

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan
District I

Douglas B. Monger
District II

M. Elizabeth Melton
District III

REGULAR MEETING

September 1, 2020

Times listed on the agenda are approximations and may be longer or shorter, or begin earlier than scheduled, with no notice. Agendas are subject to change 24 hours before the meeting start time. To ensure you have the most up-to-date information, please check the agenda after 24 hours of its start time.

If you are joining the meeting for a specific item, please join 10 minutes before the item to ensure you are present for the beginning of them.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2ckIGVk13Qld5UT09>

Password: 522

Or Telephone:

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

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592
or +1 312 626 6799 or +1 929 205 6099
Webinar ID: 851 0667 0945

Password: 522

The Routt County Board of Health or Board of Commissioners 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. **9:30 A.M. CALL TO ORDER**
2. **APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL**
3. **CONSENT AGENDA ITEMS**

Items of routine and non-controversial nature are placed on the consent agenda to allow the Board of County Commissioners to spend its time and energy on more important items on a lengthy agenda. Any Commissioner may request that an item be "PULLED" from the consent agenda and considered separately. Any member of the public may "REQUEST" any item to be "PULLED" from the consent agenda.

- A. **APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN PL-20-123 RESOLUTION FOR MINOR AMENDMENT TO A PUD;**

Documents:

[PL-20-123 BCC COMM FORM - RESOLUTION WALLERSTEIN-](#)

B. APPROVAL OF THE STATE HUMAN SERVICE ELECTRONIC BENEFIT TRANSFER IN THE AMOUNT OF \$149,959.98 THROUGH MARCH 2020, \$266,659.76 THROUGH APRIL 2020, \$261,118.74 THROUGH MAY 2020, AND \$238,683.69 THROUGH JUNE 2020.

"Executive session may be requested under C.R.S. 24-6-402 (4)(c) for matters required to be kept confidential by federal or state laws, rules or regulations.

Citations: 10 CCR 2506-1, Colorado Rules & Regulations, Volume 4, Food and Nutrition Act of 2008, 4.050, C.R.S. 19-1-303 (1), and C.R.S. 19-1-307."

4. CONSIDERATION OF ITEMS PULLED FROM THE CONSENT AGENDA

5. 9:40 A.M. 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. To make a public comment raise your hand on the zoom platform if online; if calling in press *9. Another option is to download the Zoom app that allows you to raise your hand as well. The moderator will then select you when it is your turn. Written public comment can also be submitted to bcc@co.routt.co.us. Please make sure to indicate in the subject line of your email that it is public comment and reference the agenda item to which it relates. Public comments will be entered into the record.

Documents:

[DAVID WILSON PUBLIC COMMENT.PDF](#)

6. 9:40 A.M. LEGAL WEEKLY COUNTY POLICY DISCUSSION

Discussion with the Board of County Commissioners on various County policy statements.

Presenter: Erick Knaus, County Attorney

Documents:

[BCC COMM FORM FOR POLICY DISCUSSION.PDF](#)
[6 - COUNTY-OWNED BUSES AND VANS.1-29-2001.PDF](#)
[36 - MOTOR POOL POLICY ADOPTED 10-17-2017.PDF](#)
[39 - EMPLOYER-SUPPLIED MOTOR VEHICLES.5-12-2015.PDF](#)
[56 - USE OF COUNTY VEHICLES.7-25-2007.PDF](#)
[60 - USE OF EMPLOYER-SUPPLIED VEHICLES.8-7-2018.PDF](#)
[MOTOR POOL POLICY.DRAFT.PDF](#)

A. CONTINUED DECLARATION OF LOCAL DISASTER

Consideration of and adoption of a Resolution Continuing Declaration of Local Disaster (Sixth)

Documents:

DISASTER DECLARATION COMMUNICATIONS FORM 8-26-2020.PDF
DISASTER DECLARATION SIXTH CONTINUE RESOLUTION 8-26-2020.PDF

7. 10:15 A.M. CLERK AND RECORDER

Kim Bonner, County Clerk

A. RENEWAL OF GEHL ENTERPRISER, LLC DBA TOPONAS COUNTRY LIQUORS FOR A RETAIL LIQUOR LICENSE

Consideration for approval and authorization to sign a renewal for Gehl Enterpriser, LLC DBA Toponas Country Liquors for a Retail Liquor License.

Documents:

[BCC FORM.PDF](#)

8. 10:20 A.M. COMMISSIONERS' WORK SESSION

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

The Routt County Board of County Commissioners 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.

9. 10:50 A.M. LUNCH BREAK

10. 2:00 P.M. 2021 BUDGET REVIEW

Presenter: Routt County District Attorney

[Join Zoom Meeting](#)

[HTTPS://US02WEB.ZOOM.US/J/84775014764?
PWD=BXFTZLDZYJJDNUJRAHPXL3HTWERTUT09](https://us02web.zoom.us/j/84775014764?pwd=BXFTZLDZYJJDNUJRAHPXL3HTWERTUT09)

Meeting ID: 847 7501 4764

Passcode: 522

Phone: +1 669 900 6833

11. 2:30 P.M. MEETING ADJOURNED

Please click the link below to join the webinar:

[https://us02web.zoom.us/j/85106670945?
pwd=UXZZSGx1Q01Mc0s2ckIGVk13Qld5UT09](https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2ckIGVk13Qld5UT09)

Password: 522

Or Telephone:

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

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715
8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 851 0667 0945

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: August 31, 2020 Sept 1, 2020	ITEM TIME: 10:35 a.m.
---	---------------------------------

FROM:	Chris Brookshire
TODAY'S DATE:	August 19, 2020
AGENDA TITLE:	PL-20-123 – Signing of Resolution for Minor Amendment to a Planned Unit Development Plan Lot 1 Wallerstein-Perlik Subdivision

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:

The owners of Lot 1 Wallerstein-Perlik Subdivision have been approved by the Interim Planning Director for a Minor Amendment to a Planning Unit Development Plan. A resolution for approval has been approved by the Routt County Attorney and is attached.

II. RECOMMENDED ACTION (motion):

Approve the resolution for Board of Commissioner's signatures.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE (if applicable): \$

CURRENT BUDGETED AMOUNT: \$

PROPOSED EXPENDITURE: \$

FUNDING SOURCE:

SUPPLEMENTAL BUDGET NEEDED: YES NO

Explanation:

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

V. BACKGROUND INFORMATION:

VI. LEGAL ISSUES: N/A

VII. CONFLICTS OR ENVIRONMENTAL ISSUES: N/A

VIII. SUMMARY AND OTHER OPTIONS:

Resolution number needs to be assigned.

G. The Interim Planning Director reviewed the petition on July 24, 2020, and submitted with the finding of facts:

1. The proposal with the following conditions meets the applicable guidelines of the Routt County Master Plan and is in compliance with Sections 5, 6 and 7 of the Routt County Zoning Regulations.
2. The proposed amendment affects one lot within the PUD.
3. The proposed amendment does not require or involve modification of existing public utilities or streets within or adjacent to the PUD.
4. The proposed amendment does not create additional lots or interests in the land.

H. The Interim Planning Director approved the petition subject to the following conditions:

1. All exterior lighting shall be downward cast and opaquely shielded
2. The approval shall not be issued until all fees have been paid in full.
3. A resolution of approval must be signed by the Board of Commissioners for recording in the Routt County Clerk and Records Office.
4. The Minor Amendment is specific to the site plan presented in the application. All of conditions of the Timbers PUD Plan, Timbers Subdivision, and the Wallerstein-Perlik Subdivision continue to apply.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Routt County, Colorado, that:

1. The Amended PUD is hereby approved. The PUD Plan is amended as to the Building Parameter for Lot 1 Wallerstein-Perlik Subdivision only to read:

Setback rear property line: 10'
Maximum footprint: 2,000 sq.ft.
Maximum sq.ft: 2,800 sq.ft.

2. This approval is based on the following findings of fact:

1. The proposal with the following conditions meets the applicable guidelines of the Routt County Master Plan and is in compliance with Sections 5, 6 and 7 of the Routt County Zoning Regulations.
 2. The proposed amendment affects one lot within the PUD.
 3. The proposed amendment does not require or involve modification of existing public utilities or streets within or adjacent to the PUD.
 4. The proposed amendment does not create additional lots or interests in the land.
- H. The approval was given subject to the following conditions:
1. All exterior lighting shall be downward cast and opaquely shielded
 2. The approval shall not be issued until all fees have been paid in full.
 3. A resolution of approval must be signed by the Board of Commissioners for recording in the Routt County Clerk and Records Office.
 4. The Minor Amendment is specific to the site plan presented in the application. All of conditions of the Timbers PUD Plan, Timbers Subdivision, and the Wallerstein-Perlik Subdivision continue to apply.

