RINGING OF THE BELL:

1. CALL TO ORDER:

2. ROLL CALL & PLEDGE OF ALLEGIANCE:

3. AGENDA CHANGES:

4. CONFLICTS OF INTEREST: (Council disclosures are on file w/City Clerk & Sec. of State)

5. PUBLIC COMMENT: Please limit comments to 5 minutes

6. APPROVAL OF MINUTES: December 12, 2018

7. PUBLIC HEARINGS:
   A. CB1, An Ordinance Amending Section 4-41 of the Black Hawk Municipal Code Regarding Out of State Retailers Doing Business in Colorado

8. ACTION ITEMS:
   A. Resolution 1-2019, A Resolution Establishing a Designated Public Place for the Posting of Meeting Notices as required by the Colorado Open Meetings Law
   B. Resolution 2-2019, A Resolution Approving the City of Black Hawk Fee Schedule, As Amended
   C. Resolution 3-2019, A Resolution Approving the Supplemental Change Order to the Professional Services Agreement for the Hidden Treasure Final Trailhead Design with Stolfus and Associates, Inc. in the Amount Not to Exceed $109,060.00
   D. Resolution 4-2019, A Resolution Approving a Job Description for Corporal in the Police Department

9. CITY MANAGER REPORTS:

10. CITY ATTORNEY:

11. EXECUTIVE SESSION:

12. ADJOURNMENT:
Acting Police Chief Tory Jantz rang the bell to open the meeting.

1. CALL TO ORDER: The regular meeting of the City Council was called to order on Wednesday, December 12, 2018, at 3:00 p.m. by Mayor Spellman.

2. ROLL CALL: Present were: Mayor Spellman, Aldermen Armbright, Bennett, Johnson, Midcap, Moates, and Torres.

Staff present: City Attorney Hoffmann, Acting City Manager Cole, Acting Police Chief Jantz, Fire Captain Castro, Fire Lieutenant Williams, Finance Director Hillis, Public Works Director Isbester, Senior Civil Engineer Reed, City Clerk/Administrative Services Director Greiner, Community Planning & Development Administrator Linker, and Deputy City Clerk Martin.

PLEDGE OF ALLEGIANCE: Mayor Spellman led the meeting in the recitation of the Pledge of Allegiance.

3. AGENDA CHANGES: Deputy City Clerk Martin confirmed there were no agenda changes.

4. CONFLICTS OF INTEREST: City Attorney Hoffmann asked Council to declare any Conflicts of Interest on any issue appearing on the agenda this afternoon other than those previous disclosures and conflicts that have already been disclosed and are on file with the City Clerk and Secretary of State. No conflicts were noted from City Council.

City Attorney Hoffmann asked the audience if there were any objections to any member of Council voting on any issue on the agenda this afternoon. The audience had no objections.

5. PUBLIC COMMENT: Deputy City Clerk Martin confirmed that no one had signed up to speak.
6. APPROVAL OF MINUTES: November 14, 2018

MOTION TO APPROVE
Alderman Armbright MOVED and was SECONDED by Alderman Torres to approve the Minutes as presented.

MOTION PASSED
There was no discussion, and the motion passed unanimously.

7. PUBLIC HEARINGS:

A. CB33, An Ordinance Levying General Property Taxes for the Year 2018 to Help Defray the Costs of Government for the City of Black Hawk, Colorado for the 2019 Budget Year, and Repealing Ordinance 2018-26

Mayor Spellman read the title and opened the public hearing.

Finance Director Hillis explained the need to update the Mill Levy to the County’s re-certified assessed values. He said it is only a slight difference now setting the Mill Levy at .036 mills for 2018.

PUBLIC HEARING:
Mayor Spellman declared a Public Hearing on CB33, an Ordinance levying general property taxes for the year 2018 to help defray the costs of government for the City of Black Hawk, Colorado for the 2019 Budget Year, and repealing Ordinance 2018-26 open and invited anyone wanting to address the Board either “for” or “against” the proposed resolution and ordinance to come forward.

No one came forward to speak, and Mayor Spellman declared the Public Hearing closed.

MOTION TO APPROVE
Alderman Armbright MOVED and was SECONDED by Alderman Bennett to approve CB33, an Ordinance levying general property taxes for the year 2018 to help defray the costs of government for the City of Black Hawk, Colorado for the 2019 Budget Year, and repealing Ordinance 2018-26.

MOTION PASSED
There was no discussion, and the motion PASSED unanimously.

B. CB34, An Ordinance Adopting the City of Black Hawk Comprehensive Plan

Mayor Spellman read the title and continued this item until the March 27, 2019 meeting.
MOTION TO APPROVE

Alderman Armbright MOVED and was SECONDED by Alderman Bennet to continue CB34, an Ordinance adopting the City of Black Hawk Comprehensive Plan, to the March 27, 2019, City Council Meeting.

MOTION PASSED

There was no discussion, and the motion PASSED unanimously.

C. CB35, An Ordinance Approving the Intergovernmental Agreement Between the City of Black Hawk and the Gilpin Ambulance Authority Regarding Maintenance of the Authority’s Ambulances

Mayor Spellman read the title and opened the public hearing.

Public Works Director Isbester said this was the annual maintenance agreement for the Fleet Department to service the ambulances. He said the rate increased by $2.00.

PUBLIC HEARING: Mayor Spellman declared a Public Hearing on CB35, an Ordinance approving the Intergovernmental Agreement between the City of Black Hawk and the Gilpin Ambulance Authority regarding maintenance of the Authority’s ambulances open and invited anyone wanting to address the Board either “for” or “against” the proposed ordinance to come forward.

No one came forward to speak, and Mayor Spellman declared the Public Hearing closed.

MOTION TO APPROVE

Alderman Moates MOVED and was SECONDED by Alderman Armbright to approve CB35, an Ordinance approving the Intergovernmental Agreement between the City of Black Hawk and the Gilpin Ambulance Authority regarding maintenance of the Authority’s ambulances.

MOTION PASSED

There was no discussion, and the motion PASSED unanimously.

D. CB36, An Ordinance Amending Section 8-24 of the Black Hawk Municipal Code Regarding Penalties for Parking Violations

Mayor Spellman read the title and opened the public hearing.

City Attorney Hoffmann introduced this item and said the purpose is to increase the penalty for violations of the City’s parking ordinance to account for the penalties contemplated at the St. Charles Parking Garage and Carriage House. Discussion took place on this being a deterrent for employees to use the spaces.
PUBLIC HEARING: Mayor Spellman declared a Public Hearing on CB36, an Ordinance amending Section 8-24 of the Black Hawk Municipal Code regarding penalties for parking violations open and invited anyone wanting to address the Board either “for” or “against” the proposed ordinance to come forward.

No one came forward to speak, and Mayor Spellman declared the Public Hearing closed.

MOTION TO APPROVE Alderman Bennett MOVED and was SECONDED by Alderman Moates to approve CB36, an Ordinance amending Section 8-24 of the Black Hawk Municipal Code regarding penalties for parking violations.

MOTION PASSED There was no discussion, and the motion PASSED unanimously.

8. ACTION ITEMS:

A. Resolution 72-2018, A Resolution Approving the Fourth Amendment to the Subdivision/Site Improvement Agreement Between the City of Black Hawk and JIJE, LLC.

Mayor Spellman read the title.

City Attorney Hoffmann introduced this item and said this amendment is a clean up to reflect the change in the date for the completion of the channel rehabilitation work from September 30, 2018, to November 30, 2018, and to note that the work has been completed by the November 30, 2018 date.

MOTION TO APPROVE Alderman Armbright MOVED and was SECONDED by Alderman Torres to approve Resolution 72-2018, a Resolution approving the Fourth Amendment to the Subdivision/Site Improvement Agreement between the City of Black Hawk and JIJE, LLC.

MOTION PASSED There was no discussion, and the motion PASSED unanimously.

B. Resolution 73-2018, A Resolution Approving an On-Call Professional Services Agreement with SAFEbuilt Colorado, LLC

Mayor Spellman read the title.

Community Planning and Development Administrator introduced this annual housekeeping item to request approval for professional Building Department services for 2019.
MOTION TO APPROVE

Alderman Johnson MOVED and was SECONDED by Alderman Armbright to approve Resolution 73-2018, a Resolution approving an On-Call Professional Services Agreement with SAFEbuilt Colorado, LLC.

MOTION PASSED

There was no discussion, and the motion PASSED unanimously.

C. Resolution 74-2018, A Resolution Approving Certain Service Agreements for Calendar Year 2019

D. Resolution 75-2018, A Resolution Approving Certain Service Agreements for Calendar Year 2019

Mayor Spellman read the titles to be heard under an umbrella motion for Resolutions 74 and 75.

These are the annual on-call service agreements for both Community Planning & Development and Public Works.

MOTION TO APPROVE

Alderman Bennett MOVED and was SECONDED by Alderman Torres to approve Resolution 74-2018 and Resolution 75-2018, Resolutions approving certain Service Agreements for calendar year 2019.

MOTION PASSED

There was no discussion, and the motions PASSED unanimously.

E. Resolution 76-2018, A Resolution Approving the Third Addendum to the Agreement for Transit Related Services for the Black Hawk & Central City Tramway for 2019 Between MV Transportation, Inc. and the City of Black Hawk

Mayor Spellman read the title.

Public Works Director Isbester introduced this item and said there was a 0% increase for 2019.

MOTION TO APPROVE

Alderman Torres MOVED and was SECONDED by Alderman Moates to approve Resolution 76-2018, a Resolution approving the Third Addendum to the Agreement for Transit Related Services for the Black Hawk & Central City Tramway for 2019 between MV Transportation, Inc. and the City of Black Hawk.

MOTION PASSED

There was no discussion, and the motion PASSED unanimously.
F. Resolution 77-2018, A Resolution to Adopt the 2018 Group Transit Asset Management Plan

Mayor Spellman read the title.

Public Works Director Isbester explained that the Federal Transit Administration requires grant recipients to participate in a Transit Asset Management Plan, and that CDOT provides one for smaller agencies to follow. He said filling this requirement continues to allow the City to utilize the 5311 Operating Grant and apply for new grants.

MOTION TO APPROVE

Alderman Bennett MOVED and was SECONDED by Alderman Armbright to approve Resolution 77-2018, a Resolution to adopt the 2018 Group Transit Asset Management Plan.

