



TOWN OF ESTES PARK

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

BOARD OF TRUSTEES - TOWN OF ESTES PARK

Tuesday, March 12, 2024

7:00 p.m.

ACCESSING MEETING TRANSLATIONS

(Accediendo a las Traducciones de la Reunión)



To access written translation during the meeting, please scan the QR Code or click this link for up to 48 other languages *(Para acceder a la traducción durante la reunión, por favor escanee el código QR o haga clic en el enlace para hasta 48 idiomas más):*

<https://attend.wordly.ai/join/UOFH-5928>

Choose *Language* and Click *Attend* *(Seleccione su lenguaje y haga clic en asistir)*

Use a headset on your phone for audio or read the transcript can assist those having difficulty hearing *(Use un auricular en su teléfono para audio o lea la transcripción puede ayudar a aquellos que tienen dificultades para escuchar).*

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ADVANCED PUBLIC COMMENT

By Public Comment Form: Members of the public may provide written public comment on a specific agenda item by completing the form found at <https://dms.estes.org/forms/TownBoardPublicComment>. The form must be submitted by 12:00 p.m. the day of the meeting in order to be provided to the Town Board prior to the meeting. All comments will be provided to the Board for consideration during the agenda item and added to the final packet.

PLEDGE OF ALLEGIANCE.

(Any person desiring to participate, please join the Board in the Pledge of Allegiance).

AGENDA APPROVAL.

PUBLIC COMMENT. (Please state your name and address).

TOWN BOARD COMMENTS / LIAISON REPORTS.

TOWN ADMINISTRATOR REPORT.

CONSENT AGENDA:

1. Bills - <https://dms.estes.org/WebLink/Browse.aspx?id=253208>.
2. Town Board Meeting and Town Board Study Session Minutes dated February 27, 2024.
3. Estes Park Board of Adjustment Minutes dated November 7, 2023 (acknowledgment only).
4. Transportation Advisory Board Minutes dated January 17, 2024 (acknowledgment only).

- * ~~5. Resolution 16-24 Contract Extension with Colorado Barricade Company for 2024 Striping & Pavement Markings – \$111,100 Budgeted.~~
- 6. Resolution 17-24 Establishing 2024 Seasonal Paid Parking and Parking Permit Fees and Proposed Revisions to Policy 842 – Parking Permits.

REPORTS AND DISCUSSION ITEMS: (Outside Entities).

1. **BASE FUNDING/ANNUAL FUNDING REPORT FOR ESTES VALLEY WATERSHED COALITION.** Estes Valley Watershed Coalition Treasurer James.
2. **ESTES PARK VOTER SERVICE AND POLLING CENTER (VSPC) HOURS OF OPERATION.** Larimer County Clerk and Recorder Harris.

To provide information regarding the decision to reduce the number of hours of the VSPC during the General Election and answer any questions they may have.

ACTION ITEMS:

1. **RESOLUTION 18-24 URGING THE LARIMER COUNTY CLERK AND RECORDER TO RESTORE HOURS OF OPERATION FOR THE ESTES PARK VOTER SERVICE AND POLLING CENTER.** Town Attorney Kramer.
2. **6E FUNDING EXPENDITURE TO THE 2024 CHILDCARE WORKFORCE SUBSIDY.** Manager Bangs.
Consider funding for the Annual Childcare Workforce Subsidy.
3. **RESOLUTION 19-24 GRANT AGREEMENT WITH LARIMER COUNTY TO RECEIVE ARPA FUNDS FOR THE FISH HATCHERY WORKFORCE HOUSING PROJECT.** Manager Bangs.
To consider the grant agreement for the American Rescue Plan Collaborative Projects Sub Award of \$2,000,000.
4. **ORDINANCE 04-24 DENOUNCING RESTRICTIVE COVENANTS BASED ON RACE OR RELIGION.** Town Attorney Kramer.
Ordinance to declare covenants based on race or religion to be repugnant and to provide a method for property owners to repudiate them.
5. **RESOLUTION 20-24 SUPPORTING BALLOT ISSUE 1A.** Town Administrator Machalek.
6. **FINAL 2023 STRATEGIC PLAN PROGRESS REPORT AND AMENDED 2024 STRATEGIC PLAN.** Town Administrator Machalek.

Board review of the final 2023 Strategic Plan Progress Report and consideration of an amended 2024 Strategic Plan which incorporates 2023 Strategic Plan Objectives not completed in 2023.

REPORTS AND DISCUSSION ITEMS:

1. **WORKFORCE HOUSING RENTAL ASSISTANCE PROGRAM.** Manager Bangs and Estes Park Housing Authority Manager Mabry.
Review the proposed Workforce Housing Rental Assistance Program presented by the Estes Park Housing Authority.

ADJOURN.

Town of Estes Park, Larimer County, Colorado, February 27, 2024

Minutes of a Regular meeting of the Board of Trustees of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Town Hall in said Town of Estes Park on the 27th day of February, 2024.

Present: Wendy Koenig, Mayor
Marie Cenac, Mayor Pro Tem
Trustees Kirby Hazelton
Frank Lancaster
Barbara MacAlpine
Patrick Martchink
Cindy Younglund

Also Present: Travis Machalek, Town Administrator
Jason Damweber, Deputy Town Administrator
Dan Kramer, Town Attorney
Jackie Williamson, Town Clerk

Absent: None

Mayor Koenig called the meeting to order at 7:00 p.m. and all desiring to do so, recited the Pledge of Allegiance.

AGENDA APPROVAL.

It was **moved and seconded** (Hazelton/Younglund) **to approve the Agenda**, and it passed unanimously.

PUBLIC COMMENTS.

Dan Scace/Town citizen stated support for the citizen initiated ordinance question on the April 2, 2024 ballot, and stated a "yes" vote would swing the power related to land use toward the citizens.

Vicky Henry/Town citizen spoke to the significant decrease in the Larimer County voter service center hours from the statutorily required 120 hours to 34 hours during the upcoming general election in November. A group of voter are appealing the County Clerk and Recorder to restore the center hours, and requested the Board to do the same.

TRUSTEE COMMENTS.

Trustee comments were heard and summarized: the recent CAST meeting discussions included the move to electrification and phase out of natural gas, heat pumps used in new construction, reviewed workforce housing report, Snowmass Village's strategic plan to move towards smaller local events; VEP board meeting discussed earth week events to be held in April, the results of the 2023 Intercept with 45% of visitors visiting Estes Park as their primary destination, 12% for RMNP, and 30% stated both were important in their decision, 93% stated the visitor experience was of high quality, Senate Bill 24-33 proposes commercial property tax rates for short term rentals/vacation homes rented for 90 plus days a year and has been removed from the state legislative agenda to discuss amendments as communities in Colorado are split on the bill; Sister Cities meeting discussed a student exchange would not occur in 2024 due to time constraints, a July visit to Monteverde, Costa Rica continues to be discussed; the Legion of Women Voters received the RMNP annual report; members of the Board attended the ribbon cutting for the rebranding of the Estes Nonprofit Network; announced this year's Rooftop Rodeo would be held July 5-10 with a parade downtown; the Opioid Abatement meeting discussed funding additional services for housing, received a presentation on fentanyl and its impacts to the community and first responders from the Colorado Drug Taskforce; interviews for the open seat on the Estes Park Housing Authority would be held; continuing to collect feedback from the Transportation Advisory Board on transitioning to an ad-hoc committee due to a lack of agenda items and to provided additional flexibility in meeting times and attendance; and the Board consensus was to consider a resolution

of support to restore the voter service center hours of operation during the upcoming election in November.

TOWN ADMINISTRATOR REPORT.

Town Administrator Machalek stated he had no additional items to report.

1. CONSENT AGENDA:

1. Bills.
2. Town Board and Study Session Minutes dated February 13, 2024.
3. Resolution 09-24 Contract with Kimley-Horn for Transportation Engineering and Design Services for the Visitor Services Parking Lot - \$250,174 Budgeted.
4. Resolution 10-24 First Amendment of the Employment Agreement with Dan Kramer for Town Attorney.

It was **moved and seconded** (Cenac/Younglund) **to approve the Consent Agenda**, and it passed unanimously.

REPORTS AND DISCUSSION ITEMS: (Outside Entities).

1. **REQUEST TO DELAY POSTING OF CHIEF OF POLICE POSITION.** Larimer County Sheriff John Feyen provided a presentation requesting the Town Board pause the current Police Chief recruitment to allow him time to review opportunities, to engage Town leadership and staff, and to engage the current police personnel to openly seek information on how the Sheriff's Office may be able to assist Estes Park. He stated the request was not a plan to take over the Estes Park Police Department (EPPD), a pre-planned process with the offering of Larimer County Sheriff's Office (LSCO) Captain Stewart as the Interim EPPD Police Chief, or a plan to exert the County's will over Estes Park. He offered Captain Stewart because he can lead an agency, he knows the area, and he could address issues that have arisen within the department. The County has also derived a benefit in elevating a Lieutenant to an Interim Captain to develop staff for the future. He discussed the opportunity to partner with the EPPD to increase community safety through training, repetition of events, consistent response expectations and seasonal staffing. There could be an increase in employee opportunities and satisfaction, collateral duties (canine officer, bomb tech, drug taskforce, drone pilot, etc.), promotions and leadership, and training. He stated the review could identify savings, efficiencies, and best practices that could be realized through IA investigations, evidence procedures, professional staff, and budget. He stated he understood the concerns with the local identity and local control. He requested a motion from the Board to direct the Town Administrator to pause the search for a new chief until the Board meeting on April 23 or May 28 where options ranging from do nothing to a full collaboration with LSCO.

Those speaking in opposition to the delay included Rick Life/EPPD Captain, Ryan Baranyos/EPPD Captain, Skylar Watson/EPPD Sergeant, Megan Hodde/EPPD Communication Center Manager, Dennis Hoshiko/EPPD Chaplin and Auxiliary member, Kelly George/County citizen, John Guffey/Town citizen, Mike Kennedy/County citizen, and Jason Van Tatenhove/Town citizen. Comments included the need to consider who comes after Sheriff Feyen and how they may want to operate the Sheriff's Office; the growing community needs a Police Department that provides a personal touch through community policing, a School Resource Officer, records, and dispatch services that know the Estes Valley; concern with the cost of reversing the decision of turning over the agency or services to another agency; discussion in the past revolved around creating a regional agency in which the EPPD covered District 6 for the LSCO from Pinewood Springs to Drake with funding from the County; the new Police Chief could work with the Sheriff to discuss options; concerned response times would increase with the County Sheriff taking over the local response; the current department has a wide range of experiences from across the country; the current staff have chosen Estes Park as a place to work and live; there would be a

loss of local control; delaying the hiring process for the next Police Chief may lead personnel to seek other employment options and could create issues with recruitment and retention; and the local department provides the citizens with a sense of safety.

Town Board comments were heard and have been summarized: The Board thanked Sheriff Feyen and acknowledged he only has the best interest for the community in his request; the best interest for the Town and the Police Department would be to move forward with the hiring process for the Police Chief; concern the next elected Sheriff may not want to provide service to the Town; during an emergency or natural disaster it becomes essential to have a local Communication Center and staff; concern was expressed on the financial barrier for re-entry; there are a number of opportunities to collaborate and build on our partnerships; the citizens are supportive of the department; local control remains important; and encourage Sheriff Feyen to continue developing a relationship with the local citizens. The Board consensus was to direct Town Administrator Machalek to move forward with the Police Chief hiring process. Town Administrator Machalek stated the best structure for the Town would be an independent police department. He thanked Sheriff Feyen and expressed gratitude for his leadership and support during the transition and for offering the services of LSCO Captain Stewart as Interim Police Chief.

Mayor Koenig called a break at 8:57 pm and continued the meeting at 9:05 pm.

ACTION ITEMS:

1. **RESOLUTION 11-24 CONTRACT WITH MOUNTAIN CONSTRUCTORS, INC. FOR CONSTRUCTION SERVICES FOR THE CLEAVE STREET IMPROVEMENTS PROJECT.** Staff requested the item be removed from the agenda. No action was taken by the Town Board.
2. **RESOLUTION 12-24 TO SUPPORT CO HOUSE BILL 24-1237 PROGRAMS FOR THE DEVELOPMENT OF CHILDCARE FACILITIES.** Manager Bangs presented a resolution of support for House Bill 24-1237 to create a favorable environment for development, creative reuse, and integration of facilities for childcare. The legislation would assist to reduce the costs and burden of childcare by providing technical planning, building, construction, and development support needed to increase childcare capacity in Colorado communities. Passage of the bill would create incentives and support for local governments through the development of three programs: Child Care Development Technical Assistance, Child-Friendly Communities Planning Grant, and Child Care Development Capital Fund with implementation through the Department of Local Affairs Division of Housing. The bill would support the Town's strategic goals to provide child care in the Estes Park area. Kent Smith/Town citizen stated full support of the bill. It was **moved and seconded** (Younglund/Cenac) **to approve Resolution 12-24**, and it passed unanimously.
3. **RESOLUTION 13-24 SUPPLEMENTAL BUDGET APPROPRIATIONS #1 TO THE 2024 BUDGET.** Director Creamean provided an overview of the first amendment to the 2024 budget including an increase in General Fund expense to appropriate funds from the Friends of the Museum for limited term museum staffing, Community Reinvestment Fund to fund an additional museum project funded by the Friends of the Museum, and Power and Communication Fund increase in expenditures to be offset by revenues due to purchase power costs. After further discussion, it was **moved and seconded** (Hazelton/Cenac) **to approve Resolution 13-24**, and it passed unanimously.
4. **RESOLUTION 14-24 TO SUPPORT STATE LEGISLATION TO REPEAL STATE PREEMPTION OF LOCAL ANTI-IDLING REGULATIONS.** Town Attorney Kramer presented a resolution to support the Regional Air Quality Council to repeal section 42-14-103 of the Colorado State Statutes to allow local communities to enact local anti-idling regulations that are stricter than the statute. Repealing the section would provide more local control to address issues related to ozone concerns across the Front Range. Mayor Pro Tem Cenac stated the repeal would not require the Town to pass stricter regulation, only allow the opportunity for consideration. It was **moved**

and seconded (Martchink/Younglund) to approve Resolution 14-24, and it passed unanimously

5. **RESOLUTION 15-24 RATIFYING THE 2021 INTERNATIONAL FIRE CODE AS AMENDED AND ADOPTED BY THE ESTES VALLEY FIRE PROTECTION DISTRICT.** Deputy Town Administrator Damweber and Division Chief for Support Services Landkamer stated the intergovernmental agreement between the Town and the Fire District requires the Town to ratify the International Fire Code adopted by the District. At the District's January 10, 2024 meeting, the Board adopted the 2021 International Fire Code with certain appendices and modifications. It was **moved and seconded** (Martchink/Hazelton) to approve Resolution 15-24, and it passed unanimously
6. **INTERVIEW COMMITTEE FOR THE TRANSPORTATION ADVISORY BOARD.** It was **moved and seconded** (Martchink/Hazelton) to appoint Trustee Martchink and Trustee Hazelton to the Transportation Advisory Board interview committee, and it passed unanimously.

REPORTS AND DISCUSSION ITEMS:

1. **FUTURE USE OF TOWN-OWNED PROPERTY AT ELM ROAD AND MORaine AVENUE.** Deputy Town Administrator Damweber provided an overview of the property stating the approximately 2 acre parcel is a portion of a larger lot deeded to the Town by F.O. Stanley in 1936, zoned CO (Commercial Outlying), contains overhead powerlines, would require a drainage easement and curb and gutter, and may require a vote to sell the property. Over the years, the Town has been approached by private parties interested in purchasing or leasing the property. Currently a neighboring business has expressed interest in purchasing 4,000 sq. ft. to increase their parking. A lease of the land may be an option and would not require a vote. Staff proposed potential uses of the property: do nothing now and identify a future public use; sell the property and use the proceeds to advance a strategic goal; lease all or a portion of the property; or issue a request for proposals/interest (RFP) to determine what interest may exist. Board discussion was heard and has been summarized: interest in both leasing and an RFP; the property would not be suitable for a public facility; concern the Town maintains control on the development of the property through a development agreement; discussion on the need for sidewalk along Moraine Avenue; discussion on the potential road improvements and impact to the property; and concern with ensuring the Town has a clear purpose for the proceeds from the sale of the property. Board consensus was to develop an RFP that allows maximum flexibility by the proposed developer.

Whereupon Mayor Koenig adjourned the meeting at 9:52 p.m.

Wendy Koenig, Mayor

Jackie Williamson, Town Clerk

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado February 27, 2024

Minutes of a Study Session meeting of the **TOWN BOARD** of the Town of Estes Park, Larimer County, Colorado. Meeting held at Town Hall in the Board Room in said Town of Estes Park on the 27th day of February, 2024.

Board: Mayor Koenig, Mayor Pro Tem Cenac, Trustees Hazelton, Lancaster, MacAlpine, Martchink, and Younglund

Attending: Mayor Koenig, Mayor Pro Tem Cenac, Trustees Hazelton, Lancaster, MacAlpine, and Younglund

Also Attending: Town Administrator Machalek, Deputy Town Administrator Damweber, Town Attorney Kramer, and Recording Secretary Disney

Absent: Trustee Martchink

Mayor Koenig called the meeting to order at 5:25 p.m.

DRAFT ARTS MASTER PLAN.

Estes Arts District President Akin and Executive Director Miles presented the draft Arts Master Plan and highlighted collaboration with local entities, community outreach, goals for the district, goals which would require Town involvement, and becoming a Certified Colorado Creative District. The Board discussed the options for funding and grants through the Colorado Creative Industries program, requirements, and the application process to become a Certified Colorado Creative District, areas to be included in the district, funding, grant research and writing support, collaboration, engagement, and resource options within the community. The Board also determined this presentation would serve as the 2023 community funding report required of all Base Funding Entities.

2024 STREET IMPROVEMENT PROGRAM OVERVIEW.

Engineer Wittwer presented an overview of the 2024 Street Improvement and Trail Expansion Program. He provided background of the program and 2023 improvements. 2024 Street improvements would consist of overlaying 1.4 centerline miles and asphalt patching at 13 roadway locations. Chip and Crack Seal would not occur in 2024 due to the anticipated expiration of the 1A Sales Tax. Design projects would include the Visitor Center Parking Lot reconfiguration and Matthew Circle. 2024 Trail expansions would include the addition of 0.8 miles of trail through the construction of the Fall River Trail final segment, Graves Avenue improvements, and an extension of the trail along West Wonderview Avenue. The Board discussed the plan for Matthew Circle maintenance, funding for the Visitor Center Parking Lot reconfiguration, and the Town's placement on the Colorado Asphalt Pavement Association Local Agency Listing.

VEHICLE BASED ACCOMMODATIONS FOR SEASONAL EMPLOYEES PILOT PROGRAM.

Planner Hornbeck presented the one-year pilot program for vehicle based accommodations for seasonal employees. He provided background of the 2023 Housing Needs Assessment, similar programs in other mountain communities, outreach to Town staff and outside entities, and previous Study Session discussions. The components of the program would include: a monthly permit during a seasonal period; eligible vehicle types; employment requirements; zoning, setback, and site limitations; and access to restrooms, electricity, and water. The Board discussed property insurance requirements, allowing for properties which use well water, enforceability issues, community entity and employer interest in the program, clarifications on the allowed vehicle types and land owner requirements, inspection requirements, complaint procedures, and qualified occupant requirements. The Board directed staff to bring forward an ordinance for a future a Town Board meeting

RECORD OF PROCEEDINGS

Town Board Study Session – February 27, 2024 – Page 2

SEMI-ANNUAL COMPLIANCE REVIEW WITH BOARD GOVERNING POLICIES – POLICY 1.10 SELF-MONITORING OF THE BOARD. Mayor Koenig requested comments from the Board and hearing none, closed the discussion.

TRUSTEE & ADMINISTRATOR COMMENTS & QUESTIONS.

None.

FUTURE STUDY SESSION AGENDA ITEMS.

None.

There being no further business, Mayor Koenig adjourned the meeting at 6:41 p.m.

Kimberly Disney, Recording Secretary

Minutes of a Regular meeting of the **ESTES PARK BOARD OF ADJUSTMENT** of the Town of Estes Park, Larimer County, Colorado. The meeting was held in the Town of Estes Park on November 7, 2023.

Board: Chair Jeff Moreau, Vice-Chair Wayne Newsom, Board Member Joe Holtzman

Attending: Chair Moreau, Vice Chair Newsom, Member Holtzman, Planner I Kara Washam, Senior Planner Hornbeck, Interim Director Jason Damweber, Town Board Liaison Barbara MacAlpine, Recording Secretary Karin Swanlund

Absent: None

Chair Moreau called the meeting to order at 9:00 a.m.

APPROVAL OF AGENDA

It was moved and seconded (Newsom/Holtzman) to approve the agenda. The motion passed 3-0.

APPROVAL OF CONSENT AGENDA

It was moved and seconded (Newsom/Holtzman) to approve the Consent Agenda. The motion passed 3-0.

PUBLIC COMMENT: none

VARIANCE REQUEST

1360 B Brook Drive

Planner Washam

The Water Division seeks to remodel the interior of the scale house as a dwelling for temporary use by on-call duty staff, particularly during emergencies and inclement weather. The on-call period of one (1) week will result in intermittent use of less than thirty (30) days. The scale house will be solely used as on-call employee housing when needed and will not be for lease or rent. The Applicant requests a variance to waive the occupancy term requirement for employee housing in the I-1 (Restricted Industrial) Zoning District under §5.2.C.2.a.(1)(c) of the Estes Park Development Code (EPDC).

Discussion:

Member Holtzman had questions for the Applicant. Jacqui Wesley, Project Manager for the Water Division, answered that the work has not been done yet and will cost \$70,000. The privacy fence is scheduled for Phase II. Holtzman commented that the property is dirty and disorganized and would like the Water Department to take more responsibility for keeping the property from being an eyesore. Wesley noted that the Prospect Mountain Water Contractor is using the site for storage and staging, and she would request they clean up the area.

It was moved and seconded (Newsom/Moreau) to **approve** the variance request to waive the occupancy term requirement for employee housing in the I-1 (Industrial) Zoning District for the subject property addressed as 1360 B Brook Drive in the Town of Estes Park, with findings as outlined in the staff report. The motion passed 2-1, with Holtzman voting against.

VARIANCE REQUEST

562 Driftwood Avenue

Planner Washam

The Applicant requests approval of a variance to reduce the front setback along the south property line to eight feet (8') in lieu of the fifteen feet (15') front setback required in the R (Residential) Zone District under Section 4.3.C.4. (Table 4-2) of the Estes Park Development Code (EPDC). The Applicant proposes constructing a 12' x 16' addition on the east side of the existing residence with a carport under the addition.

Discussion:

Chair Moreau questioned why the variance is for 8.1 feet when one of the structure's corners is 7.6 feet from the property line. Designer Paul Brown stated that the building is not parallel to the property line, and the existing distance from the corner of the house to the property line is 7.6 feet.

RECORD OF PROCEEDINGS

Board of Adjustment, November 7, 2023 – Page 2

It was moved and seconded (Moreau/Holtzman) to **approve** the variance request for a 7.5-foot front setback in lieu of the 8.1 feet along the south property line for the subject property addressed as 562 Driftwood Avenue in the Town of Estes Park, with findings as outlined in the staff report. The motion passed 3-0.

REPORTS:

There are no projects in the foreseeable future; therefore, there will not be a meeting in December.

There being no further business, Chair Moreau adjourned the meeting at 9:30 a.m.

Jeff Moreau, Chair

Karin Swanlund, Recording Secretary

Town of Estes Park, Larimer County, Colorado, January 17, 2024

Minutes of a Regular meeting of the **TRANSPORTATION ADVISORY BOARD** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 17th day of January, 2024.

Board: Chair Belle Morris; Vice-Chair Kristen Ekeren; Members Javier Bernal, Jessica Ferko, Ann Finley, Larry Gamble, Linda Hanick, Mark Igel, and Gordon Slack; Trustee Patrick Martchink; Staff Liaison Greg Muhonen

Attending: Chair Morris; Vice-Chair Ekeren; Members Bernal, Ferko, Finley, Gamble, Hanick, Igel, and Slack; Director Muhonen; Manager Solesbee; Supervisor Klein; Engineer Wittwer; Recording Secretary McDonald; Public Attendee Joan Hooper

Absent:

Chair Morris called the meeting to order at 12:05 p.m.

PUBLIC COMMENT

No comment forms were formally submitted. However, Vice-Chair Ekeren reported that she had fielded a verbal comment regarding crosswalk needs at Colorado Highway 7 (CO 7) and Lexington Lane; it was determined that the same resident had emailed Chair Morris in October 2023 with this concern, after which Chair Morris had followed up with the Colorado Department of Transportation (CDOT). Vice-Chair Ekeren had directed the resident to the 2045 Transportation Plan (TP) Mapping Survey tool to report her areas of concern. *This topic continues in the next agenda item.*

UPDATE ON PAST PUBLIC COMMENT

Discussion points about this current and past public comment included the ongoing safety problem for pedestrians, particularly school children, needing to cross CO 7; how this issue is addressed in existing traffic studies; equipment and other options for safe crosswalk operations; how the TAB can build urgency around this issue through community engagement and quantifiable data, especially since the current housing developments will further increase pedestrian activity on CO 7; and the protocol and financial resources necessary for actualizing any new improvement projects to be undertaken by CDOT and/or the Town. Member Gamble will contact the Estes Park School District (EPSD) to coordinate parent feedback on the topic. Engineer Wittwer will research survey data from the Graves Avenue – Safe Routes to School (SRTS) project and other relevant pedestrian needs assessments.

TRUSTEE LIAISON UPDATE

Trustee Martchink advised that he will contact TAB members with a survey exploring the possibility of converting the TAB from an advisory board that meets regularly into an ad hoc committee that meets as needed to address timely issues. The purpose is to ensure the best use of staff time and resources.

APPROVAL OF MINUTES DATED DECEMBER 20, 2023

It was **moved and seconded** (Slack/Hanick) **to approve the December 20, 2023, minutes**, and it passed unanimously.

MOBILITY SERVICES UPATE

Supervisor Klein is reviewing The Car Park's 2023 occupancy reports, which will soon be published on the website. The "Peep" enforcement vehicle no longer uses blinking lights. The parking permit program is being refined to purge duplicate Local Permit accounts and improve the overall permit registration process. The Mistall web-based platform will replace the ParkMobile app to provide real-time parking lot availability; prior to the paid parking season, Davis will serve as the Mistall demo lot.

Transit data for 2023 will be reported in February. Despite a comprehensive transit plan for the January 13-14 First Peoples Festival, the extreme winter weather resulted in zero transit riders. The Peak will collaborate with the Estes Valley Library on February 10 to offer a Daniel Tiger Day trolley ride. Planning is underway for the 2024 transit sponsorship program.

TRANSPORTATION PLAN UPDATE

Supervisor Klein advised that Engineer Bailey will be the regular presenter of the 2045 Transportation Plan (TP) and 2030 Transit Development Plan (TDP) updates beginning in February. Meanwhile, the online Mapping Survey is garnering excellent feedback and remains open through January 31; staff continue to review the consultant's existing conditions report; and a March open house is being planned to present survey results.

ENGINEERING UPDATE

Engineer Wittwer advised that the 2023 Complete Streets Policy Annual Report was missing the final checklist for the Cleave Street Improvements (CSI) project; Recording Secretary McDonald will email this checklist to the TAB following today's meeting.

The CSI bid was released January 4 for a January 25 bid opening.

The Graves Avenue – Safe Routes to School (SRTS) bid should be released in February; the project's Complete Streets checklist is in the packet.

The Fall River Trail (FRT) Extension project is at the 90% design stage. The project was virtually presented as part of the 2024 Non-Motorized Planning Grants application process. Construction of this final segment of the FRT is targeted for late 2024 or early 2025.

ROUNDAABOUT DISCUSSION

Member Igel offered a presentation of 2015-2022 Estes Park roundabout crash data obtained from CDOT's public website that showed an increase of crashes after the opening of the MacGregor Roundabout. Discussion points included why Estes Park's crash data may not follow the national trends for roundabouts and intersections; whether roundabouts are good or bad for this tourist-heavy mountain community; how similar communities like Sedona, Arizona, utilize a website tutorial to educate residents and

visitors on navigating the area's roundabouts; observation of pedestrian habits at roundabouts with RRFBs (rectangular rapid flashing beacons) in Estes Park; and educational methods, such as clever signage, that could help promote roundabout safety.

ADMINISTRATIVE UPDATE

Director Muhonen reported that staff attended the US 34 Coalition quarterly meeting last week, representing the Town as a non-member participant in the start-up US 34 Transportation Management Organization (TMO). Discussion points included the TMO's objective to facilitate the movement of people and goods through the US 34 corridor; the availability of Congestion Mitigation and Air Quality (CMAQ) grant funds for transit opportunities on US 34 and US 36; the Town's pending intergovernmental agreement (IGA) with the North Front Range Metropolitan Planning Organization (NFRMPO) to help fund start-up of the TMO; and the benefits of advocating for a multimodal trail along US 34, particularly for emergency vehicles and evacuation events.

The Mobility Services Manager position remains unposted while Town leadership analyzes the nature of the position and/or department. Project Manager recruitment continues.

With recent slide-off accidents during winter conditions at the Wonderview/MacGregor Avenue roundabout, Director Muhonen is consulting with CDOT's Gina Fox (R4 North Program) about a new flashing warning sign until reconfiguration of the west approach can be undertaken. Discussion points included the recent repairs to the guardrail; use of LED flashing lights and parking boulders; general speed-reduction methods; and pedestrian behavior factors.

Director Muhonen invited TAB members to attend tonight's 1% sales tax public action meeting to learn about the proposed spending and how to support or oppose the renewal effort.

2024 TAB OFFICERS ELECTION

Chair Morris invited discussion about the annual election for TAB officers. It was **moved and seconded** (Slack/Hanick) **that Chair Morris retain her office for another term**, and the motion passed by acclamation with Member Igel abstaining. It was **moved and seconded** (Hanick/Morris) **that Vice-Chair Ekeren retain her office for another term**, and the motion passed by acclamation with Member Igel abstaining.

OTHER BUSINESS

It was agreed that the "Update on Past Public Comment" item is a valuable addition to the TAB's standing agenda.

There being no further business, Chair Morris adjourned the meeting at 1:56 p.m.

