



City of Woodland Park
City Council Agenda
July 16, 2020
7:00 PM

The Woodland Park City Council is pleased to have residents of the community take time to attend City Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared and will generally be limited to five (5) minutes in order to allow everyone the opportunity to be heard. **PUBLIC COMMENTS ARE EXPECTED TO BE CONSTRUCTIVE.** Questions raised on non-agenda items may be answered at a later date by letter in order to facilitate proper research.

**PLEASE SIGN IN TO SPEAK ON A PARTICULAR AGENDA
ITEM**

Written comments are welcome and should be given to the City Clerk prior to the start of the meeting. Written materials will not be accepted during regular agenda items in the interest of time.

Due to COVID -19 practices the City will be practicing social distancing and limiting the public to the first 17 people in attendance to include staff and Council in the City Council Chambers. We will have an over-flow room set-up in the Parks and Recreation Classroom where the Council Meeting will be broadcasted and another 17 individuals may attend, also practicing social distancing. Please wear a face covering. Thank you. For those who would like to view the meeting at home [CLICK HERE](#)

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A.** Celebration of Police Officer Glen Jardon's retirement and 29 years of service to the City of Woodland Park.
Presenter: Chief of Police, Miles DeYoung
- B.** Thank you to Councilmembers Paul Saunier and Noel Sawyer for their years of service to the City of Woodland Park.
Presenters: Mayor Val Carr and City Manager Darrin Tangeman.
- C.** Graduation of the 2020 Citizen's Academy class.
Presenter: City Manager, Darrin Tangeman
- D.** First Quarter 2020 Financial Report
Presenter: Finance Director, Emily Katsimpalis

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

All matters listed under Consent Calendar are considered routine business by the Council and will be enacted with a single motion and a single vote by roll call. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Calendar and considered separately.

- A.** Approve Minutes from the June July 2, 2020 Regular Council meeting. **(A)**
Presenter: Suzanne Leclercq, Assistant City Manager/City Clerk
- B.** Approve June 2020 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof. **(A)**
Presenter: Finance Director, Emily Katsimpalis

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

7. UNFINISHED BUSINESS.

- A. Discussion on allocation of Coronavirus Virus Relief Funds. (CVRF) **(A)**
- B. To approve the Logan Simpson professional services contract to complete the 2020 Comprehensive Plan update and land use code review. **(A)**

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

- A. Consider Ordinance No. 1381 adjusting expenditure appropriations to the general fund, in the amount of \$675,000 for the administration of the Coronavirus Relief Fund, for the City of Woodland Park, Colorado for the 2020 Budget Year and amending Ordinance No. 1360, Series 2019 on initial posting and set the Public Hearing for August 6, 2020.

9. PUBLIC HEARINGS

(Public comment may be heard)

- A. Approve Ordinance No. 1380 amending the Woodland Park Municipal Code by adding Section 1.05.030 appearance of names on the ballot. **(A)**

Presenter: Jason Meyers, City Attorney

10. NEW BUSINESS

(Public comment may be heard)

- A. None

11. REPORTS

(Public comment not necessary)

- A. Mayor's Report
- B. Council Reports
- C. City Attorney's Report
- D. City Manager's Report

12. EXECUTIVE SESSION

Executive Session No. 1: Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES: Evaluation with the City Attorney.

ADJOURNMENT

****Per Ordinance No. 1363, Series 2020 posted on the City Website 07/08/2020**



2020 Quarterly Financial Report

First Quarter – March 31, 2020

(unaudited)

Welcome to the City of Woodland Park's quarterly financial report. This report presents an analysis of the City's revenue and expenditures by fund. The analysis consists of comparisons of revenue and expenditures to budget.

General Fund (100)

Expenditures

EXPENDITURES	2020 Budget	2020 YTD	% expended
Elected Officials	\$ 41,500	\$ 25,471	61%
Administration	723,970	142,592	20%
Municipal Court	112,898	23,018	20%
Planning	506,784	78,863	16%
Inter/Non-departmental	490,435	139,042	28%
Finance	480,995	106,039	22%
Parks, Buildings, Grounds	754,762	121,706	16%
Information Technology	453,447	109,719	24%
Police	2,731,628	647,014	24%
Public Works Admin	314,973	53,345	17%
Fleet Maintenance	445,513	66,760	15%
Street Operations	545,941	129,731	24%
Community Engagement	207,895	44,188	21%
Debt Service	977,188	-	0%
SUB-TOTAL OPERATING	\$ 8,787,929	\$ 1,687,489	19%
Transfers Out	585,911	154,666	26%
School District sales tax	2,432,811	275,401	11%
TOTAL	\$ 11,806,651	\$ 2,117,556	18%

- Overall: 18% of the total General Fund Budget is expended 25% of the way through the year.
- Elected Officials
 - Woodland Park Main Street contribution and the entirety of the Community Investment Fund (CIF) have been allocated/spent (\$15,000 and \$10,000 respectively)
- Debt Service: The debt payments for GF are not due until after the first quarter.

Revenues

- SEE TABLE BELOW
- Overall: 20% of the total General Fund Budget is received 25% of the way through the year. An interesting note is that March sales tax was down 5.8% compared to 2019, although the full brunt of COVID-19 had not yet hit. March 2019 sales tax appears to be an anomaly.

- Business license revenue: at 104% received – business license renewal is due at beginning of beginning of the year, and more internet related businesses exist today than ever have.

REVENUE	2020 Budget	2020 YTD	% received
Taxes			
property tax	\$ 2,003,267	\$ 905,622	45%
specific ownership tax	248,155	\$ 18,687	8%
sales tax - 2%	4,280,825	\$ 543,761	13%
sales tax - school district - 1.09%	2,432,811	\$ 326,353	13%
sales tax vendor fee + late fees	152,407	\$ 20,883	14%
vehicle use tax	225,145	40,172	18%
construction use tax	70,000	14,458	21%
franchise/occupation tax	293,660	4,000	1%
Total Taxes	9,706,270	1,873,938	19%
Licenses and Permits			
business licenses	106,600	110,736	104%
other licenses/permits	4,500	3,313	74%
Total Licenses and Permits	111,100	114,049	103%
Intergovernmental			
highway user tax	292,444	48,581	17%
E911 PSAP funding	200,000	-	0%
road and bridge	19,000	6,930	36%
DOLA grants	55,000	2,380	4%
motor vehicle registration	35,711	2,303	6%
cigarette tax	17,000	1,541	9%
severance tax	45,756	-	0%
drug prevention SRO	24,000	6,600	28%
other intergovernmental	56,500	-	0%
Total Intergovernmental	745,411	68,335	9%
Charges for Services			
court fees	14,300	4,504	31%
police fees	61,928	11,382	18%
planning fees	39,000	22,892	59%
building permit fees	20,000	15,626	78%
public works fees	2,500	1,215	49%
build-a-generation/teen center	7,400	1,560	21%
cemetery fees	11,000	3,875	35%
Total Charges for Services	156,128	61,054	39%
Fines and Forfeitures	61,200	25,170	41%
Other			
investment earnings	25,000	5,105	20%
grants/contributions/donations	136,500	33,021	24%
miscellaneous	22,300	9,410	42%
vendor fee			
Total Other	245,000	47,536	19%
Transfers In	920,666	141,630	15%
Total	\$ 11,884,575	\$ 2,331,710	20%

At the end of the first quarter, the fund balance in the General Fund was \$2,829,674. Of this, \$1,700,659 is unrestricted/unassigned.

General Fund Summary	budget	2020 YTD	% received/ expended
beginning fund balance	\$ 2,805,792	\$ 2,805,792	
revenue	11,884,575	2,268,940	19%
expenditures	11,806,653	2,245,058	19%
ending fund balance	<u>\$ 2,883,714</u>	<u>\$ 2,829,674</u>	
<u>fund balance designations</u>			
nonspendable	\$ 775,000	\$ 775,000	
restricted for emergencies	354,015	354,015	
unrestricted, unassigned	1,589,314	1,700,659	
ending fund balance	<u>\$ 2,718,329</u>	<u>\$ 2,829,674</u>	

Culture and Recreation Fund (220)

CULTURE AND RECREATION FUND	2020 Budget	2020 YTD	% received/ expended
Revenue			
Parks and Recreation	\$ 96,750	\$ 10,141	10%
Woodland Aquatic Center	417,000	63,715	15%
Cultural Center	62,000	23,777	38%
Transfer In/Support	660,911	170,119	26%
Total Revenue	\$ 1,236,661	\$ 267,752	22%
Expenditures			
Parks and Recreation	\$ 347,676	\$ 62,256	18%
Woodland Aquatic Center	749,190	180,870	24%
Cultural Center	139,795	30,605	22%
Total Expenditures	\$ 1,236,661	\$ 273,731	22%

- Revenues are 22% received 25% of the way through the year.
- Parks and Recreation is 18% expended with 10% of budgeted revenues received.
- Cultural Center budget is 22% expended with 38% of budgeted revenues received. Before COVID-19, the Cultural Center was very busy with bookings and events.
- Woodland Aquatic Center budget is 24% expended with 15% of budgeted revenues received.
 - The following table provides further detail of the financial operations of the Woodland Aquatic Center.

- The challenge for the Aquatic Center this year is the closing of the Aquatic Center in March, April and May due to COVID-19 and the effect this will have on revenue totals for the year. Currently, the Aquatic Center has continued restrictions and limitations.

WOODLAND AQUATIC CENTER	2020 Budget	2020 YTD	% rec/exp
Revenue			
Learn to Swim Program	\$ 45,000	6,805	15%
Fitness Programs	22,000	4,140	19%
Sports Programs	-	-	
Silver Sneakers Program	8,500	813	10%
Daily Use Fees	120,000	14,754	12%
Pass and Punch Cards	169,000	19,688	12%
Merchandise Sales	6,000	513	9%
Facility Rentals	30,000	7,529	25%
Special Events	3,500	146	4%
Concecessions	12,000	-	0%
Contributions/Donations	1,000	-	0%
Total	\$ 417,000	\$ 54,387	13%
Expenditures			
Salary and Benefits	\$ 513,987	\$ 115,897	23%
Purchased Services	18,103	7,355	41%
Operating Expenditures	199,400	55,611	28%
Supplies	17,700	2,007	11%
Total	\$ 749,190	\$ 180,870	24%

The fund balance in the Culture and Recreation Fund on March 31 was \$121,496.

Culture and Recreation Fund Summary	budget	2020 YTD	% received/ expended
beginning fund balance	\$ 124,685	\$ 124,685	
revenue	1,236,661	270,542	22%
expenditures	1,236,661	273,731	22%
ending fund balance	<u>\$ 124,685</u>	<u>\$ 121,496</u>	
<u>fund balance designations</u>			
nonspendable	\$ 85,003	\$ 85,003	
unrestricted, unassigned	39,682	36,493	
ending fund balance	<u>\$ 124,685</u>	<u>\$ 121,496</u>	

Street Capital Improvement Fund (410)

STREET CAPITAL IMPROVEMENT FUND	2020 Budget	2020 YTD	% received/ expended
Revenue			
sales tax - 1%	\$ 2,140,400	\$ 289,526	14%
transportation capital fees		1,114	n/a
vendor fee & late fee - sales tax grant	76,000	10,442	14%
interest	1,500	8,737	582%
Total Revenue	\$ 2,217,900	\$ 309,819	14%
Expenditures			
street paving improvements	\$ 1,805,122	\$ 8,305	0%
street repairs/maintenance	24,140		0%
street restriping	10,000	-	0%
trail repairs/maintenance	30,000	-	0%
parking lot repair/maintenance	164,533	-	0%
drainage improvements	-	-	
sidewalk improvements	303,511	-	0%
machinery/equipment	596,748	5,800	1%
vehicles	94,161		
street concrete repairs	40,000		
transfers out	147,950	-	0%
Total Expenditures	\$ 3,216,165	\$ 14,105	0.4%

The Street Capital Improvement Fund ending fund balance as of March 30 was \$2,800,570.

Most street projects cannot take place in the winter, and therefore expenditures mainly reflected in the 2nd & 3rd quarters.

Street Capital Improvements Fund Summary	budget	2020 YTD	% received/ expended
beginning fund balance	\$ 2,209,144	\$ 2,209,144	
revenue	2,217,900	605,532	27%
expenditures	3,216,165	14,106	0.4%
ending fund balance	<u>\$ 1,210,879</u>	<u>\$ 2,800,570</u>	

STORMWATER MANAGEMENT FUND (FORMERLY DRAINAGE DEBT SERVICE FUND) (420)

STORMWATER MANAGEMENT FUND	2020 Budget	2020 YTD	% received/ expended
Revenue			
drainage user charges	\$ 135,000	\$ 27,138	20%
drainage capital impact fees	16,600	3,456	21%
interest	500	928	186%
transfer in		-	n/a
Total Revenue	\$ 152,100	\$ 31,521	21%
Expenditures			
debt service	\$ -	\$ -	
transfers out - to GF	\$ 147,950	\$ -	
drainage improvements	149,072	-	0%
Total Expenditures	\$ 297,022	\$ -	0%

The Stormwater Management Fund ending fund balance as of March 31 was \$212,893.

Stormwater Management Fund Summary	budget	2020 YTD	% received/ expended
beginning fund balance	\$ 149,851	\$ 149,851	
revenue	152,100	63,042	41%
expenditures	297,022	-	0%
ending fund balance	<u>\$ 4,929</u>	<u>\$ 212,893</u>	

Water Utility Fund (510)

WATER UTILITY FUND	2020 Budget	2020 YTD	% received/ expended
Revenue			
water operations	\$ 1,773,100	\$ 286,226	16%
investment income	\$ 65,000	\$ 17,392	27%
charges for services - capital	398,900	65,781	16%
investment income	1,530	-	0%
charges for services - water rights	10,400	766	7%
investment income	301	-	0%
Total Revenue	\$ 2,249,231	\$ 369,400	16%
Expenditures			
administration	\$ 138,047	\$ 10,318	7%
operating expenses	\$ 111,309	\$ 6,463	
water treatment operations	293,400	60,776	21%
operating expenses - treatment	511,000	76,140	
field services	292,407	39,851	14%
utility billing/customer service	98,878	17,181	17%
capital outlay	1,751,000	33,795	2%
transfers out to GF	193,717	48,479	25%
debt service	143,099	29,655	21%
water rights	18,000	85,000	472%
Total Expenditures	\$ 3,550,857	\$ 407,658	11%

The Water Utility Fund ending fund balance as of March 31 was \$4,414,389.

Water Utility Fund Summary	budget	2020 YTD	% received/ expended
beginning funds available	\$ 4,828,938	\$ 4,828,938	
revenue	2,249,231	166,648	7%
expenditures	3,550,855	581,197	16%
ending funds available	\$ 3,527,314	\$ 4,414,389	

Wastewater Utility Fund (520)

The Wastewater Utility Fund ending fund balance as of March 31 was \$4,157,013.

Wastewater Utility Fund Summary	budget	2020 YTD	% received/ expended
beginning funds available	\$ 4,049,354	\$ 4,049,354	
revenue	1,924,096	457,232	24%
expenditures	2,186,917	349,572	16%
ending fund available	<u>\$ 3,786,533</u>	<u>\$ 4,157,013</u>	

WASTEWATER UTILITY FUND	2020 Budget	2020 YTD	% received/ expended
Revenue			
wastewater operations + interest	\$ 1,139,014	\$ 245,828	22%
wastewater capital + interest	785,082	147,584	19%
Total Revenue	\$ 1,924,096	\$ 393,412	20%
Expenditures			
administration + operating	\$ 156,074	\$ 21,319	14%
wastewater treatment operations	691,787	139,227	20%
field services	145,090	29,733	20%
utility billing/customer service	40,554	8,843	22%
capital outlay			
treatment plant improvements	81,000	128,652	159%
machinery/equipment	52,000	25,755	50%
debt service	859,163	620,699	72%
transfers out to GF	163,249	40,812	25%
Total Expenditures	\$ 2,188,917	\$ 1,015,040	46%

Grants Fund (210)

GRANTS FUND	2020 Budget	2020 YTD	% received/ expended
VALE/VOCA			
grant revenue	\$ 112,900	\$ 22,846	20%
transfer in		-	n/a
revenue	\$ 112,900	\$ 22,846	20%
expenditures	\$ 112,900	\$ 22,524	20%

Downtown Development Authority (215)

DOWNTOWN DEVELOPMENT AUTHORITY	2020 Budget	2020 YTD	% received/ expended
Revenue			
property tax	\$ 715,223	\$ 68,880	10%
county tax abatements	(8,000)	-	0%
interest	415	634	153%
Total Revenue	\$ 707,638	\$ 69,514	10%
Expenditures			
TIF reimbursement agreements	\$ 121,949	\$ -	0%
beautification	10,000	-	0%
Woodland Station improvements	10,000	300	3%
debt service	471,073	-	0%
other operating expenditures	57,307	1,335	2%
Total Expenditures	\$ 670,329	\$ 1,635	0%

The Downtown Development Authority's ending fund balance as of March 31 was \$1,229,389. The unrestricted, unassigned fund balance is \$169,195. Non-spendable fund balance is land held for resale.

Downtown Development Authority Summary	budget	2020 YTD	% received/ expended
beginning fund balance	\$ 1,162,144	\$ 1,162,144	
revenue	707,638	68,880	10%
expenditures	670,329	1,635	0.2%
ending fund balance	<u>\$ 1,199,453</u>	<u>\$ 1,229,389</u>	
<u>fund balance designations</u>			
nonspendable	\$ 1,060,194	\$ 1,060,194	
unrestricted, unassigned	139,259	169,195	
ending fund balance	<u>\$ 1,199,453</u>	<u>\$ 1,229,389</u>	



City of Woodland Park Staff Report for City Council

Meeting Date: July 16, 2020

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
3D	Finance	Emily Katsimpalis Finance Director

ITEM:

Tax Revenue Update

BACKGROUND:

The attached report reflects the City's three percent sales tax revenue and lodging tax **received** June 2020 for **sales incurred** by taxpayers during the month of May 2020.

New/terminated business/sales tax licenses:

- 31 new business/sales tax licenses were issued or reactivated in June.
- 0 businesses terminated or inactivated their business license June.
- List of new business licenses are attached; new businesses within city limits are those that are highlighted.