**ADOPTED AND EFFECTIVE THIS ____ DAY OF _____,
2020, BY THE BOARD OF COUNTY COMMISSIONERS OF ROUTT COUNTY, STATE
OF COLORADO.**

ATTEST:

BY THE BOARD OF COUNTY
COMMISSIONERS

Kim Bonner, County Clerk

Timothy V. Corrigan, Chair

RESOLUTION VOTE:

Douglas B. Monger:	Yes	No	Abstain	Absent
Timothy V. Corrigan:	Yes	No	Abstain	Absent
M. Elizabeth Melton:	Yes	No	Abstain	Absent

Dear Commissioners:

Here is the CDC's latest report on COVID-19 mortality:

https://www.cdc.gov/nchs/nvss/vsrr/covid_weekly/index.htm. The report explains that only 6% of those who have died with COVID-19 have COVID-19 as the only cause mentioned, meaning that 94% of patients who died from coronavirus also had other "health conditions and contributing causes."

According to the report:

"Table 3 shows the types of health conditions and contributing causes mentioned in conjunction with deaths involving coronavirus disease 2019 (COVID-19). For 6% of the deaths, COVID-19 was the only cause mentioned. For deaths with conditions or causes in addition to COVID-19, on average, there were 2.6 additional conditions or causes per death."

The bottom line is that this report demonstrates that COVID-19 is much less of a threat than was believed when the pandemic first hit. Routt County, tragically, has now lost seven residents who have died with COVID-19. The average age of the victims is well-over 80. Since the beginning of the year, Routt County also has lost four people to suicide and three to drug overdoses. While I appreciate your zeal to "keep us safe," I urge you to recognize the collateral consequences of the Board's policies, both from the standpoint of damage to public health and to the economy. You should defer to the state level guidance, and repeal any county-level public health orders.

Sincerely,

David B. Wilson

Steamboat Springs

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: Weekly Tuesdays	ITEM TIME: 9:40 a.m.
-----------------------------------	-----------------------------

FROM:	Erick Knaus
TODAY'S DATE:	
AGENDA TITLE:	Discussion and Direction on County Policy Statements.

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

I. DESCRIBE THE REQUEST OR ISSUE:

Discussion with the Board of County Commissioners on various County policy statements.

II. RECOMMENDED ACTION:

Direction from the Commissioners on whether to rescind the policy in whole, recommend changes to the policy, or determine if the policy is sufficient as is. Based on the direction from the Commissioners, each policy will be reformatted into the approved format and a responsible department will be assigned to maintain the policy in the future.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE:
PROPOSED EXPENDITURE:
FUNDING SOURCE:

N/A

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

N/A

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

Currently, numerous policies and policy manuals are in place across the various departments under the auspices of Routt County government. Over time, numerous “stand alone” policies (often called “Statements of Policy” or “Memorandum”) have developed as well as the Department Head Resource Manual, and the Routt County Personnel Manual. At the direction of the Commissioners, a policy committee began compiling, reviewing, and recommending action on the policies of the County with the goal being that they are ultimately published in a uniform manner with easy access to all County employees. The end result will be a uniform and comprehensive compilation of all of the County’s policies. To date, the committee has reviewed a majority of the policies and made comments and suggestions. The next step is for the Commissioners to provide direction on each policy and to establish an adoption/amendment protocol for all future policies.

VI. LEGAL ISSUES:

N/A

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VIII. SUMMARY AND OTHER OPTIONS:

N/A

STATE OF COLORADO)
) ss
COUNTY OF ROUTT)

RESOLUTION NO. 2001- 009

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF
ROUTT COUNTY, COLORADO, REVOKING RESOLUTION NO. 95-23
AND ADOPTING NEW POLICIES AND PROCEDURES FOR THE USE OF
COUNTY-OWNED BUSES AND VANS**

Recitals

A. The Board of County Commissioners ("Board") wishes to adopt new policies concerning the use of vans owned by Routt County and used by Council on Aging (the "Senior Vans") and a multiple passenger vehicle (the "Bus") owned by Routt County.

B. Board wishes to revoke all previously adopted policies and procedures concerning the use of the Senior Vans or the Bus including, without limitation, Routt County Resolution No. 95-23.

C. On JANUARY 29, 2001, the Board conducted a public hearing following notice as required by law, to consider the adoption of this resolution and the attached Statements of Policy.

D. The Board finds that it is in the best interests of the citizens of Routt County that this resolution and the attached Statements of Policy be adopted.

NOW, THEREFORE, it is hereby resolved as follows:

1. The attached Statement of Policies and Procedures for Use of Senior Van is hereby adopted to be effective immediately.

2. The attached Statement of Policies and Procedures for Use of County Bus is hereby adopted to be effective immediately.

3. All previously adopted policies and procedures concerning the use of County-owned buses and vans including, without limitation, Routt County Resolution No. 95-23, are hereby revoked effective immediately.

ADOPTED this 29th day of JANUARY, 2001.

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

ATTEST:

Kay Weinland by J. King - Deputy
Kay Weinland
Routt County Clerk

Nancy J. Stahoviak
Nancy J. Stahoviak, Chairman

Vote: Douglas B. Monger (Aye) (Nay) (Absent)
Nancy J. Stahoviak (Aye) (Nay) (Absent)
Daniel R. Ellison (Aye) (Nay) (Absent)



539814 01/29/2001 04:17P Kay Weinland
1 of 5 R 0.00 D 0.00 Routt County, CO

STATEMENT OF POLICIES AND PROCEDURES
FOR USE OF COUNTY BUS

This Statement of Policies and Procedures applies to all uses of the bus (the "Bus") owned by Routt County by organizations other than Routt County.

1. When the Bus is not being used by Routt County, it may be used by non-profit organizations operating within Routt County at the discretion of Routt County and subject to the provisions of this Statement. Generally, the Bus will be available from April 1 through October 31 of each year. The Bus is generally not suitable for use on snow packed road or under other similar winter driving conditions.

2. All requests for use of the Bus must be made by submitting a completed "Routt County Bus Request Form" (form attached) to the Routt County Road and Bridge Department Administrative Office located in the Courthouse Annex at 136 - 6th Street, Steamboat Springs. The request should be submitted at least 30 days prior to the proposed date of use. The request will be reviewed by the Road and Bridge Director or other member of the Road and Bridge staff to whom the Director delegates such responsibility. Any decision of the Director or the Director's delegate may be appealed to the Board of County Commissioners.

3. All individuals permitted to drive the Bus while on loan must have a valid Colorado commercial drivers's license with an "S" endorsement. Proof of this license and endorsement must be submitted with the request form.

4. The organization using the Bus (the "Borrower") shall pay Routt County \$0.38 per mile for all use of the Bus. In addition, if the Bus will be driven more than 150 miles, a pre-use inspection by a Routt County motor pool mechanic may be required by the head motor pool mechanic. If such an inspection is required, the Borrower shall also pay Routt County \$25 for the inspection. Payment is due within one week after the use. Payment is to be made payable to the "Routt County Treasurer" and submitted to the Routt County Road and Bridge Department Administrative Office.

5. The Borrower is responsible for returning the Bus in as good a condition as it was when received. The Bus will be inspected for cleanliness, operation of appropriate safety equipment and physical condition by a Routt County motor pool mechanic before each third party use. The Borrower shall be responsible for all damage occurring to the Bus while it is "checked out" to the Borrower, normal wear and tear excepted. If the Bus is returned dirty, either inside or out, the Borrower will be charged a \$25 cleaning fee. Additionally, the Borrower may be denied future use of the Bus due to the failure to return the Bus in good condition.

6. The Borrower shall be responsible for all fuel used by the Borrower. The Bus will be filled with fuel when it is received and it must be returned with a full tank at the conclusion of its use by the Borrower.

7. The Bus shall not be used in connection with any activity in which the Borrower discriminates based upon political affiliation, race, color, national origin, sex, age, religious creed, handicap, disability or veteran status.

BusPol (9/11/2000)


539814 01/29/2001 04:17P Kay Weinland
2 of 5 R 0.00 D 0.00 Routt County, CO

ROUTT COUNTY BUS REQUEST FORM

DATE _____

GROUP/ORGANIZATION _____

CONTACT PERSON _____

Address _____

Phone # _____

DATE OF USE _____

FOR WHAT PURPOSE _____

DRIVER _____

LICENSE TYPE AND # _____ (attach photocopy)

NUMBER OF PASSENGERS _____

MISC. EQUIPMENT TO BE TRANSPORTED _____

REQUEST FOR USE:

APPROVED

DENIED

REASON FOR DENIAL _____

Road and Bridge

DATE _____

I have read the policy and procedures governing the use of the county owned multi passenger vehicles and agree to abide by these rules and pay the rate of \$0.38 per mile and any additional charges as applicable.

(Signature of contact person)



539814 01/29/2001 04:17P Kay Weiland
3 of 5 R 0.00 D 0.00 Routt County, CO

STATEMENT OF POLICIES AND PROCEDURES
FOR USE OF SENIOR VAN

This Statement of Policies and Procedures applies to all uses of the Senior Vans owned by Routt County and used by the Routt County Council on Aging (the "Council on Aging") by organizations other than Routt County and the Council on Aging.

