

**AGENDA
BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, NOVEMBER 28, 2022
PATTERSON HALL – 1000 MAIN
REGULAR MEETING**

5:30 p.m.

Join by Zoom

Meeting ID: 812 7671 0943

Passcode: 984350

By Phone: 253-215-8782

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Recognition of Visitors
 5. **Consent Agenda**
Note: All items listed under the Consent Agenda are routine and are approved with one motion. There will be no separate discussion of these items unless a Board Member or citizen requests. The item may be removed from the Consent Agenda and considered separately, at the discretion of the Board of Trustees.
 - a. Approval of minutes
 - b. Treasurer's Report
 - c. Approval of Bills
 6. Old Business
None
 7. New Business
 - a. Consideration of the request to approve the Custer County Town of Westcliffe and Silver Cliff Emergency Operations Plan.
 - b. Consideration of a request to approve Ordinance NO. 3-2022 Creating a Minor Subdivision and replat Lot 3 of Adams Addition Filing 2 and amending the Town Zoning Map.
 - c. **PUBLIC HEARING – 2023 BUDGET.**
 - d. Consideration of a request to approve the Capital Fund Reserve Policies and the Five-Year Capital Improvement Plan.
 - e. Consideration of a request to approve Ordinance NO. 4-2022 Adopting the 2023 Budget.
 - f. Consideration of a request to approve Ordinance NO. 5-2022 Appropriation of Funds from the 2023 Budget.
 - g. Consideration of a request to approve Ordinance NO. 6-2022 Set Mill Levy for 2023 Budget.
 - h. Consideration of a request to approve Ordinance NO. 7-2022 amending Title 5 Public Health and Safety adding Chapter 8 "Meat Waste Disposal"
 - i. Review the 2023 Custer County Sheriff Contract.
 - j. Consideration of a request to approve the Street and Park Supervisor job description.
 - k. Review and consideration of approving an RFP for General Engineering Services and moving forward with a contract.
 8. Additions to Agenda
 9. Staff & Committee Reports
 10. Public Comment – The purpose is to request placing items on future agendas and scheduling informational presentations. There is a 3-minute limit for presentations.
- Adjourn

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, NOVEMBER 1, 2022
SPECIAL MEETING**

-Page 1 -

CALL TO ORDER

Mayor Wenke called the meeting to order at 2:40 P.M.

ROLL CALL

The following members were present: Mayor Wenke, Mr. Frickell, Ms. Snow, Mr. Nordyke, Mr. Wilhelm, and Mr. Mowry.

ABSENT: Ms. Cole

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance.

OTHERS PRESENT

Kathy Reis

ORDER OF BUSINESS

a. Review and approve Town Manager ads and job description.

Some minor changes were discussed and made.

The extended version is for Indeed, LinkedIn, and CML. The short version would be for Facebook and the newspapers. There are two other government websites to post the ad with a cost of \$200.00 each. It was discussed to try the free ones first, then if needed do the other two in a week or ten days.

ACTION: **Mr. Mowry** moved, and **Mr. Nordyke** seconded to approve of both ads. Motion carried.

ACTION: **Ms. Snow** moved, and **Mr. Mowry** seconded the approval of the Town Manager job description as amended. Motion carried.

ACTION: **Mr. Wenke** moved, and **Ms. Snow** seconded to authorize the Town Clerk to pay for two additional sites for posting this open position, if necessary, at no more than \$400.00. Motion carried.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, NOVEMBER 1, 2022
SPECIAL MEETING**

-Page 1 -

ORDER OF BUSINESS CONTINUED

- b. Review the Street and Park Supervisor job description and consideration of adding a possible increase for the 2023 budget.**

Clerk Reis reported that the board is required to approve all job descriptions. She is also trying to be proactive with the 2023 budget, if the new Town Manager decides to have a supervisor at a higher rate than the other employees.

After discussion, it was agreed to put an additional \$5,000.00 in contingencies.

Research will be done on exempt versus nonexempt positions.

The Job description will be put on the November meeting for approval.

Ms. Snow moved, and **Mr. Nordyke** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, OCTOBER 24, 2022
SPECIAL MEETING**

-Page 1 -

CALL TO ORDER

Mayor Wenke called the meeting to order at 9:00 A.M.

ROLL CALL

The following members were present: Mayor Wenke, Ms. Cole, Mr. Frickell, Ms. Snow, Mr. Nordyke, Mr. Wilhelm, and Mr. Mowry.

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance.

OTHERS PRESENT

Neal Marrs, Wanda Jennings, and Kathy Reis.

ORDER OF BUSINESS

a. Review and Consideration of approving the Town Manager Job Description and ad.

After discussion, the board further defined the job description and ad. It was suggested to include oversight of grants, project management, parks, streets, building, and zoning, and also be the face of the Town. A salary range will be included. Ms. Snow will contact the Clerk when the new draft has been received to schedule a meeting to approve both the job description and the ad.

Mr. Mowry moved and **Ms. Cole** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
THURSDAY, OCTOBER 20, 2022
SPECIAL MEETING**

-Page 1 -

CALL TO ORDER

Mayor Wenke called the meeting to order at 5:30 P.M.

ROLL CALL

The following members were present: Mayor Wenke, Ms. Snow, Ms. Cole, Mr. Frickell, Mr. Wilhelm, and Mr. Mowry

ABSENT: Mr. Nordyke

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance.

OTHERS PRESENT

Wanda Jennings, and Kathy Reis.

ORDER OF BUSINESS

- a. Executive Session for the purpose of a personnel matter under C.R.S. Section 24-6-402(2) (f)(I) to discuss candidates for the Town Manager position.

ACTION: **Ms. Snow** moved and **Ms. Cole** seconded to go into Executive Session for the purpose of a personnel matter under C.R.S. Section 24-6-402(2) (f)(I) to discuss candidates for the Town Manager position. Motion carried.

EXECUTIVE SESSION

At 5:32 p.m. the Special Meeting was recessed. Executive Session was convened at 5:33 p.m.

At 6:10 p.m., Mayor Wenke reconvened the special meeting and announced that the Executive Session had been concluded. He stated that in addition to himself, the participants in the Executive Session were Ms. Snow, Ms. Cole, Mr. Frickell, Mr. Wilhelm, and Mr. Mowry, Wanda Jennings, Kathy Reis. For the record, Mayor Wenke asked that if any person participating in the Executive Session who believed that any substantial discussion of any matters not included in the motion to go into Executive session occurred during the Executive Session in violation of the Open Meetings Law, to state his or her concerns for the record.

A Special meeting on Monday, Oct. 24th at 1:00 p.m. with the budget workshop to follow, allowing Ms. Snow to get the current job description and ad rewritten. Ms. Snow will let the board know when this is completed. The search will then continue. The current job description and the ads will be removed.

Ms. Snow moved and **Mr. Wilhelm** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, OCTOBER 17, 2022
REGULAR MEETING**

-Page 1 -

CALL TO ORDER

Mayor Wenke called the meeting to order at 5:30 P.M.

ROLL CALL

The following members were present: Mayor Wenke, Ms. Cole, Mr. Frickell, Ms. Snow, Mr. Wilhelm and Mr. Mowry

ABSENT: Mr. Nordyke

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance

OTHERS PRESENT

Ellen and Don Wilcox, Charley Ellison, Charles Jagow, Chris Davis, Hannah Crawford, Maria and Ed Aulich, Rich Aulich, Jessica Morales, Jessica Brilla, Angela Moreles, Ashley King, Nicholas Aulich, Dave, Robert Hill, Wanda Jennings, Neil Marrs and Kathy Reis. Zoom-Tracy Ballard, Elliot Jackson, Clay Buchner.

TREASURER'S REPORT

REVENUE RECEIVED IN		BALANCE OF ACCOUNTS
General Fund Checking:	\$ 110,883.68	\$ 522,757.59
CSafe-GF Core 11:	\$ 360.94	\$ 425,315.82
CSafe-3% Tabor Reserve:	\$ 78.62	\$ 44,099.14
CSafe-General Fund Reserve-14	\$ 401.08	\$ 363,506.54
Municipal Court Checking:	\$ 0.00	\$ 2,282.70
Tennis Court Checking:	\$ 0.00	\$ 28,178.70
 Conservation Trust Fund Checking:	 \$ 1,284.70	 \$ 42,162.21
 Capital Fund Checking:	 \$ 421,256.23	 \$ 594,229.85
CSafe-CF Core 12:	\$ 480.38	\$ 221,782.46
Total C.D.'s plus interest:	\$ 0.00	\$ 203,968.17

EXPENDITURES FOR OCTOBER 2022:

GENERAL FUND:	\$	62,435.56
MUNICIPAL COURT:	\$	0.00
TENNIS COURT:	\$	0.00
CONSERVATION TRUST FUND:	\$	0.00
CAPITAL FUND:	\$	384,304.59

APPROVAL OF CONSENT AGENDA

- Approval of minutes-October 3rd special, and September 19, 2022, regular meetings.
- Treasurer's Report
- Approval of Bills

Mr. Wilhelm moved and **Mr. Mowry** seconded to approve the consent agenda. Motion carried.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, OCTOBER 17, 2022
REGULAR MEETING**

-Page 2 -

OLD BUSINESS

None

NEW BUSINESS

- a. PUBLIC HEARING for a new Hotel-Restaurant liquor license at 108 S. 3rd, St., Suite A for Chuds, LLC dba Chuds Pizza and Burgers.**

There wasn't any public comment regarding the application.

- b. Consideration of a request to approve a new Hotel-Restaurant liquor license at 108 S. 3rd, St., Suite A for Chuds, LLC dba Chuds Pizza and Burgers.**

There was a misdemeanor reported on one of the Individual History Records for harassment. The applicant received a deferred sentence, which is part way through that.

ACTION: **Ms. Snow** moved and **Ms. Cole** seconded to approve the issuance of a new Hotel & Restaurant License for Chud's, LLC., dba Chud's Pizza and Burgers located at 108 S. 3rd, Westcliffe, CO. 81252 on the basis of the following findings. Motion carried.

1. Public Notice of the hearing on the Application was published and posted on the property as required by Colorado law;
2. The applicant is qualified to obtain a liquor license pursuant to C.R.S. Section 44-3-307;
3. The premises are in a location eligible to conduct the proposed liquor-licensed business pursuant to C.R.S. Section 44-3-313 and the zoning laws of the Town;
4. The applicant is entitled to possession of the premises for which the application is made.

- c. Consideration of a request to approve an encroachment on the south side of Granada for a cluster of mailboxes.**

The Planning Commission recommended approval. The Town Attorney will draft a document stipulating that the homeowners are responsible to maintain the mailboxes and also responsible for paying the attorney fees.

There is a document from the Post Office that the applicant has stating that the Homeowners Association are responsible to maintain them. The Clerk asked for a copy to provide to the attorney.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, OCTOBER 17, 2022
REGULAR MEETING**

-Page 3 -

NEW BUSINESS CONTINUED

ACTION: Ms. Cole moved and Ms. Snow seconded to approve the cluster of mailboxes on Granada Court adjacent to the Town Homes conditional on our Town Attorney drafting the document by November 1st. Motion carried.

d. Consideration of a request to waive the building permit fee for the Wet Mtn. Fire Department.

Tabled until a review has been done by the Building Official.

e. Round Mountain Water and Sewer update-David Schneider.

Dave Schneider updated on the following:

The meter and the well replacement projects-the meters are all completed, the well has been dug producing about 320 gallons a minute, we hope to have it online by January.

Approval was received from CDHE on the demonstration report, saving about a year on having to actually putting in an actual functioning plant. Hopefully, this will be approved in the spring. Construction would possibly start in late summer or fall. It could take about four to six months. There are still thirty open water and sewer permits that were purchased in 2020.

The new plant will be one 30'x30' building, and a 70' long by 12' wide greenhouse where the lagoons are. No additional employees will be needed to operate it.

f. Sheriff 3rd quarter report.

They had 1,500 calls in the second quarter, Westcliffe had 12 calls for burglar alarm calls, and there had 1,398 calls in the third quarter with Westcliffe having 8% of the burglar alarm calls. Fraud has been the most of the calls. There was one escape attempt that was resolved very quickly.

There is a significant staffing shortage, down 50% on patrol, and 2 deputies down in detention. One deputy has been rehired. One detention deputy has been hired. One new vehicle has been received.

The Sheriff's Posse is all volunteers, they are not sworn deputies, and they may under the color of the sheriff. They work special events and have donated in excess of 2000 hours to date. A couple of months ago a new program was started allowing the members to do foot patrol downtown Westcliffe. They watch for oversized vehicles and try to get that resolved, if not, call a deputy. They answer tourists' questions and have recovered lost property. They just make a presence.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, OCTOBER 17, 2022
REGULAR MEETING**

-Page 4 -

NEW BUSINESS CONTINUED

g. Consideration of renewing three Certificates of Deposit with Kirkpatrick Bank.

It was reported that CSafe's current interest rate is between 2 and 3%. After discussion, the board agreed to transfer the funds to CSafe.

ACTION: **Ms. Snow** moved and **Ms. Cole** seconded to move three Certificates of Deposit from Kirkpatrick bank to CSafe. Motion carried.

h. Consideration of appointing a committee to review the Custer County Town of Westcliffe and Silver Cliff Emergency Operations Plan.

ACTION: **Mayor Wenke** moved and **Ms. Snow** seconded to approve appointing Paul Wenke, Randy Wilhelm, Gary Frickell, and Chris Lund to the committee to review the Emergency Operation Plan. Motion carried.

i. Consideration and discussion on fill for the pond at the Bluff.

After a discussion regarding a complaint of possible contamination from using some asphalt chips to fill the pond and a review of the documentation, the board made the following motion. Mayor Wenke will contact the person that filed the complaint.

ACTION: **Mayor Wenke** moved and **Mr. Frickell** seconded to approve the Town continuing to use asphalt remnants to fill the pond on the Town property north of the Bluff. Motion carried.

j. Executive Session for the purpose of a personnel matter under C.R.S. Section 24-6-402(2) (f)(I) to interview candidates for the Town Manager position.

ACTION: **Ms. Snow** moved and **Mr. Frickell** seconded to go into Executive Session for the purpose of a personnel matter under C.R.S. Section 24-6-402(2) (f)(I) to interview candidates for the Town Manager position. Motion carried.

EXECUTIVE SESSION

At 6:37 p.m. the Regular Meeting was recessed. Executive Session was convened at 6:38 p.m.

At 7:56 p.m., Mayor Wenke reconvened the regular meeting and announced that the Executive Session had been concluded. He stated that in addition to himself, the participants in the Executive Session were Ms. Cole, Mr. Frickell, Ms. Snow, Mr. Wilhelm, Mr. Mowry, Hannah Crawford, Chris Davis, Clay Buchner, Wanda Jennings, and Kathy Reis. For the record, Mayor Wenke asked that if any person participating in the Executive Session who believed that any

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, OCTOBER 17, 2022
REGULAR MEETING**

-Page 5 -

EXECUTIVE SESSION CONTINUED

substantial discussion of any matters not included in the motion to go into Executive session occurred during the Executive Session in violation of the Open Meetings Law, to state his or her concerns for the record.

STAFF & COMMITTEE REPORTS

a. Report from Town Clerk

Mayor Wenke and Clerk Reis will meet with Pepper Whittlef with CDOT to relocate the speed calming sign on Highway 96, rather than them disallowing it.

The Safe Routes to School project is almost completed, signs should be going up tomorrow, the only delay will be the digital signs that are on backorder for six to eight weeks.

We are continuing to work on the street light issue. Chuck Jagow gave the board a list of all the lights in town with information on the lumens. The color is the issue. Craig Cutter with Black Hills has been out of the office returning on October 24th.

b. Report from Mayor Wenke

The Mayor and Board of Trustees gave checks to Wanda Jennings, Neal Marrs, and Kathy Reis in appreciation and thanked them for all their hard work. The staff thanked the Mayor and Board of Trustees.

Ms. Snow moved and **Mr. Mowry** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk

BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
FRIDAY, OCTOBER 14, 2022
SPECIAL MEETING

-Page 1 -

CALL TO ORDER

Mayor Wenke called the meeting to order at 9:00 A.M.

ROLL CALL

The following members were present: Mayor Wenke, Ms. Snow, Ms. Cole, and Mr. Wilhelm.

ABSENT: Mr. Nordyke Mr. Frickell, and Mr. Mowry.

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance.

OTHERS PRESENT

Kathy Reis

ORDER OF BUSINESS

- a. Executive Session for the purpose of a personnel matter under C.R.S. Section 24-6-402(2) (f)(I) to interview candidates for the Town Manager position.

ACTION: **Ms. Snow** moved and **Ms. Cole** seconded to go into Executive Session for the purpose of a personnel matter under C.R.S. Section 24-6-402(2) (f)(I) to interview candidates for the Town Manager position. Motion carried.

EXECUTIVE SESSION

At 9:03 a.m. the Special Meeting was recessed. Executive Session was convened at 9:04 a.m.

At 10:00 a.m., Mayor Wenke reconvened the special meeting and announced that the Executive Session had been concluded. He stated that in addition to himself, the participants in the Executive Session were Ms. Snow, Mr. Wilhelm, Ms. Cole, Kathy Reis, and Chris Davis. For the record, Mayor Wenke asked that if any person participating in the Executive Session who believed that any substantial discussion of any matters not included in the motion to go into Executive session occurred during the Executive Session in violation of the Open Meetings Law, to state his or her concerns for the record.

The board directed the Town Clerk to schedule an Executive Session at the Monday, Oct. 17th regular meeting to continue interviewing candidates for the Town Manager position.

Ms. Snow moved and **Mr. Wilhelm** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
WEDNESDAY, OCTOBER 12, 2022
SPECIAL MEETING**

-Page 1 -

CALL TO ORDER

Mayor Wenke called the meeting to order at 2:00 P.M.

ROLL CALL

The following members were present: Mayor Wenke, Ms. Snow, Mr. Nordyke, and Mr. Wilhelm.

ABSENT: Ms. Cole, Mr. Frickell, and Mr. Mowry.

PLEDGE OF ALLEGIANCE

Mayor Wenke led Pledge of Allegiance.

OTHERS PRESENT

Kathy Reis

ORDER OF BUSINESS

- a. Executive Session for the purpose of a personnel matter under C.R.S. Section 24-6-402(2) (f)(I) to interview candidates for the Town Manager position.

ACTION: **Ms. Snow** moved and **Mr. Wilhelm** seconded to go into Executive Session for the purpose of a personnel matter under C.R.S. Section 24-6-402(2) (f)(I) to interview candidates for the Town Manager position. Motion carried.

EXECUTIVE SESSION

At 1:50 p.m. the Special Meeting was recessed. Executive Session was convened at 1:51 p.m.

At 3:54 p.m., Mayor Wenke reconvened the special meeting and announced that the Executive Session had been concluded. He stated that in addition to himself, the participants in the Executive Session were Ms. Snow, Mr. Wilhelm, Mr. Nordyke, Kathy Reis, Hannah Crawford, and Ross Penkhoff. For the record, Mayor Wenke asked that if any person participating in the Executive Session who believed that any substantial discussion of any matters not included in the motion to go into Executive session occurred during the Executive Session in violation of the Open Meetings Law, to state his or her concerns for the record.

The board directed the Town Clerk to schedule a special meeting for Friday, October 14, 2022, at 9:00 a.m. to continue interviewing candidates for the Town Manager position.

Mr. Nordyke moved and **Mr. Wilhelm** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk

REVENUES RECEIVED IN OCTOBER 2022**GENERAL FUND**

Cash		
Mountain Bums, LLC	New Business License	40.00
Coast of Colorado Specialty Foods	Transient & Business License	65.00
Credit Card		
The Thrifty Cliffe, LLC	New Business License	40.00
Randy Rosso	Park Damage and Usage Fee	125.00
Ducky Deli	New Business License	40.00
Lashed by Maydsen	New Business License	40.00
Checks		
Westcliffe Beauty Bee	New Business License	40.00
Karen Rosenberger	Bldg. Permit/118 Rosita Ave./Garage	1,210.00
Lianro Metal Roots, Inc.	Bldg. Permit/215 S 6th St/Re-roof	646.00
Vernon Yoder	Bldg. Permit/435 Mineral Rd/New Residential Build	4,830.00
Deb Snell	Bldg. Permit/219/Main/Replace wall	1,055.00
Wet Mtn. Valley Saddle Club	Special Event Liquor Permit	35.00
Black Hills	Franchise Fee	2,503.87
Bergeman Brothers	Bldg Permit/511 Main/Replace windows	200.00
Sangre de Cristo Fellowship	Bldg Permit/120 Jerry Ct./Replace roof	200.00
JDH Construction	Fence Permit/502 Main Street	100.00
Ravens, LLV	Sign Permit/414 Main	25.00
Custer County Treasurer		2,327.25
	INC-Current Interest	45.82
	MHC-Current Taxes MH	22.66
	RBC-Road & Bridge	293.40
	RDB-Delinquent Road & Bridge	.14
	RLC-Current Tax	941.21
	SOA-Specific Ownership Tax-A	195.65
	SOB-Specific Ownership Tax-B	848.56
	Treasurers Fee	-20.19
United Business Bank	Interest	98.26
State of Colorado	Cigarette Tax	297.45
State of Colorado	2% Sales Tax	85,806.99
State of Colorado	Highway Users Tax	5,386.29
GENERAL FUND CHECKING REVENUE RECEIVED IN OCTOBER 2022		\$105,111.11

CSafe-GF Core-11	Interest	1,141.62
CSafe-3% Labor Reserve	Interest	118.46
CSafe-GF Reserve-14	Interest	975.74

TENNIS COURT PROJECT CHECKING

		0.00
TENNIS COURT PROJECT CHECKING REVENUE RECEIVED IN OCTOBER 2022		\$0.00

MUNICIPAL COURT CHECKING REVENUE RECEIVED IN OCTOBER 2022		\$0.00

REVENUES RECEIVED IN OCTOBER 2022**CONSERVATION TRUST FUND**

United Business Bank	Interest	7.16
CONSERVATION TRUST FUND REVENUE RECEIVED IN OCTOBER 2022		\$7.16

CAPITAL FUND

United Business Bank	Interest Capital Fund Checking	57.55
State of Colorado (Town of Westcliffe)	1 % Sales Tax	42,903.49
State of Colorado	SRTS-Reimb.-Inv# 2	405,342.00
Town of Silver Cliff	SRTS Cash Match-Silver Cliff portion Construction Inv#2	12,478.68
Verizon Wireless	Lease Payment	1,000.00
CAPITAL FUND CHECKING REVENUE RECEIVED IN OCTOBER 2022		\$461,781.72

Kirkpatrick Bank	Interest Certificates of Deposit	0.00
CSafe-CF Core 12	Interest	595.44

BALANCE IN ALL FUND ACCOUNTS

GENERAL FUND CHECKING	\$557,692.66
CSafe-GF Core-11	\$426,457.44
CSafe-3% Tabor Reserve	\$44,217.60
CSafe-GF Reserve-14	\$364,482.28
TENNIS COURT PROJECT CHECKING	\$25,178.70
MUNICIPAL COURT CHECKING	\$2,282.70
TOTAL GENERAL FUND ACCOUNTS	\$1,420,311.38

CONSERVATION TRUST FUND CHECKING	\$42,169.37
TOTAL CONSERVATION TRUST FUND ACCOUNTS	\$42,169.37

CAPITAL FUND CHECKING	\$532,712.42
CSafe-CF Core 12	\$222,377.90
CERTIFICATES OF DEPOSIT PLUS INTEREST	\$205,323.98
TOTAL ALL CAPITAL FUND ACCOUNTS	\$960,414.30

CASH BALANCE OF ALL FUND ACCOUNTS **\$2,422,895.05**

NOTE: 1% Sales tax of \$42,903.49 was transferred to the Capital Fund from the General Fund.

GENERAL FUND

November 2022 Bills

Black Hills Energy	Lights/Electric	1,714.89
BossPro Diesel, LLC	Vehicle Maint./DOT inspections	250.00
Buchner, Clayton, Attorney at Law	Attorney Fees	1,633.50
Card Services	Office Supplies	754.30
CenturyLink	Phone/Elevator	48.76
Colorado Parks & Wildlife	ATV Registration	25.25
Custer County Rd. & Bridge	Street Maint./Fuel	397.77
Custer County School	Refund Street Closure Deposit	250.00
Custer County Treasurer	Refund/Road & Bridge Fee from 2021/Overpayment	8,438.75
Heuss, Mike	Shop Maint./Misc. Parts	21.73
Hilltop Broadband	Town Hall & Shop/Internet	255.45
Johns, Dwight	Reimburse Mileage	87.74
Lowe's Pay and Save, Inc.	Supplies	6.98
Lynde Sprinklers & Irrigation	Park Maint./Winterize systems	1,000.00
Norup Gas	Propane	72.48
Oak Disposal Services	Street Maint./Trash Service	100.00
Round Mtn. Water & Sanitation District	Water & Sewer	2,762.80
Southern Tire Mart	Vehicle Maint./Tires	11,630.60
The Rock Auto Parts	Vehicle Maint.	892.47
Tovrea, Sheri	Drug Test/Random	20.00
Valley Ace Hardware	Supplies	493.74
Westcliffe Petroleum	Vehicle Maint.	58.20
Western Irrigation Supply House	Park Maint.	266.63
Wet Mtn Tribune	Publishing	378.36
Wet Mtn. Valley Rotary CSI	2022 Donation	1,086.71
Xerox Corporation	Meter Read/Lease Payment	168.17
ACA Products	Street Maint./Sanding Material	526.40
4Rivers Equipment	Vehicle Maint./Cutting Edge	313.14

Payroll Expenses

CEBT	Employer/Health Ins.	1,317.96
CEBT	Employee/Health Ins.	176.80
EFTPS	October Payroll Taxes	6,677.42
GWRS	Employee Share Retirement Fund (ACH)	994.26
GWRS	Employer Share Retirement Fund (ACH)	319.67

BILLS TO DATE

	\$43,140.93
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OCTOBER 2022 PAYROLL

	\$22,422.96
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TOTAL GENERAL FUND EXPENDITURES FOR OCTOBER PAID IN NOVEMBER 2022

	\$65,563.89
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CAPITAL FUND

Ayers Associates, Inc.	Tap Project-Progress Payment/Design	525.50
Colorado Golf & Turf	Park Maint./Cub Cadet Pro Z mower	14,849.00
Deer Credit, Inc.	Lease Payment	930.74
Hartbauer Auto Sales	2022 Canamo Outlander	6,495.00
Kumar & Associates, Inc.	SRTS/Materials Testing Services	2,410.00
Langston Concrete, LLC	SRTS Progress Payment #2	\$430,299.36
Langston Concrete, LLC	SRTS Progress Payment #3	\$82,247.94
TOTAL CAPITAL FUND EXPENDITURES FOR OCTOBER PAID IN NOVEMBER 2022		\$455,509.60

12:00 PM

11/01/22

Accrual Basis

TOWN OF WESTCLIFFE
Capital Fund Profit & Loss Budget Performance
October 2022

	Oct 22	Budget	Jan - Oct 22	YTD Budget	Annual Budget
Income					
CRF7160 · Interest Income	652.99	250.00	3,601.02	2,500.00	3,000.00
CRF7212 · Grant (New Town Property)	0.00	1,041.67	12,500.00	10,416.66	12,500.00
CRF7220 · Grants (New) RW	405,342.00	88,468.16	762,696.99	884,681.58	1,061,617.90
CRF7224 · Grants (Existing) Town Pro	0.00	0.00	176,801.58	0.00	0.00
CRF7238 · Other Contributions	10,678.07	3,352.21	32,213.28	33,522.05	40,226.47
CRF7270 · Lease Proceeds Verizon Tower	1,000.00	1,000.00	10,000.00	10,000.00	12,000.00
CRF7285 · 1% Sales Tax from General Fund	42,903.49	33,425.70	341,510.49	334,257.02	401,108.42
CRF7810 · Transfers From General Fund	0.00	22,083.33	0.00	220,833.34	265,000.00
Total Income	460,576.55	149,621.07	1,339,323.36	1,496,210.65	1,795,452.79
Expense					
CRF9011 · CIP Roadway (Existing)	0.00	36,666.67	229,000.00	366,666.66	440,000.00
CRF9012 · CIP Town Property (Existing)	1,000.00	3,030.17	37,361.50	30,301.66	36,362.00
CRF9014 · Equipment Debt Service	930.74	930.75	8,376.66	9,307.50	11,169.00
CRF9025 · CIP Roadway (New)	512,547.30	73,144.83	891,905.04	731,448.34	877,738.00
CRF9026 · CIP-Town Property (New)	0.00	14,591.67	0.00	145,916.66	175,100.00
CRF9027 · CIP-Equipment (New)	6,495.00	127.58	8,025.07	1,275.84	1,531.00
CRF9101 · Improvements-Design	525.50	19,831.79	171,410.75	198,317.92	237,981.50
Total Expense	521,498.54	148,323.46	1,346,079.02	1,483,234.58	1,779,881.50
Net Income	-60,921.99	1,297.61	-6,755.66	12,976.07	15,571.29