MOTION PASSED

There was no discussion, and the motion PASSED unanimously.

G. Resolution 78-2018, A Resolution Approving Amendment No. 1 to the Design-Build Contract Executed on August 23, 2018 Between the City of Black Hawk and Symmetry Builders, Inc., Establishing the Guaranteed Maximum Price (GMP) of $449,384.00 For Construction Services Pertaining to the Fire Station Restroom Renovation Project

Mayor Spellman read the title.

Senior Civil Engineer Reed introduced this item and said back in August Council had approved the Design-Build agreement and the design fees. He said this amendment to that agreement is to establish the GMP, which includes the previous design fees and the kitchenette in the Fire Administration office. He said their first estimate was about $477,000 back in September, and after refining the scope, the finalized price was less.

MOTION TO APPROVE

Alderman Midcap MOVED and was SECONDED by Alderman Armbright to approve Resolution 78-2018, a Resolution approving Amendment No. 1 to the Design-Build Contract executed on August 23, 2018 between the City of Black Hawk and Symmetry Builders, Inc., establishing the Guaranteed Maximum Price (GMP) of $449,384.00 for construction services pertaining to the Fire Station Restroom Renovation Project.

MOTION PASSED

There was no discussion, and the motion PASSED unanimously.

H. Resolution 79-2018, A Resolution Approving the Purchase of Electric Extrication Tools and a Hydraulic Power Unit in the Total Amount Not to Exceed $64,613.67
Mayor Spellman read the title.

Captain Castro and Lieutenant Williams were present on behalf of this request. It was noted that the funds were budgeted in the 2018 Capital Budget and are the actual costs came in under budget. Alderman Midcap thanked them and the Fire Department for staying on top of details like this and said the City appreciates everything the Fire Department does.

MOTION TO APPROVE  

Alderman Midcap MOVED and was SECONDED by Alderman Bennett to approve Resolution 79-2018, a Resolution approving the purchase of electric extrication tools and a hydraulic power unit in the total amount not to exceed $64,613.67.

MOTION PASSED  

There was no discussion, and the motion PASSED unanimously.

I. Resolution 80-2018, A Resolution Approving the Seventh Addendum to Personal Agreement with 5280 Strategies, LLC

Mayor Spellman read the title.

City Clerk/Administrative Services Director Greiner introduced this Seventh Addendum with no increase in fees.

MOTION TO APPROVE  

Alderman Armbright MOVED and was SECONDED by Alderman Torres to approve Resolution 80-2018, a Resolution approving the Seventh Addendum to Personal Agreement with 5280 Strategies, LLC.

MOTION PASSED  

There was no discussion, and the motion PASSED unanimously.

J. Resolution 81-2018, A Resolution Adopting the 2019 Holiday Schedule

K. Resolution 82-2018, A Resolution Adopting the 2019 City Council Regular Meeting Schedule

Mayor Spellman read the titles to be heard under an umbrella motion for Resolutions 81 and 82.

City Clerk/Administrative Services Director Greiner was present for any questions.

MOTION TO APPROVE  

Alderman Johnson MOVED and was SECONDED by Alderman Moates to approve Resolution 81-2018, a Resolution adopting the 2019
Holiday Schedule and Resolution 82-2018, a Resolution adopting the 2019 City Council Regular Meeting Schedule.

MOTION PASSED There was no discussion, and the motion PASSED unanimously.


Mayor Spellman read the title.

City Clerk/Administrative Services Director Greiner introduced this item. She said there was a premium increase of 16.44% for 2019 over the 2018 premium; details were in the packet.

MOTION TO APPROVE Alderman Bennett MOVED and was SECONDED by Alderman Armbright to approve Resolution 83-2018, a Resolution approving the 2019 Contract with Pinnacol Assurance for Workers’ Compensation Insurance.

MOTION PASSED There was no discussion, and the motion PASSED unanimously.

M. Resolution 84-2018, A Resolution Approving the First Addendum to Personal Services Agreement with M & C Communications, LLC

Mayor Spellman read the title.

City Clerk/Administrative Services Director Greiner explained the rate increase for this First Addendum with the City’s Public Relations Firm. She said the rate increased by a total of $750 more per month due to M & C’s analysis of their actual time spent vs. their projected time, and the additional social media contract with new software. M & C will provide a year in review report that will be forwarded to Council once received. She said M & C provides monthly reports, which she will start to include in her monthly reports. Greiner added that new for 2019 would be emergency preparedness training and template responses provided by M & C, noting Ms. Mulligan’s crisis experience as a News Director in New York City during 9/11, and on a news team during the tragedy at Columbine High School.

MOTION TO APPROVE Alderman Torres MOVED and was SECONDED by Alderman Midcap to approve Resolution 84-2018, a Resolution Approving the First Addendum to Personal Services Agreement with M & C Communications, LLC.
MOTION PASSED There was no discussion, and the motion PASSED unanimously.

9. ACTING CITY MANAGER REPORTS:

Acting City Manager Cole reminded everyone about the Holiday Party tomorrow at 11:30 a.m., and asked for approval for the annual employee bonus, which had been budgeted for. Alderman Moates MOVED and was SECONDED by Alderman Johnson to approve the employee bonus. The motion PASSED unanimously. Alderman Midcap wanted to thank Acting City Manager Cole for his comment about Maryland Mountain being the crown jewel of Black Hawk. All were in agreement that the tramway, trail system, and the history associated with the area would make it something special that people will want to visit Black Hawk to see.

10. CITY ATTORNEY:
City Attorney Hoffmann had nothing to report.

11. EXECUTIVE SESSION:
City Attorney Hoffmann recommended item number 5 only for Executive Session.

MOTION TO ADJOURN INTO EXECUTIVE SESSION

Alderman Bennett MOVED and was SECONDED by Alderman Johnson to adjourn into Executive Session at 3:25 p.m. to hold a conference with the City’s attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(e).

MOTION PASSED There was no discussion, and the motion PASSED unanimously.

MOTION TO ADJOURN

Alderman Bennett MOVED and was SECONDED by Alderman Johnson to adjourn the Executive Session at 4:10 p.m.

MOTION PASSED There was no discussion, and the motion PASSED unanimously.

12. ADJOURNMENT:
Mayor Spellman declared the Regular Meeting of the City Council closed at 4:10 p.m.

______________________________
Melissa A. Greiner, CMC
City Clerk

David D. Spellman
Mayor
COUNCIL BILL 1
ORDINANCE 2019-1
AN ORDINANCE
AMENDING SECTION 4-41
OF THE BLACK HAWK
MUNICIPAL CODE
REGARDING OUT OF
STATE RETAILERS DOING
BUSINESS IN COLORADO
STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

COUNCIL BILL NUMBER: CB1
ORDINANCE NUMBER: 2019-1

TITLE: AN ORDINANCE AMENDING SECTION 4-41 OF THE BLACK HAWK MUNICIPAL CODE REGARDING OUT OF STATE RETAILERS DOING BUSINESS IN COLORADO

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, GILPIN COUNTY:

Section 1. Section 4-41 of the City of Black Hawk Municipal Code is amended by the addition of a new subsection (e) to read as follows:

Sec. 4-41. Purpose.

* * *

(e) The City finds and determines that to further effect uniformity of administration, enforcement and collection of taxes and to establish uniform procedures, that the City determines to follow the rules promulgated by the State of Colorado, as the same may be amended from time to time, regarding both out-of-City and out-of-state vendors doing business in the State of Colorado.

Section 2. Safety Clause. The City Council hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The City Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 9th day of January, 2019.

________________________________________
David D. Spellman, Mayor

ATTEST:

________________________________________________________________________
Melissa A. Greiner, CMC, City Clerk
CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: Sales Tax Requirements for Out of State Retailers doing Business in Black Hawk.

RECOMMENDATION: Staff recommends the following motion to the Mayor and Board of Aldermen:


SUMMARY AND BACKGROUND OF SUBJECT MATTER: In June 2018 the U.S. Supreme Court issued a decision in the South Dakota vs. Wayfair, Inc. case regarding the licensing and sales tax collection requirements of out of state retailers. The case was decided in favor of South Dakota thus removing the requirement that a retailer have a physical presence within a taxing jurisdiction in order to be required to collect and remit sales tax. The State of Colorado recently revised its requirements to be consistent with the ruling and this Ordinance will allow the City of Black Hawk to follow the rules promulgated by the State.

AGENDA DATE: January 9, 2019

WORKSHOP DATE: N/A

FUNDING SOURCE: N/A

DEPARTMENT DIRECTOR APPROVAL: [X] Yes [ ] No

STAFF PERSON RESPONSIBLE: Lance Hillis, Finance Director

DOCUMENTS ATTACHED: Ordinance

RECORD: [ ] Yes [X] No

CITY ATTORNEY REVIEW: [X] Yes [ ] N/A

SUBMITTED BY: [X] Reviewed by:

Lance Hillis, Finance Director

Stephen N. Cole, Acting City Manager
RESOLUTION 1-2019
A RESOLUTION
ESTABLISHING A
DESIGNATED PUBLIC
PLACE FOR THE POSTING
OF MEETING NOTICES AS
REQUIRED BY THE
COLORADO OPEN
MEETINGS LAW
STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

Resolution No. 1-2019

TITLE: A RESOLUTION ESTABLISHING A DESIGNATED PUBLIC PLACE
FOR THE POSTING OF MEETING NOTICES AS REQUIRED BY THE
COLORADO OPEN MEETINGS LAW

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE
CITY OF BLACK HAWK, COLORADO, THAT:

Section 1. The Black Hawk Post Office shall constitute the public place for the posting
of meeting notices as required by the Colorado Open Meetings Law. The City Clerk shall be
responsible for posting the required notices no later than twenty-four (24) hours prior to the
holding of the meeting. All meeting notices shall include specific agenda information, where
possible.

RESOLVED AND PASSED this 9th day of January, 2019.

_______________________________
David D. Spellman, Mayor

ATTEST:

______________________________
Melissa A. Greiner, CMC, City Clerk
CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: Resolution establishing a designated public place for the posting of Meeting Notices as required by the Colorado Open Meeting Law

RECOMMENDATION: Staff recommends the following motion to the Mayor and Board of Aldermen:

MOTION TO APPROVE Resolution 1-2019 Establishing a designated public place for the posting of Meeting Notices as required by the Colorado Open Meeting Law.

