

Greeley City Council Agenda

Regular Meeting

Tuesday, November 18, 2025, at 6:00 PM

City Council Chambers at City Center South, 1001 11th Avenue, Greeley, CO 80631

via Zoom at: <https://greeleygov.zoom.us/j/85856008485>

NOTICE:

City Council Meetings are held on the 1st and 3rd Tuesdays of each month in the City Council Chambers. Meetings are conducted in a hybrid format, with a Zoom webinar in addition to the in-person meeting in Council Chambers.

City Council members may participate in this meeting via electronic means pursuant to their adopted policies and protocol.

Members of the public are also invited to choose how to participate in Council meetings in the manner that works best for them.

Watch Meetings:

Meetings are open to the public and can be attended in person by anyone.

Meetings are televised live on GTV8 on cable television.

Meetings are livestreamed on the City's Meeting Portal <https://greeleyco.portal.civicclerk.com/>

Comment in Real Time:

During the public input portion of the meeting and public hearings:

In person attendees can address the Council in the Chambers.

The public can join the Zoom Webinar and comment from the remote meeting.

Submit Written Comments:

Email comments about any item on the agenda before Noon on the day of the meeting to cityclerks@greeleygov.com.

Written comments can be mailed or dropped off at the City Clerk's office at City Hall, at 1100 10th Street Greeley, CO 80631. Any comments received prior to 12 p.m. on the day of the meeting, will be sent to Council and published in the agenda packet post meeting.

For more information about this meeting, to request reasonable accommodations for accessibility purposes in an alternative format, or for meeting agendas, minutes, and archived videos, please contact the City Clerk's Office at cityclerks@greeleygov.com or 970-350-9740.



Mayor

John Gates

Councilmembers

Tommy Butler - Ward I

Deb DeBoutez - Ward II

Johnny Olson - Ward III

Ward IV

Brett Payton - At-Large

Melissa McDonald - At-Large



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Tuesday, November 18, 2025, at 6:00 PM

City Council Chambers at City Center South, 1001 11th Avenue, Greeley, CO 80631

via Zoom at: <https://greeleygov.zoom.us/j/85856008485>

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Current Council
4. Recognitions and Proclamations
 - Crash Responder Safety Week Proclamation
 - World Day of Remembrance
 - Law Enforcement Records Personnel Week
 - What's Great About Greeley Report
5. Reports and Remarks from Mayor and Council

Consent Agenda

The Consent Agenda is a meeting management tool to allow the City Council to handle several routine items with one action.

Councilmembers may request an item be pulled off the Consent Agenda and considered separately under the next agenda item in the order they were listed.

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6. Motion to approve the City Council Work Meeting Proceedings of October 7 and October 14; City Council Work Session Proceedings of October 21 and October 28, and Special City Council Meeting Proceedings of November 10

End of Consent Agenda

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7. Pulled Consent Agenda Items
 8. Motion to adjourn sine die

Mayor
Dale Hall

Councilmembers
Tommy Butler - Ward I
Deb DeBoutez - Ward II
Johnny Olson - Ward III
Brian Rudy - Ward IV
Ryan Roth - At-Large
Melissa McDonald - At-Large



City Council Regular Meeting Agenda (Continued)

***Transition of Councilmembers – Judge Mark Gonzales will swear in the newly elected council before the meeting is called to order**

9. Call to Order
10. Roll Call
11. Approval of the Agenda
12. John Gates Day Proclamation
13. Remarks from Mayor and Council
14. Mayor Pro-Tem Selection
15. Order of Council Succession
16. Discussion of Council Assignments to Boards and Commissions and Standing Committees
17. Citizen Input
18. Reports from Mayor and Councilmembers
19. Initiatives from Mayor and Council

Consent Agenda

The Consent Agenda is a meeting management tool to allow the City Council to handle several routine items with one action.

Councilmembers may request an item be pulled off the Consent Agenda and considered separately under the next agenda item in the order they were listed.

20. Resolution authorizing the City to enter into a professional services task order between the City of Greeley and Kimley-Horn and Associates for design of Sanitary Sewer Collection System Improvements and a Waterline Replacement Project
21. Resolution supporting the application of a grant to the State of Colorado Department of Natural Resources State Trails Program for Arroyos Del Sol Natural Area Trailhead improvements

End of Consent Agenda

22. Pulled Consent Agenda Items
23. 2025 Triennial Review for Citizen Budget Advisory Committee, Citizen Transportation Advisory Board, Commission on Disabilities, Downtown Development Authority, Golf Advisory Board, Historic Preservation Commission, Rodarte Community Center Advisory Board, Stormwater Board, Youth Commission
24. Appointments to Boards and Commissions - Citizen Transportation Advisory Board, Historic Preservation Commission, Island Grove Advisory Board
25. Resolution appointing Gabe Llanas to serve as an alternate Historic Preservation Commissioner for Case No. GHR2025-0002
26. Motion for an Executive Session to request and receive legal advice from the City Attorney regarding the Referendum to repeal Ordinance 30, 2025
27. Motion authorizing the City Attorney to prepare any required resolutions, agreements, and ordinances to reflect action taken by the City Council at this meeting and any previous meetings, and authorizing the Mayor and City Clerk to sign all such resolutions, agreements, and ordinances
28. Scheduling of Meetings, Other Events
29. Adjournment



Council Agenda Summary

Item: 4.

Title:

Recognitions and Proclamations

Summary:

Certificate for Mayor John Gates from Congressman Evans

The following proclamation will be presented:

- Crash Responder Safety Week
- World Day of Remembrance
- Law Enforcement Records Personnel Week
- What's Great About Greeley Report

Councilmember DeBoutez will present the *What's Great about Greeley* Report.

Attachments:

Crash Responder Safety Week Proclamation

World Day of Remembrance Proclamation

Law Enforcement Records Personnel Week Proclamation

Item 4 – Presentation



Crash Responder Safety Week

WHEREAS, our health, safety, and well-being are often dependent on the commitment of all first responders, including law enforcement officers, firefighters, emergency medical personnel, safety service patrol operators, department of transportation and public works crews, and tow operators who respond to traffic incidents and conduct valuable and often life-saving operations on the roadside; and

WHEREAS, these on-scene personnel provide critical public service and are called to duty at all hours of the day and night, in adverse conditions, and in dangerous roadside environments; and

WHEREAS, many traffic incident management responders are seriously injured or lose their lives each year while performing their duties because of being struck by speeding, impaired, drowsy, or distracted motorists, and motorists who are not aware of Slow Down, Move Over laws; and

WHEREAS, responder and response vehicle strikes also result in life-altering injury or death of the involved motorist and passengers, and place upstream road users at greater risk of a crash; and

WHEREAS, the State of Colorado has a Slow Down, Move Over law and is committed to protecting the traffic incident management responders who are at the scene of roadway crashes; and

WHEREAS, the State of Colorado has a Driver Removal law, which aims to move vehicles out of travel lanes after minor traffic incidents to improve road user and responder safety; and

WHEREAS, the City of Greeley, Colorado, has the responsibility to take all necessary precautions to reduce risks to responders and all road users, and all responders, drivers, and passengers have a role in keeping our roadways safe; and

WHEREAS, the week of November 17-21, 2025, is set aside to recognize our crash responders and focus efforts on their safety.”

NOW, THEREFORE, I, John Gates, by virtue of authority, vested in me as Mayor of the City of Greeley, Colorado, do hereby proclaim November 17-21 as ***Crash Responder Safety Week***.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Greeley, this 18th Day of November 2025.

John Gates
Mayor



WORLD DAY OF REMEMBRANCE

WHEREAS, traffic violence killed more than 39,345 people in the United States in 2024, according to the NHTSA (National Highway Traffic Safety Administration); and

WHEREAS, the Colorado Department of Transportation has reported State-wide, there were 689 traffic deaths in 2024; and

WHEREAS, in Weld County there were 67 traffic fatalities in 2024; and

WHEREAS, in Greeley there were 8 motorists, 3 pedestrians, 0 bicyclists and 3 motorcyclists killed on our roads in 2024; and

WHEREAS, in Greeley residents are responsive to public education measures and can take personal steps to increase their safety on the roads; and

WHEREAS, the World Day of Remembrance for Road Traffic Victims is a high-profile global event to remember the many millions who have been killed and seriously injured on the world's roads and to acknowledge the suffering of all affected victims, families and communities; and

WHEREAS, the objective of the World Day of Remembrance for Road Traffic Victims is to provide a platform for road traffic victims and their families to remember all people killed and seriously injured on the roads; acknowledge the crucial work of the emergency services; promote evidence-based actions to prevent and eventually stop further road traffic deaths and injuries; and

WHEREAS, the 2025 World Day of Remembrance Theme "SAFE SPEEDS SAVE LIVES" effectively serves to remind us to increase safety measures.

NOW, THEREFORE, I, John Gates, by virtue of authority vested in me as Mayor of the City of Greeley, Colorado, do hereby proclaim November 16, 2025, as ***World Day of Remembrance***.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Greeley, Colorado, this 18th day of November 2025.

John Gates, Mayor



Law Enforcement Records Personnel Week

WHEREAS, dedicated Law Enforcement Records personnel serve the citizens of Greeley to provide them with vital services; and

WHEREAS, Law Enforcement Records personnel are crucial to assisting law enforcement agencies identify, pursue, capture, and process suspects; and

WHEREAS, these professionals continually use their expertise and experience in maintaining the criminal justice statistics and improving apprehension strategies; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff Law Enforcement Records is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, Law Enforcement Records personnel serving the City of Greeley have exhibited professionalism, efficiency, and compassion during the performance of their essential duties in the past year; and

WHEREAS, the City of Greeley has previously designated the 2nd week in November 2025 to recognize Law Enforcement Records Personnel.

NOW, THEREFORE, I, John Gates, by virtue of the authority vested in me as Mayor of the City of Greeley, do hereby proclaim that ***LAW ENFORCEMENT RECORDS PERSONNEL WEEK*** was recognized during the time between November 10, 2025, and November 14, 2025

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Greeley, Colorado, this 18th day of November 2025.

Mayor, John Gates



City Council Meeting
November 18, 2025

An aerial photograph of a city, likely Denver, with a large white banner overlaid in the center. The banner has a torn, paper-like edge. The background shows a vast cityscape with green trees, buildings, and parking lots, leading up to a range of mountains under a clear blue sky with some light clouds.

***In all ways, we will transmit
this City not only, not less, but
greater and more beautiful than
it was transmitted to us.***

- Athenian Oath

Fairacres Manor Named One of Colorado's Best Nursing Homes by Newsweek.

- Category: 100 to 149 beds.
- Ranked #5 on the Colorado list.



Greeley's Arroyos del Sol Natural Area Site Plan Receives 2025 APA Colorado Merit Award

- Site plan covers 978 acres of grassland.
- Integrates conservation, recreation and learning for all ages and abilities.



City Parks Division Wins CPRA's Columbine Award for Renovated Park Design

- Recognized for Delta Park refresh.
- Columbine Awards among Colorado's highest honors for parks and recreation.



Aims Aviation Professor, William Standerfer, Inducted into Colorado Aviation Hall of Fame

- Honored for contribution to flight safety, education and community service.
- More than five decades of experience.



University High Women's Softball Wins Class 3A State Championship

- Sydney Goetzel named Player of the Year.
- Coach Chris Hutton named Coach of the Year.
- This is their second State championship win in softball.



UNC Student-Athletes Receive Player of the Week Recognition

- Soccer – Kaya Lindberg
- Football – Carver Cheeks
- Swimming & Diving - Maria Erokhina







Council Agenda Summary

Item: 5.

Title

Remarks from Mayor and Councilmembers



Council Agenda Summary

November 18, 2025

Key Staff Contact: Heidi Leatherwood, City Clerk

Title:

Motion to approve the City Council Work Meeting Proceedings of October 7 and October 14; City Council Work Session Proceedings of October 21 and October 28, and Special City Council Meeting Proceedings of November 10

Summary:

The regular meetings of the City Council were held in City Council Chambers on October 7 and 14, 2025. The work session of the City Council was held in City Council Chambers on October 21 and 28, 2025. The Special City Council meeting was held in City Council Chambers on November 10, 2025.

The draft proceedings of each meeting are presented for the Council's review and approval.

Fiscal Impact:

If approved, will this item result in a positive, negative, or no impact on the budget?

No Impact.

Legal Issues:

None.

Other issues and Considerations:

Strategic Focus Area:

High-Performance Government

Decision Options:

1. Approve the motion as presented; or
2. Amend the motion and approve as amended; or
3. Deny the motion; or
4. Continue consideration of the motion to a certain date.

Council's Recommended Action:

Approve the motion.

Attachments:

1. 10.07.2025 Regular Meeting Draft Minutes
2. 10.14.2025 Work Session Draft Minutes

3. 10.21.2025 Regular Meeting Draft Minutes
4. 10.28.2025 Work Session Draft Minutes
5. 11.10.2025 Special Meeting Draft Proceedings

City of Greeley, Colorado
City Council Meeting Proceedings
Tuesday, October 7, 2025

1. Call to Order

Mayor Gates called the meeting to order at 6 p.m. in the City Council Chambers at 1001 11th Ave, Greeley, Colorado, with hybrid participation available via the City's Zoom platform.

2. Pledge of Allegiance

Mayor Gates led the Pledge of Allegiance.

3. Roll Call

City Clerk Heidi Leatherwood called the roll.

The following were present:

Councilmember Tommy Butler

Councilmember Deb DeBoutez

Mayor Pro Tem Dale Hall

Councilmember Johnny Olson

Councilmember Melissa McDonald

Mayor John Gates

Councilmember Brett Payton was absent and excused.

4. Approval of the Agenda

Mayor Gates requested a change to the agenda, proposing to move Item 9 (University of Northern Colorado Fall Update) before Item 6 to accommodate President Feinstein's schedule. There were no other changes from the City Manager.

5. Recognitions and Proclamation

National Federation of the Blind Greeley Chapter Blind Awareness Day

Mayor Gates read the proclamation at 6:01 p.m. JJ Aragon and Rodney Tashiro were present to accept.

Community Planning Month

Mayor Gates presented the proclamation at 6:06 p.m. Deputy Director Community Development, Don Threewitt and staff were present to accept.

Fire Prevention Week

Mayor Gates read the proclamation at 6:09 p.m. Fire Chief Brian Kuznik, along with numerous members of the fire department, were present to accept.

What's Great About Greeley Report

Mayor Pro Tem Dale Hall presented the *"What's Great About Greeley"* report at 6:17 p.m.

9. University of Northern Colorado (UNC) Fall Update

President Andy Feinstein provided an update on UNC activities at 6:20 p.m.

President Feinstein thanked Mayor Gates for his leadership and acknowledged his term as mayor. He discussed a fireside chat about partnerships between UNC and the community, highlighted progress on the College of Osteopathic Medicine, reported on a water conservation project on the UC Hill and noted that UNC had stable enrollment, with the highest retention and persistence rates in the university's history.

He also detailed numerous campus events, including home football games, volleyball matches, other sports competitions, concerts, festivals, and theater productions.

6. Citizen Input

1. Peggy Sue Squires spoke about the community with good police, fire services, and the university.
2. Tom Donkle spoke about the investment the Council has brought to the city, warning about undermining the Catalyst project.
3. Bill Gillard spoke on the West Greeley development, stating the report should have been released earlier construction around local businesses on 16th Street.
4. Steve Teets spoke about equal treatment, his opposition to the camping ban, the City's approach to homelessness and the needed opportunity to vote on projects like Cascadia.
5. Ken Spadi spoke about asbestos laws and enforcement by the building department, claiming he suffered health effects from improper handling of asbestos, and requested an investigation of the department.
6. Elisa Kunkel spoke about speeding on 43rd Avenue between 10th and 16th Streets. She requested speed bumps or some enforcement measures to address dangerous speeds and driving habits.
7. Dan Kunkel spoke about a malfunctioning solar-powered speed limit sign needing repair and drivers using the street as a shortcut to avoid traffic on main roads.
8. Mary Metzger spoke about the handling of the Cascadia project, stating residents were denied a voice and related transparency.
9. Tom Shaner (participating virtually) spoke about the Catalyst project and questioned why it wasn't put to a vote.

7. Reports from Mayor and Councilmembers

Councilmember Olson responded to citizen comments, stating that the Council cares about the community, noting the increase in housing and homeless solution funded from \$1.4 million to \$6.2 million and the addition of 28 FTEs for outreach support. And acknowledged citizens' desire for input on projects this size.

Councilmember McDonald presented a proclamation for Gold Star Families and announced Weld Project CONNECT set for October 16th from noon to 5:30 p.m. at Island Grove offering many free services.

Councilmember Butler moderated a healthcare roundtable at Sunrise discussing potential impacts of federal budget cuts, shared information on the Greeley Kennel Club's 100-year celebration, and announced that 16th Street construction was expected to be completed by November 15th and grants were available.

Mayor Gates attended the Hope Springs event with families received housing keys and he toured Star Rise, housing 58 chronically homeless individuals.

8. Initiatives from Mayor and Councilmembers

Councilmember Butler inquired about scheduling a work session regarding the potential first off-ramp for West Greeley. City Manager Raymond Lee indicated they would try to include it in the next work session.

