



WORK SESSION OF THE CITY COUNCIL

448 E. 1<sup>st</sup> Street, Room 190

Salida, Colorado 81201

Monday, July 1, 2019 – 6:00PM

**AGENDA**

1. Vandaveer Trail Access – SPOT/Donna Rhoads
2. City Administrator Job Description – Nina Williams
3. Salida Hot Springs Aquatic Center Soaking Pools Update – Drew Nelson
4. Colorado Municipal League Meeting Recap – City Council

*Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the Deputy City Clerk at 448 E. 1<sup>st</sup> Street, Ste. 112, Salida, CO 81201, Ph.719-530-2630 at least 48 hours in advance.*

**SPOT Update to City Council (Work Session)**  
**July 1, 2019**

**A. Completed Projects**

1. Scott St (Signs)
2. Two Rivers (Finishing touches)
3. Memorial Benches
4. Ecological Learning Center Trail

**B. Current Projects**

1. Valley View School
2. CR 140 Trail (CR 144 to Salida/County Airport)
3. Vandaveer Trails
  - Culvert over CR 107 ditch (Lori Lau & ditch owners)
  - Opal & Harold Trail to connect to SMT Trails

**C. Future Projects**

1. Hwy 50 connections to Vandaveer: Car Quest and Palmer Street
2. CR 105 (Two Rivers to Hwy 50?)
3. WW Treatment Plant Bridge
4. Trail Extension along Holman Ave (Monarch Spur to Centennial Park)
5. Trail connectivity throughout the City

**D. Trails Master Plan update (County wide)**

Chaffee County Trails Master Plan (up-date 2003)

CPW Planning Grant (Colorado the Beautiful) (Due August 1, 2019)

Chaffee County, Salida, Poncha Springs, Buena Vista

Chaffee County Transportation Advisory Board (TAB)

Salida-area Parks, Open-space & Trails (SPOT)

The Chaffee County Trails Master Plan will provide jurisdictional agencies with a comprehensive planning tool for the development of the trail systems in Chaffee County, Colorado. This plan will supplement the municipal Comprehensive Plans and assist agencies, groups and individuals with objectives and maps to guide future trail development in the county.

Utilizing the data and outcomes from:

- 2018 CPW, CtB Recreation in Balance (Envision)
- 2019 Salida Parks, Recreation, Open-space & Trails Plan (PROST)
- 2019 Chaffee County Comprehensive Plan Up-date

City Letter of Support?

## **Salida Municipal Code**

### **Sec. 2-3-70. - City Administrator.**

- (a) The City Council shall appoint a City Administrator who shall serve at the pleasure of the City Council and who may be suspended or removed from office upon a majority vote of all the members of the City Council. The purpose of the office of the City Administrator is to provide the centralization of the administrative responsibilities of the City, with the City Administrator to be the administrative head of the City government under the direction and control of the Mayor and City Council and to be responsible to the Mayor and City Council for the efficient conduct of his or her office. The City Administrator shall have such authority and perform such duties as provided in this Code, the City Personnel Manual, and as otherwise delegated or assigned to the City Administrator by the City Council.
  
- (b) The City Administrator is the personnel director of the City and is charged with establishing appropriate personnel rules and regulations in compliance with state and federal laws, subject to the approval of the City Council. As the chief administrative officer, the City Administrator shall have the responsibility and authority to appoint, supervise and discharge all non-elected department heads and employees, excepting the City Attorney, the Municipal Prosecutor, and the Municipal Judge, who shall be appointed and removed from office by a majority vote of all of the members of the City Council.
  
- (c) The City Council, by majority vote of members present, shall appoint a department head of the City to serve as Acting City Administrator during the temporary disability or absence from the City of the City Administrator. Such nominee shall perform all the duties and exercise all of the powers of the City Administrator and shall receive such compensation therefor as specifically authorized by the City Council. In the event of a vacancy in the office of City Administrator, an interim appointment shall be made by the City Council within thirty (30) days, and a new administrator shall be appointed as soon thereafter as reasonably possible.



## Job Description

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**Department:** Administration                      **Exempt**  
**Job Title:** City Administrator                      **Job Level:** \_\_\_\_10\_\_\_\_  
**Reports to:** City Council  
**Date job description last revised:** August 2008

### **GENERAL DESCRIPTION OF DUTIES:**

Highly visible role for a community leader who is responsible for the administrative and managerial work in serving as the Chief Administrative Officer of the City. The position is responsible for preparation and coordination of all aspects of the City's finances, personnel, management, and construction projects and for carrying out the policies of the City Council.

### **REPORTING RELATIONSHIPS:**

Directs and coordinates the activities of all departments, department heads and employees of the City. Position is responsible to the City Council for all affairs of the City placed at the Administrator's charge under the general guidance and direction of the City Council and subject to annual evaluations.

### **ESSENTIAL DUTIES:**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Plans, organizes and defines the organization of city administration to ensure the coordinated and efficient effort across all departments to meet goals and objectives established by council and other governing boards and commissions.
- Provides direction and support to Department Heads.
- Actively participates in City Council meetings. Informs the Mayor and Council of pertinent items on the agenda, which require their particular attention and concern. Provides background data on matters coming before the Mayor and Council.
- Oversees the development and dissemination of public information. Responds to public inquiries, complaints and concerns in a tactful, timely and respectful manner.
- Seeks, writes, and administers grants for various city projects.
- Enforces ordinances, policies, rules and regulations adopted by the City Council.
- Oversees and ensures the City's adherence to all statutory requirements.
- Develops and implements administrative policies, rules, regulations and procedures.
- Works with the City Attorney and all other attorneys in any legal issues involving the City.

- Researches and prepares varied projects and reports; presents findings and makes recommendations to the city council for solving administrative problems and for development and implementation of new or special administrative programs; assures that programs are implemented and evaluated.
- Manages, directs and develops systems for long-range planning and prioritization and completion of projects and programs. Works closely with departments to assure the success of City goals and objectives.
- Represents the City of Salida at meetings with Federal, State and other local government officials. As directed by council, acts as City spokesperson in the absence of the Mayor or Council.
- Attends a wide variety of professional and public meetings to represent the City; explains and interprets policies, procedures, and/or functions of departments at these meetings; makes presentations of special assigned projects.
- With council approval, participates in a variety of boards and commissions: attends and participates in professional groups and committees.
- Researches, prepares and documents informational studies or responses to inquiries from a variety of sources; compiles and tabulates data to prepare reports.
- Monitors pending federal and state legislation affecting municipal governments, secures policy direction from the Mayor and Council and communicates to legislators. Provides a liaison with the Colorado Municipal League.
- Responsible for the administration of the City's personnel system.
- Responsible for all department head performance evaluations. Administers disciplinary action in the form of suspension or dismissal as defined by the City personnel policies.
- Oversees all aspects of public projects and contracts.
- In conjunction with the Finance Director, oversees the administration of the annual budget.
- Performs related duties as assigned by City Council.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive and thorough knowledge of:

- Modern practices and principles of public administration,
- Research methods and practices, sources and availability of information,
- Modern municipal public finance administration and practices,
- Fiscal and other laws specific to Colorado, such as GASB, TABOR and the Sunshine Law.
- Understands risk management and insurance issues,
- Employment laws, such as FLSA, HIPPA, COBRA, Workers Comp, Unemployment, Family Medical Leave Act.
- Federal, state, and local laws and ordinances regulating city financial and environmental operations.

Skills in:

- Preparing and presenting written and oral reports.

- Communicating effectively with a wide variety of people, including city council, department heads, employees, representatives of other governmental agencies by building collaborative relationships.
- Delegating work to staff and assuring completion of said work.
- Use of desktop and/or laptop/notebook computer with e-mail, standard word processing and spreadsheet software, fax machine, writing utensils, calculator, desk calendar/appointment book or scheduling software, and cell phone/telephone with voice mail.

Ability to:

- Plan and coordinate a variety of problem-solving and fact-finding projects.
- Explain and interpret City policies, procedures and functions.
- Establish realistic goals and priorities and attain them.
- Maintain effective working relationships with the public, media, council, employees and citizens.
- Learn and retain technical and complex information, terminology, policies and procedures.
- Maintain composure under difficult situations.
- Build teams to foster cooperative relationships.
- Manage projects from inception to completion.
- Communicate with personnel and the public in a tactful, courteous and respectful manner in face-to-face, one-on-one settings, group settings, by telephone and in writing.
- Prepare and make oral and written presentations with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Proactively seeks to improve service delivery.
- Work well independently and with others to establish and attain objectives.
- Work safely without presenting a direct threat to self or others.
- Ensure accountability within the organization.

### **EDUCATION AND EXPERIENCE:**

Education: Graduation from an accredited college or university with an with Master's degree in public administration or business administration and more than five years' management experience; or

a Bachelor's degree with a minimum of ten years' management experience.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Essential duties include exposure to a variety of work areas, including extended periods of sitting and use of standard desktop office equipment; exposure to differing exterior and interior environments.

Physical activities required to perform essential duties include hearing conversation and traffic, speaking in an understandable voice, visual acuity sufficient to safely operate passenger vehicles in traffic, office machines, review work products, strength and manual dexterity to file and

retrieve files, reach, handle and grasp standard office equipment requiring continuous or repetitive arm-hand movements; standing or bending to perform filing, occasional lifting and carrying of objects no heavier than 50 pounds.

Position requires extensive travel to off-site locations for meetings, appointments, conferences and training. Must possess a valid driver's license and have an acceptable driving record.

## **Idaho Springs (statutory city)**

### **Municipal Code Sec. 2-53. - City Administrator.**

- (A) The City Administrator shall be an officer of the City who shall be selected and appointed by the City Council pursuant to Section 2-4 above, solely on the basis of professional experience and qualifications.
- (B) The City Administrator shall be the chief administrative officer of the City, and shall have and exercise managerial and supervisory authority over the administrative secretaries, the Building Official, the City Planner, the Municipal Court Clerk and any other persons employed as members of the Administration Department.
- (C) The City Administrator shall be directly responsible to the Mayor for day-to-day operations and to the City Council in matters of policy and for the efficient and effective performance of the duties and responsibilities assigned to the Administration Department in Subsection 2-51(B) above.
- (D) The City Administrator shall have the power and authority to hire, discipline and terminate the employment of all employees of the Administration Department other than the Building Official or City Planner; provided, however, that the City Council may countermand or set aside any personnel action taken by the City Administrator at any time.
- (E) In addition to discharging the responsibilities imposed upon the City Administrator by Subsections (B) and (C) above, the City Administrator shall perform the following:
  - (1) Attend all scheduled Council meetings and work sessions, participate in discussions and make recommendations to City Council. Provide administrative updates for all Council meetings.
  - (2) Ensure the implementation of City Council policies and directives.
  - (3) Prepare and recommend an annual budget to the Council.
  - (4) File Approved Budget and Certification of Mil Levy with DOLA and state as required.
  - (5) In cooperation with the City Treasurer, monitor budgetary and fiscal control through accepted fiscal and accounting procedures including familiarity with financial software and training.
  - (6) Monitor to insure compliance with the City's Purchasing Policy.
  - (7) Ensure that all department heads are performing employee performance measurements and that these are incorporated into the budget planning process.
  - (8) Oversee Human Resources activities for the City in cooperation with department heads. Serve as support to Personnel Review Board and



Administrative Committees. Maintain confidential personnel files. Informs permanent/full time employees of available benefits.

- (9) Responsible for oversight of the City's insurance coverage for property casualty and workers compensation, annual renewal and claims reporting and all correspondence regarding such.
- (10) Serve as safety coordinator.
- (11) Maintain the employee handbook; recommend updates to the City Council for adoption.
- (12) Attend appropriate meetings of organizations whose activities may affect the operation of the City. Provide the City Council with updates of these organizational activities.
- (13) Coordinate Public Relations activities for the City. Duties include but are not limited to performing citizen outreach and intergovernmental relations activities for the City and providing liaison with various intergovernmental agencies, civic groups, and the public.
- (14) Coordinate staff support to City Council, including composing and editing correspondence, informational surveys, reports studies, scheduling appointments, researching records and investigations.
- (15) Supervise City Planner, Code Compliance Officer and Deputy Treasurer. Serve as primary contact with the Building Official, Attorney and any other professional service contractor engaged by the City. Research and advise the Council on grants and other financial techniques and strategies.
- (16) Write grant applications. Administer grants, if funded, in accordance with contracting agency. Monitor that grant projects are done within the scope of services and in a timely manner.
- (17) Assist with special projects and studies when necessary.
- (18) Develop, review, implement and update various City guidelines and plans in conjunction with other departments and the City Council. This includes bi-annual compensation plan, 5-year capital improvement plan, etc.
- (19) Monitor water rights with attorney. Responsible for billing water leases payments.
- (20) Other duties as may be required by the ordinances of the City.
- (21) Perform any additional duties as directed by the Mayor or City Council.

