



**NOTICE AND AGENDA OF A
WORK SESSION
Idaho Springs City Council
August 2, 2021
6:00 p.m.**

- ❖ Sales Tax for Water Enterprise Capital Improvements
- ❖ Marijuana Transfer Excise Tax
- ❖ Job description update
- ❖ Horseshoe pits project
- ❖ Projects update
- ❖ Recognition party for Mayor, Bob Bowland and Diane Breece on October 29, 2021

The Public will be able to view and hear this meeting remotely at the following address:
<https://www.colorado.gov/pacific/idahosprings/city-council-live>

CITY OF IDAHO SPRINGS
County of Clear Creek
State of Colorado

Ordinance No. __ , Series 2021

AN ORDINANCE REFERRING A BALLOT QUESTION TO ELECTORS AT THE NOVEMBER 2, 2021 REGULAR MUNICIPAL ELECTION CONCERNING THE IMPOSITION OF A ONE-HALF PERCENT (0.5%) SALES TAX RATE INCREASE DEDICATED TO WATER AND WASTEWATER CAPITAL IMPROVEMENTS

WHEREAS, pursuant to Article X, Section 20 of the Colorado Constitution, the City Council of the City of Idaho Springs (“City”) is authorized to refer ballot questions concerning new and increased taxes to City electors at the City’s regular November municipal elections; and

WHEREAS, the City currently has a voter-approved City sales tax rate of four percent (4%), with revenues from one percent (1%) of such rate being restricted to fund certain street improvement projects; and

WHEREAS, the City Council finds that the City’s existing and projected future necessary water and wastewater facilities will require a steady funding stream for the foreseeable future, which funding could be generated by increasing the service and usage fees paid by the users of those utilities; and

WHEREAS, in order to reduce or eliminate the need to raise utility customer rates to fund future water/wastewater capital improvement projects, the City Council would prefer to pull such funding from sales tax revenues if sales tax revenues were marginally increased to be dedicated to that purpose; and

WHEREAS, the City Council therefore wishes to refer to City electors the question of a one-half percent (0.5%) sales tax increase, the proceeds of which would be dedicated to water and wastewater capital improvement projects, and to amend the sales tax rate set forth in the Idaho Springs Municipal Code (“Code”) contingent upon voter-approval.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Idaho Springs, Colorado as follows:

Section 1. The following ballot title and ballot question shall be submitted to the registered electors of the City at the November 2, 2021 regular municipal election:

BALLOT TITLE

SHALL THE CITY SALES TAX RATE BE INCREASED BY ONE-HALF PERCENT (0.5%) AND REVENUES THEREFROM DEDICATED TO WATER/WASTEWATER CAPITAL IMPROVEMENT PROJECTS?

BALLOT QUESTION

“SHALL CITY OF IDAHO SPRINGS TAXES BE INCREASED \$ _____ IN 2022 (THE FIRST FISCAL YEAR OF SUCH RATE INCREASE) AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY IN EACH SUBSEQUENT YEAR, THROUGH A ONE-HALF PERCENT (0.5%) INCREASE IN THE CITY SALES TAX RATE, COMMENCING ON JANUARY 1, 2022, THE REVENUES FROM SUCH ONE-HALF PERCENT (0.5%) INCREASE TO BE USED SOLELY FOR THE PURPOSES OF FUNDING WATER AND WASTEWATER CAPITAL IMPROVEMENT PROJECTS, AND SHALL ALL SUCH TAX REVENUES BE COLLECTED, RETAINED AND SPENT AS A VOTER APPROVED REVENUE CHANGE UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION WITHOUT REGARD TO ANY SPENDING, REVENUE-RAISING, OR OTHER LIMITATION CONTAINED WITHIN THE COLORADO CONSTITUTION OR ANY OTHER LAW?

_____ Yes _____ No”

Section 2. After the passage of this Ordinance, the City Clerk shall certify the ballot issue established by Section 1 hereof to the Clear Creek County Clerk and Recorder for inclusion on the ballot to be voted by the registered electors of the City. The City Clerk is further directed to either perform or coordinate the performance of such tasks as are necessary to fulfill the City’s obligations under the Intergovernmental Agreement with Clear Creek County concerning the City’s participation in the coordinated election, as previously approved by the City Council.

Section 3. In the event a majority of City electors voting on the ballot issue established hereby vote in favor of the issue, as determined and certified by the election results, Section 8-3 of the Idaho Springs Municipal Code, concerning the City sales tax rate, shall be amended as of January 1, 2022, as follows:

Sec. 8-3. Tax imposed; rate.

(A) There is hereby imposed on all sales of tangible personal property; commodities and services, as provided in Subsection 8-4(A) below, a tax equal to four and one-half (4.5) percent of the gross receipts, one (1) percent of which shall be used solely for the purposes of street improvements, paving, street drainage improvements, sidewalks, minor street repairs, pothole patching and street lighting, and one-half (1/2) percent of which shall be used solely for the purposes of funding water and wastewater capital improvement projects.

(B) The tax imposed shall be in accordance with the following schedule:

<i>Sales Brackets</i>	<i>Tax</i>
\$0.01 through 0.20	None
0.21 through 0.40	\$0.01
0.41 through 0.60	0.02

0.61 through .80	0.03
0.81 through 0.99	0.04

On sales in excess of one dollar (\$1.00), the tax shall be four and one-half (4.5) percent on each full dollar of the sales price, plus the tax shown on the above schedule for the applicable fractional part of a dollar of each such sales price, rounding up to the nearest cent when a result ends in 0.005.

Section 4. It is the express intent of the City Council that, in the event a majority of City electors voting on the ballot issue established and referred by this Ordinance vote against the issue, the Code amendment set forth in Section 3 hereof shall not take effect and shall be null and void, and Code Section 8-3 shall remain in full force and effect as it exists as of the date this Ordinance is adopted.

Section 5. Should any one or more sections or provisions of this ordinance be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this ordinance, the intention being that the various provisions are severable.

INTRODUCED, READ, AND ORDERED PUBLISHED, at a Regular Meeting of the Council of the City of Idaho Springs, Colorado on the ____ day of _____, 2021.

Michael Hillman, Mayor

ATTEST:

Diane Breece, City Clerk

PASSED, ADOPTED AND APPROVED at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the ____ day of _____, 2021.