Consent Agenda

- 10. Motion to approve the City Council Work Meeting Proceedings of September 2, 2025, and City Council Work Session Proceedings of September 9, 2025.**
- 11. Motion to appoint Kim Longworth to the Greeley Housing Authority Board as the County Representative, with a term to expire September 30, 2028.**
- 12. Resolution of the City Council of the City of Greeley expressing the intent of the City to be reimbursed for certain expenses relating to the design and construction of new City office facilities, a hotel, parking garage, residential housing, ancillary retail, and other complementary uses, and the supporting public improvements needed in connection therewith (Civic Campus Project).**
- 13. Resolution to enter into a grant agreement with the State of Colorado, Department of Local Affairs Division of Housing, to receive grant funds through Greeley Collaborative Housing HOME - American Rescue Plan (ARP) Program.**
- 14. Introduction and first reading of an ordinance authorizing the acquisition of interests in Real Property located in Weld County, Colorado, by purchase or exercise of the power of eminent domain, for the construction of Sanitary Sewer Infrastructure, pursuant to Section 7 of Article XVI, Section 15 of Article II, and sections 1 and 6 of Article XX of the Colorado Constitution and C.R.S. 31-15-101, et seq.; 38-1-101, et seq. (West Greeley Sanitary Sewer)**
- 15. Introduction and first reading of an ordinance of the City of Greeley, Colorado enacting Chapter 14 of Title 24 of the Greeley Municipal Code regarding the**

inclusion area for the Commercial and Residential West Greeley General Improvement Districts and other details relating thereto.

- 16. Introduction and first reading of an ordinance amending Title 2 Chapter 4 of the City Code to require City Council authorization for any contract, agreement, or expenditure for professional services and/or consulting services exceeding \$199,999.99.**
- 17. Introduction and first reading of an ordinance appropriating additional sums to defray the expenses and liabilities of the City of Greeley for the balance of the fiscal year of 2025 and for funds held in reserve for encumbrances through December 31, 2025.**
- 18. Introduction and first reading of an ordinance adopting the Classification and Salary Plan for 2026.**

End of Consent Agenda

Councilmember Butler requested that Item 14 be pulled from the consent agenda.

Councilmember Olson moved to approve Consent Agenda Items 10-13 and 15-18. Councilmember Butler seconded the motion. The motion passed 6-0 at 7:04 p.m. with Councilmember Payton absent.

19. Pulled Consent Agenda Items

- 14. Introduction and first reading of an ordinance authorizing the acquisition of interests in Real Property located in Weld County, Colorado, by purchase or exercise of the power of eminent domain, for the construction of Sanitary Sewer Infrastructure, pursuant to Section 7 of Article XVI, Section 15 of Article II, and sections 1 and 6 of Article XX of the Colorado Constitution and C.R.S. 31-15-101, et seq.; 38-1-101, et seq. (West Greeley Sanitary Sewer)**

Councilmember Butler asked about the eminent domain process and timing. Water and Sewer Director Sean Chambers explained that they were at 30% design, have already reached out to property owners, and were progressing towards obtaining legal descriptions. He noted that the route was well-defined based on engineering constraints. Mr. Chambers further clarified the need for early authorization to streamline the official process, to ensure legal compliance for the City and address the needs of the owners.

Councilmember DeBoutez moved to introduce the ordinance and schedule the public hearing and second reading. Councilmember Olson seconded the motion. The motion passed 5-1 at 7:21 p.m. with Councilmembers Butler voting “nay” and Councilmember Payton absent.

20. Public Hearing, Introduction and First Reading of an Ordinance Adopting the Budget for 2026

Director of Budget and Policy Nathan Mosley introduced the item at 7:20 p.m.

Mr. Mosley presented the 2026 budget, noting several challenges including economic uncertainty affecting revenue projections while expenses continue to increase. Key points included:

- \$21 million budget gap addressed through unspent carryover from 2024, \$3 million in departmental savings, and a \$7 million transfer from the capital fund;
- Revenue projections of \$483.5 million across all funds, with charges for services and taxes being the largest sources;
- Expenditure budget of \$507.4 million, with utility enterprises being the largest component;
- Addition of 17 new positions: 8 in utility funds, 6 in transit funds, and 3 in general fund;
- Capital projects including Island Grove chiller replacement, Greeley Weld Airport Road development, Bellevue Gold Hill pipeline, 12th Street outfall, and Calabaza Park.

Chair of the Citizen Budget Advisory Committee (CBAC), Barry Eastman, recommended no changes to the 2026 Budget. He shared the board's concerns about solving the structural gap, ensuring sufficient funding for public safety initiatives, and addressing these issues without additional taxes.

Councilmember Olson spoke about the \$21 million gap between projected revenues and expenditures, emphasizing a more realistic revenue projection to avoid future shortfalls and advocating for conservative budgeting.

Councilmember McDonald expressed appreciation for staff's efforts and advocated for funding three additional firefighters, highlighting current staffing and expected increases in shelter activity due to Loveland's shelter closure.

Mayor Pro Tem Hall called for better insight into the capital improvement plan (CIP), thanked the staff for their commitment, and emphasized prioritizing facility maintenance to ensure the upkeep of existing structures.

Mr. Mosley and committed to improving transparency and efficiency in using existing funds, aligning budget decisions with community safety, and ensuring the city's operational needs are adequately met.

Mayor Gates opened the public hearing at 7:56 p.m.

1. Peggy Sue Squires spoke in support of maintaining the homeless shelter in the budget.
2. Steve Teets supported homeless resources and added that Highway 34 bus route and transfer station could use funding.

With no further speakers, the public hearing closed at 8:00 p.m.

Councilmember Butler moved to adopt the ordinance and publish with reference to title only. Mayor Pro Tem Hall seconded the motion. The motion passed 6-0 at 8:01 p.m. with Councilmember Payton absent.

- 21. Motion to go into Executive Session for the purpose of completing the Mid-Year performance review of the City Council Appointee - Municipal Judge Mark Gonzales**

A motion to go into an Executive Session to discuss the following matter as provided under C.R.S. Section 24-6-402(4)(f) and Greeley Municipal Code Section 2.151(a)(6): To discuss personnel reporting to the City Council.

Councilmember McDonald moved to approve the motion. Councilmember Butler seconded the motion. The motion passed 6-0 at 8:03 p.m. with Councilmember Payton absent.

- 22. Motion to go into Executive Session for the purpose of completing the Mid-Year performance review of the City Council Appointee - City Attorney Stacey Aurzada**

A motion to go into an Executive Session to discuss the following matter as provided under C.R.S. Section 24-6-402(4)(f) and Greeley Municipal Code Section 2.151(a)(6): To discuss personnel reporting to the City Council.

Councilmember Olson moved to approve the motion. Councilmember McDonald seconded the motion. The motion passed 6-0 at 8:03 p.m. with Councilmember Payton absent.

- 23. A motion authorizing the City Attorney to prepare any required resolutions, agreements, and ordinances to reflect action taken by the City Council at this meeting and any previous meetings, and authorizing the Mayor and City Clerk to sign all such resolutions, agreements, and ordinances**

Mayor Pro Tem Hall moved to approve the motion. Councilmember Butler seconded the motion. The motion passed 6-0 at 8:04 p.m. with Councilmember Payton absent.

- 24. Scheduling of Meetings, Other Events**

None.

- 25. Adjournment**

With no further business to come before Council, Mayor Gates adjourned the meeting at 8:04 p.m.

- 21. Motion to go into Executive Session for the purpose of completing the Mid-Year performance review of the City Council Appointee - Municipal Judge Mark Gonzales**

Mayor John Gates started the Executive Session at 8:12 p.m. in the Executive Room. The meeting was electronically recorded as required by Colorado Open Meetings Law.

All Councilmembers, except Councilmember Payton were present along with Chief People Officer Kimberly Southern-Weber, Human Resources Director Martha Lanaghen and Municipal Judge Mark Gonzales.

The executive session was for the purpose of discussing personnel matters regarding Municipal Judge Mark Gonzales as provided for under C.R.S. Section 24-6-402(4)(f) and Greeley Municipal Code Section 2-151(a)(6).

Mayor Gates cautioned each participant in the executive session to confine discussion to the stated purpose, and reminded everyone that no formal action may occur in executive session. He asked if at any point in the executive session any participant believes that the discussion was going outside the proper scope of the executive session, to please interrupt the discussion and raise an objection.

The Executive Session concluded at 8:36 p.m.

22. Motion to go into Executive Session for the purpose of completing the Mid-Year performance review of the City Council Appointee - City Attorney Stacey Aurzada

Mayor Gates started the Executive Session at 8:39 p.m. in the Executive Room. The meeting was electronically recorded as required by Colorado Open Meetings Law.

All Councilmembers, except Councilmember Payton were present along with Chief People Officer Kimberly Southern-Weber, Human Resources Director Martha Lanaghen and City Attorney Stacey Aurzada.

The executive session was for the purpose of discussing personnel matters regarding City Attorney Stacey Aurzada as provided for under C.R.S. Section 24-6-402(4)(f) and Greeley Municipal Code Section 2-151(a)(6).

Mayor Gates cautioned each participant in the executive session to confine discussion to the stated purpose, and reminded everyone that no formal action may occur in executive session. He asked if at any point in the executive session any participant believes that the discussion was going outside the proper scope of the executive session, to please interrupt the discussion and raise an objection.

The Executive Session concluded at 9:23 p.m.

The recording of this executive session will be retained as provided in the City's records retention policy and in conformity with Colorado Open Meetings Law for a period of 90 days.

Approved:

X

John Gates
Mayor

Attested:

X

Heidi Leatherwood
City Clerk

City of Greeley, Colorado
City Council Work Session Proceedings
Tuesday, October 14, 2025

1. Call to Order

Mayor Gates called the meeting to order at 6 p.m. in the City Council Chambers at 1001 11th Ave, Greeley, Colorado, with hybrid participation available via the City's Zoom platform.

2. Pledge of Allegiance

Mayor Gates led the Pledge of Allegiance.

3. Roll Call

City Clerk Heid Leatherwood called the roll.
The following were present:

Councilmember Tommy Butler
Councilmember Deb DeBoutez
Mayor Pro Tem Hall
Councilmember Brett Payton
Councilmember Johnny Olson
Councilmember Melissa McDonald
Mayor John Gates

4. Reports from Mayor and Councilmembers

None.

5. North Front Range Metropolitan Organization (NFRMPO) Coordinated Plan

Deputy Public Works Director Will Jones introduced the item at 6:01 p.m.

Mr. Jones introduced Aaron Hull, Mobility Planner at the North Front Range Metropolitan Planning Organization (MPO), noting that this was an initiative brought forward by Councilmember Olson.

Mr. Hull provided an overview of the North Front Range MPO, explaining that it was a regional transportation and air quality agency formed in 1988 covering 15 municipalities, 549,000 individuals, and over 675 square miles. He detailed the MPO's mobility program, which focused on transportation for underserved communities like older adults and individuals with disabilities.

Mr. Hull highlighted their Ride No Co program, which included a website with a trip discovery tool and a call center operating Monday through Friday. He presented data showing they had received 285 calls year-to-date and 5,038 website visits, with heat maps showing where calls originated. He also shared demographic data showing most calls were for medical, miscellaneous, or employment transportation needs.

The 2025 Coordinated Plan, updated every four years, sets project priorities for the next 5-10 years for mobility and helps with projects funded by 5310 funds. Mr. Hull presented population data for Greeley, showing 19.2% of the current population consists of older adults (approximately 22,000 people), projected to be about 18.5% by 2045 (29,000 individuals). Additionally, about 12.7% of Greeley's population

(14,000 individuals) has a disability, with 35% of those 65 and older having a disability.

Mr. Hull discussed transportation gaps identified through their call center and outreach, including issues with last-minute transportation needs, cost, service area limitations, new neighborhoods not being serviced, difficulties getting between communities, rural area needs, and limited services due to funding constraints.

During discussion, Councilmember Butler inquired if 60 Plus Ride was receiving adequate funding. Mr. Hull confirmed that both 60 Plus and Via Mobility have waitlists for their services and then Mr. Jones noted that funding requests from these organizations had been received in the past.

Councilmember Olson emphasized the importance of Ride No Co and Van Go programs, noting that Van Go is one of the largest such organizations in the state. He also mentioned the Transportation Management Organization (TMO) that will connect bus service between Greeley and Loveland.

Councilmember DeBoutez asked about bus service. Mr. Jones clarified that the Outrider program operates from Sterling three days a week with stops in Greeley. Council member Olson added that the Outrider program was the largest and most used rural connection in the entire United States.

Mayor Gates thanked Mr. Jones and Mr. Hull for the presentation.

6. Public Art Policy

Assistant City Manager Kelli Johnson introduced the item at 6:24 p.m.

Deputy Director Budget and Policy Kalen Myers, and Director of Culture, Parks, and Recreation Department Diana Frick also presented on the city's art in public places program. The presentation addressed three aspects:

- expanding the program to include local performing arts groups,
- clarifying the funding source for the 1% allocation tied to capital improvement projects, and
- improving how funds are reported and appropriated in the budget process.

Ms. Myers provided an overview of the program, established by ordinances in 1993 and 1998, which funds and manages the city's permanent art collection through a 1% allocation of capital project construction budgets. Currently, the 1% has been applied to new construction or enhancement capital projects only, not to maintenance and replacement.

The staff proposed two options regarding the 1% funding mechanism:

- Option A: Endorse an administrative policy clarifying eligibility as new construction and expansion CIP only
- Option B: Retain current code language with broader application of the 1% across the entire CIP

Ms. Frick presented options for expanding the program to include performing arts:

- Option A: Keep the current model focused only on visual art
- Option B: Open the program fully to performing arts
- Option C: Take a middle road with a capped or pilot approach

Councilmember DeBoutez asked to find a sustainable funding source for legacy performing arts groups such as the Greeley Philharmonic Orchestra. She highlighted the need for reliable and consistent funding to adequately support these organizations. Discussion ensued about the necessity of balancing support for visual arts with the growing needs of performing arts groups. Some councilmembers noted the importance of expanding the public art program to include performing arts, as this could better serve the diverse cultural landscape of Greeley.

Councilmember McDonald voiced support for expanding the program to include performing arts, mentioning the longevity and community contributions of local groups such as the Dance Factory, which has been a staple in Greeley for over 50 years. She emphasized the unique experience and value of performing at the Union Colony Civic Center (UCCC).

Ms. Frick explained that the UCCC already has a legacy partner program in place, which provides additional support to longtime partners. Starting with the 2025-2026 season, these legacy partners receive benefits such as discounted rates, increased marketing visibility, and waived fees. Examples of legacy partners included the Greeley Philharmonic Orchestra, the Greeley Stampede Troupe, and the Dance Factory. Ms. Frick highlighted the city's commitment to maintaining a strong relationship with these local arts organizations and expressed the department's readiness to work on expanding the program further to support the performing arts community.

After discussion, the Council reached consensus to support:

- Option A for the 1% funding mechanism - formalizing the current practice of applying 1% to new construction and expansion only
- Option B for performing arts inclusion - opening the program fully to performing arts

Mayor Gates thanked staff for the information.

7. Community Sponsorship Policy

Director of Budget and Policy Nathan Mosley introduced the item with a presentation at 7:12 p.m.

Mr. Mosley spoke about the development of a community sponsorship policy to provide a structured, transparent process for reviewing sponsorship requests from community organizations. The proposed policy would formalize the process and establish criteria for organizations seeking City sponsorship.

Mr. Mosley explained that eligible organizations would need to be either 501(c)(3) or 501(c)(4) nonprofits with at least 51% Greeley residents on their board or membership. The organization must demonstrate expertise to execute the proposed event, show that the sponsorship serves a legitimate public purpose, and ensure the event is not for political advocacy. The policy would cap sponsorship amounts at \$10,000 per request, with funding coming from approximately \$100,000 annually in the City Manager's budget.

During the discussion regarding the community sponsorship policy, Councilmember Butler expressed significant concerns about the inclusion of 501(c)(4) organizations, pointing out that these entities can devote up to 49% of their funds to political activities. Councilmember Butler was unsure public funds could indirectly support

political agendas, which he deemed inappropriate. In response, Mr. Mosley and Ms. Johnson indicated that the policy requires proof of serving a public purpose that benefits Greeley citizens, noting that any funds provided would necessitate a clear public benefit.

Staff were asked to clarify past sponsorship practices, with particular attention on which organizations previously received city sponsorships. Mayor Gates and other councilmembers sought to improve understanding of fund distribution to enhance transparency and fairness.

Councilmember Butler highlighted that sponsorship issues had been a concern for over a year, stressing the need for a formalized, transparent process to handle requests, affirming that city sponsorships should meet publicly defined purposes and ensure equitable community support. Mr. Mosley and Ms. Johnson responded that the proposed policy aimed to establish a consistent, repeatable process for evaluating sponsorship requests, which included capping sponsorship amounts and formalizing agreements to ensure alignment with city goals.

Council reached consensus to:

- Support the City Manager in establishing an administrative process to financially support community events;
- Support a \$10,000 limit for sponsorships;
- Not support the inclusion of 501(c)(4) applicants.

8. Development Code Text Amendment for Accessory Dwellings

Director of Community Development Brian McBroom and Planning Supervisor Caleb Jackson introduced the item at 7:30 p.m.

Mr. McBroom noted that while the amendment would align with state mandates and preserve eligibility for important grant funds, he believed the City Council was in the best position to make zoning and land use decisions for Greeley.

