



SPECIAL MEETING AGENDA

City of Black Hawk City Council
211 Church Street, Black Hawk, CO

December 7, 2022
3:00 p.m.

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: November 9, 2022

7. PUBLIC HEARINGS:

A. CB25, An Ordinance Repealing Article II of Chapter 18 and Repealing and Reenacting Article I of Chapter 18 of the City of Black Hawk Municipal Code to Adopt By Reference the International Building Code, 2021 Edition; the International Fire Code, 2021 Edition; the International Residential Code for One and Two Family Dwellings, 2021 Edition; the International Mechanical Code, 2021 Edition; the International Plumbing Code, 2021 Edition; the International Energy Conservation Code, 2021 Edition; the International Existing Building Code, 2021 Edition; the International Fuel Gas Code, 2021 Edition; the International Swimming Pool and Spa Code, 2021 Edition, the International Property Maintenance Code, 2021 Edition, Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition, ICC/ANSI A117.1 American National Standard – Accessible and Usable Buildings and Facilities, Most Current Edition; ASME A17.1-2019/CSA B44-19 American National Standard Safety Code for Elevators and Escalators, Most Current Edition Adopted by the State of Colorado; the National Electrical Code, Most Current Edition Adopted by the State of Colorado; and Making Specific Amendments to the Above Referenced Codes and Providing Penalties for Violations of the Ordinance

B. 2023 Budget Adoption

I. Resolution 69-2022, A Resolution Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the City of Black Hawk, Colorado, for the Calendar Year Beginning on the First Day of January 2023 and Ending on the Last Day of December 2023, and Appropriating Sums of Money to Various Funds and Spending Agencies in the Amount, and for the Purposes Set Forth Within the Attached 2023 Budget

II. CB26, An Ordinance Levying General Property Taxes for the Year 2022 to Help Defray the Costs of Government for the City of Black Hawk, Colorado for the 2023 Budget Year

C. CB27, An Ordinance Amending Section 107 and Section 502 of the City of Black Hawk Employee Handbook

D. CB28, An Ordinance Adopting the City of Black Hawk 2023 Pay Plan and Revised Job Descriptions

8. ACTION ITEMS:

- A. Resolution 70-2022, A Resolution Approving the City of Black Hawk Fee Schedule, as Amended
- B. Resolution 71-2022, A Resolution Approving the Eleventh Addendum to Personal Services Agreement with 5280 Strategies, LLC
- C. Resolution 72-2022, A Resolution Adopting the 2023 City Council Regular Meeting Schedule
- D. Resolution 73-2022, A Resolution Adopting the 2023 Holiday Schedule
- E. Resolution 74-2022, A Resolution Adopting the 2023 Historic Preservation Commission Meeting Schedule
- F. Resolution 75-2022, A Resolution Approving the 2023 Contract with Pinnacol Assurance for Workers' Compensation Insurance

9. CITY MANAGER REPORT:

10. CITY ATTORNEY REPORT:

11. EXECUTIVE SESSION:

Executive Session to hold a conference with the City's Attorney to receive legal advice on specific legal questions regarding City-owned buildings and regarding pending litigation pursuant to C.R.S § 24-6-402(4)(b), and to instruct negotiators regarding the potential property acquisition pursuant to C.R.S § 24-6-402(4)(e).

12. ADJOURNMENT:



**City of Black Hawk
City Council**

November 9, 2022

MEETING MINUTES

1. **CALL TO ORDER:** Mayor Spellman called the regular meeting of the City Council to order immediately after the Budget Work Session on Wednesday, November 9, 2022 at 2:30 p.m.
2. **ROLL CALL:** Present were: Mayor Spellman, Aldermen Armbright, Bennett, Johnson, Midcap, Moates, and Torres.

Staff Present: City Attorney Hoffmann, City Manager Cole, Police Chief Moriarty, Acting Fire Chief Walsh, Acting Fire Captain Ingle, Finance Director Hillis, City Clerk/Administrative Services Director Greiner, Public Works Director Isbester, Water System Superintendent Fredericks, Maintenance Services Manager Jackson, Maintenance Supervisor Martinez, Community Planning & Development Director Linker, Development Services Coordinator Richards, and Baseline Consultants Harris and Esterl.
- PLEDGE OF ALLEGIANCE:** Mayor Spellman led the meeting in the recitation of the Pledge of Allegiance.
3. **AGENDA CHANGES:** City Attorney Hoffmann noted a change to the Executive Session language on the agenda to include specific legal questions related to land use on Gregory Hill, City-owned buildings, and Charter interpretations. There were no further 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. City Council noted no conflicts.

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

5. INTRODUCTION OF
NEW EMPLOYEES:

Firefighter Calob Perry

Acting Fire Captain Ingle introduced new firefighter Perry.

Police Officer Duncan Cross
Police Officer Timothy Maytum
Police Officer Joshua (JD) Smith

Police Chief Moriarty introduced the three new officers providing a brief background on each.

Public Works Water Operator II Michael Downing
Public Works Water Operator III Travis (Royce) McLain
Public Works Water Operator I John Null
Public Works Utility Operator II Matthew Micklich

Public Works Water System Superintendent Fredericks introduced the new employees.

They were all warmly welcomed by Council.

6. PUBLIC COMMENT: City Clerk Greiner confirmed that no one had signed up to speak.

7. APPROVAL OF
MINUTES:

October 26, 2022

**MOTION TO
APPROVE**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Armbright to approve the Minutes as presented.

MOTION PASSED

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

8. PUBLIC HEARINGS:

A. 2023 Budget Adoption – Continued to December 7, 2022

Mayor Spellman read the title to open and continue the public hearing.

PUBLIC HEARING:

Mayor Spellman continued the Public Hearing on the 2023 Budget adoption to December 7, 2022 at 3:00 p.m.

**MOTION TO
APPROVE**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Torres to continue the Public Hearing on the 2023 Budget Adoption to December 7, 2022 at 3:00 p.m.

MOTION PASSED

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

B. CB24, An Ordinance Repealing and Reenacting Division 3 of Article III of Chapter 15 of the City of Black Hawk Municipal Code Entitled History Appreciation Recreation Destination District

Mayor Spellman read the title and opened the public hearing.

Baseline Engineering Consultant Esterl introduced this item. She explained the previous phases of amendments starting in 2019; this Ordinance reflects Phase III Amendments. The proposed changes were outlined in the packet.

PUBLIC HEARING:

Mayor Spellman declared a Public Hearing on CB24, an Ordinance repealing and reenacting Division 3 of Article III of Chapter 15 of the City of Black Hawk Municipal Code entitled History Appreciation Recreation Destination District open and invited anyone wanting to address the Board either “for” or “against” the proposed Ordinance to come forward.

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

**MOTION TO
APPROVE**

Alderman Johnson **MOVED** and was **SECONDED** by Alderman Armbright to approve CB24, an Ordinance repealing and reenacting Division 3 of Article III of Chapter 15 of the City of Black Hawk Municipal Code entitled History Appreciation Recreation Destination District.

MOTION PASSED

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

9. ACTION ITEMS:

- A. Introduction of a Draft Ordinance Repealing Article II of Chapter 18 and Repealing and Reenacting Article I of Chapter 18 of the City of Black Hawk Municipal Code to Adopt By Reference the International Building Code, 2021 Edition; the International Fire Code, 2021 Edition; the International Residential Code for One and Two Family Dwellings, 2021 Edition; the International Mechanical Code, 2021 Edition; the International Plumbing Code, 2021 Edition; the International Energy Conservation Code, 2021 Edition; the International Existing Building Code, 2021 Edition; the International Fuel Gas Code, 2021 Edition; the International Swimming Pool and Spa Code, 2021 Edition, the International Property Maintenance Code, 2021 Edition,**

Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition, ICC/ANSI A117.1 American National Standard – Accessible and Usable Buildings and Facilities, Most Current Edition; ASME A17.1-2019/CSA B44-19 American National Standard Safety Code for Elevators and Escalators, Most Current Edition Adopted by the State of Colorado; the National Electrical Code, Most Current Edition Adopted by the State of Colorado; and Making Specific Amendments to the Above Referenced Codes and Providing Penalties for Violations of the Ordinance

Mayor Spellman read the title.

Community Planning & Development Director Linker introduced the Ordinance and asked for approval of the proposed public hearing notice.

City Attorney Hoffmann explained the process for adopting code by reference, with this being the first reading and setting the public hearing, which public hearing notice will be published twice, and the final reading/adoption of the Ordinance at the public hearing.

MOTION TO APPROVE

Alderman Armbright **MOVED** and was **SECONDED** by Alderman Moates to approve the Ordinance on first reading and set the public hearing to December 7, 2022 at 3:00 p.m.

MOTION PASSED

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

10. CITY MANAGER REPORT:

City Manager Cole had nothing to report.

11. CITY ATTORNEY REPORT:

City Attorney Hoffmann had nothing to report.

12. EXECUTIVE SESSION:

City Attorney Hoffmann recommended items number 2 and 5 only for Executive Session and reiterated from the Agenda Changes section at the beginning of the meeting that the specific legal questions related to land use on Gregory Hill, City-owned buildings, and Charter interpretations, and the instructions to negotiators regard City-owned land on Gregory Hill, the Gregory Street HARD District, other City-owned property, and potential property acquisition.

MOTION TO ADJOURN INTO EXECUTIVE SESSION

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Torres to adjourn into Executive Session at 2:48 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)(b) and to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, 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 3:40 p.m.

MOTION PASSED

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

13. ADJOURNMENT:

Mayor Spellman declared the Regular Meeting of the City Council adjourned at 3:40 p.m.

Melissa A. Greiner, CMC
City Clerk

David D. Spellman
Mayor

COUNCIL BILL 25

ORDINANCE 2022-25

AN ORDINANCE REPEALING ARTICLE II OF CHAPTER 18 AND REPEALING AND REENACTING ARTICLE I OF CHAPTER 18 OF THE CITY OF BLACK HAWK MUNICIPAL CODE TO ADOPT BY REFERENCE THE INTERNATIONAL BUILDING CODE, 2021 EDITION; THE INTERNATIONAL FIRE CODE, 2021 EDITION; THE INTERNATIONAL RESIDENTIAL CODE FOR ONE AND TWO FAMILY DWELLINGS, 2021 EDITION; THE INTERNATIONAL MECHANICAL CODE, 2021 EDITION; THE INTERNATIONAL PLUMBING CODE, 2021 EDITION; THE INTERNATIONAL ENERGY CONSERVATION CODE, 2021 EDITION; THE INTERNATIONAL EXISTING BUILDING CODE, 2021 EDITION; THE INTERNATIONAL FUEL GAS CODE, 2021 EDITION; THE INTERNATIONAL SWIMMING POOL AND SPA CODE, 2021 EDITION, THE INTERNATIONAL PROPERTY MAINTENANCE CODE, 2021 EDITION, UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS, 1997 EDITION, ICC/ANSI A117.1 AMERICAN NATIONAL STANDARD – ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES, MOST CURRENT EDITION; ASME A17.1-2019/CSA B44-19 AMERICAN NATIONAL STANDARD SAFETY CODE FOR ELEVATORS AND ESCALATORS, MOST CURRENT EDITION ADOPTED BY THE STATE OF COLORADO; THE NATIONAL ELECTRICAL CODE, MOST CURRENT EDITION ADOPTED BY THE STATE OF COLORADO; AND MAKING SPECIFIC AMENDMENTS TO THE ABOVE REFERENCED CODES AND PROVIDING PENALTIES FOR VIOLATIONS OF THE ORDINANCE

CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: On the Second Reading, adopt by reference the codes collectively referred to as the *International Code, 2021 Edition*, as outlined in CB-25, Ordinance 2022-25 repealing Article II, National Electrical Code, of Chapter 18 of the Black Hawk Municipal Code and Repealing and Reenacting Article I, International Building Code, of Chapter 18 of the City of Black Hawk Municipal Code.

RECOMMENDATION: At the City Council Meeting on November 9, 2022, CB-25, Ordinance 2022-25, was Introduced and Adopted on the First Reading and the Public Hearing set by City Council for December 7, 2022, for the Second Reading. Staff recommends the following motion to the Mayor and Board of Aldermen:

MOTION TO APPROVE on the Second Reading, adopt by reference the codes collectively referred to as the *International Code, 2021 Edition*, as outlined in CB-25, Ordinance 2022-25 repealing Article II, National Electrical Code, of Chapter 18 of the Black Hawk Municipal Code and Repealing and Reenacting Article I, International Building Code, of Chapter 18 of the City of Black Hawk Municipal Code.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The proposed code amendment provides uncomplicated relevant information, corrects discrepancies, and provides a more user-friendly format for the user.

Currently, the Building Code (Black Hawk Municipal Code Chapter 18) consists of two (2) Articles and five (5) Sections. The research by reviewers (City staff and SAFEbuilt) allowed for a formal comparison between the currently adopted 2015 codes and the proposed 2021 codes to identify any significant changes. Once the reviewers identified the critical differences, they compared them to most of the permits issued in the past year. During this exercise, the reviewers also considered other relevant local agency amendments to determine if adopting the new 2021 code would enhance or hinder future development within the City of Black Hawk.

Staff is recommending the Building Code Adoption as follows:

1. Repeal Article II, National Electrical Code, of Chapter 18 of the City of Black Hawk Municipal Code.
2. Repeal and Reenact Article I, International Building Code, of Chapter 18 of the City of Black Hawk Municipal Code.
3. The adoption of the 2021 Building Code includes significant Section changes. The complete reorganization of Sections from five (5) to fourteen (14) allows users more clearness and simplicity for clarity and digital accessibility.
4. City staff notes the International Energy Conservation Code has become more stringent. Under Colorado law, all jurisdictions must adopt the most current International Energy Conservation Code by January 1, 2025. It is unlawful for any jurisdiction to adopt amendments to its building code, making the energy code less strict.
5. City staff recommends the adoption of the International Property Maintenance Code (IPMC) 2021 Edition, which has never previously been adopted. This Code will assist with the abatement of nuisance violations.

6. Following is the proposed Code Adoption:

Building Code Adoption (Article 1: Section 18-1 - 18-3)

- International Building Code (IBC) 2021 Edition (Article 1: Section 18-4);
- International Fire Code (IFC) 2021 Edition (Article 1: Section 18-5);
- International Residential Code (IRC) 2021 Edition (Article 1: Section 18-6);
- International Mechanical Code (IMC) 2021 Edition (Article 1: Section 18-7);
- International Plumbing Code (IPC) 2021 Edition (Article 1: Section 18-8);
- International Energy Conservation Code (IECC) 2021 Edition (Article 1: Section 18-9);
- International Existing Building Code (IEBC) 2021 Edition (Article 1: Section 18-10);
- International Fuel and Gas Code (IFGC) 2021 Edition (Article 1: Section 18-11);
- International Swimming Pool and Spa Code (ISPSC) 2021 Edition (Article 1: Section 18-12);
- International Property Maintenance Code (IPMC) 2021 Edition (Article 1: Section 18-13). – *The City has not previously adopted this Code*

Other Codes Adopted by Reference

- Uniform Code for the Abatement of Dangerous Buildings 1997 Edition;
- ICC/ANSI A117.1 American National Standard – Accessible and Usable Buildings and Facilities. Most Current Edition Adopted by the State of Colorado;
- ASME A17.1-2019/CSA B44-19 American National Standard – Safety Code for Elevators and Escalators. Most Current Edition Adopted by the State of Colorado;
- National Electrical Code. Most Current Edition Adopted by the State of Colorado.

The City of Black Hawk has specific procedures for adopting Building Codes by Reference, making specific amendments to the above-referenced codes, and providing penalties for violations in the proposed Ordinance.

CB-25, Ordinance 2022-25 was first introduced to City Council at its meeting on November 9, 2022. After the introduction, City Council approved the public hearing for December 7, 2022, with two (2) publication periods in the Weekly Register Call once at least 15 days prior to the hearing (Thursday, November 17, 2022) and once at least 8 days prior the hearing (Thursday, November 24, 2022). The City scheduled, advertised, and posted the public hearing for this City Council-approved date of December 7, 2022.

Electronic and hard copies of the "International Building Codes," 2021 Edition, and other Codes adopted by reference, were made available for review in the City Clerk's office at least fifteen (15) days before the December 7, 2022, public hearing.

AGENDA DATE:

December 7, 2022

WORKSHOP DATE:

N/A

FUNDING SOURCE:

010-1901-4196107
General Supplies / Books

DEPARTMENT DIRECTOR APPROVAL:

☒ Yes ☐ No

STAFF PERSON RESPONSIBLE:

Cynthia L. Linker, CP&D Director

DOCUMENTS ATTACHED:

Public Hearing Notice
CB-25 – Ordinance 2022-25

RECORD:

☐ Yes ☒ No

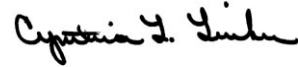
CoBH CERTIFICATE OF INSURANCE REQUIRED

☐ Yes ☒ No

CITY ATTORNEY REVIEW:

☒ Yes ☐ N/A

SUBMITTED BY:



Cynthia L. Linker, CP&D Director

REVIEWED BY:



Stephen N. Cole, City Manager

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

COUNCIL BILL NUMBER: CB25

ORDINANCE NUMBER: 2022-25

TITLE: AN ORDINANCE REPEALING ARTICLE II OF CHAPTER 18 AND REPEALING AND REENACTING ARTICLE I OF CHAPTER 18 OF THE CITY OF BLACK HAWK MUNICIPAL CODE TO ADOPT BY REFERENCE THE INTERNATIONAL BUILDING CODE, 2021 EDITION; THE INTERNATIONAL FIRE CODE, 2021 EDITION; THE INTERNATIONAL RESIDENTIAL CODE FOR ONE AND TWO FAMILY DWELLINGS, 2021 EDITION; THE INTERNATIONAL MECHANICAL CODE, 2021 EDITION; THE INTERNATIONAL PLUMBING CODE, 2021 EDITION; THE INTERNATIONAL ENERGY CONSERVATION CODE, 2021 EDITION; THE INTERNATIONAL EXISTING BUILDING CODE, 2021 EDITION; THE INTERNATIONAL FUEL GAS CODE, 2021 EDITION; THE INTERNATIONAL SWIMMING POOL AND SPA CODE, 2021 EDITION, THE INTERNATIONAL PROPERTY MAINTENANCE CODE, 2021 EDITION, UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS, 1997 EDITION, ICC/ANSI A117.1 AMERICAN NATIONAL STANDARD – ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES, MOST CURRENT EDITION; ASME A17.1-2019/CSA B44-19 AMERICAN NATIONAL STANDARD SAFETY CODE FOR ELEVATORS AND ESCALATORS, MOST CURRENT EDITION ADOPTED BY THE STATE OF COLORADO; THE NATIONAL ELECTRICAL CODE, MOST CURRENT EDITION ADOPTED BY THE STATE OF COLORADO; AND MAKING SPECIFIC AMENDMENTS TO THE ABOVE REFERENCED CODES AND PROVIDING PENALTIES FOR VIOLATIONS OF THE ORDINANCE.

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

Section 1. Article I of Chapter 18 of the City of Black Hawk Municipal Code is hereby repealed and reenacted to read as follows:

ARTICLE I

Building Codes

Sec. 18-1. Title.

The provisions of the ordinance codified herein shall be known and cited as the "City of Black Hawk Building Ordinance."

Sec. 18-2. Adopted.

(a) The City hereby adopts the following codes by reference as set forth below, which collectively may be referred to as the *International Code, 2021 Edition*:

(1) *International Building Code, 2021 Edition* (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(2) *International Fire Code, 2021 Edition* (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(3) *International Residential Code for One- and Two-Family Dwellings, 2021 Edition*, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(4) *International Mechanical Code, 2021 Edition*, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(5) *International Plumbing Code, 2021 Edition*, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(6) *International Energy Conservation Code, 2021 Edition*, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(7) *International Existing Building Code, 2021 Edition*, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(8) *International Fuel Gas Code, 2021 Edition*, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(9) *International Swimming Pool and Spa Code, 2021 Edition*, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(10) *International Property Maintenance Code*, 2021 Edition, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(11) *Uniform Code for the Abatement of Dangerous Buildings*, 1997 Edition (published by the International Code Council, Inc., 5360 Workman Mill Road, Whittier, CA 90601-2298);

(12) *ICC/ANSI A117.1 American National Standard – Accessible and Usable Buildings and Facilities*, Most Current Edition (published by the International Code Council, 500 New Jersey Avenue, NW, 6th Floor, Washington, DC 20001);

(13) *ASME A17.1-2019/CSA B44-19 American National Standard – Safety Code for Elevators and Escalators*, Most Current Edition Adopted by the State of Colorado (published by The American Society of Mechanical Engineers, Two Park Avenue, New York, NY 10016-5990);

(b) The City hereby further adopts by reference *The National Electrical Code*, as adopted by the State of Colorado (published by National Fire Protection Association, One Batterymarch Park, Quincy, MA 02169-7471), which as of the date of the adoption of this Ordinance is the 2020 Edition of *The National Electrical Code*;

NOTE: For clarification, when any of the International Codes that are adopted by the City refer to the ICC Electrical Code, the reference shall apply to the *National Electrical Code*.

Sec. 18-3. Jurisdiction defined.

(a) Whenever the word *jurisdiction* is used in the *International Code, 2021 Edition*, it shall be held to mean that area included within the corporate limits of the City or any area hereafter annexed to the City.

(b) The Board of Appeals provided for in the *International Code, 2021 Edition*, shall be the board established by the City Council to hear appeals relating to the *International Building Code, 2021 Edition*.

Sec. 18-4. Amendments to the International Building Code, 2021 Edition.

(1) Section 101.1 Title of the *International Building Code, 2021 Edition* is amended to read as follows:

101.1 Title. These regulations shall be known as the *Building Code of the City of Black Hawk*, hereinafter referred to as "this code."

(2) Section 101.2.1 Appendices of the *International Building Code, 2021 Edition*, is amended to read as follows:

101.2.1 Appendices. Provisions in the appendices shall not apply unless specifically adopted. The following appendices published by the International Code Council (ICC) are specifically adopted and made part of the *Building Code of the City of Black Hawk*:

1. Appendix Chapter I, Patio Covers;
2. Appendix Chapter J, Grading.

(3) Section 103.1 Creation of enforcement agency of the *International Building Code, 2021 Edition* is amended to read as follows:

103.1 Creation of enforcement agency. The Building Division is hereby created and the official in charge thereof shall be known as the building official. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.

(4) Section 103.2 Appointment. The Building Official shall be appointed by the Community Planning and Development Director of the City of Black Hawk.

(5) Section 105.1.1 Annual Permits of the *International Building Code, 2021 Edition* is deleted in its entirety.

(6) Section 105.1.2 Annual Permit Records of the *International Building Code, 2021 Edition* is deleted in its entirety.

(7) Section 105.1 Required Permits of the *International Building Code, 2021 Edition* is amended by adding Subsection 105.1.3 to read as follows:

105.1.3 Building:

1. Any re-roofing project or any roof repair that requires more than 25 percent (25%) of the roof to be replaced.

(8) Section 109.2 Schedule of Permit fees of the *International Building Code, 2021 Edition* is amended to read as follows:

109.2 Schedule of permit fees. Where a permit is required for structures, gas, mechanical, plumbing systems or alterations, a fee for each permit shall be paid as required, in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council. All permit applications are reviewed by the Building Official.

NOTE: Fees are based on the total valuation for a project (labor and material). All trades must be included on the general construction permit application.

109.2.1 Plan Review Fees. When submittal documents are required by Section 107.1, a nonrefundable plan review fee deposit shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent (65%) of the building permit fee in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 109.2 and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 107.3.4.1, an additional plan review fee shall be charged at the rate in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

(9) Section 109.6 Refunds of the *International Building Code, 2021 Edition* is amended to read as follows:

109.6 Fee Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected if an audit of the project has been performed and the audit shows that the fees were paid incorrectly. If an owner or owner's representative feels that a fee is erroneously paid or collected, an audit may be required by the Building Official. The audit shall be performed by an auditor selected by the City. The project owner or owner's representative shall pay the cost of the audit.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee no later than 180 days after the date of fee payment. The written request must set forth the basis for the request for refund, identify the project for which a refund is requested and the request must be from the same person or entity which paid the fees.

1. The Building Official may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code.
2. If the plans for the project have been reviewed to any extent at the time a refund request is submitted, no refund of the plan review fees will be authorized by the Building Official.

(10) Section 115.1 Authority of the *International Building Code, 2021 Edition* is amended to read as follows:

115.1 Authority. Upon notice from the code official that building work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property or to the owner's agent or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this code.

(11) Section 115 Investigation is amended by adding Subsections 115.5 and 115.5.1 to read as follows:

115.5. Investigation. Whenever any work for which a permit is required by this code has been commenced without first obtaining a permit, a special investigation shall be made by the Building Official, into why a permit was not obtained before a permit may be issued for such work.

115.5.1 Investigation Fee. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be charged at the rate in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council. The minimum investigation fee shall be the same as the minimum fee in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code or from any penalty prescribed by law.

(12) Section 1110.2.2 Water Closets design for assisted toileting (and all subsections) is deleted in its entirety.

(13) Section 1110.2.3 Standard roll-in-type shower compartment design for assisted bathing (and all subsections) is deleted in its entirety.

(14) Section 1608.2 Ground Snow Loads of the *International Building Code, 2021 Edition* is amended to read as follows:

1608.2 Ground Snow Loads. The design ground snow load for the City of Black Hawk is 77 pounds per square foot.

(15) Section 1612.3 Establishment of Flood Hazard Areas of the *International Building Code, 2021 Edition* is amended to read as follows:

1612.3 Establishment of Flood Hazard Areas. Flood hazard areas in the City of Black Hawk are as established by the Floodplain Information Report for Gilpin County, Colorado and Incorporated Areas in the City of Black Hawk prepared for the City of Black Hawk and the Colorado Water Conservation Board by the Federal Emergency Management Agency Flood Insurance Study for the City of Black Hawk dated April 6, 2022 as amended or revised with the accompanying Flood Insurance Rate Map FIRM Panel Numbers 08047C0136D, 08047C0117D & 08047C0109D dated April 6, 2022, and related supporting data along with any revisions thereto. The adopted Flood Insurance Rate Map and supporting data are hereby adopted by reference and declared to be part of this section.

(16) Section 1809.5 Frost Depth Item 1 of the *International Building Code, 2021 Edition* is amended to read as follows:

EXCEPTION: Extending below the frost line of 48 inches.

Sec. 18-5. Amendments to the International Fire Code, 2021 Edition.

(1) Section 101.1 Title of the *International Fire Code, 2021 Edition* is amended to read as follows:

101.1 Title. These regulations shall be known as the *Fire Code of the City of Black Hawk*, hereinafter referred to as "this code."

(2) Section 101.2.1 Appendices of the *International Fire Code, 2021 Edition* is amended to read as follows:

101.2.1 Appendices. Provisions in the appendices shall not apply unless specifically adopted. The following appendices published by the International Code Council (ICC) and NFPA standards published by the National Fire Protection Association are specifically adopted and made part of the *Fire Code of the City of Black Hawk*:

Appendix B - Fire Flow Requirements for Buildings;

Appendix C - Fire Hydrant Locations and Distribution;

Appendix D - Fire Department Access Roads;

Appendix I - Fire Protection Systems – Noncompliant Conditions;

National Fire Protection Association (NFPA) - as referenced by the 2021 IFC.

(3) Section 103.1 Creation of agency of the *International Fire Code, 2021 Edition* is amended to read as follows:

103.1 Creation of agency. The Fire Prevention Division of the Black Hawk Fire Department is hereby created and the official in charge therefore shall be known as the Fire Code Official. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.

(4) Section 103.2 Appointment Division of Fire Prevention, of the *International Fire Code, 2021 Edition* is amended to read as follows:

103.2 Appointment. The Fire Code Official shall be appointed by the Black Hawk Fire Chief.

(5) Section 103.3 Deputies of the *International Fire Code, 2021 Edition* is amended to read as follows:

103.3 Deputies. In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the Fire Chief, the Fire Code Official shall have the authority to appoint a Deputy Fire Code Official, other related technical officers, inspectors and other employees. Such employees shall have powers as delegated by the Fire Code Official.

(6) Section 105.5 Required operational permits of the *International Fire Code, 2021 Edition* is amended by adding Section 105.5.53 to read as follows:

105.5.53 Required temporary fire watch. An operational permit is required to operate a business when one of the following conditions exist:

1. When required by other sections of this code;
2. When the fire code official deems a condition essential for public safety;
3. When the fire code official determines that a condition may result in a rekindle;
4. When the fire alarm and detection system is off-line or out of service for scheduled repairs or maintenance for a duration of more than 10 hours;
5. When the fire suppression system is off-line or out of service for scheduled repairs or maintenance for a duration of more than 10 hours; and
6. Where *any* fire alarm and detection or water-based fire protection system is placed out of service for unplanned repair or maintenance.

105.5.53.1 Duration. Temporary fire watch permits shall be valid for a period not to exceed 24 hours.

105.5.53.2 Financial responsibility. The property owner, tenant or occupant in control of the premises shall be responsible for the cost of providing a fire watch.

105.5.53.3 Fire watch logs. Fire watch logs shall include but are not limited to the following:

1. Identification of the building or area by name and address that is under fire watch;
2. The date and time each round or tour is complete, plus comments on what was observed;
3. Each entry shall contain the name and signature of the person conducting the fire watch; and
4. Fire watch logs shall be immediately accessible for review by the fire chief, fire code official or their designee.

105.5.53.4 Fire watch log submission. A copy of the fire watch log shall be submitted to the Black Hawk Fire Department's Fire Prevention Division immediately following the conclusion of the fire watch.

EXCEPTION: The Fire Code Official may approve an extended fire watch permit for a duration that does not exceed 30 days.

(7) Section 112.4 Violation Penalties of the *International Fire Code, 2021 Edition* is amended to read as follows:

112.4 Violation Penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a civil infraction punishable by a fine of not more than \$499. Each day that a violation continues after due notice has been served shall be deemed as a separate offense.

(8) Section 507.5.3 Private fire service mains and water tanks of the *International Fire Code, 2021 Edition* is amended by adding new subsections 507.5.3.1 and 507.5.3.2 Fire Protection Water Supplies to read as follows:

507.5.3.1 Fire mains. Fire mains and appurtenances shall be sized to accommodate the calculated fire flow but shall not be less than 6 inches (152 mm) in diameter.

507.5.3.2 Dead-end fire mains. Dead-end fire mains shall not be less than 8 inches (203 mm) in diameter unless calculations determine otherwise and authorized by the authority having jurisdiction.

(9) Section 901.7.4 Preplanned impairment programs of the *International Fire Code, 2021 Edition* is amended to read as follows:

901.7.4 Preplanned impairment programs. Preplanned impairment shall be authorized by the impairment coordinator. Before authorization is given, a designated individual shall be responsible for verifying that all of the following procedures have been implemented:

1. The extent and the expected duration have been determined. If the system is scheduled to be down for 10 or more hours in a 24-hour period, a fire watch shall be initiated with an approved permit;
2. The areas or buildings involved have been inspected and the increased risks determined;
3. Recommendations have been submitted to management or the building owner/manager;
4. The fire department has been notified;
5. The insurance carrier, the alarm company, the building owner/manager and other authorities having jurisdictions have been notified;
6. The supervisors in the areas to be affected have been notified.
7. A tag impairment system has been implemented; and
8. Necessary tools and materials have been assembled on the impairment site.

(10) Section 903.2.1 Group A of the *International Fire Code, 2021 Edition* is amended to read as follows:

903.2.1 Group A. An automatic sprinkler system shall be provided throughout buildings and portions thereof used as Group A occupancies where one of the following conditions exist:

1. The fire area exceeds 2,500 square feet (232 square meters);
2. The fire area has an occupant load of 100 or more; and
3. The fire area is located on a floor other than the level of exit discharge serving such occupancies.

(11) Section 903.2.1.1 Group A-1 of the *International Fire Code, 2021 Edition* is deleted in its entirety.

(12) Section 903.2.1.2 Group A-2 Casino of the *International Fire Code, 2021 Edition* is amended to read as follows:

903.2.1.2 Group A-2 Casino. An automatic sprinkler system shall be provided throughout buildings and portions thereof containing Group A-2 Casino occupancies regardless of size or occupant load. Such sprinkler system shall be provided throughout the entire building including, but not limited to the casino, offices, multipurpose areas, storage areas, parking garages, hotels, restaurants, and other spaces contiguous and accessory to the building.

(13) Section 903.2.1.3 Group A-3 of the *International Fire Code, 2021 Edition* is deleted in its entirety.

(14) Section 903.2.1.4 Group A-4 of the *International Fire Code, 2021 Edition* is deleted in its entirety.

(15) Section 903.2.1.5 Group A-5, *2021 Edition* of the *International Fire Code* is deleted in its entirety.

(16) Section 903.2.1.6 Assembly occupancies on roofs of the *International Fire Code, 2021 Edition* is amended to read as follows:

903.2.1.6 Assembly occupancies on roofs. Where an occupied roof has an assembly occupancy regardless of occupant load, all floors between the occupied roof and the level of exit discharge shall be equipped with an automatic sprinkler system in accordance with Sections 903.3.1.1 or 903.3.1.2.

EXCEPTION: Open parking garages of Type I or Type II construction.

(17) Section 903.2.3 Group E of the *International Fire Code, 2021 Edition* is amended to read as follows:

903.2.3 Group E. An automatic sprinkler system shall be provided throughout buildings and portions thereof used as Group E occupancies where one of the following conditions exist:

1. The fire area exceeds 2,500 square feet (232 square meters);
2. The fire area has an occupant load of 100 or more; and
3. The fire area is located on a floor other than the level of exit discharge serving such occupancies.

(18) Section 903.2.4 Group F of the *International Fire Code, 2021 Edition* is amended to read as follows:

903.2.4 Group F. An automatic sprinkler system shall be provided throughout buildings and portions thereof used as Group F occupancies where one of the following conditions exist:

1. The fire area exceeds 2,500 square feet (232 square meters);
2. The fire area has an occupant load of 100 or more; and
3. The fire area is located on a floor other than the level of exit discharge serving such occupancies.

(19) Section 903.2.6 Group I of the *International Fire Code, 2021 Edition* is amended to read as follows.

903.2.6 Group I. An automatic sprinkler system shall be provided throughout buildings and portions thereof used as Group I occupancies where one of the following conditions exist:

1. The fire area exceeds 2,500 square feet (232 square meters);
2. The fire area has an occupant load of 100 or more; and
3. The fire area is located on a floor other than the level of exit discharge serving such occupancies.

(20) Section 903.2.7 Group B and M of the *International Fire Code, 2021 Edition* is amended to read as follows:

903.2.7 Group B and M. An automatic sprinkler system shall be provided throughout buildings and portions thereof used as Group B and M occupancies where one of the following conditions exist:

1. The fire area exceeds 5,000 square feet (464 square meters);
2. The fire area is located more than 3 stories above grade plane;
3. The combined area of all fire areas on all floors, including mezzanines, exceeds 10,000 square feet (929 square meters); and
4. Occupancies used for the display and sale of upholstered furniture or mattresses exceeds 2,500 square feet (232 square meters).

(21) Section 903.2.9 Group S-1 of the *International Fire Code, 2021 Edition* is amended to read as follows:

903.2.9 Group S-1. An automatic sprinkler system shall be provided throughout buildings and portions thereof used as Group S-1 occupancies where one of the following conditions exist:

1. The fire area exceeds 2,500 square feet (232 square meters);
2. The fire area has an occupant load of 100 or more; and
3. The fire area is located on a floor other than the level of exit discharge serving such occupancies.

(22) Section 903.2.9 Group S-2 of the *International Fire Code, 2021 Edition* is amended to read as follows:

903.2.9 Group S-2. An automatic sprinkler system shall be provided throughout buildings and portions thereof used as Group S-2 occupancies where one of the following conditions exist:

1. The fire area exceeds 2,500 square feet (232 square meters);
2. The fire area has an occupant load of 100 or more; and
3. The fire area is located on a floor other than the level of exit discharge serving such occupancies.

(23) Section 903.2.9.3 Group S-1 Distilleries of the *International Fire Code, 2021 Edition* is amended to read as follows:

903.2.9.3 Group S-1 Distilleries. An automatic sprinkler system shall be provided throughout buildings and portions thereof containing Group S-1 distillery occupancies regardless of size or occupant load. Such sprinkler system shall be provided throughout the entire building including, but not limited to the barrel storage areas, tasting rooms, multipurpose areas, storage areas, and other spaces contiguous and accessory to the building.

(24) 903.2.10.1. Commercial parking garages. An automatic sprinkler system shall be provided throughout buildings used for storage of commercial motor vehicles where the fire area exceeds 2,500 square feet (232 square meters).

(25) Section 905.3 Required Installations of the *International Fire Code, 2021 Edition* is amended and reads as follows:

Section 905.3 Required Installations. Standpipe systems shall be installed where required by Sections 905.3.1 through 905.3.6 and in the locations indicated in Sections 905.4, 905.5 and 905.6. Only Class I Standpipe systems with 1 ½" x 2 ½" National Hose adaptors as determined by the Authority Having Jurisdiction shall be installed. Standpipe systems are permitted to be combined with automatic sprinkler systems.

