



# Town of Rangely Council Meeting

March 25, 2014  
7:00 p.m.



# 1 – Agenda



AGENDA  
RANGELY BOARD OF TRUSTEES (TOWN COUNCIL)  
Regular Meeting of March 25, 2014  
\*\*\*\*\* 7:00 P.M. \*\*\*\*\*  
Council Chambers - Municipal Building

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Frank Huitt, Mayor	
Brad Casto, Mayor Pro Tem	Dan Eddy, Trustee
Lisa Hatch, Trustee	Joseph Nielsen, Trustee
Clayton Gohr, Trustee	Elaine Urie, Trustee



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1. Call to Order
  2. Roll Call
  3. Invocation
  4. Pledge of Allegiance
  5. Minutes of Meeting
    - A. Approval of Minutes of March 11, 2014. (Submitted)
  6. Petitions and Public Input
  7. Changes to Agenda
  8. Public Hearings
    - A. Public Hearing Liquor License transfer of manager Mexican House.
  9. Committee/Board Meetings
  10. Supervisor Reports – See Attached
  11. Report from Officers –Town Manager Update
  12. New Business
    - A. Discussion and Approval of Transfer of Manager of Mexican House.
    - B. Discussion and Approval to purchase 1997 Mack used Tandem Dump Truck for \$17,500.00
    - C. Discussion and Approval to purchase new 9-1-1 recording equipment for \$18,000.00
  13. Informational Items
    - A. CML Annual Conference Breckenridge, Co June 17-20, 2014
    - B. SGM Letter Southwest Contracting/Surety
    - C. Grant Animal Care & Control Association Training
  14. Scheduled Announcement - Local Meetings – April 2014
    - A. Rangely School District board meeting is scheduled for April 15, 2014 at 6:15 p.m.
    - B. Rangely District Library regular meeting April 21, 2014 at 5:00 p.m.
    - C. Rangely District Hospital board meeting is scheduled for April 24, 2014 at 7:00 p.m.
    - D. Rural Fire Protection Dist board meeting is scheduled for April 15, 2014 at 7:00 p.m.
    - E. Western Rio Blanco Park & Recreation District meeting April 14, 2014 at 7:00 p.m.
    - F. Rio Blanco Water Conservancy Dist board meeting is April 30, 2014 at 7:00 p.m.
    - G. Rangely Chamber of Commerce board meeting is scheduled for April 17, 2014 at 12:00
  15. Adjournment



# 5 – Minutes





MINUTES  
RANGELY BOARD OF TRUSTEES (TOWN COUNCIL)  
Regular Meeting of March 11, 2014  
\*\*\*\*\* 7:30 P.M. \*\*\*\*\*  
Council Chambers - Municipal Building

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Brad Casto, Mayor Pro Tem		Dan Eddy, Trustee
Lisa Hatch, Trustee		Joseph Nielsen, Trustee
Clayton Gohr, Trustee		Elaine Urie, Trustee

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1. Call to Order Brad
2. Roll Call Brad Casto, Dan Eddy, Lisa Hatch and Elaine Urie present. Frank Huitt, Clayton Gohr and Joseph Nielsen absent
3. Invocation Elaine Urie provided the Invocation
4. Pledge of Allegiance Peter Brixius lead the Pledge of Allegiance
5. Minutes of Meeting
  - A. Approval of Minutes of February 25, 2014. (Submitted) Lisa Hatch motion to approve the minutes of February 25, 2014, Elaine Urie seconded, motion passed
6. Petitions and Public Input Vicky Pfennig provided an update on a Dog that was found and was identified through his microchip.
7. Changes to Agenda – Public Hearing Item B and New Business Item E.
8. Public Hearings (7:45)
  - A. Public Hearing Liquor License renewal Mini Mart Inc. No Comment
  - B. Public Hearing Special Event Liquor Permit for the CNCC Wild Game Dinner Fundraiser on March 22, 2014. No Comment
9. Committee/Board Meetings
10. Supervisor Reports – See Attached
11. Report from Officers –Town Manager Update

*Peter Brixius advised the council that he would be on Vacation for a week and would be assessable by phone. June 18, 2014 is the date chosen for the Senior Picnic. Bill Willis requested a 2” tap on the Chevron water line, it may present some challenges about making sure demand on the line isn’t compromised.. A demand letter was sent to Southwest to complete the project. Peter is going to try and call Steve Franchini to find out what the reluctance is to complete the project. There is a crack in the existing wall that possibly may be part of the problem. There is going to be some delays because of Phase I construction not being completed in a timely manner. Rangely West Subdivision will be working on accepting the lines in April. We are hoping to see if our phase II grant application for the Water Treatment project will be accepted in April for \$166,000. Will be replacing 6200 linear feet of water line from the Hwy 64 to County road 2. Presented the application to DOLA and they called before the application deadline and indicated we could increase our projected amount which will allow us to have a contractor install the line.*
12. New Business
  - A. Discussion and Action to approve Liquor License renewal Mini Mart Inc. Dan Eddy motioned to approve the renewal of the Mini Mart Liquor License, Elaine Urie seconded, motion passed
  - B. Discussion and Action to Approve the February 2014 Check Register. Lisa Hatch motioned to approve the February 2014 Check register, Elaine Urie seconded, motion passed

- C. Discussion and Action to Approve Direct TV Lease Agreement for 24 units at White River Village. This agreement would replace the current supplier for TV services, Charter Communications. *Peter relayed that the Charter lease currently costs the tenants \$7.60 a month, the new service with a basic package will increase to approximately \$24.00 a month. Elaine Urie motioned to pursue the direct TV lease of 60 months for White River Village, Dan Eddy seconded, motion passed*
- D. Discussion and Action to approve Resolution 2014-03 Authorizing the Town Clerk of the Town of Rangely, Colorado, to appoint election judges and additional election personnel for the regular municipal elections on April 1, 2014. *Elaine Urie motion to approve Resolution 2014-03 authorizing the Town Clerk to appoint election judges and additional election personnel for the regular municipal election April 1, 2014, Lisa Hatch seconded, motion passed*
- E. Discussion and Action to Approve the March 22, 2014 Special Event Liquor Permit for the CNCC Wild Game Dinner Fundraiser. *Elaine Urie motion to approve the Special Event Liquor License for CNCC Wild Game Dinner March 22, 2014, Dan Eddy seconded, motion passed.*

13. Informational Items

- A. IMPORTANT MEETING ATTENDANCE REQUEST: Justice Center unveiling at the Weiss Conference Center on March 11<sup>th</sup> at 6:00PM.
- B. Understanding Water Law – Monday March 3, 2014, 6-8 PM at the RBC Fairground’s, 4-H Bldg
- C. EIAF Grant Hearings March 18-20, Grand Junction, CO
- D. Revised IGA – Parks Transfer Agreement

14. Scheduled Announcement - Local Meetings – March 2014

- A. Rangely School District board meeting is scheduled for March 18, 2014 at 6:15 p.m.
- B. Rangely District Library regular meeting March 17, 2014 at 5:00 p.m.
- C. Rangely District Hospital board meeting is scheduled for March 27, 2014 at 7:00 p.m.
- D. Rural Fire Protection Dist board meeting is scheduled for March 17, 2014 at 7:00 p.m.
- E. Western Rio Blanco Park & Recreation District meeting March 10, 2014 at 7:00 p.m.
- F. Rio Blanco Water Conservancy Dist board meeting is March 26, 2014 at 7:00 p.m.
- G. Rangely Chamber of Commerce board meeting is scheduled for March 20, 2014 at 12:00

15. Adjournment

Meeting Adjourned 8:30 p.m.

ATTEST:

RANGELY TOWN COUNCIL

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Lisa Piering, Clerk/Treasurer

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Frank Huitt, Mayor

# 8 – Public Hearings



## PERMIT APPLICATION AND REPORT OF CHANGES

**CURRENT LICENSE NUMBER** 27445036-000  
**ALL ANSWERS MUST BE PRINTED IN BLACK INK OR TYPEWRITTEN**  
**LOCAL LICENSE FEE** ~~\$150.00~~ 75.00  
**APPLICANT SHOULD OBTAIN A COLORADO LIQUOR & BEER CODE BOOK TO ORDER CALL (303) 370-2165**

1. Applicant is a		<b>PRESENT LICENSE NUMBER</b>
<input type="checkbox"/> Corporation ..... <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Partnership ..... <input type="checkbox"/> Limited Liability Company		120314
2. Name of Licensee Mexican Inc	3. Trade Name Mexican House	
4. Location Address 302 W Main St		
City Rangely	County Rio Blanco	ZIP 81648

**SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.**

Section A – Manager reg/change	Section C
• License Account No. <u>27445036-000</u>  1983-750 (999) <input type="checkbox"/> Manager's Registration (Hotel & Restr.)..\$75.00  2012-750 (999) <input type="checkbox"/> Manager's Registration (Tavern).....\$75.00 <input checked="" type="checkbox"/> Change of Manager (Other Licenses) NO FEE	2210-100 (999) <input type="checkbox"/> Retail Warehouse Storage Permit (ea) \$100.00  2200-100 (999) <input type="checkbox"/> Wholesale Branch House Permit (ea).... 100.00  2260-100 (999) <input type="checkbox"/> Change Corp. or Trade Name Permit (ea) .50.00  2230-100 (999) <input type="checkbox"/> Change Location Permit (ea)..... 150.00  2260-100 (999) <input type="checkbox"/> Change, Alter or Modify Premises \$150.00 x _____ Total Fee _____
Section B – Duplicate License	
• Liquor License No. _____  2270-100 (999) <input type="checkbox"/> Duplicate License .....\$50.00	2220-100 (999) <input type="checkbox"/> Addition of Optional Premises to Existing H/R \$100.00 x _____ Total Fee _____  1988-100 (999) <input type="checkbox"/> Addition of Related Facility to Resort Complex \$75.00 x _____ Total Fee _____

**DO NOT WRITE IN THIS SPACE – FOR DEPARTMENT OF REVENUE USE ONLY**

DATE LICENSE ISSUED	LICENSE ACCOUNT NUMBER	PERIOD
-750 (999)	-100 (999)	The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.
<b>TOTAL AMOUNT DUE</b>		<b>\$ .00</b>