CITY OF WOODLAND PARK
HISTORICAL TAX COLLECTIONS

May 2020

(unaudited)

Sales Tax Collection compared to prior years

MTD 2020 vs. MTD 2019 – 10.4% increase

YTD 2020 vs. YTD 2019 – 9.4% increase

YTD 2020 vs. YTD 2018 – 11.9% increase

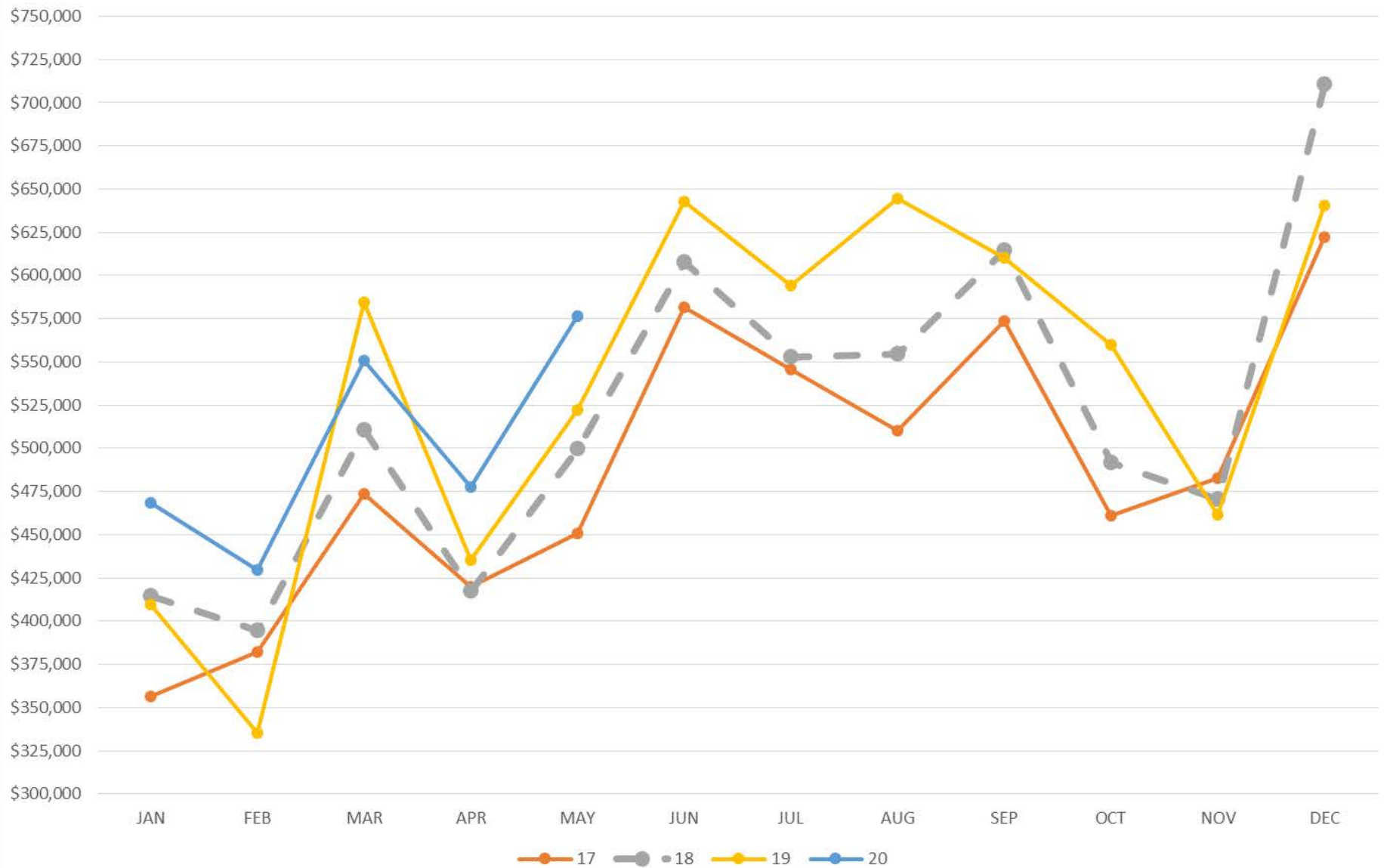
YTD 2020 vs. YTD 2017 – 20% increase

Lodging Tax Collection compared to prior years

YTD 2020 vs. YTD 2019 – 43% decrease

(see charts and tables below)

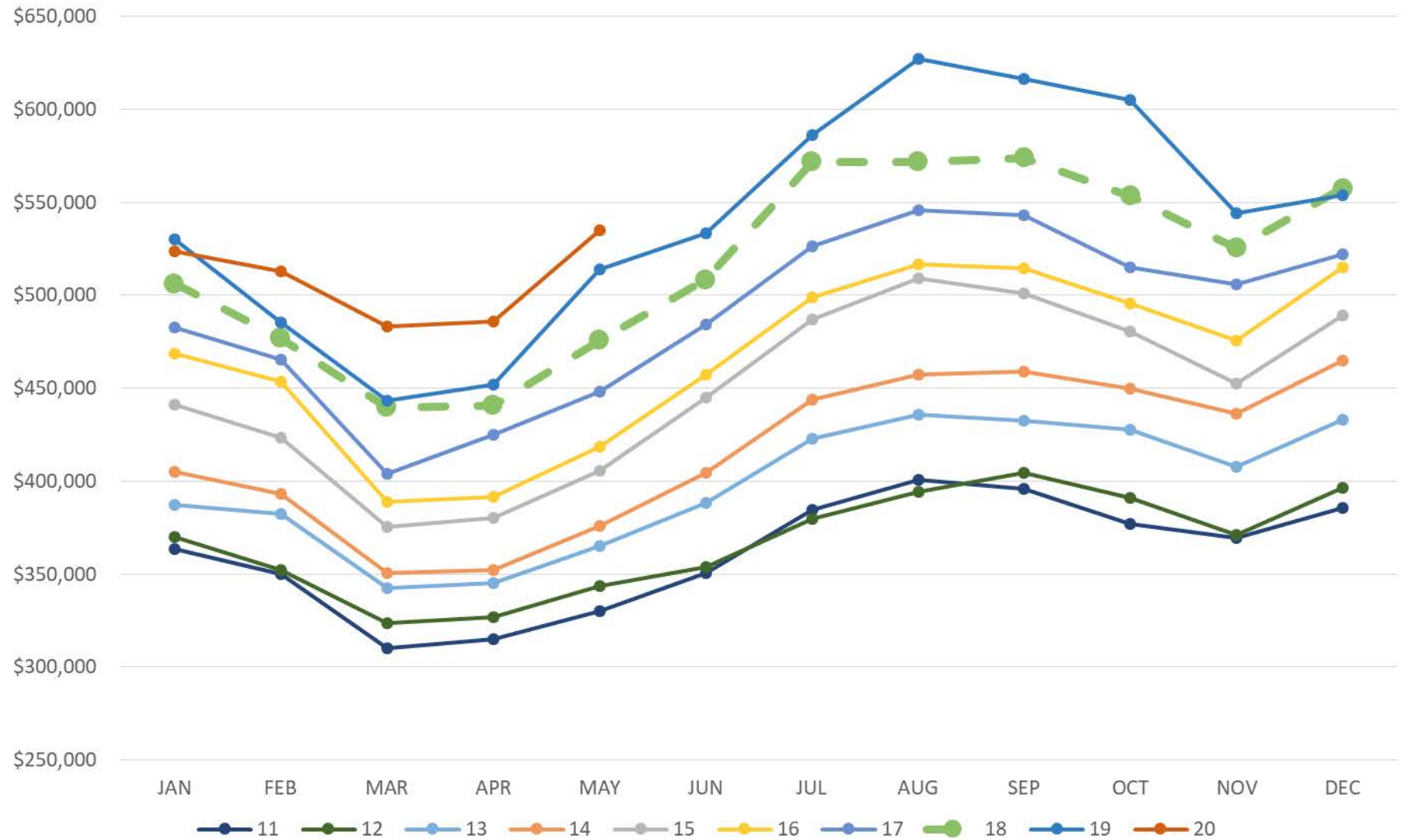
City of Woodland Park Sales Tax Collections 2017-2020



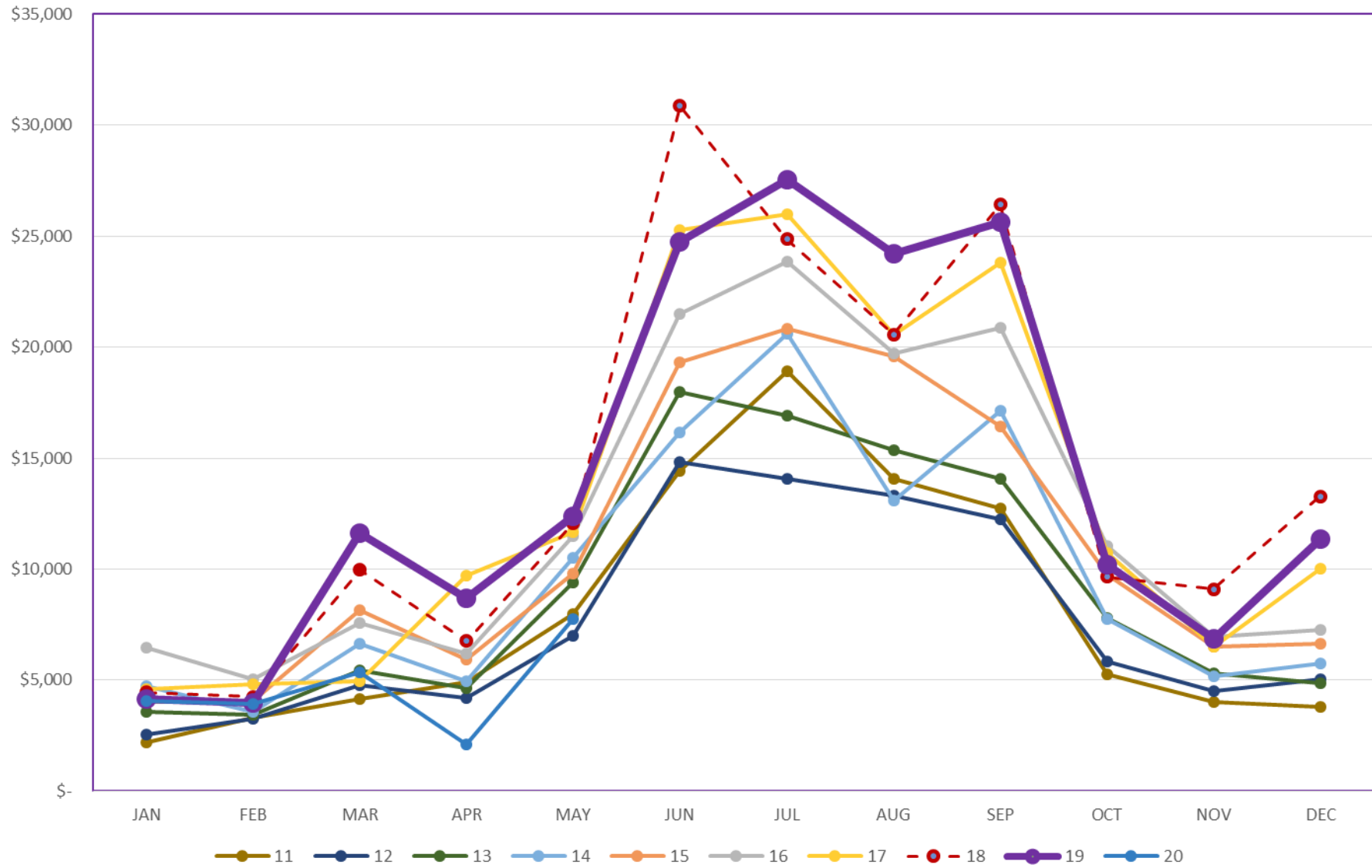
City of Woodland Park Sales Tax Collections 10-year history



City of Woodland Park
Sales Tax Collections
Rolling 3-Month Average
10-Year History



City of Woodland Park Lodging Tax Collections 5-Year History



Annual 3% Sales Tax Collection 10-Year History by Month (does not include the City's 1.09% sales tax for RE-2)

	11	12	13	14	15	16	17	18	19	20
JAN	\$293,508	\$304,571	\$323,621	\$337,313	\$360,348	\$377,888	\$356,613	\$414,283	\$409,798	\$468,475
FEB	\$288,866	\$306,084	\$324,061	\$327,397	\$347,055	\$360,223	\$382,348	\$394,349	\$335,333	\$429,745
MAR	\$348,880	\$359,606	\$380,656	\$386,803	\$418,812	\$428,017	\$473,419	\$510,278	\$584,507	\$550,768
APR	\$306,649	\$315,526	\$330,983	\$341,810	\$375,666	\$386,018	\$420,061	\$417,470	\$435,343	\$477,439
MAY	\$334,062	\$355,773	\$384,380	\$399,190	\$422,517	\$440,998	\$450,957	\$499,858	\$522,008	\$576,357
JUN	\$411,527	\$390,974	\$449,547	\$473,013	\$536,339	\$544,496	\$581,725	\$607,795	\$642,569	
JUL	\$408,501	\$393,039	\$434,105	\$459,243	\$501,712	\$510,770	\$545,874	\$553,063	\$594,348	
AUG	\$382,666	\$398,219	\$424,025	\$439,395	\$489,560	\$494,905	\$510,191	\$554,799	\$644,473	
SEP	\$397,063	\$422,565	\$438,862	\$477,853	\$512,221	\$538,141	\$573,766	\$614,404	\$610,360	
OCT	\$350,740	\$351,905	\$421,024	\$431,819	\$440,193	\$453,849	\$460,952	\$491,494	\$560,010	
NOV	\$360,495	\$338,598	\$363,458	\$399,206	\$405,197	\$434,807	\$482,500	\$470,367	\$461,604	
DEC	\$445,725	\$498,801	\$514,984	\$563,532	\$622,513	\$657,016	\$622,098	\$710,516	\$640,506	
TOTALS	\$ 4,328,682	\$ 4,435,661	\$ 4,789,706	\$ 5,036,574	\$ 5,432,133	\$ 5,627,128	\$ 5,860,504	\$ 6,238,675	\$ 6,440,861	\$ 2,502,784
1% amount	\$1,442,894	\$1,478,554	\$1,596,569	\$1,678,858	\$1,810,711	\$1,875,709	\$1,953,501	\$2,079,558	\$2,146,954	\$834,261
2% amount	\$ 2,885,788	\$ 2,957,107	\$ 3,193,137	\$ 3,357,716	\$ 3,621,422	\$ 3,751,419	\$ 3,907,003	\$ 4,159,117	\$ 4,293,907	\$ 1,668,522

Annual Lodging Tax Collections 10-Year History by Month

	11	12	13	14	15	16	17	18	19	20
JAN	\$ 2,201	\$2,539	\$3,571	\$4,734	\$4,003	\$6,484	\$4,604	\$4,417	\$4,136	\$4,076
FEB	\$ 3,325	\$3,258	\$3,458	\$3,578	\$4,067	\$5,031	\$4,836	\$4,253	\$3,990	\$3,912
MAR	\$ 4,169	\$4,786	\$5,438	\$6,630	\$8,166	\$7,595	\$4,936	\$9,938	\$11,623	\$5,361
APR	\$ 4,922	\$4,192	\$4,648	\$4,947	\$5,924	\$6,177	\$9,705	\$6,768	\$8,666	\$2,089
MAY	\$ 7,982	\$6,998	\$9,411	\$10,522	\$9,799	\$11,504	\$11,652	\$12,073	\$12,368	\$7,764
JUN	\$ 14,425	\$14,814	\$17,999	\$16,144	\$19,332	\$21,492	\$25,295	\$30,867	\$24,744	
JUL	\$ 18,909	\$14,078	\$16,913	\$20,630	\$20,852	\$23,862	\$25,998	\$24,867	\$27,564	
AUG	\$ 14,056	\$13,330	\$15,350	\$13,101	\$19,589	\$19,739	\$20,545	\$20,572	\$24,198	
SEP	\$ 12,718	\$12,267	\$14,067	\$17,127	\$16,412	\$20,863	\$23,805	\$26,415	\$25,655	
OCT	\$ 5,270	\$5,825	\$7,796	\$7,764	\$9,761	\$11,038	\$10,748	\$9,656	\$10,207	
NOV	\$ 4,010	\$4,516	\$5,325	\$5,185	\$6,490	\$6,936	\$6,524	\$9,092	\$6,843	
DEC	\$ 3,780	\$5,055	\$4,851	\$5,749	\$6,658	\$7,276	\$10,016	\$13,281	\$11,361	
TOTAL	\$ 95,767	\$91,658	\$108,827	\$116,111	\$131,053	\$147,997	\$158,664	\$172,198	\$171,357	\$23,202

New Businesses Started Between 06.01.2020 And 06.30.2020 - Sorted by Business Name - Including Contact Information

Payid/ Location Code	Customer Name/ Business Name/ Contact Name	Business Phone/ Corr Phone/ Contact Phone	Business Address/ Location Address	Sector/SIC#-Description/ Contact Email	Start Date	Business Type/ Tax Description	IntCnt Files	Res	Exmt	Pd1r
08765.1 03000	A N' M ELECTRIC, INC. A N' M ELECTRIC, INC. JEREMY DRAGO	(719)488-2000 (719)488-2000 (719)488-2000	7215 Rio Rd, Peyton, CO 80831 State Of Colorado	250-CONTRACTOR-ELECTRICAL jeremydrago@aol.com	06.30.2020	Corp BUSINESS LICENSE YEARLY	THEY	No	No	No
08753.1 02000	ALR PLUMBING LLC ALR PLUMBING LLC JACOB HERNANDEZ	(719)358-0265 (719)358-0265 (719)358-0265	2810 Vicksburg Terrace, Colorado Springs, CO 80917 Colorado Springs	300-CONTRACTOR-PLUMBING alrplumbingco@gmail.com	06.24.2020	Indvl BUSINESS LICENSE YEARLY USE TAX	THEY	No	No	No
08740.1 02000	ANTHONYS MANUFACTURING SERV ANTHONYS MANUFACTURING SERV ANTHONY STUDEBAKER	(719)475-7569 (719)475-7569 (719)475-7569	3080 E Willamette Pl, Colorado Springs, CO 80909 Colorado Springs	319-CONTRACTOR-WELDING anthony-gmsi@live.com	06.01.2020	Corp BUSINESS LICENSE YEARLY	THEY	No	No	No
08726.1 02000	ASCENT EXCAVATING ASCENT EXCAVATING DAVID GREENHALGH	(719)640-6110 (719)640-6110 (719)640-6110	5995 Waterfall Rd, Manitou Springs, CO 80829 Colorado Springs	255-CONTRACTOR-EXCAVATION dave@ascentexcavating.com	06.03.2020	Corp BUSINESS LICENSE YEARLY	THEY	No	No	No
08728.1 02000	BESTWAY MECHANICAL LLC BESTWAY MECHANICAL LLC BRIAN MATTHIESEN	(719)599-0830 (719)599-0830 (719)599-0830	2526 Platte Pl, Colorado Springs, CO 80909 Colorado Springs	270-CONTRACTOR-HEATING junebestway@gmail.com	06.05.2020	LLC BUSINESS LICENSE YEARLY	THEY	No	No	No
08736.1 02000	CEDAR MOUNTAIN FENCING CEDAR MOUNTAIN FENCING KYLE HERLING	(719)239-3030 (719)239-3030 (719)239-3030	2214 Clarkson Dr, Colorado Springs, CO 80909 Colorado Springs	260-CONTRACTOR-FENCING cedarmountainfencing@gmail.com	06.11.2020	Corp BUSINESS LICENSE YEARLY	THEY	No	No	No
08729.1 02000	CLARK CONSTRUCTION CLARK CONSTRUCTION CLARK HOUTS	(719)313-3970 (719)313-3970 (719)313-3970	17 E Espanola St, Colorado Springs, CO 80907 Colorado Springs	235-CONTRACTOR-CARPENTRY sparkybrat@yahoo.com	06.05.2020	Indvl BUSINESS LICENSE YEARLY	THEY	No	No	No
08745.1 03000	COLUMBINE ROOFING LLC COLUMBINE ROOFING LLC JEREMY RIEHL	(720)539-7500 (720)539-7500 (720)539-7500	871 Thornton Pkwy Suite 11, Thornton, CO 80229 State Of Colorado	310-CONTRACTOR-ROOFING info1@columbineroofingllc.com	06.16.2020	LLC BUSINESS LICENSE YEARLY	THEY	No	No	No
08769.1 04000	COUNTER BRANDS, LLC BEAUTY COUNTER XINBO WANG	(310)313-7272 (310)313-7272 (310)313-7272	12954 Hawthorne Blvd Ste 101, Hawthorne, CO 90230 Out Of State	80-BEAUTY & HEALTH SERVICES beautycounter@sattarinc.com	06.01.2020	LLC BUSINESS LICENSE YEARLY SALES TAX	THEY	No	No	No
08737.1 02000	CRESTONE CONSTRUCTORS, LLC CRESTONE ROOFING EDDIE RAMEY	(719)491-0447 (719)491-0447 (719)491-0447	3205 N Hancock Ave, Colorado Springs, CO 80907 Colorado Springs	310-CONTRACTOR-ROOFING sales@crestonerroofing.com	06.15.2020	LLC BUSINESS LICENSE YEARLY	THEY	No	No	No
08748.1 04000	DEXIMAGING LLC DEXIMAGING LLC JAMIE AMADOR	(813)288-8080 (813)288-8080 (813)288-8080	5109 W Lemon St, Tampa, FL 33609 Out Of State	583-REPAIR SERVICE-MISC dex.accounting@deximaging.com	06.01.2020	LLC BUSINESS LICENSE YEARLY SALES TAX	THEY	No	No	No
08720.1 02000	DIVERSIFIED REVENUE STREAMS DIVERSIFIED REVENUE STREAMS ABENSON@CEJ-CPA.COM	(407)587-6287 (407)587-6287 (407)587-6287	1371 Ridgewood Ave, Winterpark, FL 32789 Colorado Springs	157-BLDG MTRLS-OTHER abenson@cej-cpa.com	06.01.2020	LLC BUSINESS LICENSE YEARLY	THEY	No	No	No