## **Town of Parker**

### **Municipal Code section 2.03.020 - Town Administrator; functions and duties.**

- (a) The Town Council, pursuant to Section 4.4 of the Charter, hereby creates the position of Town Administrator.
- (b) The Town Administrator shall in general have the following functions and duties:
  - (1) Enforce the laws and ordinances of the Town.
  - (2) Appoint, suspend, transfer and remove all employees of the Town subject to the personnel regulations of the Town adopted by the Town Council.
  - (3) Prepare a proposed budget annually and submit it to the Town Council, and be responsible for the administration of the budget after its adoption.
  - (4) Prepare and submit to the Town Council as of the end of the fiscal year a complete report on finances and administrative activities of the Town for the preceding year and, upon request of the Town Council, make written or verbal reports at any time concerning the affairs of the Town under his or her supervision.
  - (5) Keep the Town Council advised of the financial condition and future needs of the Town, and make such recommendations to the Town Council as he or she may deem necessary or expedient. He or she shall cause to be provided to the Town Council a monthly statement and a quarterly statement summarizing the revenues and expenditures of the Town to date and contrasting the same with the approved budget for that fiscal year.
  - (6) Exercise supervision and control over all administrative departments, and recommend to the Town Council any proposal he or she thinks advisable to establish, consolidate or abolish administrative departments.
  - (7) Enforce all terms and conditions imposed in favor of the Town and its inhabitants in any contract or public utility franchise, and upon knowledge of any violation thereof, report same to the Town Council for such action and proceedings as may be necessary to enforce the same.
  - (8) Attend Town Council meetings.
  - (9) Establish a system of accounting and auditing for the Town.
  - (10) Act as a purchasing agent for the Town.
  - (11) Obtain engineering, architectural, maintenance, construction and work equipment services required by the Town.
  - (12) Approve license agreements for use of Town-owned property, in the form and with the content approved by the Town Attorney.

- (13) Perform such other duties as may be prescribed by ordinance or by the Town Council.
- (c) Neither the Mayor nor any member of the Town Council shall be appointed Town Administrator during the term of office for which he or she has been elected or appointed, or within one (1) year after the expiration of the term of office of Mayor or Town Councilmember.
- (d) The Town Administrator shall have the following qualifications:
  - (1) The Town Administrator shall be selected solely on the basis of administrative qualifications with special reference to training and experience.
  - (2) The entire time and business interest of the Town Administrator shall be devoted to the management of the Town's affairs, and the Town Administrator shall not, while in office, be an employee of, or perform any executive duty for any person, firm, corporation or institution other than the Town except where approved by Council.
- (e) The Town Administrator shall have the following additional functions and duties:
  - (1) To coordinate the administration and enforcement of all laws and ordinances of the Town, save and except to the extent that the administration of such enforcement is confided to other Town officials by law or by ordinance.
  - (2) To be responsible to the Council for the administration of all departments and offices of the Town, save and except the Municipal Court and the Town Attorney.
  - (3) To issue such administrative regulations and outline such general administrative procedures applicable to areas and departments confided to the Town Administrator's supervision, in the form of rules which are not in conflict with the Town Charter, the personnel regulations of the Town and the laws of the State or the ordinances of the Town.
  - (4) To keep the Council fully informed as to the financial condition and future needs of the Town.
  - (5) To recommend to the Council for adoption such measures, resolutions, acts and policies as the Town Administrator may deem necessary or desirable for the efficient and proper operation of the Town and the performance of its functions.
  - (6) To supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget; let contracts necessary for operation or maintenance of Town services for amounts up to and including one hundred thousand dollars (\$100,000.00), receive sealed bids for purchases or contracts not in excess of one hundred thousand dollars (\$100,000.00). No purchase shall be made, contract let or obligation incurred for any item or service which exceeds the current budget appropriation without a supplemental appropriation by the

Council. No contract in excess of one hundred thousand dollars (\$100,000.00) shall be let except by the Town Council. The Town Administrator may issue such rules governing purchasing policies within the administrative organization as the Council shall approve.

- (7) To coordinate the activities of the various boards, commissions and committees of the Town with the activities and policies of the Council.
- (8) To cause full and complete records to be kept of the governmental, proprietary and financial business of the Town, including the maintenance of a system of accounts of the Town which shall conform to any uniform system required by the Town Council and to generally accepted principles and procedures of governmental accounting. The Town Administrator shall submit financial statements to the Town Council quarterly, or more often as the Town Council directs.
- (9) To prepare and submit to the Council an annual report of the Town's affairs, including a summary of the activities of each department.
- (10) To propose for adoption by the Council, at any time or from time to time, a plan of administrative organization of the Town government, which plan shall be adopted by the Council by resolution or ordinance.
- (11) To prepare and submit to the Council such reports as may be required by that body.
- (12) To establish, by regulation, fees up to and including one thousand dollars (\$1,000.00) to be charged for Town services which are not services generally provided by the Town unless such fees are otherwise set by ordinance or resolution adopted by the Town Council.
- (13) To sell surplus Town property, without Town Council approval, when the estimated value of the item is less than five thousand dollars (\$5,000.00).
- (14) To give to the proper department or officials ample notice of the expiration or termination of any franchises, contracts or agreements.
- (15) To see that all terms and conditions imposed in favor of the Town or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed.
- (16) To exercise and perform all administrative functions of the Town that are not imposed by the Charter or this Article upon some other official. Notwithstanding any other provisions in the Charter to the contrary, the Town Administrator may, in the event of an emergency, exercise complete administrative authority over any department, department head or Town employee and all Town-owned property. The Town Administrator shall determine when such emergency exists. It is the intent of this Paragraph to delegate to the Town Administrator the authority within Sections 15.14 and 15.15 of the Charter to provide for the

continuity of government and to provide for the necessary organization, powers and authority to enable the timely and effective use of all available Town resources to prepare for, respond to and recover from civil emergencies, emergencies or local disasters. It is also intended to grant as broad a power as permitted within the letter of the Charter and the Town Council-Town Administrator form of government, including but not limited to, upon the declaration of an emergency, the authority to establish a curfew, order an evacuation, regulate distribution of food and water, close businesses, limit sales of alcohol, firearms and explosives, close streets, buildings and transportation routes, commandeer private property, appropriate funds, temporarily close governmental offices, including the Municipal Court, in the event that conducting court operations is not practical or prudent, and issue any order believed necessary to protect the Town. The Town Council retains the power to direct the Town Administrator during the pendency of a declaration.

- (17) To adhere to any policies established by the Town Council concerning contacts with the media and release of information under the Colorado Public Open Records Act.
  - (18) To perform such other functions and duties as may be prescribed by Charter or ordinance or resolution of the Council.
- (f) The Town Administrator is authorized to delegate the following:
- (1) The Town Administrator shall have the authority to delegate to a deputy or assistant appointed by the Town Administrator, to the heads of departments or to other officers or employees designated by the Town Administrator, such part of the power and authority vested in the Town Administrator by this Section as the Town Administrator shall deem necessary and proper, at any time and from time to time.
  - (2) The Town Administrator shall have the further authority to delegate any power, jurisdiction or authority vested by Town ordinance or by law in a Town officer subordinate to the Town Administrator, to the deputy or assistant or to other officers or employees designated by the Town Administrator, at any time and from time to time.
- (g) The relationship of the Council to the Town Administrator is as follows:
- (1) To recommend to the Town Council for adoption such measures as the Town Administrator may deem necessary or expedient; and to attend Council meetings with the right to take part in discussions but not to vote.
  - (2) The Council and its members shall deal with that portion of the administrative service for which the Town Administrator is responsible solely through the Town Administrator, and neither the Council nor any member thereof shall give orders to any subordinate officer or employee of the Town either publicly or privately. *Administrative service* means and includes every department, officer, function

and service for which or for whom the Town Administrator is responsible under the provisions of this Section.

- (3) Neither the Town Council nor any of its members shall direct or request the appointment of any person to, or removal from, office by the Town Administrator or any of the Town Administrator's subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative services of the Town. Except for the purpose of inquiry, the Town Council and its members shall deal with the administrative service solely through the Town Administrator and neither the Town Council nor any member thereof shall give orders to any subordinates of the Town Administrator, either publicly or privately.
- (4) Directives issued by the Council concerning policies or operations of the Council affecting the administrative service of the Town or directing the Town Administrator in the administration of the government of the Town shall be made so as to direct the Town Administrator to accomplish the desired purposes, objectives or action. A majority of Council shall direct the Town Administrator to accomplish specific desired purposes, objectives or action, and not individual Councilmembers.

## Wheat Ridge

### Municipal Code Sec. 2-26. - Duties of city manager.

- (b) The duties of the city manager shall include, but not be limited to, the following:
- (1) Be responsible for the enforcement of the laws and ordinances of the city;
  - (2) Hire, suspend, transfer and remove city department heads, who serve under the jurisdiction, and at the will of, the city manager;
  - (3) Make appointments of subordinates on the basis of merit and fitness;
  - (4) Cause a proposed budget to be prepared annually and submitted to the council and be responsible for the administration of the budget after its adoption;
  - (5) During the month of July, and as often as the council may require, prepare and submit to the council a budget status and forecast report with any recommendations for remedial action;
  - (6) Prepare and submit to the council, as of the end of the fiscal year, a complete report on finances and administrative activities of the city for the preceding year and, upon the request of the council, make written or verbal reports at any time concerning the affairs of the city under his supervision;
  - (7) Keep the council advised of the financial condition and future needs of the city and make such recommendations to the council for adoption as he may deem necessary or expedient;
  - (8) Exercise supervision and control over all departments under his jurisdiction;
  - (9) Be responsible for the enforcement of all terms and conditions imposed in favor of the city in any contract or public utility franchise, and upon knowledge of any violation thereof, report the same to the council for such action and proceedings as may be necessary to enforce the same;
  - (10) Provide for engineering, architectural, maintenance, and construction service required by the city;
  - (11) Attend council meetings and participate in discussions with the council in an advisory capacity;
  - (12) Perform such other duties as may be prescribed by this Charter, by ordinance or required of him by council and which are not inconsistent with this Charter.

# **TOWN OF FOXFIELD**

## **JOB DESCRIPTION**

### **TOWN ADMINISTRATOR**

**February 1, 2018**

#### SUMMARY OF POSITION:

The Town Administrator is appointed by the Board of Trustees. This is an exempt, part-time position and receives benefits as determined by the Board. The person in this position exercises the direction, coordination and control of the overall administration of the property and affairs of the Town and is responsible for the efficient and impartial application and enforcement of all laws, ordinances, resolutions and by-laws of the Town Board. The Town Administrator operates with a minimum of direct supervision and is expected to exhibit a high degree of independence.

IMMEDIATE SUPERVISOR: Board of Trustees.

SUPERVISION EXERCISED: Supervises the Town Clerk and other staff as assigned.

#### ESSENTIAL FUNCTIONS

- Implement and develop procedures that execute policies adopted by the Board and ensure adherence to the procedures by Town employees and consultants.
- Attend Board meetings as deemed necessary, prepare and provide supporting documents and information pertinent to agenda items.
- Prepare and present a proposed budget to the Board in accordance with state and Town laws. Administer the budget once adopted.
- Maintain sound positive public relations between the Town and its citizens and between the Town and other governmental agencies.
- Attend meetings and conventions on behalf of the Town.
- Keep the Board advised of the financial condition and future needs of the Town and making such recommendations to the Board for adoption as may be deemed necessary or expedient;
- Enforce the laws and ordinances of the Town.
- Enforce all terms and conditions imposed in favor of the Town in any contract or public utility franchise, and upon knowledge of any violation thereof, report the same to the Board for such proceedings as may be necessary for enforcement;
- Act as Personnel Director for the Town; hire (with Board approval), evaluate and direct the Town's staff.
- Perform such other duties as may be prescribed by ordinance, or required of by the Board which are not inconsistent with the local, state or federal law.

Critical features of this job have been listed in this job description. They may be subject to change at any time due to reasonable accommodation or other reasons. Other duties and responsibilities may be assigned by the Town Board at any time.