/s/Lani McDonald, Recording Secretary

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TOWN BOARD MEETING

March 12, 2024

**Consent Agenda Item #5 Contract Extension with
Colorado Barricade Company for 2024 Striping &
Paving Markings - \$111,100 Budgeted.**

**This item was removed from the
agenda on March 8, 2024.**

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TOWN OF ESTES PARK

PUBLIC WORKS

Memo

To: Honorable Mayor Wendy Koenig
Board of Trustees

Through: Town Administrator Machalek

From: Dana Klein, Parking & Transit Supervisor
Greg Muhonen, PE, Public Works Director

Date: March 12, 2024

RE: *Resolution 17-24 Establishing 2024 Seasonal Paid Parking and Parking Permit Fees and Proposed Revisions to Policy 842 – Parking Permits*

☐ PUBLIC HEARING ☐ ORDINANCE ☐ LAND USE
☐ CONTRACT/AGREEMENT ☒ RESOLUTION ☐ OTHER _____

QUASI-JUDICIAL ☐ YES ☒ NO

Objective:

Public Works staff seek adoption of Resolution 17-24 establishing 2024 seasonal paid parking and parking permit fees.

Present Situation:

At a Town Board Study Session (TBSS) on November 28, 2023, Public Works (PW) staff presented detailed results from the 2023 paid parking season and recommendations for the 2024 paid parking program. This initial presentation included a summary of parking occupancy and turnover, parking permit utilization, public outreach efforts, and operational improvements implemented for the 2023 guest season.

During the TBSS, PW staff acknowledged that the downtown community would continue to be impacted by significant downtown construction throughout the 2024 paid parking season. As such, PW staff recommended no change to the paid parking program for 2024.

At the Town Board meeting on December 12, 2023, Ordinance 14-23 was approved which establishes March 15 of each year as the date by which parking rates for the following season shall be established.

Proposal:

Amend Policy 842 to align with the March 15 dates established by Ordinance 14-23.

Continue the paid parking program for the 2024 summer guest season as follows:

- May 24 – October 20, 2024
- 10 a.m. to 5 p.m., Monday through Sunday
- \$2 per hour
- 682 total spaces in the same eight public parking areas designated in 2023, including Town Hall, Bond Park, E. Riverside, Riverside, Virginia, Post Office, Wiest, and Tregent (note that this total number of spaces will fluctuate throughout the season due to construction)

Additionally, as in 2023:

- 69% of all public parking in Estes Park and 33% of parking in the downtown core will remain free.
- All spaces with persons for disabilities will remain free and without time limit.
- Vehicles displaying Americans with Disabilities (ADA) placards or Disabled Veterans (DV) license plates will continue to be exempt from paying parking fees in Town-owned parking spaces.
- Motorcycles parking in designated motorcycle parking spaces will continue to be exempt from paying parking fees
- Town Hall, the Estes Valley Library and the Post Office will continue to have dedicated spaces without charge for patrons.
- Residents/locals who live in the Estes Park School R-3 District will continue to be eligible for 120 minutes of free parking each day in the paid parking areas.

Advantages:

- Seasonal paid parking continues the Town's commitment to implementation of the Board-adopted Downtown Parking Management Plan and the four objectives of the paid parking program contained in Chapter 10 of the Estes Park Municipal Code.
- Implementation is designed to accommodate diverse user groups (locals, visitors and employees), is phased/incremental, and is in line with other Colorado communities supported by tourism-driven economies.
- Paid parking fees will continue to reduce future reliance on the General Fund for parking management, future parking infrastructure (e.g., new parking structure downtown), and the heavily subsidized Town's free shuttle service (The Peak).

Disadvantages:

- Implementation of seasonal paid parking continues to be opposed by some; however, staff will continue their commitment to working with all stakeholders to create the best possible parking experience for locals and visitors.

Action Recommended:

PW staff recommend the Town Board adopt Resolution 17-24 Establishing 2024 Paid Parking and Parking Permit Fees.

Finance/Resource Impact:

Current Impacts: The current Parking Fund (256) balance is \$623,879.21 (2023 books have not been closed so this may change slightly). The 2023 program has met its financial goals, including:

- 1. Program costs were fully covered by program fees.*
- 2. The Parking Fund will be able to “repay” the General Fund for the 2023 Parking Division base budget.*
- 3. Net revenue in the amount of \$202,109.80 was added to the Parking Fund.*

Future Impacts: For the 2024 paid parking season, staff project \$837,250 in anticipated revenue for the Parking Fund (256), including paid parking fees, permits, citations, and special events. Expenses were conservatively projected at \$776,714 (excluding Capital but including all contractor and Town operational expenses) for net revenues of \$60,536.

Level of Public Interest

Public interest in seasonal paid parking continues to be moderate. PW staff continue to actively engage the Transportation Advisory Board in conversations about the future of the paid parking program.

Sample Motion:

I move for the **approval/denial** of Resolution 17-24.

Attachments:

1. Resolution 17-24 Establishing 2024 Paid Parking and Parking Permit Fees
2. Revised Policy 842 Parking Permits

RESOLUTION 17-24

ESTABLISHING 2024 SEASONAL PAID PARKING AND PARKING PERMIT FEES

WHEREAS, the Board of Trustees of the Town of Estes Park has adopted Chapter 10.06 of the Municipal Code, authorizing the implementation of seasonal parking fees by resolution; and

WHEREAS, section 10.06.040 provides for permits in lieu of paid parking, governed by rules and regulations to be approved by the Town Board; and

WHEREAS, section 10.04.040 allows for overnight parking where authorized by a Town-issued parking permit; and

WHEREAS, at its study session on November 28, 2023, the Board of Trustees discussed the program’s 2023 performance with regard to the Town’s parking management objectives and staff presented recommended 2024 paid parking fees; and

WHEREAS, it is necessary to determine parking fees for planning and budgeting purposes so as not to impair the continuity of operations for the Town’s Public Works Department.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:

1. The following daily parking fees in Estes Park shall be implemented and enforced for the 150-day (25-week) visitation season commencing on May 24, 2024, and terminating on October 20, 2024, inclusive.
2. Daily parking fees shall be \$2.00 per hour between the hours of 10am and 5pm, seven days per week.
3. Daily parking fees shall be collected for 682 parking stalls (31% of 2,174 total stalls available system-wide and 67% of the 1,022 stalls located in the downtown core) in eight public parking lots as follows: the Town Hall parking lot (224 of 281 stalls); East Riverside parking lot (41 of 44 stalls); Riverside parking lot (91 of 94 stalls); Wiest parking lot (132 of 141 stalls); Post Office parking lot (86 of 99 stalls); Tregent parking lot (16 of 17 stalls); Virginia parking lot (19 of 20 stalls); and Bond Park parking areas (73 of 76 stalls). The Public Works Director, or designated manager for parking matters, shall determine which specific stalls within these lots shall be designated as paid parking stalls, consistent with these totals, and shall ensure that they are conspicuously so designated.
4. Daily parking fees shall not apply to the 28 stalls marked for persons with disabilities in these parking lots: Town Hall (10 stalls); Post Office (4 stalls); Bond Park (3 stalls); Tregent (1 stall); Wiest (4 stalls); Riverside (2 stalls); Virginia (1 stall); and East Riverside (3 stalls).
5. Daily parking fees shall not apply to the spaces currently reserved for access to civil services in these parking areas: Town Hall (7); Post Office (10); and the Library (7). Daily parking fees shall apply when these reserved spaces are used by the public during holiday closures of the referenced facilities (Town Hall, Post Office, and Library).
6. Daily parking fees shall not apply to spaces reserved for use by marked vehicles on official business in the Town Hall parking area. Current reserved space counts for 2024 are: Police Reserved (22) and Town/Library Staff Reserved (8). The Public Works Director, or designated manager for parking matters, may adjust these counts as necessary for operational purposes, by adjusting the counts described in paragraph 3 above.

7. Daily parking fees shall not be charged to visiting public officials traveling on official business in marked vehicles and parking in the Town Hall parking lot.
8. The two spaces marked as designated for electric vehicles in the Town Hall parking area shall continue to be governed in accordance with adopted Town policies.
 1. Fees in 2024 for all parking permits as set forth in Public Works Policy 842 shall remain as set previously by resolution. They shall be as follows:
 - a. Overnight: Downtown Resident: \$35 per permit
 - b. Overnight: Downtown Rental Unit/ Commercial Lodging: \$40 per permit
 - c. Overnight: General Use: \$10 per space per night
 - d. Overnight: Temporary Guest: \$0 per permit
 - e. Employee: Convenience: \$40 per permit; except businesses or individuals that purchase bulk quantities of this permit type in a season will be entitled to receive the following discounts upon request:
 - i. 5-9 permits = 10% off
 - ii. 10-19 permits = 20% off
 - iii. 20+ permits = 30% off
 - f. Business: Commercial Loading: \$80 per permit
 - g. Volunteer: \$0 per permit
9. The Board hereby updates Policy 842, adopting the revisions now before the Board.
10. This resolution shall be in full force and effect upon its passage and approval.
11. The Board repeals all resolutions or parts of resolutions in conflict with this resolution, but only to the extent of such inconsistency.

DATED this _____ day of _____, 2024.

TOWN OF ESTES PARK

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:



Town Attorney

Effective Period: Until Superseded
Review Schedule: Annually
Effective Date: ~~June 28, 2022~~ March 12, 2024
References: EP Municipal Code Title 10 Vehicles & Traffic



PUBLIC WORKS 842

Parking Permits

1) PURPOSE

The Town of Estes Park provides several options for permits that confer special parking privileges to those who live, work and/or own a business in the downtown area (as defined by the Town of Estes Park's Commercial Downtown (CD) zoning district).

2) POLICY

As described in section 10.04.040 of the Estes Park Municipal Code, no person shall park a vehicle in any Town-owned parking area overnight or longer than 18 hours except where authorized by one of the permits described in this policy (Parking Permits) or Revocable Encroachment Permit issued by the Town's Public Works Department (or designated representative or contractor). Furthermore, fees are required to park in several Town parking spaces, except where an individual holds a permit in lieu of paid parking under section 10.06.040. Violating vehicles will be subject to a parking citation or removal of the vehicle pursuant to Colorado statutes.

3) PERMIT TYPES

The rules and regulations of each specific permit type are detailed below. Section 4 then provides general rules for all permit types.

a. Overnight Permit: Downtown Resident

i) Eligibility:

- 1) This permit type is only available to those who can demonstrate proof of residency in the downtown core, as defined by the Town of Estes Park's Commercial Downtown (CD) zoning district.

ii) Rules & Regulations:

- 1) Permits are valid for an entire calendar year.
- 2) Each permit must be registered to a specific license plate.
- 3) Permits are valid only in one assigned parking area (lot), on a first-come, first-served basis.
- 4) Permits are not valid in time-limited or reserved spaces.

- 5) There are no time restrictions for this permit; permit holders are allowed access to their assigned parking area 24 hours per day, seven (7) days per week.

b. Overnight Permit: Downtown Rental Unit / Commercial Lodging

i) Eligibility:

- 1) This permit type is only available to those who own, operate or manage a licensed rental unit/hotel room/lodging property in the downtown core, as defined by the Town of Estes Park's Commercial Downtown (CD) zoning district.

ii) Rules & Regulations:

- 1) Permits are valid for an entire calendar year.
- 2) A valid hangtag issued by the Town must always be displayed on the vehicle's rearview mirror.
- 3) Permits are valid only in one assigned parking area (lot). This assignment will be indicated on the permit.
- 4) Permits are not valid in time-limited or reserved spaces.
- 5) There are no time restrictions for this permit; permit holders are allowed access to their assigned parking lot/area 24 hours per day, seven (7) days per week.
- 6) A \$20 replacement fee will apply for lost or damaged hangtags.

c. Overnight Permit: General Use

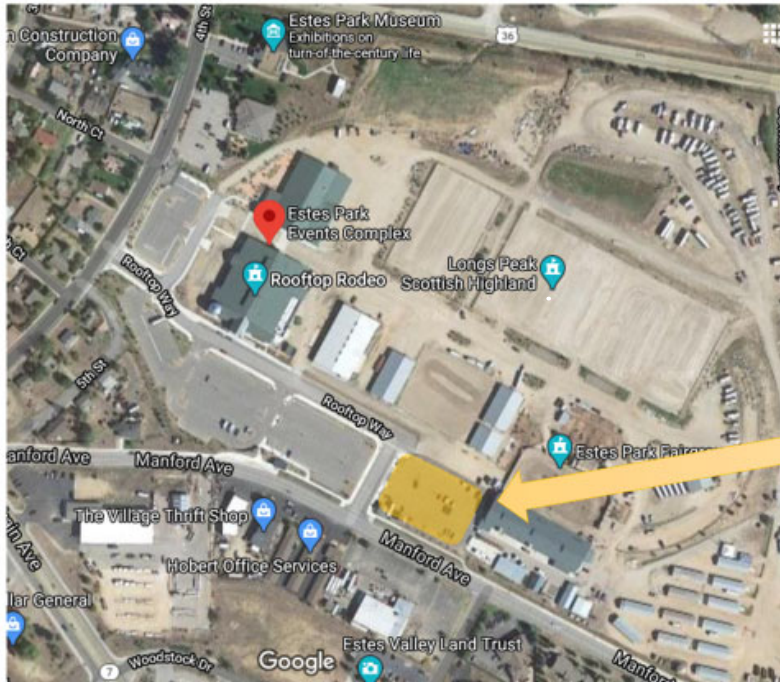
i) Eligibility: General use overnight parking is only allowed in the following circumstances:

- 1) An individual is taking the Hiker Shuttle into Rocky Mountain National Park to camp overnight in the park;
- 2) An individual is participating in an extended hike in the Estes Park Valley (either on their own or as part of a commercially-run tour) and does not have a private location for their vehicle to park overnight;
- 3) An individual has an extraordinary/emergency need for overnight parking (e.g., vehicle is broken down). In this instance, the reason must be deemed appropriate by Parking & Transit Division staff; or
- 4) An individual is staying with a local lodging establishment and/or staying at a licensed vacation rental (e.g., VRBO, Airbnb) and the main lodging location does not have sufficient parking to accommodate all guests.

ii) Rules & Regulations:

- 1) Not valid for use on a recreational vehicle as defined by Chapter 13 of the Estes Park Development Code.
- 2) Permit holders may not sleep in their vehicle at any time.
- 3) Valid for up to seven (7) nights.
- 4) Must be registered to a specific license plate. Vehicles that take up multiple spaces (e.g., truck pulling a trailer) will be required to pay per vehicle, per night for each occupied space.

- 5) Must be purchased at the time of parking.
- 6) Only valid in the designated area of the Events Complex Park-n-Ride lot (1125 Rooftop Way) as indicated on the following map:



General Use
Overnight Parking Permit
Valid for this location: only

Estes Park Events Complex
1125 Rooftop Way

d. Overnight Permit: Temporary Guest Permit

i) Eligibility:

- 1) This permit is available to those who are guests of a valid Downtown Resident Permit holder.
- 2) The Downtown Resident Permit holder must apply for the Temporary Guest Pass on behalf of their guests.

ii) Rules & Regulations:

- 1) Not valid for use on a recreational vehicle as defined by Chapter 13 of the Estes Park Development Code.
- 2) Permit holders may not sleep in their vehicle at any time.
- 3) Valid for up to seven (7) nights.
- 4) Must be registered to a specific license plate. A valid hangtag issued by the Town must always be displayed on the vehicle's rearview mirror.
- 5) Permits are valid only in one assigned parking area (lot). This assignment will be indicated on the permit.
- 6) Permits are not valid in time-limited or reserved spaces. There are no time restrictions for this permit; permit holders are allowed access to their assigned parking lot/area 24 hours per day, seven (7) days per week.

e. Employee Permit: Convenience Permit

i) Eligibility:

- 1) Anyone who works in the downtown core is eligible to purchase this permit.
- 2) Applicant must provide proof of employment or that they conduct business in the downtown core, as defined by the Town of Estes Park's Commercial Downtown (CD) zoning district.

ii) Rules & Regulations:

- 1) Permits are valid in any seasonal paid parking area.
- 2) Permits are valid for an entire annual paid parking season.
- 3) Permits are not valid in time-limited or reserved spaces.
- 4) Permit is not valid for overnight parking.
- 5) Only valid for non-marked personal vehicles (marked commercial vehicles are not eligible for this permit).
- 6) Each permit must be registered to a specific license plate.
- 7) There is no limit to the number of vehicles that can share one permit, however, permit holders that use a shared permit will be responsible for managing the shared use of their permits. The Town is not responsible for shared permit holders that receive a citation for attempting to use the same permit on more than one vehicle at one time.

f. Business Permit: Commercial Loading

i) Eligibility:

- 1) Anyone who works or conducts business in the downtown core (as defined by the Town of Estes Park's Commercial Downtown (CD) zoning district) is eligible to purchase this permit.
- 2) Applicant must provide proof of employment or that they conduct business in the downtown core.
- 3) Subject to proof of current business license.

ii) Rules & Regulations:

- 1) Only valid for marked commercial or business vehicles (not for use on unmarked personal vehicles).
- 2) Permits are valid only in assigned parking areas (lots) and are available on a first-come, first-served basis.
- 3) Vehicles displaying this permit must be actively loading or unloading people and/or goods.
- 4) Each permit must be registered to a specific license plate or plates, in the case of a shared permit.
- 5) There is no limit to the number of vehicles that can share one permit, however permit holders that use a shared permit will be responsible for managing the shared use of their permits. The Town is not responsible for shared permit holders that receive a citation for attempting to use the same permit on more than one vehicle at one time.

- 6) Parking shall be permitted between the hours of 5 p.m. and 10 a.m. One space per permit; multiple vehicles sharing a single permit may not park overnight at the same time.

g. Local 60 Minutes Free

i) Eligibility:

- 1) Anyone who resides within the Estes Park R3 School District.
- 2) Applicant must provide proof of residency.

ii) Rules & Regulations:

- 1) Permits are valid in any seasonal paid parking area, for up to 60 minutes of free parking per day.
- 2) Permits are valid for an entire annual paid parking season.
- 3) Permits are not valid in time-limited or reserved spaces.
- 4) Permit is not valid for overnight parking.
- 5) Only valid for non-marked personal vehicles (marked commercial vehicles are not eligible for this permit).
- 6) Each permit must be registered to a specific license plate.

h. Volunteer Permit

i) Eligibility:

- 1) This permit is available to any business, organization or governmental entity who offers uncompensated employment or volunteer opportunities in the downtown core (as defined by the Town of Estes Park's Commercial Downtown (CD) zoning district).
- 2) Applicant must provide proof that those who will be receiving a volunteer permit are not being compensated, financially or otherwise.

ii) Rules and Regulations:

- 1) Applicant must provide a specific time frame during which the permit(s) will be active.
- 2) This permit type can only be used while the vehicle's driver is actively volunteering without compensation. The permit is not valid while the vehicle's driver is conducting personal business.
- 3) Permits are issued as physical hangtags for temporary display in a volunteer's vehicle.
- 4) The hangtag must be clearly visible in the dash of the vehicle.
- 5) During the time that the permit is active, it is the organization's sole responsibility to distribute, manage and account for all permits, and ensure they are being used appropriately.
- 6) A \$20 replacement fee will apply for lost or damaged hangtags.

i. Daily Permit: Express Pass

i) Eligibility:

- 1) This permit type is available to anyone who would like to park in one of the Town's eight paid parking areas during the annual paid parking season, in order to conduct personal business in the downtown core.

ii) Rules & Regulations:

- 1) This permit type must be purchased in advance prior to arriving in the parking area of one's choice. The Town's Parking and Transit Manager may determine how far in advance the purchase must occur for the permit to be available, consistent with the requirements integrated into the platform or other method for the purchase of the permit.
- 2) This permit type is valid for one, two or three full days of parking during posted paid parking hours.
- 3) Permits are not valid in time-limited or reserved spaces.
- 4) Permit is not valid for overnight parking.
- 5) Purchasing this permit does not guarantee that a parking space will be available nor does it guarantee that a parking space will be available in a preferred parking area. Public parking is first-come, first-served in all parking areas regardless of permit type or status.
- 6) Each permit must be registered to a specific license plate.
- 7) Only valid for non-marked personal vehicles (marked commercial vehicles are not eligible for this permit).
- 8) There will be no refunds for "unused" parking.

4. GENERAL RULES

The following rules are generally applicable to all of the permit types listed above. Permit holders will be asked to review and agree via signature to the following terms prior to receiving any Parking Permit.

- a. Permits have no cash value and are non-transferable.
- b. Permit holders must be parked legally in a designated public parking area (e.g., no double-parking, parking in reserved areas, or parking in areas designated "No Parking"). Permits are not valid in spaces for persons with disabilities, in fire lanes, or in spaces marked "Reserved" for other uses (e.g., Police, Library).
- c. Permit holder must move their vehicle within 24 hours for parking lot maintenance (e.g., striping, sweeping, cleaning, snow removal). Written notice will be provided to permit holders by email at least 24 hours in advance. If the vehicle has not been moved after 24 hours of notice, the vehicle will be removed from the parking area at the owner's expense pursuant to Colorado statutes.
- d. Permits are valid only for designated purposes as described in this Policy. Vehicles are not exempt from paying hourly fees for paid parking when vehicles are parked out of compliance with the rules and regulations of this Policy, and such noncompliant parking is subject to enforcement under the Estes Park Municipal Code.
- e. Any permit holder who does not abide by this Policy will risk loss of their permit. Upon first violation of the stated Rules and Regulations for their permit type, the permit owner will receive a written warning by email and USPS mail. A second

violation will result in suspension of the permit for 30 days with the opportunity to appeal. Appeals must be submitted in writing to The Car Park, PO Box 2285, Estes Park, CO 80517, or in person at 363 East Elkhorn Ave, Suite 208. A third violation could result in an additional suspension of the permit of up to 180 days with similar opportunity to appeal, as well as immediate revocation of one's ability to purchase any additional parking permit for one year. The Parking and Transit Manager or designee is authorized to make determinations on such warnings, suspensions, and revocations, in their reasonable discretion. The hearing officer for any appeal shall be designated by the Town Administrator. Notice of suspension of permit shall be given with no less than ten (10) days' opportunity to appeal, in the form and manner specified by the Parking and Transit Manager, unless, in the Parking and Transit Manager's determination, the circumstances amount to an emergency and immediate suspension is warranted.

- f. The Town of Estes Park assumes no responsibility or liability for all risks, losses, costs, and damages incurred during use of the Town-owned parking facilities.
- g. Inoperable or abandoned vehicles are subject to towing at the owner's expense pursuant to Colorado statutes.
- h. Any vehicle parked in violation of these stated regulations may be removed at the owner's expense pursuant to Colorado statutes.
- i. The Town reserves the right to limit the sale and distribution of any permit at the Town's sole discretion.
- j. In the event of a conflict, the Estes Park Municipal Code controls over any provisions of this Policy.

5. COST OF PERMITS

- a. ~~The cost of the Parking Permits is intended to be set annually by December 15 of the preceding year by resolution of the Town Board. The Parking and Transit Manager shall propose parking rates for the upcoming season to the Town Board by March 15 of each year.~~
- b. Full payment must be made prior to receiving the permit.

Approved:

Wendy Koenig, Mayor

Date



Town Board Meeting March 12, 2024

Board of Directors

Bob Leavitt, President
Rachel Ames, Vice President
Ashley Unger, Secretary
Dawn James, Treasurer
Andy Ames
Celeste Fraser
Frank Lancaster
Jennifer Waters

Independent Contractors

Wilynn Formeller, Development & Program Coordinator
Evan Jones
Karen Owens

Mission

Our mission is to bring together local, state, and federal partners to collaborate on projects that support the water, forests, and wildlife of the Estes Valley.

Vision

We envision a healthy watershed that is resilient to extreme events, sustains diverse habitats for flora and fauna, and enhances the quality of life for our community.



Over \$5M invested within the Estes Valley!

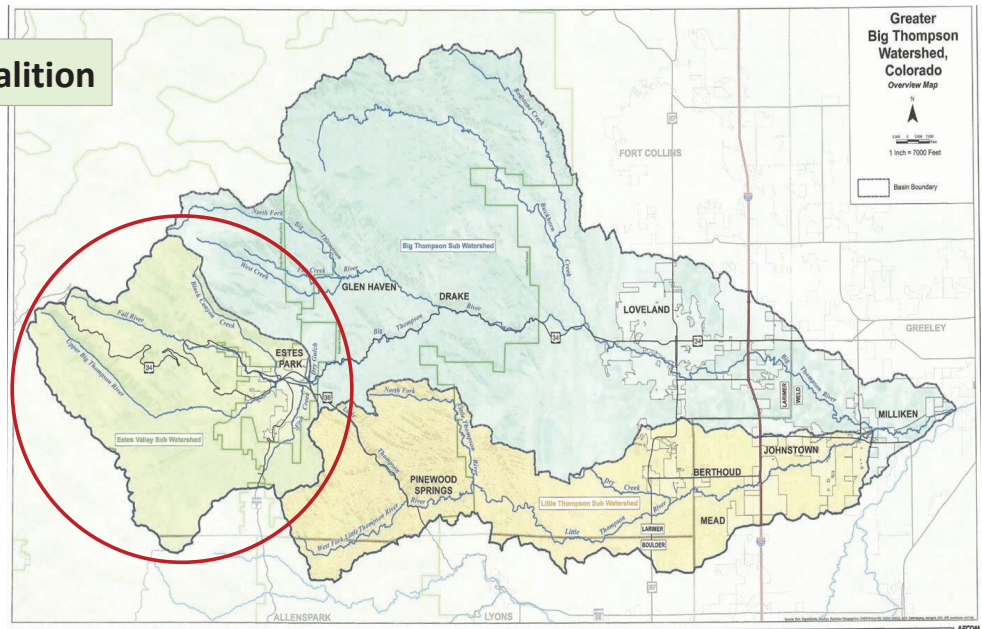
Projects: Community Flood Restoration, Fire Mitigation, and Wildlife Habitat Protection

Watershed Coverage

Estes Valley Watershed Coalition

Unique Features:

- Island in the middle of Federal Land & RMNP
- Headwaters of the Front Range
- Few large landowners (over 50 acres)
- Densely populated landscape
- Limited connection between landowners
- High percentage of seasonal residents
- High percentage of retirees
- Small donor pool
- Vast visitor influx



Unique Environment – Unique Challenges

Unique Alliance With Town & County

Comprehensive Plan

- Support updating of the 2008 Wildlife Habitat Assessment
- Consulting on environmental development code changes
- Reserved funding of \$1,861 to support wildlife study and outreach

Future Disaster Recovery

- Our services would be identified and activated by the Town and County when needed
- We see our role as enhancing forest and stream resilience
- Performing wildfire and stream mitigation activities prior to potential disasters
- Post-disaster restoration and recovery processes for forests and streams.

***EVWC is the only non-profit in the Estes Valley that addresses the entire ecosystem.
Water - Forest - Wildlife***

Broad Collaboration

2023 Results & Funding

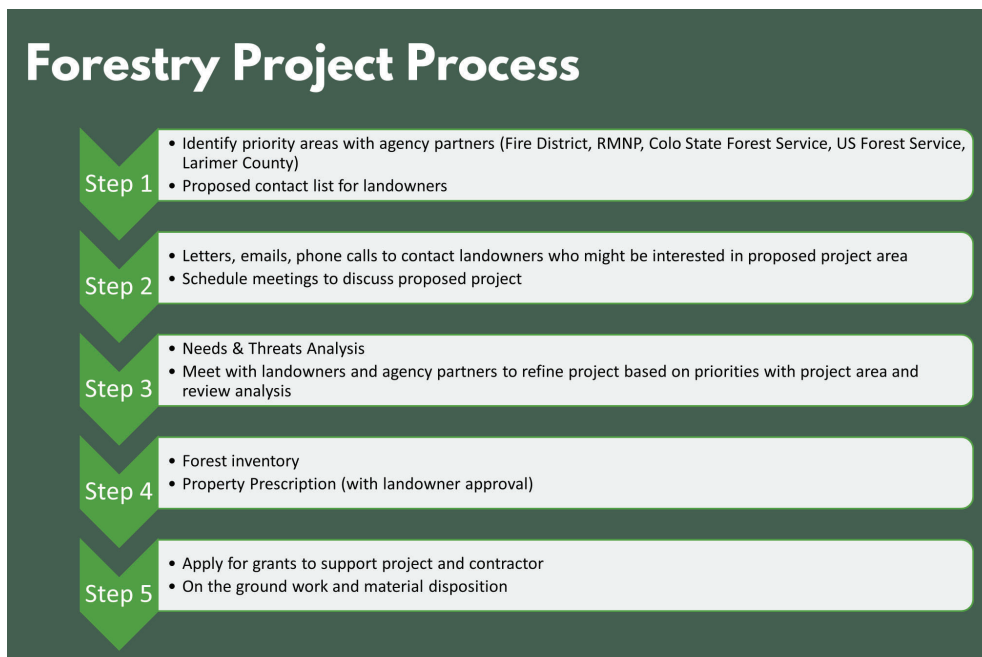


	2023 Actuals	2024 Projected
Revenue	\$244K	\$260K
In Kind/Volunteerism	\$ 50K	\$50K
Operating/Capacity Expense	\$50K	\$50K
Project Expense	\$188K	\$245K

- 2023/2024 Project Supporters**
- EV Fire Protection District
 - EV Recreation & Park District
 - Estes Park Middle School
 - Northern Water
 - Waste Management
 - Fly Fishers International
 - Memberships
 - Bureau of Reclamation
 - Colorado Water Conservation Board
 - Larimer County – Open Lands
 - Coalitions & Collaboratives (COCO AIM)
 - Coalition of Upper South Platte
 - CEMEX
 - Private Donors

Maximizing Our Return On Investment

Example Project Flow



Projects Can Take Years ... Not Days

2024 Project Summary



WATER

- Fish Creek Restoration / Adaptive Management & Planning – Watershed Restoration
- Lake Estes Fishing Line Clean-up – Watershed Health & Outreach
- Wildfire Ready Watershed Action Plan – Watershed Health & Wildfire Preparedness
- Trash Pick-up Volunteer Events – Watershed Health
- Monitoring & Maintenance Continued – Watershed Restoration

FOREST

- Marys Lake Forest Health Project – Wildfire Preparedness
- Cold Fire Partnership – Wildfire Preparedness
- Thunder Mountain Project – Wildfire Preparedness
- Air Curtain Burner Project – Wildfire Preparedness
- WiRē (Wildfire Research Center) Surveys – Wildfire Preparedness
- WM Fuel Reduction Partnership – Wildfire Preparedness
- GIS Story Map Project – Wildfire Preparedness

WILDLIFE

- EVWC Presents Talk Series – Wildlife Outreach & Watershed Health
- Social Media Education – Wildlife Outreach
- Elk Ambassadors Calving/Rut Season – Wildlife Outreach
- Community Bear Aware – Wildlife Outreach
- Fish Creek Beaver Meadow Signage – Wildlife Outreach & Watershed Health

Supported Through Grants, Donations & Volunteerism

We are pleased to work with
and supported by



Thank You!