<b>STORAGE PERMIT</b>	<p><b>5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit</b></p> <p><input type="checkbox"/> <b>Retail Warehouse Permit for:</b></p> <p style="margin-left: 20px;"><input type="checkbox"/> On-Premises Licensee (Taverns, Restaurants etc.)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Off-Premises Licensee (Liquor stores)</p> <p><input type="checkbox"/> <b>Wholesalers Branch House Permit</b></p> <p>Address of storage premise: _____</p> <p>City _____, County _____, Zip _____</p> <p>Attach a deed/ lease or rental agreement for the storage premises. Attach a detailed diagram of the storage premises.</p>				
<b>CHANGE TRADE NAME OR CORPORATE NAME</b>	<p><b>6. Change of Trade Name or Corporation Name</b></p> <p><input type="checkbox"/> Change of Trade name / DBA only</p> <p><input type="checkbox"/> Corporate Name Change (Attach the following supporting documents)</p> <p style="margin-left: 20px;">1. Certificate of Amendment filed with the Secretary of State, or</p> <p style="margin-left: 20px;">2. Statement of Change filed with the Secretary of State, <u>and</u></p> <p style="margin-left: 20px;">3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Old Trade Name</td> <td style="width: 50%; padding: 2px;">New Trade Name</td> </tr> <tr> <td style="width: 50%; padding: 2px;">Old Corporate Name</td> <td style="width: 50%; padding: 2px;">New Corporate Name</td> </tr> </table>	Old Trade Name	New Trade Name	Old Corporate Name	New Corporate Name
Old Trade Name	New Trade Name				
Old Corporate Name	New Corporate Name				
<b>CHANGE OF LOCATION</b>	<p><b>7. Change of Location</b></p> <p><b>NOTE TO RETAIL LICENSEES:</b> An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 12-47-311 (1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.</p> <p><b>Date filed with Local Authority</b> _____ <b>Date of Hearing</b> _____</p> <p>(a) Address of current premises _____</p> <p style="margin-left: 20px;">City _____ County _____ Zip _____</p> <p>(b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee)</p> <p style="margin-left: 20px;">Address _____</p> <p style="margin-left: 20px;">City _____ County _____ Zip _____</p> <p>(c) New mailing address if applicable.</p> <p style="margin-left: 20px;">Address _____</p> <p style="margin-left: 20px;">City _____ County _____ State _____ Zip _____</p> <p>(d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.</p>				

CHANGE OF MANAGER

**8. Change of Manager or to Register the Manager of a Tavern or a Hotel and Restaurant liquor license.**

(a) Change of Manager (attach Individual History DR 8404-I H/R and Tavern only)

Former manager's name Alberto Vieyra

New manager's name Jessica Olivas

(b) Date of Employment 03/01/2014

Has manager ever managed a liquor licensed establishment?..... Yes  No

Does manager have a financial interest in any other liquor licensed establishment?..... Yes  No

If yes, give name and location of establishment \_\_\_\_\_

MODIFY PREMISES OR ADDITION OF OPTIONAL PREMISES OR RELATED FACILITY

**9. Modification of Premises, Addition of an Optional Premises, or Addition of Related Facility**

**NOTE:** Licensees may not modify or add to their licensed premises until approved by state and local authorities.

(a) Describe change proposed \_\_\_\_\_

(b) If the modification is temporary, when will the proposed change:

Start \_\_\_\_\_ (mo/day/year) End \_\_\_\_\_ (mo/day/year)

**NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00**

(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?

(If yes, explain in detail and describe any exemptions that apply) ..... Yes  No

(d) Is the proposed change in compliance with local building and zoning laws? ..... Yes  No

(e) If this modification is for an additional Hotel and Restaurant Optional Premises or Resort Complex Related Facility, has the local authority authorized by resolution or ordinance the issuance of optional premises?

..... Yes  No

(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.

(g) Attach any existing lease that is revised due to the modification.

**OATH OF APPLICANT**

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature <i>Jessica Olivas</i>	Title <i>Manager</i>	Date <i>3-1-14</i>
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**REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY / COUNTY)**

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 12, Articles 46 and 47, C.R.S., as amended. **THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority (City or County)	Date filed with Local Authority
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Signature	Title	Date
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**REPORT OF STATE LICENSING AUTHORITY**

The foregoing has been examined and complies with the filing requirements of Title 12, Article 47, C.R.S., as amended.

Signature	Title	Date
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## INDIVIDUAL HISTORY RECORD

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant or Tavern class of retail license.

**NOTICE:** This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". Any deliberate misrepresentation or material omission may jeopardize the license application.

1. Name of Business <p style="text-align: center; font-size: 1.2em;">Mexican House</p>				
2. Your Full Name (last, first, middle) <p style="text-align: center; font-size: 1.2em;">Silvas, Jessica, Violet</p>			3. List any other names you have used. <p style="text-align: center; font-size: 1.2em;">Jessica Haddock</p>	
4. Mailing address (if different from residence) <p style="text-align: center; font-size: 1.2em;">11095 White Falcon Ct, Johns, CO, 81524</p>				
5. List current residence address. Include any previous addresses within the last five years (attach separate sheet if necessary).				
	<b>STREET AND NUMBER</b>	<b>CITY, STATE, ZIP</b>	<b>FROM</b>	<b>TO</b>
Current	532 Mockorange	Grand Junction, CO, 81504	Aug, 13	April, 10
Previous	817 Cte Ave	Grand Junction, CO, 81504	Jan, 12	Aug, 13
6. List all employment within the last five years. Include any self employment. (Attach separate sheet if necessary)				
	<b>NAME OF EMPLOYER OR BUSINESS</b>	<b>ADDRESS (STREET, NUMBER, CITY, STATE, ZIP)</b>	<b>POSITION HELD</b>	<b>FROM</b>
	Urban girls salon	2493 U.S. 1650, GJ, CO, 81504	Stylist	January 2012
	A New U Salon	2451 U.S. 1650, GJ, CO, 81504	Stylist	December 2010
				March 2012
				January 2012
7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.				
	<b>NAME OF RELATIVE</b>	<b>RELATIONSHIP TO YOU</b>	<b>POSITION HELD</b>	<b>NAME OF LICENSEE</b>
	NA			
8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? If yes, answer in detail.				
			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? If yes, explain in detail.				
			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? Include arrests for DUI and DWAI. (If yes, explain in detail.)  
 Yes  No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (if yes, explain in detail.)  
 Yes  No

12. Have you ever had any STATE issued licenses suspended, revoked, or denied including a drivers license? (If yes, explain in detail.)  
 Yes  No

**PERSONAL AND FINANCIAL INFORMATION**

Unless otherwise provided by law in 24-72-204 C.R.S., information provided below will be treated as CONFIDENTIAL. Colorado liquor licensing authorities require the following personal information in order to determine your suitability for licensure pursuant to 12-47-307 C.R.S.

13a. Date of Birth 10-12-1990	b. Social Security Number SSN 386-11-5156	c. Place of Birth Rochester, Michigan	d. U.S. Citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. If Naturalized, State where		f. When	g. Name of District Court
h. Naturalization Certificate Number	i. Date of Certification	j. If an Alien, Give Alien's Registration Card Number	k. Permanent Residence Card Number
l. Height 5'6"	m. Weight 150	n. Hair Color Brown	o. Eye Color hazel
p. Sex F	q. Race white	r. Do you have a current Driver's License? If so, give number and state <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 09-204-0850	

14. Financial Information.  
 a. Total purchase price \$ \_\_\_\_\_ (if buying an existing business) or investment being made by the applying entity, corporation, partnership, limited liability company, other \$ 10,000

b. List the total amount of your investment in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases and fees paid \$ 10,000

c. Provide details of Investment. You must account for the sources of ALL cash (how acquired). Attach a separate sheet if needed.

Type: Cash, Services or Equipment	Source: Name of Bank; Account Type and Number	Amount
Cash	Cash	10,000

d. Loan Information (attach copies of all notes or loans)

Name of Lender and Account Number	Address	Term	Security	Amount

15. Give name of bank where business account will be maintained; Account Name and Account Number; and the name or names of persons authorized to draw thereon.

**Oath of Applicant**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge.

Authorized Signature <i>Alessandra Oliva</i>	Title Manager	Date 3-1-14
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# 12 – New Business





# RANGELY POLICE DEPARTMENT

To: Town Manager

Date: March 19, 2014

Ref: Data Recorder for 9-1-1 telephone line and Radio Communications

It was brought to my attention on Monday, the 17<sup>th</sup> that our recorder crashed and was not recording. The recorder is used for the recording of the 9-1-1 phone lines and three radio channels, RPD, Fire and EMS.

The cost to replace is between \$12,000 and \$18,000 dollars. The old recorder crashed and the data is not retrievable. We had a technician work on this @ \$260 an hour for about 8 hours. The cost of the repair will go towards the purchase of the new recorder. If you need to discuss this further please call.

I also have a meeting set up with QDS, the Radio Technician, and IT set for next Wednesdays for a demonstration and application of the new recorder. As more information comes available I will get this information to you.

## VALUES

HONESTY ◇ INTEGRITY & PROFESSIONALISM ◇ COMMITMENT OF SERVICE ◇

PRESERVATION OF LIFE

RESPECT FOR THE DIGNITY OF ALL PERSONS ◇ REVERENCE OF THE LAW

209 E MAIN STREET, RANGELY, COLORADO 81648

(970) 675-8466 FAX (970) 675-2609 EMAIL: vince@rangelygovt.com

**RIO BLANCO COUNTY  
FLEET MANAGEMENT DEPARTMENT  
570 SECOND STREET  
MEEKER, COLORADO  
81641**

**INVOICE:**

**1997 MACK, MODEL- CL713, VIN#1M2AD09C6VW004558**, used Tandem Dump Truck with hitch conversion.  
Approximately 205,000 Miles.

Purchase price: \$17,500.00

Warranty: None

Make check payable to: Rio Blanco County

Please make note: For purchase of Unit TK538, in lieu of trade in.

# 13 – Informational Items







VISION

INSPIRE

LEAD



# 92ND CML ANNUAL CONFERENCE

Breckenridge • June 17–20

PRELIMINARY PROGRAM

## WELCOME

The Colorado Municipal League (CML) continues its tradition of advocacy, information, and training to build stronger Colorado cities and towns with its 92nd CML Annual Conference, offering the latest information for you to make a positive impact in your city or town.

Through the hard work of the CML Executive Board, staff, professional sections, and suggestions from our members, CML has developed a dynamic program of accessible information that draws upon the common themes of municipal government that will renew your passion for public service.

We look forward to seeing you in June!

### EDUCATION

The CML annual conference offers more than 40 educational sessions focusing on municipal issues in Colorado. From sign regulation to disaster recovery, 2014 legislative issues to running effective public meetings, the conference offers many learning opportunities. Plan ahead and discuss with colleagues which sessions each should attend to gain as much collective knowledge as possible, and let us know your choice on the registration form (page 13) or when registering online ([www.cml.org](http://www.cml.org)).

### OPPORTUNITY

The opportunity to share ideas, exchange resources, and solve problems collectively with other municipal officials from across Colorado is extremely valuable. Connecting with colleagues who have similar challenges is one of the best ways to discover effective solutions.

