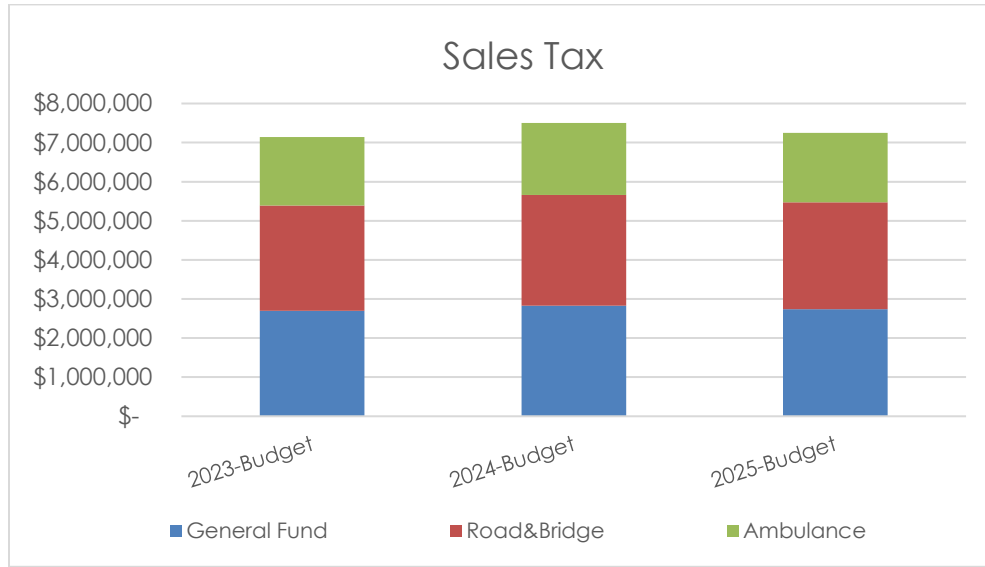


The table below shows the total property tax collected or assessed by fund by year and the applicable mill levy:

Fund	Mill Levy	2021	2022	2023	2024	2025
General Fund	27.516	\$ 9,615,829	\$ 9,296,335	\$ 8,584,878	\$ 9,437,970	\$ 9,332,062
Road & Bridge	5.750	2,009,992	1,942,649	1,793,976	1,972,246	1,950,115
Open Space	1.000	349,465	337,852	311,996	342,999	301,844
Human Services	0.890	310,937	300,688	277,676	305,269	339,150
<b>Total</b>	<b>35.156</b>	<b>\$ 12,286,223</b>	<b>\$ 11,877,524</b>	<b>\$ 10,968,526</b>	<b>\$ 12,058,484</b>	<b>\$ 11,923,171</b>

## Revenue Summary (continued)

Sales Tax – Sales tax is due on all items sold within the County as well as some services such as telephone or gas and electric service. The total sales tax rate is 2.65%. Sales tax is recorded in three funds, 1% goes to the General Fund, 1% goes to the Road & Bridge Fund as required per voter approval in 2021, and 0.65% goes to the Ambulance Sales Tax Fund as required per voter approval in 2017. Total sales tax is projected to continue to decrease due to tourism spending in the County.



The table below shows the total sales tax collected by fund by year:

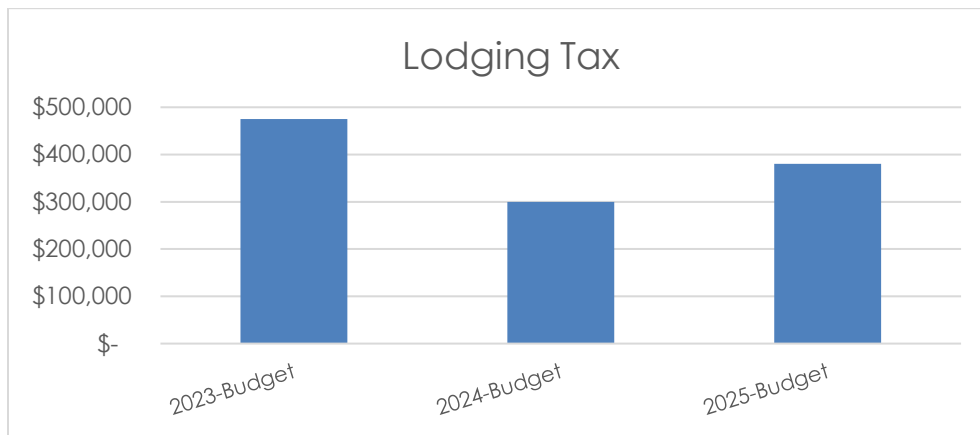
	2021-Actual	2022-Actual	2023-Budget	2024-Budget	2025-Budget
General Fund	\$ 2,354,932	\$ 2,586,190	\$ 2,695,927	\$ 2,830,723	\$ 2,735,640
Road and Bridge	-	2,586,453	2,695,927	2,830,723	2,735,640
Ambulance	1,584,026	1,681,023	1,752,353	1,839,971	1,778,166
<b>Total</b>	<b>\$ 3,938,958</b>	<b>\$ 6,853,666</b>	<b>\$ 7,144,207</b>	<b>\$ 7,501,417</b>	<b>\$ 7,249,446</b>

## Revenue Summary (continued)

Lodging Tax – Lodging tax is due on the short-term rental of rooms or accommodations. The tax is assessed on the cost of the room plus any additional fees and charges such as cleaning fees, guest fees, and pet fees. The County lodging tax rate is 2.0%.

Previously, these funds were largely limited to uses that promote tourism in Clear Creek County. Lodging Tax funds have been remitted to the Clear Creek County Tourism Bureau per an established agreement. At the November 2022 election, Clear Creek County voters approved a change to lodging tax uses to allow a minimum of 60 percent of the revenue to support housing for the tourism-related workforce, including seasonal workers, and other workers in the community, and for other purposes permitted by law. Also in 2022, the Town of Georgetown residents voted to impose sales tax on lodging sales inside town limits. The Clear Creek County Commissioners voluntarily agreed that as of July 1, 2023, Clear Creek County would no longer collect its 2% lodging tax on lodging sales made within the Town of Georgetown. Therefore, Clear Creek County lodging tax is projected to decline in the second half of 2023 and through the year 2024 with potential for increases in 2025.

This tax is accounted for in the Lodging Tax Fund and generates 100% of the revenue in this fund.



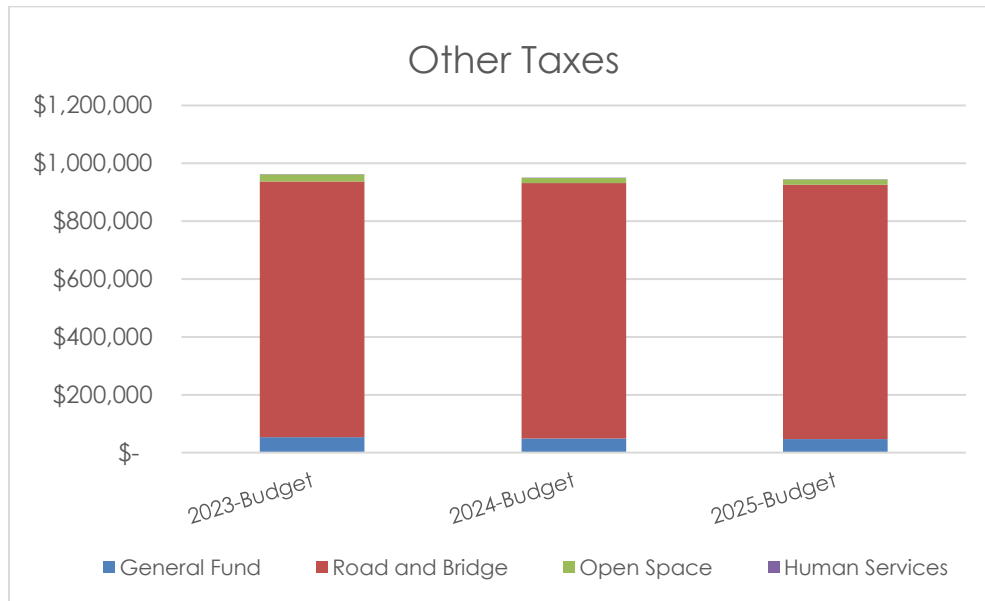
The table below shows the total lodging tax collected by fund by year:

	2021-Actual	2022-Actual	2023-Budget	2024-Budget	2025-Budget
Lodging Tax Fund	\$ 430,878	\$ 489,707	\$ 475,000	\$ 300,000	\$ 380,000
Total	\$ 430,878	\$ 489,707	\$ 475,000	\$ 300,000	\$ 380,000



## Revenue Summary (continued)

Other Taxes – Other taxes include marijuana excise tax and specific ownership tax. There is a 5% County excise tax on marijuana cultivation and a 5% excise tax on the retail sale of marijuana in areas of the County where there is no special municipal tax on retail marijuana. Specific ownership tax is paid in lieu of personal property tax and is assessed annually when a vehicle is registered in the County. It is assessed on the original taxable value of the vehicle at the time of purchase with a downward adjustment in value each year the vehicle is in service. The County's population has been stable over the past decade and growth is expected to be at or near 0% for the next several years. Therefore, other taxes are projected to remain flat.



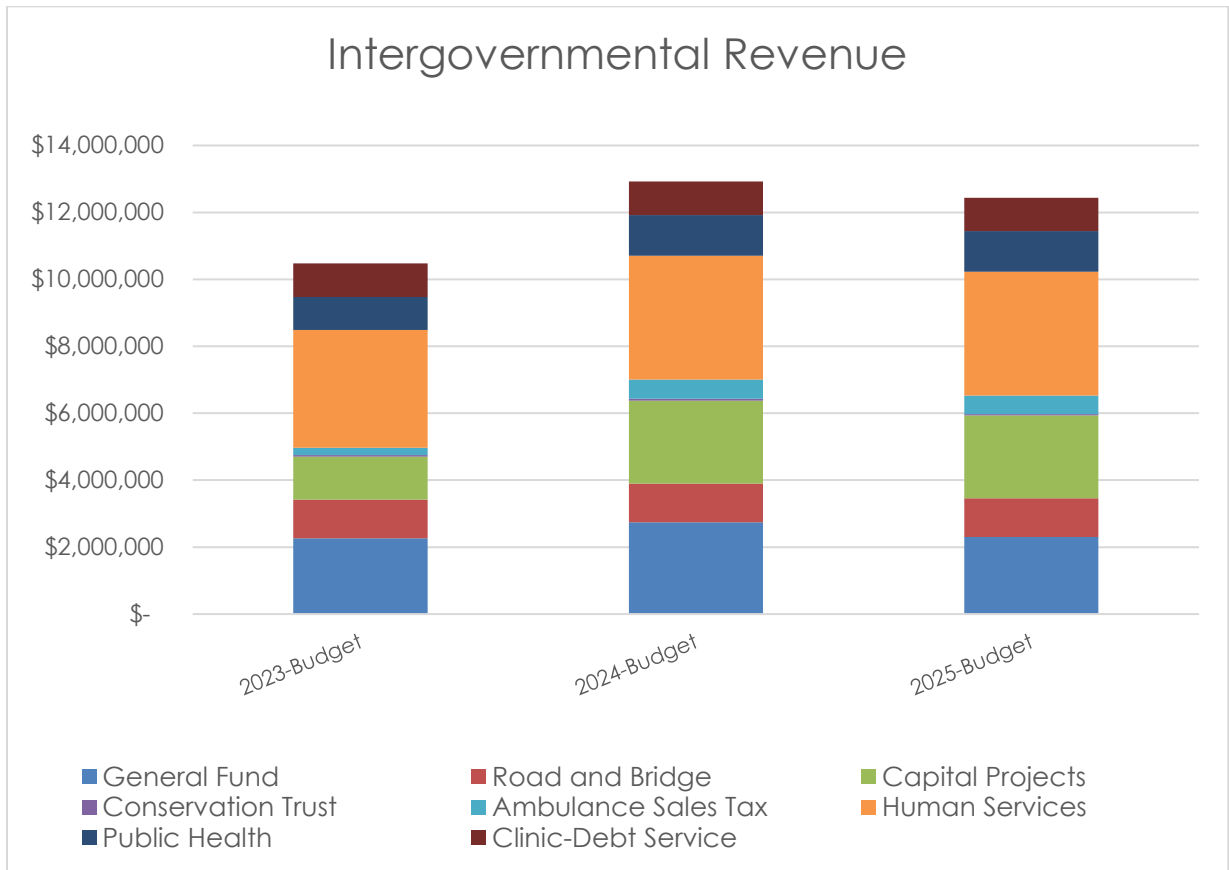
The table below shows the total of other taxes collected by fund by year:

	2021-Actual	2022-Actual	2023-Budget	2024-Budget	2025-Budget
General Fund	\$ 111,776	\$ 53,197	\$ 53,500	\$ 48,500	\$ 46,350
Road and Bridge	921,895	858,364	884,000	883,500	880,000
Open Space	27,875	26,115	23,950	17,500	17,000
Human Services	630	585	220	200	200
<b>Total</b>	<b>\$ 1,062,176</b>	<b>\$ 938,261</b>	<b>\$ 961,670</b>	<b>\$ 949,700</b>	<b>\$ 943,550</b>

## Revenue Summary (continued)

Intergovernmental Revenue – Intergovernmental revenue includes federal and state grant funding and revenue received from governmental entities. This revenue includes capital grants for construction of trails, buildings or the purchase of equipment, and includes ongoing revenue such as severance tax and a portion of statewide lottery sales received from the State. This revenue provides operating as well as capital resources for the County.

The County created the CCHAT program (Clear Creek Health Assistance Team) in 2023 to improve emergency response to those experiencing a crisis that does not require law enforcement intervention. The CCHAT program is anticipated to continue to receive grant funding to cover wages and benefits for additional FTE's and program start up equipment.



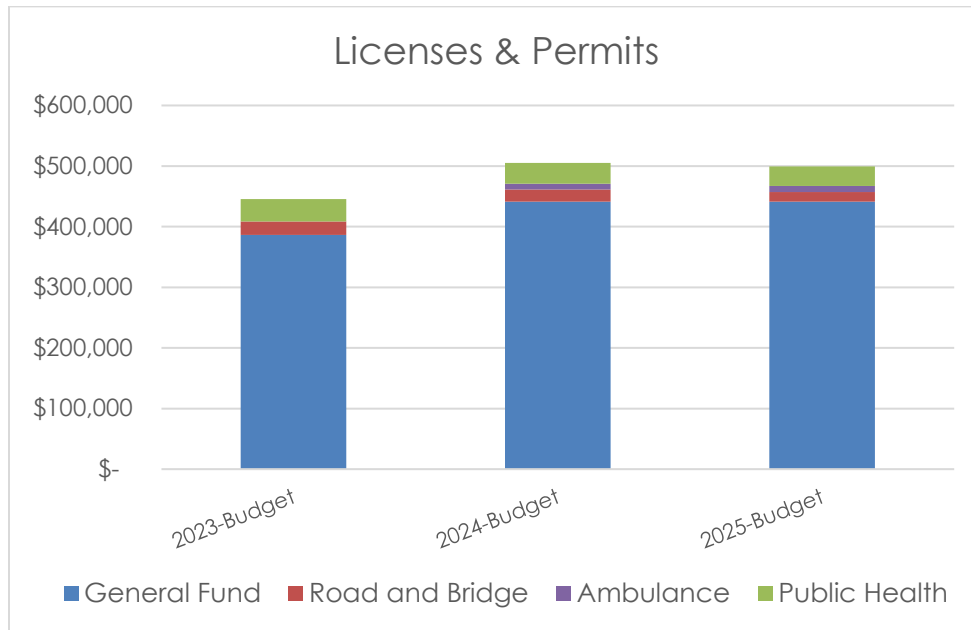
The table below shows the total of intergovernmental revenue collected by fund by year:

Fund	2021-Actual	2022-Actual	2023-Budget	2024-Budget	2025-Budget
General Fund	\$ 4,092,150	\$ 4,712,549	\$ 2,262,718	\$ 2,746,067	\$ 2,303,351
Road and Bridge	1,209,605	1,418,821	1,156,000	1,155,000	1,155,000
Conservation Trust	50,361	49,227	50,000	50,000	40,000
Ambulance Sales Tax	87,226	-	215,019	572,779	552,951
Capital Projects	581,675	2,681,531	1,286,116	2,478,000	2,478,000
Human Services	3,154,302	3,646,425	3,520,314	3,708,551	3,696,752
Public Health	960,500	1,054,537	982,871	1,214,603	1,214,603
Clinic-Debt Service	1,215,696	141,374	1,000,000	1,000,000	1,000,000
<b>Total</b>	<b>\$ 11,351,515</b>	<b>\$ 13,704,464</b>	<b>\$ 10,473,038</b>	<b>\$ 12,925,000</b>	<b>\$ 12,440,657</b>

## Revenue Summary (continued)

Licenses and Permits – Residents and businesses participating in or conducting regulated activities within the County pay a license or permit fee. Examples include a marijuana excise tax license, building permits issued to construct or improve property, an animal license, or a short-term rental license.

This funding source is driven by price and frequency or activity. Periodically, the County reviews fees in relation to the cost of operating the program or providing the service and may increase fees as needed. There are some programs where fees will increase in 2024 resulting in a projected increase of 13% in total licenses and permits revenue for the next year. In 2025, there are no increases planned at this time.



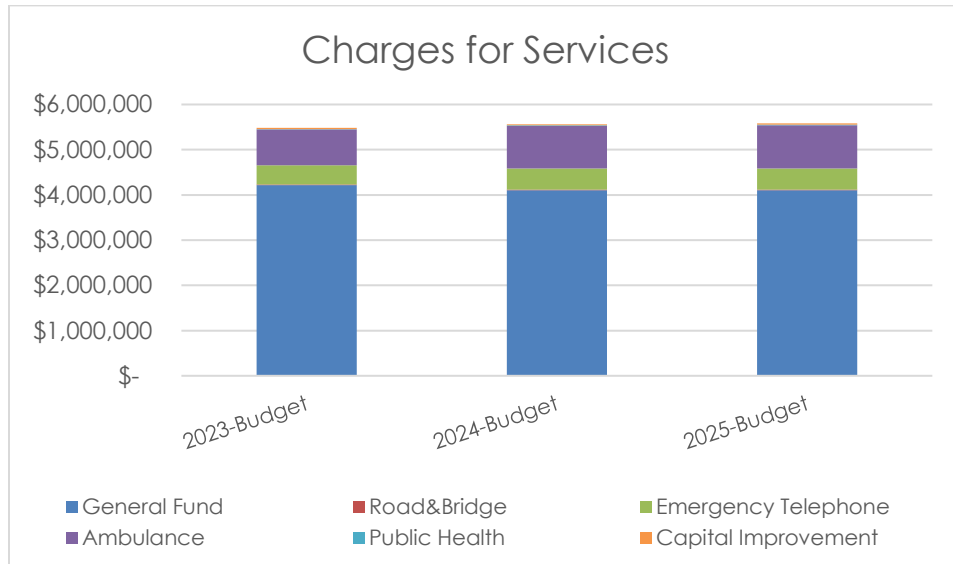
The table below shows the total of licenses and permits collected by fund by year:

Fund	2021-Actual	2022-Actual	2023-Budget	2024-Budget	2025-Budget
General Fund	\$ 430,128	\$ 450,379	\$ 386,500	\$ 441,150	\$ 441,150
Road and Bridge	14,290	31,245	22,000	20,000	16,000
Ambulance Sales Tax	-	-	-	10,000	10,000
Public Health	45,567	46,004	37,000	34,000	32,000
<b>Total</b>	<b>\$ 489,985</b>	<b>\$ 527,628</b>	<b>\$ 445,500</b>	<b>\$ 505,150</b>	<b>\$ 499,150</b>

## Revenue Summary (continued)

Charges for Services – Charges for services are payments made by customers, residents, businesses and other governmental entities for services provided by the County. Examples of services provided include emergency medical transport, emergency telephone service, confinement and transportation of prisoners, document and filing fees, and impact fees.

This funding source is driven by population, County size, price and policy. Periodically, the county reviews fees in relation to the cost of providing the service and may increase fees as needed.



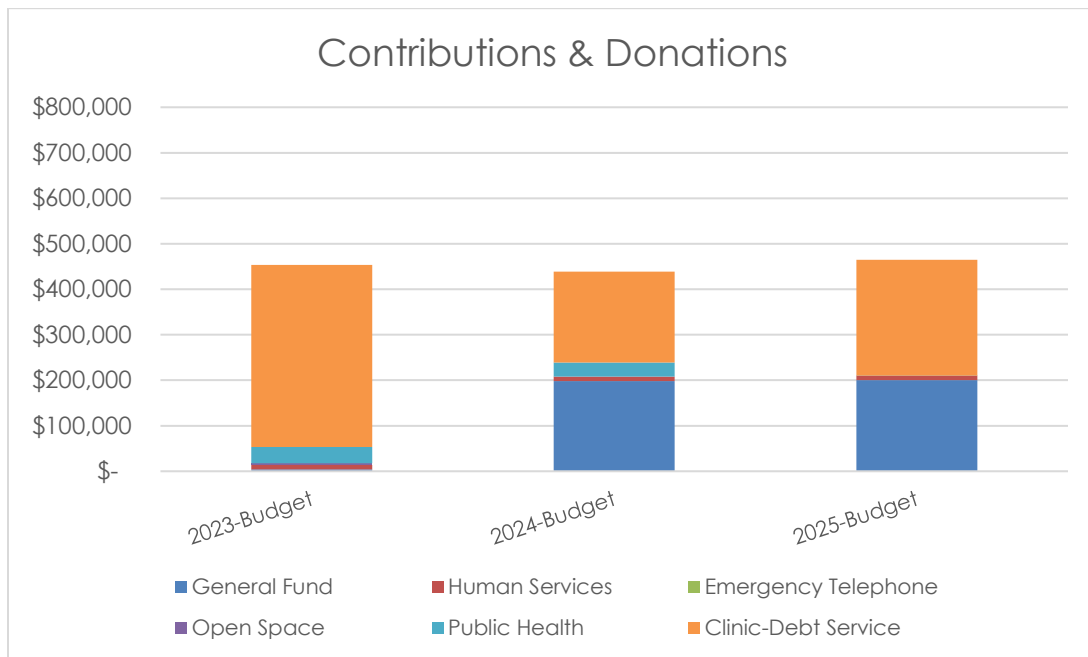
The table below shows the total of charges for services collected by fund by year:

Fund	2021-Actual	2022-Actual	2023-Budget	2024-Budget	2025-Budget
General Fund	\$ 3,058,154	\$ 3,070,781	\$ 4,217,736	\$ 4,102,339	\$ 4,102,339
Road and Bridge	25,885	15,185	14,000	18,500	18,500
Emergency Telephone	416,405	398,021	421,000	463,000	465,000
Ambulance Sales Tax	801,270	748,327	798,600	945,200	952,000
Public Health	7,800	2,848	7,000	10,000	19,000
Capital Improvement	73,600	21,460	25,000	25,000	25,000
<b>Total</b>	<b>\$ 4,383,114</b>	<b>\$ 4,256,622</b>	<b>\$ 5,483,336</b>	<b>\$ 5,564,039</b>	<b>\$ 5,581,839</b>

## Revenue Summary (continued)

Contributions and Donations – Contributions and Donations are revenue received from outside parties. This revenue may be unrestricted in how it can be used by the County or it can be restricted by the donor in how the revenue may be used.

This funding source is often driven by programs or projects the County undertakes. For the past few years, the County has received significant donations related to the construction of the Clear Creek County Health and Wellness Center. The Wellness Center was completed in July 2021, and County Commissioners participated in a coordinated fundraising campaign to support the cost of construction of the Center. The County expects to receive donations through the year 2026 related to pledges made by outside parties for the development of this Center. Contributions and donations are recorded in the General Fund unless the donor specifies a restriction in use. If there is a restriction, the donation is recognized in the fund where the specific program or project is tracked.

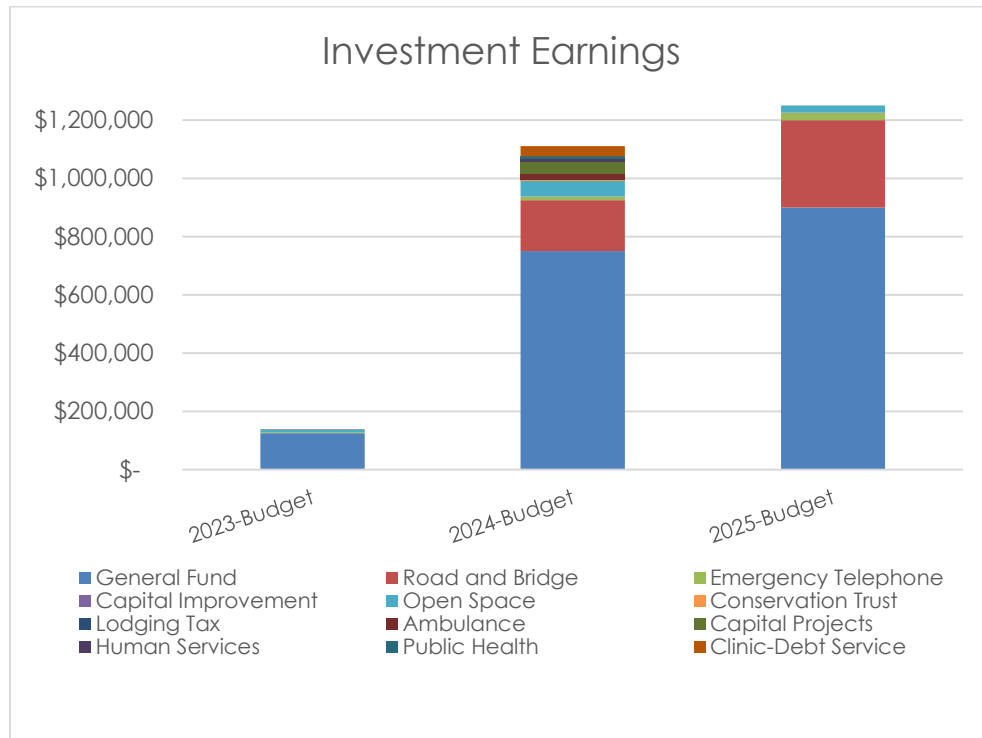


The table below shows the total of charges for services collected by fund by year:

	2021-Actual	2022-Actual	2023-Budget	2024-Budget	2025-Budget
General Fund	\$ 11,622	\$ 102,611	\$ 4,000	\$ 198,400	\$ 200,000
Human Services	2,957	5,500	10,000	10,000	10,000
Emergency Telephone	-	750	-	-	-
Open Space	3,285	5,600	3,250	-	-
Public Health	-	-	36,000	30,620	500
Clinic-Debt Service	1,227,304	655,593	400,000	200,000	254,000
<b>Total</b>	<b>\$ 1,245,168</b>	<b>\$ 770,054</b>	<b>\$ 453,250</b>	<b>\$ 439,020</b>	<b>\$ 464,500</b>

## Revenue Summary (continued)

Investment Earnings – Available excess funds are pooled and invested in allowable investment instruments. The County maintains a fixed income portfolio with less than a five-year duration. With the rapid rise in short-term interest rates, the County projected investment earnings to increase in 2024. Investment earnings were previously recorded in only a few funds; however, the Commissioners adopted a change effective January 1, 2024 to require investment earnings be recognized in each fund in proportionate share to that fund's available cash balance. In 2025, investment earnings will be recognized in all County funds.

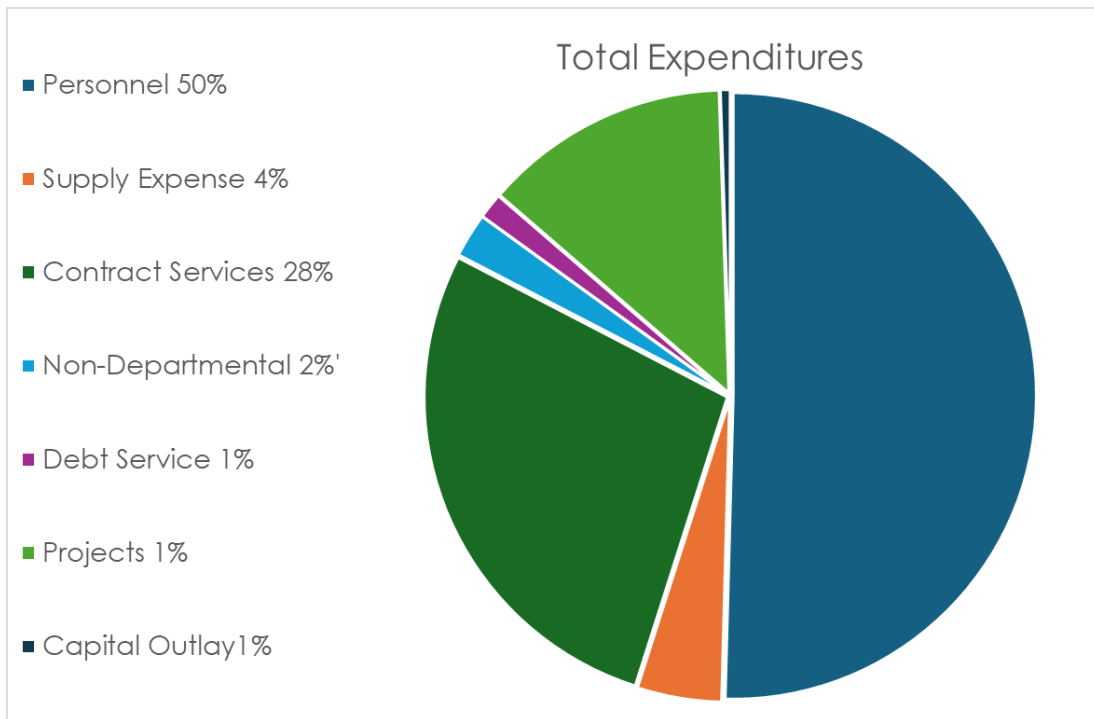


The table below shows the total of investment earnings collected by fund by year:

	2021-Actual	2022-Actual	2023-Budget	2024-Budget	2025-Budget
General Fund	\$ 137,905	\$ 240,533	\$ 125,000	\$ 750,000	\$ 900,000
Road and Bridge	-	-	-	\$ 175,000	\$ 300,000
Emergency Telephone	2,856	8,904	3,500	12,500	25,000
Capital Improvement	-	-	-	1,000	1,000
Open Space	13,594	31,525	10,000	55,000	132,000
Conservation Trust	-	-	-	250	1,000
Lodging Tax	-	-	-	2,000	10,000
Ambulance Sales Tax	-	-	-	20,000	25,000
Capital Projects	-	-	-	40,000	30,000
Human Services	-	-	-	10,000	15,000
Public Health	-	-	-	10,000	18,000
Clinic-Debt Service	776	809	1,000	35,000	100,000
<b>Total</b>	<b>\$ 155,131</b>	<b>\$ 281,771</b>	<b>\$ 139,500</b>	<b>\$ 1,110,750</b>	<b>\$ 1,557,000</b>

## Expenditure Summary

Description	2023-Actual	2024-Budget	2025-Proposed
Personnel	20,246,197	21,157,807	23,653,902
Supply Expense	2,440,074	2,186,807	2,109,272
Contract Services	9,314,014	9,199,099	12,987,262
Non-Departmental	1,482,982	1,558,406	1,109,408
Debt Service	932,624	1,244,155	640,000
Projects	1,887,932	2,402,370	6,167,977
Capital Outlay	7,492,755	9,905,938	242,000
<b>Total Expenditures</b>	<b>43,796,578</b>	<b>47,654,582</b>	<b>46,909,821</b>



## Debt Summary, Legal Limit, and Amount Outstanding

The County uses long-term debt to fund capital projects or capital equipment purchases. Currently, the County has three issues outstanding which are described in further detail on the next page. The County did not receive a bond rating for these issues. The following table shows required principal and interest payments by year and includes the name of the fund where the expenditure will be recognized.

Year	General Fund	General Fund	Road and Bridge	Health Clinic-Debt Service
	Energy Efficiency	Body Worn Cameras	Heavy Equipment	Health and Wellness Center
2024	\$ 78,531	\$ 93,884	\$ 118,823	\$ 642,032
2025	-	93,884	118,823	638,478
2026	-	93,884	89,117	639,672
2027	-	-	-	640,491
2028	-	-	-	640,933
2029	-	-	-	640,998
2030	-	-	-	640,688
<b>Total</b>	<b>\$ 78,531</b>	<b>\$ 281,652</b>	<b>\$ 326,763</b>	<b>\$ 4,483,292</b>

Legal Debt Limit – Colorado Revised Statute 30-26-301 (3) limits general obligation indebtedness to three percent of actual value of all property within the County. Actual Value is determined by the County Assessor. The County does not have debt subject to this limit. However, the table below shows a calculation of this limit.

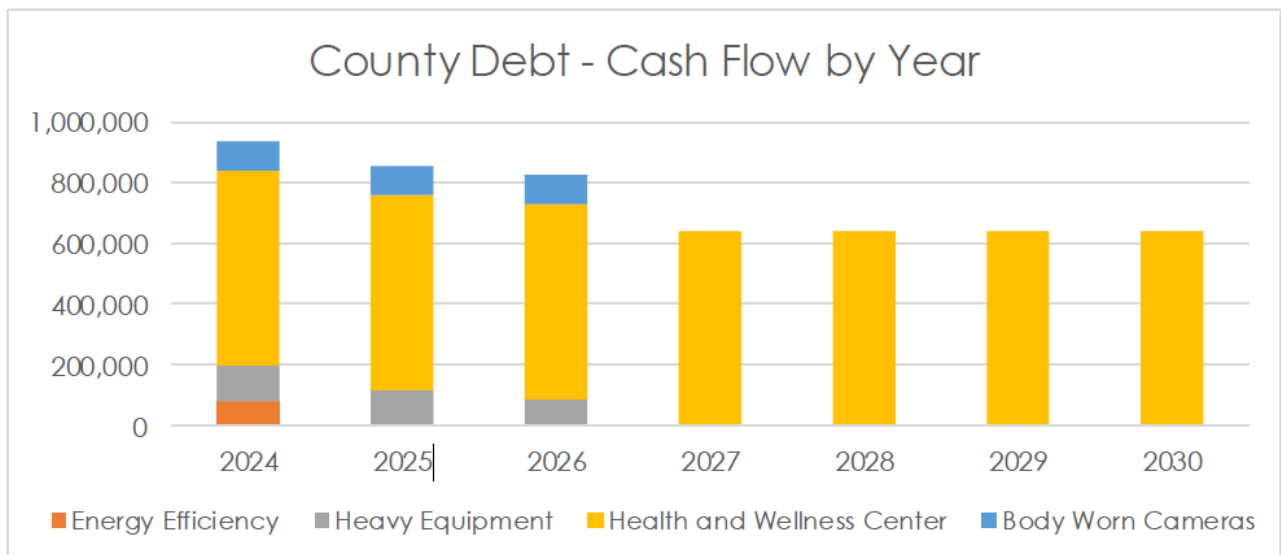
Legal debt limit	
	2023 Amount
Actual Value	\$ 2,509,884,920
3% of Total	75,296,548
Amount of Debt Applicable to Limit	\$ -



## Certificates of Participation and Capital Leases

Following is a summary of outstanding debt issues along with a chart showing the cash flow related principal and interest payments by year. **Certificates of Participation** – Certificates of Participation (COPs) are a lease purchase obligation. COPs are financing agreements where a 3rd party places a lien on County owned property and provides cash proceeds to the County for construction of a capital project. The County agrees to make lease payments over an extended term and repay the cash proceeds along with interest. Once repayment is reached, the 3rd party releases the lien on County property. The Health and Wellness Center was constructed using \$5.6M in COP proceeds secured by a lien on the County Courthouse over a 10-year term with an interest rate of 2.51%. Repayment is from the Health Clinic-Debt Service Fund.

**Capital Leases**– The County entered into two capital leases: 1. a lease to finance energy efficiency improvements and equipment over an 8-year term with an interest rate of 2.20%, 2. a lease to finance the purchase of heavy equipment over an 5-year term with an interest rate of 2.79%. Repayment is made from the General Fund for the energy efficiency improvements and from the Road and Bridge Fund for the heavy equipment.



To Fund	From Fund				
	General	Emergency Telephone	Capital Improvement	Open Space	Conservation Trust
General	\$ -	\$ 96,200	\$ -	\$ 146,448	\$ 40,000
Road and Bridge	-	-	40,000	-	-
Capital Projects	-	-	-	140,000	-
Public Health	200,000	-	-	-	-
	\$ 200,000	\$ 96,200	\$ 40,000	\$ 286,448	\$ 40,000

## Staffing Summary (FTE)

Divisions	Departments/Positions	FTE's
<b>Assessor's Office</b>	Assessor (elected)	1.000
	Licensed Appraiser	2.000
	Appraiser Trainee	1.000
	Property Transfer Technician	0.375
	<i>Total Assessor FTE's</i>	<b>4.375</b>
<b>Clerk &amp; Recorder/Elections' Office</b>	Clerk & Recorder (elected)	1.000
	Chief Deputy Clerk & Recorder	1.000
	Deputy Clerk	4.000
	<i>Total Clerk &amp; Recorder/Elections FTE's</i>	<b>6.000</b>
<b>Board of County Commissioners (BOCC)</b>	Commissioners (elected)	3.000
	<i>Total BOCC FTE's</i>	<b>3.000</b>
<b>Coroner's Office</b>	Coroner (elected)	1.000
	Chief Deputy Coroner	1.000
	Deputy Coroner	0.564
	<i>Total Coroner FTE's</i>	<b>2.564</b>
<b>County Attorney</b>	County Attorney	1.000
	Executive Assistant/Paralegal	1.000
	Assistant County Attorney	1.000
	<i>Total County Attorney FTE's</i>	<b>3.000</b>
<b>County Manager</b>	County Manager	1.000
	Deputy County Manager	1.000
	Public Information Officer	1.000
	Assistant to the County Manager	1.000
	Administrative Assistant	0.125
	<i>Total County Manager FTE's</i>	<b>4.125</b>
<b>Emergency Medical Services (EMS)</b>	EMS Director	1.000
	CCHAT Director	1.000
	CCHAT Licensed Crisis Clinician	2.000
	CCHAT Community Paramedic	1.000
	EMS Captain	3.000
	Paramedic	7.000
	Paramedic FTO	3.000
	Quality Assurance and Education Corr.	1.000
	EMT	5.000
	Billing Specialist	0.800
<i>Total EMS FTE's</i>	<b>24.800</b>	
<b>Finance</b>	Finance Director	1.000
	Grants Administrator	1.000
	AP/Payroll Specialist	1.700
	<i>Total Finance FTE's</i>	<b>3.700</b>
<b>Human Resources (HR)</b>	Human Resources Director	1.000
	Human Resources Specialist	1.000
	Human Resources Generalist	1.000
	<i>Total HR FTE's</i>	<b>3.000</b>

## Staffing Summary (continued)

Divisions	Departments/Positions	FTE's
<b>Human Services</b>	<i>Human Services</i>	
	Human Services Director	1.000
	Office Administrator	1.000
	Bookkeeper	1.000
	Assistance Coordinator	1.000
	Psychologist	0.750
	Caseworker Supervisor	1.000
	Caseworker (I-III)	3.000
	Child Support Admin Technician	0.600
	Adult Protection Supervisor	1.000
	School Counselor/Prevention Worker	0.000
	Eligibility Case Manager	1.000
	<i>Veterans Services</i>	
	Veterans Services Officer	1.000
<b>Total Human Services FTE's</b>		<b>12.350</b>
<b>Internal Services</b>	<i>Mapping/GIS</i>	
	Internal Services Director	1.000
	GIS Specialist	1.000
	GIS Technician	1.000
	<i>Special Projects</i>	
	Special Projects Manager	0.900
	<i>Archives</i>	
	Archivist	1.000
	<i>Facilities</i>	
	Building Maintenance Supervisor	1.000
	Facilities Technician	2.000
Facilities Maintenance Worker	1.750	
<b>Total Internal Services FTE's</b>		<b>9.650</b>
<b>Information Technology (IT)</b>	Information Technology Director	1.000
	Systems Administrator	1.000
	Help Desk Technician II	1.000
	<b>Total IT FTE's</b>	

## Staffing Summary (continued)

Divisions	Departments/Positions	FTE's	
<b>Public Health</b>	<i>Public Health</i>		
	Public Health Director	1.000	
	Public Health Nurses	2.000	
	Admin Assistant	1.000	
	Environmental Health Manager	1.000	
	Environmental Health Technician/Emergency Preparedness Coord.	1.000	
	<i>Mountain Youth Network</i>		
	MYN Manager	1.000	
	MYN Involvement Coordinator	0.800	
	MYN Youth Program Coordinator	0.800	
	Trek Teen Council Coordinator	0.625	
	MYN Youth Advisor	0.240	
	<b>Total Public Health FTE's</b>		<b>9.465</b>
	<b>Public Works</b>	<i>Public Works Administration</i>	
Public Works Director		1.000	
County Engineer		1.000	
Capital Projects Manager		1.000	
Public Works Technician		1.000	
Administrative Assistant		1.000	
Secretary II		1.000	
<i>Site Development</i>			
Engineering Technician		1.000	
<i>Road &amp; Bridge</i>			
District Supervisor		2.000	
Equip Operator (I, II, III)		14.000	
Shop Foreman		1.000	
Mechanic		3.000	
<i>Transit</i>			
Transit Supervisor		1.000	
Bus Operator		2.925	
<i>Transfer Station</i>			
Transfer Station Manager	1.000		
Equip Operator (II)	1.000		
Seasonal Laborer	0.250		
Cashier/Laborer	1.000		
<b>Total Public Works FTE's</b>		<b>34.175</b>	

## Staffing Summary (continued)

Divisions	Departments/Positions	FTE's
<b>Sheriff's Office</b>	<i>Sheriff Administration</i>	
	Sheriff (elected)	1.000
	Undersheriff	1.000
	Captain	1.000
	Administrative Sergeant	1.000
	Account Specialist	1.000
	Strategic Communication Manager	1.000
	Policy Writer/Analyst	0.750
	Records Technician	3.000
	Administrative Assistant	1.000
	<i>Investigations</i>	
	Investigator	2.000
	Digital Evidence Technician	1.000
	<i>Patrol</i>	
	Captain\Lieutenant	1.000
	Sergeant	4.000
	School Resource Officer	1.000
	Community Enforcement Officer	2.000
	Patrol Deputy	11.000
	<i>Confinement</i>	
	Captain	1.000
	Lieutenant	1.000
	Kitchen Manager	2.000
	Inmate Program Coordinator	0.500
	Sergeant	3.000
	Detentions Deputy	17.000
	Court Security Officer	1.000
	Correctional Nurse	2.000
<i>Office of Emergency Management</i>		
Emergency Management Director	1.000	
Emergency Management Coordinator	1.000	
<b>Total Sheriff FTE's</b>		<b>62.250</b>

## Staffing Summary (continued)

Divisions	Departments/Positions	FTE's
<b>Strategic &amp; Community Planning (SCP)</b>	<i>SCP Administration</i>	
	Strategic & Community Planning Director	1.000
	<i>Open Space</i>	
	Open Space Coordinator	0.500
	<i>Animal Services</i>	
	Animal Shelter Manager	1.000
	Animal Shelter Assistant Manager	1.000
	Animal Shelter Assistant	1.500
	<i>Recreation</i>	
	Open Space Coordinator	0.500
	Recreation Facilities Manager	1.000
	Trails Supervisor	0.660
	Trails Technician	1.500
	<i>Planning &amp; Building Services</i>	
	Planning Manager	1.000
	Operations Manager	1.000
	Planning & Building Services Assistant	1.000
	Senior Planner	1.000
	Planner	1.000
	Planner/Community Services Officer	1.000
Permit Coordinator	1.000	
Chief Building Inspector	1.000	
Building Inspector	0.700	
Plans Examiner	1.000	
<b>Total SCP FTE's</b>		<b>18.360</b>
<b>Surveyor</b>	Surveyor (elected)	1.000
	<b>Total Surveyor FTE's</b>	
<b>Treasurer/Public Trustee's Office</b>	Treasurer/Public Trustee (elected)	1.000
	Chief Deputy Treasurer	1.000
	Deputy Treasurer	1.000
	<b>Total Treasurer/Public Trustee FTE's</b>	

<b>Total FTE's - All Funds</b>	<b>207.814</b>
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## Summary of Unfunded Requests

### Capital Requests

Description	Fund	Division/Department	Amount
Vehicles and heavy equipment Replacement for Xterra	Road & Bridge	Public Works	250,000
Transfer Station Generator (new)	General	Strategic & CP	40,000
Sheriff's Office Paint Interior	General	Internal Services	68,000
Courthouse Landscape - Replace, add Xeriscape	General	Internal Services	30,000
Courthouse Fox Lot ADA Sidewalk install	General	Internal Services	30,000
Broadband	General	County Manager	15,000
Replacement vehicles	General	Sheriff	450,000
Drone Program	General	Sheriff	300,000
Jail Stove/Oven/Flattop Combo	General	Sheriff	30,927
Old Dispatch Center Repurposing	General	Sheriff	19,000
MYN Carpet Replacement	General	Sheriff	75,000
Public Works Paint Interior	Health Clinic-DS	Internal Services	15,000
Public Works carpet replacement	Road & Bridge	Internal Services	10,000
PW Dumont Garage Bay Door Repair	Road & Bridge	Internal Services	10,000
Public Works Building Repair	Road & Bridge	Internal Services	10,000
PW Dumont Generator (new)	Road & Bridge	Internal Services	20,000
			78,000
			\$ 1,372,927

### FTE Requests

Description	Fund	Division/Department	Amount
Jail Sargent	General	Sherrif	123,500
Part-Time Jail Clinician	General	Sherriff	78,000
Records Technician	General	Sherrif	67,600
Animal Shelter Assistant	General	Animal Shelter	36,162
Human Recourses Assistant	General	Human Resources	\$ 75,000
			\$ 380,262

## General Fund Summary

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	8,584,878	9,437,970	9,332,062	-1%	(105,908)
Sales Tax	2,695,927	2,830,723	2,735,640	-3%	(95,083)
Other Taxes	53,500	48,500	46,350	-4%	(2,150)
Intergovernmental	2,262,718	2,746,067	2,303,351	-16%	(442,716)
Licenses and Permits	86,500	441,150	441,150	0%	-
Charges for Services	4,217,736	4,102,339	4,102,339	0%	-
Fines and Forfeitures	94,000	37,000	51,000	38%	14,000
Investment Earnings	125,000	750,000	900,000	20%	150,000
Contributions and Donations	4,000	198,400	200,000	1%	1,600
Other	76,400	20,000	28,400	42%	8,400
<b>Total Revenue</b>	<b>18,200,659</b>	<b>20,612,149</b>	<b>\$ 20,140,292</b>	<b>-2%</b>	<b>(471,857)</b>
<b>Expenditures</b>					
Assessor	447,494	404,104	406,522	1%	2,418
Clerk and Recorder/Elections	568,177	648,855	734,286	13%	85,431
Commissioners	395,889	398,141	469,828	18%	71,687
Coroner	328,001	334,829	349,370	4%	14,541
County Attorney	401,883	403,837	691,962	71%	288,125
County Manager	496,367	533,571	789,528	48%	255,957
District Attorney	407,177	350,000	350,000		
Finance	538,477	551,149	577,190	5%	26,041
Human Resources	506,892	489,571	500,892	2%	11,321
Human Services/Veteran's Affairs	92,439	98,813	104,849	6%	6,036
Information Technology	1,640,613	1,330,997	1,081,465	-19%	(249,532)
Internal Services	1,406,406	1,418,161	1,531,760	8%	113,599
Public Works (includes Transit)	938,369	899,476	1,063,845	18%	164,369
Sheriff	9,397,997	8,780,612	9,655,125	10%	874,513
Strategic and Community Planning	1,513,133	1,433,830	1,802,183	26%	368,353
Surveyor	9,291	9,416	9,245	-2%	(171)
Treasurer/Public Trustee	331,756	366,043	360,944	-1%	(5,099)
Non-Departmental;	644,000	653,500	1,316,548	101%	663,048
Debt Service	172,415	483,300	640,000	32%	156,700
Projects	1,887,932	2,139,884	1,162,884	-46%	(977,000)
Capital	394,876	461,972	454,500	-2%	(7,472)
	<b>22,519,584</b>	<b>22,190,061</b>	<b>24,052,926</b>	<b>8%</b>	<b>1,862,865</b>
Transfers In	450,025	325,438	153,392	-53%	(172,046)
Transfers Out	(150,000)	(200,000)	(200,000)	0%	-
Sale of Assets	50,000	50,000	30,000	-40%	(20,000)
	<b>350,025</b>	<b>175,438</b>	<b>(16,608)</b>	<b>-109%</b>	<b>(192,046)</b>
<b>Change in Fund Balance</b>	<b>(3,968,900)</b>	<b>(1,402,474)</b>	<b>(3,929,242)</b>		



**Clear Creek County  
2025 Proposed Budget  
Elected Officials**

**Board of County Commissioners**

The BOCC is the policy-setting body for the County

George Marlin – District I

Mitch Houston – District II

Randy Wheelock – District III

**Assessor – Donna Gee**

The Assessor values property for tax purposes.

**Clerk & Recorder – Brenda Corbett**

The Clerk & Recorder records official documents, registers and licenses motor vehicles,

and administers governmental elections.

**Coroner – Chris Hegmann**

The Coroner investigates and rules on deaths in the County.

**Sheriff – Matt Harris (Undersheriff-Matt Brown)**

The Sheriff's Office provides patrol, investigation, confinement (jail) and other functions

for the County.

**Surveyor – Gary Faselt**

The surveyor represents the County in county boundary disputes and files all surveys, field notes, calculations, maps and any other records pertaining to work authorized

by

the BOCC.

**Treasurer/Public Trustee – Carol Lee**

The Treasurer collects and distributes taxes for all governments in the County, invests

public funds, and acts as the Public Trustee.

**Office of the District Attorney, 5th Judicial District**

**District Attorney – Heidi McCollum**

The DA is the prosecuting officer who represents the government in the prosecution of

criminal offenses. The County partially funds the cost of the 5th Judicial District.

## Assessor

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
01-101-31-31912-000-000	Personal Property Tax Penalty	\$ 901	\$ 550	\$ 450	\$ -
01-101-34-34110-000-000	Assessor Records	\$ 2,317	\$ 3,371	\$ 2,313	\$ 1,000
	<b>Total Revenue</b>	<b>\$ 3,218</b>	<b>\$ 3,921</b>	<b>\$ 2,763</b>	<b>\$ 1,000</b>
01-101-10-61110-000-000	Salaries and Wages	\$ 265,191	\$ 269,962	\$ 276,492	\$ 258,920
01-101-10-61120-000-000	Overtime	\$ (50)	\$ 26	\$ -	\$ -
01-101-10-61200-000-000	Employee Benefit Cost	\$ 103,630	\$ 92,309	\$ 73,420	\$ 83,387
01-101-10-72100-000-000	Office Supplies	\$ 493	\$ 275	\$ 350	\$ 400
01-101-10-72200-000-000	Operating Supplies	\$ 702	\$ 2,593	\$ 520	\$ 750
01-101-10-72220-000-000	Fuel	\$ 401	\$ 257	\$ 290	\$ 300
01-101-10-73110-000-000	Postage	\$ 305	\$ 8,365	\$ 765	\$ 8,783
01-101-10-73310-000-000	Ads and Legal Notices	\$ 49	\$ 161	\$ 278	\$ 200
01-101-10-73350-000-000	Dues and Registrations	\$ 3,170	\$ 2,714	\$ 3,552	\$ 3,500
01-101-10-73500-000-000	Outside Services	\$ -	\$ 263	\$ -	\$ -
01-101-10-73630-000-000	R&M Equip and Fixtures	\$ 852	\$ -	\$ 250	\$ 250
01-101-10-73650-000-000	Software Contract	\$ 44,824	\$ 47,118	\$ 48,382	\$ 49,833
01-101-10-73730-000-000	Travel and Subsistence	\$ -	\$ 453	\$ 70	\$ 200
	<b>Total Expenses</b>	<b>\$ 419,566</b>	<b>\$ 424,496</b>	<b>\$ 404,369</b>	<b>\$ 406,522</b>

## Clerk & Recorder

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
01-102-33-33403-000-000	State-Reimbursements	\$ -	\$ -	\$ -	
01-102-33-33433-000-000	State-ERTB Grant	\$ -	\$ -	\$ 292,875	\$ 50,000
01-102-34-34002-000-000	County Clerk Fees	\$ 301,606	\$ 257,948	\$ 250,000	
					\$ 200,000
01-102-34-34300-000-000	Technology Surcharge	\$ -	\$ 209	\$ 3,400	\$ 2,000
	<b>Total Revenue</b>	\$ 301,606	\$ 258,157	\$ 546,275	\$ 252,000
01-102-10-61110-000-000	Salaries and Wages	\$ 303,188	\$ 309,220	\$ 335,397	\$ 400,117
01-102-10-61120-000-000	Overtime	\$ (129)	\$ 224	\$ -	\$ -
01-102-10-61200-000-000	Employee Benefit Cost	\$ 112,586	\$ 101,951	\$ 116,408	\$ 152,344
01-102-10-72200-000-000	Operating Supplies	\$ 5,519	\$ 7,969	\$ 5,400	\$ 6,000
01-102-10-73110-000-000	Postage	\$ 10,708	\$ 9,219	\$ 12,000	\$ 15,000
01-102-10-73310-000-000	Ads and Legal Notices	\$ 76	\$ 11	\$ 150	\$ 150
01-102-10-73350-000-000	Dues and Registrations	\$ 1,977	\$ 1,277	\$ 1,400	\$ 1,650
01-102-10-73450-000-000	Telephone	\$ 68	\$ 343	\$ 600	\$ 480
01-102-10-73500-000-000	Outside Services	\$ 190	\$ 159	\$ 250	\$ 250
01-102-10-73650-000-000	Maintenance Contracts	\$ 1,126	\$ 1,182	\$ 1,250	\$ 1,250
01-102-10-73655-000-000	Software Contract	\$ 21,982	\$ 23,081	\$ 24,150	\$ 25,000
01-102-10-73730-000-000	Travel and Subsistence	\$ 2,987	\$ 2,431	\$ 3,000	\$ 3,000
01-102-10-73905-000-000	ERTB Grant Expenses	\$ -	\$ -	\$ 292,875	\$ 50,000
	<b>Total Expenses</b>	\$ 460,277	\$ 457,068	\$ 792,880	\$ 655,241
01-103-33-33410-000-000	Other State Grants	\$ -	\$ 11,872	\$ 50,000	\$ 50,000
01-103-33-33411-000-000	State Election Reimbursements	\$ -	\$ -	\$ 48,000	\$ 15,000
01-103-34-34118-000-000	Election Fees	\$ 8,384	\$ 19,599	\$ 5,000	\$ 10,000
	<b>Total Revenue</b>	\$ 8,384	\$ 31,471	\$ 103,000	\$ 75,000
01-103-10-61110-000-000	Salaries and Wages	\$ 24,651	\$ 6,871	\$ 36,000	\$ 24,102
01-103-10-61120-000-000	Overtime	\$ 199	\$ -	\$ 500	\$ 250
01-103-10-61200-000-000	Employee Benefit Cost	\$ 1,539	\$ 480	\$ 3,600	\$ 2,043
01-103-10-72200-000-000	Operating Supplies	\$ 20,522	\$ 19,688	\$ 75,000	\$ 25,000
01-103-10-73110-000-000	Postage	\$ 4,537	\$ 2,492	\$ 7,500	\$ 5,000
01-103-10-73203-000-000	Election Judges	\$ 35	\$ 100	\$ 150	\$ 150
01-103-10-73310-000-000	Ads and Legal Notices	\$ 126	\$ 2,534	\$ 3,500	\$ 3,500
01-103-10-73457-000-000	Other State Grant Expenses	\$ -	\$ 11,872	\$ 50,000	\$ 50,000
01-103-10-73655-000-000	Voting System Contract	\$ 27,063	\$ 27,604	\$ 21,600	\$ 17,500
01-103-10-73730-000-000	Travel and Subsistence	\$ 798	\$ 818	\$ 1,000	\$ 1,000
01-103-10-73900-000-000	Other Expenses	\$ 150	\$ 60	\$ -	\$ 500
	<b>Total Expenses</b>	\$ 79,620	\$ 72,519	\$ 198,850	\$ 129,045

## Commissioners

<b>Account</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 EOY Estimate</b>	<b>2025 Proposed</b>
<b>01-110-10-61110-00</b>	<b>Salaries and Wages</b>	\$ 248,923	\$ 257,932	\$ 257,001	\$ 290,613
<b>01-110-10-61200-00</b>	<b>Employee Benefit Cost</b>	\$ 75,295	\$ 76,243	\$ 72,540	\$ 94,715
<b>01-110-10-72200-00</b>	<b>Operating Supplies</b>	\$ 717	\$ 247	\$ 400	\$ 1,000
<b>01-110-10-73110-00</b>	<b>Postage</b>	\$ 371	\$ 557	\$ 500	\$ 500
<b>01-110-10-73310-00</b>	<b>Ads and Legals</b>	\$ 1,852	\$ 1,325	\$ 2,000	\$ 3,000
<b>01-110-10-73350-00</b>	<b>Dues and Registrations</b>	\$ 42,646	\$ 43,399	\$ 49,000	\$ 58,000
<b>01-110-10-73450-00</b>	<b>Telephone</b>	\$ 678	\$ 588	\$ 700	\$ 2,000
<b>01-110-10-73730-00</b>	<b>Travel and Subsistence</b>	\$ 10,130	\$ 7,044	\$ 11,000	\$ 15,000
<b>01-110-10-73900-00</b>	<b>Other Expenses</b>	\$ 5,272	\$ 1,130	\$ 5,000	\$ 5,000
	<b>Total Expenses</b>	<b>\$ 385,884</b>	<b>\$ 388,464</b>	<b>\$ 398,141</b>	<b>\$ 469,828</b>

## Coroner

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
01-210-20-61110-000-000	Salaries and Wages	\$ 163,326	\$ 211,916	\$ 209,852	\$ 211,626
01-210-20-61120-000-000	Overtime	\$ 613	\$ 925	\$ 1,000	\$ 2,900
01-210-20-61200-000-000	Employee Benefit Cost	\$ 54,642	\$ 54,031	\$ 47,589	\$ 53,355
01-210-20-72200-000-000	Operating Supplies	\$ 6,365	\$ 2,169	\$ 3,000	\$ 6,500
01-210-20-72220-000-000	Fuel	\$ 994	\$ 804	\$ 600	\$ 800
01-210-20-72260-000-000	Uniforms	\$ 644	\$ 479	\$ 500	\$ 500
01-210-20-72290-000-000	Operating Equipment	\$ 13,425	\$ 680	\$ 2,000	\$ 2,000
01-210-20-73350-000-000	Dues and Registrations	\$ 5,437	\$ 5,715	\$ 6,000	\$ 7,000
01-210-20-73410-000-000	Utilities	\$ 5,687	\$ 5,423	\$ 5,500	\$ 5,500
01-210-20-73450-000-000	Telephone	\$ 3,414	\$ 3,178	\$ 2,688	\$ 2,688
01-210-20-73500-000-000	Outside Services	\$ 59,207	\$ 57,527	\$ 47,000	\$ 50,000
01-210-20-73640-000-000	R&M Vehicles	\$ 71	\$ 959	\$ 300	\$ 300
01-210-20-73650-000-000	Software License	\$ -	\$ 4,800	\$ 4,800	\$ 1,200
01-210-20-73730-000-000	Travel and Subsistence	\$ 3,890	\$ 3,337	\$ 4,000	\$ 5,000
	<b>Expense</b>	<b>\$ 317,714</b>	<b>\$ 351,943</b>	<b>\$ 334,829</b>	<b>\$ 349,370</b>

# Sheriff

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>220</b>	<b>Emergency Management</b>				
01-220-33-33485-000-000	Grant Funding	\$ 85,068	\$ 76,988	\$ 60,273	\$ 60,273
01-220-34-34900-000-000	Interdepartmental Charges	\$ -	\$ 2,250	\$ -	\$ -
01-220-36-36510-000-000	Contributions	\$ -	\$ 2,341	\$ -	\$ -
	Revenue	\$ 85,068	\$ 81,578	\$ 60,273	\$ 60,273
01-220-20-61110-000-000	Salaries and Wages	\$ 113,598	\$ 151,318	\$ 120,000	\$ 196,870
01-220-20-61120-000-000	Overtime	\$ -	\$ -	\$ 656	\$ 1,000
01-220-20-61200-000-000	Employee Benefit Cost	\$ 45,589	\$ 53,706	\$ 36,000	\$ 63,700
01-220-20-72200-000-000	Operating Supplies	\$ 93	\$ 1,690	\$ 1,000	\$ 2,000
01-220-20-72220-000-000	Fuel	\$ 2,210	\$ 3,871	\$ 808	
01-220-20-72260-000-000	Uniforms	\$ 487	\$ 384	\$ 300	\$ 300
01-220-20-73350-000-000	Dues and Registrations	\$ 244	\$ 619	\$ 200	\$ 1,000
01-220-20-73450-000-000	Telephone	\$ 1,181	\$ 1,144	\$ 1,140	\$ 1,140
01-220-20-73500-000-000	Outside Services	\$ 4,560	\$ 86	\$ 4,841	\$ 4,800
01-220-20-73730-000-000	Travel and Subsistence	\$ 831	\$ 1,155		
01-220-20-73800-000-000	Training	\$ 1,935	\$ 1,576	\$ -	
	Expense	\$ 170,727	\$ 215,548	\$ 164,945	\$ 270,810
<b>251</b>	<b>Sheriff - Admin</b>				
01-251-33-33452-000-000	State-Search and Rescue	\$ 38,868	\$ 28,541	\$ 30,000	\$ 30,000
01-251-34-34210-000-000	Sheriff-Service of Process	\$ 13,926	\$ 12,908	\$ 17,000	\$ 13,000
01-251-34-34212-000-000	Sheriff-Other	\$ 13,593	\$ 24,829	\$ 25,000	\$ 25,000
01-251-34-34214-000-000	Police Report Fee	\$ 335	\$ 3,994	\$ 1,500	\$ 2,000
01-251-36-36500-000-000	Contributions for SO	\$ -	\$ -	\$ -	\$ 500
01-251-36-36511-000-000	Miscellaneous	\$ -	\$ -	\$ -	\$ 5,500
	Revenue	\$ 66,722	\$ 70,272	\$ 73,500	\$ 76,000
01-251-20-61110-000-000	Salaries and Wages	\$ 508,287	\$ 513,537	\$ 840,000	\$ 1,100,681
01-251-20-61110-000-028	SO Field Training	\$ 7,469	\$ 531	\$ -	
01-251-20-61120-000-000	Overtime	\$ 7,431	\$ 28,604	\$ 11,000	\$ 10,000
01-251-20-61200-000-000	Employee Benefit Cost	\$ 165,167	\$ 175,811	\$ 270,000	\$ 335,135
01-251-20-72100-000-000	Office Supplies	\$ 10,907	\$ 9,477	\$ 11,000	\$ 10,000
01-251-20-72200-000-000	Operating Supplies	\$ 299	\$ 1,515	\$ 1,500	\$ 500
01-251-20-72260-000-000	Uniforms	\$ 2,842	\$ 4,231	\$ 4,000	\$ 5,500
01-251-20-72280-000-000	Computer Equipment	\$ 205,106	\$ -	\$ 10	
01-251-20-72290-000-000	Operating Equipment	\$ 471,394	\$ 766	\$ 2,500	\$ 1,000
01-251-20-73110-000-000	Postage	\$ 1,059	\$ 1,242	\$ 1,200	\$ 1,200
01-251-20-73310-000-000	Ads and Legal Notices	\$ 2,224	\$ 196	\$ 1,500	\$ 1,500
01-251-20-73350-000-000	Dues and Publications	\$ 4,102	\$ 4,693	\$ 7,200	\$ 6,000
01-251-20-73410-000-000	Utilities	\$ 1,281	\$ 1,287	\$ 1,200	\$ 6,000
01-251-20-73450-000-000	Telephone	\$ -	\$ -	\$ 75,000	\$ 37,500
01-251-20-73500-000-000	Training	\$ 1,287	\$ 1,187	\$ 3,200	\$ 50,000
01-251-20-73550-000-000	Outside Services	\$ 143,537	\$ 126,365	\$ 450,000	\$ 150,000
01-251-20-73590-000-000	Network Services	\$ 126,000	\$ -	\$ -	
01-251-20-73650-000-000	Maintenance Agreement	\$ 70,232	\$ 28,618	\$ 95,000	\$ 604,888
01-251-20-73730-000-000	Travel and Subsistence	\$ 2,205	\$ 2,219	\$ 1,357	\$ 10,000
01-251-20-73900-000-000	Other Expenses	\$ 7,335	\$ 5,028	\$ 1,000	\$ 34,500
	Expense	\$ 1,738,163	\$ 905,306	\$ 1,776,667	\$ 2,364,404

## Sheriff (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>252</b>	<b>Sheriff Patrol</b>				
01-252-33-33371-000-005	Fed-Forest Patrol	\$ 9,780	\$ 16,634	\$ 30,000	\$ 16,000
01-252-33-33455-000-000	State-Gaming Grant	\$ 64,695	\$ 8,485	\$ 8,485	\$ 11,462
01-252-33-33459-000-000	State-POST Grant	\$ 3,786	\$ 21,300	\$ 10,000	\$ 6,000
01-252-33-33900-000-000	CCSD-School Resource Officer	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
01-252-34-34115-000-000	Outside Services	\$ 22,705	\$ 69,188	\$ 55,000	\$ 55,000
01-252-34-34216-000-000	SO Work Release	\$ 529	\$ 677	-	-
01-252-35-35210-000-000	Fines And Penalties	\$ 29,425	\$ 62,956	\$ 30,000	\$ 45,000
01-252-35-35220-000-000	DUI / Ability Imp.-Fines	\$ 6,954	\$ 8,358	\$ 5,000	\$ 5,000
01-252-35-35250-000-000	LEAF-Fines	\$ 915	\$ 799	\$ 1,000	\$ 1,000
01-252-36-36511-000-000	Educational Support Donations	\$ 6,622	\$ 1,860	\$ 1,000	-
	Revenue	\$ 165,410	\$ 210,257	\$ 160,485	\$ 159,462
01-252-20-61110-000-000	Salaries and Wages	\$ 1,383,460	\$ 1,515,979	\$ 1,400,000	\$ 1,761,524
01-252-20-61110-000-005	Salaries Forest Service	\$ 4,960	-	\$ 19,200	\$ 16,000
01-252-20-61110-000-008	Salaries Outside Services	\$ 26,974	\$ 926	\$ 20,800	\$ 30,000
01-252-20-61120-000-000	Overtime	\$ 70,313	\$ 66,929	\$ 115,000	\$ 58,500
01-252-20-61200-000-000	Employee Benefit Cost	\$ 451,937	\$ 442,235	\$ 400,000	\$ 449,580
01-252-20-72200-000-000	Operating Supplies	\$ 3,899	\$ 4,626	\$ 1,500	\$ 1,500
01-252-20-72260-000-000	Uniforms	\$ 14,820	\$ 9,514	\$ 10,500	\$ 10,000
01-252-20-72290-000-000	Operating Equipment	\$ 6,204	\$ 28,313	\$ 10,000	\$ 20,000
01-252-20-73350-000-000	Dues and Publications	\$ 40	\$ 120	-	\$ 600
01-252-20-73500-000-000	Training	\$ 2,354	\$ 4,540	\$ 12,000	-
01-252-20-73550-000-000	Outside Services	\$ 4,245	\$ 35,787	\$ 10,000	\$ 25,000
01-252-20-73630-000-000	R&M Equip and Fixtures	-	-	\$ 1,000	\$ 1,000
01-252-20-73730-000-000	Travel and Subsistence	\$ 135	\$ 2,370	\$ 444	-
01-252-20-73900-000-000	Other Expenses	-	\$ 26,706	-	-
01-252-20-73910-000-000	Victim Assistance DA	-	-	\$ 1,000	\$ 1,000
01-252-20-73911-000-000	Educational Support Expend	\$ 1,660	\$ 3,959	\$ 1,140	\$ 1,000
01-252-20-73912-000-000	POST Grant Distributions	\$ 10,562	\$ 11,619	\$ 5,000	\$ 6,000
01-252-20-76500-000-000	Interest and Late Fees	\$ -	\$ 45	-	-
	Expense	\$ 1,981,563	\$ 2,153,668	\$ 2,007,584	\$ 2,381,704
<b>253</b>	<b>Confinement</b>				
01-253-33-33320-000-000	Fed- Criminal Alien Assist	\$ 13,282	\$ 28,991	\$ 7,000	\$ 7,000
01-253-33-33420-000-000	State-Judicial	-	\$ 55,862	-	-
01-253-33-33455-299-000	State-Gaming	\$ 10,814	\$ 25,274	\$ 20,000	\$ 15,000
01-253-34-34213-000-000	Commissary	-	\$ 628	-	\$ 1,000
01-253-34-34215-000-000	Prisoners Board	\$ 813,732	\$ 565,588	\$ 900,000	\$ 900,000
01-253-34-34216-000-000	Sheriff-Work Release	-	-	\$ 5,000	\$ 3,500
01-253-34-34218-000-000	Transport Revenue	\$ 49,638	\$ 5,491	\$ 52,500	\$ 3,500
01-253-34-34219-000-000	Bond Fees	\$ (4,111)	\$ (5,491)	\$ 1,500	\$ 4,500
01-253-34-34220-000-000	County Holds(Cost of Care)	\$ 893	\$ (8,597)	\$ 20,000	\$ 0,000.00
01-253-34-34222-000-000	Processing Fees	\$ (15,860)	\$ (16,163)	\$ 10,000	\$ 15,000
01-253-34-34224-000-000	Video Visitation Fees	\$ 9,652	\$ 11,732	\$ 17,000	\$ 10,000
01-253-34-36103-000-000	Telephone Commissions	\$ 67,257	\$ 30,029	\$ 75,000	\$ 30,000
	Revenue	\$ 945,296	\$ 693,343	\$ 1,108,000	\$ 989,500
01-253-20-61110-000-000	Salaries and Wages	\$ 1,689,534	\$ 1,883,186	\$ 1,800,000	\$ 2,316,976
01-253-20-61120-000-000	Overtime	\$ 174,869	\$ 181,575	\$ 135,000	\$ 75,000
01-253-20-61200-000-000	Employee Benefit Cost	\$ 522,788	\$ 545,096	\$ 500,000	\$ 674,108
01-253-20-72100-000-000	Office Supplies	\$ 16	-	\$ 316	-
01-253-20-72200-000-000	Operating Supplies	\$ 45,150	\$ 40,760	\$ 45,000	\$ 40,000
01-253-20-72215-000-000	Inmate Phone Cards	\$ 62,594	\$ 27,160	-	-
01-253-20-72230-000-000	Medical Care Supplies	\$ 6,412	\$ 7,039	\$ 6,200	\$ 8,000
01-253-20-72231-000-000	Medication Supplies	\$ 25,182	\$ 34,217	\$ 20,000	\$ 25,000
01-253-20-72260-000-000	Uniforms	\$ 18,755	\$ 15,425	\$ 12,000	\$ 10,000
01-253-20-72265-000-000	Prisoner Clothing	\$ 6,209	\$ 1,711	\$ 5,000	\$ 3,000
01-253-20-72290-000-000	Operating Equipment	\$ 10,802	\$ 7,130	\$ 7,500	\$ 7,500
01-253-20-73200-000-000	Food/Kitchen Supplies	\$ 311,398	\$ 287,862	\$ 245,000	\$ 250,000
01-253-20-73350-000-000	Dues and Publications	\$ 843	\$ 623	\$ 1,000	\$ 1,000
01-253-20-73500-000-000	Outside Services	\$ 9,154	\$ 14,295	\$ 7,000	\$ 5,000
01-253-20-73510-000-000	Professional-Medical Services	\$ 149,895	\$ 107,803	\$ 140,000	\$ 135,000
01-253-20-73520-000-000	Services-Extraditions	\$ 3,290	\$ 7,098	-	\$ 8,000
01-253-20-73630-000-000	R&M Equip and Fixtures	\$ 11,448	\$ 16,761	\$ 11,000	-
01-253-20-73650-000-000	Maintenance Contracts	\$ 33,753	\$ 30,910	\$ 40,000	\$ 40,000
01-253-20-73660-000-000	R&M Buildings	\$ 1,045	\$ 8,905	\$ 5,000	-
01-253-20-73730-000-000	Travel and Subsistence	\$ 2,833	\$ 99	\$ 2,513	-
01-253-20-73800-000-000	Training	\$ 3,553	\$ 5,310	\$ 15,000	-
	Expense	\$ 3,089,523	\$ 3,222,965	\$ 2,997,529	\$ 3,598,584

## Sheriff (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>254</b>	<b>Communications General Fund</b>				
01-254-34-34300-000-000	Dispatch Fees	\$ 2,156	\$ 400	\$ -	\$ -
01-254-34-34330-000-000	Shared Dispatch	\$ 449,774	\$ 500,922	\$ 106,532	\$ -
01-254-36-36320-000-000	Sublease Tower	\$ 78,373	\$ 39,991	\$ -	\$ -
	Revenue	\$ 530,304	\$ 541,313	\$ 106,532	\$ -
01-254-20-61110-000-000	Salaries and Wages	\$ 667,086	\$ 647,663	\$ 98,162	\$ -
01-254-20-61120-000-000	Overtime	\$ 63,192	\$ 85,909	\$ 12,449	\$ -
01-254-20-61200-000-000	Employee Benefit Cost	\$ 180,819	\$ 180,851	\$ 44,970	\$ -
01-254-20-72260-000-000	Uniforms	\$ 111	\$ 334	\$ -	\$ -
01-254-20-72290-000-000	Operating Equipment	\$ 1,092	\$ 1,877	\$ -	\$ -
01-254-20-73350-000-000	Dues and Publications	\$ 100	\$ 100	\$ -	\$ -
01-254-20-73410-000-000	Utilities-Tower Sites	\$ 10,667	\$ 11,332	\$ -	\$ -
01-254-20-73450-000-000	Telephone	\$ 41,014	\$ 41,837	\$ 7,487	\$ -
01-254-20-73500-000-000	Outside Services	\$ 277	\$ 1,392	\$ -	\$ -
01-254-20-73630-000-000	R&M Equip and Fixtures	\$ 54	\$ 16	\$ -	\$ -
01-254-20-73650-000-000	Maintenance Agreements	\$ 16,349	\$ 2,926	\$ -	\$ -
01-254-20-73800-000-000	Training	\$ 354	\$ -	\$ -	\$ -
01-254-20-75300-000-000	Tower Leases	\$ 46,742	\$ 41,510	\$ -	\$ -
	Expense	\$ 1,027,857	\$ 1,015,746	\$ 163,068	\$ -
<b>255</b>	<b>Special Operations</b>				
01-255-20-61200-000-000	Employee Benefit Cost	\$ -	\$ -	\$ -	\$ -
01-255-20-72200-000-000	Operating Supplies	\$ 87	\$ 339	\$ 500	\$ 500
01-255-20-72230-000-000	Ammunition	\$ 17,634	\$ 11,616	\$ 20,000	\$ 20,000
01-255-20-72260-000-000	Uniforms and Gear	\$ 4,339	\$ 1,479	\$ 1,500	\$ -
01-255-20-72290-000-000	Operating Equipment	\$ 3,672	\$ 7,837	\$ 5,000	\$ 5,000
01-255-20-72291-000-000	Less Lethal Equipment	\$ 8,763	\$ 9,942	\$ 5,000	\$ 7,500
01-255-20-73410-000-000	Utilities	\$ 5,203	\$ 5,242	\$ 1,585	\$ -
01-255-20-73500-000-000	Training	\$ 1,541	\$ 832	\$ 1,500	\$ -
01-255-20-73550-000-000	Purchased Serv O/S Agencies	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000
01-255-20-73910-000-000	State Forest EFF	\$ 4,855	\$ 8,377	\$ 4,010	\$ 4,010
01-255-20-76100-000-000	Range Lease	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,500
	Expense	\$ 76,094	\$ 75,663	\$ 74,095	\$ 69,510
<b>256</b>	<b>Investigations</b>				
01-256-20-61110-000-000	Salaries and Wages	\$ 365,951	\$ 324,896	\$ 120,000	\$ 180,226
01-256-20-61120-000-000	Overtime	\$ 5,247	\$ 4,407	\$ 5,000	\$ 6,000
01-256-20-61200-000-000	Employee Benefit Cost	\$ 134,746	\$ 111,121	\$ 40,000	\$ 52,451
01-256-20-72200-000-000	Operating Supplies	\$ 1,583	\$ 1,442	\$ 1,604	\$ 1,500
01-256-20-72260-000-000	Uniforms	\$ -	\$ -	\$ 500	\$ 1,000
01-256-20-72290-000-000	Operating Equipment	\$ 5,876	\$ 4,190	\$ 3,500	\$ 3,000
01-256-20-73730-000-000	Travel and Subsistence	\$ 114	\$ 327	\$ -	\$ -
01-256-20-73800-000-000	Training	\$ 1,428	\$ 2,609	\$ 4,000	\$ -
	Expense	\$ 514,944	\$ 448,992	\$ 174,604	\$ 244,177
<b>259</b>	<b>Fleet Operations</b>				
01-259-20-61110-000-000	Salaries and Wages	\$ 58,436	\$ 70,115	\$ -	\$ -
01-259-20-61120-000-000	Overtime	\$ 183	\$ -	\$ -	\$ -
01-259-20-61200-000-000	Employee Benefit Cost	\$ 33,645	\$ 32,549	\$ -	\$ -
01-259-20-72200-000-000	Shop Supplies	\$ 3,124	\$ 4,138	\$ -	\$ -
01-259-20-72220-000-000	Gas and Oil	\$ 139,661	\$ 164,658	\$ 170,000	\$ 210,000
01-259-20-72260-000-000	Parts Supplies	\$ 42,118	\$ 36,427	\$ 169	\$ -
01-259-20-73410-000-000	Utilities	\$ 2,138	\$ 2,100	\$ 2,000	\$ -
01-259-20-73500-000-000	Outside Services	\$ 51,896	\$ 57,560	\$ 100,000	\$ -
01-259-20-73660-000-000	R&M Buildings	\$ 441	\$ -	\$ -	\$ -
	Expense	\$ 331,641	\$ 367,547	\$ 272,169	\$ 210,000
<b>910</b>	<b>Grants/Capital</b>				
01-910-33-33357-000-000	State-Jail Based Behavior Hlth	\$ 168,904	\$ 285,696	\$ 322,542	\$ 295,436
01-910-33-33540-000-000	Public Safety Grants	\$ 133,042	\$ -	\$ 30,000	\$ 173,000
01-910-33-33555-000-000	State-Court Security Grant	\$ -	\$ -	\$ 25,000	\$ 1,000
	Revenue	\$ 301,946	\$ 285,696	\$ 377,542	\$ 469,436
01-910-20-73500-000-000	Grant Expense - Public Safety	\$ -	\$ 6,714	\$ 55,000	\$ 173,000
01-910-20-73530-000-000	Wildfire Fuels Reduction	\$ 50,000	\$ 88,956	\$ 50,000	\$ 50,000
01-910-20-73570-000-000	Jail Behavioral Based Services	\$ 183,363	\$ 266,234	\$ 322,542	\$ 295,436
	Expense	\$ 233,363	\$ 361,905	\$ 427,542	\$ 518,436



## Surveyor

<b>Account</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 EOY Estimate</b>	<b>2025 Proposed</b>
01-106-10-61110-000-000	Salaries and Wages	\$ 3,578	\$ 4,999	\$ 4,978	\$ 4,978
01-106-10-61200-000-000	Employee Benefit Cost	\$ 2,086	\$ 586	\$ 1,125	\$ 967
01-106-10-72200-000-000	Operating Supplies	\$ 2,490	\$ 2,542	\$ 2,500	\$ 2,500
01-106-10-73350-000-000	Dues and Registrations	\$ 540	\$ -	\$ 650	\$ 650
01-106-10-73730-000-000	Travel and Subsistence	\$ -	\$ -	\$ 163	\$ 150
	<b>Total Expenses</b>	<b>\$ 8,694</b>	<b>\$ 8,127</b>	<b>\$ 9,416</b>	<b>\$ 9,245</b>

## Treasurer/Public Trustee

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
01-104-31-31913-000-000	Interest-Property Tax	\$ 18,003	\$ 21,132	\$ 15,000	\$ 15,000
01-104-34-34001-000-000	County Treasurer Fees	\$ 296,879	\$ 271,396	\$ 300,000	\$ 305,000
01-104-34-34281-000-000	Advertisement-Property Tax	\$ 7,356	\$ 6,761	\$ 8,000	\$ 9,000
01-104-36-36102-000-000	Tax Sale Bonus	\$ 40,393	\$ 39,639	\$ 15,000	\$ 25,000
01-104-39-39100-000-000	Interest Earned	\$ 240,530	\$ 1,399,196	\$ 1,300,000	\$ 1,000,000
	<b>Total Revenue</b>	<b>\$ 603,159</b>	<b>\$ 1,738,125</b>	<b>\$ 1,638,000</b>	<b>\$ 1,354,000</b>
01-104-10-61110-000-000	Salaries and Wages	\$ 171,748	\$ 200,429	\$ 216,904	\$ 218,596
01-104-10-61120-000-000	Overtime	\$ 4	\$ -	\$ -	\$ -
01-104-10-61200-000-000	Employee Benefit Cost	\$ 42,961	\$ 57,642	\$ 54,713	\$ 39,442
01-104-10-72200-000-000	Operating Supplies	\$ 2,943	\$ 3,148	\$ 6,000	\$ 10,000
01-104-10-73110-000-000	Postage	\$ 8,740	\$ 7,385	\$ 10,000	\$ 12,000
01-104-10-73310-000-000	Ads and Legal Notices	\$ 2,927	\$ 3,659	\$ 6,000	\$ 5,000
01-104-10-73350-000-000	Dues and Registrations	\$ -	\$ 873	\$ 700	\$ 1,050
01-104-10-73500-000-000	Banking Services	\$ 10,169	\$ 5,108	\$ 10,000	\$ 10,000
01-104-10-73650-000-000	Software Contract	\$ 40,024	\$ 42,025	\$ 44,126	\$ 46,500
01-104-10-73730-000-000	Travel and Subsistence	\$ 61	\$ -	\$ -	\$ -
01-104-10-73900-000-000	Other Expenses	\$ 1,343	\$ 2,468	\$ 3,000	\$ 4,000
	<b>Total Expenses</b>	<b>\$ 280,920</b>	<b>\$ 322,737</b>	<b>\$ 351,443</b>	<b>\$ 346,588</b>
01-105-34-34011-000-000	Public Trustee Fees	\$ 12,533	\$ 12,554	\$ 15,000	\$ 16,000
	<b>Total Revenue</b>	<b>\$ 12,533</b>	<b>\$ 12,554</b>	<b>\$ 15,000</b>	<b>\$ 16,000</b>
01-105-10-61110-000-000	Salaries and Wages	\$ 6,750	\$ 12,500	\$ 12,500	\$ 12,500
01-105-10-61200-000-000	Employee Benefit Cost	\$ -	\$ 1,234	\$ 2,500	\$ 956
01-105-10-72200-000-000	Operating Supplies	\$ 455	\$ -	\$ -	\$ -
01-105-10-73110-000-000	Postage	\$ 277	\$ 410	\$ 200	\$ 300
01-105-10-73350-000-000	Dues and Registrations	\$ 200	\$ 373	\$ 400	\$ 600
	<b>Total Expenses</b>	<b>\$ 7,682</b>	<b>\$ 14,517</b>	<b>\$ 15,600</b>	<b>\$ 14,356</b>

\*The Public Trustee is comprised of all accounts within 01-105 above

## County Attorney

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
01-113-32-32113-000-000	License Fees	\$ 40,650	\$ 28,819	\$ 38,650	\$ 22,504
01-113-34-34125-000-000	County Attorney Misc	\$ (52)	\$ -	\$ -	\$ -
	Revenue	\$ 40,598	\$ 28,819	\$ 38,650	\$ 22,504
01-113-10-61110-000-000	Salaries and Wages	\$ 278,670	\$ 273,840	\$ 287,911	\$ 502,143
01-113-10-61120-000-000	Overtime	\$ -	\$ 1,144	\$ -	\$ 998
01-113-10-61200-000-000	Employee Benefit Cost	\$ 62,058	\$ 53,813	\$ 57,751	\$ 112,147
01-113-10-72200-000-000	Operating Supplies	\$ 1,313	\$ 912	\$ 1,500	\$ 3,000
01-113-10-73110-000-000	Postage	\$ 78	\$ 69	\$ 70	\$ 100
01-113-10-73310-000-000	Ads and Legal Notices	\$ -	\$ -	\$ 75	\$ 75
01-113-10-73340-000-000	Library and Publications	\$ 16,583	\$ 16,755	\$ 18,000	\$ 36,500
01-113-10-73350-000-000	Dues and Registrations	\$ 2,476	\$ 2,461	\$ 3,800	\$ 7,000
01-113-10-73500-000-000	Professional Services	\$ 4,766	\$ 5,902	\$ 10,000	\$ 25,000
01-113-10-73730-000-000	Travel and Subsistence	\$ 1,303	\$ 239	\$ 2,500	\$ 5,000
	Expense	\$ 367,248	\$ 355,135	\$ 381,607	\$ 691,962

## County Manager

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
01-117-10-61110-00	Salaries and Wages	\$ 341,655	\$ 370,301	\$ 382,856	\$ 610,357
01-117-10-61200-00	Employee Benefit Cost	\$ 85,009	\$ 98,106	\$ 108,990	\$ 143,971
01-117-10-61300-00	Employee Appreciation	\$ 1,355	\$ 6,627	\$ 10,000	\$ 2,000
01-117-10-72200-00	Operating Supplies	\$ 10,224	\$ 7,311	\$ 7,000	\$ 7,000
01-117-10-72220-00	Fuel	\$ 49	\$ (40)	\$ 100	\$ 100
01-117-10-73110-00	Postage	\$ 2,803	\$ 57	\$ 200	\$ 100
01-117-10-73310-00	Ads and Legal Notices	\$ 1,649	\$ 119	\$ 2,000	\$ 2,000
01-117-10-73350-00	Dues and Registrations	\$ 2,985	\$ 2,729	\$ 4,525	\$ 4,000
01-117-10-73450-00	Telephone	\$ 482	\$ 1,127	\$ 1,000	\$ 2,500
01-117-10-73500-00	Outside Services	\$ 1,830	\$ -	\$ 1,000	\$ 1,000
01-117-10-73555-00	ARPA Grant Expense	\$ 700,587	\$ 278,014	\$ 467,967	\$ -
01-117-10-73556-30	COVID-19 Expense	\$ 1,030	\$ -	\$ -	\$ -
01-117-10-73630-00	R&M Equipment and Fixt	\$ 252	\$ 1,179	\$ 1,000	\$ 1,500
01-117-10-73650-00	Maintenance Contracts	\$ 12,836	\$ 3,597	\$ 9,500	\$ 10,000
01-117-10-73730-00	Travel and Subsistence	\$ 4,334	\$ 3,619	\$ 5,400	\$ 5,000
		\$ 1,167,080	\$ 772,746	\$ 1,001,538	\$ 789,528

# Finance\*

\*District Attorney (01-100-50-73500-000-000)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>000</b>	<b>Non-Departmental</b>				
01-000-39-39370-000-000	Other Financing Revenue	\$ 470,672	\$ 231,603	\$ -	\$ -
		\$ 470,672	\$ 231,603	\$ -	\$ -
<b>100</b>	<b>General</b>				
01-100-31-31110-000-000	Real Property Tax	\$ 9,299,362	\$ 8,589,008	\$ 9,437,970	\$ 9,332,037
01-100-31-31115-000-000	Delinquent Tax	\$ 25	\$ 287	\$ 3,000	\$ 500
01-100-33-33340-000-000	Fed-Mineral Lease	\$ 65,588	\$ 102,475	\$ 40,000	\$ 50,000
01-100-33-33351-000-000	Fed-PILT	\$ 351,438	\$ 335,790	\$ 350,000	\$ 335,000
01-100-33-33411-000-000	State-Severance Tax	\$ 856,402	\$ 844,146	\$ 250,000	\$ 250,000
01-100-33-33412-000-000	State-Div of Wildlife	\$ 1,271	\$ 1,304	\$ 1,200	\$ 1,300
01-100-33-33413-000-000	State-Cigarette Tax	\$ 5,542	\$ 7,824	\$ 5,000	\$ 5,000
01-100-33-33431-000-000	Other Grants	\$ -	\$ 25,000	\$ -	\$ -
01-100-34-34501-000-000	Administrative Charges	\$ 61,746	\$ 1,025,108	\$ 1,169,254	\$ 1,247,020
01-100-36-36000-000-000	Miscellaneous	\$ 40,972	\$ 66,169	\$ 11,000	\$ 20,000
01-100-36-36320-000-000	Tower Lease	\$ 199,922	\$ 335,299	\$ 387,875	\$ 3,000
01-100-36-36500-000-000	Contributions and Donations	\$ -	\$ 147,370	\$ -	\$ 200,000
01-100-39-39210-000-000	Sale of Assets	\$ 6,925	\$ -	\$ 50,000	\$ 5,000
01-100-39-39220-000-000	Compensation for Loss Revenue	\$ 4,750	\$ 852	\$ 10,000	\$ 5,000
		\$ 10,893,944	\$ 11,480,631	\$ 11,715,299	\$ 11,453,857
01-100-10-49100-000-000	Transfers To Other Funds	\$ 423,679	\$ 150,000	\$ 200,000	\$ 200,000
01-100-10-61200-000-201	Education Assistance	\$ 4,620	\$ 2,932	\$ 5,000	\$ 10,000
01-100-10-73900-000-000	Miscellaneous Expense	\$ 1,108	\$ 10,703	\$ 7,000	\$ 4,964
01-100-10-75100-000-000	Property and Liability Insuran	\$ 464,485	\$ 553,007	\$ 619,500	\$ 993,084
01-100-10-77770-000-000	Community Projects	\$ 11,000	\$ 87,256	\$ 125,000	\$ 125,000
01-100-10-77810-000-000	I-70 Projects	\$ 119,764	\$ 40,169	\$ 40,000	\$ 33,500
01-100-50-73500-000-000	District Attorney 5th JD Expense	\$ 381,516	\$ 326,894	\$ 350,000	\$ 350,000
		\$ 1,406,171	\$ 1,170,960	\$ 1,346,500	\$ 1,716,548
<b>115</b>	<b>Finance</b>				
01-115-10-61110-000-000	Salaries and Wages	\$ 173,916	\$ 402,504	\$ 396,375	\$ 394,231
01-115-10-61120-000-000	Overtime	\$ (0)	\$ 336	\$ 500	\$ 500
01-115-10-61200-000-000	Employee Benefit Cost	\$ 22,055	\$ 58,497	\$ 80,000	\$ 109,701
01-115-10-72200-000-000	Operating Supplies	\$ 1,082	\$ 2,672	\$ 1,500	\$ 1,500
01-115-10-73110-000-000	Postage	\$ 1,928	\$ 1,006	\$ 2,000	\$ 3,500
01-115-10-73310-000-000	Ads and Legal Notices	\$ 3,254	\$ 2,293	\$ 3,200	\$ 3,200
01-115-10-73350-000-000	Dues and Registrations	\$ 2,396	\$ 3,352	\$ 4,185	\$ 3,000
01-115-10-73375-000-000	Credit Card Late Fees	\$ 555	\$ -	\$ -	\$ -
01-115-10-73500-000-000	Outside Services	\$ 190,331	\$ -	\$ -	\$ -
01-115-10-73540-000-000	Audit	\$ 12,831	\$ 22,150	\$ 27,000	\$ 25,000
01-115-10-73650-000-000	Software Contract	\$ 18,009	\$ 27,037	\$ 33,389	\$ 35,058
01-115-10-73730-000-000	Travel and Subsistence Expense	\$ 225	\$ 1,252	\$ 1,500	\$ 1,500
		\$ 426,580	\$ 521,100	\$ 549,649	\$ 577,190
<b>117</b>	<b>Administration General</b>				
01-117-33-33445-000-000	FEMA COVID-19 Grant	\$ 759,028	\$ -	\$ -	\$ -
01-117-33-33560-000-000	ARPA Grant	\$ 1,077,667	\$ 135,611	\$ -	\$ -
	Revenue	\$ 1,836,695	\$ 135,611	\$ -	\$ -
<b>120</b>	<b>Facilities Maintenance</b>				
01-120-36-36300-000-000	Tower Rents	\$ 1,787	\$ -	\$ -	\$ -
	Revenue	\$ 1,787	\$ -	\$ -	\$ -
<b>123</b>	<b>Housing Programs</b>				
01-123-37-36540-000-000	Transfers From Other Funds	\$ -	\$ -	\$ 42,790	\$ -
	Revenue	\$ -	\$ -	\$ 42,790	\$ -

## Finance (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>126</b>	<b>Resource Center</b>				
01-126-34-34113-000-000	Operating Reimbursements	\$ 835	\$ -	\$ -	\$ 2,000
01-126-36-36300-000-000	Rents	\$ 4,500	\$ 5,850	\$ 5,400	\$ 5,400
	Revenue	\$ 5,335	\$ 5,850	\$ 5,400	\$ 7,400
01-126-70-72200-000-000	Operating Supplies	\$ 3,075	\$ -	\$ -	\$ -
01-126-70-73410-000-000	Utilities	\$ 1,707	\$ 3,196	\$ 4,000	\$ 4,000
01-126-70-73500-000-000	Outside Services	\$ 7,984	\$ -	\$ -	\$ -
01-126-70-73660-000-000	R&M Facilities	\$ 2,710	\$ 10	\$ -	\$ -
	Expense	\$ 15,476	\$ 3,206	\$ 4,000	\$ 4,000
<b>142</b>	<b>Information Technology</b>				
01-142-37-37100-000-000	Transfers from Other Funds	\$ -	\$ 260,025	\$ 96,200	\$ -
	Revenue	\$ -	\$ 260,025	\$ 96,200	\$ -
<b>210</b>	<b>Coroner</b>				
01-210-33-33400-000-000	State-CDPHE Reimbursement	\$ -	\$ 5,000	\$ -	\$ 1,000
	Revenue	\$ -	\$ 5,000	\$ -	\$ 1,000
<b>820</b>	<b>County Lands</b>				
01-820-39-39210-000-000	Land Sales	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
<b>910</b>	<b>Grants/Capital</b>				
01-910-31-31310-000-000	Sales Tax	\$ 2,586,190	\$ 2,602,027	\$ 2,830,723	\$ 2,735,640
01-910-31-31610-000-000	Marijuana Excise Tax	\$ 34,293	\$ 40,679	\$ 35,000	\$ 35,000
01-910-33-33100-000-000	CDBG RLF Funds	\$ 174,000	\$ -	\$ 199,500	\$ 180,000
01-910-33-33473-000-000	State-Grant Funding	\$ -	\$ 44,114	\$ -	\$ -
01-910-33-33475-000-000	NOCO PLACES	\$ 66,603	\$ -	\$ -	\$ -
01-910-33-33476-000-000	EIAF/DOLA NoCO Grant	\$ 176,407	\$ -	\$ -	\$ -
01-910-33-33477-000-000	GOCO-ROMP	\$ -	\$ 100,000	\$ 58,111	\$ -
01-910-33-33481-000-000	State Gaming Grants	\$ 275,236	\$ 238,927	\$ 345,000	\$ 300,000
01-910-33-33483-000-000	State-Broadband Grant	\$ 27,538	\$ 7,635	\$ -	\$ -
01-910-33-33531-000-000	State-HMGP Planning Grant	\$ 21,808	\$ 8,096	\$ -	\$ -
01-910-34-34115-000-000	Charging Station Fees	\$ 31,404	\$ 41,345	\$ 50,000	\$ 70,000
01-910-34-34150-000-000	Misc charges for service	\$ 750	\$ 2,400	\$ 1,800	\$ -
01-910-36-36330-000-000	Sportsman's Lease	\$ 14,000	\$ -	\$ -	\$ -
01-910-36-36500-000-000	Local Donations	\$ -	\$ -	\$ 195,000	\$ -
01-910-36-36530-000-000	Slacker Donations	\$ 83,333	\$ -	\$ -	\$ -
	Revenue	\$ 3,491,563	\$ 3,085,222	\$ 3,715,134	\$ 3,320,640
01-910-10-49100-000-000	Transfers To Other Funds	\$ 10,100	\$ -	\$ -	\$ -
01-910-10-72290-000-000	Operating Equipment	\$ 3,065	\$ -	\$ -	\$ -
01-910-10-73500-000-000	Outside Services	\$ 9,950	\$ 19,103	\$ 24,000	\$ -
01-910-10-73515-000-000	NOCO PLACES	\$ 7,000	\$ 15,000	\$ 15,000	\$ 15,000
01-910-10-73516-000-000	EIAF/DOLA NoCO	\$ 190,497	\$ -	\$ -	\$ -
01-910-10-73520-000-000	Slacker	\$ 100,301	\$ 106	\$ -	\$ -
01-910-10-73525-000-000	Contract Services Broadband	\$ 595	\$ -	\$ -	\$ -
01-910-10-73550-000-000	Outside Services	\$ 17,211	\$ -	\$ -	\$ 50,000
01-910-10-73560-000-000	Electric Vehic Readiness Plan	\$ 7,337	\$ -	\$ -	\$ -
01-910-10-73630-000-000	Building Maintenance	\$ -	\$ 155,340	\$ 100,000	\$ 100,000
01-910-10-73650-000-000	Software Contract	\$ 9,551	\$ 164,157	\$ -	\$ -
01-910-10-73920-000-000	Gaming Grant Distributions	\$ 352,420	\$ 238,588	\$ 232,885	\$ 300,000
01-910-10-76500-000-000	Capital Lease Payments	\$ 174,674	\$ 172,415	\$ 175,000	\$ 93,884
01-910-10-77710-000-000	Charging Stations	\$ 20,928	\$ 26,237	\$ 50,000	\$ 41,000
01-910-10-79200-000-000	Capital-Bldgs/Improvements	\$ 822	\$ -	\$ 17,812	\$ 187,000
01-910-10-79500-000-000	Capital-Furniture and Equip	\$ 76,248	\$ 64,065	\$ 43,100	\$ -
01-910-20-79400-000-000	Capital-Veh Public Safety	\$ 170,272	\$ 237,945	\$ 200,000	\$ 200,000
01-910-20-79500-000-000	Capital-Equipment Pub Safety	\$ 5,250	\$ 115,961	\$ 15,000	\$ 25,000
01-910-65-79200-000-000	Capital-Bldgs/Improvements	\$ 142,284	\$ -	\$ 25,000	\$ 42,500
01-910-75-73566-000-000	Recreation Master Plan (ROMP)	\$ 36,778	\$ 79,028	\$ -	\$ -
01-910-80-73500-000-000	Loan Administration	\$ 24,000	\$ -	\$ 24,500	\$ 28,800
01-910-80-75500-000-000	Economic Dev. Contract	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
01-910-80-77600-000-000	Economic Dev Loans	\$ 150,000	\$ -	\$ 175,000	\$ 151,200
	Expense	\$ 1,531,283	\$ 1,309,944	\$ 1,119,297	\$ 1,256,384

## Finance (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
04	Emergency Telephone				
280	Emergency Telephone				
04-280-33-33900-000-000	Municipal Contributions	\$ 750	\$ 750	\$ -	\$ -
04-280-34-34300-000-000	Emergency Surcharge Fees	\$ 398,021	\$ 391,920	\$ 400,000	\$ 400,000
04-280-34-34330-000-000	Misc Reimb Fees	\$ -	\$ -	\$ -	\$ 6,000
04-280-36-36320-000-000	Sublease Tower	\$ -	\$ -	\$ 63,000	\$ 65,000
04-280-39-39100-000-000	Interest Earned	\$ 8,904	\$ 24,785	\$ 12,500	\$ 25,000
	Revenue	\$ 407,675	\$ 417,455	\$ 475,500	\$ 496,000
04-280-20-40000-000-000	Treasurer Fees	\$ 3,908	\$ 4,014	\$ 4,630	\$ 5,000
04-280-20-49100-000-000	Transfer to Other Funds	\$ -	\$ 260,025	\$ 96,200	\$ -
04-280-20-72210-000-000	Software	\$ 6,000	\$ -	\$ -	\$ 2,500
04-280-20-72290-000-000	Operating Equipment	\$ 2,329	\$ 2,500	\$ 1,000	\$ 2,000
04-280-20-73410-000-000	Utilities	\$ 2,257	\$ 1,152	\$ 2,000	\$ 20,000
04-280-20-73420-000-000	Utilities-Tower Sites	\$ -	\$ -	\$ 9,000	\$ 6,000
04-280-20-73450-000-000	Telephone	\$ 46,252	\$ -	\$ -	\$ 36,525
04-280-20-73500-000-000	Outside Services	\$ 203	\$ 1,575	\$ 2,000	\$ 35,000
04-280-20-73501-000-000	Administrative Charges	\$ -	\$ 26,606	\$ 28,226	\$ 36,525
04-280-20-73630-000-000	R&M Equip and Fixtures	\$ 11,184	\$ 36,626	\$ 28,500	\$ 25,000
04-280-20-73650-000-000	Maintenance Contracts	\$ 92,398	\$ 76,893	\$ 92,165	\$ 50,000
04-280-20-73800-000-000	Training	\$ -	\$ -	\$ 2,000	\$ -
04-280-20-75300-000-000	Tower Lease Expenses	\$ -	\$ -	\$ 46,777	\$ 48,750
04-280-20-78530-000-000	E911 Projects	\$ 155,012	\$ 34,520	\$ 50,000	\$ 30,000
	Expense	\$ 319,543	\$ 443,910	\$ 362,498	\$ 297,300
06	Capital Improvement Trust				
000	Non-Departmental				
06-000-35-35500-000-000	Impact Fees	\$ 21,460	\$ 12,400	\$ 25,000	\$ 25,000
06-000-39-39100-000-000	Interest Earned	\$ 809	\$ 1,287	\$ 1,000	\$ 1,000
	Revenue	\$ 22,269	\$ 13,687	\$ 26,000	\$ 26,000
340	Capital Improvement Pub Wks				
06-340-55-40000-000-000	Treasurer Fees	\$ 215	\$ 124	\$ 260	\$ 250
06-340-55-49100-000-000	Transfers To Other Funds	\$ 40,000	\$ 40,000	\$ 40,000	\$ 25,000
06-340-55-73900-000-000	Other Expenses	\$ -	\$ -	\$ 1,000	\$ 1,000
	Expense	\$ 40,215	\$ 40,124	\$ 41,260	\$ 26,250
10	Conservation Trust				
840	Parks Conservation Trust				
10-840-33-33400-000-000	State-Conservation Trust	\$ 49,227	\$ 54,044	\$ 50,000	\$ 53,000
10-840-39-39100-000-000	Interest Earned	\$ -	\$ -	\$ 250	\$ 1,000
	Revenue	\$ 49,227	\$ 54,044	\$ 50,250	\$ 54,000
10-840-75-49100-000-000	Transfers To Other Funds	\$ 40,000	\$ 190,000	\$ 40,000	\$ 53,000
	Expense	\$ 40,000	\$ 190,000	\$ 40,000	\$ 53,000
11	Lodging Tax				
000	Non-Departmental				
11-000-31-31200-000-000	Lodging Tax	\$ 489,707	\$ 402,705	\$ 300,000	\$ 380,000
11-000-39-39100-000-000	Interest Earned	\$ -	\$ -	\$ 2,000	\$ 10,000
	Revenue	\$ 489,707	\$ 402,705	\$ 302,000	\$ 390,000
11-100-10-40000-000-000	Treasurer Fees	\$ 4,849	\$ 4,296	\$ 5,020	\$ 3,800
11-100-10-49100-000-000	Transfers to Other Funds	\$ -	\$ -	\$ 42,790	\$ -
11-100-10-73500-000-000	Outside Services (tourism bureau)	\$ 518,042	\$ 166,940	\$ 110,000	\$ 145,160
11-100-10-73501-000-000	Administrative Charges	\$ -	\$ 19,860	\$ 31,704	\$ 13,299
11-100-10-78530-000-000	Projects (childcare & affordable housing)	\$ -	\$ -	\$ 262,486	\$ 227,741
	Expense	\$ 522,890	\$ 191,096	\$ 452,000	\$ 390,000

## Finance (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>19</b>	<b>Capital Projects Fund</b>				
<b>910</b>	<b>Grants/Capital</b>				
19-910-33-33408-000-000	State Grants	\$ -	\$ -	\$ 350,000	
19-910-33-33408-704-000	Grant-CDOT TAP Peaks to Plains	\$ 682,535	\$ -	\$ -	\$ -
19-910-33-33408-706-000	Grant-CPW Peaks to Plains	\$ 164,178	\$ -	\$ -	\$ -
19-910-33-33408-707-000	Grant-GOCO Peaks to Plains	\$ 1,119,993	\$ 880,007	\$ -	\$ -
19-910-33-33408-708-000	Grant-EIAF Hlth Clinic Design	\$ -	\$ -	\$ -	\$ -
19-910-33-33408-709-000	Grant-EIAF Hlth Clinic Constrc	\$ (35,000)	\$ -	\$ -	\$ -
19-910-33-33408-712-000	Grant-CPW CCC Shooting Range	\$ -	\$ 748,029	\$ 1,510,000	\$ 250,000
19-910-33-33408-713-000	Grant-GOCO Floyd Hill OS Modif	\$ -	\$ -	\$ 343,000	
19-910-33-33408-714-000	Grant - CotB(CPW) Peaks2Plains	\$ 301,483	\$ -	\$ -	\$ -
19-910-33-33466-000-000	State- DOLA Energy Improvement	\$ 48,342	\$ -	\$ -	\$ -
19-910-33-33480-000-000	Federal Grants	\$ -	\$ -	\$ -	\$ -
19-910-36-36300-000-000	Energy Rebates	\$ 611	\$ 641	\$ 1,000	\$ 1,000
19-910-36-36500-712-000	Contrib CCC Shooting Range	\$ 400,000	\$ -	\$ -	
19-910-36-36500-713-000	Contribution-Floyd Hill Modifi	\$ -	\$ -	\$ 275,000	
19-910-37-37100-000-000	Transfers From Other Funds	\$ -	\$ 15,000	\$ 140,000	
19-910-39-39100-000-000	Interest Earned	\$ -	\$ -	\$ 40,000	\$ 30,000
	<b>Revenue</b>	<b>\$ 2,682,142</b>	<b>\$ 1,643,678</b>	<b>\$ 2,659,000</b>	<b>\$ 281,000</b>
19-910-10-40000-000-000	Treasurer Fees	\$ 23,823	\$ 8,806	\$ 15,000	\$ 2,510
19-910-10-79200-000-000	Capital Bldgs/Imp Gen Govt	\$ (3,075)	\$ 27,705	\$ 380,000	\$ -
19-910-10-79900-102-000	THOR Network Build	\$ 97,824	\$ -	\$ -	\$ -
19-910-75-79500-712-000	ARPA Grant Expense	\$ -	\$ -	\$ 175,000	\$ -
19-910-75-79900-704-000	Peaks 2 Plains	\$ 1,108,546	\$ 12,139	\$ -	
19-910-75-79900-712-000	CCC Shooting Range Construct	\$ 23,953	\$ 1,041,076	\$ 2,045,000	\$ 425,000
19-910-75-79900-713-000	FloydHill OS Stewardship Modif	\$ 67,686	\$ 92,728	\$ 600,000	
	<b>Expense</b>	<b>\$ 1,318,757</b>	<b>\$ 1,182,455</b>	<b>\$ 3,215,000</b>	<b>\$ 427,510</b>
<b>25</b>	<b>Hlth Clinic Debt Service Fund</b>				
<b>000</b>	<b>Non-Departmental</b>				
25-000-33-33408-000-000	Grants	\$ 141,374	\$ -	\$ 1,000,000	\$ 662,269
25-000-36-36000-000-000	Miscellaneous	\$ -	\$ 1,572,000	\$ -	\$ -
25-000-36-36300-000-000	Rents	\$ 144,854	\$ 86,510	\$ 150,000	\$ 85,000
25-000-36-36500-000-000	Donations Health Clinic	\$ 655,593	\$ 270,219	\$ 200,000	\$ 254,000
25-000-39-39100-000-000	Interest Earned	\$ -	\$ 7,047	\$ 35,000	\$ 100,000
	<b>Revenue</b>	<b>\$ 941,821</b>	<b>\$ 1,935,776</b>	<b>\$ 1,385,000</b>	<b>\$ 1,101,269</b>
25-000-65-40000-000-000	Treasurer Fees	\$ 7,503	\$ 2,702	\$ 13,850	\$ 10,013
25-000-65-72200-000-000	Operating Supplies	\$ 22	\$ 1,967	\$ 4,000	\$ 4,000
25-000-65-72290-000-000	Operating Equipment	\$ -	\$ 30	\$ 15,000	\$ 15,000
25-000-65-73410-000-000	Utilities	\$ -	\$ 31,701	\$ 32,000	\$ 30,000
25-000-65-73500-000-000	Debt Service/Fundraising Fees	\$ 58,395	\$ 1,091	\$ 50,000	\$ 50,000
25-000-65-73550-000-000	Outside Services	\$ -	\$ 53,299	\$ 100,000	\$ 75,000
25-000-65-73557-000-000	Federal Grant Expenses	\$ 178,993	\$ 283,971	\$ 1,000,000	\$ 662,269
25-000-65-76600-000-000	Debt Service - Principal	\$ 510,000	\$ 525,000	\$ 540,000	\$ 550,000
25-000-65-76700-000-000	Debt Service - Interest	\$ 128,115	\$ 115,138	\$ 102,032	\$ 90,000
25-000-65-79200-000-000	Capital/Building Improvements	\$ 1,192	\$ -	\$ -	\$ 15,000
	<b>Expense</b>	<b>\$ 884,219</b>	<b>\$ 1,014,898</b>	<b>\$ 1,856,882</b>	<b>\$ 1,501,282</b>



