

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

May 29, 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. 10:30 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. PUBLIC WORKS

Public Works Director, Ray DuBois

REVOCABLE LICENSE AGREEMENT

Consideration for approval of and authorization for the Chair to sign the Revocable License Agreement for Improvement and Maintenance of a Portion of County Owned Road Right of Way on County Road 14E.

Documents:

[BCCCF - 20200526 - REV LIC AGREEMENT FOR CR14E IMPROVEMENTS.PDF](#)
[LIC AGREEMENT.PDF](#)

4. PURCHASING

Purchasing Agent, Julie Kennedy

STATE BID FOR YVRA CARPET PURCHASE

Consideration for approval of the purchase and authorization for the County Manager to electronically sign the purchase order for Sourcewell State Contract 121715-MAC through TLC Carpet One in Craig, Colorado in the amount of \$52,326.34.

Documents:

[STATE BID FOR YVRA CARPET PURCHASE BCC AGENDA COMMUNICATION FORM.PDF](#)
[YVRA SOURCEWELL STATE BID QUOTE - ES000595.PDF](#)

STATE BID FOR THE ANNEX ELEVATOR MODERNIZATION APPROVAL

Consideration for approval of the purchase and authorization for the County Manager to electronically sign the purchase order for Sourcewell Schindler Contract #100516-SCH Schindler Elevator Corporation in the amount of \$163,858.

Documents:

5. ACCOUNTING

Dan Strnad, Accounting Director

2021 BUDGET CALENDAR

Consideration for approval of the proposed 2021 budget timeline/calendar.

Documents:

BCC AGENDA COMMUNICATION FORM - 2021 BUDGET CALENDAR
5.29.2020 V2.PDF
2021 BUDGET CALENDAR - SUMMARY 5.29.2020 V3.PDF
2021 BUDGET CALENDAR - DETAIL 5.29.20 V2.PDF

6. 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.

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. 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.

Documents:

[PUBLIC COMMENT.PDF](#)

8. 1:00 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

| | |
|-----------------------------|----------------------------|
| ITEM DATE: 5/29/2020 | ITEM TIME: 11:00 AM |
|-----------------------------|----------------------------|

| | |
|----------------------|---|
| FROM: | ROAD & BRIDGE |
| TODAY'S DATE: | 5/26/2020 |
| AGENDA TITLE: | Consideration of Approval of Revocable License Agreement for the Improvement and Maintenance of a Portion of County-Owned Road Right of Way |

| | |
|--|--|
| CHECK ONE THAT APPLIES TO YOUR ITEM: | |
| <input checked="" type="checkbox"/> ACTION ITEM | |
| <input type="checkbox"/> DIRECTION | |
| <input type="checkbox"/> INFORMATION | |

I. DESCRIBE THE REQUEST OR ISSUE:

A private property owner would like to make improvements to County Road 14E to access his property that he recently purchased.

II. RECOMMENDED ACTION:

Approval of and Authorization for Commissioner to sign the Revocable License Agreement for Improvement and Maintenance of a Portion of County Owned Road Right of Way on County Road 14E

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE: none
PROPOSED EXPENDITURE: none
FUNDING SOURCE: Budget

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

None identified

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

Property Owner Ren Martyn purchased a parcel of land off of County Road 14E in May of 2020. He approached Road and Bridge about making improvements to the County Road so that he could access the parcel and eventually build a house on the parcel.

Road and Bridge worked with the County Attorney to draft a Revocable License Agreement for these improvements. The property owner will improve approximately 1,300' of CR 14E at 12' wide. The property owner will be responsible for improving the road and maintaining the improved portion of the road. The property owner is not allowed to post the road or install a gate across the improved portion of the road.

County Road 14E is a minimal maintenance road that stretches from CR 14C to the North to 14B to the south.

The parcel is currently accessed from County Road 14E and is used for Agricultural purposes.

VI. LEGAL ISSUES:

None identified

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None identified

VIII. SUMMARY AND OTHER OPTIONS:

By allowing the improvements it will allow the property owner to build a house and live on the parcel all year. Another option is to not allow the improvements.

**Revocable License Agreement for Improvement and Maintenance of a
Portion of County-Owned Road Right of Way**

This Revocable License Agreement for Improvement and Maintenance of a Portion of County-Owned Road Right of Way (the "Agreement") dated as of _____, 2020, is between Warren L. Martyn and Heather D. Martyn ("Property Owners") and Routt County, Colorado ("County") acting by and through its Board of County Commissioners (the "Board").

Recitals

A. Property Owners are the owners of real property located in the SE4NE4 of Section 31, Township 5 North, Range 84 West, containing approximately 40 acres (the "Property"). The Property is identified by the Routt County Assessor's Office as Property Identification Number 947311004. A map showing the location of the Property is attached hereto as Exhibit A.

B. The Property is accessed by way of a County-owned road known as Routt County Road 14E (the "Road") which is designated as a Minimal Maintenance Road in the County's Road Maintenance Plan.

C. Property Owners wishes to widen a 1,380 foot section of the Road to 12 feet (the "Improved Section") and maintain the Improved Section to use as access to the Property to allow for the future construction of a dwelling unit. Property Owners have applied for and been granted a Work in the Right of Way and Grading and Excavating Permit for the purpose of constructing the Improved Section of the Road.

D. The Board normally does not permit the improvement or maintenance of public road right of ways within the County's jurisdiction. However, the Board is willing to allow Property Owners to make the proposed improvements to the Road and to grant a revocable license for the maintenance of the Improved Section of the Road for the stated purpose based on the limited impact to the Road as a result of the improvements.

E. County and Property Owners intend to set forth in this Agreement the terms and conditions under which County will allow Property Owners to make improvements to the Road and grant Property Owners a revocable license to maintain the Improved Section.

Terms and Conditions

1. Subject to the other terms and conditions of this Agreement, County shall allow Property Owners, at Property Owners' sole cost and expense, to increase the width of a 1,380 foot section of the Road to 12 feet. The improvements shall comply with the County's Guidelines for Private Driveways on County Roads with the exception that County shall allow the Improved Section of the Road to be 12 feet. Property Owners shall not gate or post the Road or the Improved Section of the Road as private.

2. County shall grant to Property Owners a revocable license to maintain the Improved Section of the Road in the approximate location as shown on Exhibit A. The

license granted hereby shall be revocable by County, at its election, in the event that Property Owners fail to satisfy or breach any of their obligations hereunder. County shall allow Property Owners 30 days after written notice to cure any violation or breach of this Agreement.

3. Property Owners shall improve and maintain the Improved Section of the Road at Property Owners' sole expense. County shall not provide any additional maintenance to the Improved Section of the Road. The Road, as it exists, shall continue to be maintained by the County as a Minimal Maintenance Road.

4. Property Owners shall be responsible for plowing the Improved Section of the Road and shall obtain a Plow Permit from the Routt County Public Works Department prior to undertaking any plowing of the Improved Section of the Road.

5. Property Owners shall be financially responsible for any damage done to the Improved Section of the Road or any part of the Road as a result of the improvement and maintenance of the Improved Section of the Road. Any and all contractors, contracted by Property Owner or County, to perform any work on improved section of the Road, shall, at all times, maintain liability insurance in the minimum amount of \$1,100,000.00 and shall name the County as an additional insured under such insurance. Property Owners shall provide County with evidence of such coverage in the form of a certificate of insurance before any work is performed on improved section of the Road.