(26) Section 905.11 Locking standpipe outlet caps of the *International Fire Code, 2021 Edition* is amended to read as follows:

905.11 Locking standpipe outlet caps. Standpipe outlets shall be provided with locking caps approved by the fire code official.

(27) Section 907.2.1 Group A of the *International Fire Code, 2021 Edition* is amended by deleting Exception to Section 907.2.1.

(28) Section 907 of the *International Fire Code, 2021 Edition* is amended by adding Section 907.2.1.3 to read as follows:

907.2.1.3 Group A-2 Casino. An automatic and manual fire alarm system shall be installed in accordance with the most current edition of NFPA 72 and the provisions of this code throughout every building containing a casino regardless of size or occupant load. The fire alarm system shall be provided throughout the casino and in all contiguous and accessory spaces including, but not limited to offices, stages, storage areas, parking garages, restaurants and elevator lobbies servicing parking garages and hotels.

EXCEPTION: Parking garages that are protected throughout by an automatic sprinkler system.

(29) Section 912.4.1 Locking fire department connection caps of the *International Fire Code, 2021 Edition* is amended to read as follows:

912.4.1 Locking fire department connection caps. All water-based fire protection systems shall be provided with locking caps approved by the fire code official.

(30) Section 1103.5.1 Group A-2 of the *International Fire Code, 2021 Edition* is amended to read as follows:

1103.5.1 Group A-2. Where alcoholic beverages are consumed in an A-2 occupancy having an occupant load of 100 or more, the fire area containing the Group A-2 occupancy shall be equipped with an automatic sprinkler system in accordance with Section 903.3.1.1

(31) Section 1103.5.3 Group I-2, condition 2 of the *International Fire Code, 2021 Edition* is deleted in its entirety.

(32) Section 5704.2.9.6.1.1 Above-ground tanks outside of buildings of the *International Fire Code, 2021 Edition* is amended to read as follows:

5704.2.9.5.1.1 Above-ground tanks outside of buildings. In addition to the requirements of the IFC, the storage of Class I and Class II liquids in above-ground tanks outside of buildings shall conform to the provisions of Chapter 16 (Zoning) of the City of Black Hawk Municipal Code.

(33) Section 5706.2.4.4 Locations where above-ground tanks are prohibited of the *International Fire Code, 2021 Edition* is amended to read as follows:

5706.2.4.4 Locations where above-ground tanks are prohibited. In addition to the requirements of the IFC, the storage of Class I and Class II liquids in above-ground tanks outside of buildings shall conform to the provisions of Chapter 16 (Zoning) of the City of Black Hawk Municipal Code.

(34) Section 5806.2 Limitations of the *International Fire Code, 2021 Edition* is amended to read as follows:

5806.2 Limitations. In addition to the requirements of the IFC, the storage of Class I and Class II liquids in above-ground tanks outside of buildings shall conform to the provisions of Chapter 16 (Zoning) of the City of Black Hawk Municipal Code.

(35) Section 6104.2 Maximum capacity within established limits of the *International Fire Code, 2021 Edition* is amended to read as follows:

6104.2 Maximum capacity within established limits. Within the limits established by law restricting the storage of liquefied petroleum gas for the protection of heavily populated or congested areas, the aggregate capacity of any one installation shall not exceed a water capacity of 1,000 gallons, with maximum individual container capacity not to exceed 500-gallon water capacity.

EXCEPTION: In particular installations, this capacity limit shall be determined by the Fire Chief and Fire Code Official, after consideration of special features such as topographical conditions, nature of the occupancy, and proximity to buildings, capacity of proposed LP-gas containers, degree of fire protection to be provided and capabilities of the Fire Department.

Sec. 18-6. Amendments to the International Residential Code, 2021 Edition.

(1) Section R101.1 Title of the *International Residential Code, 2021 Edition* is amended to read as follows:

R101.1 Title. These regulations shall be known as the *Residential Code for One- and Two-family Dwellings of the City of Black Hawk*, hereinafter referred to as "this code."

(2) Section 101.2.1 Appendices of the *International Residential Code, 2021 Edition* is amended to read as follows:

101.2.1 Appendices. Provisions in the appendices shall not apply unless specifically adopted. The following appendices published by the International Code Council (ICC) are specifically adopted and made part of the *Residential Code for One- and Two-family Dwellings of the City of Black Hawk*:

1. Appendix AF, Radon Control Methods; and
2. Appendix AH, Patio Covers.

(3) Section 103.1 Creation of enforcement agency of the *International Residential Code, 2021 Edition* is amended to read as follows:

Section 103.1 Creation of enforcement agency. The Building Division is hereby created and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

(4) Section R105.1 Required Permits of the *International Residential Code, 2021 Edition* is amended to read as follows by adding Subsections 105.1.1:

R105.1.1 Building:

1. Any re-roofing project or any roof repair that requires more than 25 percent (25%) of the roof to be replaced.

(5) Section R108 Residential Permit Fees of the *International Residential Code, 2021 Edition* is deleted in its entirety and amended to read as follows:

R108.1 Residential Permit Fees. A permit shall be issued by the Building Official for new construction, rehabilitation, remodeling, additions, accessory buildings or alterations to all residential structures including relocated residential structures. Permit fees and plan review fees are assessed but not collected from the homeowner if the residence is located within the Historic Residential (HR) Zoning District. No Sales Tax is assessed or collected on these projects. New construction, rehabilitation, remodeling, relocation, addition or accessory building improvements are made in accordance with the Design Standards of the

City of Black Hawk, as adopted by the City Council. All permit applications are reviewed by the Building Official.

Residential building outside the Historic Residential (HR) Zoning District are responsible for all currently adopted building fees for new construction, rehabilitation, remodeling, additions, accessory buildings, or alterations. All permit applications are reviewed by the Building Official and must meet the Design Standards of the City of Black Hawk, as adopted by the City Council.

R108.1.2 Restoration and Community Preservation Fund Grant Program Fees. A permit shall be issued by the Building Official for all renovations that are approved by the City Council and funded by a Historic Restoration and Community Preservation Program; permit fee and plan review fees are assessed but not collected from the homeowner. No Sales Tax is assessed or collected on these projects.

(6) Section 109.6 Refunds of the *International Residential Code, 2021 Edition* is amended to read as follows:

109.6 Fee Refunds. For building outside the Historic Residential (HR) Zoning District. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected if an audit of the project has been performed and the audit shows that the fees were paid incorrectly. If an owner or owner's representative feels that a fee is erroneously paid or collected, an audit may be required by the Building Official. The audit shall be performed by an auditor selected by the City. The project owner or owner's representative shall pay the cost of the audit.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee no later than 180 days after the date of fee payment. The written request must set forth the basis for the request for refund, identify the project for which a refund is requested, and the request must be from the same person or entity which paid the fees.

1. The Building Official may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code; and
2. If the plans for the project have been reviewed to any extent at the time a refund request is submitted, no refund of the plan review fees will be authorized by the Building Official.

(7) Section R114 Authority of the *International Residential Code, 2021 Edition* is amended to read as follows:

R116.1 Authority. Upon notice from the Code Official that building work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be

given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this code.

(8) Section R202 Definitions of the *International Residential Code, 2021 Edition* is amended as follows:

The definition for Bedroom is added to read as follows:

Bedroom is defined as a habitable space in a building used for sleeping, is directly or indirectly heated and cooled, includes an egress window and closet for storage.

(9) Table R301.2(1) of the *International Residential Code, 2021 Edition* is amended by adding design criteria to read as follows:

Table R301.2(1)
Climatic and Geographic Design Criteria

Ground Snow Load ⁰	Wind Design				Seismic Design Category	Subject To Damage From			Winter Design Temp [•]	Ice Barrier Underlayment Required	Flood Hazards	Air Freezing Index ¹	Mean Annual Temp
	Speed [•] (Mph)	Topo-Graphical Effects ¹	Special Wind Region	Wind-Borne Debris Zone		Weathering	Frost Depth	Termite					
55psf	130 3 Sec Gust	-	-	No	B	Severe	48"	Slight-Moderate	0°	Yes	See Footnote G	2000	45°
MANUAL J DESIGN CRITERIA													
Elevation	Latitude	Winter Heating		Summer Cooling		Altitude correction factor	Indoor Design Temperature	Design Temperature Cooling	Heating Temperature Difference				
8537	39°N	0°		72°		.832	70°	75°	70°				
Cooling temperature Difference	Wind velocity heating	Wind velocity cooling		Coincident wet bulb		Daily range	Winter humidity	Summer humidity	-				
-3°	15mph	7.5mph		50		H	30%	50%	-				

*Footnotes not mentioned here shall be as-is found in published IRC.

g. The flood hazard map shall include, at a minimum, areas of special flood hazard as identified by the Federal Emergency Management Agency in an engineering report entitled, "The Flood Insurance Study for Gilpin County, Colorado and Incorporated Areas," dated April 6, 2022, as amended or revised with the accompanying Flood Insurance Rate Map (FIRM) Panel Numbers — 08047C0136D, 08047C0117D & 08047C0109D dated April 6, 2022, and Flood Boundary and Floodway Map (FBFM) and related supporting data, along with any revisions thereto. The adopted flood hazard map and supporting data are hereby adopted by reference and declared to be a part of this Section.

Table R301.2(1) - continued
Climatic and Geographic Design Criteria

Roof Snow Load	38
Wind Speed	130 3 Sec Gust
Zone	7
Codes	2021
Electrical by Jurisdiction	Yes

(10) Section R313.2 One- and two-family dwellings automatic sprinkler system of the *International Residential Code, 2021 Edition* is amended to read as follows:

EXCEPTIONS:

1. An automatic sprinkler system shall not be required for additions or alterations to existing buildings that are not already provided with a sprinkler system; and
2. An automatic sprinkler system shall not be required in homes located in the Historic Residential Zoning District.

(11) Section G2445 Unvented Room Heaters of the *International Residential Code, 2021 Edition* is deleted in its entirety.

(12) Section P2603.5.1 Sewer Depth of the *International Residential Code, 2021 Edition* is amended to read as follows:

P2603.5.1 Sewer Depth. Building sewers shall be not less than 48 inches (1219 mm) below grade.

Sec. 18-7. Amendments to the International Mechanical Code, 2021 Edition.

(1) Section 101.1 Title of the *International Mechanical Code, 2021 Edition* is amended to read as follows:

101.1 Title. These regulations shall be known as the *Mechanical Code of the City of Black Hawk*, hereinafter referred to as "this code."

(2) Section 103.1 Creation of enforcement agency of the *International Mechanical Code, 2021 Edition* is amended to read as follows:

103.1 Creation of enforcement agency. The Building Division is hereby created and the official in charge thereof shall be known as the building official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

(3) Section 109.2 Schedule of Permit fees of the *International Mechanical Code, 2021 Edition* is amended to read as follows:

109.2 Schedule of permit fees. Where a permit is required for structures, gas, mechanical, plumbing systems or alterations, a fee for each permit shall be paid as required, in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council. All permit applications are reviewed by the Building Official.

NOTE: Fees are based on the total valuation for a project (labor and material). All trades must be included on the general construction permit application.

109.2.1 Plan Review Fees. When submittal documents are required by Section 107.1, a nonrefundable plan review fee deposit shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent (65%) of the building permit fee in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 109.2 and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 107.3.4.1, an additional plan review fee shall be charged at the rate in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

(4) Section 109.6 Fee refunds of the *International Mechanical Code, 2021 Edition* is amended to read as follows:

106.5.3 Fee refunds. The Code Official shall authorize the refunding of fees as follows:

The Building Official may authorize refunding of any fee paid hereunder which

was erroneously paid or collected if an audit of the project has been performed and the audit shows that the fees were paid incorrectly. If an owner or owner's representative feels that a fee is erroneously paid or collected, an audit may be required by the Building Official. The audit shall be performed by an auditor selected by the City. The project owner or owner's representative shall pay the cost of the audit.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment. The written request must set forth the basis for the request for refund, identify the project for which a refund is requested and the request must be from the same person or entity which paid the fees.

1. The Building Official may authorize refunding of not more than 80 percent (80%) of the permit fees paid when no work has been done under a permit issued in accordance with this code.
2. If the plans for the project have been reviewed to any extent at the time a refund request is submitted, no refund of the plan review fees will be authorized by the Building Official.

(5) Section 116 Authority of the *International Mechanical Code, 2021 Edition* is amended to read as follows:

116.1 Authority. Upon notice from the Code Official that mechanical work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this code.

(6) Section 115.4 Violations of the *International Mechanical Code, 2021 Edition* is deleted in its entirety.

(7) Section 403.3 Outdoor air and local exhaust airflow rates is amended to read as follows:

403.3 Outdoor air and local exhaust airflow rates Group R-2, R-3 and R-4 occupancies shall be provided with outdoor air and local exhaust in accordance with Section 403.3.2. Other buildings intended to be occupied shall be provided with outdoor air and local exhaust in accordance with Section 403.3.1.

(8) Section 403.3.1 Other buildings intended to be occupied is amended to

read as follows:

403.3.1 Other buildings intended to be occupied. The design of local exhaust systems and ventilation systems for outdoor air for occupancies other than Group R-2, R-3 and R-4 shall comply with Sections 403.3.1.1 through 403.3.1.4.

(9) Section 403.3.2 Group R-2, R-3, and R-4 occupancies is amended to read as follows:

403.3.2 Group R-2, R-3, and R-4 occupancies. The design of local exhaust systems and ventilation systems for outdoor air in Group R-2, R-3 and R-4 occupancies shall comply with Sections 403.3.2.1 through 403.3.2.5.

(10) Section 903.3 Unvented gas log heaters of the *International Mechanical Code, 2021 Edition* is amended to read as follows:

903.3 Unvented gas log heaters. An unvented gas log heater shall not be installed in a factory-built fireplace.

Sec. 18-8. Amendments to the International Plumbing Code, 2021 Edition.

(1) Section 101.1 Title of the *International Plumbing Code, 2021 Edition* is amended to read as follows:

101.1 Title. These regulations shall be known as the *Plumbing Code of the City of Black Hawk*, hereinafter referred to as "this code."

(2) Section 103.1 Creation of enforcement agency is amended to read as follows:

103.1 Creation of enforcement agency. The Building Division is hereby created and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

(3) Section 109.2 Schedule of Permit fees of the *International Plumbing Code, 2021 Edition* is amended to read as follows:

109.2 Schedule of permit fees. Where a permit is required for structures, gas, mechanical, plumbing systems or alterations, a fee for each permit shall be paid as required, in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council. All permit applications are reviewed by the Building Official.

NOTE: Fees are based on the total valuation for a project (labor and material). All trades must be included on the general construction permit application.

109.2.1 Plan Review Fees. When submittal documents are required by Section 107.1, a nonrefundable plan review fee deposit shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent (65%) of the building permit fee in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 109.2 and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 107.3.4.1, an additional plan review fee shall be charged at the rate in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

(4) Section 109.6 Refunds of the *International Plumbing Code, 2021 Edition* is amended to read as follows:

109.6 Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected if an audit of the project has been performed and the audit shows that the fees were paid incorrectly. If an owner or owner's representative feels that a fee is erroneously paid or collected, an audit may be required by the Building Official. The audit shall be performed by an auditor selected by the City. The project owner or owner's representative shall pay the cost of the audit.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee no later than 180 days after the date of fee payment. The written request must set forth the basis for the request for refund, identify the project for which a refund is requested, and the request must be from the same person or entity which paid the fees.

1. The Building Official may authorize refunding of not more than 80 percent (80%) of the permit fees paid when no work has been done under a permit issued in accordance with this code.
2. If the plans for the project have been reviewed to any extent at the time a refund request is submitted, no refund of the plan review fees will be authorized by the Building Official.

(5) Section 116 Authority of the *International Plumbing Code, 2021 Edition* is amended to read as follows:

116.1 Authority. Upon notice from the Code Official that plumbing work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to

resume. Where an emergency exists, the Code Official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this code.

(6) Section 115.4 Violation Penalties of the *International Plumbing Code, 2021 Edition* is deleted in its entirety.

(7) Section 305.4.1 Sewer. Depth of the *International Plumbing Code, 2021 Edition* is amended to read as follows:

305.4.1 Sewer Depth. Building sewers shall be not less than 48 inches (1,219 mm) below grade.

(8) Section 903.1.1 Roof extension unprotected of the *International Plumbing Code, 2021 Edition* is amended to read as follows:

903.1.1 Roof extension unprotected. Open vent pipes that extend through a roof shall be terminated not less than 12 inches (305 mm) above the roof.

Sec. 18-9. Amendments to the International Energy Conservation Code, 2021 Edition.

(1) Section C101.1 Title of the *International Energy Conservation Code, 2021 Edition* is amended to read as follows:

C101.1 Title. The regulations shall be known as the *Energy Conservation Code of the City of Black Hawk*, hereinafter referred to as "this code."

(2) Section 109.2 Schedule of Permit fees of the *International Energy Conservation Code, 2021 Edition* is amended to read as follows:

109.2 Schedule of permit fees. Where a permit is required for structures, gas, mechanical, plumbing systems or alterations, a fee for each permit shall be paid as required, in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council. All permit applications are reviewed by the Building Official.

NOTE: Fees are based on the total valuation for a project (labor and material). All trades must be included on the general construction permit application.

109.2.1 Plan Review Fees. When submittal documents are required by Section 107.1, a nonrefundable plan review fee deposit shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent (65%) of the building permit fee in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 109.2 and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 107.3.4.1, an additional plan review fee shall be charged at the rate in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

(3) Section C104.5 Refunds of the *International Energy Conservation Code, 2021 Edition* is amended to read as follows:

C104.5 Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected if an audit of the project has been performed and the audit shows that the fees were paid incorrectly. If an owner or owner's representative feels that a fee is erroneously paid or collected, an audit may be required by the Building Official. The audit shall be performed by an auditor selected by the City. The project owner or owner's representative shall pay the cost of the audit.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee no later than 180 days after the date of fee payment. The written request must set forth the basis for the request for refund, identify the project for which a refund is requested, and the request must be from the same person or entity which paid the fees.

1. The Building Official may authorize refunding of not more than 80 percent (80%) of the permit fees paid when no work has been done under a permit issued in accordance with this code.
2. If the plans for the project have been reviewed to any extent at the time a refund request is submitted, no refund of the plan review fees will be authorized by the Building Official.

(4) Section C501.6 Historic Building of the *International Energy Conservation Code, 2021 Edition* is amended to read as follows:

C501.6 Historic Building. No provisions of this code relating to the construction, repair, alteration, restoration, and movement of structures, and change of occupancy shall be mandatory for historic buildings.

(5) Section R101.1 Title of the *International Energy Conservation Code, 2021 Edition* is amended to read as follows:

R101.1 Title. This code shall be known as the International Energy Conservation Code of the City of Black Hawk and shall be cited as such. It is referred to herein as "this code."

(6) Section R104 Fees of the *International Energy Conservation Code, 2021*

Edition is amended to read as follows:

R104.1.1 Residential Permit Fees. A permit shall be issued by the Building Official for new construction, rehabilitation, remodeling, additions, accessory buildings or alterations to all residential structures including relocated residential structures. Permit fees and plan review fees are assessed but not collected from the homeowner if the residence is located within the Historic Residential (HR) Zoning District. No Sales Tax is assessed or collected on these projects. New construction, rehabilitation, remodeling, relocation, addition or accessory building improvements are made in accordance with the Design Standards of the City of Black Hawk, as adopted by the City Council. All permit applications are reviewed by the Building Official.

Residential building outside the Historic Residential (HR) Zoning District are responsible for all currently adopted building fees for new construction, rehabilitation, remodeling, additions, accessory buildings or alterations. All permit applications are reviewed by the Building Official and must meet the Design Standards of the City of Black Hawk, as adopted by the City Council.

R104.1.2 Restoration and Community Preservation Fund Grant Program Fees. A permit shall be issued by the Building Official for all renovations that are approved by the City Council and funded by a Historic Restoration and Community Preservation Program; permit fee and plan review fees are assessed but not collected from the homeowner. No Sales Tax is assessed or collected on these projects.

(7) Section R501.6 Historic Building of the *International Energy Conservation Code, 2021 Edition* is amended to read as follows:

R501.6 Historic Building. No provisions of this code relating to the construction, repair, alteration, restoration, and movement of structures, and change of occupancy shall be mandatory for historic buildings.

Sec. 18-10. Amendments to the International Existing Building Code, 2021 Edition.

(1) Section 101.1 Title of the *International Existing Building Code, 2021 Edition* is amended to read as follows:

101.1 Title. These regulations shall be known as the *Existing Building Code of the City of Black Hawk*, hereinafter referred to as "this code."

(2) Section 103.1 Creation of enforcement agency is amended to read as follows:

103.1 Creation of enforcement agency. The Building Division is hereby created and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.

(3) Section 109.2 Schedule of Permit fees of the *International Existing Building Code, 2021 Edition* is amended to read as follows:

109.2 Schedule of permit fees. Where a permit is required for structures, gas, mechanical, plumbing systems or alterations, a fee for each permit shall be paid as required, in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council. All permit applications are reviewed by the Building Official.

NOTE: Fees are based on the total valuation for a project (labor and material). All trades must be included on the general construction permit application.

109.2.1 Plan Review Fees. When submittal documents are required by Section 107.1, a nonrefundable plan review fee deposit shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent (65%) of the building permit fee in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 109.2 and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 107.3.4.1, an additional plan review fee shall be charged at the rate in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

(4) Section 108.6 Refunds of the *International Existing Building Code, 2021 Edition* is amended to read as follows:

108.6 Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected if an audit of the project has been performed and the audit shows that the fees were paid incorrectly. If an owner or owner's representative feels that a fee is erroneously paid or collected, an audit may be required by the Building Official. The audit shall be performed by an auditor selected by the City. The project owner or owner's representative shall pay the cost of the audit.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee no later than 180 days after the date of fee payment. The written request must set forth the basis for the request for refund, identify the project for which a refund is requested, and the request must be from the same person or entity which paid the fees.

1. The Building Official may authorize refunding of not more than 80 percent (80%) of the permit fees paid when no work has been done under a permit issued in accordance with this code.

2. If the plans for the project have been reviewed to any extent at the time a refund request is submitted, no refund of the plan review fees will be authorized by the Building Official

(5) Section 1301.2 Applicability of the *International Existing Building Code, 2021 Edition* is amended to read as follows:

1301.2 Applicability. These provisions shall not apply to buildings with occupancies in Group H or I-1, I-3, or I-4.

Sec. 18-11. Amendments to the International Fuel Gas Code, 2021 Edition.

(1) Section 101.1 Title of the *International Fuel Gas Code, 2021 Edition* is amended to read as follows:

101.1 Title. These regulations shall be known as the *Fuel Gas Code of the City of Black Hawk* hereinafter referred to as "this code."

(2) Section 103.1 Creation of enforcement agency is amended to read as follows:

103.1 Creation of enforcement agency. The Building Division is hereby created and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.

(3) Section 109.2 Schedule of Permit fees of the *International Fuel Gas Code, 2021 Edition* is amended to read as follows:

109.2 Schedule of permit fees. Where a permit is required for structures, gas, mechanical, plumbing systems or alterations, a fee for each permit shall be paid as required, in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council. All permit applications are reviewed by the Building Official.

NOTE: Fees are based on the total valuation for a project (labor and material). All trades must be included on the general construction permit application.

109.2.1 Plan Review Fees. When submittal documents are required by Section 107.1, a nonrefundable plan review fee deposit shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent (65%) of the building permit fee in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 109.2 and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 107.3.4.1,

an additional plan review fee shall be charged at the rate in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

(4) Section 109.6 Refunds of the *International Fuel Gas Code, 2021 Edition* is amended to read as follows:

Section 109.6 Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected if an audit of the project has been performed and the audit shows that the fees were paid incorrectly. If an owner or owner's representative feels that a fee is erroneously paid or collected, an audit may be required by the Building Official. The audit shall be performed by an auditor selected by the City. The project owner or owner's representative shall pay the cost of the audit.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee no later than 180 days after the date of fee payment. The written request must set forth the basis for the request for refund, identify the project for which a refund is requested, and the request must be from the same person or entity which paid the fees.

1. The Building Official may authorize refunding of not more than 80 percent (80%) of the permit fees paid when no work has been done under a permit issued in accordance with this code.
2. If the plans for the project have been reviewed to any extent at the time a refund request is submitted, no refund of the plan review fees will be authorized by the Building Official.

(5) Section 115.4 Violation penalties of the *International Fuel Gas Code, 2021 Edition* is deleted in its entirety.

(6) Section 116 Authority of the *International Fuel Gas Code, 2021 Edition* is amended to read as follows:

116.1 Authority. Upon notice from the code official that fuel gas work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this code.

(7) Section 621 Unvented Room Heaters of the *International Fuel Gas Code, 2021 Edition* is deleted in its entirety.

Sec. 18-12. Amendments to the International Swimming Pool and Spa Code, 2021 Edition.

(1) Section 101.1 Title of the *International Swimming Pool and Spa Code, 2021 Edition* is amended to read as follows:

101.1 Title. These regulations shall be known as the *Swimming Pool and Spa Code of Black Hawk* hereinafter referred to as "this code."

(2) Section 103.1 Creation of enforcement agency is amended to read as follows:

103.1 Creation of enforcement agency. The Building Division is hereby created and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

(3) Section 108.2 Schedule of Permit fees of the *International Swimming Pool and Spa Code, 2021 Edition* is amended to read as follows:

108.2 Schedule of permit fees. Where a permit is required for structures, gas, mechanical, plumbing systems or alterations, a fee for each permit shall be paid as required, in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council. All permit applications are reviewed by the Building Official.

NOTE: Fees are based on the total valuation for a project (labor and material). All trades must be included on the general construction permit application.

109.2.1 Plan Review Fees. When submittal documents are required by Section 107.1, a nonrefundable plan review fee deposit shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent (65%) of the building permit fee in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 108.2 and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 107.3.4.1, an additional plan review fee shall be charged at the rate in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

(4) Section 108.6 Refunds of the *International Swimming Pool and Spa Code* is amended to read as follows:

108.6 Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected if an audit of the project has been performed and the audit shows that the fees were paid incorrectly. If an

owner or owner's representative feels that a fee is erroneously paid or collected, an audit may be required by the Building Official. The audit shall be performed by an auditor selected by the City. The project owner or owner's representative shall pay the cost of the audit.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee no later than 180 days after the date of fee payment. The written request must set forth the basis for the request for refund, identify the project for which a refund is requested, and the request must be from the same person or entity which paid the fees.

1. The Building Official may authorize refunding of not more than 80 percent (80%) of the permit fees paid when no work has been done under a permit issued in accordance with this code.
2. If the plans for the project have been reviewed to any extent at the time a refund request is submitted, no refund of the plan review fees will be authorized by the Building Official.

(5) Section 114 Authority of the *International Swimming Pool and Spa Code* *International Swimming Pool and Spa Code, 2021 Edition* is amended to read as follows:

114.1 Authority. Upon notice from the Code Official that pool and/or spa work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this code.

(6) Section 115.4 Violation penalties of the *International Swimming Pool and Spa Code* is deleted in its entirety.

Sec. 18-13. Amendments to the International Property Maintenance Code, 2021 Edition.

(1) Section 101.1 Title of the *International Property Maintenance Code, 2021 Edition* is amended to read as follows:

101.1 Title. These regulations shall be known as the *Property Maintenance Code of Black Hawk* hereinafter referred to as "this code."

(2) Section 103.1 Creation of enforcement agency is amended to read as follows:

103.1 Creation of enforcement agency. The Building Division is hereby created and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.

(3) Section 108.2 Schedule of Permit fees of the *International Property Maintenance Code, 2021 Edition* is amended to read as follows:

108.2 Schedule of permit fees. Where a permit is required for structures, gas, mechanical, plumbing systems or alterations, a fee for each permit shall be paid as required, in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council. All permit applications are reviewed by the Building Official.

NOTE: Fees are based on the total valuation for a project (labor and material). All trades must be included on the general construction permit application.

109.2.1 Plan Review Fees. When submittal documents are required by Section 107.1, a nonrefundable plan review fee deposit shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent (65%) of the building permit fee in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 108.2 and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 107.3.4.1, an additional plan review fee shall be charged at the rate in accordance with the Schedule of Fees of the City of Black Hawk, as adopted by the City Council.

(4) Section 108.6 Refunds of the *International Property Maintenance Code, 2021 Edition* is amended to read as follows:

108.6 Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected if an audit of the project has been performed and the audit shows that the fees were paid incorrectly. If an owner or owner's representative feels that a fee is erroneously paid or collected,

an audit may be required by the Building Official. The audit shall be performed by an auditor selected by the City. The project owner or owner's representative shall pay the cost of the audit.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee no later than 180 days after the date of fee payment. The written request must set forth the basis for the request for refund, identify the project for which a refund is requested and the request must be from the same person or entity which paid the fees.

1. The Building Official may authorize refunding of not more than 80 percent (80%) of the permit fees paid when no work has been done under a permit issued in accordance with this code.
2. If the plans for the project have been reviewed to any extent at the time a refund request is submitted, no refund of the plan review fees will be authorized by the Building Official.

(5) Section 110 Authority of the *International Property Maintenance Code, 2021 Edition* is amended to read as follows:

110.1 Authority. Upon notice from the Code Official that work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this code.

(6) Section 110.4 Violation penalties of the *International Property Maintenance Code, 2021 Edition* is deleted in its entirety.

Sec. 18-14. Penalty.

Failure to comply with the terms of the *International Building Code* or with this Article shall constitute a civil infraction. Any person who is found guilty of, or pleads guilty or nolo contendere to the commission of, the civil infraction shall be subject to a civil penalty as set forth in this Code. For each day, or portion thereof during which any violation continues, a person may be cited for a separate civil infraction.

Section 2. Article II of Chapter 18 of the City of Black Hawk Municipal Code is hereby repealed in its entirety.

Section 3. 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 4. 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 5. 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 ON SECOND READING AND ORDERED POSTED this 7th day of December, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, City Clerk, CMC

NOTICE OF PUBLIC HEARING

NOTICE is hereby given of a **Public Hearing** before the Board of Aldermen of the City of Black Hawk at 3:00 P.M. on **Wednesday, December 7, 2022**, at 211 Church Street, Black Hawk, Colorado, for the purpose of considering the proposed adoption of the following "International Codes," 2021 Edition, as adopted by reference as the building code of the City of Black Hawk.

(a) The City hereby adopts the following codes by reference as set forth below, which collectively may be referred to as the *International Code, 2021 Edition*:

(1) *International Building Code*, 2021 Edition (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(2) *International Fire Code*, 2021 Edition (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(3) *International Residential Code for One- and Two-Family Dwellings*, 2021 Edition, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(4) *International Mechanical Code*, 2021 Edition, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(5) *International Plumbing Code*, 2021 Edition, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(6) *International Energy Conservation Code*, 2021 Edition, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(7) *International Existing Building Code*, 2021 Edition, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(8) *International Fuel Gas Code*, 2021 Edition, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(9) *International Swimming Pool and Spa Code*, 2021 Edition, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(10) *International Property Maintenance Code*, 2021 Edition, with certain appendices as hereafter sent out (published by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795);

(11) *Uniform Code for the Abatement of Dangerous Buildings*, 1997 Edition (published by the International Code Council, Inc., 5360 Workman Mill Road, Whittier, CA 90601-2298);

(12) *ICC/ANSI A117.1 American National Standard – Accessible and Usable Buildings and Facilities*, Most Current Edition (published by the International Code Council, 500 New Jersey Avenue, NW, 6th Floor, Washington, DC 20001);

(13) *ASME A17.1-2019/CSA B44-19 American National Standard – Safety Code for Elevators and Escalators*, Most Current Edition Adopted by the State of Colorado (published by The American Society of Mechanical Engineers, Two Park Avenue, New York, NY 10016-5990);

(b) The City hereby further adopts by reference *The National Electrical Code*, as adopted by the State of Colorado (published by National Fire Protection Association, One Batterymarch Park, Quincy, MA 02169-7471), which as of the date of the adoption of this Ordinance is the 2020 Edition of *The National Electrical Code*;

NOTE: For clarification, when any of the International Codes that are adopted by the City refer to the ICC Electrical Code, the reference shall apply to the *National Electrical Code*.

The City of Black Hawk has specific procedures for adopting Building Codes by Reference, making specific amendments to the above-referenced codes, and providing penalties for violations in the Ordinance.

The subject matter of these codes relates primarily to the building regulations for the City. The purpose of the Ordinance and the Codes adopted therein is to provide a system of building regulations consistent with state law and generally conforming to similar regulations throughout the state and nation. The above-referenced publications are being adopted to establish and regulate building standards within the City of Black Hawk.

Copies of the above-referenced codes are on file at the City Clerk's office, starting at least days before the Public Hearing, and may be inspected during regular business hours. If enacted as an Ordinance of this City, this code as amended will not be published in full, but in accordance with state law, copies will be kept on file.

This Notice is given and published by the order of the Board of Aldermen.
DATED this 9th day of November 2022.

**ALL INTERESTED PARTIES
MAY ATTEND**

CITY OF BLACK HAWK
Melissa A. Greiner, CMC
City Clerk

First Notice of Hearing is published on November 17, 2022.
Second Notice of Hearing is published on November 24, 2022.

RESOLUTION 69-2022
A RESOLUTION SUMMARIZING
EXPENDITURES AND
REVENUES FOR EACH FUND
AND ADOPTING A BUDGET
FOR THE CITY OF BLACK
HAWK, COLORADO, FOR THE
CALENDAR YEAR BEGINNING
ON THE FIRST DAY OF
JANUARY 2023 AND ENDING ON
THE LAST DAY OF DECEMBER
2023, AND APPROPRIATING
SUMS OF MONEY TO VARIOUS
FUNDS AND SPENDING
AGENCIES IN THE AMOUNT,
AND FOR THE PURPOSES SET
FORTH WITHIN THE
ATTACHED 2023 BUDGET

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

Resolution No. 69-2022

TITLE: A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CITY OF BLACK HAWK, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2023 AND ENDING ON THE LAST DAY OF DECEMBER 2023, AND APPROPRIATING SUMS OF MONEY TO VARIOUS FUNDS AND SPENDING AGENCIES IN THE AMOUNT, AND FOR THE PURPOSES SET FORTH WITHIN THE ATTACHED 2023 BUDGET.

WHEREAS, upon due and proper notice, published or posted in accordance with the law, the proposed Budget for 2023 was open for inspection by the public at a designated place, a public hearing was held on December 7, 2022, and interested taxpayers were given the opportunity to file or register any objections to said proposed Budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves and/or fund balances so that the Budget remains in balance, as required by law.

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

Section 1. That the Budget as submitted and summarized by Fund, hereby is approved and adopted as the Budget of the City of Black Hawk for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the Mayor and made a part of the public records of the City.

Section 3. That the sums for 2023, on the attached budget, are hereby appropriated from the revenue of each fund, for purposes stated.

RESOLVED AND PASSED this 7th day of December, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: A Resolution approving the adoption of the 2023 Budget.

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

MOTION TO APPROVE: Resolution 69- 2022, A resolution summarizing the expenditures and revenues for each Fund and adopting a Budget for calendar year 2023.

SUMMARY AND BACKGROUND OF SUBJECT MATTER: The attached 2023 Proposed Budget is as presented at the November 9, 2022 work session, with the following exceptions. The contribution to the Gilpin Ambulance Authority was decreased due to additional Gaming Impact Grant funding. This also reduced the revenue from the Silver Dollar Metro District. And with a recent dip in the number of devices, the 2023 Device Fee revenue has been reduced accordingly.

AGENDA DATE: December 7, 2022

WORKSHOP DATE: N/A

FUNDING SOURCE: N/A

DEPARTMENT DIRECTOR APPROVAL: ☒ Yes ☐ No

STAFF PERSON RESPONSIBLE: Lance Hillis, Finance Director

DOCUMENTS ATTACHED: Resolution, Proposed Budget

RECORD: ☐ Yes ☒ No

CITY ATTORNEY REVIEW: ☒ Yes ☐ N/A

SUBMITTED BY:

Lance Hillis

Lance Hillis, Finance Director

REVIEWED BY:

Stephen N. Cole

Stephen N. Cole, City Manager

**CITY OF BLACK HAWK
GILPIN COUNTY, COLORADO
NOTICE OF PUBLIC HEARING ON 2023 BUDGET**

NOTICE is hereby given that a proposed budget has been submitted to the City Council of the City of Black Hawk for the ensuing year of 2023. That a copy of such proposed budget has been filed in the office of the City Clerk of the City of Black Hawk, where the same is open for public inspection. That such proposed budget will be considered at a public hearing at a special meeting of the Black Hawk City Council to be held at 211 Church St., Black Hawk, CO 80422 on December 7, 2022 at 3:00 p.m.

Any interested elector of the City of Black Hawk may inspect the proposed budget and file or register any objections thereto at any time prior to the final adoption of the budget.