SUMMARY AND BACKGROUND OF SUBJECT MATTER: As required by the Colorado Open Meeting Law

AGENDA DATE: January 9, 2019

WORKSHOP DATE: N/A

FUNDING SOURCE: N/A

DEPARTMENT DIRECTOR APPROVAL: [X] Yes [ ] No

STAFF PERSON RESPONSIBLE: Melissa Greiner
City Clerk/Administrative Services Director

DOCUMENTS ATTACHED: N/A

RECORD: [ ] Yes [ X ] No

CITY ATTORNEY REVIEW: [ X ] Yes [ ] No/A

SUBMITTED BY: REVIEWED BY:

[Signature]
Melissa A. Greiner, CMC,
City Clerk/Administrative Services Director

[Signature]
Stephen N. Cole, Acting City Manager

[Signature]
Stephen N. Cole, Acting City Manager
RESOLUTION 2-2019
A RESOLUTION APPROVING THE CITY OF BLACK HAWK FEE SCHEDULE, AS AMENDED
STATE OF COLORADO  
COUNTY OF GILPIN  
CITY OF BLACK HAWK  

Resolution No. 2-2019  

TITLE: A RESOLUTION APPROVING THE CITY OF BLACK HAWK FEE SCHEDULE, AS AMENDED  

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, COLORADO, THAT:  

Section 1. The City of Black Hawk Fee Schedule, as amended, attached hereto as Exhibit A, is hereby approved.  

RESOLVED AND PASSED this 9th day of January, 2019.  

_______________________________  
David D. Spellman, Mayor  

ATTEST:  

______________________________  
Melissa A. Greiner, CMC, City Clerk
EXHIBIT A
Amended Fee Schedule
Reference - Pages 4, 9, 10 and 11
<p>| Business License | Gaming License | Transportation Device Fee | Ambulance Device Fee (Silver Dollar Metro District Devices Excluded) | General Device Fee (except live table games) | General Device Fee on Table Games with Live Dealers | Application Fee - new license | Liquor License | Liquor-licensed Drugstore | Beer and Wine | Beer and Wine for a Resort | Hotel and Restaurant | Tavern | Optional Premises | Club | Retail Gaming Tavern | BrewPub | Arts | Racetrack | Bed &amp; Breakfast | 3.2 Beer | Annual Renewal Application Fee | Special Event Liquor Permit | Fingerprint Analysis (Caf Pass-Through Charge) | CorpLC Change (per person) | Temporary Permit (same as Transfer of Ownership) | Temporary Permit (if not as same time as Transfer of Ownership) | Change of Location | Promotional Association Certification Application | Attachment of a Licensed Premise |
|------------------|----------------|--------------------------|-------------------------------------------------|---------------------------------|---------------------------------|-----------------------------|----------------|--------------------------|-------------|------------------------|-----------------|--------|-----------------|-----|-----------------|--------|------|----------|--------------|-------------|---------------------------|------------------|-----------------|------------------------|-------------------|-------------------|------------------|------------------------|
| $200.00          | $30.00         | $40.80                   | $20.50                                          | $1,050.00                      | $4,000.00                      | $4,200.00                   | $1,000.00     | $925.00                  | $5.75       | $5.75                  | $5.75            | $5.75 | $5.75          | $3.75 | $100.00               | $100.00 | $100.00 | $40.00 | $0.00 | $0.00                | $0.00            | $0.00 | $90.00               | $100.00 | $100.00 | $0.00              | $0.00 | $0.00 | $0.00      |</p>
<table>
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<tr>
<th>Service Description</th>
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<tr>
<td>Annual Renewal</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Lodging License</strong></td>
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</tr>
<tr>
<td>Lodging License</td>
<td>$100.00</td>
</tr>
<tr>
<td>Short-Term Rental License</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Retail Marijuana License</strong></td>
<td></td>
</tr>
<tr>
<td>Initial Operating Fee</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Annual Renewal and Operating Fee</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Late renewal</td>
<td>$500.00</td>
</tr>
<tr>
<td>Transaction Fee</td>
<td>$2.00</td>
</tr>
<tr>
<td>Change in Corporate Officers, Directors, or Manager</td>
<td>$100.00</td>
</tr>
<tr>
<td>Fingerprint Analysis (CBI Pass-Through Charge)</td>
<td>$38.50 each analysis</td>
</tr>
<tr>
<td><strong>Escort Services License</strong></td>
<td></td>
</tr>
<tr>
<td>Application Fee</td>
<td>$300.00</td>
</tr>
<tr>
<td>Application Investigation Fee (Police Department)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Renewal Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Pawnbrokers Business License</strong></td>
<td></td>
</tr>
<tr>
<td>Application Fee</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>Renewal Fee</td>
<td>$5.00</td>
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<tr>
<td>Investigation and Processing Fee</td>
<td>$200.00</td>
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<tr>
<td><strong>Sexually Oriented Business License</strong></td>
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<tr>
<td>Application Fee</td>
<td>$750.00</td>
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<tr>
<td>Renewal Fee</td>
<td>$1,000.00</td>
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<tr>
<td>Transfer of Ownership</td>
<td>$200.00</td>
</tr>
<tr>
<td>Manager's License</td>
<td>$250.00</td>
</tr>
<tr>
<td><strong>Misc. Licenses/Permits</strong></td>
<td></td>
</tr>
<tr>
<td>Dog License Annual Fee (Males &amp; spayed females)</td>
<td>$3.00</td>
</tr>
<tr>
<td>Dog License Annual Fee (Unspayed females)</td>
<td>$5.00</td>
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<tr>
<td>Newsrack Permit</td>
<td>$0.00</td>
</tr>
<tr>
<td>Public Assembly Permit (for profit organizations)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Recreational Vehicle and Equipment Permit</td>
<td>$0.00</td>
</tr>
<tr>
<td>Mobile Auto Repair Permit and Annual Renewal</td>
<td>$25.00</td>
</tr>
<tr>
<td>Street Vendor Conditional Use Permit</td>
<td>$100.00 for 6 months for each vehicle used</td>
</tr>
<tr>
<td>Shuttle Owner/Operator Registration and Annual Renewal</td>
<td>$100.00</td>
</tr>
<tr>
<td>Private Social Club Permit</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Solicitation</strong></td>
<td></td>
</tr>
</tbody>
</table>
# 2018 City of Black Hawk Fee Schedule (amended 8/29/18)

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<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Permit Fee</td>
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</tr>
<tr>
<td>Renewal Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Fingerprint Fee/Background Check</td>
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</tr>
<tr>
<td>Identification Badge</td>
<td>$25.00</td>
</tr>
<tr>
<td>Replacement Identification Badge</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

## Special Event Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day</td>
<td>$50.00</td>
</tr>
<tr>
<td>Each additional day</td>
<td>$30.00</td>
</tr>
<tr>
<td>Bicycle Event Permit</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

## Franchise Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable Television Franchise Fee</td>
<td></td>
</tr>
<tr>
<td>New Application</td>
<td>per contract</td>
</tr>
<tr>
<td>Transfer</td>
<td>per contract</td>
</tr>
<tr>
<td>Gas and Electric Franchise</td>
<td>3% of all received revenues</td>
</tr>
<tr>
<td>Transfer</td>
<td>per contract</td>
</tr>
</tbody>
</table>

## Dory Hill Cemetery

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plot Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Burial Fee - Casket</td>
<td>$400.00</td>
</tr>
<tr>
<td>Burial Fee - Cremated Remains</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

## Miscellaneous

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Books</td>
<td>online</td>
</tr>
<tr>
<td>Open Records Request Research Fee</td>
<td>$30.00 after first hour/per hour</td>
</tr>
<tr>
<td>Copies made</td>
<td>$0.25 page</td>
</tr>
</tbody>
</table>

## Public Hearing Notice Publication Fee

**Reference**: Black Hawk Municipal Code - Article XVII - Application Procedures and Submittal Requirements - Section 16-370 - Fees

**Building Fees**

A Building Permit includes Building, Electrical, Structural plan reviews, fees and primary inspections. Reinspections are invoiced separately.

Civil Engineering plan reviews and inspections are NOT included in the Building Permit and collected separately using the Land Use fee schedule.
### 2018 City of Black Hawk Fee Schedule (amended 8/29/18)

<table>
<thead>
<tr>
<th>Building Permit Fees Based on Total Valuation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00 to $500</td>
<td>$23.50</td>
</tr>
<tr>
<td>$501 to $2,000</td>
<td>$23.50 for 1st $500 plus $3.05 for each additional $100, or fraction thereof, to and including $2,000</td>
</tr>
<tr>
<td>$2,001 to $25,000</td>
<td>$69.25 for the 1st $2,000 plus $14.00 for each additional $1,000, or fraction thereof, to and including $25,000</td>
</tr>
<tr>
<td>$25,001 to $50,000</td>
<td>$391.25 for the 1st $25,000 plus $10.10 for each additional $1,000, or fraction thereof, to and including $50,000</td>
</tr>
<tr>
<td>$50,001 to $100,000</td>
<td>$643.75 for the 1st $50,000 plus $7.00 for each additional $1,000, or fraction thereof, to and including $100,000</td>
</tr>
<tr>
<td>$100,001 to $500,000</td>
<td>$993.75 for the 1st $100,000 plus $5.60 for each additional $1,000, or fraction thereof, to and including $500,000</td>
</tr>
<tr>
<td>$500,001 to $1,000,000</td>
<td>$3,233.75 for the 1st $500,000 plus $4.75 for each additional $1,000, or fraction thereof, to and including $1,000,000</td>
</tr>
<tr>
<td>$1,000,001 and up</td>
<td>$5,608.75 for the 1st $1,000,000 plus $3.65 for each additional $1,000, or fraction thereof</td>
</tr>
</tbody>
</table>

**Initial Building Plan Review - initial review and one (1) response comments**

- 65% of the Building Permit fee calculated above

**Additional Building Plan Review/Response Comments**

- $150.00 an hour plus 15% City Administration Fee

**Structural Engineering Review and Consulting Fee (3rd party)**

- Actual Cost: actual cost plus 15% City Administration Fee. City reserves the right to have a 3rd party Structural Engineer perform an independent review. All associated costs above and beyond the standard permit fee shall be incurred and paid by the applicant or property owner.