6. Property Owners shall indemnify, defend, and hold County and Board harmless from any and all claims and damages arising out of the improvement and maintenance of the Improved Section of the Road and shall promptly repair any damage to the Improved Section of the Road.

7. In the event that, in response to an emergency, County performs work on the Road which damages the Improved Section, Property Owners waive any claim against County or its contractors for such damage and Property Owners shall be responsible for any costs of repair to the Improved Section. Property Owners understand that certain individuals and entities including but not limited to public utilities have the statutory right to locate certain types of lines within public road rights of way. Property Owners shall cooperate with the holder of such a right. Property Owners shall be responsible for any damage to the Improved Section of the Road caused by work in the right of way by the holder of such right.

8. This Agreement shall become effective when signed by the Board. A copy of this Agreement shall be recorded in the real property records of the Routt County Clerk and Recorder after it is signed by the parties. This Agreement shall run with and benefit only the Property. Any owner of the Property shall have the rights and obligations of Property Owners hereunder.

9. Any notice required under this Agreement may be personally delivered or mailed in the United States mails, certified mail return receipt requested first class postage prepaid to the party to be served at the following addresses:

Property Owners: Warren L. Martyn and Heather D. Martyn
P.O. Box 883400
Steamboat Springs, CO 80487

County: County Manager
Routt County, Colorado
522 Lincoln Avenue, Suite 30
Steamboat Springs, CO 80487

Notices personally served shall be deemed served on the date of delivery. Notices mailed shall be deemed served the next business day following the date of mailing if mailed in Steamboat Springs, Colorado.

10. In the event that any party to this Agreement brings suit to enforce, interpret or rescind this Agreement, the substantially prevailing party shall be entitled to recover from the other party its attorney fees and other costs incurred in connection with such legal action.

11. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Colorado without reference to choice of laws rules. The parties agree that venue in any action to enforce, interpret or rescind this Agreement shall be in the Colorado judicial district in which Routt County is located at the time that such action is brought.

12. This Agreement is the entire agreement between the parties concerning the improvement and maintenance of the Improved Section of the Road. This Agreement may be amended only by a written document approved and executed by Property Owners or their successors in interest, and the Board.

ATTEST:

ROUTT COUNTY, COLORADO BY ITS
BOARD OF COUNTY COMMISSIONERS

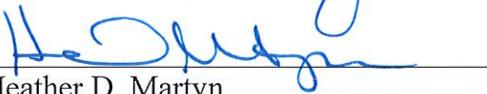
Kim Bonner
Routt County Clerk

By: _____
Timothy V. Corrigan, Chair

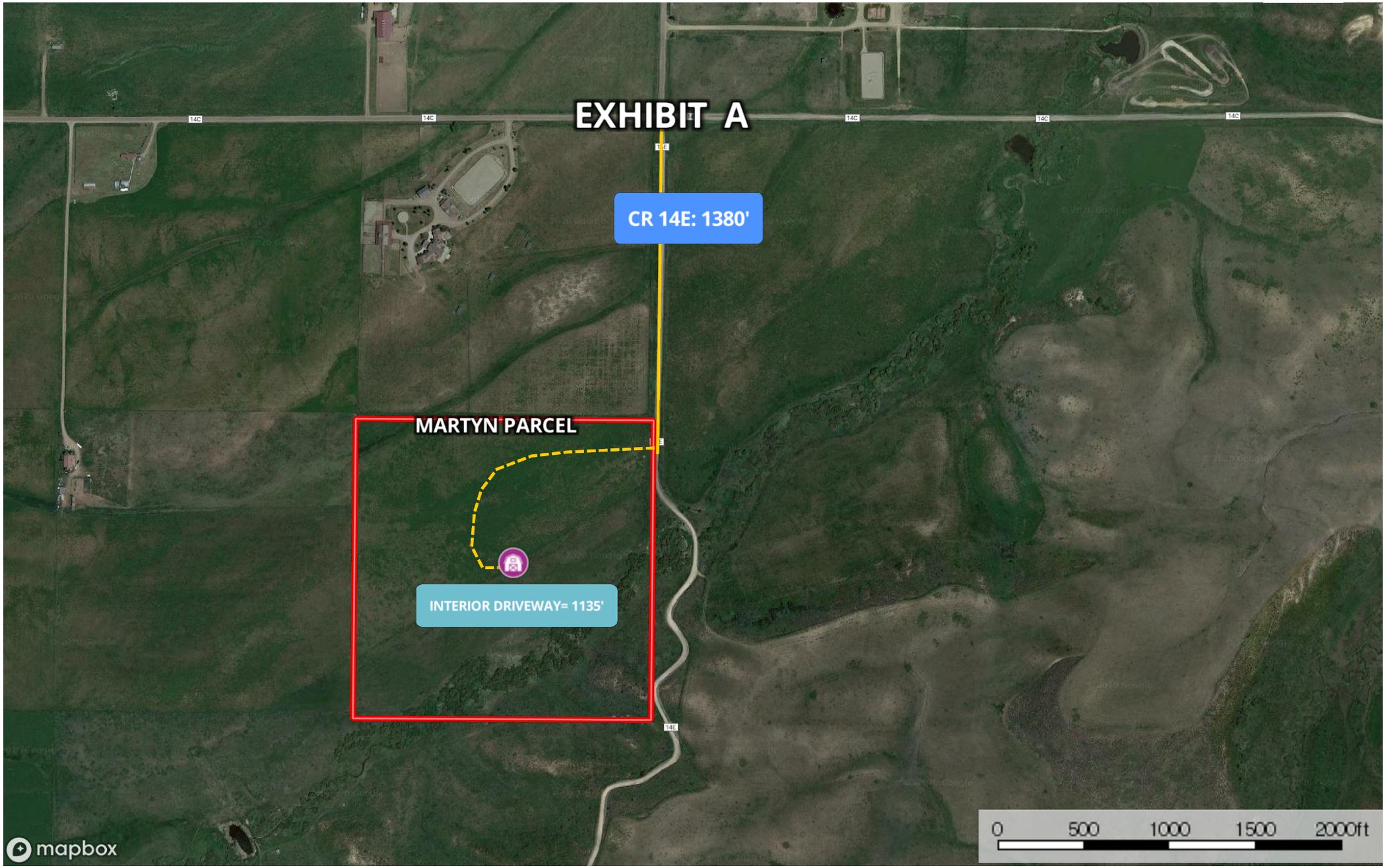
PROPERTY OWNERS



Warren L. Martyn



Heather D. Martyn



- Barn
- Road / Trail
- Primary Road
- Boundary



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

| | |
|--------------------------------|-------------------|
| ITEM DATE: May 29, 2020 | ITEM TIME: |
|--------------------------------|-------------------|

