

**REGULAR MEETING AGENDA  
FOR THE BOARD OF TRUSTEES  
OF THE TOWN OF BUENA VISTA, COLORADO  
March 8, 2016**

**Work Session Regarding Presentation on Broadband at 6:00 PM**

Staff will propose a broadband pilot project to the Board of Trustees to address initiatives that will improve service for the town government that can also expand to parks and private sector partners.

**Regular Meeting at 7:00 PM**  
Buena Vista Community Center – Piñon Room  
715 East Main Street, Buena Vista, CO

**THE BOARD OF TRUSTEES MAY TAKE ACTION ON ANY OF THE FOLLOWING AGENDA  
ITEMS AS PRESENTED OR MODIFIED PRIOR TO OR DURING THE MEETING, AND  
ITEMS NECESSARY TO EFFECTUATE THE AGENDA ITEMS**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **PROCLAMATION – GIRL SCOUT WEEK – March 6-12, 2016**
- V. **AGENDA ADOPTION**
- VI. **CONSENT AGENDA**
  - A. **Minutes**
    - 1. Regular Meeting – February 23, 2016
    - 2. Beautification – February 4, 2016
    - 3. Trails – February 2, 2016
    - 4. Tree – February 11, 2016
  - B. **Police Chief Report**
  - C. **Fire Chief Report**
- VII. **POLICY DISCUSSION – Complete Streets.**
- VIII. **PUBLIC COMMENT**
- IX. **RESPONSE TO PUBLIC COMMENT**
- X. **BUSINESS ITEMS**
  - A. **IGA Discussion**

*A presentation will be made to trustees regarding potential items to include in the update of the Town of Buena Vista and Chaffee County's 2003 Intergovernmental Agreement.*
  - B. **Planting Manual.**

*The Tree Advisory Board and staff will present the updated planting guide to will assist the community with ideas for using plants and landscaping that do well in a mountain environment.*
  - C. **Should the Board approve adoption of Resolution #24 entitled “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO AUTHORIZING THE PURCHASE OF AN APPROVED SECURITY SYSTEM AND TRAINING AT THE POLICE DEPARTMENT.”?**

*The Board will consider a contract for the purchase of an improved security system for the police department.*
  - D. **Should the Board approve adoption of Resolution #25 entitled “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO APPOINTING MEMBERS OF THE ECONOMIC VITALITY ADVISORY BOARD.”?**

*The Board will consider the appointment o community members to the Economic Vitality Advisory Board.*

**This Agenda may be Amended**

Posted at Buena Vista Town Hall, [www.buenavistaco.gov](http://www.buenavistaco.gov), Post Office, and Public Library on  
Friday, March 4, 2016

**E. Should the Board approve adoption of Resolution #26 entitled “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO ADOPTING THE BUENA VISTA EMERGENCY OPERATIONS PLAN.”?**

*Staff will present a county-wide emergency operations plan that address how the town will respond in the event that there is a large scale emergency.*

**F. Town Treasurer / Finance Director Recommendation.**

*The Board will consider a recommendation for the next Treasurer/Finance Director.*

**XI. STAFF REPORTS**

1. Town Administrator
2. Town Treasurer
3. Public Works Director

**XII. TRUSTEE – STAFF INTERACTION**

**XIII. ADJOURNMENT**

**This Agenda may be Amended**

Posted at Buena Vista Town Hall, [www.buenavistaco.gov](http://www.buenavistaco.gov), Post Office, and Public Library on  
Friday, March 4, 2016



# Girl Scout Week 2016 PROCLAMATION

**WHEREAS**, March 12, 2016, marks the 104th anniversary of Girl Scouts of the USA, founded by Juliette "Daisy" Gordon Low in 1912 in Savannah, Georgia; and,

**WHEREAS**, throughout its long and distinguished history, Girl Scouting has inspired millions of girls and women with the highest ideals of character, conduct, and patriotism; and,

**WHEREAS**, through Girl Scouting, girls gain courage, confidence and character who make their local communities and the world a better place; and,

**WHEREAS**, more than 2.7 million current Girl Scout members nationwide will be celebrating 104 years of this American tradition, with nearly 60 million women who are former Girl Scouts and living proof of the impact of this amazing Movement;

**NOW, THEREFORE, I** Joel Benson, by virtue of the authority vested in me as Mayor of the Town of Buena Vista, do hereby applaud the commitment Girl Scouting has made to America's girls and proudly proclaim the week of March 6-12, 2016 as Girl Scout Week.

Given under my hand and the seal of the Town of Buena Vista on this 8<sup>th</sup> day of March 2016.

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Joel Benson, Mayor

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE TOWN OF BUENA VISTA, COLORADO**

**February 23, 2016**

**WORK SESSION Regarding Affordable Housing Update at 6:00 PM**

Present for work session: Mayor Benson, Trustees Duff Lacy, Eric Gibb, Phillip Puckett, David Volpe, Keith Baker, and Town Administrator Brandy Reitter, Principal Planner Mark Doering, IT Administrator Larry Deffenbaugh, and Town Clerk Janell Sciacca.

Mayor Benson opened the Work Session at 6:00 PM. Reitter noted the importance of this matter and her job to bring items relative to affordable housing before the Board. She introduced Habitat for Humanity Board Members Dan Cooper, Dale Shoemaker and Executive Director Jill Smola along with BVSD Superintendent Sue Holmes.

Cooper reminded the Board of his presentation on this matter last year on March 10, 2015. He gave an update on Habitat's goals of pursuing partner opportunities with developers to achieve more affordable housing. Tonight's focus is workforce housing. Reitter noted this is a county-wide issue with many challenges and the problem is worsening. In order to keep families in town, stabilize the community, attract and retain workforce there needs to be a diverse housing stock. Reitter reviewed the past two years of initiatives and stated there is currently no approved CHFA project, but a new site was identified for an application – the School Baseball Field on Arizona Street. The proposal was presented to BVSD February 18. BVSD Superintendent Sue Holmes stated the School has been approached 4 times in a little over a year with potential projects, but this one is the most favorable. Holmes reviewed significant issues with the current field and stated that stabilized housing results in stabilized enrollment so she sees this as win-win.

Dale Shoemaker, President of BOD of Habitat, reviewed organization structure and homes that have been built since inception. He stated they would like to build 2 homes in BV in and already have 22 families on list and have not even advertised yet. Shoemaker also reviewed the typical pricing and slides of homes built. He stated the program is a hand up, not a hand out and selected family has to work on the home site.

Mayor Benson stated it is nice to have the land swap conversations coming back and moving the field makes sense with water resources being closer. Puckett stated his enthusiasm and love of the partnership as it hits on a lot things the Board has been talking about. Baker echoed Puckett. Gibb also agreed and asked if a tax credit was unsuccessful were there still options to partner with developers. Reitter replied potentially. Upper Arkansas COG supports developments like this and as she has said all along, it is usually a variety of tools that get things accomplished. Gibb liked having multiple plans and wanted clarification on sale of land and whether or not it would require a vote. Benson felt an equal land swap was possible.

The work session ended at 6:53 PM.

**CALL TO ORDER 00:50**

A Regular meeting of the Board of Trustees was called to order at 7:00 PM on Tuesday, February 23, 2016, at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado by Mayor Joel Benson. Present were Trustees Phillip Puckett, Duff Lacy, Keith Baker, Eric Gibb. David Volpe, Town Administrator Brandy Reitter, Town Attorney Jeff Parker, Principal Planner Mark Doering, Treasurer Mike Hickman, Deputy Treasurer Jana Schumann, Airport Manager Jill Van Deel, Public Works Director Greg Maggard, Assistant to the Town Administrator Emily Katsimpalis and Town Clerk Janell Sciacca.

**ROLL CALL 00:55**

Town Clerk Sciacca proceeded with the roll call and declared a quorum.

**PLEDGE OF ALLEGIANCE 01:12**

Mayor Benson led the Pledge of Allegiance.

**AGENDA ADOPTION 01:35**

Mayor Benson noted two changes to the agenda – Business Item D consideration of Resolution #20 is a Public Hearing and Item I will be consideration of Resolution #23 approving execution of a contract with Miles Construction for the installation of the Tee Road and Ivy League water main.

**Motion #1** by Trustee Lacy, seconded by Trustee Puckett, to adopt the agenda as amended. **Motion carried 5-0.**

**CONSENT AGENDA 02:35**

**A. Minutes**

1. Regular Meeting – February 9, 2016
2. Planning & Zoning – February 3, 2016
3. Recreation – January 13, 2106
4. Tree Board – January 7, 2016

- B. Water Board – January 20, 2016** Should the Board approve adoption of Resolution #19, Series 2016, entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO APPOINTING JUDGES OF ELECTION FOR THE REGULAR MUNICIPAL ELECTION ON APRIL 5, 2016**”

**Motion #2:** Trustee Volpe, seconded Trustee Lacy, to approve the consent agenda as presented. **Motion carried, 5-0.**

**POLICY DISCUSSION – Parking Downtown 03:00**

Doering presented reviewing his memorandum in the packet and requested direction from the Board on parking in the downtown. Input will be provided to the consultant that is helping to re-write the Unified Development Code (UDC). Mayor Benson recalled that there had been previous discussions regarding cash-in-lieu, but it did not encourage development so it was gotten rid of. Baker felt that parking should be provided/allowed/required elsewhere near Main Street for new development. Doering stated there are options for a developer that cannot secure parking within their site such as designating parking elsewhere within a certain distance of the development. Baker asked for clarification on waiving or reducing requirement for Main Street. Doering replied that an example would be waiving parking for someone developing directly on Main Street which is an extremely radical consideration for the Board because there is really no new opportunity for new parking there. Puckett did not feel this requirement should be done away with and the Town should work strategically to find parking. Gibb agreed with the Trustees so far and the Town should reduce the parking requirements but also put together a cash-in-lieu program to collect reasonable amounts over 5-10 years in order to not stifle development while looking for opportunities off Main Street for a Municipal Parking Lot. Lacy felt the Town could also entertain using the school parking lot in the summer and erect temporary signage. He also agreed with Gibb and felt the Town should start looking for property. Gibb also felt it was important to encourage the community to understand that downtown would be a walking location in the future and it will be healthy medical wise and also an indication of the Town’s economic health. Doering indicated that differing business hours will also allow for shared parking opportunities. Puckett asked if the Planning Department could think about what other things can be done optimizing surrounding streets. Doering felt this option was limited due to the few streets that actually have curb, gutter and sidewalks. Doering inquired of the Board’s position and asked for direction on paved parking. Baker felt if a development abuts a paved street it must be done. Gibb agreed with Baker and felt the Board should be stricter on the requirement of paving. Maggard informed the Board that he was currently working on paving standards. Landscaping requirements and

options were also discussed. Benson stated that it seemed like there was a cash-in-lieu requirement already in place. Maggard said there was and the monies go to the Adopt-A-Tree program. Volpe felt that the money could rather go to walkability improvements as a whole in the district rather than planting a tree elsewhere. At the end of the discussion, Benson stated the next meeting's topic would be complete streets.

### **PUBLIC COMMENT 28:30**

Mark Jenkins, 314 South San Juan, stated he and his wife finished their ADU (Accessory Dwelling Unit). He thanked Scott in Planning, Shawn in Water, Greg in Public Works, the Sanitation District and Pat at the County for their help and encouraged others to pursue this and other forms of affordable housing. He would like to see more incentives to promote this type of building. Jenkins applauded Town Staff, and the Mayor and Board for making Buena Vista such an amazing place to live. He then stated he served 2 years on the Planning & Zoning, but will be leaving that position. He felt the Commission changed a lot thanks to Principal Planner Doering who brought the group along and helped to make sense of a lot of things they were confused about. He also felt the Commission would be providing more informed recommendations with the revised land use code.

### **RESPONSE TO PUBLIC COMMENT 30:43**

Mayor Benson thanked Jenkins for his comments.

### **BUSINESS ITEMS**

#### **Presentation on Regional Transportation by Dominique Naccarato. 30:55**

Naccarato stated she is a candidate in the Environmental Management Master Program at Western State University. She reviewed a PowerPoint presentation on the Transit Collective for the Upper Arkansas (T4U) and discussed the history of the project along with services provided by the Neighbor to Neighbor Volunteers Chaffee Shuttle service which is a partner project. T4U is a multi-phase initiative to increase public transportation in the Upper Arkansas Valley. The project is sponsored by Chaffee County and the Chaffee County EDC. There have been meetings with over 40 stakeholders from Fremont, Chaffee, Custer and Lake counties and it became apparent how heavily integrated public transportation is with many local issues. She applied for a grant with Climax Mine for community investment funding in December to hopefully ensure continued collaboration with regional stakeholders. She reviewed key research, stakeholder findings and phases of the proposed initiative and announced there will be a Transit Advisory Board meeting at 11AM on March 3 at Chaffee County Courthouse.

Mayor Benson inquired if the Advisory Board was composed of other Counties. Naccarato replied so far it is Chaffee County, but she wants to see multi-jurisdictional participation. Baker felt Naccarato has done a good job and reemphasized that transportation is an important part of building a community in addition to affordable housing, etc. Reitter asked what Naccarato's plan was for after graduation. Naccarato is hoping funding from Climax will come through to continue coordinating the regional approach and possibly conduct a regional transit expansion study. Otherwise, she will be looking at Plan C.

#### **Presentation on Buena Vista Chamber of Commerce Visitor Center Website Redesign and Development by Marketing Specialist Susan Wood. 44:45**

Wood presented reviewing needed updates of the Chamber's Visitor Center website. She advised that the Chamber has \$6,000 set aside for the project, but needs additional funding to move forward. Wood reviewed the \$8,000 cost break down. Benson reminded the Board did approve \$2,500 in the current budget for geocaching. Puckett inquired how this works with the Marketing, Branding and Wayfinding project going on. Wood replied that whatever is decided on will be used by the Chamber for a similar feel as the Chamber wants a framework of working together. Reitter felt synergy was important and this was an opportunity to perpetuate the brand out to the community. Volpe asked if there was any collaboration with the Chaffee County Visitor's Bureau who is also going through a similar redesign. Woods did attend their meeting earlier in the day and is talking with Scott Peterson and they are going to start working

Facebook campaigns together to feed traffic back and forth. A lot of the changes they want to make are similar but the Visitor's Bureau has more manpower to do things in-house.

Mayor Benson encouraged the Chamber to shop around and he knew the Town website was done at about one-third of the cost. Lacy questioned the expense but felt it was a good program and supported the Town. Gibb commented that he prefers seeing these requests in the budget cycle but if the site will help bring additional families to the community for vacation he supported this.

**Motion #3** by Trustee Lacy, seconded by Trustee Gibb, to approve giving the Buena Vista Chamber of Commerce \$2,329.00 for its website redesign. **Motion carried, 5-0.** Trustee Baker, aye; Trustee Gibb, aye; Trustee Lacy, aye, Trustee Puckett, aye; and Trustee Volpe, aye.

**Should the Board approve adoption of Ordinance #4, Series 2016, entitled "AN ORDINANCE APPROVING A LEASE AGREEMENT WITH ASCENT AVIATION GROUP, INC. FOR A REFUELER TRUCK AT THE CENTRAL COLORADO REGIONAL AIRPORT?" 59:15**

Mayor Benson reminded that this item was looked at in the fall but not funded at the time and put in the budget afterward. Parker reminded it was postponed from the last meeting as it was not being considered by Ordinance which is required by law.

**Motion #4** by Trustee Baker, seconded by Trustee Lacy, to approve adoption of Ordinance 4 as presented approving the lease agreement revised agreement by the Town Attorney. **Motion carried, 5-0.** Trustee Gibb, aye; Trustee Lacy, aye, Trustee Puckett, aye; Trustee Volpe, aye; and Trustee Baker, aye.

**PUBLIC HEARING – Should the Board approve adoption of Resolution #20, Series 2016, entitled "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, CONDITIONALLY APPROVING A MINOR DEVELOPMENT FOR THE PROPERTY LOCATED AT 501 S. AND 505 S. RAILROAD STREET, BUENA VISTA, COLORADO."? 01:04:05**

Doering presented reviewing a PowerPoint Presentation detailing an overview and analysis of the subject request to create three residential lots from two existing parcels. He stated this will rectify an illegal split that was done by a previous owner who took an illegal deed to the County and recorded a different legal description. Doering reported that the Planning & Zoning Commission recommended the Board approve the Final Plat with three (3) conditions as listed in the Staff Report. Doering also noted a request from the applicants to waive the subdivision plat application fee as they were not the ones that created the problem.

Mayor Benson opened the Public Hearing at 8:16 PM and there being no comments, the Public Hearing was closed.

Applicant Samuel Mick, 501 South Railroad, agreed with Doering but added that the Town has seen both these properties in the past for building permits and sewer/water taps. He has paid several thousand dollars in survey fees and he doesn't want to pay any more fees.

Applicant Heather Hsu, 505 South Railroad, agreed with Mick and would like to see the plat correction fees waived. Mick felt this should be more of an administrative procedure and not require a plat correction fee.

Parker reviewed several corrections to the Resolution in Sections 1.4, 2.1.b. and 1.c and stated he would provide the Town Clerk a corrected copy of the Resolution for signing.

**Motion #5** by Trustee Baker, seconded by Trustee Lacy, to approve adoption of Resolution #20 as amended and approve the request for an application fee waiver as the current owners did not create the problem and the Board has seen this property on multiple occasions in the past. **Motion carried, 5-0.**

Should the Board approve adoption of Resolution #21, Series 2016, entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, APPOINTING JERRY STEINAUER A REGULAR MEMBER OF THE WATER BOARD.**"? 01:25:14

Maggard stated that this resolution clarifies and cleans up the members and terms to correspond with what was voted on by the Water Board.

**Motion #6** by Trustee Puckett, seconded by Trustee Lacy, to approve adoption of Resolution #21 as presented. **Motion carried 5-0.**

Should the Board approve adoption of Resolution #22, Series 2016, entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, GRANTING THE AWARD AND APPROVING THE EXECUTION OF A CONTRACT WITH H2O SOLUTIONS, LLC FOR THE CLEANING, INSPECTION AND REPAIR OF THREE (3) DOMESTIC WATER STORAGE TANKS IN BUENA VISTA.**"? 01:25:54

Maggard reported that State of Colorado requires these tank cleanings every 5 years. The company will perform inspections and provide video. Parker reviewed and amended the contract that is in the packet. Benson clarified whether or not this was necessary since it was less than \$5,000. Parker stated that he did not believe the Town's policy allowed for an administrative approval of any contract, but he would review the policy. Parker did clarify that there is no policy that purchase agreements under \$5,000 have to be brought to the Board.

**Motion #7** by Trustee Gibb, seconded by Trustee Lacy, to approve the adoption of Resolution #21 as presented. **Motion carried 5-0.**

#### **Advisory Boards and Commissions Manual. 01:29:40**

Katsimpalis presented asking the Board to review the draft and provide her feedback by March 11. Lacy asked if the Board was ready to actually implement training and inquired if that section might need removed. Gibb stated he had a lot of comments, but didn't know if he should do that in this forum or send them to Katsimpalis. Reitter said that a list would work better. Lacy agreed. Benson reminded that the Code Enforcement Officer informed the Board the Town was supposed to have a Noxious Weed Advisory Board. Parker said he would look in to that as a lot of communities he works with do not have such Boards. Gibb inquired about the Economic Vitality Board status and asked if it should be included or held out. Reitter felt it should be left in. Baker felt there should be some type of strong encouragement that serving on an Advisory Board is training for running for the Board of Trustees.

#### **Reach Airport Ground Lease. 01:37:17**

Van Deel requested approval reporting startup was proposed for operations to begin between March 4 and 8. The lease format is a template that was approved by the Board in 2014. This lease is basically for the footprint of the temporary crew rest quarters in anticipation of hangars being built in spring on permanent structures. Parker added this is a standard lease.

**Motion #8** by Trustee Baker, seconded by Trustee Puckett to approve the airport ground lease for Reach as presented. **Motion carried 5 to 0.**

Should the Board approve adoption of Resolution #23, Series 2016, entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING THE EXECUTION OF A CONTRACT WITH MILES CONSTRUCTION FOR THE INSTALLATION OF THE TEE ROAD & IVY LEAGUE WATER MAIN PROJECT IN BUENA VISTA.**"? 01:40:10

Maggard reported this project ties in the water main for the Ivy League subdivision. This was approved last year in July to award the contract, but the Resolution was tabled. Maggard found some issues and those were resolved last night. He reported the board is really just revisiting the contract seen in 2015. The budgeted amount is around \$2,000 and with a change order the contract is \$19,000-20,000.

**Motion #9** by Trustee Gibb, seconded by Trustee Lacy, to approve the adoption of Resolution #23 as presented. **Motion carried 5-0.**

## **STAFF REPORTS**

### **Town Administrator 01:46:09**

- Arkansas River Basin Water Forum is April 27-28 in Salida at the Steamplant.
- CML Annual Conference is June 21-24.
- Town Treasurer hiring process is underway. Four (4) applications were received and Trustee volunteers were solicited. Gibb and Benson volunteered.
- Reitter sent an email to Board earlier in day about a \$10,000 donation that was received along with a list of proposed projects.
- Trustee representation for the interagency working group on housing was requested. Benson said he would participate as possible.
- CDOT will start Public Meetings at the end of March for the Highway 24 improvement project.

Gibb noticed that Town was moving forward with the park in Sunset Vista 4. He felt Boards should be aware of projects in the community and the Trails Board has not seen the Sunset Vista Park in 9 months. Reitter noted this is on the Board's work plan and she wanted to keep moving forward on the project. Gibb then asked if the Town has ability to say Yes or No on the Madison House concert. Reitter replied it is a County application and the Town can send comments. Benson said he knows the Commissioners are concerned about impacts on Buena Vista they are accepting input. Gibb asked about desire or need by the Board to formally suggest remuneration. Reitter said the Board could make those suggestions to the Staff who would send it over to the County Administrator. Baker said he knew the County was not looking for a resolution from the Town, but did want to make sure they were coordinating with the Town. Benson reported the next Commissioner meeting is March 1.

### **Town Treasurer 02:05:35**

- Two large purchases in February were with Bobcat of the Rockies for a Utility Vehicle and Pinnacol Assurance for the Workers Compensation premium.
- Sales tax for all 2015 is in and every month was up over the prior year except October.

### **Town Clerk 02:07:15**

- April 5, 2016 Town Election Ballot finalized and a copy is online at Town Website for viewing.

### **Principal Planner 02:07:48**

- Staff met with winners of the Forest Service Building auction. They are from Chicago and plan on moving to area.
- The Planner Tech position closed last week and the Town is moving forward with interviews and hiring process.

### **Code Enforcement Officer**

- Code Enforcement Officer Ron Dennis accepted a position in the insurance industry and will be leaving Town employment.

Gibb reminded that Dennis brought up the subject of dog licensing which is an emotional subject for Town. Doering noted the subject is part of the Article 7 rewrite Dennis was working on. There was

discussion about the format of the UDC rewrite. Reitter reported it is on the website. Doering encouraged everyone to take a look at it and provide the Planning Department input. Puckett said he was approached by two people requesting inclusion of accommodations during winter months for planting. Doering replied it was his goal to make it happen.

**Airport Manager 02:15:38**

- South Koreans will arrive April 30 and have 30+ people in the area testing a KUH-1 Surion. They have basically leased the entire terminal for 2 months.
- Fort Carson will begin using the Airport for refueling Chinook helicopters.
- Reaching out to Aspen relief traffic for dining and lodging for pilots and hangaring of aircraft.
- Reach modular delivered February 9. They are looking to be in service March 4.
- Seeking to re-engineer the Town-owned hangar doors to accommodate larger aircraft and increase fee revenue.
- Airport is exploring options for another car rental agency.
- Fuel sales are dismal which is typical this time of year and it will turn around.
- Treasurer Hickman was thanked for his support of the Airport. A lot has been accomplished over his 5 years with Town.

**TRUSTEE – STAFF INTERACTION 02:22:45**

Baker thanked Reitter and Staff for setting up the Pinon Room for County Commissioner Meeting on February 16 and stated the Commissioners were very appreciative.

**Motion #10** by Trustee Puckett, seconded by Trustee Lacy, to grant the fee waiver requests from GARNA/LTUA and HOPE for use of the Community Center in March. **Motion carried, 5-0**

**ADJOURNMENT 02:28:15**

**Motion #11** by Trustee Lacy, seconded by Trustee Puckett, noting that there being no further business to come before the Board, declared that the meeting be adjourned at 9:30PM. **Motion carried, 5-0.**

Respectfully submitted:

  
\_\_\_\_\_  
Janell Sciacca, CMC  
Town Clerk

\_\_\_\_\_  
Joel Benson, Mayor

***Minutes***  
**TOWN BEAUTIFICATION BOARD MEETING**  
**Thursday, February 4, 2016**

The meeting was called to order at 5:04 p.m. at Collegiate Peaks Realty.

Present: Members Joy Duprey, Diane Look, Tom Rollings, Donna Schaffer, Nancy Taylor, Jennifer Wright; from Town: Joel Benson, Mayor; Ron Dennis, Code Enforcement Officer; Emily Katsimpalis, Assistant to the Town Administrator; Eric Gibb, Trustee.

***APPROVAL OF MINUTES***

The minutes from the January 7<sup>th</sup>, 2016 meeting were approved.

***OLD BUSINESS***

**Funds**

- We haven't spent any money yet this year. Current funds are: \$1,441.

**2016 Budget**

Holiday Tree, Lit	\$5,000
Skylines (2)	\$6,000
Light pole wraps (10)	\$2,500
Snow flake decoration for East Main (6)	\$2,400
Kid art light pole banners (10)	\$1,000
Curb Xeriscaping (11)	\$10,000
Flowers	\$2,300
Benches (2)	\$1,500

**Update on Skylines**

- Joy spoke with Greg, Public Works Director, about skylines.
- We currently have no way to hang these on E. Main Street, and Greg strongly suggests that we NOT put any on the highway until after the reconstruction project.
- We will ask the Town Board if we can re-allocate the funds to other décor – speed up the purchase of other items already in the 5-year beautification plan.

**Lit Holiday Tree – Donna and Nancy**

- Donna found a tree that is sturdy, and height can be added in the future. The company told her how to secure the tree with internal guide wires.
- The price is just under \$5,000 with free shipping. We can order with a PO and pay when delivered.
- Nancy found a similar, expandable tree that is on sale.
- We're considering colored lights on the tree, and white lights on all other décor.

### **Skylines, Snowflakes for E. Main – Joy and Diane**

- We feel strongly that we need a common theme. Diane and Joy were thinking something like, “Old Time Holiday.’ And all white lights need to be the same – cool, white LED color.

### **Light Pole Wraps - Joy**

- Joy got a quote for lighted pole wraps from the same company that supplied the unlit wraps we purchased last year.
- We will all contact the companies we are working with to get samples of the garland used for the wraps and wreaths so we can be certain it’s of high quality.
- We will have a work session on Wednesday, February 17<sup>th</sup>, at Collegiate Peaks Realty to look at décor samples and make selections to present to the Board of Trustees. (Meeting location was later changed to Gibb house.)

### **Xeric Curbside Gardens**

- Town suggests that we get a master gardener on this project. We agree.

## ***NEW BUSINESS***

### **Noxious Weed Program**

- Ron Dennis spoke. The Town is required to have a noxious weed program. The Town needs to have an advisory board set up. Ron will be in touch to see if our board can serve as the annual review board.

### **RR Parking Beautification**

- Emily reported that The Main Street Board has been discussing beautifying the railroad parking areas on the north and south sides of E. Main. She was seeking our help for a work day to improve this area. The Main Street Board will create the design for the area. We all agreed to participate, and suggested that it take place on our annual planting day, which is the first Friday in June.

### **Trustee Gibb - Updates**

- Town is looking into what could be built on the Pump Track – clean up of the brown field. The Town is in the early phases of having the site evaluated. At this early stage, it doesn’t appear that there will be much clean-up needed. However, Town is still not certain what types of structures can be built on it.
- The new well will come online next year to water the playing fields with non-potable water.
- Xeriscaping project: the Tree Board has discovered an older study of suggested plants for Town. The Tree Board is in the process of updating this plan. Trustee Gibb suggested that we use this plan when designing the xeriscaping demonstration areas in Town.

### **Next Meeting**

- The next meeting will be Thursday, March 3<sup>rd</sup> at Collegiate Peaks Realty.

### **Adjournment**

- The meeting was adjourned at 6:35.

**Buena Vista Trails Advisory Board Minutes**

**Public Works Building**



**February 2, 2016**

**Present:** Lois Walton, Nancy Anderson, Kathy Hoerlein, Dick Scar, Pat McCarthy, Ed Eberly, Greg Maggard, Joel Benson, Dave Volpe, Bob Gray

**I.** Meeting called to order 0900Hrs.

**II.** Agenda approved as written.

**III.** January 5, 2016 minutes approved as written.

**IV.** Lois - Per a letter written by Reba Jackson, Senior Programs Director of the Boys and Girls Club, the Club is willing to assist with Trails in the Buena Vista area.

**V.** Bob Gray representing NC3 stated due to the new voter EMS sales tax there may be some funds available for county trails. PILT funds may be available for use on CR 317. The planned trail would be separate from the road on the east and north side and would continue to CR 313. The Chaffee County Commission has been approached and grant money is attempting to be identified. Bob stated that the planned Railroad trail extension would connect with the CR 317 Trail.

**VI. Old Business**

**1.** Greg updated:

- a. The Arizona Trail project . He will be discussing the original plan with the new owners.
- b. Greg is currently working on the bid packet for the Rodeo Road project.
- c. Gregg Drive -2017 target date for work.
- d. The Railroad Trail expansion is planned with B.V. Public Works working with D.O.C.

**2.** Ed Updated the changes made on the new Brochures. The target for 2016 is 10,000 copies.

3. Lois provided info on the S R&T. The Governor has identified 16 state trails which will have state funds allocated. The S R & T is one of them. This trail may eventually connect with the Mineral Belt Trail and the Copper Mountain Trail system.

4. The B.V. Trails Board members were approved by the Buena Vista staff. Kathy Hoerlein will update the list.

5. Lois - relayed info from Kathy McCoy that she may have found a new rhino vender for the BV Trail signs. Kathy Hoerlein talked about the signs on the Mineral Belt Trail. She will check further into these.

6. Greg discussed Adopt-a -Trail vacancies. He will make some changes.

7. Dave Volpe discussed the BLM/B.V. Scoping and Trails proposal. The name of the "Ramsour" Bridge has been changed to the "Midland Hills" Bridge. Buena Vista will focus on this area. The Colorado Mountain Club may be a resource to obtain grants for this project. Chaffee County and other counties in the area have been identified as Region 13 by the Dept. of Economic Tourism. The chair is Luis Benetez.

Dick

~~Nancy~~ made a motion that the B.V. Trails Board recommends that the B.V. Town Trustees have a dialogue with B.L.M. regarding expanding the present C.M.A. in the Midland Hills area. Kathy seconded the motion. *Motion passed unanimously.*

#### VII. New Business

1. Bob Gray addressed some NC3 report issues. *See V*
2. Lois Passed out and discussed the 2016 Trail Goals.
3. The Memorial Bench process was discussed.

Fran and Nancy will cover Meeting Minute recorder duties in March and April.

Lois adjourned the meeting at 10:45AM

Next Meeting: March 1, 2016

Minutes submitted by Pat McCarthy

Minutes approved as written (Date) 3/01/2016 by Fran Rulon-Miller

# Buena Vista Tree Advisory Board

## Minutes of February 11,, 2016

The meeting called to order by Tom Liverman at 2:25 pm.

In attendance were: Phil Puckett, Tom Liverman, Roy Gertson , Dan Murray, Kathryn Hardgrave. & Lisa A Brooker

Agenda adoption by Chairman Tom Liverman .

Minutes from the January 7, 2016 meeting were approved by motion from Tom and 2nd by Dan

Volunteer Time Ledger , 6 hrs for planting guide, & administration  
8 hrs for EAB seminar in Boulder

### **Public Works Report**

#### **No report**

**Colorado State Forest Service Report :** Kathryn gave the members info on upcoming tree conferences for the Eastern Colorado Community Forestry Conference February 26 in Greeley, & Tree Diversity Conference at Denver Botanical Gardens March 3

Next addition of CSFS newsletter will include article on Buena Vista streetscape plantings in 2015.

#### **Business; .**

1. Planting Guide draft was reviewed for some more changes Further discussion of the complete guide ensued. Lisa will make the changes for the final. Motion by Roy to accept the final Planting Guide, Tom seconded motion. Board voted to accept the Planting Guide. The Guide will be presented to Town Council for adoption.

**Other Business:** Dan presented the concepts of the EAB seminar in Boulder. Over 5,000 Ash trees have been removed due this borer insect. An introduced wasp species has been successful treating for the Borer.

**Final Comments:** Prepared agenda for March meeting

**The next meeting will be March 3 , 2016 , 2 PM at Public Works.**

### **Adjournment**

The meeting was adjourned at 3:10 PM by motion by Tom and 2nd from Roy.

Respectfully submitted,

Roy Gertson  
Secretary



## Buena Vista Police Department

713 E. Main St.  
P.O. Box 1310  
Buena Vista CO 81211  
719) 395-8654  
719) 395-8655 fax  
[bvpd@buenavistaco.gov](mailto:bvpd@buenavistaco.gov)

### Chief's Report February 2016

We all attended our annual All Town Employee's Meeting on Tuesday February 9<sup>th</sup> at the Community Center. The meeting was informative and gives us all some insight into what is going on with the other Town departments. We congratulate Jay Case with Public Works for being chosen for Employee of the Year. Jay takes care of our patrol vehicles along with various needs that our department has that are related to Public Works. Jay is an awesome husband & father along with being the expert that we trust with our vehicles.....he keeps us up & running!

The kids with Little Apes Preschool from Avery Parsons Elementary came to tour our department this month. We had several groups of these little ones, along with their teachers. We **love** to have the kids come and visit. Our new officer, Amber Lee, gave the kids the tour and answered all of their questions. Amber is great with kids and she did a fantastic job showing them around our department and showing them our patrol vehicles, siren and all!

We have met with the folks from Madison House numerous times in the last couple of weeks. The plan at this point is to have a music festival similar to the one that was held in Salida last summer here in BV in August of this year. They are currently looking at August 4<sup>th</sup> - 7<sup>th</sup> at the Meadows. Our concerned citizens are starting to call or stop by & inquire about the problems that this kind of large event can cause, i.e. noise, traffic & the influx of people this event will bring to our small town.

All of us at the Police Department want to thank Mike Hickman for the job he has done with the Town. You will not find a more honest man than Mike. We wish him well but will miss him greatly!

Please see attached calls for service & stats

*THERE IS NO "I" IN THE WORD TEAM!*



**BVPD CALLS FOR SERVICE FOR THE MONTH OF FEBRUARY 2016**

4	911 MISC. (NON-EMERGENCY; HANGUP CALLS ETC)
0	ABANDONED VEHICLE
5	ACCIDENTS
58	ADMINISTRATIVE CALLS (OUT AT PD/TOWN HALL/MTGS)
10	ALARMS - INCLUDING FIRE
6	ANIMAL COMPLAINTS
0	ARSON
0	ASSAULTS
27	ASSIST OTHER AGENCY
0	AUTO THEFT
0	BOMB CALL
0	BURGLARY
7	BUSINESS CHECKS
0	CHILD ABUSE
1	CHINS (CHILD HAVING IMMEDIATE NEED OF SUPERVISION)
4	CITIZEN ASSIST
2	CIVIL DISPUTES
4	CIVIL PAPERS
1	CIVIL STANDBY
0	CODE VIOLATION
2	COMMUNITY RELATIONS
1	COURT SERVICES
2	CRIMINAL MISCHIEF
0	DEATH
1	DOMESTIC VIOLENCE
1	DISTURBANCE CALL - FIGHT
0	DISTURBANCE CALL - NOISE
0	DRUG INVESTIGATION
0	EMERGENCY MESSAGE
0	FIRE CALLS - MISC
0	FIRE CALLS - STRUCTURE & WILDFIRE
238	FOLLOW UP
3	FOOT PATROL
0	FORGERY/FRAUD
1	FOUND PROPERTY
2	HARASSMENT
2	HAZARDS - GENERAL
1	HAZARDS - MATERIAL
0	HOME TOWN SECURITY
0	HOUSE WATCH
5	INTERVIEW
61	INFORMATION ITEMS
2	LIQUOR VIOLATION

0	<b>LIVESTOCK</b>
0	<b>LOST PROPERTY</b>
5	<b>MEDICAL ASSIST</b>
9	<b>MEETING</b>
0	<b>MISSING PERSON</b>
2	<b>MOTORIST ASSIST</b>
0	<b>PARKING VIOLATION</b>
3	<b>PHONE CALL</b>
2	<b>PBT - PORTABLE BREATH TEST</b>
2	<b>REDDI REPORT</b>
28	<b>REPORTS</b>
1	<b>ROADSIDES</b>
0	<b>RUNAWAY</b>
30	<b>SECURITY CHECKS</b>
0	<b>SEXUAL ASSAULT</b>
0	<b>SMOKE INVESTIGATION</b>
0	<b>SUICIDE ATTEMPT</b>
5	<b>SUSPICIOUS INCIDENT</b>
5	<b>SUSPICIOUS PERSON</b>
2	<b>SUSPICIOUS VEHICLE</b>
1	<b>THEFT</b>
102	<b>TRAFFIC STOPS (ALL CONTACTS)</b>
2	<b>TRAFFIC VIOLATIONS (CITATIONS WITH CASE #)</b>
70	<b>TRAFFIC MISC (VEHICLE INVESTIGATION)</b>
2	<b>TRAFFIC COMPLAINT</b>
27	<b>TRAINING</b>
5	<b>TRANSPORTS</b>
0	<b>TRESPASS</b>
20	<b>VIN INSPECTION</b>
0	<b>VEHICLE MAINTENANCE</b>
1	<b>VIOLATION OF PROTECTION ORDER</b>
2	<b>WARRANT ARREST (INCLUDING ATTEMPTED)</b>
1	<b>WEAPONS/GUN</b>
27	<b>WELFARE CHECK</b>
0	<b>WILDLIFE</b>
805	<b>TOTAL CALLS RECEIVED FROM CHAFFEE CTY. DISPATCH</b>

**Buena Vista Police Department**

Statistics from: 2/1/2016 12:00:00AM to 2/29/2016 11:59:00PM

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**Citation Printout Report by Violation**

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Total Citations of (10-202 ILLEGAL POSSESSION/CONSUMPTION OF ALCOHOL BY UNDERAGE PERSON): 1  
Total Mandatory Appearances: 1

---

Total Citations of (18-3-204 ASSAULT IN THE THIRD DEGREE): 1  
Total Mandatory Appearances: 0

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Total Citations of (18-6-801 DOMESTIC VIOLENCE): 1  
Total Mandatory Appearances: 0

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Total Citations of (18-6-803.5 CRIME OF VIOLATION OF A PROTECTION ORDER): 1  
Total Mandatory Appearances: 1

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Total Citations of (18-8-212 VIOLATION OF BAIL BOND CONDITIONS): 1  
Total Mandatory Appearances: 1

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Total Citations of (18-9-106 DISORDERLY CONDUCT): 1  
Total Mandatory Appearances: 1

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Total Citations of (42-2-101(1) DROVE MOTOR VEHICLE WITHOUT VALID DRIVERS LICENSE): 1  
Total Mandatory Appearances: 0

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Total Citations of (42-2-138(1)(A) DROVE VEHICLE WHEN LICENSE UNDER RESTRAINT (SUSPENDED/REVOKED/DENIED)): 2  
Total Mandatory Appearances: 1

Total Citations of (42-3-114 EXPIRATION OF VEHICLE REGISTRATION): 2  
Total Mandatory Appearances: 0

Total Citations of (42-4-1101 SPEED LIMITS (EXCEEDING)): 13  
Total Mandatory Appearances: 0

Total Citations of (42-4-1211 LIMITATIONS ON BACKING): 1  
Total Mandatory Appearances: 0

Total Citations of (42-4-1402 CARELESS DRIVING): 1  
Total Mandatory Appearances: 0

Total Citations of (42-4-1409 COMPULSORY INSURANCE): 2  
Total Mandatory Appearances: 0

Total Citations of (42-4-703 ENTERING THROUGH HIGHWAY - STOP OR YEILD INTERSECTION): 1  
Total Mandatory Appearances: 0

Total Citations of (7-136 RUNNING AT LARGE): 1  
Total Mandatory Appearances: 1

Total Citations of (VOID): 5  
Total Mandatory Appearances: 0

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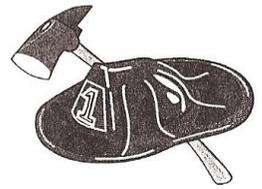
Grand Total

Total Number of Citations Reported: **35**  
Total Fine Amounts Reported: **\$0.00**  
Total Money Collected: **\$0.00**  
Total Money Still Due: **\$0.00**  
Total Mandatory Appearances: **6**



# BUENA VISTA

## Volunteer Fire Department



### Buena Vista Fire Calls

#### From February 1 to 29

**Total Month Calls: 23**

**Current Year to Date Calls: 52**

**2015 Year to Date Calls: 31**

February 1- 29 Calls: 23

Fire Calls: 4

Medical Calls: 11

Accident Calls: 0

Hazardous calls: 5

Citizen Assist: 0

Death Investigations: 0

Missed Calls: 3 (2 - Cancelled by dispatch & 1 - voided by dispatch)

**Volunteer Firefighters: 15**

**Total Training hour for February: 275.50**

#### February Highlights:

We currently have 2 firefighters going through firefighter 1 training, which is hosted by Chaffee Fire. Assistant Chief Rodriguez at the invitation of Chaffee Fire, is helping instruct this training class.

