



**REGULAR MEETING AGENDA – JANUARY 23, 2024 AT 9:00 A.M.**  
**GILPIN COUNTY BOARD OF COUNTY COMMISSIONERS**

Marie A. Mornis, District 1

Susan Berumen, District 2

Sandy Hollingsworth, District 3

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*This meeting will be held in-person at the Historic Courthouse, 203 Eureka St., Central City, CO.*

*Please visit [tinyurl.com/GilpinCommissioners](https://tinyurl.com/GilpinCommissioners) to attend virtually.*

*Please silence all electronic devices and keep quiet while the meeting is in session.*

***Please sign up for public or press comments prior to start of meeting.***

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- 9:00 a.m.**
- 1.** Call to Order, Agenda Review and Conflicts of Interest
  - 2.** Public or Press Comment (limited to three minutes each)
  - 3.** CONSENT AGENDA
    - Quarterly Reports by Department – 4<sup>th</sup> Quarter, 2023
    - Approval of Meeting Minutes for January 9<sup>th</sup>, 2024 & January 16<sup>th</sup>, 2024 Meetings – Lyndsey Denton, Deputy Clerk to the Board
  - 4.** Parks & Recreation 4<sup>th</sup> Quarter 2023 Report – Gabrielle Chisholm, Parks & Recreation Director
  - 5.** Resolution 24-31, Adopting the New Position of Financial Analyst – Chanda Johnson, Human Resources Director
  - 6.** Resolution 24-30, Adopting the New Position of Information Technology (IT) Specialist – Chanda Johnson, Human Resources Director
  - 7.** Resolution 24-32, Adopting the New Position of Case Worker II – Prevention – Chanda Johnson, Human Resources Director
  - 8.** Resolution 24-23, Awarding a Contract to The Flynn Group of Companies for the Low Slope Roof Replacement at the Gilpin County Justice Center – Ryan Keenan, Facilities Director
  - 9.** Resolution 24-24, Awarding a Contract to The Flynn Group of Companies for the Low Slope Roof Replacement at the Gilpin County Community Center – Ryan Keenan, Facilities Director
  - 10.** Resolution 24-25, Awarding a Contract to Bowman Consulting Engineers for the Multiple Site Engineer Services Project – Ryan Keenan, Facilities Director

Public hearings will begin at the noticed time or later. All other agenda times are estimates and may be heard earlier or later than designated. To request an accommodation to participate in or attend the Commissioners' meeting, please notify Deputy Clerk Lyndsey Denton at 303-582-6010, at least 24 hours prior to the meeting.



11. Resolution 24-26, Awarding a Contract to Major Heating and Cooling for the Multiple Site HVAC Replacement Project – Ryan Keenan, Facilities Director
12. Resolution 24-27, Awarding a Contract to Denver Fire for the Multiple Site Fire and Safety Alarm System Replacement Project – Ryan Keenan, Facilities Director
13. Resolution 24-28, Awarding a Contract to Boulder Water Well for the Justice Center Campus Well Pump Replacement – Ryan Keenan, Facilities Director
14. Resolution 24-20, Accepting Core Immunization Funding from the Colorado Department of Public Health and Environment (CDPHE) – Alisa Witt, Public Health Director
15. Resolution 24-21, Approving for the Department of Local Affairs Local Planning Capacity Grant Application – Rob Gutierrez, Community Development Director & Jamie Boyle, Grants Manager and Writer
16. Resolution 24-22, Acknowledging Broadband Ready Community Certification – Jamie Boyle, Grants Manager and Writer
17. Maverix Broadband Presentation – Jamie Boyle, Grants Manager and Writer
18. **Local Liquor Licensing Authority.** Liquor License Renewal for The Last Shot – Sahari McCormick, Clerk & Recorder
19. Resolution 24-33, Adopting the Comprehensive Fee Schedule for 2024 – Ray Rears, County Manager
20. Resolution 24-29, Appointment Members of the Opioid Council for Region 10, Also Known as the Gateway to the Rockies Opioid Council (GROC) – Ray Rears, County Manager
21. County Attorney’s Report
22. County Manager’s Report  
- Resolution 24-19 correction
23. Board of County Commissioners Report and Notice of Public Meetings

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24. Public or Press Comment (limited to three minutes each)
  
25. Recess to Executive Session under C.R.S. §24-6-402(4)(f)(I) for discussion of a personnel matter under C.R.S. §24-6-402(4)(f)(I) Personnel matters except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting.

Public hearings will begin at the noticed time or later. All other agenda times are estimates and may be heard earlier or later than designated. To request an accommodation to participate in or attend the Commissioners' meeting, please notify Deputy Clerk Lyndsey Denton at 303-582-6010, at least 24 hours prior to the meeting.

# HIGHLIGHTS

The final quarter of 2023 has been a testament to the Gilpin County Assessor's Office's adaptability and commitment to the community in light of new legislative changes. Our office not only continued with our regular assessment activities but also responded swiftly to the legislative changes that came into effect in November.

**Administrative Preparedness:** October was a month of anticipation and preparation. While there were no significant legislative changes yet, our office stayed ahead of the curve by preparing for the end-of-year processes and potential updates to tax laws.

**Legislative Adaptation:** In November, we quickly adapted our procedures in response to the passing of SB23B-001. This bill introduced property tax relief for the residents of Gilpin County, which included increasing the exemption for residential properties and decreasing the residential assessment rate.

**Public Education and Support:**

December was focused on public education and ensuring compliance with new deadlines. We launched an outreach program to inform property owners of these changes and supported them in understanding the implications for their property taxes.

**Key Deadlines and Changes:**

- Assessor's submission of certified values extended to January 3, 2024.
- Local governments' levy submissions due by January 10, 2024.
- Commissioners' certification of levies shifted to January 17, 2024.
- Delivery of the tax roll to Treasurer moved to January 24, 2024.

**Assessment Rates and Value**

**Adjustments:**

- Commercial and Industrial properties: Assessment rate remains at 27.9%.
- Residential properties: New rate of 6.7%, with a value adjustment of \$55,000.

## CONCLUSION

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The fourth quarter has been a period of significant legislative response and public engagement for the Assessor's Office. The adaptation to SB23B-001 and the dedication to public education about these changes underscore our commitment to transparency and service. We extend our thanks to the Board of County Commissioners for their support and look forward to continuing our work with excellence into the new year.



**Quarterly Report to the Board of County Commissioners  
Gilpin County Clerk & Records Office  
Q4 2023**

**Motor Vehicles:**

2144 total transactions including:

141 Registrations

967 Renewals

All customers are being asked to make appointments. Walk ins will be accommodated only for renewals and title complete notices WITH the cards from the state, and only if time allows. Appointments will be seen first.

**Recording:**

498 Documents recorded

24 Marriage Licenses

**Elections:**

4878 Active Voters as of 12/31/23

2595 voters voted in the November 7, 2023 Coordinated Election

Next election is the Presidential Primary on March 5, 2024. Ballots will be mailed on February 12, 2024.

# Quarterly Report

Q4 2023 October to December

**Department of Community Development**

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## Prepared and Submitted by Staff

**Kristine Sacco**

Permit Technician

**Brian Smith**

Code Enforcement Officer

**James Shroul**

Planner/Historic Preservation Liaison

**Rob Gutierrez**

Director



# Commission & Board Action

Q4 2023 October to December

## Department of Community Development

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### Planning Commission

#### Completed Business

Planning Commission Applicant Interviews - **To BOCC 1.9.24**

#### Current Business

23-TXT-02 Text Amendments Gilpin County Land Use Code Update

### Board of Adjustment

#### Completed Business

BOA-23-2 Temporary Housing Extension - BOCC recommended a February continuance.

BOA-23-3 Jaynes - BOCC approved a 20' setback.

#### Upcoming Business

### Board of County Commissioners

#### Completed Business

BLE-23-2 Burnett - **Approved 10.10.2023**

BLE-23-4 Babb - **Approved 12.12.2023**

SUR-23-3 Special Use - Always Choose Adventures 300 Swamp Angel Lane - **Approved 12.12.23**

Resolution 23-95 Text Amendments TUP Regulations - **Approved 10.24.23**

#### Upcoming Business

Resolution 24-15 Planning Commission Appointments

BLE-23-3 Kopacz

BLE-23-5 Fanning

BLE-21-4 Brown

BLA-23-3 Grooters

### Historic Preservation Commission

#### Completed Business

1 demolition review (Continuance October to November)

#### Upcoming Business

1 preliminary design review for Winks Tavern

1 interview for alternate member

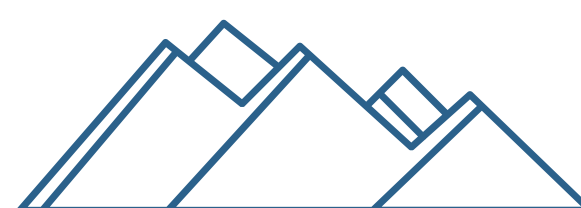
National Register Application for East Portal Cabins

Moffat Tunnel Lease Renewal Discussion with DOLA

Brownfields Grant Application submitted for East Portal Cabins 1.08.2024

Thorn Lake School foundation drawing received 12.26.2023 currently under revisions.

Saving Places Conference 2024



GILPIN COUNTY  
COMMUNITY DEVELOPMENT

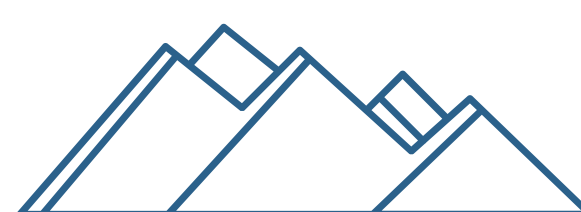
# Permits & Cases

Q4 October 1st to December 31st, 2023

	Submitted	Issued	Closed
Building Permits	11	14	11
Mechanical Permits	11	17	5
Siding & Window Permits	5	7	4
Roof Permits	9	10	15
Deck & Patio Permits	3	5	4
Plumbing Permit	8	9	1
Electrical Permit	6	9	1
Solar Permits	1	1	6
Demo Permit	0	2	2
Grading Permit	0	0	1
Contractor Registration	32	31	37
OWTS Permit	5	7	7
OWTS Provider License	1	1	3
Mobile Business Permit	0	0	0
Septic Use Permits (TL1)	10	14	-
Septic Use + Operating Permits (TL2+)	6	5	-
STR Licenses	7	7	-
STR Citations	1	1	1
Enforcement Cases	9	-	-
Temporary Use Permit	0	0	0
Boundary Line Adjustment	1	-	0
Boundary Line Elimination	3	-	2
Board of Adjustment Variance	2	-	2
Local Landmark Designation	0	-	0
Misc. Payments	4	-	4
<b>Total Records</b>	<b>135</b>	<b>140</b>	<b>106</b>

Total Active Short-Term Rental Licenses: **149** (155 license cap)

New Single Family Dwelling Permits Issued Q4: **5**



GILPIN COUNTY  
COMMUNITY DEVELOPMENT

# Revenue & Expenditure

## YTD Revenue thru November 30th, 2023

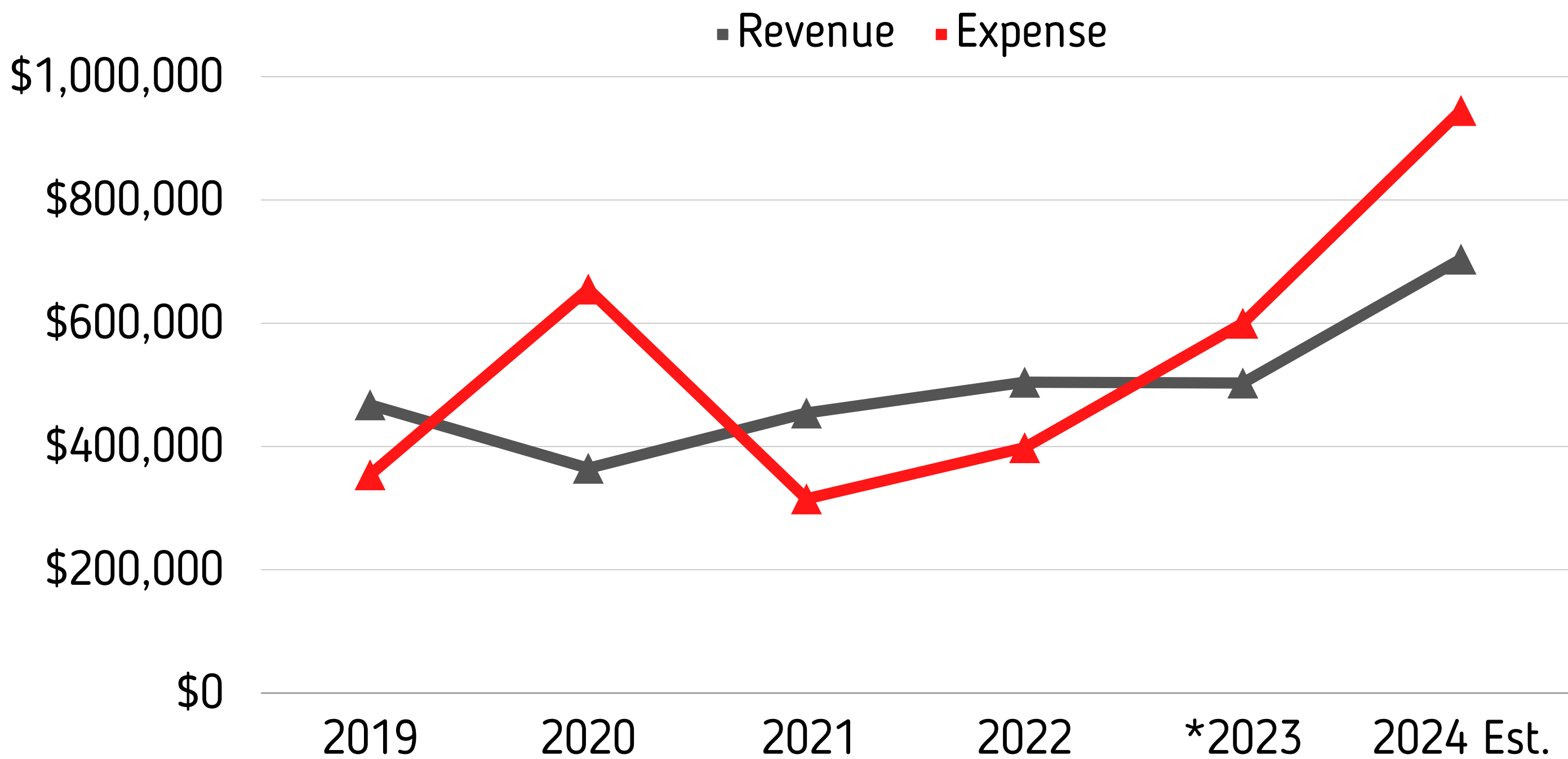
Revenue Line	Budget	Actual	Remaining Balance
4273 Code Enforcement Fines	\$3,000	\$41,358	+\$38,358
4562 Building Permits	\$432,000	\$275,538	-\$156,462
4592 Planning and Zoning Fees	\$45,200	\$173,826	+\$128,626
4593 Open Space Preservation	\$3,000	\$0	-\$3,000
4651 Misc. Grants	\$500.00	\$230	-\$270
<b>Total</b>	<b>\$483,700</b>	<b>\$490,952</b>	<b>+\$7,252</b>

## YTD Expenditure thru November 30th, 2023

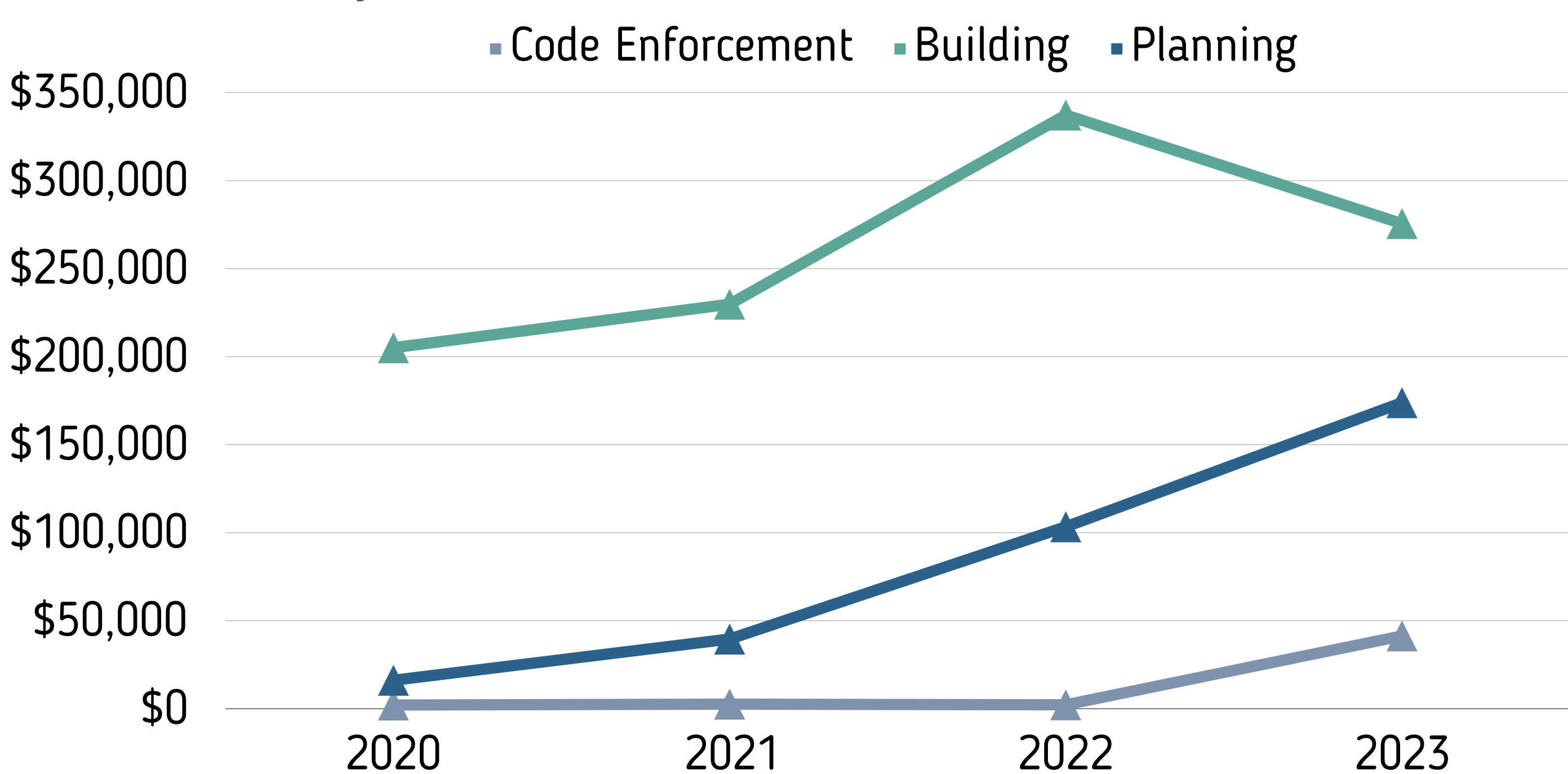
Expenditure Line	Budget	Actual	Remaining Balance
5112 Salary & Wages	\$254,043	\$202,970	\$51,073
5142 Benefits	\$61,442	\$38,597	\$22,845
5143 Retirement Expense	\$10,697	\$10,089	\$608
5153 Employment Testing	\$0	\$0	\$0
5172 Office Supplies	\$350	\$415	-\$65
5173 Employee Recognition	\$200	\$116	\$84
5182 Operating Supplies	\$24,000	\$2,832	\$21,168
5183 Grant Expense	\$0	\$0	\$0
5195 Professional Services	\$380,000	\$234,616	\$145,384
5201 Meeting/Conference/TRG	\$2100	\$1,275	\$825
5203 Working Meal Budget	\$200	\$256	-\$56
5212 Telephone	\$600	\$538	\$62
5222 Postage	\$300	\$67	\$233
5232 Travel/Mileage	\$500	\$602	-\$102
5242 Ad/Legal Notices	\$1,500	\$264	\$1,236
5292 Maintenance Contracts	\$1,500	\$20,300	-\$18,800
5382 Dues & Subscriptions	\$1,500	\$309	\$1,191
5502/5504/5512/5522 Payroll Exp.	\$22,344	\$18,050	\$4,294
<b>Total</b>	<b>\$761,276</b>	<b>\$531,296</b>	<b>\$229,980</b>

# Year over Year Performance

## Total Revenue & Expense



## Annual Revenue by Line



### Important Notes

\*2023 Revenue & Expenditure December Estimated

(1) OWTS permits and installer licensing revenue switched to Public Health for 2023.



# Code Enforcement

Q4 2023 October - December

## Department of Community Development

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### STR Violations

#### Closed STR Citations

**OR-23-9** STR License had expired, was still advertising on AirBNB. As of 10.10.23 the listing has been removed. Reissue citation if listing becomes active again w/out a valid license.

**OR-23-10** Active STR license. Advertising a maximum occupancy in excess of what is allowed per their septic tank. Warning letter sent out on 11.30.23. As of 12.18.23, the listing has been amended to reflect the correct maximum occupancy.

#### Open STR Citations

**OR-23-4** Advertisement on AirBNB for a short-term rental campsite. Staff have been unable to pinpoint the property in question and cannot effectively issue a citation until the subject property is found.

### General Violations

#### Closed CE Cases

**CE-22-35** Case was opened due to reports of camping. The property owner reached out and stated that they would vacate the property by 11.1.22, they stated that they would leave behind a vehicle, storage container, port-a-potty, and trailer. A site visit was conducted on 3.15.23, I was able to verify the vehicle and container on site but could not see the other two items. A follow up visit was conducted on 1.3.24. I observed that the property had remained unchanged from the previous visit in March. The case will be closed but will be monitored and reopened if necessary.

**CE-23-2** Case was opened by staff due to unpermitted interior work. After review, the interior work was deemed as finish work and not subject to a permit.

**CE-23-4** CE case was opened as the first in a series of cases by complainant M.P. as part of an ongoing neighbor feud. Complainant stated that the fence was not built up to code and that there was trash on the property. The property owners applied for and completed a building permit for the fence. The trash complaints were addressed in a previous code case (CE-22-34).

**CE-23-6** Complaint M.P. submitted this case in regards to another fence that he states was not built up to code. The property owners applied for and completed another building permit for this fence as well.

**CE-23-7** Complainant M.P. submitted this in regards to a roof that was replaced w/out a permit. The property owners applied for an after-the-fact roof permit on 7.6.23, they were assessed the standard double fee penalty for work done w/out a permit. The permit was completed on 11.1.23.

**CE-23-15** Case was opened due to a structure that appeared to be in excess of 120 Sqft. New building code adopted later that year would increase the limit before requiring a permit to 200 Sqft. Case will be closed but will be monitored and reopened if necessary.

# Code Enforcement

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## Closed CE Cases Cont.

**CE-23-19** Public submitted case involving multiple properties. Complainant stated that these properties had removed culverts. I spoke to Public Works about this, at this time, no action will be taken.

**CE-23-21** Through CE-23-24 Complainant submitted these cases all relating to the same property. All complaints were consolidated into CE-23-20.

**CE-23-25** Public submitted complaint regarding one more culvert removal. I spoke to Public Works about this, at this time, no action will be taken.

**CE-23-29** Case was opened regarding a deck that was built w/out a permit. A drive-by on 1.3.24 confirmed that the deck was removed.

**CE-23-35** Public submitted complaint regarding a lack of separation between the commercial area and residential area on Tolland Rd in Rollinsville. I analyzed the PUD for the property in question. The separation is done according to the plan, no violation exists.

**CE-23-36** Another case in the series submitted by complainant M.P. Complainant states that the owners are building a 3rd fence that is not up to code. The property owners applied for and received a building permit for this fence. As of 1.4.23, the permit is still active.

**CE-23-37** Complainant M.P. claims that the property owners have blocked Old Hughesville Road. He states that the actual end to Old Hughesville runs past the property in question. Staff have been unable to verify these claims and therefore cannot substantiate a violation.

**CE-23-38** Complainant M.P. states that a newly constructed awning exceeds 54" and is therefore in need of a permit. The property owner provided evidence that the awning is made from a 4'x8' sheet of plywood. Given this information, the awning cannot physically exceed 48".

**CE-23-39** Case was opened regarding a gate that was placed across Stewart Gulch Rd. After conversing with the U.S. Forest Service as well as documentation provided by the property owner, it was determined that the gate could remain in place.

**CE-23-41** Complainant M.P. stated that the 3rd fence being constructed is not on their property and is "trespassing". The fence is currently under an active permit. Furthermore, Gilpin County does not get involved in property line disputes.

**CE-23-42** Case opened for a stop work order. Unpermitted work on a driveway. As of 12.28.23, the property owner has been actively working on a variance to allow access from the north end of the driveway.

**CE-23-44** Case was originally opened due to unpermitted work on the structure (new roof and deck). The property owner applied for an after-the-fact permit on 9.21.23 and completed the permit on 11.29.23. Double fees were assessed.

**CE-23-52** Case was originally opened to place a stop work order due to a non-compliant driveway, the property owner was given a time frame to bring the driveway into compliance. I received confirmation from Timberline Fire on 11.15.23 and the Public Works Department on 11.27.23 that the driveway was compliant to their standards. The property owner was notified of the case closure.

**CE-23-53** Case was opened by complainant M.P. Complainant stated that there was trash accumulation. After reviewing the photos, he submitted, there is an insufficient accumulation of trash to warrant a violation of Ordinance 99-02.





# Code Enforcement

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## Closed CE Cases Cont.

**CE-23-56** Public submitted complaint. Complainant wanted to know if the property they border had obtained a Short-Term Rental license, as well as if elopements were considered a violation of our STR regulations. I spoke with the complainant on 11.6.23 and informed them that the subject property had indeed acquired a license. We spoke about if an elopement was considered a party due to the small size and generally quiet nature of elopements. The complainant stated that the elopements never exceeded the capacity of the STR and were not disruptive. Since the complainant's primary concern was if the STR license had been issued or not, I asked if they were comfortable with me closing out the case, they responded in the affirmative.

**CE-23-58** Public submitted complaint regarding activities in the Rollinsville Commercial area on Tolland Rd. I spoke to Public Works and Director Gutierrez about how to proceed. Public Works stated that the County only has prescriptive right-of-way for Tolland Rd itself, Director Gutierrez stated that R.O.W. issue would require the complainant to contact the Sherriff's office. Further complaints of this nature for this property should be brought to the attention of County Manager Rears.

## Opened CE cases

**CE-23-54** NOV was posted on 10.25.23. Encampment of RV's discovered actively camping near the Glory Hole Mine. Further investigation revealed these individuals to be trespassers. Sheriff Deputies were dispatched to serve a trespassing citation, the court date was set for 12.13.23. Actively monitoring case for resolution.

**CE-23-55** Public submitted CE case. Complainant was concerned about bright lights on Virginia Canyon Rd. I visited the approximate area of the lights on 11.16.23 and was able to identify the property on which they were on. I will visit the subject property again to verify if the lights were just a fluke or if they are permanent.

**CE-23-57** Complainant M.P. opened up his 9th code enforcement case against his neighbor's. This is part of an ongoing neighbor feud. In this particular case he claims there are unpermitted structures. I will verify the claims and proceed accordingly.

**CE-23-59** Staff issued a warning letter on 12.18.23 regarding a violation of the dark skies regulations as well as for extended camping on the property. As of 1.4.23, there has been no contact from the property owners.

**CE-23-60** Staff issued a warning letter regarding a property that is a limited use structure that is being used in excess of the 120 allowed days of the year. As of 1.4.23, there has been no contact from the property owners.

## CE Case Developments

**CE-22-32** Obtained a building permit on 9.27.23 to authorize the portion of an addition that was built without a permit as well as to finish the addition.

**CE-22-33** Applied for a building permit to authorize structures built w/out a permit. Property owner is working towards completion of this permit.

**CE-22-43** Obtained building permits to authorize structures built w/out a permit. Property owners are working towards resolution for the unpermitted house, deck, and caboose ancillary dwelling unit.



# Code Enforcement

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## **CE Case Development Cont.**

**CE-23-9** The contractor reached out on 11.9.23 via email. He stated that the project had encountered delays. In addition to this, the weather would not allow for the craning of the structure. New compliance date set for sometime in the Spring of 2024.

## **Current Actions Related to Short-Term Rentals**

### **AirBNB and VRBO**

Currently, as of 1.4.2024, the department has been able to pinpoint and verify licenses for 135 short-term rentals on AirBNB. This is an increase of 3 pinpointed listings since the last tally taken in October of 2023. The number of VRBO listings remain at 49. Staff are actively checking other sites such as HipCamp regularly.