#### KNOWLEDGE, SKILLS AND ABILITIES:

- Understand basic municipal ordinance content and the ability to learn, understand and apply the Foxfield Municipal Code. Thorough knowledge of and ability to comply with Colorado statutory requirements for statutory Towns.
- Thorough knowledge of the principles, practices, and organization of municipal government administration.
- Ability to appropriately exercise discretion and independent judgment.
- Ability to maintain effective working relationships with staff, elected and appointed officials, consultants, other government officials and the public.
- High level of interpersonal and organizational skills, tact, and ability to resolve problems and manage conflict.
- High level of integrity.
- Ability to make and implement decisions.
- Ability to accurately prepare reports and provide recommendations to the Board.
- Knowledge of municipal management, municipal government, programs, community problems, and decision-making processes.
- Knowledge of municipal financial management and accounting procedures, budgeting and investments.
- Knowledge of the principles of personnel administration.
- Ability to organize and use time effectively and to be creative and analytical.
- Ability to listen and to accept criticism; must possess conflict resolution skills and public relations skills.
- Excellent written and oral English language communications skills.
- Proficient in all modules of Microsoft Office. Ability to learn and manage computer systems utilized to perform the essential functions of the position.

#### EDUCATION AND EXPERIENCE:

- Bachelor's degree in public administration, business administration, or equivalent. Master's degree preferred.
- At least three years management experience in a municipal/public administration or aggressive business environment, including at least two years experience preferably in a similar function in municipal or county government.

#### PHYSICAL DEMANDS:

Must be able to regularly lift 25 pounds. Must be able to perform tasks commonly associated with an office environment.



## MEMORANDUM

DATE: July 1, 2019  
FROM: Drew Nelson, City Administrator  
Diesslin Structures Inc.  
TO: Mayor PT Wood & City Council  
SUBJECT: Salida Hot Springs Aquatic Center – Soaking Pools Update and Discussion

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### Background

During the course of the past few months, following City Council approval of the Construction Manager/General Contractor contract with Diesslin Structures Inc., staff and DSI have been working to secure a final design for the soaking pools project. In May, the City Council was provided a new design for the pools (see attached) that appeared to be in line with the Council's desired design template.

Subsequent to the May 20<sup>th</sup> City Council discussion, staff and the design team have worked to get to final design and construction drawings. However, the first preliminary look at the potential bid amount was in excess of the amount budgeted in the 2019 Annual Budget. Staff and the design team are looking for direction from the City Council as to significant design changes to get within budget (or other options – see below).

### Analysis

As noted above, the City has a budget line item of \$950,000 in the 2019 budget for this project. In April and May, contracts with DSI, Aqueous Engineering, and DHM Design were approved in the amount of \$90,365 for the project, leaving approximately \$860,000 of the budget for construction.

The DSI estimate of construction costs as of June 24<sup>th</sup> for the 5-pool plus splash pad design (attached) is \$1,394,738, leaving a budget gap of -\$534,738. For the past two weeks, staff and the design team have been reviewing potential value engineering items that would reduce the scope of the project by as much as \$253,218, but these potential cuts are fairly deep and still leave a budget gap.

Staff and the design team believe that the following options exist:

- Option 1: Reconfigure Multiple Pools to One Pool  
Fiscal Impact: \$250,000  
Description: Reconfigure the five soaking pools into one large pool, requiring chlorination and water treatment prior to discharge.
- Option 2: Pursue All Value Engineering Items  
Fiscal Impact: \$253,218

Description: Staff and the design team have identified changes, including elimination of the splash pad, reduction in landscaping and features, eliminating shade structures and pergolas, removal of exterior sidewalks, and other potential savings.

- Option 3: Allocate Additional Funding from Reserves  
Fiscal Impact: -\$534,738 maximum  
Description: Allocate additional funding from reserves in the General Fund for purposes of completing construction of the project as designed.
- Option 4: Push Project to 2020 Budget and Allocate Additional Funding  
Fiscal Impact: Unknown  
Description: Place project in the 2020 Capital Improvement Plan list and budget for the project in the next fiscal year. This would also allow for the City to apply for additional grants (GOCO, DOLA, etc.) to offset costs, as well as establish longer pricing alternative actions (but no guarantee for *better* pricing).
- Option 5: No Action Alternative  
Fiscal Impact: \$860,000  
Description: Take no further action on the project and remove it from the 2019 Capital Improvements Plan.

#### Recommendation

Following discussion and direction from the City Council, staff can provide actionable recommended changes to the design team as well as look for additional funding options, more value engineering options, or changes to the Capital Improvements Plan.

#### Attachments

1. DSI Background Information
2. Soaking Pool Concept Plan Renderings (05/23/2019)
3. Value Engineering Log (06/25/2019)
4. Preliminary Budget Estimate (06/25/2019)
5. Single Pool Concept Design (10/25/2017)

## Draft – Historic View of Design and Cost Developments

Please refer to the milestone timeline below.

Diesslin Structures, Inc. (DSI) responded to an RFP on 3/27 for Pools and Splash Pad with a stated budget of \$800,000, excluding design fees. DSI interviewed with City Council on 4/1 and was subsequently awarded the Pre-Construction portion of the contract with the responsibility to assist with the design to provide a Guaranteed Maximum Price (GMP) within the budget and a scheduled completion of 1/1/20.

DSI's first task was to assist in determining the selection of the Pool Engineer and Landscape designer. DSI solicited Landscaping and Engineering proposals and presented an Award Analysis on 4/23 which reduced the cost of Engineering design \$41,700.

On 4/30, the RFP budget of \$800,000 was allocated into a breakdown among the following areas: Pools, Piping & Equipment; Splash Pad Equipment and Installation; Hardscape; Landscape; Pumphouse, Control and Airlock; Civil Infrastructure and FF&E.

Landscaping design concepts were generated by 5/7. Of the three concepts, a Preferred Option was and the \$800,000 breakdown were presented to City Council on 5/20. This Preferred Option was approved.

On 5/23 the Landscaping Design of the Preferred Option was issued and on 6/3 the Preliminary Pool Engineering of the Preferred Option was issued.

On 6/11, 6/18 & 6/24 DSI provided an initial estimate and two updates with increasing amounts of subcontractor input, but with an escalating total cost result. City staff participated in Value Engineering and Scope Reduction efforts to reverse this escalation.

4/1 – City Council/DSI – Post-RFP Interview

4/23 – Design Proposals and Design Award Analysis for Engineering

5/7 – Initial design concepts, 3ea, presented

5/20 – City Council/Preferred Option presentation w conceptual breakdown of RFP budget

5/23 – Preferred Option – Landscape Drawing Issued by DHM

6/3 – Preferred Option – Preliminary Engineering design issued

6/11 – DSI Estimate, No Subcontractors: \$1,186,436

6/18 – DSI Estimate with preliminary Electrical & Mechanical subcontractor input: \$1,342,738 – Value Engineering = \$50,297 = \$1,292,441

6/24 – DSI Estimate with preliminary Electrical, Mechanical & Pool subcontractor input: \$1,394,941 – Value Engineering \$253,218 = \$1,141,723

## Salida Hot Springs - Outdoor Pools

Salida Hot Springs Aquatic Center  
 410 W Rainbow Blvd, Salida, CO 81201

PROJECT NUMBER: 18397.00  
 DATE: 05/23/2019  
 DESIGNED:  
 DRAWN:  
 CHECKED:

REVISIONS:

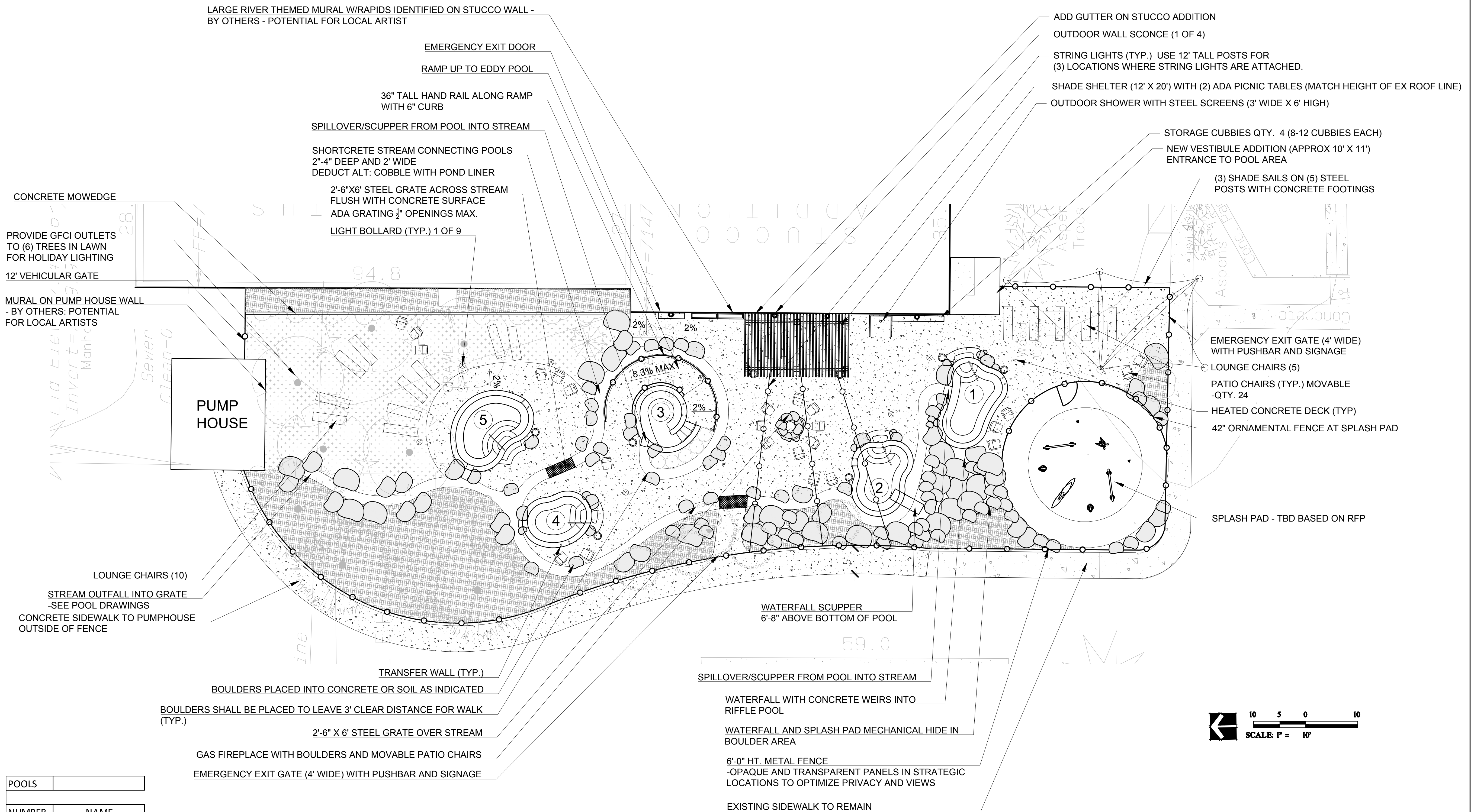
JOB DESCRIPTION:  
 Preferred Option  
 Schematic Design

SHEET TITLE:  
**CONCEPTUAL LAYOUT PLAN**

SHEET NUMBER:

# L1.1

SHEET \_\_\_\_\_ OF \_\_\_\_\_

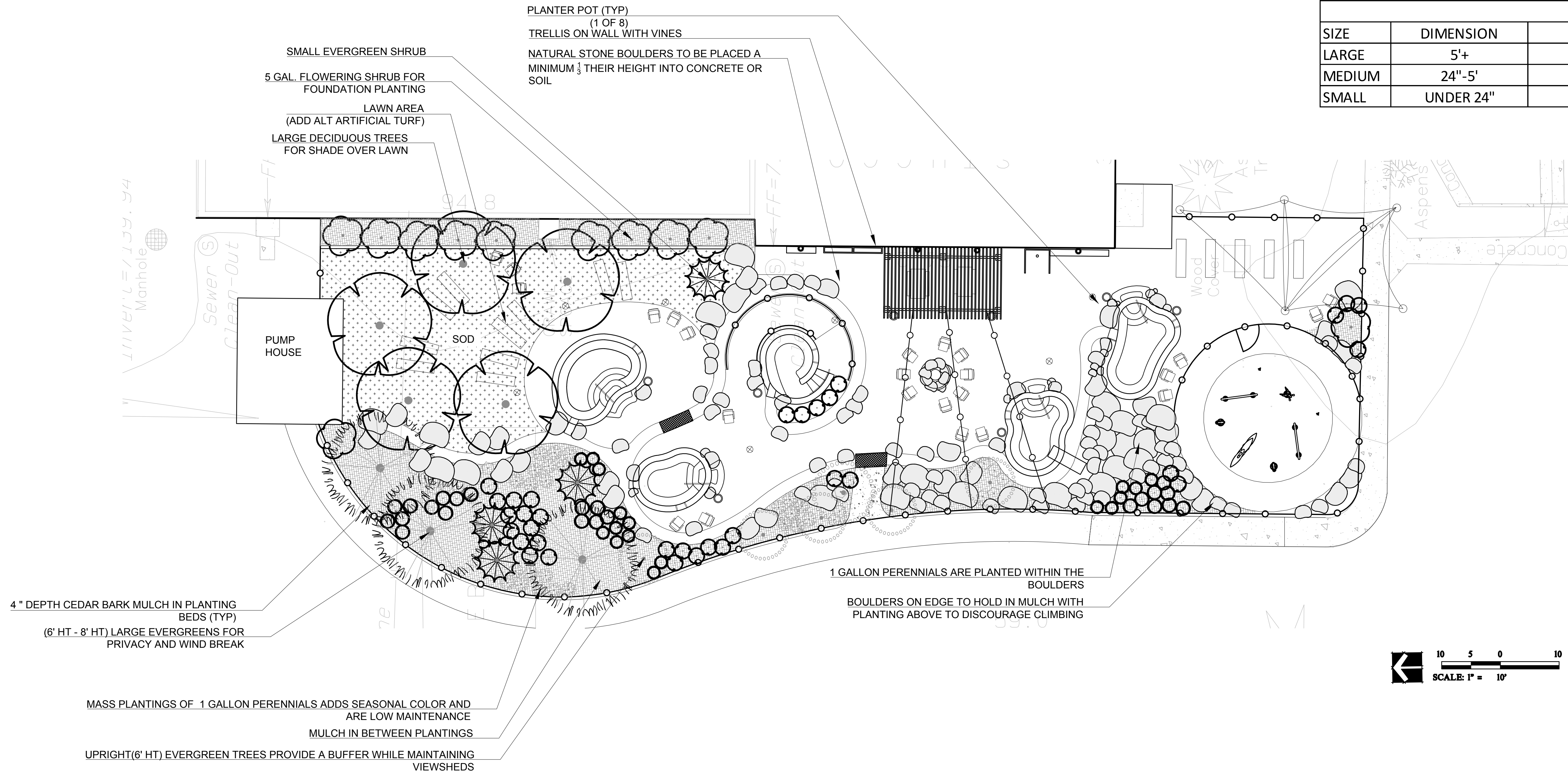


- NOTES:**
1. WATERFALL SIGN TO BE LOCATED BY HIGHWAY IN THE FUTURE.
  2. ALL CROSS SLOPES TO BE LESS THAN 2% TO MEET ADA.
  3. ALL RAMPS TO BE LESS THAN 5% LONGITUDINAL SLOPE WITHOUT HANDRAIL. RAMPS TO BE 8.3% MAX WITH HANDRAIL.
  4. LIGHT BOLLARDS TO BE A MINIMUM OF 5' FROM THE POOL'S EDGE.

NUMBER	NAME
1	RIFFLE POOL
2	HEADWATERS POOL
3	EDDY POOL
4	MEANDER POOL
5	CONFLUENCE POOL

P:\Projects\Salida\_Hot\_Springs\18397.00\Drawings\Salida\_Hot\_Springs\18397.00\18397.00-01-01-01.dwg  
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 PLOT DATE: 05/23/2019 2:28pm

BOULDERS		
SIZE	DIMENSION	COUNT
LARGE	5'+	23
MEDIUM	24"-5'	35
SMALL	UNDER 24"	83



- NOTES:
- 1) REPAIR TURF AND ADJUST IRRIGATION IN PARK FOR FENCE REALIGNMENT.
  - 2) ALL LANDSCAPE TO BE IRRIGATED BY PERMANENT UNDERGROUND SYSTEM.
  - 3) ADD 6" OF TOPSOIL AND 4CY/1,000 SF OF SOIL AMENDMENT TO ALL PLANTING BEDS & LAWN AREA.

## Salida Hot Springs - Outdoor Pools

Salida Hot Springs Aquatic Center  
 410 W Rainbow Blvd, Salida, CO 81201

PROJECT NUMBER: 18397.00  
 DATE: 05/23/2019  
 DESIGNED:  
 DRAWN:  
 CHECKED:

REVISIONS:

JOB DESCRIPTION:  
 Preferred Option  
 Schematic Design

SHEET TITLE:  
**CONCEPTUAL  
 PLANTING  
 PLAN**

SHEET NUMBER:

# L1.2

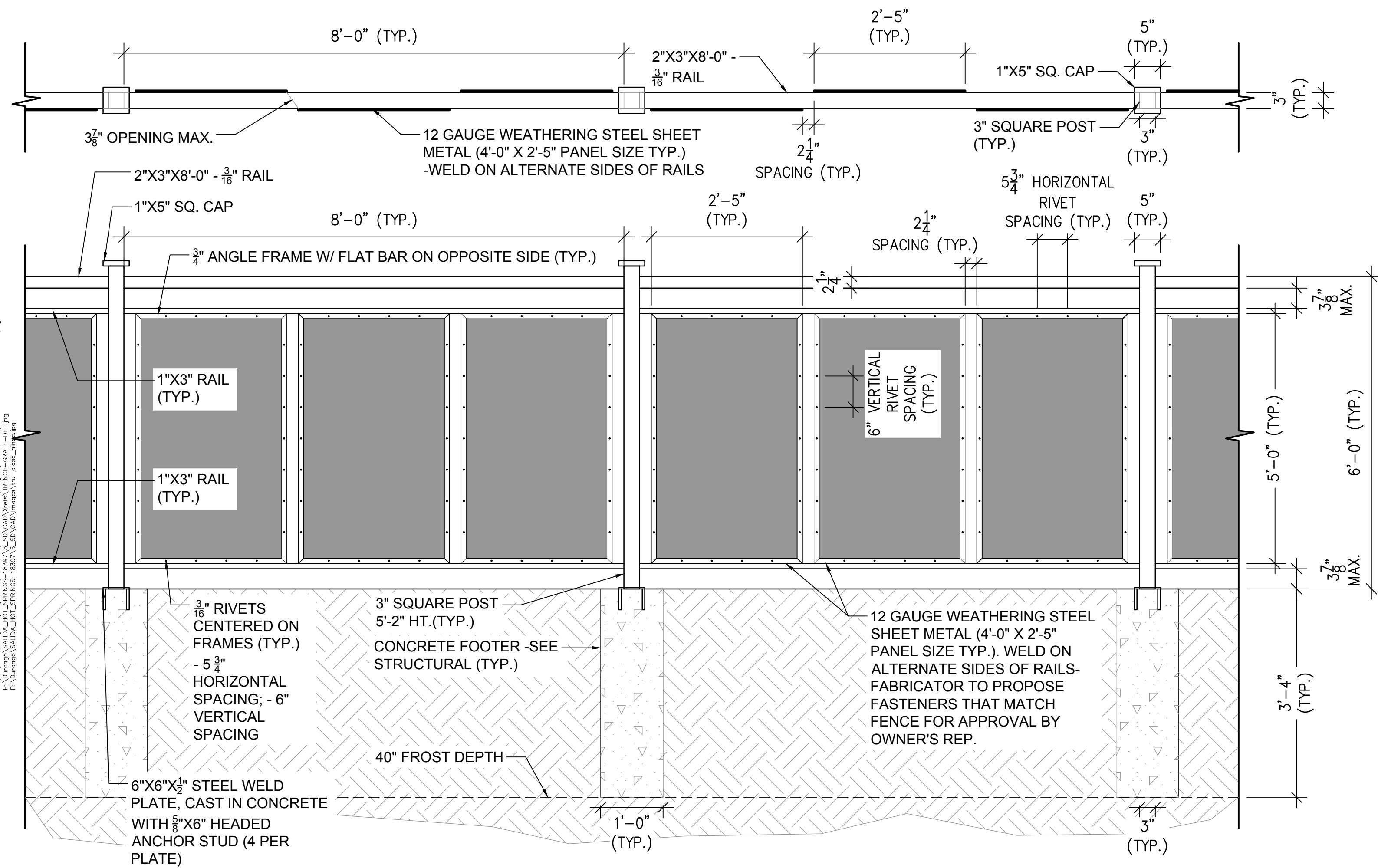
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IMAGES

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 C: SALIDA\_POOL\_OPTION (P:\Durango\SALIDA\_HOT\_SPRINGS-18397\AS-201\CAD\WPA\C-SALIDA\_POOL\_OPTION.dwg)  
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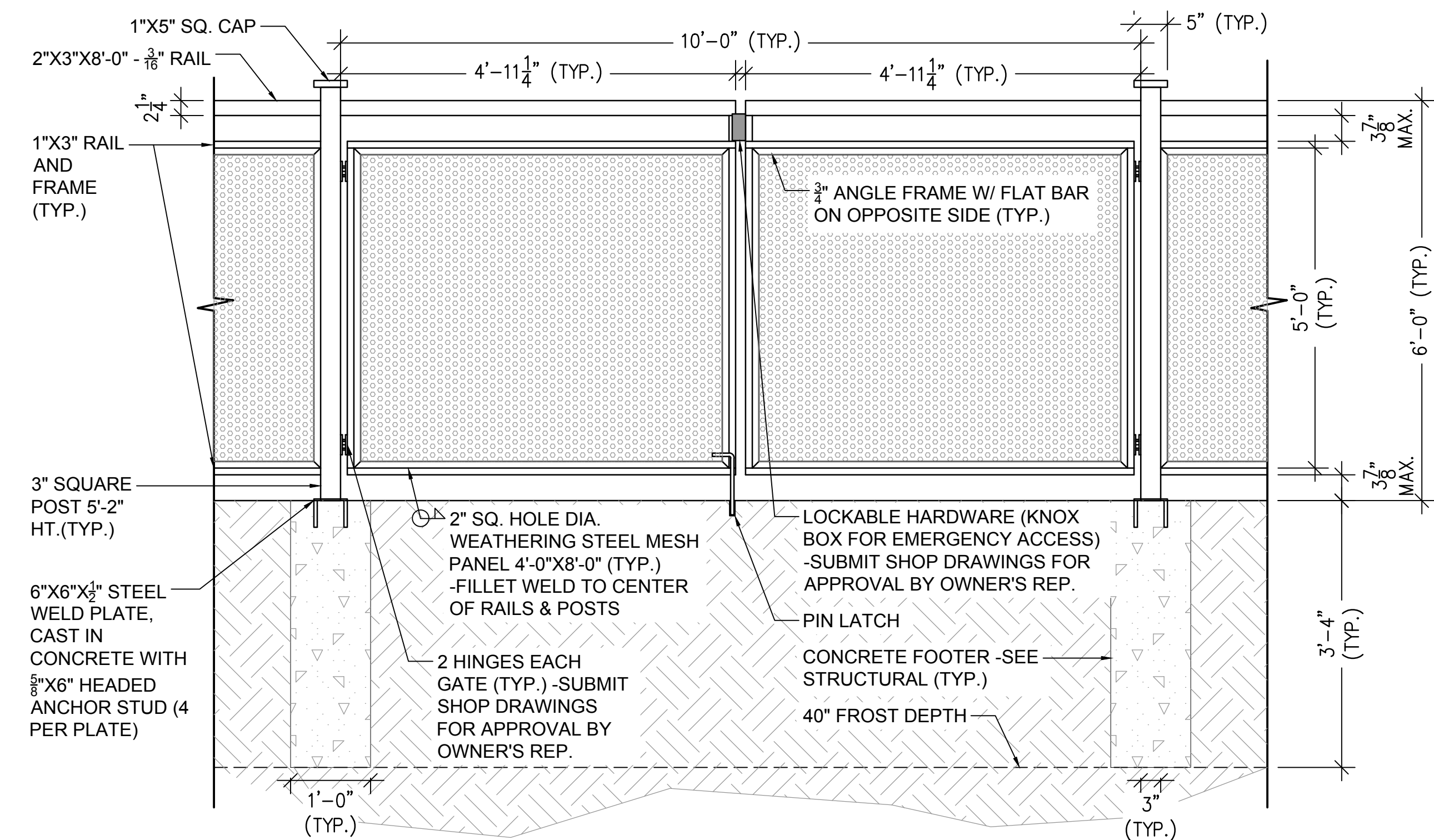