## Human Resources

Account	Description	2022 Actual	2023 Actual	2024 Estimate	2025 Proposed
01-116-36-36510-000-000	Wellness Reimbursements	\$ -	\$ -	\$ -	\$ 10,000
	Revenue	\$ -	\$ -	\$ -	\$ 10,000
01-116-10-61110-000-000	Salaries and Wages	\$ 262,937	\$ 256,537	\$ 274,689	\$ 301,621
01-116-10-61120-000-000	Overtime	\$ 3,015	\$ 1,549	\$ 2,000	\$ 2,000
01-116-10-61200-000-000	Employee Benefit Cost	\$ 108,932	\$ 115,095	\$ 108,895	\$ 116,593
01-116-10-72200-000-000	Operating Supplies	\$ 1,645	\$ 3,417	\$ 450	\$ 700
01-116-10-72210-000-000	Wellness-Operating	\$ 17,830	\$ 18,371	\$ 14,000	\$ 5,000
01-116-10-73110-000-000	Postage	\$ 234	\$ 28	\$ 25	\$ 100
01-116-10-73310-000-000	Ads and Legal Notices	\$ 18,535	\$ 6,191	\$ 10,000	\$ 5,900
01-116-10-73350-000-000	Dues and Registrations	\$ 7,364	\$ 3,294	\$ 4,000	\$ 6,498
01-116-10-73450-000-000	Telephone	\$ -	\$ 681	\$ 600	\$ 600
01-116-10-73500-000-000	Outside Services	\$ 23,000	\$ 4,368	\$ 24,000	\$ 360
01-116-10-73650-000-000	Software Contract	\$ 111,191	\$ 41,215	\$ 44,000	\$ 60,520
01-116-10-73730-000-000	Travel and Subsistence	\$ 1,012	\$ -	\$ 1,000	\$ 1,000
	Expense	\$ 555,696	\$ 450,746	\$ 483,659	\$ 500,892

## Human Services

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
119	Veteran's Affairs				
01-119-33-33482-000-000	State-Veterans Office Revenue	\$ 28,560	\$ 14,464	\$ 21,644	\$ 20,158
		\$ 28,560	\$ 14,464	\$ 21,644	\$ 20,158
01-119-10-61110-000-000	Salaries and Wages	\$ 67,710	\$ 72,556	\$ 75,578	\$ 81,152
01-119-10-61200-000-000	Employee Benefit Cost	\$ 18,406	\$ 19,539	\$ 19,455	\$ 21,298
01-119-10-72200-000-000	Operating Supplies	\$ 25	\$ 2	\$ 25	\$ 1,100
01-119-10-72220-000-000	Fuel	\$ -	\$ -	\$ -	\$ 200
01-119-10-73450-000-000	Telephone	\$ 386	\$ 437	\$ 540	\$ 600
01-119-10-73730-000-000	Travel and Subsistence Expense	\$ 195	\$ -	\$ -	\$ 500
		\$ 86,722	\$ 92,534	\$ 95,598	\$ 104,849

## Human Services (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
20	Human Services				
510	Human Services Admin				
20-510-31-31110-000-000	Real Property Tax	\$ 300,786	\$ 277,810	\$ 305,269	\$ 301,843
20-510-31-31115-000-000	Delinquent Tax	\$ 4	\$ 9	\$ 100	\$ 100
20-510-31-31913-000-000	Interest-Property Tax	\$ 581	\$ 683	\$ 100	\$ 100
20-510-33-33411-000-000	County Administration	\$ 129,912	\$ 162,803	\$ 141,000	\$ 133,821
20-510-33-33412-000-000	Reg Admin - HCPF	\$ 90,766	\$ 95,249	\$ 55,540	\$ 93,755
20-510-33-33417-000-000	Cost Allocation	\$ 52,292	\$ -	\$ -	\$ 87,961
20-510-33-33419-000-000	State-CW Discretionary Grant	\$ 105,525	\$ 108,753	\$ 76,191	\$ 113,690
20-510-33-33425-025-000	CW 100% Admin	\$ 75,396	\$ 19,330	\$ 51,517	\$ 40,867
20-510-33-33425-026-000	CW 80/20 Revenue	\$ 337,252	\$ 392,921	\$ 361,321	\$ 599,263
20-510-33-33426-000-000	Federal Incentives	\$ 256	\$ 1,059	\$ 8,900	\$ 9,000
20-510-33-33427-000-000	Reimbursements from Other	\$ -	\$ 30,357	\$ 32,000	\$ 42,000
20-510-33-33428-000-000	Child Support Incentives	\$ -	\$ -	\$ 2,345	\$ 2,000
20-510-36-36000-000-000	Miscellaneous Revenue	\$ 15,830	\$ 23,565	\$ -	\$ -
		\$ 1,108,599	\$ 1,112,539	\$ 1,034,283	\$ 1,424,400
20-510-70-61110-000-000	Salaries and Wages	\$ 304,082	\$ 349,344	\$ 325,452	\$ 667,394
20-510-70-61110-025-000	Salaries and Wages	\$ 95,434	\$ 105,549	\$ 153,800	
20-510-70-61110-026-000	Salaries and Wages	\$ 154,789	\$ 160,037	\$ 303,768	\$ 171,684
20-510-70-61120-000-000	Overtime	\$ 6,242	\$ 9,264	\$ -	
20-510-70-61120-026-000	Overtime	\$ 78	\$ -	\$ -	
20-510-70-61200-000-000	Employee Benefit Cost	\$ 115,129	\$ 120,383	\$ 127,561	\$ 217,613
20-510-70-61200-025-000	Employee Benefit Cost	\$ 45,966	\$ 12,104	\$ 25,073	
20-510-70-61200-026-000	Employee Benefit Cost	\$ 74,677	\$ 69,792	\$ 80,338	\$ 56,727
20-510-70-72200-000-000	Operating Supplies	\$ 4,240	\$ 3,906	\$ 4,000	\$ 5,000
20-510-70-72200-025-000	Operating Supplies	\$ -	\$ 49	\$ 100	\$ 100
20-510-70-72200-026-000	Operating Supplies	\$ 494	\$ 196	\$ 1,000	\$ 1,350
20-510-70-72220-000-000	Fuel	\$ 1,769	\$ 818	\$ 600	\$ 2,000
20-510-70-73110-000-000	Postage	\$ 555	\$ 1,000	\$ 700	\$ 1,100
20-510-70-73310-000-000	Ads and Legal Notices	\$ 1,066	\$ 868	\$ 1,380	\$ 1,200
20-510-70-73350-000-000	Dues and Registrations	\$ 3,336	\$ 3,366	\$ 3,100	\$ 6,200
20-510-70-73370-000-000	Books and Subscriptions	\$ 596	\$ 1,326	\$ 1,450	\$ 1,600
20-510-70-73450-000-000	Telephone	\$ 1,478	\$ 853	\$ 600	\$ 1,800
20-510-70-73450-025-000	Telephone	\$ 657	\$ 539	\$ 600	\$ 1,000
20-510-70-73450-026-000	Telephone	\$ 5,841	\$ 2,986	\$ 3,500	\$ 3,600
20-510-70-73500-000-000	Contracted Services	\$ 4,410	\$ 3,632	\$ 2,000	\$ 4,500
20-510-70-73500-026-000	Contracted Services	\$ 100,340	\$ 103,113	\$ 55,000	\$ 85,000
20-510-70-73540-000-000	Audit	\$ 3,213	\$ -	\$ -	
20-510-70-73730-000-000	Travel and Subsistence	\$ 1,930	\$ 2,480	\$ 2,100	\$ 3,000
20-510-70-73730-025-000	Travel and Subsistence	\$ 643	\$ 356	\$ 700	\$ 1,000
20-510-70-73730-026-000	Travel and Subsistence	\$ 3,105	\$ 2,224	\$ 1,200	\$ 4,000
20-510-70-73900-000-000	Other Expenses	\$ 1,667	\$ 3,736	\$ 2,000	\$ 4,000
20-510-70-73920-000-000	CS Enforcement Expense-C	\$ 3,895	\$ 4,596	\$ 9,500	\$ 5,000
20-510-70-73920-027-000	CS Enforcement Expense-G	\$ 2,462	\$ 1,143	\$ 3,000	\$ 3,000
20-510-70-74470-000-000	Federal Incentive Expenses	\$ -	\$ -	\$ 1,362	\$ 9,000
20-510-70-74471-000-000	Child Support Incentive Expense	\$ -	\$ -	\$ 1,800	\$ 2,000
		\$ 938,094	\$ 963,659	\$ 1,111,684	\$ 1,258,867

## Human Services (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>513</b>	<b>Child Services</b>				
20-513-33-33411-032-000	Child Care Admin	\$ 39,885	\$ 44,077	\$ 48,050	\$ 45,000
20-513-33-33430-000-000	Case Services	\$ -	\$ 87	\$ -	
20-513-33-33431-035-000	Core Services	\$ 220,872	\$ 183,253	\$ 120,547	\$ 128,645
20-513-33-33432-000-000	Child Welfare	\$ 124,119	\$ 185,361	\$ 64,000	\$ 240,000
20-513-33-33435-032-000	Child Care Block Grant	\$ 13,977	\$ 15,037	\$ 15,000	\$ 18,000
20-513-33-33440-000-000	CW-Sub Adopt	\$ 168,934	\$ 185,543	\$ 207,000	\$ 216,000
20-513-33-33441-000-000	Special Circumstance DC R	\$ 30,001	\$ 25,788	\$ 21,000	\$ 32,000
20-513-33-33442-000-000	State-TRCCF	\$ -	\$ -	\$ -	\$ -
20-513-33-33446-000-000	Child Care Transfers	\$ 1,719	\$ 3,891	\$ 3,000	\$ 1,800
	<b>Revenue</b>	<b>\$ 599,506</b>	<b>\$ 643,038</b>	<b>\$ 478,597</b>	<b>\$ 681,445</b>
20-513-33-33432-035-000	Refunds-Core Services	\$ (500)	\$ -	\$ -	
20-513-33-33443-000-000	Refunds-Case Services	\$ -	\$ (445)	\$ -	
20-513-70-61110-032-000	Wages-Child Care Admin	\$ 30,862	\$ 36,040	\$ 26,767	\$ -
20-513-70-61110-035-000	Salaries and Wages	\$ 110,430	\$ 80,343	\$ 76,141	\$ 139,074
20-513-70-61120-032-000	Overtime	\$ 1,105	\$ 256	\$ -	
20-513-70-61120-035-000	Overtime	\$ 624	\$ -	\$ -	
20-513-70-61200-032-000	Employee Ben-Child Care A	\$ 9,072	\$ 6,904	\$ 12,218	\$ -
20-513-70-61200-035-000	Employee Benefit Cost	\$ 62,674	\$ 39,141	\$ 26,468	\$ 46,369
20-513-70-72200-032-000	Operating Expenses	\$ 248	\$ -	\$ 1,175	
20-513-70-73730-032-000	Travel and Subsistence	\$ 11	\$ 932	\$ 40	\$ 1,200
20-513-70-74430-000-000	Case Services	\$ 8,219	\$ 19,112	\$ 300	\$ 22,000
20-513-70-74431-000-000	Special Circumstance DC	\$ 28,524	\$ 15,734	\$ 13,000	\$ 22,000
20-513-70-74433-000-000	Child Welfare OOH	\$ 155,648	\$ 231,611	\$ 80,000	\$ 250,000
20-513-70-74434-000-000	CCAP MOE	\$ -	\$ 22,135	\$ 20,912	\$ 25,000
20-513-70-74434-032-000	Child Care Program	\$ 32,717	\$ 15,594	\$ 15,000	\$ 42,000
20-513-70-74436-035-000	Core Services Program Cos	\$ 18,674	\$ 20,082	\$ 16,000	\$ 20,000
20-513-70-74439-000-000	CW-Sub Adopt	\$ 187,704	\$ 204,253	\$ 230,000	\$ 240,000
20-513-70-74442-000-000	TRCCF-Program Expenses	\$ -	\$ -	\$ -	\$ -
20-513-70-74446-000-000	Child Care Transfers	\$ 1,719	\$ 3,891	\$ 2,500	\$ 2,000
20-513-70-74480-035-000	IV-A Mental Health	\$ 75,085	\$ 61,555	\$ 13,000	\$ 60,000
20-513-70-74483-035-000	IV-A Substance Abuse	\$ 2,684	\$ 6,397	\$ 4,000	\$ 8,400
	<b>Expense</b>	<b>\$ 725,501</b>	<b>\$ 763,532</b>	<b>\$ 537,521</b>	<b>\$ 878,044</b>
<b>514</b>	<b>Adult Protective Services</b>				
20-514-33-33421-000-000	Adult Protective Svcs - Adm	\$ 18,059	\$ 96,715	\$ 37,058	\$ 45,000
20-514-33-33422-000-000	Adult Protective Svcs-Client	\$ -	\$ -	\$ 2,000	\$ 2,000
20-514-33-33423-000-000	APS Elder Justice Act Funds	\$ 126,602	\$ 10,000	\$ -	
	<b>Revenue</b>	<b>\$ 144,661</b>	<b>\$ 106,715</b>	<b>\$ 39,058</b>	<b>\$ 47,000</b>
20-514-70-61110-000-000	Salaries and Wages	\$ 88,372	\$ 90,137	\$ 76,360	\$ 104,959
20-514-70-61200-000-000	Employee Benefit Cost	\$ 42,803	\$ 41,400	\$ 22,667	\$ 24,717
20-514-70-72200-000-000	Operating Supplies	\$ -	\$ -	\$ 40	\$ 200
20-514-70-73350-000-000	Dues and Registrations	\$ -	\$ -	\$ 150	\$ 200
20-514-70-73450-000-000	Telephone	\$ 1,081	\$ 437	\$ 575	\$ 600
20-514-70-73500-000-000	Contracted Services	\$ 6,876	\$ 1,246	\$ 6,000	\$ 6,000
20-514-70-73730-000-000	Travel and Subsistence	\$ 466	\$ 368	\$ 150	\$ 1,200
20-514-70-73900-000-000	Other Expenses	\$ 493	\$ (1)	\$ 2,000	\$ 100
	<b>Expense</b>	<b>\$ 140,091</b>	<b>\$ 133,587</b>	<b>\$ 107,942</b>	<b>\$ 137,977</b>

## Human Services (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>515</b>	<b>Assistance Programs</b>				
20-515-33-33441-040-000	Leap Administration	\$ 2,520	\$ -	\$ 1,145	\$ 1,450
20-515-33-33445-040-000	Leap Outreach	\$ -	\$ 16,037	\$ 22,000	\$ 20,000
20-515-33-33451-052-000	Colo Works Admin.	\$ 85,906	\$ 56,173	\$ 33,000	\$ 60,000
20-515-33-33452-000-000	Old Age Pension (revenue)	\$ 126,064	\$ 191,323	\$ 188,000	\$ 250,000
20-515-33-33454-052-000	TANF-Colorado Works	\$ 31,179	\$ 17,278	\$ 10,000	\$ 35,000
20-515-33-33455-000-000	AND (revenue)	\$ 8,652	\$ 15,225	\$ 15,000	\$ 15,000
20-515-33-33457-040-000	Leap Program	\$ 69,267	\$ -	\$ 60,000	\$ 100,000
20-515-33-33471-000-000	Home Care Allow	\$ -	\$ -	\$ -	\$ 11,000
20-515-33-33480-000-000	Food Assistance-State	\$ 1,787,272	\$ 1,262,814	\$ 1,240,294	\$ 1,300,000
	<b>Revenue</b>	<b>\$ 2,110,860</b>	<b>\$ 1,558,850</b>	<b>\$ 1,569,439</b>	<b>\$ 1,792,450</b>
20-515-33-33481-000-000	Refunds-Food Assistance	\$ (555)	\$ (2,743)	\$ -	
20-515-33-33460-000-000	Refunds-OAP	\$ (650)	\$ -	\$ -	
20-515-70-61110-052-000	Wages-TANF	\$ 35,963	\$ 10,635	\$ 41,683	\$ -
20-515-70-61120-052-000	Overtime	\$ 3,589	\$ 20,118	\$ -	
20-515-70-61200-052-000	Employee Benefit Cost	\$ 16,700	\$ 10,893	\$ 13,793	\$ -
20-515-70-72200-040-000	Operating Expenses	\$ 152	\$ 566	\$ 750	\$ 1,200
20-515-70-73350-052-000	Dues and Registrations	\$ 923	\$ 305	\$ 450	\$ 1,800
20-515-70-73570-052-000	Contract Service	\$ 2,456	\$ 22,463	\$ 13,000	\$ 23,000
20-515-70-73730-052-000	Travel and Subsistence	\$ 706	\$ 245	\$ 400	\$ 1,200
20-515-70-74452-000-000	Old Age Pension (expenses)	\$ 121,198	\$ 183,858	\$ 188,000	\$ 250,000
20-515-70-74454-052-000	TANF-Program Costs	\$ 45,068	\$ 28,007	\$ 25,000	\$ 47,000
20-515-70-74455-000-000	AND (expenses)	\$ 10,815	\$ 19,028	\$ 18,000	\$ 20,000
20-515-70-74457-040-000	Leap Program	\$ 69,512	\$ -	\$ 60,000	\$ 100,000
20-515-70-74470-040-000	Leap-CIP and Outreach	\$ -	\$ 9,194	\$ 22,000	\$ 20,000
20-515-70-74471-000-000	Home Care Allow	\$ -	\$ -	\$ -	\$ 15,000
20-515-70-74480-000-000	Food Assistance Benefits	\$ 1,787,272	\$ 1,263,149	\$ 1,240,294	\$ 1,300,000
	<b>Expense</b>	<b>\$ 2,093,149</b>	<b>\$ 1,565,720</b>	<b>\$ 1,623,370</b>	<b>\$ 1,779,200</b>
<b>517</b>	<b>County Programs</b>				
20-517-33-33418-000-000	Other Funding	\$ -	\$ -	\$ 49,775	\$ 50,000
20-517-33-33486-000-000	EOC-Energy Outreach Ince	\$ -	\$ 3,524	\$ 5,400	\$ 3,500
20-517-36-36520-000-000	Donations-MMYCA	\$ 5,500	\$ 3,000	\$ 3,000	\$ 3,000
20-517-39-39100-000-000	Interest Earned	\$ -	\$ -	\$ 10,000	\$ 15,000
	<b>Revenue</b>	<b>\$ 5,500</b>	<b>\$ 6,524</b>	<b>\$ 68,175</b>	<b>\$ 71,500</b>
20-517-70-61110-000-000	Salaries and Wages	\$ (64)	\$ -	\$ 27,222	\$ 45,000
20-517-70-61200-000-000	Employee Benefit Cost	\$ (670)	\$ -	\$ 18,777	\$ -
20-517-70-73580-000-000	CMP Family Service	\$ -	\$ -	\$ 650	\$ 34,509
20-517-70-73900-000-000	Miscellaneous Expense	\$ -	\$ -	\$ 3,125	
20-517-70-74471-000-000	Energy Outreach Colorado	\$ -	\$ -	\$ -	
20-517-70-74484-000-000	County Burial	\$ 3,690	\$ -	\$ 1,457	\$ 5,000
20-517-70-74489-000-000	MMCYA	\$ 8,224	\$ 9,400	\$ 8,909	\$ 10,000
	<b>Expense</b>	<b>\$ 11,179</b>	<b>\$ 9,400</b>	<b>\$ 60,140</b>	<b>\$ 94,509</b>

## Information Technology

Account	Description	2022 Actual	2023 Actual	2024 Estimate	2025 Proposed
01-142-10-61110-000-000	Salaries and Wages	\$ 147,790	\$ 201,315	\$ 294,773	\$ 366,914
01-142-10-61120-000-000	Overtime	\$ 7,344	\$ 1,465	\$ 2,000	\$ 2,000
01-142-10-61200-000-000	Employee Benefit Cost	\$ 46,328	\$ 58,051	\$ 78,874	\$ 94,255
01-142-10-72100-000-000	Office Supplies	\$ -	\$ 1,593	\$ 1,500	\$ 1,000
01-142-10-72200-000-000	Operating Supplies	\$ 1,019	\$ 8,054	\$ -	\$ 3,700
01-142-10-72290-000-000	Operating Equipment	\$ 83,239	\$ 165,126	\$ 20,000	\$ 23,194
01-142-10-73350-000-000	Dues and Registrations	\$ 3,321	\$ 435	\$ 1,000	\$ 100
01-142-10-73450-000-000	Telephone	\$ 50,758	\$ 100,393	\$ 90,950	\$ 80,000
01-142-10-73500-000-000	Outside Services	\$ 173,846	\$ 471,092	\$ 311,400	\$ 100,000
01-142-10-73650-000-000	Maintenance Contracts	\$ 109,303	\$ 282,085	\$ 275,000	\$ 175,000
01-142-10-73651-000-000	Cybersecurity	\$ -	\$ 196,784	\$ 150,000	\$ 113,901
01-142-10-73655-000-000	Software Licenses	\$ 77,224	\$ 126,928	\$ 100,000	\$ 105,401
01-142-10-73730-000-000	Travel and Subsistence	\$ 1,200	\$ 1,821	\$ 2,500	\$ 6,000
01-142-10-73800-000-000	Training	\$ 3,888	\$ -	\$ 3,000	\$ 10,000
	<b>Expense</b>	<b>\$ 705,262</b>	<b>\$ 1,615,142</b>	<b>\$ 1,330,997</b>	<b>\$ 1,081,465</b>

## Internal Services

Account	Description	2022 Actual	2023 Actual	2024 Estimate	2025 Proposed
<b>120</b>	<b>Facilities Maintenance</b>				
01-120-10-61110-000-000	Salaries and Wages	\$ 173,227	\$ 163,533	\$ 229,941	\$ 311,096
01-120-10-61120-000-000	Overtime	\$ 2,184	\$ 1,444	\$ 3,000	\$ 3,000
01-120-10-61200-000-000	Employee Benefit Cost	\$ 91,344	\$ 65,005	\$ 82,254	\$ 99,544
01-120-10-72200-000-000	Operating Supplies	\$ 26,046	\$ 15,627	\$ 11,500	\$ 13,000
01-120-10-72220-000-000	Fuel	\$ 3,349	\$ 1,123	\$ 2,000	\$ 2,000
01-120-10-73410-000-000	Utilities	\$ 294,882	\$ 264,812	\$ 225,000	\$ 227,000
01-120-10-73500-000-000	Outside Services	\$ 79,467	\$ 38,748	\$ 46,900	\$ 38,200
01-120-10-73630-000-000	Repair and Maintenance	\$ 63,879	\$ 42,997	\$ 57,300	\$ 64,800
01-120-10-73650-000-000	Maintenance Contracts	\$ 27,294	\$ 33,217	\$ 45,842	\$ 40,000
01-120-10-73730-000-000	Travel and Subsistence	\$ 282	\$ 564	\$ 500	\$ 500
01-120-10-73800-000-000	Training	\$ -	\$ 224	\$ 1,000	\$ 7,500
	<b>Expense</b>	<b>\$ 761,954</b>	<b>\$ 627,294</b>	<b>\$ 705,237</b>	<b>\$ 806,640</b>
<b>141</b>	<b>Mapping</b>				
01-141-34-34100-000-000	Sale of Maps	\$ 418	\$ 559	\$ 150	\$ 200
01-141-34-34110-000-000	Land Survey Plat Revision Fee	\$ 10	\$ -	\$ 5	\$ 10
01-141-34-34111-000-000	Mapping Services	\$ 1,379	\$ 823	\$ 700	\$ 800
01-141-34-34112-000-000	GIS Data Fee	\$ 2,316	\$ 513	\$ 300	\$ 400
01-141-34-34900-000-000	Interdepartmental Charges	\$ 120	\$ -	\$ 60	\$ 500
	<b>Revenue</b>	<b>\$ 4,243</b>	<b>\$ 1,896</b>	<b>\$ 1,215</b>	<b>\$ 1,910</b>
01-141-10-61110-000-000	Salaries and Wages	\$ 222,371	\$ 235,627	\$ 244,567	\$ 270,020
01-141-10-61120-000-000	Overtime	\$ 30	\$ (8)	\$ -	
01-141-10-61200-000-000	Employee Benefit Cost	\$ 80,019	\$ 75,132	\$ 71,574	\$ 88,611
01-141-10-72100-000-000	Office Supplies	\$ 432	\$ 130	\$ 400	\$ 200
01-141-10-72200-000-000	Operating Supplies	\$ 798	\$ 10,704	\$ 950	\$ 500
01-141-10-72220-000-000	Fuel	\$ 93	\$ 33	\$ 40	\$ 100
01-141-10-73110-000-000	Postage	\$ 9	\$ 9	\$ 70	\$ 50
01-141-10-73310-000-000	Ads and Legal Notices	\$ 42	\$ 26	\$ -	\$ 25
01-141-10-73350-000-000	Dues and Registrations	\$ 295	\$ 4,213	\$ 4,209	\$ 3,249
01-141-10-73500-000-000	Outside Services	\$ 3,300	\$ 278	\$ 3,450	\$ 3,800
01-141-10-73630-000-000	R&M Equip and Fixtures	\$ 2,200	\$ -	\$ 2,200	\$ 2,420
01-141-10-73650-000-000	Software Contract	\$ 33,519	\$ 34,055	\$ 35,564	\$ 36,126
01-141-10-73730-000-000	Travel and Subsistence	\$ 139	\$ 275	\$ 400	\$ 500
	<b>Expense</b>	<b>\$ 343,245</b>	<b>\$ 360,473</b>	<b>\$ 363,424</b>	<b>\$ 405,601</b>
<b>143</b>	<b>Archivist</b>				
01-143-10-61110-000-000	Salaries and Wages	\$ 53,968	\$ 59,766	\$ 62,088	\$ 63,951
01-143-10-61200-000-000	Employee Benefit Cost	\$ 16,716	\$ 16,518	\$ 16,181	\$ 17,580
01-143-10-73110-000-000	Postage	\$ 11	\$ 4	\$ 5	\$ 10
01-143-10-73500-000-000	Outside Services	\$ 3,835	\$ 2,079	\$ 2,060	\$ 2,200
	<b>Expense</b>	<b>\$ 74,530</b>	<b>\$ 78,368</b>	<b>\$ 80,334</b>	<b>\$ 83,741</b>

## Internal Services (continued)

Account	Description	2022 Actual	2023 Actual	2024 Estimate	2025 Proposed
<b>710</b>	<b>Water Resources</b>				
<b>01-710-34-34300-000-000</b>	<b>Water Lease Revenue</b>	\$ 179,502	\$ 124,345	\$ 260,845	\$ 220,000
	<b>Revenue</b>	\$ 179,502	\$ 124,345	\$ 260,845	\$ 220,000
<b>01-710-80-61110-000-000</b>	<b>Salaries and Wages</b>	\$ 101,590	\$ 103,983	\$ 108,490	\$ 114,430
<b>01-710-80-61200-000-000</b>	<b>Employee Benefit Cost</b>	\$ 24,530	\$ 23,225	\$ 24,328	\$ 26,848
<b>01-710-80-72200-000-000</b>	<b>Operating Supplies</b>	\$ -	\$ 281	\$ 275	\$ 200
<b>01-710-80-72220-000-000</b>	<b>Fuel</b>	\$ 26	\$ 81	\$ 175	\$ 175
<b>01-710-80-73110-000-000</b>	<b>Postage</b>	\$ 13	\$ 4	\$ 10	\$ 25
<b>01-710-80-73310-000-000</b>	<b>Ads and Legal Notices</b>	\$ 56	\$ 26	\$ -	\$ 50
<b>01-710-80-73335-000-000</b>	<b>Dues and Registrations</b>	\$ 3,540	\$ 7,025	\$ 1,400	\$ 1,750
<b>01-710-80-73500-000-000</b>	<b>Legal Services</b>	\$ 36,699	\$ 31,281	\$ 40,000	\$ 40,000
<b>01-710-80-73550-000-000</b>	<b>Outside Services</b>	\$ 10,863	\$ 20,326	\$ -	\$ 1,000
<b>01-710-80-73560-000-000</b>	<b>Water Development Services</b>	\$ 15,069	\$ 18,449	\$ 15,000	\$ 20,000
<b>01-710-80-73570-000-000</b>	<b>Delivery Costs</b>	\$ 2,407	\$ 11,159	\$ 12,000	\$ 13,500
<b>01-710-80-73580-000-000</b>	<b>Storage Costs</b>	\$ 2,262	\$ -	\$ 1,500	\$ 2,350
<b>01-710-80-73581-000-000</b>	<b>O&amp;M Green Lake</b>	\$ -	\$ -	\$ 2,500	\$ 3,800
<b>01-710-80-73730-000-000</b>	<b>Travel and Subsistence</b>	\$ 367	\$ 331	\$ 400	\$ 400
<b>01-710-80-75100-000-000</b>	<b>Property and Liability Ins</b>	\$ 5,324	\$ 5,473	\$ 7,961	\$ 8,000
<b>01-710-80-76300-000-000</b>	<b>Water Lease</b>	\$ 4,626	\$ 3,191	\$ 3,000	\$ 3,250
	<b>Expense</b>	\$ 207,372	\$ 224,835	\$ 217,039	\$ 235,778



## Public Works

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>128</b>	<b>Transit</b>				
01-128-33-33537-000-000	5311 Grant - CDOT	\$ 181,589	\$ 172,721	\$ 244,648	\$ 250,637
01-128-33-33539-000-000	5339 Bus Grant 2022 - CDOT	\$ -	\$ 106,900	\$ 208,848	\$ 104,000
01-128-33-33540-000-000	5304 Grant - CDOT	\$ -	\$ 35,676	\$ -	\$ -
01-128-33-33542-000-000	Gaming grant	\$ -	\$ -	\$ 5,000	\$ -
01-128-34-34120-000-000	Route Charges	\$ 62	\$ 710	\$ 500	\$ 500
01-128-34-34121-000-000	Advertising Revenue	\$ 800	\$ -	\$ 500	\$ -
	Revenue	\$ 182,451	\$ 316,007	\$ 459,496	\$ 355,137
	<b>Transit</b>				
01-128-10-61110-000-000	Salaries and Wages	\$ 254,711	\$ 168,441	\$ 211,144	\$ 225,880
01-128-10-61120-000-000	Overtime	\$ 2,447	\$ 16,668	\$ 4,000	\$ 3,000
01-128-10-61200-000-000	Employee Benefit Cost	\$ 94,241	\$ 62,421	\$ 75,052	\$ 56,827
01-128-10-72200-000-000	Operating Supplies	\$ 2,443	\$ 2,485	\$ 5,000	\$ 5,000
01-128-10-72220-000-000	Fuel	\$ 48,478	\$ 32,933	\$ 55,000	\$ 45,000
01-128-10-73110-000-000	Postage	\$ 14	\$ 1	\$ 100	\$ 10
01-128-10-73310-000-000	Ads and Legal Notices	\$ 81	\$ 1,065	\$ 300	\$ 300
01-128-10-73330-000-000	Advertising/Marketing	\$ 2,920	\$ 249	\$ 3,500	\$ 2,000
01-128-10-73350-000-000	Dues And Registrations	\$ 314	\$ 379	\$ 2,000	\$ 600
01-128-10-73450-000-000	Telephone	\$ 1,931	\$ 1,764	\$ 2,000	\$ 2,000
01-128-10-73500-000-000	Outside Services	\$ 45,390	\$ 45,745	\$ 1,000	\$ 1,500
01-128-10-73570-000-000	Contract Service	\$ 215	\$ 1,075	\$ 14,000	\$ 3,000
01-128-10-73640-000-000	R&M Vehicles	\$ 35,947	\$ 15,548	\$ 40,000	\$ 20,000
01-128-10-73730-000-000	Travel And Subsistence	\$ 3,488	\$ 186	\$ 2,000	\$ 2,500
01-128-10-73800-000-000	Training	\$ 1,000	\$ 182	\$ 1,000	\$ 2,500
01-128-10-79500-000-000	Capital Outlay Furn & Eqpt	\$ -	\$ 115,851	\$ 261,060	\$ 142,000
	Expense	\$ 493,620	\$ 464,993	\$ 677,156	\$ 512,117
<b>133</b>	<b>Development Site Department</b>				
01-133-32-32530-000-000	Permits	\$ 74,978	\$ 31,200	\$ 60,000	\$ 70,000
01-133-34-34126-000-000	Plan Review	\$ -	\$ -	\$ 1,000	\$ -
	Revenue	\$ 74,978	\$ 31,200	\$ 61,000	\$ 70,000
01-133-10-61110-000-000	Salaries and Wages	\$ -	\$ 35,117	\$ 62,472	\$ 69,617
01-133-10-61200-000-000	Employee Benefit Cost	\$ -	\$ 14,781	\$ 25,844	\$ 28,018
01-133-10-72200-000-000	Operating Supplies	\$ -	\$ 106	\$ 250	\$ 600
01-133-10-72220-000-000	Fuel	\$ -	\$ 200	\$ 500	\$ 200
01-133-10-73350-000-000	Dues and Registrations	\$ -	\$ 80	\$ 1,225	\$ 1,500
01-133-10-73450-000-000	Telephone	\$ -	\$ 892	\$ 900	\$ 500
01-133-10-73500-000-000	Outside Services	\$ -	\$ 177	\$ -	\$ 3,000
01-133-10-73730-000-000	Travel and Subsistence	\$ -	\$ 684	\$ 925	\$ 1,750
	Expense	\$ -	\$ 52,037	\$ 92,116	\$ 105,185

## Public Works (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
610	Transfer Station				
01-610-34-34500-000-000	Waste Disposal Fees	\$ 314,481	\$ 215,778	\$ 377,378	\$ 380,000
01-610-34-34900-000-000	Interdepartmental Charges	\$ 960	\$ 526	\$ 1,500	\$ 1,500
01-610-36-36200-000-000	Sale of Recyclable Materials	\$ 39,935	\$ 36,346	\$ 35,000	\$ 30,000
01-610-36-36510-000-000	Contributions	\$ 2,000	\$ 2,000	\$ -	
	Revenue	\$ 357,376	\$ 254,651	\$ 413,878	\$ 411,500
01-610-60-61110-000-000	Salaries and Wages	\$ 141,897	\$ 162,023	\$ 190,870	\$ 326,853
01-610-60-61120-000-000	Overtime	\$ 10,681	\$ 3	\$ 1,000	\$ 2,000
01-610-60-61200-000-000	Employee Benefit Cost	\$ 40,812	\$ 28,658	\$ 37,794	\$ 71,389
01-610-60-72100-000-000	Office Supplies	\$ 262	\$ 267	\$ 500	\$ 500
01-610-60-72200-000-000	Operating Supplies	\$ 1,916	\$ 2,394	\$ 4,000	\$ 4,000
01-610-60-72220-000-000	Gas and Oil	\$ 13,539	\$ 12,767	\$ 16,000	\$ 16,000
01-610-60-72260-000-000	Uniforms	\$ -	\$ -	\$ 500	\$ 500
01-610-60-72290-000-000	Operating Equipment	\$ -	\$ 3,580	\$ 6,000	\$ 30,000
01-610-60-73110-000-000	Postage	\$ 251	\$ -	\$ 1,500	\$ 700
01-610-60-73220-000-000	Tipping Fees	\$ 100,380	\$ 74,782	\$ 100,000	\$ 90,000
01-610-60-73310-000-000	Ads and Legal Notices	\$ 362	\$ 699	\$ 700	\$ 700
01-610-60-73350-000-000	Dues and Registrations	\$ 508	\$ 118	\$ 600	\$ 600
01-610-60-73410-000-000	Utilities	\$ 8,448	\$ 8,517	\$ 10,000	\$ 12,000
01-610-60-73450-000-000	Telephone	\$ 681	\$ 696	\$ 800	\$ 800
01-610-60-73500-000-000	Outside Services	\$ 20,515	\$ 8,224	\$ 8,000	\$ 10,000
01-610-60-73630-000-000	R&M Equipment and Fixtures	\$ 13,077	\$ 6,605	\$ 12,000	\$ 15,000
01-610-60-73730-000-000	Travel and Subsistence	\$ -	\$ -	\$ -	\$ 500
01-610-60-73980-000-000	Safety	\$ 244	\$ 296	\$ 1,000	\$ 7,000
	Expense	\$ 353,571	\$ 309,628	\$ 391,264	\$ 588,543

## Public Works (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>02</b>	<b>Road And Bridge</b>				
<b>000</b>	<b>Non-Departmental</b>				
02-000-31-31110-000-000	Real Property Tax	\$ 1,942,647	\$ 1,795,595	\$ 1,972,246	\$ 1,950,110
02-000-31-31115-000-000	Delinquent Tax	\$ 25	\$ 60	\$ 500	\$ 500
02-000-31-31210-000-000	SO Tax - Class A	\$ 135,360	\$ 143,801	\$ 130,000	\$ 140,000
02-000-31-31260-000-000	SO Tax - Other Classes	\$ 719,961	\$ 724,778	\$ 750,000	\$ 725,000
02-000-31-31311-000-000	Sales Tax (0.75%)	\$ 1,939,643	\$ 1,950,136	\$ 2,123,042	\$ 2,051,730
02-000-31-31312-000-000	Sales Tax (0.25%)	\$ 646,811	\$ 650,025	\$ 707,681	\$ 683,910
02-000-31-31913-000-000	Interest-Property Tax	\$ 3,042	\$ 3,658	\$ 3,000	\$ 3,000
02-000-32-32533-000-000	Permits	\$ 12,390	\$ 14,040	\$ 12,000	\$ 12,000
02-000-32-32533-500-000	Permits - Guanella Pass	\$ 18,855	\$ -	\$ 8,000	\$ 4,000
02-000-33-33170-000-000	Federal Forest Reserve	\$ 126,067	\$ 127,417	\$ 125,000	\$ 130,000
02-000-33-33440-411-000	State-FEMA Disaster Funds	\$ 255,931	\$ (10,432)	\$ -	\$ -
02-000-33-33510-000-000	MV-Special Permits	\$ 39,908	\$ 34,358	\$ 30,000	\$ 30,000
02-000-33-33520-000-000	State-Highway Users Tax	\$ 996,915	\$ 1,004,958	\$ 1,000,000	\$ 1,151,946
02-000-34-34117-000-000	Development User Fees	\$ 10,441	\$ 12,453	\$ 15,000	\$ 12,000
02-000-34-34200-000-000	Charges For Services	\$ 1,100	\$ -	\$ 500	\$ 500
02-000-34-34900-000-000	Interdepartmental Charges	\$ 3,645	\$ 6,304	\$ 3,000	\$ 40,000
02-000-36-36000-000-000	Miscellaneous	\$ 466	\$ 498	\$ -	\$ 500
02-000-37-37100-000-000	Transfers From Other Funds	\$ 183,411	\$ 40,000	\$ 40,000	\$ 25,000
02-000-39-39100-000-000	Interest Earned	\$ -	\$ -	\$ 175,000	\$ 300,000
02-000-39-39210-000-000	Sale of Assets	\$ 154,200	\$ -	\$ 50,000	\$ 50,000
	<b>Revenue</b>	<b>\$ 7,190,818</b>	<b>\$ 6,497,649</b>	<b>\$ 7,144,969</b>	<b>\$ 7,310,196</b>
<b>321</b>	<b>Rights of Way</b>				
02-321-55-79100-000-000	ROW/Land Purchases	\$ -	\$ -	\$ -	\$ 3,000
	<b>Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>
<b>323</b>	<b>Construction</b>				
02-323-55-73500-000-000	Outside Services	\$ 24,265	\$ 5,000	\$ 300,000	\$ 200,000
02-323-55-79400-000-000	Capital Construction	\$ 912,540	\$ 2,677,891	\$ 1,800,000	\$ 3,749,396
	<b>Expense</b>	<b>\$ 936,805</b>	<b>\$ 2,682,891</b>	<b>\$ 2,100,000</b>	<b>\$ 3,949,396</b>

## Public Works (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>324</b>	<b>Maintenance of Condition</b>				
02-324-55-61110-000-000	Salaries and Wages	\$ 405,749	\$ 615,060	\$ 741,657	\$ 1,321,200
02-324-55-61120-000-000	Overtime	\$ 2,568	\$ 7,357	\$ 9,500	\$ 8,000
02-324-55-61200-000-000	Employee Benefit Cost	\$ 175,877	\$ 232,096	\$ 293,442	\$ 504,471
02-324-55-72200-000-000	Operating Supplies	\$ 9,545	\$ 11,238	\$ 7,000	\$ 13,000
02-324-55-72214-000-000	Signs	\$ 7,798	\$ 8,550	\$ 11,000	\$ 10,000
02-324-55-72215-000-000	Tires	\$ 29,279	\$ 20,536	\$ 25,000	\$ 40,000
02-324-55-72218-000-000	Grader Blades	\$ 3,387	\$ -	\$ 1,500	\$ 3,000
02-324-55-72219-000-000	Asphalt	\$ 105,725	\$ 151,236	\$ 128,000	\$ 160,000
02-324-55-72220-000-000	Gas and Oil	\$ (84,150)	\$ 78,182	\$ 60,000	\$ 65,000
02-324-55-72221-000-000	Gravel	\$ 155,893	\$ 78,132	\$ 80,000	\$ 150,000
02-324-55-72222-000-000	Culverts	\$ 5,530	\$ 5,766	\$ 3,000	\$ 8,000
02-324-55-72250-000-000	Guardrail	\$ 64,795	\$ -	\$ 100,000	\$ 50,000
02-324-55-72260-000-000	Parts-Inventory/Stock	\$ 14,315	\$ 9,589	\$ 15,000	\$ 15,000
02-324-55-72290-000-000	Operating Equipment	\$ 8,753	\$ 21,318	\$ 12,000	\$ 15,000
02-324-55-73240-000-000	Striping	\$ 142,436	\$ 76,915	\$ 95,126	\$ 140,000
02-324-55-73500-000-000	Outside Services	\$ 4,252	\$ 39,635	\$ 65,000	\$ 60,000
02-324-55-73630-000-000	R&M Equip and Fixtures	\$ 25,653	\$ 41,333	\$ 50,000	\$ 40,000
02-324-55-73660-000-000	R&M Buildings and Real Estate	\$ 19,423	\$ 22,019	\$ 15,000	\$ 20,000
02-324-55-73910-000-000	Weed Control	\$ -	\$ -	\$ -	\$ 50,000
02-324-55-73920-000-000	Dust Control	\$ 95,744	\$ 112,998	\$ 131,000	\$ 120,000
02-324-55-73930-000-000	Revegetation Projects	\$ -	\$ 15	\$ 450	\$ 500
02-324-55-75330-000-000	Equipment Rental	\$ 79	\$ 3,248	\$ 22,000	\$ 15,000
02-324-55-76100-000-000	Lease Payments	\$ 49,405	\$ 41,804	\$ 45,000	\$ 45,153
02-324-55-79400-000-000	Capital-Maintenance Equipment Expense	\$ 32,261	\$ 45,392	\$ -	\$ 250,000
		\$ 1,274,316	\$ 1,622,419	\$ 1,910,675	\$ 3,103,324
<b>325</b>	<b>Snow and Ice Removal</b>				
02-325-55-61110-000-000	Salaries and Wages	\$ 438,312	\$ 410,041	\$ 494,438	\$ 185,103
02-325-55-61120-000-000	Overtime	\$ 2,063	\$ 4,904	\$ 28,000	\$ 6,500
02-325-55-61200-000-000	Employee Benefit Cost	\$ 164,989	\$ 154,731	\$ 198,521	\$ 119,162
02-325-55-72200-000-000	Operating Supplies	\$ 9,726	\$ 8,187	\$ 6,000	\$ 10,000
02-325-55-72213-000-000	Chains	\$ 641	\$ 14,349	\$ 12,000	\$ 12,000
02-325-55-72217-000-000	Salted Sand	\$ 142,525	\$ 228,202	\$ 125,000	\$ 160,000
02-325-55-72218-000-000	Grader Blades	\$ 10,277	\$ 7,392	\$ 18,000	\$ 20,000
02-325-55-72220-000-000	Gas and Oil	\$ 280,458	\$ 96,226	\$ 60,000	\$ 55,000
02-325-55-73630-000-000	R&M Equip and Fixtures	\$ 43,722	\$ 59,570	\$ 45,000	\$ 45,000
02-325-55-76100-000-000	Lease Payments	\$ 79,320	\$ 67,117	\$ 74,000	\$ 79,200
02-325-55-79400-000-000	Capital - Equipment Expense	\$ -	\$ 11,437	\$ -	\$ 400,000
		\$ 1,172,033	\$ 1,062,156	\$ 1,060,959	\$ 1,091,966

## Public Works (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>328</b>	<b>Administration Road &amp; Bridge</b>				
02-328-55-40000-000-000	Treasurer Fees	\$ 71,516	\$ 65,466	\$ 110,905	\$ 49,596
02-328-55-61110-000-000	Salaries and Wages	\$ 250,893	\$ 359,864	\$ 477,284	\$ 562,567
02-328-55-61120-000-000	Overtime	\$ 611	\$ 37	\$ 1,000	\$ 1,000
02-328-55-61200-000-000	Employee Benefit Cost	\$ 100,477	\$ 100,385	\$ 135,627	\$ 127,015
02-328-55-72200-000-000	Operating Supplies	\$ 7,068	\$ 9,602	\$ 7,500	\$ 8,000
02-328-55-72290-000-000	Operating Equipment	\$ -	\$ 90	\$ 1,500	\$ 1,500
02-328-55-73110-000-000	Postage	\$ 460	\$ 267	\$ 300	\$ 300
02-328-55-73310-000-000	Ads and Legal Notices	\$ 1,824	\$ 3,021	\$ 3,500	\$ 3,500
02-328-55-73320-000-000	Printing	\$ 97	\$ 318	\$ 1,500	\$ 500
02-328-55-73350-000-000	Dues and Registrations	\$ 1,274	\$ 5,719	\$ 15,000	\$ 15,000
02-328-55-73410-000-000	Utilities	\$ 46,420	\$ 49,005	\$ 50,000	\$ 52,000
02-328-55-73450-000-000	Telephone	\$ 3,692	\$ 9,244	\$ 5,500	\$ 10,000
02-328-55-73500-000-000	Outside Services	\$ 3,616	\$ 1,343	\$ 5,500	\$ 4,000
02-328-55-73501-000-000	Administrative Charges	\$ -	\$ 445,099	\$ 544,842	\$ 627,201
02-328-55-73540-000-000	Audit	\$ 3,339	\$ -	\$ -	\$ -
02-328-55-73630-000-000	R&M Equip and Fixtures	\$ -	\$ -	\$ 500	\$ 2,000
02-328-55-73650-000-000	Maintenance Contracts	\$ 7,969	\$ 9,237	\$ 10,000	\$ 10,000
02-328-55-73660-000-000	R&M Buildings and Real Estate	\$ 17,509	\$ 5,721	\$ 12,000	\$ 12,000
02-328-55-73730-000-000	Travel and Subsistence	\$ 203	\$ 505	\$ 6,000	\$ 15,000
02-328-55-73980-000-000	Safety	\$ 17,743	\$ 15,113	\$ 18,000	\$ 18,000
02-328-55-75420-000-000	License and Fees	\$ 1,132	\$ 1,719	\$ 2,500	\$ 1,800
02-328-55-78500-000-000	Remit Taxes Shared with Towns	\$ 838,770	\$ 837,844	\$ 904,906	\$ 888,671
02-328-55-79500-000-000	Capital Outlay	\$ 5,283	\$ 36,460	\$ 60,000	\$ 100,000
02-328-55-79700-000-000	Capital-Software	\$ -	\$ -	\$ 5,000	\$ 10,000
	<b>Expense</b>	<b>\$ 1,379,895</b>	<b>\$ 1,956,062</b>	<b>\$ 2,378,864</b>	<b>\$ 2,519,650</b>

## Strategic & Community Planning

Account	Description	2022	2023	2024	2025
		Actual	Actual	EOY Estimate	Proposed
01-123-10-61110-000-000	Salaries and Wages	\$ 26,020	\$ 27,686	\$ 18,700	\$ -
01-123-10-61200-000-000	Employee Benefit Cost	\$ 3,208	\$ 3,255	\$ 2,280	\$ -
01-123-10-72100-000-000	Office Supplies	\$ 85	\$ 78	\$ 52	\$ -
01-123-10-72200-000-000	Operating Supplies	\$ 71	\$ 38	\$ -	\$ -
01-123-10-72220-000-000	Fuel	\$ 50	\$ 79	\$ 44	\$ -
01-123-10-73110-000-000	Postage	\$ -	\$ 156	\$ -	\$ -
01-123-10-73310-000-000	Ads and Legal Notices	\$ -	\$ 18	\$ -	\$ -
01-123-10-73350-000-000	Dues and Registrations	\$ 635	\$ 1,170	\$ 620	\$ -
01-123-10-73450-000-000	Telephone	\$ 432	\$ 588	\$ 371	\$ -
01-123-10-73500-000-000	Outside Services	\$ 2,058	\$ -	\$ -	\$ -
01-123-10-73730-000-000	Travel and Subsistence	\$ 1,093	\$ 1,059	\$ 172	\$ -
	Expense	\$ 33,651	\$ 34,126	\$ 22,240	\$ -
<b>130</b>	<b>Planning &amp; Building Svc Adn</b>				
01-130-32-32530-000-000	Building Permits	\$ 224,252	\$ 176,124	\$ 160,000	\$ 537,143
01-130-32-32531-000-000	Vacation Rental Program	\$ 101,000	\$ 120,000	\$ 100,000	\$ 193,000
01-130-32-32534-000-000	Sign Permits	\$ -	\$ -	\$ 200	\$ 400
01-130-34-34110-000-000	Inspection Services-Empire	\$ 11,963	\$ 2,019	\$ 10,000	\$ 15,000
01-130-34-34111-000-000	Energy Code Fees	\$ 4,233	\$ 2,113	\$ 5,000	\$ 2,000
01-130-34-34112-000-000	Wild Fire Haz Mitigation Fee:	\$ 600	\$ 100	\$ 1,000	\$ -
01-130-34-34113-000-000	Zoning Fees	\$ 4,050	\$ 2,000	\$ 4,000	\$ -
01-130-34-34114-000-000	Division of Land Fees	\$ 4,800	\$ 3,000	\$ 4,500	\$ 3,000
01-130-34-34115-000-000	Application Fees	\$ 300	\$ -	\$ 500	\$ -
01-130-34-34116-000-000	Variance Fees	\$ 10,000	\$ 9,800	\$ 8,000	\$ 6,000
01-130-34-34117-000-000	Land Develoment Fee	\$ 500	\$ -	\$ 1,000	\$ -
01-130-34-34118-000-000	Miscellaneous Fees	\$ 1,000	\$ 2,288	\$ 2,000	\$ 65,000
01-130-34-34125-000-000	Unlawful Constr-Permit Fees	\$ 2,300	\$ 908	\$ 2,000	\$ 1,000
01-130-34-34126-000-000	Planning Review	\$ 13,479	\$ 926	\$ 5,000	\$ 11,400
01-130-34-34127-000-000	Building Plan Reveiw Fee	\$ 3,785	\$ 7,340	\$ 11,500	\$ 11,500
	Revenue	\$ 382,262	\$ 326,617	\$ 314,700	\$ 845,443
01-130-10-61110-000-000	Salaries and Wages	\$ 628,719	\$ 572,270	\$ 541,481	\$ 707,216
01-130-10-61120-000-000	Overtime	\$ (966)	\$ 161	\$ -	\$ 1,000
01-130-10-61200-000-000	Employee Benefit Cost	\$ 164,495	\$ 157,807	\$ 151,615	\$ 198,572
01-130-10-72100-000-000	Office Supplies	\$ 1,640	\$ 708	\$ -	\$ -
01-130-10-72200-000-000	Operating Supplies	\$ 1,644	\$ 325	\$ 282	\$ 4,800
01-130-10-72220-000-000	Fuel	\$ 3,806	\$ 4,685	\$ 2,342	\$ 4,500
01-130-10-73110-000-000	Postage	\$ 396	\$ 550	\$ 306	\$ 750
01-130-10-73201-000-000	Boards & Commissions	\$ -	\$ -	\$ -	\$ 420
01-130-10-73310-000-000	Ads and Legal Notices	\$ 258	\$ 1,203	\$ 3,000	\$ 1,500
01-130-10-73340-000-000	Subscriptions and Publicatic	\$ 40	\$ 85	\$ 150	\$ 245
01-130-10-73350-000-000	Dues and Registrations	\$ 2,081	\$ 1,579	\$ 4,200	\$ 4,575
01-130-10-73450-000-000	Telephone	\$ 2,384	\$ 2,788	\$ 3,700	\$ 3,200
01-130-10-73500-000-000	Outside Services	\$ 16,596	\$ 244	\$ 1,700	\$ 1,000
01-130-10-73630-000-000	R&M Equip and Fixtures	\$ 1,895	\$ 254	\$ 1,142	\$ 2,500
01-130-10-73650-000-000	Software Contract	\$ 17,407	\$ 30,030	\$ 20,833	\$ 25,000
01-130-10-73730-000-000	Travel and Subsistence	\$ 1,175	\$ -	\$ 1,767	\$ 5,000
	Expense	\$ 841,570	\$ 772,688	\$ 732,517	\$ 960,278

## Strategic & Community Planning (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>134</b>	<b>Strategic &amp; Community Planning</b>				
01-134-33-33486-000-000	DOLA Best & Brightest Grant Revenue	\$ 24,374	\$ 2,774	\$ -	\$ -
		\$ 24,374	\$ 2,774	\$ -	\$ -
01-134-10-61110-000-000	Salaries and Wages	\$ 202,660	\$ 168,567	\$ 142,298	\$ 151,386
01-134-10-61120-000-000	Overtime	\$ 106	\$ -	\$ -	\$ -
01-134-10-61200-000-000	Employee Benefit Cost	\$ 52,919	\$ 46,057	\$ 36,076	\$ 38,919
01-134-10-72100-000-000	Office Supplies	\$ 102	\$ -	\$ 77	\$ -
01-134-10-72200-000-000	Operating Supplies	\$ 29	\$ -	\$ -	\$ -
01-134-10-73350-000-000	Dues and Registrations	\$ 10	\$ 160	\$ -	\$ 800
01-134-10-73550-000-000	Outside Services	\$ 9,194	\$ -	\$ -	\$ -
01-134-10-73650-000-000	Software Contract	\$ -	\$ 18,251	\$ -	\$ -
01-134-10-73730-000-000	Travel and Subsistence Expense	\$ -	\$ 432	\$ 133	\$ 500
		\$ 265,020	\$ 233,467	\$ 178,584	\$ 191,605
<b>365</b>	<b>Animal Services</b>				
01-365-32-32160-000-000	Animal Licenses	\$ 435	\$ 375	\$ 800	\$ 375
01-365-33-33510-000-000	Gilpin Shelter Contract	\$ 40,547	\$ 53,457	\$ 56,085	\$ 56,085
01-365-34-34110-000-000	Shelter Fees	\$ 11,351	\$ 9,382	\$ 15,000	\$ 9,000
01-365-34-34115-000-000	Microchip Fees	\$ 200	\$ 180	\$ 300	\$ 100
01-365-35-35210-000-000	Fines and Penalties	\$ 550	\$ 19	\$ 1,000	\$ -
01-365-36-36500-000-000	Shelter Donations Revenue	\$ 10,191	\$ (8,111)	\$ 2,000	\$ 1,000
		\$ 63,274	\$ 55,302	\$ 75,185	\$ 66,560
01-365-65-61110-000-000	Salaries and Wages	\$ 153,692	\$ 118,747	\$ 158,577	\$ 187,525
01-365-65-61120-000-000	Overtime	\$ 3,669	\$ 3,567	\$ 649	\$ 5,500
01-365-65-61200-000-000	Employee Benefit Cost	\$ 55,735	\$ 49,169	\$ 63,208	\$ 52,744
01-365-65-72100-000-000	Office Supplies	\$ 91	\$ 14	\$ 70	\$ 300
01-365-65-72200-000-000	Operating Supplies	\$ 9,670	\$ 8,408	\$ 7,288	\$ 10,000
01-365-65-72210-000-000	Vaccines	\$ 2,218	\$ 1,377	\$ 1,012	\$ 1,500
01-365-65-72230-000-000	Medical Supplies	\$ 2,921	\$ 3,301	\$ 2,944	\$ 3,000
01-365-65-72260-000-000	Uniforms	\$ 1,173	\$ 597	\$ 1,405	\$ 1,200
01-365-65-73110-000-000	Postage	\$ 12	\$ 2	\$ -	\$ 50
01-365-65-73310-000-000	Ads and Legal Notices	\$ 36	\$ -	\$ -	\$ -
01-365-65-73350-000-000	Dues and Registrations	\$ 592	\$ 658	\$ -	\$ 1,500
01-365-65-73410-000-000	Utilities	\$ 12,861	\$ 14,761	\$ -	\$ 15,500
01-365-65-73450-000-000	Telephone	\$ 1,489	\$ 1,499	\$ 1,309	\$ 2,000
01-365-65-73500-000-000	Outside Services	\$ 15,800	\$ 10,046	\$ 15,273	\$ 12,000
01-365-65-73630-000-000	R&M Vehicles	\$ -	\$ -	\$ 650	\$ -
01-365-65-73660-000-000	R&M Facilities	\$ 3,834	\$ 1,544	\$ 8,688	\$ 3,000
01-365-65-73730-000-000	Travel and Subsistence	\$ 51	\$ 283	\$ -	\$ 500
01-365-65-73800-000-000	Training Expense	\$ -	\$ 384	\$ 1,000	\$ 1,000
		\$ 263,845	\$ 214,356	\$ 262,072	\$ 297,319

## Strategic & Community Planning (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>850</b>	<b>Recreation</b>				
01-850-32-32530-000-000	Rafting Program-Permits	\$ 9,064	\$ 21,127	\$ 20,000	\$ 65,000
01-850-33-33150-000-000	USFS Reimbursements	\$ -	\$ 25,000	\$ -	\$ -
01-850-34-34119-000-000	Special Event Fees	\$ 7,000	\$ 7,800	\$ 6,000	\$ 6,000
01-850-34-34900-000-000	Interdepartmental Charges	\$ -	\$ 44,029	\$ -	\$ -
01-850-36-36510-000-000	Trail Donations	\$ 465	\$ 200	\$ 400	\$ -
01-850-37-37100-000-000	Transfers From Other Funds	\$ 40,000	\$ 190,000	\$ 186,448	\$ 153,392
	<b>Revenue</b>	<b>\$ 56,529</b>	<b>\$ 288,156</b>	<b>\$ 212,848</b>	<b>\$ 224,392</b>
01-850-75-61110-000-000	Salaries and Wages	\$ 141,359	\$ 200,706	\$ 204,026	\$ 253,167
01-850-75-61120-000-000	Overtime	\$ 1,978	\$ 201	\$ -	\$ -
01-850-75-61200-000-000	Employee Benefit Cost	\$ 49,255	\$ 64,820	\$ 67,329	\$ 74,564
01-850-75-72200-000-000	Operating Supplies	\$ 5,680	\$ 7,402	\$ 6,000	\$ 7,000
01-850-75-72214-000-000	Signs	\$ 654	\$ 1,608	\$ 4,000	\$ 2,500
01-850-75-72220-000-000	Fuel	\$ 3,697	\$ 4,109	\$ 4,000	\$ 4,000
01-850-75-73310-000-000	Ads and Legal Notices	\$ 336	\$ -	\$ 250	\$ 250
01-850-75-73335-000-000	Dues and Registrations	\$ -	\$ -	\$ -	\$ 300
01-850-75-73450-000-000	Telephone	\$ 632	\$ 1,069	\$ 925	\$ 1,200
01-850-75-73550-000-000	Outside Services	\$ 5,408	\$ 12,152	\$ 5,000	\$ 5,000
01-850-75-73630-000-000	R&M Equip and Fixtures	\$ 3,192	\$ 3,172	\$ 4,000	\$ 4,000
01-850-75-73730-000-000	Travel and Subsistence	\$ 454	\$ 448	\$ 500	\$ 1,000
	<b>Expense</b>	<b>\$ 212,647</b>	<b>\$ 295,686</b>	<b>\$ 296,030</b>	<b>\$ 352,981</b>
<b>910</b>	<b>Grants/Capital</b>				
01-910-33-33478-000-000	Grant-DLD Subarea Henderson	\$ -	\$ 60,000	\$ -	\$ -
	<b>Revenue</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>
01-910-75-73567-000-000	DLD Subarea Henderson	\$ -	\$ 3,780	\$ 81,000	\$ -
	<b>Expense</b>	<b>\$ -</b>	<b>\$ 3,780</b>	<b>\$ 81,000</b>	<b>\$ -</b>
<b>08</b>	<b>Open Space Trust Fund</b>				
<b>810</b>	<b>Open Space</b>				
08-810-31-31110-000-000	Real Property Tax	\$ 337,962	\$ 124,858	\$ 137,200	\$ 135,660
08-810-31-31115-000-000	Delinquent Tax	\$ 4	\$ 10	\$ -	\$ -
08-810-31-31210-000-000	SO Tax - Class A	\$ 4,029	\$ 3,750	\$ 4,000	\$ 4,000
08-810-31-31260-000-000	SO Tax - Other Classes	\$ 21,429	\$ 17,645	\$ 13,000	\$ 13,000
08-810-31-31913-000-000	Interest-Property Tax	\$ 653	\$ 768	\$ 499	\$ 500
08-810-36-36100-000-000	Contributions	\$ 5,600	\$ 10,500	\$ -	\$ -
08-810-39-39100-000-000	Interest Earned-Management	\$ 31,525	\$ 42,934	\$ 22,000	\$ 52,800
	<b>Revenue</b>	<b>\$ 401,202</b>	<b>\$ 200,465</b>	<b>\$ 176,699</b>	<b>\$ 205,960</b>
08-810-75-40000-000-000	Treasurer Fees	\$ 10,202	\$ 3,792	\$ 4,291	\$ 4,245
08-810-75-49100-000-000	Transfers To Other Funds	\$ -	\$ 15,000	\$ 286,448	\$ 123,361
08-810-75-61110-000-000	Salaries and Wages	\$ 69,610	\$ 38,388	\$ 39,039	\$ 41,917
08-810-75-61200-000-000	Employee Benefit Cost	\$ 30,104	\$ 16,239	\$ 14,913	\$ 16,115
08-810-75-72200-000-000	Operating Supplies	\$ -	\$ 1,196	\$ -	\$ 5,150
08-810-75-73110-000-000	Postage	\$ 2	\$ 14	\$ -	\$ -
08-810-75-73310-000-000	Ads and Legal Notices	\$ 156	\$ -	\$ 100	\$ 150
08-810-75-73410-000-000	Utilities	\$ 1,811	\$ 3,475	\$ 6,005	\$ 8,000
08-810-75-73501-000-000	Admin Charges-Mgt	\$ -	\$ 14,620	\$ 14,620	\$ 14,556
08-810-75-73521-000-000	Outside Services	\$ 13,855	\$ 14,822	\$ 18,695	\$ 15,680
08-810-75-73540-000-000	Audit	\$ 273	\$ -	\$ -	\$ -
08-810-75-73571-000-000	Facility Dev and Maintenance	\$ 68,067	\$ 66,234	\$ 45,800	\$ 114,500
08-810-75-73590-000-000	Special Events	\$ 1,250	\$ 91	\$ 2,500	\$ 2,000
08-810-75-73730-000-000	Travel and Subsistence	\$ 175	\$ -	\$ 250	\$ 1,000
	<b>Expense</b>	<b>\$ 195,505</b>	<b>\$ 173,871</b>	<b>\$ 432,661</b>	<b>\$ 346,674</b>



## Strategic & Community Planning (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>830</b>	<b>Open Space Acquisition</b>				
08-830-31-31110-000-000	Real Property Tax	\$ -	\$ 187,287	\$ 205,800	\$ 203,490
08-830-39-39100-000-000	Interest Earned-Acquisition	\$ -	\$ 73,949	\$ 33,000	\$ 79,200
	Revenue	\$ -	\$ 261,236	\$ 238,800	\$ 282,690
08-830-75-40000-000-000	Treasurer Fees	\$ -	\$ 5,688	\$ 6,174	\$ 6,105
08-830-75-73501-000-000	Admin Charges-Acq	\$ -	\$ 21,930	\$ 19,178	\$ 21,833
08-830-75-73521-000-000	Direct Cost of Lan Acq.	\$ 5,947	\$ 750	\$ 7,500	\$ -
08-830-75-79100-000-000	Land Purchases	\$ 100,000	\$ -	\$ -	\$ -
	Expense	\$ 105,947	\$ 28,368	\$ 32,852	\$ 27,938

# Ambulance

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
12	Ambulance Sales Tax				
230	Emergency Medical				
12-230-31-31320-000-000	Ambulance Sales Tax	\$ 1,681,024	\$ 1,690,118	\$ 1,839,971	\$ 1,778,166
12-230-33-33432-000-000	EMS-Grant Funding	\$ -	\$ 84,428	\$ 156,322	\$ 92,951
12-230-34-34115-000-000	Event and Other Fees	\$ -	\$ 617	\$ 3,200	\$ 2,000
12-230-34-34117-000-000	Development User Fees	\$ -	\$ 12,453	\$ 10,000	\$ 10,000
12-230-34-34222-000-000	Ambulance Service Fees	\$ -	\$ 877,203	\$ 942,000	\$ 950,000
12-230-36-36000-000-000	Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -
12-230-36-36500-000-000	Miscellaneous Gifts	\$ -	\$ 9,165	\$ -	\$ -
12-230-39-39100-000-000	Interest Earned-Medical Revenue	\$ -	\$ -	\$ 20,000	\$ 25,000
		\$ 1,681,024	\$ 2,673,983	\$ 2,971,493	\$ 2,858,117
12-230-20-40000-000-000	Treasurer Fees	\$ 2,598	\$ 8,881	\$ 29,515	\$ 28,331
12-230-20-49100-000-000	Transfers To Other Funds	\$ 1,160,000	\$ -	\$ -	\$ -
12-230-20-61110-000-000	Salaries and Wages	\$ -	\$ 1,411,231	\$ 1,490,300	\$ 1,718,778
12-230-20-61120-000-000	Overtime	\$ -	\$ -	\$ -	\$ -
12-230-20-61200-000-000	Employee Benefit Cost	\$ -	\$ 433,073	\$ 480,000	\$ 533,959
12-230-20-72100-000-000	Office Supplies	\$ -	\$ 1,383	\$ 2,000	\$ 3,000
12-230-20-72200-000-000	Operating Supplies	\$ -	\$ 1,430	\$ 300	\$ -
12-230-20-72210-000-000	Program Software	\$ -	\$ 33,505	\$ 30,000	\$ 25,000
12-230-20-72220-000-000	Fuel	\$ -	\$ 35,244	\$ 38,000	\$ 45,000
12-230-20-72240-000-000	Medical Supplies	\$ -	\$ 94,728	\$ 90,000	\$ 90,000
12-230-20-72260-000-000	Uniforms	\$ -	\$ 25,307	\$ 23,000	\$ 23,000
12-230-20-72290-000-000	Operating Equipment	\$ -	\$ 12,109	\$ 12,000	\$ 15,000
12-230-20-73110-000-000	Postage	\$ -	\$ 57	\$ 1,800	\$ 2,500
12-230-20-73210-000-000	Trash Disposal	\$ -	\$ 2,483	\$ 4,300	\$ 4,800
12-230-20-73260-000-000	Credit Card Fees	\$ -	\$ 9,049	\$ 12,000	\$ 11,000
12-230-20-73350-000-000	Registrations/Training	\$ -	\$ 22,534	\$ 25,000	\$ 30,000
12-230-20-73370-000-000	Subscriptions	\$ -	\$ 1,350	\$ -	\$ -
12-230-20-73410-000-000	Gas/Electric	\$ -	\$ 7,973	\$ 8,200	\$ 22,700
12-230-20-73412-000-000	Water/Sewer	\$ -	\$ 3,559	\$ 6,800	\$ 7,000
12-230-20-73450-000-000	Telephone	\$ -	\$ 6,754	\$ 8,300	\$ 9,500
12-230-20-73455-000-000	CCHAT Expenses	\$ -	\$ 968	\$ -	\$ -
12-230-20-73500-000-000	Outside Services	\$ -	\$ 10,589	\$ 6,851	\$ -
12-230-20-73501-000-000	Administrative Charges	\$ -	\$ 325,021	\$ 354,491	\$ 454,706
12-230-20-73510-000-000	Dispatch Charges	\$ -	\$ 76,449	\$ 78,000	\$ 64,706
12-230-20-73570-000-000	Billing Agency	\$ -	\$ 60,374	\$ 6,381	\$ -
12-230-20-73630-000-000	R&M Equipment/Fixtures	\$ -	\$ 8,014	\$ 1,664	\$ -
12-230-20-73640-000-000	R&M Vehicles	\$ -	\$ 63,147	\$ 50,000	\$ 65,000
12-230-20-73661-000-000	R&M Facilities	\$ -	\$ 12,846	\$ 15,000	\$ 15,000
12-230-20-73730-000-000	Travel and Subsistence	\$ -	\$ 335	\$ 600	\$ 1,000
12-230-20-75300-000-000	Rent	\$ -	\$ 1,064	\$ 1,000	\$ 1,100
12-230-20-79200-000-000	Capital-Bldgs/Improvements	\$ -	\$ 242,729	\$ 90,000	\$ 70,000
12-230-20-79400-000-000	Capital-Veh Public Safety	\$ -	\$ 144,905	\$ 171,374	\$ 188,950
12-230-20-79500-000-000	Capital-Equipment Pub Safety Expense	\$ -	\$ -	\$ 2,500	\$ 23,396
		\$ 1,162,598	\$ 3,057,090	\$ 3,039,376	\$ 3,453,426

## Ambulance (continued)

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>235</b>	<b>CCHAT</b>				
12-235-33-33433-000-000	CCHAT Grant Funding	\$ -	\$ 13,453	\$ 416,457	\$ 460,000
	Revenue	\$ -	\$ 13,453	\$ 416,457	\$ 460,000
12-235-20-61110-000-000	Salaries and Wages	\$ -	\$ 84,085	\$ 200,000	\$ 384,258
12-235-20-61200-000-000	Employee Benefit Cost	\$ -	\$ 15,337	\$ 40,000	\$ 89,808
12-235-20-73455-000-000	CCHAT Expenses	\$ -	\$ 61,146	\$ 33,000	\$ 35,937
	Expense	\$ -	\$ 160,568	\$ 273,000	\$ 510,003

## Public Health

Account	Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>21</b>	<b>Public Health</b>				
<b>520</b>	<b>Environmental Health</b>				
21-520-32-32130-000-000	Sanitation Licenses	\$ 1,320	\$ 830	\$ 1,500	\$ 1,000
21-520-32-32510-000-000	Sanitation Permits	\$ 44,684	\$ 27,535	\$ 30,000	\$ 30,000
21-520-33-33451-000-000	State-Env Health Contract	\$ -	\$ 412	\$ -	\$ -
21-520-34-34131-000-000	Plan Review Fee	\$ 2,848	\$ 700	\$ 2,500	\$ 1,000
	<b>Revenue</b>	<b>\$ 48,852</b>	<b>\$ 29,477</b>	<b>\$ 34,000</b>	<b>\$ 32,000</b>
21-520-65-61110-000-000	Salaries and Wages	\$ 74,360	\$ 104,394	\$ 107,209	\$ 156,759
21-520-65-61120-000-000	Overtime	\$ 40	\$ -	\$ -	\$ -
21-520-65-61200-000-000	Employee Benefit Cost	\$ 36,442	\$ 27,311	\$ 27,812	\$ 39,141
21-520-65-72200-000-000	Operating Supplies	\$ 107	\$ 334	\$ 250	\$ 350
21-520-65-72220-000-000	Fuel	\$ 364	\$ 366	\$ -	\$ 350
21-520-65-73110-000-000	Postage	\$ 24	\$ -	\$ -	\$ 75
21-520-65-73310-000-000	Ads and Legal Notices	\$ 49	\$ -	\$ -	\$ 50
21-520-65-73350-000-000	Dues and Registrations	\$ -	\$ 160	\$ 5,900	\$ 5,900
21-520-65-73450-000-000	Telephone	\$ 952	\$ 1,188	\$ 975	\$ 1,200
21-520-65-73500-000-000	Outside Services	\$ 346	\$ 153	\$ 350	\$ 250
21-520-65-73630-000-000	R&M Equipment	\$ 1,156	\$ 156	\$ 500	\$ 1,200
	<b>Expense</b>	<b>\$ 113,839</b>	<b>\$ 134,063</b>	<b>\$ 142,996</b>	<b>\$ 205,275</b>
<b>530</b>	<b>Public Health</b>				
21-530-33-33441-000-000	State-Health Contract	\$ 227,045	\$ 115,228	\$ 100,120	\$ 149,150
21-530-33-33442-010-000	State-WIC Contract	\$ 25,715	\$ 39,861	\$ 32,810	\$ 29,081
21-530-33-33448-000-000	Epidemiological Grants	\$ 252,144	\$ 110,361	\$ 8,000	\$ 40,271
21-530-33-33449-011-000	State-Immunization Contract	\$ 101,538	\$ 62,457	\$ 22,267	\$ 119,430
21-530-33-33452-021-000	State-Emergency Preparedness	\$ 81,304	\$ 42,788	\$ 64,973	\$ 61,568
21-530-33-33456-000-000	Other State Contracts/Grants	\$ 999	\$ -	\$ 620,000	\$ 76,837
21-530-34-34010-000-000	Patient Pay	\$ -	\$ 2,208	\$ -	\$ 4,000
21-530-34-34011-000-000	Provider Pay	\$ -	\$ 7,589	\$ -	\$ 15,000
21-530-34-34410-000-000	Contracted Services	\$ 30,590	\$ 2,146	\$ -	
21-530-34-34531-000-000	County Nurse Fees	\$ 203	\$ -	\$ -	
21-530-36-36000-000-000	Miscellaneous	\$ (49)	\$ -	\$ 10,000	\$ 15,000
21-530-37-37100-000-000	Transfers From Other Funds	\$ 280,268	\$ 150,000	\$ 200,000	\$ 200,000
21-530-39-39100-000-000	Interest Earned	\$ -	\$ -	\$ 10,000	\$ 18,000
	<b>Revenue</b>	<b>\$ 999,758</b>	<b>\$ 532,639</b>	<b>\$ 1,068,170</b>	<b>\$ 728,337</b>
21-530-65-40000-000-000	Treasurer Fees	\$ 3,999	\$ 1,753	\$ 10,682	\$ 37,103
21-530-65-61110-000-000	Salaries and Wages	\$ 555,109	\$ 412,749	\$ 422,673	\$ 442,636
21-530-65-61120-000-000	Overtime	\$ (159)	\$ -	\$ -	\$ -
21-530-65-61200-000-000	Employee Benefit Cost	\$ 182,045	\$ 130,994	\$ 138,178	\$ 137,629
21-530-65-72100-000-000	Office Supplies	\$ 460	\$ 147	\$ 500	\$ 800
21-530-65-72200-000-000	Operating Supplies	\$ 25,412	\$ 46,373	\$ 30,000	\$ 25,000
21-530-65-72200-010-000	Operating Supplies-WIC	\$ -	\$ 187	\$ -	
21-530-65-72210-000-000	Vaccines	\$ 6,350	\$ 24,816	\$ 15,000	\$ 20,000
21-530-65-73110-000-000	Postage	\$ 17	\$ -	\$ 100	\$ 100
21-530-65-73310-000-000	Ads and Legal Notices	\$ 427	\$ 141	\$ 200	\$ 250
21-530-65-73350-000-000	Dues and Registrations	\$ 2,541	\$ 6,995	\$ 3,500	\$ 2,500
21-530-65-73450-000-000	Telephone	\$ 1,990	\$ 2,004	\$ 1,755	\$ 2,000
21-530-65-73500-000-000	Contract Service	\$ 20,131	\$ 4,568	\$ -	
21-530-65-73556-300-000	COVID-19 Expense	\$ 4,400	\$ -	\$ -	\$ -
21-530-65-73540-000-000	Audit Fees	\$ 441	\$ -	\$ -	\$ -
21-530-65-73640-000-000	R&M Vehicles	\$ 191	\$ -	\$ 500	
21-530-65-73730-000-000	Travel and Lodging	\$ (70)	\$ 1,513	\$ 4,000	\$ 16,000
21-530-65-73800-000-000	Training and Education	\$ -	\$ 265	\$ 1,000	\$ 2,000
	<b>Expense</b>	<b>\$ 803,282</b>	<b>\$ 632,504</b>	<b>\$ 628,088</b>	<b>\$ 686,019</b>

Public Health(continued)

<b>Account</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 EOY Estimate</b>	<b>2025 Proposed</b>
<b>535</b>	<b>Youth Network</b>				
21-535-33-33456-000-000	MYN-CTC Grant	\$ 224,287	\$ 278,587	\$ 213,934	\$ 225,700
21-535-33-33458-000-000	OBH - YSAP Grant	\$ 110,711	\$ 100,448	\$ 120,000	\$ 120,000
21-535-33-33460-000-000	Other State Grants	\$ -	\$ -	\$ 32,499	\$ 106,413
21-535-36-36500-000-000	Contributions and Donations	\$ 24,368	\$ 38,022	\$ 30,620	\$ 500
	<b>Revenue</b>	<b>\$ 359,367</b>	<b>\$ 417,057</b>	<b>\$ 397,053</b>	<b>\$ 452,613</b>
21-535-65-40000-000-000	Treasurer Fees	\$ 2,927	\$ 4,068	\$ 3,971	\$ 4,526
21-535-65-61110-000-000	Salaries and Wages	\$ 179,408	\$ 176,527	\$ 196,344	\$ 200,011
21-535-65-61120-000-000	Overtime	\$ 4,184	\$ 9,459	\$ 2,000	\$ 5,000
21-535-65-61200-000-000	Employee Benefit Cost	\$ 64,282	\$ 54,693	\$ 60,079	\$ 78,636
21-535-65-73410-000-000	Utilities	\$ 5,504	\$ 6,097	\$ 6,500	\$ 6,500
21-535-65-73456-000-000	CDPHE-COFP Expenses	\$ 9,006	\$ 27,747	\$ 30,369	\$ 36,214
21-535-65-73457-000-000	Other Operating Expenses	\$ 6,343	\$ 30,257	\$ 31,477	\$ 25,000
21-535-65-73458-000-000	OBH - YSAP Expenses	\$ 13,682	\$ 19,281	\$ 32,703	\$ 28,884
21-535-65-73459-000-000	OEDIT Grant Expenses	\$ -	\$ 14,129	\$ -	\$ 30,000
21-535-65-72200-000-000	Operating Supplies	\$ 26,814	\$ -	\$ -	\$ -
21-535-65-73500-000-000	Contract Service	\$ 5,908	\$ -	\$ -	\$ -
21-535-65-73730-000-000	Travel and Lodging	\$ 2,180	\$ -	\$ -	\$ -
21-535-65-73800-000-000	Training and Education	\$ 820	\$ -	\$ -	\$ -
	<b>Expense</b>	<b>\$ 321,059</b>	<b>\$ 342,258</b>	<b>\$ 363,443</b>	<b>\$ 414,771</b>

# Capital Improvement Plan

Fund	Division/Office	Description	2025 Proposed	2026	2027	2028	2029
Ambulance	Ambulance	Vehicle replacements	-	-	-	60,000	-
Ambulance	Ambulance	LP 15 Monitors	-	408,000	-	-	-
Ambulance	Ambulance	Trailer refresh	-	-	-	-	-
Ambulance	Ambulance	Station 1A & 2 improvements, boiler replacement	70,000	150,000	50,000	100,000	50,000
Ambulance	Ambulance	Radios, Stretchers, Stair Chairs, Narc Safes, iPads	23,396	-	25,000	30,000	50,000
Ambulance	Ambulance	Ambulance remount, replace engine	-	25,000	140,000	140,000	30,000
Ambulance	Ambulance	Ambulance remount, replace engine	188,950	-	-	-	-
Ambulance	Internal Services	EMS Station 1A Generator (replacement)	-	45,000	-	-	-
Ambulance	Internal Services	Station 1A boiler replacement	-	50,000	-	-	-
Ambulance	Internal Services	Station 2A paint exterior	-	10,000	-	-	-
Ambulance	Internal Services	Station 2A paint interior	-	-	10,000	-	-
Ambulance	Internal Services	Station 1A paint exterior	-	-	16,175	-	-
Ambulance	Internal Services	Oil/sand Separator at Station 1A	-	350,000	-	-	-
E911	Sheriff	Generator update E911 center	-	13,665	-	-	-
E911	Sheriff	Radio system software update	-	20,000	-	20,000	-
E911	Sheriff	Switches	-	7,000	-	-	7,000
E911	Sheriff	Pakset radios	30,000	30,000	30,000	30,000	15,000
General	Strategic & CP	Kennel roof improvements	-	19,000	-	-	-
General	Strategic & CP	Replacement for Xterra	-	40,000	-	-	-
General	Information Technology	IT infrastructure and equipment	50,000	50,000	50,000	50,000	50,000
General	Internal Services	Shooting Park - Cont pusuit of sheds, paving, etc	425,000	150,000	150,000	150,000	-
General	Internal Services	Transfer Station Generator (new)	-	68,000	-	-	-
General	Internal Services	Coroner Roof Replace	25,000	-	-	-	-
General	Internal Services	Sheriff's Office Paint Interior	-	30,000	-	-	-
General	Internal Services	Courthouse Landscape - Replace, add Xeriscape	-	30,000	-	-	-
General	Internal Services	Animal Shelter Outside Kennel Repair/Upgrade	19,000	-	-	-	-
General	Internal Services	Courthouse Fox Lot ADA Sidewalk install	-	15,000	-	-	-
General	Internal Services	Annex generator replacement	-	30,000	-	-	-
General	Internal Services	Facilities vehicle - Work Truck	-	55,000	-	-	-
General	Internal Services	Mobile shelving	-	64,960	-	-	-
General	Internal Services	Station 1A Driveway Replacement & heating	-	-	60,000	-	-
General	Internal Services	Annex exterior sealant	-	-	10,000	-	-
General	Internal Services	Annex paint interior	-	-	11,000	-	-
General	Internal Services	401 Argentine - Paint Interior	-	-	12,000	-	-
General	Internal Services	Annex boiler & pump controls	-	-	-	50,000	-
General	Internal Services	Parking lot maintenance for courthouse, annex, animal shelter, health clinic - total equals 6 parknig lots	-	-	-	35,000	-
General	Internal Services	Green Lake Reservoir/Seepage Infrastructure	-	-	-	45,000	-
General	Internal Services	LiDAR Update w/DRCOG	-	-	-	80,000	-
General	Internal Services	Annex roof	-	-	-	100,000	-
General	Internal Services	County Lands HVAC	-	-	-	-	5600
General	Internal Services	Animal Shelter Security Gate	-	-	-	-	10500
General	Internal Services	Large Format Plotter replacement	-	-	-	-	15600
General	Internal Services	Green Lake Reservoir Electrical Panel	18,000	-	-	-	-
General	County Manager	Broadband	-	450,000	-	-	-
General	County Manager	Bead grant match	50,000	-	-	-	-
General	County Manager	Advanced Industry grant match	25,000	-	-	-	-

## Capital Improvement Plan (continued)

Fund	Division/Office	Description	2025 Proposed	2026	2027	2028	2029
General	Sheriff	Replacement vehicles	200,000	-	-	-	-
General	Sheriff	5/7 multisport trailer	-	-	-	8,000	-
General	Sheriff	Court x-ray & magnetometer	-	-	-	-	50,000
General	Sheriff	Update detention system	-	-	378,356	-	-
General	Sheriff	Jail Washer/dryer	32,500	-	-	-	-
General	Sheriff	Drone Program	-	42,927	30,927	12,000	31,000
General	Sheriff	Inmate tracking system	-	-	-	-	15,000
General	Sheriff	Jail Refrigerator	5,000	-	-	-	-
General	Sheriff	Jail Freezer	5,000	-	-	-	-
General	Sheriff	Jail Stove/Oven/Flattop Combo	-	19,000	-	-	-
General	Sheriff	Jail Outdoor Recreation Project	-	110,000	-	-	-
General	Sheriff	Old Dispatch Center Repurposing	-	75,000	-	-	-
General	Sheriff	LPR System	25,000	-	-	-	-
General	Sheriff	Electronic Traffic Management	-	-	-	-	-
General	Sheriff	Jail Flooring Resurfacing	-	100,000	-	-	-
Health Clinic-DS	Internal Services	MYN Carpet Replacement	-	15,000	-	-	-
Road & Bridge	Public Works	Witter Gulch Road culvert replacement and distress remediation	937,560	-	-	-	-
Road & Bridge	Public Works	Oak Way	114,807	-	-	-	-
Road & Bridge	Public Works	Fall River Road Pavement Renewal	2,339,717	-	-	-	-
Road & Bridge	Public Works	Elk Valley Drive	357,311	-	-	-	-
Road & Bridge	Public Works	Soda Creek Road Ditch Mitigation and Turnaround	-	1,388,982	-	-	-
Road & Bridge	Public Works	Greystone Road	-	-	685,747	-	-
Road & Bridge	Public Works	Dreyer Drive	-	-	110,586	-	-
Road & Bridge	Public Works	David Drive drainage mitigation and resurfacing	-	-	576,732	-	-
Road & Bridge	Public Works	Nuthatch Road	-	-	289,251	-	-
Road & Bridge	Public Works	Saddleback Drive	-	-	-	1,105,620	-
Road & Bridge	Public Works	Virginia Canyon Road	-	-	-	1,853,934	-
Road & Bridge	Public Works	Vehicles and heavy equipment	250,000	-	-	-	-
Road & Bridge	Public Works	Dumont carpet, interior paint	-	25,000	-	-	-
Road & Bridge	Internal Services	PW Dumont Generator (new)	-	78,000	-	-	-
Road & Bridge	Internal Services	Public Works Paint Interior	-	10,000	-	-	-
Road & Bridge	Internal Services	Public Works carpet replacement -	-	10,000	-	-	-
Road & Bridge	Internal Services	PW Dumont Garage Bay Door Repair	-	10,000	-	-	-
Road & Bridge	Internal Services	B.F.E. Building Repair - side is caving in	-	20,000	-	-	-

# COMPONENT UNITS

## Emergency Services District

<b>15</b>	<b>Emergency Services Distr</b>					
<b>290</b>	<b>Administration Emerg Serv Dist</b>					
15-290-31-31110-000-000	Real Property Tax	\$ 766,120	\$ 665,822	\$ 756,889	\$ 779,466	
15-290-31-31115-000-000	Delinquent Tax	\$ 21	\$ 48	\$ 250	\$ 250	
15-290-31-31210-000-000	SO Tax - Class A	\$ 9,149	\$ 9,155	\$ 11,000	\$ 12,000	
15-290-31-31260-000-000	SO Tax - Other Classes	\$ 48,664	\$ 46,154	\$ 50,000	\$ 50,000	
15-290-31-31913-000-000	Interest-Property Tax	\$ 1,313	\$ 1,620	\$ 500	\$ 500	
15-290-33-33412-000-000	Wildlife Impact Assistance	\$ 109	\$ 111	\$ -	\$ 110	
15-290-39-39100-000-000	Interest Earned	\$ 4,604	\$ 14,740	\$ 10,000	\$ 5,000	
	<b>Revenue</b>	<b>\$ 829,980</b>	<b>\$ 737,649</b>	<b>\$ 828,639</b>	<b>\$ 847,326</b>	
15-290-20-40000-000-000	Treasurer Fees	\$ 23,003	\$ 19,999	\$ 24,559	\$ 25,268	
15-290-20-73501-000-000	Administrative Charges	\$ -	\$ 49,814	\$ 50,482	\$ 56,910	
15-290-20-73510-000-000	Fire Authority Contract	\$ 736,700	\$ 739,575	\$ 748,598	\$ 760,149	
15-290-20-73540-000-000	Audit	\$ 903	\$ -	\$ -	\$ -	
15-290-20-73900-000-000	Miscellaneous Expense	\$ -	\$ -	\$ 5,000	\$ 5,000	
	<b>Expense</b>	<b>\$ 760,606</b>	<b>\$ 809,388</b>	<b>\$ 828,639</b>	<b>\$ 847,326</b>	

## Housing Authority

<b>16</b>	<b>Housing Authority</b>					
<b>295</b>	<b>Housing Authority</b>					
16-295-36-36540-000-000	Grants	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	
16-295-37-37100-000-000	Transfers From Other Funds	\$ 10,100	\$ -	\$ -	\$ -	
16-295-39-39100-000-000	Interest Earned	\$ -	\$ -	\$ -	\$ 750	
	<b>Revenue</b>	<b>\$ 13,600</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>\$ 4,250</b>	
16-295-10-40000-000-000	Treasurer Fees	\$ 35	\$ 35	\$ -	\$ 50	
16-295-10-73500-000-000	Housing Authority Contract	\$ 6,690	\$ 7,760	\$ 10,000	\$ 10,000	
	<b>Expense</b>	<b>\$ 6,725</b>	<b>\$ 7,795</b>	<b>\$ 10,000</b>	<b>\$ 10,050</b>	



# 2025 PROPOSED BUDGET

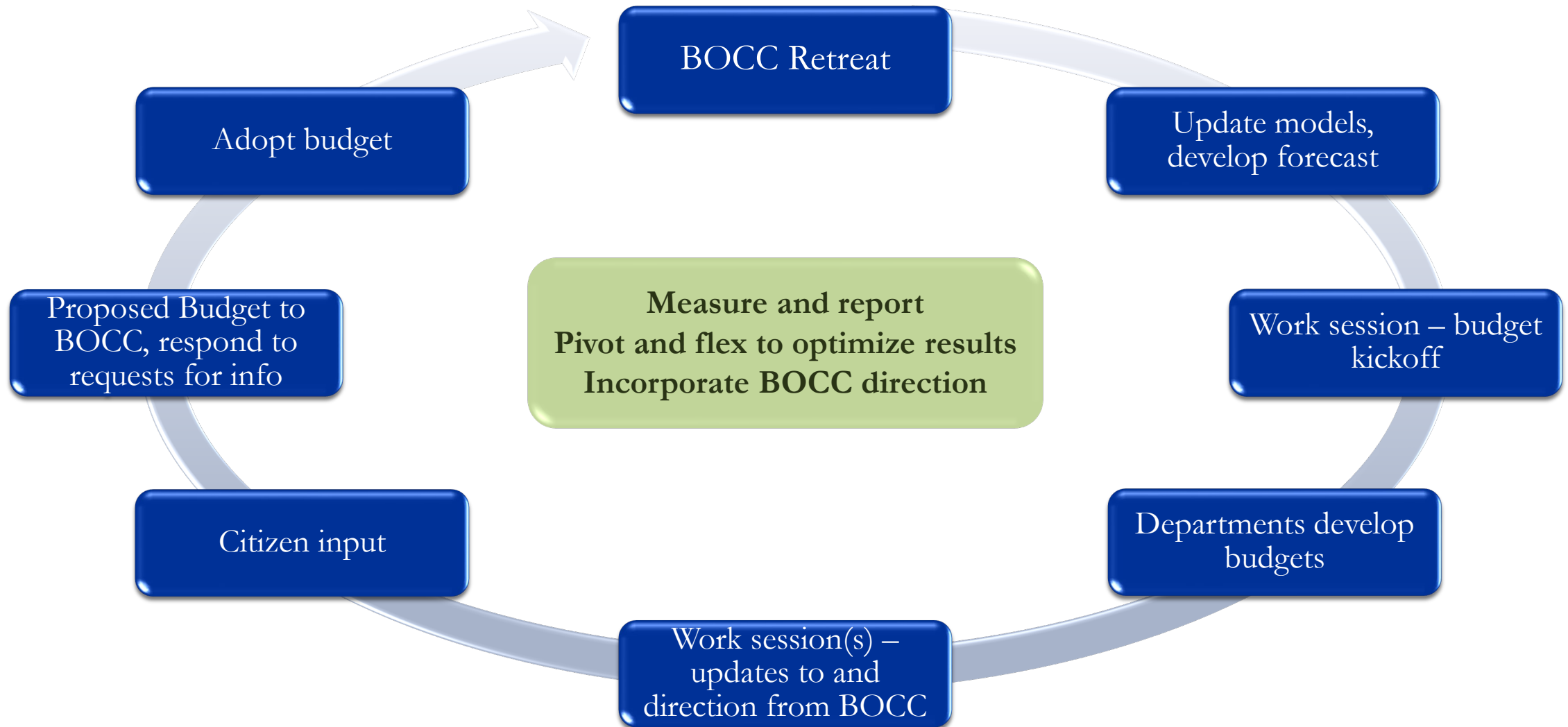
BOCC MEETING OCTOBER 29, 2024



## 2024 ESTIMATED END OF YEAR SPENDING AND REVENUE COLLECTIONS

Fund	FY24 Beginning Balance	FY24 Budgeted Revenues	FY24 Budgeted Appropriations	FY24 Estimated End of Year Revenue	FY24 Estimated End of Year Spending	FY25 Estimated Beginning Balance
<b>Non-spendable Fund Balance</b>						
Prepaid or Inventories in ACFR (FY2023)	(110,525)		-			-
<b>Restricted Funds</b>						
General Fund	19,665,550	20,602,149	22,759,131	21,632,510	20,978,803	20,319,257
Road & Bridge	6,276,175	7,104,969	10,474,910	7,144,969	7,450,498	5,970,646
Open Space Trust Fund	1,961,879	415,499	459,669	415,499	465,513	1,911,865
Ambulance Sales Tax	897,383	3,387,950	3,468,232	3,387,950	3,312,376	972,957
Public Health	292,123	1,299,223	1,850,827	1,499,223	1,134,527	656,819
Emergency Telephone	542,519	475,500	362,498	475,500	362,498	655,521
Capital Improvement Trust	21,801	26,000	41,260	26,000	41,260	6,541
<b>Special Revenue Funds</b>						
Conservation Trust Fund	18,976	50,250	40,000	50,250	40,000	29,226
Lodging Tax	313,847	302,000	452,000	302,000	452,000	163,847
Human Services	355,139	4,034,020	4,005,049	4,034,020	4,005,049	384,110
<b>IntraFund Transfers</b>						
Capital Projects Fund	964,843	2,519,000	3,215,000	2,659,000	3,215,000	408,843
<b>Debt Service Funds</b>						
Health Clinic Debt Service	2,032,435	1,385,000	1,856,882	1,385,000	1,856,882	1,560,553
<b>Subtotal</b>	<b>33,232,145</b>	<b>41,601,560</b>	<b>48,985,458</b>	<b>43,011,921</b>	<b>43,314,406</b>	<b>33,040,185</b>
<b>Component Units</b>						
Emergency Services District	89,150	828,639	828,639	828,639	828,639	89,150
Housing Authority	18,442	-	10,000	-	10,000	8,442
<b>Total All</b>	<b>33,339,737</b>	<b>42,430,199</b>	<b>49,824,097</b>	<b>43,840,560</b>	<b>44,153,045</b>	<b>33,137,777</b>

# BUDGET CYCLE IS CONTINUOUS



## 2025 BUDGET ACTIVITIES PENDING

Commissioners, County Manager, Finance  
October 29

- Presentation of 2025 proposed budget to BOCC, Commissioners set budget hearing and publish proposed budget, public invited to comment.