New Businesses Started Between 06.01.2020 And 06.30.2020 - Sorted by Business Name - Including Contact Information

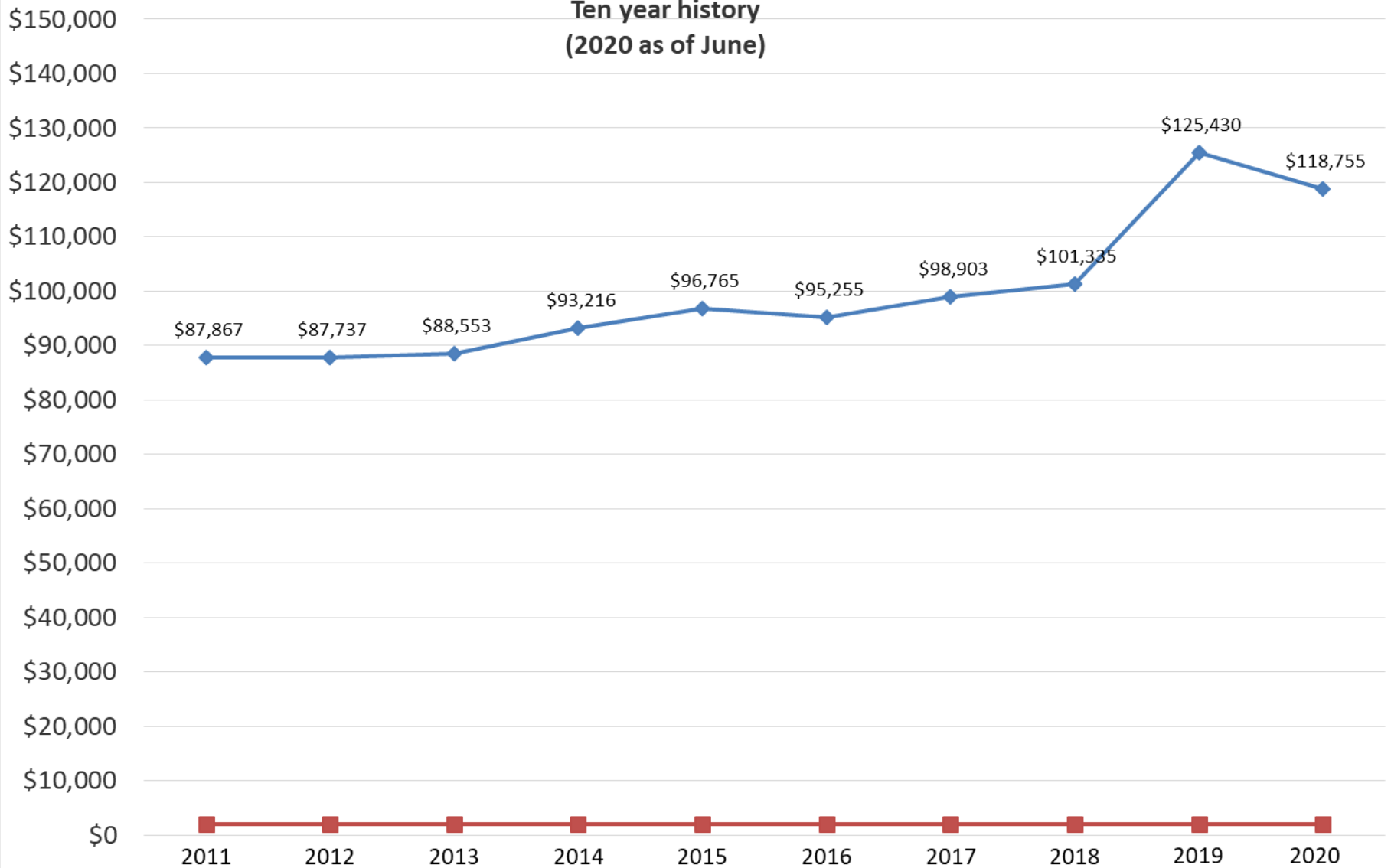
Payid/ Location Co	Customer Name/ Business Name/ Contact Name	Business Phone/ Corr Phone/ Contact Phone	Business Address/ Location Address	Sector/SIC#-Description/ Contact Email	Start Date	Business Type/ Tax Description	IntCnt Files	Res	Exmt	PdLr
						SALES TAX	YEARLY			
08733.1	ECOATM LLC	(858)324-4111	10121 Barnes Canyon Rd, San Diego, CA 92121							
6000	ECOATM LLC	(858)324-4111	Woodland Park	345-DISTRIBUTOR	06.08.2020	LLC	THEY	No	No	No
	KELE BIGKNIFE	(858)324-4111		kele.bigknife@ecoatm.com		BUSINESS LICENSE	YEARLY			
						USE TAX	YEARLY			
08752.1	ELITE ROOFING SUPPLY-CO, LL	(602)396-2261	4600 W Glendale Ave, Glendale, AZ 85301							
04000	ELITE ROOFING SUPPLY-CO, LL	(602)396-2261	Out Of State	175-BLDG MTRLS-ROOFING	06.23.2020	Corp	THEY	No	No	No
	BRIAN TORRY	(602)396-2261		compliance@eliteroofingsupply.		BUSINESS LICENSE	YEARLY			
						SALES TAX	YEARLY			
						USE TAX	YEARLY			
08732.1	GREEN WATER LLC	(303)816-0429	25797 Conifer Rd B 102, Conifer, CO 80433							
03000	TASPEN'S ORGANICS	(303)816-0429	State Of Colorado	80-BEAUTY & HEALTH SERVICES	06.01.2020	LLC	THEY	No	No	No
	SARA STEELE	(303)816-0429		sara@taspens.com		BUSINESS LICENSE	YEARLY			
						SALES TAX	QUTRLY			
08724.1	GREWAL INVESTMENTS LLC	(719)687-3023	1067 E Us 24, Woodland Park, CO 80863							
6000	THE UPS STORE	(719)687-3023	Woodland Park	565-PRINTING SERVICE	06.07.2020	LLC	THEY	No	No	No
	GUNJEET GREWAL (GINNY)	(719)687-3023		gkgrewal82@gmail.com		BUSINESS LICENSE	YEARLY			
						SALES TAX	QUTRLY			
08746.1	GUARDIAN FENCING	(719)688-2311	1202 N Starkweather, Pueblo West, CO 81007							
03000	GUARDIAN FENCING	(719)688-2311	State Of Colorado	260-CONTRACTOR-FENCING	06.17.2020	Corp	THEY	No	No	No
	JOSH STUART	(719)688-2311		guardianfencingco@gmail.com		BUSINESS LICENSE	YEARLY			
08754.1	HATTORI HANZO SHEARS, INC.	(916)790-5291	3941 Park Dr Ste 20-446, El Dorado Hills, CA 95762							
04000	HATTORI HANZO SHEARS, INC.	(916)790-5291	Out Of State	80-BEAUTY & HEALTH SERVICES	06.24.2020	S-Corp	THEY	No	No	No
	RAY SALOMON	(916)790-5291		accounting@hanzonation.com		BUSINESS LICENSE	YEARLY			
						SALES TAX	YEARLY			
08742.1	HPE DEPOSITOR MASTER TRUST	(719)548-6915	PO BOX 251209 Plano, TX 75025							
04000	HPE DEPOSITOR MASTER TRUST	(719)548-6915	Out Of State	390-FINANCIAL-BANKS, MORTGAGE	06.01.2020	Trust	THEY	No	No	No
	THERESA WATSON	(719)548-6915		salestax.trust@hpe.com		BUSINESS LICENSE	YEARLY			
08757.1	IN HIS STEPS INTERNATIONAL	(719)650-3082	PO BOX 60146 Colorado Springs, CO 80960							
02000	SAK SAUM FOR FREEDOM	(719)650-3082	Colorado Springs	520-NON PROFIT ORGANIZATION	06.26.2020	Non-Profit	THEY	No	No	No
	VIRGINIA HANSON	(719)650-3082		ghanson@saksaum.com		BUSINESS LICENSE	YEARLY			
						SALES TAX	MNTHLY			
08759.1	MOUNTAIN TILE COMPANY	(719)684-6453	405 Mills Ranch Rd, Woodland Park, CO 80863							
6000	MOUNTAIN TILE COMPANY	(719)684-6453	Woodland Park	318-CONTRACTOR-TILE	06.25.2020	S-Corp	THEY	No	No	No
	MARLIN HOUSTON	(719)684-6453		mountainmarlin@q.com		BUSINESS LICENSE	YEARLY			
08727.1	R AND R CONCRETE SERVICES,	(719)798-9087	PO BOX 264 Divide, CO 80814							
01000	R AND R CONCRETE SERVICES,	(719)798-9087	Teller County	240-CONTRACTOR-CONCRETE	06.05.2020	LLC	THEY	No	No	No
	RICHARD WARNE	(719)798-9087		randrconcreteservices@gmail.co		BUSINESS LICENSE	YEARLY			
08738.1	ROBLES REMODELING/ROOFING,	(719)459-3468	103 Coraline St, Woodland Park, CO 80863							

New Businesses Started Between 06.01.2020 And 06.30.2020 - Sorted by Business Name - Including Contact Information

Payid/ Location Code	Customer Name/ Business Name/ Contact Name	Business Phone/ Corr Phone/ Contact Phone	Business Address/ Location Address	Sector/SIC#-Description/ Contact Email	Start Date	Business Type/ Tax Description	IntCnt Files	Res	Exmt	Pd1r
6000	ROBLES REMODELING/ROOFING, NATIVIDAD ORELLANA	(719)459-3468 (719)459-3468	Woodland Park	310-CONTRACTOR-ROOFING titorodas75@gmail.com	06.15.2020	LLC BUSINESS LICENSE YEARLY	THEY	No	No	No
08723.1	SCHAULAND CONSTRUCTION LLC	(719)464-8566	PO BOX 4949 Woodland Park, CO 80866							
6000	SCHAULAND CONSTRUCTION LLC ELIOT SCHAULAND	(719)464-8566 (719)464-8566	Woodland Park	235-CONTRACTOR-CARPENTRY schauandconstruction@live.com	06.01.2020	LLC BUSINESS LICENSE YEARLY	THEY	No	No	No
08735.1	SOLCIUS LLC	(385)225-8736	1555 N Freedom Blvd, Provo, UT 84604							
04000	SOLCIUS LLC MARGARET JOJOLA	(385)225-8736 (385)225-8736	Out Of State	175-BLDG MTRLS-ROOFING accounting@solcius.com	06.10.2020	LLC BUSINESS LICENSE YEARLY	THEY	No	No	No
08725.1	TD ORGANICS LLC	(701)520-2291	1322 Firestone Dr, Woodland Park, CO 80863							
6000	TD ORGANICS LLC TOMMY DEMERS	(701)520-2291 (701)520-2291	Woodland Park	453-INTERNET SALES demerstommy@outlook.com	06.03.2020	LLC BUSINESS LICENSE YEARLY SALES TAX USE TAX	THEY	No	No	No
08750.1	TOWNSEND MECHANICAL LLC	(303)944-4094	1017 S Sierra Madre St, Colorado Springs, CO 80903							
02000	TOWNSEND MECHANICAL LLC MATTHEW TOWNSEND	(303)944-4094 (303)944-4094	Colorado Springs	270-CONTRACTOR-HEATING	06.22.2020	S-Corp BUSINESS LICENSE YEARLY	THEY	No	No	No
08751.1	TRIPLE L COLORADO LLC	(719)648-2155	PO BOX 7411 Woodland Park, CO 80863							
6000	TRIPLE L COLORADO LLC LINDA LIPPINCOTT	(719)648-2155 (719)648-2155	Woodland Park	575-REAL ESTATE COMPANY linda@triplecolorado.com	06.01.2020	LLC BUSINESS LICENSE YEARLY	THEY	No	No	No
08766.1	VECTOR ROOFING LLC	(719)418-2903	5585 Erindale Dr Suite 103, Colorado Springs, CO 80918							
02000	VECTOR ROOFING LLC JUSTIN EVENSON	(719)418-2903 (719)418-2903	Colorado Springs	310-CONTRACTOR-ROOFING justinrooftop79@gmail.com	06.30.2020	Corp BUSINESS LICENSE YEARLY	THEY	No	No	No
08734.1	WASHKUBI LLC	(719)641-2143	727 Gold Hill Pl S, Woodland Park, CO 80863							
6000	SOUTHERN LILLY JENNIFER LINDH	(719)641-2143 (719)641-2143	Woodland Park	585-RESTAURANT jennifer_lindh@yahoo.com	06.08.2020	Corp BUSINESS LICENSE YEARLY SALES TAX	WE MNTLY	No	No	No
08741.1	YEE CONSULTING ENGINEERING,	(719)495-7515	4291 Austin Bluffs Pkwy, Colorado Springs, CO 80918							
02000	YEE CONSULTING ENGINEERING, DARRELL YEE	(719)495-7515 (719)495-7515	Colorado Springs	365-ENGINEERING-SERVICE/SUPPLI yeeconsult@aol.com	06.15.2020	Corp BUSINESS LICENSE YEARLY	THEY	No	No	No

Record Count: 31

**CITY OF WOODLAND PARK
ANNUAL BUSINESS LICENSE REVENUE
Ten year history
(2020 as of June)**



**Woodland Park City Council
Council Chambers – City Hall
July 2, 2020 Council Meeting Minutes
7:00 PM**

If interested in viewing the corresponding video / discussion related to the subject below you can go to the City's YouTube page to view the video.

1. ROLL CALL

The following members of Council present were: Mayor Val Carr, Mayor Pro-Tem Hilary LaBarre, Councilmembers Kellie Case, Hilary LaBarre, Rusty Neal, Jim Pfaff and Robert Zuluaga.

The following Staff Members were also in attendance for this meeting were:

City Manager Darrin Tangeman	City Attorney Jason Meyers
Assistant City Manager/City Clerk Suzanne Leclercq	
Management Analyst Rob Felts	
Finance Director Emily Katsimpalis	
Parks and Recreation Director Cindy Keating	

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

A. Unveiling of the City of Woodland Park's recognition coin.

City Manager Tangeman shared with the Council and audience the inaugural recognition coin for the City of Woodland Park. Tangeman introduced Grace Johnson, Parks and Recreation Admin Assistant who was instrumental in the design of the coin. Tangeman presented Johnson with a coin for all of her hard work on the design. Tangeman shared that the coin will be presented by the Mayor and/or City Manager for recognition. Tangeman shared that he and Mayor Carr would be setting up policies and guidelines on how an employee or citizen can earn a coin.

B. Suspension of Resolution No. 339, Series 1996, *a resolution adopting Robert's Rules of Order Newly advised as the Rules of Procedure for the City Council of the City of Woodland Park. Paragraph 3 which states: "that in the event of a quorum of Council is resent and conducts business resulting in a tie vote that the tie vote shall be considered an action to table to the next regularly Council meeting or to a duly called special meeting for further discussion of the Council".*

City Attorney Meyers advised Council that they may want to consider suspending this resolution for the next two votes in the event of a tie vote.

MOTION: To suspend Resolution No. 339, Series 1996 which tables a tie vote and carries it to the next City Council Meeting for the next two agenda items appointment to the DDA Board and appointment to

PRAB. Neal/Case. Motion carried 6-0.

C. Appointment to the Downtown Development Authority Board (DDA). *Tabled from the June 16, 2020.*

Mayor Carr asked City Clerk Leclercq to distribute the ballots to Councilmembers. Leclercq advised Council that on the ballot they needed to record either a yes or note vote for each individual. Leclercq read the tally of the votes into the record. They were:

Carr voted yes for Murphy, Good and McKenna

LaBarre voted no for all of the candidates

Case voted no for all of the of the candidates

Neal voted no for all of the candidates

Pfaff voted yes for Murphy, Good and McKenna

Zuluaga voted yes for Murphy, Good and McKenna

Once again the vote resulted in a tie. As a result of the suspension of Resolution No. 339, Series 1996 the vote failed.

Following the vote the Council had a brief discussion on the topic of appointing DDA members.

Mayor Carr shared Ordinance No. 1113, Series 2009 with the Council which states in Section 2 *“The number of members of the Board of Directors for the Downtown Development Authority is currently seven. The membership will be increased to 9 beginning July 1, 2009, and further increased to 11 effective as proposed by The Downton Development Authority Board of Directors or as determined by the City Council.”*

Councilmember Case suggested that Ordinance No. 113, Series 2009 be amended to be in alignment with state statute. Councilmember Pfaff shared that the DDA needs to figure out what to do with the land. Pfaff also stated that this whole process of appointment has been a waste of time, puts the DDA in a bad place and is frustrating for them and they can’t continue without a functioning Board.