Assistant Chief Rodriguez is also getting with the Town's different departments to get everyone certified for CPR & First Aid.

Chief Villers has been attending meetings in regards to the Madison House concert in August.

Town Public Information Officer Y. Prentiss and Assistant Chief Rodriguez has successfully completed NIMS ICS 300 training.

Assistant Chief Rodriguez has begun inputting Incident Action Plans into the Fire reporting software for all commercial businesses for the department to use at calls.

Assistant Chief Rodriguez has been working with Ms. Yates with the Schools to get different educational programs implemented for students in regards to Fire prevention, Fire Safety and Fire Cadets.

Chief Villers, Assistant Chief Rodriguez, and PIO Prentiss attended tabletop exercise conducted by Chaffee County Public health regarding a health pandemic.

111 Linderman Avenue  
PO Box 1692  
Buena Vista, CO 81211



Station Phone/Fax:  
719/395-809



## **Town of Buena Vista 2016**

### **Buena Vista Collective Vision Statement**

*(Developed from Citizens' direct wording, Comp Plan 1996, 2006, 2015. We want all components of this vision and must work to create all components. This is the Context within which Town must make decisions.)*

#### **General Community Character**

We envision the town as a clean, safe, quiet and secure community that is a desirable place to live, work, and play.

#### **Community Spirit**

Our collective community consists of friendly, well-informed, and engaged people who feel they can make a difference and have an impact in determining their future and their quality of life and enjoy freedom of expression.

#### **Community Appearance**

The town we envision has a defined sense of place as expressed in its history and architecture.

#### **Community Services**

The town of our vision has high-quality education and medical and emergency response services, as well as quality, efficient, and well maintained parks and public buildings. The town's public servants exhibit an excellent level of public service, including approachability, honesty and helpfulness. Our town government and community leaders demonstrate accountability, consistency and visibility. We engage in a high level of cooperation with surrounding governmental and nongovernmental entities.

#### **Environment**

We desire a community where urban, rural and agricultural land uses can coexist in a well-planned pattern. Land use decisions are made with thoughtfulness and an eye toward sustainability. We want a healthy community with clean air and water.

#### **Economy**

We envision a community in which all citizens enjoy financial prosperity and can find an affordable place to live. The town has a bustling downtown community core with abundant and diverse retail establishments. We continually strive for economic diversity within the community. Our town government is economically stable and viable.

## **Mission of Buena Vista Town Government**

The Town of Buena Vista is to provide high-quality, reliable services for the benefit of our citizens, guests, and employees, while being good stewards of public resources and our natural setting.

### **Town Government Key Outcome Areas**

(These strategic objectives and policies lead toward the Collective Vision Statement, and seek to fulfill the Mission of Town Government. These are what we focus on to establish Goals.)

#### **Economic Vitality**

We want to increase prosperity for Buena Vistans via the long-term that encourages sustainability, smart growth, and diversification, capitalizes on our strengths and improves quality of life. We want to identify and address weaknesses.

#### **Infrastructure**

We want to ensure that we maintain existing infrastructure when considering new infrastructure.

#### **Community**

We want to create a community with a sense of pride and acceptance where all contribute to the social, economic, political life, and feel respected and safe.

#### **Environment**

We want to create an environment that is safe, healthy, encourages conservation, and makes for a friendly place where people want to live, work and play.

#### **Water**

We want a safe and reliable water supply that comes from diverse sources, and meets the needs of residents and business now and in the future.

### **Our priority list for 2016 includes, in no particular order:**

**Continued work on adequate and reliable water supply** - Joint Permit with Upper Ark and US Forest Service, St Charles Mesa, other.

**Continued honing of Policy Governance** - quarterly meetings, Policies adopted, Collective Vision Revisit

**Water infrastructure** - upper zone tank, right size water lines, HWY 24

**Downtown Revitalization** - DDA

**Hwy 24** - all that is involved

**Historic Preservation** - CLG designation, funding options

**Trail Improvements** - Assorted

**Continued Airport “Sustainability” and/or “Independence”** - Financial planning, settle ground lease, through the fence resolution, snow equipment building

- **Land Use Code rewrite**
- **IGA with county on Growth Area**
- **Broadband Planning**
- **Software upgrades for flow in various departments**
- **Training New Board/Transition**
- **Affordable Housing/Infill**
- **Continue Fire Services up to Par** - fire upgrades, regional emergency management planning

## Policy Discussion - Regular Agenda Item, Buena Vista Board of Trustees

### **Policy List:**

- a. Parking downtown
- b. Complete Streets
- c. Paving parking
- d. Historic preservation
- e. Sponsorships/advertising levels for support of town activities
- f. Rec Board role with private businesses, etc

Discussion should bear in mind the Collective Vision Statement, Strategic Objectives and Priorities for Buena Vista

### **Process:**

Until the Board of Trustees desires otherwise, each trustee meeting begins with a time-limited discussion on a particular policy item.

These items come from a list produced and added to each week by the Board with suggested items from staff, the public, etc. We can discuss policies related to the items and use this to further define policy, give direction to staff, uncover further needs, etc.

The list will have 6 items, a-f. We start with item a, discuss until approximately 7:35. The item is then pulled from the list and b moves to a. Trustees can decide whether to continue the discussion of (a) later that meeting, put it back on the list, add it to a future agenda, or other action. A new item can be added to the list by a trustee.

### **Parking lot of items to be added as desired:**

- Development Standards (parking, landscaping, signage)
- Affordable Housing
- Mapping
- Recreation Event Center (next steps)
- Religious symbols in town
- Infrastructure Investments
- Community Support Criteria
- VRBO's



## MEMORANDUM

**To: Board of Trustees**

**From: Mark N. Doering, Principal Planner**

**Date: March 4, 2016**

**RE: Complete Streets Policy Discussion**

---

Trustees, staff is developing policies relating to Complete Streets in the Town of Buena Vista. Complete Streets are streets designed for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. While they may not be achievable on every street in Town, complete streets with sidewalks, bike lanes and paved roads can be achieved in various locations in town if new development and capital improvements by the Town are directed to create such streets.

We are including a map of the current locations of existing sidewalks in town for your information and will develop a map with Staff and the Board's direction to start to address sidewalk and bike lane improvements associated with complete streets where they can be most effective.

Staff will develop a Complete Streets Map and return later this year for Board's review. That map will designate four types of streets that the Town will have long term. They are:

- A Streets: Streets with vehicle and bike lanes paved, sidewalks along one or both sides of the street, and possibly curb and gutter.
- B Streets: Streets with vehicle and bicycle lanes paved, with the ability for sidewalks in the future.
- C Streets: Streets with vehicle lanes paved, without sidewalks in the near future.
- D streets: Unpaved streets, typically without sidewalks.

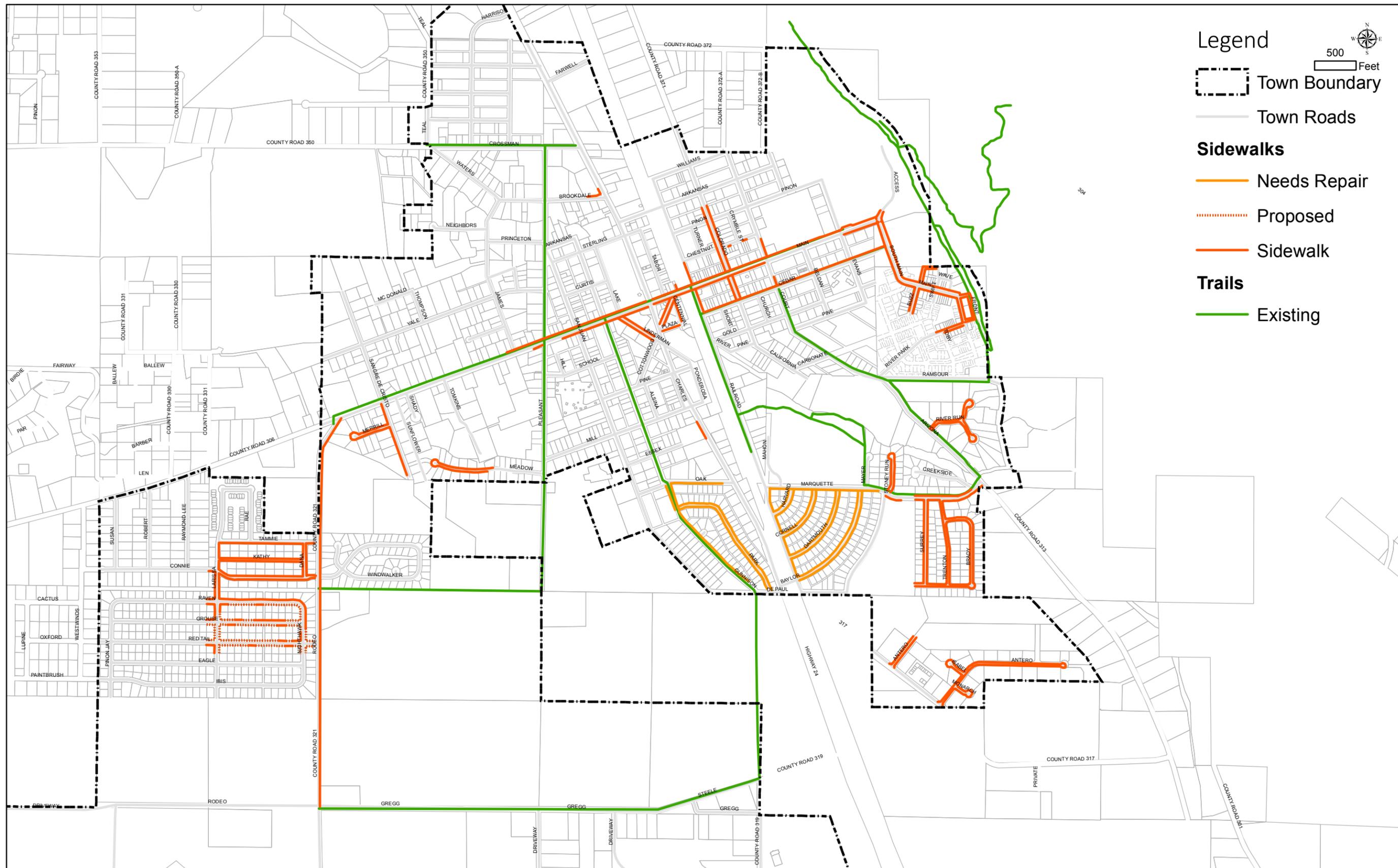
Staff will develop criteria for designating streets and seek to have A Streets in the downtown area, in locations where pedestrian and bicycle traffic is significant (such as routes to schools), or where those sidewalk and bike lanes will allow pedestrian and bicycle connections to be safer along busier streets.

As you review the enclosed map, please think about which streets need improvements sooner and provide input on how you would like the Town to strategize both public and private investment in those more critical areas as the Town develops in the near and long-term future.

### Policy Questions

1. Do you like the designation of the four street types listed above as an approach to implementing elements of the Complete Streets Manual?
2. If so, please review the map provided and let staff know where you think A, B, C, and D streets need labeling on the map?
3. Are you okay with providing feedback by March 31 so that staff can make a presentation at the first BOT meeting in April?

# Complete Streets Current Condition



## Legend

- Town Boundary
- Town Roads
- Sidewalks**
  - Needs Repair
  - Proposed
  - Sidewalk
- Trails**
  - Existing

March 1, 2016

Dear Mayor and Board of Trustees,

Spring is just around the corner and the Buena Vista High School Prom will soon be here! We would greatly appreciate your support to help keep our students safe this year. Since 1999, one of our high school's most successful traditions is that the BVHS Junior Class parents, with the assistance of local businesses, have sponsored an "After-Prom" event. The goal is to provide a safe "party" to keep students from negative influences sometimes encountered in late night hours.

In the past, "After-Prom" has consisted of many activities starting after the dance and continuing until early morning. The most requested and biggest draw for the students is a hypnotist, who puts on quite an impressive show. This is usually the largest expense. We hope to be able to provide other activities as well as food and drinks. Additionally, we encourage the students to stay for the entire evening by giving out door prizes - most of which are donated by businesses in and around BV. If you are able to contribute, please fill out the bottom of this letter and return it to:

BVHS After-Prom  
Attn: Cindi Foreman  
POB 2027  
Buena Vista, CO 81211

Thank you for your generous support for our schools, community and our precious kids.

Sincerely,

Junior Class Parents  
After-Prom Committee

---

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cash Donation: \_\_\_\_\_

Non Cash Donation: \_\_\_\_\_

Please make checks payable to After Prom. We will contact you to pick up your non-cash donations.  
Thanks, again!



## MEMORANDUM

To: Mayor and Board of Trustees  
From: Emily Katsimpalis, Assistant to the Town Administrator  
Date: March 8, 2016  
RE: Chaffee County IGA update

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Dear Mayor and Trustees,

The Intergovernmental Agreement (IGA) between Chaffee County and the Town of Buena Vista was last executed in 2003. Since then, both the county and the Town of Buena Vista have changed and grown. It is important to enter into an agreement with the County and Town, as governmental cooperation is in the best interest of citizens and taxpayers. Many of the areas outside of town limits are identified in the 3 mile planning area that impact the health, safety, character and financial viability of the community. For this and many other reasons a revision of the IGA with Chaffee County is needed to reflect the current priorities of both governmental entities.

Below is a preliminary list of items staff would like to have included in the revised IGA.

Please note that public safety departments have separate Mutual Aid Agreements with the other public safety agencies throughout the County.

Please submit other ideas as to what should be included in an IGA with Chaffee County. **Please email any other ideas to me at [bvanalyst@buenavistaco.gov](mailto:bvanalyst@buenavistaco.gov) by March 16, 2016.**

### **Public Works:**

- Administration assistance with the Source Water Protection Plan. This would be through the Chaffee County Building Department. Similar to our agreement with them for the current Water Supply Protection District.
- County Road 317 maintenance agreement.
- Coordination on potential trail connections and possible county build extensions.

### **Planning:**

- Any building application that comes to the County within the 3-mile planning area (last adopted 2015; will be updated and adopted yearly) should be forwarded onto the Town so

that the Town has a chance to comment on the application in consideration of the 3-mile plan and the Town of Buena Vista Comprehensive Plan.

- Serviceable area: if a building/house is built within 400 feet of municipal service lines (even if in County), they have to connect to the municipal water/sewer lines.
- Contiguous Road & Trail system. County to recognize the roads and trails identified in the 3-mile planning for future road and trail connections.
- If properties are contiguous to the Town's limits, the County should encourage the applicant to annex to the Town.
- Sharing of GIS info—sharing of information should be free of charge—for both the County and Town.
- Abolishment of fees (i.e., printing fees, subscription fee that Town pays to Chaffee County to access the Assessor's database). Governments shouldn't charge other governments fees—it is simply shifting taxpayer money around and not in the best interest of the citizen/taxpayer.
- If properties are located in town, but on county roads, they may need to be re-addressed to conform to Town addressing (3-digit address and Town road name).
- If applicants approach County about Town questions, they should be referred to Town and vice versa.
- Cost sharing and maintenance responsibilities for county roads in town.

#### **Town Clerk:**

- Elections and Document Recording. A negotiated rate for the Clerk & Recorder's support and use of Clerk's equipment in the future for our Town elections.
- System of notification to the Town when something is recorded for any property within the Town. Often, developers or individuals take documents in to the Clerk & Recorder to get them recorded without necessary Town approvals. Notification of items submitted for recording could reduce those instances when Town should have been informed and will help keep the Town better informed.

**INTERGOVERNMENTAL COOPERATION AGREEMENT**

This Agreement is entered into this 8 day of April, 2003, by and between Chaffee County, Colorado, (the "County") and Buena Vista, Colorado (the "Town").

**Recitals**

- A. WHEREAS, the County and the Town have a commitment to the accommodation and encouragement of planned growth and development using integrated planning and infrastructure development; and
- B. WHEREAS, the development and maintenance of a contiguous road and street and trail systems for transportation within Chaffee County and the Town will promote the health, safety and welfare of the citizens of Chaffee County and the Town; and
- C. WHEREAS, the citizens of the County and the Town have expressed their vision of quality growth in comprehensive plans that require high density and commercial growth to be focused in and around the current Town boundaries; and
- D. WHEREAS, the parties desire to identify "municipal growth areas" in which both parties have a mutual interest in coordinating planning efforts and development in order to protect and advance the public interest through quality planning and infrastructure improvements; and
- E. WHEREAS, an intergovernmental agreement such as described in this document is a valid and executable tool for implementing integrated planning and infrastructure development and is entered into under the authority of Colorado law, including without limitation:
  - Article XIV, Section 18(2)(a) and (b) of the Colorado Constitution permitting and encouraging governments to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with other governments;
  - C.R.S. Section 29-1-201 *et. seq.*, adopted to carry out the constitutional provisions cited above and permitting governmental entities to enter into cooperative contracts to provide any function, service, or facility lawfully authorized to each of the cooperating or contracting entities.

Agreement

Now, therefore, in consideration of the above recitals and the promises, terms and condition below, the parties agree as follows:

1. Definitions. The following definitions shall apply to this Agreement:
  - a. "*Municipal Growth Area*" means that geographical area beyond the Town's jurisdictional boundaries mutually designated by the Town and County for future municipal expansion and subject to coordinated joint planning and development review.
  - b. "*Joint Planning Area*" means that geographical area beyond or outside the Municipal Growth Area, but not further than two (2) miles from the Town's jurisdictional boundary, concerning which the County shall solicit Town input regarding development, but over which it shall retain planning and development review.
  - c. "*Serviceable Area*" means that geographical area or areas beyond the Town's jurisdictional boundary reasonably capable of being served by the Town's municipal water system and the sanitary sewer system operated by the Buena Vista Sanitation District within two years from the date of this agreement, or which reasonably can and will be served by the Town's water system and the District's sewer system as part of developer-paid expansion(s) associated with a land development project. Notwithstanding the foregoing, the parties recognize that with respect to development projects involving 100 or more units, a longer lead time may be needed to make an area "serviceable" as contemplated by this Agreement. Accordingly, the parties will not unreasonably exclude such an area from being designated a "Serviceable Area."
2. Municipal Growth Area. The parties shall adopt a Municipal Growth Area as follows:
  - a. Within sixty days of the above date of this Agreement, the Town will identify an area in digital GIS format, which it reasonably desires to be recognized by the County as a Municipal Growth Area.
    - i. The proposed Municipal Growth Area must be a Serviceable Area.
    - ii. The proposed Municipal Growth Area must be contiguous with the Town boundary.
  - b. The County shall have thirty days from receipt of the Town's proposed Municipal Growth Area to review the proposed area for compliance with this agreement. Unless County determines that such proposed area does not meet

the requirements of this Agreement or is unreasonably large, the County will formally adopt the proposed area as a Municipal Growth Area within 60 days. Prior to adoption of the proposed Municipal Growth Area, the County shall hold a public hearing on the matter. Notice of such hearing shall be by at least one publication in a newspaper of general circulation within Chaffee County.

- c. The Municipal Growth Area may be amended at any time by mutual agreement of the parties and following public notice and public hearing of the proposed amendment. The Town may submit a new proposed municipal growth area upon the request of a landowner located outside of the Municipal Growth Area but whose property meets the requirements of a Municipal Growth Area.

3. Rezoning of the Municipal Growth Area.

- a. Within sixty days of the County's approval of a Municipal Growth Area, the Town will deliver to the County a digital copy, in GIS format, of a proposed rezoning plan for the Growth Area.
- b. During the sixty days following delivery of such proposed rezoning plan, the County and the Town shall work jointly to review and, if necessary, revise the plan in order to obtain the County's approval of such plan. The County's requirements for such plan shall be consistent with the Town's needs for residential, multi-family, commercial and industrial uses and the County's approval of such plan shall not be unreasonably withheld.
- c. Following an agreement between the County and Town on a rezoning plan, the County will take reasonably necessary action to formally adopt the proposed rezoning for the Municipal Growth Area within 120 days of such agreement and will only approve new subdivision development or other development plans for new development that will increase density within the Municipal Growth Area upon the rezoning of the subject development property consistent with the agreed upon rezoning plan.

4. Development Standards for the Municipal Growth Area.

- a. Within thirty days of the County's approval of a proposed Municipal Growth Area, the Town will deliver to the County a digital copy of its development standards, in a format compatible with Microsoft Word.
- b. Within sixty days of delivery of such development standards, the County will take reasonably necessary action to formally adopt such development standards to be applied to the Municipal Growth Area.

5. Joint IGA Planning Commission.

- a. The County and Town shall form a joint planning commission ("Joint IGA Planning Commission") consisting of six members to hear development requests within the unannexed portion of the Municipal Growth Area. The Chaffee County Board of County Commissioners and the Town's Board of Trustees each shall appoint three members and one alternate from their respective planning commissions to serve on the Joint IGA Planning Commission for any upcoming meeting of the Joint IGA Planning Commission. The BOCC and Board of Trustees shall endeavor to appoint members who can be present at both meetings of the Joint IGA Planning Commission and at any field trips held in anticipation of such meetings. The BOCC and Board of Trustees may rotate their representatives on the Joint IGA Planning Commission as they determine necessary.
- b. The purpose of the Joint IGA Planning Commission shall be to make recommendations to the Board of County Commissioners with respect to developments proposed within the Municipal Growth Area. Submittals for developments proposed within the Municipal Growth Area shall be at the same time as the County requires for any submittals before the County Planning Commission. The County shall forward submittals within the Municipal Growth Area to both the County's and the Town's planning commissions.
- c. The Joint IGA Planning Commission shall meet at the same date as the County Planning Commission, but at an earlier time than the County Planning Commission. The meetings of the Joint IGA Planning Commission shall close before the meeting of the County Planning Commission may commence.
- d. The quorum for the Joint IGA Planning Commission shall be four members. Alternate members shall perform all the duties of a regular member in the absence or disqualification of a regular member from a meeting of the Commission. The chairperson of the Joint IGA Planning Commission shall be a member appointed by the County.
- e. A joint planning department pre-application meeting shall be required of all developments prior to submittal of any land use application in the Municipal Growth Area. The planner for the Town shall be primarily responsible for review of proposed developments within the Municipal Growth Area and providing a staff report to the Joint IGA Planning Commission. The County staff also shall have an opportunity to provide a staff report to the Joint IGA Planning Commission.
- f. The County shall adopt a fee schedule for development within the Municipal Growth Area. The Town will cooperate with County in estimating the costs involved in reviewing an application. Fees for developments within the Municipal Growth Area shall be split 50/50 between the Town and the County.

6. Contiguous Road and Trail System.

- a. The County and the Town each develop and maintain a road and trail plan, in GIS format. Each party will be responsible for the cost of planning and recording the plan in a master GIS file for their respective areas of responsibility.
- b. The County's area of responsibility shall be all unincorporated areas outside of the Town limits and outside of the Municipal Growth Area. The Town's area of responsibility shall be all incorporated areas within the Town's boundaries and within the Municipal Growth Area, provided, however that Town's plan may extend outside its existing municipal limits in accordance with state statutes.
- c. The parties shall permit full public access to all public roads and trails included on their road and trail plan, subject to local access regulations, based on a recorded street plan, traffic studies, and safety and road type identification (i.e. major or minor collector, arterial, local).

7. Development Within the Municipal Growth Area.

- a. As a condition of approval for development within the Municipal Growth Area, the County shall require development to agree to annex to the Town at such time that the statutory municipal requirements for annexation are met and annexation is requested and approved by the Town.
- b. Development within a Municipal Growth Area shall be required to install services and infrastructure in compliance with the Municipal Growth Area development standards adopted by the Town and County pursuant to this Agreement. Extensions of the Town's water system to serve development within the Municipal Growth Area shall be implemented in accordance with the Town's extraterritorial service standards.

8. Development within the Joint Planning Area. The County will refer proposals for development within the Joint Planning Area, but outside the Municipal Growth Area, to Town for its review and recommendation. The County will allow not less than 21 days for Town to review same and furnish its recommendations to County. If Town submits no comment or recommendation, County may assume it has no objection to the proposal. If Town submits recommendations, County will either include within its written decision the reasons for any action taken contrary to the same or furnish such reasons to Town by a separate writing.

9. Dispute Resolution. Before resorting to litigation, the parties shall make reasonable efforts to resolve any disputes by mediation administered pursuant to Title 24, Article 32, Part 32 of the Colorado Revised Statutes.

10. Miscellaneous.

- a. Each party is responsible for their cost and expenses incurred in carrying out this agreement.
- b. The parties acknowledge that each party's obligations are subject to applicable law and public policy. The Board of County Commissioners will not and cannot adopt any regulation by resolution or ordinance that is in conflict with all applicable agency, state or federal law, rule or regulation. Similarly, any action taken pursuant to this Agreement that pertains to any land within the Town, for incorporated areas, and within the County, for unincorporated areas, is subject to final approval by the governing body of the Town or County, respectively.
- c. The parties will cooperate to encourage districts and other appropriate entities to become a party to this agreement.
- d. Each party shall comply with the requirements of C.R.S. Section 29-1-205.
- e. If any party desires to terminate or withdraw from this agreement, a written notice shall be submitted to the other party 120 days prior to termination. Unless the non-terminating party objects in writing to such termination or withdrawal, such termination or withdrawal shall be effective 120 days following receipt of such notice. Otherwise, this agreement may only be terminated subsequent to completion of the dispute resolution process outlined above. Any termination of this Agreement shall not affect proposed development within the Municipal Growth Area that has been submitted to the County as is pending at the time of termination.
- f. This Agreement may be amended only by a written instrument signed by the parties to this Agreement.
- g. This Agreement represents the entire understanding between the parties with respect to its subject matter. This Agreement supersedes any prior agreements, oral or written, with respect to its subject matter.
- h. If a court of competent jurisdiction determines that any provision of this Agreement is void, illegal, or unenforceable, the other provisions hereof will remain in full force and effect, and the provision determined to be void, illegal, or unenforceable will be limited so that this Agreement will remain in effect to the fullest extent permissible by law.
- i. Nothing contained in this Agreement, or in its implementation, is intended or shall be applied to diminish or impair vested development rights awarded by the County or Town pursuant to local regulation or Title 24, Article 68 of the

Colorado Revised Statutes prior to the adoption hereof. Accordingly, site specific development plans granted vested property rights prior to the effective date of this Agreement shall not be subject to the terms or implementation hereof during the duration of their respective vesting periods.

- j. Nothing contained in this Agreement is intended to diminish, supersede or supplant the statutory procedures for the annexation of unincorporated territory into the Town.

The parties hereby acknowledge and agree to the above terms and conditions.

THE TOWN

By: *Bill Woodhouse*  
[Name/Title] Mayor Pro-Tem

ATTEST:

By: *Jana Derratt*  
[Name/Title] TOWN CLERK

CHAFFEE COUNTY BOARD OF  
COUNTY COMMISSIONERS

By: *Joseph H. DeLuca*  
Joseph H. DeLuca, Chairman

ATTEST:

By: *Joyce M. Reno*  
Joyce Reno, County Clerk





# **Town of Buena Vista Planting Manual**

March 3, 2016

# **Town of Buena Vista Planting Guide**

**March 3, 2016**

On February 14, 2012 the Board of Trustees passed Ordinance 5, Series 2012 amending the landscape code standards of Section 16-255 for the Town of Buena Vista. The ordinance adopted new landscape standards in regards to the number of trees and shrubs required for new development within the Town. All landscape requirements can be found in the municipal code or by contacting the Planning Department at (719) 395-8643.

This document is regulatory in nature based on language from the Municipal Code Sections 11-84; 16-255 d.2.b.; 17 Article 1-14; and Developmental Standards – Specifications I-e. This Manual represents best practices for the survival of plantings located in the Town.

These planting techniques and plant species recommendations represent years of practice by local nurserymen, landscapers and tree enthusiasts of the Town Buena Vista and the surrounding area. Their collective knowledge is shared below to help provide direction with plantings in our Town's future development to provide a truly lasting green canopy for our Town.

This Guide is best reviewed prior to making selections on plantings or beginning landscaping your project or yard. In reviewing this document, note species that you find interesting and learn the requirements for planting, watering, and protecting them for their long-term survival. Planting a tree in our Town is a long term investment that we are excited that you are making. This guide provides valuable insight on protecting your investment for the long-term value of your property.

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## Plant List (Revised December 2015)

The following lists of plants are the Town's recommendations on tree, grass, and shrub plantings that have the best chance of long-term survival. This extensive list of plants has been tested in the Town and has proven to be resilient in the Town's climate. While deviations from this are expected, the Town will not count these deviations towards the required trees per the Municipal Code, unless a 2 year warranty period is accepted

The plant list is divided into three groups based on the water needs of the plants. For healthy plants, a particular planting area should contain plants from only one group.

Behind the common name of each tree is a "Large", "Medium," or "Small" which refers to the tree's mature height. Large is over 40' when mature, Medium is 20' to 40' tall, and Small is under 20'.

When selecting plant species, consider the planting location and individual plant characteristics.

Planting location characteristics to consider are:

- soil type
- site exposure
- slope of grade
- possible microclimate
- site use

Plant characteristics to consider are:

- hardiness
- insect and disease susceptibility
- invasiveness potential
- growth rate
- water requirements
- litter potential (leaves, fruit, acorns, cones, or pods)
- allergic potential to property users
- toxic plant parts
- wildlife use/misuse potential
- hazardous growth (thorns, prickly leaves)
- mature size relative to utilities and structures
- site conditions

### **Group 1:**

Grasses, shrubs, and trees in the following list require minimal irrigation, once established.

#### Trees - Evergreen

Juniperus monosperma	One Seed Juniper (Small)
Juniperus scopulorum	Rocky Mountain Juniper (Small)
Pinus edulis	Pinyon (Piñon) Pine (Small)

### Grasses (from seed or plugs)

Agropyron cristatum, varieties	Crested Wheatgrass
Bouteloua gracilis	Blue Grama Grass
Koeleria cristata	Junegrass
Oryzopsis hymenoides	Indian Ricegrass
Pascopyrum smithii	Western Wheatgrass
Sporobolus cryptandrus	Sand Dropseed

### Shrubs

Berberis fendleri	Fendler Barberry
Caragana arborescens	Siberian Pea Shrub
Cercocarpus montanus	Mountain Mahogany
Chrysothamnus nauseosus	Rabbitbrush
Fallugia paradoxa	Apache Plume
Fendlera rupicola	Fendlerbush
Holodiscus dumosus	Rock Spirea
Jamesia americana	Cliff Jamesia
Krasheninnikovia lanata	Winterfat
Philadelphus microphyllus	Littleleaf Mock Orange
Purshia stansburiana	Cliff Rose
Purshia tridentata	Bitterbrush
Rhus aromatica, ssp trilobata	3-leaf Sumac
Ribes cereum	Squaw Currant
Seriphidium vaseyanum	Mountain Sagebrush
Symphoricarpus rotundifolius (oreophilus)	Mountain Snowberry
Yucca glauca	Soapweed

### Specific Watering Instructions - Group 1:

Establishment watering of the most drought tolerant plants (Examples: pinyon pine, rabbitbrush, littleleaf mock orange, and mountain sagebrush). Establishment water must be made available. The following schedule must be adhered to for the success of the planting.

1st Year - Soak the root zone to a depth of 15" every week for the first four weeks, then soak once every two weeks until the ground freezes (in November). Any time extended drought conditions result in the drying of the root zone, water must be applied. During the winter the soil condition must be checked monthly, water should be applied when the root zone is dry.

2nd Year - Soak the root zone to a depth of 15" once every 2 weeks beginning April 1st until June 30<sup>th</sup>. After June 30<sup>th</sup>, soak the root zone to a depth of 15" once a month until the

ground freezes. Any time extended drought conditions result in the drying of the root zone, water must be applied. The trees will have to be monitored closely for drought stress and watered if too dry. During the winter the soil condition must be checked monthly, water should be applied when the root zone is dry.

3rd year and beyond - Soak the root zone to a depth of 15" at the beginning of the season. The trees will have to be monitored closely for drought stress and watered if too dry. Any time extended drought conditions result in the drying of the root zone, water must be applied. Monthly watering will encourage faster growth.

## **Group 2:**

Grasses, shrubs, and trees in this classification require more water than those in Group 1.

### Trees - Deciduous

Acer negundo	'Sensation' Boxelder (Medium)
Crataegus ambigua	Russian Hawthorn (Small)
Crataegus succulenta coloradensis	Colorado Hawthorn (Small)
Crataegus x mordenensis "Toba"	Toba Hawthorn (Small)
Malus sp	Flowering Crabapple varieties (Small)
Malus sp	Apple varieties (Small)
Prunus maackii	Amur Chokecherry (Small)
Prunus padus	European Bird Cherry (Small)
Prunus sp "Montmorency"	Montmorency (Sour) Cherry (Small)
Prunus virginiana "Schubert"	Canada Red Cherry (Medium)
Sorbus x thuringiaca	Oakleaf Mountain Ash (Medium)

### Trees – Evergreen

Abies concolor	White or Concolor Fir (Large)
Pinus aristata	Bristlecone Pine (Medium)
Pinus contorta latifolia	Lodgepole Pine (Large)
Pinus flexilis	Limber Pine (Large)
Pinus ponderosa	Ponderosa Pine (Large)
Pseudotsuga menziesii	Douglas Fir (Large)

### Grasses – Native grasses from seed

Festuca ovina	Sheep Fescue
Elymus lanceolatus	Sodar Wheatgrass
Blepharoneuron tricholepis	Pine Dropseed
Calamagrostis purpurascens	Purple Reed Grass

Deschampsia cespitosa

Tufted Hair Grass

Decorative Landscape Grasses

Calamagrostis acutiflora "Avalanche"

Feather Reed Grass

Calamagrostis acutiflora "Karl Foerster"

"Karl Foerster" Feather Reed Grass

Festuca glauca "Elijah Blue"

"Elijah Blue" Blue Fescue

Helictotrichon sempervirens

Blue Avena Grass or Blue Oat Grass

Leymus arenarius "Blue Dune"

"Blue Dune" Lyme Grass

Miscanthus sinensis "Purpurascens"

Flame Grass

Miscanthus sinensis "Silberfeder"

Silver Feather Grass

Panicum virgatum "Heavy Metal"

Heavy Metal Switch Grass

Shrubs

Amelanchier alnifolia

Serviceberry

Aronia melanocarpa

Black Chokeberry

Caryopteris x clandonensis

Blue Mist Spirea

Cerasus (Prunus) tomentosa

Nanking Cherry

Cotoneaster lucida

Peking Cotoneaster

Lonicera tartarica "Arnolds Red"

Arnold's Red Honeysuckle

Oreobatus(Rubus) deliciosus

Thimbleberry

Padus(Prunus) virginiana ssp.melanocarpa

Chokecherry

Pentaphylloides (Potentilla) floribunda

Potentilla, All Varieties

Pinus mugo "Mughus"

Mugo Pine

Ribes "Pixwell" Pixwell

Gooseberry

Ribes "Red Lake"

Red Lake Currant

Ribes aureum

Golden Currant

Ribes inerme

White Stem Gooseberry

Rosa foetida "bicolor"

Austrian Copper Rose

Rosa glauca rubrifolia

Red Leaf Rose

Rosa harrisoni

Harrison's Rose

Rosa rugosa "Hansa"

Hansa Rose

Rosa woodsii

Woods Rose

Sambucus microbotrys (racemosa)

Red Elderberry

Shepherdia argentea

Silver Buffaloberry

Sorbaria sorbifolia

Ural False Spirea

Spirea bumalda

All S. bumalda varieties

Spirea Vanhouttei	Vanhoutte Spirea
Syringa sp	Most other Lilac Varieties
Syringa vulgaris	Common Purple Lilac
Syringa vulgaris alba	Common White Lilac
Syringa X prestoniae "Donald Wyman"	Donald Wyman Lilac
Syringa X prestoniae "James McFarlane"	James McFarlane Lilac

**Specific Watering Instructions - Group 2:**

Establishment watering of plants that require medium amounts of water (Examples: potentillas, hawthorns, serviceberry, Rocky Mtn. maple, Ponderosa pine). Establishment water must be made available. The following schedule must be adhered to for the success of the planting.