PERFORATED STEEL PANEL, TYP      SOLID STEEL PANEL, TYP

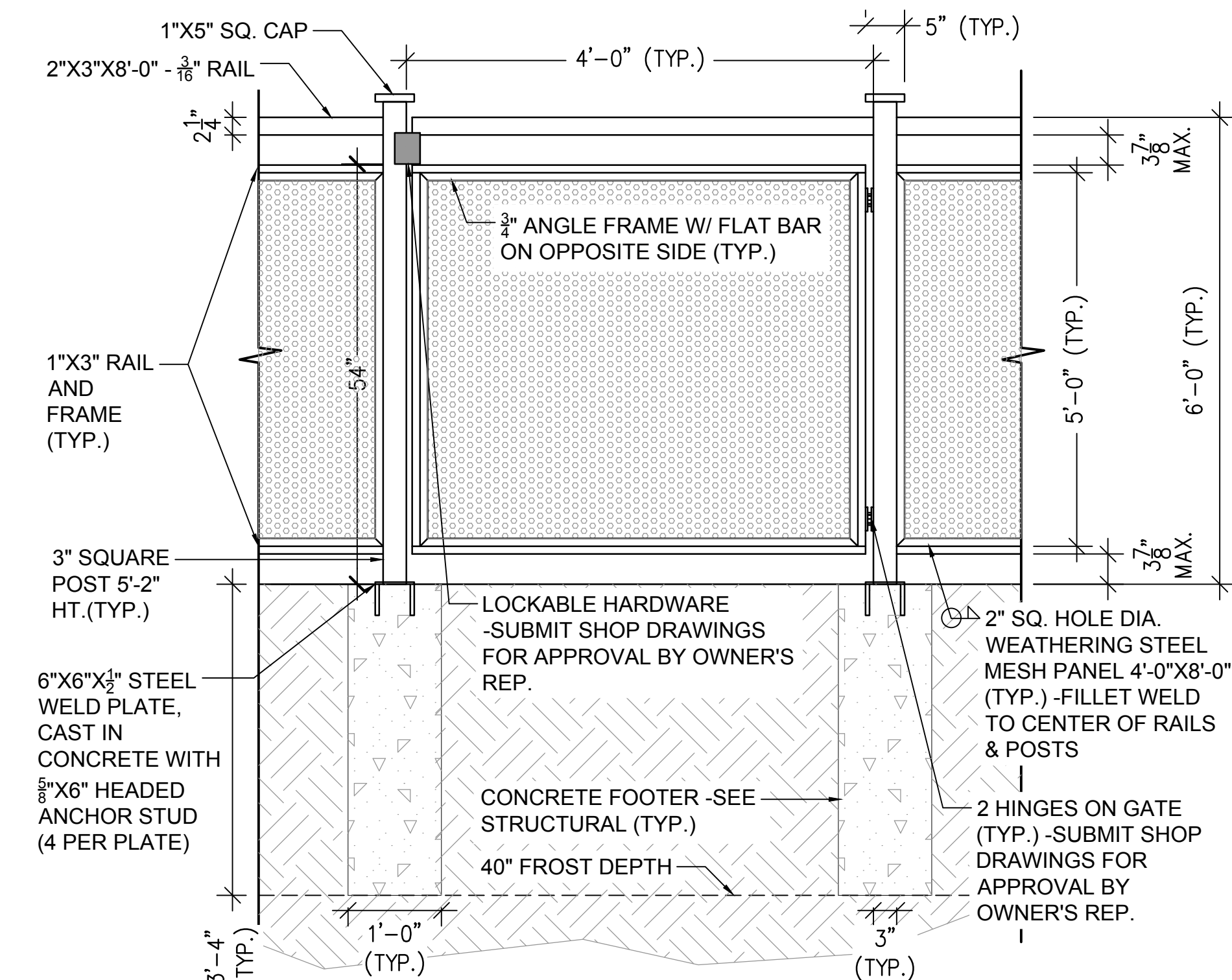
1 FENCE (WEATHERING STEEL PANELS)  
L2.2

NOT TO SCALE



3 VEHICULAR GATE (WIRE MESH)  
L2.2

NOT TO SCALE



4 4' WIDE PEDESTRIAN GATE (WIRE MESH)  
L2.2

INCLUDE EMERGENCY PUSH BAR AND SIGNAGE

NOT TO SCALE



SUPPLIED BY: HARDWARE SOURCE  
CONTACT: (877) 944-6437  
MODEL: TRU-CLOSE SPRING HINGE  
SKU: 928000  
COLOR: FLAT BLACK  
QTY: (2)

INSTALL PER MANUFACTURER'S RECOMMENDATIONS. FINAL COLOR TO BE APPROVED BY OWNER PRIOR TO ORDERING.



SUPPLIED BY: HARDWARE SOURCE  
CONTACT: (877) 944-6437  
MODEL: LOKK LATCH COMBO  
SKU: 928032  
COLOR: FLAT BLACK  
QTY: (2)

INSTALL PER MANUFACTURER'S RECOMMENDATIONS. FINAL COLOR TO BE APPROVED BY OWNER PRIOR TO ORDERING.

DHM DESIGN

1309 East 3rd Avenue  
Room 23  
Durango, CO 81301  
970.388.4219  
www.dhmdesign.com

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Salida Hot Springs - Outdoor Pools  
Salida Hot Springs Aquatic Center  
410 W Rainbow Blvd, Salida, CO 81201

PROJECT NUMBER: 18397.00  
DATE: 05/23/2019  
DESIGNED:  
DRAWN:  
CHECKED:

REVISIONS:

JOB DESCRIPTION:  
Preferred Option  
Schematic Design  
SHEET TITLE:  
FENCE  
DETAILS

SHEET NUMBER:

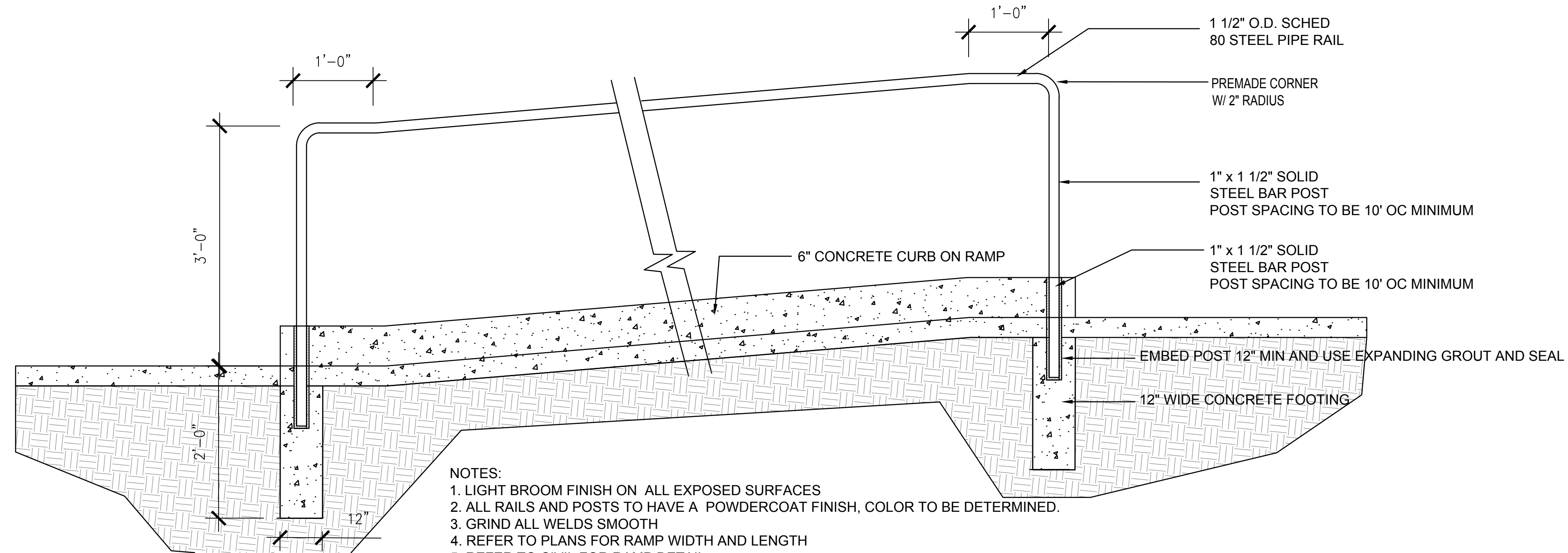
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SHEET OF



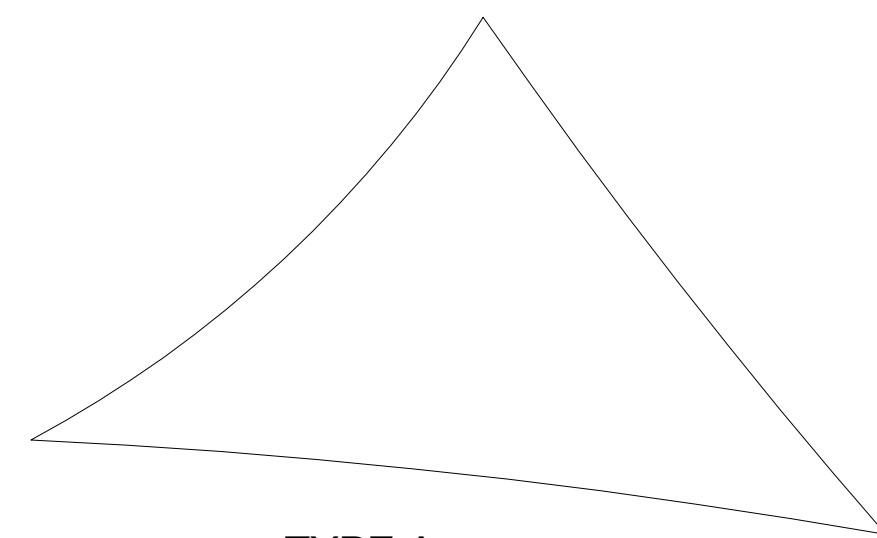




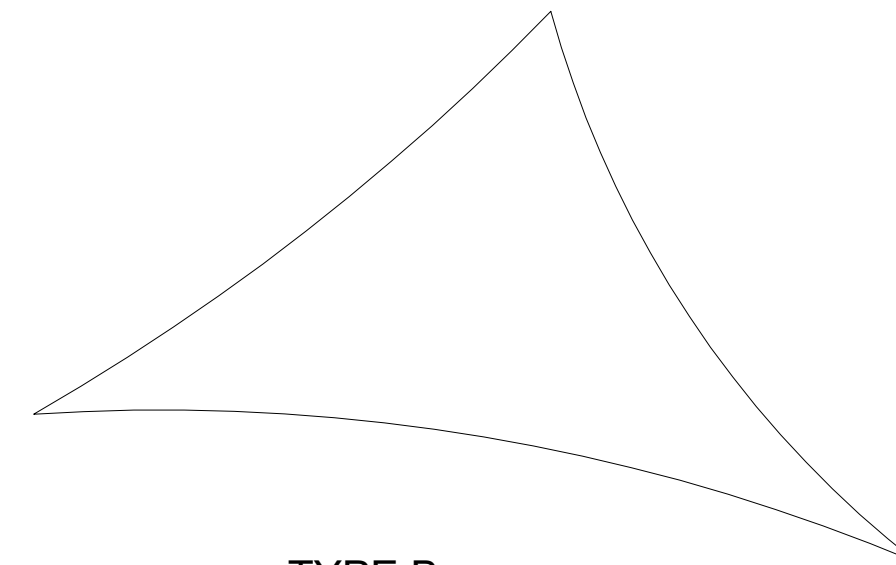


- NOTES:**
1. LIGHT BROOM FINISH ON ALL EXPOSED SURFACES
  2. ALL RAILS AND POSTS TO HAVE A POWDERCOAT FINISH, COLOR TO BE DETERMINED.
  3. GRIND ALL WELDS SMOOTH
  4. REFER TO PLANS FOR RAMP WIDTH AND LENGTH

