

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## Commissioners' Daily COVID-19 Agenda

**April 24, 2020**

LIVE AUDIO WILL BE AVAILABLE BY CALLING 1 (669) 900-6833.

MEETING ID: 522 308 0487

PASSWORD: 522

The Routt County Board of County Commissioners or Board of Health may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to specific legal questions concerning Routt County's COVID-19 response.

**1. 11:00 A.M. CALL TO ORDER**

**2. WEEKLY UPDATE FROM EMERGENCY OPERATIONS DIRECTOR**

David DeMorat, County Emergency Operations Director, will give a weekly update on the COVID-19 crisis to the Board of Commissioners.

**3. 2020 BUDGET UPDATE**

Interim County Manager, Mark Collins, and Accounting Director, Dan Strnad, will present a 2020 budget update.

**Documents:**

[REVIEW 2020 BUDGET RELATED TO COVID 19 AND FINANCIAL FEASIBILITY 4.24.2020 .PDF](#)

**4. MANDATORY HIRING FREEZE RESOLUTION**

Consideration to Approve of and Adopt a Mandatory Hiring Freeze Resolution. Presenters: Kathy Nelson, HR; and Mark Collins, Interim County Manager

**Documents:**

[AGENDA ITEM -HIRING FREEZE RESOLUTION.PDF](#)  
[HIRING FREEZE RESOLUTION 2020.PDF](#)  
[HIRING FREEZE RESOLUTION 2020 VERSION 2.PDF](#)

**5. COVID-19 WORK SESSION**

The Commissioners will address critical items for regular county and emergency operations related to the COVID-19 pandemic. Action may be taken and direction to staff may be given in relation to any of these items.

**6. 1:00 P.M. Q & A WITH COMMISSIONERS**

The Commissioners will answer questions from the public via email. To ask the Commissioners' a question, please email [rschepper@co.routt.co.us](mailto:rschepper@co.routt.co.us)

**7. PUBLIC COMMENT**

Public Comment will be heard on any item except quasi-judicial land use items. County Commissioners will take public comment under consideration but will not make any decision or take action at this time.

1. DUE TO THE CURRENT PANDEMIC, THE COUNTY COMMISSIONERS REQUEST CITIZENS ATTEND THE MEETINGS VIA PHONE. Because public access to the Courthouse has been curtailed we request public comment be submitted in writing to [bcc@co.routt.co.us](mailto:bcc@co.routt.co.us). Public comments will be entered into the record. Please indicate in the subject line of your message that it is public comment and reference the agenda item to which it relates.

**8. 1:30 P.M. MEETING ADJOURNED**

LIVE AUDIO WILL BE AVAILABLE BY CALLING 1 (669) 900 6833.  
MEETING ID: 522 308 0487  
PASSWORD: 522

All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request as soon as possible prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>ITEM DATE: 4.24.2020</b>		<b>ITEM TIME: 11:30 AM</b>
<b>FROM:</b>	Dan Strnad Accounting	
<b>TODAY'S DATE:</b>	4.24.2020	
<b>AGENDA TITLE:</b>	Review 2020 Budget related to COVID 19 and financial feasibility.	
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>		
<input type="checkbox"/> <b>ACTION ITEM</b>		
<input checked="" type="checkbox"/> <b>DIRECTION</b>		
<input checked="" type="checkbox"/> <b>INFORMATION</b>		
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>		
Review 2020 Budget related to COVID 19 and financial feasibility.		
<b>II. RECOMMENDED ACTION (motion):</b>		
To be discussed		
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>		
<b>PROPOSED REVENUE (if applicable): See following documents</b>		
<b>CURRENT BUDGETED AMOUNT: See following documents</b>		
<b>PROPOSED EXPENDITURE: See following documents</b>		
<b>FUNDING SOURCE: See following documents</b>		
<b>SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input type="checkbox"/> Maybe X</b>		
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>		
NA		
<b>V. BACKGROUND INFORMATION:</b>		
See following documents		
<b>VI. LEGAL ISSUES:</b>		
NA		
<b>VII. CONFLICTS OR ENVIRONMENTAL ISSUES:</b>		
NA		
<b>VIII. SUMMARY AND OTHER OPTIONS:</b>		
<b>IX. LIST OF ATTACHMENTS:</b>		
Governmental Activities		