**Building Consulting / Miscellaneous Services**

- $150.00 an hour plus 15% City Administration Fee - Includes all services not listed

**Inspections Outside of Normal Business Hours**

- $200.00 an hour with a two (2) four (4) hour minimum plus 15% City Administration Fee

**Re-Inspection Fee**

- *Contractor/Homeowner not ready
- *Contractor/Homeowner not on site
- *Contractor/Homeowner disregards correction items

- $150.00 an hour for each re-inspection plus 15% City Administration Fee

**Special Investigation Fee - starting work without a permit.**

- $500.00 1st Occurrence plus 15% City Administration Fee
- $1000.00 2nd Occurrence plus 15% City Administration Fee
- $1500.00 3rd Occurrence and Each Additional Occurrence plus 15% City Administration Fee

**Expert Witness / Court Testimony**

- Actual Cost plus 15% City Administration Fee

**Excavation Permit (commercial and residential alteration or addition)**

- $7.00 per cubic yard

**Administration Fee:** a CoBH 15% City Administration Fee will be added to each invoice
## Electrical Fees

### State Electrical Fee Schedule Effective April 16, 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Only Plan Review - initial review and one (1) response comments</td>
<td>65% of the Electrical Permit fee calculated below.</td>
</tr>
</tbody>
</table>

### Residential Electrical Only Installation

- **New, Remodel, Addition** (Round sq. ft. up to next 100 for calculation).

### Residential Installation

**Based on enclosed living area only**

<table>
<thead>
<tr>
<th>LIVING AREA:</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 1,000 sq. ft.</td>
<td>$67.00</td>
</tr>
<tr>
<td>1,001 sq. ft. but ≤ 1,500 sq. ft.</td>
<td>$101.00</td>
</tr>
<tr>
<td>1,501 sq. ft. but ≤ 2,000 sq. ft.</td>
<td>$135.00</td>
</tr>
<tr>
<td>≥ 2,001 sq. ft. ($135 + ($6.00 x each additional 100 sq. ft.)</td>
<td>Calculated Fee</td>
</tr>
</tbody>
</table>

### Commercial and other fees

Including some residential installations that are not based on square footage (not living area, i.e., garage, shop, etc.). Fees in this section are calculated from the total cost to customer (contract price), including electrical materials, items and labor - whether provided by the contractor or the property owner.

### Valuation of Installation

**Based on cost to customer of labor, material and items**

| ≤ $2,000 = $67.00 (base fee) | $67.00 |
| ≥ $2,001 add $6.00 per thousand of job valuation (always round up the next $1000) to the Base Fee ($67.00) | Calculated Fee |

### Mobile/Modular/Manufactured Home Set (per unit)

| Mobile/Modular/Manufactured Home Set (per unit) | $67.00 |

### Temporary Heat Release

| Temporary Heat Release | $33.00 |

### Solar Permit Fees - Residential or Commercial

Fees are calculated from the total cost to customer (contract price), including materials, items and labor - whether provided by the contractor or the property owner.
### 2018 City of Black Hawk Fee Schedule (amended 8/29/18)

<table>
<thead>
<tr>
<th>Valuation of Installation (Based on cost to customer of labor, material and items)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not more than $2000 (Base Fee)</td>
<td>$67.00</td>
</tr>
<tr>
<td>≥ $2,001 add $6.00 per thousand of job valuation (always round up the next $1000) to the Base Fee ($67.00)</td>
<td>Calculated Fee</td>
</tr>
</tbody>
</table>

House Bill 11-1199 placed a cap on solar permit fees of:
- $500.00 for residential installation and;
- $2000.00 for commercial installations.
Caps on the permit fee are a combination of the solar (DC) installers permit and the electrical (AC) permit. Whichever one is issued first, the total fee for the second permit combine with the fee for the first permit cannot exceed the cap fees shown above.

### Re-Inspection Fee:
A re-inspection fee may be assessed when additional inspections are required when the job is not ready for inspection (if 5 or more correction items are cited), access is not provided, violations from the last inspection are not completed, etc.

- Ensure that the work is completed within the time limitation of the permit.
- Install electrical according to the currently adopted edition of the Colorado electrical Code (NEC).
- Request an electrical inspection prior to covering and a final inspection prior to occupancy.
- Temporary construction meters require a separate permit application from any other activity.

### Conveyance Fees

**INSPECTION SERVICES**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PER UNIT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydraulic Periodic</td>
<td>$155.00</td>
<td>1-1.5 hours. Includes initial inspection plus one follow-up on a TCO.</td>
</tr>
<tr>
<td>Hydraulic Roped Periodic</td>
<td>$210.00</td>
<td>1.5-2 hours. Includes initial inspection plus one follow-up on a TCO.</td>
</tr>
<tr>
<td>Traction Periodic</td>
<td>$210.00</td>
<td>1.5-2 hours. Includes initial inspection plus one follow-up on a TCO.</td>
</tr>
<tr>
<td>Temporary Certificate of Operation (TCO) 2nd Follow-up</td>
<td>$310.00</td>
<td>Follow-up on TCO as necessary.</td>
</tr>
<tr>
<td>Hydraulic 5 Year</td>
<td>$210.00</td>
<td>Witnessed annual safety test (2 hours). Includes initial inspection plus one follow-up on a TCO.</td>
</tr>
<tr>
<td>Hydraulic Roped 5 Year</td>
<td>$375.00</td>
<td>Witnessed annual safety test (3 hours). Includes initial inspection plus one follow-up on a TCO.</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Traction 5 Year</td>
<td>$520.00 Witnessed safety test with weights (4 hours). Includes initial inspection plus one follow-up on a TCO.</td>
<td></td>
</tr>
<tr>
<td>Escalator Annual</td>
<td>$675.00 Colorado - Category 5 test annual.</td>
<td></td>
</tr>
<tr>
<td>Plan Review</td>
<td>$475.00 Includes initial review and 1 response. Plan will be reviewed for code compliance before work begins</td>
<td></td>
</tr>
<tr>
<td>Like Plan Review</td>
<td>$155.00 Elevators of the same nature in the same bank will be at 80% of the per unit cost</td>
<td></td>
</tr>
<tr>
<td>Lift Periodic (platform, chair, etc.)</td>
<td>$155.00 All lifts other than those described above</td>
<td></td>
</tr>
<tr>
<td>Dumbwaiter Periodic</td>
<td>$155.00 Typically small units, only used for material</td>
<td></td>
</tr>
<tr>
<td>Hydraulic Acceptance</td>
<td>$525.00 Initial safety test performed with weights. New construction, modernization or turnover</td>
<td></td>
</tr>
<tr>
<td>Traction Acceptance</td>
<td>$525.00 Initial safety test performed with weights. New construction, modernization or turnover</td>
<td></td>
</tr>
<tr>
<td>Escalator Acceptance</td>
<td>$700.00 Initial safety test. All safety test items checked. New construction, modernization or turnover</td>
<td></td>
</tr>
<tr>
<td>Dumbwaiter/Lift Acceptance</td>
<td>$355.00 Initial safety test. All safety test items checked. New construction, modernization or turnover</td>
<td></td>
</tr>
<tr>
<td>Any Re-inspect Fee</td>
<td>Same as initial fee</td>
<td></td>
</tr>
<tr>
<td>Inspections Outside of Normal Business Hours</td>
<td>Same as initial fee with a two (2) hour minimum</td>
<td></td>
</tr>
</tbody>
</table>

**CONSULTING SERVICES**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PER UNIT/ PER HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Evaluation &lt; 10 Tactions</td>
<td>$525/per unit</td>
</tr>
<tr>
<td>Maintenance Evaluation ≥ 10 Tactions</td>
<td>$420/per unit</td>
</tr>
<tr>
<td>Maintenance Evaluation &lt; 10 Hydraulic</td>
<td>$455/per unit</td>
</tr>
<tr>
<td>Maintenance Evaluation ≥ 10 Hydraulic</td>
<td>$360/per unit</td>
</tr>
<tr>
<td>OSHA 10 hour training - 10 person min</td>
<td>$1500/per unit</td>
</tr>
<tr>
<td>OSHA 30 hour training - 10 person min</td>
<td>$3900/per unit</td>
</tr>
<tr>
<td>Conveyance Operation Training</td>
<td>$135/per hour</td>
</tr>
<tr>
<td>Required Presence</td>
<td>$135/per hour</td>
</tr>
<tr>
<td>Compliance Training</td>
<td>$135/per hour</td>
</tr>
<tr>
<td>DRC Attendance / Once a Month</td>
<td>N/C</td>
</tr>
</tbody>
</table>
### 2018 City of Black Hawk Fee Schedule (amended 8/29/18)

<table>
<thead>
<tr>
<th>Type</th>
<th>Permit Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capitol Plans</td>
<td>$840/unit</td>
<td>Review of conveyance with plan for future improvements and necessary repairs. Includes performance review</td>
</tr>
<tr>
<td>Contract Review</td>
<td>$780/unit</td>
<td>Review current contract and help in writing new contracts</td>
</tr>
<tr>
<td>Providing operator to run conveyance</td>
<td>$155/per hour</td>
<td>If necessary to perform work in hoistway, an operator can be provided that qualifies under state statute</td>
</tr>
<tr>
<td>Conveyance Incident Investigation</td>
<td>$135/per hour</td>
<td>Incident investigation is conveyance taken out of service</td>
</tr>
<tr>
<td>Consulting / Miscellaneous Services</td>
<td>$135/per hour</td>
<td>Includes all miscellaneous services not listed</td>
</tr>
</tbody>
</table>

**PERMITS**

<table>
<thead>
<tr>
<th>Type</th>
<th>Permit Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Minor Alteration/Commercial</td>
<td>$575.00</td>
<td>Fee includes: Plan Review and 1 Inspection/ If additional work by the Inspector is indicated the hourly consulting rate shall apply</td>
</tr>
<tr>
<td>**Major Alteration/Commercial</td>
<td>$865.00</td>
<td>Fee includes: Plan Review and 1 Inspection/ If additional work by the Inspector is indicated the hourly consulting rate shall apply</td>
</tr>
<tr>
<td>Residential Elevator, Platform Lift or Dumbwaiter</td>
<td>$575.00</td>
<td>Fee includes: Plan Review and 1 Inspection/ If additional work by the Inspector is indicated the hourly consulting rate shall apply</td>
</tr>
<tr>
<td>Special Investigation Fee - Starting work without a permit</td>
<td>$500.00</td>
<td>1st Occurrence plus 15% City Administration Fee</td>
</tr>
<tr>
<td></td>
<td>$1,000.00</td>
<td>2nd Occurrence plus 15% City Administration Fee</td>
</tr>
<tr>
<td></td>
<td>$1,500.00</td>
<td>3rd Occurrence and Each Additional plus 15% City Administration Fee</td>
</tr>
<tr>
<td>Expert Witness / Court Testimony</td>
<td>Actual Cost plus 15% City Administration Fee</td>
<td></td>
</tr>
</tbody>
</table>