1. When Senior Vans are not being used by the Council on Aging or Routt County, they may be used by non-profit organizations operating within Routt County at the discretion of Routt County and subject to the provisions of this Statement.

2. All requests for use of a Senior Van must be made by submitting a completed "Routt County Van Request Form" (form attached) to the Routt County Road and Bridge Department Administrative Office located in the Courthouse Annex at 136 - 6th Street, Steamboat Springs. The request should be submitted at least 30 days prior to the proposed date of use. The request will be reviewed by the Road and Bridge Director or other member of the Road and Bridge staff to whom the Director delegates such responsibility. Any decision of the Director or the Director's delegate may be appealed to the Board of County Commissioners.

3. All individuals permitted to drive a Senior Van while on loan must have a valid Colorado drivers's license. A commercial driver's license is not, however, required.

4. The organization using a Senior Van (the "Borrower") shall pay Routt County \$0.38 per mile for all use of the Van. Payment is due within one week after the use. Payment is to be made payable to the "Routt County Treasurer" and submitted to the Routt County Road and Bridge Department Administrative Office.

5. The Borrower is responsible for returning the Senior Van in as good a condition as it was when received. The Senior Van will be inspected for cleanliness, operation of appropriate safety equipment and physical condition by a Routt County motor pool mechanic before each third party use. The Borrower shall be responsible for all damage occurring to the Senior Van while it is "checked out" to the Borrower, normal wear and tear excepted. If the Senior Van is returned dirty, either inside or out, the Borrower will be charged a \$25 cleaning fee. Additionally, the Borrower may be denied future use of the Senior Van due to the failure to return the Senior Van in good condition.

6. The Borrower shall be responsible for all gasoline used by the Borrower. The Senior Van will be filled with gasoline when it is received and it must be returned with a full tank at the conclusion of its use by the Borrower.

7. The Senior Van shall not be used in connection with any activity in which the Borrower discriminates based upon political affiliation, race, color, national origin, sex, age, religious creed, handicap, disability or veteran status.

VanPol (9/11/2000)


539814 01/29/2001 04:17P Kay Weinland
4 of 5 R 0.00 D 0.00 Routt County, CO

ROUTT COUNTY VAN REQUEST FORM

DATE _____

GROUP/ORGANIZATION _____

CONTACT PERSON _____

Address _____

Phone # _____

DATE OF USE _____

FOR WHAT PURPOSE _____

DRIVER _____

LICENSE TYPE AND # _____ (attach photocopy)

NUMBER OF PASSENGERS _____

MISC. EQUIPMENT TO BE TRANSPORTED _____

DATE OF USE _____ SENIOR
ACTIVITY _____ (SIGNATURE)

REQUEST FOR USE:

APPROVED

DENIED

REASON FOR DENIAL _____

_____ Road and Bridge

DATE _____

I have read the policy and procedures governing the use of the county owned multi passenger vehicles and agree to abide by these rules and pay the rate of \$0.38 per mile and any additional charges as applicable.

(Signature of contact person)



539814 01/29/2001 04:17P Kay Weinland
5 of 5 R 0.00 D 0.00 Routt County, CO

ROUTT COUNTY
MOTOR POOL POLICY

I. Use of County Vehicles

A. Valid Driver's License

No one may operate a County vehicle unless they have a current, valid driver's license. Employees who are required to have a valid driver's license as a condition of their employment or who wish to use County vehicles shall submit proof that they have a valid driver's license, and, upon request, shall sign a release to allow the employee's driving record to be checked, to the Human Resources Department, their supervisor or County staff who handle Motor Pool scheduling. They must also submit proof of the renewal of such licenses at each time of renewal. These individuals must also immediately advise their supervisor, the Human Resources Department and County staff who handle Motor Pool scheduling in the event that their license is revoked or suspended.

B. Use of County Vehicles

County vehicles may be used only with the approval of an Elected Official, County Manager or Department Head. County vehicles, other than vehicles used by the Routt County Council on Aging, may be driven only by (1) County employees or Elected Officials including District Attorney office employees; (2) a member of a County commission, committee or volunteer group while on County business; or (3) certain adults participating in 4-H programs by permission of a Routt County Extension Agent. Those individuals described in categories (2) and (3) will be required to sign an Acknowledgment Regarding Insurance Coverage Limitations before being allowed to drive a County vehicle.

Special arrangements have been made by the Routt County Council on Aging for the use of County vehicles as Seniors Vans and those vehicles may be used only for Routt County Council on Aging programs or by individuals described in categories (1), (2) or (3) above. The Statement of Policies and Procedures for Use of Senior Van dated September 11, 2000, is hereby revoked.

Use of unassigned vehicles should be scheduled at least 24 hours in advance with the Commissioners' Administrative Assistant.

C. Reasonable Care in Use

Employees shall use reasonable and necessary care when using a County vehicle or any Motor pool property, including but not limited to fuel pumps, so as not to cause damage to the County's property, the property of others, or to persons.

D. Parking and Moving Violation Tickets

Any parking ticket issued for the illegal parking of a County vehicle shall be the personal responsibility of the employee to whom the vehicle receiving the ticket was checked out. Equipment violation tickets will be the responsibility of the County unless the employee

operated the vehicle knowing of the violation and was able to correct it through reasonable efforts. In such cases, the employee shall be responsible for the ticket. All other tickets including those for moving violations are the responsibility of the individual to whom they are issued.

E. Returning Motor Pool Vehicles

All unassigned Motor Pool vehicles must be returned and parked on the **north** side of the Motor Pool vehicle area, if parking space is available. The vehicle mileage log with keys should be locked in the key box at the District #3 Road and Bridge Shop. **Beginning and ending odometer readings and other information requested must be entered into the vehicle mileage log and damage/maintenance report must be completed and returned to the Road and Bridge Office.** Vehicles must be refueled and returned the day they are scheduled for return, unless prior arrangements have been made with the Commissioners' Administrative Assistant.

F. Vehicle and Personal Use

County vehicles are not to be used for personal use unless directly in route to or from a County business meeting.

G. Taking Assigned County Vehicles Home

Assigned County vehicles may only be taken home on a regular basis by County employees who need to do so as a requirement of their job assignment. County vehicles are not to be used for personal business or pleasure except as provided in Paragraph F above.

H. Reporting Vehicle Damage or Maintenance Needs

All vehicle damage and all apparent mechanical and cleanliness problems are to be reported to the Road and Bridge Motor Pool Shop by completing a Maintenance Request Form, and submitting the form to the Road and Bridge Office. This is to be done even if the damage or other problem was done or arose before the employee noting it checked out the vehicle.

I. Reporting of Accidents

The employee operating a County vehicle at the time of any accident is responsible for reporting the accident to the Colorado State Patrol, the local law enforcement agency having jurisdiction of the accident site and/or to the Colorado Department of Motor Vehicles as required by Colorado law. In the event of ANY accident, the employee operating the County vehicle at the time must complete a Vehicle Accident Report and return the completed Report to the County Attorney's Office and provide all other documentation necessary for the filing of an insurance claim. In addition, the employee's supervisor must complete a Supervisor's Accident/Incident Report and return the completed Supervisor's Report to the County Attorney's Office. All such documentation must be submitted as soon as possible after the accident.

This provision regarding reporting of accidents applies to any accident regardless of whether such accident appears at the time of the accident to have caused damage to the

County vehicle, any third party vehicle or property, or injury to any employee or third party.

J. Removing Trash from a Vehicle

All trash is to be removed prior to returning the vehicle.

K. Seat Belts

Seat belts shall be worn at all times when riding in or operating a County vehicle.

L. Unauthorized Personnel

Persons not employed by Routt County are not permitted to drive any County vehicle except when being delivered or repaired and then only by those individuals authorized to do so by the Motor Pool Mechanic, the Road and Bridge Director or the County Purchasing Agent. Such persons may not ride in any County vehicle unless on official Routt County business or as approved by an Elected Official or Department Head.

M. Non-Smoking Rule

Smoking is NOT permitted in any County vehicle.

N. Use of Personal Vehicle on County Business

When an employee uses a personal vehicle on County business, the employee will be reimbursed for actual miles traveled on County business on a per mile basis using the Internal Revenue Service rate as provided by IRC Section 62(c) and Treasury Regulations 1.62-2 in effect at the time of the travel.

O. Out of State Travel

All out-of-state travel must be pre-approved by the Commissioners or the Department Head by whom the travelling employee is supervised. The most cost-efficient mode of travel is to be used.

N. Motor Pool Policy Violations

Any violation of this policy should be reported promptly and in writing to the Road and Bridge Director and the County Commissioners by any employee who becomes aware of the violation. The Road and Bridge Director shall forward copies of any such complaints to the Department Head supervising the employee who may have violated the policy and to the Motor Pool Review Board.

P. No Pets Permitted in County Vehicles

Under no circumstances are personal pets, including dogs (with the exception of the Sheriff's K-9 animals or service animals), allowed in or on County vehicles.