12:16 PM

Town of Westcliffe

11/01/22

General Fund Profit & Loss Budget Performance

Accrual Basis

October 2022

	Oct 22	Budget	Jan - Oct 22	YTD Budget	Annual Budget
Income					
7000 · General Property Taxes	963.87	5,532.58	65,838.42	55,325.84	66,391.00
7050 · Specific Ownership Taxes	1,044.21	741.67	7,324.73	7,416.66	8,900.00
7100 · Town Sales Taxes	85,806.99	66,851.40	683,021.49	668,514.04	802,216.84
7101 · Town Sales Tax License	265.00	505.83	6,535.00	5,058.34	6,070.00
7106 · Penalties & Int-Delinquent Tax	45.82	25.00	246.45	250.00	300.00
7115 · Franchise Fee	2,503.87	2,166.67	27,890.93	21,666.66	26,000.00
7120 · Special Assessments	0.00	140.25	341.90	1,402.50	1,683.00
7125 · Building & Zoning Permits	8,141.00	8,023.79	116,438.50	80,237.92	96,285.50
7126 · Fence & Sign Permits	125.00	83.33	1,750.00	833.34	1,000.00
7127 · Special Use By Review Permits	0.00	100.00	1,250.00	1,000.00	1,200.00
7130 · Traffic Fines & Ordinances	0.00	89.58	1,075.67	895.84	1,075.00
7135 · Court Costs	0.00	2.08	0.00	20.84	25.00
7140 · Liquor Licenses/Special Events	35.00	286.75	4,186.45	2,867.50	3,441.00
7150 · Cigarette Tax	297.45	150.00	1,859.00	1,500.00	1,800.00
7160 · Interest Income	2,334.08	250.00	6,211.57	2,500.00	3,000.00
7165 · Miscellaneous Income	0.00	155.58	2,563.29	1,555.84	1,867.00
7200 · Highway Users Tax	5,386.29	2,433.25	25,306.45	24,332.50	29,199.00
7205 · Road & Bridge Funds	293.54	2,579.60	31,911.14	25,796.01	30,955.21
7215 · American Rescue Plan Funds	0.00	6,576.99	0.00	65,769.84	78,923.82
7300 · Tennis Court Donation Fund	0.00	11.95	143.36	119.46	143.36
7305 · Events Center-Rental Fees	0.00	208.33	3,100.00	2,083.34	2,500.00
7310 · Bluff Site Maint. Fee	0.00	283.33	0.00	2,833.34	3,400.00
7315 · Park Usage Fee	0.00	122.92	1,625.00	1,229.16	1,475.00
7845 · Federal Grant	0.00	0.00	216.42	0.00	0.00
Total Income	107,242.12	97,320.88	988,835.77	973,208.97	1,167,850.73
Gross Profit	107,242.12	97,320.88	988,835.77	973,208.97	1,167,850.73
Expense					
8000 · Trustees	42.29	333.33	3,719.97	3,333.34	4,000.00
8005 · Ordinances & Procedures	2,108.10	516.67	4,700.97	5,166.66	6,200.00
8010 · Colo. Muni League Dues	0.00	71.25	855.00	712.50	855.00
8015 · Elections	0.00	12.08	145.08	120.84	145.00
8020 · General Accounting	0.00	90.25	1,172.98	902.48	1,082.98
8025 · Auditing	0.00	508.33	6,100.00	5,083.34	6,100.00
8030 · Attorney	2,082.00	1,666.67	12,394.50	16,666.66	20,000.00
8035 · Insurance - General	0.00	668.47	8,021.64	6,684.70	8,021.64
8040 · Workman's Compensation	0.00	494.08	5,929.00	4,940.84	5,929.00
8050 · Colorado State Unemployment	114.73	57.93	407.18	579.24	695.10
8100 · Town's Share FICA	1,755.22	1,197.11	14,092.51	11,971.14	14,365.36
8110 · Town's Share MEDI	410.49	279.97	3,295.82	2,799.70	3,359.64
8115 · Town Share Health Insurance	1,681.94	2,830.07	19,382.08	28,300.66	33,960.80
8120 · Town Share Retirement Fund	319.67	507.92	4,111.14	5,079.18	6,095.02
8200 · Clerk/Treasurer Wages	6,454.86	3,954.86	42,048.60	39,548.60	47,458.32
8205 · Deputy Clerk	5,559.91	3,120.00	33,553.87	31,200.00	37,440.00
8208 · Media Relations Coordinator	0.00	71.84	862.06	718.38	862.06
8210 · Clerk Education	0.00	9.58	115.00	95.84	115.00
8215 · Office Supplies	0.00	83.33	1,182.89	833.34	1,000.00
8220 · Town Manager Wages	0.00	5,476.67	49,997.86	54,766.66	65,720.00
8225 · Manager/Bldg/Zoning Education	17.94	183.33	2,408.61	1,833.34	2,200.00
8235 · Building Inspector	4,024.26	270.83	7,548.92	2,708.34	3,250.00
8240 · County Treasurer's Fees	20.19	200.00	1,321.54	2,000.00	2,400.00
8280 · Payroll Expenses	0.00		588.00		
8300 · Town Hall Maintenance	129.97	416.67	4,241.27	4,166.66	5,000.00
8308 · Town Hall Utilities	539.33	591.67	6,195.37	5,916.66	7,100.00
8310 · Lease Equipment	120.50	125.42	1,084.50	1,254.16	1,505.00
8405 · Animal Control	0.00	25.25	302.67	252.50	303.00

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11/01/22
Accrual Basis

Town of Westcliffe
General Fund Profit & Loss Budget Performance
October 2022

	Oct 22	Budget	Jan - Oct 22	YTD Budget	Annual Budget
8410 · Organizational Membership Dues	0.00	71.25	130.00	712.50	855.00
8505 · Townman Education	958.08	83.33	958.08	833.34	1,000.00
8510 · Street and Park Tech Wages	12,447.92	10,324.08	93,919.78	103,240.84	123,889.00
8515 · Street Maintenance & Fuel	2,679.38	3,750.00	29,335.38	37,500.00	45,000.00
8520 · Emergency Snow Removal	0.00	2,500.00	9,576.00	25,000.00	30,000.00
8525 · Street Lighting	1,226.70	1,000.00	10,196.38	10,000.00	12,000.00
8530 · Vehicle & Equip. Maintenance	2,933.99	1,666.67	15,201.19	16,666.66	20,000.00
8538 · Shop Maintenance	2,810.77	833.33	8,010.96	8,333.34	10,000.00
8540 · Shop Utilities	179.80	425.00	3,178.98	4,250.00	5,100.00
8545 · Highway Barn Utilities	157.73	383.33	3,455.19	3,833.34	4,600.00
8550 · Highway Barn Maint.	0.00	416.67	0.00	4,166.66	5,000.00
8600 · Park Utilities	1,196.25	2,125.00	10,565.85	21,250.00	25,500.00
8605 · Park Maintenance	2,099.75	1,666.67	18,948.74	16,666.66	20,000.00
8700 · Custer County Sheriff	14,125.00	4,708.33	56,500.00	47,083.34	56,500.00
8800 · Donations	976.92	2,333.33	16,272.64	23,333.34	28,000.00
8805 · Grants/Local	0.00	2,083.33	10,020.18	20,833.34	25,000.00
8806 · American Rescue Plan Expenses	0.00	13,153.97	0.00	131,539.70	157,847.64
8808 · Economic Development	0.00	500.00	0.00	5,000.00	6,000.00
8810 · Contingencies	0.00	833.33	0.00	8,333.34	10,000.00
8811 · Contribution to/from Capital Fun	0.00	22,083.33	0.00	220,833.34	265,000.00
Total Expense	67,173.69	94,704.53	522,048.38	947,045.50	1,136,454.56
Net Income	40,068.43	2,616.35	466,787.39	26,163.47	31,396.17

2022 SALES TAX & PRIOR YEARS COMPARISONS

	2017	2018	2019	2020	2021	2022	2022	2022	2022	% +/-
					3% total	2% of total (General Fund)	1% of total (Capital Fund)	3% Total Sales Tax		
<u>JAN</u>	18,861.17	25,564.67	30,006.18	34,234.63	69,693.17	52,130.67	26,065.34	78,196.01		12.20%
	50.27				150.80					
<u>FEB</u>	24,659.13	19,628.62	24,163.25	32,835.27	62,025.70	47,263.31	23,631.66	70,894.97		14.30%
	3.87				232.01					
<u>MAR</u>	26,843.98	29,456.57	36,077.93	51,033.37	88,768.43	62,836.37	31,418.18	94,254.55		6.18%
	245.19				15.95					
<u>APR</u>	30,763.20	26,907.00	31,062.04	46,184.28	77,315.01	63,620.32	31,810.16	95,430.48		23.43%
	0.02									
<u>MAY</u>	31,184.50	37,867.12	43,414.62	51,540.56	101,149.31	65,844.72	32,921.39	98,764.18		-2.36%
	185.6									
<u>JUNE</u>	40,835.96	45,084.65	56,385.66	69,361.40	121,572.25	87,594.31	43,797.16	131,391.47		8.08%
	83.13									
				2% of total (General Fund)						% +/-
<u>JULY</u>	43,306.02	43,950.00	56,461.48	65,272.29	117,054.99	88,247.65	44,123.83	132,371.48		13.08%
					130.50					
<u>AUG.</u>	38,829.14	35,968.42	46,583.57	59,524.79	88,928.52	85,806.99	42,903.49	128,710.48		44.73%
<u>SEPT.</u>	39,333.39	36,753.56	58,818.79	79,591.87	118,962.80					
<u>OCT.</u>	29,105.54	43,911.98	46,241.58	58,001.14	99,222.56					
	65.73			74.43						
<u>NOV.</u>	31,259.25	29,329.94	44,692.15	52,631.93	92,901.48					
	491.05			44.47	7.25					
<u>DEC.</u>	31,209.51	32,424.95	45,023.69	66,270.58	101,609.63					
1% Capital Fund										
TOTAL	356,049.01	406,847.48	473,907.25	547,579.60	727,036.64	553,344.34	276,671.21	830,013.62		14.16%

Proposed	340,000.00	360,000.00	518,930.94	510,000.00	898,561.65	790,707.88	384,163.00
Actual	387,315.65	406,847.48	473,907.25	547,579.60	1,139,740.36	553,344.34	276,671.21
Difference	47,315.65	46,847.48	45,023.69	-37,579.60	-241,178.71	237,363.54	107,491.79

**TOWN OF WESTCLIFFE, COLORADO
ORDINANCE NO. 3-2022**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF
WESTCLIFFE, CUSTER COUNTY, COLORADO, CREATING A MINOR
SUBDIVISION AND TO REPLAT LOT 3 OF ADAMS ADDITION FILING 2
AND AMENDING THE TOWN'S ZONING MAP**

WHEREAS, the Town of Westcliffe, Colorado is a statutory town incorporated under the laws of the state of Colorado; and

WHEREAS, the Town of Westcliffe acting by and through its Town Board of Trustees has the power to regulate land use matters pursuant to Colorado Revised Statutes (C.R.S.) Section 31, Article 23 et seq.; and

WHEREAS, the Board of Trustees of the Town of Westcliffe are authorized to amend the Town's Zoning Map pursuant to the Town's Municipal Code, 10-1-11; and

WHEREAS, the Board of Trustees of the Town of Westcliffe, by recommendation of the Town Planning Commission, has determined it is in the best interests of the Town to replat Lot 3 of Adams Addition to Filing Number 2 into Lots 3A and 3B, creating a minor subdivision known as Oak Ridge Home Subdivision #1, which is more particularly described in the survey filed for record in the Office of the Custer County Clerk and Recorder, Reception No. 245656, attached hereto and incorporated by reference herein as Exhibit A; and

WHEREAS, the Board of Trustees determines that it is the best interests of the Town to amend Town's Zoning Map accordingly;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO, AS FOLLOWS:

- 1. Incorporation of Recitals.** The recitals set forth above are incorporated and ordained hereby as if set forth hereafter in full.
- 2. Replat Approval.** The plat of Lot 3 of Adams Addition to Filing Number 2 is hereby amended to reflect Lots 3A and 3B, creating a minor subdivision known as Oak Ridge Home Subdivision #1, which is more particularly described in the survey filed for record in the Office of the Custer County Clerk and Recorder, Reception No. 245656, attached hereto and incorporated by reference herein as Exhibit A.
- 3. Amendment of Zoning Map.** The official zoning map of the Town of Westcliffe, as amended from time to time, is further amended to designate the replat and creation of the minor subdivision as described in Exhibit A.
- 4. Public Inspection.** The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

5. **Severability.** If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.

THIS ORDINANCE SHALL BE EFFECTIVE THIRTY (30) DAYS AFTER FINAL PUBLICATION IN ACCORDANCE WITH LAW. THIS ORDINANCE WAS INTRODUCED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF WESTCLIFFE ON THE ____ DAY OF _____, 2022.

TOWN OF WESTCLIFFE

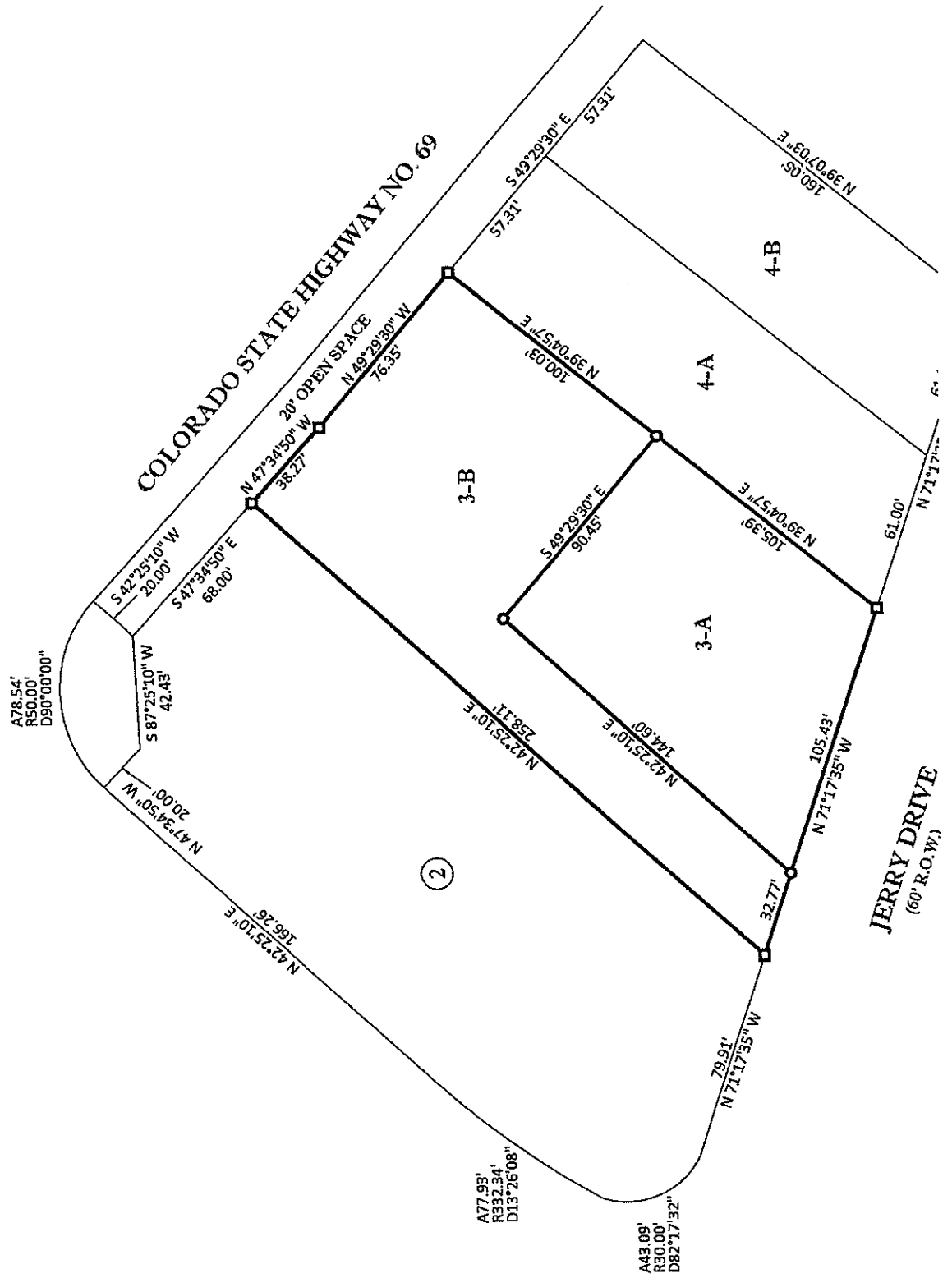
By: _____
Paul Wenke, Mayor

ATTEST:

Kathy Reis, Town Clerk

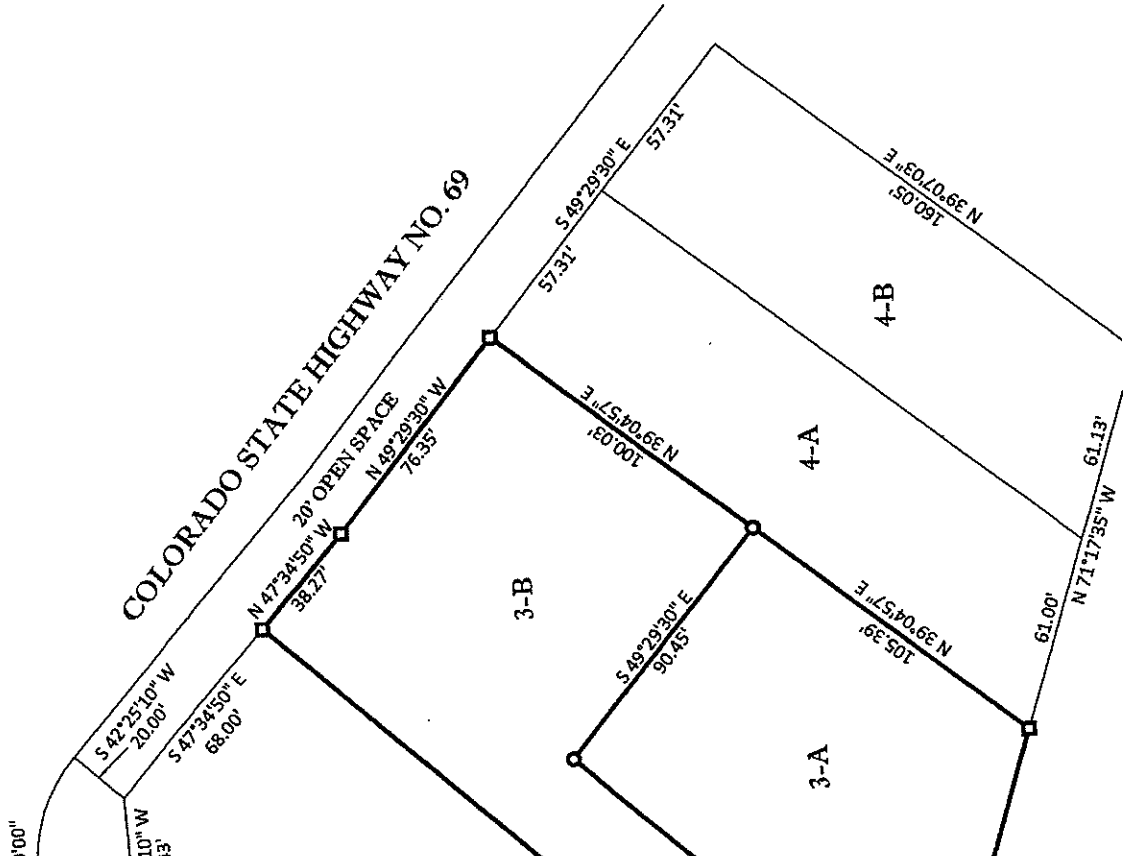
Oak Ridge Home Subdivision

LOT 3, OF ADAMS ADDITION TO THE TOWN OF
WESTCLIFFE FILING NUMBER 2



Ridge Home Subdivision #1

LOT 3, OF ADAMS ADDITION TO THE TOWN OF WESTCLIFFE FILING NUMBER 2

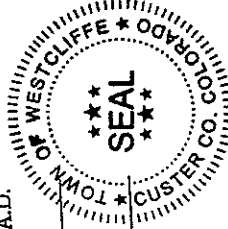


IN WITNESS WHEREOF.
 BEN LEE TROYER HAS CAUSED THESE PRESENTS TO BE EXECUTED
 THIS 11 DAY OF May, 2022 A.D.
Ben Lee Troyer
 BY BEN LEE TROYER

TOWN MANAGER CERTIFICATE

THIS PLAT APPROVED AND ACCEPTED ON BEHALF OF
 THE TOWN OF WESTCLIFFE BY THE TOWN ADMINISTRATOR/
 TOWN CLERK.

THIS 11 DAY OF May, 2022 A.D.



BY GABRIEL SHANK

Kathy Reis

BY KATHY REIS

NOTARY STATEMENT THE FOREGOING INSTRUMENT WAS
 ACKNOWLEDGED BEFORE ME

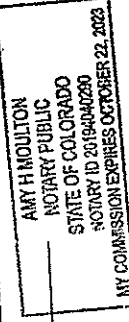
THIS 11 DAY OF May, 2022 A.D.

BY Ben Lee Troyer, Gabriel Shank and Kathy Reis

MY COMMISSION EXPIRES 10/22/2023

MY ADDRESS IS 205 S. 6th St., Westcliffe, CO 81252

WITNESSED MY HAND AND OFFICIAL SEAL



Amy Houlton

NOTARY PUBLIC

THIS PLAT FILED FOR RECORD IN THE OFFICE OF THE CUSTER COUNTY
 CLERK AND RECORDER OF CUSTER COUNTY, COLORADO AT 2:05 P.M.
 ON THIS 14 DAY OF May, 2022 A.D.

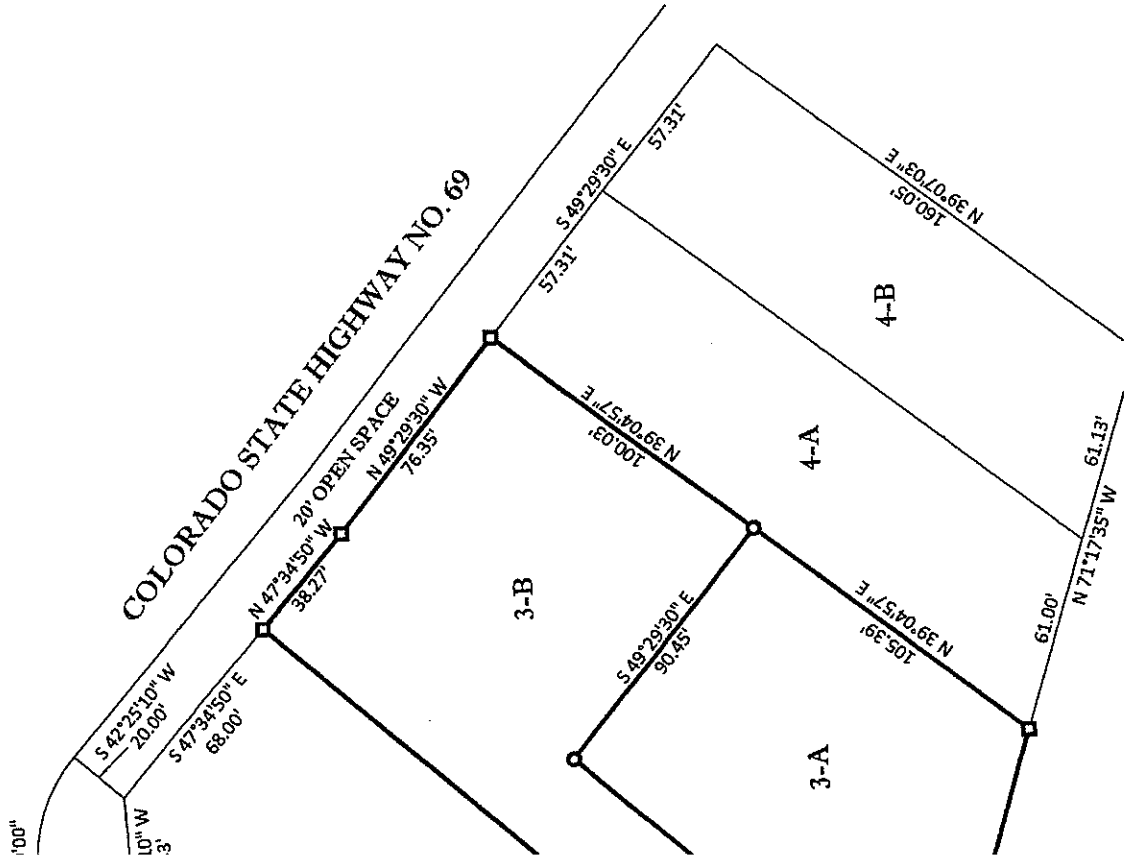
BY: Amy Houlton, Deputy Clerk

UNDER RECEPTION NO. 245656

SURVEYORS CERTIFICATION:
 As defined by the Colorado Department of

Ridge Home Subdivision #1

LOT 3, OF ADAMS ADDITION TO THE TOWN OF WESTCLIFFE FILING NUMBER 2



IN WITNESS WHEREOF.

BEN LEE TROYER HAS CAUSED THESE PRESENTS TO BE EXECUTED

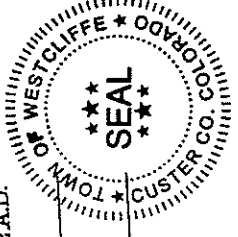
THIS 11 DAY OF May 2022 A.D.
Ben Lee Troyer
 BY BEN LEE TROYER

TOWN MANAGER CERTIFICATE

THIS PLAT APPROVED AND ACCEPTED ON BEHALF OF
 THE TOWN OF WESTCLIFFE BY THE TOWN ADMINISTRATOR/
 TOWN CLERK.

THIS 11 DAY OF May 2022 A.D.

Gabriel Shank
 BY GABRIEL SHANK
Kathy Reis
 BY KATHY REIS



NOTARY STATEMENT THE FOREGOING INSTRUMENT WAS
 ACKNOWLEDGED BEFORE ME

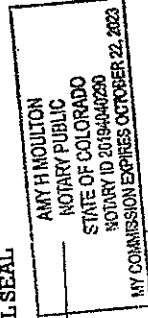
THIS 11 DAY OF May 2022 A.D.

BY Ben Lee Troyer, Gabriel Shank and Kathy Reis

MY COMMISSION EXPIRES 10/22/2023

MY ADDRESS IS 205 S. 6th St., Westcliffe, CO 81252

WITNESSED MY HAND AND OFFICIAL SEAL



Amy Houlton
 NOTARY PUBLIC

THIS PLAT FILED FOR RECORD IN THE OFFICE OF THE CUSTER COUNTY
 CLERK AND RECORDER OF CUSTER COUNTY, COLORADO AT 2:05 P.M.
 ON THIS 24 DAY OF May 2022 A.D.