Michael Hillman, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado

Resolution No. _____, Series 2021

A RESOLUTION REFERRING TO THE REGISTERED ELECTORS OF THE CITY AT THE NOVEMBER 2, 2021 REGULAR MUNICIPAL ELECTION A BALLOT QUESTION CONCERNING THE IMPOSITION OF A CITY MARIJUANA EXCISE TAX

WHEREAS, the City of Idaho Springs, Colorado (the “City”), is a statutory city, duly organized and existing under the laws of the State of Colorado; and

WHEREAS, pursuant to Articles 10 through 12 of Title 44, C.R.S., the City, acting by and through its City Council (“Council”), has exercised its authority to permit, regulate and license certain types of retail and medical marijuana businesses to operate within the City, including marijuana cultivation operations; and

WHEREAS, pursuant to XXX , local jurisdictions have been granted the authority to impose an excise tax on the first transfer of unprocessed marijuana from a cultivation facility to another qualifying marijuana enterprise; and

WHEREAS, to this point, the City Council has not acted to refer a ballot question concerning the imposition of a marijuana excise tax to City voters; and

WHEREAS, Clear Creek County has referred a ballot question and obtained voter approval to impose an excise tax on marijuana transfers, resulting in the revenues from the excise tax generated by marijuana cultivators located within the City flow to the County; and

WHEREAS, the City Council now finds that it is in the best interests of the City, its residents and businesses to ask City voters for permission to impose a City excise tax on marijuana transfers, effectively substituting a City excise tax for the existing County excise tax; and

WHEREAS, under C.R.S. § 29-2-114(2)(b), a local marijuana excise tax may be referred to electors on the date of the state general election, on the first Tuesday in November of an odd-numbered year, or on the date of a municipal biennial election; and

WHEREAS, the Council therefore wishes to refer to the registered electors of the City at the November 2, 2021 regular municipal election a ballot question concerning the imposition of a City marijuana excise tax and to fix the ballot title for the referred measure.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Idaho Springs, Colorado, as follows:

Section 1. The following ballot title and ballot question shall be submitted to the registered electors of the City at the November 2, 2021 regular municipal election:

BALLOT TITLE

AUTHORIZING THE IMPOSITION OF A FIVE PERCENT (5%) LOCAL MARIJUANA
EXCISE TAX

BALLOT QUESTION

SHALL THE CITY OF IDAHO SPRINGS' TAXES BE INCREASED BY \$ [REDACTED] IN 2022 (THE FIRST FULL FISCAL YEAR OF SUCH TAX INCREASE), AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY THEREAFTER, BY IMPOSING, EFFECTIVE JANUARY 1, 2022, AN EXCISE TAX ON THE FIRST SALE OR TRANSFER OF UNPROCESSED RETAIL MARIJUANA BY RETAIL MARIJUANA CULTIVATION FACILITIES LOCATED WITHIN THE CITY AT THE RATE OF FIVE PERCENT (5%), AND IF THE TRANSFER OR SALE IS BETWEEN AFFILIATED RETAIL MARIJUANA BUSINESS LICENSEES THE RATE OF TAX SHALL BE BASED ON THE AVERAGE MARKET RATE OF UNPROCESSED MARIJUANA, IF THE TRANSFER OR SALE IS BETWEEN UNAFFILIATED RETAIL MARIJUANA BUSINESS LICENSEES THE RATE OF TAX SHALL BE BASED ON THE CONTRACT PRICE, AND SHALL ALL SUCH TAX REVENUES BE COLLECTED, RETAINED AND SPENT AS A VOTER APPROVED REVENUE CHANGE UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION WITHOUT REGARD TO ANY SPENDING, REVENUE-RAISING, OR OTHER LIMITATION CONTAINED WITHIN THE COLORADO CONSTITUTION OR ANY OTHER LAW?

Section 2. If a majority of the votes cast on the question referred by this Resolution vote in favor of the measure, City Staff are directed to proceed with all actions necessary to implement the voter-approved tax commencing on January 1, 2022.

Section 3. Pursuant to C.R.S. §1-11-203.5, any election contest arising out of a ballot issue or ballot question election concerning the order of the ballot or the form or content of the ballot title shall be commenced by petition filed with the proper court within five days after the title of the ballot issue or ballot question is set.

PASSED, ADOPTED AND APPROVED at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the ____ day of August, 2021.

CITY OF IDAHO SPRINGS

Michael Hillman, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk

CITY OF IDAHO SPRINGS
Clear Creek County, Colorado

Resolution No. _____, Series 2021

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EXCISE TAX

BALLOT QUESTION

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PASSED, ADOPTED AND APPROVED at a Regular Meeting of the City Council of the City of Idaho Springs, Colorado, held on the ____ day of August, 2021.

CITY OF IDAHO SPRINGS

Michael Hillman, Mayor

ATTESTED AND CERTIFIED:

Diane Breece, City Clerk



July 27, 2021

City of Idaho Springs
Attn: Andy Marsh
1711 Miner Street
Idaho Springs, CO 80452

RE: Special Improvement District

Dear Mr. Marsh,

This letter is a formal request on behalf of participating property owners to form a Special Improvement District (SID) for the purpose of constructing a parking deck adjacent to historic downtown Idaho Springs.

As you know, with over 22 million vehicles passing on Interstate-70 annually, the community of Idaho Springs has become a major destination for mountain tourism and services. Consequently, downtown parking needs have exceeded existing capacity, putting stress on adjacent residential parking. While services provided by Interstate Parking have increased vehicle turnover and discouraged parking in residential areas, there continues to be a parking shortfall during peak seasons.

What is more, Idaho Springs is attracting major development, both commercial and residential. As the City of Idaho Springs prepares for inevitable growth, it must also provide the necessary infrastructure to absorb increased tourism and new residents.