Q. Alcohol and Drugs

No employee shall operate a County vehicle, or permit any other person to operate a County vehicle in their care, at any time while under the influence of, or impaired to any degree whatsoever, by alcohol, marijuana, or an illegal substance. No employee shall

consume, use or carry or permit others to consume, use or carry alcohol, marijuana, or an illegal substance in a County vehicle at any time.

R. Motor Pool Review Board

A Motor Pool Review Board is hereby established and shall consist of the following to be appointed by the Board of County Commissioners: Two Appointed Department Heads and one Elected Department Head.

The Motor Pool Review Board shall review all reported violations of this policy and any accident involving a County vehicle and involving one or more of the following: (1) vehicle or other property damage of \$1,000.00 or more; (2) any personal injury; or (3) the issuance to the operator of the County vehicle of a moving violation ticket. Following such review, the Review Board shall have the authority to recommend to the Commissioners the revocation of the employee's right to use County vehicles or to condition the right to use such vehicles. Any violation of this policy may also be cause for discipline up to and including termination pursuant to the policies and procedures set forth in the Personnel Handbook.

Any accident or alleged violation by a Sheriff's deputy shall be reviewed and administered in accordance with the internal investigation policies of the Sheriff's Department and shall not be subject to review by the Motor Pool Review Board.

II. Vehicle Service

A. Purpose

This section of the policy addresses and enforces vehicle maintenance. It is intended to ensure employee safety, vehicle maintenance and the protection of public property.

B. Vehicle Scheduled Maintenance Procedure

Each vehicle has a service schedule label placed by or near the odometer. Vehicles are scheduled for oil changes and complete services every 5,000 miles. The employee or department to whom the vehicle is assigned shall be responsible for completing and faxing a Maintenance Request Form to the Motor Pool Shop at 870-9388 or email to Motorpool@co.routt.co.us between 200 and 300 miles prior to when the vehicle will reach the scheduled maintenance mileage. This may also be done by sending a completed Maintenance Request Form to the Motor Pool Shop via E-mail. The Motor Pool Shop will contact you to schedule your day of service and to inform you when your vehicle has been completed. If other problems are found at the time of service, these problems will be fixed before the vehicle is released to go back in service. Only Motor Pool staff may authorize vehicle service. Under no circumstances should any County employee other than a Motor Pool mechanic attempt to repair or arrange for pick up, or payment for services rendered by any outside vendor, except as provided in Paragraph D, *Vehicle Towing*, below.

C. Non-Scheduled Maintenance

Non-scheduled maintenance concerns include any and all questions regarding the vehicle's performance. These concerns must be reported immediately in writing to the Motor Pool Shop using the Maintenance Request Form. Non-scheduled maintenance includes: factory recalls, warranty issues, and other mechanical concerns.

D. Vehicle Towing

If an employee is operating a County vehicle that is involved in an accident or experiencing a mechanical failure and, as a result is in need of towing, the employee shall take the following action depending on the circumstances of the occurrence:

It is up to the employee to find an alternative vehicle to use if needed.

Within County Boundaries

The County vehicle must be towed to the Motor Pool Shop in Steamboat Springs.

During work hours

- 1) Contact Motor Pool to report the issue.
Motor Pool Shop: 970-871-0216
or email motorpool@co.routt.co.us
Road & Bridge Field Coordinator: 970-870-5344
- 2) For **department assigned** vehicles **only**:
Schedule the nearest towing company and have the vehicle towed to the Steamboat Shop.
Rocky Mountain Towing: 970-846-7740
American Towing: 970-879-1179
- 3) For **shared pool** vehicles **only**:
Call AAA emergency number (AAA emergency card will be in the glove box). The County plan includes 150 miles of free towing.

After hours

- 1) For **department assigned** vehicles **only**:
Call the nearest towing company and have the vehicle towed to the Steamboat Shop.
Rocky Mountain Towing: 970-846-7740
American Towing: 970-879-1179
- 2) For **shared pool** vehicles **only**:
Call AAA emergency number (AAA emergency card will be in the glove box). The County plan includes 150 miles of free towing.
- 3) Leave a message at: 970-871-0216 or
Email motorpool@co.routt.co.us with details of the vehicle's location and the problem with the vehicle.

Outside County Boundaries

If the accident or mechanical failure occurs outside the County, the employee responsible for the vehicle should have it towed to the nearest appropriate dealership. Repairs costing less than \$1,000 should be made as soon as reasonable and may be arranged for by the employee responsible for the vehicle. Employees will be reimbursed by the county for all repairs. Repairs costing \$1,000 or more should not be made until the Motor Pool mechanic has been consulted and has agreed to the arrangements made for repair. In each instance, the employee shall file a written report of the occurrence with the Motor Pool Shop on the next business day.

During work hours

- 1) Call Motor Pool for assistance.
Motor Pool Shop: 970-871-0216
Road & Bridge Field Coordinator: 970-870-5344
- 2) For **department assigned** vehicles **only**:
Dodge / Chrysler Roadside Assistance: 1-800-521-2779
Ford Roadside Assistance: 1-800-241-3673
Chevrolet Roadside Assistance: 1-800-243-8872
Rocky Mountain Towing: 970-846-7740
- 3) For **shared pool** vehicles **only**:
Call AAA emergency number (AAA emergency card will be in the glove box). The County plan includes 150 miles of free towing.
- 4) File written report of the occurrence with the Motor Pool Shop within the next business day.

After hours

- 1) For **department assigned** vehicles **only**:
Dodge / Chrysler Roadside Assistance: 1-800-521-2779
Ford Roadside Assistance: 1-800-241-3673
Chevrolet Roadside Assistance: 1-800-243-8872
Rocky Mountain Towing: 970-846-7740
- 2) For **shared pool** vehicles **only**:
Call AAA emergency number (AAA emergency card will be in the glove box). The County plan includes 150 miles of free towing.
- 3) Leave a message at 970-871-0216 or
Email motorpool@co.routt.co.us with details of the vehicle's location and the problem with the vehicle.
- 4) File written report of the occurrence with the Motor Pool Shop within the next business day.

III. Fueling System

A. Location

There are three locations within the County where employees may obtain fuel. District 1-Oak Creek, located off Hwy. 131; District 2-Hayden, located past the Hayden speedway and off the mining road which is RCR #53; and District 3-Steamboat Springs, located at 2300 County Shop Road just north of US 40.

B. Fuel Keys

If a Fuel key is needed for a department or new employee, please contact the Road and Bridge Department at 970-870-5344.

IV. Employee Discipline

Any violation of this policy may be cause for discipline up to and including termination pursuant to the policies and procedures set forth in the Personnel Handbook.

This Motor Pool Policy shall be effective on October 17, 2017, and replaces the Motor Pool Policy previously adopted May 17, 2016.

Adopted by the Routt County Board of County Commissioners on October 17, 2017.

Routt County Board of County
Commissioners

By: 

Tim Corrigan, Chair

**STATEMENT OF POLICY OF ROUTT COUNTY
USE OF EMPLOYER-SUPPLIED MOTOR VEHICLES AND
RELATED TAX REPORTING AND RECORD KEEPING RULES**

The Board of County Commissioners of Routt County (the "Board") adopts this policy in order to comply with Internal Revenue Service regulations regarding the valuation and reporting of income related to employer-supplied motor vehicles and to establish rules concerning the use of such vehicles and related required record keeping. This policy does not replace the Routt County Motor Pool Policy found in the Routt County Personnel Handbook. This policy is to be included in the Personnel Handbook.

The Board adopts the "Commuting Rule" as described in IRS Publication 15-B (Rev. January 2002) as that publication may be revised from time to time. Under this rule, Routt County will report as income to any employee who is provided with a County-owned motor vehicle \$1.50 for each one-way commute. All such income shall also be subject to income tax withholding. This rule applies only to any County-owned motor vehicle assigned to an individual or department if an employee is permitted or required to use the vehicle to commute to or from his or her home to work. It does not apply to County motor pool vehicles that are not assigned to an individual employee or department. Employees to whom any such County-owned motor vehicle is assigned may not use that vehicle for personal uses other than commuting or "de minimis" personal uses such as a stop for a personal errand on the way between home and work or work and home so long as the vehicle is not driven more than one-quarter mile out of the "normal" commuting route. For the purposes of this policy, a "normal" commuting route is one which would be used by a reasonable person considering all circumstances but not having as a purpose the evasion of this policy. The use of a County-owned motor vehicle by an employee who is on-call to respond to a duty call shall not be treated as a commute trip taxable to the employee.

Each employee having the use of a County-supplied motor vehicle subject to the Commuting Rule shall maintain a log book recording all personal and non-personal use of the vehicle including date, time and distance of each trip and the purpose for each trip. The log book shall be in such form as may be prescribed by the County Finance Department. It shall be the responsibility of each such employee to provide the County Finance Department with a photocopy of the relevant pages of the log book once each pay period. The log book copy shall be turned in with the semi-monthly payroll vouchers in accordance with the published list of payroll due dates. The employee shall be responsible for totaling the mileage and reportable income for the pay period reported in the log.