| | |
|--|---|
| FROM: | J. Kennedy/K. Booth/T. Gerber |
| TODAY'S DATE: | May 21, 2020 |
| AGENDA TITLE: | State Bid for YVRA Carpet Purchase Approval |
| CHECK ONE THAT APPLIES TO YOUR ITEM: | |
| <input checked="" type="checkbox"/> X ACTION ITEM | |
| <input type="checkbox"/> DIRECTION | |
| <input type="checkbox"/> INFORMATION | |
| I. DESCRIBE THE REQUEST OR ISSUE: | |
| Request the Board of County Commissioners approve the purchase and authorize the County Manager to electronically sign the purchase order for Sourcewell State Contract 121715-MAC through TLC Carpet One in Craig, Colorado in the amount of \$52,326.34. | |
| II. RECOMMENDED ACTION (<i>motion</i>): | |
| Motion by the Board of County Commissioners to approve the purchase and authorization for the County Manager to electronically sign the purchase order for Sourcewell State Contract 121715-MAC through TLC Carpet One in Craig, Colorado in the amount of \$52,326.34. | |
| III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET): | |
| PROPOSED REVENUE (<i>if applicable</i>): | |
| CURRENT BUDGETED AMOUNT: \$60,000 | |
| PROPOSED EXPENDITURE: \$52,326.34 | |
| FUNDING SOURCE: 45159881 805152 | |
| SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | |
| IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM): | |
| None | |
| V. BACKGROUND INFORMATION: | |
| The YVRA Assistant Director received a quote from TLC Carpet One in Craig for this Sourcewell State Bid to purchase replacement carpet for the airport. This carpet will match the existing carpet in the terminal by a special run that Milliken sources through the State Bid and TLC Coordinates. | |
| VI. LEGAL ISSUES: | |
| None | |
| VII. CONFLICTS OR ENVIRONMENTAL ISSUES: | |
| None | |



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VIII. SUMMARY AND OTHER OPTIONS:

Recommend the Board of County Commissioners approve the purchase and authorize the County Manager to electronically sign the purchase order for Sourcewell State Contract 121715-MAC through TLC Carpet One in Craig, Colorado in the amount of \$52,326.34.

IX. LIST OF ATTACHMENTS:

TLC Carpet One Quote ES000595 dated 4/12/2020

ES000595

QUOTE

| Sold To | Ship To |
|--|---|
| YVRA 11005 RCR 51A P.O. BOX 1060 HAYDEN, CO 81639 | YVRA 11005 RCR 51A TICKETING/ SECURITY CPT TILE HAYDEN, CO 81639 |

| Quote Date | Main # | PO Number | Quote Number |
|------------|--------|-----------|--------------|
| 04/13/20 | | | ES000595 |

| Style/Item | Color/Description | Quantity | Units | Price | Extension |
|---|-------------------|----------|-------|--------|------------------|
| #7 - CARPET TILES - MATERIALS AND INSTALLATION | | | | | |
| ZIRCONIA | BLUE JOHN | 1,070.00 | SY | 46.64 | 49,904.80 |
| Priced as custom color to match existing: Milliken Design Rhythms - Zirconia - Color: Blue John | | | | | |
| ADHESIVE 4 GAL | | 9.00 | EA | 163.06 | 1,467.54 |
| PRIMER | | 924.00 | SY | 1.00 | 924.00 |
| | | | | | 52,296.34 |
| #8 - RUBBER BASE/ RESILIENT | | | | | |
| JOHNSONITE RUBBER BASE 4" | BLACK | 24.00 | LF | 1.25 | 30.00 |
| | | | | | 30.00 |

Disclaimers:

- 75% Down Due at Signing
- Customer Agrees to a 1.5% per month Finance Charge on Accounts Over 30 Days
- Customer Agrees to pay all Collection Fees on Accounts over 90 Days
- It is Customary for Special Order Materials to have 5-10% Extra for Overage.
- No Returns on Special Order Materials or Orders Based off Customer Measurements
- TLC Carpet One Floor & Home is not Responsible for Customer Measurement

— 05/20/20 — 3:06PM —
 Sales Representative(s):
JAY OXLEY

Subtotal: 52,326.34
 Sales Tax: 0.00
 Misc. Tax: 0.00

QUOTE TOTAL: \$52,326.34

If Estimate Meets Your Approval Please Sign & Return

X _____ Date: _____



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

| | |
|--------------------------------|-------------------|
| ITEM DATE: May 29, 2020 | ITEM TIME: |
|--------------------------------|-------------------|

| | |
|--|---|
| FROM: | J. Kennedy/S. Faulkner |
| TODAY'S DATE: | May 22, 2020 |
| AGENDA TITLE: | State Bid for Facilities RC Annex Elevator Modernization Approval |
| CHECK ONE THAT APPLIES TO YOUR ITEM: | |
| <input checked="" type="checkbox"/> X ACTION ITEM | |
| <input type="checkbox"/> DIRECTION | |
| <input type="checkbox"/> INFORMATION | |
| I. DESCRIBE THE REQUEST OR ISSUE: | |
| Request the Board of County Commissioners approve the purchase and authorize the County Manager to electronically sign the purchase order for Sourcewell Schindler Contract #100516-SCH to Schindler Elevator Corporation in the amount of \$163,858. | |
| II. RECOMMENDED ACTION (motion): | |
| Motion by the Board of County Commissioners to approve the purchase and authorization for the County Manager to electronically sign the purchase order for Sourcewell Schindler Contract #100516-SCH Schindler Elevator Corporation in the amount of \$163,858. | |
| III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET): | |
| PROPOSED REVENUE (if applicable): | |
| CURRENT BUDGETED AMOUNT: \$160,000 | |
| PROPOSED EXPENDITURE: \$163,858 | |
| FUNDING SOURCE: 50530303 801157 | |
| SUPPLEMENTAL BUDGET NEEDED: YES X NO <input type="checkbox"/> | |
| <i>This project may require a supplemental budget of \$3,858 at the end of 2020</i> | |
| IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM): | |
| None | |
| V. BACKGROUND INFORMATION: | |
| The Facilities Manager obtained the Sourcewell Schindler State Contract Quote for the Routt County Annex Elevator Modernization Project. Schindler Elevator Corporation has performed regular maintenance on this elevator for several years and is most familiar with the required modernization to alleviate continual servicing. Schindler has proven to be the best source in Routt County for elevator maintenance through effective service and response time. | |
| VI. LEGAL ISSUES: | |
| None | |
| VII. CONFLICTS OR ENVIRONMENTAL ISSUES: | |
| None | |



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VIII. SUMMARY AND OTHER OPTIONS:

Recommend the Board of County Commissioners approve the purchase and authorize the County Manager to electronically sign the purchase order for Sourcewell Schindler Contract #100516-SCH to Schindler Elevator Corporation in the amount of \$163,858.

IX. LIST OF ATTACHMENTS:

Sourcewell Schindler Contract #100516-SCH dated April 7, 2020

APRIL 7, 2020



Schindler

Sourcewell Schindler Contract #100516-SCH

Schindler Elevator Corporation

Project

**Routt County Annex Building
136 6th Street
Steamboat Springs, CO 80487
Elevator Modernization Proposal**

Prepared For

**Steve Faulkner
Facilities Manager
Routt County Public Works Department
136 6th Street, Suite 108
Steamboat Springs, CO 80487**

Prepared By

**Jaime Sanchez
Senior Modernization Sales Representative
Schindler Elevator Corporation
6950 W. Jefferson, #210
Lakewood, CO 80235
Phone: 303.262.6110
jaime.sanchez@us.schindler.com**



Schindler Elevator Corporation

Steve Faulkner
Routt County Public Works Department
136 6th Street, Suite 108
Steamboat Springs, CO 80487

Contact: Jaime Sanchez
Telephone 303-257-4952
Fax 303-777-4857
E-mail Jaime.Sanchez@Schindler.com
Date 04/07/2020
Subject Schindler Elevator Modernization Proposal

Proposal #: JSAZ-BNEQ86
Project: Routt County Annex Building

Dear Mr. Faulkner,

Schindler Elevator Corporation is pleased to offer you the following proposal, which includes engineering services, material, and labor, to modernize the project referenced above.