1st Year - Soak the root zone to a depth of 15" every week until Sept 1st, then soak once every 10 days until the ground freezes (in November). Any time extended drought conditions result in the drying of the root zone, water must be applied. During the winter the soil condition must be monitored, and water applied when the root zone is dry.

2nd Year - Soak the root zone to a depth of 15" once every week beginning April 1st until June 30th. After June 30th soak the root zone to a depth of 15" once every 10 days until the ground freezes. Any time extended drought conditions result in the drying of the root zone, water must be applied. The plants will have to be monitored closely for drought stress and watered if too dry. During the winter the soil condition must be monitored, and water applied when the root zone is dry.

3rd year and beyond - Soak the root zone to a depth of 15" at the beginning of the season and once every 2 weeks until the ground freezes (in November). The plants will have to be monitored closely for drought stress and watered if too dry. Any time extended drought conditions result in the drying of the root zone, water must be applied.

**Group 3:**

Grasses, shrubs, and trees in this classification require more water than those in group 2. Group 3 plants need to be planted in areas that get regular irrigation. Group these plants in moist areas or along water ways or in irrigated environments.

Trees - Deciduous

Acer ginnala	Ginnala Maple (Small)
Alnus incana, ssp tenuifolia	Thin leaf Alder (Small)
Populus acuminata	Lanceleaf Poplar (Large)
Populus angustifolia	Narrowleaf Cottonwood (Large)
Populus balsamifera	Balsam Poplar (Large)
Populus deltoides ssp monolifera	Plains Cottonwood (Large)
Populus tremuloides	Quaking Aspen (Large)

### Trees – Evergreen

Abies lasiocarpa	Subalpine Fir (Large)
Picea engelmannii	Engelmann Spruce (Large)
Picea glauca densata	Black Hills Spruce (Large)
Picea pungens	Colorado Spruce, all colors (Large)

### Lawn Grasses from seed (Note: normally requires irrigation at least once every five days.)

Festuca rubra	Creeping Red Fescue
Poa pratensis	Kentucky Bluegrass
Poa hybrid	Armadillo Hybrid Bluegrass
Festuca sp.	Tall Fescue Varieties

### Shrubs

Acer glabrum	Rocky Mt. Maple
Betula fontinalis	River Birch
Betula glandulosa	Bog Birch
Distegia involucrata	Twinberry Honeysuckle
Salix sp.	All shrub willow varieties
Swida sericea (Cornus stolonifera)	Red Twig Dogwood
Syringa palibin meyeri	Dwarf Korean Lilac

### Specific Watering Instructions - Group 3:

Establishment watering of plants that require the most water (Examples: Colorado spruce, aspen, cottonwood, and most non-native trees, red twig dogwood, alder, willow). Establishment water must be made available. The following schedule must be adhered to for the success of the planting.

1st Year - Soak the root zone to a depth of 15” every week until the ground freezes (in November). Any time extended drought conditions result in the drying of the root zone, water must be applied. During the winter the soil condition must be checked monthly, water should be applied when the root zone is dry.

2nd Year - Soak the root zone to a depth of 15” once every week beginning April 1st until June 30th. After June 30th soak the root zone to a depth of 15” once every 10 days until the ground freezes. Any time extended drought conditions result in the drying of the root zone, water must be applied. The trees will have to be monitored closely for drought stress and watered if too dry. During the winter the soil condition must be checked monthly, water should be applied when the root zone is dry.

3rd year and beyond - Soak the root zone to a depth of 15” at the beginning of the season and once every 10 days until the ground freezes in November. The trees will have to be monitored closely for drought stress and watered if too dry. Any time extended drought conditions result in the drying of the root zone, water must be applied.

## Planting Methods and Techniques

The following planting methods and techniques were taken from [2012 GreenCO Tree Planting Recommendations](#) and local planting standard practice in the Arkansas River valley. Following these instructions will result in the best chance of long-term survival for your trees and other plantings.

Trees and shrubs should be planted at those times of the year during which proper root development can occur. In Buena Vista, that period is April through September.

It is the responsibility of the developer/planter to locate all underground utilities prior to undertaking any excavation. Please call 811 for assistance in locating utilities. A two day response is normal from each utility. Contact each utility for tree planting with close proximity of a utility for specifications.

Excavations prepared for balled-and-burlap or container plants should have sloping sides and be three times (3x) the width of the widest part of the root ball, and have a depth equal to the height of the root ball.

Backfill for all plants should be 25% organic material (peat or compost) and 75% native soil. It is suggested that water be applied during or immediately after planting. After a deep soaking with water, additional backfill soil will need to be used to fill any holes created by settling. Let the soil settle on its own. Tamping wet soil will compact it, which is not desirable for the plant. Additional backfill must be applied before the landscape fabric and mulch is installed. After the plant is completely installed, and the watering dish is completed, additional watering is recommended to ensure complete saturation of the root ball and surrounding backfill.

Plants shall always be handled by their container or by the metal handles on balled-and-burlap plants. Under no circumstances should plants be dragged, lifted, or pulled by the trunk or foliage parts.

All twine, rope and plant labels secured around the trunk of a tree shall be removed after planting is completed.

Trees or shrubs that have root balls secured in a wire basket shall have 1/3 to 1/2 of basket removed after the plant is placed in the planting pit and before backfilling occurs. Burlap shall be removed to the maximum extent possible while maintaining the integrity of the root ball (minimum of one-third (1/3) of the burlap shall be removed).

Warranty Period – Check with your landscaping provider for their warranty period and requirements for installation requirements to keep that warranty. If the plant does not survive during that warranty period, contact your provider/contractor about replacement of the dead materials.

## Protecting Your Investment – The Next Steps

### **Staking and Guying of Trees**

All trees over 4-feet tall must be staked and guyed to keep the root ball stable for the first full year after planting. Each tree should be guyed for one year on at least two (2) sides utilizing grommeted fabric tree straps at least one-inch (1") wide to keep the tree and root ball stable. The tree trunk should be able to move one-inch (1") in any direction. Rubber hose or bare wire shall not be used to stabilize a tree. Be sure to tighten the guy wires when they need to be tightened, as they will loosen as time goes on. The guy wires and stakes must then be removed after the one year anniversary. Removal of the guy wires after one year is very important to allow the trees to strengthen properly. **Detail #1 and Image #1**

### **Wood Chip Mulch**

Place medium sized decorative bark or shredded cedar wood-chip mulch in the tree watering dish. The mulch will reduce water evaporation from the soil and discourage competing weeds. Make sure the mulch is less than 1-inch deep immediately at the crown of the plant and about 2-inches deep in the remainder of the dish.

### **Deer Protection**

Protection from browsing deer or antler rubbing by the deer or elk is strongly suggested. Install protection within two days of planting. Weld-wire fence, 2"X4" material, formed into a tube large enough for protection of the plants is recommended. The fence is attached to the ground with 2-foot long rebar stakes driven into the ground at the base of the fence or wired to steel "T" posts which would be installed to stake & guy the trees. Shrubs and junipers may not be a target of heavy browsing, but it is the responsibility of the owner to protect them if they begin sustaining damage. **Detail #3**

### **Protection from wind**

In new development areas, evergreen trees (Ponderosa pine, Colorado spruce and others) should have snow fence installed at the time of planting. This 4' tall snow fence should remain in place for two full winters to protect the evergreens from wind and animal damage while becoming established. Junipers should be covered with burlap for the first winter.

### **Water Supply**

An irrigation system with a timer is strongly recommended for all tree plantings to maximize watering efficiency and promote healthy tree growth.

If a drip irrigation system is installed, the system must be extended outward as the tree roots expand. Sprayers work quite well for this design. Check emitters often to ensure adequate water is reaching the plant roots.

If a sprinkler system is installed, consider the roots of existing plants and trees during the design phase. Plants/trees with severed roots will need additional water while growing new roots. Design to minimize damage to bark from the pressurized water. Ensure the system is providing the correct amount of water. Irrigate when the air is calm and temps are cool.

When watering is performed by hand hoses, the watering dishes which are built around the plants should be filled with water and then given time to soak in, then filled again, and then again (3 times filling dish). This will assure that there is enough water to soak to the bottom of the roots. At planting time, these watering dishes should be 2.5 times the diameter of the original root ball with a berm 3-4 inches high. Fill the dish with mulch to reduce evaporation. They will have to be rebuilt occasionally as they will erode. Never count on the rainfall to be enough water for your newly planted plants. Stick to your watering schedule, no matter how much rain we get.

### **Tree Watering: Amount of water needed**

During a drought, trees must be given top watering priority over your lawn. However, caring for trees requires different watering methods than your lawn. During water restrictions, irrigation systems designed to water turf do not sufficiently water your trees. During a drought, trees should be given a higher priority than lawns. Lawns can be replaced in a matter of months whereas a 20 year old tree will take 20 years to replace.

How much water your tree should receive depends upon the tree size. A general rule of thumb is to use approximately 10 gallons of water per inch of trunk diameter for each watering. Measure the trunk diameter at knee height. General formula: Tree Diameter x 5 minutes = Total Watering Time.

### **Understanding Tree Roots**

Tree root systems consist of large perennial roots and smaller, short-lived, adsorbing roots. The large, woody tree roots and their primary branches increase in size and grow horizontally. At least 90% of large roots are located in the top 12" inches of the soil. Root functions include water and mineral conduction, food and water storage, and anchorage.

In contrast, adsorbing roots, although averaging only 1/16 inch in diameter, constitute the major portion of the root system's surface area. These smaller roots grow outward and predominantly upward from the large roots near the soil surface, where minerals, water and oxygen are relatively abundant. The major function of adsorbing roots is the absorption of water and minerals.

Large roots and small adsorbing roots occupy a large area underground. Typically, the root system of a tree extends outward well past the drip-line, up to two to four times the height of the tree.

Remember, all trees' root systems will increase in spread as the plant becomes established. You must apply water to the soil where the roots are. Soaking the full width and depth of the root zone every time the plant is watered is extremely important. A tree that has been planted for five years may have a root system that spreads 5-6 feet in every direction. You must supply water where those roots are located for the tree to remain healthy.

### **Rodent, Gopher, Rabbit, and Ground Squirrel Damage**

It is the responsibility of the customer to anticipate and prevent small animal damage. Plants which die due to damage by animals will need to be replaced by the customer during the warranty period. Gopher tunnels in the root area of the tree must be broken down, as soon as they are noticed to prevent the drying of the plant's roots. Removal of the animal that is digging under your tree is a must.

## Definitions

**Backfill:** The soil used to fill in around a plant being planted.

**Balled-and-burlap:** A method to harvest large plants and trees out of a field or natural setting. Plant roots are severed, leaving a ball of soil around the intact roots. Burlap and nails are used to keep the soil in place. The burlap roots and soil may then be placed in a wire basket for easier handling.

**Caliper:** The diameter of the trunk of a tree measured at a point six inches (6") above the ground surface.

**Drip Line:** The circle that would be drawn on the ground surface around a tree directly under and corresponding to the perimeter of its outermost branch tips.

**Root ball:** Refers to the soil and root mass associated with potted plants and balled-and-burlap trees.

**Tree:** Includes trees, perennial plants and shrubs of all kinds for the purpose of this document.

**Tree Board:** The citizen volunteer board created by Section 2-201 of the Buena Vista Municipal Code.

**Tree, large:** A tree with a projected maximum height at maturity greater than forty feet (40').

**Tree, medium:** A tree with a projected maximum height at maturity of between twenty (20') and forty (40') feet.

**Tree, small:** A tree with a projected maximum height at maturity of not greater than twenty feet (20').

**Tree Lawn:** A landscaped area lying between the curb or pavement edge of a street and the adjacent property, and which may be traversed by sidewalk.

**Xeriscaping:** A landscape design and construction technique which incorporates the following seven principles of water conservation: Proper planning, soil improvement, limited turf area, efficient irrigation, the proper use of mulches, use of native and drought tolerant plants, and proper maintenance. Plants in Group 1 of the guide are appropriate for xeriscaping in the Town of Buena Vista.

**Watering dish:** A berm constructed outside a plant's perimeter made from soil, rock or other materials to keep water contained around a plant while watering.

## References

[www.csfs.colostate.edu](http://www.csfs.colostate.edu)

[www.greenco.org](http://www.greenco.org)

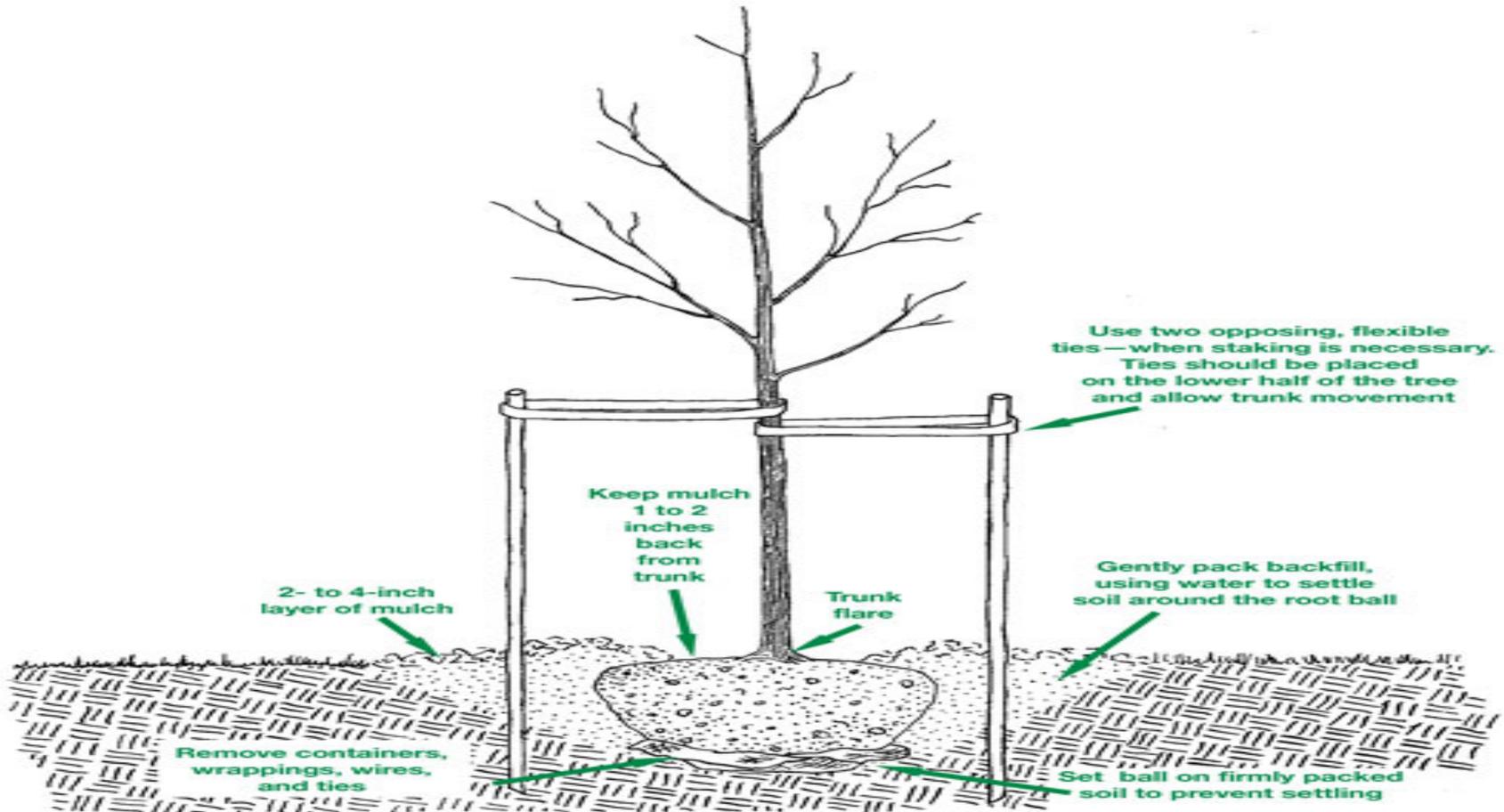
[www.treeownersmanual.info](http://www.treeownersmanual.info)

[www.isa-arbor.com](http://www.isa-arbor.com)

[www.epa.gov/watersense/](http://www.epa.gov/watersense/)

[www.buenavistaco.gov](http://www.buenavistaco.gov)

<http://www.colostate.edu/Dept/CoopExt/4dmg/Trees/caring.htm>



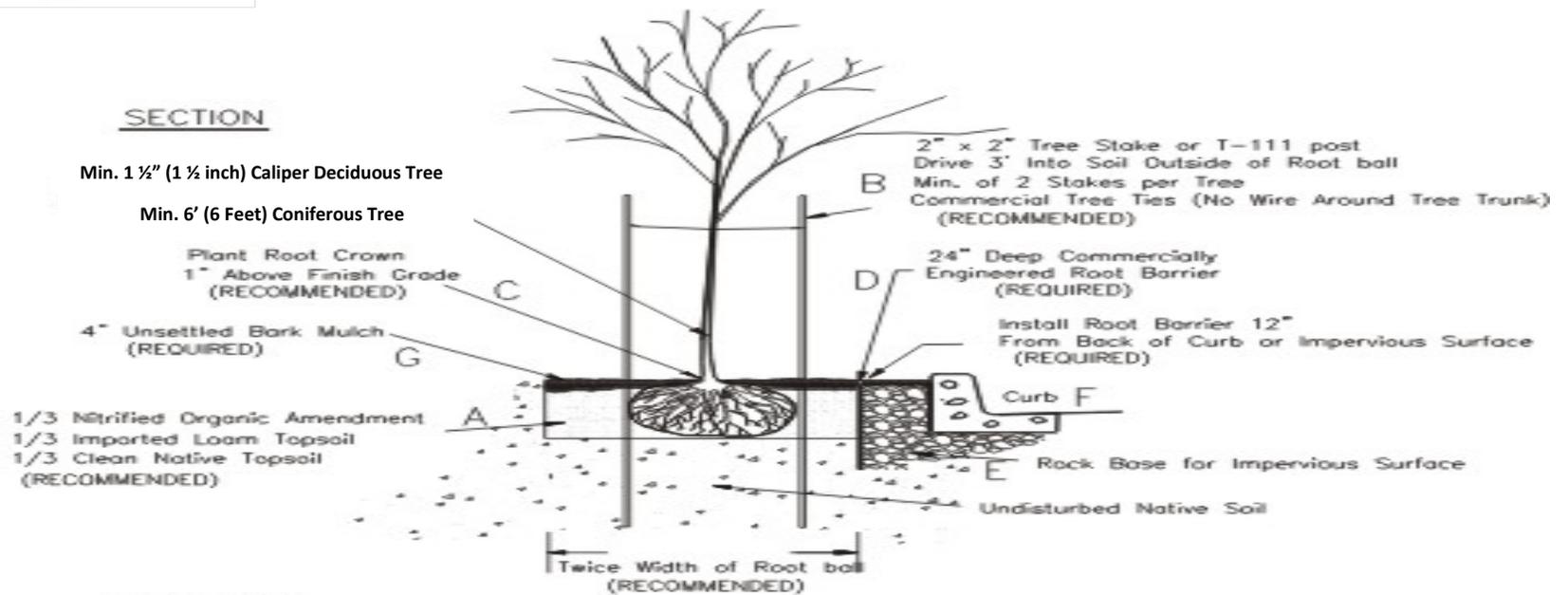
Standard Tree Planting and Staking Detail  
February 1, 2016  
Detail #1



**SECTION**

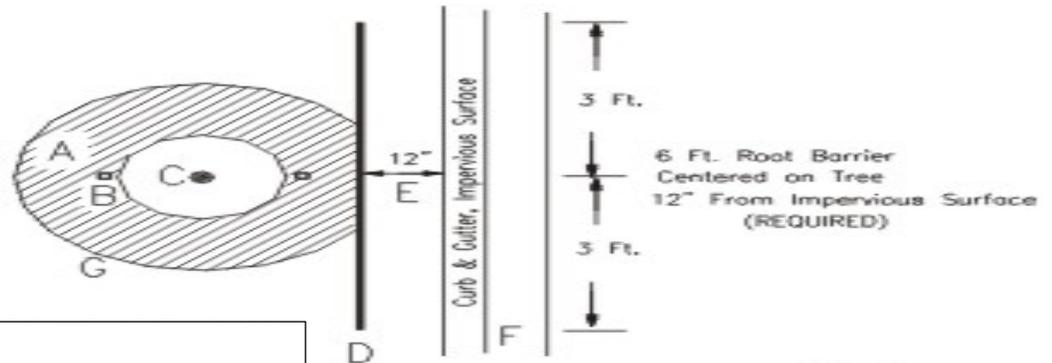
Min. 1 1/2" (1 1/2 inch) Caliper Deciduous Tree

Min. 6' (6 Feet) Coniferous Tree



**PLAN VIEW**

- A Amended Soil
- B Tree Stakes
- C Root ball
- D 24" Root Barrier
- E Rock Base
- F Curb or Impervious Surface
- G 4" Unsettled Bark Mulch



Small Tree Planting and Staking Detail

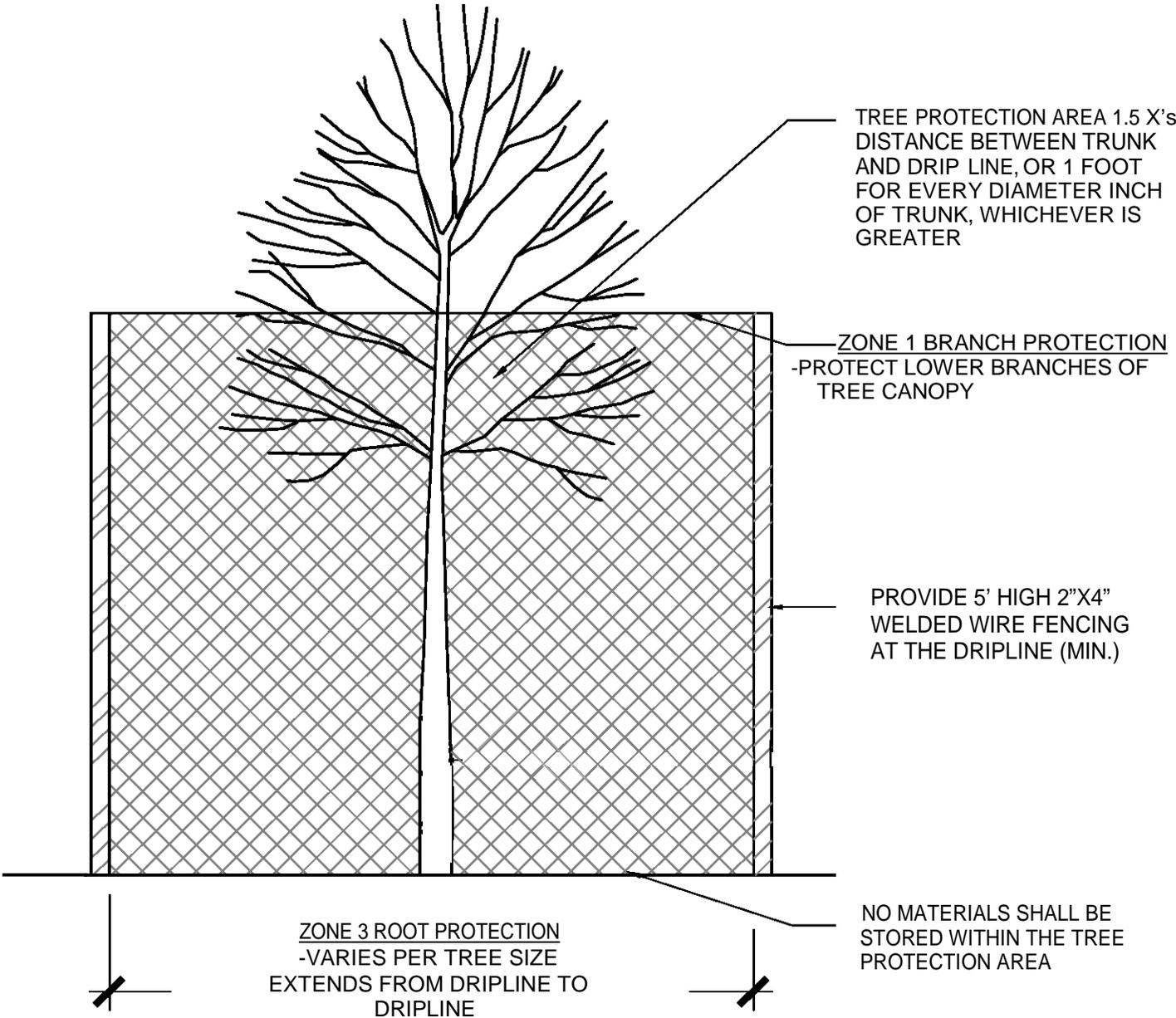
February 1, 2016

Detail #2

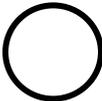
FILE: tree  
P. Young, 1/20/05

Detail #3

February 1, 2016



**TREE PROTECTION**



SCALE: NTS

**Image #1**



**Image #2**



**Image #3**



**Resolution Adoption  
Memorandum**



To: Board of Trustees, Town of Buena Vista, Colorado  
From: Jana L Schumann, Deputy Treasurer  
Date: March 1, 2016  
Subject: Resolution for the purchase of a security system and training at the Police Department

**TITLE: A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, AUTHORIZING THE PURCHASE OF AN APPROVED SECURITY SYSTEM AND TRAINING AT THE POLICE DEPARTMENT.**

**BACKGROUND:** The board of Trustee's at their January 26, 2016 meeting unanimously approved the acquisition of a new security system and training at the Police Department.

A proposal was received from KUBL as a sole source vendor to install and do the necessary training in the amount of \$18,565.00.

The contract is attached for review.

At this time we should proceed with the purchase of the new security system and training to be installed in March 2016.

**ACTION REQUESTED:** Make a motion approving Resolution #24, 2016 series, second and after discussion take a roll call vote on the motion.

**TOWN OF BUENA VISTA, COLORADO**

**RESOLUTION NO. 24**

**Series of 2016**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, AUTHORIZING THE PURCHASE OF AN APPROVED SECURITY SYSTEM AND TRAINING AT THE POLICE DEPARTMENT.**

**WHEREAS,** The Town of Buena Vista requested a proposal from KUBL for the purchase a new security system and training for the Police Department.

**WHEREAS,** The Trustees of Buena Vista at their January 26, 2016 Trustee's meeting unanimously approved the proposal submitted by KUBL for the new system and training.

**WHEREAS,** The proposal submitted was for \$18,565.00 which potentially may cause a budget amendment to be submitted to the Trustees at the end on 2016 since the budget amount for the purchase was originally approved at \$12,000.00.

**NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, that:**

1. The proposal and contract attached for the new security system and training at the Police Department received from KUBL of Colorado be accepted by the Board of Trustees as a complete and valid proposal in the amount of \$18,565.00.

**RESOLVED, APPROVED, and ADOPTED** this 8th day of March, 2016.

**TOWN OF BUENA VISTA, COLORADO**

---

Joel Benson, Mayor

ATTEST:

---

Janell Sciacca, Town Clerk

## AGREEMENT FOR SALE OF GOODS AND TRAINING

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the TOWN OF BUENA VISTA, 210 East Main Street, Buena Vista, Colorado 81211, a Colorado municipal corporation (the "Town"), and KUBL Group, LLC, an independent contractor with a principal place of business at 375 East Horsetooth Road, 2-201, Fort Collins, CO 80525 ("Seller") (each individually a "Party" and collectively the "Parties").

WHEREAS, the Town desires to purchase equipment for its Police Department and receive associated training services from Seller; and

WHEREAS, Seller has held itself out to the Town as having the requisite expertise and experience to sell the necessary equipment and perform the required professional training services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

### **I. SCOPE OF SERVICES**

A. Seller shall furnish the equipment ("Equipment") and all training necessary for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the Scope of Services set forth in **Exhibit A**, attached hereto and incorporated herein by this reference.

B. A change in the Scope of Services shall not be effective unless authorized as an amendment to this Agreement. If Seller proceeds without such written authorization, Seller shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement, either directly or implied by a course of action.

### **II. TERM AND TERMINATION**

A. This Agreement shall commence on the date first written above, and shall continue until Seller completes the Scope of Services to the satisfaction of the Town, or until terminated as provided herein.

B. Either Party may terminate this Agreement upon 30 days advance written notice. The Town shall pay Seller for all work previously authorized and completed prior to the date of termination. If, however, Seller has substantially or materially breached this Agreement, the Town shall have any remedy or right of set-off available at law and equity.

### **III. COMPENSATION**

In consideration for the completion of the Scope of Services by Seller, the Town shall pay Seller \$18,565.00. This amount shall include all fees, costs and expenses incurred by Seller,

and no additional amounts shall be paid by the Town for such fees, costs and expenses. Seller shall not be paid until the Scope of Services is completed to the satisfaction of the Town.

B. Notwithstanding the maximum amount specified in subsection A hereof, Seller shall only be paid for work performed. If Seller completes the Scope of Services for a lesser amount than the maximum amount, Seller shall be paid the lesser amount, not the maximum amount

#### **IV. PROFESSIONAL RESPONSIBILITY**

A. Seller hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law. The work performed by Seller shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community. The work and services to be performed by Seller hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

B. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

C. Because the Town has hired Seller for its professional expertise, Seller agrees not to employ subcontractors to perform any work under the Scope of Services.

#### **V. INDEPENDENT CONTRACTOR**

Seller is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Seller to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Seller for all purposes. Seller shall make no representation that it is a Town employee for any purposes.

#### **VI. INSURANCE**

A. Seller agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Seller pursuant to this Agreement. At a minimum, Seller shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

1. Worker's Compensation insurance as required by law.

2. Commercial General Liability insurance with minimum combined single limits of \$1,000,000 each occurrence and \$1,000,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the

Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

B. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees or its contractors shall be excess and not contributory insurance to that provided by Seller. Seller shall be solely responsible for any deductible losses under any policy.

C. Seller shall provide to the Town a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify this Agreement.

## **VII. WARRANTIES AND INDEMNIFICATION**

A. Seller warrants that the Equipment shall be free of substantive defects in material and workmanship for a period of one (1) year, and shall replace any defective or non-functioning Avigilon equipment for a period of three years, except that Seller may charge for its labor at its standard then-applicable rates. SELLER SHALL IN NO EVENT BE LIABLE FOR ANY INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

B. Seller agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Seller, any subcontractor of Seller, or any officer, employee, representative, or agent of Seller, or which arise out of a worker's compensation claim of any employee of Seller or of any employee of any subcontractor of Seller. Seller's liability under this indemnification provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Seller, any subcontractor of Seller, or any officer, employee, representative, or agent of Seller or of any subcontractor of Seller.

## **VIII. ILLEGAL ALIENS**

A. Certification. By entering into this Agreement, Seller hereby certifies that, at the time of this certification, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement and that Seller will participate in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department

of Labor and Employment to confirm the employment eligibility of all employees who are newly hired to perform work under this Agreement.

B. Prohibited Acts. Seller shall not knowingly employ or contract with an illegal alien to perform work under this Agreement, or enter into a contract with a subcontractor that fails to certify to Seller that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

C. Verification.

1. If Seller has employees, Seller has confirmed the employment eligibility of all employees who are newly hired to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.

2. Seller shall not use the E-Verify Program or Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

3. If Seller obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien who is performing work under this Agreement, Seller shall: notify the subcontractor and the Town within 3 days that Seller has actual knowledge that the subcontractor is employing or contracting with an illegal alien who is performing work under this Agreement; and terminate the subcontract with the subcontractor if within 3 days of receiving the notice required pursuant to subsection 1 hereof, the subcontractor does not stop employing or contracting with the illegal alien who is performing work under this Agreement; except that Seller shall not terminate the subcontract if during such 3 days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien who is performing work under this Agreement.

D. Duty to Comply with Investigations. Seller shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Seller is complying with the terms of this Agreement.

E. Affidavits. If Seller does not have employees, Seller shall sign the "No Employee Affidavit" attached hereto. If Seller wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Seller shall sign the "Department Program Affidavit" attached hereto.

## **IX. MISCELLANEOUS**

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Chaffee County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the party at the address set forth on the first page of this Agreement.

F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. Modification. This Agreement may only be modified upon written agreement of the Parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties hereto, shall be assigned by either Party without the written consent of the other.

I. Governmental Immunity. The Town and its officers, attorneys and employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities or protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

J. Rights and Remedies. The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

K. Subject to Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

IN WITNESS WHEREOF, this Construction Contract has been executed by the Parties as of the date first above written, whether or not the date of signing is some other date.



**EXHIBIT A**  
**SCOPE OF SERVICES**

## NO EMPLOYEE AFFIDAVIT

*[To be completed only if Seller does not have any employees]*

**1. Check and complete one:**

I, \_\_\_\_\_, am a sole proprietor doing business as \_\_\_\_\_. I do not currently employ any individuals. Should I employ any individuals during the term of my Contract with the Town, I certify that I will comply with the lawful presence verification requirements outlined in that Contract.

OR

I, \_\_\_\_\_, am the sole owner/member/shareholder of \_\_\_\_\_, a \_\_\_\_\_ [specify type of entity – *i.e.*, corporation, limited liability company], that does not currently employ any individuals. Should I employ any individuals during the term of my Contract with the Town, I certify that I will comply with the lawful presence verification requirements outlined in that Contract.

**2. Check one.**

I am a United States citizen or legal permanent resident.

*The Town must verify this statement by reviewing one of the following items:*

- *A valid Colorado driver's license or a Colorado identification card;*
- *A United States military card or a military dependent's identification card;*
- *A United States Coast Guard Merchant Mariner card;*
- *A Native American tribal document;*
- *In the case of a resident of another state, the driver's license or state-issued identification card from the state of residence, if that state requires the applicant to prove lawful presence prior to the issuance of the identification card;*
- *Any other documents or combination of documents listed in the Town's "Acceptable Documents for Lawful Presence Verification" chart that prove both the contractor's citizenship/lawful presence and identity.*

OR

I am otherwise lawfully present in the United States pursuant to federal law.

*Seller must verify this statement through the federal Systematic Alien Verification of Entitlement program, the "SAVE" program, and provide such verification to the Town.*

\_\_\_\_\_  
Signature

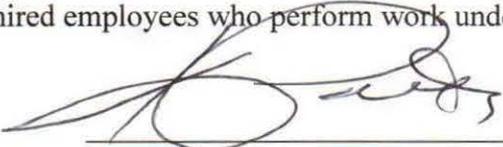
\_\_\_\_\_  
Date

**DEPARTMENT PROGRAM AFFIDAVIT**

*[To be completed if Seller participates in the Department of Labor's Lawful Presence Verification Program]*

I, KURT POTTS, as a public contractor under contract with the Town of Buena Vista (the "Town"), hereby affirm that:

1. I have examined or will examine the legal work status of all employees who are newly hired for employment to perform work under this public contract for services ("Contract") with the Town within twenty (20) days after such hiring date;
2. I have retained or will retain file copies of all documents required by 8 U.S.C. § 1324a, which verify the employment eligibility and identity of newly hired employees who perform work under this Contract; and
3. I have not and will not alter or falsify the identification documents for my newly hired employees who perform work under this Contract.

  
\_\_\_\_\_  
Signature

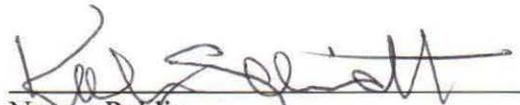
2-10-16  
\_\_\_\_\_  
Date

STATE OF COLORADO            )  
  ) ss.  
COUNTY OF Larimer            )

The foregoing instrument was subscribed, sworn to and acknowledged before me this 10<sup>th</sup> day of Feb., 2016 by KURT POTTS as PRINCIPAL of KUBL GROUP.

My commission expires: 11/24/2016

(SEAL)

  
\_\_\_\_\_  
Notary Public  
KALE SCHMIDT  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20084040584  
My Commission Expires November 24, 2016





*Town of Buena Vista*  
*P.O. Box 2002*  
*Buena Vista CO 81211*  
*Phone: (719)395-8643*  
*Fax: (719)395-8644*

DATE: March 8, 2016  
TO: Mayor and Board of Trustees  
FROM: Brandy Reitter, Town Administrator  
SUBJECT: ECONOMIC VITALITY ADVISORY BOARD APPOINTMENTS

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### **Overview**

In 2014 the board approved an ordinance to revise language in the code that governs town advisory boards. The goal was to standardize the process and composition of each board. Along with the revisions, included was the establishment of the Economic Vitality Advisory Board.

The board's responsibilities as defined in Sec.2-305 of the Buena Vista Municipal Code are:

- To act as the advisory board to the Town of Buena Vista Board of Trustees on matters and policies pertaining to economic development, including goal setting, strategic planning, Comprehensive Plan updates, marketing and business recruitment, retention and expansion for all business, industrial and commercial.
- Provides broad policy recommendations, and provides direction and time table for advisory board activities.
- To perform such other functions and duties as the Board of Trustees may, from time to time, assign to the board.

Staff made an effort to recruit members to the board in 2014 but did not receive enough interest to form a quorum. Having observed the changing dynamics in the community, the town advertised in February and received a positive response. The town received 7 applications attached to this memo for you to review.

### **Next Steps**

- Bring an ordinance to amend the name of the Economic Development Advisory Board to the Economic Vitality Board and make code references consistent.
- Schedule first meeting at the end of March to set meeting times and 2016 agenda.
- Trustees need to appoint a liaison after April 5<sup>th</sup> election.

### **BOT Action**

Motion to **Approve** or **Deny** Resolution #25 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO APPOINTING MEMBERS OF THE ECONOMIC VITALITY ADVISORY BOARD."?