Only those County employees designated in writing by the County Manager or the Board are permitted or required to commute in County-owned motor vehicles.

The Commuting Rule shall not be applicable to the use of the following types of vehicles when that use is by the employee who is generally assigned to operate such vehicle:

1. Clearly marked police and fire vehicles including the vehicle assigned to the Coroner's Office, the County's Emergency Management Director and the Airport ARFF/Security Director.
2. Unmarked vehicles used by law enforcement officers if the use is officially authorized by the Sheriff, the County Manager or the Board.
3. Unmarked vehicles used by the Coroner's Office if the County Manager and the Board have exempted such vehicles from the requirement that they be clearly marked as County vehicles.
4. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
5. Delivery trucks with seating for the driver only, or the driver plus a folding jump seat.
6. A passenger bus with a capacity of at least 20 passengers used for its specific purpose.
7. School buses.
8. Tractors and other special purpose farm vehicles.
9. Any pickup truck with a loaded gross vehicle weight of 14,000 pounds or less which is specially modified so that it is not likely to be used more than minimally for personal purposes. Any such pickup truck must be clearly marked as a Routt County owned vehicle by a permanently affixed decal or painting and meets either of the following requirements:
 - a. It is equipped, pursuant to the permission of the Road and Bridge Director, with at least one of the following items:
 - i. A hydraulic lift gate.
 - ii. Permanent tanks or drums
 - iii. Permanent side boards or panels that materially raise the level of the sides of the truck bed.
 - iv. Other heavy equipment, such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles

However, the employee to whom any such pickup truck is assigned shall be subject to the requirement of maintaining a log for the vehicle as set forth above.

10. Any Van with a loaded gross vehicle weight of 14,000 pounds or less which is specially modified so that it is not likely to be used more than minimally for personal purposes. Any such pickup truck must be clearly marked as a Routt County owned vehicle by a permanently affixed decal or painting and has a seat for the driver only (or for the driver and one other person) and either of the following items:
 - a. Permanent shelving that fills most of the cargo area.
 - b. An open cargo area and the van always carries merchandise, material, or equipment used for County purposes.

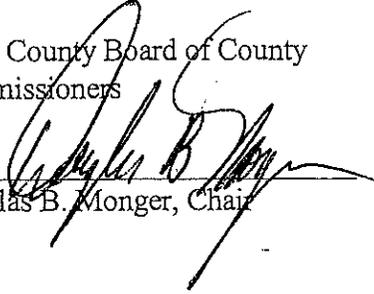
However, the employee to whom any such van is assigned shall be subject to the requirement of maintaining a log for the vehicle as set forth above.

However, such vehicles are not to be used for personal use other than commuting and de minimis detours for personal use.

This Statement of Policy shall be effective on May 12, 2015, and replaces the Statement of Policy previously adopted February 25, 2003.

Adopted by the Routt County Board of County Commissioners on May 12, 2015.

Routt County Board of County
Commissioners

By: 
Douglas B. Monger, Chair

ROUTT COUNTY MANAGER

Tom Sullivan

Phone: (970) 879-0108

Fax: (970) 879-3922

Email: tsullivan@co.routt.co.us

Memorandum

To: Department Managers

July 25, 2007

From: Tom Sullivan

Subject: Administration of Policy: Statement on Policy: Use of County Vehicles by a member of a County commission, committee or volunteer group

On May 17, 2007, the BCC revised the Motor Pool policy. The attachments to this memo include the approved policy that has been incorporated into your personnel handbook, and the Insurance Liability Release Forms. The memo provides direction on how the revised policy will be administered in relation to the use of County Motor Pool vehicles by a member of a County commission, committee or volunteer group.

To implement this policy, the following administrative procedure is provided:

- A member of a County commission, committee, volunteer group or certain adults participating in 4-H programs (with permission of a Routt County Extension Agent) may use a motor pool vehicle.
- The person using the County vehicle must present a valid driver's license to the staff who handles motor pool scheduling and sign the Insurance Release form.
- At the time the vehicle is assigned, a master key to the "bird cage" can be signed out in order to have access to the keys and vehicle information.
- Directions to the Steamboat Springs County shop will be provided, as well as vehicle information and instructions on how to keep track of mileage.
- When returning the vehicle, such vehicle will need to be refilled to full and the interior of the vehicle left clear of any garbage or personal items.
- The master key and mileage form will be returned to the staff that handles motor pool scheduling.

This information can also be found in "shared folder" under the Dept. Head Resource Manual, Section 6 – Motor Pool.

Please make sure that you are familiar with the policy statement and contact me with any questions.

cc: BCC

ROUTT COUNTY MANAGER

Tom Sullivan

Phone: (970) 879-0108

Fax: (970) 879-3922

Email: tsullivan@co.routt.co.us

Memorandum

August 7, 2018

To: Department Managers

From: Tom Sullivan *TS*

Subject: Administration of Policies: Statement of Policy of Routt County Use of Employer-Supplied Motor Vehicles and Related Tax Reporting and Record Keeping Rules adopted on May 12, 2015: Assignment of County Vehicles for Individual Use

This memo replaces the Administration of Policy memo dated July 17, 2017, and any others regarding this subject. In the administration of the Statement of Policy cited above as adopted by the Board of County Commissioners establishes the "Commuting Rule" as described in IRS Publication 15-B (Rev. January 2002) as that publication may be revised from time to time and states that ... "Under this rule, Routt County will report as income to any employee who is provided with a County-owned motor vehicle \$1.50 for each one-way commute. All such income shall also be subject to income tax withholding." The adopted "Community Role" provides that ... "Only those County employees designated in writing by the County Manager or the Board are permitted or required to commute in County-owned motor vehicles." The Statement of Policy is included in the Routt County Personnel Handbook in "Appendix O". The following direction will apply and take effect on August 7, 2018.

This direction applies the concept that county vehicles assigned for individual employee use that are also driven home serve the best interest of the County. County vehicles assigned to individuals may be driven home only when the employee is regularly required to respond, from home, to a call at a place other than the normal workplace or outside the normal work hours as a function of supervisory or a critical public safety purpose.

From those criteria, employees in the following positions are specifically authorized to drive their assigned vehicles home:

- Routt County Emergency Manager
- Public Works Director, District Foremen, Assistant Foremen and the Crusher Foreman during the crusher operating period
- Communications Director
- Communications Radio Technician
- Building Maintenance Supervisor
- YVRA Public Safety Director
- YVRA Airport Manager

**STATEMENT OF POLICY OF ROUTT COUNTY
USE OF EMPLOYER-SUPPLIED MOTOR VEHICLES AND
RELATED TAX REPORTING AND RECORD KEEPING RULES**

The Board of County Commissioners of Routt County (the "Board") adopts this policy in order to comply with Internal Revenue Service regulations regarding the valuation and reporting of income related to employer-supplied motor vehicles and to establish rules concerning the use of such vehicles and related required record keeping. This policy does not replace the Routt County Motor Pool Policy found in the Routt County Personnel Handbook. This policy is to be included in the Personnel Handbook.

The Board adopts the "Commuting Rule" as described in IRS Publication 15-B (Rev. January 2002) as that publication may be revised from time to time. Under this rule, Routt County will report as income to any employee who is provided with a County-owned motor vehicle \$1.50 for each one-way commute. All such income shall also be subject to income tax withholding. This rule applies only to any County-owned motor vehicle assigned to an individual or department if an employee is permitted or required to use the vehicle to commute to or from his or her home to work. It does not apply to County motor pool vehicles that are not assigned to an individual employee or department. Employees to whom any such County-owned motor vehicle is assigned may not use that vehicle for personal uses other than commuting or "de minimis" personal uses such as a stop for a personal errand on the way between home and work or work and home so long as the vehicle is not driven more than one-quarter mile out of the "normal" commuting route. For the purposes of this policy, a "normal" commuting route is one which would be used by a reasonable person considering all circumstances but not having as a purpose the evasion of this policy. The use of a County-owned motor vehicle by an employee who is on-call to respond to a duty call shall not be treated as a commute trip taxable to the employee.

Each employee having the use of a County-supplied motor vehicle subject to the Commuting Rule shall maintain a log book recording all personal and non- personal use of the vehicle including date, time and distance of each trip and the purpose for each trip. The log book shall be in such form as may be prescribed by the County Finance Department. It shall be the responsibility of each such employee to provide the County Finance Department with a photocopy of the relevant pages of the log book once each pay period. The log book copy shall be turned in with the semi-monthly payroll vouchers in accordance with the published list of payroll due dates. The employee shall be responsible for totaling the mileage and reportable income for the pay period reported in the log.

Only those County employees designated in writing by the County Manager or the Board are permitted or required to commute in County-owned motor vehicles.