*Minor Alteration includes: cab finishes, valve work, power unit install, door operator replacement, re-rope/brake suspension, escalator handrails

**Major Alteration includes: controller, signal fixtures, rotating equipment, drive(multiple components), fire alarm, fire recall

Administration Fee: a CoBH 15% City Administration Fee will be added to each Conveyance invoice and permit fee

Electrical Permit: if a electrical permit is required, the cost shall fall under the Electrical Permit Fee Schedule as adopted by the CoBH

Building Permit: If a building permit is also required, the cost shall fall under the Building Permit Fee Schedule as adopted by the CoBH

Fire Permit: If a fire permit is also required, the cost shall fall under the Fire Permit Fee Schedule as adopted by the CoBH
### 2018 City of Black Hawk Fee Schedule (amended 8/29/18)

<table>
<thead>
<tr>
<th><strong>MISC. Fees</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Registration (However a Business License is required)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Right-of-Way Use Permit</td>
<td>$30.00</td>
</tr>
<tr>
<td>Street Cut Permit</td>
<td>$300.00 for 1 to 100sf and $2/sf for any additional</td>
</tr>
<tr>
<td>Historic Landmarking</td>
<td></td>
</tr>
<tr>
<td>Development in Flood Hazard Permit</td>
<td></td>
</tr>
<tr>
<td>Public Hearing Notice Publication Fee</td>
<td></td>
</tr>
<tr>
<td>Fire and Police Protection Fee at time of Building Permit</td>
<td></td>
</tr>
<tr>
<td>Multifamily Residential</td>
<td>$70.00 per occupant/multiply fee x peak period occupant load as per IBC</td>
</tr>
<tr>
<td>Commercial</td>
<td>$14.00 per occupant/multiply fee x peak period occupant load as per IBC</td>
</tr>
<tr>
<td>Industrial</td>
<td>$70.00 per occupant/multiply fee x peak period occupant load as per IBC</td>
</tr>
<tr>
<td>Change of Use</td>
<td></td>
</tr>
<tr>
<td>Redevelopment</td>
<td></td>
</tr>
<tr>
<td>Industrial</td>
<td></td>
</tr>
<tr>
<td>Off-site commercial parking space fee (Parking Impact Fee)</td>
<td>$2,000.00 per space</td>
</tr>
<tr>
<td>Inspection Record Card Replacement</td>
<td>$50.00 per card plus 15% City Administration Fee</td>
</tr>
</tbody>
</table>

**Reference:** Black Hawk Municipal Code - Article XVII - Application Procedures and Submittal Requirements - Section 16-370 - Fees

<table>
<thead>
<tr>
<th><strong>Utilities</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Disconnect/Reconnect Fees</td>
<td></td>
</tr>
<tr>
<td>Notice of disconnection due to delinquency or failure to maintain</td>
<td>$60.00</td>
</tr>
<tr>
<td>Reconnection charge due to delinquency or failure to maintain</td>
<td>$500.00</td>
</tr>
<tr>
<td>Disconnection/shut off for convenience (&gt;7 days)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Reconnection charge for convenience (&gt;7 days)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Commercial Fire Flow Testing</td>
<td></td>
</tr>
<tr>
<td>Permit (&gt;48 hours in advance of test)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Penalty for failure to acquire permit</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

**Sign Fees**

<table>
<thead>
<tr>
<th>Preliminary Sign Application / Plan Review</th>
<th>$100.00 Additional Land Use Fees apply and shall be collected under the Formal Sign Plan Application, i.e. Certificate of Appropriateness, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal Sign Application / Plan Review</td>
<td>$50.00 Consultant Fee plus 15% City Administration Fee (Reimbursement Agreement &amp; Escrow Funds may apply)</td>
</tr>
<tr>
<td>Sign Permit Fees Based on Total Valuation</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>$1.00 to $500</td>
<td>$23.50</td>
</tr>
<tr>
<td>$501 to $2,000</td>
<td>$23.50</td>
</tr>
<tr>
<td>for 1st $500 plus $3.05 for each additional $100, or fraction thereof, to and including $2,000</td>
<td></td>
</tr>
<tr>
<td>$2,001 to $25,000</td>
<td>$69.25</td>
</tr>
<tr>
<td>for the 1st $2,000 plus $14.00 for each additional $1,000, or fraction thereof, to and including $25,000</td>
<td></td>
</tr>
<tr>
<td>$25,001 to $50,000</td>
<td>$391.25</td>
</tr>
<tr>
<td>for the 1st $25,000 plus $10.10 for each additional $1,000, or fraction thereof, to and including $50,000</td>
<td></td>
</tr>
<tr>
<td>$50,001 to $100,000</td>
<td>$643.75</td>
</tr>
<tr>
<td>for the 1st $50,000 plus $7.00 for each additional $1,000, or fraction thereof, to and including $100,000</td>
<td></td>
</tr>
<tr>
<td>$100,001 to $500,000</td>
<td>$993.75</td>
</tr>
<tr>
<td>for the 1st $100,000 plus $5.60 for each additional $1,000, or fraction thereof, to and including $500,000</td>
<td></td>
</tr>
<tr>
<td>$500,001 to $1,000,000</td>
<td>$3,233.75</td>
</tr>
<tr>
<td>for the 1st $500,000 plus $4.75 for each additional $1,000, or fraction thereof, to and including $1,000,000</td>
<td></td>
</tr>
<tr>
<td>$1,000,001 and up</td>
<td>$5,608.75</td>
</tr>
<tr>
<td>for the 1st $1,000,000 plus $3.65 for each additional $1,000, or fraction thereof</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Investigation Fee - starting work without a permit</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>1st Occurrence plus 15% City Administration Fee</td>
<td></td>
</tr>
<tr>
<td>$1000.00</td>
<td></td>
</tr>
<tr>
<td>2nd Occurrence plus 15% City Administration Fee</td>
<td></td>
</tr>
<tr>
<td>$1500.00</td>
<td></td>
</tr>
<tr>
<td>3rd Occurrence and Each Additional Occurrence plus 15% City Administration Fee</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expert Witness / Court Testimony</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Cost plus 15% City Administration Fee</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Miscellaneous Services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant Fee plus 15% City Administration Fee - Includes all services not listed</td>
<td></td>
</tr>
</tbody>
</table>

**Administration Fee:** a CoBH 15% City Administration Fee will be added to each invoice.

**Electrical Permit:** If a electrical permit is required, the cost shall fall under the Electrical Permit Fee Schedule as adopted by the CoBH.

**Building Permit:** If a building permit is also required, the cost shall fall under the Building Permit Fee Schedule as adopted by the CoBH.

**Fire Permit:** If a fire permit is also required, the cost shall fall under the Fire Permit Fee Schedule as adopted by the CoBH.

**Reference:** Black Hawk Municipal Code - Article XVII - Application Procedures and Submittal Requirements - Section 16-370 - Fees

**Land Use Fees**

<table>
<thead>
<tr>
<th>Commercial - Preliminary Land Use Application / Plan Review</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>Initial fee for all Commercial Land Use Submittals</td>
<td></td>
</tr>
<tr>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>
### 2018 City of Black Hawk Fee Schedule (amended 8/29/18)

<table>
<thead>
<tr>
<th>Commercial - Formal Land Use Application / Plan Review</th>
<th>Consultant Fee plus 15% City Administration Fee (Reimbursement Agreement &amp; Escrow Funds may apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boundary Line Agreement</td>
<td></td>
</tr>
<tr>
<td>Certificate of Appropriateness</td>
<td></td>
</tr>
<tr>
<td>Civil Engineer Plan Review and Inspections</td>
<td></td>
</tr>
<tr>
<td>Disconnection of Property</td>
<td></td>
</tr>
<tr>
<td>Planned Unit Development</td>
<td></td>
</tr>
<tr>
<td>Site Development Plan</td>
<td></td>
</tr>
<tr>
<td>Special Review Use</td>
<td></td>
</tr>
<tr>
<td>Subdivisions</td>
<td></td>
</tr>
<tr>
<td>Preliminary Subdivision Processing Fee</td>
<td></td>
</tr>
<tr>
<td>Final Subdivision Development Fee</td>
<td></td>
</tr>
<tr>
<td>Minor Subdivision</td>
<td></td>
</tr>
<tr>
<td>Site Development Commercial Plat</td>
<td></td>
</tr>
<tr>
<td>Street Plan and Easement Vacation</td>
<td></td>
</tr>
<tr>
<td>Variance</td>
<td></td>
</tr>
<tr>
<td>Residential Land Use Fees</td>
<td>Reference Ordinance 2017-9 adopted June 14, 2017 and Municipal Code Section 16-370. No fees for land use associated applications shall be charged or collected if the residence for which the application is made was constructed prior to 1991 and is located with the Historic Residential (HR) Zoning District, and all land use applications are made in accordance with the Municipal Code of the City of Black Hawk, as adopted by City Council. This includes professional and/or consulting service fees. Reference Ordinance 2017-9 and Black Hawk Municipal Code Section 16-370 for additional conditions.</td>
</tr>
<tr>
<td>Restaurant Grills and Air Quality Compliance</td>
<td>Consultant Fee plus 15% City Administration Fee (Reimbursement Agreement &amp; Escrow Funds may apply)</td>
</tr>
<tr>
<td>Recording Fee</td>
<td>Actual Cost $100.00 plus Security Deposit, if applicable.</td>
</tr>
<tr>
<td>Temporary Use or Temporary Structure Permits</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
# 2018 City of Black Hawk Fee Schedule (amended 8/29/18)

## Water System Development Fees
- Nonresidential, in Gaming District: $16.00 per square foot
- Hotel: $900.00 per room
- Nonresidential, outside of Gaming District: $8.00 per square foot