For more than 125 years Schindler Elevator Corporation has been a recognized leader in the development and maintenance of safe, efficient, cost effective people moving systems. Schindler has a unique combination of expertise, innovative products and field resources to modernize equipment in any type of facility and to suit any modernization requirement.

We sincerely hope you will consider taking advantage of the many benefits of a Schindler modernization. We trust you will find our commitment to quality installation, while minimizing inconvenience, a key component in demonstrating our dedication to being your vertical transportation partner.

Schindler Elevator Corporation can offer financing options for the project at competitive rates which are administered by our third party broker. Please see the enclosed brochure for details on our financing plan.

Should you have any questions or require additional clarification about your elevator modernization, please do not hesitate to call me.

Sincerely,

A handwritten signature in black ink that reads 'Jaime Sanchez'.

Jaime Sanchez
Senior Sales Representative MOD

Modernization Benefits

A Schindler modernization offers a number of benefits which have been outlined below:

| Advantages with Schindler Modernization | Risks from Deferred Modernization |
|--|---|
| Smooth, reliable performance as a result of precision engineering, expert installers and quality components utilizing digital technology <ul style="list-style-type: none"> • Miconic technology has been proven with 50,000+ installations globally, stable platform, high reliability and offers superior ride quality | Poor reliability and potential for higher injury claims and legal costs. Higher operating costs and lower customer satisfaction. Longer wait and travel time for tenants, unreliable ride quality and less system reliability when a car is taken out of service. |
| Compliance with the latest safety and ADA codes | Potential for higher injury claims and legal costs |
| Long term product support with parts replacement and maintenance. Schindler's Service Excellence offered long after the modernization. | Lack of consistent technical expertise. Short lifecycle of parts support and design obsolescence. |
| Improved service from Schindler's Remote Monitoring (SRM) which offers constant monitoring of the elevator equipment and operation and will automatically assign a service call to the technician and provides the four most likely fixes. Allows us to return your car to service more promptly with a higher likelihood of correctly fixing it the first time. | Longer periods of downtime due to troubleshooting. Increased disruptions for tenants and lower customer satisfaction. |
| Financing may be available based on standard credit qualifications | |

Scope Summary

Subject Schindler Elevator Modernization Proposal - JSAZ-AHDQUTBNEQ86

Page 4 of 13

| <u>Description of Existing Equipment</u> | |
|---|--|
| Quantity | One (1) |
| Type | Hydraulic Passenger Elevator |
| Capacity | 2,100 lbs. |
| Speed | 100 FPM |
| Travel | Retain Existing |
| Stops & Openings | Two (2) Front Only |
| Operation | Simplex Automatic |
| <u>A. Machine Room Equipment</u> | |
| Controller | New Microprocessor Controller with On-board Diagnostics and a complete battery lowering device which in the event of a power outage, lowers the elevator to the bottom floor and opens its doors |
| Motor Starter | New Siemens Electronic Soft Starter |
| Power Unit | New Submersible Power Unit to house new pump, motor, and valve, and all new hydraulic oil |
| Wiring | Install New |
| Machine Room Shut-off Valve | Install New |
| Piping | Retain Existing |
| <u>B. Hoistway Equipment</u> | |
| Guide Rails | Retain Existing |
| Hoistway Doors | Retain Existing. Adjust as necessary for smooth operation. At all doors, install new door gibs, closers, hoistway door rollers, z-brackets, and fire tabs |
| Hoistway Entrances | Retain Existing |
| Hoistway Door Tracks and Hangers | Retain Existing. Modify as necessary for smooth operation |
| Interlocks, Pick-up Rollers and Door Closers | Install New |
| Limit Switches | Install New |
| Traveling Cable | Install New |
| Wiring | Install New |
| Duct | Install New as Necessary |
| <u>C. Pit Equipment</u> | |
| Jack Assembly | Retain Existing. Repack if necessary |
| Buffers | Retain Existing. Flush and Paint |
| Stop Switch | Install New |
| Pit Shut-off Valve | Install New |
| Piping | Retain Existing |
| Pit Ladder | Install New |
| <u>D. Car Equipment</u> | |
| Guides | Reuse Existing |

| | |
|----------------------------------|--|
| Sling & Platform | Retain Existing |
| Door Operators | Install New G.A.L. Closed Loop Heavy Duty Door Operator, Clutch, Door Restrictor, and Gate Switch |
| Cab Door Panels | Retain Existing |
| Infrared Detector Edge | Install New |
| Car Top Inspection Station | Install New |
| Car Top Handrail | Install New |
| Cab Finishes | Retain Existing |
| Car Sill | Retain Existing |
| Return Panels | Retain Existing. Modify as Necessary to Accept New Car Operating Panel |
| <u>E. Signal Fixtures</u> | |
| Car Operating Panel | Install New Applied Car Operating Panels to include a Digital Position Indicator, Service Cabinet, Emergency Light, and ADA Compliant Communications Device. Vandal Resistant Buttons. #4 Brushed Stainless Steel Finish |
| Hall Push Button Stations | Install New Surface Mount with Vandal Resistant Buttons. Phase 1 Fire Service & Phone Line Monitor provided at Main Egress Floor. Hoistway Access Switches provided at Terminal Landings |
| Car Lantern | Install New |
| <u>F. Misc.</u> | |
| Permits | Our Proposal includes the required Elevator Alteration Permit with NWWCOG Elevator Division |
| Inspections | Our Proposal includes One (1) NWWCOG Elevator Inspection |
| Taxes | Our Proposal is based on the Project Being 'Exempt' from all local, state, county, federal, and any other taxes |

Base Pricing

Our base price for the work proposed is **\$86,610.00**, Tax Exempt. This price is firm for 90 days, and thereafter subject to change without notice.

Voluntary Alternate Pricing

1. To replace the cab interior with a new 'Apex I' design cab interior as listed below, to our base proposal, **Add: \$23,328.00.**

- ✓ Plastic Laminate Wall on three walls.
- ✓ Brushed Aluminum Handrail on the Rear Wall.
- ✓ Brushed Aluminum Toe Kick and Reveals.
- ✓ Frame Ceiling with LED Lighting.
- ✓ Clad Cab Front Returns and Transom in a Brushed Stainless-Steel Finish.
- ✓ Install New Car Doors in a Brushed Stainless-Steel Ceiling.

#1 Accepted _____

#1 Declined _____

2. As is inherent with any elevator modernization, additional building items must be brought up to code compliance. As per ANSI A 17.1 Code or local governing code. To include the building related work listed below in our contract, to our base proposal, **Add: \$53,920.00.**

Elevator Machine Room

1. Supply and install a code compliant machine room door.
2. Provide and install code compliant signage and extinguisher.
3. Pan and box out unrelated items as required
4. Supply and install a machine room sprinkler
5. Supply and install car light circuit with lockable disconnects.
6. Supply and install feeder from the load side of the car light disconnect to controller.
7. Supply and install piping for main feeder into controller from new shunt trip disconnect.
8. Provide Auxillary Contact for use with Elevator Battery Lowering.
9. This proposal is based on using the existing feeder from the main electrical service gear to the machine room. If this feeder or main service gear is required to be upgraded, it would be handled on a change order.
10. Supply and install 2 lamp guarded fixtures.
11. Supply and install machine room GFI.
12. Supply and install positive earth ground to main controller.
13. Supply and install piping for phone lines into new controllers. (Owner to provide demark connection and phone line service charges.
14. Machine Room Heating / Cooling not included.