The Commuting Rule shall not be applicable to the use of the following types of vehicles when that use is by the employee who is generally assigned to operate such vehicle:

10. Any Van with a loaded gross vehicle weight of 14,000 pounds or less which is specially modified so that it is not likely to be used more than minimally for personal purposes. Any such pickup truck must be clearly marked as a Routt County owned vehicle by a permanently affixed decal or painting and has a seat for the driver only (or for the driver and one other person) and either of the following items:
 - a. Permanent shelving that fills most of the cargo area.
 - b. An open cargo area and the van always carries merchandise, material, or equipment used for County purposes.

However, the employee to whom any such van is assigned shall be subject to the requirement of maintaining a log for the vehicle as set forth above.

However, such vehicles are not to be used for personal use other than commuting and de minimis detours for personal use.

This policy statement shall be effective on February 25, 2003, and replaces the Statement of Policy adopted December 31, 2002.

Adopted by the Routt County Board of County Commissioners on February 25, 2003.

By: Douglas B. Monger
Douglas B. Monger, Chairman

EMPLOYERSUPPLIEDMVPOLICYV2.REV1.DOC (2/12/2003)

**ROUTT COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES
Policy Number X.XX**

TITLE Motor Pool and Personal Vehicle Policy	Date of First Approval
RESPONSIBLE DEPARTMENT	Date Last Revised

Purpose 1: To provide requirements for the use of County-owned Motor Pool Vehicles, Buses and Vans.

Purpose 2: To provide requirements for the use of personal vehicles for work-related duties.

Purpose 3: To provide requirements for compliance with Internal Revenue Service regulations regarding the valuation and reporting of income related to employer-supplied motor vehicles and to establish rules concerning the use of such vehicles and related recordkeeping.

Department(s) Affected: All.

Waiver Authority, if any: None.

I. Use of County-owned Motor Pool Vehicles. Motor pool vehicles may be used only with the approval of an Elected Official, County Manager or Department Head. Motor pool vehicles, other than vans used by the Routt County Council on Aging, may be driven only by (1) County employees or Elected Officials including District Attorney office employees; (2) a member of a County commission, committee or volunteer group while on County business; or (3) certain adults participating in 4-H programs by permission of a Routt County Extension Agent. County-owned motor pool vehicles include the following:

A. Unassigned Vehicles.

1. Unassigned motor pool vehicles are available for use by County employees who need to travel for work-related County business or training.
2. Use of unassigned motor pool vehicles should be scheduled at least 24 hours in advance with the **Commissioners' Administrative Assistant**.
3. Unassigned motor pool vehicles are not to be used for personal business unless directly in route to or from work-related County business or training.
4. All unassigned motor pool vehicles must be returned and parked on the **north** side of the motor pool vehicle area at the District 3-Steamboat Springs shop, if parking space is available. The vehicle mileage log with keys should be locked in the key box. **Beginning and ending odometer readings and other information requested must be entered into the vehicle mileage log and damage/maintenance report must be completed and returned to the Public Works Department office.** Vehicles must be refueled and returned the day they are scheduled for return, unless prior arrangements have been made with the **Commissioners' Administrative Assistant**.

B. Assigned Vehicles.

1. Assigned motor pool vehicles may only be taken home on a regular basis by County employees who are permitted to commute as a requirement of their job duties.
2. Only those County employees designated in writing by the County Manager are permitted or required to commute in motor pool vehicles.
3. Assigned motor pool vehicles are not to be used for personal business or pleasure unless directly in route to or from work-related County business or training.

C. Vans and Buses.

1. Special arrangements have been made by the Routt County Council on Aging for the use of motor pool vans to transport senior citizens and those vans may be used only for Routt County Council on Aging programs.
2. The County owns a multiple-passenger bus which may be used by (1) County employees or Elected Officials including District Attorney office employees; (2) a member of a County commission, committee or volunteer group while on County business; or (3) certain adults participating in 4-H programs by permission of a Routt County Extension Agent. Those individuals described in categories (2) and (3) will be required to sign an Acknowledgment Regarding Insurance Coverage Limitations, available from the Routt County Public Works Department, before being allowed to drive a motor pool vehicle.
 - a. When the bus is not being used by Routt County, it may be used by non-profit organizations (Organization) operating within Routt County at the discretion of the Board of County Commissioners and subject to the provisions of this policy. Generally, the bus will be available from April 1 through October 31 of each year. The bus is not suitable for use on snow packed roads or under other similar driving conditions.
 - b. All requests for use of the bus must be made by submitting a completed Routt County Bus Request Form, available from the Public Works Department. The completed form should be submitted to the Public Works Department at least 30 days prior to the proposed date of use. The request will be reviewed by the Public Works Director or the Director's delegate. If the request is denied it may be appealed to the Board of County Commissioners.
 - c. All individuals permitted to drive the bus must have a valid Colorado commercial driver's license with an "S" endorsement. Proof of this license and endorsement must be submitted along with the request form.
 - d. The Organization using the bus shall pay Routt County \$0.38 per mile for all use of the bus. In addition, if the bus will be driven more than 150 miles, a pre-use inspection by a Routt County motor pool mechanic may be required. If such an inspection is required, the Organization shall also pay Routt County \$25 for the inspection. Payment is due within one week after use of the bus. Payment should be made payable to the Routt County Treasurer and delivered to the Public Works Department.
 - e. The Organization using the bus is responsible for returning the bus in as good condition as it was when received, normal wear and tear excepted. The Organization shall be responsible for all damage occurring to the bus. If the bus is returned dirty, either inside or out, the Organization will be charged a \$25 cleaning fee and may be denied future use of the bus. The bus will be inspected for cleanliness, operation of appropriate safety equipment and physical condition by a motor pool mechanic before each third party use.
 - f. The Organization shall be responsible for all fuel used by the Organization. The bus will be filled with fuel when it is received and it must be refueled before returned.
 - g. The bus shall not be used in connection with any activity in which the Organization discriminates based upon political affiliation, race, color, national origin, sex, age, religious creed, handicap, disability or veteran status.

D. General Requirements.

1. Valid Driver's License. No one may operate a motor pool vehicle unless they have a current, valid Colorado driver's license. Employees who are required to have a valid driver's license as a condition of their employment or who wish to use motor pool vehicles shall submit proof that they have a valid driver's license, and, upon request, shall sign a release to allow the employee's driving record to be checked, to the Human Resources Department, their supervisor or County staff who handle Motor Pool scheduling. They must also submit proof of the renewal of such license at each time of renewal. These individuals must also immediately advise their supervisor, the Human Resources Department and County staff who handle Motor Pool scheduling in the event that their license is revoked or suspended.
2. Reasonable Care in Use. Employees shall use reasonable and necessary care when using a motor pool vehicle or any motor pool property, including but not limited to fuel pumps, so

as not to cause damage to the County's property, the property of others, or to persons.

3. Seat Belts. Seat belts shall be worn at all times when riding in or operating a motor pool vehicle.
4. Smoking. Smoking is NOT permitted in any motor pool vehicle.
5. Personal Use. Motor pool vehicles are not to be used for personal use unless directly in route to or from work-related County business or training.
6. Pets. Under no circumstances are personal pets, including dogs (with the exception of the Sheriff's K-9 animals or service animals), allowed in or on motor pool vehicles.
7. Alcohol and Drugs. No employee shall operate a motor pool vehicle at any time while under the influence of, or impaired to any degree whatsoever, by alcohol, marijuana, or an illegal substance. No employee shall consume, use or carry or permit others to consume, use or carry alcohol, marijuana, or an illegal substance in a motor pool vehicle at any time.
8. Trash. All trash is to be removed prior to returning a motor pool vehicle.
9. Out-of-State Travel. All out-of-state travel in a motor pool vehicle must be pre-approved by the Elected Official or Department Head by whom the travelling employee is supervised.
10. Fueling System.
 - a. Locations. There are three locations within the County where employees may obtain fuel: (1) District 1- Oak Creek, located off Hwy. 131; (2) District 2-Hayden, located past the Hayden speedway and off the mining road which is RCR #53; and (3) District 3-Steamboat Springs, located at 2300 County Shop Road just north of US 40.
 - b. Keys. If a fuel key is needed for a department or new employee, contact the Public Works Department at 970-870-5344.
11. Parking and Moving Violation Tickets. Any parking ticket issued for the illegal parking of a motor pool vehicle shall be the personal responsibility of the employee to whom the vehicle receiving the ticket was checked out. Equipment violation tickets will be the responsibility of the County unless the employee operated the vehicle knowing of the violation and was able to correct it through reasonable efforts. In such cases, the employee shall be responsible for the ticket. All other tickets including those for moving violations are the responsibility of the individual to whom they are issued.
12. Use by Non-County Employees. Unless authorized in Section I. above, non-County employees are not permitted to drive any motor pool vehicle except when being delivered or repaired and then only by those individuals authorized to do so by a motor pool mechanic, the Public Works Director or the County Purchasing Agent. Non-County employees may not ride in any motor pool vehicle unless on official Routt County business or as approved by an Elected Official or Department Head.