Estes Valley Watershed Coalition
P.O. Box 4494
Estes Park, CO 80517

eMail: EVWatershed@EVWatershed.org

Phone: 970. 290.1829

Website: EVWatershed.org

FB: Estes Valley Watershed Coalition

FB: EVWC Loves Wildlife

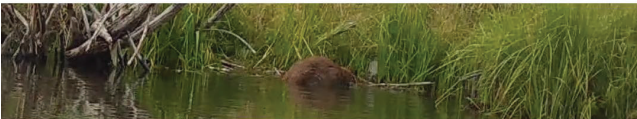


ESTES VALLEY
WATERSHED
COALITION
Water • Forests • Wildlife

Appendix

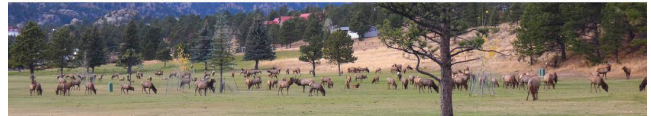
2023 Results

01 WATERSHED HEALTH



EVWC and our partners completed restoration on **5 acres** of floodplain reconnection. We also planted **400+ willow stakes and native plants** that were planted or used for simulated beaver structures.

02 WILDLIFE CONSERVATION



The coalition board continued the **Elk Education Outreach** project supporting wildlife education in the Estes Valley during calving and rut seasons. We also attended events and hosted great talks to support **wildlife education** for visitors and residents.

Investing In Our Surrounding Ecosystem

2023 Results Continued

03 FOREST HEALTH



EVWC organized the 4th year of the Fuel Reduction effort that helped Estes residents remove **258 tons of slash, pine cones/needles** along with **thinning 45 acres** in a high wildfire risk project area. We also collaborated with **8 agency partners** and private landowners to continue mitigation efforts to reduce the risk of wildfire in the Estes Valley.

04 OUTREACH & EDUCATION



The EVWC Board organized over **200 hours** of community outreach and educational programs and helped remove **126 pounds** of fishing lures, fishing line, and trash from **4 miles** of Lake Estes shoreline.

Providing Our Community With Tools & Knowledge

2023 Results Continued



EVWC appreciates the awesome volunteers and many supporters since we couldn't do this without you! We had **85+ volunteers** donate over **1600 hours** along with **31 collaborative partners** who support our coalition.

Community Helping Their Community

Estes Valley Watershed Coalition 2024 Projects (March 2024)

Water

- Fish Creek Restoration - Adaptive Management & Planning
 - This phase of the project will focus on design and planning to move the Fish Creek channel back to its original position.
 - The project will also include some adaptive management and on the ground work to continue work on Cheley Camp and Reach 4 (Bassow Conservation Easement) and post project monitoring on Cheley Camp.
- Fish Creek Beaver Meadow Signage
 - Working with Cheley Camp, Estes Park Museum and EP Middle School to organize 3-4 signs on the Cheley Camp along the Rec Trail that describe the benefits of a beaver meadow and how Cheley Camp is supporting post-flood.
- Lake Estes Clean-up
 - Planning an October 2024 event that will once again invite volunteers to help EVWC remove discarded fishing lures, fishing lines, and trash from the Lake Estes shoreline.

Forests

- Marys Lake Forest Health
 - This project has been a collaboration with private landowners, the Colorado State Forest Service, Northern Water, and Estes Valley Fire.
 - This project will help reduce the risk of wildfire to water infrastructure, public and private property.
- Cold Fire Partnership
 - Partnering with the Coalition for the Upper South Platte (CUSP) and Coalitions & Collaboratives (COCO) to mulch and inoculate chipped slash piles with mushrooms on a private property.
 - This project will also support community outreach efforts about biomass removal in Estes Valley.
- Thunder Mountain Project
 - The Thunder Mountain Project objective is to support cross boundary work being done in Rocky Mountain National Park (RMNP) along the shared boundaries of the project area and the park (~350 acres).
 - In collaboration with RMNP, the Estes Valley Fire Protection District, Northern Water, Waste Management, CSFS, and Larimer County Wildfire Partners Program.
- Air Curtain Burner Project
 - The YMCA of the Rockies has agreed to prep a site on their main campus for the Air Curtain Burner for 2 days (March 15-16th).
 - LCSO-ES will be the lead on towing and operating the ACB, but we are also working with the Larimer Conservation District, EVFPD, LFRA, and The Ember Alliance.

- **WiRē Survey**
 - The surveys and Rapid Risk Assessments have been compared and analyzed by the team from the Wildfire Research Center and will help direct outreach and education efforts around wildfires and wildfire risk in Estes.
- **Fuel Reduction Partnership with Waste Management**
 - With the support of Estes Valley Fire and Northern Water, EVWC has partnered with Waste Management to provide 15 and 30 yd containers to residents to dispose of slash, pine cones, pine needles on their properties.
 - Since 2020: ~228 tons (448,000 lbs) of material removed
- **Wildfire Ready Watershed Action Plan**
 - Working with the Big Thompson Watershed Health Partnership to develop a plan to support pre and post wildfire planning and actions in the watershed.
- **GIS StoryMap Project**
 - EVWC is working with a GIS consultant to update the CWPP StoryMap and other EVWC GIS projects.

Wildlife

- **Education & Outreach**
 - EV Watershed Coalition Presents – monthly talks about wildlife or other environmental topics that concern the Estes Valley.
- **Elk Ambassadors**
 - EVWC Board of Directors and trained volunteers patrol around Lake Estes and the Visitor Center while providing safety outreach during rut and calving seasons.
- **Bear trash cans/unwelcome mats**
 - EVWC is going to explore a CPW grant to help Estes Valley residents.
- **Bear aware magnets**
 - EVWC has designed magnets for rentals and community members alike with tips to avoid bears. We will put together a webpage with other wildlife tips as well for people to visit.

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LARIMER COUNTY CLERK AND RECORDER



Estes Park Voter Service & Polling Center Hours of Operation



Voter Service and Polling Center (VSPC) Hours of Operation

VSPC Hours Reduction

- Original decision, made by prior administration, was to reduce Estes Park VSPC hours of operation from 13 days (120 hours) to 2 days (21 hours), based on reported underutilization of site during the extended period.
- As a newly appointed Clerk, I heard citizen concerns and recognized a more equitable balance needed to be struck between the perceived need for extended hours and the actual usage reflected by data.
- Based on those two factors, VSPC hours of operations were increased for general elections from 2 days (21 hours) to 4 days (34 hours).

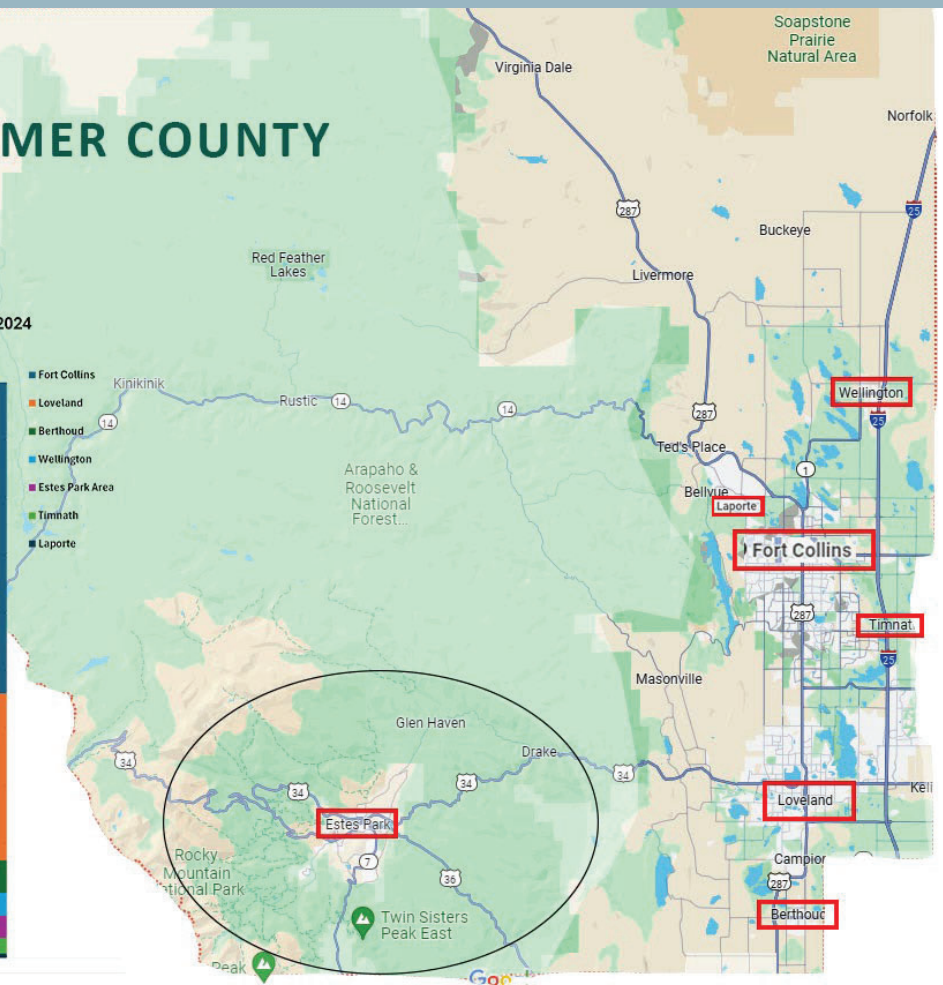
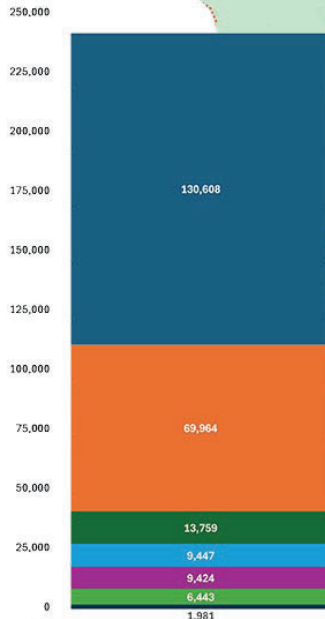
Why?

- Decision to open 4 days (34 hours) was supported by comparable VSPC data.
- The Clerk and Recorder has a duty to be a good steward of public resources.



LARIMER COUNTY

241,626 Registered Voters as of 3/1/2024



Voter Service and Polling Center (VSPC) Hours of Operation

Colorado Title 1. Elections § 1-5-102.9

(1)(a) For general elections, each county clerk and recorder shall designate a minimum number of voter service and polling centers, as follows:

(l) For counties with **at least two hundred fifty thousand active electors**:

(A) During the period from the fifteenth day before the election to the fifth day before the election, at least one voter service and polling center for each seventy-five thousand active electors;
3 VSPCs (Total of 3 open at this time)

(B) During the period from the fourth day before the election to the second day before the election, at least one voter service and polling center for each twenty thousand active electors; and
+ 9 VSPCs (Total of 12 open at this time)

(C) On the day before the election and on election day, at least one voter service and polling center for each twelve thousand five hundred active electors.
+ 8 VSPCs (Total of 20 open at this time)

(b.5) (l) For a general election, a county clerk and recorder shall designate a voter service and polling center on the campus of a state institution of higher education located within the county as follows:

(A) During the period from the fifteenth day before the election to the second day before the election, one voter service and polling center on each campus that has **ten thousand or more enrolled students**; and

(B) On the day before the election and on election day, one voter service and polling center on each campus that has two thousand or more enrolled students.



Past Elections Total Votes Cast in Larimer County

2019 Coordinated: 113,129

2020 Presidential: 226,901

*Troublesome Fire, EP VSPC Closed 5 Days
82% of VSPC EP ballots issued came 10/30/2020-11/3/2020 – last four days*

2021 Coordinated: 112,776

2022 General: 180,424

2023 Coordinated: 125,341



2022 General Election VSPC Stats

Larimer County Registered Voters 2022: 259,825

Estes Park Area Voters (Allenspark, Drake, Estes Park, Glen haven & Lyons): 9,555 (~3.7%)

4 VSPC's open 13 days (120 hours)

Total Ballots issued at 20 VSPCs (Paper + ICX + Mail): 10,409

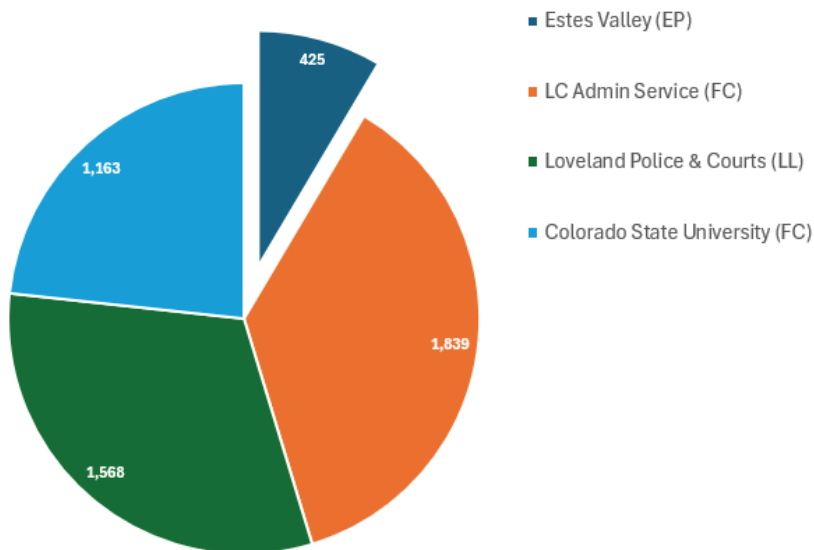
- LC Admin Services: 1,839 (~17% of total)
- Loveland Police & Courts: 1,568 (~15% of total)
- *Colorado State University: 1,163 (~11% of total)
- Estes Valley Community Center: 425 (~4% of total) (84% last four days)



Voter Service and Polling Center (VSPC) Hours of Operation

2022 General Election

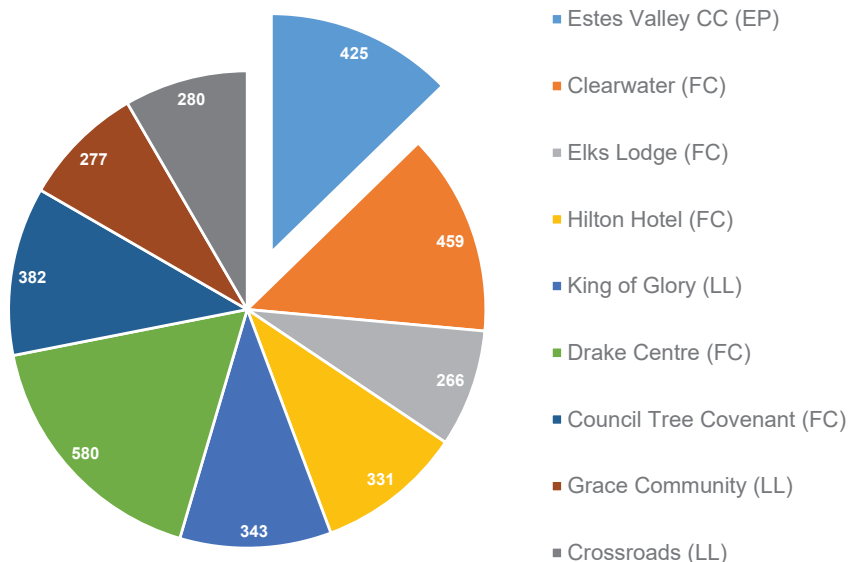
Total (Paper + ICX + Mail) Ballots Issued - 4 VSPCS, **13 Day Total**



Voter Service and Polling Center (VSPC) Hours of Operation

2022 General Election

Total (Paper + ICX + Mail) Ballots Issued - 8 VSPCS, **4 Day Total** + Estes Park (13 Day)



Questions?

Tina Harris
Larimer County Clerk and Recorder

PO Box 1280
Fort Collins, CO 80522

tina.harris@larimer.gov

970.498.7852 (O)

970.459.7332 (M)

COMMITTED TO EXCELLENCE

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TOWN OF ESTES PARK

TOWN ATTORNEY'S OFFICE

Memo

To: Honorable Mayor Koenig
Board of Trustees

From: Dan Kramer, Town Attorney

Date: March 12, 2024

RE: Resolution 18-24 Urging the Larimer County Clerk and Recorder to Restore Hours of Operation for the Estes Park Voter Service and Polling Center

(Mark all that apply)

☐ PUBLIC HEARING ☐ ORDINANCE ☐ LAND USE
☐ CONTRACT/AGREEMENT ☒ RESOLUTION ☐ OTHER _____

QUASI-JUDICIAL ☐ YES ☒ NO

Objective:

Give the Board an opportunity to make a formal statement regarding reductions in operating hours of the voter service and polling center at the Estes Valley Community Center.

Present Situation:

The Board has heard comments from the public objecting to reductions in these hours of operation for upcoming elections. The Board requested a resolution to urge the Larimer County Clerk and Recorder to restore the hours of operation to previous levels.

Proposal:

This resolution would request the restoration of the hours.

Advantages:

The Board would take a formal position.

Disadvantages:

None. The Board's position would have no direct consequences but would be a request to the County Clerk and Recorder.

Action Recommended:

If the Board wishes to take this position, I recommend adopting the resolution.

Finance/Resource Impact:

No cost to the Town.

Level of Public Interest

Some; likely to increase as elections approach.

Sample Motion:

I move for the **approval/denial** of Resolution 18-24.

Attachments:

1. Resolution 18-24

RESOLUTION 18-24

A RESOLUTION URGING THE LARIMER COUNTY CLERK AND RECORDER TO RESTORE HOURS OF OPERATION FOR THE ESTES PARK VOTER SERVICE AND POLLING CENTER

WHEREAS, the voter service and polling center in Estes Park provides essential services to the voters of the Estes Valley; and

WHEREAS, the Larimer County Clerk and Recorder updated hours of operation for the voter service and polling center at the Estes Valley Community Center in advance of the presidential primary election on March 5, 2024; and

WHEREAS, the hours of operation leading up to the election date were a significant reduction from prior elections, which make it more difficult for citizens in the Estes Valley to vote.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:

The Town of Estes Park urges the Larimer County Clerk and Recorder to restore the hours of operation for the Estes Park Voter Service and Polling Center to the levels previously provided for elections.

DATED this _____ day of _____, 2024.

TOWN OF ESTES PARK

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:



Town Attorney

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TOWN OF ESTES PARK

ADMINISTRATION

Memo

To: Honorable Mayor Koenig
Board of Trustees

Through: Town Administrator Machalek

From: Carlie Bangs, Housing & Childcare Manager

Date: March 12, 2024

RE: 6E Funding Expenditure to the 2024 Childcare Workforce Subsidy

(Mark all that apply)

☐ PUBLIC HEARING ☐ ORDINANCE ☐ LAND USE
☐ CONTRACT/AGREEMENT ☐ RESOLUTION ☒ OTHER _____

QUASI-JUDICIAL ☐ YES ☒ NO

Objective:

Staff is seeking approval to utilize 6E funds allocated to the “Addressing Workforce Challenges” subcategory under Childcare to provide direct subsidies to Early Childhood Preschools and Childcare Centers.

Present Situation:

The 2024 Funding Plan was approved to designate 6E funds for childcare and workforce housing initiatives in the fall of 2023. Under childcare, the prioritization of funds to address workforce challenges was to bridge the gap between what providers can afford to pay staff and what is deemed to be a reasonable, living wage.

The prioritization of supporting the early childhood workforce initiated a proactive effort to get funds into the hands of childcare providers before the winter months of 2023 (winter is usually a less predictable time for childcare providers when it comes to enrollment). All three childcare centers that were eligible at the time applied and received funds before the end of the year. No family home providers were eligible in 2023 due to their Quality Shines Rating with the state of Colorado.

The 2023 Childhood Workforce Subsidy provided funds to the YMCA of the Rockies at Bennett, Mountaintop Childcare, and Park Place Preschool located at Estes Park Elementary School. These funds ensured increased wages for staff, paid for staff benefits such as free childcare, and increased the number of staff. Preliminary funding expenditure reports are due May 31, 2024 and will be included in the annual report for 6E funds.

Proposal:

This direct subsidy to providers will be a one-time distribution of funds to licensed childcare providers, including family home providers. This program provides a proactive approach to addressing workforce challenges that enables each provider to determine how funds are best leveraged to address workforce issues based on their circumstances and challenges.

For providers to be eligible for these funds, centers must provide a [living wage](#), in addition to the following:

- Licensed provider
- Providing \$20/hour minimum wage for all teachers and staff (\$16/hour for paraprofessionals and aides)
 - Documentation to show all teachers and staff are receiving \$20/hour will be required
- CO Shines Rating Level 2 or above
- Accept tuition assistance from CCAP, LCCF, and EVICS Family Resource Center; or Universal Preschool, when applicable.
- At least one parent or guardian of each of the children served by these positions must work full-time within the boundaries of the Estes Park R-3 School District

Licensed providers that are eligible for the 2024 Childcare Workforce Subsidy, are also eligible for the Infant and Toddler Care Bonus. Home providers are eligible for \$5,000 if they serve at least two infants or toddlers (two children under 3 years old). Small and Large Centers are eligible to receive the bonus based on the number of classrooms (6-10 kids per classroom) for infants or toddlers.

The Infant and Toddler Care Bonus does not have to directly go back to infant and toddler teachers or programming. Infant and Toddler Care Bonus can be used to subsidize the needs of the provider per the same restrictions outlined in the general subsidy.

Recipients of the subsidy and bonus must use the majority of the funds to support their workforce as outlined. The application process will begin upon the approval of the funding program and close May 15, and the distribution of funds will occur by August 1.

More information is outlined in the subsidy program outline and the calculations for the bonus.

Advantages:

- Distribution of funds to address workforce challenges for childcare providers as directed by the voters when passing the 6E Ballot Initiative.

Disadvantages:

None.

Action Recommended:

Approval of 6E Expenditure to the 2024 Childcare Workforce Subsidy

Finance/Resource Impact:

Up to \$120,000 may be expended from the Childcare Lodging Tax Fund, account 101-1900-419.37-97 for this subsidy.

Level of Public Interest

Medium

Sample Motion:

I move for the **approval/denial** of the expenditure of 6E Funds for the 2024 Childcare Workforce Subsidy.

Attachments:

1. 2024 Childcare Workforce Subsidy
2. Subsidy Application
3. Infant and Toddler Bonus Calculation Example

2024 Childcare Workforce Subsidy

The 2024 Childcare Workforce Subsidy is an annual funding opportunity through the Workforce Housing and Childcare Lodging Tax (6E) based on Colorado Shine's rating level and size of the program. This subsidy is available to licensed childcare providers in the Estes Valley (Estes Park School District). The application process is open from March 15- May 15, and the distribution of funds occurs by August 1.

Eligibility requirements include:

- Licensed provider
- Providing \$20/hour minimum wage for all teachers and staff (excluding aides)
 - Documentation to show all teachers and staff are receiving \$20/hour will be required
- CO Shines Rating Level 2 or above
- Accept tuition assistance from CCAP, LCCF, and EVICS Family Resource Center; or Universal Preschool, when applicable.
- At least one parent or guardian of each of the children served by these positions must work full-time within the boundaries of the Estes Park R-3 School District

The Details

- 75% of funds must be used to support the workforce
 - Provide a living wage to all teachers, staff, and aides (\$20/hour in Larimer County)
 - Help pay or offset costs for benefits such as healthcare and paid leave.
 - Provide recruitment bonuses or retention stipends.
 - Assist with costs associated with licensing and/or staff training.
 - Assist with costs associated with housing staff.
 - Assist with costs associated with the transportation needs of staff and/or children.
- The remaining amount may be used for capital site improvements and learning environment materials. If unsure if a purchase qualifies, contact the Housing and Childcare Manager at cbangs@estes.org.
- Purchases must align with the program's Colorado Shines Quality Improvement plan, which should be updated annually.
- The subsidy amount is calculated based on the Provider's Quality Rating at the time of application.
- The applications must be completed online by visiting our website at www.estes-park.colorado.gov/childcare. Application support is provided by the Housing and Childcare Manager at cbangs@estes.org

Large Center

Defined as: less than 24-hour programs of care defined in Section 26-6-102 (1) C.R.S., and provides care for *16 or more* children between the ages of 2 ½ and 16 years.

This may include:

- Infant nursery: provides care for children between the ages of 6 weeks and 18 months,

- Toddler nursery: provides care for children between the ages of 12 months (when walking independently) and 36 months,
- Preschool: is a part-day childcare program for 5 or more children between the ages of 2 ½ and 7 years.

Large Centers providing School-age childcare qualify for this subsidy *if* they hold a childcare license with the State of Colorado.

School-age childcare center: is a child care center that provides care for 5 or more children who are between 5 and 16 years of age. The center's purpose is to provide childcare and/or an outdoor recreational experience using a natural environment. The center operates for more than one week during the year. The term includes facilities commonly known as day camps, summer camps, summer playground programs, before and after school programs, and extended day programs. This includes centers operated with or without compensation for such care, and with or without state educational purposes.

Colorado Shines Rating Level	Amount
Level 2	\$25,000
Level 3	\$30,000
Level 4	\$32,000
Level 5	\$34,000

Small Center

Defined as: less than 24-hour programs of care defined in Section 26-6-102 (1) C.R.S., and provides care for *5 through 15* children between the ages of 2 and 6 years.

This may include:

- Infant nursery: provides care for children between the ages of 6 weeks and 18 months,
- Toddler nursery: provides care for children between the ages of 12 months (when walking independently) and 36 months,
- Preschool: is a part-day child care program for 5 or more children between the ages of 2 ½ and 7 years.

Colorado Shines Rating Level	Amount
Level 2	\$10,000
Level 3	\$13,000
Level 4	\$14,000
Level 5	\$15,000

Family Home Childcare Provider

Defined as: "Family Care Home" defined in Section 25-6-102(4). C.R.S. and a type of family care home that provides less than 24-hour care for 2 or more children regularly in a place of residence. Children in care are from different family households and are not related to the head of household.

Colorado Shines Rating Level	Amount
Level 2	\$4,000
Level 3	\$4,500
Level 4	\$4,800
Level 5	\$5,000

2024 Infant and Toddler Care Bonus

Defined as: "Infant and Toddler Care" is defined for this bonus, as care provided to children under the age of 3 years old.

Licensed providers that are eligible for the 2024 Childcare Workforce Subsidy, are also eligible for the Infant and Toddler Care Bonus. Home providers are eligible for \$5,000 if they serve at least two infants or toddlers (two children under 3 years old). Small and Large Centers are eligible to receive the bonus based on the number of classrooms (6-10 kids per classroom) for infants or toddlers.

*The Infant and Toddler Care Bonus **does not** have to directly go back to infant and toddler teachers or programming.*

- Home Provider eligibility is based on infant and toddler attendance in the year before subsidy application.
- Center-based care eligibility is based on the number of classrooms per age group in the year before subsidy application (pro-rated based on months at a minimum of 80% capacity).

Type	Amount
Home Provider	\$5,000
Toddler Room	\$7,500
Infant Room	\$15,000

**TOWN OF ESTES PARK****2024 Childcare Workforce Subsidy Application**

Program Name	
Your Name	
Mailing Address	
City, State, Zip	
Type of address	
Email	
Phone	
Type of Program	
License #	
Quality Improvement Rating	
Link to Quality Improvement Page	
ECCLC Coach Name	
ECCLC Coach Email	

(Additional information requested on following pages)



Please provide the following information to help us assess your entity's eligibility and need. Responses should be submitted as an attachment to this application form.

1. Does your childcare operation serve the Estes Valley, as defined as the Estes Park R-3 School District?

Yes

No

2. How many children are you licensed to serve throughout the year, and what ages?

3. What are your tuition rates broken down by age for the day/week/month?

4. How many staff are required per state licensing? How many staff do you hire annually?

5. What are the current wages for teaching staff? Support staff?

6. Do you offer infant (6 weeks to 18 months) or toddler care (under 36 months)?

- Yes

- No

7. What percentage of children in your care live in households that fall below [80% of Area Median Income](#)?

- Less than 10%

- 50%

- 80% or more

- I don't have that information to report on.

(Note: Answering "No" to this question does not impact eligibility for funds.)



8. Do you accept CCAP, LCCF, and EVICS Tuition Assistance?
 - Yes
 - No
9. Do you offer Universal Preschool?
 - Yes
 - No
10. Please attach the most recent fiscal year-end financial statements reflecting your entity's beginning and ending balances for the year. This requirement can be met by submitting one or more of the following:
 - a. Most recent financial statements as approved by your board
 - b. Most recent audited statement or review by an outside expert
 - c. Most recently filed IRS Form 990

If you are applying as a Family Home provider, please provide tax documentation that shows revenue and expenditures.

11. Describe how you will prioritize addressing your unique workforce challenge with these funds.

Infant and Toddler Care Bonus

The Infant and Toddler Care Bonus is offered to providers based on the care you provided in the previous year. Home providers are eligible for the bonus if they serve at least two infants or toddlers (two children under 3 years old). Small and Large Centers are eligible for the bonus based on the number of classrooms (6-10 children per class) for infants or toddlers. *A classroom must have a minimum of 6 children to qualify.*

With this application, please include the following documentation if you'd like to receive the Infant and Toddler Care Bonus:

- Family Home Provider: infant and toddler attendance in the year before subsidy application.
- Centers: number of classrooms per age group (pro-rated based on months the classroom has a minimum of 6 children)

(signature required on the next page)



I swear and affirm that all of the information included in this application, its attachments, and its supplemental documents is true and correct to the best of my knowledge.

I understand that funds awarded must be spent within twelve (12) months of the award date or the funds must be returned to the Town.

I understand that the entity receiving Town funds to facilitate childcare service offerings must provide the services outlined in this application for a minimum of 24 months from the award date or the funds must be returned to the Town.

I understand that the funds must be used as outlined in the 2023 Early Childhood Workforce Subsidy to address workforce challenges and will provide a minimum wage for all teachers and staff as described.