Board of County Commissioners  
December 10

- Public hearing to adopt 2025 Clear Creek County budget
- Public hearing to adopt 2025 Emergency Services District budget
- Public Hearing to adopt 2025 Housing Authority budget

Finance  
December 3 to January 31

- Prepare final budget book
- Post to County website
- File budget with State of Colorado

## BUDGET MAJOR DRIVERS

Property tax  
-1.9%

Staff Turnover  
38%

Deficit Spending  
Since 2016

Benefits  
Increases

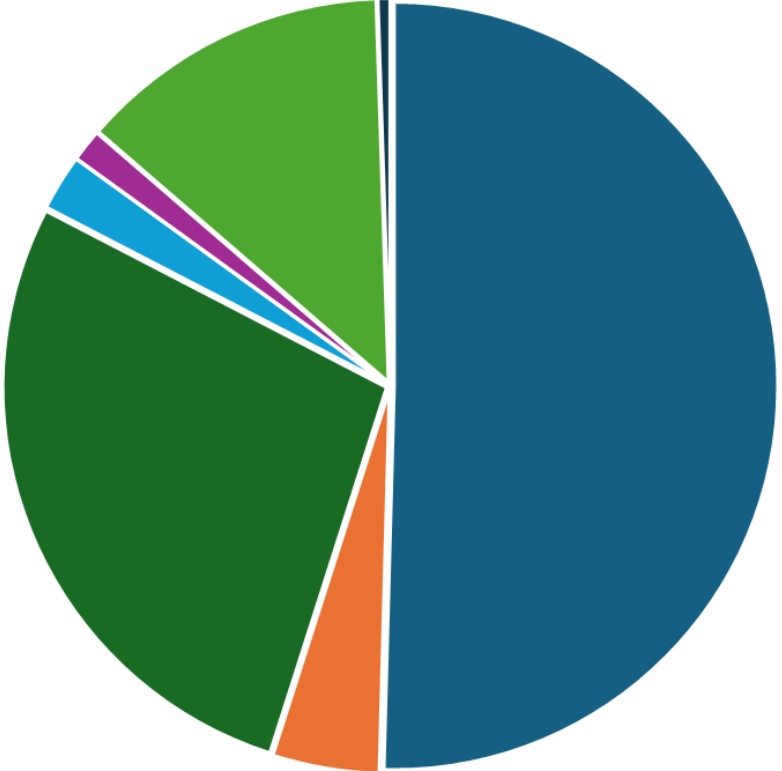


Staff turnover at the county's 36-month average of 25% has resulted in an estimated annual cost of \$1.1 million in preventable costs and lost productivity



Total Expenditures

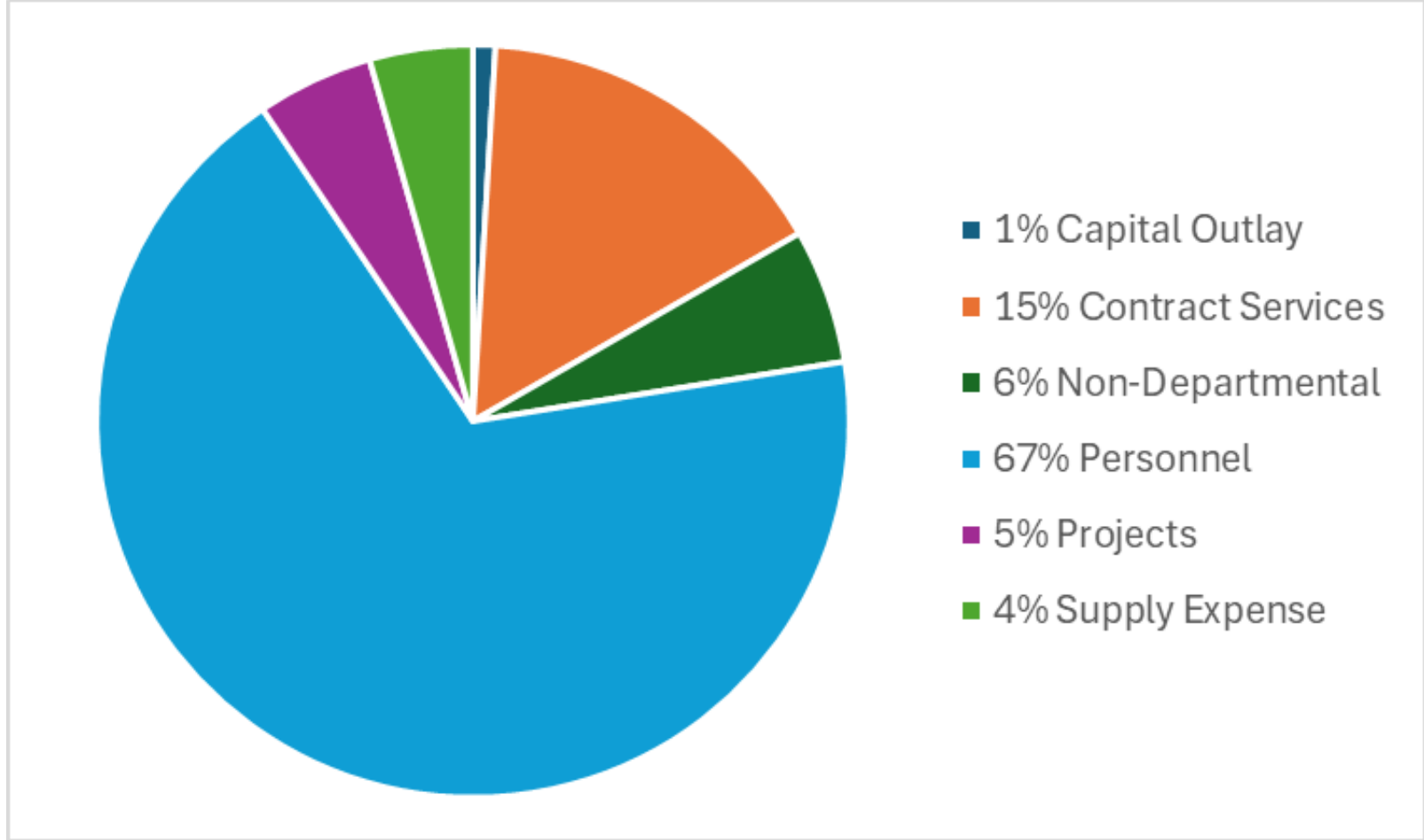
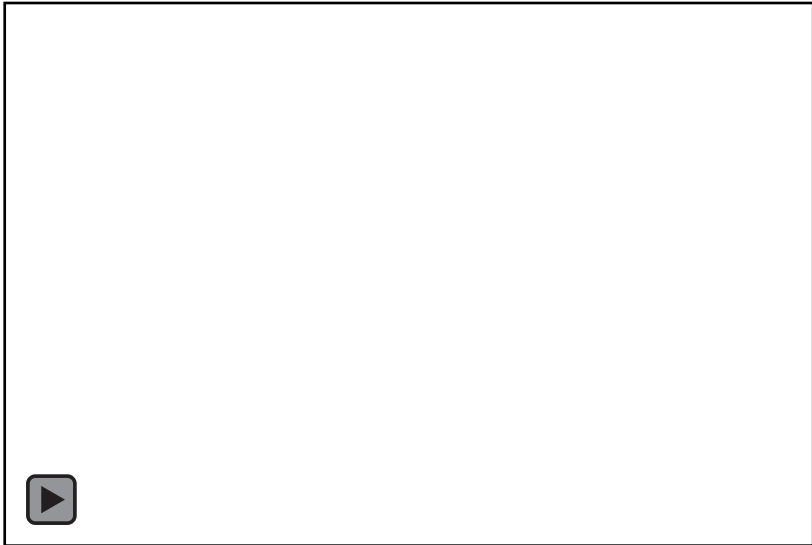
- Personnel 50%
- Supply Expense 4%
- Contract Services 28%
- Non-Departmental 2%
- Debt Service 1%
- Projects 1%
- Capital Outlay 1%



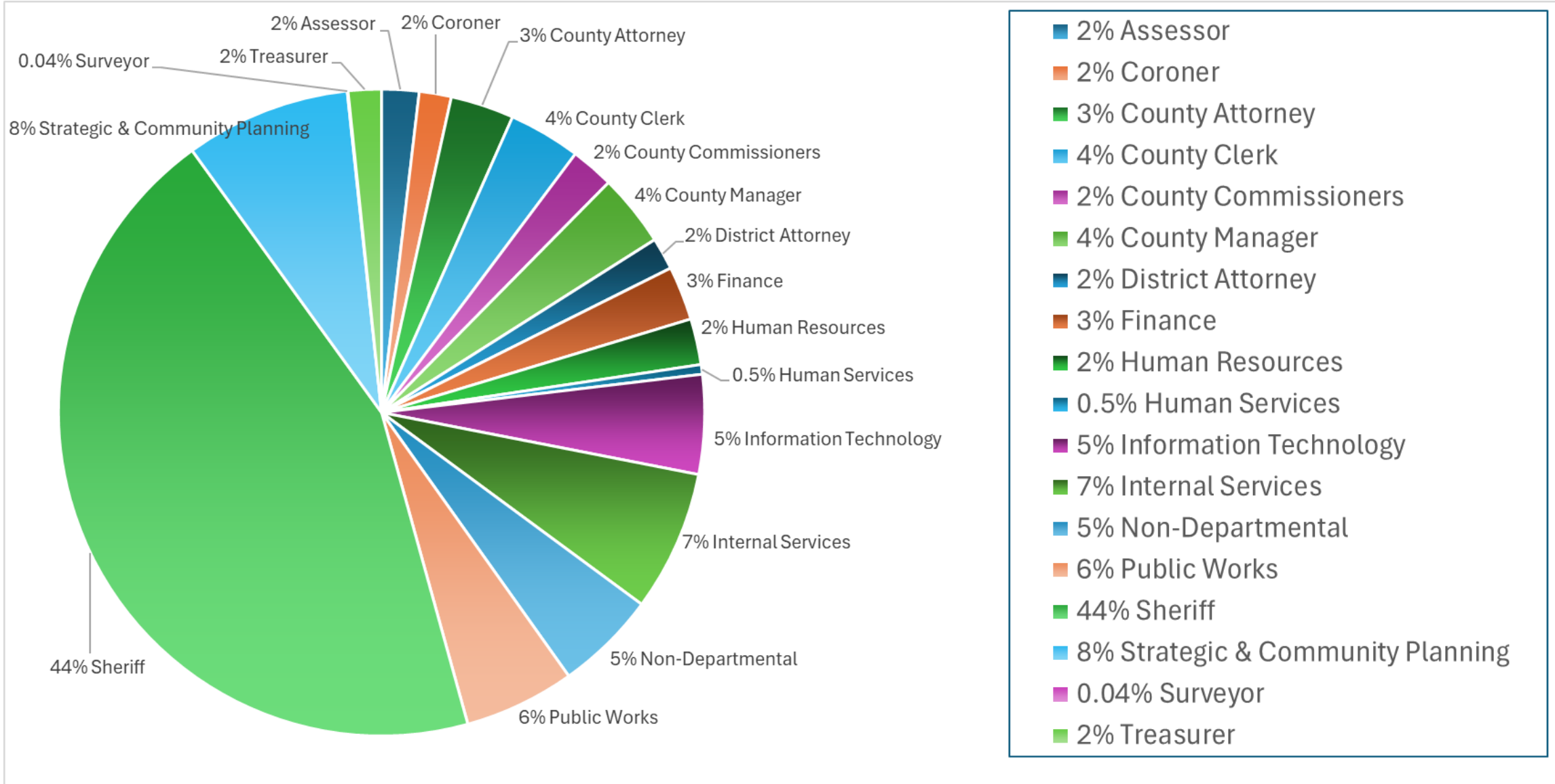
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**2025 PROPOSED  
BUDGET ALL FUNDS –  
BY CATEGORY**

# 2025 PROPOSED BUDGET GENERAL FUND – BY CATEGORY

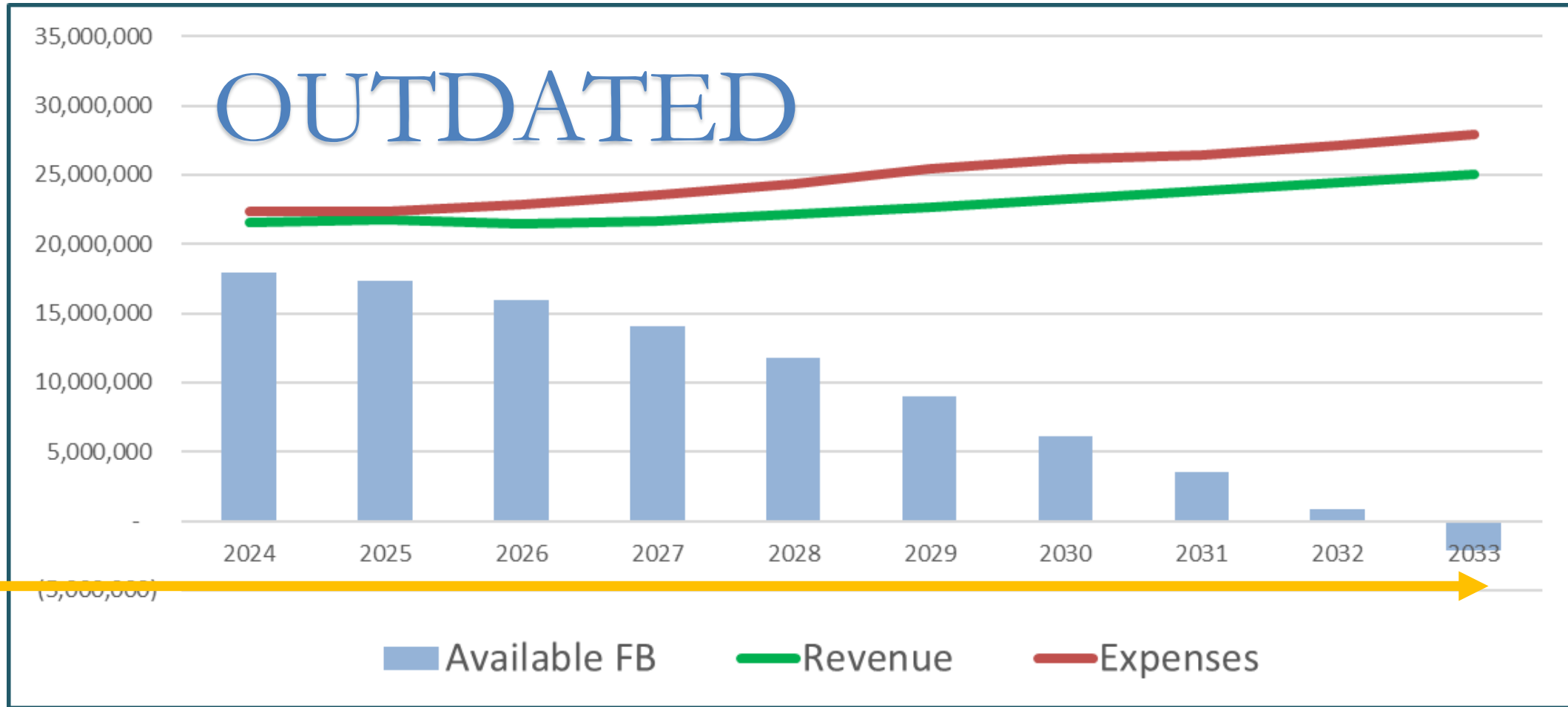


# 2025 PROPOSED BUDGET GENERAL FUND BY DEPARTMENT

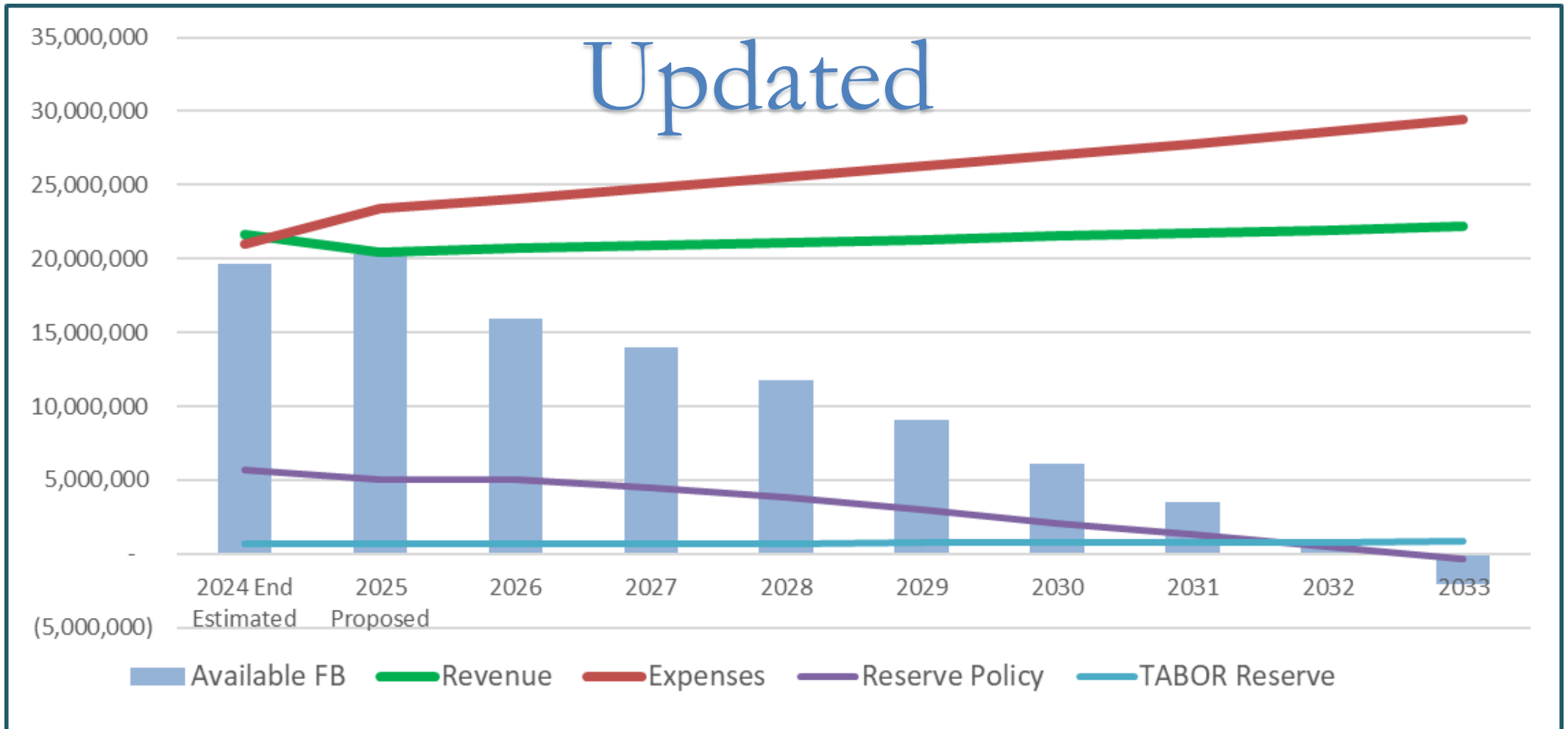




# GENERAL FUND FINANCIAL OUTLOOK – -----FUND BALANCE REDUCES PAST BOCC FUND



# GENERAL FUND FINANCIAL OUTLOOK WITH RESERVE POLICY & WITH REDUCED REVENUE



# RESERVE POLICIES IMPLEMENTED

Fund	FY25 Estimated Beginning Balance	FY25 Proposed Revenues	FY25 Proposed Appropriations	TABOR Restricted Reserves 3% FY25 Approp	FY25 Estimated Ending Fund Balance MINUS TABOR	FY25 CCC Reserve	FY25 Budgeted Ending Fund Balance MINUS CCC Reserve
<b>Non-spendable Fund Balance</b>							
Prepaid or Inventories in ACFR (FY2023)	-	110,525	-		-		
<b>Restricted Funds</b>							
General Fund	20,319,257	20,483,172	23,420,951	702,629	16,678,849	5,003,655	12,377,823
Road & Bridge	5,970,646	7,310,196	10,667,336		2,613,505	522,701	2,090,804
Open Space Trust Fund	1,911,865	488,649	374,612		2,025,903	405,181	1,620,722
Ambulance Sales Tax	972,957	3,318,117	3,853,429	-	437,645	-	437,645
Public Health	656,819	1,212,950	1,306,065	-	563,704	-	563,704
Emergency Telephone	655,521	496,000	297,300	-	854,221	-	854,221
Capital Improvement Trust	6,541	26,000	26,250	-	6,291	-	6,291
<b>Special Revenue Funds</b>							
Conservation Trust Fund	29,226	54,000	53,000	-	30,226	-	30,226
Lodging Tax	163,847	390,000	390,000	-	163,847	-	163,847
Human Services	384,110	4,014,795	4,148,596	-	250,308	-	250,308
<b>IntraFund Transfers</b>							
Capital Projects Fund	408,843	281,000	427,510	-	262,333	-	262,333
<b>Debt Service Funds</b>							
Health Clinic Debt Service	1,560,553	1,101,269	1,501,282	-	1,160,540	-	1,160,540
<b>Subtotal</b>	<b>33,040,185</b>	<b>39,286,672</b>	<b>46,466,331</b>	<b>702,629</b>	<b>25,047,373</b>	<b>5,931,536</b>	<b>19,818,465</b>
<b>Component Units</b>							
Emergency Services District	89,150	847,326	847,326	-	89,150	-	89,150
Housing Authority	8,442	4,250	10,050	-	2,642	-	2,642
<b>Total All</b>	<b>33,137,777</b>	<b>40,138,249</b>	<b>47,323,707</b>	<b>702,629</b>	<b>25,139,165</b>	<b>5,931,536</b>	<b>19,910,257</b>

General Fund - 3%  
TABOR reserve  
(statutory requirement)

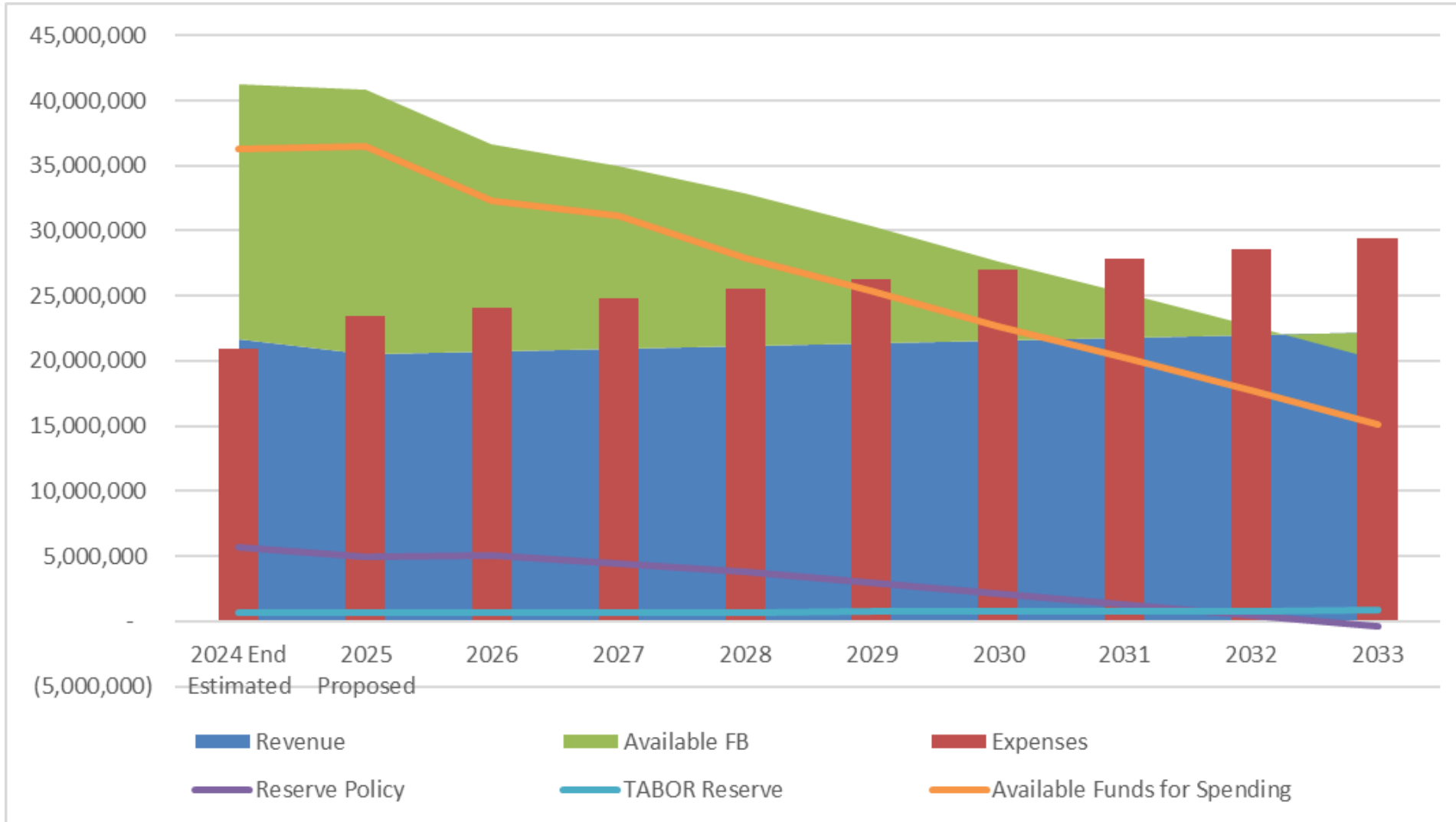


FUND BALANCE  
General Fund - 30%  
Road & Bridget – 20%  
Open Space Trust – 20%



# GENERAL FUND FINANCIAL OUTLOOK

## WITH RESERVE POLICY & WITH REDUCED REVENUE + 1% INC 2026 $\geq$



## RESERVE POLICY – STAFF RECOMMENDATION



**Revise policy to a “restricted” reserve that:**

**Removes the term: Working Capital**

**Working Capital is a technical term of art for lending**

**That is: working capital is available for lending to “commit” against loans which is not the intention of the reserve**

**Establish \$5 million restricted reserve of fund balance that does not allow fluctuation inline with BOCC expectations to address a fiscal cliff in revenue collections.**

**Maintain the TABOR reserve for all funds within the restricted reserve.**

**Discuss the need for a reserve within Road & Bridge and within the Open Space Trust Fund if there is a \$5 million restricted reserve already.**

# PUBLIC WORKS

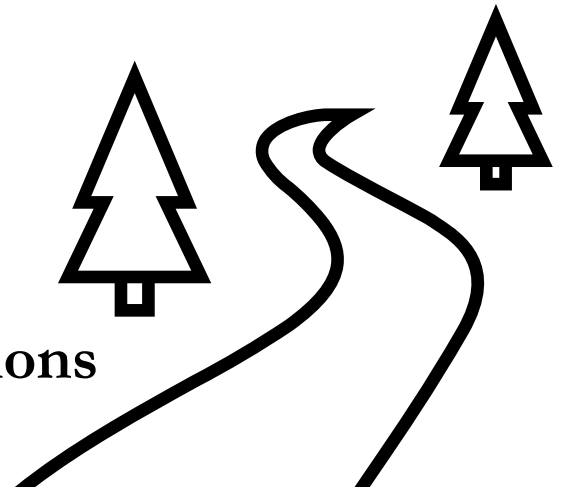
	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>Road &amp; Bridge</b>				
Beginning Fund Balance	4,674,283	7,102,052	6,276,174	5,970,645
Change in Fund Balance	2,427,769	(825,878)	(305,529)	(3,357,141)
<b>Ending Fund Balance</b>	7,102,052	6,276,174	5,970,645	2,613,504

Transit Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
Revenue	\$ 182,451	\$ 316,007	\$ 459,496	\$ 355,137
Expense	\$ 493,620	\$ 464,993	\$ 677,156	\$ 512,117
	\$ (311,168.59)	\$ (148,985.86)	\$ (217,660.00)	\$ (156,979.68)

Site Development Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
Revenue	\$ 74,978	\$ 31,200	\$ 61,000	\$ 70,000
Expense	\$ -	\$ 52,037	\$ 92,116	\$ 105,185
	\$ 74,978.25	\$ (20,837.08)	\$ (31,116.00)	\$ (35,185.14)

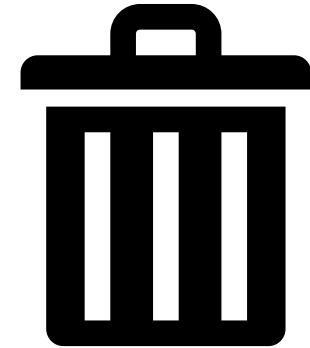
Transfer Station Description	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
Revenue	\$ 357,376	\$ 254,651	\$ 413,878	\$ 411,500
Expense	\$ 353,571	\$ 309,628	\$ 391,264	\$ 588,543
	\$ 3,805	\$ (54,977)	\$ 22,614	\$ (177,043)

## General Fund Operations



## PUBLIC WORKS – FEE INCREASE IDEAS

<b>Transfer Station Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 EOY Estimate</b>	<b>2025 Proposed</b>
<b>Revenue</b>	\$ 357,376	\$ 254,651	\$ 413,878	\$ 411,500
<b>Expense</b>	\$ 353,571	\$ 309,628	\$ 391,264	\$ 588,543
	\$ 3,805	\$ (54,977)	\$ 22,614	\$ (177,043)



Increases include purchase of equipment (roll-off bins) and salaries/benefits.

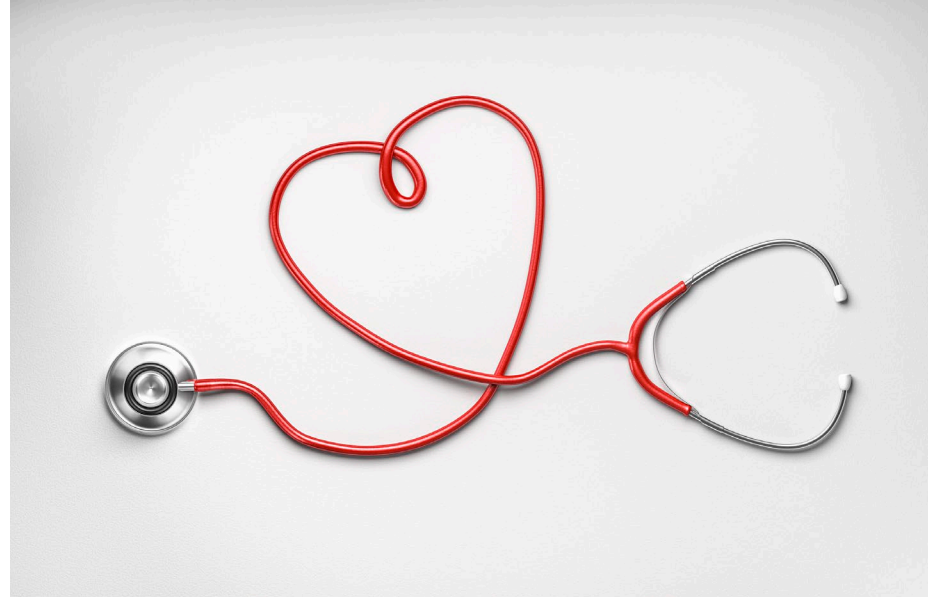
Staff will bring to the Board proposals for fee increases which may include:

- Outside county customers

- Access validation cards for rental/owners in the county

## AMBULANCE SALES TAX FUND

<b>Ambulance Fund</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 EOY Estimate</b>	<b>2025 Proposed</b>
Beginning Fund Balance	909,181	1,427,607	897,384	972,958
Change in Fund Balance	518,426	(530,223)	75,574	(645,312)
<b>Ending Fund Balance</b>	<b>1,427,607</b>	<b>897,384</b>	<b>972,958</b>	<b>327,646</b>





## CCHAT GRANT FUNDING: POTENTIAL IMPACT TO GENERAL FUND IF GRANT FUNDING IS NOT CONTINUED

	2022 Actual	2023 Actual	2024 EOY Estimate	2025 Proposed
<b>CCHAT Grant Funding</b>	\$ -	\$ 13,453	\$ 416,457	\$ 460,000
<b>Revenue</b>	\$ -	\$ 13,453	\$ 416,457	\$ 460,000
<b>Salaries and Wages</b>	\$ -	\$ 84,085	\$ 200,000	\$ 384,258
<b>Employee Benefit Cost</b>	\$ -	\$ 15,337	\$ 40,000	\$ 89,808
<b>CCHAT Expenses</b>	\$ -	\$ 61,146	\$ 33,000	\$ 35,937
<b>Expense</b>	\$ -	\$ 160,568	\$ 273,000	\$ 510,003

- \$460,000 Grant Request through GROC
- Investment by the General Fund will be required if grant funding is not achieved.
- Long-term: Funding for this important program needs to be solidified.

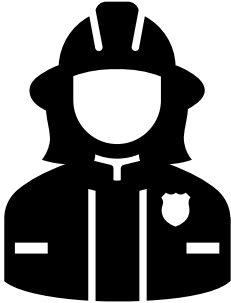


# COMPONENT UNITS – 2024 PROPOSED BUDGET

Fund	24-Budget	25-Proposed	% Change
Emergency Svcs District	828,639	847,326	2%


Increases :  
In alignment with IGA

MGT Internal Service Charges Need  
Evaluation for FY2026



Fund	24-Budget	25-Proposed	%Change
Housing Authority	10,000	10,050	0.5%

Increases :  
Fees charged by Housing  
Treasurer Fee increase



# UNFUNDED ITEMS

## Summary of Unfunded Requests

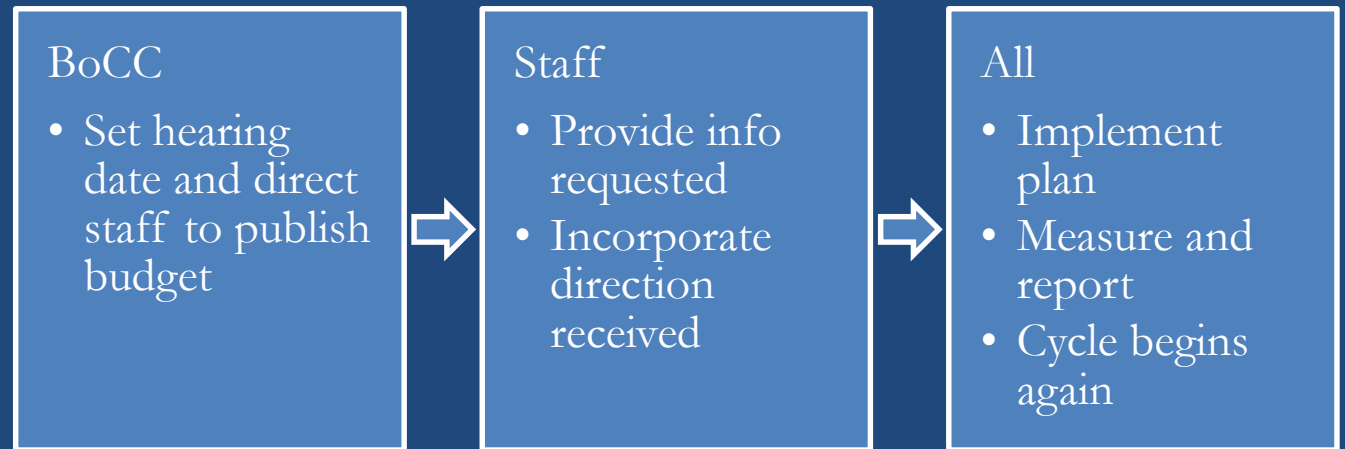
### Capital Requests

Description	Fund	Division/Department	Amount
Vehicles and heavy equipment Replacement for Xterra	Road & Bridge	Public Works	250,000
Transfer Station Generator (new)	General	Strategic & CP	40,000
Sheriff's Office Paint Interior	General	Internal Services	68,000
Courthouse Landscape - Replace, add Xeriscape	General	Internal Services	30,000
Courthouse Fox Lot ADA Sidewalk install	General	Internal Services	30,000
Broadband	General	Internal Services	15,000
Replacement vehicles	General	County Manager	450,000
Drone Program	General	Sheriff	300,000
Jail Stove/Oven/Flattop Combo	General	Sheriff	30,927
Old Dispatch Center Repurposing	General	Sheriff	19,000
MYN Carpet Replacement	Health Clinic-DS	Internal Services	75,000
Public Works Paint Interior	Road & Bridge	Internal Services	15,000
Public Works carpet replacement	Road & Bridge	Internal Services	10,000
PW Dumont Garage Bay Door Repair	Road & Bridge	Internal Services	10,000
Public Works Building Repair	Road & Bridge	Internal Services	10,000
PW Dumont Generator (new)	Road & Bridge	Internal Services	20,000
			78,000
			<u>\$ 1,372,927</u>

### FTE Requests

Description	Fund	Division/Department	Amount
Jail Sargent	General	Sherrif	123,500
Part-Time Jail Clinician	General	Sherrif	78,000
Records Technician	General	Sherrif	67,600
Animal Shelter Assistant	General	Animal Shelter	36,162
Human Recourses Assistant	General	Human Resources	\$ 75,000
			<u>\$ 380,262</u>

## SUMMARY AND NEXT STEPS



**R-24-71**

**A RESOLUTION ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY FOR CLEAR CREEK COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2025 AND ENDING ON THE LAST DAY OF DECEMBER 2025.**

**WHEREAS**, the Board of County Commissioners of Clear Creek County has appointed a Budget Officer to prepare and submit a proposed budget to said governing body at the proper time; and

**WHEREAS**, the Budget Officer submitted a proposed budget to this governing body on October 14, 2024, for its consideration; and

**WHEREAS**, the Clear Creek County Public Trustee has adopted a budget that is included and made a part of the County General Fund; and

**WHEREAS**, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was conducted on December 10, 2024, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

**WHEREAS**, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from fund balances/reserves so that the budget remains in balance, as required by law, pursuant to § 29-1-108, C.R.S.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Clear Creek County, Colorado:

Section 1. That the budget as submitted, amended, and herein below summarizing revenues and expenditures by fund, hereby is approved and adopted as the budget of Clear Creek County, Colorado for the calendar year 2025:

Fund Name	Revenue & Other Sources	TABOR Reserve	Expenditures & Other Uses	Clear Creek Reserve Policy
General Fund	\$ 21,371,103	\$ 681,893	\$ 22,729,780	\$ 5,482,514
Road & Bridge Fund	7,308,689		10,793,180	497,231
Emergency Telephone Fund	496,000		496,000	
Capital Improvement Trust	26,000		26,250	
Open Space Trust Fund	488,387		445,491	344,452
Conservation Trust Fund	54,000		53,000	
Lodging Tax Fund	390,000		390,000	
Ambulance Sales Tax Fund	3,468,117		4,021,255	
Capital Projects Fund	681,000		1,331,510	
Human Services Fund	4,016,562		4,175,378	

Fund Name	Revenue & Other Sources	TABOR Reserve	Expenditures & Other Uses	Clear Creek Reserve Policy
Public Health Fund	1,212,950		1,277,645	
Health Clinic Debt Service	1,101,269		1,501,282	
<b>TOTAL COUNTY FUNDS</b>	<b>\$ 40,614,078</b>	<b>\$ 681,893</b>	<b>\$ 47,240,773</b>	<b>\$ 6,324,197</b>

Section 2. That the budget hereby approved and adopted shall be signed by the Board of County Commissioners, Clear Creek County, and made a part of the public records of the County.

Section 3. That the following sums are hereby appropriated from revenue and reserves of each fund, to each fund, for purposes stated:

Fund Name	TABOR Reserve	Expenditures & Other Uses	Clear Creek Reserve Policy
General Fund	\$ 681,893	\$ 22,729,780	\$ 5,482,514
Road & Bridge Fund		10,793,180	497,231
Emergency Telephone Fund		496,000	
Capital Improvement Trust		26,250	
Open Space Trust Fund		445,491	344,452
Conservation Trust Fund		53,000	
Lodging Tax Fund		390,000	
Ambulance Sales Tax Fund		4,021,255	
Capital Projects Fund		1,331,510	
Human Services Fund		4,175,378	
Public Health Fund		1,277,645	
Health Clinic Debt Service		1,501,282	
<b>TOTAL COUNTY FUNDS</b>	<b>\$ 681,893</b>	<b>\$ 47,240,773</b>	<b>\$ 6,324,197</b>

**BE IT FURTHER RESOLVED**, that the Board of County Commissioners has determined that any residual funds remaining in the funds at the end of the 2025 budget year, other than the General Fund, that are non-spendable, not restricted, or not committed, are assigned to be used for the same purpose as the respective fund.

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ADOPTED this 10<sup>th</sup> day of December, 2024, at a regularly scheduled meeting of the Clear Creek County Board of County Commissioners, effective the date hereof.

\_\_\_\_\_  
George Marlin, Chair

\_\_\_\_\_  
Randall Wheelock, Commissioner

\_\_\_\_\_  
Mitch Houston, Commissioner

ATTEST:

\_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder

## **Public Notice**

**CLEAR CREEK COUNTY  
CLEAR CREEK COUNTY  
PUBLIC TRUSTEE  
AND  
CLEAR CREEK COUNTY  
EMERGENCY SERVICES GENERAL  
IMPROVEMENT DISTRICT  
AND  
CLEAR CREEK COUNTY  
HOUSING AUTHORITY**

**NOTICE AS TO PROPOSED BUDGET  
NOTICE OF PUBLIC HEARING**

Notice is hereby given that a proposed combined budget has been submitted to the Clear Creek County Board of County Commissioners for the ensuing year of 2025 for all County Funds, Public Trustee, Housing Authority, and the Emergency Services General Improvement District. The proposed budget is available to view on the Clear Creek County webpage at <https://www.clearcreekcounty.us/183/Finance-Budget> . The proposed combined budget will be considered for adoption at a regular meeting of the Board of County Commissioners to be held at the Clear Creek County Courthouse, 6th and Argentine Streets, Georgetown, CO **on the morning of Tuesday, December 10, 2024.**

Any interested person within Clear Creek County may inspect the proposed combined budget and file or register any comments thereto at any time prior to the final adoption of the budget.

George Marlin, Chair  
Board of County Commissioners  
Clear Creek County, CO

Legal Notice No. CCC989  
First Publication: December 5, 2024  
Last Publication: December 5, 2024  
Publisher: Clear Creek Courant



Appendix A  
Combined Budget Summary

Revenue	2023-Actual	2024 Rev-Budget	2025-Proposed
Property Tax	10,974,924	12,058,484	11,915,029
Sales Tax	6,892,305	7,501,417	7,249,446
Lodging Tax	402,705	300,000	380,000
Other Taxes	930,653	949,700	917,000
Intergovernmental Revenue	9,662,105	12,825,000	9,970,625
License and Permits	420,050	505,150	858,279
Charges for Services	4,983,602	5,564,039	5,295,930
Fines and Forfeitures	72,132	37,000	51,000
Investment Earnings	1,549,198	1,110,750	1,657,000
Contributions and Donations	530,773	439,020	915,085
Other	2,042,721	539,299	352,525
Total Revenues	38,461,168	41,829,859	39,561,918
Expenses			
Personnel	19,347,823	21,137,807	22,819,508
Supply Expense	2,211,318	2,186,807	2,310,226
Contract Services	8,299,468	9,219,099	10,957,262
Non-Departmental	1,348,540	1,558,406	1,394,951
Debt Service	921,474	1,244,155	858,237
Projects	574,481	2,474,648	1,806,982
Capital Outlay	5,762,957	9,905,938	6,411,447
Total Expenditures	38,466,062	47,726,860	46,558,613
Other Financing Sources (Uses)			
Transfers In	655,025	705,438	682,160
1 Transfers Out	(655,025)	(705,438)	(682,160)
2 Proceeds from Capital Leases	-	-	-
Sale of Assets	39,639	100,000	380,000
Grand Total	39,639	100,000	380,000
Change All Funds Balance	\$ 34,745	\$ (5,797,001)	\$ (6,616,695)

<sup>1</sup> Transfer to Housing Authority Reflected

<sup>2</sup> Proceeds from Capital Leases Removed: Engie Insight, other leases purchased permanent easement in 2023

Appendix A  
General Fund Summary

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	8,589,295	9,437,970	9,325,328	-1%	(112,642)
Sales Tax	2,602,027	2,830,723	2,735,640	-3%	(95,083)
Other Taxes	40,679	48,500	35,000	-28%	(13,500)
Intergovernmental	2,853,099	2,746,067	2,315,257	-16%	(430,810)
Licenses and Permits	377,645	441,150	811,279	84%	370,129
Charges for Services	3,676,314	4,102,339	3,680,430	-10%	(421,909)
Fines and Forfeitures	72,132	37,000	51,000	38%	14,000
Investment Earnings	1,399,196	750,000	1,000,000	33%	250,000
Contributions and Donations	199,116	198,400	457,585	131%	259,185
Other	335,694	20,000	182,425	812%	162,425
Total Revenue	20,145,197	20,612,149	\$ 20,593,944	0%	(18,205)
<b>Expenditures</b>					
Assessor	424,496	404,104	388,921	-4%	(15,183)
Clerk and Recorder/Elections	529,587	648,855	642,649	-1%	(6,206)
Commissioners	388,464	398,141	475,196	19%	77,055
Coroner	351,943	334,829	353,787	6%	18,958
County Attorney	355,135	403,837	625,295	55%	221,458
County Manager	772,746	533,571	770,944	44%	237,373
District Attorney	326,894	350,000	367,255	5%	17,255
Finance	521,100	551,149	563,066	2%	11,917
Human Resources	450,746	489,571	500,329	2%	10,758
Human Services/Veteran's Affairs	92,534	98,813	102,093	3%	3,280
Information Technology	1,615,142	1,330,997	1,213,479	-9%	(117,518)
Internal Services	1,290,970	1,418,161	1,228,117	-13%	(190,044)
Public Works (includes Transit)	826,658	899,476	1,406,411	56%	506,935
Sheriff	8,767,341	8,764,244	9,318,652	6%	554,408
Strategic and Community Planning	1,554,103	1,433,830	1,506,213	5%	72,383
Surveyor	8,127	9,416	9,248	-2%	(168)
Treasurer/Public Trustee	337,254	366,043	349,151	-5%	(16,892)
Non-Departmental	1,080,863	653,500	1,564,982	139%	911,482
‡ Debt Service	921,474	483,300	-	0%	(483,300)
Capital Projects	926,353	2,601,856	1,133,991	-56%	(1,467,865)
	21,541,930	22,173,693	22,519,780	2%	346,087
Transfers In	450,025	325,438	447,160	37%	121,722
Transfers Out	(150,000)	(200,000)	(210,000)	5%	(10,000)
Sale of Assets	39,639	50,000	330,000	560%	280,000
	339,664	175,438	567,160	223%	391,722
Change in Fund Balance	(1,057,069)	(1,386,106)	(1,358,677)		

‡ Debt Service Within Fund 25: Health Clinic

## Appendix A

### Road and Bridge Fund

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	1,795,655	1,972,746	1,949,103	-1%	(23,643)
Sales Tax	2,600,161	2,830,723	2,735,640	-3%	(95,083)
Other Taxes	868,579	880,000	865,000	-2%	(15,000)
Intergovernmental	1,156,302	1,155,000	1,311,946	14%	156,946
Licenses and Permits	14,040	20,000	16,000	-20%	(4,000)
Charges for Services	12,453	15,500	12,500	-19%	(3,000)
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	-	175,000	300,000	71%	125,000
Contributions and Donations	-	-	-	0%	-
Other	10,460	6,000	43,500	625%	37,500
Total Revenue	6,457,649	7,054,969	\$ 7,233,689	3%	178,720
Expenditures					
Personnel	1,900,094	2,390,969	2,993,863	25%	602,894
Supply Expense	748,861	839,500	795,800	-5%	(43,700)
Contract Services	827,969	1,105,747	1,358,597	23%	252,850
Remit to Towns	837,844	904,906	888,671	-2%	(16,235)
Debt Service	108,921	118,823	124,353	5%	5,530
Capital Outlay	2,899,822	5,074,465	4,631,396	-9%	(443,069)
Projects	15	500	500	0%	-
	7,323,527	10,434,910	10,793,180	3%	358,270
Transfers In	40,000	40,000	25,000	-38%	(15,000)
Transfers Out	-	-	-	0%	-
Sale of Assets	-	50,000	50,000	0%	-
	40,000	90,000	75,000	-17%	(15,000)
Change in Fund Balance	(825,878)	(3,289,941)	(3,484,491)		

Appendix A  
Emergency Telephone Fund

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	-	-	-	0%	-
Sales Tax	-	-	-	0%	-
Other Taxes	-	-	-	0%	-
Intergovernmental	-	-	-	0%	-
Licenses and Permits	-	-	-	0%	-
Charges for Services	391,920	463,000	471,000	2%	8,000
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	24,785	12,500	25,000	100%	12,500
Contributions and Donations	750	-	-	0%	-
Other	-	-	-	0%	-
Total Revenue	417,455	475,500	\$ 496,000	4%	20,500
Expenditures					
Personnel	-	-	-	0%	-
Supply Expense	2,500	1,000	4,500	350%	3,500
Contract Services	83,633	111,795	152,525	36%	40,730
Remit to Towns	-	-	-	0%	-
Non-departmental	26,606	28,226	36,525	29%	8,299
Debt Service	-	-	-	0%	-
Capital Outlay	36,626	28,500	25,000	-12%	(3,500)
Projects	34,520	96,777	78,750	-19%	(18,027)
	183,885	266,298	297,300	12%	31,002
Transfers In	-	-	-	0%	-
Transfers Out	(260,025)	(96,200)	(198,700)	107%	(102,500)
Sale of Assets	-	-	-	0%	-
	(260,025)	(96,200)	(198,700)	107%	(102,500)
Change in Fund Balance	(26,455)	113,002	-		

Appendix A  
Capital Improvement Trust

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	-	-	-	0%	-
Sales Tax	-	-	-	0%	-
Other Taxes	-	-	-	0%	-
Intergovernmental	-	-	-	0%	-
Licenses and Permits	-	-	-	0%	-
Charges for Services	-	-	-	0%	-
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	1,287	1,000	1,000	0%	-
Contributions and Donations	-	-	-	0%	-
Other	12,400	25,000	25,000	0%	-
Total Revenue	13,687	26,000	\$ 26,000	0%	-
Expenditures					
Personnel	-	-	-	0%	-
Supply Expense	-	1,000	1,000	0%	-
Contract Services	124	260	250	-4%	(10)
Remit to Towns	-	-	-	0%	-
Non-departmental	-	-	-	0%	-
Debt Service	-	-	-	0%	-
Capital Outlay	-	-	-	0%	-
Projects	-	-	-	0%	-
	124	1,260	1,250	-1%	(10)
Transfers In	-	-	-	0%	-
Transfers Out	(40,000)	(40,000)	(25,000)	-38%	15,000
Sale of Assets	-	-	-	0%	-
	(40,000)	(40,000)	(25,000)	-38%	15,000
Change in Fund Balance	(26,437)	(15,260)	(250)		

Appendix A  
Open Space Fund

<b>Description</b>	<b>2023-Actual</b>	<b>2024-Rev Budget</b>	<b>2025-Budget</b>	<b>% Change</b>	<b>Difference</b>
Property Tax	312,156	343,000	338,887	-1%	(4,113)
Sales Tax	-	-	-	0%	-
Other Taxes	21,395	17,000	17,000	0%	-
Intergovernmental	-	-	-	0%	-
Licenses and Permits	-	-	-	0%	-
Charges for Services	-	-	-	0%	-
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	116,882	55,000	132,000	140%	77,000
Contributions and Donations	10,500	-	-	0%	-
Other	768	499	500	0%	1
<b>Total Revenue</b>	<b>461,701</b>	<b>415,499</b>	<b>\$ 488,387</b>	<b>18%</b>	<b>72,888</b>
<b>Expenditures</b>					
Personnel	54,627	54,202	57,818	7%	3,616
Supply Expense	1,210	-	5,150	515000%	5,150
Contract Services	131,402	119,019	187,064	57%	68,045
Remit to Towns	-	-	-	0%	-
Non-departmental	-	-	-	0%	-
Debt Service	-	-	-	0%	-
Capital Outlay	-	-	-	0%	-
Projects	-	-	-	0%	-
	<b>187,238</b>	<b>173,221</b>	<b>250,032</b>	<b>44%</b>	<b>76,811</b>
Transfers In	-	-	-	0%	-
Transfers Out	(15,000)	(286,448)	(195,460)	-32%	90,988
Sale of Assets	-	-	-	0%	-
	<b>(15,000)</b>	<b>(286,448)</b>	<b>(195,460)</b>	<b>-32%</b>	<b>90,988</b>
<b>Change in Fund Balance</b>	<b>259,463</b>	<b>(44,170)</b>	<b>42,896</b>		

Appendix A  
Capital Projects Fund

Description	2023-Actual	2024-Rev Budget	2025-Budget	% Change	Difference
Property Tax	-	-	-	0%	-
Sales Tax	-	-	-	0%	-
Other Taxes	-	-	-	0%	-
Intergovernmental	1,628,037	2,203,000	450,000	-80%	(1,753,000)
Licenses and Permits	-	-	-	0%	-
Charges for Services	-	-	-	0%	-
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	-	40,000	30,000	-25%	(10,000)
Contributions and Donations	-	275,000	200,000	-27%	(75,000)
Other	641	1,000	1,000	0%	-
Total Revenue	1,628,678	2,519,000	\$ 681,000	-73%	(1,838,000)
Expenditures					
Personnel	-	-	-	0%	-
Supply Expense	-	-	-	0%	-
Contract Services	-	15,000	6,510	-57%	(8,490)
Remit to Towns	-	-	-	0%	-
Non-departmental	-	-	-	0%	-
Debt Service	-	-	-	0%	-
Capital Outlay	1,080,921	2,600,000	425,000	-84%	(2,175,000)
Projects	92,728	600,000	900,000	50%	300,000
	1,173,649	3,215,000	1,331,510	-59%	(1,883,490)
Transfers In	15,000	140,000	-	0%	(140,000)
Transfers Out	-	-	-	0%	-
Sale of Assets	-	-	-	0%	-
	15,000	140,000	-	-100%	(140,000)
Change in Fund Balance	470,029	(556,000)	(650,510)		

Appendix A  
Conservation Trust Fund

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	-	-	-	0%	-
Sales Tax	-	-	-	0%	-
Other Taxes	-	-	-	0%	-
Intergovernmental	54,044	50,000	53,000	6%	3,000
Licenses and Permits	-	-	-	0%	-
Charges for Services	-	-	-	0%	-
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	-	250	1,000	300%	750
Contributions and Donations	-	-	-	0%	-
Other	-	-	-	0%	-
Total Revenue	54,044	50,250	\$ 54,000	7%	3,750
Expenditures					
Personnel	-	-	-	0%	-
Supply Expense	-	-	-	0%	-
Contract Services	-	-	-	0%	-
Remit to Towns	-	-	-	0%	-
Non-departmental	-	-	-	0%	-
Debt Service	-	-	-	0%	-
Capital Outlay	-	-	-	0%	-
Projects	-	-	-	0%	-
	-	-	-	0%	-
Transfers In	-	-	-	0%	-
Transfers Out	(190,000)	(40,000)	(53,000)	33%	(13,000)
Sale of Assets	-	-	-	0%	-
	(190,000)	(40,000)	(53,000)	33%	(13,000)
Change in Fund Balance	(135,956)	10,250	1,000		



Appendix A  
Lodging Tax Fund

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	-	-	-	0%	-
Sales Tax	-	-	-	0%	-
Other Taxes	402,705	300,000	380,000	27%	80,000
Intergovernmental	-	-	-	0%	-
Licenses and Permits	-	-	-	0%	-
Charges for Services	-	-	-	0%	-
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	-	2,000	10,000	400%	8,000
Contributions and Donations	-	-	-	0%	-
Other	-	-	-	0%	-
Total Revenue	402,705	302,000	\$ 390,000	29%	88,000
Expenditures					
Personnel	-	-	-	0%	-
Supply Expense	-	-	-	0%	-
Contract Services	191,096	146,724	162,259	11%	15,535
Remit to Towns	-	-	-	0%	-
Non-departmental	-	-	-	0%	-
Debt Service	-	-	-	0%	-
Capital Outlay	-	-	-	0%	-
Projects	-	262,486	227,741	-13%	(34,745)
	191,096	409,210	390,000	0%	(19,210)
Transfers In	-	-	-	0%	-
Transfers Out	-	(42,790)	-	-100%	42,790
Sale of Assets	-	-	-	0%	-
	-	(42,790)	-	-100%	42,790
Change in Fund Balance	211,609	(150,000)	-		

## Appendix A

### Ambulance Sales Tax Fund

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	-	-	-	0%	-
Sales Tax	1,690,118	1,839,971	1,778,166	0%	(61,805)
Other Taxes	-	-	-	0%	-
Intergovernmental	97,881	572,779	552,951	-3%	(19,828)
Licenses and Permits	-	-	-	0%	-
Charges for Services	890,272	955,200	1,112,000	16%	156,800
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	-	20,000	25,000	25%	5,000
Contributions and Donations	9,165	-	-	0%	-
Other	-	-	-	0%	-
Total Revenue	2,687,436	3,387,950	\$ 3,468,117	2%	80,167
Expenditures					
Personnel	1,944,062	2,412,536	2,784,129	0%	371,593
Supply Expense	203,763	188,150	203,500	0%	15,350
Contract Services	536,081	518,756	635,343	22%	116,587
Remit to Towns	-	-	-	0%	-
Non-departmental	-	-	-	0%	-
Debt Service	-	-	-	0%	-
Capital Outlay	533,754	348,790	398,283	0%	49,493
Projects	-	-	-	0%	-
	3,217,659	3,468,232	4,021,255	0%	553,023
Transfers In	-	-	-	0%	-
Transfers Out	-	-	-	0%	-
Sale of Assets	-	-	-	0%	-
	-	-	-	0%	-
Change in Fund Balance	(530,223)	(80,282)	(553,138)		

Appendix A  
Human Services Fund

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	277,819	305,369	301,710	0%	(3,659)
Sales Tax	-	-	-	0%	-
Other Taxes	-	-	-	0%	-
Intergovernmental	3,122,599	3,408,551	3,696,752	8%	288,201
Licenses and Permits	-	-	-	0%	-
Charges for Services	-	-	-	0%	-
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	-	10,000	15,000	50%	5,000
Contributions and Donations	3,000	10,000	3,000	-70%	(7,000)
Other	24,249	300,100	100	-100%	(300,000)
Total Revenue	3,427,667	4,034,020	\$ 4,016,562	0%	(17,458)
Expenditures					
Personnel	1,162,339	1,345,139	1,500,319	12%	155,180
Supply Expense	14,466	25,330	24,150	-5%	(1,180)
Contract Services	2,221,118	2,614,580	2,605,909	0%	(8,671)
Remit to Towns	-	-	-	0%	-
Non-departmental	(3,188)	-	-	0%	-
Debt Service	-	-	-	0%	-
Capital Outlay	-	-	-	0%	-
Projects	41,164	20,000	45,000	125%	25,000
	3,435,899	4,005,049	4,175,378	0%	170,329
Transfers In	-	-	-	0%	-
Transfers Out	-	-	-	0%	-
Sale of Assets	-	-	-	0%	-
	-	-	-	0%	-
Change in Fund Balance	(8,232)	28,971	(158,816)		

\*Human Services Receives an end of year \$300,000 Transfer from the State of Colorado as part of beginning fund balance

Appendix A  
Public Health Fund

<b>Description</b>	<b>2023-Actual</b>	<b>2024-Budget</b>	<b>2025-Budget</b>	<b>% Change</b>	<b>Difference</b>
Property Tax	-	-	-	0%	-
Sales Tax	-	-	-	0%	-
Other Taxes	-	-	-	0%	-
Intergovernmental	3,122,599	1,214,603	928,450	-24%	(286,153)
Licenses and Permits	28,365	31,500	31,000	-2%	(500)
Charges for Services	12,643	2,500	20,000	700%	17,500
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	-	10,000	18,000	80%	8,000
Contributions and Donations	38,022	30,620	500	-98%	(30,120)
Other	-	10,000	15,000	50%	5,000
Total Revenue	3,201,629	1,299,223	\$ 1,012,950	-22%	(286,273)
Expenditures					
Personnel	917,640	958,295	1,035,893	8%	77,598
Supply Expense	72,223	26,650	46,675	75%	20,025
Contract Services	27,391	569,633	73,779	-87%	(495,854)
Remit to Towns	-	-	-	0%	-
Non-departmental	-	-	-	0%	-
Debt Service	-	-	-	0%	-
Capital Outlay	91,571	96,249	121,298	0%	25,049
Projects	-	-	-	0%	-
	1,108,825	1,650,827	1,277,645	0%	(373,182)
Transfers In	150,000	200,000	200,000	0%	-
Transfers Out	-	-	-	0%	-
Sale of Assets	-	-	-	0%	-
	150,000	200,000	200,000	0%	-
Change in Fund Balance	2,242,805	(151,604)	(64,695)		

Appendix A

Health Clinic - Debt Service Fund

<b>Description</b>	<b>2023-Actual</b>	<b>2024-Budget</b>	<b>2025-Budget</b>	<b>% Change</b>	<b>Difference</b>
Property Tax	-	-	-	0%	-
Sales Tax	-	-	-	0%	-
Other Taxes	-	-	-	0%	-
Intergovernmental	-	1,000,000	662,269	-34%	(337,731)
Licenses and Permits	-	-	-	0%	-
Charges for Services	-	-	-	0%	-
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	7,047	35,000	100,000	186%	65,000
Contributions and Donations	270,219	200,000	254,000	27%	54,000
Other	1,658,510	150,000	85,000	-43%	(65,000)
<b>Total Revenue</b>	<b>1,935,776</b>	<b>1,385,000</b>	<b>\$ 1,101,269</b>	<b>-20%</b>	<b>(283,731)</b>
<b>Expenditures</b>					
Personnel	-	-	-	0%	-
Supply Expense	1,997	19,000	19,000	0%	-
Contract Services	372,763	1,195,850	827,282	-31%	(368,568)
Remit to Towns	-	-	-	0%	-
Non-departmental	-	-	-	0%	-
Debt Service	640,138	642,032	640,000	0%	(2,032)
Capital Outlay	-	-	15,000	150000%	15,000
Projects	-	-	-	0%	-
	<b>1,014,898</b>	<b>1,856,882</b>	<b>1,501,282</b>	<b>0%</b>	<b>(355,600)</b>
Transfers In	-	-	-	0%	-
Transfers Out	-	-	-	0%	-
Sale of Assets	-	-	-	0%	-
	-	-	-	0%	-
<b>Change in Fund Balance</b>	<b>920,878</b>	<b>(471,882)</b>	<b>(400,013)</b>		

# Appendix A

## Schedule of Fund Transfers

<b>FUND</b>	<b>Transfers Out</b>	<b>Transfers In</b>	
General	(210,000)	447,160	Open Space, Emergency Telephone, Conservation Trust Transfers In
Open Space Trust Fund	(195,460)	-	
Emergency Telephone	(198,700)	-	
Conservation Trust Fund	(53,000)	-	
Public Health	-	200,000	General Fund Transfer In
Housing Authority	-	10,000	General Fund Transfer In
Ambulance Sales Tax	-	-	
Capital Improvement Trust	(25,000)	-	
Road and Bridge	-	25,000	Capital Improvement Trust Transfer In
Lodging Tax	-	-	
Human Services	-	-	
Capital Projects Fund	-	-	
Health Clinic Debt Service	-	-	
	(682,160)	682,160	

# Appendix A

## Unfunded Requests

### Capital

Description	Fund	Division/Department	Amount
Radios, Stretchers, Stair Chairs, Narc Safes, iPads	Ambulance	Ambulance	73,104
Ambulance remount, replace engine	Ambulance	Ambulance	21,089
Replacement for Xterra	General	Strategic & CP	40,000
Transfer Station Generator (new)	General	Internal Services	68,000
Sheriff's Office Paint Interior	General	Internal Services	30,000
Courthouse Landscape - Replace, add Xeriscape	General	Internal Services	30,000
Courthouse Fox Lot ADA Sidewalk install	General	Internal Services	15,000
Broadband	General	County Manager	450,000
Replacement vehicles	General	Sheriff	300,000
Drone Program	General	Sheriff	30,927
Jail Stove/Oven/Flattop Combo	General	Sheriff	19,000
Old Dispatch Center Repurposing	General	Sheriff	75,000
MYN Carpet Replacement	Health Clinic-DS	Internal Services	15,000
Public Works Paint Interior	Road & Bridge	Internal Services	10,000
Public Works carpet replacement	Road & Bridge	Internal Services	10,000
PW Dumont Garage Bay Door Repair	Road & Bridge	Internal Services	10,000
Public Works Building Repair	Road & Bridge	Internal Services	20,000
PW Dumont Generator (new)	Road & Bridge	Internal Services	78,000
Vehicles and heavy equipment	Road & Bridge	Public Works	250,000
			\$ 1,545,120

### FTE Requests

Description	Fund	Division/Department	Amount
Jail Sergeant	General	Sheriff	123,500
Part-time Jail Clinician	General	Sheriff	78,000
Records Technician	General	Sheriff	67,600
Animal Shelter Assistant	General	Animal Shelter	36,192
Human Resources Assistant	General	Human Resources	75,000
3.0 Paramedics	Ambulance	Ambulance	259,800
			640,092

### FTE Reductions or Increases From FY2025 Proposed Budget

Description	Fund	Division/Department	FY2024
Includes FTE, Benefit, FPPA Impacts	General Fund	Countywide	(1,577,119)
Wildfire Grants	General Fund	Non-departmental	(50,000)
Other Operating Expense Reductions	General Fund	Countywide	500,000
Fees for Services	General Fund	Countywide	500,000
Anticipated Sale of the Resource Center	General Fund	Non-departmental	300,000
0.4 FTE	Public Health	Public Health	(120,888)
Fees for Services	Ambulance Fund	Ambulance	150,000

# Appendix A

## Capital Improvement Plan

Fund	Division/Office	Revenue/Source	Description	2025	2026	2027	2028	2029
Ambulance	Ambulance	Sales tax, grants	Vehicle replacements	-	-	-	60,000	-
Ambulance	Ambulance	Sales tax, grants	LP 15 Monitors	-	408,000	-	-	-
Ambulance	Ambulance	Sales tax, grants	Trailer refresh	-	-	-	-	-
Ambulance	Ambulance	Sales tax, grants	Station 1A & 2 improvements, boiler replacement	70,000	150,000	50,000	100,000	50,000
Ambulance	Ambulance	Sales tax, grants	Radios, Stretchers, Stair Chairs, Narc Safes, iPads	23,396	-	25,000	30,000	50,000
Ambulance	Ambulance	Sales tax, grants	Ambulance remount, replace engine	-	25,000	140,000	140,000	30,000
Ambulance	Ambulance	Sales tax, grants	Ambulance remount, replace engine	188,950	-	-	-	-
Ambulance	Internal Services	Sales tax, charges for services	EMS Station 1A Generator (replacement)	-	45,000	-	-	-
Ambulance	Internal Services	Sales tax, charges for services	Station 1A boiler replacement	-	50,000	-	-	-
Ambulance	Internal Services	Sales tax, charges for services	Station 2A paint exterior	-	10,000	-	-	-
Ambulance	Internal Services	Sales tax, charges for services	Station 2A paint interior	-	-	10,000	-	-
Ambulance	Internal Services	Sales tax, charges for services	Station 1A paint exterior	-	-	16,175	-	-
Ambulance	Internal Services	Sales tax, charges for services	Oil/sand Separator at Station 1A	-	350,000	-	-	-
E911	Sheriff	Surcharges	Generator update E911 center	-	13,665	-	-	-
E911	Sheriff	Surcharges	Radio system software update	-	20,000	-	20,000	-
E911	Sheriff	Surcharges	Switches	-	7,000	-	-	7,000
E911	Sheriff	Surcharges	Pakset radios	30,000	30,000	30,000	30,000	15,000
General	Strategic & CP	Property tax, sales tax	Kennel roof improvements	-	19,000	-	-	-
General	Strategic & CP	Property tax, sales tax, permits and fees	Replacement for Xterra	-	40,000	-	-	-
General	Information Technology	Property tax, sales tax	IT infrastructure and equipment	50,000	50,000	50,000	50,000	50,000
General	Internal Services	Property tax, sales tax	Shooting Park - Cont pursuit of sheds, paving, etc	425,000	150,000	150,000	150,000	-
General	Internal Services	Property tax, sales tax	Transfer Station Generator (new)	-	68,000	-	-	-
General	Internal Services	Property tax, sales tax	Coroner Roof Replace	25,000	-	-	-	-
General	Internal Services	Property tax, sales tax	Sheriff's Office Paint Interior	-	30,000	-	-	-
General	Internal Services	Property tax, sales tax	Courthouse Landscape - Replace, add Xeriscape	-	30,000	-	-	-
General	Internal Services	Property tax, sales tax	Animal Shelter Outside Kennel Repair/upgrade	19,000	-	-	-	-
General	Internal Services	Property tax, sales tax	Courthouse Fox Lot ADA Sidewalk install	-	15,000	-	-	-
General	Internal Services	Property tax, sales tax	Annex generator replacement	-	30,000	-	-	-
General	Internal Services	Property tax, sales tax	Facilities vehicle - Work Truck	-	55,000	-	-	-
General	Internal Services	Property tax, sales tax	Mobile shelving	-	64,960	-	-	-
General	Internal Services	Property tax, sales tax	Station 1A Driveway Replacement & heating	-	-	60,000	-	-
General	Internal Services	Property tax, sales tax	Annex exterior sealant	-	-	10,000	-	-
General	Internal Services	Property tax, sales tax	Annex paint interior	-	-	11,000	-	-
General	Internal Services	Property tax, sales tax	401 Argentine - Paint Interior	-	-	12,000	-	-
General	Internal Services	Property tax, sales tax	Annex boiler & pump controls	-	-	-	50,000	-
General	Internal Services	Property tax, sales tax	Parking lot maintenance for courthouse, annex, animal shelter, health clinic - total equals 6 parking lots	-	-	-	35,000	-
General	Internal Services	Property tax, sales tax	Green Lake Reservoir/Seepage Infrastructure	-	-	-	45,000	-
General	Internal Services	Property tax, sales tax	LiDAR Update w/DRCOG	-	-	-	80,000	-
General	Internal Services	Property tax, sales tax	Annex roof	-	-	-	100,000	-
General	Internal Services	Property tax, sales tax	County Lands HVAC	-	-	-	-	5600
General	Internal Services	Property tax, sales tax	Animal Shelter Security Gate	-	-	-	-	10500
General	Internal Services	Property tax, sales tax	Large Format Plotter replacement	-	-	-	-	15600
General	Internal Services	Property tax, sales tax	Green Lake Reservoir Electrical Panel	18,000	-	-	-	-



Capital Improvement Plan (continued)

Fund	Division/Office	Revenue/Source	Description	2025	2026	2027	2028	2029
General	County Manager	Property tax, sales tax	Broadband	-	450,000	-	-	-
General	County Manager	Intergovernmental	Bead grant match	50,000	-	-	-	-
General	County Manager	Intergovernmental	Advanced Industry grant match	25,000	-	-	-	-
General	Sheriff	Property & sales tax, charges, grants, fines	Replacement vehicles	200,000	-	-	-	-
General	Sheriff	Property & sales tax, charges, grants, fines	5/7 multisport trailer	-	-	-	8,000	-
General	Sheriff	Property & sales tax, charges, grants, fines	Court x-ray & magnetometer	-	-	-	-	50,000
General	Sheriff	Property & sales tax, charges, grants, fines	Update detention system	-	-	378,356	-	-
General	Sheriff	Property & sales tax, charges, grants, fines	Jail Washer/dryer	32,500	-	-	-	-
General	Sheriff	Property & sales tax, charges, grants, fines	Drone Program	-	42,927	30,927	12,000	31,000
General	Sheriff	Property & sales tax, charges, grants, fines	Inmate tracking system	-	-	-	-	15,000
General	Sheriff	Property & sales tax, charges, grants, fines	Jail Refrigerator	5,000	-	-	-	-
General	Sheriff	Property & sales tax, charges, grants, fines	Jail Freezer	5,000	-	-	-	-
General	Sheriff	Property & sales tax, charges, grants, fines	Jail Stove/Oven/Flattop Combo	-	19,000	-	-	-
General	Sheriff	Property & sales tax, charges, grants, fines	Jail Outdoor Recreation Project	-	110,000	-	-	-
General	Sheriff	Property & sales tax, charges, grants, fines	Old Dispatch Center Repurposing	-	75,000	-	-	-
General	Sheriff	Property & sales tax, charges, grants, fines	LPR System	25,000	-	-	-	-
General	Sheriff	Property & sales tax, charges, grants, fines	Electronic Traffic Management	-	-	-	-	-
General	Sheriff	Property & sales tax, charges, grants, fines	Jail Flooring Resturfacing	-	100,000	-	-	-
Health Clinic-DS	Internal Services	Property tax, sales tax	MYN Carpet Replacement	-	15,000	-	-	-
Road & Bridge	Public Works	Property Tax, sales tax	Witter Gulch Road culvert replacement and distress remediation	937,560	-	-	-	-
Road & Bridge	Public Works	Property Tax, sales tax	Oak Way	114,807	-	-	-	-
Road & Bridge	Public Works	Property Tax, sales tax	Fall River Road Pavement Renewal	2,339,717	-	-	-	-
Road & Bridge	Public Works	Property Tax, sales tax	Elk Valley Drive	357,311	-	-	-	-
Road & Bridge	Public Works	Property Tax, sales tax	Soda Creek Road Ditch Mitigation and Turnaround	-	1,388,982	-	-	-
Road & Bridge	Public Works	Property Tax, sales tax	Greystone Road	-	-	685,747	-	-
Road & Bridge	Public Works	Property Tax, sales tax	Dreyer Drive	-	-	110,586	-	-
Road & Bridge	Public Works	Property Tax, sales tax	David Drive drainage mitigation and resurfacing	-	-	576,732	-	-
Road & Bridge	Public Works	Property Tax, sales tax	Nuthatch Road	-	-	289,251	-	-
Road & Bridge	Public Works	Property Tax, sales tax	Saddleback Drive	-	-	-	1,105,620	-
Road & Bridge	Public Works	Property Tax, sales tax	Virginia Canyon Road	-	-	-	1,853,934	-
Road & Bridge	Public Works	Property Tax, sales tax	Vehicles and heavy equipment	250,000	-	-	-	-
Road & Bridge	Public Works	Property Tax, sales tax	Dumont carpet, interior paint	-	25,000	-	-	-
Road & Bridge	Internal Services	Property tax, sales tax	PW Dumont Generator (new)	-	78,000	-	-	-
Road & Bridge	Internal Services	Property tax, sales tax	Public Works Paint Interior	-	10,000	-	-	-
Road & Bridge	Internal Services	Property tax, sales tax	Public Works carpet replacement	-	10,000	-	-	-
Road & Bridge	Internal Services	Property tax, sales tax	PW Dumont Garage Bay Door Repair	-	10,000	-	-	-
Road & Bridge	Internal Services	Property tax, sales tax	B.F.E. Building Repair	-	20,000	-	-	-

Appendix B  
Housing Authority

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	-	-	-	0%	-
Sales Tax	-	-	-	0%	-
Other Taxes	-	-	-	0%	-
Intergovernmental	3,500	-	3,500	35000%	3,500
Licenses and Permits	-	-	-	0%	-
Charges for Services	-	-	-	0%	-
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	-	-	750	7500%	750
Contributions and Donations	-	-	-	0%	-
Other	-	-	-	0%	-
Total Revenue	3,500	-	\$ 4,250	0%	4,250
Expenditures					
Personnel	-	-	-	0%	-
Supply Expense	-	-	-	0%	-
Contract Services	7,795	10,000	10,050	0%	50
Remit to Towns	-	-	-	0%	-
Non-departmental	-	-	-	0%	-
Debt Service	-	-	-	0%	-
Capital Outlay	-	-	-	0%	-
Projects	-	-	-	0%	-
	7,795	10,000	10,050	0%	50
Transfers In	-	-	10,000	100000%	10,000
Transfers Out	-	-	-	0%	-
Sale of Assets	-	-	-	0%	-
	-	-	10,000	0%	10,000
Change in Fund Balance	(4,295)	(10,000)	4,200		

Appendix B  
Emergency Services District

Description	2023-Actual	2024-Budget	2025-Budget	% Change	Difference
Property Tax	665,869	757,139	779,037	0%	21,898
Sales Tax	-	-	-	0%	-
Other Taxes	56,929	61,500	62,500	2%	1,000
Intergovernmental	111	-	110	1100%	110
Licenses and Permits	-	-	-	0%	-
Charges for Services	-	-	-	0%	-
Fines and Forfeitures	-	-	-	0%	-
Investment Earnings	-	10,000	5,000	-50%	(5,000)
Contributions and Donations	-	-	-	0%	-
Other	-	-	-	0%	-
Total Revenue	722,909	828,639	\$ 846,647	0%	18,008
Expenditures					
Personnel	-	-	-	0%	-
Supply Expense	-	-	-	0%	-
Contract Services	809,388	828,639	846,647	0%	18,008
Remit to Towns	-	-	-	0%	-
Non-departmental	-	-	-	0%	-
Debt Service	-	-	-	0%	-
Capital Outlay	-	-	-	0%	-
Projects	-	-	-	0%	-
	809,388	828,639	846,647	0%	18,008
Transfers In	-	-	-	0%	-
Transfers Out	-	-	-	0%	-
Sale of Assets	-	-	-	0%	-
	-	-	-	0%	-
Change in Fund Balance	(86,479)	-	-		



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Rachel Harlow-Schalk, Finance Director/Assistant County manager  
**Subject:** Consideration of approval of Resolution #24-71, A Resolution Adopting a Budget, And Appropriating Sums of Money for Clear Creek County, Colorado, For the Calendar Year Beginning on The First Day of January 2025 and Ending on The Last Day of December

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## RECOMMENDATION

Staff recommend approval of the 2025 Proposed Budget and appropriation of funds for 2025.

## BACKGROUND

The 2025 Proposed Budget was submitted to the Board of County Commissioners (BoCC) on October 14, 2024, in compliance with the deadline established by State Statute. County staff presented details of the proposed budget during a work session on October 29, 2024. Following discussions with the BoCC during that session, revisions were made to reduce the nearly \$4 million deficit within the General Fund.

Additionally, after the work session, voters approved a measure enabling the Sheriff's Office to explore efforts that may result in some staff transitioning to the Fire & Police Pension Association of Colorado (FPPA).

On November 10, 2024, the BoCC voted to set the budget hearing for December 10, 2024, and directed staff to post the proposed budget for public inspection and comment. Notice of this was published in the Clear Creek Courant.

The 2025 Budget encompasses twelve County funds as well as two component units: the Emergency Services General Improvement District and the Housing Authority. The BoCC serves as Directors for these two entities, and budget hearings for each are held separately. Additionally, the Public Trustee's 2025 budget is included within the General Fund as part of the Treasurer's Office.

## ANALYSIS

The BoCC agenda for December 10, 2024, includes requested fee increases for the Transfer Station and development-related fees. These adjustments, along with efforts to reduce the proposed budget and considerations for potential changes in the benefits plan for staff entering the Fire & Police Pension Association (FPPA), still leave the General Fund with a deficit of \$1,358,677. This deficit will necessitate the use of fund balance.

Additionally, several other funds—including Road and Bridge, Ambulance Sales Tax, Public Health, Capital Improvement Trust, Human Services, and the Capital Projects Fund—will also require the use of fund balance to meet the 2025 budget needs. Overall, the County's appropriations for 2025 will exceed the anticipated revenues, making it necessary to rely on fund balances across these funds to achieve a balanced budget.

## FISCAL IMPACT

The total recommended 2024 budget for County funds is \$47.24M, the Emergency Services District is \$846K, and the Housing Authority is \$10K.



# Board Agenda Background

## ATTACHMENTS

1. 2025 Proposed Budget
2. PowerPoint presentation from October 29, 2024, 2025 Proposed Budget Work Session
3. Resolution 24-71 to adopt the County budget and appropriate funds for calendar year 2025
4. Proof of publication, notice of public hearing
5. PowerPoint presentation for December 10, 2024, 2025 Proposed Budget Public Hearing
6. Appendix A – 2025 Revised Combined Budget Summary and Budget Summaries by Fund, Unfunded Requests, Fund Transfers, and Capital Improvement Plan (CIP)
7. Appendix B – 2025 Budget Summary by Fund (Component Units)

# 2025 Budget Hearing

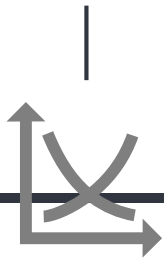
December 10, 2024



# BUDGET PROCESS

## PLANNING AND FORECASTING

BoCC retreat  
Update financial models  
Present forecast



April-July

August



Develop preliminary requests  
Directors and elected officials  
prepare and submit 2025  
operating budget requests

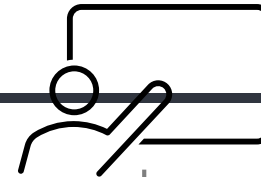
## COMMUNITY MEETINGS

Commissioners seek input  
from residents and  
businesses



September- October

November



Present proposed budget  
2025 proposed budget  
presented to Commissioners  
October 14, 2024 &  
Workshop on  
October 29, 2024

## ADOPT BUDGET & ADOPT MILL LEVIES

Public Hearing 12/10/24 to  
adopt 2025 Budget &  
Adopt Mill Levies



December



# BUDGET SUMMARY – ALL FUNDS

Fund	FY25 Proposed Revenues	FY25 Proposed Appropriations	TABOR Restricted Reserves 3% FY25 Approp	FY25 Estimated Ending Fund Balance MINUS TABOR	FY25 CCC Reserve	FY25 Budgeted Ending Fund Balance MINUS CCC Reserve
<b>Non-spendable Fund Balance</b>						
Prepaid or Inventories in ACFR (FY2023)				(110,525)		
<b>Restricted Funds</b>						
General Fund	21,371,103	22,729,780	681,893	18,275,046	5,482,514	13,474,425
Road & Bridge	7,308,689	10,793,180		2,486,154	497,231	1,988,924
Open Space Trust Fund	488,387	445,491		1,722,261	344,452	1,377,809
Ambulance Sales Tax	3,468,117	4,021,255	-	419,819	-	419,819
Public Health	1,212,950	1,277,645	-	592,124	-	592,124
Emergency Telephone	496,000	496,000	-	655,521	-	655,521
Capital Improvement Trust	26,000	26,250	-	6,291	-	6,291
<b>Special Revenue Funds</b>						
Conservation Trust Fund	54,000	53,000	-	30,226	-	30,226
Lodging Tax	390,000	390,000	-	163,847	-	163,847
Human Services	4,016,562	4,175,378	-	245,217	-	245,217
<b>IntraFund Transfers</b>						
Capital Projects Fund	681,000	1,331,510	-	58,333	-	58,333
<b>Debt Service Funds</b>						
Health Clinic Debt Service	1,101,269	1,501,282	-	1,160,540	-	1,160,540
<b>Subtotal</b>	<b>40,614,078</b>	<b>47,240,773</b>	<b>681,893</b>	<b>25,704,855</b>	<b>6,324,197</b>	<b>20,173,077</b>





**SUMMARIZED  
CHANGES  
FROM  
PROPOSED  
BUDGET**

**Reductions or Increases From FY2025 Proposed Budget**

<b>Description</b>	<b>Fund</b>	<b>Division/Department</b>	<b>Amount</b>
Reductions in FTE, Benefit, FPPA Impacts	General Fund	Countywide	691,171
Revenue Sale of Resource Center & Fees	General Fund	Countywide	887,932
			<u>1,579,102</u>
Reductions in FTE and Benefit	Public Health	Public Health	120,888
Fees for Services	Ambulance Fund	Ambulance	150,000

Reductions within the General Fund services including Archives, County Clerk, Emergency Management, Geographical Information Services, Planning, Public Health and Recreation.

Fee increases include Transfer Station, Development, and Ambulance services.



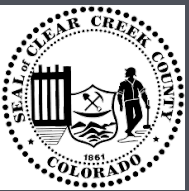
# 2025 FTE's – ALL FUNDS

Increase of 1.0 in the County Attorney

Reduction in FTEs include:

- 1.0 Archivist
- 1.0 Chief Deputy Clerk
- 1.0 Emergency Management Coord.
- 1.0 Facilities Technician
- 1.0 GIS Technician
- 1.0 Senior Planner
- 1.0 Trails Technician
- 1.0 Recreation Facilities Manager
- 7.6 FTE by reducing 38 positions to  
32 hour work weeks

Division	2024	2025	Change
Assessor	4.500	3.900	(0.600)
Clerk and Recorder/Elections	6.000	4.200	(1.800)
Commissioners	3.000	3.000	-
Coroner	2.900	2.200	(0.700)
County Attorney	2.250	2.800	0.550
County Manager	4.000	3.600	(0.400)
Emergency Medical Services	24.800	24.800	
Finance	3.700	3.400	(0.300)
Human Resources	3.000	2.600	(0.400)
Human Services	13.750	13.750	-
Internal Services	9.650	5.750	(3.900)
Information Technology	3.000	2.600	(0.400)
Transit Operations	3.925	3.925	-
Public Health	9.540	8.625	(0.915)
Public Works	31.500	31.300	(0.200)
Sheriff	60.725	59.025	(1.700)
Strategic and Community Planning	17.675	14.375	(3.300)
Surveyor	1.000	1.000	-
Treasurer/Public Trustee	3.000	2.600	(0.400)
<b>Total FTE's</b>	<b>207.915</b>	<b>193.450</b>	<b>(14.465)</b>



# GENERAL FUND FINANCIAL OUTLOOK



Revisit Reserve Policy For 2026 \$5 million restricted moving forward





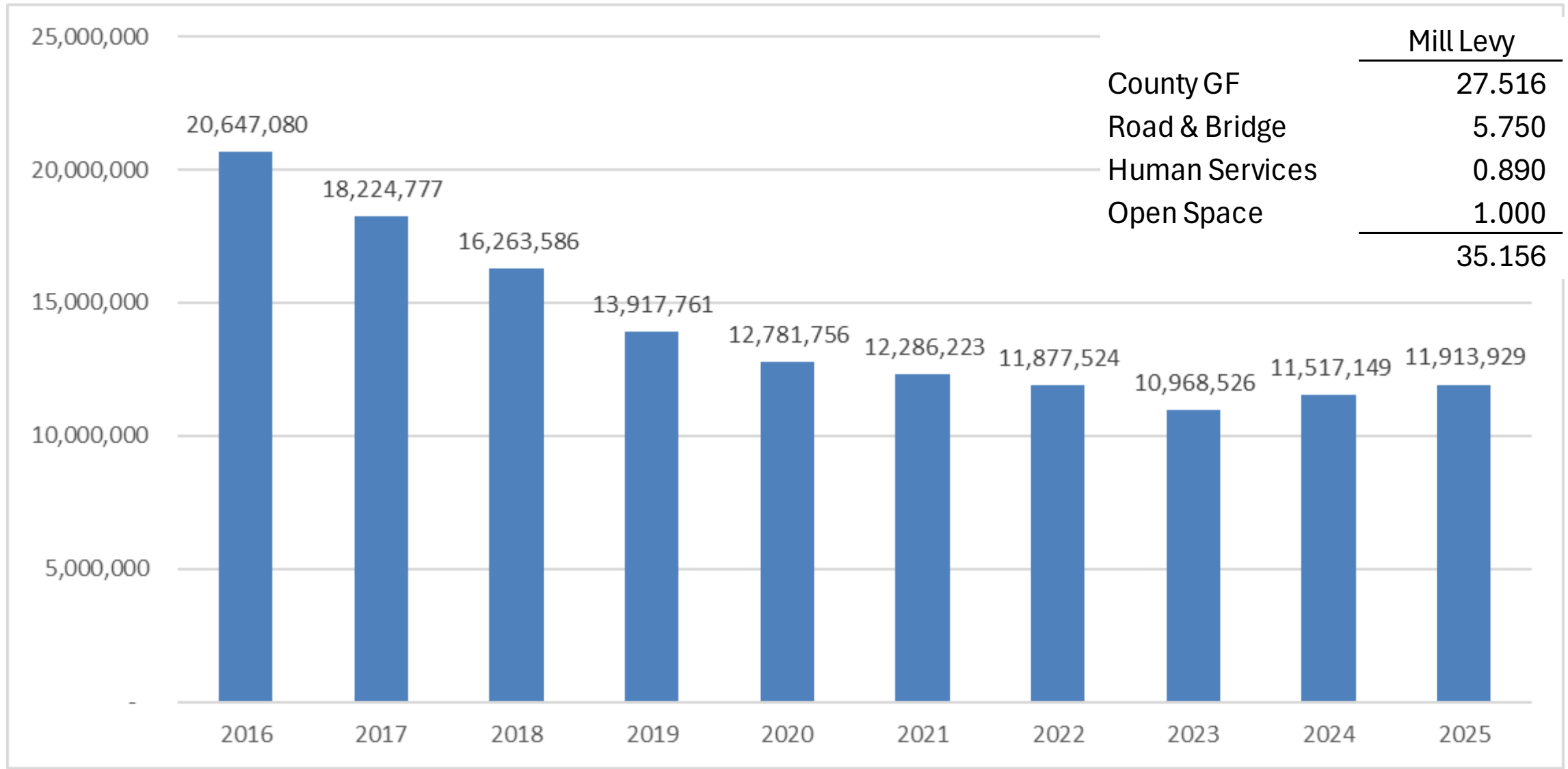
# 2025 BUDGET – ADOPT MILL LEVY

BOCC MEETING DECEMBER 10, 2025





# COUNTY PROPERTY TAX BY YEAR



## BOCC ACTION – ADOPT MILL LEVY



- ✓ Maintain the Mill Levy for the County
  - No change in Open Space Levy since 2006
  - No Change in Road and Bridge Levy since 2007
  - No change in General Government levy since 2010
  
- ✓ Staff recommend keep mill levy same adopt 35.156 mills
  
- ✓ Property tax due from residents and businesses \$11.9M

	<u>Mill Levy</u>
County GF	27.516
Road & Bridge	5.750
Human Services	0.890
Open Space	1.000
	<hr/> 35.156

**R-24-88**

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES  
FOR THE YEAR 2024, TO HELP DEFRAID THE COSTS OF GOVERNMENT  
FOR CLEAR CREEK COUNTY, COLORADO, FOR THE 2025 BUDGET YEAR.**

**WHEREAS**, the Board of County Commissioners of Clear Creek County, Colorado (“Board”), is required to levy against the valuation of all taxable property existing within the County on the assessment date within the various taxing districts; and

**WHEREAS**, the Board is authorized by law to levy and certify taxes in accordance with C.R.S §§ 39-1-111 and 39-5-128; and

**WHEREAS**, the County desires to levy a tax of 35.156 mills upon each dollar of the total assessed valuation of all taxable property within the County; and,

**WHEREAS**, the County desires to establish the following separate funds for mill levy purposes and its corresponding mill levy for the calendar year:

General Fund	27.516
Road & Bridge	5.750
Open Space	1.000
Human Services	0.890

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Clear Creek County, Colorado:

Section 1. The above-named funds and their corresponding mill levies are approved and established for the calendar year.

Section 2. That the tax levy for the 2025 budget year is hereby 35.156 mills upon each dollar of the total valuation for assessment of all taxable property within the County of Clear Creek, Colorado, for the year 2024.

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ADOPTED this 10<sup>th</sup> day of December, 2024, at a regularly scheduled meeting of the Clear Creek County Board of County Commissioners, effective the date hereof.

\_\_\_\_\_  
George Marlin, Chair

\_\_\_\_\_  
Randall Wheelock, Commissioner

\_\_\_\_\_  
Mitch Houston, Commissioner

ATTEST:

\_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder



CERTIFICATION OF VALUATION BY
Clear Creek County COUNTY ASSESSOR

New Tax Entity? [ ] YES [X] NO

Date 11/25/2024

NAME OF TAX ENTITY: CCC GENERAL

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5% LIMIT") ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2024 :

Table with 11 rows listing valuation items and their corresponding dollar amounts, such as 'PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION' and 'CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION'.

- † This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution
\* New Construction is defined as: Taxable real property structures and the personal property connected with the structure.
~ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.
Φ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART.X, SEC.20, COLO. CONSTUTION AND 39-5-121(2)(b), C.R.S., THE Clear Creek County County ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2024 :

Table with 1 row: 'CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶' valued at \$2,822,295,470

ADDITIONS TO TAXABLE REAL PROPERTY

Table with 7 rows listing additions to taxable real property, such as 'CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS' and 'TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT'.

DELETIONS FROM TAXABLE REAL PROPERTY

Table with 3 rows listing deletions from taxable real property, such as 'DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS' and 'PREVIOUSLY TAXABLE PROPERTY'.

- ¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.
\* Construction is defined as newly constructed taxable real property structures.
§ Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS: TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY \$3,060,057,740

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES: HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): \*\* \$523,294
\*\* The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

CERTIFICATION OF VALUATION BY
Clear Creek County COUNTY ASSESSOR

New Tax Entity? [ ] YES [X] NO

Date 11/25/2024

NAME OF TAX ENTITY: CCC EMERGENCY SERVICE

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION (5.5% LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2024 :

Table with 11 rows listing valuation items and their amounts, such as 'PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION' and 'CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION'.

- Footnotes explaining symbols: ‡ This value reflects personal property exemptions... \* New Construction is defined as... ≈ Jurisdiction must submit to the Division of Local Government... Ⓞ Jurisdiction must apply to the Division of Local Government...

USE FOR TABOR 'LOCAL GROWTH' CALCULATION ONLY

IN ACCORDANCE WITH ART.X, SEC.20, COLO. CONSTUTION AND 39-5-121(2)(b), C.R.S., THE Clear Creek County County ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2024 :

Table with 7 rows listing actual valuation items and their amounts, such as 'CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY' and 'CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS'.

DELETIONS FROM TAXABLE REAL PROPERTY

Table with 4 rows listing deletions from taxable real property, such as 'DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS' and 'DISCONNECTIONS/EXCLUSIONS'.

- Footnotes explaining symbols: † This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property. \* Construction is defined as newly constructed taxable real property structures. § Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS: TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY \$1,155,936,510

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES: HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): \*\* \$240,677
\*\* The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Rachel Harlow-Schalk, Finance Director/Assistant County Manager  
**Subject:** Consideration of approval of Resolution #24-88, A Resolution Levying General Property Taxes for The Year 2024, To Help Defray the Costs of Government for Clear Creek County, Colorado For The 2025 Budget Year

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## RECOMMENDATION

Board of County Commissioners (BoCC) action to approve and set the mill levy for 2025 at 35.156 mills for the County as well as 4.569 mills for the Emergency Services General Improvement District.

## BACKGROUND

The 2025 Budget is scheduled for adoption during the December 10, 2024, BoCC meeting. The State of Colorado requires that the County adopt its annual mill levy before December 15<sup>th</sup> of every year. This year, that date is Sunday and as a result, the BoCC must adopt the mill levy for the 2025 budget year on December 10 to meet the statutory deadline. The annual mill levy is typically adopted in the same meeting as the budget. However, due to late cycle State legislative action regarding property tax exemptions and the residential assessment rate, the Assessor's need for additional time to make the necessary calculations related to the State legislative action, and the BOCC's request for more discussion regarding valuation changes and the proposed mill levy, a review and adoption of the mill levy was completed under a special meeting in January of 2024.

Assessed values calculated by the Assessor include the residential and commercial exemptions as well as a residential assessment rate. In budget year 2024, the levied mills for General Operating, Road & Bridge, Open Space and Human Services were 35.156 mills:

General Government:	27.516
Road and Bridge:	5.750
Open Space:	1.000
Public Welfare:	0.890

For 2025, no change in mill levy is recommended for the County.

Additionally, the BoCC serves as Directors of the Emergency Services General Improvement District. As a result, the BoCC must pass a resolution for mills levied for the District. Again, no change from 2024 is recommended for the mill levy within the District. The 4.569 mills levy for the District is recommended for budget year 2025.

## FISCAL IMPACT

The recommended 35.156 mills is projected to generate \$11,913,929 in property tax for the County while the 4.569 mills is projected to generate \$778,787 for the Emergency Services District.



# Board Agenda Background

## ATTACHMENTS

1. PowerPoint presentation for County mill levy
2. Clear Creek County Resolution 24-88 to levy general property taxes
3. 2024 Certification of Assessed Value Clear Creek County

**R-24-94**

**RESOLUTION SETTING DAYS AND  
HOURS OF OPERATION FOR COUNTY OFFICES**

**WHEREAS**, C.R.S. § 30-10-109 requires that all county offices shall be kept open for the transaction of county business on the days and during the hours designated by resolution of the board of county commissioners; and

**WHEREAS**, on June 6, 2023, the Clear Creek County Board of County Commissioners (“Board”) approved Resolution R-23-42, setting the days and hours of operation for County offices as Monday through Thursday, from 8:00AM – 4:00PM; and

**WHEREAS**, the County is facing a significant budget shortfall for the 2025 fiscal year, requiring it to pull funds from its financial reserves to appropriate enough money to support government functions; and

**WHEREAS**, this financial deficit is resulting in the County being unable to responsibly increase compensation for most employees to meet the market salary ranges determined by a recent compensation analysis; and

**WHEREAS**, simultaneously, the County’s employee attrition rate over the last year is approximately 38%, much higher than the average attrition rate for public sector employers; and

**WHEREAS**, in consideration of the County’s inability to meet market pay for most County positions, and to avoid increased attrition, County administration is recommending that the County’s business hours be reduced by eight hours a week, while simultaneously adjusting employee wage rates to allow employees to maintain the same annual salary they currently earn at no loss of income; and

**WHEREAS**, the Board, having considered the recommendations of County administration, finds that, effective January 2, 2025, the days and hours of operation of County offices shall be fixed until and unless modified by the Board through subsequent Board action.

**NOW, THEREFORE, BE IT RESOLVED** by the Clear Creek County Board of County Commissioners, that the days and hours of operation for the Clear Creek County offices shall be Monday through Thursday, 800AM –4:00PM effective January 2, 2025.

*///remainder of page intentionally left blank///*

ADOPTED this 10<sup>th</sup> day of December, 2024, at a regularly scheduled meeting of the Clear Creek County Board of County Commissioners, effective the date hereof.

\_\_\_\_\_  
George Marlin, Chair

\_\_\_\_\_  
Randall Wheelock, Commissioner

ATTEST:

\_\_\_\_\_  
Mitch Houston, Commissioner

\_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**From:** Brian D. Bosshardt, County Manager  
**Subject:** Consideration of Resolution R-24-94, resolution setting days of operation for Clear Creek County Offices

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## RECOMMENDATION

Staff recommends approval of resolution R-24-94, setting the days of operation for Clear Creek County Offices.

## BACKGROUND

At the direction of the Board, County staff conducted a comprehensive review of all compensation levels offered by the County to address an increasing rate of employee turnover. The study revealed that numerous positions across the organization are not being compensated at market rates. The costs required to align these positions with market rates were included in the 2025 proposed budget, which was presented to the Board during the October 29th meeting.

The proposed budget reflected a \$4 million general fund deficit, with all compensation adjustments included. In light of this fiscal reality, County leadership made the decision to remove the compensation adjustments for the majority of general fund employees.

## ANALYSIS

To address the findings of the compensation analysis and mitigate the projected general fund deficit, County leadership is proposing a reduction in work hours for all 40-hour-per-week employees to 32 hours per week in lieu of providing a compensation adjustment. Reducing the number of hours worked by full-time employees is intended to help curb the peak 38% turnover rate the County experienced in 2024.

Under this plan, County offices would operate from **8:00 a.m. to 4:00 p.m.**, Monday through Thursday, effective January 2, 2025. This adjustment reflects the County's commitment to fiscal responsibility while aiming to minimize disruptions for both the public and employees.

Critical services, including Public Safety, Road & Bridge, The Roundabout, and the Transfer Station, would remain unaffected to ensure uninterrupted operations for essential services.

## FISCAL IMPACT

The removal of the market compensation adjustment from the proposed 2025 budget, along with other cost-saving measures, has reduced the general fund deficit to \$1.4 million. This reduction brings the deficit in line with historically typical levels for the general fund.

## ATTACHMENTS

1. Resolution R-24-94 Setting County Days and Hours



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Rachel Harlow-Schalk, Finance Director/Assistant County Manager  
**Subject:** Consideration of approval of Resolution #24-04, A Resolution Adopting A Budget, And Appropriating Sums of Money for Clear Creek County Emergency Services General Improvement District, Clear Creek County, Colorado, For the Calendar Year Beginning on The First Day of January, 2025 and Ending on the Last Day of December, 2025

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## RECOMMENDATION

Board of County Commissioners (BoCC) action to approve and set the mill levy for 2025 at 35.156 mills for the County as well as 4.569 mills for the Emergency Services General Improvement District.

## BACKGROUND

The 2025 Budget is scheduled for adoption during the December 10, 2024, BoCC meeting. The State of Colorado requires that the County adopt its annual mill levy before December 15<sup>th</sup> of every year. This year, that date is Sunday and as a result, the BoCC must adopt the mill levy for the 2025 budget year on December 10 to meet the statutory deadline. The annual mill levy is typically adopted in the same meeting as the budget. However, due to late cycle State legislative action regarding property tax exemptions and the residential assessment rate, the Assessor's need for additional time to make the necessary calculations related to the State legislative action, and the BOCC's request for more discussion regarding valuation changes and the proposed mill levy, a review and adoption of the mill levy was completed under a special meeting in January of 2024.

Assessed values calculated by the Assessor include the residential and commercial exemptions as well as a residential assessment rate. In budget year 2024, the levied mills for General Operating, Road & Bridge, Open Space and Human Services were 35.156 mills:

General Government:	27.516
Road and Bridge:	5.750
Open Space:	1.000
Public Welfare:	0.890

For 2025, no change in mill levy is recommended for the County.

Additionally, the BoCC serves as Directors of the Emergency Services General Improvement District. As a result, the BoCC must pass a resolution for mills levied for the District. Again, no change from 2024 is recommended for the mill levy within the District. The 4.569 mills levy for the District is recommended for budget year 2025.

## FISCAL IMPACT

The recommended 35.156 mills is projected to generate \$11,913,929 in property tax for the County while the 4.569 mills is projected to generate \$778,787 for the Emergency Services District.





# Board Agenda Background

## ATTACHMENTS

1. Resolution #24-04

**ESD-24-04**

**A RESOLUTION ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY FOR CLEAR CREEK COUNTY EMERGENCY SERVICES GENERAL IMPROVEMENT DISTRICT, CLEAR CREEK COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2025 AND ENDING ON THE LAST DAY OF DECEMBER 2025**

**WHEREAS**, the Board of Directors of Clear Creek County Emergency Services General Improvement District has appointed a Budget Officer to prepare and submit a proposed budget to said governing body at the proper time; and

**WHEREAS**, the Budget Officer submitted a proposed budget to this governing body on October 14, 2024, for its consideration; and

**WHEREAS**, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, public hearings were held on December 10, 2024, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

**WHEREAS**, this budget is in compliance with Article X, Section 20 of the Colorado State Constitution.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Clear Creek County Emergency Services General Improvement District:

Section 1. That the budget as submitted, amended, and herein below summarizing revenues and expenditures by fund, hereby is approved and adopted as the budget of the Clear Creek County Emergency Services General Improvement District for the calendar year 2025:

Estimated General Fund Expenditures	\$	846,647
Estimated revenue from the net general property tax levy	\$	779,037
Estimated revenue from other sources	\$	67,610
Total District General Fund Revenue	\$	<u>846,647</u>

Section 2. That the budget hereby approved and adopted shall be signed by the Board of Directors, and made a part of the public records of the Creek County Emergency Services General Improvement District.

Section 3. That the following sums are hereby appropriated from revenue and reserve of the Clear Creek County Emergency Services General Improvement District for the expenditures of the District and for purposes stated:

Estimated General Fund Expenditures	\$	846,647
-------------------------------------	----	---------

**ADOPTED** this 10<sup>th</sup> day of December, 2024, at a regularly scheduled meeting of the Board of Directors of the Clear Creek County Emergency Services General Improvement District.

\_\_\_\_\_  
George Marlin, Chair

\_\_\_\_\_  
Randall Wheelock, Commissioner

\_\_\_\_\_  
Mitch Houston, Commissioner

ATTEST:

\_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder

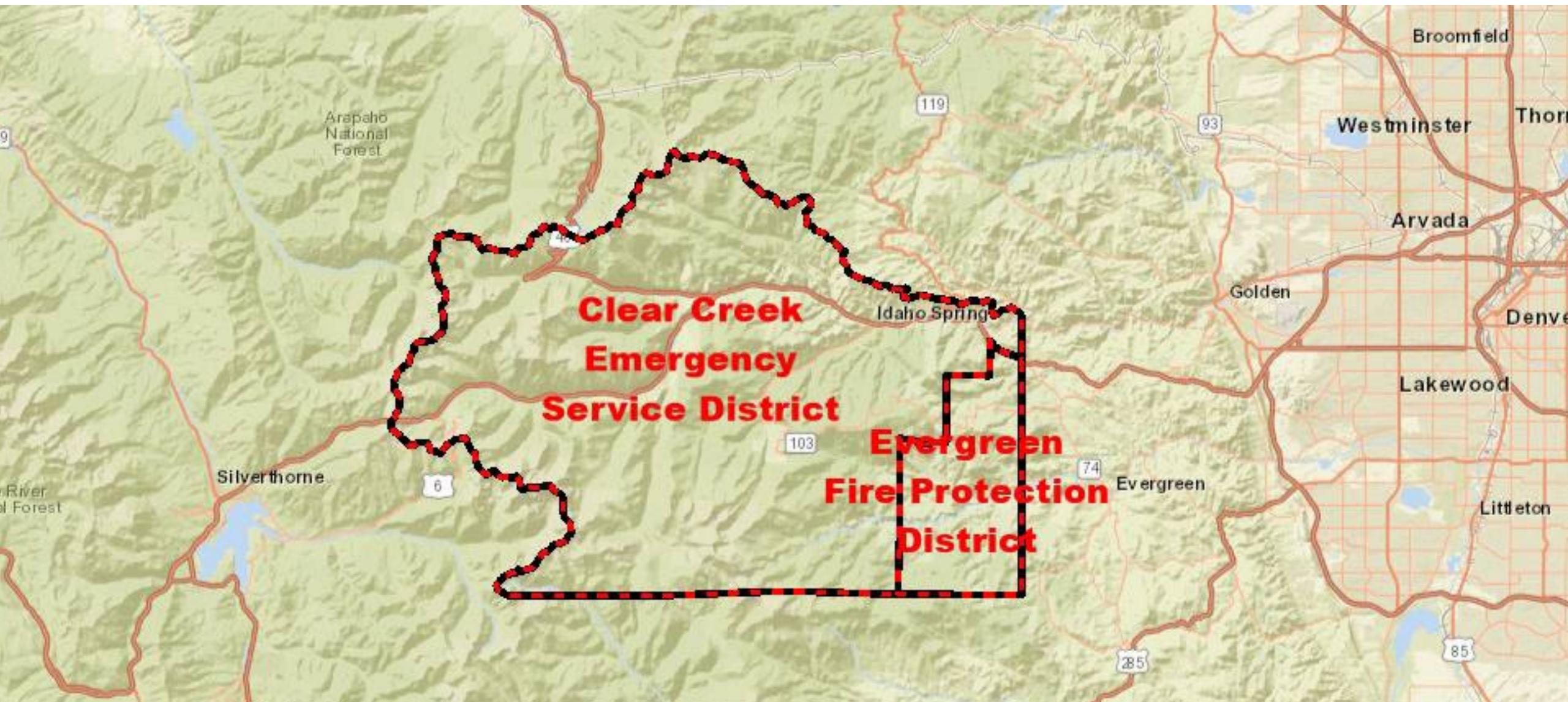
# EMERGENCY SERVICES GID – ADOPT MILL LEVY

BOARD MEETING JANUARY 8, 2024



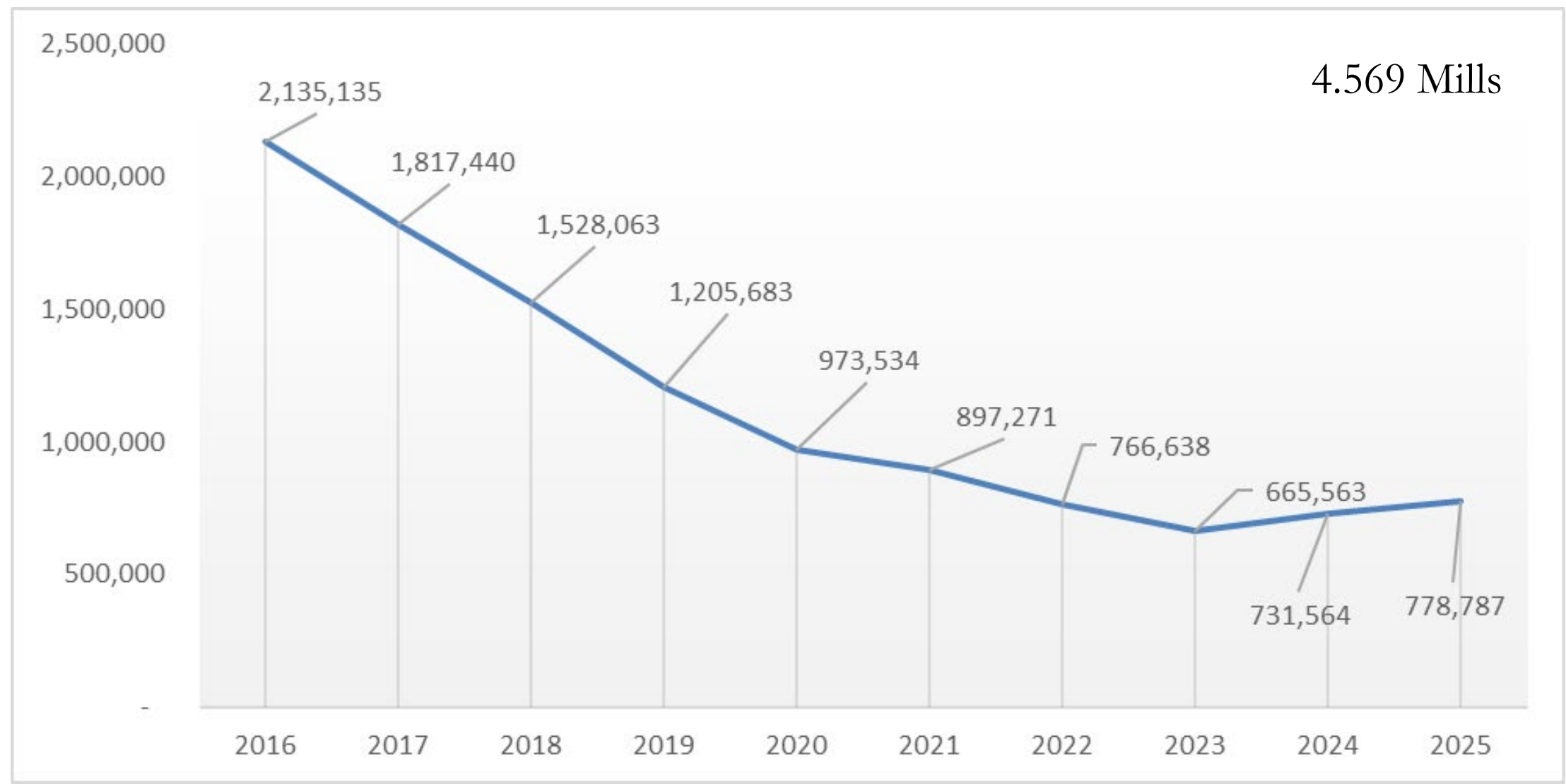


# EMERGENCY SERVICES BOUNDARY





# EMERGENCY SERVICES GID PROPERTY TAX BY YEAR



## BOARD ACTION – ADOPT MILL LEVY

- ✓ Staff recommend maintain levy, adopt 4.569 mills
- ✓ Property tax due from within district \$778,787



**ESD-24-05**

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CLEAR CREEK COUNTY EMERGENCY SERVICES GENERAL IMPROVEMENT DISTRICT, CLEAR CREEK COUNTY, COLORADO, FOR THE 2025 BUDGET YEAR.**

**WHEREAS**, the Board of Directors (“Board”) of the Clear Creek County Emergency Services General Improvement District (District”) has adopted the annual budget for the budget year 2025 in accordance with the Local Government Budget Law; and

**WHEREAS**, the amount of money necessary to balance the budget for District General Fund expenditures is \$778,787; and

**WHEREAS**, the 2024 valuation for assessment for the District as certified by the County Assessor is \$170,450,290; and

**WHEREAS**, the Board is authorized by law to levy and certify taxes in accordance with C.R.S. §§ 39-1-128 and 39-5-128.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Clear Creek County Emergency Services General Improvement District, for the purpose of meeting all General Fund operating expenditures of the District during the 2025 budget year, there is hereby levied a tax of 4.569 mills upon each dollar of the total valuation for assessment of all taxable property within the Emergency Services General Improvement District of Clear Creek County, Colorado, for the year 2024.

**ADOPTED** this 10<sup>th</sup> day of December, 2024, at a regularly scheduled meeting of the Board of Directors of the Clear Creek County Emergency Services General Improvement District.

\_\_\_\_\_  
George Marlin, Chair

\_\_\_\_\_  
Randall Wheelock, Commissioner

\_\_\_\_\_  
Mitch Houston, Commissioner

ATTEST:

\_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder



CERTIFICATION OF VALUATION BY
Clear Creek County COUNTY ASSESSOR

New Tax Entity? [ ] YES [X] NO

Date 11/25/2024

NAME OF TAX ENTITY: CCC EMERGENCY SERVICE

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION (5.5% LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2024 :

Table with 11 rows listing valuation items and their amounts, such as 'PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION' and 'CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION'.

- Footnotes explaining symbols: ‡ This value reflects personal property exemptions... \* New Construction is defined as... ≈ Jurisdiction must submit to the Division of Local Government... Ⓞ Jurisdiction must apply to the Division of Local Government...

USE FOR TABOR 'LOCAL GROWTH' CALCULATION ONLY

IN ACCORDANCE WITH ART.X, SEC.20, COLO. CONSTUTION AND 39-5-121(2)(b), C.R.S., THE Clear Creek County County ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2024 :

Table with 7 rows listing actual valuation items and their amounts, including 'CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY' and 'CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS'.

DELETIONS FROM TAXABLE REAL PROPERTY

Table with 4 rows listing deletions from taxable real property, such as 'DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS' and 'DISCONNECTIONS/EXCLUSIONS'.

- Footnotes for Tabor section: † This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property. \* Construction is defined as newly constructed taxable real property structures. § Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS: TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY \$1,155,936,510

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES: HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): \*\* \$240,677
\*\* The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Rachel Harlow-Schalk, Finance Director/Assistant County Manager  
**Subject:** Consideration of approval of Resolution #24-05, A Resolution Levying General Property Taxes for The Year 2024, To Help Defray the Costs of Government For Clear Creek County, Colorado For The 2025 Budget Year

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## RECOMMENDATION

Board of County Commissioners (BoCC) action to approve and set the mill levy for 2025 at 35.156 mills for the County as well as 4.569 mills for the Emergency Services General Improvement District.

## BACKGROUND

The 2025 Budget is scheduled for adoption during the December 10, 2024, BoCC meeting. The State of Colorado requires that the County adopt its annual mill levy before December 15<sup>th</sup> of every year. This year, that date is Sunday and as a result, the BoCC must adopt the mill levy for the 2025 budget year on December 10 to meet the statutory deadline. The annual mill levy is typically adopted in the same meeting as the budget. However, due to late cycle State legislative action regarding property tax exemptions and the residential assessment rate, the Assessor's need for additional time to make the necessary calculations related to the State legislative action, and the BOCC's request for more discussion regarding valuation changes and the proposed mill levy, a review and adoption of the mill levy was completed under a special meeting in January of 2024.

Assessed values calculated by the Assessor include the residential and commercial exemptions as well as a residential assessment rate. In budget year 2024, the levied mills for General Operating, Road & Bridge, Open Space and Human Services were 35.156 mills:

General Government:	27.516
Road and Bridge:	5.750
Open Space:	1.000
Public Welfare:	0.890

For 2025, no change in mill levy is recommended for the County.

Additionally, the BoCC serves as Directors of the Emergency Services General Improvement District. As a result, the BoCC must pass a resolution for mills levied for the District. Again, no change from 2024 is recommended for the mill levy within the District. The 4.569 mills levy for the District is recommended for budget year 2025.

## FISCAL IMPACT

The recommended 35.156 mills is projected to generate \$11,913,929 in property tax for the County while the 4.569 mills is projected to generate \$778,787 for the Emergency Services District.



# Board Agenda Background

## ATTACHMENTS

1. PowerPoint presentation for Emergency Services GID mill levy
2. Emergency Services General Improvement District Resolution 24-05 to levy general property taxes
3. 2024 Certification of Assessed Value Emergency Services General Improvement District

**A RESOLUTION ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY FOR THE CLEAR CREEK HOUSING AUTHORITY, CLEAR CREEK COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2025 AND ENDING ON THE LAST DAY OF DECEMBER, 2025**

**WHEREAS**, the Board of Directors of Clear Creek County Housing Authority has appointed a Budget Officer to prepare and submit a proposed budget to said governing body at the proper time; and

**WHEREAS**, the Budget Officer submitted a proposed budget to this governing body on October 14, 2024, for its consideration; and

**WHEREAS**, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 10, 2024, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

**WHEREAS**, this budget is in compliance with Article X, Section 20 of the Colorado State Constitution.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CLEAR CREEK COUNTY HOUSING AUTHORITY:**

Section 1. That the budget as submitted, amended, and herein below summarizing revenues and expenditures by fund, hereby is approved and adopted as the budget of the Clear Creek County Housing Authority for the calendar year 2025:

Estimated General Fund Expenditures	\$ 10,050
Estimated General Fund Revenues	\$ 14,250

Section 2. That the budget hereby approved and adopted shall be signed by the Board of Directors, and made a part of the public records of the Clear Creek Housing Authority.

Section 3. That the following sums are hereby appropriated from reserve of the Housing Authority for the expenditures of the Housing Authority General Fund for purposes stated:

Estimated General Fund Expenditures	\$ 10,050
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**ADOPTED** this 10<sup>th</sup> day of December, 2024, at a regularly scheduled meeting of the Board of Directors of the Clear Creek County Housing Authority.