Respectfully submitted,
Melissa A. Greiner, CMC, City Clerk

Published in the Weekly Register Call:
October 20, 2022



2023 PROPOSED ANNUAL BUDGET
(November 30, 2022)

**CITY OF BLACK HAWK
2023 PROPOSED BUDGET
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**Office of the City Manager**

201 Selak
P.O. Box 68
Black Hawk, CO 80422
www.cityofblackhawk.org
303-582-0292 Office
303-582-0848 Fax

Mayor

David D. Spellman

Aldermen

Linda Armbright
Paul G. Bennett
Hal Midcap
Jim Johnson
Greg Moates
Benito Torres

City Attorney

Corey Y. Hoffmann

City Manager

Stephen N. Cole

City Clerk /**Administrative Services Director**

Melissa A. Greiner

**Community Planning & Development
Director**

Cynthia L. Linker

Finance Director

Lance R. Hillis

Fire Chief / Emergency Manager

Christopher K. Woolley

Police Chief

Michelle Moriarty

Public Works Director

Thomas Isbester

COLORADO'S SECOND OLDEST
MUNICIPAL CORPORATION

November 30, 2022

Dear Mayor and Board of Alderman:

We are pleased to present to you the 2023 Annual Operating & Capital Budget. Council is required to adopt an annual budget for each fiscal year in accordance with the procedure set forth in the Local Government Budget Law of Colorado (CRS 29-1-101).

This message is intended to cover the highlights and significant changes to the 2023 Budget when compared to 2022. Each Department's 2023 budget is similar to 2022 with the exception of the items listed in the following paragraphs.

The 2023 Budget includes a total revenue projection (excluding inter-fund transfers and debt proceeds) of \$34.5 million for all funds. This is a decrease of 5.1% compared to the estimated revenue for 2022 and an increase of 7.9% from 2021 actuals. We project Gaming Tax revenue to decrease by 5.0% for 2023 when compared to the 2022. Device Fee revenue is expected to decrease slightly when compared to 2022 at about 7,300 device equivalents. City staff expects sales tax revenue to remain at 2022 levels throughout 2023. The 2023 budget, as proposed, includes no increase in Sales Tax, Use Tax, Device Fees or Water rates.

The 2023 budget includes total expenditures (excluding inter-fund transfers) of \$59.0 million. This includes the addition of one new full-time Water Operator position that had been in the 2019 Budget, but was eliminated during the pandemic. With the current challenges related to employee recruitment and retention, a number of changes have been proposed for 2023. They include expanding the salary range from 30% to 40%, as well as \$0.50, \$1.00 or \$2.00 per hour pay adjustment for certain hard to fill positions. The 2023 Budget includes funding for a 5.76% Market adjustment, based on a comparison with our pre-established survey cities. City staff, with assistance from our benefits consultant, has estimated an increase in medical insurance premiums of 15% for the final six months of 2023. Other benefits including dental insurance have been increased by 10% for the final six months of 2023. The 2023 Budget also includes the continuation of the City contributing 50% of the deductible to each employee's HSA, plus an additional \$1,500 per employee.

The Capital Projects Fund proposed projects for 2023 include continued improvements to Gregory Hill / Artisans Point,

Rehabilitation work on two homes, plus Design work on two more homes in the Grant Program, fire engine replacement and street enhancements. Capital projects within the Preservation & Restoration Fund are focused primarily on the continued efforts along Gregory Street, including Gregory Point, 271 Gregory and Bobtail Mine Improvements.

We would like to thank the Department Directors and City staff for their assistance in the preparation of the 2023 Budget that maintains the high service levels the citizens, business' and guests of Black Hawk have come to expect.

Respectfully submitted,



Stephen N. Cole

City Manager



Lance R. Hillis

Finance Director

CITY OF BLACK HAWK REVENUE, EXPENDITURE & FUND BALANCE ANALYSIS

	GENERAL FUND	IMPACT FEE FUND	PRES & REST. FUND	TRANS DEVICE FUND	CAPITAL FUND	DEBT FUND	WATER FUND	CON TRUST FUND	TOTAL ALL FUNDS	ALL FUNDS LESS TRNFS
FUND BALANCE - JAN. 1, 2021	12,856,190	9,874	4,744,396	315,717	1,882,286	1,913,518	10,244,179	33,248	31,999,408	31,999,408
ACTUAL REVENUES	43,765,927	7	11,141,869	980,992	10,576,239	2,658,706	8,012,587	1,420	77,137,747	51,956,747
ACTUAL EXPENDITURES	40,892,533	0	4,172,524	783,174	3,867,062	3,030,711	3,711,081	0	56,457,085	31,276,085
ACTUAL GAIN (LOSS)	2,873,394	7	6,969,345	197,818	6,709,177	(372,005)	4,301,506	1,420	20,680,662	20,680,662
FUND BALANCE - DEC. 31, 2021	15,729,584	9,881	11,713,741	513,535	8,591,463	1,541,513	14,545,685	34,668	52,680,070	52,680,070
FUND BALANCE - JAN. 1, 2022	15,729,584	9,881	11,713,741	513,535	8,591,463	1,541,513	14,545,685	34,668	52,680,070	52,680,070
ESTIMATED REVENUES	29,352,755	10	4,332,270	736,682	8,000	3,058,000	3,212,000	1,650	40,701,367	36,275,367
ESTIMATED EXPENDITURES	21,235,506	0	5,129,000	680,000	5,175,000	3,257,231	4,204,010	0	39,680,747	35,254,747
ESTIMATED GAIN (LOSS)	8,117,249	10	(796,730)	56,682	(5,167,000)	(199,231)	(992,010)	1,650	1,020,620	1,020,620
FUND BALANCE - DEC. 31, 2022	23,846,833	9,891	10,917,011	570,217	3,424,463	1,342,282	13,553,675	36,318	53,700,690	53,700,690
FUND BALANCE - JAN. 1, 2023	23,846,833	9,891	10,917,011	570,217	3,424,463	1,342,282	13,553,675	36,318	53,700,690	53,700,690
PROPOSED REVENUES	27,549,572	10	4,116,257	655,456	8,005,000	3,340,000	3,212,000	1,650	46,879,944	34,171,944
PROPOSED EXPENDITURES	32,333,546	0	12,505,000	1,097,820	11,330,500	3,253,437	11,042,599	0	71,562,902	58,854,902
PROPOSED GAIN (LOSS)	(4,783,975)	10	(8,388,744)	(442,364)	(3,325,500)	86,563	(7,830,599)	1,650	(24,682,958)	(24,682,958)
FUND BALANCE - DEC. 31, 2023	19,062,859	9,901	2,528,268	127,853	98,963	1,428,845	5,723,076	37,968	29,017,732	29,017,732

**CITY OF BLACK HAWK
2023 BUDGET
STAFFING PLAN - ALL FUNDS**

	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
FULL-TIME POSITIONS				
Mayor & Council	0.0	0.0	0.0	0.0
Municipal Court	0.5	0.5	0.5	0.5
City Manager	1.0	1.0	1.0	1.0
City Clerk-Admin Services	4.0	4.0	4.0	4.0
Information Technology	2.0	2.0	2.0	2.0
Finance	2.0	2.0	2.0	2.0
Planning	2.0	2.0	2.0	2.0
Police	28.5	31.5	31.5	31.5
Dispatch	7.0	8.0	8.0	8.0
Fire	20.0	24.0	24.0	24.0
Public Works - Administration	5.0	6.0	5.0	6.0
Public Works - Streets	6.0	7.0	7.0	7.0
Public Works - Fleet	5.0	6.0	5.0	6.0
Public Works - Facilities	3.0	4.0	3.0	4.0
Water - Administration	1.0	1.0	1.0	1.0
Water - Operations	7.0	7.0	7.0	8.0
TOTAL FULL-TIME STAFF	94.0	106.0	103.0	107.0
PART-TIME POSITIONS				
Mayor & Council	7.0	7.0	7.0	7.0
Municipal Court	1.0	1.0	1.0	1.0
City Manager	0.0	0.0	0.0	0.0
City Clerk-Admin Services	0.0	0.0	0.0	0.0
Information Technology	0.0	0.0	0.0	0.0
Finance	0.0	0.0	0.0	0.0
Planning	0.0	0.0	0.0	0.0
Police	0.0	0.0	0.0	0.0
Dispatch	0.0	0.0	0.0	0.0
Fire	0.0	0.0	0.0	0.0
Public Works - Administration	0.0	0.0	0.0	0.0
Public Works - Streets	2.0	4.0	4.0	4.0
Public Works - Fleet	0.0	0.0	0.0	0.0
Public Works - Facilities	0.0	0.0	0.0	0.0
Water - Administration	0.0	0.0	0.0	0.0
Water - Operations	0.0	0.0	0.0	0.0
TOTAL PART-TIME STAFF	10.0	12.0	12.0	12.0
TOTAL POSITIONS	104.0	118.0	115.0	119.0

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND SUMMARY

	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
BEGINNING FUND BALANCE	12,856,190	15,729,584	15,729,584	23,846,833
REVENUES	43,765,927	23,342,410	29,352,755	27,549,572
MAYOR & COUNCIL	3,033,018	3,647,688	3,377,597	3,968,054
MUNICIPAL COURT	62,382	94,802	87,472	98,108
CITY MANAGER	301,125	287,513	284,933	299,284
CITY CLERK/ADMIN SERVICES	981,418	1,046,420	1,135,250	1,298,361
INFORMATION TECHNOLOGY	537,475	555,256	568,903	604,766
FINANCE	451,576	455,029	450,065	485,363
PLANNING	746,868	600,989	616,950	713,187
POLICE	4,053,206	4,729,440	4,325,401	4,876,743
DISPATCH	637,420	808,283	682,000	876,958
FIRE	2,940,805	3,394,971	3,271,350	3,726,336
PUBLIC WORKS ADMIN	1,271,951	1,529,279	1,458,500	1,692,907
STREET	724,902	1,052,483	823,300	1,042,731
FLEET	575,953	680,825	587,120	723,529
FACILITIES	416,434	556,309	513,665	592,219
TRANSFERS	24,158,000	3,053,000	3,053,000	11,335,000
TOTAL EXPENDITURES	40,892,533	22,492,287	21,235,506	32,333,546
NET INCREASE (DECREASE)	2,873,394	850,123	8,117,249	(4,783,975)
ENDING FUND BALANCE	15,729,584	16,579,707	23,846,833	19,062,859

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

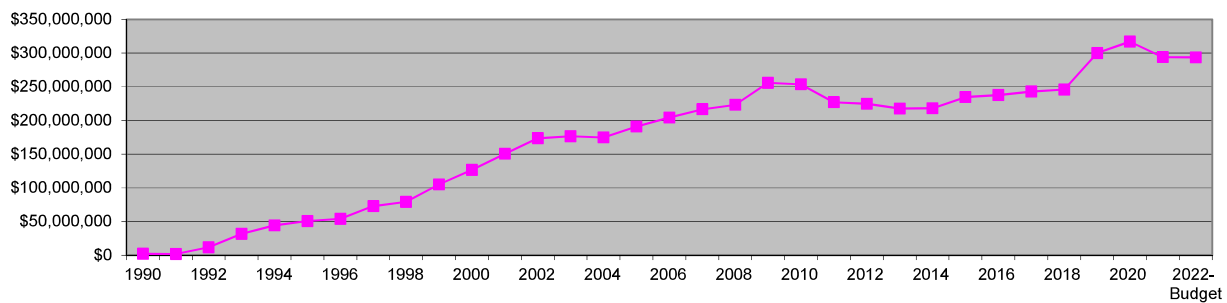
Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
GENERAL FUND REVENUES					
010-0000-3110100	Real Property / Property Taxes	10,984	10,500	10,500	10,500
010-0000-3110200	Real Property / Specific Owner	748	750	750	750
010-0000-3110300	Commercial Improvements Tax	16,913	16,000	18,000	16,000
010-0000-3130100	Sales & Use Tax / Sales Tax-City	3,751,997	3,300,000	3,500,000	3,500,000
010-0000-3130101	Sales Tax-City / Sales Tax-School District	1,349,632	1,167,000	1,350,000	1,350,000
010-0000-3130200	Sales & Use Tax / Use Tax	459,441	500,000	550,000	550,000
010-0000-3130201	Sales & Use Tax / Use Tax-School District	161,028	167,000	185,000	185,000
010-0000-3140200	Occupational Tax / Businesses	17,160	22,000	10,000	10,000
010-0000-3180100	Other Taxes / Device Fees	6,816,075	7,192,500	7,822,500	7,665,000
010-0000-3180200	Other Taxes / Franchise Fees	149,757	125,000	145,000	150,000
010-0000-3180400	Other Taxes/Ambulance Fee-Non District Assessment	7,860	9,000	9,200	9,200
010-0000-3180500	Other Taxes / Lodging Tax	503,529	500,000	520,000	520,000
010-0000-3210200	Business Licenses / Business	39,390	38,000	10,000	10,000
010-0000-3210300	Business Licenses / Liquor	9,345	10,000	10,000	10,000
010-0000-3210400	Business Licenses / Contractors	2,300	2,000	1,400	1,400
010-0000-3220100	Permits / Building	34,062	20,000	35,000	35,000
010-0000-3220200	Permits / Sign	705	1,200	2,000	1,000
010-0000-3220300	Permits / Shuttle	300	300	300	300
010-0000-3220400	Permits / Special Events	420	500	300	300
010-0000-3220500	Permits / Electrical	4,983	1,000	3,000	3,000
010-0000-3220900	Permits / Miscellaneous	51,941	20,000	0	0
010-0000-3350200	State Shared Revenues / Cigarette	8,122	8,500	5,000	8,500
010-0000-3350300	State Shared Revenues / Highway Users	15,972	13,500	17,500	18,000
010-0000-3350400	County Shared Revenues / Road & Bridge	128,308	110,000	130,000	130,000
010-0000-3350500	State Shared Revenues / Gaming	7,945,514	8,350,000	12,313,295	11,000,000
010-0000-3410300	Miscellaneous Fees / Plan Review	23,059	10,000	18,000	18,000
010-0000-3410400	Plan Review - Fire	15,309	5,000	15,000	15,000
010-0000-3410800	Miscellaneous Fees / Services Billed Out	204,320	100,000	200,000	0
010-0000-3410900	Inspection Fees - Fire	11,250	5,000	3,000	3,000
010-0000-3510100	Court Fines / Municipal Court	9,603	12,000	12,000	12,000
010-0000-3510300	Court Fines / Parking	220	500	200	200
010-0000-3510600	Court Fines / Victim Service Surcharge	2,333	3,000	3,000	3,000
010-0000-3601300	Revenue / Grant Proceeds	16,086	16,086	16,086	0
010-0000-3601400	Revenue / Police Grant	194,840	150,000	150,000	150,000
010-0000-3601500	Revenue / Fire Grant-Fema	950	0	850	0
010-0000-3610100	Revenue / Int Income On Investments	10,920	10,000	25,000	40,000
010-0000-3610900	Revenue / Other	148,111	100,000	100,000	100,000
010-0000-3611200	Revenue / Police Dept Revenue	128,409	110,000	120,000	120,000
010-0000-3611300	Fire Department Revenue	83,514	5,000	75,000	20,000
010-0000-3611500	Revenue / Gilpin Ambulance Vehicle Maintenance IGA	25,590	20,000	35,000	0
010-0000-3612000	Revenue / Silver Dollar Ambulance	187,325	357,074	357,074	321,422
010-0000-3630201	Commercial Buildings / Utility Charges	3,808	6,000	15,000	15,000
010-0000-3630202	Commercial Buildings / Rent Revenue	179,168	175,000	175,000	175,000
010-0000-3640000	Debt Proceeds	20,000,000	0	0	0
010-0000-3660100	Gain/Loss / Sale Of Fixed Assets	11,626	0	10,800	0
010-0000-3950400	Transfer In / Historic Preservation	110,000	110,000	110,000	110,000
010-0000-3951000	Transfer In / Water Fund	750,000	400,000	1,100,000	1,100,000
010-0000-3951300	Transfer In / Transportation Device Fee Fund	163,000	163,000	163,000	163,000
TOTAL GENERAL FUND REVENUES		43,765,927	23,342,410	29,352,755	27,549,572

FOOTNOTES & COMMENTS:

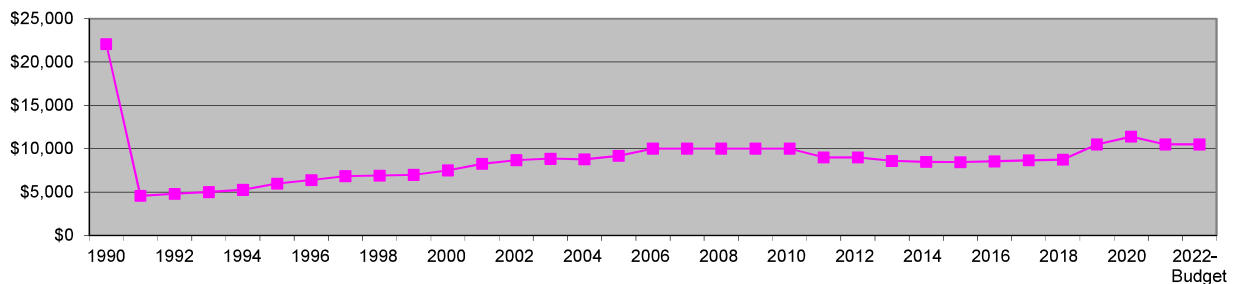
**CITY OF BLACK
ASSESSED VALUATION &
1990 - 2**

YEA	ASSESSED VALU	MILL L	TAX YI
199	\$2,095	10.46	\$22,000
199	\$1,827	2.50	\$4,500
199	\$11,596	0.41	\$4,800
199	\$31,730	0.15	\$5,000
199	\$44,419	0.11	\$5,200
199	\$50,665	0.11	\$5,900
199	\$54,006	0.11	\$6,300
199	\$72,922	0.09	\$6,800
199	\$78,993	0.10	\$6,900
199	\$105,123	0.06	\$7,000
200	\$126,445	0.05	\$7,500
200	\$150,651	0.05	\$8,200
200	\$173,635	0.05	\$8,600
200	\$176,712	0.05	\$8,800
200	\$174,912	0.05	\$8,700
200	\$190,933	0.04	\$9,100
200	\$204,515	0.04	\$10,000
200	\$216,585	0.04	\$10,000
200	\$223,438	0.04	\$10,000
200	\$256,051	0.03	\$10,000
201	\$253,557	0.03	\$10,000
201	\$226,862	0.03	\$9,000
201	\$224,643	0.03	\$9,000
201	\$217,657	0.03	\$8,600
201	\$217,921	0.03	\$8,500
201	\$234,861	0.03	\$8,400
201	\$237,567	0.03	\$8,500
201	\$242,790	0.03	\$8,600
201	\$245,825	0.03	\$8,700
201	\$299,950	0.03	\$10,000
202	\$317,003	0.03	\$11,000
2021 - Est	\$294,235	0.03	\$10,000
2022 - Bu	\$293,791	0.03	\$10,000

ASSESSED VALUATION

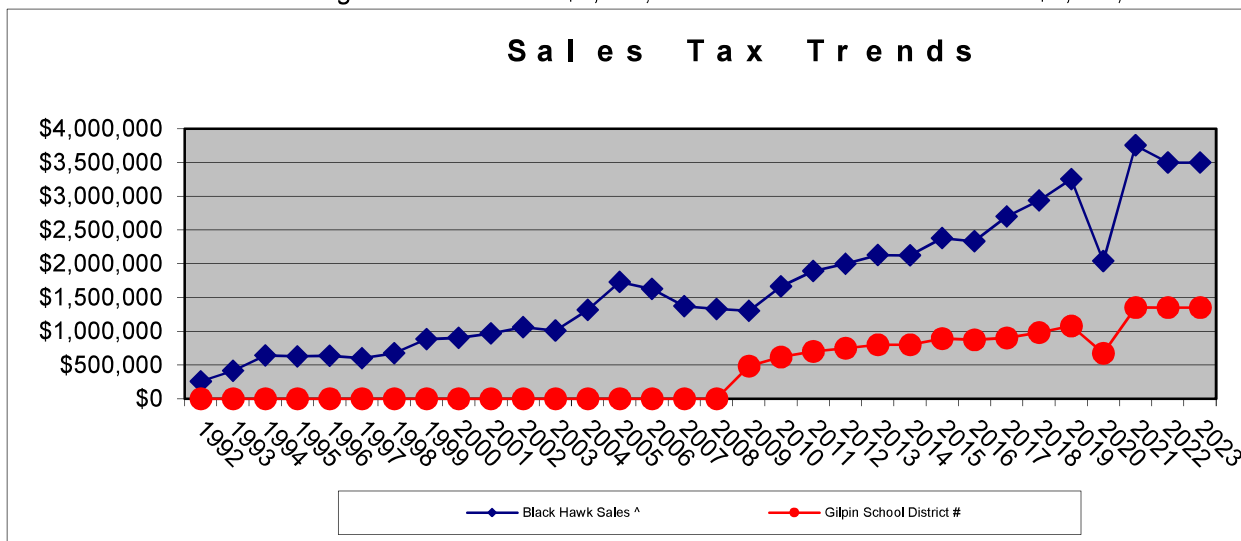


TAX YIELD



CITY OF BLACK HAWK **SALES TAX TRENDS** **1992 - 2023**

	Black Hawk Sales ^	Gilpin School District #
1992	\$256,772	-
1993	\$413,647	-
1994	\$639,607	-
1995	\$625,086	-
1996	\$636,575	-
1997	\$599,012	-
1998	\$672,746	-
1999	\$884,370	-
2000	\$899,934	-
2001	\$965,930	-
2002	\$1,059,584	-
2003	\$1,009,955	-
2004	\$1,314,668	-
2005	\$1,726,490	-
2006	\$1,624,216	-
2007	\$1,372,318	-
2008	\$1,328,229	-
2009	\$1,301,362	\$481,326
2010	\$1,662,283	\$618,731
2011	\$1,890,175	\$699,969
2012	\$1,996,592	\$748,621
2013	\$2,127,300	\$798,377
2014	\$2,124,709	\$796,723
2015	\$2,378,697	\$890,615
2016	\$2,330,246	\$873,842
2017	\$2,699,106	\$899,702
2018	\$2,937,029	\$978,811
2019	\$3,252,186	\$1,079,423
2020	\$2,037,553	\$672,505
2021	\$3,751,997	\$1,349,632
2022 Estimate	\$3,500,000	\$1,350,000
2023 Budget	\$3,500,000	\$1,350,000

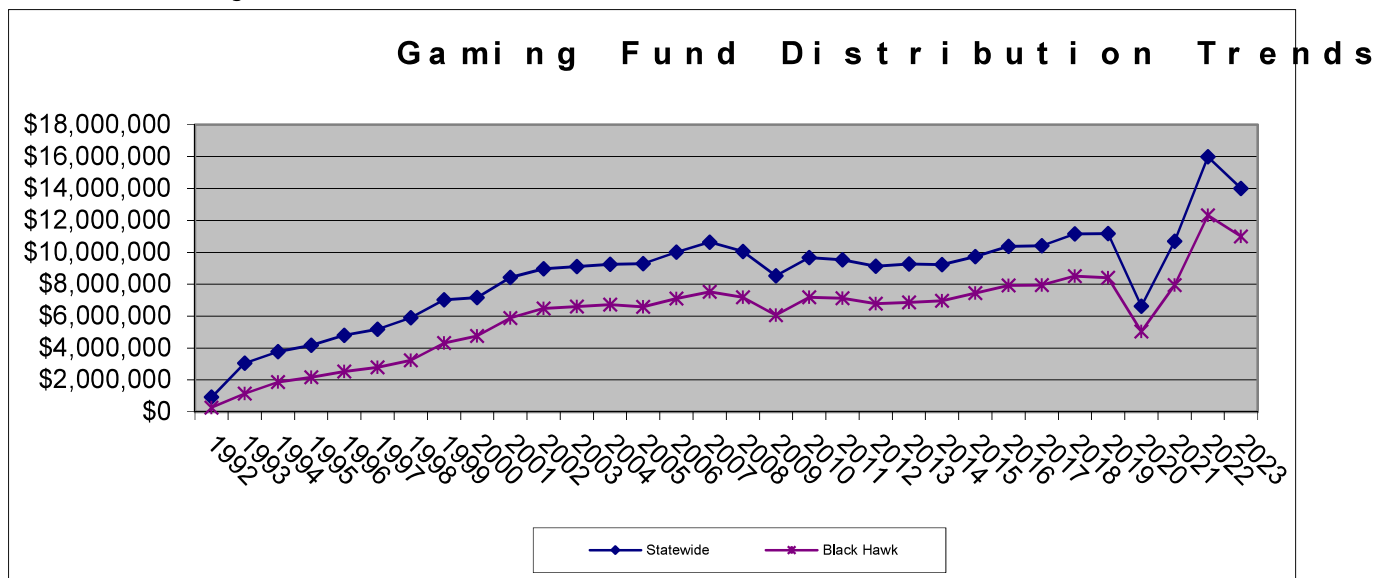


^Effective Jan. 1, 2017 the Sales Tax Rate increased from 4.00% to 4.50%

Educational Enhancement Tax Rate is 1.50% effective Jan.1 , 2009

CITY OF BLACK HAWK STATE GAMING FUND DISTRIBUTION 1992 - 2023

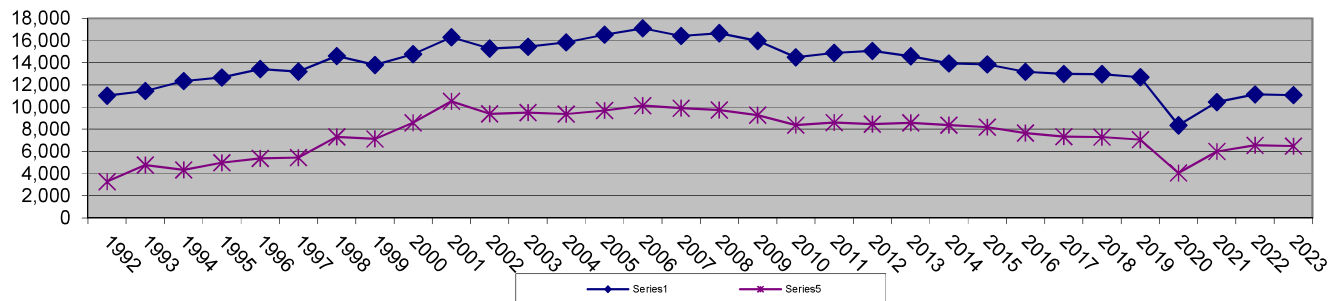
	State	Black Hawk
1992	\$911,473	\$263,783
1993	\$3,047,939	\$1,138,405
1994	\$3,773,830	\$1,862,385
1995	\$4,167,267	\$2,155,457
1996	\$4,800,795	\$2,518,849
1997	\$5,169,774	\$2,788,369
1998	\$5,887,967	\$3,226,488
1999	\$7,018,050	\$4,308,662
2000	\$7,159,980	\$4,745,778
2001	\$8,418,384	\$5,871,402
2002	\$8,969,622	\$6,472,838
2003	\$9,098,212	\$6,599,843
2004	\$9,240,149	\$6,710,104
2005	\$9,293,021	\$6,587,172
2006	\$10,014,747	\$7,110,170
2007	\$10,635,671	\$7,530,055
2008	\$10,059,170	\$7,172,188
2009	\$8,528,108	\$6,056,663
2010	\$9,674,240	\$7,180,228
2011	\$9,532,735	\$7,112,194
2012	\$9,119,738	\$6,770,143
2013	\$9,268,680	\$6,864,191
2014	\$9,221,937	\$6,957,400
2015	\$9,721,833	\$7,436,400
2016	\$10,368,492	\$7,933,146
2017	\$10,408,224	\$7,937,140
2018	\$11,161,767	\$8,497,859
2019	\$11,178,241	\$8,403,874
2020	\$6,622,838	\$5,036,466
2021	\$10,702,715	\$7,945,440
2022	\$15,985,686	\$12,313,295
2023 Budget	\$14,000,000	\$11,000,000



CITY OF BLACK HAWK
DEVICE COUNT & GENERAL DEVICE REVENUES
1992-2023

	Statewide Total Devices	Black Hawk Slots	Black Hawk Tables (*)	Black Hawk Total Devices	Black Hawk Device Equivalents	Black Hawk Device Fee	General Device Revenue
1992	11,030	3,193	83	3,276	3,276	\$800	\$1,480,740
1993	11,445	4,659	120	4,779	4,779	\$800	\$2,027,995
1994	12,359	4,231	103	4,334	4,334	\$800	\$2,727,452
1995	12,670	4,877	113	4,990	4,990	\$750	\$2,713,864
1996	13,434	5,276	111	5,387	5,387	\$750	\$2,743,826
1997	13,204	5,340	106	5,446	5,446	\$750	\$3,038,684
1998	14,603	7,181	125	7,306	7,306	\$750	\$5,562,157
1999	13,792	7,010	117	7,127	7,127	\$750	\$5,979,246
2000	14,764	8,456	123	8,579	8,579	\$750	\$7,102,867
2001	16,286	10,379	137	10,516	10,516	\$750	\$7,225,642
2002	15,281	9,299	105	9,404	9,404	\$750	\$7,306,763
2003	15,445	9,408	105	9,513	9,513	\$750	\$7,133,652
2004	15,834	9,246	118	9,364	9,364	\$750	\$6,279,049
2005	16,533	9,557	145	9,702	9,702	\$750	\$6,460,593
2006	17,098	9,994	136	10,130	10,130	\$750	\$6,899,268
2007	16,418	9,758	146	9,904	9,904	\$750	\$7,528,250
2008	16,673	9,606	145	9,751	9,751	\$750	\$7,372,750
2009	15,973	9,069	207	9,276	9,276	\$750	\$7,029,875
2010	14,492	8,188	185	8,373	8,373	\$750	\$6,689,188
2011	14,885	8,414	195	8,609	8,609	\$750	\$6,412,938
2012	15,064	8,258	202	8,460	8,460	\$750	\$6,380,188
2013	14,595	8,393	196	8,589	8,589	\$750	\$6,340,500
2014	13,934	8,176	202	8,378	8,378	\$945	\$8,006,355
2015	13,846	7,986	212	8,198	8,198	\$945	\$7,772,310
2016	13,173	7,456	209	7,665	7,665	\$945	\$7,490,541
2017	12,986	7,141	208	7,349	7,349	\$1,050	\$7,601,543
2018	12,965	7,090	208	7,298	7,922	\$1,050 (\$4,200)#	\$8,326,390
2019	12,702	6,873	189	7,062	7,629	\$1,050 (\$4,200)#	\$8,007,888
2020	8,365	3,950	108	4,058	4,382	\$1,050 (\$4,200)#	\$4,521,388
2021	10,451	5,830	165	5,995	6,490	\$1,050 (\$4,200)#	\$6,800,000
2022	11,150	6,250	300	6,550	7,450	\$1,050 (\$4,200)#	\$7,822,500
2023	11,075	6,200	275	6,475	7,300	\$1,050 (\$4,200)#	\$7,665,000

Device Count Trends



Device Revenue Trends

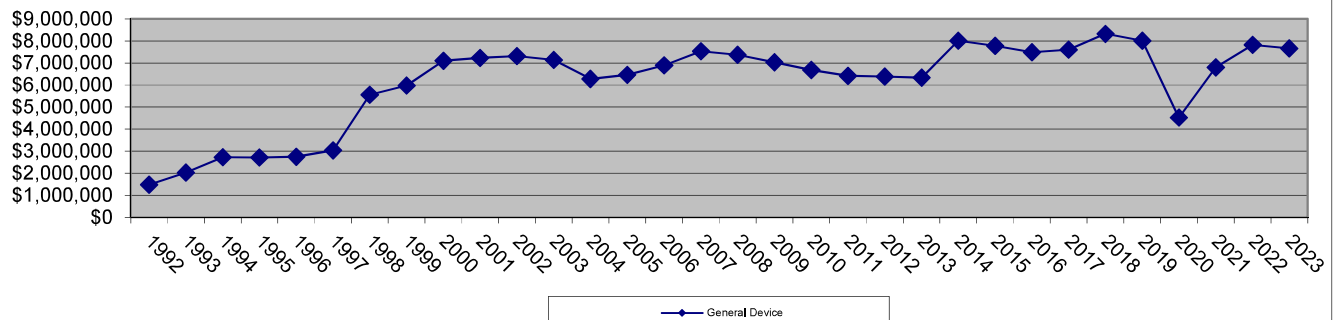
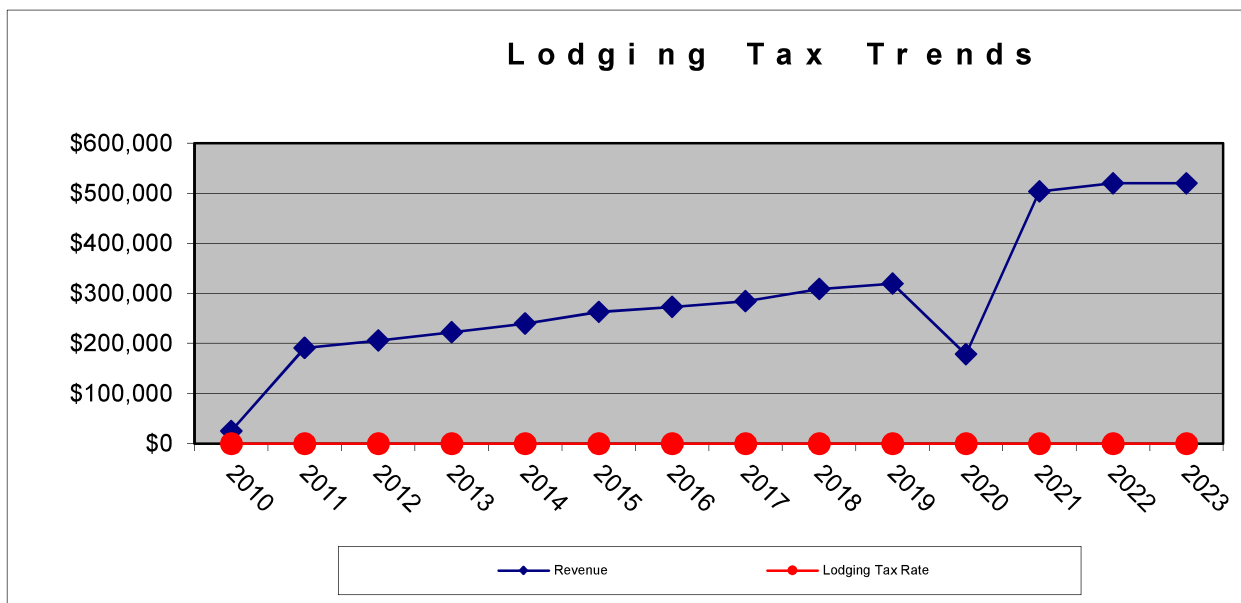


Table Game Device Fee is 4 times the General Device Fee

* Beginning in 2022, Table Counts include Stadium Games and Sport Betting Kiosks

CITY OF BLACKSBURG **LODGING TAX TRENDS** **2010 - 2023**

	Revenue	Lodging Tax Rate
2010	\$25,040	0.25%
2011	\$190,834	2.00%
2012	\$205,690	2.00%
2013	\$222,439	2.00%
2014	\$239,662	2.00%
2015	\$262,939	2.00%
2016	\$272,726	2.00%
2017	\$283,917	2.00%
2018	\$308,824	2.00%
2019	\$319,271	2.00%
2020	\$178,304	2.00%
2021	\$503,529	2.00%
2022 Estimated	\$520,000	2.00%
2023 Budgeted	\$520,000	2.00%



2.00% Lodging Tax approved in Nov. 2009, with an effective date of January 1, 2010.
For Calander Year 2010, Council waived 1.75% of the 2.00%, resulting in an effective rate of 0.25%.