Elevator Pit & Hoistway

1. Supply and install pit light switch.
2. Supply and install guarded light fixture in pit.
3. Supply and install GFI in pit
4. General hoistway patching, as needed.
5. Supply and install new pit sprinkler.
6. Floor drain in pit to remain "As Is"
7. Fire Alarm work is excluded. Our understanding is that the building will upgrade the fire alarm system before the elevator modernization project.

#2 Accepted _____

#2 Declined _____

Work by Others

The owner will provide the following requirements based on ANSI A17.1 Code, the governing code, except when applicable codes conflict with ANSI A17.1 Code. Rules referenced are ANSI A17.1 Rules.

Hoistway

1. Provide 75-degree bevel guards on all projections, recesses or setbacks over two inches, except for the loading or unloading side. Rule 100.6.
2. Provide pit light and GFI outlet. Light switch to be located adjacent to each pit entrance.
3. Provide a legal hoistway inclusive of ventilation and shaftway bevel guards, as required.
4. Cutting and patching walls and floors.
5. Provide a pit access ladder for each elevator, where required.
6. Provide a lockable, self-closing, fire-rated pit door, where required.
7. Hoistway venting or pressurization to prevent accumulation of smoke and gas, as required by Local Building Code.

Machine Room

1. Enclose/relocate all non-elevator oriented conduit, ducts and drains from elevator machine room, where required in the machine hoistway and/or pit. Enclosures, when used, need to be two-hour rated.
2. Provide means to regulate control room temperature and humidity between 55° F and 90° F with relative humidity no more than 85% non-condensing. Peak equipment heat release is a minimum of 6,000 BTU/Hour/Unit (maximum = 9,000 BTU/Hour/Unit) for a Hydraulic unit.
3. Provide machine room smoke/heat detector as required by regulation. In the event sprinklers are anticipated within the machine room area, means to remove primary power prior to the application of water must be provided as required by code.
4. Provide new electric wiring from the present disconnect switches to the terminals of the new elevator controllers in the new locations, inclusive of a normal/standby 120 VAC, 15 AMP supply at each controller.
5. Provide connection at the first elevator controller for fire recall operation, where auto-recall is needed to respond to a life safety/fire alarm system.
6. Provide proper lighting in the elevator machine rooms within the vicinity of every controller and mainline disconnect
7. Provide a fused disconnect switch or circuit breaker and a light switch adjacent to the lock jamb-side of the machine room door for each elevator location, per the National Electric Code. Rule 210.5 and NFPA No. 70 Rule 620-51. Provide auxiliary disconnects, as required, based on the elevator contractor's drawings.
8. Provide copper wire feeder and branch wiring circuits to the controller, including a main line switch and convenience outlets.
9. Provide a telephone outlet near an elevator controller in each machine room.
10. Provide a self-closing and locking access machine room door.
11. Provide an "ABC" fire extinguisher.

General Requirements

1. Provide sufficient space for storage of materials on site throughout the duration of the modernization.

2. Provide clear floor space to be used as a work area.
3. If not presently outfitted, each elevator lobby should be equipped with smoke detectors, which can be used to initiate automatic fire recall. Actuation from water flow sensing or the general building alarm may require special approval.
4. Paint new or modified hoistway equipment to match building aesthetics, as required.
5. Provide building signage and floor designations related to other building systems, as required.
6. Provide building corridor lighting sufficient for illumination of elevator landing sills, as required by code.

Electrical Requirements

1. FOR EMERGENCY POWER OPERATION OF ELEVATOR(S): (when required)
 - A. Provide an emergency generator that has the same voltage characteristics as the normal power supply. It should also have the capacity to deliver sufficient power to the main line disconnect switches in the elevator machine room for operating the specified number of elevators used during an emergency at full speed and full load.
 - B. Provide an automatic transfer switch, or switches, for transferring power from normal to emergency power and back again.
2. EMERGENCY POWER OPERATION SIGNAL - The following separate indicating signals will be required from the automatic transfer switch to the machine room communication unit for each group of elevators.
 - A. One dry contact to close on emergency power and open on normal power. Provide two #12 AWG wires.
 - B. Provide one normally open dry contact (pre-transfer) to close 30 to 60 seconds prior to transfer to emergency power or back to normal power. This contact should reopen immediately after actual transfer of power. This is to prevent transfer of power while an elevator is moving, which can occur during the return to normal power or on an operating test. Provide two #12 AWG wires.

Note: When operating elevators on emergency power, a means of absorbing the regenerative energy may be necessary and shall be provide by others.

It is required that the car light, the fan circuits, and the intercom circuit (if supplied), be set to operate from the emergency power supply in accordance with the building code.

3. The permissible voltage drop for elevator feeders shall not exceed 3% between the service delivered to the building and our supply terminal.
4. All three legs of the three phase feeder must be hot with respect to ground.
5. The maximum permissible voltage variation measured in the machine room under all operating conditions shall not exceed plus or minus 10% of the nominal building supply power source voltage.
6. A dedicated 110 volt power source for the heat exchange unit.

Terms and Conditions

1. Our price for the work proposed is **\$86,610.00**, Tax Exempt. This price is firm for 90 days, and thereafter subject to change without notice.

You agree to the following payment schedule:

35% of the price quoted above upon execution of this Contract;

Balance to be paid in monthly installments equal to 95% of the remaining balance within 30 days of invoice;

Final payment within 30 days of completion of the work.

Any late or overdue payments will bear interest at the rate of 1 1/2% per month. Attorneys' fees and other costs of collection will be included in the event that we must pursue legal action for payment or in the event that you are otherwise in breach of this contract.

We will not release to manufacture until the above initial payment is made.

We will not turn over equipment prior to receipt of 95% of the price for the work.

2. The price quoted in Article 1 above is based upon all the work being performed during our regular working hours of regular working days. If overtime is required, the additional price usually charged by us shall be added to the contract price. Your advance approval in writing is required before we will schedule or perform any overtime work.
3. The equipment furnished hereunder remains personal property and we retain title thereto until final payment is made, with the right to retake possession of the same at the cost of the Purchaser if default is made in any of the payments, irrespective of the manner of attachment to the realty, the acceptance of notes, or the sale, mortgage or lease of the premises.
4. The completion of the work as covered by this Agreement or acceptance thereof shall constitute a waiver by you of all claims for loss or damage due to delay. It is also understood and agreed that we shall not be liable for the condition, design, application or compliance with acceptable codes of any equipment not furnished under this Agreement or for the omission of any work or equipment not covered by this Agreement. We reserve the right to remove and retain all equipment that has been replaced or new materials not used in construction.
5. Schindler reserves the right to furnish its most modern of equipment and no statements contained in this contract are to make it obligatory for us to furnish equipment, the design of which has been discontinued or supplanted by new standards or codes.
6. All previous communication between us, whether written or verbal, with reference to the subject matter of this Agreement, is hereby abrogated, and this contract when duly accepted and approved constitutes the agreement between us, and no modification of this agreement shall be binding upon the Purchaser or Schindler, or either of us, unless such modification shall be in writing, duly accepted by the Purchaser and approved by Schindler. The contract date shall be the date of approval by Schindler.
7. The Purchaser is to provide suitable connections from the power mains to the controller, together with any cutouts, line switches, phase reversal or lightning arresters, and any other such components as that may be necessary to meet purchaser and/ or local code requirements.
8. Any changes in the building required to meet any local or state building or electrical codes are to be made by the Purchaser. Any cutting or patching necessary for the installation of equipment furnished under this contract shall be done by the Purchaser. Schindler shall not under any circumstances be liable for any redecorating that may be necessary upon the completion of its work. No work or service other than that specifically mentioned herein is included or intended. Such work by others must be coordinated by Purchase with Schindler in order to avoid delays to Schindler's work.

