

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan
District I

Douglas B. Monger
District II

M. Elizabeth Melton
District III

REGULAR MEETING

October 20, 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>

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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 any of the below items.

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 CCALT EZ SUPPORT LETTER;

Documents:

[ROUTT COUNTY_CCALT EZ SUPPORT.PDF](#)

B. APPROVAL OF RESOLUTION TO PARTNER WITH COLORADO

MOUNTAIN COLLEGE (CMC) IN APPLYING FOR AND DISTRIBUTING THE COLORADO OPPORTUNITY SCHOLARSHIP (COSI) 2020-2021 MATCHING FUNDS SCHOLARSHIP;

Documents:

[COSI MSS 2020-2021 ALLOCATIONS.PDF](#)
[COSI_COUNTY_RESOLUTION_ROUTT_2020_2021_ALLOCATION.PDF](#)

C. APPROVAL OF PLAT PL-19-191 ZIRKELVILLE SUBDIVISION;

Documents:

[10-20-20 BCC COMM FORM PL-19-191 ZIRKELVILLE SUBD PLAT SIGNING.PDF](#)

D. APPROVAL OF THE STATE HUMAN SERVICE ELECTRONIC BENEFIT TRANSFER IN THE AMOUNT OF \$259,516.22 THROUGH JULY 2020 AND \$232,189.60 THROUGH AUGUST 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.

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](#)
[CAPITAL ASSET POLICY.PDF](#)
[CONTROLLABLE ASSET POLICY.PDF](#)

7. 10:10 A.M. PLANNING
Kristy Winsor, Planning Director

A. WOOF RANCH BED AND BREAKFAST SPECIAL USE PERMIT; PL-20-156

Consideration of the Woof Ranch Bed & Breakfast Special Use Permit application.

Documents:

[BCC COMMUNICATION FORM WOOF RANCH PL-20-156 AND PACKET.PDF](#)

8. 10:55 A.M. LEGAL
Erick Knaus, County Attorney

A. RESOLUTION CONTINUING DECLARATION OF LOCAL DISASTER

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

Documents:

[DISASTER DECLARATION COMMUNICATIONS FORM 10-9-2020.PDF](#)
[DISASTER DECLARATION EIGHTH CONTINUE RESOLUTION 10-9-2020.PDF](#)

9. 11:10 A.M. PUBLIC WORKS DEPARTMENT
Ray DuBois, Public Works Director

A. APPROVAL TO SUBMIT GRANT FOR THE REPLACEMENT OF THE MOON HILL BRIDGE

Consideration for approval of and authorization for the Chair to sign grant to be submitted to the Special Highways Committee for the replacement of the Moon Hill Bridge on CR 56.

Documents:

[20201012 - BCC - GRANT SIGNATURE.PDF](#)
[20191012 - MOON HILL BRIDGE REPLACEMENT APPLICATION.PDF](#)

10. 11:20 A.M. ECONOMIC DEVELOPMENT UPDATE
Presenter: John Bristol, Economic Development Director

Documents:

[BCC AGENDA COMMUNICATION FORM - CHAMBER - Q3 - 2020.PDF](#)
[ATTACHMENT 1 - 2020 WORK PLAN.PDF](#)
[ATTACHMENT 2 - ROUTT COUNTY COVID-19 BUSINESS IMPACT SURVEY.PDF](#)
[ATTACHMENT 3 - ROUTT COUNTY ECONOMIC INDEX.PDF](#)
[ATTACHMENT 4 - ECONOMIC DEVELOPMENT AND EDC OVERVIEW.PDF](#)
[MEMO - ED UPDATE - Q3 - 2020.PDF](#)

11. 11:40 A.M. ROUTT COUNTY SHERIFF'S OFFICE
Garrett Wiggins, Sheriff

A. REVIEW AND APPROVE THE DOLA PEACE OFFICERS MENTAL HEALTH SUPPORT GRANT

Consideration for the approval of the DOLA Peace Officer Mental Health

Support Grant for \$19,900.00

Documents:

[REVIEW AND APPROVE THE DOLA PEACE OFFICERS MENTAL HEALTH SUPPORT GRANT.PDF](#)

12. 11:45 A.M. HUMAN RESOURCES

Kathy Nelson, Director

A. UPDATED EARLY CHILDHOOD CARE AND LEARNING PROGRAM LEADER PAY SCALE

Consideration to Approve the Updated Early Childhood Care and Learning Program Leader Pay Scale.

Documents:

[BCC AGENDA ITEM - EARLY CHILDHOOD CARE AND LEARNING PROGRAM COORDINATOR.PDF](#)
[EARLY CHILDHOOD CARE AND LEARNING PROGRAM COORDINATOR - REQUEST TO UPDATE PAY SCALE.PDF](#)
[PROPOSED PAY SCALE.PDF](#)
[EARLY CHILDHOOD CARE AND LEARNING PROGRAM LEADER JOB DESCRIPTION.PDF](#)
[EMPLOYERS COUNCIL 2020 SURVEY DATA.PDF](#)
[HEAD START ADMINISTRATOR H0137 CR LAKEWOOD.PDF](#)

13. 12:00 P.M. LUNCH BREAK

14. 2:00 P.M. 2021 BUDGET REVIEW

Budget Items: Line by Line Review

Join Zoom Meeting

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

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Meeting ID: 847 7501 4764

Passcode: 522

15. 5:00 P.M. MEETING ADJOURNED

Please click the link below to join the webinar:

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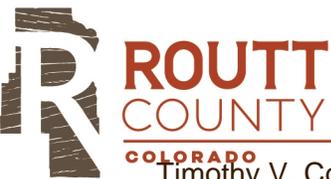
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[WWW.CO.ROUTT.CO.US](http://www.co.routt.co.us)

Timothy V. Corrigan
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M. Elizabeth Melton
District III

October 20, 2020

Northwest Enterprise Zone
PO Box 593
Grand Junction, CO 81502

To Whom It May Concern,

I am writing on behalf of the Routt County Board of County Commissioners to express support for the Colorado Cattlemen's Agricultural Land Trust's (CCALT) Northwest Colorado Enterprise Zone (EZ) application.

Routt County has long been defined by its open spaces, western heritage and agricultural lands. For the past 25 years CCALT has been providing the landowners and communities of Northwest Colorado with conservation services that protect the places that define our corner of the state. With nearly 65,000 acres conserved in Routt County alone, CCALT's work has made a significant impact on our agricultural communities, supported economic diversity, and opened up key recreational landscapes.

The current Routt County strategic plan identifies planning for, attracting, and investing in entrepreneurs and new and existing business of all sizes and types as one of its primary objectives to support good governance and financial stability in the County. The Board of County Commissioners believes that the conservation and stewardship work of CCALT directly supports this objective. Land conservation efforts in Routt County have protected scenic, ecologically significant, and historic areas, as well as supported the continuation of agriculture and viability of outdoor recreation in our communities. Agriculture and outdoor recreation are two of the top employment and revenue generating industries in Routt County. Additionally, CCALT conservation projects have directed millions in grant funding dollars to the region, creating direct economic stimulus and increasing financial stability. The private conservation work of CCALT preserves and protects community assets, attracts funders and economic activity, and preserves the agricultural operations and diverse local economy that make Routt County a great place to live, work, and visit.

The Routt County Board of County Commissioners understands the benefits derived from Enterprise Zone designation and believes that the conservation work of CCALT should be regarded as a top economic contributor for their direct service to the region's agricultural producers and their contributions to economic growth and sustainability in Northwest Colorado.

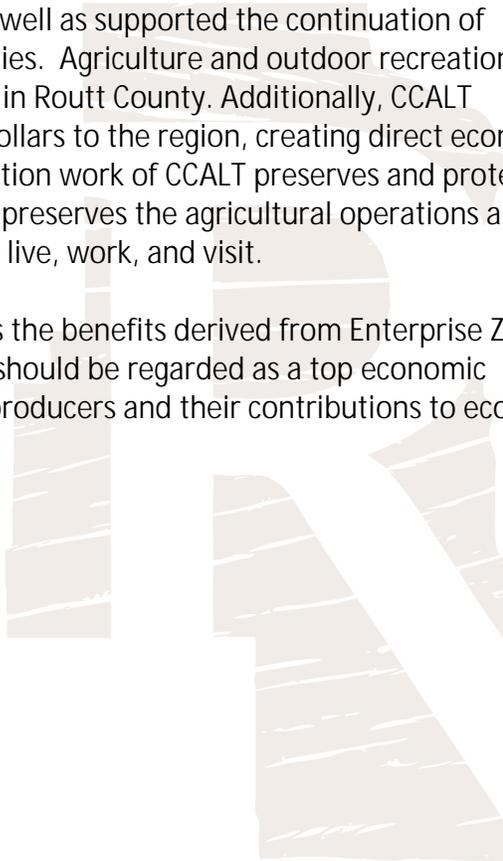
Thank you,

Routt County Board of County Commissioners

Timothy Corrigan

Beth Melton

Doug Monger



COUNTY CODE	COUNTY NAME	K-12 COUNT	% FREE AND REDUCED	Graduates in class of 2018	Estimated number of FRL Graduates	% of FRL Population	FY 2020-2021 Allocation	COUNTY NAME
		CDE FRL Data 2019/2020	CDE FRL Data 2019/2020	CDE Grad Data 2018/2019	Graduates*%FRL	estimated number of FRL graduates * total estimated number of FRL graduates	Total allocation * % of FRL Population (\$2,000 minimum)	
01	ADAMS	81,338	47.70%	4,837	2,307	10.88%	\$ 543,772	ADAMS
02	ALAMOSA	2,568	70.13%	160	112	0.53%	\$ 26,445	ALAMOSA
03	ARAPAHOE	113,058	44.57%	7,039	3,138	14.79%	\$ 739,420	ARAPAHOE
04	ARCHULETA	1,742	50.29%	72	36	0.17%	\$ 8,533	ARCHULETA
05	BACA	597	48.91%	36	18	0.08%	\$ 4,150	BACA
06	BENT	2,589	78.29%	368	288	1.36%	\$ 67,900	BENT
07	BOULDER	61,407	24.09%	4,218	1,016	4.79%	\$ 239,452	BOULDER
08	CHAFFEE	2,223	36.39%	163	59	0.28%	\$ 13,980	CHAFFEE
09	CHEYENNE	283	34.63%	0	-	0.00%	\$ 2,000	CHEYENNE
10	CLEAR CREEK	658	19.30%	52	10	0.05%	\$ 2,365	CLEAR CREEK
11	CONEJOS	1,536	60.42%	118	71	0.34%	\$ 16,801	CONEJOS
12	COSTILLA	435	81.15%	36	29	0.14%	\$ 6,885	COSTILLA
13	CROWLEY	425	70.59%	28	20	0.09%	\$ 4,658	CROWLEY
14	CUSTER	374	47.86%	26	12	0.06%	\$ 2,933	CUSTER
15	DELTA	4,720	58.77%	311	183	0.86%	\$ 43,075	DELTA
16	DENVER	86,918	64.15%	4,381	2,811	13.25%	\$ 662,352	DENVER
17	DOLORES	217	50.23%	0	-	0.00%	\$ 2,000	DOLORES
18	DOUGLAS	65,528	12.05%	4,508	543	2.56%	\$ 128,017	DOUGLAS
19	EAGLE	6,523	28.79%	447	129	0.61%	\$ 30,329	EAGLE
20	ELBERT	3,015	23.28%	210	49	0.23%	\$ 11,523	ELBERT
21	EL PASO	119,492	37.69%	7,212	2,718	12.81%	\$ 640,646	EL PASO
22	FREMONT	5,000	57.42%	305	175	0.83%	\$ 41,273	FREMONT
23	GARFIELD	11,212	45.62%	739	337	1.59%	\$ 79,453	GARFIELD
24	GILPIN	453	28.92%	19	5	0.03%	\$ 2,000	GILPIN
25	GRAND	1,736	29.15%	106	31	0.15%	\$ 7,281	GRAND
26	GUNNISON	2,025	22.47%	138	31	0.15%	\$ 7,307	GUNNISON
27	HINSDALE	80	33.75%	0	-	0.00%	\$ 2,000	HINSDALE
28	HUERFANO	698	71.20%	40	28	0.13%	\$ 6,712	HUERFANO
29	JACKSON	162	48.77%	0	-	0.00%	\$ 2,000	JACKSON
30	JEFFERSON	81,252	31.17%	5,441	1,696	7.99%	\$ 399,682	JEFFERSON
31	KIOWA	220	50.45%	0	-	0.00%	\$ 2,000	KIOWA
32	KIT CARSON	1,258	60.25%	102	61	0.29%	\$ 14,484	KIT CARSON
33	LAKE	1,013	57.35%	55	32	0.15%	\$ 7,434	LAKE
34	LA PLATA	7,431	35.11%	396	139	0.66%	\$ 32,766	LA PLATA
35	LARIMER	46,623	32.70%	2,849	932	4.39%	\$ 219,573	LARIMER
36	LAS ANIMAS	2,012	51.29%	136	70	0.33%	\$ 16,440	LAS ANIMAS
37	LINCOLN	687	45.41%	47	21	0.10%	\$ 5,030	LINCOLN
38	LOGAN	2,711	44.89%	170	76	0.36%	\$ 17,985	LOGAN
39	MESA	21,628	43.84%	1,343	589	2.78%	\$ 138,759	MESA
40	MINERAL	81	48.15%	0	-	0.00%	\$ 2,000	MINERAL
41	MOFFAT	2,026	44.87%	118	53	0.25%	\$ 12,477	MOFFAT
42	MONTEZUMA	3,761	54.88%	211	116	0.55%	\$ 27,289	MONTEZUMA
43	MONTROSE	6,140	46.42%	379	176	0.83%	\$ 41,459	MONTROSE
44	MORGAN	5,451	59.82%	352	211	0.99%	\$ 49,627	MORGAN

COUNTY CODE	COUNTY NAME	K-12 COUNT CDE FRL Data 2019/2020	% FREE AND REDUCED CDE FRL Data 2019/2020	Graduates in class of 2018 CDE Grad Data 2018/2019	Estimated number of FRL Graduates Graduates*%FRL	% of FRL Population estimated number of FRL graduates * total estimated number of FRL graduates	FY 2020-2021 Allocation Total allocation * % of FRL Population (\$2,000 minimum)	COUNTY NAME
45	OTERO	3,221	66.35%	192	127	0.60%	\$ 30,020	OTERO
46	OURAY	485	24.12%	38	9	0.04%	\$ 2,160	OURAY
47	PARK	1,422	29.54%	98	29	0.14%	\$ 6,821	PARK
48	PHILLIPS	891	50.06%	60	30	0.14%	\$ 7,078	PHILLIPS
49	PITKIN	1,629	4.24%	127	5	0.03%	\$ 2,000	PITKIN
50	PROWERS	2,141	64.55%	161	104	0.49%	\$ 24,492	PROWERS
51	PUEBLO	25,493	63.21%	1,479	935	4.41%	\$ 220,306	PUEBLO
52	RIO BLANCO	1,177	33.31%	84	28	0.13%	\$ 6,593	RIO BLANCO
53	RIO GRANDE	4,238	45.73%	149	68	0.32%	\$ 16,058	RIO GRANDE
54	ROUTT	3,293	17.76%	236	42	0.20%	\$ 9,881	ROUTT
55	SAGUACHE	932	83.80%	49	41	0.19%	\$ 9,677	SAGUACHE
56	SAN JUAN	72	51.39%	0	-	0.00%	\$ 2,000	SAN JUAN
57	SAN MIGUEL	1,056	21.12%	93	20	0.09%	\$ 4,628	SAN MIGUEL
58	SEDGWICK	942	53.29%	59	31	0.15%	\$ 7,410	SEDGWICK
59	SUMMIT	3,445	33.79%	234	79	0.37%	\$ 18,633	SUMMIT
60	TELLER	2,504	39.22%	164	64	0.30%	\$ 15,157	TELLER
61	WASHINGTON	863	54.00%	70	38	0.18%	\$ 8,908	WASHINGTON
62	WELD	44,244	45.90%	2,557	1,174	5.53%	\$ 276,583	WELD
63	YUMA	1,787	59.09%	106	63	0.30%	\$ 14,762	YUMA
90	CO BOCS	-	-	-	-	-		CO BOCS
98	NONE	-	-	-	-	-		NONE
999	No County	-	-	-	-	-		No County
STATE		859,141		53,124	21216	100%	\$5,015,437	

Total FRL Student Count	21,216
Total Allocation	\$5,000,000.00

Assumptions and formulas:

Estimated number of seniors who qualify for FRL is based on the percentage of total students in county who qualify for FRL, and count of HS graduation numbers.

Percentage of FRL = the percentage of FRL students based on the state's total population. This number is used to determine share of total allocation.

Total to county is based on the entire allocation compared to a county's share of the free and reduced graduate population. Please note data timing limitations require the use of two different year data sets.

Data used for the total population of FRL seniors in the graduating class of 2019 is an estimation based on the percentage of FRL population in the district for all K-12 students using 2019/2020 data, multiplied by the total number of on-time graduating seniors in the 2019 class. Colorado Department of Education was unable to provide actual numbers of FRL seniors by county, as Infinite Campus (Student Information System) rolls over annually during the summer and clears captured data.

FY Year Data			250% of Pell	(%) of 250% Pell Eligibility Population	FY 2020-2021 Allocation
2019	Adams State University	Public 4-Year	936	0.99%	\$14,916
	Aims Community College	Local District	3000	3.19%	\$47,807
	Arapahoe Community College	Community College	2669	2.84%	\$42,532
	Colorado Mesa University	Public 4-Year	4538	4.82%	\$72,316
	Colorado Mountain College	Public 4-Year	1253	1.33%	\$19,967
	Colorado Northwestern Community College	Community College	349	0.37%	\$5,562
	Colorado School of Mines	Public 4-Year	965	1.03%	\$15,378
	Colorado State University	CSU System	7460	7.93%	\$118,879
	Colorado State University - Pueblo	CSU System	2178	2.31%	\$34,708
	Community College of Aurora	Community College	3305	3.51%	\$52,667
	Community College of Denver	Community College	4600	4.89%	\$73,304
	Emily Griffith Technical College	Vocational	550	0.58%	\$8,765
	Fort Lewis College	Public 4-Year	698	0.74%	\$11,123
	Front Range Community College	Community College	7659	8.14%	\$122,051
	Lamar Community College	Community College	357	0.38%	\$5,689
	Metropolitan State University of Denver	Public 4-Year	12541	13.32%	\$199,848
	Morgan Community College	Community College	475	0.50%	\$7,569
	Northeastern Junior College	Community College	521	0.55%	\$8,302
	Otero Junior College	Community College	672	0.71%	\$10,709
	Pickens Technical Center - Voc Tech	Vocational	445	0.47%	\$7,091
	Pikes Peak Community College	Community College	8503	9.03%	\$135,500
	Pueblo Community College	Community College	3308	3.51%	\$52,715
	Red Rocks Community College	Community College	3063	3.25%	\$48,811
	Technical College of the Rockies	Vocational	85	0.09%	\$1,355
	Trinidad State Junior College	Community College	721	0.77%	\$11,490
	University of Colorado Boulder	CU System	6015	6.39%	\$95,853
	University of Colorado Colorado Springs	CU System	5172	5.49%	\$82,419
	University of Colorado Denver	CU System	6830	7.26%	\$108,840
	University of Northern Colorado	Public 4-Year	4568	4.85%	\$72,794
	Western State Colorado University	Public 4-Year	693	0.74%	\$11,043
		Total	94,129	100.00%	\$1,500,000

Source: SURDS vwfinancialid

Student Count	94,129
Total Allocation	\$1,500,000.00

Assumptions and formulas:

Number of 250% Pell Eligible students at each institution from SURDS. FY 2019 UG Headcount of Resident, FAFSA submitting and Enrolled by 9 month EFC.

Percentage of 250% Pell = the percentage of 250% Pell students based on the state's total population. This number is used to determine share of total allocation.

Total to IHE is based on the entire allocation divided by an institution's 250% Pell Eligible share.

STATE OF COLORADO)
) ss
COUNTY OF ROUTT)

RESOLUTION NO. 2020-___

Resolution to Partner with Colorado Mountain College (CMC) in Applying For and Distributing the Colorado Opportunity Scholarship (COSI) 2020-2021 Matching Funds Scholarship

WHEREAS the State of Colorado, through the Colorado Opportunity Scholarship (COSI) has provided an opportunity for local counties to apply for scholarship support for students entering postsecondary education, and

WHEREAS COSI has required that matching scholarship funds awarded to any county be deposited with, and administered by, a local representative non-profit community foundation, and

WHEREAS COSI has required that matching scholarship funds will only be awarded to a county in which the student participants are engaged in a rigorous student success support program, and

WHEREAS the school districts contained either in part, or in full, within the boundaries of this county are currently participants within a previously funded COSI vigorous student success support program known as the Mountain Futures Fund (MFF), and

WHEREAS MFF was developed in cooperation with Colorado Mountain College (CMC) and has developed a functional framework for administering grant funds awarded by COSI, that is acceptable to COSI, and utilizes local non-profit community foundations, and

WHEREAS COSI has indicated that the MFF vigorous student success support program currently funded in part by COSI and in operation at present is provisionally sufficient to meet the requirements of the COSI matching scholarship grant requirements, and

WHEREAS the provision of additional scholarship support, to offset the cost of attending post-secondary education and a vigorous student success support program are critical to the continued economic competitiveness of this county, and

WHEREAS affordable post-secondary education for the citizens of this county is both a public good and a pathway towards greater individual economic success and greater economic health for this county, and

WHEREAS this citizens of this county have an expressed interest in providing affordable and cost-competitive quality post-secondary education for residents of this county,

THEREFORE BE IT RESOLVED that the Routt County Board of County Commissioners approves that CMC apply on behalf of Routt County to COSI for \$9,881 in matching scholarship funds through its 2019-2020 grant opportunity, and

BE IT FUTHER RESOLVED that the Routt County Board of County Commissioners agrees that the Colorado Mountain College Foundation will be the repository of all funds raised by this COSI grant initiative and will be responsible for the monitoring, distribution, and oversight of these scholarship awards, and

BE IT FUTHER RESOLVED that the Routt County Board of County Commissioners approves the allocation of all scholarship dollars raised by this 2019-2020 COSI initiative will be first applied to reducing the cost of attendance for eligible Routt County residents to attend CMC pursuant to a formal two-year degree, four-year degree, technical certificate, or success transfer to another institution of post-secondary education.

BE IT FUTHER RESOLVED that if all eligible Routt county residents in an awarding academic year have received the greatest financial aid possible from this award, the Routt County Board of County Commissioners authorizes CMC on its behalf to allocated unspent dollars for eligible residents from other counties participating in this initiative and this authority covers both current and standing unspent balances provided in past COSI allocations for Routt County.

ADOPTED this _____ day of _____, 2020.

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

Timothy V. Corrigan, Chairman

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

ATTEST:

Kim Bonner
Routt County Clerk and Recorder

Acknowledged on Behalf of Colorado Mountain College
Carrie Besnette Hauser
President
Colorado Mountain College



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: October 20, 2020	ITEM TIME: 9:30 a.m.

FROM:	Chris Brookshire
TODAY'S DATE:	October 14, 2020
AGENDA TITLE:	PL-19-191 Zirkelville Subdivision Review and Signing of Plat

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:
Zirkelville Subdivision was approved by the Board of Commissioners on February 25, 2020. It has been reviewed by the County Attorney and all required signatures are on the plat.

II. RECOMMENDED ACTION (<i>motion</i>):
Signing of plat

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
PROPOSED REVENUE (<i>if applicable</i>): \$
CURRENT BUDGETED AMOUNT: \$
PROPOSED EXPENDITURE: \$
FUNDING SOURCE:
SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Explanation:</i>

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
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VIII. SUMMARY AND OTHER OPTIONS:

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

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

Routt County Capital Asset Policy

Effective Date December 31, 2010
Adopted March 15, 2011

The Board of County Commissioners of Routt County (Board) adopts this policy to comply with Colorado Revised Statute 29-1-506 regarding the physical inventory of capital assets and the establishment of a capitalization limit. Routt County is authorized by C.R.S., 29-1-506 to establish capitalization limits up to amounts not exceeding the limits established by the state controller pursuant to CRS 24-30-202. A capitalization limit identifies which assets will be inventoried (equal to or greater than the capitalization limit) or expensed as a current operating cost (less than the capitalization limit) for financial statement purposes. The Board hereby establishes the following capitalization limits for the categories of assets listed below:

<u>Capital Asset Category</u>	<u>Amount</u>	<u>Capital Asset Manager</u>
Road and Bridge Infrastructure	\$30,000	Road and Bridge Director
Building and Plant Pool	\$5,000	Building and Plant Director
Communications Equipment Pool	\$5,000	Communications Director
Information Systems Pool	\$5,000	Information Systems Director
Heavy Equipment Pool	\$5,000	Road and Bridge Director
Motor Pool	\$5,000	Road and Bridge Director
Yampa Valley Regional Airport	\$5,000	Airport Director
Milner Water System	\$1,000	Environmental Health Director
Phippsburg Water and Sanitation System	\$1,000	Environmental Health Director

Department Heads are responsible for ensuring that all capital assets acquired by the County are properly budgeted for in the budget process, assisting the Capital Asset Managers in the inventory process and safeguarding the capital asset throughout the capital asset's useful life.

1. Budgeting

The Board must approve the purchase of a capital asset. The Department Head submitting a capital asset request must complete a capital request form as instructed in the annual budget package provided to the Department Heads. The Executive Management Team (EMT) and the appropriate Capital Asset Manager will review each capital asset request, provide comments justifying or denying the capital request and the capital request will be presented to the Board for approval as part of the annual budget process. If a capital asset was not included in the adopted budget, a supplemental budget form must be completed, reviewed by the Executive Management Team, the Internal Services Group (ISG) (Legal, Information Systems, Purchasing, Human Resources, and Accounting), the appropriate Capital Asset Manager and then presented to the Board for approval prior to purchasing the asset.

Capital assets after reaching their estimated useful lives are eligible for replacement. Department Heads will receive a list of eligible capital replacements as part of the annual budget process. After reviewing this list, Department Heads are responsible to communicate with the appropriate

Capital Asset Manager as to whether the asset should or should not be replaced. If early replacement is needed, Department Heads will again communicate this need to the appropriate Capital Asset Manager.

The emergency replacement of capital assets will be handled as expeditiously as possible through the supplemental budget process.

Capital asset additions purchased in any of the Pools mentioned above will generally be funded by a transfer from another fund, however this funding option is subject to the availability of funds. A capital asset addition can occur in several instances when a capital asset is being replaced or as otherwise stated below:

- a. If the cost of a controllable asset replacement exceeds the capital asset limit stated previously, the replacement asset is budgeted as an addition.
- b. If the capital asset being replaced is not included in a capital asset inventory replacement cycle, then the replacement asset is budgeted as an addition.
- c. If a capital asset is replaced substantially before the end of its useful life or with an asset at a cost substantially greater than its replacement cost, then the replacement asset is budgeted as an addition.
- d. If a capital asset being replaced cannot be physically presented for replacement, replacement of the missing capital item is budgeted as an addition.
- e. An addition occurs when a Department for example has ten trucks, one truck is purchased and the total ending inventory of trucks is eleven. A replacement occurs when a Department has ten trucks, one truck is purchased, one truck is disposed of and the ending inventory of trucks is ten.

Department Heads are responsible for using the Purchasing Department for purchasing approved capital asset additions and replacements.

2. Accounting

Capital assets are major assets that will provide benefit to the County in more than one year. Typical examples are land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and infrastructure. Capital assets should be reported at historical cost or estimated historical cost.

The historical cost of a capital asset should include the cost of any subsequent additions or improvements, but exclude the cost of repairs. An addition or improvement, unlike a repair, either enhances a capital asset's functionality (effectiveness or efficiency) or extends a capital asset's expected useful life.

The cost of a capital asset should include all of the following: 1) various component parts related to the capital asset. For example this would include purchasing various components of a server in Information Systems and building a server or in Road and Bridge purchasing various components of a trailer and manufacturing the trailer using County labor. The hard drive, monitor, processor, etc. each may cost less than the capital limit, but if the combined cost would exceed the capital limit it shall be capitalized. 2) Ancillary charges necessary to place the asset

in its intended location (freight). 3) Ancillary charges necessary to place the asset in its intended condition for use (installation and site preparation charges).

3. Inventory

Capital Asset Managers are responsible for conducting an annual physical inventory of all capital assets and summarizing the results of the physical inventory. Department Heads will be responsible for assisting the Capital Asset Managers in completing the physical inventory. A complete and accurate physical inventory of capital assets will be delivered to the Accounting Department by January 31st of each year. Each inventory shall include the asset number, type, description, brand, model, location, serial number, date acquired, cost, useful life and replacement cost. A list of all capital items obtained and deletions will be provided reconciling the beginning and ending inventory with capital items attained and deletions. Identify each capital item obtained as either an addition or a replacement. As an example, an addition occurs when a Department has ten trucks, one truck is purchased and the total ending inventory of trucks is eleven. A replacement occurs when a Department has ten trucks, one truck is purchased, one truck is disposed of and the ending inventory of trucks is ten.

4. Disposal of Capital Assets

Capital Asset and Department Managers are responsible for complying with the Procurement/Purchasing Manual when disposing of a capital asset. The Purchasing Department Head and Capital Asset Manager are required to provide to the Accounting Department in writing the ultimate disposition of a capital asset.

Following is a list describing the various types of asset disposals and information required for each by the Accounting Department:

- a. All Disposals: Provide the asset number, type, description, brand, model, location, serial number, date acquired and cost.
- b. Sale: Provide the information listed in #4.a plus the date of sale, sale proceeds, and to whom the asset was sold. All receipts are deposited with the County Treasurer.
- c. Trade-in: Provide the information listed in #4.a for the disposed asset and the acquired asset plus the trade date and amount of any proceeds. Any receipts are deposited with the County Treasurer.
- d. Donated: A donated asset is given to a person or entity outside of Routt County. Provide the information listed in #4.a plus prior written approval from the Board to donate the asset, the date of donation and to whom the asset was donated.
- e. "Junked": Provide the information listed in #4.a plus a written reason as to why the asset was "junked" or scrapped.
- f. Replaced: Replaced capital assets must be sold or traded-in within six months of the replacement unless the Board approves the retention of the replaced capital asset. A capital asset cannot be donated to, transferred to or otherwise given to

another department unless approved by the Board. If approved by the Board, provide information listed in #4.a, future date of pending disposal and written approval from the Board.

If the capital asset is stolen or significantly damaged contact the County Attorney's office to complete a claim form and provide a copy of the claim form to the Accounting Department.

5. Road and Bridge Capital Assets

The following is specific to Road and Bridge capital assets. Road and Bridge capital assets include right of way, easements, road base, the surface of the road (asphalt, concrete, etc.), guardrail, culverts, bridges, traffic controls, etc. and have a value greater than or equal to \$30,000.

The \$30,000 limit applies to a mile section of road. In addition, a bridge greater than or equal to 20 feet in length is considered a capital asset. The resurfacing of a road with a single chip and seal is considered a maintenance activity and is expensed as a current operating cost. For management purposes, the chip and seals will be inventoried to determine the frequency of chip and seals and overlays in the Road and Bridge budget model.

The inventory of Road and Bridge capital assets will include, but is not limited to the following information. Road inventory shall include the road number, the common name of the road, the pavement condition index, the length and average width of the right of way, the length and average width of the road surface, and the type of surface (dirt, gravel, chip and seal, asphalt, concrete, etc.). The bridge inventory shall include the bridge number, the county road number, the common name of the bridge, the watercourse, the sufficiency rating, the type of bridge (concrete, steel, etc.) and the length and width of the bridge surface. A complete and accurate physical inventory of Road and Bridge inventory will be delivered to the Accounting Department by January 31st of each year.