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

GENERAL FUND	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
Mayor & Council	7.0	7.0	7.0	7.0
Municipal Court	1.5	1.5	1.5	1.5
City Manager	1.0	1.0	1.0	1.0
City Clerk-Admin Services	4.0	4.0	4.0	4.0
Information Technology	2.0	2.0	2.0	2.0
Finance	2.0	2.0	2.0	2.0
Planning	2.0	2.0	2.0	2.0
Police	35.5	39.5	39.5	39.5
Fire	20.0	24.0	24.0	24.0
Public Works	19.0	23.0	20.0	23.0
TOTAL STAFF	94.0	106.0	103.0	106.0
EXPENDITURES BY TYPE				
Personnel	11,389,727	13,205,429	12,034,501	13,809,614
Professional Services	1,017,100	1,034,500	961,485	1,249,000
General Services	1,441,882	1,690,000	1,844,422	2,027,310
Program Expenses	2,414,408	2,914,098	2,753,764	3,221,562
Supplies	471,416	595,260	588,334	691,060
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	24,158,000	3,053,000	3,053,000	11,335,000
TOTAL EXPENDITURES	40,892,533	22,492,287	21,235,506	32,333,546

**CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND**

MAYOR & COUNCIL	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
Mayor	1.00	1.00	1.00	1.00
Alderman	6.00	6.00	6.00	6.00
TOTAL STAFF	7.00	7.00	7.00	7.00
EXPENDITURES BY TYPE				
Personnel	325,710	339,790	330,033	343,692
Professional Services	290,619	390,000	290,000	390,000
General Services	0	0	0	0
Program Expenses	2,414,408	2,914,098	2,753,764	3,221,562
Supplies	2,281	3,800	3,800	12,800
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
MAYOR & COUNCIL	3,033,018	3,647,688	3,377,597	3,968,054

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
MAYOR & COUNCIL					
010-1101-4111201	Regular Salaries/Wages / Full-Time	119,728	119,403	119,080	125,034
010-1101-4111202	Regular Salaries/Wages / Medical Stipend	177,650	190,840	181,751	188,799
010-1101-4112100	Council / Group Health Insurance	103	118	100	120
010-1101-4112200	Council / Fica & Medicare Expense	21,004	21,689	21,700	21,940
010-1101-4112301	Retirement / 401A	6,882	7,290	7,070	7,375
010-1101-4112500	Council / State Unemploy (Sui)	130	130	93	100
010-1101-4112600	Council / Workers Compensation	213	320	239	324
010-1101-4113101	Legal Services / City Attorney	186,450	300,000	200,000	300,000
010-1101-4113102	Legal Services / Other Legal	14,169	0	0	0
010-1101-4113103	Professional Fees / Lobbying	90,000	90,000	90,000	90,000
010-1101-4115806	Program Expenses / Council Discretionary	33,446	16,000	90,000	50,000
010-1101-4115808	Community Goodwill-Promotional Items	324	5,000	5,000	5,000
010-1101-4115809	Community Goodwill - formerly parade	0	1,000	1,000	2,500
010-1101-4115811	Program Expenses / Marketing for City	39,940	50,000	??	50,000
010-1101-4115813	Program Expenses / Residential Paint Program	93,028	100,000	100,000	100,000
010-1101-4115815	Program Expenses / Employee Appreciation	2,680	40,000	40,000	50,000
010-1101-4115825	Program Expenses / Annual Outdoor Flowers	65,417	110,000	100,000	130,000
010-1101-4115826	Program Expenses / Flags	4,850	15,000	6,000	15,000
010-1101-4115827	Program Expenses / Holiday Decorations	170,082	200,000	192,000	245,000
010-1101-4115830	Program Expenses / Scholarship Fund	50,250	50,000	50,000	50,000
010-1101-4115831	Program Expenses / Sales Tax-School District	1,510,660	1,334,000	1,535,000	1,535,000
010-1101-4115832	Program Expenses / Ambulance	416,277	476,098	476,098	428,562
010-1101-4115834	Program Expenses / Sales Tax Rebate	148	500	250	500
010-1101-4115835	Gregory St Redevelopment (Lodging Tax)	16,681	500,000	150,000	520,000
010-1101-4115837	Clean-Up Day	5,363	6,500	6,956	10,000
010-1101-4115838	Banners	5,262	10,000	1,460	30,000
010-1101-4116101	General Supplies / Office Supplies	252	1,000	1,000	10,000
010-1101-4116206	Operating Supplies / Uniforms	2,029	2,800	2,800	2,800
	TOTAL MAYOR & COUNCIL	3,033,018	3,647,688	3,377,597	3,968,054

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

MUNICIPAL COURT	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
Court Clerk / Exec Admin Assist	0.50	0.50	0.50	0.50
Municipal Judge	1.00	1.00	1.00	1.00
TOTAL STAFF	1.50	1.50	1.50	1.50
EXPENDITURES BY TYPE				
Personnel	59,559	66,502	66,450	70,808
Professional Services	1,588	23,700	20,000	23,700
General Services	6	600	22	600
Program Expenses	0	0	0	0
Supplies	1,229	4,000	1,000	3,000
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
MUNICIPAL COURT	62,382	94,802	87,472	98,108

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
MUNICIPAL COURT					
010-1201-4121201	Regular Salaries/Wages / Full-Time	52,538	54,787	54,000	57,743
010-1201-4121400	Judicial / Overtime	833	300	1,200	1,200
010-1201-4122100	Judicial / Group Health Insurance	0	5,334	5,300	5,342
010-1201-4122200	Judicial / Social Security	4,083	4,027	4,000	4,293
010-1201-4122301	Retirement / 401A	1,909	1,900	1,800	2,064
010-1201-4122500	Judicial / Unemployment Compensation	159	95	100	103
010-1201-4122600	Judicial / Workers Compensation	37	59	50	63
010-1201-4123109	Legal Services / Other (Translators)	1,588	7,000	4,000	7,000
010-1201-4123304	Professional Services / Software/Hardware Support	0	16,700	16,000	16,700
010-1201-4125058	Other Purchased Services / Travel & Training	6	500	0	500
010-1201-4125501	Dues, & Membership / Memberships	0	100	22	100
010-1201-4126101	General Supplies / Office	573	2,000	1,000	1,000
010-1201-4126401	Court Fees / Jury/Witness	656	2,000	0	2,000
TOTAL MUNICIPAL COURT		62,382	94,802	87,472	98,108

FOOTNOTES & COMMENTS:

**CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND**

CITY MANAGER	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
City Manager	1.00	1.00	1.00	1.00
TOTAL STAFF	1.00	1.00	1.00	1.00
EXPENDITURES BY TYPE				
Personnel	290,239	279,113	276,533	290,884
Professional Services	3,617	0	0	0
General Services	7,099	7,700	7,700	7,700
Program Expenses	0	0	0	0
Supplies	170	700	700	700
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
CITY MANAGER	301,125	287,513	284,933	299,284

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
CITY MANAGER					
010-1301-4131201	Regular Salaries/Wages / Full-Time	237,662	222,936	222,936	233,756
010-1301-4132100	Administration / Group Health Insurance	25,471	28,000	25,500	27,989
010-1301-4132200	Administration / Social Security	12,574	11,469	11,469	11,617
010-1301-4132301	Retirement / 401A	12,187	12,566	12,500	13,178
010-1301-4132500	Administration / Unemployment Compensation	745	628	628	659
010-1301-4132600	Administration / Workers Compensation	1,600	3,514	3,500	3,685
010-1301-4133317	Professional Services / Public Relations	3,491	0	0	0
010-1301-4133319	Professional Services / Other (Consultants)	126	0	0	0
010-1301-4135058	Other Purchased Services / Travel & Training	395	1,000	1,000	1,000
010-1301-4135501	Dues, & Membership / Memberships	5,334	6,500	6,500	6,500
010-1301-4135502	Dues, & Membership / Subscriptions	1,370	200	200	200
010-1301-4136101	General Supplies / Office	50	300	300	300
010-1301-4136206	Operating Supplies / Uniforms	120	400	400	400
TOTAL CITY MANAGER		301,125	287,513	284,933	299,284

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

CITY CLERK	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
City Clerk/Admin. Services Director	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Administrative Assistant	1.00	0.00	0.00	0.00
Human Resource Generalist	1.00	1.00	1.00	1.00
Information Specialist	0.00	1.00	1.00	1.00
TOTAL STAFF	4.00	4.00	4.00	4.00
EXPENDITURES BY TYPE				
Personnel	531,545	581,320	526,650	586,261
Professional Services	58,623	45,000	97,000	95,000
General Services	381,890	411,000	502,500	595,500
Program Expenses	0	0	0	0
Supplies	9,360	9,100	9,100	21,600
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
CITY CLERK	981,418	1,046,420	1,135,250	1,298,361

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
CITY CLERK					
010-1302-4131201	Regular Salaries/Wages / Full-Time	415,003	437,255	413,000	458,336
010-1302-4131400	Administration / Overtime	482	500	500	500
010-1302-4132100	Administration / Group Health Insurance	63,057	88,029	62,000	70,249
010-1302-4132200	Administration / Social Security	28,792	29,090	27,000	29,643
010-1302-4132301	Retirement / 401A	22,726	24,744	22,500	25,761
010-1302-4132500	Administration / Unemployment Compensation	1,208	1,237	1,200	1,288
010-1302-4132600	Administration / Workers Compensation	277	465	450	484
010-1302-4133301	Temporary Employees	14,816	0	17,000	15,000
010-1302-4133319	Professional Services / Other (Consultants)	43,807	45,000	5,000	5,000
New Account	New Hire Recruitment / On-Boarding	0	0	75,000	75,000
New Account	Employee Wellness	0	0	40,000	50,000
010-1302-4133400	Administration / Elections Expense	170	3,000	0	3,000
010-1302-4134506	Repairs & Maintenance / Equipment Maintenance	2,644	4,000	4,000	4,000
010-1302-4135058	Other Purchased Services / Travel & Training	31,367	35,000	20,000	20,000
010-1302-4135101	Property & Casualty	281,559	310,000	320,000	400,000
010-1302-4135302	Communications / Postage	6,476	7,000	10,000	10,000
010-1302-4135402	Advertising / Classifieds	30,304	30,000	70,000	70,000
010-1302-4135501	Dues, & Membership / Memberships	1,787	2,000	3,500	3,500
010-1302-4135502	Dues, & Membership / Subscriptions	21,420	6,000	20,000	20,000
010-1302-4135901	Other Purchased Services / Records Preservation	3,285	4,000	5,000	5,000
010-1302-4135902	Other Purchased Services / Codification	1,852	7,500	7,500	7,500
010-1302-4135903	Other Purchased Services / Filing Fees	1,026	2,500	2,500	2,500
010-1302-4136101	General Supplies / Office	8,061	7,500	7,500	20,000
010-1302-4136206	Operating Supplies / Uniforms	1,299	1,600	1,600	1,600
TOTAL CITY CLERK		981,418	1,046,420	1,135,250	1,298,361

FOOTNOTES & COMMENTS:

**CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND**

INFORMATION TECHNOLOGY	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
Information Technology Manager	1.00	1.00	1.00	1.00
IT Systems Analyst	1.00	1.00	1.00	1.00
TOTAL STAFF	2.00	2.00	2.00	2.00
EXPENDITURES BY TYPE				
Personnel	325,731	321,856	319,220	341,366
Professional Services	4,541	5,000	5,000	5,000
General Services	162,819	181,600	177,800	191,600
Program Expenses	0	0	0	0
Supplies	44,384	46,800	66,883	66,800
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
INFORMATION TECHNOLOGY	537,475	555,256	568,903	604,766

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
INFORMATION TECHNOLOGY					
010-1303-4131201	Regular Salaries/Wages / Full-Time	242,874	234,045	234,000	252,374
010-1303-4132100	Administration / Group Health Insurance	50,108	53,542	52,000	54,357
010-1303-4132200	Administration / Social Security	18,145	16,775	16,770	18,097
010-1303-4132301	Retirement / 401A	12,242	13,157	13,000	14,194
010-1303-4132500	Administration / Unemployment Compensation	703	658	650	710
010-1303-4132600	Administration / Workers Compensation	1,659	3,679	2,800	1,634
010-1303-4133304	Professional Services / Software/Hardware Support	0	5,000	5,000	5,000
010-1303-4133319	Professional Services / Other (Consultants)	4,541	0	0	0
010-1303-4134506	Repairs & Maintenance / Equipment Maintenance	22,547	30,000	28,996	30,000
010-1303-4134701	Vehicle Maintenance	0	2,100		2,100
010-1303-4135058	Other Purchased Services / Travel & Training	5,030	7,500	6,600	7,500
010-1303-4135301	Communications / Telephone	130,199	135,000	138,943	145,000
010-1303-4135502	Dues, & Membership / Subscriptions	5,043	7,000	3,261	7,000
010-1303-4136101	General Supplies / Office	161	1,000	1,000	1,000
010-1303-4136103	General Supplies / Software	18,396	15,000	35,000	35,000
010-1303-4136110	General Supplies / Small Equipment	25,225	30,000	30,283	30,000
010-1303-4136206	Operating Supplies / Uniforms	602	800	600	800
TOTAL INFORMATION TECHNOLOGY		537,475	555,256	568,903	604,766

FOOTNOTES & COMMENTS:

**CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND**

FINANCE	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
Finance Director	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00
TOTAL STAFF	2.00	2.00	2.00	2.00
EXPENDITURES BY TYPE				
Personnel	368,199	365,279	362,630	394,113
Professional Services	80,696	85,500	83,185	87,000
General Services	1,002	2,250	2,250	2,250
Program Expenses	0	0	0	0
Supplies	1,679	2,000	2,000	2,000
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
FINANCE	451,576	455,029	450,065	485,363

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
FINANCE					
010-1501-4151201	Regular Salaries/Wages / Full-Time	291,994	288,718	286,830	309,890
010-1501-4152100	Financial Administration / Group Health Insurance	41,157	41,366	41,000	47,025
010-1501-4152200	Financial Administration / Social Security	18,440	17,722	17,700	18,435
010-1501-4152301	Retirement / 401A	15,545	16,349	16,000	17,555
010-1501-4152500	Financial Administration / Unemployment Compensation	846	817	800	878
010-1501-4152600	Financial Administration / Workers Compensation	217	307	300	330
010-1501-4153200	Financial Administration / Accounting And Auditing	51,868	56,000	54,000	56,000
010-1501-4153304	Professional Services / Software/Hardware Support	23,178	24,500	24,685	26,000
010-1501-4153319	Professional Services / Other (Consultants)	5,650	5,000	4,500	5,000
010-1501-4155058	Other Purchased Services / Travel & Training	20	250	250	250
010-1501-4155501	Dues, & Membership / Memberships	933	1,000	1,000	1,000
010-1501-4155502	Dues, & Membership / Subscriptions	49	0	0	0
010-1501-4155805	Program Expenses / Training	0	1,000	1,000	1,000
010-1501-4156101	General Supplies / Office	1,118	1,200	1,200	1,200
010-1501-4156110	General Supplies / Small Equipment	105	0	0	0
010-1501-4156206	Operating Supplies / Uniforms	398	800	800	800
010-1501-4156303	Office Expenses / Bank Chgs/Int/Penalties	58	0	0	0
TOTAL FINANCE		451,576	455,029	450,065	485,363

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

PLANNING & ZONING	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
Community Planning & Development Director	1.00	1.00	1.00	1.00
Development Services Coordinator	1.00	1.00	1.00	1.00
TOTAL STAFF	2.00	2.00	2.00	2.00
EXPENDITURES BY TYPE				
Personnel	281,544	302,789	298,700	327,877
Professional Services	455,462	280,000	301,000	365,000
General Services	6,350	8,400	7,950	11,010
Program Expenses	0	0	0	0
Supplies	3,512	9,800	9,300	9,300
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
PLANNING & ZONING	746,868	600,989	616,950	713,187

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
PLANNING & COMMUNITY DEVELOPMENT					
010-1901-4191201	Regular Salaries/Wages / Full-Time	229,629	241,627	240,050	264,473
010-1901-4192100	Planning & Zoning / Group Health Insurance	20,843	25,554	24,000	24,140
010-1901-4192200	Planning & Zoning / Social Security	16,196	17,430	17,200	19,220
010-1901-4192301	Retirement / 401A	12,505	13,671	13,000	15,075
010-1901-4192500	Planning & Zoning / Unemployment Compensation	675	684	650	754
010-1901-4192600	Planning & Zoning / Workers Compensation	1,696	3,823	3,800	4,215
010-1901-4193304	Software/Hardware Support	13,616	30,000	1,000	10,000
010-1901-4193319	Professional Services / Other (Consultants)	197,853	150,000	200,000	255,000
010-1901-4193322	Professional Services / Services Billed Out	243,993	100,000	100,000	100,000
010-1901-4194701	Vehicle Operation & Maint / Vehicle Maintenance	1,644	1,000	500	1,000
010-1901-4194703	Vehicle Operation & Maint / Gas And Oil	364	500	700	1,000
010-1901-4195058	Other Purchased Services / Travel & Training	2,693	5,000	5,000	7,000
010-1901-4195301	Communications / Telephone	0	200	50	200
010-1901-4195501	Dues, & Membership / Memberships	1,566	1,500	1,500	1,610
010-1901-4195502	Dues, & Membership / Subscriptions	83	200	200	200
010-1901-4196101	General Supplies / Office	2,025	3,000	2,500	2,500
010-1901-4196107	General Supplies / Books	362	3,500	3,500	3,500
010-1901-4196110	General Supplies / Small Equipment	527	2,500	2,500	2,500
010-1901-4196206	Operating Supplies / Uniforms	598	800	800	800
TOTAL PLANNING & COMMUNITY DEVELOPMENT		746,868	600,989	616,950	713,187

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

POLICE DEPARTMENT	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
Police Officers	16.00	19.00	19.00	19.00
Police Sergeants	4.00	4.00	4.00	4.00
Police Detectives	2.00	2.00	2.00	2.00
Police Commanders	2.00	2.00	2.00	2.00
Exec Admin Asst/ Court Clerk	1.00	1.00	1.00	1.00
Records Specialist	0.50	0.50	0.50	0.50
Records Supervisor	1.00	1.00	1.00	1.00
Communications Officer	7.00	7.00	7.00	7.00
Communications Supervisor	0.00	1.00	1.00	1.00
Police Chief	1.00	1.00	1.00	1.00
Evidence Tech	1.00	1.00	1.00	1.00
TOTAL STAFF	35.50	39.50	39.50	39.50
EXPENDITURES BY TYPE				
Personnel	4,209,835	5,035,813	4,509,300	5,241,041
Professional Services	63,495	74,000	68,500	84,000
General Services	167,434	180,250	197,250	181,500
Program Expenses	0	0	0	0
Supplies	249,862	247,660	232,351	247,160
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
POLICE DEPARTMENT	4,690,626	5,537,723	5,007,401	5,753,701

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
POLICE DEPARTMENT - LAW ENFORCEMENT					
010-2101-4211201	Regular Salaries/Wages / Full-Time	2,741,008	3,152,850	2,860,000	3,315,567
010-2101-4211400	Police / Overtime	80,168	81,460	100,000	80,000
010-2101-4212100	Police / Group Health Insurance	437,167	587,945	500,000	541,902
010-2101-4212200	Police / Social Security	209,675	223,293	215,000	233,723
010-2101-4212301	Retirement / 401A	148,165	177,992	150,000	187,442
010-2101-4212500	Police / Unemployment Compensation	8,242	8,900	8,500	9,372
010-2101-4212600	Police / Workers Compensation	37,542	80,290	76,000	81,477
010-2101-4213304	Professional Services / Software/Hardware Support	52,234	60,000	60,000	70,000
010-2101-4213317	Professional Services / Public Relations	246	1,000	500	1,000
010-2101-4213322	Professional Services / Professional Services	168	0	0	0
010-2101-4213323	Professional Services / Investigations/Major	10,847	13,000	8,000	13,000
010-2101-4214506	Repairs & Maintenance / Equipment Maintenance	0	0	10,000	0
010-2101-4214701	Vehicle Operation & Maint / Vehicle Maintenance	26,282	28,000	28,000	28,000
010-2101-4214703	Vehicle Operation & Maint / Gas And Oil	25,501	28,000	28,000	28,000
010-2101-4215058	Other Purchased Services / Travel & Training	18,367	28,000	38,000	28,000
010-2101-4215301	Communications / Telephone	6,679	11,250	11,750	12,500
010-2101-4215501	Dues, & Membership / Memberships	2,237	2,000	1,500	2,000
010-2101-4215502	Dues, & Membership / Subscriptions	1,100	1,000	500	1,000
010-2101-4216101	General Supplies / Office	19,714	18,000	17,000	18,000
010-2101-4216102	General Supplies / Stationary/Forms	675	2,000	1,000	2,000
010-2101-4216103	General Supplies / Software	768	0	191	
010-2101-4216105	General Supplies / Victim Service Supplies	15,000	20,000	20,000	20,000
010-2101-4216107	General Supplies / Books	2,022	3,000	3,000	3,000
010-2101-4216110	General Supplies / Small Equipment	163,963	128,700	118,700	128,000
010-2102-4215829	Program Expenses / Firing Range Program	18,459	19,000	18,000	19,000
010-2102-4216206	Operating Supplies / Uniforms	20,332	25,760	28,760	25,760
010-2102-4216207	Operating Supplies / Body Armor	6,645	28,000	23,000	28,000
TOTAL POLICE DEPARTMENT - LAW ENFORCEMENT		4,053,206	4,729,440	4,325,401	4,876,743

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
POLICE DEPARTMENT - DISPATCH					
010-2105-4211201	Regular Salaries/Wages / Full-Time	413,025	525,079	430,000	555,312
010-2105-4211400	Police / Overtime	17,543	10,000	30,000	10,000
010-2105-4212100	Police / Group Health Insurance	61,231	117,480	80,000	151,892
010-2105-4212200	Police / Social Security	32,692	38,365	34,000	40,448
010-2105-4212301	Retirement / 401A	21,832	30,090	24,000	31,724
010-2105-4212500	Police / Unemployment Compensation	1,261	1,505	1,300	1,586
010-2105-4212600	Police / Workers Compensation	284	564	500	596
010-2105-4214506	Repairs & Maintenance / Equipment Maintenance	82,011	75,000	72,500	75,000
010-2105-4215501	Dues, & Membership / Memberships	589	1,000	1,000	1,000
010-2105-4215502	Dues, & Membership / Subscriptions	10	0	0	0
010-2105-4215805	Program Expenses / Training	4,658	6,000	6,000	6,000
010-2105-4216110	General Supplies / Small Equipment	200	0	0	200
010-2105-4216206	Operating Supplies / Uniforms	2,084	3,200	2,700	3,200
TOTAL POLICE DEPARTMENT - DISPATCH		637,420	808,283	682,000	876,958

FOOTNOTES & COMMENTS:

**CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND**

FIRE DEPARTMENT	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
Fire Fighter	6.00	9.00	9.00	9.00
Fire Engineer	6.00	6.00	6.00	6.00
Fire Lieutenant	3.00	3.00	3.00	3.00
Fire Captain	3.00	3.00	3.00	3.00
Fire Chief	1.00	1.00	1.00	1.00
Fire Marshall/ Inspector	0.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
TOTAL STAFF	20.00	24.00	24.00	24.00
EXPENDITURES BY TYPE				
Personnel	2,806,653	3,148,771	3,048,800	3,399,736
Professional Services	16,909	56,000	24,500	123,000
General Services	60,708	89,100	92,350	100,900
Program Expenses	0	0	0	0
Supplies	56,535	101,100	105,700	102,700
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
FIRE DEPARTMENT	2,940,805	3,394,971	3,271,350	3,726,336

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
FIRE DEPARTMENT					
010-2201-4221201	Regular Salaries/Wages / Full-Time	2,087,826	2,222,528	2,200,000	2,450,660
010-2201-4221400	Fire / Overtime	78,189	100,000	90,000	100,000
010-2201-4222100	Fire / Group Health Insurance	406,054	513,060	470,000	497,378
010-2201-4222200	Fire / Social Security	35,545	43,892	38,000	40,118
010-2201-4222301	Retirement / 401A	4,109	10,971	4,200	4,707
010-2201-4222302	Retirement / Fppa	153,510	181,322	180,000	223,520
010-2201-4222500	Fire / Unemployment Compensation	6,310	6,736	6,600	7,294
010-2201-4222600	Fire / Workers Compensation	35,110	70,262	60,000	76,059
010-2201-4223319	Professional Services / Other (Consultants)	16,909	19,000	21,500	23,000
010-2201-4223320	Wildfire Mitigation Services	0	37,000	3,000	100,000
010-2201-4224506	Repairs & Maintenance / Station Equipment Mainten	687	7,500	7,500	5,000
010-2201-4224601	Buildings / Station Maintenance	880	0	0	0
010-2201-4224603	Buildings / Station Supplies	2,955	3,500	3,500	4,000
010-2201-4224606	Buildings / Fire Station Equipment	5,727	4,000	5,500	5,000
010-2201-4224701	Vehicle Operation & Maint / Truck Maintenance	14,103	10,000	17,000	17,000
010-2201-4224703	Vehicle Operation & Maint / Truck Gas/Oil	8,635	10,000	10,000	10,000
010-2201-4225058	Other Purchased Services / Travel & Training	9,635	25,000	20,000	25,000
010-2201-4225059	Other Purchased Services	589	1,000	500	1,000
010-2201-4225060	Health & Fitness Program	11,246	21,200	21,000	26,000
010-2201-4225301	Communications / Telephone	3,120	3,400	3,700	3,900
010-2201-4225501	Dues, & Membership / Memberships	3,131	3,500	3,650	4,000
010-2201-4225810	Program Expenses / Fire Prevention Week	95	1,000	1,000	2,000
010-2201-4226101	General Supplies / Office	1,448	2,000	3,000	6,200
010-2201-4226107	General Supplies / Books	1,184	1,000	500	500
010-2201-4226206	Operating Supplies / Uniforms	7,083	16,000	20,000	15,000
010-2201-4226215	Operating Supplies / Medical Supplies	7,724	10,000	10,000	12,500
010-2201-4226216	Operating Supplies / Safety Gear	118	1,000	1,000	2,000
010-2201-4226217	Operating Supplies / Hazmat Materials	1,999	1,000	1,000	1,000
010-2201-4226219	Operating Supplies / Personal Protective Equipment	11,399	38,000	35,000	22,000
010-2201-4226221	Operating Supplies / Other Fire Supplies	7,392	10,000	10,000	10,000
010-2201-4226223	Emergency Management	95	500	100	500
010-2201-4226224	Operating Supplies / Hoses And Nozzles	2,992	5,000	5,000	5,000
010-2201-4226226	Wildland Supplies	3,755	5,000	8,500	6,000
010-2201-4226227	Technical Rescue Supplies & Equipment	8,042	5,000	5,000	7,500
010-2201-4227405	Machinery And Equipment / Radios/Radio Equipment	3,209	5,600	5,600	12,500
	TOTAL FIRE DEPARTMENT	2,940,805	3,394,971	3,271,350	3,726,336

FOOTNOTES & COMMENTS:

**CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND**

PUBLIC WORKS DEPARTMENT	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
Executive Administrative Assistant	1.00	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00	1.00
GIS Analyst / Engineer Associate	1.00	1.00	1.00	1.00
Junior Engineer	0.00	1.00	0.00	1.00
Street Maintenance Worker	5.00	6.00	6.00	6.00
Street Supervisor	1.00	1.00	1.00	1.00
Fleet Support Technician	1.00	1.00	1.00	1.00
Fleet Purchasing & Inventory Assistant	1.00	1.00	1.00	1.00
Fleet Technician	2.00	3.00	2.00	3.00
Fleet Supervisor	1.00	1.00	1.00	1.00
Facilities Maintenance Technician	2.00	3.00	2.00	3.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Maintenance Services Manager	1.00	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	1.00
TOTAL STAFF	19.00	23.00	20.00	23.00
EXPENDITURES BY TYPE				
Personnel	2,190,712	2,764,196	2,296,185	2,813,836
Professional Services	41,550	75,300	72,300	76,300
General Services	654,574	809,100	856,600	936,250
Program Expenses	0	0	0	0
Supplies	102,404	170,300	157,500	225,000
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
PUBLIC WORKS DEPARTMENT	2,989,240	3,818,896	3,382,585	4,051,386

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
PUBLIC WORKS - ADMINISTRATION					
010-3101-4311201	Regular Salaries/Wages / Full-Time	683,889	769,245	700,000	813,016
010-3101-4311400	Public Works / Overtime	0	0	200	0
010-3101-4312100	Public Works / Group Health Insurance	58,009	94,446	65,000	93,707
010-3101-4312200	Public Works / Social Security	47,274	52,390	50,000	55,155
010-3101-4312301	Retirement / 401A	36,171	43,709	38,000	46,218
010-3101-4312500	Public Works / Unemployment Compensation	2,005	2,185	1,400	2,311
010-3101-4312600	Public Works / Workers Compensation	4,245	11,104	10,000	11,700
010-3101-4313304	Professional Services / Software/Hardware Support	1,500	10,000	10,000	10,000
010-3101-4313308	Professional Services / Engineering	1,990	5,000	2,000	5,000
010-3101-4313315	Professional Services / Signal Maint & Repair	33,988	55,000	55,000	55,000
010-3101-4313320	Professional Services / Environmental	121	300	300	300
010-3101-4314101	Utilities / Gas & Electric	327,726	350,000	400,000	425,000
010-3101-4314102	Utilities / Sewer	16,684	20,000	20,000	20,000
010-3101-4314103	Utilities / Trash Removal	39,667	50,000	50,000	60,000
010-3101-4314506	Repairs & Maintenance / Equipment Maintenance	0	500	0	500
010-3101-4315058	Other Purchased Services / Travel & Training	68	4,000	0	2,000
010-3101-4315200	Public Works / Printing And Binding	754	1,600	2,100	3,000
010-3101-4315403	Advertising / Publications	0	1,000	0	0
010-3101-4315501	Dues, & Membership / Memberships	2,051	3,000	3,000	3,000
010-3101-4315502	Dues, & Membership / Subscriptions	196	1,000	1,000	1,000
010-3101-4316101	General Supplies / Office	6,114	10,000	4,500	10,000
010-3101-4316107	General Supplies / Books	74	1,000	1,000	1,000
010-3101-4316206	Operating Supplies / Uniforms	9,352	18,800	20,000	25,000
010-3101-4317403	Machinery And Equipment / Furniture And Fixtures	73	25,000	25,000	50,000
	TOTAL PUBLIC WORKS - ADMINISTRATION	1,271,951	1,529,279	1,458,500	1,692,907

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
PUBLIC WORKS - STREETS					
010-3102-4311201	Regular Salaries/Wages / Full-Time	370,819	482,097	400,000	489,173
010-3102-4311400	Public Works / Overtime	1,658	20,950	2,000	5,000
010-3102-4312100	Public Works / Group Health Insurance	72,248	137,032	75,000	100,172
010-3102-4312200	Public Works / Social Security	28,017	34,501	30,200	35,320
010-3102-4312301	Retirement / 401A	19,608	25,465	21,500	26,057
010-3102-4312500	Public Works / Unemployment Compensation	1,082	1,353	1,100	1,385
010-3102-4312600	Public Works / Workers Compensation	7,849	16,085	14,000	16,624
010-3102-4314202	Snow Plowing Equipment	12,461	12,000	12,000	18,000
010-3102-4314304	Rental And Leases / Equipment & Tools	0	5,000	1,000	5,000
010-3102-4314402	Rentals / Equipment Rental	1,582	5,000	2,500	5,000
010-3102-4314511	Repairs & Maintenance / Streets	10,622	30,000	12,000	15,000
010-3102-4314513	Repairs & Maintenance / Stairs	0	1,000	2,000	1,000
010-3102-4314515	Repairs & Maintenance / Sweeping	702	8,000	1,500	8,000
010-3102-4314516	Repairs & Maintenance / Striping	345	40,000	27,000	40,000
010-3102-4314517	Repairs & Maintenance / Storm Drainage	68,082	25,000	25,000	25,000
010-3102-4314520	Repairs & Maintenance / Stroehle Square	0	2,000	500	8,000
010-3102-4314701	Vehicle Operation & Maint / Parts & Accessories	36,533	45,000	38,000	45,000
010-3102-4314703	Vehicle Operation & Maint / Gas And Oil	27,999	45,000	35,000	45,000
010-3102-4314710	Vehicle Operation & Maint / Shop Supplies	5,723	9,000	9,000	12,000
010-3102-4315058	Other Purchased Services / Travel & Training	2,196	8,000	15,000	15,000
010-3102-4315832	Weed Management	902	3,000	3,500	5,000
010-3102-4316201	Operating Supplies / Small Tools	1,106	5,000	2,500	5,000
010-3102-4316229	Operating Supplies / Sand	34,273	40,000	40,000	45,000
010-3102-4316230	Operating Supplies / Base	0	5,000	2,000	2,000
010-3102-4316232	Operating Supplies / Signs	8,277	15,000	15,000	18,000
010-3102-4316243	Operating Supplies / Paving Materials	794	12,000	5,000	12,000
010-3102-4316250	Operating Supplies / Landscaping	11,255	15,000	12,000	15,000
010-3102-4317420	Machinery And Equipment / Equipment	769	5,000	19,000	25,000
TOTAL PUBLIC WORKS - STREETS		724,902	1,052,483	823,300	1,042,731

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
PUBLIC WORKS - FLEET					
010-3103-4311201	Regular Salaries/Wages / Full-Time	360,458	418,826	366,350	461,680
010-3103-4311400	Public Works / Overtime	122	11,950	0	2,000
010-3103-4312100	Public Works / Group Health Insurance	97,451	126,242	105,000	120,316
010-3103-4312200	Public Works / Social Security	26,999	30,715	27,600	33,885
010-3103-4312301	Retirement / 401A	19,369	24,090	20,220	26,576
010-3103-4312500	Public Works / Unemployment Compensation	1,037	1,205	950	1,329
010-3103-4312600	Public Works / Workers Compensation	4,098	8,297	6,500	9,243
010-3103-4313304	Software/Hardware Support	3,951	5,000	5,000	6,000
010-3103-4313316	Wash Bay Maintenance	9,106	6,000	10,000	10,000
010-3103-4314507	Repairs & Maintenance / Maintain Fuel System	980	3,000	3,000	25,000
010-3103-4314508	Repairs & Maintenance / Maintain Tools	5,504	6,000	6,000	6,000
010-3103-4314701	Vehicle Operation & Maint / Parts & Accessories	1,526	3,000	3,000	3,000
010-3103-4314709	Vehicle Operation & Maint / Mechanic Shop Supplies	5,340	5,000	5,500	6,000
010-3103-4314712	Vehicle Operation & Maint / Gilpin Ambulance Repai	10,977	20,000	20,000	0
010-3103-4315058	Other Purchased Services / Travel & Training	281	3,000	1,500	3,500
010-3103-4316101	General Supplies / Office	4,462	2,500	2,500	3,000
010-3103-4316110	General Supplies / Small Tools & Equipment	24,292	6,000	4,000	6,000
	TOTAL PUBLIC WORKS - FLEET	575,953	680,825	587,120	723,529

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
PUBLIC WORKS - FACILITIES					
010-3104-4311201	Regular Salaries/Wages / Full-Time	248,378	298,855	250,000	322,036
010-3104-4311400	Public Works / Overtime	894	11,950	500	2,000
010-3104-4312100	Public Works / Group Health Insurance	61,644	93,391	70,000	87,019
010-3104-4312200	Public Works / Social Security	18,802	21,692	19,000	23,406
010-3104-4312301	Retirement / 401A	13,294	17,014	13,665	18,358
010-3104-4312500	Public Works / Unemployment Compensation	725	851	500	918
010-3104-4312600	Public Works / Workers Compensation	4,567	8,556	7,500	9,232
010-3104-4314201	Cleaning Services / Custodial	34,745	40,000	35,000	40,000
010-3104-4314503	Repairs & Maintenance / Tools	271	5,000	1,000	5,000
010-3104-4314608	Sand/Salt Storage Shed	0	2,000	1,000	3,000
010-3104-4314609	Crooks Palace	3,307	5,000	25,000	15,000
010-3104-4314611	Buildings / Fire Department Bldg	7,028	5,000	8,000	10,000
010-3104-4314616	Buildings / Mechanics Shop	5,790	8,000	10,000	10,000
010-3104-4314617	Buildings / Street Shop/Dory Hill Plt	0	1,000	1,000	1,000
010-3104-4314618	Buildings / PW Facility	5,583	8,000	10,000	10,000
010-3104-4314619	Buildings / Post Office	66	1,000	3,500	3,500
010-3104-4314620	Buildings / Commercial Bldg	5,694	10,000	40,000	10,000
010-3104-4314621	Emergency Operations Center	887	5,000	3,000	5,000
010-3104-4314622	St Charles Parking Structure	77	1,000	7,000	5,000
010-3104-4314701	Vehicle Operation & Maint / Parts & Accessories	3,119	3,000	3,000	3,750
010-3104-4314710	Shop Supplies	1,388	4,000	3,000	3,000
010-3104-4315058	Other Purchased Services / Travel & Training	0	3,000	0	3,000
010-3104-4316201	Operating Supplies / Small Tools	175	3,000	2,000	2,000
TOTAL PUBLIC WORKS - FACILITIES		416,434	556,309	513,665	592,219

FOOTNOTES & COMMENTS

CITY OF BLACK HAWK
2023 BUDGET
GENERAL FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
INTERGOVERNMENTAL TRANSFERS					
010-9500-4919504	Transfers Out / Water Fund	5,000,000	0	0	0
010-9500-4919505	Transfers Out / Debt Service Fund	2,658,000	3,053,000	3,053,000	3,335,000
010-9500-4919507	Transfers Out / Capital Projects-General	9,000,000	0	0	8,000,000
010-9500-4919508	Transfers Out / Preservation/Restor. Fund	7,500,000	0	0	0
TOTAL INTERGOVERNMENTAL TRANSFERS		24,158,000	3,053,000	3,053,000	11,335,000

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
IMPACT FEES FUND SUMMARY

	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
BEGINNING FUND BALANCE	9,874	9,881	9,881	9,891
REVENUES	7	10	10	10
EXPENDITURES	0	0	0	0
NET INCREASE (DECREASE)	7	10	10	10
ENDING FUND BALANCE	9,881	9,891	9,891	9,901

**CITY OF BLACK HAWK
2023 BUDGET
IMPACT FEE FUND**

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
IMPACT FEE FUND REVENUE					
201-0000-3420100	Impact Fees / Parking	0	0	0	0
201-0000-3420200	Impact Fees / Police	0	0	0	0
201-0000-3420300	Impact Fees / Fire	0	0	0	0
201-0000-3610100	Revenue / Int Income On Investments	7	10	10	10
TOTAL IMPACT FEE FUND REVENUE		7	10	10	10

