



AGENDA
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
JULY 1, 2021
101 W. 8TH STREET
6:15 PM

The agenda is subject to *change, including the addition of items 24 hours in advance or the deletion of items at any time.*
The order and times of agenda items listed are approximate and intended as a guideline for the City Council.

ZOOM INSTRUCTIONS

1. You are invited to a Zoom webinar.

When: Jul 1, 2021 03:15 PM Mountain Time (US and Canada)

Topic: 2021/07/01 Regular Council Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88470873434>

Or One tap mobile :

US: +13462487799,,88470873434# or +16699006833,,88470873434#

Or Telephone:

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

US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or

+1 929 205 6099 or +1 301 715 8592 Webinar ID: 884 7087 3434

International numbers available: <https://us02web.zoom.us/j/88470873434>

REGULAR SESSION

- 3:15 2. Roll Call

EXECUTIVE SESSION

Executive Session to Conduct a Conference with the City Manager and City Attorney for the Purpose of Discussing the City's Purchase, Acquisition, Lease, Transfer or Sale of Real Property; Determining Positions Relative to Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators, Developing Strategy for Negotiations, and Instructing Negotiators; and to Conduct a Conference with the City Attorney to Receive Legal Advice in Accordance with C.R.S. 24-6-402(4)(a), (b) and (e), related to

- 3:15 3. Boat Ramp Lease Renewal in West Glenwood and Pending or Threatened Litigation Information/Discussion
Related to the
Glenwood Springs Municipal Airport.

RECONVENE REGULAR SESSION

- 6:15 4. Pledge of Allegiance
5. Agenda Changes & Conflicts

6:20	6. Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)	
6:30	7. Council Comments	
6:40	8. Consent Agenda	Discussion and/or Action
	A. Minutes from June 17, 2021	
	B. Landfill Rate Resolution 2021-13 Updating Landfill Fees to Include Appliances with Freon	
	C. BD2021-011 Parks Building Improvements Award	
	D. RFQ 2021-18Q Three Phase Transformer Award to American Power/Howard for \$110,780.	
	E. RFP 2021-15 Electric Pole Inspection Award	
	F. Broadband Rate Card Resolution 2021-12 Update	
	G. Letter of Support for the RFSD Ironbridge Trail Project	
ACTIONS AND/OR PRESENTATIONS		
6:45	9. Debris Flow Update and Response	Discussion and/or Action
7:00	10. Landfill and Recycle Center Hours of Operation Updates and Employee Request	Discussion and/or Action
7:10	11. RFP 2021-16P Blake Ave Asphalt Award	Discussion and/or Action
7:40	12. Ordinance 07, Series of 2021 - Changes to Title 070.045.120 Affordable and Workforce Housing	Discussion and/or Action
7:45	13. Resolution 2021-14 Community Housing Guidelines	Discussion and/or Action
7:55	14. Break	
8:05	15. RAISE Grant	Discussion and/or Action
8:15	16. Silver Sage Revised Proposal	Discussion and/or Action
8:35	17. Parks and Recreation Department Changes	Discussion and/or Action
8:55	18. Report from City Administration	
	A. City Manager	
	B. City Attorney	
	C. Correspondence Incoming/Outgoing	
9:00	19. Adjournment	



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: Minutes from June 17, 2021

Action Requested: Minutes from the June 17, 2021 Council meeting

Department: City Clerk

Presented By:

Background Info:

Issues:

Staff Recommendation:



MINUTES
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
JUNE 17, 2021
101 W. 8TH STREET
6:15 PM

Note: Official meeting minutes are located on the City website via YouTube video at the following link: <https://www.youtube.com/user/GlenwoodSprings1885/videos>. The times in agenda items indicate approximately where the item can be found on the YouTube video timeline.

REGULAR SESSION

2:18 Roll Call

Present: Mayor Godes, Mayor Pro-Tem Willman, Councilor Kaup, Councilor Wussow, Councilor Hershey, Councilor Davis. Also present were Debra Figueroa, City Manager; Jenn Ooton, Asst. City Manager, Matt Langhorst, Director of Public Works, and Karl Hanlon, City Attorney.

2:19 Pledge of Allegiance

Mayor Godes led the Pledge.

2:19 Agenda Changes and Conflicts

Councilor Hershey requested item C be removed from the consent agenda for a vote. Mayor Godes moved item C to the first agenda item.

No conflicts offered.

2:20 Citizens Appearing Before Council

Janell, Cooper Avenue, wanted to discuss Highway 82 and improving traffic flow. Quoting Colorado Parks and Wildlife, Highway 82 is a high-risk area for wildlife vehicle collisions due to a migration corridor. She stated that a wildlife corridor overpass could be built costing around two and a half million dollars, but the costs pale in comparison to the amount caused in damages, and together with the benefits of species and eco system conservation as well as better use of emergency services, would

provide a safer environment. A project in Kremling, CO has reduced wildlife vehicle collision by eighty percent.

2:23 Council Comments

Mayor Godes commented that he represented the City at the signing of Senate Bill 260, five billion dollar funding of roads and infrastructure. He stated that he was approached by several people telling him how much they enjoyed visiting the city.

Councilor Wussow commented that she would like the Council to direct Community Development and Planning and Zoning Departments to look into standards and code for landscaping and better water management practices for both commercial and residential community. Councilor Hershey commented there is not enough water to support rapid growth. City Manager, Debra Figueroa said the departments would do that.

Bryanna Starbuck announced that the City received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ending December 2019 from the Government Finance Officers Association. The Finance Director, Yvette Gustad, along with the Finance Department was recognized.

2:31 Motion for Consent

2:31 Mayor Pro-Tem Willman moved, seconded by Councilor Kaup, to approve the consent agenda for items A and B.

Motion passed unanimously.

2:31 Mayor Pro-Tem Willman moved, seconded by Mayor Godes, to approve item C on the consent agenda.

Councilor Hershey commented that the City should not go ahead with improving 6th and 7th Street when it cannot maintain its current streets and that private nearby businesses should help pay. Mayor Pro-Tem Willman commented that this is a good expenditure of funds by the City for the citizens. Mayor Godes replied that local businesses already contribute through taxes that fund the DDA and the City cannot use the DDA budget to repair public streets. Councilor Kaup commented that she sees this as a closing out of the Grand Avenue Bridge project and the area needs to be dressed up after the completion of the bridge. Councilor Wussow commented that she wants the City to finish projects, and this will add the finishing touches.

Mayor Godes called for a Voice Vote.

Ayes: Wussow, Willman, Kaup, Godes, Davis

Nays: Council Hershey

Motion passed 5-1

2:35 South Midland Update

Kathleen Wanatowicz presented. Work will be extended by one hour during the Summer while school is not in session. There is a new detour until school restarts. There will be utility work with advanced notification to residents. Mayor Godes commented that there have been no complaints, but he has seen small problems with waiting at both construction areas. Ryan Johnson, Engineering Department, replied that it happens when there is a delay in one activity, and they are attempting to address the problem.

2:47 Introduction to the New Executive Director at Valley Settlement

Debra Figueroa commented that the new director, Maria Trajano Rodman was not present, and this item will be rescheduled.

2:48 Ski Hill Resources for Economic Development Act

Jennifer Ooten, Director of Economic and Community Development, presented that this bill (SHRED Act) would keep a portion of ski fees in local jurisdictions for local projects. Councilor Hershey, Councilor Kaup and Mayor Pro-Tem Willman all replied with their support.

2:51 Mayor Godes moved, seconded by Councilor Hershey, to take an official position of support on the Ski Hill Resources for Economic Development Act, also known as the SHRED Act.

Motion passed unanimously.

2:51 Review and adoption of 2021 updates to the 2015-2035 Long Range Transportation Plan priorities

Item was continued to later in the Council meeting.

2:52 Citizen Survey

2:53 Mayor Pro-Tem Willman moved, seconded by Mayor Godes, to approve a poll that would include infrastructure, airport, workforce housing, attraction tax, and lodging tax as discussed in the work session, and to appoint Councilors Wussow, Councilor Davis, City Manager Figueroa, and City Attorney Hanlon complete and approve the final draft to be sent out to the public in seven days.

Ayes: Davis, Wussow, Godes, Kaup, Willman

Nays: Hershey

Motion passed 5-1.

Mayor Pro-Tem Willman wanted clarification of the cost. Debra Figueroa replied that the total cost was \$17,500.

2:57 South Canyon Planning

Brian Smith, Director of Parks and Recreation, presented that South Canyon is broken into an upper, middle, and lower area. Its assets include the landfill, camping, archery and gun range, camping, the bike path, the hot springs, and other recreation activities. Concerns are illegal dumping, limited access for traffic, the hot springs water quality, and fire danger. The purpose of this presentation was to ask Council if they would like to put in a plan for any type of development or mitigation. Mayor Pro-Tem Willman asked the time frame and amount that a public/private partnership of the hot springs would require and could an RFP require public input. Brian Smith replied that planning is extensive and implementation costs would depend on the community and Council's direction. Smith stated an RFP could be structured for public input and could contain specific criteria. Councilor Kaup wanted clarification of the area involved, the cost for the whole canyon area, if a phased approach would cost more, is South Canyon regarded as a city park and she expressed concern for commercial development. Brian Smith replied that he would defer to Council on whether they wanted to do a phased project, but it is easier to acquire funding in phases. He did not have a cost for the whole canyon area or for a phased approach, but whichever approach is taken, there will be canyon wide impact. He stated that South Canyon is designated park lands.

3:27 Mayor Godes opened for public comment.

Todd Hurst, Glenwood Springs, goes to the hot springs, and performs clean up tasks and maintenance including draining the springs to prevent bacteria levels. The condition of the hot springs is quite good and the warning sign for fecal matter is for the creek in the South Canyon. Camping is mainly self-contained vehicles, not tents, and there are no fire pits. He said signage, a porta-potty, and a bear proof container would be great for the public park but would like to keep things as natural as possible.

Breanna McCallum wanted clarification on what the plan was going forward. She would like to see a natural hot springs and South Canyon and that the South Canyon Park remain as a local amenity and hopes this process has public input.

Jim Olp, calling from Golden, previous multi business owner in Glenwood Springs, founder of South Canyon Coalition and author, stated that this is the best presentation for preserving South Canyon he has ever seen and would like to participate in the planning team.

Craig Amichaux commented that the two main issues are egress and entry to the landfill and is in support of a diverse advisory board, working under the leadership of Brian Smith, to find a solution.

Tye Richardson, South Canyon, stated that the biggest issue with South Canyon is fire protection. He is happy that a wetland delineation report is being undertaken to see if wetlands can go under State and Federal protection. He also commented on the elk reproductive

grounds that have been negatively affected by bike trails and suggests putting limits on the use of higher trails to enable breeding.

Tracy, Wilderness Voyagers Bike Touring Co., commented they are interested in being able to offer South Canyon on their bike tours and to express commercial entities are interested in using the area.

3:43 Mayor Godes closed for public comment.

3:44 Councilor Kaup moved, to ask staff to come back with a cost estimate for a full plan of South Canyon that is a public process that includes stakeholders as outlined and preferred by Parks and Recreation Commission. She requested that this would be returned to Council prior to the budget discussions for 2022 and the City Manager or Finance suggest a place for funding, perhaps from the tobacco fund or other sources if the Parks and Recreation does not have the budget.

Motion failed for lack of a second.

Mayor Pro-Tem Willman is believed the short-term situation needs to be addressed such as traffic and recreational activity. He stated that development of the hot springs and tent camping would be a positive way to address South Canyon.

Councilor Davis stated that staff is already spread very thin, and it would be difficult for them to move outside of city limits. He goes on to state that illegal dumping is a problem in South Canyon and that occurs because of lack of monitoring. He said the solution is commercial development. He wanted to remind Council that a development will have to go before the County Commissioners and there will be additional public input during that period.

Councilor Wussow voiced her hesitancy for supporting a development before obtaining public feedback.

3:47 Mayor Pro-Tem Willman moved, seconded by Councilor Hershey, to direct staff to submit an RFP to seek potential development proposals for the hot springs as well as recreational vehicles and tent camping. This RFP would also include a traffic control plan. Staff would be directed to work to the project team to get public input.

Ayes: Hershey, Willman, Davis

Nays: Kaup, Wussow, Godes

Motion failed 3-3.

4:18 Council Kaup moves, seconded by Councilor Wussow, to conduct a short, accelerated public process and feedback on the South Canyon vision then move forward with an RFP on development depending on what comes out of that process of the lower hot springs area. This is to be completed by the end of 2021 and not to exceed \$20,000.

Councilor Davis stated that this motion was flawed because the RFP was limited to an undefinable lower hot springs area.

Councilor Wussow withdrew her second.

Councilor Kaup withdrew her motion.

4:22 Mayor Godes moved, Seconded by Councilor Kaup, to spend no more than \$20,000 on an 8-week public engagement process to be concluded by August 13th in order to have a presentation at the second Council meeting in August.

Ayes: Godes, Kaup, Wussow, Willman

Nays: Davis, Hershey

Motion passed 4-2.

Mayor Pro-Tem Willman voiced his concern on the burden of staff.

4:26 Councilor Wussow moved that once the public input is received, that information becomes available to anyone who would like to submit a proposal and that proposal is met by the end of this year.

Motion failed for lack of a second.

4:27 Councilor Davis moved, seconded by Mayor Pro-Tem Willman, to put out an RFP within the next 30 days for the hot springs as well as recreational vehicles and tent camping for the South Canyon area.

Ayes: Godes, Davis, Hershey, Wussow, Willman

Nays: Kaup

Motion passed 5-1.

4:34 Review and adoption of 2021 updates to the 2015-2035 Long Range Transportation Plan priorities

Steve Smith from the Transportation Commission presented. Jennifer Ooten, Staff Liaison, was also present. Steve Smith stated that the long-range transportation plan priority guides are broken down into three components, improving safety and correcting hazards, improving connectivity by filling gaps in the transportation network, and taking advantage of divers and emerging funding opportunities and partnerships.

Councilor Wussow expressed concern over the lack of resources designated to the 8th street connection.

City Manager Figueroa stated that for staff parking and transportation issues are a priority and Steve Smith said if funding becomes available 8th Street will become a priority. Jennifer Ooten said it would be helpful to have it written on a list of budget projects.

4:49 Councilor Wussow moved, seconded by Councilor Kaup, to adopt the 2021 updates to the 2015-2035 long-range Transportation Commission plan priorities with the amendment to add the 8th street connection onto the list of major priorities.

Motion passed unanimously.

4:50 Ordinance 2021-06, An Ordinance of the City of Glenwood Springs, Colorado, Amending Sections 090.030.040 and 090.030.050 of the Glenwood Springs Municipal Code- This Ordinance Authorizes Commercial Use of the Parks Through a Permitting System.

City Attorney Karl Hanlon presented that this first reading of the ordinance is to set up a more detailed set of park regulations by a resolution that will come in front of Council next meeting.

Councilor Kaup made a recommendation to the ordinance that staff has the ability to limit permit activity. Also, permit holders are held responsible for their damages and required to clean up their trash.

Mayor Godes opened for public comment.

Mayor Godes closed for public comment.

4:56 Councilor Kaup moved, seconded by Councilor Davis, to approve Ordinance 2021-06, An Ordinance of the City of Glenwood Springs, Colorado, Amending Sections 090.030.040 and 090.030.050 of the Glenwood Springs Municipal Code- This Ordinance Authorizes Commercial Use of the Parks Through a Permitting System with the additions from Councilor Kaup.

Ayes: Willman, Wussow, Godes, Kaup, Davis

Nays: Hershey

Motion passed 5-1.

4:58 Report from City Administration

A. City Manager

City Manager Figueroa stated that Parks and Recreation Director Brian Smith is currently having staffing challenges. Brian Smith stated that staffing issues are creating a problem for public amenities and services as well as full time employees are being worked above their requirements. Due to this, there are complaints from the public.

B. City Attorney

C. Correspondence Incoming/Outgoing

Councilor Hershey made the request for Mayor Pro-Tem Willman to add an agenda item to discuss Mayoral authority.

5:08 Adjournment

4:56 Mayor Pro Tem Willman moved, seconded by Councilor Wussow, to adjourn.

Motion passed unanimously.



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: Landfill Rate Resolution 2021-13 Updating Landfill Fees to Include Appliances with Freon

Action Requested: Approval of Landfill Rate Resolution 2021-13 Updating Landfill Fees to Include Appliances with Freon

Department: Public Works

Presented By: Matthew Langhorst, Public Works Director
Elizabeth Mauro, Landfill Manager

Background Info: The Landfill is planning to implement a \$30/each appliance fee for appliances that do not have a Freon Free sticker attached to them. Greenzone, the City's current metal recycler, has agreed to take these appliances and add them to their list of bulk Freon removal items in their yard. The removal of Freon one appliance at a time for residents is a difficult thing to schedule with an HVAC professional, so the City and Greenzone are providing a way for people to complete the Freon removal properly with a small fee paid to the landfill. The landfill currently has to turn away any appliance that would normally have a refrigerate gas within its systems and no "Freon Free" sticker. With this new program we can help ensure that the Freon is being disposed of correctly.

Issues: None at this time.

Staff Recommendation: Staff is Recommending Approval of Landfill Rate Resolution 2021-11 Updating Landfill Fees to Include Appliances with Freon.

RESOLUTION 2021-13

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF GLENWOOD SPRINGS, COLORADO, SETTING 2021
LANDFILL FEES.**

WHEREAS, City Council sets fees for the Glenwood Springs Landfill Enterprise; and

WHEREAS, the most recent adjustment to Landfill fees was approved in May 2021; and

WHEREAS, the recycling of appliances that have refrigerant within them is beneficial to the environment; and

WHEREAS, the City's current metal recycling contractor is able to remove refrigerant from such appliances in a bulk and efficient manner; and

WHEREAS, City staff recommends that the City establish and charge a fee for Recycling Appliances with refrigerant contained within them based on pricing set for on Exhibit A; and

WHEREAS, City staff recommends, and City Council agrees, that imposing the additional fees described on Exhibit A takes into account the needs of the community, the City, and the operational needs of the Landfill Enterprise and other area landfills;

WHEREAS, City Council wishes to implement updated fees for 2021 finding that they are necessary and appropriate.

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY
OF GLENWOOD SPRINGS, COLORADO, THAT:**

Section 1. The above recitals are hereby incorporated as findings by the City Council of the City of Glenwood Springs.

Section 2. The City Council of the City of Glenwood Springs hereby adopts the Landfill Fee Schedule as set forth on **Exhibit A** attached hereto and incorporated herein, effective July 5th, 2021.

INTRODUCED, READ, AND PASSED THIS 1th DAY OF JULY 2021.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Ryan Muse, City Clerk

Exhibit A		
South Canyon Landfill Tipping Fees		
Waste Stream	In County	Out of County
Appliances with Refridgerant	\$30.00/Each*	\$30.00/Each*

* = Plus Local Sales Tax



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item:	BD2021-011 Parks Building Improvements Award
Action Requested:	Award of the Parks Building Bid RFP BD2021-011 to CUC Construction in the Amount of \$399,069.71.
Department:	Parks & Recreation
Presented By:	Brian Smith, Recreation Director
Background Info:	The City of Glenwood Springs is completing the expansion of the Parks Building that was procured as a Municipal Operations Center replacement facility for Parks Maintenance in 2019. In 2020 the first phase of the project was completed by Parks and Street Crews with the removal of the again asphalt, installation of a dry-well and adjoining drainage, grading and backfilling the lot with road base and installing asphalt millings to complete the temporary parking lot surface. The second phase of the Parks Building expansion will be Design/Build by contractor to construct structural additions to the maintenance bay and office building, expanding the facility by 1,800 sq. ft., ADA and site improvements to the parking lot, security fence, lot lights, and site drainage including installation of a two foot high pre-cast concrete blocks retaining wall around the outside perimeter of the property, and pouring curb and gutter along the south and west boundaries. One bid was received from CUC Construction and found to be competitive in their pricing, references, and proof of ability to complete the project. The internal budget for the project was \$650,000. The total appropriation in Capital Projects Fund will be \$458,930.17 to include 15% contingency for the project. The line item for the project includes funding of \$165,800 from the MOC relocation and \$75,000 in the 2021 budget for the building. The remaining balance is \$218,850 and will come from release of an existing reserve in Parkland Fees.
Issues:	Appropriation of \$324,069.71 from Parks Fund Balance to Capital Projects.
Staff Recommendation:	Staff recommends Council award Parks Building Bid RFP BD2021-011 to CUC Construction in the Amount of \$399,069.71.



City of Glenwood Springs - Parks Building
191 Soccer Field Road



0 100 200 Feet

Date: 2020-08-24
Drawn: DNR

 City of Glenwood Springs Property - Parks Building

Source: 2018 COGS Aerial Photography

DRYWELL SIZING: MINIMUM 690 CF

Depth Of Barrel		Radius of Interior Space	SF of Area	CF at Depth	Drywell Size = 690 CF						
Top Three Feet is not Counted					Depth Of Barrel	Gravel Outer RadiusArea	Gravel Inner Radius	SF of Area	CF of Volume	30% Void Space	
2.00		2.00	12.57	25.13	Top Three Feet is not Counted	12.00	2.25	436.48	2182.42	654.73	
5.00		2.00	12.57	62.83							
Total CF in Barrel:				87.96							
Total CF in Gravel at 30% void space:				654.73							
Total CF Volume for System:				742.69							

City of Glenwood Springs Parks Building Additions

The City of Glenwood Springs is looking to construct site improvements to the parking lot, landscaping, security fence and lot lights and structural additions to the maintenance bay and office building at our Parks Facility located at 191 Soccer Field Road, Glenwood Springs, CO 81601. The City is looking for a design/build proposal that will complete the building additions design, permitting, site construction and all building construction necessary for a 100% operational turnkey facility.

Maintenance Bay addition to be a 30' x 60' steel building with 12' tall, 12' wide bay lift doors on the South and North side of building, and one 7'-2" tall 3'-4" wide access door on the East side of the building as shown in proposed configuration drawing, concrete foundation meeting code with an interior slab. The City is looking to have this facility up and running by October 31, 2021. The City has started preliminary work on the L&E development process for the site, which needs to be completed for this building's location and esthetic design. Contractor will be responsible for pulling all applicable, state and City permits for the construction of the facility. The City will process the permit fees for \$0.

This will be an expansion of the dedicated maintenance and storage bay for the facility. The structure would be a steel building with steel sheeted insulated panels meeting 2015 ICB codes and design requirement/codes called out in the City of Glenwood Springs municipal code for building construction. Existing building to be painted with color to match new building as close as possible. The bottom 4 feet of the facility will be required to be a different metal sheeting design. See photo below for a reference of a design technique that has been approved before.

(Wainscot Example Photo)



The example above is not necessarily the color pallet the City is after, but a darker colored upper metal sheeting with a lower lighter waistcoat option would be acceptable. The attached photo has a textured upper metal sheeting with a lower standing seam type metal sheeting. Other acceptable options would be a solid metal sheeting design with a lower applied rock or stucco wainscot design. Other aesthetic options can be considered to serve as the street facing front for the facility, the original building to later match the new addition.

The roof will be required to match the existing structure with a metal ribbed roof system. Roof will be max of 4:1 slope, ideally 14' to 11'-6" connecting to the existing building on the West side of the structure. Gutters will be required with the new and existing downspouts to be routed to piping below grade, letting out at the dry well at the southwest end of the property as recommended in Glenwood Structural and Civil's observation letter. If there proves to be a lack of elevation drop and the piping cannot connect to the dry-well system, daylight the gutters to the asphalt at an appropriate point to sheet flow to the curb & gutter. Roofing to have a code compliant insulation package with proper interior covering for a maintenance bay situation.

A fire suppression system will be required in the building along with CO detectors designed to operate in a maintenance garage environment shall be installed and tie to a main building fire alarm control panel. The City will be responsible for providing a new mainline water tap and sufficiently sized supply line for the fire suppression system. Fire extinguishers will also be required to be installed at opposite corners of the building.

The minimum top of wall plate height will be designed to accommodate our largest piece of equipment that will enter the facility and the interior slab will be required to carry that load capacity.



(Photo looking west at existing building and maintenance bay addition location)



(Photo looking north west along existing building showing maintenance bay addition location)

Contractor to supply lighting, electrical panels and conduit/wiring for lighting, bay electric operated door lift and all electrical required for operation. Power can be run on the interior of the existing building in code complaint conduit.

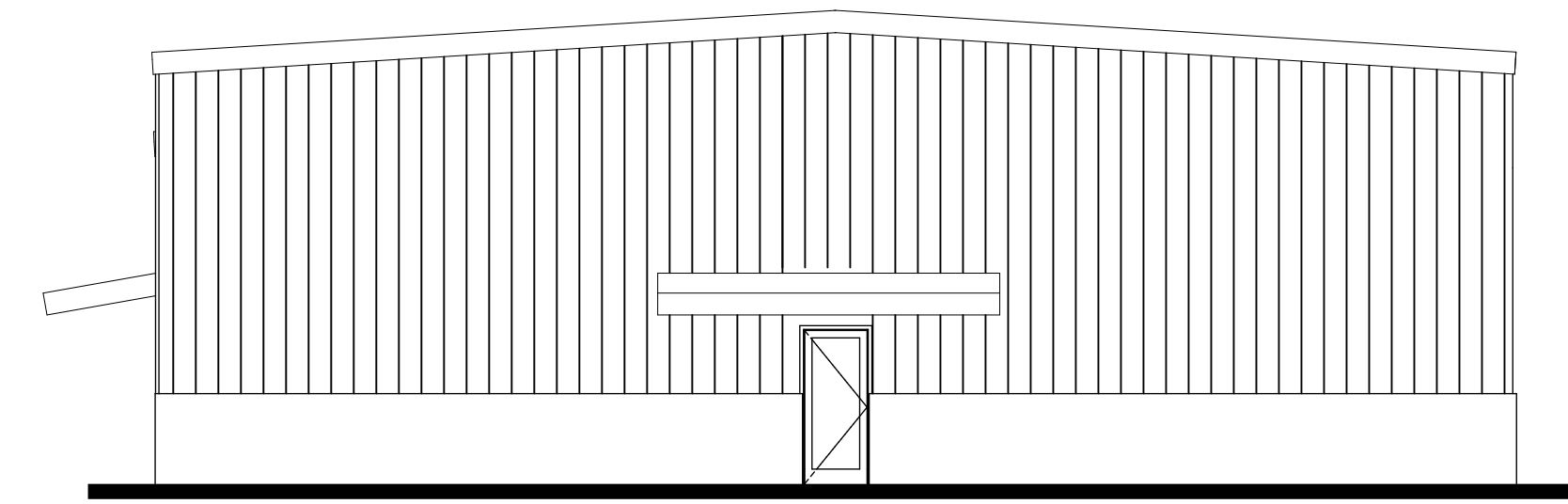
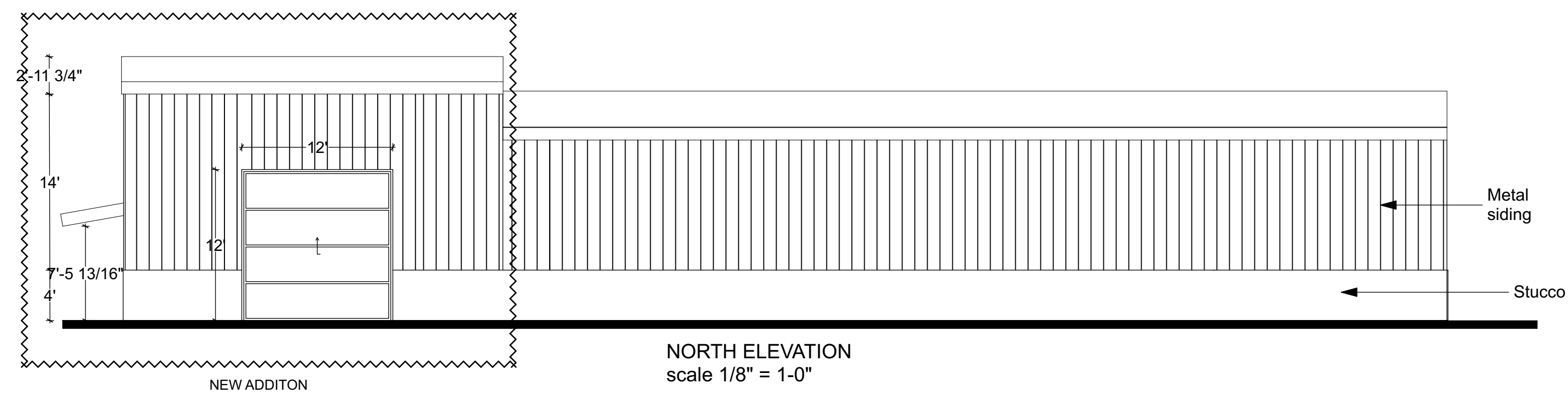
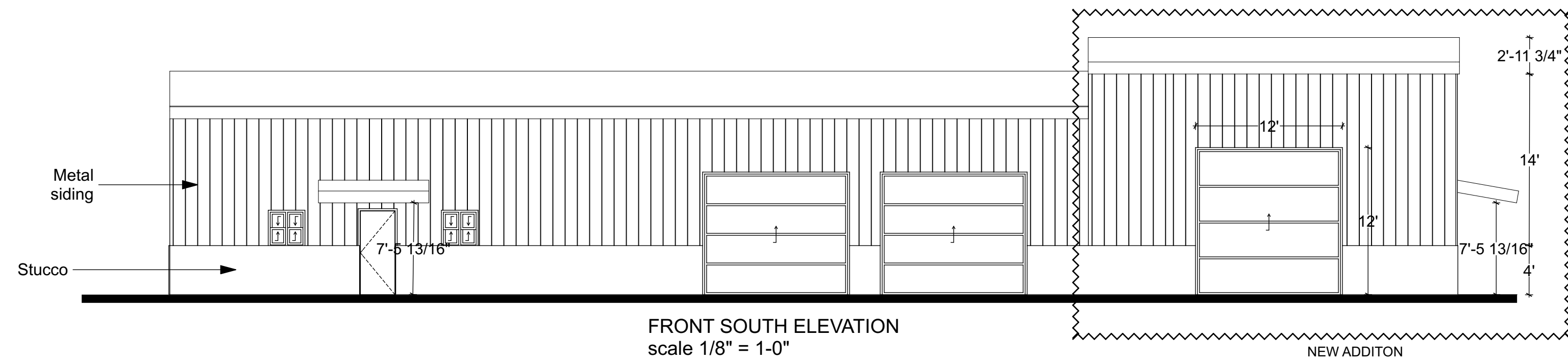
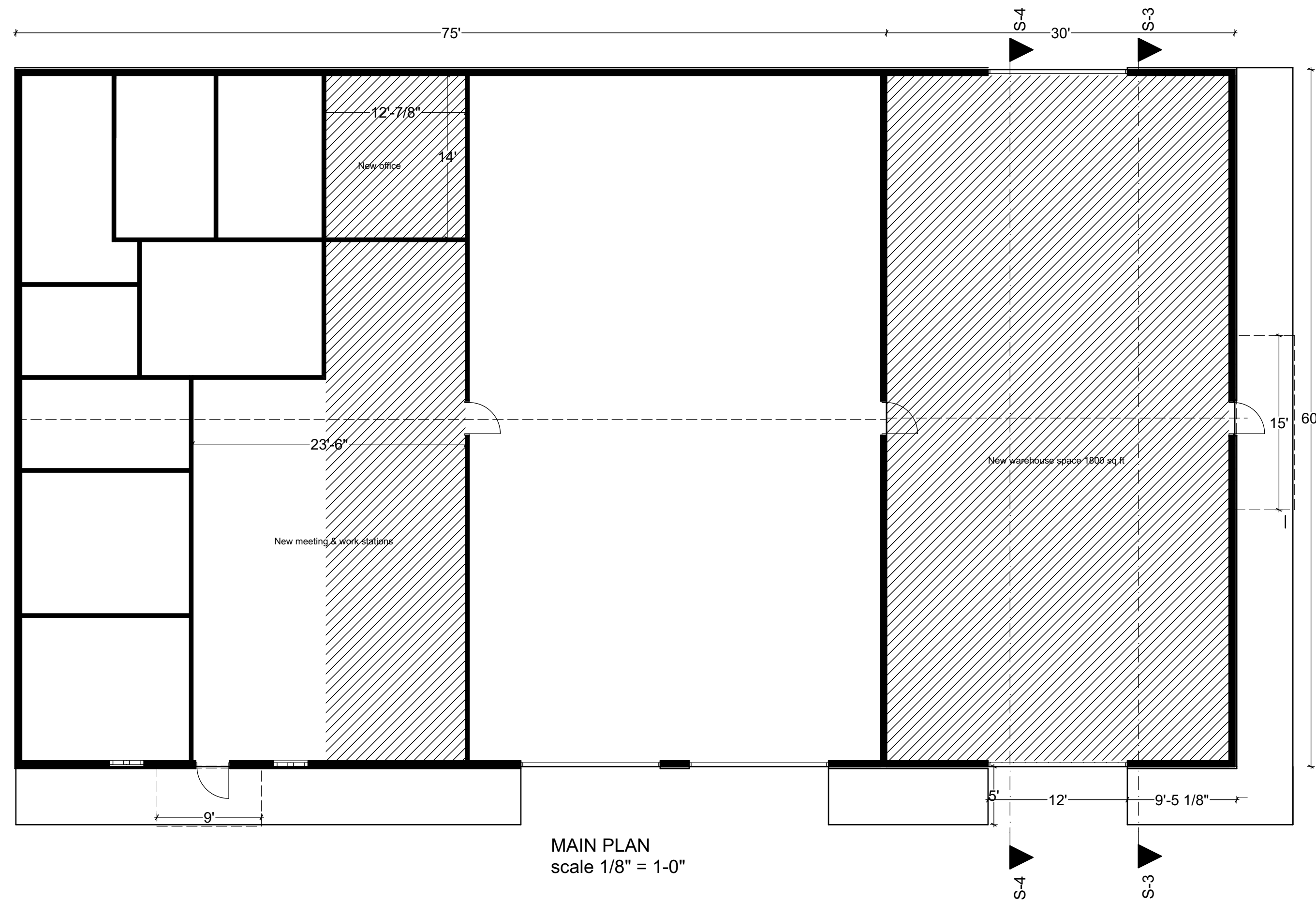
Installation of an ADA ramp and entry to the office, grading may require the ramp to downslope to the East, requiring relocation of the man door into the maintenance bay. The office area will be expanded approximately 700 sq ft. to the east into the existing maintenance bay. Contractor to design and build expansion of the conference room public area shown below.