I understand that at least one parent or guardian of each of the children receiving childcare services works full-time within the boundaries of the Estes Park School District R-3.

Name and Signature of Applicant

Date

Name and Signature of Witness

Date

ATTACHMENT 3

Infant and Toddler Bonus Calculations

Instructions- insert the number of children in your care at each age group throughout the 2023 calendar year. *Only fill out the green shaded cells.*

Definitions Infants: Children under the age of 18 months Toddlers: Children under the age of 36 months

Need Help? Please contact your Housing and Childcare Manager, Carlie Bangs at cbangs@estes.org

	January	February	March	April	May	June	July	August	September	October	November	December	Months at Cap	Multiple Classrooms	Total Number of Classrooms
Infants	4	5	7	8	7	5	5	5	5	5	5	5	3	0	3
Toddlers	12	12	12	12	12	12	12	12	12	12	12	12	12	12	24

*minimum of 6 to be a "classroom"

FOR TOWN CALCULATIONS ONLY

	100%	Annual %	Pro-rated
Infants	\$15,000	25.00%	\$3,750
Toddlers	\$7,500	200.00%	\$15,000

TOTAL \$18,750



ESTES PARK
COLORADO

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Memo

To: Honorable Mayor Koenig
Board of Trustees

Through: Town Administrator Machalek

From: Carlie Bangs, Housing and Childcare Manager

Date: March 12, 2024

RE: Resolution 19-24 Grant Agreement with Larimer County to Receive ARPA Funds for the Fish Hatchery Workforce Housing Project

(Mark all that apply)

☐ PUBLIC HEARING ☐ ORDINANCE ☐ LAND USE
☐ CONTRACT/AGREEMENT ☒ RESOLUTION ☐ OTHER _____

QUASI-JUDICIAL ☐ YES ☐ NO

Objective:

To consider approval of the Grant Agreement for American Rescue Plan Collaborative Projects Grant Sub Award.

Present Situation:

In November 2022, the Larimer County Board of County Commissioners expressed intent to provide State and Local Fiscal Recovery funds in the amount of \$2,000,000 to contribute to the Fish Hatchery Housing Project.

The County will award and release to the Town of Estes Park a sum up to \$2,000,000 for the construction and other projected related costs for the Fish Hatchery Workforce Housing Development as described in the proposal.

Proposal:

As a recipient of the ARPA Projects Grant Sub Award, Estes Park will transfer funds to the Estes Park Housing Authority (EPHA) to begin Phase One of the Fish Hatchery Housing Development.

Phase One will be led by the EPHA Real Estate Development Director Levine, to include a comprehensive community outreach program, necessary predevelopment work, and the generation of substantial reports, including traffic studies, environmental assessments, market needs evaluations, wildlife assessments, geotechnical subsoil studies, and cultural inventory if required.

The collective efforts from 2021-2023 have laid a foundation for this new direction as EPHA intends to pursue Low-Income Housing Tax Credits (LIHTC) to develop a portion of the site in collaboration with development partners.

The total project cost is expected to be approximately \$65-70 million.

Advantages:

- The development of Fish Hatchery Workforce Housing Project will support the community's goals to increase workforce housing units in Estes Park.
- The committed ARPA funds offer \$2,000,000 of expenses for pre-development costs of the estimated \$65-70 million Fish Hatchery Workforce Housing Development Project.

Disadvantages:

None.

Action Recommended:

Staff recommend the approval of Resolution 19-24.

Finance/Resource Impact:

- \$2,000,000 Sub Award will be transferred to Estes Park Housing Authority.

Level of Public Interest

High

Sample Motion:

I move for the **approval/denial** of Resolution 19-23.

Attachments:

1. Resolution 19-24
2. Grant Agreement American Rescue Plan Collaborative Projects Grant Sub Award
3. Grant Proposal
4. Letter from Estes Park Housing Authority

RESOLUTION 19-24

**APPROVING AN AGREEMENT WITH LARIMER COUNTY FOR AN AMERICAN
RESCUE PLAN ACT GRANT FOR THE FISH HATCHERY WORKFORCE HOUSING
PROJECT**

WHEREAS, the Town previously submitted a grant proposal to Larimer County under American Rescue Plan Act of 2021 in the amount of \$2,000,000 for the Fish Hatchery Workforce Housing Development; and

WHEREAS, the Fish Hatchery Workforce Housing Development, as currently envisioned, will create up to approximately 190 new workforce housing units on property owned by the Town of Estes Park and located within the Estes Valley; and

WHEREAS, Larimer County desires to grant the award for assistance in construction and other related project costs for the Fish Hatchery Workforce Housing Development.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
THE TOWN OF ESTES PARK, COLORADO:**

The Board approves, and authorizes the Mayor to sign, the grant agreement for a American Rescue Plan Collaborative Projects Grant Sub Award for the Fish Hatchery Workforce Housing Development, in substantially the form now before the Board.

DATED this _____ day of _____, 2024.

TOWN OF ESTES PARK

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:



Town Attorney

GRANT AGREEMENT AMERICAN RESCUE PLAN COLLABORATIVE PROJECTS GRANT SUB AWARD

THIS AGREEMENT is made and entered into this 19th day of March, 2024 by and between Larimer County ("County") as GRANTOR and the Town of Estes Park, 170 MacGregor Ave. Estes Park, CO 80517, as GRANTEE

WHEREAS, as allowed by the American Rescue Plan Act of 2021 (Public Law 117-2; "ARPA"), State and Local Fiscal Recovery Fund (SLRF), Larimer County seeks to make grants to small businesses, non-profit organizations, and other eligible organizations directly impacted by, or to provide services to, individuals directly impacted by the effects of the COVID-19 Pandemic; and

WHEREAS, Larimer County implemented a process that sought applications from all entities eligible under the ARPA that judged the eligibility, public benefit, community health and economic impacts, capacity to meet the terms of the ARPA; and

WHEREAS, the last housing needs assessment conducted for the Estes Valley indicated the need for a significant increase in housing units to address housing shortages for the local workforce; and

WHEREAS, the Board of County Commissioners recognizes the need to create more workforce housing in order to support a stable, year-round economy in the Estes Valley; and

WHEREAS, The Town of Estes Park plans to construct a housing development in the Town of Estes Park that will provide dedicated workforce housing units and is an initial start to addressing the shortage of housing available for the Estes Valley local workforce; and

WHEREAS, the Town of Estes Park submitted a proposal to the County for a program that complies with the terms of the American Rescue Plan, and which provides a public benefit and is intended to alleviate the impacts of the COVID-19 pandemic as outlined in the United States Treasury Department's Final Rule dated January 6, 2022; and

WHEREAS, the Fish Hatchery Workforce Housing Development, as currently envisioned, will create approximately 190 new workforce housing units on property owned by the Town of Estes Park and located within in the Estes Valley; and

WHEREAS, the workforce apartments in the development will also have a rental cap set at 120% Area Median Income (AMI) but most are expected to be between 80-100% AMI, with the potential for the development of ownership housing units with targeted AMI ranges of 80-150% AMI; and

WHEREAS, the project has been divided into phases in order to facilitate a smooth timeline for development of the Fish Hatchery Site and Phase One is set to begin at the beginning of 2024; and

WHEREAS, the award is for assistance in construction and other related project costs for the Fish Hatchery Workforce Housing Development; and

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows,

THE PARTIES AGREE:

1. **The Sub Award.** The County will award and release to the Town of Estes Park, hereafter referred to as GRANTEE, a sum of up to \$2,000,000.00 from its SLRF allocation (the "Grant") pursuant to the payment terms in Section 4.
2. **Use of Funds.** Grant funds in the amount of up to \$2,000,000.00 will be used by GRANTEE for the sole purpose of Phase One of the project which will include robust community outreach, predevelopment work for the Fish Hatchery Site such as site evaluation, site and building plans, permitting and other related work, as described in the proposal, attached hereto as Exhibit H and Approved Budget submitted by GRANTEE, attached hereto as Exhibit A and Exhibit B (together the "Approved Expenses"), respectively, and by this reference incorporated herein.
3. **Term.** Program and expenditures must be performed from January 1, 2024 through December 31, 2025.
4. **Payment of Funds.**
 - a. Funds will be paid to the Grantee on the following schedule, unless documented program demand requires earlier funds distribution after the initial payment:
 - i. 50% of total funds paid after March 19th, 2024 and by April 2nd, 2024:
\$1,000,000.00
 - ii. 50% of total funds paid July 9th, 2024, and by July 16th, 2024:
\$1,000,000.00
 - b. The payment of the funds to be awarded as outlined in Section 1, shall be disbursed in two separate payments on the above outlined schedule to GRANTEE for Approved Expenses actually incurred and paid by GRANTEE in accordance with this Agreement in a total cumulative amount not to exceed \$2,000,000.00 (the "Total Agreement Funds").
 - c. County shall have the right to refuse approval of expenses as detailed in a submitted quarterly report and recoup funds already transmitted to GRANTEE for work that is not specifically set forth in the Approved Expenses. Program funds shall not be expended prior to the Effective Date or following the earlier of the expiration or termination of this Agreement.
 - d. Costs incurred shall only be as necessary and allowable to carry out the purposes and activities of the Approved Expenses and may not exceed the maximum set in each line item of the Approved Budget without first seeking prior approval of County and will demonstrate that the adjusted line item will not increase the total of the Approved Budget or must provide evidence of secured funding for the overage amount from the total of the Approved Budget.
 - e. Expenses charged against the Total Agreement Funds shall only be incurred in accordance with the American Rescue Plan and the Federal Treasury's guidance (including the Final Rule and Frequently Asked Questions document), Office of Budget and Management Guidance and any other applicable law.
 - f. **Invoices or Documentation for Spending Funds.** On or before the twentieth (20th) day of the fourth month of each fiscal quarter and in any event no later

than thirty (30) days after the earlier of the expiration or termination of this Agreement, GRANTEE shall submit to the County a quarterly expenditure report form, attached hereto as Exhibit C, and all invoices or other applicable documentation, as outlined below, for the most recent quarter ended, to the County, setting forth actual expenditures of GRANTEE in accordance with this Agreement. Within ten (10) working days from the date it receives such invoice, the County may determine an expense(s) as disallowed by notifying GRANTEE of the disallowed expense(s) and reason(s) therefore. Such notice of disallowed expense(s) will be provided in accordance with Section 27, Notice. If expenses are approved, no notice will be given.

- i. **Invoices for Payroll** – if the GRANTEE is submitting a reimbursement request for payroll cost for employees of the GRANTEE, the documentation shall include timesheets and pay statements with personally identifiable information of the employee redacted that will include, at minimum, dates and hours worked and total compensation paid, including benefits if such costs are requested for reimbursement by the GRANTEE. For paid time off, sick leave allowances, and other costs documentation shall include at least the number of hours and the hourly rate value of the time granted.
 - ii. **Invoices for Materials, Equipment, or Services** – If the GRANTEE is utilizing funds for the purchase of materials or services, the documentation shall include vendor invoices and proof of payment such as a cleared check, bank statement, or electronic funds transfer receipt.
 - iii. If the funds are authorized in the proposal and Approved Budget (Exhibits A and B) to reimburse GRANTEE for the purchase of a building or property, appropriate documentation includes a purchase agreement, deed, or other document reflecting the real estate purchase.
 - iv. If the GRANTEE is expending funds for administrative overhead and/or indirect costs to implement this project, that item shall be itemized in a quarterly budget report and aggregate expenditure for this item shall be no more than 10% of the total award.
- g. Any funds from the sub award not expended and submitted for approval to the County by the GRANTEE by December 31, 2025 will revert to the County's ARPA Fund, to allow the County adequate time before the December 31, 2026 ARPA deadline for obligation of funds, to identify and allocate the reverted funds towards another ARPA appropriate project.

5. **GRANTEE Representations.**

- a. GRANTEE warrants that it has familiarized itself with the nature and extent of this Agreement and with all local conditions and federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect GRANTEE's performance under this Agreement. Specific Treasury Guidance, including the

most recent version of the Frequently Asked Questions document provided by the U.S. Treasury Department, is attached in Exhibit D.

- b. GRANTEE is responsible for complying with all applicable terms and provisions of the American Rescue Plan, as well as all other applicable state, federal, and local laws. The relevant provisions controlling Coronavirus State and Local Fiscal Recovery Funds are defined in the Federal Provisions document, attached hereto as Exhibit E.
- c. GRANTEE agrees to abide by all obligations the County assumed upon award of SLFR funds from the U.S. Treasury and remains bound by even upon the County sub-granting these same funds to outside entities. The referenced obligations are outlined in the U.S. Treasury Coronavirus Local Fiscal Recovery Funds Award Terms and Conditions document and Assurance of Compliance with Civil Rights Requirements, attached hereto as Exhibit F and Exhibit G.
- d. GRANTEE is obligated to satisfy the obligations set forth in its proposal, attached as Exhibit H.
- e. If this award is being made to a small business as defined in the SLRF, GRANTEE confirms that it meets this definition under the criteria included in the SLRF final rule:
 - i. Has no more than 500 employees or, if applicable, the size standard in number of employees established by the Administrator of the Small Business Administration for the industry in which the business concern or organization operates; and
 - ii. Is a small business concern as defined in section 3 of the Small Business Act (15 U.S.C 632).
- f. If this award is being made to a non-profit as defined in the SLRF, GRANTEE confirms the organization is a 501(c)(3) organization and 501(c)(19) organization. The 501(c)(3) classification includes a wide range of organizations with varying charitable or public service-oriented goals (e.g., housing, food assistance, job training). As discussed above, these nonprofit organizations often experienced hardship due to increased needs for services combined with decreased donations and other sources of funding. In response to comments, Treasury has expanded the definition of nonprofit to include 501(c)(19) organizations, which includes veterans' organizations, to provide recipients more flexibility and in alignment with the definition of nonprofit adopted by the CARES Act, wherein 501(c)(3)s and 501(c)(19)s were eligible for assistance.
- g. GRANTEE represents and warrants to County that it has the experience and ability to perform its obligations under this Agreement; that it will perform said obligations in a professional, competent and timely manner and with diligence and skill; that it has the power to enter into and perform this Agreement and grant the rights granted in it; and that its performance of this Agreement shall not infringe upon or violate the rights of any third party, whether rights of copyright, trademark, privacy, publicity, libel, slander or any other rights of any nature whatsoever, or violate any federal, state and/or municipal laws. The County will

not determine or exercise control as to general procedures or formats necessary for GRANTEE to meet this warranty.

- h. GRANTEE represents and warrants to County that the funds are necessary to accomplish the financial requirements of the project.
- i. GRANTEE shall maintain a financial management system and financial records and shall administer funds received pursuant to this Agreement in accordance with all applicable federal and state requirements. GRANTEE shall adopt such additional financial management procedures as may from time to time be prescribed by County if required by applicable laws, regulations, or guidelines from its federal and state government funding sources. GRANTEE shall maintain detailed, itemized documentation and records of all income received and expenses incurred pursuant to this Agreement.
- j. Any item of expenditure by GRANTEE under the terms of this Agreement which is found by auditors, investigators, and other authorized representatives of County, the County's external Auditor, the U.S. Government Accountability Office or the Comptroller General of the United States to be improper, unallowable, in violation of federal or state law or the terms of the Notice of Prime Award or this Agreement, or involving any fraudulent, deceptive, or misleading representations or activities of GRANTEE, shall become GRANTEE's liability, to be paid by GRANTEE from funds other than those provided by County under this Agreement or any other agreements between County and GRANTEE. This provision shall survive the expiration or termination of this Agreement.
- k. Final payment request(s) under this Agreement must be received by County no later than thirty (30) days from the earlier of the expiration date or termination date of this Agreement. No payment request will be accepted by County after this date without authorization from County. In consideration of the execution of this Agreement by County, GRANTEE agrees that acceptance of final payment from County will constitute an agreement by GRANTEE to release and forever discharge County, its agents, employees, representatives, affiliates, successors and assigns from any and all claims, demands, damages, liabilities, actions, causes of action or suits of any nature whatsoever, which GRANTEE has at the time of acceptance of final payment or may thereafter have, arising out of or in any way relating to any and all injuries and damages of any kind as a result of or in any way relating to this Agreement. GRANTEE's obligations to County under this Agreement shall not terminate until all closeout requirements are completed to the satisfaction of County. Such requirements shall include, without limitation, submitting final reports to County and providing any closeout-related information requested by County by the deadlines specified by County. This provision shall survive the expiration or termination of this Agreement.

6. Cooperation in Monitoring and Evaluation.

- a. **County Responsibilities.** County shall monitor, evaluate, and provide guidance and direction to GRANTEE regarding the conduct of Approved Services performed under this Agreement. GRANTEE has the responsibility to determine

whether GRANTEE has spent funds in accordance with applicable laws, regulations, including the federal audit requirements and agreements. County shall monitor the activities of GRANTEE and provide assistance to GRANTEE to meet such requirements. County may require GRANTEE to take corrective action if deficiencies are found.

b. **GRANTEE Responsibilities.**

- i. GRANTEE shall permit County to carry out monitoring and evaluation activities, including any performance measurement system required by applicable law, regulation, funding sources guidelines or by the terms and conditions of the applicable Notice of Prime Award, and GRANTEE agrees to ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. This provision shall survive the expiration or termination of this Agreement.
- ii. GRANTEE shall maintain records and submit to the County related to the following:
 1. Itemized invoices paid to contractors or for goods or services that are paid for with County funds or which otherwise are necessary to confirm compliance with federal, state, or local requirements.
- c. GRANTEE shall cooperate fully with any reviews or audits of the activities under this Agreement by authorized representatives of County, the U.S. Government Accountability Office, or the Comptroller General of the United States and GRANTEE agrees to ensure to the extent possible the cooperation of its agents, employees and board members in any such reviews and audits. This provision shall survive the expiration or termination of this Agreement.
- d. Grantee shall be responsible for ensuring compliance with all federal guidance and law related to the use of these funds, as well as other applicable law.

7. **Reports/Accountability/Public Information.** GRANTEE must allow the County, its auditors, and other persons authorized by the County to inspect and copy its books and records for the purpose of verifying that monies provided to GRANTEE pursuant to this Agreement were used in compliance with this Agreement and all applicable provisions of federal, state, and local laws. GRANTEE will retain such records for seven (7) years after receipt of final payment under this Agreement unless permission to destroy them is granted by the County. GRANTEE shall not issue any statements, releases or information for public dissemination without prior approval of the County.

- a. In any fiscal year in which GRANTEE expends \$750,000 or more in federal awards during such fiscal year, including awards received as a subrecipient, GRANTEE must comply with the federal audit requirements contained in the Uniform Guidance, [45 CFR Part 75], including the preparation of an audit by an independent Certified Public Accountant in accordance with the Single Audit Act Amendments of 1996, 31 U.S.C. 7501-7507, and with Generally Accepted Accounting Principles. If GRANTEE expends less than \$750,000 in federal awards in any fiscal year, it is exempt from federal audit requirements, but its

records must be available for review by County and appropriate officials. GRANTEE shall provide County with a copy of GRANTEE's most recent audited financial statements, federal Single Audit report, if applicable (including financial statements, schedule of expenditures of federal awards, schedule of findings and questioned costs, summary of prior audit findings, and corrective action plan, if applicable), and management letter within thirty (30) days after execution of this Agreement and thereafter within nine (9) months following the end of GRANTEE's most recently ended fiscal year.

8. **Permits and Compliance with Laws.** GRANTEE will obtain, in a timely manner, all required permits, licenses and approvals, and will meet all requirements of all local, state and federal laws, rules and regulations which must be obtained or met in connection with construction of the Project. It is the responsibility of the GRANTEE to be familiar with all applicable laws, restrictions, and obligations pursuant to this agreement.
9. **Independent Contractor Status.** The parties agree that GRANTEE, its agents, employees, contractors, or subcontractors, are independent contractors for purposes of this Agreement and are not to be considered employees or agents of the County for any purpose. GRANTEE and its agents, employees, contractors, or subcontractors, are not subject to the terms and provisions of the County's personnel policies and may not be considered a County employee for workers' compensation or any other purpose. GRANTEE, its agents, employees, contractors, or subcontractors, are not authorized to represent the County or otherwise bind the County in any way.
10. **Default and Termination.** If GRANTEE fails to comply with any condition of this Agreement at the time or in the manner provided for, the County may terminate this Agreement if the default is not cured within fifteen (15) working days after written notice is provided to GRANTEE. The notice will set forth the items to be cured. If this Agreement is terminated pursuant to this Section, GRANTEE will repay to the County any Grant funds already delivered to GRANTEE for the project. The County may terminate this agreement at any time for convenience upon 30 days written notice and may refuse reimbursement for work or services performed outside the scope and terms of the American Rescue Plan or the terms of this Agreement.
11. **Limitation on GRANTEE's Damages; Time for Asserting Claim.**
 - a. In the event of a claim for damages by GRANTEE under this Agreement, GRANTEE's damages shall be limited to contract damages and GRANTEE hereby expressly waives any right to claim or recover consequential, special, punitive, lost business opportunity, lost productivity, field office overhead, general conditions costs, or lost profits damages of any nature or kind.
 - b. In the event GRANTEE wants to assert a claim for damages of any kind or nature, GRANTEE must first provide County with written notice of its claim, the facts and circumstances surrounding and giving rise to the claim, and the total amount of damages sought by the claim, within ninety (90) days of the facts and

circumstances giving rise to the claim. In the event GRANTEE fails to provide such notice, GRANTEE shall waive all rights to assert such claim.

12. Representatives.

- a. **County's Representative.** The County's Representative for the purpose of this Agreement shall be the Budget Director, or such other individual as County designates in writing. Whenever approval or authorization from or communication or submission to County is required by this Agreement, such communication or submission shall be directed to the County's Representative and approvals or authorizations shall be issued only by such Representative; provided, however, that in exigent circumstances when County's Representative is not available, GRANTEE may direct its communication or submission to other designated County personnel or agents and may receive approvals or authorization from such persons.
- b. **GRANTEE's Representative.** GRANTEE's Representative for the purpose of this Agreement shall be Carlie Speedlin Bangs (The Town of Estes Park Housing & Childcare Manager) or such other individual as GRANTEE shall designate in writing. Whenever direction to or communication with GRANTEE is required by this Agreement, such direction or communication shall be provided to GRANTEE's Representative; provided, however, that in exigent circumstances when GRANTEE's Representative is not available, County may provide its direction or communication to other designated GRANTEE personnel or agents.
- a) **Indemnity/Waiver of Claims/Insurance.** In the event of an action filed against County resulting from the County's performance under this Agreement, the County may elect to represent itself and incur all costs and expenses of suit.
- b) GRANTEE also waives any and all claims and recourse against the County or its officers, agents or employees, including the right of contribution for loss or damage to person or property arising from, growing out of, or in any way connected with or incident to the performance of this Agreement.
- c) These obligations shall survive termination of this Agreement.
- d) In addition to and independent from the above, GRANTEE shall at GRANTEE's expense secure insurance coverage through an insurance company or companies duly licensed and authorized to conduct insurance business in Colorado which insures the liabilities and obligations specifically assumed by GRANTEE in this Section. The insurance coverage shall not contain any exclusion for liabilities specifically assumed by GRANTEE in this Section unless and to the extent coverage for such liability is not reasonably available.
- e) The insurance shall cover and apply to all claims, demands, suits, damages, losses, and expenses that may be asserted or claimed against, recovered from, or suffered by the County without limit and without regard to the cause therefore and which is acceptable to the County and GRANTEE shall furnish to the County an accompanying certificate of insurance and accompanying endorsements in amounts not less than as follows:

- Workers' Compensation – statutory
- Employers' Liability \$1,000,000 each accident
- \$500,000 Disease-Policy Limit
- \$100,000 Disease-Each Employee
- Commercial General Liability - \$1,000,000 per occurrence; \$2,000,000 annual aggregate

- f) Larimer County, its officers, agents, and employees, shall be endorsed as an additional or named insured on a primary non-contributory basis on the Commercial General Liability policy. The insurance and required endorsements must be in a form suitable to County and shall include no less than a thirty (30) day notice of cancellation or non-renewal. The County must approve all insurance coverage and endorsements prior to delivery of Grant funds to GRANTEE. GRANTEE shall notify County within two (2) business days of GRANTEE's receipt of notice that any required insurance coverage will be terminated or GRANTEE's decision to terminate any required insurance coverage for any reason.

- 13. Nondiscrimination and Equal Pay.** GRANTEE agrees that all hiring by GRANTEE of persons performing this Grant Agreement shall be on the basis of merit and qualifications. GRANTEE will have a policy to provide equal employment opportunity in accordance with all applicable state and federal anti-discrimination laws, regulations, and contracts. GRANTEE will not refuse employment to a person, bar a person from employment, or discriminate against a person in compensation or in a term, condition, or privilege of employment because of race, color, religion, creed, political ideas, sex, age, marital status, national origin, actual or perceived sexual orientation, gender identity, physical or mental disability, except when the reasonable demands of the position require an age, physical or mental disability, marital status or sex distinction.

GRANTEE represents it is, and for the term of this Agreement will be, in compliance with the requirements of the Equal Pay Act of 1963 and Section 39-3-104, MCA (the Colorado Equal Pay Act). GRANTEE must report to the County any violations of the Colorado Equal Pay Act that Grantee has been found guilty of within 60 days of such finding for violations occurring during the term of this Agreement.

GRANTEE shall require these nondiscrimination terms of its subcontractors providing services under this Grant Agreement.

14. Public Meetings and Access to Public Records.

- a. Meetings and documents of GRANTEE that pertain to the receipt or expenditure of Grant funds from the County, shall comply with the open meeting requirements of Colorado law and the Colorado Open Records Act.

15. **Integration and Modification.** This document, including all documents incorporated by reference, contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party not contained in this written Agreement may be considered valid or binding. This Agreement may not be modified except by written agreement signed by both parties.
16. **No Assignment.** GRANTEE may not subcontract or assign GRANTEE's rights, including the right to Grant payments, or any other rights or duties arising hereunder, without the prior written consent of County.
17. **No Third-Party Beneficiary.** The terms and provisions of this Agreement are intended solely for the benefit of each party and their respective successors and assignees. It is not the parties' intent to confer third party beneficiary rights upon any other person or entity.
18. **Choice of Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Colorado without regard to conflict of law provisions.
19. **Non-Waiver.** A waiver by either party of any default or breach by the other party of any terms or conditions of this Agreement does not limit the other party's right to enforce such term or conditions or to pursue any available legal or equitable rights in the event of any subsequent default or breach.
20. **Severability.** If any portion of this Agreement is held to be void or unenforceable, the balance of the Agreement shall continue in effect.
21. **Counterparts.** This Agreement may be executed in counterparts, which together constitute one instrument.
22. **Fund Availability:** Financial obligations of the County and of the GRANTEE payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available by the U.S. Treasury. If funds are not appropriated, budgeted, or made available, this Contract shall immediately terminate without further obligation on the part of the County or the GRANTEE. GRANTEE acknowledges that all funding obligations herein are contingent on County's receipt of sufficient federal funding.
23. **Governmental Immunity:** No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, notice requirements or other provisions, of the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq. as applicable now or hereafter amended. There is no intent to waive or restrict governmental immunity.

24. **Prohibition of Pledging Credit and No Aid to Corporations:** Pursuant to Colorado Constitution Article XI, Sections 1 and 2 and Article X, section 20, the County and the GRANTEE shall not indemnify or hold harmless the other or any party related or operating under this Contract. No provision in the Contract shall limit or set the amount of damages available to the County to any amount other than the actual direct and indirect damages to the County, regardless of the theory or basis for such damages. Any provision included or incorporated herein by reference which purports to negate this provision in whole or in part shall not be valid or enforceable or available in any action at law or equity, whether by way of complaint, defense, or otherwise. Any provision rendered null and void by this provision shall not invalidate the remainder of the Contract.

25. **Notice:** All notices shall be in writing and shall be deemed to have been sufficiently given or served when presented personally, by email, or by mail to designated contact set forth below. Such addresses may be changed by notice to the other party given the same manner.

i. If to County: Joshua Fudge, Performance, Budget and Strategy Director
Larimer County
200 W. Oak Street
Fort Collins, CO 80521
fudgejm@co.larimer.co.us

ii. If to GRANTEE: Carlie Speedlin Bangs, Housing & Childcare Manager
Town of Estes Park
170 MacGregor Ave
Estes Park, CO 80517
cbangs@estes.org

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year indicated below.

Larimer County Chair

Date: _____

TOWN OF ESTES PARK
GRANTEE


Mayor

Date: _____

ATTEST:

Town Clerk

APPROVED AS TO FORM:



Town Attorney

Approved as to form:

County Attorney
Larimer County

Date: _____

Exhibit A
Project Proposal

**Town of Estes Park Proposal- ARPA Funding:
Phase One of the Fish Hatchery Workforce Housing Project**

Project Summary

Utilize Town-owned property (approximately 22 acres) to construct a workforce housing development of up to 190 rental units in partnership with the Estes Park Housing Authority (EPHA).

Current Status

After pursuing a development partnership following a 2021 RFP process, the Town of Estes Park, in cooperation with the Estes Park Housing Authority, chose to not move forward with the selected partner to develop the Fish Hatchery site, given changing conditions in both the financial markets, dramatic increases in construction costs and interest rates, and market demand. The Town of Estes Park now anticipates entering into an agreement with EPHA to facilitate the development of a workforce housing project. Both the Town of Estes Park and the Estes Park Housing Authority seek to leverage work efforts from 2021-2023 to jumpstart the new direction. EPHA anticipates pursuing Low-Income Housing Tax Credits (LIHTC) to develop a portion of the site in coordination with our development partners.

Ultimately, we plan to construct up to 190 rental units, most of which would be restricted to the local workforce and have rents between 30-150% of the area median income. While it is difficult to determine at this time because of changing economic circumstances, we expect the total project cost would be approximately \$65-70 million dollars.

Phase One of this project includes robust community outreach, required predevelopment work, and substantial reports including:

- Traffic Study
- Environmental
- Market Needs Assessment
- Wildlife Assessment
- Geotechnical Subsoils
- Cultural Resource Inventory (if needed)

What local/regional problem or opportunity would ARPA funds help address?

ARPA funds would help address the Estes Valley's workforce and attainable housing crisis. The 2023 Housing Needs Assessment and Strategic Plan have outlined the following:

- The Estes Valley needs 1,220 additional or preserved dwellings to meet the existing demand and an additional 1,500 dwellings by 2030 with demand being driven by anticipated retiring workforce and job growth.
- The Housing Strategic Plan identifies a 5-year target of developing between 300 and 400 dwellings.