E. Policy Violations.

1. Reporting of Violations.
 - a. Any violation of this policy should be reported promptly and in writing to the Public Works Department by any employee who becomes aware of the violation. The Public Works Department shall forward copies of any such complaints to the Elected Official or Department Head supervising the employee who may have violated the policy and to the Motor Pool Review Board.
 - b. Any violation of this policy may be cause for discipline up to and including termination pursuant to the policies and procedures set forth in the Personnel Handbook.
2. Motor Pool Review Board.
 - a. A Motor Pool Review Board is hereby established and shall consist of the following to

be appointed by the Board of County Commissioners: Two Appointed Department Heads and one Elected Official.

- b. The Motor Pool Review Board shall review all reported violations of this policy and any accident involving a motor pool vehicle and involving one or more of the following: (1) vehicle or other property damage of \$1,000.00 or more; (2) any personal injury; or (3) the issuance to the operator of the motor pool vehicle of a moving violation ticket. Following such review, the Review Board shall have the authority to recommend to the Board of County Commissioners the revocation of the employee's right to use motor pool vehicles or to condition the right to use such vehicles.
- c. Any accident or alleged violation by a Sheriff's deputy shall be reviewed and administered in accordance with the internal investigation policies of the Sheriff's Department and shall not be subject to review by the Motor Pool Review Board.

F. Vehicle Maintenance.

1. Scheduled Maintenance. Each motor pool vehicle has a service schedule label placed by or near the odometer. Vehicles are scheduled for oil changes and complete services every 5,000 miles. Any employee or department to whom a motor pool vehicle is assigned is responsible for notifying the motor pool shop by completing a Maintenance Request Form between 200 and 300 miles prior to when the vehicle will reach the scheduled maintenance mileage and work with motor pool to schedule service. If other problems are found at the time of service, these problems will be fixed before the vehicle is released to go back to the employee or department. *Only motor pool staff may authorize vehicle service*. Under no circumstances should any County employee other than a motor pool mechanic attempt to repair or arrange for pick up, or payment for services rendered by any outside vendor, except as provided in Paragraph G.2., below.
2. Non-Scheduled Maintenance. Non-scheduled maintenance includes any and all questions regarding the vehicle's performance and must be reported immediately in writing to the motor pool shop by completing a Maintenance Request Form. Non-scheduled maintenance includes: factory recalls, warranty issues, and other mechanical concerns.
3. Reporting Damage or Maintenance Needs. All vehicle damage and all apparent mechanical and cleanliness problems are to be reported to the motor pool shop by completing a Maintenance Request Form. This is to be done even if the damage or other problem was done or arose before the employee noting it checked out the vehicle.

G. Accidents.

1. Reporting of Accidents.
 - a. The employee operating a motor pool vehicle at the time of any accident is responsible for reporting the accident to the Colorado State Patrol, the local law enforcement agency having jurisdiction of the accident site and/or to the Colorado Department of Motor Vehicles as required by Colorado law. In the event of ANY accident, the employee operating the motor pool vehicle at the time must complete a Vehicle Accident Report and return the completed report to the County Attorney's Office and provide all other documentation necessary for the filing of an insurance claim. In addition, the employee's supervisor must complete a Supervisor's Accident/Incident Report and return the completed supervisor's report to the County Attorney's Office. All such documentation must be submitted as soon as possible after the accident.
 - b. This provision applies to any accident regardless of whether such accident appears at the time of the accident to have caused damage to the motor pool vehicle, any third party vehicle or property, or injury to any employee or third party.
2. Towing. If an employee is operating a motor pool vehicle that is involved in an accident or experiencing a mechanical failure and, as a result is in need of towing, the employee shall take the following action depending on the circumstances of the occurrence:
 - a. Within County Boundaries. If the accident or mechanical failure occurs within County boundaries the motor pool vehicle must be towed to the District 3-Steamboat Springs

Shop.

- i. During Work Hours. If the accident or mechanical failure occurs during normal work hours, the employee shall report the accident or mechanical failure to the motor pool shop by phone to: 970-871-0216 or by email to: motorpool@co.routt.co.us, or to the Public Works Project Manager at 970-870-5344.

- (a) Assigned Vehicles. Departments or employees with assigned motor pool vehicles shall schedule the nearest towing company and have the vehicle towed to the District 3-Steamboat Springs Shop.

Rocky Mountain Towing: 970-846-7740

American Towing: 970-879-1179

- (b) Unassigned Vehicles. Departments or employees with unassigned motor pool vehicles shall call the AAA emergency number (AAA emergency card will be in the glove box) and have the vehicle towed to the District 3-Steamboat Springs Shop.

- ii. After Work Hours. If the accident or mechanical failure occurs after normal work hours, the employee shall report the accident or mechanical failure to the motor pool shop by leaving a message with the details of the vehicle's location and the problem by phone to: 970-871-0216 or by email to: motorpool@co.routt.co.us, or to the Public Works Project Manager at 970-870-5344.

- (a) Assigned Vehicles. Departments or employees with assigned motor pool vehicles shall schedule the nearest towing company and have the vehicle towed to the District 3-Steamboat Springs Shop.

Rocky Mountain Towing: 970-846-7740

American Towing: 970-879-1179

- (b) Unassigned Vehicles. Departments or employees with unassigned motor pool vehicles shall call the AAA emergency number (AAA emergency card will be in the glove box) and have the vehicle towed to the District 3-Steamboat Springs Shop.

- b. Outside of County Boundaries. If the accident or mechanical failure occurs outside County boundaries, the employee responsible for the vehicle should have it towed to the nearest appropriate dealership. Repairs costing less than \$1,000 should be made as soon as reasonable and may be arranged for by the employee responsible for the vehicle. Employees will be reimbursed by the County for all repairs. Repairs costing \$1,000 or more should not be made until the motor pool mechanic has been consulted and has agreed to the arrangements made for repair. In each instance, the employee shall file a written report of the occurrence with the motor pool shop on the next business day.

- i. During Work Hours. If the accident or mechanical failure occurs during normal work hours, the employee shall report the accident or mechanical failure to the motor pool shop by phone to: 970-871-0216 or by email to: motorpool@co.routt.co.us, or to the Public Works Project Manager at 970-870-5344.

- (a) Assigned Vehicles. Departments or employees with assigned motor pool vehicles shall call roadside assistance and have the vehicle towed to the District 3-Steamboat Springs Shop.

Dodge/Chrysler Roadside Assistance: 1-800-5 21-2779

Ford Roadside Assistance: 1-800-241- 3673

Chevrolet Roadside Assistance: 1-800-243-8872

- (b) Unassigned Vehicles. Departments or employees with unassigned motor pool vehicles shall call the AAA emergency number (AAA emergency card will be in the glove box) and have the vehicle towed to the District 3-Steamboat Springs Shop.

ii. After Work Hours. If the accident or mechanical failure occurs after normal work hours, the employee shall report the accident or mechanical failure to the motor pool shop by leaving a message with the details of the vehicle's location and the problem by phone to: 970-871-0216 or by email to: motorpool@co.routt.co.us, or to the Public Works Project Manager at 970-870-5344.

(a) Assigned Vehicles. Departments or employees with assigned motor pool vehicles shall call roadside assistance and have the vehicle towed to the District 3-Steamboat Springs Shop.

Dodge/Chrysler Roadside Assistance: 1-800-5 21-2779

Ford Roadside Assistance: 1-800-241- 3673

Chevrolet Roadside Assistance: 1-800-243-8872

(b) Unassigned Vehicles. Departments or employees with unassigned motor pool vehicles shall call the AAA emergency number (AAA emergency card will be in the glove box) and have the vehicle towed to the District 3-Steamboat Springs Shop.

c. It is the responsibility of the employee to file a written report of the accident or mechanical failure with the motor pool shop within the next business day.

d. It is the responsibility of the employee to find an alternative vehicle to use if needed.

II. Use of Personal Vehicle on County Business.

A. Any use of a personal vehicle to perform work-related duties must be pre-authorized. Unauthorized use will not qualify for mileage reimbursement.

B. When an employee uses a personal vehicle on County business, the employee will be reimbursed for actual miles traveled on County business on a per mile basis using the Internal Revenue Service rate as provided by IRC Section 62(c) and Treasury Regulations 1.62-2 in effect at the time of the travel.

C. Personal vehicles used for work-related duties must have all insurance coverage required by law. The County is not responsible for any damages or expenses associated with a personally owned vehicle used in the conduct of County business involved in an accident. If an accident does occur, any employee medical costs will be filed with the County Workers' Compensation carrier, but the employee should file a claim with the insurance carrier that covers the vehicle for any vehicle damage and/or expenses for others involved. Employees are advised to inform their insurance agent of the use of their personal vehicle for County business.