### **STR Waitlist**

In September of 2023, the Short-Term Rental cap has been reached and a waitlist has been established. Staff have been diligently monitoring openings and assigning STR applications accordingly. We will continue to monitor sales of properties and license expirations to open up new slots.

## Finance Department Q4 Report 2023

The finance department was busy in the fourth quarter of 2023. Some of the highlights include:

- Working to adopt and submit the Gilpin County Budget to the County Commissioners for adoption. Then submitting to the state
- Interviewing and hiring for our financial clerk position. Looking forward to introducing Wendy at a Board meeting soon
- Working hard with Human Resources to implement new HR and Payroll software that will help to add automation to our systems
- Working on an audit RFP that is currently out

We expect some of these projects to wrap up in the 1<sup>st</sup> quarter but expect a very busy Q1 for 2024.

Joe Allaire  
Director of Finance  
Gilpin County

# Facilities Department 2023 Year in Review



## Overview

### Key Successes

- Zero work safety incidents in 2023
- Custodian I position filled.
- Data gathering on maintenance workload through the use of Asset Essential sheds light on workload and time efficiencies.
- Capital planning and project initiating timeline shifted to allow RFP release in Q3 of current year to be better prepared to contract and execute projects shortly after budget approval to have a full year to complete projects within the year.

### To Build Upon Successes

- Continue to hold safety meetings, an encourage safe working habits.
- Make best effort to retain current employee
- Expand Use of CMMS system to determine expected completion times.
- Continue to front load process elements of projects to ensure work can be started and completed in a timely manner.

### Notable Shortcomings

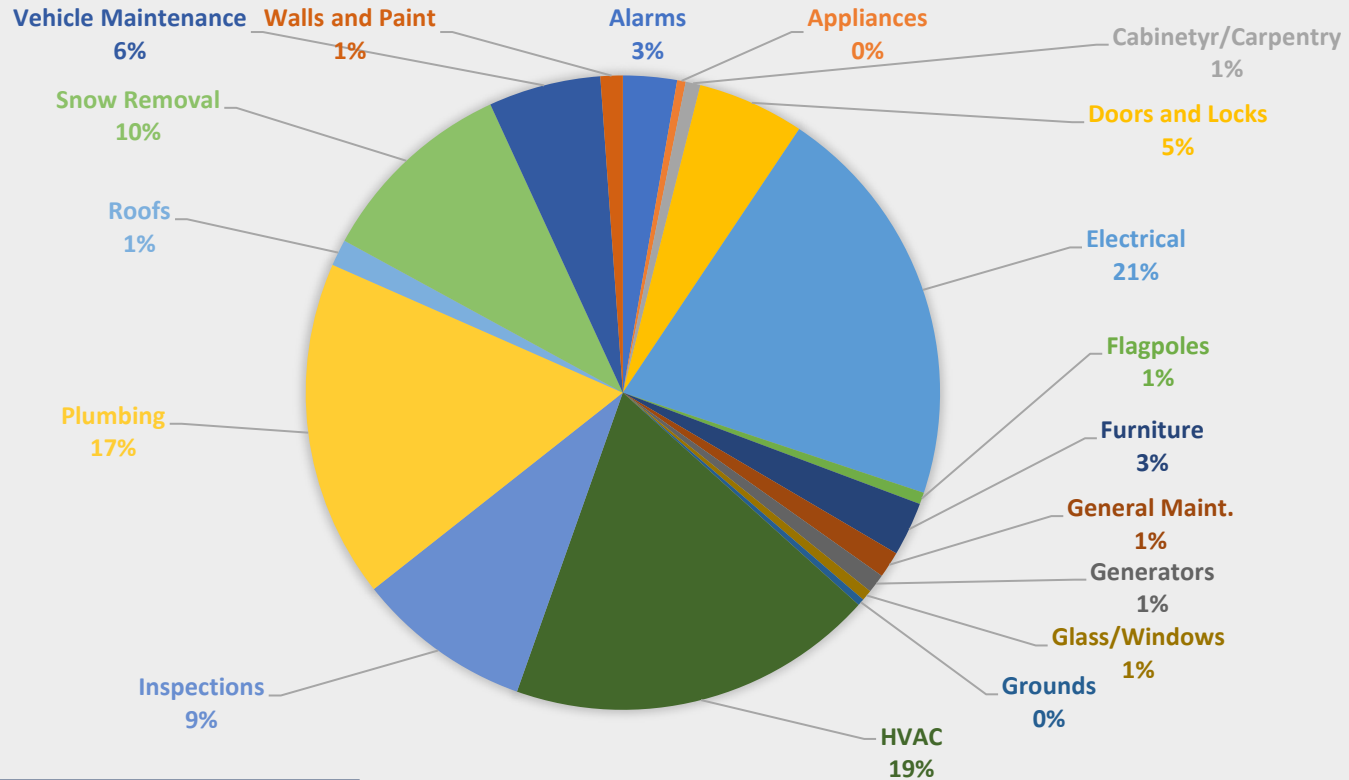
- Facilities Dept. has failed to hire Facilities Maint. Tech I
- Comprehensive Facility ADA compliance and remediation plan remains un-established. Possible open liabilities.

### To Rectify Shortcomings

- I strongly believe the factor that will help us hire a qualified individual is to look and increasing the wage for this position. The duties of this position I believe demand a higher wage than what is offered even after the wage study.
- Preliminary discussions and plans with vendors are in place to resolve in 2024.



## MAINT. TIME ALLOCATIONS BY WORK TYPE

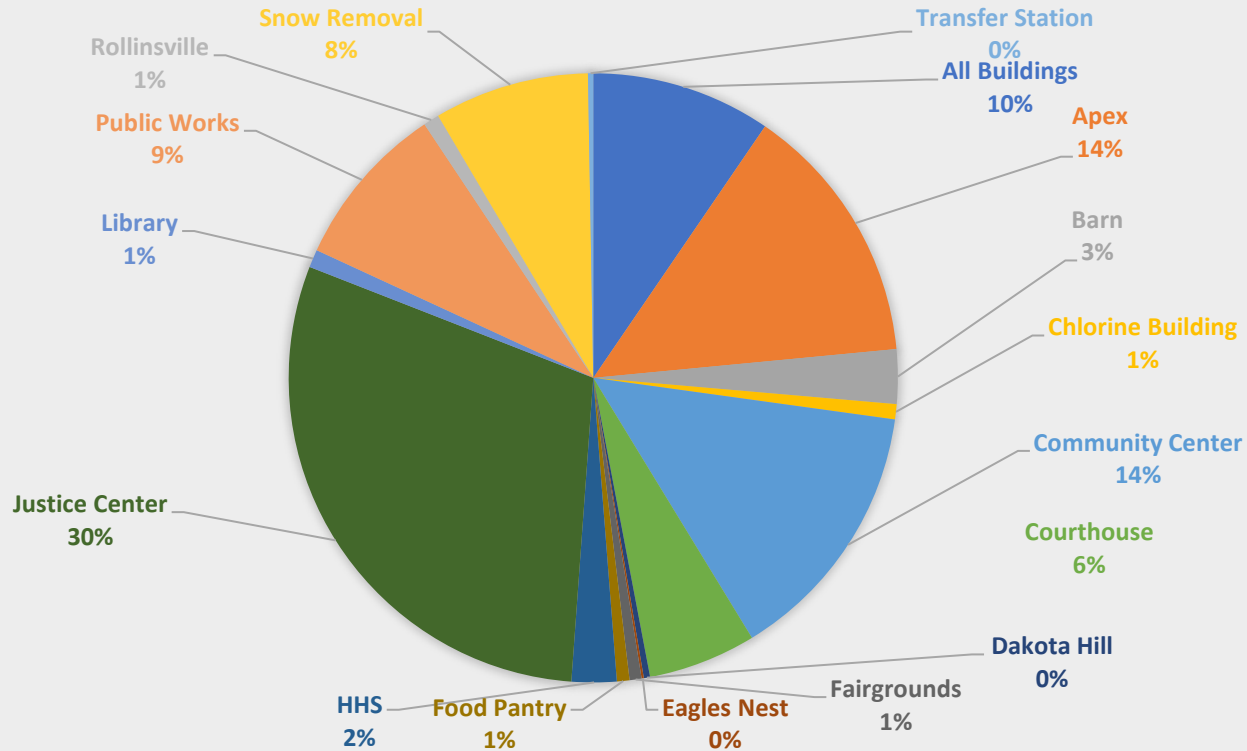


Work Order Summary

- 676 work orders received
- 15 work orders declined
- 642 work orders completed
- 13 work orders not completed – Carried to 2024
- 4,216.6 Hrs. on Direct Maintenance Recorded '23

- Electrical 21%
- HVAC 19%
- Plumbing 17%
- Snow Removal 10%
- Inspections 9%
- Vehicle Maintenance 6%
- Doors & Locks – 5%
- Alarms – 3%
- Furniture – 3%
- Appliances – 1%
- Flagpoles 1%
- Walls and Paint 1%
- Generators 1%
- Glass and Windows 1%
- General Maintenance 1%
- Cabinetry/Carpentry & Grounds – 0%

## MAINT. TIME ALLOCATIONS BY WORK SITE



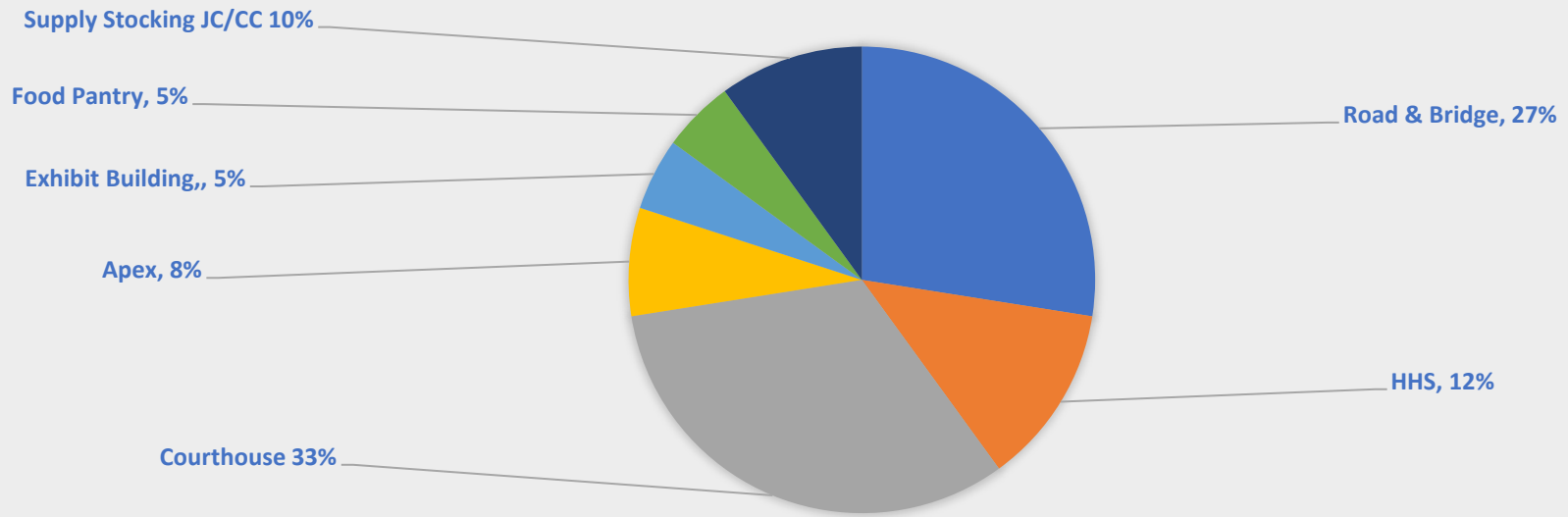
Work Order Summary

- 676 work orders received
- 15 work orders declined
- 642 work orders completed
- 13 work orders not completed – Carried to 2024
- 4,216.6 Hrs. on Direct Maintenance Recorded '23

- Justice Center – 30%
- Community Center 14%
- Apex 14%
- All 10%
- Public Works 9%
- Snow Removal 8%
- Courthouse 6%
- Barn 3%
- HHS 2%
- Chlorine Building 1%
- Rollinsville 1%
- Transfer Station 0%
- Eagles Nest 0%
- Dakota Hill 0%

Facilities Department 2023 Year in Review

**CUSTODIAL (INHOUSE) TIME ALLOCATIONS  
BY SITE**



# Facilities Department 2023 Year in Review




## Projects

Project	Oct. '22	November	December	January '23	February	March	April	May	June	July	August	September	October	November	December '23
Dory Lake Engineering	RFP Process		Proposal Review/Award		Contract Negotiations						Work Ongoing / Design Drawings Under Review Complete by March 2024				
RTU Replacement Community Center	Budget Confirm/Price Renewal			Contract Negotiations						Work Ongoing – Units on ordered - Completion/Install Summer 2024					
Courthouse Window Restoration			RFP Process & Proposal Review			Stopped/Deferred									
Card/Credential Locks		Initial Work at JC (through OEM/SO) needed before confirming equipment to release RFP for county wide retrofit of compatible equipment						RFP	Contracting			Work Ongoing – Only Staff Training Remaining – Complete by Feb 2024			
Apex Office Renovations				Gathering Quotes					Contracting			Work	Complete		
FCA /Reserve Reports	RFP	Work				Complete									
Jail Pod Carpet Replacement					Gather Quotes			Work	Complete						
Jail Walk-In Fridge/Freezer Replacement			Gather Quotes		Work							Complete			
Apex Cistern				Solicit/Contract	Work/Completion										
Community Center Flooring											RFP	Evaluation/Award/Contract	Work	Complete	
Multiple Site Fire Alarm System Replacement											RFP	Evaluations			Award/Contract
Multiple Site Engineering											RFP	Evaluations			Award/Contract
Multiple Site HVAC											RFP	Evaluations			Award/Contract
Food Pantry Architect/Engineer Plans – Construction Drawings											RFP	Evaluations			Award/Contract
Dory Hill Campus Water Infrastructure – Well pump Replacement											RFP	Evaluations			Award/Contract
Historic Courthouse Front Porch Decking Replacement											RFP	Evaluations			Award/Contract
BOCC Gallery Seating											RFP	Evaluations			Stopped/Deferred
Community Center Low Slope Roof											RFP	Evaluations			Award/Contract
Justice Center Low Slope Roof											RFP	Evaluations			Award/Contract



Facilities Department 2023 Year in Review

 Operating Budget

Facilities 2023					
Revenue					
Account Number	Description	2023 Budget	YTD Received	\$\$ Remaining	% Rev to date
01.26.4152	Insurance Proceeds	0	-	0	
01.26.4321	Facility Fees	2,000	1,604.21	396	
01.26.4346	Donations	0	-	0	
1.26.4651	Energy Impact Grant for 15193		-	0	
	<b>TOTAL</b>	<b>\$ 2,000</b>	<b>1,604</b>	<b>\$ 396</b>	<b>80%</b>

**Expenditures**

Account Number	Description	2023 Budget	Total Spent**	\$\$ Remaining**	% Spent to Date
	<b>Payroll &amp; Insurance</b>				
01.26.5110	Salary Accrual		-	-	
01.26.5112	Salaries (includes summer temps)	437,543	322,301.88	115,241	74%
01.26.5113	Overtime	7,200	5,044.63	2,155	70%
01.26.5117	On Call Pay	12,892	7,944.00	4,948	0%
01.26.5116	Custodial Contracts	106,000	105,999.96	-	0%
01.26.5142	Benefits	163,076	73,469.16	89,607	45%
01.26.5143	Retirement Expense	21,877	16,115.06	5,762	74%
01.26.5153	Employment Testing	-	-	-	0%
01.26.5172	Office Supplies	400	528.40	(128)	132%
01.26.5173	Employee Recognition	300			
01.26.5181	Operating Supplies one Time	5,000	-	5,000	0%

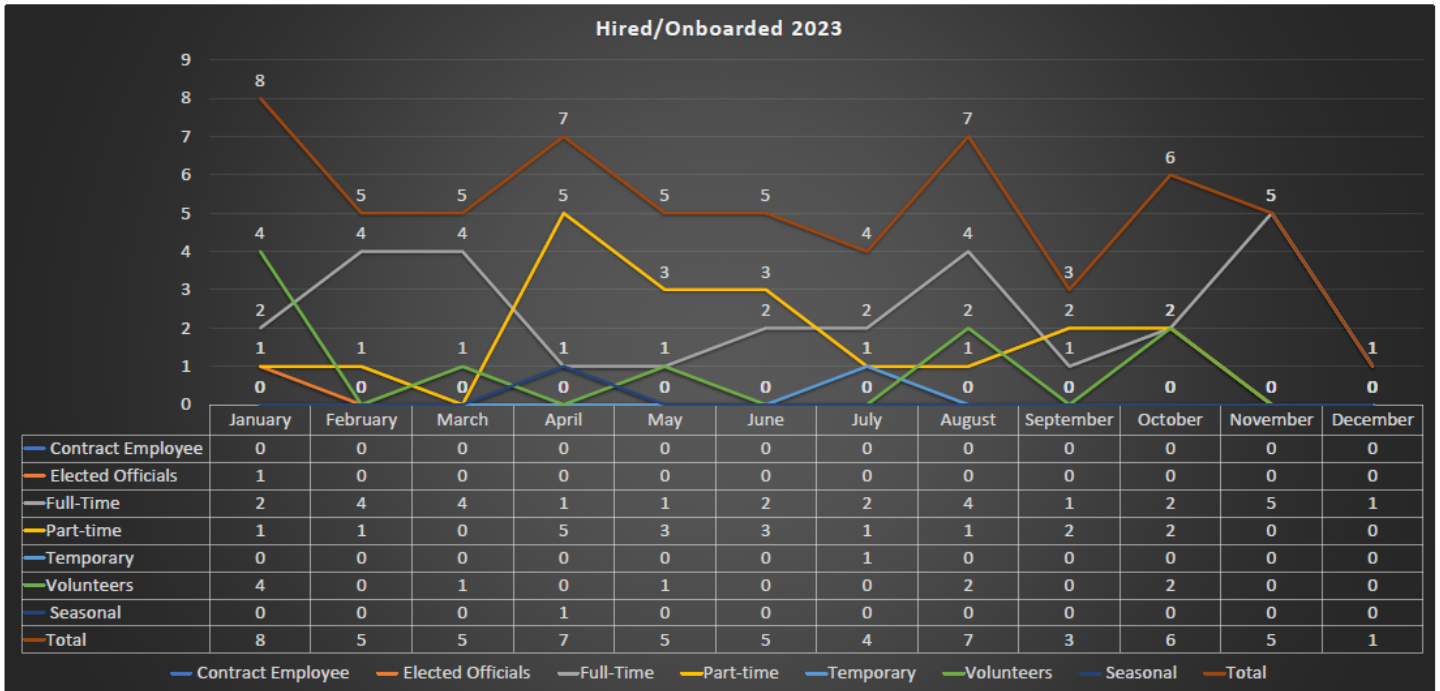
## Facilities Department 2023 Year in Review

01.26.5182	Operating Supplies - Recurring	35,000	34,114.95	(12,834)	97%
01.26.5182	Operating Supplies - Custodial		13,719.23		0%
01.26.5183	Grant Expense	-	-	-	
01.26.5195	Professional Services	30,000	60,946.00	(30,946)	203%
01.26.5201	Meetings/Conferences/Training/Meals	7,500	-	7,500	
01.26.5212	Telephone & Internet	57,000	65,010.70	(8,011)	114%
01.26.5222	Postage	100	-	100	0%
01.26.5232	Travel & Subsistence	12,500	8,880.61	3,619	71%
01.26.5242	Ads/Legal Notices	-	-	-	
01.26.5249	Utilities - Hughesville Rd	400	468.82	(69)	117%
01.26.5250	Utilities -Sheriff's Annex	2,800	3,748.60	(949)	134%
01.26.5251	Utilities -Courthouse	20,000	20,584.38	(584)	103%
01.26.5254	Utilities - Jankowski	10,000	10,840.10	(840)	108%
01.26.5256	Utilities - Justice Center	150,000	142,445.87	7,554	95%
01.26.5258	Utilities - Apex	22,000	23,628.80	(1,629)	107%
01.26.5258	Utilities - Eagles' Nest	-	1,731.59		
01.26.5259	Utilities/Exhibit Barn	18,000	20,590.24	(2,590)	114%
01.26.5260	Utilities 15193 Highway 119	7,000	8,432.22		
01.26.5281	Computer Hardware/Software	250	248.39	2	
01.26.5282	Repair & Maintenance - Facilities	150,000	132,216.66	8,250	88%
01.26.5282	Repair & Maintenance - Vehicles	-	9,533.73		0%
01.26.5292	Maintenance Contracts	50,000	62,113.84	(12,114)	124%
01.26.5382	Prof. Development/ Dues/Subscriptions	5,100	760.00	4,340	15%
01.26.5392	Uniforms	3,600	1,849.89	1,750	51%
01.26.5502	Social Security Expense	28,373	20,757.88	7,615	73%
01.26.5504	Medicare Expense	6,636	4,854.70	1,781	73%
01.26.5512	Suta Expense	915	670.60	244	73%

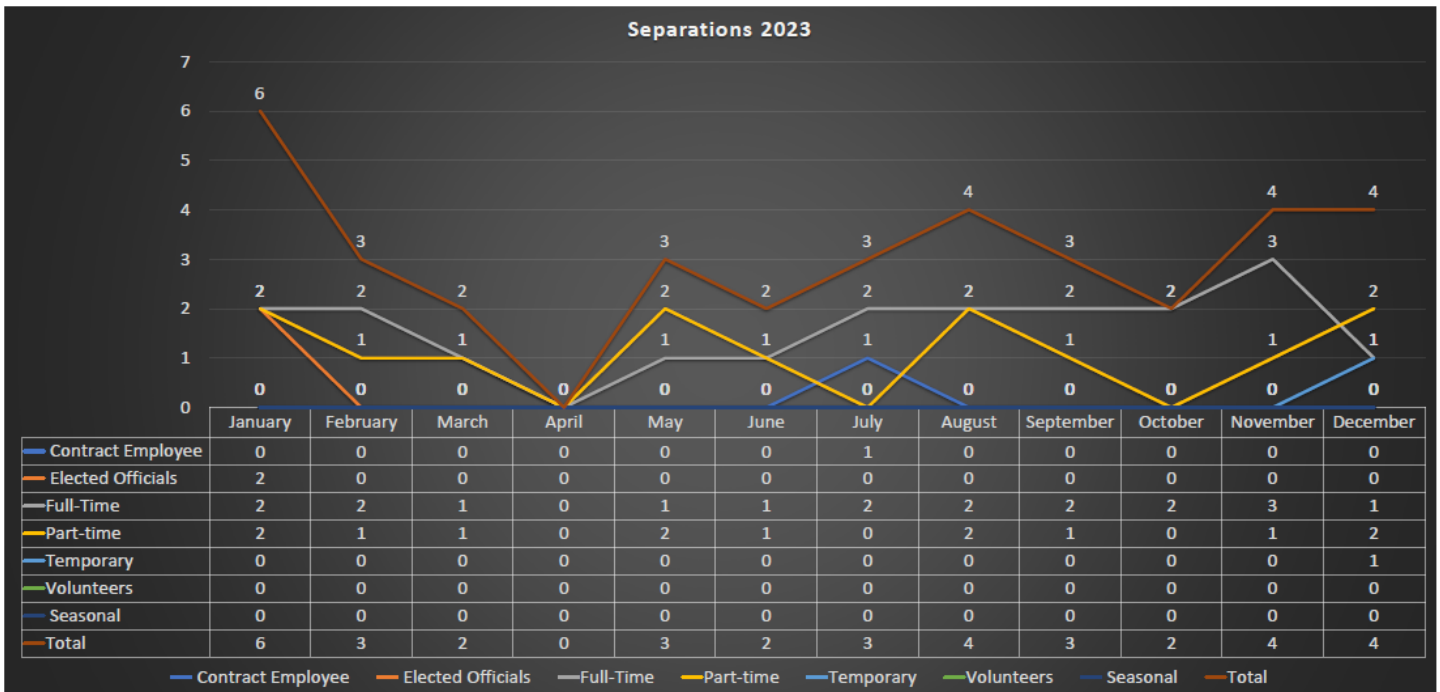
Facilities Department 2023 Year in Review

02.00.5522	Worker's Compensation	8,074	8,074.00	-	100%
01.26.5543	Late Fees / Finance Charges	-	10.39	(10)	0%
01.26.5901	Equipment / Vehicle Access Under \$5k	-	-	-	0%
01.26.5902	Capital Outlay (equipment over 5k)				0%
01.26.5911	Safety	3,000	1,599.02	1,401	53%
01.26.5928	Equipment Rental	5,000	5,097.74	(98)	102%
	<b>TOTAL</b>	1,387,536	1,194,332	196,067	86%