The conference also offers the opportunity to meet subject matter experts in the Exhibit Areas. If you know of an organization or company that may be interested in sponsoring the conference, visit [www.cml.org](http://www.cml.org) for sponsorship information.

### VALUE

CML works hard to provide the best conference accommodations at the best value for its attendees of more than 600 municipal officials, as well as other state leaders. Early conference registration for CML members is a bargain, starting at \$215 for four days of training and networking!

### RECOGNITION

CML believes that municipal elected officials should be recognized for investing time and resources to participate in educational events to increase their knowledge of municipal government and enhance their capacity to lead. For this reason, the CML Executive Board created an elected officials leadership training program, now known as CML MUNiversity. Elected officials are recognized at three different levels of achievement: Fundamental (30 credits), Leadership (60 credits), and Graduate (100 credits).

All elected officials from member municipalities are automatically enrolled in the program and for those attending the conference, a link to a survey will be provided where they can indicate the conference sessions attended. For more information about MUNiversity, visit [www.cml.org/muniversity](http://www.cml.org/muniversity).

### THANK YOU!

CML thanks its host community, the Town of Breckenridge, for its financial support.

CML also thanks all of its sponsors, who help to make this conference possible. (See the back cover of this preliminary program for a list of conference sponsors to date.)



## ABOUT CML

### MISSION STATEMENT

Founded in 1923, the Colorado Municipal League is a nonprofit, nonpartisan organization providing services and resources to assist municipal officials in managing their governments and serving the cities and towns of Colorado.

### VISION STATEMENT

The Colorado Municipal League is the leading nonpartisan resource for municipal officials in Colorado. CML is dedicated to supporting municipal leadership and development through a variety of relationships and partnerships. CML provides high quality resources and services that empower municipal governments to sustain strong, healthy, and vibrant cities and towns.

CML represents Colorado cities and towns collectively through its advocacy, membership services, training, and research efforts. CML strives to continuously improve and seeks to identify additional resources, programs, and outreach efforts for its membership.

### STAFF

Rachel Allen, staff attorney  
Kevin Bommer, deputy director  
Déjà Franks, administrative assistant  
Kathleen Harrison, meeting & events coordinator  
Jonathan Hayden, law clerk  
Dia Lovato, database & administrative coordinator  
Sam Mamet, executive director  
Mark Radtke, legislative & policy advocate  
Traci Stoffel, communications & design specialist  
Meghan Storrie, legislative & policy advocate  
Christine Taniguchi, communications coordinator  
Lisa White, membership services manager  
Geoff Wilson, general counsel  
Allison Wright, finance & administration manager



[www.cml.org](http://www.cml.org)

**REGISTRATION**

Everyone attending the 92nd CML Annual Conference must be registered; no exceptions. This includes municipal officials, their families, guests, speakers, and representatives of the news media. All registered attendees must wear their badges at all times; **no one will be admitted to any function without a badge. To register, complete the registration form on page 13 and send to CML or register online at [www.cml.org](http://www.cml.org).**

**NO REGISTRATION WILL BE ACCEPTED BY TELEPHONE OR PROCESSED WITHOUT PAYMENT.** Registration fee includes admission to everything except ticketed events. Ticketed meals, Tuesday preconference sessions, and Thursday's Fun Run/Walk have additional fees.

**PERSONAL GUEST REGISTRATION**

Guest registration is required for guests (only spouses, children, and significant others qualify) who attend conference educational sessions or the Exhibit Areas and its refreshments with the registered attendee. Guest registrants receive a name badge, lanyard, tote bag, and two drink tickets to the Wednesday night reception and are welcome to attend any non-ticketed conference educational sessions, including the Thursday Dessert's On Us reception, and the Exhibit Areas and its refreshments.

**PAYMENT**

- Payment to CML must accompany your registration form.
- Lodging payment and deposits are made directly to the hotel.

**DEADLINES**

**Friday, May 2**

Sponsor payment must be received to be included in final program.

**Friday, May 16**

Early-bird conference registration deadline.

**Friday, June 6**

Registration closes. Only on-site registrations are available after this date.

Last day to purchase meals and events tickets, if available. There are no on-site ticket sales for meals and events.

**HOST HOTEL: BEAVER RUN RESORT & CONFERENCE CENTER**

For reservations, call 800-525-2253 and identify yourself as part of the 2014 CML conference group or visit [www.beaverrun.com](http://www.beaverrun.com) and mention "Colorado Municipal League block code 501CML." Group discount will apply to all reservations made on or before **May 16**. There is a resort fee of 5.5 percent per night and tax of 11.68 percent per night.

Hotel room	\$144 per night
Deluxe studio	\$167 per night
Colorado suite	\$177 per night
One-bedroom suite	\$177 per night
Premium one-bedroom suite	\$210 per night
Two-bedroom suite	\$278 per night
Premium two-bedroom suite	\$297 per night
Three-bedroom suite	\$376 per night
Corporate suite	\$399 per night

**THE DOUBLETREE BY HILTON BRECKENRIDGE**

For reservations, call 888-355-6318 and use CML group code "C14" or visit [www.breckenridge.doubletree.com](http://www.breckenridge.doubletree.com). There is a resort fee of \$10 per night and tax of 11.68 percent per night.

Single/double room	\$129 per night
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**CONFERENCE CANCELLATIONS**

Only written conference cancellations will be accepted. Refunds will be made if cancellations are received by CML on or before **June 6**, and will be subject to a \$50 per person handling charge. No refunds for no-shows. Cancellations or changes in the number of meal tickets will be honored through **June 6**. Unused meal tickets are nonrefundable. Attendee substitutions can be made. Fun run/walk cancellations must be made by **May 16**. If cancelling your conference registration, be sure to cancel your room reservation with your hotel.

**LODGING DEPOSITS/CANCELLATIONS**

A one night deposit for each reservation is required at time of booking. Cancellations made outside of 60 days will incur a \$50 cancellation fee per room/reservation. Cancellations made within 60 days will forfeit the one-night deposit for each room cancellation. Early departures, no shows, and late arrivals will forfeit the one-night deposit.

**SALES TAX EXEMPTIONS**

To qualify for sales tax exemptions, the purchase must be made with a prescribed government form or purchase order and paid for directly to the seller by warrant or check drawn on government funds or by credit card in the name of the exempt government agency with verification that the purchase is for governmental purposes and will be paid for directly by the governmental agency. If payment is made by the individual by personal check, cash or personal credit card, the exemption does not apply. [Reg. 36-26-114.1(a)(I)]. Whenever a vendor or buyer disagree as to whether a given sale is tax exempt, the vendor is to collect and the buyer is to pay the tax. The vendor shall give the buyer a receipt to show the tax was paid. The buyer may then apply to the Colorado Department of Revenue for a refund.

**CONSENT TO CML FOR USE OF PHOTOGRAPHIC IMAGES**

Registration and attendance at, or participation in, Colorado Municipal League (CML) meetings and events constitutes an agreement by the registrant to the use and distribution of the registrant or attendee's image in photographs, videotapes, and electronic reproductions of such events and activities by CML.

**QUESTIONS? SPECIAL NEEDS?**

Contact [conference@cml.org](mailto:conference@cml.org) or 303-831-6411 / 866-578-0936.





1:00–5:00 P.M.

**REGISTRATION**Lanyards courtesy of Comcast  COMCAST

Lodging keycards courtesy of Statewide Internet Portal Authority

Tote bags courtesy of Walmart **WORK ZONE**

Need to print work or conference materials? Want to check Facebook or update your CML member login profile by adding your photo? No problem! Head to the Work Zone, located conveniently near CML's registration area, where you will find computers and a printer. *Equipment is intended for use only by CML conference registrants with badges.*

2:30–4:30 P.M.

**SESSIONS**

(Each session = 2  
MUNiversity credits)

**PRECONFERENCE SESSION: ACHIEVING PEAK PERFORMANCE**

The Denver Mayor's Office and city leaders created the Peak Academy to train colleagues on the principles of "Lean" and continuous improvement. So far, the team has actualized more than \$3 million in savings. Through Peak Academy, city staff learns techniques and strategies for implementing Peak Performance throughout their department, taking personal investment in the City's continuous improvement initiatives. The presentation includes tools to help participants identify the eight "wastes" and eliminate "waste" in their work and personal lives through process mapping and standard work.

*Presenters: Brian Elms, Denver process improvement manager; Katherine Lyons, Denver process improvement analyst*

**Advance registration and ticket required. No on-site sales. Tickets must be ordered by June 6.**

**Fee: \$45**

**PRECONFERENCE SESSION: THE CHANGING FISCAL HEALTH OF COLORADO MUNICIPALITIES**

This presentation releases the findings of a collaborative project between CML, the Colorado Department of Local Affairs (DOLA), and the Buechner Institute for Governance at the University of Colorado School of Public Affairs exploring city and town fiscal conditions in Colorado over the past 30 years. The objective of this analysis is to provide a tool for local governments to understand current fiscal issues in the context of the fiscal history of the state. The information generated from this project will support municipalities in their efforts to monitor many aspects of their own fiscal health, anticipate future fiscal stress, and communicate fiscal issues to constituents and stakeholders.

*Presenters: Laura Bravo, University of Colorado Denver School of Public Affairs graduate student and Buechner Institute Local Government Fellow; Benoy Jacob, University of Colorado School of Public Affairs assistant professor and Buechner Institute for Governance Center for Local Government Research and Training director; Scott Olene, DOLA Local Government Services manager*

**Advance registration and ticket required. No on-site sales. Tickets must be ordered by June 6.**

**Fee: \$45**

**PRECONFERENCE SESSION: MUNICIPAL FINANCE & BUDGETING FOR ELECTED OFFICIALS**

As elected officials, you have an obligation to manage taxpayers' resources wisely. Understanding financial reports, budgets, and the terminology can be overwhelming — especially for newly elected officials. Learn the basics of fund accounting, financial management, and municipal budgeting from the early stages through final adoption, with emphasis on the elected official's role throughout the process.

*Presenter: Jeff Hansen, Golden finance director*

**Advance registration and ticket required. No on-site sales. Tickets must be ordered by June 6.**

**Fee: \$45**

2:30–5:30 P.M.

**EXHIBITS PREVIEW**

Make plans to visit our exhibitors this year in Beaver Run Resort & Conference Center Coppertops II, III, and Colorado Ballroom South Foyer. A cell phone charging station is available in Coppertop II.

3:00–4:00 P.M.

**AFTERNOON STROLL**

Join LiveWell Colorado's HEAL (Healthy Eating and Active Living) Cities & Towns Campaign for a re-energizing and fun walk around the Town of Breckenridge. This friendly walk will last approximately 45 minutes.

**No charge, but advance registration required.**

4:30–5:30 P.M.