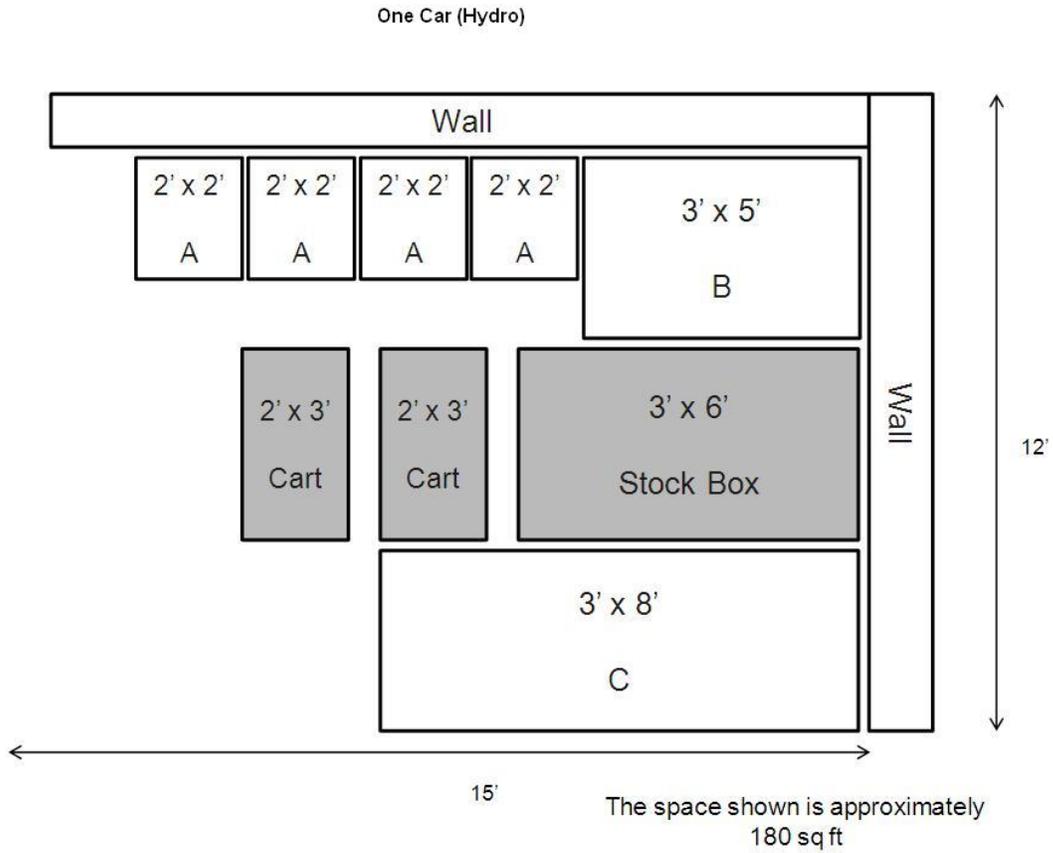
- 9A. It is expressly understood, in consideration of the performance of the service enumerated herein at the price stated, that nothing in this agreement shall be construed to mean that Schindler assumes any liability on account of injury or damage to persons or property, except to the extent directly and solely due to the negligent acts or omissions of Schindler or its employees; and that the Purchaser's responsibility for injury or damage to persons or property while riding on or being in or about the equipment referred to is in no way affected by this Agreement. Schindler shall not be responsible or liable for any loss, damage, detention or delay caused by labor trouble, strikes, lockouts, fire, explosion, theft, lightning, windstorm, earthquake, floods, storms, riot, civil commotion, malicious mischief, embargoes, shortages or materials or workmen, unavailability of material from usual sources, Government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of the Purchaser's or Schindler's suppliers, orders or instructions of any federal, state or municipal government or any department or agency thereof, Act of God, or by any cause whatsoever beyond its reasonable control. Dates for the performance or completion of work shall be extended to the extent of such delays.
- 9B. Purchaser agrees to defend, indemnify and hold Schindler harmless from and against any claims, lawsuits, demands, judgments, damages, costs and expenses arising out of this Agreement except to the extent caused by or resulting from the established sole and direct fault of Schindler.
- 9C. We will not be liable for damages of any kind, whether in contract or in tort, or otherwise, in excess of the price of this Agreement. We will not be liable in any event for special, indirect, liquidated or consequential damages, which include but are not limited to loss of rents, revenues, profit, good will, or use of equipment or property, or business interruption.
10. Schindler guarantees that the equipment furnished hereunder will comply with the foregoing specifications and if promptly notified in writing will, at our expense, correct any defects in such equipment occurring within one year from the date of completion or acceptance whichever occurs first, which are not due to ordinary wear and tear or improper use, care or maintenance. The correction of such defects constitutes the limit of our responsibility. THERE ARE NO OTHER WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, OTHER THAN OF TITLE. The equipment installed under this agreement requires maintenance service, such as periodic examinations, lubrication and adjustment by competent elevator mechanics. Our guarantee is not intended to supplant this normal servicing of the equipment and it is not to be construed that we will provide free maintenance service of this type, except as may be provided under other provisions of the contract, or that we will correct, without charge, breakage, maladjustment or other troubles occurring as a result of improper or inadequate maintenance.
11. We will defend any suit or proceeding brought against you so far as based on a claim that any equipment, or any part thereof, furnished under this contract constitutes an infringement of any patent of the United States, provided that such equipment or part is not supplied according to your design, and it is used as sold by us, if notified promptly in writing and given authority, information and assistance (at our expense) for the defense of same, and we shall pay all damages and costs awarded therein against you. In case said equipment or any part thereof is in such suit held to constitute infringement and the use of said equipment or part is enjoined, we shall at our own expense either: procure for you the right to continue using said equipment or part; or replace same with non-infringing equipment; or modify it so it becomes non-infringing; or remove said equipment and refund the purchase price and the transportation and installation costs thereof. The foregoing states our entire liability for patent infringement by said equipment or any part thereof.

12. Purchaser will have the hoistways and machine room in safe and proper condition and the proper electrical current available as indicated on our attached schedule. Purchaser will also provide adequate access for delivery and a dry protected place for storage of equipment. If storage constraints force double handling of equipment, we will be compensated by you for all additional costs for labor and materials to overcome such obstacles at our standard billing rate. If the locations where the work is to be performed are not ready or are unsafe, we reserve the right not to begin or to discontinue the work. If adequate storage is not available, we will be compensated for all storage costs, as well as costs for demobilization and remobilization if necessary.