**Routt County**  
**Short Term Financial Feasibility**

**Scenario # 1**

	2020 Budget	Voter Approved Budgets	Adjusted 2020 Budget	COVID Impacts				Total
				Major Revenues	Dept Rev, Per, Ops Cuts	Small Bridges	YVRA Loan	
<b>Revenues</b>								
Property Tax	21,752,000	(3,602,445)	18,149,555	(647,875)	-	-	-	17,501,680
Fees	4,662,000	-	4,662,000	(217,445)	-	-	-	4,444,555
Sales Tax	8,116,000	-	8,116,000	(1,548,945)	-	-	-	6,567,055
State	5,841,000	-	5,841,000	(1,149,845)	-	-	-	4,691,155
Federal	4,765,000	-	4,765,000	-	-	-	-	4,765,000
Transfers	186,000	-	186,000	-	-	-	-	186,000
Other	1,560,000	(35,160)	1,524,840	(215,505)	-	-	-	1,309,335
Interfund loans	135,000	-	135,000	-	-	-	-	135,000
Dept Rev Adjustments	-	-	-	-	(209,810)	-	-	(209,810)
YVRA Loan	-	-	-	-	-	-	-	-
<b>Total</b>	<b>47,017,000</b>	<b>(3,637,605)</b>	<b>43,379,395</b>	<b>(3,779,615)</b>	<b>(209,810)</b>	<b>-</b>	<b>-</b>	<b>39,389,970</b>
<b>Expenses</b>								
Personnel	24,442,000	-	24,442,000	-	(796,075)	-	-	23,645,925
Operations	20,738,000	(6,992,040)	13,745,960	-	(835,185)	-	-	12,910,775
Capital	4,660,000	-	4,660,000	-	(3,482,700)	-	-	1,177,300
Infrastructure	1,684,000	-	1,684,000	-	-	-	-	1,684,000
Debt Service	1,234,000	-	1,234,000	-	-	-	-	1,234,000
<b>Total</b>	<b>52,758,000</b>	<b>(6,992,040)</b>	<b>45,765,960</b>	<b>-</b>	<b>(5,113,960)</b>	<b>-</b>	<b>-</b>	<b>40,652,000</b>
Revenues Over (Under)								
Expenses	(5,741,000)	3,354,435	(2,386,565)	(3,779,615)	4,904,150	-	-	(1,262,030)

The County in the 2020 adopted budget after adjusting for the Voter Approved budgets was anticipating using \$2,386,565 of Governmental Activity reserves

**Routt County**

**Short Term Financial Feasibility**

**Scenario # 2 Delay Bear River and Stokes Gulch Small Bridge Replacements**

	2020 Budget	Voter Approved Budgets	Adjusted 2020 Budget	COVID Impacts				Total
				Major Revenues	Dept Rev, Per, Ops Cuts	Small Bridges	YVRA Loan	
<b>Revenues</b>								
Property Tax	21,752,000	(3,602,445)	18,149,555	(647,875)	-	-	-	17,501,680
Fees	4,662,000	-	4,662,000	(217,445)	-	-	-	4,444,555
Sales Tax	8,116,000	-	8,116,000	(1,548,945)	-	-	-	6,567,055
State	5,841,000	-	5,841,000	(1,149,845)	-	-	-	4,691,155
Federal	4,765,000	-	4,765,000	-	-	-	-	4,765,000
Transfers	186,000	-	186,000	-	-	-	-	186,000
Other	1,560,000	(35,160)	1,524,840	(215,505)	-	-	-	1,309,335
Interfund loans	135,000	-	135,000	-	-	-	-	135,000
Dept Rev Adjustments	-	-	-	-	(209,810)	-	-	(209,810)
YVRA Loan	-	-	-	-	-	-	-	-
<b>Total</b>	<b>47,017,000</b>	<b>(3,637,605)</b>	<b>43,379,395</b>	<b>(3,779,615)</b>	<b>(209,810)</b>	<b>-</b>	<b>-</b>	<b>39,389,970</b>
<b>Expenses</b>								
Personnel	24,442,000	-	24,442,000	-	(796,075)	-	-	23,645,925
Operations	20,738,000	(6,992,040)	13,745,960	-	(835,185)	-	-	12,910,775
Capital	4,660,000	-	4,660,000	-	(3,482,700)	(628,100)	-	549,200
Infrastructure	1,684,000	-	1,684,000	-	-	-	-	1,684,000
Debt Service	1,234,000	-	1,234,000	-	-	-	-	1,234,000
<b>Total</b>	<b>52,758,000</b>	<b>(6,992,040)</b>	<b>45,765,960</b>	<b>-</b>	<b>(5,113,960)</b>	<b>(628,100)</b>	<b>-</b>	<b>40,023,900</b>
Revenues Over (Under)								
Expenses	(5,741,000)	3,354,435	(2,386,565)	(3,779,615)	4,904,150	628,100	-	(633,930)

The County in the 2020 adopted budget after adjusting for the Voter Approved budgets was anticipating using \$2,386,565 of Governmental Activity reserves