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
IMPACT FEE FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
IMPACT FEE					
201-0000-5017702	Reimbursement / Parking Impact Fee	0	0	0	0
	TOTAL IMPACT FEE	0	0	0	0

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
PRESERVATION & RESTORATION FUND SUMMARY

	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
BEGINNING FUND BALANCE	4,744,396	11,713,741	11,713,741	10,917,011
REVENUES	11,141,869	3,822,500	4,332,270	4,116,257
EXPENDITURES	4,172,524	11,421,000	5,129,000	12,505,000
NET INCREASE (DECREASE)	6,969,345	(7,598,500)	(796,730)	(8,388,744)
ENDING FUND BALANCE	11,713,741	4,115,241	10,917,011	2,528,268

CITY OF BLACK HAWK
2023 BUDGET
PRESERVATION & RESTORATION FUND

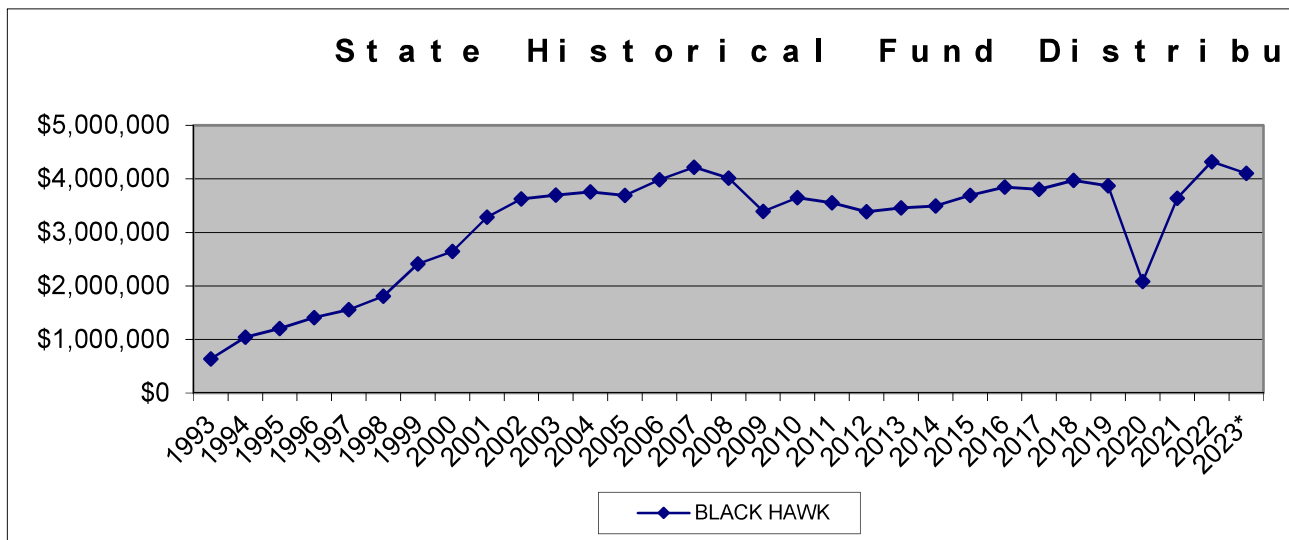
Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
PRESERVATION & RESTORATION FUND REVENUE					
203-0000-3350800	State Shared Revenues / Preservation	3,638,322	3,820,000	4,320,270	4,104,257
203-0000-3610100	Revenue / Int Income On Investments	2,807	2,500	12,000	12,000
203-0000-3610900	Other	590	0	0	0
203-0000-3611000	Sale Of Plots	150	0	0	0
203-0000-3950100	Transfer In / General Fund	7,500,000	0	0	0
TOTAL PRESERVATION & RESTORATION FUND REVENUE		11,141,869	3,822,500	4,332,270	4,116,257

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK COLORADO HISTORICAL SOCIETY FUND 1993- 2

BLACK HAWK

1993	\$637,507
1994	\$1,042,936
1995	\$1,206,974
1996	\$1,410,627
1997	\$1,561,487
1998	\$1,806,833
1999	\$2,412,851
2000	\$2,646,328
2001	\$3,287,985
2002	\$3,624,789
2003	\$3,695,913
2004	\$3,757,658
2005	\$3,689,180
2006	\$3,981,695
2007	\$4,216,831
2008	\$4,016,425
2009	\$3,391,731
2010	\$3,649,036
2011	\$3,557,150
2012	\$3,387,232
2013	\$3,457,536
2014	\$3,496,881
2015	\$3,691,877
2016	\$3,844,192
2017	\$3,803,758
2018	\$3,970,589
2019	\$3,873,403
2020	\$2,081,518
2021	\$3,638,322
2022	\$4,320,270
2023	\$4,104,257



*Budgeted

CITY OF BLACK HAWK
2023 BUDGET
PRESERVATION & RESTORATION FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
PRESERVATION & RESTORATION					
203-0000-5025800	Preservation / Program Expenses	12,458	50,000	50,000	138,000
203-0000-5025801	Dory Hill Cemetery	0	5,000	2,000	105,000
203-0000-5025812	Bobtail Mine Improvements	0	500,000	0	1,500,000
203-0000-5025813	Gregory Street Grand Staircase	0	800,000	800,000	0
203-0000-5025814	Gregory Street Plaza	3,469,924	75,000	120,000	25,000
203-0000-5025815	Bobtail Mine Retaining Wall	0	500,000	100,000	0
203-0000-5025816	Hidden Treasure Trailhead	10,190	25,000	18,000	10,000
203-0000-5025817	Program Expenses / Maryland Mountain Improvements	25,676	250,000	75,000	500,000
203-0000-5025819	Program Expenses / Fire Equip Restoration	338	50,000	2,000	50,000
203-0000-5025821	Program Expenses / Street Lights	7,420	35,000	18,000	50,000
203-0000-5025831	Program Expenses / 201 Chase St.	47,387	10,000	1,000	1,000
203-0000-5025834	Program Expenses / 410 Gregory St. - Lace House	6,046	250,000	17,000	250,000
203-0000-5025838	Program Expenses / Chase St. Reconstruct Design	0	200,000	0	200,000
203-0000-5025839	Program Expenses / Dump Clean-Up with CDPHE	0	150,000	0	150,000
203-0000-5025840	Program Expenses / Police Building	36,111	50,000	40,000	1,500,000
203-0000-5025841	Program Expenses / City Hall Annex	1,780	5,000	8,000	8,000
203-0000-5025842	Program Expenses / City Hall Building	371	100,000	90,000	2,000
203-0000-5025843	Program Expenses / Mountain City/Gregory Point	12,879	1,000,000	50,000	1,500,000
203-0000-5025846	Program Expenses/221 Gregory - Lucky star	0	4,000,000	3,500,000	50,000
203-0000-5025848	Program Expenses / 271 Gregory St Rehab	40,694	3,000,000	15,000	3,500,000
203-0000-5025851	Program Expenses / Crooks Palace Rehab	1,815	150,000	100,000	600,000
203-0000-5025864	Program Expenses / Historic Artifacts	0	100,000	0	100,000
203-0000-5025867	Program Expenses / Committee Mtg/Training	5,997	6,000	3,000	6,000
203-0000-5027102	Land / Land Purchase	383,438	0	10,000	0
203-0000-5029501	Transfers/Admin Overhead Allocation	110,000	110,000	110,000	110,000
New Account	Bates Hill / Briggs Lot Trails	0	0	0	1,500,000
New Account	Gregory Hill Trails	0	0	0	500,000
New Account	Miners Rd Roundabout Historic Monument	0	0	0	150,000
New Account	Horn Street Stair Replacement	0	0	0	0
TOTAL PRESERVATION & RESTORATION		4,172,524	11,421,000	5,129,000	12,505,000

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
TRANSPORTATION DEVICE FEE TRUST FUND SUMMARY

	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
BEGINNING FUND BALANCE	315,717	513,535	513,535	570,217
REVENUES	980,992	1,246,282	736,682	655,456
EXPENDITURES	783,174	1,435,600	680,000	1,097,820
NET INCREASE (DECREASE)	197,818	(189,318)	56,682	(442,364)
ENDING FUND BALANCE	513,535	324,217	570,217	127,853
RESERVED FOR CAPITAL REPLACEMENT	(187,500)	(187,500)	(187,500)	(120,000)
UNASSIGNED FUND BALANCE	326,035	136,717	382,717	7,853

CITY OF BLACK HAWK
2023 BUDGET
TRANSPORTATION DEVICE FEE FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
TRANSPORTATION DEVICE FEE FUND REVENUE					
204-0000-3180100	Other Taxes / Device Fees	286,665	300,000	330,000	30,000
204-0000-3610100	Revenue / Int Income On Investments	205	200	1,000	1,000
204-0000-3610400	Grants	694,122	716,400	176,000	379,456
204-0000-3610800	Central City	0	229,682	229,682	245,000
	TOTAL TRANSPORTATION DEVICE FEE FUND REVENUE	980,992	1,246,282	736,682	655,456

FOOTNOTES & COMMENTS:

**CITY OF BLACK HAWK
2023 BUDGET
TRANSPORTATION DEVICE FEE FUND**

[illegible]

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2022 BUDGET
TRANSPORTATION DEVICE FEE FUND
FUND RECONCILIATION

	PER BUDGET	BLACK HAWK	CENTRAL CITY	TOTAL
Beginning Fund Balance 12-31-15	52,233	52,233	0	52,233
Black Hawk Contributions-2016	354,200	349,194	0	349,194
Central City Contributions-2016	266,600	0	266,600	266,600
Total Revenues-2016	620,800	349,194	266,600	615,794
IGA Eligible Expenses-2016 (1)	616,000	295,632	223,021	518,653
BH Bus Stops-2016 (2)	30,000	5,807	0	5,807
Transfer to General Fund-2016 (3)	0	0	0	0
Total Expenses-2016	646,000	301,439	223,021	524,460
Ending Fund Balance 12-31-16	27,033	99,988	43,579	143,567
Less Capital Replacement Reserve 12-31-16	(37,500)	(21,375)	(16,125)	(37,500)
Unrestricted Fund Balance 12-31-16	106,067	78,613	27,454	106,067
Black Hawk Contributions-2017	371,647	371,647	0	371,647
Central City Contributions-2017	266,600	0	266,600	266,600
Interest Income-2017	1,370	781	589	1,370
Total Revenues-2017	639,617	372,428	267,189	639,617
IGA Eligible Expenses-2017 (1)	579,288	330,194	249,094	579,288
BH Bus Stops-2017 (2)	6,854	6,854	0	6,854
Transfer to General Fund-2017 (3)	52,233	52,233	0	52,233
Total Expenses-2017	638,375	389,281	249,094	638,375
Ending Fund Balance 12-31-17	28,275	83,135	61,674	144,809
Less Capital Replacement Reserve 12-31-17	(75,000)	(42,750)	(32,250)	(75,000)
Unrestricted Fund Balance 12-31-17	(46,725)	40,385	29,424	69,809
Black Hawk Contributions-2018	294,298	297,079	0	297,079
Central City Contributions-2018	208,199	0	208,199	208,199
Interest Income-2018	500	453	342	795
FTA Grant Proceeds-2018	110,140	62,780	47,360	110,140
Total Revenues-2018	613,137	360,312	255,901	616,213
IGA Eligible Expenses-2018 (1)	623,318	357,798	269,917	627,715
BH Bus Stops-2018 (2)	15,000	5,828	0	5,828
Total Expenses-2018	638,318	363,626	269,917	633,543
Ending Fund Balance 12-31-18	119,628	79,821	47,658	127,479
Less Capital Replacement Reserve 12-31-18	(112,500)	(64,125)	(48,375)	(112,500)
Unrestricted Fund Balance 12-31-18	7,128	15,696	(717)	14,979
Black Hawk Contributions-2019	306,000	287,129	0	287,129
Central City Contributions-2019	236,199	0	238,179	238,179
Interest Income-2019	1,400	924	697	1,621
FTA Grant Proceeds-2019	110,140	57,011	43,008	100,019
Total Revenues-2019	653,739	345,064	281,884	626,948
IGA Eligible Expenses-2019 (1)	636,942	356,597	269,011	625,608
BH Bus Stops-2019 (2)	8,000	13,673	0	13,673
Total Expenses-2019	644,942	370,270	269,011	639,281
Ending Fund Balance 12-31-19	136,276	54,615	60,531	115,146
Less Capital Replacement Reserve 12-31-19	(150,000)	(85,500)	(64,500)	(150,000)
Unrestricted Fund Balance 12-31-19	(13,724)	(30,885)	(3,969)	(34,854)

Black Hawk Contributions-2020	337,644	190,157	0	190,157
Central City Contributions-2020	236,199	0	56,875	56,875
Interest Income-2020	1,500	379	286	665
FTA Grant Proceeds-2020	110,140	60,570	45,693	106,263
Total Revenues-2020	685,483	251,106	102,854	353,960
IGA Eligible Expenses-2020 (1)	717,892	81,783	61,696	143,479
BH Bus Stops-2020 (2)	20,000	9,910	0	9,910
Total Expenses-2020	737,892	91,693	61,696	153,389
Ending Fund Balance 12-31-2020	62,737	214,028	101,689	315,717
Less Capital Replacement Reserve 12-31-2020	(187,500)	(106,875)	(80,625)	(187,500)
Unrestricted Fund Balance 12-31-2020	(124,763)	107,153	21,064	128,217
Black Hawk Contributions-2021	290,000	286,665	0	286,665
Central City Contributions-2021	180,000	0	0	0
Interest Income-2021	1,000	117	88	205
FTA Grant Proceeds-2021	194,624	395,650	298,472	694,122
Total Revenues-2021	665,624	682,431	298,561	980,992
IGA Eligible Expenses-2021 (1)	625,500	440,486	332,296	772,782
BH Bus Stops-2021 (2)	10,000	10,392	0	10,392
Total Expenses-2021	635,500	450,878	332,296	783,174
Ending Fund Balance 12-31-2021	345,841	445,582	67,953	513,535
Less Capital Replacement Reserve 12-31-2021	(187,500)	(106,875)	(80,625)	(187,500)
Unrestricted Fund Balance 12-31-2021	158,341	338,707	(12,672)	326,035
Black Hawk Contributions-2022	300,000	330,000	0	330,000
Central City Contributions-2022	229,682	0	229,682	229,682
Interest Income-2022	200	570	430	1,000
FTA Grant Proceeds-2022	716,400	100,320	75,680	176,000
Total Revenues-2022	1,246,282	430,890	305,792	736,682
IGA Eligible Expenses-2022 (1)	1,385,600	367,650	277,350	645,000
BH Bus Stops-2022 (2)	50,000	35,000	0	35,000
Total Expenses-2022	1,435,600	402,650	277,350	680,000
Ending Fund Balance 12-31-2022	324,217	473,822	96,395	570,217
Less Capital Replacement Reserve 12-31-2022	(187,500)	(106,875)	(80,625)	(187,500)
Unrestricted Fund Balance 12-31-2022	136,717	366,947	15,770	382,717
Black Hawk Contributions-2023	30,000	30,000	0	30,000
Central City Contributions-2023	245,000	0	245,000	245,000
Interest Income-2023	1,000	570	430	1,000
FTA Grant Proceeds-2023	379,456	216,290	163,166	379,456
Total Revenues-2023	655,456	246,860	408,596	655,456
IGA Eligible Expenses-2023 (1)	1,047,820	597,257	450,563	1,047,820
BH Bus Stops-2023 (2)	50,000	50,000	0	50,000
Total Expenses-2023	1,097,820	647,257	450,563	1,097,820
Ending Fund Balance 12-31-2023	127,853	73,424	54,429	127,853
Less Capital Replacement Reserve 12-31-2023	(120,000)	(68,400)	(51,600)	(120,000)
Unrestricted Fund Balance 12-31-2023	7,853	5,024	2,829	7,853

1. Black Hawk Responsible for 57% and Central City 43% per IGA
2. Not Included in IGA (Black Hawk Only)
3. December 2015 Device Fees Collected in 2016

CITY OF BLACK HAWK
2023 BUDGET
CAPITAL PROJECTS FUND SUMMARY

	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
BEGINNING FUND BALANCE	1,882,286	8,591,463	8,591,463	3,424,463
REVENUES	10,576,239	2,500	8,000	8,005,000
EXPENDITURES	3,867,062	6,804,000	5,175,000	11,330,500
NET INCREASE (DECREASE)	6,709,177	(6,801,500)	(5,167,000)	(3,325,500)
ENDING FUND BALANCE	8,591,463	1,789,963	3,424,463	98,963

CITY OF BLACK HAWK
2023 BUDGET
CAPITAL PROJECTS FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
CAPITAL PROJECTS FUND REVENUE					
305-0000-3610100	Revenue / Int Income On Investments	1,669	2,500	8,000	5,000
305-0000-3610900	Revenue / Other	1,574,570	0	0	0
305-0000-3950100	Transfer In / General Fund	9,000,000	0	0	8,000,000
					-
TOTAL CAPITAL PROJECTS FUND REVENUE		10,576,239	2,500	8,000	8,005,000

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
CAPITAL PROJECTS FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
CAPITAL PROJECTS					
305-3101-4317102	Land / Purchase	88,863	0	300,000	0
305-3101-4317505	PW Maintenance Facility-HVAC	0	91,000	0	100,000
305-3101-4317507	Gregory Hill Parking Improvements	0	300,000	0	2,500,000
305-3101-4317513	St. Charles Parking Structure	0	150,000	15,000	100,000
305-3101-4317515	Maryland Mountain Improvements	48,908	0	0	0
305-3101-4317516	Burn Building Modifications	0	25,000	0	0
305-3101-4317524	Crooks Palace Repairs	0	35,000	30,000	0
305-3101-4317526	CDOT Lot	0	375,000	500,000	0
305-3101-4317541	Patrol Vehicles	0	180,000	280,000	150,000
305-3101-4317546	Street Overlay/Inlets/Storm Drain Project	0	250,000	0	1,790,000
305-3101-4317548	Public Works Capital Equipment	0	523,000	525,000	100,000
305-3101-4317559	Fire Dept Equipment	141,364	0	0	1,000,000
305-3101-4317562	Bobtail St. Rail & Slab	8,800	0	0	0
305-3101-4317569	High St Retaining Fence	41,248	100,000	0	100,000
305-3101-4317570	Residential Home Rehab Program	0	600,000	450,000	3,000,000
305-3101-4317571	Gregory Hill Improvements	3,526,737	3,500,000	3,000,000	40,000
305-3101-4317572	Lake Gulch Road Improvements	11,142	675,000	75,000	620,000
New Account	Monument Signs (PW, EOC, Fleet, Artisans Point)	0	0	0	250,000
New Account	Dispatch - 3 Console/Furniture/Microwave	0	0	0	635,500
New Account	Street Lights-Replace Rusted Cobra Heads	0	0	0	180,000
New Account	Portable Stage/Gregory Plaza/Point Electrical	0	0	0	200,000
New Account	Wash Bay Replacement	0	0	0	165,000
New Account	Artisian Point Detention Pond Design	0	0	0	100,000
New Account	Stroehle Heating System & Concrete Replacement	0	0	0	0
New Account	Chase Street Recreation Lot	0	0	0	100,000
New Account	119 Intersection Beautification (BH BLVD/Miners/119)	0	0	0	150,000
New Account	Country World Site-Sewer Spoils	0	0	0	50,000
	TOTAL CAPITAL PROJECTS	3,867,062	6,804,000	5,175,000	11,330,500

FOOTNOTES & COMMENTS:

**CITY OF BLACK HAWK
2023 BUDGET
DEBT SERVICE FUND SUMMARY**

	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
BEGINNING FUND BALANCE	1,913,518	1,541,513	1,541,513	1,342,282
REVENUES	2,658,706	3,054,200	3,058,000	3,340,000
EXPENDITURES	3,030,711	3,257,231	3,257,231	3,253,437
NET INCREASE (DECREASE)	(372,005)	(203,031)	(199,231)	86,563
ENDING FUND BALANCE	1,541,513	1,338,482	1,342,282	1,428,845

**CITY OF BLACK HAWK
2023 BUDGET
DEBT SERVICE FUND**

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
DEBT SERVICE FUND REVENUE					
401-0000-3610100	Revenue / Int Income On Investments	706	1,200	5,000	5,000
401-0000-3950100	Transfer In / General Fund	2,658,000	3,053,000	3,053,000	3,335,000
TOTAL DEBT SERVICE FUND REVENUE		2,658,706	3,054,200	3,058,000	3,340,000

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
DEBT SERVICE FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
DEBT SERVICE					
401-0000-4718112	2013 Bond Principal	485,000	505,000	505,000	525,000
401-0000-4718113	2014A Bond Principal	480,000	500,000	500,000	520,000
401-0000-4718115	2016 Bond Principal	1,170,000	0	0	0
401-0000-4718116	2021 COP Principal	0	1,090,000	1,090,000	1,150,000
401-0000-4718212	2013 Bond Interest	338,396	318,171	318,171	297,113
401-0000-4718213	2014A Bond Interest	343,265	322,960	322,960	301,811
401-0000-4718215	2016 Bond Interest	26,216	0	0	0
401-0000-4718216	2021 COP Interest	0	521,100	521,100	459,513
401-0000-4718301	Other Bond Costs / Cost Of Issuance	187,834	0	0	0
	TOTAL DEBT SERVICE	3,030,711	3,257,231	3,257,231	3,253,437

FOOTNOTES & COMMENTS:

City of Black Hawk, Colorado

Debt Map

As of December 31, 2022

Year	Series 2021 Tax Exempt Lease Purchase				Series 2013 Tax Exempt				Series 2014A Tax Exempt				Total Annual Debt Service
	Principal	Rate	Interest	Total	Principal	Rate	Interest	Total	Principal	Rate	Interest	Total	
2023	1,150,000	2.430%	459,513	1,609,513	525,000	4.170%	297,113	822,113	520,000	4.230%	301,811	821,811	3,253,437
2024	1,180,000	2.430%	431,568	1,611,568	545,000	4.170%	275,220	820,220	545,000	4.230%	279,814	824,814	3,256,602
2025	1,205,000	2.430%	402,894	1,607,894	570,000	4.170%	252,494	822,494	565,000	4.230%	256,761	821,761	3,252,149
2026	1,235,000	2.430%	373,613	1,608,613	590,000	4.170%	228,725	818,725	595,000	4.230%	232,862	827,862	3,255,199
2027	1,265,000	2.430%	343,602	1,608,602	615,000	4.170%	204,122	819,122	620,000	4.230%	207,693	827,693	3,255,417
2028	1,295,000	2.430%	312,863	1,607,863	645,000	4.170%	178,476	823,476	640,000	4.230%	181,467	821,467	3,252,806
2029	1,330,000	2.430%	281,394	1,611,394	670,000	4.170%	151,580	821,580	670,000	4.230%	154,395	824,395	3,257,369
2030	1,360,000	2.430%	249,075	1,609,075	695,000	4.170%	123,641	818,641	700,000	4.230%	126,054	826,054	3,253,770
2031	1,395,000	2.430%	216,027	1,611,027	725,000	4.170%	94,659	819,659	730,000	4.230%	96,444	826,444	3,257,130
2032	1,425,000	2.430%	182,129	1,607,129	755,000	4.170%	64,427	819,427	760,000	4.230%	65,565	825,565	3,252,120
2033	1,460,000	2.430%	147,501	1,607,501	790,000	4.170%	32,943	822,943	790,000	4.230%	33,417	823,417	3,253,861
2034	1,500,000	2.430%	112,023	1,612,023	-	-	0	0	-	-	-	0	1,612,023
2035	1,535,000	2.430%	75,573	1,610,573	-	-	-	0	-	-	-	0	1,610,573
2036	1,575,000	2.430%	35,508	1,610,508	-	-	-	0	-	-	-	0	1,610,508
TOTAL	18,910,000		3,623,282	22,533,282	7,125,000		1,903,397	9,028,397	7,135,000		1,936,283	9,071,283	40,632,961
Reserve Fund = Smallest of 125% Average Annual Debt Service (AADS), Maximum Annual Debt Service (MADS) or 10% of Outstanding Principal of the Series 2013 and Series 2014A Issues. The Series 2021 Issue is not subject to Reserve Requirements													
Debt Service Reserve Fund Requirement													1,426,000
													1,426,000

CITY OF BLACK HAWK
2023 BUDGET
WATER FUND SUMMARY

	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
BEGINNING WORKING CAPITAL	10,244,179	14,545,685	14,545,685	13,553,675
REVENUES	8,012,587	3,207,000	3,212,000	3,212,000
ADMINISTRATION	1,449,511	2,110,080	1,885,436	2,169,451
OPERATIONS	2,261,570	7,633,534	2,318,574	8,873,148
EXPENDITURES	3,711,081	9,743,614	4,204,010	11,042,599
NET INCREASE (DECREASE)	4,301,506	(6,536,614)	(992,010)	(7,830,599)
ENDING WORKING CAPITAL	14,545,685	8,009,071	13,553,675	5,723,076

CITY OF BLACK HAWK
2023 BUDGET
WATER FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
WATER FUND REVENUE					
501-0000-3410500	Miscellaneous Fees / System Development Fees	0	0	0	0
501-0000-3430100	User Fees / Water Billed	3,007,107	3,200,000	3,200,000	3,200,000
501-0000-3430200	User Fees / Bulk Water Sales	1,650	2,000	2,000	2,000
501-0000-3610100	Revenue / Int Income On Investments	3,830	5,000	10,000	10,000
501-0000-3610101	Transfer In From General Fund	5,000,000	0	0	0
TOTAL WATER FUND REVENUE		8,012,587	3,207,000	3,212,000	3,212,000

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
WATER FUND

WATER FUND	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
STAFFING PLAN				
Water Manager	1.00	1.00	1.00	1.00
Utility Operators	6.00	6.00	6.00	7.00
Water Superintendent	1.00	1.00	1.00	1.00
TOTAL STAFF	8.00	8.00	8.00	9.00
EXPENDITURES BY TYPE				
Personnel	957,111	1,009,814	890,136	1,120,999
Professional Services	182,967	410,000	265,000	435,000
General Services	552,385	611,700	714,174	1,032,700
Program Expenses	0	0	0	0
Supplies	40,902	194,100	105,400	131,900
Capital Outlay	1,227,716	6,418,000	1,129,300	7,222,000
Debt Service	0	0	0	0
Transfers	750,000	1,100,000	1,100,000	1,100,000
WATER FUND	3,711,081	9,743,614	4,204,010	11,042,599

CITY OF BLACK HAWK
2023 BUDGET
WATER FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
WATER - ADMINISTRATION					
501-3150-4601201	Regular Salaries/Wages / Full-Time	155,979	199,380	132,400	153,837
501-3150-4602100	Water / Group Health Insurance	18,118	19,633	10,000	27,387
501-3150-4602200	Water / Social Security	11,020	10,704	9,500	11,044
501-3150-4602301	Retirement / 401A	8,049	8,395	3,474	8,662
501-3150-4602500	Water / Unemployment Compensation	430	420	262	433
501-3150-4602600	Water / Workers Compensation	3,226	2,348	2,000	3,888
501-3150-4603304	Professional Services / Software/Hardware Support	39,266	75,000	55,000	75,000
501-3150-4603310	Professional Services / Water Testing	13,548	35,000	25,000	35,000
501-3150-4603311	Professional Services / Water Rights/Legal	27,892	100,000	35,000	125,000
501-3150-4603321	Professional Services/Water Right-Engineering/Acct	102,261	200,000	150,000	200,000
501-3150-4604101	Utilities / Gas & Electric	164,748	175,000	200,000	225,000
501-3150-4604102	Utilities / Sewer	650	5,000	2,000	5,000
501-3150-4604103	Utilities / Wtr Leases Coors/Consolid	91,003	65,000	75,000	75,000
501-3150-4604104	Utilities / Monitoring/Usqs	20,443	25,000	22,000	25,000
501-3150-4604506	Repairs & Maintenance / Equipment Maintenance	7,741	20,000	16,000	30,000
501-3150-4604515	Repairs & Maintenance / Security System Maint	9,730	15,000	10,000	15,000
501-3150-4605058	Other Purchased Services / Travel & Training	1,216	8,000	2,000	8,000
501-3150-4605101	Insurance / Liability	8,958	10,000	10,000	10,000
501-3150-4605200	Water / Printing And Binding	407	600	500	600
501-3150-4605301	Communications / Telephone	914	1,600	1,000	1,500
501-3150-4605501	Dues, & Membership / Memberships	6,798	10,000	7,000	10,000
501-3150-4605502	Dues, & Membership / Subscriptions	498	500	600	600
501-3150-4606101	General Supplies / Office	5,471	6,000	5,000	6,000
501-3150-4606107	General Supplies / Books	148	500	400	500
501-3150-4606110	General Supplies / Small Equipment	101	1,000	1,000	1,000
501-3150-4607403	System Improvements / Furniture And Fixtures	0	6,000	5,500	6,000
501-3150-4607404	System Improvements / Computers And Software	896	10,000	4,800	10,000
501-3150-4609500	Transfers to General Fund	750,000	1,100,000	1,100,000	1,100,000
TOTAL WATER - ADMINISTRATION		1,449,511	2,110,080	1,885,436	2,169,451

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
WATER FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
WATER - OPERATIONS					
501-3151-4601201	Regular Salaries/Wages / Full-Time	570,534	555,859	540,000	665,408
501-3151-4601400	Water / Overtime	5,067	31,900	10,000	10,000
501-3151-4602100	Water / Group Health Insurance	103,122	93,571	100,000	135,554
501-3151-4602200	Water / Social Security	43,942	40,267	38,000	48,165
501-3151-4602301	Retirement / 401A	30,349	31,582	30,000	37,776
501-3151-4602500	Water / Unemployment Compensation	1,697	1,579	1,500	1,889
501-3151-4602600	Water / Workers Compensation	5,578	14,176	13,000	16,956
501-3151-4604501	Repairs & Maintenance / Spring Line	23,168	100,000	101,065	100,000
501-3151-4604502	Repairs & Maintenance / Pump Station	10,649	20,000	44,469	115,000
501-3151-4604503	Repairs & Maintenance / Tools	260	3,500	1,000	3,500
501-3151-4604504	Repairs & Maintenance / Plant	163,293	100,000	164,540	250,000
501-3151-4604505	Repairs & Maintenance / Distribution	22,124	25,000	30,000	100,000
501-3151-4604506	Equipment Maintenance/HV Pipeline	5,220	5,000	2,500	30,000
501-3151-4604701	Vehicle Operation & Maint / Vehicle Maintenance	9,851	5,000	10,000	10,000
501-3151-4604703	Vehicle Operation & Maint / Gas And Oil	7,869	9,000	8,000	10,000
501-3151-4604705	Vehicle Operation & Maint / Small Equip Rental	0	2,000	0	2,000
501-3151-4604800	Water / Green Lake Operations	(4,383)	5,000	5,000	5,000
501-3151-4604900	Water / Georgetown Lake Operation	1,228	1,500	1,500	1,500
501-3151-4606110	Small Equipment	0	90,000	2,000	12,000
501-3151-4606206	Operating Supplies / Uniforms	3,863	6,600	5,000	7,400
501-3151-4606239	Operating Supplies / Chemicals	30,343	50,000	42,000	55,000
501-3151-4606246	Operating Supplies / Sludge Disposal	976	40,000	50,000	50,000
501-3151-4607411	System Improvements / Water Tank	10,426	50,000	15,000	50,000
501-3151-4607418	System Improvements / EIS & EA	36,903	35,000	100,000	100,000
501-3151-4607422	System Improvements / Water Capital Projects	1,029,264	6,275,000	1,000,000	7,050,000
501-3151-4607428	System Improvements / Green Lake Seepage Flume	0	2,000	0	0
501-3151-4607429	Green Lake Pipeline	150,227	25,000	2,000	3,000
501-3151-4607430	Church Ditch Aug Station	0	15,000	2,000	3,000
TOTAL WATER - OPERATIONS		2,261,570	7,633,534	2,318,574	8,873,148

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
CONSERVATION TRUST FUND SUMMARY

	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
BEGINNING FUND BALANCE	33,248	34,668	34,668	36,318
REVENUES	1,420	1,430	1,650	1,650
EXPENDITURES	0	0	0	0
NET INCREASE (DECREASE)	1,420	1,430	1,650	1,650
ENDING FUND BALANCE	34,668	36,098	36,318	37,968

**CITY OF BLACK HAWK
2023 BUDGET
CONSERVATION TRUST FUND**

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
CONSERVATION TRUST FUND REVENUE					
703-0000-3350700	State Shared Revenues / Lottery Proceeds	1,397	1,400	1,600	1,600
703-0000-3610100	Revenue / Int Income On Investments	23	30	50	50
TOTAL CONSERVATION TRUST FUND REVENUE		1,420	1,430	1,650	1,650

FOOTNOTES & COMMENTS:

CITY OF BLACK HAWK
2023 BUDGET
CONSERVATION TRUST FUND

Account Number	Account Description	2021 Year-End Actual	2022 Amended Budget	2022 Year-End Estimate	2023 Proposed Budget
CONSERVATION TRUST					
703-0000-4500100	Parks & Recreation / Improvements	0	0	0	0
	TOTAL CONSERVATION TRUST	0	0	0	0

FOOTNOTES & COMMENTS:

**COUNCIL BILL 26
ORDINANCE 2022-26
AN ORDINANCE LEVYING
GENERAL PROPERTY
TAXES FOR THE YEAR
2022 TO HELP DEFRAID
THE COSTS OF
GOVERNMENT FOR THE
CITY OF BLACK HAWK,
COLORADO FOR THE 2023
BUDGET YEAR**

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

COUNCIL BILL: CB26

ORDINANCE NUMBER: 2022-26

**TITLE: AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE
YEAR 2022 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE
CITY OF BLACK HAWK, COLORADO FOR THE 2023 BUDGET YEAR.**

WHEREAS, the Board of Aldermen of the City of Black Hawk has adopted the annual budget in accordance with the Local Government Budget Law on December 7, 2022:

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$10,576; and

WHEREAS, the 2022 valuation for assessment for the City of Black Hawk, as certified by the Gilpin County Assessor, is \$293,791,067.

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

Section 1. For the purpose of meeting all general operating expenses of the City of Black Hawk during the 2023 budget year, there is levied a tax of .0360 mills upon each dollar of the total valuation for assessment of all taxable property within the City of Black Hawk for the year 2022.

Section 2. That the City Clerk is hereby authorized and directed to immediately certify to the County Commissioners of the County of Gilpin, Colorado the mill levy for the City of Black Hawk, Colorado as herein above determined and set.

Section 3. Safety Clause. The Board of Aldermen 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 Board of Aldermen further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 4. 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 5. Effective Date. The City Clerk is directed to post this Ordinance as required by City Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 7th day of December, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: 2022 General Property Tax Mill Levy.

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

MOTION TO APPROVE: Ordinance 2022-26, An Ordinance levying the General Property Tax for the Year 2022.

SUMMARY AND BACKGROUND OF SUBJECT MATTER: This ordinance sets the City's property tax mill levy at .036 mills for 2022, to be collected in 2023.

AGENDA DATE: December 7, 2022

WORKSHOP DATE: N/A

FUNDING SOURCE: N/A

DEPARTMENT DIRECTOR APPROVAL: ☒ Yes ☐ No

STAFF PERSON RESPONSIBLE: Lance Hillis, Finance Director

DOCUMENTS ATTACHED: Ordinance

RECORD: ☐ Yes ☒ No

CITY ATTORNEY REVIEW: ☒ Yes ☐ N/A

SUBMITTED BY:

REVIEWED BY:





Lance Hillis, Finance Director

Stephen N. Cole, City Manager

**COUNCIL BILL 27
ORDINANCE 2022-27
AN ORDINANCE
AMENDING SECTION 107
AND SECTION 502 OF THE
CITY OF BLACK HAWK
EMPLOYEE HANDBOOK**

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

COUNCIL BILL NUMBER: 27

ORDINANCE NUMBER: 2022-27

**TITLE: AN ORDINANCE AMENDING SECTION 107 AND SECTION 502 OF THE
CITY OF BLACK HAWK EMPLOYEE HANDBOOK**

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

Section 1. Section 107 of the City of Black Hawk Employee Handbook is amended to read
as follows:

107 ELECTED OFFICIAL & STAFF RELATIONSHIPS

The City shall not hire immediate family of members of the City Council. If an immediate family member of an employee is elected or appointed to the City Council, the *member of the City Council shall declare a conflict of interest on any matter which may constitute a direct or indirect conflict of interest under applicable law as it relates to the employment of the City Council member's immediate family* ~~employee must resign their position with the City prior to the commencement of the term of office of the elected relative.~~

Section 2. Section 502, Section 1 of the City of Black Hawk Employee Handbook is amended as follows:

502 WORK RELATED INJURIES/ILLNESSES

Section 1 – Reporting Work-Related Injuries/Illnesses

Employees shall immediately report every work-related injury or illness, regardless of severity, to the Authorized Supervisor. The supervisor shall immediately or by the beginning of the next business day report the incident to their Department Director and Employee Services by submitting the completed Workers' Compensation First Report of Injury. *In no event shall the reporting of any such injury be made in excess of ten (10) calendar days from the date of the injury, and an employee may have his or her compensation reduced by one's day's compensation for each day the employee fails to report such injury after the tenth day.* Other required reports pursuant to the City's Loss Control Standards may be submitted within two (2) business days following the incident. Based on the information provided, Employee Services shall submit a Workers' Compensation First Report of Injury form to the City's workers' compensation administrator by the next business day of the occurrence. ~~In the event an employee is able~~

~~to inform the Authorized Supervisor and does not do so or fails to do so in a timely manner, that employee may be denied coverage and the City may take other appropriate action as it determines necessary.~~

In addition, the City shall physically provide the following notice within each workplace where the City provides required workplace notices stating as follows:

NOTICE

IF YOU ARE INJURED ON THE JOB, YOU HAVE RIGHTS UNDER THE COLORADO WORKERS' COMPENSATION ACT. YOUR EMPLOYER IS REQUIRED BY LAW TO HAVE WORKERS' COMPENSATION INSURANCE. THE COST OF THE INSURANCE IS PAID ENTIRELY BY YOUR EMPLOYER. IF YOUR EMPLOYER DOES NOT HAVE WORKERS' COMPENSATION INSURANCE, YOU STILL HAVE RIGHTS UNDER THE LAW.