### Reference:
Black Hawk Municipal Code - Article XVII - Application Procedures and Submittal Requirements - Section 16-370 - Fees

## False Alarm Fees
- 6th-10th occurrence: $50.00
- 11th-15th occurrence: $100.00
- Over 16th occurrence: Discretionary

## Police Department Fees
- Sex Offender Registration: $100.00 (initial registration)
- Renewal: $50.00
- Fingerprints (Residents Only): $20.00
- Portable Breath Test (PBT): $20.00
- VIN Checks (Residents Only): $0.00
- Copies onto CDs: $25.00

## Fire Department Fees
(Contact Fire Dept. for further details)

### Commercial Business and Multi-Residential Plan Reviews

<table>
<thead>
<tr>
<th>Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1,000 sq. ft.</td>
<td>$100.00</td>
</tr>
<tr>
<td>1,001-2,500 sq. ft.</td>
<td>$200.00</td>
</tr>
<tr>
<td>2,501-5,000 sq. ft.</td>
<td>$400.00</td>
</tr>
<tr>
<td>5,001-7,500 sq. ft.</td>
<td>$800.00</td>
</tr>
<tr>
<td>7,501-10,000 sq. ft.</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>10,001 + sq. ft.</td>
<td>$1,000.00 plus 0.05/square foot</td>
</tr>
</tbody>
</table>

### Site Plans
- $100.00

### 2nd Review of above plans
- $0.00

### Each review beyond 2nd
- 1/2 of original fee

### Commercial Inspections
- Scheduled Inspection: $150.00 per hour
- Compliance Verification: $150.00 per hour
- System Test/Install: $150.00 per hour
## 2018 City of Black Hawk Fee Schedule (amended 8/29/18)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-up Inspections</td>
<td>$75.00 per hour</td>
</tr>
<tr>
<td>Initial Code Violation</td>
<td>$0.00</td>
</tr>
<tr>
<td>Special Investigation Fee - starting work without a permit.</td>
<td>$500.00 1st Occurrence plus 15% City Administration Fee</td>
</tr>
<tr>
<td></td>
<td>$1000.00 2nd Occurrence plus 15% City Administration Fee</td>
</tr>
<tr>
<td></td>
<td>$1500.00 3rd Occurrence and Each Additional Occurrence plus 15% City Administration Fee</td>
</tr>
<tr>
<td>CPR and First Aid Training for City residents and City staff</td>
<td>$0.00</td>
</tr>
<tr>
<td>CPR and First Aid Training for businesses</td>
<td>$25.00 person includes certification card</td>
</tr>
<tr>
<td>Fire Extinguisher Training for City residents and City Staff</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fire Extinguisher Training for businesses</td>
<td>$10.00 person for businesses</td>
</tr>
<tr>
<td>Temporary Fire Watch</td>
<td>$0.00</td>
</tr>
<tr>
<td>Consultation</td>
<td>$0.00</td>
</tr>
<tr>
<td>Outside Agency Support for Inspections</td>
<td>$50.00 per hour</td>
</tr>
<tr>
<td>Blasting and Storage of Explosives Permit</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: To consider a Resolution amending the 2018 City of Black Hawk Fee Schedule.

RECOMMENDATION:

MOTION TO APPROVE Resolution 2-2019, a Resolution amending the 2018 City of Black Hawk Fee Schedule.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
Incorporated into the accompanying Fee Schedule (Exhibit A) are changes proposed by City staff.

AGENDA DATE: January 9, 2019

WORKSHOP DATE: N/A

FUNDING SOURCE: N/A

DEPARTMENT DIRECTOR APPROVAL: [X]Yes [ ]No

STAFF PERSON RESPONSIBLE: Cynthia L. Linker CP&D Administrator

DOCUMENTS ATTACHED: Resolution 2-2019 Exhibit A - Amended 2018 Fee Schedule

RECORD: [ ]Yes [X]No

CITY ATTORNEY REVIEW: [X]Yes [ ]N/A

SUBMITTED BY: REVIEWED BY:

Cynthia L. Linker, CP&D Stephen N. Cole, acting City Manager

12/27/18
RESOLUTION 3-2019
A RESOLUTION
APPROVING THE
SUPPLEMENTAL CHANGE
ORDER TO THE
PROFESSIONAL
SERVICES AGREEMENT
FOR THE HIDDEN
TREASURE FINAL
TRAILHEAD DESIGN
WITH STOLFUS AND
ASSOCIATES, INC. IN THE
AMOUNT NOT TO
EXCEED $109,060.00
TITLE: A RESOLUTION APPROVING THE SUPPLEMENTAL CHANGE ORDER TO THE PROFESSIONAL SERVICES AGREEMENT FOR THE HIDDEN TREASURE FINAL TRAILHEAD DESIGN WITH STOLFUS AND ASSOCIATES, INC. IN THE AMOUNT NOT TO EXCEED $109,060.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, COLORADO, THAT:

Section 1. The City Council hereby approves the Supplemental Change Order to the Professional Services Agreement for the Hidden Treasure Final Trailhead Design with Stolfus and Associates, Inc. in the amount not to exceed $109,060.

RESOLVED AND PASSED this 9th day of January, 2019.

_________________________________________
David D. Spellman, Mayor

ATTEST:

_________________________________________
Melissa A. Greiner, CMC, City Clerk
CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: Approve Resolution 3-2019, a Resolution awarding a supplemental change order to the professional services agreement and authorizing the Mayor to execute the same for the Hidden Treasure Trailhead Final Design.

RECOMMENDATION: If City Council chooses to approve Resolution 3-2019, the recommended motion is as follows: "Approve Resolution 3-2019, a Resolution approving the supplemental change order to the professional services agreement for the Hidden Treasure Final Trailhead Design with Stolfus and Associates, Inc. in the amount not to exceed $109,060.00"

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
This project has evolved since its original scope was defined. Parking lot size was modified to eliminate the need for turning lanes and CDOT access permit acquisition was started. There were some delays with the CDOT historic resources clearance at the same time the project was essentially shelved due to funding and time constraints. Additional landscaping elements were included just prior to stopping work on the design. This project is being resurrected and this change order will take the project through final design, contract documents, and bidding. Work will also include the CDOT access permit and associated historical clearances required for the permit. Construction assistance will be included with the construction contract award. The Project work will include a bridge over Highway 119 from the parking lot, the parking lot itself with the relocated Hawk statue, vault toilet and parking lot lighting.

FUNDING SOURCE: 305-3101-431-7515 Maryland Mountain Improvements

WORKSHOP DATE: January 9, 2019

ORIGINATED BY: Thomas Isbester

STAFF PERSON RESPONSIBLE: same

PROJECT COMPLETION DATE: December 31, 2019

DOCUMENTS ATTACHED: Scope of services & change order

CITY ATTORNEY REVIEW: [ ]Yes [ ]No [ ]N/A INITIALS

SUBMITTED BY: Thomas Isbester, Public Works Director

REVIEWED BY: Stephen N Cole, Acting City Manager
City of Black Hawk
Hidden Treasure Trailhead
Contract Documents, Perming and Construction
December 3, 2018

Introduction
Stolfus & Associates, Inc. (Stolfus) developed a set of final office review plans for the Hidden Treasure trailhead at Maryland Mountain for the City of Black Hawk. The City has identified a need to complete the Contract documents for advertisement and construction, obtain the necessary permitting from CDOT, and provide construction administration for the project. Improvements include a pedestrian/cyclist bridge crossing over SH 119 and Clear Creek to connect the tramway trail with an improved parking area and trailhead on the east side of SH 119. The following identifies the general scope of work necessary to:

- Confirm final design details for the bridge, wall, and parking lot with the City
- Finalize bridge design and wall designs
- Finalize parking lot and access designs
- Finalize architectural details and coordinate with the City’s landscape architect
- Prepare contract documents for construction including plans, specifications, and opinion of probable cost
- Complete coordination with CDOT including access permitting, special use permitting and Notice to Proceed documentation. This includes necessary environmental and historic corridor documentation for permitting.
- Provide assistance during advertisement and award
- Provide construction administration and management throughout the duration of the project including inspection, preparation of month pay applications, construction meetings, and project close-out
- Provide materials testing during construction

Scope of Services

Work Element 1: Project Administration & Management
Stolfus will review and process invoices and provide other project administration/management services (coordination and product review) throughout the duration of the project. Stolfus will be responsible for day-to-day management and coordination of the work elements.

Work Element 2 - Initial Project Meeting
Due to the length of time that the project has been on hold and changes within City leadership, Stolfus will hold a re-kickoff meeting with City staff immediately after Notice to Proceed. This work element will confirm the design details, project schedule, and provide an opportunity for the City to provide any comments on the previously submitted plans and specification. Stolfus will be responsible for scheduling the meeting, preparing meeting exhibits, and participating in the meeting.
Meeting notes will be generated and distributed to the meeting attendees by Stolfus. It is assumed that the meeting will be held at the City offices.

**Work Element 3: Subsurface Utility Engineering**

Stolfus will engage a Subsurface Utility Engineering company to provide all the following Subsurface Utility Engineering (SUE) services to the standard of care applicable in the Subsurface Utility Engineering profession. The services meet the standard guidelines of ASCE C-1 38-02 for “Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.”

Quality Level D (QL-D) – Collect existing utility records information (as-builts) from utility providers, municipalities, counties, and other agency suppliers within the area of investigation. Review records for indications of additional available records, duplicate information, and a need for clarifications by utility owners. These utilities could include but are not limited to electrical, telephone, cable TV, fiber optic, gas, petroleum, water, wastewater, steam, and storm drain systems.

The SUE provider will attempt to contact utility providers, counties and other agency suppliers identified through the utility easement information, Colorado 811, and via vehicle reconnaissance and inventory of utility marker posts along adjacent roadways. The sole purpose of this activity is to collect existing record information of utility systems that may have an impact on this project. Any utility that is found in the field, by use of designating geophysical equipment and is not evident on any collected record information, will be shown in the QL-B utility file as an “unknown” utility as required by ASCE C138-02.

Quality Level C (QL-C) – The SUE provider’s survey crews will provide this service consisting of field surveying to obtain accurate horizontal position of visible utility surface appurtenances of existing subsurface utility systems located within the project limits. The SUE provider will determine when records and features do not agree and resolve discrepancies using professional judgment.