Mr. Jackson explained that currently, ADUs were allowed by building permit in residential medium, residential high, commercial zones, and mixed-use zones, but not in residential low, residential estate, or holding agriculture zones. The proposal would expand allowance to all zones if there was an existing house on the property, with size limitations (750 square feet maximum in new zoning districts) and reduced parking requirements.

Councilmembers expressed frustration with the state mandating local land use decisions, while others supported expanding ADU options to provide more housing choices. Councilmember Olson asked about potential neighborhood impacts and community opposition. In response, Mr. McBroom clarified that while private HOA covenants could still place restrictions on ADUs, the proposed update would not entirely override them.

Councilmember Butler noted that many residents with appropriately sized lots want to build ADUs but are prohibited by current zoning. Planning Supervisor Caleb Jackson responded that allowing ADUs in more zones would still enforce necessary building code standards to ensure health and safety compliance.

Council reached consensus to table the item pending additional community feedback, requesting that staff conduct outreach to gauge public opinion before bringing the matter back for further discussion.

Mayor Gates thanked staff for the information.

9. Motion to go into Executive Session for the purpose of completing the Mid-Year performance review of the City Council Appointee – City Manager Raymond Lee

A motion to go into an Executive Session to discuss the following matter as provided under C.R.S. Section 24-6-402(4)(f) and Greeley Municipal Code Section 2.151(a)(6): To discuss personnel reporting to the City Council.

Councilmember Payton made the motion. Councilmember McDonald seconded the motion. The motion passed 7-0 at 8:12 p.m.

10. Scheduling of Meetings, Other Events

None.

11. Adjournment

With no further business to come before the Council, Mayor Gates adjourned the meeting at 8:12 p.m.

9. Motion to go into Executive Session for the purpose of completing the Mid-Year performance review of the City Council Appointee – City Manager Raymond Lee

Mayor John Gates started the Executive Session at 8:20 p.m. in the Executive Room. The meeting was electronically recorded as required by Colorado Open Meetings Law.

All Councilmembers were present along with Chief People Officer Kimberly Southern-Weber, Human Resources Director Martha Lanaghen and City Manager Raymond Lee.

The executive session was for the purpose of discussing personnel matters regarding City Manager Raymond Lee as provided for under C.R.S. Section 24-6-402(4)(f) and Greeley Municipal Code Section 2-151(a)(6).

Mayor Gates cautioned each participant in the executive session to confine discussion to the stated purpose, and reminded everyone that no formal action may occur in executive session. He asked if at any point in the executive session any participant believes that the discussion was going outside the proper scope of the executive session, to please interrupt the discussion and raise an objection.

The Executive Session concluded at 10:09 p.m.

The recording of this executive session will be retained as provided in the City's records retention policy and in conformity with the Colorado Open Meetings Law for a period of 90 days.

Approved _____

X

John Gates
Mayor

Attested _____

X

Heidi Leatherwood
City Clerk

City of Greeley, Colorado
City Council Meeting Proceedings
Tuesday, October 21, 2025

1. Call to Order

Mayor Gates called the meeting to order at 6 p.m. in the City Council Chambers at 1001 11th Ave, Greeley, Colorado, with hybrid participation available via the City's Zoom platform.

2. Pledge of Allegiance

Mayor Gates led the Pledge of Allegiance.

3. Roll Call

City Clerk Heidi Leatherwood called the roll.

The following were present:

Councilmember Tommy Butler

Councilmember Deb DeBoutez

Mayor Pro Tem Dale Hall

Councilmember Brett Payton

Councilmember Johnny Olson

Councilmember Melissa McDonald

Mayor John Gates

4. Approval of the Agenda

No changes.

5. Recognitions and Proclamation

Wreaths Across America

Mayor Gates read the proclamation at 6:01 p.m. Karen Zach, Emilio Vallejo, Pam Erbacher, and Jill Eaton were present to accept.

What's Great About Greeley Report

Councilmember Olson presented the *"What's Great About Greeley"* report at 6:05 p.m.

6. Citizen Input

1. Peggy Sue Squires thanked Councilmembers for attendance at the Weld Project Connect.
2. Bill Gillard spoke about his support for "Wreaths Across America".
3. Steve Teets spoke about the homeless population.
4. Mary Metzger spoke about housing issues and economic development.

7. Reports from Mayor and Councilmembers

Councilmember Butler attended Evans State of the City event, noting their focus on road projects. He visited a new pocket forest being created next to the Rodarte Center and planting trees.

Councilmember McDonald attended the Weld Project Connect event and thanked City of Greeley employees who volunteered and the Island Grove crew for setup work. She noted this would be Mayor Gates' last regular meeting and said she enjoyed serving with him.

Mayor Gates attended a retirement event for Lieutenant Sean Jaehn of Greeley Fire, who served for 28 years.

8. Initiatives from Mayor and Councilmembers

Councilmember Butler requested discussion on independent cost estimates for the Catalyst project. This information had been promised to citizens by the end of October. City Manager Raymond Lee explained that the city was still waiting for independent analysis of contractor numbers from their consultant. He committed to providing this information before October 31st, subject to legal review.

Councilmember Olson cautioned against releasing contractor numbers without the City's independent analysis. After discussion, consensus was reached to bring this information to council as soon as possible.

Consent Agenda

9. Motion to approve the City Council Work Meeting Proceedings of September 16, 2025, and City Council Work Session Proceedings of September 23, 2025

10. Motion to approve the 2026 Council Meeting and Work Session Schedule

11. Motion to cancel the October 28, 2025, Work Session Meeting

12. Resolution ratifying the appointment of Patty Bodwell to the Board of Trustees of the High Plains Library District for a four-year term

13. Resolution establishing the 2025 Tax Levy and directing the certification of the same to the Board of County Commissioners

14. Resolution of the City of Greeley Council authorizing the City to enter into an Intergovernmental Agreement with the Colorado Department of Transportation (CDOT) for the MERGE Project on US 34 Bypass

End of Consent Agenda

Councilmember Butler requested that Item 11 be pulled from the consent agenda.

Councilmember Olson moved to approve Consent Agenda Items 9-10 and 12-14. Councilmember Butler seconded the motion. The motion passed 7-0 at 6:31 p.m.

15. Pulled Consent Agenda Items

11. Motion to cancel the October 28, 2025, Work Session Meeting

Councilmember Butler explained he did not want to cancel the work session, noting there were several items scheduled that could be addressed rather than postponing them. These included the boards and commission triennial review, comprehensive financial policies, development code amendments for affordable housing, and tree canopy discussion.

Councilmember Payton expressed support for keeping the meeting on the calendar, noting there was business to address before the new council was seated on November 18.

Councilmember Butler moved to deny the cancellation of the October 28, 2025, Work Session. Councilmember DeBoutez seconded the motion. The motion passed 6-1 at 6:37 p.m. with Mayor Gates voting “nay”.

16. Public hearing and second reading of an ordinance of the City of Greeley, Colorado enacting Chapter 14 of Title 24 of the Greeley Municipal Code regarding the inclusion area for the Commercial and Residential West Greeley General Improvement Districts and other details relating thereto

Director of Community Development Brian McBroom introduced the item at 6:37 p.m.

Brian McBroom, Director of Community Development, presented the "guardrails ordinance" for the West Greeley General Improvement Districts (GIDs). He explained the ordinance would:

- Require future properties to join one of the GIDs
- Establish triggers for inclusion in the districts
- Ensure properties in the GIDs benefit from the coordination agreement with Water Valley Company
- Require transparency through web pages and annual reports
- Mandate appropriate disclosures to homebuyers

Councilmember Olson stated that properties in Windsor or Johnstown could not join these GID's unless they annexed into Greeley. He also clarified that the GIDs' function was like metro districts where property owners pay for their own infrastructure through mill levies rather than increasing taxes.

Councilmember DeBoutez voiced concern about the potential cumulative tax burden, asking if developers could create metro districts with additional mills on top of the 50 mills for the GID, plus additional public improvement fees. Mr. McBroom confirmed this

was possible and noted that market studies were underway to assess the impact of these fees and mill levies on the rate of growth in West Greeley.

Councilmember Butler noted the financial model also contemplated a PIF (Public Improvement Fee), meaning shoppers in that area would pay a slightly higher tax rate.

Mayor Gates opened the public hearing at 6:49 p.m.

1. Mary Metzger spoke in opposition.
2. Steve Teets spoke in opposition.
3. Bill Gillard asked how the item would be impacted with the referendum petition being circulated.
4. Roger Hollard joined virtually and spoke in support of the item, noting he represented adjoining property owners who would benefit from the infrastructure.

With no further speakers, the public hearing closed at 6:55 p.m.

Councilmember McDonald moved to adopt the ordinance and publish with reference to title only. Councilmember Olson seconded the motion. The motion passed 5-2 at 6:56 p.m. with Councilmembers Butler and DeBoutez voting “nay”.

17. Public hearing and second reading of an ordinance to establish Local Improvement District No. 9510101 for the oversizing of Non-Potable Irrigation Infrastructure (Lake Bluff Non-Potable Irrigation Pump Station)

Water and Sewer Director Sean Chambers introduced the item at 6:57 p.m.

Mr. Chambers explained that the district was located north of 10th Street, primarily west of 95th Avenue, extending to the Poudre River on the north. He emphasized that non-potable systems were key to providing adequate outdoor irrigation without overconsuming potable treatment plant capacity.

Mr. Chambers outlined various funding options, explaining that a local improvement district was the most appropriate by allocating costs to users who directly benefit. The developer (Lake Bluffs) constructed the pump station and would utilize about 25% of its capacity, with the remaining 75% available for 14 other properties comprising 812 acres.

The total approximate cost for oversizing beyond the developer's share is \$1.8 million. Using a bulk acreage methodology, this works out to approximately \$2,214.75 per acre, or about \$443 per single-family home at 5 units per acre density.

Council had no questions.

Mayor Gates opened the public hearing at 7:07 p.m.

With no speakers, the public hearing closed at 7:07 p.m.

Councilmember Olson moved to adopt the ordinance and publish with reference to title only. Councilmember McDonald seconded the motion. The motion passed 7-0 at 7:09 p.m.

18. Public hearing and second reading of an ordinance authorizing the acquisition of real property by purchase or the power of eminent domain for West Greeley basin sewer system infrastructure

Chief Engineer Adam Prior introduced the item at 7:09 p.m.

Mr. Prior presented on the needs for the West Greeley interceptor, lift station, and force main infrastructure. He explained this infrastructure was originally conceptualized in the 2021 collection master plan. While there was an intergovernmental agreement for Windsor to treat West Greeley wastewater flows, Windsor's plant was currently at capacity. The City was planning to temporarily lift wastewater back to Greeley's treatment plant until Windsor upgrades its facility, estimated around 2029-2030.

Mr. Prior described the eminent domain process, emphasizing it promotes transparency, accountability, and uniformity in property acquisition. He outlined the standard process:

- preliminary communications with property owners;
- council authorization;
- notice of intent to acquire;
- appraisal;
- offer;
- negotiation; and
- potential condemnation, if necessary.

He noted that in the past five years of 101 parcels acquired across four projects, only four resulted in condemnation.

Councilmember Butler had concerns about authorizing eminent domain before securing project funding, noting the estimated total cost could be \$30-40 million. Mr. Prior and Mr. Chambers emphasized that the infrastructure was essential regardless which developments proceed in West Greeley, and securing easements early was advantageous.

Mayor Gates opened the public hearing at 7:23 p.m.

1. Bill Gillard stated he was concerned about the use of eminent domain.
2. Steve Teets spoke against the use of eminent domain.
3. Mary Metzger spoke against the use of eminent domain.

With no further speakers, the public hearing closed at 7:27 p.m.

Councilmember Olson clarified that eminent domain was not about taking property but establishing a process where property owners and the City work together to determine fair value, protecting all parties involved.

Mayor Pro Tem Hall moved to adopt the ordinance and publish with reference in full. Councilmember McDonald seconded the motion. The motion passed 6-1 at 7:30 p.m. with Councilmember Butler as a “nay”.

19. Public hearing and second reading of an ordinance amending Title 2 Chapter 4 of the City Code to require City Council authorization for any contract, agreement, or expenditure for professional services and/or consulting services exceeding \$199,999.99

Chief Financial Officer Allena Portis introduced the item at 7:31 p.m.

Ms. Portis presented the ordinance which would establish council oversight for professional services and consulting contracts above \$199,999.99. She explained that currently, the Charter and Code do not require council to review contracts other than certain intergovernmental agreements and change orders to construction contracts.

The ordinance would:

- Require council approval for professional/consulting services contracts exceeding \$199,999.99
- Maintain the City Manager's authority for all other contracts
- Add review by the Financial Officer for fund availability for contracts of \$200,000 or more

Mayor Gates opened the public hearing at 7:35 p.m.

With no speakers the public hearing closed at 7:35 p.m.

Council had no questions regarding this item.

Councilmember Butler moved to adopt the ordinance and publish with reference to title only. Councilmember DeBoutez seconded the motion. The motion passed 7-0 at 7:36 p.m.

20. Public hearing and second reading of an ordinance appropriating additional sums to defray the expenses and liabilities of the City of Greeley for the balance of the fiscal year of 2025 and for funds held in reserve for encumbrances through December 31, 2024

Director of Budget and Policy Nathan Mosley introduced the item at 7:36 p.m.

Mr. Mosley presented the final budget appropriation request for the current fiscal year 2025. The total request was \$3,464,654, with the majority utilizing operating fund balance, approximately one-third related to grants, and one request related to an intergovernmental agreement with Weld County regarding the Poudre River Trail.

Mayor Gates opened the public hearing at 7:39 p.m.

1. Bill Gillard questioned what constitutes a "high performance government".

With no further speakers, the public hearing closed at 7:41 p.m.

Councilmember Olson moved to adopt the ordinance and publish with reference to title only. Councilmember McDonald seconded the motion. The motion passed 7-0 at 7:41 p.m.

21. Public hearing and second reading of an ordinance adopting the 2026 Budget

Director of Budget and Policy Nathan Mosley introduced the item at 7:41 p.m.

Mr. Mosley presented the 2026 Budget, noting that economic conditions created a gap of approximately \$21 million that needed to be addressed. The budget closes this gap by utilizing unspent carryover from 2024, approximately \$3 million in departmental budget realignments, and a \$7 million transfer from the capital fund.

Budget highlights included funding for a new regional 34 bus route, psychological health services for first responders, continuation of the Clean, Safe and Beautiful initiative, and continuation of homeless shelter operations. The budget supports 1,260 FTEs, including 17 net new positions and one-time dollars to extend 54 term-limited positions into 2026.

Mr. Mosley addressed specific items discussed at the October 7th meeting:

1. Adding three additional firefighters - The budget already included an extension of 3 term-limited firefighter positions. Staff recommended not adding additional personnel until it could be supported by ongoing funds.
2. Drone-As-First-Responder Program - Staff was working with the Police Department to determine the right size program and can utilize already appropriated funds for the Real Time Information Center.
3. Homeless Shelter - United Way operates a low-barrier shelter (sobriety not required) but does not allow active substance to use on premises.
4. Poudre River restoration and Lincoln Park - The budget includes \$500,000 for Poudre River restoration and \$2.9 million for Lincoln Park redevelopment.

Extensive discussion ensued about the Poudre River restoration funding. Several councilmembers voiced concerns about tying the funding to the broader Poudre River Restoration Initiative rather than specifically to downtown flood mitigation.

Councilmember Butler sought clarification on the amount budgeted for the Poudre River restoration and whether the funding was tied to the adoption of Phase 1 and Phase 2 of the initiative. Ms. Leonhardt clarified that \$500,000 for Phase 3 was included, and it involved flood mitigation modeling, with the possibility of exploring alternatives during scoping for the modeling.

Mayor Pro Tem Hall asked if the focus remained on flood mitigation. Ms. Leonhardt assured that the modeling would validate the flood mitigation approach and explore options.

Ernest Cienfuegos-Baca from United Way of Weld County addressed questions about the homeless shelter, explaining it is low-barrier because it prioritizes keeping people alive. Councilmember Olson asked how the shelter manages individuals under the influence, particularly for those trying to stay clean, noting that substance use can hinder others' recovery efforts. Councilmember McDonald inquired about the shelter's protocols for handling people under the influence, highlighting the importance of compassion for those

seeking refuge. Mr. Cienfuegos-Baca noted that Greeley already has dry shelters like Guadalupe Center, whereas the Cold Weather Shelter (opening October 30th) aimed to serve people who might otherwise be on the streets. He emphasized that while intoxicated individuals are not turned away, behavior determines whether someone can stay.

Mayor Gates opened the public hearing at 8:29 p.m.

1. Peggy Sue Squires advocated for the homeless shelter to continue and suggested a second methadone clinic in town.
2. Bill Gillard expressed concern about the \$21 million budget gap, urging focus on needs rather than wants.
3. Steve Teets suggested looking at the Colorado Springs Mission's model with its 85% success rate, expressed opposition to the 34 regional MERGE project, and suggested adding more police officers and firefighters.
4. Mary Metzger criticized council for their handling of the Catalyst and Cascadia projects.

With no further speakers, the public hearing closed at 8:39 p.m.

Councilmember DeBoutez moved to adopt the ordinance and publish with reference to title only. Mayor Pro Tem Hall seconded the motion. The motion passed 5-2 at 8:42 p.m. with Councilmembers Olson and McDonald voting “nay”.