IT IS AGAINST THE LAW FOR YOUR EMPLOYER TO HAVE A POLICY CONTRARY TO THE REPORTING REQUIREMENTS SET FORTH IN THE COLORADO WORKERS' COMPENSATION ACT. YOUR EMPLOYER IS INSURED THROUGH PINNACOL ASSURANCE.

IF YOU ARE INJURED ON THE JOB, NOTIFY YOUR EMPLOYER AS SOON AS YOU ARE ABLE, AND REPORT YOUR INJURY TO YOUR EMPLOYER IN WRITING WITHIN 10 DAYS AFTER THE INJURY. IF YOU DO NOT REPORT YOUR INJURY PROMPTLY, YOU MAY STILL PURSUE A CLAIM.

ADVISE YOUR EMPLOYER IF YOU NEED MEDICAL TREATMENT. IF YOU OBTAIN MEDICAL CARE, BE SURE TO REPORT TO YOUR EMPLOYER AND HEALTH-CARE PROVIDER HOW, WHEN, AND WHERE THE INJURY OCCURRED.

YOU MAY FILE A WORKER'S CLAIM FOR COMPENSATION WITH THE DIVISION OF WORKERS' COMPENSATION. TO OBTAIN FORMS OR INFORMATION REGARDING THE WORKERS' COMPENSATION SYSTEM, THE CUSTOMER SERVICE CONTACT INFORMATION FOR THE DIVISION OF WORKERS' COMPENSATION IS (888) 390-7936 OR VIA ELECTRONIC MAIL AT cdle_wccustomer_service@state.co.us.

Any fraudulent claim for Workers' Compensation benefits or any claim filed against the City for an injury or illness incurred while working for another employer, while engaged in self-employment, or a personal business activity shall be grounds for immediate dismissal.

Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

RESOLVED AND PASSED this 7th day of December, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: Amendments to the 2022 Employee Handbook.

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

MOTION TO APPROVE Council Bill 27, An Ordinance Amending Section 107 and Section 502 of the City of Black Hawk Employee Handbook

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Proposed amendments to the 2022 Employee Handbook per the direction of City Council and to comply with recent legislative changes to Workers' Compensation law.

AGENDA DATE: December 7, 2022

WORKSHOP DATE: N/A

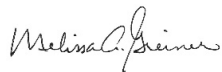
FUNDING SOURCE: N/A

STAFF PERSON RESPONSIBLE: Corey Y. Hoffmann, City Attorney

RECORD: [] Yes [X] No

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

REVIEWED BY:



Melissa A. Greiner
City Clerk/Administrative Services Director



Stephen N. Cole
City Manager

**COUNCIL BILL 28
ORDINANCE 2022-28
AN ORDINANCE
ADOPTING THE CITY OF
BLACK HAWK 2023 PAY
PLAN AND REVISED JOB
DESCRIPTIONS**

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

COUNCIL BILL NUMBER: CB28

ORDINANCE NUMBER: 2022-28

**TITLE: AN ORDINANCE ADOPTING THE CITY OF BLACK HAWK 2023 PAY
PLAN AND REVISED JOB DESCRIPTIONS**

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

Section 1. The City of Black Hawk 2023 Pay Plan and revised job descriptions, attached hereto and incorporated herein by this reference is hereby adopted, to be effective upon the effective date of this Ordinance.

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 7th day of December, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK

REQUEST FOR COUNCIL ACTION

SUBJECT: Approval of the 2023 Pay Plan

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

MOTION TO APPROVE Council Bill 2022-28, An Ordinance Amending the City of Black Hawk 2023 Pay Plan and Revised Job Descriptions.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

2023 Pay Plan:

The attached Draft 2023 Pay Plan includes a 5.76% increase in Salary Ranges per the current market analysis. The 2023 Budget includes a spread increase from 30% to 40% from the Minimum Hiring Range to the Maximum Hiring Range. The Fire Engineer range increased by 10% over 2022 to bring the range closer to the competitive set range per the 2022 Annual Salary Adjustment Review.

Reclassification

Community Planning & Development Director Linker requests a reclassification for the Development Services Coordinator position. The department currently relies heavily on consultants and would like to reclaim many of the tasks now performed by outside consultants over time. A redlined job description is attached for Council's review and approval.

Job Description Changes

Fire Chief Wooley requests minor changes to Fire Department Job Descriptions, and redlined job descriptions are attached for Council's review and approval.

Part-time Executive Administrative Assistant for Special Projects

In 2022, the Administrative Services and Community Planning and Development Departments engaged a part-time employee to create Standard Operating Procedures for the departments. A direct hire of the position will be a cost savings for the City. The position is budgeted for 2023 for completion of the Community Planning and Development project.

AGENDA DATE: December 7, 2023

FUNDING SOURCE: Departmental Personnel Line Item

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

DOCUMENTS ATTACHED: Draft 2023 Pay Plan and Draft Job Descriptions

RECORD: [] Yes [X] No

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

SUBMITTED BY:

REVIEWED BY:



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



Stephen N. Cole
City Manager



2023 Draft Salary Ranges

City of Black Hawk FT Job Titles	2023 Draft Salary Range		
Administrative Services	Minimum	Mid-Point	Maximum
City Clerk/Administrative Services Director	\$151,080	\$181,296	\$211,512
Human Resources Generalist	\$67,737	\$81,285	\$94,832
Deputy City Clerk	\$64,691	\$77,629	\$90,567
Information Specialist	\$64,875	\$77,850	\$90,825
Community Planning & Development			
Community Planning & Development Director	\$148,434	\$178,120	\$207,807
Development Services Coordinator	\$85,046	\$102,055	\$119,064
Executive Administrative Assistant - Part Time	\$64,875	\$77,850	\$90,825
Finance Department			
Finance Director	\$150,585	\$180,702	\$210,819
Senior Accountant	\$85,046	\$102,055	\$119,064
IT Manager	\$115,356	\$138,427	\$161,498
IT Systems Analyst	\$91,800	\$110,160	\$128,520
Fire Department			
Fire Chief	\$157,853	\$189,423	\$220,994
Fire Marshall	\$117,690	\$141,228	\$164,766
Fire Captain	\$113,025	\$135,630	\$158,235
Fire Lieutenant	\$107,643	\$129,172	\$150,700
Fire Engineer	\$79,855	\$95,826	\$111,797
Senior Firefighter	\$69,138	\$82,966	\$96,794
Firefighter	\$65,846	\$79,015	\$92,184
Executive Administrative Assistant FD	\$64,875	\$77,850	\$90,825
Police Department			
PD Admin			
Police Chief	\$153,534	\$184,240	\$214,947
Police Commander	\$127,397	\$152,876	\$178,355
Police Sergeant	\$109,248	\$131,097	\$152,947
Police Detective	\$90,016	\$108,019	\$126,023
Police Officer IV	\$85,730	\$102,876	\$120,021
Police Officer III	\$81,647	\$97,977	\$114,306
Police Officer II	\$77,759	\$93,311	\$108,863
Police Officer I	\$74,056	\$88,868	\$103,679
Police Recruit	\$67,636	\$81,164	\$94,691
Police Property Evidence/Digital Media Technician	\$58,161	\$69,794	\$81,426
Executive Administrative Assistant/Municipal Court Clerk	\$64,875	\$77,850	\$90,825
Police Records Supervisor	\$71,153	\$85,384	\$99,614
Police Records Specialist	\$48,219	\$57,863	\$67,507
Communications			
Communications Supervisor	\$83,272	\$99,927	\$116,581
Communications Officer II	\$59,735	\$71,682	\$83,629
Communications Officer I	\$56,891	\$68,269	\$79,647
Public Works Department			
Administration			
Public Works Director	\$148,466	\$178,159	\$207,852
Maintenance Services Manager	\$113,497	\$136,196	\$158,895
Executive Administrative Assistant PW	\$64,875	\$77,850	\$90,825
Engineering			
City Engineer	\$120,145	\$144,174	\$168,203
Civil Engineer	\$88,661	\$106,393	\$124,125
GIS Analyst/Engineer Associate	\$75,892	\$91,070	\$106,248
Facilities			
Facilities Maintenance Supervisor	\$82,865	\$99,438	\$116,011
Facilities Maintenance Technician II	\$57,675	\$69,210	\$80,745
Facilities Maintenance Technician I	\$54,929	\$65,914	\$76,900
Fleet			
Fleet Supervisor	\$74,140	\$88,967	\$103,795
Fleet Purchasing & Inventory Assistant	\$64,875	\$77,850	\$90,825
Lead Fleet Technician	\$62,688	\$75,226	\$87,763
Fleet Technician II	\$59,703	\$71,644	\$83,584
Fleet Technician I	\$56,860	\$68,232	\$79,604
Fleet Support Technician	\$37,108	\$44,530	\$51,952
Maintenance			
Maintenance Supervisor	\$79,683	\$95,620	\$111,557
Lead Maintenance Worker	\$54,688	\$65,626	\$76,563
Maintenance Worker II	\$52,084	\$62,501	\$72,917
Maintenance Worker I	\$49,604	\$59,524	\$69,445
Water			
Water Resource Engineer	\$127,238	\$152,686	\$178,133
Water System Superintendent	\$105,747	\$126,896	\$148,046
Lead Water Utility Operator	\$63,275	\$75,930	\$88,585
Water Utility Operator IV	\$60,262	\$72,314	\$84,366
Water Utility Operator III	\$57,392	\$68,870	\$80,349
Water Utility Operator II	\$54,659	\$65,591	\$76,523
Water Utility Operator I	\$52,056	\$62,467	\$72,879

**PROPOSED
2023
DEVELOPMENT
SERVICES
COORDINATOR
JOB DESCRIPTION**

CITY OF BLACK HAWK
2023 Job Description

JOB TITLE:	Development Services Coordinator	DEPARTMENT:	Community Planning & Development
REPORTS TO:	CP&D Director	EXEMPT:	No
SALARY RANGE:	\$40.8875 - \$57.2423 / HR		

SUMMARY

The position is an integral part of the administrative team representing the Community Planning and Development Department. The Individual will work closely with the Community Planning and Development Director and may assume an acting role in their absence. The Individual trains to perform a wide range of complex, responsible, and confidential duties associated with the divisions of administration, building, conveyance, historic preservation, and planning/zoning. The Individual shall possess a mastery of office skills, exercise initiative and judgment, make decisions within the scope of assigned authority, and provide general information and assistance to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Building:

- Assist in the overall administration and daily operations of the Community Planning and Development department.
- Acts as the system administrator and is responsible for the upkeep, configuration, and reliable operation of the CommunityCore electronic permitting software.
- Perform administrative functions in support of building permit process; oversee the timely application approval process; application submittal, plan review, permit issuance, fee assessment, payment processing, and collection.
- Perform cursory review on all permit submittals to ensure the applicant provides essential information before accepting the application.
- Create and run reports from the electronic permitting system; ensure functional integration with other City departments.
- Answer code-related questions from builders and the general public. Respond to inquiries and complaints.
- Independently learn, interpret, and apply codes, laws, and guidelines pertinent to City and departmental policies, procedures, and regulations.
- Recommend, develop, and implement the department's goals, objectives, policies, and procedures. Create, update, and maintain information and pamphlets provided to the public at the front counter and online.
- Act as Development Review Committee Chair and all duties assigned.
- Monitor and update the address system for both new and existing buildings and properties.
- Assist in preparing and administering the Exterior Paint, Residential Rehabilitation, and Residential Recreational Storage programs. Become familiar with the governing documents and guidelines; understand the individual components of the program, and ensure program parameters and objectives are consistently applied and achieved.
- Recommend and prepare changes in codes and regulations.

- Provide enforcement, interpretation, and administration within the scope of the International Codes.
- Consult with the Contracted Building Official and Inspectors to provide enforcement, interpretation, and administration within the scope of the International Codes to improve customer service.
- Participate in periodic on-site inspections (commercial and residential) to independently perform commercial/residential inspections; as required.

Conveyance:

- Overall administration and daily operations of the conveyance program.
- Perform administrative functions supporting the conveyance permit process; oversee the timely application approval process; application submittal, plan review, permit issuance, fee assessment, payment processing, and collection.
- Perform cursory review on all permit submittals to ensure the applicant provides essential information before accepting the application.
- Coordinate the work and services of the Conveyance program as outlined by the Colorado Department of Labor and Employment Division of Oil and Public Safety; maintain compliance within Federal, State, and local standards, principles, law, legislation, and as adopted by City Council; become familiar with the governing documents.
- Manage standard paperwork for Annual CO, Temporary CO, Construction CO, Removed from Service, or Dormant.
- Maintain accurate hard and electronic files and the spreadsheet required by the State of Colorado.
- Update the Standard Operating Procedure as needed and distribute it to Conveyance owners as appropriate.

Historic Preservation:

- Serve as the Secretary supporting the Historic Preservation Commission.
- Interact with the Director of the Colorado State Office of Archaeology and Historic Preservation consultant and assist in administrating the Certified Local Government program.
- Attend all regular or special meetings, hearings, and study sessions.
- Prepare the agenda and packet for all meetings.
- Distribute the agenda with attachments, staff reports, meeting minutes to each Commission member and additional recipients no later than the Friday preceding each regular meeting.
- Take and prepare meeting minutes, showing each vote's outcome upon every question, and administer oaths to people who testify during public hearings.
- Post all agendas and fully executed meeting minutes on the Historic Preservation Commission webpage.
- Coordinate and oversee the Certified Local Government annual report, landmark designation applications, Commission member training sessions, terms of office, compensation, and other duties as the Historic Preservation Commission assigned.
- Oversee the annual election of the Chairperson and Vice-Chairperson at the first meeting of any calendar year or at a date determined by the Commission.
- Custodian of the Commission's records, and official correspondence, send out all notices, compile documents and maintain the electronic files.
- Maintain and update the Historic Preservation Commission webpage.

Planning/Zoning:

- Monitor the application approval process; application submittal, plan review, issuance of the permit, fee assessment, payment processing, and collection.
- Coordinate with outside agencies to complete council action form and staff report; request resolution from City Attorney, confirm public notice publication and posting, ensure outside agencies notify the applicant of Council actions.

- Meet regularly with the Planning Consultants to review the progress and status of projects.
- Attend all Development progress meetings.
- Act as the City's Floodplain reviewer under the direction of the City's Floodplain Administrator for compliance with Federal, State legislation and the administrative practices adopted by the City Council.
- Liaison for Commercial Code Enforcement with City's Code Consultant.

Administrative Services:

- Be available, responsive, knowledgeable, and cordial to customer and client requests for information.
- Attend City Council meetings, historic preservation commission meetings, development review committee meetings, planning sessions, or pre-construction meetings as required or requested.
- Attend educational training to obtain required academic credits to maintain current certifications.
- Suggest and recommend procedures and processes to improve operations.
- Possess advanced computer aptitude skills with the ability to help others with system usage. Proficient in spreadsheets, word processing, and database programs.
- Custodian of all departmental hard and electronic records as described under the adopted Retention Schedule.
- Compose various correspondence independently from verbal or written instruction; review, proofread, and edit departmental documents; possess strong proofreading skills.
- Maintain office supply inventory and order department supplies as well as City-wide inventory reporting, as needed.
- Maintain calendars and arrange meetings and conferences, as needed.
- Update department standard operating procedures in document management software.
- Maintain and update the database for gaming establishment statistics.
- Maintain and update the website page for Community Planning and Development within established guidelines.
- Recommend organizational, procedural, and cost-saving measures.
- Assist with event planning.
- Provide Notary services for the public and City staff.
- Assist other departmental staff and provide support to other departments as necessary.
- Perform other duties as assigned.

QUALIFICATIONS

- **Knowledge of:**
 - The CommunityCore web-based and mobile tools permit software system.
 - Theory, principles, practices of land use development, and zoning code administration as enforced by the City.
 - Theory, principles, practices, and methods of building construction disciplines, codes, and standards; building-related regulations and ordinances enforced by the City, including the International Code Council (ICC) codes; methods and practices of all phases of commercial and residential construction.
 - Theory, principles, practices, and methods of historic preservation standards.
 - Applicable Federal, State, and local laws, codes, and regulations of the City.
 - Technical research methods and techniques.
 - The English language; uses accurate grammar, spelling, vocabulary, punctuation, and proofreading.
 - General finance and accounting.
 - Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal governmental administration

- Record keeping principals and procedures.
- **Ability to:**
 - To provide a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
 - Maintain and handle confidential data and information related to the department; discern the difference between original and duplicate documents.
 - Organize and establish work priorities; work in a cooperative team environment or independently with limited supervision; maximize efficiency. Meet department and project schedules, milestones, and deadlines.
 - Adapt to frequent interruptions, unusual workload demands, changing priorities, and deadlines.
 - Tackle repetitive and tedious tasks with eagerness and enthusiasm.
 - Establish and maintain effective working relationships with supervisors, coworkers, elected officials, outside agencies, and the public; work well with varied and demanding people.
 - Possess a professional, friendly demeanor; comfortable interfacing with the public to serve their department's related needs; maintain a high degree of integrity and discretion; diplomatic with a positive can-do attitude, reflecting well on the department and the City.
 - Be punctual and prompt for work and meetings.
 - Promote an organizational work environment where business practices, decisions, and work assignments align with the City's vision, mission, core values, and competencies.
 - Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
 - o Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.

EDUCATION, EXPERIENCE, AND TRAINING

- Four-year college or university program certification; or two to four years of related experience and/or training; or an equivalent combination of education and experience.
- Three years of progressive experience as a Certified Permit Technician or Permit Technician Specialist.
- Three years of progressive administrative experience preferred.
- Experience with customer service, building permit services, and planning/zoning services.
- Possess an International Code Council Permit Technician or Permit Technician Specialist certification.
- Possess a Colorado Notary Public Commission.
- International Code Council certification as a Building Inspector, Plans Examiner, or Building Official is desirable, with the ability to maintain all certifications with continuing education units.
- Historic Preservation experience is desirable.
- Relevant knowledge of office computer systems, proficiency with Microsoft Office Suite and Bluebeam Revu. Experience with or knowledge of CommunityCore software permitting software.
- FEMA – Certification through the Association of State Floodplain Managers, Inc as a Certified Floodplain Manager is desirable.
- A valid Colorado Driver's License and safe driving record.

EQUIPMENT USED

Constant daily use of telephones, cell phones, computers, calculators, copy machines, and scanners.

REASONING ABILITY

Identify problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl. Work in this position is generally limited to a standard office environment. Still, the employee must occasionally lift and/or move up to 25 pounds and climb stairs, ladders, and/or step stools, mobile enough to conduct fieldwork and visit construction sites, sometimes crossing over rough, uneven, or rocky and mountainous surfaces and terrain. The employee is also regularly required to talk, hear, and use hands and fingers. This position's specific vision abilities include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

An employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must be willing to work a varied schedule of hours, including evenings and/or weekends.

COMMENTS

The job description intends to describe the types of job tasks and levels of responsibility, and difficulty required of persons assigned to this job title. This document 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 Immigration Reform and Control Act, the City intends to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Signature: _____

Date: _____

CITY OF BLACK HAWK
202~~23~~ Job Description

JOB TITLE:	Development Services Coordinator	DEPARTMENT:	Community Planning & Development
REPORTS TO:	CP&D Director	EXEMPT:	No
SALARY RANGE:	\$29.4911 – \$38.3385 / HR <u>\$40.8875 - \$57.2423 / HR</u>		

SUMMARY

~~The position is an integral part of the administrative team representing the Community Planning and Development Department. The Individual trains to perform a wide range of complex, responsible, and confidential duties associated with the divisions of administration, building, conveyance, historic preservation, and planning/zoning. The individual shall possess a mastery of office skills, exercise initiative and judgment, make decisions within the scope of assigned authority, and provide general information and assistance to the public.~~

The position is an integral part of the administrative team representing the Community Planning and Development Department. The Individual will work closely with the Community Planning and Development Director and may assume [an acting their](#) role in their absence. The Individual trains to perform a wide range of complex, responsible, and confidential duties associated with the divisions of administration, building, conveyance, historic preservation, and planning/zoning. The Individual shall possess a mastery of office skills, exercise initiative and judgment, make decisions within the scope of assigned authority, and provide general information and assistance to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Building:

- ~~• Oversee the timely application approval process; application submittal, plan review, issuance of the permit, fee assessment, payment processing, and collection.~~
- ~~• Create and run reports from the system; ensure functional integration with other City software and systems.~~
- ~~• Respond to inquiries and complaints.~~
- ~~• Independently learn, interpret, and apply codes, laws, and guidelines pertinent to City and departmental policies, procedures, and regulations.~~
- ~~• Recommend, develop, and implement goals, objectives, policies, and procedures for the department. As well as create, update, and maintain information and pamphlets provided to the public at the front counter and online.~~
- ~~• Act as Development Review Committee Chair and all duties assigned.~~
- ~~• Monitor and update the address system for both new and existing buildings and properties.~~
- ~~• Assist in the preparation and administration of the Exterior Paint program and all other duties as assigned.~~

- Assist in the overall administration and daily operations of the [Community Planning and Development building](#) department.
- Acts as the system administrator and is responsible for the upkeep, configuration, and reliable operation of the [CommunityCore](#) electronic permitting software.
- Perform administrative functions in support of building permit process; oversee the timely application approval process; application submittal, plan review, permit issuance,

- fee assessment, payment processing, and collection.
- Perform cursory review on all permit submittals to ensure the applicant provides essential information before accepting the application.
- Create and run reports from the electronic permitting system; ensure functional integration with other City departments.
- Answer code-related questions from builders and the general public. Respond to inquiries and complaints.
- Independently learn, interpret, and apply codes, laws, and guidelines pertinent to City and departmental policies, procedures, and regulations.
- Recommend, develop, and implement the department's goals, objectives, policies, and procedures. Create, update, and maintain information and pamphlets provided to the public at the front counter and online.
- Act as Development Review Committee Chair and all duties assigned.
- Monitor and update the address system for both new and existing buildings and properties.
- Assist in preparing and administering the Exterior Paint, Residential Rehabilitation, and Residential Recreational Storage programs. Become familiar with the governing documents and guidelines; understand the individual components of the program, and ensure program parameters and objectives are consistently applied and achieved.
- Recommend and prepare changes in codes and regulations.
 - Provide enforcement, interpretation, and administration within the scope of the International Codes.
- Consult with the Contracted Building Official and Inspectors to provide enforcement, interpretation, and administration within the scope of the International Codes to improve customer service.
- Participate in periodic on-site inspections (commercial and residential) to independently perform commercial/residential inspections; as required.

Conveyance:

- ~~Coordinate the work and services of the Conveyance program as outlined by the Colorado Department of Labor and Employment Division of Oil and Public Safety; maintain compliance within Federal, State, and local standards, principles, law, legislation, and as adopted by City Council; become familiar with the governing documents.~~
- ~~Prepare standard paperwork for Annual CO, Temporary CO, Construction CO, Removed from Service or Dormant. Maintain accurate hard and electronic files and the spreadsheet required by the State of Colorado.~~
- Administer the eOverall administration and daily operations of the conveyance program.
- Perform administrative functions supporting the conveyance permit process; oversee the timely application approval process; application submittal, plan review, permit issuance, fee assessment, payment processing, and collection.
- Perform cursory review on all permit submittals to ensure the applicant provides essential information before accepting the application.
- Coordinate the work and services of the Conveyance program as outlined by the Colorado Department of Labor and Employment Division of Oil and Public Safety; maintain compliance within Federal, State, and local standards, principles, law, legislation, and as adopted by City Council; become familiar with the governing documents.
- Manage standard paperwork for Annual CO, Temporary CO, Construction CO, Removed from Service, or Dormant.
- Maintain accurate hard and electronic files and the spreadsheet required by the State of Colorado.
- Update the Standard Operating Procedure as needed and distribute it to Conveyance owners as appropriate.

Historic Preservation:

- ~~Serve as the Secretary supporting the Historic Preservation Commission and all other duties as assigned.~~
 - ~~Interact with the Director of the Colorado State Office of Archaeology and Historic Preservation consultant.~~
 - ~~Assist in the Landmark Designation nomination and application process.~~
 - ~~Assist in administering the Residential Preservation Easement and Rehabilitation program; become familiar with the governing documents and guidelines; understand the individual components of the program and ensure program parameters and objectives are consistently applied and achieved.~~
 - ~~Coordinate any reports, documentation, and certificates concerning the Historic Preservation Commission.~~
-
- Serve as the Secretary supporting the Historic Preservation Commission.
 - Interact with the Director of the Colorado State Office of Archaeology and Historic Preservation consultant and assist in administering the Certified Local Government program.
 - Attend all regular or special meetings, hearings, and study sessions.
 - Prepare the agenda and packet for all meetings.
 - Distribute the agenda with attachments, staff reports, meeting minutes to each Commission member and additional recipients no later than the Friday preceding each regular meeting.
 - Take and prepare meeting minutes, showing each vote's outcome upon every question, and administer oaths to people who testify during public hearings.
 - Post all agendas and fully executed meeting minutes on the Historic Preservation Commission webpage.
 - Coordinate and oversee the Certified Local Government annual report, landmark designation applications, Commission member training sessions, terms of office, compensation, and other duties as the Historic Preservation Commission assigned.
 - Oversee the annual election of the Chairperson and Vice-Chairperson at the first meeting of any calendar year or at a date determined by the Commission.
 - Custodian of the Commission's records, and official correspondence, send out all notices, compile documents and maintain the electronic files.
 - Maintain and update the Historic Preservation Commission webpage.

Planning/Zoning:

- ~~Monitor the application approval process; application submittal, plan review, issuance of the permit, fee assessment, payment processing, and collection.~~
 - ~~Coordinate with outside agencies to complete council action form and staff report; request resolution from City Attorney, outside agencies notify the applicant of Council actions.~~
-
- Monitor the application approval process; application submittal, plan review, issuance of the permit, fee assessment, payment processing, and collection.
 - Coordinate with outside agencies to complete council action form and staff report; request resolution from City Attorney, confirm public notice publication and posting, ensure outside agencies notify the applicant of Council actions.
 - Meet regularly with the Planning Consultants to review the progress and status of projects.
 - Attend all Development progress meetings.
 - Act as the City's Floodplain reviewer under the direction of the City's Floodplain Administrator for compliance with Federal, State legislation and the administrative practices adopted by the City Council.
 - Liaison for Commercial Code Enforcement with City's Code Consultant.

Administrative Services:

- ~~Possess advanced computer aptitude skills with the ability to help others with system~~

- usage. Proficient in spreadsheets, word processing, and database programs.
 - ~~Custodian of all departmental hard and electronic records as described under the adopted Retention Schedule.~~
 - ~~Compose independently various correspondence from verbal or written instruction; review, proofread, and edit departmental documents; possess strong proofreading skills.~~
 - ~~Maintain office supply inventory and order department supplies as well as City-wide inventory reporting, as needed.~~
 - ~~Maintain calendars and arrange meetings and conferences, as needed.~~
 - ~~Update department standard operating procedures in document management software.~~
 - ~~Maintain and update the database for gaming establishment statistics.~~
 - ~~Maintain and update the website page for the department within established guidelines.~~
 - ~~Recommend organizational, procedural, and cost-saving measures.~~
 - ~~Assist with event planning.~~
 - ~~Provide Notary services for the public and City staff.~~
 - ~~Assist other departmental staff and provide support to other departments as necessary.~~
 - ~~Perform other duties as assigned.~~
-
- • ~~Be available, responsive, knowledgeable, and cordial to customer and client requests for information.~~
 - • ~~Attend City Council meetings, historic preservation commission meetings, development review committee meetings, planning sessions, or pre-construction meetings as required or requested.~~
 - • ~~Attend educational training to obtain required academic credits to maintain current certifications.~~
 - • ~~Suggest and recommend procedures and processes to improve operations.~~
 - • ~~Possess advanced computer aptitude skills with the ability to help others with system usage. Proficient in spreadsheets, word processing, and database programs.~~
 - • ~~Custodian of all departmental hard and electronic records as described under the adopted Retention Schedule.~~
 - • ~~Compose various correspondence independently from verbal or written instruction; review, proofread, and edit departmental documents; possess strong proofreading skills.~~
 - • ~~Maintain office supply inventory and order department supplies as well as City-wide inventory reporting, as needed.~~
 - • ~~Maintain calendars and arrange meetings and conferences, as needed.~~
 - • ~~Update department standard operating procedures in document management software.~~
 - • ~~Maintain and update the database for gaming establishment statistics.~~
 - • ~~Maintain and update the website page for Community Planning and Development within established guidelines.~~
 - • ~~Recommend organizational, procedural, and cost-saving measures.~~
 - • ~~Assist with event planning.~~
 - • ~~Provide Notary services for the public and City staff.~~
 - • ~~Assist other departmental staff and provide support to other departments as necessary.~~
 - • ~~Perform other duties as assigned.~~

QUALIFICATIONS

- **Knowledge of:**
 - ~~Theory, principles, practices of land use development, and zoning code administration as enforced by the City.~~
 - ~~Theory, principles, practices, and methods of building construction disciplines, codes, and standards; building-related regulations and ordinances enforced by the City, including the International Code Council (ICC) building, electrical, plumbing, mechanical, and fire codes; methods and practices of all phases of commercial and residential construction.~~
 - ~~Theory, principles, practices, and methods of historic preservation standards.~~
 - ~~Applicable Federal, State, and local laws, codes, and regulations.~~
 - ~~Technical research methods and techniques.~~

- ~~○ English usage with accurate grammar, spelling, vocabulary, punctuation, and proofreading.~~
- ~~○ General understanding of finance and accounting.~~
- ○ The CommunityCore web-based and mobile tools permit software system.
- ○ Theory, principles, practices of land use development, and zoning code administration as enforced by the City.
- ○ Theory, principles, practices, and methods of building construction disciplines, codes, and standards; building-related regulations and ordinances enforced by the City, including the International Code Council (ICC) codes; methods and practices of all phases of commercial and residential construction.
- ○ Theory, principles, practices, and methods of historic preservation standards.
- ○ Applicable Federal, State, and local laws, codes, and regulations of the City.
- ○ Technical research methods and techniques.
- ○ The English language; uses accurate grammar, spelling, vocabulary, punctuation, and proofreading.
- ○ General finance and accounting.
- ○ Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal governmental administration
- ○ Record keeping principals and procedures.

- **Ability to:**

- ~~○ Maintain and handle confidential data and information related to the department; discern the difference between original and duplicate documents.~~
- ~~○ Organize and establish work priorities; work in a cooperative team environment or independently with limited supervision; maximize efficiency. Meet department and project schedules, milestones, and deadlines.~~
- ~~○ Adapt to frequent interruptions, unusual workload demands, changing priorities, and deadlines.~~
- ~~○ Tackle repetitive and tedious tasks with eagerness and enthusiasm.~~
- ~~○ Establish and maintain effective working relationships with supervisors, coworkers, elected officials, outside agencies, and the public; work well with varied and demanding people.~~
- ~~○ Possess a professional, friendly demeanor; comfortable interfacing with the public to serve their Department's related needs; maintain a high degree of integrity and discretion; diplomatic with a positive can-do attitude, reflecting well on the department and the City. Be punctual and prompt for work and meetings.~~
- ○ To provide a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- ○ Maintain and handle confidential data and information related to the department; discern the difference between original and duplicate documents.
- ○ Organize and establish work priorities; work in a cooperative team environment or independently with limited supervision; maximize efficiency. Meet department and project schedules, milestones, and deadlines.
- ○ Adapt to frequent interruptions, unusual workload demands, changing priorities, and deadlines.
- ○ Tackle repetitive and tedious tasks with eagerness and enthusiasm.
- ○ Establish and maintain effective working relationships with supervisors, coworkers,

elected officials, outside agencies, and the public; work well with varied and demanding people.

- • Possess a professional, friendly demeanor; comfortable interfacing with the public to serve their department's related needs; maintain a high degree of integrity and discretion; diplomatic with a positive can-do attitude, reflecting well on the department and the City.
- • Be punctual and prompt for work and meetings.
- • Promote an organizational work environment where business practices, decisions, and work assignments align with the City's vision, mission, core values, and competencies.
- • Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- • Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.

EDUCATION, EXPERIENCE, AND TRAINING

- High School Diploma or GED.
 - Three years progressive related experience and training as a Certified Permit Technician.
 - Experience with customer service, building permit services, and planning/zoning services.
 - Possess an International Code Council Permit Technician certification.
 - Possess a Colorado Notary Public Commission.
 - International Code Council certification as a Building Inspector or Plans Examiner desirable.
 - Historic Preservation experience desirable.
 - Working knowledge of relevant office computer systems and proficiency with Microsoft Office Suite and Bluebeam Revu. Experience with or knowledge of Innoprise software or another applicable permitting software.
 - Valid Colorado Driver's License with a safe driving record.
-
- Four-year college or university program certification; or two to four years of related experience and/or training; or an equivalent combination of education and experience.
 - Three years of progressive experience as a Certified Permit Technician or Permit Technician Specialist.
 - Three years of progressive administrative experience preferred.
 - Experience with customer service, building permit services, and planning/zoning services.
 - Possess an International Code Council Permit Technician or Permit Technician Specialist certification.
 - Possess a Colorado Notary Public Commission.
 - International Code Council certification as a Building Inspector, Plans Examiner, or Building Official is desirable, with the ability to maintain all certifications with continuing education units.
 - Historic Preservation experience is desirable.
 - Relevant knowledge of office computer systems, proficiency with Microsoft Office Suite and Bluebeam Revu. Experience with or knowledge of CommunityCore software permitting software.
 - FEMA – Certification through the Association of State Floodplain Managers, Inc as a Certified Floodplain Manager is desirable.
-
- A valid Colorado Driver's License and safe driving record.

EQUIPMENT USED

Constant daily use of telephones, cell phones, computers, calculators, copy machines, and scanners.

REASONING ABILITY

Identify problems, collect data, establish facts, and draw valid conclusions.

Development Services Coordinator

PHYSICAL DEMANDS

The employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl. Work in this position is generally limited to a standard office environment. Still, the employee must occasionally lift and/or move up to 25 pounds and climb stairs, ladders, and/or step stools, mobile enough to conduct fieldwork and visit construction sites, sometimes crossing over rough, uneven, or rocky and mountainous surfaces and terrain. The employee is also regularly required to talk, hear, and use hands and fingers. This position's specific vision abilities include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

An employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must be willing to work a varied schedule of hours, including evenings and/or weekends.

COMMENTS

The job description intends to describe the types of job tasks and levels of responsibility, and difficulty required of persons assigned to this job title. This document 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 Immigration Reform and Control Act, the City intends to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Signature: _____

Date: _____

**PROPOSED
2023
FIRE DEPARTEMENT
JOB DESCRIPTIONS**

CITY OF BLACK HAWK
2023 Job Description

JOB TITLE:	Firefighter	DEPARTMENT: Fire Department
REPORTS TO:	Fire Lieutenant	EXEMPT: No
SALARY RANGE:	\$65,846 – \$92,184 / Annual	

SUMMARY

The Firefighter performs general firefighting duties and is required to remain prepared and ready to respond to all calls for assistance. Studies City street maps, pre-fire plans, and other material preparatory to being called on an alarm. Requires a high degree of independent judgment, initiative, and understanding of Fire Department policies, rules and regulations, and the organization's overall goals. Must have an in-depth understanding of fire behavior and response protocols. Must have the ability to understand complex orders and concepts and communicate the same. Must have a good understanding of machinery, preventative vehicle maintenance, and minor vehicle repair.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Firefighter is assigned to a 48/96 shift schedule. When not on an alarm, is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job-related training as assigned. The Firefighter spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness.

- The Firefighter must be familiar with the buildings in the City, including the location of the annunciator panel, FDC, standpipe connections, read the panel, and locate the activated alarm device.
- Must maintain a high level of expertise in using all firefighting tools and equipment.
- Read and understand the Policies of the City of Black Hawk, the rules and regulations, and the Standard Operating Guidelines of the Department.
- Conducts studies and recommends to their Fire Lieutenant new or different equipment, methods, and supplies that will most effectively and efficiently accomplish the goals of the Department.
- Responds to alarms of fire or other emergencies and determines the resources needed.
- Attend department meetings and briefings relative to Fire Department operations and activities.
- Teach classes on a variety of subjects to other fire personnel and the community's citizens.
- Answer general questions about the functions of the Fire Department.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None.