# Application for Appointment to a Town Advisory Board Position

submit to: Town Hall  
Attn: Town Clerk  
210 East Main Street  
P.O. Box 2002  
Buena Vista, CO 81211  
bvclerk@buonavistaco.go

Date of Application: 2/24/2016

Name Bryan Jordan

Street Address 527 US Highway 24N - Unit C

Mailing Address PO Box 4629

Telephone # (home) 719-395-5700 (cell) \_\_\_\_\_

Email bryan@vistaworks.com

Applying for appointment to: Economic Vitality Board

Local resident since: 2003

## Background and relevant experience:

I have owned, operated, and grown a successful Design and Marketing Agency in Buena Vista since 2003. The company itself has been located here since 1995. I have been a part of numerous boards and committees in BV for tourism, marketing, and economic development. I have a full-time skilled labor staff providing marketing and promotion for numerous communities and boards across the state of Colorado.

## Why I am interested in a volunteer appointment to this Advisory Board:

I have a special interest in all areas outlined in the PA, and having been a successful part of this business community for 13 years gives me a unique view and insight into its economic vitality. Being part of this board will give me a chance to lend my expertise to the success of the community going forward.

## Other Information:

I am dedicated to this town and community and not only want to see it succeed, but surge forward. My family and 3 children live and go to school here. My business is headquartered here. My home is here. My life is here. I'm committed.

Please feel free to include a cover letter or attach extra sheets if necessary.

Thank you for your interest in applying for this position.  
Board of Trustees.

\*The respective advisory board will review your application and make a recommendation regarding appointment to the Board of Trustees.



# Application for Appointment to a Town Advisory Board Position

submit to: Town Hall  
Attn: Town Clerk  
210 East Main Street  
P.O. Box 2002  
Buena Vista, CO 81211  
bvclerk@buenavistaco.go

Date of Application: 19 Feb 2016

Name Gerrit J. McGowan

Street Address 903 South Main St

Mailing Address PO Box 411

Telephone # (home) \_\_\_\_\_ (cell) 719-966-2346

Email gerrit@effectuateventures.com

Applying for appointment to: Economic Vitality Board

Local resident since: March 2013 (full time); summers since 1996

## Background and relevant experience:

I have an M.Sc. in Planning with a focus on economic development and am a local business owner. I have advised dozens of local, regional, and national governments around the world and am the co-author of Promoting Local Economic Development Through Strategic Planning (UN-Habitat) and the Local Economic Recovery Learn & Practice Package (ILO). I have extensive experience advising multi-stakeholder organizations on how to harness the tourism sector and have worked mostly in rural transition economies. For more, go to [www.effectuateplanning.com/portfolio](http://www.effectuateplanning.com/portfolio).

## Why I am interested in a volunteer appointment to this Advisory Board:

I am a firm believer in civic participation. So when an opportunity arises to give back to my community in the way I know best, I feel that is it my obligation as a resident who intends to spend the rest of my life in our little mountain paradise. I also know that our local government lacks in funding, so its capacity to effectively enable and manage local economic development is limited. Hence, civil society and the private sector need to step up and participate in the future of our community.

## Other Information:

[www.linkedin.com/in/gerritmcgowan](http://www.linkedin.com/in/gerritmcgowan)  
\_\_\_\_\_  
\_\_\_\_\_

Please feel free to include a cover letter or attach extra sheets if necessary.

Thank you for your interest in applying for this position.  
Board of Trustees.

\*The respective advisory board will review your application and make a recommendation regarding appointment to the Board of Trustees.

**Buena Vista Economic Vitality Board – Relevant Experience**  
**Gerrit McGowan**

**Search Committee, et al,**

The following is a list of my works that are relevant to my interest in the Economic Vitality Board. Thank you in advance for your consideration.

Sincerely,  
Gerrit McGowan

---

**NIMBA COUNTY LOCAL ECONOMIC DEVELOPMENT STRATEGY**

Sanniquellie, Liberia (2010)

In early 2010, Nimba County began a process of economic development planning as part of a joint UN-Habitat / UNDP program to build capacity at the County level. The result of this nearly yearlong process is the first set of County-level economic development strategies in Liberian history. The Nimba County Local Economic Development Strategy is a 10-year roadmap toward improved livelihoods for Nimba County. Established through a participatory planning and decision-making that sought input from stakeholders every step of the way, this LED strategy identifies, prioritizes, and validates economic development actions that the residents of Nimba hope to see in the future. Key interventions include the Nimba County Economic Management Team; Skills Training & Education Program; Road Maintenance and Rehabilitation Program; and Agricultural and Farm Support Program.

Client: UNDP - Liberia

**GRAND GEDEH COUNTY LOCAL ECONOMIC DEVELOPMENT STRATEGY**

Zwedru, Liberia (2010)

In late 2009, Grand Gedeh County began a process of economic development planning as part of a joint UN-Habitat / UNDP program to build capacity at the County level. The result of this nearly year long process is the first set of County-level economic development strategies in Liberian history. The Grand Gedeh County Local Economic Development Strategy is a 10-year roadmap toward improved livelihoods for Grand Gedeh County. Established through a participatory planning and decision-making that sought input from stakeholders every step of the way, this strategy identifies, prioritizes,

and validates economic development actions that the residents of Grand Gedeh hope to see in the future. Key interventions include the Grand Gedeh County Business Association; Road Maintenance Program; Agricultural Support Program; and a Savings & Loan Program.

Client: UNDP - Liberia

#### LOFA COUNTY LOCAL ECONOMIC DEVELOPMENT STRATEGY

Voinjama, Liberia (2010)

In late 2009, Lofa County began a process of economic development planning as part of a joint UN-Habitat / UNDP program to build capacity at the County level. The result of this nearly year long process is the first set of County-level economic development strategies in Liberian history. The Lofa County Local Economic Development Strategy is a 10-year roadmap toward improved livelihoods for Lofa County. Established through a participatory planning and decision-making that sought input from stakeholders every step of the way, this strategy identifies, prioritizes, and validates economic development actions that the residents of Lofa hope to see in the future. Key interventions include Lofa County Cooperative Business Union; Credit, Savings, and Loan Program; Farm Support Program; and Road Enhancement Program.

Client: UNDP - Liberia

#### KHFN COMMUNITY ECONOMIC DEVELOPMENT STRATEGY

Alert Bay, BC, Canada (2008-2009)

The Kwikwastutinuxw Haxwamis Economic Development Strategy is a 25-year roadmap toward improved livelihoods for the KHFN people, which seeks to not only improve economic wealth, well-being, and quality of life, but also considers other values of wealth as well (e.g. environmental sustainability, self-determination, social justice). Established through a participatory planning and decision-making process that sought input from Band members every step of the way, this strategy identifies, prioritizes, and validates economic development actions that the KHFN people hope to see in the future.

Client: Kwicksutaineuk Ah-kwaw-ah-mish First Nations

#### SQUAMISH-LILLOOET REGIONAL DISTRICT ECONOMIC OPPORTUNITIES ASSESSMENT

Lillooet, BC, Canada (2008)

This opportunities assessment identified opportunities to facilitate local economic collaboration and cooperation among regional area local governments. It consisted of

an economic base analysis that provided a snap shot of local labor market trends including demographics, employment, wages, and capacity measures. It also provided a summary analysis of four key local business sectors identified by the project's stakeholder advisory committee - tourism, forestry, agriculture, and arts. It also included a stakeholder-driven assessment and prioritization of economic development opportunities, utilizing a structured decision-making process to prioritize opportunities to benefit the region and facilitate economic planning and cooperation among local governments.

Client: Squamish-Lillooet Regional District

#### LOCAL ECONOMIC DEVELOPMENT & MUNICIPAL SERVICE DELIVERY

Lusaka, Zambia (2005)

This project was comprised of three components: (1) an evaluation of UNDP support to decentralization with recommendation for a way forward; (2) an exploratory assessment of opportunities to support LED in relation to the process of decentralization; and (3) an evaluation of the decentralization process in Zambia and a concept paper outlining donor intervention opportunities. Six LED recommendations were presented to donors in the intervention areas of legal frameworks, sub-structures, council-donor activities, physical planning, business registration, and business regulation.

Client: UNCDF; UNDP Zambia

#### ECONOMIC IMPACT & OPPORTUNITY ASSESSMENT OF 2010 OLYMPIC GAMES

Lillooet, BC, Canada (2006)

This project consisted of a strategic planning process to assist the St'at'imc First Nation in identifying sustainable, 2010 Olympics-related tourism and economic opportunities that could carry on well beyond the horizon of the Games. The project utilized a structured decision-making process involving an Advisory Committee that represented all St'at'imc communities, agencies, and Tribal Councils. The ground-up, community-led process integrated technical information and informed value judgments. The project also identified potential 2010-related impacts in the areas of security and public safety, transportation, real estate and housing, and tourism.

Client: Province of BC's Integrated Land Management Bureau; St'at'imc First Nation

#### TRANS-CANADA TRAIL TOURISM BUSINESS OPPORTUNITY ASSESSMENT

Canmore, Alberta, Canada (2010 - 2011)

Conducted a tourism opportunity assessment for the Goat Creek to Elk Pass section of the Trans-Canada Trail in Kananaskis Country, Alberta. Identified key tourism

development stakeholders in and around the trail region and included a delivered a site analysis and a base-case analysis of current tourism infrastructure and opportunities. The result was a set of prioritized recommendations for tourism business and infrastructure development as well as a series of maps detailing the trail route.

Client: Alberta TrailNet Society

#### TOURISM DEVELOPMENT STRATEGY

Alberta, Canada (2010)

Identified and assessed tourism opportunities in the Kalya Country region of Alberta, Canada. Included in this work was an inventory of existing tourism resources, assessment of tourism development opportunities, a regional market analysis, organizational structure analysis, and a multi-stakeholder decision process to determine priorities and agreed upon objectives.

Client: Government of Alberta Tourism, Parks, and Recreation

#### BLACKFOOT CROSSING HISTORICAL PARK SITE AREA DEVELOPMENT PLAN

Alberta, Canada (2010)

Worked with Canadian Badlands Limited to identify and assess economic development and tourism opportunities in and around Blackfoot Crossing Historical Park

Client: Canadian Badlands Limited; Siksika First Nation

#### REGIONAL GEOTOURISM GAP ANALYSIS

Southwestern Alberta, Canada (2009)

Conducted a gap analysis related to tourism products, services, and infrastructure in the southwest region of Alberta. Identified new opportunities for establishing Alberta's Crown of the Continent as a world class geotourism destination, using a strategic planning and decision-making process that engages stakeholders from dozens on governments, communities, private sector interests, and First Nations in the area.

Client: Government of Alberta Tourism, Parks, and Recreation

#### TOURISM OPPORTUNITY STUDY

Canim Lake, BC, Canada (2009)

Identified and assessed community tourism opportunities for the Canim Lake Indian Band in 100 Mile House, BC. Began with the development of a comprehensive situation assessment/tourism capital analysis for the Band's traditional territory with supporting maps and Google Earth geo-visualizations. Followed by a stakeholder-driven decision

process to articulate a community tourism vision, objectives, and alternatives for community tourism development.

Client: Canim Lake Indian Band

#### PROTECTED AREAS SUSTAINABLE TOURISM STRATEGY

Timber Limit, AB, Canada (2009)

Identified sustainable economic opportunities within the region's tourism sector. Beginning with a site analysis of the Nation's Timber Limit Reserve, opportunities for forest-based nature tourism were identified and assessed according to their potential impacts on the livelihoods of local community stakeholders. With the primary objective of employment generation, this project sought to reorient some of the region's tourism benefits and revenues to its most underserved segments of the population.

Client: Treaty 7 Management Corporation

#### ISLAND COMMUNITY TOURISM STRATEGY

Southern Gulf Islands, BC, Canada (2007)

This project established a Community Tourism Strategy for the Southern Gulf Islands of British Columbia. The project included coordinating and integrating new sustainable tourism policies with Island community plans and the Regional District's Growth Strategy. The result was the development of a policy framework to enable sustainable tourism growth while mitigating negative socio-economic and environmental impacts on the host communities. Deliverables included an opportunities assessment, economic base analysis, and strategic analysis of the tourism sector.

Client: Capital Regional District; Islands Trust

#### TOURISM BUSINESS OPPORTUNITIES ASSESSMENT

Standoff, AB, Canada (2007)

This project entailed identifying economic opportunities and establishing a long-term sustainable tourism strategy for the Kainai Nation, the largest Aboriginal reserve in Canada. Through a structured decision analysis process with key stakeholders and a comprehensive situation assessment process, this strategy establishes a 15-year plan for pro-poor tourism development in Kainai traditional territory. Actions earmarked for implementation include an arts & crafts cooperative, wilderness trekking and ecotours, and a small grants program for new tourism entrepreneurs.

Client: Blood Tribe Economic Development

## SUSTAINABLE TOURISM BUSINESS OPPORTUNITIES ASSESSMENT

Kampala, Uganda (2006)

Working with the Ugandan private sector and an advisory committee of key stakeholders from donors, civil society, and the public and private sectors, this project identified sustainable tourism business opportunities in Uganda through a comprehensive situation analysis and an abridged structured decision-making process. Five quick start actions were identified to support Uganda's tourism sector: an arts & crafts marketing; sustainable wildlife tours; eco-lodges & safari camps; pro-poor tourism advocacy; and tourism marketing & communications.

Client: The TERP Group, Inc.

## STRATEGIC PLANNING FOR PRO-POOR TOURISM IN LIVINGSTONE, ZAMBIA

Livingstone, Zambia (2004)

Undertaken while in graduate school, this participatory video project partnered with informal sector youth to discuss the impacts of the expanding tourism industry on the poor in and around the City of Livingstone, Zambia. Through a methodology that included traditional stakeholder interviews, archival footage and photography collection, and an innovative participatory video process, a film was produced that highlighted the impacts of Livingstone's growing tourism economy on the area's most vulnerable populations.

Client: Charlie Beavers Foundation Expedition Fund

## COMPREHENSIVE COMMUNITY PLAN

Kingcome Inlet, BC, Canada (2008-09)

This plan is the guiding strategy to direct the Dzawada'enuxw people toward community development. It provides the community with a roadmap to the future based on a systematic decision-making process that uses a structured and collaborative approach to planning. Innovations include a uniquely Dzawada'enuxw approach to community development based on the concept of holistic healing, which means that to be truly healthy, one must have physical, mental, emotional, and spiritual health at four distinct levels of healing - the individual, the family, the community, and the Nation.

Client: Tsawataineuk First Nation; Indian & Northern Affairs Canada

## REGIONAL LAND USE HARMONIZATION NEGOTIATION

Powell River, BC, Canada (2007)

This project identified opportunities for coordinating land use planning between the Powell River Regional District (PRRD) and Sliammon First Nation, around potential Treaty Settlement Lands. Using structured decision tools and various stakeholder engagement methods, two disparate stakeholder groups identified and agreed-upon 21 actions for coordination, reconciliation and harmonization of land use planning in the region. The project's primary recommendation, the development of a joint-coordinated Official Community Plan for shared lands, is currently underway.

Client: Sliammon First Nation

#### BICYCLE RECREATION FACILITIES PLANNING & DESIGN

Southern Gulf Islands, BC, Canada (2007)

This project entailed identifying potential bicycle recreation facility sites through a survey of the City of Surrey's 770 parks. Through the development of specific criteria, trend and innovative practices review, site analyses, and public consultation, the City and public were provided three unique facility types in five locations, linked by a large urban trail system utilizing existing hydro line right-of-ways. Through a unique multi-media public consultation process and structured decision framework, stakeholders agreed on a plan that included detailed designs, programming options, costing, and phasing for implementation.

Client: City of Surrey Parks and Recreation

#### COMPREHENSIVE COMMUNITY PLAN

Gwayasdums, BC, Canada (2006)

This community-driven project established a Comprehensive Community Plan for the Kwicksutaineuk Ah-kwaw-ah-mish First Nations. Key innovations included: (1) a learning based approach to empowerment and increased capacity; (2) innovative workshop tools and a structured decision process based on value focused thinking; and (3) use of oral and visual histories and traditional knowledge for culturally appropriate place making. This project was awarded the 2007 Award for Planning Excellence in Rural/Small Town Planning, marking the first time an Aboriginal community has been awarded a national planning award.

Client: Kwicksutaineuk Ah-kwaw-ah-mish

#### COMPREHENSIVE COMMUNITY PLAN

Vancouver, BC, Canada (2007)

This project entailed developing a Comprehensive Community Plan for the Musqueam Indian Band in Vancouver, Canada. As the Band's guiding document, the community-

based plan is a series of strategies on land use, economic development, community health, education, governance and culture - all integrated under a comprehensive sustainability framework. The project used a cutting edge scenario development and decision analysis approach that is using both third party decision support tools (CommunityViz) and Excel-based and GIS-based decision support tools.

Client: Musqueam Indian Band; Indian & Northern Affairs Canada

#### BUSINESS PLANNING & DEVELOPMENT

Standoff, AB, Canada (2009)

Assisted in the establishment of an Aboriginal arts & crafts cooperative that links one of Canada's poorest Aboriginal communities to the region's growing tourism sector, specifically within Waterton Lakes National Park. Began with building a unique brand for the community and its artisans and included a marketing strategy to expand its reach beyond the local tourism base. A cooperative model supports the artists in developing products and reaching markets previously inaccessible to them.

Client: Blood Tribe Economic Development Corporation

#### BUSINESS FEASIBILITY ANALYSIS

Gwayasdums, BC, Canada (2008-09)

This feasibility analysis assessed the purchase of a boat by a small, isolated, and Aboriginal community on the coast of British Columbia. This boat purchase was identified as a tourism opportunity to provide wilderness ecotours to visitors while also providing the local population with access to the mainland for community needs. Using a social enterprise model, this boat will utilize tourism in the summer months to support and maintain the 12-month usage of the boat for other community and social priorities.

Client: Kwicksutaineuk Ah-kwaw-ah-mish First Nations

#### CULTURAL ECO-LODGE LANDSCAPE & FACILITIES DESIGN

Bella Bella, BC, Canada (2004)

This project entailed developing a comprehensive eco-cultural landscape design for a wilderness tourism enterprise on the central coast of British Columbia. After articulating the collective vision of the Aboriginal community to which the property belongs, a landscape plan was developed that utilized the site's natural and cultural resources while promoting the community's traditional values in a holistic and sustainable manner. Included in the site design were a funding opportunities assessment, options for phased development, and a detailed benefit/cost analysis.

Client: Heiltsuk First Nation; QQS (Eyes) Projects Society

#### ECO-LODGE MARKETING & BUSINESS PLAN

Bella Bella, BC, Canada (2003)

This marketing strategy was the entrance point for an Aboriginal-owned, eco-cultural wilderness lodge into the tourism market. Through in-depth market assessments, competitive landscape, value chain, and supply chain analyses, and a participatory cultural product development process, a five-year, comprehensive marketing strategy was developed to promote this tourism social enterprise locally, regionally, and abroad. The lodge received the 2006 Aboriginal Tourism British Columbia Cultural Authenticity Award.

Client: Heiltsuk First Nation; QQS (Eyes) Projects Society

#### LOCAL ECONOMIC DEVELOPMENT PLANNING TRAINING OF TRAINERS

Lusaka, Zambia (2004)

This training-of-trainers workshop series was delivered to 22 professionals from national and local governments, civil society, and the private sector in Zambia and Zimbabwe. It provided practitioners with operational tools for establishing strategic plans for local economic development. In addition, the workshop acted as a field test for the UN-HABITAT training series, Promoting Local Economic Development through Strategic Planning.

Client: Canadian International Development Agency; Local Government Association of Zambia

#### ECO-CULTURAL TOURISM PLANNING COURSE

Vancouver, BC, Canada (2006)

Delivered three sessional lectures on Cultural Ecotourism Planning in British Columbia's Aboriginal Communities. This series of lectures was part of a course on Ecotourism at the Native Education Centre, a two-year college that provides post-graduate curriculum that is relevant to the needs of Aboriginal youth and adults in BC. This course was part of the Aboriginal Tourism diploma track.

Host: The Native Education Centre

#### WORLD URBAN FORUM 3 - LOCAL ECONOMIC DEVELOPMENT SEMINAR

Vancouver, BC, Canada (2006)

Co-Facilitated professional development seminar for the World Urban Forum with global experts from international organizations, governments, civil society, and academia on Synergies, Opportunities and Collaboration in Enhancing Effectiveness in Local Economic Development. The conference had two objectives: (1) to promote wider understanding of the needs of LED; and (2) to promote partnerships and collaboration around common LED opportunities and challenges.

Host: UN-HABITAT ;Western Economic Diversification

#### STRATEGIC PLANNING FOR LOCAL ECONOMIC DEVELOPMENT GRADUATE COURSE

Vancouver, BC, Canada (2007)

Co-designed curriculum and delivered a series of six sessional lectures to graduate students in course entitled Strategic Planning for Local Economic Development. The course improved students' knowledge and capacity in strategic planning, community economic development, project prioritization, action planning, and monitoring & evaluation, providing experiences in training delivery and running a multi-stakeholder LED planning process.

Host: Simon Fraser University, Department of Geography

#### PARTICIPATORY DEVELOPMENT PLANNING TRAINING OF TRAINERS

Ramallah, occupied Palestinian Territories (2007)

This 5-day workshop engaged 26 experts in an interactive process of breakout sessions and group work to complete activities that resulted in the creation of a district-level development planning framework and complementary action plans for the pilot District of Jenin.

Client: UNDP Programme of Assistance for the Palestinian People

#### LOCAL ECONOMIC DEVELOPMENT TRAINING OF TRAINERS

Buchanan, Liberia (2009)

Delivered a 3-day workshop to representatives of Grand Bassa, Bomi, and Grand Gedeh Counties on Local Economic Development. Working with the United Nations County Support Team (UNCST), UN-HABITAT, the Ministry of Planning & Economic Affairs, and the Ministry of Internal Affairs. Provided participants with a local economic development (LED) training program with four distinct objectives:

Client: UN-HABITAT Training & Capacity Building Branch

## LOCAL ECONOMIC DEVELOPMENT TRAINING OF TRAINERS

Gbarnga, Bong County (2010)

Delivered a 3-day workshop to representatives of Bong, Lofa, and Nimba Counties on Local Economic Development. Working with the United Nations County Support Team (UNCST), UN-HABITAT, the Ministry of Planning & Economic Affairs, and the Ministry of Internal Affairs. Provided participants with a local economic development (LED) training program with four distinct objectives:

Client: UN-HABITAT Training & Capacity Building Branch

## PARTICIPATORY SITUATION ANALYSIS TRAINING OF TRAINERS

Zwedru, Grand Gedeh County (2010)

Following an extensive readiness review by UN project staff and the Ministry of Internal Affairs, three counties (Lofa, Nimba, Grand Gedeh) were selected to be the first to create local economic development plans in the country. These three counties participated in a Training-of-Trainers workshop to prepare for their respective LED processes. This workshop had three primary objectives:

Client: UN-HABITAT Training & Capacity Building Branch

## LED IN LOCAL GOVERNANCE TRAINING WORKSHOP

Manila, Philippines (2009)

Delivered strategic planning for local economic development training of trainers workshop for the LGSP-LED program in the Philippines. This workshop focused on "Deepening the Understanding of LED among both national government stakeholders (e.g. Department of Interior and Local Government) and members of selected local government alliances from Bohol, Zamboanga del Norte, Western Pangasinan, and the Province of Guimaras. Specific focus was placed on project prioritization tools, establishing a shared understanding of corporate governance, and the identification of catalytic actions to begin the implementation phase of LED activity.

Client: Canadian Urban Institute; CIDA

## LOCAL GOVERNMENT FOR LOCAL ECONOMIC DEVELOPMENT TRAINING WORKSHOP

Cebu City, Philippines (2009)

Delivered strategic planning for local economic development training of trainers workshop for the LGSP-LED program in the Philippines. This workshop worked with local

government alliance representatives, regional DILG representatives, partnership advisors, and LGSP-LED staff to address specific capacity gaps at both the national and local levels aimed to achieve a greater understanding of what local economic development means, how it is planned for, and how to move from its articulation to implementation.

Client: Canadian Urban Institute; CIDA

## POST-CRISIS LOCAL ECONOMIC RECOVERY LEARN & PRACTICE PACKAGE

Torino, Italy (2008)

The Local Economic Recovery Learn & Practice Package is a manual series for practitioners containing guidance, operational tools, and self-assessment instruments for LER field practice. It is comprised of seven guides, four of which I authored:

Guide 1: Getting started for LER  
Guide 2: Assessing the LER context  
Guide 3: Developing a strategy for LER  
Guide 6: Facilitating the multi-stakeholder participation

Each guide contains an appendix with a set of relevant tools (survey instruments, decision-making instruments, sensitization and awareness raising instruments, etc.) that can be used during each step of the LER process. An innovative, online peer review platform was also created for the guide's development.

[http://www.ilo.org/wcmsp5/groups/public/---ed\\_emp/documents/instructionalmaterial/wcms\\_141270.pdf](http://www.ilo.org/wcmsp5/groups/public/---ed_emp/documents/instructionalmaterial/wcms_141270.pdf)

Client: International Labour Organization (ILO-CRISIS)

## DISTRICT STRATEGIC DEVELOPMENT PLANNING MANUAL & FACILITATOR'S GUIDE

Ramallah, occupied Palestinian territories (2007)

This participatory planning manual and facilitator's guide serves as the first comprehensive roadmap for regional planning in occupied Palestinian territories (oPt). Its process and tools are utilized in establishing District Strategic Development Plans (the guiding strategies for regional development in the oPt) and serve as the participatory methodology for all stakeholders in district development planning to utilize. This project was in close coordination with the Palestinian Authority's Ministry of Planning and Ministry of Local Government and was awarded the 2009 Canadian Institute of Planners Award for Excellence in International Development.

<http://www.undp.ps/en/newsroom/speeches/2008/9.pdf>

Client: UNDP Programme of Assistance for the Palestinian People; IrishAid

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## PARKING MANAGEMENT IN CANADA ISSUE PAPER

Ottawa, Canada (2006)

Authored paper for Transport Canada's Urban Transportation Showcase Program, assessed sustainable transportation programs, policies and strategies across Canada, the United States and internationally, with a particular focus on initiatives that are intended to maximize more sustainable personal transportation options and reduce urban greenhouse gas emissions. Research has included both case studies and comprehensive, critical thinking issue papers.  
[http://publications.gc.ca/collections/collection\\_2012/tc/T41-1-63-eng.pdf](http://publications.gc.ca/collections/collection_2012/tc/T41-1-63-eng.pdf)

Client: Transport Canada

## EBAY'S TRANSPORTATION DEMAND MANAGEMENT PROGRAM CASE STUDY

Ottawa, Canada (2006)

Authored paper for Transport Canada's Urban Transportation Showcase Program, assessed sustainable transportation programs, policies and strategies across Canada, the United States and internationally, with a particular focus on initiatives that are intended to maximize more sustainable personal transportation options and reduce urban greenhouse gas emissions. Research has included both case studies and comprehensive, critical thinking issue papers.  
[http://www.tc.gc.ca/media/documents/programs/cs55e\\_ebay.pdf](http://www.tc.gc.ca/media/documents/programs/cs55e_ebay.pdf)

Client: Transport Canada

## PROMOTING LED THROUGH STRATEGIC PLANNING - TRAINER'S GUIDE

Nairobi, Kenya (2006)

This trainer's guide assists in the design and delivery of training workshops for the UN-HABITAT series, Promoting Local Economic Development through Strategic Planning. It provides field-tested advice on the efficient management of the training process from workshop organization to post-training monitoring and evaluation. The tools provided are based on experiences delivering trainings around the world, incorporating experiences of trainers in dozens of contexts. While intended as a companion to the training series, it has numerous tools for use in any kind of training situation.  
<http://www.unhabitat.org/pmss/listItemDetails.aspx?publicationID=2319>

Client: UN-HABITAT Training & Capacity Building Branch

## PROMOTING LED THROUGH STRATEGIC PLANNING - MANUAL

Nairobi, Kenya (2003)

This training series was published and launched after a 3-year process of development, peer review and field-testing. It consists of four volumes - Quick Guide, Manual, Toolkit, and Action Guide - and is a resource guide for local governments, businesses and civil society organizations to initiate and implement LED interventions through a locally driven strategic planning process. It is available in English, Arabic, Spanish, French, and Portuguese. This project was awarded the 2007 Award for Planning Excellence in International Development from the Canadian Institute of Planners. <http://www.unhabitat.org/pmss/listItemDetails.aspx?publicationID=1922>

Client: UN-HABITAT Training & Capacity Building Branch



# Application for Appointment to a Town Advisory Board Position

Received 2/26  
3:15pm

submit to: Town Hall  
Attn: Town Clerk  
210 East Main Street  
P.O. Box 2002  
Buena Vista, CO 81211  
bvclerk@buenavistaco.go

Date of Application: 2/26/14  
Name Jay Boyd  
Street Address 301 S Gunnison Apt A  
Mailing Address PO Box 5176  
Telephone # (home) 303-929-8493 (cell) \_\_\_\_\_  
Email jboyd@jboydcpa.com  
Applying for appointment to: Economic Vitality Board  
Local resident since: 2013

Background and relevant experience:

See letter  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why I am interested in a volunteer appointment to this Advisory Board:

see letter  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please feel free to include a cover letter or attach extra sheets if necessary.

Thank you for your interest in applying for this position.  
Board of Trustees.

\*The respective advisory board will review your application and make a recommendation regarding appointment to the Board of Trustees.

## J BOYD, CPA/ABV, PC

February 22, 2016

Town of Buena Vista  
Board of Trustees

With regard to my application for appointment to the new Economic Vitality Board (EVB), following is a list of my relevant experience and interest in serving on this board.

I am a CPA and have been serving small businesses for the last 30 years. From 2006-2013 I was a partner with one of Denver's 25 largest CPA firms. I currently operate as sole practitioner here in Buena Vista and serve clients here and along the Front Range. The businesses I serve range in size from one owner enterprises to businesses with over 100 employees. The industries I represent and have represented include manufacturing, real estate, construction, professional services, restaurant and freight industries.

My main area of practice is tax consulting and preparation. I also hold credentials from the American Institute of Certified Accountants to value businesses and for a few years I operated a business brokerage firm and assisted small business owners to sell their businesses to third parties. I continue to assist clients with succession planning and selling their businesses to family members, key employees and third parties. When I was a business broker, I held a managing broker real estate license.

Prior to entering the accounting profession I owned businesses in the construction and rafting industries. My BA degree is in economics.

My interests in being appointed to the EVB result from a long time commitment to volunteerism and a lifelong connection with this valley. I spent most of my summers growing up working in my Grandmother's restaurant here in Buena Vista – which is now Jan's. During college and afterwards I worked for a number of construction companies in the valley and in the mid-80's owned a rafting company in Johnson's Village.

I appreciate your consideration for appointment to the EVB. I believe my varied experience and commitment to this community provide me with a strong tool set to assist the EVB in advising the Board of Trustees.

Sincerely,



Jay Boyd, CPA



# Application for Appointment to a Town Advisory Board Position

submit to: Town Hall  
Attn: Town Clerk  
210 East Main Street  
P.O. Box 2002  
Buena Vista, CO 81211  
bvclerk@buenavistaco.go

Date of Application: 2-24-2016

Name Liz MURKIN

Street Address 120 S. San Juan Ave.

Mailing Address P.O. Box 3113

Telephone # (home) 7 N/A (cell) 719-966-9837

Email LizBrownMurkin@gmail.com

Applying for appointment to: ECON. VITALITY BOARD

Local resident since: 2013

Background and relevant experience:

Attorney  
Entrepreneur  
MA in Policy      Active in the Community  
Community organizer

Why I am interested in a volunteer appointment to this Advisory Board:

Town needs smart, visionary, thoughtful leadership  
To benefit the entire community.

Other Information:

Please feel free to include a cover letter or attach extra sheets if necessary.

Thank you for your interest in applying for this position.  
Board of Trustees.

\*The respective advisory board will review your application and make a recommendation regarding appointment to the Board of Trustees.



# Application for Appointment to a Town Advisory Board Position

submit to: Town Hall  
Attn: Town Clerk  
210 East Main Street  
P.O. Box 2002  
Buena Vista, CO 81211  
bvclerk@buenavistaco.go

Date of Application: 02/25/2016

Name Lucas Smith

Street Address 160 Windwalker Rd

Mailing Address 160 Windwalker Rd

Telephone # (home) \_\_\_\_\_ (cell) 719-460-1465

Email lucas.smith@bvdrug.net

Applying for appointment to: Economic Vitality Board

Local resident since: June 2014

Background and relevant experience:

See attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why I am interested in a volunteer appointment to this Advisory Board:

See attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Information:

See attached  
\_\_\_\_\_  
\_\_\_\_\_

Please feel free to include a cover letter or attach extra sheets if necessary.

Thank you for your interest in applying for this position.  
Board of Trustees.

\*The respective advisory board will review your application and make a recommendation regarding appointment to the Board of Trustees.

Town Hall  
210 E Main Street  
PO Box 2002  
Buena Vista, CO 81211

Buena Vista Board of Trustees,

I am a newer and hopefully long term resident of Buena Vista. As a recent graduate of pharmacy school and the part owner of Buena Vista Drug, I am excited to help provide input in growing this great town. Growing up in Colorado Springs, I was always used to living in a larger city but realized a small town was for me during college in Gunnison. After living in Denver for school, my wife and I were ready to find a small town where we could enjoy all the outdoor activities we love as well as being part of a community. Being able to become a part owner of a pharmacy with the plan to have complete ownership made this a great opportunity.

As a business owner I am excited to see the Buena Vista economy growing and would like to be a part of the committee to help shape how it grows and create ideas to expand not only the Main Street area but also Hwy 24 and more. Being a young and new business owner I do not have a lot of experience however I feel that I can make that up by working to develop new and innovative ideas to keep the economy growing in the ways that do not destroy the history or small town environment of Buena Vista.

I am interested in this advisory to board for several reasons. First I believe that advisory board can help steer the development of the town efficiently by processing information presented and giving recommendations to the board of trustees. Also during pharmacy school I was an officer in several organizations and enjoyed be part of the leadership and helping meet the stated goals of the organization. Another reason I am interested in serving on the board is, as the owner of the pharmacy, I have the opportunity to meet people in our community on a daily basis. This will allow me to have a better grasp on truly what the people of our town want and would like to see happen to their town.

Thank you for considering me for the Economic Vitality Advisory Board I am excited to have a chance to serve this great community and excited to see how Buena Vista grows and changes in the years to come.

Sincerely,

Lucas Smith, PharmD  
Pharmacy Manager/Junior Partner  
Buena Vista Drug



# Application for Appointment to a Town Advisory Board Position

submit to: Town Hall  
Attn: Town Clerk  
210 East Main Street  
P.O. Box 2002  
Buena Vista, CO 81211  
bvclerk@buenavistaco.go

Date of Application: 3/2/2016

Name Matt Litvay

Street Address 15620 Par Ln BV CO

Mailing Address Same

Telephone # (home) \_\_\_\_\_ (cell) 719-207-1969

Email mlitvay@gmail.com

Applying for appointment to: Economic Vitality Board

Local resident since: 2012

## Background and relevant experience:

Finance Degree, Business owner in the area since 2004, President of large local construction company 2002-2004,  
Former Chaffee County EDC board member.

## Why I am interested in a volunteer appointment to this Advisory Board:

Interested in being involved in the area for purposes of economic development and job growth. Have 20 years of business related  
experience that can be helpful in shaping local economic policy that would be beneficial to Town and the surrounding areas  
as well as the businesses that depend upon it.

## Other Information:

Please feel free to include a cover letter or attach extra sheets if necessary.

Thank you for your interest in applying for this position.  
Board of Trustees.

\*The respective advisory board will review your application and make a recommendation regarding appointment to the Board of Trustees.



# Application for Appointment to a Town Advisory Board Position

submit to: Town Hall  
Attn: Town Clerk  
210 East Main Street  
P.O. Box 2002  
Buena Vista, CO 81211  
bvclerk@buenavistaco.go

Date of Application: February 25, 2016

Name Marcus Trusty

Street Address 137 Windwalker Road

Mailing Address 137 Windwalker Road

Telephone # (home) 719-221-9786 (cell) \_\_\_\_\_

Email marcust@bvpeakfitness.com

Applying for appointment to: Economic Vitality Bard

Local resident since: 1980

Background and relevant experience:

Buena Vista native, Peak Fitness owner since 2007  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why I am interested in a volunteer appointment to this Advisory Board:  
As a local resident and business owner I have gone through the commercial building  
and business development process over the last 9 years. I believe this experience  
and my experience networking with other businesses and business owner would be  
a valuable asset to this board.  
\_\_\_\_\_

Other Information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please feel free to include a cover letter or attach extra sheets if necessary.

Thank you for your interest in applying for this position.  
Board of Trustees.

\*The respective advisory board will review your application and make a recommendation regarding appointment to the Board of Trustees.

**TOWN OF BUENA VISTA, COLORADO**

**RESOLUTION NO. 25**  
**(Series of 2016)**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO APPOINTING MEMBERS OF THE ECONOMIC VITALITY ADVISORY BOARD.**

**WHEREAS**, Ordinance No. 10, Series 2014, established an Economic Vitality Advisory Board for the Town of Buena Vista; and

**WHEREAS**, Sec. 2-302 of the Municipal Code authorizes and directs the Board of Trustees to appoint Economic Vitality Advisory Board members by a majority vote of all members of the Board; and

**WHEREAS**, the Town solicited applications from community members interested in serving on the Economic Vitality Advisory Board; and

**WHEREAS**, the Town received a total of seven (7) applications from Bryan Jordan, Jay Boyd, Liz Morgan, Lucas Smith, Gerrit McGowan, Matt Litvay and Marcus Trusty.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO**, that Bryan Jordan, Jay Boyd, Liz Morgan, Lucas Smith, Gerrit McGowan, Matt Litvay and Marcus Trusty are appointed regular voting members of the Economic Vitality Advisory Board and shall serve staggered terms of three (3) years unless earlier removed, in accordance with the ordinances of the Town of Buena Vista.