# Human Resources Quarterly Report Q4 2023



Year to Date - 61

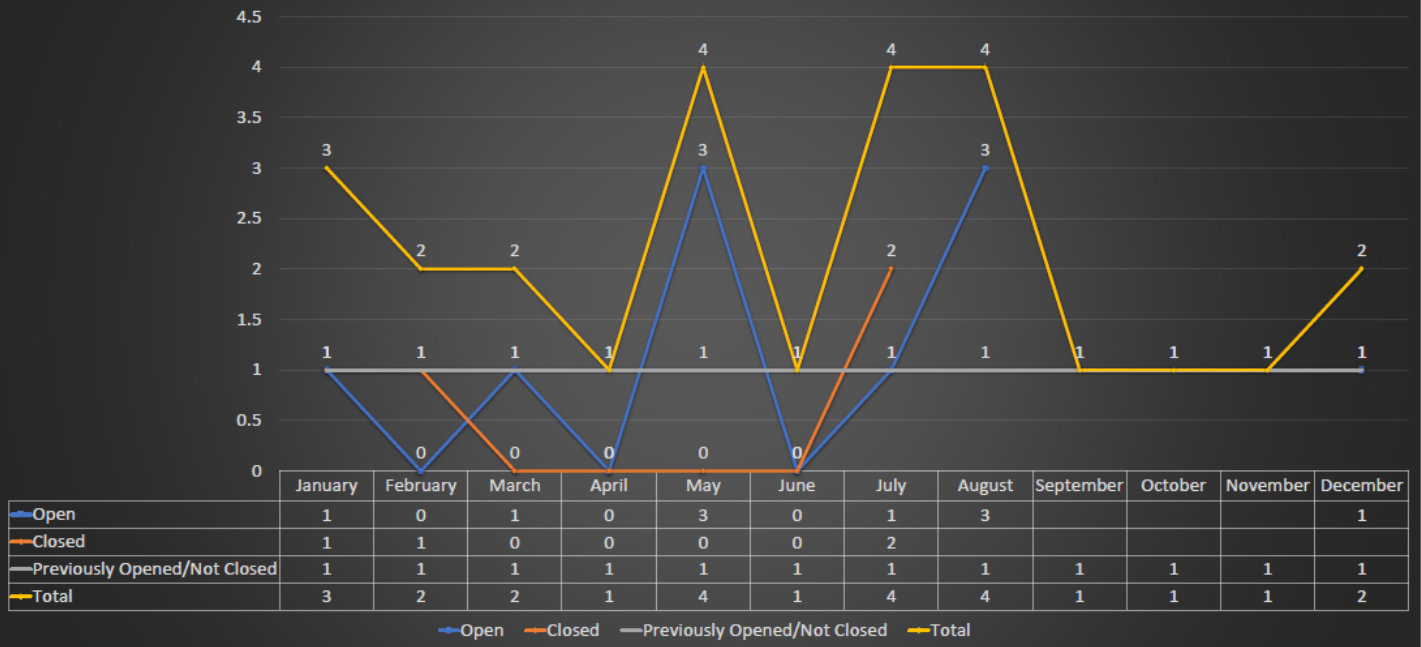


Year to Date - 36

# of Job Reqs Opened and Closed Monthly



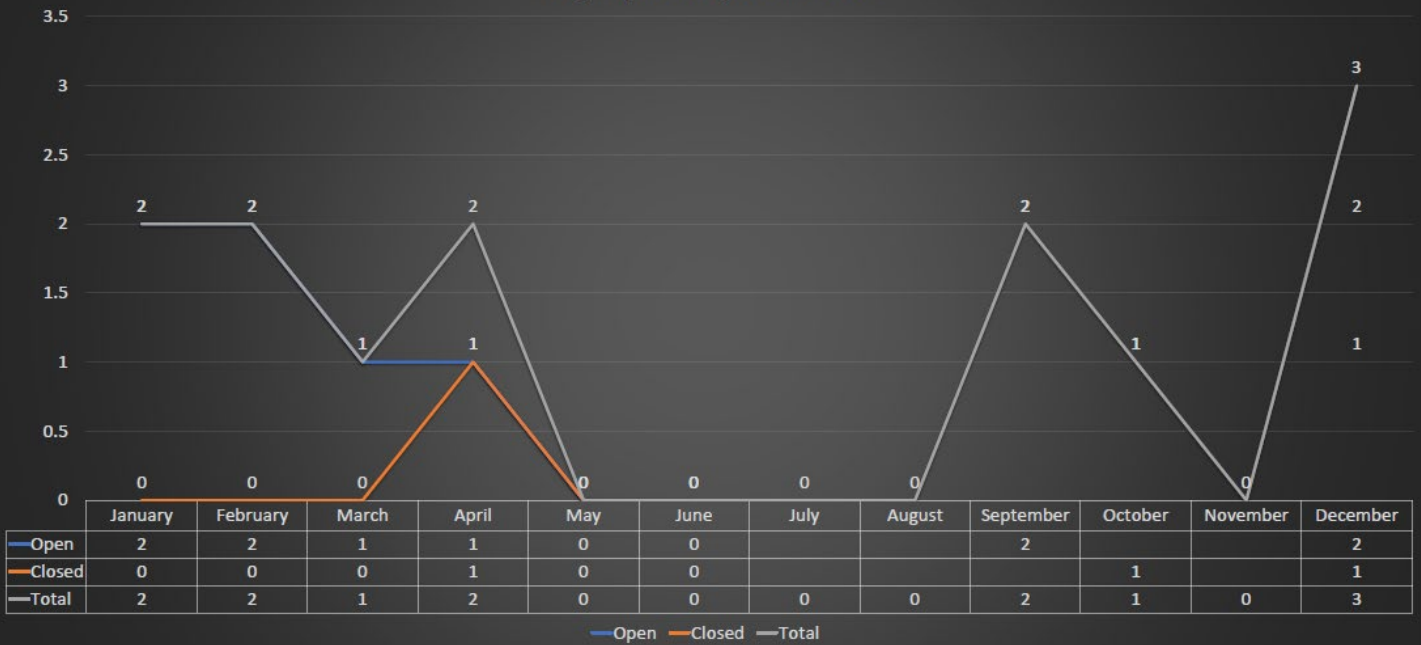
FMLA 2023



### Workers Comp 2023

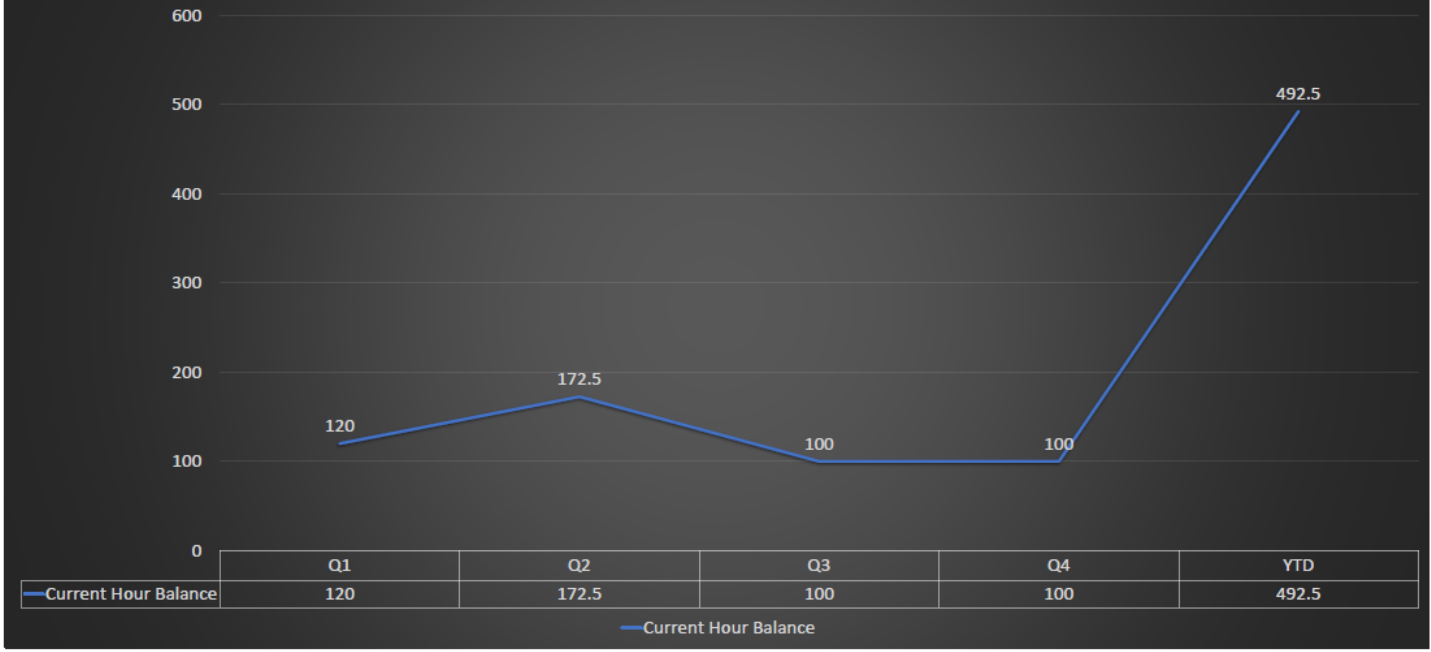


### Property Casualty Claims 2023





Current Hour Balance Sick Leave Donations Quarterly 2023



Current Monetary Balance Sick Leave Donations Quarterly 2023





## 2023 Job Openings

Counts	Open	Closed
January	6	6
February	6	7
March	7	1
April	4	8
May	2	3
June	8	6
July	7	4
August	8	9
September	5	6
October	3	3
November	3	2
December	3	5

Req Title	Req Date Open	Req Date Filled	Req Number	Hire First Name	Hire Last Name
Sports Official	1/8/2024		PAR-24-00001		
Senior Services & Transportation Driver I	1/5/2024		HUM-24-00002		
Library Specialist	1/4/2024		LIB-24-00001		
Senior Services & Transportation Driver 2	1/4/2024		HUM-24-00001		
Librarian - Adult Services	12/18/2023	1/6/2024	LIB-23-00001	Jennifer Matthews	
Equipment Operator I	12/5/2023		PUB-23-00005		
Director of Emergency Management	12/4/2023		SHE-23-00008		
Public Health Director	11/16/2023	1/1/2024	PUB-23-00004	Alisa Witt	
Office Assistant - Public Works (2 year position)	11/15/2023	11/16/2023	PUB-23-00003	closed	
Historic Commission Member	11/14/2023	11/15/2023	COM-23-00002	closed	
Finance Clerk	11/2/2023	1/16/2024	FIN-23-00002	Wendy Gutcher	
Head Lifeguard	10/19/2023		PAR-23-00021		
Volunteer Planning / Historic Commission Member	10/18/2023		COM-23-00002		
Youth Camp Program Leader	10/11/2023		PAR-23-00020		
Community Engagement Officer	9/28/2023	1/15/2024	COU-23-00003	Melanie Bleyler	
Community Service Officer	9/28/2023		SHE-23-00007		
Office Assistant & Permit Technician	9/21/2023	10/23/2023	COM-23-00001	Kristine Sacco	
Community Health Specialist (2 year grant funded)	9/14/2023	11/15/2023	PUB-23-00002	Marie Larson	
Caseworker I	9/7/2023	10/26/2023	HUM-23-00006	Caitlan Mitchell	
Victim Advocate	8/31/2023	11/13/2023	SHE-23-00006	Kelli Woodard	
Deputy - Detentions - POST Certified	8/30/2023		SHE-23-00005		
Custodian I	8/29/2023	1/1/2024	FAC-23-00001	Sean Boutot	
Caseworker III	8/28/2023	11/9/2023	HUM-23-00005	Marie Cosby	
Administrative Assistant to the BOCC	8/24/2023	9/21/2023 13:57	COU-23-00002	Lyndsey	Denton
Transfer Station Attendant	8/17/2023	12/11/2023	SOL-23-00004	Jon Arbogash	
Volunteer - Meals on Wheels Program	8/17/2023		SEN-23-00002		
Volunteer Athletic Coach	8/17/2023		PAR-23-00018		
Lifeguard	7/25/2023		PAR-23-00017	Ryan	Hanssen
Lifeguard	7/25/2023		PAR-23-00017	Faith	Ramsey
Child and Adult Protection Program Manager	7/25/2023	8/28/2023 16:14	HUM-23-00003	PAIGE	SONS

Lifeguard	7/25/2023		PAR-23-00017		
Head Lifeguard	7/19/2023		PAR-23-00016		
Recreation Coordinator	7/18/2023	8/8/2023 18:21	PAR-23-00015	Daizsa	Caldwell
Guest Services Representative	7/11/2023	9/14/2023 15:25	PAR-23-00014	Paul	Brusca
Teen Program Assistant / Youth Aide	6/14/2023	9/19/2023 15:08	PAR-23-00013	Brian	Baratta
Teen Program Assistant / Youth Aide	6/14/2023	9/19/2023 15:08	PAR-23-00013	Rayna	Durnen
Recreation Generalist	6/14/2023	8/21/2023 12:06	PAR-23-00011	Sydney	Nation
Recreation Generalist II	6/14/2023	8/1/2023 18:19	PAR-23-00012	Katherine	Harvey
Office Assistant - County Manager's Office (Temporary)	6/13/2023	7/19/2023 19:42	COU-23-00001	Colleen	Stewart
Victim Services Coordinator	6/7/2023	8/30/2023 13:30	SHE-23-00004	Kristina	Mahoney
Equipment Operator I	6/7/2023	8/30/2023 11:18	PUB-23-00001	Kevin	Swarick
Transfer Station Attendant (Open house for job info 6/26-6/29 8am-5pm@Public Works 303-582-5004)	6/7/2023	7/10/2023 13:15	SOL-23-00003	James	Holloway
911 Dispatcher (Communications Specialist)	5/25/2023		SHE-23-00003		
Sports Official	5/18/2023	6/13/2023 10:12	PAR-23-00010	Andrew	Starkey
Chief Deputy - Assessor	4/26/2023	5/26/2023 9:17	ASS-23-00001	JULIE	HUNT
Volunteer Athletic Coach	4/25/2023	8/17/2023 10:29	PAR-23-00008	Nichole	Sterling
Human Services Director	4/25/2023	7/25/2023 14:53	HUM-23-00002	Janey	Barker
Head Lifeguard	4/25/2023	7/10/2023 14:01	PAR-23-00007	Kayla	Marr
Recreation Generalist - Full Time	3/30/2023	4/25/2023 10:28	PAR-23-00005	Aspen	Cowles
Recreation Generalist - Part Time	3/30/2023	4/25/2023 10:30	PAR-23-00006	TARA	NYIKOS
Slash/Mulch Site Attendant (Seasonal)	3/23/2023	4/26/2023 14:42	SOL-23-00002	Richard	Conklin
Deputy - Court Security	3/20/2023		SHE-23-00001		
Youth Camp Aide	3/3/2023	10/9/2023 10:42	PAR-23-00003	Avery	Ramsey
Youth Camp Aide	3/3/2023	10/9/2023 10:42	PAR-23-00003	Makenzie	Marr
Youth Camp Program Leader	3/3/2023	8/30/2023 11:13	PAR-23-00004	Abigail	Smith
Volunteer - Meals on Wheels Program	2/27/2023	8/17/2023 10:44	SEN-23-00001	Dennis	Newhoff
Guest Services Representative	2/27/2023	4/5/2023 14:19	PAR-23-00002	Steven	Koehler
Office Assistant- Treasurer's Office	2/13/2023	5/18/2023 17:40	TRE-23-00002	CATHERINE	GREMILLION
Deputy Clerk - Motor Vehicle Technician	2/8/2023	6/22/2023 11:30	CLE-23-00002	Jessie	Hartman
Deputy Clerk - Motor Vehicle Technician	2/8/2023	6/22/2023 11:30	CLE-23-00002	Joanna	Ziarten
Tax Representative (Treasurer's Office)	2/1/2023	3/1/2023 14:37	TRE-23-00001	Jenniffer	Johnson

Finance Payroll Clerk - Training Provided!	1/27/2023	5/4/2023 10:19	FIN-23-00001	Kristine	Sacco
Lifeguard	1/26/2023		PAR-23-00001	Andrew	Starkey
Lifeguard	1/26/2023		PAR-23-00001	Tyler	Gilmour
Lifeguard	1/26/2023		PAR-23-00001	Connor	Holloway
Deputy Clerk - Recording Specialist	1/12/2023	7/6/2023 10:48	CLE-23-00001	Sharon	Cate
Case Manager - Adult Programs	1/12/2023	2/2/2023 11:07	HUM-23-00001	Michelle	Combs
Corporal Detentions	12/29/2022	4/25/2023 10:50	SHE-22-00011	Shane	Meredith
Corporal Detentions	12/29/2022	4/25/2023 10:50	SHE-22-00011	Richard	Armijo
Sergeant-Detentions	12/29/2022	3/6/2023 18:41	SHE-22-00012	Stephen	Mathews, Jr
CSU Extension - Office Assistant	12/16/2022	2/20/2023 20:48	CSU-22-00001	Rebecca	Osteboe
Office Assistant & Permit Technician	12/9/2022	2/24/2023 10:21	COM-22-00003	Lyndsey	Denton
Victim Advocate	11/22/2022	3/6/2023 16:47	SHE-22-00010	Lila	Ferguson
Code Enforcement Officer	11/22/2022	2/7/2023 10:53	COM-22-00002	Brian	Smith
Office Assistant- Treasurer's Office	11/9/2022	1/10/2023 17:53	TRE-22-00002	Zachary	Thomas
Transfer Station Attendant	8/12/2022	2/2/2023 11:29	SOL-22-00002	Randall	Ruhl
Transfer Station Attendant	8/12/2022	2/2/2023 11:29	SOL-22-00002	Samantha	Gosnell
Chief Deputy - Clerk & Recorder	8/2/2022	1/12/2023 14:57	CLE-22-00005	Joseph	Self
Facilities Maintenance Technician I	7/20/2022		FAC-22-00002		
Equipment Operator I	5/31/2022	6/7/2023 11:09	PUB-22-00007	Jonathan	Fry
911 Dispatcher (Communications Specialist)	5/16/2022	4/24/2023 19:12	SHE-22-00006	Amanda	Black
Deputy - Patrol	3/30/2022		SHE-22-00005		
Deputy - Detentions - POST Certified	1/31/2022	8/30/2023 11:25	SHE-22-00001	Everet	Thompson
Volunteer Athletic Coach	1/4/2022	4/25/2023 10:46	PAR-22-00001	Kayla	Carlson

**Current position vacancy rate 8.46% a decrease of 1% over last quarter (excluding volunteer positions)**

### Training

- Countywide 1<sup>st</sup> Amendment Auditor training
- Phishing and Cyber Training opportunities
- Management / Supervisor Training - setting date
- CPR / AED trainings

### Short-Term Goals:

- Scheduling multiple trainings for this year
- UKG Setup and Implementation
- HR Record and data transfer to new system post setup
- Time clock setup
- Safety Committee Meeting February
- Volunteer Procedures, Guidelines and Insurance
- Stronger online and social media presence
- Recruitment videos for SO, Facilities and Countywide

### Long-Term Goals

- Employee engagement survey (HRQ survey was positive)
- Formal Ongoing Training Calendar

- Recruitment, retention and employee engagement opportunities
- Organizing HR drive information

### **Completed Items this Quarter**

- 2024 Health Insurance Benefit Plans set premiums, updates to Ascentis, open enrollment meetings, contacting all employees that did not complete enrollment, benefit summary sheets sent to employees
- Coreflexion Compensation Plan adoption, implementation, communication, increase letters to employees and system updates
- Minimum wage adjustment to pay plan 2024, employee analysis
- Handbook update to reflect recent legislative changes, acknowledgement tracking
- Employee Annual Performance Reviews, coaching, review, and tracking
- UKG System set up, preparing data for transfer, reports and UKG training
- Holiday party, invite, location, rsvp, rentals, food, drinks, linens, door prizes, employee peer awards, years of service, decorations, cake, setup and tear down
- Unemployment Claims - 2
- Employee Relation Items – 9
- COBRA Renewal
- Attorney Review process
- Public Health Director position items
- Community Engagement Officer position items
- Halloween Costume Contest
- Cyber Renewal
- HRA utilization review and auto judication items
- Crystal P. attended 5 trainings
- Chanda attended 1 training
- Steps Challenge drawing for November December and grand prize winners
- Benefit election report to finance
- Census data to HRA
- Exit interviews
- Onboardings
- Created pay plans for elected officials and coroners for UKG purposes
- Work with CEBT to get 4 grandfathered employees vol life into CEBT systems and bills
- Q4 randoms
- Election judge checks
- Dependent age out
- HR/FIN audit
- HRA checks declined and fees to repay
- H&W Turkey Trot
- EEO4
- Ordered hats
- Moved offices and cleaned space

# Gilpin County Public Health Quarterly Report

October-December 2023

Submitted 1-16-2024 by Alisa Witt, Public Health Director

- **Communicable Diseases including Covid and Vaccines**
  - The Public Health team is working with Rebecca Hermann from CDPHE who is our Field Epidemiologist on disease investigations and follow-up trainings and reporting.
  - Gilpin PH is actively looking to partner with Clinica or another agency to provide routine and seasonal vaccines to our residents. We have not been able to schedule another vaccine van visit from CDPHE.
  - Covid-19
    - Covid self-tests and masks are available through grant funding for the public and staff at Public Health, Community Center, Library and Courthouse as long as supplies last.
    - It is advisable for everyone who has not gotten the latest Covid Immunization to receive 1 dose. They are available at all pharmacies and most physician offices.
    - There has been an increase in Covid, flu and RSV as was expected due to family gatherings and travel over the holidays. Thankfully, not a big surge in hospitalizations or deaths.
- **Community Engagement**
  - Community Health Improvement Plan
    - The 2024-2028 Gilpin County Public Health Improvement Plan was approved by the BOCC on December 19 and sent to CDPHE with the understanding that the objectives and tactics for the report will be updated and resubmitted in March 2024.
  - Gilpin School Engagement
    - Healthy Kids Colorado Survey: Survey will be implemented to all eligible 7<sup>th</sup> thru 12<sup>th</sup> grade students on January 18<sup>th</sup>, 2024. To gain approval for the first time in 10 years. Parents need to opt-in and grant permission, so the numbers will likely be low. This method was chosen and agreed upon by the school. The hope is if all goes well, full access will be granted in 2 years when the survey comes back.
    - LifeSkills Classes: 3<sup>rd</sup> and 5<sup>th</sup> graders at the Gilpin School completed this research proven program promoting resistance to drugs and alcohol and social emotional learning. This is a partnership in its 3<sup>rd</sup> year with the youth program at the Gilpin Community Center and is funded through their substance abuse block grant. We hope to continue this for many years. Very well received by students and school staff.

- Radon
  - In partnership with the CSU Extension and Gilpin Library, a grant funded program has allowed us to distribute free radon test kits to all residents who request them through the website, or at one of our offices.
  - Our grant was renewed and this year, we included paid advertising in our budget. Weekly ads will run during December-March in the Mountain Ear. Articles will be published in both papers.
  - Thru this program promotion, several residents have had their homes mitigated through the Low-Income Radon Mitigation Assistance Program from CDPHE.
- **Environmental Health**
  - Retail Food
    - Approximately 65 retail food inspections have been conducted this year.
  - OWTS- Work done year to date
    - Use Permits Issued: 100
    - Providers Licenses Issued: 45
    - Septic Install/Repair Permits Issued: 45

We are working as a team with Community Development on code enforcement and violations.

- **Water Lab:** We are testing samples for bacteria and E. coli and results are emailed or phoned back within 24-48 hours. Residents are also being referred to the City of Golden water lab or the state water lab if more extensive testing is desired or warranted.
  - Our lab was re-certified by CDPHE with an onsite evaluation and proficiency testing done by our Environmental Health Specialist and Community Health Specialist, who now runs our samples and provides results reporting.
  - For all of 2023, we processed 94 water samples, which is about 20% down from pre-Covid levels.
  - It is recommended that all private wells are tested annually. Outreach education to the community is planned for the Spring 2024.
  - We process state required samples regularly for Golden Gate Canyon State Park and other local community wells.
- **Mental Health/Substance Use/Vulnerable Residents**
  - The Public Health Director meets regularly with Jefferson Center and manages the relationship for the county.
  - Gilpin Cares: New initiative to assist first responders from all agencies in Gilpin County to understand the resources and programs available for our most vulnerable residents.
    - Second lunch meeting on 11/16 very well received- more meetings to come.

- Partnering with Human Services, Jefferson Center, Suicide coalition and CSU extension behavioral health.

- **Funding Updates**

- Grants and Task Orders- Updates

- An additional \$50,000 was requested and approved by CDPHE for Public Health Emergency planning and preparedness. This brings the total to \$113,681 between the PHEP and CRI grants. Budgets for both grants being updated for approval.
- ARPA 6.1 additional \$44,000 makes up for Task order reduction was received in 2024.
- Applied for the STEPP tobacco grant and are expected to be awarded \$50,000 for the next 2 grant years. \$25,000 will be received for July 1 2024- June 30, 2025.
- Immunization funding from CDPHE transferred back from Jefferson Public Health \$10,549.50 for January 1, 2024 to June 30 2025 and then same amount for second have of the year. \$21,099 annually.





**Gilpin County Treasurer & Public Trustee**  
PO Box 368, 203 Eureka St  
Central City, Colorado 80427  
**303-582-5222**

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To Gilpin County BOCC

RE: 4<sup>th</sup> Quarter Public Trustee Report

For the 4<sup>th</sup> quarter the Public Trustee's office processed:

Release of Deed of Trust	67 – 4 <sup>th</sup> quarter 241 – 2023
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426 in 2022

Foreclosures – started	4 - 4 <sup>th</sup> quarter
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12 - 2023

8 - 2022

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**Mary Lorenz, Treasurer & Public Trustee** – [mlorenz@gilpincounty.org](mailto:mlorenz@gilpincounty.org)

Daurice McMillan, Chief Deputy Treasurer & Deputy Public Trustee – [dmcmillan@gilpincounty.org](mailto:dmcmillan@gilpincounty.org)

website: [gilpincounty.colorado.gov](http://gilpincounty.colorado.gov)

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**Mary R Lorenz  
Gilpin County Treasurer  
And Public Trustee  
P. O. Box 368  
Central City, CO. 80427-0368  
303-582-5222  
Fax: 303-582 3086**

January 3, 2024

Gilpin County Board of Commissioners  
Central City, CO. 80427

FOR: BOCC Meeting

Dear Board of Commissioners:

Attached is a complete report of all funds collected and disbursed through the office of the Gilpin Public Trustee for the Fourth quarter (October, November & December) of 2023.

The 4th quarter payroll totals \$1,892.52. I have issued check# 5556 to the Gilpin County Board of Commissioners in the amount of \$1,892.52 dated January 4, 2024 from the Operating Account for deposit to the Public Trustee Salary Fund in the County General to cover the 4<sup>th</sup> quarter payroll. It has been deposited.

I am also including the Annual Public Trustee reports for foreclosures and releases.

If you have any questions regarding this report, do not hesitate to contact me.

Respectfully Submitted,



Mary R Lorenz  
Gilpin County Public Trustee

Encl.

GILPIN COUNTY PUBLIC TRUSTEE  
MONTHLY BALANCE SHEET  
4TH QUARTER 2023

Bank Balance: September 30, 2023 \$ 2,875.99

**INCOME:**

Foreclosures	\$ 2,600.00	
Releases	\$ 1,197.00	
Redemp/Cure - In	\$ -	
Interest	\$ -	
Long/Short	\$ -	
Misc. - Foreclosure	\$ 52.49	
<b>Total Income:</b>		<b>\$ 3,849.49</b>

**DISBURSEMENTS:**

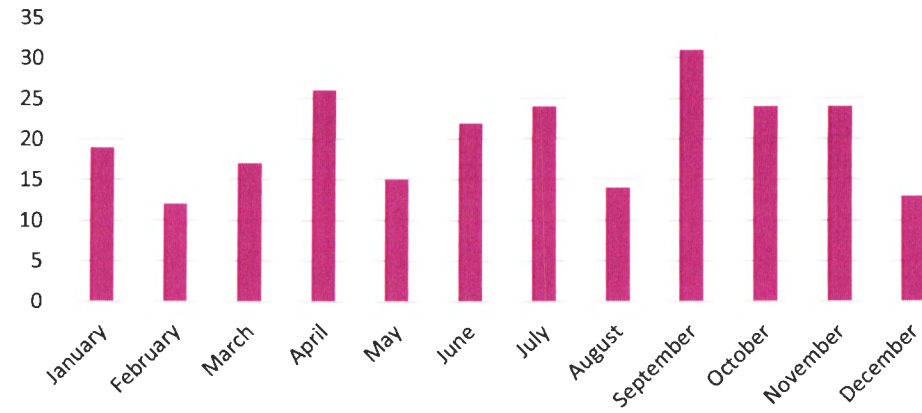
Clerk Fees	\$ 303.00	
Advertising	\$ 185.76	
Redemp/Cure - Out	\$ -	
Refunds	\$ 457.45	
eRecord	\$ 40.00	
eFile	\$ 220.00	
Misc. - Foreclosure	\$ 152.49	
Payroll/Vouchers	\$ 1,997.42	
<b>Total Disbursements:</b>		<b>\$ 3,356.12</b>

Bank Balance: December 31, 2023 \$ 3,369.36

PT Fees - Foreclosure	\$ 600.00	
Banking Interest	\$ -	
Cure - W/D Fees	\$ 105.00	
Postage	\$ 163.62	
Copies	\$ 137.25	
Brochures	\$ 73.50	
PT Release Fees	\$ 975.00	
<b>Total PT Fee's &amp; Interest</b>	<b>\$ 2,054.37</b>	
PT Payroll	\$ 1,680.00	
PT Voucher's	\$ -	
<b>Total Income/Expenses Due to PT Salary Fund</b>	<b>\$ 1,680.00</b>	

January 19    February 12    March 17    April 26    May 15    June 22    July 24    August 14    September 31    October 24    November 24    December 13

### GILPIN COUNTY PUBLIC TRUSTEE 2023 4TH QUARTER RELEASES EXECUTED



GILPIN COUNTY PUBLIC TRUSTEE  
FORECLOSURE REPORT 4TH QTR 2023

Sale #	Balance Fwd	Deposits & Bal.Due Pd	Net Total	Cure w/d	PT Fees	Recording C&R	GTS eFile	GTS eRecord	ADV	Postage	Copies	Brochures	Redempt Cure or Bid In	Redempt Cure or Bid Out	Refund	Misc.	BALANCE	Status
23-01PT	\$ 69.42	\$ 43.00	\$ 112.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7.65)	\$ -	\$ -	\$ -	\$ (76.12)	\$ -	\$ 28.65	Sold
23-02PT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	W/D
23-03PT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	W/D
23-04PT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	W/D
23-05PT	\$ 212.20	\$ -	\$ 212.20	\$ -	\$ (35.00)	\$ (13.00)	\$ -	\$ -	\$ -	\$ (33.00)	\$ (35.55)	\$ (18.00)	\$ -	\$ -	\$ (77.65)	\$ -	\$ (0.00)	W/D
23-06PT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	W/D
23-07PT	\$ 318.82	\$ -	\$ 318.82	\$ -	\$ (35.00)	\$ (13.00)	\$ -	\$ -	\$ (185.76)	\$ (10.50)	\$ (5.40)	\$ (7.50)	\$ -	\$ -	\$ (61.66)	\$ -	\$ 0.00	W/D
23-08PT	\$ 120.00	\$ -	\$ 120.00	\$ -	\$ -	\$ -	\$ (100.00)	\$ (20.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	W/D
23-09PT		\$ 650.00	\$ 650.00	\$ -	\$ (185.00)	\$ (41.00)	\$ (100.00)	\$ (20.00)	\$ -	\$ (27.03)	\$ (22.95)	\$ (12.00)	\$ -	\$ -	\$ (242.02)	\$ -	\$ 0.00	W/D
23-10PT	\$ -	\$ 650.00	\$ 650.00	\$ -	\$ (150.00)	\$ (13.00)	\$ (100.00)	\$ (20.00)	\$ -	\$ (51.03)	\$ (42.75)	\$ (25.50)	\$ -	\$ -	\$ -	\$ -	\$ 247.72	
23-11PT	\$ -	\$ 650.00	\$ 650.00	\$ -	\$ (150.00)	\$ (18.00)	\$ -	\$ -	\$ -	\$ (16.53)	\$ (4.50)	\$ (6.00)	\$ -	\$ -	\$ -	\$ -	\$ 454.97	
23-12PT	\$ -	\$ 650.00	\$ 650.00	\$ -	\$ (150.00)	\$ (13.00)	\$ -	\$ -	\$ -	\$ (25.53)	\$ (18.45)	\$ (4.50)	\$ -	\$ -	\$ -	\$ -	\$ 438.52	
Totals	\$ 720.44	\$ 2,643.00	\$ 3,363.44	\$ -	\$ (705.00)	\$ (111.00)	\$ (300.00)	\$ (60.00)	\$ (185.76)	\$ (163.62)	\$ (137.25)	\$ (73.50)	\$ -	\$ -	\$ (457.45)	\$ -	\$ 1,169.86	