BY: Amy Houlton, Deputy Clerk

UNDER RECEPTION NO. 245656

SURVEYORS CERTIFICATION:
 As defined by the Colorado Department of

Town of Westcliffe	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED BUDGET
2023 BUDGET GENERAL FUND				
Beginning Balance General Fund Balance	\$ 399,425.00	\$ 677,424.09	\$ 677,424.09	\$ 885,509.39

REVENUES***Taxes/Fees***

7000 General Property Tax	\$ 61,400.40	\$ 66,391.00	\$ 66,391.00	\$ 68,759.00
7050 Specific Ownership Tax	\$ 9,795.31	\$ 8,900.00	\$ 8,900.00	\$ 9,000.00
7100 Sales Tax	\$ 759,903.63	\$ 802,216.84	\$ 802,216.84	\$ 842,327.68
7106 Penalties/Interest/Delinquent Property Tax	\$ 188.50	\$ 300.00	\$ 300.00	\$ 200.00
7115 Franchise Fee	\$ 27,796.34	\$ 26,000.00	\$ 28,000.00	\$ 28,000.00
7120 Special Assessments Tax	\$ 2,840.80	\$ 1,683.00	\$ 1,683.00	\$ 500.00
7150 Cigarette Tax	\$ 3,017.24	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
7200 Highway Users Tax	\$ 31,747.36	\$ 29,199.00	\$ 29,199.00	\$ 30,100.00
7205 Road & Bridge Tax (County)	\$ 14,916.65	\$ 30,955.21	\$ 31,196.78	\$ 31,169.00
Total Income Taxes/Fees	\$ 911,606.23	\$ 967,445.05	\$ 969,686.62	\$ 1,011,855.68

Building Department

7125 Building & Zoning Permits	\$ 73,444.00	\$ 96,285.50	\$ 102,863.00	\$ 95,000.00
7126 Fence & Sign Permits	\$ 1,830.00	\$ 1,000.00	\$ 1,575.00	\$ 1,800.00
7127 Special Use By Review Permits	\$ 1,500.00	\$ 1,200.00	\$ 1,200.00	\$ 1,000.00
Total Income Building Department	\$ 76,774.00	\$ 98,485.50	\$ 105,638.00	\$ 97,800.00

Municipal Court

7130 Traffic Fines & Ordinances	\$ 150.00	\$ 1,075.00	\$ 1,075.00	\$ 200.00
7135 Court Costs	\$ -	\$ 25.00	\$ 25.00	\$ 25.00
Total Income Municipal Court	\$ 150.00	\$ 1,100.00	\$ 1,100.00	\$ 225.00

Grants

7840 State Grant	\$ -	\$ -	\$ -	\$ -
7845 Federal Grant	\$ 25.52	\$ -	\$ 216.42	\$ 200.00
7215 DOLA-American Rescue Plan Funds	\$ -	\$ 78,923.82	\$ 78,923.82	\$ 157,847.64
Total Income Grants	\$ 25.52	\$ 78,923.82	\$ 79,140.24	\$ 158,047.64

Parks

7300 Tennis Court Donation Fund	\$ 35.34	\$ 143.36	\$ 143.36	\$ 150.00
7305 Event Center Rental Fees	\$ 2,150.00	\$ 2,500.00	\$ 3,100.00	\$ 2,150.00
7310 Bluff Site Maint. Fee	\$ 9,121.27	\$ 3,400.00	\$ 3,400.00	\$ 3,500.00
7315 Park Usage Fees	\$ 1,075.00	\$ 1,475.00	\$ 1,600.00	\$ 1,500.00
Total Income Parks	\$ 12,381.61	\$ 7,518.36	\$ 8,243.36	\$ 7,300.00

Other Revenue

7101 Town Sales Tax Licenses	\$ 5,640.00	\$ 6,070.00	\$ 6,270.00	\$ 6,000.00
7140 Liquor Licenses & Special Event Permits	\$ 1,775.00	\$ 3,441.00	\$ 3,441.00	\$ 1,500.00
7160 Interest Income	\$ 1,182.24	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00
7165 Miscellaneous Income	\$ 1,388.20	\$ 1,867.00	\$ 1,973.00	\$ 1,000.00
Total Income Other	\$ 9,985.44	\$ 14,378.00	\$ 14,684.00	\$ 12,500.00

Total Income	\$ 1,010,922.80	\$ 1,167,850.73	\$ 1,178,492.22	\$ 1,287,728.32
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	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED BUDGET
EXPENDITURES				
<i>Administration-Personnel</i>				
8000 Trustees	\$ 2,535.87	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00
8005 Ordinances & Procedures	\$ 5,421.08	\$ 6,200.00	\$ 6,200.00	\$ 7,200.00
8010 Colorado Municipal League	\$ 814.00	\$ 855.00	\$ 855.00	\$ 900.00
8015 Elections	\$ 1,045.61	\$ 145.00	\$ 145.00	\$ -
8020 General Accounting	\$ 750.00	\$ 1,082.98	\$ 1,082.98	\$ 1,500.00
8025 Audit	\$ 5,800.00	\$ 6,100.00	\$ 6,100.00	\$ 9,800.00
8030 Lawyer	\$ 11,086.40	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
8035 Insurance (General)	\$ 1,133.82	\$ 8,021.64	\$ 8,021.64	\$ 10,295.00
8040 Workman's Compensation Insurance	\$ 5,279.00	\$ 5,929.00	\$ 5,929.00	\$ 6,500.00
8050 Colorado State Unemployment	\$ 636.37	\$ 695.10	\$ 695.10	\$ 794.40
8100 Town Share F I C A	\$ 12,707.42	\$ 14,365.36	\$ 14,365.36	\$ 16,417.58
8110 Town Share M E D I	\$ 2,971.89	\$ 3,359.64	\$ 3,359.64	\$ 3,839.60
8115 Employee Health Insurance	\$ 29,824.23	\$ 33,960.80	\$ 33,960.80	\$ 43,200.00
8120 Town Share Employee Retirement Plan	\$ 1,792.80	\$ 6,095.02	\$ 6,095.02	\$ 6,701.49
8200 Town Clerk/Treasurer Wages	\$ 44,772.00	\$ 47,458.32	\$ 47,458.32	\$ 50,305.82
8205 Deputy Clerk	\$ 34,894.69	\$ 37,440.00	\$ 37,440.00	\$ 40,373.28
8208 Communications Manager	\$ 450.00	\$ 862.06	\$ 862.06	\$ 24,000.00
8210 Clerk Education	\$ 265.00	\$ 115.00	\$ 115.00	\$ 1,000.00
8220 Town Manager	\$ 58,630.71	\$ 65,720.00	\$ 65,720.00	\$ 75,000.00
Total Administration-Personnel	\$ 226,810.89	\$ 262,404.92	\$ 262,404.92	\$ 322,827.16
<i>Administration</i>				
8215 Office Supplies	\$ 1,802.72	\$ 1,000.00	\$ 1,200.00	\$ 1,800.00
8410 Organizational Dues	\$ 874.00	\$ 855.00	\$ 855.00	\$ 1,000.00
8240 County Treasurer Fees	\$ 1,348.92	\$ 2,400.00	\$ 1,500.00	\$ 1,500.00
8800 Donations	\$ 20,574.56	\$ 28,000.00	\$ 28,000.00	\$ 26,600.00
8805 Grants Local	\$ 36,661.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
8806 American Rescue Plan Expenditures	\$ -	\$ 157,847.64	\$ -	\$ 157,847.64
8808 Economic Development	\$ 7,000.00	\$ 6,000.00	\$ 6,000.00	\$ -
8810 Contingencies	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
Total Administration Expense	\$ 68,261.20	\$ 231,102.64	\$ 72,555.00	\$ 233,747.64
<i>Town Hall Expense</i>				
8300 Town Hall Maintenance	\$ 7,393.39	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00
8308 Town Hall Utilities	\$ 7,618.52	\$ 7,100.00	\$ 7,100.00	\$ 8,000.00
8310 Lease Expense (Copy Machine)	\$ 7,411.53	\$ 1,505.00	\$ 1,505.00	\$ 1,505.00
Total Town Hall Expense	\$ 22,423.44	\$ 13,605.00	\$ 13,605.00	\$ 15,505.00
<i>Planning & Zoning</i>				
8225 Manager & Building/Zoning Education	\$ 2,760.77	\$ 2,200.00	\$ 2,200.00	\$ 2,300.00
8235 Building Inspector Wages	\$ 8,840.00	\$ 3,250.00	\$ 3,250.00	\$ 32,760.00
Total Planning & Zoning Expense	\$ 11,600.77	\$ 5,450.00	\$ 5,450.00	\$ 35,060.00
<i>Municipal Court</i>				
8245 Municipal Court Wages	\$ 300.00	\$ -	\$ -	\$ -
Total Municipal Court Expenses	\$ 300.00	\$ -	\$ -	\$ -

	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED BUDGET
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Public Safety

8405 Animal Control	\$ 302.67	\$ 303.00	\$ 303.00	\$ 513.26
8700 Custer County Sheriff	\$ 56,500.00	\$ 56,500.00	\$ 56,500.00	\$ 56,500.00
Total Public Safety Expenses	\$ 56,802.67	\$ 56,803.00	\$ 56,803.00	\$ 57,013.26

Public Works

8505 Townman Education	\$ 925.92	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
8508 Street & Park Supervisor	\$ 1,844.80	\$ -	\$ -	\$ -
8510 Street and Park Tech Wages	\$ 60,003.50	\$ 123,889.00	\$ 123,889.00	\$ 171,385.40
8515 Street Maintenance & Fuel	\$ 20,686.59	\$ 45,000.00	\$ 45,000.00	\$ 55,000.00
8520 Emergency Snow Removal	\$ 31,979.58	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
8525 Street Lighting	\$ 11,192.76	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
8530 Vehicle & Equipment Maintenance	\$ 19,623.01	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
8538 Shop Maintenance	\$ 12,274.60	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
8540 Shop Utilities	\$ 4,687.24	\$ 5,100.00	\$ 5,100.00	\$ 5,500.00
8545 Highway Barn Utilities	\$ 3,813.40	\$ 4,600.00	\$ 4,600.00	\$ 6,580.00
8550 Highway Barn Maint.	\$ 620.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
Total Public Works Expense	\$ 167,651.40	\$ 256,589.00	\$ 256,589.00	\$ 323,465.40

Parks

8600 Park Utilities	\$ 14,270.12	\$ 25,500.00	\$ 18,000.00	\$ 20,000.00
8605 Park Supplies & Maintenance	\$ 19,803.22	\$ 20,000.00	\$ 20,000.00	\$ 22,000.00
Total Parks	\$ 34,073.34	\$ 45,500.00	\$ 38,000.00	\$ 42,000.00

Total Expenses before Contribution to Capital Reserve \$ 587,923.71 \$ 871,454.56 \$ 705,406.92 \$ 1,029,618.46

Contributions

8811 Contributions to (from) Capital Fund	\$ 145,000.00	\$ 265,000.00	\$ 265,000.00	\$ 140,000.00
Total Contributions	\$ 145,000.00	\$ 265,000.00	\$ 265,000.00	\$ 140,000.00

Total Expenses	\$ 732,923.71	\$ 1,136,454.56	\$ 970,406.92	\$ 1,169,618.46
Net Revenue/Expense	\$ 277,999.09	\$ 31,396.17	\$ 208,085.30	\$ 118,109.86

General Fund Reserves

TABOR Requirement (3% of adjusted revenue)	\$ 43,000.00	\$ 44,020.66	\$ 44,020.66	\$ 37,035.65
General Fund Reserves (less TABOR)	\$ 634,424.09	\$ 664,799.60	\$ 841,488.73	\$ 966,583.60
Total General Fund Reserves	\$ 677,424.09	\$ 708,820.26	\$ 885,509.39	\$ 1,003,619.25

Fiscal Year Ending General Fund Balance	\$ 677,424.09	\$ 708,820.26	\$ 885,509.39	\$ 1,003,619.25
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Town of Westcliffe	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED BUDGET
2023 BUDGET CAPITAL FUND				
Beginning Capital Fund Balance	\$ 593,871.00	\$ 764,775.44	\$ 764,775.44	\$ 780,346.73

REVENUES*Capital Contributions*

CRF7810	Contributions from (to) General Fund	\$ 145,000.00	\$ 265,000.00	\$ 265,000.00	\$ 140,000.00
CRF7270	Lease Proceeds Verizon Tower	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
CRF7280	Capital Lease Proceeds	\$ -	\$ -	\$ -	\$ -
CRF7285	1% Sales Tax	\$ 379,835.95	\$ 401,108.42	\$ 401,108.42	\$ 421,163.84
CRF7238	Other Contributions	\$ 909.06	\$ 40,226.47	\$ 40,226.47	\$ -
	Total Contributions	\$ 537,745.01	\$ 718,334.89	\$ 718,334.89	\$ 573,163.84

Grant Revenue

CRF7211	Grants (New Projects) Roadway	\$ -	\$ -	\$ -	\$ -
CRF7212	Grants (New Town Property)	\$ -	\$ 12,500.00	\$ 12,500.00	\$ -
CRF7213	Grants (Existing Assets) Roadway	\$ -	\$ 1,061,617.90	\$ 1,061,617.90	\$ 1,677,687.00
CRF7220	Grants (New Projects) Roadway	\$ -	\$ -	\$ -	\$ -
CRF7224	Grants (New Projects) Town Property	\$ 14,863.67	\$ -	\$ -	\$ -
CRF7225	Federal Grants	\$ -	\$ -	\$ -	\$ -
CRF7805	Grants (Existing Assets) Town Property	\$ -	\$ -	\$ -	\$ -
	Total Grant Revenue	\$ 14,863.67	\$ 1,074,117.90	\$ 1,074,117.90	\$ 1,677,687.00

Other Revenue

CRF7160	Interest Income	\$ 2,352.04	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Total Income Other	\$ 2,352.04	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00

Total Income	\$ 554,960.72	\$ 1,795,452.79	\$ 1,795,452.79	\$ 2,253,850.84
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CIP - PROJECTS EXISTING ASSETS

		2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED BUDGET
CIP - PROJECTS EXISTING ASSETS					
CRF9011	Roadway	\$ 202,168.15	\$ 440,000.00	\$ 440,000.00	\$ 1,923,000.00
CRF9012	Town property	\$ -	\$ 36,362.00	\$ 36,362.00	\$ 5,000.00
CRF9014	Equipment Debt Service	\$ 12,099.62	\$ 11,169.00	\$ 11,169.00	\$ 11,169.00
Total CIP Existing Assets		\$ 214,267.77	\$ 487,531.00	\$ 487,531.00	\$ 1,939,169.00

CIP - NEW PROJECTS

CRF9025	Roadway	\$ -	\$ 877,738.00	\$ 877,738.00	\$ -
CRF9026	Town property	\$ 121,627.01	\$ 175,100.00	\$ 175,100.00	\$ 175,000.00
CRF9027	Equipment	\$ -	\$ 1,531.00	\$ 1,531.00	\$ 100,000.00
CRF9101	Improvements-Design	\$ 48,161.50	\$ 237,981.50	\$ 237,981.50	\$ 19,687.00
	Total CIP New Projects	\$ 169,788.51	\$ 1,292,350.50	\$ 1,292,350.50	\$ 294,687.00
	TOTAL CIP EXISTING ASSETS + NEW PROJECTS	\$ 384,056.28	\$ 1,779,881.50	\$ 1,779,881.50	\$ 2,233,856.00

Net Revenue/Expense	\$ 170,904.44	\$ 15,571.29	\$ 15,571.29	\$ 19,994.84
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Fiscal Year Ending Capital Fund Balance	\$ 764,775.44	\$ 780,346.73	\$ 780,346.73	\$ 800,341.57
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CONSERVATION TRUST FUND	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED	2023 PROPOSED BUDGET
Beginning Fund Balance	\$ 35,415.00	\$ 40,113.26	\$ 41,556.83	\$ 46,695.26

REVENUES

7000 State Lottery Income	\$ 6,072.74	\$ 5,000.00	\$ 5,083.40	\$ 5,500.00
7050 Interest	\$ 69.09	\$ 100.00	\$ 55.03	\$ 75.00
7150 Grant	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 6,141.83	\$ 5,100.00	\$ 5,138.43	\$ 5,575.00

EXPENDITURES

8000 Park Maintenance	\$ -	\$ -	\$ -	\$ -
9001 Capital Outlay	\$ -	\$ 42,000.00	\$ -	\$ 50,000.00
Total Expenditures	\$ -	\$ 42,000.00	\$ -	\$ 50,000.00
Ending Fund Balance	\$ 41,556.83	\$ 3,213.26	\$ 46,695.26	\$ 2,270.26

TOWN OF WESTCLIFFE

ADOPTED POLICY WITH PROPOSED CHANGES

Subject: **Capital Assets Planning and Capital Reserves**

Effective Date:

OBJECTIVE

The Town of Westcliffe (Town) has determined that accumulating and maintaining capital reserves as part of its annual budgeting process is important for long-term sustainability. The Town is committed to maintaining reasonable cash balances (reserves) to help offset the costs of future capital projects and replacements. The Town believes that establishing and maintaining such reserves will assist the Town in taking advantage of the “pay as you go” philosophy as opposed to relying entirely or heavily on debt financing. As such, the Town will be able to minimize the costs related to debt borrowing.

POLICY

The Town is establishing the following fiscal policies as it relates to capital assets:

Capital projects and replacement program

On an annual basis and concurrently with the Town’s budgeting process, the Town Manager and/or the Town Clerk/Treasurer will ensure that long-term capital projections (i.e., 3 to 5 years) are compiled by soliciting input and information from other Town staff. The capital projections will reflect significant anticipated capital projects (both new and replacement), the associated costs, and the projected timeframe/completion of the projects. The capital projections are intended for financial planning purposes and are not intended to obligate the Town, in any manner, to build or construct the projects.

1% SALES TAX

The 1% Sales Tax will sunset on December 31, 2024.

DEFINITIONS

Appropriation – A specific amount of money authorized by the Board of Trustees for identified goods and/or services for operating, capital and debt service.

Budgetary Fund Balance – Fund Balance at an individual fund level that differs from Generally Accepted Accounting Principles (GAAP) Fund Balance which includes entity wide Fund Balance on the financial statements.

Expenditure – The actual spending of financial resources set aside by Appropriation.

Fiscal Year – A twelve-month period of time designated as the budget year. The Town's fiscal year is the calendar year January 1 through December 31.

Fund – A set of inter-related accounts to record cash and other financial resources, in addition to all related liabilities and residual balances or equity, which may be segregated for the purpose of specific activities or objectives.

Fund Balance – The net amount of financial resources of a governmental fund that are further classified by constraints on how resources may be spent.

GASB – Governmental Accounting Standards Board.

General Fund – The primary Fund used by the Town for which Revenues and Expenditures are not legally restricted for use.

Reserve – The reserve will be provided through transfers of funds from the General Fund in an amount to be determined each year during the budget process of the Town's General Fund reserve policy and other collected sources and will be transferred before the end of February the following year.

Revenue – Primary revenues are received from amounts held by the General Fund or from elective transfers from the Board of Trustees. The Capital Fund may also be the recipient of various capital grant and loan proceeds, investment earnings derived from Capital Fund reserves and other dedicated revenue sources as designated by the Board of Trustees to be utilized for capital purposes.

Capital Fund – This fund was established in 2017 to account for amounts set aside by the Board of Trustees for capital acquisition and replacement.

Budgeting/funding for capital reserves

The Town should strive to maintain the balance in the Capital Fund for the acquisition and replacement of Town capital assets.

Uses and Replenishment of Reserve(s)

The Town will utilize capital reserves only for capital related activities as outlined in the Town's budget or as designated by the Board of Trustees. It is anticipated that the Town will only allocate additional resources to the Capital Fund in years when the Town's General Fund reserves exceed the maximum reserve as outlined in the General Fund reserve policy.

Investing capital reserves funds

The Town acknowledges that it will be accumulating capital reserve balances that may or may not be used for an extended period of time. In order to maximize the Town's investment earnings, the Board of Trustees will periodically, but no less than annually, analyze the capital reserve balances and various investment options available. Any and all investment considerations will adhere to State Statutes regarding permitted investments for governmental entities and to the Town's

adopted policies regarding investment, if any. Investment revenue earned on capital reserve balances will be used for costs incurred under this policy.

Policy review

The Town Board of Trustees will be responsible for reviewing this policy on an annual basis in connection with the Town's annual budgeting process to ensure that the Town's goals under this policy are being carried out. Furthermore, as a result of the annual review of this policy, the Town Board of Trustees will consider revisions/updates to this policy as deemed necessary. Adoption and changes to this policy will require majority vote by the Town's Board of Trustees.

POLICY APPROVAL

Paul Wenke, Mayor

Date

Attest:

Kathy Reis, Town Clerk

5 YEAR CAPITAL IMPROVEMENT PLAN						
Streets Division - Capital Fund						
Project	2023	2024	2025	2026	2027	
Chipseal/pave 2 miles roadway	\$250,000	\$330,000	\$360,000	\$375,000	\$390,000	
Parking/ trail around Vet. Mem park		\$25,000				
sidewalk/Curb/gutter/pave-patch side streets heading south from Rosita		\$170,000	\$180,000	\$190,000	\$200,000	potential for a grant each year
Resurface/ pave alleyways Commercial District	\$15,000	\$15,000	\$15,000			one alley per year until finished
Pave Rosita Parking lot	\$150,000					
Tree boxes/planters 200 block of Main		\$3,500				
Design-TAP	\$19,687					
TAP-Construction	\$1,658,000					
Total	\$2,092,687	\$543,500	\$555,000	\$565,000		

5 YEAR CAPITAL IMPROVEMENT PLAN						
Parks & Recreation - Capital Fund						
Project	2023	2024	2025	2026	2027	
Replace Tennis Courts fund		\$200,000				
Nature park & trail-North of Bluff parking lot		\$30,000				
Build restrooms at Hermit Park/upgrade vet memorial		\$100,000				
Total	\$0	\$330,000	\$0	\$0	\$0	\$0

5 YEAR CAPITAL IMPROVEMENT PLAN						
Fleet						
Capital Fund						
Project	2023	2024	2025	2025	2025	2027
Payments Skid Steer	\$11,169	\$11,169	\$11,169	\$11,169		
New equipment-Street Sweeper/possible pickup, etc	\$100,000					
Total	\$111,169	\$11,169	\$11,169	\$11,169	\$0	\$0

5 YEAR CAPITAL IMPROVEMENT PLAN Information Technology Capital Fund						
Project	2023	2024	2025	2026	2027	
Computers		\$3,000		\$3,000		
Total	\$0	\$3,000	\$0	\$3,000	\$0	

Facilities - Capital Fund						
Project	2023	2024	2025	2026	2027	
Ventilation Town Hall	5,000					
7th Street Shop yard fence/Hermit yard fence	\$25,000					
New shop		\$250,000				
Total	\$30,000	\$250,000	\$0	\$0	\$0	

**TOWN OF WESTCLIFFE
ORDINANCE NO. 4 – 2022**

AN ORDINANCE SUMMARIZING EXPENDITURES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF WESTCLIFFE, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2023 AND ENDING ON THE LAST DAY OF DECEMBER 2023.

WHEREAS: the Board of Trustees of the Town of Westcliffe has appointed Kathy Reis, Town Clerk/Treasurer to prepare and submit a proposed budget to said governing body at the proper time, and:

WHEREAS: Kathy Reis, Town Clerk/Treasurer, has submitted a proposed budget to this governing body on October 3, 2022 for its consideration and:

WHEREAS: upon due and proper notice, published 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 November 28, 2022, 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 so that the budget remains in balance, as required by law.
NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO:

SECTION 1. that the budget as submitted, amended and herein above summarized by fund, hereby is approved and adopted as the budget of the Town of Westcliffe for the year stated above.

SECTION 2. that the budget hereby approved and adopted shall be signed by the Mayor and Town Clerk/Treasurer and made a part of the public records of the Town of Westcliffe, Colorado.

ADOPTED IN REGULAR SESSION BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO THIS 28th DAY OF NOVEMBER, 2022.

Paul Wenke, Mayor

ATTEST:

Town Clerk/Treasurer, Kathy Reis

**TOWN OF WESTCLIFFE
ORDINANCE NO. 5 - 2022**

AN ORDINANCE APPROPRIATING SUMS OF MONEY TO VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE TOWN OF WESTCLIFFE, COLORADO FOR THE 2023 BUDGET YEAR.

WHEREAS: the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on November 28, 2022 and:

WHEREAS: the Board of Trustees has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget and:

WHEREAS: it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures of the operation of the town.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO:

SECTION 1. that the following sums are hereby appropriated from the revenues of each fund, to each fund, for the purposes stated:

GENERAL FUND:

Current Operating Expenses	\$	1,029,618.46	
Emergency Reserve	\$	37,035.65	
Contributions to Capital Fund	\$	140,000.00	
TOTAL GENERAL FUND			\$ 1,169,618.46

CAPITAL FUND:

Current CIP Existing Projects	\$	1,939,169.00	
Current CIP New Projects	\$	294,687.00	
TOTAL CAPITAL FUND			\$ 2,233,856.00

CONSERVATION TRUST FUND:

Capital Outlay	\$	50,000.00	
TOTAL CONSERVATION TRUST FUND			\$ 50,000.00

ADOPTED IN REGULAR SESSION BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO THIS 28th DAY OF NOVEMBER, 2022.

ATTEST:

Paul Wenke, Mayor

Town Clerk/Treasurer, Kathy Reis

**TOWN OF WESTCLIFFE
ORDINANCE NO. 6– 2022**

AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2022, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE TOWN OF WESTCLIFFE, COLORADO FOR THE 2023 BUDGET YEAR.

WHEREAS: the Board of Trustees of the Town of Westcliffe, has adopted the annual budget in accordance with the Local Government Budget Law on November 28, 2022 and:

WHEREAS: the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$68,759.00 and:

WHEREAS: the 2023 valuation assessment for the Town of Westcliffe, as certified by the County Assessor, is \$12,467,608.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO:

SECTION 1. that for the purpose of meeting all general operating expenses of the Town of Westcliffe during the 2023 budget year, there is hereby levied a tax of **five point five one five (5.515)** mills upon each dollar of the total valuation for assessment of all taxable property within the Town of Westcliffe for the 2023 budget year.

SECTION 2. that the Town Clerk/Treasurer is hereby authorized and directed to immediately certify to the County Commissioners of Custer County, Colorado, the mill levy for the Town of Westcliffe, Colorado as hereinabove determined and set.

ADOPTED IN REGULAR SESSION BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO THIS 28th DAY OF NOVEMBER, 2022.

Paul Wenke, Mayor

ATTEST:

Town Clerk/Treasurer, Kathy Reis

**TOWN OF WESTCLIFFE, COLORADO
ORDINANCE # 7-2022**

**AN EMERGENCY ORDINANCE OF BOARD OF TRUSTEES OF THE TOWN OF
WESTCLIFFE, AN INCORPORATED TOWN OF THE STATE OF COLORADO,
ENACTING AN ADDITIONAL TITLE 5, CHAPTER 8 – MEAT WASTE DISPOSAL**

WHEREAS, the Town of Westcliffe acting by and through its Town Board of Trustees has the power to provide for the safety, preserve the health, promote the prosperity, and improve the morals, order, comfort, and convenience of the Town pursuant to Colorado Revised Statutes (C.R.S.) § 31-15-103; and

WHEREAS, the Board of Trustees of the Town of Westcliffe has determined that Title 5 of the Town's Municipal Code should be amended forthwith by adding Chapter 8 – Animal Waste to allow for the regulation and enforcement of disposing of meat waste products within the Town limits of Westcliffe, Colorado; and

WHEREAS, the Town of Westcliffe acting by and through its Town Board of Trustees has the power to pass this emergency ordinance effective immediately pursuant to C.R.S. § 31-16-105; and

WHEREAS, the Board of Trustees finds and declares that it is necessary and in the best interests of the health, welfare, and safety of the residents of the Town of Westcliffe to facilitate the regulation and enforcement of meat waste products within the Town.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF
THE TOWN OF WESTCLIFFE, COLORADO:**

1. **Addition of Title 5, Chapter 8 – Meat Waste Disposal, of the Municipal Code.** Title 5, Chapter 8, of the Municipal Code is added as follows:

**CHAPTER 8
MEAT WASTE DISPOSAL**

- 5-8-1: Purpose**
- 5-8-2: Definitions**
- 5-8-3: Unlawful Acts**
- 5-8-4: Enforcement and Penalties**
- 5-8-5: Severance Clause**

- 5-8-1: Purpose**

The purpose of this ordinance is to preserve the quality of life, health, safety and welfare of the Town by preventing the unsafe, unhealthy, or nuisance storage and/or disposal of Meat Waste Products within the Town.

5-8-2: Definitions

- A. **“Meat Waste Products”** means any offal, carcasses, hides, blood, bones, viscera, unused fat, skulls, and other meat waste products, including “inedible meat” and “meat products” as defined by C.R.S. § 35-33-103.
- B. **“Code Enforcement Officer”** means an officer appointed by the Board of Trustees to be known as the "Code Enforcement Officer."