Mayor Pro-tem LaBarre shared that the DDA Board could function just fine with 5 people.

Councilmember Neal shared that we need to get rid of the “albatross” and move to an amendment bringing the members to 5 total. Councilmember Pfaff shared that this would dilute the Board.

Councilmember Zuluaga shared that the Council is being irresponsible on their part by not appointing anyone.

Mayor Carr shared that state statute states that until someone is appointed the current members will continue to hold office. City Attorney Meyers stated not for another term.

Mayor Carr and Council gave direction to the City Clerk Leclercq and City Attorney Meyers to continue to advertise for the DDA positions and bring a draft ordinance to council regarding the amount of members on the board of the DDA. .

D. Appointments to the Parks and Recreation Advisory Board (PRAB).

City Clerk Leclercq reviewed with Council that currently there were 3 applicants for 2 openings on this Board. Leclercq reviewed the make-up of the Board currently consisted with 3 City residents and 2 County residents. The by-laws of PRAB state that the Board must contain 4 City Residents and may contain 3 Teller County Residents. Leclercq reviewed that she had received applications from Jan Wilson, Susan Janicki and Teri Baldwin. Baldwin and Janicki are both City residents and Jan Wilson is a County resident. All are eligible to apply. Council interviewed the applicants and Mayor Carr asked City Clerk Leclercq to hand out the ballots. Leclercq handed out the ballots and directed Council to circle their two choices.

City Clerk Leclercq read the votes into the record. They were:

Mayor Carr voted for Jan Wilson and Susan Janicki.

Mayor Pro-tem LaBarre voted for Susan Janicki and Teri Baldwin.

Councilmember Case voted for Susan Janicki and Teri Baldwin.

Councilmember Neal voted for Susan Janicki and Teri Baldwin.

Councilmember Pfaff voted for Jan Wilson and Teri Baldwin.

Councilmember Zuluaga voted for Jan Wilson and Susan Janicki.

The tally of the votes were:

Janicki 5 votes

Baldwin 4 votes

Wilson 3 votes

Janicki and Baldwin were appointed to the Parks and Recreation Advisory Board.

E. Preview of launch of the City of Woodland Park's new website.

Community Engagement Manager Karen Casey previewed the City's new website which will be launching on July 7, 2020. Casey shared some of the new capabilities of the website with the Council.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA: None

5. CONSENT CALENDAR:

A. Approve Minutes from the June 4, 2020 Regular Council Meeting, J June 11, 2020 Special Council Meeting and June 18, 2020 Regular Council Meeting.

City Clerk Leclercq presented the Consent Calendar with a minor correction to the minutes of Mayor Carr's title.

MOTION: To approve Consent Calendar as presented with correction to the minutes: Case/Neal. Motion carried 6-0.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:

A. Don Angell, Emergency Manager for Teller County thanked for City Council for their support with the COVID Pandemic. Angell, presented each of the Councilmembers with a challenge coin.

7. UNFINISHED BUSINESS:

A. Approval of the Coronavirus Relief Fund agreement (CVRF) with Teller County, Cripple Creek and Victor.

Mayor Carr and City Manager Tangeman shared the CVRF agreement with Council. There being no Council Comment or Public Comment the following motion was made:

MOTION: To approve the Coronavirus Relief Fund agreement (CVRF) with Teller County, Cripple Creek and Victor. Carr/Pfaff. Motion carried 6-0.

6. ORDINANCES ON INITIAL POSTING:

A. Consider Ordinance No. 1380 amending the Woodland Park Municipal Code by adding Section 1.05.030 appearance of names on the ballot and set the Public Hearing for July 16, 2020.

City Attorney Meyers introduced this ordinance on initial posting. Meyers reviewed that it mirrors the state statute and has a few additional provisions to it. Mayor Carr checked with City Clerk Leclercq that she was in agreement with this Ordinance and that it provided the clear guidance she needed. Leclercq stated she was.

There being no further Council discussion or Public Comment the following motion was made:

MOTION: Consider Ordinance No. 1380 amending the Woodland Park Municipal Code by adding Section 1.05.030 appearance of names on the ballot and set the Public Hearing for July 16, 2020. Neal/Case. 6-0. Motion carried.

7. PUBLIC HEARINGS:

A. None

8. NEW BUSINESS:

A. None

9. REPORTS:

A. Mayor's Report: Mayor Carr reviewed the upcoming events for the next two weeks. Mayor Carr shared with the Council that the City Clerk would be doing a doodle poll for a worksession on July 9. The topics for the work session would be COVID Relief Fund (CVRF) and Planning Commission update discussion of codes.

Mayor Pro-tem LaBarre had no report.

Councilmember Case reported that the 40th celebration of the Philharmonic July 4th and 5th concerts have been postponed until 2021.

Councilmember Pfaff reminded everyone that there was a Council event taking place on the 4th at the Shining Mountain Golf Course.

Councilmember Zuluaga shared that Main Street would be handing out water on the Fourth of July. Thanked Main Street for the beautiful bunting that they hung along Main Street. Zuluaga reminded everyone that the DDA will be having their regularly scheduled meeting on Tuesday, July 7. Councilmember Zuluaga asked the City Clerk to check with the County Clerk on how much it would cost for the City to coordinate all of their elections with the County and would the Council be interested in coordinated elections..

B. City Attorney Reports: None

C. City Managers Reports: City Manager Tangeman shared that the Leading Edge advertisements were posted today and that there would be 10 \$500 scholarships awarded.

10. EXECUTIVE SESSION: The time being 8:44 PM:

The following motion was made.

To move into Executive Session for the following purpose: *Executive Session for discussion of a personnel matter under C.R.S. Section 24-6- 402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES: Check – in with the City Manager. Case/Pfaff. Motion carried 6-0.*

The following individuals were in attendance of the Executive Session; Mayor Carr, Mayor Pro-tem LaBarre, Councilmember Case, Councilmember Neal, Councilmember Pfaff, Councilmember Zuluaga, City Manager Tangeman, City Attorney Meyers and City Clerk Leclercq. The Executive Session was called to order by Mayor Carr at 8:58 PM and the Executive Session was concluded at 10:31 PM.

At this time the Public Meeting was opened. There being no further discussion Mayor Carr adjourned the meeting for the evening.

11. COMMENTS ON WRITTEN CORRESPONDENCE: None

12. ADJOURNMENT: 10:31 PM.

Suzanne Leclercq MMC, City Clerk

APPROVED THIS _____ DAY OF _____, 2020

Val Carr, Mayor



City of Woodland Park Staff Report for City Council

Meeting Date: July 16, 2020

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
5B	Finance	Emily Katsimpalis Finance Director

ITEM:

June Statement of Expenditures

BACKGROUND:

The City Council receives and approves the Statement of Expenditures for each month.

DISCUSSION:

Please review the following and attached check registers in support of the Statement of Expenditures.

Summary

June		
Accounts Payable CHECKS	\$	1,182,328.49
Payroll CHECKS		261,356.94
Cigna health insurance EFT		85,363.27
Vectra Visa credit card EFT		5,304.00
Total	\$	<u><u>1,534,352.70</u></u>

Also attached is a recap of the Elected Officials expenditure line items for June 2020.

STAFF RECOMMENDATION:

Approve June 2020 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof.

City of Woodland Park
Year End Payment Register

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
For Bank Account: 1 VECTRA BANK COLORADO ACCOUNTS PAYABLE (719)687-9246											
109945	CHK	A	H&E EQUIPMENT SERVICES	5199	2	12,008.00	0.00	12,008.00	2020-06-05		40349
			2020 OKADA-ORV1000 BACKHOE	95093454		12,008.00	0.00	4,202.82			
			2020 OKADA-ORV1000 BACKHOE	95093454		12,008.00	0.00	7,805.18			
109946	CHK	A	BRIAN E. BUNDY	5208	1	840.00	0.00	840.00	2020-06-05		40355
			Payroll 5/18-5/29/20	05292020		840.00	0.00	840.00			
109947	CHK	A	IREA	343	2	13,616.39	0.00	13,616.39	2020-06-05		40355
			IREA April C	052120C		13,616.39	0.00	1,807.79			
			IREA April C	052120C		13,616.39	0.00	11,808.60			
109948	CHK	A	NAPA AUTO PARTS	2048	3	470.32	0.00	470.32	2020-06-05		40355
			Napa May	53020		470.32	0.00	51.34			
			Napa May	53020		470.32	0.00	416.42			
			Napa May	53020		470.32	0.00	2.56			
109949	CHK	A	PIKES PEAK REGIONAL BUILDING D	4647	1	3,825.37	0.00	3,825.37	2020-06-05		40355
			PPBRD	06012020		3,825.37	0.00	3,825.37			
109950	CHK	A	STROM KYLE	4871	1	216.00	0.00	216.00	2020-06-05		40355
			Training Refund	33120		216.00	0.00	216.00			
109951	CHK	A	UPS STORE #1374	416	2	133.82	0.00	133.82	2020-06-05		40355
			UPS May 2020	051820		133.82	0.00	105.69			
			UPS May 2020	051820		133.82	0.00	28.13			
109952	CHK	A	AT&T MOBILITY LLC	5118	1	125.63	0.00	125.63	2020-06-11		40379
			PHONE SERVICE - WPPD	287290137930X05282021		125.63	0.00	125.63			
109953	CHK	A	ATTP TRANSWEST TRUCKS INC	631	1	175.68	0.00	175.68	2020-06-11		40379
			REPAIR #32	008P107409		175.68	0.00	175.68			
109954	CHK	A	BADGER METER INC	4278	4	2,812.36	0.00	2,812.36	2020-06-11		40379
			Badger Meter	1364294		918.06	0.00	918.06			
			Badger Meter	1364295		956.82	0.00	956.82			
			PARTS	1364502		78.83	0.00	78.83			
			Badger Meter	1364750		858.65	0.00	858.65			
109955	CHK	A	BILL'S EQUIPMENT & SUPPLY, INC	1728	1	978.00	0.00	978.00	2020-06-11		40379
			BOOM LIFT	408378		978.00	0.00	978.00			
109956	CHK	A	BIRCHAM'S	75	1	639.81	0.00	639.81	2020-06-11		40379
			04/2020-08/2020 USAGE	315586		639.81	0.00	639.81			
109957	CHK	A	BLAZER ELECTRIC SUPPLY OF COLO	4830	1	27.62	0.00	27.62	2020-06-11		40379
			LATE CHARGE	S002050887.001		27.62	0.00	27.62			
109958	CHK	A	BUSINESS SOLUTIONS GROUP	2504	2	611.39	0.00	611.39	2020-06-11		40379
			UTILITY BILLING POSTCARDS	15260		611.39	0.00	397.40			
			UTILITY BILLING POSTCARDS	15260		611.39	0.00	213.99			
109959	CHK	A	CARQUEST AUTO PARTS	582	1	6.89	0.00	6.89	2020-06-11		40379
			05/2020 CHARGES	53120		6.89	0.00	6.89			
109960	CHK	A	CDW GOVERNMENT, INC.	2302	1	187.73	0.00	187.73	2020-06-11		40379

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			PRO DOCK	XVT8726		187.73	0.00	187.73			
109961	CHK	A	CINTAS CORPORATION NO 2	4977	2	123.60	0.00	123.60	2020-06-11		40379
			UNIFORMS - FLEET	4050597670		61.80	0.00	61.80			
			UNIFORMS - FLEET	4051183748		61.80	0.00	61.80			
109962	CHK	A	CINTAS FIRE PROTECTION	3604	4	3,832.50	0.00	3,832.50	2020-06-11		40379
			ALARM SYSTEM & MONITORING-UPCC	OF47045827		1,649.50	0.00	1,649.50			
			ALARM SYSTEM & MONITORING-UPCC	OF47045841		1,649.50	0.00	1,649.50			
			INSPECTION BACKFLOW ASSEMBLIES	OF47045866		250.00	0.00	250.00			
			ALARM SYSTEM - WAC	OF47045922		283.50	0.00	283.50			
109963	CHK	A	DOCUMART COPIES & PRINTING	3252	3	195.41	0.00	195.41	2020-06-11		40379
			BUS. CARDS - WPPD	362894		25.00	0.00	25.00			
			BUSINESS CARDS-BROWN	362900		20.00	0.00	20.00			
			2020 WATER QUALITY TEST	362937		150.41	0.00	150.41			
109964	CHK	A	DYEKMAN TROPHIES, INC.	232	1	42.47	0.00	42.47	2020-06-11		40379
			SERVICE AWARDS - RAMIREZ	80847		42.47	0.00	42.47			
109965	CHK	A	ELM AVE GREENHOUSES - VICKY LI	4965	1	4,318.00	0.00	4,318.00	2020-06-11		40379
			SEASONAL BEDDING FLOWERS	05202020		4,318.00	0.00	4,318.00			
109966	CHK	A	FARIS MACHINERY CO.	1712	1	397,974.00	0.00	397,974.00	2020-06-11		40379
			SEWER TRUCK	H00499		397,974.00	0.00	397,974.00			
109967	CHK	A	FOXWORTH-GALBRAITH LUMBER CO	96	4	734.72	0.00	734.72	2020-06-11		40379
			05/2020 CHARGES	53120		734.72	0.00	298.80			
			05/2020 CHARGES	53120		734.72	0.00	386.59			
			05/2020 CHARGES	53120		734.72	0.00	42.99			
			05/2020 CHARGES	53120		734.72	0.00	6.34			
109968	CHK	A	GAZETTE, THE	276	2	1,002.02	0.00	1,002.02	2020-06-11		40379
			UPCC-COMMUNITY ENGAGEMENT	03312020		950.00	0.00	950.00			
			LEGAL NOTICE	05312020		52.02	0.00	52.02			
109969	CHK	A	GRAINGER INC.	282	2	371.33	0.00	371.33	2020-06-11		40379
			SUPPLIES - WWTP	9527560099		24.78	0.00	24.78			
			FILTER - WWTP	9535056817		346.55	0.00	346.55			
109970	CHK	A	HARRISON'S INK	1659	1	872.40	0.00	872.40	2020-06-11		40379
			SUMMONS NOTICES	05-016		872.40	0.00	872.40			
109971	CHK	A	HAYNES MECHANICAL SYSTEMS	3359	2	5,363.00	0.00	5,363.00	2020-06-11		40379
			Client Service/Maint Agreement	SRVCE000083302		2,238.00	0.00	2,238.00			
			Client Service/Maint Agreement	SRVCE000083303		3,125.00	0.00	3,125.00			
109972	CHK	A	IREA	343	3	6,295.32	0.00	6,295.32	2020-06-11		40379
			04/2020 CHARGES	060120A		6,295.32	0.00	45.65			
			04/2020 CHARGES	060120A		6,295.32	0.00	5,665.12			
			04/2020 CHARGES	060120A		6,295.32	0.00	584.55			
109973	CHK	A	J&M DISPLAYS INC	4675	1	6,000.00	0.00	6,000.00	2020-06-11		40379
			July 4th Fireworks	53837		6,000.00	0.00	6,000.00			
109974	CHK	A	JDS - HYDRO CONSULTANTS, INC.	2894	1	2,790.00	0.00	2,790.00	2020-06-11		40379
			SUNNYWOOD PUMP STATION	10916-13		2,790.00	0.00	2,790.00			

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109975	CHK	A	KARTCO SAFETY, LLC REPAIR - WPPD	3645 11471	1	877.10 877.10	0.00 0.00	877.10 877.10	2020-06-11		40379
109976	CHK	A	KROGER-KING SOOPERS CUST CHGS 05/2020 CHARGES	145 52320	1	25.99 25.99	0.00 0.00	25.99 25.99	2020-06-11		40379
109977	CHK	A	KS STATEBANK COPIER CONTRACT	5217 05202020	1	377.98 377.98	0.00 0.00	377.98 377.98	2020-06-11		40379
109978	CHK	A	L.N. CURTIS & SONS UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD	5123 INV386051 INV387856 INV387857 INV387858 INV390064	5	212.37 156.60 12.50 5.30 5.30 32.67	0.00 0.00 0.00 0.00 0.00 0.00	212.37 156.60 12.50 5.30 5.30 32.67	2020-06-11		40379
109979	CHK	A	LAWSON PRODUCTS, INC. HAND SANITIZER	2935 9307590451	1	712.80 712.80	0.00 0.00	712.80 712.80	2020-06-11		40379
109980	CHK	A	LSC TRANSPORTATION CONSULTANTS HWY 67 TRAFFIC STUDY	4837 58484	1	973.75 973.75	0.00 0.00	973.75 973.75	2020-06-11		40379
109981	CHK	A	DARRIN TANGEMAN CML REIMBURSEMENT	1 05192020	1	132.00 132.00	0.00 0.00	132.00 132.00	2020-06-11		40379
109982	CHK	A	ROBERT MULL UTILITY REFUND	1 1702.02	1	45.00 45.00	0.00 0.00	45.00 45.00	2020-06-11		40379
109983	CHK	A	KAREN COOPER UTILITY REFUND	1 2061.01	1	8.65 8.65	0.00 0.00	8.65 8.65	2020-06-11		40379
109984	CHK	A	ANGIE ROMERO REFUND - P&R	1 21227602	1	52.00 52.00	0.00 0.00	52.00 52.00	2020-06-11		40379
109985	CHK	A	CHARLEI KOONCE REFUND - P&R	1 21227804	1	89.00 89.00	0.00 0.00	89.00 89.00	2020-06-11		40379
109986	CHK	A	JACKIE HOOD REFUND - P&R	1 21230193	1	89.00 89.00	0.00 0.00	89.00 89.00	2020-06-11		40379
109987	CHK	A	LARRY WEED REFUND - P&R	1 21230444	1	89.00 89.00	0.00 0.00	89.00 89.00	2020-06-11		40379
109988	CHK	A	CATHY DAVIS UTILITY REFUND	1 2174.03	1	11.03 11.03	0.00 0.00	11.03 11.03	2020-06-11		40379
109989	CHK	A	SHANNON DOVE UTILITY REFUND UTILITY REFUND UTILITY REFUND	1 4040.32 4040.32 4040.32	3	63.88 63.88 63.88 63.88	0.00 0.00 0.00 0.00	63.88 33.35 2.14 28.39	2020-06-11		40379
109990	CHK	A	JOE WAGNER UNIFORM REIMBURSEMENT	1 42220	1	40.42 40.42	0.00 0.00	40.42 40.42	2020-06-11		40379
109991	CHK	A	AMANDA KERRIGAN REFUND - P&R	1 493	1	57.00 57.00	0.00 0.00	57.00 57.00	2020-06-11		40379