## Outstanding Balance Summary Report

Generated on 1/3/2024 at 9:16:58AM

ALL Files opened between 1/1/2023 and 12/31/2023 having a non-zero balance of payments and charges which are dated today or earlier

### 23-01PT

Payments:	\$232,993.00
Charges:	\$232,964.35
Balance:	\$28.65

### 23-10PT

Payments:	\$650.00
Charges:	\$402.28
Balance:	\$247.72

### 23-11PT

Payments:	\$650.00
Charges:	\$195.03
Balance:	\$454.97

### 23-12PT

Payments:	\$650.00
Charges:	\$211.48
Balance:	\$438.52

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Total Payments: \$234,943.00 - Total Charges: \$233,773.14 = Total Balance: \$1,169.86

GILPIN COUNTY PUBLIC TRUSTEE  
MONTHLY BALANCE SHEET  
2023 ANNUAL REPORT

**Bank Balance: December 31, 2022** \$ 756.08

**INCOME:**

Foreclosures	\$ 260,631.73	
Releases	\$ 4,265.00	
Redemp/Cure - In	\$ -	
Interest	\$ 70.00	
Long/Short	\$ -	
Misc. - Foreclosure	\$ 52.49	
<b>Total Income:</b>		<b>\$ 265,019.22</b>

**DISBURSEMENTS:**

Clerk Fees	\$ 959.00	
Advertising	\$ 1,284.84	
Redemp/Cure - Out	\$ 252,381.87	
Refunds	\$ 1,504.32	
eRecord	\$ 260.00	
eFile	\$ 840.00	
Misc. - Foreclosure	\$ 152.49	
Payroll/Vouchers	\$ 5,023.42	
<b>Total Disbursements:</b>		<b>\$ 262,405.94</b>

**Bank Balance: January 31, 2023** \$ 3,369.36

<b>PT Fees - Foreclosure</b>	<b>PT Fees - Foreclosure</b>	\$ 2,153.12
<b>Banking Interest</b>	<b>Banking Interest</b>	\$ -
<b>Cure - W/D Fees</b>	<b>Cure - W/D Fees</b>	\$ 230.24
<b>Postage</b>	<b>Postage</b>	\$ 346.44
<b>Copies</b>	<b>Copies</b>	\$ 277.44
<b>Brochures</b>	<b>Brochures</b>	\$ 852.00
<b>PT Release Fees</b>	<b>PT Release Fees</b>	\$ 4,472.79
		\$ 6,741.45
<b>PT Payroll</b>	<b>PT Payroll</b>	\$ 4,898.20
<b>PT Voucher's</b>	<b>PT Voucher's</b>	\$ 114.00
<b>Total Income/Expenses Due to PT S:</b>	<b>Total Income/Expenses Due to PT Salary Fund</b>	<b>\$ 5,012.20</b>

**GILPIN COUNTY PUBLIC TRUSTEE  
2023 RELEASES EXCUTED**

2023 MONTH Bal	# REL	#E-Rel	CLERK	PT FEE	TOTAL TO CLERK & PT	AMT PERSON PD	DIFFERENCE	MISC	REFUND	CHECK - MUST BE 0
<b>Forward</b>								\$ 147.00	\$ -	
JAN	5	14	\$ 65.00	\$ 285.00	\$ 350.00	\$ 350.00	\$ -	\$ -	\$ -	\$ -
FEB	2	10	\$ 31.00	\$ 180.00	\$ 211.00	\$ 211.00	\$ -	\$ -	\$ -	\$ -
MAR	1	16	\$ 13.00	\$ 255.00	\$ 268.00	\$ 273.00	\$ (5.00)	\$ 5.00	\$ -	\$ -
APR	2	24	\$ 26.00	\$ 390.00	\$ 416.00	\$ 416.00	\$ -	\$ -	\$ -	\$ -
MAY	2	13	\$ 26.00	\$ 225.00	\$ 251.00	\$ 256.00	\$ (5.00)	\$ 5.00	\$ -	\$ -
JUN	4	18	\$ 57.00	\$ 330.00	\$ 387.00	\$ 392.00	\$ (5.00)	\$ 5.00	\$ -	\$ -
JUL	3	21	\$ 39.00	\$ 360.00	\$ 399.00	\$ 399.00	\$ -	\$ -	\$ -	\$ -
AUG	2	12	\$ 26.00	\$ 210.00	\$ 236.00	\$ 236.00	\$ -	\$ -	\$ -	\$ -
SEP	5	26	\$ 70.00	\$ 465.00	\$ 535.00	\$ 535.00	\$ -	\$ -	\$ -	\$ -
OCT	6	18	\$ 83.00	\$ 390.00	\$ 473.00	\$ 478.00	\$ (5.00)	\$ 5.00	\$ -	\$ -
NOV	4	20	\$ 52.00	\$ 360.00	\$ 412.00	\$ 417.00	\$ (5.00)	\$ 5.00	\$ -	\$ -
DEC	3	10	\$ 44.00	\$ 195.00	\$ 239.00	\$ 244.00	\$ (5.00)	\$ 5.00	\$ -	\$ -
			\$ -	\$ -	\$ -					
<b>TOTALS</b>	<b>39</b>	<b>202</b>	<b>\$ 532.00</b>	<b>\$ 3,645.00</b>	<b>\$ 4,177.00</b>	<b>\$ 4,207.00</b>	<b>\$ (30.00)</b>	<b>\$ 177.00</b>	<b>0</b>	<b>0</b>



GILPIN COUNTY PUBLIC TRUSTEE  
FORECLOSURE REPORT ANNUAL 2023

Month	Balance Fwd	Deposits & Bal.Due Pd	Net Total	Cure w/d	PT Fees	Recording C&R	GTS eFile	GTS eRecord	ADV	Postage	Copies	Brochures	Redempt Cure or Bid In	Redempt Cure or Bid Out	Refund	Misc.	BALANCE
January	\$ 484.40	\$ 21,181.73	\$ 21,666.13	\$ -	\$ (185.00)	\$ (97.00)	\$ -	\$ -	\$ (608.88)	\$ (30.36)	\$ (22.70)	\$ (7.50)	\$ -	\$ (20,110.52)	\$ (52.49)	\$ -	\$ 551.68
February	\$ 551.68	\$ 650.00	\$ 1,201.68	\$ -	\$ (215.00)	\$ (44.00)	\$ (100.00)	\$ (20.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 822.68
March	\$ 822.68	\$ 650.00	\$ 1,472.68	\$ -	\$ (185.00)	\$ (26.00)	\$ (100.00)	\$ (20.00)	\$ -	\$ (24.88)	\$ (40.85)	\$ (16.50)	\$ -	\$ -	\$ (231.77)	\$ -	\$ 827.68
April	\$ 827.68	\$ -	\$ 827.68	\$ -	\$ -	\$ (13.00)	\$ (100.00)	\$ (20.00)	\$ -	\$ (4.32)	\$ (5.40)	\$ (4.50)	\$ -	\$ -	\$ -	\$ -	\$ 680.46
May	\$ 680.46	\$ 650.00	\$ 1,330.46	\$ -	\$ (185.00)	\$ (31.00)	\$ -	\$ -	\$ (192.64)	\$ (50.39)	\$ (38.70)	\$ (25.50)	\$ -	\$ -	\$ (260.77)	\$ -	\$ 546.46
June	\$ 546.46	\$ 650.00	\$ 1,196.46	\$ -	\$ (150.00)	\$ (46.00)	\$ (100.00)	\$ (20.00)	\$ -	\$ -	\$ (4.05)	\$ -	\$ 232,300.00	\$ -	\$ -	\$ -	\$ 233,176.41
July	\$ 233,176.41	\$ 650.00	\$ 233,826.41	\$ -	\$ (215.00)	\$ (49.00)	\$ (100.00)	\$ (20.00)	\$ (142.76)	\$ -	\$ 2.61	\$ -	\$ -	\$ (232,271.35)	\$ (117.49)	\$ -	\$ 913.42
August	\$ 913.42	\$ 650.00	\$ 1,563.42	\$ -	\$ (150.00)	\$ (13.00)	\$ (100.00)	\$ (20.00)	\$ -	\$ (19.53)	\$ (21.15)	\$ (7.50)	\$ -	\$ -	\$ -	\$ -	\$ 1,232.24
September	\$ 1,232.24	\$ 650.00	\$ 1,882.24	\$ -	\$ (338.12)	\$ (49.00)	\$ (100.00)	\$ (20.00)	\$ (154.80)	\$ (45.03)	\$ (49.50)	\$ (21.00)	\$ -	\$ -	\$ (384.35)	\$ -	\$ 720.44
October	\$ 720.44	\$ 43.00	\$ 763.44	\$ -	\$ (35.00)	\$ (13.00)	\$ (100.00)	\$ (20.00)	\$ -	\$ (33.00)	\$ (43.20)	\$ (18.00)	\$ -	\$ -	\$ (153.77)	\$ -	\$ 347.47
November	\$ 347.47	\$ 1,300.00	\$ 1,647.47	\$ -	\$ (335.00)	\$ (54.00)	\$ -	\$ -	\$ (185.76)	\$ (51.03)	\$ (42.75)	\$ (25.50)	\$ -	\$ -	\$ -	\$ -	\$ 953.43
December	\$ 953.43	\$ 1,300.00	\$ 2,253.43	\$ -	\$ (335.00)	\$ (44.00)	\$ (200.00)	\$ (40.00)	\$ -	\$ (79.59)	\$ (51.30)	\$ (30.00)	\$ -	\$ -	\$ (303.68)	\$ -	\$ 1,169.86
TOTALS		\$ 28,374.73		\$ -	\$ (2,328.12)	\$ (479.00)	\$ (1,000.00)	\$ (200.00)	\$ (1,284.84)	\$ (338.13)	\$ (316.99)	\$ (156.00)	\$ 232,300.00	\$ (252,381.87)	\$ (1,504.32)	\$ -	

# Gilpin County Road and Bridge Quarterly Report- Q4 2023

## Public Works

- Richard Wilhelm received his CDL, Class A driver's license.
- Had one Road and Bridge employee "on loan" to Solid Waste until the new employee was hired at the Transfer Station in mid-December. Assisted with training the new hire. We are pleased to be able to use all current R&B employees in the Road and Bridge Department again.
- We lost 1 experienced operator to another county, leaving us down 2 Operator 1 positions.

### \* Shop and yard

#### Oct – December

The crew cleaned up the shop and all equipment prepping for snow grader bits on all motor graders as needed, repairs tire changes on motor grader pumping oil and hauling it to the Rollins shop, doing several parts runs for the shop picking up a truck from Mccandles. Welding and repairing sanders

## Road and Bridge

### Oct

#### Grader team

- The grader team went out and fixed complaints.
- The team did some grader training with an OP one.
- The crew graded Missouri Gulch for two days using two Graders, one Water truck, and a roller.
- Spot graded Dynamite Drive, La Chula, Wedgwood, Old Stage, Travis, Gamble Gulch, Pactolus Lake Roads and, Coyote, Dory Lakes, Smith, Robinson Hill Rd, Golden Gate Estates. Spot graded and pulled ditches on Route #2 and #4.

### Nov

- Grader team got their equipment ready for snow plowing operations.
- Plowed and widened, cut pack on County Roads on 6 days this month.
- Spot graded most of the roads in the county and taking care of complaints.
- Repaired culvert on Tolland and Mammoth roads.
- Cleaned the drainage on Sunrise, hauled out 5 loads of silt taking it to the west yard to mix with screenings.
- Dug out caissons for the recenter.
- Did some CDL training and grader training 6 days this month.

### December

- The crew plowed, widened and cut pack for 11 day this month.
- Ground Slash for two days, cleaning up the yard.
- Servicing the Roto chopper.
- Did some snow route training.
- Loaded chip in the pit 84.5 yards = 1107 tons of wood chips for the month.
- Assisted Solid Waste, and Trained the new hire.

Maintenance team.

Oct – December

- Started grading all of the roads going, subdivision by subdivision.
- Helping out Solid Waste they are short staffed.
- Hauling chips to the land fill.
- Helping out in the shop when they can.
- Also taking care of other complaints when applicable.
- We vectored culverts out in the county for two days.
- We received 4 loads of logs totaling 35.5 tons.
- We ground up slash for 4 days.
- Hauled Road Base from Martin Marietta for 18 days equivalent to 1288.58 62 loads costing \$20,939.48.
- Hauled 2 loads of Squeegee equivalent to 44 tons and mixed it with salt for winter road treatment.
- We hauled Mulch to residents in the county and to the land fill.
- 660 tons of millings to Apex for road surfacing project.
- 165 tons of 4" - hauled to Morning Star Road lift.
- 270 tons of 4" - to Creek wood road lift project.
- 360 tons of Millings on Apex Valley Road and installed a cross culvert.
- 255 tons of 4" fill to Mountainview Road.
- 945 tons of 4" to Wedgwood Road.
- 110 tons of 4" on Moon Gulch.
- 75 tons of Recycled Asphalt to Jankowski Dr.
- 20 tons of red clay dirt to the ball field.
- 814.12 of Class 6 road base to the south yard.
- Received 50.5 tons of logs.
- Hauled Squeegee 4 loads = 91.30 tons.
- Hauled 43 loads of road base in 10 day = 944.13 tons.
- Hauled Mulch for two days.

## End of Year Totals

### Road Base

- 3241.47 Hauled From 10/1 – 12/20                      Year to date total 5282.25 Tons

### Salt Sand

- 100.63 Tons

## Squeegee

- 70.2 Tons

## Dust Suppressant

- 79494.00 Gallons

## 12" Rock

- 15 Tons

## VTC

- 84 Tons

## 1.5 Rock

> 23 Tons

## 4" Fill

- 4935 Tons

## Class #6 Road Base

- 3190 Tons

## Recycled Asphalt

- 195 Tons

## Roto Millings

- 7007 Tons

## Spoils Hauled to the yard

- 210 Tons

# Quarterly Report

## Right Of Way

### Oct-1 thru December-31

### 2023

- Driveway permits-4
- Driveway Inspections -9
- Utility permits -14
- Utility inspections-2
- New/replaced signs -22
- Utilitylocates -6
- Research -13
- Message boards -22
- Sign orders-14
- Ending budget N/A
- Sign board/equipment labels -5
- HUTF research, preparation -3
- Snow removal-0
- MISC: Meetings-14

## Gilpin County Fleet Department

### 4th Quarterly Report, 2023

	4 <sup>th</sup> Quarter 2023		2023 Total	
Dept	# of repairs	Total Cost	# of repairs	Total Cost
Public Works	25	\$34,359	168	\$102,163.89
Sheriff	14	\$5,346	86	\$41,751.12
Other Depts	6	\$255	48	\$7124.64
Totals	45	\$39,960	302	\$151,039.65

Note: Total costs include outside repair costs and parts purchased, but no in-house labor.  
 Most Sheriff's Office and Other Departments' repair costs were covered by the individual departments' budgets.  
 Some repairs were paid by Public Works account for non-public works vehicles.

## Solid Waste End of Year Totals.

- Trash Fee's \$259,608.00
- Recycle Fee's \$19,130.00
- Number of Bags 44,118
- Transfer Station Cards sold 4504
- Office Cards Sold 196
- Free Trash Day \$95,532.00 in cost. This one of the most valuable programs offered by the Gilpin Country.
- Tires 770 Hauled \$3141.00 In cost to be hauled.
- Card board 55.46 Tons
- Batteries cost \$174.00 For disposal.
- E-Waste \$3399.00 For disposal.
- Fluids \$248.00 For disposal.
- Compactor 119.41 Tons, Trash
- Open Tops 1706.79 Tons, Trash and construction derbies.
- Metal 83.79 Tons
- Recycle 239.14 Tons
- Tokens given out 1141
- Tokens used 838
- Mulch hauled out 61 loads = 591 tons Costing \$3906.95.



# PARKS & RECREATION

## 4TH QUARTER REPORT 2023

### DROP-IN ACTIVITIES

Workout  
AquaFit  
Stitchers  
Pickleball  
Basketball  
Chess Club  
Lap Swim  
Drive-In Movie

Membership Type	Entries
\$2 Lunch Workout	191
Century Casino Employees	3
Drop-In Yoga with Linza	45
Fitness Orientation	1
Gilpin Ambulance	12
Guest Non-Resident AGE 4+	379
Guest NON-Resident Child	15
Guest Resident Adult	320
Guest Resident Child (0-3)	18
Guest Resident Senior	67
Guest Resident Youth	304
Linza Senior Fit Drop In Non-Res	47
Linza Yoga Drop In Age 14-59	5
Lynn Gibbs Drop In Age 14-59	5
Lynn Gibbs Drop In Seniors	66
Non-Resident AGE 4+ 3 month Membership	21
Non-Resident AGE 4+ Annual Membership	52
Non-Resident AGE 4+ Drop In Punch Card	150
Observers/No Charge	478
Pottery Independent Study 1 Month	43
Private Swimming Lesson	15
Renew Active	582
Resident Adult 1 Month Membership	227
Resident Adult 3 Month Membership	532
Resident Adult Annual Membership	424
Resident Adult Drop In Punch Card	285
Resident Senior 1 Month Membership	39
Resident Senior 3 Month Membership	147
Resident Senior Annual Membership	150
Resident Senior Drop In Punch Card	134
Resident Youth 3 Month Membership	32
Resident Youth Annual Membership	6
Resident Youth Drop In Punch Card	53
SCHOLARSHIP Senior 1 Month Membership	26
SCHOLARSHIP Senior Drop In Punch Card	4
Senior Lunch Count	523
Silver & Fit	21
Silver Sneakers	714
Special Events- Winter Arts Festival	410
Taekwondo Adult	26
Taekwondo Youth	46
Timberline Fire Department	16
Tivity Prime	4
Volunteer Instructor Pass	1
Yoga with Linza Punch Card Adult	3
Yoga with Linza Punch Card Senior	32
<b>Entry Total</b>	<b>6674</b>
<b>Unique Users</b>	<b>778</b>

Youth Programs Flex Registration	Entries
Youth Camp	1128
Eagles	695
<b>Total</b>	<b>1823</b>
<b>Unique Users</b>	<b>76</b>
<b>Session Program Enrollments</b>	
Pottery Sessions	28
Winter Arts Booths	41
Fall Volleyball Teams	6
Youth Soccer	45
Shelby Allen Memorial Volleyball Tournament Teams	8
Taekwondo	10
Turkey Trot	56
Swim Lessons	24
Pickleball Tournament	8
Fly Rod Building Class	6
Parent's Night Out	10



Turkey Trot





# PARKS & RECREATION

## 4TH QUARTER REPORT 2023

Parent's Night Out

### Highlights and Events!

- Spooky Stroll with Gilpin K-12 School
- Turkey Trot
- Veterans Lunch
- Winter Arts Festival
- Shelby Allen Memorial Tournament
- Pickleball Tournament
- Parent's Night Out
- Ameristar Senior Lunch
- Last Holistic Homestead Farmers Market of the Season
- Vaccine Bus
- Winter Break Camp
- Maintenance Week (closed)
- Replaced Floors (closed for a week)



Eagles Teen Program



Spooky Stroll

Usage Summary	Total Entries*	Unique Users
Quarter 1	10,198	1,016
Quarter 2	10,582	970
Quarter 3	9,953	1,020
Quarter 4	8,497	854
<b>Total</b>	<b>39,230</b>	<b>1988</b>

\*Total entries equals membership and youth program check-ins at the Community Center. This does not include an accurate count of events, outdoor leagues, meetings, session enrollments or rentals.



Ameristar Senior Holiday Lunch



Fall Volleyball

Budget Summary			
	2023	YTD Nov, 2023	
	<u>Adopted</u>	<u>Actual</u>	<u>Variance</u>
TOTAL REVENUE	\$1,592,107	\$1,730,778.48	+138,671.48 / 108%
TOTAL EXPENDITURES	\$1,885,642	\$1,536,157.71	\$349,484.29 / 81%



# AGENDA ITEM

## Staff Report

To: Board of County Commissioners  
From: Joseph Allaire, Director of Finance , Finance Department  
Date: January 23, 2024  
Item: Resolution 24-31, Adopting the New Position of Financial Analyst  
Requested Action: Resolution  
Public Hearing: No

**I. REQUEST OR ISSUE:**

Approving the Financial Analyst job for the department of finance

**II. RECOMMENDED ACTION / NEXT STEP:**

Approving the Financial Analyst job.

**III. FISCAL IMPACTS:**

Yes. Budgeted position

**IV. LEGAL ISSUES:**

None.

**V. ENVIRONMENTAL IMPACTS:**

None.

**VI. ALTERNATIVES:**

Approve, deny, or table the resolution.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**ADOPTING THE NEW POSITION OF FINANCIAL ANALYST**

**WHEREAS**, the Financial Analyst position has been identified as a needed position by the Corelection study to serve the staff and citizens of Gilpin County; and

**WHEREAS**, the position would be an addition to regular staff; and

**WHEREAS**, the position would work in the Finance Department.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners as follows:

1. Approves the creation of the new Financial Analyst position.
2. Adopts the job description of the Financial Analyst position, per **Exhibit A**.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_ to \_\_\_\_.

**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Chair

**ACKNOWLEDGEMENT**

STATE OF COLORADO )  
  )ss.  
COUNTY OF GILPIN )

Susan Berumen, Chair, and Lyndsey Denton, Deputy County Clerk, County of Gilpin, acknowledged the foregoing Resolution before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Witness my hand and official seal

\_\_\_\_\_  
Notary Public

RECORDING STICKER

RECORDING STICKER



**GILPIN COUNTY  
JOB DESCRIPTION**

**Resolution 24-31  
Exhibit A**

**Financial Analyst**

**Department:** Finance

**Immediate Supervisor:** Finance Director

**Supervises:** None

**Pay Grade:** E5, \$65,300 - \$91,500

**Hiring Range:** \$65,300 - \$78,400

**Status:** Full-Time (40-hours per week)

**Classification:** Exempt

**Primary Place of Work:** 495 Apex Valley Road, Black Hawk, CO 80422

**Remote Work:** Rare - Subject to Supervisor Discretion

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**JOB DESCRIPTION:** Financial Analyst

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**Primary Responsibility:** The financial analyst works in one or more areas of financial, business or budget analysis. Assists County management in making sound business decisions through analysis of existing programs, grants, new programs and services required by the county, requested through Priority Based Budgeting. Focusing on the budget and projection of actuals with department heads.

This Financial Analyst position supports County Management in the development of the county budget through Priority Based Budgeting, special project requests, building and tracking of Priority Based Budgeting sheets, and backup for other parts of the finance team. The Financial Analyst helps to develop and manage a complex County budget and conducts ongoing financial tracking, reporting, projections, analyses to ensure that actuals are being estimated correctly. A high level of accuracy, documentation, collaboration, and problem solving is needed for this position.

**Duties:**

The duties listed below are representative of, but do not necessarily include, all the duties and responsibilities that an individual in this position may be called upon to perform.

**General**

- Work directly with the Director of Finance to formulate, distribute, and maintain annual budgets.
- Analyze month-end (or quarter) spend variances and conduct regular meetings with budget owners to follow up on results.



**GILPIN COUNTY  
JOB DESCRIPTION**

**Resolution 24-31  
Exhibit A**

- Perform special project Analysis to satisfy business questions.
- Find opportunities for automation and process improvements
- Document processes to ensure that work is understandable and repeatable
- Work directly with the Director of Finance to ensure that Full Time Equivalent budget is documented and tracked
- Training and conduct meetings with staff on priority-based budgeting, financial priorities, and projects.
- Provide timely financial/ budgetary reporting to your supervisor, so regular reporting to the County Manager and/or Board of County Commissioners are assured.

Ability to:

- Learn and pull data from accounting software
- Learn formulas and pivot tables in Microsoft Excel
- Communicate effectively and professionally both verbally and in writing

**Qualifications (Knowledge, Skills and Abilities)**

1. Experience and Work Ethic

- a. 0-5 years' experience.
- b. Understanding of financial statements and budgets preferred.
- c. Experience in the public sector is helpful.
- d. Exceptional problem-solving skills.
- e. Creativity and ability to remain flexible in a changing environment while meeting required deadlines.
- f. High degree of ethics and integrity.
- g. Interest in ensuring County policies and procedures are adhered to regardless of personal feelings or relationship associated with individual matters.

2. Technology

- a. Medium level proficiency with Microsoft Excel required.
- b. Experience in effectively using computer hardware, peripherals, and standard computers software programs. Willing to learn new duties and technology-related skills as required and/or needed.

3. Civic Minded



**GILPIN COUNTY  
JOB DESCRIPTION**

**Resolution 24-31  
Exhibit A**

- a. Must possess strong community interest, while understanding the County government organization, function, policy rules and regulations.
  - b. Ability to work effectively both independently and as a team member.
  - c. Ability to be innovative and creative in management of financial resources in an often changing and challenging environment.
  - d. Attends and actively participates in meetings, while using good judgment.
  - e. Ability to present professionally to large and small groups publicly, while representing the interests of the County.
  - f. Ability to review and evaluate operating procedures and recommend improvements.
  - g. Use of professional and personal discretion to protect the County from any actual and/or perceived appearances of impropriety.
  - h. Applicate Federal, State and local laws, codes and regulations.
4. Personal Responsiveness
- a. Ability to establish and maintain effective working relationships with co-workers, elected and appointed officials, businesses, the general public and with the ability to communicate effectively.
  - b. Self-directed and self-motivated in job-related tasks.
  - c. Commitment that employment with the County is primary to all other forms of employment.
  - d. Be punctual and prompt for work and meetings.
  - e. Locate, organize, and retrieve department records and files in a timely fashion.
5. Education / Experience / Licensure
- a. Graduation from an accredited college or university with a bachelor's degree required, master's degree preferred.
  - b. Degree in accounting, finance or a related field preferred.

**Mental/Physical Demands:**

- a. Perform a wide variety of physical tasks such as bending, stooping, standing, walking at an incline or on level surfaces, and climbing stairs.
- b. Lift and carry materials and custodial equipment weighing up to 50 pounds; in excess of 50 pounds with assistance.
- c. Enter and review data.
- d. Clearly written communication.

I, \_\_\_\_\_ have read the above job description for the Gilpin County **Financial Analyst**. To the best of my knowledge, I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



GILPIN COUNTY  
JOB DESCRIPTION

**Resolution 24-31**  
**Exhibit A**

---

Supervisor

Date

The above statements are intended to describe the general nature and level of work. They are not intended to be an exhaustive list of requirements, duties and responsibilities. Gilpin County provides reasonable job-related accommodations for disabled persons. Must pass drug screen and pre-employment screening.

# AGENDA ITEM

## Staff Report

To: Board of County Commissioners  
From: Chanda Johnson, HR Director, Human Resources  
Date: January 23, 2024  
Item: Resolution 24-30, Adopting the New Position of Information Technology (IT) Specialist  
Requested Action: Resolution  
Public Hearing: No

### I. **REQUEST OR ISSUE:**

The Corelection study identified a need for additional information technology (IT) support. Staff requests an IT Specialist position to assist county employees in conjunction with our third party consultants in addressing IT needs. This position would support growing information technology requests within county departments and assist with cybersecurity related functions.

### II. **RECOMMENDED ACTION / NEXT STEP:**

Staff recommends the approval of the position to assist staff.

### III. **FISCAL IMPACTS:**

Yes. This is an addition to staff and requires benefits and compensation.

### IV. **LEGAL ISSUES:**

None.

### V. **ENVIRONMENTAL IMPACTS:**

None.