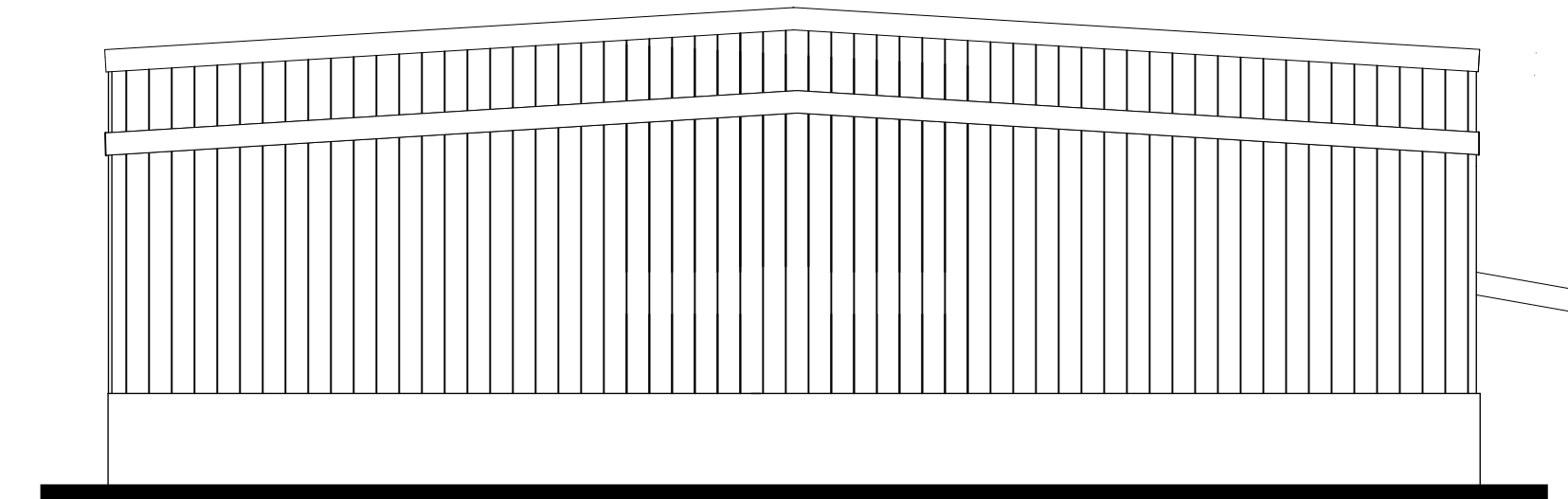
(Photo looking north showing the conference room to be expanded to the east)

Contractor will be responsible for all aspects of the design, permitting, material supply and construction of the project including but not limited to; design and construction of all site, structural and building design, permitting state, local or federal, concrete foundation, metal building, access points, equipment, emergency lighting and signage, alarms system installation and connection to the main building, conduit, electrical wiring, gas piping, drainage, grading of site, concrete slabs and heat tubing installed to main building, rebar, asphalt repairs, signing, crane/lift for unloading and or building set up, trash collection and disposal related to the project, electrical installation, and any other item required for a complete design/build project to supply the City with a complete and functional maintenance bay, expanded office area an site improvement for drainage, curb and gutter and paving of the parking lot.

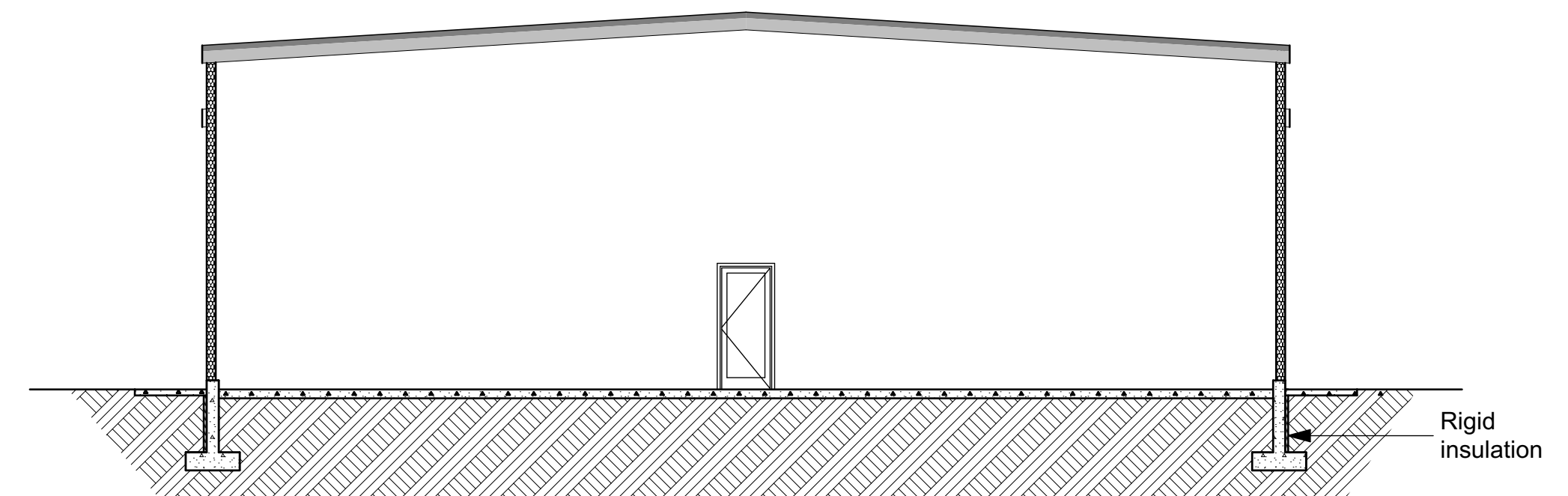
The city has provided site exhibits for contractor review and a site plan with general site layout design. These layouts are how the City foresees the project to be laid out, but contractors may vary from this layout if the suggested layout is shown within their proposal and meets the City's requirements.



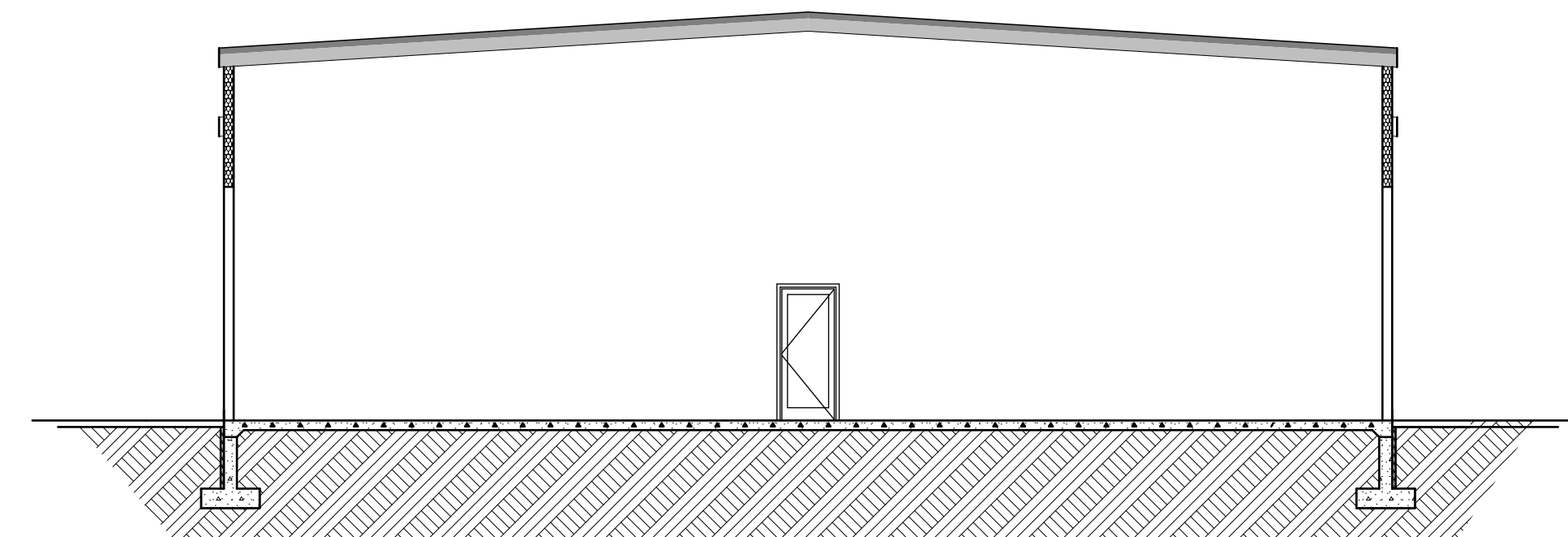
EAST SIDE ELEVATION
scale 1/8" = 1'-0"



WEST SIDE ELEVATION
scale 1/8" = 1'-0"

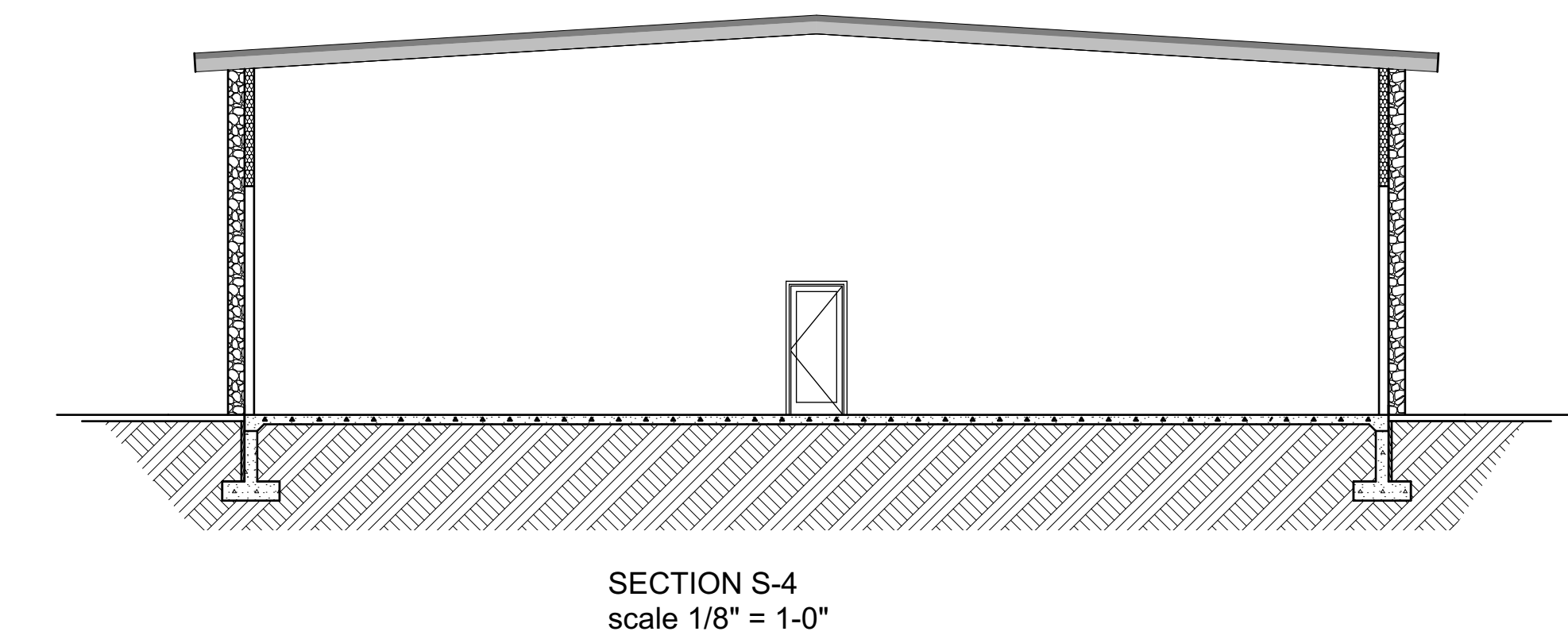
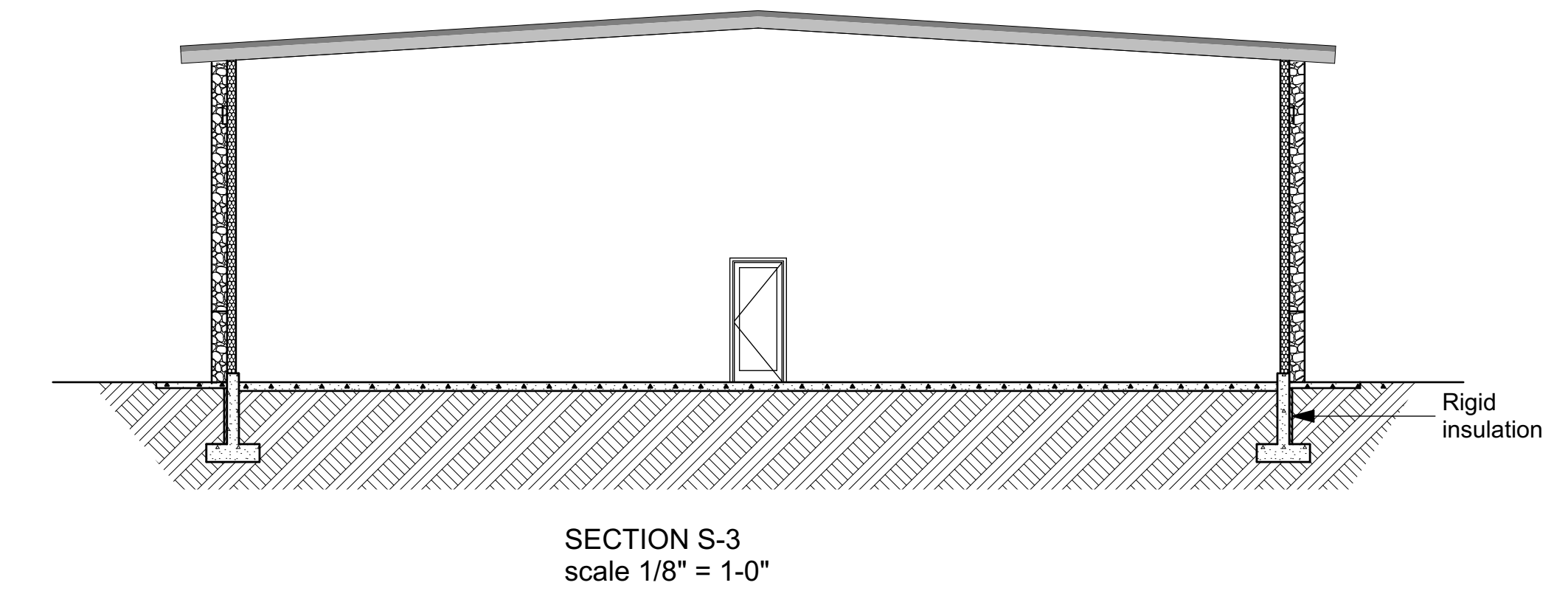
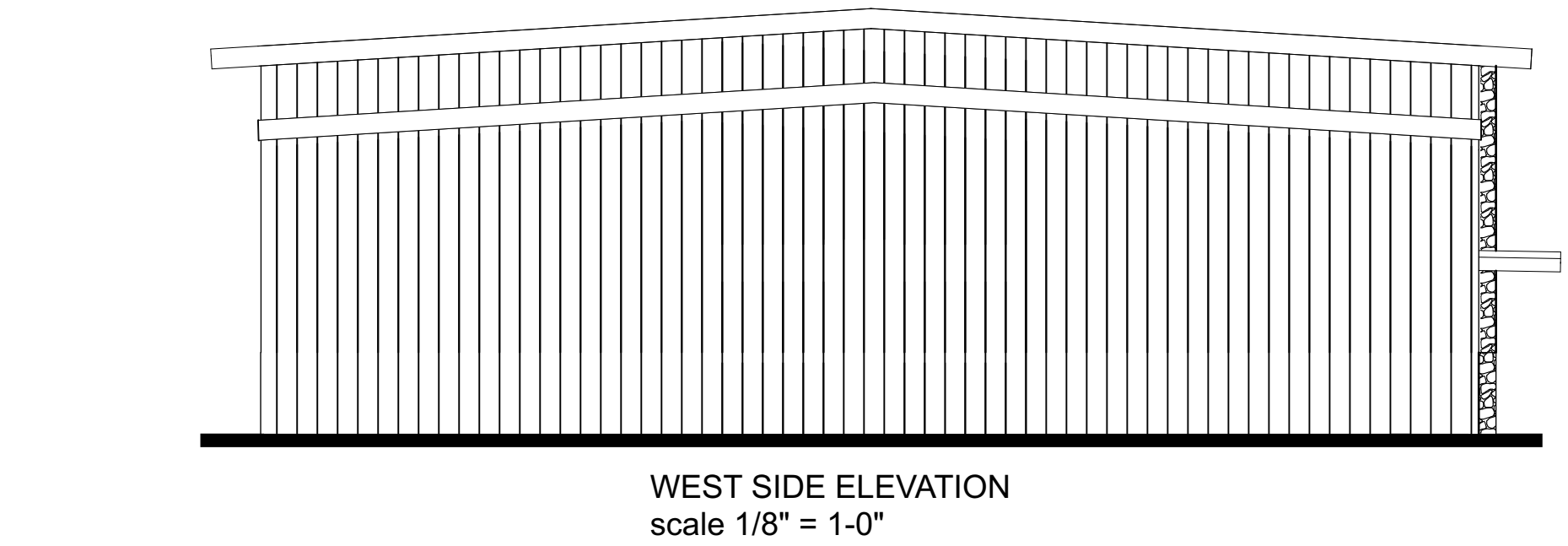
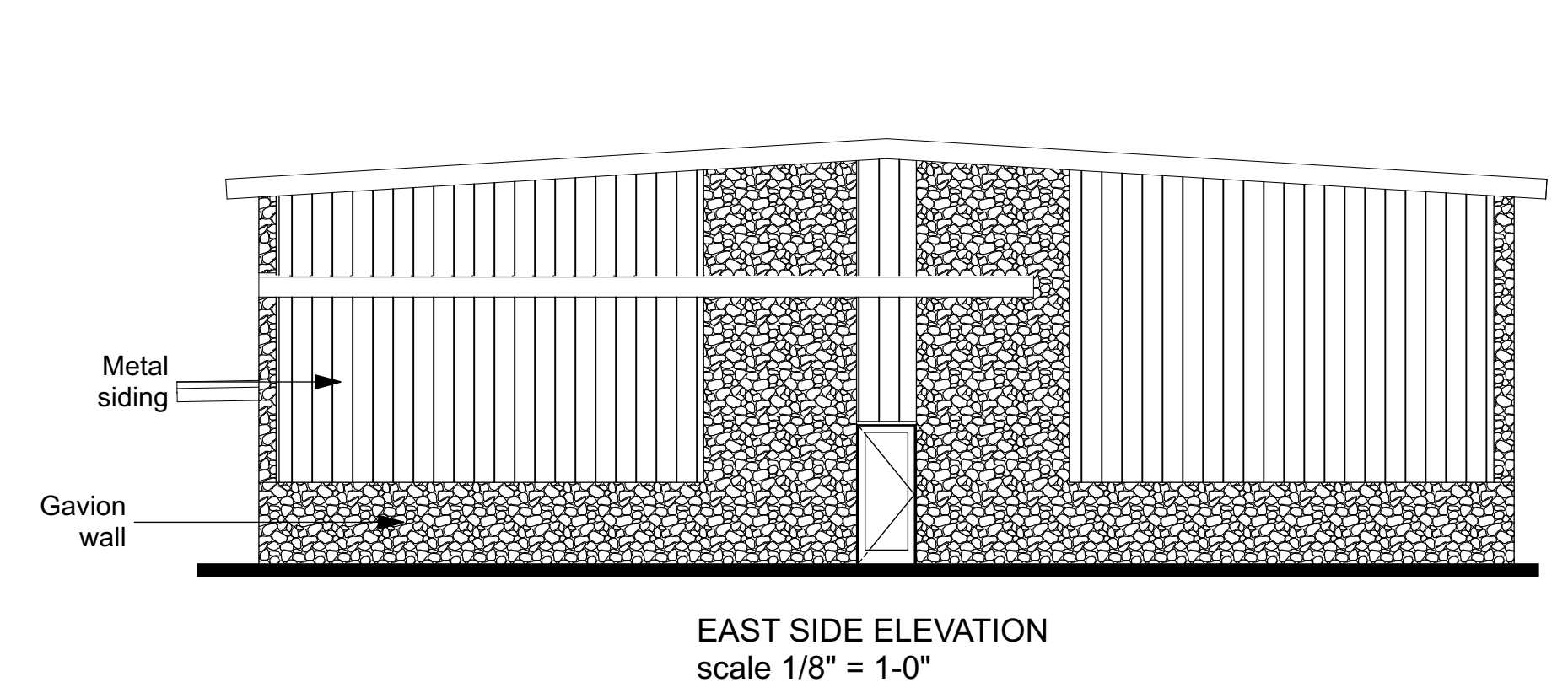
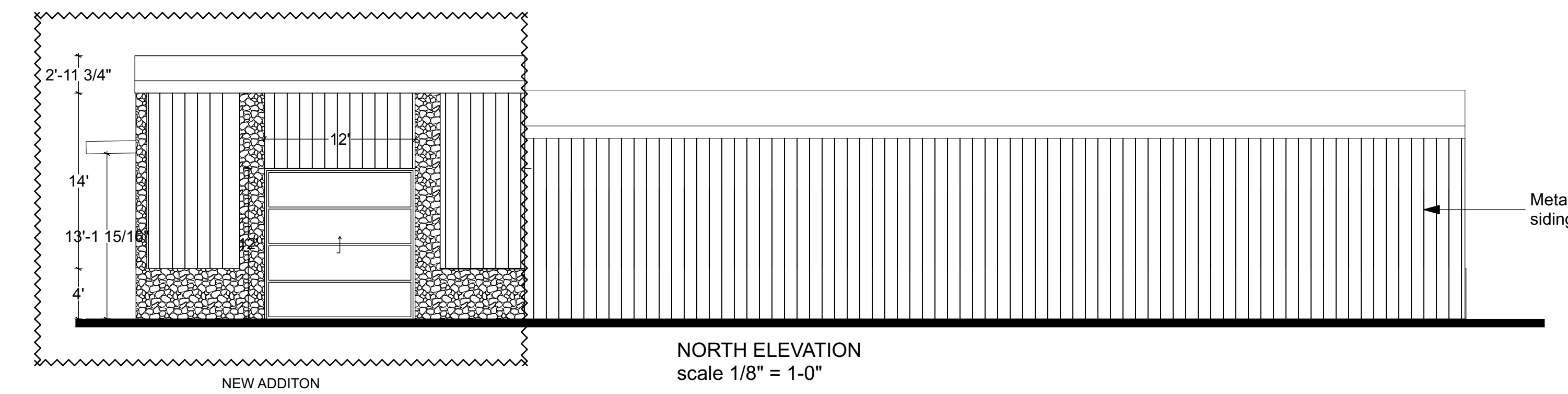
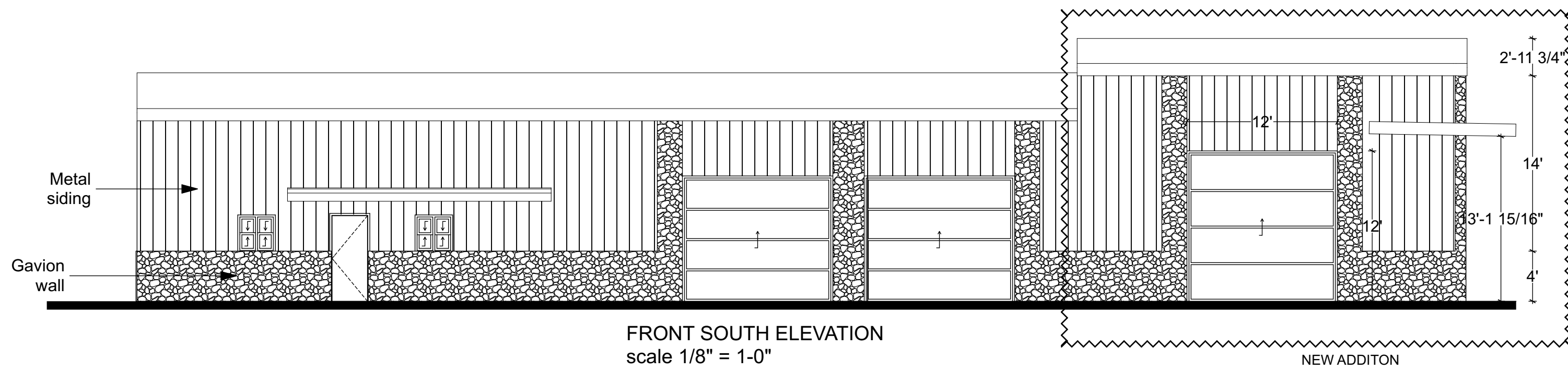
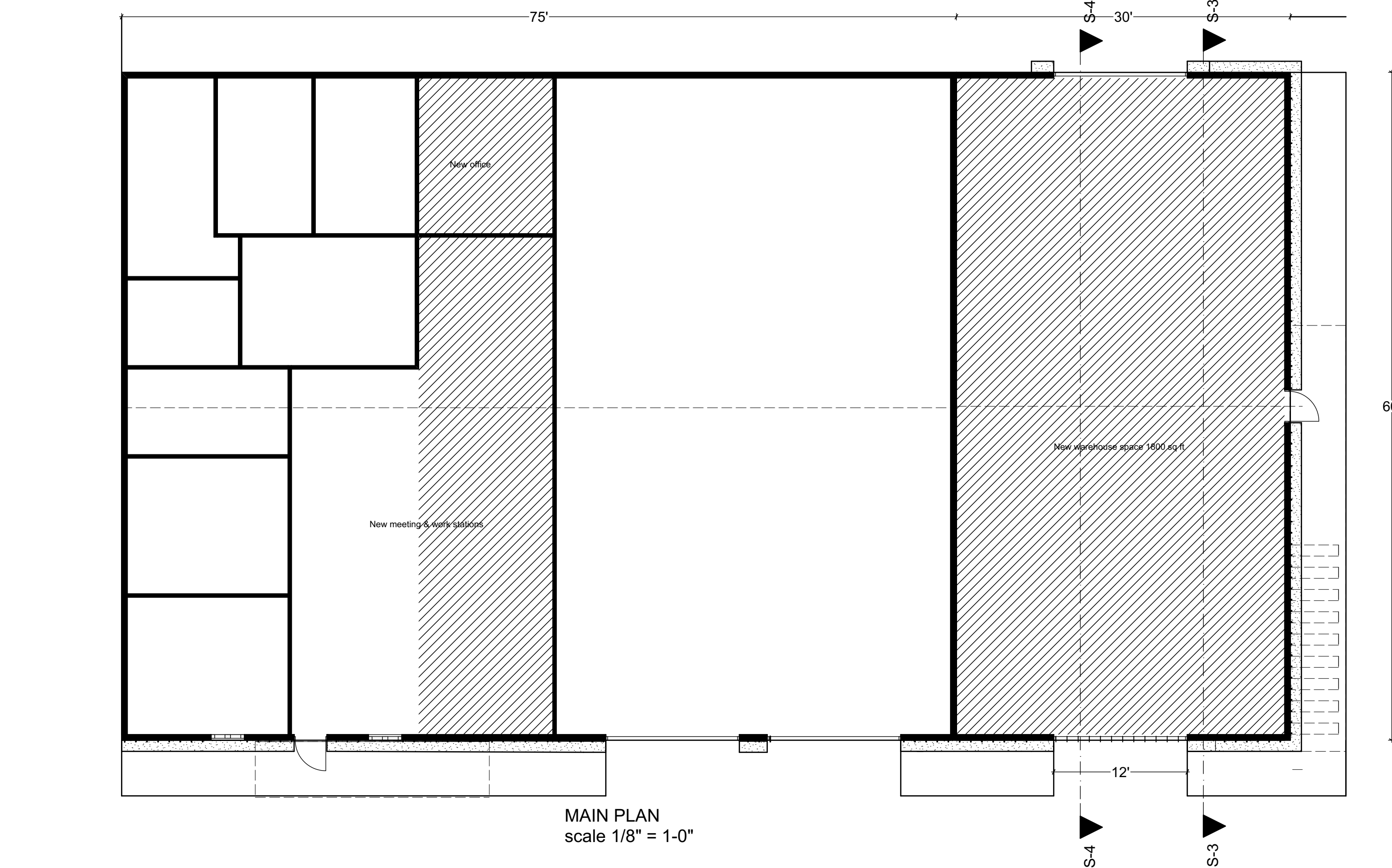


SECTION S-3
scale 1/8" = 1'-0"



SECTION S-4
scale 1/8" = 1'-0"







City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: RFQ 2021-18Q Three Phase Transformer Award to American Power/Howard for \$110,780.

Action Requested: Approval of Award of RFQ 2021-18Q Three Phase Transformers to American Power/Howard for \$110,780.

Department: Public Works

Presented By: Matthew Langhorst, Public Works Director

Background Info: The City of Glenwood Springs purchases transformers yearly to restock units that have been put into place due to replacement planning, transformer damage or installations planned for within new developments around town. This year the Electric Department is looking to purchase (11) - 3 phase transformers for department needs in 2021. Four proposals for the materials were submitted for review. One proposal was considered non-responsive due to the primary voltage information on the bid was incorrect and so were names on the bid which appeared to be confused with another municipality's bid process. Three responsive bids came in per the Total Evaluation Summary sheet attached. American Power/Howard is the lowest material purchase bidder and has the overall most efficient Total Evaluation cost over the lifetime of the transformer. Electric will bring these into inventory and a majority of the cost has been covered under fees paid by developers, with the remaining costs covered under System Upgrades budget.

Issues: None

Staff Recommendation: Staff is Recommending the Award of RFQ 2021-18Q Three Phase Transformers go to American Power/Howard for \$110,780.00.

**CITY OF GLENWOOD SPRINGS
TRANSFORMER BID EVALUATIONS**

SIZE	QTY	SUPPLIER	DELIVERY DATE	PRICE EACH	PURCHASE PRICE	PRESENT WORTH		CORE LOSS COST	LOAD LOSS	LOAD LOSS COST	TOTAL EVALUATED COST
						PRICE	CORE LOSS				
75 kva Padmount-3 phs 13200GRD Y/7620 208Y/120 515-070	2	American Power / Howard	8-10 wks ARO	8,267.00	16,534.00	21,031.25	182 @ 5.12	1,863.68	798 @ 1.464	2,336.54	25,231.47
		Wesco - Prolec	20-22 wks ARO	9,975.00	19,950.00	25,376.40	142 @ 5.12	1,454.08	888 @ 1.464	2,600.06	29,430.54
		Wesco - ABB	15-16 wks ARO	10,070.00	20,140.00	25,618.08	161 @ 5.12	1,648.64	826 @ 1.464	2,418.53	29,685.25
SIZE	QTY	SUPPLIER	DELIVERY DATE	PRICE EACH	PURCHASE PRICE	PRICE	CORE LOSS	CORE LOSS COST	LOAD LOSS	LOAD LOSS COST	TOTAL EVALUATED COST
112.5 kva Padmount-3 phs 13200GRD Y/7620 208Y/120 515-092	1	American Power / Howard	8-10 wks ARO	9,635.00	9,635.00	12,255.72	226 @ 5.12	1,197.00	1197 @ 1.464	1,752.41	15,205.13
		Wesco - Prolec	20-22 wks ARO	11,350.00	11,350.00	14,437.20	200 @ 5.12	1,024.00	1054 @ 1.464	1,543.06	17,004.26
		Wesco - ABB	15-16 wks ARO	10,870.00	10,870.00	13,826.64	208 @ 5.12	1,064.96	1182 @ 1.464	1,730.45	16,622.05

SIZE	QTY	SUPPLIER	DELIVERY DATE	PRICE EACH	PURCHASE PRICE	PRESENT WORTH		CORE LOSS COST	LOAD LOSS	LOAD LOSS COST	TOTAL EVALUATED COST
						PRICE	CORE LOSS				
150 kva Padmount-3 phs 13200GRD Y/7620 208Y/120 515-102	3	American Power / Howard	8-10 wks ARO	9,404.00	28,212.00	35,885.66	297 @ 5.12	4,561.92	1458 @ 1.464	6,403.54	46,851.12
		Wesco - Prolec	20-22 wks ARO	11,855.00	35,565.00	45,238.68	267 @ 5.12	4,101.12	1466 @ 1.464	6,438.67	55,778.47
		Wesco - ABB	15-16 wks ARO	10,485.00	31,455.00	40,010.76	129 @ 5.12	1,981.44	1703 @ 1.464	7,479.58	49,471.78

SIZE	QTY	SUPPLIER	DELIVERY DATE	PRICE EACH	PURCHASE PRICE	PRICE	CORE LOSS	CORE LOSS COST	LOAD LOSS	LOAD LOSS COST	TOTAL EVALUATED COST
225 kva Padmount-3 phs 13200GRD Y/7620 208Y/120 515-104	4	American Power / Howard	8-10 wks ARO	9,887.00	39,548.00	158,192.00	335 @ 5.12	6,860.80	2241 @ 1.464	13,123.30	178,176.10
		Wesco - Prolec	20-22 wks ARO	12,020.00	48,080.00	192,320.00	387 @ 5.12	7,925.76	1900 @ 1.464	11,126.40	211,372.16
		Wesco - ABB	15-16 wks ARO	12,285.00	49,140.00	196,560.00	164 @ 5.12	3,358.72	1960 @ 1.464	11,477.76	211,396.48

SIZE	QTY	SUPPLIER	DELIVERY DATE	PRICE EACH	PURCHASE PRICE	PRICE	CORE LOSS	CORE LOSS COST	LOAD LOSS	LOAD LOSS COST	TOTAL EVALUATED COST
500 kva Padmount-3 phs 13200GRD Y/7620 208Y/120 515-122	1	American Power / Howard	8-10 wks ARO	16,851.00	16,851.00	21434.472	748 @ 5.12	3,829.76	3723 @ 1.464	5,450.47	30,714.70
		Wesco - Prolec	20-22 wks ARO	16,490.00	16,490.00	20975.28	587 @ 5.12	3,005.44	4157 @ 1.464	6,085.85	30,066.57
		Wesco - ABB	15-16 wks ARO	17,835.00	17,835.00	22686.12	272 @ 5.12	1,392.64	4045 @ 1.464	5,921.88	30,000.64

Bid Purchase Pricing American Power/Howard	\$	110,780.00
Bid Purchase Pricing Wesco - Prolec	\$	131,435.00
Bid Purchase Pricing Wesco - ABB	\$	129,440.00



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: RFP 2021-15 Electric Pole Inspection Award

Action Requested: Approval of the Pole Inspection Contract to Alamon, Inc with Pricing Based on Submitted 2021-15P Wood Pole Inspection Submittal Form.