Town of Estes Park Contributions

In addition to utilizing the Town-owned property valued at approximately \$2.5 million (2021), the Town is willing to leverage the use of 6E Lodging Tax revenues to help finance the project. Additionally, we anticipate waiving eligible development review fees and allowing tap fees to be amortized over a 10-year period (estimated around \$4 million).

Preliminary estimates for funding Phase One equal \$2,025,000.

ARPA Funding Request

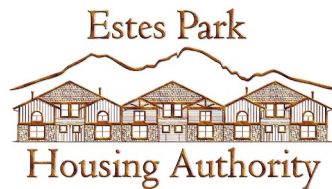
\$2 million to fund Phase One of the workforce housing project to include robust community outreach, predevelopment work, and substantial predevelopment reporting.

Any additional funding, including the \$25,000 budgeted and anything beyond that in Phase One, will most likely be funded through 6E Tax dollars and/or grants. 6E funds are voted upon annually by both the Town of Estes Park Board of Trustees and the Larimer County Board of County Commissioners. In 2024, the Funding Plan outlines the approval to use 6E revenue for the predevelopment of Town and EPHA-owned property.

Timeframe

EPHA anticipates pursuing Low-Income Housing Tax Credits (LIHTC) to develop a portion of the site in coordination with development partners. This funding process will dictate the timing and ability to begin construction of this project as soon as feasible.

Phase One is expected to take two years and we hope to begin construction in 2025.



Estes Park Housing Authority
363 E. Elkhorn Ave Suite 101
PO Box 1200
Estes Park, CO 80517
November 7, 2023

Town of Estes Park
PO Box 1200
Estes Park, CO 80517

Subject: Proposal/Status of ARPA Funding - Phase One of the Fish Hatchery Workforce Housing Project

Dear Town of Estes Park and Larimer County,

I am writing to formally present the proposal for the utilization of American Rescue Plan Act (ARPA) funds for Phase One of the Fish Hatchery Workforce Housing Project, in partnership with the Town of Estes Park. This project is of paramount importance to the community, addressing the pressing issue of affordable housing, and we believe that ARPA funds are instrumental in ensuring the success and affordability of this development.

Project Summary:

The Fish Hatchery Workforce Housing Project aims to construct up to 190 rental units on Town-owned property spanning approximately 22 acres in collaboration with the Estes Park Housing Authority (EPHA). The primary goal is to provide housing opportunities for the local workforce, with rental rates ranging from 30-150% of the area median income.

Current Status:

After encountering challenges related to financial markets, dramatic increases in construction costs, and market demand, the Town of Estes Park, in partnership with EPHA, decided not to proceed with the initially selected developer for the Fish Hatchery site. Subsequently, the Town anticipates entering into an agreement with EPHA to facilitate the development of this crucial workforce housing project. Our collective efforts from 2021-2023 have laid the foundation for this new direction. EPHA intends to pursue Low-Income Housing Tax Credits (LIHTC) to develop a portion of the site in collaboration with our development partners. The total project cost is expected to be approximately \$65-70 million.

Phase One of the project includes a comprehensive community outreach program, necessary predevelopment work, and the generation of substantial reports, including traffic studies, environmental assessments, market needs evaluations, wildlife assessments, geotechnical subsoil studies, and cultural resource inventory, if required.

The local/regional problem or opportunity ARPA funds would address:

The withdrawal from the initial developer agreement and the subsequent engagement of EPHA to lead the workforce housing development underlines the significance of ARPA funding. The 2023 Housing Needs

Assessment and Strategic Plan have identified the pressing need for additional dwellings in the Estes Valley to meet both existing and anticipated future demand. The Housing Strategic Plan has set a 5-year target of developing between 300 and 400 dwellings. ARPA funds will play a pivotal role in addressing these challenges by helping us bridge the housing gap in our community.

Town of Estes Park Contributions:

The Town's contributions to this project are substantial, including the utilization of Town-owned property valued at around \$2.5 million in 2021. Additionally, the Town is willing to leverage 6E Lodging Tax revenues to help finance the project, and we anticipate waiving eligible development review fees while allowing tap fees to be amortized over a 10-year period, estimated at around \$4 million. Preliminary estimates for funding Phase One equate to \$2,025,000.

ARPA Funding Request:

We kindly request \$2 million in ARPA funds remain committed to the Town of Estes Park and the Fish Hatchery Neighborhood to finance Phase One of the workforce housing project, covering robust community outreach, predevelopment work, and substantial predevelopment reporting. Any additional funding required for Phase One will most likely be sourced from 6E Tax dollars and/or grants. The importance of ARPA funds to catalyzing the Fish Hatchery Neighborhood development cannot be understated. Nor can the prospective nature of our stage of development.

Stepping back and reimagining this development to ensure the housing diversity and affordability needs of the Estes Valley are met as completely as possible is necessary and appropriate despite stretching out the time to develop. If ARPA funds were to be withdrawn at this critical stage, the path to completing this critical infrastructure project for the benefit of the Estes Valley would become clouded in uncertainty. EPHA in coordination with the Town of Estes Park puts forward the estimated Phase One predevelopment cost as our best estimate at this early stage of development conceptualization. While these figures represent our best estimate and are likely to change, we fully expect and are committed to pushing this development forward as quickly and efficiently as possible if ARPA funds remain committed to the project.

Timeframe:

EPHA anticipates pursuing Low-Income Housing Tax Credits (LIHTC) in conjunction with our development partners. The timing and the ability to commence construction of this project will depend on the funding process, but we hope to begin construction in 2025 after a two-year Phase One period.

In conclusion, ARPA funds are crucial to the successful realization of the Fish Hatchery Workforce Housing Project. By providing these funds, the Town of Estes Park can continue to address the affordable housing crisis and contribute to the well-being and prosperity of our community. We appreciate your consideration of this proposal and look forward to working together to make this vision a reality.

Thank you for your continued commitment to the betterment of Estes Park and its residents.

Sincerely,



Scott Moulton
Executive Director
Estes Park Housing Authority
smoulton@Estes.org
970.591.2537

Exhibit B
Project Budget

Conceptual Project Cost Estimate

Phase One: two year conceptual and predevelopment project phasing

	<u>Cost Estimate</u>
Project Management	\$200,000.00
Townhome + Site Design (Plans + Elevations)	\$500,000.00
Civil	
<i>Survey + Platting</i>	
Boundary Survey	\$18,000.00 <i>complete</i>
Preliminary Plat	\$15,000.00
Final Plat	\$75,000.00
Access Legal Description and Exhibit	-
<i>Subtotal</i>	\$108,000.00
<i>Civil Engineering - Development Plan</i>	
Grading + Utility Plans	\$200,000.00
Preliminary Drainage Plan + Report	\$10,000.00
Erosion Control Plan	\$5,000.00
Meetings/Hearings	\$25,000.00
<i>Subtotal</i>	\$240,000.00
<i>Civil Engineering - Construction Drawings</i>	
Site Plans	
Final Drainage Report	
Street + Utility Plan + Profile	
<i>Subtotal</i>	\$400,000.00
<i>Civil Engineering - Construction Administration</i>	
Construction phase support	
Final Townhome Map/Set Pins	
<i>Subtotal</i>	\$40,000.00
Landscape Plan	\$50,000.00
Additional Reports	
Traffic Study	\$10,000.00
Soils/Geotechnical Subsoils Report	\$18,500.00 <i>complete</i>
Market Needs Assessment	\$28,000.00
Level One Environmental Site Assessment	\$6,500.00 <i>complete</i>
Wildlife Study	\$5,000.00
Cultural Resource Inventory	
Public Outreach	\$35,000.00
<i>Subtotal</i>	\$103,000.00
Legal	\$200,000.00
<i>Total</i>	\$1,841,000.00
10% Contingency	\$184,100.00
Phase One Total	\$2,025,100.00

Exhibit C
Grant Expense Report Form
(PDF of Form Attached)



LARIMER COUNTY

AMERICAN RESCUE PLAN ACT GRANT AGREEMENTS QUARTERLY EXPENDITURE REPORT FORM

1. Organization Name:

2. Project Title:

3. Expense Category (choose all that apply)

☐

Payroll

☐

Grants or scholarships to individuals

☐

Revenue Loss

☐

Grants of materials or equipment to individuals

☐

Materials and/or Services

☐

Administrative overhead/indirect costs

4. Description of Prior Quarter Expenditure Invoices/Documentation (required - 2,000 characters max)

5. Is documentation attached? (check if applicable)

☐

Payroll: time sheets and pay statements with personally identifiable information redacted

☐

Revenue Loss: audited financial statements comparing revenue in relevant time frames

☐

Materials and/or Services: Vendor invoices plus proof of payment

☐

Grants of funds or materials to individuals or organizations - itemized lists of recipients

☐

Administrative overhead/indirect costs or other documentation

6. Time period covered by this report:

7. Is this the final quarterly report for this grant project?

☐

Yes

☐

No

8. Attestation: I attest that the provided documentation is for expenditures related to the project included the grant agreement signed with Larimer County. The activities funded with these expenditures comply with U.S. Treasury guidance for the use of American Rescue Plan Act - Fiscal Recovery Funds and the grant agreement signed with Larimer County.

☐

Yes

9. Authorized Representative signature (must be person indicated in grant agreement with Larimer County)

Exhibit D
Treasury Guidance and Frequently Asked Questions
(Web Link to Final Rule and Final Rule Overview Below)

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

Exhibit E

Federal Provisions

1. APPLICABILITY OF PROVISIONS.

- 1.1. The Grant to which these Federal Provisions are attached has been funded, in whole or in part, with an Award of Federal funds. In the event of a conflict between the provisions of these Federal Provisions, the Special Provisions, the body of the Grant, or any attachments or exhibits incorporated into and made a part of the Grant, the provisions of these Federal Provisions shall control.
- 1.2. The State of Colorado is accountable to Treasury for oversight of their subrecipients, including ensuring their subrecipients comply with the SLFRF statute, SLFRF Award Terms and Conditions, Treasury's Interim Final Rule, and reporting requirements, as applicable.
- 1.3. Additionally, any subrecipient that issues a subaward to another entity (2nd tier subrecipient), must hold the 2nd tier subrecipient accountable to these provisions and adhere to reporting requirements.
- 1.4. These Federal Provisions are subject to the Award as defined in §2 of these Federal Provisions, as may be revised pursuant to ongoing guidance from the relevant Federal or State of Colorado agency or institutions of higher education.

2. DEFINITIONS.

- 2.1. For the purposes of these Federal Provisions, the following terms shall have the meanings ascribed to them below.
 - 2.1.1. "Award" means an award of Federal financial assistance, and the Grant setting forth the terms and conditions of that financial assistance, that a non-Federal Entity receives or administers.
 - 2.1.2. "Data Universal Numbering System (DUNS) Number" means the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify a business entity. Dun and Bradstreet's website may be found at: <http://fedgov.dnb.com/webform>.
 - 2.1.3. "Entity" means:
 - 2.1.3.1. a Non-Federal Entity.
 - 2.1.3.2. a foreign public entity.
 - 2.1.3.3. a foreign organization.
 - 2.1.3.4. a non-profit organization.
 - 2.1.3.5. a domestic for-profit organization (for 2 CFR parts 25 and 170 only);
 - 2.1.3.6. a foreign non-profit organization (only for 2 CFR part 170) only);
 - 2.1.3.7. a Federal agency, but only as a Subrecipient under an Award or Subaward to a non-Federal entity (or 2 CFR 200.1); or
 - 2.1.3.8. a foreign for-profit organization (for 2 CFR part 170 only).

- 2.1.4. “Executive” means an officer, managing partner or any other employee in a management position.
- 2.1.5. “Expenditure Category (EC)” means the category of eligible uses as defined by the US Department of Treasury in “Appendix 1 of the Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds” report available at www.treasury.gov.
- 2.1.6. “Federal Awarding Agency” means a Federal agency providing a Federal Award to a Recipient as described in 2 CFR 200.1
- 2.1.7. “Grant” means the Grant to which these Federal Provisions are attached.
- 2.1.8. “Grantee” means the party or parties identified as such in the Grant to which these Federal Provisions are attached.
- 2.1.9. “Non-Federal Entity means a State, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a Federal Award as a Recipient or a Subrecipient.
- 2.1.10. “Nonprofit Organization” means any corporation, trust, association, cooperative, or other organization, not including IHEs, that:
 - 2.1.10.1. Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest.
 - 2.1.10.2. Is not organized primarily for profit; and
 - 2.1.10.3. Uses net proceeds to maintain, improve, or expand the operations of the organization.
- 2.1.11. “OMB” means the Executive Office of the President, Office of Management and Budget.
- 2.1.12. “Pass-through Entity” means a non-Federal Entity that provides a Subaward to a Subrecipient to carry out part of a Federal program.
- 2.1.13. “Prime Recipient” means the Colorado State agency or institution of higher education identified as the Grantor in the Grant to which these Federal Provisions are attached.
- 2.1.14. “Subaward” means an award by a Prime Recipient to a Subrecipient funded in whole or in part by a Federal Award. The terms and conditions of the Federal Award flow down to the Subaward unless the terms and conditions of the Federal Award specifically indicate otherwise in accordance with 2 CFR 200.101. The term does not include payments to a Contractor or payments to an individual that is a beneficiary of a Federal program.

- 2.1.15. “Subrecipient” or “Subgrantee” means a non-Federal Entity (or a Federal agency under an Award or Subaward to a non-Federal Entity) receiving Federal funds through a Prime Recipient to support the performance of the Federal project or program for which the Federal funds were awarded. A Subrecipient is subject to the terms and conditions of the Federal Award to the Prime Recipient, including program compliance requirements. The term does not include an individual who is a beneficiary of a federal program.
- 2.1.16. “System for Award Management (SAM)” means the Federal repository into which an Entity must enter the information required under the Transparency Act, which may be found at <http://www.sam.gov>. “Total Compensation” means the cash and noncash dollar value earned by an Executive during the Prime Recipient’s or Subrecipient’s preceding fiscal year (see 48 CFR 52.204-10, as prescribed in 48 CFR 4.1403(a)) and includes the following:
- 2.1.16.1. Salary and bonus;
 - 2.1.16.2. Awards of stock, stock options, and stock appreciation rights, using the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2005) (FAS 123R), Shared Based Payments;
 - 2.1.16.3. Earnings for services under non-equity incentive plans, not including group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of Executives and are available generally to all salaried employees.
 - 2.1.16.4. Change in present value of defined benefit and actuarial pension plans;
 - 2.1.16.5. Above-market earnings on deferred compensation which is not tax-qualified.
 - 2.1.16.6. Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the Executive exceeds \$10,000.
- 2.1.17. “Transparency Act” means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by §6202 of Public Law 110-252.
- 2.1.18. “Uniform Guidance” means the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The terms and conditions of the Uniform Guidance flow down to Awards to Subrecipients unless the Uniform Guidance or the terms and conditions of the Federal Award specifically indicate otherwise.

3. COMPLIANCE.

- 3.1. Grantee shall comply with all applicable provisions of the Transparency Act and the regulations issued pursuant thereto, all applicable provisions of the Uniform Guidance, and all applicable Federal Laws and regulations required by this Federal Award. Any revisions to such provisions or regulations shall automatically become a part of these Federal Provisions, without the necessity of either party executing any further instrument. The State of Colorado, at its discretion, may provide written notification to Grantee of such revisions, but such notice shall not be a condition precedent to the effectiveness of such revisions.

4. SYSTEM FOR AWARD MANAGEMENT (SAM) AND DATA UNIVERSAL NUMBERING SYSTEM (DUNS) REQUIREMENTS.

- 4.1. SAM. Grantee shall maintain the currency of its information in SAM until the Grantee submits the final financial report required under the Award or receives final payment, whichever is later. Grantee shall review and update SAM information at least annually after the initial registration, and more frequently if required by changes in its information.
- 4.2. DUNS. Grantee shall provide its DUNS number to its Prime Recipient, and shall update Grantee's information in Dun & Bradstreet, Inc. at least annually after the initial registration, and more frequently if required by changes in Grantee's information.

5. TOTAL COMPENSATION.

- 5.1. Grantee shall include Total Compensation in SAM for each of its five most highly compensated Executives for the preceding fiscal year if:
 - 5.1.1. The total Federal funding authorized to date under the Award is \$30,000 or more; and
 - 5.1.2. In the preceding fiscal year, Grantee received:
 - 5.1.2.1. 80% or more of its annual gross revenues from Federal procurement Agreements and Subcontractors and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and
 - 5.1.2.2. \$30,000,000 or more in annual gross revenues from Federal procurement Agreements and Subcontractors and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and
 - 5.1.2.3. 5.1.2.3 The public does not have access to information about the compensation of such Executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or § 6104 of the Internal Revenue Code of 1986.

6. REPORTING.

- 6.1. If Grantee is a Subrecipient of the Award pursuant to the Transparency Act, Grantee shall report data elements to SAM and to the Prime Recipient as required in this Exhibit. No direct payment shall be made to Grantee for providing any reports required under these Federal Provisions and the cost of producing such reports shall be included in the Grant price. The reporting requirements in this Exhibit are based on guidance from the OMB, and as such are subject to change at any time by OMB. Any such changes shall be automatically incorporated into this Grant and shall become part of Grantee's obligations under this Grant.

7. EFFECTIVE DATE AND DOLLAR THRESHOLD FOR FEDERAL REPORTING.

- 7.1. Reporting requirements in §8 below apply to new Awards as of October 1, 2010, if the initial award is \$30,000 or more. If the initial Award is below \$30,000 but subsequent Award modifications result in a total Award of \$30,000 or more, the Award is subject to the reporting requirements as of the date the Award exceeds \$30,000. If the initial Award is \$30,000 or more, but funding is subsequently de-obligated such that the total award amount falls below \$30,000, the Award shall continue to be subject to the reporting requirements. If the total award is below \$30,000 no reporting required; if more than \$30,000 and less than \$50,000 then FFATA reporting is required; and, \$50,000 and above SLFRF reporting is required.
- 7.2. The procurement standards in §9 below are applicable to new Awards made by Prime Recipient as of December 26, 2015. The standards set forth in §11 below are applicable to audits of fiscal years beginning on or after December 26, 2014.

8. SUBRECIPIENT REPORTING REQUIREMENTS.

- 8.1. Grantee shall report as set forth below.
 - 8.1.1. Grantee shall use the SLFRF Subrecipient Quarterly Report Workbook as referenced in Exhibit F to report to the State Agency within ten (10) days following each quarter ended September, December, March and June. Additional information on specific requirements are detailed in the SLFRF Subrecipient Quarterly Report Workbooks and "Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds" report available at www.treasury.gov.

EC1: Public Health

COVID-19 Vaccination (EC 1.1) and COVID-19 Testing (EC 1.2)

- a. Description of metrics for disadvantaged communities served.

Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.) (EC 1.4), Mental Health Services (EC 1.10) and Substance Use Substances (1.11)

- a. Measurement of the metric.

Payroll for Public Health and Safety Employees (EC 1.9)

- a. Number of governmental FTEs responding to COVID-19 supported under this authority

Public Health Project-Specific Reporting Requirements (EC1)

- a. Unique requirement(s), if applicable

EC2: Negative Economic Impacts

Household Assistance (EC 2.1-2.5)

- a. Description of metrics for disadvantaged communities served.
- b. Measurement of the metric.
- c. Number of households served (by program if recipient establishes multiple separate household assistance programs).

Household Assistance (EC 2.2 & 2.5)

- a. Number of people or households receiving eviction prevention services (including legal representation)
- b. Number of affordable housing units preserved or developed.

Unemployment Benefits or Cash Assistance to Unemployed Workers (EC 2.6)

- a. Measurement of the metric.

Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives) (EC 2.7)

- a. Description of the metrics for disadvantaged communities served.
- b. Measurement of the metric.

Small Business Economic Assistance (EC 2.9)

- a. Description of the metrics for disadvantaged communities served.
- b. Measurement of the metric.
- c. Number of small businesses served (by program if recipient establishes multiple separate small businesses assistance programs)

Aid to Nonprofit Organizations (EC 2.10)

- a. Measurement of the metric.

Other Economic Support (EC 2.13)

- a. Description of the metrics for disadvantaged communities served.
- b. Measurement of the metric.

Rehiring Public Sector Staff (EC 2.14)

- a. Number of FTEs rehired by governments under this authority

Negative Economic Impacts Project-Specific Reporting Requirements (EC2)

- a. Number of workers enrolled in sectoral job training programs
- b. Number of workers completing sectoral job training programs
- c. Number of people participating in summer youth employment programs
- d. Unique requirement(s), if applicable

EC3: Services to Disproportionately Impacted Communities

Education Assistance: Early Learning (EC 3.1), Education Assistance: Aid to High-Poverty Districts (EC 3.2) Education Assistance: Academic Services (EC 3.3), Education Assistance: Social, Emotional, and Mental Health Services (EC 3.4), and Education Assistance: Other (EC 3.5)

- a. Description of metrics for disadvantaged communities served.
- b. Measurement of the metric.

c. National Center for Education Statistics (“NCES”) School ID or NCES District ID

d. Number of students participating in evidence-based tutoring programs

Housing Childhood Environments (EC 3.6-3.9)

a. Number of children served by childcare and early learning (preschool/pre-K/ages 3-5)

b. Number of families served by home visiting.

Healthy Childhood Environments: Child Care (EC 3.6), Healthy Childhood Environments: Home Visiting (EC 3.7), Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System (EC 3.8), Healthy Childhood Environments: Other (EC 3.9), Housing Support: Affordable Housing (EC 3.10), Housing Support: Services for Unhoused Persons (EC 3.11), Housing Support: Other Housing Assistance (EC 3.12), Social Determinants of Health: Other (EC 3.13), Social Determinants of Health: Community Health Workers or Benefits Navigators (EC 3.14), Social Determinants of Health: Community Violence Interventions (EC 3.16)

a. Description of the metrics for disadvantaged communities served.

b. Measurement of the metric.

Housing Support (EC 3-10-3.12)

c. Number of people or households receiving eviction prevention services (including legal representation)

d. Number of affordable housing units preserved or developed.

Social Determinants of Health: Lead Remediation (EC 3.15)

a. Description of metrics for disadvantaged communities served.

b. Measurement of the metric.

Services to Disproportionately Impacted Communities Project-Specific Reporting Requirements (EC3)

a. Unique requirement(s), if applicable

EC4: Premium Pay

Premium Pay (both Public Sector EC 4.1 and Private Sector EC 4.2)

a. Number of workers served

Premium Pay Project-Specific Reporting Requirements (EC3)

a. Unique requirement(s), if applicable

EC5: Infrastructure

All infrastructure projects (EC 5)

a. Projected/Actual construction start date (month/year)

b. Projected/Actual initiation of operations date (month/year)

c. Location (for broadband, geospatial location data)

d. Description of how the project contributes to addressing climate change

Water and sewer projects (EC 5.1-5.15)

- a. National Pollutant Discharge Elimination System (NPDES) Permit Number (if applicable; for projects aligned with the Clean Water State Revolving Fund)
- b. Public Water System (PWS) ID number (if applicable; for projects aligned with the Drinking Water State Revolving Fund)

Broadband projects (EC 5.16-5.17)

- a. Confirm that the project is designed to, upon completion, reliably meet or exceed symmetrical 100Mbps download and upload speeds
 - a. If the project is not designed to reliability meet or exceed symmetrical 100Mbps speeds, explain why not and:
 - b. Confirm project design to meet or exceed 100 Mbps download and between 20 and 100 Mbps upload speed and be scalable to a minimum of 100 Mbps upload and download speed.
- b. Additional programmatic data requirements will be issued by US Treasury in July 2022 for broadband projects, and agencies may be required to report on additional metrics, including, but not limited to:
 - a. Number of households (broken out by households on Tribal lands and those not on Tribal lands) that have gained increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, with the number of households with access to minimum speed standard of reliable 100 Mbps symmetrical upload and download and number of households with access to minimum speed standard of reliable 100 Mbps download and 20 Mbps upload
 - b. Number of institutions and businesses (broken out by institutions on Tribal lands and those not on Tribal lands) that have projected increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, in each of the following categories: business, small business, elementary school, secondary school, higher education institution, library, healthcare facility, and public safety organization, with the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps symmetrical upload and download; and number of each type of institution with access to the minimum speed standard of reliable 100 Mbps download and 20 Mbps upload
 - c. Narrative identifying speeds/pricing tiers to be offered, including the speed/pricing of its affordability offering, technology to be deployed, miles of fiber, cost per mile, cost per passing, number of households (broken out by households on Tribal lands and those not on Tribal lands) projected to have increased access to broadband

meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, number of households with access to minimum speed standard of reliable 100 Mbps symmetrical upload and download, number of households with access to minimum speed standard of reliable 100 Mbps download and 20 Mbps upload, and number of institutions and businesses (broken out by institutions on Tribal lands and those not on Tribal lands) projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, in each of the following categories: business, small business, elementary school, secondary school, higher education institution, library, healthcare facility, and public safety organization. Specify the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps symmetrical upload and download; and the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps download and 20 Mbps upload.

Infrastructure Project-Specific Reporting Requirements (EC5)

- a. Unique requirement(s), if applicable
- 8.1.2. A Subrecipient shall report the following data elements to Prime Recipient no later than five days after the end of the month following the month in which the Subaward was made.
 - 8.1.2.1. Subrecipient DUNS Number.
 - 8.1.2.2. Subrecipient DUNS Number if more than one electronic funds transfer (EFT) account.
 - 8.1.2.3. Subrecipient parent's organization DUNS Number.
 - 8.1.2.4. Subrecipient's address, including Street Address, City, State, Country, Zip + 4, and Congressional District.
 - 8.1.2.5. Subrecipient's top 5 most highly compensated Executives if the criteria in §4 above are met; and
 - 8.1.2.6. Subrecipient's Total Compensation of top 5 most highly compensated Executives if the criteria in §4 above met.
- 8.1.3. To Prime Recipient. A Subrecipient shall report to its Prime Recipient, the following data elements:
 - 8.1.3.1. Subrecipient's DUNS Number as registered in SAM.
 - 8.1.3.2. Primary Place of Performance Information, including Street Address, City, State, Country, Zip code + 4, and Congressional District.
 - 8.1.3.3. Narrative identifying methodology for serving disadvantaged communities. See the "Project Demographic Distribution" section in the "Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds" report

available at www.treasury.gov. This requirement is only applicable to EC 1.1, 1.2, 2.1, 2.2, 2.3, 2.4, 2.5, 2.7, 2.9, 2.13, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.14, 3.15, and 3.16.

- 8.1.3.4. Narrative identifying funds allocated towards evidenced-based interventions and the evidence base. See the "Use of Evidence" section in the "Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds" report available at www.treasury.gov. This requirement is only applicable to EC 1.4, 1.10, 1.11, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.9, 2.10, 2.13, 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.14, and 3.16.
- 8.1.3.5. Narrative describing the structure and objectives of the assistance program and in what manner the aid responds to the negative economic impacts of COVID-19. This requirement is only applicable to EC 2.1, 2.2, 2.3, 2.4, 2.5, 2.9, 2.11, and 2.12. For aid to travel, tourism, and hospitality or other impacted industries (EC 2.11-2.12), also provide the sector of employer, purpose of funds, and if not travel, tourism and hospitality a description of the pandemic impact on the industry.
- 8.1.3.6. Narrative identifying the sector served and designated as critical to the health and well-being of residents by the chief executive of the jurisdiction and the number of workers expected to be served. For groups of workers (e.g., an operating unit, a classification of worker, etc.) or, to the extent applicable, individual workers, for whom premium pay would increase total pay above 150 percent of their residing State's average annual wage, or their residing county's average annual wage, whichever is higher, on an annual basis include justification of how the premium pay or grant is responsive to workers performing essential work during the public health emergency. This could include a description of the essential workers' duties, health or financial risks faced due to COVID-19 but should not include personally identifiable information. This requirement applies to EC 4.1, and 4.2.
- 8.1.3.7. For infrastructure projects (EC 5), narrative identifying the projected construction start date (month/year), projected initiation of operations date (month/year), and location (for broadband, geospatial location data). For projects over \$10 million:
- 8.1.3.8. Certification that all laborers and mechanics employed by Contractors and Subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the "Davis-Bacon Act"), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the Agreement work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing-wage-in-construction law (commonly known as "baby Davis-Bacon Acts"). If such certification is not provided, a recipient must provide a project employment

and local impact report detailing (1) the number of employees of Contractors and sub-contractors working on the project; (2) the number of employees on the project hired directly and hired through a third party; (3) the wages and benefits of workers on the project by classification; and (4) whether those wages are at rates less than those prevailing. Recipients must maintain sufficient records to substantiate this information upon request.

8.1.3.8.1. A Subrecipient may provide a certification that a project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)). If the recipient does not provide such certification, the recipient must provide a project workforce continuity plan, detailing: (1) how the Subrecipient will ensure the project has ready access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project; (2) how the Subrecipient will minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project; and (3) how the Subrecipient will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities; (4) whether workers on the project will receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market; and (5) whether the project has completed a project labor agreement.

8.1.3.8.2. Whether the project prioritizes local hires.

8.1.3.8.3. Whether the project has a Community Benefit Agreement, with a description of any such agreement.

8.1.4. Subrecipient also agrees to comply with any reporting requirements established by the US Treasury, Governor's Office and Office of the State Controller. The State of Colorado may need additional reporting requirements after this agreement is executed. If there are additional reporting requirements, the State will provide notice of such additional reporting requirements via Exhibit G – SLFRF Reporting Modification Form.

9. PROCUREMENT STANDARDS.

9.1. Procurement Procedures. A Subrecipient shall use its own documented procurement procedures which reflect applicable State, local, and Tribal laws and applicable regulations, provided that the procurements conform to applicable Federal law and the standards identified in the Uniform Guidance, including without limitation, 2 CFR 200.318 through 200.327 thereof.

- 9.2. Domestic preference for procurements (2 CFR 200.322). As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all Agreements and purchase orders for work or products under this award.
- 9.3. Procurement of Recovered Materials. If a Subrecipient is a State Agency or an agency of a political subdivision of the State, its Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

10. ACCESS TO RECORDS.

- 10.1. A Subrecipient shall permit Prime Recipient and its auditors to have access to Subrecipient's records and financial statements as necessary for Recipient to meet the requirements of 2 CFR 200.332 (Requirements for pass-through entities), 2 CFR 200.300 (Statutory and national policy requirements) through 2 CFR 200.309 (Period of performance), and Subpart F-Audit Requirements of the Uniform Guidance.