If completion of our work is delayed beyond our control and the following date: 12/31/2020, our price will be increased in proportion to any additional costs to complete, including but not limited to labor rate increases, component material price increases, storage costs, demobilization and remobilization expenses and the like.

13. Should latent or concealed conditions be encountered in the performance of the work below the surface of the ground or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the Contract Documents, or should unknown physical conditions below the surface of the ground or should concealed or unknown conditions in an existing structure of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the work of the character provided for in this contract be encountered, the contract price and time shall be equitably adjusted by change order upon claim by either party made within 20 days and after the first observance of the conditions.
14. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software (which is subject to a limited license for use in this building/premises/equipment only), modems, source/access/object codes, passwords and the Schindler Remote Monitoring feature ("SRM") (if applicable) which will deactivate and remove if the Agreement is terminated.
15. Our bid is based on reusing existing components as is in regard to seismic conditions except as herein noted. Any required changes to existing components resulting from seismic requirements will need to be bid separately.

Storage Requirements



Layout is a basic setup and a guide for typical requirements

Schindler Elevator Corporation

By: **Jaime Sanchez**

(Signature)

Accepted: _____
(Full legal name of Purchaser)

By: _____
(Signature) (Title)

Date: _____

∇ Principal or Owner

∇ Agent for Principal or Owner:
(Name of Principal or Owner)

Approved: **Schindler Elevator Corporation**

By: _____
(Signature)

Date: _____



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

| | |
|--------------------------------|----------------------------|
| ITEM DATE: May 29, 2020 | ITEM TIME: 11:40 AM |
| | |

| | |
|---|------------------------|
| FROM: | Dan Strnad, Accounting |
| TODAY'S DATE: | May 27, 2020 |
| AGENDA TITLE: | 2021 Budget Calendar |
| CHECK ONE THAT APPLIES TO YOUR ITEM: | |
| <input type="checkbox"/> ACTION ITEM | |
| <input checked="" type="checkbox"/> DIRECTION | |
| <input type="checkbox"/> INFORMATION | |
| I. DESCRIBE THE REQUEST OR ISSUE: | |
| Discuss and finalize with the BCC, the proposed 2021 budget timeline/calendar. | |
| II. RECOMMENDED ACTION (<i>motion</i>): | |
| Approve proposed 2021 budget timeline/calendar. | |
| III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET): | |
| PROPOSED REVENUE (<i>if applicable</i>): NA | |
| CURRENT BUDGETED AMOUNT: NA | |
| PROPOSED EXPENDITURE: NA | |
| FUNDING SOURCE: NA | |
| SUPPLEMENTAL BUDGET NEEDED: YES NO | |
| NO. | |
| IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM): | |
| NA | |



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

Discuss and finalize the proposed 2021 shortened budget timeline/calendar presented to the BCC on 3/3/20.

Changes from 3/3/20 version include:

1. Moving item Variance Reports Distributed to Departments from 5.1.20 to 5.26.20.
2. Moving item Variance Reports Due from Department Heads from 5.29.20 to 6.15.20.
3. Moving item BCC Mtg to prepare for the Budget Planning Mtg from 6.4.20 to 6.15.20.
4. Removing item EMT FTE/Capital Presentations from August 2020.
5. Adding item County Mgr/Department Mgr Meeting to 8.13.20.

VI. LEGAL ISSUES:

NA

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

NA

VIII. SUMMARY AND OTHER OPTIONS:

See the following summary.

IX. LIST OF ATTACHMENTS: Supplemental Budget Request

1. Proposed 2021 Budget Calendar - Detail
2. Proposed 2021 Budget Calendar - Summary

| Activity | Description | Who | Work Involved | January | February | March | April | May | June | July | August | September | October | November | December |
|---|--|---|---------------|---------|----------|-------|-------|----------------|---------|--------|---------|----------------|----------------|----------------|----------------|
| VARIANCE REPORTING | | | | | | | | | | | | | | | |
| Variance reports, Prior year books closed | | Accounting | | | | | | WK 4 | | | | | | | |
| Budget to Actual variance report delivered to Department Managers | | Accounting | | | | | | 5/26/20 | | | | | | | |
| Variance reports due from Department Managers | Departments are asked to review and report on variances exceeding x% | Department Managers | | | | | | | 6/15/20 | | | | | | |
| BUDGET | | | | | | | | | | | | | | | |
| BCC Meeting to Discuss Major Revenue, Expense and Reserve Forecasts and Goals of the Budget | | BCC, County Manager, Finance Director | | | | | | | 6/15/20 | | | | | | |
| Budget Kickoff Meeting | Discussion of anticipated goals, review of financial outlook, discussion of departmental priorities. | County Manager, Finance Director and Department Managers | | | | | | | | 7/1/20 | | | | | |
| Budget Packages Distributed to Departments | Instructions are provided to departments. | Accounting to Department Managers | | | | | | | | 7/2/20 | | | | | |
| Department Managers complete Budget Package | | Department Managers | | | | | | | | 4 WKS | | | | | |
| Budget Packages delivered to Accounting | Completed budget requests for each department's operations in the coming year. | Department Managers to Accounting | | | | | | | | | 8/3/20 | | | | |
| County Manager / Department Managers Budget Meeting | | County Manager, Department Managers | | | | | | | | | 8/13/20 | | | | |
| New Construction and Assessed Valuation | | Assessor | | | | | | | | | 8/20/20 | | | | |
| Department Managers/Outside Agency Budget Presentation | Presentations from Department Managers and Outside Agencies | BCC, County Manager, Finance Director, Department Manager, Outside Agency | | | | | | | | | | 9 DAYS WKS 1-3 | | | |
| Preparation for BCC Work Session | Preparation of financial figures for BCC Presentation. | Accounting | | | | | | | | | | WKS 4-5 | WKS 1 -2 | | |
| BCC Work Sessions | BCC Discussion and Decision-Making Work Sessions. | BCC, County Manager and Finance Director | | | | | | | | | | | 3 DAYS; WK 3 | | |
| Update Budgets with Decision from BCC Work Sessions and Balance Budget | | Accounting | | | | | | | | | | | 2 WKS; WKS 4-5 | | |
| Finance Director Meet with BCC and County Manager to review rebalanced budget | | BCC, County Manager, Finance Director | | | | | | | | | | | 10/30/20 | | |
| Election | | | | | | | | | | | | | | 11/3/20 | |
| Compose Budget Brief and Press Document for Public Hearing | | BCC, County Manager, Finance Director, Accounting | | | | | | | | | | | | 2 WKS; WKS 1-2 | |
| Press Release and Proposed Budget Published | Presentation of the proposed budget to the press. | BCC Chair, County Manager and Finance Director | | | | | | | | | | | | 11/18/20 | |
| Public Hearing on Proposed Budget | Presentation of the budget for public input. | BCC, County Manager, Finance Director | | | | | | | | | | | | 11/24/20 | |
| Final Assessed Valuation | | Assessor | | | | | | | | | | | | 11/30/20 | |
| Update Budgets for change in Assessed Valuation and Property Tax | | Accounting | | | | | | | | | | | | | 2 WKS; WKS 1-2 |
| Budget Adoption | Adoption of final budget. | BCC, County Manager, Finance Director | | | | | | | | | | | | | 12/15/20 |
| Import Budget into Munis | Budget Import into Munis. | Accounting | | | | | | | | | | | | | 2 WKS; WKS 3-5 |
| Collate final combine budget document for submission to the State and for posting on Routt County Website | | Accounting | | | | | | 3 WKS - WK 1-3 | | | | | | | |