The budgeting and accounting procedures as mentioned in the previous paragraphs apply to all Road and Bridge capital asset improvements and replacements.

6. Capital Assets Purchased with Federal Funds

Capital assets purchased with federal funds shall comply with the Office of Management and Budget (OMB) Circular A-102. Circular A-102 sets specific federal requirements for procurement, inventory and disposal of capital assets obtained with federal funds. Contact the Accounting Department for help in this area.

This policy shall be effective December 31, 2010 and adopted by the Routt County Board of County Commissioners on March 15, 2011.

By: 
Diane Mitsch Bush, Chair

Routt County Controllable Asset Policy

Effective Date January 1, 2016
Adopted December 15, 2015

The Board of County Commissioners (Board) adopts this policy to provide oversight and control of controllable assets for all Department Heads to follow in regards to assets costing less than the capitalization limit per the County's Capital Asset policy and greater than or equal to \$1,000.

The departments below will be called the Controllable Asset Departments and their Department Heads will be called Controllable Asset Managers. Controllable Assets are not capital assets as defined in the Routt County Capital Asset Policy.

<u>Controllable Asset Department</u>	<u>Controllable Asset Manager</u>
Building and Plant	Building and Plant Director
Communications	Communications Director
Heavy Equipment Pool	Road and Bridge Director
Information Systems	Information Systems Director
Motor Pool	Road and Bridge Director
Milner Sanitation System	Environmental Health Director
Phippsburg Water and Sanitation System	Environmental Health Director
Yampa Valley Regional Airport	Airport Director
Sheriff/Detention	Sheriff

Department Heads are responsible for ensuring that all controllable assets acquired by the County are properly budgeted for in the budget process, assisting the Controllable Asset Managers in the inventory process and safeguarding the controllable assets throughout the controllable asset's useful life.

1. **Budgeting**

- a. Controllable asset addition requests must be submitted on a controllable asset request form as instructed in the annual budget package provided to all Department Heads, with the appropriate justification, to the designated Controllable Asset Manager as part of the annual or supplemental budget process. An addition occurs when a Department has ten radios, one radio is purchased and the total ending inventory of radios is eleven. A replacement occurs when a Department has ten radios, one radio is purchased, one radio is disposed of and the ending inventory of radios is ten. A controllable asset addition can occur in several instances when a controllable asset is being replaced:
 - i. If the cost of a replacement exceeds the controllable asset lower limit stated previously, the replacement controllable asset is budgeted as an addition.
 - ii. If the controllable asset being replaced is not included in a controllable asset inventory, then the replacement controllable asset is budgeted as an addition.

- iii. If a controllable asset is replaced substantially before the end of its useful life or with an asset at a cost substantially greater than its replacement cost, then the replacement controllable asset is budgeted as an addition.
- iv. If a controllable asset being replaced cannot be physically presented for replacement, replacement of the missing controllable asset is budgeted as an addition.
- b. Controllable Asset Managers will submit a list of all requested additions and their approval, denial or recommendation to the Executive Management Team (EMT) for review and all addition requests will be presented to the Board for approval as part of the annual or supplemental budget process.
- c. As part of the annual budget process, Controllable Asset Managers will generate a report from the controllable asset inventory listing report (see item#2.a.) that identifies all controllable assets at the end of their useful life in the upcoming budget year needing replacement.
- d. Controllable Asset Managers will include controllable asset addition and replacement expenses in their operations budget submitted to Accounting.
 - i. Additions: The sum of the requested controllable asset additions is included in the detail operations budget in a separate section 'Controllable Asset Additions'.
 - 1. A detailed listing of all addition requests will be provided totaling the expense amounts in the operating budget.
 - ii. Replacements: The sum of controllable asset replacements is included in the detail operations budget in a separate section 'Controllable Asset Replacements'.
 - 1. A detailed listing of all replacements will be provided totaling the expense amounts in the operating budget and will include the same information described in section #2.a.i below.
 - iii. Controllable assets are NOT budgeted in any department budget other than those listed above as Controllable Asset Departments.
- e. Out-of-annual budget cycle addition requests of controllable assets require the requesting department to obtain Board approval of a supplemental budget allowing purchase of the asset.
- f. Controllable Asset Managers are responsible for using the Purchasing Department for purchasing controllable asset additions or replacements, within Purchasing Department policies.
- g. Controllable Assets will be owned by the Controllable Asset Departments and loaned to the department using the asset.
- h.
 - 1. Regardless of costs, all software and hardware that will be connected to any aspect of the Routt County Information Systems (IS) digital environment must be approved by IS prior to purchase.

Any of the above items that are greater than or equal to \$1,000 shall be planned in conjunction with the IS Department and submitted to the IS Department budget through the

annual budget process. The approved items will be purchased by the IS Department, in compliance with the Routt County Purchasing Policy and accounted for in the IS Departments operating budget.

Any of the above items that are less than \$1,000 shall be planned, purchased, supported, and owned by the Department desiring the item(s). These items will be accounted for in the Department's annual operating budget and will be purchased in compliance with the Routt County Purchasing Policy.

2. Regardless of costs, all communication radios or radio system components must be budgeted and purchased through the Communications Fund/Pool and comply with the Routt County Purchasing Policy.
3. Regardless of costs, all furniture including desks, chairs and work stations and cubicles must be budgeted and purchased through the Building and Plant Department and comply with the Routt County Purchasing Policy.

2. Inventory Listing Report

- a. Each Controllable Asset Manager will maintain an inventory listing report of controllable assets using a database or an Excel worksheet containing the following information:
 - i. The asset number, type, description, brand, model, location, serial number, date acquired, cost, useful life, and replacement cost. Additions and deletions of controllable assets will be recorded and reconciled annually in the inventory listing report.
- b. The useful life and replacement value of all controllable assets will be reviewed during the annual budget cycle by the Controllable Asset Manager and adjusted as needed.
- c. Annual Inventory
 - i. Controllable Asset Managers will conduct an annual physical inventory of controllable assets. Department Heads will be responsible for assisting the Controllable Asset Managers in completing the physical inventory.
 - ii. The results of the physical inventory will be reconciled to the inventory listing report. A list of all controllable assets obtained and deletions will be provided reconciling the beginning and ending inventory with controllable items obtained and deletions.
 - iii. The results of the annual physical inventory will be provided to the County Manager by January 31st of each year.

3. Disposal of Controllable Assets

- a. Controllable Asset Managers are responsible for complying with the Procurement/Purchasing Manual. The Purchasing Department Head and Controllable Asset Manager are required to arrange for the proper disposal and approval, as needed, for all controllable assets.

Following is a list describing the various types of controllable asset disposals and information required for each. This information should be noted in a separate section of the inventory listing report entitled "Current Year Deletions".

- i. All Disposals: Provide the asset number, type, description, brand, model, location, serial number, date acquired and cost.
 - ii. Sale: Provide the information in 3a.i above plus the date of sale, the sale proceeds and to whom the controllable asset was sold. All receipts are deposited with the County Treasurer.
 - iii. Trade-in: Provide the information listed in 3a.i above for the disposed asset and the acquired asset plus trade date and amount of any receipts. Any receipts are deposited with the County Treasurer.
 - iv. Donated: A donated asset is given to a person or entity outside of Routt County. Provide the information in 3a.i above plus prior written approval from the Board to donate the asset, the date of donation and to whom the asset was donated.
 - v. "Junked": Provide the information listed in 3a.i above plus a written reason as to why the asset was "junked" or scrapped.
 - vi. Replaced: Replaced controllable assets must be disposed within six months of replacement unless the Board approves the retention of the replaced controllable asset. If approved by the Board, provide information listed in 3a.i above and future date of pending disposal.
- b. If a controllable asset is stolen or significantly damaged contact the County Attorney's office to complete a claim form and provide a copy of the claim form to the Accounting Department.

This policy shall be effective January 1, 2012 and adopted by the Routt County Board of County Commissioners on December 18, 2012.



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: October 20, 2020	ITEM TIME: 10:10 am

FROM:	Tegan Ebbert, staff planner
TODAY'S DATE:	10/14/20
AGENDA TITLE:	Woof Ranch Bed & Breakfast Special Use Permit; PL-20-156

CHECK ONE THAT APPLIES TO YOUR ITEM:

ACTION ITEM

DIRECTION

INFORMATION

I. DESCRIBE THE REQUEST OR ISSUE:

Consideration of the Woof Ranch Bed & Breakfast Special Use Permit application; PL-20-156

II. RECOMMENDED ACTION (*motion*):

Move to approve, deny, or table the Woof Ranch Bed & Breakfast application

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE (*if applicable*): \$ N/A

CURRENT BUDGETED AMOUNT: \$

PROPOSED EXPENDITURE: \$

FUNDING SOURCE:

SUPPLEMENTAL BUDGET NEEDED: YES NO

Explanation: N/A

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

N/A

V. BACKGROUND INFORMATION:

Following are the definition, standards, and items from the Routt County Zoning Regulations regarding Bed & Breakfast operations:

Bed and Breakfast (from Section 2 RCZR): A single-family dwelling or lodge where overnight or otherwise short-term, temporary lodging for the general public is provided and may include meals.

The standards are as follows from Section 8 of the Routt County Zoning Regulations:

8.13 Standards for Bed and Breakfasts

A. The owner-operator must provide satisfactory evidence that the water system serving the subject property is constructed in accordance with normal standards for water quality, quantity,



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

and pressure.

B. The wastewater disposal system shall be designed to accommodate the proposed use and shall be installed under permit from the Routt County Department of Environmental Health.

C. The owner or manager shall be a full-time resident of the bed and breakfast establishment.

D. All guest rooms shall be an integrated part of the principal Dwelling Unit, which shall have the appearance of a single-family home.

E. No cooking facilities shall be allowed in the guest rooms.

F. Meals may only be served to occupants of the bed and breakfast.

G. There shall be no more than four (4) guest bedrooms

Additionally, one parking space for owner/caretaker plus one additional parking space for each rentable bedroom is required per the standards in Section 5.4.8 of the Routt County Zoning Regulations.

Per the Uses by Zoning District table in Section 4.19 Bed and Breakfast applications are subject to a Special Use Permit in the Mountain Residential Estates (MRE) zone district. They are subject to a Condition Use Permit in the Ag/Forestry, High Density, Medium Density, and Low Density residential zone districts and a use by right in the Commercial zone district.

For historical context, the most recent review of a Bed & Breakfast application was in 2018 for the Trankquility Bed and Breakfast located on CR 43. Planning Commission approved the application. The Board of County Commissioners reviewed an appeal to the approval and ultimately upheld the approval of the application.

The Routt County Planning Commission reviewed the Woof Ranch Bed and Breakfast application on 10/1/20 and voted to recommend denial of the application with an 8-0 vote. The meeting minutes (attached) outline the rationale for the recommendation.

Since that hearing the applicants have revised their proposed operation plan (attached) in response to some of the concerns noted by the Planning Commission. They have also reduced the available guest bedroom count from two to one.

Regarding the conversation about covenants, there are no covenants listed on the plat for this parcel (Aspen Court Subdivision, Filing 1). The parcels were originally part of Steamboat Lake Subdivision, Filing 5, which had covenants recorded in 1973. No Home Owners Association governs the subject parcel and historically no enforcement of the covenants has occurred. The County does not enforce covenants.

VI. LEGAL ISSUES:
N/A



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VIII. SUMMARY AND OTHER OPTIONS:

1. Approve the application with conditions.
2. Deny the application.
3. Table for more information.

IX. LIST OF ATTACHMENTS:

- Applicants revised operation narrative
- Planning Commission hearing minutes from 10/1/20
- Planning Commission packet from 10/1/20

Updated Woolf Ranch Narrative and Defining the standards and definitions of a Bed & Breakfast

A **bed and breakfast** is defined as the following in Section 2 of the Routt County Zoning Regulations: A single-family dwelling or lodge where overnight or otherwise short-term, temporary lodging for the general public is provided and may include meals.

The standards are as follows from Section 8 of the Routt County Zoning Regulations:

8.13 Standards for Bed and Breakfasts

- A. The owner-operator must provide satisfactory evidence that the water system serving the subject property is constructed in accordance with normal standards for water quality, quantity, and pressure.
- B. The wastewater disposal system shall be designed to accommodate the proposed use and shall be installed under permit from the Routt County Department of Environmental Health.
- C. The owner or manager shall be a full-time resident of the bed and breakfast establishment.
- D. All guest rooms shall be an integrated part of the principal Dwelling Unit, which shall have the appearance of a single-family home.
- E. No cooking facilities shall be allowed in the guest rooms.
- F. Meals may only be served to occupants of the bed and breakfast.
- G. There shall be no more than four (4) guest bedrooms

Additionally, one parking space for owner/caretaker plus one additional parking space for each rentable bedroom is required per the standards in Section 5.4.8 of the Routt County Zoning Regulations.

The primary use of the Woolf Ranch is as our full-time residence and the B&B is accessory (or secondary) to that use. To give you an example, if a family with kids lived here, the room we would like to use for the B&B would be the kids' room. It may seem like the main house and the rooms above the garage are separate due to the long hallway, but they are not. Guests and owners use the same entrance.

The property is located at 26755 Aspen Court, Clark, CO 80428. Olympia von Berg (owner) and Robbie Deckard (boyfriend of owner) live there full-time with their 2 labs, Fudge and Pre. The single-family residence is on a 5.63acre lot.

One bedroom/bathroom will likely be rented on sites such as Airbnb. The hours of operation will depend on when guests are present. We anticipate we will be renting the room on a part time basis, approximately once a week, about 10 months a year. We can accommodate 2 guests in the room. Guests will have their own fridge and Keurig K-Cup coffee machine.

We will not be permitting guests to use any of our outdoor amenities. We will happily offer them recommendations on nearby hikes/activities/restaurants etc. Guests will not be permitted to use ATVs, 4wheelers, or snowmobiles on the property. We will not be providing rides or shuttles to guests.

Pets will be allowed on a case by case basis. We have two Labrador retrievers (hence The Woof Ranch) so we will review pets before allowing them to stay here. In the event that we do, we will ensure pets are not left on property while guests are gone.

Olympia and Robbie will be operating the B&B, there will not be any additional employees at this time. The traffic and impact generated will be minimal. To give you an example, if we had a dog grooming business on-site (something we would not need a permit for), the back and forth traffic generated by this operation would be significantly higher than for our proposed use.

The access to the property is off of County Road 129 "Elk River Road," and right off of Aspen Court. We have space to park a number of vehicles, approximately 10.

Have you identified the two months out of the year that you don't anticipate guests? Or do you just anticipate that every month will not get booked? Correct, we anticipate not to be booked all the time. We will also likely be gone for work (multiple times a year) and Christmas time, in which cases the room will not be available for guests.

Is the house on a well and septic system? Or on the Steamboat Lake water and sanitation district system? Well and septic.

Finally, we are concerned that the Planning Commission did not truly judge the merits of our proposed B&B. Rather, it seems they could not move beyond the neighborhood covenants, written in 1973, which state that the neighborhood was built for residential use. We firmly believe our small-scale B&B does not break the "wishes" of the original developers, and we also know that our proposed B&B will have no negative consequences on our neighborhood (which includes us and one other house, 500 yards away). Our neighbor is also in favor of our B&B and feel the same way we do, which is that the B&B will be a good way to open our community to a small number of friendly guests while creating no negative impact.

We have heard that many or most residents in the area typically avoid the permit process we are going through, but we did not want to do things the "wrong way" in our new community. We take pride that we have justly applied for this permit and hope that we can set a new precedent of doing things the right way.

In response to the Planning Commission comment citing section 12.3.E "The County encourages the retention of neighborhoods with full-time residents to enhance livability for families" and 12.3.H "in order to maintain housing for full-time residents, the County shall prohibit short-term rentals outside of Growth Centers, except in certain circumstances within select zone districts or use permits" To clarify, we are not displacing any housing for locals with this project. We are full-time residents occupying this house. The guest room would remain empty otherwise.

Thank you for your time.

ROUTT COUNTY PLANNING COMMISSION

DRAFT MINUTES

October 1, 2020

The regular meeting of the Routt County Planning Commission was called to order at 6:00 p.m. with the following members present: Chairman Steve Warnke, Bill Norris, Troy Brookshire, Peter Flint, Brian Kelly, Roberta Marshall, Linda Miller, and Andrew Benjamin. Rohail Abid, Billy Mitzelfeld and Greg Jaeger were absent. Interim Planning Director Kristy Winser and staff planner Tegan Ebbert also attended. Sarah Katherman prepared the minutes. This meeting occurred via Zoom.

PUBLIC COMMENT

There was no public comment.

MINUTES – July 9, 2020

Commissioner Kelly moved to approve the minutes of the Routt County Planning Commission meeting cited above, as written. Commissioner Brookshire seconded the motion. **The motion carried 8 – 0.**

MINUTES – August 6, 2020

Commissioner Kelly moved to approve the minutes of the Routt County Planning Commission meeting cited above, as written. Commissioner Marshall seconded the motion. **The motion carried 8 – 0.**

MINUTES – August 20, 2020

Commissioner Kelly moved to approve the minutes of the Routt County Planning Commission meeting cited above, as written. Commissioner Marshall seconded the motion. **The motion carried 8 – 0.**

ACTIVITY: PL-20-156

PETITIONER: Olympia Von Berg

PETITION: Special Use Permit for a Bed and Breakfast

LOCATION: 26755 Aspen Court; located approximately off of CR 129 between Willow Creek Pass Subdivision and Steamboat Lake State Park

Ms. Olympia Von Berg reviewed the petition for a Bed & Breakfast (B & B) in North Routt County. She said that they would not be serving food because in order to do so they would need to have commercial well. She said that this might be a possibility many years in the future, but for now they would only rent the bedrooms. Ms. Von Berg said that she and her partner, Robbie Deckard, are professional athletes. The B & B would not be their primary source of income.

Ms. Ebbert presented an aerial view of the property. She noted that currently there is only one other residence in the subdivision. She presented photos of the residence and stated that the two

bedrooms proposed for rental each have an en suite bath. There is a common lounge area between the two bedrooms. Ms. Ebbert said that the applicants do not intend to prepare food for their guests and their guests would not be allowed in the owners' area of the house without express permission and would not be allowed to use the patio or the hot tub. She said that the applicants had developed a brochure for guests with suggestions regarding eating establishments and activities in the area. Ms. Ebbert stated that Aspen Court is privately maintained and that there is ample parking for guests on site. She said that pets would be allowed on a case-by-case basis, and the guests would have to be with their pet at all times. Ms. Ebbert noted that the standards for B & B's are included in the staff report.

Ms. Von Berg stated that they are planning to rent out only one bedroom at this time, but would like to be able rent both bedrooms in the future. She said that they had recently denied a request for a month-long rental because their dog was not a good fit. Ms. Ebbert explained that the applicants are allowed to have a single lease holder for a full month without a permit, as this time period exceeds Routt County's definition of short-term rental.

Commissioner Kelly stated that he lived nearby for many years and noted that the availability of water in the area is marginal. He offered that renting one bedroom might be reasonable. In response to a question from Commission Flint regarding the referral from the Division of Water Resources, Ms. Ebbert explained that in order serve breakfast, the property would need to have a commercial well. If no food is served, the rooms could be occupied under a domestic well permit.

Citing the staff comments on page 6 of the staff report, Commissioner Brookshire asked how the applicants intended to ensure the safe arrival of guests to the property. Ms. Ebert said that because the owners would be on-site, they would know when guests were expected to arrive.

Commissioner Marshall stated that she was confused by the application, stating that without food service there would be no difference between the request and a short-term rental. Ms. Ebbert stated that the B & B regulations (Section 8.17) do not require food service, and are allowed with a valid Special Use Permit in the Mountain Residential Estates (MRE) zone district. She stated that in addition to B & B's, Routt County allows overnight guests through permits for Guest Ranches and Recreational Facilities with Overnight Accommodations. She stated that the B & B regulations require the owner to live in the dwelling; the accommodations cannot be located in a secondary dwelling unit or a vacant house.

Chairman Warnke asked if the applicants were aware of the covenants on the property. Ms. Ebbert stated that the County does not enforce covenants. She added that this property is the result of a lot consolidation replat, and no covenants are listed on the plat. There is also no homeowners' association to enforce covenants. There was a discussion of whether the original covenants on Steamboat Lakes Subdivision Filing 5 continue to apply to consolidated lots.

Commissioner Miller asked if there would be an on-site manager when the owners are not present. Ms. Von Berg stated that when they are travelling, or preparing for a major competition, they would not have renters. She said that the rooms would only be rented when they were there and when it was convenient for them. She said that no one would be allowed to stay at the house if she and Mr. Deckard were gone for even a single night.

Public Comment

Mr. Les Sharp, an adjacent property owner, stated that he and his wife have owned their property for about 30 years, and intend to build a home and retire there soon. He stated that he believes the original covenants still apply and that the use of the lots in the neighborhood should be strictly residential. He expressed concern with allowing a commercial enterprise in the subdivision.

Hearing no further comment, Chairman Warnke closed public comment.

Roundtable Discussion

Commissioner Brookshire stated that he does not think the proposed use can fit. He said that what is being proposed seems like a short-term rental, which is a use only allowed in the Commercial zone district. He said that while the regulations state that a B & B may serve food (but does not have to), the guest bedrooms must be an integral part of the dwelling. Commissioner Brookshire stated that the proposal is to rent a couple of bedrooms that are over the garage, and guests would not be allowed in the main part of the house. He stated that the proposal does not meet the definition of a B & B as the rental rooms are not an integral part of the house. Commissioner Brookshire also cited Routt County Master Plan Sections 12.3.E regarding the retention of neighborhoods with full-time residents, and well as action item 12.4.E stating that the Zoning Regulations for non-agricultural zone districts should be amended to specifically prohibit short-term rentals. He stated that when buyers purchase property they have a reasonable expectation of what will occur there, and this neighborhood was intended for single family residences. He stated that he could not support the petition.

Commissioner Kelly said that he was torn. He said that he could understand Commissioner Brookshire's point, but that he knows that short-term rentals are going on without permits. He said that he would prefer that they were regulated.

Commissioner Brookshire stated that the role of Planning Commission is not enforcement. He said that Planning Commission must base its decisions on the Master Plan and the Zoning and Subdivision Regulations, not on whether un-permitted activity is occurring.

Commissioner Benjamin offered that a B & B without multiple bedrooms and that does not serve breakfast does not seem like a B & B, but acknowledged that it is different from a short-term rental because there is on-site management. Ms. Winser read Routt County's definition of a B & B. She noted that in the Agricultural/Forestry (A/F) zone district, a B & B requires a Conditional Use Permit (CUP), while in the MRE zone district a Special Use Permit (SUP) is required. She offered that the potential for greater impact on neighborhoods of smaller acreages merits the higher level of review.

Chairman Warnke offered that the issue is whether the proposed use is appropriate for the location. Commissioner Brookshire agreed that land use compatibility is a concern, and cited Section 6.1.7 regarding significant negative impacts.

In response to a question from Commissioner Benjamin, Ms. Ebbert said that there are no permitted B & B operations in areas with MRE zoning. There are only a few B & B's in unincorporated Routt County.

Commissioner Flint said that he was torn regarding the petition. He said that he did not foresee any significant impacts from the proposal, but that he has concerns regarding the small acreage within a residential development and the precedent that would be set of allowing a commercial operation within a residential neighborhood.

Commissioner Norris stated his agreement with Commissioner Flint. He said that the difference between the proposed operation and a short-term rental was negligible, and that short-term rentals should be discouraged. He stated he could not support the petition.

Commissioner Marshall stated that she was also conflicted, and suggested that the proposal seems like an attempt to avoid the prohibition on short-term rentals. She also expressed concern with the precedent an approval would set. She said she could not support the proposal.

Commissioner Miller expressed concern with allowing a commercial operation within a residential neighborhood. She said that she understands that B & B's are different from short-term rentals because they have on-site management, regardless of whether they serve food. She said that despite the on-site management, this type of use is inappropriate for a small acreage in a residential area.

Chairman Warnke stated that he shares the concern regarding commercial operations in residential neighborhoods. He stated that although an actual precedent would not be set because each application is assessed on its individual merits, allowing a B & B in a residential neighborhood would make it more difficult to deny similar proposals in the future. He noted that a B & B proposal in an area zoned MRE requires two levels of review, so this petition would also be heard by the Board of County Commissioners.

Mr. Deckard stated that the two bedrooms are not isolated from the rest of the house. They are fully connected by a corridor. Regarding the concerns expressed by Mr. Sharp, Mr. Deckard stated that they do not want to disturb the peace and quiet of the neighborhood – for their neighbors and for themselves. He said that the number of rentals would be very limited and that there would be no impacts on the neighbors. Mr. Deckard suggested that there would be a maximum of 1 or 2 guests per week. He added that they are going through the permitting process because they support the rules and want to comply with the regulations, even though they are aware that many others do not. Mr. Deckard reiterated that there would be no negative impact on the neighbors and that the proposal would generate very little traffic. He suggested that the impact of a Guest Ranch with multiple cabins and many guests on a 35-acre parcel would have much greater impact than what they are proposing.

Chairman Warnke commended the applicants for going through the process and making an effort to minimize the potential impacts. He offered that the issue is whether allowing a commercial operation in a residential area zoned MRE is appropriate, in general. Mr. Deckard stated that no precedent would be set because each application is evaluated on a case-by-case basis. Commissioner Brookshire read Section 8.13.D of the Regulations and Standards for B & B's. He added that the limit of 1 or 2 guests per week was not included in the narrative and that there would be no way of enforcing such a limit.

MOTION

Commissioner Brookshire moved to deny petition PL-20-156 for a Bed and Breakfast. This denial is based on the findings of fact that the proposal is inconsistent with Master Plan Sections 6.17 and Policy 12.3.E, as well as Sections 12.4.E and 12.3.H. Commissioner Brookshire added that the proposal does not comply with the B & B standards because the rooms being proposed for rent are not integral to the main part of the house.

Commissioner Flint seconded the motion.

The motion to deny the petition carried 8 – 0, with the Chair voting yes.

ADMINISTRATOR'S REPORT

Ms. Winser reviewed the upcoming agendas. She noted that the Planning Department is very busy with administrative permit requests, code enforcement cases, building permit reviews and variance applications in addition to the petitions that will be heard by Planning Commission.

Ms. Winser reported that Commissioner Kelly now represents District 3 (West Rount). Commissioner Miller was appointed to the at-large position. She said she would discuss replacing Rohail Abid, who has not attended a meeting since his appointment. Ms. Winser said that two new members were appointed to the Board of Adjustment.

The meeting was adjourned at 7:35 p.m.

Woof Ranch Bed & Breakfast

Special Use Permit

ACTIVITY #: PL-20-156

HEARING DATES: Planning Commission: 10/1/2020 at 6:00pm
Board of County Commissioners: 10/20/2020 at 10:10 am

PETITIONER: Olympia Von Berg

PETITION: Bed & Breakfast Special Use Permit

LEGAL: Lot 2, Aspen Court Subdivision

LOCATION: 26755 Aspen Court, Clark

ZONE DISTRICT: Mountain Residential Estates (MRE)

AREA: 5.63 acres

STAFF CONTACT: Tegan Ebbert tebbert@co.routt.co.us

ATTACHMENTS:

- Applicant narrative
- Public comment and applicant reponse
- Referral responses
- Maps
- Site visit photos

History:

The subject property was part of the original Steamboat Lake Subdivision, Filing 5 until it underwent a lot consolidation to create the 5.63 acre parcel that exists today as part of the Aspen Court Subdivision. The parcel is not located within the service area of the Steamboat Lake Water and Sanitation District therefore, in order to be developed, there was a five acre minimum lot size requirement in order to comply with County septic system standards.

The house that exists on the parcel was constructed in 2006 and the current owner purchased the property in June of 2020.

Site Description:

The site is located between the Willow Creek Pass Subdivision and Steamboat Lake State Park. The parcel is generally flat and void of significant vegetation. The residence is visible from County Road 129 as it is located approximately 1/10th of a mile west from the intersection with Aspen Court. One other residence exists on Aspen Court currently however located further into the subdivision than the subject property.

The parcel contains one structure, a single family residence with an attached garage. This is the structure that will be used for the Bed and Breakfast operation, if approved.

The subject site is situated nearby access points for public lands that draw tourist attraction such as Steamboat Lake, Pearl Lake, Hahn's Peak Lake, the Routt National Forest, and Bureau of Land Management parcels.

Project Description:

The applicant is requesting a Special Use Permit to operate a Bed and Breakfast at the subject property. The applicant is the full time resident owner of the home along with her significant other and two dogs. Both full time residents of the property work from home and intend to keep the operation vacant during times of increased workload or while traveling for pleasure or work. The residence contains three bedrooms and three bathrooms. The applicant occupies one of the bedrooms and the remaining two bedrooms will available to rent as part of the bed and breakfast operation if approved. Each bedroom contains an en suite bathroom.

The narrative provided by the applicant indicated that initially, prepared meals will not be made available to guests however the applicant anticipates possibly providing food upon request as the operation develops. As the result of the referral response from the Division of Water Resources indicating that a commercial well designation is required for food to be provided to guests, the applicant elected to forgo any intent to provide prepared food to their guests. The applicant has created a brochure containing recommended restaurants, activities, and points of interest in the area to provide to guests.

Due to the design of the house, the two guest rooms are located in an area distanced from the living room, kitchen, and owner's suite. Guests shall only be allowed to access the living room and kitchen upon invitation from the property owner. The guest rooms are adjacent to a lounge area that contains a sofa, microwave, mini fridge, and coffee maker and serves as the living room for guests.

Guests will not be permitted to ride snowmobiles, four wheelers, or horses on the parcel nor will they be permitted to use the hot tub or private patio that only the owners have access to. Pets will be allowed on a case by case basis. The site has ample outdoor parking for the guests and residents. The operation does not have plans to hire any employees. No new structures are being proposed to support this operation.

Compliance with the Routt County Master Plan, Sub Area Plans and Zoning Resolution

The Routt County Master Plan, Sub Area plans and Zoning Regulations contain dozens of policies and regulations regarding land use. Section 5 of the Regulations are designed to limit or eliminate conditions that could negatively impact the environment and/or use of surrounding properties, and shall apply in all Zone Districts and to all land uses unless otherwise noted. Section 6 Regulations apply to all Minor, Administrative, Conditional or Special Uses allowed by permit only, PUD plans, Site plans, and Subdivisions.

The following checklist was developed by Planning Staff to highlight the policies and regulations most directly applicable to this petition. The checklist is divided into five (5) major categories:

1. Health, Safety and Nuisances

2. Regulations and Standards
3. Bed and Breakfast Regulations and Standards
4. Community Character and Visual Impacts Roads, Transportation and Site Design
5. Natural Environment

Interested parties are encouraged to review the Master Plan, Sub Area plans and Zoning Regulations to determine if there are other policies and regulations that may be applicable to the review of this petition.