**RESOLVED, APPROVED, AND ADOPTED** this 8th day of March, 2016.

TOWN OF BUENA VISTA

BY: \_\_\_\_\_  
Joel Benson, Mayor

ATTEST:

\_\_\_\_\_  
Janell Sciacca, CMC  
Town Clerk



*Town of Buena Vista*  
*P.O. Box 2002*  
*Buena Vista CO 81211*  
*Phone: (719)395-8643*  
*Fax: (719)395-8644*

DATE: March 8, 2016  
TO: Mayor and Board of Trustees  
FROM: Brandy Reitter, Town Administrator  
SUBJECT: Buena Vista Emergency Operations Plan (EOP)

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### **Overview**

The Town of Buena Vista with the assistance of Phil Graham the Emergency Manager for Chaffee County created an emergency operations plan. This plan is an important document that explains how inter-agency and multi-jurisdictional coordination should occur during a large scale emergency event. Having an EOP is a requirement to receive aid or reimbursements from state and federal agencies during an event and for recovery after an emergency has occurred.

The EOP addresses the following:

- Basic plans that identify the legal authorities that would respond during an event.
- Emergency management policies and procedures.
- Various hazards, vulnerabilities, and associated risks.
- Consequences of disasters and potential impacts.
- Disaster response and recovery activities.
- Emergency management structure.
- Emergency support functions, roles and responsibilities.
- Plan maintenance, training and exercises.

The City of Salida and the Town of Poncha Springs have approved identical EOPs. Having identical plans county-wide ensures that there is a consistent response for all jurisdictions and emergency service providers in a large scale emergency event.

### **BOT Action**

Motion to Approve or Deny Resolution #26 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, ADOPTING THE BUENA VISTA EMERGENCY OPERATIONS PLAN."?

**RESOLUTION NO. 26**  
**(Series 2016)**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, ADOPTING THE BUENA VISTA EMERGENCY OPERATIONS PLAN.**

WHEREAS, The Town of Buena Vista (the Town) is vitally interested in effectively administering, to the needs of the public in an event of an emergency; and

WHEREAS, the proposed plan, developed in March of 2016, provides a plan of action and a means of coordinating all County and Town resources in the event of a significant emergency; and

WHEREAS, the Town Staff met with the Chaffee County Emergency Operations Manager in February of 2016 to review the plan; and

WHEREAS, the Board of Trustees for the Town of Buena Vista finds that it is in the best interests of the citizens of the Town of Buena Vista to adopt the Buena Vista Emergency Operations Plan.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO THAT:

1. The Board of Trustees hereby adopts the Buena Vista Emergency Operations Plan.

**RESOLVED, APPROVED AND ADOPTED** this 8<sup>h</sup> day of March, 2016.

TOWN OF BUENA VISTA, COLORADO

BY: \_\_\_\_\_  
Mayor, Joel Benson

ATTEST:

\_\_\_\_\_  
Town Clerk, Janell Sciacca

# Town of Buena Vista

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## EMERGENCY OPERATIONS PLAN

**March 2016**

**THIS PLAN IS FOR THE USE AND BENEFIT OF THE TOWN OF BUENA VISTA, COLORADO ONLY. IT MAY BE AMENDED OR REVOKED AT ANY TIME BY THE TOWN ADMINISTRATOR OR TRUSTEES. THIS PLAN SHALL NOT BE DEEMED TO CREATE ANY CONTRACT OR OTHER RIGHTS. THIS PLAN CREATES NO THIRD PARTY BENEFICIARIES.**

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## EXECUTIVE SUMMARY

The Town of Buena Vista Emergency Operations Plan provides general guidelines and principles for managing and coordinating the overall response and recovery activities before, during, and after major emergencies and disaster events that affect the town of Buena Vista. The plan's guidelines are consistent with the standards and principles of the National Incident Management System (NIMS), endorsed by the Department of Homeland Security. NIMS is the nationally recognized emergency management system for addressing all hazards and for integrating multiple agencies, jurisdictions, and disciplines into a coordinated relief effort.

Major emergencies and disaster incidents are unique events that present communities with challenges that cannot be adequately addressed within the routine operations of a local government. Since disasters differ in important ways, it is impossible to plan for every contingency. Therefore, the intent of this all-hazards plan is to provide Buena Vista officials with a comprehensive plan to manage incidents and to minimize their impact on people, property, and public services, thereby restoring normal community conditions as quickly as possible. This all-hazards plan provides a basis for hazard specific annexes and plans that may be developed as required.

The coordination and integration of emergency plans and procedures form an ongoing process that should be collectively promoted by the convening of interagency meetings, formulation of mutual aid agreements, and conduct of or participation in multi-agency and multi-jurisdiction emergency training exercises.

Town Administrator

Buena Vista, Colorado

# PLAN PROMULGATION, REVIEW, AND DISTRIBUTION

## PROMULGATION STATEMENT

The Town of Buena Vista has developed an emergency operations plan that will enhance its emergency response capability. This document is the result of that effort.

This plan, when supported with appropriate training, validated through exercises, used properly, and updated annually can assist Buena Vista officials in accomplishing one of their primary responsibilities – protecting the lives and property of the citizens of Buena Vista-. This plan and its provisions will become official when it has been signed and dated below by the concurring officials.

\_\_\_\_\_  
Mayor/Board of Trustees Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief, Buena Vista Fire Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief, Buena Vista Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Date

**CERTIFICATION OF REVIEW AND REVISION**

Buena Vista Administration and Elected Officials complete a regular review of this Emergency Operation Plan and the review is hereby certified.

Name	Signature	Date

**RECORD OF REVISIONS/UPDATES**

Date	Change	Recorded By



## **BASIC PLAN**

### **LEGAL AUTHORITIES**

#### **Federal:**

Homeland Security Presidential Directive 5: Management of Domestic Incidents  
Homeland Security Presidential Directive 8: National Preparedness  
National Incident Management System (NIMS)  
National Response Framework  
Robert T. Stafford Disaster Relief and Emergency Assistance Act and  
Amendments (P.L. 93-288, as amended by P.L. 100-707)

#### **State:**

Colorado Disaster Emergency Act (Part 7 of Article 33.5, Title  
24, Colorado Revised Statutes, as amended)

#### **Chaffee County:**

Chaffee County, Colorado Resolution October, 2006, Adoption of the  
National Incident Management System (NIMS)  
Chaffee County, Colorado Resolution 2012-32, September 20, 2012  
establishing the Chaffee County Office of Emergency Management  
Chaffee County, Colorado Resolution 2014-06, February 2014, Adoption of  
the Chaffee County Local Emergency Operations Plan

#### **Town of Buena Vista:**

NIMS Adopted by Board of Trustees Resolution **XXXX**, Insert Date  
Joint Resolution Establishing an Inter-jurisdictional Emergency Management  
Agency **XXX**, Insert Date

## PURPOSE & ASSUMPTIONS

The purpose of the Buena Vista Emergency Operations Plan (EOP) is to provide general guidelines and principles for managing and coordinating the overall response and recovery activities before, during, and after major emergencies and disaster events that affect the town of Buena Vista.

The following assumptions have been considered in the development of this plan:

- Community disaster preparedness is a shared responsibility of government, the private sector, and our citizens.
- Buena Vista is subject to both natural and human-caused disasters that endanger life, property, economy and the general well-being of the community.
- All disasters begin at the local level.
- Mitigation, response, and recovery begin at the local level.
- Small communities have limited staff and resources.
- Mutual aid, County, State, and Federal assistance are essential to large-scale response and recovery efforts.
- First responders will use the Incident Command System to manage large incidents.
- Municipal services and staff will be called upon to perform non-routine tasks in support of disaster response and recovery.
- Effective planning, training, and exercises will help prepare municipal staff for disaster response and recovery operations.
- The roles, responsibilities, and resources in this plan provide a flexible framework that can be adapted for all-hazards/consequences.

## EMERGENCY MANAGEMENT POLICIES

- This response and recovery plan has been developed in accordance with the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act and meets the requirements of other state and federal guidelines for local emergency management plans and programs. The guidelines and concepts of the Federal Emergency Management Agencies Comprehensive Preparedness Guide (CPG) 101 version 2 have been applied throughout the development of this document.
- Under the Colorado Disaster Emergency Act, the principle executive officer of a local government is empowered to declare a "local disaster." Upon that declaration, the response and recovery aspects of any and all local and inter-jurisdictional disaster emergency plans are activated § 24-33.5-709 C.R.S. A plan that authorizes evacuations furnishes the legal power to the local jurisdiction to issue evacuation orders. The sheriff may also order an evacuation under his authority to keep the peace § 30-10-516, C.R.S. Evacuation orders are enforced by criminal sanctions, and a person disobeys an evacuation order at his or her peril.
- The contents of this plan are intended to provide a basis for the coordinated management of the types of emergencies and disaster events that may occur in the

Town of Buena Vista. The roles and responsibilities of Buena Vista agencies are organized according to the Emergency Support Function (ESF) structure provided in CPG-101 and the National Response Framework. These agencies and other organizations included in this plan are responsible for developing and maintaining current Standard Operating Procedures (SOPs), to include checklists necessary for implementing assigned duties and functions.

- The Chaffee County Office of Emergency Management, acting as the Emergency Manager for the Town of Buena Vista, is responsible for regularly scheduled plan updates and revisions and for developing a training and exercise program to familiarize town officials and other emergency officials with provisions of the plan.
- The National Incident Management System/Incident Command System (NIMS/ICS) is the adopted method and organizational structure for managing emergency response operations in the field, usually at the scene of an emergency. The ICS is the nationally accepted emergency management system for addressing all types of hazards and for integrating multiple agencies, jurisdictions and disciplines into a coordinated relief effort. In larger incidents, the ICS structure will be extended and supported by activation of the Chaffee County Emergency Operations Center (EOC), located at 16550 Highway 285 Salida, Colorado (alternate locations have been designated in Chaffee County Local Emergency Operations Plan) The EOC will be staffed to serve as the coordination point for supplemental resources and intergovernmental assistance.

## **HAZARDS, VULNERABILITIES, AND RISK**

The Town of Buena Vista is subject to a range of natural and human-caused hazards. By basing this plan on the concept of all-hazards preparedness, mitigation, response and recovery, we intend to provide a flexible, effective structure that can rapidly adapt to the many variables that ultimately shape much of our response, recovery and mitigation effort.

Severe weather is the most likely hazard endangering Buena Vista. Floods have the potential to cause injuries or casualties, significant property damage, and loss of critical services. Winter storms pose an immediate threat to public safety, and they can produce significant property damage, loss of services and the need to provide shelter to stranded travelers. Forecasting and warning can play a critical role in mitigating weather related hazard.

Human caused hazards may occur with little or no notice. Hazardous materials release from fixed facilities or as the result of traffic are our most probable human-caused hazards. Rapid situational assessment and effective decision-making regarding both response and instructions to the public (evacuation or shelter in place) are a critically shared responsibility of response agencies and emergency management.

All of these hazards present some degree of danger to our community. Risk is the highly variable relationship between hazards and vulnerabilities. Risk that has not been reduced through prevention and mitigation must be addressed through effective preparedness, response and recovery. This plan

provides the general framework to identify resources, capabilities, agencies, actions, and authorities for the coordination of all-hazards response and recovery efforts of the town and our partners at all levels of both the public and private sectors.

## CONSEQUENCES OF DISASTER

All-hazards disaster planning is based on the premise that all disasters present similar consequences. These consequences demand multi-agency/discipline response at all levels of government and the private sector. Dealing with these consequences is the goal of this response and recovery plan. By establishing these baseline consequences, and the goals of dealing with them, we can determine the stakeholders and actions needed to address them. The following is a list of the primary consequences anticipated in any disaster. Specific hazards may present unique consequences that require more tailored response and recovery efforts.

- **Displaced People:** Disasters often produce large numbers of displaced people who need a wide range of services (i.e. housing, food, clothing, financial assistance, child and special needs care, information, employment assistance, medical assistance, etc.) during both response and recovery.
- **Injured/Ill People:** Rapid events, such as hazardous material or technical industrial accidents, crime or terrorist attack, generally do not allow people time to escape the event. The result can be a wide range of injuries or illnesses requiring significant coordination of fire, police, Hazardous Materials (Hazmat), EMS, medical and public health and environment agencies.
- **Fatalities:** The deaths of citizens and responders are the greatest tragedy associated with disasters. The Coroner has statutory authority for determining the cause of death, identification, processing, and notification of kin. Several agencies may assist with the collection, storage, and final disposition of the dead. In the event of criminal or terrorist events, investigation and evidence preservation must also be considerations. The effective management of the fatalities is essential to the emotional and mental needs of the families, the community well-being, and the prevention of potential public health and environmental crises.
- **Damaged or Destroyed Property:** These are among the most common results of all disasters. Property damage and destruction may be limited by pre- or post-disaster mitigation. Responsibilities for damaged property vary based on ownership (public property versus private property). The rapid assessment of property to determine the loss of critical infrastructure (public and private), homes, businesses, cultural, historic, and natural sites is critical to the disaster declaration process and the prioritization of recovery efforts. Debris management is a major component of this consequence of disaster.
- **Loss of Emergency/Essential Services:** Loss of services is closely linked to the disaster's impact on critical infrastructure, business and government. The preservation and continuity of government, fire, police, EMS, emergency management, and public health and environment services are immediate priorities.

- **Loss of Critical Infrastructure:** The preservation and restoration of power, communications, transportation, and other critical infrastructure, are essential to sustained response and recovery operations. The restoration of services requires close coordination of the public and private sectors.
- **Economic Damage:** The loss of population, property and critical infrastructure can produce both immediate and long-term economic damage on our community. This impact must be accurately assessed and integrated into recovery planning and activities.
- **Financial Impact/Unplanned Expenses:** Response, mitigation, and recovery from disasters can produce significant expenses that are not part of routine budget planning. Addressing these expenses is often a shared responsibility if the event qualifies as a legally declared emergency/disaster at the local, state, and federal levels. Eligibility for mitigation project funds is also contingent on maintaining a current Hazard Mitigation Plan. It is essential to have procedures and authorities in place that enable essential spending authority and effective documentation and accounting of these expenses.
- **Environmental Damage/Increase Health and Safety Hazards:** Disasters can damage the environment both directly and indirectly. Fires, floods, storms, and technical/industrial disasters can impact broad geographic areas in a variety of ways. They may also have secondary impacts such as causing the release of sewage, hazardous materials, or other cascading events that can pollute the air, surface and sub-surface water, watersheds, the land, or kill/injure our plant and wildlife resources. Assessing this damage and implementing strategies for mitigation and recovery requires broad coordination of the private sector and all levels of government
- **Psychological Damage:** Disasters produce a wide range of immediate and long-term mental trauma for both the general public and our response community. This impact must be recognized and addressed from the on-set of a disaster and often continued through an extended recovery period.
- **Companion Animal Issues:** The collection, rescue, transportation, housing, care, feeding, tracking, and potential disposal of companion animals are often significant elements of disaster response. Effectively addressing these issues can be essential to ensuring the physical and mental well-being of their owners. This is a broadly shared responsibility.
- **Livestock and Wildlife Issue:** Disasters can produce large numbers of endangered, injured and dead animals. Failure to protect these resources can have significant impacts on the environment, public health, and the economy. This is a broadly shared responsibility.
- **Debris:** Large amounts of debris on public and private property are a common consequence of disasters. Debris may be organic or inorganic, often hampers response

and recovery operations, and possess significant public health and safety concerns. Debris management and removal requires an effective combined effort of the public and private sectors as well as the general public and property owners.

- **Litigation:** Disasters raise issues related to liability, responsibility, accountability, negligence, and criminal culpability. These can lead to a wide range of legal proceedings involving both the public and private sector.
- **Loss of Confidence in Public and Private Institutions:** Failure to effectively prepare for, mitigate, respond to or recover from disaster events can result in a loss of confidence in public and private institutions. This complex consequence is best addressed through effective preparedness and public engagement/education prior to disaster events.

The scale of these consequences may vary significantly depending on the nature of the disaster. Therefore, a flexible but coherent structure of clear actions and relationships is required. The fifteen Emergency Support Functions (ESFs) listed in the National Response Framework, provides this structure. The following matrix outlines the relationship between consequences and ESFs.

## Concept of Operations

The basic concept of this plan is for the Town of Buena Vista to be able to protect the citizens, property and economy of Buena Vista through:

### Pre-Disaster Activities

- Planning, training and exercises to prepare employees
- Pre-disaster hazard awareness and mitigation planning/efforts
- Coordinate effective warning and alert efforts

### Disaster Response and Recovery Activities

- Situation Assessment
- Determine disaster related consequences for the community
- Activation of this plan and the EOC
- Support to the Incident Command Post and first responders
- Logistical Support
- Coordination of Mutual Aid
- Support of community protective actions (shelter-in-place or evacuation)
- Damage Assessment
- Municipal Disaster Declaration
- Community Assistance and Recovery
- Communicate and coordinate with utility service providers
- Communicate and coordinate response and recovery efforts with the local business community
- Coordination of Community Volunteers and donations

## Emergency Management Structure



As illustrated above, Emergency Management is comprised of Prevention, Preparedness, , (Response, Recovery, and Mitigation Prevention and mitigation require hazard specific plans. Preparedness, Response, and Recovery provide an all-hazards/all-consequences approach that builds on the common features of the elements of Emergency Management.

The agencies, roles, resources, and authorities identified in this plan will be adapted through the Incident Command System and the Emergency Support Functions to provide a flexible and scalable response to community disasters. The Incident Commander(s) and Emergency Manager(s) will work together to coordinate and support all phases of community disaster response and recovery.

This plan is intended to apply during disaster events in the Town of Buena Vista and the surrounding area. These events are dynamic and demand a flexible coordinated response and recovery effort tailored to the actual consequences of disasters. Our response and recovery will apply the principles of "scalability" embodied within the Incident Command System (ICS), the National Incident Management System (NIMS), the National Response Framework, state and county plans, and this plan.

The overall goal of this plan is to provide a clear blueprint of roles, resources and responsibilities of the Town of Buena Vista agencies and our partners to ensure a rapid, flexible, tailored, coordinate response to the consequences of any disaster event in the Town of Buena Vista and/or the surrounding area. The following are general assumptions regarding the scale of emergency/disaster events and their relationship to this plan:

- “Routine” emergencies will be managed in the field under the Incident Command System. (ICS) is a highly flexible national standard for all first responders that provide a clear chain of command and organizational structure for incident management. In extraordinary events, ICS remains in place, but is extended to the broader emergency management network to help support ICS and to carry out the additional functions that are needed (e.g., damage assessment, coordination of outside agencies and volunteers,

intergovernmental relations, etc.). Activation of an Emergency Operations Center is particularly important when needed resources are scarce or when multiple requests for similar resources are generated from the field.

- Scale and complexity distinguish disasters from routine emergencies. When an event impacts a broad area or will involve numerous response agencies over an extended period of time, activation of this plan should be considered.
- Disasters and large-scale emergencies are rarely confined to one jurisdiction. Therefore, a multi-jurisdictional effort will be required to effectively manage most major incidents. Accordingly, emergency plans and exercises should incorporate procedures for integrating the resources of local and county governments, private and volunteer organizations, and state and federal governments. ICS provides this framework and procedures.
- Disaster response demands a highly flexible organizational structure of diverse partnerships in order to adapt to the scale, dynamics and phases of operations. The traditional organizational model of ICS meets this challenge through the principle of span of control, chain of command, and scalability. The organizational model provided by the ESF matrix provides a structure for coordination of the peer-based network that comprises much of our response capabilities. These two distinct but complimentary organizational models will be used throughout this plan.
- Each emergency/disaster situation requires a scalable and flexible response that coordinates the activities and resources of the Town of Buena Vista. These activities and resources are managed through the framework provided by Emergency Support Functions (ESFs), checklists, and the Standard Operating Procedures (SOPs)/Standard Operating Guides (SOGs) of each agency/department.
- Situation awareness is critical and can be complex. This is a shared responsibility of all agencies and may or may not be supported by existing warning systems. It is essential all town employees understand they should be proactive in contacting the Town Administrator and the Chaffee County Communication's Center (9-1-1) any time they become aware of a situation that could threaten Buena Vista or the surrounding area.
- Activation of this plan and the Chaffee County Emergency Operations Center (EOC) is the responsibility of the Town Administrator in consultation with the County Emergency Manager, other public safety decision makers, and policy group personnel. Based on the assessment of emergency conditions by the designated Incident Commander (IC), the Chaffee County Emergency Manager may be notified and advised of the situation and the need to report to the scene, the EOC, or other area as needed.
- The activation of the Chaffee County EOC establishes coordination between Chaffee County, the Town of Buena Vista, other municipalities, local and mutual-aid agreement response agencies, state and federal governments and resources, private businesses, and non-governmental organizations.

- The Chaffee County EOC has two activation levels: activated or closed. When activated, the Chaffee County OEM determines the Emergency Support Function (ESF) personnel needed to staff the EOC and initiates the contact as appropriate.
- The Chaffee County EOC may be activated in a virtual manner, via telephone and email, or in a limited capacity at the Incident Command Post, depending upon resource and communication needs identified.
- The matrix of Emergency Support functions below provides an organizational structure of the network of response and recovery partners. ESF 5-Emergency Management is responsible for activating and coordinating this structure and integrating it into the Incident Command System. A detailed discussion of each Emergency Support Function is provided in the ESF Section of the plan.
- See also the Chaffee County Local Emergency Operations Plan (LEOP) for detailed lead and supporting agencies on a county-wide level.

#### USE OF THE ESF MATRIX

The matrix provides a quick reference tool to identify the respective role and relationships of the Town of Buena Vista and Chaffee County agencies to the Emergency Support Functions of all-hazards response and recovery. A more detailed description of Emergency Support Function, related activities, and the respective roles of the stakeholders is available in the next two sections of this plan.

Although Buena Vista may have no capabilities to perform some of the functions listed as Emergency Support Functions, it is important to know who will assume these duties.

L = Lead/Primary Responsibilities  
 U = Unified Responsibilities  
 S = Supporting Responsibilities

The letter “L” indicates the agency that is the designated primary or lead for all activities related to the specific ESF. These agencies have a statutory or functional responsibility to coordinate the activities of all agencies that have responsibilities under this ESF.

The letter “U” indicates the lead in accomplishing that ESF may be shared by more than one agency, or the lead may be situation dependent.

The letter “S” indicates other agencies that may have resources that could be used in support of the ESF. Agencies designated “L” or “U” are responsible for coordinating the efforts of agencies designated as “S” in support of the accomplishment of the ESF.

This matrix is a guideline for agencies with pre-designated roles. This should not restrict adaptation during disaster/emergency response and recovery. It should also be noted that the ESFs are related. For example, ESF 13 - Evacuation, may need to coordinate with ESF 1- Transportation and ESF 15-Public Information.

Emergency Support Functions	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
	Transportation	Communications	Public Works & Engineering	Firefighting	Emergency Management	Mass Care & Assistance	Logistics & Resource Support	Public Health & Medical	Search & Rescue	Hazardous Material	Animal Welfare	Utilities and Commercial Services	Public Safety	Recovery	External Affairs
American Red Cross						S								S	
Ark Valley Humane Society					S				S	S	L		S	S	
Public Utility Companies		S	S	S						S		S		S	S
Board of Trustees					S		S							S	S
Faith-based Organizations						S	S							S	
Community Businesses							S					S		S	
Fire Dept.		S		L	S	S	S	S	U	L	S	S	S	S	S
Mayor					S		S					S		S	S
Police Department				S	S	S	S	S	U		S		L	S	S
Public Works	L	S	U	S	S		S	S	S	S	S	S	S	S	S
R-31 School District	S				S	S	S	S						S	
Town Administrator	S	S	S	S	U	S	U	S	S	S	S	U	S	U	U
Town Attorney					S									S	
Town Clerk					S	S	S					S		S	S
Treasurer			S	S	S		S						S	S	
Water Treatment/Sewage			U	S			S					U		S	
Chaffee County Sheriff				S					U	S			S	S	
Other Chaffee County Dept.	S	L				L		L	L		S			S	
Chaffee County OEM	S	S	S	S	U	S	U	S	S	S	S	S	S	U	S

The Emergency Support Functions (ESF) outlined in this section are common emergency operations in most emergency and disaster incidents regardless of the type of hazard involved. A number of these functions are also implemented to some extent in the field using ICS incident management procedures. EOC activities in these areas should be undertaken in support of ICS measures in place and in response to specific resource requests from the incident command staff. All of the functions described in this section are potentially active EOC operations in the event of a large disaster or protracted government relief effort.

The Emergency Manager may direct the activation of an ESF. The Lead/Unified stakeholder of the ESF or the IC may also recommend its activation. Upon an activation of a specific ESF, the Lead or Unified stakeholders of the ESF are responsible for the coordination of activities with other stakeholders of the ESF as well as coordination with other ESFs.

## **ROLES AND RESPONSIBILITIES**

The primary goal of this plan is to ensure the effective use of local resources to address the consequences of disasters in the Town of Buena Vista. This plan must also take into consideration:

- Disasters do not limit themselves to specific jurisdictions
- Any community can be overwhelmed
- Any community can provide assistance
- Disaster response and recovery will be dependent on an effective partnership of local, county, state, federal agencies, and the private sector.
- Disaster situations require adaptive and innovative thinking and actions. Municipal employees and agencies may be called upon to perform non-routine tasks. This expectation is established through policies, plans, training and exercises prior to disaster events.

In the event of a disaster event that exceeds Buena Vista's local response capacity, the Chaffee County Office of Emergency Management will coordinate requests for mutual aid activation, support from other municipalities, state, and federal assistance. In some cases (e.g. wildfire, severe weather, and public health emergencies), the Chaffee County Emergency Manager will support the appropriate lead county agency as needed.

The following personnel/departments have the listed authorities relevant to emergency operations.

### **Town Administrator**

ESF 1-Transportation- Support response and recovery effort efforts as requested

ESF 2-Communications- Coordinate with town departments to determine emergency response related communications needs. Identify these needs to the Chaffee County Communication Center as required to resolve un-met needs during emergency/disaster response and recovery operations.

ESF 3-Public Works & Engineering- Support response and recovery effort efforts as requested

ESF 4-Firefighting- Support response and recovery effort efforts as requested

ESF 5-Emergency Management- The Town of Buena Vista has adopted a resolution for inter-jurisdictional Emergency Management and the Chaffee County Emergency Manager is the lead for this emergency support function, working in conjunction with the Town Administrator.

- Activation of the Emergency Operations Plan and appropriate ESF coordinators
- Requests activation and management of the Chaffee County EOC
- Coordination and direction of the Town of Buena Vista emergency management activities with community, county, state and federal agencies in support of emergency/disaster response and recovery efforts.
- Approval and commitment of the Town of Buena Vista's resources and funding for disaster/emergency response and recovery
- Issuance of directives to town departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed
- Support emergency/disaster response, recovery and mitigation cost tracking, budgeting, analysis, and fiscal reporting
- Research what funds may be available or re-allocated in support of response and recovery activities
- Technical support to EOC staff and other town personnel with respect to resource management, damage assessment, debris management, intergovernmental coordination, disaster recovery, hazard mitigation and other emergency management functions, as needed.
- Establish and maintain communication with the Incident Command Post(s) during EOC operations
- Emergency situation assessment and recommendations to the (elected officials) concerning the need for local disaster declarations, travel restrictions, curfews or other temporary social restrictions
- Establishment of communications with the Chaffee County Office of Emergency Management for purposes of providing situation reports and forwarding requests for county, state and federal assistance
- Coordinate emergency management efforts with local, county, state, and federal counterparts as needed
- Assist in assessing the fiscal impact of disasters and catastrophic events on town government and the local economy
- Plan maintenance, training, and exercises
- The Town Administrator and Chaffee County Emergency Manager has a supporting role for all emergency support functions of the Town of Buena Vista

ESF 6-Mass Care and Sheltering- The Town Administrator and Chaffee County Emergency Manager is responsible for coordinating Mass Care and Sheltering activities within Buena Vista, working with the Chaffee County Health and Human Services Director and the local and regional chapter of the American Red Cross.

- Coordinate the availability of facilities with supporting agencies.
- Coordinate management, staffing and logistics for community shelters.
- In the event of a community evacuation, the Town Administrator will coordinate sheltering efforts with Buena Vista Police Department, the Chaffee County Emergency Manager and

host communities/facilities.

ESF 7-Logistics and Resource Support- The Chaffee County Emergency Manager is the lead for this emergency support function, working in conjunction with the Town Administrator for coordinating logistical and resource support.

- Approve requests for resources in support of response, recovery and mitigation operations that exceed routine spending authorities of town departments.
- Coordinate with town departments and the Town Treasurer to ensure the provision of inventory control, resource tracking, record keeping, and documentation of disaster-related costs and financial commitments.
- Coordinate the mobilization and direction of volunteer resources in support of response and recovery operations.
- Assist with requests pertaining to Donations Management, Volunteer Management, and Access and Functional Needs, as needed

ESF 8- Public Health and Medical-The Chaffee County Public Health Director and Chaffee County EMS Director are the lead for this function and will work in conjunction with the Town Administrator.

- Request reporting on the number and disposition of victims from the Incident Command Post for the Situation Report
- Support public health and environment efforts as requested by county and state public health agencies/authorities
- Request assistance in meeting the mental health needs of citizens and first responders
- Coordinate mental health practitioners and local pastoral care
- Communicate the probability of fatalities during community disaster events to the Chaffee County Coroner's Office
- Provide situational information and logistical support as needed for fatalities management

ESF 9-Search & Rescue- Support response and recovery effort efforts as requested

ESF 10-Hazardous Material- Support response and recovery effort efforts as requested

ESF 11-Animal Welfare Support response and recovery effort efforts as requested.

ESF 12-Utilities and Commercial Services-Support critical infrastructure protection and restoration as requested by emergency support function lead agency.

ESF 13-Public Safety

- Coordinate the support of evacuation and mass care as requested by the Incident Commander.
- Direct the evacuation, relocation of town staff, records, and resources as needed to ensure the continuity of government

ESF 14-Recovery-Coordinate the damage assessment and community impact of disaster events on public and private property

- Coordinate the collection and documentation of damage assessment information

- Develop and update situation reports and damage assessment reports
- Determine the need/eligibility of a Town Disaster Declaration
- Assess the fiscal damage to the town
- Develop amended and future budgets to account for damages and losses due to an emergency or disaster
- Supervise requests for county, state and federal assistance based on community damage assessments
- Supervise the use, documentation and reporting associated with county, state and federal community recovery assistance
- Coordinate pre- and post-disaster natural hazard mitigation efforts with local, county, state and federal agencies
- Coordinate municipal participation in state and federal mitigation planning and grant programs.
- Work with supporting agencies to identify and implement cost effective mitigation strategies to address primary community hazards and vulnerabilities

ESF 15-External Affairs-The Town Administrator will coordinate Intergovernmental liaisons, including the County Emergency Manager, and initiate formal requests for outside assistance from other local jurisdictions and the county. Maintain situation awareness through coordination with municipal, county, state, federal, and private sector public warning and safety agencies.

- Supports coordinated public information activities as needed in the Joint Information Center/Joint Information System (JIC/JIS).
- Coordinate and approve request for non-operational mutual aid (i.e. food, water, shelter, supplies, staffing).
- Document expenses associated with mutual aid (either provided or received).
- Report emergency/disaster mitigation, response and recovery efforts to appropriate county, state, and federal agencies and programs as needed/required

## Mayor

The town of Buena Vista is an administrator/board form of government. In the absence of the administrator and/or department heads the mayor is the default for these positions.

ESF 5-Emergency Management-Support the Town Administrator and County Emergency Manager as needed for the successful execution of this emergency support function (see ESF-5 under the Town Administrator section for details).

- Assume the duties of the Emergency Manager in the absence of the County Emergency Manager and Town Administrator.
- Support general decision-making and policy development in support of community disaster and catastrophic event preparedness, response, recovery, and mitigation.
- Coordinate volunteer activities with established service organizations and Chaffee county

ESF 7-Logistics and Resource Support-Assist as needed in the acquisition, delivery and documentation of logistical and resource support during disaster response and recovery operations

- Coordinate and document approval of extraordinary expenses related to emergency/disaster mitigation, response and recovery efforts.

ESF 12-Utilities and Commercial Services-Coordinate with service providers and community

businesses to ensure continuity of operations and rapid restoration and recovery

- Assess emergency/disaster consequences for community service providers and businesses.
- Coordinate with other emergency support functions to assist in service/business continuity, response, recovery, and mitigation.
- Document and report service/business continuity, response, recovery, and mitigation efforts and expenses.

ESF 14- Long-Term Community Recovery -Assess and document the financial impact of emergency/disaster events on community services and businesses. Assess and document the financial impact of emergency/disaster mitigation and recovery efforts.

ESF 15-External Affairs-Maintain situation awareness through coordination with municipal, county, state, federal, and private sector public warning and safety agencies.

- Supports coordinated public information activities as needed in the Joint Information Center/Joint Information System (JIC/JIS).
- Act as the town spokesperson to the media and public.

### **Board of Trustees**

ESF 5-Emergency Management- Support general decision-making and policy development in support of community disaster and catastrophic event preparedness, response, recovery, and mitigation

- Support the Town Administrator as needed for the successful execution of this emergency support function (see ESF-5 under the Town Administrator section for details).
- Support general decision-making and policy development in support of community disaster and catastrophic event preparedness, response, recovery, and mitigation.
- Coordinate volunteer activities with established service organizations

ESF 7-Logistics and Resource Support-Assist as needed in the acquisition, delivery and documentation of logistical and resource support during disaster response and recovery operations

- Coordinate and document approval of extraordinary expenses related to emergency/disaster mitigation, response and recovery efforts.

ESF 14- Long-Term Community Recovery -Assess and document the financial impact of emergency/disaster events on community services and businesses. Assess and document the financial impact of emergency/disaster mitigation and recovery efforts.

- Coordinate municipal participation in state and federal mitigation planning and grant programs.
- Work with supporting agencies to identify and implement cost effective mitigation strategies to address primary community hazards and vulnerabilities.

ESF 15-External Affairs-Maintain situation awareness through coordination with municipal, county, state, federal, and private sector public warning and safety agencies.

- Supports coordinated public information activities as needed in the Joint Information Center/Joint Information System (JIC/JIS).
- Act as the town spokesperson to the media and public.

## **Town Clerk**

ESF 5-Emergency Management- Assist the Town Administrator to develop a situation assessment and coordinate EOC operations in support of community response and recovery.

ESF 6-Mass Care & Assistance-Assist the Town Administrator with the coordination of facilities, staffing, and logistics for mass care and assistance.

ESF 7-Logistics and Resource Support- Assist the Town Administrator to contact essential local businesses (grocery stores, gas stations, fuel suppliers) to determine the availability of local goods and services

ESF12-Utilities and Commercial Services-Assist the Town Administrator to contact essential local businesses (grocery stores, gas stations, fuel suppliers) to determine support needs for continuity and restoration of business operations.

ESF 14- Long-Term Community Recovery - Assist the Emergency Manager to coordinate assistance to essential local business to support mitigation, continuity of operations, restoration, and recovery. Assist with the initial community damage assessment.

ESF 15-External Affairs- Coordinate with county, state and Federal public information officers to ensure timely and accurate information sharing in support of effective public information efforts..

## **Town Treasurer**

The Town Treasurer will implement financial record keeping procedures to track resources and to document all disaster related costs and financial commitments.

ESF 3-Public Works & Engineering- Support response and recovery effort efforts as requested

ESF 4-Firefighting- Support response and recovery effort efforts as requested

ESF 5-Emergency Management- Monitor and document all emergency/disaster related expenses.

ESF 7-Logistics and Resource Support- Procure emergency/disaster related supplies and materials and administer vendor contracts for emergency services and equipment.

ESF 13-Public Safety- Support response and recovery effort efforts as requested

ESF 14- Long-Term Community Recovery - Work with other municipal agencies to assess and document the value of lost or damaged assets.

- Assess the impact of emergency/disaster events on municipal revenues
- Assist in recovery and mitigation efforts through the documentation of grants and expenses.

## **Fire Department**

ESF 2-Communications: Coordinate with the Town Administrator and County Emergency Manager to determine emergency response related communications needs. Identify these needs to the Chaffee County Communication Center as required to resolve un-met needs during disaster

response and recovery operations.

ESF 4-Firefighting: Direct all functions relating to fire prevention to minimize loss of life and property.

- Provide broad base of technical expertise and coordinated technical response.
- Ensure operational efficiency and safety of fire response operations.

ESF 5-Emergency Management-Establish on-scene Incident Command Post (ICP) and maintain continuous communications and coordination with Incident Command Post and Town and/or EOC personnel as needed.

- Coordinate with fire department/municipal authorities as needed for response, recovery and mitigation operations.

ESF 6-Mass Care and Assistance-Request County EOC assistance with the establishment and operations of mass care and assistance facilities as needed.

- Assist with the establishment and operations of mass care facilities as need.

ESF 7-Logistics and Resource Support- Coordinate and exercise a mutual aid agreement with adjacent districts.

- Request and coordinate first response related mutual aid as needed
- Support the documentation and reporting of emergency/disaster related expense incurred by town and mutual aid emergency and/or disaster operations.

ESF 8-Public Health and Medical- Assist in the provision of on-scene triage and treatment, and en route emergency medical treatment of victims with Chaffee County EMS. Identify and report suspected public health and environment issues to the Chaffee County Department of Public Health. Ensure timely notification of the Chaffee County Coroner's Office when fatalities are discovered or anticipated.

- Coordinate patient tracking with EMS agencies
- Provide information on the number and disposition of victims to the EOC.
- Report hazardous materials events as required by state and federal regulations.
- Assist public health and environment agencies as requested.
- Assist in the access and removal of fatalities as requested by the Chaffee County Coroner's Office.

ESF 9-Search and Rescue-Direct and conduct search and rescue operations in coordination with other appropriate response agencies.

ESF 10-Hazardous Materials-Provide hazardous materials response in cooperation with other Hazardous Material response agencies.

- Coordinate the initial response to hazardous materials events.
- Assess and direct community protective actions in response to hazardous materials events.
- Identify, contain and control the specific substance(s) while operating under the auspices of the member organizations.
- Augment hazardous materials response.
- Provide oversight of cleanup of hazardous materials accidents or releases.

- Ensure operational efficiency and safety.

ESF 11-Animal Welfare-Assist Ark Valley Humane Society with rescue and decontamination efforts as needed.

ESF 12-Public Utilities- Provide assistance, advice, and safety inspection support to utility service providers and local businesses to ensure rapid and safe restoration of services.

ESF 13-Public Safety and Security- Coordinate and direct public safety evacuations efforts as needed.

- Identify and assess hazards that pose a threat to public safety.
- Coordinate evacuation routing with appropriate agencies.
- Coordinate transportation and sheltering efforts with the EOC.

ESF 14-Will provide long-Term Recovery-Assist with the initial community damage assessment. Assist pre- and post-disaster natural hazard mitigation efforts with local, county, state, and federal agencies.