Department: City Administration

Presented By: Matthew Langhorst, Public Works Director

Background Info: The City of Glenwood Springs Electric Department completes a structural inspection of all wood poles that are owned by the department approximately every 5-7 years. This year the electric department and procurement completed a bid for inspection of the 1,000 to 1,100 wooden poles that are in our system with 3 full proposals and 1 incomplete proposal being submitted for review. Alamon, Inc. was the lowest qualified bidder on the project. The Electric Department has estimated that 1,000 poles will be inspected with the standard inspections methods, 100 will require a visual inspection and 20% of the total will require fumigation. Staff budgeted \$50,000 in 2021 for these inspections, the estimated cost of the work noted above will be under \$20,000.

Issues: None at this time.

Staff Recommendation: Staff is Recommending the Pole Inspection Contract Award go to Alamon, Inc with Pricing Based on Submitted 2021-15P Wood Pole Inspection Submittal Form.

**Alamon, Inc. Cover Letter
City of Glenwood Springs
RFP 2021-15P Wood Pole Inspections**

June 11, 2021

City of Glenwood Springs,

Thank you for the opportunity to participate in the Wood Pole Inspection bid process.

The following items are included in Alamon's response:

- Cover Letter
- Submittal Form
- Issued Addenda
- Warranty Information
- List of 3 References
- Duration of Work Estimate
- Product Submittals
- Labor/Materials Warranty Information
- Exceptions to the Specifications and Scope of Work

Company History

Based in Kalispell, MT, Alamon has been in business since 1975, providing skilled contract labor to the Electrical and Telecommunications industries. Alamon's Utility Services division has been **inspecting utility poles for over 12 years**, totaling more than 2 Million poles on a nationwide scale. Our Clients include Municipality/Government entities, Investor Owned Utilities, Cooperatives, and PUD's.

With a full-time, inhouse IT/GIS team, Alamon routinely handles large amounts of geospatial inspection data, seamlessly delivering custom reporting for every client. While we are not the biggest company in the industry, we are streamlined to provide excellent service, pricing, and data delivery to our clients.

Thank you again for the opportunity to bid on this project. If the City of Glenwood Springs should have any questions, or need clarifications on any of Alamon's information, please let me know.

Best Regards,

Nathan Anunson

Nathan Anunson
Operations Manager - Alamon, Inc.
nathan.anunson@alamon.com – 406-890-3152 (cell)
www.alamon.com



RFP 2021-15P WOOD POLE INSPECTIONS

2021-15P Wood Pole Inspection Submittal Form

Bidding \$ 16.37* per each wood pole being inspected as specified in the Scope of Work. Above Ground Inspection/Sounding/partial Excavation Boring.

Bidding \$ 5.73 per each pole being inspected in the Scope of Work. Above Ground Inspection.

Bidding 120 total days for completion of wood pole inspections.

**Application of SmartFume internal Fumigant Bid at an additional \$8.40 per application*

SUBMITTED BY:

Name Alamon, Inc.

ADDRESS 315 W Idaho St

City Kalispell State MT Zip 59901

Corporate Seal

Firm Name * Alamon, Inc.

Signature Nathan Anunson

Title Operations Manager

Phone (406) 752 - 8838

*** Insert " Corporation, Partnership " etc.**

Issued Addenda

Alamon, Inc. acknowledges the receipt of 4 addendum to the original RFP.

Warranty Information

The warranty for any treatment materials supplied by Alamon, Inc. will fall under the manufacturers' standard warranty. Materials under warranty are guaranteed for up to one (1) calendar year following the completion of the project, or for the period of the manufacturers' standard warranty, whichever is less.

Obligations under this warranty are limited to repair or replacement of materials provided hereunder which shall be found defective during the one (1) calendar year period or the manufacturers' warranty period {if manufacturer's warranty period is less than one (1) calendar year}/ It is agreed that Alamon, Inc. will be given a reasonable amount of time to fix all items falling under the manufacturer's warranty.

Damage caused by the end Customer, by normal operations, or by any other influence not directly related to the work performed by Alamon, Inc. will be excluded from this warranty.

There are no other warranties other than that stated herein.

List of 3 References

San Miguel Power Association

Duane Oliver
Manager of Operations
PO Box 1150
Ridgeway, CO 81432
(970) 864-7311 ext. 205
doliver@smpa.com

La Plata Electric Association

Toby Allred
Line Superintendent
PO Box 2750
Durango, CO 81302
(970) 749-0663
tallred@lpea.coop

Poudre Valley Rural Electric Association

Craig Harney
Operations Superintendent
7649 REA Parkway
Fort Collins, CO 80528
(970) 282-6435
charney@pvrea.coop

Duration of Work Estimate

Alamon anticipates a 1–2-month duration to complete the inspection of up to 1,100 poles per the scope of work requirements. Alamon would begin the inspection during late summer, 2021.

Product Submittals & Material Warranty

Please see attached product data.

Exceptions to the Specifications and Scope of Work

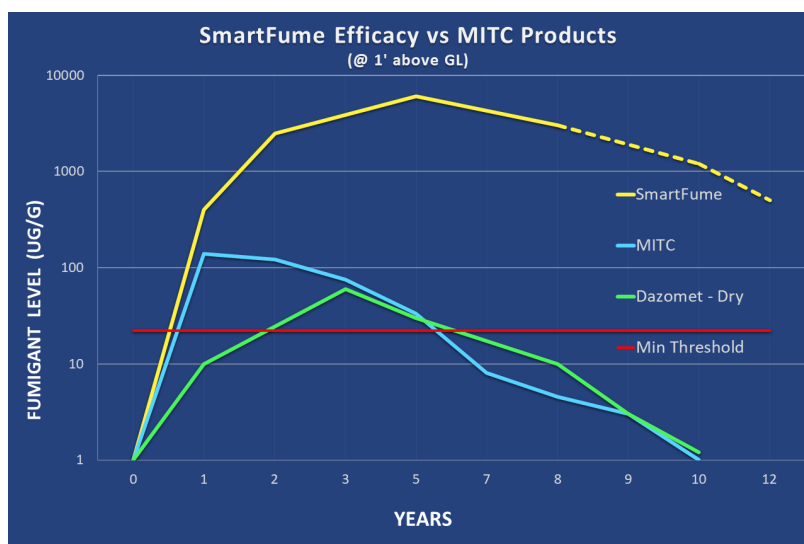
Alamon, Inc. has not exceptions to the Specifications and Scope of Work as described in the RFP.



is a controlled release cartridge containing chloropicrin, a highly effective fumigant, unsurpassed in arresting and preventing internal pest and fungal decay in large wood utility poles, pilings and timbers.

Encapsulated Controlled Release Delivery SmartFume® is designed to control the release of chloropicrin, minimizing risk of handler exposure during application, while dispersing chloropicrin into the wood at a precise rate needed to arrest and prevent decay for up to 15 years.

SmartFume clearly outperforms all other internal wood fumigant products, protecting wood poles for 10-15 years with no lapse in coverage. To protect the wood from decay, the fumigant level must stay above threshold of 20ug/g (red line on graph). Other fumigants fail to maintain the minimum threshold after the 5-year mark.



Each cartridge contains 30 grams of chloropicrin

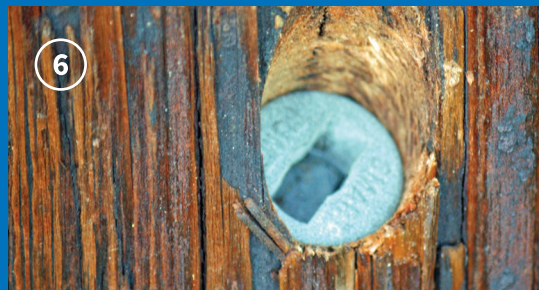
GROUND-LINE APPLICATION TABLE: Dosage Rate and Drill Pattern for Utility Poles.

Pole Circumference (in Inches)	Number of Cartridges Installed and Drill Pattern
35" or less	3 holes beginning at groundline spaced 120 degrees apart and 6" to 18" higher than the previous hole.
36" to 49"	4 holes beginning at groundline spaced 90 degrees apart and 6" to 18" higher than the previous hole.
50" to 59"	5 holes beginning at groundline spaced 70 degrees apart and 9" to 12" higher than the previous hole.
60" to 69"	6 holes beginning at groundline spaced 60 degrees apart and 9" to 12" higher than the previous hole.
70" to 79"	7 holes. The first 2 at groundline 180 degrees apart and the remaining 5 spaced 60 degrees apart and 8" to 10" higher than the previous hole.
80" to 90"	8 holes. The first 2 at groundline 180 degrees apart and the remaining 6 spaced 50 degrees apart and 8" to 10" higher than the previous hole.

ELEVATED POLE APPLICATION TABLE: Dosage Rate and Drill Pattern for Utility Poles.

Pole Circumference (in Inches)	Pressure-Treated Poles	Nonpressure-Treated Poles
36" or less	1 hole spaced 8 feet apart vertically.	1 hole spaced 4 feet apart vertically.
37" or more	2 holes spaced by rotating the holes 90 degrees apart and 12" – 18" apart vertically. Space the 2-hole treatment zones 8 – 12 feet apart vertically.	2 holes spaced by rotating the holes 90 degrees apart and 12" – 18" apart vertically. Space the 2-hole treatment zones 4 - 6 feet apart vertically.

Feature	SmartFume (chloropicrin)
Form	Encapsulated Liquid
Reaction completion	No reaction required
Low risk of handler chemical contact when used as directed	✓
Broad Spectrum Pesticide/Fungicide	✓
Consistant Reliable Fumigant Release	✓
Bonds to wood lignan for longevity	✓
Fumigates immediately regardless of temperature	✓
Never blocks inspection hole	✓
Easily uninstalled	✓
Audit and tracking to insure proper treatment	✓
Not dependent upon water content	✓
Made in the USA	✓



1. Attach SmartPlug® to the end of SmartFume® Cartridge.
2. Remove the crimp cap.
3. Place cartridge in front of treatment hole. Insert cartridge into treatment hole.
4. Press the cartridge and plug assembly into treatment hole until the plug stops-up the hole.
5. Insert driver into the end of the plug and screw the plug clockwise until the head of the plug is flush or slightly recessed from the pole surface.
6. To remove cartridge, reverse the direction of the driver and screw the plug counter-clockwise while pulling slightly away from the pole.

CONTACT US

General Inquiries
SmartFume.com
support@smartfume.com
(541) 745-3029

Product Sales
sales@smartfume.com
Account Information
renee@smartfume.com

Postal Mail
SmartFume® Co.
PO Box 2832
Corvallis, Oregon 97339

ADVANCED CONTROL OF WOOD DECAY

**CONTROLLED RELEASE FUMIGANT CARTRIDGE FOR
INTERNAL USE IN LARGE WOOD UTILITY POLES, PILINGS,
AND TIMBERS**

 **SmartFume®**

Meet SmartFume®

SmartFume® is a controlled release cartridge containing chloropicrin, a highly effective fumigant, unsurpassed in arresting and preventing internal pest and fungal decay in large wood utility poles, pilings, and timbers.

Encapsulated Controlled Release Chloropicrin Delivery

SmartFume® is designed to control the release of the chloropicrin in order to eliminate handler exposure during application, while dispersing chloropicrin into the wood at a precise rate needed to arrest and prevent decay for 10 to 15 years. Research demonstrates that chloropicrin delivered through the SmartFume® cartridge meets or exceeds the treatment results of chloropicrin treatment poured directly into the wood, while eliminating fumigant contact to the handler when used as directed. SmartFume® is an improved controlled release delivery system providing exceptional fumigant protection to wood poles and timbers.



***SMARTFUME® IS A RESTRICTED USE PESTICIDE**
For use on wood structures by certified applicators. Read product label and Safety Data Sheet carefully and follow all instructions.

The SmartFume® Process

PROPRIETARY SLOW RELEASE MEMBRANE

The proprietary SmartFume® controlled release membrane allows the cartridge to be installed without fumigant escape. After the cartridge is installed, the fumigant will be released into the bore at a controlled rate, which allows the chemical opportunity to migrate expansively into the wood.

MIGRATES EXPANSIVELY THROUGH WOOD

Chloropicrin's unequalled ability to travel through the wood at significant distances from the point of application makes SmartFume® exceptional in arresting and preventing decay.

REMAINS IN THE WOOD

Chloropicrin has unique properties which cause it to remain in wood longer than any other fumigant.

LIQUID READILY VAPORIZES INTO THE WOOD

SmartFume® vaporizes readily to migrate and fumigate the wood allowing easy access to the inspection and treatment bore, unlike granular products which have been known to solidify and block the hole from further treatment and inspection.

TREATS ELEVATED POLE AREAS

SmartPlug's® innovative design allows SmartFume® to be installed at an upwards vertical angle allowing access to higher reaches in wood structures. SmartFume® provides a solution for arresting and preventing decay in upper pole areas.

What Makes SmartFume® SMART?

- 50% more active ingredient in SmartFume® than other products!
- Effective against both pest and fungal decay.
- SmartPlug® installs SmartFume® in a rapid one-step installation and removal not obtainable with any other internal fumigant.
- SmartPlug® allows the cartridge to readily be removed for auditing of fumigant to substantiate proper fumigant remedial service is complete.
- The SmartPlug® is tamper resistant, protecting the bore hole from tampering.
- Complete treatment system in one. No need for additional parts, plugs, or chemical.

SmartPlug® One-Step Installation and Removal

The SmartPlug® is an innovative plug which allows SmartFume® to be installed and sealed in a quick simple one-step process. This one-step process saves time and money during both installation and removal of the SmartFume® cartridge. The SmartPlug® is tamper resistant.

RESTRICTED USE PESTICIDE DUE TO ACUTE TOXICITY

For retail sale and use only by Certified Applicators or persons under their direct supervision and only for those uses covered by the Certified Applicator's Certification.



A controlled release fumigant cartridge for advanced control of wood decay

FUNGICIDE/PESTICIDE FOR WOOD

Active Ingredient: Chloropicrin.....99.7%

Inert Ingredients:.....0.3%

100%

Net Weight: 3 lbs. 5oz. (50– 1.06 oz (30 g) cartridges)

KEEP OUT OF REACH OF CHILDREN

PRECAUCION AL USUARIO: Si usted no lee Ingles, no use este producto hasta que la etiqueta le haya sido explicada ampliament.



DANGER/PELIGRO POISON FIRST AID



If Inhaled	Move person to fresh air. If person is not breathing, call 911 or an Ambulance, then give artificial respiration, preferably by mouth to mouth if possible. Call a poison control center or doctor for further treatment advice.
If on Skin or Clothing	Take off contaminated clothing. Rinse skin immediately with plenty of water for 15-20 minutes. Call a poison control center or doctor for treatment advice.
If in Eyes	Hold eye open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye. Call a poison control center or doctor for treatment advice.
If Swallowed	Call a poison control center or doctor immediately for treatment advice. Have the person sip a glass of water if able to swallow. Do not induce vomiting unless told to do so by the poison control center or doctor. Do Not give anything by mouth to an unconscious person.
Have the product container or label with you when calling the poison control center or doctor, or going for treatment. You may also contact the American Association of Poison Control Center's Poison Help Line at 1-800-222-1222 seven days a week, 24 hours a day or your local poison control center for emergency medical treatment information.	
NOTE TO PHYSICIAN: Chloropicrin is a volatile liquid that is the active ingredient in tear gas. As a gas, it is a powerful lachrymator. Early symptoms of overexposure are lachrymation, respiratory distress and vomiting. Pulmonary edema may develop later. Treatment is symptomatic.	

SEE INSIDE PANEL FOR ADDITIONAL PRECAUTIONARY STATEMENTS

Manufactured for:

SmartFume Co.
PO Box 2832, Corvallis, Oregon 97339
541-745-3029

EPA Reg. No. 93077-1
EPA Est. No. 94497-MO-1

U.S. Patent No.
10,611,048



Packet Page 34

Made in the USA

PRODUCT INFORMATION

SmartFume® is a slow release cartridge that contains chloropicrin, a proven fungicidal/pesticidal fumigant. When the cartridge is activated, chloropicrin is gradually released at a controlled rate, allowing time for implanting the cartridge into a bored treatment hole. Properly installed as directed, there is minimal hazard to the applicator. SmartFume®, when used as directed, will prevent or arrest internal decay present in Douglas-fir, Western Red Cedar, and Southern Pine poles, piling and similar large wood timber members in outdoor sites. Do Not Use Indoors.

PERSONAL PROTECTION EQUIPMENT

Applicators and other handlers must wear long-sleeved shirt and long pants, socks, chemical resistant footwear, gloves resistant to chloropicrin, and a full face shield or safety glasses. In the event of a cartridge rupture and liquid spill, wear a NIOSH/MSHA approved mask for organic vapors or a pesticide respirator, goggles or face shield, protective clothing and neoprene gloves to prevent worker exposure to chloropicrin liquid or vapor while securing the site.

USER SAFETY REQUIREMENTS

Follow manufacturer's instructions for cleaning/maintaining PPE. If no such instructions for washables exist, use detergent and hot water. Keep and wash PPE separately from other laundry. Discard clothing and other absorbent material that have been drenched or heavily contaminated with the product's concentrate. Do not reuse them.

USER SAFETY RECOMMENDATIONS

Users must wash hands before eating, drinking, chewing gum, using tobacco, or using the toilet. Users must remove clothing/PPE immediately if pesticide gets inside. Then wash thoroughly and put on clean clothing. Remove safety glasses/face shield after handling this product. Wash the outside of gloves before removing. As soon as possible, wash thoroughly and change into clean clothing.

PRECAUTIONARY STATEMENTS HAZARDS TO HUMANS AND DOMESTIC ANIMALS

DANGER: May be fatal if inhaled or swallowed. Corrosive. Poisonous liquid and vapor. Liquid causes skin burns and irreversible eye damage. Do not get in eyes, on skin or on clothing. Do not breathe vapor or gas. Chloropicrin is readily identifiable by smell. Exposure to very low concentrations of vapor will cause irritation of eyes, nose, and throat. Continued exposure after irritation or higher concentrations may cause painful irritation to the eyes or temporary blindness. Always work with another person when applying the cartridges.

ENVIRONMENTAL HAZARDS

This product is toxic to fish and wildlife. Do not apply directly to water, or to areas below mean high water level, or to intertidal areas below the mean high water mark. Keep out of lakes, streams or ponds. Use a secondary containment system when working over water. Do not contaminate water by cleaning of equipment or disposal of waste.

PHYSICAL OR CHEMICAL HAZARDS

This product may be corrosive under certain conditions. Chloropicrin is a nonflammable liquid.

STORAGE AND DISPOSAL

Do not contaminate water, food or feed by storage or disposal.

STORAGE: Store in a cool, dry, well-ventilated area under lock and key. Post as a pesticide storage area. Persons moving or handling containers must wear the personal protective equipment specified in the PPE section of this labeling. Store in closed original packaging.

LEAK PROCEDURES: Evacuate immediate area of spill or leak. Use SCBA or combination air-supplied/SCBA respiratory for entry into affected area to correct problem. Move leaking container or box outdoors or to an isolated location, observing strict safety precautions. Work upwind if possible. Allow leaking material to evaporate, or absorb into vermiculite, dry sand, earth or similar absorbent material which may be disposed of on site, or at an approved disposal facility. Do not permit entry into a leak area by unprotected persons until concentration of chloropicrin is determined to be less than 0.15 ppm.

PESTICIDE DISPOSAL: Pesticide wastes are acutely hazardous. Improper disposal of excess pesticide, spray mixture or rinsate is a violation of federal law. If these wastes cannot be disposed of by use according to label instructions, contact your State Pesticide or Environmental Control Agency, or the Hazardous Waste Representative at the nearest EPA Regional Office for guidance.

CONTAINER DISPOSAL: Non-refillable cartridge. Do not reuse or refill the cartridge for any purpose.

Fiberboard Box: Completely empty fiberboard box. Offer for recycling, if available, or dispose of in a sanitary landfill.

Canister: Completely empty canister of cartridges. Offer for recycling, if available, or puncture and dispose of in a sanitary landfill or by other procedures allowed for by state and local authorities. **Cartridges: Unused Cartridges:** Ship unused (unopened) cartridges to the manufacturer in original packaging. Contact manufacturer for shipping instructions. **Empty cartridges:** Place in container with vermiculite, dry sand or earth. Dispose of in a sanitary landfill or by other procedures allowed for by state and local authorities.

DIRECTIONS FOR USE

It is a violation of Federal law to use this product in a manner inconsistent with its labeling.

This fumigant is a highly hazardous material and should be used only by persons trained in its proper use. Before using, read and follow all label precautions and directions. All persons working with this fumigant should be trained in the hazards, use of required PPE equipment, emergency procedures and proper use of fumigant.

For remedial treatment of wooden poles/timbers:

1. Plug the pre-drilled holes immediately after application;
2. Do not treat structures/beams that are fully or partially indoors;
3. Do not drill an application hole through seasoning checks. If the hole intersects a check, plug the hole and drill another. If more than 2 treatment holes intersect an internal void or rot pocket, re-drill the holes farther up the pole into relatively solid wood.
4. The cartridge may be inserted into an unaltered 3/4" or 7/8" diameter holes. If the entrance of the hole is distorted, drill a new hole for treatment. Minimum hole depth is 11 inches.

GROUND-LINE POLE APPLICATION: The ground-line area of a 40" circumference standing pole is taken as a guide and example for application of this product. Bore a pattern of 4 holes at a 45 degree downward angle. For smaller diameter poles or timbers, it will be necessary to increase the boring angle to allow for an 11" deep hole. For a non-excavated pole, the first hole shall be at the ground-line and succeeding holes about 6" - 18" higher and rotated about 90 degrees from the next lower hole. For an excavated pole, the first hole shall be below the ground line utilizing the pattern and spacing presented in the table on next page.

1. Always open canister and cartridges in an outdoor area.
2. Open canister carefully and remove the required number of cartridges for the application.
3. For poles, it is recommended that the open end of the cartridge be placed downwards. For other timbers, it may be appropriate to insert with open end up.

Use the following directions when installing with the SmartPlug® (7/8" diameter hole only):

4. Attach the SmartPlug® to the end of the cartridge.
5. Grasp the cartridge in one hand with the crimp-cap facing upward.
6. Insert the cartridge fully into the hole, open end down, until the SmartPlug® closes the opening.
7. Using the "T" bit and a cordless driver, screw the SmartPlug® clockwise into the pole until it is flush or slightly recessed in the hole.

Use the following directions when installing conventional treated wood and plastic plugs:

4. Grasp the cartridge in one hand with the crimp-cap facing upward.
5. Remove the crimp-cap and seal.
6. Insert the cartridge fully into the hole, open end down.
7. Promptly insert a treated tapered wooden or plastic plug and close the hole.

GROUND-LINE APPLICATION TABLE: Dosage Rate and Drill Pattern for Utility Pole	
Pole Circumference (in inches)	Number of Cartridges Installed and Drill Pattern
35" or less	3 holes beginning at groundline spaced 120 degrees apart and 6" to 18" higher than the previous hole.
36" to 49"	4 holes beginning at groundline spaced 90 degrees apart and 6" to 18" higher than the previous hole.
50" to 59"	5 holes beginning at groundline spaced 70 degrees apart and 9" to 12" higher than the previous hole.
60" to 69"	6 holes beginning at groundline spaced 60 degrees apart and 9" to 12" higher than the previous hole.
70" to 79"	7 holes. The first 2 at groundline 180 degrees apart and the remaining 5 spaced 60 degrees apart and 8" to 10" higher than the previous hole.
80" to 90"	8 holes. The first 2 at groundline 180 degrees apart and the remaining 6 spaced 50 degrees apart and 8" to 10" higher than the previous hole.

ELEVATED POLE APPLICATION TABLE: Dosage Rate and Drill Pattern for Utility Pole		
Pole Circumference (in inches)	Pressure-Treated Poles	Nonpressure-Treated Poles
36" or less	1 hole spaced 8 feet apart vertically.	1 hole spaced 4 feet apart vertically.
37" or more	2 holes spaced by rotating the holes 90 degrees apart and 12" – 18" apart vertically.	2 holes spaced by rotating the holes 90 degrees apart and 12" – 18" apart vertically.
	Space the 2-hole treatment zones 8 – 12 feet apart vertically.	Space the 2-hole treatment zones 4 - 6 feet apart vertically.

ELEVATED TIMBER APPLICATIONS:

SmartFume® can be applied to any accessible surface of large sawn timbers. The most ideal placement of treatment holes is the top surface of horizontal members. Seasoning checks and other obstacles will force deviations from the ideal hole pattern. When treating elevated positions on timbers, drill holes at least 11 inches deep and apply 1 cartridge per hole. For timbers requiring 2 holes per treatment location, stagger the holes, alternating side to side and separating 12" – 18" apart longitudinally. For pressure-treated wood members, space the treatment locations 8 - 12 feet apart longitudinally. For nonpressure-treated wood members, space the treatment locations 4 - 6 feet apart longitudinally.

WARRANTY DISCLAIMER Seller warrants that this product complies with the specifications expressed in this label. SELLER MAKES NO OTHER WARRANTIES; AND DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR THE INTENDED PURPOSE. To the extent consistent with applicable law, Seller's liability for default, breach, or failure under this label shall be limited to the amount of the purchase price. To the extent consistent with applicable law, Seller shall have no liability for consequential damages.



SAFETY DATA SHEET

SmartFume®

1. IDENTIFICATION

PRODUCT IDENTIFIER: SmartFume SDS No.: 100-NA-SFC
OTHER MEANS OF IDENTIFICATION: Chloropicrin, Trichloronitromethane
RECOMMENDED USE: Pesticide (Fumigant)

MANUFACTURED FOR:

SmartFume Co.
PO Box 2832
Corvallis, Oregon 97339

Customer Service: 541-745-3029
E-mail: sds@smartfume.com

FOR CHEMICAL EMERGENCY

(Spill, Leak, Fire, Exposure, or Accident),
Call CHEMTREC:

(800) 424-9300 (24 hours, USA or Canada)
(703) 527-3887 (if outside USA or Canada)

NOTE TO PESTICIDE HANDLERS: If the pesticide product user labeling contains specific task instructions or requirements that conflict with the requirements of this Safety Data Sheet (SDS), **follow the instructions or requirements on the labeling.** If there is a conflict between user specific instructions or requirements in the Worker Protection Standard and this SDS, **follow the instructions or requirements of the Worker Protection Standard.** See Section 15 of this SDS for further information.

2. HAZARDS IDENTIFICATION

Note: Supplemental information is [bracketed] or noted as such in Section 2.

GHS Classification 	• Acute Toxicity – Inhalation, Category 1 • Acute Toxicity – Oral, Category 2 • Skin Corrosion/Irritation, Category 1C [liquid contact] • Eye Damage/Irritation, Category 1 [liquid contact] • Eye Irritation, Category 2A [vapor contact] • Specific Target Organ Toxicity, Single Exposure, Category 1 (respiratory) • Specific Target Organ Toxicity, Repeat Exposure, Category 1 (respiratory) • Hazardous to the Aquatic Environment, Short Term (Acute) Hazard, Category 1 • Hazardous to the Aquatic Environment, Long Term (Chronic) Hazard, Category 1
Signal Word	DANGER
GHS Hazard Statements	• Fatal if inhaled or swallowed. H330+H300 • Causes severe skin burns and eye damage. [liquid contact] H314 • Causes serious eye irritation. [vapor contact] H319 • Causes damage to the respiratory system from single exposure or through prolonged or repeated exposure by inhalation. H370+H372 • Very toxic to aquatic life with long lasting effects. H400 +H410

GHS PRECAUTIONARY STATEMENTS

Prevention

- Do not breathe gas or vapors. P260
- Use only outdoors or in a well-ventilated area. P271
- Wear protective gloves, eye protection.
- See section 8 for accidental spill respiratory protection.[See section 8 of SDS]. P280+P284
- Wash hands thoroughly after handling. P264
- Avoid release to the environment [except for authorized use] P273

Response [First Aid, See Section 4 for additional information] • IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a physician or poison control center. P304+P340+P310 • IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor, [for liquid contact] [For vapor contact], if eye irritation persists, get medical advice. P305+P351+P338+P310+P337+P313 • IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water or shower. Immediately call a POISON CENTER or doctor. P303+P361+P353+P310 • IF SWALLOWED: Immediately call a POISON CENTER or doctor. [Dab material from mouth with dry cloth first, if possible] Rinse mouth. Do NOT induce vomiting. P310+P301+P330+P331 • Get medical advice if you feel unwell. P314 • Wash contaminated clothing before reuse. P363	
Storage [See Section 7 for additional information] • Store in a well-ventilated place. Keep container tightly closed. Store locked up. P403+P233+P405	
Disposal [See Section 13 for additional information] • Collect spillage. P391 • Dispose of contents and container in accordance with government regulations. P501	
Hazards Not Otherwise Classified	None
Supplemental Information	Closed containers may rupture or burst if heated by fire. • Keep away from heat/open flames. P210 • Store away from combustible materials. P220 • In case of fire: Evacuate area. Fight fire remotely due to the risk of container rupture. P370+P380+P375 (modified)

3. COMPOSITION / INFORMATION ON INGREDIENTS

Chemical Identity	Synonyms	CAS #	Concentration by weight %
Chloropicrin	Trichloronitromethane	76-06-2	99.7 *

* Product label will reflect nominal active ingredient percentages.

4. FIRST AID MEASURES

Inhalation	Remove victim to fresh air and keep at rest in a position comfortable for breathing. Qualified persons should administer oxygen, if available. If breathing has stopped, give artificial respiration. Symptoms of lung edema (shortness of breath) may develop up to 24 hours after exposure. Immediately call an ambulance if any breathing difficulty persists after removal from exposure area. Call a physician or poison control center for further treatment advice.
Eyes	Hold eyes open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after the first five minutes; then continue rinsing eyes. Immediately call a physician or poison control center if liquid contact occurs. For vapor contact, if eye irritation persists, get medical advice or attention.
Skin	Remove and isolate contaminated clothing and shoes, and other items covering the skin. Rinse skin immediately with plenty of water for 15-20 minutes. Use soap and water for a final cleanse. Call a physician or Poison Control Center immediately. Aerate and then wash any contaminated clothing or shoes separately before reuse. Dispose of heavily contaminated clothing and shoes.
Ingestion	Immediately call a Poison Control Center or physician. Have victim dab inside mouth with dry cloth or paper towel to remove as much product as possible, then thoroughly rinse with water with mouth lowered towards ground to prevent inadvertent swallowing. Never give anything by mouth to a victim who is unconscious or is having convulsions. Do not induce vomiting without advice from Poison Control Center or physician. If vomiting occurs, keep head low to minimize aspiration of stomach contents.

Most Important Symptoms/Effects, Acute and Delayed	Chloropicrin is a volatile liquid and a potent lachrymator (eye tearing). Early symptoms of overexposure are lachrymation, respiratory distress, and vomiting. Pulmonary edema and pulmonary symptoms may be delayed. Treat symptomatically.
Indication of Immediate Medical Attention or Special Treatment.	Obtain medical assistance at once in case of illness or burn after exposure, or if irritation to eyes and respiratory tract persist. Do not allow conditions that could cause further exposure until recovery is complete.
General Advice	Ensure that medical personnel are aware of the material involved, and that they take precautions to protect themselves from exposure to chloropicrin vapor from victim's clothing or stomach contents. At lower concentrations (73-150 ppb), chloropicrin behaves as mild sensory irritant. At concentrations above 150 ppb, cough, headache, nausea, and vomiting may occur. These symptoms are temporary and reversible following termination of exposure. See Section 11 Toxicology Section for more information.
Have the product container or label with you when calling the poison control center or doctor, or going for treatment. You may also contact the: American Association of Poison Control Center's Poison Help Line at 1-800-222-1222 seven days a week, 24 hours a day or your local poison control center for emergency medical treatment information.	