Staff Comments are included at the end of each section, highlighting items about which the public, referral agencies, or planning staff have expressed questions and/or comments regarding the proposal. **Staff comments regarding compliance with regulations and policies are noted in bold below.**

Public Health, Safety and Nuisances

Applicable Regulations – Routt County Zoning Resolution

- 5.1.1 Every use shall be operated so that it does not pose a danger to public health, safety or welfare.
- 5.1.2 Every use shall be operated in conformance with all applicable federal, state and local regulations and standards. Failure to comply with any and all applicable federal, state and local regulations and standards may be cause for review and/or revocation of any Land Use Approval granted pursuant to these regulations.
- 6.1.7.C Natural Hazards
- 6.1.7.H Wildland Fire
- 6.1.7.I Noise
- 6.1.7.L Odors
- 6.1.7.M Vibration

Staff comments:

The proposed operation will not create negative impacts on public health or safety nor will it create significant negative impacts. Guests are not allowed to utilize outdoor firepits on the parcel in order to reduce neighborhood disturbance or wildland fire risk. The applicant will not allow guests to have outdoor events in an attempt to keep noise impacts to a minimum. If the applicant allows a guest to bring a pet they guest will be required to be with the pet at all times while on the property.

Is the application in compliance with the Policies and Regulations outlined above? **Yes or No

Regulations and Standards

Applicable Regulations – Routt County Zoning Resolution

- 5.2 Dimensional Standards:

- 6.1.2 The proposal shall be consistent with applicable Master Plans and sub-area plans.
- 6.1.5 The proposal shall meet or exceed accepted industry standards and Best Management Practices (BMP's).

Applicable Policies – Routt County Master Plan

- 5.3.A The County encourages the use of “green” building techniques that lead to the conservation of energy and overall reduction of pollution in our environment.
- 5.3.D Require Best Management Practices and grading plans and strongly discourage overlot grading.

Staff comments: No new structures are being proposed as part of the Bed & Breakfast operation. The existing single family residence was constructed in 2006 and was granted a building permit prior to construction that was subject to review and approval by the Planning Department. No grading or excavating onsite is necessary to accommodate the operation. The existing residence meets the dimensional standards in the Routt County Zoning Regulations.

***Is the application in compliance with the Policies and Regulations outlined above? Yes or No*

Bed and Breakfast Regulations and Standards

Applicable Regulations – Routt County Zoning Resolution

- 8.13
 - A. The owner-operator must provide satisfactory evidence that the water system serving the subject property is constructed in accordance with normal standards for water quality, quantity, and pressure.
 - B. The wastewater disposal system shall be designed to accommodate the proposed use and shall be installed under permit from the Routt County Department of Environmental Health.
 - C. The owner or manager shall be a full-time resident of the bed and breakfast establishment.
 - D. All guest rooms shall be an integrated part of the principal Dwelling Unit, which shall have the appearance of a single-family home.
 - E. No cooking facilities shall be allowed in the guest rooms.
 - F. Meals may only be served to occupants of the bed and breakfast.
 - G. There shall be no more than four (4) guest bedrooms

Staff comments: The application can meet the seven (7) standards required of a Bed and Breakfast operation per Section 8.13 of the Routt County Zoning Regulations.

The parcel was granted a domestic well permit and the Division of Water Resources reviewed the application and provided a response. They indicated that food service would require a commercial well permit whereas an operation that does not provide food and operates under their interpretation of a short-term rental of bedrooms within a single family residence can be supplied by a domestic well. The applicant opted to remove the intent to supply food to guests in order to be able to operate with the existing domestic well permit. Food service is not a requirement of a Bed and Breakfast operation in Routt County. The

Routt County Environmental Health Department recommended that the water supply be tested once a year.

The septic system was designed and constructed in compliance with the requirements put forth by the Routt County Environmental Health Department. Their referral response indicated that the onsite wastewater treatment system is appropriately sized for the existing house.

The owner-operator is a full time resident of the dwelling unit and the entirety of the operation is contained within the only dwelling unit onsite. From the outside the home appears to be a ranch style house with an attached two story garage. The structure was reviewed and approved as a solitary dwelling unit. Two bedrooms will be available for guest occupation. No meals will be served to guests however they may store food and access a microwave in the guest lounge area. No cooking facilities are will be in the guest rooms.

***Is the application in compliance with the Policies and Regulation outlined above? Yes or No*

Community Character and Visual Concerns

Applicable Regulations – Routt County Zoning Resolution

- 5.1.4 Outdoor storage of materials which might cause fumes, odors, dust, fire hazard, or health hazards is prohibited unless such storage is within enclosed containers or unless a determination is made that such use will not have a detrimental impact on the environment
- 5.9 Sign Standards
- 5.10 Standards for Structures within mapped Skyline Areas
- 6.1.6 Outdoor Lighting: The proposal shall comply with the Outdoor Lighting Standards in Section 6.3 of these Regulations.
- 6.1.7.G Visual Amenities and Scenic Qualities.
- 6.1.7.K Land Use Compatibility.
- 6.1.7.O Historical Significance.

Applicable Policies – Routt County Master Plan

- 5.3.E Routt County requires that all new developments do not contribute to light pollution.
- 5.3.F Routt County will continue to consider the impacts of development and uses on view corridors, water, wetland, and air.

Applicable Policies – Upper Elk River Valley Community Sub-Area Plan

- 2.4.4.1 Rural-type tourist operations such as guest ranches and similar operations are an appropriate and important part of the area's heritage and economy and should be supported.

- b) Provide year round access; and
 - c) Create minimal impacts.
- 2.4.4.2 Encourage appropriately scaled commercial development that is of similar size, height and character of existing structures. Ensure new structures are compatible with the rural mountain community with sensitive placement and design.
- 2.4.4.6 Encourage visitors to use guides and outfitters and guest ranches. Emphasize protecting the safety of the visitors and responsible use of the land and its resources.

Staff comments: If this operation is approved the structure will continue to have the appearance of a single family residence as the entirety of the operation will be contained in the existing home aside from parking. The activities on the parcel will continue to appear as though they are accessory to residential use. No events or outdoor uses or activities are being proposed or permitted through this review.

The applicant's intent is to provide a residential style overnight accommodation as well as supply the guests with recommendations, resources, and information regarding local amenities. The intent is to ensure that guests arrive safely to the property upon checking in to the Bed & Breakfast and return safely from outings at the end of the day.

The vision of the proposed operation is one that blends with the residential, agricultural aesthetic of the neighborhood while supporting the economy of the immediate area. North Routt is known for a multitude of recreational opportunities and access to public lands which makes it a popular location for visitors to Routt County.

Although the structure is not commercial in nature, the operation is. Because it is enclosed within a single family dwelling unit it will not change the aesthetic of the area.

Is the application in compliance with the Policies and Regulations outlined above? **Yes or No

Roads, Transportation and Site Design

Applicable Regulations – Routt County Zoning Resolution

- 5.4 Parking Standards
- 5.5 Addressing Standards
- 5.6 Access to Buildable Lot Standards
- 5.7 Right of Way Access Standards: A Right of Way Access Permit is required prior to construction of any new access point onto a County Road or other Local Public Road or Right of Way.
- 5.8 Road Construction Standards
- 6.1.4 Public Road Use Performance Standards: The proposal shall comply with the Public Road Use Performance Standards in Section 6.2 of these Regulations.
 - 6.1.7.A Public Roads, Services and Infrastructure
 - 6.1.7.B Road Capacity, traffic, and traffic safety
 - 6.1.7.N Snow Storage

Staff comments: Parking standards dictate that a Bed and Breakfast require one parking space for the owner/caretaker plus one additional parking space for each rentable bedroom. The subject property has ample parking to accommodate the full time occupants and guests as well as snow storage area.

The property is accessed by traveling on County Road 129 to Aspen Court. County Road 129 is paved from the city limits of Steamboat Springs north, well past the subject parcel and is identified by the Routt County Public Works Department as a main road. Aspen Court is a private road that is privately maintained. The dwelling unit is less than ¼ mile from the intersection of County Road 129 and Aspen Court.

the applicants are not sure of traffic impacts because they cannot accurately gauge the popularity of the operation however due to the size of the operation significant traffic impacts are not anticipated. If the operation was at maximum capacity there would likely only be two guest cars at the property. Staff have included a recommended condition of approval requiring the applicant to provide visitor data.

***Is the application in compliance with the Policies and Regulations outlined above? Yes or No*

Natural Environment

Applicable Regulations – Routt County Zoning Resolution

6.1.7.E Water Quality and Quantity.

Applicable Policies – Routt County Master Plan

5.3.B While respecting private property rights, the County will not approve development applications or special use permits that would lead to the degradation of the environment without proper mitigation that would bring the proposal into compliance with the Master Plan, appropriate sub-area plans, Zoning Resolution, and Subdivision Regulations.

Staff comment: The Colorado Division of Water Resources issued a well permit for the installation of the existing domestic well. With the applicant removing the request to provide prepared food to guests, the Division of Water Resources provided direction that this operation can occur with the current domestic well permit.

Annual bacteriological water testing was recommended by the Routt County Environmental Health Department and it has been included as a suggested condition of approval.

***Is the application in compliance with the Policies and Regulations outlined above? Yes or No*

PLANNING COMMISSION / BOARD OF COUNTY COMMISSIONERS OPTIONS:

1. **Approve the Special Use Permit request without conditions** if it is determined that the petition will not adversely affect the public health, safety, and welfare and the proposed use is compatible with the immediately adjacent and nearby neighborhood properties and uses and the proposal is in compliance with the Routt County Zoning Regulations and complies with the guidelines of the Routt County Master Plan.

2. **Deny the Special Use Permit request** if it is determined that the petition will adversely affect the public health, safety, and welfare and/or the proposed use is not compatible with the immediately adjacent and nearby neighborhood properties and uses and/or the proposed use is not in compliance with the Routt County Zoning Regulations and/or the Routt County Master Plan. Make specific findings of fact, citing specific regulations or policies by number from the Routt County Master Plan and the Routt County Zoning Regulations.
3. **Table the Special Use Permit request** if additional information is required to fully evaluate the petition. Give specific direction to the petitioner and staff.
4. **Approve the Special Use Permit request with conditions and/or performance standards** if it is determined that certain conditions and/or performance standards are necessary to ensure public, health, safety, and welfare and/or make the use compatible with immediately adjacent and neighborhood properties and uses and/or bring the proposal into compliance with the Routt County Zoning Regulations and Routt County Master Plan.

FINDINGS OF FACT that may be appropriate if the Special Use Permit is approved:

1. The proposal, with the following conditions, meets the applicable guidelines of the Routt County Master Plan and is in compliance with Sections 4, 5, 6 and 8.13 of the Routt County Zoning Regulations.

CONDITIONS that may be appropriate may include the following:

General Conditions:

1. The SUP is contingent upon compliance with the applicable provisions of the Routt County Zoning Regulations including but not limited to Sections 5, 6, and 8.13.
2. The SUP is limited to uses and facilities presented in the approved project plan. Any additional uses or facilities must be applied for in a new or amended application.
3. Any complaints or concerns that may arise from this operation may be cause for review of the SUP, at any time, and amendment or addition of conditions, or revocation of the permit if necessary.
4. In the event that Routt County commences an action to enforce or interpret this SUP, the substantially prevailing party shall be entitled to recover its costs in such action including, without limitation, attorney fees.
5. No junk, trash, or inoperative vehicles shall be stored on the property.
6. This approval is contingent upon the acquisition of and compliance with any required federal, state and local permits. The operation shall comply with all federal, state and local laws. Copies of permits or letters of approval shall be submitted to the Routt County Planning Department prior to the commencement of operations.
7. Fuel, flammable materials, or hazardous materials shall be kept in a safe area and shall be stored in accordance with state and local environmental requirements.
8. All exterior lighting shall be downcast and opaquely shielded.
9. All trash shall be stored either inside a garage or inside Interagency Grizzly Bear Committee (IGBC) certified receptacles
10. Prior to the issuance of the permit, the Permittee shall provide evidence of liability insurance in the amount of no less than \$1,000,000 per occurrence. Routt County shall be named as an additional insured on the policy. Permittee shall notify Routt County Planning

Department of any claims made against the policy. Certificate of liability insurance shall include all permit numbers associated with the activity.

11. Accessory structures/uses associated with this permit may be administratively approved by the Planning Director, without notice.
12. The permit shall not be issued until all fees have been paid in full. Failure to pay fees may result in revocation of this permit. Permits/Approvals that require an ongoing review will be assessed an Annual Fee. Additional fees for mitigation monitoring will be charged on an hourly basis for staff time required to review and/or implement conditions of approval.
13. Transfer of this SUP may occur only after a statement has been filed with the Planning Director by the transferee guaranteeing that they will comply with the terms and conditions of the permit. If transferee is not the landowner of the permitted area, transferee shall submit written consent for the transfer by the landowner. Failure to receive approval for the transfer shall constitute sufficient cause for revocation of the permit if the subject property is transferred. Bonds, insurance certificates or other security required in the permit shall also be filed with the Planning Director by the transferee to assure the work will be completed as specified. Any proposal to change the terms and conditions of a permit shall require a new permit.
14. The Permittee shall prevent the spread of weeds to surrounding lands, and comply with the Colorado Noxious Weed Act as amended in 2013 and Routt County noxious weed management plan.

Specific Conditions:

15. The Special Use Permit (SUP) is valid for the life of the use provided it is acted upon within one year of approval. The SUP shall be deemed to have automatically lapsed if the uses permitted herein are discontinued for a period of one (1) year unless otherwise approved by the Routt County Planning Director.
16. Prior to operation, permittee shall submit to Routt County proof of a Sales Tax Account /License.
17. A maximum of five (5) guests may occupy the dwelling at one period of time.
18. A maximum of two (2) bedrooms are available for rental by guests.
19. The onsite manager must occupy the dwelling overnight when guests are present.
20. No onsite preparation of food service or access to cooking facilities are permitted for guests.
21. No snowmobiles, four wheelers, or horseback riding is permitted onsite by guests of the bed and breakfast.
22. Any accidents requiring emergency services shall be reported to the Planning Department within 72 hours.
23. The onsite drinking water source must undergo bacteriological testing annually and the results shall be provided to the Routt County Planning Department.
24. Guest occupancy data shall be provided to the Routt County Planning Department on an annual basis.

Bed and Breakfast Narrative

The Woof Ranch is located at 26755 Aspen Court, Clark, CO 80428. Olympia von Berg (owner) and Robbie Deckard (boyfriend of owner) live there with their 2 labs, Fudge and Pre. The single-family residence is on a 5.63acre lot. There are 3 bedrooms and 3.5 bathrooms. There are 2 bedrooms and 2 bathrooms above the garage, and 1 bedroom and 1.5 bathrooms in the “main” house. The entire residence is one unit but, from the outside, it looks like the main house and the garage area are separate. The house is on a well and septic system and was constructed in 2006.

The 2 bedrooms/bathrooms above the garage will likely be rented on sites such as Airbnb. The hours of operation will depend on when guests/renters are present. We anticipate we will be renting the rooms on a part time basis, approximately a total of 2 weeks per month, about 10 months a year. These are estimates as we do not know what the demand is like. We can accommodate 2 guests in the “Hahns Peak” room and 3 guests in the “Deer View” room. Full meals will be provided upon request. Guests will have their own fridge, coffee/tea machine and microwave.

We will not be permitting guests to use the firepit or any of our outdoor amenities. We will happily offer them recommendations on nearby hikes/activities/restaurants etc. Guests will not be permitted to use ATVs, 4wheelers, or snowmobiles on the property. We will not be providing rides or shuttles to guests.

Pets will be allowed on a case by case basis. We have two Labrador retrievers (hence The Woof Ranch) so we will review pets before allowing them to stay here. In the event that we do, we will ensure pets are not left on property while guests are gone.

Olympia and Robbie will be operating the B&B, there will not be any additional employees at this time. We are unsure of the traffic we should anticipate as we have not done this before in this location. The access to the property is off of County Road 129 “Elk River Road,” and right off of Aspen Court. We have space to park a number of vehicles, approximately 10.

September 23, 2020

Routt County Planning Commission

RE: Activity # TPL-20-156

Petitioner: Olympia Indiana Von Berg

Lot 2, Aspen Court Subdivision

Dear Commissioners:

We are the owners of Lot 1, Aspen Court Subdivision and Lots 74-78 Steamboat Lake Subdivision Filing 5, the property adjacent to the east of Lot 2, Aspen Court Subdivision.

We write to state our objection to the issuance of a Special Use Permit for a Bed & Breakfast per the Lot 2 application.

We have lived and worked in Routt County for many years. We purchased our property with the intent of building a retirement home upon it and settling in North Routt. The possibility of a commercial operation within our residential neighborhood is a concern.

We are aware that “short-term rentals” are not allowed in the County in any residential zone districts. Our understanding is that the Applicant is billeting their request as a “B & B” but do not have the required commercial well to serve food as is traditional with a B & B. It then begs the question of whether there is a distinction without a difference between a short term rental and a B & B in this instance. We understand that B & B’s require the owners to be present, but who is going to police that? We think it is fair to assume that the County does not have the resources to do so and therefore it is left to the neighbors—a burden we do not wish to undertake – and a difficult position to be put as it puts us in opposition to our neighbors. And frankly we have seen many examples of how difficult it is to obtain enforcement of non-compliance with County regulations.

In addition to increased traffic past our property, we have concerns about an influx of different pets on the property. It is one thing for neighboring dogs to become accustomed to each other, but a constant influx of “strange” animals on the adjacent property would create problems with our own pets once we move onto the property. Should you be inclined to grant the request, we ask that there be conditions of adequate fencing to prevent guest animals from straying from the property.

There is the issue of a precedent that is being set. From all appearances, the use of the additional rooms as a “B & B” in the Von Berg home seem to be an after-thought and again, very akin to many other owners desire to earn additional income from their properties thanks to the popularity of AirBnB and VRBO sites. This strikes us as a run around of the restrictions on short term rentals and wonder what would prevent others from adopting the same strategy. We urge the Planning Commission to consider B & B’s in the context of a true

“Bed & Breakfast” that provides an amenity that is lacking in that part of the County is unique in the circumstances or is more remote from impact on the neighbors. We would point out that there are lodging opportunities close by in Hahn’s Peak Village and Columbine if someone wants to stay near the lake.

The County regulations require this application to be granted only after the strictest scrutiny. We respectfully urge that this proposal does not meet that standard and request that it be denied.

Thank you.

Les Sharp

Les Sharp 9-23-2020

Kristine Sharp

Kristine Sharp 9-23-20

In response to concerns voiced by a neighboring property owner,

I respect your concerns and appreciate you taking the time to express them. I would like to address a few points you bring up.

Commercial operation - This hardly qualifies as a "commercial operation," we are just looking to share our beautiful home and town with guests every so often. This is not our main source of income and we are not planning on making this a year round/full time operation.

In regard to ensuring that guests are present only when the owners are - we will police that ourselves. We are in no way looking to have strangers in our house when we are not present. I can guarantee that. We are aware that the previous owner rented the whole house on AirBnB on multiple occasions, while not being present and without having the proper permit to do so. This is not our case.

In regard to the influx of pets - As an owner of 2 wonderful labs, I have chosen to make this property "pet friendly." I have also noted that this is on a "case by case" basis. I am not planning on accepting every single pet. First and foremost, I want to ensure that my dogs are not inconvenienced by a guest's pet. If I feel that they will not get along or, worse, that a guest's dog could be aggressive, I will not allow them to bring their pet. Furthermore, I am very clear in the fact that the pet must be with their owner at all times. The pet will never be left unattended at home.

I hope this eases some of your concerns. I would also like to add that we have not moved to Clark with a short term vision. This was a move with the future in mind, we want to be a part of this community that, so far, has proved to be a wonderful one. We wanted to follow the rules in applying for this permit, we want to be good neighbors and would not undertake this project if we thought it would negatively impact the way of life up here.

All the best,

Olympia von Berg

Memorandum

To: Tegan Ebbert, Routt County Planning Department

From: Heather Savalox, Routt County Department of Environmental Health 

Re: Special Use Permit for Bed & Breakfast Operation in the Mountain Residential Estates Zone District

Petitioner: Von Berg, Olympia Indiana; Woof Ranch

Date: 8/31/2020

The Routt County Department of Environmental Health (RCDEH) has reviewed the information submitted by the Petitioner for the Special Use Permit Application and has the following comments:

Food Service

A bed and breakfast establishment is defined as: A residential structure(s)/property(s) providing sleeping accommodations; meals are provided and service to guests in one common eating area and/or the guest room, a single rate shall include room and board; and there shall be an innkeeper in residence within or adjacent to the bed and breakfast establishment.

If the establishment meets this definition, a **retail food establishment license is not required**. However, the applicant must comply with the "Sanitary Standards and Regulations for Public Accommodations."

Onsite Wastewater

RCDEH has on file Onsite Wastewater Treatment System (OWTS) permit #EH-08-003 for the property located at 26755 Aspen Court, designed to accommodate a 3-bedroom home. The narrative and site plan both list a total of 3 bedrooms, two bedrooms over the garage (which will be rented on sites such as Airbnb) and one bedroom in the main house for the operator.

Safe Drinking Water

Since the applicant's property is on a private well, drinking water from this source must be tested and verified safe for human consumption. RCDEH performs bacterial tests Mondays through Wednesdays. Test kits are available for purchase Monday through Friday from 8 a.m. - 5 p.m. for \$25. Results are available within 24 hours. Instructions have been attached as well as the link to our website.

Thank you for the opportunity to comment on this application.



September 21, 2020

Tegan Ebbert
Routt County Planning
136 6th Street, Suite 200
Steamboat Springs, CO 80487

Subject: Woof Ranch B&B, PL-20-156
Section 33, Township 10 North, Range 85 West, 6th PM
Division 6, Water District 58

Dear Ms. Ebbert

We have reviewed the above referenced application for a Special Use Permit for a Bed and Breakfast operation located at 26755 Aspen Ct, Clark, which is also described as Lot 2, Aspen Court Subdivision. The submitted material does not appear to qualify as a "subdivision" as defined in Section 30-28-101(10)(a), C. R. S. Therefore, pursuant to the State Engineer's March 4, 2005 and March 11, 2011 memorandums to county planning directors, this office will only perform a cursory review of the referral information and provide comments. The comments will not address the adequacy of the water supply plan for this property or the ability of the water supply plan to satisfy any County regulations or requirements.

The application seeks to use operate a bed and breakfast out of an existing single-family residence with an attached garage. There is an existing well and septic serving the property. According to the proposal, the two bedrooms with two bathrooms located above the garage will be rented on such sites as Airbnb. Guests will have their own fridge, coffee/tea machine and microwave. Full meals will be provided upon request.

According to our records, well permit no. 265565 was issued on September 16, 2005 pursuant to Section 37-92-602(3)(b)(I), C.R.S., to construct a well on Lot 2, Aspen Court Subdivision. The permitted use of the well is limited to ordinary household purposes inside one single dwelling, the irrigation of up to one acre of home gardens and lawns and the watering of domestic animals. The well was constructed on October 31, 2005 and the permit is considered to be valid.

Of concern is the designation of the special use permit as a bed and breakfast operation. This office would consider the supply of water for a bed and breakfast to be a commercial use of water and not able to be served by a well permitted for domestic (single-family residential) use. Therefore, the existing well would have to be re-permitted to allow for such a commercial use.

It may be possible that a commercial exempt permit could be issued for the existing well to serve the short-term rental use of the property, so long as the use of the well is complies



with the State Engineer's 1985 Policy Concerning the Evaluation of Well Permit Applications for Exempt Commercial Uses (policy may be found on our website on the Well Permitting page at <https://dwr.colorado.gov/services/well-permitting> - scroll down to the middle of the page to the Important Documents section/Guidance Documents). A well of this type may withdraw up to 1/3 of an acre-foot (108, 600 gallons) of water per year for use in drinking and sanitary facilities inside an individual commercial business. The commercial business operator may also use this type of well for ordinary household drinking and sanitary purposes, so long as the total amount of water used for the commercial and household use does not exceed 1/3 acre-foot per year. Water from this type of well may not be used for lawn or landscape irrigation, domestic animal watering, or any other purpose. However this is not a guarantee that a permit of this type would be issued. An application with the appropriate filing fee must be submitted for evaluation to determine if the requirements of state statues, rules, policies and guidelines are met.

If under this proposal the property would be operated as a traditional bed and breakfast (meals provided) we recommend the applicant be required to submit an application to re - permit the existing well for commercial use prior to final approval of this proposal being granted. Well permitting forms may be also be found on our website on the Well Permitting page under Important Documents section. The applicable forms are GWS-45 and GWS-57.

Please note, this office does not object to the short-term rental of bedrooms within a single family dwelling supplied by a domestic well, as long as the dwelling is operated as a single family dwelling (i.e. kitchen facilities are not available and/or meals are not provided to guests). Generally, this office would not consider the short-term rental of bedrooms within a single family dwelling to be a commercial use of the property.

Please feel free to contact me with any questions regarding this matter.

Sincerely,



Megan Sullivan, P.E.
Water Resource Engineer

MAS: Woof Ranch B and B_CDWR Comments.doc

cc: Division Engineer

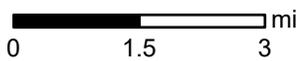


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This map is for planning purposes only. It was prepared from publicly available information. Any other use or recopilation of the information is the sole responsibility of the user. This map should not be used to establish legal title, boundary lines, locations of improvements or utilities, or relied upon in any flight activity. Routt County expressly disclaims all liability regarding accuracy or completeness of this map.

Planning

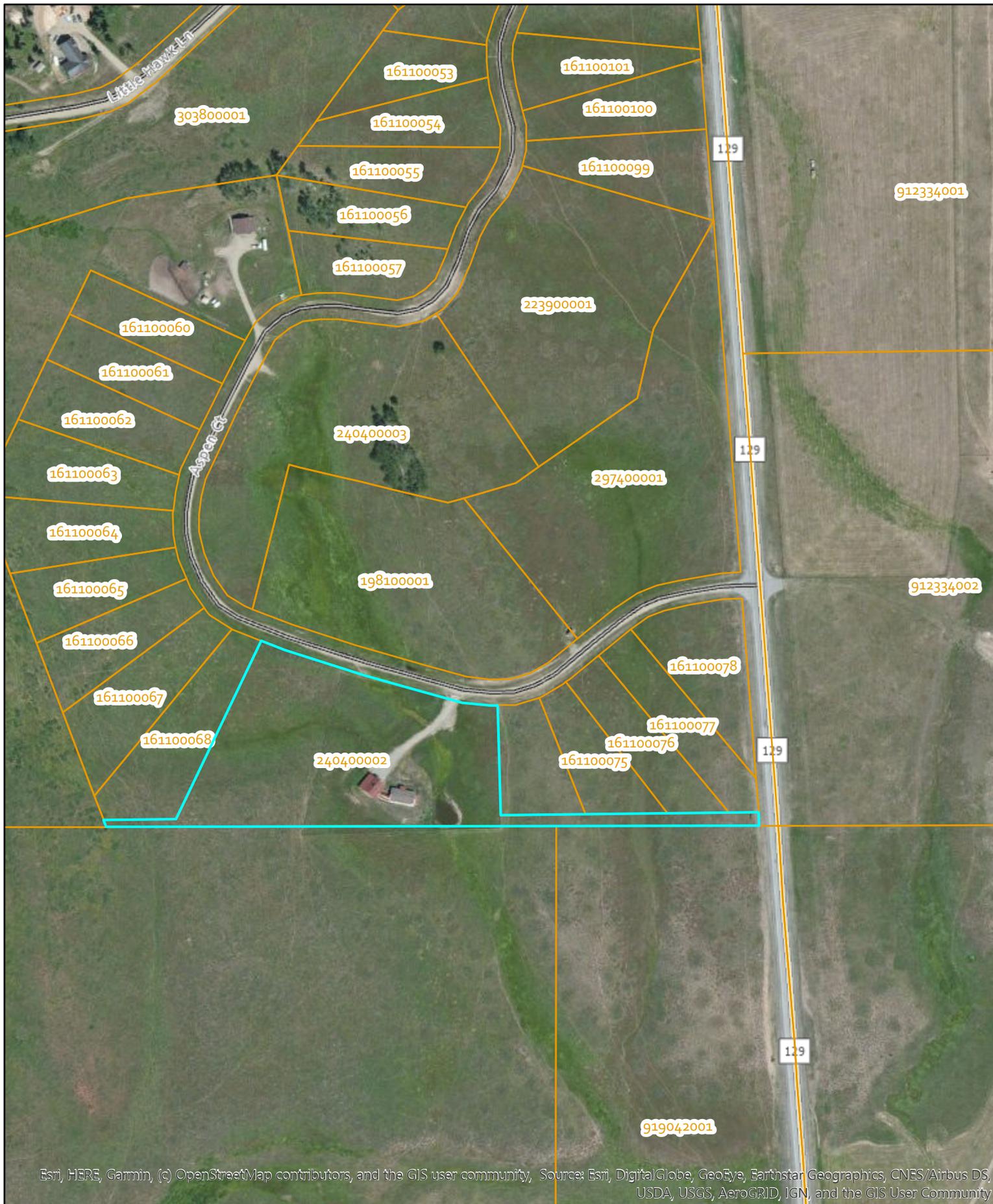


1:144,448



--- Routt County Boundary
Road Centerlines

— Primary Public Road



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



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Planning



- Routt County Boundary
- Parcels
- Primary Public Road
- Private Road

Author:
Date Saved: 12/31/1969 5:00 PM

1:4,514

Aspen Ct

Aspen Ct

Aspen Ct

Aspen Ct

Driveway

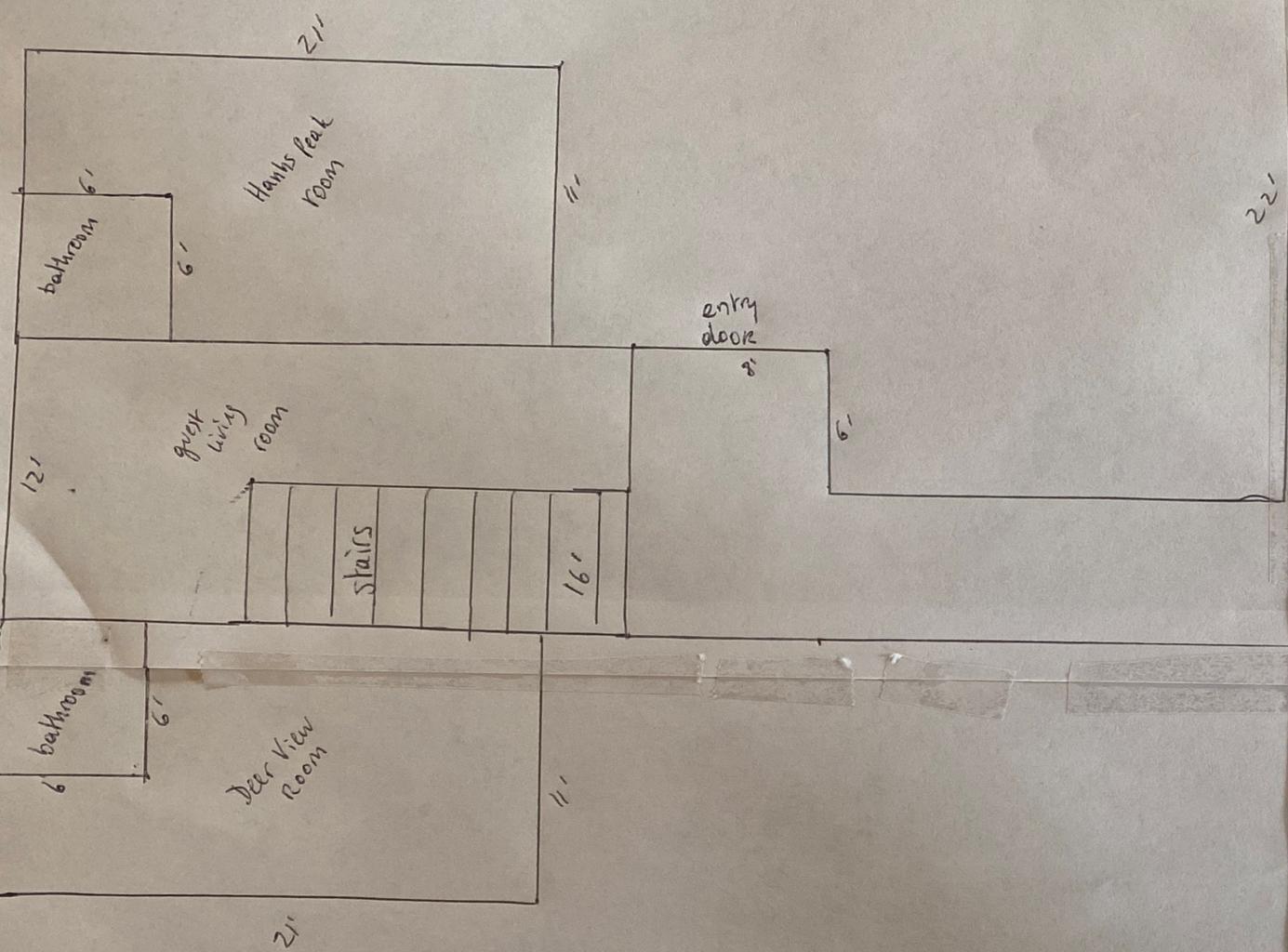
Parking is in front of the house, on the concrete pad.