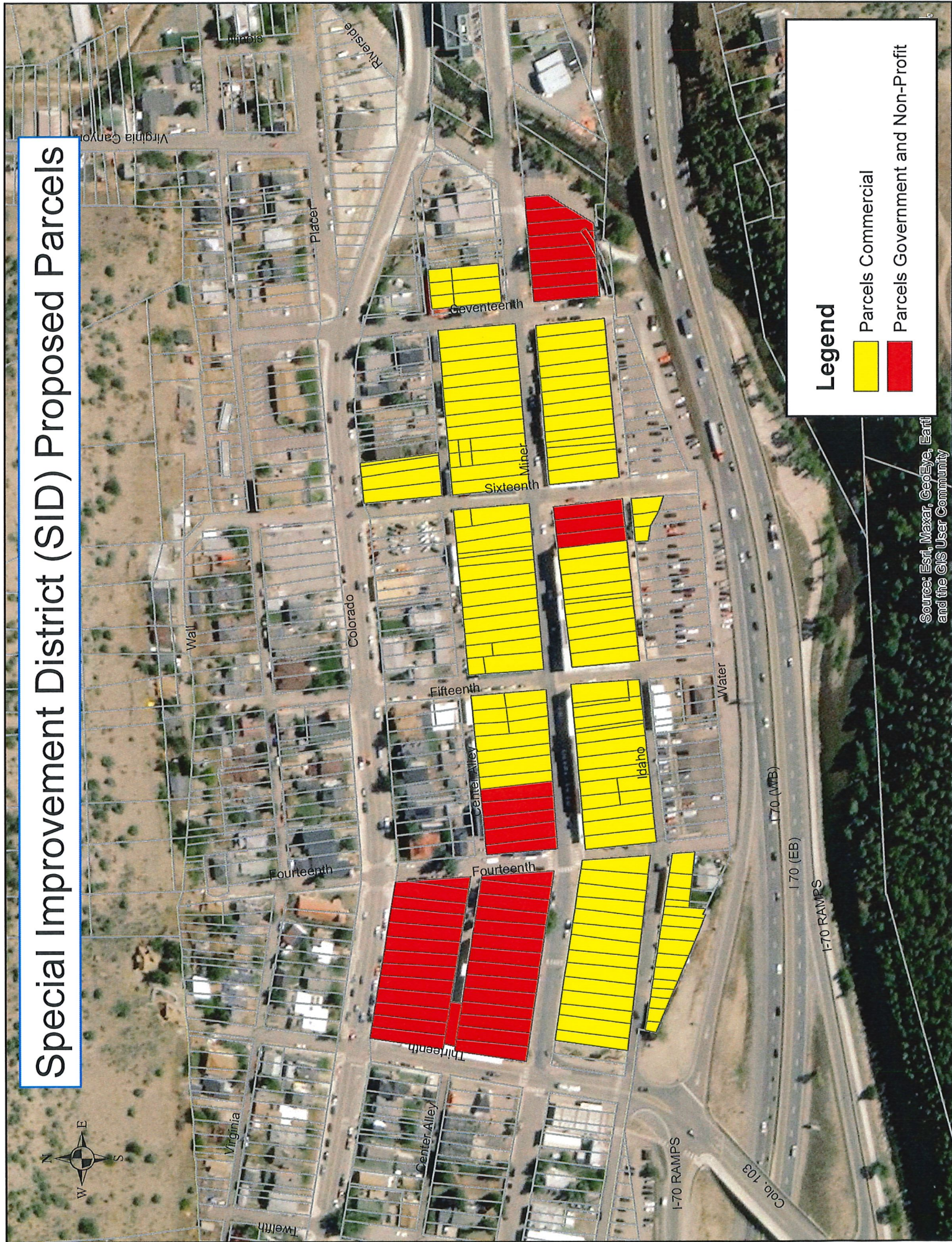
Downtown property owners have been meeting for 6+ months to discuss the feasibility of the parking deck and mobility center. The CCEDC engaged Downtown Colorado Inc. on behalf of participating property owners to identify an assessment district and financing mechanisms that would assist with moving this project forward. At the most recent meeting of property owners, it was determined that a Special Improvement District would be most appropriate. Property owners also discussed, and are comfortable with, an annual assessment rate of no more than \$2,000 per 22 front linear feet for a period not to exceed 20 years.

Please advise on how we should proceed with this request. Correspondence should be directed to Lindsey Valdez at president@clearcreekedc.org, 303-710-9218, and will be forwarded to participating property owners for further discuss.

Sincerely,

Lindsey Valdez
President & CEO

Special Improvement District (SID) Proposed Parcels



Legend

- Parcels Commercial
- Parcels Government and Non-Profit

Source: Esri, Maxar, GeoEye, Earthstar, CNES, Airbus, GeoEye, and the GIS User Community

City of Idaho Springs Job Description

POSITION TITLE:	City Clerk
DEPARTMENT:	(elected)

POSITION SUMMARY

The City Clerk is elected by the voters at large to serve a four-year term of office with no term limits. The major categories of City Clerk duties and responsibilities--which are allocated and performed amongst the elected City Clerk, Deputy City Clerk, and other City staff--include: keeping of official City records; certifying and authenticating records; signing, countersigning and attesting; providing legal notices; coordinating elections. The City Clerk shall participate in the performance of such duties and functions required by law as prescribed by Ordinance No. 09, Series 2021 (ISMC Section 2-41), and by such other ordinances as may be adopted by the City Council from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as the custodian of all records kept and maintained by the City.
2. Oversee the recordkeeping operations of the City. The day-to-day keeping, filing and maintenance of records – whether physical, digital or otherwise – shall be performed by City staff. City staff is authorized to review and respond to public record requests and to perform other ministerial records duties, subject to City Clerk review and comment.
3. Certify and authenticate City records and documents by affixing thereto her/his signature and the City seal. City staff may prepare such documents for the City Clerk's execution.
4. Sign, countersign and attest signatures as required by law – e.g., ordinances, resolutions, agreements entered into by the City, financial warrants. When the City Clerk is unavailable to perform such tasks, the Deputy City Clerk may perform them after amending the signature line or making such other notation to duly document the Deputy City Clerk as the signing party.
5. Coordinate with the City Attorney and City Administrator to ensure that the City and County smoothly collaborate to conduct coordinated mail-ballot elections, with the County Clerk and Recorder performing most of the election tasks required by law. In the case of non-coordinated elections, the City Clerk shall work with the City Administrator and City Council, as needed, to apportion and delegate election tasks to City staff and/or City consultants and contractors, as the case may be.
6. Address City Council on City Clerk matters at each regular meeting of the City Council, at the City Clerk's discretion. Further, the City Clerk is authorized to review and, at the Mayor's discretion, comment on the operations and performance of the Deputy City Clerk, but in no case shall the City Clerk interfere with or impede the ability of the Deputy City Clerk or other designated employee from carrying out his or her job duties.
7. Inspect the books and records kept and maintained at the City's offices by the Deputy City Clerk or other City designee, at the City Clerk's discretion and subject to practices and procedures developed by the City Council to prevent their loss or alteration.

REPORTING RELATIONSHIPS

This position coordinates with the Deputy City Clerk regarding fulfillment of the duties of the office, with the City Administrator or his/her designee concerning operational matters, and with the City Council for matters of policy.

Note: This position description is effective after the November 2, 2021 municipal election when the elected person takes the oath of office or upon the date a person is appointed by City Council.

City of Idaho Springs Job Description

POSITION TITLE: Deputy City Clerk
DEPARTMENT: Administration

POSITION SUMMARY

The Deputy City Clerk performs the daily functions of the City Clerk's office in coordination with the elected City Clerk. The major categories of City Clerk duties and responsibilities--which are allocated and performed amongst the elected City Clerk, Deputy City Clerk, and other City staff--include: keeping of official City records; certifying and authenticating records; signing, countersigning and attesting; providing legal notices; coordinating elections. This position reports to the Assistant City Administrator and is an hourly, non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Attend all scheduled meetings of the City Council and serve as recording secretary. Attend all scheduled City Council work sessions.
2. Promptly prepare minutes of all City Council meetings and present for City Council approval at the next regular meeting.
3. Maintain a working knowledge of the City's Municipal Code and all sections of the State Statutes having an impact on the duties of the City Clerk, including, but not limited to, the Municipal Election Code, the Colorado Beer Code, the Colorado Liquor Code and the Colorado Medical Marijuana, and the Colorado Retail Marijuana Code.
4. Prepare and issue all licenses issued by the City when required by the Municipal Code, keep a complete and accurate record of the name of each licensee, the amount paid for the license, the purpose and length of time for which the license was issued and the expiration date thereof. Present for Council approval when required.
5. Attend all scheduled meetings of the local Liquor & Marijuana Licensing Authority and serve as secretary thereto; distribute and review all license applications for completeness; refer license applications to the Chief of Police and City Attorney for statutory compliance review prior to consideration by the Authority.
6. Prepare as necessary applications for public hearing when applicable.
7. Accept changes of corporate structure, changes of trade name or corporate name, manager registrations and requests for modification of licensed premises; schedule consideration by the Authority.
8. Prepare resolutions and ordinances as required; coordinate with City Attorney when appropriate.
9. Update copies of City's Municipal Code when ordinance adoption requires and codify ordinances annually or more often when necessary.
10. Accept and process applications for license renewal for liquor, medical and retail marijuana and applications for special event permits that require liquor approval; promptly report all actions taken to the City Council.
11. Serve as primary staff support to Variance Board, Planning Commission and Historic Preservation Review Commission (HPRC); act as recording secretary for each; schedule meetings, prepare agendas, prepare and distribute packets, post notices.
12. Accept and process applications for Special Events and Public Events on City-owned property; promptly report all actions taken to the City Council.
13. Maintain the City's fee schedule; recommend changes to the City Council for adoption as needed.