5-8-3: Unlawful Acts

- A. It is unlawful for any person, business, or facility to make, cause to be made, or to permit any Meat Waste Product to be discarded or stored for later disposal in a manner that creates any condition that could cause public contamination, adversely affect any adjacent property, or generate offensive odors or other objectionable conditions, on any property possessed or operated or controlled by such person.
- B. It is unlawful for any person, business, or facility to make, cause to be made, or to permit any Meat Waste Product to be discarded or stored for later disposal in any outside container that does not have a secure lid, so as to prevent any spillage of content or odor.
- C. Any person, business, or facility that creates Meat Waste Products shall be equipped with containers of sufficient size and number for transport and disposal of waste from processing. Such containers shall have secure lids, so as to prevent any spillage of its contents or odors. Such containers shall be constructed of durable, water-resistant materials that are capable of being readily and thoroughly cleaned.

5-8-4: Enforcement and Penalties

- A. **Authority.** This Meat Waste Product ordinance is authorized by and enacted pursuant to C.R.S. § 31-15-103, as amended, and hereby is declared to be in accordance with all provisions of same.
- B. **Notification.** Whenever the Code Enforcement Officer shall find a violation of any of the provisions of this Title, that officer shall at his/her discretion issue a fine and summons without notification, notify the person responsible for the violation in writing and shall order the necessary corrections to be made within a 24-hour period of time, or may request that the local law enforcement agency issue a summons to the responsible party.
- C. **Violation and Penalty.** Failure to comply with any provision of this ordinance shall constitute a misdemeanor punishable by a fine of three hundred dollars (\$300.00) per day. Each day that a violation continues to exist shall constitute a separate offense.

5-8-5: Severance Clause

The provisions of this ordinance are severable and the invalidity of any section, phrase, clause or portion of the ordinance as determined by a court of competent jurisdiction shall not affect the validity or effectiveness of the remainder of the ordinance.

2. **Emergency Declaration.** The Board hereby finds, determines and declares that it is necessary that this Ordinance take effect upon the Effective Date to facilitate the enforcement of Meat Waste Disposal within the Town in order to protect public health and safety.
3. **Notice of Enforcement and Inspection.** Violation of this Ordinance is subject to enforcement and punishment and shall constitute a misdemeanor punishable by a fine of three hundred dollars (\$300.00) per day. Each day that a violation continues to exist shall constitute a separate offense. The full text of the ordinance, including any amendments, is available for public inspection at the office of the Town Clerk at Town Hall.
4. **Effective Date and Time.** This Ordinance is effective as of this 28th day of November, 2022.

THIS ORDINANCE WAS INTRODUCED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED BY THREE-FOURTHS VOTE AT ITS REGULAR MEETING HELD AT THE TOWN OF WESTCLIFFE ON THE 28TH DAY OF NOVEMBER, 2022.

TOWN OF WESTCLIFFE

By: _____
Paul Wenke, Mayor

ATTESTED:

Kathy Reis, Town Clerk

CONTRACT

THIS AGREEMENT entered into on this 1st day of January, 2023 by and between the Town of Westcliffe, Colorado, a municipal corporation, hereinafter referred to as the "Town", and the Board of County Commissioners, Custer County, Colorado, and the Custer County, Colorado, Sheriff's Office, herein collectively referred to as the "County".

RECITALS

WHEREAS, the County is a county of the state of Colorado that has been duly established and is operating pursuant to Colo. Const. Art. XIV and Title 30 of the Colorado Revised Statutes (C.R.S.), as amended and the Sheriff is an elected official of Custer County, Colorado; and

WHEREAS, the Town is a municipal corporation that has been duly established and is operating pursuant to Colo. Const. Arts. XIV and XV and Title 31, C.R.S.; and,

WHEREAS, pursuant to Colo. Const. Art. XIV, § 18, and § 29-1-203, C.R.S., as amended, the County, the Sheriff, and the Town are authorized to cooperate and contract with one another to provide any function, service, or facility lawfully authorized to each; and,

WHEREAS, pursuant to § 30-11-410, C.R.S., as amended, the governing body of a municipality and a board of county commissioners are expressly authorized to contract for the purpose of providing law **enforcement services; and,**

WHEREAS, the County, the Sheriff, and the Town mutually desire to contract for law enforcement services in and for the benefit of the Town; and,

WHEREAS, the Board of Trustees of the Town of Westcliffe has authorized the execution of this Contract between the parties; and,

WHEREAS, the Board of County Commissioners of Custer County, Colorado, in its own behalf and on behalf of the Custer County Sheriff's Office, has authorized the execution of this Contract between the parties hereto;

NOW THEREFORE, in consideration of the foregoing premises, and the mutual covenants herein contained, it is agreed by and between the Parties hereto as follows:

SECTION 1- SERVICES TO BE PROVIDED BY THE COUNTY

The Sheriff and his designated personnel shall provide law enforcement services to and for the benefit of the Town, as set forth below:

The Sheriff shall perform:

- (a) Such routine patrols for traffic and other matters as the Sheriff (or his designee), in his sole discretion, shall determine necessary pursuant to State and Municipal laws.
- (b) Investigate and, if proper, take appropriate police action on all complaints of violations of municipal ordinances and state statutes as are reported to him or he observes.
- (c) Investigate and take appropriate action upon any and all traffic accidents and traffic related incidents within the Town which reasonably require investigation or other police action as determined by the Sheriff or his designee.

- (d) Assist in all law enforcement emergencies arising within the limits of the Town.
- (e) Transport and house prisoners when reasonably required due to circumstances relating to illegal acts within the limits of the Town.
- (f) Attend periodic Town meetings and apprise the Town Board of Trustees of law enforcement activities performed in the Town. Such meetings and conferences shall be conducted at times and frequencies as agreed between the Parties, however, not less than quarterly.
- (g) Provide other law enforcement activities normally and customarily associated with the policing agency within the Town.
- (h) Download photos from Town owned and maintained security cameras, review the data, and take appropriate police action as the Sheriff deems necessary at least two times per week as requested. The Town shall make available for the Sheriff's use, the computer apparatus necessary to download and review the data, which shall remain in the Town's possession when not in use by the Sheriff's department.

SECTION II - RESPONSIBILITIES OF THE TOWN

- A. The Town shall fully cooperate with the County and the Sheriff to enable and assist the County and Sheriff in its performance under this Contract.
- B. The Town hereby expressly delegates to the Sheriff the authority to enforce any and all laws applicable to and within the territory of the Town. The County further agrees that such services will include the enforcement of state statutes and municipal ordinances of the Town.
- C. The Town shall timely pay to the County such agreed upon fees for services as indicated herein.
- D. The Town may, with or without the cooperation and coordination of the Sheriff, enforce specific Town Municipal Codes as authorized by the Board of Trustees of the Town.

SECTION III-ADDITIONAL SERVICES

The Town at an additional cost for services as agreed by the Parties, may request that the Sheriff or his designee perform policing activities outside the normal duties and scope of the Sheriff's office as anticipated herein. Such activities may include performing guardian and security services for Town events, assist in parking duties for Town events, and other activities outside the normal day-to-day policing activities contemplated herein. The Sheriff shall be under no obligation to perform such additional activities.

SECTION IV- TERM

The term of this Contract shall be for a term of one (1) calendar year, beginning on January 1, 2023 and ending at midnight on December 31, 2023. This Contract may be renewed as agreed by the Parties. For fiscal planning purposes, such notice of renewal by the Parties must be received on or before the regular Board of Trustees meeting in August of the year during which the Contract expires. Provided no notice to cancel or renegotiation of this Contract has been provided by any Party to the other Party to cancel or renegotiate this Contract prior to the expiration date, this Contract shall continue in full force and effect on a month-to-month bases thereafter at the same terms and conditions contained herein.

SECTION V - PAYMENT AND FEE SCHEDULE

The Town shall pay the County a fee for the services provided herein as follows:

Commencing January 1, 2023, the annual fee shall be \$56,500.00 broken out as follows: \$56,500.00 paid quarterly in installments of \$14,125.00 per quarter with first payment due on January 31, 2023, and subsequent payments due and payable at the beginning of each calendar quarter thereafter. In the event this Contract continues on a month-to-month bases as stated supra, the monthly fee shall be \$4,708.33 payable within thirty days after the end of the month services were provided.

Fees for Additional Services as indicated supra shall be due and owed by the Town in addition to the Payment and Fees indicated above. Such additional fees shall be agreed by the Parties. and the County shall bill the Town for the additional expenses.

SECTION VI- WORKERS COMPENSATION

The County, at its sole expense, shall procure and maintain workers' compensation insurance and unemployment compensation insurance as required under Colorado law. Pursuant to the Workers' Compensation Act, § 8-40-202(2) (b) (IV), C.R.S., as amended, the County specifically agrees that no County employee or other entitled County worker shall be entitled to workers' compensation benefits from the Town. The County further agrees that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Contract by the County.

SECTION VII- NONDISCRIMINATION

The Parties shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Parties agree to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause pursuant to Federal, State and Local laws.

SECTION VIII - INSURANCE AND GOVERNMENTAL IMMUNITY

During the term of this Contract, the Parties agree to maintain insurance in all forms and types as required by law through either commercial policies or self-insurance at each Parties sole expense. Nothing in this Contract shall be construed as a waiver by either party of any provisions of the Colorado Governmental Immunity Act, § 24-10-101, *et seq.*, C.R.S., as amended.

SECTION IX- TERMINATION

Either party may terminate this Contract upon written notice to the other party at least ninety (90) days prior to the effective date of termination. This Contract may be terminated early by the Town if the Town fails to pass the Town's budget including an allocation of the County fees under this Contract as indicted herein prior to December 15 of each year covering the calendar year beginning January 1 of the next immediate year. In the event the Town fails to pass a budget allocating such County fees, this Contract shall terminate at midnight on December 31st of that year.

SECTION X - MUTUAL UNDERSTANDINGS

A. Expenses

The Sheriff and his designees shall be employees solely of the County, and the costs and expenses associated with salaries, hourly wages, overtime pay, compensatory pay, vacation, sick leave, retirement benefits, health insurance expenses and other normal employee benefits of a County employee and all equipment, maintenance and supplies provided incidental to the Sheriff's policing activities shall be borne solely by the County. The Town shall bear no costs or expenses, other than the costs and expenses enumerated herein related to policing activities or agreed upon Additional Services in the Town which are provided by the County under this Contract.

B. Jurisdiction and Venue

The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Contract.

C. Compliance with Laws

During the performance of this Contract, the Parties agree to strictly adhere to all applicable federal, state, and local laws, rules, and regulations, including all licensing and permit requirements. The Parties hereto acknowledge that they are familiar with § 18-8-301, *et seq.*, C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, *et seq.*, C.R.S. (Abuse of Public Office), as amended, and that no violations of such provisions are present. Without limiting the generality of the foregoing and as applicable, the Parties expressly agree to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) when exposed to or provided with any data or records under this Contract that are considered to be "Protected Health Information."

D. Record Retention

The Parties shall maintain records and documentation of the services provided under this Contract, including fiscal records, and shall retain the records for a period of three (3) years from the date this Contract is terminated, unless otherwise provided or required by law. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or the Parties' personnel.

E. Assignability

Neither this Contract, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by either party without the prior written consent of all Parties.

F. Waiver

Waiver of strict performance or the breach of any provision of this Contract shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.

G. Force Majeure

Neither Party shall be liable for any delay nor failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of the Party, including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

H. Notice

Any notices given under this Contract are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that a facsimile was received. For the purposes of this Contract, any and all notices shall be addressed to the contacts listed below.

For the COUNTY:

The Custer County Sheriffs Office
P.O. Box 1489
Westcliffe, CO 81252

For the TOWN

Town of Westcliffe
P.O. Box 406
Westcliffe, CO 81252

I. Parties Interested Herein

Nothing expressed or implied in this Contract is intended or shall be construed to confer upon or to give to, any person other than the Parties, any right, remedy, or claim under or by reason of this Contract or any covenant, terms, conditions, or provisions hereof. All covenants, terms, conditions, and provisions in this Contract by and on behalf of the Parties shall be for the sole and exclusive benefit of the Parties.

J. Severability

If any provision of this Contract is determined to be unenforceable or invalid for any reason, the remainder of this Contract shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

K. Authorization

Each party represents and warrants that it has the power and ability to enter into this Contract, to grant the rights granted herein, and to perform the duties and obligations herein described.

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto.

BOARD OF COUNTY COMMISSIONERS

BY: _____
Chairman

BY: _____
Bess Cole, Mayor Pro-Tem

ATTESTED:

BY: _____
Clerk & Recorder

BY: _____
Town Clerk

APPROVED:
CUSTER COUNTY

BY: _____
Custer County Sheriff

JOB DESCRIPTION FOR STREETS AND PARKS DEPARTMENT SUPERVISOR

CLASSIFICATION: Full Time (Non-Exempt)

QUALIFICATIONS

Streets and Parks department supervisor must have the representative skills set forth below to be able to perform each of the essential duties satisfactorily. The Supervisor must have a valid Colorado Class B CDL Drivers license and shall pass a background check to the Town's satisfaction.

ESSENTIAL DUTIES

The supervisor shall work under the direction of the Town Manager and shall perform or supervise the staff in the performance of the following essential duties. In the event the Town Manager is not available, the supervisor shall work under the direction of the Mayor.

- Positions on the streets and parks crew are considered emergency service personnel; **employees in this position are required, as a condition of employment,** to be available to respond to emergency phone calls within 30 minutes and to be on-site within one (1) hour.
- 1. **Vehicles.** Operate and provide preventative maintenance for graders, backhoes, tractors, mowers, dump trucks and dump truck with snowplow. Town vehicles will not be used for personal use.
- 2. **Daily Record.** Supervisor is responsible for the daily completion of a time sheet at the end of his workday and to see that each staff member does so as well and shall see that the time sheets for all his staff are presented to the Town Clerk and reviewed by the Town Manager monthly.
- 3. **Streets.** Staff must grade, gravel, and repair all streets and alleys in Westcliffe. They must check and clean culverts and gutters, clean and clear ditches and generally maintain the streets and alleys.
- 4. **Plow Snow.** Staff is responsible for plowing snow off the streets and alleys of Westcliffe. Intersections should be cleared completely. Staff shall follow any town snow removal policy.
- 5. **Mow Weeds.** Staff must mow weeds along all rights-of-way.
- 6. **Traffic Signs.** Staff must cut bushes, weeds, etc. that restrict the visibility of traffic signs. They must also repair or replace any damaged signs. They are to recommend additional signs as the need arises.
- 7. **Park Maintenance.** Town parks must be watered and mowed as needed. General upkeep shall be done by staff. Park restrooms and shelters shall also be cleaned and maintained.
- 8. **Trash Removal.** Staff is responsible for emptying all trash barrels on Main Street and the town park, and keeping all trash off streets and alleys.
- 9. **Safety.** Staff shall practice good safety habits while operating all town equipment.
- 10. **Communication.** Staff shall keep the Town Manager informed as to all work completed and in progress. The best time for Staff to communicate with the Trustees is at the regular monthly meeting of trustees, held on the first Tuesday of every month.

Effective Two-way Communications: Communications, verbal and written, are so very important today. If resident-taxpayers are to be satisfied every effort must be expended to ensure that

communications are complete, accurate and given with the appropriate level of urgency. Westcliffe employees need to be tireless in their efforts to improve two-way communications.

11. **Animal Control.** Staff shall capture and impound dogs “at large” and care for such animals during impoundment (food, water and clean kennels). Staff shall also enforce the Animal Control Ordinance as it may exist from time-to-time.
12. **Teamwork:** The ability to be responsive, competent and seamless is important in the effort to run a well operating community. Cooperation, compromise, collaboration and unity of purpose are extremely important for any work group. The ability to support one another, take personal responsibility and live up to commitments is a key in any team environment.
13. **Other Duties.** Staff shall keep the shop and surrounding yard cleaned up and maintained and shall provide assistance at the town hall as needed. Staff shall perform such other duties as may be assigned from time-to-time by the Town Manager.

REPRESENTATIVE SKILLS

The following are representative of the kind of skills required on the job.

LANGUAGE SKILLS:

- The ability to read and interpret documents such as safety rules, operating instructions and maintenance manuals.
- The ability to write routine reports.
- The ability to respond to common inquiries and/or complaints from the public or employees.

MATHEMATICAL SKILLS:

- The ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY:

- The ability to carry out instructions furnished in written, oral or diagram form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to climb or balance; talk or hear; stand, walk, sit, stoop, kneel, crouch, or crawl and taste or smell.
- The employee must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee regularly works in outside weather conditions.
- The employee occasionally works near moving mechanical parts.
- The noise level in the work environment is usually loud and occasionally very loud.

This job description has been reviewed and approved.

Employee

Date

Supervisor

Date



General Engineering Services

Town of Westcliffe

November 15, 2022

Ingenuity, Integrity, and Intelligence.

www.AyresAssociates.com



November 15, 2022

Ms. Kathy Reis, Town Clerk
Town of Westcliffe
PO Box 406
1000 Main St.
Westcliffe, CO 81252

Re: General Engineering Services

Dear Ms. Reis and Town Board members:

Ayres is delighted to provide our qualifications to perform planning and engineering support services to assist the Town in delivering both capital improvements and review & approvals of development proposals. Our team has the knowledge and technical experience the job requires, and a track record of successful stakeholder engagement, which will be critical to the success of projects supported and delivered through this contract.

Between our Colorado and Wisconsin offices, Ayres is capable and qualified to deliver and support design and review of all anticipated services reflected in the RFP (water, wastewater, surface infrastructure (i.e. streets, drainage systems, sidewalks), and facility and land use development projects). In addition, we have capabilities to provide other valuable services, like traffic and safety analyses, street lighting design, minor environmental clearances (e.g. Cat-Ex), structural inspections, structural design and review, and community-specific branding and wayfinding services.

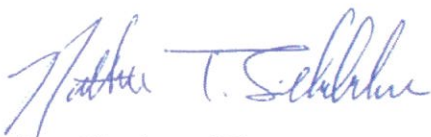
As your on-call provider, Ayres offers you:

Familiarity with Westcliffe. Ayres is currently working with the Town and property owners on Transportation Alternatives Program (TAP) improvements on Rosita, South Adams and 2nd and 3rd Streets, funded and administered through CDOT. We see the great need for parking and pedestrian improvements throughout town, as well as the exceptional concrete work done in the previous TAP project. This experience gives us helpful insight into the local landscape and community needs, as well as familiarity and relationships with town staff.

Ability to work with all stakeholders. Ayres prides itself on being both client- and community-oriented, and project success will rely on our proven ability to work with a wide range of stakeholders to understand their needs and concerns. Capital Improvement Program (CIP) projects and developer proposal reviews will necessarily require interaction with both residents and business owners as a representative of the Town's interests. We know that in these spaces, interests are frequently in conflict; our focus on doing business transparently and with integrity ensures everyone feels heard and respected, and that everyone knows exactly how and why decisions are made.

Thank you for this opportunity to present our qualifications. We are thrilled to get started on supporting Westcliffe's growth alongside you!

Sincerely,
Ayres Associates Inc



Nathan Silberhorn, PE
Senior Project Manager
720.235.7207
SilberhornN@AyresAssociates.com



Rex A. Bell
Vice President
970.223.5556
BellR@AyresAssociates.com



Firm Name

Ayres Associates Inc

Year Established

1959

Address

3665 JFK Parkway
Building 2, Suite 100
Fort Collins, CO 80525

Phone Number

970.223.5556

Principals

President: Bruce Ommen, PE

Executive Vice Presidents:

Jan Zander, PE

Rich Schoenthaler, CPA

Jason Ingram, PLS

Company Information

AYRES

With a team of 350+ innovative problem-solvers nationwide, we stand with integrity behind thousands of projects that strengthen communities and our country's infrastructure, economy, and environment.

Clients notice our project managers' ability to translate and transform every detail into actionable, understandable, smoothly coordinated pieces of a successful project. Side-by-side with our client partners, our project managers serve as the confident, communicative navigators at the helm of each project.

Ayres has been providing engineering services throughout Colorado and the Midwest for over 60 years. Our local office has been delivering engineering projects for North Front Range and Western Slope municipal clients for the past 23 years ranging from hydraulic and floodplain analyses to street widening. Our local planning services have grown exponentially recently, with the massively successful Revitalizing Main Streets Program and significantly increased grant funding opportunities through CDOT.

AYRES' SERVICES

Transportation + Traffic Engineering

Architecture

Structural Design + Inspection

Environmental

Surveying + Aerial Mapping

Landscape Architecture

Construction Engineering

Planning + Development

Civil + Municipal Engineering

Telecommunications + SUE

Water Resources + River Engineering

Mechanical, Electrical, Plumbing

Ayres is committed to providing the necessary staff to meet the demand of this contract and additional qualified staff will be made available as the need dictates. Below is our key staff and their respective roles.

See our key staff resumes on the following pages.

Nathan Silberhorn, PE - Project Manager

Bill Boltze, PE - Roadway & Construction Engineer

Josh Olhava, AICP - Planning & Development Review

Dale Mathison, PE - Drainage & Hydraulics Engineer

Lisa Fleming, PE - Municipal Services Lead

Brain Lambert, PE - Municipal Design Engineer

Erick Berry, PE, RSP1 - Traffic Engineer

Kasey Hayes - SUE Lead



Nathan Silberhorn, PE

Sr. Project Manager

Nathan is a senior project manager with over two decades of transportation experience in the private and public sectors. He has extensive experience providing highway design and plan production for the Departments of Transportation in Colorado, Iowa, Illinois, Texas, Wyoming, and New Mexico as well as the Federal Highway Administration. Nathan's background is in design of highways, ranging from remote 2-lane highways to 5-lane urban interstates and multi-level interchanges. Nathan's recent experience has focused heavily on urban and suburban multi-modal projects for municipalities, specifically focused on re-engineering and retrofitting existing roads and streets into active mode corridors embracing and encouraging bicycle and pedestrian activity and infrastructure. Projects frequently incorporate context-sensitive and 'right-sized' solutions, prioritizing uses by all modes, ages, and abilities as opposed to prioritizing vehicular use and efficiency.

Nathan's ability to nurture teamwork and elicit smart, creative solutions sets him apart. He cultivates long-term relationships with clients, co-workers, agency representatives, and project stakeholders by demonstrating that their contributions are valued. These traits serve Nathan well as he takes the lead managing transportation work in Colorado and Wyoming and taking good care of our clients.

Total Experience

23 Years

Registrations

Registered Professional
Engineer, CO, WY

Education

BS, Civil Engineering, Iowa State
University

Certifications

UPRR and BNSF Property
Access

Transportation Erosion Control
Supervisor (TECS)

Awards

CO 402/LCR 9E - Awarded #1
for Project Management by CCA/
CDOT

Select Experience

- ◆ Transportation Alternative Program Improvements, Westcliffe, CO
- ◆ Adams County West 70th Avenue, Pecos to Kidder, Brighton, CO
- ◆ Broomfield County Commons Roundabout Improvements, Broomfield, CO
- ◆ On-Call Planner/Civil Engineering Services, Greeley, CO
- ◆ Converse Avenue Reconstruction Plan, Cheyenne, WY
- ◆ WYO 220 Reconstruction, Goose Egg Road to Casper, WY
- ◆ US 34 and CO 402 Access Control Plan, Loveland, CO:
- ◆ US 34 and 35th Avenue and US 34 and 47th Avenue Interchanges, Greeley, CO
- ◆ Brush Creek Intersection and Pedestrian Underpass, Gunnison, CO



Bill Boltze, PE

Sr. Project Manager

Bill joined Ayres' transportation staff in 2021 and is spearheading growth in our engineering and construction management services in the West. Bill maintains regular contact with local, state, private sector clients, and local contractors matching Ayres' transportation resources to our clients' project needs.

Bill also manages roadway design and construction projects, provides public involvement, support, and pre-construction meeting facilitation, and performs design and construction engineering tasks. He supervises the work of engineers and conducts field investigations and constructability reviews on design projects. Bill's construction management experience encompasses projects ranging from flood embankment repair to major interstate reconstruction. In addition to construction management, Bill has designed projects from ADA curb ramps to underground utilities to major interchanges throughout the country.

Total Experience

20 Years Experience

Registrations

Registered Professional Engineer, CO, WY

Education

BS, Civil Engineering Technology (Structures & Construction), Metropolitan State University of Denver

Certifications

Transportation Erosion Control Supervisor (TECS)

Traffic Control Supervisor (TCS)

LabCAT Level A

LabCAT Level I

ACPA Concrete Pavement Inspector

Confined Space Training

UPRR and BNSF Property Access

Bloodborne Pathogens

CPR, AED, First Aid

Awards

US 287 Resurfacing – Awarded #1 for Project Management by CCA/CDOT

US 287 Resurfacing – Awarded #1 paving project by CAPA

Select Experience

- ◆ Westcliffe TAP Improvements, Westcliffe, CO—Lead Design Engineer
- ◆ Adams County, W 70th Ave, Pecos to Kidder, Brighton, CO — Lead Design Engineer
- ◆ Gunnison County, CO Brush Creek Intersection, Gunnison County, CO — Design Engineer
- ◆ Broomfield County Commons Roundabout Improvements, Broomfield, CO — Lead Design Engineer
- ◆ Mountain View Corridor, Utah Department of Transportation, Salt Lake City, UT — Design Engineer
- ◆ Colfax and I-225 Traffic Safety Improvements, Colorado Department of Transportation, Region 1, Aurora, CO — Lead Design Engineer
- ◆ 48th Avenue Sanitary – Brighton to York, City and County of Denver, Denver, CO — Lead Design Engineer
- ◆ Cameron Peak Fire Mitigation – Emergency Watershed Protection, City of Greeley, CO — Project Construction Manager
- ◆ I-25 Reconstruction (SH 392 to SH 14) Design-Build Oversight Services, Colorado Department of Transportation, Region 4, Loveland/ Fort Collins, CO — Construction Engineer/Lead Inspector
- ◆ US 287 Resurfacing Harmony Road to Mulberry Street Phase 3, Colorado Department of Transportation, Region 4, Fort Collins, CO — Assistant Project Engineer
- ◆ US 287 & SH 14 Flood Repair, Colorado Department of Transportation, Fort Collins, CO — Assistant Project Engineer
- ◆ Eisenhower-Johnson Memorial Tunnels Fixed Fire Suppression System, Colorado Department of Transportation, Regions 1 & 3, Silverthorne, CO — Construction Engineer/Inspector



Josh Olhava, AICP

Sr. Project Manager / Community Planner

With a strong background in community and strategic planning, Josh is well-versed in land-use planning policies, procedures, and regulations. Josh has experience working in the public sector as a community planner on policy and plan implementation, code amendments, development review, and organizational process improvements. While working for Broomfield and Windsor in Colorado, Josh managed complex development cases and led multidisciplinary teams on special city projects and initiatives.

As a planner at Ayres, Josh is responsible for devising local and regional land-use programs and plans; grants and strategies relating to new development and redevelopment initiatives; public outreach; meeting facilitation; and policies affecting land use, zoning, public infrastructure, and transportation. Josh evaluates any potential impacts of construction plans; administers grants and loans; and prepares reports, applications, and special needs assessments.

Total Experience

11 Years

Registrations

American Institute of Certified Planners (AICP),

Prosci Certified Change Practitioner

Certificate in Historic Preservation, University of Cincinnati

Education

BS, Community and Regional Planning, Iowa State University

MS, Community Planning, University of Cincinnati

Committees/Awards

APA Colorado Executive Board Member, Professional Development Committee

Youth in Planning Committee, Professional Development Committee

Northern Colorado 40 Under 40 Honoree, 2016

Select Experience

- ◆ Town of Windsor Downtown Development Services
- ◆ Estes Park On-Call Planning Services
- ◆ Evans Master Plan, Evans, CO
- ◆ On-Call Technical and Comprehensive Planning Services, Severance, CO
- ◆ On-Call Planning Services, Greeley, CO
- ◆ Downtown Development Authority, Program and Project Manager, Windsor, CO
- ◆ Fee Study Analysis, Larimer County, CO
- ◆ Community Development, Town of Estes Park, CO
- ◆ Maker Space Feasibility Study, Erie, CO
- ◆ Iron Horse Design Guidelines Updates, McWhinney Development, Johnstown, CO
- ◆ Code Assessment (Local Project Manager) and Amendments, Broomfield, CO
- ◆ 2016 Comprehensive Plan Update, Windsor, CO
- ◆ Corridor Activity Center Design Guidelines, Windsor, CO
- ◆ Facilitated Process Mapping and Process Improvement Strategies, Larimer County, Broomfield, Windsor, and Severance, CO
- ◆ Entitlement Facilitation, McWhinney Development, Johnstown, Loveland, Broomfield, CO



Dale Mathison, PE

Drainage & Hydraulics Engineer

Dale joined Ayres in 2015, bringing 16 years of experience in project management, municipal utilities, pipeline design, and hydraulic analysis. He brings public and private sector design and construction perspectives, having previously worked a lengthy stint with the Department of Utilities in Sacramento, California. Dale has managed water, sewer, and stormwater capital improvement projects from planning and design through construction, and he values the integrity and clear communication that ultimately produce projects that endure and serve the public well.