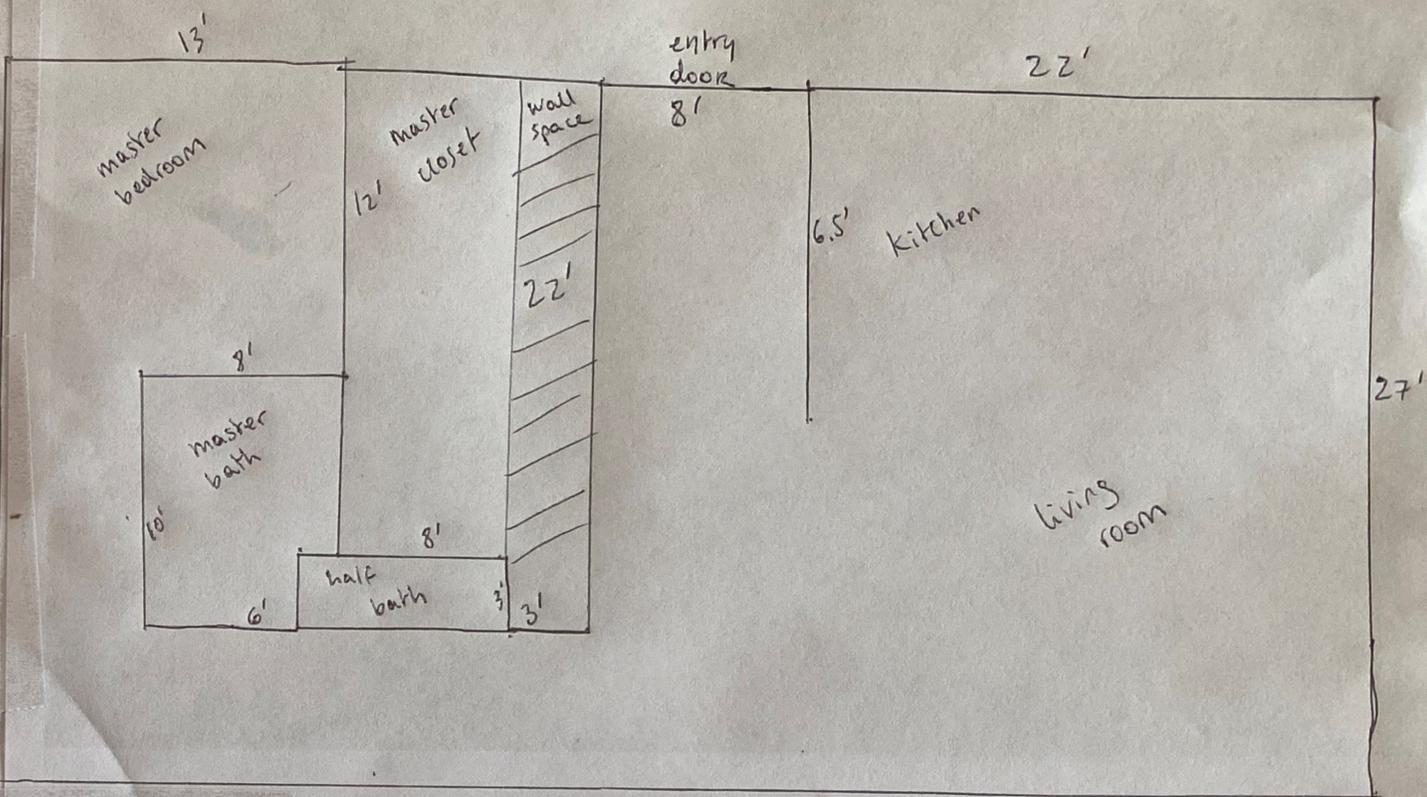
23755 Aspen Court

Small pond

N



S



E

73'

Scale
 1 foot = 0.5 cm
 1 foot

W

Woof Ranch Site Photos

View of house from driveway off of Aspen Court



Entry gate to parcel



East side of property, looking towards County Road 129



West side of property



Entryway, looking towards owner/manager's private living space



Guest lounge



Guest room 1



Guest room 2



Guest bathroom (both are identical)



Parking areas



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: October 20, 2020	ITEM TIME:
------------------------------------	-------------------

FROM:	Erick Knaus/Lynaia South
TODAY'S DATE:	October 9, 2020
AGENDA TITLE:	Consideration of and adoption of a Resolution Continuing Declaration of Local Disaster (Eighth)

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

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

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 eighth Resolution extending the Declaration and extends the Declaration for another 30 days. It is proposed that the extension be effective from the date of the current expiration as opposed to the date of the approval so as to attempt to be more consistent in the future.

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, 2020-044, and 2020-048 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 December, 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 ___ DAY OF October, 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: 10/20/2020	ITEM TIME: 11:10-11:20 AM
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FROM:	Mike Mordi , Assistant Public Works Director
TODAY'S DATE:	10/12/2020
AGENDA TITLE:	Approval of Chair's signature on Grant Application to Special Highways Committee via Colorado Counties Inc. for the replacement of the Moon Hill Bridge.

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:

Requesting approval and signature of the off-system bridge replacement grant application submittal to the Special Highways Committee via Colorado Counties Inc. for the structurally deficient Moon Hill Bridge (# 107005600.00916). The total estimated project cost is \$1,605,000 including \$67,000 for design funded by the County. The County is asking for \$1,538,000 for construction funded 80% via grant (\$1,230,400) and 20% County match (\$307,600).

II. RECOMMENDED ACTION:

Approve the Chair's signature on the Grant Application to the Special Highways Committee via Colorado Counties Inc for replacement of the Moon Hill Bridge requesting funding in a total amount of \$1,538,000 including 80% grant (\$1,230,400) and 20% County match (\$307,600).

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE:
Moon Hill Bridge = 80% Match \$1,230,400

PROPOSED EXPENDITURE:
Moon Hill Bridge = 20% County Match \$307,600

FUNDING SOURCE: Special Highway Committee grant fund; general fund

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

County Road 56 provides access to private property and public lands in Routt County. CR56 is also listed on the Colorado Backcountry Discovery Route.

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

The Moon Hill Bridge (# 107005600.00916) is located in northern Routt County on CR 56 and spans the Elk River. (See attached map for location.) It serves local land owners and provides public access to adjacent federal lands, as well as seasonal thru traffic. The bridge was built in 1972 and has had some repairs done over the years. The 2014 biennial bridge inspection identified it as a structurally deficient bridge in Routt County. The Moon Hill Bridge is one of the last structurally deficient bridges on the list. It is listed in the County's future budget plan for replacement in 2022). The Moon Hill Bridge is rated as poor on the Colorado Off-System Eligibility List, has a sufficiency rating of 50 or less (44.7), and is rated as structurally deficient.

It is likely that maintenance/repair costs would approach the county match for reconstruction thus replacement using grant funding is economically efficient. Replacement would greatly reduce long-term maintenance costs. The bridge is currently signed with load restrictions. Further deterioration may limit plowing, ranch use, or in the worse case close the bridge and eliminate access to those properties and public lands the bridge allows access to.

Repairs have been made to the bridge in 1999 and 2010. This helped extend the life of the bridge, but major repairs are eminent. Design of this bridge is currently nearing completion.

VI. LEGAL ISSUES:

None identified at this time.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None currently identified.

VIII. SUMMARY AND OTHER OPTIONS:

Moon Hill is the last of seven identified structurally deficient bridges to be repaired/replaced. If the grant application is not submitted, alternates are

- 1) County misses the grant opportunity and to replace the bridge will need to fund 100% of construction instead of 20% with the grant, or
- 2) County does not replace the bridge and spends an unidentified amount on maintenance, or
- 3) County does not repair or replace the bridge and access to property and public lands by the bridge may be limited or eliminated if the bridge further deteriorates.



P.O. Box 773598
Steamboat Springs, CO 80477

www.co.routt.co.us

Timothy V. Corrigan
District I

Douglas B. Monger
District II

M. Elizabeth Melton
District III

October 23, 2020

Mr. Eric Bergman
Colorado Counties, Inc.
800 Grant Street, Suite 500
Denver, Colorado 80203
Sent via E-mail

**RE: Special Highways Committee- Off-System Bridge Replacement Grant Application
Routt County**

Dear Mr. Bergman,

Please accept the attached application for grant funding to replace the structurally deficient Routt County Moon Hill Bridge (Bridge Number 107005600.00916).

The Moon Hill Bridge was constructed in 1972. The bridge is a steel two span bridge over the Elk River and is subject to high seasonal flows as well as seasonal debris flows during times of high water that have caused pier damage. Work to replace decking was performed in 1999 and a debris deflector was installed in front of the center pier in 2010 to protect the previously damaged pier. The bridge is on the Federal Select List, is structurally deficient, rated poor, has a 44.7 sufficiency rating, and is restricted with posted load restrictions (24T/39T/39T). As of July of 2016 the ADT for the bridge is 254.

Located in northern Routt County on CR 56, the bridge serves local land owners, seasonal through traffic, provides public access to adjacent State Trust Lands and USFS land (Medicine Bow-Routt National Forest area), and is on the Colorado Backcountry Discovery Route .

Thank you for your consideration. Please contact our Road & Bridge staff at (970) 870-5337 if you have any questions.

Sincerely,

Timothy V. Corrigan
Chair, Routt County Board of County Commissioners

NEED FOR WORK – Moon Hill Bridge (107005600.00916)

The existing Moon Hill Bridge is a major structure that currently spans the Elk River at the intersection of County Road 56 and County Road 129. This bridge is on the Federal Select List, is structurally deficient, has a 2018 inspection with a poor rating and a sufficiency rating of 44.7, and has posted load restrictions at (24T/39T/39T). As of July of 2016, the ADT at the bridge was 254.

The two span bridge is 24 ft wide and 80 feet long and was originally built in 1972. The bridge is surfaced with approximately 2” of pavement on top of corrugated metal decking. The deck is supported by W16x40 girders on 2’-4” centers. The girders are supported on steel abutments with corrugated metal back walls and corrugated metal wing walls. Over the years a portion of the decking was replaced and minor maintenance was performed. In 2010 a debris catcher was installed as well as a pile repaired to prolong the life of the bridge. This raised the sufficiency from 35.2 in 2010 to 59.9 in 2011, then back down to 41.3 during the 2012 inspection. During the 2014 inspection, the super structure of the bridge has remained at a 5. The bridge was part of the 2018 biennial inspection, and the report is included. Photographs of the bridge are included as well. The CDOT Load letter has been provided with this application.

NBI item 58 for deck condition is a 5. NBI item 59 for superstructure is a 5. NBI Item 60 for substructure is a 4. The substructure rating puts this bridge in the Poor rating category.

Noted in the 2018 inspection was rusting throughout the structure as well as on main girders and piling, twisted piling, broken up and alligatored asphalt due to loose decking that was repaired in 1999, bulging at metal deck back walls, sloughing rip rap at both back walls, center pier has debris deflector installed in front of it that collects large amounts of debris, damaged rail, debris deflector has redirected channel since installation and is cutting into the west bank.

This bridge serves local residents, seasonal through traffic as well as access to the Medicine Bow-Routt National Forest.

The bridge should be considered for replacement due to the many factors listed above including the fact that the bridge is load restricted. It would not be feasible to perform major rehabilitation to the bridge. It is already a load restricted bridge that has seen considerable maintenance over the years.

The bridge replacement was been preliminarily designed in 2016. That design was funded by Routt County. The design will require the necessary clearances and Staff Bridge reviews prior to construction that will also be funded by Routt County.

Should the grant be awarded to Routt County in 2020, refinement of the plans and clearances can be done in 2021 and early 2022. The project construction can then be bid in late 2022 with construction wrapping up in the middle of 2023. This is a successful construction method that has been used on past bridges.

COLORADO SPECIAL HIGHWAY COMMITTEE Off-System Bridge Program Application Data	Structure Number:	Application Date:
	Structure Location:	County / Municipality:

CDOT Engineering Region:	CDOT Local Agency Coordinator: Consulted Prior to Application Date
Project type:	Request type:
Design level completed at time of application:	
Work phase to be funded by this grant application:	
Estimated total project cost (Design + Construction):	
Year the total project cost estimate was created:	
20% minimum local match amount:	
Local overmatch amount:	
Proposed total local match amount:	
Local match commitment documentation:	
SHC grant amount requested:	
Colorado fiscal years when funding will be required:	
Anticipated start date:	Anticipated completion date:

Work description:

SPECIAL BRIDGE FUND -- BRIDGE PROJECT COST ESTIMATE

Structure Number 107005600.00916 Municipality/County Routt County

Priority # 1 Average Daily Traffic (ADT) 254
(For entities submitting applications for more than one bridge, please specify if this bridge is your first, second, third, etc. priority)

Engineering:

Preliminary Engineering	<u>\$0***</u>
Design Engineering	<u>\$0</u>
Construction Engineering and Staking	<u>\$27,000</u>
Project Engineering	<u>\$10,500</u>
Final Inspection	<u>\$2,500</u>

TOTAL ENGINEERING COSTS: \$ 40,000

***Note Preliminary and Design engineering was \$67,000 funded 100% by County and not included in grant request

Labor - Materials - Equipment

Mobilization	<u>\$ 175,000</u>
Site Preparation	<u>\$ 345,000</u>
Excavation	<u>\$ 160,000</u>
Abutments/Piers/Piling	<u>\$ 147,000</u>
Structure/Deck/Guard Rail	<u>\$ 525,000</u>
Approaches	<u>\$ 55,000</u>
Pavement	<u>\$ 26,000</u>

\$ 1,433,000

TOTAL LABOR - MATERIALS - EQUIPMENT COSTS:

Contingencies: \$ 105,000

TOTAL PROJECT COSTS: \$ 1,538,000

Design/Engineering Start Date (mo/yr): January 2021

Date of Bid Opening (mo/yr): July 2022

Project Start Date (mo/yr): September 2022

Project Completion Date (mo/yr): July 2023

Estimate Prepared by: Mike Mordi Phone: 970-870-5337 Title: Assistant Director Date: 10/6/2020

Approved by: Mark Collins Phone: 970-879-0108 Title: County Manager Date: 10/20/2020



136 6th Street, Suite 103
Steamboat Springs, CO 80487
970-870-5552

October 6, 2020

Mr. Jason Huddle
Local Agency Program Manager
Colorado Department of Transportation
222 6th Street, 3rd Floor Room 317
Grand Junction, CO 81501

RE: Local Agency Financial Statement for the replacement of the Moon Hill Bridge

Dear Jason,

This letter is to inform the Colorado Department of Transportation that for the replacement of the Moon Hill Bridge Project, of the financial situation for the project.

The Routt County Road and Bridge Department is submitting for an Off-System Bridge Grant in the amount of \$1,538,000.00 (80% Federal match of \$1,198,400, 20% local match of \$307,600). The project will be budgeted in the Routt County 2022 and 2023 Budget. The difference between the grant and the bid will be made up with the original bridge budget.

The available funds are as follows:

Routt County - \$307,600.00

Federal Funds - \$1,230,400.00

Total Funds Available - \$1,538,000.00

Routt County is aware that they are responsible for any shortfalls or overmatch that may occur in the project funding if the project costs exceed the grant funds.

Please let me know if you have any questions.

Sincerely yours,

A handwritten signature in blue ink that reads "Mike Mordi".

Mike Mordi, P.E.
Assistant Director
Routt County Road & Bridge

Mike Mordi

From: Huddle - CDOT, Jason <jason.huddle@state.co.us>
Sent: Friday, October 9, 2020 9:40 AM
To: Mike Mordi
Cc: peter.lombardi@state.co.us
Subject: Re: Moon Hill Bridge Grant Application

Mike,

We do not have any further comments about the Moon Hill Bridge Application. Please consider this email as a response that Region 3 acknowledges this project and good luck in the application process.

Good Luck.

Jason Huddle
Local Agency Program Manager



Cell: 970.986.9251 | jason.huddle@state.co.us | www.codot.gov
222 S 6th Street, Room 317, Grand Junction, CO 81501

On Tue, Oct 6, 2020 at 11:28 AM Mike Mordi <mmordi@co.routt.co.us> wrote:

All,

Please review my draft application. Jason, I am not sure what I needed to provide in the ways of the financial statement, so I modified the one that I usually use when I am asking for concurrence. Once I get the formal okay back from you I will be able to submit. I have an updated Engineers Opinion of Cost that I can send you and Pete as well as the plans and the structural plans for the bridge if you want to see those.

Thanks,

Mike

Mike Mordi, P.E.

Assistant Director

Routt County Public Works

136 6th Street Suite 103

Steamboat Springs, CO 80487

Phone: 970-870-5337

Fax: 970-870-3992

Need local information about COVID-19 (coronavirus) in Routt County?

Email for COVID-19 related questions: countyinfo@co.routt.co.us

Routt County COVID-19 website: www.covid19routtcounty.com

Disclaimer

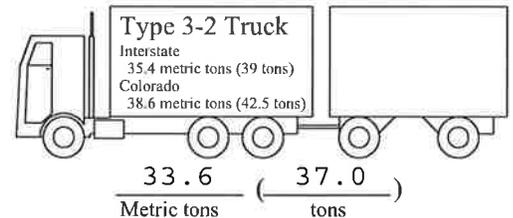
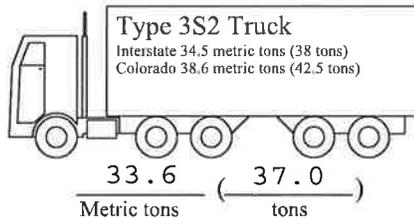
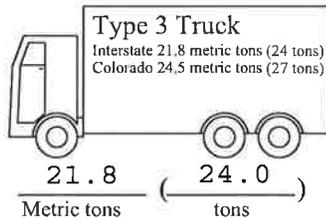
The information contained in this communication is confidential and intended solely for use by the recipient(s). If you are not the recipient, understand that any disclosure or distribution of the contents is strictly prohibited and may be unlawful. This email has been scanned for viruses and malware, and may have been automatically archived.

COLORADO DEPARTMENT OF TRANSPORTATION LOAD FACTOR RATING SUMMARY	Structure #	10700560.00916
	State Highway #	CR 56
	Batch I.D.	
	Structure Type	SSM
	Parallel Structure #	
Rated using: Asphalt thickness: <u>51</u> mm (<u>2</u> in.) <input checked="" type="checkbox"/> Colorado legal loads <input type="checkbox"/> Interstate legal loads		

Structural Member	Exterior Girder (Span 2)	Interior Girder (Span 2)	Corrugated Metal Deck	
-------------------	--------------------------	--------------------------	-----------------------	--

	Metric Tons (Tons)			
Inventory	18.1 (19.9)	16.0 (17.6)	18.2 (20.0)	()
Operating	30.2 (33.2)	26.7 (29.4)	30.3 (33.5)	()

Type 3 truck	24.5 (27.1)	21.8 (24.0)	36.4 (40.1)	()
Type 3S2 truck	38.4 (42.4)	34.1 (37.6)	57.3 (63.2)	()
Type 3-2 truck	38.7 (42.6)	34.3 (37.8)	57.3 (63.2)	()
Type SU4 truck (27T)	24.5 (27.0)	21.7 (24.0)	()	()
Type SU5 truck (31T)	26.6 (29.3)	23.6 (26.0)	()	()
Type SU6 truck (35T)	26.8 (29.6)	23.8 (26.2)	()	()
Type SU7 truck (39T)	28.0 (30.9)	24.9 (27.4)	()	()
NRL (40T)	27.5 (30.3)	24.4 (26.9)	63.5 (70.0)	()
Permit Truck Multi-Lane D.F.	()	()	()	()



Comments: (T = tons)

Posting Required
 EV2 = 29.0 T (Ext. Girder); 25.6 T (Int. Girder); 25.5 T (Deck)
 EV3 = 28.3 T (Ext. Girder); 25.1 T (Int. Girder); 41.3 T (Deck)
 - Built 1972
 - 79'-10" Str. Length (38'-8" - 40'-1"); 24'-0" O/O (24'-9" R/R)
 - 2" asphalt on 2"x6"x12 Ga Corrugated Metal Deck
 - (11) W16x40 @ 2'-4" spacing; ends of girders at A1 rated with 24.75% (.125") section loss on the bottom flange over 3.86' (10% of structure length)
 Rated By Stantec Consulting Services

Rated by: Z. Banachowski <i>ZB</i>	Date: 2/14/17	Checked by: James Fuller, PE <i>JF</i>	Date: 2/15/17
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Routine Inspection
Colorado Department of Transportation
Structure Inspection and Inventory Report (English Units)

Highway Number (ON) 5D: 00000 V
Mile Post (ON) 11: 0.000 mi

Bridge Key: 107005600.00916 Inspection Date: 10/10/2018 Sufficiency Rating: 44.7 SD

NBI Reporting ID:	107005600.00916	Main Mat/Desgn 43A/B:	3	02	Bridge Cost 94:	\$2482700
Rgn/Sect 2E/2M:	36	Aprr Mat/Desgn 44A/B:	0	0	Roadway Cost 95:	\$620675
Tran Region 2T:	12	Main Spans Unit 45:	2		Total Cost 96:	\$3103375
County Code 3:	107	Approach Spans 46:	0		Year of Cost Estimate 97:	2018
107 ROUTT		Horiz Clr 47:	24.00	ft	Brdr Brdg Code/% 98A/B:	-2 0
Place Code 4:	00000	Max Span 48:	39.4	ft	Border Bridge Number 99:	
non-city		Str Length 49:	79.8	ft	Defense Highway 100:	0
Rte.(On/Under) 5A:	1	Curb Wdth L/R 50A/B:	0.0	ft 0.0	Parallel Structure 101:	N
Signing Prefix 5B:	4	Width Curb to Curb 51:	24.00	ft	Direction of Traffic 102:	2
Level of Service 5C:	1	Width Out to Out 52:	24.0	ft	Temporary Structure 103:	!
Direction Suffix 5E:	0	Deck Area:	1915		Highway Systems 104:	0
Feature Intersected 6:		Min Clr Ovr Brdg 53:	99.99		Fed Lands Hiway 105:	0
Elk River		Min Undrclr Ref 54A:	N		Year Reconstructed 106:	
Facility Carried 7:		Min Underclr 54B:	0.0	ft	Deck Type 107:	6
County Road 56		Min Lat Clrnce Ref R 55A:	N		Wearing Surface 108A:	6
Alias Str No.8A:		Min Lat Undrclr R 55B:	0.0	ft	Membrane 108B:	0
		Min Lat Undrclr L 56:	0.0	ft	Deck Protection 108C:	0
Prll Str No. 8P:		Deck 58:	5		Truck ADT 109:	4.00 %
N/A		Super 59:	5		Trk Net 110:	0
Location 9:		Sub 60:	4		Pier Protection 111:	!
150 Ft W of Co Rd 129		Channel/Protection 61:	6		NBIS Length 112:	Y
Max Clr 10:	99.99	Culvert 62:	N		Scour Critical 113:	5
BaseHiway Net12:	0	Oprrng Rtg Method 63:	1	LF Load Factr	Scour Watch 113M:	N
IrsinvRout 13A:	00000000000	Operating Rating 64:	29.4		Future ADT 114:	343
IrssubRout No13B:	00	Operating Factor 64:	--		Year of Future ADT 115:	2036
Latitude 16:	40d 39' 11.11"	Inv Rtnng Method 65:	1	LF Load Factr	CDOT Str Type 120A:	SSM
Longitude 17:	106d 56' 45.89"	Inventory Rating 66:	17.6		CDOT Constr Type 120B:	00
Detour Length 19:	4 mi	Inventory Factor 66:	--		Inspection Indic 122A:	--
Toll Facility 20:	3	Asph/Fill Thick 66T:	2.0	in	Inspection Trip 122AA:	Unknown
Custodian 21:	02	Str. Evaluation 67:	4		Scheduling Status 122B:	--
Owner 22:	02	Deck Geometry 68:	5		Maintenance Patrol 123:	0
Functional Class 26:	09	Undrclr Vert/Hor 69:	N		Expansion Dev/Type 124:	O
Year Built 27:	1972	Posting 70:	4	0.1-9.9%below	Brdg Rail Type/Mod 125A/B:	XX 2
Lanes On 28A:	2	Waterway Adequacy 71:	8		Posting Trucks 129A/B/C:	24.0 37.0 37.0
Lanes Under 28B:	0	Approach Alignment 72:	8		Str Rating Date 130:	02/14/2017
ADT 29:	239	Type Of Work 75A:	31		Special Equip 133:	0.00
Year of ADT 30:	2016	Work Done By 75B:	1		Vert Clr N/E 134A/B/C:	X 99.90 0.00
Design Load 31:	5 MS 18 (HS 20)	Length of Improvment 76:	111		Vert Clr S/W 135A/B/C:	X 99.90 0.00
Apr Rdwy Width 32:	21.00 ft	Insp Team Indicator 90B:	STANTEC		Vertical Clr Date:	01/01/1901
Median 33:	0	Inspector Name 90C:	QYUENN		Weight Limit Color 139:	0, White
Skew 34:	0 °	Frequency 91:	24 months		Str Billing Type:	IIB
Structure Flared 35:	0	FC Frequency 92A:			Userkey 1, Insp System:	OFFSYS
Sfty Rail 36a/b/c/d:	0 0 0 0	UW Frequency 92B:			Userkey 4, Insp Sched:	North FY ODD
Rail ht36h:	30.0 in	SI Frequency (Pin) 92C:			Userkey 5, UW Sched:	
Hist Signif 37:	5	FC Inspection Date 93A:			Userkey 6, Pin Sched:	
Posting status 41:	P	UW Inspection Date 93B:			Userkey 7, 113 Doc Date:	
Service on/un 42A/B:	1 5	SI Date (Pin) 93C:			Inspection Key:	JBJK

Inspection Type:	Regular NBI
Inspector Name:	QYUENN

Routine Inspection
Colorado Department of Transportation
Structure Inspection and Inventory Report (English Units)

Highway Number (ON) 5D: 00000 V
Mile Post (ON) 11: 0.000 mi

Element Inspection Report

Elm/Env	Description	Unit	Total Qty	% in 1	Qty. St. 1	% in 2	Qty. St. 2	% in 3	Qty. St. 3	% in 4	Qty. St. 4
30/1	Steel Deck - Orthotropic	sq.ft	1915	90%	1715	3%	50	8%	150	0%	0
2 inch x 6 inch x 12 galvanized metal deck. Exposed metal decking at various locations on both edges. A few locations of water stains in joints.											
510/1	Wearing Surfaces	sq.ft	1915	0%	0	0%	0	99%	1890	1%	25
2 inches of asphalt above corrugations.											
3220/1	Crack (Wearing Surface)	sq.ft	1915	0%	0	0%	0	99%	1890	1%	25
Asphalt heavily broken up with pattern and transverse cracks up to 2 inches wide at northwest. Transverse cracks throughout overlay at 1 to 3 ft spacing. Asphalt cracks up to 2 inches wide are more severely deteriorating in westbound lane. Asphalt breaking up at northeast corner exposing end of deck.											
515/1	Steel Protective Coating	sq.ft	1915	97%	1865	0%	0	0%	0	3%	50
Galvanized.											
3440/1	Eff (Stl Protect Coat)	sq.ft	50	0%	0	0%	0	0%	0	100%	50
Failed at rust locations.											
1000/1	Corrosion	sq.ft	50	0%	0	100%	50	0%	0	0%	0
R1 rust at some flute contact areas.											
1020/1	Connection	sq.ft	150	0%	0	0%	0	100%	150	0%	0
Decking to top flange welds are broken at west end of deck, decking is pumping on girders and allowing asphalt overlay to break up above the loose decking.											
107/1	Steel Opn Girder/Beam	ft	878	0%	0	96%	841	4%	37	0%	0
(11) unpainted W16 x 40 girders with 8 inch channel diaphragms at 1/4 points. Water stains on several locations.											
1000/1	Corrosion	ft	878	0%	0	96%	841	4%	37	0%	0
R2 rust of girder ends at east abutment (A3) with minor pitting. R2 rust of exterior Girders 1A, 1K, 2A and 2K and below girders at Pier 2. R3 rust of girder ends at west abutment (A1), heavy rust flaking and pitting on top surface of bottom flanges, up to 0.125 inch section loss. R1 rust throughout remaining girders.											
202/1	Steel Column	each	18	0%	0	56%	10	44%	8	0%	0
(6) unpainted 8 inch H-piles at each abutment and at pier. Piles 1A,1B,1C,1D,1F, 2B, 2D,2F, 3A, 3E and 3F were twisted during construction. Pile 2A was previously damaged and pushed down beside Pile 2B sometime prior to 2008 inspection. Repaired between 2010 and 2011 inspections, see Sheet 2 of sketch for repair details.											
1000/1	Corrosion	each	18	0%	0	56%	10	44%	8	0%	0
R2 rust of pier piles and Piles 3A and 3B. R1 rust of remaining piles.											
219/1	Stl Abutment	ft	48	0%	0	92%	44	8%	4	0%	0
2 inch x 6 inch painted metal bridge deck backwall. Bulging at various locations of both abutments.											
515/1	Steel Protective Coating	sq.ft	48	0%	0	0%	0	0%	0	100%	48
Painted.											
3440/1	Eff (Stl Protect Coat)	ft	15	0%	0	0%	0	0%	0	100%	15
Failed at rust locations.											