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109992	CHK	A	MEGAN DIMENZA REFUND - P&R	1 494	1	47.00 47.00	0.00 0.00	47.00 47.00	2020-06-11		40379
109993	CHK	A	JENNIFER HAYNES REFUND - WAC	1 495	1	190.00 190.00	0.00 0.00	190.00 190.00	2020-06-11		40379
109994	CHK	A	GINA HOLDER REFUND - WAC	1 496	1	130.00 130.00	0.00 0.00	130.00 130.00	2020-06-11		40379
109995	CHK	A	KERIANN SLENICKA REFUND - P&R	1 497	1	120.00 120.00	0.00 0.00	120.00 120.00	2020-06-11		40379
109996	CHK	A	BRANDI CHISM REFUND - P&R	1 498	1	89.00 89.00	0.00 0.00	89.00 89.00	2020-06-11		40379
109997	CHK	A	DAVID MOORE REFUND - P&R	1 499	1	89.00 89.00	0.00 0.00	89.00 89.00	2020-06-11		40379
109998	CHK	A	CINDY HUGHES REFUND - P&R	1 500	1	89.00 89.00	0.00 0.00	89.00 89.00	2020-06-11		40379
109999	CHK	A	ELY WILSON REFUND - P&R	1 501	1	89.00 89.00	0.00 0.00	89.00 89.00	2020-06-11		40379
110000	CHK	A	TIM LEEDY UTILITY REFUND	1 5813.03	1	5.80 5.80	0.00 0.00	5.80 5.80	2020-06-11		40379
110001	CHK	A	NATIONAL ALLIANCE/YOUTH SPORTS SMART BASEBALL KIT	3249 30823	1	215.00 215.00	0.00 0.00	215.00 215.00	2020-06-11		40379
110002	CHK	A	NORTHSTAR CHEMICAL CO. INC. CUSTODIAL SUPPLIES - B&G	2569 7830	1	847.09 847.09	0.00 0.00	847.09 847.09	2020-06-11		40379
110003	CHK	A	O'REILLY AUTOMOTIVE STORES, IN 05/2020 CHARGES	4531 52820	1	273.22 273.22	0.00 0.00	273.22 273.22	2020-06-11		40379
110004	CHK	A	PEAK INTERNET 06/2020 CHARGES 06/2020 CHARGES 06/2020 CHARGES 06/2020 CHARGES 06/2020 CHARGES 06/2020 CHARGES	3141 132679 132679 132679 132679 1332680 315583	6	19,291.79 15,806.36 15,806.36 15,806.36 15,806.36 3,425.48 59.95	0.00 0.00 0.00 0.00 0.00 0.00 0.00	19,291.79 800.00 800.00 13,049.88 1,156.48 3,425.48 59.95	2020-06-11		40379
110005	CHK	A	PHIL LONG FORD REPAIR #11	504 495689	1	119.82 119.82	0.00 0.00	119.82 119.82	2020-06-11		40379
110006	CHK	A	REXEL USA, INC EQUIPMENT - WWTP	2818 S127829383.001	1	1,020.80 1,020.80	0.00 0.00	1,020.80 1,020.80	2020-06-11		40379
110007	CHK	A	SCHUMACHER'S REPAIR	561 67561	1	90.00 90.00	0.00 0.00	90.00 90.00	2020-06-11		40379
110008	CHK	A	SGS ACCUTEST INC. 03/2020 WATER QUALITY TEST 03/2020 WATER QUALITY TESTS	4859 52160118302 52160118534	6	1,305.00 217.50 217.50	0.00 0.00 0.00	1,305.00 217.50 217.50	2020-06-11		40379

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			02/2020 WATER QUALITY TEST	52160118584		217.50	0.00	217.50			
			04/2020 WATER QUALITY TEST	52160118771		217.50	0.00	217.50			
			02/2020 WATER QUALITY TEST	52160118784		217.50	0.00	217.50			
			04/2020 WATER QUALITY TEST	52160119184		217.50	0.00	217.50			
110009	CHK	A	SHERWIN-WILLIAMS	1890	3	935.50	0.00	935.50	2020-06-11		40379
			PAINT - STREETS	6587-3		261.00	0.00	261.00			
			PAINT	9259-2		348.00	0.00	348.00			
			PAINT - STREETS	9422-6		326.50	0.00	326.50			
110010	CHK	A	STANLEY CONVERGENT SECURITY SO	4042	3	356.72	0.00	356.72	2020-06-11		40379
			07/2020 QUONSET	17527562		75.00	0.00	75.00			
			07/2020 MAIN BLDG	17528455		172.72	0.00	172.72			
			07/2020 FLEET	17529801		109.00	0.00	109.00			
110011	CHK	A	TELLER COUNTY WASTE	4158	4	599.25	0.00	599.25	2020-06-11		40379
			2020 Teller County Waste	05082020		599.25	0.00	39.00			
			2020 Teller County Waste	05082020		599.25	0.00	13.75			
			2020 Teller County Waste	05082020		599.25	0.00	449.75			
			2020 Teller County Waste	05082020		599.25	0.00	96.75			
110012	CHK	A	TENNANT SALES & SERVICE CO.	3508	1	85.70	0.00	85.70	2020-06-11		40379
			SPRAY NOZZLE & FILTER	917098898		85.70	0.00	85.70			
110013	CHK	A	TIAA COMMERCIAL FINANCE, INC	5175	1	594.00	0.00	594.00	2020-06-11		40379
			KYOCERA CONTRACT06	7264628		594.00	0.00	594.00			
110014	CHK	A	TIMBER LINE ELEC/CONTROL CORP	1145	1	40,725.00	0.00	40,725.00	2020-06-11		40379
			SCADA-RTV-PLC UPGRADE	20674		40,725.00	0.00	40,725.00			
110015	CHK	A	UNCC UTILITY NOTIFICATION CNTR	2012	2	198.17	0.00	198.17	2020-06-11		40379
			UTILITY LOCATES	220051275		198.17	0.00	128.81			
			UTILITY LOCATES	220051275		198.17	0.00	69.36			
110016	CHK	A	UNITED REPROGRAPHIC SUPPLY	4285	1	98.00	0.00	98.00	2020-06-11		40379
			06/2020 CONTRACT	IN233197		98.00	0.00	98.00			
110017	CHK	A	USA BLUEBOOK	1779	2	594.36	0.00	594.36	2020-06-11		40379
			HYDRANT PARTS	230675		340.96	0.00	340.96			
			SUPPLIES - WWTP	235557		253.40	0.00	253.40			
110018	CHK	A	VERIZON	3856	5	3,241.54	0.00	3,241.54	2020-06-11		40379
			04/2020-05/2020 CHARGES	9855444902		3,241.54	0.00	467.21			
			04/2020-05/2020 CHARGES	9855444902		3,241.54	0.00	2,136.16			
			04/2020-05/2020 CHARGES	9855444902		3,241.54	0.00	318.44			
			04/2020-05/2020 CHARGES	9855444902		3,241.54	0.00	89.02			
			04/2020-05/2020 CHARGES	9855444902		3,241.54	0.00	230.71			
110019	CHK	A	WAXIE SANITARY SUPPLY	4189	1	47.01	0.00	47.01	2020-06-11		40379
			CUSTODIAL SUPPLIES - WAC	79043617		47.01	0.00	47.01			
110020	CHK	A	WHISLER INDUSTRIAL SUPPLY	682	1	30.80	0.00	30.80	2020-06-11		40379
			PARTS - #20	2387523		30.80	0.00	30.80			
110021	CHK	A	WIRELESS WATCHDOGS, LLC	5102	1	312.00	0.00	312.00	2020-06-11		40379
			04/2020 MAINTENANCE	IN0074325		312.00	0.00	312.00			

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110022	CHK	A	WOODLAND PARK SCHOOL DIST RE-2	1262	1	173,094.35	0.00	173,094.35	2020-06-11		40379
			04/2020 SALES TAX	06082020		173,094.35	0.00	173,094.35			
110023	CHK	A	ZIONS FIRST NATIONAL BANK	2459	2	3,000.00	0.00	3,000.00	2020-06-11		40379
			ANNUAL AGENET FEE - 2020	5902		1,000.00	0.00	1,000.00			
			ANNUAL TRUSTEE FEE 2020	5910		2,000.00	0.00	2,000.00			
18	CCRD	A	VECTRA BANK COLORADO	4705	3	5,304.00	0.00	5,304.00	2020-06-14	HP	40462
			Visa May 2020	053120		5,304.00	0.00	5,197.10			
			Visa May 2020	053120		5,304.00	0.00	76.96			
			Visa May 2020	053120		5,304.00	0.00	29.94			
110024	CHK	A	BADGER METER INC	4278	4	5,160.86	0.00	5,160.86	2020-06-18		40404
			Badger Meter	1366326		884.71	0.00	884.71			
			CELLULAR LITE SERVICE UNIT	1366650		9.79	0.00	9.79			
			Badger Meter	1367234		2,342.18	0.00	2,342.18			
			Badger Meter	80054106		1,924.18	0.00	1,924.18			
110025	CHK	A	BATTERIES PLUS - 091	2133	2	273.97	0.00	273.97	2020-06-18		40404
			RECYCLE SERVICE	P24864690		178.12	0.00	178.12			
			BATTERIES - WTP	P27559698		95.85	0.00	95.85			
110026	CHK	A	BLUETARP FINANCIAL	4474	1	18.39	0.00	18.39	2020-06-18		40404
			CHARGER - WWTP	45150515		18.39	0.00	18.39			
110027	CHK	A	BRIAN E. BUNDY	5208	1	588.00	0.00	588.00	2020-06-18	VOID	40404
			ACCT. SUPPORT SERVICE 5/8-5/29	06122020		588.00	0.00	588.00			
110028	CHK	A	CASELLE INC	2356	2	498.00	0.00	498.00	2020-06-18		40404
			07/2020 CONTRACT	102502		498.00	0.00	174.30			
			07/2020 CONTRACT	102502		498.00	0.00	323.70			
110029	CHK	A	CINTAS CORPORATION NO 2	4977	1	61.80	0.00	61.80	2020-06-18		40404
			UNIFORMS - FLEET	4052398978		61.80	0.00	61.80			
110030	CHK	A	CINTAS FIRE PROTECTION	3604	1	507.46	0.00	507.46	2020-06-18		40404
			FIRE EXTINGUISHER INSPECTION	0F47554132		507.46	0.00	507.46			
110031	CHK	A	COLORADO ANALYTICAL LAB	4028	2	234.00	0.00	234.00	2020-06-18		40404
			LAB SERVICES - WWTP	200602043		122.00	0.00	122.00			
			LAB SERVICES - WWTP	200602044		112.00	0.00	112.00			
110032	CHK	A	COLORADO CANYON SIGNS	115	2	345.00	0.00	345.00	2020-06-18		40404
			SIGNAGE	21211		40.00	0.00	40.00			
			CITY LOGOS	21279		305.00	0.00	305.00			
110033	CHK	A	CONROY'S PLUS ONE INC	4918	1	250.00	0.00	250.00	2020-06-18		40404
			#64 REPAIR	79026		250.00	0.00	250.00			
110034	CHK	A	CORE & MAIN LP	4980	2	145.28	0.00	145.28	2020-06-18		40404
			O-RINGS - F/S	M426089		4.31	0.00	4.31			
			CURB BOX - F/S	M426102		140.97	0.00	140.97			
110035	CHK	A	CPS DISTRIBUTORS, INC	194	2	175.11	0.00	175.11	2020-06-18		40404
			STOCK PURCHASE - B&G	03423346-001		77.72	0.00	77.72			
			STOCK PURCHASES	03437468-001		97.39	0.00	97.39			

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110036	CHK	A	DISCOVERY BENEFITS	3877	1	168.00	0.00	168.00	2020-06-18		40404
			05/2020 COBRA/FSA	0001163971-IN		168.00	0.00	168.00			
110037	CHK	A	DOCUMART COPIES & PRINTING	3252	1	20.00	0.00	20.00	2020-06-18		40404
			BUSINESS CARDS - WADHAM	362992		20.00	0.00	20.00			
110038	CHK	A	DYEKMAN TROPHIES, INC.	232	1	466.11	0.00	466.11	2020-06-18		40404
			PLAQUE - EMPL. OF THE QUARTER	80807		466.11	0.00	466.11			
110039	CHK	A	EL PASO CTY HEALTH DEPT LAB	241	1	252.00	0.00	252.00	2020-06-18		40404
			BACTERIOLOGICAL TESTS	43020		252.00	0.00	252.00			
110040	CHK	A	ENGER, JANE	3876	1	75.00	0.00	75.00	2020-06-18		40404
			INSTRUCTOR - P&R	06102020		75.00	0.00	75.00			
110041	CHK	A	FARIS MACHINERY CO.	1712	1	1,616.38	0.00	1,616.38	2020-06-18		40404
			WATER PUMP	A13165		1,616.38	0.00	1,616.38			
110042	CHK	A	FISHER SCIENTIFIC	258	1	320.70	0.00	320.70	2020-06-18		40404
			SUPPLIES - WWTP	7656377		320.70	0.00	320.70			
110043	CHK	A	FRED'S TOWING, LLC	4254	2	420.30	0.00	420.30	2020-06-18		40404
			TOWING - B&G #15	2002071550		157.50	0.00	157.50			
			TOW VEH. #1	2003191715		262.80	0.00	262.80			
110044	CHK	A	GRAINGER INC.	282	3	573.29	0.00	573.29	2020-06-18		40404
			SUPPLIES - WWTP	9534432134		37.84	0.00	37.84			
			PUMP - WWTP	9539491200		484.00	0.00	484.00			
			ENGINE OIL-WWTP	9548548560		51.45	0.00	51.45			
110045	CHK	A	IMAGE BEARERS CLEANING LLC	5082	1	4,212.00	0.00	4,212.00	2020-06-18		40404
			Cleaning Contract	2421		4,212.00	0.00	4,212.00			
110046	CHK	A	IREA	343	3	12,359.27	0.00	12,359.27	2020-06-18		40404
			05/2020 CHARGES	060120B		12,359.27	0.00	7,821.95			
			05/2020 CHARGES	060120B		12,359.27	0.00	2,985.76			
			05/2020 CHARGES	060120B		12,359.27	0.00	1,551.56			
110047	CHK	A	KUBWATER RESOURCES INC	4643	1	2,433.91	0.00	2,433.91	2020-06-18		40404
			COMPOST SUPPLIES - WWTP	09598		2,433.91	0.00	2,433.91			
110048	CHK	A	L.N. CURTIS & SONS	5123	2	48.35	0.00	48.35	2020-06-18		40404
			UNIFORM - WPPD	INV392315		19.00	0.00	19.00			
			UNIFORM - WPPD	INV393366		29.35	0.00	29.35			
110049	CHK	A	LAWSON PRODUCTS, INC.	2935	1	66.68	0.00	66.68	2020-06-18		40404
			CLEANER - STREETS	9307627700		66.68	0.00	66.68			
110050	CHK	A	LEWAN & ASSOCIATES, INC.	398	1	1,226.78	0.00	1,226.78	2020-06-18		40404
			06/2020-07/2020 USAGE	IN1077191		1,226.78	0.00	1,226.78			
110051	CHK	A	LEXIS NEXIS ACCURINT	3379	1	30.00	0.00	30.00	2020-06-18		40404
			05/2020 CONTRACT FEE	1209360-20200531		30.00	0.00	30.00			
110052	CHK	A	MCCANDLESS TRUCK CENTER LLC	2792	2	522.86	0.00	522.86	2020-06-18		40404
			VEH #41	P103061772:01		148.86	0.00	148.86			
			VEH #32	S103013845:01		374.00	0.00	374.00			

City of Woodland Park
Year End Payment Register

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
110053	CHK	A	KELLY GERSZEWSKI	1	1	82.50	0.00	82.50	2020-06-18		40404
			CANCELLATION OF EVENT-COVID-19	06102020		82.50	0.00	82.50			
110054	CHK	A	LUKE ELLSWORTH	1	1	90.00	0.00	90.00	2020-06-18		40404
			CDL PHYSICAL	061120		90.00	0.00	90.00			
110055	CHK	A	DARRELL DOWNING	1	1	11.03	0.00	11.03	2020-06-18		40404
			UTILITY REFUND	1870.02		11.03	0.00	11.03			
110056	CHK	A	JOHN TAYLOR	1	3	72.82	0.00	72.82	2020-06-18		40404
			UTILITY REFUND	4029.08		72.82	0.00	21.75			
			UTILITY REFUND	4029.08		72.82	0.00	47.86			
			UTILITY REFUND	4029.08		72.82	0.00	3.21			
110057	CHK	A	KIM MARKS	1	1	19.62	0.00	19.62	2020-06-18		40404
			UTILITY DEPOSIT REFUND	4277.20		19.62	0.00	19.62			
110058	CHK	A	WOODLAND WEST HOA	1	1	45.00	0.00	45.00	2020-06-18		40404
			REFUND - P&R	502		45.00	0.00	45.00			
110059	CHK	A	KATRINA & MIKE SCHAFFNER	1	1	61.31	0.00	61.31	2020-06-18		40404
			UTILITY REFUND	5359.03		61.31	0.00	61.31			
110060	CHK	A	GOOSE CHASE ADVENTURES	1	1	499.00	0.00	499.00	2020-06-18		40404
			NON PROFIT GAME LICENSE	89007		499.00	0.00	499.00			
110061	CHK	A	MUNICIPAL TREATMENT EQUIPMENT	451	1	184.28	0.00	184.28	2020-06-18		40404
			EQUIPMENT - WTP	19200		184.28	0.00	184.28			
110062	CHK	A	MUTUAL OF OMAHA INSURANCE COMP	5128	1	4,327.41	0.00	4,327.41	2020-06-18		40404
			06/2020 STD,LTD, LIFE INS.	001088505796		4,327.41	0.00	4,327.41			
110063	CHK	A	NORTHSTAR CHEMICAL CO. INC.	2569	1	107.53	0.00	107.53	2020-06-18		40404
			CUSTODIAL SUPPLIES - STREETS	7670		107.53	0.00	107.53			
110064	CHK	A	PHIL LONG FORD	504	3	781.27	0.00	781.27	2020-06-18		40404
			REPAIR #61	787632		473.96	0.00	473.96			
			#61-REPAIR	787699		295.19	0.00	295.19			
			REPAIR #61	787920		12.12	0.00	12.12			
110065	CHK	A	PITNEY BOWES GLOBAL FINANCIAL	2479	1	90.00	0.00	90.00	2020-06-18		40404
			06/2020 POSTAGE LEASE - WPPD	3311345162		90.00	0.00	90.00			
110066	CHK	A	QUADIENT FINANCE USA, INC	5204	1	500.00	0.00	500.00	2020-06-18		40404
			POSTAGE METER REFILL	05282020		500.00	0.00	500.00			
110067	CHK	A	RAMPART SUPPLY, INC.	528	3	606.58	0.00	606.58	2020-06-18		40404
			PLUMBING SUPPLIES	2459434-00		97.81	0.00	97.81			
			SUPPLIES - WTP	2478877-00		420.17	0.00	420.17			
			SUPPLIES - WWTP	2482548-00		88.60	0.00	88.60			
110068	CHK	A	SCHUMACHER'S	561	1	89.00	0.00	89.00	2020-06-18		40404
			REPAIR #80	67671		89.00	0.00	89.00			
110069	CHK	A	SHERWIN-WILLIAMS	1890	4	994.20	0.00	994.20	2020-06-18		40404
			STRIPING - STREETS	0255-9		328.37	0.00	328.37			