\_\_\_\_\_  
George Marlin, Chair

\_\_\_\_\_  
Randall Wheelock, Commissioner

\_\_\_\_\_  
Mitch Houston, Commissioner

ATTEST:

\_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder

**R-24-92**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS FOR CLEAR CREEK COUNTY ADOPTING A FEE SCHEDULE FOR SHORT-TERM RENTAL LICENSES**

**WHEREAS**, C.R.S. § 29-20-106 authorizes local governments to receive and expend funds from private sources for the purposes of planning for or regulating the use of land within their respective jurisdictions; and

**WHEREAS**, on October 4, 2022, the Clear Creek County Board of County Commissioners adopted resolution R-22-60, and adopted certain fees for applications and planning processes for Clear Creek County, including an application fee for a short-term rental license; and

**WHEREAS**, based on the number of short-term rental license applications received, licenses being issued, and the amount of staff time spent in processing these documents, staff has recommended an increase in the fees related to short-term rental license to more equitably cover the cost of the administration of the short-term rental license program.

**NOW, THEREFORE BE IT RESOLVED** by the Board of County Commissioners of the County of Clear Creek that the Short-Term Rental Fee Schedule, attached hereto as Exhibit A, is hereby adopted effective immediately.

**BE IT FURTHER RESOLVED** that the aforementioned fee schedule shall supersede the fees related to short-term rentals stated in Resolution R-22-60.

**APPROVED** this 10<sup>th</sup> day of December 2024, at a regular meeting of the Clear Creek County Board of County Commissioners.

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George Marlin, Chair

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Randall P. Wheelock, Commissioner

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Mitch Houston, Commissioner

ATTEST:

---

Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder

# Exhibit A

## Short-Term Rental Fee Schedule

The following fee table is applicable to licenses administered by the Planning and Building Services Department as adopted by the Clear Creek County Board of County Commissioners.

### Short-Term Rental Licenses

<b>Fee</b>	<b>Valuation</b>
Document Review	\$200
Registration	\$500
Standard STR License	\$1000
Primary Resident STR License	\$500
Safety Inspection	\$150
Appeal processing fee	\$250
Per Occupant fee STRs over four occupants	\$200

- Appeals fee shall be the actual cost incurred by the county, but not less than the processing fee. This cost may include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.
- An STR which has operated without a license will be subject to an application fee which is two times the amount of the applicable STR License.
- Reimbursement of any expense incurred in defense of any lawsuits or other action brought against the county as a result of owner's operation.

**Date:** 12/9/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Amy Saxton, Director of Strategic & Community Planning  
**Subject:** Consideration of R-24-92 Resolution Adopting a Short-Term Rental Fee Schedule

## **RECOMMENDATION**

Staff recommend adoption of R-24-92 Resolution Adopting a Short-Term Rental Fee Schedule.

## **BACKGROUND**

In March 2024, staff presented a draft Short-Term Rental (STR) ordinance to the Board of County Commissioners (BOCC). The draft ordinance aimed to implement programmatic and structural changes to the STR program. At that time, the BOCC provided feedback and direction.

The draft ordinance not only proposed a variety of programmatic changes for the BOCC to consider but also introduced a shift in the source through which the County authorizes the regulations governing the STR program. Currently, the STR program is governed by the zoning code. If the BOCC adopts the draft Ordinance 19, the STR program will instead be governed by an ordinance. This change, like many of the programmatic adjustments in the draft ordinance, responds to community feedback. Moving the regulation to an ordinance enhances the County's enforcement capabilities compared to the zoning code, allowing for greater responsiveness to resident concerns. The Board's consideration of the second reading of Ordinance 19 is scheduled for the December 17 regular meeting.

The draft ordinance includes a wide range of proposed changes based on community feedback and BOCC direction. Among these changes is a proposed new STR Fee Schedule.

## **ANALYSIS**

The Short-Term Rental Fee Schedule includes several notable elements:

- **Increased Fees:** The fee schedule raises prices for both Primary Resident STR licenses and Standard STR licenses.
- **Additional Charges:** It includes new fees for safety inspections and add-on costs for licensing STRs that accommodate more than four guests.
- **Processing Fees:** It establishes processing and application fees to streamline administrative costs.

## **FISCAL IMPACT**

Proposed Fee increases, will approximately double the County STR revenues. This increase in resources will support needed staff capacity and resources to offer more responsiveness and support services to residents, tenants and responsible agents.

## **ATTACHMENTS**

1. R-24-92 Resolution Adopting a Short-Term Rental fee Schedule



**R-24-87**

**RESOLUTION ADOPTING BUILDING DEPARTMENT FEE SCHEDULES**

**WHEREAS**, C.R.S. § 30-28-114 authorizes boards of county commissioners to fix a reasonable schedule of fees for the issuance of building permits; and

**WHEREAS**, the Clear Creek Board of County Commissioners desires to provide a fee schedule which can be equitably applied; and

**NOW, THEREFORE BE IT RESOLVED** that the attached Building Department Fee Schedule, attached hereto as Exhibit A, will become effective as of February 1, 2025.

**BE IT FURTHER RESOLVED** that any and all previously adopted Building Department fee schedules, including but not limited to R-24-017, are hereby rescinded upon the adoption of this resolution.

**APPROVED** this 10th day of December 2024, at a regular meeting of the Clear Creek County Board of County Commissioners.

\_\_\_\_\_  
George Marlin, Chair

\_\_\_\_\_  
Randall P. Wheelock, Commissioner

\_\_\_\_\_  
Mitch Houston, Commissioner

ATTEST:

\_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder

# Exhibit A

## Building Permit Fee Schedule

The building permit fee shall be calculated using the most recent ICC Building Valuation Data table published or the actual cost of construction (materials and labor), whichever is greater. The building department shall determine the percentage of the budget which will be recouped from permit revenue as determined by other revenue sources. A permit fee multiplier shall be established to calculate permit fees.

### Permit Fee Multiplier

1. Based on historical records, determine the total inflation adjusted annual construction value which has occurred within the county the past year. (Construction valuation anomalies may be omitted)
2. Determine the percentage of the building department budget expected to be provided by permit revenue
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

### Permit Fee

Example

Permit Fee= Gross Area x Construction Cost x Permit Fee Multiplier

### Other than new construction

For work other than new construction the permit fee shall be calculated using the cost of construction (materials and labor) or as determined by the building official, whichever is greater.

### Other fees as applicable:

1. Deferred Submittal and Addendum Fees (one-hour min)	\$150.00 per hour
2. Minimum Permit Fee All Permit Types	\$100.00
3. Inspection Outside of Business Hours (four-hour min)	\$100.00 per hour
4. Wildfire Hazard Mitigation Development and Inspection	\$100.00 per trip
5. Reinspection Fee per R108.4.3 and 109.5.2	\$100.00 per trip
6. Other Inspections Not Noted	\$100.00 per trip
7. Commercial Temporary Certificate of Occupancy	\$500.00 per month
8. Residential Temporary Certificate of Occupancy	\$250.00 per month

<p>9. Board of Appeals Fee</p> <p>The total cost to the jurisdiction will be owed including supervision, overhead, equipment, hourly wages, and fringe benefits of employees involved</p>	<p>\$200.00 application + \$Reimbursement due as calculated</p>
<p>10. Permit transfer fee</p>	<p>\$100.00</p>

**Date:** 12/9/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Amy Saxton, Director of Strategic & Community Planning  
**Subject:** Consideration of Resolution 24-87 Adopting Building Department Fee Schedules

## **RECOMMENDATION**

Staff recommend approval of Resolution 24-87 Adopting Building Department Fee Schedules.

## **BACKGROUND**

On April 16<sup>th</sup>, 2024, the BOCC resolved to adopt the International Code Councils 2021 code series. The resolution set the limits of applicability of the code and describes how it is to be applied and enforced. Since that time, and facilitated by changes to Building Department leadership, staff have implemented a variety of process efficiencies and identified several key strategic opportunities.

A key element of those opportunities includes a proposal for change to the calculation of building permit fees. The purpose of this proposed change is to ensure full cost recovery that is related not only to the cost of permit delivery but to the cost of the buildings the permits allows as well. Approval of this change would provide a more responsible and responsive level of government service.

## **ANALYSIS**

This proposed adjustment will ensure a more comprehensive coverage of departmental costs. Staff recommends the adoption of an updated Fee Schedule that aligns permit fees with:

- a) the value of the buildings the permits support; and,
- b) the costs associated with providing those permits.

At a future meeting, staff will present additional building codes for adoption, along with several amendments. This broader context highlights the significant range of improvements being implemented within the Building Department.

In 2025, the County plans to expand Building Department services to include Georgetown and Idaho Springs. The proposed fee adjustments will account for existing permit delivery costs as well as projected increased costs associated with these expanded services

## **FISCAL IMPACT**

In 2024, building permit fee revenues were projected at \$160,000, while the approximate costs were \$375,000. For 2025, building permit delivery costs—and corresponding revenues—are projected to reach \$460,000. This increased revenue amount is included in the 2025 Proposed Budget being considered at this meeting as well.

Year-over-year comparisons are challenging due to significant staffing changes, departmental restructuring, and one-time software expenses incurred in 2024. A significant portion of the increased expenditures is attributed to the proposed expansion of services.

**CONCLUSION**

BOCC consideration and adoption of the resolution 24-87 Adopting Building Department Fee Schedules would grow revenue, enhance fund stewardship through improved cost recovery and provide a more comprehensive approach to the calculation of building permit fees.

**ATTACHMENTS**

1. Resolution 24-87 Adopting Building Department Fee Schedules

**R-24-95**

**RESOLUTION TO REVISE AMBULANCE FEE SCHEDULE AND  
RESCIND RESOLUTION 23-52**

**WHEREAS**, the Clear Creek Ambulance Department (also known as Clear Creek Emergency Medical Services) provides emergency medical services within Clear Creek County; and

**WHEREAS**, the Ambulance Department fee schedule was last revised on October 17, 2023, by Resolution 23-52; and

**WHEREAS**, the Ambulance Department recommends updating its fee schedule to reflect changes in the Center for Medicare and Medicaid Services guidelines for ambulance billing; and

**WHEREAS**, the Ambulance Department also recommends updating its fee schedule to allow for future indexing of rates charged by the Ambulance Department to those set forth in 3 CCR 702-4-2-66-5, Payment Methodology Rules, currently three hundred twenty-five percent (325%) of the Medicare reimbursement rate for the same services provided in the same geographic area, including mileage.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners for Clear Creek County, that the Ambulance Department Fees listed below are hereby adopted to be effective January 1, 2025, for services provided by the Clear Creek Ambulance Department, and shall be tied to the rate set forth in 3 CCR 702-4-2-66-5, Payment Methodology Rules.

**AMBULANCE FEE SCHEDULE**

<b>Charge</b>	<b>Amount</b>
BLS	\$1,855.33
ALS1	\$2,203.24
ALS2	\$3,188.87
Transport to Flight for Life	\$700.00
Mileage (1 - 17 miles)	\$43.39/mile
Mileage (18 + miles)	\$23.92/mile
On-Scene Care (per hour)	\$150.00
Hazmat Standby (per hour)	\$150.00
Special Event - Ambulance (per hour)	\$150.00
Special Event - Rescue Vehicle (per hour)	\$75.00

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**BE IT FURTHER RESOLVED** that Resolution R-23-52 shall remain in effect until December 31, 2024.

**ADOPTED** this 10<sup>th</sup> day of December, 2024, at a regularly scheduled meeting of the Clear Creek County Board of County Commissioners.

\_\_\_\_\_  
George Marlin, Chair

\_\_\_\_\_  
Randall P. Wheelock, Commissioner

\_\_\_\_\_  
Mitch Houston, Commissioner

ATTEST:

\_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder

# Fee Schedule Adjustment

## Clear Creek EMS Current Fee Schedule

A0429	BLS, Emergency Transport	\$1,457.72
A0427	ALS, Emergency Transport	\$1,731.05
A0433	ALS 2, Emergency Transport	\$2,505.46
A0425	Ground Mileage (Loaded)	\$28.31/mile

## Current CMS Maximums for CCEMS Service Area

A0429	BLS, Emergency Transport	\$570.87
A0427	ALS, Emergency Transport	\$677.92
A0433	ALS 2, Emergency Transport	\$981.19
A0425	Ground Mileage (Loaded)	\$13.53/mile 1-17 \$9.02/mile 18+

## 3 Colorado Code Regulations § 702-4-2-66-5 (see attachment) Proposed Fee

## Schedule CCEMS November 2024

A0429	BLS, Emergency Transport	\$1,855.33
A0427	ALS, Emergency Transport	\$2,203.24
A0433	ALS 2, Emergency Transport	\$3,188.87
A0425	Ground Mileage (Loaded)	\$43.39/mile 1-17 \$29.32/mile 18+



### 3 Colo. Code Regs. § 702-4-2-66-5

#### Section 3 CCR 702-4-2-66-5 - Payment Methodology Rules

A. Carriers shall reimburse a non-contracted service agency that provides emergency ambulance services to a covered person at three hundred twenty-five percent (325%) of the Medicare reimbursement rate for the same service provided in the same geographic area, including mileage.

B. A non-contracted service agency that does not meet the definition of a publicly-funded fire agency, but does contract with a fire department, fire protection district, health services district, municipality, special tax district, or other government entity to provide emergency ambulance services on their behalf shall be reimbursed in accordance with the terms of that contract.

C. A non-contracted service agency shall remain subject to Section 5.D. of this regulation if it contracts with a fire department, fire protection district, health services district, municipality, special tax district, or other government entity to provide emergency ambulance services and is prohibited from billing the covered person, except as permitted in Section 5.D. of this regulation.

D. Covered persons shall only be responsible for the applicable in-network deductible, coinsurance, and/or copayment they would be required to pay for in-network emergency ambulance services.

E. Payment made in compliance with Section 5.A. of this regulation shall be considered payment in full for the covered services provided, except for any in-network deductible, coinsurance and/or copayment amount required to be paid by the covered person.

F. An ambulance service provider must demonstrate to a carrier that it meets the definition of a publicly-funded fire agency found at Section 4.G. of this regulation in order to be exempt from the requirements found in this regulation.

*3 CCR 702-4-2-66-5*

43 CR 06, March 25, 2020, effective 4/15/2020

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# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Aaron Crawley, Emergency Medical Services Director  
**Subject:** Consideration of R-24-95 Resolution updating ambulance fees

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## RECOMMENDATION

Staff recommends approval of Resolution R-24-895, adopting fee increases for Clear Creek County ambulance services.

## BACKGROUND

The purpose of this item is to seek the Board of County Commissioners' (BoCC) review and approval of the proposed increase to the Ambulance Fee Schedule. This proposal is based on the 2024 recommendations from the State of Colorado and the Centers for Medicare & Medicaid Services (CMS) for ambulance fees in Clear Creek EMS's service area.

## ANALYSIS

Clear Creek EMS (CCEMS) relies on two primary funding sources: the ambulance sales tax and ambulance fees for services rendered. Over the past several years, EMS costs and expenditures have increased significantly. In 2023, CCEMS adjusted fees based on the then-current rates to maintain financial stability.

To remain financially sustainable, CCEMS must evaluate fee increases in alignment with recommendations from the Centers for Medicare & Medicaid Services (CMS) and the State of Colorado. Shortly after the 2023 fee adjustments, CMS and the State suggested updated ambulance fees specific to individual service areas. These new suggested rates are outlined in the attached document.

Assuming year-over-year consistency in reimbursement rates, implementing these updated fees could generate up to \$170,000 in additional reimbursements. However, it is important to acknowledge that commercial insurance reimbursement rates are not set on a defined schedule. Despite fee increases, commercial insurers may not significantly adjust their reimbursement amounts. As a result, a higher portion of the cost could ultimately be passed on to patients.

## CONCLUSION

Clear Creek EMS faces increasing costs and expenditures that require careful consideration of funding adjustments to maintain financial sustainability. The attached documents provide a comparison of the current ambulance fee schedule, Medicare reimbursement rates, and the State of Colorado and CMS-recommended fee schedule specific to our service area.

## FISCAL IMPACT

Adopting these updated rates could generate up to \$170,000 in additional reimbursements.

## ATTACHMENTS

1. R-24-95 Resolution to revise Ambulance Fee Schedule
2. Fee Schedule Adjustments to 2024 Rates

**EXHIBIT A  
TRANSFER STATION FEES**

<b>Description</b>	<b>In County</b>	<b>Out of County</b>
Minimum Charge, incl. Recycling	5.00	8.00
13 Gal Household	2.00	5.00
30 Gal Household	5.00	8.00
40 Gal Household	6.00	9.00
55 Gal Household	8.00	12.00
100 Gal Household	14.00	20.00
Loose Household (per CY)	30.00	40.00
Compacted trash (per CY)	50.00	60.00
Arm Chair	15.00	25.00
Love Seat	30.00	35.00
Sofa	45.00	52.50
Mattress or Boxspring (All Sizes)	65.00	75.00
Furniture (per CY)	30.00	40.00
Rubble (per CY)	50.00	60.00
Concrete (per CY)	100.00	110.00
Asphalt shingles (per CY)	60.00	70.00
Hot tub	110.00	125.00
Hot tub cover	40.00	45.00
55 Gal drum	15.00	20.00
E-cycle (per LB)	1.00	2.00
Microwave	15.00	20.00
CFL bulbs	1.00	2.00
Fluorescent bulbs (per FT)	1.00	2.00
HID bulbs	2.00	3.00
HH batteries (per LB)	2.00	3.00
Battery Packs	5.00	6.00
Ballasts (per LB)	5.00	6.00
Appliance	25.00	30.00
Fridge/freezer	60.00	65.00
Mini fridge	60.00	60.00
Air conditioner	60.00	60.00
Commercial Appliance	60.00	60.00
Auto battery	10.00	15.00
Tires (motorcycle)	10.00	15.00
Tires (car)	15.00	20.00
Tires (light truck)	20.00	25.00
Tires (truck)	25.00	30.00
Tires (semi)	45.00	50.00
Tires (tractor)	105.00	130.00
Other rims	20.00	20.00
Tree/brush (per CY)	20.00	25.00
Pine Needles (per CY)	20.00	25.00
Yard Waste, incl. grass clippings, leaves & manure (per CY)	10.00	15.00

**EXHIBIT A  
TRANSFER STATION FEES**

<b>Description</b>	<b>In County</b>	<b>Out of County</b>
Tree stumps (per CY)	65.00	40.00
Holiday tree	5.00	6.00
Pull off charge	20.00	25.00
Loader/Skid loading charge	20.00	25.00
Compost (per CY)	n/a	n/a
HHW (per LB) Special Event	TBD	TBD
Fire Extinguisher	8.00	10.00
Smoke Detector	5.00	10.00
Oil/Coolant (per GL)	3.00	5.00
Paint Handling Fee (per GL)	2.00	3.00

All prices are per item unless noted

CY Cubic Yard

FT Foot

GL Gallon

LB Pound

Description	Resident Current Fee	Resident Proposed Fee	% Increase	Non-Resident Current Fee	Non-Resident Proposed Fee	% Increase
Minimum Charge, incl. Recycling		\$ 5.00			\$ 8.00	
13 Gal Household		\$ 2.00			\$ 5.00	
30 Gal Household	\$ 3.00	\$ 5.00	67%	\$ 4.25	\$ 8.00	88%
40 Gal Household	\$ 4.00	\$ 6.00	50%	\$ 5.25	\$ 9.00	71%
55 Gal Household	\$ 5.50	\$ 8.00	45%	\$ 6.75	\$ 12.00	78%
100 Gal Household	\$ 10.00	\$ 14.00	40%	\$ 11.75	\$ 20.00	70%
Loose Household (per CY)	\$ 17.00	\$ 30.00	76%	\$ 18.50	\$ 40.00	116%
Compacted trash (per CY)	\$ 30.00	\$ 50.00	67%	\$ 36.00	\$ 60.00	67%
Arm Chair	\$ 14.50	\$ 15.00	3%	\$ 17.50	\$ 25.00	43%
Love Seat	\$ 29.00	\$ 30.00	3%	\$ 35.00	\$ 35.00	0%
Sofa	\$ 43.50	\$ 45.00	3%	\$ 52.50	\$ 52.50	0%
Mattress or Boxspring (All Sizes)	\$ 40.00	\$ 65.00	63%	\$ 50.00	\$ 75.00	50%
Furniture (per CY)	\$ 29.00	\$ 30.00	3%	\$ 35.00	\$ 40.00	14%
Rubble (per CY)	\$ 30.00	\$ 50.00	67%	\$ 36.00	\$ 60.00	67%
Concrete (per CY)	\$ 80.00	\$ 100.00	25%	\$ 87.00	\$ 110.00	26%
Asphalt shingles (per CY)	\$ 40.00	\$ 60.00	50%	\$ 46.00	\$ 70.00	52%
Hot tub	\$ 105.00	\$ 110.00	5%	\$ 126.00	\$ 125.00	-1%
Hot tub cover	\$ 15.00	\$ 40.00	167%	\$ 21.00	\$ 45.00	114%
55 Gal drum	\$ 4.00	\$ 15.00	275%	\$ 5.00	\$ 20.00	300%
E-cycle (per LB)	\$ 0.40	\$ 1.00	150%	\$ 0.70	\$ 2.00	186%
TV CRT	\$ 0.60			\$ 0.95		
Microwave	\$ 8.00	\$ 15.00	88%	\$ 9.50	\$ 20.00	111%
CFL bulbs	\$ 0.75	\$ 1.00	33%	\$ 1.50	\$ 2.00	33%
Fluorescent bulbs (per FT)	\$ 0.35	\$ 1.00	186%	\$ 0.70	\$ 2.00	186%
HID bulbs	\$ 1.75	\$ 2.00	14%	\$ 2.50	\$ 3.00	20%
HH batteries (per LB)	\$ 1.25	\$ 2.00	60%	\$ 1.75	\$ 3.00	71%
Battery Packs	\$ 4.00	\$ 5.00	25%	\$ 5.00	\$ 6.00	20%
Ballasts (per LB)	\$ 1.00	\$ 5.00	400%	\$ 1.50	\$ 6.00	300%
Appliance	\$ 20.00	\$ 25.00	25%	\$ 26.00	\$ 30.00	15%
Fridge/freezer	\$ 40.00	\$ 60.00	50%	\$ 45.00	\$ 65.00	44%
Mini fridge	\$ 40.00	\$ 60.00	50%	\$ 45.00	\$ 60.00	33%
Air conditioner	\$ 40.00	\$ 60.00	50%	\$ 45.00	\$ 60.00	33%
Commercial Appliance	\$ 48.00	\$ 60.00	25%	\$ 60.00	\$ 60.00	0%
Auto battery	\$ 4.00	\$ 10.00	150%	\$ 5.00	\$ 15.00	200%
Tires (motorcycle)	\$ 4.25	\$ 10.00	135%	\$ 5.50	\$ 15.00	173%
Tires (car)	\$ 10.00	\$ 15.00	50%	\$ 12.25	\$ 20.00	63%
Tires (light truck)	\$ 11.00	\$ 20.00	82%	\$ 13.75	\$ 25.00	82%
Tires (truck)	\$ 20.00	\$ 25.00	25%	\$ 24.00	\$ 30.00	25%
Tires (semi)	\$ 36.00	\$ 45.00	25%	\$ 41.75	\$ 50.00	20%
Tires (tractor)	\$ 75.00	\$ 105.00	40%	\$ 86.50	\$ 130.00	50%
Other rims	\$ 14.00	\$ 20.00	43%	\$ 14.00	\$ 20.00	43%
Tree/brush (per CY)	\$ 15.00	\$ 20.00	33%	\$ 22.50	\$ 25.00	11%
Pine Needles (per CY)	\$ 15.00	\$ 20.00	33%	\$ 22.50	\$ 25.00	11%
Yard Waste, incl. grass clippings, leaves & manure (per CY)		\$ 10.00			\$ 15.00	
Tree stumps (per CY)	\$ 30.00	\$ 65.00	117%	\$ 36.00	\$ 40.00	11%
Holiday tree	\$ 3.00	\$ 5.00	67%	\$ 5.25	\$ 6.00	14%
Pull off charge	\$ 20.00	\$ 20.00	0%	\$ 25.00	\$ 25.00	0%
Skid Loading Charge	\$ 12.00		-100%	\$ 20.00		-100%
Loader Loading Charge	\$ 20.00		-100%	\$ 25.00		-100%
Loader/Skid loading charge		\$ 20.00			\$ 25.00	
Compost (per CY)	\$ 15.00	n/a	0%	\$ 20.00	n/a	0%
Resale Material	\$ 1.00		-100%	\$ 2.00		-100%
HHW (per LB) Special Event			TBD			TBD
Fire Extinguisher	\$ 7.00	\$ 8.00	14%	\$ 9.25	\$ 10.00	8%
Smoke Detector		\$ 5.00			\$ 10.00	
Oil/Coolant (per GL)	\$ 1.00	\$ 3.00	200%	\$ 2.00	\$ 5.00	150%
Paint Handling Fee (per GL)		\$ 2.00			\$ 3.00	

All prices are per item unless noted

CY Cubic Yard

FT Foot

GL Gallon

LB Pound

**R-24-85**

**RESOLUTION REVISING CLEAR CREEK COUNTY TRANSFER STATION FEES AND POLICIES AND RESCINDING RESOLUTION R-23-48**

**WHEREAS**, Clear Creek County operates the Transfer Station and Recycling Center ("Transfer Station") on Soda Creek Road for the convenience of Clear Creek County citizens; and

**WHEREAS**, it is desirable to make the most efficient use of the Transfer Station; and

**WHEREAS**, on October 17, 2023, the Clear Creek County Board of County Commissioners (the "Board") adopted Resolution R-23-48, setting forth the policies and fee schedule for the Transfer Station; and

**WHEREAS**, the Board desires to further amend the uniform policies for users of the Transfer Station and restate the fee policy adopted by Resolution R-23-48.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Clear Creek County, that the fee schedule attached hereto as Exhibit A shall become effective December 20, 2024, and shall remain in effect until rescinded or superseded by further action by the Board.

**BE IT FURTHER RESOLVED** that Resolution R-23-48 is hereby rescinded effective December 20, 2024.

**TRANSFER STATION POLICY  
(Effective December 20, 2024)**

1. The Transfer Station is open to the public.
2. All materials originating from property outside Clear Creek County or brought by non-residents will be charged the non-resident fee.
3. The Transfer Station is not a Landfill.
4. No scavenging is allowed at the Transfer Station.
5. Transfer Station personnel have the right to refuse any load.
6. Hours of Operation: (these hours may be adjusted with public notice)
  - Open to the Public:  
8:00 a.m. to 4:30 p.m. - Tuesday, Wednesday, Friday and Saturday.
  - Closed to the Public:  
Sunday, Monday, Thursday, and observed County Holidays, as posted at the Transfer Station and on the Clear Creek County website.

7. All loads must be separated by item category, regardless of content.
8. All uncovered loads will be charged a fee double the amount of the standard fee.
9. The Transfer Station does not accept some hazardous materials, including but not limited to: combustible fuels, medical waste, ammunition, fireworks, contaminated soil, asbestos and radioactive materials.
10. Individuals enter the Transfer Station at their own risk.
11. Household trash must be bagged and tied.
12. All items for recycling are subject to a \$5.00 handling fee. All items for recycling that do not meet the "Recycling Guidelines" listed below will be considered trash and will be charged at the appropriate fee.

### **RECYCLING GUIDELINES**

ALUMINUM	Cans, aluminum foil, and pans
ASHES	Wood ashes, must be cold, no burned trash ashes
CORRUGATED CARDBOARD	Clean cardboard only, with staples and tape removed, and paper-board food containers.
Dirt	Clean, rock-free dirt; no mine tailings.
GLASS FOOD & BEVERAGE CONTAINERS	Clean bottles and jars only. No ceramics, dishes, light bulbs, porcelain, or window glass
METAL FOOD & BEVERAGE CONTAINERS	Clean and rinsed
PAPER	Magazines, newspaper, office paper (no shredded paper), phone books, and softcover books
PLASTICS #1 - #7	Clean containers with lids removed
SCRAP METAL	Aluminum, cast iron, copper, steel, and tin. No wire, fencing, cable, or sealed metal containers

13. Tree stumps over 24" in diameter will not be accepted.
14. Large loads over 6 cubic yards will not be accepted.
15. All items must be separated by category.
16. Items not meeting the preceding criteria are trash and will be charged at the applicable rate.

ADOPTED this 10<sup>th</sup> day of December, 2024, at a regularly scheduled meeting of the Clear Creek County Board of County Commissioners, effective the date hereof.

\_\_\_\_\_  
George Marlin, Chair

\_\_\_\_\_  
Randall P. Wheelock, Commissioner

\_\_\_\_\_  
Mitch Houston, Commissioner

ATTEST:

\_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder





# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Colton Rohloff, Deputy County Manager  
**Subject:** Consideration of R-24-85 Resolution updating transfer station fees

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## RECOMMENDATION

Staff recommends approval of Resolution R-24-85, adopting fee increases and new fees for the Clear Creek County Transfer Station.

## BACKGROUND

The Clear Creek County Transfer Station has faced significant staffing shortages over the past two years. Analysis revealed that employee pay was not competitive with current market rates, contributing to the challenges in maintaining adequate staffing levels. As a result, operations were limited to two days per week for public access.

To address these issues, pay grades were adjusted to align with market rates, leading to a staffing cost increase of over 70%. This adjustment enables the Transfer Station to reopen to the public four days per week, enhancing service availability. However, the increased operational costs necessitate corresponding adjustments to the site's fees.

## ANALYSIS

Over the past two years, operating the Transfer Station on a limited schedule has significantly reduced revenue, as some traditional customers appear to have transitioned to private or alternative waste disposal services. In 2022, the last year of fully staffed operations, the station received over 10,800 customer visits. By contrast, visits are estimated to decline to fewer than 7,000 in 2024. Even with the station expected to be fully operational in 2025, it is unlikely that all lost customers will return, necessitating fee increases based on the assumption that some customer losses are permanent.

Employee costs represent the largest operating expense for the station and remain fixed regardless of fluctuations in waste volume. This fixed cost structure means that fee increases must cover rising staffing costs despite reduced waste collection. The total operating cost of the station was \$353,571 in 2022, and it is projected to rise to \$562,798 in 2025—a 59% increase.

The proposed fee adjustments aim to generate between \$395,000 and \$525,000 in revenue, depending on how many customers return with restored operating hours. However, even under the most optimistic scenario, the station will still require a general fund subsidy to remain operational. This subsidy will not account for the annualized capital liability of \$85,000, which will also be covered by the general fund.

The average fee increase would be approximately 70% across all collected items, with a 58% increase for the most commonly collected items. Additionally, new fees are proposed, including a \$5 minimum charge for recycling collection, which has traditionally been offered free of charge despite minimal cost recovery for recyclable products.



# Board Agenda Background

## **CONCLUSION**

The Clear Creek County Transfer Station is poised to resume full operations in 2025, addressing longstanding staffing challenges through competitive pay adjustments. However, the resulting 59% increase in operating costs necessitates significant fee adjustments to align with the new financial realities. While the proposed fee increases aim to recover a substantial portion of operating costs, they will not fully eliminate the need for a general fund subsidy, which is projected at \$331,289 for 2025, including capital replacement costs.

These adjustments balance the need to restore service levels and maintain fiscal responsibility while recognizing the potential for permanent customer loss and the fixed cost structure of the station. The recommended fee changes would help mitigate financial shortfalls while ensuring the Transfer Station remains a viable resource for the community.

## **FISCAL IMPACT**

The proposed fee adjustments are projected to generate between \$395,000 and \$525,000 in revenue. For the 2025 budget, a conservative estimate of \$430,000 in revenue was included, bringing the total anticipated revenue for the Transfer Station to \$461,500 in 2025.

## **ATTACHMENTS**

1. Exhibit A Transfer Station Fees
2. Transfer Station Fee Increase Calculations
3. 2024-85 Resolution Revising Transfer Station Fees and Rescinding R-23-48



# CLEAR CREEK COUNTY ROADWAY DESIGN AND CONSTRUCTION MANUAL



Pine Valley Road, Clear Creek County

Photo Credit: RockSol's Drone Team

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## Chapter 1 – Introduction and General Provisions

### 1.1 Short Title

These Regulations together with all future amendments shall be known as the Clear Creek County Roadway Design and Construction Manual (hereafter called ~~MANUAL~~[Manual](#)). This manual shall be the same document as referred to in the Clear Creek County Zoning Regulations and the Clear Creek County Subdivision Regulations as “The County Road and Driveway Design Standards”.

### 1.2 Purpose and Intent

This Manual is a comprehensive document containing design standards for: bridges, public roads, private roads and driveways. This document establishes a uniform policy for roadway development throughout Clear Creek County and provides a clear statement of the procedures for construction within the right-of-way. The purpose and intent of these policies and procedures are to provide safe attractive travel corridors, efficient traffic flow and efficient maintenance.

### 1.3 Enactment Authority

The State of Colorado, by statute, pursuant to 43-2-114 and 30-11-107 (1) (h), authorizes the Clear Creek County Board of County Commissioners (BOCC) to administer the County road system including, but not limited to, maintenance, layout, alterations, deletions, additions, property acquisition and traffic regulation. The Road and Bridge ~~Department~~[Department](#) enforces road construction standards, reviews plans, conducts inspections, maintains and improves roads accepted by Clear Creek County, and administers work within the public right-of-way. Driveway standards are included and enacted by Resolution ~~03-10924-82~~ which adopt these standards into the ~~County’s Uniform Building Code~~[Clear Creek County International Code Series](#).

### 1.4 Types of Roads

The roads contained in the county wide circulation system can be classified based on the ownership of the road right-of-way and who has responsibility for maintenance.

#### 1.4.1 County Owned and Maintained Roads:

Under this category, the county holds either a deed or an easement for the road right-of-way and has assumed responsibility for the road maintenance. These roads are listed in the annual inventory filed with the State of Colorado and the County receives an annual allotment of highway users’ fees to defray maintenance costs, based on the mileage of the roads listed.

#### 1.4.2 County Owned Roads, but Maintained by Others:

In certain cases, private property owners using County owned roads for access desire a higher level of service than the County can provide. In such cases, the County and the property owners have reached an agreement assigning maintenance responsibilities to the property owners.

#### 1.4.3 County Maintained Roads, but Owned by Others:

There are a few cases where the BOCC have allowed for maintenance to be performed on town streets and ~~privately owned~~[privately-owned](#) roads for historic reasons.



#### 1.4.4 Privately Owned and Maintained Roads:

This category includes all roads where the adjacent property owners retain ownership of the road right-of-way either through a deed, easements, or covenants, and they hold responsibility for its maintenance.

#### 1.5 Road Numbering and Naming

All public and private roads, having three (3) or more residences, within the county have been assigned a name or County road number. The names or numbers are used for identification purposes to help speed emergency access by fire and ambulance and to assist in locating utilities by utility companies. Names or county numbers do not necessarily mean the roads are maintained by the County.

#### 1.6 Application of Standards

All new road and bridge construction, whether the road or bridge is owned or maintained publicly or privately, and any upgrading of existing roads or bridges, whether public or private, commencing after adoption of these standards shall adhere to these Roadway Design and Construction Standards unless a deviation from the standards is granted by the BOCC.

#### 1.7 Upgrading Existing County Roads

Many of the public roadways in Clear Creek County originated as mine access roads. ~~These roads are protected by the Clear Creek BOCC to remain in use as public highways (Resolution 98-181).~~ Because these roads have no documented right-of-way or grants of easement, improvements are generally restricted to the existing traveled surface. A ~~grading permit~~ Road Construction Permit is required for any ~~repairs, modifications or improvements~~ made to these roads.

##### 1.7.1 Definition of Development:

For the purposes of this ~~M~~manual, with exception to Chapter 4, development shall be defined as: "Any construction or activity that changes the basic character or use of the land on which the construction or activity occurs and that is required, by County Regulation, to apply as a subdivision, official development plan or development review".

##### 1.7.2 Upgrading Needed to Accommodate New Development:

Where new development is proposed along existing County roads, the developer's proposal shall include ~~as an~~ analysis of the projected traffic volumes, along with information on existing road: right-of-way, widths, curves, intersections and surface drainage. This information shall be used to determine what improvements are necessary, on existing County roads, to accommodate the additional traffic to be generated by the new development. These standards establish maximum traffic volumes for certain classifications of roadways as stated in Table 1. If a proposed development will cause these maximum limits to be exceeded on the adjacent roads providing access between the development and State highway system, the developer shall be responsible for the cost of improving the affected roads to a classification where the maximum is not exceeded. In calculating whether the maximum limits will be exceeded, the cumulative traffic volumes based on surrounding land uses and approved zoning and not just counts of existing traffic levels shall be used.

### **1.7.3 Upgrading Requested by Property Owners:**

In many instances, roads in older subdivisions and the rural areas of Clear Creek County are substandard because they were built as mining roads or before the County had an adequate system for enforcing road design and construction standards. Most of these roads are too steep or narrow for the County to maintain adequately if at all. Upgrading existing roads to correct these problems shall be at the expense of the property owners served by such roads. Upon request of the property owners, the County may assist in the formation of a local improvement district. Completion of the improvements does not in itself constitute acceptance for maintenance.

## **1.8 Construction of New Roads**

These standards will be used for any new construction in Clear Creek County.

### **1.8.1 New Roads to be Built by Developers:**

Where new roads are proposed to be built by a developer which serve more than five (5) residences the developer's proposal shall include an analysis of the projected traffic volumes; information on: topography, surface drainage, and extent of cuts and fills, along with construction plans and specifications. The road design and construction specifications shall be reviewed and approved by the Clear Creek County Road and Bridge Supervisor in conjunction with the final plat, or if no plat is required, prior to the commencement of construction. If it is deemed necessary or appropriate to refer the road design and construction specifications to an outside consultant, by the Road and Bridge Supervisor and/or BOCC, the cost for the review shall be borne by the developer. The total cost of roads required to serve new development shall also be borne by the developer.

### **1.8.2 New Roads to be Built by the County:**

Plans and specifications for roads to be built by the County shall adhere to the road design and construction standards contained in ~~these regulations,~~[this Manual](#) and shall be reviewed and approved by the Clear Creek County Road and Bridge Supervisor prior to the commencement of construction.

### **1.8.3 New Roads to be Built as Private Roadways for Five or Fewer Homes:**

For road construction and rehabilitation for the use as private access to five (5) or fewer ~~single family~~[single-family](#) residences the developer's proposal shall include information on: dimension, grades, surface drainage and cut and fill slope gradients. The road design and construction specifications for roads in this category shall be reviewed and approved by the Clear Creek County Site Development ~~Inspector~~[Department](#) in accordance with Chapter 4 of this ~~M~~[Manual](#). The Site Development ~~Inspector~~[Department](#) will administer permitting, specifying pertinent standards, and ~~plan~~[review plans](#) for private roads.

## **1.9 Permits for Road and Bridge Construction**

Prior to the commencement of construction of any new road or bridge, the project proponent must obtain approval for a ~~grading / construction permit~~[Road Construction Permit](#) from the ~~Road and Bridge~~[Site Development](#) Department in accordance with Chapter 3 of these regulations. Prior to construction of any improvements to an existing road or bridge, the project proponent must obtain approval for a ~~Grading~~[Road Construction](#) Permit, or a Right-of-Way permit in accordance with Section

3.3.1, 4.7.2 and/or 5.3 of these regulations. Conformance to other County regulations may also apply, such as: Best Management Practices [Manual](#), Flood [Plain-Damage Prevention](#) Regulations, [Grading and Excavation Regulations](#), and [Building permit code](#) requirements for structures, [Retaining Wall requirements](#). ~~Prior to performing any work within the County road right-of-way, applicants must obtain a Right-of-Way Permit from the Road and Bridge Department. The procedure for obtaining Right-of-Way Permits is contained in Section 5.3.~~

#### **1.10 Road Vacations**

Any party wishing to initiate a road or access easement vacation must apply to the County Planning Department. The application must include a complete and accurate legal description, signatures of any adjacent landowners affected by the vacation, and ~~sign-offs~~[signoffs](#) from ~~utilities~~[utility providers](#). Notice to all interested parties shall be mailed, and the BOCC shall consider the request at an announced time and place. (Refer to C.R.S. 43-2-300, as amended.)

#### **~~1.11 County Road Declarations~~**

~~Any party wishing to initiate the process of County Road designation of a historic road must apply to the site Development Department. The petition letter must include maps, mineral survey plats and all discovered pertinent documentation as specified in Resolutions 98-181 and 99-77.~~

## Chapter 2 – Road and Bridge Design Criteria

### 2.1 Purpose and Intent

This section sets forth specific standards for roadway and bridge design in Clear Creek County and is intended for use by design engineers.

### 2.2 Adopted Policy and Design Reference Manuals

Clear Creek County has recognized and adopted the following publications as policy guides and design criteria references:

- 1) [A Policy on Geometric Design of Highways and Streets](#), 7<sup>th</sup> ed., Washington D.C., American Association of State Highway and Transportation Officials (AASHTO), ~~2001~~2018
- 2) [Guidelines for Geometric Design of Very Low-Volume Local Roads \(ADT≤400\)](#), Washington D.C., American Association of State Highway and Transportation Officials (AASHTO), 2001
- 3) [Manual of Uniform Traffic Control Devices](#), (MUTCD), [Millennium-11<sup>th</sup> Edition](#), Washington D.C., U.S. Department of Transportation Federal Highways Administration, ~~2000~~2024
- 4) [Urban Storm Drainage Criteria Manual](#), Colorado, Urban Drainage and Flood Control District, ~~June 2001~~January 2016
- 5) [Traffic Engineering Handbook](#), 5<sup>th</sup>-7<sup>th</sup> ed., Washington D.C., Institute of Transportation Engineers, ~~1999~~2015
- 6) [Transportation Planning Handbook](#), 2<sup>nd</sup>-4<sup>th</sup> ed., Washington D.C., Institute of Transportation Engineers, ~~1999~~2016
- 7) [Traffic Control Devices Handbook](#), 2<sup>nd</sup> ed., Washington D.C., Institute of Transportation Engineers, ~~2001~~2009
- 8) [Guide for Development of Bicycle Facilities](#), 4<sup>th</sup> ed., Washington D.C., American Association of State Highway and Transportation Officials (AASHTO), ~~1999~~2012
- 9) [CDOT Design and Construction Specifications and Procedures](#)
- 10) Fifield, Jerald S. Ph.D, [Designing for Effective Sediment and Erosion Control on Construction Sites](#), California: Forester Press, 2001

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### 2.3 Road Classifications

County roads are classified according to function. Functional classifications shall be recommended by the Clear Creek County Road and Bridge Supervisor, and adopted by the BOCC who has the authority to determine which classification applies to any given road. Criteria used to design roadways are based on their functional classification for planning purposes. Clear Creek County uses the following functional categories in classifying its roads:

#### 2.3.1 Principal Arterials:

A principle arterial is a continuous access-controlled road, which serves corridor movements having trip length and travel density characteristics indicative of statewide travel. All principle arterials in Clear Creek County are administered by the Colorado Department of Transportation.

### **2.3.2 Arterials:**

Arterials link cities, larger towns and other traffic generators such as major subdivisions. They provide a means of intra-county travel. Arterials should provide for relatively high overall speeds with minimum interference to through movements. This classification is consistent with the County's sub-classification of "Primary County Maintained Roads", which is described as follows:

Roads and connections carrying heavy traffic flow into and out of subdivisions and residential or commercial centers (including municipalities) in various sectors of the County. Primary roads can have either asphalt surface and/or gravel surface, and are graded and drained. Roads in this category may carry school bus traffic and mail routes, and receive first day snow removal service by the Road and Bridge Department.

### **2.3.3 Collectors:**

Collectors provide a link between local roads and arterials, and allow for the movement of ~~through~~ [through](#) traffic in neighborhoods. Collectors should be designed so they do not disrupt the activities and land uses they serve. In addition, access to collectors should be designed so it minimized

### **2.3.4 Local Access Roads:**

Local access roads provide direct access to and connections between individual residences, businesses community facilities and other land uses within neighborhoods. They also link individual properties to the collector and arterial roadway network. This type of road is for the use by property owners, the general public and service vehicles such as trash trucks, delivery trucks and snowplows. Roads serving neighborhoods that have been or proposed to be subdivided into lots of less than 20 acres in size must meet, at minimum, local access standards. Where a subdivision includes lots of differing sizes such that some are less than 20 acres and some are more than 20 acres, roads serving such subdivisions shall meet the more stringent standard. Roads serving neighborhoods where lot sizes are at least 20 acres but less than 35 acres, and projected traffic volumes for these roads exceed 500 trips per day shall also meet local access standards. This classification is consistent with the County's sub-classification of "Secondary County Maintained Roads" and is described as follows:

Roads that may not meet vertical or horizontal alignment standards, and may not allow for the safe passage of two vehicles. Roads with this classification which are maintained on a ~~year-round~~ [year-round](#) basis may expect snow removal on the second or third day, and may not receive snow removal with each snowfall; existing conditions may curtail secondary service in order to focus operation on Primary Roads. Some roads in this classification may have a seasonal maintenance classification with no winter maintenance.

### **2.3.5 Low Volume Roads:**

Low ~~y~~ [y](#) volume roads provide direct access to individual properties within the remote areas of the County. Low volume roads provide connection from these remote areas to local access and collector roads. When an area in the county is proposed to be subdivided into lots of less than 35 acres, the Clear Creek County Road and Bridge Supervisor shall consider potential future uses of the property and of adjacent properties in projecting traffic volumes, and may require a higher standard for road design if necessary to accommodate future traffic volumes and to implement a coordinated, functional road system. This classification is consistent with the County's sub-classification of "Secondary County Maintained Roads"

and “Secondary County Non-Maintained Roads”. Secondary County Non-Maintained Roads are described as follows:

Roads that have a wide variety of road surfaces and provide ingress/egress for the traveling public. This classification includes roads which are on the County Highway System but not maintained. Most of these roads are traversable by ~~four-wheel~~[four-wheel](#) drive vehicles only. While these roads receive no snow removal, they may be periodically maintained or repaired by the Road and Bridge Department.

#### 2.3.6 Primitive Roads:

A primitive road is a single or two-lane road providing direct access to undeveloped areas, remote mine sites, recreational and scenic areas. This type of road shall not be used to provide access to subdivided property. This classification is consistent with the County’s sub-classification of “Secondary County Non-Maintained Roads”.

### 2.4 Road Design

All road design plans, and specifications shall be prepared by a Colorado [Registered-licensed](#) Professional Engineer.

#### 2.4.1 Future Planning:

Prior to the design of a new or an upgrade for an existing road, projections of future development and densities, estimates of future traffic volumes, appropriate classifications and design speeds must be determined. The road classification determines the geometric cross section and maximum sustained grades while the design speed determines minimum or maximum standards for elements of alignment such as stopping and passing sight distances, radii of curvature, tangent lengths and super elevation transition lengths. Standard structural sections or designed structural sections may be used.

- A. **Design Period:** Roadway [Design-design](#) will be based on the projected needs twenty (20) years after construction.
- B. **Projected Development:** Projections of development over the design period will be based on the County [Master-master](#) plan in effect and on zoning, existing land use, proximity to developed areas, historic growth and other factors which can be expected to influence development.
- C. **Projected Traffic Volumes:** Table 2 presents traffic generated for various types of development. For example, residential property generates an average daily traffic (ADT) count of ten trips per living unit. These per unit ADT counts are applied to the projected development to generate estimates of the design year traffic volumes. When per unit ADT counts are not listed for a type of development or an ADT has not been established for a particular category or location by the Road and Bridge Department, the design engineer shall use the ITE Transportation Planning Handbook to obtain the appropriate ADT count.

#### 2.4.2 General Design Elements:

- A. **Design Capacities:** Table 1 presents the range of ADT’s anticipated for each type of road. If traffic volumes on a particular road exceed the range specified for its functional category, the road shall be reclassified to the appropriate category. However, roads may carry lower volumes

than stated for their functional category without being reclassified. In such cases, the function of the road rather than traffic volumes will determine design requirements.

- B. Design Speed:** The selection of design speed is influenced principally by: the character of terrain, traffic volumes and appropriate range of design speeds for each road classification. Design speed shall be a minimum of five (5) MPH over the posted or proposed speed limit.
- C. Surfacing Requirement:** All roads serving areas with projected densities of two units per acre or greater, or expected to carry a traffic volume of 700 ADT or greater must be paved. Other roads may have a gravel or paved surface.
- D. Right-of-Way:** The minimum right-of-way widths required for each road classification are specified in Table 3. Additional right-of-way shall be provided for drainage improvements, cuts or fills, intersections, curb returns, snow storage and other road appurtenances.
- E. One-Way Roads:** One-way roads will not be allowed for the following reasons:
  - 1. Property owners at the far end of a one-way loop road tend to take short cuts and drive the wrong way to reach their properties, thus increasing the chances for accidents.
  - 2. Emergency vehicles must in certain cases take a more circuitous route to reach their destination.
  - 3. One-way roads can cause confusion for people not familiar with the area.
  - 4. In winter, snowplowing often reduces the driving surfaces of roads because snow accumulates along the edges. On one-way roads, this reduction may pose a serious safety problem because it hampers access for emergency vehicles, and limits the area available for their operation.
- F. Striping:** All paved roads may be striped with appropriate centerline and shoulder stripes per the MUTCD or CDOT Standard S-627-1. This shall apply to collector and higher functional classification roads or as determined necessary by the Road and Bridge Supervisor.

### 2.4.3 Specific Design Elements:

#### **A. Alignment:**

The major considerations in alignment design are: safety, grade, profile, road width, design speed, sight distance, topography, drainage and the maneuverability, braking and performance of ~~heavy-duty~~ heavy-duty vehicles. Alignment should provide for safe and continuous operation at a uniform design speed. In mountainous areas, consideration should be given to locating the road so that a southern exposure will be obtained wherever possible. Road layout should bear a logical relationship with existing or platted roads in adjacent properties and to the principles of good engineering practice. All roads shall be designed such that the roads are centered in the right-of-way.

##### **1. Horizontal Alignment:**

- a. Stopping Sight Distance:** Horizontal alignment must provide at least the minimum stopping sight distance for the design speed at all points. This includes visibility at intersections as well as around curves and roadside encroachments. The minimum stopping sight distance is the distance required by the driver of a vehicle traveling at the design speed to bring the vehicle to a stop after an object on the road becomes visible, using the AASHTO recommended

deceleration rate of  $11.2 \text{ ft/sec}^2$ . Stopping sight distance is calculated in accordance with the following formula, or Table 4, whichever is greater:

**Stopping Sight Distance**

$$1.47ut + \left( \frac{u^2}{30(f \pm G)} \right) = SSD$$

Where:

$u$  = speed in MPH

$t$  = reaction time (2.5 seconds)

$G$  = grade, in percent

$f$  = coefficient of sliding friction

With  $f$  equaling the following factors based on design speed of roadway:

Design Speed MPH	$f$ (Design Criteria: Snow-Packed)
20-40	.24
40-50	.22
50-60	.21
60-70	.20

Where an object off the pavement restricts sight distance, the minimum radius of curvature is determined by the stopping sight distance, but in no case will it be less than as specified in Table 5.

Offset clearance to achieve stopping sight distance on horizontal curves can be obtained from Table 4. The centerline of the inside lane is used, with offset distance measured from the centerline of the inside lane to the obstruction.

- b. Passing Sight Distance:** Passing sight distance is the minimum sight distance that must be available to enable the driver of one vehicle to pass another safely and comfortably without interfering with oncoming traffic traveling at the design speed. Two-lane roads should provide adequate passing zones. Required passing sight distances for given design speeds are stated in Table 4.
- c. Curvature:** Table 5 specifies the minimum centerline radius of curvature for specific design speeds. This table is based on speed alone and does not take into consideration sight distance factors. Every effort should be made to exceed the minimum values.

Consistency in design speed and curve radii should be used to avoid surprising driver. Where changes in the design speed are necessary, the design speed between approach tangents and curves will not change by more than ten (10) MPH. Under no condition will a low speed curve be introduced at the end of a long tangent where high approach speeds are anticipated. Compound curves should be avoided. Reversing curves without an intervening tangent will not be permitted where design speeds exceed twenty-five (25) MPH. The minimum



lengths of such tangents are specified in Table 5. Broken-back curves are not allowed.

- d. Curb Returns:** Curb returns or pavement rounding radii at intersection corners are as follows:

Road Class	Curb Return Radius
Local	30 feet
Collector	30 feet
Arterial	35 feet

Additional right-of-way will be required to provide a minimum clear distance for fifteen (15) feet between the curb or edge of pavement and the right-of-way limit.

- e. Intersections:** The minimum distance between intersections for various road classifications is as follows:

Road Class	Distance
Local	200 feet
Collector	500 feet
Arterial	1,000 feet

Distance is measured from the inside edge of each [right-right-of-way](#).

## 2. Vertical Alignment:

- a. Minimum and Maximum Grades:** Minimum and maximum sustained grades shall be 1.0% and 8.0%, respectively, except as provided in **b.** below. Grades on [stop-controlled/stop-controlled](#) roads at an intersection will flatten to 4% or less for at least 50 feet approaching intersections on **local access** roads. Grades on stop sign controlled roads at an intersection will flatten to 3% or less for at least 100 feet approaching intersections on **collector** roads. Grades approaching the turnarounds in cul-de-sacs will be 4% or less for at least 50 feet.
- b. Exceptions to Maximum Grade:** A local access or low volume road may have sections with a grade of 10.0% provided that the dip of natural terrain bears between South 60° East and South 45° West.
- c. Vertical Curves:** Vertical curves must be designed to provide adequate stopping and passing sight distance, headlight distance, driver comfort and good drainage.

Minimum lengths of crest vertical curves are controlled by stopping sight distance requirements. The minimum length for sag and crest vertical curves will be determined by Table 4.

Vertical curves that are long and flat may develop poor drainage and should therefore be avoided. Vertical curves are not required where the algebraic difference in grade is less than 0.2%.



6. **Spiral Curves:** Where the alignment includes spiral curves, super-elevation is applied entirely on the easement curve.
7. **Curve Widening:** Curves will be widened on the inside radius to allow for vehicular off-tracking in accordance with the following formula:

$$W = 1.5 \frac{u^2}{R}$$

Where:

$W$  = additional radial width of pavement

$u$  = speed in MPH

$R$  = Curve radius (Refer to Table 5)

8. **Cul-De-Sac Streets; Turnarounds:** Whenever possible roadway systems shall provide at least two access points to lots platted for development. Using cul-de-sac streets shall be avoided. Where cul-de-sac streets are the only alternative, turnarounds shall be provided. Bulb type turnarounds shall have a minimum road surface of 64 feet in diameter and a minimum right-of-way 90 feet in diameter. An alternative to the bulb type turnaround is the use of a hammerhead turnaround. Figure 7 illustrates three acceptable hammerhead configurations.

Roads ending in turnarounds greater than 600 feet in length shall provide wildfire mitigation such as: fire cistern storage, fuel breaks, and tree thinning as determined by the Clear Creek Fire Authority or the Evergreen Fire Protection District. Snow storage shall be provided as shown in Figure 7 to keep turnarounds cleared. Dead end roads that do not have turnarounds are not allowed.

### C. Structural Sections:

1. **Design Structural Sections:** Structural sections shall be designed for all new roads, driveways, or road being upgraded due to increased traffic. The road structure will be in accordance with the following equation:

$$T = 0.0384(TI)(100 - R)$$

or

$$1.811(TI)(2.12 - \log CBR)$$

Where:

$T$  = Thickness in inches

$TI$  = Traffic index

$R$  = Resistance (stabilimeter test)

$CBR$  = California Bearing Ratio

- a. **Traffic Index:** The effect of traffic and weather on a roadway over its design life is expressed by the traffic index (TI). Table 8 shows the minimum traffic index values for different road classifications. These minimums may be proposed to be increased by the County Road and Bridge Supervisor and approved by the BOCC if existing or future traffic warrants.
- b. **Minimum Structural Requirements:** The minimum structural sections outlined in Table 9 shall be adhered to on all roads in Clear Creek County. These

minimum structural sections are based upon a minimum sub-grade "R" value of 60 or a CBR of 17. For "R" values less than 60 or CBR less than 17, an engineered section must be designed. The proponent shall submit "R" value tests performed by an approved geotechnical engineer prior to approval of the final road design. All Asphalt shall be placed in multiple lifts with each lift being 1.5" minimum or 3" maximum.

- c. **Concrete Paving:** Areas where a considerable amount of stopping or starting occurs, such as bus stops or signalized intersections, shall be paved with a designed concrete section to minimize the effects of dynamic loading on the pavement.

**D. Drainage:**

1. **General:** The primary objective of drainage design is protection of County roads and property while minimizing the possible flood damage to surrounding properties and structures. It should be emphasized that a good drainage is one of the most important factors in road design. It preserves the appearance as well as the level of service of the road while minimizing maintenance costs.

Water flowing in a roadside ditch shall be diverted away from the road as quickly as possible. In no case shall water travel in a roadside ditch for a distance greater than 800 feet or have a flow greater than five (5) cubic feet per second with the occurrence of a ~~25-year~~25-year frequency storm.

Culverts under all roads shall be designed to accommodate a ~~25-year~~25-year frequency storm run-off utilizing the maximum available head. The maximum available head shall be determined by the uppermost ponding elevation chosen to prevent flood damage to upstream properties.

Inlets and other facilities draining the road surface shall accommodate the ~~25-year~~25-year frequency storm runoff. All roads shall remain free of ponding.

All drainage installations shall be designed to permit free, unobstructed passage of debris and silt or provide for their deflection and/or collection at a point upstream that will not create an expensive maintenance problem. Settlement basins shall be provided when a silting problem may exist downstream.

Modification of natural channels or transferring runoff from one basin to another is not permitted except where no reasonable alternative exists and where the proposal has been reviewed and approval by the County Road and Bridge Supervisor and/or the BOCC.

A recurring problem on Clear Creek County roads is ice buildup in winters of little snow. Drainage design shall anticipate areas of potential ice buildup.

French drains that accommodate any off right-of-way drainage problem shall be designed to provide a minimum of 50 feet of overland sheet flow before reaching any roadside ditch.

2. **Storm Runoff Estimates:** The following methods may be used for estimating peak flows:

- a. Runoff from stream flow records.
- b. Tabular Method as per Technical Release M55 from the Engineering Division of the USDA.
- c. HEC-2 Computer Program from the Corps of Engineers.
- d. Technical Manual Model for Estimating Flood Characteristics from the Colorado Water Conservation Board.
- e. The Rational Method, as follows:

$$Q = CiA$$

Where:

$Q$  = runoff in cubic feet/second

$C$  = Coefficient of runoff (See Table 10)

$i$  = average intensity of rainfall in inch/hour for a duration of the time of concentration.

$A$  = drainage area in acres.

The Rational method should only be used on areas of less than one hundred and sixty (160) acres.

- 3. Culverts:** Culverts shall be located at each natural draw or water course as conditions warrant to prevent excessive accumulation of flow in roadside ditches or along the toe of slopes. Draws and water courses shall be cleared of debris for a distance of 100 feet upstream from all culvert inlets.

Inverts at the inlet shall be slightly elevated above the normal flow line in steep or natural draws to avoid plugging by debris. Inlets shall not be elevated in those instances where ponding or accumulation of backwater curves would be objectionable (stagnation, irrigation ditches, etc.).

The culvert shall slope downward in the direction of natural flow and be designed to be self-cleaning whenever possible. The outlet shall be designed not to discharge on unprotected fills or unstable material or at adverse angles to streams or open channels. Headwall, rip-rap or other means of protection are required at inlets or outlets where erosion might occur.

Velocities of flow in culverts shall be calculated using acceptable design charts and formulas. Where the Manning-Equation is used, the following "n" values will apply:

Material	Manning Equation "n" Values
Corrugated Steel Pipe	.027
Reinforced Concrete Pipe	.013
Concrete	.013 to .020
Asphalt	.016
Corrugated Polymer	.024

Corrugated metal pipe, reinforced concrete pipe, high density polyethylene pipe or an approved equal as specified by the Road and Bridge Supervisor shall be used. Steel pipe shall be asphalt coated where soils are corrosive or other conditions exist that may attack steel. Aluminum or other pipe materials are not permissible for road culverts. Minimum diameter for round pipe shall be 18 inches. The minimum rise of arch pipes shall be 12 inches.

Clean out access shall be provided at least every 200 feet for pipes 24 inches in diameter or less and at least every 400 feet for large pipes. Clean out access shall be also be provided at each angle point and at each change in grade.

4. **Open Channels and Ditches:** Channels and ditches shall be designed to avoid roadside safety hazards. The minimum flow line slope shall be 1.0%. Maximum slopes shall be controlled by the maximum permissible velocities given in Table 11.

Manning's equation shall be used to estimate velocities.

$$v = \frac{1.486R^{2/3}S^{1/2}}{n}$$

Where:

$v$  = Velocity of flow in channel in feet per second

$n$  = roughness coefficient (Table 11)

$R$  = Hydraulic radius in feet

$S$  = slope in feet per foot

Where the materials channel is ~~compromised~~ comprised of a combination of the materials given in Table 10, the maximum permissible velocity elected should prevent undue scouring of the finer materials silting downstream.

5. **Subsurface Drainage:** Sub-grades subject to poor drainage, underground seepage or a ~~high water~~ high-water table shall be adequately drained for roadbed stabilization. Drains shall be installed to prevent high ground water level from coming within four feet of the roadway pavement. Perforated pipe shall be used to carry away collected water. French drains which contain no pipe and are not wrapped with geotextile fabric are unacceptable.
6. **Inlet Structures:** Curb openings with protection bars are preferred. Other designs will be permitted on approval by the County Road and Bridge Supervisor. Grates are not permitted where pedestrians, bicycles or debris-laden flows are anticipated.

#### E. Side Slopes:

Any slope designed steeper than 1½:1 (H:V) shall be certified for stability by a Colorado ~~licensed~~ licensed Professional Engineer qualified in soils analysis. Where heavy snowfall is expected, flatter slopes in cuts on the southern side of the roadway should be used to provide maximum exposure to the sun. Flatter slopes should be used wherever possible to reduce erosion, to decrease maintenance costs, to facilitate plant growth and to provide for safer operation. Transition slopes shall be provided between adjoining cuts and fills and shall be designed for

pleasing appearance. Where cut or fill slopes intersect the original ground surface, the cross section shall be rounded to blend the slope into the natural ground surface.

Where the slopes of the original ground approach ~~1½:1-5:1~~, the embankment shall be contained with a suitable retaining wall to avoid long fill slopes. Side slopes in rock will be based on the stability of the formation. Retaining walls on the uphill side shall be a minimum of five (5) feet from the centerline of the adjacent drainage ditch. Benching of side slopes should be used sparingly and only where they are justified by sound engineering reasons, including the following:

1. To stabilize material where benching is more economical than flattening.
2. To intercept drainage in long and deep cuts.
3. To intercept and store loose material.

Side slopes that are steeper than ~~1½:1-5:1~~ (H:V) shall be contained with a suitable retaining wall designed by a Colorado ~~Registered-licensed~~ Professional Engineer. Side ~~Slopes-slopes~~ in rock may be as steep as ~~0.5½:1~~ (H:V) in competent formations when determined stable by a Colorado ~~Registered-licensed~~ Professional Engineer qualified in soil analysis.

#### **F. Sidewalks:**

Sidewalks shall be required where, in the opinion of the ~~County~~ Road and Bridge Supervisor and/or the BOCC, the number of pedestrians is sufficient to interfere with traffic or significant pedestrian usage is anticipated. Where sidewalks are installed, the individual property owners shall be responsible for clearing snow and ice from sidewalks in front of their property.

#### **2.4.4 Payment of Costs for New Road Construction**

##### **A. Developer Responsibility:**

Any and all costs of new road construction in new developments are the responsibility of the developer. The developer is also responsible for constructing the new roads, whether public or private, according to the Manual.

##### **B. Payback Agreements:**

During the approval process for a proposed development, the developer may be required to construct a new road or to make improvements to an existing road which also benefits future developments. The BOCC may establish a plan of compensation to the original developer whereby subsequent beneficiaries pay a fair share for the use of those improvements. Such a plan would be administered by the County and make a condition of approval for future benefitting developments. The BOCC shall determine the equitable distribution of benefits and costs.

#### **2.5 Upgrading Existing Roads**

##### **2.5.1 Design Standards:**

Any and all County roads, whether public or private, requiring upgrading or improvement shall be built in accordance with the Clear Creek County Roadway Design and Construction Manual.

## A. Serving New Developments:

1. **Requirement for upgrading:** Existing County roads serving new development or an area proposed for either platting or replatting must be upgraded according to the Manual when one or more of the following conditions occur:
  - a. Existing roads do not meet the Road Standards for the classification.
  - b. Existing roads meet local access standards but the projected ADT will exceed the cut off limit for paving.
  - c. Existing roads meet local access standards but the projected ADT exceeds the maximum for local access, thus requiring improvement to collector or arterial status.
2. **Payment of Costs:** The developer shall be responsible for all costs incurred to upgrade existing County roads.
3. **Payback of Costs:** Benefiting property owners along existing roads which must be upgraded shall pay back a fair share of the road improvement cost if, in the judgement of the BOCC, a pay back to the developer is appropriate.

## 2.6 Bridge Design

### 2.6.1 Design Standards for Bridges:

Bridges ~~located on public lands~~ shall ~~conform to the Colorado Department of Transportation requirements and specifications~~ be designed in accordance with American Association State Highway & Transportation Officials (AASHTO) or Colorado Department of Transportation (CDOT) requirements. ~~Bridges on private lands may be designed according to applicable AASHTO, CDOT or International Building Code requirements and must accommodate loading and width requirements of emergency service providers.~~

Plans shall be ~~prepared signed and sealed~~ by a ~~qualified structural engineer licensed Colorado Professional Engineer qualified in structural bridge design~~ and shall be submitted to the ~~County Road and Bridge or~~ Site Development Department for review and approval prior to construction. ~~Calculations with an independent design check and load rating shall be submitted on all bridges located in the public right-of-way.~~ Clear deck width must accommodate the full width of the travel lanes and shoulders of approach roads.

The waterway area shall accommodate a ~~400-year~~100-year flood event. Where flood studies from the U.S. Army Corp of Engineers or the Federal Emergency Management Agency are available, bridges shall be designed ~~to accommodate the "Standard Project Flood"~~ in accordance with approved risk analysis policies. A minimum of ~~one foot~~one-foot freeboard is required. Additional freeboard shall be required when debris laden flows are anticipated. ~~Refer to the 1987 Clear Creek County Flood Plain Regulations.~~

### 2.6.2 Payment of Bridge Construction Costs:

If the design of the roadway serving a new development requires construction of new bridges or upgrading existing bridges, the developer shall be required to pay the cost of such construction. Where construction of a bridge benefits future developments the BOCC may establish a plan of compensation to the original developer whereby other beneficiaries pay a fair share for use of the bridge.



## 2.7 Traffic Safety

### 2.7.1 Guardrails:

Guardrails are installed to prevent accidents by delineating the roadbed, to reduce accident severity by deflecting vehicles into safer paths and to reduce the rate of acceleration in case of impending collisions with fixed objects.

#### **A. Design and Placement on Roadways:**

Only state approved guardrail shall be used. The length of guardrail should be planned in multiples of 12.5 feet. No abrupt or projecting ends shall face toward approaching traffic and delineators shall be installed according to the Manual of Uniform Traffic Control Devices (MUTCD) or CDOT's Procedure and Standards. Ordinarily, guardrail is placed only on the outside of curves.

1. When guardrail is used in conjunction with roadside curbs, the face of the guardrail shall be flush with the face of the curb regardless of shoulder width. This is to prevent the takeoff ramp effect which may overturn a vehicle. When no curb is present, the face of the guardrail shall be flush with the edge of the shoulder.
2. On curves requiring a reduction in approach speeds, any one of the following conditions suggests installation of guardrail on the outside of the curves needed:
  - a. height of embankment is more than ten feet
  - b. side slopes are steeper than 4:1
  - c. shoulder or pavement widths are substandard
  - d. roadside hazards are present
3. Whether on curves or tangents, consideration should be given to the installation of guardrails if there is a history of roadway accidents or if unusually high embankments or steep terrain give motorists a feeling of insecurity.
4. In areas subject to dense fog or snow and ice conditions, or where traffic speed and volumes are high, guardrail may be needed where its installation would otherwise be questionable under less adverse conditions.
5. Other conditions requiring guardrails: Guardrails may be required under the following circumstances:
  - a. an obstruction or sudden constriction in roadway
  - b. an on a roadway otherwise built to height standards.
  - c. approaches to bridge piers, abutments, trees or other obstructions.

#### **B. Guardrail at Bridge Approaches:**

Guardrail should be placed at the ends of all bridges on the right of approaching traffic. Where pedestrians are expected to use the shoulder, a walkway should be provided around the end of the guardrail outside the normal shoulder lines.

#### **C. Provisions for Snow Storage:**

When guardrails are considered for installation, especially for extended lengths, provisions shall be made for adequate snow storage and removal.

### 2.7.2 Traffic Control Devices:

All signs, striping, markers, delineators, signals and other traffic control devices must conform to the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) published by the U.S. Department of Transportation Federal Highway Administration. In new developments, all required; street name signs, speed limit signs, stop signs and other traffic control devices shall be installed and paid for by the developer. Nonstandard and/or unnecessary signs or other traffic control devices are subject to rigid State control, and approval by the County Road and Bridge Supervisor and/or the BOCC shall be obtained for their use. Requests for nonstandard signs or other devices shall be submitted to the County Road and Bridge Department along with all data required to support the request.

### 2.7.3 Sight Distance Triangle:

#### A. **Determining Dimensions and Location of Sight Distance Triangles:**

For safety and visibility purposes, a sight distance triangle shall be maintained at street intersections and where driveways intersect a street. The distances along the legs of the sight distance triangle shall be measured from the corner of intersection point along the right-of-way lines or along the edge of the driving surface for driveways as shown in Figure 8. Where a road right-of-way is wider than normal or varies in width because it has been expanded to include cut and fill slopes or drainage improvements, the line along which the legs of the sight distance triangle are measured shall be parallel to the roadway at normal right-of-way width for the type of road under consideration (see figure 9). For each intersection, the length of the legs of the triangle shall be determined by the classification of the roadways which form the intersections as follows:

Driveways	10'
Low Volume	30'
Local Access	30'
Collector	50'
Arterial	70'

Examples of several typical combinations are provided in Figure 10. The area enclosed by the three sides of the triangle shall form an imaginary plane. The angle of the edge of this plane which lies along a right-of-way line shall be equal to the height of the corresponding point along the curb, or if there is no curb, to the elevation of the corresponding point along the centerline of the road. No landscape materials, earth berming, sign, structures, or other visual obstructions shall be allowed between three and one half (3.5) feet and seven (7) vertical feet above the surface of this plane. This regulation is not intended to prohibit the planting of trees or retention of existing trees in the sight distance triangle, if they are pruned so branches are higher than seven (7) feet. Installation of traffic control signs or signals and street lights are exempt from this regulation.

#### B. **Incorporation requirements for Sight Distance Triangles into Subdivision Design:**

Developers shall incorporate the requirement for maintenance of a sight distance triangle at street intersections and intersections of driveways with streets in the design of subdivisions

submitted for County review after the effective date of this regulation. Particular attention shall be given to the size and shape of corner lots.

**C. Enforcing Requirements When Building Permits are Issued:**

1. No building permit shall be issued for a structure that interferes with maintenance of a sight distance triangle unless application of the requirement would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the individual proposing development of the property. The County Road and Bridge Supervisor and/or the BOCC shall have authority to waive the requirement for maintenance of a sight distance triangle for such property.
2. Where a building permit application is filed for property that was platted or re-platted after the effective date of this regulation, no building permit shall be issued for any structure which would interfere with the maintenance of a sight distance triangle required by this regulation.

**D. Continuing Enforcement of Requirements:**

Property owners shall be responsible for maintaining sight triangles free of visual obstructions for that portion of a triangle which falls within the boundaries of their property. When the County Road and Bridge Department receives a complaint concerning visual obstructions at a particular intersection, the Road and Bridge Department shall be responsible for the inspection of the intersection and for taking the following measures:

1. Determining whether the visual obstruction is within the sight triangle for an intersection, and if it is on public or private property.
2. If the visual obstruction is on public property, requesting the appropriate jurisdiction remove the obstruction; if the jurisdiction is the County, remove the obstruction.
3. If the visual obstruction is on private property, notifying the property owner of the requirement that visual obstructions must be removed within 30 days except as follows:
  - a. If the obstruction is a permanent structure which was built prior to the effective date of this regulation, or was granted a variance as provided in the Clear Creek County Zoning Regulations, the property owner shall not be required to remove the structure.
  - b. Where the obstruction is caused by the natural or historic topography of the property, and not by earthwork undertaken by the current property owner or his or her immediate predecessors, the property owner shall not be required to regrade the property in order to remove the obstruction.

If the property owner does not comply within 30 days, further enforcement action shall be taken as provided in Chapter 8 of these regulations.

**2.7.4 ~~Above Ground Utility Location~~Obstructions:**

A 10-foot minimum "clear zone" shall be maintained at all times between the edge of the traveled way for any road and any fixed obstruction including but not limited to utility poles, retaining walls, boulders, or structures of any kind. No fixed obstructions shall be permitted in this minimum clear zone or additional areas as deemed necessary by the Road and Bridge Supervisor. Signs, guardrail, and other

road related obstructions designed for vehicular impact may be exempt from the clear zone requirement if approved by the Road and Bridge Supervisor.

Storage of material in any road right-of-way is prohibited. Any material which is stored in the road right-of-way which impedes snow plowing or road maintenance, or which constitutes a hazard to the general public, will be removed by the Road & Bridge Department and the owner billed for the cost of the removal as authorized by Colorado Revised Statutes (C.R.S. Section 43-5-301 et seq.). All above ground utilities including but not limited to; power poles, telephone junction boxes, transformers, etc., shall be located as close to the outside edge of the right-of-way as possible but in no case shall there be less than a ten (10) foot separation from the edge of road shoulder and the utility. However, fire hydrants shall be installed no less than ten (10) feet nor more than fifteen (15) feet from the edge of the road shoulder. This will eliminate any interference with normal road maintenance operations and increase the safety of the traveling public.

#### **2.7.5 Rural Free Delivery Multi Box Modules:**

In subdivisions where provisions were not specifically made for rural free delivery multi box modules, the homeowners association, or if one does not exist, a designated group from the subdivision shall be responsible for submitting a proposal to the Road and Bridge Department. The submitted proposal shall first consider locations in front of or adjacent to the property owners requesting the installation of a multi box module. The Road and Bridge Department shall evaluate all sites in front of or adjacent to property owners requesting rural mail delivery before evaluating any other sites. In evaluating the proposal, staff shall determine if the proposed site meets all the following criteria:

1. The Postal Service will provide delivery service to the area proposed.
2. The module shall be a minimum of 10 feet from the edge of shoulder of the road.
3. Adequate space for an 8-foot-wide8-foot-wide by 40-foot-long40-foot-long pull off shall be provided.
4. The pull off shall be constructed per the Clear Creek Roadway Design and Construction Manual.
5. A minimum sight distance of 250 feet in all directions shall be provided.
6. The pull off shall not have a grade in excess of 3%.
7. Adequate space for snow storage and removal within the right-of-way or appropriate snow-stack easement shall be provided.
8. The site shall not adversely impact the normal flow of traffic or the surrounding properties.

In addition, the following information shall be provided:

1. If the proposed location is adjacent to private property, the affected property owner(s) shall provide a letter stating they have no objection to the module location.
2. A letter signed by the homeowners association president or other approved individual indemnifying Clear Creek County from any damage that may occur due to normal and routine road maintenance operations (see Figure 11).

Once a site, meeting these criteria, has been located by the proponents shall stake the proposed location of the module and the edge of the right-of-way. The right-of-way shall be staked for a distance of fifty (50) feet on either side of the proposed location of the module. Upon completion of the staking, the Road and Bridge Department and the Postmaster shall inspect the proposed site to

~~insure-ensure~~ all the site requirements are met before giving preliminary approval. After preliminary approval, staff shall notify all property owners within a minimum of three hundred (300) feet of the proposed site and inform them of the request and allow them fourteen (14) days to appeal the staff decision. If no appeals are received in the allotted time, staff will inform the proponents by written notice that they can begin construction once they obtain a right-of-way permit (Chapter 5, Section 5.3). In the event of an appeal, staff will schedule a hearing with the BOCC within (30) days of receiving the appeal request. Property owners originally noticed for the proposal site will be re-noticed for the appeal. Proponents and opponents will have the opportunity to state their arguments supporting their respective positions. The BOCC decision will be final.

After construction has been completed, a final inspection shall be done to ~~insure-ensure~~ the module was properly installed and the pull off was constructed to County standards. All deficiencies shall be corrected before final approval can be given to start mail service.

The homeowners association or other designated group from the subdivision shall be responsible for all costs associated with the construction of the module and pull off and all future maintenance including snow removal of the pull of area.

Individual mail boxes on individual properties will not be allowed in new areas requesting rural mail delivery.

#### **2.7.6 Individual Mail Box Installation Requirements:**

Individual mail box installations, on public roadways in Clear Creek County, shall be made in a cantilever style to prevent blockage or obstructing maintenance operations of the drainage channels. Boxes must be installed between ~~forty twoforty-two~~ (42) and ~~forty eightforty-eight~~ (48) inches above the road surface and positioned so the opening or front of the box is at the outer edge of the shoulder (edge closest to the ditch).

Posts must not be set in the ditch or on the roadway side of the ditch to allow for maintenance operations.

It is the responsibility of the property owner to maintain mail boxes and to clear snow from around mail boxes to allow for mail delivery. (See Figure 12)

### **2.8 ~~Grading Road Construction~~ Permits and Parking Areas**

#### **2.8.1 Requirement for ~~Grading Road Construction~~ Permit:**

When road grading of an existing public access road ~~which results in any change to the historic~~~~existing~~ ~~alignment, grade or drainage pattern~~ is proposed, the individual responsible for the construction must obtain approval for a ~~grading permit~~~~Road Construction Permit~~ from the ~~Road and Bridge~~~~Site Development~~ Department prior to commencing construction.

#### **2.8.2 Standards for Parking Areas:**

##### **A. Parking Index:**

The parking Index standards are specified in the Clear Creek County Zoning Regulations, Section ~~1410~~, Part ~~51006.1.5~~.

**B. Parking Area Grades:**

Parking areas shall have a maximum grade of 4%, and a minimum grade of 1.0% to facilitate drainage.

**C. Surfacing of Parking Area:**

Paving is not required for parking areas and driveways serving single-family units, or for duplexes and Recreational Use Facilities with less than 20 vehicle parking spaces where the road providing access is not paved. Where roads are paved, parking areas for duplexes and recreational areas must be paved.

Unless specifically exempted above, parking areas and drives must be paved with a minimum of six inches of road base compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180 and three inches of pavement; or shall be designed in accordance with Section 2.4.3.C, with TI equaling 6.0. Paving is not required for parking areas and drives serving single family units, or for duplexes where the road providing access is not paved. Where roads are paved, parking areas for duplexes must be paved. Parking areas and drives for all other types of development must be paved with a minimum of six inches of road base compacted to minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180 compacted to 95% modified Proctor and two inches of asphalt. Paved parking areas for all other development shall be designed in accordance with Section 2.4.3.C, with TI equaling 6.0.

**D. Provision for Drainage in Parking Areas:**

Parking area design shall make adequate provision for drainage and prevention of erosion. Drainage from parking areas shall flow to roadside ditches or other approved drainage ways. Drainage from parking areas shall not flow onto roadways. Collection points for runoff across parking areas shall be provided to minimize sheet flow.

**E. Placement of Parking Areas on Fill:**

If a parking area is to be placed on fill, the fill used shall be a suitable material as specified by a registered geotechnical engineer/Colorado licensed Professional Engineer. The fill shall be compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180 compacted to 90% modified Proctor with slopes at no more than 1.5 1/2:1 (H:V) and protected by rip-rap to prevent erosion from snow storage. Parking areas on fill may be designed using retaining walls as an alternative with approval of the County Road and Bridge Supervisor.

**F. Snow Stack Storage:**

Snow storage for parking areas shall be provided on the associated private property. Use of the right-of-way for snow storage by private individuals or companies is prohibited (C.R.S. 43-5-301).

**G. Parking Dimensions:**

Parking space dimensions and parking lot layout are per Figure 17.

## 2.9 Landscaping and Erosion Control

Whenever roadway or bridge construction results in earth disturbance, revegetation and reforestation is required. The site plan shall be approved by the ~~County~~ Site Development ~~Inspector~~ Department and shall be completed during the first planting season after construction. Native or similar horticultural material shall be used. All areas disturbed by construction operations and not otherwise covered by structures or pavement must be seeded, fertilized, mulched, planted and otherwise treated to provide an established stand of vegetation. Cut and fill slopes must be treated to prevent erosion. Areas not disturbed by construction shall be left in their present vegetative state, except that thinning of trees may be required. In no case shall landscaping in the right-of-way or on private property impede the normal maintenance operations of the Road & Bridge Department or the normal flow and operations of traffic. Specific requirements are as follows:

### Erosion Control and Environmental Mitigation Efforts for Road Construction

1. The faces of cut and fill slopes shall be prepared and maintained to control against erosion.
2. This control shall consist of effective planting as a permanent control measure.
3. Permanent soil stabilization measures shall be installed within thirty (30) days after final grade is reached. Planting shall occur within the next window of opportunity should construction be completed during winter months.
4. Where cut slopes are not subject to erosion due to the erosion-resistant character of the materials, such protection may be omitted.
5. Where necessary, check dams, cribbing, riprap or other devices or methods shall be employed to control erosion and provide safety.
6. Preserve existing trees, shrubs and grasses where possible to prevent erosion.
7. No work may interfere with the flow of storm water.
8. Excavations shall be constructed so they are stable.
9. Storm water runoff shall be discharged from the site in quantities and at velocities not to exceed historic levels.
10. All erosion control devices shall be maintained so that they function as designed.
11. Dust emissions (wind erosion) shall be controlled.
12. Temporary erosion protection shall be installed prior to excavation activities.
13. All topsoil shall be salvaged and redistributed.
14. Any applicant creating an earth disturbance, ~~greater than 2,500 cubic yards and/or 20,000 ft<sup>2</sup>~~ shall be required to ~~apply for a "Best Management Practices" permit~~ [comply with the Best Management Practices Manual](#).
15. A specific, scaled, site plan designed by a Colorado licensed ~~engineer~~ [Professional Engineer](#) indicating; aspects, scale, site boundary, and adjacent streets or roadways is to be submitted ~~with the application for the "Best Management Practices" permit~~.
16. The site plan is to show existing drainage, rivers, streams, lakes, and wetlands. The gradient and direction of slopes before and after construction, and the disturbed area of the lot, are also to be shown.
17. The site plan must indicate the types, and placement, of temporary and permanent erosion control measures. The plan shall be specific to the schedule for reseeding and replanting. For sites completed during the winter months, or when a final inspection is expected before actual re-vegetative growth occurs, a performance bond may be required.

18. A site plan should indicate a green belt that will remain around the property's perimeter.
19. Road crossings across water courses designated as "Waters of the State" by the Army Corps of Engineers must meet the requirements set forth by the Army Corps of Engineers for permitting before a County permit will be issued.



## Chapter 3 – Road and Bridge Construction Specifications

### 3.1 Purpose and Intent

This section sets forth specific standards for roadway and bridge construction in Clear Creek County and is intended for use by the developers, property owners, contractors and other engaging in the construction of new roads or upgrading of existing roads, the building of bridges and the installation and repair of utility facilities. Specific permit requirements for right-of-way work are detailed in Chapter 5.

### 3.2 Closing of Streets and Roads

#### 3.2.1 Notice and Operation of Street Closure:

Contractors may only close streets after obtaining approval for an alternative route from the County Road and Bridge Department. A traffic control plan will be submitted in accordance with the Manual of Uniform Traffic Control Devices. Contractors shall furnish, erect and maintain, at their own expense, necessary barricades, suitable and sufficient number of flagmen and take necessary precautions for the protection of the work and safety of the public around their construction operations. If construction operating conditions require closure of a street or road, the **contractor shall provide notice** as follows:

1. Submit a traffic control plan for review and approval by the County Road and Bridge Department a minimum of six (6) working days prior to closing the road. See Chapter 5 Section 5.3.4 for emergency situations.
2. Notify affected Property Owners a minimum of six (6) working days prior to closing the road to mitigate impact of the road closure.
3. Notify the [Clear Creek County Communications Center/Jeffcom 911 communications center](#) of the exact location of the street and the date traffic will be impeded twenty-four hours prior to closing the streets.
4. Notify the appropriate local papers and/or radio station to announce the upcoming road closure.

### 3.3 Construction of Roads

#### 3.3.1 Permits Required for Road Construction / Grading:

All construction, [maintenance grading](#) (excluding snowplowing), parking, and other activity temporarily or permanently excavating or altering a public road surface and/or right-of-way shall require a permit before commencement of the construction, [maintenance grading](#), parking, or other activity.

Whenever road grading of an existing or historic access road is proposed the individual responsible for the construction must obtain approval for a [grading permit/Road Construction Permit](#) from the [Road and Bridge/Site Development](#) Department prior to commencing construction.

Grading is defined as any alteration of the existing topography. In general, [grading permits/Road Construction Permits](#) are required for [minor changes of an existing public road's horizontal or vertical alignment, or for reshaping an existing public road to maintain driving surface and changes to a public road's horizontal or vertical alignment, or for changes to](#) drainage infrastructure.

- A. The submittal requirements and procedure for obtaining road construction permits are as follows (Refer to Table 18 for utility line installation depths):

1. No permit will be issued without the submittal of ~~two (2)~~ completed applications ~~forms~~ ~~(no photocopies accepted)~~ along with ~~two (2) copies of~~ the appropriate engineer~~ed~~ drawings and specifications.
2. No permit will be issued before the fees set forth on the ~~Road and Bridge Site Development~~ Department Fee Schedule have been paid in full and, ~~if required,~~ Performance Guarantee (see 3.31.C) has been deposited with the County.
3. ~~No permit will be issued before a Best Management Practices Permit, if required, has been issued for the work by the County's Site Development Department~~ ~~Erosion controls detailed in the Best Management Practices Manual and as required by the Site Development Department shall be utilized for all road construction projects.~~
4. A copy of the approved ~~application-permit~~ and ~~engineer-plans~~ are to be kept available on-site. Alterations to the plans are to be noted, and the plans are to be turned into the ~~Road and Bridge Site Development~~ Department as "as-built" diagrams upon final inspection. The ~~Road and Bridge Site Development~~ Department will inspect field work at appropriate stages of construction.
5. At completion of the project, a final inspection is held to confirm compliance with the permit requirements. Approval at this inspection begins the "Warranty Period". Rejection will require remedial action.
6. The contractor is responsible for adequate traffic control and traffic safety in accordance with the MUTCD.
7. The ~~Road and Bridge Supervisor or his designee~~ ~~Site Development Department~~ will require testing by a soils engineer, at no cost to the County, if he/she believes that hazardous geological factors exist. If a soils engineer finds that hazardous factors do exist, the applicant will be required to conform to the engineer's plan.
8. Owners of the property or business abutting the road construction project shall be advised, by the applicant, of the permit application that may affect their convenience and economic ~~well-being~~ ~~well-being~~.

~~B. The submittal requirements and procedure for obtaining grading permits are stated as follows:~~

- ~~0. Two (2) copies of the site plan~~ ~~Plans must accompany two (2) original copies of the signed application showing with reasonable accuracy the nature and extent of the proposed work. The site plans need to show the following details:~~
  - ~~— The general vicinity of the proposed site.~~
  - ~~— The location of any buildings or structure within 15 ft. of the proposed grading.~~
  - ~~— Culverts, easements, alignment and location of existing driveways.~~
  - ~~— Temporary and permanent erosion control devices and revegetation plans.~~
- ~~0. The Road and Bridge Supervisor or his designee will require testing by a soils engineer if he/she believes that hazardous geological factors may exist. If a soils finds that hazardous factors do exist, you will be required to conform to the engineer's plan.~~
- ~~0. No permit will be issued before the fees set forth on the Road and Bridge Department Permit Fee Schedule, have been paid in full, and the Performance Guarantee has been deposited with the County.~~
- ~~0. No permit will be issued before a Best Management Practices Permit, if required, has been issued for the work by the County's Site Development Department.~~

~~K.B.~~ A Performance Guarantee is required for ~~Road-road Construction~~ construction permits and ~~Grading Permits~~ in amounts set for in the Permit Fee Schedule the amount of 125% of the estimated cost of the proposed scope of work. These amounts shall be based on contract prices or other acceptable cost estimates for performing such work, as specified and approved by the ~~Road and Bridge Supervisor and amended in the fee schedule as necessary~~ Site Development Department. The Performance Guarantee is to ensure completion of the work in accordance with approved plans and without damage to the road or right-of-way.

1. All Performance Guarantees will be (i) in cash, together with an executed Security Agreement, or (ii) by Letter of Credit issued by a bank physically doing business in the state of Colorado, drawable in the state, and in a form acceptable to the County Attorney.
2. The Performance Guarantee will be released upon completion of a “warranty period” of one (1) year after completion of the work on gravel roads and two (2) years after the work on asphalt roads if, at that time, the work has not failed. If the work as failed, and the permittee fails to promptly correct the work, the work will be repaired by the County at permittee’s expense. If the Performance Guarantee does not cover the cost of repair, the permittee must pay the balance upon billing, and no further permits will be issued the permittee while a balance is outstanding unpaid.
3. The work will be deemed complete for the purposed of starting the warranty period upon final inspection approval by the ~~Road and Bridge~~ Site Development Department and delivery of an acceptable as-built drawing to the Department.
4. A letter of credit Performance Guarantee will be drawn on if the conditions for its release are not satisfied within ten business days before its expiration, unless prior to that time a replacement letter of credit or extension is delivered to the ~~Road and Bridge~~ Site Development Department.
5. A partial release will be considered by the BoCC upon receipt of a written request by the developer. (See Chapter 8, Section 8.1.2)
6. The permit applicant is responsible for adequate traffic control and traffic safety in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
7. Any work that has begun, involving any of these permits, prior to permit issuance shall be penalized the amount of the permit fee.
8. Applications for permits shall be made on standard forms provided by the ~~Road and Bridge~~ Site Development Department and permits will be issued on official forms.
9. Owners of property or business abutting utility projects shall be advised of permit applications that may affect their convenience and economic well-being (See Section 3.2.1.2B).
10. All proposed road closures must be approved by the Road and Bridge Department and will be limited in the number of hours possible per day.

### 3.3.2 Construction Testing:

Quality control supervision of construction shall be done by a qualified geotechnical consultant at no expense to the County. The County inspector shall be permitted access to the construction site at all times to make spot checks of quality control. Any additional testing or corrective work deemed necessary shall be done within the time determined by the ~~County Road and Bridge Supervisor~~ Site

[Development Department](#) at no expense to Clear Creek County. The contractor or developer must contact the [County Road and Bridge Supervisor Site Development Department](#) forty-eight (48) hours in advance of the required final inspection.

**A. Sampling of Materials:**

Samples for preliminary approval or production control may be submitted by the producer to the geotechnical consultant. The geotechnical consultant must use the Colorado Division of Transportation (CDOT) ~~Procedure #30-98~~ [applicable procedure outlined in the latest edition of the Field Materials Manual](#) to determine the acceptability or rejection of the sample.

**B. Field Density Determination:**

To determine the compacted in-place density of soil and soil aggregate, the geotechnical consultant may use ~~either the CDOT Procedure #22-93 or #80-03~~ [applicable CDOT procedures outlined in the latest edition of the Field Materials Manual](#).

**C. Periodic Inspection During Construction:**

The [Road and Bridge Site Development](#) Department shall conduct periodic inspections during construction to assure compliance with approved grading and construction plans. The Department may establish checkpoints when inspection must be conducted and approvals granted before construction is continued as part of issuing a road construction permit.

**D. Final Inspection:**

Upon completion of construction and prior to County approval of the completed work, copies of the as-built plans, concrete cylinder test reports, compaction test reports and other test data shall be delivered to the [Road and Bridge Site Development](#) Department. In ~~addition~~ [addition](#), a certification shall be given by the developer's engineer that construction has been completed in conformance with the approved lines, grades, specifications and standards (see Section 1.8.1). The [Road and Bridge Site Development](#) Department shall conduct an inspection to determine if the construction meets County standards and specifications. If the inspection discloses any work, in whole or in part, as unsatisfactory, the [County Road and Bridge Supervisor Site Development Department](#) shall give the developer's engineer the necessary instructions for correction and the developer shall comply with and execute such instructions. At the discretion of the [County Road and Bridge Supervisor Site Development Department](#), the County may withhold: ~~the~~ [The](#) Performance Guarantee, the granting of further building permits or any occupancy permits for the project until such time corrective work is completed.

**3.3.3 Site Preparation:**

**A. Utilities Protection:**

The developer and contractor shall at all times take proper precautions to assure the protection of utilities, service lines, or other public or private installations and shall be responsible for the repair of any damage. The developer or contractor shall notify the utilities forty-eight (48) hours before excavation begins, so the utilities can locate the services.

**B. Grubbing:**

All large rocks, brush debris, structures and all other unsuitable material shall be cleared to a depth of at least twelve (12) inches below subgrade or as directed by the [County Road and Bridge Supervisor Site Development Department](#) and be replaced with suitable material. Locating suitable disposal sites shall be the responsibility of the contractor or developer subject to County approval. Trees, except those designated to be saved, and all stumps shall be removed to a depth of at least eighteen (18) inches below the finished subgrade elevation. All trees designated to be saved shall be protected during clearing and subsequent construction operations. Suitable material removed from the excavation may be used in so far as practical, in the formation of embankments, backfilling and for such other purposes.

### 3.3.4 Structural Embankment Construction:

Embankment construction consists of constructing roadway embankments, including preparation of the areas upon which they are to be placed; constructing dikes within or outside the right-of-way; placing and compacting of embankment material in holes, pits, and other depressions within the roadway area. Only approved materials shall be used in the construction of ~~embankments, and~~ embankments and backfills.

#### **A. Benching:**

When an embankment is to be placed and compacted on slopes steeper than 4:1 (25%), the roadway shall be continuously benched over those areas. A bench is required at vertical intervals of ten feet maximum or as required by the [County Road and Bridge Supervisor Site Development Department](#). Benching shall be well keyed and where practical, a minimum of eight feet wide. Each horizontal cut shall begin at the intersection of the original ground, and the vertical sides of the previous cuts. Material thus cut out shall be recomacted along with the new embankment material at the contractor's expense.

#### **E.B. Compaction:**

Minimum compaction shall be 90% ~~modified proctor with a moisture range of not more or less than 3% from optimum as of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by per~~ AASHTO Method T-180.

#### **F.C. Rip-rap:**

Where embankments encroach on stream channels or lakes, calculation of the flows or wave action shall be made and submitted to the County. Based on these calculations, the [County Road and Bridge Supervisor Site Development Department](#) shall determine the appropriate size rip-rap and this rip-rap shall be placed along the toe of the slope to protect embankments against erosion from water action.

#### **G.D. Prohibited Materials:**

Organic and wet or frozen material shall not be used for any structural embankment construction.

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### 3.3.5 Trench Excavation:

Trenches shall be excavated to that pipes can be laid straight at uniform grade, without dips or humps, between the terminal elevations shown on the drawings. Wherever a trench passes through a fill or embankment, the fill or embankment material shall be placed and compacted to an elevation twelve inches above the top of the pipe before the trench is excavated.

#### **A. Trench Widths:**

Trenches shall be excavated to a width which will provide adequate working space and side clearances for proper pipe installation, jointing and embedding. Minimum trench widths at or below and elevation six inches above the top of installed pipe shall not be less than OD plus twenty-four inches.

#### **B. Excavation Below Pipe Subgrade:**

Except where otherwise required, pipe trenches shall be excavated below the underside of the pipe, as shown on Figure 18 and 19, to provide for the installation of granular embedding pipe foundation material.

#### **C. Bedding Material:**

~~CDOT Type "C" Bedding shall be used for all corrugated metal pipe (except where arch encasement is required) and cast iron/cast iron pipelines.~~ Bedding material for rigid pipe shall be a minimum of 4 inches of loose structure backfill (CDOT Class 1 or 2), as shown on Figure 19.

#### **D. Placement and Compaction:**

Granular bedding material shall be spread and the surface graded to provide a uniform and continuous support beneath the pipe at all points between bell holes or pipe joints. It is permissible to slightly disturb finished subgrade surface by withdrawal of pipe slings or other lifting tackle.

After each pipe has been graded, aligned, and placed in final position on the bedding material and shoved home, sufficient pipe embedding material shall be deposited and compacted under and around each side of the pipe jointing and embedding operations. Bedding material shall be deposited and compacted uniformly and simultaneously on each side of the pipe to prevent lateral displacement.

~~Type "C"~~ Bedding material shall be compacted to the top of the pipe in all areas where compacted backfill is specified.

Whenever crushed rock is used as bedding or thirty-six inch and larger pipe, the portion above the bottom of the pipe shall be vibrated with a mechanical vibratory compactor during placement to ensure that all spaces beneath the pipe are filled.

The method of compaction and the equipment used shall be appropriate for the material to be compacted, and shall not transmit damaging shocks to the pipe. Job excavated material shall be compacted to 90% of the maximum dry density except for the final two feet which will be

compacted to 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by the AASHTO Method T-180.

**E. Backfill Over Concrete:**

All backfill over concrete shall conform to the following requirements:

1. **Initial Backfill:** To aid curing, no more than eight inches of loose backfill shall be placed over concrete after the concrete has reached its initial set.
2. **Final Backfill:** Additional backfill shall not be placed over arch encasement or blocking until the concrete has been in placed at least three days.

**F. Compacted Backfill:**

Compacted backfill shall consist of suitable job excavated-material, finely divided and free from debris, organic material, cinders or other corrosive material and stones larger than three inches in greatest dimension. Masses of moist, stiff clay shall not be used. Job-excavated materials shall be placed in uniform layers not exceeding eight inches in uncompacted thickness. The method of compaction and the equipment used shall be appropriate for the material to be compacted, and shall not transmit damaging shocks to the pipe. Job excavated material to be compacted to 90% except for the final two feet which will be compacted to 95% of the maximum dry density at optimum moisture content as determined by AASHTO Method T-180. Compacted backfill is required for the full depth of the trench above bedding in the following location:

1. beneath driveways, parking areas, road or other construction or structures; or
2. in driveway and parking area shoulders; or,
3. beneath fills or embankments.

**3.3.6 Culverts:**

This section covers corrugated metal pipe used for a minimum ~~eighteen-inch~~eighteen-inch storm drains beneath roads. Culvert sizing shall be in accordance with Section 2.4.3.D of this Manual. Corrugated metal pipe or approved equal shall be furnished and installed with all jointing materials, accessories and appurtenances as indicated on the drawings and as specified.

**A. Materials:**

Materials used for storm drains shall conform to the applicable AASHTO provisions of the "Standard Specifications for Highway Materials."

1. **Circular Pipe:** Corrugated metal pipe shall be AASHTO M36-78 and galvanized with 2<sup>3</sup>/<sub>8</sub>"~~x 1/2" - 2-2/3" x .5"~~ corrugations. The corrugations may be annular or spiral with annular ends.
2. **Coupling Bands:** All field joints in corrugated metal pipe will be made with coupling bands, fabricated from the same material as the pipe. Coupling bands for field joints in corrugated metal pipe for all culverts shall be the pipe manufacturer's standard coupling band type.
3. **End Sections:** Flared metal end sections shall be provided on all culverts unless otherwise specified by the ~~County~~ Road and Bridge Supervisor. The end sections shall be fabricated from ~~16-gauge~~16-gauge galvanized sheet metal for ~~36-inch~~36-inch diameter

and larger pipe. The end sections shall be provided with a rolled reinforced edge and a galvanized top finish plate.

**B. Handling:**

Pipe, couplings, and accessories will be handled in a manner that will ensure installation in sound, undamaged condition. Equipment, tools and methods used in unloading, reloading, hauling and laying pipe will be such that the pipe is not damaged.

**C. Cleaning:**

The interior of the pipe and any couplings shall be thoroughly cleaned of all foreign matter before being installed. Before jointing, all joint contact surfaces shall be wire-brushed, if necessary, wiped clean and kept clean until jointing is completed.

**D. Installation:**

1. **Installation Requirements:** Corrugated metal pipe shall be laid true to the grade required by the drawings, and shall be installed in accordance with the following requirements:
  - a. **Pipe:** The pipe shall be installed in accordance with the details indicated on Figure 20 and 21 and the applicable portions of the excavation section. The pipe shall be protected from lateral displacement by means of a pipe embedding material as specified for trench backfill. The minimum cover for corrugated metal pipe is 12 inches.
  - b. **Couplings:** Sections of the corrugated metal pipe shall be joined together using metal coupling bands, centered on the joint and with the pipe sections as close together as possible. Each coupling band shall be bolted in place and tightened sufficiently to ensure a tight joint and to form a continuous conduit capable of resisting all stresses. Pipe shall not be laid in water or under unsuitable weather or trench conditions.
  - c. **End Sections:** The end sections shall be attached to the culvert by threaded rod and connecting lug.
  - d. **Rip-Rap:** Culverts shall have a rip-rap bed of 10 feet in length by 10 feet in width or the width of the ditch which is less at the inlet for erosion control. The rip-rap shall consist of hard, dense, sound, rough fractured rock as nearly cubic as practical. Pit run or dredge rock can be substituted. Each rock shall have a minimum volume of 0.25 cubic feet (approximately 30 pounds) per stone. Slab type and flaking rocks shall not be used.
2. **Use of Culverts at Access Point of Roads:** Driveways or road connections to a County road shall not be constructed in such a way as to impede the normal flow of drainage in roadside ditches, culverts, underdrains, bridges or other drainage works, or to cause such drainage to flow onto or across the driving surface of a County road. In the event that such an impediment results in damage to a County road, the Road and Bridge Supervisor ~~will~~ may remove the impediment and bill the property owner for the costs of repairs to the road, including labor, equipment and material.

In certain instances, a culvert may not be required by virtue of the topography. In that event, a written waiver must be obtained from the Road & Bridge Department. Such a



waiver does not constitute a waiver of the permit fee, inspection of the access or any requirement of the access

### 3.3.7 Subgrade:

The bottom of the excavation or top of the fill is considered the subgrade, and shall conform to the lines, grades and cross sections shown on the plans.

#### A. **Subgrade Specifications:**

Soft, spongy or frozen subgrade shall be removed as directed and replaced with suitable granular material placed and compacted as specified in Section 3.3.4.

#### B. **Compaction:**

Before sub-base construction begins, soils in subgrade shall be compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180~~compacted to at least 90% of the maximum dry density as determined by AASHTO Method T-180 and the moisture content must be no more than 3% of the "Standard Optimum"~~.

### 3.3.8 Gravel Roads:

Gravel roads shall consist of a compacted ~~sub-base~~subbase to 50% of the design thickness and the remainder compacted base course.

#### A. **Gravel Specifications:**

Gravel used in road construction shall be crushed to a required size and a filler of sand or other finely divided mineral matter must be used. The portion of material retained on a No. 4 sieve is considered filler. At least 50% by weight of the course aggregate particles shall be particles having at least one fractured face. The gravel shall be screened if necessary to meet this requirement or to eliminate an excess of filler. The composite base course material and ~~sub-base~~subbase course shall be free from organic matter and meet the grading requirements in Table 13.

#### B. **Compaction of ~~Sub-base~~subbase or Base Course (Gravel Roads):**

The sub-base or base course shall be placed and spread in a uniform layer and without segregation of size to a depth not exceeding eight inches or uncompacted material. The material will be compacted to at least 95% of the maximum dry density as determined by AASHTO Method T-180.

#### C. **Manholes:**

On gravel roads where manholes or water valve boxes are located in the roadway, they must have a minimum of five inches of cover at finished grade.

#### D. **Dust Abatement:**

An appropriate dust abatement material may be applied to all gravel roads in residential areas or as deemed necessary by the [County](#) Road and Bridge Supervisor. All gravel roads with traffic volumes greater than 200 average daily traffic must be treated.

### 3.3.9 Asphalt Roads:

#### A. [Subbase-Subbase](#) Specifications:

Placement of sub-base material shall conform to the lines, grades, cross-sections and thickness shown on the approved plans and shall be finished and maintained in as acceptable condition prior to base construction. [Subbase-Subbase](#) material shall be well mixed, free of organic and frozen matter and lumps or balls of clay, and shall consist of sound aggregate particles. [Subbase-Subbase](#) material must conform to the limits established in Table 13.

#### B. Base Course:

1. **Base Course Specifications:** Placement of base material shall conform to the lines, grades, cross-sections, [and](#) the thickness shown on the approved plans. Base material shall consist of hard, durable particles of fragments of stone or gravel crushed to the required size and a filler of sand or other finely divided mineral matter, base material shall be free from organic and frozen matter, lumps or balls of clay. When placed and compacted, it shall result in a firm, dense, unyielding foundation. Base material shall meet the specifications shown in Table 14. In general, the lower portions of the base course shall be constructed of Class 5 material, except that a minimum of the top three inches of all base course shall be constructed of Class 6 material. The [b](#)Base course materials when tested in accordance with AASHTO Standard Test Designation T-96, shall have no more than 50% wear.
2. **Compaction of Base Course (Asphalt Roads):** Base material shall be deposited and spread without particle segregation in loose layers not to exceed six inches in depth or when compacted, the layer shall have a thickness not to exceed four inches. The material shall be compacted to at least 95% of the maximum dry density as determined by AASHTO Method T-180. Base course shall not be placed upon a soft, spongy, frozen subgrade or sub-base.

#### C. Asphalt Concrete Pavement:

1. **Materials to be Used:** The asphalt concrete pavement shall consist of a mineral aggregate, uniformly mixed with asphalt cement, laid upon the prepared base to the finished thickness shown in the typical cross-sections on the plans. The mineral aggregate shall be 100% crushed gravel. All materials, methods of preparation and construction shall conform to the following requirements.
  - a. **Crushed Gravel:** The gravel to be used shall consist of clean, hard, durable particles which have been crushed to the gradations specified on Table 15. Of the particles retained on the No. 4 sieve, at least 60% by weight shall have one or more fractured faces. The crushed gravel when tested in accordance with AASHTO Standard Test Designation T-96, shall have no more than 50% wear and shall show no detrimental amount of stripping when tested. Determination of the effect of water on the cohesion (stripping resistance) of asphaltic concrete composed of the proposed mineral aggregates shall be made in conformance

with AASHTO Standard Test Designation T-165-77 with a minimum dry strength of 200 psi with a minimum retained strength of 75% of the dry strength.

- b. **Asphalt Cement:** Asphalt used in road construction shall be uniform in character, free from water and shall no foam when heated to 347 degrees F. All asphalt shall contain an anti-stripping additive, and shall comply with the following test designations:

- I. If graded by penetration, it shall be in accordance with AASHTO Test Designation T-49-78.
- II. If graded by viscosity, it shall be in accordance with AASHTO Materials Designation M-226-78.

- 2. **Establishing Job Mix Formula:** The job mix formula for each mixture shall establish a single percentage of aggregate passing each required sieve size, a single percentage of bituminous material to be added to the aggregate and a single temperature for the mixture at the discharge point of the plant. After the job mix formula is established, all mixtures furnished for the project shall conform to the following ranges of tolerances:

- Passing No. 8 and larger sieve more or less 8%\*
- Passing sieves smaller than No. 8 to larger than No. 200 more or less 6%
- Passing No. 200 more or less 3%
- Bitumen more or less 0.5%
- Temperature of mixture when emptied from mixer more or less 20 degrees F
- \*Exclusive of the maximum size designated

- 3. **Sampling and Testing:** All sampling and testing of materials shall be done in accordance with the latest methods of the AASHTO. The County Road and Bridge Supervisor shall be supplied with a Certificate of Compliance with the Colorado Department of Transportation Specifications before any asphalt is placed.