### VI. **ALTERNATIVES:**

1. Approve the position.
2. Recommend an alternative to the position.
3. Revisit the request at a later time.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO

ADOPTING THE NEW POSITION OF INFORMATION TECHNOLOGY SPECIALIST

WHEREAS, the Information Technology (IT) Specialist position has been identified as a needed position by the Coreflection study to serve the staff and citizens of Gilpin County; and

WHEREAS, the position would be an addition to regular staff; and

WHEREAS, the position would work in conjunction with the third-party IT consultants.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners as follows:

1. Approves the creation of the new position of IT Specialist.
2. Adopts the job description of IT Specialist position, per **Exhibit A**.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_ to \_\_\_\_.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Chair

ACKNOWLEDGEMENT

STATE OF COLORADO )  
                                  )ss.  
COUNTY OF GILPIN  )

Susan Berumen, Chair, and Lyndsey Denton, Deputy County Clerk, County of Gilpin, acknowledged the foregoing Resolution before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Witness my hand and official seal

\_\_\_\_\_  
Notary Public

RECORDING STICKER

RECORDING STICKER





**GILPIN COUNTY  
JOB DESCRIPTION**

**Resolution 24-30  
Exhibit A**

**IT Specialist**

**Department:** County Manager's Office

**Immediate Supervisor:** County Manager

**Supervises:** None

**Pay Grade:** E7, \$79,000 - \$110,600

**Hiring Range:** \$79,000 - \$94,800

**Status:** Full-Time (40-hours per week)

**Classification:** Exempt

**Primary Place of Work:** 203 Eureka St., Central City, CO 80427

**Remote Work:** Rare - Subject to Supervisor Discretion

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**JOB DESCRIPTION:** IT Specialist

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**Primary Responsibility:** Provides technical computer assistance and training to all County Departments. Responsible for disseminating IT information to County employees.

**Duties:**

The duties listed below are representative of, but do not necessarily include, all the duties and responsibilities that an individual in this position may be called upon to perform.

**General**

- Develops, maintains and updates County's computer network system to ensure the efficient exchange of data between and within all applicable County departments.
- Researches, recommends, coordinates and with outside consultants as needed.
- Assists and trains County personnel in the use of computer equipment and software.
- Diagnoses and resolves computer operational problems.
- Reviews existing and available hardware and software to make recommendation for acquisition and updates.
- Installs and maintains the connections for current and new network servers, bridges, routers and hubs.



## GILPIN COUNTY JOB DESCRIPTION

### Resolution 24-30 Exhibit A

- Configures computers and installs software as needed.
- Develops and implements procedures for routine system backups and anti-virus software updates.
- Updates and maintains all computer and system operating procedures.
- Assists users with daily network hardware and software operations and troubleshoots problems.
- Maintains email system.
- Communicate effectively and professionally both verbally and in writing
- Collaborate with stakeholders including the office of emergency management to address cybersecurity needs and perform preventative protocols.
- Collect data on current security measures for risk analysis.
- Help lead employee training to prevent phishing and other forms of cyberattack.
- Performs other appropriate duties as assigned by the County Manager.

#### Ability to:

- Apply appropriate technology and develop effective solutions to meet the needs of end-users.

#### Qualifications (Knowledge, Skills and Abilities)

##### 1. Experience and Work Ethic

- a. At least one year in PC-based software and hardware troubleshooting and repair preferred.
- b. Experience in the public sector is helpful.
- c. Exceptional problem-solving skills.
- d. Creativity and ability to remain flexible in a changing environment while meeting required deadlines.
- e. High degree of ethics and integrity.
- f. Interest in ensuring County policies and procedures are adhered to, regardless of personal feelings or relationship associated with individual matters.

##### 2. Technology

- a. High degree of proficiency in the development and use of the computer networking systems and use of computer hardware.
- b. Experience in effectively using computer hardware, peripherals, and standard computers software programs. Willing to learn new duties and technology-related skills as required and/or needed.



**GILPIN COUNTY  
JOB DESCRIPTION**

**Resolution 24-30  
Exhibit A**

**3. Civic Minded**

- a. Must possess strong community interest, while understanding the County government organization, function, policy rules and regulations.
- b. Ability to work effectively both independently and as a team member.
- c. Ability to be innovative and creative in management of financial resources in an often changing and challenging environment.
- d. Attends and actively participates in meetings, while using good judgment.
- e. Ability to present professionally to large and small groups publicly, while representing the interests of the County.
- f. Ability to review and evaluate operating procedures and recommend improvements.
- g. Use of professional and personal discretion to protect the County from any actual and/or perceived appearances of impropriety.
- h. Applicate Federal, State and local laws, codes and regulations.

**4. Personal Responsiveness**

- a. Ability to establish and maintain effective working relationships with co-workers, elected and appointed officials, businesses, the general public and with the ability to communicate effectively.
- b. Self-directed and self-motivated in job-related tasks.
- c. Commitment that employment with the County is primary to all other forms of employment.
- d. Be punctual and prompt for work and meetings.
- e. Locate, organize, and retrieve department records and files in a timely fashion.

**5. Education / Experience / Licensure**

- a. Graduation from an accredited college or university with a bachelor's degree required.
- b. Degree in Information Technology or a related field.

**Mental/Physical Demands:**

- a. Perform a wide variety of physical tasks such as bending, stooping, standing, walking at an incline or on level surfaces, and climbing stairs.
- b. Lift and carry materials and custodial equipment weighing up to 50 pounds; in excess of 50 pounds with assistance.
- c. Perform without additional assistance, all physical movements necessary to support end-users.
- d. Enter and review data.
- e. Clearly written communication.

I, \_\_\_\_\_ have read the above job description for the Gilpin County  
**IT Specialist**. To the best of my knowledge, I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



GILPIN COUNTY  
JOB DESCRIPTION

**Resolution 24-30  
Exhibit A**

---

Supervisor

Date

The above statements are intended to describe the general nature and level of work. They are not intended to be an exhaustive list of requirements, duties and responsibilities. Gilpin County provides reasonable job-related accommodations for disabled persons. Must pass drug screen and pre-employment screening.

# AGENDA ITEM

## Staff Report

To: Board of County Commissioners  
From: Chanda Johnson, HR Director, Human Resources  
Date: January 23, 2024  
Item: Resolution 24-32, Revising the Case Worker II - Prevention Position  
Requested Action: Resolution  
Public Hearing: No

### I. **REQUEST OR ISSUE:**

The Human Services team have identified a need for a Case Worker II – Prevention position. This is a budgeted position, mostly funded by the state. This position is composed of caseworker (50%) responsibilities as well as prevention worker (50%) responsibilities. Case workers responsibilities are mostly funded by the state at a rate of 80-90%. Prevention worker responsibilities are 100% funded by the state. The changing of responsibilities supports the needs of the Human Services team and the community. This position will also assist in the on-call schedule required by the Human Services Department. A caseworker and a supervisor are required to be on call 24 hours a day, 7 days a week, 365 days a year, with the current two case workers this becomes burdensome at 182 on call days annually. A third case worker would help distribute the on-call shifts and prevent employee burn out. Historically, the county has been awarded three case workers by the state. This maintains the same staffing level, adjusting the current vacant position to better fit the needs of the department while assisting the community with child welfare preventative services.

### II. **RECOMMENDED ACTION / NEXT STEP:**

Staff recommends the approval of the position to support the community and department needs. This modifies an existing Case Worker II position to include the additional duties of prevention.

### III. **FISCAL IMPACTS:**

Yes. The position is budgeted for. A Case Worker II is classified as NE7, \$20.63 - \$24.76 - \$28.89.

### IV. **LEGAL ISSUES:**

None.

### V. **ENVIRONMENTAL IMPACTS:**

None.

### VI. **ALTERNATIVES:**

1. Approve the position with the additional duties as provided in the job description.
2. Approve the position with changes.
3. Revisit at another time.





**GILPIN COUNTY  
JOB DESCRIPTION**

**Resolution 24-32  
Exhibit A**

**Caseworker II - Prevention**

**Department:** Human Services

**Immediate Supervisor:** Child & Adult Protection Program Manger

**Supervises:** N/A

**Pay Grade:** NE7- \$42,900 - \$60,100

**Hiring Range:** \$42,900 - \$51,500 - depending on experience

**Status:** Full-Time (40-hours per week)

**Classification:** Non-Exempt

**Primary Place of Work:** Gilpin County Human Services Building 15193 CO-119 Black Hawk, CO 80422

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**JOB DESCRIPTION:** Caseworker II - Prevention

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**Primary Responsibility:** The Prevention Caseworker position provides social casework services for a variety of program areas including child abuse and neglect cases, youth-in-conflict cases, and adults unable to protect their own interests. The goal of the prevention caseworker is to work with families in the community to increase support surrounding protective factors, decrease the risk associated with the likelihood of child abuse and neglect, and decrease the likelihood of entry or reentry in to the child welfare system, as well as to provide support to other caseworkers as needed.

**Duties:**

The duties listed below are representative of, but do not necessarily include, all the duties and responsibilities that an individual in this position may be called upon to perform.

- a. Carries a caseload of prevention cases, attempting to engage families who have child welfare concerns but do not meet criteria for formal child protection assessment.
- b. Coordinates and completes home visits with clients to assess individual and family needs to identify potential resources and/or services.
- c. Provides information on available services. Organizes services such as life skills, child care, financial assistance, physical and mental health services and legal services.
- d. Transports clients to services as requested.
- e. Prepares and maintains case records, reports and documents which comply with state and federal standards.
- f. Maintains and cultivates partnerships with other community-based agencies through outreach.
- g. Participates in regular child welfare meetings, supervision and training.
- h. Prepares and participates in the RED team process to direct referrals.



**GILPIN COUNTY  
JOB DESCRIPTION**

**Resolution 24-32**

**Exhibit A**

- i. Conducts or assists other caseworker to complete assessments of alleged abuse, neglect and parent conflicts, determines if situation warrants placing children outside the home, supervises placement of children in foster care and coordinates parenting time, and determines when and if to recommend that children return to the home.
- j. Provides or assists other caseworkers in providing intake assessments and evaluations, ongoing services and case planning to a variety of other cases including adults unable to protect their own interests, family conflicts and you in conflict cases.
- k. Develops or assists other caseworkers to develop effective case plans and provides services to families regarding parenting skills, family dynamics, parent-child relationships, and conflict with the community. Assesses any new child abuse allegations and provides crisis intervention in these situations.
- l. Answers hotline calls for child welfare and adult protection. Receives incoming calls of a possible crisis nature. Gathers all information needed utilizing screening questions and documents in the statewide databases.
- m. May be required to testify in court on a variety of cases; makes recommendations to the courts on abuse and neglect cases, placement of children and guardianship of adults.

**Additional Job Duties:**

- a. Performs other appropriate duties as assigned and any duties needed to stabilize an emergency situation in the county.

**Hours:**

- a. Must be available for on-call coverage; including nights and weekends.

**Ability to:**

- a. Learn regulations, laws and procedures and develop knowledge of casework techniques and methodologies.
- b. Maintain effective collaborative relationships with professionals and other members of the community to develop effective treatment plans for clients and to help clients solve problems and to educate the community about protections of clients and services available.
- c. Recognize, investigate and analyze a variety of complex problems and to make effective recommendations for solutions.
- d. Willingness to work as a generalist caseworker in a small county which includes all child welfare and adult program areas and functions.
- e. Considerable travel is required in order to complete home visits with families, foster parents and clients in placement.
- f. Work with clients who may be angry, verbally abusive and hostile.
- g. Obtain a valid Colorado Driver's License without any restrictions due to driving record. Must also





**GILPIN COUNTY  
JOB DESCRIPTION**

**Resolution 24-32  
Exhibit A**

be able to drive a county vehicle.

- h. Pass background check, including traffic and criminal.

**Qualifications (Knowledge, Skills and Abilities)**

1. Experience and Work Ethic

- a. Experience in the public sector is helpful.
- b. Exceptional problem-solving skills.
- c. Creativity and ability to remain flexible in a changing environment while meeting required deadlines.
- d. High degree of ethics and integrity.
- e. Interest in ensuring County policies and procedures are adhered to regardless of personal feelings or relationship associated with individual matters.
- f. Working knowledge of:
  - a. Established theories, principles, and concepts of social casework practice related to the assigned program areas.
  - b. Laws dealing with child abuse, neglect and other dependency conditions.
  - c. Community resources, agency rules, regulations and procedures related to child and adult protection.

2. Technology

- a. Experience in effectively using computer hardware, peripherals, and standard computers software programs. Willing to learn new duties and technology-related skills as required and/or needed.

3. Civic Minded

- a. Must possess strong community interest, while understanding the County government organization, function, policy rules and regulations.
- b. Ability to work effectively both independently and as a team member.
- c. Ability to be innovative and creative in management of financial resources in an often changing and challenging environment.
- d. Attends and actively participates in meetings, while using good judgment.
- e. Ability to review and evaluate operating procedures and recommend improvements.
- f. Use of professional and personal discretion to protect the County from any actual and/or perceived appearances of impropriety.
- g. Applicate Federal, State and local laws, codes and regulations.

4. Personal Responsiveness

- a. Ability to establish and maintain effective working relationships with co-workers, elected and appointed officials, businesses, the general public and with the ability to communicate effectively.
- b. Self-directed and self-motivated in job-related tasks.
- c. Commitment that employment with the County is primary to all other forms of employment.



**GILPIN COUNTY  
JOB DESCRIPTION**

**Resolution 24-32  
Exhibit A**

- d. Be punctual and prompt for work and meetings.
- e. Locate, organize, and retrieve department records and files in a timely fashion.
- 5. Education / Experience / Licensure
  - a. Graduation from an accredited college or university with a bachelor's degree required. Preference for Bachelor's Degree in a Human Services Field.
  - b. One year of full time professional social casework experience, preferably in a County Department of Human Services.
  - c. Must successfully complete the requirements of the Colorado Child Welfare Training Academy as a condition of their continued employment with the County. Must complete annual training to maintain child welfare and adult protection certifications.

**Mental/Physical Demands:**

- a. Some work is performed in a standard office environment. Work also involves a considerable period of time away from a standard office environment, much of which consists of driving to and from home visits, collateral contacts and transporting clients; including children, families and adults.
- b. Work may occur in situations in which incumbent is threatened with physical harm by hostile, angry clients.
- c. Physical demands are described as mainly sedentary. Occasionally required to lift and carry infants and small children in the care and custody of the county, as well as the ability to carry large case files.
- d. While performing the duties of this job, the employee is frequently required to sit, talk or hear, walk and use hands to finger, handle, or feel objects, or controls. The employee is occasionally required to reach with hands and arms, stand, climb or balance, stoop, kneel, and crouch.

I, \_\_\_\_\_ have read the above job description for the Gilpin County **Caseworker II - Prevention**. To the best of my knowledge, I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date



GILPIN COUNTY  
JOB DESCRIPTION

**Resolution 24-32**  
**Exhibit A**

The above statements are intended to describe the general nature and level of work. They are not intended to be an exhaustive list of requirements, duties and responsibilities. Gilpin County provides reasonable job-related accommodations for disabled persons. Must pass drug screen and pre-employment screening.

# AGENDA ITEM

## Staff Report

To: Board of County Commissioners  
From: Ryan Keenan, Facilities Director, Maintenance Department  
Date: January 23, 2024  
Item: Facilities Capital Projects Awards 2024; Resolutions 24-23, 24-24, 24-25, 24-26, 24-27, & 24-28  
Requested Action: Resolution  
Public Hearing: No

**I. REQUEST OR ISSUE:**

Request to review and approve award recommendations for six capital projects.

**II. RECOMMENDED ACTION / NEXT STEP:**

Approve or deny awards.

**III. FISCAL IMPACTS:**

Yes. These six projects are tied to the capital budget spread throughout departments/accounts.

**IV. LEGAL ISSUES:**

Yes. If these projects are awarded, they will begin contracting immediately after award.

**V. ENVIRONMENTAL IMPACTS:**

None.

**VI. ALTERNATIVES:**

Deny awards and re-solicit for the given project.



**Date: 1.23.24**

**To:** Gilpin County Board of County Commissioners

**From:** Ryan Keenan – Facilities Director

**Subject:** RFP Awards for Capital 2024

---

**Description:**

Between July and August 2023, Gilpin County conducted a Request for Proposal (RFP) process to secure contractors for six projects scheduled in 2024:

Justice Center Low Slope Roof Replacement  
Multiple Site HVAC Replacement  
Multiple Site Fire and Safety Alarm System Replacement  
Multiple Site Engineering Services  
Justice Center Campus Well Pump Replacement

Out of the six RFPs, four RFPs received only one proposal within scope. The projects with sole proposers in scope are:

Multiple Site HVAC Replacement -Major Heating and Cooling  
Justice Center Campus Well Pump Replacement - Boulder Water Well  
Multiple Site Engineer Services - Bowman Engineers  
Multiple Site Fire and Safety Alarm System Replacement - Denver Fire

**Recommendation:** Award each sole proposer for these projects.

The remaining two projects received multiple proposals in scope, and the entities scoring the highest based on Gilpin County procurement policy evaluation criteria are:

Community Center Low Slope Roof Replacement -Flynn Group of Companies Score 8.43/10 (Runner-up: Alpine Roofing 7.13/10)  
Scored by Division Chief Greg Demo, Facilities Maintenance Supervisor Dirk Matthew, and Facilities Director Ryan Keenan.

Justice Center Low Slope Roof Replacement- Flynn Group of Companies Score 7.25/10 (Runner-up: Alpine Roofing 7.08/10)  
Scored by Parks and Recreation Director Gabrielle Chisolm, Finance Director Joe Allaire, and Facilities Director Ryan Keenan.

The proposed resolution(s) to The Board of County Commissioners are to award bid and authorize contracting through the County Manager, with consultation from the County Attorney, to the respective firms for the six projects. The awarded contracts are to be executed and not exceed the budgeted capital allocations. Please see budget chart for budget details. This Staff Report contains a resolution for each project.

---

Ryan Keenan | Facilities Director

## CAPITAL PROJECTS GENERAL

	<u>Fund</u>	<u>Department</u>	<u>Project Name</u>	<u>Project Cost</u>
<p>Multiple Site Fire and Safety Alarm System Replacement Firm: Denver Fire Proposed: \$418,485 Budget: \$501,221</p>	1	30	Fire Alarm System, Sensors & Panels, Upgrade/Install	\$232,986
	1	26	Fire Alarm Panel, Fully Addressable, Replace	\$22,403
	1	26	Fire Alarm System, Full System Upgrade, Standard Addressable, Upgrade/Install	\$23,299
	8	0	Fire Alarm Panel, Fully Addressable, Replace	\$22,403
	8	0	Fire Alarm System, Full System Upgrade, Simple Addressable, Upgrade/Install	\$125,454
	1	26	Fire Alarm System, Full System Upgrade, Simple Addressable, Upgrade/Install	\$29,870
	1	26	Fire Alarm Panel, Fully Addressable Upgrade, Replace	\$22,403
	1	12	Fire Alarm Panel, Fully Addressable, Replace	\$22,403
<p>Multiple Site Engineering Services Firm: Bowman Engineers Proposed: \$320,365 Budget: \$338,359</p>	1	30	Engineering Study, Electrical, General Design, Evaluate/Report	\$70,195
	1	30	Engineering Study, Plumbing, Sanitary Sewer System, Evaluate/Report	\$69,783
	4	0	Engineering Study, Civil, Site Drainage, Evaluate/Report	\$10,455
	1	26	Engineering Study, Electrical, Lightning Protection, Evaluate/Report	\$11,176
	8	0	Engineering Study, Structural, General Design, Study	\$33,527
	8	0	Engineering Study, Structural, Superstructure, Evaluate/Report	\$69,783
	8	0	Engineering Study/Design Plumbing Supply - Recirc/HW	\$36,720
	1	30	Engineering Study/Design Plumbing Supply - Recirc/HW	\$36,720
<p>Multiple Site HVAC Replacement Firm: Major Heating and Cooling Proposed: \$197,792.69 Budget: \$232,514</p>	1	30	Make-Up Air Unit, 28001 to 42000 CFM - Jail Kitchen, Replace	\$179,220
	1	31	Exhaust Hood, 8 to 10 LF, , Replace	\$18,669
	1	26	Heat Pump, Packaged & Wall-Mounted, Replace	\$12,654
	1	12	Air Conditioner, Window/Thru-Wall, Residential, Replace	\$2,575
	8	0	Air Ventilator, Energy Recovery Unit, up to 6500 CFM, Replace	\$19,398
	1	30	Roofing, ModBit - Concrete Deck Low Slope, Replace	\$1,345,644
	8	0	Roof - Low Slope, EPDM Stone Balast	\$611,140
	1	30	South Well Pump, Well Water, 15 HP, Replace	\$55,472
<p>Justice Center Low Slope Roof Replacement Firm: Flynn Group of Companies Proposed: \$1,348,771 Budget: \$1,345,644</p>	4	0	Pump, Well Water, 1.5 HP, Replace	\$12,919
	1	31	Range Top Oven, Gas Commercial, Replace	\$12,800
	1	26	Mature Trees, Removal/Trimming, Repair	\$8,961
	1	26	Supplemental Components, Lightning Protection System	\$10,599
	1	12	Structural Flooring/Decking, Wood, Replace	\$37,100
	1	24	Mary Lorenz Office remodel	\$30,000
	8	0	Eye Wash & Shower Station, Emergency Station	\$3,435
	1	26	Contract with Major to Replace CC RTU's	\$418,714
	1	26	Dory Lake/Wet Well Construction	\$500,000
	6	0	Skid Steer, solid waste	\$102,305
	6	0	40 yard roll off container	\$8,000
	2	0	Grader	\$386,628
<p>Community Center Low Slope Roof Replacement Firm: Flynn Group of Companies Proposed: \$461,852 Budget: \$611,140</p>	2	0	Smooth drum roller	\$172,895
	2	0	Radio System Upgrades	\$10,000
	1	30	Phone Upgrade Project	\$35,000
	1	12	Real Property Aquisition	\$100,000
	1	26	Facilities Man lift & Trailer	\$50,000
	12	0	Thorn Lake School	\$50,000
	12	0	Historic Preservation	\$35,000
	1	12	Food Pantry	\$1,300,000
	12	0	East Portal Cabin	\$50,000
			<b>TOTAL</b>	<b>\$6,368,699</b>
<p>Justice Center Campus Well Pump Replacement Firm: Boulder Water Well Proposed: \$57,452 Budget: \$55,472</p>				

Project	Budget	Proposed Cost From Firm Recommended for Award	Name of Firm Recommended for Award
Community Center Low Slope Roof Replacement	\$ 611,140.00	\$ 461,852.00	Flynn Group of Companies
Justice Center Low Slope Roof Replacement	\$ 1,345,644.00	\$ 1,348,771.00	Flynn Group of Companies
Multiple Site Engineering Services	\$ 338,359.00	\$ 320,365.00	Bowman Engineers
Multiple Site HVAC Replacement	\$ 232,514.00	\$ 197,792.69	Major Heating and Cooling
Multiple Site Fire and Safety Alarm System Replacement	\$ 501,221.00	\$ 418,485.00	Denver Fire
Justice Center Campus Well Pump Replacement	\$ 55,472.00	\$ 57,452.00	Boulder Water Well
Total	\$ 3,084,350.00	\$ 2,804,717.69	
Budget vs. Proposed Cost Difference = \$279,632.31			

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**AWARDING A CONTRACT TO THE FLYNN GROUP FOR THE LOW SLOPE ROOF REPLACEMENT AT THE  
GILPIN COUNTY JUSTICE CENTER**

**WHEREAS**, the Gilpin County Board of County Commissioners (BoCC) desires to replace the low slope roof at the Gilpin County Justice Center; and

**WHEREAS**, Gilpin County solicited contractors through a Request for Proposal (RFP) process to provide the county with, low slope roof replacement at the Gilpin County Justice Center; and

**WHEREAS**, Gilpin County determined The Flynn Group of Companies to be the most competent bidder when evaluated against the criteria listed in the RFP posting; and

**WHEREAS**, a recommendation to award The Flynn Group of Companies has been presented to the Gilpin BOCC for review; and

**WHEREAS**, the budgeted amount for this project is, \$1,345,644.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners as follows:

1. Awards a contract to the Flynn Group for the low slope roof replacement at the Gilpin County Justice Center, with an amount not to exceed the proposed amount of \$1,348,771, +/- 5% to account for potential unforeseen issues.
2. Approves the County Manager to negotiate and execute the contract, with consultation from the County Attorney, on behalf of the Board of County Commissioners.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_\_ to \_\_\_\_\_.

**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Chair

RECORDING STICKER

RECORDING STICKER



**ACKNOWLEDGEMENT**

STATE OF COLORADO )

)ss.

COUNTY OF GILPIN )

Susan Berumen, Chair, and Lyndsey Denton, Deputy County Clerk, County of Gilpin, acknowledged the foregoing Resolution before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Witness my hand and official seal

\_\_\_\_\_  
Notary Public

RECORDING STICKER

RECORDING STICKER

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**AWARDING A CONTRACT TO THE FLYNN GROUP FOR THE LOW SLOPE ROOF REPLACEMENT AT THE  
GILPIN COUNTY COMMUNITY CENTER**

**WHEREAS**, the Gilpin County Board of County Commissioners (BoCC) desires to replace the low slope roof at the Gilpin County Community Center; and

**WHEREAS**, Gilpin County solicited contractors through a Request for Proposal (RFP) process to provide the county with, low slope roof replacement at the Gilpin County Community Center; and

**WHEREAS**, Gilpin County determined The Flynn Group of Companies to be the most competent bidder when evaluated against the criteria listed in the RFP posting; and

**WHEREAS**, a recommendation to award The Flynn Group of Companies has been presented to the Gilpin County BoCC for review; and

**WHEREAS**, the budgeted amount for this project is, \$611,140.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners as follows:

1. Awards a contract to the Flynn Group for the low slope roof replacement at the Gilpin County Community Center, with an amount not to exceed the proposed amount of \$461,852, +/- 5% to account for potential unforeseen issues.
2. Approves the County Manager to negotiate and execute the contract, with consultation from the County Attorney, on behalf of the Board of County Commissioners.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_\_ to \_\_\_\_\_.

**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Chair

RECORDING STICKER

RECORDING STICKER

**ACKNOWLEDGEMENT**

STATE OF COLORADO )

)ss.

COUNTY OF GILPIN )

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Witness my hand and official seal

\_\_\_\_\_  
Notary Public

RECORDING STICKER

RECORDING STICKER

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**AWARDING A CONTRACT TO BOWMAN CONSULTING ENGINEERS FOR MULTIPLE SITE ENGINEERING SERVICES**

**WHEREAS**, The Gilpin County Board of County Commissioners (BoCC) desires to seek engineering services for multiple sites of County property; and

**WHEREAS**, Gilpin County solicited contractors through a Request for Proposal (RFP) process to provide the County with multiple site engineering services; and

**WHEREAS**, Gilpin County determined Bowman Consulting Engineers to be the most competent bidder when evaluated against the criteria listed in the RFP posting; and

**WHEREAS**, a recommendation to award Bowman Consulting Engineers has been presented to the Gilpin County BoCC for review; and

WHEREAS, the amount budgeted is for services is \$338,359.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners as follows:

1. Awards a contract to Bowman Consulting Engineers for multiple site engineering services, with an amount not to exceed the proposed amount of, \$320,365, +/- 5% to account for potential unforeseen issues.
2. Approves the County Manager to negotiate and execute the contract, with consultation from the County Attorney, on behalf of the Board of County Commissioners.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_ to \_\_\_\_.

**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Chair

**ACKNOWLEDGEMENT**

STATE OF COLORADO )

)ss.

COUNTY OF GILPIN )

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Witness my hand and official seal

\_\_\_\_\_  
Notary Public

RECORDING STICKER

RECORDING STICKER

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**AWARDING A CONTRACT TO MAJOR HEATING AND COOLING FOR MULTIPLE SITE HVAC  
REPLACEMENTS**

**WHEREAS**, The Gilpin County Board of County Commissioners (BOCC) desires to replace the Heating, Ventilation, and Air Conditioning (HVAC) at multiple sites of County property; and

**WHEREAS**, Gilpin County solicited contractors through a Request for Proposal (RFP) process to provide the county with multiple site HVAC replacements; and

**WHEREAS**, Gilpin County determined Major Heating and Cooling to be the most competent bidder when evaluated against the criteria listed in the RFP posting; and

**WHEREAS**, a recommendation to award Major Heating and Cooling has been presented to the Gilpin County BoCC for review; and

**WHEREAS**, the budgeted amount for this project is, \$232,514.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners as follows:

1. Awards a contract to Major Heating and Cooling for multiple site HVAC replacements, with an amount not to exceed the proposed amount of \$197,792.69, +/- 5% to account for potential unforeseen issues.
2. Approves the County Manager to negotiate and execute the contract, with consultation from the County Attorney, on behalf of the Board of County Commissioners.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_ to \_\_\_\_.