22. Public hearing and second reading of an ordinance adopting the Classification and Salary Plan for 2026

Director of Human Resources Martha Lanaghen introduced the item at 8:44 p.m.

Ms. Lanaghen presented the 2026 Classification and Salary Plan, which replaced 52 narrow pay bands with a more streamlined structure. She explained that the current plan was overly complex and difficult for staff to understand and administer, with over 400 employees within 5% of their maximum pay band.

The new plan kept job titles, family names, and exemption statuses while changing pay ranges and grade names. Financial impact was minimal, with only a few employees moving to new minimums (about \$20,000 total impact) and adjustments for Colorado's minimum wage increase (about \$3,000 impact). The plan also proposed increasing on-call pay from \$1.50 to \$2.50 per hour to move closer to market rates.

Councilmember Butler questioned how certain positions were created without council appropriation, specifically referring to director positions. City Attorney Stacey Aurzada clarified that funds were appropriated at the fund level rather than for specific positions, and that the City Manager had authority to make administrative changes to the Pay Plan once adopted.

Mayor Pro Tem Hall sought clarification on the definition and role of a director, questioning whether such positions involve specific requirements such as the number of employees supervised. Ms. Lanaghen explained that there was not a definition

established for a director, and that the number of employees supervised by a director varied, clarifying that directors supervised a functional area in the organization.

Councilmember DeBoutez inquired if creating departments was solely within the Council's authority. Ms. Aurzada affirmed.

Mayor Gates opened the public hearing at 8:57 p.m.

1. Steve Teets stated that raises for employees should not be granted due to economic conditions.

With no further speakers, the public hearing closed at 8:58 p.m.

Councilmember Payton moved to adopt the ordinance and publish with reference to title only. Councilmember Olson seconded the motion. The motion passed 7-0 at 9:00 p.m.

23. Appointments to Boards and Commissions - Greeley Art Commission, Historic Preservation Commission, Housing Authority, Housing for All Advisory Board, Union Colony Civic Center Advisory Board and Youth Commission

City Clerk Heidi Leatherwood presented the following appointments:

- Greeley Art Commission: Cheryl Lee and Molly McIntosh were appointed, each for 3-year terms.
- Historic Preservation Commission: Dan Podell and Melissa Martinez were appointed, each for 3-year terms.
- Housing Authority: Deb Callies was appointed for a 5-year term.
- Housing for All Advisory Board: Chuck Raymer and Jamie Anderson were appointed, each for 3-year terms.
- Union Colony Civic Center Advisory Board: Kathy Salome was appointed for a 3-year term.
- Youth Commission: Emily Karowski and Owen Harper were appointed, each for 2-year terms.

24. Motion to go into Executive Session to Request and Receive Legal Advice from the City Attorney regarding a proposed Referendum Petition

A motion to go into an Executive Session for conferral with the City Attorney to request and receive legal advice regarding a proposed referendum petition, as provided in C.R.S. 24-6-402(4)(b) and Greeley Municipal Code 2-151(a)(2).

Councilmember Payton moved to approve the motion. Councilmember McDonald seconded the motion. The motion passed 7-0 at 9:02 p.m.

25. Motion to go into Executive Session to receive legal advice regarding personnel matters

A motion to go into an Executive Session to receive legal advice as provided under C.R.S. Section 24-6-402(4)(b) and Greeley Municipal Code Section 2-151(a)(2).

Councilmember Olson moved to approve the motion. Councilmember Butler seconded the motion. The motion passed 7-0 at 9:03 p.m.

- 26. A motion authorizing the City Attorney to prepare any required resolutions, agreements, and ordinances to reflect action taken by the City Council at this meeting and any previous meetings, and authorizing the Mayor and City Clerk to sign all such resolutions, agreements, and ordinances**

Councilmember Payton moved to approve the motion. Councilmember Olson seconded the motion. The motion passed with a voice vote of 7-0 at 9:04 p.m.

27. Scheduling of Meetings, Other Events

None.

28. Adjournment

With no further business to come before Council, Mayor Gates adjourned the meeting at 9:04 p.m.

24. Motion to go into Executive Session to receive legal advice regarding personnel matters

Mayor John Gates started the Executive Session at 9:14 p.m. in the Executive Room. The meeting was electronically recorded as required by Colorado Open Meetings Law.

All Councilmembers were present along with City Manager Raymond Lee, City Attorney Stacey Aurzada, City Clerk Heidi Leatherwood, Community Development Director Brian McBroom and Chief Operating Officer Blair Snow.

The executive session was for the purpose of receiving legal advice related to the referendum petition as provided for under C.R.S. Section 24-6-402(4)(b) and Greeley Municipal Code Section 2-151(a)(2).

Mayor Gates cautioned each participant in the executive session to confine discussion to the stated purpose, and reminded everyone that no formal action may occur in executive session. He asked if at any point in the executive session any participant believes that the discussion was going outside the proper scope of the executive session, to please interrupt the discussion and raise an objection.

The City Attorney made an announcement regarding privileged communication. The recorder was turned off during the confidential attorney-client privileged conversation.

The Executive Session concluded at 9:42 p.m.

The recording of the executive session will be retained as provided in the City's records retention policy and in conformity with Colorado Open Meetings Law for a period of 90 days.

25. Motion to go into Executive Session to receive legal advice regarding personnel matters

Mayor Gates started the Executive Session at 9:46 p.m. in the Executive Room. The meeting was electronically recorded as required by Colorado Open Meetings Law.

All Councilmembers were present along with Human Resources Director Martha Lanaghen and City Attorney Stacey Aurzada.

The executive session was for the purpose of receiving legal advice related to personnel matters as provided for under C.R.S. Section 24-6-402(4)(b) and Greeley Municipal Code Section 2-151(a)(2).

Mayor Gates cautioned each participant in the executive session to confine discussion to the stated purpose, and reminded everyone that no formal action may occur in executive session. He asked if at any point in the executive session any participant believes that the discussion was going outside the proper scope of the executive session, to please interrupt the discussion and raise an objection.

The City Attorney made an announcement regarding privileged communication. The recorder was turned off during the confidential attorney-client privileged conversation.

The Executive Session concluded at 10:41 p.m.

The recording of this executive session will be retained as provided in the City's records retention policy and in conformity with Colorado Open Meetings Law for a period of 90 days.

Approved:

Mayor

Attested:

City Clerk

City of Greeley, Colorado
City Council Work Session Proceedings
Tuesday, October 28, 2025

1. Call to Order

Mayor Gates called the meeting to order at 6 p.m. in the City Council Chambers at 1001 11th Ave, Greeley, Colorado, with hybrid participation available via the City's Zoom platform.

2. Pledge of Allegiance

Mayor Gates led the Pledge of Allegiance.

3. Roll Call

City Clerk Heid Leatherwood called the roll.
The following were present:

Councilmember Tommy Butler
Councilmember Deb DeBoutez
Mayor Pro Tem Hall
Councilmember Brett Payton
Councilmember Johnny Olson
Councilmember Melissa McDonald
Mayor John Gates

4. Reports from Mayor and Councilmembers

Councilmember DeBoutez attended the employee 5K noting that over 200 employees participated in costumes. She thanked Human Resources for organizing the event.

Councilmember Butler attended the Weld Community Foundation Luncheon and reminded the audience of “Council in the Community” event on November 12th at 6:00 p.m. at the downtown recreation center.

Mayor Pro Tem Hall attended the second annual Freedom Fest benefitting the High Plains Honor Flight. The event supports veterans by providing trips to visit memorials in Washington, DC at no cost to the veterans.

5. City of Greeley Urban Forest Strategic Plan

Director of Culture, Parks, and Recreation Diana Frick, introduced the item at 6:03 p.m.

Ms. Frick highlighted that the project represented months of collaboration among the forestry, parks, community development, water, and sewer teams. She recognized Forestry Manager Shiloh Hatcher, forestry staff, Parks Manager Eric Bloomer, and Deputy Director Jill Krantz for leading the effort, and thanked residents who provided feedback throughout the process.

Ms. Frick explained that urban forestry refers to trees and vegetation within the city, forming the tree canopy that provides environmental, social, and economic benefits. She noted that Greeley has been recognized as a Tree City USA for over 30 years, and the forestry program maintains trees and shrubs across parks and public grounds,

monitors for insects and disease threats, and enforces city code for tree maintenance and planting.

Dana Karcher, Project Developer and Urban and Community Forestry Specialist with Davie Resource Group, presented the details of the plan, which represented Greeley's first comprehensive urban forest assessment since 2009. The study showed the tree canopy had grown to 8.2%, an average increase of less than 2% over 14 years. The plan identified areas where canopy was strongest and where investment was most needed, especially in neighborhoods with limited shade and high heat exposure.

Ms. Karcher shared findings from community engagement activities, noting that most citizens want a cooler Greeley with more shade. Over 90% of survey respondents considered it important to have trees in neighborhoods. She explained that approximately one-twelfth of Greeley was shaded by trees, and that the city faces challenges in building a forest that's resilient to droughts, extreme storms, pests, and diseases, including the emerald ash borer threat.

Forestry Manager Shiloh Hatcher explained that the strategic plan provided a roadmap for the next 20 years and a baseline for where the city currently stands. He highlighted that the forestry department maintains parkway trees (between sidewalks and curbs) on behalf of homeowners, a significant change from previous years when homeowners were responsible. He noted that the department's workload had increased by 62% with the addition of approximately 8,000 trees to care for.

Mr. Hatcher described the Share the Shade program, which had planted 470 trees in 2025 (260 in fall and 210 in spring). He invited everyone to view the forestry dashboard on the city's website, which shows the department's daily work. He also mentioned Greeley's role in providing education opportunities for the arborist industry, hosting national workshops and serving as one of the few testing sites for arborist certification.

Councilmember DeBoutez asked about tree loss in older parts of the city, particularly in rental properties, and asked about requirements for landlords. Mr. Hatcher acknowledged this as a significant challenge, noting that abandoned landscapes make it difficult to regrow trees. Councilmember DeBoutez suggested exploring a landscape code that would require a tree per property.

Councilmember Butler asked about recent tree removals along 10th Street. Mr. Hatcher explained that these trees were removed due to hazardous conditions, not emerald ash borer, though he noted that Greeley's ash trees are in poor condition due to age and environmental stresses. Councilmember Butler advocated for addressing heat islands around downtown by planting more trees during redevelopment.

Mayor Gates commended Mr. Hatcher for his expertise and dedication to Greeley's urban forest. Council gave consensus to move forward with the plan.

Mayor Gates thanked staff for the information.

6. Development Code Text Amendment for Affordable Housing

Planning Supervisor Caleb Jackson introduced the item at 6:41 p.m. Housing Director Deb Callies was also present.

Mr. Jackson presented proposed amendments to the Development Code related to affordable housing. He explained that "affordable" refers to housing that costs no more than 30% of a household's income, whether for rental or ownership.

Mr. Jackson outlined two key reasons for the code amendments:

- 1) to comply with Proposition 123 requirements, as the city had opted in to access affordable housing funds, which required implementing a fast-track review process; and
- 2) to support the recently adopted Housing for All Strategic Plan by creating incentives for affordable housing development.

The proposed fast-track review process would commit to reviewing affordable housing projects within 90 days, providing certainty for developers. Extensions would be possible if public hearings or meetings were required, or if applicants needed more time to address city comments.

Mr. Jackson also described potential relaxed development standards for affordable housing projects, including reduced requirements for park land dedication when projects are located near existing parks, and fewer on-site amenity requirements when developments are situated near public amenities like recreation centers. These adjustments would help make affordable housing projects more financially viable, particularly for infill development on unique sites.

Councilmember DeBoutez asked about park dedication requirements and expressed concern about older neighborhoods like Arlington that lack parks. Mr. Jackson explained that developments in areas not served by an existing park (defined as within a half mile walk without crossing highways) would still be required to provide park land dedication or pay cash in lieu, which goes into a city fund to purchase park land.

Councilmember Butler appreciated the proposed standards, noting they represented common sense approaches for infill affordable housing projects that would help these projects "pencil out" financially.

Council supported staff proceeding with developing an ordinance based on the presented framework.

Mayor Gates thanked staff for the information.

7. Motion to go into Executive Session to receive legal advice regarding personnel matters

A motion to go into an Executive Session to discuss the following matter as provided under C.R.S. Section 24-6-402(4)(b) and Greeley Municipal Code Section 2-151(a)(2): To receive legal advice regarding personnel matters.

Councilmember McDonald moved to approve the motion. Councilmember Olson seconded the motion. The motion passed 7-0 at 6:48 p.m.

8. Scheduling of Meetings, Other Events

None.

9. Adjournment

With no further business to come before the Council, Mayor Gates adjourned the meeting at 6:49 p.m.

7. Motion to go into Executive Session to receive legal advice regarding personnel matters

Mayor John Gates started the Executive Session at 6:54 p.m. in the Executive Room. The meeting was electronically recorded as required by Colorado Open Meetings Law.

All Councilmembers were present along with City Attorney Stacey Aurzada and Human Resources Director Martha Lanaghen.

The executive session was for the purpose of receiving legal advice related to personnel matters as provided for under C.R.S. Section 24-6-402(4)(b) and Greeley Municipal Code Section 2-151(a)(2).

Mayor Gates cautioned each participant in the executive session to confine discussion to the stated purpose, and reminded everyone that no formal action may occur in executive session. He asked if at any point in the executive session any participant believes that the discussion was going outside the proper scope of the executive session, to please interrupt the discussion and raise an objection.

The City Attorney made an announcement regarding privileged communication. The recorder was turned off during the confidential attorney-client privileged conversation.

The Executive Session concluded at 8:30 p.m.

The recording of this executive session will be retained as provided in the City's records retention policy and in conformity with the Colorado Open Meetings Law for a period of 90 days.

Approved _____

X

John Gates
Mayor

Attest _____

X

Heidi Leatherwood
City Clerk

City of Greeley, Colorado
City Council Meeting Proceedings
Monday, November 10, 2025

1. Call to Order

Mayor Gates called the meeting to order at 6 p.m. in the City Council Chambers at 1001 11th Ave, Greeley, Colorado, with hybrid participation available via the City's Zoom platform.

2. Pledge of Allegiance

Mayor Gates led the Pledge of Allegiance.

3. Roll Call

City Clerk Heidi Leatherwood called the roll.

The following were present:

Councilmember Tommy Butler

Councilmember Deb DeBoutez

Mayor Pro Tem Dale Hall

Councilmember Brett Payton

Councilmember Johnny Olson

Councilmember Melissa McDonald

Mayor John Gates

4. Consideration of a resolution authorizing the mayor to enter into a Separation Agreement and General Release with Raymond Lee

Mayor Gates introduced the resolution and requested a motion.

Councilmember Payton moved to approve the resolution. Mayor Pro Tem Hall seconded the motion. The motion passed 7-0 at 6:01 p.m.

5. Consideration of a resolution appointing an Acting City Manager

Mayor Gates introduced the item and requested a motion.

Mayor Pro Tem Hall read the resolution into the record.

The resolution appointed Brian McBroom as Acting City Manager during any period that City Manager Raymond Lee was absent from the office and from December 2, 2025, until City Council appoints a permanent City Manager.

The resolution outlined that Mr. McBroom would have all responsibilities, duties, functions, and authority of the City Manager during this time and would receive additional compensation as determined by established principles and approved by the mayor.

Councilmember McDonald addressed Mr. McBroom, thanking him for taking on this role during the transition period. She shared her expectations for transparency, trust, and to guide the new City Manager toward successful leadership with assurance of Council's support.

Mayor Pro Tem Hall moved to approve the resolution. Councilmember McDonald seconded the motion. The motion passed 7-0 at 6:05 p.m.

6. **A motion authorizing the City Attorney to prepare any required resolutions, agreements, and ordinances to reflect action taken by the City Council at this meeting and any previous meetings, and authorizing the Mayor and City Clerk to sign all such resolutions, agreements, and ordinances**

Councilmember Payton moved to approve the motion. Councilmember Olson seconded the motion. The motion passed with a voice vote 7-0 at 6:07 p.m.

7. Adjournment

With no further business to come before Council, Mayor Gates adjourned the meeting at 6:07 p.m.

Approved:

Mayor

Attested:

City Clerk



Item 7. Council Agenda Summary

Title:

Pulled Consent Agenda Items

Summary:

Pulled Consent Agenda items will be considered in the order they appeared on the consent agenda.



Council Agenda Summary

Item: 8.

Title

Motion to adjourn sine die



Council Agenda Summary

Item: 11.