#### D. Construction of Asphalt Roads:

- 1. **General Conditions:** Bituminous plant mix shall be placed only on properly constructed and accepted layers that are free from water, snow and ice. The bituminous mixture shall be placed within the air temperature limitations as shown in Table 16 and only when weather conditions otherwise permit the pavement to be properly placed and finished.
- 2. **Pavement Thickness:** When asphaltic concrete pavement thicknesses in excess of 3 inches are called for, they shall be laid in separate courses of not less than 1½ inches nor more than 3 inches. The thicknesses called are finished thicknesses after compaction.
- 3. **Joints:** Longitudinal and transverse joints shall be well bonded and sealed. Joints shall be painted with cutback asphaltic cement where necessary to obtain this result. In making the joint along any adjoining edges such as curb, gutter or an adjoining pavement and after the hot mixture has been placed by the finishing machine, just enough of the hot material shall be carried back to fill any space left open. The joint shall be properly set up with the back of a rake as proper height and level to receive the maximum compression under rolling.

Joints between old and new pavements or between successive days works shall results in a through and continuous bond between the old and new surfaces. The edge of the

previously laid course shall be cut back to its full depth to expose a fresh surface, after which the hot mixture shall be placed against it and raked to a proper depth and grade. Hot smoothers or tampers shall be used to heat the previously laid pavement (without burning it) to ensure a proper bond. Before placing mixture against them, contact surfaces of curbs, gutters, headers, manholes, etc., shall be painted with a thin, uniform coating of cutback asphalt cement.

4. **Irregularities:** Immediately after the course is screened and before roller compaction is started, the surface shall be checked, any inequalities adjusted, all fat sandy accumulation from the screen removed by a rake or hoe and all fat spots removed and replaced with satisfactory material. Irregularities in alignment and grade along the outside edge shall also be corrected by the addition or removal of mixture before the edge is rolled. Special attention shall be given to the straightening of each course immediately following the initial rolling.
5. **Final Compaction:** Final compaction shall result in a course which is smooth and true to the established crown and grade. It shall have the average thickness specified and shall at no point vary more than  $\frac{1}{4}$  inch from the thickness specified. Any mixture that becomes loose and broken, mixed with dirt or in any way defective, shall be removed and replaced with fresh hot mixture, which shall be compacted to conform with the surrounding area. The surface of the finished pavement shall be free from depression exceeding  $\frac{1}{2}$  inch in ten feet as measured by a ~~ten foot~~ ten-foot straight edge measured in any direction or an automobile mounted recording profilometer.
6. **Testing after Final Compaction:** The asphalt concrete pavement shall at no point have a density less than 93% of the maximum density possible to obtain a voidless pavement composed of the same material in like proportions. Field density determinations will be made in accordance with Colorado Department of Transportation #44 and #81.

**E. Drainage Pans:**

Drainage pans may be used where approved by the ~~County~~ Road and Bridge Supervisor. Pans should be used exclusively for the use of drainage and not for speed control dips. The drainage pan design shall conform to the design as shown in Figure 22.

**3.4 Landscaping Installation**

Earth cuts, embankment slopes and all other areas where the ground cover has been disturbed during the course of road construction shall be re-vegetated and reforested equal to or better than conditions existing prior to construction. Landscaping material shall be installed in accordance with plans approved as part of any road construction permit, and shall be fertilized, mulched, watered and otherwise treated to provide an established stand of vegetation by the end of the first full growing season after completion of construction. The individual responsible for road construction shall post a performance bond, guaranteeing 50% success at re-vegetation and reforestation, for at least two full growing seasons following installation. (See Chapter 2, Section 2.9)

## Chapter 4 – Driveway Permit Requirements

### 4.1 Purpose and Intent

Driveway permits must be obtained whenever an individual proposes to construct and connect a driveway to an existing public or private roadway in unincorporated Clear Creek County. The reason for requiring driveway permits is to mitigate hazards to public health, safety and welfare; to insure the design of the connections meets the specifications in these regulations to allow for emergency vehicle access; and for proper drainage. Driveway permits are also intended to assure adequate reconstruction and/or repair of any damage caused to the County right-of-way or roadway during construction of the connection. Driveway permits shall be obtained before building permits may be issued. This standard supersedes Resolution 00-24.

### 4.2 Permits and Performance Guarantees

Any individual proposing to construct a driveway connection to an existing County roadway shall obtain an approved driveway permit as provided in Section 4.3. Before undertaking any excavation within a County road right-of-way, an individual may be required to post a Performance Guarantee may be required. Performance Guarantees shall be posted with the Road & Bridge Department, and permits obtained, from the Site Development Department. (Chapter 5, Section 5.2)

### 4.3 Procedures/Requirements for Issuance of Driveway Permits

Procedures for obtaining Driveway Permits are detailed in Section X102.4 of Appendix Chapter X of the Clear Creek County Grading & Excavation Regulations International Code Series.

1. Fee scheduling will be set for various permits, inspections, and on-site approvals. Permit fees will be periodically reviewed by the County for adequacy, and when appropriate the fee schedule will be revised.
2. The property owner/owners are responsible for obtaining all necessary easements and/or CDOT Access permits prior to the application of the Driveway or Private Road-Cut Permit. A copy of the easement and/or CDOT Access permit must be attached to the permit application.
3. The permit applicant holder assumes the responsibility to have buried gas lines, telephone cable and other utilities located by contacting the Utility Notification Center of Colorado.
4. Applicant represents all parties in interest, and affirms that the driveway approach is to be constructed for the purpose of securing access to the described property.
5. Applicant Permit holder or authorized agent shall furnish all labor and materials, perform all work, and pay all costs in connection with the construction requested.
6. The applicant permit holder shall be responsible for the work to be performed in accordance with the approved plans and specifications and in conformance with the provisions of this code, and the applicant permit holder shall engage consultants, if required, to provide professional inspections on a timely basis. In the event of changed conditions, the applicant permit holder shall be responsible for providing revised plans for approval.
7. Applicant Permit holder shall protect the traveling public during the installation of the driveway and building site excavation with approved traffic control, as outlined by Part VI of the Manual of Uniform Traffic Control Devices. Right-of-way permits shall be obtained whenever a developer, contractor, owner, utility company or other individual proposes to install utility lines, culverts or any other work within the County right of way.

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8. ~~The County shall be held harmless against any action for personal injury or property damage sustained by reason of the exercise and issuance of the permit.~~

~~7.19. Failure to comply with any portion of these driveway design standards and permit procedures shall be sufficient grounds for denial, suspension, or revocation of any necessary permit. Financial penalties may also be imposed.~~

#### **4.2.14.3.1 Submittal Requirements for Driveway Permits:**

Submittal requirements for Driveway Permits are detailed in Section X102.4.1 of Appendix Chapter X of the Clear Creek County International Code Series.

~~4. The submittal Requirements and procedure for obtaining driveway permits are stated as follows:~~

~~4. Driveway Permits are required for all roads, which are to be constructed on private property, and will be used to provide access from any public or private road.~~

~~4. Fee scheduling will be set for various permits, inspections, and on-site approvals. Permits fees will be periodically reviewed by the County for adequacy, and when appropriate the fee schedule revised.~~

~~4. The property owner/owners are responsible for obtaining all necessary easements and/or CDOT Access permits prior to the application of the Driveway or Private Road-Cut Permit. A copy of the easement and/or CDOT Access permit must be attached to the permit application.~~

~~4. The permit applicant assumes the responsibility to have buried gas lines, telephone cable and other utilities located by contacting the Utility Notification Center of Colorado.~~

~~4. Applicant represents all parties in interest, and affirms that the driveway approach is to be constructed for the purpose of securing access to the described property.~~

~~4. Applicant or authorized agent shall furnish all labor and materials, perform all work, and pay all costs in connection with the construction requested.~~

~~4. The Clear Creek County Site Development Inspector shall approve the type and schedule of construction. All materials and workmanship shall be of a satisfactory quality and subject to inspection and approval by the Clear Creek County Site Development Inspector.~~

~~4. No revisions or additions shall be made to the driveway or the permit without prior approval by the Site Development Inspector.~~

~~4. The property must be marked with the lot number, and the proposed driveway and building footprint shall be staked out in advance of the initial inspection.~~

~~4. Applicant shall protect the traveling public during the installation of the driveway and building site excavation with approved traffic control, as outlined by Part VI of the Manual of Uniform Traffic Control Devices. A Traffic Control Plan will be submitted to the Site Development Inspector before work affecting a county roadway may begin. This plan should illustrate the placement of devices, types of devices, stationing of flagging personnel, length of lane closure with reference to the zone dimensions, and the phone numbers of representatives to be contacted in case of any emergency.~~

~~4. The County shall be held harmless against any action for personal injury or property damage sustained by reason of the exercise and issuance of the permit.~~

~~4. Applicant shall notify the Site Development Inspector when the excavation is ready for a final inspection. Final approval shall not be given until all work, including installation of all drainage facilities and their prospective devices, and all erosion control measures have been completed in accordance with the approved plan, and any required reports have been submitted.~~

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- ~~4. Failure to comply with any portion of these Driveway Design Standards and Permit Procedures shall be sufficient grounds for denial, suspension, or revocation of any necessary permit. Financial penalties may also be imposed.~~
- ~~4. All driveway permit applicants must submit the proper Application, Zoning Disclosure Form, and an accurately scaled Site Plan Drawing indicating all necessary detail (length, grade, property boundaries, public road dimensions etc.) prior to initial inspection. If not otherwise required, any new driveway greater than 100 feet in length shall meet the engineering grading requirements outlined in Section X107.4 of the 2009 International Residential Code and the 2009 International Building Code.~~
- ~~4. The permit will be issued upon completion of the initial inspection and installation of erosion control measures as outlined in the Clear Creek County Best Management Practices Manual.~~
- ~~4. The permit is valid for 180 days, at which time an inspection must be arranged with the Site Development Inspector to determine further time needs for completion of the driveway/private road cut. The permit can be extended for another 180 days, at no fee, at the discretion of the Site Development Department Inspector. A renewal for a permit may be applied for prior to the permit's expiration. The cost of a renewal permit will be an amount equal to twenty five percent (25%) of the original permit fee.~~
- ~~4. Driveway permits are valid for 2 year maximum, with timely renewal, if a building permit is not applied for. A driveway Permit will not expire as long as a current building permit is in place, but must have an inspection every 180 days. Failure to have inspection completed within the required time will result in the cancellation of the permit.~~
- ~~4. The applicant shall be responsible for the work to be performed in accordance with the approved plans and specifications and in conformance with the provisions of this code, and the applicant shall engage consultants, if required, to provide professional inspections on a timely basis. The applicant shall act as a coordinator between the consultants, the contractor, and the Site Development Inspector. In the event of changed conditions, the applicant shall be responsible for informing the Site Development Inspector of such change and shall provide revised plans for approval.~~

#### 4.2.214.3.2 Action on Driveway Permits:

Applications for driveway permits shall be submitted to the Site Development Department for review and action. Approval shall be granted only if the proposed driveway or roadway connection meets the specifications in these regulations and the required fee has been paid. Approval of a driveway permit may be accompanied by any condition deemed reasonable by the Site Development ~~Inspector~~ Department to ~~insure-ensure~~ protection of health, safety and welfare and compliance with these regulations. Applications for driveway permits must be submitted at least ~~three-working~~ 15 calendar days prior to planned commencement of construction, and construction cannot commence without permit approval. ~~Building permits shall not be issued for the project until rough in inspection (grade meets the maximum specifications outlined in these regulations) approval for the needed driveway permit has been obtained.~~

#### 4.2.224.3.3 Construction Specification for Driveway Work:

All work undertaken to connect driveways to existing County roadways shall conform to the standards contained in this Manual as well as Appendix Chapter X of the Clear Creek County International Code

~~Series the Clear Creek County Grading & Excavation Regulations. In the event of a discrepancy between the regulations, the more stringent requirements shall apply. Road and Bridge Design and Construction Standards contained in these regulations.~~

#### 4.2.234.3.4 Construction Schedule for Driveway Work:

As part of its approval of any driveway permit, the Site Development Department shall also approve a construction schedule. The approved schedule shall not be changed after the permit is issued without the written consent of the Site Development Department and approved by the Road and Bridge Department.

#### 4.34.4 Supervision of Driveway Work

~~All driveway work shall be completed under the supervision of the permit holder.~~ The permit ~~applicant holder~~ shall at all times conduct work within County right-of-way so as to avoid obstruction and hazard to the traveling public. Materials necessary for construction of driveway access points to the County roadway shall not be stored on the County right-of-way at any time. The roadway and roadside area where driveway access work has been performed shall be thoroughly cleared of all debris and extraneous material and shall be restored to a condition equal to or better than the original when construction is concluded.

#### 4.44.5 Inspection and Testing of Driveway Work

Adequate inspections ensure compliance with County requirements. ~~It is the responsibility of the permit applicant to contact the Site Development Department two working days in advance of a required inspection.~~ In-progress inspections of all elements of work will eliminate the need of extensive post testing. At least one inspection at the conclusion of construction is required. In making this inspection, the Site Development Department shall check for compliance with these regulations, specific permit conditions and approved plans, and also for adequate cleanup of roadway surfaces and the right-of-way. Certificates of Occupancy shall not be issued by the Building Department until driveway work is determined to be satisfactory by the Site Development Department.

Any work or material ~~which does~~ determined not to conform to these regulations ~~as well as~~, any pavement failures or broken asphalt, damaged signs or fencing, and remaining debris either in the roadway or adjacent property, or improper drainage reported to and observed by the Site Development Department shall be brought to the attention of the permit ~~applicant holder~~ both verbally and in writing. Any work in which untested or unaccepted materials are used shall be ordered removed and replaced at the permit applicant's expense. Any required corrective work shall be made at the permit applicant's expense and shall be done to the satisfaction of the Site Development Department. If immediate corrections are not made, further project construction shall be stopped.

In determining whether or not the driveway work done by the permit ~~applicant holder~~ is acceptable, the Site Development Department may consult with the Road and Bridge Department. If a determination is made that testing by a third party is required, the number and location of the tests shall be determined by the Site Development Department and the cost of such testing shall be paid by the permit holder. If the Site Development Department determines testing by an independent lab is necessary, the cost of such testing shall be paid by the permit applicant.



#### 4.54.6 Responsibility for Rework on Driveway Connections

The permit ~~applicant-holder~~ shall be fully responsible for the maintenance and correction of any faulty construction, including unstable road cuts and potholes developed during the construction period and for a period specified in Chapter 5, Section 5.10. All deficiencies shall be resolved to the satisfaction of the Road and Bridge Department. Failure to do so could be cause for denial of future permits.

#### 4.64.7 Driveway and Parking Areas

##### 4.6.14.7.1 Requirement for Driveway Permit:

Whenever a property owner, developer, contractor or other individual proposes to connect a driveway or parking area to the public roadway, they must obtain approval for a ~~driveway-Driveway permit-Permit~~ from the Site Development Department prior to commencing construction.

##### 4.6.24.7.2 Requirement for Grading Permit:

When road grading of an existing road on private property is proposed the individual responsible for the construction must obtain approval for a grading permit from the Site Development Department prior to commencing construction.

##### 4.6.34.7.3 Standards for Driveway Design:

A driveway is defined as an accessory for vehicles providing a connection from a public or private roadway to either individual ~~single-family~~single-family residences or to a parking area serving multi-family residences; commercial businesses; recreational, institutional, or industrial land uses. For purposes of this regulation only, single family residences shall be defined as individual detached houses or duplexes (two single family residences) either of which are on individual platted lots or on footprint lots with surrounding property held in common ownership. If an accessway serves more than five (5) individual ~~single-family~~single-family residences, it shall be classified as a roadway rather than a driveway and must meet the County's standards and requirements for road construction. A driveway may provide access to a common parking area for multi-family residential development if the development meets all Clear Creek County regulations for multi-family development. An accessway serving a working ranch or farm and any associated residence regardless of length shall be considered a driveway, and shall meet only such standards as are necessary for public health and safety and as outlined in this section.

##### **A. Location of Driveways Relative to Intersections:**

Driveways shall be placed so the following minimum distances are maintained to any street intersection, ~~including a T-intersection on the opposite side of the street from a property where a driveway is proposed.~~

Where the driveway connects to a local access or low volume road, a minimum distance of 50 feet from curve return to edge of right-of-way at the intersection shall be maintained. If the required driveway separation distance cannot be met for a T-intersection of two roads, the driveway shall be aligned as close to opposing road as possible.

Where a driveway connects to a collector or larger road, a minimum distance consisting of the left turn stacking distance plus 20 feet as measured from ~~curve return to curve return~~outside of flares, shall be maintained (see Figure 16). The left turn stacking distance shall be determined by

the Road and Bridge Department based on an acceptable traffic study. If a traffic study is not available, or data provided is incomplete, the Road and Bridge Department shall estimate the length of the left turn stacking distance using the following formula:

$$\text{Peak Hour Traffic} = \frac{ADT}{10}$$

$$\text{Peak hour left turns} = \frac{1}{6} \text{ of peak hour traffic for 4-way intersections}$$

$$\text{Peak hour left turns} = \frac{1}{4} \text{ of peak hour traffic for T-intersections } phlt$$

$$= \text{Peak Hour Left Turns}$$

$$dis = \text{driveway to intersection spacing}$$

$$dis = \frac{(1.5)phlt(20) + 20}{30}$$

The Road and Bridge Department may make adjustments in the factors used in this formula for a typical situation. Examples of such situations include the intersection of low volume roads with very high volume roads, or where adjacent land uses cause traffic patterns to be skewed. If an applicant disagrees with the left turn staking distance determined by the Road and Bridge Department, they may propose a different distance if substantiated by a traffic study which is acceptable to the BOCC.

**B. Spacing of Driveways:**

Driveway openings shall be separated by at least 30 feet, as measured from curve return outside of flares, or else shall be combined. More spacing may be required for traffic safety and proper traffic operation.

**C. Shared Driveways:**

Developers or property owners proposing the use of shared driveways shall record an easement defining the location of the driveway in a form acceptable to the County and either a covenant or deed restriction requiring construction of the driveway at that location.

**D. Horizontal Alignment and Horizontal Curves:**

1. The dimensions of driveway widths, openings, and centerline curve radii and turnout spacing shall be as shown in Table 12. (See Figure 13 and 14) Turn Out dimensions are given in Figure 23.
2. All driveways exiting onto collector roads, or roadways with average daily counts greater than 700 vehicles per day, or driveways in excess of 100 feet shall be designed with a vehicle turnaround within 50 feet of the dwelling unit to avoid vehicles having to back onto the roadway when exiting (See Figure 2324). Single family residence driveways in excess of 100 feet in length shall provide an adequate turnaround for emergency equipment to within 50 feet of the dwelling unit. Driveways serving multi family, industrial, or commercial developments shall provide a turnaround as specified in Figure 7 if the driveways dead ends.

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3. Driveways serving single-single-family residences ~~may~~must be either graveled or paved. Where roads are paved, driveways serving duplexes must be paved. Where a driveway is to be graveled the surface shall be constructed of four inches of road base compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180~~compacted to 95% standard proctor~~. Where driveway servicing a single-family residence or duplex is to be paved, the surface shall be constructed of four inches of compacted road base and two inches of asphalt-pavement that can be placed in one lift.
4. Driveways serving multifamily residences, ~~or~~ commercial or non-residential uses must be designed in accordance with Section 2.4.3.C., with TI equaling 6.0. Single-family and duplex residences may only have one access point onto the County road system unless a minimum separation of 250 feet can be provided. Otherwise, looped driveways are not allowed. Where a lot has two different roads to provide driveway access, access shall always be onto the road with the lowest functional classification.

**E. Driveway Cross Section:**

1. Driveways constructed on natural slopes greater than 20% shall be super-elevated toward the cut slope as shown in Figure 13.
2. Driveways constructed on natural lateral slopes less than 20% may be crowned as shown in Figure 14.

**F. Vertical Alignment and Vertical Curves:**

- ~~1. Driveways shall be designed and constructed to reach the destination without adverse grades.~~
1. Driveways shall have a maximum grade of 8% for the first 25-feet from the connection to the road.
2. Grades less than ~~1.0%~~ are not allowed.
- ~~3. Driveways shall be designed and located to provide a minimum sight distance clear of all obstructions, natural or man made, for at least 200 feet in either direction on local access roads and 400 feet on collector roads or as outlined in Table 4 whichever is greater.~~
- ~~4.3. The maximum allowable grade on straight sections of driveway is 10.12%. An exception can be requested from the county where the dip of natural terrain bears between South 60° East, and South 45° West. Grades from 10% - 12% shall not continue for lengths greater than 150 feet.~~
- ~~5.4. A maximum grade of 8% for curves with radius of 50 feet or greater at centerline shall be maintained. Grades are measured in the center line of the road. The maximum allowable grade on sections of driveway with a radius of less than 50 feet is 8%, as measured along the center line.~~
- ~~0. Grades through a switchback with a radius of less than 50 feet shall not exceed 4% from point of curvature to point of tangency. Switchbacks are defined as a curve with delta greater than 120 degrees. Grades are measured in the center line of the road.~~

**H.G. Cut Slopes:**

1. Cut slopes may be constructed as steep as 1½:1, but only where lot line proximity or building site natural grade imposes restrictions (30% slope and greater).

2. Cut slopes steeper than 1½:1 require a stability report prepared by a Geotechnical (Soils) Engineer confirming competent slope material prior to approval from the county.
3. In areas of solid rock, slope shall not be cut steeper than ~~¼:1~~ 1:1. Slopes steeper than ~~¼:1~~ 1:1 require a stability report prepared by a Geotechnical (Soils) Engineer confirming competent slope material prior to approval from the county. Exposed rock faces shall be free of all loose material.
4. All slopes shall be made sufficiently stable to prevent failures. Steep driveway cut slopes not in solid rock, require retaining wall built to prevent slope failure.
5. Retaining walls require plan submittal and approval by the county. All retaining walls with a vertical height greater than 4 feet shall be of an engineer approved design.

**I.H. Fill Slopes:**

1. Fill slopes may be constructed as steep as 1½:1, but only where lot line proximity or building site grade imposes restrictions (30% slope and greater).
2. Fill slopes constructed at a 1½:1 slope shall be constructed so that the toe of the slope is keyed into the natural slope and/or supported by ~~mechanical stabilization~~ retaining wall.
3. ~~Mechanical slope stabilization devices~~ Retaining walls with ~~design~~ heights greater than 4 feet shall be ~~of an engineer approved design~~ designed and certified by an engineer.
4. Organic materials shall not be placed in fills. Rock material with a maximum dimension greater than ~~24-12~~ inches shall not be buried or placed in fills.
5. Rock disposal areas are to be delineated prior to issuance of driveway and excavation permits
6. Fills shall be compacted to a minimum of 90% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180 of maximum density.

**J.I. Drainage:**

1. All driveway accesses from existing private or public roads, which interfere with a natural or constructed drainage course, shall provide a drainage culvert. The culvert shall be a minimum of 18" diameter, but will carry the flow of a 10-year storm event, and be positioned offset to the drainage ditch centerline, away from the traveled portion of the access road.
2. Cross road drainage will be provided at a minimum of every 800 feet or where an identifiable drainage course is defined.
3. Culverts under ~~roads driveways~~ at intersections shall be of sufficient length to properly fit the radius of flare required and shall be no more than 30 feet in length unless otherwise approved by the Road & Bridge Department.
4. Culvert inlets and outlets shall be designed to cause minimal erosion, and erodible soils shall be adequately protected by riprap, flares, or energy dissipaters.
5. All springs, seeps or bogs evidenced within the proposed driveway shall be treated with a subsurface drainage treatment approved by the county.
6. All driveway culverts shall have ~~4 to a~~ minimum of 6 inches of cover unless otherwise approved by the Site Development Department.

**K.I. Construction Plans and Specifications:**

1. All work shall be performed as specified in the latest edition of these standard specifications and any referenced manuals indicated herein.
- ~~2.~~ Where approvals or authorization by the County is herein required, it shall mean the BOCC, or the Site Development Inspector. Geotechnical reports analyzing soil and geotechnical conditions on site and recommending how ground is to be prepared to receive fills, how fill slopes are to be designed and compacted and the design of buttress fills and cut slopes to be allowed with respect to these conditions shall be prepared by a qualified geotechnical engineer or professional geologist.
- ~~2-3.~~ Grading plans and specifications shall be prepared and signed by a Professional Engineer licensed in the State of Colorado having knowledge and experience in civil engineering. It is the responsibility of the civil engineer or other qualified professional to incorporate all recommendations from the geotechnical report into the grading, drainage, erosion, and water quality control plans and specifications.

**~~L-K.~~ Fire Protection and Emergency Access:**

1. Emergency access must be maintained at all times ~~during construction.~~

**~~M-L.~~ Embankments and Stabilization:**

1. Fill shall be developed generally in horizontal layers of similar materials for their length and width, and compacted to a minimum of 90% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180 maximum density for each lift.

**~~N-M.~~ Intersections:**

1. Intersections shall meet at right angles of each other. With supporting ~~justification~~ justification, a relaxation of up to 15° can be requested from the county.
2. The portion of driveway though the right-of-way connecting the property with the physical roadway shall be the shortest perpendicular distance possible.
- ~~3.~~ Driveways shall meet the county road at a positive 4% grade be sloped down and away from the road at a minimum of 2% for the length of the Right-of-Way but no less than the 10 feet (Figure 15).
- ~~3-4.~~ Driveways shall maintain a grade equal to or less than the crown slope of the road from the point where the driveway meets the road to where the driveway crosses the ditch line (Figure 15).
- ~~4-5.~~ No horizontal curves shall carry onto the existing County Right-Of-Way in the design of the driveway or private road.
- ~~5-6.~~ Radii of flares are specified in Table 12. Driveways shall be designed and located to provide a minimum sight distance clear of all obstructions, natural or man-made, for at least 200 feet in either direction on local access roads and 400 feet on collector roads.

**~~O-N.~~ Signs and Delineation:**

1. All signage, delineation, and mounting devices on driveway approaches, adjacent to the county roadway but within the Right-Of-Way, shall be in conformance with the Manual of Uniform Traffic Control Devices, the most recent Colorado Supplement, and the County Sign Regulations.
2. All necessary delineation must be installed prior to County approval.
3. Stop signs shall be installed at the junction of ~~an accessways~~ driveway with a roadway for all ~~accessways~~ driveways serving six (6) or more residential units, commercial

shopping areas, or when required by the Road and Bridge Supervisor for protection of public safety.

**P-O. Utilities:**

1. Overhead utilities shall at least meet minimum vertical clearances specified by the utility company or [Colorado Public Utilities Commission](#) requirements above the driveway and in no case shall the vertical distance be less than 16 feet 6 inches.

**Q-P. Bridges:**

1. See Section 2.61 and 2.62.

**R-Q. Maintenance:**

1. The property owner/owners assumes responsibility for the maintenance of the driveway approach. All snow, ice, or sleet removal from the portion of the driveway approach, including that deposited on the driveway in the course of snow removal operations by the County Road and Bridge Department, is to be done by the property owner.
2. Pushing snow from a driveway onto a County roadway is prohibited. Snow storage for driveways shall be provided on the owner's property. Use of the right-of-way for snow storage by private individuals or companies is prohibited (C.R.S. 43-5-303). The property owner/owners assumes responsibility for the replacement, maintenance, and cleaning of the culvert installed in the driveway approach. ~~(See Section 3.3.6.D.2).~~
3. Road & Bridge may require owners to heat tape their culvert to ~~insure~~ ensure flow during the winter months to minimize the potential of ice forming on roadways (see Chapter 6 Section 6.8.2).

**S-R. Deviations from the Standards:**

1. All new driveway construction commencing after adoption of these standards shall adhere to these driveway standards unless a deviation from the standards is granted in accordance with Chapter 7 of this Manual Appendix Chapter X of the Clear Creek County International Code Series.

~~1. Request for deviation from the design driveway standards contained herein may must be submitted to the Site Development Department in writing with appropriate justification for consideration for approval. Deviation requests shall be heard and decided by the Board of County Commissioners.~~

2.

~~2. Where, by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of such piece of property, the strict application of any design standard enacted herein would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the owner of such property, to authorize, upon request to the County relating to said property, a deviation from such strict application so as to relieve such difficulties or hardship if such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the design standards contain herein.~~

3. When driveways are granted a deviation to a lesser standard, building construction must meet the criteria set forth by the Wildfire Hazard Mitigation Plan.

~~4.6 Deviation to a lesser grade standard will not exceed 18% grade on straight sections of driveways up to 150 feet in length and 8% grade change through a switchback from point of curvature to point of tangency.~~

~~4.6 — Road accessing more than 5 residences must refer to the Clear Creek County Road Design Standards and comply with the standards set forth as they apply to the expected average daily traffic.~~

~~4.6.64.7.4~~ **Standards for Parking Areas:**

**A. Parking Index:**

The Parking Index standards are specified in the Clear Creek County Zoning Regulations Section ~~1410~~, Part ~~51006.1.5~~.

**B. Parking Area Grades:**

Parking areas shall have a maximum grade of 4%, and a minimum grade of ~~1.0%~~ to facilitate drainage.

**C. Surfacing of Parking Areas:**

~~Paving is not required for parking areas and driveways serving single-family units, or for duplexes and Recreational Use Facilities with less than 20 vehicle parking spaces where the road providing access is not paved. Where roads are paved, parking areas for duplexes and recreational areas must be paved.~~

~~Unless specifically exempted above, parking areas and drives must be paved with a minimum of six inches of road base compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180 and three inches of pavement; or shall be designed in accordance with Section 2.4.3.C, with TI equaling 6.0. Paving is not required for parking areas and drives serving single-family units, or for duplexes and Recreational Use Facilities with less than 20 vehicle parking spaces where the road providing access is not paved. Where roads are paved, parking areas for duplexes and recreational areas must be paved. Parking areas and drives for all other types of development must be paved with a minimum of six inches of road base compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180 95% modified Proctor and three inches of asphalt.; Paved parking areas for all other development shall be designed in accordance with Section 2.4.3.C, with TI equaling 6.0.~~

~~An applicant may request a deviation from the paving requirement listed herein from the Board of County Commissioners when the average daily traffic count of the proposed use is less than 200 and adequately sized engineered dewatering detention facilities are provided.~~

~~E.D.~~ **Provision for Drainage in Parking Areas:**

Parking area design shall made adequate provision for drainage and prevention of erosion. Drainage from parking areas shall flow to roadside ditches or other approved drainageways. Drainage from parking areas shall not flow onto roadways. Collection points for runoff across parking areas shall be provided to minimize sheet flow.

~~F.E.~~ **Placement of Parking Areas on Fill:**

If a parking area is to be placed on fill, the fill used shall be suitable material as specified by a registered geotechnical engineer. The fill shall be compacted to [a minimum of 95% of the maximum dry density at +/- two percent \(2%\) of optimum moisture content as determined by AASHTO Method T-180](#)~~90% modified Proctor~~ with slopes at no more than 1½:1 (H:V) and protected by rip-rap to prevent erosion from snow storage. ~~Parking areas on fill may be designed using retaining walls as an alternative with approval of the County Site Development Inspector.~~

**G-F. Use of Parking Area in Lieu of Meeting Driveway Grades:**

In instances where construction of a single family or duplex unit is proposed, and it is not possible to build a driveway to County standards for driveway grades because of the steepness of the lot, a parking area which does meet County standards may be built adjacent to the road which provides access to the lot in lieu of meeting driveway grades. The parking area must be outside the road right-of-way and within 150 feet of the residential structure. The parking area shall be sized so, whenever possible, vehicles can be maneuvered within the parking area so they will not be backed onto the road when exiting. The minimum size for parking areas shall be 400 square feet for each unit served. Parking areas shall not be designed so vehicles are parked end-to-end or parallel to the road, but must allow for cars to be parked side-by-side.

**H-G. Snow-Stack Storage:**

Snow storage for parking areas shall be provided on the associated private property. Use of the right-of-way for snow storage by private individuals or companies is prohibited (C.R.S. 43-5-301).

**H-H. Parking Dimensions:**

Parking space dimensions and parking lot layout are per Figure 17.

**4-74.8 Landscaping and Erosion Control**

Whenever roadway or bridge construction results in earth disturbance, revegetation and reforestation is required per the Clear Creek County Best Management Practices Manual. The site plan shall be approved by the [County Site Development Inspector Department](#) and shall be completed during the first planting season after construction. Native or similar horticulture material shall be used. All areas disturbed by construction operations and not otherwise covered by structures or pavement must be seeded, ~~fertilized, mulched, planted~~ and otherwise treated to provide an established stand of vegetation. Cut and fill slopes must be treated to prevent erosion. Areas not disturbed by construction shall be left in their present vegetative state, except that thinning of trees may be required. In no case shall landscaping in the right-of-way or on private property impede the normal maintenance operations of the Road & Bridge Department or the normal flow and operations of traffic. Specific requirements are as follows:

**Erosion Control and Environmental Mitigation Efforts for Driveway Construction:**

1. The faces of cut and fill slopes shall be prepared and maintained to control against erosion.
2. This control shall consist of effective planting as a permanent control measure.



3. Permanent soil stabilization measures shall be installed within thirty (30) days after final grade is reached. Planting shall occur within the next window of opportunity should construction be completed during winter months.
4. Where cut slopes are not subject to erosion due to the erosion-resistant character of the materials, such protection may be omitted.
5. Where necessary, check dams, cribbing, riprap, or other devices or methods shall be employed to control erosion and provide safety.
6. Preserve existing trees, shrubs and grasses where possible to prevent erosion.
7. No work may interfere with the flow of storm water.
8. Excavations shall be constructed so they are stable.
9. Storm water runoff shall be discharged from the site in quantities and at velocities not to exceed historic levels.
10. All erosion control devices shall be maintained so that they function as designed.
11. Dust emissions (wind erosion) shall be controlled.
12. Temporary erosion protection shall be installed prior to excavation.
13. All topsoil shall be salvaged and redistributed.
- ~~14. Any applicant creating an earth disturbance greater than 2,500 cubic yards and/or 20,000 ft<sup>2</sup> shall be required to apply for a "Best Management Practices" permit.~~
- ~~15. A specific, scaled, site plan designed by a Colorado licensed engineer, indicating aspects, scale, site boundary, and adjacent streets or roadways is to be submitted with the application for the "Best Management Practices" permit.~~
- ~~16. The site plan is to show existing drainage, rivers, streams, lakes, and wetlands. The gradient and direction of slopes before and after construction, and the disturbed area of the lot, are also to be shown.~~
- ~~17. The site plan must indicate the types, and placement, of temporary and permanent erosion control measures. The plan shall be specific to the schedule for reseeding and replanting. For sites completed during the winter months, or when a final inspection is expected before actual revegetative growth occurs, a performance bond may be required.~~
- ~~18. A site plan should indicate a green belt that will remain around the property's perimeter.~~
- ~~19.~~ 14. Road crossings across water courses designated as "Waters of the United States" by the Army Corps of Engineers must meet the requirements set forth by the Army Corps of Engineers for permitting before a County permit will be issued.

## Chapter 5 – Right-of-Way Permit Requirements

### 5.1 Purpose and Intent

Right-of-Way Permits shall be obtained whenever a developer, contractor, owner, utility company or other individual proposes to install utility lines, culverts or perform any other work within the County right-of-way. Utilities include water, sewer, natural gas, telephone, electrical, television and fiber optic lines. Right-of-way permits are required to assure the method of installation meets the specifications in these regulations, and adequate reconstruction and/or repair of any damage caused to County roads or road right of way. This standard supersedes Resolution 01-50.

### 5.2 Requirements for Financial Guarantee

#### Requirement for Financial Guarantees

A Performance Guarantee is required for Right-of-Way Permits. The Performance Guarantee is ~~in part~~ to ensure completion of that part of the construction project that will occur in or affect the Right-of-Way, in accordance with approved plans and, including completion of the County's inspection of the work. The Performance Guarantee also is to ensure that, upon completion, suspension or termination of the project, the road and right-of-way have been restored to their pre-existing conditions or better before the project, or as otherwise required by the permit, and remain in that condition, without damage, through the warranty period set forth in Section 5.2(b). Performance Guarantees will be based on the amounts set forth in the Permit Fee Schedule for that portion of the project that, in the opinion of the Public Works Director, could affect the integrity of the County's road and right-of-way. If appropriate in the exclusive judgement of the Public Works Director, the Performance Guarantee will be in the amount of the contract price(s) for constructing the project or its equivalent value if the project is self-constructed.

- A. All Performance Guarantees will be (i) in cash, together with an executed Security Agreement, or (ii) by Letter of Credit issued by a bank physically doing business in the State of Colorado, drawable in the State, and in a form acceptable to the County Attorney.
- B. The Performance Guarantee will be released upon completion of a "warranty period" of twelve (12) months after completion of the work on gravel roads and asphalt roads if, at the time, the work has not failed and the permit has been signed off for a final inspection by the Road and Bridge Supervisor or his designee. If the work has failed or is not completed in accordance with approved plans and without damage to the road or right-of-way, and the permit applicant fails to promptly correct the work, the work will be repaired by the County at the permit applicant's expense. If the Performance Guarantee does not cover the cost of the repair, the permit applicant must pay the balance upon billing, and no further permits will be issued to the permit applicant while a balance is ~~outstanding~~ unpaid.
- C. The work will be deemed complete for purposes of starting the warranty period upon final inspection approval by the Road and Bridge Department, and delivery of an acceptable as-built drawing to the Department.
- D. A letter of credit Performance Guarantee will be drawn on if the conditions for its release are not satisfied within ten (10) business days before its expiration, unless prior to that time a replacement letter of credit or extension is delivered to the Road and Bridge Department.

- E. Utility companies with anticipate needing multiple Right-of-Way Permits in the course of a construction season and whose performance of permit obligations in the past as not required the County to draw on a Performance Guarantee, may elect to submit a Multiple-Permit Performance Guarantee, in a lump sum of a minimum \$5,000, that will be applied to permit applications at a rate specified in the Clear Creek County Road and Bridge Department Fee Schedule for the permitted work. The Road and Bridge Department will notify the permit applicant when the unallocated amount of the lump sum guarantee falls to \$1,000 and permits will not be issued when the lump sum amount has been reduced to less than the amount required for a requested permit activity until the Multiple-Permit Performance Guarantee has been increased (in \$5,000 increments). The County will consider a blanket surety bond for a Multiple-Permit Performance Guarantee if the terms of the bond, the method of demanding performance on the bond and the bonding company are acceptable to the County Attorney.

### 5.3 Procedures/Requirements for Issuance of Right-of-Way Permits

The following procedures must be followed and requirements met in the review of applications for right-of-way permits.

#### 5.3.1 Submittal Requirements for Right-of-Way Permits:

- A. No permit will be issued before the fees set forth in the Road and Bridge Department Fee Schedule attached hereto and made a part hereof by this reference, have been paid in full, and the Performance Guarantee has been deposited with the County. (See Table 19 for fees).
- ~~B.~~ ~~No permit will be issued before a Best Management Practices Permit, if required, has been issued for the work by the County's Site Development Department.~~
- ~~C.~~B. The permit applicant is responsible for adequate traffic control and traffic safety in accordance with the MUTCD. Permit applicants will submit a traffic control plan which must be approved by the Road and Bridge Department.
- ~~D.~~C. The Road and Bridge Supervisor will determine if a utility facility buried less than eighteen (18) inches is an appropriate and consistent use of the right-of-way geometric cross-section. If the Road and Bridge Supervisor determines that it is appropriate for the installation of the proposed utility facilities to be installed less than eighteen (18) inches, then a deviation from standards to the eighteen (18) inch minimum depth may be issued by the BOCC. Any utility buried less than eighteen (18) inches in depth will be noted on "as-built" drawings and verbal notification will be made to the Road and Bridge Department. **Any damage to utility facilities buried less than the eighteen (18) inch minimum depth made during the course of normal maintenance grading operations by the Road and Bridge Department will be repaired at the expense of the utility owner. Utility owners shall have a period of two (2) years after the adoption of these standards to upgrade the buried facilities to a depth greater than eighteen (18) inches at its expense.**
- ~~E.~~D. "As-built" drawings are public information. If a permit applicant asserts the information is confidential under the Colorado Public-Open Records Act, and justifies the assertion in writing, the County will take reasonable steps to maintain the confidentiality of the information. In the event of a Public-Colorado Open Records Act request for disclosure, the County will assert the confidentiality based on the justification and inform the permit applicant of the request. The County will not institute or defend any court proceedings with respect to the claim of

confidentiality; it is the duty of the permit applicant to assert or defend its claim of confidentiality. It is a condition of all Right-of-Way Permits that the permit applicant indemnify, defend, and hold harmless the County from any action, judgement, and monetary cost of any nature, arising out of its claim of confidentiality or the [Public-Colorado Open](#) Records Act request.

- ~~F-E.~~ Compaction requirements are specified in Chapter 3, Section 3.3.5.D. The permit applicant will provide copies of the engineer's compaction test results, indicating compliance to these standards, to the Road and Bridge Department prior to requesting a final inspection.
  - ~~G-F.~~ Utilities shall be installed by jacking and boring and only be open trench when absolutely necessary. When an open trench is excavated the requirements of Section 3.3.5 shall apply.
  - ~~H-G.~~ Any work that has begun prior to permit issuance could be penalized the amount of the permit fee except in circumstances described in Section 5.3.4.
  - ~~H.~~ Applications for permits shall be made on standard forms provided by the Road and Bridge Department and permits will be issued on official forms. The applicant shall submit ~~two (2)~~ completed original forms with ~~two (2) copies of the~~ appropriate engineering drawings and specifications. **No photocopied applications will be accepted.** The application must also indicate a ticket number issued by [UtiliQuest or UNCC Utility Notification Center of Colorado \(Colorado 811\)](#) verifying that utilities have been located.
- I. Site plans must indicate the following:
    - 1. location of all excavations using dashed lines
    - 2. location of road and road right-of-way
    - 3. location of any driveways
    - 4. existing structures, if any
    - 5. proposed structures including any garages
    - 6. construction schedule
  - J. Owners of property or businesses abutting the utility projects shall be advised of permit applications, by the applicant, which may affect their convenience and economic well-being (See Section 3.2).

### 5.3.2 Action on Right-of-Way Permits:

Applications for ~~road-cut~~ permits shall be submitted at least five (5) days prior to planned commencement of construction for minor installations and repairs and five (5) working days prior for major installations and repairs (See Section 5.5.1). Construction cannot commence without permit approval. The Road and Bridge Department is responsible for review of applications for right-of-way permits. Consideration shall be given to how the proposed installation affects County road maintenance and improvement programs. Right-of-way permits [for earth disturbance/road work](#) shall not be issued earlier than May 1<sup>st</sup> of each year and all right-of-way work shall be completed by October 31<sup>st</sup> of each year. Permits will be issued only for emergency utility repair between these dates and flowable fill ~~will~~ [may](#) be required for backfill (Table 17).

Approval of a Right-of-~~way~~ [Way](#) Permit may be accompanied by any conditions deemed reasonable by the Road and Bridge Department to ~~insure~~ [ensure](#) protection of health, safety, and welfare and compliance with these regulations.

The Right-of-way Permit must be signed by the Road and Bridge Supervisor or his designee for it to be approved. Whenever a driveway permit is needed in conjunction with right-of-way work, the Right-of-way Permit shall not be issued until approval is granted for the needed driveway permit.

During the period of October 31<sup>st</sup> through May 31<sup>st</sup> of succeeding year, non-emergency permits for installation required to be done during that period utility work required to comply with PUC laws, rules and regulations, will be approved for boring or open trench work only if above ground temporary installation is not suitable and flowable fill shall be the only approved backfill.

### **5.3.3 Construction Specifications and Schedule for Right-of-Way Work:**

All work undertaken to install utilities or culverts within the County road right-of-way shall conform to the requirements contained in these regulations, and to approved plans and specifications. In issuing right-of-way permits, the Road and Bridge Department shall also approve a construction schedule. The approved construction plans, specification and schedule cannot be changed without written consent of the Road and Bridge Supervisor, except in emergency situations as provided in Section 5.3.4.

### **5.3.4 Emergencies:**

Emergency repair is permitted without prior application, but after-the-fact applications shall be submitted immediately after the Road and Bridge office has reopened, and permit procedures will be followed in the same manner used for non-emergency work. Notification shall be given to the Road and Bridge Department and Sheriff Department at the time of the emergency work. Under no circumstances shall any permanent backfill be placed without obtaining a written permit approval from the Road and Bridge Department.

### **5.3.5 Expiration of Right-of-Way Permits:**

Right-of-Way Permits expire when the end of the approved construction schedule is reached, and must be renewed in advance to prevent the County from drawing on the Performance Guarantee posted by the permit applicant.

## **5.4 Posting of Right-of-Way Permits**

Right-of-Way Permits must be posted on the job site so they are easily visible from the roadway.

## **5.5 Procedures for Road Closures During Right-of-Way Work**

Road closures to accommodate right-of-way work are not permitted unless justified on the basis of overall benefit to the general public. Refer to Section 3.2 for specific requirements to road closures. Requests for road closures shall be specified on the permit form submitted by the applicant, and no road closures shall be undertaken unless approved as part of the Right-of-Way Permit issued by the Road and Bridge Department.

### **5.5.1 Submittal of Plans and Schedule for Closures:**

At least five (5) working days prior to actual closure, the permit applicant shall obtain approval from the Road and Bridge Department for a detailed traffic plan. This plan must conform to the Manual of Uniform Traffic Control Devices and the current Colorado Department of Transportation "S" Standards.

In addition, at least five working days prior to actual closure, the permit applicant shall verify the schedule and location of road closures.

#### **5.5.2 Notification of Closures:**

At least five working days prior to actual closure, the permit applicant shall notify the appropriate fire district, school district, and the County Sheriff's office of the exact location, date and time traffic will be impeded.

#### **5.5.3 Time of Closures; Detours:**

Road closures are only permitted between the hours of 9:00 AM and 3:30 PM unless authorized otherwise by the Road and Bridge Department. Where closures of more than one (1) day are approved, a suitable detour must be provided, and must be marked and signed to accommodate night traffic.

### **5.6 Protection of Public Safety and Convenience**

The permit applicant shall at all times conduct right-of-way work to ensure the least possible obstruction and hazard to the traveling public. The permit applicant shall provide for the safety and convenience of the residents along roads where work is being done, and for the protection of persons and property at all times. Adequate warning signs, barricades, lighting, flags and other devices as specified in the Manual on Uniform Traffic Control Devices Part VI and the Colorado Department of Transportation "S" Standards, and as approved by the Road and Bridge Department shall be provided, maintained, and paid for by the permit applicant. [Flagmen-Flaggers](#) shall be posted to guide the traveling public where only one traffic lane remains open, or through otherwise unsafe operations. Prior to [approval-issuance of](#) the Right-of-Way Permit, a traffic control plan shall be submitted to the Road and Bridge Department for approval.

### **5.7 Construction Procedures for Right-of-Way Work**

The permit applicant shall plan right-of-way work so it does not create safety hazards or maintenance problems, render portions of right of way unusable for future road improvement, or obstruct major floodways.

#### **5.7.1 Compliance with Safety Standards:**

The permit applicant's operations shall conform to the applicable requirements established by the Industrial Commission of Colorado and the Federal Occupational Safety and Health Act (OSHA).

#### **5.7.2 Staging of Installations:**

Staging of utility installations may be required by the Road and Bridge Department to produce the least disruption possible for the traveling public. A permit for any subsequent stages may not be issued until the prior stage has satisfactorily progressed or been completed.

#### **5.7.3 Installation of Utilities:**

All utilities shall be installed in accordance with the plans and specifications approved by the utility owner and the Road and Bridge Supervisor. Where applicable, the plans for installation must bear the name, seal and signature of a Colorado [Registered-licensed](#) Professional Engineer responsible for their preparation. The alignment of all utilities within County rights-of-way [and major floodways](#) is subject to

approval by the County Road and Bridge Supervisor and/or the BOCC. See Table 18 for utility installation depths.

**A. Underground Utilities:**

All accesses to underground utilities from the road surface (e.g. manholes, vaults) shall be of ~~heavy duty~~~~heavy-duty~~ construction capable of safely supporting anticipated maintenance equipment and vehicular traffic. The level of these accesses shall conform to the finished grade of the road (See Section 3.3.8.C and 3.3.9.D). Seep plugs shall be installed in trenches used for underground utilities at no less than ~~500-feet~~~~500-foot~~ intervals if the possibility exists that the surrounding water will be lowered and this will have an adverse effect on surrounding wells and vegetation dependent on the water table elevation.

**B. Aboveground Utilities:**

All aboveground utilities shall be located and installed so it does not cause unnecessary obstruction to pedestrian and vehicular traffic or damage to the utility itself that could be harmful to the general public. The minimum overhead clearance shall be 18 feet. No pole or structure above ground shall be placed within a pedestrian walkway nor set closer than ten (10) feet to the shoulder of any County road (see Section 2.7.4). In no case will a pole be permitted with ten feet of the travel lane shoulder of a County road except light and traffic control poles with breakaway bases.

**C. Utilities in Major Floodways:**

All utilities within or adjacent to major floodways shall comply with the Clear Creek County Floodplain Regulations, and shall be located and installed in a manner that will prevent objectionable damage such as land erosion, water pollution or flood diversions.

**5.7.4 Trenching, Backfill and Reconstruction of Road Surfaces:**

The method used in trenching for underground utilities and for backfilling trenches shall comply with the requirements of these regulations (Section 3.3.5). Jetting of backfill is not permitted within County roadways. Upon completion of installation, the roadway shall be reconstructed using the specifications contained in these regulations for sub-base preparation, base course materials, thickness and compactions, and final surfacing so as to restore the roadway to current construction standards for that type of road.

**A. Gravel Roads:**

Suitable material excavated from trenches may be used for backfill subject to approval of the Road and Bridge Department. At no time shall contaminated, wet, soggy, frozen or other unsuitable material be used as backfill. If proper backfill is not available at the site, suitable material shall be imported and unsuitable material removed from the site. Backfill shall extend to the subgrade of the road or to natural ground (see Figure 18).

**B. Paved Roads:**

All cuts made in asphalt or concrete surfacing shall be made by mechanically cutting a horizontal and vertical line and shall be cut one foot wider than the edges of the trench or the damaged

area, the final pavement cut shall not be made until immediately prior to patching. All excavations made in paved streets shall ~~by be~~ completely restored within thirty (30) days after acceptance of the backfill by the Road and Bridge Department. In the event weather conditions preclude restoration by permanent hot bituminous pavement, temporary repairs may be tamping and rolling into place a cold mix asphalt. Such cold mix patches shall be removed and replaced by a permanent hot bituminous pavement within thirty (30) days or as weather and availability of materials permit. Permanent hot mix patches shall be no less than three (3) inches in thickness or not less than the thickness of the pavement adjacent to the excavation, whichever is thicker. Permanent patches shall be installed in accordance with the Road and Bridge Standards.

Damaged pavement shall be repaired by appropriate methods as approved by the Road and Bridge Department. In general, cracks shall be filled with the proper asphalt hot bituminous pavement product and the surface seal-coated. An overlay, the full width of the paved surface, shall be required in those instances where, in the opinion of the Road and Bridge Supervisor, riding quality, safety or appearance of the finished roadway has been impaired. Subgrade failures caused by the permit applicant's operation of heavy equipment shall be rectified by reconstructing the subgrade layers and replacing the sub-base, base and paving.

#### **5.8 Inspection and Testing of Right-of-Way Work**

Adequate inspections ensure compliance with County requirements and are the basis for release of maintenance responsibility and/or for release of the ~~letter-of-credit~~ Performance Guarantee. It is the responsibility of the permit applicant to contact the Road and Bridge Department two (2) working days in advance of required inspections. In-progress inspections of all elements of work will eliminate the need for extensive post testing. At least one inspection at the conclusion of right-of-way work is required. In making this inspection, the Road and Bridge Department shall check for compliance with these regulations and approved plans, and also for adequate cleanup of roadway surfaces and the ~~right~~ right-of-way.

Any work or material which does not conform to these regulations, any pavement failures or broken asphalt, damaged signs or fencing, any remaining debris either in the roadway or adjacent property, or improper drainage, shall be brought to the attention of the permit applicant both verbally and in writing. Any work in which untested or unaccepted materials are used shall be ordered removed and replaced at the permit applicant's expense. If immediate corrections are not made, further project construction shall be stopped.

In determining whether or not right-of-way work done by the permit applicant complies with these regulations, the Road and Bridge Department may consult with an engineer at the permit applicant's expense. If it is decided testing is required to ascertain compliance, the most recent standard methods of AASHTO or ASTM shall be used and conducted by an independent testing firm at the permit applicant's expense. If the permit applicant maintains his own testing equipment and qualified personnel, the requirement for an independent testing firm may be waived by the Road and Bridge Supervisor. Copies of test data shall be furnished to the Road and Bridge Department in a timely manner.



### **5.9 Responsibility for Corrective Work Upon Completion of Right-of-Way Work**

The permit applicant shall be fully responsible for the maintenance and correction of any faulty construction, including unstable road cuts and potholes developed during the construction period. The roadway and roadside areas where utility work has been performed shall be thoroughly cleared of all debris and extraneous material and shall be resolved to the satisfaction of the Road and Bridge Department. Failure to do so could be cause for denial of future right-of-way permits or a draw on the permit applicant's ~~letter-of-credit~~ [Performance Guarantee](#).

### **5.10 Guarantee Period for Right-of-Way Work**

The permit applicant shall be responsible for a period of one (1) year after completion of right-of-way work for any maintenance or repair necessary to keep the roadway in an acceptable condition. The County shall retain the permit applicant's Performance Guarantee for the entire warranty period to ~~insure~~ [ensure](#) any required corrective work is done. The permit applicant may apply in writing to the Road and Bridge Supervisor for release of a portion of the Performance Guarantee.

### **5.11 Changes Affecting Utilities**

Future changes to County roads may require the relocation or removal of utility installations. For minor changes the affected utility company shall complete the relocation or removal within sixty (60) days after notification by the Road and Bridge Department. For major utility relocation projects involving extensive design, securing of contracts or material orders, the affected utility company shall complete the relocation or removal within ninety (90) days of approval from the Road and Bridge Department for the final design. To avoid the necessity for such changes, utility companies are encouraged to locate their facilities consistent with future plans for County roadways. In all events, utility relocations will be performed at no cost to the County.

## Chapter 6 – Road Acceptance and Maintenance

### 6.1 Purpose and Intent

The purpose of this section is to outline the County's policy regarding road maintenance, including responsibilities of property owners. ~~Maintenance of public roads is a major line item in the total Clear Creek County operating budget, accounting for approximately 38% of total expenditures.~~ The major components of the maintenance program are: snowplowing and sanding, asphalt patching, overlays and replacement, grading of gravel roads, and maintenance of drainage ways.

In order for maintenance to be done on an efficient basis, roads must be constructed to certain standards of geometric alignment, materials quality and construction quality as described in these regulations.

Before the County will maintain roads built by developers or owned and maintained by private property owners, they must petition the BOCC to accept the roads for maintenance. A minimum of one (1) year will elapse between the time the petition is reviewed and if approved probationary maintenance can begin. This period of time is due to the budget process time needed to insure funds are available to maintain the road. This section outlines the acceptance procedure and the conditions that must be met for approval. This standard supersedes Resolution 98-171.

### 6.2 Maintenance Classifications

The County classifies roads into different categories to describe the type of maintenance they receive. These categories include:

#### 6.2.1 Full:

This category includes roads where the right-of-way has been dedicated to the County, the road meets County design and construction standards, the BOCC has accepted the right-of-way dedication, and the road has passed any required probationary periods (see Section 6.2.2). It also includes roads which may or may not meet current County design and construction standards, but which were dedicated to and accepted by the County for full maintenance before road standards were adopted or enforced. Full maintenance status assigns complete responsibility to the Road and Bridge Department for snowplowing, grading, resurfacing, ditch maintenance and repair as necessary. For snowplowing, priorities are assigned which reflect the use of the road and its relative importance to traffic flow.

#### 6.2.2 Probationary:

When roads are dedicated to the County as public roads, the BOCC may consider probationary maintenance for a two-year probationary period provided the roads meet the requirements outlined in Section 6.3. During this period, any repairs are the responsibility of the property owners or developer seeking final acceptance from the County. The procedures for converting a road from probationary to final acceptance are stated in Section 6.5.

#### 6.2.3 Provisional:

This category includes roads which do not meet current County standards with respect to widths, curves, or grades, but which were dedicated to and accepted by the County prior to road standards being adopted or enforced. Such roads may receive limited summer maintenance, but no winter

maintenance because snow removal equipment is unable to maneuver on them. This maintenance level is low priority and is dependent on the availability of funds, manpower and equipment.

#### **6.2.4 No Maintenance:**

This category includes any and all public or private roads which are not maintained by the County under any circumstances.

#### **6.3 Assumption of Road Maintenance**

When Clear Creek County is petitioned to assume maintenance of a road or roads in the unincorporated portion of the County, Clear Creek County (as outlined in Sections 6.5 through 6.7) shall take into consideration the following criteria when determining if the road or roads should receive county road maintenance:

1. The revenues received and the costs incurred to maintain the road.
2. The current and projected build-out in the development.
3. The overall goals, objectives, and budgetary considerations of Clear Creek County in providing safe and efficient maintenance to a majority of the citizens.

The County shall review each road individually within a development to determine if that road should receive County maintenance.

#### **6.4 Provisions for Private Maintenance**

Whenever a developer proposes private maintenance of roads within a development, it shall either form an organization of property owners or annex the development to an existing organization which will assume financial responsibility for road maintenance. They shall also require through covenants or deed restrictions that all property owners within their development join this organization and assume their share of its financial obligations. Where a new organization must be formed because no existing organization is in close proximity, the developer shall form a metropolitan district, special district, homeowners association or other appropriate organization approved by the County for this purpose.

#### **6.5 Acceptance of Private Right-of-Way for Road Maintenance**

For existing subdivisions and developments with private rights-of-way, the following procedure shall be used for consideration by the County to accept these types of roads for maintenance.

##### **6.5.1 Filing Request for County Acceptance:**

The property owners holding title to the roads must submit a letter to the Site Development Department requesting the BOCC accept maintenance responsibility for the roads. The letter should describe the road or roads, the length to be considered and must be signed by all people having an ownership interest in the road, or by the board of the homeowners association if their covenants allow the board to act for the owners. The processing fee must accompany the petition request prior to evaluation.

##### **6.5.2 Staff Evaluation and Recommendation:**

The County Site Development Inspector shall inspect the roads to determine whether or not they meet the County's criteria and design and construction standards in these regulations. It is the County's policy

to accept only those roads which meet these requirements. If a road does not meet County standards, the property owners are responsible for improving the road to County standards prior to requesting acceptance. One method for accomplishing these improvements is the formation of a local improvement district (see Section 6.7). Staff will provide a recommendation as to whether or not the road is acceptable for probationary maintenance. This recommendation will be forwarded to the BOCC. If probationary status is granted, ~~and~~ after the ~~two-year~~ two-year probationary period, staff shall make a final recommendation on whether or not full maintenance should be granted. This recommendation shall be forwarded to the BOCC as an Action Item during a regularly scheduled BOCC meeting.

If site conditions are so limiting that they make it impractical or impossible to bring existing road conditions up to these standards the petitioners will present written argument to the BOCC as to why the road should be excepted from the recommended standard and how safety issues will be mitigated. The Road and Bridge Supervisor and/or the Site Development ~~Inspector~~ Department will provide written comment to the BOCC as to the reasonableness of the request, any potential impacts that the exception might create for the County and a recommendation.

#### **6.5.3 BOCC Action on Request:**

After the BOCC has received the recommendation from the Site Development Inspector ~~Department~~ concerning acceptance of roads for probationary maintenance, they shall take action by resolution to either grant or deny probationary acceptance of the road.

#### **6.5.4 Final Acceptance:**

After the ~~two-year~~ two-year probationary period, staff shall make a final determination as to whether or not the road should receive full maintenance and forward the recommendation to the BOCC as an Action Item during a regularly scheduled BOCC meeting.

### **6.6 Acceptance Procedure for Road Constructed by Developers and Proposed for Acceptance by the County**

The County Subdivision Regulations require developers to construct roads necessary to serve approved subdivisions. The following procedure shall be used to determine whether or not the county will accept roads built by developers for maintenance.

#### **6.6.1 Design Review:**

The developer must obtain approval for the road design from the Road and Bridge Supervisor prior to construction of any road regulated hereunder. The Road and Bridge Supervisor shall determine the road classification, compliance with design criteria and construction standards in these regulations, and adequacy or right-of-way prior to granting approval of the road design.

#### **6.6.2 Inspections:**

At appropriate intervals during construction of the road, the developer's engineer shall request inspection by the Road & Bridge Department. In order for the road to be considered for probationary maintenance, inspections must occur at the completion of each of the following steps:

1. rough grading
2. sub-grade preparation

3. placement of road base
4. paving (if applicable)
5. construction of drainage improvements (including culverts for driveways, (if applicable)
6. placement of signs (if applicable)

A final inspection shall be conducted after the completion of all improvements. The final inspection shall occur between May 1<sup>st</sup> and October 31<sup>st</sup>. Roads must comply with the design criteria and construction standards in these regulations, and with any approved plans. If the inspection discloses any work, in whole or in part, as unsatisfactory, the Road and Bridge Supervisor shall follow the procedure stated in Section 3.3.2.

**6.6.3 Filing Request for County Acceptance:**

Developers seeking County acceptance for maintenance of roads must submit a letter to the Site Development Department requesting the BOCC’s approval.

**6.6.4 Staff Evaluation and Recommendation:**

The Site Development Inspector shall determine if the road meets the requirements of these regulations. A recommendation on whether or not probationary maintenance should be provided shall be forwarded to the BOCC as an Action Item at a regularly scheduled BOCC meeting. It is the County’s policy to accept roads for maintenance only if they meet the requirements of these regulations and have received design approval and inspection during construction.

**6.6.5 BOCC Action on Request for Acceptance:**

After the BOCC have received the recommendation from the Site Development ~~Inspector-Department~~ they shall take action by resolution to either grant or deny probationary maintenance of the road.

**6.6.6 Guarantee Period After Probationary Acceptance:**

Under probationary acceptance, the developer is responsible for making repairs and correcting failures for a period of two years from the date probationary acceptance is granted. During this ~~two-year~~  
two-year period, the County will plow those sections of road necessary to serve units which have been built.

**6.6.7 Final Acceptance:**

No earlier than twenty months after the BOCC grant probationary acceptance, the developer may request re-inspecting, noting any defects or required repairs. The developer shall correct the defects or required repairs. After any defects have been cured and repairs made and 24 months have elapsed since probationary acceptance was granted, the developer may submit a letter to the Site Development Department requesting final acceptance of the road. The staff shall make a final determination as to whether or not the road should receive full maintenance and forward the recommendation to the BOCC as an Action Item at a regularly scheduled BOCC meeting.

**6.7 Acceptance Procedure for Roads Constructed Through Local Improvement Districts**

One of the mechanisms available for upgrading existing private or public roads to County standards is the formation of a local improvement district. Under a local improvement district, the County issues tax-

exempt bonds to pay for the improvements. Such improvements may include: adjusting road grades, widths and alignments, improving drainage, adding road base and/or paving. The cost is assessed against the lot owners who benefit from the improvements.

**6.7.1 Design and Construction Standards for Local Improvement Districts:**

Roads constructed through an improvement district shall meet County standards unless a specific deviation from standards is approved by the BOCC. Approved deviation from standards shall be documented by a resolution of the BOCC adopted at the same time as the district is formed.

**6.7.2 Construction Supervision for Local Improvement Districts:**

During construction, the Road and Bridge Department shall be responsible for inspecting work done by the contractor, or shall hire a consultant for this purpose, to make sure the design and construction specifications are met. At the end of construction, the ~~County~~ Road and Bridge Supervisor shall conduct a walk-through of the project to make sure work has been completed as expected.

**6.7.3 Staff Evaluation and Recommendations:**

The County Road and Bridge Supervisor will make a recommendation based upon the criteria set forth in Section 6.3.

**6.7.4 BOCC Action on Request for Acceptance:**

After the BOCC have received the recommendation from the Site Development ~~Inspector-Department~~, they shall take action to either grant or deny full maintenance of the road. The fact that the upgrading of the road was accomplished through a local improvement district does not guarantee acceptance. In addition, acceptance shall only be considered if the property owners dedicate the necessary right-of-way to the County, the road meets the design and construction standards in these regulations except for approved deviation from standards, and maintenance is feasible. If acceptance for full maintenance is granted, any approved deviation from standards shall be documented in the resolution of approval. Full maintenance means the County assumes ongoing responsibility for maintenance and plowing.

**6.8 Responsibilities for Road Maintenance**

Private individuals, including property owners, developers, contractors and others carry certain responsibilities in the maintenance of County roads.

**6.8.1 Providing for Parking:**

Parking on County roads is regulated in Clear Creek County by Ordinance 5 and the County's Zoning Regulations, and it is the responsibility of every property owner to provide adequate off right-of-way parking. On-street parking presents particular difficulties during snow plowing season and the Sheriff's Department may order illegally parked vehicles to be towed. In addition, the Road and Bridge Supervisor may, at ~~his-their~~ discretion, decline to plow all or portions of a road if one or more cars are parked so as to impede plowing.

**6.8.2 Providing for Drainage:**

Culverts are required where driveways connect to roadways unless specifically exempted by the: Site Development Inspector, Road and Bridge Department and these regulations. It is the responsibility of

the property owner to maintain their culverts free and clear of silt, mud, debris and ice during times that flow occurs in the ditch. Damage to a road caused by a blocked culvert or lack of a culvert is the responsibility of the property owner. If it becomes necessary for the County to undertake repairs, costs will be billed to the property owner by the Road and Bridge Department as authorized by Colorado Statutes (C.R.S. 43-5-303).

Water which flows out of driveways must be diverted to ditches. Damage to roadways caused by such water is similarly the responsibility of the owner and repair costs will be billed.

**6.8.3 Keeping Right-of-Way Clear:**

Storage of material in any road right-of-way is prohibited. Any material which is stored in the road right-of-way which impedes snow plowing or road maintenance, or which constitutes a hazard to the general public, will be removed by the Road and Bridge Department and the owner billed for the cost as authorized by Colorado Statute (C.R.S. 43-5-301).

**6.8.4 Repairing Damage:**

Whenever a property owner, developer, contractor, or any other individual undertake an activity which damages a County road or road right-of-way, they are responsible for restoring the road to, at least, its original condition. This requirement applies especially to damage caused by construction activities adjacent to a County road. Ultimate responsibility for assuring adequate restoration is accomplished lies with the owner of the property where construction is occurring.

## Chapter 7 – Deviations from Design and Construction Standards Reserved

### 7.1 – Exceptions to Design and Construction Standards

Exceptions from the design criteria and construction specifications contained in these regulations may be granted by the BOCC under the following circumstances:

- A. ~~Where, by reason of exceptional topographic or physical conditions or other extraordinary and exceptional situations or conditions, the strict application of these regulations would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, an individual proposing to construct a road or bridge provided the conditions in Section 7.1.C are met.~~
- B. ~~Where an individual is proposing to construct a low volume or local access road and the strict application of these regulations would result, in the opinion of the BOCC, in excessive cut and fill slopes, visual scarring, or other environmental damage, deviations from road design standards may be granted if granting the lesser standard will result in reduced environmental damage, and the conditions in section 7.1.C are met. In reviewing such requests, the BOCC shall consider the following:
  - 1. ~~The effect of using a lesser standard on public health and safety including the ability of emergency vehicles to gain access, using roads built to a lesser standard.~~
  - 2. ~~The severity of the terrain crossed by the road alignment.~~
  - 3. ~~The availability of alternative alignments where the same or more stringent road standards could be met with the same or less environmental damage.~~
  - 4. ~~The length of road segments which will be built to a lesser standard.~~
  - 5. ~~The amount of snowfall anticipated and degree of exposure of the road surface to sun.~~~~
- C. ~~Deviations from standards that are necessary due to difficulties or hardships described in Section 7.1.A and 7.1.B may be granted provided relief will not result in substantial detriment to public health, safety and welfare, substantial impairment of the road design and construction standards, or the granting of any special privilege or use. Prior to the BOCC talking action, the BOCC shall refer any deviation from standards request to the appropriate fire district and other interested agencies for comment.~~



## Chapter 8 – Enforcement of Design and Construction Standards

### 8.9 – Enforcement When Subdividing Property

#### 8.9.1 – Requirement for Subdivision Improvement Agreement and Financial Guarantee

No final plat shall be approved until the applicant has submitted and BOCC has reviewed and accepted one or a combination of the following:

- A. Subdivision improvements agreement (SIA) to construct any required public improvements shown in the final plat documents together with collateral that is sufficient, in the judgment of the BOCC, to make reasonable provision for the completion of said improvements in accordance with design and time specifications.
- B. Other agreements or contracts setting forth the plan, method and parties responsible for the construction of any required public improvements shown in the final plat documents which, in the judgment of the BOCC, will make reasonable provisions for the completion of said improvements in accordance with design and time specifications. Any roads or bridges required to be constructed, improved or upgraded shall meet the design and construction standards contained in these regulations, or as allowed by any deviation from standards approved by the BOCC. The subdivider shall post a financial guarantee acceptable to the County Attorney to insure construction of these improvements prior to the issuance of the "Certificate of Compliance" and the start of construction.

#### 8.9.2 – Use of Collateral:

As improvements are completed, the subdivider may apply to the BOCC for a release of part or all of the collateral. If the BOCC determines that any improvements are not constructed in substantial compliance with the specifications, it shall furnish the applicant a list of specific deficiencies and shall withhold collateral sufficient to ensure such compliance. If the BOCC determines that the applicant has not constructed any or all of the improvements in accordance with all of the specifications, the BOCC may withdraw and employ from the deposit of collateral such funds as may be necessary to construct the improvement in accordance with the specifications.

#### 8.9.3 – Restrictions on Transfer of Property:

The BOCC or any purchaser of any lot, lots, tract, or tracts of land subject to a plat restriction which is the security portion of a subdivision improvements agreement shall have the authority to bring an action in any district court to compel the enforcement of any subdivision improvements agreement on the sale, conveyance or transfer of any such lot, lots, tract, or tracts of land. Such authority shall include the right to compel rescission of any sale, conveyance, or transfer of title of any lot, lots, tract, or tracts of land contrary to the provisions of any such restriction set forth on the plat or in any

separate, recorded instrument, but any such action to compel rescission shall be commenced prior to the issuance of a building permit where so required or otherwise prior to commencement of construction on any such lot, lots, tract, or tracts of land.

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## 8.10 Use of Property for Road and Bridge Construction

It is unlawful to erect, construct, alter, maintain or use any building or structure or to use any land in violation of these regulations (C.R.S. 30-28-124).

Any person, firm or corporation violating any portion of these regulations is guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than one hundred dollars, or by imprisonment in the County Jail for not more than ten days, or by both such fine and imprisonment. Each day during which such illegal erection, construction, reconstruction, alteration, maintenance or use continues shall be deemed a separate offense (C.R.S. 30-28-124).

The issuance of a building permit or a certificate of occupancy may be withheld for property unless the plans for the proposed erection, construction, reconstruction, alteration or use fully conform to these regulations or for property on which a violation of the provisions of these regulations exist, until such violation has been corrected to the satisfaction of the BOCC (C.R.S. 30-28-14).

### 8.11 8.1 Issuance of Work Stoppage Injunction Failure to Comply

Failure to comply with any portion of these design and construction standards and permit procedures shall be sufficient grounds for denial, suspension, or revocation of any necessary permit. Financial penalties may also be imposed. These regulations may be enforced by actions filed on behalf of the Board of County Commissioners for abatement or injunction, or to recover damages work stoppage injunctions issued by the District Court pursuant to law or suit which may be filed by the County Attorney on behalf of the BOCC for damages resulting to County rights-of-way due to noncompliance with these regulations.

### 8.12 8.2 Effective Date of Design and Construction Standards

Any roads or bridges proposed as part of a subdivision submitted for final plat review after final approval of these regulations shall conform to the requirements of these regulations. Any roads or bridges within an approved subdivision where either the preliminary plat or final plat expires, or is proposed for reapproval or replatting after final approval of these regulations shall conform to these regulations.

Roads or bridges which have been approved as part of a subdivision or site plan prior to final approval of these regulations, and where construction is commenced prior to expiration of the final plat or site plan may be built in accordance with the design and specifications approved in conjunction with the plat or site plan.

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**Table 1 – Design Capacities for Classes of Roadways**

<b>Classification</b>	<b>ADT</b>
Principal Arterial	5,000 - 10,000
Arterial	3,500 - 5,000
Collector	2,000 - 3,500
Local Access	500 - 2,000
Low Volume	100 - 500
Primitive	Less than 100

**Table 2 – Per Unit Average Daily Traffic**

<b>Type</b>	<b>Unit</b>	<b>Per Unit ADT</b>
Residential Density	per dwelling unit	10.0
Condominium	per dwelling unit	7.0
Mobile Home Park	per mobile home	7.0
Hotel	per room	10.5
Restaurant	per 1000 S.F. gross	164.0
Commercial	per 1000 S.F. gross	115.0
Office	per 1000 S.F. gross	12.3
Campground	per space	6.6
RV Park	per space	6.6
Super Market	per 1000 S.F. gross	125.0

**Table 3 – Summary of Road Design Elements**

<b>Summary of Road Design Elements</b>					
<b>Design Element</b>	<b>Arterial</b>	<b>Collector</b>	<b>Local Access</b>	<b>Low Volume</b>	<b>Primitive</b>
Right of Way (min)	100	80	60	50	40
Recommended Design Speed	40 - 60	35 - 45	25 - 35	20 - 35	20 - 30
Number of Lanes	2 - 4	2	2	2	1 - 2
Lane Width(ft)	12	12	11	10	10 - 12 (1)
Shoulders (ft)	6	4	2	2	2
Maximum Sustained Grade %	6%	6% (2)	6% (2)	8%	10%
Bridge Width	Same as Roadway	32	26	24	Same as Roadway
Design Capacity	5000	3500	2000	500	100
(1) For roads having one lane, lane must be 12'; for roads having two lanes, each lane must be 10'					
(2) See Section 2.43.A.2 for exceptions					

**Table 4 – Stopping and Passing Sight Distance**

<b>Design Speed</b>	<b>Stopping Sight Distance</b>	<b>Passing Sight Distance</b>
15	100	500
20	150	700
25	200	900
30	250	1100
35	300	1300
40	400	1500
45	500	1650
50	600	1800
55	700	1950

**Table 5 – Minimum Radius of Curvature**

<b>Design Speed</b>	<b>Minimum Curvature Radius</b>	<b>Minimum Tangent Lengths</b>
15	75	50
20	125	75
25	175	100
30	250	150
35	375	200
40	550	250
45	700	250
50	850	250
55	1200	250

**Table 6 – Crown Slopes**

<b>Type of Surface</b>	<b>Crown Slope %</b>
Pavement	2.0
Gravel	3.0

Table 7 – Design Chart for Superelevation and Superelevation Run-Off

Design Chart for Superelevation and Superelevation Run-off										
Degree of Curve	20 MPH		30 MPH		40 MPH		50 MPH		60 MPH	
	e	L	e	L	e	L	e	L	e	L
1	NC	0	NC	0	NC	0	RC	0	.029	175
2	NC	0	RC	0	.021	125	.038	150	.051	175
3	NC	0	.025	100	.038	125	.053	150	.068	180
4	RC	50	.031	100	.047	125	.063	150	.078	210
5	.021	50	.038	100	.055	125	.071	170		
6	.025	50	.043	100	.062	130	.077	180	Dmax=4 45'	
7	.028	50	.048	100	.067	140	.080	190		
8	.031	50	.053	100	.071	150				
9	.035	50	.056	100	.075	160	Dmax=7 30'			
10	.037	60	.060	110	.078	160				
12	.043	60	.065	120	.080	170				
14	.047	70	.070	130						
16	.051	70	.074	130	Dmax=12 15'					
18	.054	80	.077	140						
20	.057	90	.079	140						
22	.060	90	.080	140						
24	.062	100								
28	.067	100	Dmax=22 45'							
32	.070	110								
36	.074	110								
40	.076	120								
44	.078	120								
48	.079	120								
52	.080	120								

Dmax = 53 30'

D = Degree of Curve and D = 5730/R

e = rate of superelevation

L = minimum length of runoff

Source: A Policy on Geometric Design of Highways and Streets, 2001; pp 147 - 166

Table 8 – Minimum Traffic Indexes

Road Class	Minimum TI
Primitive	3.5
Low Volume	4.5
Local Access	5.0
Collector;	
Residential	6.0
Commercial	7.0
Industrial	8.5
Arterial	10.0

**Table 9 – Minimum Structural Sections**

Road Class	Gravel	Paved*			
Primitive	3" Base Course	3" Asphalt			
	3" Subbase	3" Base Course			
		3" Subbase			
Low Volume	3" Base Course	3" Asphalt			
	3" Subbase	3" Base Course			
		3" Subbase			
Local Access	4" Base Course	3" Asphalt			
	4" Subbase	3" Base Course			
		3" Subbase			
Collector	Not Applicable	4" Asphalt			
		4" Base Course			
		4" Subbase			
Arterial	Not Applicable	6" Asphalt			
		4" Base Course			
		4" Subbase			
* Full depth asphalt or concrete designs will be considered and may be used with the approval of the County Road and Bridge Supervisor.					

**Table 10 – Coefficient of Runoff**

Type of Surface	Value of C =	
		Rainfall
Roofs		0.97
Pavements	Concrete or Asphalt	0.97
	Gravel, from clean and loose to clayey and compact	0.60
Earth Surfaces	Sand, from uniform Bare	0.60
	grain size, no fines Light Vegetation	0.45
	to well graded, son Dense Vegetation	0.35
	clay or silt	
Clay, from course sandy or silty, to pure colloidal clay	Bare	0.70
	Light Vegetation	0.50
	Dense Vegetation	0.40

**Table 11 – Maximum Permissible Velocities**

<b>Channel Material</b>	<b>“n”</b>	<b>Velocity (ft/sec)</b>
Lined or well established grass	0.05	5
Bunched grasses with exposed soil	0.04	3
Fine sand or silt	0.02	1
All other bare soils	0.03	2

**Table 12 – Driveway Widths**

<b>Driveway Widths</b>				
<b>Type of Service</b>	<b>Minimum Driveway Driving Surface Width</b>	<b>Opening Width (including flares)</b>		<b>Minimum Centerline Radius of Curvature</b>
		<b>Minimum</b>	<b>Maximum</b>	
Commercial	22 feet	24 feet	*	65 feet
<b>Residential</b>				
Single Family:				
<200' in length	12 feet	18 feet	24 feet	40 feet
>200' in length	14 feet	18 feet	24 feet	40 feet
Serving two to five units:				
<200' in length	14 feet	20 feet	24 feet	40 feet
>200' in length	16 feet	20 feet	24 feet	40 feet
Multi-Family	22 feet	24 feet	30 feet	65 feet
	<b>Turnout Spacing for Driveways</b>			
	<b>Length</b>	<b>Turnouts</b>		
	< 400 feet	None		
	400 – 800 feet	One turnout at midway point of driveway		
	> 800 feet	Every 400 feet		

\*To be determined at time of site plan review.

Table 13 – Gradation of Gravel Roads

Standard Sieve Size	% Passing by Weight
<b>Subbase Course:</b>	
1-1/2"	100%
1"	95 - 100%
No. 4	30 - 70%
No. 200	5 - 12%
<b>Base Course:</b>	
3/4"	100%
No. 4	30 - 60%
No. 8	25 - 55%
No. 200	5 - 12%

Table 14 – Gradations for Base Course Material

Standard Sieve Size	CDOT Class 5	CDOT Class 6
	% Passing	% Passing
1-1/2"	100%	--
1"	95 - 100%	--
3/4"	--	100%
No. 4	30 - 70%	30 -65%
No. 8	--	25 - 55%
No. 200	3 - 15%	3 - 12%

Table 15 – Crushed Gravel Aggregate for Asphaltic Concrete - CDOT Class E

Gravel Sieve Size	% Passing by Weight
3/4"	100%
No. 4	44%
No. 8	30%
No. 200	3 - 12%



Table 16 – Placement Temperature Limitations for Asphalt Pavement

		<b>Min. Placement Air Temp.</b>		
<b>Compacted Thickness</b>		<b>Mix Temp. 260 degrees ± 25</b>		
<b>Top Layer of Completed Pavement:</b>				
1-1/2" to 2-1/2"		50 degrees F.		
More than 2-1/2"		40 degrees F.		
<b>Layers Below the Top Layer of Compacted Pavement:</b>				
1-1/2" to 2"		40 degrees F.		
2" to 3"		30 degrees F.		
3-1/4" to 4"		25 degrees F.		
More than 4"		20 degrees F.		

Table 17 – Flowable Fill

<b>CDOT Mix</b>	<b>Onsite Mix</b>	
4% cement	6% cement	
10% flyash	94% fine onsite material	
86% sand	28 oz water / lb mix	
25 oz water / lb mix		

Table 18 – Utility Facility Required Installation Depths

Cable TV	2 ft. or 1 ft. below culvert
Telephone Cable	2 ft. or 1 ft. below culvert
Fiber	2 ft. or 1 ft. below culvert
Communication Conduit	4 ft. or 2 ft. below culvert
Power Cable	
(w or w/o conduit)	4 ft. or 2 ft. below culvert
Gas Distribution Line	5 ft. or 3 ft. below culvert
Gas Main Lines	6 ft. or 4 ft. below culvert
Water / Sewer Main	10 ft. or 6 ft. below culvert
Water / Sewer Line	8 ft. or 5 ft. below culverts

Cable TV	2 ft. or 1 ft. below culvert
Telephone Cable	2 ft. or 1 ft. below culvert
Communication Conduit	4 ft. or 2 ft. below culvert
Power Cable	
(w or w/o conduit)	4 ft. or 2 ft. below culvert
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Gas Main Lines	6 ft. or 4 ft. below culvert
Water / Sewer Main	10 ft. or 6 ft. below culvert
Water / Sewer Line	8 ft. or 5 ft. below culverts

Table 19 – Permit and Evaluation Fees

<b>Road and Bridge Department</b> <b>Permit and Evaluation Fee Schedule</b> <i>Effective April 27, 2021</i>	
<b>Right-of-Way Permit Fee</b>	
	<b>\$340.00</b>
	Plus \$25 per additional 1,000 square feet of disturbance or 100 linear feet of open trench
<b>Performance Guarantees</b>	
Area to be based on proposed or actual disturbance to include all disturbance areas, i.e. soil stockpile, trenches, etc.	
Gravel Road	<b>\$500.00</b>
	Plus \$500 per additional 1,000 square feet of disturbance or 100 linear feet of open trench
Asphalt Road	<b>\$1,000.00</b>
	Plus \$1,000 per additional 1,000 square feet of disturbance or 100 linear feet of open trench
<b>Other Fees</b>	
Plan review required by changes, additions or revisions to approved plans	<b>\$90.00 per hour</b> Minimum charge - 1/2 hour
Request for deviation from road design standards	<b>\$600.00</b>
<b>Additional Inspection Fees</b>	
Inspection for which no fee is specifically indicated	<b>\$75.00 per hour</b> Minimum charge - 2 hours
Reinspection fee	<b>\$75.00 per hour</b>

Figure 1 – Typical Cross Section for a Four Lane Arterial Road

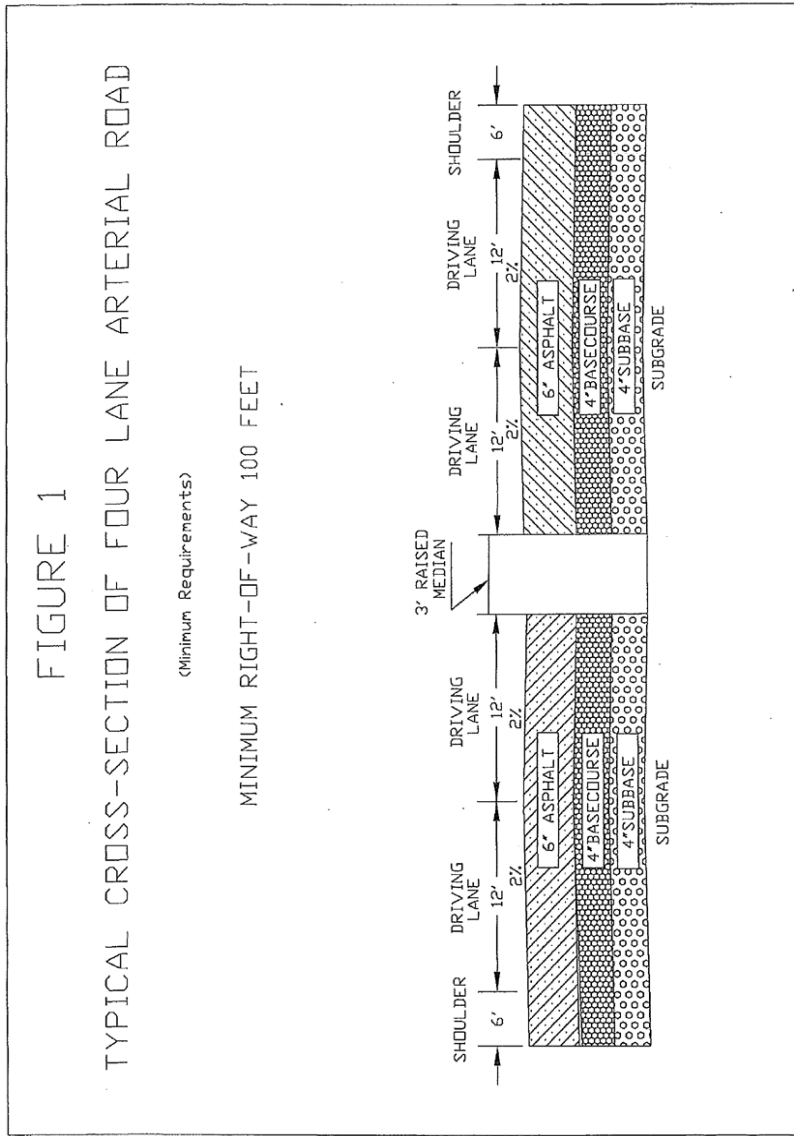


Figure 2 – Typical Cross Section for a Two Lane Arterial Road

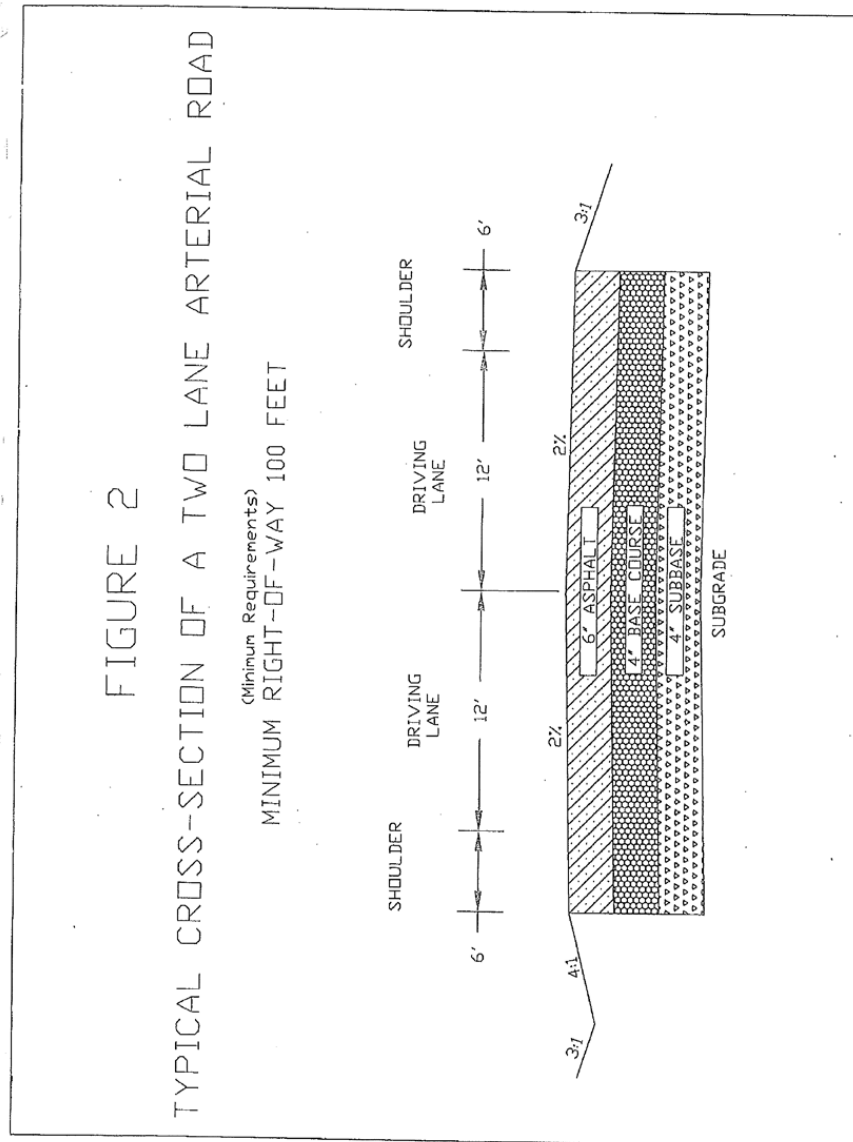


Figure 3 – Typical Cross Section for a Collector Road

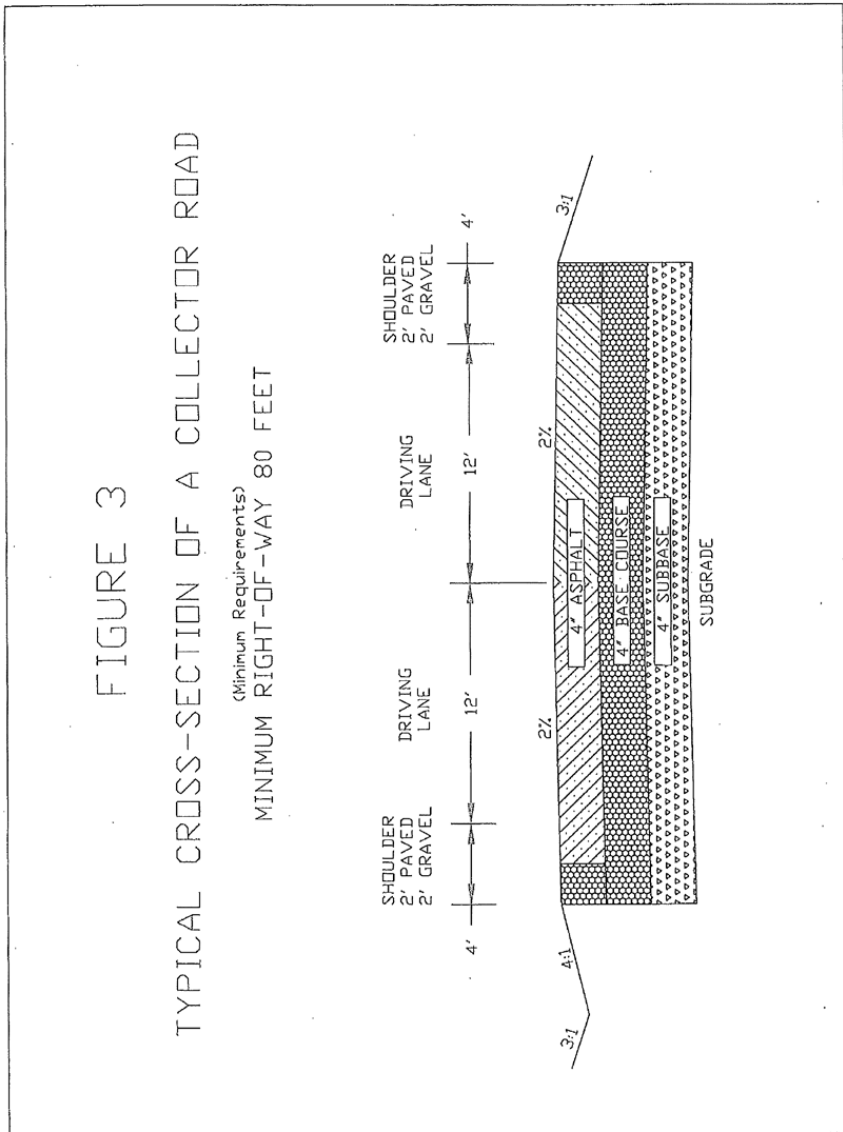


Figure 4 – Typical Cross Section for a Local Access Road

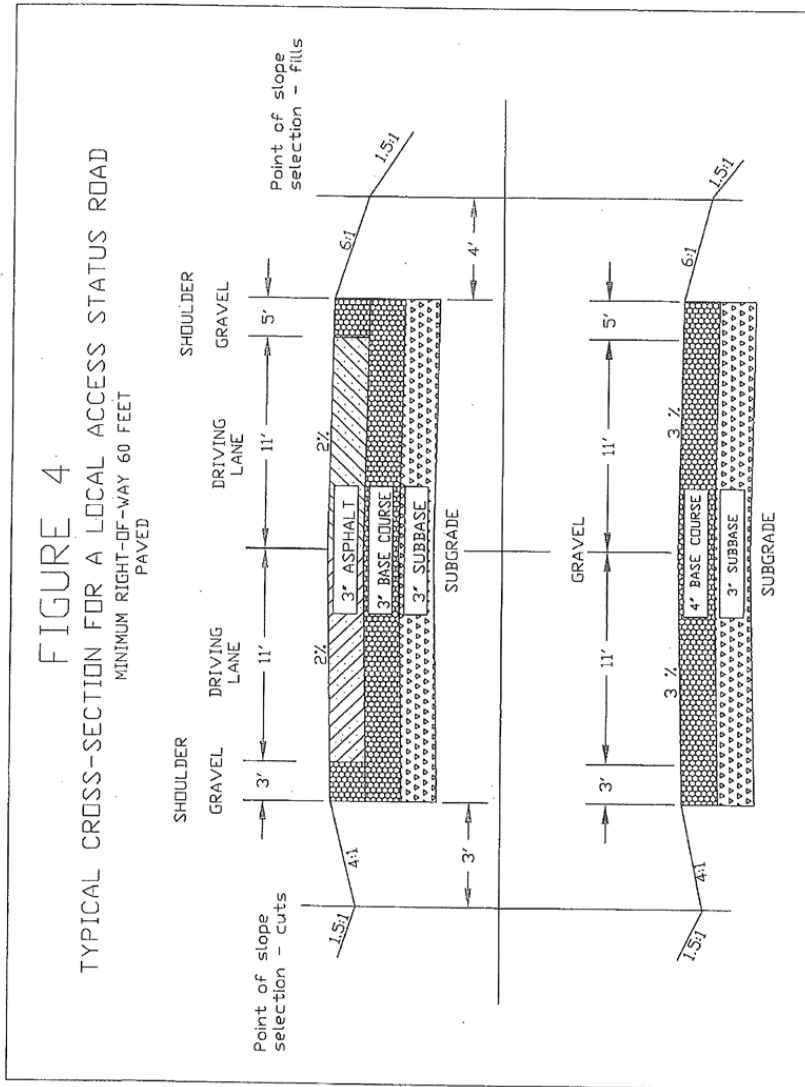


Figure 5 – Typical Cross Section for a Low Volume Status Road

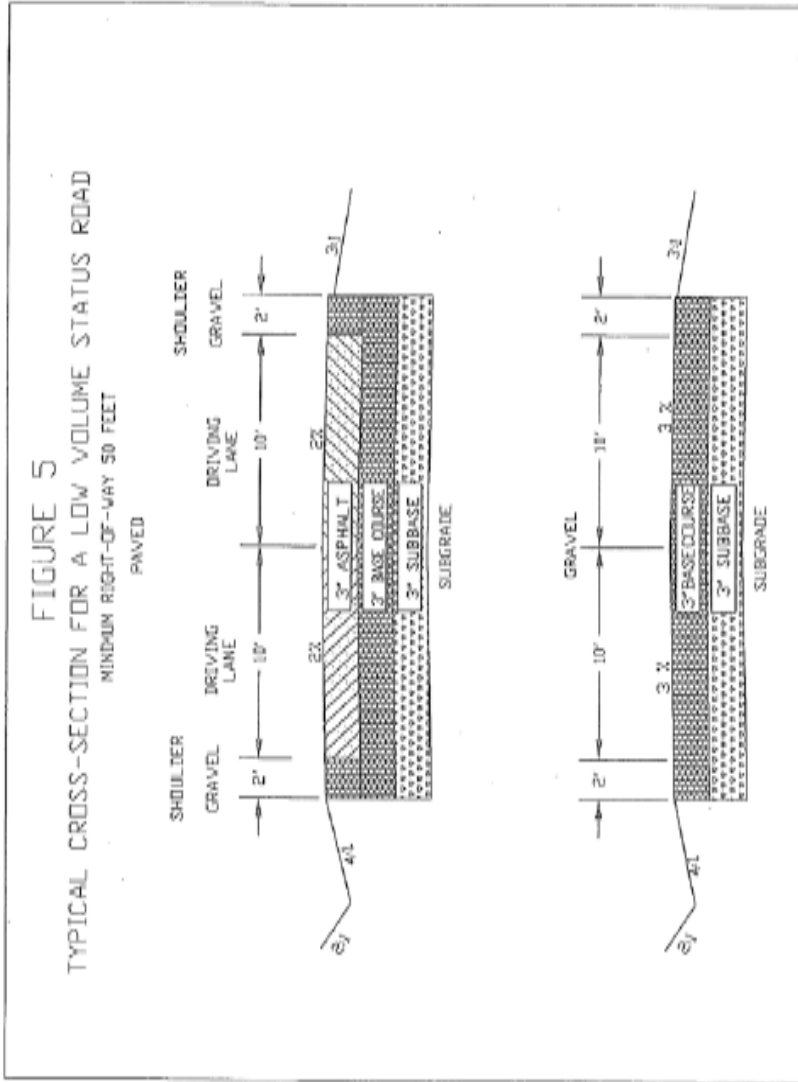




Figure 6 – Typical Cross Section for a Primitive Status Road

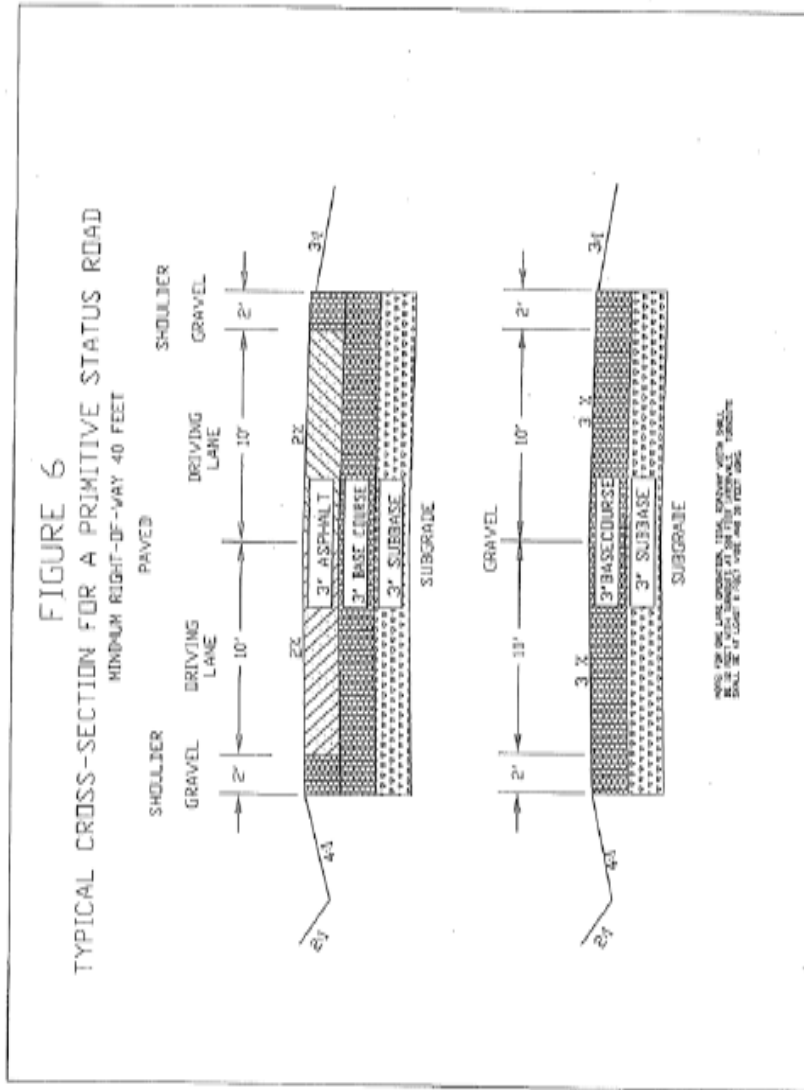


Figure 7 – Hammerhead and Cul-De-Sac Designs

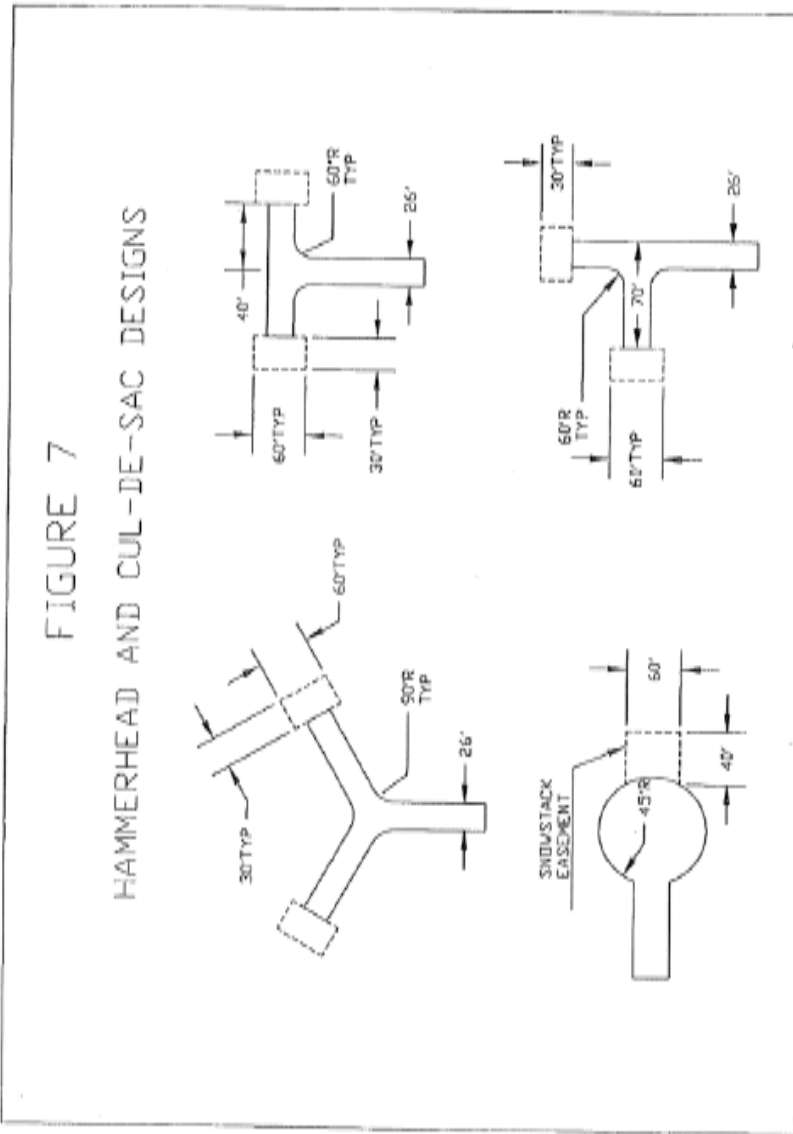


Figure 8 – Sight Distance Triangle

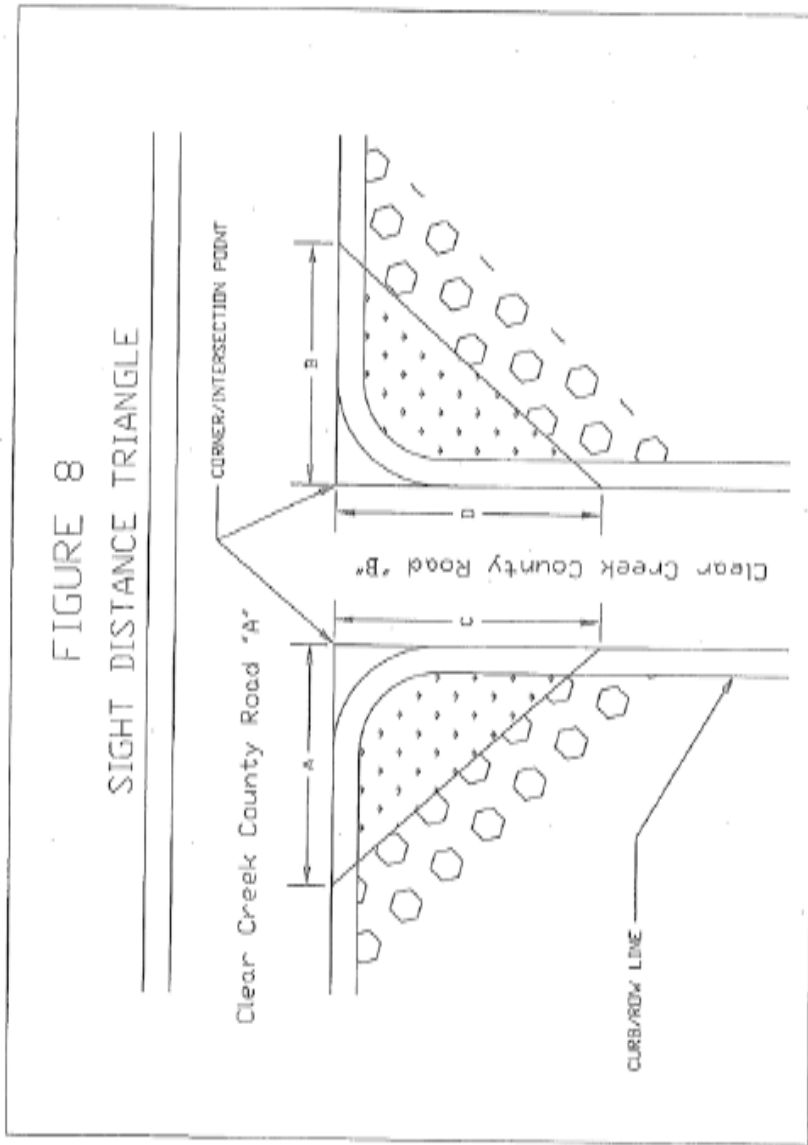


Figure 9 – Sight Distance Triangle (ROW Varies)

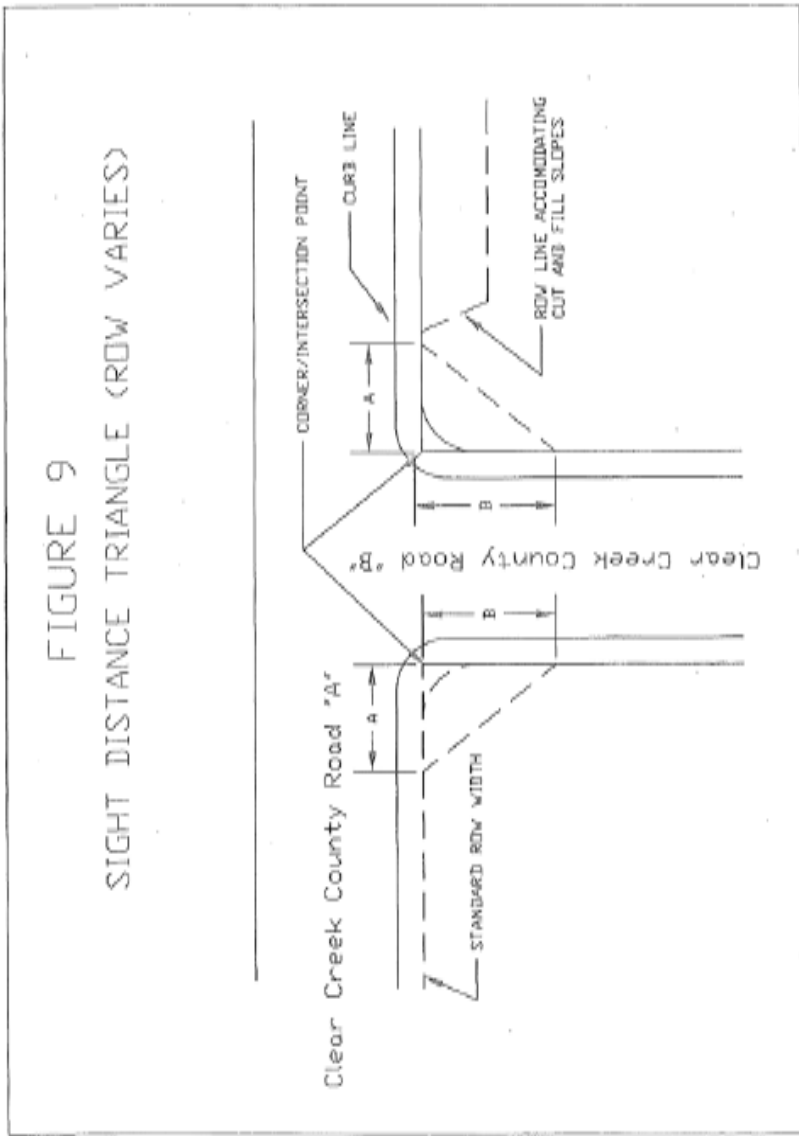


Figure 10 – Examples of Typical Site Distance Triangles

FIGURE 10  
EXAMPLES OF TYPICAL SITE DISTANCE TRIANGLES

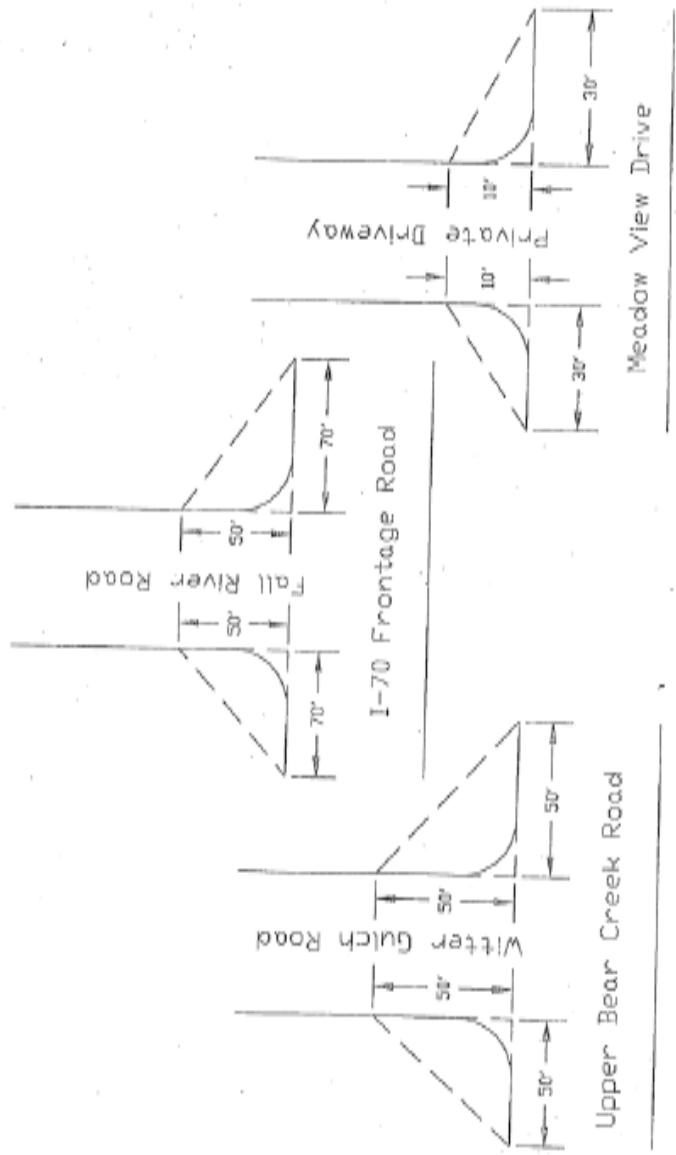


Figure 11 – Indemnification Agreement

**FIGURE 11  
INDEMNIFICATION AGREEMENT**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Clear Creek County, Colorado, acting by and through its Board of County Commissioners, whose address is P.O. Box 2000, Georgetown, CO 80444 (hereinafter referred to as "County") and as the duly appointed representative of the users of rural free delivery cluster box, on County Road \_\_\_\_\_, Clear Creek County, Colorado (hereinafter referred to as "Users").