City of Idaho Springs Job Description

14. Accept payments at the Clerk's window in City Hall.
15. Provide customer assistance as needed at the Clerk's window, by telephone or email.
16. Act as official custodian of all public records of the City, in coordination with the City Clerk and excepting criminal justice records.
17. Organize and maintain the City's archives, records room and general files.
18. Serve as the Open Records Act liaison and in that capacity provides certified copies of public records in the City Clerk's official custody upon payment of such fees as are established by the City.
19. Assist the City Clerk with the conduct of municipal elections.
20. Cause timely publication of the City Council's proceedings relating to ordinances, contracts and the payment of bills as required by law.
21. Coordinate the preparation and distribution of the agenda and meeting packets for all the City Council meetings and work sessions.
22. Serve as the Sign Compliance Clerk. Review sign applications for completeness and accuracy and issues sign permits.
23. Update the City's website on a regular basis.
24. Maintain a general knowledge of the duties of the Administrative/Payroll/Court/Utility Clerk in order to provide assistance when necessary.
25. Perform such other administrative/clerical tasks as may be assigned from time to time.
26. Other duties as required.

EXPERIENCE AND TRAINING

Formal Education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position.

Special training or experience: Knowledge of and experience using Microsoft Word, Excel, Caselle. General bookkeeping, payroll and accounting skills.

Certificates and licenses: Possess and maintain valid Colorado Driver License.

Skill/Ability:

Answer phones, including screening calls, asking appropriate questions to determine who should receive the call, taking and promptly delivering messages. Must possess and maintain good computer skills. Ability to read, understand, interpret and explain the City Municipal Code. Write clear, concise and accurate correspondence and reports. Must have excellent personal contact skills, including greeting the public, hearing their questions and complaints, answering their questions, effectively communicating if hostility arises, referring them to the appropriate person when necessary. Ability to work a flexible weekday schedule to accommodate attendance at evening meetings as required.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 25 lbs. unassisted.

Note: This position becomes effective and will be filled after the municipal election on November 2, 2021.

City of Idaho Springs Job Description

POSITION TITLE:	Treasurer
DEPARTMENT:	(elected)

POSITION SUMMARY

The Treasurer is elected by the voters at large to serve a four-year term of office with no term limits. The major categories of Treasurer duties and responsibilities--which are allocated and performed amongst the elected Treasurer, Deputy Treasurer, Finance Officer, and other City staff--include: financial management; collection of moneys; deposits of moneys; accounting and reporting. The Treasurer shall participate in the performance of such duties and functions required by law as prescribed by Ordinance No. 07, Series 2013 (ISMC Section 2-42), and by such other ordinances as may be adopted by the City Council from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate with the designated Deputy Treasurer to ensure that all of the Treasurer's duties--such as collection of moneys, deposits of moneys, and accounting and reporting--are fulfilled by or through the Deputy Treasurer.
2. File with the City Council a separate written report indicating areas and basis of disagreement or supplementation regarding any receipt, disbursement, accounting, or reporting methods and practices.
3. Address City Council on the City's financial matters at each regular meeting of the City Council, at the Treasurer's discretion. Further, the Treasurer is authorized to review and, at the Mayor's discretion, comment on the operations and performance of the Deputy Treasurer, but in no case shall the Treasurer interfere with or impede the ability of the Deputy Treasurer or other designated employee from carrying out the financial operations of the City.
4. Inspect the books and records kept and maintained at the City's offices by the Deputy Treasurer or other City designee, at the Treasurer's discretion and subject to practices and procedures developed by the City Council to prevent their loss or alteration.

REPORTING RELATIONSHIPS

This position coordinates with the Deputy Treasurer regarding fulfillment of the duties of the office, with the City Administrator or his/her designee concerning operational matters, and with the City Council for matters of policy.

Note: This position description is effective after the November 2, 2021 municipal election when the elected person takes the oath of office or upon the date a person is appointed by City Council.

City of Idaho Springs Job Description

POSITION TITLE: Deputy Treasurer/Court Clerk

DEPARTMENT: Administration

POSITION SUMMARY

The Deputy Treasurer/Court Clerk performs administrative duties related to daily financial activities including accounts payable, financial recordkeeping, and employee benefits and related to the municipal court operations including scheduling, processing and payments. This position provides support to the Finance Officer and coordinates with the elected Treasurer. This position in the role of Deputy Treasurer shall participate in the performance of such duties and functions required by law as prescribed by Ordinance No. 07, Series 2013 (ISMC Section 2-42), and by such other ordinances as may be adopted by the City Council from time to time. This position in the role of Municipal Court Clerk coordinates with the Judge, Prosecutor and Police Department regarding court proceedings and is responsible for other general clerical duties. This position reports to the Assistant City Administrator and is a non-exempt hourly position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as the Deputy Treasurer providing for the personnel and support needs for the treasury and financial management.
2. Provide administrative support to the contract Finance Officer and coordinate with the elected Treasurer.
3. Receive and collect any and all moneys payable to the City and provide and maintain receipts specifying the date of receipts of such funds and upon which account such funds were credited. These receipts and collections may be delegated to a City designee to maintain appropriate separation of financial duties.
4. Deposit all funds and moneys received on behalf of the City in such institutions and accounts as designated by City Council. These deposits may be delegated to a City designee to maintain appropriate separation of financial duties.
5. Maintain books and accounting of all revenues received and expenditures made on behalf of the City. Separate accounts shall be kept of each fund or appropriation and the debits and credits belonging thereto.
6. Perform administrative duties related to daily financial activities including accounts payable, financial recordkeeping, and employee benefits.
7. Prepare listings of accounts payable for approval at each City Council meeting and issue payments to vendors.
8. Assist the Finance Officer, in coordination with the Treasurer, with the preparation of monthly reports on the state of the City Treasury.
9. Coordinate with the employee benefits provider and process payments each pay period.
10. Prepare and submit quarterly payroll tax reports.
11. Process and issue IRS 1099 income reports for vendors based on IRS W-9 forms that are submitted.
12. Assist with the preparation of the annual financial audit process.