Title:

Approval of the agenda



“John Gates Day”

WHEREAS, John is a Greeley native where he spent 25 years with the Greeley Police Department until he retired in 2003 as a Police Sergeant; and

WHEREAS, John was employed as the Chief of Safety and Security at Greeley-Evans School District 6 for 21 years, retiring in 2024; and

WHEREAS, John was elected to the Greeley City Council in 2009 and re-elected in 2013 serving all eight years on the city council; and

WHEREAS, On November 21, 2017, John was sworn in as Greeley’s 51st Mayor. He was subsequently re-elected in 2019, 2021 and 2023; and

WHEREAS, Much of John’s life has been devoted to serving the community by volunteering on various boards and committees as a way to give back to the city that he loves. He currently serves on the Greeley Area Chamber of Commerce Board of Directors and the United Way of Weld County Board; and

WHEREAS, His past board affiliations have included the Greeley-Weld Airport Authority Board, City of Greeley Water & Sewer Board, Greeley Stampede, Youth and Family Connections, Boys and Girls Clubs of Weld County, Island Grove Treatment Center, Upstate Colorado Economic Development, 19th Judicial Review Commission, Weld County Child Fatality Review Committee, Suicide Education Support Services, Homeless Blue-Ribbon Committee, Weld Project Connect, and American Cancer Society’s Cattle Baron’s Ball, to name a few; and

WHEREAS, in 2023, Mayor Gates formed the Mayor’s Homelessness Task Force to proactively address the unhoused in Greeley; and

WHEREAS, John has been recognized as “Citizen of the Year” by both the Greeley Area Realtor’s Association and Youth and Family Connection; and

WHEREAS, He received the “Spirit of Advocacy Award” from the Sexual Assault Victim Advocate Center; and

WHEREAS, In March 2021, John received the “Leann Anderson Community Care Award” from the Greeley Area Chamber of Commerce; and

WHEREAS, In March 2022, John and Patty Gates received the “Sonny Mapelli Distinguished Citizens of Weld County Award” from the Adventure West Council of the Boy Scouts of America; and

WHEREAS, In December 2024, John and Patty Gates were named the “United Way Humanitarian’s of the Year”;

NOW, THEREFORE, I, Dale Hall, by virtue of authority vested in me as Mayor of the City of Greeley, Colorado, do hereby proclaim November 18, 2025, as “John Gates Day”.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Greeley to be affixed, this 18th Day of November 2025.

Dale Hall, Mayor



Council Agenda Summary

Item: 13.

Title

Remarks from Mayor and Councilmembers



Council Agenda Summary

Item: 14.

Title

Mayor Pro-Tem Selection



Council Agenda Summary

Item: 15.

Title

Order of Council Succession



Council Agenda Summary

Item: 16.

Title

Discussion of Council Assignments to Boards and Commissions and Standing Committees

Attachments

Boards and Commissions and Standing Committee Assignments

Boards and Commissions and Standing Committee Assignments

Board/Committee	Meeting Day/Time	Assignment
Airport Authority	3 rd Thu, 3:30 p.m.	Payton/Gates
Board/Commission Interviews (Team of 2)	monthly as needed	Council Rotation
CML Executive Board Opportunity	as needed	Hall
CML Other Opportunities	as available/desired	
CML Policy Committee (Council or Staff)	as needed	Hall/Lee Gates alternate
Downtown Development Authority	3 rd Thu, 7:30 a.m.	Butler/DeBoutez
Employee Health Board	as needed	DeBoutez
Highway 34 Coalition	as needed	Olson
Highway 85 Coalition	as needed	Gates
Historic Preservation Loan Committee	as needed	DeBoutez
Human Relations Commission	2 nd Monday, 5 p.m.	DeBoutez
Interstate 25 Coalition	as needed	Olson
Island Grove Advisory Board	1 st Thu, 3:30 p.m.	Butler
National League of Cities Transportation and Infrastructure Services Committee	as needed	Olson
Parks & Recreation Board	1 st Friday, 7 a.m.	DeBoutez
Police Pension Board	quarterly	McDonald
Poudre River Trail	1 st Thu, 7 a.m.	Hall
Regional Opioid Council	as needed	Gates
Transportation/Air Quality MPO	1 st Thu, 6 p.m.	Olson/Payton
Upstate Colorado Economic Development	last Wed, 7 a.m.	Gates
Water & Sewer Board	3 rd Wed, 2 p.m.	Gates
Weld Project Connect Committee (United Way)	as needed	Olson
Youth Commission Liaison	4 th Mon, 6 p.m.	McDonald



Council Agenda Summary

Title

Citizen Input

Summary

During this portion of the meeting, anyone may address the city council on any item of city business that is not already listed on tonight's agenda as a public hearing.

Comments should be statements, not questions. Public comment is not a question-and-answer session, unless the presiding officer thinks some clarification is warranted.

Please be considerate of fellow speakers. There should be no applause, booing, or other audible disruption to the proceedings. Your city council desires respect, dignity and a welcoming environment.

Please limit your comments to three minutes and provide your name and city of residence for the record. When you see the yellow light coming on the display, please begin to wrap up your comments. When the red light comes on, your three minutes is up.

As this meeting is being conducted in a hybrid format, citizen input will be accepted first from those in the City Council Chambers, and then from the virtual meeting audience via the meeting's webinar.



Item: 18.

Council Agenda Summary

Title

Reports from Mayor and Councilmembers

Summary

During this portion of the meeting any Councilmember may offer announcements or reports on recent events and happenings. These reports should be a summary of the Councilmember's attendance at assigned board/commission meetings and should include key highlights and points that may require additional decision and discussion by the full Council at a future time.



Item: 19.

Council Agenda Summary

Title

Initiatives from Mayor and Councilmembers

Summary

During this portion of the meeting any Councilmember may bring before the Council any business that the member feels should be deliberated upon by the Council. These matters need not be specifically listed on the Agenda, but formal action on such matters shall be deferred until a subsequent Council meeting.

Initiatives will generally fall into three categories:

1. A policy item for Council deliberation and direction for a future Worksession, Committee meeting, or regular/special Council meeting;
2. A request to the City Manager for information or research;
3. A request involving administrative processes or procedures.

At the close of this portion of the meeting, the Mayor will confirm Council's consensus that the individual requests be pursued.

Attachments

Status Report of Council Initiatives and Related Information

Greeley City Council

Status Report of Council Initiatives

Initiative No.	Council Member Initiating	Council Request	Council Meeting or Work Session Date Requested	Next Steps & Schedule	Anticipated Deliverable & Date (Report, Council Presentation, etc.)	Assigned to:
11-2023	Clark/Butler	Artificial turf and landscape standards	August 1, 2023 Council Meeting	*Come back to Council with a draft ordinance	Staff will schedule for a later date.	Brian McBroom
4-2024	Butler	Lincoln Park Redesign	April 2, 2024 City Council Meeting	Requested Work Session for information on the Lincoln Park Redesign- to include status of project, timeline of project and overview of the coming outreach Work Session	Early 2025: Construction design drawings scheduled to begin, incorporating stakeholder input, alignment with redevelopment goals, and lessons from other urban parks. Late 2025 - 2026: Construction slated to begin at the end of 2025 and continue into 2026. At the June 10 WS council requested staff to pause construction to ensure Lincoln Park compliments future vision for Greeley's Downtown Civic Campus.	Diana Frick
5-2024	Hall	Impact Fee Study Structure	May 7, 2024 Council Meeting	Requested staff bring a report to a future work session explaining more in depth the Impact Fee Study Structure - how the ratio is calculated, review process, timeline of review, and development fees	DTA was awarded the contract and that process has now started. The consultant is working on completing the study by the end of December. Then it will be brought to Council by March/April.	Allena Portis/Robert Miller
8-2024	Olson	Code Compliance	Oct 1, 2024 Council Meeting	Part 1 - Requested staff to present at a future work session on code compliance- what is compliant and what is not and to develop a plan to assist with low-income residents specifically relating to yards and vegetation Part 2 - More information needed on specific options on landscaping; enhancing voluntary compliance ticketing system	Following the February council meeting Code Compliance has been focusing on the council's direction to: Explore how to speed up compliance without immediate ticketing. How to enhance voluntary compliance. A more detailed update regarding Code Compliance progress was provided in the August 29 weekly update. A follow-up worksession will be scheduled this winter.	Kelli Johnson/Buxton Demers
13- 2024	Butler	Audit of Development Code	Dec 10, 2024 Council WS	Discrepancies in the code and would like an administrative fix of the R-M zoning issue if possible, and then a full audit of the Development Code.	Recieved proposals on 2/13 and now in the evaluation Starting phase 1 (procedures chapter) and remaining phases are on hold pending budget.	Brian McBroom
3-2025	DeBoutez	Public Art Program	March 18, 2025 Council Meeting	Research the Public Art Program with 3 components: expanding the program to include local performing art groups, clarify the funding source for the 1% for all of the capital improvement projects, and reporting of when the money is appropriated to the program.	A follow up presentation is scheduled for the January 13 WS.	Diana Frick
4-2025	Butler	Civic Campus Funding	4/15/2025 Council Meeting	Requested staff to bring back funding plan options that does not require the funding to go to voters.	Staff will return with a presentation including the Financial Model at the Aug 26 WS. Staff will come to Council with the Plan of finance at a work session late fall December/January timeframe.	Allena Portis

11-2025	McDonald	Contractor Licensing		Requested staff to come back on a Work Session to present information on changing the code for contractors being licensed in the City specifically roofers.	A work session is tentatively scheduled for February 10, 2026.	Brian McBroom
			Council Meeting			



Council Agenda Summary

November 18, 2025

Key Staff Contact: Sean Chambers, Water & Sewer Director, Adam Prior, Chief Engineer

Title:

Resolution authorizing the City to enter into a professional services task order between the City of Greeley and Kimley-Horn and Associates for design of Sanitary Sewer Collection System Improvements and a Waterline Replacement Project

Summary:

Per Ordinance Number 34, 2025 city council approval is required for Professional Services contracts and task orders on existing master services agreements worth more than \$199,999.

The city is undertaking the following 2025 and 2026 capital projects:

- Replacement and expansion of the sewer collection systems for the Highland Hills Bittersweet Sewer to replace the 55 year old undersized sewer pipe
- Highland Hills 35th Ave Sewer to replace the undersized portion downstream from Lift Station 13
- Stampede Arena Sewer that has been encroached on by facility expansions at Island Grove Regional Park
- Garden City Sewer in 7th Avenue installed in 1949 and is undersized

The City is also undertaking a 2025 and 2026 capital project to replace the Island Grove Regional Park waterline along D Street between 11th Avenue and 14th Avenue that is aged and undersized.

The projects have all been identified in master plans as requiring resolution.

The City has an existing master services agreements in response to request for proposals (RFP) #F22-01-012 for design of sewer collection and water distribution systems. Four bids were solicited from respondents to RFP #F22-01-012 for the above projects, responses ranged from \$567,547 to \$1,417,267. The lowest or most responsible bid was submitted by Kimley-Horn and Associates in the amount of \$567,547. Bids were scored based on four criteria: consultant's project team experience and qualifications; proposed schedule; cost, and work hours; and proximity to Greeley. Kimley-Horn's proposal had the highest average score and lowest cost of the four proposals submitted for this project.

Water and Sewer Customers and city residents benefit from professional design of replacements and expansions of the sewer collection and water distribution systems. City staff recommend approving the Task Order for Kimley-Horn and Associates.

Fiscal Impact:

If approved, will this item result in a positive, negative, or no impact on the budget?

Negative impact of \$567,547. The capital projects have \$716,000 in 2025 budget appropriated and an additional \$170,000 in 2026 budget for the Stampede Arena and Island Grove projects that was appropriated by city council. The amount was the lowest or most responsible bid received for the design services needed.

Negative Impact: What is the onetime and/or ongoing amount? \$567,547
Is it budgeted? Yes

If yes, what source and fund will be used? 413 - Sewer Capital Replacement Fund; 423 - Water Capital Replacement Fund
Are there any long-term financial impacts? No
Is there grant funding for this item? No

Does this action have potential long-term fiscal implications? No

Legal Issues:

None.

Other issues and Considerations:

None

Strategic Focus Area:

Infrastructure and Mobility

Decision Options:

1. Adopt the resolution as presented; or
2. Amend the resolution and adopt as amended; or
3. Deny the resolution; or
4. Continue consideration of the resolution to a date certain.

Council's Recommended Action:

Adopt the resolution.

Attachments:

1. Resolution No. 67, 2025 with Exhibit A
2. COG Award Memo_RFP F22-01-012
3. Kimley-Horn Proposal for RFP #F22-01-012
4. Kimley-Horn F22-01-012-9

**CITY OF GREELEY, COLORADO
RESOLUTION NO. 67, 2025**

**A RESOLUTION AUTHORIZING THE CITY TO ENTER INTO A
PROFESSIONAL SERVICES TASK ORDER BETWEEN THE CITY OF GREELEY
AND KIMLEY-HORN AND ASSOCIATES FOR DESIGN OF CERTAIN SANITARY
SEWER COLLECTION SYSTEM IMPROVEMENTS AND A WATERLINE
REPLACEMENT PROJECT**

WHEREAS, the City desires to replace and expand capacity of the Highland Hills Bittersweet Park Sanitary Sewer, the Highland Hills 35th Ave Sanitary Sewer, the Stampede Arena Sanitary Sewer, and the Garden City Sanitary Sewer, (collectively the “Sewer Improvements”); and

WHEREAS, the City also desires to replace and expand the waterline in the Island Grove Regional Park running along D Street from 11th Ave to 14th Ave (the “Waterline Replacement”); and

WHEREAS, the City seeks to undertake design for the Sewer Improvements and the Waterline Replacement (the “Project”); and

WHEREAS, the City solicited four bids for the Project from respondents to a prior request for proposals for as-needed design and engineering services, and received proposals ranging from \$567,547 to \$1,417,267; and

WHEREAS, the lowest or most responsible bid was submitted by Kimley-Horn and Associates, Inc. (“Kimley-Horn”) in the amount of \$567,547; and

WHEREAS, the City has an existing Master Services Agreement with Kimley-Horn in response to the prior request for proposals; and

WHEREAS, the Project may be contracted through execution of a Task Order to the existing Master Services Agreement with Kimley-Horn; and

WHEREAS, the City has funding available to support execution of the Task Order; and

WHEREAS, in accordance with Section 2-184 of the City of Greeley Municipal Code, the City Council must approve a contract for professional services (including task orders) in amounts of \$200.000 or more; and

WHEREAS, it is in the best interest of the citizens of the City to undertake the Project through execution of a Task Order with Kimley-Horn.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREELEY, COLORADO:

Section 1. The City Council hereby authorizes the City to enter into a Task Order with

Kimley-Horn in the amount of \$567,547, a copy of which is attached hereto and incorporated herein as Exhibit A.

Section 2. The City Council hereby delegates authority to City staff and legal counsel to make changes and modifications to the Task Order before execution, provided the material substance remains unchanged.

Section 3. This Resolution shall become effective immediately upon its passage, as provided by the Greeley City Charter.

SIGNED AND APPROVED ON THIS _____ DAY OF NOVEMBER 2025.

ATTEST

THE CITY OF GREELEY, COLORADO

By: _____
City Clerk

By: _____
Mayor

EXHIBIT A - TASK ORDER FORM

PURSUANT TO A MASTER SERVICE/CONSULTING CONTRACT
BETWEEN THE CITY OF GREELEY
and [Kimley-Horn](#)

Task Order Number: [\[Enter Number\]](#)

Project Title: [Highland Hills Bittersweet Sewer Capacity, Highland Hills 35th Ave Sewer Capacity, Stampede Arena Sewer Improvement, Garden City Sewer Improvement, and Island Grove Park Waterline Replacement](#)

RFP Number & Name: [RFP #F22-01-12 – As Needed Design and Engineering Services](#)

Master Contract Effective Date: [May 11th, 2022](#)

Owner's Representative: [John Goin](#)

Task Order Commencement Date: [12/01/25](#)

Task Order Completion Date: [12/31/26](#)

Maximum Fee
(time and reimbursable direct costs): [\\$567,547](#)

Description/Scope of Services: [See attached Bid Award Memo, and attached Scope of Services set forth in the Proposal dated October 17th, 2025.](#)

SERVICE PROVIDER agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Master Services Contract between the parties. In the event of a conflict between or ambiguity in the terms of the Master Contract and this Task Order (including the attached forms) the Master Contract shall control.

The attached forms are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

THE CITY OF GREELEY
Approved as to Substance

SERVICE PROVIDER:

Signed: _____

Signed: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date:

Date:

THE CITY OF GREELEY
Approved as to Legal Form

Signed:

Name:

Title:

Date:

THE CITY OF GREELEY
Certification of Contract Funds Availability

Signed:

Name:

Title:

Date:



PROPOSAL AWARD MEMO

DATE: November 12th, 2025

TO: Dan Nelson, Contract Specialist II

FROM: John Goin, Civil Engineer III

PROPOSAL NAME: Highland Hills Bittersweet Sewer Capacity, Highland Hills 35th Ave Sewer Capacity, Stampede Arena Sewer Improvement, Garden City Sewer Capacity Improvement, and Island Grove Park Waterline Replacement

REQUEST FOR PROPOSAL#: F22-01-12

PROJECT DESCRIPTION: Highland Hills Bittersweet Park Sewer: Design for capacity improvements for approximately 2,300 feet of sanitary sewer main identified as undersized in the most recent Sanitary Sewer Master Plan (2021). The portion of pipe running through Bittersweet Park is approx. 55 years old and is undersized (10") compared to the upstream and downstream portions of the system, which are sufficiently sized to convey full build-out flows in the basin.

Highland Hills 35th Avenue Sewer: Design for capacity improvements to undersized (12") segments of sanitary sewer in 35th Avenue, downstream of Lift Station 13, identified in the Sanitary Sewer Master Plan (2021). When Lift Station 13 was upsized in 2011 to accommodate growth in the upstream basin, the downstream portion of the system remained undersized in places. The proposed improvements will increase system capacity to accommodate full build-out flows.