**"APPY" HOUR**

**NEW!** "Appy" Hour is an opportunity for conference attendees to enjoy some appetizers and learn how to download and use CML's conference event app for their smartphones, tablet computers, and mobile devices. Stop by and get your app on!

**No charge, but advance registration required.**



7:00–7:45 A.M.

**MORNING WELLNESS**

*Arranged by the Colorado Women in Government*

Get your conference experience off to a healthy start! All registered conference attendees are invited to refresh and renew with this morning wellness program offered by the Colorado Women in Government. Wear comfortable clothing. Attendees will be required to sign a waiver prior to participation. Registered guests under 18 years of age must be accompanied by a registered adult.

**No charge, but advance registration required.**

7:30 A.M.–5:00 P.M.

**EXHIBITS**

Beaver Run Resort & Conference Center will be CML's headquarter hotel for this year's sponsors. Please plan to spend time visiting with all of our great exhibitors! A cell phone charging station is available in Coppertop II.

7:30 A.M.–5:30 P.M.

**REGISTRATION**

**WORK ZONE**

Need to print work or conference materials? Want to check Facebook or update your CML member login profile by adding your photo? No problem! Head to the Work Zone, located conveniently near CML's registration area, where you will find computers and a printer. *Equipment is intended for use only by CML conference registrants with badges.*

7:30–9:30 A.M.

**EXHIBITS & EATS**

The perfect opportunity for registered attendees to enjoy coffee and refreshments, visit with sponsors, and network with colleagues.

8:30–9:45 A.M.

**MAYORS MINGLE**

Get to know fellow mayors in this informal setting with a facilitated discussion with CML Executive Director Sam Mamet. Meet and greet over coffee and refreshments.

9:00–9:45 A.M.

**CML CONFERENCE OVERVIEW**

Is it your first time at the annual conference? Plan on attending this event! This overview is designed to give attendees a chance to learn about the conference and the League. Gain helpful tips to have a great conference experience and a better idea of League services. Hear from returning conference participants who will share their best tips for getting the most value while attending the CML annual conference.

9:00–9:45 A.M.

*(Session = 0.5  
MUNiversity credit)*

**WHAT'S NEW WITH THE DEPARTMENT OF LOCAL AFFAIRS?**

The Department of Local Affairs' (DOLA) leadership and regional managers will discuss recent developments in funding programs, strategic services provision, and recent policy initiatives. The basics of DOLA structure and function, how to access resources, and collaborative opportunities with local governments will be addressed. *Presenters: Chantal Unfug, DOLA executive director; Charlie Unseld, DOLA deputy director; DOLA regional managers*

10:00–11:20 A.M.

**OPENING CEREMONIES AND GENERAL SESSION: FROM GREAT TO AMAZING**

The 92nd CML Annual Conference will begin with opening remarks from CML Executive Board President and Arvada Mayor Marc Williams and Breckenridge Mayor John Warner. Once again, CML will honor and present the MUNiversity Training Program Awards to the recipients who have completed training in the Fundamental, Leadership, and Graduate Levels.



Is your city or town AMAZING? Most cities and towns want to answer "yes," but they struggle when trying to find the steps that are necessary to be truly amazing.

Jim Hunt, former mayor of Clarksburg, W. Va., past president of the National League of Cities, and founder of Amazing Cities will explore what makes cities and towns amazing and what it takes to get ordinary citizens to do amazing things. His extensive knowledge of cities and towns comes by serving his community in municipal government for nearly three decades. Jim will introduce creative ways to use technology to connect citizens and create a new social fabric to enhance challenged downtowns and neighborhoods. His seven steps to an amazing city or town will create a simple roadmap to take your municipality from great to amazing.

Sponsored by CIRSA 

11:30 A.M.–12:50 P.M.

**MEETING OF THE MINDS LUNCHEON**

Hear from Lyons Town Administrator Victoria Simonsen and Jamestown Mayor Tara Schoedinger on the rebuilding of their communities after the difficult challenges they faced with the 2013 floods.

**Advance registration and ticket required. No on-site sales. Tickets must be ordered by June 6. Space is limited.**

**Fee: \$35**

11:45 A.M.–2:15 P.M.

**CIRSA GENERAL MEMBERSHIP MEETING**

CIRSA's annual business meeting and luncheon are free of charge for all CIRSA members. The CIRSA Safety Committee Meeting will immediately follow.

**Separate advanced registration required through CIRSA. Register online at [www.cirsa.org](http://www.cirsa.org) or call 800-228-7136.**

1:00–2:15 P.M.

**SESSIONS**

*(Each session = 1 MUNiversity credit)*

**BEACH BALL MANAGEMENT: SURVIVAL SKILLS FOR PUBLIC OFFICIALS AND MANAGERS**

In today's chaotic times, public officials and managers can sometimes "drop the ball" when dealing with constituents, staff, the media, and others. Phone calls, meetings, emails, and unexpected drop-ins can overwhelm your day and lead to frustration. This interactive session will give you the skills to be a more effective public official or manager and regain your time and your life.

*Presenter: Jim Hunt, Clarksburg, W. Va. former mayor, National League of Cities former president, and Amazing Cities founder*

**CUTTING THE RED TAPE AND CREATING A BUSINESS FRIENDLY ENVIRONMENT**

Learn how municipalities are streamlining their processes to create a more efficient and business friendly environment.

*Presenters: Joni Marsh, Longmont development services manager; Gil Rossmiller, Parker building official chief*

**LESSONS LEARNED IN EMERGENCY PREPAREDNESS: A LOCAL AND STATE PERSPECTIVE**

Given the disasters faced in 2013, the year 2014 is an opportunity to look at lessons learned in emergency preparedness. This session will provide guidance from both the local and state perspective.

*Presenters: Mike Chard, Boulder Office of Emergency Management director; Bruce Holloman, Colorado Office of Emergency Management deputy director and field services manager; Bret Waters, Colorado Springs emergency management director*

**THE COST OF STATE PRISON DOWNSIZING IN LOCAL COMMUNITIES: A CASE STUDY**

*Arranged by the Police Chiefs Section*

A local case study explores the negative impact of prison downsizing in local communities. Examine the results of downsizing from an aesthetic, economic, and public safety perspective and learn how cities and counties can collaborate to tackle these issues. Local communities do have the ability to affect positive change and it will be the presenters' goals to educate interested community stakeholders on some of those opportunities.

*Presenters: Heather Brooks, Alamosa city manager; Craig Dodd, Alamosa police chief; Kathy Rogers, San Luis Valley Health public relations and marketing director*

**2014 LEGISLATIVE UPDATE**

*Co-arranged by the Attorneys Section*

This annual analysis of the legislative session reveals how Colorado municipalities fared in 2014 on the issues affecting them. Ballot issues that may affect municipalities also will be discussed, as will emerging trends in state-municipal relations, with an eye toward issues that may arise in 2015.

*Presenters: CML advocacy team*

**CLE credits have been applied for.**

2:15–2:45 P.M.

**BREAK**

2:45–4:00 P.M.

**SESSIONS**

*(Each session = 1 MUNiversity credit)*

**EMERGENCY MEDICAL TRANSPORT SERVICES — IS YOUR COMMUNITY PREPARED?**

*Arranged by the Fire Chiefs Section*

Communities experiencing rapid growth outside the front range/metro areas are facing challenges in providing emergency medical services (EMS). Who should provide EMS? How should the EMS system be organized? What level of service should be offered? What are the issues associated with developing EMS systems. Who pays?

*Presenter: Kurt Vogel, Sterling fire and emergency medical services chief*

**NAVIGATING THE AFFORDABLE HEALTH CARE ACT**

Understand the health care decisions and choices that elected officials and managers will have to make in 2014 and beyond.

*Presenters: William Lindsay III, Lockton Companies Benefit Group-Denver president; Gabriella Bommer, SPHR, Arvada compensation & benefits manager*



2:45–4:00 P.M.

**SESSIONS**

(Each session = 1  
MUNiversity credit)

**OUTSOURCING**

*Arranged by the Purchasing Agents Section*

Municipalities that outsource services and procurement value involvement and decision making. This session will provide information on what to outsource, why outsource, and who decides to outsource. Hear lessons learned and how managed competition can come into play with outsourcing.

*Presenter: Curt DeCapite, Colorado Springs procurement services manager*

**PRIMARY JOBS: THE KEY TO ECONOMIC HEALTH**

Expanding the general business base in your community is important, but most important is the creation of primary jobs. Primary jobs in manufacturing, tourism, and home grown businesses bring in the new dollars that benefit the entire local economy. Learn about the role primary jobs play in the local economy, how to approach primary job development, and how to plan a path for future action.

*Presenters: John Cody, Thornton economic development director; Frank Grey, Castle Rock economic development president and Economic Development Council of Colorado chair*

**SIGN REGULATION IN THE DIGITAL AGE** (Advanced session)

*Arranged by the Attorneys Section*

Review the basic concepts of sign regulation and the new challenges presented by digital display technology. Topics include the on-site and off-site distinction; the commercial and noncommercial distinction; content neutrality versus viewpoint neutrality; the separate rules for political signs; rules versus guidelines; discretion, flexibility, and variances; complete bans or allowing digital signage for stores but not billboards; revenue opportunities and risks for billboards on government land; the rise of the government speech doctrine and the decline of public forum; and common issues in sign litigation.

*Presenter: Randal Morrison, Sabine & Morrison*

**CLE credits have been applied for.**

4:00–4:15 P.M.

**BREAK**

4:15–5:15 P.M.

**MEET THE CANDIDATES**

This is a great opportunity to get to know who is running for the CML Executive Board.

5:30–7:00 P.M.

**DELEGATES' RECEPTION**

This wonderful event is underwritten by our generous sponsors and is open to all registered attendees and registered guests. Plan to visit and network with sponsors and colleagues.



**VISION**

7:00 A.M.

**5K FUN RUN/WALK**

Run (or walk) for local government! Wake up early, stretch, and join in on the 23rd Annual 5K Fun Run/Walk. Route and start location details to follow in final program.

**Advanced registration required. Register by May 16 to receive a T-shirt at the conference.**

**Fee: \$25**

8:00 A.M.–12:00 P.M.

**EXHIBITS**

This will be your last opportunity to visit with our exhibitors at the conference or use the cell phone charging station in Coppertop II. Be sure to stop by!

8:00 A.M.–5:00 P.M.

**REGISTRATION****WORK ZONE**

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8:00–9:30 A.M.

**EXHIBITS & EATS**

The perfect opportunity for registered attendees to enjoy coffee and refreshments, visit with sponsors, network with colleagues, and use the cell phone charging station.

8:30–9:45 A.M.

**SESSIONS**

(Each session = 1  
MUNiversity credit)

**BRANDING**

*Arranged by the Public Information Officers Section*

A brand is the personality that identifies a product, service, or company and how it relates to key constituents. All cities and towns have a brand — but is it reaching your target audience? What does your brand say about your community? Hear from the state and several Colorado municipalities about recent experiences with branding in this highly visual session.