III. County-Supplied Motor Vehicles.

A. Commuting Rule. The Board of County Commissioners adopts the "Commuting Rule" as described in IRS Publication 15-B (Rev. January 2002) as that publication may be revised from time to time. Under this rule, Routt County will report as income to any employee who is provided with a County-owned motor vehicle \$1.50 for each one-way commute. All such income shall also be subject to income tax withholding. This rule applies only to any County-owned motor vehicle assigned to an individual or department if an employee is permitted or required to use the vehicle to commute to or from his or her home to work. It does not apply to County motor pool vehicles that are not assigned to an individual employee or department. Employees to whom any such County-owned motor vehicle is assigned may not use that vehicle for personal uses other than commuting or "de minimis" personal uses such as a stop for a personal errand on the way between home and work or work and home so long as the vehicle is not driven more than one-quarter mile out of the "normal" commuting route. For the purposes of this policy, a "normal" commuting route is one which would be used by a reasonable person considering all circumstances but not having as a purpose the evasion of this policy. The use of a County-owned motor vehicle by an employee who is on-call to respond to a duty call shall not be treated as a commute trip taxable to the employee.

1. Only those County employees designated in writing by the County Manager or the Board are permitted or required to commute in County-owned motor vehicles.

2. The Commuting Rule shall not be applicable to the use of the following types of vehicles when that use is by the employee who is generally assigned to operate such vehicle:
 - a. Clearly marked police and fire vehicles including the vehicle assigned to the Coroner's Office, the County's Emergency Management Director and the Airport ARFF/Security Director.
 - b. Unmarked vehicles used by law enforcement officers if the use is officially authorized by the Sheriff, the County Manager or the Board of County Commissioners.
 - c. Unmarked vehicles used by the Coroner's Office if the County Manager and the Board of County Commissioners have exempted such vehicles from the requirement that they be clearly marked as County vehicles.
 - d. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
 - e. Delivery trucks with seating for the driver only, or the driver plus a folding jump seat.
 - f. A passenger bus with a capacity of at least 20 passengers used for its specific purpose.
 - g. School buses.
 - h. Tractors and other special purpose farm vehicles.
 - i. Any pickup truck with a loaded gross vehicle weight of 14,000 pounds or less which is specially modified so that it is not likely to be used more than minimally for personal purposes. Any such pickup truck must be clearly marked as a Routt County owned vehicle by a permanently affixed decal or painting and meets either of the following requirements:

It is equipped, pursuant to the permission of the Public Works Director, with at least one of the following items:

 - i. A hydraulic lift gate.
 - ii. Permanent tanks or drums
 - iii. Permanent side boards or panels that materially raise the level of the sides of the truck bed.
 - iv. Other heavy equipment, such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles

The employee to whom any such pickup truck is assigned shall be subject to the requirement of maintaining a log for the vehicle as set forth below.
 - j. Any van with a loaded gross vehicle weight of 14,000 pounds or less which is specially modified so that it is not likely to be used more than minimally for personal purposes. Any such pickup truck must be clearly marked as a Routt County owned vehicle by a permanently affixed decal or painting and has a seat for the driver only (or for the driver and one other person) and either of the following items:
 - i. Permanent shelving that fills most of the cargo area.
 - ii. An open cargo area and the van always carries merchandise, material, or equipment used for County purposes.

The employee to whom any such van is assigned shall be subject to the requirement of maintaining a log for the vehicle as set forth below.
3. Such vehicles are not to be used for personal use other than commuting and "de minimis" detours for personal use.

B. Log Book. Each employee having the use of a County-supplied motor vehicle subject to the Commuting Rule shall maintain a log book recording all personal and non- personal use of the vehicle including date, time and distance of each trip and the purpose for each

trip. The log book shall be in such form as may be prescribed by the County Accounting Department. It shall be the responsibility of each such employee to provide the County Accounting Department with a photocopy of the relevant pages of the log book once each pay period. The log book copy shall be turned in with the semi-monthly payroll vouchers in accordance with the published list of payroll due dates. The employee shall be responsible for totaling the mileage and reportable income for the pay period reported in the log.

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: September 1, 2020	ITEM TIME:
-------------------------------------	-------------------

FROM:	Erick Knaus/Lynaia South
TODAY'S DATE:	August 26, 2020
AGENDA TITLE:	Consideration of and adoption of a Resolution Continuing Declaration of Local Disaster (Sixth)

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:
Consideration of and adoption of a Resolution Continuing Declaration of Local Disaster.

II. RECOMMENDED ACTION:
Motion to approve a Resolution Continuing Declaration of Local Disaster

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
PROPOSED REVENUE:
PROPOSED EXPENDITURE:
FUNDING SOURCE:
N/A

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

V. BACKGROUND INFORMATION:
On March 13, 2020, the Chair signed a Declaration of Local Disaster relating to the COVID-19 global pandemic. On March 16, 2020, the Board of County Commissioners ratified and extended this Declaration of Local Disaster. This is the sixth Resolution extending the Declaration and extends the Declaration for another 30 days.

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VI. LEGAL ISSUES:

N/A

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VIII. SUMMARY AND OTHER OPTIONS:

N/A

STATE OF COLORADO)

RESOLUTION NO. 2020-___

) ss

COUNTY OF ROUTT)

**A RESOLUTION OF THE ROUTT COUNTY BOARD OF COUNTY
COMMISSIONERS CONTINUING THE
DECLARATION OF LOCAL DISASTER**

WHEREAS, the Colorado Disaster Emergency Act, C.R.S. 24-33.5-701, *et seq*, provides procedures for statewide and local prevention of, preparation for, response to, and recovery from disasters; and

WHEREAS, pursuant to C.R.S. § 24-33.5-703(3), a “disaster” is defined to mean “the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, or hostile military or paramilitary action, or a condition of riot, insurrection, or invasion”; and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709, a local disaster may be declared “only by the principal executive officer of a political subdivision;” and,

WHEREAS, pursuant to C.R.S. §§ 30-10-307 and 308, as amended, the chair of the Board of County Commissioners (“Board”) is the principal executive officer of Routt County and, in the absence of the chair, the vice-chair is statutorily authorized to act as the principal executive officer; and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1), the declaration of a local disaster “shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision;” and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1), any order declaring, continuing, or terminating a local disaster “shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder;” and,

WHEREAS, the Routt County Director of Emergency Management has advised the Board of a disaster currently present in Routt County, to wit, the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from COVID19 Pandemic (“Pandemic”) requiring emergency action to avert danger or damage, which began to occur on or before March 10, 2020, and which continues; and

WHEREAS, it would be appropriate and in the interests of the public health and safety, and would further protect property, for the Board to implement said recommendation; and

WHEREAS, the cost and magnitude of responding to and recovery from the impact of the Pandemic is far in excess of the county's available resources; and

WHEREAS, pursuant to C.R.S. § 24-33.5-709(2), the effect of declaring a local disaster "is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans"; and

WHEREAS, Colorado Governor Polis issued a Declaration of a Disaster Emergency on March 10, 2020; the President of the United States declared a National Emergency on March 13, 2020; and those declarations continue; and

WHEREAS, the Chair of the Board declared a Local Disaster on March 13, 2020. On March 16, 2020, the Board adopted Resolution No. 2020-08 Ratifying and Continuing the Declaration of Local Disaster. The Board adopted Resolution Nos. 2020-21, 2020-27, 2020-34, 2020-038, 2020-039 Continuing the Declaration of Local Disaster and it is the intent of this Resolution to further continue that Declaration; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. That the Board hereby continues the Declaration of Local Disaster. There is a local disaster in Routt County, to wit, the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from the Pandemic requiring emergency action to avert danger or damage.

2. The effect of this declaration of disaster shall be to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.

BE IT FURTHER RESOLVED that the principal executive officers of all other cities and towns in Routt County affected by said disaster are urged to proclaim similar declarations and to cooperate with Routt County as necessary to cope with this incident.

BE IT FURTHER RESOLVED that the Declaration of Local Disaster shall be effective as of the date of the original Declaration, March 13, 2020. This Resolution and the Declaration of Local Disaster shall continue in effect through October 1, 2020. True copies will be filed promptly with the Colorado Office of Emergency Management and the Routt County Clerk and Recorder, and shall be promptly distributed to the appropriate representatives of the news media.

ADOPTED THIS 1st DAY OF September, 2020, BY THE BOARD OF COUNTY COMMISSIONERS FOR ROUTT COUNTY, COLORADO.

Timothy V. Corrigan, Chair

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

ATTEST:

Kim Bonner,
Routt County Clerk and Recorder

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: 09/19/2020	ITEM TIME:
------------------------------	-------------------

FROM:	ROUTT COUNTY CLERK AND RECORDER
TODAY'S DATE:	08/19/2020
AGENDA TITLE:	Approval of and authorization to sign a liquor license renewal for Gehl Enterprises LLC DBA Toponas County Liquors for a retail liquor store license

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

I. DESCRIBE THE REQUEST OR ISSUE:
Approval of and authorization to sign a liquor license renewal for Gehl Enterprises LLC DBA Toponas County Liquors for a retail liquor store license

II. RECOMMENDED ACTION:

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
PROPOSED REVENUE:
PROPOSED EXPENDITURE:
FUNDING SOURCE:

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

V. BACKGROUND INFORMATION:

VI. LEGAL ISSUES:

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

--

VIII. SUMMARY AND OTHER OPTIONS:

--