Stampede Arena Sewer Improvement: Recent facility expansions in the vicinity of the Stampede Arena have encroached on the existing sewer easement and damaged the shallow sewer mains that serve the area. The goal of this project is to redesign and reroute a portion of the existing sewer south of the arena to D Street, to reduce the potential for further damage and improve access for maintenance and event activities in the area.

Garden City Sewer Capacity Improvement: Design services to address capacity issues in Garden City, specifically in 7th Ave, due to development in the upstream basin area. This segment of sewer main is 15" clay pipe installed in 1949 at a very flat slope. The goal of this project is to address both the capacity issues and concerns with the condition of the aging infrastructure in the area.

Island Grove Park Waterline Replacement: Design of a new 16" waterline to replace existing 12" and 8" lines, improving reliability and capacity in the area. This work was identified through the Water Transmission and Distribution Master Plan (2021) and included in this batch of projects to take advantage of efficiencies in design and construction costs that can be achieved when coupling multiple projects in one area.

RFP RESULTS:

On October 17, 2025, no proposals were received ranging from \$567,547 to \$1,417,267.

The lowest and/or most responsible proposal was submitted by Kimley-Horn, in the amount of \$567,547.

Budget Amount: \$886,000 (total professional services budget between the 5 projects)

(PN 12929) HH Bittersweet Sewer Professional Services - \$200,000

(PN 12930) HH 35th Avenue Sewer Professional Services - \$260,000

(PN 13159) Stampede Arena Sewer Professional Services (2026 Budget)- \$20,000

(PN 13217) Garden City Sewer Professional Services (2026 Budget) - \$150,000

(PN 12919) Island Grove Waterline Professional Services - \$256,000

NOTICE TO PROCEED: will be issued after the contract is fully executed with a completion date of December 31, 2026

Recommendation:

The Department recommends an award to Kimley-Horn in the amount of \$567,547. The cost of the work will be paid for from Project Number(s) 12919, 12929, 12930, 13159, and 13217.



Proposal for RFP #F22-01-012

Highland Hills Bittersweet, Highland Hills 35th Avenue, Stampede Arena, and Garden City **Sanitary Sewer Improvements Project**

Prepared for

City of Greeley

Prepared by

Kimley»Horn

Expect More. Experience Better.

A. Cover Letter

To:

City of Greeley
1001 11th Avenue, 2nd Floor
Greeley, CO 80631

From:

Kimley-Horn
6200 S Syracuse Way, Suite 300
Greenwood Village, CO 80111
www.kimley-horn.com

Fax: NA

Dear Mr. Goin and Members of the Selection Committee,

The City of Greeley (City) is undertaking an initiative to address critical capacity deficiencies and infrastructure needs identified in your 2021 Sanitary Sewer Master Plan. This multi-year project encompasses the design of four key segments: Highland Hills Bittersweet Park, Highland Hills 35th Avenue, Stampede Arena/D Street, and Garden City. Each segment is vital to ensuring reliable service, future growth, and improved access for maintenance across the City's parks, event venues, and commercial centers. The City's primary needs center on collaborative planning and technical excellence to deliver solutions that minimize upfront costs, reduce long-term maintenance, and optimize operational performance. Kimley-Horn is uniquely positioned to be your trusted partner.

Our team's deep familiarity with the City's water/wastewater infrastructure, gained through successful current and prior collaboration, ensures that we understand your goals and challenges. **Under Adam's proven leadership, we bring a track record of delivering complex sanitary sewer projects on time and within budget**, supported by a team of technical experts you know and trust. By leveraging our local experience, an innovative design approach, and responsiveness and availability, Kimley-Horn will help the City achieve its vision for resilient, future-ready sewer infrastructure. **Please consider the following advantages of partnering with Kimley-Horn.**

Proven and Trusted Team

Kimley-Horn has built strong partnerships with multiple City departments, giving our team valuable experience and trusted relationships that will help us deliver an efficient project process. Adam Monchak, PE, PMP, will serve as Project Manager, supported by Mimi Williams, PE, and Nathan White, PE. Together, they bring deep insight into the City's water/wastewater systems, as well as a clear understanding of the City's preferred working style, communication practices, standards, and expectations. Their collective experience with the City includes upsizing and installing new sanitary sewer infrastructure, evaluating alternative alignments and construction methods, re-routing and replacing sewer lines, and addressing capacity constraints, all of which position our team to meet the technical requirements and deliver lasting value for this project. We look forward to bringing lessons learned from our work together.

Recent, Relevant, Local Experience on Similar Projects

Our team's foundation is built on hands-on experience with projects that mirror the challenges and opportunities presented by the City's proposed project. We understand the importance of local knowledge and recent, relevant work, and we bring both to the table. Nathan White, PE recently worked with the Boxelder Sanitation District to upsize 5,000 linear feet of their 10-inch interceptor sewer to an 18-inch in Fort Collins. This background, combined with our team's familiarity with the City suits us well to serve as your partner.

Thank you for taking the time to review our proposal. If you have any questions regarding our approach, schedule, fee, or qualifications please contact me at the information shown below. We acknowledge receipt of all addendum.



Adam Monchak, PE, PMP

Project Manager

720.943.9961

adam.monchak@kimley-horn.com



B. Use of Subcontractors/Partners

Kimley-Horn has the in-house capabilities to complete this project with the supplemented expertise of our subconsultant partners. Below, we have provided brief firm overviews for our trusted partners, all of whom we are currently working with on projects locally along the Front Range.

Topographic | Survey

Topographic is a full-service land surveying, engineering design consulting firm with over 60 years of experience providing all aspects of land surveying. They offer highly experienced staff that provide clients with the highest level of land surveying services in a timely and cost-effective manner. With a commitment to utilizing the latest technology and employee training, the team provides innovative, efficient, and accurate surveying services on all types of projects.



RECONN | Utility Locates

RECONN has performed SUE and potholing services throughout Colorado for over ten years and has specifically provided utility locating and potholing services. They work closely with owners to gather QLD and C data. RECONN has large and small HydroVac units to perform testholes, creating efficiencies to achieve QLA. Our team has been working with RECONN for the last five years and they continue to be a go-to firm to support our SUE services.



Of particular note, RECONN closely collaborated with city officials to design efficient workflows that allowed for ease gathering lead service line data throughout the City. RECONN performed locate verification prior to the excavation to create the least amount of impact to neighborhoods and ensure there were minimal dry holes. RECONN has been able to deliver resources and execute efficiently by working with the GIS team to finesse the app for field data capturing along with City support when features were not easily identified in the field. RECONN performed all permitting and traffic control support and captured material data in near real time.

Kumar and Associates | Geotechnical

Kumar has over 33 years of experience in geotechnical investigation, construction observation, and material testing for projects including pipelines and roadways. With history working with water and sanitation districts, Kumar knows local standards and procedures.



Ted D. Miller Associates (TDMA) | Flow Monitoring

TDMA has represented leading water and wastewater services in the Rocky Mountain region since 1964. Specializing in sampling, flow monitoring, and process control, TDMA also provides startups, training, service, and flow studies to help municipal and industrial clients maintain compliance and optimize operations.



C. Minimum Mandatory Qualifications

Kimley-Horn is pleased to state that we meet all outlined minimum mandatory qualifications outlined in Section II C. Below, we have identified our qualifications.

1. **The proposed project team brings recent, relevant experience in Colorado for work of a similar size, scope, and complexity.** Of note Kimley-Horn recently worked with the Boxelder Sanitation District to upsize 5,000 linear feet of their 10-inch interceptor sewer to an 18-inch in Fort Collins. We are also currently assisting the City during the construction of the North Greeley Sewer Phase 2A project.
2. **Our proposed project Manager, Adam Monchak, PE, PMP brings 18 years of experience** in similar sanitary sewer collection system design and construction for the City. Additionally, **Adam is located within 100 miles** driving distance from the City, as shown on page 13. He brings a track-record of managing projects with the City and being available as needed to be available and onsite. Adam is committed to ensuring that the City is a top priority client for the Kimley-Horn water/wastewater team. **We acknowledge that the replacement of a Project Manager shall be approved by the City.**
3. **Client references for previous work on similar projects are shown on pages 7-9.** We have additionally outlined key staff individual roles as requested.
4. **This project team is able to complete the project scope and tasks in a timely manner.**
5. Kimley-Horn and the proposed project team bring a complete understanding of the project and the approach necessary to accomplish the goals of this project. **We have included our project approach on the following two pages.**

Project Understanding and Approach

Kimley-Horn understands the importance and positive impact the sanitary sewer improvement projects will have on the City’s sanitary sewer collection system. Completing these improvements will reduce the surcharging that the Greeley Sanitary Sewer Master Plan is showing. The water line improvements along D Street and completing the water line loop will improve water quality, redundancy, and reliability of the City’s water distribution system. The scope of work encompasses the design and surveying necessary for the bidding and construction of potable waterline and sanitary sewer improvements across four locations in the City. Each location will have it’s own design and bid package. **Although each project may look straight forward, each area will have their own set of unique challenges and constraints and possibilities for multiple solutions.** Our team has conducted research, and we have begun familiarizing ourselves with the project areas to identify challenges and potential innovative solutions.

Highland Hills Bittersweet Park

Kimley-Horn will evaluate possible re-routes of the sewer in order to remove as much sewer as possible from the open areas of Bittersweet Park to help with future access and maintenance. Any re-routing of the sewer will need to take into account being able to continue servicing the bathroom that currently sits near the gazebos. If there is no viable re-route option, the depth of the existing sewer will be evaluated to determine if pipe bursting is a viable option that will allow us to maintain minimum covers and slopes. If pipe bursting is not viable, the next step would be to determine if replacing in kind or installing a parallel sewer along with installing a cured-in-place pipe in the existing sewer is the best path forward.

Kimley-Horn will model the sewer flows from contributing basins to projects areas to maximize cost savings with proposed pipe size, slope, and depth. Since this project will be replacing or rehabilitating a City trunk line, a by-pass pumping plan will be created for any replacement option that is deemed most advantageous to the City. This project will also include two road crossings under W 16th Street and 35th Avenue which will require traffic control plan if open cut methods are used, Kimley-Horn will evaluate whether open cut or trenchless construction methods are more advantageous for these crossings.

Highland Hills Park 35th Avenue

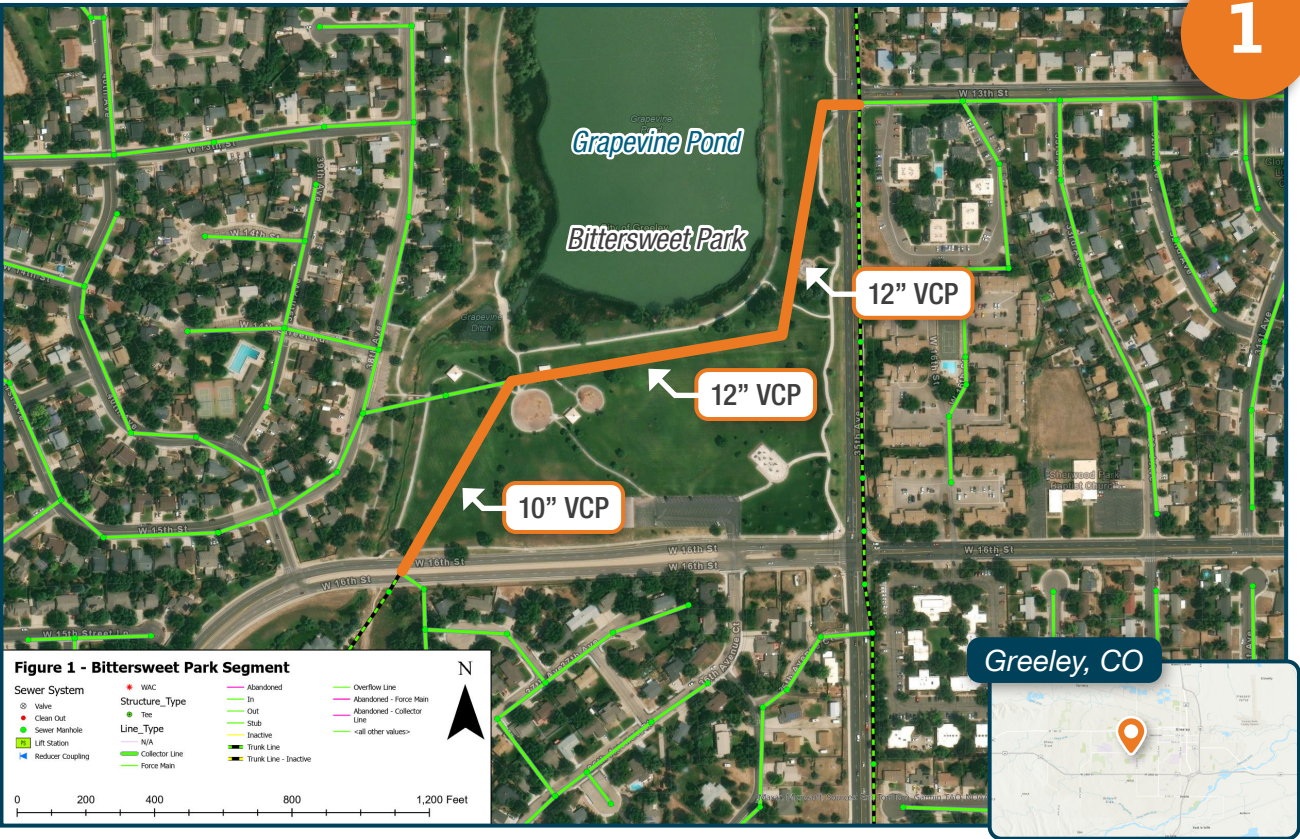
Kimley-Horn will evaluate the existing sewer depth to determine if pipe bursting will result in any surface heave concerns with 35th Avenue pavement or concrete sidewalks. There is currently a City waterline running down the west side of 35th Avenue, we will look at if minimum clearances can be maintained if the sewer is re-routed or a parallel pipe is installed. The 35th Avenue sewer currently crosses across 35th Avenue north of 19th Street, Kimley-Horn will evaluate possible re-alignments of the sewer to see if it becomes advantageous to the City to keep as much of the new sewer on the west side of 35th Avenue as possible since there are no current tie ins from the neighborhood areas on the east side once we cross W 16th Street going south, this will include looking into existing utilities, structures, easements, and elevations.

Kimley-Horn will model the sewer flows from contributing basins to projects areas to maximize cost savings with proposed pipe size, slope, and depth. Since this project will be replacing or rehabilitating a City trunk line, a by-pass pumping plan will be created for any replacement option that is deemed most advantageous to the City. 35th Avenue is a 4-lane major thoroughfare, traffic control will be a key piece to whatever replacement method is chosen to maintain public safety during construction and minimize impact to the surrounding neighborhood’s access to 35th Avenue. Kimley-Horn will provide pricing for placing two flow monitoring devices on the sewer along 35th Avenue.

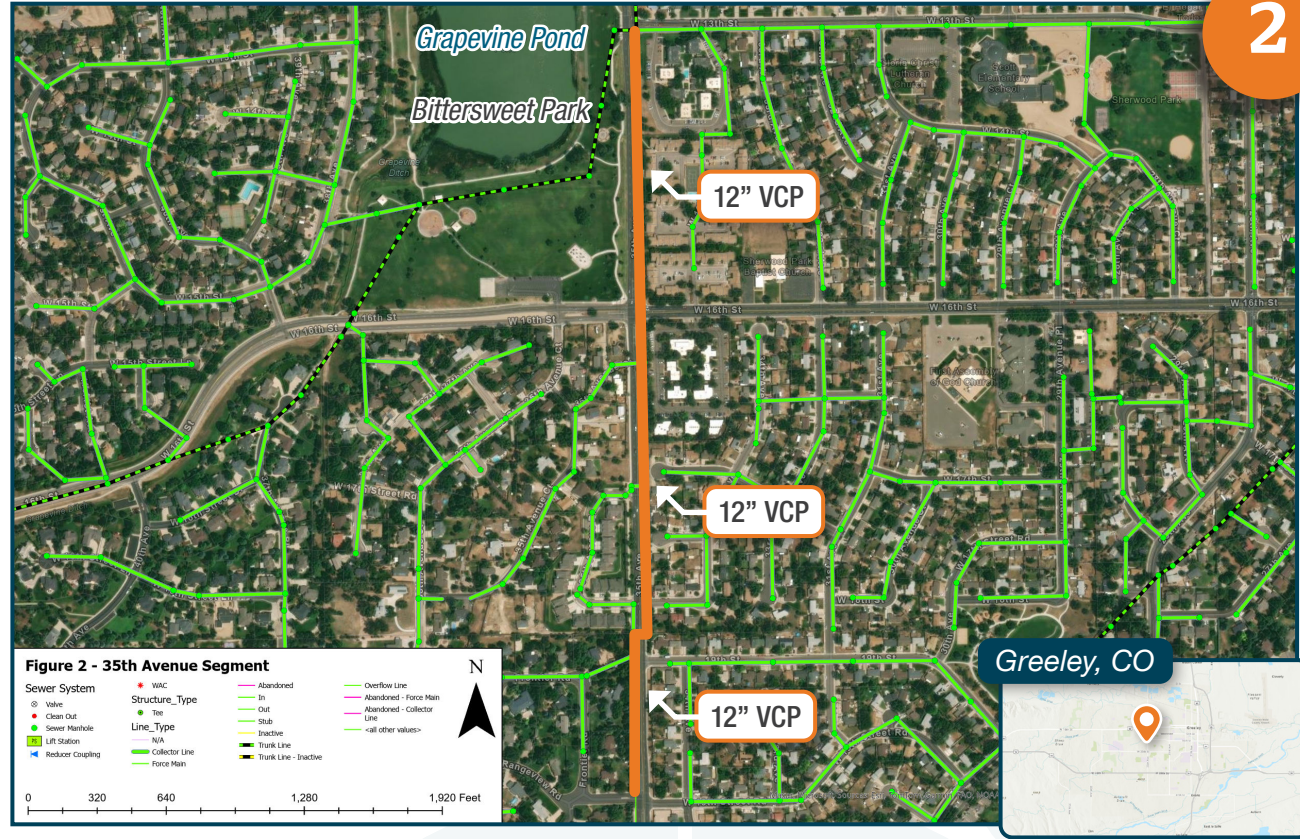
1

2

1



2



Stampede Arena & D Street

Kimley-Horn understands that the City would like to re-route the existing sewer segment serving the facilities on the west side of Stampede Arena around the arena to the south. This would require reversing the flow in the sewer and continuing the alignment around the south of the arena to the existing collector line located near N 12th Avenue. The new alignment to the south of the arena is straight forward, potentially going through the existing parking lot but Kimley-Horn will evaluate multiple routes to find the most advantageous to the City in regard to future access, maintenance, and conflicts with the existing storm lines throughout the parking lot. Potential alignments will also be evaluated in conjunction with the water line portion of this project site to minimize impacts during construction. Kimley-Horn will also evaluate the best tie-in location to the N 12th Avenue collector line given the slope and depth of the new sewer.