5. FIRE FIGHTING MEASURES

Suitable Extinguishing Media	All conventional fire extinguishing media are suitable: water spray, dry chemical, carbon dioxide, alcohol-resistant foam.
Unsuitable Extinguishing Media	None
Specific Hazards Arising from the Chemical	• Non-combustible. Substance itself does not burn but may decompose upon heating to produce corrosive, toxic, and/or irritating gases or vapors. • Vapors are not explosive. • Vapors are heavier than air. They can spread along the ground and collect in low or confined areas. • Closed containers may rupture or burst if heated by fire. Rapid decomposition may burst closed containers under fire conditions.
Hazardous Combustion Products	• Carbon monoxide, chlorine, hydrogen chloride, phosgene, nitrosyl chloride, and nitrogen oxides.
Special Protective Equipment	• Wear self-contained breathing apparatus and full turnout gear for fire situations.
Precautions for Fire Fighters	• Stay upwind. • DO NOT approach containers suspected to be hot. • Fight fire from maximum distance or use unmanned hose holders or monitor nozzles. • Evacuate area at least 150 meters (500 feet), initially. • Move containers from fire area if you can do it without risk. • Cool containers with flooding quantities of water until well after fire is out. • For massive fire in cargo area, use unmanned hose holder or monitor nozzles, if possible. If not, withdraw and let fire burn out.

6. ACCIDENTAL RELEASE MEASURES

Personal Precautions, Protective Equipment, and Emergency Procedures	• Use proper personal protective equipment (PPE) as indicated in Section 8. • Do not touch damaged containers or spilled material unless wearing appropriate PPE. • Avoid breathing vapors and contact with skin and eyes. • Keep unnecessary personnel away. • Avoid low places, ventilate closed spaces before entering, work upwind if possible. • Do not permit entry into the spill or leak area by any person not wearing proper PPE until Chloropicrin is measured to be less than 0.15 ppm. • After clean-up operations, decontaminate and launder all protective clothing and equipment before storing and re-using.
Environmental Precautions	• Prevent entry into waterways, sewers, basements, or confined areas. • Contact local authorities in case of spillage to drain/aquatic environment.
Methods and Materials for Containment	• Stop leak if you can do so without risk. • Dike the spilled material where possible with sand, earth, or vermiculite.
Methods for Cleaning Up Small Liquid Spills 55 gallons or less	• Isolate immediate area at least 100 feet (30 m), initially. • Wear recommended PPE. • Chloropicrin readily vaporizes so ensure area is well-ventilated. • Move leaking or damaged containers outdoors to an isolated location, if safe to do so. Position container or other packaging to minimize potential for liquid to leak out. • Allow spilled fumigant to evaporate or cover spill with water, soil, or plastic tarp to reduce vapors. • Absorb onto inert material such as vermiculite, dry sand, or dirt, and deposit spill into a sealable polyethylene or steel container that is labeled appropriately. • Ventilate area before allowing re-entry and until the concentration of chloropicrin is measured to be less than 0.15 ppm.
Methods for Cleaning Up Large Liquid Spills > 55 gallons	• Isolate at least 500 feet (150 m) in all directions, initially. • Wear self-contained breathing apparatus (SCBA) and recommended PPE (see Section 8) • Contain with dike and cover diked area with plastic sheeting or with water to reduce vapors.
Other Information	• For disposal, see Section 13.

7. HANDLING AND STORAGE

PRECAUTIONS FOR SAFE HANDLING

This product is a highly hazardous material and must be handled with care only by those individuals who are certified pesticide applicators and are trained and experienced with its proper use. IF THIS PRODUCT IS BEING USED IN THE FIELD, AND THE INFORMATION IN THIS SDS DIFFERS FROM THAT ON THE END USE LABELING FOR THIS PRODUCT, THE HANDLER MUST FOLLOW THE PRECAUTIONARY STATEMENTS ON THE END USE LABELING.

- Wear PPE in accordance with Section 8. Leather or other abrasion resistant gloves can be worn when handling or moving closed boxes and containers.
- Wash hands and face before eating, drinking, or smoking after handling material. Handle in accordance with good industrial hygiene and safety practice.
- Keep boxes and canisters upright. Do not drop, drag, slide or roll boxes and containers on their sides.
- Ropes, slings, hooks, tongs, and similar handling devices should not be used for unloading pallets, boxes and containers. A suitable hand truck, fork truck, or similar device to which the pallets and boxes can be firmly secured should be used for transporting the heavier pallets or boxes.
- Keep lids closed and secure when handling containers.
- Never insert an object (e.g. wrench, screw driver, etc.) into lid openings. Keep sharp tools and objects away from the containers.
- Ventilation: When possible, open packaging and container (slowly) only in a well-ventilated area with the operator “upwind” from the container or provide ventilation to control airborne levels below the permissible exposure limit.
- NOTE: Passing vapors through activated carbon effectively removes Chloropicrin.
- Do not allow to spill.
- Avoid contact with incompatible materials. See Section 10 for specific materials to avoid.
- Do not get in eyes, on skin, on clothing.

- Always have adequate clean water available to wash the skin.
- If product splashes or spills on shoes or clothing, remove them at once. Vapors from contaminated area will be an intolerable source of irritation. If liquid contacts skin where rings or bandages are worn, remove them and wash exposed skin with soap and water. Air expose shoes or clothing outside and do not wear until free of all traces of fumigant. Keep and wash PPE and work clothing separately from other laundry. Discard clothing and other absorbent materials that have been drenched or heavily contaminated with this product.
- Keep away from heat or open flame.
- Containers should never be refilled by the consumer or used for any other product or purpose.

CONDITIONS FOR SAFE STORAGE

- Containers should be tightly closed and stored upright, in a cool, dry, well-ventilated area under lock and key (secured).
- Keep flammable/combustible liquids, oxidizers, and combustible solid materials away from Chloropicrin containers.
- Store at temperatures not exceeding 55 °C (131 °F).
- Post as a pesticide storage area, according to State Pesticide law.
- Do not contaminate water, food, or feed by storage or disposal.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

OCCUPATIONAL EXPOSURE LIMITS FOR CHLOROPICRIN (CAS 76-06-2)

SOURCE OF EXPOSURE LIMIT	TYPE	VALUE	
US OSHA, Table Z-1 Limits for Air Contaminants, 29 CFR 1910.1000	TWA	0.1 ppm	0.7 mg/m ³
US ACGIH, Threshold Limit Values (TLVs)	TWA	0.1 ppm	0.67 mg/m ³
US NIOSH, Recommended Exposure Limits	TWA	0.1 ppm	0.7 mg/m ³
US NIOSH, Documentation for Immediately Dangerous to Life or Health	IDLH	2 ppm	
Canada, Alberta OELs (Occupational Health & Safety Code, Schedule 1, Table 2)	TWA	0.1 ppm	0.7 mg/m ³
Canada, British Columbia OELs (Occupational Exposure Limits for Chemical Substances, Occupational Health and Safety Regulation 296/97, as amended)	TWA	0.1 ppm	
Canada, Ontario OELs. (Ministry of Labor – Control of Exposure to Biological or Chemical Agents)	STEV	0.3 ppm	2 mg/m ³
	TWAEV	0.1 ppm	0.67 mg/m ³
Canada, Quebec OELs. (Ministry of Labor- Regulation Respecting the Quality of the Work Environment)	TWAEV	0.1 ppm	0.67 mg/m ³
Mexico, Occupational Exposure Limit Values	STEL	0.3 ppm	2 mg/m ³
	TWA	0.1 ppm	0.7 mg/m ³

ENGINEERING CONTROLS

General Hygiene	• Wash hands and face before breaks and immediately after handling product. • Handle in accordance with good industrial hygiene and safety practice. • Use personal protective equipment as required. • Keep working clothes separate.
Equipment	• Provide easy access to adequate water supply for eye flushing or skin decontamination in the work area. • For field handling and application situations, refer to the pesticide end-use label for emergency water requirements.
Ventilation	• For indoors, use process enclosures, local exhaust ventilation, or other engineering controls to control airborne levels below recommended exposure limits. • Lethal concentrations may exist in areas with poor ventilation.

INDIVIDUAL PROTECTION MEASURES

Eyes/Face	To protect against splash and irritating mists during use or manual handling wear: • Safety goggles or glasses or a full face shield.
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Skin	Gloves: During handling or use tasks, use chemical-resistant gloves when contact with liquid product is likely. Butyl, Nitrile, Neoprene are acceptable for incidental contact (<10 minutes). Clothing: Wear appropriate splash-resistant clothing which consists of long sleeved shirts, long pants, socks, chemical resistant footwear to prevent skin exposure. For longer term protection options for gloves and protective clothing, refer to the EPA Label Review Manual, EPA Chemical Resistance Category Selection Chart, Category H.
Respiratory NOTE: Only NIOSH certified respirators may be used for Respiratory Protection	In the event of a cartridge rupture and liquid spill, wear a NIOSH/MSHA approved mask for organic vapors or a pesticide respirator, goggles or face shield, protective clothing and neoprene gloves to prevent worker exposure to chloropicrin liquid or vapor while securing the site. If working in an environment where the eyes are stinging and watery due to exposure to this product, wear a full-face respirator with an organic vapor cartridge. For air concentrations greater than 2 ppm (IDLH): - A full-face pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes. - A combination full-face pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply. For emergency or planned entry into unknown concentrations: - A full-face pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes. - A combination full-face pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply. For escape* - Air-purifying respirator equipped with full face and an organic vapor cartridge. - Any air-purifying hood style CBRN escape-certified respirator. - Air-purifying respirator with canisters (TC-14G) that include the escape gas mask (canister) respirator, the gas mask (canister) respirator, and the filter self-rescuer. - Any self-contained breathing apparatus with hood or full-face mask. *Respirators certified "escape only" can only be used for escape purposes and CANNOT be used for responding to emergencies. When applying as a pesticide, follow end- use pesticide label instructions for respiratory protection.
Measurement	Air concentration can be measured with a direct reading detection device, such as a Sensidyne or Kitigawa pump, using its Chloropicrin detector tube. (#172S is tube number for Sensidyne).

PERSONAL PROTECTION FOR SPILLS/EMERGENCY

Fire	If fire only, use normal fire-fighting equipment. If chemical releases and fire involved, wear recommended chemical protective clothing in conjunction with fire-fighting gear.
Spills	Minimum PPE: Full-face air-purifying respirator with organic vapor cartridge and chemical resistant gloves. Upgrade respiratory protection in accordance with the "Respiratory" section above.
Chemical Protective Clothing	- For small cleanup where liquid splash is unlikely, loose-fitting or well ventilated long-sleeved shirt, long pants or coveralls, socks with shoes may be worn. If contact occurs, remove contaminated clothing immediately to prevent skin irritation or burn. - For cleanup where liquid splash is likely, a liquid impervious chemical coverall with booties and head cover may be worn, for example, Tyvek® QC or Saranex™ SL. - In confined areas or areas where substantial vapor levels exist, wear a vapor-tight suit made of a material such as Tychem® TK or Kappler CPF 3. - Use a Dupont™ Responder® level suit or equivalent for use against permeation by chloropicrin for periods greater than 8 hours. Teflon® withstands permeation from 4 to 8 hours.

9. PHYSICAL AND CHEMICAL PROPERTIES

Appearance	Clear, colorless liquid in normal storage. Pale yellow if aged or exposed to air.
Odor	Strong, sharp, irritating (pungent). Chloropicrin is readily identifiable by smell.
Odor Threshold	700 ppb in 2-5 seconds
pH	Not applicable
Melting Point	-69.2 °C (-92.56 °F)

Freezing Point	-69.2 °C (-92.56 °F)
Boiling Point	112 °C (233.6 °F) (757 mm Hg, 100.925kPa)
Boiling Range	Not available
Flash Point (°C)	No flash point determined below 100 °C (212 °F)
Flammability (solid, gas)	Not flammable
Flammability Limits in air, Upper % by volume	Not relevant
Flammability Limits in air, Lower % by volume	Not relevant
Autoignition Temperature	No ignition occurred when tested up to 402 °C (755 °F)
Evaporation Rate	Fast 0.00017 lbs/sec/ft ² at 15.5 °C (60 °F) and 13.7 km/h (8.5 mph) wind 0.00008 lbs/sec/ft ² at 15.5 °C (60 °F) and 5.3 km/h (3.3 mph) wind
Vapor Pressure	18.3 mm Hg @ 20 °C (68 °F) Volatile 2.2610 kPa @ 20 °C 5.77 mmHg @ 0 °C, 79 mmHg @ 50 °C
Vapor Density	5.7 (air = 1)
Relative Density (g/cm ³) (Specific Gravity)	1.6558 @ 20 °C (68 °F) H ₂ O = 1 1.69225 @ 0 °C
Density @ 20 °C	13.7 lbs. / gal. (water = 8.33 lbs/gal)
Solubility	Slightly in water. 0.16 grams/100 ml (0.016%) in water, 1.6 g/L Soluble in acetonitrile, hydrocarbon solvents
Partition Coefficient (n-octanol/water)	2.38 log K _{ow}
Decomposition Temperature	127 °C (261 °F) At its boiling point, chloropicrin slowly decomposes
Viscosity	0.73 centistokes @ 20° C
% Volatile	100
Molecular Formula	CCl ₃ NO ₂
Molecular Weight	164.37
Critical Pressure	640 psia
Critical Temperature	145 °C (293 °F)
Saturated Vapor Density	0.0068 gm/cc @ 20 °C/Air=1
Liquid Surface Tension	32.3 dynes/cm = 0.0323 N/m at 20 °C (not considered to be surface active) 71.0 mN m ⁻¹
Ratio of Specific Heats of Vapor (Gas)	1.0991
Latent Heat of Vaporization	103 Btu/lb = 57.3 cal/g = 2.4 X 10 ⁵ J/kg
Heat of Fusion	48.16 cal/g
Henry's Law Constant	43.84 Pa.m ³ .mol ⁻¹ Moderately volatile (2.15 E-03 atm-M ³ mole (estimated))

Conversion

To convert inhalation results for Chloropicrin:

mg/m ³ to ppm	x 0.14875 (NTP)	x 0.13628 (STP)
ppm to mg/m ³	x 6.72 (NTP)	x 7.3380 (STP)

10. STABILITY AND REACTIVITY

Reactivity	- Hazardous polymerization is not known to occur. - Containers containing chloropicrin can rupture or burst when subjected to fire or temperatures above 60 °C (140 °F).
Chemical Stability	Product is stable under normal temperatures and pressures.
Possibility of Hazardous Reactions	If heated under confinement, may develop accelerated decomposition.
Conditions to Avoid	- Contamination with water can lead to the generation of corrosive constituents overtime. - Unstable under fire conditions. Avoid temperatures above 60 °C (140 °F).
Incompatible Materials	- Do not use with aluminum and its alloys, organic amines, aniline in presence of heat, sodium methoxide, magnesium and its alloys, or alkali metals. - Degrades PVC, dissolves rubber compounds and fiberglass resin, and is mildly corrosive to carbon steel in presence of moisture.

Hazardous Decomposition Products	Phosgene, hydrogen chloride, carbon monoxide, chlorine, nitrosyl chloride, and nitrogen oxides at high temperatures.
Explosibility	Did not exhibit heat or shock sensitivity when tested per EEC Method A14.

11. TOXICOLOGICAL INFORMATION

Likely Routes of Exposure:	- Eyes (primarily due to vapors in air) - Respiratory Tract (by inhalation of vapors) - Skin (primarily by contact with liquid) - Ingestion
Signs & Symptoms of Exposure	Vapor Contact: - Eye irritation, stinging, tearing at low concentrations - Throat irritation, coughing - Dripping nasal mucous - Nausea, vomiting, abdominal pain, headache - Dizziness, drowsiness, unconsciousness - Breathing difficulty, cyanosis (bluish looking skin/lips) - Pulmonary edema, and death due to pulmonary edema Liquid Contact: - Skin blistering - Skin, eye, and portal tissue burns

SHORT TERM (ACUTE, IMMEDIATE) OR DELAYED EFFECTS

Inhalation	- At 73-150 ppb, chloropicrin behaves as a mild sensory irritant. Above 150 ppb, cough, headache, nausea, and vomiting may occur. These symptoms are temporary and reversible following termination of exposure. - At levels above 300 ppb, respiratory symptoms may increase in severity and include difficulty in breathing. - At levels above 580 ppb for 8 hours or 2000 ppb for 10 minutes, life-threatening effects including pulmonary edema (fluid in lungs) can occur. Inhalation of chloropicrin vapors can be fatal. - Severe pulmonary responses can be delayed following onset of exposure.
Eyes	- Exposure to vapor concentrations from 73-150 ppb can produce mild eye irritation or tearing but stops following termination of exposure. - Exposure to higher concentrations will produce an increase in severity and earlier onset of irritation and tearing. Vision may be temporarily impaired. - Direct contact with liquid chloropicrin can cause burns to the eyes and produce permanent damage.
Skin	- Direct contact with liquid chloropicrin can cause irritation, blistering, or burns. - Burns can produce permanent damage to the skin.
Ingestion	Ingestion of liquid chloropicrin can cause burns to and produce permanent damage to the mouth, throat, esophagus and stomach. Ingestion of large quantities of chloropicrin liquid can be fatal.
Specific Target Organ Toxicity	- Respiratory system, lungs - Single exposure to high concentration can cause pulmonary edema and damage to bronchial epithelium.

CHRONIC EFFECTS

Chronic Effects	Long-term overexposure to inhalation of chloropicrin could result in inflammatory damage to the respiratory tract.
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Specific Target Organ Toxicity	Repeated-Dose Toxicity: Subchronic inhalations studies in mice and rats established that respiratory tissue is the target for chloropicrin inhalation toxicity and that portal-of-entry effects occur in the upper respiratory tissue of animals inhaling chloropicrin vapor for 90 days at concentrations at or above 0.1ppm (0.67mg/m³). Long-term Toxicity: Chronic inhalation studies in mice and rats established that the respiratory tissue is the target for chloropicrin inhalation toxicity and that tissue of the entire respiratory is subject to inflammatory damage. The NOAEL for respiratory system changes in chronic inhalation bioassays is 0.1 ppm for rats and mice.
Respiratory or Skin Sensitization	Data not available
Carcinogenicity	Not Listed: IARC - International Agency for Research on Cancer Not Listed: Listed: NTP - National Toxicology Program Not Listed: OSHA - US Occupational Safety and Health Administration ACGIH A4 – Not classifiable as a human carcinogen At least six long-term bioassays have been completed with chloropicrin to evaluate the potential of this compound to cause chronic and/or carcinogenic effects. Neoplasms were not seen in chloropicrin-treated animals at an incidence greater than concurrent or historic control animals.
Mutagenicity	<i>In vitro</i> studies produced mixed and contradictory results for genetic toxicity and mutation. <i>In vivo</i> studies are negative for mutation, DNA damage and chromosome damage.
Reproductive Toxicity	Inhalation exposure to chloropicrin of male and female rats in a 2-generation reproductive function study produced an NOAEL of 1.0ppm for systemic toxicity and greater than 1.5ppm for developmental toxicity and reproductive parameters. These data indicate that reproduction fitness is not adversely affected by chloropicrin inhalation even at systemically toxic levels.
Developmental Toxicity	Developmental toxicity studies in rats and rabbits conducted by the inhalation route of exposure showed that the NOAEL for maternal toxicity in rats was 0.4ppm and 1.2ppm for fetal toxicity. In rabbits NOAEL for maternal toxicity was 0.4ppm and 1.2ppm for fetal toxicity indicating that the developing fetus is not a target tissue for chloropicrin toxicity.
Neurotoxicity	Data not available
Aspiration Hazard	Data not available
Interactive Effects	Data not available
Confirmation of exposure	There is no biological indicator for exposure to chloropicrin.

HUMAN AND ANIMAL TOXICOLOGY STUDIES

73 ppb	Human sensory irritation threshold (eye irritation).
73 ppb to 150 ppb	Human response - mild irritant to eyes and throat.
> 150 ppb	Human response - headache, nausea, and vomiting may occur. These symptoms are temporary and reversible following termination of exposure.
> 300 ppb	Human response - respiratory symptoms may increase in severity and include difficulty in breathing.
> 580 ppb (8 hrs) or 2000 ppb (10 minutes)	Human response - life-threatening effects including pulmonary edema can occur.
18.9 ppm (126.6 mg/m ³)	Acute Toxicity Inhalation LC ₅₀ Rat: 4 Hour
37.5 mg/kg	Acute Toxicity Oral LD ₅₀ Rat
Reliable data not available	Acute Toxicity Dermal LD ₅₀ Rabbit

12. ECOLOGICAL INFORMATION

Ecotoxicity	Toxic to aquatic life
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Aquatic Toxicity	• $EC_{50} = 0.15$ mg/L, 48 hr, <i>Daphnia magna</i> (crustacean), acute, static • $LC_{50} = 0.0048$ mg/L, 96 hr, <i>Oncorhynchus mykiss</i> (rainbow trout), semi-static • $NOEC = 0.0025$ mg/L, 90 day growth, <i>Oncorhynchus mykiss</i> (rainbow trout): ELS flow through • $NOEC = 0.00427$ mg/L, 21 day, <i>Daphnia magna</i> (crustacean): static, reproduction • $E_r C_{50} = 0.00016$ mg/L, 72 hr, <i>Selenastrum Capricornutum</i> (algae), static, Growth rate • $E_b C_{50} = 0.00011$ mg/L, 72 hr, <i>Selenastrum Capricornutum</i> (algae), static, Biomass • $E_r C_{50} = 0.0379$ mg/L, 7 day, <i>Lemna minor</i> (higher plant), semi-static ($FrondsEC_{50}$)
Terrestrial Toxicity	• Honeybee dermal $LD_{50} > 100$ µg/L, 48 Hr • Acute avian inhalation $NOEC = 96$ ppb, 4 hours per day for 5 days • Terrestrial seedling emergence and vegetative vigor $NOEC = 100$ µg/L air. Exposure 6 hours per day for two days.
Persistence and Biodegradability (Environmental Fate)	• Atmospheric half-life estimated to be 1 day. Initial photolysis products include phosgene and nitrosyl chloride and chlorine; subsequently nitrogen dioxide and dinitrogen tetroxide. • Aquatic photolysis half-life = 1.3 days • Aerobic soil metabolism half-life = 4.5-10 days; major degradate is carbon dioxide. • Evaporation half- life in water (light) = 4.8- 9.4 minutes; (dark) = 4.1-15.7 minutes)
Bioaccumulative Potential	Due to low log Kow (<5.0) chloropicrin is not expected to bioaccumulate.
Mobility in Soil	Data not available
Other Adverse Effects (i.e. ozone)	Data not available
Partition Coefficient (n-octanol/water)	2.38 log K_{ow}

13. DISPOSAL CONSIDERATIONS

Container Management	• When a container is partially full and there is no further requirement for the product, contact the distributor for return instructions, or • Contact your State Pesticide or Environmental Control Agency, the Hazardous Waste representative at the nearest EPA Regional Office, or the product manufacturer for guidance on disposal of product.
Safe Handling	• Do not discharge effluent containing this product into lakes, streams, ponds, estuaries, oceans or other waters unless in accordance with the requirements of a national pollutant discharge elimination system (NPDES) permit. • Do not discharge effluent containing this product to sewer systems.
Disposal of Product	• Do not contaminate water, food, or feed by storage or disposal. Pesticide wastes are toxic. Improper disposal of excess pesticide, spray mixture, or rinsate is a violation of Federal Law. • If these wastes cannot be disposed of by use according to label instructions, contact your State Pesticide or Environmental Control Agency, the Hazardous Waste representative at the nearest EPA Regional Office, or the product manufacturer.
Container Disposal	• Boxes and Canisters which never contained liquid chloropicrin may be recycled if available according to your local recycling guidelines or disposed of in a sanitary landfill. • Cartridges which contained liquid chloropicrin may not be reused or refilled for any purpose. • Empty cartridges may be placed in a container with vermiculite, dry sand or earth and disposed into a sanitary landfill or disposed of by other procedures allowed for by state and local authorities. Contact your State Pesticide Office or Environmental Control Agency, the Hazardous Waste representative at the nearest EPA Regional Office for more information on permissible disposal or permissible recycling of empty containers.

14. TRANSPORT INFORMATION

US DOT, TDG, IMDG

UN Number	UN1580
Proper Shipping Name	Chloropicrin
Transport Hazard Class(es)	6.1
Packing Group	I
Toxic-Inhalation Hazard	Yes
Hazard Zone	B
Environmental Hazards	Aquatic
Marine Pollutant	Yes
Hazardous Substance	No Reportable Quantity (RQ) listed for Chloropicrin
Transport in Bulk per MARPOL	Not applicable
Labels	US DOT: Class 6.1, Poison Inhalation Hazard When packaged in accordance with DOT-SP 13355, No Hazard Label is Required IMDG, TDG, ADR, United Nations: Class 6.1, Toxic Substances
Emergency Guide	154 (NAERG – North American Emergency Response Guide)
IMDG EmS	F-A, S-A (General Fire Schedule, Spillage Schedule Toxic Substances)
Special Precautions	Packages must be secured against all movement during transport. Keep markings and labels on package until empty, cleaned and purged of chemical residues, including bulk and non-bulk packages.

IATA / ICAO (Air Transport)

Forbidden for any amount

15. REGULATORY INFORMATION

U.S. FEDERAL

OSHA This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

DEA Drug Enforcement Administration – 21 CFR 1308.11-15 – Not controlled.

CWC Chemical Weapons Convention – Chloropicrin is listed as a Schedule 3 substance subject to declaration and reporting.

FIFRA

This chemical is a pesticide product registered by the U.S. Environmental Protection Agency and is subject to certain labeling requirements under US federal pesticide law. These requirements differ from the classification criteria and hazard information required for safety data sheets, and for workplace labels of non-pesticide chemicals. Following is the hazard information as required on the pesticide label.

POISON, DANGER

May be fatal if inhaled or swallowed. Corrosive. Poisonous liquid and vapor. Liquid causes skin burns and irreversible eye damage. Do not get in eyes, on skin or on clothing. Do not breathe vapor or gas. Chloropicrin is readily identifiable by smell. Exposure to very low concentrations of vapor will cause irritation of eyes, nose, and throat. Continued exposure after irritation or higher concentrations may cause painful irritation to the eyes or temporary blindness. This product is toxic to mammals, birds, fish, and aquatic invertebrates. This product may be corrosive to metals under certain conditions.

CERCLA - Superfund (SARA Title III)

Section 302.4 (RQ)	Chloropicrin is not listed with an RQ (Reportable Quantity)
Section 302, EHS (TPQ)	Chloropicrin does not have a TPQ (Threshold Planning Quantity)
Section 311/312 (Tier II)	Yes
SARA Hazard Categories (for Tier II reporting)	See Physical and Health hazards listed in Section 2 of this SDS.

Section 313	This product contains the following EPCRA section 313 chemicals subject to the reporting requirements of EPCRA section 313 of the Emergency Planning and Community Right-To-Know Act of 1986 (40 CFR 372):		
	<u>CAS Registry Number</u>	<u>Chemical Name</u>	<u>% by Weight</u>
	76-06-2	Chloropicrin	99.7

RCRA - Resource Conservation and Recovery Act - Hazardous Wastes

Listed U or P	Chloropicrin is not specifically listed; however, prior to disposal of waste chloropicrin or chloropicrin-contaminated materials, the generator will need to evaluate if its waste characteristics are hazardous or non-hazardous.
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TSCA - Toxic Substances Control Act

TSCA Inventory List, Section 8(b):	Chloropicrin, CAS# 76-06-2 is listed
Health & Safety Reporting List, Section 8(d)	Not listed
Chemical Test Rules, Section 4	Not listed under these rules
Export Notification, Section 12b	Not listed under this section
TSCA Significant New Use Rule, Section 5(a)	Not listed under this rule

Clean Air Act

Hazardous Air Pollutants	Not listed
Class 1 or 2 Ozone depleters	Not listed

Clean Water Act / Oil Pollution Act of 1990

Section 311	Not listed
Hazardous Substances	Not listed
Priority Pollutants	Not listed
Toxic Pollutants	Not listed

STATE

Chloropicrin can be found on the following state right-to-know lists: California, New Jersey (Reportable threshold 500 lbs), Florida, Pennsylvania, Minnesota, Massachusetts
California Proposition 65 – Not listed.

CANADA

Domestic Substances List	Yes
Non-Domestic Substance List	No
Ingredient Disclosure List	Chloropicrin is listed (455 is chemical ingredient number)

MEXICO

This safety data sheet was prepared in accordance with the Official Mexican Standard (NOM-018-STPS-2000)

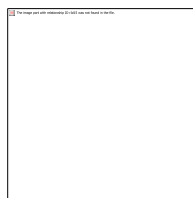
16. OTHER INFORMATION

VERSION 1 DATE: February 20, 2020

REVISION HISTORY:

Hazard Rating Systems

	<u>NFPA 704*</u>	<u>ACA-HMIS**</u>
Category	Chloropicrin	Chloropicrin
Health	4	4
Flammability	0	0
Reactivity	3	3



<u>Hazard Key</u>
4 - Severe
3 - Serious
2 - Moderate
1 - Slight
0 - Minimal

ABBREVIATIONS:

ACGIH	American Conference of Governmental Industrial Hygienists
ADR	European Agreement concerning the Internal Carriage of Dangerous Goods by Road
CAS	Chemical Abstracts Service
CBRN	Chemical, Biological, Radiological, and Nuclear
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
DOT	Department of Transportation (USA)
EC ₅₀	Half Maximal Effective Concentration - concentration of a material in water, a single dose which is expected to cause a biological effect on 50% of a group of test species.
EPCRA	Emergency Planning and Community Right-to-Know
GHS	Globally Harmonized System
IDLH	Immediately Dangerous to Life and Health - the maximum airborne concentration from which one could escape [within 30 minutes] without any escape-impairing symptoms or any irreversible health effects.
IMDG	International Maritime Dangerous Goods
LC ₅₀	Lethal Concentration - median dose at which 50% of test animals die from inhalation
LD ₅₀	Lethal Dose - median dose at which 50% test animals die from oral or dermal exposure
NOAEL	No Observable Adverse Effect Level
NOEC	No Observed Effect Concentration
NTP	Normal Temperature and Pressure: 20 °C and 760 mmHg or 68 °F and 1 atm
OEL	Occupational Exposure Limit
OSHA	Occupational Health and Safety Administration
ppb	part per billion
ppm	part per million
PPE	Personal Protective Equipment
RD ₅₀	Respiratory Distress in 50% of test animals
SARA	Superfund Amendments and Reauthorization Act
STEL	Short Term Exposure Limit Workers can be exposed to a maximum of four STEL periods per 8 hour shift, with at least 60 minutes between exposure periods.
STEV	Short Term Exposure Value: the maximum airborne concentration of a chemical to which a worker may be exposed in any 15 minute period, provided the TWAEV is not exceeded.
STP	Standard Temperature and Pressure: 0 °C and 760 mmHg or 32 °F and 1 atm
TDG	Transport of Dangerous Goods (Canada)
TWA	Time Weighted Average airborne concentration for a worker in an 8 hour day
TWAEV	Time-Weighted Average Exposure Value: Average airborne concentration of a chemical to which a worker may be exposed in a work day.
US DOT	United States Department of Transportation
WHMIS	Workplace Hazardous Materials Identification System (Canada)

WARRANTY

Notice: The information above is believed to be accurate and represents the best information currently available to us. Seller warrants that this product conforms to its chemical description and is reasonably fit for the purposes stated on the label when used in accordance with directions under normal conditions of use, but neither this warranty nor any other warranty of merchantability or fitness for a particular purpose, express or implied, extends to the use of this product contrary to label instructions, or under abnormal conditions, or under conditions not reasonably foreseeable to seller, and buyer assumes the risk of any such use. In no way shall the company be liable for any claims, losses, or damages of any third party or for lost profits or any special, indirect, incidental, consequential, or exemplary damages, howsoever arising, even if the company has been advised of the possibility of such damages.



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: Broadband Rate Card Resolution 2021-12 Update

Action Requested: Approval of Resolution 2021-12 A Resolution of the City Council of the City of Glenwood Springs, Colorado, Adoption Community Broadband Network Rates for Residential Services.

Department: Public Works

Presented By: Matthew Langhorst, Public Works Director
Michael Gardner, Broadband Superintendent

Background Info: Community Broadband Network and the City of Glenwood Springs is in the middle of a Fiber To The Home build out across the whole City. As this build out has been occurring the technology available to us has improved even in this short amount of time. We are now able to provide to the customers a 2Gbps service to their home if they wish to have that extra capacity. We originally were capped at a 1Gbps speed due to equipment limitations. CBN would like to add a 2Gbps rate to the existing rate card that was approved in February of 2020 for a fee of \$100/month.

Issues: None

Staff Recommendation: Staff is Recommending Approval of Resolution 2021-12 A Resolution of the City Council of the City of Glenwood Springs, Colorado, Adoption Community Broadband Network Rates for Residential Services.

RESOLUTION 2021 - 12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF GLENWOOD SPRINGS, COLORADO, ADOPTING
COMMUNITY BROADBAND NETWORK RATES FOR
RESIDENTIAL AND COMMERCIAL SERVICES.**

WHEREAS, the City of Glenwood Springs provides internet services to local residents and businesses through the Community Broadband Network (CBN); and

WHEREAS, City Council finds that it is necessary and appropriate to adjust the rates charged by CBN for residential and commercial services.