Routine Inspection
 Colorado Department of Transportation
 Structure Inspection and Inventory Report (English Units)

Highway Number (ON) 5D: 00000 V
 Mile Post (ON) 11: 0.000 mi

1000/1	Corrosion	ft	48	0%	0	92%	44	8%	4	0%	0
R1 rust of both abutments. R2 rust at bottom of southwest backwall of A3 for 4 ft.											
231/1	Steel Pier Cap	ft	72	0%	0	35%	25	65%	47	0%	0
8 inch unpainted steel caps. P2 cap at north end over Pile 2A was replaced prior to 2011, see Sheet 2 of sketch for repair details.											
1000/1	Corrosion	ft	72	0%	0	35%	25	65%	47	0%	0
R2 to R3 rust with debris throughout west abutment (A1) cap and half of east abutment (A3) cap. R2 rust below girders at pier cap. R1 rust throughout remainder of caps.											
330/1	Metal Bridge Railing	ft	160	42%	67	50%	80	8%	13	0%	0
Galvanized W-beam rail bolted to 6 inch steel H-posts. North bridge rail is lapped incorrectly. (2) sections of north W-beam rail repaired prior to 2018 inspection, slightly damaged.											
515/1	Steel Protective Coating	sq.ft	160	100%	160	0%	0	0%	0	0%	0
Galvanized W-beam with 25 unpainted posts and 1 galvanized post. No significant defects on galvanizing.											
1000/1	Corrosion	ft	25	0%	0	100%	25	0%	0	0%	0
All unpainted posts have R1 rust.											
7000/1	Damage	ft	80	0%	0	84%	67	16%	13	0%	0
All of north rail is scraped and dented from collision damage. All posts on north side are gouged and pushed out slightly. 13 ft long dented section in north rail at P2. North rail, 3rd post from west is broken and detached from Girder 1A flange welds. Impacts were prior to 2006 inspection.											
9325/1	Slope Prot/Berms	(EA)	2	100%	2	0%	0	0%	0	0%	0
Riprap at both abutments. Boulder-sized riprap at west abutment (A1) berm.											
9326/1	Bridge Wingwalls	(EA)	4	0%	0	75%	3	25%	1	0%	0
(2) Unpainted 8 inch H-piles with cable tiebacks and painted corrugated metal backwalls. Light R1 rust of piles. Areas of R4 rust with holes in bottom 1 ft of northeast wingwall. Areas of R4 rust holes near top of southwest wingwall. Northwest wingwall is damaged and pushed out. Several locations of R2 rust of backwalls. R1 rust throughout backwalls.											
515/1	Steel Protective Coating	sq.ft	4	0%	0	0%	0	0%	0	100%	4
Painted backwalls. Failed at rust locations.											
9501/1	Channel Cond	(EA)	1	100%	1	0%	0	0%	0	0%	0
Natural, meandering, cobble/boulder lined streambed with partially regulated flows through a wide, flat mountain valley floor. River rock diversion dam downstream side bridge. Channel flow is being split by debris deflector upstream from P2, with large amounts of debris catching on debris deflector.											
9502/1	ChannProtMatCond	(EA)	1	100%	1	0%	0	0%	0	0%	0
River rock diversion dam approximately 50 ft downstream of bridge.											
9504/1	BankCond	(EA)	1	100%	1	0%	0	0%	0	0%	0
Low (3 to 6 ft) moderate cobble slopes with brush and trees, above normal high water level. Bank at southwest sloughing and cutting to the west due to redirected channel flow off of debris deflector. Flow is forced west by rock diversion dam across east half of channel.											
9505/1	Debris Smart Flag	(EA)	1	0%	0	100%	1	0%	0	0%	0
Debris deflector installed upstream of Pile 2A between 2010 and 2011 inspections. Debris caught on debris deflector.											

Routine Inspection
Colorado Department of Transportation
Structure Inspection and Inventory Report (English Units)

Highway Number (ON) 5D: 00000 V

Mile Post (ON) 11: 0.000 mi

9520/1	AppRdAlign	(EA)	1	100%	1	0%	0	0%	0	0%	0
--------	------------	------	---	------	---	----	---	----	---	----	---

Transverse cracks up to 2.0 inches wide in asphalt at both ends of bridge. Erosion hole exposing end of deck and encroaching into roadway at northeast corner

9530/1	Approach Guardrail A	(EA)	1	100%	1	0%	0	0%	0	0%	0
--------	----------------------	------	---	------	---	----	---	----	---	----	---

No approach rails at northwest, southwest, and southeast corners. New W-beam and posts installed at northeast corner between 2012 and 2014 inspections. Northeast approach rail is flattened and scraped near intersection with CR 129.

9600/1	Genl Remarks	(EA)	1	100%	1	0%	0	0%	0	0%	0
--------	--------------	------	---	------	---	----	---	----	---	----	---

Posted 24T on both approaches as required. Supplemental delineation panels at all (4) corners. Northeast supplemental delineation panel is leaning. Inspectors observed fully loaded semi truck cross over bridge in 2018.

Maintenance Activity Summary

MMS Activity	Description	Recommended	Status	Target Year	Priority
152.01	Drainage-Repair Washouts/Erosion	10/6/2016	_	2020	Low

Fill and mitigate erosion at northeast corner of structure.

206.01	Channel-Remove Debris	9/6/2006	1	2019	Low
--------	-----------------------	----------	---	------	-----

Remove debris at P2 debris deflector in channel.

306.02	Bridge Rail-Upgrade	9/6/2006	1	2028	Low
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Install bridge rail and approach rails to meet current AASHTO/CDOT standards.

306.09	Bridge Rail-Rehab	9/6/2006	1	2020	Medium
--------	-------------------	----------	---	------	--------

Relap north bridge rail in correct direction and repair broken rail post.

353.04	Deck-Resurface	10/3/2011	1	2020	Low
--------	----------------	-----------	---	------	-----

Mill and repave asphalt.

Routine Inspection
 Colorado Department of Transportation
 Structure Inspection and Inventory Report (English Units)

Highway Number (ON) 5D: 00000 V
 Mile Post (ON) 11: 0.000 mi

353.05	Deck-Rehab	10/3/2011	1	2020	High
--------	------------	-----------	---	------	------

Reconnect metal deck panels to girders at west end of bridge.

355.00	Paint-Structural	10/6/2016	1	2019	High
--------	------------------	-----------	---	------	------

Clean and paint steel caps and end 3 ft of all girders at both abutments and pier.

357.01	Substruct-Cln Abutment/Pier Seat	8/9/2010	1	2019	High
--------	----------------------------------	----------	---	------	------

Remove debris at bearing areas at both abutments.

358.03	Drainage-Repair Washouts/Erosion	10/6/2016	1	2019	Medium
--------	----------------------------------	-----------	---	------	--------

Repair/fill holes in southwest and northeast wingwalls.

360.03	Channel-Nav Protection Repair	10/15/2012	1	2020	Low
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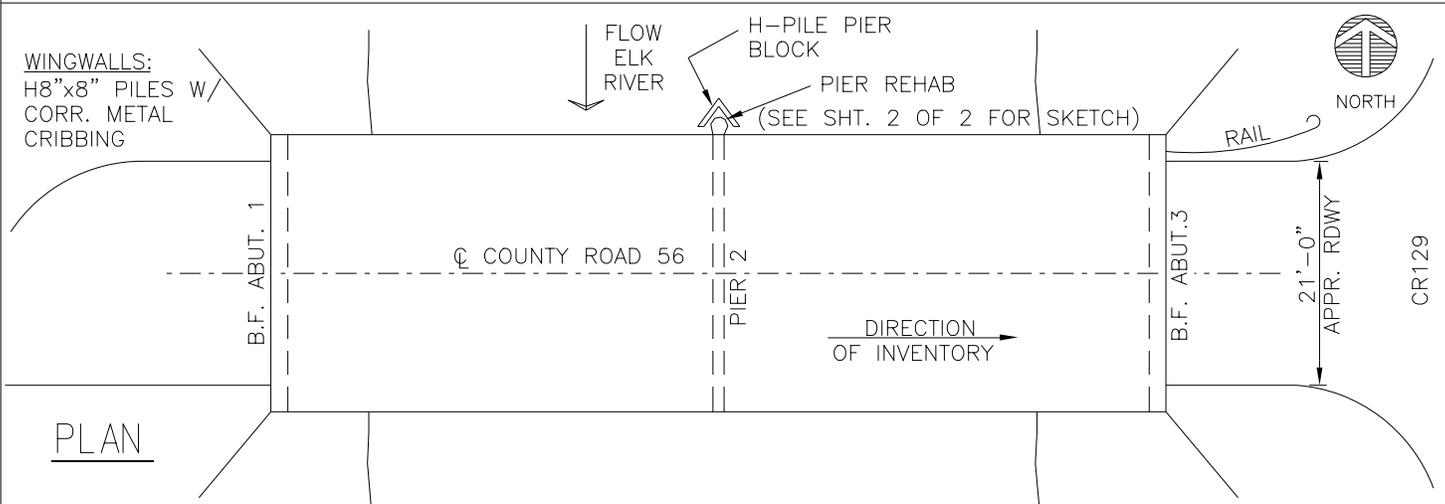
Place spur dikes at southwest bank to arrest sloughing and cutting of bank.

Bridge Notes

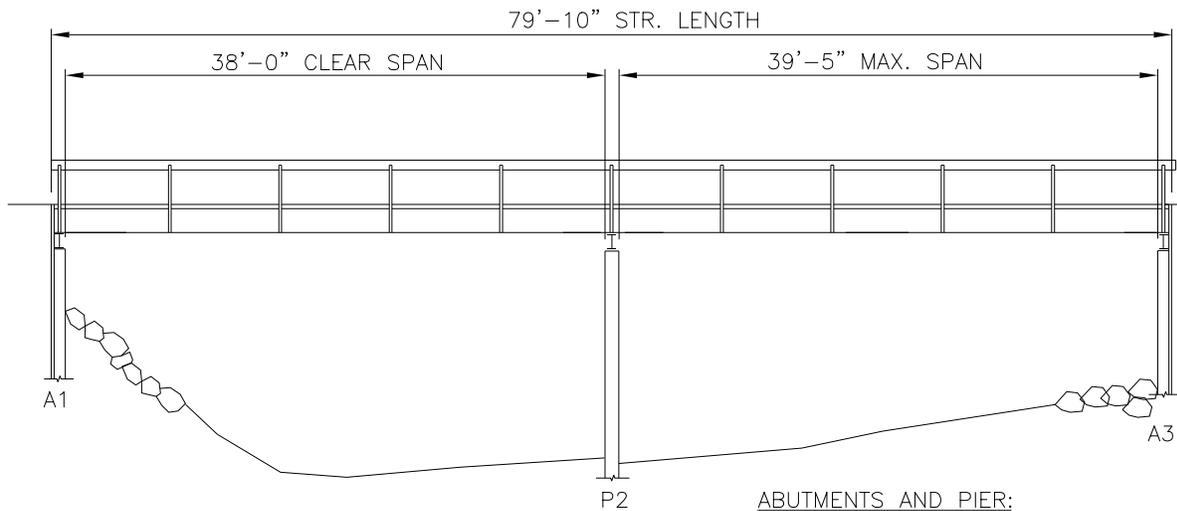
Pile 2A was repaired between August 2010 and June 2011. Bridge should stay on 12 month inspection cycle for one more cycle per CDOT. If repairs to the north end of Pier 2 cap/pile appear to be stable during 2012 inspection, then revert back to 24 month inspection cycle. 2012 inspection: North end of P2 repair appears stable, revert to 24 month inspection cycle.

Inspection Notes

Date 10/10/2018 -
 Temp: 34 Degrees Time: 4:39 PM Weather: Cloudy, breeze



PLAN

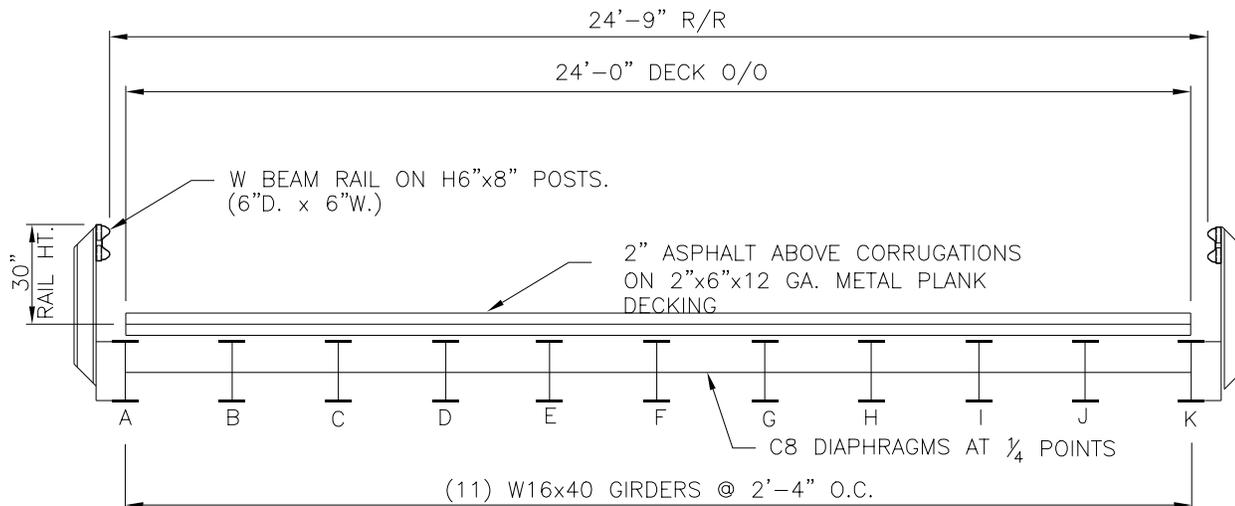


ELEVATION

LOOKING NORTH

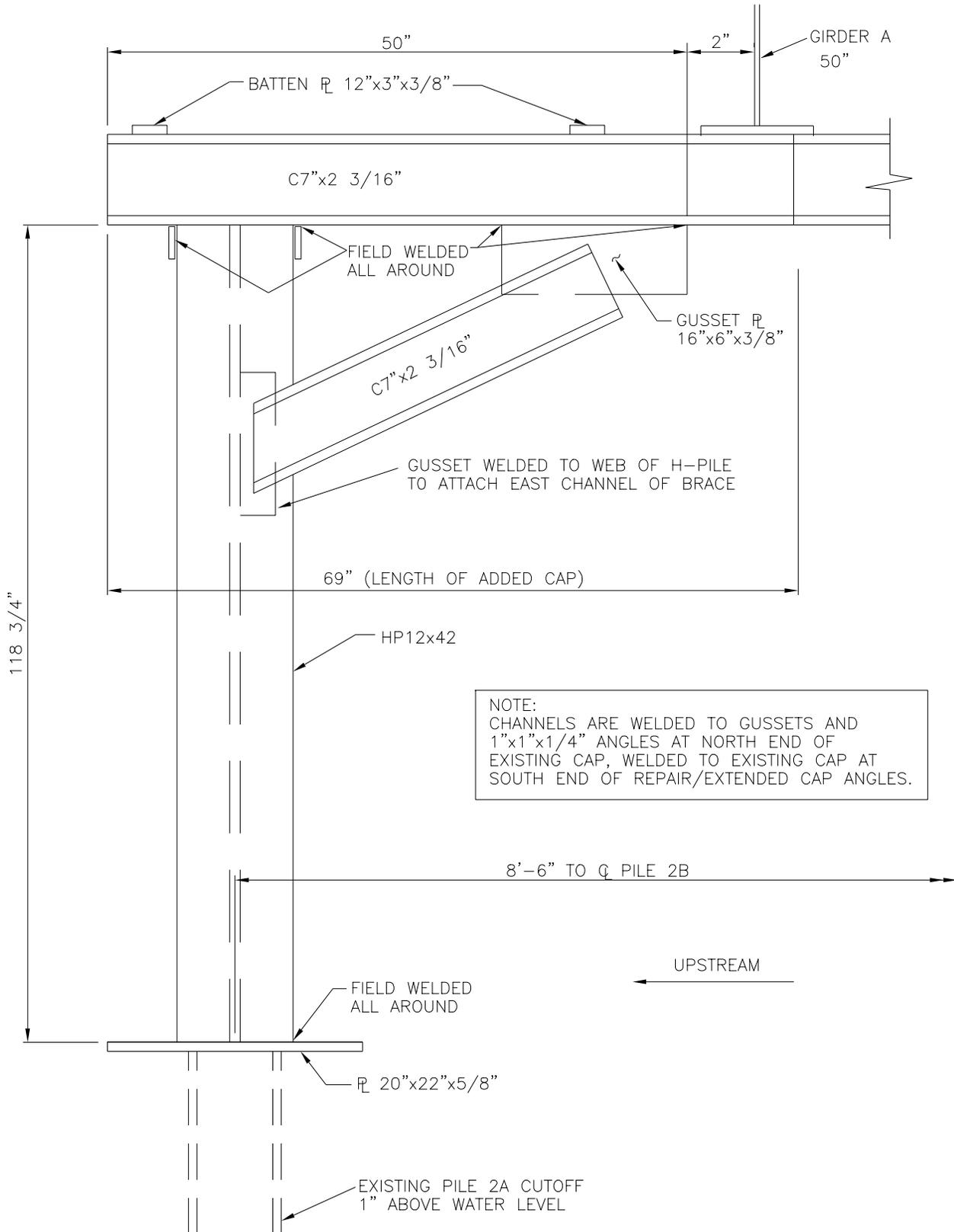
ABUTMENTS AND PIER:

H8"x8" PILES WITH H8"x8" PILE CAP AND
CROSS BRACING C8"x2³/₈" W/ CORRUGATED
METAL CRIBBING, HORIZONTAL 6"x2".



SECTION

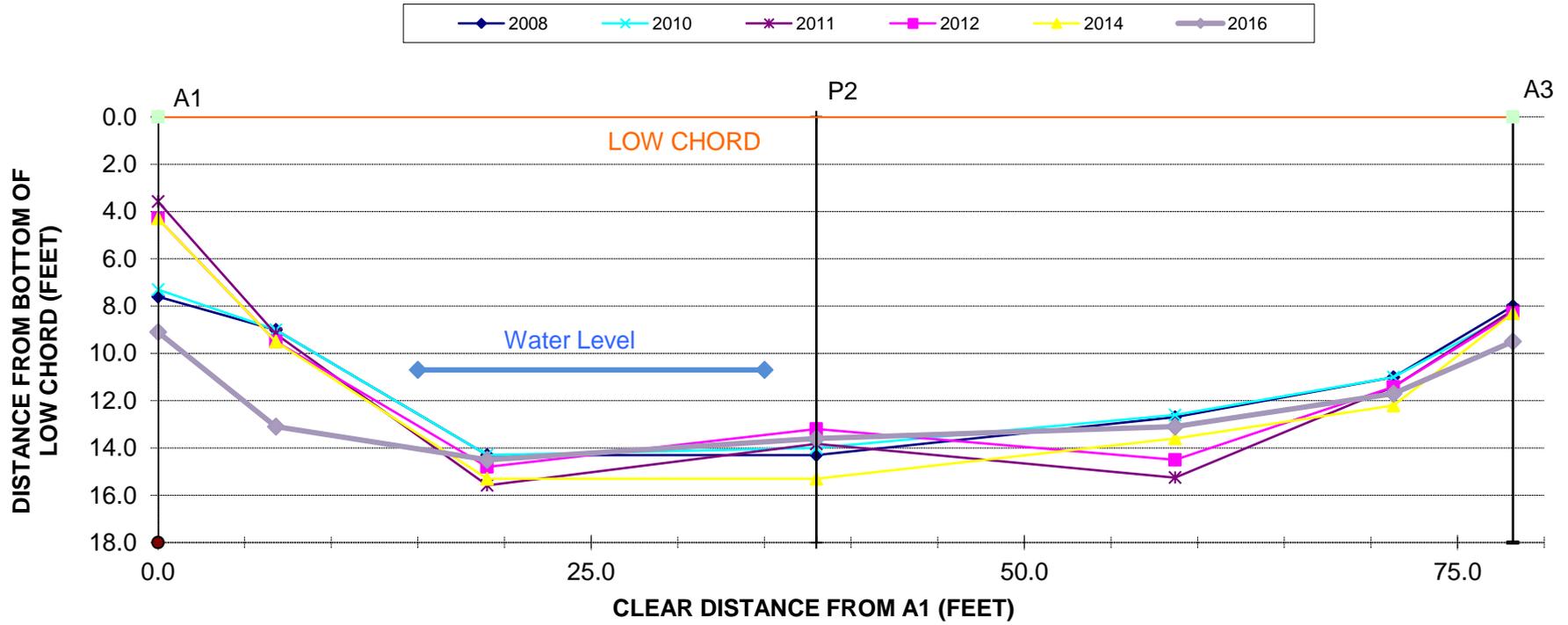
LOOKING EAST



DETAIL SECTION

LOOKING EAST AT PILE 2A REPAIR

STREAMBED HISTORY



	0.0	6.8	19.0	38.0	58.7	71.3	78.2	W.L.
2008	7.6	9.0	14.3	14.3	12.7	11.0	8.0	
2010	7.3	9.0	14.3	14.0	12.6	11.0	8.3	
2011	3.6	9.2	15.6	13.8	15.3	11.4	8.2	
2012	4.3	9.5	14.8	13.2	14.5	11.4	8.3	
2014	4.3	9.5	15.3	15.3	13.6	12.2	8.3	
2016	9.1	13.1	14.5	13.6	13.1	11.7	9.5	
2018	9.1	9.7	15.8	14.0	12.8	11.7	8.8	10.7

STRUCTURE NUMBER: 107005600.00916

PERFORMED BY: CW

INSPECTION DATE: 10/10/2018

Structure Number: **107005600.00916**

Owner: **Routt County**

Facility Carried: **County Road 56**

Inspection Date: **10/10/2018**

Feature Intersected: **Elk River**



Load posting sign at west approach



Load posting sign at east approach

Structure Number: **107005600.00916**

Owner: **Routt County**

Facility Carried: **County Road 56**

Inspection Date: **10/10/2018**

Feature Intersected: **Elk River**



Roadway looking east



Elevation looking south

Structure Number: **107005600.00916**

Owner: **Routt County**

Facility Carried: **County Road 56**

Inspection Date: **10/10/2018**

Feature Intersected: **Elk River**



General looking east



Asphalt deteriorating in westbound lane at west end of bridge

Structure Number: **107005600.00916**

Owner: **Routt County**

Facility Carried: **County Road 56**

Inspection Date: **10/10/2018**

Feature Intersected: **Elk River**



North rail 3rd post from west is broken and detached



North rail lapped incorrectly at 3rd post from west

Structure Number: **107005600.00916**

Owner: **Routt County**

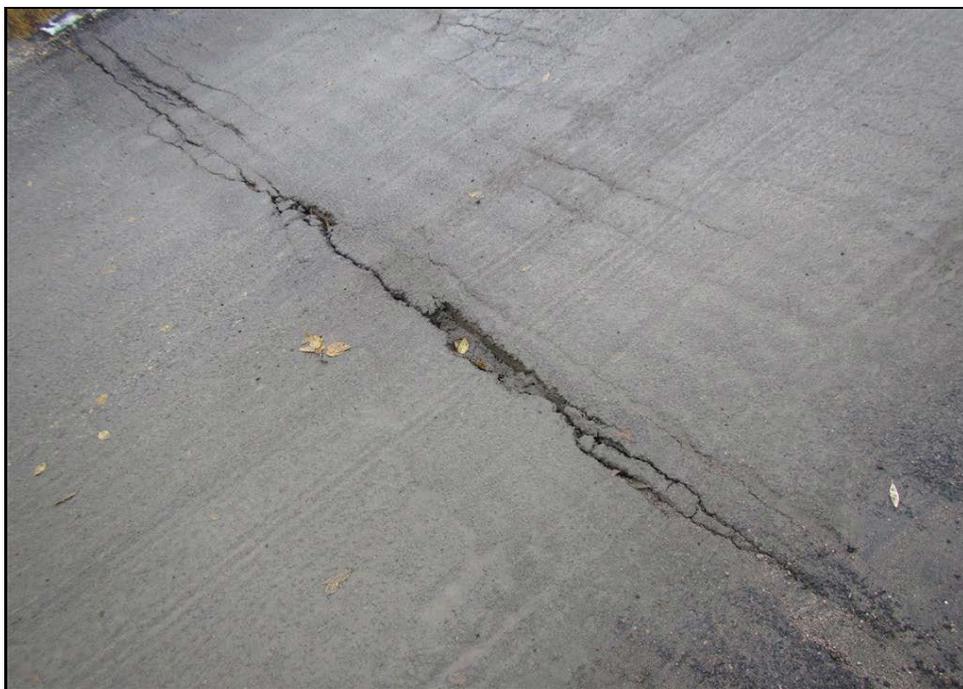
Facility Carried: **County Road 56**

Inspection Date: **10/10/2018**

Feature Intersected: **Elk River**



View of repaired north rail, over pier, with impact damage



Transverse crack in asphalt behind Abutment 1

Structure Number: **107005600.00916**

Owner: **Routt County**

Facility Carried: **County Road 56**

Inspection Date: **10/10/2018**

Feature Intersected: **Elk River**



Erosion hole which exposes the deck, encroaching into roadway at northeast corner



Debris lodged on debris catcher

Structure Number: **107005600.00916**

Owner: **Routt County**

Facility Carried: **County Road 56**

Inspection Date: **10/10/2018**

Feature Intersected: **Elk River**



R2 laminating corrosion of Abutment 2 pile



R4 perforations in northeast wingwall

Structure Number: **107005600.00916**

Owner: **Routt County**

Facility Carried: **County Road 56**

Inspection Date: **10/10/2018**

Feature Intersected: **Elk River**



R2 laminating corrosion in Abutment 2 backwall, at south end



R3 laminating corrosion in Girder 1B at Abutment 1

Structure Number: **107005600.00916**

Owner: **Routt County**

Facility Carried: **County Road 56**

Inspection Date: **10/10/2018**

Feature Intersected: **Elk River**



R2 to R3 laminating corrosion in Abutment 1 cap



Debris buildup on Abutment 1 cap

Structure Number: **107005600.00916**

Owner: **Routt County**

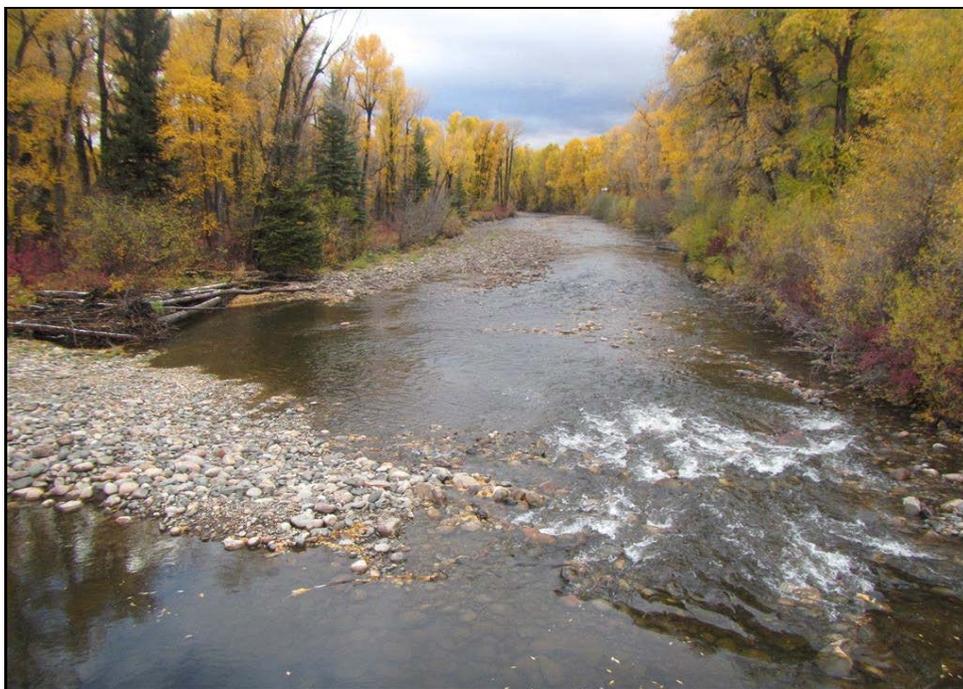
Facility Carried: **County Road 56**

Inspection Date: **10/10/2018**

Feature Intersected: **Elk River**



Channel looking upstream



Channel looking downstream

ROUTT COUNTY MANAGER

Mark Collins

Phone: (970) 879-0108

Fax: (970) 879-3992

Email: mcollins@co.routt.co.us

MEMORANDUM

October 20, 2020

To: BCC

CC: Ray DuBois, Mike Mordi

From: Mark Collins, Erick Knaus and Dan Strnad

Subject: Grant Review Committee: Off-System Bridge Replacement Grant Requests: Moon Hill Bridge

To assist you in consideration to submit the grant application, Erick Knaus, Dan Strnad and I reviewed the merit of the application for a Special Highways Committee – Off-System Bridge Replacement grant for the replacement of the Moon Hill Bridge. The grant application review committee reviewed the applications electronically. The amount of the grant request is based on an estimate for the replacement at \$1,538,000. The grant requires an 80/20 grant award to total local match split making the County match \$307,600.

Review Committee Policy Review Criteria:

1. Classification as a Core, Necessary or Discretionary program: maintaining safe and structurally sound bridges is a core service program of Routt County.
2. Cost to County: The grant budget requires local cash match funding at 20% of the budget placing the Road and Bridge capital cost at \$307,600. The grant revenue and expenditures are included the 2020 R&B Infrastructure Budget.
3. Other means to provide the program: If not for the grant funding, the total cost would likely be borne by Routt County, and the lack of local resources would prohibit replacement of the bridge.
4. Ability to administer the grant: Administration of grant will be performed by the R&B Department which has experience with this type of grant.
5. Ability to administer pass through of funds: The grant funds will be used directly by Routt County for the replacement of capital infrastructure owned by Routt County.

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: TBD	ITEM TIME: TBD
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FROM:	John Bristol, Economic Development Director, Steamboat Chamber
TODAY'S DATE:	10/1/20
AGENDA TITLE:	Economic Development Update
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:	
Update on key economic development activities and programs.	
II. RECOMMENDED ACTION:	
None	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE: N/A	
PROPOSED EXPENDITURE: N/A	
FUNDING SOURCE: N/A	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
None	
V. BACKGROUND INFORMATION:	
<p>Routt County's economic development function is contracted out to the Steamboat Springs Chamber and it focuses on <i>activities, programs</i> and <i>policies</i> that work in collaboration to improve the <i>quality of life</i> and <i>economic well-being</i> of a Routt County by focusing on industry diversification efforts that targets the retention, expansion and attraction of primary businesses supporting capital flows into Routt County yielding a more stable tax base to fund public goods and services.</p>	

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VI. LEGAL ISSUES:
None
VII. CONFLICTS OR ENVIRONMENTAL ISSUES:
None
VIII. SUMMARY AND OTHER OPTIONS:
None

Economic Development

PROJECT: Economic Development - 2020 Work Plan

PROJECT MANAGER: John Bristol, Economic Development Director

KEY ACCOUNTABILITIES (KA)

1. Advance relationships with investors and strategic partners in the public (local, regional, state and federal), nonprofit and public sectors to align and procure resources that enable KAs #1-5
2. Manage resources to execute the economic development program
3. Mobilize the Economic Development Council (EDC) to inform and support the economic development project
4. Advance economic diversification activities, programs and policies across Routt County
5. Track quality of life and economic well-being indicators

START DATE
1/1/20
END DATE
12/31/20
TIME ALLOTMENT
20%
15%
25%
35%
5%

PROJECT DAYS
366

VISION - What we aspire for
 MISSION - What we actually do
 GOAL - Broad primary outcomes that we want
 STRATEGY - Approaches we take to achieve a goal
 OBJECTIVE - Measurable steps we take to achieve results
 TACTICS - Tools we use in pursuing an objective

VISION
 To improve the quality of life and economic well-being across Routt County.

MISSION
 We work on activities, programs and policies that improve the quality of life and economic well-being across Routt County by enabling primary business/job retention, expansion and attraction that support a diverse economy and stable tax base that funds our common goods and services.