Quality Level B (QL-B) Designating (Horizontal Location of Utilities) – Designating is to indicate, by marking with paint and/or flags, the presence, and approximate horizontal location of subsurface utilities using a suite of geophysical methods including, without limitations, electromagnetic, sonic, acoustical, and radar techniques. The SUE provider will provide the following designating services to aid the City in the design of site, ROW, construction plans, or project development plans, or for other purposes as agreed to by the parties. The SUE provider will:

- Provide all equipment, personnel, and supplies required for performing designating services. The SUE provider shall determine which equipment, personnel, and supplies are required for designation.
- Designate the underground utilities, which may consist of but are not limited to water, wastewater, gas, petroleum pipelines, telephone, fiber optics, cable TV, and electrical utilities within the project area previously described.
- Conduct appropriate investigation of site conditions.
- Mark the utilities on the ground using paint and/or flags.
• Analyze and correlate all of the field-collected information with the collected record information for ensuring continuity of the information collected. Resolve conflicts with Level D, C, and B information.
• The utilities will be marked at maximum 50-foot intervals and at all changes in direction.
• Water lines, force mains, and other non-tonable utilities may be able to be designated using ground penetrating radar and will be marked as Quality Level B in these areas. When the ground penetrating radar is not effective, these utilities will be marked as Quality Level D.
• Marking of hose bib lines, irrigation lines, and other such small non-detectable utilities will not be included.
• The designated utilities will be surveyed and included in the deliverable drawings depicting type, owner, and any other attributes ascertainable during the investigation.

The degree of success of a GPR investigation is based entirely on the composition of the soils and the depth and scale of subsurface targets. Electrically resistive soils, such as quartz sands, typically allow for the study of phenomena to depths greater than 15 feet. However, electrically conductive soils, such as clay, moist silt or saline soils, typically preclude the investigation of targets deeper than 3-6 feet. A determination of a maximum attainable depth of investigation requires on-site calibration of the GPR equipment. Subsequently, due to the unknown susceptibility of specific site soils to the passage of radar energy, conclusive results cannot be guaranteed from ground penetrating radar.

DELIVERABLES

A digital MicroStation file, compliant with CDOT standards, depicting the utilities within the area of investigation at their achieved quality levels. The file will clearly identify all utilities discovered from QL-D and QL-C investigation that could not be designated in the field as QL-B. These utility lines will have a unique line style and symbology in the deliverables. The utilities will be referenced by the type of utility, color coded to American Public Works Association standards, utility company or agency name, address, telephone number and contact person. A signed and sealed plan view drawing will also be provided based upon the utility results outlined above. A CD containing all electronic project files used, and/or modified by the SUE provider, scanned utility records collected, and utility contact information will be created for this project.

Work Element 4: Final Trail and Parking Design
Stolfus will update the final plans for the trail, parking lot, and access design. Updates to horizontal and vertical geometry for the trail, parking lot, access, and walls will be prepared, as necessary. No auxiliary lanes on SH 119 will be designed. The parking lot will be paved and striped. Based on input from Michael Baker, grading for a ditch to convey flow to the inlet located just south of the parking area will be confirmed. Water quality design is not included.

Stolfus and Michael Baker will coordinate with Mary Hart for trailhead amenities including a vault toilet. Overhead lighting at the parking lot and a water pump will be included at the trailhead. It is assumed that the plans will call-out a power source, conduit, and lights as
specified by the City. No lighting design or analysis will be completed. In addition, it is
assumed that the plans will call-out a tap location, waterline, and pump location as specified by
the City. No waterline design is included in the scope of work. Landscaping plans will be
provided by Mary Hart through a separate contract for inclusion into the overall plan set.

A stormwater management plan will be prepared in accordance with CDOT standards and
specifications. Construction phasing and traffic control plans are not included in this scope of
work. However, quantities for construction traffic control will be estimated and tabulated in the
plans. A signing and striping plan for the parking lot will be included.

Work Element 5: Structural and Drainage Design
Michael Baker will provide drainage design for the project and structural design for the proposed
pedestrian bridge crossing over SH119 and North Clear Creek, and associated retaining walls. In
addition, Michael Baker will provide structural design for the architectural treatments at the
parking lot and bridge. The following summary defines the anticipated tasks to be performed by
Michael Baker during this phase of the work:

- **Design.** Michael Baker will make any changes necessary for final design plans as needed
  from the design coordination.

- **Construction plans.** Michael Baker will prepare construction plans for the support
  foundation of the hawk statue and the framing structure and support foundation for the kiosk.

- **Construction plans.** Michael Baker will prepare construction plans for the bridge
  monuments, lighting and signage, and grading plans for the east embankment fill material.

- **Construction specifications and cost estimate.** Michael Baker will prepare construction
  specifications and an opinion of probable cost for the pedestrian bridge, walls, support
  foundation of the hawk statue, the framing structure and support foundation for the kiosk, the
  bridge monuments, and the grading work at the east embankment fill. Specifications will be
  based upon the CDOT Standard Specifications for Construction.

- **Quality Control and submittal.** Michael Baker will perform an independent design and
  review of the construction documents in accordance with CDOT requirements. It is assumed
  that there will be two submittals (90% and 100%), with one client review for each submittal.

Work Element 6: Final Plans
Plans depicting the project designs will be prepared and submitted to the City for review. Stolfus
will provide .pdf versions of plans for City review. Technical specifications based on CDOT
Standard Specifications for Construction will be prepared. Stolfus will prepare the Contract
Documents and General Conditions. It is assumed that the City will provide an example document
used on previous projects as a template.

Stolfus and Associates will provide a QA/QC review of the project prior to submittal. Our review
efforts will confirm appropriateness of methodologies used, accuracy of documents,
reasonableness of conclusions, document completeness, and overall clarity.
Final plans shall include the following sheets (as appropriate):
- Title Sheet
- Standard Plans List
- General Notes
- Typical Sections
- Summary of Approximate Quantities
- Tabulations
- Geometric Control Plans
- Trail Plan & Profile
- Parking Lot & SH 119 Access Plan & Profile (signing and striping to be included)
- Bridge Plans
- Retaining Wall Plans
- Drainage Plans
- Landscape Plans (provided by others)
- Architectural Plans
- Stormwater Management Plan
- Grading Plan
- Existing Utility Plans
- Proposed Utility Plans

Opinions of Probable Cost
An engineer's opinion of probable construction cost for the proposed improvements will be prepared. CDOT and City historical data will be used to determine unit costs. Unit costs will be based on bid prices from projects of similar scope with similar locations and professional judgment. Opinions of probable cost developed are not intended to be used as a guaranteed maximum price but instead for planning and comparison purposes.

Stolfus & Associates, Inc. will schedule and attend a final review meeting with the City to discuss final design submittal comments. The design review meeting will be held in Black Hawk.

PS&E Plan Package
The final design will incorporate comments from the City and CDOT and consist of the design on CDOT standard plan sheets, original specifications, bid tabulation sheets, and a final engineer's opinion of probable construction costs. The PS&E plan package will be submitted to the City in electronic (PDF and Microstation) format for the City to reproduce.

Work Element 7: Geotechnical Engineering and Construction Support
Yeh will provide engineering and construction personnel as needed, on-call, for quality assurance of the project. Yeh's scope of services for completion of the trailhead project includes the following:
- Review final plans and specifications prior to advertisement.
- Attend project meetings when requested and as needed. Total of four 4-hour meetings are estimated.
- Provide periodic observation of the excavation and construction of the creekside abutment.
- Provide on-call observation of the muck removal from the parking area.
**Scope of Work**
Hidden Treasure Trailhead

- Review and respond to RFI's.
- Provide Quality Assurance Materials Testing of the backfill for parking area.
  - Moisture/Density field testing (estimated total of 8 trips).
  - Laboratory testing of soil and aggregate materials used on site (estimated 2 soil samples).
  - Provide engineering review of testing reports and prepare for distribution (estimated total of 4 hours).
- Field sampling and testing of structural concrete (Estimated 2 trips).
- Perform compressive strength testing of concrete cylinder samples (estimated total of 2 sets).

**Work Element 8: CDOT Permitting and Coordination**
Stolfus will provide CDOT permitting assistance for access to SH 119 and crossing SH 119 ROW with the bridge structure. Stolfus will follow-up on the CDOT access permit application in order to obtain a current access permit for the project. Following receipt of an Access Permit, Stolfus will prepare and submit construction documents for improvements within the CDOT right-of-way in order to obtain a Notice to Proceed. As part of that submittal, a special use permit will be prepared for the bridge crossing over SH 119. This scope of services assumes one re-submittal of the Notice to Proceed construction documents for minor revisions. Stolfus will coordinate with CDOT Staff on permit and Notice to Proceed comments. For budgeting purposes, we have assumed three meetings with CDOT.

In support of the CDOT permitting process, Pinyon will complete historic resources clearance support and biological resources clearance support including the preparation of an Environmental Clearance Memo.

**Work Element 9: Bid Assistance**
Stolfus and Michael Baker will support the City with bidding by attending the pre-bid meeting, conducting job showings, and responding to and coordinating bid document questions. Upon opening of the bids, Stolfus and Michael Baker will review the bids and provide recommendations to the City for award. It is assumed that the low bidder will be selected as long as all requirements of the project are met.