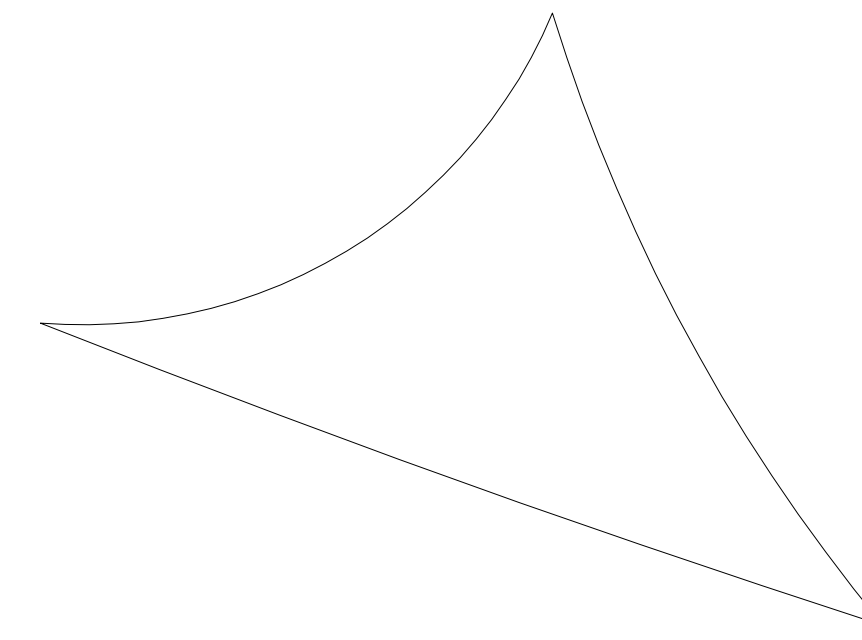
1  
L2.5  
HANDRAIL AT RAMP



TYPE A  
CUSTOM SHADE SAIL -  
APPROX: 25' x 18' x 19'



TYPE B  
CUSTOM SHADE SAIL -  
APPROX: 19' x 19.5' x 26'



TYPE C  
CUSTOM SHADE SAIL -  
APPROX: 18.5' x 20' x 26'

**SHADE SAIL SCHEDULE**

TYPE	MANUFACTURER	SIZE	MODEL	QTY
TYPE A	TENSHON	APPROX: 25' x 18' x 19'	CUSTOM	1
TYPE B	TENSHON	APPROX: 19' x 19.5' x 26'	CUSTOM	1
TYPE C	TENSHON	APPROX: 18.5' x 20' x 26'	CUSTOM	1

**NOTES:**

1. COLOR TO BE SELECTED BY OWNER FROM STANDARD COLORS. CONTRACTOR TO SUPPLY SAMPLES FOR REVIEW.
2. ALL SAILS SHALL HAVE PERIMETER WIRE ROPE AND ROPE CLAMPS.
3. INSTALL USING GALVANIZED WIRE ROPE  $\frac{3}{16}$ " AND COMMERCIAL BRACKETS AS SUPPLIED BY MANUFACTURER.
4. POLES TO BE SPECIFIED BY STRUCTURAL ENGINEER AND INSTALLED BY CONTRACTOR. CONTRACTOR TO TAKE AS-BUILT MEASUREMENTS OF POLE INSTALLATION AND ATTACHMENT POINTS TO USE FOR FINAL ORDERING OF SHADE SAILS. ATTACHMENTS TO POLES SHOULD BE ORIENTED TOWARD THE CENTER POINT OF THE SHADE SAIL. DO NOT OVERLAP ATTACHMENTS; EACH SAIL SHOULD HAVE ITS OWN ATTACHMENT TO THE POLE. ATTACHMENTS TO BE SPACED A MIN. OF 1" APART.
5. EYELETS ON SHADE SAILS TO BE 1" MIN.
6. SEE STRUCTURAL FOR POLE DETAILS.
7. SQUARE SHADE SAILS TO HAVE 1:5 SLOPE RATIO MIN. TRIANGULAR SHADE SAILS TO HAVE 10% SLOPE RATIO MIN.
8. CUSTOM SHADE SAIL BRACKET FOR SHADE SAILS CONNECTED TO PUMP HOUSE & PICNIC SHELTER TO BE DETERMINED BY SHADE SAIL COMPANY.



2  
L2.5  
SHADE SAILS (10' - 14' HEIGHT - STEEL POSTS)

NOT TO SCALE

**Salida Hot Springs - Outdoor Pools**  
Salida Hot Springs Aquatic Center  
410 W Rainbow Blvd, Salida, CO 81201

PROJECT NUMBER: 18397.00  
DATE: 05/23/2019  
DESIGNED:  
DRAWN:  
CHECKED:

REVISIONS:

JOB DESCRIPTION:  
Preferred Option  
Schematic Design

SHEET TITLE:  
**SHADE SAIL  
DETAILS**

SHEET NUMBER:

**L2.5**

SHEET \_\_\_\_\_ OF \_\_\_\_\_



Tuesday, June 25, 2019

**SHSAC Soaking Pools & Splash Pad  
Proposed Scope Change / Value Engineering Items**

Proposed Scope Change / Value Engineering Items									Proposed VE Totals (by Status)		
Report #	Description	Date Initiated	Ball-In-Court	Notes	Currently Implemented in Documents	Status (P/A/R) (Void)	Total VE Report Cost (Adds)	Total VE Report Cost (Deducts)	P-Pending Costs	A-Approved Costs	R-Rejected Costs
1	Remove "Stream" & Walk-over grates	6/11/2019	Salida			A		\$ (20,617.00)		\$ (20,617.00)	
1	Remove Concrete outside of fence	6/11/2019	Salida			A		\$ (13,780.00)		\$ (13,780.00)	
1	Eliminate colored/special concrete at Splashpad	6/11/2019	Salida			R		\$ (3,750.00)			\$ (3,750.00)
1	Murals paid through other sources	6/11/2019	Salida			A		\$ (5,300.00)		\$ (5,300.00)	
1	Add - Cost of future recirculating pools	6/11/2019	Salida	Preliminary estimate only		P	\$ 30,000.00		\$ 30,000.00		
1	Recirculation expense paid from other sources	6/11/2019	Salida	Preliminary estimate only		P		\$ (30,000.00)	\$ (30,000.00)		
1	Eliminate a pool or reduce shape complexity	6/11/2019	Salida	If Acceptable, we'll analyze savings							
1	Delete Firepit	6/11/2019	Salida	Gas line stub-up only		A		\$ (10,600.00)		\$ (10,600.00)	
1	Entry Revisions paid through other sources	6/11/2019	Salida			P		\$ (10,600.00)	\$ (10,600.00)		
1	Remove Contingency	6/11/2019	Salida			R		\$ (53,000.00)			\$ (53,000.00)
1	Boiler for underslab heat vs Cooling Tower and Heat Exchangers	6/11/2019	Salida	Preliminary estimate only		P		\$ (21,200.00)	\$ (21,200.00)		
1a	Eliminate Pergula	6/11/2019	Salida			A		\$ (7,950.00)		\$ (7,950.00)	
1a	Reduce Shade Sail	6/11/2019	Salida			R		\$ (2,650.00)			\$ (2,650.00)
1a	Delete Waterfall and sign	6/11/2019	Salida			A		\$ (5,300.00)		\$ (5,300.00)	
1a	Eliminate 42" fence at splashpad	6/11/2019	Salida			A		\$ (2,491.00)		\$ (2,491.00)	
1a	Simplify 6' fence	6/11/2019	Salida			A		\$ (10,600.00)		\$ (10,600.00)	
1a	Donation of boulders	6/11/2019	Salida			P		\$ (15,900.00)	\$ (15,900.00)		
1a	Centennial Park funding	6/11/2019	Salida			A		\$ (5,000.00)		\$ (5,000.00)	
1a	Add Pool Covers	6/11/2019	Salida	Preliminary estimate only		A	\$ 10,000.00			\$ 10,000.00	
2	Reduce Landscape by 50%	6/18/2019	Salida			A		\$ (31,800.00)		\$ (31,800.00)	
2	Delete concrete housekeeping outside of fence	6/18/2019	Salida			A		\$ (13,780.00)		\$ (13,780.00)	
2	Airlock V/E (4ea internal storefront doors only @ \$1,500/ea)	6/18/2019	Salida	Preliminary estimate only		P		\$ (21,500.00)	\$ (21,500.00)		
2	Pump House - Bare Bones structure, \$75/sf	6/18/2019	Salida			P		\$ (12,985.00)	\$ (12,985.00)		
2a	Delete Splashpad and add as "phase 2"	6/18/2019	Salida			A		\$ (134,000.00)		\$ (134,000.00)	
2a	Reduce FF&E	6/18/2019	Salida			A		\$ (2,000.00)		\$ (2,000.00)	
2a	Combine Pool ! & @	6/18/2019	Salida			P		\$ (15,000.00)	\$ (15,000.00)		
2a	Reduce quantity of Concrete Deck by 50%	6/18/2019	Salida			P		\$ (31,000.00)	\$ (31,000.00)		
3	Substitute ClowardH2O single pool design for 5ea pools	6/27/2019	Salida	Preliminary estimate only				\$ (250,000.00)			
<b>Totals</b>											
							\$ 40,000.00	\$ (696,406.00)	\$ (128,185.00)	\$ (253,218.00)	\$ (59,400.00)



**DISSLIN STRUCTURES, INC.**  
**Preliminary Detailed Estimate Summary**  
**SHSAC Soaking Pools & Splash Pad**  
**6/25/2019**  
**DHM Plan dated 5/23/19**  
**Aqueous Plan dated 5/31/19**

Color Codes Legend	
Price Changed	
By Owner	By Owner
Need Bids	
Allowance	Allowance
Subcontract Price	
Not Included	Not Included

MH/U	TOT MH	DESCRIPTION	QUANTITY		LABOR		MATERIAL		EQUIPMENT		SUBCONTRACT		BUDGET	Color Codes, Comments & Division Subtotals
			#	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	or Lump Sum		
		<b>Preconstruction Services Required</b>	\$ 800,000.00	ls							\$ 8,000.00		<b>Lump Sum Pre-Construction Services Fee</b>	
		<b>Cost Estimating, Scope Management &amp; Value Engineering</b>												
		Design Development Estimate & Design Program Review												Included in lump sum above
		75% Construction Documents Estimate & Design Program Review												Included in lump sum above
		95% Construction Documents Estimate & Design Program Review												Included in lump sum above
		<b>Progress Meetings during Construction Document Development</b>												
		Weekly Meetings and Requests for Information follow-up												Included in lump sum above
		<b>Sequencing of Construction</b>												
		City and Design Team Schedule Development												Included in lump sum above
		Subcontractor and Supplier Outreach & Schedule Development												Included in lump sum above
		<b>Partnering Process</b>												
		Partnering Process Kick-off Meeting												Included in lump sum above
		<b>Procurement Process</b>												
		Development of Approved Bidding Process with City												Included in lump sum above
		Invitation To Bid Documents												Included in lump sum above
		Develop Trade Scopes												Included in lump sum above
		<b>General Conditions/General Requirements</b>												
		<b>Employee Costs</b>												
		General Superintendent									\$ 6,000.00			
		Project Superintendent (1/2 Time)		6 months							\$ 28,800.00			
		Project Manager (1/2 Time)		6 months							\$ 31,200.00			
		Project Engineer												Not Required
		Project Coordinator/Administrator												Not Required
		Project Architect									\$ 14,500.00			<b>Change Order</b>
		<b>Costs for Layout</b>									\$ 2,500.00			Allowance
		<b>Costs for periodic clean-up and trash removal</b>									\$ 4,000.00			Allowance
		<b>Temporary Toilets</b>		6 months							\$ 920.00			
		<b>Jobsite Construction Fencing</b>		1450 lf							\$ 8,600.00			
		Storage Trailers												Not Required
		Tool Trailers		6 months							\$ 900.00			
		<b>Access Maintenance</b>												
		Protection of Existing Structures									\$ 2,500.00			Allowance
		<b>Construction Signage</b>		1 ls							\$ 300.00			
		<b>Job site Communications (radios, Cell Phones, Etc.)</b>		12 months							\$ 1,680.00			
		<b>Mailing &amp; Shipping</b>		1 allowance							\$ 100.00			
		<b>Snow &amp; Ice Removal and Winter Conditions (blankets, ground thaw, etc)</b>									\$ 5,000.00			Allowance
		<b>Security Costs</b>												In Fencing above
		<b>Final Clean-up</b>		1 ls							\$ 1,500.00			
		<b>Start-up and Owner Assistance with Start-up</b>									\$ 1,500.00			Allowance
		<b>Preparation of As-Built Record Drawings</b>		1 ls							\$ 500.00			
		<b>Preparation of Operations and Maintenance Manuals</b>		1 ls							\$ 500.00			
		<b>Other Items Required:</b>												
		First Aid		1 ls							\$ 250.00			
		Fire Extinguishers		2 ea							\$ 150.00			
		Job site Pick-up		6 months							\$ 6,600.00			
		Payment & Performance Bond		1 ls										See Below
		General Liability Insurance		0.90% of cost										See Below
		Builder's Risk Insurance												See Below
		County, City, Fire Review, Other Permits required												See Below
						\$ -		\$ -		\$ -		\$ 126,000.00	\$ 126,000.00	\$ 126,000.00
		<b>Pools, Piping &amp; Equipment - Budget</b>											\$ 220,000.00	
		<b>Site Earthwork and excavation</b>		6,000 sf							\$ 10.00	\$ 30,000.00		Scott Wagner Revised to coordinate w Scott Wagner
		<b>Pools</b>										\$ -		In Scott Wagner
		<b>Riffle</b>												In Scott Wagner
		Wall & Bench Crossection		53 cy										In Scott Wagner
		Floor		1 cy										In Scott Wagner
		Coping		48 sf										In Scott Wagner
		Steps		3 cy										In Scott Wagner