The other portion of the Stampede Arena project involves constructing a 16-inch waterline along D Street to replace the existing 6-inch and 12-inch waterlines with connections at the intersections of N 14th Avenue and N 11th Avenue. For access and maintenance, the best alignment would be along D Street with the 12-inch waterline that runs through the Avens Village Playground area being abandoned in place. It is assumed that the Avens Village Playground is receiving water service from the 12-inch waterline, therefore construction phasing is to be laid out in such a way that the impact to the Avens Village Playground water service would be minimal. Since we will be upsizing more than two nominal pipe sizes, pipe bursting is not a feasible option to replace the 6-inch waterline. The 6-inch waterline can be isolated while it's being replaced in kind, allowing the 12-inch waterline to keep the waterline loop open. Once the new 16-inch line is constructed and tested, it can be put back in service while the 12-inch waterline is isolated and then abandoned in place. Kimley-Horn will also evaluate replacing the existing 4-inch waterline between N 15th Avenue and N 14th Avenue with an 8-inch waterline as an alternate bid item.

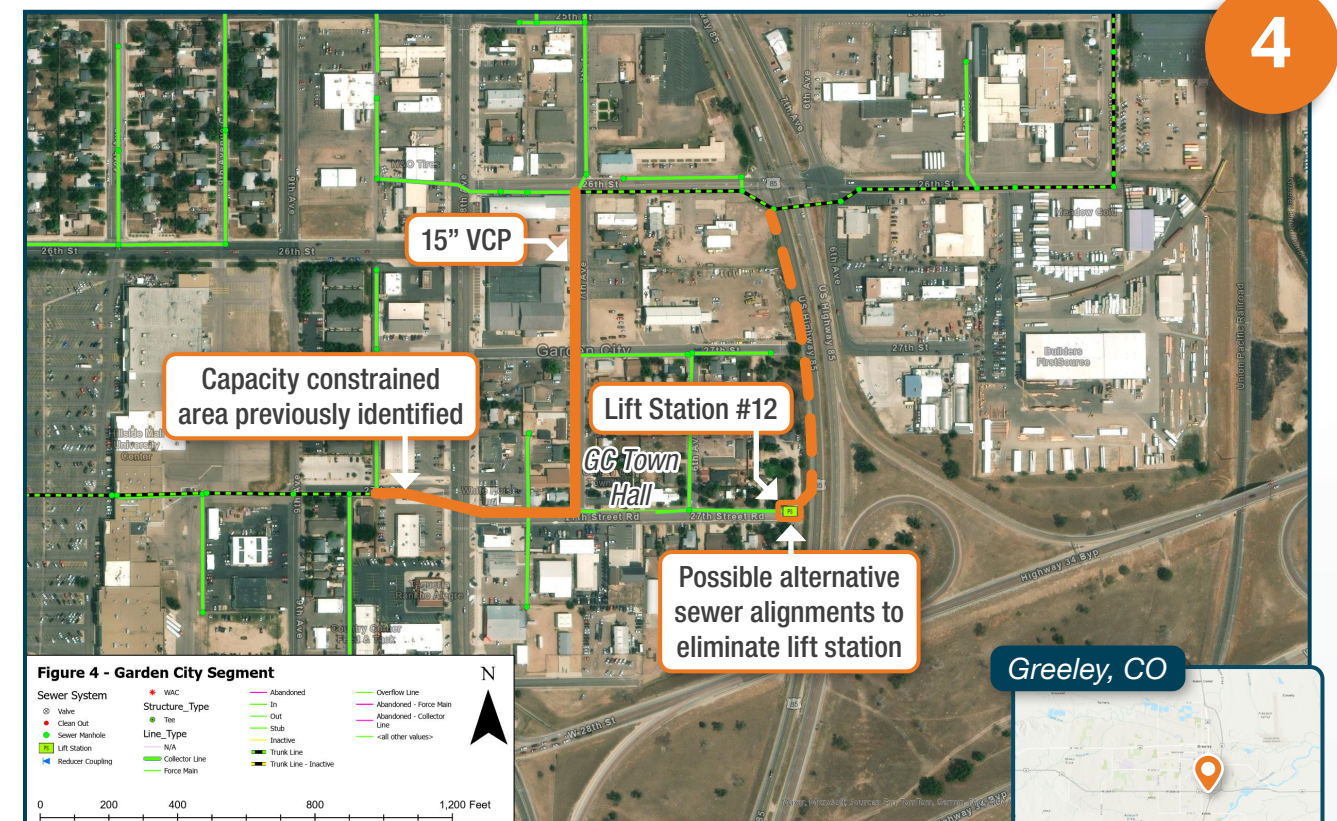
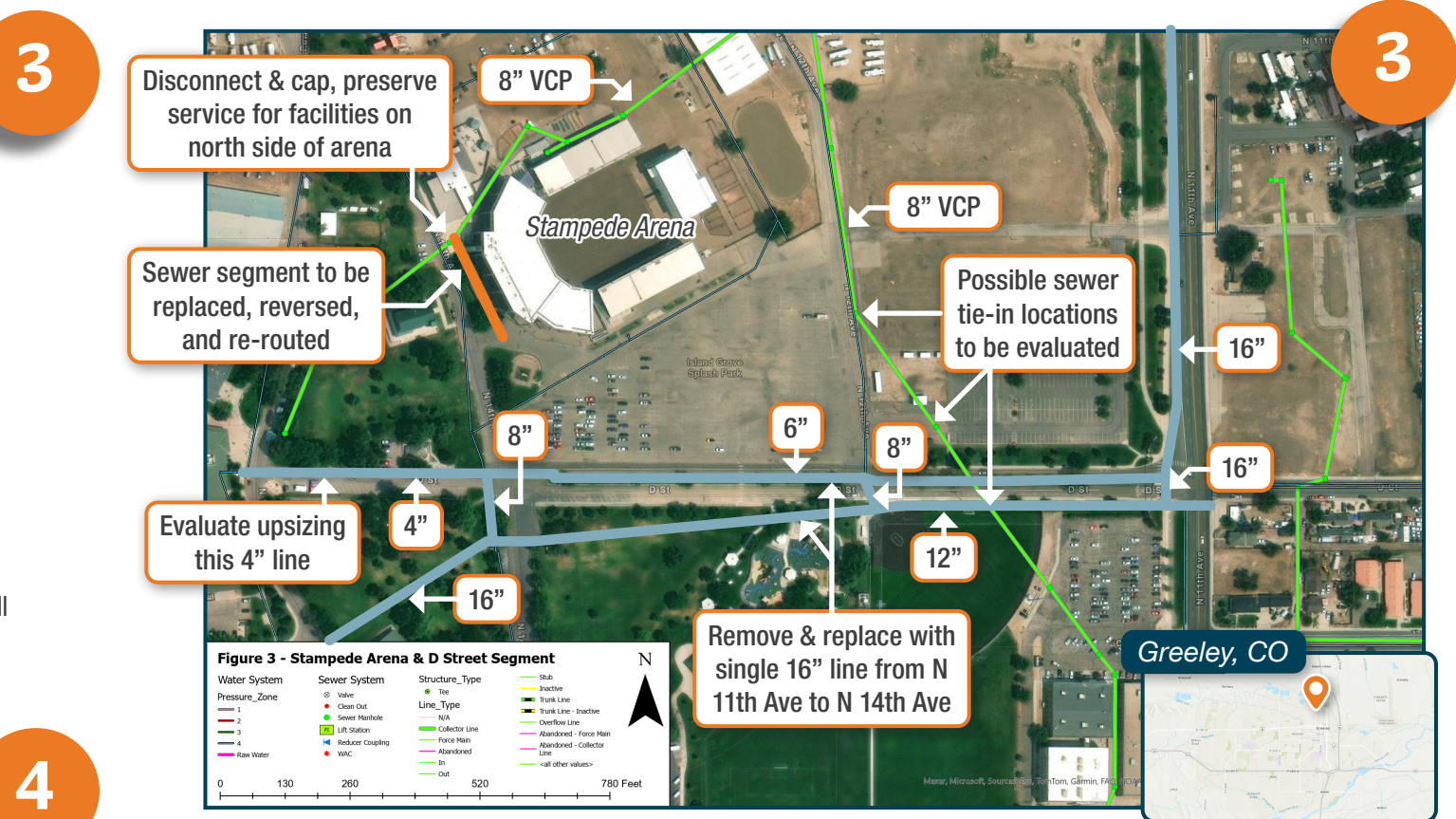
The timing of both the sewer and water construction work in this area will need to be scheduled around Greeley Stampede.

Garden City

Kimley-Horn will model the sewer in the Garden City project area to determine the most efficient size needed to upsize the existing sewer to eliminate the capacity issues. Once the size of the proposed sewer is determined, Kimley-Horn will evaluate different alignments with elimination of the existing Lift Station No. 12 as a desire by the City in mind. This project area has more residential and commercial customers than the other project areas identified, 15 total connections along 7th Avenue and 6 along 27th Street. Resident communication will be a key piece to the Garden City area, both during design so the residents know what to expect and during construction to keep them informed of what's happening in their area. Since there are residential and commercial customers tied to the lines being replaced, construction phasing and by-pass pumping will need to be evaluated to minimize impacts to the residents.

Bidding and Construction

Kimley-Horn will prepare a separate bid package for each of the identified project areas. We understand the City's intent is to bid and construct each project separately on a timeline to be determined at a later date. Kimley-Horn will assist during each bid phase by facilitating a pre-bid conference at the City's office, responding to bidder questions, and issuing any necessary addenda. We will also prepare a bid tabulation for each project and evaluate the bids and bidder qualifications to help select the most advantageous bidder for the City. During the construction phase, Kimley-Horn will be available to review submittals, attend weekly construction meetings for the duration of each project, and respond to any RFIs that are submitted. Once construction has been completed, Kimley-Horn will perform a substantial completion and final completion walkthrough with the Contractor and the City and prepare a punch list of outstanding items to be addressed.



D. Company Information

Firm Overview

Established in 1967, Kimley-Horn is an employee-owned, full-service consulting firm offering comprehensive and innovative water/wastewater planning/engineering services. Our firm is home to more than 9,500 staff in over 150 offices across the United States. In Colorado, we have over 370 employees, 25 of whom specialize in water/wastewater. We bring a complete understanding of water, wastewater, and reclaimed water systems, from the initial needs analysis and master planning to detailed design, construction phase services, and condition assessments.

As requested, we have provided a comprehensive listing of the water/wastewater services our firm provides. Additionally, as a multidisciplinary firm, we provide planning, design, and construction administration support services for various sectors including transportation, roadway, aviation, traffic, structural, environmental, landscape architecture, energy, transit, stormwater, technology, survey, and more.

Kimley-Horn has no plans to sell or merge the company.

Water/Wastewater Services

- Pipeline Rehabilitation/Replacement
- Water Transmission Main/Distribution
- Public Outreach
- Program Management
- Regulatory Compliance
- Water Storage Facilities
- Master Planning and Hydraulic Modeling
- Construction Management/ Observation
- Collection Systems Evaluation/ Design
- Trenchless Utility Design
- Permitting
- Cost Estimation
- Capital Improvement Planning and Project Prioritization
- Water Treatment Facility Design
- Wastewater Treatment/Reclaimed Water Design
- PFAS Investigation and Treatment
- Booster Pump Station Planning/Design
- Lift Station Planning/Design
- Geographic Information System (GIS)
- Well Equipping Design
- Condition Assessments
- Funding Assistance
- Electrical, Instrumentation, and Controls (EI&C)
- HVAC/Mechanical
- Structural Engineering

Company Information

Name: Kimley-Horn and Associates, Inc.

Address: 6200 S Syracuse Way, Suite 300 Greenwood Village CO, 80111

Phone Number: (303)-228-2300

Names of Principals: Kimley-Horn has 99 principals across the firm, including two in the Mountain Pacific region (listed below). A full list of firmwide principals can be provided upon request

- Brian Valentine, PE, LEED AP, brian.valentine@kimley-horn.com
- Randall Phelps, PE, LEED AP, randall.phelps@kimley-horn.com

Evaluation Criterion #1 *Design Team Experience and Company Qualifications*

Customer Service Philosophy

Kimley-Horn’s customer service philosophy is rooted in providing exceptional client service through honesty, integrity, and ethics. We set high expectations for ourselves to ensure that we deliver outstanding results in every project. Our approach involves sharing knowledge and resources and caring deeply about our clients’ needs and goals. We believe in building sustainable and profitable relationships, ensuring that our clients receive top-notch service that goes above and beyond their expectations. Our core values guide us to be transparent, dedicated, and client-focused, fostering long-term partnerships based on trust.

Firm Experience, Organization, Technical Qualifications, and Availability

Kimley-Horn brings a wealth of experience and a proven track record in sewer replacement projects, particularly within the Colorado Front Range. Our local water/wastewater team is comprised of qualified professionals who specialize in the technical elements required to make this project a success. We have successfully completed numerous similar projects that have a similar scope and complexity as shown in our project experience on pages 7-9.

Our organization is structured to provide the necessary technical qualifications, with a team that includes and experienced project manager, experienced engineers, and technical specialists. Additionally, we are always available and responsive, ready to address any challenges that may arise and ensure seamless project execution. **Below, we have included availability for key personnel for the duration of this project. As requested, resumes are included in the Appendix.**



Adam Monchak, PE, PMP
50% Availability



Joel Price, PE, LEED AP
25% Availability



Nathan White, PE
50% Availability



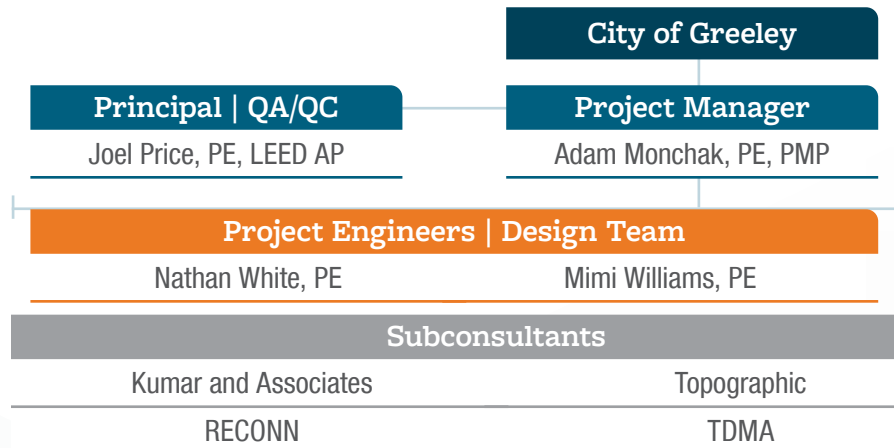
Mimi Williams, PE
40% Availability

Team Organization

We have crafted our team to prioritize efficiency and collaboration, familiarity with the necessary scope of work elements, local expertise, and technical skill sets. The organizational chart (Figure 1) is designed to ensure that each team member’s technical skills, knowledge of the City, and understanding of the scope of work are optimally leveraged.

Our team will be led by Adam, who brings 18 years of experience leading similar type projects. He will be the main point-of-contact City staff and is prepared to act as an extension of the City. **Resumes for key personnel are included in the Appendix.**

Figure 1: Organizational Chart



Similar Project Experience

Below, we have included three projects of similar size, scope, and complexity. The projects shown have been completed by key personnel. As requested, we have included owner contact information, roles in the project, initial and actual design schedule, explanation related to delays, cost controls and other key information.