**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Chair

RECORDING STICKER

RECORDING STICKER

**ACKNOWLEDGEMENT**

STATE OF COLORADO )

)ss.

COUNTY OF GILPIN )

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Witness my hand and official seal

\_\_\_\_\_  
Notary Public

RECORDING STICKER

RECORDING STICKER

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**AWARDING A CONTRACT TO DENVER FIRE FOR MULTIPLE SITE FIRE AND SAFETY ALARM SYSTEM  
REPLACEMENTS**

**WHEREAS**, The Gilpin County Board of County Commissioners (BoCC) desires to replace the fire and safety alarm systems at multiple sites of County property; and

**WHEREAS**, Gilpin County solicited contractors through a Request for Proposal (RFP) process to provide the county with multiple site fire and safety alarm system replacements; and

**WHEREAS**, Gilpin County determined Denver Fire to be the most competent bidder when evaluated against the criteria listed in the RFP posting; and

**WHEREAS**, a recommendation to award Denver Fire has been presented to the Gilpin County BoCC for review; and

**WHEREAS**, the budgeted amount for this project is, \$501,221.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners as follows:

1. Awards a contract to Denver Fire for multiple site fire and safety alarm system replacements, with an amount not to exceed the proposed amount of \$418,485, +/- 5% to account for potential unforeseen issues.
2. Approves the County Manager to negotiate and execute the contract, with consultation from the County Attorney, on behalf of the Board of County Commissioners.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_ to \_\_\_\_.

**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Chair



**ACKNOWLEDGEMENT**

STATE OF COLORADO )

)ss.

COUNTY OF GILPIN )

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Witness my hand and official seal

\_\_\_\_\_  
Notary Public

RECORDING STICKER

RECORDING STICKER

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**AWARDING A CONTRACT TO BOULDER WATER WELL FOR THE JUSTICE CENTER CAMPUS WELL PUMP  
REPLACEMENT**

**WHEREAS**, The Gilpin County Board of County Commissioners (BoCC) desires to replace the Justice Center Campus Well Pump; and

**WHEREAS**, Gilpin County solicited contractors through a Request for Proposal (RFP) process to provide the county with the Justice Center Campus well pump replacement; and

**WHEREAS**, Gilpin County determined Boulder Water Well to be the most competent bidder when evaluated against the criteria listed in the RFP posting; and

**WHEREAS**, a recommendation to award Boulder Water Well has been presented to the Gilpin County BoCC for review; and

**WHEREAS**, the budgeted amount for this project is, \$55,472.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners as follows:

1. Awards a contract to Boulder Water Well for the Justice Center Campus Well Pump Replacement, with an amount not to exceed the proposed amount of, \$57,452, +/- 5% to account for potential unforeseen issues.
2. Approves the County Manager to negotiate and execute the contract, with consultation from the County Attorney, on behalf of the Board of County Commissioners.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_\_ to \_\_\_\_\_.

**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Chair

RECORDING STICKER

RECORDING STICKER

**ACKNOWLEDGEMENT**

STATE OF COLORADO )

)ss.

COUNTY OF GILPIN )

Susan Berumen, Chair, and Lyndsey Denton, Deputy County Clerk, County of Gilpin, acknowledged the foregoing Resolution before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Witness my hand and official seal

\_\_\_\_\_  
Notary Public

RECORDING STICKER

RECORDING STICKER

# AGENDA ITEM

## Staff Report

To: Board of County Commissioners  
From: Alisa Witt, Public Health Director, Public Health Agency  
Date: January 23, 2024  
Item: Resolution 24-20, Accepting Core Immunization Funding from CDPHE  
Requested Action: Resolution  
Public Hearing: No

**I. REQUEST OR ISSUE:**

Public Health Core Immunization Funding.

**II. RECOMMENDED ACTION / NEXT STEP:**

Accept the funding

**III. FISCAL IMPACTS:**

Yes. this is new revenue

**IV. LEGAL ISSUES:**

Yes. we are signing to accept these funds-DocuSign to be routed to Susan Berumen, no received yet from CDPHE

**V. ENVIRONMENTAL IMPACTS:**

None.

**VI. ALTERNATIVES:**

Not accepting the funds

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**ACCEPTING CORE IMMUNIZATION FUNDING FROM THE COLORADO DEPARTMENT OF PUBLIC HEALTH  
AND ENVIRONMENT**

**WHEREAS**, Local public health agencies in Colorado are charged with assisting residents to obtain immunizations, and;

**WHEREAS**, Gilpin County Public Health has recently ended the partnership with Jefferson County Public Health;

**WHEREAS**, Funding for immunizations was previously provided by the Colorado Department of Public Health and Environment (CDPHE) to Jefferson County Public Health and that funding is now being awarded to Gilpin County, and;

**WHEREAS**, \$10,549.50 was budgeted by CDPHE for Gilpin County Immunization services from January 1, 2024 to June 30, 2024, and another amount equal to this will be forthcoming for the period of July 1, 2024 to June 30, 2025.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners as follows:

1. Approves the receipt of the funds from CDPHE for Core Immunization Services.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by a vote of \_\_\_\_\_ to \_\_\_\_\_.

**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Chair

**ACKNOWLEDGEMENT**

STATE OF COLORADO )  
  )ss.  
COUNTY OF GILPIN    )

Susan Berumen, Chair, and Lyndsey Denton, Deputy County Clerk, County of Gilpin, acknowledged the foregoing Resolution before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Witness my hand and official seal

\_\_\_\_\_  
Notary Public

RECORDING STICKER

RECORDING STICKER

## TASK ORDER

<p><b>State Agency</b>  State of Colorado for the use &amp; benefit of the  Department of Public Health and Environment  4300 Cherry Creek Drive South  Denver CO 80246</p>	<p><b>Contractor</b>  Board of County Commissioners of Gilpin County  (a political subdivision of the state of Colorado)  203 Eureka Street  PO Box 366  Central City CO 80427-0366  for the use and benefit of the  Gilpin County Public Health Agency  15193 Hwy 119  Black Hawk CO 80422</p>
<p><b>Master Task Order Contract Number</b>  <b>23 FAA 00021</b></p> <p><b>Task Order Number</b>  2024*3111</p>	<p><b>Task Order Performance Beginning Date</b>  <b>The later of the Task Order Effective Date or February 1, 2024</b></p>
<p><b>Task Order Maximum Amount</b>  <b>Initial Term</b></p> <p>State Fiscal Year 2024                      \$10,549.50</p>	<p><b>Task Order Expiration Date</b>  <b>June 30, 2024</b></p> <p>Except as stated in §2.D., the total duration of this Contract, including the exercise of any options to extend, shall not exceed 5 years from its Performance Beginning Date.</p>
<p><b>Pricing/Funding</b>  <b>Price Structure:</b> Cost Reimbursement, Quarterly Payments</p> <p><b>Funding Source:</b>  State                      \$10,549.50</p>	<p><b>Miscellaneous:</b>  Authority to enter into this Contract exists in:  C.R.S. 25-1.5-101 – C.R.S. 25-1.5-113  Law Specified Vendor Statute (if any): N/A</p> <p><b>Procurement Method:</b> Exempt  <b>Solicitation Number (if any):</b> N/A</p>
<p><b>State Representative</b>  Heather Roth  Immunization Branch Chief  Immunization Branch  Department of Public Health and Environment  4300 Cherry Creek Drive South  Denver, CO 80246  <a href="mailto:heather.roth@state.co.us">heather.roth@state.co.us</a></p>	<p><b>Contractor Representative</b>  Alisa Witt  Public Health Director  Gilpin County Public Health Agency  15193 Hwy 119  Black Hawk CO 80422  <a href="mailto:awitt@gilpincounty.org">awitt@gilpincounty.org</a></p>
<p><b>Exhibits and Order of Precedence</b>  The following Exhibits and attachments are included with this Contract:  Exhibit A, Additional Provisions  Exhibit B, Statement of Work  Exhibit C, Budget  Exhibit D, Federal Provisions</p>	
<p><b>Contract Purpose</b>  This project serves to reduce and eliminate vaccine preventable diseases in Colorado by increasing and maintaining immunization coverage. Local public health agencies will provide core immunization services, according to established best practices and standards, to improve the health of individuals and communities.</p>	

In accordance with **§4.B** of the Master Task Order Contract referenced above, Contractor shall complete the following Project:

**1. PROJECT DESCRIPTION**

Contractor shall complete the Project described in Exhibit B Statement of Work (SOW) that is attached hereto and incorporated herein (“the SOW”). All terminology used in this Task Order and the Statement of Work shall be interpreted in accordance with the Master Task Order Contract unless specifically defined differently in this Task Order. The Statement of Work and Budget are incorporated herein, made a part hereof and attached hereto as Exhibit B - Statement of Work and Exhibit C - Budget.

**2. PAYMENT**

The State shall pay Contractor the amounts shown in Exhibit C - Budget that is attached hereto and incorporated herein, in accordance with the requirements of the Statement of Work and the Master Task Order Contract. The State shall not make any payment for a State Fiscal Year that exceeds the Task Order Maximum Amount shown above for that State Fiscal Year.

**3. PERFORMANCE PERIOD**

Contractor shall complete all Work on the Project described in this Task Order by the Task Order Expiration Date stated above. Contractor shall not perform any Work described in the Statement of Work prior to the Task Order Performance Beginning Date or after the Task Order Expiration Date stated above.

**4. TASK ORDER EFFECTIVE DATE:**

The Effective Date of this Task Order is upon approval of the State Controller or **February 1, 2024** whichever is later.

**THE PARTIES HERETO HAVE EXECUTED THIS CONTRACT**

Each person signing this Contract represents and warrants that he or she is duly authorized to execute this Contract and to bind the Party authorizing his or her signature.

<p style="text-align: center;"><b>CONTRACTOR</b> <b>Board of County Commissioners of Gilpin County</b> <b>(a political subdivision of the state of Colorado)</b> <b>for the use and benefit of the</b> <b>Gilpin County Public Health Agency</b></p> <p>_____</p> <p style="text-align: center;">By: Signature</p> <p>_____</p> <p style="text-align: center;">Name of Person Signing for Contractor</p> <p>_____</p> <p style="text-align: center;">Title of Person Signing for Contractor</p> <p>Date: _____</p>	<p style="text-align: center;"><b>STATE OF COLORADO</b> <b>Jared S. Polis, Governor</b> <b>Colorado Department of Public Health and Environment</b> <b>Jill Hunsaker Ryan, MPH, Executive Director</b></p> <p>_____</p> <p style="text-align: center;">By: Signature</p> <p>_____</p> <p style="text-align: center;">Name of Executive Director Delegate</p> <p>_____</p> <p style="text-align: center;">Title of Executive Director Delegate</p> <p>Date: _____</p>
--	--

In accordance with §24-30-202, C.R.S., this Option is not valid until signed and dated below by the State Controller or an authorized delegate.

**STATE CONTROLLER**  
**Robert Jaros, CPA, MBA, JD**

\_\_\_\_\_

By: Signature

\_\_\_\_\_

Name of State Controller Delegate

\_\_\_\_\_

Title of State Controller Delegate

Effective Date: \_\_\_\_\_

--Signature Page End--



**ADDITIONAL PROVISIONS****To Master Task Order Contract Dated 05/12/2022 Task Order Routing Number: 23 FAA 00021**

**These provisions are to be read and interpreted in conjunction with the provisions of the Master Task Order Contract specified above.**

**1. Invoicing Provisions:**

CDPHE will provide quarterly payments to the Contractor.

The Contractor shall not use federal funds to satisfy federal cost sharing and matching requirements unless approved in writing by the appropriate federal agency.

**2. Time Limit For Acceptance Of Deliverables:**

- a. Evaluation Period. The State shall have **forty-five (45)** calendar days from the date a deliverable is delivered to the State by the Contractor to evaluate that deliverable, except for those deliverables that have a different time negotiated by the State and the Contractor.
- b. Notice of Defect. If the State believes in good faith that a deliverable fails to meet the design specifications for that particular deliverable, or is otherwise deficient, then the State shall notify the Contractor of the failure or deficiencies, in writing, within **thirty (30)** calendar days of: 1) the date the deliverable is delivered to the State by the Contractor if the State is aware of the failure or deficiency at the time of delivery; or 2) the date the State becomes aware of the failure or deficiency. The above time frame shall apply to all deliverables except for those deliverables that have a different time negotiated by the State and the Contractor in writing pursuant to the State's fiscal rules.
- c. Time to Correct Defect. Upon receipt of timely written notice of an objection to a completed deliverable, the Contractor shall have a reasonable period of time, not to exceed **thirty (30)** calendar days, to correct the noted deficiencies.

**3. Health Insurance Portability and Accountability Act (HIPAA) Business Associate Determination.**

The State has determined that this Contract does not constitute a Business Associate relationship under HIPAA.

**4. Transfer of funds within the Budget:**

- a. Transfer funds between budget lines if the total of all **cumulative** transfers is less than **25 percent (25%)** of the budgeted amount does not require Immunization Branch approval. However the Contractor shall notify the Section of the changes in writing prior to the transfer of funds.
- b. When the cumulative total of all transfers equals or exceeds **25 percent (25%)** of the total budgeted amount, the Contractor must obtain written permission from the Immunization Branch to move any funds between lines. The Contractor shall submit the Immunization Branch approved budget modification form prior to making revised expenditures. The Immunization Branch staff will evaluate the request and inform the Contractor of a decision within 15 calendar days of receiving the request.

STATEMENT OF WORK  
To Original Contract Number: 2024\*3111

**These provisions are to be read and interpreted in conjunction with the provisions of the contract specified above.**

**I. Entity Name:** Gilpin County Public Health Agency

**II. Project Description:** This project serves to maintain immunization awareness and increase vaccination rates in Colorado. Local public health agencies will assure core immunization services, according to established best practices and standards, to improve the health of individuals and communities. The Colorado Department of Public Health and Environment (CDPHE) is funded by the Centers for Disease Control and Prevention (CDC) to address potentially life-threatening diseases and reduce risk. The project supports Local Public Health Agencies (LPHAs) through the Vaccines for Children (VFC) program, and creates a coordinated infrastructure to align with national immunization standards. The project supplies Section 317 vaccines at no cost to remove the financial barrier for adults without insurance. The project counters anti-vaccination attitudes and beliefs by engaging the community, and delivering education in the service area. The project encourages healthcare providers and school-based settings to use the Colorado Immunization Information System (CIIS), and to contribute to the centralized system by entering data. The project is intended to convene the public and health professionals, reduce mortality and morbidity rates caused by vaccine-preventable diseases, and protect the health of Coloradans.

**III. Definitions:**

1. ACIP: Advisory Committee on Immunization Practices
2. Bridge Access Program: CDC project to provide access to COVID-19 vaccines to uninsured and underinsured adults.
3. CALPHO: Colorado Association of Local Public Health Officials
4. CCC: Child Care Centers as defined by *Colorado State Board of Health Rule 6 CCR 1009-2*
5. CCR: Code of Colorado Regulations
6. CDC: Centers for Disease Control and Prevention
7. CDPHE: Colorado Department of Public Health and Environment
8. CIB: Colorado Immunization Branch
9. CIIS: Colorado Immunization Information System
10. Core Immunization Services (Core Services): Basic and essential vaccination services provided within the LPHA's jurisdiction.
11. Deputization: The formal delegation of authority to provide VFC vaccines to eligible underinsured children from a participating FQHC or RHC to another VFC-enrolled provider; typically a local public health agency.
12. DTaP: Pediatric diphtheria, tetanus, and pertussis vaccine.
13. Evidence-based: Conscientious use of current scientific evidence and clinical expertise.
14. FAQ: Frequently Asked Questions
15. FQHC: Federally Qualified Health Center
16. Insured: A person who is covered by health insurance.
17. Jurisdiction: Power or right of a legal or political agency to exercise its authority over a person, subject matter, or territory.
18. LPHA: Local public health agency
19. MMR: Measles, mumps, and rubella vaccine.
20. MMR and DTaP database: An electronic, CDPHE tool that provides access to county-level measles, mumps, rubella, diphtheria, tetanus and pertussis vaccine coverage data.

- 21. MOU: Memorandum of Understanding
- 22. RHC: Rural Health Center
- 23. School: As defined by the Colorado Board of Health rule 6 CCR 1009-2, all child care facilities licensed by the Colorado Department of Human Services including: child care centers, school-age child care center, preschools, day camps, resident camps, day treatment centers, family child care homes, foster care homes, and head start programs; public, private, or parochial kindergarten, elementary or secondary schools through grade twelve, or a college or university.
- 24. Section 317 Vaccine: Vaccine funding used to support infrastructure critical to vaccine program success including vaccine for: uninsured and underinsured adults, outbreak response and preparedness support.
- 25. VFC: Vaccines for Children
- 26. VPD: Vaccine-preventable disease
- 27. WIG: Wildly Important Goal - a current strategic priority of CDPHE

**IV. Work Plan:**

<b>Goal #1:</b> Reduce vaccine-preventable diseases in Colorado by increasing or maintaining immunization coverage.	
<b>Objective #1:</b> No later than the expiration of the contract, provide core immunization services intended to improve the health of individuals and communities.	
<b>Primary Activity #1</b>	The Contractor shall implement core immunization services within its jurisdiction.
<b>Sub-Activities #1</b>	<ol style="list-style-type: none"> <li>1. The Contractor shall promote within the jurisdiction all ACIP-recommended vaccines available through the following distribution channels:                             <ol style="list-style-type: none"> <li>a. VFC vaccines available through the VFC program for the eligible population served.</li> <li>b. Section 317 vaccines available through the Section 317 program for the eligible population served.</li> <li>c. Privately-purchased vaccines available for the eligible insured population served.</li> </ol> </li> <li>2. The Contractor shall assure immunizations are provided within the jurisdiction.</li> <li>3. The Contractor shall screen patients for eligibility to receive publicly funded vaccine.</li> <li>4. The Contractor shall send immunization data to CIIS for all immunizations administered by the agency within seven (7) days of vaccine administration.</li> <li>5. The Contractor shall promote use of CIIS to providers and schools in the jurisdiction.</li> <li>6. The Contractor shall review the county level Immunization Rates Report provided by CIB for the following information:                             <ol style="list-style-type: none"> <li>a. Children 19-35 months of age no later than 30 days after distribution by CIB</li> <li>b. Adolescents 13-17 years of age no later than 30 days after distribution by CIB</li> <li>c. Compare to the <i>CDC National Immunization Surveys; Child and Teen</i> and CIIS-generated statewide rates provided by CIB in order to increase awareness of county versus state and national immunization rates within the 30 days that the rates report is distributed by the CIB.</li> </ol> </li> </ol>

	<p>7. The Contractor shall provide immunization subject matter expertise to the following:</p> <ol style="list-style-type: none"><li>a. Decision makers</li><li>b. Policy makers</li><li>c. Health care providers</li><li>d. The public</li></ol> <p>8. The Contractor shall meet with local stakeholders to implement a minimum of one (1) evidence-based strategy that is culturally and linguistically appropriate to reduce the following:</p> <ol style="list-style-type: none"><li>a. immunization disparities by race</li><li>b. immunization disparities by ethnicity</li><li>c. immunization disparities by socio-economic status</li><li>d. immunization disparities by disability status</li></ol> <p>9. The Contractor shall promote informed vaccine decision making by educating a minimum of one (1) of the following:</p> <ol style="list-style-type: none"><li>a. consumers</li><li>b. health care providers</li><li>c. staff who administer immunizations</li><li>d. policy makers</li></ol> <p>10. The Contractor shall address vaccine hesitancy by educating a minimum of one (1) of the following:</p> <ol style="list-style-type: none"><li>a. consumers</li><li>b. health care providers</li><li>c. staff who administer immunizations</li><li>d. policy makers</li></ol> <p>11. The Contractor shall promote vaccine services availability by educating a minimum of one (1) of the following:</p> <ol style="list-style-type: none"><li>a. consumers</li><li>b. healthcare providers</li><li>c. staff who administer immunizations</li><li>d. policy makers</li></ol> <p>12. The Contractor shall promote seasonal influenza vaccine to improve preparedness in the event of an influenza pandemic according to the following criteria:</p> <ol style="list-style-type: none"><li>a. The Contractor shall promote seasonal influenza vaccine with new organizations.</li><li>b. The Contractor shall continue seasonal influenza vaccine coordination with existing organizations.</li><li>c. The Contractor shall promote seasonal influenza vaccine with commercial sector organizations.</li></ol> <p>13. The Contractor shall maintain a deputization MOU with an FQHC/RHC.</p> <p>14. The Contractor shall deliver information to schools and CCCs about the <i>Colorado State Board of Health Rule 6 CCR 1009-2</i> annual reporting requirement.</p> <ol style="list-style-type: none"><li>a. The Contractor shall follow up with schools who fail to report data.</li><li>b. The Contractor shall follow up with CCCs who fail to report data.</li></ol> <p>15. The Contractor shall support a network of VFC providers.</p>
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# AGENDA ITEM

## Staff Report

To: Board of County Commissioners  
From: Robert Gutierrez, Director, Community Development  
Date: January 23, 2024  
Item: Resolution 24-21, Approving for the Department of Local Affairs Local Planning Capacity Grant Application  
Requested Action: Resolution  
Public Hearing: No

**I. REQUEST OR ISSUE:**

The Colorado Department of Local Affairs has begun accepting applications for their Local Planning Capacity Grant Program. This program is funded through Proposition 123. Gilpin County is eligible to apply to the grant because we previously submitted an Affordable Housing Commitment to DOLA in 2023. Staff intend to seek grant funds to expand the county's ability to conduct short and long range planning that supports the development of new affordable housing.

**II. RECOMMENDED ACTION / NEXT STEP:**

Approve Resolution for Grant Application

**III. FISCAL IMPACTS:**

None.

**IV. LEGAL ISSUES:**

None.

**V. ENVIRONMENTAL IMPACTS:**

None.

**VI. ALTERNATIVES:**

Approve the resolution, deny the resolution, or table to another date.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**AUTHORIZING THE GRANT MANAGER TO SUBMIT A GRANT APPLICATION TO THE COLORADO  
DEPARTMENT OF LOCAL AFFAIRS FOR THE LOCAL PLANNING CAPACITY GRANT PROGRAM**

**WHEREAS**, as approved via Resolution 22-39, the Board of County Commissioners (BoCC) Strategic Priority #2 is Long Range Planning and includes Measurable Milestone Goals (MMG) D: Facilitate public needs and services such as access to broadband and housing; and

**WHEREAS**, the Department of Local Affairs (DOLA) established the Local Planning Capacity Grant Program (LPCG) for local governments who have submitted affordable housing commitments with DOLA under C.R.S. 29-32-105; and

**WHEREAS**, the Gilpin County Board of County Commissioners (BOCC) approved Resolution 23-45 on August 8<sup>th</sup>, 2023, authorizing the Director of Community Development (Director) to submit a commitment to DOLA to establish a baseline of affordable housing units and commit Gilpin County (County) to increasing that number by year ending 2026; and

**WHEREAS**, the Director submitted said commitment and it was accepted by DOLA; and

**WHEREAS**, the Grant Manager submitted a letter of intent in fall 2023, seeking to apply for LPCG program, and the County was invited by DOLA to submit an application between January 3<sup>rd</sup>, 2024 and February 15<sup>th</sup>, 2024; and

**WHEREAS**, the County intends to submit an application seeking funding to: explore regulatory changes that effectively streamline development review of affordable housing projects, track and document activities related to Prop 123 compliance, support and expand the County's capacity to increase or expedite affordable housing which includes navigating funding opportunities and grant applications; and

**WHEREAS**, the LPCG requires a financial match from the County totaling at least 20% of the total project cost and the Gilpin County Annual Budget for 2024, committed funds towards grant matching that can be utilized to meet the minimum required match of this grant.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Gilpin County, Colorado:

1. The BoCC does hereby authorize the Grant Manager to submit a grant application for the LPCG program with DOLA.
2. The BoCC does hereby commit to making a minimum local cash match to awarded grant funds of 20% of the proposed project budget, not to exceed \$20,000.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_\_ to \_\_\_\_\_.



## Local Planning Capacity (LPC) Grant Program: Letter of Intent Form (LOI)

Thank you for submitting your LOI for the Strong Communities Infrastructure Grant Program.

You will be contacted after the submission deadline to schedule your application review meeting.

[Edit your response](#)

[Submit another response](#)

This form was created inside of State.co.us Executive Branch. [Report Abuse](#)

Google Forms



## **DOLA Planning Capacity Grant**

### **Gilpin County Community Development**

#### **1. Brief Project Summary\*** (700 character limit)

*Provide a concise statement summarizing the project, in approximately 100 words.*

Gilpin County's Prop 123 implementation initiative is a comprehensive project aimed at addressing affordable housing challenges in our community. It comprises the enactment of tailored recommendations from a forthcoming Housing Needs Assessment, regulatory updates to the Land Use Code, and the establishment of new standards for public infrastructure. Utilizing consultant expertise, the project emphasizes coordination with Black Hawk and Central City, recognizing the interconnectedness of municipal and county housing goals. This multifaceted strategy aims to overcome barriers to expeditious affordable housing development, fostering a sustainable and inclusive community.

#### **2. Additional Project Details\*** (1500 - 2000 characters)

*Provide additional description of the proposed scope of work, activities, and project budget.*

The proposed project seeks to build on the momentum of the Gilpin County Housing, Land Use, and Infrastructure Policy Update, utilizing additional funding, not exceeding \$70,000, to implement key recommendations from the forthcoming Housing Needs Assessment. This initiative, commencing in January 2024, will be facilitated by hired consultants. The scope of work includes:

1. **Intergovernmental Agreements (IGAs):** Establish agreements with incorporated cities for compliance and tracking of Proposition 123 funded projects.
2. **Housing Authority Exploration:** Investigate the creation of a county-wide housing authority to fund, build, and manage affordable housing projects.
3. **Operational Efficiency:** Identify "lean" operations through strategic alignment of administrative resources, policies, and procedures among the county and municipalities.
4. **Deed-Restriction Programs:** Explore the development of a deed-restriction program for new affordable housing units and a density bonus program for deed-restricted developments.
5. **Fast-Track Review Process:** Develop a streamlined review process at county and municipal levels for residential projects aligned with Proposition 123 commitments.

The project aims to formalize relationships and implement common strategies among Gilpin County, Central City, and Black Hawk, fostering a comprehensive regional solution to housing challenges.

Additionally, a secondary goal involves expanding internal capacity for grant management. Seeking \$3,000, the project aims to subscribe to GrantHub Pro, a software solution facilitating:

- **Prospecting and Evaluation:** Identify and evaluate potential funding opportunities for affordable housing projects.
- **Collaboration:** Enhance collaboration among stakeholders in the grant application process.
- **Administrative Efficiency:** Decrease administrative burdens associated with managing awards.
- **Record-Keeping:** Provide a centralized space for efficient record-keeping and stakeholder access.
- **Reporting Capabilities:** Amplify reporting capabilities for programmatic, financial progress, and impact assessment.

This holistic approach not only addresses immediate housing needs but also strengthens the county's capacity to pursue grant funding and manage initiatives effectively.

### **3. How would these funds help your jurisdiction achieve the fast track requirements of Proposition 123?**

*Describe your proposed approach. If you believe your jurisdiction already complies with the fast track requirements of Prop 123, how would these funds help you advance the intended goals of fast track either by further improving your development review process or by formalizing or codifying this as a requirement?*

These funds would be utilized to develop IGAs between the county and cities for coordination of resources to support the development of affordable housing within Gilpin County. The IGAs could establish commitments from the jurisdictions to implement a fast-track approval process for affordable housing projects and would allow us to codify these processes. These funds will also be utilized to establish a process for working collaboratively on housing projects and outline how unit numbers will be counted for the jurisdictions individual affordable housing commitments to DOLA.

The allocated funds would play a pivotal role in facilitating the fast-track requirements of Proposition 123 by enabling the development of Intergovernmental Agreements (IGAs) between the county and cities within Gilpin County. These agreements are crucial for coordinating resources to support affordable housing development. Specifically, the funds would be utilized as follows:

1. **IGA Development:** The funds would be directed towards crafting comprehensive IGAs that outline commitments from the jurisdictions involved. These commitments would specifically address the implementation of a fast-track approval process for affordable housing projects.
2. **Codification of Processes:** By establishing IGAs, the jurisdictions can codify and formalize the processes associated with the fast-track approval of affordable housing projects. This ensures that the expedited procedures are not only agreed upon but also documented for clarity and consistency.

3. Collaborative Housing Project Process: The funds would also support the establishment of a collaborative process for housing projects. This involves outlining how unit numbers will be counted for each jurisdiction's individual affordable housing commitments to the Department of Local Affairs (DOLA).