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY
OF GLENWOOD SPRINGS, COLORADO, THAT:**

Section 1. The above recitals are hereby incorporated as findings by the City Council of the City of Glenwood Springs.

Section 2. The City Council of the City of Glenwood Springs hereby adopts the CBN rates for residential services set forth on **Exhibit A** attached hereto and incorporated herein.

INTRODUCED, READ, AND PASSED THIS 1ST DAY OF JULY 2021.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Ryan Muse, City Clerk



City of Glenwood Springs Residential Broadband Rates

High Speed Internet²

25Mbps Tier (25Mbps/25Mbps)	\$60
1Gbps Tier (1Gbps/1Gbps)	\$70
2Gbps Tier (2Gbps/2Gbps)	\$100
Wireless Gateway (80211.ac)	\$10

Installation and Other Services

Standard Install	\$50
Custom Install Hourly Rate	\$50
Custom Install Half-Hour Rate	\$25
Unwired Premises (Additional Fee)	\$100
Install Wireless Gateway	\$30
Install Gateway Extender (Each)	\$90
Service Call - Customer Premise Issue	\$50
Change of Service - Technician	\$50
Change of Service - Electronic	Free
Additional Outlet - At Initial Install	\$30
Relocate Outlet - At Initial Install	\$20
Relocate Outlet Separate Trip	\$50
Wall Fish (Each)	\$25
NSF Check Fee	\$25
Reactivation Fee	\$35
Unreturned Equipment	Replacement Cost
Paper Bill (eBill is Free)	\$2

¹These rates apply to Services provided at a residence and used in a residential manner.

²Residential Internet Services utilizing a dynamic IP address.

³Service installation includes 1 internet outlet and 1 phone jack. Standard install fees do not include wall fish



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: Letter of Support for the RFSD Ironbridge Trail Project

Action Requested: Approve a letter of support for the Roaring Fork School District's Revitalizing Main Streets Small Multimodal and Economic Resiliency Grant application.

Department: City Administration

Presented By:

Background Info: The Roaring Fork School District intends to improve pedestrian access to the Ironbridge and Westbank neighborhoods and will accomplish this by repurposing a historic bridge for pedestrian only access creating an ADA connection up to the Rio Grande Trail and installing 8' wide paved trail to connect to existing Ironbridge pedestrian trails.

Issues: NA.

Staff Recommendation: Approve the Letter of Support for the Roaring Fork School District.



City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

July 1, 2021

Molly Bly
Program Manager, Revitalizing Main Streets Grants
Colorado Department of Transportation
2829 W Howard Pl
Denver, Colorado 80204

Re: Support for the RFSD Ironbridge Trail Project

Dear Molly Bly,

On behalf of The City of Glenwood Springs, I am writing to confirm the support of Roaring Fork School District's Revitalizing Main Streets Small Multimodal and Economic Resiliency Grant application. This project will address the need for a safe pedestrian and bicycle route to and from the Rio Grande Trail to the Ironbridge and Westbank Communities.

The Roaring Fork School District in partnership with Garfield County, is dedicated to improving pedestrian access to the Ironbridge and Westbank neighborhoods and will accomplish this by repurposing a historic bridge for pedestrian only access creating an ADA connection up to the Rio Grande Trail and installing 8' wide paved trail to connect to existing Ironbridge pedestrian trails. As a stakeholder, we applaud the School District's efforts to prioritize pedestrian access given the challenges associated with COVID19 this year. This trail will allow for more pedestrian and bicycle use and less vehicle use, thus reducing the potential hazards associated with carpooling or traveling in an enclosed environment.

The Rio Grande Trail is the primary pedestrian trail connecting the Communities of Glenwood Springs, Carbondale, Basalt, and Aspen. The proposed trail will provide a point of connect to the Ironbridge and Westbank Community and commercial elements such as the Golf Course and Restaurant. The trail will serve the dual purpose of providing a safe pedestrian trail for students and to promoting more access for the public at large. This access has proved important in recent years due to recent and planned development efforts in Ironbridge and Westbank.

The City of Glenwood Springs urges the Colorado Department of Transportation to provide RFSD with a Multimodal and Economic resiliency Grant to advance this important project and help revitalize the Ironbridge Community.

Sincerely,

A handwritten signature in blue ink that reads "Jon Godes". The signature is written in a cursive, flowing style.

Jonathan Godes, Mayor
City of Glenwood Springs



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: Debris Flow Update and Response

Action Requested: NA

Department: City Administration

Presented By:

Background Info: The latest information on the debris flows in the Grizzly Creek watershed will be discussed.

Issues:

Staff Recommendation:



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: Landfill and Recycle Center Hours of Operation Updates and Employee Request

Action Requested: Approval of the Proposed Changes to the Landfill and Recycling Center Hours of Operation and Additional FTE Request.

Department: Public Works

Presented By: Matthew Langhorst, Public Works Director
Elizabeth Mauro, Landfill Manager

Background Info: The City of Glenwood Springs operates the South Canyon Landfill and the in town Recycle Center for the benefit of the residents and business of Glenwood Springs and the surrounding communities. The Landfill currently has 10 employees that operate the Landfill on Mondays from 6:00am to 4:00pm, Tuesday to Friday from 8:30am to 4:00pm and Saturdays from 9:00am to 4:00pm. With opening and closing hours included in the work week, total weekly hours of operation exceed 59 hours. To be able to cover this amount of operational hours per week the staff generally puts in at least 63 overtime hours a week to cover the operation hours. This type of schedule is not sustainable and does not allow for sick time or vacation time to be taken by one member of the crew without another member being asked to take up the slack for that duration of time on overtime.

Staff is recommending a revamping of the hours of operation for both the Recycle Center and the Landfill to fit a standard 10 hour work day shift and staff is recommending that another FTE be added to the Landfill employee roster to help balance out the work load and scheduling for the facility. Currently our recycle center employee is working 6 days per week to provide coverage at the landfill as well, the new schedule and new landfill employee would allow this person a normal schedule.

Hours of operation at the landfill are being recommended to move to: Monday thru Friday 8:00am to 4:15pm, work hours from 7:00am to 5:00pm (10 hours), and Saturday from 9:00am to 1:00pm, work hours from 8:00am to 2:00pm (6 hours). The Saturday hours shorten the current operation hours by 3, but the schedule will put us more in line with what Pitkin, Summit, and Eagle county landfills do for hours of operations to be consistent. This operation schedule would have some overtime hours built into the normal schedule, but cuts those hours back from the 60-plus seen currently to roughly 18 hours per week over the 11 employees. This schedule would start on Monday the 19th of July, 2021. Haulers will be called and notified of the date and we will do a Information Blast out to the public, radio and newspaper.

Hours of operation at the Recycle Center currently are 9:00am to 4:00pm Tuesday through Saturday, which is an 8 hour work day or a 40 hour work week. This generally has been hired as a part time position, which made is difficult to fill due to the sharing of a 40 hour work week. We have also found that a 40 hour work week for one person to cover the entire facility is hard on that single person, especially during these 100 degree days in the summer time.

Staff is recommending we move this to a full time position permanently with 10 hour work days - 4 days a week. The Recycle Center would be open Wednesday thru Saturday 8:00am to 5:00pm, work hours from 7:30am to 5:30pm (10 hours). Tuesdays are a slower day at the facility and the extra hour of operation in the morning and evening of each day will allow people more time to get to the facility. This will also allow that employee a consistent 3 days to recover from the hard work at the facility each week and it would make it an easier position to fill in the future if needed. This schedule would

start on Monday the 12th of July, 2021. We will have signs up and staff will announce the changes to regular customers that use the site on Tuesdays.

Issues: None

Staff Recommendation: Staff is Recommending approval of the Proposed Landfill and Recycling Center Hours of Operation Changes and the Addition of a New FTE to the Landfill in 2021 for Reasons Noted within the Staff Report.

Option A

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
LF OPEN: 8 - 4.15 WORK: 7 - 5	LF OPEN: 8 - 4.15 WORK: 7 - 5	LF OPEN: 8 - 4.15 WORK: 7 - 5	LF OPEN: 8 - 4.15 WORK: 7 - 5	LF OPEN: 8 - 4.15 WORK: 7 - 5	LF OPEN: 9 - 1 WORK: 8 - 2
RC: Closed	RC: Closed	RC OPEN: 8-5 7.30 - 5.30	WORK: RC OPEN: 8-5 7.30 - 5.30	WORK: RC OPEN: 8-5 7.30 - 5.30	WORK: RC OPEN: 8-5 7.30 - 5.30
	Dee	Dee	Dee	Dee	(Dee)
Austin	Austin	Austin	Austin	(Austin)	(Austin)
		Laurie	Laurie	Laurie	Laurie
Bobby	Bobby	Bobby	Bobby		
Josh	Josh	Josh	Josh		
Liz	Liz	Liz	Liz	(Liz)	(Liz)
	Pepe	Pepe	Pepe	Pepe	
	Kodi	Kodi	Kodi	Kodi	
Brett	Brett	Brett	Brett		
New Operator	New Operator	New Operator	New Operator		
	JR	JR	JR	JR	

In Option C the landfill moves to a M-F four-tens schedule. Saturday would be a short day with limited hours. Two (three from Jun-Aug?) operators and one scale person would come in on Saturday, with all employees taking turns working a Saturday on OT. Option C provides more coverage and longer hours during the week but reduces hours on the weekend. Operators would have to work one Saturday per month and scale operators (Dee and Austin) would work two Saturdays per month. On Saturday one operator would be in the compactor and one in the loader pushing trash and brush and loading trucks, the only focus would be burying the trash for the day. Opening at 8 am would be good for haulers.

Total work hours per week:

40
40
40
40
40
N/A
40
40
40
40
40

SCALE
SCALE Backup Person
RC
RC Backup Person
Both Backup Person
(possible day swap or OT if we need RC coverage fri/sat)



Note: Dee and Austin will alternate Saturdays. If Laurie needs a Saturday off Liz will cover it.

Total Minimum Landfill OT per week: 18-24

Total Regular Hours per Week:
400



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: RFP 2021-16P Blake Ave Asphalt Award

Action Requested: Award of the Asphalt Bid RFP 2021-16P to United Companies in the Amount of \$67,541.45.

Department: Public Works

Presented By: Matthew Langhorst, Public Works Director

Background Info: The City of Glenwood Springs is completing an internal construction project that is spanning over a two year period. In 2020 the Streets crews completed two concrete landing pads, sidewalk replacement and a handicapped ramp installation along 29th Street. All of this work was to correct the asphalt pushing/rutting situation that was occurring along this stretch of street due to heavy truck and bus traffic. The section of asphalt between the two pads could not be milled and overlaid in 2020 due to availability of contractors and timing.

The second phase of the Blake Avenue project from 29th Street to the Blake and Highway 82 intersection is being completed in 2021. This work includes new concrete landing pads at the entrance and exit of Blake to Highway 82. Installation of concrete bus pads and the entire south Walmart intersection replacement in concrete, correction of storm drainage from the southern Walmart entrance back to Highway 82, and new waterline installation along this same stretch of Blake Avenue is to be completed.

The project requires asphalt patching of the waterline trench and a 2" mill and overlay of the stretches' of existing asphalt that remain between the concrete pads being installed. See exhibits A and B for exact location of asphalt milling/overlay areas. This work was bid out and United Companies was the lowest qualified bidder on the project at \$67,541.45. Please see bid summary for the other two bid amounts. After reallocations within the Street Tax for the 2021 budget we have \$385,000 to spend on this and any other Blake Avenue projects this year. With the asphalt bid we expect this Phase 2 project to cost approximately \$275,000, well within the proposed budget amount.

Issues: None

Staff Recommendation: Staff is recommending Council Award Asphalt Bid RFP 2021-16P to United Companies in the Amount of \$67,541.45.

Company Name	United	Grand River	Lions
Cover Sheet	Y	Y	Y
Submittal Form	Y	Y	Y
RFP Schedule	Y	Y	Y
Addeda Acknowledgement	Y	Y	Y
Addendum to Professional Services	N	N	Y
Warranty Information	Y	N	N
3 References	Y	N	N
Schedule of Work	Y	Y	Y
Pricing	\$ 67,541.45	\$ 75,117.20	\$ 84,254.00



Legend

2021 blake Mill and Overlay

Write a description for your map.

2021 Blake Mill and Overlay 2

Write a description for your map.

Legend





City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item:	Ordinance 07, Series of 2021 - Changes to Title 070.045.120 Affordable and Workforce Housing
Action Requested:	Approval of Ordinance 07, Series 2021, which would amend Section 070.045.120 of the Municipal Code regarding the Voluntary Deed Restriction programs occupancy requirements.
Department:	Economic and Community Development
Presented By:	Hannah Klausman, Senior Planner
Background Info:	In April 2021, City Council approved the adoption of Code Section 070.045 which includes the new Inclusionary Housing standards as well as the existing Voluntary Deed Restriction Program. During that discussion additional considerations were identified to review and amend at a later date. Staff has added recommended amendments to the list. Those amendments are as follows: 1. Amending the geographic employment requirements for the voluntary program to match the inclusionary zoning 3 tiered standard. 2. Amending Primary Occupant qualifications for the voluntary deed restriction program to clarify disability benefits criteria. 3. Amending Inclusionary Zoning standards to add an exemption for nationally registered historic buildings. The occupancy qualifications for the voluntary deed restricted program will be moved into the Housing Guidelines document requiring a Code Amendment to Section 070.045.120. Ordinance 7, Series of 2021 is included for this purpose.
Issues:	Staff received direction from City Council to review the occupancy standards for the Voluntary deed restriction program specifically in terms of the geographic employment standards. After reviewing the code language staff believes the occupancy requirement section 070.045.120e should reside within the Housing Guidelines document. The guidelines provide all general information necessary for the implementation and administration of Section 070.045.Community Housing Standards and Guidelines. The code section currently reads: <i>e. Occupancy Requirement.</i> <i>1. Primary occupants shall sign an affidavit of qualification and be qualified to rent a deed-restricted unit under this Subsection 070.045.120(b)(1) according to any of the following criteria:</i> <i>i. Employed to primarily work at a physical location within the 81601 postal zip code;</i> <i>ii. Directly employed by a company that has its principal office located within the 81601 postal zip code;</i>

iii. Enrolled as a full-time student at a local educational institution;

iv. Being sixty-five (65) years of age or greater; or

v. Receiving Social Security disability benefits.

Qualifying occupants may have roommates not employed within the 81601 postal zip code or by a company not having its principal office within the 81601 postal zip code.

Moving these requirements to the Housing Guidelines allows Council greater flexibility to review standards in the future and address program updates. The Housing Guidelines Occupancy requirements for the new Inclusionary Housing ordinance reside in the Housing Guidelines and staff believes the Voluntary program occupancy requirements should be as well.

The proposed code language would read as follows:

e. Occupancy Requirement.

1. Primary occupants shall sign an affidavit of qualification and be qualified to rent a deed-restricted unit under this Subsection 070.045.120(b)(1) according to occupancy standards established within the community housing guidelines as adopted by City Council.

Staff Recommendation: Staff recommends approval of Ordinance 7, Series of 2021.

ORDINANCE NO. 7

SERIES OF 2021

**AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS,
COLORADO AMENDING A PORTION OF ARTICLE 070.045.120 OF THE
GLENWOOD SPRINGS MUNICIPAL CODE RELATED TO
AFFORDABLE AND WORKFORCE HOUSING.**

WHEREAS, the City of Glenwood Springs (“City”) is a legal and political subdivision of the State of Colorado for which the Glenwood Springs City Council (“City Council”) is authorized to act; and

WHEREAS, the City is authorized by the Local Government Land Use Control Enabling Act of 1974, §29-20-101 through §29-20-108, C.R.S., as amended, and §31-23-301, C.R.S., as amended, to plan for and regulate the use of land within the City’s jurisdiction, and to enact zoning, subdivision, and other land use and development regulations; and

WHEREAS, §31-23-304, C.R.S., provides that the City shall provide for the manner in which its land use and development regulations are amended, supplemented, or changed; and

WHEREAS, the City Council at duly noticed public hearing on February 18, 2021 considered Ordinance No. 1, Series of 2021, certain Code amendments at the recommendation of the Planning Commission and determined that those amendments were in the best interest of the public health, safety and welfare of the citizens of the City and conformed in all respects to the Glenwood Springs Municipal Code; and

WHEREAS, the City Council at duly noticed public hearing on July 1, 2021 considered the proposed additional Code amendments to Section 070.045.120 and recommendations of the Planning Commission and determined that the amendment is in the best interest of the public health, safety and welfare of the citizens of the City and conformed in all respects to the Glenwood Springs Municipal Code.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. **Amendment of Section 070.045.120.** Paragraphs (b)(1)e.1 and (b)(1)e.5 of Section 070.045.120 of the Glenwood Springs Municipal Code are hereby amended as follows, with double underlined text added and ~~strike through language deleted~~:

1. Primary occupants shall sign an affidavit of qualification and be qualified to rent a deed-restricted unit under this Subsection 070.045.120(b)(1) according to occupancy standards established within the community housing guidelines as adopted by City Council. ~~any of the following criteria:~~

- i. ~~Employed to primarily work at a physical location within the, 81601 zip code;~~
- ii. ~~Directly employed by a company that has its principal office located within the 81601 postal zip code;~~
- iii. ~~Enrolled as a full-time student at a local educational institution;~~
- iv. ~~Being sixty five (65) years of age or greater; or~~
- v. ~~Receiving social security disability benefits.~~

~~Qualifying occupants may have roommates, not employed within the 81601 postal zip code or by a company not having its principal office within the 81601 postal zip code.~~

* * * *

5. Each unit shall only be leased and occupied by residents who will utilize the unit as his or her their principal place of residence. A "principal place of residence" shall mean the dwelling in which one's habitation is fixed and to which a person, whenever he or she is they are absent, has a present intention of returning after a departure or absence there from.

* * * *

Section 3. **Ratification of Municipal Code.** With the exception of the provisions of the Municipal Code of the City of Glenwood Springs which are modified as provided herein, all remaining provisions of the Municipal Code of the City of Glenwood Springs shall remain in full force and effect.

Section 4. Any ordinances or resolutions or parts thereof, which are in conflict with this ordinance, are hereby repealed to the extent of such conflict only.

INTRODUCED, READ, PASSED, AND ORDERED PUBLISHED BY TITLE ONLY
THIS ____ DAY OF JULY 2021.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Ryan Muse, City Clerk

INTRODUCED, READ ON SECOND READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY TO BE EFFECTIVE IMMEDIATELY THIS ____ DAY OF
_____ 2021.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Ryan Muse, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: Resolution 2021-14 Community Housing Guidelines

Action Requested: Approval of Resolution 2021-14

Department: Economic and Community Development

Presented By: Hannah Klausman, Senior Planner

Background Info: In April 2021, City Council approved the adoption of Code Section 070.045 which includes the new Inclusionary Housing standards as well as the existing Voluntary Deed Restriction Program. During that discussion additional considerations were identified to review and amend at a later date. Staff has added recommended amendments to the list. Those amendments are as follows:

1. Amending the geographic employment requirements for the voluntary program to match the inclusionary zoning 3 tiered standard.
2. Amending Primary Occupant qualifications for the voluntary deed restriction program to clarify disability benefits criteria.
3. Amending Inclusionary Zoning standards to add an exemption for nationally registered historic buildings.

The occupancy qualifications for the voluntary deed restricted program will be moved into the Housing Guidelines document requiring a Code Amendment. This is included for consideration in Ordinance 7, Series of 2021 under this agenda item.

The Housing guidelines are amended by City Council resolution. Resolution 2021-14 is included for consideration under this agenda item. The resolution amendment includes a new historic building exemption and associated occupancy requirements for the voluntary deed restriction program.

Issues: Geographic employment requirements

Council had previously discussed amending the geographic employment requirements for the voluntary deed restricted program to match the newly adopted inclusionary housing requirements. Currently the voluntary program restricts primary occupancy to those who are employed within the 81601 zip code, or by an employer with a principle office located within the 81601 zip code.

If amended, property owners or designated property management would prioritize those employed within Glenwood Springs City boundary first, the 81601 zip code second, and finally a 30 mile radius of the City boundary. This provides flexibility and assurance to developers that they will be able to find qualified tenants.

Primary occupancy qualifications

Current qualification standards include receiving Social Security disability benefits as a qualifying criteria. Staff proposes that this should be amended to include individuals receiving disability benefits from the Veterans Association. Staff believes that this inclusion matches the intent of the criteria.

Exemption for nationally registered historic buildings

Staff had previously identified this item for amendment. Redevelopment and renovation of historically designated structures can be costly and is regulated by Code Section 070.050.040. In

addition, projects taking advantage of the Historic Rehabilitation Tax Credit program must be reviewed by the National Park Service (NPS) for adherence to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings in a separate and distinct process.

Exempting nationally registered historic buildings from the requirement of inclusionary housing removes any further barrier to historically appropriate redevelopment.

Staff Recommendation: Staff recommends approving Resolution 2021-14 amending the Community Housing Standards and Guidelines

RESOLUTION 2021 - 14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, ADOPTING HOUSING GUIDELINES FOR INCLUSIONARY ZONING.

WHEREAS, by Ordinance No. 1, Series of 2021, City Council amended the Municipal Code to add a new Article 070.045 setting forth Community Housing Standards and Guidelines and new definitions to 070.070.032 related to the Article 070.045; and

WHEREAS, by Ordinance No. 7, Series of 2021, City Council amended Paragraph (b)(1)e.1. of Section 070.045.120 of the Glenwood Springs Municipal Code regarding qualifications for rental of deed restricted units and such amendments reference the Community Housing Guidelines as adopted City Council; and

WHEREAS, Section 070.045.060(a) of the City's Municipal Code states that City Council will adopt housing guidelines that include the following components: the type, size and price for community housing units; qualifications to purchase and occupy community housing units; and the purchase or sale of community housing units; and

WHEREAS, pursuant to Code Section 070.045.060, City Council wishes to amend the Community Housing Guidelines as attached hereto as **Exhibit A**.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. The above recitals are hereby incorporated as findings by the City Council of the City of Glenwood Springs.

Section 2. The City Council of the City of Glenwood Springs hereby amends the Community Housing Guidelines are hereby amended as follows, with double underlined text added and ~~strike through language deleted~~ as attached hereto as **Exhibit A**.

INTRODUCED, READ, AND PASSED THIS ____ DAY OF _____ 2021.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Ryan Muse, Assistant City Clerk

Exhibit A

The Community Housing Guidelines are hereby amended as follows,
with double underlined text added and ~~strike through language deleted~~.

Glenwood Springs Community Housing Guidelines

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Glenwood Springs Community Housing Guidelines

A. ORGANIZATION OF THE DOCUMENT

These Guidelines consist of six parts:

- I. ***Purpose, Applicability and Exemptions***, which outlines the reasons for the housing guidelines and provides guidance as to which land use applications are subject to the guidelines, as well as exemptions from the requirements.
- II. ***Development and Initial Sale of Community Housing Units***, which instructs land developers and builders on mechanisms for satisfying Article 070.045 – Community Housing Standards and Guidelines – Administration in the Glenwood Springs Municipal Code.
- III. ***Eligibility, Ownership and Re-sale of Community Housing Units***, which provides guidance to persons interested in purchasing or renting community housing units, as well as the re-sale of community housing units.
- IV. ***Voluntary Deed Restriction Units***, which outlines the primary occupancy qualification standards for landlords and persons interested in renting voluntary deed restricted units.
- V. ***Grievance Procedures***, which provides the means for filing of complaints associated with the administration of the Glenwood Springs housing Guidelines.
- VI. ***Periodic Review of Housing Guidelines***
- VII. ***Definitions***, which define words or phrases used in the Guidelines.

I. PURPOSE, APPLICABILITY AND EXEMPTIONS

B. PURPOSE

The purpose of the Community Housing Program for Glenwood Springs is to increase the supply of ownership and rental housing that is affordable to those who live and/or work in the area. According to the Greater Roaring Fork Regional Housing Study, RRC Consulting, April 2019, the affordability gap, the difference between the median price of a home sold and what a household (4 persons) earning the median income can afford, was roughly \$147,000 for Glenwood Springs in 2017. Housing costs have affected the ability of the community to retain and attract employees.

The Community Housing Program requires that new residential development provide 20% of the housing that is produced be restricted to Resident Occupied and at least 10% of the housing that is produced to be affordable to households earning up to 100% of the area median income as outlined in these guidelines. This program offers incentives that may be used to mitigate the costs of producing this housing, while continuing to address the desire of the community to provide more affordable housing overall in areas that are close to transit. The program also seeks to distribute community housing throughout new developments to ensure units will be produced in proportion to market rate housing that is constructed in any new development.

Lastly, the City of Glenwood Springs recognizes that affordable housing is a valuable community resource that needs to remain available for not only current residents and employees, but also for those who may come to the area in the future. For this reason, community housing units that are constructed are subject to these Guidelines and the City's inclusionary housing requirements as outlined in Article 070.045 of the Glenwood Springs Municipal Code. Community housing units will be held as permanently affordable through deed restrictions or other methods to ensure prices remain affordable over time.

C. Applicability

These Guidelines shall apply to land use applications for the development of for sale, and rental housing units that must demonstrate compliance with Article 070.045 – Community Housing Standards and Guidelines in the Glenwood Springs Municipal Code.

D. Exemptions

Development Exemption

Per Section 070.045, the following development is exempt from inclusionary housing requirements and these Guidelines:

1. Designated employee dwelling units.
2. Vested land use approvals prior to April 1, 2021, the effective date of Article 070.045 – Community Housing Standards and Guidelines, in the Glenwood Springs Municipal Code.
3. Buildings that are on the National Register of Historic places.

Local Employment Exemption

The following exemptions to the local employment requirement may be authorized by the City in writing, in accordance with the review and approval process outlined in Section D. below.

1. Persons at or above the full benefit age for federal Social Security, has worked in the employment area an average of at least 30 hours per week on an annual basis for at least four (4) continuous years prior to retirement.
 - a. Housing Mobility for Retirees: When determined to be appropriate, the City may authorize a qualified retiree who meets the minimum length of employment and age requirements described above to move into a new or different deed-restricted unit, rather than requiring such individual to continue occupying the same deed-restricted unit he/she has been occupying prior to retirement. This provision is intended to allow mobility within the City's deed-restricted housing inventory by allowing retirees to downsize into smaller housing units, if desired, thus making larger units available to larger household sizes in need of deed-restricted housing.
2. A disabled person who has been a full-time employee in the employment area a minimum of two years immediately prior to their disability. It is the responsibility of the applicant to demonstrate eligibility.

Employment Area Exemption

A Qualified resident means a person who is employed in the Employment Area identified as the municipal boundary of Glenwood Springs. If not enough qualified applicants are received for a for sale or rental unit, applicants may be drawn from the next prioritized employment area.

1. **Employment area one** – employees working for an employer with a physical address within the corporate city limits of Glenwood Springs, are directly employed by a company that has its principal office located in the city limits, or an employee who is self-employed within the corporate city limits of Glenwood Springs.
2. **Employment area two** – employees working for an employer whose physical address is located within the 81601-zip code, or an employee who is self-employed within the same area.
3. **Employment area three** – employees working for an employer within a thirty (30) mile radius of the corporate city limits.

II. DEVELOPMENT AND INITIAL SALE OF COMMUNITY HOUSING UNITS/LOTS

An applicant/developer of any new residential development, subdivision, or annexation with the City of Glenwood Springs, except as provided for in Part 1, Section C., is subject to Article 070.045 – Community Housing Standards and Guidelines per the Glenwood Springs Municipal Code. This ordinance requires that residential developments of ten (10) or more units/lots provide at least Twenty (20%) percent of the total residential units to be deed restricted for Resident Occupied Community Housing and 10% of those units/lots as Community Housing units/lots as defined in these Guidelines. The requirement is imposed as a condition of approval for residential development, including:

- Annexations;
- Planned Unit Developments;
- Major and minor subdivisions; and
- Major and Minor Site/Architectural development permits.

The ordinance specifically requires that:

1. Twenty (20%) percent of the total residential units in any new residential or mixed-use development proposing to create ten (10) or more residential dwelling units shall be deed restricted for Resident Occupied Community Housing.
2. Ten (10%) percent of the total residential units in any new residential or mixed-use development proposing to create ten (10) or more residential dwelling units shall be deed restricted to limit the average Initial Sales Price to no greater than that which

is affordable to Households earning no more than 100% AMI; or to limit the Community housing rental unit rental prices in accordance with guidelines established by the City and generally set at rates that are affordable to Households with incomes no higher than 100% AMI, averaged over the total required deed restricted units.

3. The development may provide up to 50% of the required mitigation through the restriction of existing on-site units.
4. Developments that add ten residential units over a period after the effective date of the Ordinance are subject to requirements of this section. The ten-unit threshold is based on the new dwelling units added from the effective date of Ordinance No. 1, Series 2021, not the total number of dwelling units (existing plus new).
5. Fractional remainders. The development's mitigation responsibility will be rounded to the nearest whole number: below 0.75 round down (= 0 unit) and round up from 0.75 and higher (= 1 unit).
6. The established sales prices of community housing units within specified income categories within a development when averaged shall be equal to a sales price or rental price that is affordable to households earning 100% of Area Median Income (AMI), as defined by the Department of Housing and Urban Development (HUD) for Garfield County.

A. Preference for Community Housing Location

1. On-Site Housing – It is the clear preference of the Community Housing Program to include community housing/lots within the proposed development (on-site housing). These units/lots are to be distributed throughout the development, to the extent possible.
 - a. Use of Existing On-Site Units
If accepted by the City, existing units to be used as community housing units must be upgraded in accordance with the following criteria: all units must be freshly painted; all appliances must be purchased within the last five years and be in good condition and working order; new carpet shall be provided (unless carpet has been purchased in last five years and is in good condition and repair); the exterior wall shall be freshly painted within one year of dedication; a general level of upgrade to yards and landscaping shall be provided; and windows, heating, plumbing and electrical systems, fixtures and equipment

shall be in good condition and working order. The roof must have a remaining useful life of at least ten (10) years. All units shall meet The City's building code in effect at that time, and the condition of all units shall be verified by the City Building Official. Applicant shall provide a Building Inspection Report by a qualified building inspector approved by the City describing the condition, at a minimum, of all of the above items. Applicant shall bear the costs and expenses of any required upgrades to meet the above standards as well as any structural/engineering reports required by the City to assess the suitability of the units.

2. Off-site Housing – Off-site housing is a less desirable means of fulfilling inclusionary community housing requirements and as such may only be allowed at the discretion of the governing body approving the land use application that generates the inclusionary housing requirement. A proposal for off-site community housing units or lots shall be considered on the basis of criterion outlined in *Part II Section F. Off-Site Housing Application Procedures* in these Guidelines.

B. Housing Mitigation Plan

Developers seeking any residential development approval or residential building permit for ten or more units, or lots, must demonstrate compliance with the requirements of Article 070.045 – Community Housing Standards and Guidelines per the Glenwood Springs Municipal Code. In order to receive approval of a Planned Unit Development (PUD), subdivision, annexation, or development permit, the developer must receive approval of a Housing Mitigation Plan (HMP). The HMP is subject to the review and approval of the Planning and Zoning Commission or the City Council, whichever body has the authority to approve the land use application.

An Electronic copy and three (3) copies of the HMP shall be submitted to the Glenwood Springs Community Development Department either prior to or concurrent with the land use application. Additional copies may be requested if deemed necessary. A schedule of deadlines and meeting dates for land use applications is available at the Glenwood Springs Community Development Department.

At a minimum, the HMP shall include the following information:

1. Total number of residential units or lots and designation of units/lots as either market rate or community housing

- units/lots; designation as attached or detached units; a description of the type of unit, i.e. townhome, condominium, etc.; bedroom configuration and net square footage of each unit,
2. If a subdivision of land into individual lots is part of the application, the size of each lot within the development, which includes the average size of the market rate lots and average size of community housing lots shall be provided.
 3. Targeted income category for each proposed community housing unit, as specified in *Part II Section C. Initial Sales Prices* in these Guidelines, to ensure sales and rental prices for all community housing units or lots within a development average to 100% of AMI, as specified in the ordinance.
 4. A separate calculation of average size of finished net square footage both for market rate units and community housing units, excluding garages and unfinished basements;
 5. Location of community housing units and/or lots within the development, by unit type and size;
 6. A phasing/construction plan schedule for both market and community housing units and/or lots within the development or subdivision.
 7. An estimate of homeowners' association assessments for both market rate units/lots and community housing units/lots, to ensure compliance with *Part II Section I. Home Owners Associations* in these Guidelines.

The Planning and Zoning Commission or City Council, whichever is the final approving body of the land use application shall certify its approval, approval with conditions, or denial of the HMP. Such approval, approval with conditions, or denial shall be based on compliance with Article 070.045 – Community Housing Standards and Guidelines and Section 070.045.080 – Incentives for Residential Developments (Inclusionary Housing) Over One (1) Dwelling Unit, as well as these Guidelines.

An approved HMP shall become part of the legal agreements, i.e. Development/Subdivision/Annexation agreements, executed by the City of Glenwood Springs and Developer for any approved project. A covenant setting forth the deed restriction and other requirements of these guidelines may be recorded against the property. Any amendment to the HMP shall require the approval of the body that approved the original land use application.

C. Maximum Initial Sales Prices

1. Community housing units provided through this program will be priced to two income categories unless the mitigation

requirement results in an odd number of units; in which case the odd numbered unit shall be priced per item 2. in this subsection, following the categories below.