*Presenters: Jeff Donaldson, Brand Colorado brand director; Heather Geyer, Wheat Ridge public information officer/administrative services director; Rigo Leal, Longmont public information officer*

**ELECTED OFFICIALS AND THE PERCEPTION–REALITY GAP**

There often is a gap between how elected officials view their own actions, statements, motives, and intentions, and how they are perceived by others. This gap can result in misunderstanding and conflicts and, in a worst case scenario, can lead to the unfortunate reality of liability claims. Explore how the gap between one's own perceptions and those of others can create problems for the elected official and for the municipality, and how to overcome this gap.

*Presenter: Tami Tanoue, CIRSA general counsel/claims manager*

**EMERGING ISSUES**

Hear about the late-breaking issues that affect Colorado municipalities. Be ahead of the curve and impress your colleagues with knowledge of prominent emerging issues.

*Presenter(s): TBA*

**LAW SCHOOL FOR NON-LAWYERS: EMPLOYEE HANDBOOKS — SWORD OR SHIELD?**

Many municipalities utilize employee handbooks, often without an understanding or appreciation of the potential implications of the handbook's content (or lack thereof). This presentation provides a discussion on the "dos and don'ts" of employee handbooks — more specifically, the potential implications of inserting or omitting information related to federal employment law, grievance procedures, at-will employment statements, etc. Hear suggestions regarding what employee handbooks should, and should not, contain to protect municipalities throughout their employment and post-employment relationships.

*Presenters: Kathie Guckenberger, Widner Michow & Cox LLP; Meredith McDonald, Overturf McGath Hull & Doherty PC*

**FLOOD, SWEAT & TEARS: LEGAL CONSIDERATIONS AMID DISASTER (Advanced session)**

*Arranged by the Attorneys Section*

Municipal attorneys are not left out of the heavy lifting when dealing with emergency situations, such as the recent floods. This session covers practical considerations from drafting emergency ordinances to using TABOR emergency reserves.

*Presenters: Kendra Carberry, Hayes Phillips Hoffmann & Carberry PC; Bob Cole, Collins Cockrel & Cole; Tim Cox, Widner Michow & Cox LLP*

**CLE credits have been applied for.**

9:45–10:15 A.M.

**BREAK**



10:15–11:30 A.M.

**SESSIONS***(Each session = 1  
MUNiversity credit)***ENGAGING IN FIRSTNET: COLORADO'S ROLE IN THE PROPOSED FEDERAL COMMUNICATION NETWORK**

Public safety communications is rapidly evolving and the use of wireless data is becoming increasingly important. In 2012, the federal government established the First Responder Network Authority (FirstNet) to oversee and fund the development of the Nationwide Public Safety Broadband Network (NPSBN), which provides a public safety grade data network for first responders. Learn about the development of the NPSBN, Colorado's role in its development, how the project will affect municipalities and what they need to do to be a part of the overall effort.

*Presenters: Bob Fifer, Arvada councilmember at-large; Brian Shepard, Governor's Office of Information Technology broadband program manager; Eric Tade, Denver fire chief*

**HEALTHY COLLABORATION — PARTNER WITH OTHERS TO INCREASE ACCESS TO HEALTHY LIVING**

*Arranged by LiveWell Colorado*

Municipal governments design, build, maintain, and regulate infrastructure, including roads, parks, water and wastewater systems, and the use of open space. These systems impact the way residents live and their ability to be active and have access to healthy food. Given the fiscal reality of most Colorado municipalities, providing the essential infrastructure and desired amenities residents want has budgets and staff stretched thin. That is why partnerships, both from the public and private sector, have become essential to providing a high quality of life to residents. Learn how the City of Cortez and the Town of Bennett are leveraging collaboration to increase access to active living and healthy food for residents and visitors alike.

*Presenters: Julie George, LiveWell Colorado HEAL Cities & Towns Campaign director; Shane Hale, Cortez city manager; Trish Stiles, Bennett interim town administrator*

**INNOVATION IN ACTION: LESSONS FROM THE TRENCHES**

*Arranged by the Information Technology Section*

Major challenges facing cities and towns across the country include diminishing resources and an expanding regulatory environment. These challenges sometimes discourage us from seeking new innovations and technologies that may offer long-term solutions. Learn how the City of Centennial has created an Office of Innovation that is dedicated solely to fostering new methodologies and advanced technologies in the pursuit of innovation. Using multiple examples from around the world, see how an Office of Innovation may serve your agency in everything from energy consumption to telecommunications to public safety.

*Presenters: John Danielson, Centennial city manager; Dave Zelenok, Centennial chief innovation officer*

**PARTNERSHIPS TO CREATE GREAT DOWNTOWNS**

*Arranged by Downtown Colorado Inc.*

Downtowns are a unifying component in communities that bring diverse factions to the table to identify a vision and find a way to move forward. When downtowns truly energize and engage groups from all sectors, we find the most inspirational stories of success. Review downtown revitalization and how towns of all sizes and means have used partnerships with municipalities, downtown development authorities, private sector companies, and others to build successful downtown movements.

*Presenters: Pam Bricker, Greeley Downtown Development Authority executive director; Katherine Correll, Downtown Colorado Inc. executive director; Debra Downs, Victor town administrator; Tara Marshall, Trinidad Colorado Welcome Center director; Michael Short, Downtown Fort Collins Business Association executive director*

**MANAGING THE RISE OF INCIVILITY IN THE WORKPLACE**

*Arranged by the Municipal Clerks Section*

We hear about it on the news. We see it in everyday exchanges. And, if research is to be believed, 98 percent of us experience it regularly. Incivility seems to have become "the new normal." If you are not keeping an eye out for the culprit — you should. It is costing you a lot. This interactive session will explore the nature of incivility, the damage it causes in the workplace, what allows it to run rampant, and actions individuals, leaders, and organizations can take to turn the tide and create a more civil environment.

*Presenter: Evan Abbott, M.A., SPHR, Mountain States Employers Council Organizational Development and Learning director*

**RUNNING EFFECTIVE MEETINGS 101: BOB'S RULES**

*Arranged by the Attorneys Section*

*Robert's Rules of Order* may be a useful guide for running public meetings, but it also can be long-winded and include provisions that do not embrace the spirit of transparency and openness in public meetings. "Bob's Rules" provide more streamlined and relevant guidelines for municipal elected officials.

*Presenter: Bob Widner, Widner Michow & Cox LLP*

**CLE credits have been applied for.**

NOON–1:30 P.M.

**GENERAL LUNCHEON**

Visit with colleagues at this popular luncheon. Gov. John Hickenlooper has been invited to present his views on local and state government.

**Advance registration and ticket required. No on-site sales. Tickets must be ordered by June 6.**

**Space is limited; tickets tend to sell out quickly. CML asks that you please try to limit your purchase of tickets for this event to two so as to accommodate others.**

**Fee: \$37**

**1:45–3:00 P.M.****CML ANNUAL BUSINESS MEETING**

Ballots and voting cards may be picked up starting at 1:45 p.m. at the site of the business meeting. The collection of ballots and voting cards will end at **2:15 p.m. sharp!** The annual business meeting is scheduled to begin promptly at 2:15 p.m. Conference delegates will elect CML Executive Board members, adopt the League's 2014–2015 Policy Statement, and consider other League business. Delegates must be present to vote; no proxy voting will be allowed.

**1:45–3:00 P.M.****SESSIONS**

(Each session = 1  
MUNiversity credit)

**CIVIC ENGAGEMENT: WHAT IT MEANS AND HOW TO DO IT**

How are city and town officials connecting with residents? The City of Greeley has the successful *Greeley: Unexpected* campaign; the Town of Windsor builds engagement through citizen surveys, and uses a variety of tools to engage and connect with citizens easily and inexpensively. CML also is reaching citizens directly through the revived "Colorado Cities & Towns" campaign. Learn about the unique ways that Greeley, Windsor, and CML are engaging citizens and how you can do it too.

*Presenters: Patti Garcia, Windsor town clerk; John Pantaleo, Greeley public information officer; Jessica Sharp, National Research Center Inc.; Lisa White, CML membership services manager*

**GOING BACK TO SCHOOL: MAKING THE MOST OUT OF YOUR CLASSROOM VISIT**

Youth enjoy interacting with local leaders, but does the idea of addressing a classroom filled with students make you a bit nervous? Help is here! Gain tips and techniques for talking about relevant issues that will inspire and engage these future leaders. Classroom teachers will share their experiences for what makes visits with local leaders successful.

*Presenters: Justelle Grandsaert, Longmont Silver Creek High School social studies teacher; Kent Willmann, University of Colorado Boulder School of Education instructor and Lessons on Local Government trainer*

**HOW COLORADO SPRINGS UTILITIES ACHIEVED ITS 2013 WATER CONSERVATION GOAL**

*Arranged by the Municipal Energy Utilities Officials Section*

Two years of record-low snow pack in the Rocky Mountains, combined with above-average temperatures, significantly stressed the Colorado Springs water supply heading into the summer of 2013. Learn how the people of Colorado Springs saved more than 5.8 billion gallons of water and how Colorado Springs Utilities worked with its city council, local media, and customers to achieve this amazing result.

*Presenter: Dan Hodges, Colorado Association of Municipal Utilities executive director*

**DISTINGUISHING THE GADFLY FROM THE GUNSLINGER: IDENTIFYING AND MANAGING THE POTENTIAL FOR VIOLENCE**

*Arranged by the Attorneys Section*

Violence in public settings is an issue that can affect all municipalities. This session will address the psychology of mass shooters and how municipalities can respond appropriately to known potential threats and the associated legal issues.

*Presenters: Paul Godec, Kissinger & Fellman; John Nicoletti, PhD, ABPP, Nicoletti-Flater Associates PLLP*  
**CLE credits have been applied for.**

**2:00–3:30 P.M.****WALKING TOUR: SUSTAINABLE BRECK**

Come experience the Town of Breckenridge by viewing a number of its sustainability accomplishments, including the Breckenridge Bag being sold in retail outlets, one of two Solar Gardens, LED street light retrofits, "Where's My Bus" transit enhancement — and more. Participants are advised to dress appropriately for the unpredictable high alpine environment, wear footwear conducive to walking, apply sunscreen, and bring water to drink.

**Registered children under the age of 16 must be accompanied by a registered conference adult.**

**No charge, but advance registration required. Space is limited.**

**3:15–4:30 P.M.****CLERKS BUSINESS MEETING****3:15–4:30 P.M.****SESSIONS**

(Each session = 1  
MUNiversity credit)

**CABLE FRANCHISING: MONEY, COMMUNICATIONS TOOLS, AND NEW TECHNOLOGY**

*Arranged by the Communications Managers Section*

Cable franchises provide municipalities with much needed revenue, but they also can provide unique tools for government leaders to communicate with their constituents. Discuss maximizing both revenue and communications tools, as well as look at what the future for cable franchising looks like in an era of changing technology and possible threats to this revenue stream and the communications platforms used by many cities and towns.