**Work Element 10: Construction Administration & Close-out**
Stolfus and Michael Baker will support the City with construction administration and close-out. Michael Baker will provide day-to-day administration of the project. Stolfus will support with review of submittals, response to RFI's, review of pay applications, and attendance at up to 3 field meetings. Michael Baker will provide the following services during construction:
- Providing Construction administration and management for all construction activities, including daily observation, preparation of monthly pay apps, and field meetings.
- Pre-construction includes minor work items prior to time count (for example: advanced warning signs, BMP's).
- Construction includes all work through substantial completion. *assumes 66 working days
- Post construction includes punchlist work and final documentation and closeout
- Materials testing assumes frequencies per CDOT's Field Materials Manual
Exclusions
As a result of our review of the requirements for this project, various items are excluded from this scope of services. These items include:

- Survey (except as related to SUE elements)
- Right-of-way plans and acquisition
- Utility design (input from City staff shall dictate what is put in the plans related to lighting and water pump)
- Water quality analysis and/or design
- Lighting design
- Construction phasing and traffic control plans
- Erosion control plans
- Landscaping (to be provided by others)
- CLOMR/LOMR/No-Rise
- Potholing of existing utilities (if necessary)
- Printing and reproduction of all plans and specifications for bid and/or construction purposes

SCHEDULE AND FEE
Based on our current workload, work on this project can begin immediately upon notice to proceed. We anticipate having a construction package ready to go to advertisement by Spring, 2019 and have estimated that construction will take approximately 2 months (60-70 days). We will complete this Scope of Work at our current Standard Hourly Rates for a not to exceed fee of $282,813. The breakdown between design and construction is as follows:

Stolfus Design/Permitting: $43,000
Michael Baker Design: $33,560
Pinyon Permitting: $2,500
SUE: $30,000
Design Total: $109,060

Stolfus Construction: $17,000
Michael Baker Construction $146,550
Yeh Construction: $10,203
Construction Total: $173,753

End of Scope
CHANGE ORDER #2

PROFESSIONAL SERVICES AGREEMENT – CHANGE ORDER

Project Name: Hidden Treasure Final Design
Project Address or Location: Hwy 119
City: Black Hawk, State: CO, Zip Code: 80422

Owner and Consultant are parties to the above-referenced agreement ("Agreement") and wish to amend the Agreement as follows:

a) Consultant has been requested to perform and agrees to perform the following Change of Scope:
   1. Pull the project off the shelf, complete the final design including interim grading plan & muck removal, additional structural design for Hawk statue, informational kiosk, architectural monuments, Historic and Archeological Environmental services including final CDOT access permit.

b) The compensation for said Change of Scope shall be $55,055.50, which is in addition to the amounts stated below:

<table>
<thead>
<tr>
<th>This Change Amount</th>
<th>Previous Change Amount</th>
<th>Total of Changes to date</th>
<th>Original Contract Amount</th>
<th>Contract Amount to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$109,060.00</td>
<td>$55,055.50</td>
<td>$164,115.50</td>
<td>$150,515.00</td>
<td>$314,630.50</td>
</tr>
</tbody>
</table>

   c) The completion date of the agreement remains unchanged

   Except as expressly amended or modified herein, the Agreement shall remain unmodified and in full force and effect.

CONSULTANT: Stolfus & Associates
By: ___________________________
Name: Stolfus & Associates
Title: _________________________

OWNER: David D. Spellman
By: ___________________________
Name: Mayor – City of Black Hawk
Title: _________________________
RESOLUTION 4-2019
A RESOLUTION
APPROVING A JOB
DESCRIPTION FOR
CORPORAL IN THE
POLICE DEPARTMENT
STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

Resolution No. 4-2019

TITLE: A RESOLUTION APPROVING A JOB DESCRIPTION FOR CORPORAL IN THE POLICE DEPARTMENT

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, COLORADO, THAT:

Section 1. The City Council hereby approves the Job Description for Corporal in the Police Department.

RESOLVED AND PASSED this 9th day of January, 2019.

____________________________________
David D. Spellman, Mayor

ATTEST:

____________________________________
Melissa A. Greiner, CMC, City Clerk
SUBJECT: Approving the Job Description for the position of Corporal in the Police Department.

RECOMMENDATION: Staff recommends the following motion to the Mayor and Board of Aldermen:

MOTION TO APPROVE (or deny, etc.) Resolution 4-2019, a Resolution approving a job description for Corporal in the Police Department.

SUMMARY AND BACKGROUND OF SUBJECT MATTER: During the 2019 budget process the Police Chief received approval to develop a new program designed to prepare police officers for more supervisory responsibility. The Chief received approval to allow three (3) officers to serve as temporary Corporals with limited supervisory duties to help develop their supervisory skills. Officers would apply for the Corporal positions and if selected would serve for a period of one (1) year. They would receive a stipend of $400 a month for the year and would work closely with a Sergeant and a Commander. At the end of a year, they would re-apply for an additional year or return to their previously held position allowing someone else the opportunity to develop their supervisory skills. The program would last two years and would be evaluated to determine if it would continue, be discontinued or modified. The goal of the program is to develop future supervisors by reducing the risk associated with a formal promotion. Employees who want to become supervisors have an opportunity to “test drive” the position thereby reducing their risk of failure in the future. It also gives the Police Chief the ability to evaluate prospective supervisors before they are formally promoted. The approval of the Corporal Job Description is part of an overall strategy to improve the capabilities of our staff.

AGENDA DATE: January 9, 2019

WORKSHOP DATE: N/A

FUNDING SOURCE: Currently budgeted

DEPARTMENT DIRECTOR APPROVAL: [X] Yes [ ] No

STAFF PERSON RESPONSIBLE: Tory Jantz, Acting Chief of Police

DOCUMENTS ATTACHED: Resolution 4-2019, Corporal Job Description

RECORD: [ ] Yes [ ] No

CITY ATTORNEY REVIEW: [ ] Yes [ ] N/A

SUBMITTED BY: REVIEWED BY: 

Tory L. Jantz, Acting Chief of Police  Stephen N. Cole, City Manager
CITY OF BLACK HAWK
2019 Job Description

JOB TITLE: Police Corporal
DEPARTMENT: Police Department
REPORTS TO: Police Sergeant
EXEMPT: No
SALARY RANGE: $400.00 per month

SUMMARY
The Police Corporal is a sworn position in the Police Department with specific responsibility as a first-line supervisor. The Corporal provides leadership and direction to police officers and other staff as assigned. Police Corporal’s duties require considerable initiative and substantial judgment over a wide variety of situations. Corporal assigned to specific administrative duties are still responsible for responding to calls for service in addition to supervising patrol officers.

GOAL
The position of Police Corporal is a twelve (12) months special assignment, with the goal of developing leadership skills and experience, for officers to be better prepared for future open supervisory positions.

DISTINGUISHING CHARACTERISTICS
Corporals perform sworn police duties in the prevention of crime and the enforcement of laws. Corporals supervise police operations relating to patrol, traffic, investigative and special assignments. They also participate in the training and evaluation of assigned personnel and perform administrative related work as required. The Police Corporal continuously reviews policies and procedures to ensure compliance with current state laws and court rulings.

SUPERVISORY RESPONSIBILITIES
Corporal provides general supervision to both sworn officers and non-sworn civilian staff regardless of assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR ALL CORPORALS
The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

- Respond and investigation of basic police calls.
- Participate in law enforcement and administrative work for assigned shift.
- Assists police officers in the proper handling of incidents, criminal and non-criminal.
- Respond to serious or unique calls to oversee and instruct police officers in the proper handling of the incident.
- Operate a variety of tools and equipment specific to law enforcement duties to include a police radio, baton, handcuffs, handgun, various firearms and other weapons as required.
- Prepare case histories, activity reports, and incident reports.
• Explain and follow rules, procedures, communicate Police Department goals and objectives.
• Identify operational problems and recommend solutions.
• Instruct police officers, in a variety of law enforcement subjects individually or as a group, participate in training courses and programs.
• Maintain clear, concise and open communication with assigned personnel as well as immediate supervisor.
• Maintain a strict adherence to confidentiality regarding personnel issues, professional standards investigations and the protection of crime victims.

QUALIFICATIONS
The knowledge and abilities that are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:
• State, Federal and local laws, ordinances and regulations applicable to the area assigned.
• Police Department organization, policies, practices, procedures, goals and objectives, rules, regulations and equipment.
• Effective supervisory and instructional principles and techniques.
• Community-based policing practices.
• Patrol, traffic enforcement, criminal investigation and related police services.
• Laws and rules governing criminal evidence, arrest, custody, search and seizure.
• Legal codes, to include penal, vehicle, health and safety codes; civil rights and enforcement procedures.
• City and county geography.
• English usage and grammar.
• Computer applications as they relate to area assigned.

Ability to:
• Coordinate, train and supervise the work of employees for an assigned unit/work section.
• Analyze and recommend solutions to law enforcement problems.
• Demonstrate proper use of applicable weapons, proper patrol and investigative procedures.
• Understand and carry out oral and written instructions independently.
• Communicate effectively orally and in writing.
• Deal with complex, fast-paced and/or volatile law enforcement situations.
• Remember names, faces and details of incidents. Meet the public with courtesy and tact. Establish and maintain effective relationships with those contacted in the course of work.
• Exercise self-control, independent, sound judgment in evaluating situations and in emergency/hazardous situations, makes quick, effective and reasonable decisions.

Certificates:
• Must possess a valid Colorado driver’s license with safe driving record.
• Must be certified as having successfully completed the basic course of an accredited police academy meeting Colorado Peace Officer Standards and Training requirements.
• Must have a current CPR and First Aide Card

EXPERIENCE AND EDUCATION

Experience:
• Two years’ experience as a full-time police officer and current rank of Police Officer 2, 3 or 4.

Education:
• High school diploma or GED
• Possession of a Peace Officer Standards and Training Commission (POST).

PHYSICAL DEMANDS
Work is performed in a variety of locations to include on-site work at calls/incidents, in a patrol vehicle and in the Police Department. Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements.

• May perform strenuous physical activity for periods of time requiring physical strength and endurance.
• Drives a vehicle on City business, uses a computer, sits and stands for periods of time.
• Walk and run on slippery/uneven surfaces, climbs ladders and stairs.
• Walk on ledges, jumps from elevated places, kneels, crouches, twists, reaches, bends and crawls in confined spaces.
• May perform a number of other physical tasks to include physically restraining/subduing combative individuals, using bodily force to gain entrance through barriers, drawing and firing a handgun, shotgun or other weapon, administering first aid and in an emergency, pushing, pulling, dragging and moving suspects and/or others weighing up to 100 pounds.
• While performing the duties of this job, the employee may be exposed to blood, other bodily fluids/products, communicable diseases, grease/oil, a variety of fumes or airborne particles, extreme temperatures, solvents or chemicals, electrical hazards, various weather conditions, vehicular traffic and smoke.
• Must be able to meet the physical requirements of the class and have mobility, vision, and hearing, sense of smell and dexterity levels appropriate to the duties to be performed.
NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment and statement from a credit-reporting bureau, etcetera. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions.
- Employees are expected to follow all types of safety rules and use the department provided safety equipment. To include but not limited to: seatbelts, body armor, safety glasses, and ear protection, etcetera.

COMMENTS
The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the Immigrations Reform and Control Act, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.