- Support municipal participation in state and Federal mitigation planning and grant programs.
- Work with supporting agencies to identify and implement cost effective mitigation strategies to address primary community hazards and vulnerabilities.

ESF 15a-External Affairs- Support coordinated public warning and information activities as needed.

- Recommend appropriate public protective actions.
- Support all-hazards public warning as necessary

### **Public Works Department**

ESF 1-Transportation-Provide heavy transportation and hauling assets as needed in support of response, recovery and mitigation operations.

ESF 2-Communications-Coordinate with the Town Administrator to determine emergency response related communications needs. Identify these needs to the Chaffee County Communication Center as required to resolve un-met needs during disaster response, recovery and mitigation operations.

ESF 3-Public Works and Engineering-Remove debris from public property and clear public roads and right-of-ways,

- Direct street/route recovery operations, with priority assigned to critical emergency services lifelines.
- Maintain all town roads in support of the movement of response, recovery and mitigation resources, commerce, and the general public.
- Provide debris management for town facilities.
- Restore damaged roads and bridges and other related infrastructure
- Engineering and design support to the reconstruction of roads, bridges, and storm water

facilities.

- Maintenance of town buildings, building grounds, and building utility systems
- Support community debris removal, storage, and disposal efforts.

ESF 4-Firefighting-Provide technical assistance and material support to firefighting efforts as needed.

ESF 5-Emergency Management-Provide EOC staffing as needed in support of response and recovery activities.

- Support Situation and Damage Assessment information collection and reporting.

ESF 7-Logistics and Resources-Provide equipment, material and staff as needed in support of response and recovery operations.

- Deploy mobile road message boards in support of public warning and communications
- Document and report expenses related to emergency and disaster response, recovery and mitigation operations.
- Reception and integration of external road and bridge resources
- Assist with the storage of donated goods.

ESF 8-Public Health and Medical-Identify suspected public health and environment issues to the Chaffee County Department of Public Health.

- Assist Public Health efforts as requested.

ESF 9-Search and Rescue-Provide personnel and heavy equipment in support of search and rescue operations.

ESF 10-Hazardous Materials-Provide hazardous material response assistance as needed/requested.

ESF 11-Animal Welfare-Assist Ark Valley Humane Society with transportation, housing, and care of animals.

ESF 12-Public Utilities-Coordinate with utilities service providers and local business to establish snow/debris removal in support of service restoration priorities.

ESF 13-Public Safety and Security- Provide material support and assistance as requested in support of law enforcement efforts. Support traffic management efforts in support of evacuation routes.

- Provide barriers and traffic/evacuation management support.

ESF 14-Long-Term Recovery -Survey and assess damages and cost estimates for the restoration of roads, bridges, and storm water drainage facilities. Provide technical expertise and advice on appropriate pre- and post-disaster mitigation options.

- Damage mitigation and restoration of public facilities, services, and utilities.
- Provision of personnel, equipment, supplies, and materials for flood control and flood hazard mitigation measures.
- Support to mitigation efforts as needed.

## Water Treatment

ESF 3-Public Works and Engineering-Assess potential impacts of disasters on water infrastructures.

ESF 4-Firefighting-Provide technical expertise and support as requested in support of firefighting efforts.

ESF 7-Logistics and Resources-Provide equipment, material and staff as needed in support of response and recovery operations.

- Document and report expenses related to emergency and disaster response, recovery and mitigation operations.

ESF 8-Public Health and Environment-Report suspected public health and environment issues to Chaffee County Department of Public Health.

- Coordinate with Chaffee County Public Health to assess disaster impacts on water infrastructures

ESF 14-Recovery/Damage Assessment-Assess damage to water infrastructure and initiate recovery and restoration efforts. Implement mitigation strategies to minimize the impacts of disaster of water infrastructure.

- Initiate post-disaster mitigation efforts for water and sanitation infrastructures.

## Private Sector/Critical Infrastructure

The private sector is a key partner in community response, recovery, and mitigation. The Town of Buena Vista will coordinate with these partners to ensure the continuity, preservation, and rapid restoration of basic services needed to enable our citizens to be as self-sufficient as possible.

## CHAFFEE COUNTY AGENCIES

Chaffee County assumes responsibility for several Emergency Support Functions in which the Town of Buena Vista has little or no operational capability or statutory authority. These functions will be coordinated through existing ICS and operational procedures. The Incident Command Post will forward requests for support in these ESFs to the Chaffee County Office of Emergency Management or Chaffee County Emergency Operations Center if activated.

### Lead County Agencies (See the Chaffee County LEOP for details):

- **ESF 1-Transportation-** Chaffee County Road and Bridge
- **ESF 2-Communications-** Chaffee County Combined Communications Center
- **ESF 4-Firefighting-** Chaffee County Sheriff's Office
- **ESF 4a-Wildland Firefighting-**Chaffee County Sheriff's Office
- **ESF 5-Emergency Management-** Chaffee County Office of Emergency Management
- **ESF 6-Mass Care and Assistance-** Chaffee County Health and Human Services
- **ESF 7-Resource Support and Management-** Chaffee County Office of Emergency Management
- **ESF 8-Public Health and Medical-** Chaffee County Health and Human Services, Chaffee County EMS, & Chaffee County Coroner
- **ESF 9-Search and Rescue-** Chaffee County Sheriff's Office
- **ESF 10-Hazardous Materials-** Chaffee County Sheriff's Office
- **ESF 11-Agriculture and Natural Resources-** CSU Extension Office
- **ESF 12-Utilities and Commercial Services-** Chaffee County Office of Emergency Management
- **ESF 13-Public Safety/Law Enforcement-** Chaffee County Sheriff's Office
- **ESF 14-Recovery/Damage Assessment-** Chaffee County BOCC and Administration
- **ESF 15-External Affairs/Public Information-** Chaffee County BOCC and Administration

## STATE AGENCIES

The Colorado Division of Homeland Security and Emergency Management (Department of Public Safety) coordinates the State's emergency operations. In general, community preparedness, mitigation, response, and recovery activities will be coordinated through the Chaffee County Sheriff's Office of Emergency Management. A state liaison officer may deploy as needed to work directly with communities.

The purpose of the State of Colorado Emergency Operations Plan (SEOP) is to identify the roles, responsibilities, and actions of State government in disasters. Emergency operations plans address the ability to direct, control, coordinate, and manage emergency operations. Each level of government should respond to an incident using its available resources, to include the use of mutual aid, and may request assistance from the next higher level of government if required (i.e., municipality to county; county to State, State to Federal government). When local government capabilities are taxed, state government has resources and expertise available to provide emergency or disaster assistance.

The State will modify normal operations and redirect resources to assist and support local governments in saving lives, relieving human suffering, sustaining survivors, protecting property, and reestablishing essential services. The SEOP provides direction to State agencies and some volunteer agencies in responding to emergencies or disasters. It delineates emergency response procedures, responsibilities, lines of authority, and continuity of government. The format is compatible to the National Response Plan (NRP) by using a functional approach to providing assistance. In this functional approach, emergency support functions, i.e., transportation, communications, information and planning, etc., have been assigned to a lead State agency with other departments in supporting roles.

#### **Lead State Agencies (See the State EOP for details):**

- **ESF 1-Transportation:** Colorado Department of Transportation
- **ESF 2-Communications:** Office of the Governor
- **ESF 3-Public Works & Engineering:** Department of Transportation
- **ESF 4 Firefighting:** Department of Public Safety
- **ESF 5-Emergency Management:** Division of Homeland Security and Emergency Management
- **ESF 6-Mass Care and Assistance:** Division of Human Services
- **ESF 6a-Companion Animals**
- **ESF 7-Logistics and Resources:** Division of Homeland Security and Emergency Management
- **ESF 8-Public Health and Medical Services:** Department of Public Health and Environment
- **ESF 8a-Behavior Health:** Department of Public Health & Environment
- **ESF 9-Search and Rescue:** Division of Homeland Security and Emergency Management
- **ESF 10-Hazardous Materials:** Department of Public Safety
- **ESF 11-Agriculture and Natural Resources:** Department of Agriculture and Department of Natural Resources
- **ESF 12-Energy:** Department of Regulatory Agencies
- **EESF 13-Public Safety/Law Enforcement:** Department of Public Safety
- **ESF 14-Long-Term Recovery and Mitigation:** Division of Homeland Security and Emergency Management
- **ESF 15-External Affairs:** Office of the Governor

## **PLAN MAINTENANCE, TRAINING AND EXERCISE**

Authority for maintenance and regular updates of this plan rests with the Chaffee County Office of Emergency Management, working with the ESF Leads for the Town of Buena Vista. The Town of Buena Vista will conduct exercises and training sessions to ensure that provisions of the plan are well understood by all departments and organizations with assigned responsibilities.

Staff participation in periodic exercises provides the best opportunities for refining plans and procedures in preparation for actual disaster and emergency events. Multi-agency/Multi-jurisdictional exercises will be coordinated by the Chaffee County Office of Emergency Management. Town of Buena Vista exercises will be coordinated by the Town Administrator.

Basic National Incident Management System training (IS-100, IS-700 and I-800b) is available at <http://training.fema.gov/IS/NIMS.asp>. Training requirements for NIMS compliance will be reviewed annually and the Town Administrator will maintain documentation.

### **Checklist for Plan Maintenance, Training and Exercises**

- Ensure that NIMS policies and procedures are communicated to all municipal employees that may become involved in emergency response operation.
- Provide NIMS training and exercise opportunities to all departments/agencies/organizations with emergency management responsibilities.
- Encourage all departments/agencies/organizations with emergency responsibilities to develop and maintain current internal procedures for carrying out assigned functions, where appropriate.
- Participate in multi-department, multi-agency, and multi-jurisdictional exercises to improve coordination and reduce overall training costs.
- Establish procedures for distributing plan revisions to all departments/agencies/organizations with assigned responsibilities.
- Apply the Homeland Security Exercise and Evaluation Program guidance to our exercise and process improvement efforts.

## **Glossary of Terms**

The definitions in this section shall apply for the purposes of administering this EOP>

### **Access and Functional Needs**

Those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting. These actions are in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the Americans with Disabilities Act Amendments Act of 2008, P.L. 110-325, and those associated with them.

Access and functional needs may include modifications to programs, policies, procedures, architecture, equipment, services, supplies, and communication methods. Examples of “access and functional needs” services may include a reasonable modification of a policy, practice, or procedure or the provision of auxiliary aids and services to achieve effective communication, including but not limited to:

- An exception for service animals in an emergency shelter where there is a no-pets policy
- The provision of way-finding assistance to someone who is blind to orient to new surroundings
- The transferring and provision of toileting assistance to an individual with a mobility disability
- The provision of an interpreter to someone who is deaf and seeks to fill out paperwork for public benefits

### **American Red Cross**

A nongovernmental humanitarian organization led by volunteers that provides relief to victims of disasters and helps people prevent, prepare for, respond to, and recover from emergencies. The American Red Cross accomplishes this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

### **Capabilities-based Planning**

Planning, under uncertainty, to provide capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice. Capabilities-based planning addresses uncertainty by analyzing a wide range of scenarios to identify required capabilities.

### **Checklist or Job list**

Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

## Community

Community has more than one definition. Each use depends on the context:

- A political or geographical entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, special district, or unincorporated area of a county. However, each state defines its own political subdivisions and forms of government.
- A group of individuals (community of interest) who have a religion, a lifestyle, activity interests, an interest in volunteer organizations, or other characteristics in common. These communities may belong to more than one geographic community. Examples include: faith-based and social organizations; nongovernmental and volunteer organizations; private service providers; critical infrastructure operators; and local and regional corporations.

## Damage Assessment

The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and status of key facilities and services (e.g., hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, transportation networks) resulting from a human-caused or natural disaster.

## Disability

According to the Americans with Disabilities Act, the term “individual with a disability” refers to “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is regarded by others as having such impairment.” See <http://www.ada.gov/pubs/ada.htm> for the definition and specific changes to the text of the Americans with Disabilities Act. State laws and local ordinances may also include individuals outside the Federal definition.

## Disaster

Disasters are defined as any occurrence of a natural catastrophe, technological accident, or human-caused incident that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a “large-scale disaster” is one that exceeds the response capability of the local jurisdiction and requires state, and potentially Federal, involvement. As used in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), a “major disaster” is “any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby” (Stafford Act, Sec. 102(2), 42 U.S.C. 5122(2)).

## **Emergency**

Any incident, whether natural or human-caused, that requires responsive action to protect life or property. Under the Stafford Act, an emergency “means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States” (Stafford Act, Sec. 102(1), 42 U.S.C. 5122(1)).

## **Emergency Assistance**

According to the National Response Framework, emergency assistance is “assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional ‘mass care’ services provided at the local level are addressed. These services include support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; coordination of donated goods and services; and coordination of voluntary agency assistance.”

## **Emergency Medical Services (EMS)**

Services, including personnel, facilities, and equipment, required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

## **Emergency Operations Center (EOC)**

The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.

## **Emergency Operations Plan (EOP)**

The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated. Also known at the local governmental level as a LEOP.

## **Emergency Support Function (ESF)**

Used by the Federal Government, many state governments and local governments as the primary mechanism at the operational level to organize and provide assistance. Emergency Support Functions align categories of resources and provide strategic objectives for their use. Emergency Support Functions use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and

after an incident.

## Evacuation

The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

- A ***spontaneous evacuation*** occurs when residents or citizens in the threatened areas observe an incident or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.
- A ***voluntary evacuation*** is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order are *not required* to evacuate; however, it would be to their advantage to do so.
- A ***mandatory or directed evacuation*** is a warning to persons within the designated area that an imminent threat to life and property exists and individuals *must* evacuate in accordance with the instructions of local officials.

## Evacuees

All persons removed or moving from areas threatened or struck by a disaster.

## Hazard

A natural, technological, or human-caused source or cause of harm or difficulty.

## Hazardous Material

Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

## Household Pet/Companion Animal

According to FEMA Disaster Assistance Policy 9253.19, “[a] domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.” This definition is used by FEMA to determine assistance that FEMA will reimburse and is the definition used in the production of this Guide. Individual jurisdictions may have different definitions based on other criteria.

## Incident

An occurrence or event—natural, technological, or human-caused—that requires a response to protect life, property, or the environment (e.g., major disasters, emergencies, terrorist attacks,

terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, other occurrences requiring an emergency response).

### **Incident Command System (ICS)**

A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

### **Incident Management Team (IMT)**

A national-based or regional-based team composed of SMEs and incident management professionals, usually composed of personnel from multiple local and/or state departments and agencies, which provide incident management support during a major incident.

### **Joint Information Center (JIC)**

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the Joint Information Center.

### **Jurisdiction**

Jurisdiction has more than one definition. Each use depends on the context:

- A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or Federal boundary lines) or functional (e.g., law enforcement, public health).
- A political subdivision (e.g., Federal, state, county, parish, municipality) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.

### **Limited English Proficiency**

Persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

### **Mass Care**

The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include mass evacuation, mass sheltering, mass feeding, access and functional needs support, and household pet and service animal coordination.

## **Mitigation**

Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

## **National Incident Management System (NIMS)**

A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

## **National Response Framework**

This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

## **Non-governmental Organization (NGO)**

An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose and are not for private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross.

## **Planning Assumptions**

Parameters that are expected and used as a context, basis, or requirement for the development of response and recovery plans, processes, and procedures. If a planning assumption is not valid for a specific incident's circumstances, the plan may not be adequate to ensure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the planning assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

## **Preparedness**

Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the

personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

## **Prevention**

Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

## **Recovery**

The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

## **Resource Management**

A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid and assistance agreements; the use of special Federal, state, territorial, tribal, and local teams; and resource mobilization protocols.

## **Response**

Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

## **Risk**

The potential for an unwanted outcome resulting from an incident or occurrence, as determined by its likelihood and the associated consequences.

## **Risk Assessment**

A product or process that collects information and assigns values to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.

## **Risk Management**

The process of identifying, analyzing, assessing, and communicating risk and accepting, avoiding, transferring, or controlling it to an acceptable level at an acceptable cost.

## **Senior Official**

The elected or appointed official who, by statute, is charged with implementing and administering laws, ordinances, and regulations for a jurisdiction. He or she may be a mayor, city manager, etc.

## **Service Animal**

Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability. Service animals' jobs include, but are not limited to:

- Guiding individuals with impaired vision
- Alerting individuals with impaired hearing (to intruders or sounds such as a baby's cry, the doorbell, and fire alarms)
- Pulling a wheelchair
- Retrieving dropped items
- Alerting people of impending seizures
- Assisting people who have mobility disabilities with balance or stability

## **Standard Operating Procedure/Guideline**

A reference document or operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

## **Vulnerability**

A physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.

## **Warning**

The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause.

## **WebEOC**

The State of Colorado web-enabled crisis information management system that provides secure real-time information sharing.



*Town of Buena Vista  
P.O. Box 2002  
Buena Vista CO 81211  
Phone: (719)395-8643  
Fax: (719)395-8644*

DATE: March 8, 2016  
TO: Mayor and Board of Trustees  
FROM: Brandy Reitter, Town Administrator  
SUBJECT: TREASURER/FINANCE DIRECTOR POSITION RECOMMENDATION

---

### **Overview**

Interviews for the treasurer/finance director are completed. Town received four applications and interviewed three candidates. The interviews included questions, answers and a test. The hiring panel considered both Patrick McKibben and Michelle Stoke.

Based on test scores and qualifications the panel recommended Michelle Stoke as the candidate for the position. She is a great candidate for the following reasons:

- She is a Certified Public Accountant (CPA).
- She is currently working on the Certified Public Finance Officer designation through the Government Finance Officer Association.
- Has experience in governmental budgeting and accounting working in a municipality.
- Has knowledge and understanding of audits having been a controller.
- Knows the accounting system the town currently uses which is Tyler Technologies.
- She lives in Buena Vista so housing will not be a problem.

Both candidate's resumes and cover letters are attached to this memo. Test scores were emailed to the trustees on Friday.

### **BOT Action**

Motion to direct staff to extend an offer letter to Michelle Stoke with an official appointment occurring on March 22<sup>nd</sup>.

Dear Town of Buena Vista,

This cover letter represents my interest in the Treasurer/Finance Director position with your town and will explain my background, give insight as to why I would be a good fit for the town, and provide details about who I am as a person. I would like to disclose up front that my exposure to governmental accounting has been limited to my education at Western State, to my duties as a treasurer for non-profits, and to an annual review of nearly 300 municipal financial statements. However, many of my experiences and skills translate directly to the needs of the position the town is trying to fill. Working in a highly competitive industry has taught me methods that can be utilized to run a department efficiently and successfully within budget.

I grew up in Indiana and moved to Colorado after high-school to attend college at Western State in Gunnison. I spent four years studying Accounting and Business Administration and graduated at the top of my class in 2006. Directly after college I began my career with Alpine Bank in Glenwood Springs, which has been home for the past 9+ years. The bank hired me into a newly created position, directly under the CFO, to assist him in oversight of his departments and to enable growth within the corporate finance department. My job duties closely reflect that of a corporate controller and are described in more detail on my resume. During my years at Alpine I have gained insight into the role of a leader within a finance department and have come to understand many of the challenges the job entails. Several aspects of my current position mirror those of a Finance Director; such as overseeing an annual budgeting process, managing an annual financial audit and preparing annual financial statements, and communicating financial information to a Board of Directors or Senior Management.

I take great pride in my ability to prioritize multiple projects, break down the components of a job, and find an efficient solution in a timely manner. My greatest personal strengths include being resourceful, task oriented, and extremely organized. Each career brings with it new challenges and this position would be no different as there are areas of knowledge listed that I do not currently possess. These include aspects of human resources and employment law. However, during my 9+ years I have excelled quickly at the majority of tasks I have been assigned despite many of the concepts or frameworks being new to me. Still, I am now routinely relied upon to provide support and expertise to my colleagues and frequently fill in for the CFO during daily operations, annual audits/examinations, and in representation to our Board and Senior Management. I am highly proficient within Excel, the entire Microsoft suite, and query writing software which can be used to efficiently analyze data.

My resume briefly covers my community involvement which currently focuses on being a volunteer member of Garfield County Search and Rescue. Giving back to the community is an important aspect of who I am and working for a local municipality would complement that mentality. I spend spare time with my family and enjoy nearly all outdoor activities that Colorado has to offer including hiking, mountain biking, climbing, fishing, and hunting. The mountains of Colorado are where our family would like to continue to live and we have family ties in Buena Vista. We are looking to relocate to a smaller town with slower pace of life and good core values. Buena Vista encompasses these traits and the Finance Director position aligns with my areas of expertise. Experience in the private sector would allow me to bring a new perspective to the position that would benefit the community. I greatly value the chance to meet in person and look forward to hearing from you. Thanks for your consideration.

Sincerely,

*Patrick McKibben*

Patrick McKibben

# Patrick M. McKibben

3900 Old Lodge Rd. #8B • Glenwood Springs, CO 81601 • (970) 319-5241 • [patrickwsc248@gmail.com](mailto:patrickwsc248@gmail.com)

## Professional Experience (2006-Present)

### *Vice President, Alpine Bank Finance*

- Maintain a general ledger account system and produce annual financial statements
- Prepare annual budgets and goals for 38 banks and 26 internal departments
- Develop and monitor bank policies built around regulatory and GAAP compliance
- Manage yearly financial audit, internal control testing, and FDIC examinations
- Responsible for completion of required regulatory documents and reports
- Execute detailed performance analysis for all departments and branches
- Organize/Prepare Board of Directors and Executive Management reports
- Analyze investment decisions to maximize return and mitigate risk
- Oversee Accounting, Finance, and AP personnel

## Community Involvement

### *Board Member (Financial Committee Chair), Colorado Animal Rescue*

2009 – Dec. 2013

- Assist director with financial reporting, budgeting, and grant procurement
- Initiated a solar project for C.A.R.E. to improve efficiency and reduce expenses

### *Committee Member, Crystal River Chapter Ducks Unlimited*

2009 – Present

- Assist with fundraising and help organize an annual banquet

### *Board Member / Field Ready Member, Garfield County Search and Rescue Inc.*

2011 – Present

- SARTECH II Certified / ICS 100 & 700 Certified
- Wilderness First Responder Certified
- Swift Water I & II Certified / Avalanche Level I Certified
- Rigging for Rescue Graduate (Technical Rope Rigging School)

## Technical Skills

Proficient in Microsoft Office Suite (Excel, Word, and PowerPoint)

Skilled with Adobe Acrobat Pro

Sound understanding of various Accounting Information Systems

Strong knowledge of query writing software

## Education

**Graduate of the Financial Managers School, University of Wisconsin - Madison, 2014**

**Graduate of the Graduate School of Banking at Colorado, CSU Boulder, 2011**

**B.A. in Accounting, Western State College of Colorado, 2006, Summa Cum Laude**

**B.A. in Business Admin., Western State College of Colorado, 2006, Summa Cum Laude**

*Personal and Professional References available upon request.*

February 7, 2016

Brandy Reitter  
Administrator  
Town of Buena Vista, Colorado

Re: Treasurer/Finance Director Position

Dear Brandy,

Please find also attached my resume' and application for the position of Treasurer/Finance Director for the Town of Buena Vista.

I am currently the Senior Accountant for the City of Salida. My skill set includes an in depth knowledge of the Tyler v.X software package as related to Utility Billing, General Ledger, Fixed Assets and Cashiering. I am an integral part of the Finance Department in Salida regarding yearly functions such as the Audit as well as the day to day functions ranging from monthly reconciliation of bank accounts as well other GL accounts, administering our bi-weekly payroll, to answering billing questions and receiving payments for utility bills and other payments, I also prepare and submit our grant reports including those required by DOLA and USDA.

I am a Colorado native who grew up in Montrose, Coloado and as such am keenly aware of the unique needs and advantages of Central and Western Colorado communities. I appreciate the long-timers view point as well as see the need for the right kind of growth and change.

I appreciate your time and look forward to discussing with you in person how my skills can be a great asset to the Town of Buena Vista.

Regards,  
Michelle Stoke, CPA

## **SUMMARY**

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### **Certified Public Accountant-Colorado**

I am a self motivated, driven professional seeking a long term career in the accounting field which will enable me to contribute my unique skill set to benefit everyone. I work well with long standing processes but also welcome change in the form of improvement in processes and procedures.

## **PROFESSIONAL EXPERIENCE**

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### **Senior Accountant**

September 2012 to Present  
City of Salida, Salida, CO

- Primary responsibility is managing all aspects of the billing cycle for the City's Water and Wastewater enterprises comprised of over 3,000 customers using the utility module in Tyler v.X software.
- Assisted with software conversion to Tyler v.X in 2013 combining our Accounting, Utility billing, General Ledger, Fixed Assets, Accounts Payable and the Cashiering functions.
- Maintains and updates Fixed Asset files and prepares depreciation schedules and roll-forward for Audit.
- Demonstrates high interpersonal skills in dealing with customer billing inquiries, complaints and information requests.
- Submits bi-weekly payroll to ADP and reconciles payroll register to pay sheets submitted from departments heads. Confirms deductions for insurance, 457 plan, FPPA plans.
- Responsible for preparing and submitting DOLA and USDA Grant Progress Report and Reimbursement Requests.
- Converted Utilities software from Quarterly billing to a Monthly billing cycle in January 2015, including reprogramming Tyler v.X with new billing codes.
- Reconciles cash accounts sorting ACH deposits from numerous merchant accounts and online payment accounts.
- Assists in account tie-out and reconciliations in preparation for yearly audit. Works with Auditors to provide documents and describe processes.

### **Accounting Manager**

December 2009 to August 2012  
Woofter Construction & Irrigation, Inc., Colby, KS

- Responsible for weekly in house payroll, tracked pay deductions, remitted child support and garnishments, made weekly tax and 401(k) deposits and completed quarterly and year-end payroll tax reports including W-2s and 1099s.
- Administrator of the 401(k) plan including the tracking of contributions, remitting deposits, along with yearly compliance testing and reporting.
- Responsible for year-end tie out of accounts to submit for tax return preparation.
- Oversaw yearly Worker's Compensation audit. Successfully protested 2012 premium adjustment for a savings of over \$30,000.
- Implemented functional controls to bring company into compliance with state and local sales tax laws.
- Responsible for improving cash flow by implementing and maintaining an accounts receivable financing program.
- Completed accounting software conversion started by predecessor.
- Responsible for all cash account reconciliations.
- Prepared the G/L and Financial Statements for year-end tax return including tie-out of all Balance Sheet accounts.

### **Write up Accountant**

January 2009 to December 2009  
Roger Kough Accounting, Colby, KS

- Created Financial Statements and General Ledger for clients through input of bank statement data.
- Tied 1099 data and expense data to GL input.
- Prepared Financial Statements for tax preparation.

### **Controller**

October 2007 to December 2008  
MassageSpecialists.com, Boulder, CO

- Performed oversight of the accounting functions and financial reporting of Parent S-Corporation, three subsidiary LLCs and a real estate LLC
- Increased financial visibility for CEO
- Reported status of companies on a weekly basis to the CEO
- Managed software conversion of accounting system
- Accomplished Divesture of profit centers into subsidiary LLCs
- Oversight of preparation of tax returns
- Brought company into compliance with tax filings
- Organized and cleaned up books
- Cleared up numerous local tax issues
- Successfully abated the late filing penalties for initial returns
- Managed daily sales journal entries to books
- Oversight of payroll for employees as well as contractors
- Managed cash flow, A/P and A/R functions.

### **Senior Associate, Tax**

January 2006 to October 2007  
Clifton Gunderson, LLP, Broomfield, CO

- Managed client accounts performing the following responsibilities:
- Many of the same responsibilities listed below as Staff Accountant
- Business consulting
- Tax consulting
- Tax preparation services focusing on larger entities, including large number of complex C-Corporations and Partnerships.

### **Staff Accountant**

November 2000 to January 2006  
David Brewster & Associates, Boulder, CO

- Managed numerous client accounts performing the following responsibilities:
- Choice of entity consulting.
  - QuickBooks coaching for clients.
  - Payroll services ranging from basic coaching to full service payroll including tax filings and year-end reports.
  - Tax services for individuals and entities, including estimated payments, tax projections and tax filings including preparing and E-filing 1099s and W-2s for clients.
  - Performed first review of tax returns in a double review system.
  - Business and tax strategy consulting.
  - IRS and local entity tax issue resolution for entities and individuals.
  - Assisted resident attorney in entity formations.
  - Primary focus of practice was on individuals and S-Corporations
  - Some experience in not-for-profit audits
  - Tax preparation and accounting for small number of non-profit clients, Form 990
  - Tax preparation of decedent's estate return and several trust returns.

### **EDUCATION**

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**University of Phoenix, 2004**  
Online Program  
Bachelor's of Science Accounting

**California State University-Fullerton, 1989**  
Fullerton, CA  
Bachelors of Arts Finance

### **CERTIFICATIONS**

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Certified Public Accountant (Colorado) License #24065



*Town of Buena Vista*  
*P.O. Box 2002*  
*Buena Vista CO 81211*  
*Phone: (719)395-8643*  
*Fax: (719)395-8644*

DATE: March 8, 2016  
TO: Mayor and Board of Trustees  
FROM: Brandy Reitter, Town Administrator  
SUBJECT: TOWN ADMINISTRATOR REPORT

---

## **Administration**

### Reminders:

- April 27 – 28<sup>th</sup>, Arkansas River Basin Water Forum at the Salida Steamplant.
- June 21- 24<sup>th</sup>, CML annual conference in Vail, CO.

Interviews for the Planning Technician are scheduled for March 8<sup>th</sup>. Staff will conduct a second round following the initial interviews.

CDOT will host the first of many Highway 24 public outreach meetings on Wednesday, March 30<sup>th</sup> at 5 PM at the community center.

Town is advertising for a new code enforcement officer position. The job closes on March 11<sup>th</sup>.

## **Recreation & Events**

As part of our wellness program, recreation is organizing a cross country ski day on March 13<sup>th</sup> to the Tennessee Pass Cookhouse. Staff can enjoy exercise and fun in an outdoor setting.

Town is coordinating a bike to school and work day May 4<sup>th</sup>. We will utilize our bike shed and bicycles for the event.

## **Main Street & Creative District, Community/Economic Development Initiatives**

The housing committee met on March 3<sup>rd</sup> to kick off the housing needs assessment and begin the discussion of a potential housing authority. The next steps are:

- Finalize a list of participants on the committee
- Invite attendees to next meeting
- Submit an administrative grant request to DOLA for the needs assessment update
- Select a vendor for the needs assessment update
- Next meeting is scheduled for March 17<sup>th</sup>

Staff has a site visit with CHFA and Urban, Inc. on March 7<sup>th</sup> to show the school site and to discuss the plans for a swap.

Town has executed the historical assessment grant for the McGinnis Gym. BV Heritage applied for the same grant and was awarded. On March 16<sup>th</sup> staff and the architect working on both projects will conduct a site visit to kick off the project.

The Main Street Program updates:

- The Main Street board is working to design an improvement to the railroad parking lots. A grant request will be submitted to the state to off-set the costs of the project.
- The BV Main Street Stage program is being finalized by the board and will start in early summer.

This concludes my report. If you have any questions please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Brandy Reitter".

Brandy Reitter, Town Administrator  
Town of Buena Vista, CO

**Office of the Town Treasurer**

**Memorandum**



To: Board of Trustees, Town of Buena Vista, Colorado  
From: Michael J. Hickman, CPA and Town Treasurer  
Date: March 1, 2016  
Subject: Report Transmittal for the March 8, 2016 Meeting

Town Expenditures

Since the February 17, 2016 report, the Town has issued:

- 82 Accounts Payable checks for Town expenditures for a total of \$141,286.37 (Attachments A1 – A5 check registers).
- ACH withdrawals to the IRS, FPPA, and Colorado Department of Revenue for \$20,114.23 for 1 pay period, ending 2/13/2016 (Attachment B1).
- Net payroll of \$53,431.47 for 1 pay period (Attachments C1 – C4).

The breakdown by Fund for AP and payroll-related check disbursements plus the ACH payments is as follows: *(Note that all expenditures are not expenses since some are reimbursed or are withholdings from employees' gross payroll.)* Attachments D1 – D15 show the payments by fund with the accounting codes the checks were charged to.

• General Fund -	\$ 126,902.75
• Water Fund -	\$ 21,941.16
• Capital Improvement Fund	\$ 6,034.20
• Airport Enterprise Fund -	<u>\$ 6,282.49</u>
• Total all Funds -	<u>\$ 161,160.60</u>

Large expenditure this period:

Clarion for \$7,564.32 for Land Development Code rewrite.

Office Automation Technologies for \$8,229.89 is for new computers.

Ohlson Lavoie Collaborative for \$10,386.38 is for Event/Rec Center feasibility study.

South Main for \$6,000.00 is a refund of a tap fee.