**Routt County**  
**Short Term Financial Feasibility**

**Scenario # 3 Call YVRA Interfund Loan**

	2020 Budget	Voter Approved Budgets	Adjusted 2020 Budget	COVID Impacts				Total
				Major Revenues	Dept Rev, Per, Ops Cuts	Small Bridges	YVRA Loan	
<b>Revenues</b>								
Property Tax	21,752,000	(3,602,445)	18,149,555	(647,875)	-	-	-	17,501,680
Fees	4,662,000	-	4,662,000	(217,445)	-	-	-	4,444,555
Sales Tax	8,116,000	-	8,116,000	(1,548,945)	-	-	-	6,567,055
State	5,841,000	-	5,841,000	(1,149,845)	-	-	-	4,691,155
Federal	4,765,000	-	4,765,000	-	-	-	-	4,765,000
Transfers	186,000	-	186,000	-	-	-	-	186,000
Other	1,560,000	(35,160)	1,524,840	(215,505)	-	-	-	1,309,335
Interfund loans	135,000	-	135,000	-	-	-	-	135,000
Dept Rev Adjustments	-	-	-	-	(209,810)	-	-	(209,810)
YVRA Loan	-	-	-	-	-	-	1,100,000	1,100,000
<b>Total</b>	<b>47,017,000</b>	<b>(3,637,605)</b>	<b>43,379,395</b>	<b>(3,779,615)</b>	<b>(209,810)</b>	<b>-</b>	<b>1,100,000</b>	<b>40,489,970</b>
<b>Expenses</b>								
Personnel	24,442,000	-	24,442,000	-	(796,075)	-	-	23,645,925
Operations	20,738,000	(6,992,040)	13,745,960	-	(835,185)	-	-	12,910,775
Capital	4,660,000	-	4,660,000	-	(3,482,700)	(628,100)	-	549,200
Infrastructure	1,684,000	-	1,684,000	-	-	-	-	1,684,000
Debt Service	1,234,000	-	1,234,000	-	-	-	-	1,234,000
<b>Total</b>	<b>52,758,000</b>	<b>(6,992,040)</b>	<b>45,765,960</b>	<b>-</b>	<b>(5,113,960)</b>	<b>(628,100)</b>	<b>-</b>	<b>40,023,900</b>
Revenues Over (Under)								
Expenses	(5,741,000)	3,354,435	(2,386,565)	(3,779,615)	4,904,150	628,100	1,100,000	466,070

The County in the 2020 adopted budget after adjusting for the Voter Approved budgets was anticipating using \$2,386,565 of Governmental Activity reserves

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> April 24, 2020	<b>ITEM TIME:</b>
<b>FROM:</b>	Kathy Nelson, Human Resources Director
<b>TODAY'S DATE:</b>	April 23, 2020
<b>AGENDA TITLE:</b>	Mandatory Hiring Freeze Resolution
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>	
Consideration to Approve of and Adopt a Mandatory Hiring Freeze Resolution	
<b>II. RECOMMENDED ACTION:</b>	
Recommend Approval of and Adoption of a Mandatory Hiring Freeze Resolution	
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>	
<b>PROPOSED REVENUE:</b> Unknown	
<b>PROPOSED EXPENDITURE:</b> Unknown	
<b>FUNDING SOURCE:</b> Unknown	
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>	
NA	
<b>V. BACKGROUND INFORMATION:</b>	
<p>Routt County is currently operating in a COVID-19 pandemic crisis and it is adversely affecting the Routt County economy. Routt County's 2020 budgeted revenues are likely to decrease due to a decline in retail sales, tourism and a slowdown in construction. National economic indicators are forecasting that the recovery will take an extended period of time. In an effort to bring more financial stability to Routt County for the remainder of the 2020 budget year and beyond, it is recommended Routt County adopt a Mandatory Hiring Freeze Resolution.</p>	
<b>VI. LEGAL ISSUES:</b>	
The County Attorneys and interim County Manager have reviewed this Resolution and their edits are included.	
<b>VII. CONFLICTS OR ENVIRONMENTAL ISSUES:</b>	
None	
<b>VIII. SUMMARY AND OTHER OPTIONS:</b>	
The Board can adopt this Resolution, make edits to it or deny it.	

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA COMMUNICATION FORM



ATTEST:

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Kim Bonner  
Routt County Clerk



- Leaving the position vacant would adversely impact the County’s financial oversight and reporting obligations as required by law.
- Leaving the position vacant would jeopardize employee or public safety. Specifically, those activities related law enforcement patrol activities.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2020.

**BY THE BOARD OF COUNTY COMMISSIONERS OF ROUTT COUNTY,  
COLORADO.**

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Timothy V. Corrigan, Chair

Vote:	M. Elizabeth Melton	Aye	Nay	Absent
	Timothy V. Corrigan	Aye	Nay	Absent
	Douglas B. Monger	Aye	Nay	Absent

ATTEST:

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Kim Bonner  
Routt County Clerk