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
			PARKING LOT PAINT - STREETS	6868-7		390.49	0.00	390.49			
			PAINT - STREETS	93114-1		215.36	0.00	215.36			
			PAINT - STREETS	9330-1		59.98	0.00	59.98			

110070	CHK	A	RED BARON CAR WASH	4191	2	160.59	0.00	160.59	2020-06-18		40404
			05/2020 CHARGES	1670		160.59	0.00	148.59			
			05/2020 CHARGES	1670		160.59	0.00	12.00			

110071	CHK	A	TELLER COUNTY WASTE	4158	4	612.50	0.00	612.50	2020-06-18		40404
			2020 Teller County Waste	06052020		612.50	0.00	96.75			
			2020 Teller County Waste	06052020		612.50	0.00	39.00			
			2020 Teller County Waste	06052020		612.50	0.00	13.75			
			2020 Teller County Waste	06052020		612.50	0.00	463.00			

110072	CHK	A	TITAN MACHINERY, INC.	4438	3	1,788.00	0.00	1,788.00	2020-06-18		40404
			REPAIR -	14055020GP		420.00	0.00	420.00			
			REPAIR #23	14084613GP		548.00	0.00	548.00			
			REPAIR #23	14103047GP		820.00	0.00	820.00			

110073	CHK	A	USA BLUEBOOK	1779	2	359.34	0.00	359.34	2020-06-18		40404
			THERMOMETER - WWTP	244110		105.31	0.00	105.31			
			SULFURIC ACID - WWTP	249937		254.03	0.00	254.03			

110074	CHK	A	VSP-VISION SERVICE PLAN	664	1	908.47	0.00	908.47	2020-06-18		40404
			06/2020 VISION PLAN	05182020		908.47	0.00	908.47			

110075	CHK	A	WASTE MANAGEMENT WOODLAND PARK	3004	1	221.28	0.00	221.28	2020-06-18		40404
			06/2020 TRASH SERVICE - WWTP	0675348-2517-8		221.28	0.00	221.28			

110076	CHK	A	WHISLER INDUSTRIAL SUPPLY	682	2	74.92	0.00	74.92	2020-06-18		40404
			ADAPTER VEH #20	2385340		11.60	0.00	11.60			
			SUPPLIES - STREETS	2388472		63.32	0.00	63.32			

110079	CHK	A	BRIAN E. BUNDY	5208	1	588.00	0.00	588.00	2020-06-18		40471
			ACCT. SUPPORT SERVICE 5/8-5/29	06122020		588.00	0.00	588.00			

110080	CHK	A	ATTP TRANSWEST TRUCKS INC	631	1	1,355.65	0.00	1,355.65	2020-06-25		40475
			REPAIR - VEH #13	008P108484		1,355.65	0.00	1,355.65			

110081	CHK	A	BURLAP BAG CLOTHING/BOOTS	1356	2	323.00	0.00	323.00	2020-06-25		40475
			UNIFORM - B&G - GIDDENS	20-7489		133.00	0.00	133.00			
			UNIFORM - ST-HEINZELMAN	20-7557		190.00	0.00	190.00			

110082	CHK	A	CACP COLO ASSOC/CHIEFS POLICE	153	1	600.00	0.00	600.00	2020-06-25		40475
			CACP ANNUAL DUES	2446		600.00	0.00	600.00			

110083	CHK	A	CHARGEPOINT, INC	5218	1	3,378.00	0.00	3,378.00	2020-06-25		40475
			EV CHARGING STATION-BERGSTROM	#IN76257		3,378.00	0.00	3,378.00			

110084	CHK	A	COLO STATE FOREST SERVICE	180	1	270.00	0.00	270.00	2020-06-25		40475
			POLYMER - B&G	91431		270.00	0.00	270.00			

110085	CHK	A	CORE & MAIN LP	4980	1	1,853.28	0.00	1,853.28	2020-06-25		40475
			EQUIPMENT - F/S	M424431		1,853.28	0.00	1,853.28			

110086	CHK	A	DELL MARKETING LP	1192	3	105,998.59	0.00	105,998.59	2020-06-25		40475
			SERVER - CITY HALL	10397364787		105,998.59	0.00	962.61			

City of Woodland Park
Year End Payment Register

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
			SERVER - CITY HALL	10397364787		105,998.59	0.00	962.62			
			SERVER - CITY HALL	10397364787		105,998.59	0.00	104,073.36			
110087	CHK	A	DOCUMART COPIES & PRINTING	3252	1	25.00	0.00	25.00	2020-06-25		40475
			BUSINESS CARDS - DEJESUS	363136		25.00	0.00	25.00			
110088	CHK	A	DYEKMAN TROPHIES, INC.	232	1	107.58	0.00	107.58	2020-06-25		40475
			SERVICE AWARDS	80936		107.58	0.00	107.58			
110089	CHK	A	FARIS MACHINERY CO.	1712	1	222.44	0.00	222.44	2020-06-25		40475
			PARTS - STREETS	A13186		222.44	0.00	222.44			
110090	CHK	A	HARRELL'S INC	5104	1	334.83	0.00	334.83	2020-06-25		40475
			CHEMICALS - B&G	INV01377050		334.83	0.00	334.83			
110091	CHK	A	HISTORIC UTE INN	2179	1	191.84	0.00	191.84	2020-06-25		40475
			COUNCIL RETREAT	08142027		191.84	0.00	191.84			
110092	CHK	A	IREA	343	2	12,935.43	0.00	12,935.43	2020-06-25		40475
			06/2020 ELECTRICAL CHARGES	061520C		12,935.43	0.00	2,438.70			
			06/2020 ELECTRICAL CHARGES	061520C		12,935.43	0.00	10,496.73			
110093	CHK	A	IRON MOUNTAIN	1376	1	81.33	0.00	81.33	2020-06-25		40475
			RECORDS RETRIEVAL - CITY HALL	CRWD635		81.33	0.00	81.33			
110094	CHK	A	KIEWIT INFRASTRUCTURE CO	4850	1	251,405.63	0.00	251,405.63	2020-06-25		40475
			EVERGREEN HEIGHTS	05302020		251,405.63	0.00	251,405.63			
110095	CHK	A	L.N. CURTIS & SONS	5123	6	1,190.57	0.00	1,190.57	2020-06-25		40475
			UNIFORM - WPPD	INV394673		483.00	0.00	483.00			
			UNIFORM - WPPD	INV395167		59.90	0.00	59.90			
			UNIFORM - WPPD	INV395193		84.15	0.00	84.15			
			UNIFORMS - WPPD	INV395522		393.84	0.00	393.84			
			UNIFORM - WPPD	INV395809		39.00	0.00	39.00			
			UNIFORM - WPPD	INV396472		130.68	0.00	130.68			
110096	CHK	A	LAWSON PRODUCTS, INC.	2935	1	641.85	0.00	641.85	2020-06-25		40475
			NITROLE GLOVES - B&G	9307630998		641.85	0.00	641.85			
110097	CHK	A	PEARSONS MINISTRIES INTERNATIO	1	1	750.00	0.00	750.00	2020-06-25		40475
			CANCELLATION COVID-19	04052020		750.00	0.00	750.00			
110098	CHK	A	LINDSEY MANNIX	1	1	266.00	0.00	266.00	2020-06-25		40475
			COVID-19 CANCELLATION	06112020		266.00	0.00	266.00			
110099	CHK	A	BUD'S MUFFLER	1	1	220.07	0.00	220.07	2020-06-25		40475
			LABOR & PARTS	110044		220.07	0.00	220.07			
110100	CHK	A	VAROON WALTON	1	1	13.14	0.00	13.14	2020-06-25		40475
			UTILITY REFUND	128.02		13.14	0.00	13.14			
110101	CHK	A	IAN NARAIN	1	1	43.17	0.00	43.17	2020-06-25		40475
			UTILITY REFUND	2358.01		43.17	0.00	43.17			
110102	CHK	A	GLENDA ADAMS	1	1	31.67	0.00	31.67	2020-06-25		40475
			UTILITY REFUND	4556.02		31.67	0.00	31.67			

City of Woodland Park
Year End Payment Register

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
110103	CHK	A	JUDY FOSBURGH	1	1	90.00	0.00	90.00	2020-06-25		40475
			REFUND - P&R	503A		90.00	0.00	90.00			
110104	CHK	A	NICOLE CURTIS	1	1	90.00	0.00	90.00	2020-06-25		40475
			REFUND - WAC	504		90.00	0.00	90.00			
110105	CHK	A	MUTUAL OF OMAHA INSURANCE COMP	5128	1	3,897.34	0.00	3,897.34	2020-06-25		40475
			07/2020 STD, LTD, LIFE	001097186135		3,897.34	0.00	3,897.34			
110106	CHK	A	PETTY CASH - CITY HALL	691	1	209.81	0.00	209.81	2020-06-25		40475
			06/2020 RECONCILIATION	62520		209.81	0.00	209.81			
110107	CHK	A	PIKES PEAK AUTO BODY SPEC, INC	862	1	199.00	0.00	199.00	2020-06-25		40475
			WINDSHIELD REPAIR	20258		199.00	0.00	199.00			
110108	CHK	A	PROFESSIONAL POLICE SUPPLY	4796	1	850.00	0.00	850.00	2020-06-25		40475
			OFFICER HANDGUNS	INV329212		850.00	0.00	850.00			
110109	CHK	A	SAFETY-KLEEN SYSTEMS, INC.	555	4	8,374.33	0.00	8,374.33	2020-06-25		40475
			SOLVENT - FLEET	83206907		251.55	0.00	251.55			
			CITY WIDE CHEMICAL CLEAN UP	83240545		8,122.78	0.00	3,489.35			
			CITY WIDE CHEMICAL CLEAN UP	83240545		8,122.78	0.00	1,096.45			
			CITY WIDE CHEMICAL CLEAN UP	83240545		8,122.78	0.00	3,536.98			
110110	CHK	A	SAUER, DAVE	4835	1	207.89	0.00	207.89	2020-06-25		40475
			UNIFORM REIMBURSEMENT-PB&G	05302020		207.89	0.00	207.89			
110111	CHK	A	SGS ACCUTEST INC.	4859	1	217.50	0.00	217.50	2020-06-25		40475
			05/2020 WATER QUALITY TEST	52160119565		217.50	0.00	217.50			
110112	CHK	A	SHERWIN-WILLIAMS	1890	2	1,517.88	0.00	1,517.88	2020-06-25		40475
			RESTRIPING - STREETS	0331-8		1,302.88	0.00	1,302.88			
			REPAIR - B&G	6165-8		215.00	0.00	215.00			
110113	CHK	A	SOLITUDE LAKE MANAGEMENT	5073	2	792.80	0.00	792.80	2020-06-25		40475
			05/2020 POND MANAGEMENT	PI-A00399688		396.40	0.00	396.40			
			06/2020 POND MANAGEMENT	PI-A00417381		396.40	0.00	396.40			
110114	CHK	A	STATUS: CODE 4, INC	5101	1	540.00	0.00	540.00	2020-06-25		40475
			EMPLOYEE SERVICES - WPPD	35		540.00	0.00	540.00			
110115	CHK	A	THOMAS HOFF & ASSOCIATES	4010	1	175.00	0.00	175.00	2020-06-25		40475
			POLICE PRE-EMPLOYMENT	INVOICE03TH3931		175.00	0.00	175.00			
110116	CHK	A	USA BLUEBOOK	1779	1	87.80	0.00	87.80	2020-06-25		40475
			SANITIZER - WTP	256983		87.80	0.00	87.80			
110117	CHK	A	VERMEER SALES & SERVICE	2014	1	3,280.00	0.00	3,280.00	2020-06-25		40475
			2" Pneumatic Mole	30015031		3,280.00	0.00	3,280.00			
110118	CHK	A	WALMART COMMUNITY	668	3	505.41	0.00	505.41	2020-06-25		40475
			06/2020 CHARGES	6162020		505.41	0.00	60.35			
			06/2020 CHARGES	6162020		505.41	0.00	32.51			
			06/2020 CHARGES	6162020		505.41	0.00	412.55			
110119	CHK	A	WASTE MANAGEMENT WOODLAND PARK	3004	1	80.90	0.00	80.90	2020-06-25		40475
			XTRA TRASH SERVICE - STREETS	0005763-2517-9		80.90	0.00	80.90			

City of Woodland Park
Year End Payment Register

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
110120	CHK	A	WATERS CONSTRUCTION CO. INC	670	2	592.49	0.00	592.49	2020-06-25		40475
			USE TAX REFUND - L33418	L33418		318.52	0.00	318.52			
			USE TAX REFUND-L44477	L44477		273.97	0.00	273.97			
110121	CHK	A	WAXIE SANITARY SUPPLY	4189	1	1,525.78	0.00	1,525.78	2020-06-25		40475
			CUSTODIAL SUPPLIES - B&G	79214481		1,525.78	0.00	1,525.78			
110122	CHK	A	WIRELESS WATCHDOGS, LLC	5102	1	316.00	0.00	316.00	2020-06-25		40475
			05/2020 MAINTENANCE	IN0075072		316.00	0.00	316.00			
19	CCRD	A	WEX BANK	5187	1	7,108.67	0.00	7,108.67	2020-06-26	HP	40463
			Wex May 2020	65745219		7,108.67	0.00	7,108.67			
REGISTER TOTALS Checks: 177 Voids: 1											
					282	1,182,328.49	0.00	1,182,328.49			



City of Woodland Park

Staff Report for City Council

Meeting Date: July 16, 2020

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
Interoffice Memorandum	Finance	Emily Katsimpalis Finance Director

ITEM:

Monthly Report of Mayor and Council Expenses

The following is a recap of the Council and Mayor Expense line items for June 2020.

June

Description	Budget	Month Exp	YTD Exp	Balance	% Expended
Training/Travel	\$10,500		\$0.00	\$10,500	0%
Supplies	\$1,000	\$63.71	\$163.71	\$836	16%
Meetings/Mileage/Meals	\$3,000	\$265.63	\$265.63	\$2,734	9%
Special Projects	\$2,000		\$0.00	\$2,000	0%
Total	\$16,500	\$329.34	\$429.34	\$16,070.66	3%

June Expenditures:

Meetings/Mileage/Meals: Ute Inn lunch for Council retreat	\$	191.84
Meetings/Mileage/Meals: Snacks & Supplies for Council retreat	\$	73.79
Supplies: Nametags	\$	63.71
	\$	329.34



City of Woodland Park Memo to City Council

Council Meeting on July 16, 2020

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
3. E.	Planning	Sally Riley, AICP Planning Director

AGENDA ITEM

- 3. E.** To approval the Logan Simpson professional services contract to complete the 2020 Comprehensive Plan update and land use code review.

Why is it important to update the 2010 Comprehensive Plan?

1. The existing Comp Plan was completed 10 years ago.
2. Significant growth has occurred since 2010 and much has changed with added pressures on local services, transportation, housing, parks, water and infrastructure in general.
3. It's time to re-engage the community to obtain our citizens input and their vision for the future.
4. Many of the action items have been completed and it's time to set new actions, goals and objectives.
5. City needs a road map to guide future development, land use, economic growth and community priorities. Growth will continue until the City's water resources and land mass is depleted. It's important to guide growth in a manageable and smart direction.
6. The City has a \$50,000 grant to pay for half of the cost of the contact.

Why is it important to complete the land use code review?

1. Current zoning and subdivision regulations are 25 years old and much has changed in land use laws, uses, and zoning trends since the code was over hauled in 1996.
2. The City needs a universal land use code that addresses 21st Century development and issues.
3. The City's residents' quality of life will decline if good planning principles are not updated and followed.

RECOMMENDATION: To approve the professional services contact for \$100,000 with Logan Simpson.

Please contact the Planning Department (687-5283) if you have any questions.

CITY OF WOODLAND PARK

Comprehensive Plan and Code Review Consulting Contract

with

Logan Simpson

THIS CONTRACT ("Contract") for **Consulting Services** is entered into effective as of this 16th day of April, 2020, by and between the City of Woodland Park, a Colorado home rule city (the "City"), and Logan Simpson, LLC (the "Consultant").

In consideration of the mutual covenants and stipulations contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties do hereto agree as follows:

TERMS

1. **PROJECT DESCRIPTION AND SCOPE OF WORK.** The project shall consist of the provision of the services and all materials and equipment necessary for performing the service, as described in Exhibit A Scope of Work" attached hereto and in accordance with the Contract Documents (the "Work").

Consultant shall be responsible for providing, at its cost and expense, all management, supervision, labor, materials, administrative support, supplies and equipment necessary to perform the Work as required by this Contract. Consultant shall perform the Work using that degree of skill and knowledge customarily employed by other professionals performing similar services in the Denver metropolitan area.

2. **CONTRACT DOCUMENTS.** The "Contract Documents" shall collectively include Contract signed by City and Consultant and any change orders issued by the City and all exhibits attached hereto and incorporated herein.

3. **COMPENSATION.** The City shall compensate the Consultant for the Work, subject to City annual appropriations and in accordance with and subject to all of the conditions in the Contract Documents, in an aggregate amount not to exceed **\$100,000**, based upon the rate schedule, key personnel schedule and task breakdown schedules set forth in Exhibit B. The not-to-exceed amount includes all of Consultant's direct and indirect costs. Consultant is not entitled to any compensation beyond the not-to-exceed amount except as approved in writing by the Planning Director. In the event that funds are not appropriated to compensate Consultant, this agreement shall terminate and Consultant shall be entitled to payment for all work completed prior to termination but shall not be required to undertake any work for which an appropriation has not been made.

4. **CHANGES IN THE SCOPE OF WORK.** A change in the Scope of Work shall comprise any change or amendment of the services or work, or any services or work, which are

different from or additional to the Work, specified in Section 1 of this Contract. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the Planning Director. If the Consultant proceeds without such written authorization, then the Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum meruit or implied contract. Except as expressly provided herein, no agent, employee or representative of the City shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Contract. If Consultant performs any work beyond the Work described in the scope of work set out in Exhibit A, it does so at its own risk.

A. Progress Payments. Consultant shall submit monthly invoices to the City's for progress payments for portions of the Work satisfactorily performed during each month during the term of the Contract. The City's approval of invoices shall be a condition of payment. The City will pay approved invoices, or parts thereof, 30 days after submittal. All invoices shall be addressed to the City as follows: "City of Woodland Park, P.O. Box 9007, Woodland Park, CO 80866, ATTN: PLANNING DIRECTOR".

B. Requirements for Payment.

1. Invoices. Consultant invoices shall be in a format acceptable to the City, shall be supported by cost information in such detail as may be required by the City and shall be sufficient to substantiate all items for a proper audit and post audit thereof.

2. Invoice Documentation. With each invoice, the Consultant shall submit a brief progress report describing the Work performed, results achieved, percentage complete, percentage of total compensation amount, the status of deliverables and a certification that the Consultant is current in payment of all employees and subcontractors and vendors.