11. SINGLE AUDIT REQUIREMENTS.

- 11.1. If a Subrecipient expends \$750,000 or more in Federal Awards during the Subrecipient's fiscal year, the Subrecipient shall procure or arrange for a single or program-specific audit conducted for that year in accordance with the provisions of Subpart F-Audit Requirements of the Uniform Guidance, issued pursuant to the Single Audit Act Amendments of 1996, (31 U.S.C. 7501-7507). 2 CFR 200.501.
 - 11.1.1. Election. A Subrecipient shall have a single audit conducted in accordance with Uniform Guidance 2 CFR 200.514 (Scope of audit), except when it elects to have a program-specific audit conducted in accordance with 2 CFR 200.507 (Program-specific audits). The Subrecipient may elect to have a program-specific audit if Subrecipient expends Federal Awards under only one Federal program (excluding research and development) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of Prime Recipient. A program-specific audit may not be elected for research and development unless all of the Federal Awards expended were received from Recipient and Recipient approves in advance a program-specific audit.

11.1.2. Exemption. If a Subrecipient expends less than \$750,000 in Federal Awards during its fiscal year, the Subrecipient shall be exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503 (Relation to other audit requirements), but records shall be available for review or audit by appropriate officials of the Federal agency, the State, and the Government Accountability Office.

11.1.3. Subrecipient Compliance Responsibility. A Subrecipient shall procure or otherwise arrange for the audit required by Subpart F of the Uniform Guidance and ensure it is properly performed and submitted when due in accordance with the Uniform Guidance. Subrecipient shall prepare appropriate financial statements, including the schedule of expenditures of Federal awards in accordance with 2 CFR 200.510 (Financial statements) and provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit required by Uniform Guidance Subpart F-Audit Requirements.

12. GRANT PROVISIONS FOR SUBRECIPIENT AGREEMENTS.

12.1. In addition to other provisions required by the Federal Awarding Agency or the Prime Recipient, Grantees that are Subrecipients shall comply with the following provisions. Subrecipients shall include all of the following applicable provisions in all Subcontractors entered into by it pursuant to this Grant.

12.1.1. [Applicable to federally assisted construction Agreements.] Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all Agreements that meet the definition of “federally assisted construction Agreement” in 41 CFR Part 60-1.3 shall include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, Office of Federal Agreement Compliance Programs, Equal Employment Opportunity, Department of Labor.

12.1.2. [Applicable to on-site employees working on government-funded construction, alteration and repair projects.] Davis-Bacon Act. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).

12.1.3. Rights to Inventions Made Under a grant or agreement. If the Federal Award meets the definition of “funding agreement” under 37 CFR 401.2 (a) and the Prime Recipient or Subrecipient wishes to enter into an Agreement with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the Prime Recipient or Subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Agreements and Cooperative Agreements,” and any implementing regulations issued by the Federal Awarding Agency.

- 12.1.4. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Agreements and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal awardees to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal Awarding Agency and the Regional Office of the Environmental Protection Agency (EPA).
- 12.1.5. Debarment and Suspension (Executive Orders 12549 and 12689). A Agreement award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in SAM, in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 12.1.6. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal Agreement, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- 12.1.7. Never Agreement with the enemy (2 CFR 200.215). Federal awarding agencies and recipients are subject to the regulations implementing "Never Agreement with the enemy" in 2 CFR part 183. The regulations in 2 CFR part 183 affect covered Agreements, grants and cooperative agreements that are expected to exceed \$50,000 within the period of performance, are performed outside the United States and its territories, and are in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities.
- 12.1.8. Prohibition on certain telecommunications and video surveillance services or equipment (2 CFR 200.216). Grantee is prohibited from obligating or expending loan or grant funds on certain telecommunications and video surveillance services or equipment pursuant to 2 CFR 200.216.

12.1.9. Title VI of the Civil Rights Act. The Subgrantee, Contractor, Subcontractor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this Agreement (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S. C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CRF Part 22, and herein incorporated by reference and made part of this Agreement or agreement.

13. CERTIFICATIONS.

- 13.1. Subrecipient Certification. Subrecipient shall sign a "State of Colorado Agreement with Recipient of Federal Recovery Funds" Certification Form in Exhibit E and submit to State Agency with signed grant agreement.
- 13.2. Unless prohibited by Federal statutes or regulations, Prime Recipient may require Subrecipient to submit certifications and representations required by Federal statutes or regulations on an annual basis. 2 CFR 200.208. Submission may be required more frequently if Subrecipient fails to meet a requirement of the Federal award. Subrecipient shall certify in writing to the State at the end of the Award that the project or activity was completed or the level of effort was expended. 2 CFR 200.201(3). If the required level of activity or effort was not carried out, the amount of the Award must be adjusted.

14. EXEMPTIONS.

- 14.1. These Federal Provisions do not apply to an individual who receives an Award as a natural person, unrelated to any business or non-profit organization he or she may own or operate in his or her name.
- 14.2. A Grantee with gross income from all sources of less than \$300,000 in the previous tax year is exempt from the requirements to report Subawards and the Total Compensation of its most highly compensated Executives.

Exhibit F
U.S. Treasury Coronavirus Local Fiscal Recovery Funds
Award Terms and Conditions

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND
AWARD TERMS AND CONDITIONS

1. Use of Funds.
 - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
 - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
 - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
 - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
 - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

Exhibit G
Assurance of Compliance with Civil Rights Requirements

OMB Approved No. 1505-0271
Expiration Date: November 30, 2021

ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the “Recipient”) provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient’s beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient’s program(s) and activity(ies), so long as any portion of the Recipient’s program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient’s programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

OMB Approved No. 1505-0271

Expiration Date: November 30, 2021

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

OMB Approved No. 1505-0271

Expiration Date: November 30, 2021

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

Larimer County

5/11/2021

Recipient

Date

DocuSigned by:

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Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

Town of Estes Park Proposal- ARPA Funding: Phase One of the Fish Hatchery Workforce Housing Project

Project Summary

Utilize Town-owned property (approximately 22 acres) to construct a workforce housing development of up to 190 rental units in partnership with the Estes Park Housing Authority (EPHA).

Current Status

After pursuing a development partnership following a 2021 RFP process, the Town of Estes Park, in cooperation with the Estes Park Housing Authority, chose to not move forward with the selected partner to develop the Fish Hatchery site, given changing conditions in both the financial markets, dramatic increases in construction costs and interest rates, and market demand. The Town of Estes Park now anticipates entering into an agreement with EPHA to facilitate the development of a workforce housing project. Both the Town of Estes Park and the Estes Park Housing Authority seek to leverage work efforts from 2021-2023 to jumpstart the new direction. EPHA anticipates pursuing Low-Income Housing Tax Credits (LIHTC) to develop a portion of the site in coordination with our development partners.

Ultimately, we plan to construct up to 190 rental units, most of which would be restricted to the local workforce and have rents between 30-150% of the area median income. While it is difficult to determine at this time because of changing economic circumstances, we expect the total project cost would be approximately \$65-70 million dollars.

Phase One of this project includes robust community outreach, required predevelopment work, and substantial reports including:

- Traffic Study
- Environmental
- Market Needs Assessment
- Wildlife Assessment
- Geotechnical Subsoils
- Cultural Resource Inventory (if needed)

What local/regional problem or opportunity would ARPA funds help address?

ARPA funds would help address the Estes Valley's workforce and attainable housing crisis. The 2023 Housing Needs Assessment and Strategic Plan have outlined the following:

- The Estes Valley needs 1,220 additional or preserved dwellings to meet the existing demand and an additional 1,500 dwellings by 2030 with demand being driven by anticipated retiring workforce and job growth.
- The Housing Strategic Plan identifies a 5-year target of developing between 300 and 400 dwellings.

Town of Estes Park Contributions

In addition to utilizing the Town-owned property valued at approximately \$2.5 million (2021), the Town is willing to leverage the use of 6E Lodging Tax revenues to help finance the project. Additionally, we anticipate waiving eligible development review fees and allowing tap fees to be amortized over a 10-year period (estimated around \$4 million).

Preliminary estimates for funding Phase One equal \$2,025,000.

ARPA Funding Request

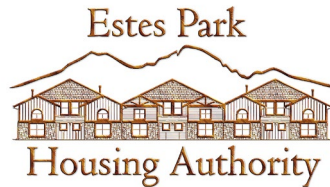
\$2 million to fund Phase One of the workforce housing project to include robust community outreach, predevelopment work, and substantial predevelopment reporting.

Any additional funding, including the \$25,000 budgeted and anything beyond that in Phase One, will most likely be funded through 6E Tax dollars and/or grants. 6E funds are voted upon annually by both the Town of Estes Park Board of Trustees and the Larimer County Board of County Commissioners. In 2024, the Funding Plan outlines the approval to use 6E revenue for the predevelopment of Town and EPHA-owned property.

Timeframe

EPHA anticipates pursuing Low-Income Housing Tax Credits (LIHTC) to develop a portion of the site in coordination with development partners. This funding process will dictate the timing and ability to begin construction of this project as soon as feasible.

Phase One is expected to take two years and we hope to begin construction in 2025.



Estes Park Housing Authority
363 E. Elkhorn Ave Suite 101
PO Box 1200
Estes Park, CO 80517
November 7, 2023

Town of Estes Park
PO Box 1200
Estes Park, CO 80517

Subject: Proposal/Status of ARPA Funding - Phase One of the Fish Hatchery Workforce Housing Project

Dear Town of Estes Park and Larimer County,

I am writing to formally present the proposal for the utilization of American Rescue Plan Act (ARPA) funds for Phase One of the Fish Hatchery Workforce Housing Project, in partnership with the Town of Estes Park. This project is of paramount importance to the community, addressing the pressing issue of affordable housing, and we believe that ARPA funds are instrumental in ensuring the success and affordability of this development.

Project Summary:

The Fish Hatchery Workforce Housing Project aims to construct up to 190 rental units on Town-owned property spanning approximately 22 acres in collaboration with the Estes Park Housing Authority (EPHA). The primary goal is to provide housing opportunities for the local workforce, with rental rates ranging from 30-150% of the area median income.

Current Status:

After encountering challenges related to financial markets, dramatic increases in construction costs, and market demand, the Town of Estes Park, in partnership with EPHA, decided not to proceed with the initially selected developer for the Fish Hatchery site. Subsequently, the Town anticipates entering into an agreement with EPHA to facilitate the development of this crucial workforce housing project. Our collective efforts from 2021-2023 have laid the foundation for this new direction. EPHA intends to pursue Low-Income Housing Tax Credits (LIHTC) to develop a portion of the site in collaboration with our development partners. The total project cost is expected to be approximately \$65-70 million.

Phase One of the project includes a comprehensive community outreach program, necessary predevelopment work, and the generation of substantial reports, including traffic studies, environmental assessments, market needs evaluations, wildlife assessments, geotechnical subsoil studies, and cultural resource inventory, if required.

The local/regional problem or opportunity ARPA funds would address:

The withdrawal from the initial developer agreement and the subsequent engagement of EPHA to lead the workforce housing development underlines the significance of ARPA funding. The 2023 Housing Needs

Assessment and Strategic Plan have identified the pressing need for additional dwellings in the Estes Valley to meet both existing and anticipated future demand. The Housing Strategic Plan has set a 5-year target of developing between 300 and 400 dwellings. ARPA funds will play a pivotal role in addressing these challenges by helping us bridge the housing gap in our community.

Town of Estes Park Contributions:

The Town's contributions to this project are substantial, including the utilization of Town-owned property valued at around \$2.5 million in 2021. Additionally, the Town is willing to leverage 6E Lodging Tax revenues to help finance the project, and we anticipate waiving eligible development review fees while allowing tap fees to be amortized over a 10-year period, estimated at around \$4 million. Preliminary estimates for funding Phase One equate to \$2,025,000.

ARPA Funding Request:

We kindly request \$2 million in ARPA funds remain committed to the Town of Estes Park and the Fish Hatchery Neighborhood to finance Phase One of the workforce housing project, covering robust community outreach, predevelopment work, and substantial predevelopment reporting. Any additional funding required for Phase One will most likely be sourced from 6E Tax dollars and/or grants. The importance of ARPA funds to catalyzing the Fish Hatchery Neighborhood development cannot be understated. Nor can the prospective nature of our stage of development.

Stepping back and reimagining this development to ensure the housing diversity and affordability needs of the Estes Valley are met as completely as possible is necessary and appropriate despite stretching out the time to develop. If ARPA funds were to be withdrawn at this critical stage, the path to completing this critical infrastructure project for the benefit of the Estes Valley would become clouded in uncertainty. EPHA in coordination with the Town of Estes Park puts forward the estimated Phase One predevelopment cost as our best estimate at this early stage of development conceptualization. While these figures represent our best estimate and are likely to change, we fully expect and are committed to pushing this development forward as quickly and efficiently as possible if ARPA funds remain committed to the project.

Timeframe:

EPHA anticipates pursuing Low-Income Housing Tax Credits (LIHTC) in conjunction with our development partners. The timing and the ability to commence construction of this project will depend on the funding process, but we hope to begin construction in 2025 after a two-year Phase One period.

In conclusion, ARPA funds are crucial to the successful realization of the Fish Hatchery Workforce Housing Project. By providing these funds, the Town of Estes Park can continue to address the affordable housing crisis and contribute to the well-being and prosperity of our community. We appreciate your consideration of this proposal and look forward to working together to make this vision a reality.

Thank you for your continued commitment to the betterment of Estes Park and its residents.

Sincerely,



Scott Moulton
Executive Director
Estes Park Housing Authority
smoulton@Estes.org
970.591.2537

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PROCEDURE FOR PUBLIC HEARING

Applicable items include: Rate Hearings, Code Adoption, Budget Adoption

1. **MAYOR.**

The next order of business will be the public hearing on **ACTION ITEM 4. DENOUNCING RESTRICTIVE COVENANTS BASED ON RACE OR RELIGION.**

- ☐ At this hearing, the Board of Trustees shall consider the information presented during the public hearing, from the Town staff, public comment, and written comments received on the budget.
- ☐ Has any Trustee had any ex-parte communications concerning this item which are not part of the Board packet.
- ☐ Any member of the Board may ask questions at any stage of the public hearing which may be responded to at that time.
- ☐ Mayor declares the Public Hearing open.

2. **STAFF REPORT.**

- ☐ Review the staff report.

3. **PUBLIC COMMENT.**

- ☐ Any person will be given an opportunity to address the Board concerning the item. All individuals must state their name and address for the record. Comments from the public are requested to be limited to three minutes per person.

4. **MAYOR.**

- ☐ Ask the Town Clerk whether any communications have been received in regard to the item which are not in the Board packet.
- ☐ Ask the Board of Trustees if there are any further questions concerning the item.
- ☐ Indicate that all reports, statements, exhibits, and written communications presented will be accepted as part of the record.
- ☐ Declare the public hearing closed.
- ☐ Request Board consider a motion.

7. SUGGESTED MOTION.

- ☐ Suggested motion(s) are set forth in the staff report.

8. DISCUSSION ON THE MOTION.

Discussion by the Board on the motion.

9. VOTE ON THE MOTION.

Vote on the motion or consideration of another action.

***NOTE:** Resolutions are read into record at the discretion of the Mayor as it is not required to do so by State Statute.



TOWN OF ESTES PARK

TOWN ATTORNEY'S OFFICE

Memo

To: Honorable Mayor Koenig
Board of Trustees

From: Dan Kramer, Town Attorney

Date: March 12, 2024

RE: Ordinance 04-24 Denouncing Restrictive Covenants Based on Race or Religion

(Mark all that apply)

☒ PUBLIC HEARING ☒ ORDINANCE ☐ LAND USE
☐ CONTRACT/AGREEMENT ☐ RESOLUTION ☐ OTHER _____

QUASI-JUDICIAL ☐ YES ☒ NO

Objective:

Take an official position acknowledging that historical covenants which purported to restrict who could live in a neighborhood based on race or religion are unlawful and wrong.

Present Situation:

As directed by the Town Board, Town staff researched existing restrictive covenants in town. Ascent Escrow & Title assisted greatly by providing a trove of documents they have collected over many years. Reviewing these documents, the Town Attorney's Office identified two subdivisions in the Estes Valley with racially restrictive covenants in the record: Stanley Heights and Devon Hills. At a study session on January 9, 2024, the Board requested an ordinance denouncing such restrictive covenants and allowing property owners to take their own positions against covenants on their properties by filing the ordinance with the County Clerk and Recorder alongside their property records.

Proposal:

This ordinance is intended to fulfill the Board's request for an avenue to denounce racially and religiously restrictive covenants. Because these restrictive covenants are already ineffectual, the ordinance will not have any direct legal impact. The purpose is to formally express the Town's condemnation of these historical documents. Town staff also intends to reach out to the homeowners in the subdivisions known to be covered by such covenants, and to follow up with further outreach if more covenants are discovered.

Advantages:

The symbolic condemnation of unlawful and repugnant agreements.

Disadvantages:

None. The action is symbolic.

Action Recommended:

Board policy decision. If the Board wishes to make this sort of denunciation, I recommend passing the ordinance.

Finance/Resource Impact:

None.

Level of Public Interest

Uncertain. I have received a small amount of correspondence on the matter.

Sample Motion:

I move for the **approval/denial** of Ordinance 04-24.

Attachments:

1. Ordinance 04-24.

ORDINANCE NO. 04-24

AN ORDINANCE DENOUNCING RESTRICTIVE COVENANTS
BASED ON RACE OR RELIGION

WHEREAS, the Estes Valley encompasses subdivisions with historical covenants between property owners purporting to restrict home ownership or occupancy on the basis of race or religion; and

WHEREAS, these covenants are null and void because their enforcement would be unconstitutional, as held by the United States Supreme Court in the 1948 case *Shelley v. Kraemer*; and

WHEREAS, in addition to being ineffectual and unlawful, these covenants are repugnant to the values of Estes Park; and

WHEREAS, sections 38-30-169 and 38-30-170 of the Colorado Revised Statutes provide ways for property owners to remove these covenants from the documents containing them; and

WHEREAS, the Board of Trustees of the Town of Estes Park desires to provide an additional mechanism for property owners to repudiate such historical covenants that may be associated with their property.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO AS FOLLOWS:

Section 1: Covenants purporting to restrict property ownership or occupancy on the basis of race or religion are null, void, unlawful, unconstitutional, and repugnant, and are hereby denounced in the strongest possible terms.

Section 2: Any property owner may record this Ordinance in relation to their property, in conjunction with any other document or in any manner allowed by law and by the Larimer County Clerk and Recorder, as a method of repudiating any such covenant based on race or religion that may have historically impacted their property.

Section 3: This Ordinance shall take effect and be enforced thirty (30) days after its adoption and publication.

PASSED AND ADOPTED by the Board of Trustees of the Town of Estes Park, Colorado this ____ day of _____, 2024.

TOWN OF ESTES PARK, COLORADO

By: _____
Mayor

ATTEST:

Town Clerk

I hereby certify that the above Ordinance was introduced at a regular meeting of the Board of Trustees on the _____day of _____, 2024 and published by title in a newspaper of general circulation in the Town of Estes Park, Colorado, on the ____ day of _____, 2024, all as required by the Statutes of the State of Colorado.

Town Clerk

APPROVED AS TO FORM:



Town Attorney



TOWN OF ESTES PARK

**TOWN ADMINISTRATOR'S
OFFICE**

Memo

To: Honorable Mayor Koenig
Board of Trustees

From: Town Administrator Machalek

Date: March 12, 2024

RE: Resolution 20-24 Supporting Ballot Issue 1A

(Mark all that apply)

☐ PUBLIC HEARING ☐ ORDINANCE ☐ LAND USE
☐ CONTRACT/AGREEMENT ☒ RESOLUTION ☐ OTHER: _____

QUASI-JUDICIAL ☐ YES ☒ NO

Objective:

Consider Resolution 20-24, which supports Town of Estes Park Ballot Issue 1A (the renewal of the Town's existing 1% sales tax through June 30, 2034).

Present Situation:

Voters approved the current 1% sales tax (1A) in April of 2014, with an effective term of July 1, 2014 through June 30, 2024. The 1A sales tax supports four special revenue funds: the Street Improvement Fund, the Trails Expansion Fund, the Community Center Fund, and the Emergency Response Fund.

At the Board's request, staff developed a new, proposed 1% sales tax renewal package using local resident feedback from the Town's 2021 National Community Survey (NCS), the 2022 Comprehensive Plan, results from the 2019 Stormwater Survey, and consultation with subject-matter experts. The package was further refined through public presentations and feedback gathering through fall and winter of 2023.

On January 23, the Town Board unanimously approved Ordinance 02-24, referring the following 1% renewal package to the voters at the April 2, 2024 Municipal Election:

- 46% for Street Maintenance
- 28% for Stormwater Infrastructure Expansion
- 12.5% for Trail Expansion and Reconstruction
- 9% for Wildfire Mitigation
- 4.5% for Powerline Wildfire Mitigation

Proposal:

The proposed resolution expresses the Board support for Ballot Issue 1A and urges voters of the Town of Estes Park to approve the Ballot Issue.

Advantages:

- Provides funding for priorities and public infrastructure needs identified by the community.
- The uses of a renewed tax are specified and the tax itself is limited to a ten-year duration.
- A renewed sales tax allows for visitors to our community to share in the costs to create and maintain public improvements that will benefit both visitors and residents.
- Using sales tax to fund investments in public infrastructure helps to keep the Town's portion of property tax very low.

Disadvantages:

- Some residents expressed opposition to a renewal of the 1% sales tax, preferring a reduced sales tax rate.
- Some residents expressed opposition to a renewal of the 1% sales tax, preferring that the priorities contained in the proposed 1A renewal be funded through re-direction of existing Town revenues.
- Funding specifically allocated through a renewed sales tax would not be available for other priorities.

Action Recommended:

Staff recommends approval of Resolution 20-24

Finance/Resource Impact:

Staff estimates that a renewed 1% sales tax would generate \$4,617,299 in the first full year of revenues (2025).

Level of Public Interest

High

Sample Motion:

I move for the **approval/denial** of Resolution 20-24.

Attachments:

1. Resolution 20-24

RESOLUTION 20-24

A RESOLUTION SUPPORTING TOWN OF ESTES PARK BALLOT ISSUE 1A TO EXTEND THE TOWN'S EXISTING 1% SALES TAX THROUGH JUNE 30, 2034

WHEREAS, the Estes Park Board of Trustees unanimously referred Ballot Issue 1A to the voters of Estes Park at the April 2, 2024 Town Election; and

WHEREAS, the members of the Estes Park community have voiced the need for additional investments in the Town's infrastructure and its resiliency to natural disasters through the biennial Community Surveys, the Comprehensive Plan process, the Stormwater Master Plan process, and multiple community outreach sessions; and

WHEREAS, of all the needs expressed by community members, among the highest priorities were continued robust investment in street maintenance, continued expansion of the multimodal trail system, proactive resiliency efforts including stormwater management, flood mitigation, and wildfire mitigation; and

WHEREAS, the 2014 voter-approved 1% sales tax will sunset in June of 2024, bringing an end to a special revenue stream that has supported robust infrastructure investments such as these; and

WHEREAS, Ballot Issue 1A would, without increasing any tax rate, continue the 2014 1 cent per 1 dollar sales tax for a limited term of 10 years; and

WHEREAS, Ballot Issue 1A provides strict accountability by specifying that the Town will allocate the revenues as:

- 46% to Street Maintenance
- 28% to Stormwater Infrastructure Expansion
- 12.5% to Trail Expansion and Reconstruction
- 9% to Wildfire Mitigation
- 4.5% to Powerline Wildfire Mitigation

WHEREAS, without the 1% incremental tax renewal, the Town will not be able to maintain the level of street maintenance and trail expansion services of the past 10 years, nor fund proactive stormwater management, nor the proposed wildfire mitigation efforts without significantly reducing existing service-levels of other Town activities; and

WHEREAS, the stability of Estes Park's economic future and competitive position with other mountain destinations is tied to the quality of our infrastructure and our resilience.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:

The Board of Trustees hereby supports the passage of Town of Estes Park Ballot Issue 1A and urges the registered voters of the Town of Estes Park to vote yes on Town of Estes Park Ballot Issue 1A.

DATED this ____ day of _____, 2024.

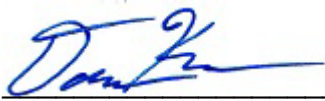
TOWN OF ESTES PARK

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:



Town Attorney



TOWN OF ESTES PARK

**TOWN ADMINISTRATOR'S
OFFICE**

Memo

To: Honorable Mayor Koenig
Board of Trustees

From: Town Administrator Machalek

Date: March 12, 2024

RE: Final 2023 Strategic Plan Progress Report and Amended 2024 Strategic Plan

(Mark all that apply)

☐ PUBLIC HEARING ☐ ORDINANCE ☐ LAND USE
☐ CONTRACT/AGREEMENT ☐ RESOLUTION ☒ OTHER: _Strategic Plan_

QUASI-JUDICIAL ☐ YES ☒ NO

Objective:

Town Board review of the final 2023 Strategic Plan Progress Report and consideration of an amended 2024 Strategic Plan that incorporates 2023 Strategic Plan Objectives that were not completed in 2023.

Present Situation:

The 2023 Strategic Plan included 59 Objectives. Of those 59 Objectives, 39 were completed in 2023, 2 were “ongoing objectives”, and 18 were incomplete. Work continues on 12 of the 18 remaining incomplete Objectives. Details on the status of these incomplete Objectives can be found in the “Comments” section of the Final 2023 Strategic Plan Progress Report. Staff is recommending that the Board not carry over 7 objectives, 6 of which were incomplete in 2023 and one of which is ongoing (detailed below).

Proposal:

In order to better track completion status of Town Board Objectives, the Town’s Strategic Planning process includes a final report on the prior year’s Strategic Plan and a formal amendment of the current year Strategic Plan to incorporate any Objectives that were not completed in the prior year. To that end, the proposed amended 2024 Strategic Plan is attached. These edits incorporate 12 incomplete 2023 Objectives into the 2024 Strategic Plan. Proposed revisions are presented in red text.

Staff is recommending that the Board not carry over the following Objectives:

- Governmental Services and Internal Support
 - “Execute Contract to scan and archive existing invoices. (2022 CARRYOVER)”
 - Staff recommends revisiting this concept after implementing a new Enterprise Resource Planning (ERP) system.

- Outstanding Community Services
 - “Begin rewriting the Estes Park Development Code.”
 - The Board has already adopted a modified Objective for 2024 (“Continue rewriting the Estes Park Development Code”).
- Public Safety, Health, and Environment
 - “Develop an environmental impact plan for Town produced events.”
 - Work on this Objective is Ongoing. Staff recommends that this work be tracked through the ESTF Implementation process.
 - “Gather information necessary to consider the addition of a full-time Emergency Manager including a draft job description and financial impact.”
 - The Board has already adopted a modified Objective for 2024 (“Review and update the Town's Emergency Management function”).
- Transportation
 - “Establish a task force consisting of representatives from Public Works, TAB, RMNP, CDOT, and the FHWA to identify opportunities, challenges, and timing sensitivities for inclusion in a FLAP grant application in 2024 to fund the design, environmental clearance, public outreach, and construction of the Moraine Ave Multimodal Improvements and a roundabout at the intersection of Moraine Ave and Marys Lake Road.”
 - The next call for Federal Lands Access Program (FLAP) projects in Colorado is tentatively scheduled for 2026. Staff recommends that we revisit this objective in the 2025 Strategic Plan.
 - “If funded by the 2022 MMOF grant, complete the design (in 2023) and construction (in 2024) of the Fall River Trail.”
 - The Board has already adopted a modified Objective for 2024 (“Complete the design of the Fall River Trail”).
 - “Partner with CDOT to explore expansion of Bustang to Estes service to include both the US 36 and US 34 corridors. (2022 CARRYOVER)”
 - Staff recommends replacing this Objective with a Goal to "Work with CDOT and other partners to evaluate additional regional transit options along US 34 and US 36."

Advantages:

- Provides a final accounting of 2023 Strategic Plan progress.
- Ensures tracking and completion of 2023 Town Board Strategic Objectives.
- Allows the Town Board to confirm that the 2023 Objectives that have not yet been completed are still priorities.

Disadvantages:

- The presence of carry-over Objectives indicates that staff was not successful at fully implementing the Town Board's Strategic Plan in 2023.

Action Recommended:

Staff recommends approval of the amended 2024 Strategic Plan.

Finance/Resource Impact:

N/A

Level of Public Interest

Medium

Sample Motion:

I move for the **approval/denial** of the amended 2024 Strategic Plan as presented.