In summary, these funds would empower Gilpin County and its cities to establish formalized agreements, ensuring commitment to fast-track approval processes for affordable housing projects. This not only streamlines the development process but also enhances transparency and accountability through the codification of these procedures. Additionally, the funds support collaborative efforts, defining how housing units are counted, thus aligning with the jurisdictions' commitments to DOLA for affordable housing initiatives.

#### **4. How would these funds impact your jurisdiction's capacity to achieve the goals of Proposition 123?**

*How many projects or units would be impacted by grant funds?*

*How will these funds impact your jurisdiction's ability to achieve Prop 123 goals?*

The allocated funds are instrumental in enhancing our jurisdiction's capacity to achieve the goals of Proposition 123 by enabling professional assistance in developing policies and regulations crucial for affordable housing development. The impact of these funds is multifaceted:

1. Professional Assistance: The funds would be utilized to engage consultants who bring expertise in policy and regulation development. This professional support is essential for formulating effective strategies that align with the goals of Proposition 123.
2. Collaborative Housing Authority: Establishing a housing authority requires collaborative efforts between cities and the county. The funds would facilitate this collaborative approach, fostering a multi-jurisdictional strategy that enhances the likelihood of meaningful implementation.
3. Lean Strategies Implementation: The funds will support the implementation of lean strategies, optimizing administrative resources and processes. This ensures that efforts are streamlined and resources are utilized efficiently, particularly important in rural mountain communities.
4. Key Performance Indicators (KPIs): The project plans to actively monitor progress through KPIs, including the number of permits for new construction, length of permit lifecycle, and the actual increase in affordable housing units. This systematic tracking provides a quantitative measure of success and allows for informed decision-making.
5. Customer Surveys: Annual customer surveys, conducted from project inception through 2027, serve as a qualitative assessment of the community's satisfaction. This continuous feedback loop ensures that the implemented strategies align with the needs and preferences of the residents.

In summary, the funds contribute to the professional guidance needed for effective policy development, support collaborative efforts for housing authority establishment, implement efficient strategies in rural communities, and establish robust monitoring mechanisms through KPIs and customer surveys. This comprehensive approach enhances the jurisdiction's capacity to successfully achieve the goals outlined in Proposition 123, marking a significant step toward addressing affordable housing challenges.

**5. What is the estimated amount of funding you would request from DOLA for this project?\***

\$73,000

**6. Does the project have the required local matching funds?\***  
(20% matching contribution from local government)

Yes, funding was allocated in the 2023 budget and will be rolled over into the 2024 budget.

**7. Who are your key project partners?\***

City of Central and the City of Black Hawk

**8. Estimated Project Timeline**

What is your estimated timeline for start and completion of this project?

Estimated start time of this project would be Spring 2024 with a completion date by end of year 2024.

**9. Describe your plan to sustain any ongoing costs such as staffing or software licensing fees beyond the terms of the grant.**

*(If all expenses are short-term, mark "N/A".)*

N/A

**10. Does your proposal include a request to fund administrative staffing expenses?**

*If yes, answer the required questions in the next section.*

*If no, you will skip the next section and submit the completed form.*

No

# AGENDA ITEM

## Staff Report

To: Board of County Commissioners  
From: Jamie Boyle, Grant Manager / Writer, County Manager's Office  
Date: January 23, 2024  
Item: Resolution 24-22, Acknowledging Broadband Ready Community Certification  
Requested Action: Resolution  
Public Hearing: No

**I. REQUEST OR ISSUE:**

A Resolution acknowledging that Gilpin County has completed all steps necessary for Broadband Ready Community Certification and has been granted such certification by the Colorado Broadband Office, demonstrating to the public and to potential grantors that we are a willing and able partner for high speed internet deployment projects.

**II. RECOMMENDED ACTION / NEXT STEP:**

Approve the Resolution

**III. FISCAL IMPACTS:**

None.

**IV. LEGAL ISSUES:**

None.

**V. ENVIRONMENTAL IMPACTS:**

None.

**VI. ALTERNATIVES:**

Do not acknowledge the Broadband Ready Community Certification



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**ACKNOWLEDGING THAT GILPIN COUNTY IS A BROADBAND READY CERTIFIED COMMUNITY BY THE  
COLORADO BROADBAND OFFICE IN THE GOVERNOR'S OFFICE OF INFORMATION TECHNOLOGY**

**WHEREAS**, the Board of County Commissioners (BoCC) identified Broadband as the Gilpin County's number one priority for grant efforts at a public meeting on July 10, 2023; and

**WHEREAS**, the State of Colorado recognizes the critical importance of fast, reliable, and affordable broadband internet access as a necessary tool for communities to engage in work, education, healthcare, and commerce; and

**WHEREAS**, Governor Jared Polis signed Executive Order D 2022 023, which establishes a goal of connecting 99% of Colorado households with access to high-speed broadband internet by 2027; and

**WHEREAS**, the Advanced Colorado Broadband grant programs will provide Colorado communities with state and funding on a competitive, matching basis to execute broadband projects; and

**WHEREAS**, to help local communities understand their role and ways they can plan and execute broadband projects, the Colorado Broadband Office developed the *Broadband Ready Community Checklist (BRCC)* – a set of tangible and voluntary tasks that will help local communities and their partners successfully plan and execute broadband projects; and

**WHEREAS**, Gilpin County has demonstrated successful completion of the *Broadband Ready Checklist* and has been designated as a *Broadband Ready Certified Community* by the Colorado Broadband Office, as of December 27, 2023.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners as follows:

1. Gilpin County has been recognized as a Broadband Ready Certified Community by the Colorado Broadband Office and shall retain such certification for a period of three years from the date of certification letter.
2. Gilpin County acknowledges that Broadband Ready Certified Community designation is voluntary and not required to receive funding via the Advance Colorado Broadband grant programs.
3. Gilpin county acknowledges that the designation does not guarantee state and/or federal broadband funding, but will identify the community as a willing partner that has minimized barriers to broadband infrastructure deployment.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_\_ to \_\_\_\_\_.

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

**ATTEST:**

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Chair

**ACKNOWLEDGEMENT**

STATE OF COLORADO )

)ss.

COUNTY OF GILPIN )

Susan Berumen, Chair, and Lyndsey Denton, Deputy County Clerk, County of Gilpin, acknowledged the foregoing Resolution before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Witness my hand and official seal

\_\_\_\_\_  
Notary Public

# Certificate of Completion

The Colorado Broadband Office recognizes this community for proactively taking steps to encourage broadband development and investment to improve the quality of life for its residents.

## Gilpin County

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Brandy Reitter  
Executive Director  
Colorado Broadband Office



**ADANCE** COLORADO  
BROADBAND



Broadband Stories (<https://broadband.colorado.gov/broadband-stories>)

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## What is a Broadband Ready Community?

A Colorado community that has taken steps to encourage broadband infrastructure deployment to connect its residents. Steps can include creating a broadband task force, surveying community members, involving schools, businesses and other community anchor institutions, creating budgets and timelines, reviewing local policies and speaking with providers.

The Colorado Broadband Office will certify broadband-ready communities and deem them on the right track and properly prepare to connect residents to high-speed, reliable internet for the betterment of residents and the community's economy.

## Broadband Community Ready Checklist Overview - Applications Open Oct. 15!

Providing access to high-speed broadband is a community effort that requires planning, coordination, partnership and management at the local, regional, and state levels. It takes time and effort to plan, communicate and coordinate with stakeholders for the best interest of your residents. The *Broadband Ready Community Checklist* is a *step-by-step guide* to planning and preparing broadband plans.

Communities that complete the tasks listed in the *Broadband Ready Community Checklist* are eligible for designation as a *Broadband Ready Certified Community*.

## Broadband Ready Community Checklist Overview



# Broadband Ready Certified Community Designation

To apply, fill out the application below.

Once your application is submitted, CBO will request supporting documentation, including broadband plans, feasibility studies, public engagement materials, public meeting minutes, or other related documents demonstrating broadband readiness. Once certified, communities must reapply for recertification every three years to maintain the designation.

All communities with the designation will be featured on CBO's website. A Broadband Ready Certified Community designation is not required to receive funding through the Advance Colorado Broadband program but it will identify the community as a willing partner that has minimized barriers to broadband infrastructure deployment.

**Certification applications will be accepted biannually on June 15 and December 15.**



 Broadband Ready Community Checklist

 Broadband Ready Community Application

 Broadband Ready Community Resources

## Congratulations Broadband Ready Communities!

These Colorado communities have been certified by the Colorado Broadband Office as Broadband Community Ready in 2023!

- Archuleta County
- City of Boulder
- City of Cortez
- City of Fort Collins

- City of Loveland
- Clear Creek County
- Custer County
- Douglas County
- Fremont County
- Gilpin County
- Huerfano County
- Larimer County
- Town of Firestone
- Town of Pagosa Springs
- Town of Silverton
- Town of Silver Cliff
- Town of Timnath
- Town of Westcliffe
- San Juan County
- Southern Colorado Economic Development District

## Quick Links

[Broadband Mapping Hub](#)

[Broadband Speed Test](#)

[Data Submission Guidance \(/data-hub/broadband-data-collection\)](#)


[Broadband 101 \(/learning-center/broadband-101\)](#)

[OIT Accessibility Statement](#)

[Report Fraud, Waste, Abuse & Whistleblower Reprisal \(https://broadband.colorado.gov/report-fraud-waste-abuse-and-whistleblower-reprisal\)](https://broadband.colorado.gov/report-fraud-waste-abuse-and-whistleblower-reprisal)

## Stay Connected

 [Sign up for our newsletter \(/newsletter\)](#)

 [Broadband in the News \(/broadband-in-the-news\)](#)

# Broadband Expansion & Improvement Updates – January 2024

## A. Partnerships

- a. Peak to Peak Regional Broadband Planning Group
  - i. Members: Gilpin County, Clear Creek County, and the Town of Nederland
  - ii. Memorandum of Understanding under development
  - iii. Weekly meetings continue
- b. Project THOR
  - i. Meeting with Nederland and Project THOR on 1/17
  - ii. Next meeting TBD, around 2 weeks
- c. ISPs
  - i. Open to willing partners with facilitation from project THOR and NEO Connect

## B. Preparedness

- a. Broadband Ready Community Certification from CBO
  - i. Certification granted 12/27/23
  - ii. Resolution of Acknowledgement for BoCC consideration 1/23/24
- b. Technical Assistance from NEO Connect through CBO
  - i. Task order executed (Between CBO and NEO Connect)
    - 1. *Value not to exceed \$80,000 in services*
  - ii. Scope of Work includes:
    - 1. *Regular meetings with team and public outreach*
    - 2. *GIS data compilation and mapping*
    - 3. *Updated needs assessment including ground truth data on served locations*
    - 4. *Preliminary network design and engineering – high design of the various project areas to determine capital cost estimates, including fiber backbone*
    - 5. *Partnership development including formal engagement with service providers, focusing public/private partnerships*
    - 6. *Grant strategy development and assistance to ISP partners on applications*

## C. Grant Programs

- a. Advance Colorado Broadband - Capital Projects Fund (CPF)
  - i. Maverix – awarded \$8.66 mill for Gilpin, Nederland, Boulder County project
  - ii. Backcountry Broadband – not awarded, assisted with appeal submission
- b. Advance Colorado Broadband – Broadband Equity, Accessibility Deployment Fund (BEAD)
  - i. Will be much larger than CPF - \$826.5mill vs. \$113mill
  - ii. All partners gearing up for this, doing prep work
  - iii. Expanded eligibility based on stakeholder feedback of CPF eligibility
  - iv. Currently in the “Challenge Process” through mid-February
  - v. Application opening date will be announced after Challenge window closes and appeal process is complete – early Q2

## D. Advocacy and Public Outreach

- a. Lumen (CenturyLink) service notices
  - i. Getting support from staff in Bennet and Neguse’s offices
  - ii. CBO is actively working with Lumen to ensure that mapping accurately reflects services
- b. Website updates underway
  - i. Progress in project status
  - ii. Regular updates in “ticker” format
  - iii. Will be soliciting further speed testing, survey answers, and affidavits of no service for development of projects and grant proposals

# AGENDA ITEM

## Staff Report

To: Board of County Commissioners  
From: Sahari McCormick, Clerk & Recorder, Clerk & Recorder  
Date: January 9, 2024  
Item: Liquor License renewal/Last Shot  
Requested Action: Motion  
Public Hearing: No

I. **REQUEST OR ISSUE:**

Renewal for liquor license application for Roy's Last Shot

II. **RECOMMENDED ACTION / NEXT STEP:**

approval and signature on form for submittal to the state

III. **FISCAL IMPACTS:**

None.

IV. **LEGAL ISSUES:**

None.

V. **ENVIRONMENTAL IMPACTS:**

None.

VI. **ALTERNATIVES:**

n/a

**Submit to Local Licensing Authority**

**LAST SHOT**  
**17268 HWY 119**  
**Black Hawk CO 80422-4553**

Fees Due	
Renewal Fee	625.00
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
<b>Amount Due/Paid</b>	<b>\$625.00</b>

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

## Colorado Beer and Wine License Renewal Application

**Please verify & update all information below**

**Return to city or county licensing authority by due date**

Licensee Name LAST SHOT LLC		Doing Business As Name (DBA) LAST SHOT	
Liquor License # 28-47871-0000	License Type Hotel & Restaurant (county)		
Sales Tax License Number 28478710000	Expiration Date 02/28/2024	Due Date 01/14/2024	
Business Address 17268 HWY 119 Black Hawk CO 80422			Phone Number 3036427870
Mailing Address 17268 HWY 119 Black Hawk CO 80422-4553		Email	
Operating Manager <i>Roy Stewart</i>	Date of Birth	Home Address	Phone Number
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Rented*      *If rented, expiration date of lease _____			
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3b. If so, which are you renewing? <input type="checkbox"/> Delivery <input type="checkbox"/> Takeout <input type="checkbox"/> Both Takeout and Delivery			
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation.  Yes  No

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation.  Yes  No

**Affirmation & Consent**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business <i>Barbara Stewart</i>	Title <i>Partner</i>
Signature <i>Barbara Stewart</i>	Date <i>12-13-2023</i>

**Report & Approval of City or County Licensing Authority**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For	Date
Signature	Title
	Attest



## Tax Check Authorization, Waiver, and Request to Release Information

I, Barbara Stewart am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of East Shot LLC (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>Barbara Stewart</u>		Social Security Number/Tax Identification Number	
Address <u>17268 Hwy 119</u>			
City <u>Black Hawk</u>		State <u>Colorado</u>	Zip <u>80422</u>
Home Phone Number		Business/Work Phone Number <u>303-642-7970</u>	
Printed name of person signing on behalf of the Applicant/Licensee			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>Barbara Stewart</u>			Date signed <u>12-13-2023</u>

### Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

# AGENDA ITEM

## Staff Report

To: Board of County Commissioners  
From: Ray Rears, County Manager, County Manager's Office  
Date: January 23, 2024  
Item: Resolution 24-33, Adopting a Fee Schedule for All County Departments  
Requested Action: Resolution  
Public Hearing: No

I. **REQUEST OR ISSUE:**

The Board of County Commissioners adopts the fee schedule annually, and there have been updates mainly in the Public Health and Parks and Recreation fee schedules. The resolution adopts the fee schedule in its entirety.

II. **RECOMMENDED ACTION / NEXT STEP:**

Approve the resolution and the fee schedule.

III. **FISCAL IMPACTS:**

Yes. increased revenue with increased fees

IV. **LEGAL ISSUES:**

None.

V. **ENVIRONMENTAL IMPACTS:**

None.

VI. **ALTERNATIVES:**

Approve, deny, or table to another date.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**ADOPTING A FEE SCHEDULE FOR ALL COUNTY DEPARTMENTS**

**WHEREAS**, annually the Gilpin County Board of County Commissioners adopts an updated fee schedule; and

**WHEREAS**, the Gilpin County Board of County Commissioners desire to provide an updated fee schedule for all County departments that is justified in cost and which can be equitably applied; and

**WHEREAS**, all fees established by **Exhibit A** shall supersede all previously approved fees in County departments.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Gilpin County, Colorado as follows:

1. The attached fee schedule is hereby approved and adopted as shown on **Exhibit A**.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_\_ to \_\_\_\_\_ .

**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Chair

**ACKNOWLEDGEMENT**

STATE OF COLORADO )

)ss.

COUNTY OF GILPIN )

Susan Berumen, Chair, and Lyndsey Denton, Deputy County Clerk, County of Gilpin, acknowledged the foregoing Resolution before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Witness my hand and official seal

\_\_\_\_\_  
Notary Public

# Fee Schedules

## Gilpin County

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### Departments & Offices

<b>Assessor</b>	<b>2</b>
<b>Clerk &amp; Recorder</b>	<b>3</b>
<b>Community Development</b>	<b>5</b>
<b>County Manager's Office</b>	<b>12</b>
<b>CSU Extension</b>	<b>13</b>
<b>Parks &amp; Recreation</b>	<b>14</b>
<b>Public Health</b>	<b>16</b>
<b>Public Works</b>	<b>19</b>
<b>Treasurer</b>	<b>20</b>

# Assessor

April Nielsen, Assessor

P.O. Box 338 | 203 Eureka St. Central City, CO 80427



<b>Maps (Each)</b>	<b>Fee</b>
County, Central City, or Black Hawk	\$10.00
All other maps	\$5.00

<b>Available Reports (Each)</b>	<b>Fee</b>
Account Public Extract	\$275.00
Building Characteristics	\$125.00
Complete Property Information	\$400.00
Sales Report	\$150.00
Single Subdivision or Tax Areas	\$50.00
Permit Report	\$50.00
All Mining Claims with Owner/Address	\$150.00

# Clerk & Recorder

Sahari McCormick, Clerk & Recorder

P.O. Box 429 | 203 Eureka St. Central City, CO 80427



## Recording Fees (C.R.S. 4-9-525)

UCC Filings (Real Estate Fixture Filings)	
UCCs 1 or 2 Pages	\$13.00
UCCs 3 or More Pages	\$18.00
Surveys & Plats	
Surveys	\$20.00 per Page
Plats 1 Page	\$13.00
Plats 2 Page	\$23.00
Each Additional Oversized Pages	\$10.00
<i>C.R.S. 38-50-101(3)(II)(A)(B)(C)(D) Each plat submitted shall bear original signatures and seals and be made from a dimensionally stable polyester.</i>	
Deeds, Certificates, etc.	
Document 1 Page	\$13.00
Document Each Additional Page	\$5.00
State Documentary Fee	
\$0.10 per \$1,000.00 or \$0.01 per \$100.00	
<i>Example: Sale Price \$75,000.00 - State Documentary Fee = \$7.50 State Documentary Fee collected for sale price over \$500.00</i>	
Other Fees	
Copies per page	\$0.25
Plat Copies per page	\$6.50
Certification of Copy per Document	\$1.00 + Copy Cost
On-Line Document Subscription	\$300.00 Monthly
Survey Plats Filed or Deposited	\$20.00 Per Sheet
Marriage License	\$30.00

*\*Fees established by state law shall be updated in accordance with changes to state law.*

Effective Date:

Resolution 24-33

# Clerk & Recorder

Sahari McCormick, Clerk & Recorder

P.O. Box 429 | 203 Eureka St. Central City, CO 80427



Liquor License Application Fees	Amount
New Application	\$250.00
Transfer Application	\$250.00
Renewal Application	\$250.00
Late Renewal Application	\$500.00
Liquor License	\$50.00
Bed & Breakfast Permit	\$25.00
Change of Location/Change of Address	\$150.00
Temporary Permit	\$75.00
Tastings	\$25.00
Special Event Permit	\$75.00
Free for Gilpin County-based non-profit organization	Free

# Community Development

Building Department

P.O. Box 661 | 203 Eureka St. Central City, CO 80427



## Total Cost of a Building Permit

Add the following numbered fees 1-4 for the total cost of a Building Permit (plus any other applicable fees).

1. Building Permit Fee
2. Plan Check Fee
3. Zoning Review Fees
4. Technology Fee

### 1. Building Permit Fees Valuation Table

Total Valuation* of Project	Building Permit Fee
\$1 to \$1,000	\$55
More than \$1,001 but not more than \$2,000	\$70
More than \$2,001, but not more than \$40,000	\$69 for the first \$2,000, plus \$11 for each additional \$1,000, or fraction thereof, up to and including \$40,000
More than \$40,001, but not more than \$100,000	\$487 for the first \$40,000, plus \$9 for each additional \$1,000, or fraction thereof, up to and including \$100,000
More than \$100,001, but not more than \$500,000	\$1,027 for the first \$100,000, plus \$7 for each additional \$1,000, or fraction thereof, up to and including \$500,000
More than \$500,001, but not more than \$1,000,000	\$3,827 for the first \$500,000, plus \$5 for each additional \$1,000, or fraction thereof, up to and including \$1,000,000
More than \$1,000,001, but not more than \$5,000,000	\$6,327 for the first \$1,000,000, plus \$3 for each additional \$1,000, or fraction thereof, up to and including \$5,000,000
More than \$5,000,001	\$18,327 for the first \$5,000,000, plus \$1 for each additional \$1,000, or fraction thereof

\*Valuation shall be determined based on current construction costs. Where the valuation that is calculated based upon standard building valuation data and the actual total contract construction cost differ, the higher of the two valuation figures shall be used to determine the building permit fee. The County may require information to verify valuation estimates and collect any additional money owed.



# Community Development

Building Department

P.O. Box 661 | 203 Eureka St. Central City, CO 80427



## Residential Building Valuation Data

Type of Structure	Cost Per Sq. Ft.
Dwellings: Type VB Wood Frame	\$230
Basement Unfinished	\$45
Basement: Finished	\$85
Private Garages: Wood Frame	\$65
Misc. Structures: Carports, Pole Barns, Decks, Loafing Sheds, Covers	\$35

## 2. Plan Check Fee

The plan review fee is determined by multiplying the building permit fee by 65%

## 3. Zoning Check Fees

Residential	
Total project valuation <= \$25,000	\$25
Valuation >\$25,000-<=\$100,000	\$80
Valuation >\$100,00-<=\$500,000	\$225
Valuation >\$500,000	\$600
Commercial, Institutional	
Change in Use (No structural alteration)	\$100
Total project valuation <=\$25,000	\$50
Valuation >\$25,000-<=\$100,000	\$130
Valuation >\$100,000-<=\$500,000	\$275
Valuation >\$500,000	\$750

## 4. Technology Fee

Per Building Permit	\$18
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# Community Development

Building Department

P.O. Box 661 | 203 Eureka St. Central City, CO 80427



## Other Fees

Calculated fees are to be rounded to the nearest whole dollar figure, with amounts of \$0.50 or less rounded down and amounts of \$0.51 or more to be rounded up. A credit/debit card service fee of 2.25% + \$0.75 applies to all credit card and debit card transactions. An electronic check service of \$1.00 applies to all electronic check transactions.

Additional plan review required due to plan changes, additions or revisions	\$130 per hour
Building Inspections	\$100 per hour
Inspections outside of normal business hours	\$150 per hour
Manufactured Home Setup Permit Fee	\$131 + Technology Fee
Manufactured Home Installed Upon Permanent Foundation - use the Building Permit Fees Valuation Table with valuation of foundation and other associated work performed on the site.	See Valuation Table
Returned Check Fee	\$50
Contractor License	\$100
Temporary Certificate of Occupancy	\$150
Demolition Permit	\$200
Failure to Obtain Building Permit Penalty	Double Plan Check & Permit Fee
Building Permit Extension 3rd Year*	1/2 Building Permit Fee**
Building Permit Extension 4th & Subsequent Years*	\$100

**\*The approval of a Building Permit Extension shall be at the discretion of the Building Official**

**\*\*Does not include original plan check fee.**

# Community Development

Planning Department

P.O. Box 661 | 203 Eureka St. Central City, CO 80427



Process	Non-Refundable Application Fee	Additional Billing*
<b>Zoning Check</b>		
<b>Residential</b>		
Total project valuation <= \$25,000	\$25	\$106/hr
Valuation >\$25,000-<=\$100,000	\$80	\$106/hr
Valuation >\$100,00-<=\$500,000	\$225	\$106/hr
Valuation >\$500,000	\$600	\$106/hr
<b>Commercial, Institutional</b>		
Change in Use (No structural alteration)	\$100	\$106/hr
Total project valuation <=\$25,000	\$50	\$106/hr
Valuation >\$25,000-<=\$100,000	\$130	\$106/hr
Valuation >\$100,000-<=\$500,000	\$275	\$106/hr
Valuation >\$500,000	\$750	\$106/hr
<b>Subdivision</b>		
Subdivision Plat - Preliminary	\$4,925 + \$225 for each lot	\$106/hr
Subdivision Plat - Final	\$2,380 +\$225 for each lot	\$106/hr
Correction Plat	\$1000	Flat Fee
Boundary Line Elimination (BLE)	\$0	N/A
Boundary Line Adjustment (BLA)	\$2000 plus \$225 per lot shown on plat	Flat Fee
Transfer of Development Rights	\$500	Flat Fee
Rural Development Exemption (RDE)	\$7,500 x Lots/Average Lot Size	Flat Fee
<b>Mining</b>		
Tier 1	\$100	Flat Fee
Tier 2	\$500	Flat Fee
Tier 3	\$1,000	Consultant Fee
Tier 4	\$5,000	Consultant Fee

# Community Development

Planning Department

P.O. Box 661 | 203 Eureka St. Central City, CO 80427



Process	Non-Refundable Application Fee	Additional Billing*
<b>Planning Commission</b>		
Rezone	\$1,500	\$106/hr
Planned Unit Development	\$2000	\$106/hr
Special Use Review	\$1,450	\$106/hr
Special Use Annual Review	\$150	Flat Fee
Temporary Use Permit (Class A)	\$25	Flat Fee
Temporary Use Permit (Class B)	\$500	Flat Fee
Temporary Use Permit (Nonprofit local)	Waived	Waived
Comprehensive Plan Change	\$1,000	\$106.00/hr
<b>Board of Adjustment</b>		
Administrative Appeal	\$500 deposit and up to a total of \$2,000. If the appellant prevails with the BOA, the deposit and any additional payments will be refunded.	\$106/hr up to \$2,000
Variance	\$1,000	\$106/hr
Administrative Variance	\$325	Flat Fee
<b>Mobile Vendor Permits</b>		
Annual Property Owner Permit	\$25	Flat Fee
1-30 Day Permit	\$25	Flat Fee
31-120 Day Permit	\$50	Flat Fee
Annual Permit	\$100	Flat Fee
<b>Short Term Rental Licenses (2 year)</b>		
Tier 1	\$500	Flat Fee
Tier 2	\$800	Flat Fee
Tier 3	\$1800	Flat Fee
Additional Site Inspection	\$100	Flat Fee
STR License Revocation Hearing Fee	\$250	Flat Fee
Appeal Fee	\$500	Flat Fee
STR Ordinance Violation	\$250 (1st), \$750 (2nd), \$1,000 (3rd)	Flat Fee

# Community Development

Planning Department

P.O. Box 661 | 203 Eureka St. Central City, CO 80427



Process	Non-Refundable Application Fee	Additional Billing*
<b>Administrative Fees</b>		
Matters of State Interest Review	\$750	\$106/hr
Change in Use Permit	\$150	Flat Fee
Floodplain Determination Letter	\$150	Flat Fee
Published Notice	Actual Cost as Invoiced	N/A
Mailed Notice	\$1.50 Per Mailing	Flat Fee
Posted Sign Notice	\$50	Flat Fee
Road Name Change	\$500	Flat Fee
Release of Recorded Violation	\$200	Flat Fee
Camping Permit	\$25	Flat Fee
ROW/Easement Vacation	\$1000	Flat Fee
Zoning Determination Letter	\$50	Flat Fee
Zoning Verification Letter	\$25	Flat Fee
Record Request	\$0	Flat Fee
Notary Fee	\$0	Flat Fee
GIS Maps 11x17in or smaller	\$5	Flat Fee
GIS Maps Large Format	\$30	Flat Fee
Comprehensive Plan	\$30	Flat Fee
Zoning Code	\$50	Flat Fee
1041 Regulations	\$25	Flat Fee
PUD Regulations	\$10	Flat Fee
Black and White Copies	\$.25 per page	Flat Fee
Color Copies	\$.50 per page	Flat Fee

# Community Development

Planning Department

P.O. Box 661 | 203 Eureka St. Central City, CO 80427



## Grading Permit Fees

For grading less than 50 cubic yards, no permit is required.