Total Experience

23 Years

Registrations

Registered Professional
Engineer, CO, WY, CA

Education

BS, Civil Engineering, Colorado
State University

Memberships

American Society of Civil
Engineers

North American Society for
Trenchless Technology

Select Experience

- ◆ City of Greeley On-Call- Planner/Civil Eng Services, Greeley, CO
- ◆ SH 392 Widening Improvements at CR 13, Windsor, CO
- ◆ SH 52 at Weld County Road 37 Drainage Improvements, Weld County, CO
- ◆ Stormwater Maintenance Projects Design 3, Loveland, CO
- ◆ 29th Street Culvert at Bensen Park Construction Services, Loveland, CO
- ◆ 37th Street Connector and Monroe Avenue Roundabout Roadway Project, Loveland, CO
- ◆ 29th & Monroe Phase 2 2019 Revisions, Loveland, CO
- ◆ Country Club Estates Drainage, Larimer County, CO
- ◆ State Highway 52 at Weld County Road 37 Drainage Improvements, CO
- ◆ CDOT I-25 Segment 4 Widening Improvements, Weld County, CO
- ◆ 10th Street Drainage, Windsor, CO
- ◆ Converse Avenue Reconstruction Plan, Cheyenne, WY
- ◆ 10th & Pine Final Design, Windsor, CO
- ◆ Adams County W. 70th Ave, Pecos to Kidder, Brighton, CO
- ◆ SH 119 Nederland West to Roundabout Culvert Analysis, Boulder County, CO
- ◆ Madison Avenue Drainage Design & SUE, Loveland, CO
- ◆ Boston Avenue Connection Subsurface Utility Engineering (SUE), Longmont, CO
- ◆ SH257 & Eastman Park Drive SUE, Windsor, CO
- ◆ Converse Ave Reconstruction Plan, Cheyenne, WY
- ◆ Reynolds Street Sewer Flow Monitoring, Laramie, WY
- ◆ Canyon Club Snake River Hydrographic Survey, Jackson Hole, WY
- ◆ CDOT-SH52 at Weld County Rd 37 Drainage Improvements, Weld County, CO



Lisa Fleming, PE

Manager - Municipal Services

Lisa oversees the municipal services group as it serves municipal, county, state, and private clients. She joined Ayres in 2003, bringing 22 years of experience in transportation engineering and construction supervision. As a civil engineer, she brings a straightforward approach to a range of planning and design engineering services. She has assisted many communities with planning for the most efficient and safe use of their utilities and other capital improvements, and she maintains long-term relationships with many municipalities.

Lisa's professional experience allows her to see projects from many angles. Her experience includes being a district construction supervisor for the Wisconsin Department of Transportation. Her expertise includes feasibility studies, reports, environmental documents, agency and utility coordination, public involvement, preliminary and final designs, construction management, traffic control, and right-of-way delineations.

Total Experience

22 Years

Registrations

Registered Professional
Engineer, WI, MN, IN

Education

BS, Civil Engineering, University
of Wisconsin - Madison

Select Experience

- ◆ 118th Street Improvements and Cul de Sac, Chippewa County, WI
- ◆ Alma Alley Street & Elm Street Utility Reconstruction, City of Alma, WI
- ◆ State Highway 29 Paving, Chippewa County, WI
- ◆ General Engineering Services, Village of Roberts, WI
- ◆ General Engineering Services, City of Osseo, WI
- ◆ 122nd Street Water Main Extension, Village of Lake Haille, WI
- ◆ General Engineering Services, City of Alma, WI
- ◆ Ho-Chunk Housing & Community Development, West Sand Pillow Development
- ◆ Water Study Report, City of Osseo, WI
- ◆ Onalaska Great River Sanitary Sewer Relocation, City of Onalaska, WI
- ◆ Utility Design and Construction Services, Village of Lake Haille, WI
- ◆ Design and Construction Services, City of Zumbro Falls



Brian Lambert, PE

Sr. Project Manager / Civil Engineer

Brian joined Ayres in 2004 as a transportation engineer and now is a member of the municipal services group. His responsibilities include management and design of civil-site and municipal projects; preparing plans, specifications, and bidding documents; preparing permit applications and stormwater management plans; and performing construction observation.

He crafts schedules and budgets, develops civil engineering models, prepares cost estimates, and works with clients, regulatory agencies, and construction contractors. Brian has experience in county, state, and interstate highway design and construction observation. He has designed pedestrian and multiple-use trail systems in northern Wisconsin and Minnesota. Brian works with design software, including Civil 3D, HydroCAD, StormCAD, WaterCAD, Visual 3D lighting, and MicroStation.

Total Experience

18 Years

Registrations

Registered Professional
Engineer, WI, MN, IA

Education

BS, Civil Engineering, University
of Wisconsin - Platteville

Select Experience

- ◆ Whispering Willow Central Wind Farm, HDR, Franklin County, IA
- ◆ Duluth Riverside Utility and Street Improvements, Duluth, MN
- ◆ Duck Pond Drainage System Improvements, City of Tampa, FL
- ◆ Ashland Rails to Trails System Improvements, City of Ashland, WI
- ◆ Main Street Reconstruction, City of Osseo, WI
- ◆ Hayward Area Pedestrian & Bike Trail, Hayward, WI
- ◆ Hayward Downtown Street and Utility Improvements, Hayward, WI
- ◆ Main Street Revitalization, Village of Baldwin, WI
- ◆ State Highway 13 Water & Sewer, City of Mellen, WI
- ◆ Phillips North Business Park Access, City of Phillips, WI
- ◆ State Highway 34 & County Highway DB Roundabout, WISDOT, Marathon County, WI



Erick Berry, PE, RSP1

Traffic Engineer

Erick is a registered professional traffic engineer with 5 years of experience in the traffic and transportation engineering industry. Erick is passionate about delivering traffic projects that not only implement current engineering practices and meet required standards but also go above and beyond his clients' expectations. His design experience includes the development of signing and pavement marking, traffic signal, roadway lighting, construction zone maintenance of traffic, and intelligent transportation systems (ITS) designs for freeways, highways, arterial, collector, and local roadways. His traffic research and analysis experience includes the development of traffic impact studies (TIS), traffic signal optimization studies, road corridor assessment reports, and safety studies. These studies have required Erick to be able to accurately and efficiently forecast future traffic volumes, conduct intersection control warrants, develop and optimize signal timing plans, as well as assess existing crash data and safety conditions in an effort to identify potential countermeasures for improving safety conditions. Erick is familiar with the implementation of the Highway Capacity Manual and its application through the use of capacity analysis software such as Synchro, the Highway Capacity Software (HCS), and Vistro. He is also familiar with the practices of the Highway Safety Manual and its application for crash predictive analyses through the use of the Interactive Highway Design Model (IHSDM) and the Enhanced Interchange Safety Analysis Tool (ISATe).

Total Experience

5 Years

Registrations

Registered Professional
Engineer, CO, WY, AZ

Education

BS, Civil Engineering, Arizona
State University

MS, Civil Engineering, Arizona
State University

Memberships

Institute of Transportation
Engineers (ITE)

Select Experience

- ◆ On-Call- Planner/Civil Engineering Services, Greeley, CO
- ◆ Bellco Credit Union Traffic Compliance Studies, Brighton & Erie, CO
- ◆ STH 23/STH 73 Intersection, Green Lake County, WI
- ◆ Adams Co., W 70th Ave, Pecos to Kidder, Brighton, CO
- ◆ West Grange Avenue 2365-05-01, Racine County, WI
- ◆ Pasco County Decubellis Road Widening and Intersection Improvements, Phase II and III, Pasco County, FL
- ◆ UW-Madison College of Letters & Sciences Academic Building EIS, Madison, WI
- ◆ St. Paul and North Avenue Traffic Control and Final Bidding Documents Assistance, Waukesha, WI
- ◆ STH 190 (Capitol Drive) Resurfacing (STH 16 to Five Fields Road), Waukesha, WI
- ◆ WisDOT-STH 57 Sheboygan County (Clearview Road to North County Line) Resurfacing and Intersections (4015-22-01) Design, Sheboygan County, WI
- ◆ STH 164 Waukesha County (Henneberry Ave to Denoon Road) Pavement Replacement, Waukesha County, WI



Kasey Hayes

Subsurface Utility Engineering Lead

Kasey takes a great deal of pride in being a part of the growth and protection of subsurface infrastructure. His utility based work in the community ranges from gardening projects to major roadway and right of way projects. Kasey was also a part of emergency response and restoration projects including the 2008 tornado in Windsor and the flood that impacted the majority of northern Colorado in 2013. He has experience working with every utility type, including five years of oil/gas field damage prevention locating.

Total Experience

14 Years

Training

OSHA 10

CPR

Confined Space

Fire Extinguisher Training

Traffic Control Technician

BNSF Certified

Omnitrac Certified

Memberships

Weld County Damage
Prevention Council, Member

Utility Notification Center of
Colorado, Member

ACEC, Member

Approved Century Link
Contractor

Subsurface Utility Engineering
Association

Expertise

Vacmasters 4000

Radio Detection 8100 Series

Tellus Vac Systems

Ground Penetrating Radar

Fulcrum Mobile Data Collection

Go-Pro 360 Degree Imagery

Select Experience

- ◆ Westcliffe TAP Improvements, Westcliffe, CO
- ◆ US 36 Wall, Estes Park - CDOT Region 4
- ◆ Nederland Road and Culvert Improvements - CDOT Region 4
- ◆ Madison Avenue Road Improvements - Loveland, CO
- ◆ 10th & Pine Drainage Improvements - Windsor, CO
- ◆ Gunnison Sidewalk Improvements, Gunnison, CO
- ◆ Boston Avenue Road Improvements - Longmont, CO
- ◆ Platte River Power Authority – Substation Improvements, Fort Collins, CO
- ◆ 95th Street Road Improvements, Boulder County, CO
- ◆ Longmont Hover Street Improvements, Nelson Road to Highway 119 – Longmont, CO
- ◆ Greeley Centennial Pool – Greeley, CO
- ◆ Timberline Road Widening Project – Fort Collins, CO
- ◆ Salisbury Homes Gas Line – Timnath, CO
- ◆ SH 392 and County Road 13 Road Widening – Windsor, CO
- ◆ Taft & Highway 34 Road Improvements – Loveland, CO
- ◆ Xcel Smart Grid Fiber Project – Boulder, CO
- ◆ Boulder Valley School District (BVSD) Fiber Project Connecting All Boulder County Schools – Boulder, CO
- ◆ East Pawnee Oil and Gas Pipeline Projects (High Pressure Crude Oil and High Pressure Gas), Noble Energy, Anadarko, PDC Energy, Tallgrass, and EOG – East/Northeast CO
- ◆ 20+ Oil and Gas Econodes (Large Well Site) Installations, Noble Energy, Crestone Peak Resources, Highpoint Resources, EOG – East/Northeast, CO

Related Experience with Similar Projects

Reference 1

Beth Podleski, ENV SP, Civil Engineer II

Adams County, CO,

4430 S. Adams County Parkway, Brighton, CO 80601

720.523.6838 | BPodleski@adcogov.org

Reference 2

Tom Mason, MPO Director

Cheyenne Metropolitan Planning Organization

2101 O'Neil Ave., Room 304, Cheyenne, WY 82001

307.637.6299 | TMason@cheyennecity.org

Reference 3

Brian Varrella, PE, CDOT Resident Engineer

Colorado Department of Transportation

10601 W. 10th St., Greeley, CO 80634

970.373.6121 | Brian.Varrella@state.co.us

Reference 4

Nick Wharton, MPA, Town Manager

Town of Severance, CO

3 S. Timber Ridge Parkway, Severance, CO 80550

970.685.9144 | NWharton@townofseverance.org

Reference 5

Brad Olsen, Director of Public Works

Village of Strum, WI

202 5th Ave S., Strum, WI 54770

715.695.3601 | StrumBrad@tcc.coop

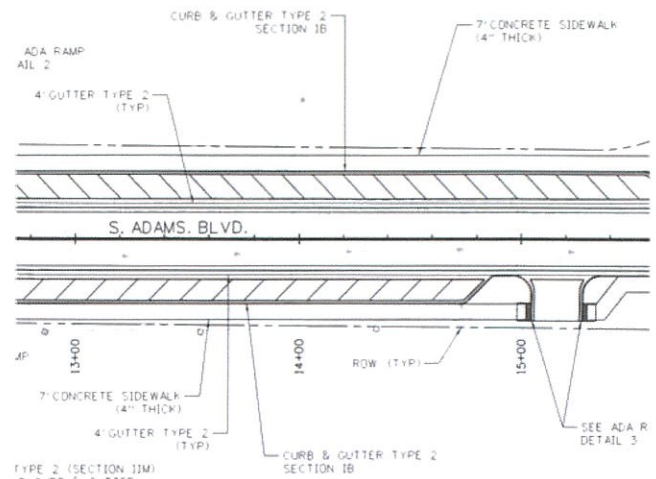
Reference 6

John Bond, Director of Public Works

Village of Roberts, WI

107 E. Maple Street, Roberts, WI 54023

715.749.3126 | rbtswwtp@baldwin-telecom.net



Westcliffe TAP Street Improvements Westcliffe, CO

Overview:

Ayres was selected by the Town of Westcliffe to perform survey, utility investigation, and roadway, sidewalk, and drainage design for federally-funded street improvements in Westcliffe. The project is 100% TAP and MMOF grant funded with CDOT review and oversight. Project challenges include the need to widen the street and sidewalks within a constrained ROW and alleviate existing drainage and erosion problems. Ayres performed hydraulic modeling to show that the revised street section with curb and gutter could handle the required design rain event with almost no underground storm infrastructure, saving the Town nearly one hundred thousand dollars in construction costs. PM Nathan Silberhorn is working with the Town, CDOT, and property owners to evaluate and minimize property impacts to accommodate much-needed infrastructure improvements along South Adams Blvd. Ayres will be performing ROW services for four parcels on the project that could not be avoided.

Client:

Town of Westcliffe, CO

Reference:

Kathy Reis, Town Administrator



Greeley On-Call Planning Development Review Greeley, CO

Overview:

Ayres was selected by the City of Greeley Community Development to perform Planning and Engineering Development Review services in support of City staff. Work includes fielding various application reviews through the City's Permit portal, completing comprehensive planning reviews, referring plans and documents to other disciplines at the City (Planning, Stormwater, Water/Sewer, Fire, Building Permits, etc.), coordinating referral comments, and returning combined review comments to the applicant.

Work requires a comprehensive understanding of City Codes and Criteria, numerous Master Plans, and several processes as well as the ability to communicate clearly with both applicants and City staff.

Client:

City of Greeley, CO

Reference:

Mike Garrot
Planning Manager
970.350.9784 | Mike.Garrot@greeleygov.com



Greeley On-Call Engineering Development Review Greeley, CO

Overview:

Like planning development reviews, engineering reviews include fielding application reviews through the City's Permit portal, completing comprehensive utility, engineering, and drainage reviews, referring plans and documents to other disciplines at the City (Stormwater, Water/Sewer, Fire, etc.) as well as to external agencies (CDOT, private utilities, etc.), coordinating external referral comments, and returning combined review comments to the planner managing the review.

Work requires a comprehensive understanding of City Codes and Criteria and several internal processes as well as the ability to communicate clearly with both applicants and City staff.

Client:

City of Greeley, CO

Reference:

Brittany Hathaway
Engineering Development Review Manager
970.350.9823 | Brittany.Hathaway@greeleygov.com



Adams County W 70th Ave Pecos to Broadway Denver, CO

Overview:

Ayres is performing traffic study, public engagement, and design services for multi-modal improvements on West 70th Avenue between Pecos Street and Broadway north of Denver. The project involves widening a narrow 2-lane road with inconsistent shoulders and no sidewalks to accommodate active modes of transportation as well as formalizing County ROW where none exists. Ayres is performing project management, survey, SUE & utility coordination, hydraulics & drainage, landscape design, ROW plans, Public Involvement (PI) support and property owner direct engagement, and preliminary/final design and bid document preparation services.

Public engagement efforts notably include in-person meetings with property owners who are losing significant portions of their front yard and informal parking areas along the road.

Client:

Adams County Public Works

Reference:

Beth Podleski, Env SP, Civil Engineer II



Broomfield Commons Roundabout Reconstruction Broomfield, CO

Overview:

Ayres was selected to design roundabout modifications at County Commons Park due to our thorough understanding of the City's desires for the project as well as an intriguing approach to the delivery schedule to allow early construction. Ayres maintained a focus on keeping costs to a minimum while correcting the most pressing deficiencies and delivered the project 20% under the design budget. Likewise, the construction cost estimate was kept to 80% of the construction budget, providing the City's PM an opportunity to deliver the project on budget in unpredictable market conditions.

After construction, the modifications look like they were part of the original design. Elegant and thoughtful design doesn't have to be complicated, time consuming, or expensive.

Client:

City and County of Broomfield, CO

Reference:

Christian Thompson, PE, former CIP Project Manager

For Questions:

Kelley Behling, CIP Project Manager
720.668.1072 | KBehling@broomfield.org



General Engineering

Strum, WI

Overview:

The Village of Strum has retained Ayres to provide general engineering services with multiple contract renewals since our firm's founding in 1959.

To serve its residents, the Village contracts with Ayres for regular street improvement projects. For example, the Village's 2019 street project involved design and reconstruction of approximately 700 feet of 2nd Avenue, 700 feet of 3rd Avenue, 450 feet of 4th Avenue, and 750 feet of Cedar Street. The design called for 36-foot-wide streets with curb and gutter, water main, sanitary sewer replacement, and some storm sewer improvements and extensions. As the Village's design engineer for this project, Ayres performed a topographical survey, provided recommendations for options to address stormwater requirements and provided preliminary and final designs, bidding services, and construction phase services.

Client:

Village of Strum, WI

Reference:

Brad Olsen, Director of Public Works



General Engineering

Roberts, WI

Overview:

The Village of Roberts has retained Ayres to provide general engineering services since 2012. Types of design services provided typically include street and utility improvements, water main mapping and design, storm sewer design and studies, topographic surveys, staff meeting attendance, reports, grant applications, agency coordination, project specifications, and cost estimates. Also provided are site review services for new developments and redevelopments for compliance with Village ordinances. Stormwater projects have included the design of best management practices.

In addition to civil design, Ayres also provides construction services on most projects including bidding, construction administration, construction observation, and as-builts drawing submittals.

Client: Village of Roberts, WI

Reference:

John Bond, Director of Public Works



Wastewater Master Agreement

Loveland, CO

Overview:

Following a seven-year history of wastewater work for the City of Loveland, Ayres was awarded one of the City's master agreements for wastewater planning, design, sampling, and construction services.

Task orders included:

- ◇ A review of the wastewater collection system for consequence of failure and severity for overall asset management to help prioritize which wastewater assets warrant the greatest attention.
- ◇ A flow study and hydraulic model update for the collection system in the vicinity of the proposed Boyd Interceptor extension. The collection system model will be recalibrated, and flow capacities will be determined for bypass pumping during construction.

Client:

City of Loveland, CO

Reference:

Client Project Manager is no longer with the City.



General Engineering On-calls

Town of Mead, CO

Laramie County & Casper, WY

CDOT Traffic Non-Project Specific

Ayres Transportation Group currently holds four engineering on-call contracts:

Mead, CO: Ayres was selected for general engineering on-call services for the Town of Mead to deliver a variety of priority projects, including a Safe Routes to School trail, a bridge replacement on three different county roads, and pedestrian trail & underpass at CO Highway 7, and an I-25 interchange feasibility study. Project-specific Work Orders are anticipated this fall.

Laramie County, WY: Ayres was selected to perform various planning and engineering review and support services for Laramie County. Projects are expected to range from zoning and development site plan reviews to traffic and annexation proposal reviews and recommendations. Project-specific Work Orders started coming out this fall.

Casper, WY: Ayres was one of three firms selected to perform traffic services for the City of Casper, WY. Projects are expected to involve corridor and intersection studies to determine infrastructure needs and develop improvement recommendations. Project-specific Work Orders are anticipated in early 2023.

CDOT Traffic: Ayres is a sub-consultant to Stanley Consultants in Denver to provide traffic services for CDOT transportation projects. Projects are primarily expected to involve CDOT highways through local municipalities.

Approach to Services

Between our Colorado and Wisconsin offices, Ayres is capable of delivering and supporting design and review of all anticipated services reflected in the RFP (water, wastewater, surface infrastructure (i.e. streets, drainage systems, sidewalks), and facility and land use development projects). In addition, we have capabilities to provide other valuable services, like traffic and safety analyses, street lighting, minor environmental clearances (e.g. Cat-Ex), structural inspections, structural design and review, and community-specific branding and wayfinding services, should the Town ever have a need for those services.

However, more important to us than the services we might expect to provide to the town is the relationship we want to build with you. Two of Ayres' five Core Values specifically address the way we choose to work with our clients. Never a slogan, **our project managers truly wish to work with you as partners** in the projects you wish to complete for your community. We will never tell you how your projects should look or what must be included. We will always work with you to understand your needs, present ideas and options that work, and then work collaboratively to identify which solutions are best for you and the community. Project delivery at Ayres is always an open dialog, based on honesty, transparency, and respect for your knowledge and experience.

Our team has truly enjoyed working with the Town and CDOT Region 2 staff on the TAP program to learn about the Town, your needs, your challenges, and to collaboratively come to meaningful, cost-effective solutions that will maximize the dollars placed on the street. We hope that we have demonstrated that we will always have your best interests in mind, and we are very excited to introduce you to more of our team and build off of that project's success.

We will bring this integrity and enthusiasm for improving Westcliffe to this General Engineering Services contract as well. **We think our core values are perfectly reflected in this important expectation related in the RFP: "Work closely with staff and the Town Board on projects and develop a dynamic and cohesive relationship to ensure thorough and accurate information and communication becomes the norm."** Statements like this energize us, and we hope to prove our agreement with it.

With this as a foundation, we will work with you to prioritize capital improvements for Town-owned infrastructure and facilities. We will use our planning experience to assist the Town with capital improvement planning and our engineering expertise to provide project oversight.

Why Ayres?

We are a nationwide team of **experts** and **innovative problem-solvers**. We stand behind thousands of our projects that strengthen communities and our country's infrastructure, economy, and environment every day. Ayres' five core values are more than simple statements; these are the values that drive the decisions we make as partners each day.

WE PROVIDE
**Smart,
Creative
Solutions**
AYRES

Smart, creative solutions. Through completion of thousands of projects nationwide, we've developed the knowledge necessary to solve challenges in new and creative ways, always with a keen and resourceful eye toward timeline and budget.

WE WORK WITH
**Clients As
Partners**
AYRES

Clients as partners. From the first handshake forward, we invest as much time into the strength and stability of our partner (client) relationship as we do into the projects themselves. Our partners know they can count on us, year after year.

WE CONDUCT
**Business
WITH
Integrity**
AYRES

Business with integrity. It's about treating our partners in a way that shows them how much we value their trust, and how greatly we value our relationship with them. We hold tight and true to delivering what we promise.

WE
**Challenge,
Support,
AND
Recognize**
OUR EMPLOYEE OWNERS
AYRES

Challenge, support, and recognize our employee owners. Each member of our team is personally invested in the success of what we do. We recognize and reward their commitment with opportunities to develop long and fulfilling careers.

WE HAVE
**Commitment
TO
Community**
AYRES

Commitment to community. We live, work, and play in many of the communities we serve. They're part of our success, and we're proud to help where we can.

Your
Goals



Our
Team

We will also serve you in review and approval of future development proposals by emphasizing the adopted development standards that are to be used by developers. Not only are these a critical tool needed for overseeing development, but consistently applying these standards provides a known framework through which developers can work, knowing exactly what they are going to get from the Town each and every time.

Surface Infrastructure

Surface infrastructure review and support services will be delivered from our Fort Collins office. Our experience includes recent Planning and Engineering development review services for the City of Greeley, and Planning reviews for the Town of Severance, City of Evans, and Larimer County. In addition to our development review services, we provide technical on-call support to these communities, as well as the City of Brighton, Windsor Downtown Development Authority, City of Estes Park, and City of Craig. These services include, but are not limited to grant writing and administration, code audits and updates, long-range planning, process improvement, and specialty studies. Josh Olhava will be leading our Planning review services and Nathan Silberhorn will be leading our Engineering review services.

Planning Development reviews typically center on land use, zoning, architecture, aesthetics, and landscaping and the codes that guide them. Our planning development review experience ranges from complex cases such as annexations, planned or master planned developments, and large subdivision plats to site development plans for residential, commercial, and industrial projects, minor subdivision plats, variances, and plot plan reviews.

Engineering Development reviews typically center on utilities, surfacing, hardscape, drainage, and public safety and the codes that guide them. Our engineering review experience includes recent projects for



elementary school expansions, medical campus construction, and a variety of residential and retail developments for the City of Greeley. Our staff compares development plan submittals to current applicable City Code and facilitates discussion with City staff to determine how individual cases will be handled, using our engineering expertise to make recommendations and offer outside perspectives. In this way, we represent the Client as an extension of their staff but have the capability to lean on an entire staff of experts when necessary.

In addition, our planning and engineering teams have recently completed or are actively delivering projects developing transportation alternatives and facilitating selection of preferred elements for streets, sidewalks, and bicycle facilities, as well as street-side amenities like parking, setbacks, landscaping/irrigation, main street revitalization, and wayfinding. Our teams routinely work with both the clients and their communities in public settings to understand the entire community's needs and desires.

"Nathan Silberhorn and the team at Ayres were a pleasure to work with on Broomfield's County Commons Roundabout Reconstruction project. The Team's technical expertise and knowledge, as well as their attention to detail, was evident throughout design. Nathan and his team worked closely with project stakeholders to fully understand the issues/concerns, ensure project goals were met, and provide effective solutions that were within budget. Their timely responses to Broomfield requests, inquiries, and/or questions ensured that the project stayed on schedule. I look forward to working with Ayres Associates again on a future project."

Christian Thompson, PE

City and County of Broomfield, CO
CIP Project Manager

Subsurface Infrastructure

Subsurface infrastructure review and support services will be delivered from both our Fort Collins office and our Wisconsin locations. Our local experience includes floodplain and drainage analysis, including storm water and drainage design for roadway projects, for municipal clients and projects across the state. Our hydraulics staff is familiar with almost every basin along the Front Range and have completed dozens of analyses and reviews on the Western Slope, as well as storm sewer design on all of our roadway design projects.

Wet utility reviews and support will largely be delivered by our Wisconsin staff. With Ayres working in Wisconsin for over 60 years, our Civil/Municipal group has completed hundreds of wet utility designs and reviews for our municipal clients. We've designed commercial, retail, and residential developments "from the ground up" for municipalities across the state, from Green Bay to the Village of Strum. Our staff can provide water (raw, domestic, and fire supply) and wastewater designs and reviews, including piping networks, lift stations, and grinders. Ayres does not design water or wastewater treatment plants.



On-Call Contract Philosophy

Our philosophy when it comes to on-call service contracts is to make our clients' lives easier. Delegating tasks is always a question of trust and efficiency – if it's easier to get it done yourself, then what's the point? We view our clients as partners from the first handshake forward and work hard to earn your trust. We invest as much time into the strength and stability of our client relationships as we do into the projects themselves. Our partners know they can count on us to roll up our sleeves with them, year after year; provide clear, consistent communication; involve them in the decision-making process for the length of their project; and deliver a quick, intelligent resolution for any concern or challenge.

Good communication between the client and PM is the most critical element for a successful project. Regularly scheduled communication between our PM, Nathan Silberhorn, and the Town will ensure that we know what potential projects are coming our way so our leads are ready to mobilize our team as needed and on a moment's notice. We have established a track record of quick response to address our clients' concerns. Meeting minutes are distributed to the client within one week of occurrence. We establish open communication lines with backup individuals to respond if the primary individual is out of the office. Good communication among the various disciplines within the company and our subconsultants is also critical. Ayres has established a company-wide network to share files quickly and effectively among disciplines that are collaborating on a project.