City of Idaho Springs Job Description

13. Serve as Municipal Court Clerk. Attend all court sessions, maintain all necessary files and records, cooperate with Municipal Court Judge in all matters related to the position and responsibility of Court Clerk.
14. Liaison between judge, prosecuting attorney and Police Department.
15. Shall be familiar with the Privacy Act and its requirements, as well as the Department's policies concerning the release and dissemination of information to criminal justice agencies and non-criminal justice related agencies or persons.
16. Operate a computer terminal and printer to type, enter, modify and distribute reports, citations and other materials
17. Process tickets from Police Department.
18. Prepare Municipal court files and docket.
19. Prepare bench warrants, processes bonds, prepare and issue pleas by mail.
20. Serve as the Colorado Crime Information Center (CCIC) Coordinator for courts and pass the required back ground check for the security clearance.
21. Serve as a secondary customer service representative, answering phones, greeting the general public as they come into City Hall as well as local officials and visiting officials.
22. Accept payments at the Clerk's window in City Hall.
23. Maintain a general knowledge of the duties of the Deputy City Clerk and other Administrative Clerk(s) in order to provide assistance when necessary.
24. Other duties as assigned.

EXPERIENCE AND TRAINING

Formal Education: High School Diploma or GED required. Combination of education and experience commensurate with the stated skills and specific duties attendant to this position may be considered.

Certificates and licenses: May be required to obtain Security Clearance within 6 months and maintain. Possess and maintain valid Colorado Driver License.

Special training or experience: Knowledge of and experience using Microsoft Word, Excel, Caselle. General bookkeeping, payroll and accounting skills.

Skill/Ability:

Answer phones, including screening calls, asking appropriate questions to determine who should receive the call, taking and promptly delivering messages. Must possess and maintain good computer skills. Ability to read, understand, interpret and explain the City Municipal Code and State laws pertaining to government. Write clear, concise and accurate correspondence and reports. Must have excellent personal contact skills, including greeting the public, hearing their questions and complaints, answering their questions, effectively communicating if hostility arises, referring them to the appropriate person when necessary.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 25 lbs. unassisted.

Project Updates

City of Idaho Springs

July 2021

<u>PROJECTS COMPLETED</u>					
<u>Project</u>	<u>Status</u>	<u>Next Steps</u>	<u>Funding</u>		
Colorado Blvd. Phase 2 Reconstruction Project	Completed August 2017	None	CDOT RAMP		
Colorado Blvd. Phase 3 Reconstruction Project	Completed August 2018	None	CDOT RAMP		
Miner St. (Visitor Center – Safeway) Reconstruction Project	Completed August 2018	None	1% Street Tax		
CRC Restrooms	Completed June 2019	None	CDOT RAMP		
Miner St. (Safeway – Marion's) and adjacent streets Reconstruction Project	Completed June 2019	None	Street Bonds		
Clear Creek Greenway Central and western sections	Completed July 2019	None	GOCO & CPW		
Miner St. (Clear Creek - Visitor Center) Reconstruction Project	Completed July 2019	None	Street Bonds		
Courtney-Ryley-Cooper Park Public Restrooms	Completed July 2019	None	CDOT RAMP		
Virginia Canyon Mountain Park Master Plan	Completed August 2019	None	GOCO		
Soda Creek Rd. (Miner St. to City Limit) Reconstruction Project	Completed September 2019	None	1% Street Tax		

PROJECTS IN PROGRESS			
<u>Project</u>	<u>Status</u>	<u>Next Steps</u>	<u>Funding</u>
Wastewater Treatment Plant Upgrades and Expansion	Installation of dewatering equipment and acquisition of former cement plant property completed in 2018. Project 1 completed July 2020 Project 2 under construction	Complete construction of Project 2 in October 2021	\$6,000,000 in CWRPDA low-interest loans \$2,000,000 in DOLA grants User fees Water Enterprise Fund
Public Works Department (relocation adjacent to Wastewater Treatment Plant)	Design completed. Awarded a \$200,000 DOLA grant to complete Phase 1 (site work and outbuildings).	Apply for \$600,000 DOLA grant due September 3, 2021. Begin construction of building (Phase 2) in 2022	\$200,000 DOLA grant Improvement Fund
Police Department (relocation to City-owned Fire Station building)	Initial conceptual design. CDOT property south of the I-70 Exit 240 interchange decided to the City for the construction of the new Idaho Springs fire station.	Clear Creek Fire Authority has begun initial design for the new fire station. Police station design in 2022. Fire station construction in 2022. Police station construction in 2023.	DOLA Improvement Fund
Downtown Parking Deck	Surface level parking area completed in 2016. Initial surveying and geotechnical work completed in 2016. Feasibility study completed in 2016. Initial conceptual design completed 2017. Purchase of Niehaus property completed in June 2017.	Enter into an Intergovernmental Agreement (IGA) with CDOT to receive \$4 million in funding for Transit Hub. Place on the ballot the creation of a downtown Special Improvement District (SID) to fund \$2 million for the parking structure. Continue meeting with Downtown Improvements Work Group. Possibly acquire additional property. Develop design in coordination with consultants and CDOT.	\$4,300,000 from CDOT \$2,000,000 from a downtown Special Improvement District (SID). \$2,000,000 from future parking revenues. State transit sales tax ballot measure.

Project	Status	Next Steps	Funding
Virginia Canyon Mountain Park Trail Construction	Awarded a \$250,000 grant from Colorado Parks & Wildlife (CPW). Awarded a \$100,000 grant from Greater Outdoors Colorado (GOCO).	Construct phase 1 hiking trails in the fall of 2021.	GOCO & CPW Argo Gondola fees
City Hall Restroom Renovations	Designed	Bid the project Fall 2021	Improvement Fund
City Hall Window and Exterior Rehabilitation	Designed	Bid the project Fall 2021	Improvement Fund
Downtown Improvements Master Plan	Project underway with the selected consultant, Studio Seed.	Complete Master Plan in Fall 2021	Improvement Fund Special District
Affordable Housing Project (47-unit multi-family structures) at the Trailer Villa Mobile Home Park (private developer)	Completed.	Consider the possibility of another income-restricted project.	Private developer with CHAFA tax incentive financing.
Westbound Peak Period Shoulder Lane (Veterans Memorial Tunnels to Empire)	Under construction	Complete construction late Fall 2020 In operation Spring 2021	CDOT (funded & managed)
Clear Creek Greenway Roundabout to I-70 underpass	Design complete	Begin construction in Summer 2021	CDOT (funded & managed)
Clear Creek Greenway I-70 underpass to Veterans' Memorial Tunnels	Under design	Begin construction in Summer 2021	CDOT (funded & managed)
East Idaho Springs Rd. (CR 314) Complete paved roadway	Under design	Begin construction in Summer 2021	CDOT (funded & managed)
Waterwheel Park	Remaining punch list items.	CDOT needs to complete punch list items.	CDOT (funded & managed)
Train Restoration	Proposal received for restoration project	Submit grant request to the State Historic Fund	Improvement Fund State Historic Fund