WHEREAS, Users desire to place a rural free delivery cluster box for postal delivery in the right-of-way belonging to the County, and;

WHEREAS, the County is willing to allow such cluster box to be installed by Users providing they comply with the County's requirements for locating rural free delivery multi box modules and that Users indemnify and hold the County harmless from any damage caused to cluster box by the County or any other party.

NOW THEREFORE, in consideration for the promises made herein, the parties agree as follows:

1. Users agree to defend, indemnify and hold the County, its agents and employees, harmless from all loss, cost, lawsuits, and damage incurred by Users and relating to the rural free delivery cluster box located on Clear Creek County Road, arising from all maintenance, snow removal and general use of the right-of-way for Clear Creek County Road \_\_\_\_\_, by Clear Creek County and the public.
2. The terms of this indemnification Agreement shall be binding upon and issue to the benefit of both parties hereto, their respective heirs, executors, administrators, successors and assigns.
3. The County reserves the right to require that Users remove and/or relocate the cluster box in the interest of the public health, safety and welfare.

IN WITNESS WHEREOF, the parties have executed this Indemnification Agreement as of this day and year first written above.

COUNTY:  
BOARD OF COUNTY COMMISSIONERS  
CLEAR CREEK COUNTY, COLORADO

By: \_\_\_\_\_,  
\_\_\_\_\_, Chairman

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

STATE OF COLORADO)  
JSS.  
County of Clear Creek)

The foregoing Indemnification Agreement was acknowledged before me this day of \_\_\_\_\_, 20\_\_\_\_, by,  
My Commission expires: \_\_\_\_\_

Witness my Hand and Seal

Notary Public \_\_\_\_\_

Figure 12 – Required Mailbox Installation on Public Roads

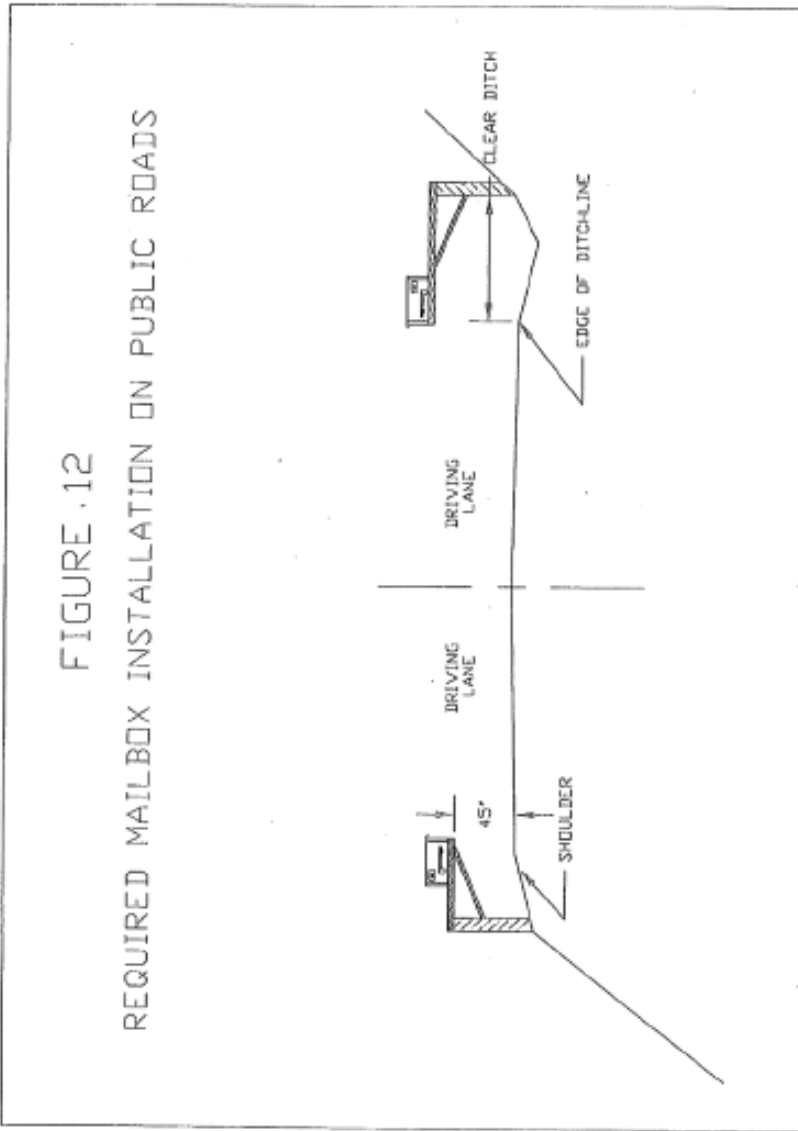


Figure 13 – Typical Cross Section Super Elevated

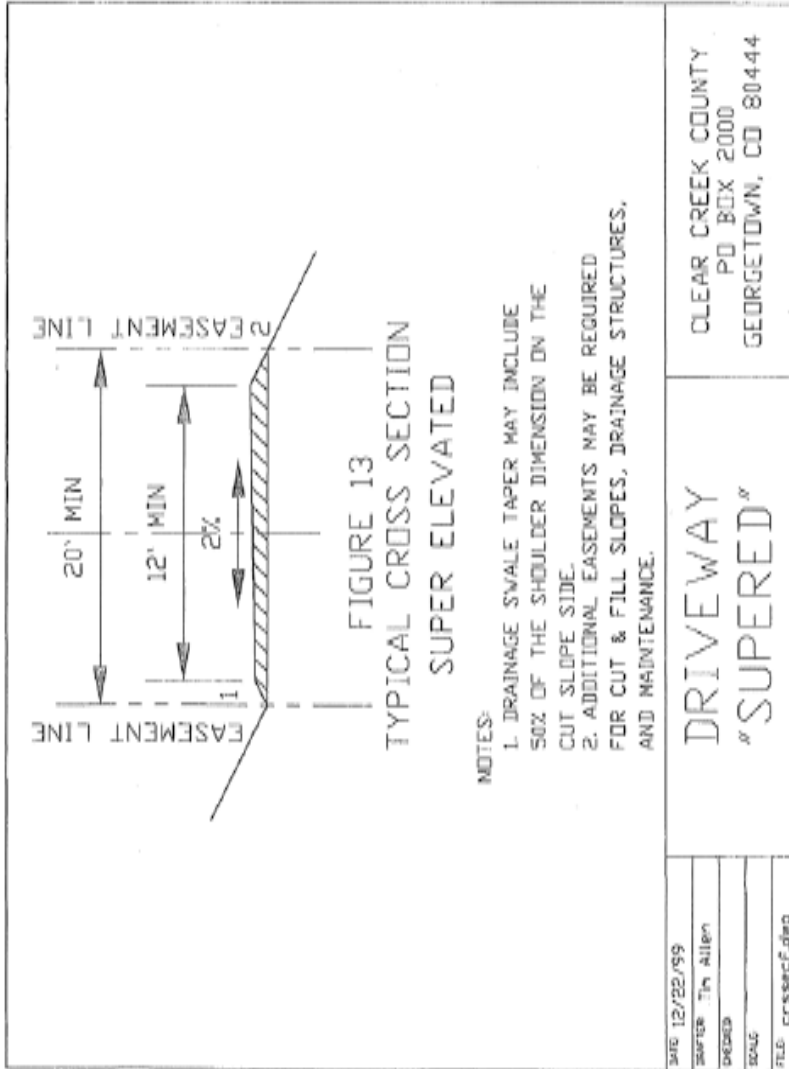




Figure 14 – Typical Cross Section of a Crowned Driveway

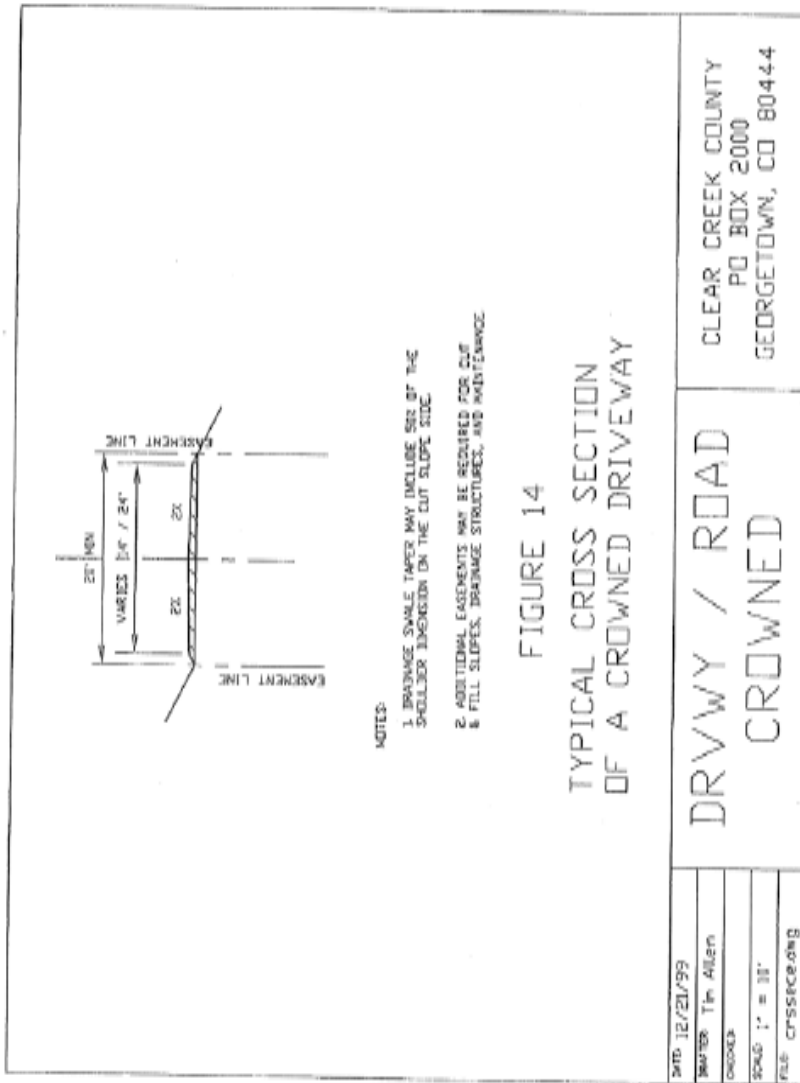


Figure 15 – Typical Cross Section of a Driveway Approach

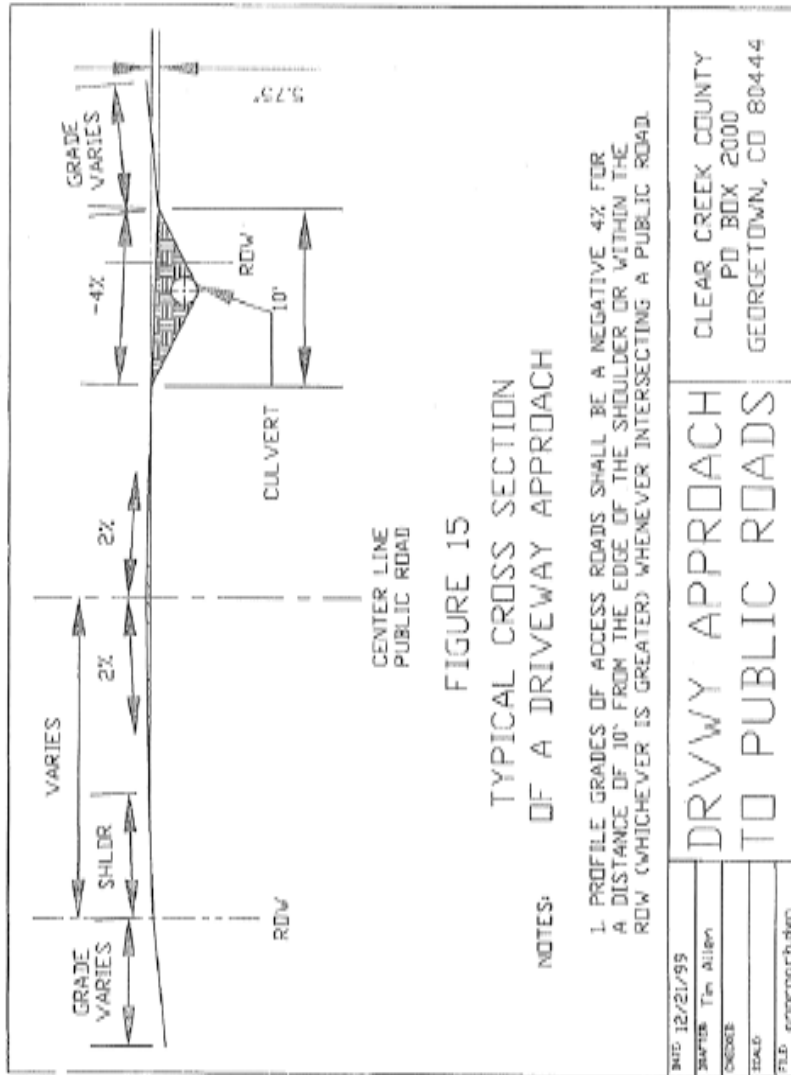


Figure 16 – Driveway/Intersection Spacing

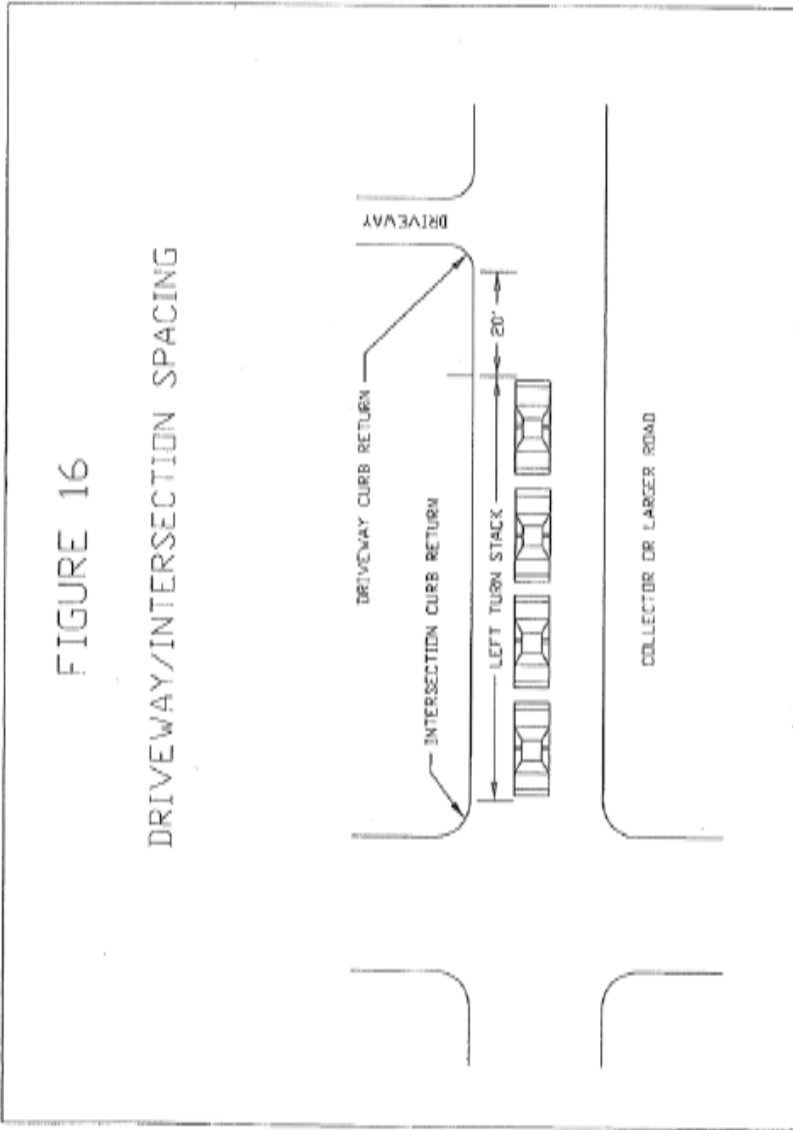


Figure 17 – Parking Layout Dimensions

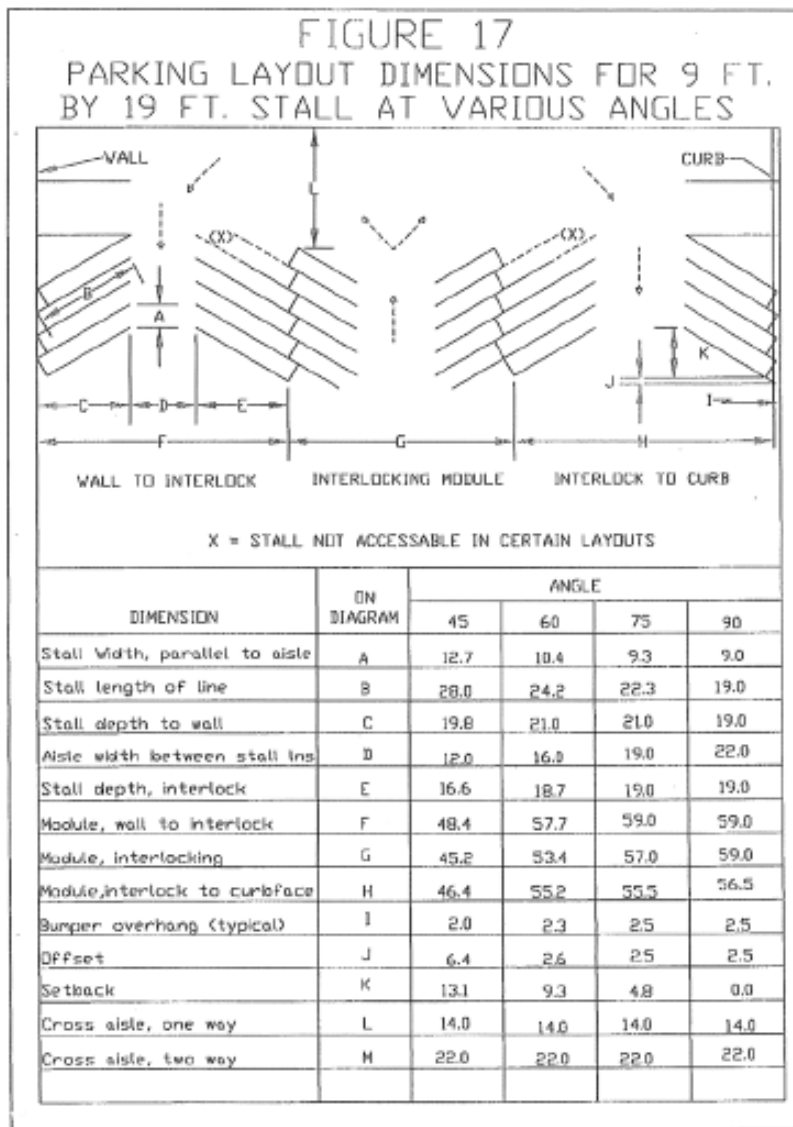


Figure 18 – Minimum Requirements for Road-Cut Backfill

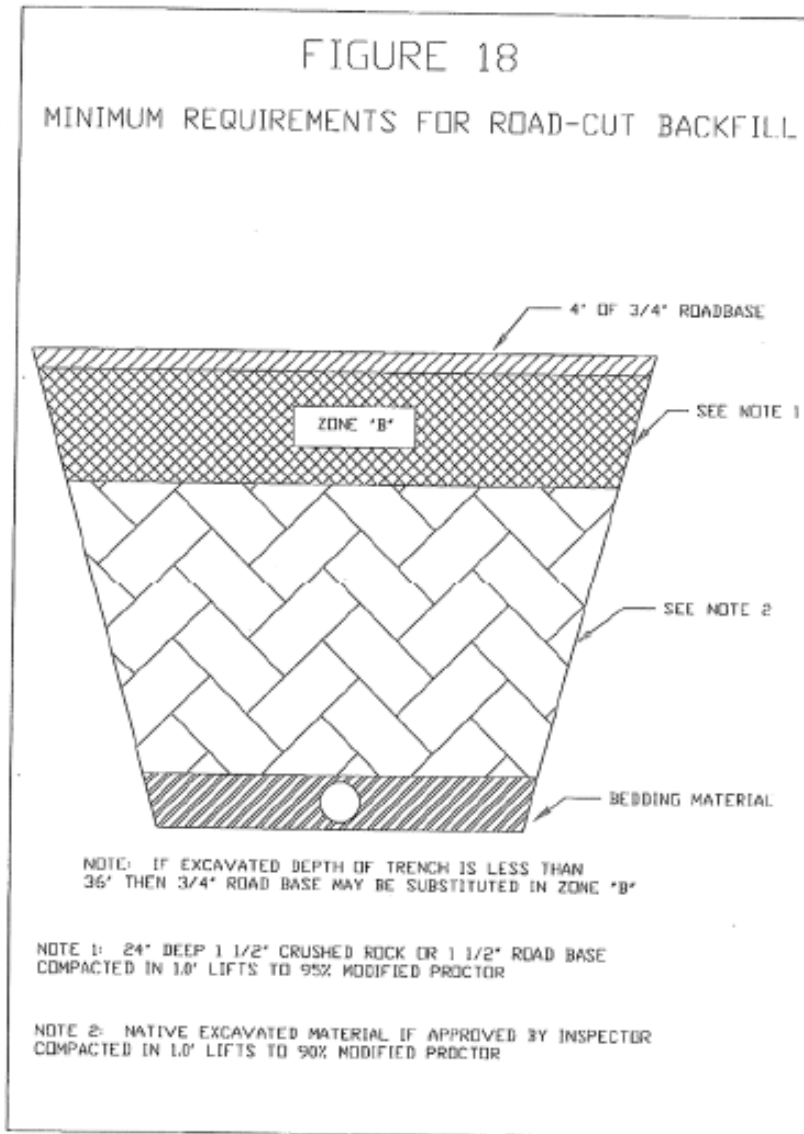


Figure 19 – Minimum Requirements for Road-Cut Backfill Asphalt Roads

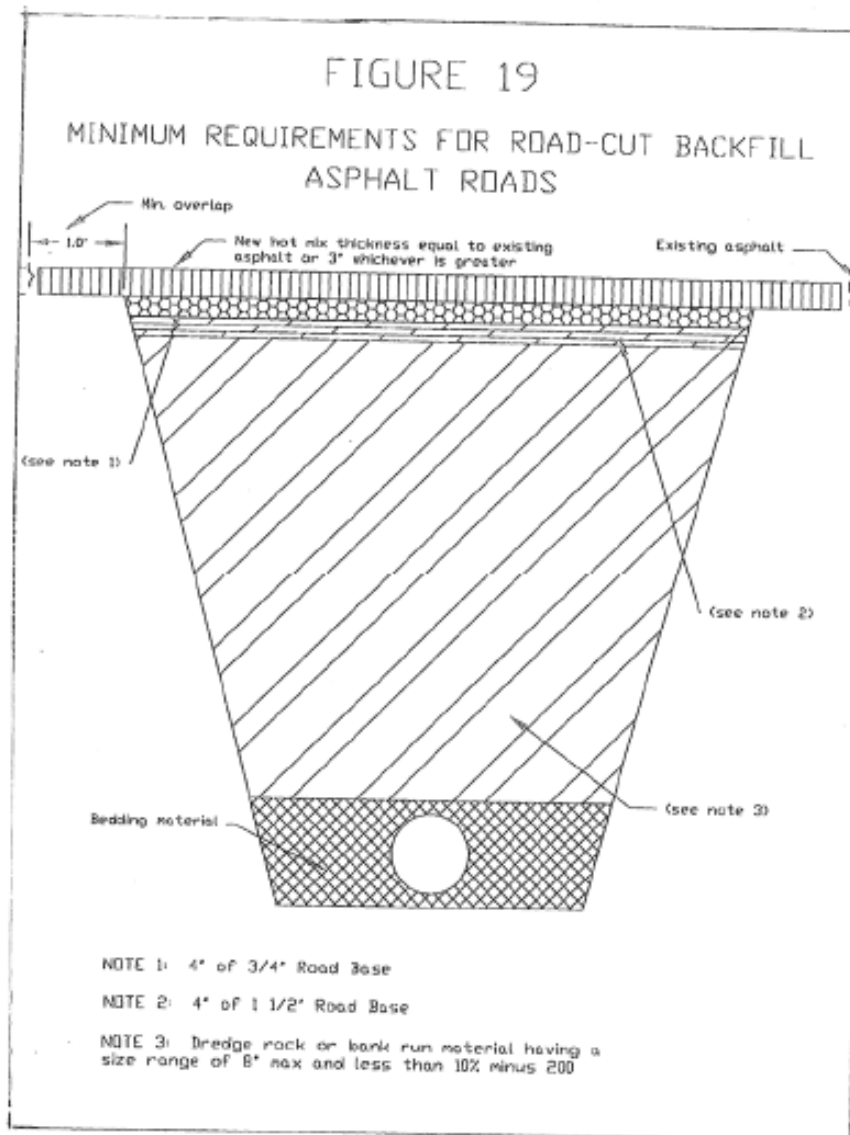


Figure 20 – Acceptable Culvert Bedding Material

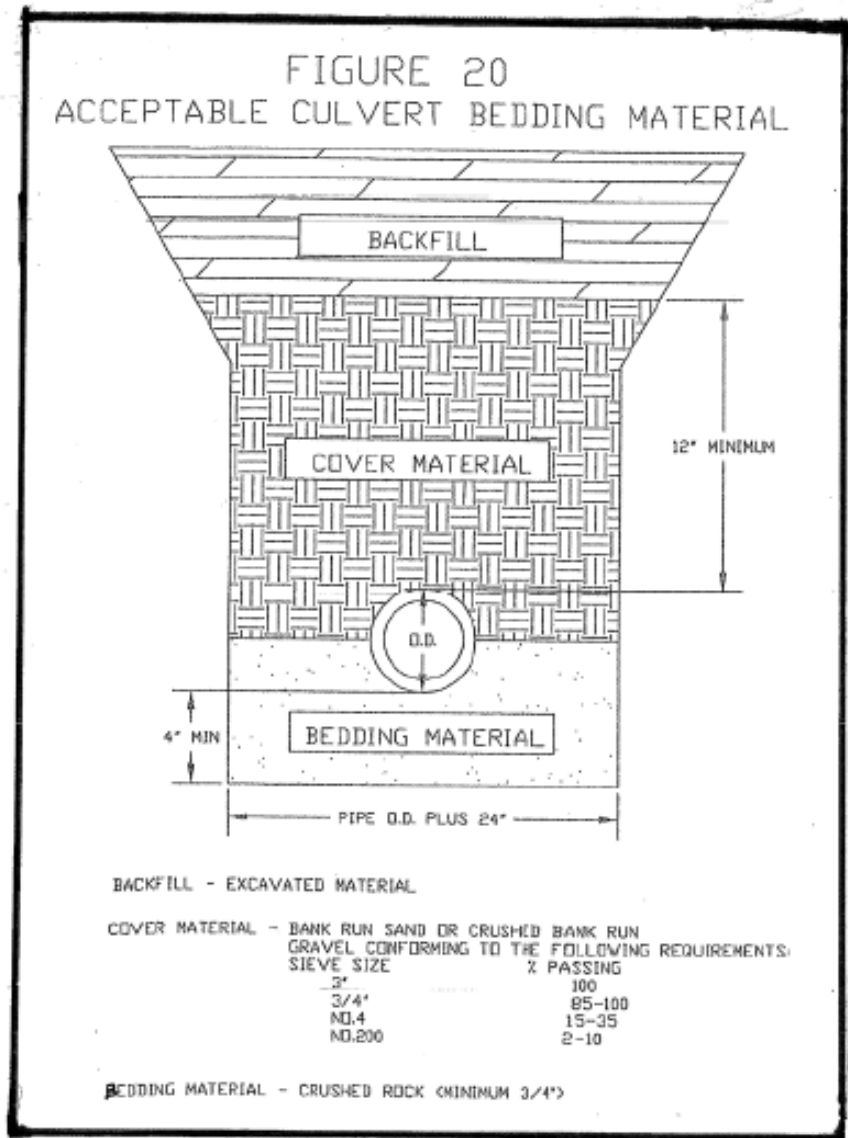


Figure 21 – Examples of Typical Culvert Application

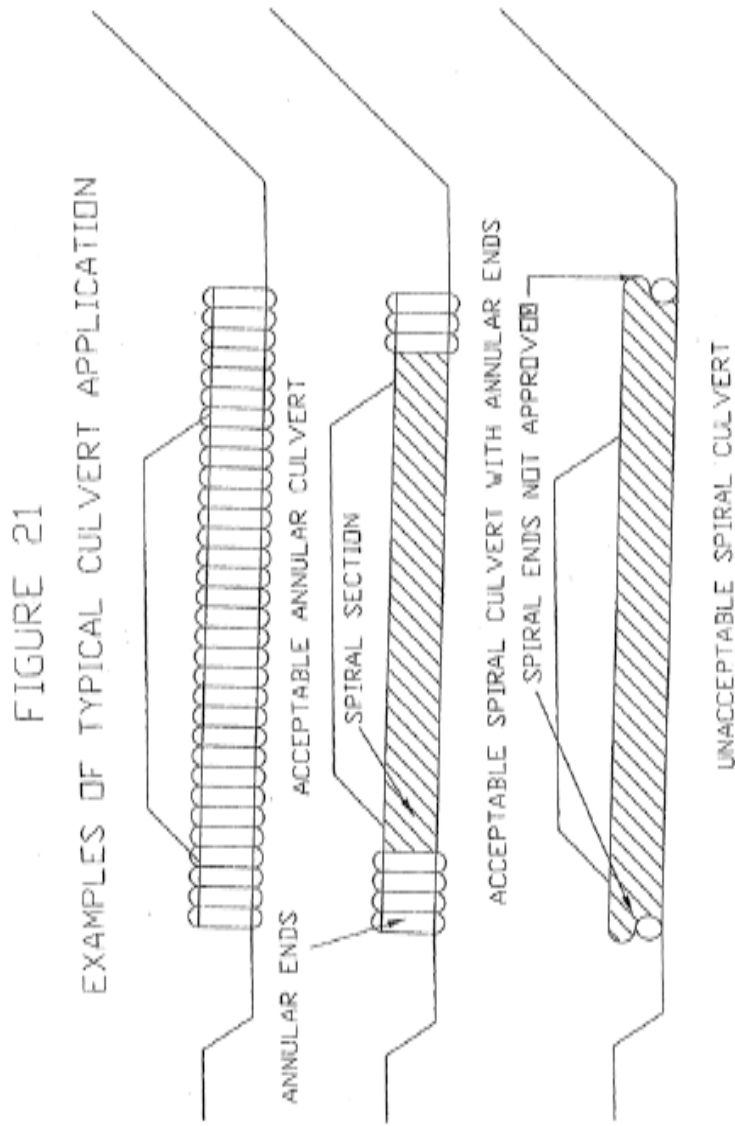




Figure 22 – Typical Drainage Pan Detail

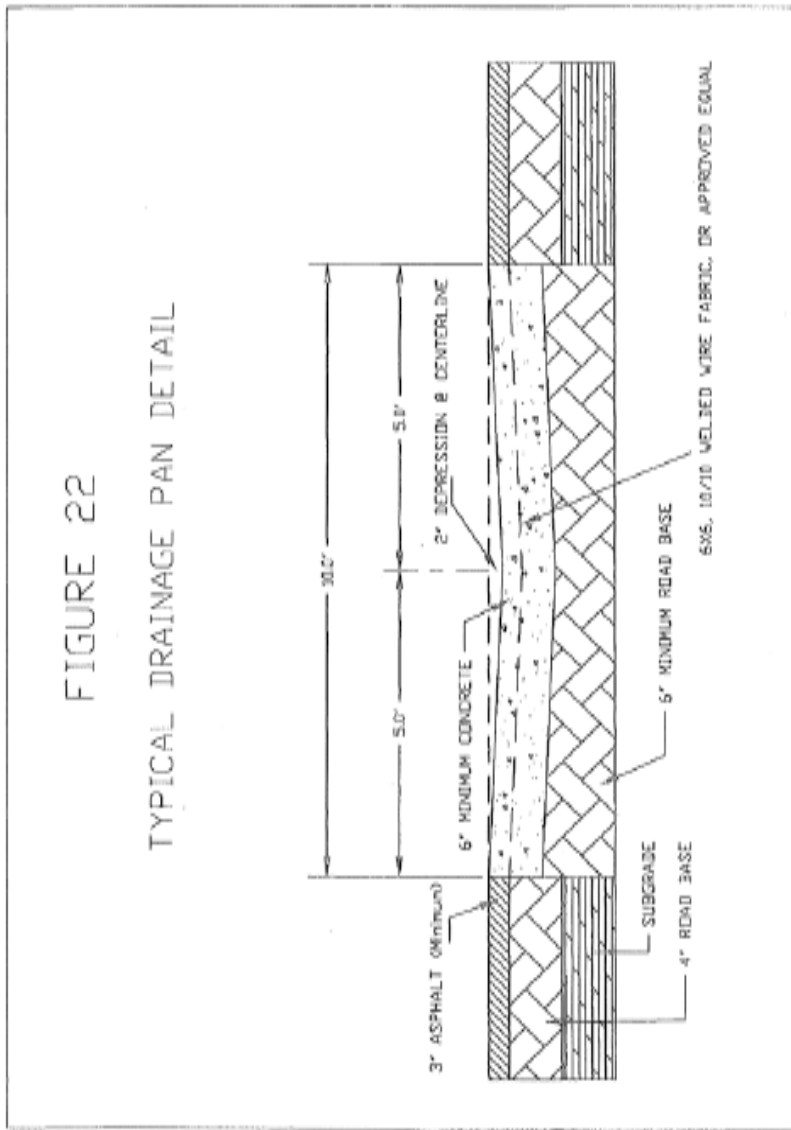


Figure 23 – Driveway Pull Out

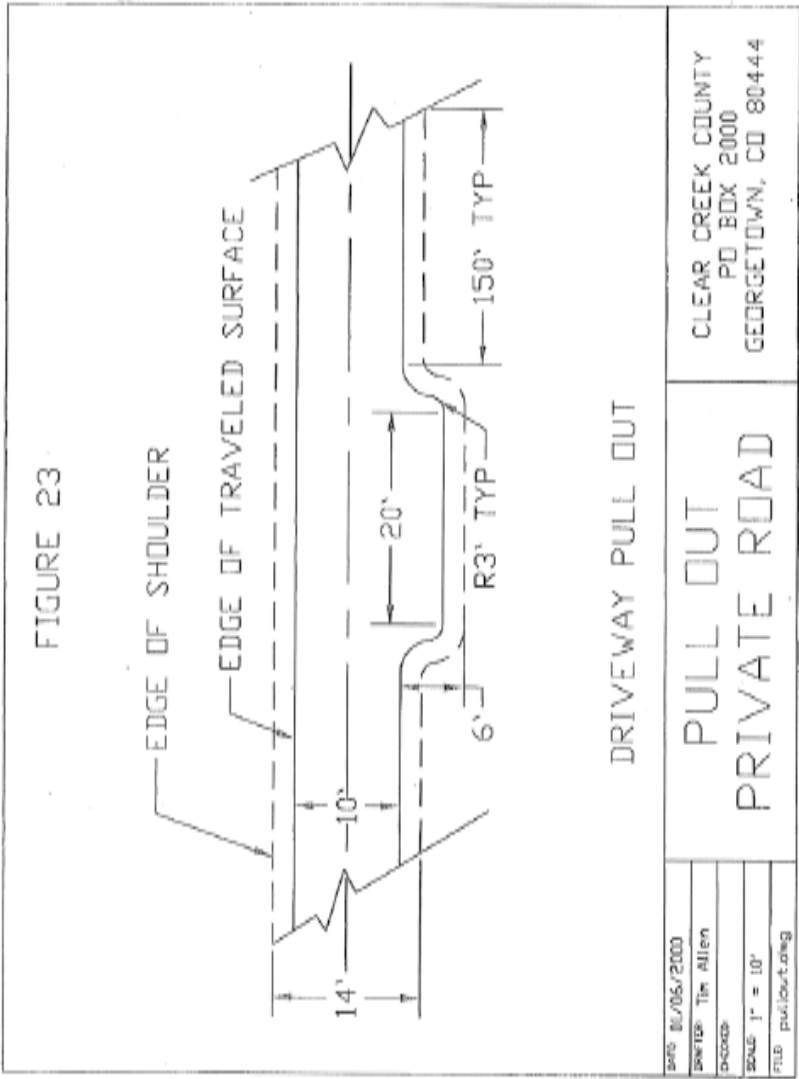
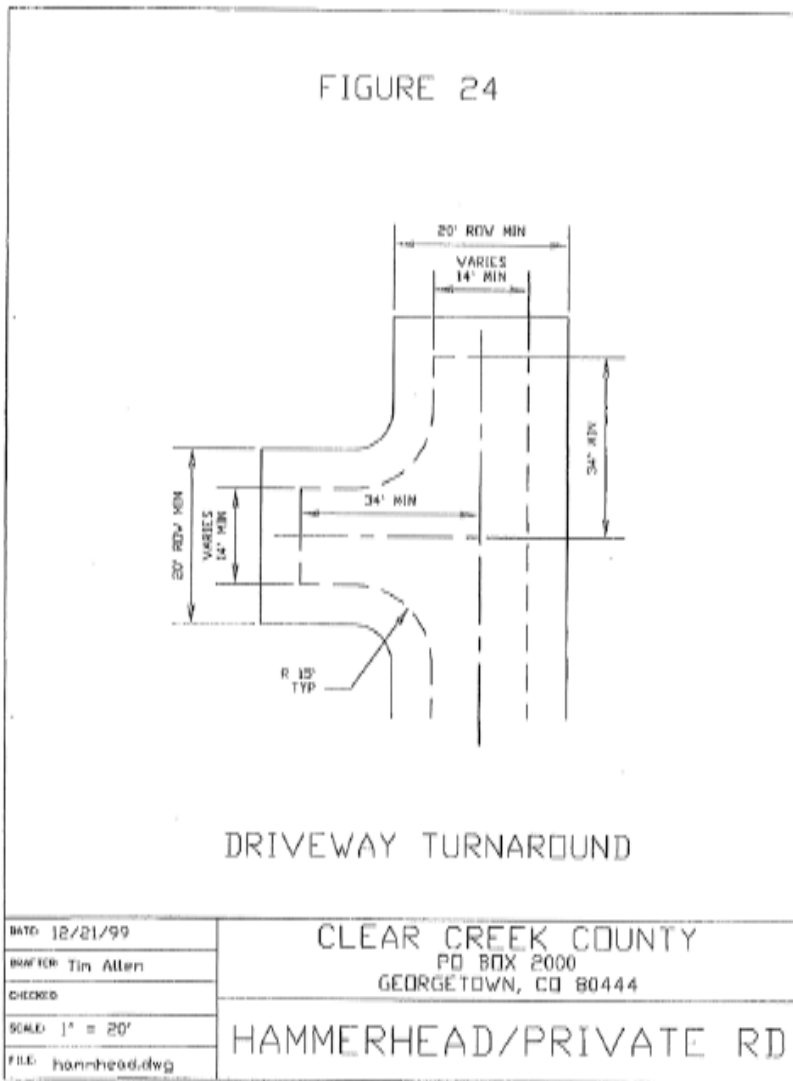


Figure 24 – Driveway Turnaround



## List of Substantive Changes

- 1.11 Removed section
- 2.6.1 Revised referenced bridge design standard from CDOT to AASHTO
  - Added bridge design standard for bridges on private lands
  - Updated floodplain regulation reference
- 2.7.4 Changed title to be broader, added language for all above grade obstructions, included exception for breakaway bases
- 2.8.1 Changed Grading Permit to Road Construction Permit
  - Added “which results in any change to the historic alignment, grade or drainage pattern”
  - Changed Road and Bridge to Site Development
- 2.8.2.C Revised language to clarify parking area pavement requirement and added an exemption for Recreation Use Facilities (as defined in the Zoning Regulations) with less than 20 parking spaces.
- 2.9.14 & 2.9.15 Removed BMP permit requirement
- 3.3.1 Changed Road and Bridge to Site Development
  - Changed “minor changes of an existing public road’s horizontal or vertical alignment, or for reshaping an existing public road to maintain driving surface and drainage infrastructure” to “changes of a road’s horizontal or vertical alignment, or for changes to drainage infrastructure”
- 4.7.3.A Revised language to allow for driveways to be constructed opposite from a t-intersection
  - Revised language to clarify that left turn stacking distance is to measured from outside road flares
  - Removed formula for left turn stacking
- 4.7.3.F.1 Added language to require a maximum grade of 8% within 25 feet of the road
- 4.7.3.F.2 Removed decimal from percentage...too precise
- 4.7.3.F.3 Removed sight distance requirement (moved to Section 4.7.3.M), increased maximum allowable grade from 10% to 12%
- 4.7.3.F.4 Defined maximum allowable grade for curves with a radius less than 50 feet (measured at centerline) as 8%, removed maximum allowable grades for defined switchbacks (switchback grades to have allowable grades the same as other curves, max 8%)

4.7.3.G.3	Revised maximum allowable grade to be no more than 1:1 (100%) for rock slopes unless steeper cut is justified in geotech report (this is consistent with Appendix Chapter X of the building code), added language to require that rock cuts be free of loose material.
4.7.3.H.4	Revised max rock dimension for fills from 24" to 12" (this is consistent with Appendix Chapter X of the building code)
4.7.3.I.3	Changed roads to driveways, added 30' max length for driveway culverts (unless approved by R&B)
4.7.3.M.3	Decreased downward sloping grade requirement away from the road from 4% to 2%, revised language to clarify condition
4.7.3.M.4	Added additional clarification of the requirement to provide for a downward sloping grade away from the road
4.7.3.M.6	Added sight distance requirement that was removed from Section 4.7.3.F
4.7.3.R	Revised deviation requirements to reference Appendix Chapter X of the International Code Series
4.7.4	Revised parking area standards to match Section 2.8.2 of this Manual
Chapter 7	Deleted, BoCC retains authority to grant deviations without this language
Chapter 8	Removed language regarding subdivisions Revised language to address Failure to Comply vs. Injunction
Table 18	Added category for Fiber

**R-24-35**

**RESOLUTION APPROVING AMENDMENTS TO THE CLEAR CREEK COUNTY ROADWAY DESIGN AND CONSTRUCTION MANUAL**

**WHEREAS**, the Clear Creek County Board of County Commissioners (“Board”) is authorized to represent the county and have the care of the county property and to perform such duties respecting roads as may be required by law, pursuant to C.R.S. §30-11-107(1)(e) and (h); and

**WHEREAS**, on June 1, 1970, the Clear Creek County Roadway Design and Construction Manual (“Manual”), was originally adopted by the Board for the purpose of providing a uniform policy for roadway development and this Manual has been revised from time to time over the years to address changes in the relevant state law, changes in the fee structure, and changes requested by county staff; and

**WHEREAS**, the Board of County Commissioners of Clear Creek County is desirous of revising the roadway design and construction standards contained in the Manual, to address minor typographical errors, edits to add clarity to the regulations and other minor changes to some of the regulations for the benefit of both the County and its citizens related to roadway design and construction.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners for the County of Clear Creek that the Roadway Design and Construction Manual, attached hereto as Exhibit A, is hereby adopted, and shall be effective immediately upon the adoption of this resolution.

ADOPTED this 10<sup>th</sup> day of December, 2024 at a regularly scheduled meeting of the Clear Creek County Board of County Commissioners.

\_\_\_\_\_  
George Marlin, Chair

\_\_\_\_\_  
Randall P. Wheelock, Commissioner

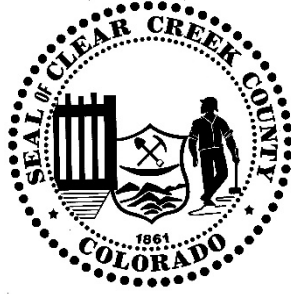
\_\_\_\_\_  
Mitch Houston, Commissioner

ATTEST:

\_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder

**EXHIBIT A**

**CLEAR CREEK COUNTY ROADWAY DESIGN AND CONSTRUCTION MANUAL**



# CLEAR CREEK COUNTY ROADWAY DESIGN AND CONSTRUCTION MANUAL



Pine Valley Road, Clear Creek County

Photo Credit: RockSol's Drone Team



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# Chapter 1 – Introduction and General Provisions

## 1.1 Short Title

These Regulations together with all future amendments shall be known as the Clear Creek County Roadway Design and Construction Manual (hereafter called Manual). This manual shall be the same document as referred to in the Clear Creek County Zoning Regulations and the Clear Creek County Subdivision Regulations as “The County Road and Driveway Design Standards”.

## 1.2 Purpose and Intent

This Manual is a comprehensive document containing design standards for: bridges, public roads, private roads and driveways. This document establishes a uniform policy for roadway development throughout Clear Creek County and provides a clear statement of the procedures for construction within the right-of-way. The purpose and intent of these policies and procedures are to provide safe attractive travel corridors, efficient traffic flow and efficient maintenance.

## 1.3 Enactment Authority

The State of Colorado, by statute, pursuant to 43-2-114 and 30-11-107 (1) (h), authorizes the Clear Creek County Board of County Commissioners (BOCC) to administer the County road system including, but not limited to, maintenance, layout, alterations, deletions, additions, property acquisition and traffic regulation. The Road and Bridge Department enforces road construction standards, reviews plans, conducts inspections, maintains and improves roads accepted by Clear Creek County, and administers work within the public right-of-way. Driveway standards are included and enacted by Resolution 24-82 which adopt these standards into the Clear Creek County International Code Series.

## 1.4 Types of Roads

The roads contained in the county wide circulation system can be classified based on the ownership of the road right-of-way and who has responsibility for maintenance.

### 1.4.1 County Owned and Maintained Roads:

Under this category, the county holds either a deed or an easement for the road right-of-way and has assumed responsibility for the road maintenance. These roads are listed in the annual inventory filed with the State of Colorado and the County receives an annual allotment of highway users’ fees to defray maintenance costs, based on the mileage of the roads listed.

### 1.4.2 County Owned Roads, but Maintained by Others:

In certain cases, private property owners using County owned roads for access desire a higher level of service than the County can provide. In such cases, the County and the property owners have reached an agreement assigning maintenance responsibilities to the property owners.

### 1.4.3 County Maintained Roads, but Owned by Others:

There are a few cases where the BOCC have allowed for maintenance to be performed on town streets and privately-owned roads for historic reasons.

#### **1.4.4 Privately Owned and Maintained Roads:**

This category includes all roads where the adjacent property owners retain ownership of the road right-of-way either through a deed, easements, or covenants, and they hold responsibility for its maintenance.

#### **1.5 Road Numbering and Naming**

All public and private roads, having three (3) or more residences, within the county have been assigned a name or County road number. The names or numbers are used for identification purposes to help speed emergency access by fire and ambulance and to assist in locating utilities by utility companies. Names or county numbers do not necessarily mean the roads are maintained by the County.

#### **1.6 Application of Standards**

All new road and bridge construction, whether the road or bridge is owned or maintained publicly or privately, and any upgrading of existing roads or bridges, whether public or private, commencing after adoption of these standards shall adhere to these Roadway Design and Construction Standards unless a deviation from the standards is granted by the BOCC.

#### **1.7 Upgrading Existing County Roads**

Many of the public roadways in Clear Creek County originated as mine access roads. Because these roads have no documented right-of-way or grants of easement, improvements are generally restricted to the existing traveled surface. A Road Construction Permit is required for any modifications or improvements made to these roads.

##### **1.7.1 Definition of Development:**

For the purposes of this Manual, with exception to Chapter 4, development shall be defined as: “Any construction or activity that changes the basic character or use of the land on which the construction or activity occurs and that is required, by County Regulation, to apply as a subdivision, official development plan or development review”.

##### **1.7.2 Upgrading Needed to Accommodate New Development:**

Where new development is proposed along existing County roads, the developer’s proposal shall include an analysis of the projected traffic volumes, along with information on existing road: right-of-way, widths, curves, intersections and surface drainage. This information shall be used to determine what improvements are necessary, on existing County roads, to accommodate the additional traffic to be generated by the new development. These standards establish maximum traffic volumes for certain classifications of roadways as stated in Table 1. If a proposed development will cause these maximum limits to be exceeded on the adjacent roads providing access between the development and State highway system, the developer shall be responsible for the cost of improving the affected roads to a classification where the maximum is not exceeded. In calculating whether the maximum limits will be exceeded, the cumulative traffic volumes based on surrounding land uses and approved zoning and not just counts of existing traffic levels shall be used.

### **1.7.3 Upgrading Requested by Property Owners:**

In many instances, roads in older subdivisions and the rural areas of Clear Creek County are substandard because they were built as mining roads or before the County had an adequate system for enforcing road design and construction standards. Most of these roads are too steep or narrow for the County to maintain adequately if at all. Upgrading existing roads to correct these problems shall be at the expense of the property owners served by such roads. Upon request of the property owners, the County may assist in the formation of a local improvement district. Completion of the improvements does not in itself constitute acceptance for maintenance.

## **1.8 Construction of New Roads**

These standards will be used for any new construction in Clear Creek County.

### **1.8.1 New Roads to be Built by Developers:**

Where new roads are proposed to be built by a developer which serve more than five (5) residences the developer's proposal shall include an analysis of the projected traffic volumes; information on: topography, surface drainage, and extent of cuts and fills, along with construction plans and specifications. The road design and construction specifications shall be reviewed and approved by the Clear Creek County Road and Bridge Supervisor in conjunction with the final plat, or if no plat is required, prior to the commencement of construction. If it is deemed necessary or appropriate to refer the road design and construction specifications to an outside consultant, by the Road and Bridge Supervisor and/or BOCC, the cost for the review shall be borne by the developer. The total cost of roads required to serve new development shall also be borne by the developer.

### **1.8.2 New Roads to be Built by the County:**

Plans and specifications for roads to be built by the County shall adhere to the road design and construction standards contained in this Manual and shall be reviewed and approved by the Clear Creek County Road and Bridge Supervisor prior to the commencement of construction.

### **1.8.3 New Roads to be Built as Private Roadways for Five or Fewer Homes:**

For road construction and rehabilitation for the use as private access to five (5) or fewer single-family residences the developer's proposal shall include information on: dimension, grades, surface drainage and cut and fill slope gradients. The road design and construction specifications for roads in this category shall be reviewed and approved by the Clear Creek County Site Development Department in accordance with Chapter 4 of this Manual. The Site Development Department will administer permitting, specifying pertinent standards, and review plans for private roads.

## **1.9 Permits for Road and Bridge Construction**

Prior to the commencement of construction of any new road or bridge, the project proponent must obtain approval for a Road Construction Permit from the Site Development Department in accordance with Chapter 3 of these regulations. Prior to construction of any improvements to an existing road or bridge, the project proponent must obtain approval for a Road Construction Permit or a Right-of-Way permit in accordance with Section 3.3.1, 4.7.2 and/or 5.3 of these regulations. Conformance to other County regulations may also apply, such as: Best Management Practices Manual, Flood Damage

Prevention Regulations, Grading and Excavation Regulations, and building code requirements for structures.

### **1.10 Road Vacations**

Any party wishing to initiate a road or access easement vacation must apply to the County Planning Department. The application must include a complete and accurate legal description, signatures of any adjacent landowners affected by the vacation, and signoffs from utility providers. Notice to all interested parties shall be mailed, and the BOCC shall consider the request at an announced time and place. (Refer to C.R.S. 43-2-300, as amended.)



## Chapter 2 – Road and Bridge Design Criteria

### 2.1 Purpose and Intent

This section sets forth specific standards for roadway and bridge design in Clear Creek County and is intended for use by design engineers.

### 2.2 Adopted Policy and Design Reference Manuals

Clear Creek County has recognized and adopted the following publications as policy guides and design criteria references:

- 1) A Policy on Geometric Design of Highways and Streets, 7<sup>th</sup> ed., Washington D.C., American Association of State Highway and Transportation Officials (AASHTO), 2018
- 2) Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT≤400), Washington D.C., American Association of State Highway and Transportation Officials (AASHTO), 2001
- 3) Manual of Uniform Traffic Control Devices, (MUTCD), 11<sup>th</sup> Edition, Washington D.C., U.S. Department of Transportation Federal Highways Administration, 2024
- 4) Urban Storm Drainage Criteria Manual, Colorado, Urban Drainage and Flood Control District, January 2016
- 5) Traffic Engineering Handbook, 7<sup>th</sup> ed., Washington D.C., Institute of Transportation Engineers, 2015
- 6) Transportation Planning Handbook, 4<sup>th</sup> ed., Washington D.C., Institute of Transportation Engineers, 2016
- 7) Traffic Control Devices Handbook, 2<sup>nd</sup> ed., Washington D.C., Institute of Transportation Engineers, 2009
- 8) Guide for Development of Bicycle Facilities, 4<sup>th</sup> ed., Washington D.C., American Association of State Highway and Transportation Officials (AASHTO), 2012
- 9) CDOT Design and Construction Specifications and Procedures
- 10) Fifield, Jerald S. Ph.D, Designing for Effective Sediment and Erosion Control on Construction Sites, California: Forester Press, 2001

### 2.3 Road Classifications

County roads are classified according to function. Functional classifications shall be recommended by the Clear Creek County Road and Bridge Supervisor, and adopted by the BOCC who has the authority to determine which classification applies to any given road. Criteria used to design roadways are based on their functional classification for planning purposes. Clear Creek County uses the following functional categories in classifying its roads:

#### 2.3.1 Principal Arterials:

A principle arterial is a continuous access-controlled road, which serves corridor movements having trip length and travel density characteristics indicative of statewide travel. All principle arterials in Clear Creek County are administered by the Colorado Department of Transportation.

### 2.3.2 Arterials:

Arterials link cities, larger towns and other traffic generators such as major subdivisions. They provide a means of intra-county travel. Arterials should provide for relatively high overall speeds with minimum interference to through movements. This classification is consistent with the County's sub-classification of "Primary County Maintained Roads", which is described as follows:

Roads and connections carrying heavy traffic flow into and out of subdivisions and residential or commercial centers (including municipalities) in various sectors of the County. Primary roads can have either asphalt surface and/or gravel surface, and are graded and drained. Roads in this category may carry school bus traffic and mail routes, and receive first day snow removal service by the Road and Bridge Department.

### 2.3.3 Collectors:

Collectors provide a link between local roads and arterials, and allow for the movement of through traffic in neighborhoods. Collectors should be designed so they do not disrupt the activities and land uses they serve. In addition, access to collectors should be designed so it minimized

### 2.3.4 Local Access Roads:

Local access roads provide direct access to and connections between individual residences, businesses community facilities and other land uses within neighborhoods. They also link individual properties to the collector and arterial roadway network. This type of road is for the use by property owners, the general public and service vehicles such as trash trucks, delivery trucks and snowplows. Roads serving neighborhoods that have been or proposed to be subdivided into lots of less than 20 acres in size must meet, at minimum, local access standards. Where a subdivision includes lots of differing sizes such that some are less than 20 acres and some are more than 20 acres, roads serving such subdivisions shall meet the more stringent standard. Roads serving neighborhoods where lot sizes are at least 20 acres but less than 35 acres, and projected traffic volumes for these roads exceed 500 trips per day shall also meet local access standards. This classification is consistent with the County's sub-classification of "Secondary County Maintained Roads" and is described as follows:

Roads that may not meet vertical or horizontal alignment standards, and may not allow for the safe passage of two vehicles. Roads with this classification which are maintained on a year-round basis may expect snow removal on the second or third day, and may not receive snow removal with each snowfall; existing conditions may curtail secondary service in order to focus operation on Primary Roads. Some roads in this classification may have a seasonal maintenance classification with no winter maintenance.

### 2.3.5 Low Volume Roads:

Low volume roads provide direct access to individual properties within the remote areas of the County. Low volume roads provide connection from these remote areas to local access and collector roads. When an area in the county is proposed to be subdivided into lots of less than 35 acres, the Clear Creek County Road and Bridge Supervisor shall consider potential future uses of the property and of adjacent properties in projecting traffic volumes, and may require a higher standard for road design if necessary to accommodate future traffic volumes and to implement a coordinated, functional road system. This classification is consistent with the County's sub-classification of "Secondary County Maintained Roads"

and “Secondary County Non-Maintained Roads”. Secondary County Non-Maintained Roads are described as follows:

Roads that have a wide variety of road surfaces and provide ingress/egress for the traveling public. This classification includes roads which are on the County Highway System but not maintained. Most of these roads are traversable by four-wheel drive vehicles only. While these roads receive no snow removal, they may be periodically maintained or repaired by the Road and Bridge Department.

### 2.3.6 Primitive Roads:

A primitive road is a single or two-lane road providing direct access to undeveloped areas, remote mine sites, recreational and scenic areas. This type of road shall not be used to provide access to subdivided property. This classification is consistent with the County’s sub-classification of “Secondary County Non-Maintained Roads”.

## 2.4 Road Design

All road design plans, and specifications shall be prepared by a Colorado licensed Professional Engineer.

### 2.4.1 Future Planning:

Prior to the design of a new or an upgrade for an existing road, projections of future development and densities, estimates of future traffic volumes, appropriate classifications and design speeds must be determined. The road classification determines the geometric cross section and maximum sustained grades while the design speed determines minimum or maximum standards for elements of alignment such as stopping and passing sight distances, radii of curvature, tangent lengths and super elevation transition lengths. Standard structural sections or designed structural sections may be used.

- A. Design Period:** Roadway design will be based on the projected needs twenty (20) years after construction.
- B. Projected Development:** Projections of development over the design period will be based on the County master plan in effect and on zoning, existing land use, proximity to developed areas, historic growth and other factors which can be expected to influence development.
- C. Projected Traffic Volumes:** Table 2 presents traffic generated for various types of development. For example, residential property generates an average daily traffic (ADT) count of ten trips per living unit. These per unit ADT counts are applied to the projected development to generate estimates of the design year traffic volumes. When per unit ADT counts are not listed for a type of development or an ADT has not been established for a particular category or location by the Road and Bridge Department, the design engineer shall use the ITE Transportation Planning Handbook to obtain the appropriate ADT count.

### 2.4.2 General Design Elements:

- A. Design Capacities:** Table 1 presents the range of ADT’s anticipated for each type of road. If traffic volumes on a particular road exceed the range specified for its functional category, the road shall be reclassified to the appropriate category. However, roads may carry lower volumes than stated for their functional category without being reclassified. In such cases, the function of the road rather than traffic volumes will determine design requirements.

- B. Design Speed:** The selection of design speed is influenced principally by: the character of terrain, traffic volumes and appropriate range of design speeds for each road classification. Design speed shall be a minimum of five (5) MPH over the posted or proposed speed limit.
- C. Surfacing Requirement:** All roads serving areas with projected densities of two units per acre or greater, or expected to carry a traffic volume of 700 ADT or greater must be paved. Other roads may have a gravel or paved surface.
- D. Right-of-Way:** The minimum right-of-way widths required for each road classification are specified in Table 3. Additional right-of-way shall be provided for drainage improvements, cuts or fills, intersections, curb returns, snow storage and other road appurtenances.
- E. One-Way Roads:** One-way roads will not be allowed for the following reasons:
  1. Property owners at the far end of a one-way loop road tend to take short cuts and drive the wrong way to reach their properties, thus increasing the chances for accidents.
  2. Emergency vehicles must in certain cases take a more circuitous route to reach their destination.
  3. One-way roads can cause confusion for people not familiar with the area.
  4. In winter, snowplowing often reduces the driving surfaces of roads because snow accumulates along the edges. On one-way roads, this reduction may pose a serious safety problem because it hampers access for emergency vehicles, and limits the area available for their operation.
- F. Striping:** All paved roads may be striped with appropriate centerline and shoulder stripes per the MUTCD or CDOT Standard S-627-1. This shall apply to collector and higher functional classification roads or as determined necessary by the Road and Bridge Supervisor.

### 2.4.3 Specific Design Elements:

#### **A. Alignment:**

The major considerations in alignment design are: safety, grade, profile, road width, design speed, sight distance, topography, drainage and the maneuverability, braking and performance of heavy-duty vehicles. Alignment should provide for safe and continuous operation at a uniform design speed. In mountainous areas, consideration should be given to locating the road so that a southern exposure will be obtained wherever possible. Road layout should bear a logical relationship with existing or platted roads in adjacent properties and to the principles of good engineering practice. All roads shall be designed such that the roads are centered in the right-of-way.

##### **1. Horizontal Alignment:**

- a. Stopping Sight Distance:** Horizontal alignment must provide at least the minimum stopping sight distance for the design speed at all points. This includes visibility at intersections as well as around curves and roadside encroachments. The minimum stopping sight distance is the distance required by the driver of a vehicle traveling at the design speed to bring the vehicle to a stop after an object on the road becomes visible, using the AASHTO recommended deceleration rate of  $11.2 \text{ ft/sec}^2$ . Stopping sight distance is calculated in accordance with the following formula, or Table 4, whichever is greater:

##### **Stopping Sight Distance**

$$1.47ut + \left( \frac{u^2}{30(f \pm G)} \right) = SSD$$

Where:

$u$  = speed in MPH

$t$  = reaction time (2.5 seconds)

$G$  = grade, in percent

$f$  = coefficient of sliding friction

With  $f$  equaling the following factors based on design speed of roadway:

<u>Design Speed</u> MPH	<u>f</u> (Design Criteria: Snow-Packed)
20-40	.24
40-50	.22
50-60	.21
60-70	.20

Where an object off the pavement restricts sight distance, the minimum radius of curvature is determined by the stopping sight distance, but in no case will it be less than as specified in Table 5.

Offset clearance to achieve stopping sight distance on horizontal curves can be obtained from Table 4. The centerline of the inside lane is used, with offset distance measured from the centerline of the inside lane to the obstruction.

- b. Passing Sight Distance:** Passing sight distance is the minimum sight distance that must be available to enable the driver of one vehicle to pass another safely and comfortably without interfering with oncoming traffic traveling at the design speed. Two-lane roads should provide adequate passing zones. Required passing sight distances for given design speeds are stated in Table 4.
- c. Curvature:** Table 5 specifies the minimum centerline radius of curvature for specific design speeds. This table is based on speed alone and does not take into consideration sight distance factors. Every effort should be made to exceed the minimum values.

Consistency in design speed and curve radii should be used to avoid surprising driver. Where changes in the design speed are necessary, the design speed between approach tangents and curves will not change by more than ten (10) MPH. Under no condition will a low speed curve be introduced at the end of a long tangent where high approach speeds are anticipated. Compound curves should be avoided. Reversing curves without an intervening tangent will not be permitted where design speeds exceed twenty-five (25) MPH. The minimum lengths of such tangents are specified in Table 5. Broken-back curves are not allowed.

- d. Curb Returns:** Curb returns or pavement rounding radii at intersection corners are as follows:

Road Class	Curb Return Radius
Local	30 feet
Collector	30 feet
Arterial	35 feet

Additional right-of-way will be required to provide a minimum clear distance for fifteen (15) feet between the curb or edge of pavement and the right-of-way limit.

- e. Intersections:** The minimum distance between intersections for various road classifications is as follows:

Road Class	Distance
Local	200 feet
Collector	500 feet
Arterial	1,000 feet

Distance is measured from the inside edge of each right-of-way.

## 2. Vertical Alignment:

- a. Minimum and Maximum Grades:** Minimum and maximum sustained grades shall be 1% and 8%, respectively, except as provided in **b.** below. Grades on stop-controlled roads at an intersection will flatten to 4% or less for at least 50 feet approaching intersections on **local access** roads. Grades on stop sign controlled roads at an intersection will flatten to 3% or less for at least 100 feet approaching intersections on **collector** roads. Grades approaching the turnarounds in cul-de-sacs will be 4% or less for at least 50 feet.
- b. Exceptions to Maximum Grade:** A local access or low volume road may have sections with a grade of 10% provided that the dip of natural terrain bears between South 60° East and South 45° West.
- c. Vertical Curves:** Vertical curves must be designed to provide adequate stopping and passing sight distance, headlight distance, driver comfort and good drainage.

Minimum lengths of crest vertical curves are controlled by stopping sight distance requirements. The minimum length for sag and crest vertical curves will be determined by Table 4.

Vertical curves that are long and flat may develop poor drainage and should therefore be avoided. Vertical curves are not required where the algebraic difference in grade is less than 0.2%.

- d. Sight Distance:** The grade line must meet sight distance requirements for the design speed. Table 4 provides the minimum passing sight distance for the crest of vertical curves.

3. **Switchbacks:** A switchback is defined as a curve with a delta greater than 120 degrees and a radius less than 100 feet.
  - a. **Use of Switchbacks:** Switchbacks will not be allowed on collector or arterial roadways. On local access, low volume, or primitive roadways when other alternatives may cause significant adverse impacts, the use of switchbacks may be allowed on a case-by-case basis, with approval from the County Road and Bridge Supervisor and/or the BOCC.
  - b. **Minimum Standards:** Switchbacks shall be designed with a minimum centerline radius of 60 feet. Maximum centerline grades within 25 feet of a switchback curve and throughout the curve shall not exceed 4%. Curve widening shall be in accordance with Section 2.4.3.B.7 Adequate snow storage must be provided.
4. **Alignment Coordination:** When vertical and horizontal curves are superimposed, the super-elevation may cause distortion in the outer pavement edges. Where this may be the case, edge of pavement profiles shall be plotted and smooth curves introduced to remove any irregularities. Sharp horizontal curves should not be introduced at or near a pronounced crest or sag.

**B. Geometric Cross Sections:**

1. **Typical Sections:** A typical section for each road classification is shown in Figures 1 through 6.
2. **Travel Lane Width:** The minimum travel lane width for arterial and collectors is 12 feet, for local access road is 11 feet, and low volume roads is 10 feet.
3. **Crown Slope:** On undivided roads in tangent alignment, the high point of the crown will be centered on the pavement and the pavement sloped toward the edges on a uniform grade. In mountainous terrain, roads will be sloped toward the cut side of the road on a 3% slope to alleviate surface erosions. On divided multilane roads on tangent alignment, each travel way will have a uniform cross-slope with the high point at the edge nearest the median. The crown slope shall not exceed the percentages shown in Table 6.
4. **Super-elevation:** To account for snow and ice conditions, which occur frequently in Clear Creek County, the maximum super-elevation will be limited to 0.08 feet per foot, (see Table 7). The axis of rotation of undivided roadways is usually the centerline. For curves following long, level tangents, the axis of rotation shall be taken at the inside edge of the pavement. The divided roads with wide medians, the axis of rotation shall be the inside edge of pavement. For divided roadways with narrow medians, each roadway shall be rotated about the edge adjoining the median strip.
5. **Super-elevation Transition:** Super-elevation transition is the progression of the roadway from the normal crown section to a fully super-elevated section. To meet the requirements of safety and comfort, the length required to affect the transition should be adequate for the likely travel speeds. Suggested minimum lengths are given in Table 7. It is recommended that 60 to 80 percent of the super-elevation runoff be on the tangent.
6. **Spiral Curves:** Where the alignment includes spiral curves, super-elevation is applied entirely on the easement curve.
7. **Curve Widening:** Curves will be widened on the inside radius to allow for vehicular off-tracking in accordance with the following formula:

$$W = 1.5 \frac{u^2}{R}$$

Where:

$W$  = additional radial width of pavement

$u$  = speed in MPH

$R$  = Curve radius (Refer to Table 5)

- 8. Cul-De-Sac Streets; Turnarounds:** Whenever possible roadway systems shall provide at least two access points to lots platted for development. Using cul-de-sac streets shall be avoided. Where cul-de-sac streets are the only alternative, turnarounds shall be provided. Bulb type turnarounds shall have a minimum road surface of 64 feet in diameter and a minimum right-of-way 90 feet in diameter. An alternative to the bulb type turnaround is the use of a hammerhead turnaround. Figure 7 illustrates three acceptable hammerhead configurations.

Roads ending in turnarounds greater than 600 feet in length shall provide wildfire mitigation such as: fire cistern storage, fuel breaks, and tree thinning as determined by the Clear Creek Fire Authority or the Evergreen Fire Protection District. Snow storage shall be provided as shown in Figure 7 to keep turnarounds cleared. Dead end roads that do not have turnarounds are not allowed.

**C. Structural Sections:**

- 1. Design Structural Sections:** Structural sections shall be designed for all new roads, driveways, or road being upgraded due to increased traffic. The road structure will be in accordance with the following equation:

$$T = 0.0384(TI)(100 - R)$$

or

$$1.811(TI)(2.12 - \log CBR)$$

Where:

$T$  = Thickness in inches

$TI$  = Traffic index

$R$  = Resistance (stabilimeter test)

$CBR$  = California Bearing Ratio

- a. Traffic Index:** The effect of traffic and weather on a roadway over its design life is expressed by the traffic index (TI). Table 8 shows the minimum traffic index values for different road classifications. These minimums may be proposed to be increased by the County Road and Bridge Supervisor and approved by the BOCC if existing or future traffic warrants.
- b. Minimum Structural Requirements:** The minimum structural sections outlined in Table 9 shall be adhered to on all roads in Clear Creek County. These minimum structural sections are based upon a minimum sub-grade “R” value of 60 or a CBR of 17. For “R” values less than 60 or CBR less than 17, an engineered section must be designed. The proponent shall submit “R” value tests performed by an approved geotechnical engineer prior to approval of the final



road design. All Asphalt shall be placed in multiple lifts with each lift being 1.5" minimum or 3" maximum.

- c. **Concrete Paving:** Areas where a considerable amount of stopping or starting occurs, such as bus stops or signalized intersections, shall be paved with a designed concrete section to minimize the effects of dynamic loading on the pavement.

#### D. Drainage:

- 1. **General:** The primary objective of drainage design is protection of County roads and property while minimizing the possible flood damage to surrounding properties and structures. It should be emphasized that good drainage is one of the most important factors in road design. It preserves the appearance as well as the level of service of the road while minimizing maintenance costs.

Water flowing in a roadside ditch shall be diverted away from the road as quickly as possible. In no case shall water travel in a roadside ditch for a distance greater than 800 feet or have a flow greater than five (5) cubic feet per second with the occurrence of a 25-year frequency storm.

Culverts under all roads shall be designed to accommodate a 25-year frequency storm run-off utilizing the maximum available head. The maximum available head shall be determined by the uppermost ponding elevation chosen to prevent flood damage to upstream properties.

Inlets and other facilities draining the road surface shall accommodate the 25-year frequency storm runoff. All roads shall remain free of ponding.

All drainage installations shall be designed to permit free, unobstructed passage of debris and silt or provide for their deflection and/or collection at a point upstream that will not create an expensive maintenance problem. Settlement basins shall be provided when a silting problem may exist downstream.

Modification of natural channels or transferring runoff from one basin to another is not permitted except where no reasonable alternative exists and where the proposal has been reviewed and approval by the County Road and Bridge Supervisor and/or the BOCC.

A recurring problem on Clear Creek County roads is ice buildup in winters of little snow. Drainage design shall anticipate areas of potential ice buildup.

French drains that accommodate any off right-of-way drainage problem shall be designed to provide a minimum of 50 feet of overland sheet flow before reaching any roadside ditch.

- 2. **Storm Runoff Estimates:** The following methods may be used for estimating peak flows:
  - a. Runoff from stream flow records.
  - b. Tabular Method as per Technical Release M55 from the Engineering Division of the USDA.
  - c. HEC-2 Computer Program from the Corps of Engineers.

- d. Technical Manual Model for Estimating Flood Characteristics from the Colorado Water Conservation Board.
- e. The Rational Method, as follows:

$$Q = CiA$$

Where:

$Q$  = runoff in cubic feet/second

$C$  = Coefficient of runoff (See Table 10)

$i$  = average intensity of rainfall in inch/hour for a duration of the time of concentration.

$A$  = drainage area in acres.

The Rational method should only be used on areas of less than on hundred and sixty (160) acres.

- 3. **Culverts:** Culverts shall be located at each natural draw or water course as conditions warrant to prevent excessive accumulation of flow in roadside ditches or along the toe of slopes. Draws and water courses shall be cleared of debris for a distance of 100 feet upstream from all culvert inlets.

Inverts at the inlet shall be slightly elevated above the normal flow line in steep or natural draws to avoid plugging by debris. Inlets shall not be elevated in those instances where ponding or accumulation of backwater curves would be objectionable (stagnation, irrigation ditches, etc.).

The culvert shall slope downward in the direction of natural flow and be designed to be self-cleaning whenever possible. The outlet shall be designed not to discharge on unprotected fills or unstable material or at adverse angles to streams or open channels. Headwall, rip-rap or other means of protection are required at inlets or outlets where erosion might occur.

Velocities of flow in culverts shall be calculated using acceptable design charts and formulas. Where the Manning-Equation is used, the following “n” values will apply:

Material	Manning Equation “n” Values
Corrugated Steel Pipe	.027
Reinforced Concrete Pipe	.013
Concrete	.013 to .020
Asphalt	.016
Corrugated Polymer	.024

Corrugated metal pipe, reinforced concrete pipe, high density polyethylene pipe or an approved equal as specified by the Road and Bridge Supervisor shall be used. Steel pipe shall be asphalt coated where soils are corrosive or other conditions exist that may attack steel. Aluminum or other pipe materials are not permissible for road culverts.

Minimum diameter for round pipe shall be 18 inches. The minimum rise of arch pipes shall be 12 inches.

Clean out access shall be provided at least every 200 feet for pipes 24 inches in diameter or less and at least every 400 feet for large pipes. Clean out access shall be also be provided at each angle point and at each change in grade.

- 4. Open Channels and Ditches:** Channels and ditches shall be designed to avoid roadside safety hazards. The minimum flow line slope shall be 1.0%. Maximum slopes shall be controlled by the maximum permissible velocities given in Table 11.

Manning's equation shall be used to estimate velocities.

$$v = \frac{1.486R^{2/3}S^{1/2}}{n}$$

Where:

$v$  = Velocity of flow in channel in feet per second

$n$  = roughness coefficient (Table 11)

$R$  = Hydraulic radius in feet

$S$  = slope in feet per foot

Where the materials channel is comprised of a combination of the materials given in Table 10, the maximum permissible velocity elected should prevent undue scouring of the finer materials silting downstream.

- 5. Subsurface Drainage:** Sub-grades subject to poor drainage, underground seepage or a high-water table shall be adequately drained for roadbed stabilization. Drains shall be installed to prevent high ground water level from coming within four feet of the roadway pavement. Perforated pipe shall be used to carry away collected water. French drains which contain no pipe and are not wrapped with geotextile fabric are unacceptable.
- 6. Inlet Structures:** Curb openings with protection bars are preferred. Other designs will be permitted on approval by the County Road and Bridge Supervisor. Grates are not permitted where pedestrians, bicycles or debris-laden flows are anticipated.

#### **E. Side Slopes:**

Any slope designed steeper than 1½:1 (H:V) shall be certified for stability by a Colorado licensed Professional Engineer qualified in soils analysis. Where heavy snowfall is expected, flatter slopes in cuts on the southern side of the roadway should be used to provide maximum exposure to the sun. Flatter slopes should be used wherever possible to reduce erosion, to decrease maintenance costs, to facilitate plant growth and to provide for safer operation. Transition slopes shall be provided between adjoining cuts and fills and shall be designed for pleasing appearance. Where cut or fill slopes intersect the original ground surface, the cross section shall be rounded to blend the slope into the natural ground surface.

Where the slopes of the original ground approach 1½:1, the embankment shall be contained with a suitable retaining wall to avoid long fill slopes. Side slopes in rock will be based on the

stability of the formation. Retaining walls on the uphill side shall be a minimum of five (5) feet from the centerline of the adjacent drainage ditch. Benching of side slopes should be used sparingly and only where they are justified by sound engineering reasons, including the following:

1. To stabilize material where benching is more economical than flattening.
2. To intercept drainage in long and deep cuts.
3. To intercept and store loose material.

Side slopes that are steeper than 1½:1 (H:V) shall be contained with a suitable retaining wall designed by a Colorado licensed Professional Engineer. Side slopes in rock may be as steep as ½:1 (H:V) in competent formations when determined stable by a Colorado licensed Professional Engineer qualified in soil analysis.

**F. Sidewalks:**

Sidewalks shall be required where, in the opinion of the Road and Bridge Supervisor and/or the BOCC, the number of pedestrians is sufficient to interfere with traffic or significant pedestrian usage is anticipated. Where sidewalks are installed, the individual property owners shall be responsible for clearing snow and ice from sidewalks in front of their property.

**2.4.4 Payment of Costs for New Road Construction**

**A. Developer Responsibility:**

Any and all costs of new road construction in new developments are the responsibility of the developer. The developer is also responsible for constructing the new roads, whether public or private, according to the Manual.

**B. Payback Agreements:**

During the approval process for a proposed development, the developer may be required to construct a new road or to make improvements to an existing road which also benefits future developments. The BOCC may establish a plan of compensation to the original developer whereby subsequent beneficiaries pay a fair share for the use of those improvements. Such a plan would be administered by the County and make a condition of approval for future benefitting developments. The BOCC shall determine the equitable distribution of benefits and costs.

**2.5 Upgrading Existing Roads**

**2.5.1 Design Standards:**

Any and all County roads, whether public or private, requiring upgrading or improvement shall be built in accordance with the Clear Creek County Roadway Design and Construction Manual.

**A. Serving New Developments:**

1. **Requirement for upgrading:** Existing County roads serving new development or an area proposed for either platting or replatting must be upgraded according to the Manual when one or more of the following conditions occur:

- a. Existing roads do not meet the Road Standards for the classification.
  - b. Existing roads meet local access standards but the projected ADT will exceed the cut off limit for paving.
  - c. Existing roads meet local access standards but the projected ADT exceeds the maximum for local access, thus requiring improvement to collector or arterial status.
2. **Payment of Costs:** The developer shall be responsible for all costs incurred to upgrade existing County roads.
  3. **Payback of Costs:** Benefiting property owners along existing roads which must be upgraded shall pay back a fair share of the road improvement cost if, in the judgement of the BOCC, a pay back to the developer is appropriate.

## 2.6 Bridge Design

### 2.6.1 Design Standards for Bridges:

Bridges located on public lands shall be designed in accordance with American Association State Highway & Transportation Officials (AASHTO) or Colorado Department of Transportation (CDOT) requirements. Bridges on private lands may be designed according to applicable AASHTO, CDOT or International Building Code requirements and must accommodate loading and width requirements of emergency service providers.

Plans shall be signed and sealed by a licensed Colorado Professional Engineer qualified in structural bridge design and shall be submitted to the Site Development Department for review and approval prior to construction. Calculations with an independent design check and load rating shall be submitted on all bridges located in the public right-of-way. Clear deck width must accommodate the full width of the travel lanes and shoulders of approach roads.

The waterway area shall accommodate a 100-year flood event. Where flood studies from the U.S. Army Corp of Engineers or the Federal Emergency Management Agency are available, bridges shall be designed in accordance with approved risk analysis policies. A minimum of one-foot freeboard is required. Additional freeboard shall be required when debris laden flows are anticipated.

### 2.6.2 Payment of Bridge Construction Costs:

If the design of the roadway serving a new development requires construction of new bridges or upgrading existing bridges, the developer shall be required to pay the cost of such construction. Where construction of a bridge benefits future developments the BOCC may establish a plan of compensation to the original developer whereby other beneficiaries pay a fair share for use of the bridge.

## 2.7 Traffic Safety

### 2.7.1 Guardrails:

Guardrails are installed to prevent accidents by delineating the roadbed, to reduce accident severity by deflecting vehicles into safer paths and to reduce the rate of acceleration in case of impending collisions with fixed objects.

#### **A. Design and Placement on Roadways:**

Only state approved guardrail shall be used. The length of guardrail should be planned in multiples of 12.5 feet. No abrupt or projecting ends shall face toward approaching traffic and delineators shall be installed according to the Manual of Uniform Traffic Control Devices (MUTCD) or CDOT's Procedure and Standards. Ordinarily, guardrail is placed only on the outside of curves.

1. When guardrail is used in conjunction with roadside curbs, the face of the guardrail shall be flush with the face of the curb regardless of shoulder width. This is to prevent the takeoff ramp effect which may overturn a vehicle. When no curb is present, the face of the guardrail shall be flush with the edge of the shoulder.
2. On curves requiring a reduction in approach speeds, any one of the following conditions suggests installation of guardrail on the outside of the curves needed:
  - a. height of embankment is more than ten feet
  - b. side slopes are steeper than 4:1
  - c. shoulder or pavement widths are substandard
  - d. roadside hazards are present
3. Whether on curves or tangents, consideration should be given to the installation of guardrails if there is a history of roadway accidents or if unusually high embankments or steep terrain give motorists a feeling of insecurity.
4. In areas subject to dense fog or snow and ice conditions, or where traffic speed and volumes are high, guardrail may be needed where its installation would otherwise be questionable under less adverse conditions.
5. Other conditions requiring guardrails: Guardrails may be required under the following circumstances:
  - a. an obstruction or sudden constriction in roadway
  - b. an on a roadway otherwise built to height standards.
  - c. approaches to bridge piers, abutments, trees or other obstructions.

**B. Guardrail at Bridge Approaches:**

Guardrail should be placed at the ends of all bridges on the right of approaching traffic. Where pedestrians are expected to use the shoulder, a walkway should be provided around the end of the guardrail outside the normal shoulder lines.

**C. Provisions for Snow Storage:**

When guardrails are considered for installation, especially for extended lengths, provisions shall be made for adequate snow storage and removal.

**2.7.2 Traffic Control Devices:**

All signs, striping, markers, delineators, signals and other traffic control devices must conform to the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) published by the U.S. Department of Transportation Federal Highway Administration. In new developments, all required; street name signs, speed limit signs, stop signs and other traffic control devices shall be installed and paid for by the developer. Nonstandard and/or unnecessary signs or other traffic control devices are subject to rigid State control, and approval by the Road and Bridge Supervisor and/or the BOCC shall be

obtained for their use. Requests for nonstandard signs or other devices shall be submitted to the Road and Bridge Department along with all data required to support the request.

### 2.7.3 Sight Distance Triangle:

#### **A. Determining Dimensions and Location of Sight Distance Triangles:**

For safety and visibility purposes, a sight distance triangle shall be maintained at street intersections and where driveways intersect a street. The distances along the legs of the sight distance triangle shall be measured from the corner of intersection point along the right-of-way lines or along the edge of the driving surface for driveways as shown in Figure 8. Where a road right-of-way is wider than normal or varies in width because it has been expanded to include cut and fill slopes or drainage improvements, the line along which the legs of the sight distance triangle are measured shall be parallel to the roadway at normal right-of-way width for the type of road under consideration (see figure 9). For each intersection, the length of the legs of the triangle shall be determined by the classification of the roadways which form the intersections as follows:

Driveways	10'
Low Volume	30'
Local Access	30'
Collector	50'
Arterial	70'

Examples of several typical combinations are provided in Figure 10. The area enclosed by the three sides of the triangle shall form an imaginary plane. The angle of the edge of this plane which lies along a right-of-way line shall be equal to the height of the corresponding point along the curb, or if there is no curb, to the elevation of the corresponding point along the centerline of the road. No landscape materials, earth berming, sign, structures, or other visual obstructions shall be allowed between three and one half (3.5) feet and seven (7) vertical feet above the surface of this plane. This regulation is not intended to prohibit the planting of trees or retention of existing trees in the sight distance triangle, if they are pruned so branches are higher than seven (7) feet. Installation of traffic control signs or signals and street lights are exempt from this regulation.

#### **B. Incorporation requirements for Sight Distance Triangles into Subdivision Design:**

Developers shall incorporate the requirement for maintenance of a sight distance triangle at street intersections and intersections of driveways with streets in the design of subdivisions submitted for County review after the effective date of this regulation. Particular attention shall be given to the size and shape of corner lots.

#### **C. Enforcing Requirements When Building Permits are Issued:**

1. No building permit shall be issued for a structure that interferes with maintenance of a sight distance triangle unless application of the requirement would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the individual proposing development of the property. The County Road and Bridge

Supervisor and/or the BOCC shall have authority to waive the requirement for maintenance of a sight distance triangle for such property.

2. Where a building permit application is filed for property that was platted or re-platted after the effective date of this regulation, no building permit shall be issued for any structure which would interfere with the maintenance of a sight distance triangle required by this regulation.

**D. Continuing Enforcement of Requirements:**

Property owners shall be responsible for maintaining sight triangles free of visual obstructions for that portion of a triangle which falls within the boundaries of their property. When the County Road and Bridge Department receives a complaint concerning visual obstructions at a particular intersection, the Road and Bridge Department shall be responsible for the inspection of the intersection and for taking the following measures:

1. Determining whether the visual obstruction is within the sight triangle for an intersection, and if it is on public or private property.
2. If the visual obstruction is on public property, requesting the appropriate jurisdiction remove the obstruction; if the jurisdiction is the County, remove the obstruction.
3. If the visual obstruction is on private property, notifying the property owner of the requirement that visual obstructions must be removed within 30 days except as follows:
  - a. If the obstruction is a permanent structure which was built prior to the effective date of this regulation, or was granted a variance as provided in the Clear Creek County Zoning Regulations, the property owner shall not be required to remove the structure.
  - b. Where the obstruction is caused by the natural or historic topography of the property, and not by earthwork undertaken by the current property owner or his or her immediate predecessors, the property owner shall not be required to regrade the property in order to remove the obstruction.

If the property owner does not comply within 30 days, further enforcement action shall be taken as provided in Chapter 8 of these regulations.

**2.7.4 Above Ground Obstructions:**

A 10-foot minimum “clear zone” shall be maintained at all times between the edge of the traveled way for any road and any fixed obstruction including but not limited to utility poles, retaining walls, boulders, or structures of any kind. No fixed obstructions shall be permitted in this minimum clear zone or additional areas as deemed necessary by the Road and Bridge Supervisor. Signs, guardrail, and other road related obstructions designed for vehicular impact may be exempt from the clear zone requirement if approved by the Road and Bridge Supervisor.

Storage of material in any road right-of-way is prohibited. Any material which is stored in the road right-of-way which impedes snow plowing or road maintenance, or which constitutes a hazard to the general public, will be removed by the Road & Bridge Department and the owner billed for the cost of the removal as authorized by Colorado Revised Statutes (C.R.S. Section 43-5-301 et seq.).



### 2.7.5 Rural Free Delivery Multi Box Modules:

In subdivisions where provisions were not specifically made for rural free delivery multi box modules, the homeowners association, or if one does not exist, a designated group from the subdivision shall be responsible for submitting a proposal to the Road and Bridge Department. The submitted proposal shall first consider locations in front of or adjacent to the property owners requesting the installation of a multi box module. The Road and Bridge Department shall evaluate all sites in front of or adjacent to property owners requesting rural mail delivery before evaluating any other sites. In evaluating the proposal, staff shall determine if the proposed site meets all the following criteria:

1. The Postal Service will provide delivery service to the area proposed.
2. The module shall be a minimum of 10 feet from the edge of shoulder of the road.
3. Adequate space for an 8-foot-wide by 40-foot-long pull off shall be provided.
4. The pull off shall be constructed per the Clear Creek Roadway Design and Construction Manual.
5. A minimum sight distance of 250 feet in all directions shall be provided.
6. The pull off shall not have a grade in excess of 3%.
7. Adequate space for snow storage and removal within the right-of-way or appropriate snow-stack easement shall be provided.
8. The site shall not adversely impact the normal flow of traffic or the surrounding properties.

In addition, the following information shall be provided:

1. If the proposed location is adjacent to private property, the affected property owner(s) shall provide a letter stating they have no objection to the module location.
2. A letter signed by the homeowners association president or other approved individual indemnifying Clear Creek County from any damage that may occur due to normal and routine road maintenance operations (see Figure 11).

Once a site, meeting these criteria, has been located by the proponents shall stake the proposed location of the module and the edge of the right-of-way. The right-of-way shall be staked for a distance of fifty (50) feet on either side of the proposed location of the module. Upon completion of the staking, the Road and Bridge Department and the Postmaster shall inspect the proposed site to ensure all the site requirements are met before giving preliminary approval. After preliminary approval, staff shall notify all property owners within a minimum of three hundred (300) feet of the proposed site and inform them of the request and allow them fourteen (14) days to appeal the staff decision. If no appeals are received in the allotted time, staff will inform the proponents by written notice that they can begin construction once they obtain a right-of-way permit (Chapter 5, Section 5.3). In the event of an appeal, staff will schedule a hearing with the BOCC within (30) days of receiving the appeal request. Property owners originally noticed for the proposal site will be re-noticed for the appeal. Proponents and opponents will have the opportunity to state their arguments supporting their respective positions. The BOCC decision will be final.

After construction has been completed, a final inspection shall be done to ensure the module was properly installed and the pull off was constructed to County standards. All deficiencies shall be corrected before final approval can be given to start mail service.

The homeowners association or other designated group from the subdivision shall be responsible for all costs associated with the construction of the module and pull off and all future maintenance including snow removal of the pull of area.

Individual mail boxes on individual properties will not be allowed in new areas requesting rural mail delivery.

#### **2.7.6 Individual Mail Box Installation Requirements:**

Individual mail box installations, on public roadways in Clear Creek County, shall be made in a cantilever style to prevent blockage or obstructing maintenance operations of the drainage channels. Boxes must be installed between forty-two (42) and forty-eight (48) inches above the road surface and positioned so the opening or front of the box is at the outer edge of the shoulder (edge closest to the ditch).

Posts must not be set in the ditch or on the roadway side of the ditch to allow for maintenance operations.

It is the responsibility of the property owner to maintain mail boxes and to clear snow from around mail boxes to allow for mail delivery. (See Figure 12)

### **2.8 Road Construction Permits and Parking Areas**

#### **2.8.1 Requirement for Road Construction Permit:**

When road grading of an existing public access road which results in any change to the existing alignment, grade or drainage pattern is proposed, the individual responsible for the construction must obtain approval for a Road Construction Permit from the Site Development Department prior to commencing construction.

#### **2.8.2 Standards for Parking Areas:**

##### **A. Parking Index:**

The parking Index standards are specified in the Clear Creek County Zoning Regulations, Section 10, Part 1006.1.5.

##### **B. Parking Area Grades:**

Parking areas shall have a maximum grade of 4%, and a minimum grade of 1% to facilitate drainage.

##### **C. Surfacing of Parking Area:**

Paving is not required for parking areas and driveways serving single-family units, or for duplexes and Recreational Use Facilities with less than 20 vehicle parking spaces where the road providing access is not paved. Where roads are paved, parking areas for duplexes and recreational areas must be paved.

Unless specifically exempted above, parking areas and drives must be paved with a minimum of six inches of road base compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180 and three

inches of pavement; or shall be designed in accordance with Section 2.4.3.C, with TI equaling 6.0.

**D. Provision for Drainage in Parking Areas:**

Parking area design shall make adequate provision for drainage and prevention of erosion. Drainage from parking areas shall flow to roadside ditches or other approved drainage ways. Drainage from parking areas shall not flow onto roadways. Collection points for runoff across parking areas shall be provided to minimize sheet flow.

**E. Placement of Parking Areas on Fill:**

If a parking area is to be placed on fill, the fill used shall be a suitable material as specified by a Colorado licensed Professional Engineer. The fill shall be compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180 with slopes at no more than 1½:1 (H:V) and protected by rip-rap to prevent erosion from snow storage.

**F. Snow Stack Storage:**

Snow storage for parking areas shall be provided on the associated private property. Use of the right-of-way for snow storage by private individuals or companies is prohibited (C.R.S. 43-5-301).

**G. Parking Dimensions:**

Parking space dimensions and parking lot layout are per Figure 17.

## **2.9 Landscaping and Erosion Control**

Whenever roadway or bridge construction results in earth disturbance, revegetation and reforestation is required. The site plan shall be approved by the Site Development Department and shall be completed during the first planting season after construction. Native or similar horticultural material shall be used. All areas disturbed by construction operations and not otherwise covered by structures or pavement must be seeded, fertilized, mulched, planted and otherwise treated to provide an established stand of vegetation. Cut and fill slopes must be treated to prevent erosion. Areas not disturbed by construction shall be left in their present vegetative state, except that thinning of trees may be required. In no case shall landscaping in the right-of-way or on private property impede the normal maintenance operations of the Road & Bridge Department or the normal flow and operations of traffic. Specific requirements are as follows:

### **Erosion Control and Environmental Mitigation Efforts for Road Construction**

1. The faces of cut and fill slopes shall be prepared and maintained to control against erosion.
2. This control shall consist of effective planting as a permanent control measure.
3. Permanent soil stabilization measures shall be installed within thirty (30) days after final grade is reached. Planting shall occur within the next window of opportunity should construction be completed during winter months.
4. Where cut slopes are not subject to erosion due to the erosion-resistant character of the materials, such protection may be omitted.

5. Where necessary, check dams, cribbing, riprap or other devices or methods shall be employed to control erosion and provide safety.
6. Preserve existing trees, shrubs and grasses where possible to prevent erosion.
7. No work may interfere with the flow of storm water.
8. Excavations shall be constructed so they are stable.
9. Storm water runoff shall be discharged from the site in quantities and at velocities not to exceed historic levels.
10. All erosion control devices shall be maintained so that they function as designed.
11. Dust emissions (wind erosion) shall be controlled.
12. Temporary erosion protection shall be installed prior to excavation activities.
13. All topsoil shall be salvaged and redistributed.
14. Any applicant creating earth disturbance, shall be required to comply with the Best Management Practices Manual.
15. A specific, scaled, site plan designed by a Colorado licensed Professional Engineer indicating; aspects, scale, site boundary, and adjacent streets or roadways is to be submitted.
16. The site plan is to show existing drainage, rivers, streams, lakes, and wetlands. The gradient and direction of slopes before and after construction, and the disturbed area of the lot, are also to be shown.
17. The site plan must indicate the types, and placement, of temporary and permanent erosion control measures. The plan shall be specific to the schedule for reseeding and replanting. For sites completed during the winter months, or when a final inspection is expected before actual re-vegetative growth occurs, a performance bond may be required.
18. A site plan should indicate a green belt that will remain around the property's perimeter.
19. Road crossings across water courses designated as "Waters of the State" by the Army Corps of Engineers must meet the requirements set forth by the Army Corps of Engineers for permitting before a County permit will be issued.

## Chapter 3 – Road and Bridge Construction Specifications

### 3.1 Purpose and Intent

This section sets forth specific standards for roadway and bridge construction in Clear Creek County and is intended for use by the developers, property owners, contractors and other engaging in the construction of new roads or upgrading of existing roads, the building of bridges and the installation and repair of utility facilities. Specific permit requirements for right-of-way work are detailed in Chapter 5.

### 3.2 Closing of Streets and Roads

#### 3.2.1 Notice and Operation of Street Closure:

Contractors may only close streets after obtaining approval for an alternative route from the County Road and Bridge Department. A traffic control plan will be submitted in accordance with the Manual of Uniform Traffic Control Devices. Contractors shall furnish, erect and maintain, at their own expense, necessary barricades, suitable and sufficient number of flagmen and take necessary precautions for the protection of the work and safety of the public around their construction operations. If construction operating conditions require closure of a street or road, the **contractor shall provide notice** as follows:

1. Submit a traffic control plan for review and approval by the County Road and Bridge Department a minimum of six (6) working days prior to closing the road. See Chapter 5 Section 5.3.4 for emergency situations.
2. Notify affected Property Owners a minimum of six (6) working days prior to closing the road to mitigate impact of the road closure.
3. Notify the Jeffcom 911 communications center of the exact location of the street and the date traffic will be impeded twenty-four hours prior to closing the streets.
4. Notify the appropriate local papers and/or radio station to announce the upcoming road closure.

### 3.3 Construction of Roads

#### 3.3.1 Permits Required for Road Construction / Grading:

All construction, grading (excluding snowplowing), parking, and other activity temporarily or permanently excavating or altering a public road surface and/or right-of-way shall require a permit before commencement of the construction, grading, parking, or other activity.

Whenever road grading of an existing or historic access road is proposed the individual responsible for the construction must obtain approval for a Road Construction Permit from the Site Development Department prior to commencing construction.

Grading is defined as any alteration of the existing topography. In general, Road Construction Permits are required for changes to a road's horizontal or vertical alignment, or for changes to drainage infrastructure.

- A. The submittal requirements and procedure for obtaining road construction permits are as follows (Refer to Table 18 for utility line installation depths):
  1. No permit will be issued without the submittal completed applications along with the appropriate engineered drawings and specifications.

2. No permit will be issued before the fees set forth on the Site Development Department Fee Schedule have been paid in full and, if required, Performance Guarantee (see 3.31.C) has been deposited with the County.
  3. Erosion controls detailed in the Best Management Practices Manual and as required by the Site Development Department shall be utilized for all road construction projects.
  4. A copy of the approved permit and plans are to be kept available on-site. Alterations to the plans are to be noted, and the plans are to be turned into the Site Development Department as "as-built" diagrams upon final inspection. The Site Development Department will inspect field work at appropriate stages of construction.
  5. At completion of the project, a final inspection is held to confirm compliance with the permit requirements. Approval at this inspection begins the "Warranty Period". Rejection will require remedial action.
  6. The contractor is responsible for adequate traffic control and traffic safety in accordance with the MUTCD.
  7. The Site Development Department will require testing by a soils engineer, at no cost to the County, if he/she believes that hazardous geological factors exist. If a soils engineer finds that hazardous factors do exist, the applicant will be required to conform to the engineer's plan.
  8. Owners of the property or business abutting the road construction project shall be advised, by the applicant, of the permit application that may affect their convenience and economic well-being.
- B. A Performance Guarantee is required for road construction permits in the amount of 125% of the estimated cost of the proposed scope of work. These amounts shall be based on contract prices or other acceptable cost estimates for performing such work, as specified and approved by the Site Development Department. The Performance Guarantee is to ensure completion of the work in accordance with approved plans and without damage to the road or right-of-way.
1. All Performance Guarantees will be (i) in cash, together with an executed Security Agreement, or (ii) by Letter of Credit issued by a bank physically doing business in the state of Colorado, drawable in the state, and in a form acceptable to the County Attorney.
  2. The Performance Guarantee will be released upon completion of a "warranty period" of one (1) year after completion of the work on gravel roads and two (2) years after the work on asphalt roads if, at that time, the work has not failed. If the work has failed, and the permittee fails to promptly correct the work, the work will be repaired by the County at permittee's expense. If the Performance Guarantee does not cover the cost of repair, the permittee must pay the balance upon billing, and no further permits will be issued the permittee while a balance is outstanding unpaid.
  3. The work will be deemed complete for the purpose of starting the warranty period upon final inspection approval by the Site Development Department and delivery of an acceptable as-built drawing to the Department.
  4. A letter of credit Performance Guarantee will be drawn on if the conditions for its release are not satisfied within ten business days before its expiration, unless prior to that time a replacement letter of credit or extension is delivered to the Site Development Department.

5. A partial release will be considered by the BoCC upon receipt of a written request by the developer.
6. The permit applicant is responsible for adequate traffic control and traffic safety in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
7. Any work that has begun, involving any of these permits, prior to permit issuance shall be penalized the amount of the permit fee.
8. Applications for permits shall be made on standard forms provided by the Site Development Department and permits will be issued on official forms.
9. Owners of property or business abutting utility projects shall be advised of permit applications that may affect their convenience and economic well-being (See Section 3.2.1.2).
10. All proposed road closures must be approved by the Road and Bridge Department and will be limited in the number of hours possible per day.

### 3.3.2 Construction Testing:

Quality control supervision of construction shall be done by a qualified geotechnical consultant at no expense to the County. The County inspector shall be permitted access to the construction site at all times to make spot checks of quality control. Any additional testing or corrective work deemed necessary shall be done within the time determined by the Site Development Department at no expense to Clear Creek County. The contractor or developer must contact the Site Development Department forty-eight (48) hours in advance of the required final inspection.

#### **A. Sampling of Materials:**

Samples for preliminary approval or production control may be submitted by the producer to the geotechnical consultant. The geotechnical consultant must use the Colorado Division of Transportation (CDOT) applicable procedure outlined in the latest edition of the Field Materials Manual to determine the acceptability or rejection of the sample.

#### **B. Field Density Determination:**

To determine the compacted in-place density of soil and soil aggregate, the geotechnical consultant may use applicable CDOT procedures outlined in the latest edition of the Field Materials Manual.

#### **C. Periodic Inspection During Construction:**

The Site Development Department shall conduct periodic inspections during construction to assure compliance with approved grading and construction plans. The Department may establish checkpoints when inspection must be conducted and approvals granted before construction is continued as part of issuing a road construction permit.

#### **D. Final Inspection:**

Upon completion of construction and prior to County approval of the completed work, copies of the as-built plans, concrete cylinder test reports, compaction test reports and other test data shall be delivered to the Site Development Department. In addition, a certification shall be given by the developer's engineer that construction has been completed in conformance with the

approved lines, grades, specifications and standards (see Section 1.8.1). The Site Development Department shall conduct an inspection to determine if the construction meets County standards and specifications. If the inspection discloses any work, in whole or in part, as unsatisfactory, the Site Development Department shall give the developer's engineer the necessary instructions for correction and the developer shall comply with and execute such instructions. At the discretion of the Site Development Department, the County may withhold: The Performance Guarantee, the granting of further building permits or any occupancy permits for the project until such time corrective work is completed.

### **3.3.3 Site Preparation:**

#### **A. Utilities Protection:**

The developer and contractor shall at all times take proper precautions to assure the protection of utilities, service lines, or other public or private installations and shall be responsible for the repair of any damage. The developer or contractor shall notify the utilities forty-eight (48) hours before excavation begins, so the utilities can locate the services.

#### **B. Grubbing:**

All large rocks, brush debris, structures and all other unsuitable material shall be cleared to a depth of at least twelve (12) inches below subgrade or as directed by the Site Development Department and be replaced with suitable material. Locating suitable disposal sites shall be the responsibility of the contractor or developer subject to County approval. Trees, except those designated to be saved, and all stumps shall be removed to a depth of at least eighteen (18) inches below the finished subgrade elevation. All trees designated to be saved shall be protected during clearing and subsequent construction operations. Suitable material removed from the excavation may be used in so far as practical, in the formation of embankments, backfilling and for such other purposes.

### **3.3.4 Structural Embankment Construction:**

Embankment construction consists of constructing roadway embankments, including preparation of the areas upon which they are to be placed; constructing dikes within or outside the right-of-way; placing and compacting of embankment material in holes, pits, and other depressions within the roadway area. Only approved materials shall be used in the construction of embankments and backfills.

#### **A. Benching:**

When an embankment is to be placed and compacted on slopes steeper than 4:1 (25%), the roadway shall be continuously benched over those areas. A bench is required at vertical intervals of ten feet maximum or as required by the Site Development Department. Benching shall be well keyed and where practical, a minimum of eight feet wide. Each horizontal cut shall begin at the intersection of the original ground, and the vertical sides of the previous cuts. Material thus cut out shall be recompacted along with the new embankment material at the contractor's expense.

#### **B. Compaction:**



Minimum compaction shall be 90% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180.

**C. Rip-rap:**

Where embankments encroach on stream channels or lakes, calculation of the flows or wave action shall be made and submitted to the County. Based on these calculations, the Site Development Department shall determine the appropriate size rip-rap and this rip-rap shall be placed along the toe of the slope to protect embankments against erosion from water action.

**D. Prohibited Materials:**

Organic and wet or frozen material shall not be used for any structural embankment construction.

**3.3.5 Trench Excavation:**

Trenches shall be excavated to that pipes can be laid straight at uniform grade, without dips or humps, between the terminal elevations shown on the drawings. Wherever a trench passes through a fill or embankment, the fill or embankment material shall be placed and compacted to an elevation twelve inches above the top of the pipe before the trench is excavated.

**A. Trench Widths:**

Trenches shall be excavated to a width which will provide adequate working space and side clearances for proper pipe installation, jointing and embedding. Minimum trench widths at or below and elevation six inches above the top of installed pipe shall not be less than OD plus twenty-four inches.

**B. Excavation Below Pipe Subgrade:**

Except where otherwise required, pipe trenches shall be excavated below the underside of the pipe, as shown on Figure 18 and 19, to provide for the installation of granular embedding pipe foundation material.