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**SHSAC Soaking Pools & Splash Pad**  
**6/25/2019**  
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**Aqueous Plan dated 5/31/19**

Color Codes Legend	
Price Changed	
By Owner	
Need Bids	
Allowance	
Subcontract Price	
Not Included	

MH/U	TOT MH	DESCRIPTION	QUANTITY		LABOR		MATERIAL		EQUIPMENT		SUBCONTRACT		BUDGET	Color Codes, Comments & Division Subtotals
			#	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	or Lump Sum		
		Plaster	740	sf										In Scott Wagner
		Tile												In Scott Wagner
		Delineator	65	lf										In Scott Wagner
		Waterline	50	lf										In Scott Wagner
		Deck	20	lf										In Scott Wagner
		Weir	1	ea										In Scott Wagner
		Handrails	1	ea										In Scott Wagner
		Transfer Bars	2	ea										In Scott Wagner
		<b>Headwaters</b>												In Scott Wagner
		Wall & Bench Crossection	47	cy										In Scott Wagner
		Floor	1	cy										In Scott Wagner
		Coping	40	sf										In Scott Wagner
		Steps	3	cy										In Scott Wagner
		Plaster	655	sf										In Scott Wagner
		Tile												In Scott Wagner
		Delineator	55	lf										In Scott Wagner
		Waterline	41	lf										In Scott Wagner
		Deck	20	lf										In Scott Wagner
		Weir	1	ea										In Scott Wagner
		Handrails	1	ea										In Scott Wagner
		Transfer Bars	2	ea										In Scott Wagner
		<b>Eddy</b>												In Scott Wagner
		Wall & Bench Crossection	44	cy										In Scott Wagner
		Floor	0.48	cy										In Scott Wagner
		Coping	36	sf										In Scott Wagner
		Steps	2	cy										In Scott Wagner
		Plaster	586	sf										In Scott Wagner
		Tile												In Scott Wagner
		Delineator	52	lf										In Scott Wagner
		Waterline	35	lf										In Scott Wagner
		Deck	20	lf										In Scott Wagner
		Weir	1	ea										In Scott Wagner
		Handrails	1	ea										In Scott Wagner
		Transfer Bars	2	ea										In Scott Wagner
		<b>Meander</b>												In Scott Wagner
		Wall & Bench Crossection	52	cy										In Scott Wagner
		Floor	0.65	cy										In Scott Wagner
		Coping	44	sf										In Scott Wagner
		Steps	1	cy										In Scott Wagner
		Plaster	682	sf										In Scott Wagner
		Tile												In Scott Wagner
		Delineator	28	lf										In Scott Wagner
		Waterline	35	lf										In Scott Wagner
		Deck	20	lf										In Scott Wagner
		Weir	1	ea										In Scott Wagner
		Handrails	1	ea										In Scott Wagner
		Transfer Bars	2	ea										In Scott Wagner
		<b>Confluence</b>												In Scott Wagner
		Wall & Bench Crossection	50	cy										In Scott Wagner
		Floor	0.56	cy										In Scott Wagner
		Coping	42	sf										In Scott Wagner
		Steps	2	cy										In Scott Wagner
		Plaster	670	sf										In Scott Wagner
		Tile												In Scott Wagner
		Delineator	58	lf										In Scott Wagner
		Waterline	40	lf										In Scott Wagner
		Deck	20	lf										In Scott Wagner
		Weir	1	ea										In Scott Wagner
		Handrails	1	ea										In Scott Wagner
		Transfer Bars	2	ea										In Scott Wagner
		<b>Scuppers</b>	1	Alw								\$ 20,000.00		Scott Wagner
		<b>Waterfall</b>	1	Alw								\$ 31,500.00		Scott Wagner
		<b>Pool Piping and Hook-up - Plumbing</b>	1	Alw										In Scott Wagner
		<b>Pool Piping and Hook-up - Electrical</b>	1	Alw								\$ 75,000.00	\$ 75,000.00	Preliminary Budget Estimate
							\$ -		\$ -		\$ -	\$ 496,500.00	\$ 220,000.00	\$ (2,187.22)



**DISSLIN STRUCTURES, INC.**  
**Preliminary Detailed Estimate Summary**  
**SHSAC Soaking Pools & Splash Pad**  
**6/25/2019**  
**DHM Plan dated 5/23/19**  
**Aqueous Plan dated 5/31/19**

Color Codes Legend	
Price Changed	
By Owner	By Owner
Need Bids	
Allowance	Allowance
Subcontract Price	
Not Included	Not Included

MH/U	TOT MH	DESCRIPTION	QUANTITY		LABOR		MATERIAL		EQUIPMENT		SUBCONTRACT		BUDGET	Color Codes, Comments & Division Subtotals
			#	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	or Lump Sum		
		<b>Splash Pad Equipment - Budget</b>											\$ 100,000.00	
		Equipment - Vendor Provided (design -build)										\$ 60,000.00		
		Installation of equipment										\$ 55,000.00		Preliminary Estimate for Flow-Through
						\$ -		\$ -		\$ -		\$ 115,000.00	\$ 100,000.00	\$ 115,000.00
		<b>Hardscape - Budget</b>											\$ 100,000.00	
		<b>Concrete</b>												Scott Wagner
		SplashPad with "special" concrete	810	SF										In Scott Wagner
		Concrete Pool Deck (Heated)	3,100	SF										In Scott Wagner
		Concrete housekeeping - outside fence	1,300	SF										In Scott Wagner
		Concrete Stream	37	cy							\$ 500.00	\$ 18,450.00		
		Walk-over Grates	2	ea							\$ 500.00	\$ 1,000.00		
		<b>Structures and Accessories</b>												
		Steel Pergola Shade Shelter	1	LS							\$ 7,500.00	\$ 7,500.00		
		Shade Sail Structure	1	LS							\$ 5,000.00	\$ 5,000.00		
		Gas Fire Pit (36" Burner 6-700,000 btu's & Hot pad ignition system)	1	EA							\$ 10,000.00	\$ 10,000.00		
		Outdoor Shower ( including screens)	1	LS							\$ 2,500.00	\$ 2,500.00		
		Waterfall & Sign at SE corner	1	LS							\$ 5,000.00	\$ 5,000.00		
		Earthwork	1	LS							\$ -	\$ -		In Pools
		<b>Railings &amp; Fences</b>												
		42" Fence at Splash Pad	47	LF							\$ 50.00	\$ 2,350.00		Segmented, not curved
		Gate	1	EA							\$ 1,000.00	\$ 1,000.00		
		36" segmented railing at Meander Ramp	51	LF							\$ 50.00	\$ 2,550.00		Segmented, not curved
		6' permimeter security fence	285	LF							\$ 100.00	\$ 28,500.00		
		Double Gate	1	EA							\$ 1,000.00	\$ 1,000.00		
		<b>Lighting</b>												
		Light Bollard	10	EA							\$ 750.00	\$ 7,500.00		
		Wall Sconce	4	EA							\$ 200.00	\$ 800.00		
		String Lights	3	EA							\$ 1,000.00	\$ 3,000.00		
		Outdoor Receptacles	6	EA							\$ 200.00	\$ 1,200.00		
		<b>Decorations</b>												
		Murals	2	ea							\$ 2,500.00	\$ 5,000.00		
						\$ -		\$ -		\$ -		\$ 185,850.00	\$ 100,000.00	\$ (2,750.00)
		<b>Landscape - Budget</b>											\$ 125,000.00	
		Deciduous Trees (2" cal)	5	EA								\$ 30,000.00		Scott Wagner
		Evergreen Trees	10	ea										
		Evergreen Shrubs	4	EA										
		Flowering Shrubs (5 gal)	12	ea										
		Perrenials (1 gal.)	60	EA										
		Ornamental Grasses/Perennials (5 gal.)	21	EA										
		Sod	2,100	SF								\$ 9,600.00		Scott Wagner
		Small Boulders (18"-24")	100	EA								\$ 55,500.00		Scott Wagner
		Medium Boulders (36"+/-)	100	EA										In above
		Large Boulders (up to 60")	35	EA										In above
		Cedar Bark Mulch (4" depth)	15	CY								\$ 12,000.00		Scott Wagner
		Topsoil (6" for Turf)	40	CY										
		Topsoil (4" for Shrub Beds)	22	CY										
		Soil Amendment (4 CY/1000 SF in sod areas)	9	CY										
		Soil Amendment (1 CY/1000 SF in shrub bed areas)	2	CY										
		Irrigation	6,000	sf							\$ 2.50	\$ 25,000.00		Scott Wagner
						\$ -		\$ -		\$ -		\$ 132,100.00	\$ 125,000.00	\$ 66,705.00
		<b>Pump House, Control Vault, Locker Room Airlock - Budget</b>											\$ 50,000.00	
		Pumphouse 14'x35' to accommodate Re-circ	490	sf							\$ 100.00	\$ 49,000.00		
		Airlock - Storefront	1	alw							\$ 12,500.00	\$ 12,500.00		
		Structure & Roof	1	alw							\$ 15,000.00	\$ 15,000.00		
		Waterfall Equipment Vault	1	alw							\$ 1,000.00	\$ 1,000.00		
		Splash Pad control Vault	1	alw							\$ 1,200.00	\$ 1,200.00		