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: POOL-Pooled Checking						
000587	AIRGAS INTERMOUNTAIN, INC.	02/19/2016	Regular	0.00	29.02	19131
00392	Amy Lynch	02/19/2016	Regular	0.00	35.00	19132
00723	Andrea Moore	02/19/2016	Regular	0.00	39.00	19133
000885	Applied Concepts	02/19/2016	Regular	0.00	60.00	19134
00198	CCNC, Inc.	02/19/2016	Regular	0.00	100.00	19135
000055	CCOERA	02/19/2016	Regular	0.00	3,155.17	19136
00761	Chaffee County Republicans	02/19/2016	Regular	0.00	100.00	19137
00621	Chaffee County Telecom, LLC	02/19/2016	Regular	0.00	170.00	19138
00385	Charter Communications	02/19/2016	Regular	0.00	184.75	19139
000819	CHIEF SUPPLY	02/19/2016	Regular	0.00	213.40	19140
000550	CIRSA	02/19/2016	Regular	0.00	16,426.00	19141
000423	COLLEGIATE PEAKS BANK	02/19/2016	Regular	0.00	580.00	19142
000426	Collegiate Peaks Paint & Supply	02/19/2016	Regular	0.00	39.50	19143
00483	Colorado Division of Fire Prevention	02/19/2016	Regular	0.00	60.00	19144
00687	Colorado East Bank & Trust	02/19/2016	Regular	0.00	150.00	19145
000091	DANA KEPNER COMPANY	02/19/2016	Regular	0.00	2,781.83	19146
00760	David B Smith	02/19/2016	Regular	0.00	426.85	19147
00458	DL Propernick Concrete	02/19/2016	Regular	0.00	1,000.00	19148
000573	Elaine Waters	02/19/2016	Regular	0.00	30.00	19149
00580	Emergency Reporting	02/19/2016	Regular	0.00	1,536.00	19150
000287	FRONT RANGE FIRE APPARATUS	02/19/2016	Regular	0.00	210.00	19151
001192	Galls/Quartermaster	02/19/2016	Regular	0.00	104.53	19152
00009	International Institute of Municipal	02/19/2016	Regular	0.00	155.00	19153
00759	Kory Katsimpalis	02/19/2016	Regular	0.00	237.82	19154
000312	Legal Defense Corporation, The	02/19/2016	Regular	0.00	20.00	19155
00427	LexisNexis Risk Data Management, I	02/19/2016	Regular	0.00	17.00	19156
00762	LWVCC of Marily Box	02/19/2016	Regular	0.00	100.00	19157
001218	Max Snyder	02/19/2016	Regular	0.00	90.00	19158
00110	Metro Office Solutions	02/19/2016	Regular	0.00	863.07	19159
000557	Pro Com	02/19/2016	Regular	0.00	41.00	19160
000158	PUEBLO CITY AND COUNTY HEALTH	02/19/2016	Regular	0.00	124.00	19161
00300	Robert J Carland	02/19/2016	Regular	0.00	47.49	19162
00733	Sue Kuklin	02/19/2016	Regular	0.00	39.98	19163
000221	Union Pacific Railroad	02/19/2016	Regular	0.00	250.00	19164
00595	Warrior Kit	02/19/2016	Regular	0.00	640.00	19165

**Bank Code POOL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	47	35	0.00	30,056.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>47</b>	<b>35</b>	<b>0.00</b>	<b>30,056.41</b>

A-1



Town of Buena Vista

# Check Register

Packet: APPKT01080 - Void Cks 19072 and 19075

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00228	Dixon Villers	02/05/2016	Regular	0.00	-110.00	19072
00752	Emily Osborn	02/05/2016	Regular	0.00	-30.00	19075

Bank Code POOL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-140.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>0</b>	<b>2</b>	<b>0.00</b>	<b>-140.00</b>

A-2



Town of Buena Vista

# Check Register

Packet: APPKT01082 - 2/26/2016 Check Run

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: POOL-Pooled Checking						
000235	ACA PRODUCTS	02/26/2016	Regular	0.00	35.20	19166
000012	AFLAC	02/26/2016	Regular	0.00	332.28	19167
00037	Alf's Blacksmith	02/26/2016	Regular	0.00	45.60	19168
000708	ALPERSTEIN & COVELL P.C.	02/26/2016	Regular	0.00	1,128.50	19169
00765	Amber Lee	02/26/2016	Regular	0.00	40.00	19170
00252	Ascent Aviation Group, Inc.	02/26/2016	Regular	0.00	46.00	19171
000404	B.V. TOOL & EQUIP. CENTER	02/26/2016	Regular	0.00	64.94	19172
000404	B.V. TOOL & EQUIP. CENTER	02/26/2016	Regular	0.00	44.24	19173
001337	Bryce Fastener	02/26/2016	Regular	0.00	71.59	19174
001320	Buena Vista Roastery	02/26/2016	Regular	0.00	240.00	19175
001255	CEBT	02/26/2016	Regular	0.00	38,932.84	19176
000191	CenturyLink	02/26/2016	Regular	0.00	235.97	19177
000006	CHAFFEE COUNTY CLERK & RECORD	02/26/2016	Regular	0.00	16.00	19178
000257	CHAFFEE COUNTY FIRE PROTECTION	02/26/2016	Regular	0.00	1,250.00	19179
000037	CHAFFEE COUNTY TIMES	02/26/2016	Regular	0.00	594.61	19180
00593	Clarion	02/26/2016	Regular	0.00	7,564.32	19181
000219	Colorado Bureau of Investigation	02/26/2016	Regular	0.00	38.50	19182
00169	Communication Solutions Springs	02/26/2016	Regular	0.00	329.87	19183
00395	Dallas Everhart & Associates, Inc.	02/26/2016	Regular	0.00	2,286.91	19184
00051	Delta Dental of Colorado	02/26/2016	Regular	0.00	2,736.57	19185
00335	Downtown Colorado, Inc.	02/26/2016	Regular	0.00	4,500.00	19186
000397	DPC INDUSTRIES, INC.	02/26/2016	Regular	0.00	60.00	19187
00580	Emergency Reporting	02/26/2016	Regular	0.00	178.00	19188
00752	Emily Osborn	02/26/2016	Regular	0.00	49.54	19189
000287	FRONT RANGE FIRE APPARATUS	02/26/2016	Regular	0.00	768.64	19190
00764	Healdworks, Inc.	02/26/2016	Regular	0.00	4,999.00	19191
001088	Heart of the Rockies Regional Medic	02/26/2016	Regular	0.00	2,792.36	19192
001175	Hoffmann, Parker, Wilson & Carberr	02/26/2016	Regular	0.00	9,381.44	19193
00185	Joel Benson	02/26/2016	Regular	0.00	192.63	19194
000734	MCFARLAND OIL INC	02/26/2016	Regular	0.00	1,981.21	19195
00414	Office Automation Technologies, Inc	02/26/2016	Regular	0.00	8,229.89	19196
00414	Office Automation Technologies, Inc	02/26/2016	Regular	0.00	1,158.00	19197
00659	Ohlson Lavoie Collaborative	02/26/2016	Regular	0.00	10,386.38	19198
001477	Phillip G. Rodriguez, Jr	02/26/2016	Regular	0.00	125.93	19199
00755	Richard Ruitter MD	02/26/2016	Regular	0.00	300.00	19200
00706	Roy F Gertson	02/26/2016	Regular	0.00	260.00	19201
000531	Sandefur Fire Extinguisher	02/26/2016	Regular	0.00	88.00	19202
00720	South Main Building Company, LLC	02/26/2016	Regular	0.00	6,000.00	19203
00489	Teresa Bernhard	02/26/2016	Regular	0.00	112.00	19204
001154	The Body Shop	02/26/2016	Regular	0.00	811.33	19205
00649	The Lincoln National Life Insurance C	02/26/2016	Regular	0.00	1,275.06	19206
000175	Timber & Lawn	02/26/2016	Regular	0.00	32.49	19207
00456	Upper Arkansas Water Activity Ente	02/26/2016	Regular	0.00	557.51	19208
001254	VSP	02/26/2016	Regular	0.00	492.20	19209
000201	WAL- MART Community	02/26/2016	Regular	0.00	122.18	19210
001461	Waxie Sanitary Supply	02/26/2016	Regular	0.00	161.10	19211

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Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00408	Yvonne Prentiss	02/26/2016	Regular	0.00	181.13	19212

Bank Code POOL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	57	47	0.00	111,229.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>57</u>	<u>47</u>	<u>0.00</u>	<u>111,229.96</u>

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Town of Buena Vista

# Check Register

Packet: APPKT01083 - Void Check #19175 Buena Vista Roastery

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001320	Buena Vista Roastery	02/26/2016	Regular	0.00	-240.00	19175

### Bank Code POOL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-240.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>-240.00</b>

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**EARNINGS**

Pay Code	Units	Pay Amount
Comp Taken	10.00	205.08
DUI Overtime	8.00	280.00
Hourly	1,189.25	20,757.22
Hourly (No Soc)	630.00	14,468.50
K-9 Hourly (No Soc)	1.50	22.50
K-9 OT (No Soc)	5.50	123.75
On-Call Pay	371.00	371.00
Overtime-1.50	13.50	421.91
Overtime-ST (No Soc)	59.75	1,313.33
Overtime-Straight	1.50	29.77
Salary	1,095.50	31,541.80
Salary (No Soc)	95.00	3,199.87
Sick	26.00	539.50
Vacation	17.00	311.14
Vacation (No Soc)	10.00	225.90
<b>Total:</b>	<b>3,533.50</b>	<b>73,811.27</b>

**DEDUCTIONS**

Code	Subject To	Employee	Employer
AFLAC Post Tax	0.00	112.78	0.00
AFLAC Pre-tax	0.00	53.37	0.00
CCOERA Aftr Tx 457 %	1,431.43	71.57	0.00
COERA 457 AMT	0.00	149.75	0.00
Dental Child	0.00	30.12	90.36
Dental EE only	0.00	0.00	261.43
Dental Family	0.00	147.24	441.63
Dental Spouse	0.00	94.30	283.00
FPPA 457 AMT	1,807.20	126.50	0.00
HSA Contribution	0.00	380.00	0.00
HSA Employee 1	0.00	100.00	0.00
HSA Employer 1	0.00	0.00	50.00
HSA Employer Contrib	0.00	0.00	200.00
Legal Ins Amt	0.00	10.00	0.00
Liberty Life	0.00	13.02	0.00
Medical HD Child	0.00	154.00	462.00
Medical HD EE only	0.00	0.00	653.00
Medical HD Family	0.00	400.24	1,200.74
Medical HD Spouse	0.00	666.48	1,999.48
Medical PPO Child	0.00	160.12	480.37
Medical PPO EE only	0.00	0.00	5,432.00
Medical PPO Family	0.00	1,247.22	3,741.72
Medical PPO Spouse	0.00	692.48	2,077.48
Police DDA	14,694.40	0.00	382.06
Police Pension Bene	5,495.07	439.61	0.00
Police Pension Benef	2,206.40	286.83	0.00
Police Pension Benft	10,192.80	917.35	0.00
Police Pension ER	17,894.27	0.00	1,431.55
Retirement	39,510.02	1,252.98	1,252.98
Retirement Loan	0.00	30.27	0.00
Retirement Loan 401a	0.00	299.36	0.00
Retirement Loan2	0.00	98.26	0.00
Standard Life	0.00	41.57	58.37
VSP Child	0.00	3.56	10.68
VSP EE	0.00	0.00	65.40
VSP Family	0.00	28.70	86.10
VSP Spouse	0.00	13.92	41.84
<b>Total:</b>		<b>8,021.60</b>	<b>20,702.19</b>

**RECAP 01 - Town of Buena Vista, CO**

Earnings:	73,811.27	Benefits:	0.00	Deductions:	8,021.60	Taxes:	12,358.20	Net Pay:	53,431.47
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**BENEFITS**

Pay Code	Units	Pay Amount
Comp Earned	17.75	0.00
Salary Sick	89.00	0.00
Salary Vacation	9.00	0.00
<b>Total:</b>	<b>115.75</b>	<b>0.00</b>

**TAXES**

Code	Subject To	Employee	Employer
Colorad State Tax...	66,411.91	2,122.00	0.00
Federal Withhold...	66,411.91	6,064.07	0.00
Medicare Withho...	69,626.50	1,009.63	1,009.63
Social Security	51,008.14	3,162.50	3,162.50
Unemployment	73,811.27	0.00	221.42
<b>Total:</b>		<b>12,358.20</b>	<b>4,393.55</b>

1-31-2016 ~ 2-13-2016 Payday 2-19-2016

941

Federal

6,064.07

1,009.63

Med

1,009.63

✓

3,162.50

S/S

3,162.50

✓

14,408.33

Col

2,122.00

FPPA

3,583.90

20,114.23

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Town of Buena Vista

# Payroll Check Register

## Direct Deposits

Packet: PYPKT00740 - PPE 02/13/2016 Payroll  
Payroll Set: Town of Buena Vista, CO - 01

Employee	Employee #	Date	Amount	Number
Dennis, Ronald E	<u>1168</u>	02/19/2016	1,399.21	5775
Jacobs, Melanie A	<u>1142</u>	02/19/2016	928.57	5776
Katsimpalis, Emily	<u>1156</u>	02/19/2016	1,353.77	5777
Reitter, Brandy N	<u>1070</u>	02/19/2016	50.00	5778
Reitter, Brandy N	<u>1070</u>	02/19/2016	200.00	5778
Reitter, Brandy N	<u>1070</u>	02/19/2016	2,064.23	5778
Leary, Tadd W	<u>0102</u>	02/19/2016	637.15	5779
Lehmann, Paul J	<u>0143</u>	02/19/2016	908.02	5780
Starr, Samuel P	<u>0111</u>	02/19/2016	617.86	5781
Van Deel, Jill L.	<u>1094</u>	02/19/2016	1,647.10	5782
Sciacca, Janell L	<u>1182</u>	02/19/2016	1,523.34	5783
Reynolds, Neil V	<u>0016</u>	02/19/2016	940.16	5784
Hickman, Michael J.	<u>0100</u>	02/19/2016	2,065.63	5785
Schumann, Jana L	<u>1152</u>	02/19/2016	949.81	5786
Hamanaka, Randall T	<u>1172</u>	02/19/2016	115.84	5787
Rodriguez, Phillip G	<u>0819</u>	02/19/2016	1,041.81	5788
Rodrigues-Prentiss, Mary Yvonne	<u>1105</u>	02/19/2016	883.57	5789
Villers, Dixon L	<u>0041</u>	02/19/2016	1,402.82	5790
Baker, William Keith	<u>1069</u>	02/19/2016	113.52	5791
Benson, Joel	<u>0127</u>	02/19/2016	184.70	5792
Carey, Carrie S	<u>1119</u>	02/19/2016	138.52	5793
Gibb, Eric N	<u>1148</u>	02/19/2016	138.52	5794
Lacy, Duff M	<u>1111</u>	02/19/2016	138.52	5795
Puckett, Phillip N	<u>0132</u>	02/19/2016	138.52	5796
Volpe, David A	<u>1153</u>	02/19/2016	138.52	5797
Drawbridge, Patrick K	<u>1108</u>	02/19/2016	690.05	5798
Lynch, Amy J	<u>1073</u>	02/19/2016	1,099.63	5799
Doering, Mark N	<u>1180</u>	02/19/2016	1,822.14	5800
Reynolds, Scott M	<u>1084</u>	02/19/2016	1,177.32	5801
Adair, Benjamin W.	<u>1158</u>	02/19/2016	1,825.31	5802
Brunell, Seth Andrew	<u>0218</u>	02/19/2016	70.97	5803
Carland, Robert J	<u>1134</u>	02/19/2016	30.00	5804
Carland, Robert J	<u>1134</u>	02/19/2016	1,490.61	5804
Hancock, Randall L	<u>1139</u>	02/19/2016	1,208.30	5805
Lee, Amber R	<u>1183</u>	02/19/2016	1,256.40	5806
Livingston, Samuel N	<u>0088</u>	02/19/2016	1,686.50	5807
Mitchell, Jesse L	<u>1160</u>	02/19/2016	1,302.12	5808
Morgan, Dean L.	<u>1120</u>	02/19/2016	1,682.19	5809
Nyberg, Judy A	<u>0087</u>	02/19/2016	920.23	5810
Ortega, Arthur	<u>1162</u>	02/19/2016	89.15	5811
Robinson, Garret C	<u>1138</u>	02/19/2016	1,498.12	5812
Tidwell, Jimmy D	<u>0008</u>	02/19/2016	2,285.47	5813
Case, Justin J.R.	<u>0015</u>	02/19/2016	1,360.80	5814
Hager, Jesse S	<u>1157</u>	02/19/2016	863.65	5815
Maggard, Gregory A	<u>1167</u>	02/19/2016	1,994.63	5816
Patton, Allen R	<u>0112</u>	02/19/2016	1,359.86	5817
Snyder, Max Quintin	<u>0030</u>	02/19/2016	1,085.85	5818
Williams, Shawn L	<u>0073</u>	02/19/2016	1,432.33	5819
Davis, Ashley F	<u>1137</u>	02/19/2016	801.53	5820
Gaulter, Deborah S	<u>720</u>	02/19/2016	201.82	5821
Osborn, Emily A	<u>1181</u>	02/19/2016	1,102.54	5822

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Packet: PYPKT00740 - PPE 02/13/2016 Payroll  
Payroll Set: Town of Buena Vista, CO - 01

<u>Employee</u>	<u>Employee #</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>
Deffenbaugh, Larry R	<u>1155</u>	02/19/2016	1,304.13	5823
Brooker, Lisa A	<u>1177</u>	02/19/2016	836.90	5824
Wilson, Edgar L	<u>0017</u>	02/19/2016	1,233.21	5825

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Town of Buena Vista

# Payroll Check Register Report Summary

Pay Period: 1/31/2016-2/13/2016

Packet: PYPKT00740 - PPE 02/13/2016 Payroll  
Payroll Set: Town of Buena Vista, CO - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	54	53,431.47
<b>Total</b>	<b>54</b>	<b>53,431.47</b>

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Town of Buena Vista

# Payroll Check Register Checks

Pay Period: 1/31/2016-2/13/2016

Packet: PYPKT00740 - PPE 02/13/2016 Payroll

Payroll Set: Town of Buena Vista, CO - 01

<u>Employee</u>	<u>Employee #</u>	<u>Check Type</u>	<u>Date</u>	<u>Amount</u>	<u>Number</u>
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\*\*\* No Checks Created In This Packet \*\*\*

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Town of Buena Vista

# Board of Trustees Expenditure Report

## By Vendor Name

Payment Dates 2/18/2016 - 3/1/2016

Payment Number	Vendor Name	Payment Date	Account Number	Description (Item)	Amount
<b>Vendor: 000235 - ACA PRODUCTS</b>					
<b>Fund: 03 - Capital Improvement Fund</b>					
19166	ACA PRODUCTS	02/26/2016	03-415-4861	Road Sanding Material	35.20
<b>Fund 03 - Capital Improvement Fund Total:</b>					<b>35.20</b>
<b>Vendor 000235 - ACA PRODUCTS Total:</b>					<b>35.20</b>
<b>Vendor: 000012 - AFLAC</b>					
<b>Fund: 01 - General Fund</b>					
19167	AFLAC	02/26/2016	01-2121	AFLAC Premiums	112.77
19167	AFLAC	02/26/2016	01-2121	AFLAC Premiums	53.36
19167	AFLAC	02/26/2016	01-2121	AFLAC Premiums	112.78
19167	AFLAC	02/26/2016	01-2121	AFLAC Premiums	53.37
<b>Fund 01 - General Fund Total:</b>					<b>332.28</b>
<b>Vendor 000012 - AFLAC Total:</b>					<b>332.28</b>
<b>Vendor: 000587 - AIRGAS INTERMOUNTAIN, INC.</b>					
<b>Fund: 01 - General Fund</b>					
19131	AIRGAS INTERMOUNTAIN, IN	02/19/2016	01-410-4501	Monthly Acetylene Cylinder R	29.02
<b>Fund 01 - General Fund Total:</b>					<b>29.02</b>
<b>Vendor 000587 - AIRGAS INTERMOUNTAIN, INC. Total:</b>					<b>29.02</b>
<b>Vendor: 00037 - Alf's Blacksmith</b>					
<b>Fund: 07 - Airport Enterprise Fund</b>					
19168	Alf's Blacksmith	02/26/2016	07-835-4232	Airport: Plow Blade Maintena	45.60
<b>Fund 07 - Airport Enterprise Fund Total:</b>					<b>45.60</b>
<b>Vendor 00037 - Alf's Blacksmith Total:</b>					<b>45.60</b>
<b>Vendor: 000708 - ALPERSTEIN &amp; COVELL P.C.</b>					
<b>Fund: 02 - Water Enterprise Fund</b>					
19169	ALPERSTEIN & COVELL P.C.	02/26/2016	02-710-4410	Water Legal Fees: Jan 2016	1,128.50
<b>Fund 02 - Water Enterprise Fund Total:</b>					<b>1,128.50</b>
<b>Vendor 000708 - ALPERSTEIN &amp; COVELL P.C. Total:</b>					<b>1,128.50</b>
<b>Vendor: 00765 - Amber Lee</b>					
<b>Fund: 01 - General Fund</b>					
19170	Amber Lee	02/26/2016	01-550-4432	Gym Membership Reimburse	40.00
<b>Fund 01 - General Fund Total:</b>					<b>40.00</b>
<b>Vendor 00765 - Amber Lee Total:</b>					<b>40.00</b>
<b>Vendor: 00392 - Amy Lynch</b>					
<b>Fund: 01 - General Fund</b>					
19132	Amy Lynch	02/19/2016	01-550-4432	Feb Gym Membership: First	35.00
<b>Fund 01 - General Fund Total:</b>					<b>35.00</b>
<b>Vendor 00392 - Amy Lynch Total:</b>					<b>35.00</b>
<b>Vendor: 00723 - Andrea Moore</b>					
<b>Fund: 01 - General Fund</b>					
19133	Andrea Moore	02/19/2016	01-550-4401	Yoga/Dance Instruction: 2/5/1	39.00
<b>Fund 01 - General Fund Total:</b>					<b>39.00</b>
<b>Vendor 00723 - Andrea Moore Total:</b>					<b>39.00</b>
<b>Vendor: 000885 - Applied Concepts</b>					
<b>Fund: 01 - General Fund</b>					
19134	Applied Concepts	02/19/2016	01-210-4421	PD: Repair Charges	60.00
<b>Fund 01 - General Fund Total:</b>					<b>60.00</b>
<b>Vendor 000885 - Applied Concepts Total:</b>					<b>60.00</b>

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Board of Trustees Expenditure Report

Payment Dates: 2/18/2016 - 3/1/2016

Payment Number	Vendor Name	Payment Date	Account Number	Description (Item)	Amount
<b>Vendor: 00252 - Ascent Aviation Group, Inc.</b>					
<b>Fund: 07 - Airport Enterprise Fund</b>					
19171	Ascent Aviation Group, Inc.	02/26/2016	07-810-4440	POS Machine Rental: Feb 201	46.00
<b>Fund 07 - Airport Enterprise Fund Total:</b>					<b>46.00</b>
<b>Vendor 00252 - Ascent Aviation Group, Inc. Total:</b>					<b>46.00</b>
<b>Vendor: 000404 - B.V. TOOL &amp; EQUIP. CENTER</b>					
<b>Fund: 01 - General Fund</b>					
19172	B.V. TOOL & EQUIP. CENTER	02/26/2016	01-410-4501	PW: Log Splitter Rental	64.94
<b>Fund 01 - General Fund Total:</b>					<b>64.94</b>
<b>Fund: 07 - Airport Enterprise Fund</b>					
19173	B.V. TOOL & EQUIP. CENTER	02/26/2016	07-835-4240	Airport: Trash Pump & Dischar	44.24
<b>Fund 07 - Airport Enterprise Fund Total:</b>					<b>44.24</b>
<b>Vendor 000404 - B.V. TOOL &amp; EQUIP. CENTER Total:</b>					<b>109.18</b>
<b>Vendor: 001337 - Bryce Fastener</b>					
<b>Fund: 01 - General Fund</b>					
19174	Bryce Fastener	02/26/2016	01-410-4271	PW: Bit Tips (3)	71.59
<b>Fund 01 - General Fund Total:</b>					<b>71.59</b>
<b>Vendor 001337 - Bryce Fastener Total:</b>					<b>71.59</b>
<b>Vendor: 00198 - CCNC, Inc.</b>					
<b>Fund: 01 - General Fund</b>					
19135	CCNC, Inc.	02/19/2016	01-230-4432	FD: 2016 Membership Fee	100.00
<b>Fund 01 - General Fund Total:</b>					<b>100.00</b>
<b>Vendor 00198 - CCNC, Inc. Total:</b>					<b>100.00</b>
<b>Vendor: 000055 - CCOERA</b>					
<b>Fund: 01 - General Fund</b>					
19136	CCOERA	02/19/2016	01-2132	CCOERA % After-tax contributi	71.57
19136	CCOERA	02/19/2016	01-2132	COERA 457 Contributions	109.75
19136	CCOERA	02/19/2016	01-2130	Retirement Loan Repayment	299.36
19136	CCOERA	02/19/2016	01-2130	Retirement Loan Repayment	30.27
19136	CCOERA	02/19/2016	01-2130	Retirement Contribution	1,888.74
<b>Fund 01 - General Fund Total:</b>					<b>2,399.69</b>
<b>Fund: 02 - Water Enterprise Fund</b>					
19136	CCOERA	02/19/2016	02-2132	COERA 457 Contributions	32.50
19136	CCOERA	02/19/2016	02-2130	Retirement Loan Repayment (	98.26
19136	CCOERA	02/19/2016	02-2130	Retirement Contribution	441.50
<b>Fund 02 - Water Enterprise Fund Total:</b>					<b>572.26</b>
<b>Fund: 07 - Airport Enterprise Fund</b>					
19136	CCOERA	02/19/2016	07-2132	COERA 457 Contributions	7.50
19136	CCOERA	02/19/2016	07-2130	Retirement Contribution	175.72
<b>Fund 07 - Airport Enterprise Fund Total:</b>					<b>183.22</b>
<b>Vendor 000055 - CCOERA Total:</b>					<b>3,155.17</b>
<b>Vendor: 001255 - CEBT</b>					
<b>Fund: 01 - General Fund</b>					
19176	CEBT	02/26/2016	01-1321	Health Insurance Premium:	31,966.40
19176	CEBT	02/26/2016	01-1321	Health Insurance Premium:	125.17
<b>Fund 01 - General Fund Total:</b>					<b>32,091.57</b>
<b>Fund: 02 - Water Enterprise Fund</b>					
19176	CEBT	02/26/2016	02-1321	Health Insurance Premium:	66.81
19176	CEBT	02/26/2016	02-1321	Health Insurance Premium:	5,303.30
<b>Fund 02 - Water Enterprise Fund Total:</b>					<b>5,370.11</b>
<b>Fund: 07 - Airport Enterprise Fund</b>					
19176	CEBT	02/26/2016	07-1321	Health Insurance Premium:	1,465.30
19176	CEBT	02/26/2016	07-1321	Health Insurance Premium:	5.86
<b>Fund 07 - Airport Enterprise Fund Total:</b>					<b>1,471.16</b>
<b>Vendor 001255 - CEBT Total:</b>					<b>38,932.84</b>

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Board of Trustees Expenditure Report

Payment Dates: 2/18/2016 - 3/1/2016

Payment Number	Vendor Name	Payment Date	Account Number	Description (Item)	Amount
<b>Vendor: 000191 - CenturyLink</b>					
<b>Fund: 07 - Airport Enterprise Fund</b>					
19177	CenturyLink	02/26/2016	07-830-4345	Airport Monthly Phone Chrg	235.97
<b>Fund 07 - Airport Enterprise Fund Total:</b>					<b>235.97</b>
<b>Vendor 000191 - CenturyLink Total:</b>					<b>235.97</b>
<b>Vendor: 000006 - CHAFFEE COUNTY CLERK &amp; RECORDER</b>					
<b>Fund: 01 - General Fund</b>					
19178	CHAFFEE COUNTY CLERK & RE	02/26/2016	01-120-4404	Clerk: Recording Fees	16.00
<b>Fund 01 - General Fund Total:</b>					<b>16.00</b>
<b>Vendor 000006 - CHAFFEE COUNTY CLERK &amp; RECORDER Total:</b>					<b>16.00</b>
<b>Vendor: 000257 - CHAFFEE COUNTY FIRE PROTECTION DIST</b>					
<b>Fund: 01 - General Fund</b>					
19179	CHAFFEE COUNTY FIRE PROTE	02/26/2016	01-230-4415	Fire Sfty Code Compliance/Ins	1,250.00
<b>Fund 01 - General Fund Total:</b>					<b>1,250.00</b>
<b>Vendor 000257 - CHAFFEE COUNTY FIRE PROTECTION DIST Total:</b>					<b>1,250.00</b>
<b>Vendor: 00761 - Chaffee County Republicans</b>					
<b>Fund: 01 - General Fund</b>					
19137	Chaffee County Republicans	02/19/2016	01-320-3660	Security Deposit Refund	100.00
<b>Fund 01 - General Fund Total:</b>					<b>100.00</b>
<b>Vendor 00761 - Chaffee County Republicans Total:</b>					<b>100.00</b>
<b>Vendor: 00621 - Chaffee County Telecom, LLC</b>					
<b>Fund: 01 - General Fund</b>					
19138	Chaffee County Telecom, LLC	02/19/2016	01-130-4512	Admin: Internet Chg: 2/25/16	60.00
19138	Chaffee County Telecom, LLC	02/19/2016	01-410-4512	PW Internet Chg: 2/25/16 - 3/	55.00
<b>Fund 01 - General Fund Total:</b>					<b>115.00</b>
<b>Fund: 07 - Airport Enterprise Fund</b>					
19138	Chaffee County Telecom, LLC	02/19/2016	07-830-4512	Airport Internet Chg: 2/25/16	55.00
<b>Fund 07 - Airport Enterprise Fund Total:</b>					<b>55.00</b>
<b>Vendor 00621 - Chaffee County Telecom, LLC Total:</b>					<b>170.00</b>
<b>Vendor: 000037 - CHAFFEE COUNTY TIMES</b>					
<b>Fund: 01 - General Fund</b>					
19180	CHAFFEE COUNTY TIMES	02/26/2016	01-120-4402	Clerk: Jan 2016 Advertising Ch	192.47
19180	CHAFFEE COUNTY TIMES	02/26/2016	01-135-4416	Finance: Jan 2016 Advertising	186.79
19180	CHAFFEE COUNTY TIMES	02/26/2016	01-230-4416	FD: Jan 2016 Advertising Chgs	26.00
19180	CHAFFEE COUNTY TIMES	02/26/2016	01-310-4403	Planning: Jan 2016 Advertisin	11.35
19180	CHAFFEE COUNTY TIMES	02/26/2016	01-410-4416	PW: Jan 2016 Advertising Chg	178.00
<b>Fund 01 - General Fund Total:</b>					<b>594.61</b>
<b>Vendor 000037 - CHAFFEE COUNTY TIMES Total:</b>					<b>594.61</b>
<b>Vendor: 00385 - Charter Communications</b>					
<b>Fund: 01 - General Fund</b>					
19139	Charter Communications	02/19/2016	01-320-4511	Comm Ctr Internet Svc 2/21/1	74.90
19139	Charter Communications	02/19/2016	01-140-4511	TH: Internet Svc: 2/22/16 - 3/	84.90
19139	Charter Communications	02/19/2016	01-210-4511	PD: Internet Svc 2/13/16 - 3/	24.95
<b>Fund 01 - General Fund Total:</b>					<b>184.75</b>
<b>Vendor 00385 - Charter Communications Total:</b>					<b>184.75</b>
<b>Vendor: 000819 - CHIEF SUPPLY</b>					
<b>Fund: 01 - General Fund</b>					
19140	CHIEF SUPPLY	02/19/2016	01-210-4275	Police Uniform	113.98
19140	CHIEF SUPPLY	02/19/2016	01-210-4275	Police Uniform	54.71
19140	CHIEF SUPPLY	02/19/2016	01-210-4275	Police Uniform	44.71
<b>Fund 01 - General Fund Total:</b>					<b>213.40</b>
<b>Vendor 000819 - CHIEF SUPPLY Total:</b>					<b>213.40</b>

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## Board of Trustees Expenditure Report

Payment Dates: 2/18/2016 - 3/1/2016

Payment Number	Vendor Name	Payment Date	Account Number	Description (Item)	Amount	
<b>Vendor: 000550 - CIRSA</b>						
<b>Fund: 01 - General Fund</b>						
19141	CIRSA	02/19/2016	01-130-4380	Property & Casualty Ins Premi	12,319.50	
					<b>Fund 01 - General Fund Total:</b>	<b>12,319.50</b>
<b>Fund: 02 - Water Enterprise Fund</b>						
19141	CIRSA	02/19/2016	02-710-4380	Property & Casualty Ins Premi	2,299.64	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>2,299.64</b>
<b>Fund: 07 - Airport Enterprise Fund</b>						
19141	CIRSA	02/19/2016	07-830-4380	Property & Casualty Ins Premi	1,806.86	
					<b>Fund 07 - Airport Enterprise Fund Total:</b>	<b>1,806.86</b>
					<b>Vendor 000550 - CIRSA Total:</b>	<b>16,426.00</b>
<b>Vendor: 00593 - Clarion</b>						
<b>Fund: 01 - General Fund</b>						
19181	Clarion	02/26/2016	01-310-4415	Land Dev Code Rewrite: Jan 2	7,564.32	
					<b>Fund 01 - General Fund Total:</b>	<b>7,564.32</b>
					<b>Vendor 00593 - Clarion Total:</b>	<b>7,564.32</b>
<b>Vendor: 00007 - CO. Department of Revenue</b>						
<b>Fund: 01 - General Fund</b>						
DFT0002965	CO. Department of Revenue	02/19/2016	01-2118	State WH	1,730.30	
					<b>Fund 01 - General Fund Total:</b>	<b>1,730.30</b>
<b>Fund: 02 - Water Enterprise Fund</b>						
DFT0002965	CO. Department of Revenue	02/19/2016	02-2118	State WH	219.10	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>219.10</b>
<b>Fund: 07 - Airport Enterprise Fund</b>						
DFT0002965	CO. Department of Revenue	02/19/2016	07-2118	State WH	172.60	
					<b>Fund 07 - Airport Enterprise Fund Total:</b>	<b>172.60</b>
					<b>Vendor 00007 - CO. Department of Revenue Total:</b>	<b>2,122.00</b>
<b>Vendor: 000423 - COLLEGIATE PEAKS BANK</b>						
<b>Fund: 01 - General Fund</b>						
19142	COLLEGIATE PEAKS BANK	02/19/2016	01-2126	HSA Contributions	300.00	
19142	COLLEGIATE PEAKS BANK	02/19/2016	01-2126	HSA Employer Contributions	140.00	
					<b>Fund 01 - General Fund Total:</b>	<b>440.00</b>
<b>Fund: 02 - Water Enterprise Fund</b>						
19142	COLLEGIATE PEAKS BANK	02/19/2016	02-2126	HSA Contributions	40.00	
19142	COLLEGIATE PEAKS BANK	02/19/2016	02-2126	HSA Employer Contributions	30.00	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>70.00</b>
<b>Fund: 07 - Airport Enterprise Fund</b>						
19142	COLLEGIATE PEAKS BANK	02/19/2016	07-2126	HSA Contributions	40.00	
19142	COLLEGIATE PEAKS BANK	02/19/2016	07-2126	HSA Employer Contributions	30.00	
					<b>Fund 07 - Airport Enterprise Fund Total:</b>	<b>70.00</b>
					<b>Vendor 000423 - COLLEGIATE PEAKS BANK Total:</b>	<b>580.00</b>
<b>Vendor: 000426 - Collegiate Peaks Paint &amp; Supply</b>						
<b>Fund: 01 - General Fund</b>						
19143	Collegiate Peaks Paint & Suppl	02/19/2016	01-510-4240	Parks: Paint	39.50	
					<b>Fund 01 - General Fund Total:</b>	<b>39.50</b>
					<b>Vendor 000426 - Collegiate Peaks Paint &amp; Supply Total:</b>	<b>39.50</b>
<b>Vendor: 000219 - Colorado Bureau of Investigation</b>						
<b>Fund: 01 - General Fund</b>						
19182	Colorado Bureau of Investigati	02/26/2016	01-120-4418	Clerk: Fingerprints/Backgroun	38.50	
					<b>Fund 01 - General Fund Total:</b>	<b>38.50</b>
					<b>Vendor 000219 - Colorado Bureau of Investigation Total:</b>	<b>38.50</b>

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## Board of Trustees Expenditure Report

Payment Dates: 2/18/2016 - 3/1/2016

Payment Number	Vendor Name	Payment Date	Account Number	Description (Item)	Amount	
<b>Vendor: 00483 - Colorado Division of Fire Prevention &amp; Control</b>						
<b>Fund: 01 - General Fund</b>						
19144	Colorado Division of Fire Prev	02/19/2016	01-230-4480	FD: Testing	60.00	
					<b>Fund 01 - General Fund Total:</b>	<b>60.00</b>
<b>Vendor 00483 - Colorado Division of Fire Prevention &amp; Control Total:</b>					<b>60.00</b>	
<b>Vendor: 00687 - Colorado East Bank &amp; Trust</b>						
<b>Fund: 01 - General Fund</b>						
19145	Colorado East Bank & Trust	02/19/2016	01-2126	HSA Contributions	100.00	
19145	Colorado East Bank & Trust	02/19/2016	01-2126	HSA Employer Contributions	50.00	
					<b>Fund 01 - General Fund Total:</b>	<b>150.00</b>
<b>Vendor 00687 - Colorado East Bank &amp; Trust Total:</b>					<b>150.00</b>	
<b>Vendor: 00169 - Communication Solutions Springs</b>						
<b>Fund: 01 - General Fund</b>						
19183	Communication Solutions Sprin	02/26/2016	01-230-4530	FD: Motorola XTS2500 (4)	329.87	
					<b>Fund 01 - General Fund Total:</b>	<b>329.87</b>
<b>Vendor 00169 - Communication Solutions Springs Total:</b>					<b>329.87</b>	
<b>Vendor: 00395 - Dallas Everhart &amp; Associates, Inc.</b>						
<b>Fund: 01 - General Fund</b>						
19184	Dallas Everhart & Associates, I	02/26/2016	01-130-4415	eStratOp Scrub	2,286.91	
					<b>Fund 01 - General Fund Total:</b>	<b>2,286.91</b>
<b>Vendor 00395 - Dallas Everhart &amp; Associates, Inc. Total:</b>					<b>2,286.91</b>	
<b>Vendor: 000091 - DANA KEPNER COMPANY</b>						
<b>Fund: 02 - Water Enterprise Fund</b>						
19146	DANA KEPNER COMPANY	02/19/2016	02-710-4236	Water Distribution Supplies	2,781.83	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>2,781.83</b>
<b>Vendor 000091 - DANA KEPNER COMPANY Total:</b>					<b>2,781.83</b>	
<b>Vendor: 00760 - David B Smith</b>						
<b>Fund: 01 - General Fund</b>						
19147	David B Smith	02/19/2016	01-210-4416	PD: Sticker Badges	426.85	
					<b>Fund 01 - General Fund Total:</b>	<b>426.85</b>
<b>Vendor 00760 - David B Smith Total:</b>					<b>426.85</b>	
<b>Vendor: 00051 - Delta Dental of Colorado</b>						
<b>Fund: 01 - General Fund</b>						
19185	Delta Dental of Colorado	02/26/2016	01-1322	Dental Premium: March 2016	2,253.69	
					<b>Fund 01 - General Fund Total:</b>	<b>2,253.69</b>
<b>Fund: 02 - Water Enterprise Fund</b>						
19185	Delta Dental of Colorado	02/26/2016	02-1322	Dental Premium: March 2016	304.24	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>304.24</b>
<b>Fund: 07 - Airport Enterprise Fund</b>						
19185	Delta Dental of Colorado	02/26/2016	07-1322	Dental Premium: March 2016	178.64	
					<b>Fund 07 - Airport Enterprise Fund Total:</b>	<b>178.64</b>
<b>Vendor 00051 - Delta Dental of Colorado Total:</b>					<b>2,736.57</b>	
<b>Vendor: 00458 - DL Propernick Concrete</b>						
<b>Fund: 03 - Capital Improvement Fund</b>						
19148	DL Propernick Concrete	02/19/2016	03-415-4859	Sidewalk Replacement: 36 Oa	1,000.00	
					<b>Fund 03 - Capital Improvement Fund Total:</b>	<b>1,000.00</b>
<b>Vendor 00458 - DL Propernick Concrete Total:</b>					<b>1,000.00</b>	
<b>Vendor: 00335 - Downtown Colorado, Inc.</b>						
<b>Fund: 01 - General Fund</b>						
19186	Downtown Colorado, Inc.	02/26/2016	01-130-4416	VISTA Intern - 1st Payment	1,500.00	
19186	Downtown Colorado, Inc.	02/26/2016	01-330-4416	VISTA Intern - 1st Payment	3,000.00	
					<b>Fund 01 - General Fund Total:</b>	<b>4,500.00</b>
<b>Vendor 00335 - Downtown Colorado, Inc. Total:</b>					<b>4,500.00</b>	

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## Board of Trustees Expenditure Report

Payment Dates: 2/18/2016 - 3/1/2016

Payment Number	Vendor Name	Payment Date	Account Number	Description (Item)	Amount
<b>Vendor: 000397 - DPC INDUSTRIES, INC.</b>					
Fund: 01 - General Fund					
19187	DPC INDUSTRIES, INC.	02/26/2016	01-410-4501	Jan 2016 Chlorine Cylinder Re	60.00
Fund 01 - General Fund Total:					60.00
Vendor 000397 - DPC INDUSTRIES, INC. Total:					60.00
<b>Vendor: 000573 - Elaine Waters</b>					
Fund: 01 - General Fund					
19149	Elaine Waters	02/19/2016	01-550-4401	Tai Chi Instruction: 2/6/16 - 2/	30.00
Fund 01 - General Fund Total:					30.00
Vendor 000573 - Elaine Waters Total:					30.00
<b>Vendor: 00580 - Emergency Reporting</b>					
Fund: 01 - General Fund					
19150	Emergency Reporting	02/19/2016	01-230-4510	FD: 2016 Subscription for FIRE	1,536.00
19188	Emergency Reporting	02/26/2016	01-230-4510	FD: One-Time Setup Fee: First	178.00
Fund 01 - General Fund Total:					1,714.00
Vendor 00580 - Emergency Reporting Total:					1,714.00
<b>Vendor: 00752 - Emily Osborn</b>					
Fund: 01 - General Fund					
19189	Emily Osborn	02/26/2016	01-550-4480	Rec: Reimbursement for Meal	19.54
19189	Emily Osborn	02/26/2016	01-550-4432	Gym Membership Reimburse	30.00
Fund 01 - General Fund Total:					49.54
Vendor 00752 - Emily Osborn Total:					49.54
<b>Vendor: 00006 - FPPA Colorado</b>					
Fund: 01 - General Fund					
DFT0002956	FPPA Colorado	02/19/2016	01-2115	Police Death, Disability, & Acci	382.06
DFT0002957	FPPA Colorado	02/19/2016	01-2131	Police Pension Benefit (Emplo	439.61
DFT0002958	FPPA Colorado	02/19/2016	01-2131	Police Pension Benefit (Emplo	286.83
DFT0002959	FPPA Colorado	02/19/2016	01-2131	Police Pension Benefit (Emplo	917.35
DFT0002960	FPPA Colorado	02/19/2016	01-2131	Police Pension (Employer Con	1,431.55
DFT0002961	FPPA Colorado	02/19/2016	01-2115	FPPA 457 Voluntary Contributi	126.50
Fund 01 - General Fund Total:					3,583.90
Vendor 00006 - FPPA Colorado Total:					3,583.90
<b>Vendor: 000287 - FRONT RANGE FIRE APPARATUS</b>					
Fund: 01 - General Fund					
19151	FRONT RANGE FIRE APPARAT	02/19/2016	01-230-4233	Head Harness Straps (8)/Seal	210.00
19190	FRONT RANGE FIRE APPARAT	02/26/2016	01-230-4233	FD: Equipment Repair & Labo	329.00
19190	FRONT RANGE FIRE APPARAT	02/26/2016	01-230-4232	FD: Water Level Probe	229.64
19190	FRONT RANGE FIRE APPARAT	02/26/2016	01-230-4233	FD: Head Harness Strap/Seal	210.00
Fund 01 - General Fund Total:					978.64
Vendor 000287 - FRONT RANGE FIRE APPARATUS Total:					978.64
<b>Vendor: 001192 - Galls/Quartermaster</b>					
Fund: 01 - General Fund					
19152	Galls/Quartermaster	02/19/2016	01-210-4275	Police Uniform	104.53
Fund 01 - General Fund Total:					104.53
Vendor 001192 - Galls/Quartermaster Total:					104.53
<b>Vendor: 00764 - Healdworks, Inc.</b>					
Fund: 03 - Capital Improvement Fund					
19191	Healdworks, Inc.	02/26/2016	03-210-4810	PD: Portable Storage Unit	4,999.00
Fund 03 - Capital Improvement Fund Total:					4,999.00
Vendor 00764 - Healdworks, Inc. Total:					4,999.00