WBS NO.	GOAL	STRATEGY	OBJECTIVES and TACTICS	STATUS	ASSIGNED TO	START DATE	END DATE	DURATION in days	METRICS and COMMENTS
1	Investors – Maintain stable funding for the economic development program								Diversity (3) and ratio (2:1) of funding sources
1.1		Routt County							
1.1.1			– Quarterly report to and meeting with BoCC	In Progress	John	1/1	12/31	366	March, June, September, December
1.1.2			– 2021 investment proposal	In Progress	John	6/1	6/30	30	June
1.2		City of Steamboat Springs							
1.2.1			– Monthly report to and meeting with city manager	In Progress	John	1/1	12/31	366	12
1.2.2			– 2021 investment proposal	In Progress	John	8/1	8/31	31	Due in early August
1.3		Steamboat Springs Chamber							
1.3.1			– Monthly report to Chamber CEO	In Progress	John	1/1	12/31	366	12
1.3.2			– Mid-year report	Complete	John	6/1	6/30	30	1 presentation to Chamber Board of Directors
1.3.3			– 2021 work plan	In Progress	John	6/1	12/31	214	Engage the County, City, Chamber and EDC in Q2/3

1.3.4			– Annual report	Not Started	John	12/1	12/20	20	December
2	Staff – Efficiently allocate staff time to achieve program goals								Identify baseline of staff time invested in ED
2.1		Staff time							
2.1.1			– Develop tool to track investment of staff time	Not Started	John	1/1	12/31	366	Time spent on economic development work
2.2		Steamboat Springs Chamber							
2.2.1			– Chamber CEO	In Progress	Kara Stoller	1/1	12/31	366	Top-level ED meetings, BRE, communications, investors
2.2.1.1			– Administrative Assistant	In Progress	Ceci Morter	1/1	12/31	366	EDC, Activities, Programs, Eco. Summit, Event planning and Research
2.2.2			– Economic Development Director	In Progress	John Bristol	1/1	12/31	366	ED program
2.2.2.2			– Membership Manager	In Progress	Vic Walker	1/1	12/31	366	BRE, ED program support
2.2.3			– Community Development Director	In Progress	Sarah Leonard	1/1	12/31	366	Eco Summit, ED program
2.2.4			– Marketing Director	In Progress	Laura Soard	1/1	12/31	366	ED marketing
2.2.4.1			– Digital Content Manager	In Progress	Sarah Konopka	1/1	12/31	366	Webpages
2.2.4.2			– Communications Coordinator	In Progress	Angelica Salinas	1/1	12/31	366	Social media, newsletters
2.2.5			– HR and Finance Director	On Hold	TBD	1/1	12/31	366	Finance, accounting
3	Administrative – Effectively utilize and leverage resources to reach program goals								Maintain a balanced budget in line with projections
3.1		Finances							
3.1.1			– 2020 budget and accounting	In Progress	TBD, John	1/1	12/31	366	12 monthly meetings
3.1.2			– 2021 budget	In Progress	TBD, John	6/1	6/30	30	June (Delayed to August)
3.2		Human resources							
3.2.1			– HR support	In Progress	TBD, John	1/1	12/31	366	Staffing, benefits, goals, etc.
3.3		Staff development							
3.3.1			– IEDC certification	On Hold	John	1/1	6/30	182	John - CEcD (Moved to 2021)
3.3.2			– Classes and trainings	On Hold	Vic, Sarah	1/1	12/31	366	Vic - IEDC/BRE; Sarah - IEDC/ED Basic (Moved to 2021)
4	Economic Development Council (EDC) – Mobilize the EDC to achieve their goals (see EDC goals)								>58% attendance, accomplish committee goals
4.1		Administrative							
4.1.1			– Monthly EDC Chair meeting	In Progress	John	1/1	12/31	366	Strategic planning and updates

4.1.2			– Quarterly EDC leadership meetings	In Progress	John, EDC chairs	1/1	12/31	366	Strategic planning: March, July, October, December
4.1.3			– Membership	In Progress	John, EDC chairs	1/1	12/31	366	Recruitment, onboarding and 1-on-1 retention meetings
4.2		Monthly EDC meetings							
4.2.1			– Meeting packet (agenda, minutes, attachments, etc.)	In Progress	Ceci	1/1	12/31	366	Send 1 week in advance of EDC meeting
4.2.2			– Meeting with presentation	In Progress	John, Ceci, EDC chairs	1/1	12/31	366	11 meetings
4.2.3			– Meeting follow-up communications	In Progress	Ceci	1/1	12/31	366	11 meetings
4.2.4			– Annual retreat	In Progress	John, Ceci, EDC chairs	8/1	9/23	54	Vision, mission, goals, presentations, 2021 work plan
4.3		EDC subcommittees							
4.3.1			– Business Development Committee	In Progress	John, Chris Oxley	1/1	12/31	366	Refer to subcommittee goals
4.3.2			– Public Policy Committee	In Progress	John, Sarah Jones	1/1	12/31	366	Refer to subcommittee goals
4.3.3			– Education Committee	In Progress	John, Mathew Mendisco	1/1	12/31	366	Refer to subcommittee goals
4.3.4			– Ad-hoc Membership & Governance Committee	On Hold	John, Beth Melton	1/1	12/31	366	Refer to subcommittee goals
4.3.5			– Ad-hoc Metrics Committee	Complete	John, Libby Christensen	1/1	12/31	366	Refer to subcommittee goals
5		Strategic Partners – Engage strategic partners to align and procure resources to advance our program goals							Acknowledgement and support from strategic partners
5.1		U.S. Government							
5.1.1			– DoC - Economic Development Administration	In Progress	John	1/1	12/31	366	EDA conference, Meet with regional representative
5.1.2			– USDA - Rural Economic Development	Not Started	John	1/1	12/31	366	Meet with regional representatives
5.1.3			– Congressional delegation	In Progress	John, Kara	1/1	12/31	366	Meet with regional representatives
5.2		State of Colorado							
5.2.1			– Office of Economic Development and Int. Trade (OEDIT)	In Progress	John	1/1	12/31	366	Meet with and engage division directors as needed
5.2.2			– Department of Labor and Employment (CDLE)	In Progress	John	1/1	12/31	366	Collaborate with local team
5.2.3			– Department of Labor Affairs (DOLA)	In Progress	John	1/1	12/31	366	Meet and collaborate with regional director
5.2.4			– Other State agencies	In Progress	John	1/1	12/31	366	Engage as needed
5.2.5			– State legislators	In Progress	John, Kara	1/1	12/31	366	Meet with and engage on ED priorities and policy issues
5.3		State/regional economic development organizations							
5.3.1			– Economic Development Council of Colorado	In Progress	John	1/1	12/31	366	Board of Directors, annual conference in SS

5.3.2			– AGNC & Economic Development District	In Progress	John	1/1	12/31	366	Economic Summit, CEDS, monthly meetings
5.3.3			– NWCCOG & Economic Development District	In Progress	John	1/1	12/31	366	Economic Summit, CEDS, monthly meetings
5.3.4			– Regional economic developers	In Progress	John	1/1	12/31	366	Moffat, Rio Blanco, Grand, Eagle ED bi-monthly call
5.4		Local municipalities							
5.4.1			– Town of Hayden	In Progress	John	1/1	12/31	366	Engage with town manager, EDC, and town council
5.4.2			– Town Oak Creek	In Progress	John	1/1	12/31	366	Engage with town manager and town council
5.4.3			– Town of Yampa	In Progress	John	1/1	12/31	366	Engage with town manager and town council
5.5		Local economic development organizations							
5.5.1			– Main Street Steamboat Springs	In Progress	John	1/1	12/31	366	Maintain ongoing coordination and communications
5.5.2			– South Routt Economic Development Council	In Progress	John	1/1	12/31	366	Attend meetings and events as needed
5.5.3			– Hayden Economic Development Council	In Progress	John	1/1	12/31	366	Attend meetings and events as needed
5.5.4			– Steamboat Mountain Village Partnership	In Progress	Kara	1/1	12/31	366	Attend meetings
5.5.5			– Steamboat Creates	In Progress	John	1/1	12/31	366	Board of Directors, maintain ongoing collaborations
5.5.6			– Northwest Colorado Broadband & Project THOR	In Progress	Kara	1/1	12/31	366	Attend meetings
5.6		Institutions of Education							
5.6.1			– CSU - Extension and Economic Development	Not Started	John	1/1	12/31	366	Meet with new ED representative
5.6.2			– Colorado Mountain College	In Progress	John	1/1	12/31	366	Engage with leadership
5.6.2.1			– Yampa Valley Entrepreneurship Center	In Progress	John	1/1	12/31	366	Maintain ongoing coordination and communications
5.6.2.2			– Community Education Board	In Progress	John	1/1	12/31	366	Attend bi-annual meetings, crowdsource course ideas
5.6.3			– Colorado Northwestern Community College	In Progress	John	1/1	12/31	366	Meet with Sasha Nelson, CO FIRST & Existing Industry Pgm.
5.6.4			– Routt County School Districts	In Progress	John	1/1	12/31	366	Engage leadership at Hayden, Steamboat and South Routt
5.7		Engagement							
5.7.1			– Attend strategic partner meetings and conferences to represent investors, network, identify resources and track trends	In Progress	John	1/1	12/31	366	IEDC, EDCC, EDA, AGNC, NWCCOG, etc.
6		Activities – Identify, track and utilize short-term opportunities, projects and resources that advance our mission							Employ no more than 2 short-term opportunities
6.1		State of Colorado - OEDIT							
6.1.1			– OEDIT/Location Neutral Employment Program (LONE)	Complete	John	1/1	12/31	366	Apply for financial grant

6.1.2			– OEDIT/Rural Technical Assistance Program (RTAP)	On Hold	John	1/1	12/31	366	Apply for technical assistance grant	
6.1.3			– OEDIT/Enterprise Zone (EZ)	In Progress	John	1/1	12/31	366	Track program changes and advocate for Routt County	
6.1.4			– OEDIT/Aviation Development Zone	On Hold	John	1/1	12/31	366	Research program and explore applications	
6.1.5			– OEDIT/Rural Jumpstart Zone	Complete	John	1/1	12/31	366	Track program changes and advocate for Routt County	
6.2		State of Colorado - DOLA								
6.2.1			– DOLA/Rural Economic Development Initiative (REDI)	In Progress	John	1/1	12/31	366	Encourage municipal applications and projects	
6.2.2			– DOLA/OEDIT - REACT Act - VF/Smartwool	In Progress	John	1/1	12/31	366	State support, talent retention work, legacy support, press	
6.3		Regional, county and municipal activities								
6.3.1			– Coal-fired electric generation industry	In Progress	John	1/1	12/31	366	Advocate for economic impact analysis and targeted programs	
6.3.2			– Tourism Adaptation Study	In Progress	John, Ceci (support)	1/1	12/31	366	Complete the study by EOY	
6.3.3			– Retail grocers conversation	Not Started	John, Ceci (support)	1/1	12/31	366	Guide conversation and identify possible paths forward	
7		Programs – Develop and execute long-term economic development programs that advance our mission							Execute the listed tactics for each program	
7.1		Business Retention and Expansion (BRE)								
7.1.1			– BRE survey	In Progress	John	1/1	2/29	60	1,200 recipients with 150 responses	
7.1.2			– BRE one-on-one meetings	In Progress	Kara, John, Vic	1/1	6/30	182	25 meetings	
7.1.3			– BRE group meetings	In Progress	John, EDC Bus. Dev.	1/1	12/31	366	3 tours/meetings	
7.1.4			– Analyze data to guide 2021 work plan	In Progress	John	1/1	12/31	366	Report on findings	
7.2		Industry clusters								
7.2.1			– Outdoor recreation industry							
7.2.2			– Yampa Valley Outdoor Recreation Collective	On Hold	John, Ceci (support)	1/1	12/31	366	Establish local trade group focused on gear/brand firms meeting once per quarter	
7.2.2			– Creative Industries							
7.2.2.1			– Steamboat Creates - Board of Directors	In Progress	John	1/1	12/31	366	12 monthly meetings	
7.2.2.2			– OEDIT/Blueprint 2.0 - Film Festival Initiative	In Progress	John	1/1	6/30	182	Spend grant by June and close project involvement	
7.2.2.3			– OEDIT/Colorado Creative Industries - Annual Summit	On Hold	Kara	1/1	5/31	152	Support event planning as needed	
7.2.3			– Location neutral employees and businesses (LNE&B)	In Progress	John	7/1	12/31	184	Meet with industry leaders to identify needs and opportunities to collaborate	
7.2.4			– Agriculture	In Progress	John	7/1	12/31	184	Meet with industry leaders to identify needs and opportunities to collaborate	

7.3		Business attraction							
7.3.1			– Work with EDC to develop a business attraction program	Not Started	John	7/1	12/31	184	Written plan
7.3.2			– Magazine: Move to Guide	On Hold	Laura, John	8/1	8/31	31	Update content, highlight municipalities
7.3.3			– Website: Rural Jump Start, add site selection tool, other info	In Progress	Sarah K., John	1/1	12/31	366	Build, review, update content by EOY
7.3.4			– Identify and attend prospect development events	On Hold	John	1/1	12/31	366	Provide marketing materials, make presentations
7.3.5			– Prospect management and concierge services	In Progress	John, Ceci (support)	1/1	12/31	366	Networking, data, incentives as needed
7.4		Economic data							
7.4.1			– Website data page and data plug-in	In Progress	Sarah K., John	1/1	12/31	366	Build, review, update content by EOY
7.4.2			– Unique data requests	In Progress	John	1/1	12/31	366	Ongoing as needed
7.5		Marketing and communications							
7.5.1			– Annual: Chamber Annual Report	Not Started	Sarah L., John	12/1	12/20	20	1 report
7.5.2			– Annual: Economic Development Week	On Hold	John	3/1	5/8	69	1 week of activities and content
7.5.3			– Monthly: Chamber Insight (newsletter)	In Progress	Angelica, John	1/1	12/31	366	12 months of content
7.5.4			– Weekly: Monday Minute (newsletter)	In Progress	Angelica, John	1/1	12/31	366	52 weeks of content
7.5.5			– Weekly: Social medial	In Progress	Sarah L., John	1/1	12/31	366	52 weeks of content
7.5.6			– Ongoing: Website, press, presentations, etc.	In Progress	Sarah K., John	1/1	12/31	366	Review website, engage press, present, etc.
7.6		Partnership support							
7.6.1			– Work with the EDC to formalize a partnership support program	In Progress	John	1/1	12/31	366	Written program
7.6.2			– Financial	In Progress	John	1/1	12/31	366	Sponsorships
7.6.3			– In-kind	In Progress	John	1/1	12/31	366	Marketing, letters of support
7.7		Conferences and education							
7.7.1			– Economic Summit	In Progress	Ceci, Sarah L., John	1/1	5/1	122	Theme, speakers, sponsors, logistics
7.7.2			– Business education events	In Progress	Vic	1/1	12/31	366	6 events
7.3.3			– Co-sponsoring and organizing collaborative events	In Progress	John, Ceci (support)	1/1	12/31	366	West Slope Startup Week, EDCC, Steamboat Launch, SBDC/CU, etc.
8		Policies – Support the EDC's Public Policy Committee to achieve their annual goals							Meet the 6 identified committee goals
8.1		EDC - Public Policy Committee							

8.1.1			– Guide the Chamber/EDC's policy platform	Complete	John	1/1	3/31	91	Review and update policy platform
8.1.2			– Cosponsor and organize the 2020 Election Forum	In Progress	John	9/1	10/8	38	Cosponsor and drive attendance at event
8.1.3			– Identify and monitor policy issues for possible study	In Progress	John	1/1	12/31	366	4 white papers by 10/1
8.1.4			– Engage policy organizations	In Progress	John	1/1	12/31	366	EDCC, C3, Colorado Chamber of Commerce
8.1.5			– Communicate policy issues	In Progress	John	1/1	12/31	366	Communicate to investors, members and community
8.1.6			– Interface with community groups	In Progress	John	1/1	12/31	366	As needed per issue
9	Quality of life – Identify and track quality of life indicators to inform annual goals and programming								See EDO metrics from EDC Ad-hoc Comm.
9.1		Primary data							
9.1.1			– Identify and monitor quality of life indicators	In Progress	John	1/1	12/31	366	Ongoing to inform annual work plans
9.2		Surveys, study and rankings							
9.2.1			– Track quality of life rankings and reports	In Progress	John	1/1	12/31	366	Ongoing to inform annual work plans
10	Economic well-being – Identify and track economic well-being indicators to inform annual goals and programming								See EDO metrics from EDC Ad-hoc Comm.
10.1		Primary data							
10.1.1			– Identify and monitor economic well-being indicators	In Progress	John	1/1	12/31	366	Ongoing to inform annual work plans
10.2		Surveys, study and rankings							
10.2.1			– Track economic well-being rankings and reports	In Progress	John	1/1	12/31	366	Ongoing to inform annual work plans



STEAMBOAT SPRINGS CHAMBER

VITALITY IN THE VALLEY

Constant Contact Survey Results

Survey Name: Routt County Economic Impact Survey 2

Response Status: Partial & Completed

Filter: None

9/14/2020 2:10 PM MDT

Choose a type that best fits your organization:

Answer	0%	100%	Number of Response(s)	Response Ratio
Independent Worker (Contractor / Freelancer / Gig Worker with no employees)			17	9.3 %
Privately held business with employees			73	40.3 %
Not-for-profit organization			36	19.8 %
Publicly traded corporation			1	<1 %
Franchise			6	3.3 %
Corporation			38	20.9 %
Entrepreneur / Startup			3	1.6 %
Other (please specify)			6	3.3 %
No Response(s)			1	<1 %
Totals			181	100%

Which industry sector best describes your business? (check all that apply)

Answer	0%	100%	Number of Response(s)	Response Ratio
Agriculture and Natural Resources			7	3.8 %
Construction			11	6.1 %
Utilities and Energy			1	<1 %
Restaurant or Food and Beverage			26	14.4 %
Outdoor Recreation			13	7.2 %
Retail			21	11.6 %
Transportation			11	6.1 %
Manufacturing			3	1.6 %
Legal Services			1	<1 %
Finance			6	3.3 %
Real Estate			13	7.2 %
Professional or Technical Services			18	10.0 %
Education			10	5.5 %
Healthcare or Social Assistance			15	8.3 %
Arts and Entertainment			10	5.5 %
Lodging			14	7.7 %
Other (please specify)			24	13.3 %
Totals			180	100%

How many full-time and/or full-time equivalent employees did you have on March 1, 2020?

Answer	0%	100%	Number of Response(s)	Response Ratio
0			9	4.9 %
1-4			68	37.5 %
5-9			31	17.1 %
10-19			21	11.6 %
20-49			24	13.2 %
50-99			11	6.0 %
100-499			15	8.2 %
500+			1	<1 %
No Response(s)			1	<1 %
Totals			181	100%

How many full-time and/or full-time equivalent employees do you have currently?

Answer	0%	100%	Number of Response(s)	Response Ratio
0			13	7.1 %
1-4			66	36.4 %
5-9			34	18.7 %
10-19			23	12.7 %
20-49			19	10.4 %
50-99			7	3.8 %
100-499			11	6.0 %
500+			1	<1 %
No Response(s)			7	3.8 %
Totals			181	100%

In response to COVID-19 impacts, what percentage of your workforce, IF ANY, do you anticipate you will have laid off by the end of the year (2020)?

Answer	0%	100%	Number of Response(s)	Response Ratio
More than 50% reduction			19	10.4 %
31-50% reduction			8	4.4 %
21-30% reduction			11	6.0 %
11-20% reduction			9	4.9 %
10% or smaller reduction			21	11.6 %
0% / no layoffs			110	60.7 %
No Response(s)			3	1.6 %
Totals			181	100%

Beyond lay-offs, have you done, or do you anticipate making, the following employee changes as a result of COVID-19 impacts? (Check all that apply)

Answer	0%	100%	Number of Response(s)	Response Ratio
No changes			71	40.1 %
Cut back hours			75	42.3 %
Suspend bonuses or other non-regular pay			42	23.7 %
Reduce hourly rates or salaries			26	14.6 %
Furloughs			25	14.1 %
Ask staff to take unpaid furlough days			7	3.9 %
Totals			177	100%

Thinking about where your employees currently work, please check all of the following that apply.

Answer	0%	100%	Number of Response(s)	Response Ratio
Most or all employees cannot work at home (e.g. work at restaurants, stores, or jobs require special equipment not available at home)			108	60.6 %
Employees were already able to, and comfortable with, working at home			32	17.9 %
No changes			24	13.4 %
More employees are now working from home			33	18.5 %
Not all employees have adequate internet access to work at home			13	7.3 %
Not all employees have adequate technology to work at home (e.g. computers, phones, printers, etc.)			12	6.7 %
Totals			178	100%

Please select the description that best fits your situation.

Answer	0%	100%	Number of Response(s)	Response Ratio
My business operations have changed negatively			112	61.8 %
My business operations have not changed			38	20.9 %
My business operations have changed positively			26	14.3 %
No Response(s)			5	2.7 %
Totals			181	100%

Have you changed your regular business hours due to the pandemic?

Answer	0%	100%	Number of Response(s)	Response Ratio
Completely shut down			12	6.6 %
Reduced business hours			72	39.7 %
No change in business hours			87	48.0 %
Expanded business hours			9	4.9 %
No Response(s)			1	<1 %
Totals			181	100%

Excluding the seasonal changes in sales or service delivery that you may typically experience, to what extent, if at all have you experienced reductions in sales or service delivery due to the emergence of COVID-19?

Answer	0%	100%	Number of Response(s)	Response Ratio
More than 50% reduction			44	24.3 %
31%-50% reduction			25	13.8 %
21%-30% reduction			17	9.3 %
11%-20% reduction			22	12.1 %
10% or smaller reduction			15	8.2 %
No reduction			42	23.2 %
Other			15	8.2 %
No Response(s)			1	<1 %
Totals			181	100%

Because of COVID-19, most businesses are expecting lower revenues than they projected at the outset of the year. How do you think your actual 2020 revenue will compare to your original budget projections?

Answer	0%	100%	Number of Response(s)	Response Ratio
Serious shortage (more than 25%)			72	39.7 %
Moderate shortage (10-25%)			48	26.5 %
Small shortage (less than 10%)			21	11.6 %
No shortage			13	7.1 %
Will experience increased revenues			14	7.7 %
Too soon to tell			11	6.0 %
No Response(s)			2	1.1 %
Totals			181	100%

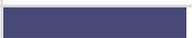
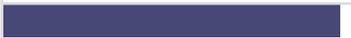
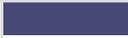
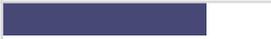
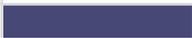
Please rate how much of a problem, if at all, the following issues are to your business as a result of the COVID-19 pandemic?

1 = (1) Not a problem, 2 = 2, 3 = 3, 4 = 4, 5 = (5) Major problem

Answer	1	2	3	4	5	Number of Response(s)	Rating Score*
Decline in business/sales						177	3.3
Not having funds to pay employees						173	2.3
Business closed or hours reduced by health restrictions						177	2.6
Difficulty paying commercial rent, commercial mortgage or lines of credit						175	2.1
The emotional health of employees						178	3.3
Ability to stay in business (permanent closure)						177	2.0
Ability of employees to pay rent/mortgages on reduced income						173	2.2
Concern about employees being exposed to COVID-19 on the job						177	3.3
Concern about the liability of employees being exposed to COVID-19 on the job						174	2.9
Lack of events to promote our business area						177	3.1

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

What are your top 5 biggest concerns about COVID-19 for your business and employees? (please pick only top 5)

Answer	0%	100%	Number of Response(s)	Response Ratio
Employees			73	40.5 %
Income / revenue / payments			91	50.5 %
Having to permanently close / declare bankruptcy			10	5.5 %
Loss of clients / customers			47	26.1 %
Health of employees			88	48.8 %
Health of business			34	18.8 %
State mandates/restrictions (e.g. Stay at Home, social distancing, etc.)			54	30.0 %
The economy			72	40.0 %
Reopening / getting back to work			12	6.6 %
Timeline of pandemic			43	23.8 %
Safety of employees			53	29.4 %
Overall uncertainty			71	39.4 %
Canceled projects / events			45	25.0 %
Loss of business			44	24.4 %
Getting back to normal / what the "new normal" is			36	20.0 %
The government / media			23	12.7 %
Future tourism / travel			49	27.2 %
Future business / financial sustainability			50	27.7 %
Unable to obtain critical supplies or disruption to supply chains			28	15.5 %
Totals			180	100%

From today, how many weeks of a business slow down or shutdown would you estimate your business could survive with current restrictions before closing permanently?

Answer	0%	100%	Number of Response(s)	Response Ratio
Less than 3 months			27	15.0 %
3 to 6 months			44	24.5 %
7 to 12 months			19	10.6 %
1 year to 2 years			26	14.5 %
More than 2 years			22	12.2 %
Don't know			42	23.4 %
Totals			179	100%

After public health orders (federal, state, local) related to Covid-19 are lifted, how quickly do you think it will take for your business to return to pre-COVID-19 levels?

Answer	0%	100%	Number of Response(s)	Response Ratio
Less than 1 month			18	9.9 %
1-3 months			22	12.1 %
4-6 months			36	19.8 %
7-11 months			19	10.4 %
1 to 2 years			32	17.6 %
More than 2 years			11	6.0 %
Never			1	<1 %
Unknown			27	14.9 %
N/A			12	6.6 %
No Response(s)			3	1.6 %
Totals			181	100%

A number of businesses are trying new methods to minimize the impact of COVID-19 on their income and employees. Please rate to what extent your business is pursuing these activities.

Answer	0%	100%	Number of Response(s)	Response Ratio
Moving to more online business			69	44.8 %
Having regular discussions with other local businesses to brainstorm ideas and share experiences			53	34.4 %
Assisting employees with transitional resources (e.g. unemployment, etc.)			29	18.8 %
Working with Chamber and/or local government to meet operational needs			28	18.1 %
Working with landlords about rent abatement or mortgage relief			22	14.2 %
Offering carryout/delivery			25	16.2 %
Offering online gift cards			14	9.0 %
Other (please explain)			29	18.8 %
Totals			154	100%

Have you reviewed the Disaster Recovery Guide posted on SteamboatChamber.com? (If yes, was the information helpful?)

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			89	49.1 %
No			88	48.6 %
No Response(s)			4	2.2 %
Totals			181	100%

Have you contacted your bank about financing options?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			90	49.7 %
No			36	19.8 %
Unnecessary			46	25.4 %
Lenders are not responding			2	1.1 %
I will in the future			3	1.6 %
No Response(s)			4	2.2 %
Totals			181	100%

Which of the following government relief programs have you pursued, if any, since the emergence of COVID-19?

Answer	0%	100%	Number of Response(s)	Response Ratio
Federal			148	90.2 %
State			42	25.6 %
Local			21	12.8 %
Totals			164	100%

Please indicate which of the following future financial support options would be important to your business recovery efforts from COVID-19:

Answer	0%	100%	Number of Response(s)	Response Ratio
Grants			97	58.0 %
Renewed access to customers			57	34.1 %
No/low interest loans			55	32.9 %
Income tax relief			69	41.3 %
Vendor or payment deferrals			13	7.7 %
Regulatory relief			30	17.9 %
Line of credit			23	13.7 %
Sales tax deferral			24	14.3 %
New employee or staffing assistance			34	20.3 %
Other			8	4.7 %
Totals			167	100%

If there were a 0% interest, 3 year loan, with a maximum amount of \$20,000 available per business, would you consider applying for this loan?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			77	42.5 %
No			96	53.0 %
No Response(s)			8	4.4 %
Totals			181	100%

Have you reviewed the Employer and Employee Resource pages on SteamboatChamber.com? If YES, was the information helpful? If NO, what information do you need?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			88	48.6 %
No			83	45.8 %
No, but I would like to connect with someone at the Steamboat Springs Chamber			3	1.6 %
No Response(s)			7	3.8 %
Totals			181	100%

What can the local government or the Chamber do to better assist your business during this pandemic?

72 Response(s)

Additional comments:

13 Response(s)

If you would like to receive a copy of the survey results or be entered to win a \$100 Chamber gift card, please provide your email address below.

Answers	Number of Response(s)
Email Address	78

The Value of Indexing

Indexing take several dissimilar data points and distills them into a single measurement to answer a “big picture” question.

Examples:

How is the stock market doing?

Dow Jones Industrial Index This is a collection of 30 of the largest publicly traded companies with a baseline value of 100 that began in 1896.

The Dow is at 25,000 + (That number means something to us.)

How is the inflation rate?

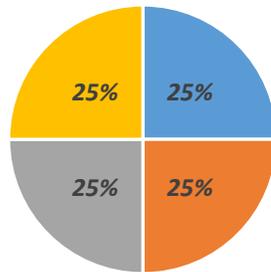
The Consumer Price Index (CPI) is a measurement of hundreds of consumer goods/services purchased each month distilled into 1 single number based on percent each item represents of **Disposable** income. The baseline value of 100 was established in 1987.

The CPI was 240.647 a 0.08 increase over June. (The number means something to us.)

How is Routt County's Economy Doing?

Metric Categories and indicator weightings were agreed to by the Economic Development Council in 2015:

Major Category Components of the Index



■ ECONOMIC DIVERSIFICATION ■ PERSONAL INCOME ■ BUSINESS ■ INVESTMENT

The composition of the Routt County Economic Index is across 4 economic areas involving 13 separate indicators. The baseline year for the index is 2010 with a beginning value of 100

ECONOMIC DIVERSIFICATION:

- Sources of Employment (50%)
- Sources of Household Income (50%)

PERSONAL INCOME:

- Median Household Income (50%)
- Gini Index (Measures the distribution of that income) (15%)
- Average Weekly Wage (25%)
- Labor Source vs. non-labor source income (10%)

BUSINESS:

- Number of Establishments with Employees (20%)
- City of Steamboat Springs sales tax collections (45%)
- County wide Gross Domestic Product (20%)
- Unemployment Rate (20%)

INVESTMENT:

- Banking Deposits (50%)
- Market Value of:
 - Commercial Properties (30%)
 - Residential Properties (20%)

No loss of detail, however, the creation of a number that will mean something to us and the rest of the community.