Attachments:

1. Final 2023 Strategic Plan Progress Report
2. Summary of 2023 Carryover Objectives for 2024
3. Amended 2024 Strategic Plan

2023 Town of Estes Park Strategic Plan Progress Report Final

		Responsible Party	On Track	Behind Schedule	Hold/ tabled	Done*	% Complete	Comments
KEY OUTCOME AREAS								
EXCEPTIONAL GUEST SERVICES - We are a preferred Colorado mountain destination providing an exceptional guest experience.								
	Implement a plan to activate Bond Park events in different locations in Town to help spread the audience throughout town.	Rob Hinkle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Big Foot Days utilized Bond Park and the Park Theater. The Duck Race used George Hix Plaza and Performance Park. Developed marketing/sales deals with the permit system for 2024 to entice Bond Park events downtown to utilize other event areas downtown.
	Explore broader event economic impact analysis for all events the Town produces and hosts.	Rob Hinkle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Started surveying events, Wine & Chocolate Festival, Whiskey Warmup, Bigfoot Days, Wool Market, Elk Fest and Rocky Mountain Spirit Festival have been surveyed. Final figures completed in January 2024.
	Explore a partnership with Visit Estes Park to develop a visitor experience data strategy.	Rob Hinkle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	The intercept study was conducted in 2023 and a complete report will be completed by early 2024.
	Design and implementation of the Event Center reverberation project.	Rob Hinkle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Acoustical panels are completely installed in the Event Center.
	Implement a Guest Service (Service Elevated) Training for volunteers in the Visitor Center.	Rob Hinkle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Service Elevated training for Visitor Services Volunteers took place in May. This will be an annual training.
	Update the conceptual design and cost estimates for the Stall Barns and develop a plan to fund the improvement. (2022 CARRYOVER)	Rob Hinkle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25%	Study to update the conceptual design with cost estimates of the stall barns is in the 2024 budget. This objective will need to be carried over to 2024.
GOVERNMENTAL SERVICES AND INTERNAL SUPPORT - We provide high quality support for all municipal services.								
	Develop funding strategies to support local organizations' investments in Diversity, Equity, and Inclusion (DEI) efforts.	Jason Damweber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Will work with EPNRC and United Way of Larimer County on possible options; Town's Community Initiative Funding pools continues to serve as source of funding to support local organizations' efforts. Town representatives will be participating in a six-part DEI workshop being hosted by EPNRC, the recipient of increased Base Funding for this purpose. Efforts will be ongoing.
	Formalize and codify an objective way to increase or decrease Town Board compensation moving forward.	Jackie Williamson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Received direction from the Board during 10/24 and 11/28 TB meetings. Will bring forward ordinance for consideration at the 12/12 TB meeting. Ordinance approved by the Board.
	Explore providing services at public meetings that reduce participation barriers for members of our community with specialized communication needs.	Jackie Williamson/Kate Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Staff has implemented Wordly, an Artificial Intelligence solution for meeting language interpretation for individuals with limited English proficiency. The service will also serve individuals who are deaf or hard of hearing. Staff provided a demo on 11/14 at the Study Session meeting and used the service during 11/14 TB meeting. This service is now available for each Town Board meeting (and other Town meetings as necessary). We will be continuing to work to push out information about the new program.
	Execute contract to scan and archive existing invoices. (2022 CARRYOVER)	Jeremy Creamean	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0%	Staff met with a scanning consultant on Aug 29th to discuss options. Finance has not initiated this effort yet since a new accounting system may have an integrated document management system and we may not use Laserfiche long term. If Laserfiche is not the long term solution, the cost to digitize old invoices may not be justified if the images cannot be loaded into the new system. With selection of a new system just months away, this effort is on hold until the ERP software selection process is complete. Staff recommends revisiting this objective after the ERP transition is complete.
	Evaluate ransomware risk and develop a mitigation plan. (2022 CARRYOVER)	Jason Damweber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	"Hardened" backups in place; new servers installed; mitigation plan with current backup documentation finalized June 2023. This will be a "living document" that is updated as infrastructure is updated.
INFRASTRUCTURE - We have reliable, efficient, and up-to-date infrastructure serving our community and customers.								
	Update the Water Master Plan.	Reuben Bergsten	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65%	2nd Quarter 2024 - Consultants completed six of eleven technical memos (TM) that feed into the master plan. This objective will need to be carried over to 2024.
	Develop a Water Audits and Loss Control Program.	Reuben Bergsten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Plan is developed. M36 Audit of Data is complete.
	Make funding and staffing plan for a capital construction projects crew.	Reuben Bergsten	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50%	2nd quarter 2024 - Federal Bipartisan Infrastructure Law (a.k.a. the Infrastructure Investment and Jobs Act) requires contractors, not forced account (staff) labor. This objective will need to be carried over to 2024.
	Review PRPA's transition plan to the 2030 noncarbon energy goal and provide constructive feedback that is reflective of the Town's philosophy.	Reuben Bergsten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	PRPA's official transition plan is their federally-required Integrated Resource Plan (IRP). Public meetings for the 2024 IRP are underway, and PRPA officials presented to the Town Board on September 26. The transition plan is a living plan with constant monitoring of long- and short-duration storage, green fuels, and virtual power plants.
	Begin implementing the recommendations of the Environmental Sustainability Task Force to support renewable energy and storage sources for use by the Town and by individual residents in concert with PRPA.	Reuben Bergsten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Applying for a GRIP grant to help fund a Virtual Power Plant. Applied for the Microgrids for Community Resilience (MCR) grant to help fund the purchase of an industrial-size, 5 Megawatt battery. Applied for and we were turned down for an "Energy Improvements in Rural or Remote Areas" (ERA) program storage grant. PRPA is developing their battery storage plan for distributed locations throughout the four PRPA communities.
	Assist the Town Board with determination of a guiding policy regarding the Town and private-sector roles in implementing the Electric Vehicle Infrastructure & Readiness Plan.	Greg Muhonen (VS)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50%	Management Analyst Simpson is working on bringing a Study Session item to the Town Board to seek direction of the Town's role in implementing EV charging infrastructure. Implementation of this direction will likely be the responsibility of Public Works and/or Power and Communications. This objective will need to be carried over to 2024.
	Install Phase 1 & 2 Town Hall Variable Refrigerant Flow cooling units. (2021 & 2022 Objective Carryover)	Greg Muhonen (RS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10%	PW Facilities Manager is exploring alternative solutions that may be more cost-effective than bidding the direct replacement of the 34 roof top units. Price quotes for a different technology that delivers both heating and cooling are under evaluation. Staff is working on an invitation to bid. This objective will need to be carried over to 2024.
	Continue the process of moving the Police Department out of Town Hall.	Greg Muhonen (RS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	This work continued in 2023 with the identification of 5 candidate locations for the PD relocation and one Executive Session with the Town Board. A new 2024 Objective will carry this effort forward.

2023 Town of Estes Park Strategic Plan								
Progress Report								
Final								
		Responsible	On	Behind	Hold/	Done*	%	
		Party	Track	Schedule	tabled		Complete	Comments
KEY OUTCOME AREAS								
	Develop and implement an annual budget contribution mechanism for facility expansion needs as identified in the Facilities Master Plan. (2022 Objective Carryover)	Jeremy Creamean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	For the 2023 budget development process, this has been combined with the Employee Housing Reserve for future capital projects around facilities, including employee housing. Contribution to this reserve will be an annual budget allocation. In addition, another \$100,000 is included in the 2023 budget making a total of \$200,000 available to acquire purchase options on parcels of land for future facilities.
	Pursue purchase options on the top opportunity sites needed to implement the Facilities Master Plan recommendations.	Greg Muhonen (RS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	PW & PD are exploring the potential purchase of 1230 Big Thompson Avenue. We are also considering 1211 Woodstock DR and two other lots on Woodstock owned by Sterling Lumber. The 2023 effort is complete and will continue into 2024 under the new SP Infrastructure Objective 4.D.1
	Pursue grant funding for private and/or public flood mitigation and stormwater projects.	Greg Muhonen (JB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	GEI Consultants started work in August on the Project Scoping for Capacity Improvements on the Big Thompson River and Fall River; completion is expected by the end of 2024. This effort will establish a solution concept for use in applying for future stormwater infrastructure design and construction grant funding. Work on this item will continue in 2024 under the new SP Infrastructure Objective 5.A.1.
	Work with PRPA to develop an implementation plan to support our noncarbon goal.	Reuben Bergsten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	PRPA's official transition plan is their federally-required Integrated Resource Plan (IRP). PRPA's Chief Transition and Integration Officer has completed the initial plan. The implementation will be long-term.
	Develop a funding proposal to expand stormwater infrastructure and maintenance through the creation of a stormwater utility. (2022 CARRYOVER)	Greg Muhonen (JB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	The staff proposal to fund future stormwater improvements with 25% from future grants, 47% from future sales tax revenue, and 28% from the General Fund was supported by the Town Board at the June 13 study session. Renewal of the 1% sales tax must be approved by voters in April 2024 in order to advance this proposal to implementation.
	Develop, fund, and implement a stormwater drainage system maintenance program. (2022 CARRYOVER)	Greg Muhonen (JB)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65%	The adopted 2023 Budget included funding for the stormwater maintenance program (3-person crew, equipment, and materials). A Stormwater Drainage System Maintenance Policy draft document has been completed and submitted to Public Works leadership for review. This objective will need to be carried over to 2024.
OUTSTANDING COMMUNITY SERVICES - Estes Park is an exceptionally vibrant, diverse, inclusive, and active mountain community in which to live, work, and play, with housing available for all segments in our community.								
	Consider the adoption of the Housing Needs Assessment and Housing Strategic Plan.	Jason Damweber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	HNA and SP transmitted the Town Board in January 2023. Decision was made to adopt operating/funding plans informed by the HNA and SP rather than "adopting" the consultant's report itself.
	Develop a strategy for obtaining data on the needs of the senior community in Estes Park.	Travis Machalek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Staff has gathered data from a variety of sources including the 2022 Larimer County Community Health Survey, the Larimer County Office on Aging Report on Community Conversations, and the 2023 Larimer County Office on Aging Community Assessment Survey for Older Adults.
	Expand the greenhouse footprint and production capacity to service expanding planting demands on public properties.	Greg Muhonen (RS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5%	Building design is complete, will put out on invitation to bid Q1 2024. This objective will need to be carried over to 2024.
	Encourage local schools to implement a once-a-year field trip for all ages to the Thumb Open Space for education opportunities on native vegetation and being good stewards of our environment.	Greg Muhonen (RS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Staff encouraged the School District to implement this activity. We were unsuccessful in obtaining support from teachers at this time. Staff will remain available to assist if the School District decides this is a valuable activity.
	Explore an annexation policy with Larimer County after the adoption of the Comprehensive Plan.	Steve Careccia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5%	Director Careccia and Town Administrator Machalek will be restarting these conversations soon. This objective will need to be carried over to 2024.
	Begin rewriting the Estes Park Development Code.	Steve Careccia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5%	Development Code update will be deferred to the incoming Community Development Director. RFP draft is ready, but will need to be vetted by new staff prior to being released on Bidnet. This objective will need to be carried over to 2024.
	Negotiate Development Agreement with AmericaWest for workforce housing on the Fish Hatchery site. (2022 CARRYOVER)	Jason Damweber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	The Town pivoted from our original approach (working with a development partner that was identified through a competitive process in 2021), and will be working with the Housing Authority on the project moving forward. We are working with the County and Housing Authority to determine obligate \$2 million in ARPA funding for the project now that we are going in a different direction. Action items related to this obligation will be before the Town Board later this year. The property was subdivided and rezoned in October 2022.
	Complete the Americans with Disabilities Act Transition Plan. (2022 CARRYOVER)	Greg Muhonen (RS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Mile High ADA Consultants submitted a draft transition plan that addresses needs in the public rights of way and in public parks. After review of the draft Transition Plan and learning of the recent regulatory adoption of PROWAG in September, we executed a couple of change orders with our ADA consultant to expand the scope of work (added on-street parking and transit stop evaluations) and provide PROWAG compliance evaluation training to our staff. It was discovered after the public meeting and preparing for the town board study session that the transition plan was missing fundamental information. This is scheduled for discussion with the TB at a study session on Jan 23 2024, and consideration for TB adoption on February 13, 2024.
PUBLIC SAFETY, HEALTH, AND ENVIRONMENT - Estes Park is a safe place to live, work, and visit within our extraordinary natural environment.								
	Enact the Implementation Plan developed from the Environmental Sustainability Task Force recommendations.	Jason Damweber	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ongoing	See ESTF Implementation tracking sheet.
	Develop an environmental impact plan for Town produced events.	Rob Hinkle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ongoing	Gathering information from other communities and events. Met with concessionaire on strategies for at the Events Complex and downtown. Met with Scraps LLC to talk about Town events and recycling. They are a company that can help provide a plan/equipment up to full service. Kevin McDonald is heading this project up and we will be meeting with Scraps LLC the beginning of 2024. Staff recommends moving this objective to the ESTF Implementation Tracking Sheet for continued efforts.
	Gather information necessary to consider the addition of a full-time Environmental Sustainability Manager including a draft job description and financial impact.	Jason Damweber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Town Board Study Session held to discuss possibility of new ESAB and ES Manager position. Draft job descriptions and estimated financial impact provided. Town Board included the following language in the 2024 Strategic Plan: "Strongly consider funding to hire a full-time Environmental Sustainability Manager at the administrative level." Staff developed a Service-Level Proposal for this position to be considered as part of the Town Board's budget deliberations. Next steps will be up to the Town Board.

2023 Town of Estes Park Strategic Plan								
Progress Report								
Final								
		Responsible	On	Behind	Hold/	Done*	%	
		Party	Track	Schedule	tabled		Complete	Comments
KEY OUTCOME AREAS								
	Create a replacement plan for the Town's 800 MHz emergency radios.	Police Chief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Updated plan submitted to Finance Director June 27, 2023. Will discuss implementation of replacement plan with Director Hudson. Director Hudson advised that he did not want to create replacement plan in 2024.
	Gather information necessary to consider the addition of a full-time Emergency Manager including a draft job description and financial impact.	Travis Machalek	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50%	Management Analyst Simpson has completed a review of emergency management in other municipalities in the state to provide a starting point for these conversations. Given budget limitations, this conversation will need to be carried over to 2024. The Town Board has adopted a modified objective in 2024.
	Implement Phase 4 of the Security Camera project to address the needs of the Event Center and the associated parking area. (2022 CARRYOVER)	Greg Muhonen (RS)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15%	InteConnect has discontinued service in the Colorado area and will no longer be of service. We are searching for another provider that can connect to our existing system and supply service and cameras for phase 4, the Event Center and Fairgrounds. This objective will need to be carried over to 2024.
	Develop and implement a plan to make the Rooftop Rodeo concessions and hospitality functions zero-waste. (2022 CARRYOVER)	Rob Hinkle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	This year we introduced several items: recycle all cooking oil into bio fuel, switched to aluminum canned water, switched paper cups with coatings to a recyclable plastic cup, installed 2 new pieces of equipment (refrigerators) that are more efficient and environmentally friendly. We almost doubled recycled goods this year compared to 2022. Met with Scraps LLC, on how we can take it to the next level for 2024 with manned stations and composting. This will be an ongoing project.
	Adopt the 2021 International Code Council Building Code updates, including the International Property Maintenance Code. (2022 CARRYOVER)	Jason Damweber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	The 2021 IBC, IRC, Energy Code and Property Maintenance Code and all related codes was approved and adopted at the May 23rd Town Board meeting.
	Complete Community Planning Assistance for Wildfire (CPAW) process and begin implementation of recommendations. (2022 CARRYOVER)	Jason Damweber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	After an unexpected delay on CPAW's part, staff received deliverables in November 2023, including educational materials for residents on steps they can take to reduce wildfire vulnerabilities at their properties in general, a recommended list of "plant materials" for landscaping, and recommendations for focus areas for the Development Code rewrite. Moving forward, we will need to decide whether to extend our MOU to formally include CPAW in the Development Code rewriting process.
TOWN FINANCIAL HEALTH - We will maintain a strong and sustainable financial condition, balancing expenditures with available revenues, including adequate cash reserves for future needs and unanticipated emergencies.								
	Develop a process for Town Board consideration of a ballot measure asking voters to renew the 1A sales tax.	Travis Machalek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Staff completed community engagement on the draft breakdown and presented the feedback to Town Board on October 24. The Board indicated agreement with the proposed package at the Town Board meeting on November 14. The Town Board voted to place this ballot measure on the April 2 municipal election ballot.
	Review and propose updates to Planning Division fees. (2022 CARRYOVER)	Jason Damweber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Town Board adopted the new Planning Fee Schedule at the October 24 Town Board meeting, along with an updated Fee Equity and Fee Waiver policy.
TRANSPORTATION - We have safe, efficient, and well-maintained multi-modal transportation systems for pedestrians, cyclists, motorists, and transit riders.								
	Deliver technical support and public communication assistance for construction of the Downtown Estes Loop by FHWA. (Multi-Year)	Greg Muhonen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Phase 3 construction is underway on the roundabout, stormwater system, trail, and railing above the retaining wall on Moraine Ave at Crags Drive. The Ivy St bridge, Crags Dr, and Riverside Drive were reopened to traffic on July 14, 2023. Regular project updates are distributed via email and social media. This is a multi-year Objective already reflected in the 2024 SP Transportation Objective 2.A.1
	Establish a task force consisting of representatives from Public Works, TAB, RMNP, CDOT, and the FHWA to identify opportunities, challenges, and timing sensitivities for inclusion in a FLAP grant application in 2024 to fund the design, environmental clearance, public outreach, and construction of the Moraine Ave Multimodal Improvements and a roundabout at the intersection of Moraine Ave and Marys Lake Road.	Greg Muhonen (JB)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2%	On Feb 6 the FHWA website was updated to announce the next call for FLAP projects in CO is tentatively scheduled for 2026. This task force planning effort is now on hold until 2025. Staff recommends reconsidering this item in 2025.
	Seek funding to complete a Transit Development Plan (TDP) to guide future transit operational and expansion decisions.	Greg Muhonen (VS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	This item is complete. The TDP will be included in the Multi-Modal Transportation Plan (MTP) and staff believe that it can be accomplished within the existing MTP budget of \$300,000.
	Utilize SB267 grant funds to design transit & parking improvements in the Visitor Center Parking Lot.	Greg Muhonen (VS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45%	Two consultant proposals were received by the 11/05 deadline. The Selection Committee met to review the proposals and made a selection. Both proposals were over the existing project budget, so fee negotiation is the next step. Pending budget/fee discussions, this project will be led by the recently-approved Limited Term PW Project Manager, starting early 2024. This objective will need to be carried over to 2024.
	Explore funding partnership opportunities for creation of a plan to convert the Town fleet to low or zero emission fuels.	Greg Muhonen (VS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Funding for this Plan has been secured via a grant from CDOT's Office of Innovative Mobility. TOEP is still waiting on a grant agreement from CDOT OIM. OIM staff said they were unsure about the timing for receipt of the agreement. Due to existing Division workload, preparation of the plan will likely begin in 2024.
	If funded by the 2022 CDOT Revitalizing Main Streets grant, complete the design (in 2023) and construction (in 2024) of the multiuse path on the west side of Community Drive between Manford Ave and US36.	Greg Muhonen (JB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Grant funding not received in 2022. This project is on extended "pause". [A call for applications for the large grant category was not issued in 2022; no known schedule for issuance in 2023 or 2024].
	If funded by the 2022 MMOF grant, complete the design (in 2023) and construction (in 2024) of the Fall River Trail.	Greg Muhonen (JB)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65%	MMOF funding commitment was received in 2022 for about half the cost and a TAP grant was approved in June of 2023 for the balance of the estimated construction cost. These funds are budgeted for CDOT fiscal year 2025, so the project cannot be bid prior to July 1 2025. Design plans were considered 100% in 2017; however, some site conditions and requirements have changed, requiring the plans to be updated to current standards. A design fee proposal has been received from the consultant and ROW/Easement acquisition efforts are ongoing. An application for a CPW Non Motorized Trails grant in the amount of \$45,000 for final design was submitted in October 2023. Notification of any award will not occur until early 2024. The Board has adopted a modified objective for 2024 (Transportation Objective 7.B.1).
	Complete the design and public outreach for the Cleave Street Improvements in alignment with community support and the updated Comprehensive Plan. (2022 CARRYOVER)	Greg Muhonen (JB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Design and initial public outreach is complete. Utility relocation coordination continues. Easement acquisition is underway. On August 10, 2023, staff was notified that our application for a small category Revitalizing Main Streets Grant in the amount of \$250,000 was approved! Utility relocations are underway and the roadway project will advertised for bidding in early December. Public outreach will continue as the project moves forward.

2023 Town of Estes Park Strategic Plan								
Progress Report								
Final								
		Responsible	On	Behind	Hold/	Done*	%	
		Party	Track	Schedule	tabled		Complete	Comments
KEY OUTCOME AREAS								
	Complete the construction of the roundabout improvements on US 36 at Community Drive. (2022 CARRYOVER)	Greg Muhonen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	95%	The new intersection opened to unrestricted traffic flow on October 5. Three temporary street lights provide partial illumination while we wait for the new street light poles to ship in January on December 15. Landscaping of the central island and north side of US 36 will be completed by our PW Parks team this winter & spring prior to Memorial Day 2024. This objective will need to be carried over to 2024.
	If funded by the 2022 MMOF grant, complete a Multimodal Transportation Plan that includes the US34 Corridor Study. (2022 CARRYOVER)	Greg Muhonen (VS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	This project is no longer linked to the MMOF funding. The US34 Corridor Study was deleted from this effort due to cost. The plan is underway with a likely completion date for the TDP of early 2024 and for the MTP of mid-2024. A new 2024 Transportation SP Objective 2.H.1 is provided for implementation budgeting.
	Develop, fund, and implement a public trail maintenance program. (2022 CARRYOVER)	Greg Muhonen (JB)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60%	2023 trail repairs near Fall River Village and Performance Park are complete. Funding for a future trail repair program is being proposed as part of the ballot item for continuation of the 1% sales tax in April 2024. This objective will need to be carried over to 2024.
	Complete the design, bid package, and construction of the Fall River Trail segment funded by the MMOF and TAP grants. (2022 CARRYOVER)	Greg Muhonen (JB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Project complete.
	Pursue grant funding opportunities for construction of future segments of the Fall River Trail. (2022 CARRYOVER)	Greg Muhonen (JB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Approval of the TAP grant in June provides sufficient funding to complete this project.
	Partner with CDOT to explore expansion of Bustang to Estes service to include both the US 36 and US 34 corridors. (2022 CARRYOVER)	Greg Muhonen (VS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40%	PW staff have received verbal approval of a CMAQ grant funding application, part of which would include piloting of daily summer regional transit service along US 34 and US 36. This service would likely be operating by Via Mobility, if funded. CDOT will be conducting "Bustang business planning" over winter 2023-2024. Staff recommends replacing this Objective with a Goal to "Work with CDOT and other partners to evaluate additional regional transit options along US34 and US36."
	Create a new brand for Estes Transit and complementary strategic marketing plan to increase transit ridership. (2022 CARRYOVER)	Greg Muhonen (VS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Vehicle wraps, new system name, new stop signage and an updated brochure design have all been implemented. A press release announcing the changes was released in June. A draft marketing plan for 2024 has been reviewed by staff.
* for multi-year projects, DONE refers to the portion of the project planned for the current year.								

2023 Town of Estes Park Strategic Plan								
Carryover Objectives for 2024								
Final								
		Responsible	On	Behind	Hold/	Done*	%	
		Party	Track	Schedule	tabled		Complete	Comments
KEY OUTCOME AREAS								
EXCEPTIONAL GUEST SERVICES - We are a preferred Colorado mountain destination providing an exceptional guest experience.								
Update the conceptual design and cost estimates for the Stall Barns and develop a plan to fund the improvement. (2022 CARRYOVER)	Rob Hinkle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		25%	Study to update the conceptional design with cost estimates of the stall barns is in the 2024 budget. This objective will need to be carried over to 2024.
INFRASTRUCTURE - We have reliable, efficient, and up-to-date infrastructure serving our community and customers.								
Update the Water Master Plan.	Reuben Bergsten	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		65%	2nd Quarter 2024 - Consultants completed six of eleven technical memos (TM) that feed into the master plan. This objective will need to be carried over to 2024.
Make funding and staffing plan for a capital construction projects crew.	Reuben Bergsten	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		50%	2nd quarter 2024 - Federal Bipartisan Infrastructure Law (a.k.a. the Infrastructure Investment and Jobs Act) requires contractors, not forced account (staff) labor. This objective will need to be carried over to 2024.
Assist the Town Board with determination of a guiding policy regarding the Town and private-sector roles in implementing the Electric Vehicle Infrastructure & Readiness Plan.	Greg Muhonen (VS)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		50%	Management Analyst Simpson is working on bringing a Study Session item to the Town Board to seek direction of the Town's role in implementing EV charging infrastructure. Implementation of this direction will likely be the responsibility of Public Works and/or Power and Communications. This objective will need to be carried over to 2024.
Install Phase 1 & 2 Town Hall Variable Refrigerant Flow cooling units. (2021 & 2022 Objective Carryover)	Greg Muhonen (RS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10%	PW Facilities Manager is exploring alternative solutions that may be more cost-effective than bidding the direct replacement of the 34 roof top units. Price quotes for a different technology that delivers both heating and cooling are under evaluation. Staff is working on an invitation to bid. This objective will need to be carried over to 2024.
Develop, fund, and implement a stormwater drainage system maintenance program. (2022 CARRYOVER)	Greg Muhonen (JB)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		65%	The adopted 2023 Budget included funding for the stormwater maintenance program (3-person crew, equipment, and materials). A Stormwater Drainage System Maintenance Policy draft document has been completed and submitted to Public Works leadership for review. This objective will need to be carried over to 2024.
OUTSTANDING COMMUNITY SERVICES - Estes Park is an exceptionally vibrant, diverse, inclusive, and active mountain community in which to live, work, and play, with housing avaiable for all segments in our community.								
Expand the greenhouse footprint and production capacity to service expanding planting demands on public properties.	Greg Muhonen (RS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5%	Building design is complete,will put out on invitation to bid Q1 2024. This objective will need to be carried over to 2024.
Explore an annexation policy with Larimer County after the adoption of the Comprehensive Plan.	Steve Careccia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5%	Director Careccia and Town Administrator Machalek will be restarting these conversations soon. This objective will need to be carried over to 2024.
PUBLIC SAFETY, HEALTH, AND ENVIRONMENT - Estes Park is a safe place to live, work, and visit within our extraordinary natural environment.								
Implement Phase 4 of the Security Camera project to address the needs of the Event Center and the associated parking area. (2022 CARRYOVER)	Greg Muhonen (RS)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		15%	InteConnect has discontinued service in the Colorado area and will no longer be of service. We are searching for another provider that can connect to our existing system and supply service and cameras for phase 4, the Event Center and Fairgrounds. This objective will need to be carried over to 2024.
TRANSPORTATION - We have safe, efficient, and well-maintained multi-modal transportation systems for pedestrians, cyclists, motorists, and transit riders.								
Utilize SB267 grant funds to design transit & parking improvements in the Visitor Center Parking Lot.	Greg Muhonen (VS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		45%	Two consultant proposals were received by the 11/05 deadline. The Selection Committee met to review the proposals and made a selection. Both proposals were over the existing project budget, so fee negotiation is the next step. Pending budget/fee discussions, this project will be led by the recently-approved Limited Term PW Project Manager, starting early 2024. This objective will need to be carried over to 2024.
Complete the construction of the roundabout improvements on US 36 at Community Drive. (2022 CARRYOVER)	Greg Muhonen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		95%	The new intersection opened to unrestricted traffic flow on October 5. Three temporary street lights provide partial illumination while we wait for the new street light poles to ship in Januaryon December 15. Landscaping of the central island and north side of US 36 will be completed by our PW Parks team this winter & spring prior to Memorial Day 2024. This objective will need to be carried over to 2024.
Develop, fund, and implement a public trail maintenance program. (2022 CARRYOVER)	Greg Muhonen (JB)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		60%	2023 trail repairs near Fall River Village and Performance Park are complete. Funding for a future trail repair program is being proposed as part of the ballot item for continuation of the 1% sales tax in April 2024. This objective will need to be carried over to 2024.
* for multi-year projects, DONE refers to the portion of the project planned for the current year.								

**Town of Estes Park 2024 Strategic Plan
R1 (03/12/2024)**

Vision: The Town of Estes Park will be an ever more vibrant and welcoming mountain community.

Mission: The Mission of the Town of Estes Park is to provide high-quality, reliable services for the benefit of our residents, guests, and employees, while being good stewards of public resources and our natural setting.

THERE IS NO RANK-ORDERING OR PRIORITIZATION IN THIS PLAN. ALL NUMERICAL DESIGNATIONS ARE FOR REFERENCE PURPOSES ONLY.

For the purposes of Strategic Policy Statements, "We" refers to the Town organization, led by the Town Board of Trustees.

KEY OUTCOME AREA	STRATEGIC POLICY STATEMENTS	GOALS (MULTI-YEAR)	OBJECTIVES (ONE-YEAR)
Exceptional Guest Services - We are a preferred Colorado mountain destination providing an exceptional guest experience.			
	<p>1. We value broad collaboration in providing exceptional guest services.</p> <p>2. We provide high-quality events that attract guests to the Town.</p> <p>3. We strive to balance the impacts of visitation with the needs and quality of life of our residents and our key outcome areas.</p> <p>4. We make data-driven decisions in serving our guests and residents using up-to-date and relevant data.</p> <p>5. We value a well-maintained Stanley Park Complex.</p> <p>6. We contribute to an exceptional guest experience through a high-quality Visitor Services Division.</p> <p>7. We work to address the complications created by increased visitation with regard to our ability to ensure an exceptional guest experience.</p>	<p>2.A. Develop events that attract guests to Town in the winter and shoulder seasons as well as mid-week events.</p> <p>2.B. Continue to develop and attract diverse events and audiences.</p> <p>3.A. Work with public- and private-sector entities to encourage additional town destination opportunities for guests, particularly in case visitation limits in the National Park or elsewhere remain a factor.</p> <p>4.A. Continue to monitor and adjust marketing focus to events that are branded to and successful in Estes Park.</p> <p>5.A. Implement the 2019 Stanley Park Complex Master Plan projects at the Events Complex.</p> <p>5.B. Maintain a high level of arena footing for horse shows and rodeos at the Events Complex.</p> <p>6.A. Implement the Visitor Services Strategic Plan.</p> <p>6.B. Visitor Services will work with Visit Estes Park on developing and implementing ways to help educate and entertain guests at the Visitor Center.</p> <p>6.C. Continue to implement a Guest Services (Service Elevated) annual training for volunteers in the Visitor Center.</p>	<p>2.A.1 - Produce a new event in January of 2024 (First People's Festival).</p> <p>4.1 - Implement a new user-friendly and robust ticketing system for events.</p> <p>4.A.1 - Design a new user friendly Events Division website using a different website platform.</p> <p>4.A.2 - Develop and implement a more robust social media program.</p> <p>4.A.3 - Visitor Services will implement a plan to cross promote Town signature events.</p> <p>5.A.1 - Continue to work with the Fine Arts Guild to evaluate the feasibility of a performing arts center in Stanley Park.</p> <p>5.A.2. Update the conceptual design and cost estimates for the Stall Barns and develop a plan to fund the improvement. (2022 CARRYOVER)</p> <p>6.B.1 - Enhance the visitor experience in the Visitor Center through Estes Park imagery and artifacts.</p>

Governmental Services and Internal Support - We provide high-quality support for all municipal services.