**C. Bedding Material:**

Bedding material for rigid pipe shall be a minimum of 4 inches of loose structure backfill (CDOT Class 1 or 2), as shown on Figure 19.

**D. Placement and Compaction:**

Granular bedding material shall be spread and the surface graded to provide a uniform and continuous support beneath the pipe at all points between bell holes or pipe joints. It is permissible to slightly disturb finished subgrade surface by withdrawal of pipe slings or other lifting tackle.

After each pipe has been graded, aligned, and placed in final position on the bedding material and shoved home, sufficient pipe embedding material shall be deposited and compacted under and around each side of the pipe jointing and embedding operations. Bedding material shall be

deposited and compacted uniformly and simultaneously on each side of the pipe to prevent lateral displacement.

Bedding material shall be compacted to the top of the pipe in all areas where compacted backfill is specified.

Whenever crushed rock is used as bedding or thirty-six inch and larger pipe, the portion above the bottom of the pipe shall be vibrated with a mechanical vibratory compactor during placement to ensure that all spaces beneath the pipe are filled.

The method of compaction and the equipment used shall be appropriate for the material to be compacted, and shall not transmit damaging shocks to the pipe. Job excavated material shall be compacted to 90% of the maximum dry density except for the final two feet which will be compacted to 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by the AASHTO Method T-180.

**E. Backfill Over Concrete:**

All backfill over concrete shall conform to the following requirements:

1. **Initial Backfill:** To aid curing, no more than eight inches of loose backfill shall be placed over concrete after the concrete has reached its initial set.
2. **Final Backfill:** Additional backfill shall not be placed over arch encasement or blocking until the concrete has been in placed at least three days.

**F. Compacted Backfill:**

Compacted backfill shall consist of suitable job excavated-material, finely divided and free from debris, organic material, cinders or other corrosive material and stones larger than three inches in greatest dimension. Masses of moist, stiff clay shall not be used. Job-excavated materials shall be placed in uniform layers not exceeding eight inches in uncompacted thickness. The method of compaction and the equipment used shall be appropriate for the material to be compacted, and shall not transmit damaging shocks to the pipe. Job excavated material to be compacted to 90% except for the final two feet which will be compacted to 95% of the maximum dry density at optimum moisture content as determined by AASHTO Method T-180. Compacted backfill is required for the full depth of the trench above bedding in the following location:

1. beneath driveways, parking areas, road or other construction or structures; or
2. in driveway and parking area shoulders; or
3. beneath fills or embankments.

**3.3.6 Culverts:**

This section covers corrugated metal pipe used for a minimum eighteen-inch storm drains beneath roads. Culvert sizing shall be in accordance with Section 2.4.3.D of this Manual. Corrugated metal pipe or approved equal shall be furnished and installed with all jointing materials, accessories and appurtenances as indicated on the drawings and as specified.

**A. Materials:**

Materials used for storm drains shall conform to the applicable AASHTO provisions of the "Standard Specifications for Highway Materials."

1. **Circular Pipe:** Corrugated metal pipe shall be AASHTO M36-78 and galvanized with 2 $\frac{3}{8}$ " x  $\frac{1}{2}$ " corrugations. The corrugations may be annular or spiral with annular ends.
2. **Coupling Bands:** All field joints in corrugated metal pipe will be made with coupling bands, fabricated from the same material as the pipe. Coupling bands for field joints in corrugated metal pipe for all culverts shall be the pipe manufacturer's standard coupling band type.
3. **End Sections:** Flared metal end sections shall be provided on all culverts unless otherwise specified by the Road and Bridge Supervisor. The end sections shall be fabricated from 16-gauge galvanized sheet metal for 36-inch diameter and larger pipe. The end sections shall be provided with a rolled reinforced edge and a galvanized top finish plate.

**B. Handling:**

Pipe, couplings, and accessories will be handled in a manner that will ensure installation in sound, undamaged condition. Equipment, tools and methods used in unloading, reloading, hauling and laying pipe will be such that the pipe is not damaged.

**C. Cleaning:**

The interior of the pipe and any couplings shall be thoroughly cleaned of all foreign matter before being installed. Before jointing, all joint contact surfaces shall be wire-brushed, if necessary, wiped clean and kept clean until jointing is completed.

**D. Installation:**

1. **Installation Requirements:** Corrugated metal pipe shall be laid true to the grade required by the drawings, and shall be installed in accordance with the following requirements:
  - a. **Pipe:** The pipe shall be installed in accordance with the details indicated on Figure 20 and 21 and the applicable portions of the excavation section. The pipe shall be protected from lateral displacement by means of a pipe embedding material as specified for trench backfill. The minimum cover for corrugated metal pipe is 12 inches.
  - b. **Couplings:** Sections of the corrugated metal pipe shall be joined together using metal coupling bands, centered on the joint and with the pipe sections as close together as possible. Each coupling bank shall be bolted in place and tightened sufficiently to ensure a tight joint and to form a continuous conduit capable of resisting all stresses. Pipe shall not be laid in water or under unsuitable weather or trench conditions.
  - c. **End Sections:** The end sections shall be attached to the culvert by threaded rod and connecting lug.
  - d. **Rip-Rap:** Culverts shall have a rip-rap bed of 10 feet in length by 10 feet in width or the width of the ditch which is less at the inlet for erosion control. The rip-rap shall consist of hard, dense, sound, rough fractured rock as nearly cubic as practical. Pit run or dredge rock can be substituted. Each rock shall have a

minimum volume of 0.25 cubic feet (approximately 30 pounds) per stone. Slab type and flaking rocks shall not be used.

2. **Use of Culverts at Access Point of Roads:** Driveways or road connections to a County road shall not be constructed in such a way as to impede the normal flow of drainage in roadside ditches, culverts, underdrains, bridges or other drainage works, or to cause such drainage to flow onto or across the driving surface of a County road. In the event that such an impediment results in damage to a County road, the Road and Bridge Supervisor may remove the impediment and bill the property owner for the costs of repairs to the road, including labor, equipment and material.

In certain instances, a culvert may not be required by virtue of the topography. In that event, a written waiver must be obtained from the Road & Bridge Department. Such a waiver does not constitute a waiver of the permit fee, inspection of the access or any requirement of the access

### 3.3.7 Subgrade:

The bottom of the excavation or top of the fill is considered the subgrade, and shall conform to the lines, grades and cross sections shown on the plans.

#### **A. Subgrade Specifications:**

Soft, spongy or frozen subgrade shall be removed as directed and replaced with suitable granular material placed and compacted as specified in Section 3.3.4.

#### **B. Compaction:**

Before subbase construction begins, soils in subgrade shall be compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180.

### 3.3.8 Gravel Roads:

Gravel roads shall consist of a compacted subbase to 50% of the design thickness and the remainder compacted base course.

#### **A. Gravel Specifications:**

Gravel used in road construction shall be crushed to a required size and a filler of sand or other finely divided mineral matter must be used. The portion of material retained on a No. 4 sieve is considered filler. At least 50% by weight of the course aggregate particles shall be particles having at least one fractured face. The gravel shall be screened if necessary to meet this requirement or to eliminate an excess of filler. The composite base course material and subbase course shall be free from organic matter and meet the grading requirements in Table 13.

#### **B. Compaction of Subbase or Base Course (Gravel Roads):**

The subbase or base course shall be placed and spread in a uniform layer and without segregation of size to a depth not exceeding eight inches or uncompacted material. The material

will be compacted to at least 95% of the maximum dry density as determined by AASHTO Method T-180.

**C. Manholes:**

On gravel roads where manholes or water valve boxes are located in the roadway, they must have a minimum of five inches of cover at finished grade.

**D. Dust Abatement:**

An appropriate dust abatement material may be applied to all gravel roads in residential areas or as deemed necessary by the Road and Bridge Supervisor. All gravel roads with traffic volumes greater than 200 average daily traffic must be treated.

**3.3.9 Asphalt Roads:**

**A. Subbase Specifications:**

Placement of subbase material shall conform to the lines, grades, cross-sections and thickness shown on the approved plans and shall be finished and maintained in as acceptable condition prior to base construction. Subbase material shall be well mixed, free of organic and frozen matter and lumps or balls of clay, and shall consist of sound aggregate particles. Subbase material must conform to the limits established in Table 13.

**B. Base Course:**

- 1. Base Course Specifications:** Placement of base material shall conform to the lines, grades, cross-sections, and the thickness shown on the approved plans. Base material shall consist of hard, durable particles or fragments of stone or gravel crushed to the required size and a filler of sand or other finely divided mineral matter, base material shall be free from organic and frozen matter, lumps or balls of clay. When placed and compacted, it shall result in a firm, dense, unyielding foundation. Base material shall meet the specifications shown in Table 14. In general, the lower portions of the base course shall be constructed of Class 5 material, except that a minimum of the top three inches of all base course shall be constructed of Class 6 material. The base course materials when tested in accordance with AASHTO Standard Test Designation T-96, shall have no more than 50% wear.
- 2. Compaction of Base Course (Asphalt Roads):** Base material shall be deposited and spread without particle segregation in loose layers not to exceed six inches in depth or when compacted, the layer shall have a thickness not to exceed four inches. The material shall be compacted to at least 95% of the maximum dry density as determined by AASHTO Method T-180. Base course shall not be placed upon a soft, spongy, frozen subgrade or subbase.

**C. Asphalt Concrete Pavement:**

- 1. Materials to be Used:** The asphalt concrete pavement shall consist of a mineral aggregate, uniformly mixed with asphalt cement, laid upon the prepared base to the finished thickness shown in the typical cross-sections on the plans. The mineral aggregate shall be 100% crushed gravel. All materials, methods of preparation and construction shall conform to the following requirements.

- a. **Crushed Gravel:** The gravel to be used shall consist of clean, hard, durable particles which have been crushed to the gradations specified on Table 15. Of the particles retained on the No. 4 sieve, at least 60% by weight shall have one or more fractured faces. The crushed gravel when tested in accordance with AASHTO Standard Test Designation T-96, shall have no more than 50% wear and shall show no detrimental amount of stripping when tested. Determination of the effect of water on the cohesion (stripping resistance) of asphaltic concrete composed of the proposed mineral aggregates shall be made in conformance with AASHTO Standard Test Designation T-165-77 with a minimum dry strength of 200 psi with a minimum retained strength of 75% of the dry strength.
  - b. **Asphalt Cement:** Asphalt used in road construction shall be uniform in character, free from water and shall no foam when heated to 347 degrees F. All asphalt shall contain an anti-stripping additive, and shall comply with the following test designations:
    - I. If graded by penetration, it shall be in accordance with AASHTO Test Designation T-49-78.
    - II. If graded by viscosity, it shall be in accordance with AASHTO Materials Designation M-226-78.
2. **Establishing Job Mix Formula:** The job mix formula for each mixture shall establish a single percentage of aggregate passing each required sieve size, a single percentage of bituminous material to be added to the aggregate and a single temperature for the mixture at the discharge point of the plant. After the job mix formula is established, all mixtures furnished for the project shall conform to the following ranges of tolerances:
- Passing No. 8 and larger sieve more or less 8%\*
  - Passing sieves smaller than No. 8 to larger than No. 200 more or less 6%
  - Passing No. 200 more or less 3%
  - Bitumen more or less 0.5%
  - Temperature of mixture when emptied from mixer more or less 20 degrees F
- \*Exclusive of the maximum size designated
3. **Sampling and Testing:** All sampling and testing of materials shall be done in accordance with the latest methods of the AASHTO. The Road and Bridge Supervisor shall be supplied with a Certificate of Compliance with the Colorado Department of Transportation Specifications before any asphalt is placed.

**D. Construction of Asphalt Roads:**

- 1. **General Conditions:** Bituminous plant mix shall be placed only on properly constructed and accepted layers that are free from water, snow and ice. The bituminous mixture shall be placed within the air temperature limitations as shown in Table 16 and only when weather conditions otherwise permit the pavement to be properly placed and finished.
- 2. **Pavement Thickness:** When asphaltic concrete pavement thicknesses in excess of 3 inches are called for, they shall be laid in separate courses of not less than 1½ inches nor more than 3 inches. The thicknesses called are finished thicknesses after compaction.
- 3. **Joints:** Longitudinal and transverse joints shall be well bonded and sealed. Joints shall be painted with cutback asphaltic cement where necessary to obtain this result. In making

the joint along any adjoining edges such as curb, gutter or an adjoining pavement and after the hot mixture has been placed by the finishing machine, just enough of the hot material shall be carried back to fill any space left open. The joint shall be properly set up with the back of a rake as proper height and level to receive the maximum compression under rolling.

Joints between old and new pavements or between successive days works shall result in a through and continuous bond between the old and new surfaces. The edge of the previously laid course shall be cut back to its full depth to expose a fresh surface, after which the hot mixture shall be placed against it and raked to a proper depth and grade. Hot smoothers or tampers shall be used to heat the previously laid pavement (without burning it) to ensure a proper bond. Before placing mixture against them, contact surfaces of curbs, gutters, headers, manholes, etc., shall be painted with a thin, uniform coating of cutback asphalt cement.

4. **Irregularities:** Immediately after the course is screened and before roller compaction is started, the surface shall be checked, any inequalities adjusted, all fat sandy accumulation from the screen removed by a rake or hoe and all fat spots removed and replaced with satisfactory material. Irregularities in alignment and grade along the outside edge shall also be corrected by the addition or removal of mixture before the edge is rolled. Special attention shall be given to the straightening of each course immediately following the initial rolling.
5. **Final Compaction:** Final compaction shall result in a course which is smooth and true to the established crown and grade. It shall have the average thickness specified and shall at no point vary more than  $\frac{1}{4}$  inch from the thickness specified. Any mixture that becomes loose and broken, mixed with dirt or in any way defective, shall be removed and replaced with fresh hot mixture, which shall be compacted to conform with the surrounding area. The surface of the finished pavement shall be free from depression exceeding  $\frac{1}{2}$  inch in ten feet as measured by a ten-foot straight edge measured in any direction or an automobile mounted recording profilometer.
6. **Testing after Final Compaction:** The asphalt concrete pavement shall at no point have a density less than 93% of the maximum density possible to obtain a voidless pavement composed of the same material in like proportions. Field density determinations will be made in accordance with Colorado Department of Transportation #44 and #81.

#### E. **Drainage Pans:**

Drainage pans may be used where approved by the Road and Bridge Supervisor. Pans should be used exclusively for the use of drainage and not for speed control dips. The drainage pan design shall conform to the design as shown in Figure 22.

### 3.4 Landscaping Installation

Earth cuts, embankment slopes and all other areas where the ground cover has been disturbed during the course of road construction shall be re-vegetated and reforested equal to or better than conditions existing prior to construction. Landscaping material shall be installed in accordance with plans approved as part of any road construction permit, and shall be fertilized, mulched, watered and otherwise treated

to provide an established stand of vegetation by the end of the first full growing season after completion of construction. The individual responsible for road construction shall post a performance bond, guaranteeing 50% success at re-vegetation and reforestation, for at least two full growing seasons following installation. (See Chapter 2, Section 2.9)



## Chapter 4 – Driveway Permit Requirements

### 4.1 Purpose and Intent

Driveway permits must be obtained whenever an individual proposes to construct and connect a driveway to an existing public or private roadway in unincorporated Clear Creek County. The reason for requiring driveway permits is to mitigate hazards to public health, safety and welfare; to ensure the design of the connections meets the specifications in these regulations allowing for emergency vehicle access; and for proper drainage. Driveway permits are also intended to ensure adequate reconstruction and/or repair of any damage caused to the County right-of-way or roadway during construction of the connection. Driveway permits shall be obtained before building permits may be issued. This standard supersedes Resolution 00-24.

### 4.2 Permits and Performance Guarantees

Individuals proposing to construct a driveway connection to an existing County roadway shall obtain an approved driveway permit as provided in Section 4.3. Before undertaking any excavation, a Performance Guarantee may be required.

### 4.3 Procedures/Requirements for Issuance of Driveway Permits

Procedures for obtaining Driveway Permits are detailed in Section X102.4 of Appendix Chapter X of the Clear Creek County International Code Series.

1. Fee scheduling will be set for various permits, inspections, and on-site approvals. Permit fees will be periodically reviewed by the County for adequacy, and when appropriate the fee schedule will be revised.
2. The property owner/owners are responsible for obtaining all necessary easements and/or CDOT Access permits prior to the application of the Driveway Permit. A copy of the easement and/or CDOT Access permit must be attached to the permit application.
3. The permit holder assumes the responsibility to have buried gas lines, telephone cable and other utilities located by contacting the Utility Notification Center of Colorado.
4. Applicant represents all parties in interest, and affirms that the driveway approach is to be constructed for the purpose of securing access to the described property.
5. Permit holder or authorized agent shall furnish all labor and materials, perform all work, and pay all costs in connection with the construction requested.
6. The permit holder shall be responsible for the work to be performed in accordance with the approved plans and specifications and in conformance with the provisions of this code, and the permit holder shall engage consultants, if required, to provide professional inspections on a timely basis. In the event of changed conditions, the permit holder shall be responsible for providing revised plans for approval.
7. Permit holder shall protect the traveling public during the installation of the driveway and building site excavation with approved traffic control, as outlined by Part VI of the Manual of Uniform Traffic Control Devices. Right-of-way permits shall be obtained whenever a developer, contractor, owner, utility company or other individual proposes to install utility lines, culverts or any other work within the County right of way.
8. The County shall be held harmless against any action for personal injury or property damage sustained by reason of the exercise and issuance of the permit.

9. Failure to comply with any portion of these driveway design standards and permit procedures shall be sufficient grounds for denial, suspension, or revocation of any necessary permit. Financial penalties may also be imposed.

#### **4.3.1 Submittal Requirements for Driveway Permits:**

Submittal requirements for Driveway Permits are detailed in Section X102.4.1 of Appendix Chapter X of the Clear Creek County International Code Series.

#### **4.3.2 Action on Driveway Permits:**

Applications for driveway permits shall be submitted to the Site Development Department for review and action. Approval shall be granted only if the proposed driveway or roadway connection meets the specifications in these regulations and the required fee has been paid. Approval of a driveway permit may be accompanied by any condition deemed reasonable by the Site Development Department to ensure protection of health, safety and welfare and compliance with these regulations. Applications for driveway permits must be submitted at least 15 calendar days prior to planned commencement of construction, and construction cannot commence without permit approval.

#### **4.3.3 Construction Specification for Driveway Work:**

All work undertaken to connect driveways to existing County roadways shall conform to the standards contained in this Manual as well as Appendix Chapter X of the Clear Creek County International Code Series. In the event of a discrepancy between the regulations, the more stringent requirements shall apply.

#### **4.3.4 Construction Schedule for Driveway Work:**

As part of its approval of any driveway permit, the Site Development Department shall also approve a construction schedule. The approved schedule shall not be changed after the permit is issued without the written consent of the Site Development Department and approved by the Road and Bridge Department.

### **4.4 Supervision of Driveway Work**

All driveway work shall be completed under the supervision of the permit holder. The permit holder shall at all times conduct work within County right-of-way so as to avoid obstruction and hazard to the traveling public. Materials necessary for construction of driveway access points to the County roadway shall not be stored on the County right-of-way at any time. The roadway and roadside area where driveway access work has been performed shall be thoroughly cleared of all debris and extraneous material and shall be restored to a condition equal to or better than the original when construction is concluded.

### **4.5 Inspection and Testing of Driveway Work**

Adequate inspections ensure compliance with County requirements. In-progress inspections of all elements of work will eliminate the need of extensive post testing. At least one inspection at the conclusion of construction is required. In making this inspection, the Site Development Department shall check for compliance with these regulations, specific permit conditions and approved plans, and also for adequate cleanup of roadway surfaces and the right-of-way. Certificates of Occupancy shall not be

issued by the Building Department until driveway work is determined to be satisfactory by the Site Development Department.

Any work or material determined not to conform to these regulations as well as any pavement failures or broken asphalt, damaged signs or fencing, and remaining debris either in the roadway or adjacent property, or improper drainage reported to and observed by the Site Development Department shall be brought to the attention of the permit holder both verbally and in writing. Any work in which untested or unaccepted materials are used shall be ordered removed and replaced at the permit applicant's expense. Any required corrective work shall be made at the permit applicant's expense and shall be done to the satisfaction of the Site Development Department. If immediate corrections are not made, further project construction shall be stopped.

In determining whether or not the driveway work done by the permit holder is acceptable, the Site Development Department may consult with the Road and Bridge Department. If a determination is made that testing by a third party is required, the number and location of the tests shall be determined by the Site Development Department and the cost of such testing shall be paid by the permit holder. If the Site Development Department determines testing by an independent lab is necessary, the cost of such testing shall be paid by the permit applicant.

#### **4.6 Responsibility for Rework on Driveway Connections**

The permit holder shall be fully responsible for the maintenance and correction of any faulty construction, including unstable road cuts and potholes developed during the construction period and for a period specified in Chapter 5, Section 5.10. All deficiencies shall be resolved to the satisfaction of the Road and Bridge Department. Failure to do so could be cause for denial of future permits.

#### **4.7 Driveway and Parking Areas**

##### **4.7.1 Requirement for Driveway Permit:**

Whenever a property owner, developer, contractor or other individual proposes to connect a driveway or parking area to the public roadway, they must obtain approval for a Driveway Permit from the Site Development Department prior to commencing construction.

##### **4.7.2 Requirement for Grading Permit:**

When road grading of an existing road on private property is proposed the individual responsible for the construction must obtain approval for a grading permit from the Site Development Department prior to commencing construction.

##### **4.7.3 Standards for Driveway Design:**

A driveway is defined as an accessory for vehicles providing a connection from a public or private roadway to either individual single-family residences or to a parking area serving multi-family residences; commercial businesses; recreational, institutional, or industrial land uses. For purposes of this regulation only, single family residences shall be defined as individual detached houses or duplexes (two single family residences) either of which are on individual platted lots or on footprint lots with surrounding property held in common ownership. If an accessway serves more than five (5) individual single-family residences, it shall be classified as a roadway rather than a driveway and must meet the

County's standards and requirements for road construction. A driveway may provide access to a common parking area for multi-family residential development if the development meets all Clear Creek County regulations for multi-family development. An accessway serving a working ranch or farm and any associated residence regardless of length shall be considered a driveway, and shall meet only such standards as are necessary for public health and safety and as outlined in this section.

**A. Location of Driveways Relative to Intersections:**

Driveways shall be placed so the following minimum distances are maintained to any street intersection.

Where the driveway connects to a local access or low volume road, a minimum distance of 50 feet from curve return to edge of right-of-way at the intersection shall be maintained. If the required driveway separation distance cannot be met for a T-intersection of two roads, the driveway shall be aligned as close to opposing road as possible.

Where a driveway connects to a collector or larger road, a minimum distance consisting of the left turn stacking distance plus 20 feet as measured from outside of flares, shall be maintained (see Figure 16). The left turn stacking distance shall be determined by the Road and Bridge Department based on an acceptable traffic study. If a traffic study is not available, or data provided is incomplete, the Road and Bridge Department shall estimate the length of the left turn stacking distance.

**B. Spacing of Driveways:**

Driveway openings shall be separated by at least 30 feet, as measured from outside of flares, or else shall be combined. More spacing may be required for traffic safety and proper traffic operation.

**C. Shared Driveways:**

Developers or property owners proposing the use of shared driveways shall record an easement defining the location of the driveway in a form acceptable to the County.

**D. Horizontal Alignment and Horizontal Curves:**

1. The dimensions of driveway widths, openings, centerline curve radii and turnout spacing shall be as shown in Table 12. Turn Out dimensions are given in Figure 23.
2. All driveways exiting onto collector roads, roadways with average daily counts greater than 700 vehicles per day, or driveways in excess of 100 feet shall be designed with a vehicle turnaround within 50 feet of the dwelling unit to avoid vehicles having to back onto the roadway when exiting (See Figure 24). Driveways serving multi family, industrial, or commercial developments shall provide a turnaround as specified in Figure 7 if the driveways dead ends.
3. Driveways serving single-family residences must be either graveled or paved. Where roads are paved, driveways serving duplexes must be paved. Where a driveway is to be graveled the surface shall be constructed of four inches of road base compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180. Where driveway serving a

single-family residence or duplex is to be paved, the surface shall be constructed of four inches of compacted road base and two inches of pavement that can be placed in one lift.

4. Driveways serving multifamily residences, commercial or non-residential uses must be designed in accordance with Section 2.4.3.C., with TI equaling 6.0. Single-family and duplex residences may only have one access point onto the County road system unless a minimum separation of 250 feet can be provided. Otherwise, looped driveways are not allowed. Where a lot has two different roads to provide driveway access, access shall always be onto the road with the lowest functional classification.

**E. Driveway Cross Section:**

1. Driveways constructed on natural slopes greater than 20% shall be super-elevated toward the cut slope as shown in Figure 13.
2. Driveways constructed on natural lateral slopes less than 20% may be crowned as shown in Figure 14.

**F. Vertical Alignment and Vertical Curves:**

1. Driveways shall have a maximum grade of 8% for the first 25-feet from the connection to the road.
2. Grades less than 1% are not allowed.
3. The maximum allowable grade on straight sections of driveway is 12%.
4. The maximum allowable grade on sections of driveway with a radius of less than 50 feet is 8%, as measured along the center line.

**G. Cut Slopes:**

1. Cut slopes may be constructed as steep as 1½:1, but only where lot line proximity or building site natural grade imposes restrictions (30% slope and greater).
2. Cut slopes steeper than 1½:1 require a stability report prepared by a Geotechnical (Soils) Engineer confirming competent slope material prior to approval from the county.
3. In areas of solid rock, slope shall not be cut steeper than 1:1. Slopes steeper than 1:1 require a stability report prepared by a Geotechnical (Soils) Engineer confirming competent slope material prior to approval from the county. Exposed rock faces shall be free of all loose material.
4. All slopes shall be made sufficiently stable to prevent failures. Steep driveway cut slopes not in solid rock, require retaining wall built to prevent slope failure.
5. Retaining walls require plan submittal and approval by the county. All retaining walls with a vertical height greater than 4 feet shall be of an engineer approved design.

**H. Fill Slopes:**

1. Fill slopes may be constructed as steep as 1½:1, but only where lot line proximity or building site grade imposes restrictions (30% slope and greater).
2. Fill slopes constructed at a 1½:1 slope shall be constructed so that the toe of the slope is keyed into the natural slope and/or supported by a retaining wall.
3. Retaining walls with heights greater than 4 feet shall be designed and certified by an engineer.
4. Organic materials shall not be placed in fills. Rock material with a maximum dimension greater than 12 inches shall not be buried or placed in fills.

5. Rock disposal areas are to be delineated prior to issuance of driveway and excavation permits
6. Fills shall be compacted to a minimum of 90% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180.

**I. Drainage:**

1. All driveway accesses from existing private or public roads, which interfere with a natural or constructed drainage course, shall provide a drainage culvert. The culvert shall be a minimum of 18" diameter, but will carry the flow of a 10-year storm event, and be positioned offset to the drainage ditch centerline, away from the traveled portion of the access road.
2. Cross road drainage will be provided at a minimum of every 800 feet or where an identifiable drainage course is defined.
3. Culverts under driveways at intersections shall be of sufficient length to properly fit the radius of flare required and shall be no more than 30 feet in length unless otherwise approved by the Road & Bridge Department.
4. Culvert inlets and outlets shall be designed to cause minimal erosion, and erodible soils shall be adequately protected by riprap, flares, or energy dissipaters.
5. All springs, seeps or bogs evidenced within the proposed driveway shall be treated with a subsurface drainage treatment approved by the county.
6. All driveway culverts shall have a minimum of 6 inches of cover unless otherwise approved by the Site Development Department.

**J. Construction Plans and Specifications:**

1. All work shall be performed as specified in the latest edition of these standard specifications and any referenced manuals indicated herein.
2. Geotechnical reports analyzing soil and geotechnical conditions on site and recommending how ground is to be prepared to receive fills, how fill slopes are to be designed and compacted and the design of buttress fills and cut slopes to be allowed with respect to these conditions shall be prepared by a qualified geotechnical engineer or professional geologist.
3. Grading plans and specifications shall be prepared and signed by a Professional Engineer licensed in the State of Colorado having knowledge and experience in civil engineering. It is the responsibility of the civil engineer or other qualified professional to incorporate all recommendations from the geotechnical report into the grading, drainage, erosion, and water quality control plans and specifications.

**K. Fire Protection and Emergency Access:**

1. Emergency access must be maintained at all times.

**L. Embankments and Stabilization:**

1. Fill shall be developed generally in horizontal layers of similar materials for their length and width, and compacted to a minimum of 90% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180.

**M. Intersections:**

1. Intersections shall meet at right angles of each other. With supporting justification, a relaxation of up to 15° can be requested from the county.

2. The portion of driveway though the right-of-way connecting the property with the physical roadway shall be the shortest perpendicular distance possible.
3. Driveways shall be sloped down and away from the road at a minimum of 2% for the length of the Right-of-Way but no less than 10 feet.
4. Driveways shall maintain a grade equal to or less than the crown slope of the road from the point where the driveway meets the road to where the driveway crosses the ditch line (Figure 15).
5. No horizontal curves shall carry onto the existing County Right-Of-Way in the design of the driveway or private road.
6. Driveways shall be designed and located to provide a minimum sight distance clear of all obstructions, natural or man-made, for at least 200 feet in either direction on local access roads and 400 feet on collector roads.

**N. Signs and Delineation:**

1. All signage, delineation, and mounting devices on driveway approaches, adjacent to the county roadway but within the Right-Of-Way, shall be in conformance with the Manual of Uniform Traffic Control Devices, the most recent Colorado Supplement, and the County Sign Regulations.
2. All necessary delineation must be installed prior to County approval.
3. Stop signs shall be installed at the junction of a driveway with a roadway for all driveways serving six (6) or more residential units, commercial shopping areas, or when required by the Road and Bridge Supervisor for protection of public safety.

**O. Utilities:**

1. Overhead utilities shall at least meet minimum vertical clearances specified by the utility company or Colorado Public Utilities Commission requirements above the driveway and in no case shall the vertical distance be less than 16 feet 6 inches.

**P. Bridges:**

1. See Section 2.61 and 2.62.

**Q. Maintenance:**

1. The property owner/owners assumes responsibility for the maintenance of the driveway approach. All snow, ice, or sleet removal from the portion of the driveway approach, including that deposited on the driveway in the course of snow removal operations by the County Road and Bridge Department, is to be done by the property owner.
2. Pushing snow from a driveway onto a County roadway is prohibited. Snow storage for driveways shall be provided on the owner's property. Use of the right-of-way for snow storage by private individuals or companies is prohibited (C.R.S. 43-5-303). The property owner/owners assumes responsibility for the replacement, maintenance, and cleaning of the culvert installed in the driveway approach (See Section 3.3.6.D.2).
3. Road & Bridge may require owners to heat tape their culvert to ensure flow during the winter months to minimize the potential of ice forming on roadways (see Chapter 6 Section 6.8.2).

**R. Deviations from the Standards:**

1. All new driveway construction commencing after adoption of these standards shall adhere to these driveway standards unless a deviation from the standards is granted in

accordance with Appendix Chapter X of the Clear Creek County International Code Series.

2. Request for deviation from the design driveway standards contained herein must be submitted to the Site Development Department in writing with appropriate justification for consideration for approval.
3. When driveways are granted a deviation to a lesser standard, building construction must meet the criteria set forth by the Wildfire Hazard Mitigation Plan.

#### 4.7.4 Standards for Parking Areas:

##### **A. Parking Index:**

The Parking Index standards are specified in the Clear Creek County Zoning Regulations Section 10, Part 1006.1.5.

##### **B. Parking Area Grades:**

Parking areas shall have a maximum grade of 4%, and a minimum grade of 1% to facilitate drainage.

##### **C. Surfacing of Parking Areas:**

Paving is not required for parking areas and driveways serving single-family units, or for duplexes and Recreational Use Facilities with less than 20 vehicle parking spaces where the road providing access is not paved. Where roads are paved, parking areas for duplexes and recreational areas must be paved.

Unless specifically exempted above, parking areas and drives must be paved with a minimum of six inches of road base compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180 and three inches of pavement; or shall be designed in accordance with Section 2.4.3.C, with TI equaling 6.0.

##### **D. Provision for Drainage in Parking Areas:**

Parking area design shall made adequate provision for drainage and prevention of erosion. Drainage from parking areas shall flow to roadside ditches or other approved drainageways. Drainage from parking areas shall not flow onto roadways. Collection points for runoff across parking areas shall be provided to minimize sheet flow.

##### **E. Placement of Parking Areas on Fill:**

If a parking area is to be placed on fill, the fill used shall be suitable material as specified by a registered geotechnical engineer. The fill shall be compacted to a minimum of 95% of the maximum dry density at +/- two percent (2%) of optimum moisture content as determined by AASHTO Method T-180 with slopes at no more than 1½:1 (H:V) and protected by rip-rap to prevent erosion from snow storage.

##### **F. Use of Parking Area in Lieu of Meeting Driveway Grades:**



In instances where construction of a single family or duplex unit is proposed, and it is not possible to build a driveway to County standards for driveway grades because of the steepness of the lot, a parking area which does meet County standards may be built adjacent to the road which provides access to the lot in lieu of meeting driveway grades. The parking area must be outside the road right-of-way and within 150 feet of the residential structure. The parking area shall be sized so, whenever possible, vehicles can be maneuvered within the parking area so they will not be backed onto the road when exiting. The minimum size for parking areas shall be 400 square feet for each unit served. Parking areas shall not be designed so vehicles are parked end-to-end or parallel to the road, but must allow for cars to be parked side-by-side.

**G. Snow-Stack Storage:**

Snow storage for parking areas shall be provided on the associated private property. Use of the right-of-way for snow storage by private individuals or companies is prohibited (C.R.S. 43-5-301).

**H. Parking Dimensions:**

Parking space dimensions and parking lot layout are per Figure 17.

**4.8 Landscaping and Erosion Control**

Whenever roadway or bridge construction results in earth disturbance, revegetation and reforestation is required per the Clear Creek County Best Management Practices Manual. The site plan shall be approved by the Site Development Department and shall be completed during the first planting season after construction. Native or similar horticulture material shall be used. All areas disturbed by construction operations and not otherwise covered by structures or pavement must be seeded and otherwise treated to provide an established stand of vegetation. Cut and fill slopes must be treated to prevent erosion. Areas not disturbed by construction shall be left in their present vegetative state, except that thinning of trees may be required. In no case shall landscaping in the right-of-way or on private property impede the normal maintenance operations of the Road & Bridge Department or the normal flow and operations of traffic. Specific requirements are as follows:

**Erosion Control and Environmental Mitigation Efforts for Driveway Construction:**

1. The faces of cut and fill slopes shall be prepared and maintained to control against erosion.
2. This control shall consist of effective planting as a permanent control measure.
3. Permanent soil stabilization measures shall be installed within thirty (30) days after final grade is reached. Planting shall occur within the next window of opportunity should construction be completed during winter months.
4. Where cut slopes are not subject to erosion due to the erosion-resistant character of the materials, such protection may be omitted.
5. Where necessary, check dams, cribbing, riprap, or other devices or methods shall be employed to control erosion and provide safety.
6. Preserve existing trees, shrubs and grasses where possible to prevent erosion.
7. No work may interfere with the flow of storm water.
8. Excavations shall be constructed so they are stable.
9. Storm water runoff shall be discharged from the site in quantities and at velocities not to exceed historic levels.

10. All erosion control devices shall be maintained so that they function as designed.
11. Dust emissions (wind erosion) shall be controlled.
12. Temporary erosion protection shall be installed prior to excavation.
13. All topsoil shall be salvaged and redistributed.
14. Road crossings across water courses designated as "Waters of the United States" must meet the requirements set forth by the Army Corps of Engineers for permitting before a County permit will be issued.

## Chapter 5 – Right-of-Way Permit Requirements

### 5.1 Purpose and Intent

Right-of-Way Permits shall be obtained whenever a developer, contractor, owner, utility company or other individual proposes to install utility lines, culverts or perform any other work within the County right-of-way. Utilities include water, sewer, natural gas, telephone, electrical, television and fiber optic lines. Right-of-way permits are required to assure the method of installation meets the specifications in these regulations, and adequate reconstruction and/or repair of any damage caused to County roads or road right of way. This standard supersedes Resolution 01-50.

### 5.2 Requirements for Financial Guarantee

A Performance Guarantee is required for Right-of-Way Permits. The Performance Guarantee is to ensure completion of that part of the construction project that will occur in or affect the Right-of-Way, in accordance with approved plans and, including completion of the County’s inspection of the work. The Performance Guarantee also is to ensure that, upon completion, suspension or termination of the project, the road and right-of-way have been restored to their pre-existing conditions or better before the project, or as otherwise required by the permit, and remain in that condition, without damage, through the warranty period set forth in Section 5.2(b). Performance Guarantees will be based on the amounts set forth in the Permit Fee Schedule for that portion of the project that, in the opinion of the Public Works Director, could affect the integrity of the County’s road and right-of-way. If appropriate in the exclusive judgement of the Public Works Director, the Performance Guarantee will be in the amount of the contract price(s) for constructing the project or its equivalent value if the project is self-constructed.

- A. All Performance Guarantees will be (i) in cash, together with an executed Security Agreement, or (ii) by Letter of Credit issued by a bank physically doing business in the State of Colorado, drawable in the State, and in a form acceptable to the County Attorney.
- B. The Performance Guarantee will be released upon completion of a “warranty period” of twelve (12) months after completion of the work on gravel roads and asphalt roads if, at the time, the work has not failed and the permit has been signed off for a final inspection by the Road and Bridge Supervisor or his designee. If the work has failed or is not completed in accordance with approved plans and without damage to the road or right-of-way, and the permit applicant fails to promptly correct the work, the work will be repaired by the County at the permit applicant’s expense. If the Performance Guarantee does not cover the cost of the repair, the permit applicant must pay the balance upon billing, and no further permits will be issued to the permit applicant while a balance is unpaid.
- C. The work will be deemed complete for purposes of starting the warranty period upon final inspection approval by the Road and Bridge Department, and delivery of an acceptable as-built drawing to the Department.
- D. A letter of credit Performance Guarantee will be drawn on if the conditions for its release are not satisfied within ten (10) business days before its expiration, unless prior to that time a replacement letter of credit or extension is delivered to the Road and Bridge Department.
- E. Utility companies with anticipate needing multiple Right-of-Way Permits in the course of a construction season and whose performance of permit obligations in the past as not required

the County to draw on a Performance Guarantee, may elect to submit a Multiple-Permit Performance Guarantee, in a lump sum of a minimum \$5,000, that will be applied to permit applications at a rate specified in the Clear Creek County Road and Bridge Department Fee Schedule for the permitted work. The Road and Bridge Department will notify the permit applicant when the unallocated amount of the lump sum guarantee falls to \$1,000 and permits will not be issued when the lump sum amount has been reduced to less than the amount required for a requested permit activity until the Multiple-Permit Performance Guarantee has been increased (in \$5,000 increments). The County will consider a blanket surety bond for a Multiple-Permit Performance Guarantee if the terms of the bond, the method of demanding performance on the bond and the bonding company are acceptable to the County Attorney.

### 5.3 Procedures/Requirements for Issuance of Right-of-Way Permits

The following procedures must be followed and requirements met in the review of applications for right-of-way permits.

#### 5.3.1 Submittal Requirements for Right-of-Way Permits:

- A. No permit will be issued before the fees set forth in the Road and Bridge Department Fee Schedule attached hereto and made a part hereof by this reference, have been paid in full, and the Performance Guarantee has been deposited with the County. (See Table 19 for fees).
- B. The permit applicant is responsible for adequate traffic control and traffic safety in accordance with the MUTCD. Permit applicants will submit a traffic control plan which must be approved by the Road and Bridge Department.
- C. The Road and Bridge Supervisor will determine if a utility facility buried less than eighteen (18) inches is an appropriate and consistent use of the right-of-way geometric cross-section. If the Road and Bridge Supervisor determines that it is appropriate for the installation of the proposed utility facilities to be installed less than eighteen (18) inches, then a deviation from standards to the eighteen (18) inch minimum depth may be issued by the BOCC. Any utility buried less than eighteen (18) inches in depth will be noted on “as-built” drawings and verbal notification will be made to the Road and Bridge Department. **Any damage to utility facilities buried less than the eighteen (18) inch minimum depth made during the course of normal maintenance grading operations by the Road and Bridge Department will be repaired at the expense of the utility owner. Utility owners shall have a period of two (2) years after the adoption of these standards to upgrade the buried facilities to a depth greater than eighteen (18) inches at its expense.**
- D. “As-built” drawings are public information. If a permit applicant asserts the information is confidential under the Colorado Open Records Act, and justifies the assertion in writing, the County will take reasonable steps to maintain the confidentiality of the information. In the event of a Colorado Open Records Act request for disclosure, the County will assert the confidentiality based on the justification and inform the permit applicant of the request. The County will not institute or defend any court proceedings with respect to the claim of confidentiality; it is the duty of the permit applicant to assert or defend its claim of confidentiality. It is a condition of all Right-of-Way Permits that the permit applicant indemnify, defend, and hold harmless the County from any action, judgement, and monetary cost of any nature, arising out of its claim of confidentiality or the Colorado Open Records Act request.

- E. Compaction requirements are specified in Chapter 3, Section 3.3.5.D. The permit applicant will provide copies of the engineer's compaction test results, indicating compliance to these standards, to the Road and Bridge Department prior to requesting a final inspection.
- F. Utilities shall be installed by jacking and boring and only be open trench when absolutely necessary. When an open trench is excavated the requirements of Section 3.3.5 shall apply.
- G. Any work that has begun prior to permit issuance could be penalized the amount of the permit fee except in circumstances described in Section 5.3.4.
- H. Applications for permits shall be made on standard forms provided by the Road and Bridge Department and permits will be issued on official forms. The applicant shall submit completed original forms with appropriate engineering drawings and specifications. **No photocopied applications will be accepted.** The application must also indicate a ticket number issued by Utility Notification Center of Colorado (Colorado 811) verifying that utilities have been located.
- I. Site plans must indicate the following:
  - 1. location of all excavations using dashed lines
  - 2. location of road and road right-of-way
  - 3. location of any driveways
  - 4. existing structures, if any
  - 5. proposed structures including any garages
  - 6. construction schedule
- J. Owners of property or businesses abutting the utility projects shall be advised of permit applications, by the applicant, which may affect their convenience and economic well-being (See Section 3.2).

### 5.3.2 Action on Right-of-Way Permits:

Applications for permits shall be submitted at least five (5) days prior to planned commencement of construction for minor installations and repairs and five (5) working days prior for major installations and repairs (See Section 5.5.1). Construction cannot commence without permit approval. The Road and Bridge Department is responsible for review of applications for right-of-way permits. Consideration shall be given to how the proposed installation affects County road maintenance and improvement programs. Right-of-way permits for earth disturbance/road work shall not be issued earlier than May 1<sup>st</sup> of each year and all right-of-way work shall be completed by October 31<sup>st</sup> of each year. Permits will be issued only for emergency utility repair between these dates and flowable fill may be required for backfill (Table 17).

Approval of a Right-of-Way Permit may be accompanied by any conditions deemed reasonable by the Road and Bridge Department to ensure protection of health, safety, and welfare and compliance with these regulations.

The Right-of-Way Permit must be signed by the Road and Bridge Supervisor or his designee for it to be approved. Whenever a driveway permit is needed in conjunction with right-of-way work, the Right-of-Way Permit shall not be issued until approval is granted for the needed driveway permit.

During the period of October 31<sup>st</sup> through May 1<sup>st</sup> of succeeding year, non-emergency permits for utility work required to comply with PUC laws, rules and regulations, will be approved for boring or open trench work only if above ground temporary installation is not suitable and flowable fill shall be the only approved backfill.

### **5.3.3 Construction Specifications and Schedule for Right-of-Way Work:**

All work undertaken to install utilities or culverts within the County road right-of-way shall conform to the requirements contained in these regulations, and to approved plans and specifications. In issuing right-of-way permits, the Road and Bridge Department shall also approve a construction schedule. The approved construction plans, specification and schedule cannot be changed without written consent of the Road and Bridge Supervisor, except in emergency situations as provided in Section 5.3.4.

### **5.3.4 Emergencies:**

Emergency repair is permitted without prior application, but after-the-fact applications shall be submitted immediately after the Road and Bridge office has reopened, and permit procedures will be followed in the same manner used for non-emergency work. Notification shall be given to the Road and Bridge Department and Sheriff Department at the time of the emergency work. Under no circumstances shall any permanent backfill be placed without obtaining a written permit approval from the Road and Bridge Department.

### **5.3.5 Expiration of Right-of-Way Permits:**

Right-of-Way Permits expire when the end of the approved construction schedule is reached, and must be renewed in advance to prevent the County from drawing on the Performance Guarantee posted by the permit applicant.

## **5.4 Posting of Right-of-Way Permits**

Right-of-Way Permits must be posted on the job site so they are easily visible from the roadway.

## **5.5 Procedures for Road Closures During Right-of-Way Work**

Road closures to accommodate right-of-way work are not permitted unless justified on the basis of overall benefit to the general public. Refer to Section 3.2 for specific requirements to road closures. Requests for road closures shall be specified on the permit form submitted by the applicant, and no road closures shall be undertaken unless approved as part of the Right-of-Way Permit issued by the Road and Bridge Department.

### **5.5.1 Submittal of Plans and Schedule for Closures:**

At least five (5) working days prior to actual closure, the permit applicant shall obtain approval from the Road and Bridge Department for a detailed traffic plan. This plan must conform to the Manual of Uniform Traffic Control Devices and the current Colorado Department of Transportation "S" Standards. In addition, at least five working days prior to actual closure, the permit applicant shall verify the schedule and location of road closures.

### **5.5.2 Notification of Closures:**

At least five working days prior to actual closure, the permit applicant shall notify the appropriate fire district, school district, and the County Sheriff's office of the exact location, date and time traffic will be impeded.

### 5.5.3 Time of Closures; Detours:

Road closures are only permitted between the hours of 9:00 AM and 3:30 PM unless authorized otherwise by the Road and Bridge Department. Where closures of more than one (1) day are approved, a suitable detour must be provided, and must be marked and signed to accommodate night traffic.

## 5.6 Protection of Public Safety and Convenience

The permit applicant shall at all times conduct right-of-way work to ensure the least possible obstruction and hazard to the traveling public. The permit applicant shall provide for the safety and convenience of the residents along roads where work is being done, and for the protection of persons and property at all times. Adequate warning signs, barricades, lighting, flags and other devices as specified in the Manual on Uniform Traffic Control Devices Part VI and the Colorado Department of Transportation "S" Standards, and as approved by the Road and Bridge Department shall be provided, maintained, and paid for by the permit applicant. Flaggers shall be posted to guide the traveling public where only one traffic lane remains open, or through otherwise unsafe operations. Prior to issuance of the Right-of-Way Permit, a traffic control plan shall be submitted to the Road and Bridge Department for approval.

## 5.7 Construction Procedures for Right-of-Way Work

The permit applicant shall plan right-of-way work so it does not create safety hazards or maintenance problems, render portions of right of way unusable for future road improvement, or obstruct major floodways.

### 5.7.1 Compliance with Safety Standards:

The permit applicant's operations shall conform to the applicable requirements established by the Industrial Commission of Colorado and the Federal Occupational Safety and Health Act (OSHA).

### 5.7.2 Staging of Installations:

Staging of utility installations may be required by the Road and Bridge Department to produce the least disruption possible for the traveling public. A permit for any subsequent stages may not be issued until the prior stage has satisfactorily progressed or been completed.

### 5.7.3 Installation of Utilities:

All utilities shall be installed in accordance with the plans and specifications approved by the utility owner and the Road and Bridge Supervisor. Where applicable, the plans for installation must bear the name, seal and signature of a Colorado licensed Professional Engineer responsible for their preparation. The alignment of all utilities within County rights-of-way is subject to approval by the County Road and Bridge Supervisor and/or the BOCC. See Table 18 for utility installation depths.

#### **A. Underground Utilities:**

All accesses to underground utilities from the road surface (e.g. manholes, vaults) shall be of heavy-duty construction capable of safely supporting anticipated maintenance equipment and vehicular traffic. The level of these accesses shall conform to the finished grade of the road (See Section 3.3.8.C and 3.3.9.D). Seep plugs shall be installed in trenches used for underground utilities at no less than 500-foot intervals if the possibility exists that the surrounding water will

be lowered and this will have an adverse effect on surrounding wells and vegetation dependent on the water table elevation.

**B. Aboveground Utilities:**

All aboveground utilities shall be located and installed so it does not cause unnecessary obstruction to pedestrian and vehicular traffic or damage to the utility itself that could be harmful to the general public. The minimum overhead clearance shall be 18 feet. No pole or structure above ground shall be placed within a pedestrian walkway nor set closer than ten (10) feet to the shoulder of any County road (see Section 2.7.4). In no case will a pole be permitted within ten feet of the travel lane shoulder of a County road except light and traffic control poles with breakaway bases.

**C. Utilities in Major Floodways:**

All utilities within or adjacent to major floodways shall comply with the Clear Creek County Floodplain Regulations, and shall be located and installed in a manner that will prevent objectionable damage such as land erosion, water pollution or flood diversions.

**5.7.4 Trenching, Backfill and Reconstruction of Road Surfaces:**

The method used in trenching for underground utilities and for backfilling trenches shall comply with the requirements of these regulations (Section 3.3.5). Jetting of backfill is not permitted within County roadways. Upon completion of installation, the roadway shall be reconstructed using the specifications contained in these regulations for subbase preparation, base course materials, thickness and compactions, and final surfacing so as to restore the roadway to current construction standards for that type of road.

**A. Gravel Roads:**

Suitable material excavated from trenches may be used for backfill subject to approval of the Road and Bridge Department. At no time shall contaminated, wet, soggy, frozen or other unsuitable material be used as backfill. If proper backfill is not available at the site, suitable material shall be imported and unsuitable material removed from the site. Backfill shall extend to the subgrade of the road or to natural ground (see Figure 18).

**B. Paved Roads:**

All cuts made in asphalt or concrete surfacing shall be made by mechanically cutting a horizontal and vertical line and shall be cut one foot wider than the edges of the trench or the damaged area, the final pavement cut shall not be made until immediately prior to patching. All excavations made in paved streets shall be completely restored within thirty (30) days after acceptance of the backfill by the Road and Bridge Department. In the event weather conditions preclude restoration by permanent hot bituminous pavement, temporary repairs may be tamping and rolling into place a cold mix asphalt. Such cold mix patches shall be removed and replaced by a permanent hot bituminous pavement within thirty (30) days or as weather and availability of materials permit. Permanent hot mix patches shall be no less than three (3) inches in thickness or not less than the thickness of the pavement adjacent to the excavation,



whichever is thicker. Permanent patches shall be installed in accordance with the Road and Bridge Standards.

Damaged pavement shall be repaired by appropriate methods as approved by the Road and Bridge Department. In general, cracks shall be filled with the proper asphalt hot bituminous pavement product and the surface seal-coated. An overlay, the full width of the paved surface, shall be required in those instances where, in the opinion of the Road and Bridge Supervisor, riding quality, safety or appearance of the finished roadway has been impaired. Subgrade failures caused by the permit applicant's operation of heavy equipment shall be rectified by reconstructing the subgrade layers and replacing the subbase, base and paving.

### **5.8 Inspection and Testing of Right-of-Way Work**

Adequate inspections ensure compliance with County requirements and are the basis for release of maintenance responsibility and/or for release of the Performance Guarantee. It is the responsibility of the permit applicant to contact the Road and Bridge Department two (2) working days in advance of required inspections. In-progress inspections of all elements of work will eliminate the need for extensive post testing. At least one inspection at the conclusion of right-of-way work is required. In making this inspection, the Road and Bridge Department shall check for compliance with these regulations and approved plans, and also for adequate cleanup of roadway surfaces and the right-of-way.

Any work or material which does not conform to these regulations, any pavement failures or broken asphalt, damaged signs or fencing, any remaining debris either in the roadway or adjacent property, or improper drainage, shall be brought to the attention of the permit applicant both verbally and in writing. Any work in which untested or unaccepted materials are used shall be ordered removed and replaced at the permit applicant's expense. If immediate corrections are not made, further project construction shall be stopped.

In determining whether or not right-of-way work done by the permit applicant complies with these regulations, the Road and Bridge Department may consult with an engineer at the permit applicant's expense. If it is decided testing is required to ascertain compliance, the most recent standard methods of AASHTO or ASTM shall be used and conducted by an independent testing firm at the permit applicant's expense. If the permit applicant maintains his own testing equipment and qualified personnel, the requirement for an independent testing firm may be waived by the Road and Bridge Supervisor. Copies of test data shall be furnished to the Road and Bridge Department in a timely manner.

### **5.9 Responsibility for Corrective Work Upon Completion of Right-of-Way Work**

The permit applicant shall be fully responsible for the maintenance and correction of any faulty construction, including unstable road cuts and potholes developed during the construction period. The roadway and roadside areas where utility work has been performed shall be thoroughly cleared of all debris and extraneous material and shall be resolved to the satisfaction of the Road and Bridge Department. Failure to do so could be cause for denial of future right-of-way permits or a draw on the permit applicant's Performance Guarantee.

### **5.10 Guarantee Period for Right-of-Way Work**

The permit applicant shall be responsible for a period of one (1) year after completion of right-of-way work for any maintenance or repair necessary to keep the roadway in an acceptable condition. The County shall retain the permit applicant's Performance Guarantee for the entire warranty period to ensure any required corrective work is done. The permit applicant may apply in writing to the Road and Bridge Supervisor for release of a portion of the Performance Guarantee.

### **5.11 Changes Affecting Utilities**

Future changes to County roads may require the relocation or removal of utility installations. For minor changes the affected utility company shall complete the relocation or removal within sixty (60) days after notification by the Road and Bridge Department. For major utility relocation projects involving extensive design, securing of contracts or material orders, the affected utility company shall complete the relocation or removal within ninety (90) days of approval from the Road and Bridge Department for the final design. To avoid the necessity for such changes, utility companies are encouraged to locate their facilities consistent with future plans for County roadways. In all events, utility relocations will be performed at no cost to the County.

## Chapter 6 – Road Acceptance and Maintenance

### 6.1 Purpose and Intent

The purpose of this section is to outline the County’s policy regarding road maintenance, including responsibilities of property owners. The major components of the maintenance program are: snowplowing and sanding, asphalt patching, overlays and replacement, grading of gravel roads, and maintenance of drainage ways.

In order for maintenance to be done on an efficient basis, roads must be constructed to certain standards of geometric alignment, materials quality and construction quality as described in these regulations.

Before the County will maintain roads built by developers or owned and maintained by private property owners, they must petition the BOCC to accept the roads for maintenance. A minimum of one (1) year will elapse between the time the petition is reviewed and if approved probationary maintenance can begin. This period of time is due to the budget process time needed to insure funds are available to maintain the road. This section outlines the acceptance procedure and the conditions that must be met for approval. This standard supersedes Resolution 98-171.

### 6.2 Maintenance Classifications

The County classifies roads into different categories to describe the type of maintenance they receive. These categories include:

#### 6.2.1 Full:

This category includes roads where the right-of-way has been dedicated to the County, the road meets County design and construction standards, the BOCC has accepted the right-of-way dedication, and the road has passed any required probationary periods (see Section 6.2.2). It also includes roads which may or may not meet current County design and construction standards, but which were dedicated to and accepted by the County for full maintenance before road standards were adopted or enforced. Full maintenance status assigns complete responsibility to the Road and Bridge Department for snowplowing, grading, resurfacing, ditch maintenance and repair as necessary. For snowplowing, priorities are assigned which reflect the use of the road and its relative importance to traffic flow.

#### 6.2.2 Probationary:

When roads are dedicated to the County as public roads, the BOCC may consider probationary maintenance for a two-year probationary period provided the roads meet the requirements outlined in Section 6.3. During this period, any repairs are the responsibility of the property owners or developer seeking final acceptance from the County. The procedures for converting a road from probationary to final acceptance are stated in Section 6.5.

#### 6.2.3 Provisional:

This category includes roads which do not meet current County standards with respect to widths, curves, or grades, but which were dedicated to and accepted by the County prior to road standards being adopted or enforced. Such roads may receive limited summer maintenance, but no winter

maintenance because snow removal equipment is unable to maneuver on them. This maintenance level is low priority and is dependent on the availability of funds, manpower and equipment.

#### **6.2.4 No Maintenance:**

This category includes any and all public or private roads which are not maintained by the County under any circumstances.

### **6.3 Assumption of Road Maintenance**

When Clear Creek County is petitioned to assume maintenance of a road or roads in the unincorporated portion of the County, Clear Creek County (as outlined in Sections 6.5 through 6.7) shall take into consideration the following criteria when determining if the road or roads should receive county road maintenance:

1. The revenues received and the costs incurred to maintain the road.
2. The current and projected build-out in the development.
3. The overall goals, objectives, and budgetary considerations of Clear Creek County in providing safe and efficient maintenance to a majority of the citizens.

The County shall review each road individually within a development to determine if that road should receive County maintenance.

### **6.4 Provisions for Private Maintenance**

Whenever a developer proposes private maintenance of roads within a development, it shall either form an organization of property owners or annex the development to an existing organization which will assume financial responsibility for road maintenance. They shall also require through covenants or deed restrictions that all property owners within their development join this organization and assume their share of its financial obligations. Where a new organization must be formed because no existing organization is in close proximity, the developer shall form a metropolitan district, special district, homeowners association or other appropriate organization approved by the County for this purpose.

### **6.5 Acceptance of Private Right-of-Way for Road Maintenance**

For existing subdivisions and developments with private rights-of-way, the following procedure shall be used for consideration by the County to accept these types of roads for maintenance.

#### **6.5.1 Filing Request for County Acceptance:**

The property owners holding title to the roads must submit a letter to the Site Development Department requesting the BOCC accept maintenance responsibility for the roads. The letter should describe the road or roads, the length to be considered and must be signed by all people having an ownership interest in the road, or by the board of the homeowners association if their covenants allow the board to act for the owners. The processing fee must accompany the petition request prior to evaluation.

#### **6.5.2 Staff Evaluation and Recommendation:**

The County Site Development Inspector shall inspect the roads to determine whether or not they meet the County's criteria and design and construction standards in these regulations. It is the County's policy

to accept only those roads which meet these requirements. If a road does not meet County standards, the property owners are responsible for improving the road to County standards prior to requesting acceptance. One method for accomplishing these improvements is the formation of a local improvement district (see Section 6.7). Staff will provide a recommendation as to whether or not the road is acceptable for probationary maintenance. This recommendation will be forwarded to the BOCC. If probationary status is granted, after the two-year probationary period, staff shall make a final recommendation on whether or not full maintenance should be granted. This recommendation shall be forwarded to the BOCC as an Action Item during a regularly scheduled BOCC meeting.

If site conditions are so limiting that they make it impractical or impossible to bring existing road conditions up to these standards the petitioners will present written argument to the BOCC as to why the road should be excepted from the recommended standard and how safety issues will be mitigated. The Road and Bridge Supervisor and/or the Site Development Department will provide written comment to the BOCC as to the reasonableness of the request, any potential impacts that the exception might create for the County and a recommendation.

#### **6.5.3 BOCC Action on Request:**

After the BOCC has received the recommendation from the Site Development Department concerning acceptance of roads for probationary maintenance, they shall take action by resolution to either grant or deny probationary acceptance of the road.

#### **6.5.4 Final Acceptance:**

After the two-year probationary period, staff shall make a final determination as to whether or not the road should receive full maintenance and forward the recommendation to the BOCC as an Action Item during a regularly scheduled BOCC meeting.

### **6.6 Acceptance Procedure for Road Constructed by Developers and Proposed for Acceptance by the County**

The County Subdivision Regulations require developers to construct roads necessary to serve approved subdivisions. The following procedure shall be used to determine whether or not the county will accept roads built by developers for maintenance.

#### **6.6.1 Design Review:**

The developer must obtain approval for the road design from the Road and Bridge Supervisor prior to construction of any road regulated hereunder. The Road and Bridge Supervisor shall determine the road classification, compliance with design criteria and construction standards in these regulations, and adequacy or right-of-way prior to granting approval of the road design.

#### **6.6.2 Inspections:**

At appropriate intervals during construction of the road, the developer's engineer shall request inspection by the Road & Bridge Department. In order for the road to be considered for probationary maintenance, inspections must occur at the completion of each of the following steps:

1. rough grading
2. sub-grade preparation

3. placement of road base
4. paving (if applicable)
5. construction of drainage improvements including culverts for driveways, (if applicable)
6. placement of signs (if applicable)

A final inspection shall be conducted after the completion of all improvements. The final inspection shall occur between May 1<sup>st</sup> and October 31<sup>st</sup>. Roads must comply with the design criteria and construction standards in these regulations, and with any approved plans. If the inspection discloses any work, in whole or in part, as unsatisfactory, the Road and Bridge Supervisor shall follow the procedure stated in Section 3.3.2.

#### **6.6.3 Filing Request for County Acceptance:**

Developers seeking County acceptance for maintenance of roads must submit a letter to the Site Development Department requesting the BOCC's approval.

#### **6.6.4 Staff Evaluation and Recommendation:**

The Site Development Inspector shall determine if the road meets the requirements of these regulations. A recommendation on whether or not probationary maintenance should be provided shall be forwarded to the BOCC as an Action Item at a regularly scheduled BOCC meeting. It is the County's policy to accept roads for maintenance only if they meet the requirements of these regulations and have received design approval and inspection during construction.

#### **6.6.5 BOCC Action on Request for Acceptance:**

After the BOCC have received the recommendation from the Site Development Department they shall take action by resolution to either grant or deny probationary maintenance of the road.

#### **6.6.6 Guarantee Period After Probationary Acceptance:**

Under probationary acceptance, the developer is responsible for making repairs and correcting failures for a period of two years from the date probationary acceptance is granted. During this two-year period, the County will plow those sections of road necessary to serve units which have been built.

#### **6.6.7 Final Acceptance:**

No earlier than twenty months after the BOCC grant probationary acceptance, the developer may request re-inspecting, noting any defects or required repairs. The developer shall correct the defects or required repairs. After any defects have been cured and repairs made and 24 months have elapsed since probationary acceptance was granted, the developer may submit a letter to the Site Development Department requesting final acceptance of the road. The staff shall make a final determination as to whether or not the road should receive full maintenance and forward the recommendation to the BOCC as an Action Item at a regularly scheduled BOCC meeting.

### **6.7 Acceptance Procedure for Roads Constructed Through Local Improvement Districts**

One of the mechanisms available for upgrading existing private or public roads to County standards is the formation of a local improvement district. Under a local improvement district, the County issues tax-

exempt bonds to pay for the improvements. Such improvements may include: adjusting road grades, widths and alignments, improving drainage, adding road base and/or paving. The cost is assessed against the lot owners who benefit from the improvements.

**6.7.1 Design and Construction Standards for Local Improvement Districts:**

Roads constructed through an improvement district shall meet County standards unless a specific deviation from standards is approved by the BOCC. Approved deviation from standards shall be documented by a resolution of the BOCC adopted at the same time as the district is formed.

**6.7.2 Construction Supervision for Local Improvement Districts:**

During construction, the Road and Bridge Department shall be responsible for inspecting work done by the contractor, or shall hire a consultant for this purpose, to make sure the design and construction specifications are met. At the end of construction, the Road and Bridge Supervisor shall conduct a walk-through of the project to make sure work has been completed as expected.

**6.7.3 Staff Evaluation and Recommendations:**

The County Road and Bridge Supervisor will make a recommendation based upon the criteria set forth in Section 6.3.

**6.7.4 BOCC Action on Request for Acceptance:**

After the BOCC have received the recommendation from the Site Development Department, they shall take action to either grant or deny full maintenance of the road. The fact that the upgrading of the road was accomplished through a local improvement district does not guarantee acceptance. In addition, acceptance shall only be considered if the property owners dedicate the necessary right-of-way to the County, the road meets the design and construction standards in these regulations except for approved deviation from standards, and maintenance is feasible. If acceptance for full maintenance is granted, any approved deviation from standards shall be documented in the resolution of approval. Full maintenance means the County assumes ongoing responsibility for maintenance and plowing.

**6.8 Responsibilities for Road Maintenance**

Private individuals, including property owners, developers, contractors and others carry certain responsibilities in the maintenance of County roads.

**6.8.1 Providing for Parking:**

Parking on County roads is regulated in Clear Creek County by Ordinance 5 and the County's Zoning Regulations, and it is the responsibility of every property owner to provide adequate off right-of-way parking. On-street parking presents particular difficulties during snow plowing season and the Sheriff's Department may order illegally parked vehicles to be towed. In addition, the Road and Bridge Supervisor may, at their discretion, decline to plow all or portions of a road if one or more cars are parked so as to impede plowing.

**6.8.2 Providing for Drainage:**

Culverts are required where driveways connect to roadways unless specifically exempted by the: Site Development Inspector, Road and Bridge Department and these regulations. It is the responsibility of

the property owner to maintain their culverts free and clear of silt, mud, debris and ice during times that flow occurs in the ditch. Damage to a road caused by a blocked culvert or lack of a culvert is the responsibility of the property owner. If it becomes necessary for the County to undertake repairs, costs will be billed to the property owner by the Road and Bridge Department as authorized by Colorado Statutes (C.R.S. 43-5-303).

Water which flows out of driveways must be diverted to ditches. Damage to roadways caused by such water is similarly the responsibility of the owner and repair costs will be billed.

#### **6.8.3 Keeping Right-of-Way Clear:**

Storage of material in any road right-of-way is prohibited. Any material which is stored in the road right-of-way which impedes snow plowing or road maintenance, or which constitutes a hazard to the general public, will be removed by the Road and Bridge Department and the owner billed for the cost as authorized by Colorado Statute (C.R.S. 43-5-301).

#### **6.8.4 Repairing Damage:**

Whenever a property owner, developer, contractor, or any other individual undertake an activity which damages a County road or road right-of-way, they are responsible for restoring the road to, at least, its original condition. This requirement applies especially to damage caused by construction activities adjacent to a County road. Ultimate responsibility for assuring adequate restoration is accomplished lies with the owner of the property where construction is occurring.



Chapter 7 – Reserved

## Chapter 8 – Enforcement of Design and Construction Standards

### 8.1 Failure to Comply

Failure to comply with any portion of these design and construction standards and permit procedures shall be sufficient grounds for denial, suspension, or revocation of any necessary permit. Financial penalties may also be imposed. These regulations may be enforced by actions filed on behalf of the Board of County Commissioners for abatement or injunction, or to recover damages resulting to County rights-of-way due to noncompliance with these regulations.

### 8.2 Effective Date of Design and Construction Standards

Any roads or bridges proposed as part of a subdivision submitted for final plat review after final approval of these regulations shall conform to the requirements of these regulations. Any roads or bridges within an approved subdivision where either the preliminary plat or final plat expires, or is proposed for reapproval or replatting after final approval of these regulations shall conform to these regulations.

Roads or bridges which have been approved as part of a subdivision or site plan prior to final approval of these regulations, and where construction is commenced prior to expiration of the final plat or site plan may be built in accordance with the design and specifications approved in conjunction with the plat or site plan.

**Table 1 – Design Capacities for Classes of Roadways**

<b>Classification</b>	<b>ADT</b>
Principal Arterial	5,000 - 10,000
Arterial	3,500 - 5,000
Collector	2,000 - 3,500
Local Access	500 - 2,000
Low Volume	100 - 500
Primitive	Less than 100

**Table 2 – Per Unit Average Daily Traffic**

<b>Type</b>	<b>Unit</b>	<b>Per Unit ADT</b>
Residential Density	per dwelling unit	10.0
Condominium	per dwelling unit	7.0
Mobile Home Park	per mobile home	7.0
Hotel	per room	10.5
Restaurant	per 1000 S.F. gross	164.0
Commercial	per 1000 S.F. gross	115.0
Office	per 1000 S.F. gross	12.3
Campground	per space	6.6
RV Park	per space	6.6
Super Market	per 1000 S.F. gross	125.0

**Table 3 – Summary of Road Design Elements**

<b>Summary of Road Design Elements</b>					
<b>Design Element</b>	<b>Arterial</b>	<b>Collector</b>	<b>Local Access</b>	<b>Low Volume</b>	<b>Primitive</b>
Right of Way (min)	100	80	60	50	40
Recommended Design Speed	40 - 60	35 - 45	25 - 35	20 - 35	20 - 30
Number of Lanes	2 - 4	2	2	2	1 - 2
Lane Width(ft)	12	12	11	10	10 - 12 (1)
Shoulders (ft)	6	4	2	2	2
Maximum Sustained Grade %	6%	6% (2)	6% (2)	8%	10%
Bridge Width	Same as Roadway	32	26	24	Same as Roadway
Design Capacity	5000	3500	2000	500	100
(1) For roads having one lane, lane must be 12' ; for roads having two lanes, each lane must be 10'					
(2) See Section 2.43.A.2 for exceptions					

Table 4 – Stopping and Passing Sight Distance

Design Speed	Stopping	Passing
	Sight Distance	Sight Distance
15	100	500
20	150	700
25	200	900
30	250	1100
35	300	1300
40	400	1500
45	500	1650
50	600	1800
55	700	1950

Table 5 – Minimum Radius of Curvature

Design Speed	Minimum	Minimum
	Curvature Radius	Tangent Lengths
15	75	50
20	125	75
25	175	100
30	250	150
35	375	200
40	550	250
45	700	250
50	850	250
55	1200	250

Table 6 – Crown Slopes

Type of Surface	Crown Slope %
Pavement	2.0
Gravel	3.0

Table 7 – Design Chart for Superelevation and Superelevation Run-Off

Design Chart for Superelevation and Superelevation Run-off										
Degree of Curve	20 MPH		30 MPH		40 MPH		50 MPH		60 MPH	
	e	L	e	L	e	L	e	L	e	L
1	NC	0	NC	0	NC	0	RC	0	.029	175
2	NC	0	RC	0	.021	125	.038	150	.051	175
3	NC	0	.025	100	.038	125	.053	150	.068	180
4	RC	50	.031	100	.047	125	.063	150	.078	210
5	.021	50	.038	100	.055	125	.071	170		
6	.025	50	.043	100	.062	130	.077	180	Dmax=4 45'	
7	.028	50	.048	100	.067	140	.080	190		
8	.031	50	.053	100	.071	150				
9	.035	50	.056	100	.075	160	Dmax=7 30'			
10	.037	60	.060	110	.078	160				
12	.043	60	.065	120	.080	170				
14	.047	70	.070	130						
16	.051	70	.074	130	Dmax=12 15'					
18	.054	80	.077	140						
20	.057	90	.079	140						
22	.060	90	.080	140						
24	.062	100								
28	.067	100	Dmax=22 45'							
32	.070	110								
36	.074	110								
40	.076	120								
44	.078	120								
48	.079	120								
52	.080	120								
Dmax = 53 30'										
D = Degree of Curve and D = 5730/R										
e = rate of superelevation										
L = minimum length of runoff										
Source: A Policy on Geometric Design of Highways and Streets, 2001; pp 147 - 166										

Table 8 – Minimum Traffic Indexes

Road Class	Minimum TI
Primitive	3.5
Low Volume	4.5
Local Access	5.0
Collector;	
Residential	6.0
Commercial	7.0
Industrial	8.5
Arterial	10.0

**Table 9 – Minimum Structural Sections**

<b>Road Class</b>	<b>Gravel</b>	<b>Paved*</b>			
Primitive	3" Base Course	3" Asphalt			
	3" Subbase	3" Base Course			
		3" Subbase			
Low Volume	3" Base Course	3" Asphalt			
	3" Subbase	3" Base Course			
		3" Subbase			
Local Access	4" Base Course	3" Asphalt			
	4" Subbase	3" Base Course			
		3" Subbase			
Collector	Not Applicable	4" Asphalt			
		4" Base Course			
		4" Subbase			
Arterial	Not Applicable	6" Asphalt			
		4" Base Course			
		4" Subbase			
* Full depth asphalt or concrete designs will be considered and may be used with the approval of the County Road and Bridge Supervisor.					

**Table 10 – Coefficient of Runoff**

<b>Type of Surface</b>	<b>Value of C =</b>		
		<b>Rainfall</b>	
Roofs		0.97	
Pavements	Concrete or Asphalt	0.97	
	Gravel, from clean and loose to clayey and compact	0.60	
Earth Surfaces	Sand, from uniform grain size, no fines to well graded, some clay or silt	Bare Light Vegetation Dense Vegetation	0.60 0.45 0.35
	Clay, from course sandy or silty, to pure colloidal clay	Bare Light Vegetation Dense Vegetation	0.70 0.50 0.40

Table 11 – Maximum Permissible Velocities

Channel Material	“n”	Velocity (ft/sec)
Lined or well established grass	0.05	5
Bunched grasses with exposed soil	0.04	3
Fine sand or silt	0.02	1
All other bare soils	0.03	2

Table 12 – Driveway Widths

Driveway Widths				
Type of Service	Minimum Driveway Driving Surface Width	Opening Width (including flares)		Minimum Centerline Radius of Curvature
		Minimum	Maximum	
Commercial	22 feet	24 feet	*	65 feet
<b>Residential</b>				
Single Family:				
<200' in length	12 feet	18 feet	24 feet	40 feet
>200' in length	14 feet	18 feet	24 feet	40 feet
Serving two to five units:				
<200' in length	14 feet	20 feet	24 feet	40 feet
>200' in length	16 feet	20 feet	24 feet	40 feet
Multi-Family	22 feet	24 feet	30 feet	65 feet
	Turnout Spacing for Driveways			
	Length	Turnouts		
	< 400 feet	None		
	400 – 800 feet	One turnout at midway point of driveway		
	> 800 feet	Every 400 feet		

\*To be determined at time of site plan review.

Table 13 – Gradation of Gravel Roads

Standard Sieve Size	% Passing by Weight
<b>Subbase Course:</b>	
1-1/2"	100%
1"	95 - 100%
No. 4	30 - 70%
No. 200	5 - 12%
<b>Base Course:</b>	
3/4"	100%
No. 4	30 - 60%
No. 8	25 - 55%
No. 200	5 - 12%

Table 14 – Gradations for Base Course Material

Standard Sieve Size	CDOT Class 5	CDOT Class 6
	% Passing	% Passing
1-1/2"	100%	--
1"	95 - 100%	--
3/4"	--	100%
No. 4	30 - 70%	30 - 65%
No. 8	--	25 - 55%
No. 200	3 - 15%	3 - 12%

Table 15 – Crushed Gravel Aggregate for Asphaltic Concrete - CDOT Class E

Gravel Sieve Size	% Passing by Weight
3/4"	100%
No. 4	44%
No. 8	30%
No. 200	3 - 12%



Table 16 – Placement Temperature Limitations for Asphalt Pavement

		Min. Placement Air Temp.	
<b>Compacted Thickness</b>		<b>Mix Temp. 260 degrees ± 25</b>	
<b>Top Layer of Completed Pavement:</b>			
1-1/2" to 2-1/2"		50 degrees F.	
More than 2-1/2"		40 degrees F.	
<b>Layers Below the Top Layer of Compacted Pavement:</b>			
1-1/2" to 2"		40 degrees F.	
2" to 3"		30 degrees F.	
3-1/4" to 4"		25 degrees F.	
More than 4"		20 degrees F.	

Table 17 – Flowable Fill

CDOT Mix	Onsite Mix
4% cement	6% cement
10% flyash	94% fine onsite material
86% sand	28 oz water / lb mix
25 oz water / lb mix	

Table 18 – Utility Facility Required Installation Depths

Cable TV	2 ft. or 1 ft. below culvert
Telephone Cable	2 ft. or 1 ft. below culvert
Fiber	2 ft. or 1 ft. below culvert
Communication Conduit	4 ft. or 2 ft. below culvert
Power Cable	
(w or w/o conduit)	4 ft. or 2 ft. below culvert
Gas Distribution Line	5 ft. or 3 ft. below culvert
Gas Main Lines	6 ft. or 4 ft. below culvert
Water / Sewer Main	10 ft. or 6 ft. below culvert
Water / Sewer Line	8 ft. or 5 ft. below culverts

Table 19 – Permit and Evaluation Fees

<b>Road and Bridge Department</b> <b>Permit and Evaluation Fee Schedule</b> <i>Effective April 27, 2021</i>	
<b>Right-of-Way Permit Fee</b>	
	<b>\$340.00</b>
	Plus \$25 per additional 1,000 square feet of disturbance or 100 linear feet of open trench
<b>Performance Guarantees</b>	
Area to be based on proposed or actual disturbance to include all disturbance areas, i.e. soil stockpile, trenches, etc.	
Gravel Road	<b>\$500.00</b>
	Plus \$500 per additional 1,000 square feet of disturbance or 100 linear feet of open trench
Asphalt Road	<b>\$1,000.00</b>
	Plus \$1,000 per additional 1,000 square feet of disturbance or 100 linear feet of open trench
<b>Other Fees</b>	
Plan review required by changes, additions or revisions to approved plans	<b>\$90.00 per hour</b> Minimum charge - 1/2 hour
Request for deviation from road design standards	<b>\$600.00</b>
<b>Additional Inspection Fees</b>	
Inspection for which no fee is specifically indicated	<b>\$75.00 per hour</b> Minimum charge - 2 hours
Reinspection fee	<b>\$75.00 per hour</b>

Figure 1 – Typical Cross Section for a Four Lane Arterial Road

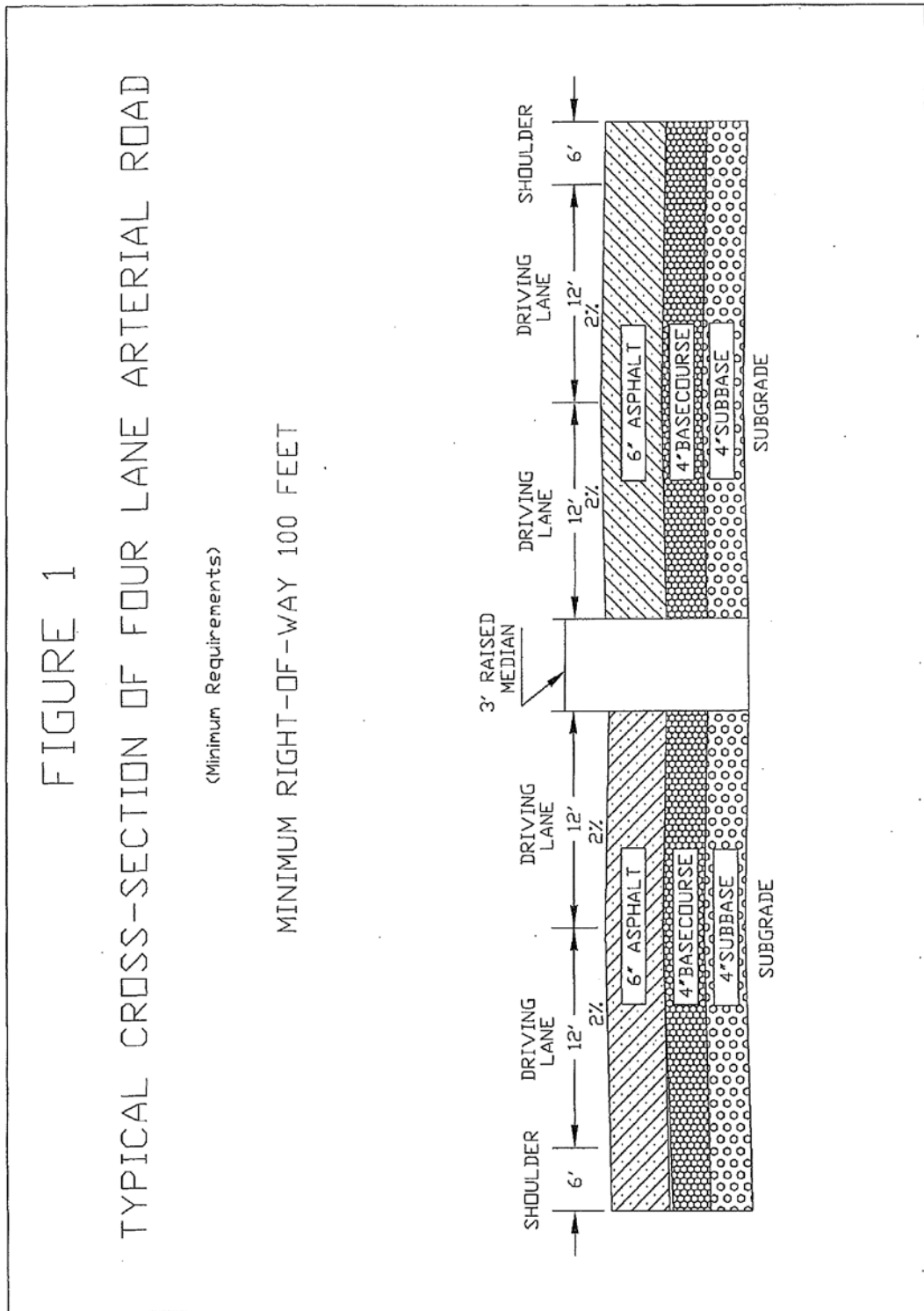


Figure 2 – Typical Cross Section for a Two Lane Arterial Road

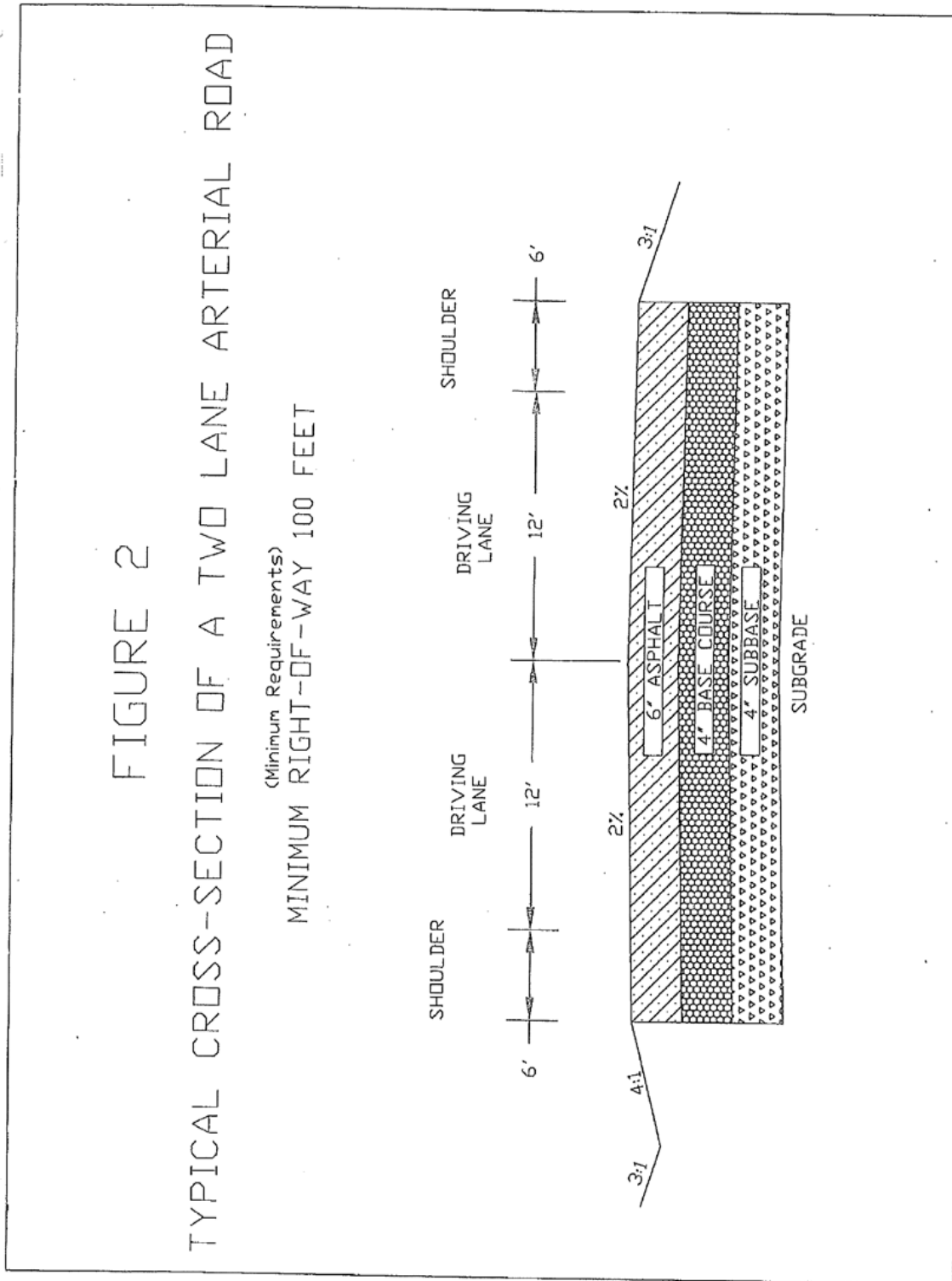


Figure 3 – Typical Cross Section for a Collector Road

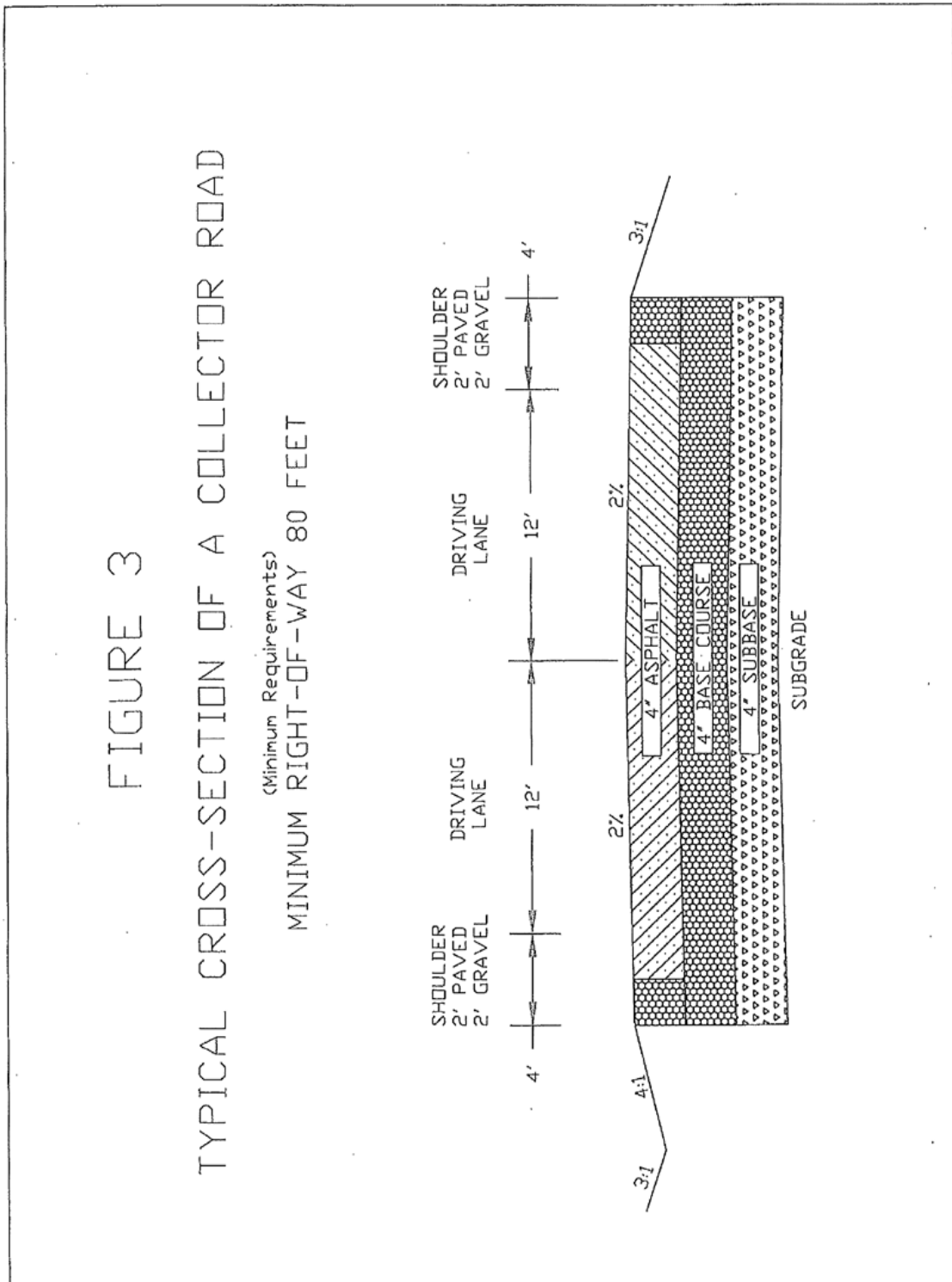


Figure 4 – Typical Cross Section for a Local Access Road

Figure 5 – Typical Cross Section for a Low Volume Status Road

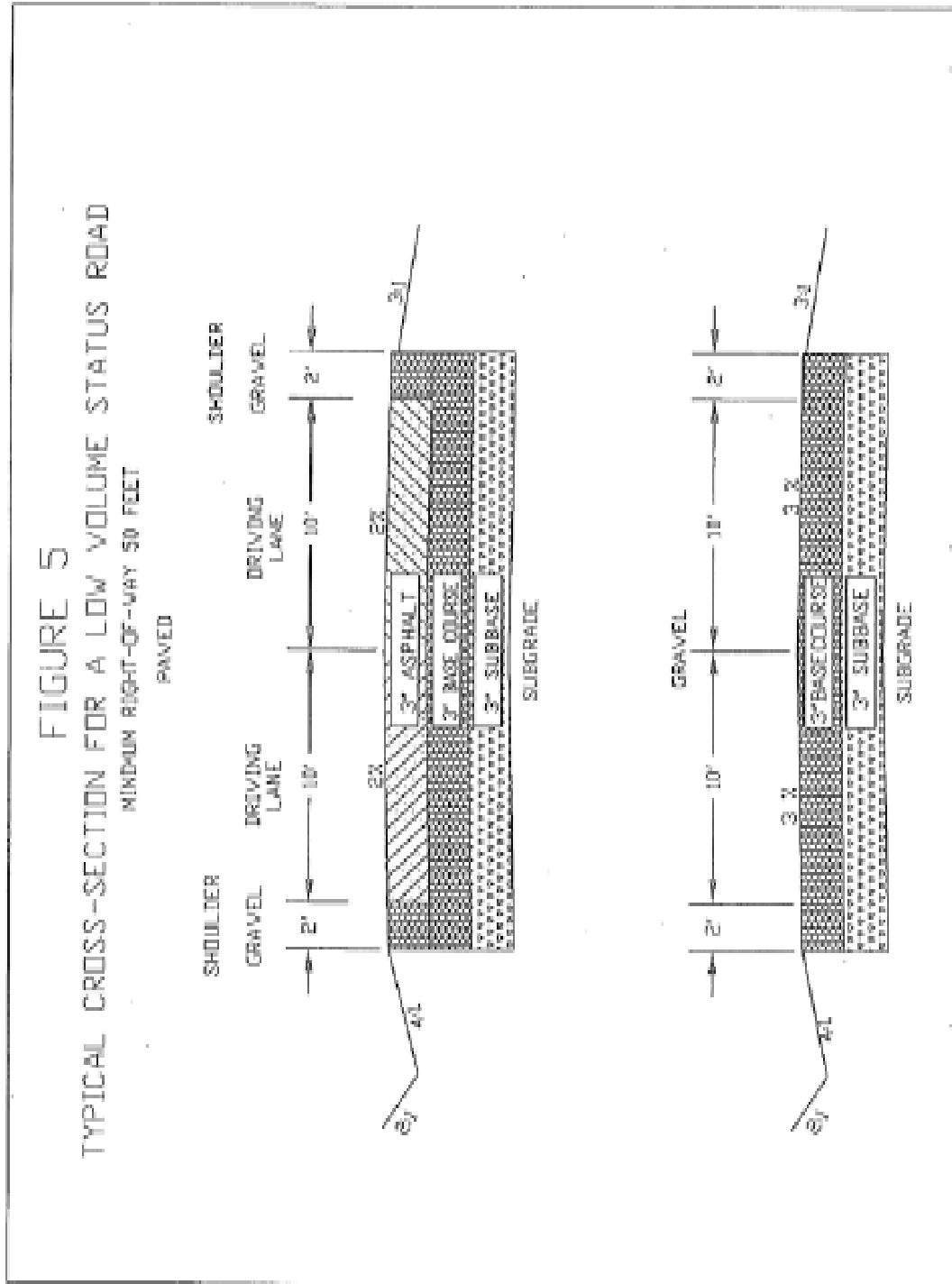


Figure 6 – Typical Cross Section for a Primitive Status Road

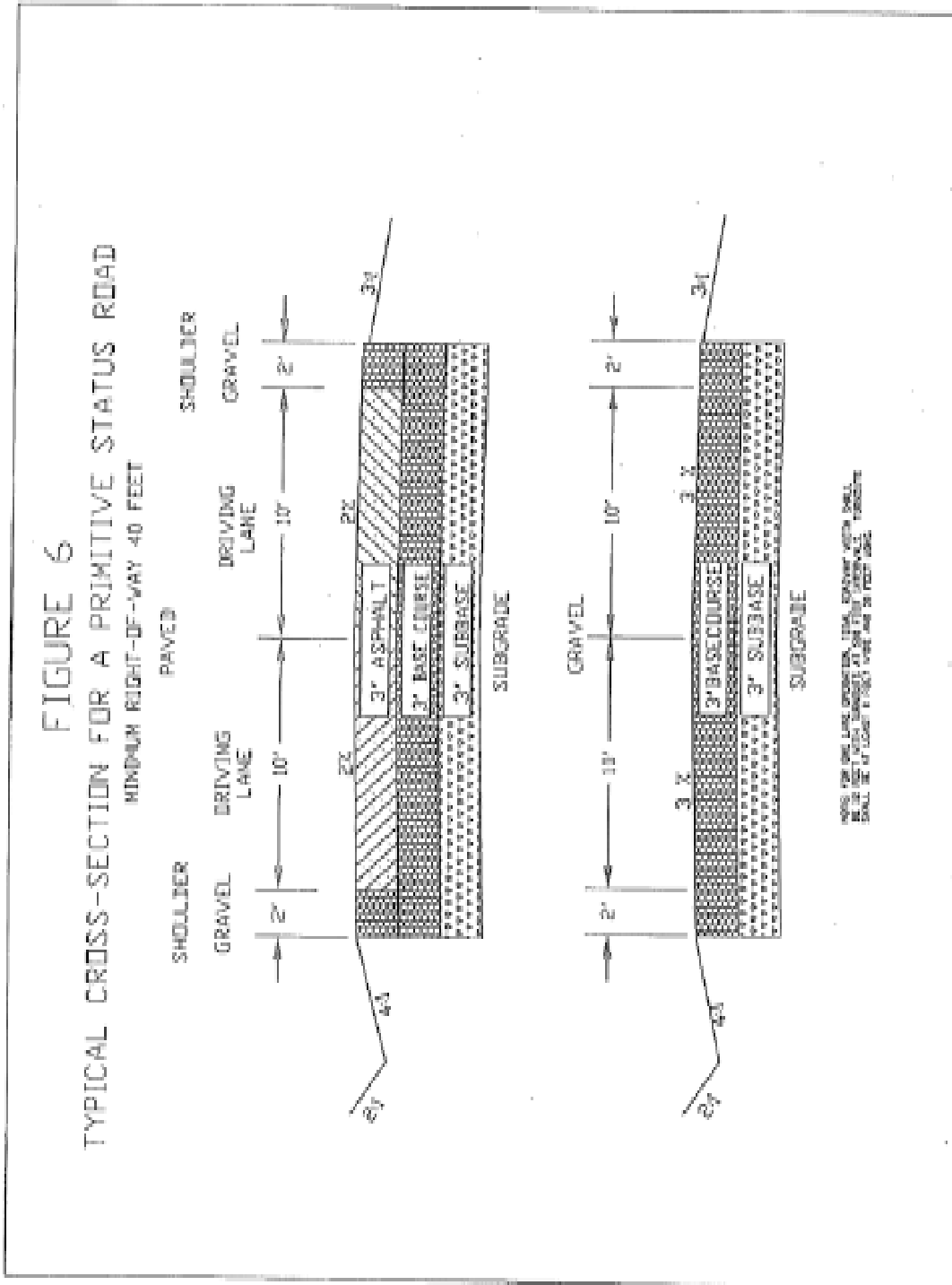




Figure 7 – Hammerhead and Cul-De-Sac Designs

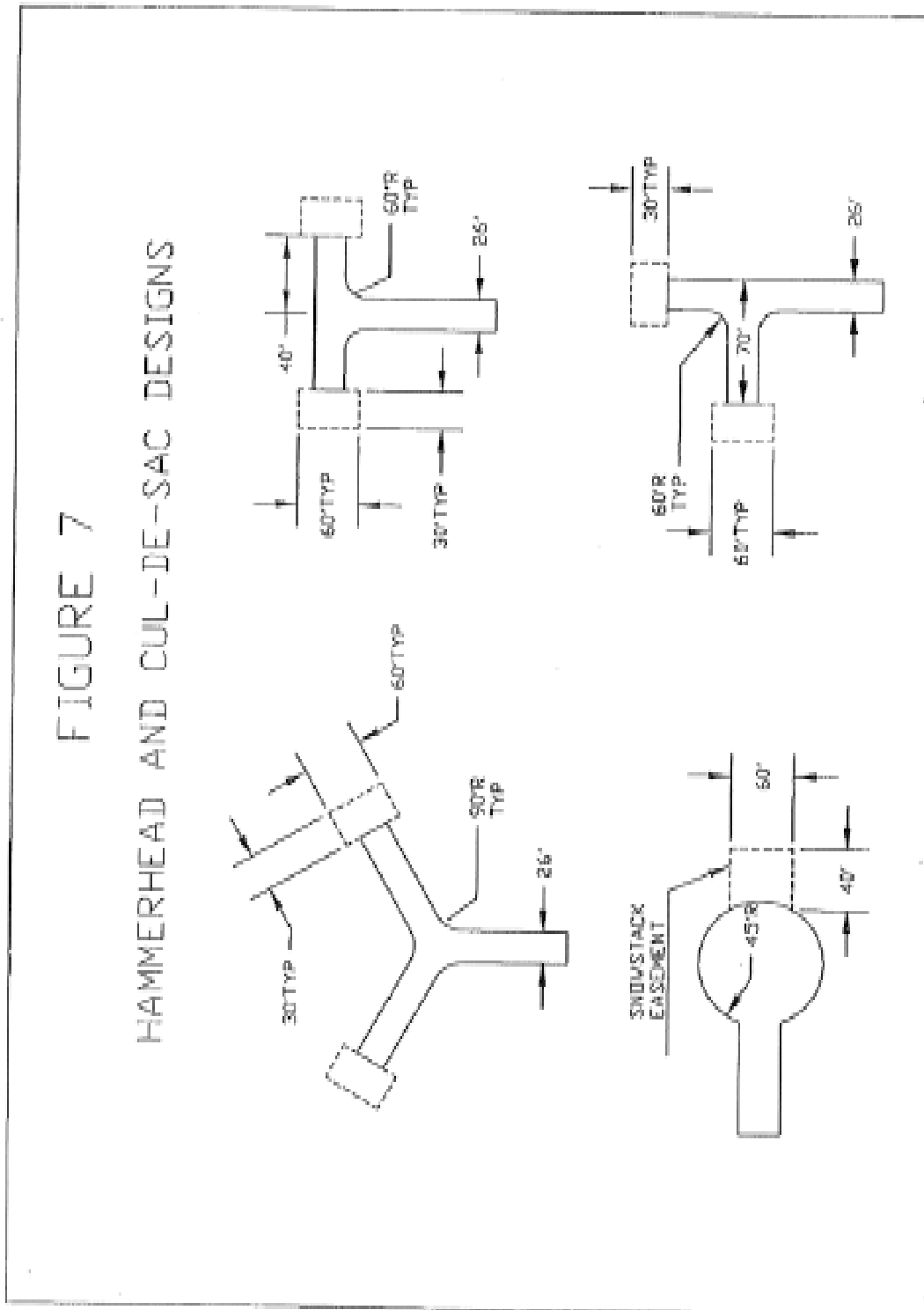


Figure 8 – Sight Distance Triangle

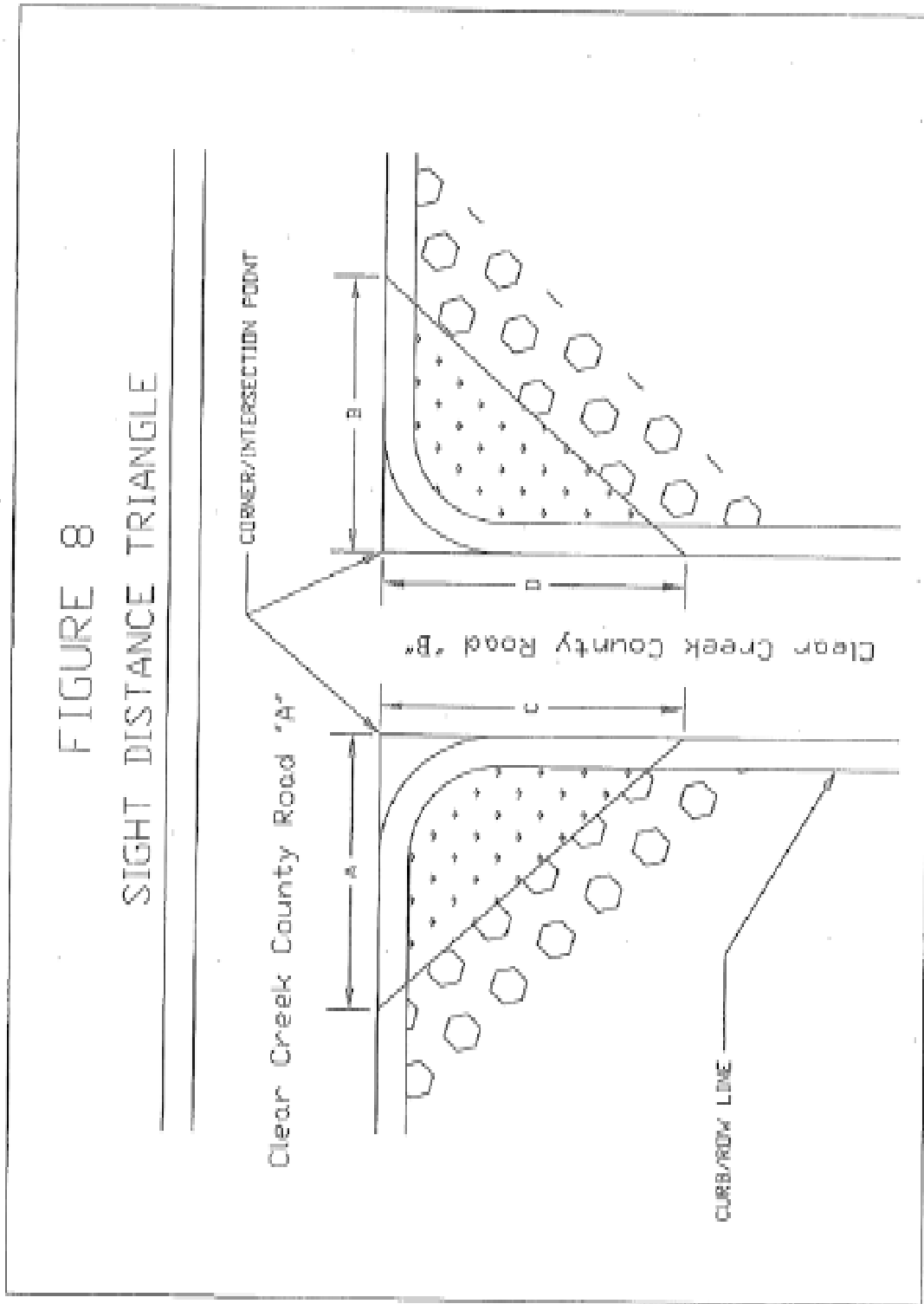


Figure 9 – Sight Distance Triangle (ROW Varies)

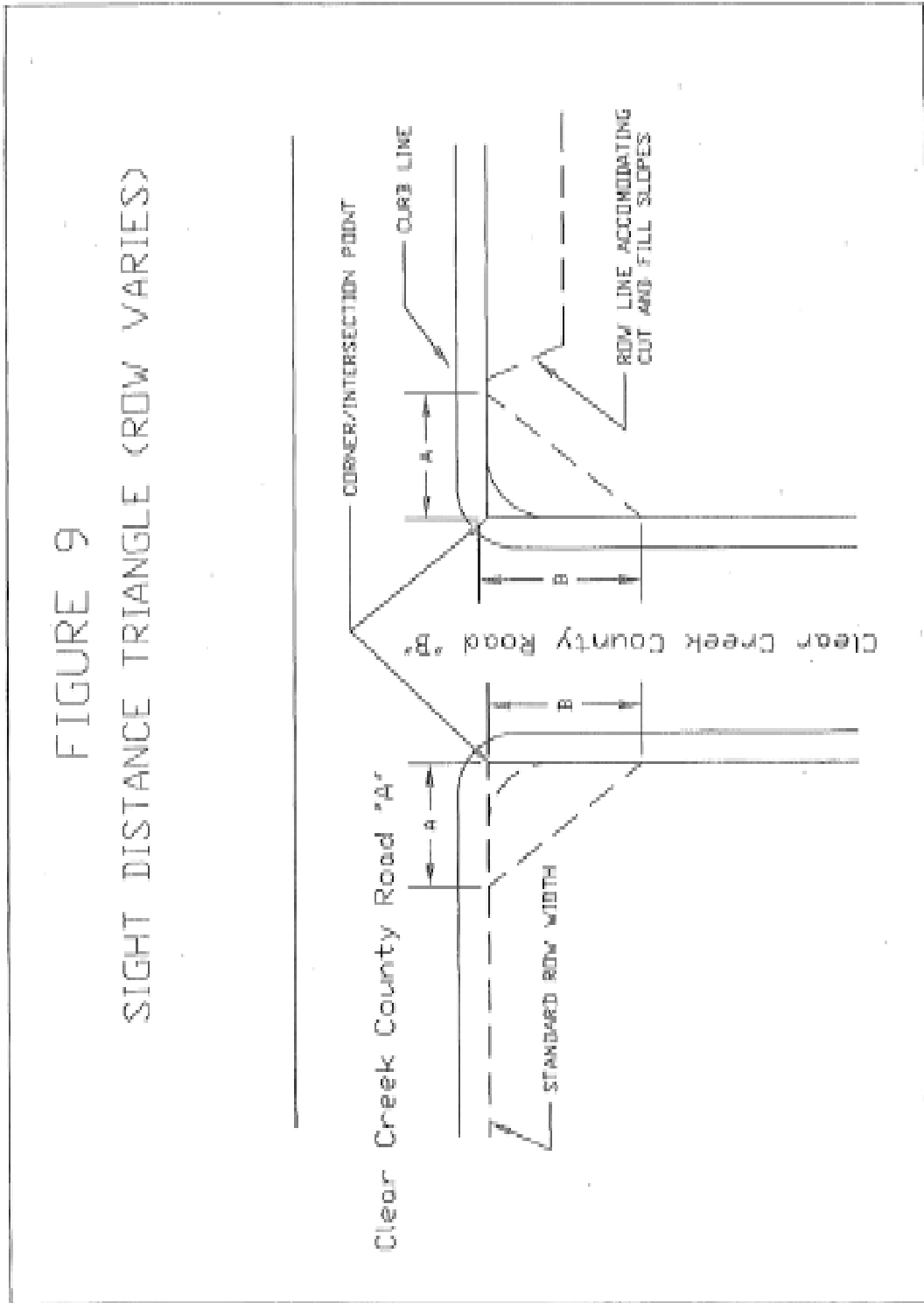
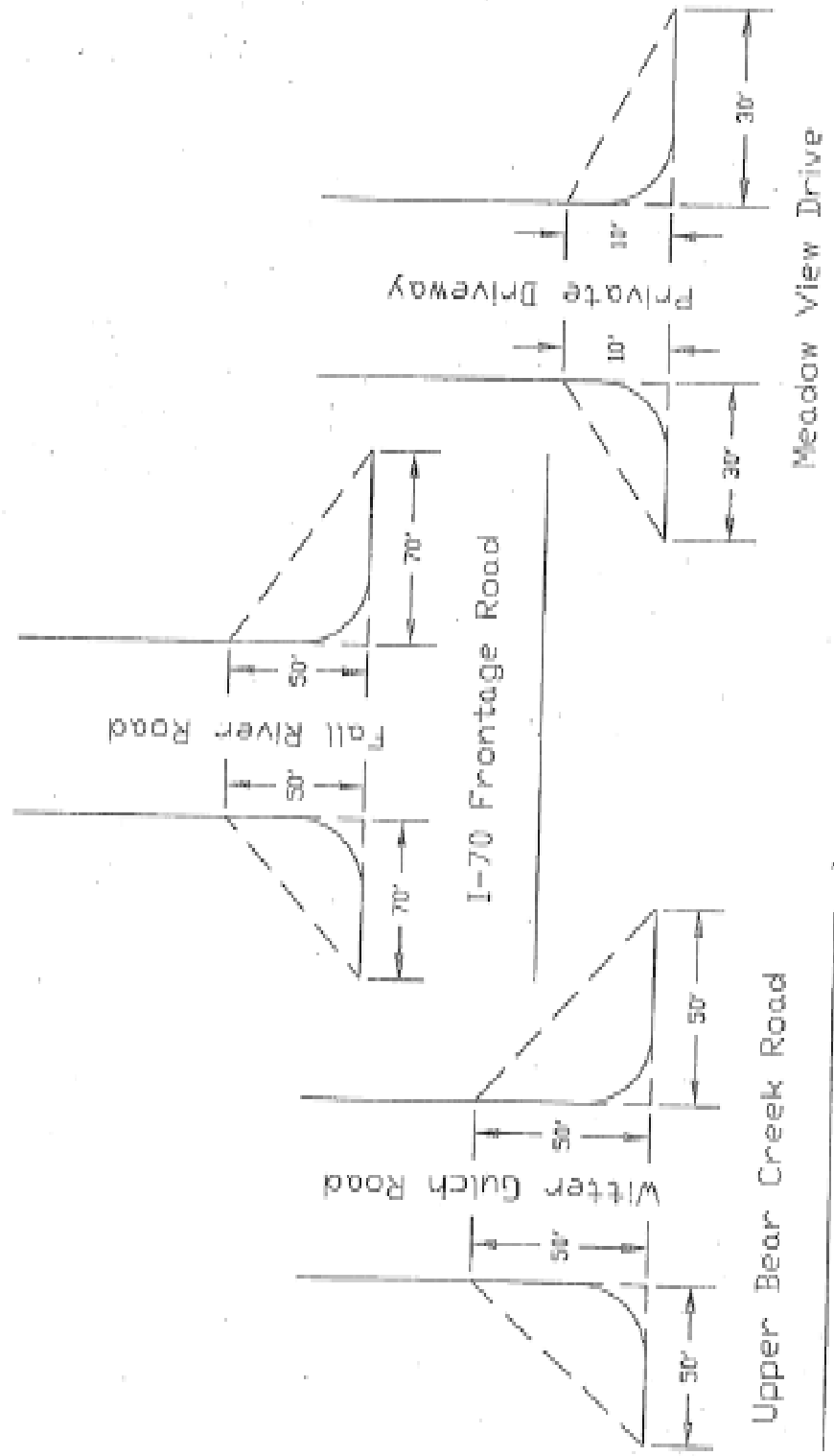


Figure 10 – Examples of Typical Site Distance Triangles

FIGURE 10  
EXAMPLES OF TYPICAL SITE DISTANCE TRIANGLES



# Figure 11 – Indemnification Agreement

## FIGURE 11 INDEMNIFICATION AGREEMENT

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Clear Creek County, Colorado, acting by and through its Board of County Commissioners, whose address is P.O. Box 2000, Georgetown, CO 80444 (hereinafter referred to as "County") and as the duly appointed representative of the users of rural free delivery cluster box, on County Road \_\_\_\_\_, Clear Creek County, Colorado (hereinafter referred to as "Users").