Routt County Economic Index

	BaseLine Yr.										2017 compared to	Index Value as of	Long Term Trend
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2018	2018		
ECONOMIC DIVERSIFICATION												99.95	
Source of Local Employment (50%)	47.7%	49.0%	49.3%	51.4%	47.7%	48.2%	46.6%	47.3%	47.2%				
Source of Household Income (50%)	53.9%	50.6%	53.2%	53.5%	49.4%	52.4%	48.2%	47.0%	48.0%				
PERSONAL INCOME												100.59	
Median Household Income (50%)	\$ 60,876	\$ 64,230	\$ 65,041	\$ 62,002	\$ 61,095	\$ 64,963	\$ 63,505	\$ 67,472	\$ 74,273				
GINI Coefficient of Income Distribution (15%)	0.391	0.4065	0.4293	0.4443	0.4539	0.4634	0.4678	0.4684	0.4530				
Average Weekly Wage (25%)	\$ 753	\$ 760	\$ 791	\$ 818	\$ 863	\$ 840	\$ 832	\$ 815	\$ 838				
Labor Source vs. Non-Labor Source Income (10%)	17.5%	19.5%	20.7%	22.4%	25.6%	26.3%	24.5%	23.2%	21.9%				
BUSINESS												101.00	
Number of Establishment with Employees (20%)	1,574	1,541	1,590	1,592	1,616	1,626	1,683	1,728	1,765				
Strmbt.Sprgs. Sales Tax Collections (45%)	\$ 16,610,827	\$ 17,185,501	\$ 17,616,826	\$ 18,897,214	\$ 20,465,398	\$ 21,718,018	\$ 23,172,125	\$ 24,079,289	\$ 25,979,407				
Gross Domestic Product in (\$000)_(20%)	\$ 1,834,590	\$ 1,902,335	\$ 1,859,168	\$ 1,803,701	\$ 1,806,909	\$ 1,689,523	\$ 1,700,284	\$ 1,800,013	\$ 1,873,786				
Unemployment Rate (15%)	9.30%	8.20%	7.20%	5.90%	4.20%	3.30%	2.60%	2.40%	2.60%				
INVESTMENT												100.28	
Bank Deposits (\$000) (50%)	\$ 573,809	\$ 603,680	\$ 627,268	\$ 646,431	\$ 676,097	\$ 740,993	\$ 795,680	\$ 872,683	\$ 858,047				
Commercial Property Values (30%)	\$ 294,350,125	\$ 236,370,905	\$ 234,540,650	\$ 218,716,010	\$ 216,222,660	\$ 225,109,000	\$ 265,831,030	\$ 263,696,130	\$ 282,582,710				
Residential Property Values (20%)	\$ 759,436,989	\$ 594,149,487	\$ 604,356,140	\$ 498,320,820	\$ 503,065,690	\$ 560,879,120	\$ 576,569,390	\$ 588,242,450	\$ 684,388,330				
INDEX SUMMARY												100.46	
Economic Diversification	100.00	100.01	100.00	99.03	100.05	99.95	99.95	99.94	99.95				
Personal Income	100.00	100.51	100.51	100.48	100.47	100.59	100.59	100.48	100.59				
Business	100.00	100.01	100.51	100.50	100.48	101.00	100.47	99.94	101.00				
Investment	100.00	100.13	100.15	100.18	100.24	100.28	100.28	100.34	100.28				
Average	100.00	100.17	100.29	100.05	100.31	100.46	100.32	100.18	100.46				

Routt County Economic Index (2018 update)

ECONOMIC DIVERSIFICATION

What is measured?

This category has two indicators. They are:

- A. Sources of employment by private industry sector @ 50%
- B. Sources of income by private industry sector @ 50%

These indicators are given equal weight in calculating the value for this category.

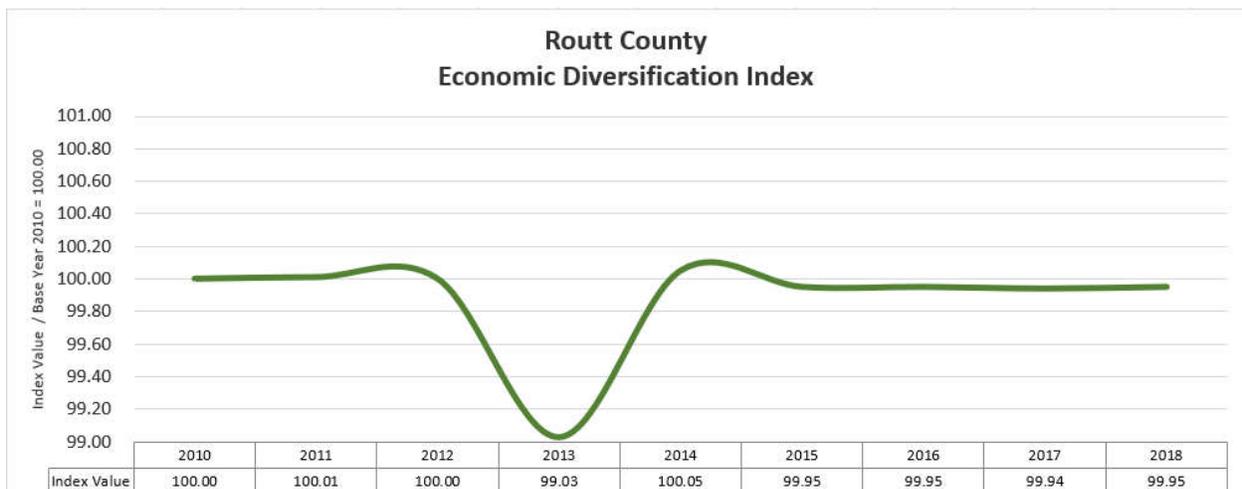
The value that is calculated is the sum of the percentage of the top three (3) private industry sectors represent to the cumulative total for the entire private industry sectors. The greater this percentage is the less diverse the economy is.

Why Is This Important to Measure?

Economic diversification is a term that is often used but just as often not defined. Economic diversification is essentially a measurement of resilience. A diverse economy is resilient enough that if an industry sector of the economy experienced a downturn that the overall economy could continue to function albeit at a lower level. Simply put, the impacts from booms and bust that may occur in a specific industry sector are minimized in a diverse economy.

2018 Data Observations:

The Diversification Index is essentially unchanged from 2010 with a calculated value of 99.95. Comparing 2017 to 2018 Routt County became slightly less diverse by 0.1%. This is due primarily to a strong recovery in construction employment which typically pays higher wages.



PERSONAL INCOME INDEX

What is measured?

This category has four indicators. Weightings for these four indicators are shown in parentheses.

The indicators are:

- A. Median Household Income (50%)
- B. Distribution of income (15%)
- C. Average weekly wage (25%)
- D. Percentage of Household Income from Non-Labor Source Income (10%)

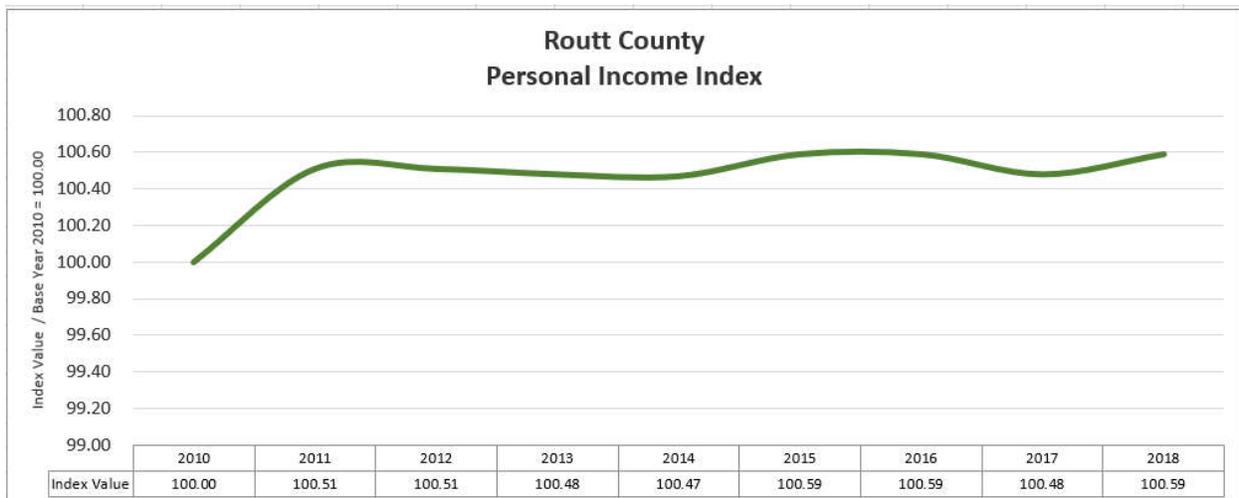
Why Is This Important to Measure?

In a modern economy, it takes money to live. Measuring the elements of personal income is a way to understand the sources of income and identify long-term trends.

2018 Data Observations:

In 2018 Routt County had an aggregate personal income just shy of \$1 billion. The Personal Income Index has improved to 100.59 or a about a 6% increase since 2010.

The primary causes for the increase in this category has been the income growth associated with the top 20% of households in Routt County and a growth on non-labor source income which has increased from 17.5% in 2010 to 21.9% in 2018.



BUSINESS INDEX

What is measured?

This category has four indicators. Weightings for these four indicators are shown in Parentheses. These indicators are:

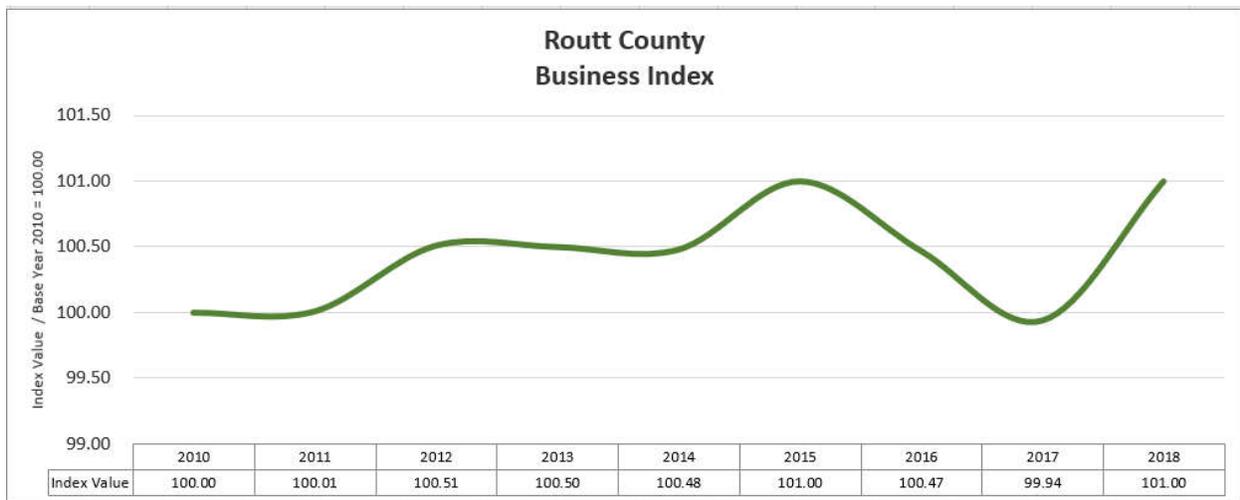
- A. Number of establishments with employees (20%)
- B. City of Steamboat Springs sales tax collections (45%)
- C. County Gross Domestic Product (20%)
- D. Unemployment percentage (15%).

Why Is This Important to Measure?

The dominant source of household income in Routt County is from earnings which includes wage/salary and self-employment.

2018 Data Key Observations:

The Business Index has improved to 101.0 since the 2010 baseline.



INVESTMENT INDEX

What is measured?

This category has three indicators. They are:

- A. Bank Deposits (50%)
- B. Commercial Property Market Values (30%)
- C. Residential Property Market Values (20%)

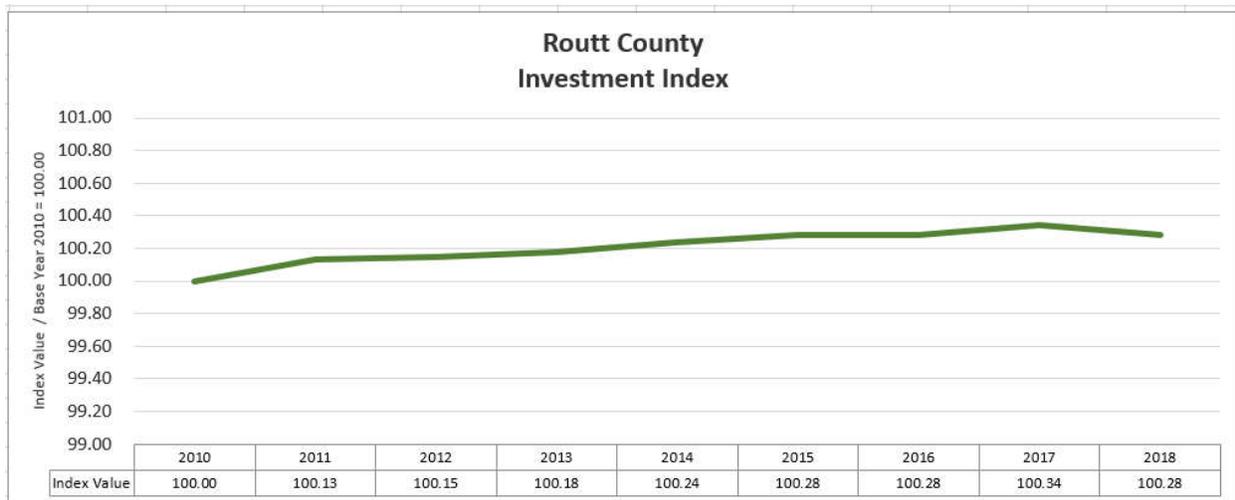
Weightings for each indicator are shown in parentheses.

Why Is This Important to Measure?

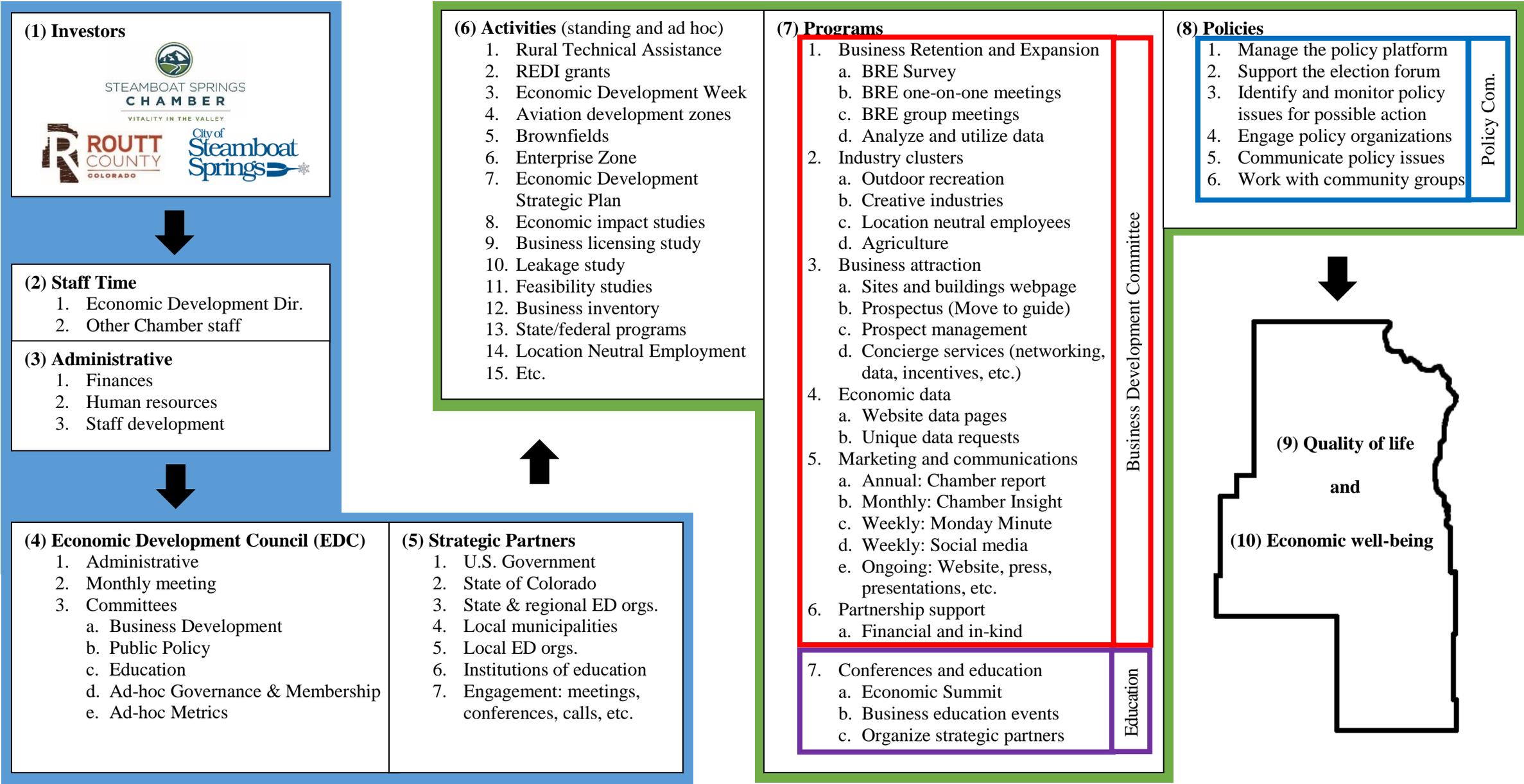
An indication of a thriving and vibrant economy is an increase in the value of its assets.

2018 Data Observations:

The Investment Index has improved to from since 2010 by 2.8% increase. Comparing 2018 to 2017 there was a slight decline. This decline was primarily due to a decrease in bank deposits.



Economic Development (ED)
Activities + Programs + Policies = Quality of life and Economic well-being



Overview: The economic development department is a collaborative public-private partnership supported by investors, the EDC and strategic partners.

Vision: To improve the quality of life and economic well-being across Routt County.

Mission: We work on activities, programs and policies that improve the quality of life and economic well-being across Routt County by enabling primary business/job retention, expansion and attraction that supports a diverse economy and stable tax base that funds our common goods and services.



STEAMBOAT SPRINGS CHAMBER

ECONOMIC DEVELOPMENT COUNCIL

Overview: The Steamboat Springs Chamber has two advisory committees: Marketing and EDC. The EDC has 32 members representing multiple sectors. The Chair of the EDC is a member of the Chamber Board of Directors and reports monthly on EDC activities.

Economic Development Council (EDC)

Vision: Our vision is to enhance the economic opportunity and quality of life for the people of Routt County.

Mission: We facilitate activities, programs and policies that grow, retain, create and attract businesses that provide quality jobs.

Goals:

- Support economic diversification via business retention, expansion and attraction efforts
- Tell our story of economic development and raise awareness of entrepreneurial opportunities
- Participate and advocate for additional resources for key economic development issues (economic diversity, broadband, housing, healthcare, transportation, workforce, etc.)

Vision: What we aspire for
Mission: What we actually do
Goal: Broad primary outcomes that we want
Strategy: Approaches we take to achieve a goal
Objective: Measurable step we take to achieve results
Tactic: Tools we use in pursuing an objective

Business Development Committee

Vision: To improve the economic well-being and quality of life in Routt County.

Mission: We advance activities and programs that foster, retain and grow business across Routt County.

Goals:

- Support the business retention and expansion program
- Develop and Execute the industry cluster program
- Develop a business attraction program
- Develop a partnership support program
- Advance entrepreneurial ecosystem infrastructure and programming

Education Committee

Vision: To increase awareness of economic development across Routt County.

Mission: We lead education efforts to inform our community and business owners about the economy and economic development activities, programs and policies across Routt County.

Goals:

- Contribute to an informative 2020 Economic Summit by providing ideas on the theme, recommend speakers and identifying sponsors for the Economic Summit
- Support the coordination of education activities among strategic partners

Public Policy Committee

Vision: To analyze public policy that can enhance the economic well-being and quality of life for the people of Routt County.

Mission: We monitor, identify and define policy issues that affect economic development and communicate our findings and recommendations to the EDC for attention.

Goals:

- Review the policy platform annually to ensure alignment with the EDC and Chamber Board strategic objectives
- Support/sponsor the annual election forum
- Partner with the EDC education committee on one event per year
- Proactively identify key issue(s) for in-depth study and action
- Engage with a state-wide policy organization (i.e. Denver Metro Chamber, C3, Colorado Association of Commerce and Industry, Economic Development Council of Colorado) to share priorities identified by our policy platform
- Developed a fact sheet for community groups outlining EDC policy review and approval process

To: Routt County Board of County Commissioners
From: John Bristol, Economic Development Director, Steamboat Springs Chamber
Re: Q3 economic development update
Date: 10/1/2020

I. Overview

The background section below defines economic development and our ten-step workflow. Then the economic development program update section follows the ten-step workflow divided into *inputs*, *outputs* and *outcomes* highlighting a key items pulled from 2020 Work Plan (attached). The conclusion section presents broad commentary on the economy, economic development and key issues for your consideration.

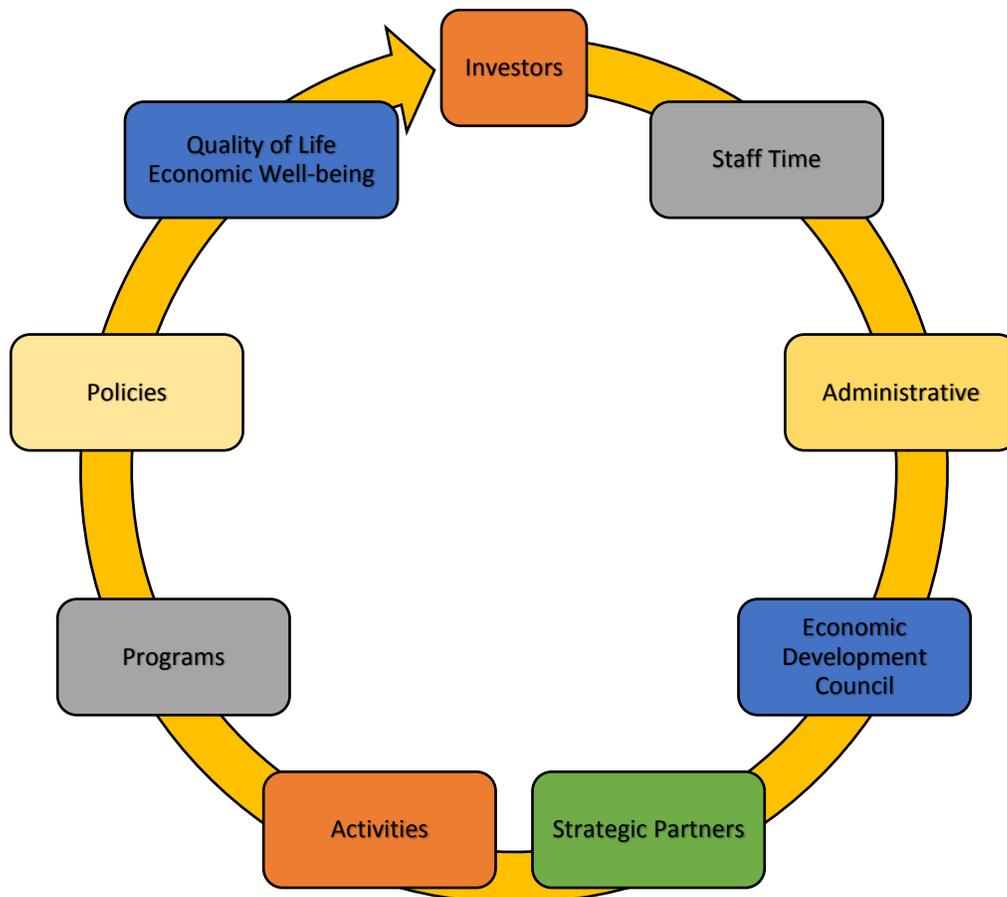
II. Background

Economic Development:

Economic development consist of *activities*, *programs* and *policies* that work in collaboration to improve the *quality of life* and *economic well-being* of a community by focusing on *industry diversification* efforts that targets the retention, expansion and attraction of *primary businesses* supporting capital flows into Routt County yielding a more stable tax base to fund public goods and services.

Ten-step Workflow:

Economic development is a long-term investment with irregular gains. Given the long-term horizon, we developed this ten-step workflow to better visualize and communicate economic development activity.



III. Economic Development Program Update

Inputs:

(1) Investors

- Routt County:
 - April – Economic update
 - July – Economic update
 - August – 2021 outside entities budget proposal and work plan submitted
 - October – Economic development update
- City of Steamboat Springs:
 - Monthly meeting with city manager
 - 2021 partnership proposal for economic development services submitted
- Steamboat Springs Chamber:
 - Annual presentation to the Board of Directors
 - Monthly updates

(2) Staff Time

- Economic Development Director (lead)
- Chief Executive Office
- Marketing and Communications Director
- Community Development Director
- HR and Finance Manager
- Digital Content Manager
- Membership Manager
- Executive Assistant
- Communications Coordinator

(3) Administrative

- 2020 Budget – Balanced with revenues and expenses in line with projections

(4) Economic Development Council (EDC)

- Monthly meeting:
 - January 22 – Local Governments: 2020 Plans and Projects
 - February 26 – YVEC Business Plan and/or Industry Cluster
 - March 25 – Canceled due to Covid-19
 - April 22 – Roundtable: Covid-19
 - May 27 – Power Generation: Coal Industry & Just Transition Committee
 - June 24 – K-12 Education: SSSD, SOROCO and Hayden Superintendents
 - July 22 – Industry Cluster: Creative Industries
 - August 26 – Public Policy: Review Ballot Initiatives
 - September 23 – Annual Retreat
- EDC Subcommittees:
 - Business Development:
 - Support the business retention and expansion program
 - BRE visits: Atlantic Aviation, OTHS – On hold
 - Develop and execute an industry cluster program
 - Location Neutral Employees and Businesses – In progress
 - The committee has held two roundtables with location neutral employees to identify needs and gaps they have to inform the cluster strategy they are developing.
 - Outdoor Products – On hold till Q4
 - Ag – 2021

- Creative Industries – 2021
 - Develop a formal partnership support program – In progress
- Education & Communications:
 - Review and provide input on the economic development website – Ongoing
 - Provide content to enhance business retention and attraction – Ongoing
 - 26th Annual Economic Summit – Plan the theme, invite speakers and identify sponsors – Rescheduled from May to November 20, 2020
 - Theme: Economic Balance: Bridging Past, Present and Future
 - Support partners below doing business education activities – Ongoing
 - Yampa Valley Entrepreneurship Center
 - Colorado Workforce Center
 - Main Street
 - Yampa Valley Talent Professionals
 - Small Business Develop Center
 - Service providers: banks, marketing, etc.
- Public Policy:
 - Update public policy platform for 2020 – Complete
 - Track and communicate board and commission openings – Ongoing
 - Monitor and identify policy issues: Gallagher – Ongoing
 - Engage with state-wide policy organizations (e.g. Denver Metro Chamber, C3, Colorado Chamber of Commerce, Colorado Economic Development Council) – Ongoing
- Ad-hoc Membership and Governance Task Force:
 - Identify governance best practices and review membership – In progress

(5) Strategic partners

- U.S. Economic Development Administration:
 - Engaging with Trent Thompson, Economic Development Representative for Colorado and Utah regarding the following:
 - Discuss potential projects and funding levels
 - Economic Development District opportunities
- Colorado Office of Economic Development and International Trade (OEDIT):
 - Engaging with the executive director and division directors for: Small Business Development Center, Outdoor Recreation, Global Business Development, Colorado Creative Industries, Minority Business Office, etc.
 - Rural Technical Assistance Grant Program:
 - Awarded and completed: Tiny homes, Incubator/accelerator, Data-driven economic development, Certified Small Business Community – Town of Hayden
 - Awarded and ongoing: Film festival initiative, Outdoor gear/product design – Sector development project
- NWCCOG & U.S. Economic Development District (EDD):
 - Attend monthly EDD meetings
 - Northwest Colorado Revolving Loan Fund - 7 referrals
- AGNC & U.S. Economic Development District (EDD):

- Attended monthly EDD meetings
- Northwest Colorado Enterprise Zone:
 - FY2019 - 59 businesses in Routt County enrolled saving \$400,738
- Economic Development Council of Colorado (EDCC):
 - Engagement: Board of Directors, data and policy committees
 - Advocated for the regional conference to northwest Colorado
 - Annual Conference will be in Steamboat Springs in 2021
- Colorado Department of Labor and Employment/NW CO Workforce
 - Monthly updates and close collaboration with local and regional staff - Ongoing
- Colorado Department of Local Affairs
 - REDI grant: Town of Hayden – Revolving Loan Program
- Craig/Moffat Economic Development
 - Invitation to economic development leads to attend key EDC meetings and provide support to them on occasion - Ongoing

Outputs:

(6) Activities

- Rural Economic Advancement of Colorado Towns (REACT Act) - VF/Smartwool
 - Timeline:
 - 2018:
 - August – VF Announcement
 - August – Local leaders meeting with Luis Benitez
 - August – REACT Act meeting with County, City and DOLA
 - September – State Economic Development Commission to include Routt County in the Rural Jump Start program
 - September – OEDIT offer of support (items listed below)
 - November – Full-day engagement session with the State (canceled due to weather and technical issues)
 - 2019:
 - February – Community session on technical and financial resources organized by OEDIT & Startup Colorado (Steamboat Rise) – 114 attendees
 - February – OEDIT presentation to Chamber Board
 - June – Advising City of Steamboat on Airport Office Building
 - June – EDC’s Business Development Com. toured the facility
 - August 1 – First voluntary separation date for employees
 - August 6 – Organized a 3-hour Employee Recourse Session
 - Fall – Organize follow-up REACT Act meeting
 - 2020
 - March 1 – Second voluntary separation date for employees
 - Q2 – Smartwool moves to Denver and terminates \$20,000/month lease with the City of Steamboat Springs
 - Honey Stinger moved into the facility and will host CMC/YVEC
 - June/July/August – Ongoing support of former employees
 - September – Engaging with Smartwool’s CEO on their legacy gift
 - OEDIT/DOLA offer of support:
 - Support & Status:

- Done:
 1. OEDIT honored our request at the September EDC meeting to discuss Routt County's eligibility for the Rural Jump Start Program
 2. Host a community session with expenses paid by OEDIT
 3. Steamboat Creative District was made eligible and applied for a \$10,000 a year grant from CCI for technical assistance to advance their creative district strategic plan.
 4. CCI will provide technical assistance to the Housing Authority to advance affordable live/work space for creative sector workforce housing. DOLA provided matching grants to Steamboat Springs to fund the Artspace feasibility study and arts market survey.
 6. CTO is providing \$50,000 in marketing assistance.
 7. DOLA is providing direct assistance through the REDI grant program
 8. The Colorado First Existing Industry Training Program (CFEI) has agreed to reserve \$75,000 for companies in Routt County.
- Ongoing:
 9. Continue efforts to make sure Steamboat's designated Creative District is marketed as a community asset
 10. Greater Colorado Venture Fund, sponsored by OEDIT and the state Venture Capital Authority continues to work with companies as needed.
 11. Piloting Steamboat Springs as a Take Note Colorado Community
 12. Sponsor one Steamboat Springs company or representative to join on a Trade/Investment mission and or trade show of the community's choice with all costs covered by OEDIT/GBD.
 13. Prioritize Steamboat companies for the TVA bootcamp
- Incomplete:
 14. The State will conduct an analysis of Steamboat's top five employers and provide a detailed report on skills and skills gaps to help determine how to position the talent pool in the most competitive way possible
 15. Accelerate work with CMC on Outdoor Rec Curriculum
- OEDIT/Blueprint 2.0 - Film Festival: The committee is planning a soft launch of a local film festival and then a full launch in 2021. They continue to receive technical support from the Crested Butte Film Festival and a facilitator. The goal is to support the local creative community working in the film sector.
- Tourism adaptation study: We are managing a project to engage the local tourism sector on how they will adapt and what business opportunities may develop in the future with climate variability. We had a delay due to Covid-19 but have reinitiated this effort to finish by 12/31/20.
- Rural Jump Start: The State Legislature extended the RJS program and we helped make adjustments to the program and provide expert testimony.

- SOROCO Career Day: I participated in planning and then as a speaker discussing the future of work and the evolution of jobs and the economy in rural northwest Colorado.
- Supported Techstars Startup Virtual Week West Slope, June
- We launched a five-year partnership between the Northwest Colorado Small Business Development Center (SBDC), the Deming Center for Entrepreneurship located at the University of Colorado at Boulder (CU), and leading business support organizations in the Yampa Valley. This innovative long-term partnership seeks to further catalyze entrepreneurship across rural northwestern Colorado by providing technical support and training intended to enable new business expansion and start-ups in the years to come. By partnering on this annual two-day entrepreneurship course with a commitment of five years, we are actively driving resources towards long-term economic recovery and resiliency in the Yampa Valley.