*Presenters: Ken Fellman, Kissinger & Fellman PC vice president; Randy Simpson, Aurora 8 production supervisor and Aurora CUA vice president; Darryn Zuehlke, Denver Media Services general manager*



3:15–4:30 P.M.

**SESSIONS**

(Each session = 1  
MUNiversity credit)

**PUBLIC TRUST, REPUTATION, AND THE POWER OF TRANSPARENCY**

*Arranged by the Colorado Government Finance Officers Association*

Explore and discuss how a local government’s reputation, while an intangible asset, has a tangible return on investment. How does a local government overcome the reality that governments are among our nation’s least trusted institutions? Discuss how earning the public’s trust begins with leadership and requires organizational commitment. No public sentiment is more critical to a positive reputation than trust, especially for government, and transparency in government, both fiscal and informational, is the foundation for public trust.

*Presenter: Wendy Manitta Holmes, APR, Douglas County public affairs director*

**USING YOUR BEST TOOLS TO DRIVE PERFORMANCE IMPROVEMENT — YOUR EMPLOYEES**

*Arranged by the Public Works Directors Section*

Learn about specific programs in Colorado that focus on employee engagement strategies to significantly improve performance. Examples from Denver and Breckenridge will help leaders see that simple and effective strategies can greatly drive performance improvement using the best tools in your tool box — your employees.

*Presenters: Laura Kroeger, Urban Drainage and Flood Control District senior civil engineer; James Phelps, Breckenridge deputy public works director*

**WELCOMING VETERANS BACK TO WORK**

*Arranged by the Human Resources Directors Section*

Explore how municipalities, as employers, can assist veterans who are returning to the civilian workforce. Hear about programs that have been created to assist both veterans and employers, along with insights from veterans to help employers in their recruitment efforts.

*Presenters: Dick Eason, Elizabeth town administrator; Melanie Kline, Welcome Home Montrose Warrior Resource Center founder; Emily Smith, Welcome Home Montrose Warrior Resource Center executive director*

**RUNNING EFFECTIVE MEETINGS 201: POINT OF DISORDER**

*Arranged by the Attorneys Section*

Audience participation is a must in this meeting run amok! Put “Bob’s Rules” into practice to address difficult situations in public meetings.

*Presenter: Bob Widner, Widner Michow & Cox LLP*

**CLE credits have been applied for.**

4:00–6:00 P.M.

**CAST MEETING & RECEPTION**

The Colorado Association of Ski Towns will once again be hosting its member meeting and reception.

7:30–9:00 P.M.

**DESSERT’S ON US!**

Spend the evening shopping and dining in the Town of Breckenridge, but be sure to save room for dessert! Registered conference attendees and their registered guests are invited to come back to Beaver Run and enjoy a relaxing end to the day for complimentary desserts and coffee! CML thanks the Town of Breckenridge for its support.

**No charge, but advance registration required.**



**INSPIRE**

7:15–8:45 A.M.

**CWIG BREAKFAST***Arranged by the Colorado Women in Government*

This breakfast is NOT just for women! More information will be available soon on the CML website, [www.cml.org](http://www.cml.org).

**Advance registration and ticket required. No on-site sales. Tickets must be ordered by June 6.**

**Space is limited.**

**Fee: \$25**

**CONTINENTAL BREAKFAST**

7:30–8:45 A.M.

*(Session = 0.5**MUNiversity credit)***EARLY BIRD: LESSONS FROM THE PAST FOR TODAY'S LEADERS**

Grab your coffee and settle in for a most interesting reenactment of Civil War Gen. George S. Greene as he talks about his eight leadership principles and how to use the skills you have to solve problems at hand.

*Presenter: Aden Hogan Jr., Evans city manager*

7:30–9:30 A.M.

**MUNICIPAL RESOURCE CENTER**

Plan to attend the Municipal Resource Center for information and resources on funding and technical assistance programs available to cities and towns. Various state agencies, federal programs, educational institutions, nonprofits, and other organizations have been invited to participate.

8:00–10:30 A.M.

**REGISTRATION****WORK ZONE**

This is your last chance to print conference materials, check Facebook, or update your CML member login profile before heading home! *Equipment is intended for use only by CML conference registrants with badges.*

9:00–10:15 A.M.

**SESSIONS***(Each session = 1**MUNiversity credit)***EMERGING ISSUES**

Hear about the latest breaking issues that affect Colorado municipalities. Be ahead of the curve and impress your colleagues with knowledge of prominent emerging issues.

*Presenter(s): TBA*

**HISTORIC PRESERVATION: RESOURCES TO PRESERVE VACANT BUILDINGS**

Hear from the State Historical Fund deputy director, who will discuss ways to utilize historic preservation to revive vacant buildings, including funding and resources to help cities and towns move forward with plans to further revitalize their communities.

*Presenter: Cynthia Neib, History Colorado State Historical Fund deputy director*

**THE COLORADO WATER PLAN: WHAT IS COLORADO'S WATER FUTURE?**

Gov. John Hickenlooper promises that the Colorado Water Plan will "provide a path forward for providing Coloradans with the water we need while supporting healthy watersheds and the environment, robust recreation and tourism economies, vibrant and sustainable cities, and viable and productive agriculture." Without it, "we face the loss of hundreds of thousands of acres of productive farmland, water shortages for our cities and towns, difficulties responding to drought, wildfires and climate change, and watersheds that are environmentally threatened." Examine the truth of these assumptions and the proper role of the state government in the process of addressing water issues.

*Presenter(s): TBA*

**TYPE 3 INCIDENT MANAGEMENT TEAMS: HOW THEY CAN HELP YOUR CITY RESPOND TO A NATURAL DISASTER**

*Arranged by the Colorado City & County Management Association*

How can local governments benefit from a Type 3 Incident Management Team during a major local disaster? The Evans Flood of 2013 permanently displaced more than 1,000 residents and completely destroyed 208 mobile homes and commercial buildings. It severely damaged 60 single family dwellings, the Evans regional park and recreation complex, a wastewater treatment plant, miles of streets, and caused breaches in the river levee system. The Colorado Southwest Incident Management Team was deployed to Evans within 48 hours to manage the emergency response, stabilization, and initial recovery for seven days. This case study presents valuable examples of how an Incident Management Team can manage a disaster that overwhelms local resources; integrates local response operations into larger county and state operations; orders and track resources, manages internal and external information; tracks costs; and expedites recovery and reimbursement.

*Presenters: Aden Hogan Jr., Evans city manager; Warren Jones, Evans Fire Protection District fire chief*

**ABCs OF IMPROVEMENT DISTRICTS FOR COLORADO CITIES & TOWNS (Advanced session)**

*Arranged by the Attorneys Section*

Receive a primer on BIDs, GIDs, LIDs, SIDs, and other improvement districts, as well as receive a case law update and pointers on complex relationships with other governmental entities.

*Presenters: Rick Kron, Spencer Fane & Grimshaw LLP; Dee Wisor, Butler Snow LLP*

**CLE credits have been applied for.**



10:15–10:30 A.M.

BREAK

10:30–11:45 A.M.

**CLOSING GENERAL SESSION: ACTIONS SPEAK LOUDER THAN WORDS**

As public officials, you know that you are always being watched and that what you do is sometimes more important than what you say. Nonverbal communication — body language — often communicates a different message from the spoken word. You will not want to miss this fascinating and fun session! Dubbed the “Body Language Lady” by *The New York Post*, Jan leads you through a lesson in nonverbal communication that combines validated silent messages to help organizations increase trust and produce successful teams through grasping the concept of proper and improper uses of nonverbal communication throughout your day. Sit back, relax, and let Jan do the talking (body language talking, that is) as you realize what your body has been communicating to the world around you.  
*Presenter: Jan Hargrave, Jan Hargrave & Associates Consulting CEO and professional speaker*

**ETHICAL CONSIDERATIONS IN MEDIATION OF DISPUTES INVOLVING MUNICIPALITIES** *(Advanced session)*  
*Arranged by the Attorneys Section*

Specific legislative enactments relating to municipalities (i.e., open meeting and open records acts) create special hurdles to municipalities engaged in the mediation process. This session will highlight ethical concerns relating to, and complying with, those legislative requirements while still providing for the effective, successful, and ethical resolution of disputes through mediation.

*Presenter: John E. Hayes, JAMS*

**CLE credits have been applied for.**

NOON–1:30 P.M.

**ELECTED OFFICIALS LUNCHEON**

The winning students of the statewide CML “If I Were Mayor ...” essay contest will have the opportunity to share their essays on how they would make their city or town the best place to live, if elected mayor.

**Advance registration and ticket required. No on-site sales. Tickets must be ordered by June 6.**

**Space is limited.**

**Fee: \$35**

*Sponsored by AT&T* 

**MANAGERS LUNCHEON**

**Advance registration and ticket required. No on-site sales. Tickets must be ordered by June 6.**

**Space is limited.**

**Fee: \$35**

**ATTORNEYS LUNCHEON: FIRST AMENDMENT DISCUSSION** *(Advanced session)*

*Arranged by the Attorneys Section*

Municipal attorneys will gain the tools to address common situations that invoke the First Amendment.

*Presenter: Doug Marek, Greeley city attorney*

**Advance registration and ticket required. No on-site sales. Tickets must be ordered by June 6.**

**Space is limited.**

**Fee: \$35**

**CLE credits have been applied for.**


**LEAD**



**WEDNESDAY**

**1:00–2:15 P.M.**

**2014 LEGISLATIVE UPDATE**

*Co-arranged by the Attorneys Section*

This annual analysis of the legislative session reveals how Colorado municipalities fared in 2014 on the issues affecting them. Ballot issues that may affect municipalities also will be discussed, as will emerging trends in state-municipal relations, with an eye toward issues that may arise in 2015.

*Presenters: CML advocacy team*

**WEDNESDAY**

**2:45–4:00 P.M.**

**SIGN REGULATION IN THE DIGITAL AGE (Advanced session)**

*Arranged by the Attorneys Section*

Review the basic concepts of sign regulation and the new challenges presented by digital display technology. Topics include the on-site and off-site distinction; the commercial and noncommercial distinction; content neutrality versus viewpoint neutrality; the separate rules for political signs; rules versus guidelines; discretion, flexibility, and variances; complete bans or allowing digital signage for stores but not billboards; revenue opportunities and risks for billboards on government land; the rise of the government speech doctrine and the decline of public forum; and common issues in sign litigation.