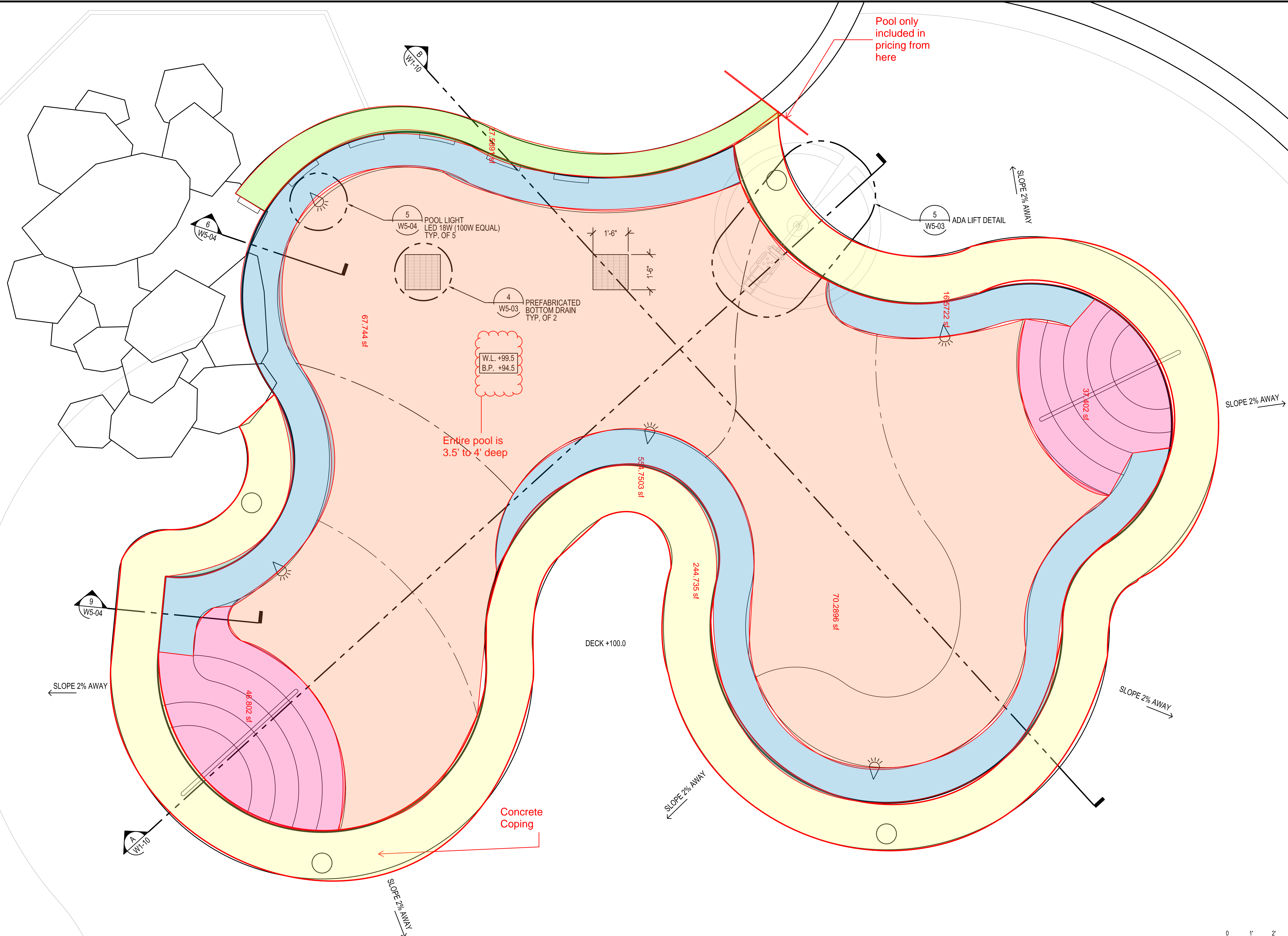


**DISSLIN STRUCTURES, INC.**  
**Preliminary Detailed Estimate Summary**  
**SHSAC Soaking Pools & Splash Pad**  
**6/25/2019**  
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Color Codes Legend	
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MH/U	TOT MH	DESCRIPTION	QUANTITY		LABOR		MATERIAL		EQUIPMENT		SUBCONTRACT		BUDGET	Color Codes, Comments & Division Subtotals
			#	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	or Lump Sum		
		3,000gal Vault for Stream Collection	1	ea							\$ 6,000.00	\$ 6,000.00		
		1,000gal Splash Pad Tank	1	ea							\$ 1,500.00	\$ 1,500.00		
		1,000gal Heat Exchange Tank	1	ea							\$ 1,500.00	\$ 1,500.00		
		Cooling Tower	1	ea							\$ 20,000.00	\$ 20,000.00		Preliminary Budget Estimate
		Heat Exchangers	1	LS							\$ 20,000.00	\$ 20,000.00		Preliminary Budget Estimate
						\$ -		\$ -		\$ -		\$ 127,700.00	\$ 50,000.00	\$ 127,700.00
		<b>Civil Infrastructure: From Source to Equipment, to and from Pools - Budget</b>										\$ 50,000.00	\$ 50,000.00	From C1.0
		2" Underground waterline	210	LF										
		Underground electrical	400	LF										
		Underground Water & Electrical - Splashpad	100	LF										
		6" Sanitary	50	LF										
		Manhole Connection	1	ea										
						\$ -		\$ -		\$ -		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
		<b>Furniture, Fixtures &amp; Equipment, Cubbies, Locker Room Lockers - Budget</b>											\$ 55,000.00	
		Picnic Tables - (ADA)	2	EA							\$ 1,200.00	\$ 2,400.00		
		Benches		EA								\$ -		(around the firepit) Not in this set of drawings
		Lounge Chairs	16	EA							\$ 800.00	\$ 12,800.00		
		Patio Chairs	24	EA							\$ 400.00	\$ 9,600.00		
		Trash/Recycling Receptacles	2	EA							\$ 1,300.00	\$ 2,600.00		
		Outdoor Cubbies	3	EA							\$ 800.00	\$ 2,400.00		
		New Signage (Allowance)	1	LS							\$ 2,500.00	\$ 2,500.00		
		Cubbies	48	ea							\$ 50.00	\$ 2,400.00		
		Lockers												
		<b>Entry revisions</b>	1	alw										In Pump House Above In Pump House Above Meeting today
						\$ -		\$ -		\$ -		\$ 34,700.00	\$ 55,000.00	\$ 34,700.00
MH		<b>TOTALS</b>					<b>Labor</b>		<b>Materials</b>		<b>Equipment</b>		<b>Subcontractor</b>	
		<b>Hardcost Budget</b>											\$ 700,000.00	
0		<b>Hardcost Totals</b>					\$ -		\$ -		\$ -	\$ 1,141,850.00		\$ 389,167.78
		<b>Subtotal</b>					\$ 1,141,850.00							
		<b>Contingency</b>					\$ 50,000.00							
		<b>DSI Soft Costs</b>					\$ 126,000.00							
		County Building Permit	0.7%	percent			\$ 7,992.95							Allowance
		City Building Permit	20%	County Fee			\$ 1,598.59							Allowance
		Fire Department Review Fee	3,800	sf			\$ 150.00							Allowance
		Payment & Performance Bond					\$ 10,000.00							Allowance
		General & Subcontractor Liability Insurance					\$ 5,850.00							Allowance
		Builder's Risk Insurance	1	ls			\$ 3,500.00							Allowance
		<b>SUBTOTAL</b>					\$ 1,346,941.54							
		Overhead & Fee				\$ 0.06	\$ 48,000.00							
		<b>Accepted Value Engineering</b>					\$ (253,218.00)							
		<b>TOTAL</b>					\$ 1,141,723.54							





**CLOWARD H<sub>2</sub>O**

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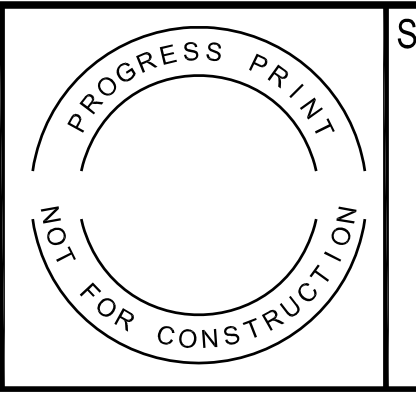
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Project Name: **SALIDA HOT SPRINGS  
SALIDA, COLORADO**

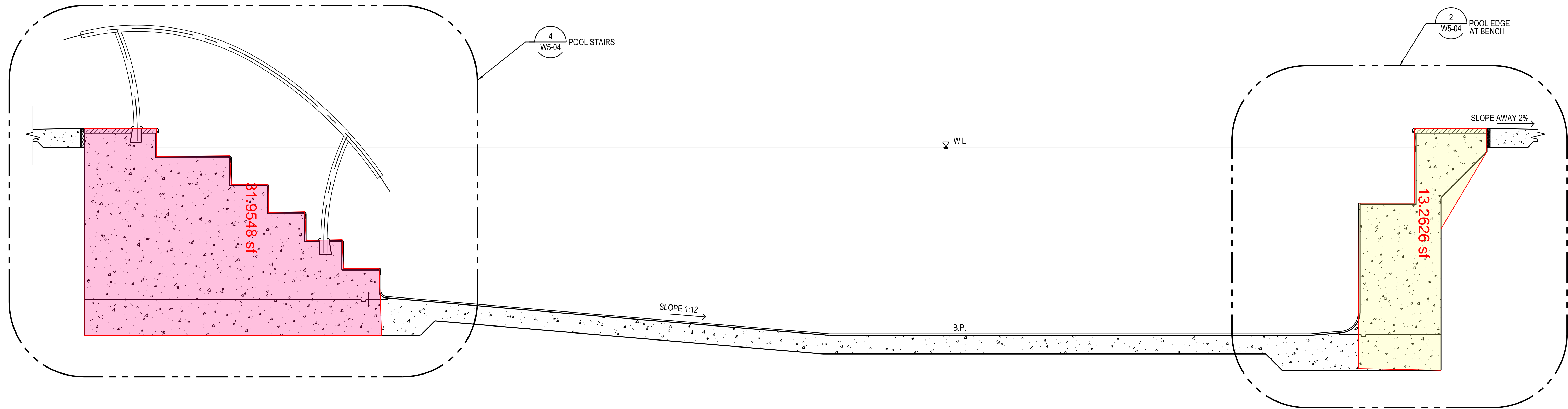
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Date:	MAY 23, 2017	Scale:	1" = 3'-0"
Drawn By:	JJ	Designed By:	AG
Approved By:	AC	Project No:	17012

Sheet Title: **MAIN POOL  
SITE LAYOUT**

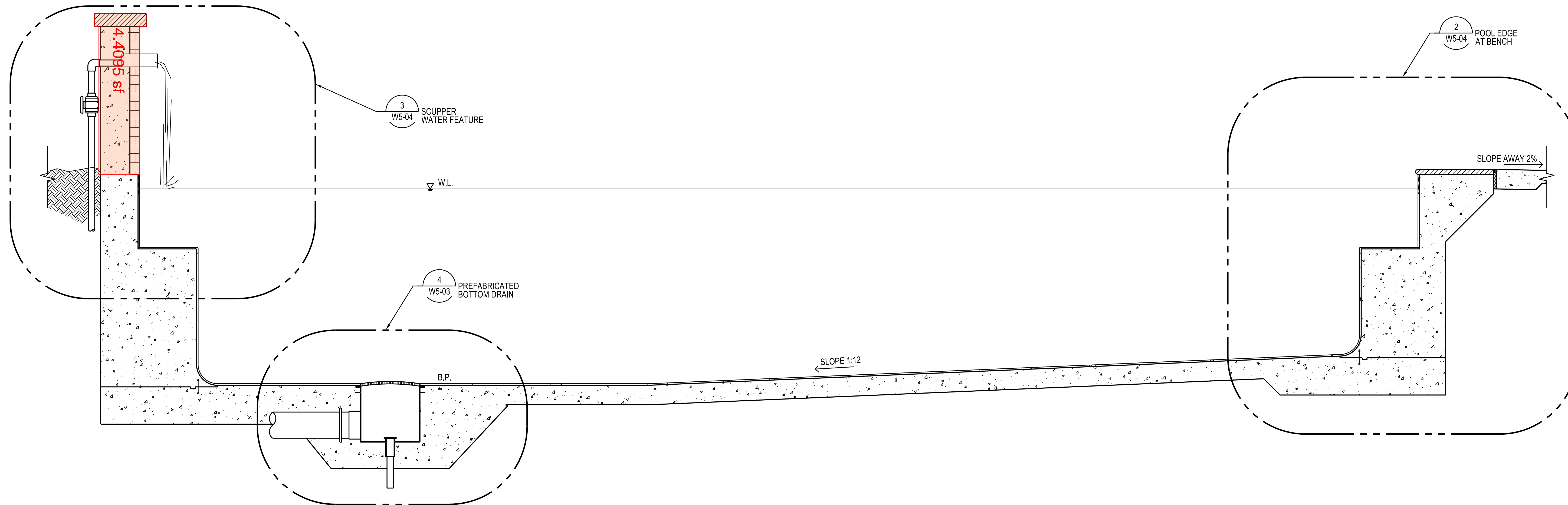


Sheet Number: **W1-01**



MAIN POOL - SECTION A

SCALE 3/4"=1'-0"



MAIN POOL - SECTION B

SCALE 3/4"=1'-0"

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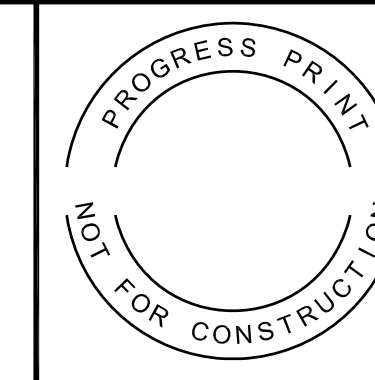
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**SALIDA HOT SPRINGS  
SALIDA, COLORADO**  
SCHEMATIC DOCUMENTS PACKAGE

Date:	MAY 23, 2017	Scale:	AS SHOWN
Drawn By:	JJ	Designed By:	AG
Approved By:	AC	Project No:	17012

Sheet Title:

**MAIN POOL  
SECTIONS**



Sheet Number:

**W1-10**