(7) Programs

- Business Retention and Expansion (BRE):
 - Most of our work related to the pandemic falls under our goal of business retention, including one-on-one meetings, industry sector groups, technical support and advice, referrals to financial resources, identify resources, communications, economic impact surveys, etc. In terms of our planned traditional BRE program, or pre-pandemic plan, the EDC Business Development Committee (BDC) did 2 group visits/tours pre-covid-19 and doing/scheduling additional individual meetings. We are not doing the annual Routt County Business Survey as we're focused on the pandemic impact surveys.
 - Routt County Covid-19 Business Impact Survey (Attached)
 - Turned BRE site-visits to virtual business visits and meetings
 - Highlights: Brewery expansion, bicycle manufacture support, Covid-19 funding resources, economic impact survey due to Covid-19, Industry Sector Work Groups
- Industry Clusters (as identified and approved by EDC):
 - Creative Industries:
 - Steamboat Creates Board
 - Steamboat Creates - Creative industries business inventory
 - Film Committee - Blueprint 2.0 film project
 - 2020 Colorado Creative Industries Conference – Will be rescheduled
 - Note: We've supported the planning for this event
 - Location Neutral Businesses and Employees (LNE&B):
 - NCB - Ongoing advocacy for improved broadband (Kara Stoller is the lead)
 - OEDIT - We will receive a marketing grant to participate in the Location Neutral Employee Incentive (LONE) program totaling \$5,000 for 2021.
 - Outdoor Products (ORec):
 - Worked with CU graduate consultants to develop a path forward to organize and launch the Yampa Valley Outdoor Recreation Alliance to support this target industry cluster for expansion.
- Business Attraction:
 - OEDIT is providing us with some leads as a result of their LONE program which encourages companies to hire location neutral employees when relocating into Colorado. For example, a company moving into Colorado and locating in south

Denver is currently looking to hire 25 remote workers in Rural Jump Start designated counties.

- Partnership Support (in-kind and financial):
 - Hayden Economic Development Commission
 - Ongoing advising to town manager re: economic development
 - Yampa Valley Entrepreneurship Center
 - Business plan competition - fiscal agent
 - Communications support on programming
 - Letters of Support:
 - YVEA – Broadband grants
 - Town of Hayden - REDI grant
 - Integrated Community – Enterprise Zone
 - Town of Hayden –History Colorado/State Historical Fund
- Marketing and Communications:
 - Annual: Relocation guide contract with Pilot, Site Selection Magazine ad
 - Monthly: Chamber Insight e-newsletter
 - Weekly: Monday Minute newsletter and social posts
 - Ongoing: Website updates
 - Events: Steamboat Chamber educational events:
 - Jan 10 – Michael Santo employer law update
 - April 8 – US Chamber CARES Act seminar
 - April 30 – Scary times success manual, Steve Muntean
 - May 5 – Quality of your Mind, Sarah Kostin
 - August 14 – Employer Resource Webinar
 - August 26 – Employment Law update, Michael Santo
 - Plus five more coming up
 - Economic Summit: Friday, November 21, 2020
- Economic Data Program
 - Data requests served to date in 2020: 23
 - Most common requests: demographics, commercial real estate, visitor numbers, business opportunities, etc.
- Conferences and Education
 - Most all conferences and education events were canceled or moved online but I've focused on the Covid-19 response events to better guide our efforts.

(8) Policies

- Engaging with Colorado Competitive Council (C3) and Colorado Chamber of Commerce, EDCC's Policy Committee (attended their legislative day)
- Rural Jump Start legislation
- Supporting the EDC Public Policy Committee's efforts

Outcomes:

(9) Quality of Life

- Here are a few notable rankings and data points we can look to:
 - 2020 Healthiest Communities Rankings: US News and World Report and the Aetna Foundation's survey put Routt County in fifth in the nation. Factors included population health, equity, education, economy, housing, food & nutrition, environment, public safety, community vitality and infrastructure.

- 2017 Community Survey: The City of Steamboat Springs’ survey found that respondents “rated most aspects of quality of life favorably, with most residents giving excellent or good ratings to the city as a place to live (91% excellent or good), the overall quality of life in Steamboat Springs (90%) and the city as a place to raise children (84%)” as presented on page seven of the final report.
- 2018 Best Counties to Live in Colorado: Niche’s ranked Routt County as third best county in Colorado behind Boulder and Douglas Counties. Factors included the quality of local schools, crime rates, housing trends, employment statistics and access to amenities.
- 2018 Healthiest Communities Rankings: US News and World Report and the Aetna Foundation’s survey put Routt County in eighth in the nation. Broomfield and Douglas Counties were the only Colorado counties that ranked higher. Factors included population health, equity, education, economy, housing, food & nutrition, environment, public safety, community vitality and infrastructure.
- 2018 Most Generous City: GoFundMe’s report ranked Steamboat Springs is the most generous on the fundraising website in the nation per capita.

(10) Economic Well-being

- EDC’s Routt County Economic Index was updated by Scott Ford for the EDC’s Annual Retreat and is attached.

IV. Conclusion

Commentary

Again, we continue to be better off than of our competitive set as we have a unique diversity across multiple sectors that leads to a vibrancy that keeps Routt County better positioned during this pandemic and economic shock.

How’s the economy? The economy consists of 20 broad sectors per the North American Industry Classification System (NAICS) comprised of 1,170 industries based on their primary economic activity. To answer this question you would have to look at the data for each sector. However, we can turn to the following sources for some high-level guidance.

Nationally, the anecdotal evidence reported in the latest [Federal Reserve Beige Book](#) report on September 15 stated the following for our region:

Tenth District economic activity continued to strengthen in July and August. Overall, the economy expanded moderately, but activity in many sectors still remained below pre-pandemic levels. Consumer spending increased moderately as all subsectors reported improvement. In the months ahead, retail and auto contacts expected growth to continue, while tourism and restaurant contacts were more pessimistic. Manufacturing activity picked up, with both non-durable and durable goods producers reporting higher levels of production and new orders. Durable goods activity remained well below year-ago levels, but additional gains were expected in the next few months. Sales also picked up in the transportation, wholesale trade, and professional and high-tech sectors, and moderate growth was anticipated in coming months. Residential real estate activity continued to increase at a moderate pace, but commercial real estate conditions worsened further. Energy activity held relatively steady, but rig counts remained well below year-ago levels. The agriculture sector remained weak, and the deterioration in farm income accelerated. District employment rebounded further in July and August, but was still moderately below year-ago levels. Wages rose slightly, while overall input and selling prices increased at a modest pace.

Specific to Colorado, the Governor's Office of State Planning and Budgeting reported in their September 18 [Colorado Economic Outlook](#) the following:

Colorado's economic activity remains far below normal levels despite significant improvement since April. The unemployment rate rose from 2.5 percent in February to 12.2 percent in April before falling to 6.7 percent by August. Colorado's economy continues to perform better than the national average as the state has a high percentage of the workforce that can work remotely and as virus caseloads have remained comparatively low.

Locally, we know that the headwinds continue with the pandemic as low consumer confidence and restrictions continue to impact the tourism and hospitality sectors impacting local jobs. However, efforts to build consumer confidence via clear communications are underway, e.g. Steamboat Ready. In August the unemployment rate was 6.5% for Routt County and 6.7% state-wide according to the Colorado Department of Labor and Employment (CDLE). For the week ending on September 19, CDLE reported 19 initial unemployment claims and 599 continued unemployment claims. Looking two real-time indicators on jobs, our local Workforce Center listed 191 job openings on October 6 and the Steamboat Pilot and Today listed 68 job advertisements the same day.

V. Attachments

1. 2020 Work Plan
2. Routt County Covid-19 Business Impact Survey
3. Routt County Economic Index
4. Economic Development and EDC Overview

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE:	ITEM TIME: CONSENT

FROM:	Routt County Sheriff's Office/ Undersheriff Scherar
TODAY'S DATE:	12/18/18
AGENDA TITLE:	Review and Approve the DOLA Peace Officer Mental Health Support Grant .

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:
Review and Approve the DOLA Peace Officer Mental Health Support Grant for \$19,900.00

II. RECOMMENDED ACTION:
Approve the Sheriff's Office to receive the DOLA Peace Officer Mental Health Support Grant.

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):

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

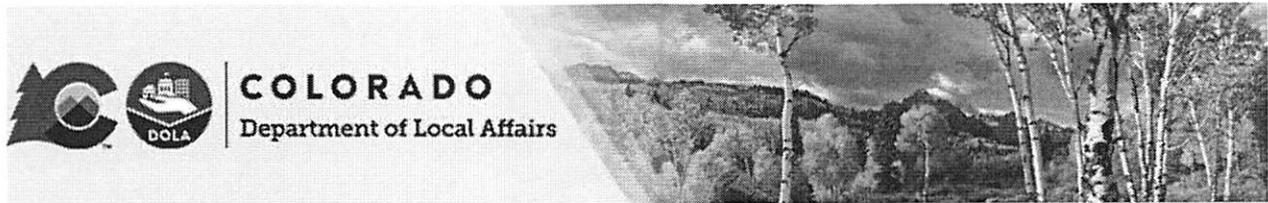
VI. LEGAL ISSUES:

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

VIII. SUMMARY AND OTHER OPTIONS:



Translate



- [Home](#)
- [Local Government](#)
- [Property Taxation](#)
- [Housing](#)
- [Assessment Appeals](#)
- [Disaster Recovery](#)

Grants Portal - Funding Opportunities

Peace Officers Mental Health Support Grant Program

Status: Partially Complete

Filed On: 2020-10-06T09:43:50

Filed By: GRANTS_WEB

Reviewed On: 2020-10-06T09:43:50

Reviewed By:

Reviewer Notes:

Application Overview

C.R.S. 24-32-3501 The Peace Officers Mental Health Support grant program within the Department of Local Affairs (DOLA) is available for law enforcement agencies to provide grants for the purpose of helping agencies provide mental health service to peace officers including:

- On-scene response services to support peace officers' handling of persons with mental health disorders; and
- Counseling services to peace officers.
- Assistance for development and implementation of policies to support peace officers who are involved in shootings or fatal use of force.
- Training and education program that teach the symptoms of job-related mental trauma and how to prevent and treat such trauma.
- Peer support programs

This grant program will accept and approve requests on a first-come-first-serve basis. Applications will be reviewed in the order of receipt with a date and time stamp on each application. Funds will be awarded until all program funds have been exhausted.

A. APPLICANT/CONTACT INFORMATION

Save

1. Select Your Organization: *

The list is filtered to eligible organizations. If you do not see your organization listed, please contact DLG for further assistance. In the case of a multi-jurisdictional application, please select the lead organization.

Routt County

In the case of a multijurisdictional application, select the other participating eligible organizations:

-- Select Other Eligible Organizations --

2. Principal Representative:

(In the case of a multi-jurisdictional application, principal representative of the lead organization.)

Honorific:

First Name: *

Douglas

Middle Name:

W

Last Name: *

Scherar

Suffix:

Role: *

Program Manager/Primary Contact

Mailing Address: *

2027 Shield Drive

Address 2:

City: *

Steamboat Springs

State: *

Colorado

Zip Code: *

80487

Phone Number: *

970-846-6591

Email Address: *

dscherar@co.routt.co.us

3. Responsible Administrator (will receive all mailings) for the Application:

Same as Principal Representative Address

Save

B. APPLICATION QUESTIONS

Save

1. Amount of grant funds requested *

19,900.00

2. Intended use of grant funds *

Please detail what the grant funds would be used for in relation to:

- On-scene response services to support peace officer’s handling of persons with mental health disorders; or
- Counseling services to peace officers
- Assistance for development and implementation of policies to support peace officers who are involved in shootings or fatal use of force.
- Training and education programs that teach the symptoms of job-related mental trauma and how to prevent and treat such trauma.
- Peer support programs

Baseline Support

Accessed by all department members

Includes: Peer Support

Includes Education and Trainings in suicide prevention, PTSD and Community Mental Health Understanding.

Includes: Ride alongs with clinical support members

Cost: \$10,000.00

3192 characters remaining.

3. Project Budget *

Please provide a concise project budget breakdown detailing dollar amounts requested and the time frame the funds will be used. Be specific.

Upload

Download

4. Collaboration with mental health centers *

List the name(s) of any community mental health centers your agency intends to collaborate with for this application.

If your agency will not collaborate with a mental health agency, please explain why.

Will Bishop
 Licensed Professional Counselor
 Licensed Marriage and Family Therapist
 303-718-7292
 SteamboatSpringsTherapist@gmail.com

Colleen Clark-Lay
 Licensed Clinical Social Worker
 970-819-1558

2910 characters remaining.

5. Advance payment request *

If an advance payment is being requested, please detail financial circumstances that support the request.

If an advance is NOT being requested, please respond with N/A.

N/A

3997 characters remaining.

Save

C. BOARD APPROVAL/TABOR

Save

1. Official Board Action *

Assurance of community priority. Applications cannot be submitted unless approved by the city/town/county Board, Council or Trustees.

Date Official Board Action Authorizing this application:

2. TABOR compliance *

The funds for the Peace Officer Mental Health Support grant program are state funds.

Does the applicant have voter authorization to receive and expend state grant funds without regard to TABOR revenue limitations?

-- Select Yes/No --

If yes

If yes, explain:

500 characters remaining.

If no
If no, would receipt of these grant funds, if awarded, result in the local government exceeding revenue limitations, prompting a refund?

-- Select Yes/No --

Affirm local government Attorney has confirmed this TABOR statement. *

-- Select Yes/No --

Save

Go Back | Submit Application

[About DOLA](#) [Careers](#) [Newsroom](#) [Strategic & Legislative Planning](#) [Contact](#)

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Baseline Support

Accessed by all department members

Includes: Peer Support

Includes Education and Trainings in suicide prevention, PTSD and Community Mental Health Understanding.

Includes: Ride alongs with clinical support members

Cost: \$10,000.00

Therapeutic Support

Accessed by all department members

Includes: Contracted Therapists who can meet with individuals within 48 hours of need.

Therapeutic offerings: EMDR, EFT, Hypnotherapy, traditional talk therapy, trauma work, ASSYST.

Cost: \$7,500.00

Clinical Support Technician

Annual cost for clinical support person to manage and organize baseline support and therapeutic support.

Cost: \$2,400.00 (\$200.00 per month)

Recovery Support

Accessed by all department members

Diffusing's and debriefings on demand

Cost: included in baseline support rate

Total cost: \$19,900.00

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: October 20, 2020	ITEM TIME:
FROM:	Kathy Nelson
TODAY'S DATE:	October 15, 2020
AGENDA TITLE:	Consideration to Approve the Updated Early Childhood Care and Learning Program Leader and Pay Scale
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:	
Motion to Approve of the Updated Early Childhood Care and Learning Program Leader and Pay Scale	
II. RECOMMENDED ACTION:	
Recommend approval of the Updated Early Childhood Care and Learning Program Leader and Pay Scale	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE: No change	
PROPOSED EXPENDITURE: The proposed annual salary at step 1 of the Pay Scale is \$81,203. This is an existing position and has been budgeted.	
FUNDING SOURCE:	
DHS	
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:

Department of Human Services Director, Kelly Keith, is requesting approval of the Early Childhood Care and Learning Program Leader job description and pay scale.

The position is a unique role and is a combination of a few positions found at most childhood organizations. Due to this, it is difficult to find an exact match in the job market. Kelly and I reviewed multiple positions and salaries against the Early Childhood Care and Learning Program Leader. It is not at the level of an executive director as it has the support of Routt County Human Services, but closely aligns with a Head Start Administrator role.

We have reviewed the job description against Employers Council salary survey data and benchmarked the salary against the Employer's Council Head Start Administrator salary. The proposed pay scale is based on the midpoint of the minimum and maximum averages of the Employer's Council County data.

The County Manager has reviewed this request and approved placing this request on the agenda for your consideration and approval.

VI. LEGAL ISSUES:

None known.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

The Board can approve the proposed pay scale, approve an alternate pay scale or deny approval.



MEMORANDUM

TO: Mark Collins, County Manager

FROM: Kathy Nelson, Human Resources Director

DATE: October 14, 2020

RE: Request Approval of the Updated Early Childhood Care and Learning Program Leader Job Description and Pay Scale

Department of Human Services Director, Kelly Keith, is requesting approval of the Early Childhood Care and Learning Program Leader job description and pay scale.

In accordance with the strategic plan of First Impressions of Routt County, Routt County's Early Childhood Council, this position provides leadership in the implementation of the early childhood system in Routt County. It assures the vision, mission, goals and objectives of First Impressions are effectively carried out under the direction of the Executive Committee of First Impressions. It helps with collaborating agencies in problem solving and moving toward an integrated system of services for young children and their families.

Attached is the job description and the proposed pay scale for your approval.

The position is a unique role and is a combination of a few positions found at most childhood organizations. Due to this, it is difficult to find an exact match in the job market. Kelly and I reviewed multiple positions and salaries against the Early Childhood Care and Learning Program Leader. It is not at the level of an executive director as it has the support of Routt County Human Services, but there are key similarities that include the following responsibilities:

- Responsible for the council and advisory committee
- Maintenance and application of grant funding
- Budget Management
- Representative for early childhood
- Implements goals and performs program evaluations
- Serves on the community boards and provides training

It differs in the following areas:

- Does not supervise staff
- Manages committees and monitors progress and work
- Manages tuition assistance to families

We found that it most closely matches a Head Start Administrator occupation and we benchmarked the salary against the Employer's Council Head Start Administrator salary information.

Attached for your reference is the Employer's Council pay scale information along with the proposed pay scale and job description. I recommend consideration and approval of the proposed job description and pay scale and request approval to place this request on the Commissioners agenda for their consideration for approval.

County Manager Comments: Approved 10-15-2020

Proposed Pay Scale

<u>STEP/LEVEL</u>	<u>HOURLY RATE</u>	<u>S/M SALARY</u>	<u>ANNUAL SALARY</u>
1	39.04	3,383.47	81,203.20
2	40.42	3,503.07	84,073.60
3	41.80	3,622.67	86,944.00
4	43.17	3,741.40	89,793.60
5	44.55	3,861.00	92,664.00
6	45.93	3,980.60	95,534.40
7	47.31	4,100.20	98,404.80
8	48.69	4,219.80	101,275.20
9	50.06	4,338.53	104,124.80
10	51.44	4,458.13	106,995.20
11	52.82	4,577.73	109,865.60

ROUTT COUNTY

POSITION TITLE: Early Childhood Care and Learning Program Leader

Revised: June 1999, November 2001, October 2008, July 2014, December 2019

FAMILY: Professional/Technical

SCALE: Program Administrator

DEPARTMENT: Human Services

FLSA STATUS: Exempt

APPROVED: County Manager

DATE: October 15, 2020

SUMMARY OF POSITION:

To provide leadership in the implementation of an early childhood system in Routt County, in accordance with the strategic plan of First Impressions of Routt County, Routt County's Early Childhood Council. To assure the vision, mission, goals and objectives of First Impressions are effectively carried out under the direction of the Executive Committee of First Impressions. Assist collaborating agencies in problem solving and moving toward an integrated system of services for young children and their families.

ESSENTIAL: Key Accountabilities

Supervisor Functions:

- Lead in the development, and revision of the Routt County early childhood community plan.
- Lead and oversee the execution of the early childhood community plan resulting in an integrated system of services for young children and their families.
- To provide, guidance support and resources to providers and families ensuring high quality, equitable, and accessible early children programs.
- Be the early childhood advocate, expert and voice in our community.
- Be a proactive liaison between community initiatives and state and federal agencies concerning public policy, programs, standards, and other matters related to early childhood council.
- Oversee implementation of the strategic plan.
- Prepare fiscally responsible programmatic budget and manage all aspects of grant funding.
- Provide leadership and guidance to sub-committees of First Impressions.
- Develop and maintain positive relationships with First Impressions members and other community professionals through effective coordination and communication.
- Identify strategic funding opportunities and partnerships that support building an integrated early childhood system.
- Serve as the primary grant writer for funding opportunities that support First Impressions strategic direction.
- Provide fiscal management and oversight to assure that legal requirements are met and budgets are prepared and managed.
- Assess needs of the community and determine solutions to address issues affecting early childhood care and learning.
- Oversee the First Impressions tuition assistance program, providing payment, monitoring and scholarship awards to families in Routt County.
- Direct and coordinate data collection, analysis, evaluation and monitoring of grant funded programs.
- Ensure compliance with all local, state, and federal guidelines and reporting requirements

- Manage special projects as directed by the Executive Committee
- Assure effective management of First Impressions meetings.
- Work independently to initiate and develop goals, meet deadlines and provide deliverables.
- Support existing collaborating agencies and recruit additional members for First Impressions in the focus areas of: early learning, health, mental health, and family support.
- Act as liaison between community initiatives and to state and federal agencies concerning public policy, programs, appropriations, standards, and other matters related to early childhood systems building.

OTHER RESPONSIBILITIES:

Perform other job-related duties as required.

EDUCATION, TRAINING AND EXPERIENCE LEVEL:

Bachelors Degree in relevant social/human behavioral science program, with Masters Degree preferred. Minimum three years relevant, professional experience.

LICENSES AND CERTIFICATIONS:

Valid Colorado Driver's License in order to operate a County vehicle.

TECHNICAL SKILLS:

- Thorough knowledge of programs, fiscal, and personnel management techniques.
- Extensive and advanced knowledge of all aspects of program specialty.
- Skill in interpreting rules, regulations, laws and procedures.
- Ability to lead and facilitate meetings and strategic planning efforts.
- Ability to deal with stress and emergencies.
- Knowledge of related systems, including but not limited to: provider and family systems, state, federal, and local government systems; educational systems; and primary/behavioral health systems.
- Complex assessment skills; immediate and sound decision-making, especially in crisis situations; knowledge of agency policies and procedures.
- Knowledge of community resources and how to access them.
- Skills in dealing with hostile, angry and dysfunctional clients.
- Ability to be organized, meet deadlines and complete work.
- High level of communications skills – both written and oral.
- Ability to be non-judgmental, empathetic, and assertive, yet not aggressive.
- Ability to develop and maintain effective and cooperative working relationships with co-workers, clients, other agencies, and the community as a whole.
- Proficient word processing and computer skills in Microsoft Office Products including Word, Excel and Outlook, as well as navigating a Windows based computer system and the Internet.
- Ability to adhere to confidentiality guidelines and appropriate release of information.

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

Capable of lifting a minimum of 40 pounds, be able to sit at a desk for an extended periods and have the capability to stoop over. See accompanying Essential Job Function and Physical Demands Checklist.

ORGANIZATIONAL RELATIONSHIPS:

Works under the general supervision of Human Services County Director.

COMMUNICATIONS:

Must be in contact with various community resources and agencies in order to provide coordination in the provision of services through the exchange of information and problem solving. Reports to County Human Services Director for program, fiscal, and personnel supervision. Must participate in supervisory contacts with County Director. Must be proficient in multi-modal communications, including verbal, written, and e-mail.

OTHER REQUIREMENTS;

As a condition of employment with Human Services, all employees must successfully pass a background check.

Employers Council 2020 Survey

Job 39317: Head Start Administrator

Professional/Technical

Manages, supervises, and coordinates the programs and activities of the Head Start Program. Typically requires bachelor's degree and 7 years of increasingly responsible experience in education or human services programs.

Exempt: 100% Non-Exempt: 0%	Rates Actually Being Paid									Rate Ranges		
	No. Orgs.	No. Emps.	Avg.	Wtd. Avg.	Percentiles Reported					No. Orgs.	Avg. Min.	Avg. Max.
					10th	25th	50th	75th	90th			
Individual Organizations												
County - Adams	1	1	107,982	107,982	Head Start Administrator					1	80,686	112,961
County - Boulder	1	1	81,242	81,242	HEAD START DIVISION MGR					1	72,745	104,761
County - Eagle	1	1	79,500	79,500	Early Childhood Manager					1	73,442	117,533
County - Jefferson	1	1	108,922	108,922	Head Start Director					1	77,807	124,491
Total Responses	4	4	94,412	94,412	-	-	-	-	-	4	76,170	114,936
Type of Public												
County	4	4	94,412	94,412	-	-	-	-	-	4	76,170	114,936

Proposed Pay Scale

<u>STEP/LEVEL</u>	<u>HOURLY RATE</u>	<u>S/M SALARY</u>	<u>ANNUAL SALARY</u>
1	39.04	3,383.47	81,203.20
2	40.42	3,503.07	84,073.60
3	41.80	3,622.67	86,944.00
4	43.17	3,741.40	89,793.60
5	44.55	3,861.00	92,664.00
6	45.93	3,980.60	95,534.40
7	47.31	4,100.20	98,404.80
8	48.69	4,219.80	101,275.20
9	50.06	4,338.53	104,124.80
10	51.44	4,458.13	106,995.20
11	52.82	4,577.73	109,865.60

**CITY OF LAKEWOOD
JOB DESCRIPTION**

<u>Head Start Administrator/H0137</u> Job Title/Job Code	
<u>Children’s Services/ H14S /8810</u> Occ. Group/Level /WCC	<u>Family Services Manager</u> Title of Immediate Supervisor
<u>Community Resources/Family Services</u> Department/Division	<u>October 2015</u> Effective Date

Current Salary \$86,882

City of Lakewood’s Statement of Excellence

The City of Lakewood is dedicated to upholding City values to include: Performance Excellence, Leadership, Respect and Collaboration. Best fit candidates will demonstrate innovation, customer service, dedication, passion and engagement. All people, citizens and employees, will be treated with respect, relevance, and importance.

ABOUT COMMUNITY RESOURCES:

Community Resources is committed to providing high quality park, recreation, family and cultural services and facilities that inspire enjoyment, learning and wellness in the lives of those who live, work and play in Lakewood. We value leadership, integrity, communication and connection, diversity and adaptability.

JOB SUMMARY

Responsible for all aspects of the City Head Start program in partnership with the Family Services Manager. Provides oversight of daily operations and directly supervises the Head Start management team members. Works closely with the Early Childhood Education Supervisor to develop training plans and prepare staff for working in the Head Start program. Provides direct supervision to assigned personnel. Works in partnership with the Head Start management team to ensure that all comprehensive services for young children are provided per Federal guidelines.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES (This job description does not intend to list every function of the position.)

ESSENTIAL FUNCTIONS

Provides direct supervision to the Health & Disabilities Coordinator, the Early Childhood Education Supervisor, and the Family Support Team Coordinator. Responsible for interviewing and selecting staff, oversight of training and staff development, performance reviews, and any corrective work plans.

Serves as the director for the City Head Start program.

Develops, implements and evaluates the City Head Start program.

Develops and recommends annual goals and objectives for staff and programs.

Participates on committees of interest and attends events sponsored by the City.
Responsible for effective staff utilization and alternative resources management, including securing interns and volunteers to assist in service delivery.
Coordinates Head Start management team meetings and meetings with all supervisory staff.
Participates in the program's annual self-assessment process, ongoing monitoring activities, goal setting, and planning activities.
Regularly visits and evaluates all Head Start sites and services. Takes lead on several ongoing monitoring tasks per Federal regulations and makes recommendations for improvements.
Responsible for working with the management team, Policy Council, and Advisory Committee members to complete an annual self-assessment.
Responsible for effective communication and training of Head Start Policy Council, Advisory Groups, and Advisory Committee. Ensures that Policy Council, Advisory Committee, and City Council receive training appropriate to their roles and responsibilities.
Responsible for effective coordination within the community, ensuring a continuum of non-duplicative programs and services.
Responsible for ensuring accessibility of programs, services and activities.
Develops, controls, and oversees the Head Start federal budget and non-federal matching funds.
Monitors program expenditures and works with other key personnel to ensure fiscal responsibility in accordance with Federal Office of Management and Budget guidelines.
Prepares grants, reports, and other communications and distributes information to other public entities as required by Federal program requirements.
Completes a thorough Community Assessment every three years and annual updates as required by Federal regulations.
Prepares and distributes program Annual Report. Presents Annual Report to City Council.
Serves as primary contact for the Head Start regional office regarding the local program.
Serves as the representative to the Colorado Head Start Association and represents program on other community boards and committees as needed.
Must be able to interact with others in a positive manner.
Requires regular and prompt attendance.

IMPORTANT FUNCTIONS

Ensures compliance with Federal program performance standards.
Coordinates the annual self-assessment and program evaluation process.
Coordinates several aspects of service delivery.

ORGANIZATIONAL RELATIONSHIPS

Supervision Received

Receives general supervision from the Family Services Manager

Supervision Given

Provides direct supervision to the Health & Disabilities Coordinator, the Early Childhood Education Supervisor, and the Family Support Team Coordinator.

ESSENTIAL QUALIFICATIONS (Knowledge, Skills and Abilities)

Education

Bachelor's degree in one of the following or closely related field: Early Childhood Education, Human Development, Social Work, Business Administration, or Family Services. A master's degree is preferred.

Experience

Four years professional experience working in early childhood programs or human services with progressively responsible experience.

Two years supervisory experience in early childhood or human services field.

Two years experience with Head Start or Early Head Start preferred.

Licensure/Certification/Registration

Valid driver's license and good driving record.

First Aid and Community CPR certified or ability to obtain within 6 months of hire.

Must complete a physical examination and TB test within 90 days of hire, periodic updates may be required.

Other Knowledge, Skills and Abilities

Bi-lingual language skills in English & Spanish are a preferred qualification.

Have an interest in working with young children and their families.

Must have a basic understanding of the rules and regulations for child-care centers.

Must have skills to develop budget reports and track program related expenses.

Ability to effectively communicate with all ages of children, parents and staff.

Management and organizational skills.

Ability to use a computer and Microsoft Office software packages.

Excellent communication, verbal and written, and interpersonal skills.

Criminal background check is required.

PHYSICAL AND MENTAL REQUIREMENTS

PHYSICAL REQUIREMENTS

Lifting and Carrying

Must be able to lift equipment weighing up to 30 pounds used in a child-care setting on an occasional basis.

Pushing and Pulling

Must push or pull boxes weighing up to 50 pounds on an occasional basis.

Body Positions

Move about, bends, sits on floor, stands in activities with children a minimum of 2 hours per day.

Drives to several sites on a daily basis.

Hearing

Must be able to respond to the telephone and other equipment.

Must hear children in the classroom and on the playground or be able to communicate effectively with all children and families in the program.

Vision

Uses vision to read handwriting and other written communication, including memos and letters.

MENTAL REQUIREMENTS**Mathematics**

Must have basic addition, subtraction and multiplication skills for calculating and working on a complex budget.

Remembering

Must be able to remember details of Federal program standards, staffing patterns, rules and regulations for childcare centers, daily schedules, emergency procedures and operation of equipment.

Language Ability

Must be able to read and comprehend Office of Head Start regulations, memos and other written communication.

Must be able to communicate effectively both in writing and verbally.

Reasoning

Must make decisions on a day-to-day basis regarding program issues, supervision of staff, interactions with parents and other professionals.

WORK ENVIRONMENT

Work is performed in an office environment, at various sites and in the community.

Work involves frequent interruptions.

Interaction with children and parents on a daily basis.

Ability to maneuver and drive to other facilities is required.

Adaptive schedule some evenings and weekends may be required (not always an 8-5 day).

Fill in for absent staff as needed.

EQUIPMENT USED

Copier

Calculator

Telephone

Personal computer

Van and small truck Sports and play equipment for very young children

Arts and crafts supplies

Microwave

Stove

Job Description Approved by

Employee Relations Review by