Accountability is critical for on-call contracts. Our team logs every hour with a notation regarding the project and type of activity. We will work with the Town to establish billing and tracking standards to meet your needs. Each application can be separately tracked to ensure there is a clear record regarding how much time has been spent on any one project. Upon receiving direction from the planning and/or engineering managers in writing regarding a specific project or activity, our team will establish a clear "task order" describing the scope of services, major milestones, and clear deadlines. The ticket will then be established as a "Task" in our accounting system to ensure that hours can be tracked.

Project Management

Ayres takes pride in our project managers' ability to translate and transform every detail into actionable, understandable, smoothly coordinated pieces of a successful project. Frequently, this communication performs two critical functions: to achieve an intentional decision, and to reveal impacts to the project schedule. Our job is to make sure the team understands how decisions affect schedules. Both are important at different times and for different reasons, but ultimately, they both come down to ensuring we deliver your project on schedule within the agreed-upon budget. Side-by-side with our client partners, our project managers serve as the confident, communicative navigators at the helm of your project. In addition to regular progress meetings, our PMs frequently schedule phone calls with the client's PM/Contract Officer. We recommend this additional contact and coordination point if multiple projects are awarded to our team or if the project schedules require time-critical coordination to stay on track.



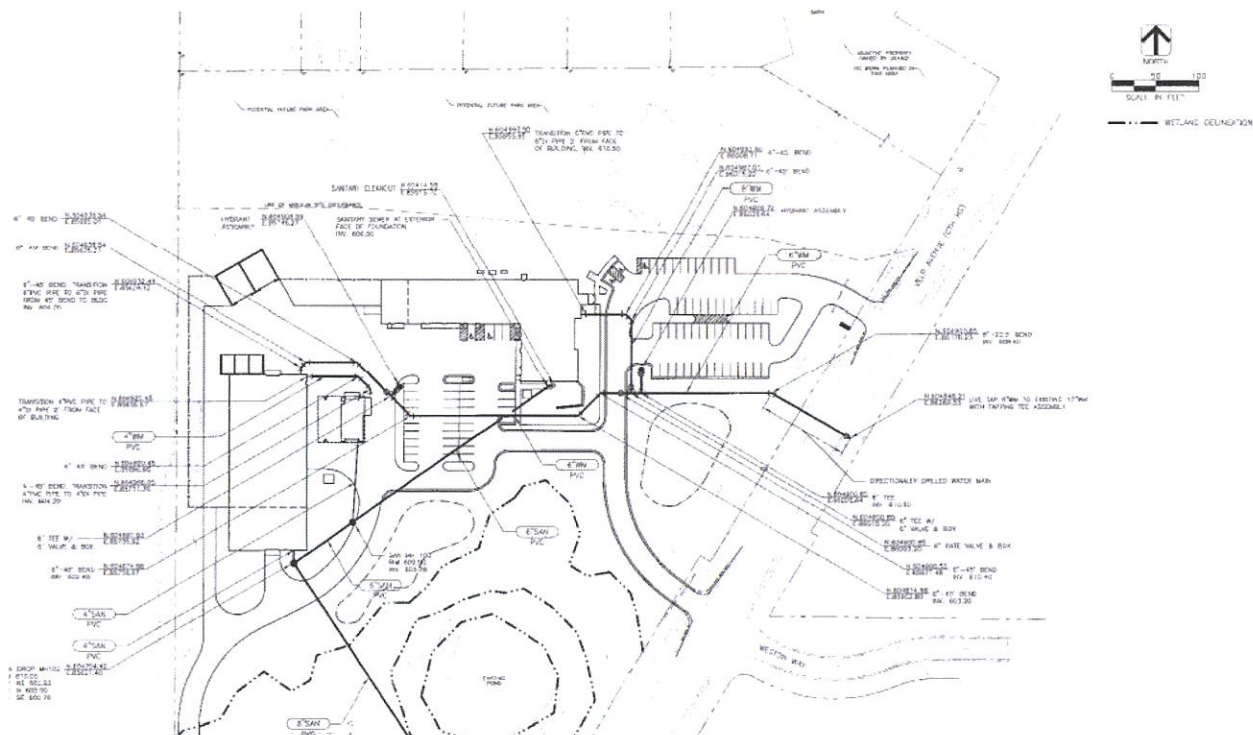
Project Controls

Nathan will be responsible for controlling our fees and working with our team and the Town to manage the scope and cost estimate to deliver a project that will stay within the budget. We understand very well the need to keep our effort streamlined and efficient to make the most of the Town's limited funds. Our job is to minimize costs while delivering high-quality services to our client partners.

Nathan will be responsible for ensuring staff is available for timely completion of all tasks and hitting key milestones. This involves keeping Town staff apprised of upcoming submittal and review periods to ensure review milestones are met as well.

Quality Control

Ayres' quality-control (QC) process is a formal process applied to each phase of every project. It is the Project Manager's responsibility to see that the process is implemented both by the internal project team and our subconsultants. The mechanics of the Ayres QC procedure involves two review components. The first component is daily project oversight. Each team member is responsible for understanding the project scope, standards, and deliverables. The second component in Ayres QC procedure is a review by a Qualified Technical Reviewer who is an experienced project engineer who has no day-to-day involvement with the project team and can provide an independent review of project documents. We will perform in-house QC reviews of subconsultant deliverables before our clients see them to ensure all aspects of the project are being attended to.



Fee Schedule (2023)



Billing Category	(\$)
Senior Engineer V	\$215
Senior Engineer IV	\$200
Senior Project Manager	\$190
Project Manager	\$175
Senior Engineer II	\$190
Senior Engineer I	\$160
Engineer/Professional III	\$140
Engineer/Professional II	\$130
Engineer/Professional I	\$120
EIT/Staff Engineer	\$95
Senior Designer	\$135
Engineering Technician	\$85
Project Administrator	\$90
Administrative Assistant	\$80
SUE Supervisor	\$130
SUE Technician	\$97
Geospatial Manager	\$180
Geospatial Project Manager	\$160
Geospatial Services Specialist	\$115
Geospatial Services Technician	\$90
Surveyor	\$105
Planner II	\$170
Planner I	\$115

Direct Project Charges:

Actual cost incurred. Includes subcontractors, analytical services, printing/graphic services, freight and courier services and use of outside vendor for supplies and materials.

Associated Project Charges:

Associated Project Costs (APC) based on labor fees.....3.85%

APC includes PPE, construction monitoring software, in-house supplies, telecommunications charges, postage (excluding freight costs and courier service), and routine in-house reproduction. Printing and large volume reproduction costs will be invoiced as an outside service.

Other Costs:

Ayres reimbursable expense schedule for company owned equipment, vehicles, and software is attached. In addition, reasonable employee's expenses, including meals and lodging incurred during authorized travel, are billed at actual costs or the current CONUS per diem rate. Automobile rental and airfare costs will be invoiced at actual cost.



Reimbursable Expense Schedule

Policy: It's the policy of Ayres Associates that costs associated with equipment and supplies identified as having been used on a specific project be charged to that project and not to a general overhead. All equipment rates are based on actual costs and are reviewed/updated annually.

Company-Owned Equipment

Environmental Monitoring, Sampling Testing:

FID/PID/OVA	\$50.05	Day
Flow 3D Model Processing	\$0.60	Core hour
Flowmeter	\$275.00	Month
Groundwater Sampling	\$11.65	Sample
Nuclear Density	\$47.90	Day
Peristaltic Pump	\$63.00	Day
Proactive Monsoon Pump	\$73.20	Day
Soil Sampling	\$4.10	Sample
Temp/pH Conductivity Meter	\$6.80	Day
Water Level Meter	\$32.00	Day

Construction Testing and Sampling:

Concrete/Testing Equipment	\$10.20	Day
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Photogrammetric and Surveying:

Digital Photogrammetric Workstation	\$8.85	Hour
Drone	\$315.00	Day
GPS	\$48.85	Day
High Precision Digital Level	\$26.70	Day
Laser/Automatic Level	\$33.65	Day
Total Station (Robotic)	\$47.65	Day
TX8 HD LiDAR System	\$1900.00	Day

Structural Above/Under Water Inspection:

Air Tank	\$13.35	Tank
Company-Owned Dive Suit/Gear	\$145.00	Day
General Inspection Equipment	\$29.45	Day
NDT/Testing Equipment	\$445.00	Day
Resistograph	\$165.00	Day
Surface Supplied Air/Diver	\$560.00	Day
Underwater Camera	\$38.85	Day


Subsurface Utility Equipment:

Hammer Drill & Accessories	\$40.00	Day
RD Electronic Locating Device	\$110.00	Day
RD Ground Penetrating Radar	\$150.00	Day
VAC Truck	\$750.00	Day

Traffic Data Collection:

Miovision Scout VCU	\$125.00	Day
Traffic Counter	\$53.30	Day

Transportation:

All-Terrain Utility Vehicle (ATV/UTV)	\$275.00	Day
Boat/Motor/Trailer	\$310.00	Day
Company Trucks	\$1.05	Mile
Personal Auto	Current IRS Rate	

Rented Equipment:

Employee-Owned Dive Gear	\$15.00	Day
Employee-Owned Wet Suit	\$10.00	Day
Rental Bucket Lift Truck	\$780.00	Day

PROPOSAL FOR GENERAL ENGINEERING SERVICES

NOVEMBER 15, 2022

Prepared For:



Town of Westcliffe
PO Box 406
1000 Main Street
Westcliffe, CO 81252

 **BASELINE**

Engineering · Planning · Surveying

www.BaselineCorp.com

1046 ELKTON DRIVE, COLORADO SPRINGS, CO 80907



Conveniently serving the Town from Baseline Engineering Corporation's regional office in Colorado Springs.

TABLE OF CONTENTS

1. INTRODUCTION LETTER	3
2. PROFESSIONAL QUALIFICATIONS	4
3. RELEVANT EXPERIENCE	8
4. SERVICE LETTER	16
5. FEE SCHEDULE	19
6. REFERENCES	20
APPENDIX - RESUMES	21

BASELINE ENGINEERING CORPORATION

Headquarter:
112 N. Rubey Drive, #210
Golden, CO 80403

Primary Contact:

Noah Nemmers, PE

Civil Engineering Division Manager, (303)
940-9966 x207
noah@baselinecorp.com

Business Structure:
Established in 1998 as a Colorado Corporation

CDOT:

Baseline is a CDOT-certified prequalified consultant with a master pricing agreement.

Insurance:

Baseline is able to comply with all insurance requirements.

November 15, 2022

Town of Westcliffe
PO Box 406
1000 Main Street
Westcliffe, CO 81252
Attn: Kathy Reis, CMC, Town Clerk

RE: General Engineering Services

To Ms. Reis and Town of Westcliffe:

Baseline Engineering Corporation (Baseline) is uniquely positioned to add value as the Town's General Engineering Services provider, as Baseline has multiple service capabilities that benefit the Town for its infrastructure engineering, water/wastewater design, construction management, surveying, environmental, planning, and landscape design services. All work will be completed in-house, ensuring a complete and cohesive cycle of design services that translates to optimized team collaboration and efficient turnaround times for your civil engineering design projects

Similar to the Town of Westcliffe's needs, Baseline has provided general engineering services to other municipalities including Town of Black Hawk, Town of Berthoud, Town of Victor, Town of Woodland Park, Cañon City, City of Cripple Creek, CDOT for Non-Road Projects, Jefferson County Open Space, Elbert County, Town of Greeley, City of Colorado Springs, Colorado Springs Utilities, and Town of Fountain. Our projects involving similar needs listed in the RFP that we have successfully executed include:

- **City of Black Hawk:** On-call civil engineering services for development review, surveying, civil engineering design, drainage design, drainage analysis, floodplain analysis, probable opinion of construction costs, landscape design review, and meeting attendance.
- **Town of Berthoud:** On-call engineering and technical services to assist with right-of-way permit review, review of Traffic Impact Studies and Traffic Control Plans, sewer analysis, development review services, design guidelines and standards, construction oversight and administration, construction management, code compliance, and landscape plan review, comprehensive plan and master plan updates, and more.
- **Cañon City:** Civil engineering services that encompass civil engineering design review, drainage analysis, construction management, floodplain analysis, and probable opinion of construction costs.

Beyond the services and clients listed above, proposed team members' demonstrated experience in water and wastewater planning, design, funding, construction services, start-up, and operation and maintenance will benefit the Town as it has to numerous other communities across Colorado similar to that of the Town of Westcliffe.

Baseline was established in 1998 and although headquartered in Golden, we have three additional Colorado offices where together our team is fully integrated to provide services along the Front Range as well as in mountain and rural communities like the Town of Westcliffe. Our four offices make our team easily accessible and available to any project, in addition to the backing of additional staff if needed. Our goal is to perform as a seamless extension of your staff and be a trusted member of the team. We intend to maintain weekly communication and maintain an updated task list with progress accompanied by any needs from the Town.

On behalf of Baseline, thank you for considering us for the opportunity to be a good neighbor and serve the Town of Westcliffe with General Engineering Services. We look forward to becoming a long-term team member for the Town. Please do not hesitate to contact me via phone at 303.940.9966 x207 or email at noah@baseline-corp.com with questions about our statement of qualifications for your general engineering service needs as I will serve as the principal contact person and single point of contact for this RFP and future projects. Furthermore, Baseline has received answers to our questions as of November 15, 2022 via email.

Sincerely,



Noah Nemmers, PE

Civil Engineering Division Manager, Baseline Engineering Corporation

ESTABLISHED IN 1998

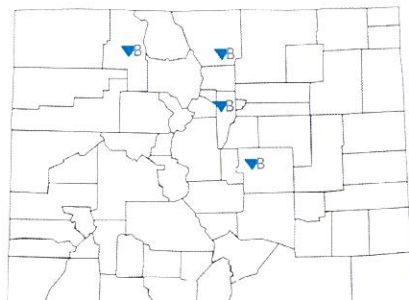
Baseline Engineering Corporation is a specialized consulting firm registered for civil engineering and surveying in the State of Colorado. We were founded in 1998 as a traditional engineering firm for new infrastructure and land-use planning. We have grown to one of the leading engineering, surveying, and planning firms in the Rocky Mountain Region.

CLIENTS RELY ON OUR EXPERTISE IN:

- Transportation
- Road and Bridge
- Permitting at All Levels
- Land Planning
- Utilities
- Residential
- Large Facility Site Design
- Land Surveying
- Sustainable Water and Wastewater Treatment
- Public Works

Our clients range from small municipalities and private developers to large public entities. We serve clients from four locations:

- **Steamboat Springs, Colorado** - Regional Office - Serving Northwestern Colorado
- **Golden, Colorado** - Headquarters - Serving Front Range and Denver Metro Area
- **Loveland, Colorado** - Regional Office - Serving Front Range and Northern Colorado
- **Colorado Springs, Colorado** - Regional Office - Serving Southern Front Range Colorado



Baseline's office in Colorado Springs, with support from our other offices as needed, will serve as the primary contact for the Town of Westcliffe's General Engineering Services projects. Since 1998, our engineering design, planning, and surveying expertise has been utilized by numerous public- and private-sector clients.

Our company size is a great match—it's not too big and not too small. We are conscientious about dedicating ourselves to the communities we serve, rapidly responding to clients' needs, meeting budget and deadline requirements, and maintaining our reputation for accurately estimating costs. Our commitments have earned us significant business from referrals and return clients through our four core divisions.



OUR COMMITMENTS

When clients come to Baseline, we commit to exceeding their expectations. How can we make this promise? We maintain a high level of professional excellence without sacrificing honesty, integrity, and respect. We are conscientious about dedicating ourselves to the communities we serve, rapidly responding to clients' needs, meeting budget and deadline requirements, and maintaining our reputation for accurately estimating costs. We also instill these core values in the subconsultants we engage on projects.

- "2019 Best Firm to Work For," in three AEC firm categories: Small Company, Civil Engineering, and Multidiscipline by Zweig Group
- "2015, 2014 Hot Firm List," an exclusive ranking of the top 100 US and Canadian firms
- Denver Business Journal's "2022, 2015, 2014 Fastest-growing Private Companies," "Best Places to Work," "Best Environmental Consulting Firm," and "Fastest Growing Firm for Water, Energy and Infrastructure Planning & Development"
- The Denver Post's "2022 Top Workplaces"



Although we take pride in these accomplishments, we don't take them for granted. They motivate us every day to surpass clients' expectations. We'd like the opportunity to demonstrate it again to the Town of Westcliffe.

CORE SERVICES

■ INFRASTRUCTURE



We provide designs of physical- and natural-built environments. Civil engineering is the oldest engineering discipline. Its professionals are charged with directing the great sources of power in nature for the use and convenience of mankind. With society advancing at a staggering pace, we are positioned to meet the demands of growing and aging infrastructure. We focus on sustainable development to ensure a high quality of life and economic progress. We are your crucial resource from project vision to construction.

■ WATER/WASTEWATER ENGINEERING



Baseline is committed to improving our country's water infrastructure. We have created a customized and systematic process for water and wastewater planning. From conceptual feasibility studies and design, through permitting and facility construction, it is our goal to deliver a design that is tailored specifically to the needs and requirements of each project. We use state-of-the-art software, including: WaterCAD GEMS V8i, AutoCAD Civil 3D 2016, ArcGIS, and three-dimensional rendering software such as InfraWorks.

■ LAND SURVEYING



A sound survey from experienced authorities is critical in establishing accurate base information for proposed designs. At Baseline, we utilize state-of-the-art surveying equipment for gathering field data and the newest technology for taking the data and creating a complete information base. We realize that a strong land survey and civil engineering plan are the keys to a high quality project that lasts beyond a lifetime. We can provide surveying and mapping to ensure a solid development base.

■ PLANNING, DESIGN & PERMITTING



Our planning and development experts realize development projects (large and small) must stand the test of time aesthetically, economically and environmentally. We provide a wide range of services including roadway, residential subdivision, and commercial site development designs; permitting and entitlements; as well as comprehensive planning and municipal representation.

"High quality work, great attention to detail, I have tremendous confidence in the work product developed by Baseline, this allows me to move more efficiently when Baseline is our selected consultant." — **Ben Beall, (Former) City Engineer, City of Steamboat Springs**

OUR CUSTOMER SERVICE PHILOSOPHY

In business for 24 years, Baseline Engineering Corporation has held the same name. With four core divisions: Infrastructure, Land Surveying, Community Planning, and Water/Wastewater, we also have four office locations. We are an employee-owned company, which means every decision we make as individuals also affects every individual with our company, so we strive for excellence in all that we do. We are also an Evergreen company, which means we plan to be in business for 100 years and will not be merged with a larger company.

Baseline is also proud that we have no claims or litigation history regarding our projects and stand behind them.



Success Story - Lower Spring Creek, Steamboat Springs, CO

The Spring Creek Trail is a 5.2-mile, multi-use trail popular with hikers and bikers. To improve safety and accessibility, Baseline designed an extension and re-route of several hundred feet of a ten-foot-wide soft-surface trail. Our design included extension of three, 48-in-diameter culverts and a no-rise hydraulic analysis. We completed wetland delineation and obtained a permit from USACE for wetlands impact mitigation.

The project also required us to coordinate with several City departments and conduct inspections during construction to ensure work conformed to the approved plans. Baseline's efficiencies in public meeting preparation were valuable to the project. Why? The majority of the existing lower Spring Creek Trail fell within Steamboat Springs School District property. The City and School District decided to formalize the location of the existing Trail and dedicate an easement. The City requested a legal description and exhibit for the easement within one week due to timing of the last School District Board Meeting for the school year. We completed the required field surveying and preparation of the exhibits within four days and met the last minute goal placed upon us.

BASELINE'S FOUNDATION & PURPOSE

Baseline is committed to its employees and the communities/clients it supports. With these in mind, the following graphic depicts Baseline's purpose that creates the foundation of our amazing company.

Baseline's Purpose:

- To be an incredible company built by and for our employee owners.

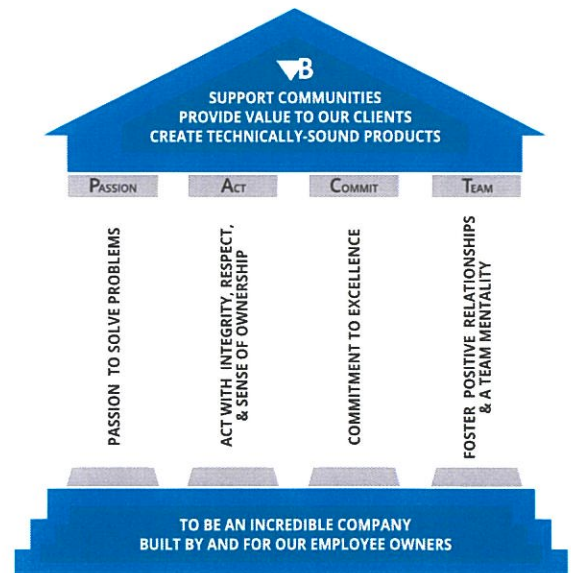
How Do We Achieve Baseline's Purpose?

- Passion to solve problems
- Act with integrity, respect, and a sense of ownership
- Foster positive relationships and a team mentality
- Commitment to excellence

What Baseline Does:

- Support communities
- Provide value to our clients
- Create technically-sound products

When combined, Baseline becomes a profitable, sustainable company that balances its employees, clients, and finances.



PROJECT TEAM

Baseline's project team has the professional expertise to perform the engineering services required for any design project. Our team has successfully completed numerous projects with similar needs.

In 1998, Baseline Engineering Corporation started its civil engineering business. However, our principals and staff have many years of previous experience. During the past 24 years, we have consistently provided clients with valuable solutions in the private development and public infrastructure improvement arenas. As we have proven on our past projects, we never fail to complete awarded work. The project team is ready to deliver a technically-sound design product and efficient customer service on the Town's on-call projects.

Civil engineering design services will be spearheaded and completed from Baseline's Colorado Springs office. Combining the resources of our four offices gives the Town access to 78 exceptional professionals who can cover any engineering, surveying, or planning need. The following organizational chart indicates our team and structure.

Our structure includes Noah Nemmers, PE as the project principal and the Town's single point of contact for tasks. Depending on the task, we have our water/wastewater team and infrastructure team to be assigned design tasks based on the project need.

Resumes with additional information on our team members are included in the *Appendix*.

TOWN OF WESTCLIFFE

Noah Nemmers, PE

Principal & QA/QC - Point
of Contact

Water/Wastewater

Angela Kana-Veydovec, PE

Project Manager

Daniel Stewart, PE

Project Manager

Infrastructure

Steven Baggs, PE

Project Manager

Alan Lunsford, PE

Project Engineer

Sean Callahan, EIT

Project Engineer

Baseline has assembled a comprehensive team for the Town of Westcliffe's General Engineering Services and has a team of 78 to support further engineering, surveying, landscape architecture, planning, or environmental services as needed.

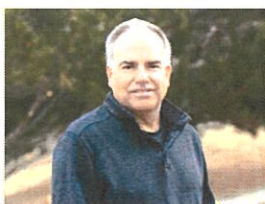
PRINCIPAL & QA/QC & POINT OF CONTACT



■ **Noah Nemmers, PE, Civil Engineering Division Manager** – Noah holds a BS in Civil Engineering from Southern Illinois University. He oversees Baseline's

Civil Engineering Division. He has over 20 years of experience in large-scale project design and staff management and was the project manager for the Jefferson County Laramie and Human Services Buildings projects, as well as for the Department of Energy/NREL for the aware-winning Moss Street Extension project, which required extensive coordination with many parties, including: DOE, The Alliance for Sustainable Energy, NREL, Jefferson County, and the Pleasant View Parks and Recreation District. Input and approval came from many agencies including CDOT, the City of Golden, the City of Lakewood, FEMA, Metro Districts, RTD, and XCEL Energy. We also managed a right-of-way acquisition process involving five private-property owners. For Garden City, Noah managed the recently completed 8th Street Infrastructure Realignment and Rehabilitation Project. Noah has a broad range of expertise with both private and government clients. It includes overseeing entitlement processes, engineering design, permitting, land surveys and platting, maintenance of traffic planning, and construction administration.

PROJECT MANAGERS



■ **Steven Baggs, PE, Infrastructure Project Manager** – Steve has extensive experience in all aspects of land development including site grading, site utility

design, drainage studies and reports and drainage design. His project experience includes not only the design phase, but navigating through governmental approval processes and construction support services. He has been a project engineer or contributor on many commercial, multi-family, and residential projects. This includes many difficult infill type projects that require creative infrastructure and utility solutions. For the Wildwood Hotel & Parking Lot project in Cripple Creek, he provided site layout and grading for the project. He also prepared drainage report and drainage facility design. For the Villa Mirage Townhomes in Colo-

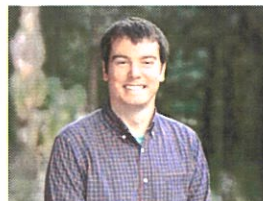
rado Springs, he completed the grading, drainage, and utility plans to bring the site up to current City of Colorado Springs and Colorado Springs Utilities standards. He also prepared a final drainage report to analyze existing detention facility and convert it into a water quality and full spectrum detention facility.



■ **Angela Kana-Veydovec, PE, Water/Wastewater Division Manager & Project Manager** – Angela is a professional engineer with over 17 years of proven experience in the water

and wastewater industry, across the Rocky Mountain region. She provides a proven background as a water and wastewater engineer, operator, technical advisor, and project manager responsible for conceptual development, planning, permitting, evaluation, design, and construction of collection, distribution, and treatment facilities, in Colorado, for public and private clients. Additionally, Angela routinely serves in a project manager, principal-in-charge, QA/QC lead and technical advisor role and serves as the water/wastewater division manager.

PROJECT ENGINEERS



■ **Alan Lunsford, PE, Project Engineer** – Alan has many years of experience in professional engineering, and is rapidly gaining experience in all phases of site development and

infrastructure design projects for the residential and commercial markets. He is highly personable with excellent written and oral communication skills. Alan holds many skills in the field, not limited to Mine Rescue Team Training, MSHA, OSHA, and CalO-SHA general and underground safety, surface and underground blasting, geologic testing equipment and procedures, surface and underground surveying, concrete testing equipment and procedures. In addition to Alan's fieldwork, he excels in coordination between stakeholders, his team, and the community. As staff engineer for the Eaton Collins 35 roundabout, he was responsible for the quality control review. For the Pine Ridge Estates subdivision, Alan designed the drainage pond and swales within the side, as well as a private roadway grading and the private residences.



■ **Sean Callahan, EIT, Project Engineer** - Sean is a highly motivated, enthusiastic and results-driven. He has worked all aspects of residential and commercial

land development design, including construction documents, site design and layout, as-built drawing production, cost estimates and quantities. He is a highly motivated team player who has an overall skillset to work across many different facets of drafting and design within the civil engineering arena. Sean provided engineering design for the Vehicle Evidence Storage project for El Paso County that included GEC/permanent CM/drainage plan production for the redevelopment of a 5-acre parcel and additional 3.5-acre of gravel parking and vehicle circulation. The project also required access, full spectrum detention and stormwater improvement in accordance to the City of Colorado Springs drainage criteria. For the Garden of the Gods Hotel, he designed a development/drainage plan for a 2.54-acre site for a 160-room Marriott hotel that includes vehicle parking, pedestrian and ADA improvements, landscaping, utility service infrastructure and stormwater improvements.



■ **Daniel Stewart, PE, Project Engineer/Project Manager** - Proficient, team-oriented, and solution-driven engineer with over 10 years of demonstrated experi-

ence in the water and wastewater industry. Served as primary design and project engineer for numerous projects for the National Park Service and for projects throughout the Rocky Mountain Region. Technical experience includes master planning, regulatory compliance, conceptual/preliminary/final design, construction administration, construction observation, cost estimate preparation, specifications production, hydraulic modeling, and report preparation. For the City of Sterling, he was the design engineer for a new 8-mgd influent wastewater pump station. Project work included conceptual development, planning, permitting, design, funding assistance, services during construction, and startup. In Leadville, he was the lead design engineer for the planning, permitting, and design of a new 20,000-gpd mechanical wastewater treatment plan to replace an existing lagoon system.



Success Story - CDOT Non-Roads Civil Engineering, Various Statewide Locations, CO

Baseline has provided numerous consulting services for CDOT. Starting in 2019, Baseline was awarded a multiple-year contract with the Colorado Department of Transportation (CDOT) Property Management Section to provide civil engineering services and surveying services for the design of multiple building projects throughout the state. Work includes civil design for CDOT sites for completely new buildings or remodels/additions to existing facilities. Designs ensure adequate drainage around each structure at the site with proper stormwater runoff. Design work also includes stormwater management plans and permanent water quality features. All CDOT review processes and procurements are followed including FIR and FOR reviews.