Sites & Facilities Plan	Approved by City Council in January 2020	Complete restoration projects	Improvement Fund State Historic Fund
Macy/Ruth Mill Park	Completed installation of new playground equipment in 2017.	Consider possible expansion project.	Conservation Trust Fund. Improvement Fund.
<u>OTHER PROJECTS COMPLETED</u>			
<u>Project</u>	<u>Status</u>	<u>Next Steps</u>	<u>Funding</u>
Water Treatment Plant Improvements (3rd Skid)	Completed in 2018	None	Enterprise Fund
East End Subarea Plan	Completed East End Action Plan in January 2017. Adopted East End Overlay Plan in spring 2017. Completed Blight Study in 2019 as the first step toward possible creation of an Urban Renewal District.		DOLA
International Codes	2018 Edition of the Codes adopted in July 2020	None	General Fund
Exit 240 Economic Hub Feasibility Study	Completed July 2016	Continue coordinating efforts with the School District and the Economic Development Corporation to redevelop the former high school site. Explore the feasibility of relocating the bus maintenance facility. Consider annexation of properties surrounding former high school.	DOLA

Source Water Protection Plan	Completed January 2017	Install signs identifying the Idaho Springs Watershed. Consider recommendations for implementation.	Colorado Rural Water Association
Natural Hazard Mitigation Plan	Completed Fall 2016	Consider recommendations for implementation.	Colorado Department of Emergency Management
New Police Radios	Completed 2016	None	Improvement Fund
Banners for Downtown Light Poles	Completed 2016	None	General Fund
Ultraviolet upgrade at Wastewater Treatment Plant	Completed 2016	None	Enterprise Fund
Idaho Springs Recognition Wall	Completed 2016	Add additional names in Summer 2019 Periodically add names	General Fund

City of Idaho Springs City Council Communication



Meeting Date: August 2, 2021

Presented By: Jonathan Cain, Assistant City Administrator

Item: Construction of Horseshoe Multicourt

Background

In 2015, the City began work to devolve Colorado Boulevard from a state highway into a City street. Part of this project involved realigning Colorado Boulevard and consolidating Courtney Ryley Cooper Park into a much larger green space in the middle of the City. During this construction, the City's Horseshoe Courts were removed.

City Staff has been working with Councilman Curtis to identify potential locations to build new Horseshoe Courts and is seeking direction from City Council regarding the location and quality of a multicourt featuring two individual "courts" to be constructed. This information will be used to create and publish a request for bids to construct the project.

Recommended Multi Court Specifications

It is recommended by the National Horseshoe Pitchers Association (NHPA) that Pits be 4x3 feet in diameter with 18-inch throwing platforms to either side for a width of 6 feet. Each "court" should be 6 feet apart. The "multicourt" should be surrounded by a 4-foot-high fence at least 2 feet (5 foot preferred) from the throwing platform. Backstops are placed 46 feet apart, 5 feet from fencing. This gives the multicourt a diameter of at least 56x23 feet.



(Regulation Horseshoe Court)

Build Quality and Cost

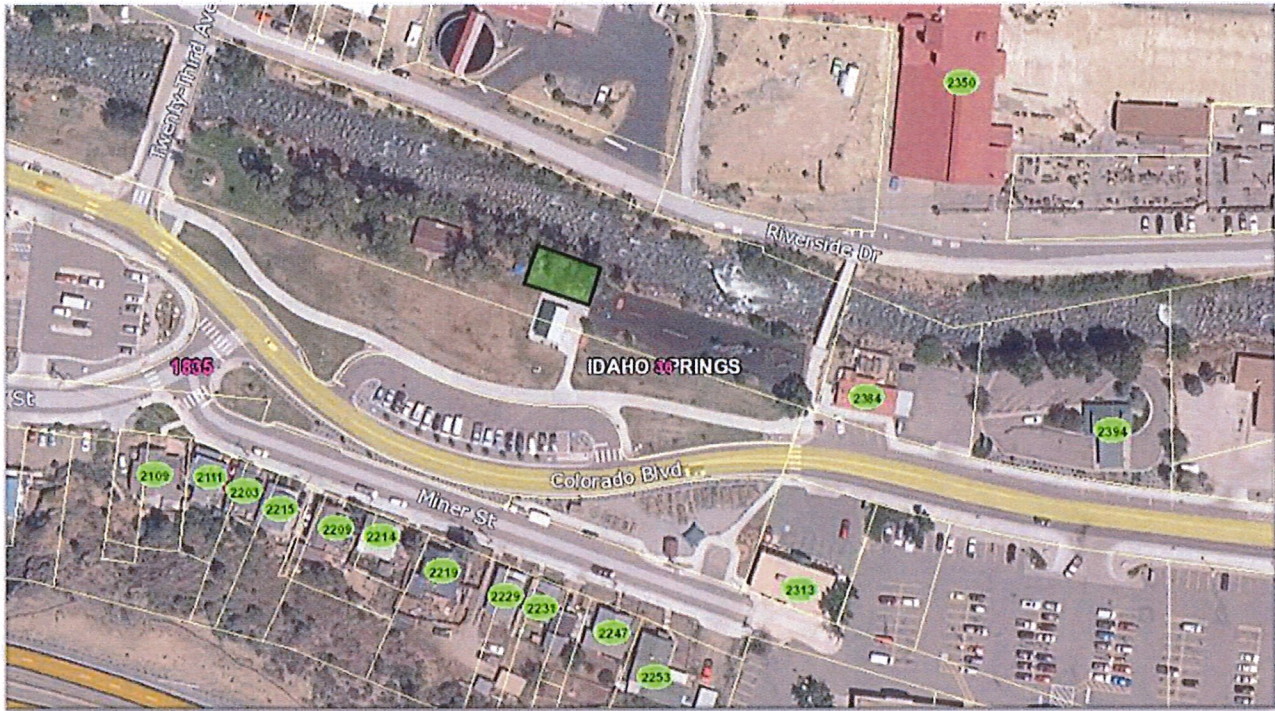
The cost of building a regulation multicourt is variable depending on the location, safety and environmental factors at the site. City Staff estimates that such a facility may cost anywhere from \$3,000-10,000+ to construct, depending on the location and features selected. The following are some considerations that may affect cost:

1. **Site Preparation:** The site needs to be level and graded properly to ensure quality of play and the longevity of the site.
2. **Fencing:** The previous courts did not have fencing, but for safety purposes Staff recommends that the City build a 4-foot-high green vinyl wrapped aluminum fence around the facility per the NHPA guidelines. Such a fence will be between 156-168 linear feet, and will cost between \$1,000-3,000, depending on how it is constructed.
3. **Concrete Work:** The NHPA recommends curbing be installed around the multicourt to ensure its longevity and calls for 18-inch concrete pathways on each side of the individual courts. It is also recommended that the Pit Backstops be set in concrete.
4. **Lighting:** Community interest has been expressed in terms of lighting the multicourt so that games can be played later in the evening. Horseshoe Court Lighting should be uniform over the playing surface and for a few feet outside the sidelines and backstops. NHPA recommends 25-35 footcandles of lighting for Club and Tournament Play; 15-25 footcandles for non-tournament play. The plans from the NHPA call for 2 High Efficiency Pole Mounted Flood Lights 22 Feet above the Court Surface. The cost of this lighting is dependent upon the fixtures and poles selected and could cost approximately \$2,000-3,000.
5. **Non-Playing Surface:** There are several different "surface treatments" that could be installed on the non-playable surfaces such as Grass, Artificial Turf, Gravel, or Mulch. One consideration for which surface treatment should be installed is the level of care required to maintain the surface. One option that requires little maintenance might be artificial turf which can last 15-25 years. Artificial Turf averages about \$12.33 per square foot.