MINIMUM QUALIFICATIONS

The Firefighter must perform each essential duty satisfactorily to be successful. The requirements listed below represent the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods, and techniques of modern firefighting.
- Knowledge of City and the Fire Department organization policies and procedures.
- Knowledge of the principles and practices of the organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player and establish and maintain an effective and responsive working relationship with superiors and peers.
- Ability to research and prepare a report.
- Ability to analyze emergency situations and adapt quickly, effectively, and professionally.
- Must pass established written, oral, physical, medical, and psychological examinations.
- Must submit to fingerprinting and a detailed background investigation.

OTHER SKILLS AND ABILITIES

The Firefighter must be self-motivated and work well with very little supervision. Must have the ability to establish and maintain effective working relationships with superiors, peers, and the general public.

EQUIPMENT USED

The Firefighter shall be capable of using a multitude of equipment, from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are, but not limited to:

- Basic hand tools ranging from screwdrivers to fire axes to forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills, and hydraulic-powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas, and hazardous materials detectors, computers, radio communications equipment, and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks, and ambulances, including their associated equipment.

EDUCATION AND EXPERIENCE

The Firefighter shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science/firefighting fields are highly desirable.

- The Firefighter must have a high school diploma or equivalency certificate.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a Colorado Driver's License with a good driving record
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification.
- Must have and maintain a Colorado Division of Fire Prevention and Control Firefighter I certification at a minimum.
- Must have and maintain a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification at a minimum.
- Within 90 days of employment, must complete NIMS IS-100 and IS-700.

- Within 90 days of employment, must successfully pass the NWCG Pack Test at the Arduous Level.
- Within 12 months of employment, must successfully complete Wildland Firefighter II (S-130/190) certification.
- ~~Within 12 months of employment, must successfully complete Swift Water Awareness.~~

COMMUNICATION SKILLS

The Firefighter must have the ability to read, write, and understand written rules, regulations, policies, and standard operating guidelines. Must be able to read and interpret technical data from trade journals and textbooks. Must be able to respond to common inquiries from the general public and have the ability to present information to superiors and the public effectively.

REASONING ABILITY

The Firefighter must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret a wide variety of technical instructions and simultaneously deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here represent those that a Firefighter must meet to perform this job's essential functions successfully.

- The Firefighter is subject to high-stress situations with little or no warning and may be involved for long periods.
- Could come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Firefighter is regularly required to walk, run, and sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Firefighter is frequently required to detect odors and distinguish colors.
- The Firefighter must regularly lift and/or move more than 100 pounds.
- This job's specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The Firefighter must successfully complete a National Fire Protection Association 1582 compliant physical before employment.
- The Firefighter must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually.

WORK ENVIRONMENT

The work environment characteristics described here represent those a Firefighter encounters while performing the essential functions of their job.

- While performing the duties of this job, the Firefighter regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in highly precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Firefighter frequently drives or is a passenger in large apparatus operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Firefighter may be required to be seated for long periods.

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.

I have read and fully understand the duties of the job description.

Sign: _____ Date: _____

CITY OF BLACK HAWK
2023 Job Description

JOB TITLE:	Senior Firefighter	DEPARTMENT:	Fire Department
REPORTS TO:	Fire Lieutenant	EXEMPT:	No
SALARY RANGE:	\$69,138 – \$96,794 / Annual		

SUMMARY

The Senior Firefighter performs general firefighting duties and is required to remain prepared and ready to respond to all calls for assistance. Studies City street maps, pre-fire plans, and other material preparatory to being called on an alarm. Requires a high degree of independent judgment, initiative, and understanding of Fire Department policies, rules and regulations, and the overall goals of the organization. Must have an in-depth understanding of fire behavior and response protocols. Must have the ability to understand complex orders and concepts, and be able to communicate the same. Must have a good understanding of machinery, preventative vehicle maintenance, and minor vehicle repair.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Senior Firefighter is assigned to a 48/96 shift schedule, and when not on an alarm is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job-related training as assigned. The Senior Firefighter spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness.

- The Senior Firefighter must be familiar with the buildings in the City, to include the location of the annunciator panel, FDC, standpipe connections, how to read the panel, and locate the activated alarm device.
- Must maintain a high level of expertise in the use of all firefighting tools and equipment.
- Read and understand the Policies of the City of Black Hawk, the rules and regulations, and the Standard Operating Guidelines of the Department.
- Conducts studies and recommends, to their Fire Lieutenant new or different equipment, methods, and supplies that will most effectively and efficiently accomplish the goals of the Department.
- Responds to alarms of fire or other emergencies and determines the resources needed.
- Attend department meetings and briefings relative to Fire Department operations and activities.
- Teach classes on a variety of subjects to other fire personnel and the citizens of the community.
- Answer general questions about the functions of the Fire Department.
- If approved by the Fire Chief, may assume the duties of Acting Driver Operator or Acting Company Officer.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

May supervise a junior member on calls, during station activities, and training.

MINIMUM QUALIFICATIONS

To perform this job successfully, the Senior Firefighter must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods and techniques of modern firefighting.
- Knowledge of City and the Fire Department organization, policies, and procedures.
- Knowledge of the principles and practices of the organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player and to establish and maintain an effective and responsive working relationship with superiors and peers.
- Ability to research and prepare a report.
- Ability to analyze emergency situations and to adapt quickly, effectively, and professionally.
- Must be able to pass established written, oral, physical, medical, and psychological examinations.
- Must submit to fingerprinting and a detailed background investigation.

OTHER SKILLS AND ABILITIES

The Senior Firefighter must be self-motivated and able to work well with very little supervision. Must have the ability to establish and maintain effective working relationships with superiors, peers, and the general public.

EQUIPMENT USED

The Senior Firefighter shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are, but not limited to:

- Basic hand tools ranging from screwdrivers to fire axes to forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills, and hydraulic powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment, and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks, and ambulances including their associated equipment.

EDUCATION AND EXPERIENCE

The Fire Engineer shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science/firefighting fields is highly desirable. Must have a general knowledge of rules, regulations, policies, and procedures of the Department.

- The Senior Firefighter must have a high school diploma or equivalency certificate.
- Must meet time in rank requirement of a minimum of two years as a firefighter with the City of Black Hawk Fire Department a comparable career fire department.

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CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a Colorado Driver's License with good driving record.
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Firefighter II certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Driver Operator certification.
- Must have and maintain at a minimum NWCG Firefighter II Red Card Qualification
- Must have NIMS IS-200 certification.

COMMUNICATION SKILLS

The Senior Firefighter must have the ability to read, write, and understand written rules, regulations, policies, and standard operating guidelines. Must be able to read and interpret technical data from trade journals and textbooks. Must be able to respond to common inquiries or complaints from the general public. Must be able to convey important points of a size up by radio, and write necessary reports. Must have the ability to effectively present information to superiors, subordinates and the public.

REASONING ABILITY

The Senior Firefighter must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret a wide variety of technical instructions and deal with several abstract and concrete variables simultaneously.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Senior Firefighter to successfully perform the essential functions of this job.

- The Senior Firefighter is subject to high stress situations with little or no warning and may be involved for long periods of time.
- Could possibly come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Senior Firefighter is regularly required to walk, run, and sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Senior Firefighter is frequently required to detect odors and distinguish colors.
- The Senior Firefighter must regularly lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The Senior Firefighter must successfully complete a National Fire Protection Association 1582 compliant physical prior to employment.
- The Senior Firefighter must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a Senior Firefighter encounters while performing the essential functions of their job.

- While performing the duties of this job, the Senior Firefighter regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in highly precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Senior Firefighter frequently drives or is a passenger in large apparatus that may be operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Senior Firefighter may be required to be seated for long periods of time.

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.

I have read and fully understand the job duties of the job description.

Signature: _____ **Date:** _____

CITY OF BLACK HAWK
2023 Job Description

JOB TITLE:	Fire Lieutenant	DEPARTMENT:	Fire Department
REPORTS TO:	Fire Captain	EXEMPT:	No
SALARY RANGE:	\$107,643 – \$150,700 / Annual		

SUMMARY

The Fire Lieutenant performs managerial duties for the Department. Manages and supervises Firefighters on their shift by developing and coordinating activities. Reviews alarm and activity reports to assist the Fire Chief and Fire Captain in determining causes and identifying preventative strategies. Identifies training needs and educational activities to maintain and improve the professional skills of members assigned to their shift. Reads and studies trade journals and other related data to keep abreast of the latest in firefighting methods and trends. Assist the Captain in coordinating, training, and educating all members of their shift. Requires a high degree of independent judgment, initiative, and understanding that must be exercised in interpreting and formulating orders, rules, regulations, and standard operating guidelines for the orderly operation of the Fire Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Fire Lieutenant is assigned to a 48/96 shift schedule, and when not on an alarm is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job- related training as assigned. The Fire Lieutenant spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness.

- Schedules and assigns subordinate personnel and equipment resources so the Department performs in an efficient and effective manner.
- Enforces Department rules, regulations, and policies.
- Assists the Captain in conducting training sessions with fire personnel relating to firefighting, EMS techniques, new and revised policies and procedures, work methods, recent advances in technology, statutes, laws, City ordinances, and recognized national standards.
- Reviews and performs evaluations, both formal and informal, of subordinate personnel.
- Assists in the development of goals and objectives for subordinate personnel and the Department and promotes the goals of the Department.
- Works with the Captain on disciplinary actions and recommends appropriate actions.
- Participates in the development of the Fire Department budget. May be required to attend staff meetings and briefings relative to Departmental operations and activities. Prepares statistical and narrative reports relative to Department activities and operations and special assignments.
- Supervises and participates in fire and medical incidents. Analyzes incident activities and helps develop training to improvement in process and procedures.
- Maintains harmony among Firefighters on their shift and resolves grievances, adjusts errors, and complaints.
- Attends public meetings as a representative of the Fire Department, delivers speeches to civic, school and other organizations.

- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Fire Lieutenant supervises subordinate employees within the Fire Department. The Fire Lieutenant carries out supervisory responsibilities in accordance with the department's policies, rules, and regulations to accomplish the organization's goals and objectives. Responsibilities may include: planning, assigning and directing work; appraising performance; recommending commendation and disciplinary measures regarding subordinates; developing remedial training to address problem areas; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

To perform this job successfully, the Fire Lieutenant must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods, and techniques of modern firefighting.
- Knowledge of City and Fire Department organization, policies, and procedures.
- Knowledge of the principles and practices of organizational dynamics and administration.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player and to establish and maintain an effective and responsive working relationship with peers, Federal, State, County, and City officials, civic leaders, and the community in general.
- Ability to plan, manage, supervise and evaluate the activities of personnel.
- Ability to analyze complex problems and to adopt quick, effective, and reasonable courses of action.
- Ability to observe situations analytically and objectively and to record and report them clearly and completely.
- Must be able to pass established written, oral, physical, medical, and psychological examinations.
- Must submit to fingerprinting and to a detailed background investigation.
- Must be available on 24-hour callback, as well as handle supervisory, administrative, and Fire Department business and problems by telephone during off-duty hours.

OTHER SKILLS AND ABILITIES

Must have the ability to maintain discipline of subordinates. Must have the ability to establish and maintain effective working relationships with superiors, subordinates, fellow employees, and the general public.

EQUIPMENT USED

The Fire Lieutenant shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are, but not limited to:

- Basic hand tools ranging from screwdrivers to fire axes to forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills and hydraulic powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks, and ambulances including their associated equipment.

EDUCATION and/or EXPERIENCE

The Fire Lieutenant shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science and firefighting fields is highly desirable.

- Must have a general knowledge of rules, regulations, policies, and procedures of the Department.
- At time of application. Must meet time in rank requirement of ~~six-four~~ years-in with ~~four-two~~ years of a combined time as a Senior Firefighter and/or Engineer with the City of Black Hawk Fire Department or a comparable career fire department..
- Must be approved to function as an Acting Company Officer at time of promotion.

CERTIFICATES, LICENSES, REGISTRATIONS

Required at time of application:

- Must possess a Colorado Driver's License with good driving record.
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain an American Heart Association Professional Rescuer CPR certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Officer I certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Instructor I certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Inspector I certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- ~~• Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Driver Operator Pumper certification.~~
- Must have and maintain at a minimum NWCG Firefighter II Red Card Qualification.
- ~~• Must have attended a NWCG S-200 training class.~~
- Must have ICS-300 certification.

COMMUNICATION SKILLS

The Fire Lieutenant must have the ability to read, analyze, and interpret fire service text, journals, incident reports, financial reports, and legal documents. Create written communication using correct grammar. Respond appropriately to common inquiries or complaints from the general public, citizens, fire agencies, and regulatory agencies. Must have ability to effectively present information to the Fire Chief, Fire Captain, Fire Department employees, and public groups.

REASONING ABILITY

The Fire Lieutenant must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions and deal with several abstract and concrete variables simultaneously.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Fire Lieutenant to successfully perform the essential functions of this job.

- The Fire Lieutenant is subject to high stress situations with little or no warning and may be involved for long periods of time.

- Could possibly come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Fire Lieutenant is regularly required to walk, run, and sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Fire Lieutenant is frequently required to detect odors and distinguish colors.
- The Fire Lieutenant must regularly lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The Fire Lieutenant must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a Fire Lieutenant encounters while performing the essential functions of their job.

- While performing the duties of this job, the Fire Lieutenant regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in high precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Fire Lieutenant frequently drives or is a passenger in large apparatus that may be operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Fire Lieutenant may be required to be seated for long periods of time.

COMMENTS

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

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I have read and fully understand the duties of the job description.

Sign: _____ **Date:** _____

CITY OF BLACK HAWK
2023 Job Description

JOB TITLE:	Fire Engineer	DEPARTMENT:	Fire Department
REPORTS TO:	Fire Lieutenant	EXEMPT:	No
SALARY RANGE:	\$79,855 – \$111,797/ Annual		

SUMMARY

The Fire Engineer under limited supervision drives and operates fire apparatus in addition to performing general firefighting duties. The Fire Engineer is required to remain prepared and ready to respond to all calls for assistance. The Fire Engineer inspects and performs routine maintenance of firefighting apparatus to ensure proper working condition. Studies City street maps, pre-fire plans, and other material preparatory to being called on an alarm. Requires a high degree of independent judgment, initiative and understanding of Fire Department policies, rules and regulations, and the overall goals of the organization. Must have an in-depth understanding of fire behavior, and response protocols. Must have the ability to understand complex orders and concepts, and be able to communicate the same. Must have a good understanding of machinery, preventative vehicle maintenance, and minor vehicle repair.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Fire Engineer is assigned to a 48/96 shift schedule, and when not on an alarm is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job-related training as assigned. The Fire Engineer spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

- The Fire Engineer must be familiar with the buildings in the City, to include the location of the annunciator panel, FDC, standpipe connections, how to read the panel, and locate the activated alarm device.
- Must maintain a high level of expertise in the use of all firefighting tools and equipment.
- Read and understand the Policies of the City of Black Hawk, the rules and regulations, and the standard operating guidelines of the Department.
- Conducts studies and recommends to their Fire Lieutenant new or different equipment, methods, and supplies to most effectively and efficiently accomplish the goals of the Department.
- Responds to alarms of fire or other emergencies and determine the resources needed.
- Attend department meetings and briefings relative to Fire Department operations and activities.
- Teach classes on a variety of subjects to other fire personnel and the citizens of the community.
- Answer general questions about the functions of the Fire Department.
- If approved by the Fire Chief, may assume the duties of Acting Company Officer.

- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

May supervise a junior member on calls, during station activities, and training.

MINIMUM QUALIFICATIONS

To perform this job successfully, the Fire Engineer must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods and techniques of modern firefighting.
- Knowledge of City and the Fire Department organization policies and procedures.
- Knowledge of the principles and practices of the organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player, and to establish and maintain an effective and responsive working relationship with superiors and peers.
- Ability to research and prepare a report.
- Ability to analyze emergency situations and to adapt quickly, effectively, and professionally.
- Must be able to pass established written, oral, physical, medical, and psychological examinations.
- Must submit to fingerprinting and a detailed background investigation.

OTHER SKILLS AND ABILITIES

The Fire Engineer must be self-motivated and able to work well with very little supervision. Must have the ability to establish and maintain effective working relationships with superiors, peers, and the general public.

EQUIPMENT USED

The Fire Engineer shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are, but not limited to:

- Basic hand tools ranging from screwdrivers to fire axes to forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills, and hydraulic powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment, and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks, and ambulances, including their associated equipment.

EDUCATION AND EXPERIENCE

The Fire Engineer shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science/firefighting fields is highly desirable. Must have a general knowledge of rules, regulations, policies, and procedures of the Department.

- Must have a high school diploma or equivalency certificate.

- At time of application, Must have ~~two years~~one year of experience as a Senior Firefighter with the City of Black Hawk Fire Department or a comparable career fire department.
- Must be approved to function as an Acting Driver Operator at time of promotion.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a Colorado Driver's License with good driving record.
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain a American Heart Association Professional Rescuer CPR certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Firefighter II certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Driver Operator Pumper certification.
- Must have and maintain at a minimum NWCG ~~Fire Engineer~~Firefighter II Red Card Qualification.
- ~~Must have attended a NWCG S-211 training class.~~
- Must have NIMS IS-800 certification.
- Within six months of promotion, must obtain and maintain Colorado Division of Fire Prevention and Control Driver Operator Aerial certification.

COMMUNICATION SKILLS

The Fire Engineer must have the ability to read, write, and understand written rules, regulations, policies, and standard operating guidelines. Must be able to read and interpret technical data from trade journals and textbooks. Must be able to respond to common inquiries from the general public, and have the ability to effectively present information to superiors, subordinates, and the public.

REASONING ABILITY

The Fire Engineer must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret a wide variety of technical instructions and deal with several abstract and concrete variables simultaneously.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Fire Engineer to successfully perform the essential functions of this job.

- The Fire Engineer is subject to high stress situations with little or no warning and may be involved for long periods of time.
- Could possibly come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Fire Engineer is regularly required to walk, run, and sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Fire Engineer is frequently required to detect odors and distinguish colors.
- The Fire Engineer must regularly lift and/or move more than 100 pounds.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The Fire Engineer must successfully complete a National Fire Protection Association 1582 compliant physical prior to employment.
- The Fire Engineer must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a Fire Engineer encounters while performing the essential functions of their job.

- While performing the duties of this job, the Fire Engineer regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in highly precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Fire Engineer frequently drives or is a passenger in large apparatus that may be operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Fire Engineer may be required to be seated for long periods of time.

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.

I have read and fully understand the duties of the job description.

Sign: _____ **Date:** _____

CITY OF BLACK HAWK
2023 Job Description

JOB TITLE:	Fire Captain	DEPARTMENT:	Fire
REPORTS TO:	Fire Chief	EXEMPT:	No
SALARY RANGE: \$113,025 – \$158,235 / Annual			

SUMMARY

The Fire Captain performs administrative and managerial duties for the Fire Department. Assists the Fire Chief in the execution of their duties and may assume the role of Fire Chief in their absence. Manages and supervises Lieutenants and Firefighters on their shift by developing and coordinating their activities. Conducts annual fire inspections with their shift. Reviews alarm and activity reports to assist the Fire Chief in determining causes and identifying preventative strategies. Identifies training needs and educational activities to maintain and improve professional skills of members assigned to their shift. Reads and studies trade journals and other related data to keep abreast of the latest in firefighting methods and trends. Coordinates training and education, and assists the Lieutenant in training all members of their shift. Requires a high degree of independent judgment, initiative, and understanding that must be exercised in interpreting and formulating orders, rules and regulations, and standard operating guidelines for the orderly operation of the Fire Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Fire Captain is assigned to a 48/96 shift schedule, and when not on an alarm is engaged in station work, which consists of preventative maintenance on all Fire Department vehicles, cleaning and maintaining the station and the surrounding grounds, physical fitness, and job-related training as assigned. The Fire Captain spends a minimum of two hours each shift studying fire- and/or medical-related topics and two hours of physical fitness.

- Plans, organizes, coordinates, and manages the operations of uniformed personnel.
- Schedule and assign subordinate personnel and equipment resources so the Department performs in an efficient and effective manner.
- Enforces Department rules and regulations and policies.
- Conducts training sessions with personnel relating to firefighting, EMS techniques, new and revised policies and procedures, work methods, recent advances in technology, statutes, laws, City ordinances, and recognized national standards.
- Review requests for training and education outside the Department and make recommendations to the Chief.
- Perform evaluations, both formal and informal, of subordinate personnel.
- Assists in the development of goals and objectives for subordinate personnel and the Department and promotes the Mission and Vision Statements of the Department.
- Works with the Chief on disciplinary actions and recommends appropriate actions.
- Participates in the development of the Fire Department budget.
- Attends staff meetings and briefings relative to departmental operations and activities.
- Prepares statistical and narrative reports relative to department activities, operations, and special assignments.
- Supervises and participates in fire and medical incidents.
- Analyzes incident activities and helps develop training to improve process and procedures.

- Attends public meetings as a representative of the Fire Department, delivers speeches to civic, school, and other organizations.
- Maintains harmony among Firefighters on their shift and resolves grievances, adjusts errors, and complaints.
- Assist subordinates in performing duties, developing career track, and advises subordinates on training and educational opportunities available to attain their goals.
- Functions as the designated Safety Officer for assigned shift.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Fire Captain supervises subordinate employees within the Fire Department and is responsible for coordination, evaluation, and training of personnel. The Fire Captain carries out supervisory responsibilities in accordance with Department policies, rules, and regulations to accomplish the organization's goals and objectives. Responsibilities may include: planning, assigning, and directing work; appraising performance; recommending commendation and disciplinary measures regarding subordinates; developing remedial training to address problem areas; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

To perform this job successfully, the Fire Captain must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the principles, methods, and techniques of modern firefighting.
- Knowledge of City and Fire Department organization, policies, and procedures.
- Knowledge of the principles and practices of organizational dynamics and administration.
- Ability to communicate effectively, both orally and in writing.
- Ability to be a team player and to establish and maintain an effective and responsive working relationship with peers, Federal, State, County, and City officials, civic leaders, and the community in general.
- Ability to plan, manage, supervise, and evaluate the activities of personnel.
- Ability to analyze complex problems and to adopt quick, effective, and reasonable courses of action.
- Ability to observe situations analytically and objectively and to record and report them clearly and completely.
- Must be able to pass established written, oral, physical, medical and psychological examinations.
- Must submit to fingerprinting and to a detailed background investigation.
- Must be available on 24-hour callback, as well as handle supervisory, administrative and Fire Department business and problems by telephone during off-duty hours.

OTHER SKILLS AND ABILITIES

Must have the ability to maintain discipline of subordinates. Must have the ability to establish and maintain effective working relationships with superiors, subordinates, fellow employees, and the general public.

EQUIPMENT USED

The Fire Captain shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are, but not limited to:

- Basic hand tools ranging from screwdrivers to fire axes to forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills, and hydraulic powered equipment.
- Specialized equipment such as generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment, and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks, and ambulances including their associated equipment.

EDUCATION AND EXPERIENCE

The Fire Captain shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science and management science fields is highly desirable.

- ~~Effective January 1, 2022,~~Must have at time of application an Associate's Degree in fire science or closely related field, or 60 documented credit hours is required at time of promotion.
- Must have a general knowledge of rules, regulations, policies, and procedures of the Department.
- At time of application, Must meet time in rank requirement of a minimum of two years as a Fire Lieutenant with the City of Black Hawk Fire Department or a comparable career fire department.
- Must be approved to function as an Acting Shift Commander at time of promotion.

CERTIFICATES, LICENSES, REGISTRATIONS

Required at time of application:

- Must possess a Colorado Driver's License with good driving record.
- Must have and maintain at a minimum a State of Colorado Department of Public Health and Environment certification as an EMT-B.
- Must have and maintain a American Heart Association Professional Rescuer CPR certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Officer II certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Instructor I certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Fire Inspector II certification.
- Must have and maintain at a minimum a Colorado Division of Fire Prevention and Control Hazardous Materials Operations certification.
- Must have and maintain at a minimum NWCG Firefighter II Red Card Qualification.
- Must have ICS-400 certification.

COMMUNICATION SKILLS

The Fire Captain must have the ability to read, analyze, and interpret fire service text, journals, incident reports, financial reports, and legal documents. Create written communication using correct grammar. Respond appropriately to common inquiries or complaints from the general

public, citizens, fire agencies, and regulatory agencies. Must have ability to effectively present information to the Fire Chief, Fire Department employees, and public groups.

REASONING ABILITY:

The Fire Captain must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret a wide variety of technical instructions and deal with several abstract and concrete variables simultaneously.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a Fire Captain to successfully perform the essential functions of this job.

- The Fire Captain is subject to high stress situations with little or no warning and may be involved for long periods of time.
- Could possibly come in contact with individuals who have contagious diseases.
- While performing the duties of this job, the Fire Captain is regularly required to walk, run, and sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb and balance; stand, stoop, kneel, crouch, or crawl; talk and hear.
- The Fire Captain is frequently required to detect odors and distinguish colors.
- The Fire Captain must regularly lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The Fire Captain must successfully complete a National Fire Protection Association 1582 compliant physical and the NWCG Work Capacity Test with an Arduous rating annually.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a Fire Captain encounters while performing the essential functions of their job.

- While performing the duties of this job, the Fire Captain regularly works in a variety of outside weather conditions.
- Frequently works near moving mechanical parts and in high precarious places.
- Is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extremes of heat and cold, the risk of electrical shock, and high-noise environments.
- The Fire Captain frequently drives or is a passenger in large apparatus that may be operating under emergency conditions. The apparatus may be operated in adverse weather conditions.
- The Fire Captain may be required to be seated for long periods of time.

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.

I have read and fully understand the duties of the job description.

Sign: _____ Date: _____

DRAFT

CITY OF BLACK HAWK
2023 Job Description

JOB TITLE:	Part Time Executive Administrative Assistant	DEPARTMENT:	As Assigned
REPORTS TO:	Department Director	EXEMPT:	No
SALARY RANGE:	\$31.1900 - \$43.6659 / HR		

SUMMARY

Provides part-time clerical and administrative support to the City departments for special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide variety of complex, responsible and confidential duties for special projects such as creating Standard Operating Procedures.
- May answers telephone, takes messages, greets visitors ascertains nature of visitor business, gives information and routes call or visitor to appropriate Department.
- Proficient use of spreadsheet, word processing, and database computer programs for efficient processing of Department information.

SUPERVISORY RESPONSIBILITIES

- None.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

- Ability to present a professional, courteous, competent image that will reflect well on the Department and the City.
- Ability to communicate effectively, both orally and written, with a wide variety of people.
- Ability to understand and carry out oral and written instructions.
- Ability to be a "team player", and to establish and maintain an effective and responsive working relationship with peers, and the community in general.
- Ability to work independently in the absence of supervision.
- Knowledge of the principles and practices of the organization and administration.
- Knowledge of correct use of English language including spelling, grammar, and punctuation and able to use it in preparation of business letter writing and basic reports.
- Knowledge of modern office procedures, including use of computer equipment, print, and electronic media, calculators, telephones, fax and copy machines.

EQUIPMENT USED

Constant Daily Use: telephones, cell phones, computers, calculators, copy machines, fax machines.

EDUCATION and/or EXPERIENCE

- High School Diploma or GED.
- Two years' experience in clerical, administrative, and/or secretarial work.
- Must have a working knowledge of the network computer systems, and proficiency with word processing and spreadsheet applications.

LICENSE OR CERTIFICATE

Must have a valid Colorado Driver's License with a good driving record.

WORKING RELATIONSHIPS

Maintain effective and friendly working relationships with all City employees, vendors and others.

COMMUNICATION SKILLS

Ability to respond to common inquiries and/or complaints from City employees, officials, general public or outside agencies. Ability to effectively present, both in verbal and written form, information to the Department Director, city employees, the public, and outside agencies.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The employee is regularly required to sit; stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

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.

I have read and fully understand the duties of the job description.

Signature: _____

Date: _____

RESOLUTION 70-2022
A RESOLUTION
APPROVING THE CITY OF
BLACK HAWK FEE
SCHEDULE, AS AMENDED

STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

Resolution No. 70-2022

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 7th day of December, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK

REQUEST FOR COUNCIL ACTION

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

RECOMMENDATION:

MOTION TO APPROVE Resolution 70-2022, a Resolution amending the City of Black Hawk Fee Schedule.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Each year City staff reviews the adopted fee schedule to ensure all fees are reasonable and sufficient to cover the cost of services the City provides and to alleviate any errors or discrepancies. Incorporated into the accompanying Fee Schedule, Exhibit A, are fee changes proposed by City Staff.

AGENDA DATE:

December 7, 2022

WORKSHOP DATE:

N/A

FUNDING SOURCE:

N/A

DEPARTMENT DIRECTOR APPROVAL:

☒ Yes ☐ No

STAFF PERSON RESPONSIBLE:

Melissa Greiner
City Clerk/Administrative Services Director

DOCUMENTS ATTACHED:
Schedule

Exhibit A – Draft Amended Fee


RECORD:

☐ Yes ☒ No

CITY ATTORNEY REVIEW:

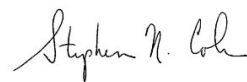
☐ Yes ☒ N/A

SUBMITTED BY:



Melissa Greiner
City Clerk/Administrative Services Director

REVIEWED BY:



Stephen N. Cole
Acting City Manager

EXHIBIT A
2022 2023 City of Black Hawk Fee Schedule

Business/Sales Tax License		
Business License-New & Renewal	\$50.00	
Gaming License Related Fees		
Transportation Device Fee	\$40.80	per device/per year
Ambulance Fee (Silver Dollar Metro District Devices Excluded)	\$2.50	per device/per month
General Device Fee (except live table games)	\$1,050.00	per device/per year
General Device Fee on Table Games with Live Dealers	\$4,200.00	per device/per year
Liquor License		
Application Fee - new license	\$1,000.00	
Retail Liquor Store	\$22.50	
Liquor-licensed Drugstore	\$22.50	
Beer and Wine	\$48.75	
Hotel and Restaurant	\$75.00	
Tavern	\$75.00	
Optional Premises	\$75.00	
Club	\$41.25	
Retail Gaming Tavern	\$75.00	
Brew Pub	\$75.00	
Arts	\$41.25	
Racetrack	\$75.00	
Distillery Pub	\$75.00	
Lodging & Entertainment	\$75.00	
Vitner's Restaurant	\$75.00	
Fermented Malt Beverage On Premises	\$3.75	
Fermented Malt Beverage Off Premises	\$3.75	
Fermented Malt Beverage On/Off Premises	\$3.75	
Art Gallery Permit	\$3.75	
Bed & Breakfast Permit	\$3.75	
Mini Bar Permit w/Hotel Restaurant License	\$48.75	
Annual Renewal Application Fee	\$100.00	
Late Renewal	\$500.00	
Special Event Liquor Permit	\$100.00	
Festival Permit	\$100.00	

2022 2023 City of Black Hawk Fee Schedule

Tastings Permit	\$100.00	new and renewal
Fingerprint Analysis (credit card payment through Idemia)	\$48.50	each analysis (\$38.50 + \$10 vendor service fee)
Corp/LLC Change (per person)	\$100.00	
Change of Location	\$750.00	
Change of Manager (H&R, Tavern, L&E, and Campus Liquor Complex)	\$75.00	
Promotional Association Certification Application	\$100.00	
Attachment of a Licensed Premise	\$100.00	
Annual Renewal	\$100.00	
Lodging License		
Lodging License	\$100.00	
Short-Term Rental License	\$100.00	
Short-Term Rental License Life/Safety Inspection	\$150.00	
Retail Marijuana License		
Initial Operating Fee New Application or Change of Ownership/CBO	\$2,500.00	
Annual Renewal and Operating Fee Application	1500 \$500	
Annual Operations Fee	\$1,500.00	
Late Renewal Fee	\$500.00	
Transaction Fee	\$2.00	per transaction
Change in Corporate Officers, Directors, or Manager	\$100.00	per person ≥ 10% financial interest
New and Renewal Hospitality Establishments with or without sales	\$1,000.00	
Fingerprint Analysis (credit card payment through Idemia)	\$48.50	each analysis (\$38.50 + \$10 vendor service fee)
Escort Services License		
Application Fee	\$300.00	
Application Investigation Fee (Police Department)	\$250.00	
Renewal Fee	\$200.00	
Pawnbrokers Business License		
Application Fee	\$2,200.00	
Renewal Fee	\$5.00	
Investigation and Processing Fee	\$200.00	
Sexually Oriented Business License		
Application Fee	\$750.00	
Renewal Fee	\$1,000.00	

2022 2023 City of Black Hawk Fee Schedule

Transfer of Ownership	\$200.00	
Manager's License	\$250.00	
Misc. Licenses/Permits		
Dog License Annual Fee (Males & spayed females)	\$3.00	
Dog License Annual Fee (Unspayed females)	\$5.00	
Newsrack Permit	\$0.00	
Public Assembly Permit (for profit organizations)	\$100.00	
Recreational Vehicle and Equipment Permit	\$0.00	
Mobile Auto Repair Permit and Annual Renewal	\$25.00	
Street Vendor Conditional Use Permit	\$100.00	for 6 months for each vehicle used
Shuttle Owner/Operator Registration and Annual Renewal	\$100.00	
Private Social Club Permit	\$100.00	
Solicitation		
Permit Fee	\$100.00	
Renewal Fee	\$50.00	
Fingerprint Fee/Background Check (credit card payment through Idemia)	\$26.50	each analysis (\$16.50 + \$10 vendor service fee)
Identification Badge	\$25.00	
Replacement Identification Badge	\$25.00	
Special Event Fees		
First day	\$50.00	
Each additional day	\$30.00	
Bicycle Event Permit	\$100.00	
Franchise Fees		
Cable Television Franchise Fee		
New Application	per contract	
Transfer	per contract	
Gas and Electric Franchise	3%	of all received revenues
Transfer	per contract	
Dory Hill Cemetery		
Plot Fee	\$50.00	
Burial Fee - Casket	\$400.00	
Burial Fee - Cremated Remains	\$150.00	
Miscellaneous		

2022 2023 City of Black Hawk Fee Schedule

Code Books	online	
Open Records Request Research Fee	\$33.58	after first hour/per hour
Copies made	\$0.25	page
Public Hearing Notice Publication Fee	Actual Cost	plus 15% City Administration Fee
Reference: Black Hawk Municipal Code - Article XVII - Application Procedures and Submittal Requirements - Section 16-370 - Fees		
Building Fees		
Building Fees cover the cost of an initial Plan Review, one (1) round of response comments and primary inspections for Building, Plumbing, Mechanical, Electrical, and Structural. A reinspection fee is invoiced separately.		
Public Improvement Plan Review and Inspection fees are NOT collected with the Building Fee. These fees are invoiced separately using the Land Use fee schedule.		
Building Permit Fees Based on Total Valuation		
\$1.00 to \$500	\$23.50	
\$501 to \$2,000	\$23.50	for 1st \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25	for the 1st \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25	for the 1st \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75	for the 1st \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75	for the 1st \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$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
\$1,000,001 and up	\$5,608.75	for the 1st \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof

~~2022~~ 2023 City of Black Hawk Fee Schedule

Residential Building Permit Fees	<p>Reference Municipal Code Section 18-5 (12) Reference Ordinance 2022-25</p>	<p>no fees for building permit, plan review or use tax shall be required if the residence was constructed prior to 1991 OR is located within the Historic Residential (HR) Zoning District, and new construction, rehabilitation, remodeling, relocation, addition or accessory building improvements are made in accordance with the Design Standards of the City of Black Hawk, as adopted by the Board of Aldermen. All permit applications are reviewed by the Building Official, and/or consulting service. Reference Municipal Code Section 18-5 (12).</p> <p>R108.1 Residential Permit Fees. A permit shall be issued by the Building Official for new construction, rehabilitation, remodeling, additions, accessory buildings or alterations to all residential structures including relocated residential structures. Permit fees and plan review fees are assessed but not collected from the homeowner if the residence is located within the Historic Residential (HR) Zoning District. No Sales Tax is assessed or collected on these projects. New construction, rehabilitation, remodeling, relocation, addition or accessory building improvements are made in accordance with the Design Standards of the City of Black Hawk, as adopted by the City Council. All permit applications are reviewed by the Building Official.</p> <p>Residential building outside the Historic Residential (HR) Zoning District are responsible for all currently adopted building fees for new construction, rehabilitation, remodeling, additions, accessory buildings, or alterations. All permit applications are reviewed by the Building Official and must meet the Design Standards of the City of Black Hawk, as adopted by the City Council.</p> <p>R108.1.2 Restoration and Community Preservation Fund Grant Program Fees. A permit shall be issued by the Building Official for all renovations that are approved by the City Council and funded by a Historic Restoration and Community Preservation Program; permit fee and plan review fees are assessed but not collected from the homeowner. No Sales Tax is assessed or collected on these projects.</p>
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 collected thru CommunityCore 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.