Total Earthwork in Cubic Yards	Permit Fee	Permit Review Fee	Total Fee
Agricultural Pond (minimum building permit fee)	\$38.95	\$25.37	\$64.32
50 - 100	\$62.55	\$40.66	\$103.21
101 - 200	\$92.98	\$60.44	\$153.43
201 - 300	\$123.41	\$80.22	\$203.63
301 - 400	\$152.15	\$98.90	\$251.05
401 - 500	\$182.58	\$118.68	\$301.27
501 - 600	\$211.33	\$137.37	\$348.69
601 - 700	\$241.76	\$157.14	\$398.90
701 - 800	\$270.50	\$175.82	\$446.32
801 - 900	\$300.93	\$195.61	\$496.53
901 - 1,000	\$329.67	\$214.29	\$543.96
1,001 - 2,000	\$353.34	\$229.66	\$583.00
2,001 - 3,000	\$378.69	\$246.15	\$624.85
3,001 - 4,000	\$402.36	\$261.54	\$663.90
4,001 - 5,000	\$427.72	\$278.02	\$705.42
5,001 - 6,000	\$451.39	\$293.40	\$744.79
6,001 - 7,000	\$476.75	\$309.88	\$786.63
7,001 - 8,000	\$500.42	\$325.27	\$825.69
8,001 - 9,000	\$525.78	\$341.76	\$867.53
9,001 - 10,000	\$549.45	\$357.14	\$906.59
10,001 - 20,000	\$661.02	\$429.67	\$1,090.69
20,001 - 30,000	\$772.60	\$502.19	\$1,274.80
30,001 - 40,000	\$884.18	\$574.72	\$1,458.90
40,001 - 50,000	\$995.76	\$647.25	\$1,643.01
50,001 - 60,000	\$1,107.34	\$719.78	\$1,827.12
60,001 - 70,000	\$1,218.92	\$792.30	\$2,011.23
70,001 - 80,000	\$1,330.50	\$864.83	\$2,195.33
80,001 - 90,000	\$1,442.08	\$937.35	\$2,379.43
90,001 - 100,000	\$1,553.66	\$1,009.88	\$2,563.54

# County Manager's Office

P.O. Box 366 | 203 Eureka St. Central City, CO 80427



<b>Service, License, or Permit</b>	<b>Fee</b>
Secure Transportation Permit	\$200.00
Secure Transportation License	\$100.00
Print Copies Color per page	\$0.50
Print Copies Black & White per page	\$0.25

# CSU Extension

250 Norton Dr. Black Hawk, CO 80422



<b>Community Garden</b>	<b>Fee</b>
Raised Bed Plots	\$25.00
In-Ground Plots	\$5.00



# Parks & Recreation

250 Norton Dr. Black Hawk, CO 80422



## Recreation Community Center

Daily Admission (Resident/Non-Resident)			
Age	Daily Drop-In	10 Punch Card	Lunch Special ( <b>During School</b> ) (M/W / TH) 12-3PM
0-3	FREE	FREE	FREE
4-17	<del>\$3.00/\$6.00</del> \$5.00/\$9.00	<del>\$27.00/\$55.00</del> \$45.00/\$81.00	<del>\$2.00</del> \$3.00/\$5.00
18-59	<del>\$4.00/\$6.00</del> \$7.00/\$9.00	<del>\$35.00/\$55.00</del> \$63.00/\$81.00	<del>\$2.00</del> \$3.00/\$5.00
60+	<del>\$3.00/\$6.00</del> \$5.00/\$9.00	<del>\$27.00/\$55.00</del> \$45.00/\$81.00	<del>\$2.00</del> \$3.00/\$5.00
Membership Rates (Resident/Non-Resident)			
Age	1 Month Membership	3 Month Membership	Annual Membership
0-3	FREE	FREE	FREE
4-17	<del>\$25.00/\$45.00</del> \$40.00/\$72.00	<del>\$60.00/\$120.00</del> \$100.00/\$180.00	<del>\$225.00/\$450.00</del>
18-59	<del>\$30.00/\$45.00</del> \$56.00/\$72.00	<del>\$80.00/\$120.00</del> \$140.00/\$180.00	<del>\$300.00/\$450.00</del>
60+	<del>\$25.00/\$45.00</del> \$40.00/\$72.00	<del>\$60.00/\$120.00</del> \$100.00/\$180.00	<del>\$225.00/\$450.00</del>
X-6 Childcare			
<b>Full Day</b>		<del>\$45.00/\$54.00</del>	
<b>After-School</b>		<del>\$8.00/\$10.00</del>	
<b>Field Trip</b>		<del>\$55.00/\$66.00</del>	
<b>Registration Fee</b>		<del>\$25.00/\$30.00</del>	
Rec Center Miscellaneous Fees			
Locker Rental		\$10.00 per month (Day use is free, bring your own lock)	
Towel Rental		\$2.00	

## Facility Rental Fees

Community Center						
Room	Capacity	Resident Rental	Non-Resident Rental	Community Group Business Meetings	Community Group Event Rental	
Multi-Purpose Room (MPR)	106	\$60.00/hour	\$75.00/hour	No Charge	\$50.00/hour	
MPR - 1/2	50	\$40/hour	\$50.00/hour	No Charge	\$30.00/hour	
Party Rental 3 hours MPR + 20 Swimmers or Gym Access	20	<del>\$130.00</del> \$170	<del>\$153</del> \$200	N/A	Not Available	
Fitness Studio	15	\$30.00/hour	\$36.00/hour	No Charge	Contact Director	
Gym	200	\$40.00/hour *May require one time \$200 floor fee	\$50.00/hour *May require one time \$200 floor fee	Not Available	Contact Director	
Gym - 1/2	100	\$25.00/hour *May require one time \$100 floor fee	\$30.00/hour *May require one time \$100 floor fee	Not Available	Contact Director	

# Parks & Recreation

250 Norton Dr. Black Hawk, CO 80422



## Facility Rental Fees

Fairgrounds					
Room	Capacity	Resident Rental	Non-Resident Rental	Community Group Business Meetings	Community Group Event Rental
Indoor Arena 65' x 150' <i>Includes Lobby Area</i>	N/A	\$20.00/hour, \$100.00/day	\$24.00/hour, \$120.00/day	No Charge	\$15.00/hour, \$75.00/day
Outdoor Arena Regulation Size	~ 250 Bleacher Seating	\$20.00/hour, \$100.00/day <i>Open ride available from 6am to 10pm no charge</i>	\$24.00/hour, \$120.00/day	No Charge	\$15.00/hour, \$75.00 days
Stock Pens Only <i>*Must Sign Stock Pen Waiver and Schedule at Least 24 Hours in Advance</i>	~ 100 heads	\$0.00/day less than 7 days \$20.00/day more than 7 days	\$0.00/day less than 7 days \$24.00/day more than 7 days	N/A	\$15.00/day
Parking Lots		\$20.00/hour, \$100.00/day	\$120.00/day	N/A	\$15.00/hour, \$75.00/day
Exhibit Building Lobby	20	Submit Application, Director Determination	(Only included if indoor arena is rented)	No Charge	No Charge
Pete Gones Park					
Fred Weber Ballfield	N/A	\$75.00/day	\$100.00/day	No Charge	\$50.00/day
Elk Ballfield	N/A	\$75.00/day	\$100.00/day	No Charge	\$50.00/day
<p>*Guests attending rentals are only allowed to be in the room rented, the rental fee does not cover admission fees. Party Rental is for the use of the MPR and pool or gymnasium only.                      **All rentals require a credit card to be on file for damage or other charges.                      ***Local non-profit or government agency qualifies as a community group. HOA, vendors, and businesses do not qualify.</p>					

Fairgrounds Miscellaneous	
Roll-Off Dumpster	\$312.00
Fairgrounds Electricity	\$50.00/turtle, \$5.00/outlet
Barn Tables	\$10.00/table
Barn Chairs	\$1.50/chair
Barn Heat	\$50.00/day
After Hours	\$25.00/hour
<b>Bounce House</b>	<b>\$75.00/hour (on-site only w/ waivers)</b>

# Public Health

15193 Hwy. 119 Black Hawk, CO 80422



Onsite Wastewater Treatment System (New or expansion to existing system)	Fees
Base Permit Fee	<del>\$1185.00</del> <b>\$1,267.95</b>
CDPHE Permit Surcharge	\$20.00
Technology Fee	\$18.00
<b>Total</b>	<del>\$1,223.00</del> <b>\$1,305.95</b>

Major System Repair (Requires additional design and/or component updates)	Fees
Base Permit Fee	<del>\$755.00</del> <b>\$807.85</b>
Technology Fee	\$18.00
<b>Total</b>	<del>\$773.00</del> <b>\$825.85</b>

Minor System Repair (Does not require additional design and/or component updates)	Fees
Base Permit Fee	<del>\$505.00</del> <b>\$540.35</b>
Technology Fee	\$18.00
<b>Total</b>	<del>\$523.00</del> <b>\$538.35</b>

Other Fees	Fee
Renewal of Unexpired OWTS Permit	<del>\$250.00</del> <b>\$267.50</b>
Board of Health Variance	<del>\$1000.00</del> <b>\$1070.00</b>
Septic Use Permit	<del>\$100.00</del> <b>\$107.00</b>
Septic Use Permit Failure to Obtain Penalty	Double Use Permit Fee
Renewal of Unexpired Use Permit	<del>\$25.00</del> <b>\$26.75</b>
Operating Permit	\$0.00
System Installer License	<del>\$100.00</del> <b>\$107.00</b>
System Maintenance License	<del>\$100.00</del> <b>\$107.00</b>
System Pumper License	<del>\$100.00</del> <b>\$107.00</b>
System Inspector License	<del>\$100.00</del> <b>\$107.00</b>
Reinspection Fee	<del>\$100.00</del> <b>\$107.00</b>
Failure to Obtain OWTS Permit Penalty	Double Initial Permit Fee (W/O CDPHE fee)

# Public Health

15193 Hwy. 119 Black Hawk, CO 80422



Retail Food Establishment License	Fee
No fee license (K-12 schools, non-profits)	\$0.00
Limited food service (convenience, other)	\$270.00
Restaurant (0 - 100 seats)	\$385.00
Restaurant (101 - 200 seats)	\$430.00
Restaurant (> 200 seats)	\$465.00
Grocery Store (0 - 15,000 sq. ft.)	\$195.00
Grocery Store (> 15,000 sq. ft.)	\$353.00
Grocery Store w/deli (0 - 15,000 sq. ft.)	\$375.00
Grocery Store w/deli (> 15,000 sq. ft.)	\$715.00
Mobile Unit (prepackaged)	\$270.00
Mobile Unit (full food service)	\$385.00
Oil & Gas Temporary	\$855.00

Body Art License	Fee
Body Art Establishment License	<del>\$150.00</del> \$160.50
Body Art Mobile Unit License	<del>\$150.00</del> \$160.50
Body Art Temporary/Special Event License (per site)	<del>\$150.00</del> \$160.50
Body Art Temporary/Special Event Vendor License	<del>\$150.00</del> \$160.50

# Public Health

15193 Hwy. 119 Black Hawk, CO 80422



Retail Food Establishment Plan Review	Fee
Retail Food Establishment Plan Review Application Fee	\$100.00
Retail Food Establishment Plan Review & Pre-Opening Inspection (not to exceed)	\$580.00
Equipment Review Application Fee	\$100.00
Equipment Review Fee (not to exceed)	\$500.00
HACCP Plan - Written (not to exceed)	\$100.00
HACCP Plan - On-Site Evaluation (not to exceed)	\$400.00
Change of Ownership/Site Assessment (\$75.00 or Actual Cost)	\$75.00
*Temporary/Special Event Retail Food Establishment Event (per site, >30 days before event)	\$95.00
*Temporary/Special Event Retail Food Establishment Event (per site, <30 days before event)	\$125.00
*Temporary/Special Event Retail Food Establishment Vendor-Full Service (per booth, >14 days before event)	\$145.00
*Temporary/Special Event Retail Food Establishment Vendor-Full Service (per booth, <14 days before event)	\$175.00
*Temporary/Special Event Retail Food Establishment Vendor-Prepackaged (per booth, >14 days before event)	\$125.00
*Temporary/Special Event Retail Food Establishment Vendor-Prepackaged (per booth, <14 days before event)	\$155.00

**\*These fees may be waived for local non-profit organizations and government agencies.**

Water Testing	Fee
Water Test	<del>\$25.00</del> \$30.00

# Public Works

255 Braecher Park Road Black Hawk, CO 80422



Permit Type	Fee
Driveway Access Permit	\$100.00
Utility Permit County ROW Fee per Linear Foot	\$0.10
Utility Permit Initial Impact Fee (includes 1st 50' linear feet)	\$250.00
Failure to Obtain Driveway Access Permit Penalty	Double Initial Permit Fee

# Treasurer

Mary Lorenz, Treasurer

P.O. Box 368 | 203 Eureka St. Central City, CO 80427



## Treasurers Fees (C.R.S. 30-1-102)

List of Fees	Cost
(a) Upon all money received for town and city taxes	2%
(a) Upon all school taxes except those exempt by law	1/4%
(b) Upon all moneys received for taxes of every other kind	3%
(c) For receiving all moneys other than taxes, except from federal funds	1%
(e) For advertising delinquent personal property taxes	\$10.00 or the cost of advertising, whichever is greater
(f) For issuance of a certificate of taxes due	\$10.00 for each certificate
(g) For advertising delinquent real estate property taxes for tax sale	The estimated cost of advertising but not less than \$10.00
(i) For each certificate of purchase delivered	\$4.00
(j) For endorsing the amount of subsequent taxes paid on tax certificates	\$5.00 for each certificate
(k) For processing an application for treasurer's deed	\$35.00 if the application is not advertised \$75.00 if the application is advertised
(l) For the assignment of a county-held or city-held certificate of purchase	\$4.00
(m) For each notice of purchase required by C.R.S. 39-11-128(1), to be served before a treasurer's deed may be issued	The cost of publication in a newspaper where such publication is required
(n) For each certificate of redemption delivered	\$7.00
(o) For services in collecting drainage district assessments (and) (p) For services in collecting irrigation district assessments	Such amount as the board of directors of the district may allow, but not less than \$25.00 nor more than \$100.00 per annum
(q) For services rendered in handling the payment of principal and interest on bonds of a school district	Such amount as the county treasurer and the board of education shall agree upon, which shall be determined in accordance with the prevailing rate charged for similar services rendered by commercial banks in the State of Colorado
(r) For preparation of a distraint warrant	\$15.00
(s) For research	The amounts specified in C.R.S. 24-72-205
(t) For notice, computation, and recording provided in C.R.S. 32-1-1604	\$30.00
(1.5) The County Treasurer may charge and receive the fee specified in Section 42-4-510(2) (a) for issuing an authentication of paid ad valorem taxes and a transportable manufactured home permit	Not to exceed \$10.00
(3) In addition to any other fees to which the county treasurer is entitled and notwithstanding the provisions of subsection (2) of this section, the county treasurer may charge an administrative fee of five dollars when the payment of any real property tax statement, exclusive of any license fees collected pursuant to sections 35-40-205 and 35-57.5-116 C.R.S., is less than ten dollars.	

*\*Fees established by state law shall be updated in accordance with changes to state law. This fee table is not inclusive of all statutes, see the State of Colorado County Treasurer Fee Table for additional details.*

# AGENDA ITEM

## Staff Report

To: Board of County Commissioners  
From: Ray Rears, County Manager, County Manager's Office  
Date: January 23, 2024  
Item: Resolution 24-29, Appointment Members of the Opioid Council for Region 10, Also Known as the Gateway to the Rockies Opioid Council (GROC)  
Requested Action: Resolution  
Public Hearing: No

**I. REQUEST OR ISSUE:**

The Board of County Commissioners must appoint members to the GROC. There have been staff changes since the last approval in 2023.

**II. RECOMMENDED ACTION / NEXT STEP:**

Approve the resolution with the updated members.

**III. FISCAL IMPACTS:**

None.

**IV. LEGAL ISSUES:**

None.

**V. ENVIRONMENTAL IMPACTS:**

None.

**VI. ALTERNATIVES:**

approve, deny, or table the resolution. You may also update any appointments.



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**APPOINTING MEMBERS OF THE OPIOID COUNCIL FOR REGION 10, ALSO KNOWN AS THE GATEWAY TO  
THE ROCKIES OPIOID COUNCIL (GROC)**

**WHEREAS**, communities throughout the State of Colorado are suffering from the epidemic of opioid addiction; and

**WHEREAS**, the Gateway to the Rockies Opioid Council (GROC) is responsible for creating a two (2) year plan for pending regional opioid funds to address the epidemic; and

**WHEREAS**, Gilpin County is a member of GROC and is responsible for the appointment of certain voting members of that Council and all previous appointments are rescinded.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners as follows:

1. The Board of County Commissioners appoints as voting members of the Opioid Council for Region 10 the following individuals:
  - City Voting Member: Troy Cooper, Commander for Black Hawk Police Department;
  - Public Health Voting Member: Alisa Witt, Gilpin County Public Health Director;
  - Human Services Voting Member: Janey Barker, Gilpin County Human Services Director;
  - Law Enforcement Voting Member: Kevin Armstrong, Gilpin County Sheriff; and
  - County Commissioner: Sandy Hollingsworth, Gilpin County Commissioner.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_\_ to \_\_\_\_\_.

**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Chair





**Gilpin County Attorney**

Tel: 303-515-4377

Fax: 303-582-5440

[bbenning@gilpincounty.org](mailto:bbenning@gilpincounty.org)

January 11, 2024

**RE: County Attorney's Office Report for January 9, 2024 BoCC Meeting**

1. Water Rights Investigations and work with consultants on several matters
2. Senior Living – final meeting to conclude Ground Lease
3. Working on Roads Memo.
4. Work with UCCWA on Clear Creek watershed matters
5. Contract review and follow up with contactors
  - a. CSHQA – Working with contractor on finalizing contract and timing
  - b. Bohannon Houston Agreement (housing needs assessment)
  - c. IGA with Nederland for emergency shelter use
  - d. Other contracts for review
6. Preparation, meeting agenda, and emails to lot owners in Gilpin Water & Sewer Co. to schedule 2024 annual meeting.
7. Following up with Special Counsel on 1041 to start project
8. Declined SBA's request to assist SBA's recovering money value of Eagles Nest collateral.

# County Managers' Report

January 23, 2024



- Regular staff meetings with Senior Leadership Team (SLT), Appointed Leadership Team (A-Team) and Commissioners
- Address various needs of staff and the public and Commissioners. Administrative functions
- Various meetings with vendors/consultants and outside agencies

## ***Areas of Note:***

### Recent Focus Areas

- Strategic Plan / Final Goals
- Regular and Work Session Agenda Schedule and Preparation
  - Special BoCC meeting
    - January 16, 2024
  - Work Session Schedule (tentative)
    - Updating Draft Schedule
    - October 20, 2024
- Broadband
  - Partnerships explored / Grants explored
  - Project THOR
- Policy reviews and rollout
- Records/Files Scanning Project / Courthouse – ongoing
- GAA Board activities
- CCEDC Board activities – CEDC DRCOG vote in January
  - Rural Resilience Economic Development Mixer – Feb. 8<sup>th</sup> 5:30 – 8 P.M
- Community Engagement Officer – Melanie Bleyer
- Prop 123 Preparation – Housing Grant Explored – Regional Partnership
- Working with staff to move forward budgeted projects/efforts
- Mill Levy, Gilpin Water Co. graphic, Lobbyist scheduling, onboarding staff, contract review
- Budget funded project Rollout
  - Housing Needs Assessment – Notice of Award / Waiting for Grant contract

## Grant Manager & Writer – Update to County Manager January 16, 2024

*Due on the first and third Tuesday of each month.*

**2024**

	Grant Agreements	Active	28	Value - \$4,743,520.80
		Closed	0	Value - \$0.00
		Awarded & Pending Execution	4	Value - \$8,939,356.00 (Charge Ahead CO; Strong Communities; FDA/NEHA RFFM; Capital Project Fund for Broadband – External partner applicant/recipient, Maverix Broadband)
	Grant Applications	Submitted	3	Value - \$99,000.00 (EMPG; Brownfields Cleanup Assessment; STEPP)
		Denied	0	Value - \$0
		Pending Decision	3	Value - \$99,000.00 (EMPG; Brownfields Cleanup Assessment; STEPP)
		In Progress	2	Value – approx. \$123,000.00 (POMH; Prop 123 Local Capacity Planning)

### On the Radar

#### BoCC Grant Priorities – Upcoming Grant Programs & Application Deadlines

	1) Broadband	TBD (Q1) 2024	CBO Broadband Equity & Accessibility Deployment (BEAD)*
	2) Capital Improvements	2/23	Community Development Block Grant, Public Facilities for Food Pantry
		2/15	Prop 123 Planning and Capacity (LPC)
		Rolling	CDPHE Brownfields Cleanup Grant – East Portal Cabins
		4/1	EIAF for Food Pantry
	3) Co-Responder Program		
	4) Transportation Network	Rolling	USDOT / HUD Thriving Communities Technical Assistance
		Rolling	USDOT Community Infrastructure Fund
	5) Fire Mitigation	TBD (Q1) 2024	CSFS Incentives for Local Government Grant Program
	6) Cybersecurity	TBD (May) 2024	DHSEM State and Local Cybersecurity Grant Program (SLCGP)
	7) EV Chargers	TBD (Q2) 2024	Fleet Zero
	((8) GIS / Mapping)		

### In the Works

	Grant Application Updates	Next Short-Term Focus: Prop 123 – Invited to submit full application; Capital Improvements; Broadband; Food Pantry
	Active Grant Updates	Meeting pending w/Human Services; Meeting TBD w/Public Health
	Post-Close / Audit Updates	

**Grant Management Misc.**

	Policy & Procedures	Next: Inventory, Letters of Support
	Technology	GrantHub Pro (grant management software) implementation underway
	Training / Education	TBD

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, STATE OF COLORADO**

**LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023, TO HELP DEFRAY THE COSTS OF  
GOVERNMENT FOR GILPIN COUNTY, COLORADO, FOR THE 2024 BUDGET YEAR**

**WHEREAS**, the Board of County Commissioners of Gilpin County, Colorado has adopted the annual budget for the budget year 2024, in accordance with the Local Government Budget Law; and

**WHEREAS**, the amount of money necessary to balance the budget for General Fund expenditures net of a \$685,562 temporary tax credit is \$ 3,703,893; and

**WHEREAS**, the amount of money necessary to balance the budget for Public Works Fund expenditures is \$463,055 and

**WHEREAS**, the amount of money necessary to balance the budget for Library Fund expenditures is \$130,661; and

**WHEREAS**, the amount of money necessary to balance the budget for Library District Fund expenditures, reported in the Gilpin County Budget, is \$467,975; and

**WHEREAS**, the amount of money necessary to balance the budget for Human Services Fund expenditures is \$241,095; and

**WHEREAS**, the amount of money necessary to balance the budget for Solid Waste Fund expenditures is \$154,169; and

**WHEREAS**, the 2024 abatements and refunds as certified by the County Assessor is \$547; and

**WHEREAS**, the 2024 valuation for assessment for Gilpin County as certified by the County Assessor is \$546,700,100; and

**WHEREAS**, the Board of County Commissioners is authorized by law to levy and certify taxes in accordance with section 39-1-111, C.R.S. and 39-5-128, C.R.S.

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners as follows:

Section 1. For the purpose of meeting all General Fund expenses of Gilpin County, Colorado during the 2024 budget year, there is hereby levied a tax of 6.775 mills upon each dollar of the total valuation for assessment of all taxable property within the County for the year 2023. The 6.775 mills is made up of 8.029 mills and (1.254) for a temporary tax credit. A temporary tax credit of 1.254 mills or \$685,562 dollars is generated due to the Colorado law and using our most restrictive mill levy.

Section 2. For the purpose of meeting all Public Works Fund expenditures of Gilpin, Colorado during the 2024 budget year, there is hereby levied a tax of .847 mills upon each dollar of the total valuation for assessment of all taxable property within the County for the year 2023.

Section 3. That for the purpose of meeting all Library Fund expenditures of Gilpin County, Colorado during the 2024 budget year, there is hereby levied a tax of .239 mills upon each dollar of the total valuation for assessment of all taxable property within the County for the year 2023.

Section 4. That for the purpose of meeting all Library District Fund expenditures, reported in the Gilpin County Budget of Gilpin County, Colorado during the 2024 budget year, there is hereby levied a tax of .856 mills upon each dollar of the total valuation for assessment of all taxable property within the County for the year 2023.

Section 5. That for the purpose of meeting all Human Service expenditures of Gilpin County, Colorado during the 2024 budget year, there is hereby levied a tax of .441 mills upon each dollar of the total valuation for assessment of all taxable property within the County for the year 2023.

Section 6. That for the purpose of meeting all Solid Waste expenditures of Gilpin County, Colorado during the 2024 budget year, there is hereby levied a tax of .282 mills upon each dollar of the total valuation for assessment of all taxable property within the County for the year 2023.

Section 7. That the tax levy for the 2024 budget year is hereby 9.441 mills upon each dollar of the total valuation for assessment of all taxable property within the County of Gilpin for the year 2023. The 9.441 mills is made up of 10.695 mills and (1.254) for a temporary tax credit.

Section 8. That an abatement/refund mill levy is hereby .001 mills upon each dollar of the total valuation for assessment of all taxable property within the County of Gilpin for the year 2023 to collect for taxes not received in the prior taxable year.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_\_ to \_\_\_\_\_.

**ATTEST:**

\_\_\_\_\_  
Deputy County Clerk

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF GILPIN, COLORADO**

\_\_\_\_\_  
Chair








CCEDC Website

# Rural Resilience

## ECONOMIC DEVELOPMENT MIXER

FEBRUARY 8, 2024

5:30 PM - 8 PM

 CLUB HOTEL / 1601 COLORADO BLVD, IDAHO SPRINGS

Join the Clear Creek Economic Development Corporation for an informative, AND FUN, evening with friends and colleagues as we consider the next phases of economic development in Clear Creek and Gilpin counties. Learn about the current economic state of our communities, inspire future resilience and vitality, and celebrate community successes!



**RSVP Required**

Heavy appetizers and cash bar

[president@clearcreekedc.org](mailto:president@clearcreekedc.org)

303.710.9218



## 2024 RURAL RESILIENCE MIXER: NOTHING COMPARES 2 U

Club Hotel / 1601 Colorado Blvd, Idaho Springs  
Thursday, February 8, 2024

- 5:30 pm - 6:00 pm **Networking** (Appetizers by Square Peg Catering)
- 6:00 pm - 6:15 pm **Welcome**  
Lindsey Valdez, President & CEO, Clear Creek EDC  
Kelly Flenniken, Board Chair, Clear Creek EDC  
Jonah and Lana Hearne, Owners, Club Hotel
- 6:15 pm - 6:35 pm **Demographic Trends in Clear Creek and Gilpin Counties**  
Greg Totten, Economist, State of Colorado Demography Office
- 6:35 pm - 6:55 pm **State of the Economy in Clear Creek and Gilpin Counties**  
Nathan Perry, Professor of Economics, Colorado Mesa University
- 6:55 pm - 7:15 pm **Resilience and Diversification in Clear Creek County**  
Willie Wilkins, Mountain Regional Specialist Expanded Rural Engagement-  
Vibrant Communities, Colorado State University  
Bill Shuster, College of Business Clinical Professor, Colorado State University
- 7:15 pm - 7:35 pm **Resilience and Diversification in Gilpin County**  
Ray Rears, County Manager, Gilpin County  
Jason Godfrey, CEO, Better City  
Ryan Englund, President, Better City
- 7:35 pm - 8:00 pm **Q&A and Networking**

**Send a Valentine:** *Send the CCEDC, Clear Creek, and Gilpin leaders a Valentine! Based on what you've heard tonight, what would you like to see accomplished? What idea makes your heart soar? Do you see a perfect match? Your recommendations will be presented to elected leadership tomorrow morning!*

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## 2024 LEADERSHIP BREAKFAST: LET'S STAY TOGETHER

Club Hotel / 1601 Colorado Blvd, Idaho Springs  
Friday, February 9, 2024

**Meeting Facilitator:** Flo Raitano, Director of Partnership Development and Innovation  
Denver Regional Council of Governments

8:30 am - 8:45 am **Buffet Breakfast Served**

8:45 am - 9:00 am **Introductions**

9:00 am - 9:15 am **Comprehensive Economic Development Strategy (CEDS) Update**

9:15 am - 9:30 am **Rural Resilience Mixer Recap**

9:30 am - 9:45 am **Break**

9:45 am - 11:00 pm **Strengths, Opportunities, Aspirations, Results (SOAR) Assessment**  
(Break will be provided)

11:00 am - 11:30 pm **Next Steps**

**What's next?** *The CCEDC will create a strategic framework and action plan based on the outcomes of the leadership event as informed by the community. A follow-up event will be scheduled to present the final framework and identify community partnerships.*

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