City Staff is seeking direction from City Council regarding the preferred build quality of the Multicourt to be constructed.

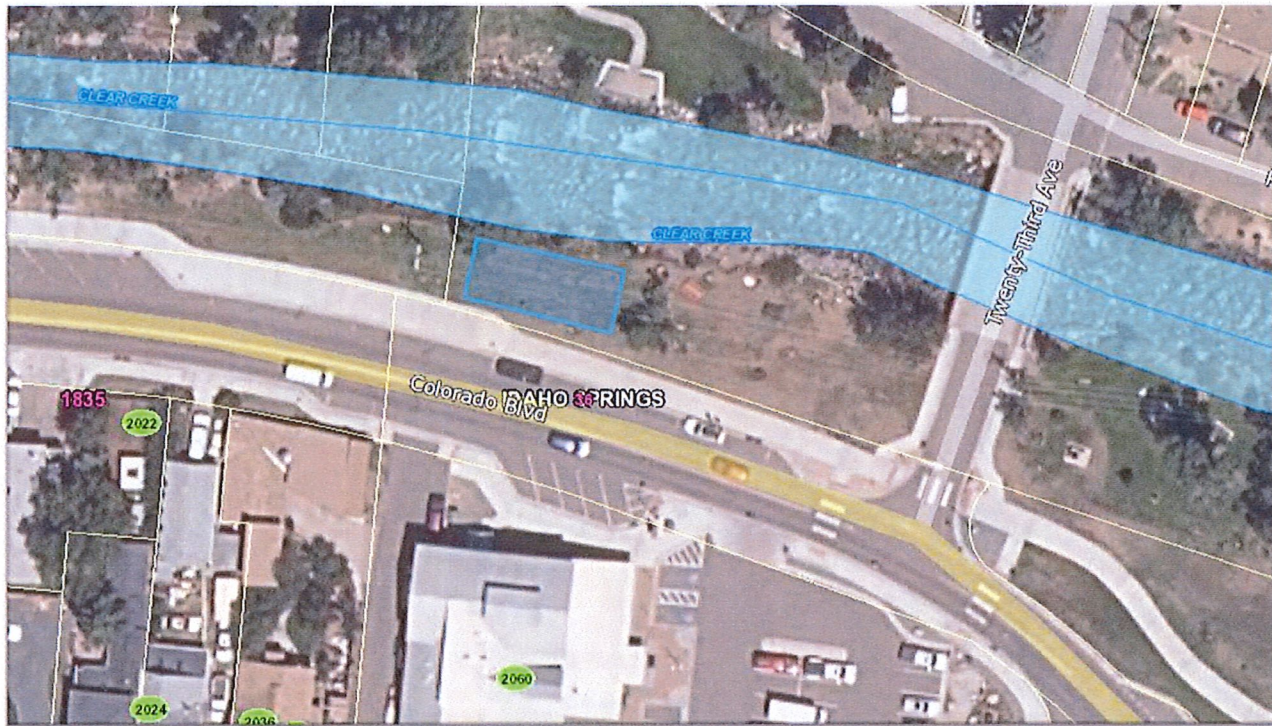
Potential Locations

City Staff originally worked with Councilman Curtis to identify a potential location between the restrooms and the Creek in CRC Park for the Multicourt, as shown below with the green rectangle:



Upon further review of the site, it was determined that while the overall dimensions of the site could support this new multicourt, there are several areas where erosion of the creek side has heavily impacted the space, leaving it insufficient for the installation of courts. There were also concerns expressed about the proximity of the site to the playground, and the court would create a very “private” area in the park behind the restroom that might cause a Public Safety issue. It would also reduce access to the Creek on the east side. As such, 3 alternative locations have been considered.

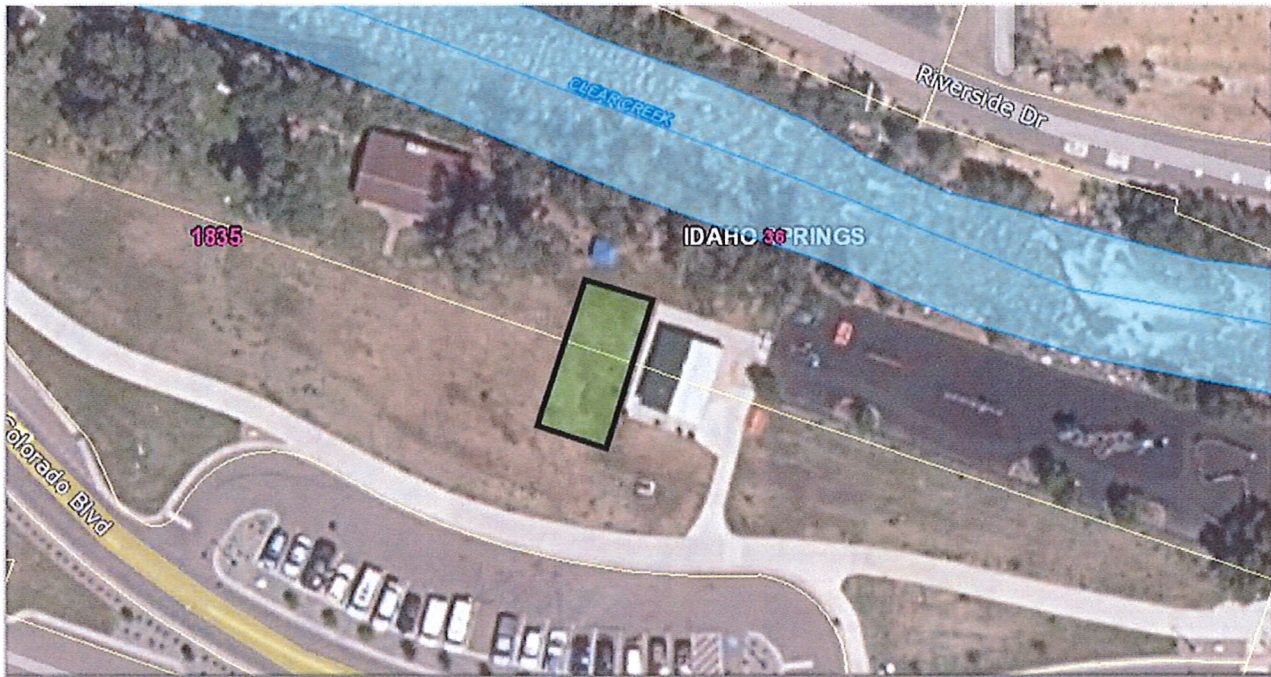
Location A: Across from the Visitors Center



Pros: This area is wide enough to build a regulation multicourt with some cushion from both the Creek and the Greenway. There is parking in the immediate vicinity of the area, and it is distant from any other recreational uses that it may conflict with (such as kids running in the park). The area has shade, as well as 2 grills and the potential to place more picnic tables nearby. It is not typically utilized for any other recreational purposes. The area is also near the center of the City and is walkable to most residents in Idaho Springs.