Baseline designed and produced construction drawings for two separate CDOT maintenance facilities to retroactively meet local municipal storm sewer system (MS4) water quality standards. Proprietary treatment devices were exhaustively researched to determine which product would provide the required treatment and minimize the disturbance to the active maintenance operations. A different solution was proposed for both sites as dictated by site geometry, operational layout, and existing grading challenges.

"I really like and enjoy the people I work with at Baseline." — John Bandimere Jr., Bandimere Speedway

"Colorado is very fortunate to have Baseline Engineering contribute economically to our state." — Ken Salazar, US Senator

RELEVANT EXPERIENCE

Baseline has provided engineering services for numerous municipalities. Below, we provide a short list of on-call specific municipal work and projects deliverables. Below is a table of our listed similar project experience and a separate list of our experience with project funding and grants. We also provide four representative projects for similar services for that attest to our performance in this section. We welcome the Town to reach out to our reference contacts who can attest to our outstanding delivery. Additionally, all projects maintained their contracted fees with no changes or delays experienced.

RELEVANT MUNICIPAL WORK & PROJECTS

MUNICIPALITY	PROJECT DESCRIPTION
CITY OF BLACK HAWK	On-call contract since 2016 for civil and structural engineering and planning services including: development review, civil engineering design, drainage design, drainage analysis, floodplain analysis, opinions of probable construction costs, meeting attendance. Project and deliverables include: <ul style="list-style-type: none"> • Gregory Street Parking & Plaza, • Gregory Gulch & Cooper Gulch LOMR • Highway 119 Waterline • Elkhorn Tank • Miners Mesa Roundabout
TOWN OF BERTHOUD	On-call contract since 2019 for engineering services including: reviewing development plans, updating and developing design guidelines and standard specifications, owner's rep for the recreation center build, construction oversight and inspection, updating and modifying master plans, comprehensive plan and development code, and meeting attendance.
CITY OF GREELEY	As needed contract for SUE services to QL-B and QL-B since 2019, projects include: <ul style="list-style-type: none"> • Traffic signal SUE for eight intersections • Four miles of fiber bore along 16 Street • Ashcroft Life Station SUE & Survey • Fire Station #6 • 20th Street Roadway Improvements
COLORADO SPRINGS UTILITIES	A&E on-call services since 2007, services generally include pre-design, survey, entitlement, design, procurement, construction administration and construction surveying. Recent projects from 2017-2020 include: <ul style="list-style-type: none"> • PWC East Gate Design/CA • Nixon Main Gate • Front Range ISDS • Nixon Warehouse Floor Survey • PWC Cottonwood Creek Stabilization • Birdsall Hot Water Discharge Line Replacement.
JEFFERSON COUNTY OPEN SPACE	On-call civil engineering and water resource services. Projects include: <ul style="list-style-type: none"> • Pine Valley Ranch - Improved the existing water diversion and storage facilities. • Jefferson County Fairgrounds - Grandstand wall and ADA trail design. • Laramie Building - Design and construction services support for drainage and grading improvements. • Jefferson County Human Services Drainage Improvements.
UNIVERSITY OF COLORADO - COLORADO SPRINGS	Throughout the years, we have continued to deliver engineering and surveying services to the University of Colorado, Colorado Springs (UCCS). <ul style="list-style-type: none"> • Heller Properties Rehabilitation (civil and survey services). • Spine road improvements (survey) • UCCS North Boundary (survey)
CITY OF STEAMBOAT SPRINGS	Baseline is a long-standing partner with City of Steamboat Springs and has completed several engineering projects under its contracts: <ul style="list-style-type: none"> • Award-winning Central Park Reconstruction • Award-winning Ski Time Square/Mt. Werner Circle Roundabout • Award-winning Mt. Werner & Steamboat Blvd. Roundabout • Downhill Drive/US 40 Intersection

FUNDING CAPABILITIES: WATER/WASTEWATER, AND INFRASTRUCTURE PROJECTS

Multiple options are available to the Town for planning, design, and construction of water and wastewater and infrastructure capital improvements. With our team members' extensive experience with grants and loans for various projects, the Town will have the support needed in the pursuit of these funding avenues. Our experience includes working with the United States Department of Agriculture (USDA) Water and Environmental Program, CDPHE and the Division of Local Government of Colorado's Department of Local Affairs (DOLA) and CDPHE's Grants and Loans Unit (GLU), and Colorado Department of Transportation (CDOT) on a wide range of grant and loan applications and contracts. Baseline will investigate potential options for financing the selected capital improvements and assist the Town in navigating the funding pursuit process.

"Our team has demonstrated hands-on experience in assisting Colorado clients to successfully pursue grants and loans for projects, and we are ready to apply this valuable experience to support your needs."

Based on available information, we completed a preliminary review of grants and loans tailored to water and wastewater and infrastructure capital improvement projects and findings of the review are shown in the following table. Although this list is not exhaustive, it addresses most funding options available for water and wastewater and infrastructure projects. Furthermore, depending on the selected options, the Town may be eligible for monies through alternative funding sources for a variety of projects.

GRANT & LOAN OPPORTUNITIES FOR THE TOWN OF WESTCLIFFE

AGENCY	PROGRAM	AVAILABLE TO THE TOWN	KEY CONSIDERATIONS
USDA	Water and Waste Disposal Loan and Grant Program	●	Up to 40-year payback period. Lower interest rate for disadvantage communities.
	Revolving Loan Funds	●	Maximum set on eligibility survey and intended use plans.
CDPHE	Green Project Reserve (GPR)	●	Available for wastewater via Water Pollution Control Fund. Lower interest loans for green infrastructure.
	Planning Grants	●	Maximum of \$10,000 per project. Can be used in conjunction with SRF application.
	Design & Engineering (D&E) Grants	●	Max \$300,000. Can be used in conjunction with SRF application.
	Small Communities Water and Wastewater Grants	●	Available to populations ≤ 5,000.
	Water Quality Improvement Fund (WQIF)	●	Used for stormwater and wastewater to improve water quality. Small and disadvantaged communities are given priority for the funds. Amounts awarded vary.
CWRPDA	State Revolving Fund (SRF)	●	Lower interest rate for disadvantaged communities.
	Water Revenue Bond Program (WRBP)	●	Funding for water related projects that do not qualify for funding from the DWRP and WPCRF programs. Loans from \$300,000 - \$500,000. Authority will subsidize \$300,000 per borrower per project.
DOLA	Energy/Mineral Impact Assistance Fund (EIAF) Tier I	●	Dollar-for-dollar match preferred. Grants up to \$200,000.
	Energy/Mineral Impact Assistance Fund (EIAF) Tier II	●	Dollar-for-dollar match preferred. Grants ranging from \$200,001 to \$750,000.
	Administrative Grants	●	Dollar-for-dollar match preferred. Grants up to \$25,000 for project cost ≤ \$100,000.
	Community Development Block Grant (CDBG)	●	Varies depending on the type of project.
BIL	Supplemental to SRF	●	Varies depending on the type of project.

GRANT & LOAN OPPORTUNITIES FOR THE TOWN OF WESTCLIFFE (CONTINUED)

AGENCY	PROGRAM	AVAIL- ABLE TO THE TOWN	KEY CONSIDERATIONS
CDOT	Revitalizing Main Streets (RMS)	●	\$10,000 - \$150,0000 per project with 10% match require. Supports infrastructure projects that provide for mobility, community spaces, and economic development. These quick-win activities will improve vitality, safety, and healthy activity in the downtowns and central gathering places of Colorado's towns and cities.
	Transportation Alternatives Program (TAP)	●	Provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects.
	Safe Route to School (CSRTS)	●	100% funding or a match of 20%. Infrastructure and non-infrastructure projects supporting communities in providing students and families with safe, accessible means of active transportation to and from school.

"Team members assisted the City of Wray in successfully procuring over \$2,900,000 in grant funds for the City's WWTF improvements project. This was the first multi-funded project in Colorado under the new SRF program which included \$2,700,000 from DOLA and \$260,000 from SRF."

PROJECT FUNDING & GRANTS EXPERIENCE

MUNICIPALITY	PROJECT DESCRIPTION
TOWN OF ERIE	Revitalizing Main Streets - Baseline has assisted the Town of Erie with two separate grants for CDOT's Revitalizing Main Streets program for two roundabout projects.
CITY OF STEAMBOAT SPRINGS	US Highway 40 West Sidewalk Connection - Phase II, TAP M251-029 (22045) - Baseline is currently providing design, property acquisitions, and engineering services for 2,200 LF of an 8-ft-wide detached, shared-use concrete sidewalks to connect existing sidewalks along US Highway 40 in Steamboat Springs. The project is funded by a Federal Highway Administration Transportation Alternative Program (TAP) grant and is administered by CDOT.
TOWN OF HAYDEN	US Highway 40 Sidewalk Project Phase 1 - Baseline is part of a project team providing construction management, construction inspection & materials testing engineering services for a state and federal funded project, through CDOT and MMOF federal funds.
TOWN OF SHOSHONI, WY	Safe Route to School - Baseline provided a Safe Routes to School Travel Plan in accordance with the Wyoming Department of Transportation. Baseline obtained documentation related to traffic, accident, and existing physical improvement data that was available. This was then used to prepare the base mapping for the project. Baseline then consulted the public through a community input forum which allowed stakeholders to suggest ways to improve safety. Baseline prepared a document that included all relevant acquired data, input from the community, existing barriers, best suggested and warranted alternatives/solutions, appropriate graphics and maps, and an action plan for the Shoshoni SRTS planning document.
CITY OF VICTOR	Community Development Block Grants - Phase 3 and 4 - Provided full civil engineering and land surveying services for the completion of Phase 3 and 4 of the City of Victor, Community Development Block Grants (CDBG). Phase 3 consisted of three blocks of Victor Avenue (formerly SH 67) from 4th Street to 7th Street. Improvements were \$0.93M and included stormwater management (inlets and storm sewer) minor grading, new curb/gutter/sidewalk with compliant ADA accessibility, lighting and Internet conduit. Phase 4 consisted of improvements of two blocks of 2nd Street, two blocks of Prospect Street and one block of Diamond Avenue. Improvements were similar to those for Phase 3, improvements \$1.44M.
TOWN OF CRESTONE	Community Development Block Grant - Providing the design of the town's wastewater collection system. This project is fully funded by a CDBG grant with plans for construction in 2023.

RELEVANT EXPERIENCE

We include four representative projects for similar services for that attest to our performance. We welcome the Town to reach out to our reference contacts who can attest to our outstanding delivery. Additionally, all projects maintained their contracted fees with no changes or delays experienced.

PROJECT 1: TOWN OF BERTHOUD —ON-CALL ENGINEERING SERVICES



With the Town of Berthoud's highest growth rates in the North Front Range Region, Baseline is assisting by providing the Town with general engineering services that includes:

- Reviewing private development plans for conformance with the Town's public infrastructure standards related to roads, water, sanitary sewer, stormwater, landscaping, and parks.
- Assisting with updating or developing design guidelines and standard specifications.
- Owner's representative for the Town's new award-winning recreation center.
- Providing construction oversight and inspection of public infrastructure installed by private development, including geotechnical testing and other quality control.
- Assisting with updating or modifying master plans, the comprehensive plan, the development code, including evaluations using computer models.
- Attending meetings with applicants, the Town Board, the Planning Commission, and other stakeholders in conjunction with development review services.
- Assisting with drafting development agreements.
- Assisting with code compliance, planning review, landscape plan review, and other related services.

"Baseline has been excellent, and all the work done so far has been top flight."

—Curt Freese, AICP, Community Development Director, Town of Berthoud

PROJECT 2: BLACK HAWK ON-CALL CIVIL & STRUCTURAL ENGINEERING SERVICES



Baseline contracted with the City of Black Hawk to provide on-call civil and structural engineering services to complete various projects in the City. Our services included:

- **Development Review** – Baseline reviewed and commented on proposed development plans received by the City. We ensured development conformance to engineering standards and specifications.
- **Civil Engineering Design** – Baseline completed various civil engineering designs and prepared engineering plans the reports, including grading plans, utility plans and profiles, stormwater management plans, roadway plans, and related detail sheets.
- **Drainage Design** - Baseline performed various hydrologic and hydraulic calculations and completed reports, plans, and specification to design storm sewer systems, open channel conveyance systems, detention and water quality facilities, and other assorted drainage improvements.
- **Drainage Analysis** - Baseline analyzed the City's existing drainage systems for condition and capacity.
- **Floodplain Analysis** – Baseline completed floodplain analysis, including CLOMR and LOMR documents.
- **Opinions of Probable Construction Costs** – Baseline prepared and reviewed civil construction costs.
- **Meeting Attendance** – Baseline attended various meetings during construction projects.

Projects we assisted through the contract:

- **Gregory Street Parking** – Assisted the City with securing approvals from Central City to construct the parking lot improvements at the corner of Gregory and High Streets (detailed site plan, landscape plan, lighting plan, floodplain development permit and drainage analysis, and SRU permit coordination).
- **Gregory Street Plaza** – Provided the City with civil design services for the Gregory Street Master Plan that included flume reconstruction and realignment that is also the new storm drainage for the plaza, surface improvements, utility connections that serve history buildings, development plans of the horizontal components, grading plans with ADA compliance goals, utility plans, landscaping plans, access improvements to the Bobtail Building and parking garage, and plans for the Grand Staircase. Topographic mapping and boundary survey were also completed by Baseline.
- **Highway 119 Waterline** – Baseline completed a preliminary and final design for the Highway 119 water line between Richard and Mill Streets.
- **Owners Representative** – Baseline administered, managed, and oversaw construction observation and coordination obligations for all phases of the residential work programs – from project inception through project completion and closeout – for the Historic Restoration and Community Preservation Fund, which offered four components of assistance, and the General Fund Exterior Paint Program (“Residential Program”).
- **Elkhorn Tank** – Baseline is currently permitting and designing an underground 1 MG post-tension tank with a water quality mixer for the City of Black Hawk. The project includes hydraulic modeling, coordination with structural, electrical and I&C team members, CDPHE Basis of Design Report (BDR), and construction drawings and specifications

“A survey crew was sent out soon after we scoped the work. Thanks for your great service for surveying, engineering, & planning.” — Jim Ford, Water Manager, City of Black Hawk

PROJECT 3: CRESTONE WASTEWATER COLLECTION SYSTEM REPAIR & EXTENSION



Baseline is currently designing the Town of Crestone’s wastewater collection system. The project includes repairing or replacing the Town’s infrastructure contributing to excess wastewater infiltration and extending the existing wastewater system. This project is also fully funded by a \$600,000 CDBG grant with plans for construction in 2023. In addition to the water/wastewater design team, project components for Baseline also include survey and SUE services.

PROJECT 4: ON-CALL ENGINEERING - CANON CITY PUBLIC WORKS



Baseline has provided on-call engineering services for the City of Canon City from August 2022 to present. The purpose of the on-call contract is to provide a professional engineer-level staff person to fill the Director of Public Works role while the City completes a search for a person to fill that position. The City has offered the position to someone who will start in January 2023. It is anticipated that Baseline will continue in its on-call role through January 2023.

The services provided so far include in-office support one day a week to provide engineering technical support for the Engineering, Planning, Stormwater, Building and Water Departments of Canon City. Also, have represented Public Works at several meetings involving developers, engineers, and architects for multiple projects. We have pro-

vided engineering reviews for new project submittals providing review comments and working on problem solutions. We have also provided review and support for the floodplain development process for the City. We are also available to help with the RFP process for the City though that service has not been required yet.

PROJECT 5: WOODLAND PARK ON-CALL



The City of Woodland Park incorporated as a home-rule city in 1891 and is located 18 miles northwest of Colorado Springs. The city currently occupies a land area of 6.64 square miles and serves an estimated population of 8,000. Woodland Park is sitting at 8,464 feet in elevation and is known as the "City Above the Clouds."

Baseline is providing civil engineering and land use development review services on an on-call basis for capital improvement projects and planning development review.

The Baseline planning division has provided on-call development review services for the City of Woodland Park since June 2022. Our development review tasks have included attending pre-application meetings, sending application referrals, reviewing plans and other application materials, writing and compiling review comments, writing staff reports, and making presentations to the Planning Commission. We have handled a variety of development projects including variances, right-of-way vacations, exemption plats, and subdivision plats.

"Their attention to detail and forward thinking have made our projects successful for over 14 years of collaboration." — **Pono Umiamaka, AIA, Facilities Architect Supervisor, Colorado Springs Utilities**



Success Story - Victor Community Development Block Grants for Phases 3 & 4

Baseline provided full civil engineering and land surveying services for the completion of Phase 3 and 4 of the City of Victor, Community Development Block Grants (CDBG). Phase 3 consisted of three blocks of Victor Avenue (formerly SH 67) from 4th Street to 7th Street. Improvements included stormwater management (inlets and storm sewer) minor grading, new curb/ gutter/sidewalk with compliant ADA accessibility, lighting and Internet conduit.

Total cost of improvements was \$930K. Construction occurred in the summer of 2015. Phase 4 consisted of improvements of two blocks of 2nd Street, two blocks of Prospect Street and one block of Diamond Avenue. Improvements were similar to those for Phase 3. Total cost of phase 4 improvements was \$1.44M. Construction occurred in the summer of 2018 and July of 2019. Professional services included pre-design programming and design survey; Conceptual Design, Design Development, and Construction Documents for both phases; public meeting presentations at 50% and 90% design milestones; preparation of a project manual for each phase; procurement support; contract administration support; construction staking; project closeout and as built certifications.



Success Story - Colorado Springs Utilities On-Call Colorado Springs, CO

Since 2007, Obering Wurth & Associates (now Baseline) has provided numerous consulting services to Colorado Springs Utilities (CSU) for the development and expansion of Utility sites throughout Colorado Springs, first as a direct consultant to CSU Facilities. Services generally include pre-design, survey, entitlement, design, drainage, procurement, construction administration and construction surveying.

SERVICE LETTER

The Town of Westcliffe General Engineering Services presents an exciting opportunity for the Town to build upon their existing community's critical assets in maintaining, upgrading, and expanding new infrastructure that supports intentional and sustainable development and financial responsibility to prudently achieve the Town's goals and vision. To that end, Baseline will partner with the Town and is uniquely positioned to add value as Town Engineer through our breadth of infrastructure engineering, water/wastewater design, construction management, surveying, planning, and landscape design services. All work will be completed in-house, ensuring a complete and cohesive cycle of design services that translates to optimized team collaboration and efficient turnaround times for your planning and engineering projects.

We understand that short-and long-term capital improvements planning are essential components to guide the Town of Westcliffe; through close collaboration, the Town and Baseline will jointly develop an adaptable and effective strategy befitting the distinct challenges the Town faces to support development and growth as a small rural community. Our goal is to perform as a *seamless extension of your staff and be a trusted member of the team, and our approach involves a collective client-engineer effort – a pivotal step where the Town communicates their goals, we listen, and together we formulate a plan to meet your goals every step of the way.*

GENERAL ENGINEERING SERVICES PROJECT APPROACH

As an extension of your staff, we make your goals our goals – not the other way around. Our approach incorporates tailored elements for the Town of Westcliffe because one size does not fit all. This approach is also flexible so as project and planning objectives change, we will work with the Town to find the shoe that fits. The foundation of our approach is built on our experience with similar communities and includes communication, controls, and quality that promotes efficiencies and are essential to the success of your projects.

1. COMMUNICATION

■ **SINGLE POINT OF CONTACT** - Baseline's demonstrated process for managing general engineering tasks will benefit the Town of Westcliffe. Principal Noah Nemmers will be the Town's single point of contact. He is committed to providing responsive service to the Town's needs and will be responsible

for the oversight of all projects for the Town. Noah will be supported by project managers, Steve Baggs and Angela Kana-Veydovec, who will manage the Town's specific projects and coordinate participation from a wide range of services from Baseline staff members.

■ **COMMUNICATION PLAN** - Baseline firmly believes that great communication is the foundation upon which a successful project and relationship is built. We will work with Westcliffe staff to establish a plan for communication that is best suited to each task order and meets expectations for frequency and content. We have found past success with the following communication methods:

- **Project Reports** - For engineering design and construction projects, Baseline has provided regular written progress reports from the PM throughout the duration of the project. This report would generally summarize work completed, upcoming work, any potential schedule changes, and any potential cost impacts. Frequency of reporting has typically been monthly, but could be increased to biweekly depending on the scope and duration of the project. Our reports are presented in a format that is suitable for updating the Town Board.
- **Videoconference Meetings** - With Baseline's staff of professionals serving clients from four offices, we have been avid users of Zoom since well before the pandemic. Our staff conducts videoconference meetings, with screen sharing as needed, on a daily basis and as seamlessly as the technology allows. While Baseline's tool of choice is Zoom, our staff has experience with all of the major videoconferencing platforms. We anticipate using videoconferencing to participate in any weekly staff meetings or regular project team meetings. We also anticipate using Zoom as the default option for our staff attending public hearings.
- **In-Person Meetings** - With the limitations inherent to videoconferencing technology, in-person meetings remain a valuable supplement. Baseline staff is accustomed to traveling to meet the needs of remote clients. Travel time to the Town of Westcliffe office is 82 miles away and about an hour and 35 minutes from our Colorado Springs regional office. We propose to work with Westcliffe staff to determine the need and desire for in-person meetings on each project. We understand that there may be an occasional need for in-per-

son attendance at public hearings and other public meetings.

2. SCHEDULE MANAGEMENT

■ **SCHEDULE COMMITMENT** - Baseline will be able to manage fluctuations in daily workload in a cost and time effective manner. Baseline's current and projected workload is such that our team is prepared to take on additional projects with the capacity to meet compressed schedule requirements. We are committed to providing qualified personnel and services needed to support your development goals or schedule modifications that may occur. We are confident of our team's capabilities to effectively staff concurrent task order requests of varying size and complexity.

■ **TASK SCHEDULING** - Each task will require a schedule in order to be successful. The schedule starts with a kickoff meeting to ensure all parties are involved and aware of roles and project milestones. Project milestones and review cycles will be discussed and determined. Typically, two weeks are built into the review timeline to allow for edits and changes. All schedules are dependent on the type of task required that includes any work to be completed with any of our subconsultants if needed.

3. PROJECT CONTROLS

■ **PROJECT CONTROLS**- Our internal processes for our general services contracts include a detailed reporting system for activities that allow for efficient tracking and reporting of ongoing activities and scheduling as the project progresses. Additionally, this system allows for various deposits made by developers to be charged against level of effort associated with specific tasks. Invoices are issued monthly for each task with a level of details that is tailored to the Town's request. An overall statement of accounts is also issued each month. **Noah will work with the Town to identify additional or modified methods of tracking and reporting budget and schedule that meets the Town's needs.**

■ **QUALITY MANAGEMENT**- Quality control for all our projects begins in the early stages and is provided through review from multiple levels of company experience including planning, survey, drainage design, traffic, water/wastewater engineering, and ultimately, ending with our company president. Baseline's quality management approach involves varying levels of review for the work and deliverables from start to finish with dedicated time to anticipate questions, comments, and interests from clients, contractors, and regulators. The plan

"The City's relationship with the Project Team was a partnership that exceeded our expectations and resulted in a successful project that was completed on schedule and under budget. A tremendous new asset to the community and visitors alike, the roundabout will keep traffic flowing smoothly and allow for a shortened transit bus turn-around which will lend to an improved guest experience." — **Danny Paul, EIT, Project Manager & Staff Engineer, City of Steamboat Springs**



Success Story - Ski Time Square & Mt. Werner Circle Roundabout, Steamboat Springs, CO

A 2019 Engineering News-Record merit award winning project, Baseline design a 120-ft-diameter roundabout at Ski Time Square and Mt. Werner Circle. We relied on our knowledge of the City's Design Criteria for Roads & Drainage and sidewalks, AASHTO Road Design Standards, as well as experience in applying these standards.

We performed work in every key phase starting with schematic design, then into design development, and finally construction documents, while incorporating critical elements to improve the overall arrival experience, such as safety, wayfinding, and right-of-way. Our work involved meetings with tenants/owners from properties adjacent to the roadway to solicit feedback. Challenges we overcame included adjusting the center of the roundabout early in the design to minimize impacts to adjacent properties while conforming to design considerations for the function of the roundabout. The project had an aggressive design and construction schedule as well as budget. The project was complete on schedule and under budget. As the engineer of record, Baseline completed inspections during construction to ensure the work conformed to the approved plans and specifications. We reviewed materials submittals and any applications and coordinated with the contractor and City.

"Baseline has been an amazing contracted inspector for me for the past few years. Their employees always meet their deadlines, go above and beyond with their communication and are always willing to go the extra mile. I trust Baseline to act professionally on behalf of the city and never have to question their decisions." — **Amber Gregory, Utilities Engineer, City of Steamboat Springs**

includes review guidelines, form completion, and project document control procedures based on experience and industry best practices.

Our quality management approach provides:

- Consistent process
- Qualified reviewers
- Accountability
- Communication
- Multi-level review structure of checks and balances

TASK COORDINATION

Coordination with construction contractors, Town staff, the Town's consultants, and governing authorities will be carefully orchestrated. Baseline will prepare with the Town a custom task order scope, schedule, and level of effort. The following components are incorporated into our approach but can be adjusted to the Town's resources, staffing, and task needs.

■ 1: SCHEDULED KICKOFF MEETING

Once assigned a task, a project manager will schedule a kickoff meeting with appropriate Town staff and other stakeholders. We will use this meeting to gain further understanding of the general service assignments, and confirm project scope of services, milestones, and budget.

■ 2: COMMUNICATION

Based on the contract's communication plan, this organization will be implemented as a flow-through element on the task level. Modifications and additions to the task communication plan will be incorporated as needed based on the coordination of the task and needs of the Town.

■ 3: MEET IN PERSON UPON REQUEST

We will service this contract through our company headquarters in our Colorado Springs and Golden office locations, and with these locations, our engineers are available to travel on short notice during the week. Whenever you request it, we will meet in person.

■ 4: PIPELINE REPORT

Baseline is accustomed to producing a monthly pipeline report (task status updates) to our municipal clients. This report documents ongoing project assignments, history, review and approval deadlines, and status.

IN-HOUSE & SUBCONSULTANT ACTIVITIES

Task assignments will be performed exclusively by Baseline staff listed in this response. No subconsultants will be needed to provide the services as described in the Westcliffe RFP for general engineering services. However, if there is a specialized need that we cannot complete in-house, we have relationships and have partnered with several excellent subconsultants who could assist as needed.



Success Story - Golden Willow Improvements District, Clear Creek County, CO

Baseline's services were procured by Clear Creek County for a road and drainage improvement project in mountainous terrain within the Bear Creek basin area. Golden Willow Road was an existing dirt road that required undesirable yearly maintenance due to poor drainage conditions. A detailed drainage analysis was required to strategically locate drainage conveyance features that would minimize high velocity storm water flows while also staying within the allotted construction budget.

The major drainage basin was approximately 130 acres and was bisected by an un-named tributary of Bear Creek. Baseline analyzed the hydrology and hydraulics within 12 sub-basins and computed the expected minor and major storm runoff values along with expected stormwater velocities.

Engineering design included a Drainage Study and Construction Documents for roadway grading/paving, culverts, permanent and temporary erosion control, stormwater management, and subsurface drainage. Additionally, Baseline administered the bid process, and provided construction oversight.

The improved drainage and roadway system continues to function as intended and serves to greatly reduce the maintenance time of the Clear Creek County Road & Bridge Department, while also making for safer driving conditions for the local residents.

BASELINE'S FEE SCHEDULE

Below, are Baseline's standard billing rates for all our engineering, planning, landscape design, surveying, and environmental services through December 2023. Our rates will adjust annually starting in January 2024.