*Presenter: Randal Morrison, Sabine & Morrison*

**THURSDAY**

**8:30–9:45 A.M.**

**FLOOD, SWEAT & TEARS: LEGAL CONSIDERATIONS AMID DISASTER (Advanced session)**

*Arranged by the Attorneys Section*

Municipal attorneys are not left out of the heavy lifting when dealing with emergency situations, such as the recent floods. This session covers practical considerations from drafting emergency ordinances to using TABOR emergency reserves.

*Presenters: Kendra Carberry, Hayes Phillips Hoffmann & Carberry PC; Bob Cole, Collins Cockrel & Cole; Tim Cox, Widner Michow & Cox LLP*

**THURSDAY**

**10:15–11:30 A.M.**

**RUNNING EFFECTIVE MEETINGS 101: BOB'S RULES**

*Arranged by the Attorneys Section*

*Robert's Rules of Order* may be a useful guide for running public meetings, but it also can be long-winded and include provisions that do not embrace the spirit of transparency and openness in public meetings. "Bob's Rules" provide more streamlined and relevant guidelines for municipal elected officials.

*Presenter: Bob Widner, Widner Michow & Cox LLP*

**THURSDAY**

**1:45–3:00 P.M.**

**DISTINGUISHING THE GADFLY FROM THE GUNSLINGER: IDENTIFYING AND MANAGING THE POTENTIAL FOR VIOLENCE**

*Arranged by the Attorneys Section*

Violence in public settings is an issue that can affect all municipalities. This session will address the psychology of mass shooters and how municipalities can respond appropriately to known potential threats and the associated legal issues.

*Presenters: Paul Godec, Kissinger & Fellman; John Nicoletti, PhD, ABPP, Nicoletti-Flater Associates PLLP*

**THURSDAY**

**3:15–4:30 P.M.**

**RUNNING EFFECTIVE MEETINGS 201: POINT OF DISORDER**

*Arranged by the Attorneys Section*

Audience participation is a must in this meeting run amok! Put "Bob's Rules" into practice to address difficult situations in public meetings.

*Presenter: Bob Widner, Widner Michow & Cox LLP*

**FRIDAY**

**9:00–10:15 A.M.**

**ABCs OF IMPROVEMENT DISTRICTS FOR COLORADO CITIES & TOWNS (Advanced session)**

*Arranged by the Attorneys Section*

Receive a primer on BIDs, GIDs, LIDs, SIDs, and other improvement districts, as well as receive a case law update and pointers on complex relationships with other governmental entities.

*Presenters: Rick Kron, Spencer Fane & Grimshaw LLP; Dee Wisor, Butler Snow LLP*

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**10:30–11:45 A.M.**

**ETHICAL CONSIDERATIONS IN MEDIATION OF DISPUTES INVOLVING MUNICIPALITIES (Advanced session)**

*Arranged by the Attorneys Section*

Specific legislative enactments relating to municipalities (i.e., open meeting and open records acts) create special hurdles to municipalities engaged in the mediation process. This session highlights ethical concerns relating to, and complying with, those legislative requirements while still providing for the effective, successful, and ethical resolution of disputes through mediation.

*Presenter: John E. Hayes, JAMS*

**FRIDAY**

**NOON–1:30 P.M.**

**ATTORNEYS LUNCHEON: FIRST AMENDMENT DISCUSSION (Advanced session)**

*Arranged by the Attorneys Section*

Municipal attorneys will gain the tools to address common situations that invoke the First Amendment.

*Presenter: Doug Marek, Greeley city attorney*

**Advanced registration and ticket required; tickets must be ordered by June 6; no on-site sales.**

**Fee: \$35**

**CML HAS APPLIED FOR CLE CREDITS. YOU MUST BE REGISTERED TO RECEIVE CREDITS.**

CLE accredited sessions are arranged by CML's Attorneys Section.

Attorney handbooks for CLE accredited sessions will not be printed. CML understands the value of having these materials available during the conference and for future reference, so all materials received for CLE accredited sessions, including speaker bios, will be available online prior to the conference. Materials will be presented online in a way that they may be printed easily and assembled into a handbook for your use at the conference and as a resource for your law office.



**REGISTRANT** \_\_\_\_\_ Nickname for badge (optional) \_\_\_\_\_  
 Title \_\_\_\_\_ Municipality/organization \_\_\_\_\_  
 Address, City, State, ZIP \_\_\_\_\_  
 Email (required) \_\_\_\_\_ Phone \_\_\_\_\_  
 Meal accommodations (if any):  Gluten-free meal  Vegetarian meal

**REGISTRATION, MEALS, AND EVENT FEES**

Meal/event tickets must be ordered by **June 6**, no exceptions; no on-site ticket sales. Lunch tickets sell out quickly, so purchase early. Return completed form and (if applicable) check/credit card information to **CML, 1144 Sherman St., Denver, CO 80203; (fax) 303-860-8175; conference@cml.org**. Registration is not final until payment is received.

Date	Registration, Meals, and Events	Quantity	\$/Person	Total
	Member Registration (by May 16 / after May 16)		\$215 / \$325	\$
	Nonmember Registration (by May 16 / after May 16)		\$330 / \$450	\$
	Guest Registration		\$50	\$
<b>Tues</b>	Achieving Peak Performance		\$45	\$
<b>Tues</b>	The Changing Fiscal Health of Colorado Municipalities		\$45	\$
<b>Tues</b>	Municipal Finance & Budgeting for Elected Officials		\$45	\$
<b>Tues</b>	Afternoon Stroll		Free	\$ 0
<b>Tues</b>	"Appy" Hour		Free	\$ 0
<b>Wed</b>	Morning Wellness		Free	\$ 0
<b>Wed</b>	Meeting of the Minds Luncheon		\$35	\$
<b>Thurs</b>	General Luncheon		\$37	\$
<b>Thurs</b>	5K Fun Run/Walk		\$25	\$
<b>Thurs</b>	Walking Tour: Sustainable Breck		Free	\$ 0
<b>Thurs</b>	Dessert's On Us!		Free	\$ 0
<b>Fri</b>	CWIG Breakfast		\$25	\$
<b>Fri</b>	Elected Officials Luncheon		\$35	\$
<b>Fri</b>	Managers Luncheon		\$35	\$
<b>Fri</b>	Attorneys Luncheon		\$35	\$
<b>TOTAL</b>				<b>\$</b>

**GUEST REGISTRATION**

Guest registration allows a spouse/significant other and child(ren) to attend nonticketed conference sessions and gain access to the exhibit area and its refreshments. Registered guests receive a name badge, lanyard, tote bag, two Wednesday night reception drink tickets, and access to Dessert's On Us! Guests also may purchase tickets to other events. If more than one guest, use separate sheet of paper or copy of this form. **Enter guest registration amount under Fees.**

Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Meal accommodations (if any)  Gluten-free  Vegetarian

**5K FUN RUN/WALK T-SHIRT INFORMATION**

Register by **May 16** to receive T-shirt. Complete all information below. If more than two participants, use separate sheet of paper or copy of this form. **Enter 5K Fun Run/Walk registration amount under Fees.**

Name 1 \_\_\_\_\_  M  F  
 T-shirt size:  S  M  L  XL  
 Name 2 \_\_\_\_\_  M  F  
 T-shirt size:  S  M  L  XL

**PAYMENT INFORMATION**

Check enclosed  Visa  Mastercard  
 Visa/MC # \_\_\_\_\_ Exp. date \_\_\_\_\_  
 Name on card \_\_\_\_\_  
 Organization name on card (if any) \_\_\_\_\_  
 Signature \_\_\_\_\_

**Cancellations:** Only written conference registration cancellations will be accepted. Refunds will be made if cancellations are received by CML on or by June 6. Refunds are subject to a \$50 per person handling charge. No refunds for no-shows. Cancellations or changes in the number of tickets will be honored through June 6. Unused tickets are nonrefundable. Attendee substitutions can be made. Cancellations for the Fun Run/Walk must be made by **May 16**.

**HELP US PLAN OUR MEETING ROOMS!**

Check the sessions you plan to attend. You will not be obligated to attend the sessions selected. Only concurrent sessions are listed.

**Wed, June 18 • 9–9:45 a.m.**  
 CML conference overview  
 What's new at DOLA?

**Wed, June 18 • 1–2:15 p.m.**  
 Beach ball management  
 Cutting the red tape  
 Lessons learned in emergency preparedness  
 The cost of state prison downsizing in local communities  
 2014 legislative update

**Wed, June 18 • 2:45–4 p.m.**  
 Emergency medical transport services  
 Navigating the Affordable Health Care Act  
 Outsourcing  
 Primary jobs: The key to economic health  
 Sign regulation in the digital age

**Thurs, June 19 • 8:30–9:45 a.m.**  
 Branding  
 Elected officials and the perception–reality gap  
 Emerging issues  
 Law school for non-lawyers  
 Flood, sweat & tears: Legal considerations amid disaster

**Thurs, June 19 • 10:15–11:30 a.m.**  
 Engaging in FirstNet  
 Healthy collaboration  
 Innovation in action: Lessons from the trenches  
 Partnerships to create great downtowns  
 Managing the rise of incivility in the workplace  
 Running effective meetings 101: Bob's Rules

**Thurs, June 19 • 1:45–3 p.m.**  
 CML annual business meeting  
 Civic engagement: What it means and how to do it  
 Going back to school  
 How Colorado Springs Utilities achieved its 2013 water goal  
 Distinguishing the gadfly from the gunslinger

**Thurs, June 19 • 3:15–4:30 p.m.**  
 Cable franchising  
 Public trust, reputation, and the power of transparency  
 Using your best tools to drive performance improvement  
 Welcoming veterans back to work  
 Running effective meetings 201: Point of disorder

**Fri, June 20 • 9–10:15 a.m.**  
 Emerging issues  
 Historic preservation  
 The Colorado Water Plan  
 Type 3 incident management teams  
 ABCs of improvement districts for Colorado cities & towns

**Fri, June 20 • 10:30–11:45 a.m.**  
 Closing general session: Actions speak louder than words  
 Ethical considerations in mediation of disputes

Register Now!

# 92<sup>ND</sup> CML ANNUAL CONFERENCE

BRECKENRIDGE • JUNE 17–20

## 2014 CONFERENCE SPONSORS (as of Feb. 7)

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March 20, 2014

Mr. Fred Lautenbach  
Liberty Mutual Insurance Company  
450 Plymouth Road, Suite 400  
Plymouth Meeting, PA 19462  
*(sent also via fax to 855-318-1836 (Denver office))*

Mr. Steve Franchini  
Southwest Contracting LLC  
22989 County Road F, P.O. Box 719  
Cortez, CO 81321  
*(sent also via email to: [sgf@swcontracting.com](mailto:sgf@swcontracting.com))*

Dear Sirs,

The purpose of this letter is to communicate, pursuant to subsection 2.1 of the attached Performance Bond, which represents Section 00610 of the contract titled "Rangely WTP Improvements-Phase 1", executed with an effective date of January 9, 2013, that the Town of Rangely (Town) is considering declaring a Contractor Default for this project.