Cons: The site is not completely flat and would need some grading work. Rafting operations take place to the immediate east of this site, although operations rarely impact the area west of the tree near the east side of the illustration.

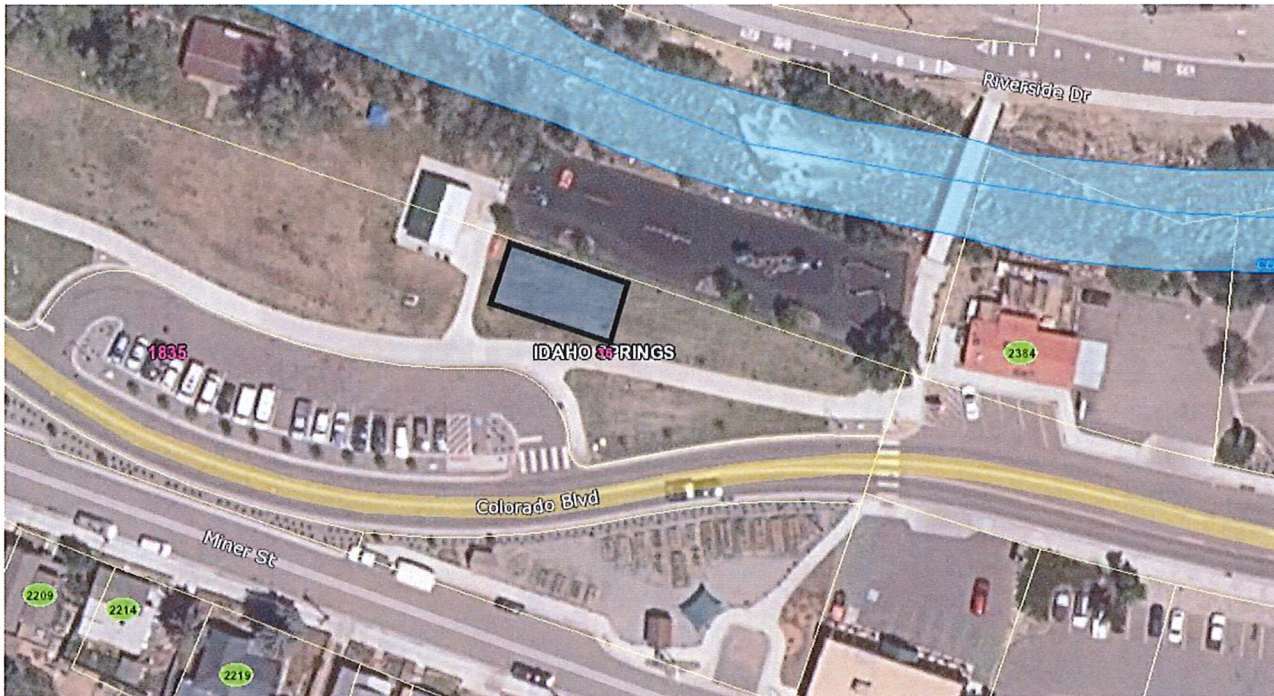
Location B: West of the Restrooms in CRC Park



Pros: There is enough space at this location to build the multicourt. The restrooms have electricity which could be used to install lighting for the court. The location is also in the immediate vicinity of other recreational opportunities in the park and is relatively flat.

Cons: There is irrigation running under this location, as well as broadband fiber. The location would make it difficult for Public Works to bring equipment out of the shed on the back of the restroom. Additionally, the court would take up a significant portion of the park, reducing recreational areas in one of the only flat parks in the City.

Location C: South of the Playground at CRC Park



Pros: There is enough space at this location to build the multicourt. Electricity could likely be brought to this location. It is in the immediate vicinity of other recreational amenities in the park and is flat. The space to the North of the playground is large enough in several areas to construct the court with some flexibility to the East and West.

Cons: There is irrigation running under this location as well as broadband fiber. It is also in a space that might be later utilized to reconstruct the playground at CRC Park. There has also been concern expressed about the vicinity of the potential courts to the Playground and the Greenway Trail, and the associated safety risks.

Location D: Northeast of the Baseball Field Complex

City Staff and Recreation District Staff met on July 22nd to discuss the construction of the Horseshoe Courts at the Ballfields Complex. Recreation District Staff is comfortable with this or alternate locations at the Ballfields for the Multicourt.



Pros: There is enough space at this location to build the Courts without reducing the parking available at the site. There is electricity in the immediate vicinity of this area and the space is flat. The Recreation District has many other recreational uses occurring at this facility and desires to make this area a recreational “multiplex” in the future. There are other potential sites that may work for the facility at the ballfields, and the area is accessible by pedestrians either through the Tunnel under I-70 to the west or the sidewalk to the east. There are no conflicting recreational uses in this space.

Cons: It is less walkable for some Residents of the City than would be a multicourt at CRC Park.

City Staff recommends the location at the Ballfield Complex and is seeking direction from City Council regarding the preferred location for the Horseshoe multicourt.



Idaho Springs City Hall

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Idaho Springs CO 80452

(303) 567-4421 • FAX (303) 567 4955

July 29, 2021

RE: Save the date! 10/29/2021

Dear Council;

We have begun the process of organizing the celebration for Mayor Mike Hillman, Mayor Pro Tem Bob Bowland and City Clerk Diane Breece as they will all be leaving their prestigious positions with the city the end of this year.

This event is being planned for Friday October 29th, 2021. We will start setting up about 1 pm on the 29th. This celebration will be from 3pm until 11pm.

The event will be held at Blackstone Rivers Ranch (Rachel has provided us the use of this event center at no charge and is very pleased to hold this event for us).

We are planning on having multiple outdoor games such as corn hole, badminton, volleyball, croquet, etc. The games will begin at 3pm.

We are working on getting some reservations for some food trucks to come to the event. The only food truck we have in Idaho Springs is Beau Joe's. We have reached out to a couple more that are outside of the city to see if they will come to Idaho Springs and if they are available for that date.

Cost of food? How could we offset it? Pay in advance? Pay at the event? Pay individually at vendors?

We plan on the food beginning at around 6 pm.

Jason Siegel has confirmed that he and his band will provide the music at this event beginning at around 7 pm to around 11pm when the event ends.

Dan Wester (SAFEBuilt) has offered to donate the liquor at this event for us (like pay the tab). Waiting on confirmation of this from Dan.

Are there any thoughts, ideas and/or suggestions for this extraordinary event?

Sincerely excited and terrified,

Wonder Martell

Administrative Clerk

City of Idaho Springs

303-567-4421 x 113