Company Standard Billing Rates – 2023

<u>Description/Job Title</u>	<u>2023 Rate</u>	<u>Description/Job Title</u>	<u>2023 Rate</u>
ENGINEERING SERVICES		SURVEYING SERVICES	
Principal	\$240	Senior Survey Manager, PLS	\$195
Division Manager	\$214	Survey Manager, PLS	\$165
Senior Project Manager, PE	\$199	Survey Project Manager	\$140
Project Manager, PE	\$179	Chief Surveyor, PLS	\$130
Project Engineer, PE II	\$158	Land Surveyor	\$110
Project Engineer, PE I	\$140	Survey Technician II	\$80
Project Engineer, EIT	\$130	Survey Technician I	\$65
Staff Engineer/Designer III	\$125	CAD Technician II	\$115
Staff Engineer/Designer II	\$117	CAD Technician I	\$107
Staff Engineer/Designer	\$110	Administrative	\$80
CAD Technician I	\$107	Truck/ATV	\$25
Administrative	\$80	FIELD SERVICES	
PLANNING SERVICES		Survey Crew (2 man)	\$195
Lead Planner, AICP	\$188	Survey Crew (1 man)	\$170
Planning Manager	\$160	Field Inspector II	\$140
Senior Planning Project Manager	\$150	Field Inspector	\$119
Senior Planner	\$132	Truck/ATV	\$25
Principal Planner	\$124	ENVIRONMENTAL SERVICES	
Associate Planner	\$113	Environmental Division Manager	\$205
CAD Technician I	\$107	Senior Consultant	\$190
Planning Technician	\$95	Senior Scientist/Engineer	\$175
LANDSCAPE SERVICES		Senior Project Scientist/Engineer	\$150
Landscape Architect (PLA)	\$137	Project Scientist/Engineer	\$135
Landscape Designer II	\$120	Environmental Staff Engineer II	\$120
Landscape Designer I	\$105	Environmental Staff Engineer I	\$100
OTHER DIRECT COSTS			
Prints	0.40/sf (B/W)	Photocopies	0.10-0.20 (B/W)
	6.25/sf (Color)		0.40-0.80 (Color)
Mylar (does not include photo mylar)	2.50/sf	REIMBURSABLES	Cost + 10%

Notes:

1. Reproduction required for Consultant's own office work is included in Agreement. Reproduction required for submittals to reviewing agencies, contractors, architect, planner, client, etc. shall be billed at the rates listed above.
2. Communication and local transportation expenses are included in the fees associated with project services, unless otherwise noted in Agreement.
3. Outside services provided by others and charged to Baseline Engineering Corporation shall be billed at the rate of cost plus 10%. These services include technical and/or professional work not specifically included in the Scope of Services provided by Baseline Engineering Corporation.
4. Overtime work directed by Client shall be charged at 1.5 times the standard hourly rates listed above.
5. Mileage and Per Diem when applicable are charged at the current federal GSA rate found at <http://www.gsa.gov/portal/category/21283>
6. A 3% discount is included in the hourly rates above in compliance with Baseline's Standard Form of Agreement for Professional Services as follows: payment to Baseline shall be in the form of a check or Electronic Funds Transfer (contact Baseline for EFT information) payable to Baseline Engineering Corporation. Other payment arrangements must be approved in advance by Baseline and may be subject to forfeiture of the discount and/or additional terms and conditions including, without limitation, a personal guaranty.

REFERENCES

In this section, we provide our references for similar services who can attest to our performance. We welcome the Town to reach out to our contacts who can attest to our outstanding project delivery.



PROJECT 1: BERTHOUD ON-CALL ENGINEERING SERVICES

CONTACT: CURT FREESE, AICP, COMMUNITY DEVELOPMENT DIRECTOR
TOWN OF BERTHOUD
807 MOUNTAIN AVE., BERTHOUD, CO 80513
CFREESE@BERTHOUD.ORG | 970.532.2643



PROJECT 3: CRESTONE WASTEWATER COLLECTION SYSTEM REPAIR & EXTENSION

CONTACT: LESLIE KLUSMIRE, INTERIM TOWN MANAGER
TOWN OF CRESTONE
108 W. GALENA AVE., CRESTONE, CO 81311
LESLIE@TOWNOFCRESTONE@GMAIL.COM | 719.256.4313



PROJECT 2: BLACK HAWK ON-CALL CIVIL & STRUCTURAL ENGINEERING SERVICES

CONTACT: MATT REED, PROJECT MANAGER
CITY OF BLACK HAWK
PO BOX 68, BLACK HAWK, CO 80422
MREED@CITYOFBLACKHAWK.ORG | 303.582.2288



PROJECT 4: ON-CALL ENGINEERING - CANON CITY PUBLIC WORKS

CONTACT: RYAN STEVENS, CITY ADMINISTRATOR
CITY OF CANON CITY
128 MAIN STREET, CANON CITY, CO 81212
ERSTEVENS@CANONCITY.ORG | 719.429.1658

"At the Town of Berthoud, we are an actively growing community. Our current process when a project arises is to give Baseline a call and get feedback in a proposal or otherwise...It has been excellent and a great partnership." — **Jeremy Olinger, Deputy Town Administrator, Town of Berthoud**

"The SUE and TOPO survey are completed on time... Staff desires your services due to the timeliness and quality of work, and maintained the overall design/construction schedules." — **Scott Logan, City Traffic Engineer, City of Greeley**

APPENDIX - RESUMES

In *Appendix*, Baseline provides resumes for key team members who will serve the Town of Westcliffe's General Engineering Services. Their resumes provide additional details about our public and private clients who have benefited from their expertise.

SUMMARY

In closing, Baseline Engineering Corporation has always taken great pride in not only providing sound and cost-effective design, but also in customer service through our responsiveness and communication skills. We also implement a Quality Assurance/Quality Control approach on every project. With many procedures in place to exceed the Town of Westcliffe's expectations and achieve our standard of excellence, we have the same, high level of technical knowledge and experience as larger firms. However, we feel our local presence and superior service will be a successful match on this collaboration with the Town. Thank you for this opportunity and considering Baseline Engineering Corporation.

"Dependable, proactive, positive." — **Sam Albrecht, Elbert County Manager, Elbert County**

"Baseline Engineering, Planning and Surveying completed the Survey and the Drainage Engineering for the Kipling signal project. The work and the design report were completed in a timely and professional manner and within budget. Baseline exhibited the attributes of a professional survey and engineering firm."
— **Ken Nyhoff, Project Engineer, City of Lakewood**



Success Story - NREL Research Road (Moss Street) Extension, Golden, CO

Baseline is proud of being named an award winner in Engineering News-Record's Transportation Project of the Year for the NREL roundabout project in Jefferson County, Colorado. We contracted with NREL and the DOE to provide final design for the Moss Street Extension project, which is now Research Road. It consists of approximately ½ mile of a new, two-lane collector roadway and bike lanes extending to NREL's campus.

The project required that we analyze and resolve multiple utility conflicts throughout the design process. We handled them using AutoCAD Civil 3D and pothole information that we obtained on the project's existing utilities. Additional project elements included a bridge spanning the Lena Gulch floodplain, multiple, large-box culverts under the roadway to convey flows within two additional separate floodplains. These floodplains bisected the project and required map revision permitting through FEMA. We also managed all surveying phases of the project including, aerial topography, traditional surveying in conjunction with design, and construction staking. Our work supported a right-of-way acquisition process involving five private-property owners.

Baseline was responsible for coordinating the project with the DOE, The Alliance for Sustainable Energy, NREL, Jefferson County, and the Pleasant View Parks and Recreation District. Input and approval came from many agencies including CDOT, the City of Golden, the City of Lakewood, FEMA, Metro Districts, RTD, and XCEL Energy.

Baseline's involvement was from start to finish—transportation planning, field surveying, NEPA Phase work, right-of-way acquisition, hearing representation, construction plans, survey construction staking, and construction oversight. We're proud to say that our engineering cost estimate came in just 3% of the awarded bid.

"Baseline is easy to work with, and they understand how to bring project constituents together to expedite a timely and successful project completion." — **Brian Larsen, Project Manager, NREL**

Expertise:

Subsurface Utility Engineering
Master Planning
Infrastructure Planning
Earthwork Analysis
Drainage Design
Roadway Design
Stormwater Management
Hydraulics/Hydrology
QA/QC
Management

Education:

BS Civil Engineering
Southern IL University

Registrations:

State of Colorado Professional
Engineer No. 39820
State of Wyoming Professional
Engineer No. 12072
State of Idaho Professional
Engineer No. 13007
State of Illinois Professional
Land Surveyor No. 35-003640

Certifications:

ACEC - Subsurface Utility
Engineering for Governmental
Agencies
UESI Utility Investigation School,
Colorado School of Mines

Baseline
Engineering
Corporation

112 N. Rubey Drive, #210
Golden, CO 80403
303.940.9966
www.baselinecorp.com

Noah is a civil engineering manager with over 20 years of experience in large-scale project design and staff management. He is responsible for the site development and infrastructure design of residential subdivisions, industrial parks, commercial parcels, utilities, and roadways. Noah has a broad range of expertise having worked for both private and government clients overseeing entitlement processes, engineering design, permitting, land surveys and platting, maintenance of traffic planning, and construction administration. In addition to engineering, he has a survey background and expertise in the field of land surveying in respect to preparing plats, writing legal descriptions, topographic mapping, boundary analysis, and subsurface utility engineering. Recent projects under Noah's supervision include:

CDOT Multiple Project Civil Engineering for Non-Road Projects, Various Locations, CO - Project manager for civil engineering services for design of multiple building projects located throughout the state. The work includes civil design for CDOT sites, including design of stormwater management plans and permanent water quality features for new buildings or remodel/additions to existing facilities.

General Engineering Services for the Town of Berthoud, CO - Project manager supporting the Town with its general engineering services on an as-needed basis that include review of private development plans for conformance to the Town's public infrastructure, attending meetings with applicants, construction oversight and inspection, assistance with updating/development design guidelines and standard specifications, and assistance with updating or modifying master plans, comprehensive plan, and development code.

SUE Investigation for Fire Station #6, Greeley, CO - Managed the subsurface utility engineering for a new fire station #6 in the Promontory subdivision of Greeley. To support the fire station, a traffic signal must be installed at the intersection of State Highway 34 and Promontory Parkway, 18th Street must be extended to the east of Promontory Parkway approximately 825' and a fiber conduit must be installed to connect the fire station to the City's fiber optic network. The connection point to the fiber optic system is at the corner of West 10th St and Promontory Circle and shall extend to the intersection of State Highway 34 and Promontory Parkway, requiring a SUE QL B and A to support the civil engineering designs.

US Highway 40 West Sidewalk Connection-Phase II, Steamboat Springs, CO - Providing quality review of design and engineering services for a 2,200 lf of an 8-ft-wide detached, shared-use concrete sidewalk to connect existing sidewalks along US Highway 40 in Steamboat Springs, that also accounts for the future four-lane improvement of US Highway 40. Designs are currently to SUE level B. By the FOR review, SUE level A will be completed. This federally-funded project is administered by CDOT.

Jefferson County Campus Drainage Evaluations, Jefferson County, CO - Multiple buildings are receiving: drainage evaluations, feasibility studies, design details and reviews as well as preparation with construction and specification documents.

NREL/DOE Moss Street Extension & Research Road Roundabout, Golden, CO - Created final drawings for roundabout and roadway extension on this project receiving *Engineering News-Record Mountain States' Best Projects Award of Merit*.

8th Street Infrastructure Realignment and Rehabilitation Project, Garden City, CO - Managed the realignment and rehabilitation road project. Completed survey, traffic analysis, drainage plan design, and conceptual and final design for realignment and rehabilitation spanning over five City blocks.

MIRADOR/NASCO JV 6TH Avenue Renovation, Phase 1 Realignment, Buckley Air Force Base, Aurora, CO - Overseeing design services that require 35%, 65%, 100% design drawings; construction survey services; demolition plans; stormwater plans and design; project manual; QA control plan; record drawings and construction site inspections. Ensuring work is in compliance with Department of Defense Antiterrorism/Force Protection Standards.

STEVE BAGGS, PE

PROJECT MANAGER

EXPERTISE

Commercial Site Development
Site Grading
Utility Design
Drainage Reports
Drainage Design
Water Quality/Detention Design
Infill Project Design

EDUCATION

BS in Civil Engineering
Colorado State University
Fort Collins, CO

REGISTRATIONS

State of Colorado Professional
Engineer No. 26020

ORGANIZATIONS

American Society of Civil
Engineers, Member

SUMMARY

Steve has extensive experience all aspects of land development including site grading, site utility design, drainage studies and reports and drainage design. His project experience includes not only the design phase, but navigating through governmental approval processes and construction support services. He has been a project engineer or contributor on many commercial, multi-family, and residential projects. This includes many difficult infill type projects that require creative infrastructure and utility solutions.

PROJECT EXPERIENCE

On-Call Engineering Services | Canon City, Colorado

Provided on-call services that include in-office support one day a week to provide engineering technical support for the engineering, planning, stormwater, building and water departments. Provide engineering reviews for new project submittals review comments, and problem solutions. Also, provide meeting attendance and review and support for the floodplain development process for the City.

University Village | Colorado Springs, Colorado

A 106-acre, urban renewal, regional, retail development project including multiple retail buildings, large anchor buildings and multiple restaurant pads. Prepared final drainage report for overall site including storm sewer and detention pond analysis and prepared grading plans and utility plans for individual pad sites as they were developed.

Viewhouse Restaurant | Colorado Springs, Colorado

New restaurant project on an infill lot. Provided complete civil design services including design and approvals of site grading, utility service & water plan and final drainage report including storm sewer, water quality and full spectrum detention analysis using urban drainage design software and spreadsheets.

City Hall Renovation | Colorado Springs, Colorado

Civil consulting to Durrant Architects for the renovation of the 100-year-old Colorado Springs Old City Hall. Services included site improvements, new utilities, stormwater management systems and coordination through construction.

Police Evidence Facility | Colorado Springs, Colorado

Provided civil consulting for the development of a new police evidence facility across the street from the police operations facility in downtown Colorado Springs. Services included demolition, planning department entitlement and final design documents for construction.

Cheyenne Mountain Zoo, Giraffe Exhibit | Colorado Springs, Colorado

Complete civil engineering support for Phase I of the new African Rift exhibit at the Cheyenne Mountain Zoo in Colorado Springs. This phase consists of the new Giraffe exhibit with CLR Design as the architect. Grading, stormwater and utility systems design completed to be compatible with three new buildings and other exhibit features.

Fillmore West Retail Center | Colorado Springs, Colorado

Hotel, restaurant and retail infill project. Design services included design of detailed site grading, preparation of water/wastewater plan and profiles, preparation of final drainage report and storm sewer analysis and design.

United States Olympic Training Center, Phase 2 | Colorado Springs, Colorado

Significant expansion of the training center site including multiple headquarters buildings, dining and housing buildings, sports medicine facilities and visitor center building and exhibit plaza. This unique project required extensive design effort for grading, utilities and stormwater management. The site was an old military base in the center of the city so the design of drainage facilities and utilities required extensive utility research and field investigation to create solutions and prepare plans. Provided continual construction support during the multi-year project.

SPECIALTY AREAS

Project Management
Water/Wastewater Treatment
Wastewater Collection
Water Distribution
Modeling
Regulatory Assistance
Permitting
Funding Assistance
Piloting

EDUCATION

BS Civil Engineering
Oklahoma State University

MS Environmental Engineering
Oklahoma State University

REGISTRATIONS

State of Colorado Professional
Engineering
No. PE0045112

CERTIFICATIONS

State of Colorado Professional
Engineering
No. PE0045112

Wastewater Operator (Formerly)

Industrial Wastewater (Formerly)

Water Operator (Formerly)

BASELINE ENGINEERING CORPORATION

112 N. Rubey Drive, #210
Golden, CO 80403
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www.baselinecorp.com

SUMMARY

Angela is a professional engineer with over 18 years of proven experience in the water and wastewater industry, across the Rocky Mountain region. She provides a proven background as a water and wastewater engineer, operator, technical advisor, and project manager responsible for conceptual development, planning, permitting, evaluation, design, and construction of collection, distribution, and treatment facilities, in Colorado, for public and private clients. Additionally, Angela routinely serves in a project manager, principal-in-charge, QA/QC lead and technical advisor role and serves as the water/wastewater division manager.

PROJECT EXPERIENCE

City of Wray WWTF Improvements | Wray, Colorado

Project manager for condition assessment, capacity evaluation, environmental review, and mechanical plant alternatives analysis including cost analyses of capital, operation and maintenance, and life cycle costs of the City's 0.5 mgd lagoon facility. Work included planning, design, multiple funding sources, and construction services.

Aspen Village Metropolitan District WWTP | Aspen, Colorado

Project manager for the planning, permitting, and design of a new mechanical wastewater plant to replace an existing lagoon system. The plant is to meet an effluent discharge of total nitrogen of less than 10 mg/L and easily adapt to chemical addition of aluminum sulfate and filtration for phosphorous removal in anticipation of future nutrient requirement requirements.

Septic WWTF Feasibility Study | Pitkin County, CO

Project manager of the feasibility investigation for a new 40,000-gpd wastewater treatment facility in Pitkin County to treat hauled septage, landfill leachate, and propylene glycol from airplane deicing fluid to reuse water quality and surface water quality standards. Project includes feasibility review of a septage receiving facility, primary and secondary DAF clarification, equalization basins, MBR and MBBR secondary biological treatment, tertiary filtration, and disinfection. Project work includes a flow and loads analysis, WWTF conceptual design, funding, construction and O&M cost evaluation and cost-benefit analysis.

Fairplay WWTF | Fairplay, Colorado

Lead process engineer for the planning and design-build services for a new 0.3 mgd wastewater treatment plant. This mechanical treatment plant replaced the existing aerated lagoons that did not meet the discharge permit ammonia-nitrogen limits. The existing facility's performance was significantly affected by low influent temperatures (~6 °C), and the new facility designed and constructed performs consistent low-level ammonia reduction as well as total nitrogen reduction using an Integrated Fixed Film Activated Sludge system. The project included permitting through CDPHE, funding, planning, and construction/start-up services.

Town of Cedaredge WWTF Alternatives Analysis | Cedaredge, Colorado

Senior Engineer for the alternatives assessment, and preliminary engineering for a new 0.375 mgd mechanical wastewater treatment facility for the Town of Cedaredge. Proposed facility is designed for total nitrogen and total phosphorus removal and includes influent pumping, screening, grit removal, sequencing batch reactor secondary treatment, UV disinfection, aerobic sludge digestion, and odor control. Preliminary engineering report included an alternatives assessment using BioWin to model options for nutrient removal, power requirements, and footprint. Work also included funding and permitting.

On-call Engineering Services

- City of Brighton wastewater collection
- City of Wray water/wastewater
- Town of Lochbuie
- Mount Carbon Metropolitan District
- City of Wray water/wastewater
- Town of Berthoud
- Meridian Service Metropolitan

EXPERTISE

Construction Observation
& Inspection
MSHA, OSHA & CalOSHA General
and Underground Safety
Mine Rescue Team Training
Surface and Underground Blasting
Geologic Testing
Surface and Underground Survey
Concrete Testing
AutoCAD Civil 3D
Autodesk Fusion360
Blender

EDUCATION

BS in Mining Engineering from
Colorado School of Mines

REGISTRATIONS:

State of Colorado Professional
Engineer No. 61400

CERTIFICATIONS

CDOT Basic Math, Plan Reading,
& Surveying
ERail Safe
ACPA/CDOT Concrete Pavement
Inspector
OSHA 10-Hour Construction Safety

BASELINE ENGINEERING CORPORATION

1046 Elkton Drive
Colorado Springs, CO 80907
719.531.6200
www.baselinecorp.com

SUMMARY

Alan has many years of experience in professional engineering, and is rapidly gaining experience in all phases of site development and infrastructure design projects for the residential and commercial markets. He is highly personable with excellent written and oral communication skills. Alan holds many skills in the field, not limited to Mine Rescue Team Training, MSHA, OSHA, and CalOSHA general and underground safety, surface and underground blasting, geologic testing equipment and procedures, surface and underground surveying, concrete testing equipment and procedures. In addition to Alan's fieldwork, he excels in coordination between stakeholders, his team, and the community.

PROJECT EXPERIENCE

Collins 35 Roundabout | Eaton, Colorado

As staff engineer, quality control review was provided. This roundabout will improve the overall safety of the intersection and serve as a welcoming town focal point. It will be located at the intersection of County Road 35 and County Road 74, inside of the town's school district, with various campuses nearby.

Pine Ridge Estates | Denver, Colorado

The Pine Ridge subdivision was a division of a property into three equal lots within Jefferson County and the associated road and utility requirements to make the lots viable. For the site, Alan designed the drainage pond and swales within the site, as well as private roadway grading for the lots meeting Jefferson County standards. This project also included the grading of the private residences on one of the lots. For both of these phases, Alan also helped design the sediment and erosion control to be used during construction.

Westminster Charter School | Westminster, Colorado

The Westminster Charter School project included the civil design for the areas outside the building envelope. This included parking lots, walkways, internal circulation roadways, as well as water, sanitary and storm infrastructure. Alan was responsible for grading, sediment and erosion control of the site, as well as layout of utilities. As a part of this project, he also provided a utility report for the sanitary and water demands, which was written under the supervision of another engineer. Alan also assisted in writing the drainage report for the site and did investigation of existing drainage infrastructure and historic drainage patterns to come up with a suitable solution.

Fraser Valley Distilling Company Storage Building | Fraser, Colorado

This project included the design of the civil elements outside the building envelope of a distillery barrel storage building. This included layouts of wet and dry utilities, site grading and erosion control, and concrete/asphalt pavement and retaining wall design. As a part of this project, a drainage letter with calculations was written to show that the building was not going to significantly affect drainage from the historical patterns onsite. Alan performed all engineering aspects of this project.

Drill Tech Drilling & Shoring | Denver, Colorado

Alan served as the sole on-site project engineer for a \$13M government I&M underground construction contract. He was responsible for long and short term planning, material procurement and subcontractor coordination onsite, ensured safety measures were in place according to MSHA, CalOSHA and OSHA regulations, engaged in multiple QA and QC roles throughout the project including: Soil nail and rock bolt testing, gyroscopic borehole surveying, concrete support and strength testing, blast tracking, rock quality evaluation, round cycle tracking and optimization. In addition to this, Alan also operated as point of contact between California office and remote jobsite with limited supervision.

EXPERTISE

Commercial & Residential Site
Civil Design
Construction Document
Development
Site Design and Layout
Drainage and Water Quality
System Design
Drainage Report Preparation
Storm and Sanitary Sewer
Analysis
Cost Estimating and Quantities
AutoCAD Civil 3D
Construction Observation/
Inspection
Engineering Plan Review

EDUCATION

BS in Civil Engineering
Concentration in Structures
University of Wyoming
Laramie, WY

REGISTRATIONS

State of Colorado
Engineer-in-Training

ORGANIZATIONS

American Society of Civil
Engineers (ASCE)

BASELINE ENGINEERING CORPORATION

1046 Elkton Drive
Colorado Springs, CO 80907
719.531.6200
www.baselinecorp.com

SUMMARY

Sean is a highly motivated, enthusiastic and results-driven. He has worked all aspects of residential and commercial land development design, including construction documents, site design and layout, drainage system design, as-built drawing production, cost estimates and quantities, and construction inspection. He is a highly motivated team player who has an overall skillset to work across many different facets of drafting and design within the civil engineering arena.

PROJECT EXPERIENCE

Vehicle Evidence | Colorado Springs, Colorado

Provided engineering services and GEC/Permanent CM/Drainage plan production for the re-development of a 5-acre parcel to provide additional gravel parking area for El Paso County Vehicle Evidence storage. This project proposes an additional 3.5 acres of gravel parking and vehicle circulation through the site. As well as providing access, full spectrum detention, and stormwater improvements in accordance with the City of Colorado Springs drainage criteria.

EPC CJC Parking Lots | Colorado Springs, Colorado

Provided engineering services and Development/Construction/Drainage plan production for surface parking improvements at 5 locations on the El Paso County Criminal Justice Center (CJC) totaling approximately 1.3 acres. This project will provide the additional parking area as well as required landscaping improvements and stormwater improvements. This project is currently in progress and has not yet been submitted to the City of Colorado Springs.

Conroy Garage | Cherry Hills, Colorado

Grading application to Cherry Hills Village for the development of a 1,087 square foot detached carriage house. As staff engineer, evaluated historic and proposed drainage conditions. Completed grading for the detached carriage house, driveway, associated drainage improvements and prepared project construction documents & drainage letter.

City of Black Hawk, On-Call Engineering Services | Black Hawk, Colorado

Providing construction inspection services for various City development projects. Inspection includes: general site compliance with the approved construction drawings, traffic control plan conformance, erosion/sediment control adequacy and conformance, curb and gutter construction, and cast-in-place type R curb inlets. Completed inspections of an existing large drainage box-culvert before construction to ensure no damage was done during construction to the structure.

Town of Berthoud, On-Call Engineering Services | Berthoud, Colorado

Providing construction inspection services for various Berthoud development projects. Inspection includes: general site compliance with the approved construction drawings, curb ramp/sidewalk construction and ADA compliance, road base and subgrade proofrolling, asphalt pavement construction, machine & hand poured curb and gutter, concrete cross pan construction, and sanitary sewer and water mains (sanitary inspected using the City and County of Denver details/specifications, water inspected using Denver Water details/specifications) that includes sanitary sewer (main & services) / water (main & services) trenching, bedding, installation, and backfill with its respectively approved detail, sanitary sewer manhole, water meter and valve box trenching, bedding, installation, and backfill with its respectively approved detail, fire hydrant installation, sanitary sewer manhole vacuum testing, and sewer main camera inspections.

Civil Engineering for CDOT Non-Road Projects | Various Locations, Colorado

Staff engineer for civil engineering services for design of multiple building projects located throughout the state. The work includes civil design for CDOT sites, including design of stormwater management plans and permanent water quality features for new buildings or remodel/additions to existing facilities in order for facilities to meet current MS-4 permit requirements.

DANIEL STEWART, PE

WATER/WASTEWATER PROJECT MANAGER

EXPERTISE

Water/Wastewater Treatment
Wastewater Collection
Water Distribution
Modeling
AutoCAD Civil 3D
Permitting
Funding Assistance

EDUCATION

BS in Environmental Engineering
Colorado School of Mines

CERTIFICATIONS

State of Colorado Professional
Engineer No. 0055229

Colorado Wastewater
Treatment Operator Class D:
CWP-XD-00210-0412

Colorado Wastewater
Collections Operator Class 1:
CWP-C1-00238-0615

SUMMARY

Proficient, team-oriented, and solution-driven engineer with over 10 years of demonstrated experience in the water and wastewater industry. Served as primary design and project engineer for numerous projects throughout the Rocky Mountain Region and National Park Service. Technical experience includes master planning, regulatory compliance, conceptual/preliminary/final design, construction administration, construction observation, cost estimate preparation, specifications production, hydraulic modeling, and report preparation.

PROJECT EXPERIENCE

Mount Werner Water District | Steamboat Springs, Colorado

Project Manager for various water projects for the District. Services include planning, design, and construction administration for the Yampa Infiltration gallery project, water modeling, and chlorine system upgrades.

City of Black Hawk | Black Hawk, Colorado

Project Manager for the City's new 1.0 million-gallon water storage tank. Work includes design and permitting consisting of plans, specifications, reports, and permitting applications. Additional services are provided under an on-call services contract.

Aspen Village Metropolitan District WWTP | Aspen, Colorado

Project Engineer for the planning, permitting, and design of a new mechanical wastewater plant to replace an existing lagoon system. The 0.051 mgd plant is to meet an effluent discharge of total nitrogen of less than 10 mg/L and easily adapt to chemical addition of aluminum sulfate and filtration for phosphorous removal in anticipation of future nutrient requirement requirements.

City of Sterling WWTP Improvements | Sterling, Colorado

Project Engineer for the planning, permitting, funding, and design of a new 3.0 mgd mechanical wastewater plant to replace an existing nitrification Biolac system. Proposed improvements include new screening, grit removal/classification, influent pump station and emergency overflow, fine screening for septage receiving, 5-stage Bardenpho BNR, secondary clarification, UV disinfection and tertiary filtration. Project drivers included growth demands, Regulation 85 interim nutrient limits, and Regulation 31 nutrient limits.

Mount Carbon Metropolitan District | Morrison, Colorado

Project Engineer for the water and wastewater treatment master planning efforts for the District. Town of Morrison owns and operates both water and wastewater treatment facilities (1.0 mgd firm and 0.7 mgd, respectively), and growth within their service area prompted the development of these master plans to plan, program, and implement future development from Red Rocks Ranch. Additional services included on-call services for water and wastewater infrastructure projects.

City of Wray On-Call Services | Wray, Colorado

Project Engineer for the City of Wray providing water, wastewater, and general civil engineering services that included treatment, collection, distribution, and roads. The City's water plant is rated for 1.0 mgd and their wastewater treatment plant rating was 0.5 mgd. Work included planning, design, permitting, funding, and construction services.

On-call Engineering Services

- City of Wray water/wastewater
- Town of Lochbuie water/wastewater
- Northwest Lakewood Sanitation District
- Grant Water and Sanitation District
- City of Black Hawk
- Mount Carbon Metropolitan District
- City of Wray water/wastewater
- Town of Berthoud
- Southwest Suburban Denver Water and Sanitation District