Category 1 – targets families with incomes up to 100% of Area Median income (AMI) based on persons per household. Units in this category will be set at a sales price affordable at 90% of AMI.

Category 2 – targets families with incomes up to 120% AMI based on persons per household. Units in this category will be set at a sales price affordable at 110% of AMI.

These ranges have been established based upon the area median income for Garfield County, with adjustments for household size as published annually by the U.S. Department of Housing and Urban Development.

2. If an odd number of community housing units is required per the 10% mitigation requirement, the odd unit(s) will be priced with a sales price affordable at 100% of AMI and the maximum income eligibility category for purchasers of the unit will be set at 110% of AMI.

Example:

A development of 30 units would require mitigation equal to 3. units. The three community housing units would be priced as follows to meet the average sales price at 100% per Article 070.045 of the Municipal Code:

1 st community housing unit	Category 1 – sales price at 90% of AMI. Income category maximum at 100% of AMI.
2 nd community housing unit	Category 2 – sales price at 110% of AMI. Income category maximum at 120% of AMI.
3 rd community housing unit	Sales price set at 100% of AMI with maximum income at 110% AMI.

3. The final sales price for each required community housing unit will be provided by the Administrator 120 days before targeted issuance of a Certificate of Occupancy for the community housing unit. The sales price will be based on the

income category designated for the unit in the approved Housing Mitigation Plan for the development. Developers bear the responsibility of informing the Administrator in writing as to estimated completion dates of units and anticipated issuance of a Certificate of Occupancy to ensure that the marketing, lottery, and sales process coincide with the completion of the housing unit(s). Delays in notifying the Administrator as to the estimated completion date of a Community Housing unit may result in delays to closing on the sale of units.

4. The sales price for community housing units shall be based on a 95% loan to value ratio, based upon a 30-year mortgage using 18 months trailing average interest rate.
5. The sales price shall be calculated based on principal, interest, taxes, insurance, private mortgage insurance and homeowner's association dues that do not exceed 30% of the gross monthly income.
6. 20% of the gross monthly household income has been deducted for taxes, private mortgage insurance, homeowner's insurance and homeowner's association dues. Actual costs may be used if available.
7. Sales prices for Community Housing units will be established according to the following number of persons per bedroom configuration.

**Number of Persons by Bedroom Configuration
Used to Establish Sales Price**

Number of Persons in Household	Bedroom Configuration
1 Person HH	Studio
1.5 Person HH	One Bedroom
2 Person HH	Two Bedroom
3 Person HH	Three Bedroom
4 Person HH	Single Family Detached

One-bedroom units are priced based on an income that is halfway between the one-person household size and two person household size. This has no real relationship to the number of persons in a household and income; rather, it is simply a basis to define an income for a unit as a means to establish the sales

price. It is acknowledged that smaller or larger households may seek to purchase smaller or larger units. For example, a three-person household may purchase a two-bedroom unit, or a four-person household may purchase a three-bedroom unit. What is important is that the total household income of the buyer does not exceed the maximum allowable income established for the Community Housing Program and that the sales price does not exceed that defined for the Program.

AMI figures are published annually. The Administrator shall have the authority to update sales price figures in these Guidelines annually upon HUD's publication of new AMI figures. The actual sales price for a community housing unit will be calculated approximately 120 days prior to completion of the community housing unit and will be based on the most current AMI figures, 18 months trailing average interest rates, and the formula for calculating prices in this section, prior to the date the sales price is established by the Administrator.

A deed restriction and/or covenant controlling the sales price by income category, as well as the appreciation cap on units and lots shall be executed by the developer and recorded with the approved Housing Mitigation Plan and land use approval documents.

D. Maximum Rent

The gross rental price, including utility allowance and non-optional fees, of any deed-restricted unit shall not, at the time of leasing, exceed the maximum rents established according to Colorado Housing and Finance Authority, Colorado County Income and Rent Table, for one hundred twenty (120) percent of the Garfield County Area Median Income.

The average of all deed-restricted units in a development shall not exceed one hundred (100) percent of the maximum rents established according to the Colorado Housing and Finance Authority, Colorado County Income and Rent Table, as determined at the time each individual unit was leased. Maximum rent prices are updated annually.

Community Rental Housing Reporting Requirement

The owner of a deed-restricted rental unit shall annually provide a report and proof to the City or its designated representative

agency of its compliance with the rental requirements set forth in these guidelines for the prior twelve-month period.

Items required for reporting may include but are not limited to:

1. The number of deed-restricted units rented;
2. The period each unit was rented and the status by which the occupant(s) qualified under the deed restriction;
3. The monthly rental price; and
4. The taxes, special assessments, and homeowners' association and management fees, and any other fees or charges, including common utilities, assessed to each unit.

E. Mix of Units

The mix of bedroom configuration and housing type for community housing units provided in the HMP shall closely mirror the mix of bedroom configuration and housing type of the market rate units in a development. For example, if the market rate development has three-bedroom units equal to 50% of the total market rate units, then the community housing units shall also have an equivalent 50% of the community housing units as three bedroom units.

F. Off-Site Housing Application Procedures

The priority for Glenwood Springs is to foster economic integration of community housing units by requiring that these units are dispersed throughout new developments. Therefore, a request to meet inclusionary housing requirements off-site shall only be allowed at the discretion of the governing body which has the authority to approve or deny the specific land use application that triggers the inclusionary housing requirement.

1. **An application to satisfy inclusionary housing requirements off-site shall include the following:**
 - a. A written explanation as to why the location of community housing units off-site is being requested and a narrative that details how the proposal meets the criterion in 2. of this section.

- b. A Housing Mitigation Plan meeting the requirements specified in *Part II Section B Housing Mitigation Plan* in these Guidelines.
2. **Criteria for consideration of a proposal to provide mitigation off-site will be based on the following:**
- a. A demonstration that the purposes of this program would be better served by construction of units off-site, i.e. greater affordability, higher percentage of inclusionary housing mitigation, higher quality of building materials, etc.
 - b. The off-site location is in close proximity to other existing residential uses to ensure a sense of neighborhood is fostered.
 - c. That there are zoning, environmental, geologic or other special hazards on the land development parcel generating the inclusionary housing requirement such that the development of community housing units off-site would better meet the intent of this program.
 - d. The location off-site for community housing units is clearly superior in terms of proximity to transit routes; or, is convenient to commercial service areas and/or employment centers and/or schools.
 - e. That evidence has been provided to verify the off-site location has received its development entitlements to ensure that housing units are available either prior to or concurrently with the market rate units that require housing mitigation.
 - f. That the developer has provided evidence that he/she owns the site or is contractually obligated to purchase the site where off-site community housing units will be located in order to ensure the units are developed concurrently with the market rate units.
 - g. That the proposal for community housing units off-site will not overly concentrate community housing units within a specific area of a development, community, or the City of Glenwood Springs as a whole.
 - h. That the community housing units off-site:

1. Will be constructed before or concurrently with the market rate units in the development prompting the inclusionary housing mitigation,
 2. Are not designated as community housing units to fulfill inclusionary requirements for a different development.
 3. Will be of equivalent value, quality and size to the market rate units in the development prompting the inclusionary housing requirements.
 4. Are not existing residential units.
 5. Meet all other requirements of these guidelines relative to sales prices, size, quality, percentage of homeowner's assessments relative to market rate units at the off-site location.
3. In granting approval of an off-site housing proposal, the governing body shall have the authority to impose conditions above and beyond the requirements of these Guidelines including, by way of example only, any of the following:
- a. A higher percentage of mitigation than the 20% RO and 10% affordable mitigation rate specified by Article 070.045 of the Glenwood Springs Municipal Code.
 - b. A requirement that the Community Housing units be set with sales prices targeted to a lower income group than specified by these Guidelines, i.e. to households earning 80% or less of Area Median Income.
 - c. Increased amenities for the community housing units which may include higher grade interior and exterior finishes, garages, balconies, decks, open space areas, energy saving construction, and similar improvements.

G. Mitigation for Residential Lot Subdivisions

For those developments of vacant land where new lots are to be created, but the developer does not intend to develop housing units, i.e. subdivisions, the developer may satisfy his or her inclusionary requirement by dedicating the calculated 20% of required lots to the City or its designated agent. Lots so provided shall meet the requirements of Title 070 of the Glenwood Springs Municipal Code and shall be located on-site within the primary development. Each lot shall have sufficient area devoid of environmental or other constraints to allow construction of

a residential unit thereupon. All public infrastructure improvements to support development of the lot(s) with residential units shall be in place prior to conveyance of the lot to the City, or sufficient security in accordance with the requirements of Title 070 of the Glenwood Springs Municipal Code shall be provided. Lots dedicated for community housing shall have no encumbrances. Homeowners' association fees for community housing lots shall be based on the formula for lots outlined in *Part II Section I Homeowners Associations*.

Dedication of lots to fulfill inclusionary housing requirements shall occur at the same time as plat recordation. The City, or its designated agency, shall assume responsibility for the development of community housing units on lots that have been dedicated to fulfill inclusionary housing requirements.

H. Dedication of Land In-Lieu

Under certain conditions and requirements, at the sole discretion of the governing body authorizing approval of a specific land use development subject to inclusionary housing requirements, a developer may satisfy his or her inclusionary requirements by the conveyance of vacant land within the city that is not part and parcel of the proposed development or subdivision parcel that prompts the inclusionary housing mitigation.

Dedication of land in-lieu of developing community housing units shall be subject to the review and recommendation of the City's Community Development Director (Director) to the governing body. The review shall be for purposes of a determination of the land's suitability and value. At a minimum, the proposal shall contain the following information based upon site specific review and analysis prepared at the developer's expense:

1. Likely number of affordable housing units that could be accommodated on the land parcel.
2. Zoning requirements for residential use.
3. Availability of public infrastructure to the site, i.e. access, legal and adequate water supply, capacity for adequate wastewater treatments facilities.
4. Disclosure of known hazards or special encumbrances limiting development.
5. Proximity to existing services and amenities.
6. An appraisal of the land prepared by an independent appraiser.
7. Overall compliance with the standards set forth in the Housing Guidelines.

I. Homeowners Association

The developer shall make reasonable efforts to minimize homeowners and condominium association (hereinafter referred to as HOA) dues for community housing units. HOA dues can significantly impact affordability.

Any documents creating a condominium or homeowners association shall state that the Community Housing units shall only be assessed monthly dues and other shared assessments based on whichever of the following two formulas results in the lower cost of assessment for the community housing unit:

1. The size of the individual community housing unit in square feet compared to the average size of the market rate units in the development. For example, if a community housing unit's size is 60% of the size (in square feet) of the average size of all other market rate units offered in the development, then the homeowner's association dues for the community housing unit would be 60% of the average assessment of all market rate units. To easily compute this, the square footage of the community housing unit would be calculated as a percentage of the average square footage of the market rate housing.

Example – Computation Based on Square Footage

	Market Rate Unit	Community Housing Unit
Average Square Feet	1,500	850
% of Market Rate Unit Size	100%	57%
HOA Dues	\$175	\$99

2. The size of the lot on which the community housing unit is located as compared to the average size of other lots in the development. For example, if the average lot size of market rate housing is 10,000 square feet and the average size of a lot for a community housing unit is 6,500 square feet, then the community housing unit would pay 65% of the HOA Dues on a monthly basis.

Example- Computation Based on Lot Size

Market	Community
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	Rate	Housing
Average Lot Size	10,000	6,500
% of Market Rate Unit Size	10%	65%
HOA Dues	\$ 175	\$ 114

In order to comply with this provision, the developer must include these calculations in the Housing Mitigation Plan. If neither of the two proration formulas noted above produces a lower monthly fee for the community housing units, then the monthly homeowner's fee assessment shall be 75% of market rate homeowners fee assessments.

Special assessments for community housing units shall be 75% of market rate homeowners special assessments.

Upon final project approval, the developer will provide the final average unit sizes and lot sizes to the Administrator. Lastly, a copy of the Homeowners documents including, Declarations and Covenants, Articles of Incorporation, Bylaws, and Association Rules and Regulations must be given to the Administrator at least 30 days prior to adoption for review. HOA documents must be reviewed and approved prior to issuance of a Development Permit/Agreement, Subdivision Agreement, or recordation of any subdivision or condominium plat.

J. Unit Quality

Community housing units are an asset that the City of Glenwood Springs hopes to have available for years to come. Because of this, the quality of the housing is very important. It is expected that all community housing design will address livability, maintenance, health, safety concerns, climate, lifestyle, and the needs of the types of household the units are intended to serve. Amenities add to the livability of a unit; however, costly amenities are strongly discouraged. Energy efficient design, construction, appliances and heating systems are encouraged so that the long-term affordability of community housing is enhanced. Structured parking is encouraged, as are balconies, decks and small yards to enhance livability.

Community housing units shall comply with all local codes. If market rate units include features such as kitchen cabinets, countertops and dishwashers, disposals, air conditioning and energy efficient windows, it is expected that the community housing units will contain similar features. Prior to rental at the beginning of each lease, a community housing rental unit must be inspected and approved by a certified building inspector, architect or engineer approved by the Administrator for compliance with the Guidelines. Cost of such inspections shall be the

responsibility of the applicant, and the results of such inspection must be approved by the City.

The following features are considered standard features that must be included in a community housing unit and for which the developer shall not charge extra:

- Kitchen range/oven
- Kitchen refrigerator
- Dishwasher
- Hook-ups for clothes washer and dryer
- Central heating system

The Administrator will review the plans for the units to assure that there are similarities between the market rate and community housing units and inspect them upon completion to assure all promised features are included in the units.

K. Incentive and Fee Waivers

1. Incentives and fee waivers for developments with inclusionary housing are stated in 070.045.080
2. Incentives for community housing units – The City of Glenwood Springs is interested in promoting more affordable housing; therefore, any residential or mixed use development proposing to create one or more residential units that provide community housing units may be entitled to incentives as outlined in Section 070.045 of the Glenwood Springs Municipal Code.
 - a. Density Bonus. As part of any new residential or mixed-use development, the City may offer a density bonus.
 - i. Developments proposed in Residential Zones shall be limited to one additional unit then the zoning would otherwise allow.
 - b. Site Design Flexibility. Provided that the housing goals and eligibility requirements are met and provided that the intents and purposes of this Title are not compromised, the City may consider flexible application of design standards including, but not limited to minimum lot size, building height, lot coverage, impervious coverage, setbacks and landscaping. Parking requirements shall not be included for flexibility consideration.
 - i. Building height flexibility is limited to granting one additional floor no greater than twelve (12) feet in height.

- ii. In reviewing a site design flexibility application the approving body shall find that the request meets all of the following criteria, as included in of Section 070.060.070(a) of the Municipal Code;
 - 1. The flexibility request does not harm the public health, safety, or welfare; and
 - 2. The flexibility requested is in general conformance with the Comprehensive Plan and with the stated purpose and intent of the Code including the specific regulation for which the flexibility is sought; and
 - 3. The flexibility requested will not violate building or fire code requirements.
- c. Public-Private Partnerships. The City may participate in, or facilitate participation with, other governmental entities regarding financing or purchasing of Community Housing units directly from the applicant or by other means of subsidy or participation.
- d. Tax Rebate or Reduction. The City Council may at its sole discretion waive, reduce or rebate property, construction use, or other tax applicable to the project.

L. Deed Restrictions

In order to ensure that there is an on-going supply of affordable housing in Glenwood Springs, all community housing units will carry a re-sale or rental deed restriction or other form of covenant that guides the future sales or rental of these homes. The deed restriction will be provided by the Administrator and will be executed by the developer. The deed restriction will be returned to the Administrator for recording. A copy of the recorded deed restriction shall be provided to the Developer and purchaser of a community housing unit.

The deed restriction will set a limit on annual appreciation of 3% simple interest plus the cost of permitted capital improvements. The maximum re-sale price shall be no more than 3% simple interest, plus the cost of permitted capital improvements. The maximum resale price will be determined by the GCHA in accordance with these Guidelines.

Future buyers will be bound by the terms of the deed restriction. It is possible that a future buyer or those who purchase a Community Housing unit from an owner-occupant (re-sale of a unit) will agree to a revised form of deed restriction or covenant, as the City of Glenwood

Springs' requirements governing future sales may be adjusted periodically to meet the interests of the community and/or lender requirements.

M. Schedule for Community Housing Units

Developers are required to provide community housing units prior to or concurrently with the production of market rate housing. The phasing schedule for community housing units is required as part of the Housing Mitigation Plan. Prior to receiving a building permit for either market rate units or community housing units, the developer must provide the Administrator with an updated construction schedule that clearly delineates the start and completion dates of all units within the development. The Administrator will notify the Glenwood Springs Building Department that a schedule has been provided and found to be acceptable prior to a building permit being released for the development, or a particular phase of a development.

N. Initial Sale of a Community Housing Unit(s)

Developer's Responsibilities – Several steps are involved in the initial sale of community housing units.

- a. The developer must work in cooperation with the Administrator to complete the sale(s) to a qualified applicant. The developer is strongly urged to authorize his/her real estate agent to act as a transaction broker for sale of the community housing unit(s). The Administrator may choose to contract with a real estate agent to represent buyers of the community housing units but is not required to provide this service. Nonetheless, buyers will need assistance completing the purchase process and the developer will be best served by making available his/her agent.
- b. The developer is required to provide the Administrator with a marketing packet at least 130 days prior to the estimated completion date of each community housing unit. The 130-day time frame is necessary to accommodate the process for marketing the community housing unit, advertising the lottery, qualifying potential buyers for compliance with the program Guidelines, the lottery, financing and closing. The Administrator may approve a different schedule or time frame to complete the sale of the community housing unit(s) or development. The schedule below is representative of the steps necessary to culminate the sale of a community housing unit.

Closing date established concurrent with issuance of final Certificate of Occupancy.

30 days prior to closing date, purchase contract is executed.

37 days prior to closing date, lottery is held to select prospective purchaser.

Approximately 120 days prior to closing, advertising of lottery is commenced.

Approximately 130 days prior to closing, marketing packet is submitted to the Administrator.

The marketing packet provided by the Developer shall include all information required in the Housing Mitigation Plan as noted in *Part II Section B. Housing Mitigation Plan*, as well as a production schedule for market rate and community housing units, which includes construction start dates and estimated completion dates. The schedule must indicate when pre-marketing activities will begin and when a model may be available. The marketing packet shall be provided to the Administrator in an electronic format. The marketing packet shall also include the following for the community housing unit(s) which are to be sold

1. Unit type(s),
 2. Bedroom configuration(s)
 3. Square footage(s)
 4. Address,
 5. Income category
 6. Exterior and interior finish information.
 7. Year, make and model of appliances included with the unit.
 8. Estimate of homeowner's association dues for community housing units per the calculation formula in *Part II Section I. Home Owners Associations*.
 9. Copies of homeowners association documents, covenants, conditions and restrictions and any other pertinent documents.
- c. The developer is required to prepare listings, sales contracts, extensions to contracts, and closing documents, and undertake all actions necessary to consummate the sale, or the

developer shall contract with a licensed real estate broker to complete these actions.

- d. The developer is required to hold at least one open house during the marketing period prior to the lottery, at a time convenient to the general public, preferably a weekend day. The open house may be held at a model unit or other completed unit, similar in design. The date for the open house shall be coordinated with the Administrator.
- e. Within 48 hours of the lottery and selection of a potential purchaser, the Developer shall provide to the prospective purchaser and the Administrator the purchase contract for the community housing unit. The potential purchaser shall have seven (7) days to execute the purchase contract.
- f. The Developer will be required to conduct a walk-through of the community housing unit with the prospective purchaser a minimum of 72 hours prior to the closing date specified in the purchase contract.
- g. The Developer shall contact the Administrator one week prior to the closing date specified in the purchase contract to advise the Administrator as to the location, date, and time of the closing.
- h. The Developer shall provide a copy of the Deed Restriction, closing settlement sheets and signed Memorandum of Acknowledgement executed by the buyer to the Administrator within 7 days of closing. Within thirty (30) days of closing, copies of these documents with recording information shall be provided to the Administrator.

Administrator's Responsibilities – It shall be clearly understood by and between parties to a sales transaction that the Administrator is not acting as a licensed broker to the transaction, but as a representative of the City of Glenwood Springs and its interests.

- a. All purchasers and sellers are advised to consult legal counsel regarding examination of the title

and all of the contracts, agreements, and title documents.

The retention of counsel, licensed real estate brokers, or such related services shall be at the purchaser's and seller's own expense. The fees paid to the City are to be paid regardless of any actions or services that the purchaser or seller may undertake or acquire.

- b. All purchasers and sellers will be treated fairly and impartially. Questions will be answered, and help will be provided equally to purchasers and sellers in accordance with the current Guidelines.
- c. The Administrator shall attempt to help both parties to consummate a fair and equitable sale in compliance with the current Guidelines.
- d. The Administrator will begin a good faith marketing effort to attract buyers who qualify under the Guidelines of the program approximately 120 days prior to the estimated date of a Certificate of Occupancy for the community housing unit. Marketing activities may include advertising through the City's website and local newspapers, and distribution of the marketing packet to prospective buyers, employees and other agencies located within the City. This information will include the date(s) for the lottery, application requirements and deadline, and the process by which a prospective buyer may be entered into a particular lottery;
- e. A copy of the deed restriction or covenant for the specific community housing unit will be provided to potential buyers.
- f. The Administrator will conduct a lottery for prospective purchasers that qualify under the Guidelines of the program. The lottery will be held approximately 40 days prior to the estimated completion date of the community housing unit. The Administrator will make reasonable attempts to notify buyers within 48 hours after the lottery that they are the

successful bidder. Within two (2) days of the lottery, the successful bidder will be provided a contract to purchase and the deed restriction or covenant outlining the terms of ownership and re-sale of the community housing unit. The purchase contract must be executed within 7 days of the lottery. Buyers will be instructed to contact legal counsel prior to consummating the purchase contract.

III. ELIGIBILITY, OWNERSHIP AND RE-SALE OF COMMUNITY HOUSING UNITS.

A. Eligibility

Eligibility for community housing will be made without regard to race, color, creed, religion, sex, handicap, national origin, familial status or marital status. In order to be eligible to purchase a home under this program, an applicant must have one member who is a “full-time employee” as defined in these guidelines, working for an employer with its principal office located within one of the priority areas or as identified in the local employment exemptions.

1. **Priority of applicant** – The intended goal of the City’s inclusionary housing program is first and foremost to house those employees that are vital to employers located within the corporate limits of the city, which employers generally pay property taxes, sales taxes and licensing fees that support city services. For this reason, employees that are eligible for community housing per the definitions of the guidelines who are employed in priority category one, as defined in these guidelines, shall have a higher priority in any housing lottery than those employees in priority category two. Employees in priority two shall have a higher priority than those applicants in priority area three. As stated in the definitions in these guidelines, the three priority areas for community housing are as follows:

- a. **Priority area one** – employees working for an employer with a physical address within the corporate city limits of Glenwood Springs or an employee who is self-employed within the corporate city limits of Glenwood Springs.
- b. **Priority area two** – employees working for an employer whose physical address is located within the 81601-zip code, or an employee who is self-employed within the same area.
- c. **Priority area three** – employees working for an employer within a thirty (30) mile radius of the corporate city limits.

2. **Self-employed individuals** – Self-employed individuals are as defined in these guidelines. Self-employed individuals must demonstrate full-time employment, i.e. physically working a minimum of 1,500 hours per calendar year in one of the priority areas, as defined in these guidelines, an average of 35 hours a week, 10 months of a year; or 32 hours a week, 11 months of the

year. Full-time employment for qualification purposes shall not include minimum hours accumulated in various priority areas.

B. Application and Certification

For Purchase Applicants

An applicant seeking to purchase a community housing unit must apply to the Garfield County Housing Authority (GCHA) to receive a certification letter stating they are eligible to purchase a unit under the current Guidelines. The following information is representative of what will be required; however, the GCHA may make specific changes for each community housing unit lottery:

- A completed application form,
- Copies of federal and state income tax returns for the previous two years;
- W-2 forms for verification of employment or an offer of employment;
- Copies of pay check stubs for the previous three months;
- For self-employed individuals, Schedule C of tax returns, copies of 1099s and W-2s, current business license, profit and loss statements and other documents as required from the Administrator to determine that employment is within the corporate limits of Glenwood Springs or another of the allowed priority areas, whichever priority category the applicant is applying under.
- A current statement from all financial assets indicating the current balance, interest rate or annual dividend, a bank verification of all savings accounts;
- Copy of a driver's license and social security card or other identification documents as necessary to verify that all adult family members are legally residing in the United States; and
- Copy of a letter from an institutional lender, as defined in these Guidelines, of the applicant's choice demonstrating that the applicant has been pre-qualified for a specific loan amount and is financially able to purchase the unit on their own. Applicants are encouraged to investigate sources of financing prior to submitting an application to be entered into a specific lottery. Names of institutional lenders can be obtained from the Garfield County Housing Authority.
- Picture identification.
- Divorce Decree or Separation Agreement including alimony and child support. A copy must indicate that the decree or agreement has been entered into the record with all exhibits and supplements attached.

Following submittal of the above, the information will be reviewed by the GCHA. All information is confidential. The applicant will receive certification that they are eligible to participate in the lottery that will be held for any of the community housing units to be sold under this program, provided the lottery is held within the time period that the pre-qualification letter from the lender is valid. It is the responsibility of the applicant to notify the GCHA when they wish to be entered into a specific lottery.

Rental Applicants

An applicant seeking to rent a community housing unit must apply to the Garfield County Housing Authority (GCHA) to receive a certification letter stating they are eligible under the current Guidelines. The following information is representative of what will be required; however, the GCHA may make specific changes for each community housing unit:

- A completed application form,
- W-2 forms for verification of employment or an offer of employment;
- Copies of pay check stubs for the previous three months;
- For self-employed individuals, Schedule C of tax returns, copies of 1099s and W-2s, current business license, profit and loss statements and other documents as required from the Administrator to determine that employment is within the corporate limits of Glenwood Springs or another of the allowed priority areas, whichever priority category the applicant is applying under.
- Copy of a driver's license and social security card or other identification documents as necessary to verify that all adult family members are legally residing in the United States; and
- Picture identification.

C. Limits on Owning Other Real Estate

For purchase applicants may not own other developed real estate or a mobile home in the city or within a 50 mile radius of the city at the time of application for purchase of a community housing unit. If property is owned within this area, the person with the ownership interest must list the property for sale simultaneous with closing on the community housing unit, while still demonstrating compliance with the asset/income limits as set forth in *Part III Section E. Maximum Income and Assets Guidelines*. The owner shall provide the Administrator with a copy of the appraisal of the property to verify the asset and a copy of the sales contract prior to culmination of the purchase of the community housing unit. Upon the sale of the other property, a copy of the closing

documents verifying the sold price must be provided to the Administrator. If the property is not sold by the time of closing on the community housing unit, it must remain listed until sold. The owner has 180 days to sell the free-market unit. After this time period, if the property has not sold, the owner must list and sell the community housing unit according to their deed restriction.

If vacant land is owned at the time of purchase of the community housing unit, the land must remain unimproved. The value of this asset must be included in the total assets for qualification purposes. If the land is improved with a residence after purchase and occupancy of the community housing unit, the owner of the community housing unit must list the community housing unit for sale in accordance with the deed restriction within 90 days of the issuance of a Certificate of Occupancy for the unit constructed on the vacant land.

Any other owned real estate shall be included in the assets that are verified for qualification purposes.

D. Lottery

1. **Administrator's duties** – A lottery will be held for for-purchase community housing units, unless, at the discretion of the City, it is determined that a lottery is not in the best interests of those households seeking to purchase a community housing unit. The City will decide whether or not a lottery will be held at least 120 days prior to the date the developer proposes that units will be issued a Certificate of Occupancy. Owners, other than the initial developer of community housing units that are to be re-sold, shall follow the procedures for re-sale *in Part III Section J. Resale of a Community Housing Unit*.

The Administrator will advertise the lottery generally 30-60 days prior to the date that the lottery will be held. Sources of information about prospective lotteries will include, but not be limited to local newspapers and the City's official web site. The information contained in advertising the lottery shall be at the discretion of the Administrator, but will generally include a description, sales price and income maximums for households, as well as contact information for applications.

2. **Purchaser's obligations** – An applicant that wishes to enter a lottery must first have received a letter of qualification following approval of their application from the Garfield County Housing Authority (GCHA). An applicant that was previously qualified for a different lottery must contact GCHA to verify whether a new

application is required. Generally, the application and approval process will require the submission of an application package as described in *Part II Section B* above a minimum of five (5) days in advance of any advertised lottery. An applicant should also be aware of the following with respect to entering a specific lottery:

- a. Households with incomes below the maximum income range set for a specific unit per *Part III Section E Maximum Income and Assets Guidelines*, may ask to be placed into the lottery for that unit if they are able to qualify for a mortgage that would support purchasing a higher priced unit; however, households with incomes that exceed the maximum range may not bid on lower priced units. For example, a household earning 80% of the AMI may bid on a unit priced in Category 2 if they have a letter indicating that they can qualify for a higher mortgage and have sufficient funds available for a down payment. However, a household earning income that falls within Category 2, but which exceeds the maximum income in Category 1, is not eligible to purchase a home listed with a sales price in Category 1.
- b. All required documentation submitted to verify household income shall be kept confidential and is not subject to public disclosure.
- c. At the closing, a Memorandum of Acknowledgement, of the deed restriction or covenant shall be executed by the buyer and will be recorded.
- d. Purchaser shall complete a home buyer education course as approved by the Administrator.

E. Maximum Income and Assets Guidelines

1. Community housing units provided through this program will be priced to income categories as outlined in *Part II Section C. Initial Sales Price*.
2. The maximum gross household net assets for each income category shall be \$150,000. Maximum net assets do not apply to rental units.
3. R.O. is a category for resident-owner occupied Community Housing Sale Units, deed restricted to require the owner to live in the unit as the sole place of residence. There is no (1) income limit, (2) asset limit, (3) appreciation cap, or (4) sales price restriction. Priority will be given to qualified persons who have been employed within the City of Glenwood

Springs boundaries or meet employment exemptions as included in Section I Item C.

The Administrator shall have the authority to change the maximum incomes annually upon publication of new area median income figures from the Department of Housing and Urban Development (HUD).

F. Financing Options, Co-ownership and Co-signing

Any applicant who is selected to purchase a community housing unit is responsible for selection of their preferred financing option. However, the City or Administrator may require that financing be obtained from an institutional lender, a bank, a savings and loan association, or other lender which is licensed to engage in the business of providing purchase money mortgage financing on residential real property. In addition, any financing used to purchase a community housing unit must be a conventional or portfolio program that offers fixed or intermediate variable rate terms designed for entry level buyers (FLEX, My Community Mortgage, 5/1, 7/1, etc.) Sub-prime and non-conforming products are not permitted. Financing more than 100% of the sales price is not permitted.

Any co-ownership interest, other than joint tenancy or tenancy in common, must be approved by the Administrator, based on whether the tenants qualify for affordable housing under these Guidelines. Co-signers may be approved for ownership of the affordable housing unit, but shall not occupy the unit, unless they are a qualified buyer under these Guidelines. For example, a single person may have a sibling co-sign a loan. The sibling may only live in the unit if they are qualified under the program.

Purchasers of a community housing unit who desire to purchase a home and use a co-signer must earn at least 75% of the income needed to qualify for the purchase of the unit.

G. Occupancy

The purchaser or renter of a community housing unit must occupy the unit as his or her primary residence. Owners of community housing units will be required to certify occupancy in compliance with the housing guidelines annually.

Occupancy of the unit for fewer than 9 months out of 12 months shall deem an owner/occupant ineligible to continue to occupy the unit unless a leave of absence has been approved as outlined in *Part III Section H. Leave of Absence*.

H. Leave of Absence

If an owner must leave Glenwood Springs for a limited period of time and desires to rent the unit during their absence, a leave of absence may be granted by the City for up to one year. The owner must submit a request to rent the unit at least 30 days prior to when the owner plans to leave the area. The request shall include the reason(s) for the leave of absence, expected duration, and the intent of the owner to rent the unit. A leave of absence for more than one year may be approved; however, such leave of absence may not extend for longer than two years, except for owners called to active military duty.

The rent that may be charged shall not exceed the owner's monthly mortgage, homeowner's association dues, utilities remaining in the owner's name, taxes and insurance, and private mortgage insurance not included in the monthly mortgage amount and land lease costs, if any. An additional \$20 per month may be included in the total monthly rent. The owner may impose a security deposit and damage deposit at the time a lease is executed; however, the combination of security deposit and damage deposit may not exceed 1.5 times the monthly rent.

The owner shall rent to an employee and/or resident of one of the priority areas, who must also meet the eligibility and income provisions in the Community Housing Guidelines. The tenant must complete an application form, subject to the review and approval of the Administrator, to certify eligibility and agree to abide by the Homeowner's Association, Covenants, Rules and Regulations for the unit. Both the owner and tenant must sign a statement indicating that the covenants have been provided to the tenant and the tenant has received and reviewed the covenants. In addition, a copy of the lease agreement executed between the owner and tenant shall be provided to the Administrator.

I. Improvements

The City of Glenwood Springs wants to encourage maintenance of community housing units in good condition over time, while also ensuring there will be on-going affordable housing for future Glenwood Springs' employees.