<p>1. We maintain a well-trained and educated Town Staff.</p> <p>2. We attract and retain high-quality staff by being an employer of choice, including offering highly competitive benefits and wages.</p> <p>3. We match service levels with the resources available to deliver them.</p> <p>4. We strive to ensure that the membership of our Boards and Commissions reflects the diversity of the community.</p> <p>5. We strive to gain meaningful input and participation from all community members.</p> <p>6. We prioritize and support a culture of customer service throughout the organization.</p> <p>7. We support a culture of continuous improvement in our internal processes and service delivery.</p> <p>8. We operate with transparency, maintaining open communication with all community members and proactively making Town information available to the public.</p> <p>9. We monitor for, and protect against, cybersecurity threats.</p> <p>10. We maintain a robust, transparent, and user-friendly public-facing website.</p>	<p>1.A. Implement Human Resources Strategic Plan.</p> <p>2.A. Complete a review of the Town employee benefit package to ensure the Town remains competitive and aligned with other municipalities.</p> <p>3.A. Ensure adequate grant writing capacity as the current grant resources shift in time allocation.</p> <p>4.A. Explore options to improve the Town's ability to ensure diverse membership representation on Boards and Commissions.</p> <p>5.A. Conduct a community survey biennially in odd years to measure our performance and community preferences.</p> <p>5.B. Evaluate inclusivity of Town community engagement processes.</p> <p>7.A. Implement a Town performance management system including appropriate measures.</p> <p>7.B. Develop an organizational culture that encourages continuous process improvement.</p> <p>7.C. Digitize Town records within Laserfiche.</p> <p>9.A. Minimize risk of becoming a victim of cybersecurity threats.</p> <p>10.A. Continually evaluate the functionality of our website to ensure it serves the needs of our customers.</p>	<p>1.A.1 - Implement supervisor training for all Town employees with direct reports.</p> <p>1.A.2 - Complete 2024 Organizational Culture Survey and develop an action plan based on the findings.</p> <p>1.A.3 - Refresh the Human Resources Strategic Plan and share next steps with the Town Board.</p> <p>2.A.1 - Complete a benchmark study of employee benefit packages.</p> <p>7.A.1 - Create a public-facing dashboard to share performance measurement data.</p>
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Infrastructure - We have reliable, efficient, and up-to-date infrastructure serving our community and customers.			
	<p>1. We ensure water service reliability and redundancy.</p> <p>2. We ensure high quality, reliable, and sustainable electric distribution service.</p> <p>3. We encourage and support renewable energy sources and storage.</p> <p>4. We ensure that our facilities are well-maintained and meet the needs of Town Departments and the community.</p> <p>5. We are proactive in our approach to mitigating flood risks including pursuing the implementation of the Stormwater Master Plan.</p> <p>6. We ensure access to high-speed, high-quality, reliable Trailblazer Broadband service.</p> <p>7. We partner with the three other owner communities to advance Platte River Power Authority towards our goal of a 100% noncarbon energy mix by 2030.</p>	<p>1.A. By 2026, increase raw water supply security and redundancy by obtaining new raw water from the Big Thompson River.</p> <p>1.B. By 2026, improve water accountability by decreasing overall treated water demand (per capita) through loss reduction.</p> <p>1.C. Develop a plan to replace one mile of pipe per year (federal financing will influence the outlook on how we replace one mile of pipe per year).</p> <p>3.A. Increase/enhance renewable energy sources and storage in concert with PRPA's transition plan and advocate for achieving the 2030 noncarbon energy goal on schedule.</p> <p>3.B. Establish planning and policy guidance to direct Town investment in zero emission fleet vehicles, equipment, and infrastructure.</p> <p>4.A. Evaluate the service condition, safety, functionality, accessibility, and land-use restrictions of our 32 public buildings using a data-driven approach and document the outcomes in our LUCITY asset management system.</p> <p>4.B. Upgrade the quality, function, and safety of the Town's public restrooms.</p> <p>4.C. Pursue energy conservation projects that improve the efficiency of our buildings.</p> <p>4.D. Establish a timeline and funding strategy to implement the Facilities Master Plan recommendations.</p> <p>4.E. Work with the Fire District to investigate and evaluate strategies to use Town-owned buildings and Town projects to demonstrate wildfire mitigation techniques for facilities.</p> <p>5.A. Upgrade and maintain our stormwater collection system to reduce the risk of flooding and damage to public and private property.</p> <p>5.B. Pursue flood mitigation initiatives to reduce flood risk and increase public safety.</p> <p>5.C. Implement a Stormwater Program for Estes Park that funds the administration, operation, maintenance, and capital expansion of stormwater infrastructure over a 30 year or greater time period.</p> <p>5.D. Explore the Community Rating System (CRS) program as a way to minimize flood insurance costs to the community.</p>	<p>1.A.1 - Complete a draft Big-Thompson raw water supply line route analysis.</p> <p>1.A.2 - Update the Water Master Plan. (2023 CARRYOVER)</p> <p>1.B.1 - Establish a baseline water loss record using our new Water Audits and Loss Control Program.</p> <p>1.C.1 - Submit funding application(s) for the federal Infrastructure Investment and Jobs Act program and determine if in-house labor will be an eligible expense.</p> <p>1.C.2 - Make funding and staffing plan for a capital construction projects crew. (2023 CARRYOVER)</p> <p>3.A.1 - Explore joint funding options for storage and intermittent renewables with PRPA.</p> <p>3.B.1 - Complete a Zero-Emission Fleet Transition Plan.</p> <p>3.B.2 - Assist the Town Board with determination of a guiding policy regarding the Town and private-sector roles in implementing the Electric Vehicle Infrastructure & Readiness Plan. (2023 CARRYOVER)</p> <p>4.C.1 - Install Phase 1 and 2 Town Hall Variable Refrigerant Flow cooling units. (2022 CARRYOVER)</p> <p>4.D.1 - Start design efforts and pursue land acquisition necessary to relocate the Police Department out of Town Hall.</p> <p>5.A.1 - Pursue grant funding for private and/or public flood mitigation and stormwater projects.</p> <p>5.A.2 - Complete at least one stormwater CIP project from the list included in the Stormwater Drainage System Maintenance Policy.</p> <p>5.A.3 - Develop, fund, and implement a stormwater drainage system maintenance program. (2022 CARRYOVER)</p> <p>6.A.1 - Complete construction of Trailblazer Broadband system for customers in the electric service area.</p>

		<p>6.A. Complete construction of a broadband over fiber optic cable network for customers in the electric service area by 2024.</p> <p>7.A. Participate in PRPA's carbon-to-renewable transition plan as an owner community.</p>	<p>6.A.2 - Conduct a feasibility study and take-rate report on a Trailblazer Broadband program to help provide access at a reduced or free rate to economically challenged families within the Trailblazer service area.</p>
Outstanding Community Services - Estes Park is an exceptionally vibrant, diverse, inclusive, and active mountain community in which to live, work, and play, with housing available for all segments in our community.			
	<p>1. We support a wide range of housing opportunities with a particular focus on workforce and attainable housing.</p> <p>2. We support the needs of our senior community.</p> <p>3. We support a family-friendly community and strive to be a family-friendly employer.</p> <p>4. We support a wide range of childcare opportunities with a particular focus on infants and toddlers.</p> <p>5. We expand and improve the durability, functionality, and efficiency of open space and public park infrastructure.</p> <p>6. We have an up-to-date Comprehensive Plan and Development Code that reflect the will of the community.</p> <p>7. We are committed to improving community accessibility for residents and visitors with disabilities.</p> <p>8. We enact policies that collectively support all demographic segments of the community, and strive to minimize barriers to a diverse, family-friendly community and robust workforce.</p>	<p>1.A. Plan for and utilize 6E funds to achieve Workforce and Attainable Housing goals in partnership with the Estes Park Housing Authority.</p> <p>1.B. Incentivize development, conversion, and/or preservation of workforce and attainable housing, including downtown.</p> <p>2.A. Evaluate the needs of the senior community in Estes Park.</p> <p>3.A. Investigate the possibility of establishing one or more pocket parks in residential areas.</p> <p>4.A. Plan for and utilize 6E funds to address childcare issues consistent with the Childcare Needs Assessment and Strategic Plan.</p> <p>5.A. Develop a master plan for Town Parks and Open Space, in cooperation with the Recreation District and Estes Valley Land Trust. Include a chapter on water-conscious landscaping.</p> <p>5.B. Overhaul outdated and aging landscaping in Children's Park, Riverwalk, and Wiest Park by 2026.</p> <p>6.A. Complete a full rewrite of the Estes Park Development Code to align with the new Comprehensive Plan.</p> <p>6.B. Collaborate with community stakeholders to update our adopted transportation, drainage, and parking design standards and construction policies in the Development Code by 2025.</p>	<p>2.A.1 - Review data on needs of senior community in Estes Park and evaluate actions that the Town could take to address these needs.</p> <p>5.1 - Expand the greenhouse footprint and production capacity to service expanding planting demands on public properties. (2023 CARRYOVER)</p> <p>5.A.1 - Establish a timeline and funding strategy for a Parks and Open Space Master Plan.</p> <p>6.1 - Explore an annexation policy with Larimer County after the adoption of the Comprehensive Plan. (2023 CARRYOVER)</p> <p>6.A.1 - Continue rewriting the Estes Park Development Code. (Multi-Year Objective)</p> <p>7.1 - Establish a timeline and funding strategy to implement the recommendations identified in the ADA Transition Plan.</p>

	<p>9. We preserve and make accessible the history of Estes Park to understand how the community became what it is today and to make informed decisions about its future.</p>		
Public Safety, Health, and Environment - Estes Park is a safe place to live, work, and visit within our extraordinary natural environment.			
	<p>1. We support environmental stewardship and sustainability through our policies and actions.</p> <p>2. We are committed to safeguarding the lives and property of the people we serve.</p> <p>3. We are committed to fairness and support for victims of crime, including victims of crimes that invoke the Victims Rights Act.</p> <p>4. We value the importance of maintaining a local emergency communication center to serve the residents and guests of the Estes Valley.</p> <p>5. We strive to enhance the safety of emergency responders in non-emergency and critical situations.</p> <p>6. We believe in and support restorative practices as a way to build and repair relationships, as well as increase understanding about the impact of crime in the Estes Park Community.</p> <p>7. We train and prepare for responding to community emergencies.</p>	<p>1.A. Enact the Implementation Plan developed from the Environmental Sustainability Task Force recommendations.</p> <p>1.B. Modify codes and regulations to support alternative and distributed energy.</p> <p>1.C. Encourage solar energy options on new and established homes and businesses, including Town Buildings.</p> <p>1.D. Support beneficial electrification of buildings by encouraging the replacement of fossil-fuel appliances with cleaner electric alternatives.</p> <p>1.E. The Events and Visitor Services Department will reduce the environmental impacts of Town events.</p> <p>1.F. Support the County-wide Wasteshed Plan and will remain active partners with Larimer County in its implementation.</p> <p>1.G. Establish Estes Park as a leader in mountain environmental stewardship and sustainable practices.</p> <p>1.H. Continue work with Larimer County on Climate Smart Future Ready initiative.</p> <p>1.I. Develop a Climate Action Plan specific to Estes Park.</p> <p>2.A. Evaluate and meet the sworn officer, dispatch, and support services staffing needs of the Police Department.</p> <p>2.B. Integrate security camera systems in Town Hall, Visitor Center, Events Complex, and Museum.</p> <p>2.C. Evaluate pandemic response plan.</p> <p>7.A. Work collaboratively with the Estes Valley Fire Protection District to build an Emergency Management function that is focused on resilience, planning for emergencies, responding to emergencies, and recovering from emergencies.</p>	<p>1.A.1 - Continue to enact the Implementation Plan developed from the Environmental Sustainability Task Force recommendations. (Multi-Year Objective)</p> <p>1.A.2 - Explore collaboration on sustainability management with partner entities and evaluate what sustainability actions the Town Board wants to accomplish.</p> <p>1.F.1 - Complete updates to the Intergovernmental Agreement for Solid Waste Programming and Infrastructure Improvements.</p> <p>2.B.1 - Implement Phase 4 of the Security Camera project to address the needs of the Event Center and the associated parking area. (2022 CARRYOVER)</p> <p>7.A.1 - Review and update the Town's Emergency Management function.</p>

	<p>8. We are proactive in our approach to wildfire planning and mitigation in response to elevated fire risks in the Estes Valley and the surrounding area.</p> <p>9. We recognize the importance of mental health in our community and work with local and regional partners to improve mental health safety and awareness.</p>		
Robust Economy - We have a diverse, healthy, year-round economy.			
	<p>1. We foster an inclusive, robust, and sustainable economy by making our economic development decisions based on a triple bottom line model, considering economic, social, and environmental impacts and benefits.</p> <p>2. We create and sustain a favorable business climate.</p> <p>3. We support a diverse economy, attracting and serving a broad range of current and potential stakeholders.</p> <p>4. We recognize the importance of a vibrant, attractive, and economically-viable Downtown Core.</p> <p>5. We support investment and revitalization in all of the Town's commercial corridors and centers.</p> <p>6. We support economic development efforts led by other organizations, including business attraction, retention, and expansion.</p> <p>7. We lead specific economic development efforts identified by the Town Board.</p> <p>8. We recognize the benefits of shopping locally and will actively support our local businesses and the local economy.</p>	<p>2.A. Evaluate and improve the Development Review process.</p> <p>4.A. Implement the Downtown Plan.</p> <p>5.A. Conduct corridor studies for the corridors called out in the Comprehensive Plan.</p>	<p>4.A.1 - Work with the Estes Chamber of Commerce and Downtown businesses to evaluate implementation options for the Downtown Plan.</p>
Town Financial Health - We will maintain a strong and sustainable financial condition, balancing expenditures with available revenues, including adequate cash reserves for future needs and unanticipated emergencies.			
	<p>1. We maintain up-to-date financial policies, tools, and controls that reflect the financial philosophy of the Board.</p> <p>2. We make data-driven financial decisions for capital projects.</p>	<p>1.A. Replace the current accounting system with a modern Enterprise Resource Planning (ERP) system by 2025.</p> <p>1.B. Develop a set of general budget policies to help guide budget development in the future. This should include consideration of reserve policies, use of one time funding, budgeting approach to vacancies, etc.</p>	<p>1.A.1 - Implement a new Enterprise Resource Planning system. (Multi-Year Objective)</p>

Transportation - We have safe, efficient, and well-maintained multimodal transportation systems for pedestrians, cyclists, motorists, and transit riders.			
	1. We support having a sustainable, accessible, and efficient multimodal transportation network.	1.A. Street rehabilitation efforts will result in an average Pavement Condition Index of 80 or greater for the Town street network by 2034.	1.A.1 - Complete the construction of the Cleave Street Improvements.
	2. We continue to reduce traffic congestion and improve traffic safety throughout the Town.	1.B. Fund the upgrade and maintenance of our public trail network to comply with adopted safety and disability standards through 2034.	1.A.2 - Complete the street rehabilitation of 1st Street, 2nd Street, 3rd Street, North Court, and South Court and provide ADA compliant pedestrian facilities following the water main and service installation project.
		1.C. Study the possibility of adopting impact fees and fee-in-lieu mechanisms to assist in funding multimodal transportation improvements.	1.A.3 - Complete rehabilitation of West Elkhorn Avenue from Moraine Avenue to Far View Drive.
	3. We effectively communicate to residents and visitors the Town's parking and transportation options.	2.A. Collaborate with Federal and State partners to mitigate traffic congestion with multimodal solutions throughout the Town.	1.B.1. Develop, fund, and implement a public trail maintenance program. (2022 CARRYOVER)
		2.B. Develop funding strategies for the design, environmental clearance, and construction of the Moraine Avenue Multimodal Improvements.	2.A.1 - Deliver technical support and public communication assistance for construction of the Downtown Estes Loop by FHWA. (Multi-Year Objective)
	4. We make strategic, data-driven investments in technology that promotes the financial and environmental sustainability of the Town's parking and transportation assets.	2.C. Explore the potential for year-round local and regional transit service.	2.C.1 - Seek funding and create an implementation timeline for the year-one recommendations from the Transit Development Plan.
		2.D. Implement the Multimodal Transportation Plan.	2.D.1 - Complete the construction of the roundabout improvements on US 36 at Community Drive. (2022 CARRYOVER)
	5. We identify and leverage local, regional, and national partnerships that strengthen and extend the Town's parking and transportation system.	2.E. Implement the recommendations for multimodal improvements on US 34 between Wonderview Avenue and Steamer Drive as outlined in the US34 Corridor Study.	2.E.1 - Select specific recommendations from the Multimodal Transportation Plan for budgeting and implementation in 2025.
		5.A. Work with CDOT and other partners to evaluate additional regional transit options along US 34 and US 36.	4.A.1 - Construct a single-deck parking structure above the Big Horn parking lot.
	6. We consider the potential impacts of technology changes, including electric and autonomous vehicles, in all transportation planning.	4.A. Implement the Downtown Parking Management Plan in a manner that delivers parking services as a self-sustaining program by 2030.	5.1 - Seek funding to construct the Visitor Center Parking Lot Improvements and the first phase of the US 34 Corridor Improvements.
		6.A. Implement the Electric Vehicle Infrastructure and Readiness Plan as grant funding opportunities coincide with Town needs.	5.2 - Actively participate in the US34 Coalition and Transportation Management Organization planning and project implementation.
	7. We continue to develop trail connectivity in the Estes Valley in partnership with other entities, by implementing the priorities in the Estes Valley Master Trails Plan.	7.A. Participate in the CDOT grant funding program to complete the bike and pedestrian network within one mile of Estes Park public schools, including the design and construction of the multiuse path on the east side of Community Drive between Manford Ave and US36.	6.A.1 - Utilize SB267 grant funds to design transit & parking improvements in the Visitor Center Parking Lot. (2023 CARRYOVER)
		7.B. Complete the Fall River Trail using available trails expansion funds, open space funds, and grant funding.	7.A.1 - Pursue CDOT Safe Routes to School grant funding for the design of the segment of the Community Drive Multi-Use Trail between Brodie Ave and Graves Ave.
			7.B.1 - Complete the design of the Fall River Trail.

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TOWN OF ESTES PARK

ADMINISTRATION

Memo

To: Honorable Mayor Koenig
Board of Trustees

Through: Town Administrator Machalek

From: Carlie Bangs, Housing & Childcare Manager
Jeff Mabry, Housing Program Manager, Estes Park Housing Authority

Date: March 12, 2024

RE: Workforce Rental Assistance Pilot Program

(Mark all that apply)

☐ PUBLIC HEARING ☐ ORDINANCE ☐ LAND USE
☐ CONTRACT/AGREEMENT ☐ RESOLUTION ☒ OTHER Report & Discussion

QUASI-JUDICIAL ☐ YES ☐ NO

Objective:

Present the proposed Workforce Housing Rental Assistance Program, which was recently approved by the Estes Park Housing Authority.

Present Situation:

The Estes Park Housing Authority and the Town of Estes Park have prioritized developing a rental assistance program that serves the Estes Valley workforce to retain full-time employees.

The 2024 Workforce Housing and Childcare Funding Plan outlined the priorities for 6E funds, which included the development of a rental assistance program. Town staff worked with Crossroads Ministry and the Estes Park Housing Authority to expand Crossroad's existing rental assistance program which, to date, has provided emergency, or short-term assistance to local renters as needed and as funding allows.

Proposal:

The Estes Park Housing Authority (EPHA) and the Town of Estes Park propose a new funding program to support households with an income above 60% of the Area Median Income (AMI). To streamline the process, we have partnered with Crossroads Ministry to assist with the application process and disbursement of Workforce Housing 6E funds administered by EPHA.

Crossroads Ministry already has a program in place to serve households with an income of less than 60% AMI, offering emergency assistance for rent and housing costs up to \$1,800 annually. Assistance includes support from a Case Manager who works directly with the applicant to assist with the application process and with their landlord to

distribute funds. Households that are ineligible for this emergency assistance will now have the opportunity to be eligible for the proposed Workforce Rental Assistance Pilot Program.

The Crossroads Ministry Case Manager will review the rental assistance application (Exhibit 2) and determine if the applicant is eligible for the existing Emergency Assistance or the proposed Workforce Rental Assistance. If the applicant's income and work status in the Estes Valley meets the eligibility requirements for Workforce Rental Assistance, the Case Manager can approve a one-time award of \$4,800 to cover the deposit or first and last month's rent required for a new lease. Alternatively, the Case Manager may award a monthly subsidy, not exceeding \$400/month. Like Emergency Assistance, Crossroads Ministry will work directly with landlords to distribute funds.

This program is unique in that it provides monthly subsidized rental assistance to households that qualify as "workforce". EPHA defines Estes Park workforce as at least one individual in a household that works an average of 30+ hours per week in the Estes Park School District boundaries.

The parameters and eligibility requirements of the Workforce Rental Assistance Program have been developed to gather data on the needs of the community in the first year. EPHA, Crossroads Ministry, and the Town will collaborate to analyze the data and establish long-term and sustainable assistance programs based on the application data received between the approval of the program and December 2024.

Advantages:

- Distribution of funds to support affordable workforce housing as directed by the voters when passing the 6E Ballot Initiative.

Disadvantages:

None.

Action Recommended:

Provide feedback on the proposed program.

Finance/Resource Impact:

The Estes Park Housing Authority has budgeted \$75,000 of 6E Funds for this program in Q2.

Level of Public Interest

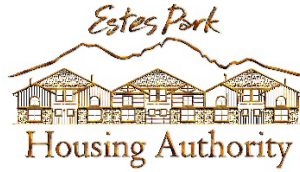
Low.

Sample Motion:

No motion is needed unless looking to disapprove this program.

Attachments:

1. Workforce Housing Rental Assistance Program Draft
2. Crossroads Ministry Rental Assistance Application
3. EPHA Annual Demographics Information Form



Rental Assistance Program

The Estes Park Housing Authority and Town of Estes Park acknowledges the challenges in the housing market for renters such as the demand for homes, increase in pricing, and low inventory and created significant barriers to living in our community. As a result, local renters often have a disadvantage because of limited and affordable inventory, in which they are competing with multiple parties to secure housing. This program is aimed to support local renters in the open market, as well as affordable units.

The Estes Park Housing Authority intends to partner with Crossroads Ministry to manage the application process and distribute funds to approved applicants. Once approved, the agreed upon rental assistance will be granted directly to the landlord. This program is meant to serve year-round residents that need rental assistance with a one-time rental assistance payment or monthly subsidy not to exceed the annual approval limit.

These guidelines are subject to change based on availability of funds, conditions of property, and market conditions. The Estes Park Housing Authority does not discriminate based on race, color, sex, religion, handicap, family status, sexual orientation, gender identity, or national origin.

Eligible Renters	Renters must be full-time residents and employed in the Estes Valley and current or anticipated monthly rent must be more than 35% of your household gross income . Applicants cannot be housed in income-restricted housing at the time of the application.
Eligible Renter Households	Household AMI limit of 115% Renters will be required to list the income of ALL parties living in the household. Upon approval, the granted total payment will be sent directly to the landlord or leasing agent of the property.
Eligible Properties	Eligible properties must be located within the Estes Park School District R-3 boundaries.
Maximum Monthly Rental Payment	\$4,800 per year with a maximum of \$400 per month
Maximum Annual Assistance	\$4800 per year for assistance with housing such as a security deposit and fees associated with entering a lease, or other one-time payments.
Primary Residence	Renters are required to use the rental residence as their primary and only residence, as defined by the Estes Park Housing Authority. No short-term rentals are eligible for rental assistance.

Landlord Responsibility	Landlords must agree to rent a decent, safe, and sanitary unit to the tenant. EPHA requires an inspection of the property and a copy of the lease agreement between the landlord and tenant prior to the distribution of funds. The landlord must agree to not terminate the lease with the tenant within 30 days of receiving rental assistance payment. The landlord must agree to keep rent structure at the maximum of 100% AMI throughout the duration of the lease agreement as identified by Larimer County. This information can be found on the EPHA website .
Lease Terms	6-month lease, minimum. Subleasing rental assistance will be accepted with proper documentation from the landlord.
Early Lease Termination	If renter must terminate the lease prior to the expiration for any reason, renter must notify the Estes Park Housing Authority Housing Program Manager at EPHA@estes.org . If the renter is evicted, the landlord is responsible for giving at least 30 days' notice and notifying EPHA.
Application Process	Applications and case management will be administered through Crossroads Ministry. Visit their website and complete the application first. Once complete, call 970-577-0610 to schedule an appointment to turn in your application and supporting documents.
Repayment of Funds	The Rental Assistance Program is considered a grant to support the local Estes Valley workforce. Repayment will only be required if the renter does not occupy the property as a primary residence OR utilizes the property for a short-term rental.



Application for Services/Client Update

Is this your first time at Crossroads? YES NO

Date

Please complete the following information. List yourself first. Shaded information will be completed by Case Manager

Full Name of Each Household Member	Date of birth	Ethnicity	ID 18+	Relationship	Disabled?
				Head of Household	

Street Address _____

City _____ State _____ ZIP _____

Is the address permanent or temporary? _____

Is the mailing address the same as above? YES _____ NO _____ - If no, Please provide address below:

Mailing Address _____

City _____ State _____ ZIP _____

Home Phone () _____

Cell Phone () _____

Work Phone () _____

Alt. Phone () _____

DOCUMENTATION PROVIDED

☐

Photo ID for each adult in Household

☐

Proof of Residence in Estes Valley: Xcel Energy Town of EP Lease Contract

☐

Proof of Income for all members of household

☐

OTHER:

NOTES/DOCS NEEDED:

Client Name: _____
HOUSEHOLD BUDGET FOR ONE MONTH

Please list ALL sources of income for ALL members of HH- including odd jobs.

HH Member Name	Employer	Hourly Rate	Hours	Total Per Ch	Pay Freq
TOTAL WAGES	\$				

Aid Programs	Date Applied	Eligible?	Pay Date	Amount
Child Support				
CCAP				
Food Stamps				
LEAP				
Retirement/Pension				
SS/SSI				
SSDI				
TANEF/A&D				
VA				
WIC				
TOTAL AID	\$			

Please list all expenses

Bills	Monthly \$	Bills	Monthly \$	Bills	Monthly \$
Food	\$	Home/Rent	\$	Travel	\$
Mortgage/Rent	\$	Health Insur	\$	Gifts	\$
Child Support	\$	Medical Exp	\$	Pets	\$
Electricity	\$	Prescription	\$	Cleaning Sup	\$
Gas/Propane	\$	Credit Cards	\$	Alimony	\$
Water	\$	Personal Loa	\$	Health Club	\$
Cell/Land Phone	\$	Child Care	\$	Cigarettes	\$
Internet/Cable	\$	School Expe	\$	Alcohol	\$
Auto Payment	\$	Clothing	\$	Storage	\$
Auto Insurance	\$	Entertainme	\$	Help other h	\$
Gasoline	\$	Auto Repair	\$	Other	\$
TOTAL EXPENSES	\$	HEALTHCARE SOURCE: Medicaid Medicare Insurance CACP None			

Income (Wages + Aid)	\$	
Expenses	- \$	
Difference	= \$	

<u>Recommendations</u>

CLIENT AGREEMENT

I request to become a client of Crossroads Ministry of Estes Park, and I agree to the following:

1. I understand that I am entitled to be treated with dignity, respect and courtesy by every employee and volunteer at Crossroads Ministry.
2. I agree to treat every employee and volunteer of Crossroads Ministry with dignity, respect and courtesy.
3. I understand that I am entitled to nothing from Crossroads Ministry, and that the ministry is not required to meet any of my requests.
4. I will be truthful, honest and complete in answering all questions on the Crossroads Ministry Client Information Sheet and will notify Crossroads Ministry of any changes.
5. I understand that I am not allowed to authorize any person living outside my household to seek services in my name.
6. I understand that if any Crossroads Ministry employee or volunteer deems that I am under the influence of any substance that services will be denied to me at that time.
7. I understand that Crossroads Ministry's staff has a responsibility to call appropriate law enforcement authorities if I attempt to drive off the premises while under the influence of drugs and/or alcohol.
8. I understand that Crossroads Ministry's staff has a responsibility to report any suspected occurrence of child abuse, child neglect, elderly abuse or elderly neglect to the appropriate authorities.
9. I understand that Crossroads Ministry's staff has a responsibility to contact local law enforcement authorities if I make any threat to do harm to myself or another individual.
10. I understand that I have a responsibility to provide all requested information and documentation in a timely manner.
11. I agree to complete the Money Matters course within **three** months of my first visit to Crossroads Ministry in order to remain a client with all service privileges. Clients who have completed the course five years ago or longer need to attend a refresher course to benefit you and help you organize your financial house.
12. I understand that some of the food products I receive are perishable and require refrigeration, and that if I fail to refrigerate or prepare the food properly, Crossroads Ministry is not responsible.

I agree and understand that it is my duty to comply with all parts of this agreement. I also understand that my failure to comply with this agreement could result in the termination of all services I receive from Crossroads Ministry.

Client Signature

Date

Crossroads representative signature

Date

INFORMATION RELEASE

I, the undersigned, authorize Crossroads Ministry of Estes Park to exchange information about me or my household members for the purpose of providing assistance to me, verifying the information I have provided, and verifying information I have provided to partner agencies and individuals. This information release also extends to any follow up that may be necessary between Crossroads Ministry of Estes Park and any individual, agency or vendor who provides services to me. I also agree that Crossroads Ministry of Estes Park may exchange information about me with other similar institutions and agencies to alleviate any duplication of services. I authorize such person, agency, or institution to provide such information requested by Crossroads Ministry of Estes Park. I release any/all persons, agencies and institutions from any liability for supplying such information.

This agreement is valid through December 31, 2018.

Client Signature

Date

Crossroads representative signature

Date

ANNUAL DEMOGRAPHICS INFORMATION FORM

(To be completed by residents)

The information on this form will be used by the Estes Park Housing Authority to better serve the Estes Valley. Completion of this form is voluntary and is not a condition of occupancy.

Date: _____ Address: _____

How many occupants over the age of 62 will be living in the household? _____

Number of Children under the Age of 18 living in the household: _____

Is this a single parent family? (check one) _____ Yes _____ No

If this is a single parent family, is the head of household male or female? _____ Male _____ Female

How many people in this household contribute to the household income? _____

Indicate the primary source of household income from the following list (check one):

____ Alimony	____ Child Support	____ Military Pay	____ None
____ Other	____ Pension	____ Refused	____ Social Security
____ SSDI/Disability	____ TANF	____ Wages	____ Unemployment

Indicate the occupation of the head of household: (check one)

____ Agriculture	____ Clerical/Admin	____ Full-Time Student	____ Managerial
____ Military	____ Paraprofessional/Technical		____ Professional
____ Production/Construction/Maintenance	____ Refused		____ Retired
____ Service	____ Technical	____ Transportation	____ Unemployed

Completion of the following section is voluntary and is not a condition of occupancy:

____ I do not wish to provide this information.

Does anyone in this household have a disability which requires either modification of the living quarters, or any kind of supportive service assistance? _____

Indicate the primary racial identity of the household: (check one)

____ African American	____ Caucasian	____ Asian/Pacific Islander	____ Refused
____ Other (Hispanic)	____ Multi-Racial	____ Native American/Inuit	

Resident Signature_____
Date

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