May 2020

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|-----------------|-----------------|---|-----------------|----------|--------|-----------------|
| wk18 | | | | | | 1 | 2 |
| wk19 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| wk20 | 10 | 11 | 12 | 13 | 14 | 15 | 16 GFOA Conf |
| wk21 | 17 GFOA Conf | 18 GFOA Conf | 19 GFOA Conf | 20 GFOA Conf | 21 | 22 | 23 |
| wk22 | 24 | 25 | 26 Variance Reports Distributed to Departments | 27 | 28 | 29 | 30 |
| wk23 | 31 | Memorial Day | | | | | |

June 2020

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|----------|
| wk23 | | 1 | 2 | 3 | 4 | 5 | 6 |
| wk24 | 7 | 8 | 9 | 10 | 11 Budget Planning | 12 | 13 |
| wk25 | 14 | 15 Variance Reports Due from Dept Hds BCC Budget Forecast/ Goals Meeting | 16 Supplemental Budgets | 17 Supplemental Budgets | 18 Supplemental Budgets | 19 Supplemental Budgets | 20 |
| wk26 | 21 | 22 Supplemental Budgets | 23 Supplemental Budgets | 24 Supplemental Budgets | 25 Supplemental Budgets | 26 Supplemental Budgets | 27 |
| wk27 | 28 | 29 | 30 | | | | |

July 2020

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|-------------------------------------|-------------------------------------|---|--|-------------------------------------|------------------|
| wk27 | | | | 1 | 2 | 3 | 4 |
| | | | | Department Mgr Budget Planning Meeting 9:30 am - 4:30 pm Hearing Room | Due Date Budget Packages Equipment Replacement Schedules To Dept Managers | Independence Day Observed | Independence Day |
| wk28 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | |
| wk29 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | |
| wk30 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | |
| wk31 | 26 | 27 | 28 | 29 | 30 | 31 | |
| | | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | Department Mgrs. Prepare Budgets | |

August 2020

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--|---------|-----------|---|--------|----------|
| wk31 | | | | | | | 1 |
| wk32 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | Due Date Department Budget Packages To Accounting | | | | | |
| wk33 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | County Mgr Department Mgr Budget Meeting TBA | | |
| wk34 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | | | | | Draft Assessed Valuation | | |
| wk35 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| wk36 | 30 | 31 | | | | | |

September 2020

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|----------------------------------|----------------------------------|----------------------------------|--|--|--|----------|
| wk36 | | | 1 | 2 | 3 | 4 | 5 |
| | | | | Individual Dept Presentations | Individual Dept Presentations | Individual Dept Presentations | |
| wk37 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | Labor Day | Supplemental Budgets | Individual Dept Presentations | Individual Dept Presentations | Individual Dept Presentations | |
| | | | | Supplemental Budgets | Supplemental Budgets | Supplemental Budgets | |
| wk38 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | Supplemental Budgets | Supplemental Budgets | Individual Dept Presentations (Optional) | Individual Dept Presentations (Optional) | Individual Dept Presentations (Optional) | |
| | | | | Supplemental Budgets | Supplemental Budgets | Supplemental Budgets | |
| wk39 | Preparation for BCC Presentation | | | | | | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| wk40 | Preparation for BCC Presentation | | | | | | |
| | 27 | 28 | 29 | 30 | | | |
| | | Budget Tieout Prep for BCC Pres. | Budget Tieout Prep for BCC Pres. | Budget Tieout Prep for BCC Pres. | | | |
| | | | | | | | |
| | Preparation for BCC Presentation | | | | | | |

October 2020

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|----------------------------------|---|---|---|---|---|----------|
| wk40 | | | | | 1 | 2 | 3 |
| | | | | | Budget Tieout Prep for BCC Pres. Tie Out | Budget Tieout Prep for BCC Pres. Tie Out | |
| wk41 | Preparation for BCC Presentation | | | | | | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | Budget Tieout Prep for BCC Pres. | |
| wk42 | Preparation for BCC Presentation | | | | | | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | BCC Budget Presentation Work Sessions | BCC Budget Presentation Work Sessions | BCC Budget Presentation Work Sessions | |
| wk43 | BCC Budget Presentation | | | | | | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | | Enter BCC Changes into Individual Budgets | |
| wk44 | Press Presentation | | | | | | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | Tie out Rebalance Budget | Meet w/ BCC to Verify Balanced Budget Decisions | |
| | Press Presentation | | | | | | |

November 2020

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------------------|--|---|---|---|---|----------|
| wk45 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | Write Budget Brief Press Document | Election Day Write Budget Brief Press Document | Write Budget Brief Press Document | Write Budget Brief Press Document | Write Budget Brief Press Document | |
| | Press Presentation | | | | | | |
| wk46 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | Write Budget Brief Press Document | Write Budget Brief Press Document | Write Budget Brief Press Document | Write Budget Brief Press Document | Write Budget Brief Press Document | |
| | Press Presentation | | | | | | |
| wk47 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | Veteran's Day | Finalize Budget Brief Press Document | Press Press Release Sarvis Creek | | | |
| | Press Presentation | | | Adoption | | | |
| wk48 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | Adoption Resolution | BCC Public Hearing Hearing Room | Adoption Resolution | Thanksgiving Day | Thanksgiving Day | |
| | Adoption | | | | | | |
| wk49 | 29 | 30 | | | | | |
| | | Final Assessed Valuation Update Property Tax | | | | | |
| | Adoption | | | | | | |

December 2020

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|-----------------------|--|--|--|--|--|----------|
| wk49 | | | 1 | 2 | 3 | 4 | 5 |
| | | | Mill Levy Adoption Resolution Supp. Budgets | Mill Levy Adoption Resolution Supp. Budgets | Mill Levy Adoption Resolution Supp. Budgets | Mill Levy Adoption Resolution Supp. Budgets | |
| | Mill Levy Adoption | | | | | | |
| wk50 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | Mill Levy Adoption Resolution Supp. Budgets | Mill Levy Adoption Resolution Supp. Budgets | Mill Levy Adoption Resolution Supp. Budgets | Mill Levy Adoption Resolution Supp. Budgets | Mill Levy Adoption Resolution Supp. Budgets | |
| | Mill Levy Adoption | | | Budget Imports | | | |
| wk51 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | BCC Budget Adoption Hearing Room | BCC Budget Adoption Hearing Room | Mill Levy Supplemental Budgets | Mill Levy Supplemental Budgets | Mill Levy Supplemental Budgets | |
| | Mill Levy Adoption | | | Budget Imports | | | |
| wk52 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | BCC Mill Levy/Supplementals Discussion Hearing Room | BCC Mill Levy/Supplementals Adoption Hearing Room | | | Christmas | |
| | Budget Imports | | | | | | |
| wk53 | 27 | 28 | 29 | 30 | 31 | | |
| | | | | | New Year's Eve | | |
| | Budget Imports | | | | | | |

Dear Commissioners:

Here is the new guidance from the World Health Organization on the utility of facemasks: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>. In substance, the WHO says that there is “no evidence that they protect people who are not sick” and thus recommends mask-wearing only in limited circumstances. Please watch the two short videos on the first page.

Respectfully,

David Wilson
Steamboat Springs