Permitted capital improvements must be improvements or fixtures erected, installed or attached as permanent, functional, non-decorative improvements to real property, excluding repair, replacement and or maintenance improvements, except as specified below. Owners of community housing units are strongly encouraged to verify that improvements they wish to make are allowed under these Guidelines. In addition to verifying that the improvements are permitted under the Guidelines, owners should verify with the City of Glenwood Springs as to

whether a building permit will be required for the improvements. Value will only be given for the following “eligible” property improvements by the Administrator:

- a. Improvements or fixtures erected, installed, or attached as permanent, functional, non-decorative improvements to real property, excluding repair, replacements and/or maintenance improvements.
 - b. Improvement for energy and water conservation.
 - c. Improvement for the benefit of seniors and/or handicapped persons.
 - d. Improvements for health and safety protection devices.
 - e. Improvements to add and/or finish permanent/finished storage space.
 - f. Improvement to finish unfinished space.
 - g. Garages.
 - h. The cost of adding decks and any extension thereto.
 - i. Permanent landscaping.
 - j. Repairs or replacements related to structural, major mechanical or roofing deficiencies after any applicable warranty period is expired.
1. Permanent capital improvements made to community housing units which are not allowed to be used as the basis for an increase in re-sale prices are as follows:
- a. Upgrades or replacement of appliances, plumbing and mechanical fixtures, carpets and other similar items included as part of the original construction of the unit.
 - b. Improvements required to repair, replace, and maintain existing fixtures, appliances, plumbing and mechanical fixtures, painting, carpeting and other similar items.
 - c. Upgrades or addition of decorative items, including lights, window coverings, floor coverings and other similar items.
 - d. Jacuzzis, spas, saunas, steam showers and other similar items.

Nothing in the deed restriction prohibits other improvements to the community housing unit; however, credit towards the resale price of the unit will only be provided for **approved** “eligible capital improvements.”

J. Re-sale of a Community Housing Unit

1. Community housing units shall have a deed restriction or covenant carried with the title which restricts future sale of the community housing unit to individuals qualified by the Administrator under the guidelines of the program.

2. Unless otherwise required in the deed restriction, listing for re-sale of a community housing unit shall be with the Administrator, or its authorized agent. The re-sale process of a community housing unit shall begin with a meeting between the owner and the Administrator to review the deed restriction and to determine the allowed sales price. The sales price shall be fixed at the time of notification in writing by the owner of his/her desire to sell. Any owner of a community housing unit who intends to sell their home shall contact the Administrator as early in the process as is possible; however, at a minimum, notification of the intention to re-sell shall be submitted in writing a minimum of 90 days in advance of their scheduled sale date. Owners should be aware that no guarantee can be made as to the time that is necessary to complete the re-sale of a community housing unit and that the 90-day advance time period is simply a guide for this process.

3. The maximum resale price of a community housing unit shall include the purchase price and 3% plus permitted capital improvements:

3% Formula:

$$.03 \times PP \div 12 \times \text{Number of Months Owned} + PP = \text{Base Resale Price} + \text{Permitted Capital Improvements} = \text{Maximum Sales Price}$$

4. At the discretion of the City of Glenwood Springs, a lottery may be held if it is determined that there are a number of qualified households who would purchase the unit and where a lottery would be in the best interest of the community. The GCHA, or a designee, will oversee the sale in accordance with the community housing guidelines in effect at the time of the listing. Owners should anticipate that the resale process may take up to 90 days from the time of initial contact with the Administrator. There shall be a minimum listing period of three months before the price of a community housing unit is adjusted. Any termination of the listing may require the payment of administrative and advertising costs by the homeowner. These fees are outlined further in this section.

5. These guidelines are intended to assure that all purchasers and all sellers will be treated fairly and equitably. Questions will be answered, and help will be provided by the Administrator and/or GCHA to any potential purchasers or sellers in accordance with the current Guidelines. Listings, sales contracts, extensions to contracts and closing documents will be prepared and all actions necessary to consummate the sale shall be undertaken by the Administrator, GCHA or their representatives.

6. The Administrator and/or GCHA will be acting on behalf of the City of Glenwood Springs. It should be clearly understood by and between all parties to a sales transaction that the Administrator is not acting as licensed broker to the transaction, but as a representative of the City of Glenwood Springs. The Administrator shall, nevertheless, attempt to help both parties to consummate a fair and equitable sale in accordance with the current Community Housing Guidelines.

7. All purchasers and sellers are advised to consult legal counsel regarding examinations of the title and all contracts, agreements, and related documents. The retention of counsel, licensed real estate brokers, or such related services, shall be at the purchaser's or seller's own expense. The fees paid to the GCHA are to be paid regardless of any actions or services that the purchaser or seller may undertake or acquire on their own.

8. Sales and Other Fees

- a. Unless otherwise set forth in the deed restriction governing the community housing unit, at the closing of the sale, the seller will pay the Garfield County Housing Authority a sales fee equal to two percent (2%) of the sales price. Instructions may be provided to the Title Company to pay this fee out of funds held for the seller at closing.
- b. Unless otherwise specified in the deed restriction, the seller will pay a one-half percent (0.5%) fee at the time of the listing, which will be applied to the 2% fee that is required to be paid at closing. This fee will be used to cover costs incurred by the Garfield County Housing Authority in advertising the home for sale, qualifying potential buyers and related administrative expenses. In the event that the sale does not proceed for any reason after the listing has occurred, this portion of the fee will not be returned to the seller.

9. If a unit is listed for sale and the owner must relocate to another area prior to completing the sale, the unit may, upon approval of the City of Glenwood Springs, be rented to a qualified individual, at the owner's cost as described in *Part III Section H Leave of Absence*, for a maximum period of two years. A written request must be sent to the Administrator seeking permission to rent the unit until sold. All tenants must be qualified as described in *Part III Section G Occupancy*. The lease must stipulate that the community housing unit is listed for sale and that the tenant will be required to allow for showings of the property, with sufficient notice. The lease must also stipulate that the agreement may be

terminated after six months, with sixty days notice, due to the sale of the property.

K. Maintenance Standards for Maximum Re-Sale Value

It is the responsibility of the homeowner to maintain the community housing unit in good condition. The community housing unit shall be sold with the fixtures, appliances, and other inclusions which were included in the initial sale of the unit. The following are the minimum maintenance standards to receive full value upon re-sale. If the City or Administrator determines that the homeowner has failed to meet these standards, the City or Administrator may deduct replacement and/or repair costs from the sale proceeds for any of the following:

- a. Clean unit.
- b. Carpet steam-cleaned two or three days prior to closing. Normal wear and tear of carpeting is anticipated; however, if carpeting has holes, stains, etc., the carpet and padding shall be replaced, or funds shall be escrowed from the seller's proceeds at the closing. Escrowed funds will be based on current market value per square foot for a comparable product, for use by the new buyer.
- c. All scratches, holes, burn marks, etc., shall be repaired in floors and counter tops, etc.
- d. No broken or foggy windows.
- e. All screens shall be in windows, if originally provided.
- f. All windows and doors shall be in working order with no holes.
- g. All locks on windows and doors shall be in working order.
- h. All keys shall be provided, e.g. door, mail box, garage.
- i. All mechanical systems shall be in working order.
- j. Walls shall be paint ready, e.g. all holes patched, all nails removed.
- k. There shall be no leaks from plumbing fixtures.
- l. There shall be no roof leaks.
- m. Any safety hazard shall be remedied prior to closing.
- n. All light fixtures shall be in working order.

L. Refinancing Community Housing Units

A community housing owner that wishes to refinance their residence must contact the Administrator of the housing program to determine the value of the home relative to the applicable deed restriction for their unit. Owners may provide documentation for approved capital improvements made to the home. Owners may not refinance for more than 100% of the value determined by the Administrator.

IV. VOLUNTARY DEED RESTRICTION UNITS

A. Occupancy Eligibility

Primary occupants shall sign an affidavit of qualification and be qualified to rent a deed-restricted per Subsection 070.045.120(b)(1) according to any of the following criteria:

1. Employed in the municipal boundary of Glenwood Springs. If not enough qualified applicants are received for a rental unit, applicants may be drawn from the next prioritized employment area as identified in Section 1D. Employment Area Exemption of this document;
2. Directly employed by a company that has its principal office located within the 81601 postal zip code;
3. Enrolled as a full-time student at a local educational institution;
4. Being sixty-five (65) years of age or greater; or
5. Receiving Social Security or Veteran's Association disability benefits.

Qualifying occupants may have roommates that are not employed within prioritized employment areas.

V. GRIEVANCE PROCEDURES

A grievance is any dispute that a unit owner, purchaser or developer may have with the City of Glenwood Springs, the program's designated administrator, or GCHA with respect to action or failure to act in accordance with the rights, duties, welfare or status of these persons or entities.

A. File Written Complaint.

Unit owners, purchasers, or developers that wish to file a grievance, must submit the grievance in writing so that it is received by the Director for the City of Glenwood Springs within ten (10) days of the alleged action complained about. The grievance shall contain the following information:

1. Grounds for the grievance.
2. Action requested.
3. Name, address, and phone number of complainant and similar information for the complainant's authorized representative.

B. Meet with Community Development Director.

Upon presentation of a written grievance, the Director shall meet with the complainant within seven (7) working days of receipt of the written grievance. Following the meeting, the Director shall provide a written decision on the grievance mailed within three (3) working days of meeting with the complainant.

C. Scheduling of Hearings for Grievances

1. If the issue that is the subject of the grievance is not resolved to the satisfaction of the complainant after a decision is rendered by the Director, the complainant shall have the option of scheduling a hearing before the City Council to consider the grievance. The request for the hearing shall be filed following the procedures in 070.060.070(c) Appeals.

D. Public Notice for Grievance Hearings

1. The Director shall be responsible for notice of a grievance hearing in accordance with Section 070.060.070(c) *Appeals* of the Glenwood Springs Municipal Code.
2. In preparation for the hearing, the Director shall provide:
 - a. The written grievance;
 - b. The factors affecting a successful resolution of the grievance;
 - c. Any documents provided by the complainant; and,
 - d. A recommended course of action.
3. The complainant has the right to be represented by counsel at the grievance hearing.
4. The City Council and the complainant shall have sufficient opportunity before the hearing to examine documents, records and regulations that are relevant to the grievance. Documents that are requested by the complainant shall be made available; however, the costs of copies and staff time associated in providing documents shall be borne by the complainant. Documents that have not been requested and made available prior to the hearing may not be relied on during the hearing.

E. Conduct of the Hearing

1. If the complainant fails to appear at the scheduled hearing, the City Council may make a determination to postpone the hearing or will make a determination based upon the written documentation and the evidence submitted.

2. Review of oral or documentary evidence shall not require strict compliance with the rules of evidence applicable to judicial hearings. However, the complainant may not present documents or new evidence at a hearing concerning eligibility, which have not been previously submitted and considered by the Administrator in reaching its decision of ineligibility.
3. The right to cross-examination shall be at the discretion of the City Council and may be regulated by the City Council as it deems necessary for a fair hearing.
4. Hearing record. The following documents shall constitute the Hearing Record:
 - a. Written complaint.
 - b. Written documents and evidence considered at the hearing.
 - c. Minutes of the meeting and record of decision.

F. Decision of City Council.

The Glenwood Springs City Council shall provide a written decision that includes the reasons for its determination. The decision of the City Council shall be final from which an appeal may be taken to court in accordance with the laws of the State. The Administrator shall take all actions necessary to carry out the decision of the City Council.

1. If a determination is made of ineligibility for a lottery, and the hearing of a grievance cannot be scheduled before the lottery takes place, the complainant's name may be placed in the appropriate category for the lottery. If the complainant's name is chosen, then the closing will be postponed until the City Council can make a decision on the eligibility of the complainant.
2. All persons submitting an application for eligibility to purchase a community housing unit will sign an agreement stating that if they are found ineligible and the decision is later overturned by court action, their sole remedy will be entry in the lottery for the next available community housing unit in the event that the community housing unit originally applied for has been sold.

VI. PERIODIC REVIEW OF HOUSING GUIDELINES

The Guidelines set forth herein shall be reviewed periodically by the Administrator and the City of Glenwood Springs. Except where otherwise noted in the Guidelines, the Guidelines shall be approved by resolution of the City Council of Glenwood Springs.

VII. DEFINITIONS

The terms, phrases, words and clauses in the Community Housing Guidelines shall have the meaning assigned below. Any term, phrases, words or clauses not defined herein shall have the meanings as defined in the Glenwood Springs Municipal Code (GSMC). Any terms, phrases or words not defined in the Code shall have the meaning assigned in Webster's Third New International Dictionary, 1993, Unabridged.

Administrator shall mean an individual designated by the City of Glenwood Springs, be it staff or an outside agency, to administer the City of Glenwood Springs Housing program.

AMI shall mean the median household income estimates and program income limits compiled and released annually for Garfield County by the United States Department of Housing and Urban Development (HUD)..

Assets shall mean household assets excluding financial retirement plans qualified under the Internal Revenue Service and including real and personal property stocks, and any interest in an estate. Net assets are gross assets minus liabilities.

Bedroom shall mean a room to be used for sleeping purposes that meets applicable International Building Code requirements.

Capital improvement shall mean any fixture erected as a permanent improvement to real property excluding repair, replacement, and maintenance costs, unless otherwise defined in the Deed Restriction governing the community housing unit.

Category shall mean income limits or sales prices as determined by the Guidelines according to household income and net assets.

City Council shall mean the Glenwood Springs City Council.

Director shall mean the Director of the Community Development Department for the City of Glenwood Springs.

Community housing or Community Housing Unit– A Residential dwelling unit within the City of Glenwood Springs that is deed restricted in accordance with this Article and the City of Glenwood Springs's Community Housing Requirements and Guidelines, as approved and amended from time to time by resolution by the City Council, and in

accordance with a deed restriction approved by the City of Glenwood Springs City Council or its designee..

Community Housing Guidelines (the Guidelines) shall mean the document that contains the procedures and guidelines for complying with Article 070.130 of the City of Glenwood Springs Municipal Code.

Community housing for sale unit means a community housing unit that is deed-restricted in accordance with this Article and the City of Glenwood Springs's Community Housing Requirements and Guidelines, as approved and amended from time to time by resolution by the City Council, and in accordance with a deed restrictions approved by the City of Glenwood Springs City Council or its designee to establish maximum initial sales and resale prices, as well as residency, employment and income qualifications for owners and occupants.

Community housing rental unit means a community housing unit that is deed-restricted in accordance with this Article and the City of Glenwood Springs's Community Housing Requirements and Guidelines, as approved and amended from time to time by resolution by the City Council, and in accordance with deed restrictions approved by the City of Glenwood Springs City Council or its designee, to establish a maximum rental prices, as well as residency, employment and income qualifications for owners and occupants.

Complainant shall mean a party who files a grievance relative to the administration of the Glenwood Springs Housing Guidelines.

Co-signer shall mean a joint signatory of a promissory note who shall not occupy the community housing unit unless qualified by the Administrator.

Consumer Price Index (CPI) shall mean, for purposes of these guidelines and the deed restriction, the Consumer price Index – West Region, Consumer Price Index, Urban Wage Earners and Clerical Workers (CPI-W) (1982-84+100), not seasonally adjusted, published by the U. S. Department of Labor, Bureau of Labor Statistics.

Covenant shall mean an agreement, convention, or promise of two or more parties by deed in writing, signed and delivered, by which either of the parties pledges himself to the other that something is either done, shall be done, shall not be done, or stipulated for the truth of certain facts.

Deed Restriction shall mean an enduring covenant placed on units or lots that identifies the conditions of ownership and occupancy of the units or lots to eligible households, and may control the prices of for sale units, initially and/or upon resale.

Dependent shall mean a minor child (21 years of age or younger) or other relative of the owner of a community housing unit, which child or relative is taken and listed as a dependent for federal income tax purposes by such owner, or his or her present or former spouse. (Dependents must also be related by blood or adoption and must reside with the owner at least six months and one day, 181 days, out of every 12 month period.)

Developer shall mean any person or persons engaged in the division of a parcel of land into two (2) or more parcels, the construction, re-construction, conversion, structural alteration, relocation or enlargement of any structure; any mining, logging excavation, landfill or land disturbance; or any use or extension of use that alters the character of the property.

Development shall mean the division of a parcel of land into two or more parcels; the construction; reconstruction; conversion; structural alteration, relocation or enlargement of any structure; any mining, logging excavation, landfill or land disturbance; or any use or extension of use that alters the character of the property.

Development Plan shall mean the entire plan to construct or place one or more dwelling units on a particular parcel or contiguous parcels of land within the city including, without limitation a planned unit development, site review or subdivision approval.

Disabled Person shall mean a person who meets the definition of "individual with a disability" contained in 29 U.S.C. Section 706(8), or as defined in the Americans with Disabilities Act of 1990.

Dwelling Unit shall mean a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, cooking and sanitation.

Dwelling, Two Family means one (1) building on one (1) lot designed to be occupied by two (2) families living independently of each other.

Employee Dwelling Unit (EDU) shall mean a community housing unit that meets the following criteria:

- Located within or attached to a non-residential development, but has a separate entrance from the non-residential portion of the development;
- Not accessed from another residential dwelling.
- Detached from the non-residential development but located on the same lot, parcel or subdivision; or,

- Located at an approved site at a different location than the site of the employment generation.

Employer shall mean an individual, entity or business whose physical address is located within one of the priority areas, as priority areas one, two and three are defined in these definitions. If an employer is not physically based in one of the priority areas, the employee must be able to verify that they work in one of the priority areas for individuals, businesses or institutional operations a minimum of 1500 hours per calendar year.

Existing unit shall mean a dwelling unit located within the city, which has received development entitlements, is under construction, or which was completed prior to the development which requires inclusionary housing mitigation.

Fannie Mae (FNMA) – Federal National Mortgage Association, a quasi-governmental agency that purchases mortgage loans in the secondary loan market.

Full-time Employee shall mean a person who is employed on the basis of a minimum of 1,500 hours worked per calendar year, physically working in either priority area one or two (as defined herein), an average of 35 hours a week, 10 months of a year; 32 hours a week, 11 months of the year; and, who resides in the unit a minimum of 9 months out of the year; or a retired person who had been a full-time employee in a specific priority area for a minimum of four years immediately prior to his or her retirement; or a disabled person who had been a full-time employee in a specific priority area for a minimum of two years immediately prior to their disability; or the spouse of any such qualified employee, retired person, or disabled person.

Garfield County Area Median Income see AMI in these definitions.

Grievance shall mean any dispute that a community housing unit owner, purchaser, or developer may have with the City of Glenwood Springs or the housing program's Administrator, or Garfield County Housing Authority, with respect to action or failure to act in accordance with the rights, duties and welfare or status of these persons or entities.

Gross Household Income shall mean the combined gross income of all individuals who will occupy the unit regardless of legal status or relationship to the owner and which income earned or received includes income derived from employment, business, trust or other income producing assets including wage, alimony and child support, and distributions before deductions for expenses, depreciation, taxes and similar allowances.

Guidelines shall mean the document that contains the procedure and guidelines for administration and compliance with the requirements of Article 070.130 of the Municipal Code of the City of Glenwood Springs, as amended from time to time.

Household shall mean all individuals who will be occupying the community housing unit regardless of legal status or familial status.

Household Income shall mean the combined gross income of all non-dependent individuals who will be occupying the unit regardless of marital status.

Housing Mitigation Plan shall mean a plan which sets forth the means by which a developer will comply with Article 070.045 of the Glenwood Springs Municipal Code and Part II Section B. of these Guidelines.

HUD shall mean the United States Department of Housing and Urban Development.

Inclusionary Zoning shall mean the mandatory provision of community housing units or lots as a quid pro quo for development approval.

Income Eligible Household shall mean an individual or family whose household income does not exceed those within these Guidelines established annually based upon the Area Median Income for Garfield County, with adjustments for family size, as published by the Department of Housing and Urban Development.

Income Limits shall mean the income amounts on which the eligibility of households is based expressed as percentages of the AMI and in absolute dollar amounts, updated annually and contained in these Guidelines.

Institutional Lender shall mean any bank, savings and loan association, or any other lender which is licensed to engage in the business of providing purchase money mortgage financing on residential real property.

Lottery shall mean a random drawing to select a winner from eligible applicant families for purchase of community housing units.

Memorandum of Acknowledgment shall mean a recorded document stating the purchaser's acceptance and acknowledgment of the deed restriction or covenant placed against the units as well as the requirement to adhere to the Guidelines.

Net Square Feet shall mean interior living area that is measured interior wall to interior wall, including all interior partitions. Also included, but not

limited to habitable basements and interior storage areas, closets and laundry area. Exclusions include, but are not limited to, uninhabitable basements, mechanical areas, exterior storage, stairwells, garages (either attached or detached), patios, decks and porches.

Off-site shall mean a location for community housing units other than the parcel or lot where the residential development that generates the requirement for community housing units or lots is located.

Prequalification shall mean a borrower's tentative mortgage approval from a lender.

Priority area one shall mean that area that is within the corporate city limits of Glenwood Springs.

Priority area two shall mean that area within the 81601 zip code.

Priority area three shall mean that area within a thirty (30) mile radius of the corporate limits of Glenwood Springs.

Qualified Employees – See Employee Qualified Buyer.

Qualified Employer shall mean an employer of qualified employees.

Self-employed shall mean an individual who carries on a trade or business as a sole proprietor or an independent contractor; or is a member of a partnership that carries a trade or business; or who is otherwise in business for him or herself and who works for a profit or fees. The trade or business is required to provide goods or services to individuals, businesses or institutional operations a minimum of 1,500 hours worked per calendar year physically working in one of the priority areas, as defined in these guidelines, an average of 35 hours a week, 10 months of a year; or 32 hours a week, 11 months of the year.



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: Break

Action Requested:

Department: City Clerk

Presented By:

Background Info:

Issues:

Staff Recommendation:



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: RAISE Grant

Action Requested: Staff requests that Council approve \$1,404,736.88 in matching funds toward a Federal regional RAISE grant for the 6th Street Reconstruction and the widening (new multiuse paths on north and south sides) of 8th Street. The total construction estimate for these projects is \$5,393,105.78. The City's match funds would be 26% of the Glenwood project total.

Department: Engineering

Presented By: Terri Partch, City Engineer

Background Info: The City has been invited to participate in a western slope regional Federal RAISE grant with CDOT and the Cities of Grand Junction and Rifle.

The RAISE grants are the next generation of large infrastructure grants with very similar criteria to the TIGER and BUILD grants. South Midland received a BUILD grant from USDOT.

The grant is being led and assembled by CDOT, with help from each of the jurisdictions.

Issues: The City has \$1.75 million dollars set aside for 6th Street from the A&I fund and a \$1.2 million grant request to CDOT for 6th Street. The initial set aside will cover the cost of 6th Street reconstruction if the grant is not awarded. If it is awarded, then it will be the majority of the match for this federal grant. If the City is awarded the CDOT grant and the RAISE Grant then the City will be responsible for just over \$200,000 in A&I funds for both projects. This is a highly competitive grant.

Staff Recommendation: Approve the \$1,404,736.88 in matching funds from the City's A&I fund from the \$1.75 million dollar reserve for 6th Street.

- East 6th Street between Pine and Laurel Streets:



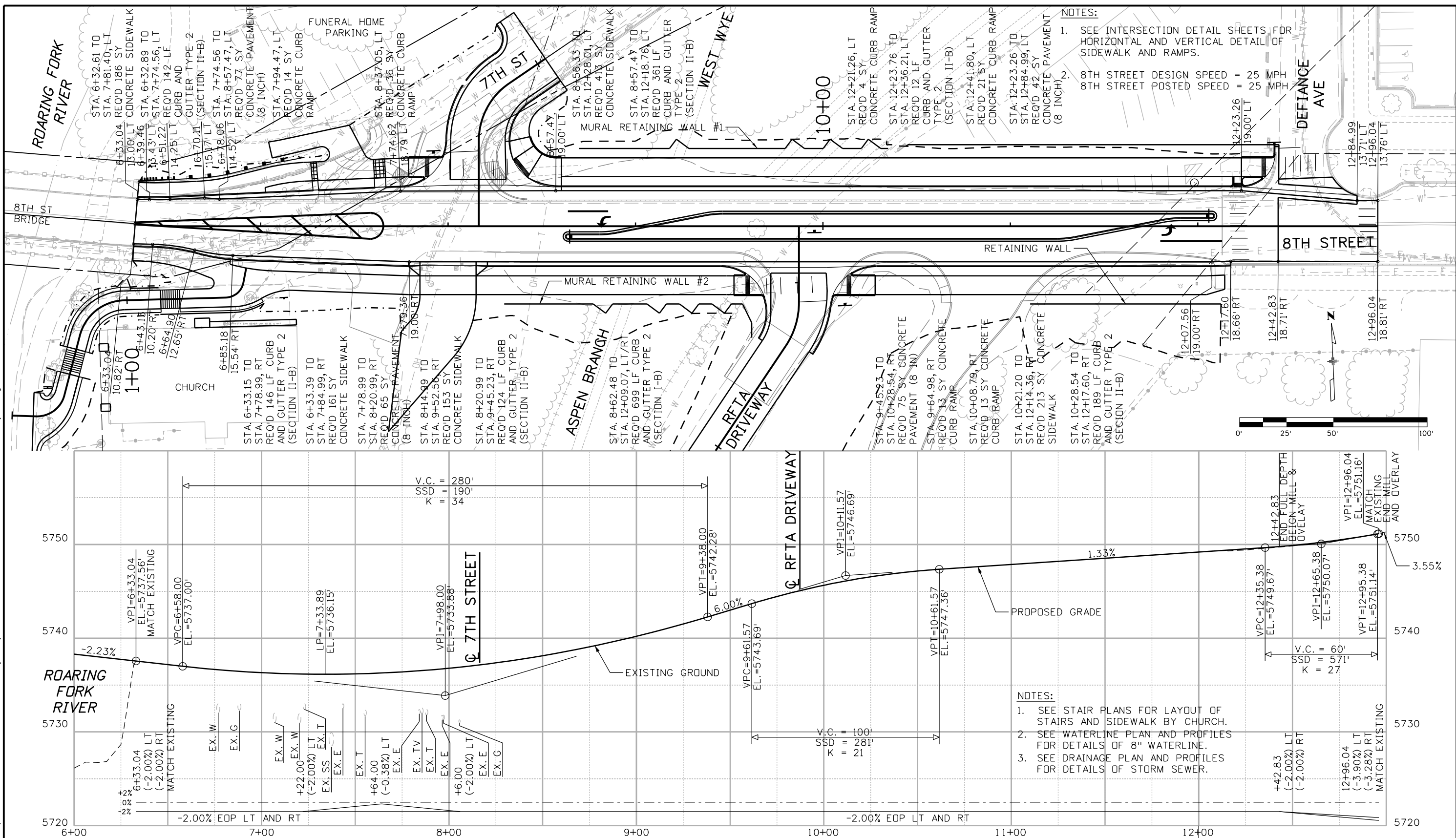
g for E. 6th Street from Pine to Laurel.



Perspective looking east from crosswalk in front of gas station. New development shown on south side of street for illustrative purposes only - it is not a development proposal.

6th Street Corridor Master Plan

DGN MODEL:CDOT Default
MarquePM 3/12/21 PM 3:12:21 PM J:_Transportation\WVXX8500 - 8th Street Feasibility Study\700CADD\717 - ROADWAY\8TH ST - Sheets\PrP_01_City_8th.dgn



NOTES:

- SEE INTERSECTION DETAIL SHEETS FOR HORIZONTAL AND VERTICAL DETAIL OF SIDEWALK AND RAMPS.
- 8TH STREET DESIGN SPEED = 25 MPH
8TH STREET POSTED SPEED = 25 MPH

NOTES:

- SEE STAIR PLANS FOR LAYOUT OF STAIRS AND SIDEWALK BY CHURCH.
- SEE WATERLINE PLAN AND PROFILES FOR DETAILS OF 8" WATERLINE.
- SEE DRAINAGE PLAN AND PROFILES FOR DETAILS OF STORM SEWER.

Print Date: 4/6/2018
File Name: PrP_01_City_8th.dgn
Horiz. Scale: 1:50
Unit Information
Unit Leader Initials

0000	Sheet Revisions		
	Date:	Comments	Init.



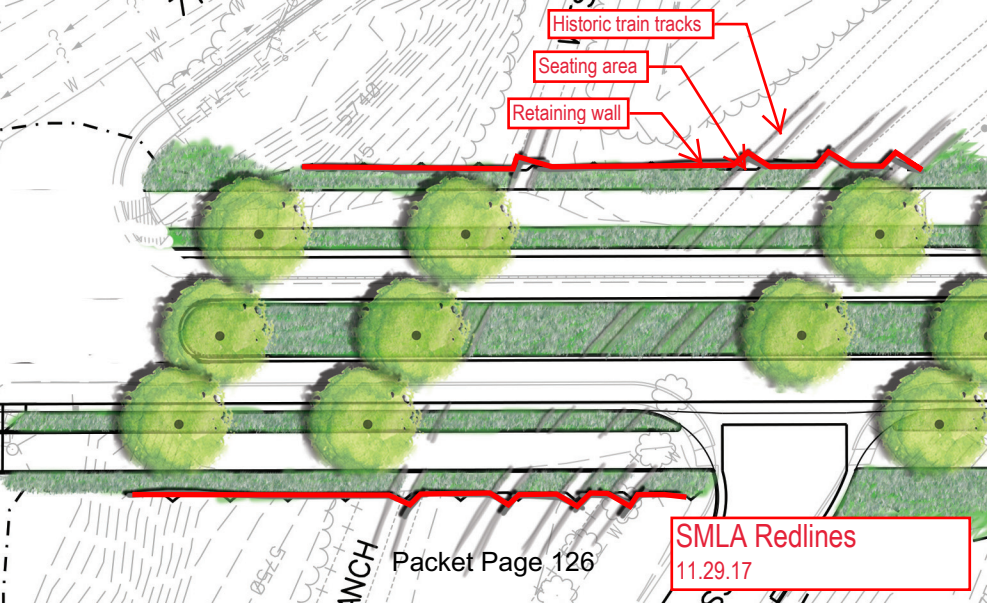
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

As Constructed		8TH STREET PLAN AND PROFILE			Project No./Code
No Revisions:		Designer: EN	Structure Numbers		
Revised:		Detailer: PM			
Void:		Sheet Subset: ROADWAY	Subset Sheets: of		Sheet Number 23



Seating area.

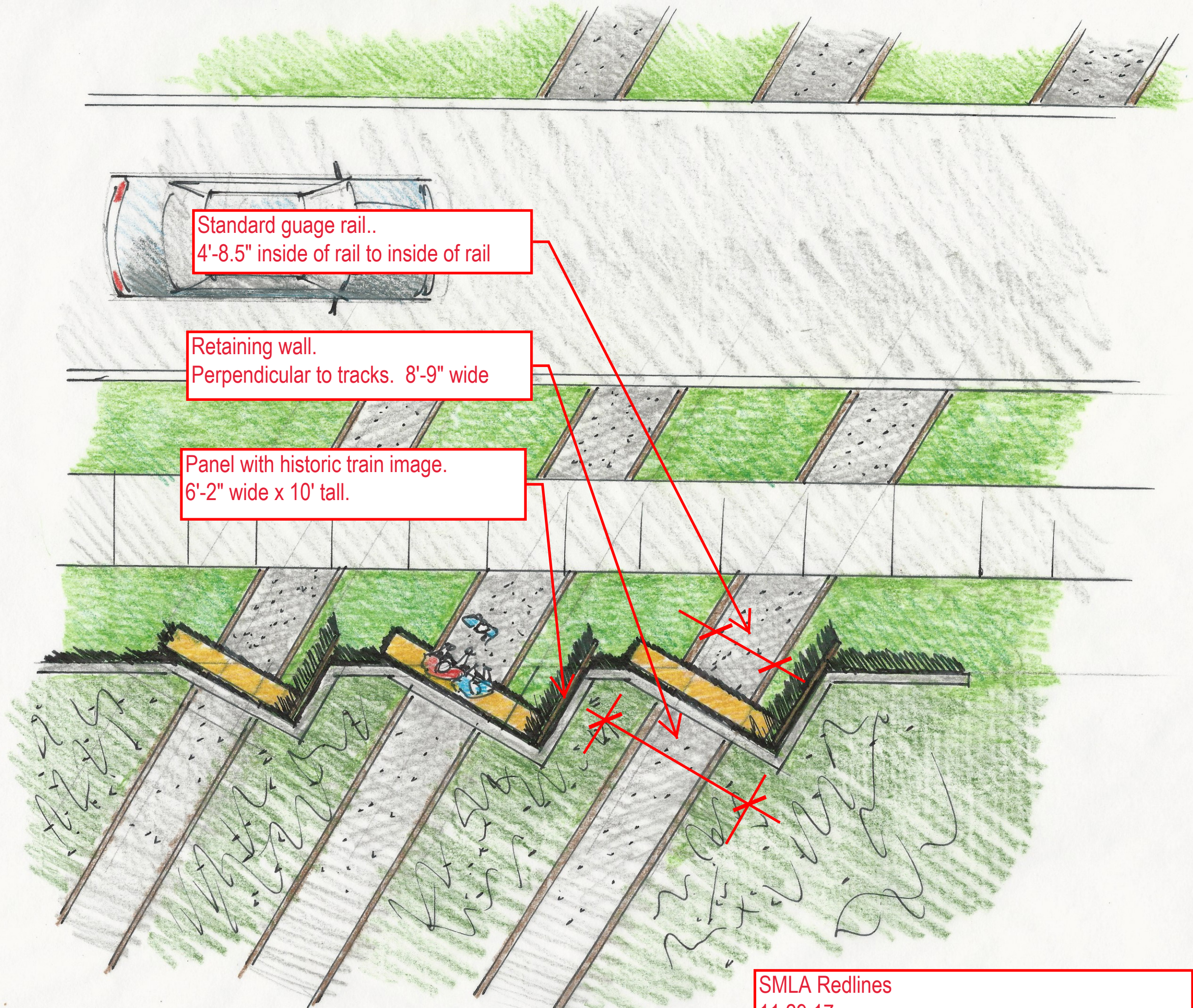
Panel with historic
train image



Historic train tracks

Seating area

Retaining wall



Standard guage rail..
4'-8.5" inside of rail to inside of rail

Retaining wall.
Perpendicular to tracks. 8'-9" wide

Panel with historic train image.
6'-2" wide x 10' tall.