WHEREAS, Users desire to place a rural free delivery cluster box for postal delivery in the right-of-way belonging to the County, and;

WHEREAS, the County is willing to allow such cluster box to be installed by Users providing they comply with the County's requirements for locating rural free delivery multi box modules and that Users indemnify and hold the County harmless from any damage caused to cluster box by the County or any other party.

NOW THEREFORE, in consideration for the promises made herein, the parties agree as follows:

1. Users agree to defend, indemnify and hold the County, its agents and employees, harmless from all loss, cost, lawsuits, and damage incurred by Users and relating to the rural free delivery cluster box located on Clear Creek County Road, arising from all maintenance, snow removal and general use of the right-of-way for Clear Creek County Road \_\_\_\_\_, by Clear Creek County and the public.
2. The terms of this Indemnification Agreement shall be binding upon and inure to the benefit of both parties hereto, their respective heirs, executors, administrators, successors and assigns.
3. The County reserves the right to require that Users remove and/or relocate the cluster box in the interest of the public health, safety and welfare.

IN WITNESS WHEREOF, the parties have executed this Indemnification Agreement as of this day and year first written above.

COUNTY:  
BOARD OF COUNTY COMMISSIONERS  
CLEAR CREEK COUNTY, COLORADO

By: \_\_\_\_\_,  
Chairman

USERS: \_\_\_\_\_

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

STATE OF COLORADO)  
)ss.  
County of Clear Creek)

The foregoing Indemnification Agreement was acknowledged before me this day of \_\_\_\_\_, 20\_\_\_\_, by,

My Commission expires: \_\_\_\_\_

Witness my Hand and Seal

Notary Public \_\_\_\_\_

Figure 12 – Required Mailbox Installation on Public Roads

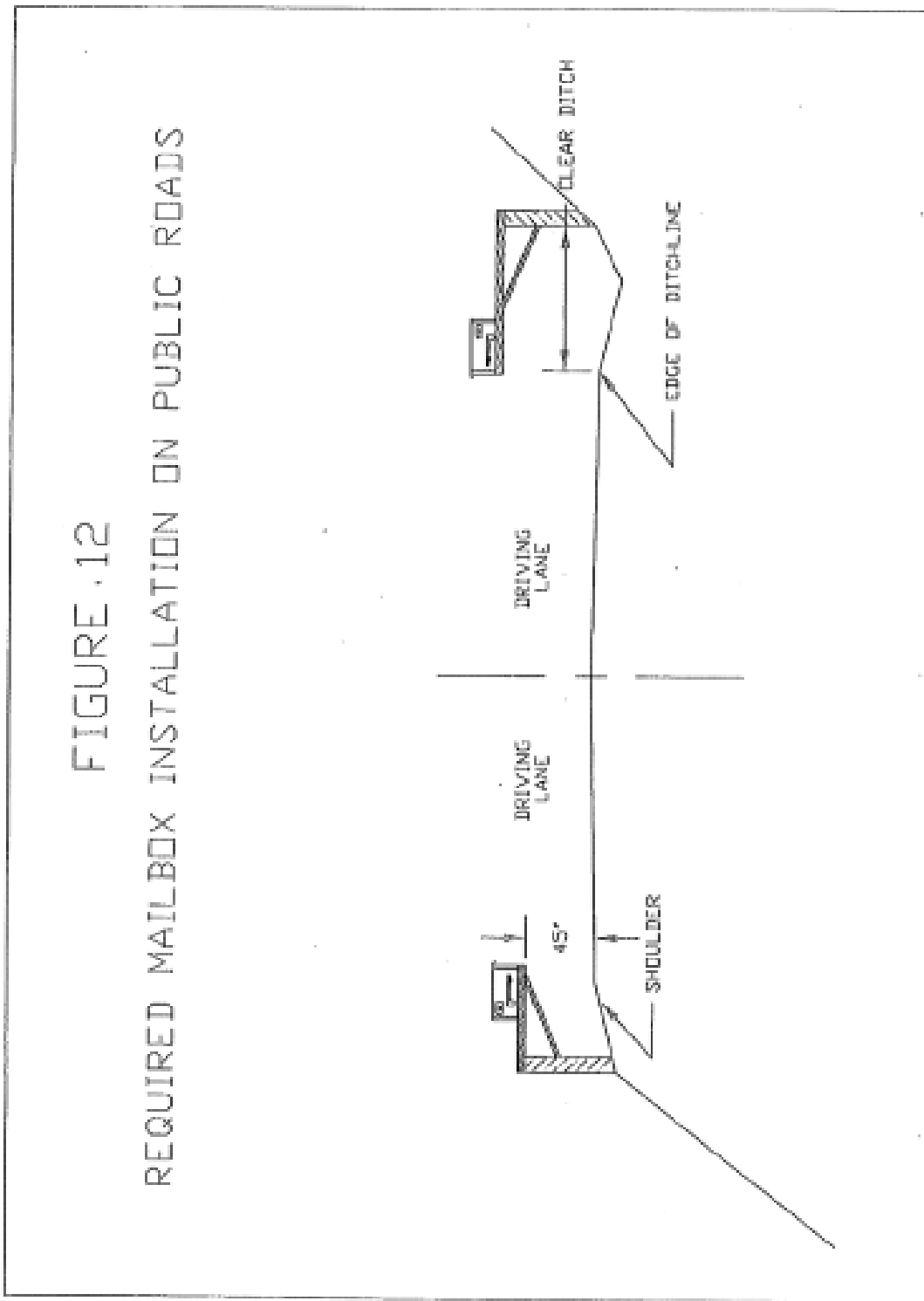


Figure 13 – Typical Cross Section Super Elevated

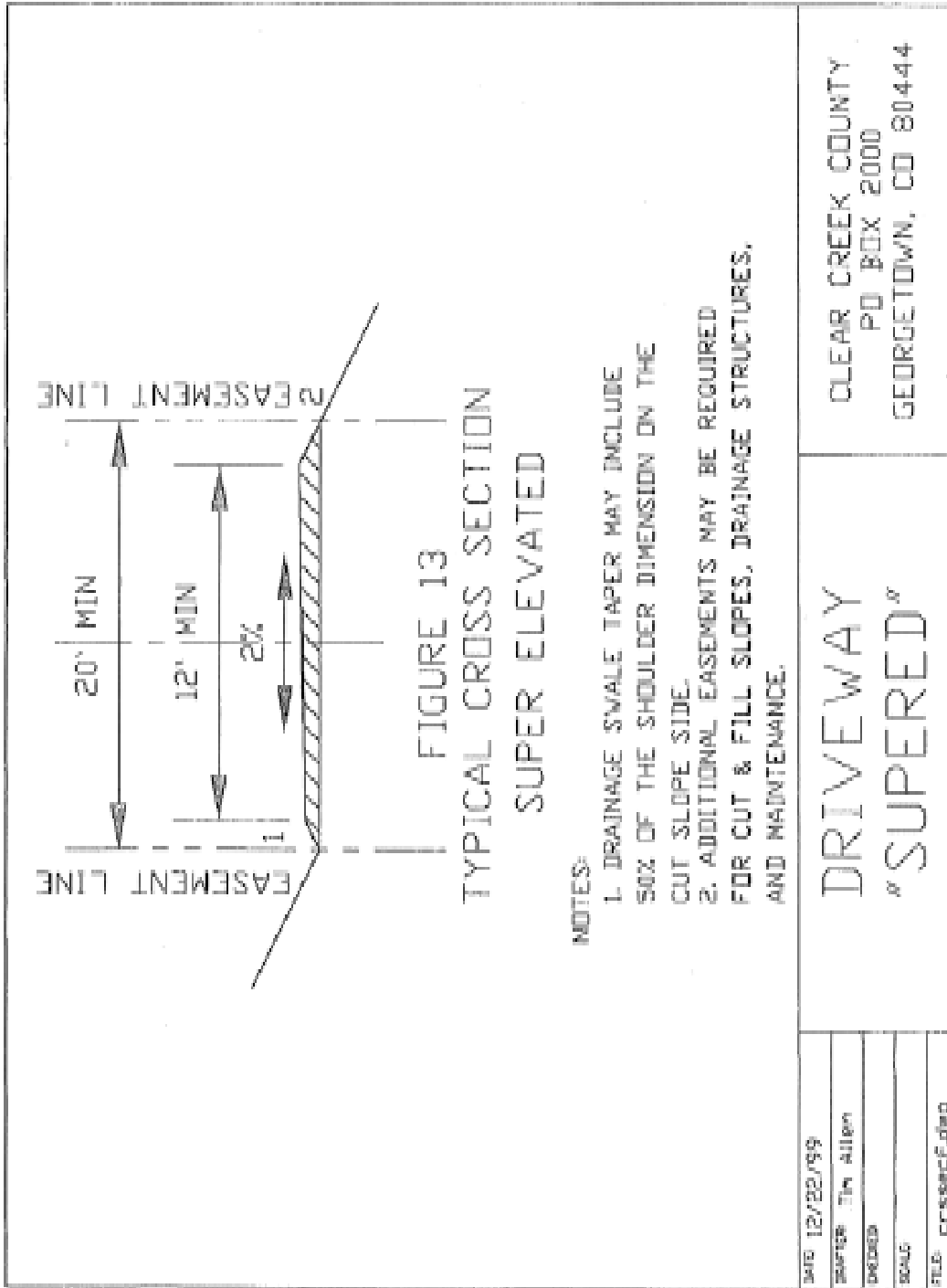


Figure 14 – Typical Cross Section of a Crowned Driveway

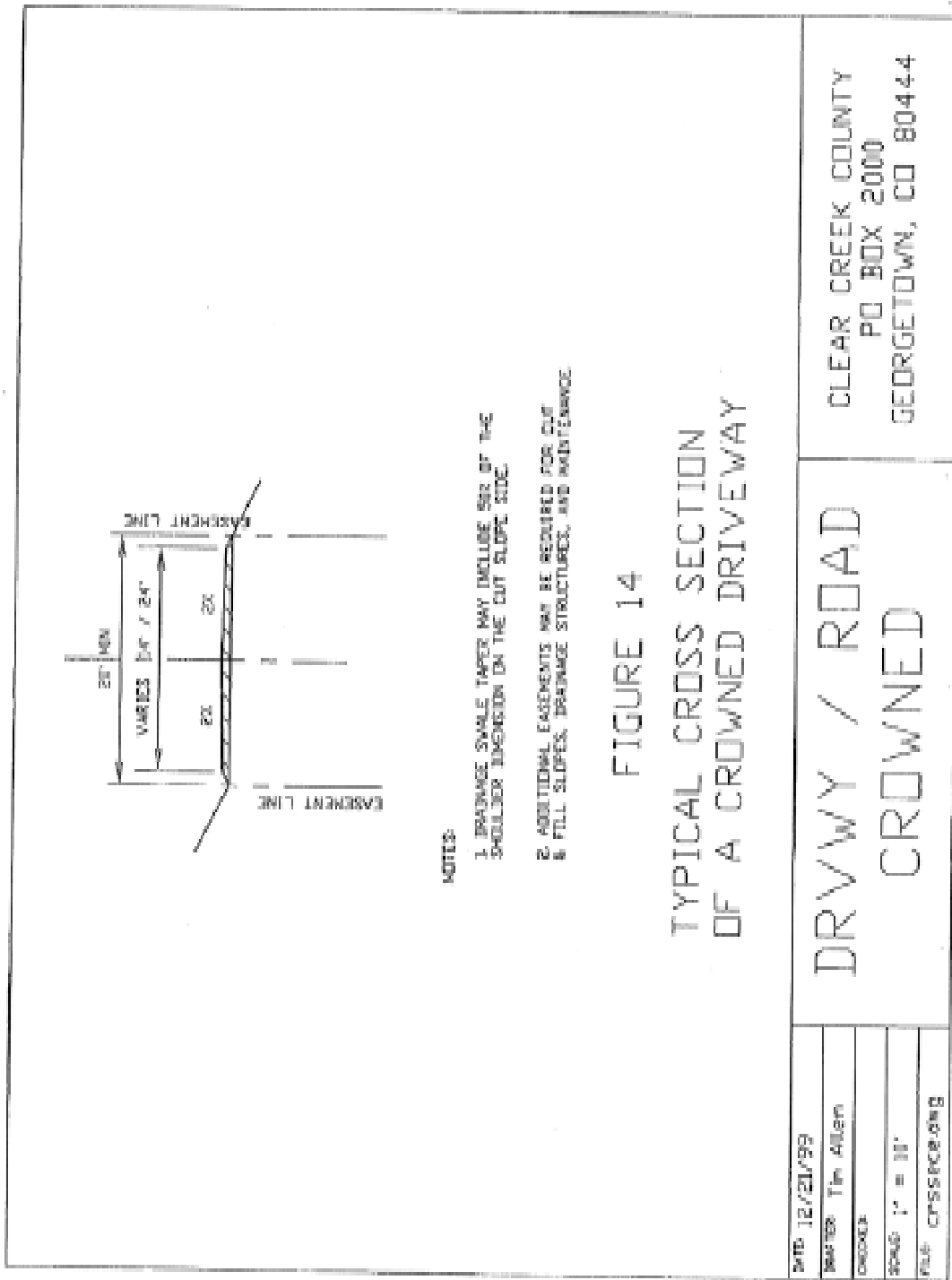




Figure 15 – Typical Cross Section of a Driveway Approach

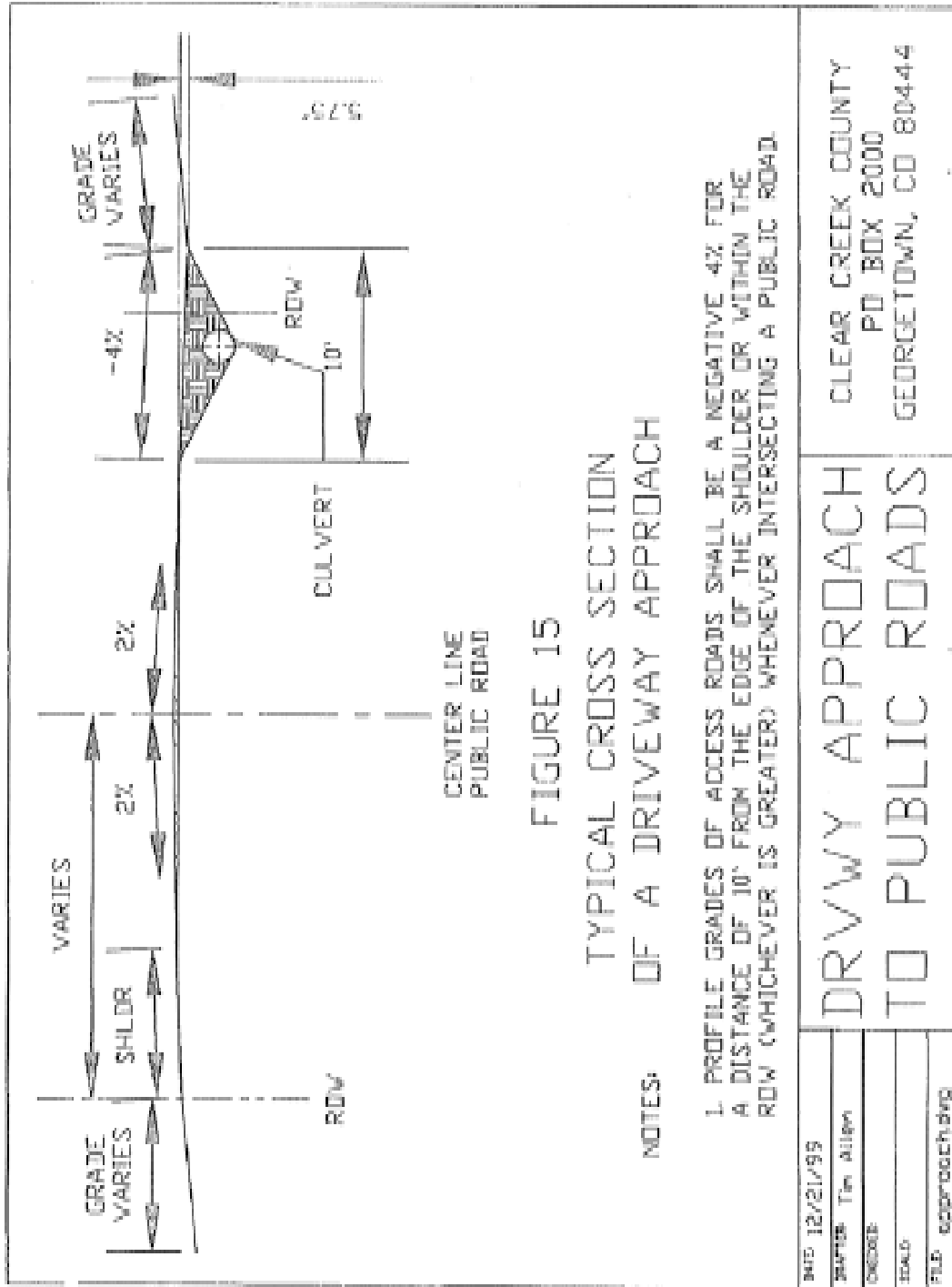


Figure 16 – Driveway/Intersection Spacing

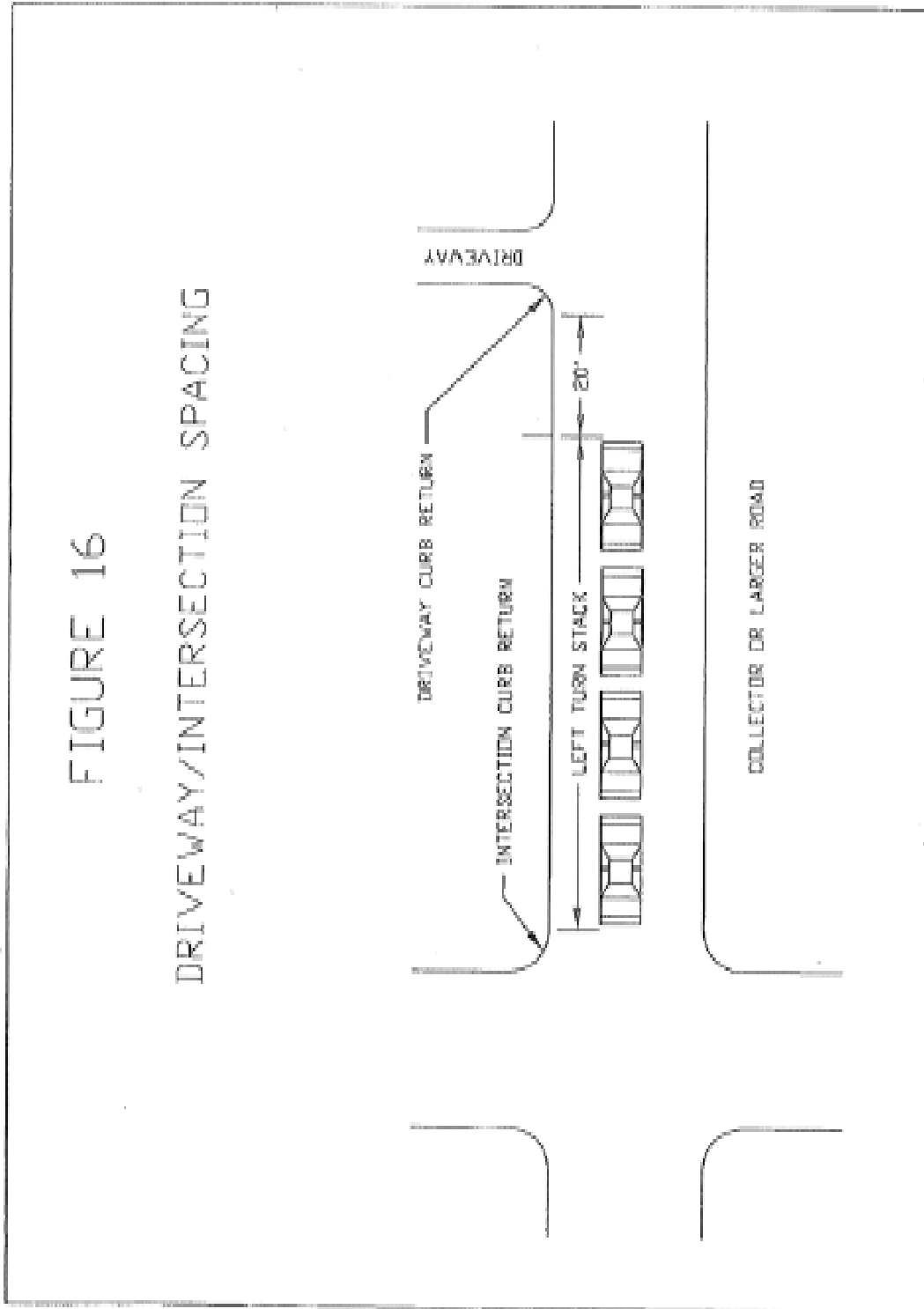


Figure 17 – Parking Layout Dimensions

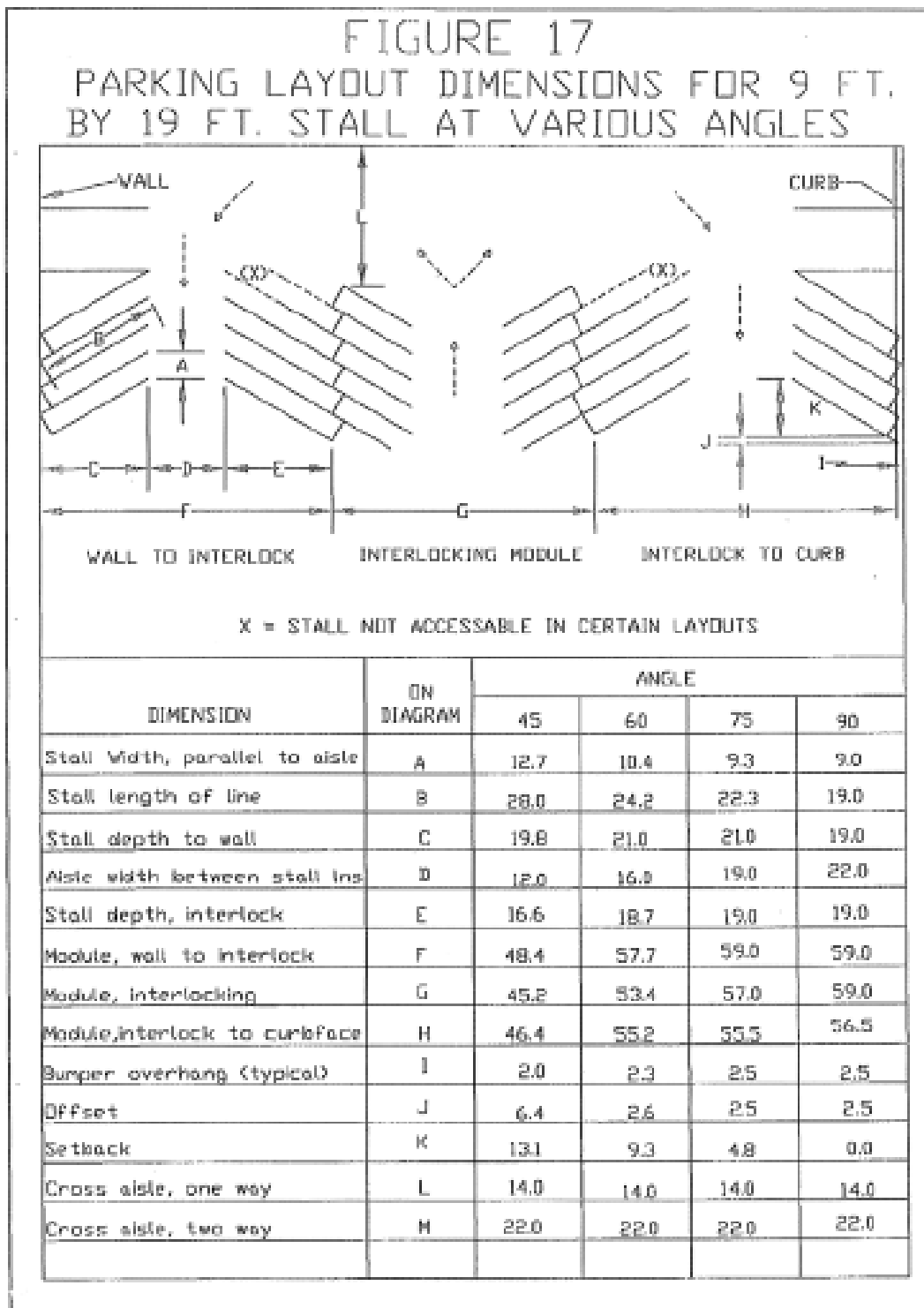


Figure 18 – Minimum Requirements for Road-Cut Backfill

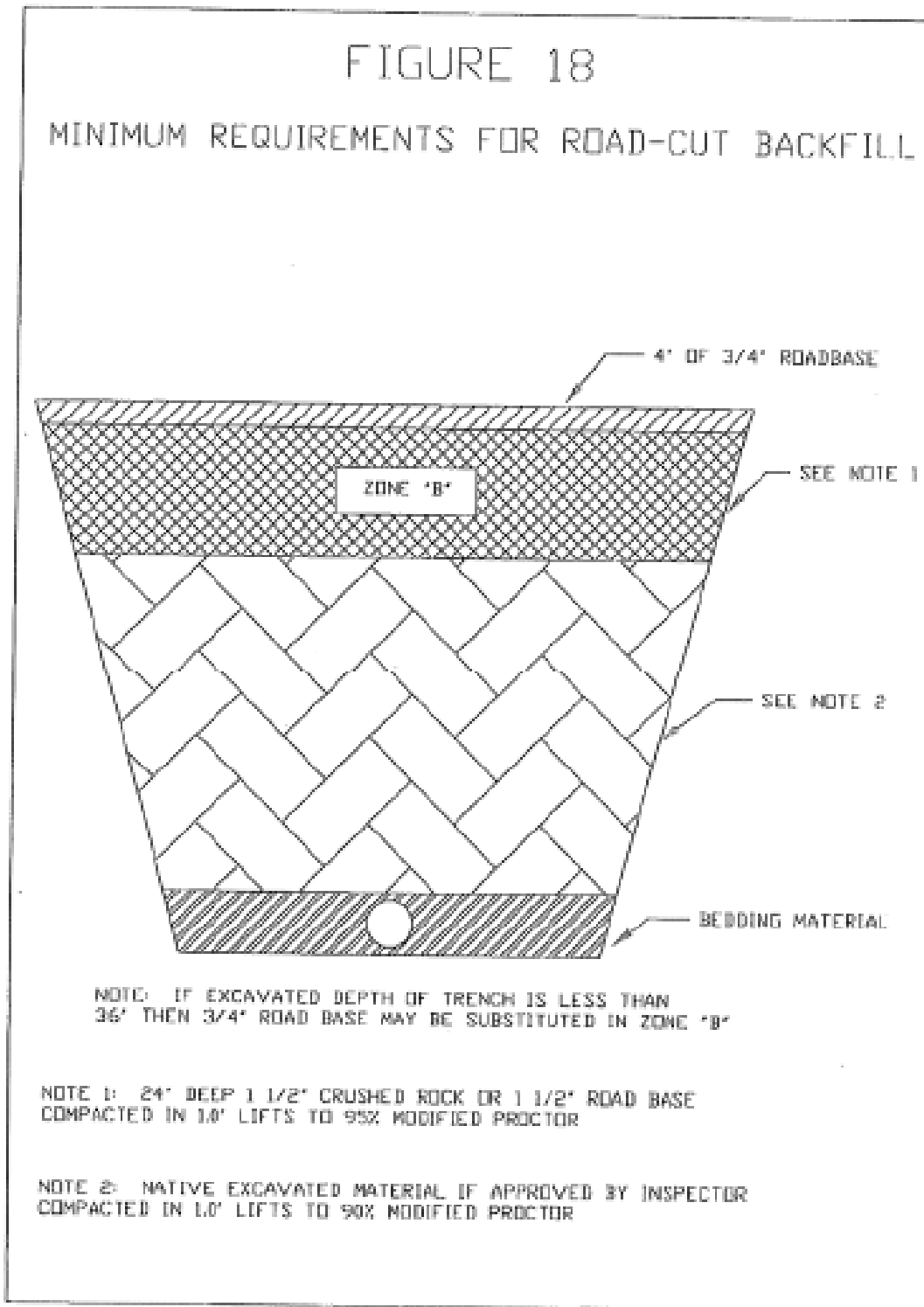


Figure 19 – Minimum Requirements for Road-Cut Backfill Asphalt Roads

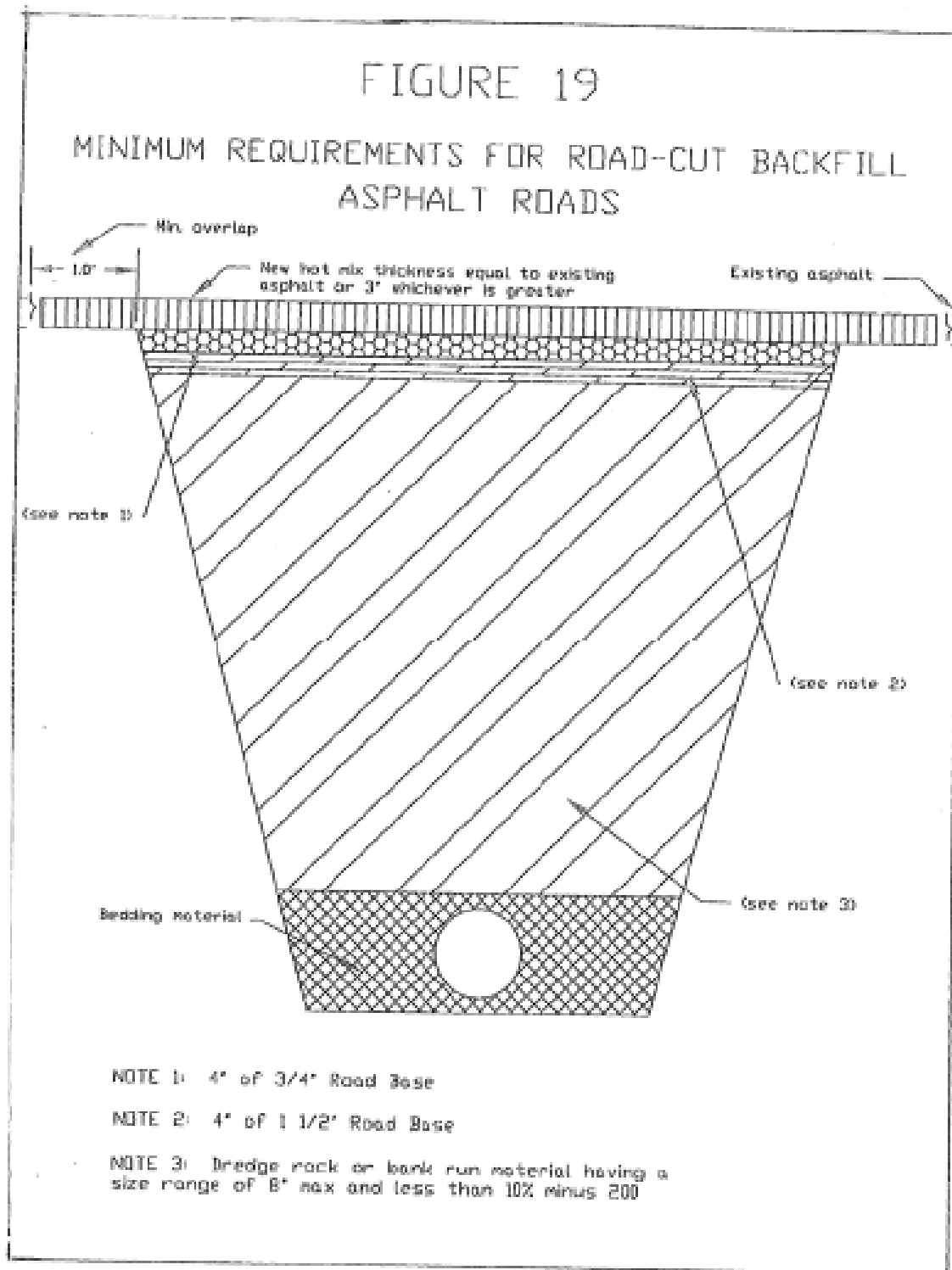


Figure 20 – Acceptable Culvert Bedding Material

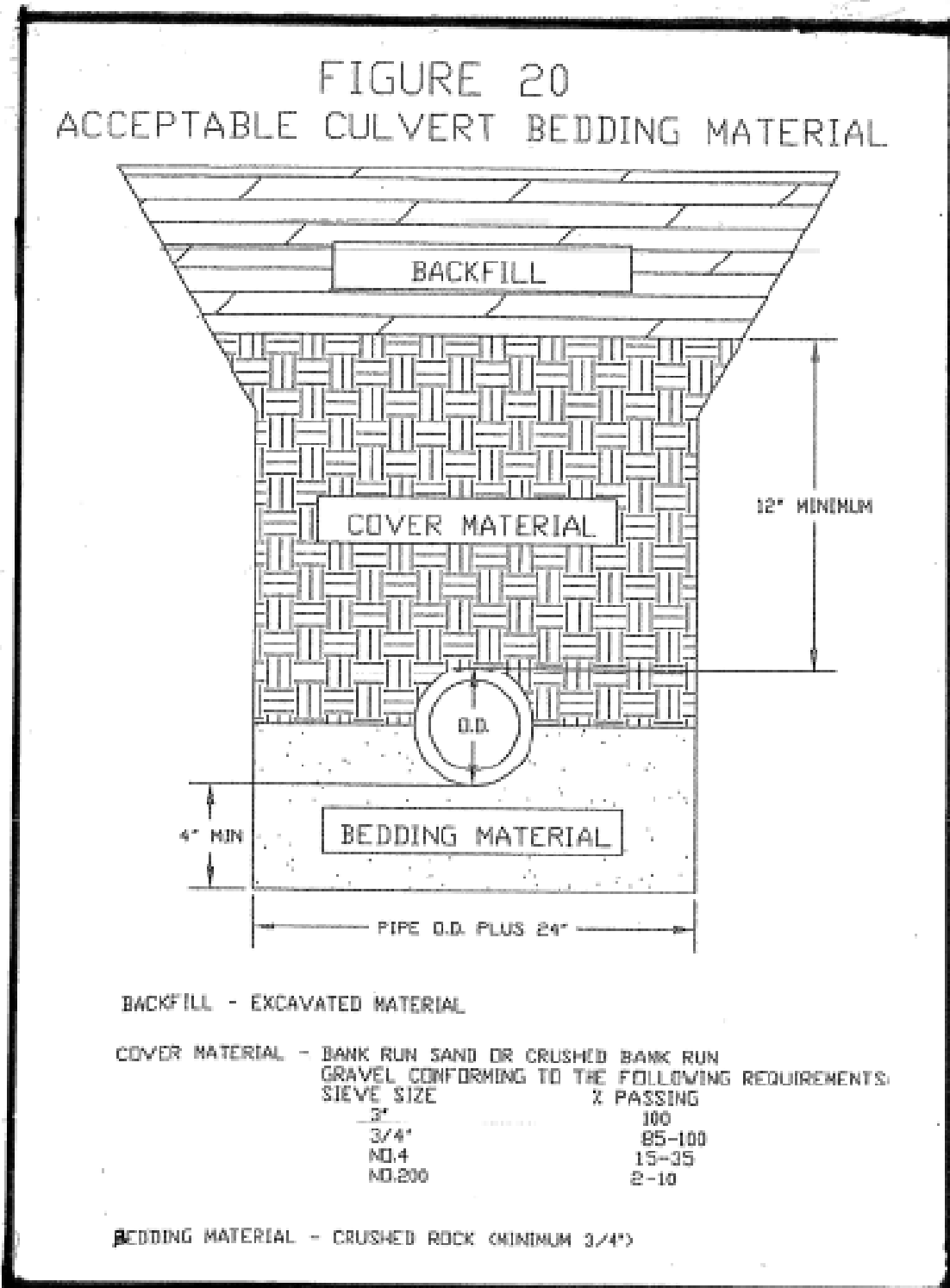


Figure 21 – Examples of Typical Culvert Application

FIGURE 21  
EXAMPLES OF TYPICAL CULVERT APPLICATION

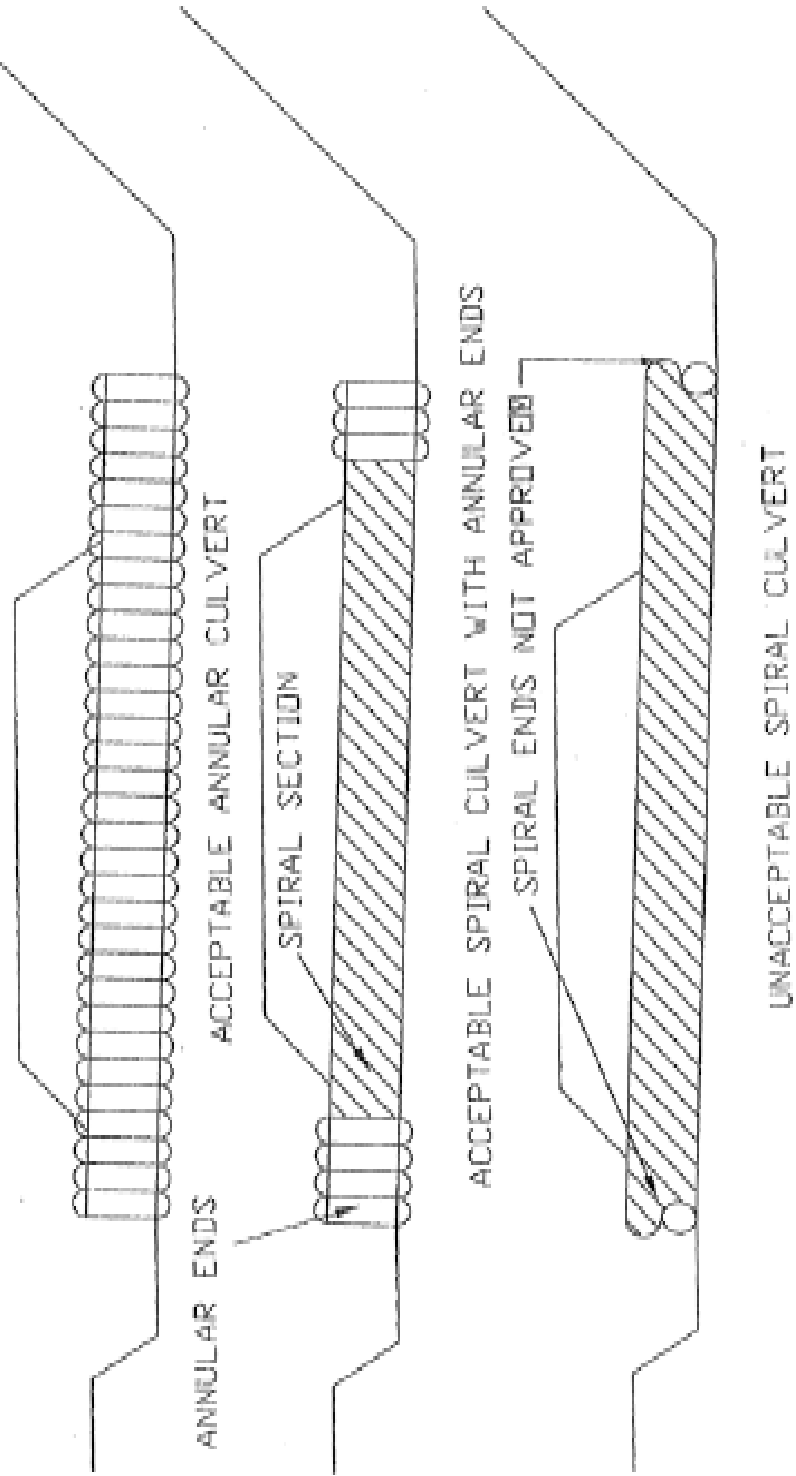


Figure 22 – Typical Drainage Pan Detail

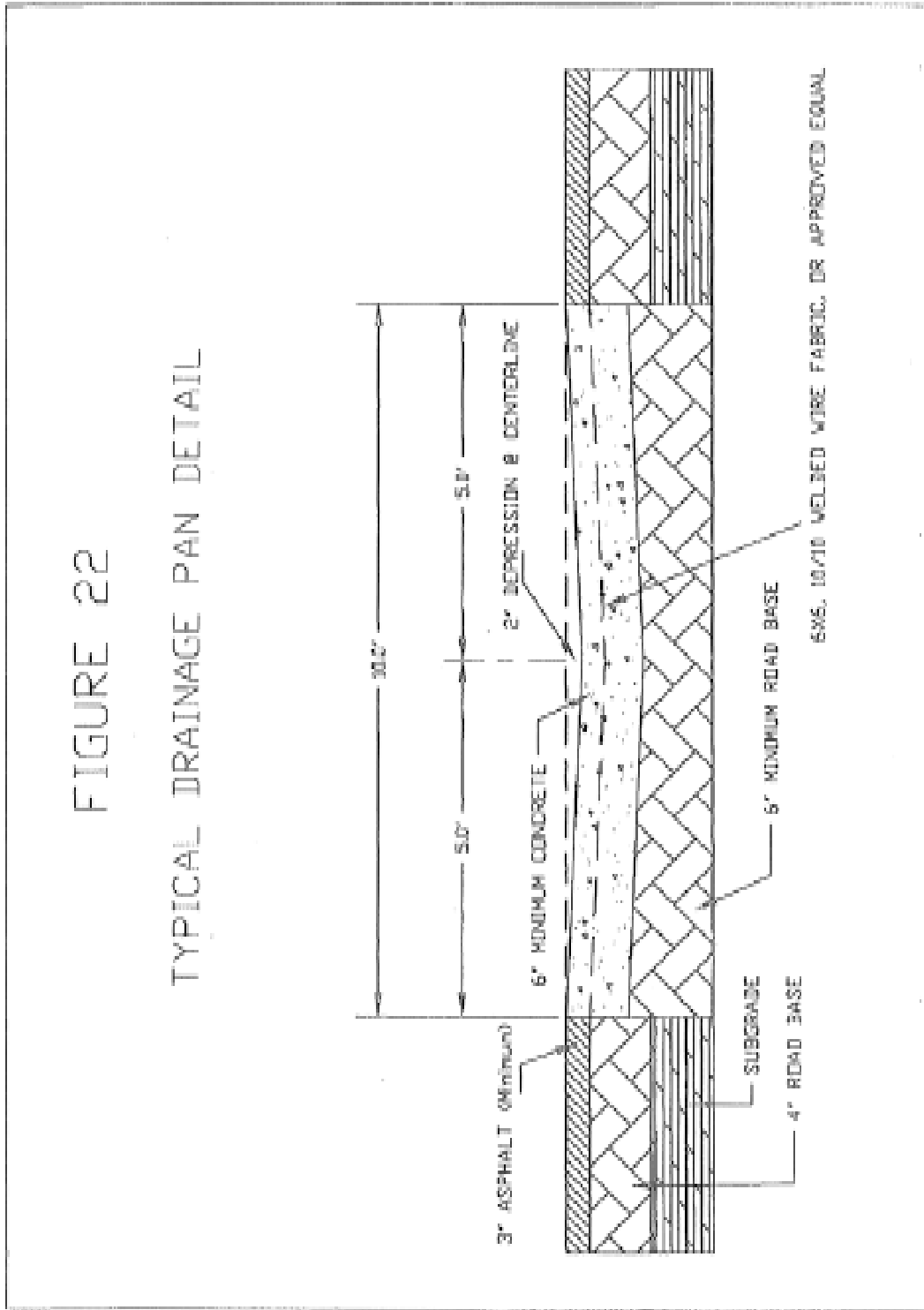




Figure 23 – Driveway Pull Out

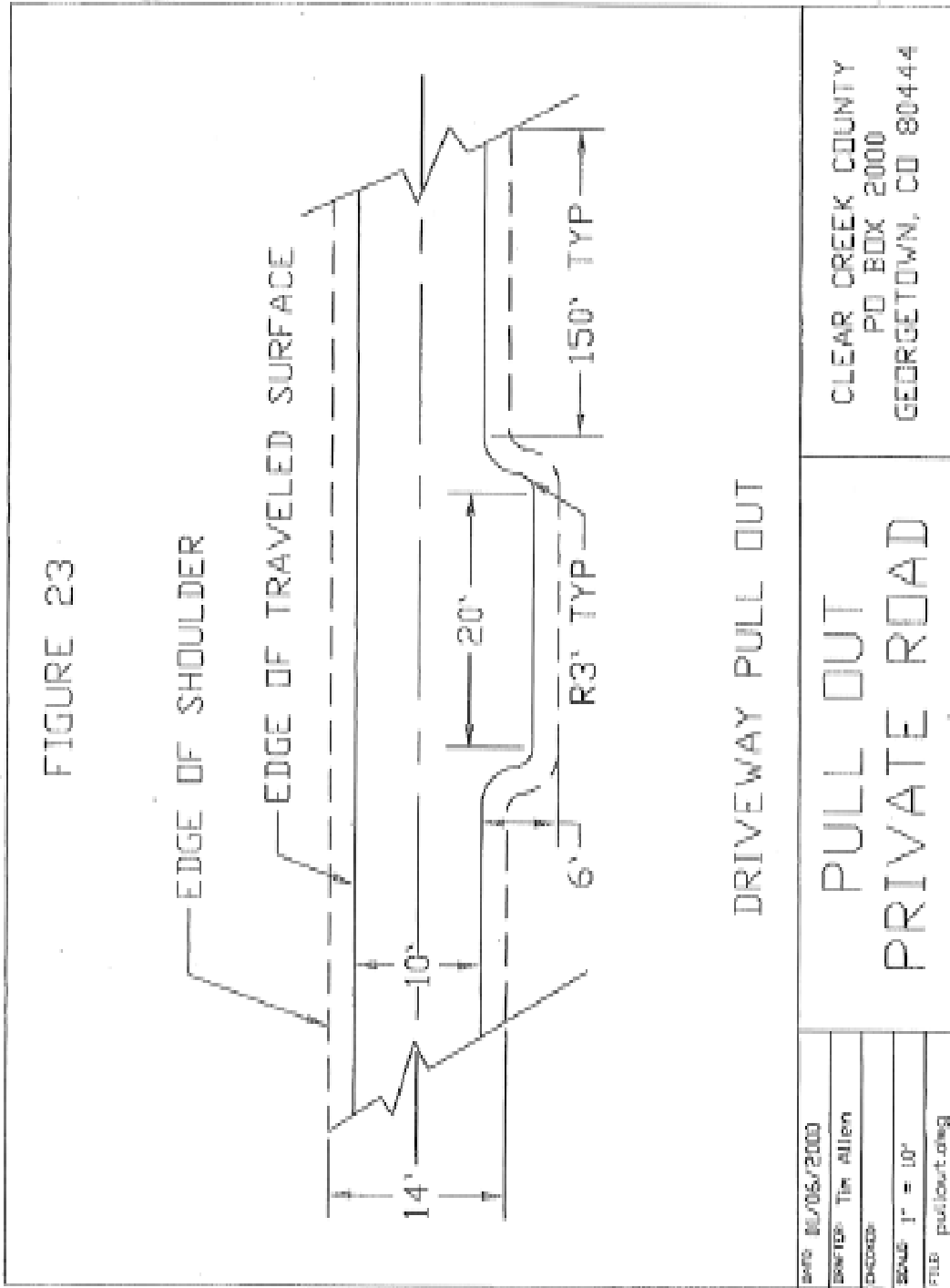
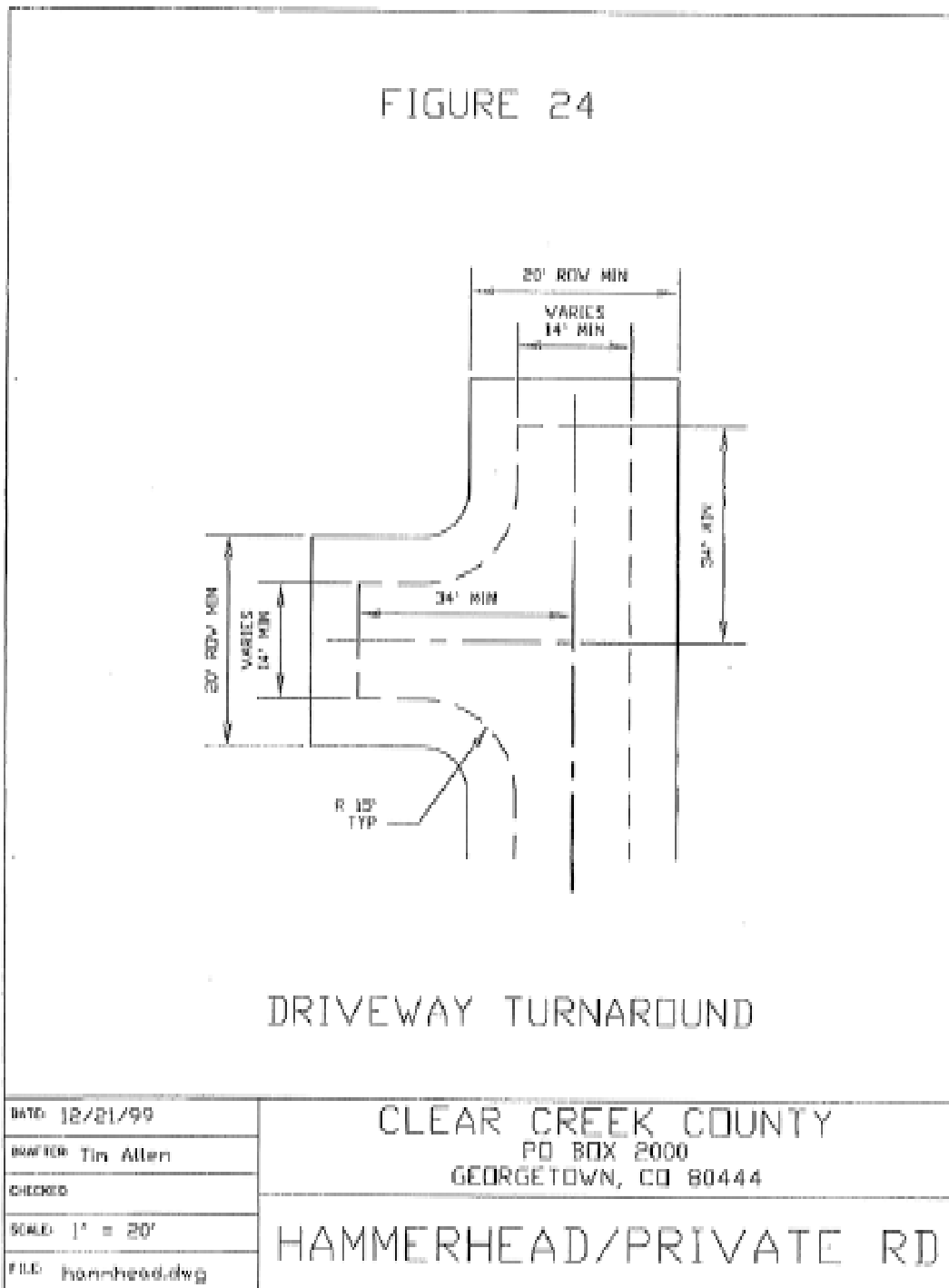


Figure 24 – Driveway Turnaround





# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
Karl Schell, Public Works Director  
**From:** Stoy Streepey, Assistant Public Works Director  
**Subject:** Consideration of Resolution 24-35, Amendments to the Roadway Design and Construction Manual

---

## RECOMMENDATION

Staff recommends approval of Resolution #24-35, resolution approving amendments to the Clear Creek County Roadway Design and Construction Manual.

## BACKGROUND

The Clear Creek County Roadway Design and Construction Manual (RDCM) was adopted in 1970 to provide a uniform policy for roadway development. Since its adoption, revisions have periodically been made to accommodate updates to industry standards as well as to address specific standards desired for development in Clear Creek County.

Based on feedback from the development community, staff recommendations and guidance from the Board of County Commissioners (BoCC), revisions to the standards for the development of driveways, parking areas as well as the process for allowing deviations are desired. County staff have been given feedback from the development community through various land use and development processes; completed a thorough review of the applicable standards adopted by adjacent counties; and received guidance from the BoCC in public work sessions.

Driveway and parking area standards along with the process for allowing deviations to these standards from adjacent counties including Boulder, Grand, Jefferson, Park and Summit were used in the staff review and analysis for these recommendations. Staff presented proposed changes to the RDCM to the BoCC during public work sessions held in August 2023 and July 2024.

In particular, we've reviewed and discussed the applicable standards including the following topics:

- Driveway Standards
  - Number of single-family residences allowed per driveway
  - Minimum separation distance from road intersection
  - Minimum separation distance from adjacent driveway
  - Width requirements
  - Curve Radii
  - Allowable driveway grades
- Parking Area Standards
  - Surface requirement
  - Structural section
  - Drainage
  - Grading
- Deviation Process
  - Approval authority
  - Criteria



# Board Agenda Background

## ANALYSIS

Road & Bridge and Site Development Department staff have reviewed the existing driveway and parking area standards for Clear Creek County contained in the RDCM as well as reviewed the driveway and parking area standards for the adjacent counties of Boulder, Grand, Jefferson, Park and Summit. A copy of the RDCM, which reflects the recommended amendments is included below as Attachment 1.

Notable revisions to driveway and parking area standards recommended by staff include:

- Driveway Standards
  - Increasing minimum curve radius from 30' to 40'
  - Increasing maximum allowable grade from 10% to 12%
  - Eliminating separation of grade standard for curves of different radii, i.e. switchbacks
    - All curves with a radius of less than or equal to 50', 8% maximum grade
    - All sections with a radius of more than 50', 12% maximum grade
  - Reducing/clarifying grade requirements for the initial portion of the driveway
    - Maximum allowable grade for initial 25' to be 8%
- Parking Area Standards
  - Asphalt surface requirement
    - Keeping exception for single-family and duplex residences
    - Adding exception for Recreation Use Facilities which take access from an unpaved road
      - Per Section 23 of the Clear Creek County Zoning Regulations, a Recreation Use Facility (Non-Commercial Park) is defined as uses, structure and/or land utilized for the provision of recreational activities and/or open space which may be developed, operated and/or maintained by a public entity or non-profit organization.
- Deviation Process
  - Authorizing County Engineer to grant approval of driveway and parking area deviation requests
    - Applicant to have opportunity to appeal to BoCC upon denial of request
  - Better defining circumstances when a deviation to the standards can be requested and criteria to be considered

In addition to revisions regarding driveway and parking area standards recommended above, staff also recommend the following revisions to the RDCM:

- Updating reference to bridge design standards to include AASHTO and CDOT standards for public bridges and added requirements for private bridges.
- Modifying permitting requirements for road and bridge construction to better fit current permitting practices, including:
  - Identifying the Site Development Department as the permit administration department for all road and bridge construction permits.
    - Right-of-way permitting for installation of utilities and other work within the road right-of-way to remain with the Road & Bridge Department.
  - Elimination of a road grading permit.
    - Typical maintenance (snow plowing, ditch/culvert cleaning, surface maintenance, etc.) of an existing road not maintained by the Road & Bridge Department does not require permitting.



# Board Agenda Background

- Work that modifies existing vertical or horizontal alignment, drainage conditions or other construction associated with a public road requires a road construction permit.
- Eliminating references to best management practices permits.
  - Best management practices permits are no longer required as the requirements for these permits are being administered through other permits.
- Modifying language to allow for driveways to be permitted opposite T-intersections.
- Removing Chapter 7 of the RDCM which includes language for deviations to the standards contained in the RDCM.
  - Authority to approve deviations to driveway and parking area standards being granted to the County Engineer with the option to appeal to the BoCC as described above. The deviation process and requirements are being included in the County's building code along with grading & excavation regulations.
  - Deviations to other areas of the RDCM continue to require approval by the BoCC.
- Removing language regarding requirements surrounding subdivision from Chapter 8 of the RDCM as these requirements are contained and enforced through the County's subdivisions regulations.
- Including category for Fiber in the utility installation depth table, Table 18.
  - Same as other communication lines, 2 feet or 1 foot under culverts.

Along with the revisions noted above, staff have also revised language throughout the entire RDCM to correct spelling, grammatical, formatting, consistency with other County standards and other non-substantive items. A List of Substantive Changes along with the associated section number in the RDCM is included below as Attachment 2.

## CONCLUSION

Road & Bridge and Site Development Department staff are proposing revisions to the Roadway Design & Construction Manual generally described above and recommending that the Board of County Commissioners approve Resolution #24-35 to adopt the Roadway Design and Construction Manual as amended and attached below.

## ATTACHMENTS

1. Proposed Amendments to the Roadway Design and Construction Manual
  - a. Deletions shown with blue strikethrough and additions shown in blue text
2. List of Substantive Changes
3. Resolution #24-35, Resolution Adopting Amendments to the Roadway Design and Construction Manual

**INTERGOVERNMENTAL AGREEMENT  
FOR THE PROVISION OF SHORT TERM BASIC LAW ENFORCEMENT SERVICES**

This Intergovernmental Agreement for the Provision of Short-Term Basic Law Enforcement Services (the "Agreement") is effective December 1, 2024, between and among the Town of Georgetown (the "Town"), a territorial charter town located within Clear Creek County, Colorado, and the Clear Creek County Board of County Commissioners on behalf of the Clear Creek County Sheriff's Office (the "Sheriff"), and together the "Parties."

**RECITALS**

A. The Sheriff and the Town are authorized to enter into this Agreement pursuant to Section 18(2)(a) of Article XIV of the Constitution of Colorado and Colorado Revised Statutes Sections 29-5-104, 30-11-410 and 30-15-401(2)(a), as amended.

B. Due to the loss of its law enforcement officers, the Town currently cannot adequately provide its own law enforcement services.

C. The Town has requested the Sheriff to provide law enforcement services until the Town can hire new law enforcement officers.

D. The Sheriff is willing to provide basic law enforcement services in response to Emergent Circumstances and to provide Authorized Services as described below.

E. The Town and the Sheriff intend to set forth in this Agreement the terms and conditions under which the Sheriff will provide law enforcement services to the Town.

**TERMS AND CONDITIONS**

1. Law Enforcement Services. The Sheriff shall provide the following law enforcement services to the Town: enforcement services shall include enforcement of the Colorado Revised Statutes, ordinances, and Model Traffic Code as adopted by the Town except that the Sheriff shall have no obligation under this Agreement to enforce Town building codes, fire codes, plumbing codes or electrical codes. The law enforcement services shall include emergency dispatch communication services through the Jeffcom Dispatch Center, and response to the same, in support of the services provided.

2. Service procedure.

A. The initial level of service shall be three (3) days per week for patrol services. The Parties may increase this level of services by exchange of e-mail messages without a formal amendment to this Agreement.

B. This agreement will be for 18 hours per week, unless expanded as provided above.

C. The Sheriff will determine in advance what days and specific patrol hours will be covered based on the Town's needs and average call volume. The Sheriff will develop an advance schedule that may be deviated from based on the Town's needs (e.g., special events).

D. Requests for service dispatched through Jeffcom shall be billed separately on a per-call basis at the same hourly rates as set forth in Section 4.A hereof, provided however, there shall be no separate billing for such calls when received during any regular or special requested patrol shift, it being the intention of the Parties that dispatch calls received during a regular or special requested shift are a normal part of that shift responsibility.

E. The Sheriff will provide supporting administrative services customarily provided for law enforcement activities, including but not limited to filling out incident reports, maintaining evidence, filing sex offender registrations, fulfilling requests for body cam footage as requested by the office of the district attorney and others as appropriate.

F. This Agreement will supersede the Mutual Aid Agreement which is technically no longer in operation since the Town's police department has no officers and cannot meet its obligations under that Agreement. In this regard, a separate cost agreement for dispatched calls to the Town must be entered.

3. Request and approval of Services. The Town will use its best efforts to request services a minimum of fourteen (14) days prior to the service dates. The Town shall file a request for services by email to the contact persons specified herein. The Sheriff shall use best efforts to respond to a request within seven (7) days of receipt but in no event later than seven (7) days before the first requested service date.

4. Compensation and Vehicles

A. The Town shall pay the Sheriff for delivered services at the overtime rate for the deputy on shift. Deputies make between \$78 to \$94 a year for \$37 to \$41 per hour. On occasion a sergeant may have to cover a shift which would be a higher rate. Administrative support services will be provided at the overtime rate for the relevant staff. Sex offender registrations will be billed at \$100 per registration. Deputies attending court in support of Town violations will bill at these rates only for the time spent in support of the Town matter; to the extent the deputy is in court on a county ticket as well, the time will be divided so as to only charge for the time devoted to the Town ticket.

B. The Sheriff shall invoice the Town on a monthly basis for the services rendered pursuant to this Agreement. The monthly invoices shall list individuals providing services and their respective invoiced rates. Upon receipt of such invoices, the Town shall make payment in full within thirty (30) days.

C. The Sheriff shall provide all uniforms, equipment, vehicles, and associated items necessary or desired to perform the services. The Town shall not be required to provide any of the same. Provided, however, the Sheriff shall be permitted to use one or more Town police vehicles, in the discretion of the Police Judge, to assist in providing the services, either directly or by means of thereby making Sheriff's vehicles available.

5. Supervision. The Sheriff shall retain exclusive control over the hiring, deployment and dismissal of Sheriff personnel and equipment in accordance with his statutory authority and the Sheriff's policies and practices. The Sheriff shall maintain supervisory responsibility and control over its officers providing services hereunder.

6. Records and Other Fiscal Procedures. The Sheriff shall maintain daily activity logs for the Sheriff's personnel and Uniform Crime Reports in such a fashion that those records will include a separate geographical code for the Town so that proper statistical information may be kept to account for all the activities and services performed within and for the Town. The Sheriff shall produce and provide to the Town monthly reports of the in-progress call responses and authorized services provided by the Sheriff on behalf of the Town pursuant to this Agreement. The records of the Sheriff shall be open and available for inspection and audit by such persons as are authorized and designated by the Town's Board of Selectmen to do so. The inspection of Criminal Justice Records by the Town representatives shall be subject to the provisions of C.R.S. §§ 24-72-301 to 309.

7. Notices. Any notice required under this Agreement may be personally delivered or mailed in the United States mails, first class postage prepaid to the party to be served at the following addresses:

**To the Town:** Town Administrator  
Town of Georgetown  
404 6<sup>th</sup> Street  
P.O. Box 426  
Georgetown, Colorado 80444

**To the Sheriff:** Matt Harris  
Clear Creek County Sheriff  
405 Argentine Street  
PO Box 2000  
Georgetown, Colorado 80444

Notices personally served shall be deemed served on the date of delivery. Notices mailed shall be deemed served the next business day following the date of mailing if mailed in the State of Colorado otherwise on the date which is two business days following the date of mailing.

8. Responsibility and Liability. The Sheriff and its employees providing services shall be and remain employees of Clear Creek County Sheriff at all times, and no such employee shall have any claim or right to compensation, pension, or other benefit of employment from the Town. The Town does not assume any liability for the direct payment of salary, wage, or other form of compensation to any Sheriff employee providing services hereunder nor for any compensation or indemnity to any individual for injury or illness arising out of the provision of services hereunder. The Sheriff and the Town shall each remain responsible and liable for the acts of their own employees, consistent with applicable law.

9. Waiver. Nothing in this Agreement shall be construed as a waiver by either the Sheriff or the Town of any provision of the Colorado Governmental Immunity Act, CRS 24-10-101, et seq.

10. Term and Termination.

A. Unless earlier terminated under the other provisions of this Agreement, this Agreement shall terminate on May 1, 2025, provided however the Parties agree to meet in



person for a review of the experience under the Agreement on or before February 1, 2025.

B. This Agreement may be terminated for any reason by the Sheriff or the Town by giving thirty (30) days' notice in writing, delivered by certified mail, return receipt requested, or delivered by personal service upon the other.

11. No third-party beneficiaries. Nothing in this Agreement shall give or allow any claim or rights of action whatsoever nor inure to the benefit of any third party.

12. Subject to appropriations. The obligations of the Parties hereunder are subject to annual appropriations of funds in the manner required of each of them by law.

13. Choice of Laws and Venue. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Colorado without reference to choice of laws rules. The Sheriff and the Town agree that venue in any action to enforce or interpret this Agreement shall be in the District Court for Clear Creek County, Colorado.

14. Entire Agreement. This Agreement constitutes the entire agreement between the Sheriff and the Town concerning the provision of law enforcement services to the Town by the Sheriff. This Agreement may not be amended except by a written document executed by both Parties.

**TOWN OF GEORGETOWN**

By: \_\_\_\_\_  
Lynette Kelsey, Police Judge

ATTEST:

By: \_\_\_\_\_  
Kazia Hart, Interim Town Clerk

**CLEAR CREEK COUNTY**  
by and through its  
Board of County Commissioners

By: \_\_\_\_\_  
George Marlin, Chair

ATTEST: \_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder

**CLEAR CREEK COUNTY SHERIFF**

By: \_\_\_\_\_  
Matt Harris, Sheriff



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners acting as the Board of the  
Clear Creek County Emergency Services General Improvement District  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Peter A. Lichtman, County Attorney  
**Subject:** Consideration of Approval of Intergovernmental Agreement for the Provision of Short-Term Basic Law Enforcement Services

---

## **RECOMMENDATION**

Staff recommends approval of the Intergovernmental Agreement for the Provision of Short-Term Basic Law Enforcement Services ("IGA").

## **BACKGROUND**

Due to the loss of its law enforcement officers, the Town of Georgetown ("Town") currently cannot adequately provide its own law enforcement services. The Town has requested the Clear Creek County Sheriff's Office ("CCSO") to provide law enforcement services for the Town until the Town can hire new law enforcement officers or determines a long-term approach for the provision of law enforcement services.

CCSO is willing to provide basic law enforcement services to the Town. The IGA is intended to terminate on May 1, 2025, but the parties shall meet on or before February 1, 2025, to assess and review the coverage. CCSO will likely present a proposal to the BoCC and the Town for expanded law enforcement services and commitments, depending on the initial review of the coverage.

## **ATTACHMENTS**

1. Intergovernmental Agreement for the Provision of Short-Term Basic Law Enforcement Services

A hand holding a compass in front of a road winding through a desert landscape. The hand is wearing a green long-sleeved shirt. The compass is silver and black with a white face and a black strap. The background shows a paved road curving through a dry, hilly landscape under a clear sky.

# Road Research Team

- Pros/Cons of Adopting a Road as Public
  - History of Road Review Process

**When Do We Use the Road Review Standard Operating Procedure?**

- What Does (or Doesn't) Make a Road Public?
- Potential Changes to Current Road Review Process
  - Policy Questions for the BoCC

# Pros/Cons of Adopting a Road as Public

## Pros

- Economic development (Housing, home businesses)
- Allows for more demographically diverse population
- Property tax/property value increase
- Access to public lands
- Allow people to connect easier
- Ingress and Egress for Emergency Vehicles
- Allow for regulatory authority of the road
- Infrastructure development

## Cons

- Service costs increase as development occurs
- Traffic impacts
- Allows access to geologically hazardous and environmentally sensitive areas
- Nuisance to property owners of the public using “their” road
- Zoning setbacks off a public road may constrain development of property

# History of Road Review Process

- 1986 – BOCC Adopts road maintenance list (R-86-19)
- 2000 – Site Development researches roads, BoCC adopt 1835 Township Road maintenance (r-00-27)
- 2000-2016 Staff review historic documents and meet/discuss with County Attorney who made a determination
- 2015 Previous R&B Supervisor directed staff to work on maintained/non-maintained road system list (this was the initial basis of our work to update the road system in 2019)
- 2016 Group works on developing S.O.P. for road determination
- 2019 BoCC adopts road maintenance list (first county wide update since 1986) R-19-45
- 2021 BoCC adopts road maintenance list (minor updates and corrections)
- 2022 group finalizes [S.O.P. for road determination](#)
  - If road is on 1 of 3 documents it is proof of public access
  - RRT team reviews all other documents to suggest a determination
  - Resulted in a consistent process across the organization

# When do we review a road using our S.O.P.?

- Site development department
  - Application for Driveway permit
- Attorney's office
  - Road access disputes
- Planning department
  - Entitlement request
- RRT group identifies a road to be reviewed for other purposes
  - Field observations from staff

# What Does (or Doesn't) Make a Road Public?



**DID:** INFORMED BY R.S. 2477, REPEALED IN 1976, BUT STOOD FOR PROPOSITION THAT A ROAD'S PUBLIC NATURE (ROW) WAS ESTABLISHED BY USE "AS OFTEN AS THE PUBLIC FINDS CONVENIENT OR NECESSARY." ROWS PRIOR TO REPEAL ARE PRESERVED.



**DOES:** C.R.S. 43-2-201 STATES: "ALL ROADS OVER PRIVATE LANDS THAT HAVE BEEN USED ADVERSELY WITHOUT INTERRUPTION OR OBJECTION . . . FOR TWENTY CONSECUTIVE YEARS." (THE PRESUMPTION OF ADVERSITY TO PRIVATE LANDS DOES NOT APPLY TO VACANT AND UNOCCUPIED LAND.) REQUIRES AN OVERT ACT BY JURISDICTION TO GIVE NOTICE THAT SOMETHING IS A PUBLIC ROAD.



**DOES:** THE 2000 ADOPTION OF TOWNSHIP ROAD SYSTEM MAP WAS SUCH AN ACT; 2019 AND 2021 ROAD MAPS.



**DOESN'T:** R-98-181 CLAIMS TO BE AN OVERT ACT, BUT IT DOES NOT IDENTIFY ANY ROAD, WHICH UNDERMINES ITS UTILITY IN ACHIEVING PURPOSE AS AN OVERT ACT – TO GIVE NOTICE TO THE OWNER OF AN ADVERSE CLAIM. THE RESOLUTION EVEN STATES THAT THE BOARD'S AUTHORITY OVER THESE ROWS IS "TO MAKE DECISIONS ON A CASE-BY-CASE" BASIS.



# Potential Changes to Current Road Review Process

- Goal: Mitigate the "Cons" associated with adoption of public roads.
- Sunsetting the current SOP and methodology and adopting the Summit County process for recognition of access across private property:
  - When a proposed or existing road or driveway crosses through private property . . . an applicant shall make reasonable efforts to obtain all necessary easements related to such access . . . ." (Takes the County out of the business of answering inquiries re legal access, which was the impetus of the current SOP.)
  - If an applicant is unable to secure such rights of legal access . . . the County may recognize historic access [provided the applicant provides evidence of such use]."



# Policy Questions for the Board

- A county is under no legal obligation to formally adopt a particular road into its road system, but C.R.S. 43-2-109 and 110 do require a BoCC to adopt a primary and secondary road system map for the county. Moreover, the status of a road is derived from a variety of factors. As such. . . .
  - *Does the Board desire to use road determinations made pursuant to statute and case law as a way to curb or address development, when there are zoning methods to achieve those goals?*
  - *Does the Board desire to keep the public up to date on the list/map of public roads in the County?*
  - *Does the Board desire to change the methodology used by staff to recommend roads be added to the road system map, or cease the practice altogether?*
  - *Does the Board desire to adopt the Summit County model that places the onus on the applicant to obtain necessary easements for road access or establish historic use?*





Questions ?



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Peter A. Lichtman, County Attorney  
**Subject:** Work session to Discuss the Road Determination Process

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## **RECOMMENDATION**

Staff is seeking direction from the Board on the road determination process the County currently follows when determining whether a road is public and whether a road should be recommended for inclusion in the County's Primary and Secondary Road System Map.

## **BACKGROUND**

The Board has requested a work session to discuss:

- the pros and cons of including a road in the County's Primary and Secondary Road System Map;
- the current road determination process;
- the legal parameters for adopting a road as County public road;
- considerations on more effective ways to mitigate the cons associated with adopting a road as public.

## **ATTACHMENTS**

1. RRT Slide Presentation



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners acting as the Board of the Clear Creek County Emergency Services General Improvement District  
**Through:** Brian D. Bosshardt, County Manager  
**From:** Peter A. Lichtman, County Attorney  
**Subject:** Consideration of Approval of Clear Creek Fire Authority 2024 Amended and Restated Intergovernmental Agreement

---

## RECOMMENDATION

Staff recommends approval of the Clear Creek Fire Authority 2024 Amended and Restated Intergovernmental Agreement.

## BACKGROUND

Clear Creek County Emergency Services General Improvement District (“ESD”), the Town of Georgetown, the Town of Silver Plume, the Town of Empire and the City of Idaho Springs are parties (“Parties”) to the Clear Creek Fire Authority Intergovernmental Agreement that established the Clear Creek Fire Authority in 1998; the IGA was renewed and amended in 2003 and 2007, and amended and restated in 2008, and amended again in 2011 and 2012. The Clear Creek Fire Authority 2022 Amended and Restated Intergovernmental Agreement (“2022 Agreement”) is the latest iteration of the IGA. It expires December 31, 2024. The parties now wish to amend and restate the 2022 Agreement and continue the Authority as provided in the Clear Creek Fire Authority 2024 Amended and Restated Intergovernmental Agreement (“2024 Agreement”).

The Parties met on numerous occasions over the past nine months to discuss a variety of issues related to the Clear Creek Fire Authority (“CCFA”), including its governance and revenue structures. Ultimately, the Parties agreed to enter into the 2024 Agreement.

Among the changes between the 2022 Agreement and the 2024 Agreement are an expansion of the CCFA Board of Directors, a requirement for the Parties to meet each year to discuss the CCFA Annual Report, and the term the 2024 Agreement.

## CONCLUSION

The 2024 Agreement shall commence and be effective December 31, 2024, and shall continue to and until December 31, 2029. It shall automatically renew for one additional five-year term unless a Party to the Agreement initiates a renegotiation. Any Party may unilaterally initiate renegotiation of this Agreement at any time prior to its expiration.

## ATTACHMENTS

1. Clear Creek Fire Authority 2024 Amended and Restated Intergovernmental Agreement

**CLEAR CREEK FIRE AUTHORITY  
2024 AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT**

**WHEREAS**, the Parties hereto are empowered under §§ 18(2)(a) and (b) of Article XIV of the Colorado Constitution, and C.R.S. § 29-1-203.5, to enter into intergovernmental agreements to provide public improvements, functions, services, or facilities and to create separate legal entities that are political subdivisions and public corporations of the state that are separate from the parties to intergovernmental agreement, by which governmental services may be provided; and

**WHEREAS**, the towns of Silver Plume, Empire and Georgetown and the City of Idaho Springs are Colorado municipalities; and

**WHEREAS**, the County of Clear Creek has established the Clear Creek County Emergency Services General Improvement District; and

**WHEREAS**, all Parties to this agreement have an interest in providing the highest and best level of fire protection and emergency services possible within the limits of their financial resources; and

**WHEREAS**, the Parties believe that combining and coordinating their resources through the formation of a regional fire authority will result in the delivery of greater fire protection and emergency services throughout the territory of their respective jurisdictions; and

**WHEREAS**, the Parties originally entered into the Clear Creek Fire Authority Intergovernmental Agreement establishing the Clear Creek Fire Authority in 1998; renewed and amended the agreement in 2003 ("2003 Agreement") and again in 2007 ("2007 Agreement"); amended and restated the 2007 Agreement in 2008 and amended that in 2011 (as so amended, "2008 Agreement"); amended and restated the 2008 Agreement with the Clear Creek Fire Authority 2012 Amended and Restated Intergovernmental Agreement (the "2012 Agreement"); amended and restated the 2012 Agreement with the 2022 Amended and Restated Intergovernmental Agreement ("2022 Agreement"); and, now, desires to amend and restate the 2022 Agreement to continue the Authority as provided herein, it being the express intention of the Parties that the Clear Creek Fire Authority, once established in 1998 and existing as a particular entity since that date and shall continue as such pursuant to the terms hereof; and

**WHEREAS**, the Parties jointly agree that this intergovernmental agreement will serve the health, safety and welfare of all citizens within their jurisdictions.

**NOW, THEREFORE**, the Parties hereto agree that the 2022 Agreement is hereby

amended and restated as set forth herein, effective as of December 31, 2024, upon its execution by all of the Parties to the 2022 Agreement, and that the "Agreement" referred to herein shall mean and refer to this Clear Creek Fire Authority 2024 Amended and Restated Intergovernmental Agreement.

### **PARTIES**

1. The Parties to this Agreement are: the Clear Creek County Emergency Services General Improvement District (“ESD”), the Town of Georgetown, the Town of Silver Plume, the Town of Empire and the City of Idaho Springs (hereinafter and together the “Parties” or when referred to individually and generally, a “Party”).

### **PURPOSE**

2. The purpose of this Agreement is to maximize public firefighting capabilities and the delivery of emergency services by combining and coordinating the resources and expertise of the respective Parties under the auspices of a single regional firefighting and emergency services authority, the Clear Creek Fire Authority (the “CCFA” or “Authority”).

### **CONTINUATION OF THE CLEAR CREEK FIRE AUTHORITY**

3. The Parties hereby confirm the continuation of the CCFA, which is a separate legal entity that is a political subdivision and public corporation of the state, separate from the Parties, formed in conformity with the provisions of C.R.S. § 29-1-203.5. All equipment, systems and assets, including financial assets, and obligations of the Authority as of the date of this Agreement, shall continue to be assets and obligations of the Authority, subject to the terms of the Agreement.

### **POWERS OF THE CLEAR CREEK FIRE AUTHORITY**

4. Except as specifically provided for in this Agreement, the CCFA shall have and may exercise all those powers and functions as vested in statutory fire protection districts pursuant to C.R.S. §§ 32-1-1001 and 32-1-1002, and those authorized pursuant to C.R.S. § 29-1-203.5(3), as may be amended from time to time; and except that, as provided by C.R.S. § 29-1-203.5(2)(b), the CCFA shall have no direct authority or power to levy and/or collect taxes of any kind, call or conduct public elections, or exercise the power of eminent domain.

### **DUTIES OF THE CLEAR CREEK FIRE AUTHORITY**

5. The duties of the Authority shall include, but not be limited to, the following:

5-1. The Authority shall maintain adequate workers' compensation and errors and omissions insurance for its officers, employees and volunteers, and such other insurance as the Authority may deem appropriate. General liability insurance shall at all times be maintained in amounts not less than those monetary limits as set forth in C.R.S. § 24-10-114, of the Colorado Governmental Immunity Act.

5-2. The Authority shall maintain adequate broad coverage insurance on all equipment and property, real or personal, in its ownership, possession and/or control.

5-3. The Authority shall enforce such fire safety codes as deemed appropriate for the Authority's service area and implement and maintain a program of fire safety inspections to be conducted by qualified personnel. Each Party, after consultation with the Authority, may amend its adopted fire code to meet its individual circumstances, subject to the Authority's acceptance of performing its services pursuant thereto, to be determined based on the Authority's resources.

5-4. The Authority shall timely prepare annual budgets for review and funding by the Parties and shall otherwise comply with the Local Government Budget Law of Colorado, C.R.S. §§ 29-1-101, et seq., the Colorado Local Government Uniform Accounting Law, C.R.S. §§ 29- 1-501, et seq., and the Colorado Local Government Audit Law, C.R.S. §§ 29-1-601, et seq., to the extent such laws, or parts thereof, are applicable to the Authority. The Authority shall keep accurate and complete records of operational and capital costs incurred in providing services, and all financial books, records and audits of the Authority shall at all times be made available for inspection by the Parties, or any of them, upon reasonable request and notice.

5-5. The Authority shall deposit, maintain, and invest its funds in compliance with the laws governing local governments in the state of Colorado, among them, the Public Deposit Protection Act (C.R.S. Title 11, Article 10.5), Savings & Loan Association Public Deposit Protection Act (C.R.S. Title 11, Article 47), C.R.S. Title 24, Article 75. Parts 6 and 7.

5-7. The Authority shall regularly investigate and pursue public and private grants and other financial aid that may be available to fund or defray the cost of the Authority's operations.

5-8. The Authority may utilize such officers as determined appropriate by the Board of Directors ("Board"). The fire chief shall be vested with that authority as set forth in C.R.S. § 32-1-1002(3), as may be amended. Officer appointments shall be made by the fire chief and ratified by the Board. In all events, all operations officers shall comply with all minimum position requirements as established by the Authority.

5-9. The Parties, in consultation with the Board, shall periodically investigate other organizational models for providing regional fire and emergency services, including organizing a fire protection district under C.R.S. Title 32, Article 2.

5-10. The Authority may conduct or participate in forest health projects as defined in C.R.S. § 37-95-103 (4.9).

### **CCFA BOARD OF DIRECTORS**

6. The Board is the governing body of the Authority and is comprised of 11 directors appointed as follows:

6-1. The ESD shall directly appoint two directors. The ESD shall also nominate three other directors, one from each of the unincorporated areas of Clear Creek County within ESD boundaries, as more fully identified in Exhibit B of this Agreement. Those three nominations shall be considered for appointment by the Board and are subject to Board approval. The Board shall endeavor to act on nominations in a timely manner; however, if the Board does not act on a nomination within twelve weeks of receipt thereof, the nomination shall be considered accepted and the nominee appointed.

6-2. The City of Idaho Springs and the Town of Georgetown shall each appoint two directors.

6-3. The Town of Silver Plume and the Town of Empire shall each appoint one director.

7. Directors appointed directly by the Parties shall serve at the pleasure of the governing body of the Party that appointed them, shall have terms of four years that expire on December 31 of the fourth year of their terms (irrespective of the date of appointment), and may be appointed to successive four-year terms, except that:

7-1. Directors appointed by the City of Idaho Springs and the Town of Georgetown to serve on the Board first constituted pursuant to this Agreement shall serve staggered terms of two and four years. Those initial terms shall respectively expire on December 31, 2026, and December 31, 2028, as designated by the appointing Party at the time of the director's appointment. Upon expiration of those initial terms, those directors are eligible to serve four-year terms and may be reappointed to successive four-year terms.

7-2. Directors appointed by the ESD to serve on the Board first constituted pursuant to this Agreement shall serve staggered terms of two and four years, with the initial terms designated by the ESD at the time of appointment such that one director serves a two-year term expiring on December 31, 2026, and the other two directors serve four-



year terms expiring on December 31, 2028. Upon expiration of those initial terms, those directors are eligible to serve four-year terms and may be reappointed to successive four-year terms.

8. The three directors nominated by the ESD and approved by the Board shall serve at the pleasure of the Board, shall have terms of four years that expire on December 31 of the fourth year of their terms (irrespective of the date of appointment), and may be appointed to successive four-year terms; except that the three directors appointed through the nomination process to serve on the Board first constituted pursuant to this Agreement shall serve staggered terms of two and four years, with the initial terms designated by the ESD at the time of nomination, subject to approval by the Board, such that one director serves a two-year term expiring on December 31, 2026, and the other two directors serve four-year terms expiring on December 31, 2028. Upon expiration of those initial terms, those directors are eligible to serve four-year terms and may be reappointed to successive four-year terms through the same nomination and appointment process.

9. Any seat on the Board that becomes vacant shall be filled using the same process that was followed to appoint the previous director occupying that seat, and the term of the newly appointed director shall expire when the term of the previous director who held the seat would have expired. The new director shall be subject to the same terms and conditions of appointment as the previous director who held the seat. All Board directors shall be and must remain residents within CCFA's jurisdictional boundaries during their term(s).

10. No current employee or active volunteer firefighter of the Authority may serve as a Board director.

11. Each Party may utilize whatever method of appointment it deems convenient and appropriate when appointing or reappointing directors to the Board.

12. With regard to the directors nominated by the ESD and appointed by the Board, the ESD shall advertise the opportunity to serve in those director positions prior to re-nominating any of those seated directors to serve another term.

13. Directors shall take an oath upon assuming office that they will faithfully perform the duties of their office and will support and adhere to the laws and constitutions of the United States and State of Colorado.

14. The Board shall elect two (2) of its directors as chairperson and vice-chairperson, respectively, and shall maintain and update by-laws and rules of procedure as appropriate for the conduct of meetings and business. The presence of a majority of the seated directors shall constitute a quorum for the transaction of business, and a majority of those present shall be necessary for any action taken by the Board. All meetings of the Board shall be subject to the requirements of the Colorado Open Meetings Law. The Board

shall meet in formal session not less than one time per calendar quarter in such location or locations within the Authority's territorial jurisdiction as it deems convenient. Public notice of all regular and special meetings shall be posted not less than twenty-four (24) hours in advance as set forth in the Colorado Open Meetings Law. The Authority's webpage is designated for the posting of such notice pursuant to C.R.S. § 24-6-402(2)(c)(III). The designated public place at which the Authority shall post a notice no less than twenty-four (24) hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or an interruption in internet service that prevents the public from accessing the notice online shall be the office of the Authority.

15. No director shall receive compensation as an employee of the Authority, but may receive reimbursement for actual expenses incurred in performing Authority business. No director receiving workers' compensation benefits awarded in the line of duty as a volunteer firefighter or pension benefits to retired firefighters shall be allowed to vote on matters involving the director's disability or pension benefits or payments.

16. At least quarterly, Directors shall report to the Party that appointed them (or, as applicable, nominated them if they were seated by the Board) about the activities of the Authority, its financial status and issues discussed by the Board.

### **FUNDING**

17. On or before September 15 of each year, the Authority shall submit to each Party its anticipated funding request for the upcoming budget year.

18. Subject to available revenues and duly adopted appropriations on a year-to-year basis, each Party shall contribute funds or other resources to the Authority reflecting its proportionate share of the Authority's budget.

19. Each Party's respective annual contribution to the Authority's budget shall be determined by calculating the ESD mill levy multiplied by that Party's assessed valuation of its taxable real property on January 1 of the preceding year (for example, for budget year 2024, the assessed valuation on January 1, 2023) as certified by the Clear Creek County Assessor. This amount shall be known as the "Base Contribution." No Party's Base Contribution shall be calculated using a mill levy that exceeds 10 mills, except that any Party may voluntarily agree to calculate its Base Contribution using a higher mill levy. The Parties shall notify the Authority of any reduction in their respective Base Contribution no later than October 30 of each year.

20. The ESD's Base Contribution shall be reduced by ESD's costs of collecting the revenues -- which include the Clear Creek County Treasurer's fees on revenues collections, audit fees, required reserves adjustments, administrative expenses, abatements, contingency and operating fund balance adjustments (collectively, the "Costs") -- to equal the "Final ESD Contribution." The ESD shall provide the Final ESD Contribution to the

Authority by October 30 of each year. The ESD shall also provide an itemized list of the Costs to each Party and the Authority by October 30 of each year.

21. All other Parties may reduce their respective Base Contribution by the cost of their administrative expenses to equal their particular “Final Contribution.” Administrative expenses are operational costs including record-keeping and payment processes, as well as management of a Party’s compliance with this Agreement. Each municipal Party shall provide its Final Contribution to the Authority by October 30 of each year. Each municipal Party shall also provide an itemized list of its administrative expenses to all other Parties and the Authority if those expenses are deducted from their Base Contribution by October 30 of each year.

22. Except as otherwise provided, contributions shall be made in four equal quarterly installments paid to the Authority no later than the last business day of each fiscal quarter. ESD's installment for the first quarter of each year will not exceed the net property tax revenues received in the quarter net of the costs of the ESD, any shortfall to be paid with the second quarterly installment.

23. The ESD also will contribute the amount of the actual Specific Ownership Tax, abatement levy and interest net revenues received during the fiscal year, payable at the end of each quarter.

24. Clear Creek County or ESD may dedicate additional revenue from a public safety tax or other revenue source to the Authority.

25. In the event a Party is unable or fails in any given year to provide some or all of its proportionate share of funding for the Authority, the Party shall be considered to be in breach of this Agreement.

26. Any Party that is in breach of this Agreement under the terms of Paragraph 25 hereof shall immediately lose its representation on the Board and shall only regain its representation upon payment of its full annual proportionate share of funding. Any Party that is in breach of this Agreement under the terms of Paragraph 25 hereof for three consecutive years shall cease to be a party to this Agreement. In that event, the Party in breach shall not be entitled to a return or distribution of assets or interest until this Agreement is terminated as among all the Parties.

## **EQUIPMENT AND FACILITIES**

27. Attached hereto as Exhibit A is a listing of facilities that are the property of the respective Parties which have been made available to the CCFA so that it may continue to execute and implement the purpose and design of this Agreement. Exhibit A is intended to document ownership for purposes of implementing the termination provisions of this Agreement. Pursuant thereto, and as consideration of the services to be provided by the

CCFA to the Parties, each Party does hereby agree to lease those facilities presently owned by it and listed on Exhibit A to the CCFA for the term of this Agreement subject to all applicable respective legal requirements and approval processes of each Party related thereto. During the term of this Agreement and corresponding leases, the CCFA shall be solely responsible for maintaining and repairing all facilities as provided to it hereunder, and shall insure same against damage and loss.

28. The CCFA shall annually perform pump tests on all applicable fire apparatus and test all ladders in accordance with national standards generally accepted by the fire protection community, and permanently retain the results of such tests. CCFA must maintain insurance on its equipment.

29. The Parties anticipate that during the term of this Agreement, facilities on Exhibit A may be modernized or replaced. Any facility significantly modernized by the Authority shall be identified on Exhibit A, showing the date and cost of the modernization.

30. The Authority, subject to available funding, may purchase, lease or otherwise acquire such new equipment and facilities as it may deem necessary to perform its responsibilities under this Agreement. New equipment or facilities purchased or acquired shall be titled in the name of the Authority, whether or not it is intended to replace equipment or facilities previously leased to the Authority by a Party.

31. Upon the termination of this Agreement, all facilities leased by a Party to the Authority and titled in a Party's name shall be returned to the Party in a condition comparable to or better than that at which it was originally provided to the Authority, normal wear and tear excepted. Facilities shown on Exhibit A as having been modernized by the Authority shall be returned to the owner subject to offset for the remaining value of the cost of the modernization, which offset will be taken into account in distributing equipment and facilities owned by the Authority. Equipment and facilities purchased by the Authority during the term of this Agreement shall be distributed among the Parties in proportion to their total contributions made to the CCFA during its lifetime. In the event equipment or facilities cannot be evenly and proportionately distributed to the Parties, independent appraisals of the same shall be obtained and the equipment and/or facilities sold at public auction with the proceeds being appropriately distributed to the Parties. A Party that withdraws from this Agreement pursuant to Paragraph 37 shall retain its interest under this paragraph but shall not be entitled to a return or distribution of assets or interest until this Agreement is terminated as between all the Parties.

### **DEBTS OF THE CCFA**

32. Any and all debts, liabilities or obligations of the Authority shall not constitute a debt, liability or obligation of the Parties, or any one of them, and nothing set forth in this Agreement is intended, or shall be construed, as imposing any debt, liability or obligation belonging to the Authority on the Parties, or any one of them.

33. Each bond, note, contract, or other financial obligation of the CCFA shall recite, in substance, that said bond, note, contract or other obligation, including interest thereon, shall be payable solely from the revenues or other funds of the CCFA and shall not constitute, or be intended to constitute, a debt of the Parties, or any one of them, within the meaning of any constitutional or statutory provision or limitation.

### **CCFA PENSION**

34. The Authority has established, pursuant to C.R.S. Title 31, Article 30, Part 11, the Colorado Volunteer Firefighters Pension Act, the Clear Creek Fire Authority Volunteer Firefighter Pension Fund ("Pension Fund"), which shall serve for the benefit of qualifying volunteer firefighters. All pension assets and liabilities previously held by the Parties have been transferred to, and assumed by, the Pension Fund. The board of trustees for the Pension Fund has been formed in compliance with C.R.S. § 31-30-1107, and operates consistent with the provisions contained in the Colorado Volunteer Firefighters Pension Act and other applicable state and federal law.

### **TERM OF AGREEMENT**

35. This Agreement shall commence and be effective December 31, 2024, and shall continue to and until December 31, 2029. The Agreement shall automatically renew for one additional five-year term unless a Party to the Agreement initiates a renegotiation. Any Party may unilaterally initiate renegotiation of this Agreement at any time prior to its expiration. This Agreement may be terminated earlier by written agreement of all Parties.

36. Any Party wishing to withdraw from this Agreement must provide written notice to all other Parties of its intent to withdraw at least one year prior to its withdrawal. Upon receipt of a timely notice of withdrawal ("First Notice"), any other Party may, within ninety (90) days of receipt of the First Notice, give written notice to all other Parties of its intent to also withdraw on the same date as the date of withdrawal stated in the First Notice. This Agreement shall not terminate upon the withdrawal of any Party or Parties so long as there remain at least two Parties to this Agreement. Upon the effective date of this Agreement, the 2022 Agreement shall terminate and be superseded in full. All promises, representations or obligations calling for the expenditure of public funds by any of the Parties hereto shall be dependent upon, and limited to, duly adopted appropriations as may be authorized from year to year.

37. The Parties shall commence consultations and discussions on or about January 1, 2034, which shall be ongoing from time to time thereafter, on whether this Agreement should be renewed, extended, modified, replaced or allowed to lapse.

38. If the entire jurisdiction of a municipal Party becomes a part of the ESD lawfully bound to the real property mill levy of ESD, this event shall trigger an automatic renegotiation of this Agreement by the remaining Parties; additionally, on the effective

date of that event if it is a January 1, or on the next January 1 following the effective date of that event, that Party shall cease to be a Party to this Agreement and the provisions of Paragraph 31 shall apply with respect to facilities and equipment title of which is held by the Party at the date it ceases to be a Party.

### **ANNUAL REPORT AND JOINT MEETING**

39. Not later than May 1 of each year, the Authority shall provide a report to the Parties containing the following: (a) audited financial statements for and as of the end of the previous fiscal year, including historic comparisons; (b) description of goals and objectives for the current fiscal year; (c) description of goals and objectives for the long term (at least five years); (d) description of grants considered but not applied for, grants sought, grants secured and the role of grants in the Authority's operations and capital plans; (e) capital assets inventory; (f) capital assets acquisition and disposition plan; (g) explanation of the outstanding lease purchase agreements of the Authority and the planned exercise of the lease options; (h) response times and mutual aid given and received; and, (i) any other information requested by a Party to be included in the report, provided that request is made no later than April 1 of that year.

40. Not later than June 1 of each year, the Parties shall hold a joint meeting with the Board to discuss the report submitted by the Authority, as well as any other Authority matters a Party wishes to add to the joint meeting agenda.

### **MISCELLANEOUS**

41. Excepting any Party's withdrawal from the Agreement in accordance with Section 36, this Agreement may be amended or terminated only by written document approved by all of the Parties; provided, however, that such amendment will not affect obligations outstanding of the Authority unless provision of full payment of such obligations, by escrow or otherwise, has been made which complies with the terms of the obligations.

42. Each Party understands and agrees that this Agreement does not create a multi-fiscal year direct or indirect debt or obligation and therefore notwithstanding anything in this Agreement to the contrary, any and all payment obligations of any Party under this Agreement are expressly dependent and conditioned upon the continuing availability of funds beyond the term of each respective Authority's current fiscal period. Financial obligations payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of the respective Party and other applicable law. Upon the failure to appropriate such funds by a Party, that Party shall be considered in breach in accordance with paragraph 25 hereof.

43. None of the terms, conditions or provisions of this Agreement shall be

deemed to be for the benefit of any person or entity not a party hereto, or not expressly identified herein, and no such person or entity shall be entitled to rely in any manner on the Agreement or its terms.

44. If any provision of this Agreement shall be determined to be unconstitutional, invalid or unenforceable, such determination shall not affect or impair the validity or enforceability of any other provision, and the Parties agree to renegotiate the invalid or unenforceable provision so as to cure such defect, if possible, and have it reflect and serve as closely as possible the original intent and purpose of same; unless the invalid provision is of such importance and materiality to the overall Agreement that its absence destroys or renders inoperable the purpose or practice implementation thereof.

45. All prior resolutions, approvals, contracts, permits and obligations of the Authority in effect immediately prior to the effective date of this Agreement shall remain valid and binding obligations of the Authority.

46. This Agreement shall be interpreted and enforced in accordance with Colorado law and any action concerning its enforcement or interpretation shall only be brought in the District Court in and for Clear Creek County, Colorado.

47. The waiver or forgiveness of a breach of any of the provisions of this Agreement by any Party shall not constitute a continuing or new waiver or forgiveness of any subsequent breach of the same or other provision of the Agreement.

[THIS SPACE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF** the Parties have executed this Intergovernmental Agreement on the dates set forth below.

**“ESD”**  
CLEAR CREEK COUNTY  
EMERGENCY SERVICES GENERAL  
IMPROVEMENT DISTRICT

ATTEST:

By: \_\_\_\_\_  
George Marlin, Chair

\_\_\_\_\_  
Deputy Clerk and Recorder  
for Brenda L. Corbett  
Clear Creek County Clerk and Recorder

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

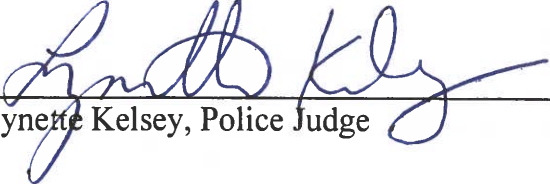
Approved as to form and  
legal sufficiency:

\_\_\_\_\_  
Peter A. Lichtman  
County Attorney

[Signatures continued on following pages]

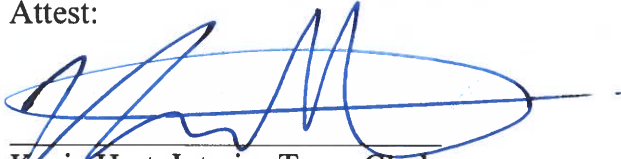


TOWN OF GEORGETOWN

By:   
Lynette Kelsey, Police Judge

Date: 11/12/2024

Attest:

  
Kazia Hart, Interim Town Clerk



[Signatures continued on following pages]

TOWN OF SILVER PLUME

By: \_\_\_\_\_  
Lee Berenato, Mayor

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

Attest:

\_\_\_\_\_  
Chelsea Nihiser, Town Clerk

[Signatures continued on following pages]

CITY OF IDAHO SPRINGS

By:



Chuck Harmon, Mayor

Date:

11/13/2024

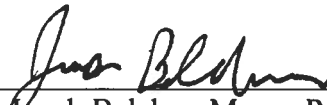
Attest:



Diane Breece, City Clerk

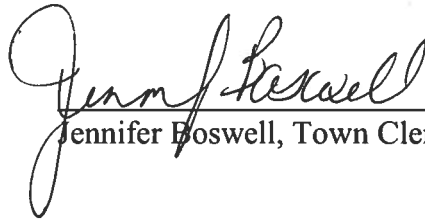
[Signatures continued on following page]

TOWN OF EMPIRE

By:   
Jacob Belcher, Mayor Pro-tem

Date: 11/19/24

Attest:

  
Jennifer Boswell, Town Clerk

## EXHIBIT A

### CAPITAL ASSET INVENTORY

(reference Paragraphs 27, 29 and 31 of the Agreement)

Georgetown Fire Department – Station 4 (Real Property owned by Municipality)

750 Brownell Georgetown, CO 80444

Silver Plume Fire Department – Station 8 (Real Property owned by Municipality)

715 Main St. Silver Plume CO 80476

Idaho Springs Fire Department – Station 2 (Real Property owned by Municipality)

2000 Colorado Blvd. Idaho Springs, CO 80452

York Gulch Fire Department – Station 9 (Real Property owned by ESD)

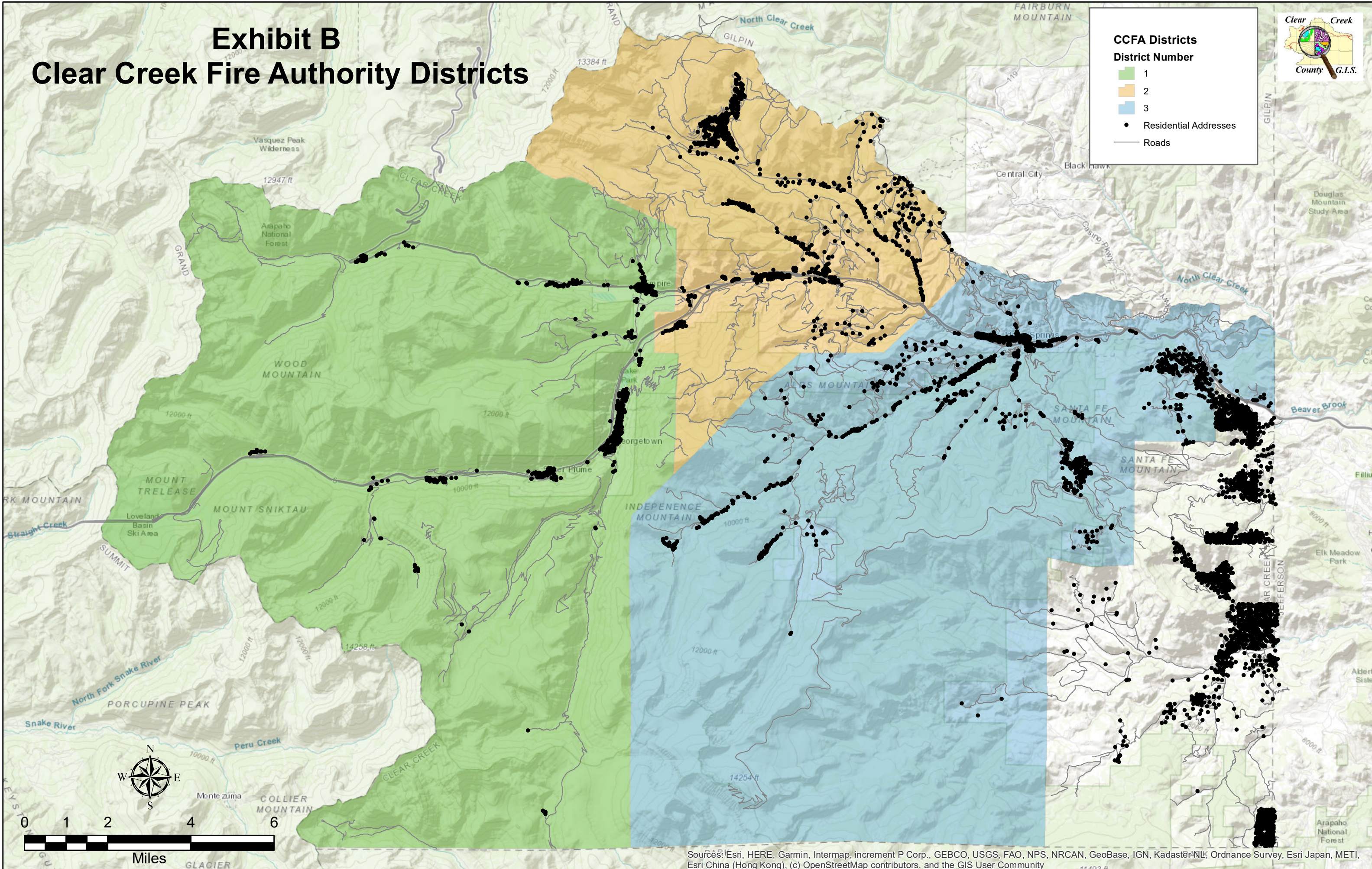
1181 York Gulch Rd. Idaho Springs, CO 80452

# Exhibit B Clear Creek Fire Authority Districts

**CCFA Districts**  
**District Number**

- 1
- 2
- 3

• Residential Addresses  
— Roads



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community



# Board Agenda Background

**Date:** 12/10/2024  
**To:** Board of County Commissioners  
**From:** Brian Bosshardt, County Manager  
**Subject:** Clear Creek Fire Authority Organizational Review next steps

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## **BACKGROUND**

The final report of MissionCIT's Clear Creek Fire Authority Organizational Review was presented, reviewed and discussed with the local municipalities, the Clear Creek Fire Authority and MissionCIT representatives at the January 29, 2024 Board of County Commissioners special meeting.

The Board of Commissioners, municipal leadership, Clear Creek Fire Authority staff and the Clear Creek Fire Authority Board of Directors have met one-two times per month, over the past year, to arrive at consensus on the Clear Creek Fire Authority funding, governance structure, and renewal of the Intergovernmental Agreement.

Next steps include:

1. Review of the survey results, which had a deadline of December 6<sup>th</sup> for completion; and,
2. Discuss next steps for the joint meetings.