C. Unsatisfactory Invoices or Work. The City may return to Consultant for revision unsatisfactory invoices and may withhold payment thereof. The City may withhold payment for Work, which is not completed as scheduled or which is completed unsatisfactorily, until completed satisfactorily and may deny payment for such work upon termination of the Consultant.

5. TERM OF CONTRACT/START AND COMPLETION OF WORK. Consultant shall commence Work when the City gives the Consultant a written notice to proceed. The Consultant shall complete all Work in by June 1, 2021, or when the Work has been completely performed to the City's satisfaction, whichever first occurs, or otherwise by mutual written agreement of the parties or by the exercise of the termination provisions specified in Section 11.

6. CONSULTANT'S REPRESENTATIONS.

A. Consultant has the required authority, ability, skills and capacity to, and shall, perform the Work in a manner consistent with this Contract. Further, all employees and subconsultants of Consultant employed in performing the Work shall have the skill, experience and licenses required to perform the Work assigned to them.

B. To the extent the Consultant deems necessary in accordance with prudent planning practices, it has inspected and familiarized themselves with the community and surrounding areas whereupon it may be called to perform its obligations under this Contract, and is familiar with the requirements of the Work and accepts them for such performance.

C. It is validly organized and exists in good standing under the laws of the State of Colorado, and has all requisite power to own its properties and assets and to carry on its business as now conducted or proposed to be conducted and it is duly qualified, registered to do business and in good standing in the State of Colorado.

D. Consultant has knowledge of all of the legal requirements and business practices in the State of Colorado that must be followed in performing the Work and the Work shall be performed by Consultant in conformity with all applicable laws, ordinances, codes, rules and regulations.

E. Pursuant to §§8-17.5-101, *et seq.*, C.R.S., definitions in which are hereby incorporated:

1. Consultant certifies that, at the time of executing the Contract, Consultant does not knowingly employ or contract with an illegal alien and that the Consultant has participated or attempted to participate in the Basic Pilot Program in order to confirm the employment eligibility of all employees who are newly hired for employment in the United States.

2. Consultant shall not:

a. Knowingly employ or contract with an illegal alien to perform work under the Contract; or

b. Enter into a contract with a subcontractor that fails to certify to the Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under the Contract.

3. Consultant has confirmed or attempted to confirm the employment eligibility of all employees who are newly hired for employment in the United States through participation in the Basic Pilot Program and, if Consultant is not accepted into the Basic Pilot Program prior to entering into the Contract, that Consultant shall apply to participate in the Basic Pilot Program every three months until the Consultant is accepted or the Contract has been completed, whichever is earlier. This provision shall not be required or effective if the Basic Pilot Program is discontinued.

4. Consultant is prohibited from using the Basic Pilot Program procedures to undertake pre-employment screening of job applicants while the Contract is being performed.

5. If Consultant obtains actual knowledge that a subcontractor performing work under the Contract knowingly employs or contracts with an illegal alien, Consultant is required to:

a. Notify subcontractor and City within three days that the Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

b. Terminate the subcontract with the subcontractor if within three days of receiving the notice required in 6.E.5.a above the subcontractor does not stop employing or contracting with the illegal alien; except that the Consultant shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

6. Consultant is required to comply with any reasonable request the Department of Labor and Employment makes in the course of an investigation that the Department of Labor and Employment is undertaking.

7. If Consultant violates any provision pursuant to §§8-17.5-101, *et seq.*, C.R.S., City may terminate the Contract for a breach of the Contract and Consultant shall be liable for actual and consequential damages to City.

F. This Contract constitutes the legal, valid and binding obligation of the Consultant enforceable in accordance with its terms.

7. **INDEMNIFICATION.** Consultant shall indemnify, defend and hold harmless the City and each of its officers, employees, agents and consultants, from and against any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs, and expenses (including reasonable attorneys' fees), and liabilities, of, by or with respect to third parties ("any claims") to the extent they arise from or may be alleged to arise, directly or indirectly, in whole or in part, from the acts or omissions of the Consultant or any of its subcontractors or material suppliers, agents or employees, in connection with this Contract and/or the Consultant's Work hereunder. Further, the Consultant hereby agrees to indemnify, defend and hold harmless the City and each of its officers and employees from and against any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs and expenses (including reasonable attorneys' fees) and liabilities of, by or with respect to, third parties ("any claims"), arising directly or indirectly, in whole or in part, from the acts or omissions of the Consultant, its employees, subcontractors, material suppliers or agents or employees, or the agents or employees of any subcontractors or material suppliers which causes or allows to continue a condition or event which deprives the City or any of its officers or employees of its sovereign immunity under the Colorado Governmental Immunity Act, Sections 24-10-101, *et seq.*, Colorado Revised Statutes. The obligations of the indemnifications extended by the Consultant to the City under this Section shall survive termination or expiration of this Contract.

8. PROJECT WARRANTIES.

A. Consultant's warranties in respect of the Work (the "Project Warranties") are as follows: Consultant warrants to the City that the Work shall be in accordance with the professional standard of care for similar consultants performing similar work in the Denver area and that all work shall meet all of the requirements of this Contract. Work not conforming to the Project Warranties, including substitutions not properly approved and authorized, shall be considered defective. Consultant shall furnish satisfactory evidence as to the kind and quality of products, deliverables, materials and equipment.

B. Consultant shall promptly correct Work rejected by the City for failing to conform to the Project Warranties. Consultant shall bear all costs of correcting such rejected Work and compensating the City for expenses made necessary thereby.

C. Project Warranties shall commence on the date work has been completed. Notwithstanding the foregoing provisions of this Section of this Contract is terminated prior to completion of the Work, Project Warranties in respect of all Work performed under this Contract by the Consultant prior to such termination shall be deemed to commence on the date immediately preceding the effective date of such termination.

D. If at any time within one year after the date on which the Project Warranties commenced, any portion of the Work is found to be not in accordance with the Project Warranties, the Consultant shall correct it promptly after receipt of written notice from the City to do so.

9. ASSIGNMENT. Neither the City nor Consultant may assign this Contract or parts hereof or its rights hereunder without the express written consent of the other Party.

10. OWNERSHIP OF MATERIALS AND RISK OF LOSS. The City shall be deemed the owner of all materials incorporated into the Work at such time as the City has paid for those materials, and shall be deemed the owner of all materials paid for by the City.

11. TERMINATION.

A. Types of Termination.

1. Default and Termination For Cause. Events of Default. Consultant shall be immediately in default hereunder (an "Event of Default") upon the occurrence of any of the events described in this Section 11(A)(1).

- a. Any breach of the terms and conditions of this Contract.
- b. Failure to perform the Work under this Contract, or significant delay or discontinuance of performance of the Work.
- c. Lack of financial responsibility (including failure to obtain and maintain insurance) for loss or damage to the City or its property.
- d. Dishonesty, embezzlement or false reporting of any material financial information, including but not limited to invoices.

e. Insolvency, bankruptcy or commission of any act of bankruptcy or insolvency; or assignment for the benefit of creditors.

f. Any attempt by the Consultant to assign its performance of this Contract without the consent required by Section 9.

g. Termination of any subcontract for any substantial Work without the prior written consent of the City.

2. Termination Not For Cause. In addition to any other rights provided herein, the City shall have the right in its sole discretion to terminate, not for cause, this Contract and further performance of the Work by delivery to the Consultant of written notice of termination specifying the extent of termination and the effective date of termination.

B. Remedies.

1. City's Remedies Upon Termination For Cause. Upon an Event of Default by the Consultant, the City may by notice terminate this Contract for cause immediately.

2. City's Remedies Upon Termination Not For Cause. The City shall provide a notice of termination not for cause to the Consultant thirty days prior to termination.

3. Any Other Remedies Allowed by Law. The City shall be entitled to any other remedies allowed by law in addition to the remedies provided herein.

C. Payment and Liabilities Upon Termination.

1. Termination for Cause. If an Event of Default has occurred, the Consultant shall be liable to the City for any actual damages for losses, including, but not limited to, any and all costs and expenses reasonably incurred by the City or any party acting on the City's behalf in completing the Work or having the Work completed (excluding changes in the Work by the City following such Event of Default). The City shall determine the total cost of the Work satisfactorily performed by the Consultant prior to the date of termination for cause. All reasonable damages, losses, costs and charges incurred by the City, including attorney's fees and costs, relating to obtaining and mobilizing another consultant, of completing the Work and of retaining another contractor's acceptance of full responsibility for all obligations of the Consultant under this Contract shall be deducted from any monies due or which may become due to the Consultant. The City shall determine the total amount due and shall notify the Consultant in writing of the amount the Consultant owes the City or the amount the City owes the Consultant.

2. Termination Not For Cause. After termination not for cause, the Consultant shall submit a final termination settlement invoice to the City in a form and with a certification prescribed by the City. Consultant shall submit the invoice promptly, but no later than thirty (30) days from the effective date of termination, unless extended in writing by the City upon written request of the Consultant within such thirty-day period. If the Consultant fails to submit the invoice within the time allowed, the City's payment

obligations under this Contract shall be deemed satisfied and no further payment by the City to the Consultant shall be made.

D. Consultant's Obligations Upon Termination. After receipt of notice of termination, and unless otherwise directed by the City, the Consultant shall immediately proceed as follows:

1. Stop work on the Work as specified in the notice of termination; and
2. Take any action that may be necessary, or that the City may direct, for the protection and preservation of the property related to this Contract that is in the possession of the Consultant and in which the City has or may acquire an interest.

12. INSURANCE.

A. Consultant shall acquire and maintain in full force and effect, during the entire term of the Contract, including any extensions hereof, and at any time thereafter necessary to protect the City and its respective officers, employees, agents, consultants and Consultant from claims that arise out of or result from the operations under this Contract by Consultant or by a subcontractor or a vendor or anyone acting on their behalf or for which they may be liable, the coverages set forth in Paragraph B of this Section 12. All insurance is to be placed with insurance carriers licensed in the State of Colorado with an A.M. Best and Company rating of no less than A-(X) or as otherwise accepted by the City. The City and its respective officers, employees, and agents shall be named as an additional insured on the Consultant's commercial general liability insurance, automobile liability insurance, and excess liability insurance. Consultant's insurance shall provide that the insurer will give the City sixty (60) days written notice prior to the cancellation or material modification of any policy of insurance obtained to comply with this Section 12.

B. Minimum Insurance Coverages:

1. Workers' compensation insurance in accordance with applicable law, including employers' liability with minimum limits of \$100,000 each accident, \$500,000 Disease-Policy Limit, \$100,000 Disease each employee.

2. Commercial general liability insurance in the amount of \$1,000,000 combined single limit bodily injury and property damage, each occurrence; \$2,000,000 general aggregate, and \$1,000,000 products and completed operations aggregate. Coverage shall be on an ISO 1996 Form (CG 0001 or equivalent), include all major divisions of coverage and be on a comprehensive basis, including:

- a. Premises and operations;
- b. Personal injury liability without employment exclusion;
- c. Blanket contractual;
- d. Broad form property damage, including completed operations;
- e. Products and completed operations;
- f. Independent contractors' coverage;
- g. Explosion, collapse and underground;
- h. Contractors' limited pollution coverage; and

- i. Endorsement CG 2-503 or equivalent; general aggregate applies on a per project basis.

3. Commercial automobile liability insurance in the amount of \$1,000,000 combined single limit bodily injury and property damage, each accident covering owned, leased, hired, non-owned, and employee non-owned vehicles used at the contractor project site.

4. Professional Liability – coverage in the amount of \$1,000,000 each claim and in the aggregate covering the negligent acts or omissions of the Consultant and/or its subcontractors in the performance of the Work.

5. Excess Liability Coverage – Liability coverage inclusive of general liability, professional liability, automobile liability and employers liability in the amount of at least \$1,000,000 combined single limit bodily injury and property damage, each occurrence: and \$1,000,000 in the aggregate. Separate aggregates need to be structured as found in the underlying coverages.

6. All coverages specified herein shall waive any right of subrogation against the City and its officers and employees. The policies shall state: “Permission is expressly granted to the insured to waive any right of subrogation against an individual, firm or corporation, provided such waiver is executed in writing prior to any occurrence giving rise to claims hereunder.”

C. Additional Insured Parties. All policies (with the exception of workers’ compensation insurance) shall insure the interest of the City and its respective officers, employees, agents, and consultants.

D. Certificates of Insurance. Prior to commencing any work under the Contract, the Consultant shall provide the City with a certificate or certificates evidencing the coverages identified on the face of the certificate with the contract number for this Contract, the name of the project and a copy of the additional insured endorsement. If the Consultant subcontracts any portion(s) of the work, such subcontractor(s) shall be required to furnish certificates evidencing workers’ compensation and employers’ liability insurance, commercial general liability insurance coverage, and automobile liability insurance, in amounts satisfactory to the City and the Consultant and containing the “additional insured” and “cancellation” conditions found in this Section 12. If the coverage required expires during the term of this Contract, the Consultant and its subcontractor(s) shall provide replacement certificate(s) evidencing the continuation of the required policies at least 15 days prior to expiration.

E. Additional Provisions. Each general liability policy and, where required, umbrella/excess liability policy is to contain, or be endorsed to contain, the following:

1. For any claims related to the work performed or to be performed by the Contract, the Consultant’s insurance coverage shall be primary insurance with respect to the

City and its officers and employees. Any insurance maintained by the City (or officers and employees) shall be in excess of the Consultant's insurance and shall not contribute to it.

2. Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to limits of liability.

F. Failure to Comply with Reporting Provisions. Any failure on the part of the Consultant to comply with reporting provisions or other conditions of the policies shall not affect the obligation of the Consultant to provide the required coverage to the City (and its officers and employees).

G. Claims-Made Policies. If any policy is a claims-made policy, the policy shall provide the Consultant the right to purchase, upon cancellation or termination by refusal to renew the policy, an extended reporting period of not less than two years. Consultant agrees to purchase such an extended reporting period if needed to ensure continuity of coverage. Consultant's failure to purchase such an extended reporting period as required by this paragraph shall not relieve it of any liability under this Contract. If the policy is a claims-made policy, the retroactive date of any such renewal of such policy shall be not later than the date this Contract is executed by the parties hereto. If the Consultant purchases a subsequent claims-made policy in place of any prior claims-made policy, the retroactive date of such subsequent policy shall be no later than the date this Contract is executed by the parties hereto.

H. No Limitation on Other Obligations. The procuring of required policies of insurance shall not be construed to limit the Consultant's liability hereunder or to fulfill the indemnification provisions and requirements of this Contract. Consultant shall be solely responsible for any deductible losses under the policy.

I. Additional Risks and Hazards. If the City requests in writing that insurance for risks other than those described herein or for other special hazards be included in property insurance policies, Consultant shall obtain such insurance, if available, in a form and for a cost approved by the City, and the cost thereof shall be charged to the City.

14. MISCELLANEOUS PROVISIONS.

A. INDEPENDENT CONTRACTOR. CONSULTANT IS AN INDEPENDENT CONTRACTOR AND NOTHING HEREIN CONTAINED SHALL CONSTITUTE OR DESIGNATE THE CONSULTANT OR ANY OF ITS EMPLOYEES OR AGENTS AS EMPLOYEES OR AGENTS OF THE CITY. THE CITY IS CONCERNED ONLY WITH THE RESULTS TO BE OBTAINED.

B. Time is of the Essence. The performance of the Work of the Consultant shall be undertaken and completed in such sequence as to assure its expeditious completion in light of the purposes of the Contract. It is agreed that time is of the essence in the performance of this Contract.

C. Notices. Any notices or other communications required or permitted by this Contract or by law to be served on, given to, or delivered to either party hereto, by the other party

shall be in writing and shall be deemed duly served, given, or delivered when personally delivered to the party to whom it is addressed or in lieu of such personal services, when received in the United States' mail, first-class postage prepaid addressed to :

City:

Sally Riley, Planning Director
City of Woodland Park
P.O. Box 9007
Woodland Park, CO 80866

Consultant:

Bruce Meighen, Principal Planner
Logan Simpson
213 Linden Street, Suite 300
Fort Collins, CO 80524

Either party may change its address for the purpose of this Section by giving written notice of such change to the other party in the manner provided in this Section.

D. Headings. The headings and captions in this Contract are intended solely for the convenience of reference and shall be given no effect in the construction or interpretation of this Contract.

E. Controlling Law and Venue. This Contract shall be governed by and construed in accordance with the laws of the State of Colorado and any legal action concerning the provisions hereof shall be brought in the State of Colorado, County of Teller.

F. No Waiver. No waiver of any of the provisions of this Contract shall be deemed to constitute a waiver of any other of the provisions of this Contract, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed a waiver of any subsequent default hereunder.

G. Binding Contract. This Contract shall inure to and be binding on the heirs, executors, administrators, successors, and assigns of the parties hereto.

H. Entire Contract. This Contract constitutes the entire agreement between the parties and sets forth the rights, duties, and obligations of each to the other as of this date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Contract are of no force and effect.

I. Severability. The invalidity or unenforceability of any portion or previous version of this Contract shall not affect the validity or enforceability of any other portion or provision. Any invalid or unenforceable portion or provision shall be deemed severed from this Contract and the balance of this Contract shall be construed and enforced as if this Contract did not contain such invalid or unenforceable portion or provisions.

J. Counterpart Execution. This Contract may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

K. Contract Modification. The Contact Documents may not be amended, altered, or otherwise changed except by a written agreement between the parties.

L. Compliance with the Law. The work and services to be performed by Consultant hereunder shall be done in compliance with applicable laws, ordinances, codes, rules and regulations.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date first above written. By the signature of its representative below, each party affirms that it has taken all necessary action to authorize said representative to execute this Contract.

CITY OF WOODLAND PARK

By: _____
Its: _____

ATTEST:

APPROVED AS TO FORM:

City Attorney

CONSULTANT


By: Bruce Meighen
Its: Principal

ATTEST:

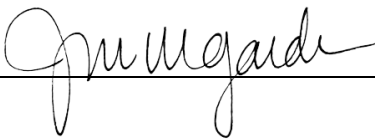


EXHIBIT A. SCOPE OF SERVICES

The following section details a work plan for accomplishing the project goals and deliverables, including descriptions of the tasks to be performed and a summary of the deliverables to be provided to the City.

PHASE 1 COMPREHENSIVE PLAN

Task 1. Initial Meeting and Ongoing Project Management (May 2020-January 2021)

A kickoff meeting with City Staff, and Logan Simpson will be held via video conference call to: review the project schedule; discuss communication protocols; review flexibility in the contract; reiterate a range of outreach techniques; identify key issues; discuss project milestone; begin data acquisition, and prepare a list of individuals; agencies and community groups to contact for stakeholder interviews. Ongoing project management activities will include weekly to bi-weekly phone calls, which will be scheduled at this kickoff meeting to ensure that the project scope, schedule, deliverable quality, and budget are effectively managed and meet expectations throughout the entire process. Additionally, Logan Simpson will submit monthly progress reports to City Staff in memo format to ensure deliverables are on track with the proposed schedule. Also, an outline (if applicable), a draft, and a final product will be approved by City Staff to ensure compliance with the contract. Logan Simpson will work with the City to develop a color palette and general theme building off current efforts that will result in new branding elements for all documents throughout the life of the Plan.