SMLA Redlines
11.29.17



City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: Silver Sage Revised Proposal

Action Requested: Consideration of a 50 acre conservation easement gift from Glenwood Land Company known as the Silver Sage Preserve generally located South-West of 101 Airport Road at parcels 218527235007 and 218527400049 and annexation of the 18 acres located in Garfield County.

Department: Parks & Recreation

Presented By: Brian Smith, Recreation Director
Glenwood Springs Legal, Legal

Background Info: Glenwood Land Company, LLC (GLC) has worked with city staff in investigating granting extensive public access on a 32 acre parcel known as Silver Sage Preserve that is fully entitled and vested for the development of 38 duplex units. The 32 acre parcel shares nearly a half mile boundary with land that was previously dedicated to the City of Glenwood Springs for water storage facilities and trail use. In addition to the 32 acre site, GLC holds an adjacent 18 acre site currently located in Garfield County. Both sites have long established and heavily used "social trails" with great views. The addition of a 5 acre access easement connecting to Airport Road has not yet been secured by GLC.

The City's Parks & Recreation Commission has reviewed the revised proposal for the conservation easement on these parcels and how the City of Glenwood Springs might participate in preserving this land for public use and indicated it would be supportive of the City accepting a gift of the Conservation Easement encumbered Silver Sage property on condition that an access easement connection to Airport Road is secured.

Silver Sage Conservation Easement & Dedication P&R Commission Motion from 6/2/21 meeting:

Motion by Andy: Commission is in favor of the City acquiring a conservation easement to this property followed by the acquisition of fee title to this property at the appropriate time on condition that the proponents of the landowners actually secure an adequate access easement to Airport Road and encourages staff to work with them to get that. Second by Laura. All in favor, none opposed.

Issues: None.

Staff Recommendation: Staff recommends Council uphold the recommendation of the Parks & Recreation Commission to accept a conservation easement followed by the acquisition of fee title to this property on condition that the landowners secure an access easement to Airport Road.



Silver Sage Preserve Conservation Easement
Glenwood Springs, Colorado
Updated April 13, 2021 by The Land Studio, Inc.





City Council
STAFF REPORT
City of Glenwood Springs
July 1, 2021

Agenda Item: Parks and Recreation Department Changes

Action Requested: Addition of Full-time Positions for Critical Service Areas.

Department: Parks & Recreation

Presented By: Brian Smith, Recreation Director

Background Info: Of the 118 Part-Time staff laid-off last year during the pandemic only 13 have returned. Like many other businesses and organizations, Parks & Recreation is experiencing a staffing crisis influenced by a fiercely competitive job market. Staff will present the problem and it's causes, impacts to services and facilities, strategies to address the issue, viable funding solutions to support the strategies without impact to General Fund through 2022, and ideas for long-term support for Council's consideration. This proposal centers around the increase in Part-Time wages, which the Department has already implemented, and the addition of Full-Time Staff for the most critically impacted areas in Aquatics and Parks Maintenance.

Costs and Coverage for Part-Time Wage Increases and Full-Time Additions

2021 Aquatics Additions Cost: \$156,776*

2021 Parks Additions Cost: \$206,165*

*No impact to General Fund. Strategic funding from reallocation of Part-Time surplus aquatics and parks Part-time and Full-time budgets as well as grant funding will cover the requested position additions through 2021.

2022 Aquatics Additions Cost: \$313,552**

2022 Parks Additions Cost: \$352,330***

**No impact to General Fund for the Aquatics additions. Strategic funding from fee increases and unallocated stimulus funding will cover the requested position additions through 2022.

***Increases to Parks Use Fees projected to increase revenue by at least \$12,375. Remaining unallocated stimulus funding of \$36,488.

Total Funding Request for 2022 is \$127,467 to support Part-Time wage increases and the addition of 4 Full-Time Staff.

No budget appropriation is requested at this time except to earmark the \$150,000 unallocated stimulus funding for 2022 staffing support.

Issues: For consideration of the 2022 funding request for Parks, Council approved \$342,650 for Parks to bring Downtown Maintenance in house. This immediately reduced the Downtown Maintenance Budget going to contractors by \$100,000 and allowed the City to better control exponentially increasing costs each year. The originally approved \$342,650 has since been reduced to \$200,000 due to the DDA pulling their funding support for downtown maintenance. However, the funding required to support downtown maintenance staff, supplies, and services has not decreased since the original proposal, but rather increased, though at a more controlled rate under Parks. Reinstating the budget loss of \$142,650 would cover the funding request of \$127,467 in this proposal for 2022. This request will

formally come before Council as part of the 2022 budget packet.

Staff Recommendation: Staff recommends approval of the strategies to address the staffing shortage contained in the presentation.



Parks and Recreation Staffing Needs



Parks and Recreation Staffing Needs

Open Positions in Parks and Recreation:

- Parks Maintenance II (Seasonal Full-Time)
- Building Supervisor
- Climbing Wall Attendant
- Climbing Wall Lead
- Community Engagement Coordinator/
Coordinador de Participación Comunitaria
- Fitness Instructor
- Group Swim Instructor
- Hockey Official
- Junior Counselor - Kid Kamp
- Lifeguard
- Private Swim Instructor
- PT Parks Downtown Attendant
- Senior Counselor - Kid Kamp
- Sports Official



NOTES:

- In 2019, there were 38 job codes active with 259 slots.
- In 2021, there are 26 job codes active with 79 slots.

Defining the Problem

FIERCELY COMPETITIVE JOB MARKET

ONBOARDING CAPACITY

COST OF LIVING IS PROHIBITIVE

DEPARTMENT'S RESOURCES DEFICIENT FOR SCOPE

COST RECOVERY IS DECLINING

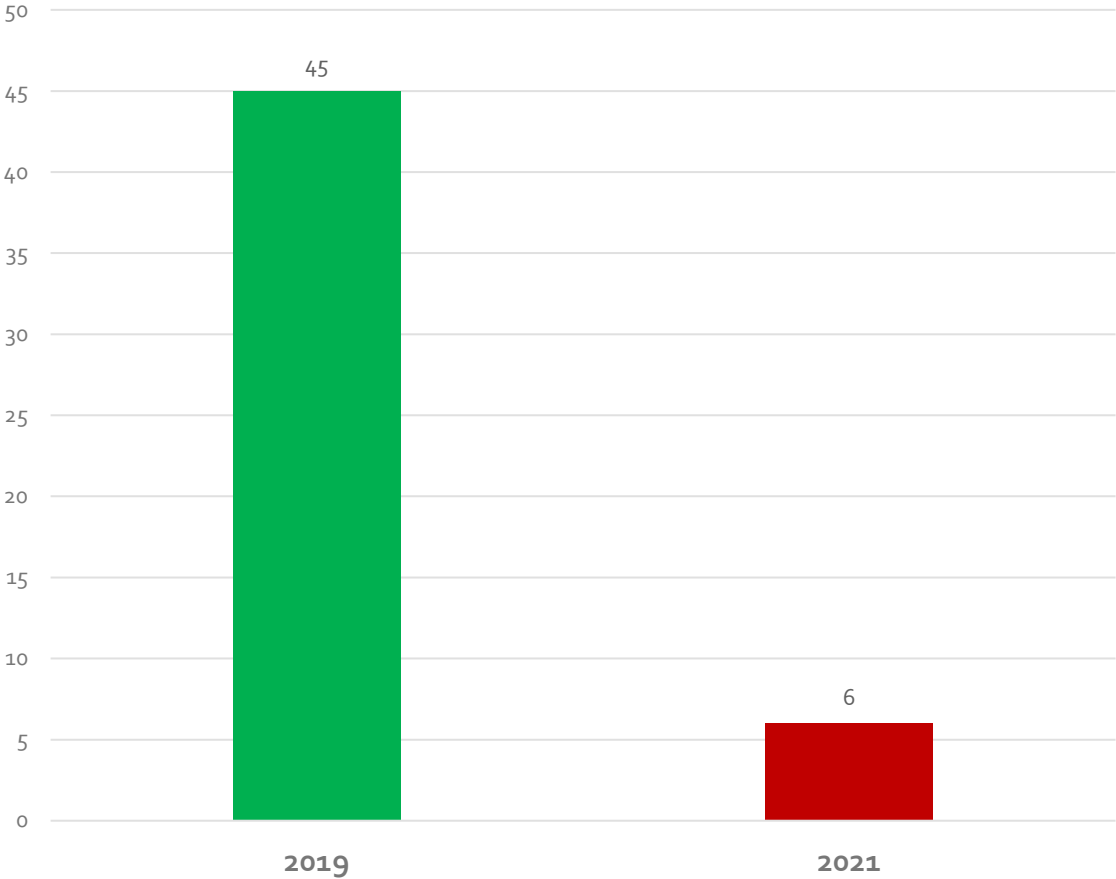
UNABLE TO FULFILL SERVICE LEVELS



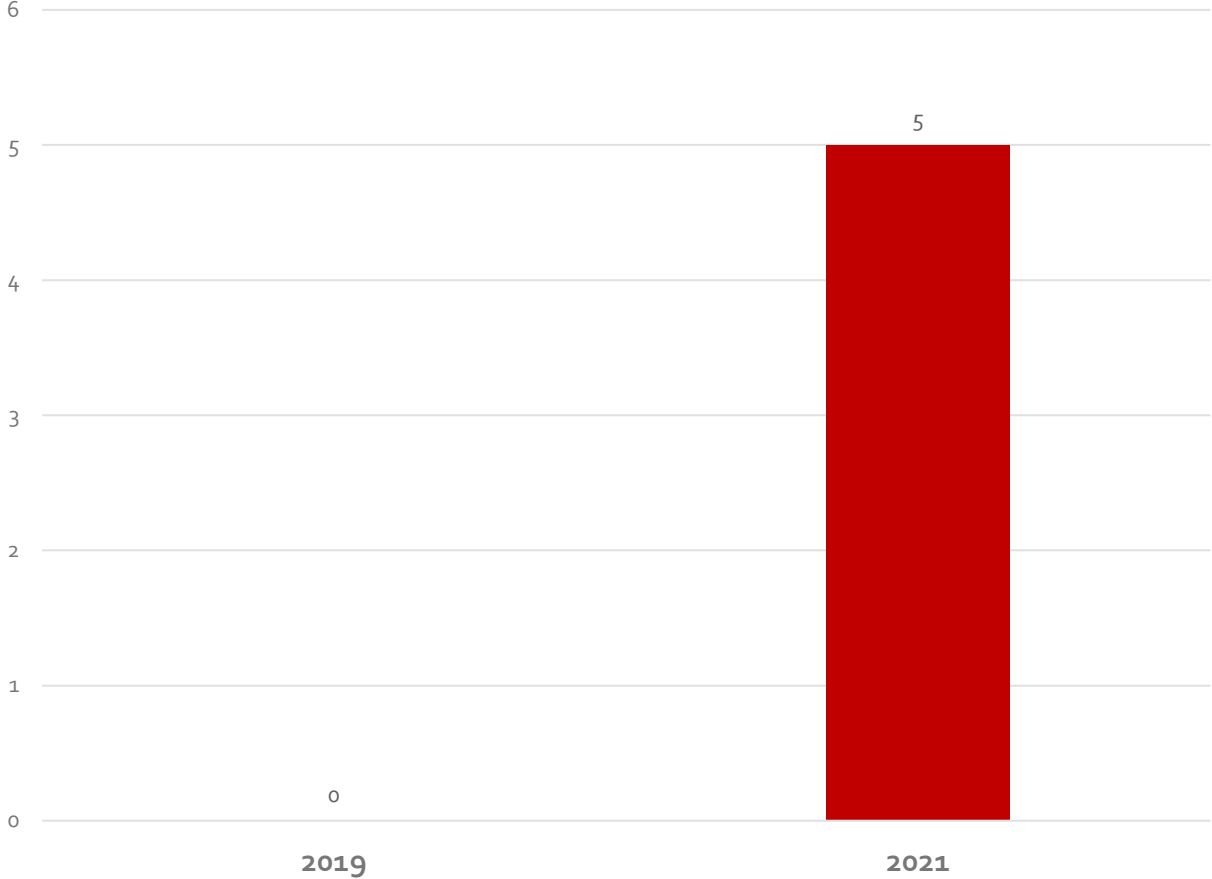


Aquatics

Lifeguards



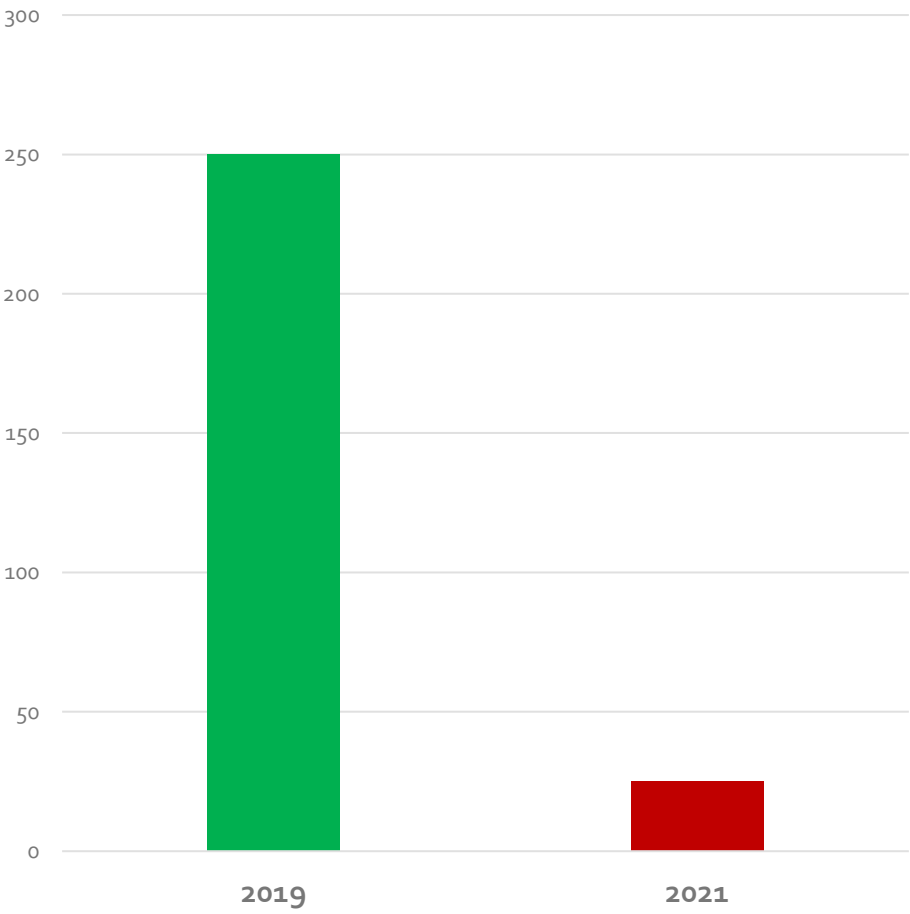
FT Staff Covering



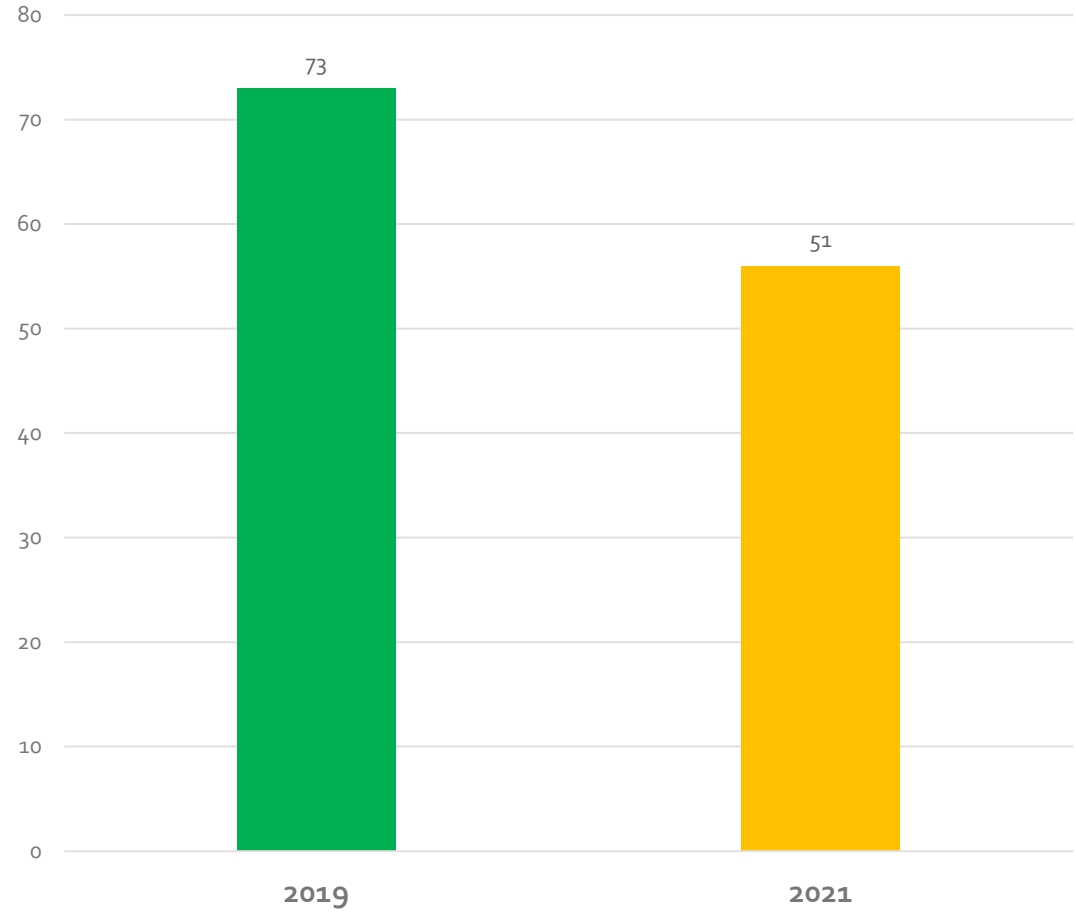


Aquatics

Capacity Cap

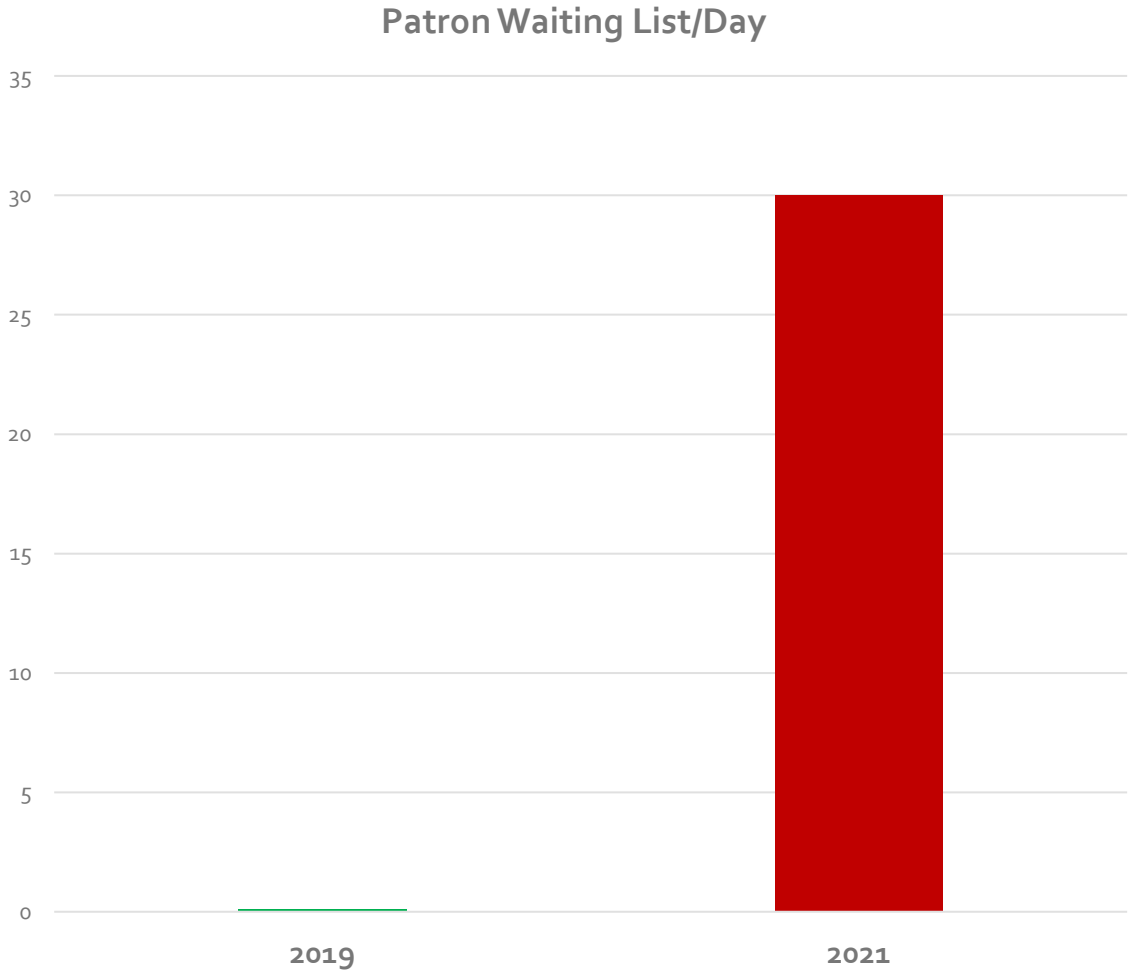


Operating Hours





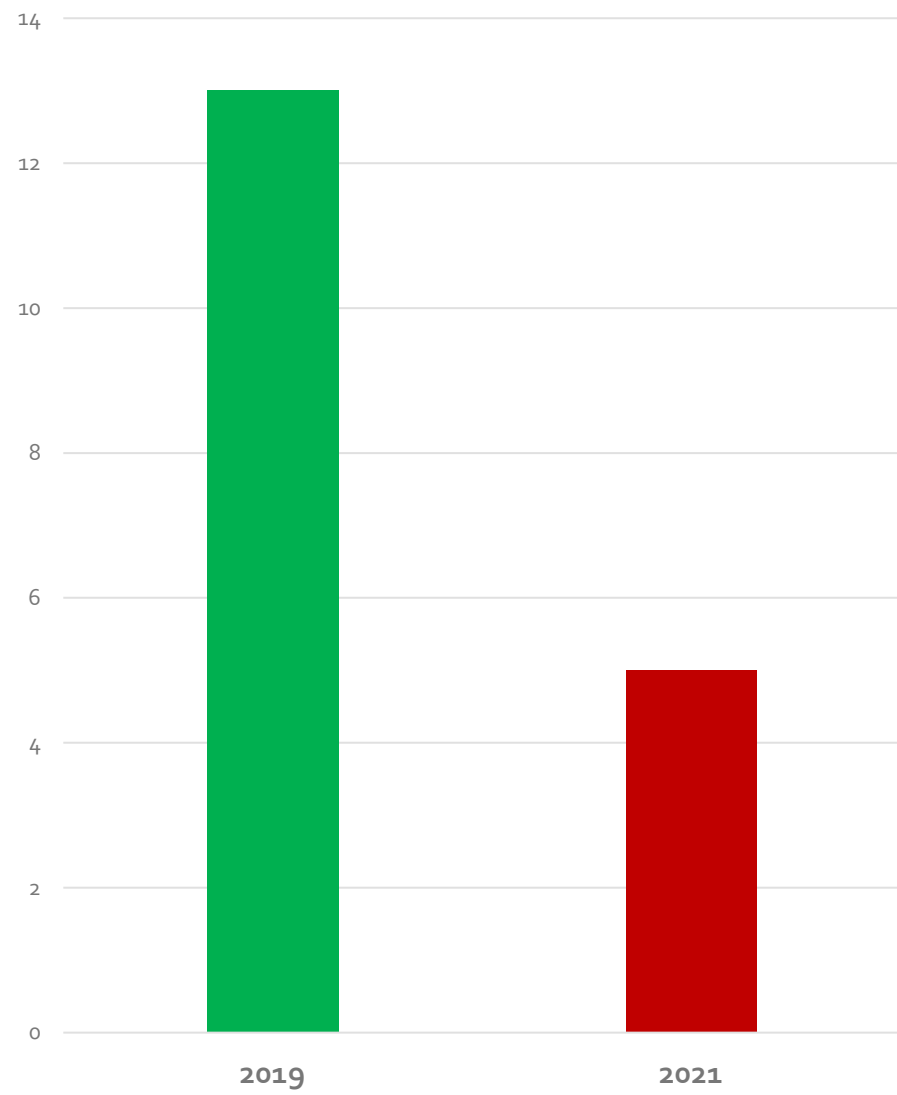
Aquatics



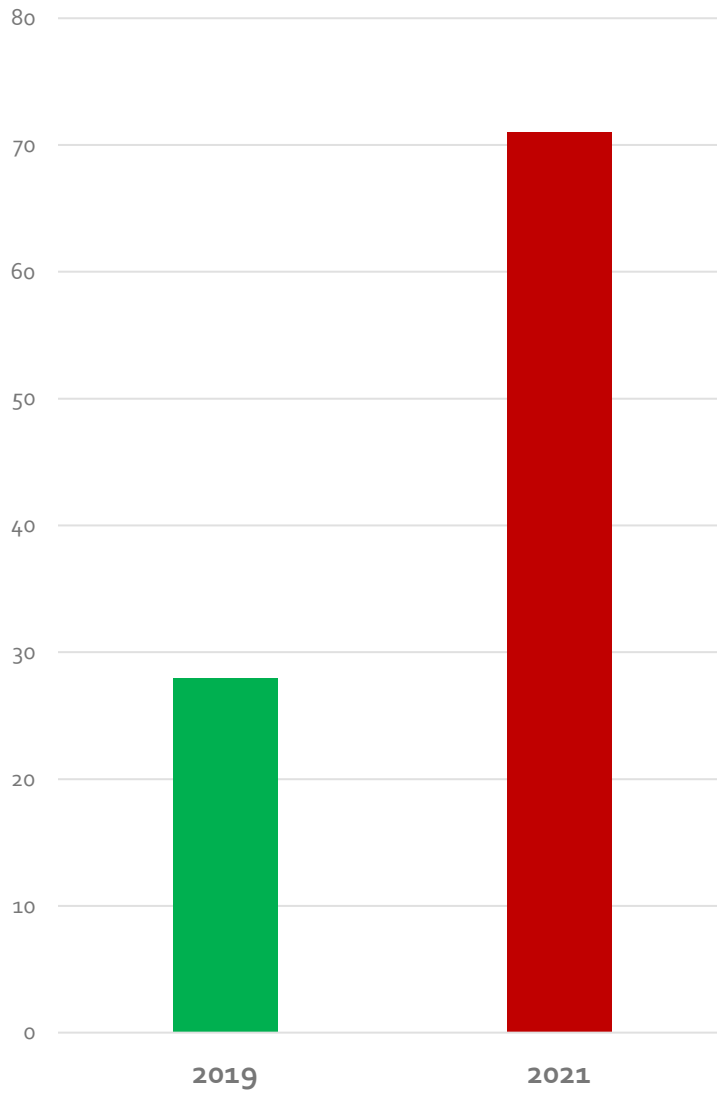


Parks

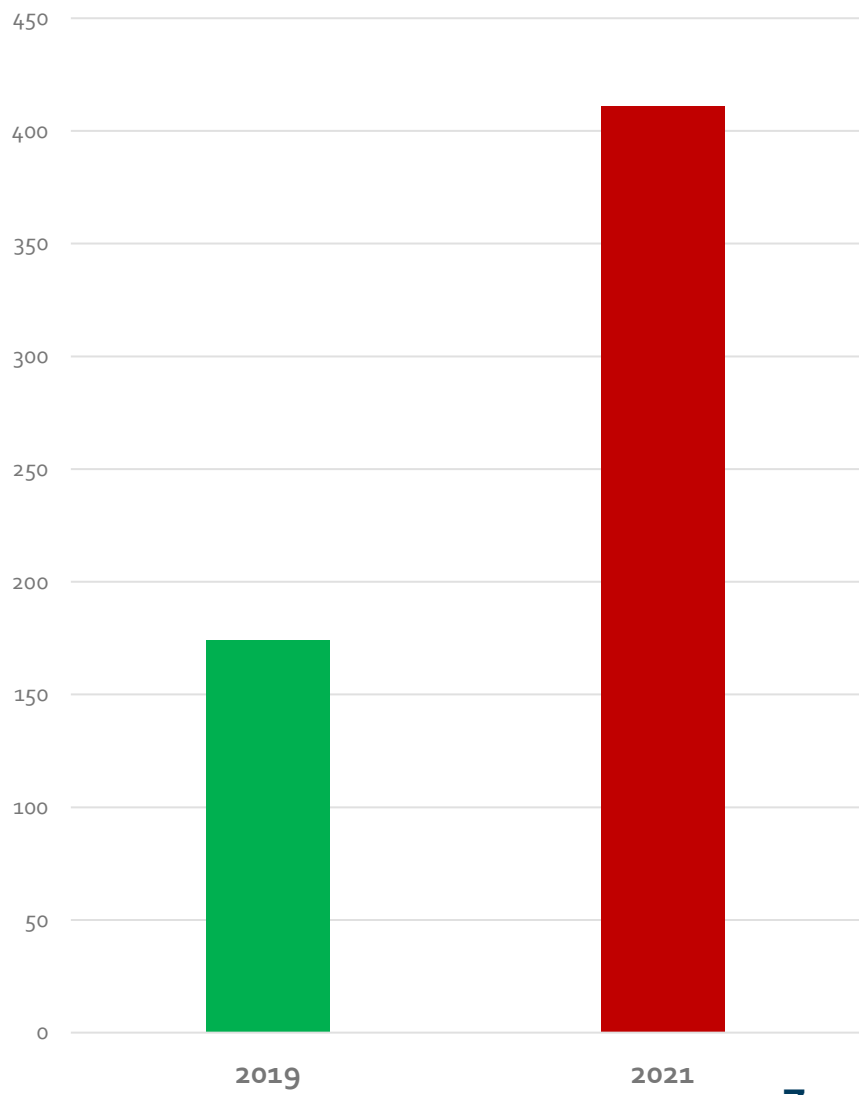
Seasonal Parks Employees



Hard Trail/Hour



Red Mountain Trail/Week





Strategies to Address the Problem

Increase Part-Time Wages for Critical Areas

Add 2 Full-Time Positions to Aquatics and Parks (4 FT Total)

Increase Fees

Add a Signing Bonus

Shift Part-Time budgets to Full-Time

Reinstate Recruitment Bonuses

Increase Revenue: Adjust Operating Hours and Capacity



Costs and Coverage- Aquatics 2021

Part-Time Breakdown for 2021

\$142,000	2021 PT Aquatics Budget Estimate
\$(29,250)	2021 YTD Aquatics Budget Spent
\$(78,936)	2021 Estimated PT Aquatics Budget July -Dec
\$33,814	Remaining PT Aquatics Budget, apply to FT

Full-Time Breakdown for 2021

\$(77,840)	2021 FT Budget Proposed
\$33,814	Reallocation from PT Aquatics budget
\$50,000	GoCo Resilient Communities Grant
\$5,974	Aquatics Budget Surplus



Costs and Coverage- Parks 2021

Part-Time Breakdown for 2021

\$176,000	2021 PT Parks Budget
\$(52,000)	2021 YTD PT Parks Budget Spent
\$(98,325)	2021 Estimated PT Parks Budget with benefits

\$25,675 **Remaining PT Parks Budget, can apply to FT**

Full-Time Breakdown for 2021

\$874,719	2021 FT Budget including Benefits
\$(393,000)	2021 FT Budget Spent YTD including benefits
\$(393,000)	Remaining 2021 FT Budget Expected to be spent
\$(107,840)	2021 FT Budget Proposed Add
\$25,675	Reallocation from PT Parks budget

\$6,554 **Surplus**

Costs and Coverage- Aquatics 2022

PT Breakdown for 2022

\$142,000	2021 PT Aquatics Budget Estimate
<u>\$(157,872)</u>	<u>2022 Estimated PT Aquatics Budget</u>
\$(15,872)	2022 Shortage PT Aquatics Budget

FT Breakdown for 2022

<u>\$(155,680)</u>	<u>2022 FT Budget Proposed</u>
\$(155,680)	2022 Shortage FT Aquatics Budget

Proposed Offsets

\$46,000	Membership Revenue Increase of 8%
\$12,000	Aquatic Programs/Teams Fee increase of 15%
<u>\$113,552</u>	<u>Unallocated Stimulus Funding</u>
\$171,552	Revenue Offset for 2022



Costs and Coverage- Parks 2022

PT/Seasonal Breakdown for 2021

\$176,000 2021 PT Parks Budget

\$(196,650) 2022 Estimated PT/Seasonal Parks Budget

\$(20,650) 2022 Shortage PT Parks Budget

FT Breakdown for 2021

\$874,719 2021 FT Budget

\$(1,030,399) 2022 Parks FT Budget Proposed

\$(155,680) 2022 Shortage FT Parks Budget

Proposed Offsets

\$12,375 Increased Parks Fees/Event Permits

\$36,488 Unallocated Stimulus Funding

\$48,863 Revenue Offset for 2022



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