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Board of Trustees Expenditure Report

Payment Dates: 2/18/2016 - 3/1/2016

Payment Number	Vendor Name	Payment Date	Account Number	Description (Item)	Amount
<b>Vendor: 001088 - Heart of the Rockies Regional Medical Center</b>					
<b>Fund: 01 - General Fund</b>					
19192	Heart of the Rockies Regional	02/26/2016	01-210-4435	March 2016 Rent for 713 E. M	2,792.36
<b>Fund 01 - General Fund Total:</b>					<b>2,792.36</b>
<b>Vendor 001088 - Heart of the Rockies Regional Medical Center Total:</b>					<b>2,792.36</b>
<b>Vendor: 001175 - Hoffmann, Parker, Wilson &amp; Carberry, P.C.</b>					
<b>Fund: 01 - General Fund</b>					
19193	Hoffmann, Parker, Wilson & C	02/26/2016	01-110-4410	BOT: Jan 2016 Attorney Fees	3,492.00
19193	Hoffmann, Parker, Wilson & C	02/26/2016	01-130-4410	Clerk: Jan 2016 Attorney Fees	180.00
19193	Hoffmann, Parker, Wilson & C	02/26/2016	01-130-4410	Admin: Jan 2016 Attorney Fee	396.00
19193	Hoffmann, Parker, Wilson & C	02/26/2016	01-130-4410	Admin: Jan 2016 Attorney Fee	865.95
19193	Hoffmann, Parker, Wilson & C	02/26/2016	01-135-4410	Personnel: Jan 2016 Attorney	414.00
19193	Hoffmann, Parker, Wilson & C	02/26/2016	01-310-4410	Planning: Jan 2016 Attorney F	3,907.49
19193	Hoffmann, Parker, Wilson & C	02/26/2016	01-410-4410	PW: Jan 2016 Attorney Fees	126.00
<b>Fund 01 - General Fund Total:</b>					<b>9,381.44</b>
<b>Vendor 001175 - Hoffmann, Parker, Wilson &amp; Carberry, P.C. Total:</b>					<b>9,381.44</b>
<b>Vendor: 00009 - International Institute of Municipal Clerks</b>					
<b>Fund: 01 - General Fund</b>					
19153	International Institute of Mun	02/19/2016	01-120-4432	2016 Annual Membership	155.00
<b>Fund 01 - General Fund Total:</b>					<b>155.00</b>
<b>Vendor 00009 - International Institute of Municipal Clerks Total:</b>					<b>155.00</b>
<b>Vendor: 00004 - IRS</b>					
<b>Fund: 01 - General Fund</b>					
DFT0002962	IRS	02/19/2016	01-2117	Federal Withholding	4,975.75
DFT0002963	IRS	02/19/2016	01-2116	Social Sec W/H & exp	4,739.72
DFT0002964	IRS	02/19/2016	01-2116	Medicare W/H & Exp	1,648.52
<b>Fund 01 - General Fund Total:</b>					<b>11,363.99</b>
<b>Fund: 02 - Water Enterprise Fund</b>					
DFT0002962	IRS	02/19/2016	02-2117	Federal Withholding	583.08
DFT0002963	IRS	02/19/2016	02-2116	Social Sec W/H & exp	911.06
DFT0002964	IRS	02/19/2016	02-2116	Medicare W/H & Exp	213.08
<b>Fund 02 - Water Enterprise Fund Total:</b>					<b>1,707.22</b>
<b>Fund: 07 - Airport Enterprise Fund</b>					
DFT0002962	IRS	02/19/2016	07-2117	Federal Withholding	505.24
DFT0002963	IRS	02/19/2016	07-2116	Social Sec W/H & exp	674.22
DFT0002964	IRS	02/19/2016	07-2116	Medicare W/H & Exp	157.66
<b>Fund 07 - Airport Enterprise Fund Total:</b>					<b>1,337.12</b>
<b>Vendor 00004 - IRS Total:</b>					<b>14,408.33</b>
<b>Vendor: 00185 - Joel Benson</b>					
<b>Fund: 01 - General Fund</b>					
19194	Joel Benson	02/26/2016	01-110-4480	BOT: Reimbursement for CML	192.63
<b>Fund 01 - General Fund Total:</b>					<b>192.63</b>
<b>Vendor 00185 - Joel Benson Total:</b>					<b>192.63</b>
<b>Vendor: 00759 - Kory Katsimpalis</b>					
<b>Fund: 01 - General Fund</b>					
19154	Kory Katsimpalis	02/19/2016	01-150-4911	Travel Reimbursement for "Sa	237.82
<b>Fund 01 - General Fund Total:</b>					<b>237.82</b>
<b>Vendor 00759 - Kory Katsimpalis Total:</b>					<b>237.82</b>
<b>Vendor: 000312 - Legal Defense Corporation, The</b>					
<b>Fund: 01 - General Fund</b>					
19155	Legal Defense Corporation, Th	02/19/2016	01-2120	Legal Defense Fund	10.00
19155	Legal Defense Corporation, Th	02/19/2016	01-2120	Legal Defense Fund	10.00
<b>Fund 01 - General Fund Total:</b>					<b>20.00</b>
<b>Vendor 000312 - Legal Defense Corporation, The Total:</b>					<b>20.00</b>

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Board of Trustees Expenditure Report

Payment Dates: 2/18/2016 - 3/1/2016

Payment Number	Vendor Name	Payment Date	Account Number	Description (Item)	Amount	
<b>Vendor: 00427 - LexisNexis Risk Data Management, Inc</b>						
<b>Fund: 01 - General Fund</b>						
19156	LexisNexis Risk Data Manage	02/19/2016	01-210-4250	Criminal Search Subscription:	17.00	
					<b>Fund 01 - General Fund Total:</b>	<b>17.00</b>
					<b>Vendor 00427 - LexisNexis Risk Data Management, Inc Total:</b>	<b>17.00</b>
<b>Vendor: 00762 - LWVCC of Marily Box</b>						
<b>Fund: 01 - General Fund</b>						
19157	LWVCC of Marily Box	02/19/2016	01-320-3660	Security Deposit Refund	100.00	
					<b>Fund 01 - General Fund Total:</b>	<b>100.00</b>
					<b>Vendor 00762 - LWVCC of Marily Box Total:</b>	<b>100.00</b>
<b>Vendor: 001218 - Max Snyder</b>						
<b>Fund: 02 - Water Enterprise Fund</b>						
19158	Max Snyder	02/19/2016	02-710-4432	Water Operator Certification	90.00	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>90.00</b>
					<b>Vendor 001218 - Max Snyder Total:</b>	<b>90.00</b>
<b>Vendor: 000734 - MCFARLAND OIL INC</b>						
<b>Fund: 01 - General Fund</b>						
19195	MCFARLAND OIL INC	02/26/2016	01-130-4231	Admin: Jan 2016 Fuel Charges	22.21	
19195	MCFARLAND OIL INC	02/26/2016	01-210-4231	PD: Jan 2016 Fuel Charges	931.08	
19195	MCFARLAND OIL INC	02/26/2016	01-230-4231	FD: Jan 2016 Fuel Charges	73.41	
19195	MCFARLAND OIL INC	02/26/2016	01-310-4231	Code Enf: Jan 2016 Fuel Charg	20.99	
19195	MCFARLAND OIL INC	02/26/2016	01-410-4231	PW: Jan 2016 Fuel Charges	194.06	
19195	MCFARLAND OIL INC	02/26/2016	01-410-4234	PW: Jan 2016 Fuel Charges	274.60	
19195	MCFARLAND OIL INC	02/26/2016	01-510-4231	Parks: Jan 2016 Fuel Charges	127.59	
19195	MCFARLAND OIL INC	02/26/2016	01-510-4234	Parks: Jan 2016 Fuel Charges	7.92	
					<b>Fund 01 - General Fund Total:</b>	<b>1,651.86</b>
<b>Fund: 02 - Water Enterprise Fund</b>						
19195	MCFARLAND OIL INC	02/26/2016	02-710-4231	Water Dept: Jan 2016 Fuel Ch	267.68	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>267.68</b>
<b>Fund: 07 - Airport Enterprise Fund</b>						
19195	MCFARLAND OIL INC	02/26/2016	07-830-4231	Airport: Jan 2016 Fuel Charge	61.67	
					<b>Fund 07 - Airport Enterprise Fund Total:</b>	<b>61.67</b>
					<b>Vendor 000734 - MCFARLAND OIL INC Total:</b>	<b>1,981.21</b>
<b>Vendor: 00110 - Metro Office Solutions</b>						
<b>Fund: 01 - General Fund</b>						
19159	Metro Office Solutions	02/19/2016	01-120-4211	Clerk: Jan 2016 Office Supplie	7.91	
19159	Metro Office Solutions	02/19/2016	01-130-4211	Admin: Jan 2016 Office Suppli	3.95	
19159	Metro Office Solutions	02/19/2016	01-135-4211	Finance: Jan 2016 Office Supp	3.92	
19159	Metro Office Solutions	02/19/2016	01-140-4514	TH: Jan 2016 Office Supplies	22.66	
19159	Metro Office Solutions	02/19/2016	01-210-4211	PD: Jan 2016 Office Supplies	398.91	
19159	Metro Office Solutions	02/19/2016	01-230-4211	FD: Jan 2016 Office Supplies	94.98	
19159	Metro Office Solutions	02/19/2016	01-230-4216	FD: Jan 2016 Office Supplies	69.23	
19159	Metro Office Solutions	02/19/2016	01-310-4211	Planning: Jan 2016 Office Sup	105.03	
19159	Metro Office Solutions	02/19/2016	01-410-4211	PW: Jan 2016 Office Supplies	103.22	
					<b>Fund 01 - General Fund Total:</b>	<b>809.81</b>
<b>Fund: 02 - Water Enterprise Fund</b>						
19159	Metro Office Solutions	02/19/2016	02-710-4211	Water Dept: Jan 2016 Office S	6.54	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>6.54</b>
<b>Fund: 07 - Airport Enterprise Fund</b>						
19159	Metro Office Solutions	02/19/2016	07-830-4211	Airport: Jan 2016 Office Suppl	46.72	
					<b>Fund 07 - Airport Enterprise Fund Total:</b>	<b>46.72</b>
					<b>Vendor 00110 - Metro Office Solutions Total:</b>	<b>863.07</b>
<b>Vendor: 00414 - Office Automation Technologies, Inc.</b>						
<b>Fund: 01 - General Fund</b>						
19196	Office Automation Technologi	02/26/2016	01-160-4414	Security Suite for Computers	996.00	
19196	Office Automation Technologi	02/26/2016	01-230-4530	FD: Toughbook	4,004.00	

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## Board of Trustees Expenditure Report

Payment Dates: 2/18/2016 - 3/1/2016

Payment Number	Vendor Name	Payment Date	Account Number	Description (Item)	Amount
19196	Office Automation Technologi	02/26/2016	01-310-4511	Planning: Software	2,002.00
19197	Office Automation Technologi	02/26/2016	01-210-4480	PD: Dell Computer	1,158.00
19196	Office Automation Technologi	02/26/2016	01-210-4511	PD: 185W Switch (Computer P	389.00
19196	Office Automation Technologi	02/26/2016	01-230-4530	FD: Dock Station	290.00
19196	Office Automation Technologi	02/26/2016	01-310-4213	Code Enf: Dock Station	145.00
<b>Fund 01 - General Fund Total:</b>					<b>8,984.00</b>
<b>Fund: 07 - Airport Enterprise Fund</b>					
19196	Office Automation Technologi	02/26/2016	07-830-4511	Airport: Computer Part	403.89
<b>Fund 07 - Airport Enterprise Fund Total:</b>					<b>403.89</b>
<b>Vendor 00414 - Office Automation Technologies, Inc. Total:</b>					<b>9,387.89</b>
<b>Vendor: 00659 - Ohlson Lavoie Collaborative</b>					
<b>Fund: 01 - General Fund</b>					
19198	Ohlson Lavoie Collaborative	02/26/2016	01-550-4566	Event/Rec Center Feasibility S	10,386.38
<b>Fund 01 - General Fund Total:</b>					<b>10,386.38</b>
<b>Vendor 00659 - Ohlson Lavoie Collaborative Total:</b>					<b>10,386.38</b>
<b>Vendor: 001477 - Phillip G. Rodriguez, Jr</b>					
<b>Fund: 01 - General Fund</b>					
19199	Phillip G. Rodriguez, Jr	02/26/2016	01-230-4480	FD: Mileage Reimbursement f	125.93
<b>Fund 01 - General Fund Total:</b>					<b>125.93</b>
<b>Vendor 001477 - Phillip G. Rodriguez, Jr Total:</b>					<b>125.93</b>
<b>Vendor: 000557 - Pro Com</b>					
<b>Fund: 01 - General Fund</b>					
19160	Pro Com	02/19/2016	01-410-4150	PW: Random Selection Test	41.00
<b>Fund 01 - General Fund Total:</b>					<b>41.00</b>
<b>Vendor 000557 - Pro Com Total:</b>					<b>41.00</b>
<b>Vendor: 000158 - PUEBLO CITY AND COUNTY HEALTH DEPT.</b>					
<b>Fund: 02 - Water Enterprise Fund</b>					
19161	PUEBLO CITY AND COUNTY H	02/19/2016	02-710-4424	Water Lab Testing: Jan 2016	124.00
<b>Fund 02 - Water Enterprise Fund Total:</b>					<b>124.00</b>
<b>Vendor 000158 - PUEBLO CITY AND COUNTY HEALTH DEPT. Total:</b>					<b>124.00</b>
<b>Vendor: 00755 - Richard Ruitter MD</b>					
<b>Fund: 01 - General Fund</b>					
19200	Richard Ruitter MD	02/26/2016	01-230-4415	February 2016 Physician Direc	300.00
<b>Fund 01 - General Fund Total:</b>					<b>300.00</b>
<b>Vendor 00755 - Richard Ruitter MD Total:</b>					<b>300.00</b>
<b>Vendor: 00300 - Robert J Carland</b>					
<b>Fund: 01 - General Fund</b>					
19162	Robert J Carland	02/19/2016	01-210-4480	PD: Reimbursement of Travel	47.49
<b>Fund 01 - General Fund Total:</b>					<b>47.49</b>
<b>Vendor 00300 - Robert J Carland Total:</b>					<b>47.49</b>
<b>Vendor: 00706 - Roy F Gertson</b>					
<b>Fund: 02 - Water Enterprise Fund</b>					
19201	Roy F Gertson	02/26/2016	02-730-4828	WSPP Draft Revisions/Map Re	260.00
<b>Fund 02 - Water Enterprise Fund Total:</b>					<b>260.00</b>
<b>Vendor 00706 - Roy F Gertson Total:</b>					<b>260.00</b>
<b>Vendor: 000531 - Sandefur Fire Extinguisher</b>					
<b>Fund: 01 - General Fund</b>					
19202	Sandefur Fire Extinguisher	02/26/2016	01-140-4216	TH: Fire Extinguisher	88.00
<b>Fund 01 - General Fund Total:</b>					<b>88.00</b>
<b>Vendor 000531 - Sandefur Fire Extinguisher Total:</b>					<b>88.00</b>

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Board of Trustees Expenditure Report

Payment Dates: 2/18/2016 - 3/1/2016

Payment Number	Vendor Name	Payment Date	Account Number	Description (Item)	Amount	
<b>Vendor: 00720 - South Main Building Company, LLC</b>						
<b>Fund: 02 - Water Enterprise Fund</b>						
19203	South Main Building Company	02/26/2016	02-730-3610	Water Tap Fee Refund for Unu	6,000.00	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>6,000.00</b>
					<b>Vendor 00720 - South Main Building Company, LLC Total:</b>	<b>6,000.00</b>
<b>Vendor: 00733 - Sue Kuklin</b>						
<b>Fund: 01 - General Fund</b>						
19163	Sue Kuklin	02/19/2016	01-150-4902	Snowflake Sets	39.98	
					<b>Fund 01 - General Fund Total:</b>	<b>39.98</b>
					<b>Vendor 00733 - Sue Kuklin Total:</b>	<b>39.98</b>
<b>Vendor: 00489 - Teresa Bernhard</b>						
<b>Fund: 01 - General Fund</b>						
19204	Teresa Bernhard	02/26/2016	01-320-3660	Community Ctr Rental Refund	112.00	
					<b>Fund 01 - General Fund Total:</b>	<b>112.00</b>
					<b>Vendor 00489 - Teresa Bernhard Total:</b>	<b>112.00</b>
<b>Vendor: 001154 - The Body Shop</b>						
<b>Fund: 01 - General Fund</b>						
19205	The Body Shop	02/26/2016	01-410-4420	Repair of Public Works Truck	811.33	
					<b>Fund 01 - General Fund Total:</b>	<b>811.33</b>
					<b>Vendor 001154 - The Body Shop Total:</b>	<b>811.33</b>
<b>Vendor: 00649 - The Lincoln National Life Insurance Company</b>						
<b>Fund: 01 - General Fund</b>						
19206	The Lincoln National Life Insur	02/26/2016	01-1321	Disability Insurance Premium:	1,065.63	
					<b>Fund 01 - General Fund Total:</b>	<b>1,065.63</b>
<b>Fund: 02 - Water Enterprise Fund</b>						
19206	The Lincoln National Life Insur	02/26/2016	02-1321	Disability Insurance Premium:	118.74	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>118.74</b>
<b>Fund: 07 - Airport Enterprise Fund</b>						
19206	The Lincoln National Life Insur	02/26/2016	07-1321	Disability Insurance Premium:	90.69	
					<b>Fund 07 - Airport Enterprise Fund Total:</b>	<b>90.69</b>
					<b>Vendor 00649 - The Lincoln National Life Insurance Company Total:</b>	<b>1,275.06</b>
<b>Vendor: 000175 - Timber &amp; Lawn</b>						
<b>Fund: 01 - General Fund</b>						
19207	Timber & Lawn	02/26/2016	01-410-4234	PW: Bar & Chain Oil/Files	32.49	
					<b>Fund 01 - General Fund Total:</b>	<b>32.49</b>
					<b>Vendor 000175 - Timber &amp; Lawn Total:</b>	<b>32.49</b>
<b>Vendor: 000221 - Union Pacific Railroad</b>						
<b>Fund: 01 - General Fund</b>						
19164	Union Pacific Railroad	02/19/2016	01-150-4930	Off-Street Parking for Autos 3	250.00	
					<b>Fund 01 - General Fund Total:</b>	<b>250.00</b>
					<b>Vendor 000221 - Union Pacific Railroad Total:</b>	<b>250.00</b>
<b>Vendor: 00456 - Upper Arkansas Water Activity Enterprise</b>						
<b>Fund: 02 - Water Enterprise Fund</b>						
19208	Upper Arkansas Water Activit	02/26/2016	02-710-4561	Water Dept: 2016 Annual Mai	557.51	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>557.51</b>
					<b>Vendor 00456 - Upper Arkansas Water Activity Enterprise Total:</b>	<b>557.51</b>
<b>Vendor: 001254 - VSP</b>						
<b>Fund: 01 - General Fund</b>						
19209	VSP	02/26/2016	01-1323	Vision Insurance Premium: M	395.30	
					<b>Fund 01 - General Fund Total:</b>	<b>395.30</b>
<b>Fund: 02 - Water Enterprise Fund</b>						
19209	VSP	02/26/2016	02-1323	Vision Insurance Premium: M	63.79	
					<b>Fund 02 - Water Enterprise Fund Total:</b>	<b>63.79</b>

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Board of Trustees Expenditure Report

Payment Dates: 2/18/2016 - 3/1/2016

Payment Number	Vendor Name	Payment Date	Account Number	Description (Item)	Amount
<b>Fund: 07 - Airport Enterprise Fund</b>					
19209	VSP	02/26/2016	07-1323	Vision Insurance Premium: M	33.11
<b>Fund 07 - Airport Enterprise Fund Total:</b>					<b>33.11</b>
<b>Vendor 001254 - VSP Total:</b>					<b>492.20</b>
<b>Vendor: 000201 - WAL- MART Community</b>					
<b>Fund: 01 - General Fund</b>					
19210	WAL- MART Community	02/26/2016	01-210-4216	PD: Supplies	43.18
19210	WAL- MART Community	02/26/2016	01-210-4512	PD: HP Envy	79.00
<b>Fund 01 - General Fund Total:</b>					<b>122.18</b>
<b>Vendor 000201 - WAL- MART Community Total:</b>					<b>122.18</b>
<b>Vendor: 00595 - Warrior Kit</b>					
<b>Fund: 01 - General Fund</b>					
19165	Warrior Kit	02/19/2016	01-210-4275	PD: Point Blank Concealable A	640.00
<b>Fund 01 - General Fund Total:</b>					<b>640.00</b>
<b>Vendor 00595 - Warrior Kit Total:</b>					<b>640.00</b>
<b>Vendor: 001461 - Waxie Sanitary Supply</b>					
<b>Fund: 01 - General Fund</b>					
19211	Waxie Sanitary Supply	02/26/2016	01-510-4214	Parks: Restroom Supplies	161.10
<b>Fund 01 - General Fund Total:</b>					<b>161.10</b>
<b>Vendor 001461 - Waxie Sanitary Supply Total:</b>					<b>161.10</b>
<b>Vendor: 00408 - Yvonne Prentiss</b>					
<b>Fund: 01 - General Fund</b>					
19212	Yvonne Prentiss	02/26/2016	01-230-4480	FD: Mileage Reimbursement f	181.13
<b>Fund 01 - General Fund Total:</b>					<b>181.13</b>
<b>Vendor 00408 - Yvonne Prentiss Total:</b>					<b>181.13</b>
<b>Grand Total:</b>					<b>161,160.60</b>

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## Report Summary

## Fund Summary

Fund	Payment Amount
01 - General Fund	126,902.75
02 - Water Enterprise Fund	21,941.16
03 - Capital Improvement Fund	6,034.20
07 - Airport Enterprise Fund	6,282.49
<b>Grand Total:</b>	<b>161,160.60</b>

## Account Summary

Account Number	Account Name	Payment Amount
01-110-4410	Legal	3,492.00
01-110-4480	Travel & Training Costs	192.63
01-120-4211	Office Supplies	7.91
01-120-4402	Publication of Ordinance	192.47
01-120-4404	Recording Fees	16.00
01-120-4418	Background Check - Non	38.50
01-120-4432	Memberships / Dues	155.00
01-130-4211	Office Supplies	3.95
01-130-4231	Vehicle Gas	22.21
01-130-4380	PC / Liability Insurance	12,319.50
01-130-4410	Legal	1,441.95
01-130-4415	Professional Fees for Ou	2,286.91
01-130-4416	Advertising / Public Rela	1,500.00
01-130-4512	Internet Service	60.00
01-1321	Prepaid CEBT	33,157.20
01-1322	Prepaid Delta Dental	2,253.69
01-1323	Prepaid VSP insurance	395.30
01-135-4211	Office Supplies	3.92
01-135-4410	Legal	414.00
01-135-4416	Advertising / Public Rela	186.79
01-140-4216	Operating Supplies	88.00
01-140-4511	Computer Purchases & P	84.90
01-140-4514	Other Office Equipment	22.66
01-150-4902	Beautification Committe	39.98
01-150-4911	Economic Development	237.82
01-150-4930	Public Parking Lease	250.00
01-160-4414	IT Services	996.00
01-210-4211	Office Supplies	398.91
01-210-4216	Operating Supplies	43.18
01-210-4231	Vehicle Gas	931.08
01-210-4250	Subscriptions	17.00
01-210-4275	Uniform / Work Wear	957.93
01-210-4416	Advertising / Public Rela	426.85
01-210-4421	Equipment Repair Servic	60.00
01-210-4435	Building Rent	2,792.36
01-210-4480	Travel & Training Costs	1,205.49
01-210-4511	Computer Purchases & P	413.95
01-210-4512	Internet Service	79.00
01-2115	FPPA Payables	508.56
01-2116	FICA Payable	6,388.24
01-2117	FWH Payable	4,975.75
01-2118	SWH Payable	1,730.30
01-2120	Legal Defense Fund Paya	20.00
01-2121	AFLAC Payable	332.28
01-2126	Health Savings Account	590.00
01-2130	CCOERA Payable	2,218.37
01-2131	FPPA Payable - Retireme	3,075.34
01-2132	CCOERA 457 Payable	181.32
01-230-4211	Office Supplies	94.98

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## Account Summary

Account Number	Account Name	Payment Amount
01-230-4216	Operating Supplies	69.23
01-230-4231	Vehicle Gas	73.41
01-230-4232	Vehicle Maintenance Su	229.64
01-230-4233	Equipment Maintenance	749.00
01-230-4415	Professional Fees for Ou	1,550.00
01-230-4416	Advertising / Public Rela	26.00
01-230-4432	Memberships / Dues	100.00
01-230-4480	Travel & Training Costs	367.06
01-230-4510	Software costs	1,714.00
01-230-4530	Communications Equip	4,623.87
01-310-4211	Office Supplies	105.03
01-310-4213	Computer Supplies	145.00
01-310-4231	Vehicle Gas	20.99
01-310-4403	Publication of Public No	11.35
01-310-4410	Legal	3,907.49
01-310-4415	Professional Fees for Ou	7,564.32
01-310-4511	Computer Purchases & P	2,002.00
01-320-3660	Community Center Rent	312.00
01-320-4511	Computer Purchases & P	74.90
01-330-4416	Intern / Public Relations	3,000.00
01-410-4150	Employee Drug Testing	41.00
01-410-4211	Office Supplies	103.22
01-410-4231	Vehicle Gas	194.06
01-410-4234	Equipment Gas & Oil	307.09
01-410-4271	Small Tool Purchases	71.59
01-410-4410	Legal	126.00
01-410-4416	Advertising / Public Rela	178.00
01-410-4420	Vehicle Maintenance fro	811.33
01-410-4501	Equipment Rental	153.96
01-410-4512	internet Service	55.00
01-510-4214	Cleaning Supplies	161.10
01-510-4231	Vehicle Gas	127.59
01-510-4234	Equipment Gas & Oil	7.92
01-510-4240	Building Maintenance Su	39.50
01-550-4401	Contract Labor	69.00
01-550-4432	Memberships / Dues	105.00
01-550-4480	Travel & Training Costs	19.54
01-550-4566	Park Facility Upgrades <	10,386.38
02-1321	Prepaid CEBT	5,488.85
02-1322	Prepaid Delta Dental	304.24
02-1323	Prepaid VSP insurance	63.79
02-2116	FICA Payable	1,124.14
02-2117	FWH Payable	583.08
02-2118	SWH Payable	219.10
02-2126	Health Savings Account	70.00
02-2130	CCOERA Payable	539.76
02-2132	CCOERA 457 Payable	32.50
02-710-4211	Office Supplies	6.54
02-710-4231	Vehicle Gas	267.68
02-710-4236	Meters, Material, & Frt	2,781.83
02-710-4380	PC / Liability Insurance	2,299.64
02-710-4410	Legal	1,128.50
02-710-4424	Laboratory Testing Fees	124.00
02-710-4432	Memberships / Dues	90.00
02-710-4561	Water Infrastructure Ma	557.51
02-730-3610	System Development Fe	6,000.00
02-730-4828	New Distribution infrastr	260.00
03-210-4810	Vehicle Purchase	4,999.00

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**Account Summary**

Account Number	Account Name	Payment Amount
03-415-4859	Bridge Infrastructure Im	1,000.00
03-415-4861	Street Reconstruction >	35.20
07-1321	Prepaid CEBT	1,561.85
07-1322	Prepaid Delta Dental	178.64
07-1323	Prepaid VSP insurance	33.11
07-2116	FICA Payable	831.88
07-2117	FWH Payable	505.24
07-2118	SWH Payable	172.60
07-2126	Health Savings Account	70.00
07-2130	CCOERA Payable	175.72
07-2132	CCOERA 457 Payable	7.50
07-810-4440	Credit Card Processing F	46.00
07-830-4211	Office Supplies	46.72
07-830-4231	Vehicle Gas	61.67
07-830-4345	Telephone Service	235.97
07-830-4380	PC / Liability Insurance	1,806.86
07-830-4511	Computer Purchases & P	403.89
07-830-4512	Internet Service	55.00
07-835-4232	Vehicle Maintenance Su	45.60
07-835-4240	Building Maintenance Su	44.24
	<b>Grand Total:</b>	<b>161,160.60</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	161,125.40
Annual Street Maintenance	35.20
	<b>Grand Total:</b>
	<b>161,160.60</b>

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**Town of Buena Vista**  
**Public Works Operations Report**  
**For**  
**February 2016**

**Water Department**

<b>1. Average Consumption</b>	<b>Average Production</b>
2014=150gpm	2014= 184gpm
2015=167gpm	2015= 183gpm
2016=150gpm	2016= 203gpm

**Monthly Calculated Loss**

2014= 19%  
2015= 9%  
2016= 26%

2. Performed meter reading based water loss analysis
3. Repaired 2 frozen meters
4. Began Consumer Confidence Report preparation.
5. Performed 10 meter change-outs
6. Finalizing SWPP for April board approval
7. Completed departmental inventory
8. Continue backflow certifications
9. Continue water loss analysis and investigation
10. Installed 1 new taps

**Total New Taps**

- 2013-9
- 2014-26
- 2015-15
- 2016-1

11. Monthly required sampling conducted. No issues detected

**Street Department**

1. Continue snow and ice removal as necessary
2. Street sweeping as necessary
3. Attended annual Asphalt Conference in Denver
4. Repaired 4 fallen signs
5. Completed departmental inventory

6. Routine maintenance as necessary
7. Monitor and remove ice from spillway as necessary

### **Parks Department**

1. Routine maintenance and daily trash removal
2. Completed departmental inventory
3. Continue sanding and painting (graffiti removal) of park bathrooms
4. Routine sanding and painting of picnic tables
5. Began ADA required renovations of Columbine Park

### **Building Maintenance**

1. Routine janitorial services
2. Completed departmental inventory

### **Capital Improvement Projects**

- **Public Works Water Fill Station**-Training completed. Awaiting O-ring replacement part. Conducting water production cost analysis to determine fill station rate.
- **Tee Road Tie-In**-Contract awarded to Miles construction. Work to begin first week of March.
- **Beldan Road Waterline Project**-Waterline has been installed and tested. Paving will commence in spring.
- **Gregg Drive Paving**-Awaiting completion of IGA with CDOT. Work to commence spring 2017.
- **Rodeo Road Paving**-Begin cost estimation procedures for budgetary requirements.
- **Well #3**-Change order confirmed at \$10,682.78. CSU Archaeology Department interested in possible dig project. Awaiting guidance from Board.

### **Miscellaneous**

- HWY 24 construction slated to begin early summer. Currently researching potential light poles and fixtures for street lighting upgrade
- Water tank cleaning contract awarded and work will begin early March.

**Respectfully Submitted,**

**Greg Maggard, Public Works Director**

**Town Beautification Advisory Board  
Request to Reallocate Budgeted Funds  
2/19/16**

In the Beautification budget for 2016, the trustees approved \$6,000 for two skylines. However, the money to build an arch over East Main was not approved. One of those skylines was to be hung on that arch. Also with the Highway 24 project going on this year and the possibility of the poles being moved, we propose that this is not the year to purchase skylines.

When the Beautification Board created their budget proposals for 2016, we were unaware that the town would be replacing the light poles on East Main Street this year. Those light poles will have electrical outlets in them. Having access to electricity is a game changer for decor on East Main. The garland we proposed to purchase was unlit garland. Also we have always wanted to put lights in the East Main trees but had no access to electricity.

Instead of unlit garland for the antique light poles as previously planned, we would like to purchase lighted garland.

We are also proposing to purchasing tree trunk light wraps for the trees on East Main. So the Beautification Board requests that the skyline funds be reallocated.

The lighted garland is more expensive than the unlit garland of course.

\$6,000 was approved for skylines

\$3,580 reallocate to pay for the added expense of 18 lighted garlands and lighting the 10 unlit garlands purchased in 2015.  
(\$2,500 previously budgeted for 10 garlands raised to \$4,959 for 18)

\$1,600 reallocated to pay for larger and better quality holiday decorations for the 6 East Main cobra lights (\$2,400 previously budgeted raised to \$4,000)

\$820 reallocated to pay for 17 tree trunk light wraps (not previously budgeted)

Jan Thoreen Lewis  
17505 CR 386  
Buena Vista, CO 81211

February 29, 2016

Buena Vista Trustees:

The Chaffee County Council on the Arts (known as Chaffee Arts) is asking the town for a waiver of fees for the use of the Community Center for our monthly board meeting and an occasional event.

We are a not-for-profit and have limited funds, and would like to have a space to meet one evening per month that is central and large enough that we can invite our membership to attend. Of course the Center is perfect for this, and the Aspen room would be sufficient for this purpose.

This spring we are planning on a Spring Fling Membership Drive and would like to hold it at the community center on a Saturday afternoon, which we will schedule through the Recreation Department. We are also asking for a waiver of fees for this event.

Thank you for your kind consideration.

Sincerely,

Jan Thoreen Lewis  
President  
Chaffee County Council on the Arts  
719-221-9773  
janthoreenlewis@hotmail.com

RECEIVED

FEB 24 2016

9:50am

Feb 24 - 2016

BUENA VISTA BOARD OF TRUSTEES  
BUENA VISTA, CO. 81211

Dear board members,

This will be our third year for the Chaffee Co. Hagen train, and again we are pleased to have the B.V. parks & Rec co-sponsor the event.

We are a non profit organization and we do not charge a fee. We offer two catered meals (Jan's restaurant) for \$30<sup>00</sup>

Your waiver of the permit / camping fees will allow us to provide this event at a minimal cost. We appreciate your participation and help.

FOR THE CHAFFEE COUNTY GARRIGE CLUB :

Thank You - (Dennis)

DENNIS FISCHER



**TOWN OF BUENA VISTA, COLORADO**  
**FACILITY USE AND SPECIAL EVENT PERMIT APPLICATION INFORMATION**  
**(\$50 for Special Event Permit)**



**BV REC is here to help!** Before you get started, please contact us to help confirm the date you desire is available. We can also guide you to the correct documents and other requirements needed to complete your application.  
 719-395-8643 ext. 18  
 bvrec@buenavistaco.gov

Name of Event: <b>CHAFFEE Co WAGON TRAIN</b>	Date(s) of Event: <b>June 24-25 2016</b>	Date of Application: <b>2-24-16</b>
Event Start Time: What time will you start setting up: <b>6-24 12 AM</b>	Event End Time: What time will you finish cleaning up: <b>6-25- 10 AM</b>	
Location of Event (include facility, park, streets, or route information if appropriate): <input type="checkbox"/> Community Center <input type="checkbox"/> McPhelemy Park <input type="checkbox"/> Columbine Park <input type="checkbox"/> Forest Square Park <input type="checkbox"/> Aspen <input type="checkbox"/> Pinon <input type="checkbox"/> Kitchen <input type="checkbox"/> East Side <input type="checkbox"/> West Side <input type="checkbox"/> Pavilion <input type="checkbox"/> Large Pavilion Only <input type="checkbox"/> Boulder Garden <input type="checkbox"/> South Main-Town Square <input type="checkbox"/> River Park <input type="checkbox"/> Airport <input checked="" type="checkbox"/> Rodeo Grounds <input type="checkbox"/> Whitewater Park (non-exclusive) <input type="checkbox"/> Other: _____		
Description of Event (brief summary of purpose, activity, target market, etc. If appropriate, attach additional narrative detail, diagrams, etc.): <b>HORSE DRAWN WAGONS &amp; RIDERS IN SADDLE. RIDE/DRIVE FROM NATHROP OVERLAND TO B.V. RODEO GRNDS. E.T.A. APROX 3:30-4:00 PM. CATERED DINNER 6pm. MUSIC/STORIES AROUND CAMP FIRE. SLEEP THERE - BREAKFAST &amp; Cowboy Church SAT. AM - DONE</b>		
Please check the items below that you will need for your event: The following items require additional fees: <input type="checkbox"/> Barricades- \$15 (Quantity: _____) <input type="checkbox"/> Cones- \$15 (Quantity: _____) <input type="checkbox"/> Event Fencing- \$25 <input type="checkbox"/> Water/Electric Access- \$5 The following items require site maps to accompany this application: <input type="checkbox"/> Street Closure (Date/Time of Closure: _____) <input type="checkbox"/> Use of Temporary Signs (complete attached site map) For these items a full application is needed: <input type="checkbox"/> Liquor License <input type="checkbox"/> Noise Permit <input type="checkbox"/> Vendor License <input type="checkbox"/> 200+ People in attendance		
Applicant Name or Sponsoring Organization: <b>CHAFFEE Co. CARRIAGE Club / B.V. PARKS &amp; REC</b>	Contact Person: <b>DENNIS FISCHER</b>	
Mobile Phone:	Email:	
Mailing Address: <b>13075 CR 270 NATHROP, CO 81236</b>		
Estimated Number of Participants: <b>&lt; 75</b>	Number of Spectators: <b>&lt; 25</b>	
How many will be:	On-site all at once <b>&lt; 100</b>	Coming and Going throughout the event <b>&lt; 25</b>
<b>Applicant Signature</b>		
I hereby certify that I am authorized by the sponsoring organization to submit this application and that all information provided herein is true and correct to the best of my knowledge.		
Name: <b>D. Fischer</b>	Date: <b>2-24-16</b>	