Deliverables:

- Video Conference Call, Facilitation, Agenda
- Detailed Project Schedule
- List of Project Goals and Issues
- Weekly Calls with Staff
- Monthly Project Updates
- Weekly Meeting Notes

Task 2. Review Existing Plans (May-June)

It is critical to understand how the City's current policy guidance needs to be improved or added to ensure a vision that both meets the community's expectations and addresses resiliency and adaptability to changing trends and needs. Our team will review relevant existing plans, policies, guiding documents, and programs (including those documents listed in the RFP) as well as compile a digital plan audit for review by City Staff and the Subcommittees. The Plan audit will allow the City to take a hard look at existing goals and policies to determine those that should remain, those that should be tuned up, and those that are no longer relevant. This task will coincide with Task 11, Review of Codes.

Deliverables:

- Digital Plan Audit
- Plan Audit Summary

Task 3. Data Collection and Existing Conditions Analysis (May-July):

Data will be collected via City and County GIS, US Census, internet resources such as Headwater Economics, On the Map and Data USA, and, more importantly, individual stakeholders in the community. This data serves to begin the process of developing existing conditions analyses as well as base maps for identifying unique opportunities that will inform opportunities as well as the future land use map down the road. At this time special attention will be paid to including content on water availability limitations, buildout, affordable housing needs, the Highway 24 bypass, neighborhoods, senior age-friendly community design provisions and services, the “Ring the Park” trail system, the 3-mile plan, identification of hazards, and regional coordination with Teller County among others.

We will create a series of existing conditions and trends – snapshots – that will provide an overview of baseline conditions, and define how those conditions and projections influence the development of policies, actions, and focus areas for the comprehensive plan. These snapshots will aid the City and the Subcommittees in updating Woodland Park’s vision by identifying significant trends and opportunities while developing a strategic, forward-thinking plan. The existing conditions snapshots will be a standalone document that will later be incorporated into the final plan. Illustrating these trends within the snapshots and the need for potential new strategies and direction will be essential to increase public understanding and awareness during the Comprehensive Plan process.

As discussed in Task 4, our team will conduct the equivalent of three (3) full days of one-on-one video conference interviews with stakeholders or small groups that have an interest in the plan update, including newly elected City Council members. Interviewees will be identified based on recommendations from City staff discussed during Task 1. Interviewees should include elected officials; Planning Commissioners and other board members; residents; business groups and large employers; developers, builders, and realtors; infrastructure providers (e.g., water/ sewer districts; emergency services); under-represented groups (e.g., seniors, youth and minority populations); and conservation/ wildlife groups and agencies. The purpose of these sessions will be to gather feedback on issues and opportunities, generate initial visioning ideas, and stimulate community interest.

Deliverables:

- Existing conditions “snapshots.”
- Digital Basemap in ArcGIS and pdf format
- Stakeholder meetings via phone or video conference, facilitation, agenda, summary

Task 4. Community Engagement Plan and Website Development (May-June):

After the timeline and engagement goals are established (during the staff kickoff meeting), a detailed community engagement plan will be developed to identify engagement groups, outreach opportunities, target outreach dates, and discussion goals. The engagement plan will include the structure and formation of the steering committee and subcommittees.

Logan Simpson will provide a flexible program that will ensure outreach can be conducted using digital, in-person, or both methods during these times. At this time, a project website will be developed to house project updates, a document library page, and provide a place for community feedback. The website will remain in effect for the duration of the project, and online questionnaires targeted at understanding the community’s vision, opportunities, and code-related issues will be posted at

strategic points in the process. Logan Simpson will host and maintain the website separate from the City's website that will be undergoing a significant overhaul. A link to the project website will be housed on the City's website during and after site construction.

Some of the tools proposed for use during community engagement include digital town halls and webinars; social media posts linked to quick polls, text polls, and online questionnaires; banners around town; flyers in utility bills; online activities for school children of all ages (most likely for fall semester); photo contests; meeting in a box; and design your city contest. Once group gathering restrictions are lifted, later in the project, Logan Simpson will assist staff in hosting public open houses or small pop up forums around town to gather feedback on issues critical to the success of the plan. Typically we host some form of outreach at each of the three critical phases of the project: kickoff, opportunities development, and draft plan review. We will look to the sub-committees as project liaisons or identify public "co-creators" to further the distribution of feedback.

No matter what method we use, all input will be tracked (by location, visitor/resident/2nd homeowner/business owner, age, and income) in a centralized database. This database will allow our team to identify missing or underrepresented groups. Comments in the database can be cross-checked against the final recommendations or cross-tabulated by a group.

Deliverables:

- Community Engagement Plan
- Three Phases of Outreach (include digital and/or hands-on techniques)
- Comment Database and Associated Map
- Subcommittee Roster and Structure

Task 5. Community Kickoff Meeting (July):

This event (or series of events) can coincide with an existing city event or be a standalone City celebration. Alternatively, we could use a series of digital outreach techniques describe in Task 4. The kickoff event will be geared towards informing the community of the overall process and identifying what people love about Woodland Park as well as opportunities for improvement. The thoughts and ideas shared through this event will directly inform the underlying vision of the plan. An online questionnaire will follow the event to ensure those not able to attend in person can provide input. The event will be advertised at different venues to attract a diversity of attendees. Pre-determined one-on-one stakeholder interviews (detailed in Task 3) would occur within the same timeframe as the kickoff event to dive deeper into the issues and opportunities of the community as well as ask targeted code-related questions.

Should these events need to occur in a virtual arena, we would employ digital opportunities for engagement such as virtual town halls, and a more robust online questionnaire process in addition to some of the tools mentioned in Task 4 above). The format for this event series will be discussed at the kickoff meeting in more detail.

Deliverables:

- Event plans including locations, responsible parties, required meeting materials
- Attendance at or facilitation of event, all required materials, and event summary

Task 6. Subcommittee Meetings (July-October):

The City of Woodland Park will engage with Subcommittees for each of the plan elements. Subcommittees will be utilized to draft the majority of the plan edit recommendations with guidance and resources from our team. Four meetings will be held between the consultant team and Subcommittees with an initial kickoff meeting in June following the Community Kickoff Event. Three additional presentations will be given by the Subcommittees to our team throughout the process, which will be geared toward updating the vision and policies of each plan element. At the initial meeting, existing conditions, community feedback, technical expert recommendations, and plan audit materials will be provided to the subcommittees along with draft updates for review and edits. Additionally, the digital plan audit will be given to the subcommittees as part of Task 2. These materials can serve as an introduction to the plan for the subcommittees prior to the first full meeting in June.

Deliverables:

- Kickoff meeting with subcommittees (in person or video conference call), facilitation, agenda, meeting summary, subcommittee deliverable structures, and background material packets
- Three (3) subcommittee presentations to the consultant team and staff

Task 7. Mapping our Opportunities (July-September):

Utilizing data gathered from the existing conditions, discussion during public input, and feedback from the Subcommittees, we will determine present and future community facility, transportation, and utility needs; and identify any changes to our land uses within the project area to update the Comprehensive Plan Map as well as other opportunities. This map will be prepared in GIS for easy translation back to the City at project completion. The City might consider adding maps for density and water use to understand better where increased density could occur with limited impact to water use and infrastructure. These additional maps would require access to existing City GIS and parcel data.

Deliverables:

- Preliminary Future Land Use Map in GIS format
- Opportunities Maps
- Final Future Land Use Map in GIS format

Task 8. Draft Comprehensive Plan (October):

We will enhance goals and objectives developed by the Subcommittees and develop implementation actions to enhance the Comprehensive Plan text and ensure it aligns with new values. Updated policies will consider additional concepts for addressing economic development, housing needs, hazards, and resiliency identified in Task 3. The draft plan will meet state statutes. Per State statutes, a recreation and tourism element will be added to the plan.

Deliverables:

- Draft Comprehensive Plan (Word)
- Updated Goals, Policies, and Implementation Actions

Task 9. Review Draft (October-November):

Staff and the Subcommittees will review the draft goals, policies, and implementation actions proposed by our team in conjunction with the preliminary future land use map recommendations. Comments will be compiled into one document and delivered to our team for incorporation into the final Comprehensive Plan Update document.

Deliverables:

- Mockup for a Plan Layout
- Key Graphics Enhancements (e.g., photos, diagrams, etc..)
- Final Comprehensive Plan update document (Formatted In-Design)

Task 10. Executive Summary (November-December):

A highly graphic digital executive summary will be prepared for posting on the City's website to summarize the key goals and objectives of the Comprehensive Plan that the City can utilize in communicating with the public and elected officials through adoption. The adoption of the plan will be the responsibility of the City Staff.

Deliverables:

- Digital Executive Summary

PHASE 2 CODE REVIEW

Task 11. Detailed Code Understanding (August-September):

An essential step in the code update process is to understand the existing code structure - how it works, what's inside, what's working and what's not. A review of the current code will take place concurrently with Task 2 detailed above, allowing us to integrate the updated policies seamlessly. This task will include not only the existing code, but planning documents, recent development approvals, variances, and other pertinent documents as well as relevant case law to ensure that our recommendations are consistent with State statutes. As part of early stakeholder interviews/small group meetings identified in Phase 1, feedback will be gathered on the current development review process and existing standards from the perspective of those who are developing, building, and operating businesses in the community - primarily those who are most familiar with the development application process. The information will be compiled in a spreadsheet outlining existing code sections with notes regarding our initial assessment of relevance based on best practices and public input. This outreach will be included in the comment database associated with Task 4.

Deliverables:

- Preliminary Document Review spreadsheet
- Updated Public Comment Database

Task 12. Meeting with City Attorney and Staff (August):

To fully understand the issues with the existing code, a video conference meeting will be held with the City Attorney and staff. Our team will ask questions targeted at understanding how application processes are working, whether there needs to be an update to the zone districts (this will further be informed by the future land use map); and a discussion of design standards. The summary of issues resulting from these meetings will be combined with information compiled in Task 11 to result in a code assessment report which will serve as a road map for developing the specific recommendations for updating the code.

Deliverables:

- Code Assessment Report (Draft and Final)

Task 13. Work Session with PC and CC (September):

The code assessment will be presented to the Planning Commission and City Council in a work session to vet the concepts. Following consensus, our team will prepare the final recommendations in a memo form and delivered to City Staff, who will make the necessary code language updates. The recommendations will include issues covered in the code assessment report as well as specific regulations to implement the updated goals and policies of the Comprehensive Plan.

Deliverables:

- Final recommendations to staff

Task 14. Draft Code Amendments in Ordinance Form (October-January):

Given that this process is not intended to result in a full code overhaul, our team will assist staff in preparing an ordinance for the adoption of the code update and provide feedback and proposed edits to the staff drafted code language.

Deliverables:

- Final Ordinance Assistance

Task 15. Adoption (December-January):

The City Attorney will bring forward the code ordinance. This process will run concurrently with the staff led Comprehensive Plan Adoption process.

PROPOSED SCHEDULE

TASK	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
<i>Phase 1: Comprehensive Plan</i>									
Task 1 Initial Meeting									
Task 2 Review Existing Plans									
Task 3 Data Collection and Existing Conditions Analysis Data									
Task 4 Community Engagement Plan and Website Development									
Task 5 Community Kickoff Meeting									
Task 6 Subcommittee Meetings									
Task 7 Mapping									
Task 8 Draft Comprehensive Plan									
Task 9 Review									
Task 10 Create Executive Summary									
<i>Phase 2: Land Use Code Review and Recommendations</i>									
Task 11 Detailed Code Understanding									
Task 12 Meeting w/City Attorney and Staff									
Task 13 Worksession w/PC and CC									
Task 14 Draft Code Amendments in Ordinance Form									
Task 15 City Attorney Bring Forward Revisions in January/February 2021 – This will run Concurrent with Comprehensive Plan Adoption led by Town Staff									

EXHIBIT B - BUDGET

	HOURS	LABOR	EXP	TOTAL
<i>Phase 1: Comprehensive Plan</i>				
Project Management	104	\$10,662	\$360	\$11,022
Task 1 Initial Meeting	52	\$5,116	\$175	\$5,291
Task 2 Review Existing Plans	58	\$5,288	\$0	\$5,288
Task 3 Data Collection and Existing Conditions Analysis Data	80	\$7,056	\$0	\$7,056
Task 4 Community Engagement Plan and Website Development	84	\$7,912	\$0	\$7,912
Task 5 Community Kickoff Meeting	58	\$5,030	\$175	\$5,205
Task 6 Subcommittee Meetings	88	\$8,504	\$700	\$9,204
Task 7 Mapping	64	\$5,592	\$0	\$5,592
Task 8 Draft Comprehensive Plan	100	\$8,850	\$0	\$8,850
Task 9 Review	40	\$3,900	\$350	\$4,250
Task 10 Create Executive Summary	60	\$5,230	\$100	\$5,330
<i>Comprehensive Plan Subtotal</i>	<i>788</i>	<i>\$73,140</i>	<i>\$1,860</i>	<i>\$75,000</i>
<i>Phase 2: Land Use Code Review and Recommendations</i>				
Task 11 Detailed Code Understanding	56	\$5,304	\$0	\$5,304
Task 12 Meeting w/City Attorney and Staff	26	\$2,472	\$175	\$2,647
Task 13 Worksession w/PC and CC	44	\$4,208	\$145	\$4,353
Task 14 Draft Code Amendments in Ordinance Form	142	\$12,696	\$0	\$12,696
<i>Land Use Code Review Subtotal</i>	<i>268</i>	<i>\$24,680</i>	<i>\$320</i>	<i>\$25,000</i>
COMBINED PROJECT GRAND TOTAL	1,056	\$97,820	\$2,180	\$100,000

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1381, SERIES 2020

AN ORDINANCE ADJUSTING EXPENDITURE APPROPRIATIONS TO THE GENERAL FUND, IN THE AMOUNT OF \$675,000.00 FOR THE ADMINISTRATION OF THE CORONAVIRUS RELIEF FUND, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2020 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1360, SERIES 2019.

WHEREAS, the Home Rule Charter of the City of Woodland Park specifies that City Council may, by ordinance, make supplemental appropriations when there are anticipated expenses in excess of those estimated in the budget; and,

WHEREAS, the City of Woodland Park, State of Colorado, and the United States have experienced impacts resulting from the COVID-19 pandemic that has required the expenditure of funds and resources to respond to the emergency; and,

WHEREAS, the City of Woodland Park has applied to participate; in conjunction with Teller County, the City of Cripple Creek, and the City of Victor; in the Coronavirus Relief Fund (CVRF) program administered by the Colorado Department of Local Affairs (DOLA) which will provide reimbursement for eligible COVID-19 related expenditures; and,

WHEREAS, the City of Woodland Park desires to seek reimbursement through the CVRF program for actual expenses related to COVID-19 in addition to seeking reimbursement for providing COVID-19 assistance grants to qualifying entities and/or persons affected by the COVID-19 pandemic within the City of Woodland Park; and,

WHEREAS, the CVRF funding from DOLA requires the expenditure of City funds before reimbursement can be sought through the CVRF program therefore requiring the expenditure of reserve funds; and,

WHEREAS, pursuant to the City of Woodland Park Charter and applicable Colorado Revised Statutes, additional monies must be appropriated for the anticipated expenditure of these funds, even though the expenses are intended to be reimbursed through the CVRF program.

NOW, THEREFORE, THIS ORDINANCE:

THE CITY OF WOODLAND PARK, COLORADO, ORDAINS

That an Ordinance entitled “AN ORDINANCE ADJUSTING EXPENDITURE APPROPRIATIONS TO THE GENERAL FUND, IN THE AMOUNT OF \$675,000.00 FOR THE ADMINISTRATION OF THE CORONAVIRUS RELIEF FUND, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2020 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1360, SERIES 2019,” be and the same is hereby adopted as follows:

Section 1. The 2020 Amended Budget for the City of Woodland Park, Colorado, is hereby adjusted to reflect the following changes:

Fund	2020 Budget Amount	Adjusted Budget Amount
General Fund	\$11,804,653.00	\$12,479,653.00

Section 2. Effective Date. This Ordinance shall be in full force and effect from and after its publication as required by law.

Section 3. The funding required to administer the expenses related to the CVRF program are authorized to be expended from the unrestricted fund balance reserve.

INTRODUCED, PASSED, APPROVED AND ADOPTED this ____ day of _____ 2020, the vote upon roll call being as follows:

Ayes:

Nays:

Absent /Abstain:

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS _____ DAY OF _____, 2020.

Ayes:

Nays:

Absent /Abstain:

The Honorable Val Carr, Mayor

Attest:

Suzanne Leclercq, City Clerk

Approved as to form:

City Attorney

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. _____, SERIES 2020

AN ORDINANCE AMENDING THE WOODLAND PARK MUNICIPAL CODE BY ADDING SECTION 1.05.030 APPEARANCE OF NAMES ON BALLOTS

WHEREAS, the City of Woodland Park has adopted by reference the Colorado Municipal Election Code of 1965 through Article 2 Section 2.1 of the Charter; and,

WHEREAS, Article 2 Section 2.1 also provides that City Council may make additions and deletions to the applicability of the Colorado Municipal Election Code as it is applied to Woodland Park by ordinance or resolution, and

WHEREAS, the regular election in the spring of 2020 highlighted an issue with the Colorado Municipal Election Code in regards to the use of nicknames that the City Council desires to address and further clarify by ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO, ORDAINS:

Section 1. Enactment. Title 1 Chapter 5 Section 030 of the Woodland Park Municipal Code is hereby added as follows:

1.05.030 – Appearance of Names on Ballots.

(a) Notwithstanding the requirements of C.R.S. § 31-10-902 (2), every ballot shall contain the names of all duly nominated candidates for offices to be voted for at that election, except those who have died or withdrawn, and the ballot shall contain no other names. The designated election official shall not print, in connection with any name, any title or degree designating the business, profession, affiliation, or other monetary interest; or any other commercial, professional, occupational, trade or industry moniker of the candidate.

(b) Each candidate's name may include one nickname, if the candidate can provide evidence to the City Clerk that the candidate regularly uses the nickname and the nickname does not include any part of a political party name, reference to a candidates business, profession, occupation, hobbies, or other prohibited content provided in part (a) of this section. A nickname is intended to be a familiar form of a proper name and does not include personas, personalities, pseudonyms, pen names, handles, or aliases.

(c) The City Clerk shall render all decisions concerning the use and appearance of names on the ballot. Such decisions shall be in the sole discretion of the City Clerk.

Section 2. Savings Clause. Should any article, section, clause or provision of this Ordinance be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of the balance of this Ordinance.

Section 3. Effective Date. This Ordinance shall be in full force and effect from after its publication as required by law.

INTRODUCED, PASSED, APPROVED AND ADOPTED this ____ day of _____ 2020, the vote upon roll call being as follows:

Ayes:

Nays:

Absent /Abstain:

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS _____ DAY OF _____, 2020

Ayes:

Nays:

Absent /Abstain:

The Honorable Val Carr, Mayor

Attest:

Suzanne Leclercq, City Clerk

Approved as to form:

City Attorney