2022 2023 City of Black Hawk Fee Schedule

Building Consulting / Miscellaneous Services	\$150.00	an hour plus 15% City Administration Fee - Includes all services not listed.
Same Day Building Inspections During Regular Business Hours 9:00 a.m. - 4:00 p.m., Monday thru Friday	\$150.00	an hour with a two (2) hour minimum - collected in advance of inspection thru CommunityCore.
Inspections Outside of Regular Business Hours 9:00 a.m. - 4:00 p.m., Monday thru Friday	\$200.00	an hour with a four (4) hour minimum - collected in advance of inspection thru CommunityCore 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 -collected in advance of inspection thru CommunityCore plus 15% City Administration Fee.
Special Investigation Fee - starting work without a permit.	\$500.00 \$1000.00 \$1500.00	1st Occurrence - collected thru CommunityCore plus 15% City Administration-Fee. 2nd Occurrence - collected thru CommunityCore plus 15% City Administration-Fee. 3rd Occurrence and additional Occurrence - collected thru CommunityCore 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.
CoBH Administration Fee: A CoBH 15% City Administration Fee shall be added to each invoice generated by Finance. The 15% Administrative Fee does not apply to fees collected through CommunityCore.		
Electrical Fees		
Electrical Only Plan Review - initial review and one (1) response comments	65%	of the Electrical Permit fee calculated below.
Additional Electrical Plan Review/Response Comments	\$150.00	an hour collected thru CommunityCore. plus 15% City Administration Fee
Residential Electrical Only Installation: (New, Remodel, Addition) (Round sq. ft. up to next 100 for calculation).		
Residential Installation (Based on enclosed living area only)		
LIVING AREA:		
≤ 1,000 sq. ft.	\$115.00	
1,001 sq. ft. but ≤ 1,500 sq. ft.	\$172.00	
1,501 sq. ft. but ≤ 2,000 sq. ft.	\$230.00	

2022 2023 City of Black Hawk Fee Schedule

≥ 2,001 sq. ft. (\$228.00 + (\$10.00) x each additional 100 sq. ft.)	Calculated Fee	
EXAMPLE: (2235 sq. ft.) first 2000 sq. ft. = \$228 + (300 (235 rounded up to next 100) x \$10.00) = \$258.00		
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 = \$115.00 443.00 (base fee)	\$115.00	
≥ \$2,001 add \$10.00 per thousand of job valuation (always round up the next \$1000) to the Base Fee (\$115.00 443.00)	Calculated Fee	
EXAMPLE: The cost of the installation is \$5,150 (round up to \$6,000) (6 x \$10 = \$60) The base fee (shown above): \$115 443 + (6 x \$10.00) \$60 = \$173.00 Total Fee		
Mobile/Modular/Manufactured Home Set (per unit)	\$115.00	
Temporary Heat Release	\$115.00	
Temporary Electrical Meter	\$115.00	
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.		
Valuation of Installation (Based on cost to customer of labor, material and items)		

2022 2023 City of Black Hawk Fee Schedule

Not more than \$2000 (Base Fee)	\$115.00	
≥ \$2,001 add \$115.00 443.00 + \$10.00 per thousand of total job valuation (always round up the next \$1000)	Calculated Fee	
EXAMPLE: The valuation if \$5,150 (round up to \$6,000) the base fee as shown above; \$115.00 443.00 + (6x(\$10.00)) = \$173.00 total fee*		
Senate Bill 17-179 placed a cap on solar permit fees of: \$500.00 for residential installation and; \$1,000 for commercial installations. Caps on the permit fee are a combination of the solar (DC) installers permit 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.		
Special Investigation Fee - staring work without a permit.	\$500.00 \$1000.00 \$1500.00	1st Occurrence - collected thru CommunityCore plus 15% City Administration Fee 2nd Occurrence - collected thru CommunityCore plus 15% City Administration Fee 3rd Occurrence and Each Additional Occurrence - collected thru CommunityCore plus 15% City Administration Fee
Expert Witness / Court Testimony	Actual Cost	plus 15% City Administration Fee
Re-Inspection Fee: *Contractor/Homeowner not ready *Contractor/Homeowner not on site *Contractor/Homeowner disregards correction items 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.	\$150.00	an hour for each re-inspection - collected in advance thru CommunityCore. plus 15% City Administration Fee

2022 2023 City of Black Hawk Fee Schedule

1. Ensure that the work is completed within the time limitation of the permit. 2. Install electrical according to the currently adopted edition of the Colorado electrical Code (NEC). 3. Request an electrical inspection <i>prior</i> to covering and a final inspection <i>prior</i> to occupancy. 4. Temporary construction meters require a separate permit application from any other activity.		
CoBH Administration Fee: A CoBH 15% City Administration Fee shall be added to each invoice generated by Finance. The 15% Administrative Fee does not apply to fees collected through CommunityCore.		
Conveyance Consulting Services		
Compliance Training	\$155/per hour	Help owners/managers/maintenance understand their part in keeping units code-compliant, plus 15% City Administration Fee.
Contract Review	\$780/per unit	Review current contract and help in writing new contracts, plus 15% City Administration Fee.
Conveyance Operation Training	\$155/per hour	Provides owners/managers/maintenance personnel with knowledge of all operations of chosen conveyances, plus 15% City Administration Fee.
Capitol Plans	\$840/per unit	Review of conveyance with plan for future improvements and necessary repairs. Includes performance review, plus 15% City Administration Fee.
Maintenance Evaluation < 10 Traction	\$525/per unit	Provide a detailed evaluation of maintenance performed along with code items in a professional report, plus 15% City Administration Fee.
Maintenance Evaluation ≥ 10 Traction	\$420/per unit	Provide a detailed evaluation of maintenance performed along with code items in a professional report, plus 15% City Administration Fee.
Maintenance Evaluation < 10 Hydraulic	\$455/per unit	Provide a detailed evaluation of maintenance performed along with code items in a professional report, plus 15% City Administration Fee.
Maintenance Evaluation ≥ 10 Hydraulic	\$360/per unit	Provide a detailed evaluation of maintenance performed along with code items in a professional report, plus 15% City Administration Fee.
Miscellaneous Services	\$155/per hour	Includes all miscellaneous services not listed, plus 15% City Administration Fee.
Providing operator to run conveyance	\$155/per hour	If necessary to perform work in hoistway, an operator can be provided that qualifies under state statute, plus 15% City Administration Fee.

2022 2023 City of Black Hawk Fee Schedule

Required Presence	\$155/per hour	any necessary request for our presence i.e. meetings, etc. Travel time not included, plus 15% City Administration Fee.
Consultant Administration Fee: A fee that covers administrative costs such as inspection scheduling, inspection resulting, and recordkeeping not handled by the CoBH.	\$50.00/hour	Plus 15% City Administration Fee.
CoBH Administration Fee: A CoBH 15% City Administration Fee shall be added to each invoice generated by Finance. The 15% Administrative Fee does not apply to fees collected through CommunityCore.		
CONVEYANCE INSPECTION SERVICES		
Shut Down/Dormant/Remove from Service Elevator	\$155/per unit	plus 15% City Administration Fee.
Dormant Elevator	\$155/per unit	plus 15% City Administration Fee.
Dumbwaiter Periodic	\$155/per unit	plus 15% City Administration Fee.
Dumbwaiter Acceptance	\$355/per unit	plus 15% City Administration Fee.
Escalator Annual	\$675/per unit	Colorado - Category 5 test annual, plus 15% City Administration Fee.
Escalator Acceptance	\$700/per unit	plus 15% City Administration Fee.
Hydraulic Periodic	\$155/per unit	1-1.5 hours, plus 15% City Administration Fee.
Hydraulic Roped Periodic	\$210/per unit	1.5-2 hours, plus 15% City Administration Fee.
Hydraulic 5 Year	\$210/per unit	2 hours, Witnessed annual safety test, plus 15% City Administration Fee.
Hydraulic Roped 5 Year	\$375/per unit	3 hours, Witnessed annual safety test, plus 15% City Administration Fee.
Hydraulic Acceptance	\$525/per unit	plus 15% City Administration Fee.
Lift Periodic (material type B, platform, chair, etc.) Periodic	\$155/per unit	all lifts other than those described in the Conveyance Section, plus 15% City Administration Fee.
Lift Periodic Acceptance (material type B, platform, chair, etc.)	\$355/per unit	all lifts other than those described in the Conveyance Section, plus 15% City Administration Fee.
Remove Conveyance From Service	\$155/per unit	plus 15% City Administration Fee.
Traction Periodic	\$210/per unit	1.5-2 hours, plus 15% City Administration Fee.
Traction 5 Year	\$520/per unit	4 hours, Witnessed safety test with weights, plus 15% City Administration Fee.
Traction Acceptance	\$525/per unit	Plus 15% City Administration Fee.
Temporary Certificate of Operation (TCO) 1st - 60 days	\$155/per unit	60 day follow-up, plus 15% City Administration Fee.
Temporary Certificate of Operation (TCO) 2nd - 30 days	\$310/per unit	30 day follow-up, plus 15% City Administration Fee.

~~2022~~ **2023** City of Black Hawk Fee Schedule

Temporary Certificate of Operation (TCO) 3rd - Shutdown-Conveyance	\$310/per unit	Conveyance is removed from service if violations on 2nd TCO are unresolved, plus 15% City Administration Fee.
CONVEYANCE MISCELLANEOUS SERVICES		
Conveyance Incident Investigation	\$135/per hour	Incident investigation, plus 15% City Administration Fee.
Consulting / Miscellaneous Services	\$155/per hour	Plus 15% City Administration Fee.
Development Review Committee (DRC) Meeting Attendance	No Charge	
Expert Witness / Court Testimony	Actual Cost	Plus 15% City Administration Fee.
Inspections Outside of Regular Business Hours - Reference Consultant's Current Professional Services Agreement.	Initial Per Unit Fee	Four (4) hour minimum, plus 15% City Administration Fee.
Plan Review and Response Comments - Initial	\$475.00 per unit	Includes initial plan review and initial response comments, paid thru CommunityCore plus 15% City Administration Fee.
Plan Review and Response Comments - Additional	\$155.00 per hour	Includes additional reviews and additional response comments per occurrence, paid thru CommunityCore plus 15% City Administration Fee.
Re-Inspection Fee A re-inspection fee is charged in the following instances: 1. The Contractor is not ready 2. The Contractor provides an incorrect address 3. The Contractor is not on site 4. The Contractor does not correct violations	Initial Per Unit Fee	Plus 15% City Administration Fee.
Special Investigation Fee - staring work without a permit.	\$500.00 \$1000.00 \$1500.00	1st Occurrence - collected thru CommunityCore plus 15% City Administration Fee 2nd Occurrence - collected thru CommunityCore plus 15% City Administration Fee 3rd Occurrence and Each Additional Occurrence - collected thru CommunityCore plus 15% City Administration Fee
Violation Fee - Escalator Annual - 30 days past due	\$800/per unit	Per occurrence, plus 15% City Administration Fee.
Violation Fee - 5-Year Witness Safety Test - 30 days past due	\$800/per unit	Per occurrence, plus 15% City Administration Fee.
Consultant Administration Fee: A fee that covers administrative costs such as inspection scheduling, inspection resulting, and recordkeeping not handled by the CoBH.	\$50.00/hour	Plus 15% City Administration Fee.
CoBH Administration Fee: A CoBH 15% City Administration Fee shall be added to each invoice generated by Finance. The 15% Administrative Fee does not apply to fees collected through CommunityCore.		

~~2022~~ **2023** City of Black Hawk Fee Schedule

CONVEYANCE PERMITS		
Commercial - Minor Alteration Covers: cab finishes, valve work, power unit install, door operator replacement, re-rope/brake suspension, escalator handrails. Permit Submittal Requirements: a conveyance permit application and manufacture specifications.	\$575/per unit	Includes initial plan review and initial response comments, collected thru CommunityCore. Plus 15% City Administration Fee.
Commercial - Major Alteration/New Construction/Re-rope Covers: controller, signal fixtures, rotating equipment, drive (multiple components), fire alarm, fire recall. Permit Submittal Requirements: a conveyance permit application with drawings stamped by a design professional licensed in Colorado.	\$865/per unit	Includes initial plan review and initial response comments, collected thru CommunityCore. Plus 15% City Administration Fee.
Residential Elevator, Platform Lift or Dumbwaiter	\$575/per unit	Includes initial plan review and initial response comments, collected thru CommunityCore. Plus 15% City Administration Fee.
Plan Review and Response Comments - Additional	\$155.00 per hour	Includes additional reviews and additional response comments per occurrence, collected thru CommunityCore plus 15% City Administration Fee.
Consultant Administration Fee: A fee that covers administrative costs such as records management, certificate preparation, or scheduling reinspection's not handled by the CoBH. Initial inspection scheduling by Consultant is not a reimbursable expense.	\$50.00/hour	plus 15% City Administration Fee.
CoBH Administration Fee: A CoBH 15% City Administration Fee shall be added to each invoice generated by Finance. The 15% Administrative Fee does not apply to fees collected through CommunityCore.		
Electrical Permit: If an 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.		

2022 2023 City of Black Hawk Fee Schedule

MISC. Fees		
Contractor Registration (However a Business License is required)	\$0.00	
Right-of-Way Use Permit	\$35.00	
Street Cut Permit	\$300.00	for 1 to 100sf and \$2/sf for any additional
State Highway Access Permits		
Level 1	\$50.00	single family residential/agricultural
Level 2	\$100.00	commercial property & those in excess of 20 vehicular trips per day w/o roadway improvements.
Level 3	\$300.00	commercial property requiring roadway improvements.
Historic Landmarking	Consultant Fee	plus 15% City Administration Fee
Development in Flood Hazard Permit	Consultant Fee	plus 15% City Administration Fee
Public Hearing Notice Publication Fee	Actual Cost	plus 15% City Administration Fee
Fire and Police Protection Fee at time of Building Permit		
Multifamily Residential	\$70.00	per occupant/multiply fee x peak period occupant load as per IBC
Commercial	\$14.00	per occupant/multiply fee x peak period occupant load as per IBC
Industrial	\$70.00	per occupant/multiply fee x peak period occupant load as per IBC
Change of Use	Consultant Fee	plus 15% City Administration Fee
Redevelopment	Consultant Fee	plus 15% City Administration Fee
Industrial	Consultant Fee	plus 15% City Administration Fee
Off-site commercial parking space fee (Parking Impact Fee)	\$2,000.00	per space
Inspection Record Card Replacement	\$50.00	per card plus 15% City Administration Fee
CoBH Administration Fee: A CoBH 15% City Administration Fee shall be added to each invoice generated by Finance. The 15% Administrative Fee does not apply to fees collected through CommunityCore.		
Reference: Black Hawk Municipal Code - Article XVII - Application Procedures and Submittal Requirements - Section 16-370 - Fees		
Utilities		
Disconnect/Reconnect Fees		
Notice of disconnection due to delinquency or failure to maintain	\$60.00	
Reconnection charge due to delinquency or failure to maintain	\$500.00	

2022 2023 City of Black Hawk Fee Schedule

Disconnection/shut off for convenience (>7 days)	\$200.00	
Reconnection charge for convenience (>7 days)	\$500.00	
Commercial Fire Flow Testing		
Permit (>48 hours in advance of test)	\$150.00	
Penalty for failure to acquire permit	\$5,000.00	
Sign Permit Fees		
Sign Plan Review (COAC reviews; and Sign Permit reviews)	Consultant Fee	plus 15% City Administration Fee
Sign Permit Application	\$50.00	Additional Sign Plan Review, Sign Building Permit Fees, and Electrical Fees apply and are collected separately with the Pre-Application or Formal Sign Plan Application process, i.e. Certificate of Appropriateness, etc., or with this Sign Building Permit Application if a COAC/Sign Plan is not of Record.
Sign Permit Fees Based on Total Valuation		
\$1.00 to \$500	\$23.50	
\$501 to \$2,000	\$23.50	for 1st \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25	for the 1st \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25	for the 1st \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75	for the 1st \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75	for the 1st \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$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
\$1,000,001 and up	\$5,608.75	for the 1st \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof

2022 2023 City of Black Hawk Fee Schedule

Special Investigation Fee - staring work without a permit.	\$500.00 \$1000.00 \$1500.00	1st Occurrence - paid thru CommunityCore plus 15% City Administration Fee 2nd Occurrence - paid thru CommunityCore plus 15% City Administration Fee 3rd Occurrence and Each Additional Occurrence - paid thru CommunityCore plus 15% City Administration Fee
Expert Witness / Court Testimony	Actual Cost	plus 15% City Administration Fee
Miscellaneous Services	Consultant Fee	plus 15% City Administration Fee - Includes all services not listed
CoBH Administration Fee: A CoBH 15% City Administration Fee shall be added to each invoice generated by Finance. The 15% Administrative Fee does not apply to fees collected through CommunityCore.		
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		
Pre-Land Use Application & DRC Meetings	Consultant Fee	plus 15% City Administration Fee
Formal Land Use Application	Consultant Fee	plus 15% City Administration Fee
Commercial - Land Use Plan Review		
Boundary Line Agreement	Consultant Fee	plus 15% City Administration Fee
Certificate of Appropriateness	Consultant Fee	plus 15% City Administration Fee
Certificate of Architectural Compatibility	Consultant Fee	plus 15% City Administration Fee
Civil Engineer Plan Review and Inspections	Consultant Fee	plus 15% City Administration Fee
Disconnection of Property	Consultant Fee	plus 15% City Administration Fee
Planned Unit Development	Consultant Fee	plus 15% City Administration Fee
Site Development Plan	Consultant Fee	plus 15% City Administration Fee
Special Review Use	Consultant Fee	plus 15% City Administration Fee
Subdivisions		

2022 2023 City of Black Hawk Fee Schedule

Preliminary Subdivision Processing Fee	Consultant Fee	plus 15% City Administration Fee
Final Subdivision Development Fee	Consultant Fee	plus 15% City Administration Fee
Minor Subdivision	Consultant Fee	plus 15% City Administration Fee
Site Development Commercial Plat	Consultant Fee	plus 15% City Administration Fee
Street Plan and Easement Vacation	Consultant Fee	plus 15% City Administration Fee
Variance	Consultant Fee	plus 15% City Administration Fee
Residential Land Use Fees	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 within 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.
Restaurant Grills and Air Quality Compliance	Consultant Fee	plus 15% City Administration Fee
Recording Fee	Actual Cost	
Temporary Use or Temporary Structure Permits	\$50.00	plus Security Deposit, if applicable.
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
Expert Witness / Court Testimony	Actual Cost	plus 15% City Administration Fee
Miscellaneous Services	Consultant Fee	plus 15% City Administration Fee
CoBH Administration Fee: A CoBH 15% City Administration Fee shall be added to each invoice generated by Finance. The 15% Administrative Fee does not apply to fees collected through CommunityCore.		
Reference: Black Hawk Municipal Code - Article XVII - Application Procedures and Submittal Requirements - Section 16-370 - Fees		
Police Department Fees		
Sex Offender Registration	\$100.00	initial registration
Renewal	\$50.00	
Portable Breath Test (PBT)	\$20.00	

2022 2023 City of Black Hawk Fee Schedule

VIN Checks (Residents Only)	\$0.00	
Copies onto CDs	\$25.00	
Fire Department Fees (Contact Fire Dept. for further details)		
New Construction, Addition, or Tenant Finish of Commercial and Multi-Residential Plan Reviews		Fee includes initial plan review, one round of response comments, one rough inspection, and one final inspection.
1 - 5,000 square feet	\$750.00	
5,001 - 10,000 square feet	\$750.00	plus \$0.05 per square foot over 5,000
10,001 - square feet or greater	\$1,000.00	plus \$0.05 per square foot over 10,001
Commercial Inspections		
Scheduled Annual Inspection	\$150.00	hour
First Re-inspection of violation noted during a Scheduled Annual Inspection	\$0.00	
Second or greater Re-inspection of violation noted during a Scheduled Annual Inspection	\$150.00	hour
Compliance Verification	\$150.00	hour
System Test	\$150.00	hour. Applies to testing and inspection of fire sprinkler, fire alarm system, and suppression system required in addition to those included in initial fee.
Re-inspection	\$150.00	inspection is scheduled and the contractor is unable to complete the inspection when the inspector arrives, 2) when corrections called out during a previous inspection are not made, or 3) when the contractor does not have the permit card
Outside Agency Support for Scheduled Inspections	\$50.00	hour. Assist adjacent fire agencies with fire and life safety inspections.
Parking Structures		Fee includes initial plan review, one round of response comments, one rough inspection, and one final inspection.
Separate or attached structure	1/2 new construction fee for same square footage (\$750.00 minimum fee)	
Automatic Fire Sprinkler System (NFPA 13, 13D, and 13R)		Fee includes initial plan review, one round of response comments, one rough inspection, one hydro inspection, and one final inspection.
New Fire Sprinkler System	\$0.05 per square foot of system coverage (\$750.00 minimum fee)	
Existing Fire Sprinkler System Modification (Relocate, remove, or add fire sprinklers)		Fee includes initial plan review, one round of response comments, one rough inspection, one hydro inspection, and one final inspection.
1 - 1,500 square feet of system coverage	\$500.00	

2022 2023 City of Black Hawk Fee Schedule

1,501 square feet or greater of system coverage	\$500.00	plus \$0.05 per square foot of system coverage
Fire Pump		Fee includes initial plan review, one round of response comments, one rough inspection, and one final inspection.
Fire Pump in fire sprinkler and/or standpipe system	\$300.00	per pump
Fire Alarm System		Fee includes initial plan review, one round of response comments, one rough inspection, and one final inspection.
1 -1,500 square feet of system coverage	\$500.00	
1,501 square feet or greater of system coverage	\$500.00	plus \$0.05 per square foot of system coverage
Existing Fire Alarm System Modification (Relocate, remove, or add fire alarm devices)		Fee includes initial plan review, one round of response comments one rough inspection, and one final inspection.
1 -1,500 square feet of system coverage	\$500.00	
1,501 square feet or greater of system coverage	\$500.00	plus \$0.05 per square foot of system coverage
False Alarm Fees		
Occurrence 6 to 10	\$100.00	per occurrence
Occurrence 11 to 15	\$250.00	per occurrence
Occurrence 16 to 20	\$500.00	per occurrence
Occurrence 21 to 25	\$1,000.00	per occurrence
Occurrence 26 or more	Discretionary	
Automatic Fire Suppression Systems for Commercial Cooking Operations		Fee includes initial plan review, one round of response comments, one rough inspection, and one final inspection.
Information review and inspection of a new system	\$500.00	per individual system
Modifications to an existing system	\$500.00	per individual system
Standpipe Systems		Fee includes initial plan review, one round of response comments, one rough inspection, one hydro inspection, and one final inspection.
New standpipe	\$450.00	per standpipe riser
Modification to existing standpipe system	\$300.00	per standpipe riser
Additional Plan Review/Response Comments		
Second or Greater Plan Review/Response Comments	\$150.00	per hour
Public Safety Radio Amplification System		
Information review and on-site testing of the system at final inspection.	\$300.00	
Special Investigation Fee - staring work without a permit.		
First Occurrence	\$500.00	
Second Occurrence	\$1,000.00	
Third or greater Occurrence	\$1,500.00	

2022 2023 City of Black Hawk Fee Schedule

Administration Fees/Misc		
Administration Fee for All Invoices	15%	To be included on all plan review and inspection invoices.
CPR and First Aid Training for City residents and City staff	\$0.00	
CPR and First Aid Training for businesses	\$25.00	person includes certification card
Fire Extinguisher Training for City residents and City Staff	\$0.00	
Fire Extinguisher Training for businesses	\$10.00	person for businesses
Temporary Fire Watch	\$0.00	
Site Plans	\$100.00	
Outside Consultation/Third Party Review	Actual Cost plus 15% Administration Fee	The Fire Department reserves the right to have a third party perform an independent review. All associated costs above and beyond the standard fee shall be incurred and paid by applicant or property owner.
Blasting and Storage of Explosives Permit	\$150.00	includes one site inspection
Elevator Entrapment Rescue		
Occurrence 6- to 10	\$500.00	per occurrence
Occurrence 11 to 15	\$1,000.00	per occurrence
Occurrence 16 or more	\$1,500.00	per occurrence

RESOLUTION 71-2022
A RESOLUTION
APPROVING THE
ELEVENTH ADDENDUM
TO PERSONAL SERVICES
AGREEMENT WITH 5280
STRATEGIES, LLC.

STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

Resolution No. 71-2022

**TITLE: A RESOLUTION APPROVING THE ELEVENTH ADDENDUM TO
PERSONAL SERVICES AGREEMENT WITH 5280 STRATEGIES, LLC.**

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 Eleventh Addendum to Personal
Services Agreement between the City and 5280 Strategies, LLC, and authorizes the Mayor to
execute the same on behalf of the City.

RESOLVED AND PASSED this 7th day of December 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK

REQUEST FOR COUNCIL ACTION

SUBJECT: Renewal of Lobbyist Contract

RECOMMENDATION: Staff recommends the following motion to the City Council:

MOTION TO APPROVE Resolution 71-2022, A Resolution Approving the Eleventh Addendum to Personal Services Agreement with 5280 Strategies, LLC.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

5280 Strategies, LLC has been the City's Lobbyist since 2010. There is no increase in fees for 2022.

AGENDA DATE: December 7, 2022

WORKSHOP DATE: N/A

FUNDING SOURCE: Lobbying
010-1101-4113103

STAFF PERSON RESPONSIBLE: Melissa Greiner, City Clerk/Administrative Service Dir.

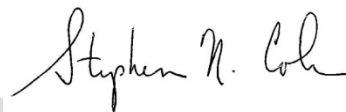
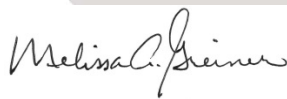
DOCUMENTS ATTACHED: Eleventh Addendum to Personal Services Agreement

RECORD: [☐]Yes [☒]No

CITY ATTORNEY REVIEW: [☒]Yes [☐]N/A

SUBMITTED BY:

REVIEWED BY:



Melissa Greiner, CMC
City Clerk/Administrative Services Director

Stephen N. Cole, City Manager

ELEVENTH ADDENDUM TO PERSONAL SERVICES AGREEMENT

THIS ELEVENTH ADDENDUM TO PERSONAL SERVICES AGREEMENT (the “Eleventh Addendum”) is made and entered into by and between the City of Black Hawk, hereinafter referred to as “City” and 5280 Strategies, LLC, hereinafter referred to as “Contractor” as follows:

WHEREAS, the City and Contractor previously entered into a Personal Services Agreement dated January 1, 2010 (the “Original Agreement”), and have subsequently entered into addenda thereto; and

WHEREAS, the City and the Contractor desire to amend the Original Agreement for additional consulting work, for the Compensation set forth below.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Contractor shall continue to provide to the City the Personal Services to the extent provided herein.

1. **COMPENSATION.** In consideration of the performance of the instruction and/or services provided herein, Contractor shall receive compensation as provided through the scope of work and rate schedule listed in Attachment “A.”
2. Except as modified herein, the Original Agreement is in full force and effect and is hereby ratified by the City and the Contractor.

IN WITNESS WHEREOF, the parties have executed this Tenth Addendum as of the dates written opposite their respective signatures.

CITY OF BLACK HAWK, COLORADO

David D. Spellman, Mayor

December 7, 2022

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CONTRACTOR

By:

Michael L. Beasley

11-21-22

Date

STATE OF COLORADO)

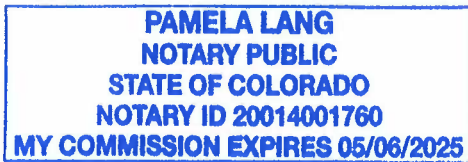
COUNTY OF Jefferson)

) ss.

The foregoing instrument was subscribed, sworn to, and acknowledged before me this 21 day of November, 2022, by Michael L. Beasley

My commission expires: 5-6-2025

(S E A L)



Notary Public

* Element Addendum to personal Services Agreement
Dtd 11.21.22

ATTACHMENT "A"



RECEIVED

NOV 18 2022

City of Black Hawk
Administrative Services

November 21, 2022

City of Black Hawk
The Honorable David D. Spellman
P.O. Box 68
Black Hawk, Colorado 80422

Dear Mayor Spellman:

Please consider this Correspondence as Attachment A to the Eleventh Addendum to our Personal Services Agreement beginning January 1, 2023 through December 31, 2023. Our fee for services will be \$7,500 per month and annual expenses not to exceed \$5,000 without prior approval by city leadership.

It is an honor to represent the City of Black Hawk.

Sincerely,

Michael L. Beasley
5280 Strategies, LLC.

RESOLUTION 72-2022
A RESOLUTION
ADOPTING THE 2023 CITY
COUNCIL REGULAR
MEETING SCHEDULE

STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

Resolution No. 72-2022

TITLE: A RESOLUTION ADOPTING THE 2023 CITY COUNCIL REGULAR MEETING SCHEDULE

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

Section 1. Pursuant to Article II, Section 11 of the City of Black Hawk Home Rule Charter, the Board of Aldermen hereby adopts the 2023 Regular Meeting Schedule attached hereto as **Exhibit A**, and incorporated herein by this reference.

RESOLVED AND PASSED this 7th day of December, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK

REQUEST FOR COUNCIL ACTION

SUBJECT: 2023 City Council Regular Meeting Schedule

RECOMMENDATION: Staff recommends the following motion to the City Council:

MOTION TO APPROVE Resolution 72-2022, A Resolution Adopting the 2023 City Council Regular Meeting Schedule

AGENDA DATE: December 7, 2022

WORKSHOP DATE: N/A

FUNDING SOURCE: N/A

DEPARTMENT DIRECTOR APPROVAL: ☒ Yes ☐ No

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

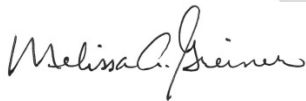
DOCUMENTS ATTACHED: Draft City Council Regular Meeting Schedule

RECORD: ☐ Yes ☒ No

CITY ATTORNEY REVIEW: ☐ Yes ☒ N/A

SUBMITTED BY:

REVIEWED BY:



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

Stephen N. Cole
City Manager

EXHIBIT A



2023 COUNCIL MEETINGS



City of Black Hawk

**3:00 p.m.
Council
Chambers 211
Church Street
Black Hawk, CO
80422**

January 11
January 25

February 8
February 22

March 8
March 22

April 12
April 26

May 10
May 24

June 14
June 28

July 12
July 26

August 9
August 23

September 13
September 27

October 11
October 25

November 8

December 6

Council meetings are the 2nd and 4th Wednesdays of each month with the exception of November and December.

Regular meeting dates are subject to change upon Council approval and proper notification.

RESOLUTION 73-2022
A RESOLUTION
ADOPTING THE 2023
HOLIDAY SCHEDULE

STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

Resolution No. 73-2022

TITLE: A RESOLUTION ADOPTING THE 2023 HOLIDAY SCHEDULE

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

Section 1. Pursuant to Section 304 of the City of Black Hawk Employee Handbook, the Board of Aldermen hereby adopts the 2023 Holiday Schedule attached hereto as **Exhibit A**, and incorporated herein by this reference.

RESOLVED AND PASSED this 7th day of December, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: 2023 Holiday Schedule

RECOMMENDATION: Staff recommends the following motion to the City Council:

MOTION TO APPROVE Resolution 73-2022, A Resolution Adopting the 2023 Holiday Schedule

AGENDA DATE: December 7, 2022

WORKSHOP DATE: N/A

FUNDING SOURCE: N/A

DEPARTMENT DIRECTOR APPROVAL: ☒ Yes ☐ No

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

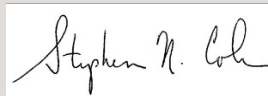
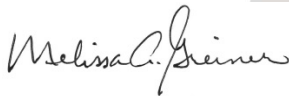
DOCUMENTS ATTACHED: 2022 Draft Holiday Schedule

RECORD: ☐ Yes ☒ No

CITY ATTORNEY REVIEW: ☐ Yes ☒ N/A

SUBMITTED BY:

REVIEWED BY:



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

Stephen N. Cole
City Manager

EXHIBIT A

2023 HOLIDAY SCHEDULE **City of Black Hawk**

The following is the list of approved holidays from the current Employee Handbook and celebrated in 2022 except New Year's Day*.

New Year's Day	Monday, January 1, 2023*
Martin Luther King Jr. Day (Third Monday)	Monday, January 16, 2023
President's Day (Third Monday)	Monday, February 20, 2023
Memorial Day (Last Monday in May)	Monday, May 29, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day (First Monday in September)	Monday, September 4, 2023
Thanksgiving (Fourth Thursday)	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 24, 2023
Christmas Eve (observed)	Friday, December 22, 2023
Christmas Day	Monday, December 25, 2023
New Year's Eve (observed)	Friday, December 29, 2023

Per Section 304 of the City of Black Hawk Employee Handbook, "A recognized holiday that falls on a Saturday will be observed the proceeding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday."

RESOLUTION 74-2022
A RESOLUTION
ADOPTING THE 2023
HISTORIC
PRESERVATION
COMMISSION MEETING
SCHEDULE

STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

Resolution No. 74-2022

**TITLE: A RESOLUTION ADOPTING THE 2023 HISTORIC PRESERVATION
COMMISSION MEETING SCHEDULE**

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

Section 1. Pursuant to Section 16-453(f) of the City of Black Hawk Municipal Code, the
Board of Aldermen hereby adopts the 2023 Historic Preservation Commission Regular Meeting
Schedule attached hereto as **Exhibit A**, and incorporated herein by this reference.

RESOLVED AND PASSED this 7th day of December, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: 2023 Historic Preservation Commission Regular Meeting Schedule

RECOMMENDATION:

MOTION TO APPROVE *Resolution 74-2022, a Resolution Adopting the 2023 Historic Preservation Commission Regular Meeting Schedule.*

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

DRAFT 2022 Historic Preservation Commission Regular Meeting Schedule.

AGENDA DATE: December 7, 2022

WORKSHOP DATE: N/A

FUNDING SOURCE: N/A

DEPARTMENT DIRECTOR APPROVAL: ☒ Yes ☐ No

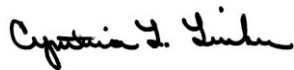
STAFF PERSON RESPONSIBLE: Cynthia L. Linker, CP&D Director

DOCUMENTS ATTACHED: Resolution 74-2022
Exhibit A – DRAFT 2023 Historic
Preservation Commission Regular Meeting
Schedule

RECORD: ☐ Yes ☒ No

CITY ATTORNEY REVIEW: ☐ Yes ☒ N/A

SUBMITTED BY:



Cynthia L. Linker, CP&D

REVIEWED BY:



Stephen N. Cole, City Manager



2023 HPC MEETINGS



City of Black Hawk

9:00 a.m.
Council Chambers
211 Church Street
Black Hawk, CO 80422

HPC meetings are held the 1st and 3rd Tuesdays of each month.

January 3
January 17

February 7
February 21

March 7
March 21

April 4
April 18

May 2
May 16

June 6
June 20

July 4
July 18

August 1
August 15

September 5
September 19

October 3
October 17

November 7
November 21

December 5
December 19

RESOLUTION 75-2022
A RESOLUTION
APPROVING THE 2023
CONTRACT WITH
PINNACOL ASSURANCE
FOR WORKER'S
COMPENSATION
INSURANCE

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

Resolution No. 75-2022

**TITLE: A RESOLUTION APPROVING THE 2023 CONTRACT WITH
PINNACOL ASSURANCE FOR WORKERS' COMPENSATION
INSURANCE**

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 2023 contract with Pinnacol
Assurance for Workers Compensation Insurance in the amount of \$203,941.

RESOLVED AND PASSED this 7th day of December, 2022.

David D. Spellman, Mayor

ATTEST:

Melissa A. Greiner, CMC, City Clerk

CITY OF BLACK HAWK

REQUEST FOR COUNCIL ACTION

SUBJECT: 2023 Workers' Compensation

RECOMMENDATION: Staff recommends the following motion to the City Council:

MOTION TO APPROVE Resolution 75-2022, a Resolution approving the contract as quoted for the 2022 Workers' Compensation Insurance with Pinnacol Assurance in the amount of \$203,941.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Pinnacol Assurance quote for Workers' Compensation coverage for 2023 was 34% higher than the 2022 premium. The increase was due in part to a projected 14% increase in salaries for 2023, an increase in the City's experience modification from .96 to 1.28, and increase in overall rates for high risk jobs classes such as Police and Fire positions. We received discounts for eMod, Schedule Rating and & Designated Provider, Cost Containment, and a premium discount for continued coverage. Staff budgeted \$236,000 for Workers' Compensation insurance for 2023.

AGENDA DATE: December 7, 2022

WORKSHOP DATE: N/A

FUNDING SOURCE: WC line item for each department

DEPARTMENT DIRECTOR APPROVAL: ☒ Yes ☐ No


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

DOCUMENTS ATTACHED: N/A

RECORD: ☐ Yes ☒ No

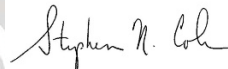
CITY ATTORNEY REVIEW: ☐ Yes ☒ N/A

SUBMITTED BY:



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

REVIEWED BY:



Stephen N. Cole
City Manager