The Town has noticed Southwest Contracting, LLC (SWC) on February 26 and March 11, 2014 regarding its failure to provide functional filter basins that pass the required leak tests defined on Drawing Sheet S1 and to make the repairs required by Part 3.09 of Specification Section 03300 to achieve passing results. SWC is currently 155 days beyond the allotted contract time to bring the project to a point where it is ready for Final Payment. The delay has put the Town at significant risk of incurring damages due to schedule impacts under a separate construction contract for its Phase 2 WTP Improvements project that is currently underway. Repair timing has become critical to minimize financial damages. Even under best-case repair schedule scenarios, it may no longer be possible to avoid assessment of damages under the Phase 2 contract.

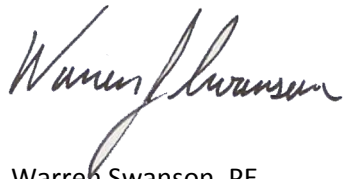
SWC has communicated to SGM (the Engineer) and the Town that it is unsure how to fix the basin leaks and meet the requirements of the Contract Documents. Therefore, in the absence of immediate action by SWC to retain the services of a subcontractor specializing in concrete repair to fix the leaks and achieve passing test results on SWC's behalf, the Town intends to correct the problem on its own following a similar course of action. SGM, on behalf of the Town, is currently coordinating with potential repair contractors and has identified at least one qualified firm which is able to begin work by March 31, 2014. We can certainly make available to SWC a list of specialty firms from whom we are soliciting information.

Per the Contract Documents, the Town is hereby requesting a conference, to be held as soon as possible, with Liberty Mutual and SWC to discuss methods of performing the Contract. It is the sincere desire of SGM and Town of Rangely staff and council members that SWC assume responsibility for

bringing the required repair expertise to the project and avoid the need for the Town to declare a Contractor Default.

Thank you for your attention to this matter. Please contact me at your earliest convenience. I can be reached at 970-384-9051.

Sincerely,



Warren Swanson, PE  
Project Manager  
SGM Principal / Senior Engineer

cc: Peter Brixius, Town of Rangely

Attachments:

Executed Performance Bond (Liberty Mutual #906001256)

SECTION 00610  
PERFORMANCE BOND

Any singular reference to Contractor, Surety, Owner, or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address): Southwest Contracting, LLC  
22989 County Rd. F  
Cortez, CO 81321  
OWNER (Name and Address): Town of Rangely  
209 E. Main Street  
Rangely, CO 81648  
SURETY (Name, and Address of Principal Place of Business): LIBERTY Mutual Insurance Company  
450 Plymouth Rd., Ste. 400  
Plymouth Meeting, PA 19462

CONTRACT  
Effective Date of Agreement: 1-9-2013  
Amount: Nine Hundred Twenty Five Thousand, Four Hundred Twenty Four and no. 10  
Description (Name and Location): Town of Rangely Water Treatment Plant Improvements - Phase 1  
209 E. Main Street  
Rangely, CO 81648

BOND  
Bond Number: 906001256  
Date (Not earlier than Effective Date of Agreement): 1-9-2013  
Amount: Nine Hundred Twenty Five Thousand, Four Hundred Twenty Four and no. 10  
Modifications to this Bond Form: None

Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Performance Bond to be duly executed by an authorized officer, agent, or representative.

CONTRACTOR AS PRINCIPAL

SURETY

Southwest Contracting, LLC (Seal)  
Contractor's Name and Corporate Seal

Liberty Mutual Insurance Company (Seal)  
Surety's Name and Corporate Seal

By: Steven Franchini  
Signature

By: Fred Lautenbach  
Signature (Attach Power of Attorney)

STEVEN FRANCHINI  
Print Name  
MANAGER  
Title

Fred Lautenbach  
Print Name  
Attorney-in-fact  
Title

Attest: Mary Beth O'Connell  
Signature  
Title

Attest: Andrew W. Darling  
Signature  
Agent  
Title

Note: Provide execution by additional parties, such as joint venturers, if necessary.

Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to Owner for the performance of the Contract, which is incorporated herein by reference.

1. If Contractor performs the Contract, Surety and Contractor have no obligation under this Bond, except to participate in conferences as provided in Paragraph 2.1.
2. If there is no Owner Default, Surety's obligation under this Bond shall arise after:
  - 2.1 Owner has notified Contractor and Surety, at the addresses described in Paragraph 9 below, that Owner is considering declaring a Contractor Default and has requested and attempted to arrange a conference with Contractor and Surety to be held not later than 15 days after receipt of such notice to discuss methods of performing the Contract. If Owner, Contractor, and Surety agree, Contractor shall be allowed a reasonable time to perform the Contract, but such an agreement shall not waive Owner's right, if any, subsequently to declare a Contractor Default; and
  - 2.2 Owner has declared a Contractor Default and formally terminated Contractor's right to complete the Contract. Such Contractor Default shall not be declared earlier than 20 days after Contractor and Surety have received notice as provided in Paragraph 2.1; and
  - 2.3 Owner has agreed to pay the Balance of the Contract Price to:
    1. Surety in accordance with the terms of the Contract; or
    2. Another contractor selected pursuant to Paragraph 3.3 to perform the Contract.
3. When Owner has satisfied the conditions of Paragraph 2, Surety shall promptly, and at Surety's expense, take one of the following actions:
  - 3.1 Arrange for Contractor, with consent of Owner, to perform and complete the Contract; or
  - 3.2 Undertake to perform and complete the Contract itself, through its agents or through independent contractors; or
  - 3.3 Obtain bids or negotiated proposals from qualified contractors acceptable to Owner for a contract for performance and completion of the Contract, arrange for a contract to be prepared for execution by Owner and contractor selected with Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Contract, and pay to Owner the amount of damages as described in Paragraph 5 in excess of the Balance of the Contract Price incurred by Owner resulting from Contractor Default; or
  - 3.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor, and with reasonable promptness under the circumstances:
    1. After investigation, determine the amount for which it may be liable to Owner and, as soon as practicable after the amount is determined, tender payment therefor to Owner; or
    2. Deny liability in whole or in part and notify Owner citing reasons therefor.
4. If Surety does not proceed as provided in Paragraph 3 with reasonable promptness, Surety shall be deemed to be in default on this Bond 15 days after receipt of an additional written notice from Owner to Surety demanding that Surety perform its obligations under this Bond, and Owner shall be entitled to enforce any remedy available to Owner. If Surety proceeds as provided in Paragraph 3.4, and Owner refuses the payment tendered or Surety has denied liability, in whole or in part, without further notice Owner shall be entitled to enforce any remedy available to Owner.
5. After Owner has terminated Contractor's right to complete the Contract, and if Surety elects to act under Paragraph 3.1, 3.2, or 3.3 above, then the responsibilities of Surety to Owner shall not be greater than those of Contractor under the Contract, and the responsibilities of Owner to Surety shall not be greater than those of Owner under the Contract. To the limit of the amount of this Bond, but subject to commitment by Owner of the Balance of the Contract Price to mitigation of costs and damages on the

Contract; Surety is obligated without duplication for:

- 5.1 The responsibilities of Contractor for correction of defective Work and completion of the Contract;
  - 5.2 Additional legal, design professional, and delay costs resulting from Contractor's Default, and resulting from the actions of or failure to act of Surety under Paragraph 3; and
  - 5.3 Liquidated damages, or if no liquidated damages are specified in the Contract, actual damages caused by delayed performance or non-performance of Contractor.
6. Surety shall not be liable to Owner or others for obligations of Contractor that are unrelated to the Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than Owner or its heirs, executors, administrators, or successors.
7. Surety hereby waives notice of any change, including changes of time, to Contract or to related subcontracts, purchase orders, and other obligations.
8. Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the Work or part of the Work is located, and shall be instituted within two years after Contractor Default or within two years after Contractor ceased working or within two years after Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.
9. Notice to Surety, Owner, or Contractor shall be mailed or delivered to the address shown on the signature page.
10. When this Bond has been furnished to comply with a statutory requirement in the location where the Contract was to be performed, any provision in this Bond conflicting with said statutory requirement shall be deemed deleted herefrom and provisions conforming to such statutory requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.
11. Definitions.
- 11.1 Balance of the Contract Price: The total amount payable by Owner to Contractor under the Contract after all proper adjustments have been made, including allowance to Contractor of any amounts received or to be received by Owner in settlement of insurance or other Claims for damages to which Contractor is entitled, reduced by all valid and proper payments made to or on behalf of Contractor under the Contract.
  - 11.2 Contract: The agreement between Owner and Contractor identified on the signature page, including all Contract Documents and changes thereto.
  - 11.3 Contractor Default: Failure of Contractor, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Contract.
  - 11.4 Owner Default: Failure of Owner, which has neither been remedied nor waived, to pay Contractor as required by the Contract or to perform and complete or otherwise comply with the other terms thereof.

FOR INFORMATION ONLY – (Name, Address and Telephone)  
Surety Agency or Broker:  
Owner's Representative (Engineer or other party):

END OF SECTION

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

5295358

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. \_\_\_\_\_

American Fire and Casualty Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

Liberty Mutual Insurance Company  
Peerless Insurance Company

### POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of Ohio, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, that Peerless Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, **FRED R. LAUTENBACH, JENNIFER E. KOCH, SHARON L. DISTERLIC, ANDREW W. DENLINGER,**.....

all of the city of LITTLETON, state of COLORADO each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 6th day of April, 2012.



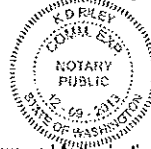
American Fire and Casualty Company  
The Ohio Casualty Insurance Company  
Liberty Mutual Insurance Company  
Peerless Insurance Company  
West American Insurance Company

By: Gregory W. Davenport  
Gregory W. Davenport, Assistant Secretary

STATE OF WASHINGTON ss  
COUNTY OF KING

On this 6th day of April, 2012, before me personally appeared Gregory W. Davenport, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, Peerless Insurance Company and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Seattle, Washington, on the day and year first above written.



By: K.D. Riley  
K.D. Riley, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, West American Insurance Company and Peerless Insurance Company, which resolutions are now in full force and effect reading as follows:

**ARTICLE IV – OFFICERS – Section 12. Power of Attorney.** Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

**ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings.** Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation –** The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Gregory W. Davenport, Assistant Secretary to appoint such attorney-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization –** By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, David M. Carey, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, West American Insurance Company and Peerless Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 21 day of December, 20 12.



By: David M. Carey  
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, bank deposit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.