12th Street Phase 1A and 1B // Greeley, CO

Client Reference: John Goin, 970.350.9826

Key Staff and (Role): Adam Monchak (Project Manager), Mimi Williams (Project Engineer)

The Kimley-Horn team worked with the City of Greeley to relocate utilities associated with a stormwater project. As part of the first project phase, Kimley-Horn designed a sewer interceptor combining and relocating two 24-inch interceptors and a 27-inch interceptor, into a 36-inch interceptor to cross under future stormwater improvements and CDOT Highway 85. In addition to the design, permitting with CDPHE for the site application process, and design review was included in the scope of work. Most of the sewer interceptor design was performed using open cut techniques while mitigating a substantial number of existing utility conflicts. The CDOT highway crossing was designed and constructed using trenchless installation for the cased crossing of CDOT Highway 85.

This project also included a trenchless crossing of the CDOT highway for an 8-inch waterline. This crossing was unique in that our team was able to use a larger diameter HDPE as the casing under the highway. Early coordination with CDOT was necessary to confirm the approach and secure permits. This method benefited the project by being more efficient in terms of both schedule and budget, due to using the HDD with HDPE approach.

Initial and Actual Design Schedule: July 2023 (December 2023) Construction contracts for multiple projects combined and workflow rearranged as project progressed.

Cost Control: \$298,917 (\$353,592) Increase due to add-services including E. coli treatment design, additional SUE services for new water line alignment, and additional survey for new water line alignment.



Key Notes

HIGHLIGHTS OF APPROACH

We modified the trenchless crossings from the original microtunnel design to a guide hammer bore, which accommodated the high groundwater and reduced project construction costs.

SCHEDULE // BUDGET // QUALITY

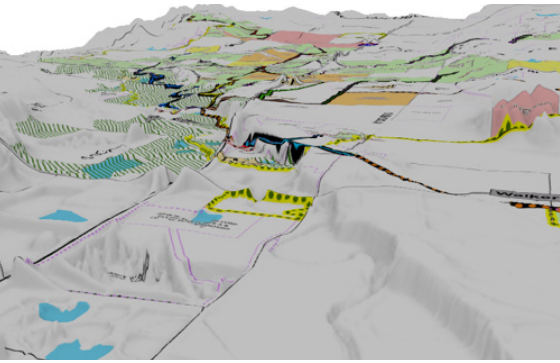
Our project team collaborated with the owner and contractor to choose the most cost-effective trenchless method for crossing CDOT Highway 85, aiming to reduce the project budget while meeting design objectives.

EXPERIENCE WITH DIFFICULT CROSSING

Two crossings were made under CDOT Highway 85: a sewer line using guided hammer bore and a waterline using HDD. High groundwater made trenchless methods essential for successful completion.

ROW, PERMITTING, EASEMENTS

CDOT permitting for the crossing was a critical portion of the project to secure the necessary permits and crossing agreements.



Cooper Slough and Old Clay Interceptor Replacement // Larimer, CO

Client Reference: Daniel Richardson, 970.498.0604

Key Staff and (Role): Nathan White, Joel Price (Project Engineers)

Kimley-Horn was selected by Boxelder Sanitation District for two significant infrastructure improvement projects that include a study and a 30% design for each. The first project focuses on the improvement and combination of the Cooper Slough Interceptor (CSI) and Old Clay Interceptor (OCI) between Prospect Road and Mulberry Street. The project aims to evaluate alternative routes and convey the ultimate build-out flow from Mulberry Street to the existing 30-inch line at Prospect Road, considering options such as installing new lines in existing alignments or through developments.

The second project involves the replacement of the Rest Area Lift Station (RALS) forcemain, which is currently difficult to access for maintenance. This project will identify and secure an alignment for a new, dual-pipe forcemain to be located on the east side of I-25. Kimley-Horn's role encompasses general project management, public engagement, and preliminary design. Each project will undergo a detailed analysis of alternative solutions, permitting requirements, and cost evaluations to facilitate informed decision-making and ensure the successful planning and execution of the proposed infrastructure upgrades.

Initial and Actual Design Schedule: 2024-currently on schedule

Cost Control: Currently within budget



Key Notes

METHODOLOGY

Coordination with Boxelder Sanitation District prior to testing allowed for a testing plan to be developed that would gather the necessary data to assess pump and force main performance. Pump testing was performed with single and multiple pumps in operation to understand true performance in different scenarios. Hydraulic performance, electrical consumption efficiency, and condition data was gathered and produced into a digestible report with recommendations. Flow monitoring was done at strategic points along the interceptors to analyze existing flows and identify potential areas of infiltration and better understand the future needs of the system.

CHALLENGES

Thorough coordination prior to the testing date allowed for challenges to be minimized during testing day. Challenges encountered during testing was understanding actual field conditions as check valves were submerged with the pumps at the RALS station. During the events of upstream lift stations sending flow to the RALS station, the team encountered a challenge of the RALS pumps keeping up with incoming flow.

LESSONS LEARNED

By performing field performance tests, real data can be gathered to make informed decisions. Force main pressure was observed to diminish over time when pumps were off. With wet well data we were able to confirm the check valves were operational and that a siphon effect or leak was highly probably in the existing line. This allowed Boxelder to make an informed decision to prioritize replacement of the force main and utilize pump/system data gathered to make confident pump and electrical improvements in early design stages.

**Sommerlynn Hills Sanitary Pipeline Design // Colorado Springs, CO****Client Reference:** Tim Biolchini, 719.385.5612**Key Staff and (Role):** Adam Monchak (Project Engineer)

Kimley-Horn relocated and designed improved potable water and sanitary pipelines to allow for the inclusion of a new storm main in a historical neighborhood with narrow streets and congested underground utility corridors. An important part of this project was completing extensive SUE and exploration to inform the design.

A major project goal was to stay within the public ROW, and with several utilities already residing in the narrow local roadway, the relocated and upsized waterlines were designed with special consideration of utility clearances, cross-contamination protection, and material selection and sourcing. Ultimately, Kimley-Horn worked in extensive collaboration with Colorado Springs Utilities and the City of Colorado Springs to find the right utility alignment and deliver Issued for Construction documents. Throughout the construction process, Kimley-Horn was available for contractor questions and field engineering, which yielded a successful outcome.

Initial and Actual Design Schedule: 6/2020 (6/2020)**Cost Control:** \$25K (\$25K)

Every time something was asked for, it was met. It came in under budget even though there was some additional work.”

– Beau Thompson, Project Manager, City of Colorado Springs

Subconsultants

Subconsultant biographies have been provided on page 1. Below, we have included an estimated amount of time that each is expected to spend on the project.

Subconsultant Firm and (Personnel)	Estimated Time
Kumar and Associates (Jacob Hanson)	3 month duration
RECONN (Ben Perez)	2 month duration
Topographic (Eric Purcell)	1 month duration
TDMA (Lou Preston)	3 month duration

Schedule

The project schedule including milestones and completion dates is shown in evaluation criterion #2 Schedule on page 11.

Methods and Timeline of Communication

Adam and the project team will prioritize clear and consistent communication with the City's project manager, other City staff, and all key stakeholders and subconsultants. We will utilize a combination of regular progress meetings, weekly status reports, and collaborative project management platforms to ensure timely and effective communication.

Our team commits to holding bi-weekly project review meetings with the City's project manager and key staff to discuss progress, address any concerns, and make necessary adjustments. Additionally, we will be readily available through email and phone for any urgent matters, and can be onsite quickly if and as needed, ensuring that all stakeholders are continuously informed and engaged throughout the project.

Project Consistency

We understand the importance of maintaining consistency in staff throughout the duration of a project, including during the construction support phase. **Our commitment to our core value of providing exceptional client service is reflected in our approach to staff continuity and transitions:**

Staff Consistency Strategy:



- **Dedicated Project Teams:** We assign a dedicated project team from the onset, ensuring familiarity and consistency throughout the project. This team remains engaged through all project phases, including construction support.
- **Cross-Training:** Our staff is cross-trained across multiple disciplines, which allows for seamless support and continuity if adjustments are required.
- **Proactive Scheduling:** We plan our project schedules meticulously, incorporating overlap time between phases to ensure smooth transitions and consistent progress.

Handling Transitions of Key Personnel:



- **Succession Planning:** We have a detailed succession plan for all key personnel. In the event of a departure, pre-identified and equally qualified team members are prepared to step into key roles.
- **Comprehensive Handover:** Detailed documentation and structured handover processes are in place to ensure that incoming team members are fully briefed and can maintain the project's scope, schedule, and budget without interruption.

Maintaining Project Scope, Schedule, and Budget:

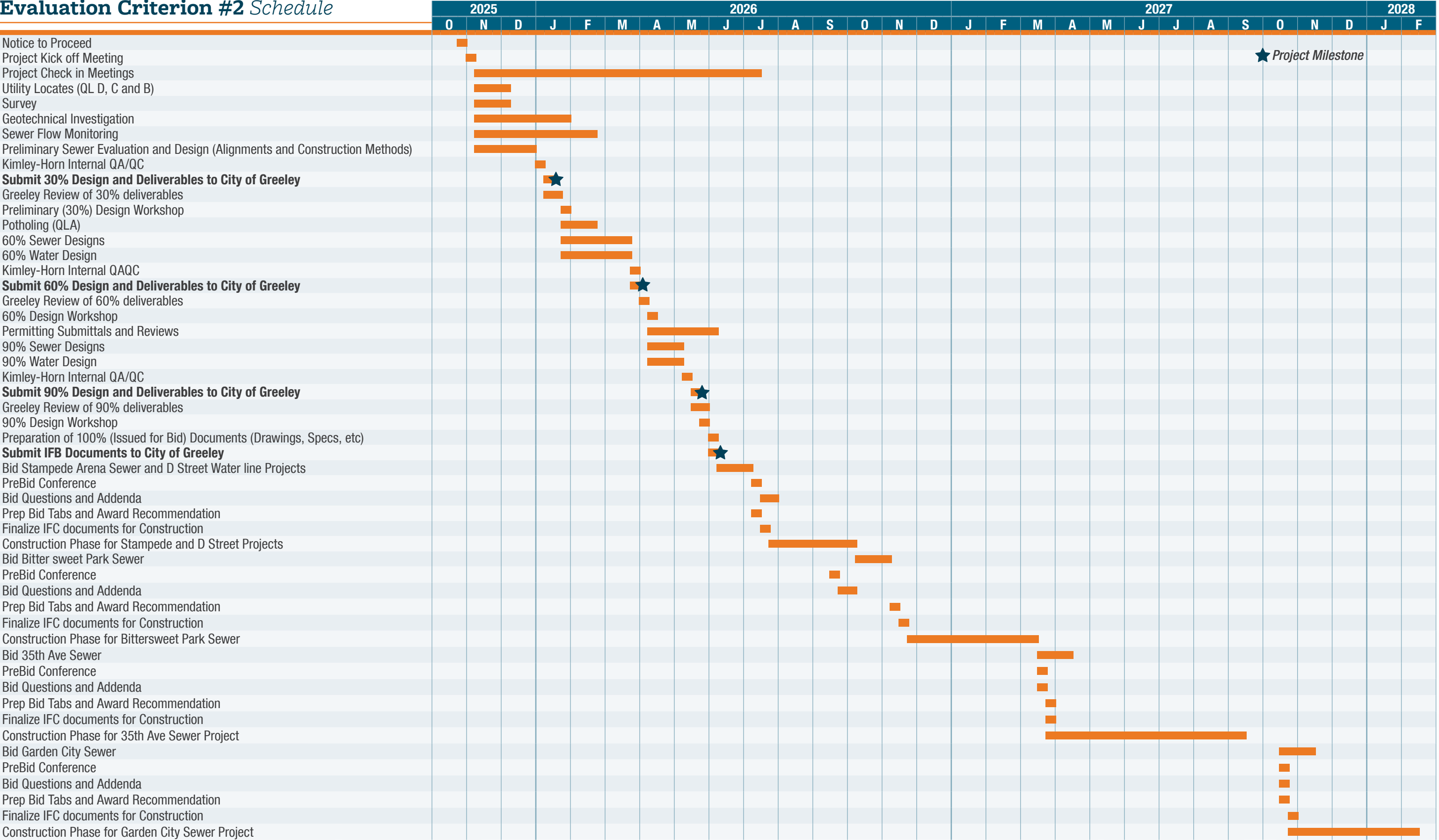


- **Clear Communication Channels:** Our robust communication protocols ensure that all stakeholders are promptly informed of any personnel changes and their impacts.
- **Integrated Project Management Software:** We utilize advanced project management software to track project progress, which aids in maintaining continuity during transitions.
- **Client Approval:** Any changes to key personnel will be formally documented and submitted for approval as required. We ensure transparency and adhere to all contractual obligations regarding personnel adjustments.

By executing these strategies, Kimley-Horn ensures that our projects proceed smoothly, even in the face of personnel changes, delivering exceptional results on time and within budget. **We have worked with and given the City a consistent team on current and past work, and we expect to continue doing the same for this contract.**

Figure 2: Project Schedule

Evaluation Criterion #2 Schedule



Evaluation Criterion #3
Cost and Work Hours

	Analyst 1	Analyst 2	Analyst 3	Professional Engineer	Senior Engineer I	Senior Engineer II	Senior Engineer III	Admin Assistant	Clerical/Accounting	Total Hours	Labor Sub-Total
Task 1 - Project Management, Meetings and Coordination											
Project Management and Monthly Invoicing (based on 18 months)				8		16		8	16	48	\$8,720.00
Kickoff and Monthly Progress Meetings (mix of in person and virtual - 18 meetings for Design)	13			28		28				69	\$15,100.00
Develop Work Plan and Schedule				4		16				20	\$4,920.00
Client and Subconsultant Coordination				16		8				24	\$5,400.00
Task 1 - Total											\$34,140.00
Task 2 - Preliminary Design - Sewer											
Utility Locates (see subconsultant fees)											
Geotechnical Investigation (see subconsultant fees)											
SUE Level B Drawings	24			8		4				36	\$6,540.00
Sewer Flow Modeling	40		16	8						64	\$10,960.00
Evaluate Alignments and Construction Methods	8			4		2				14	\$2,630.00
Schematic Alignment Drawings (30%)	24			4		2				30	\$5,190.00
Geotechnical Investigation (see subconsultant fees)											
30% Design Review Workshop w/ City (included in Task 1)											
QA/QC							4			4	\$1,100.00
Task 2 - Total											\$26,420.00
Task 3 - Preliminary Design - Water											
Utility Locates (see subconsultant fees)											
Geotechnical Investigation (see subconsultant fees)											
SUE Level B Drawings	4			2		1				7	\$1,315.00
Schematic Alignment Drawings (30%)	8			4		2				14	\$2,630.00
Geotechnical Investigation (see subconsultant fees)											
30% Design Review Workshop w/ City (included in Task 1)											
QA/QC							2			2	\$550.00
Task 3 - Total											\$4,495.00
Task 4 - Design Phase - Sewer											
Potholing (see subconsultant fees)											
60% Design Submittal											
- Cover Sheet, Notes and Details	20			8		2				30	\$5,390.00
- SUE QLA Drawings	24			6		2				32	\$5,610.00
- Plan and Profile Drawings	112			56		10				178	\$32,230.00
- Draft Technical Specifications				20		10				30	\$6,750.00
- Bid Form and Opinion of Probable Cost	12			8						20	\$3,600.00
- QA/QC							6			6	\$1,650.00
- Internal Design Workshops	4			4		4				12	\$2,500.00
60% Design Review Workshop w/ City (included in Task 1)											
90% Design Submittal											
- Cover Sheet, Notes and Details	16			4		2				22	\$3,910.00
- SUE QLA Drawings	16			4		2				22	\$3,910.00
- Plan and Profile Drawings	56			24		8				88	\$16,040.00
- Technical Specifications				20		10				30	\$6,750.00

Figure 3: Project Cost

	Analyst 1	Analyst 2	Analyst 3	Professional Engineer	Senior Engineer I	Senior Engineer II	Senior Engineer III	Admin Assistant	Clerical/Accounting	Total Hours	Labor Sub-Total
Task 4 - Total											
- Bid Form and Opinion of Probable Cost	12			8		2				22	\$4,110.00
- QA/QC							6			6	\$1,650.00
- Internal Design Workshops	4			4		4				12	\$2,500.00
- 90% Design Review Meeting (included in Task 1)											
Coordination, Permitting, and Approvals	40			20		10				70	\$13,150.00
Issue Final for Bidding Documents	20			10		4				34	\$6,320.00
Task 4 - Total											\$116,070.00
Task 5 - Design Phase - Water											
Potholing (see subconsultant fees)											
60% Design Submittal											
- Cover Sheet, Notes and Details	5			2		1				8	\$1,475.00
- SUE QLA Drawings	6			4		1				11	\$2,055.00
- Plan and Profile Drawings	24			4		2				30	\$5,190.00
- Draft Technical Specifications				10		2				12	\$2,610.00
- Bid Form and Opinion of Probable Cost	6			4						10	\$1,800.00
- QA/QC							4			4	\$1,100.00
- Internal Design Workshops	2			2		2				6	\$1,250.00
60% Design Review Workshop w/ City (included in Task 1)											
90% Design Submittal											
- Cover Sheet, Notes and Details	4			2		1				7	\$1,315.00
- SUE QLA Drawings	4			2		1				7	\$1,315.00
- Plan and Profile Drawings	12			6		2				20	\$3,690.00
- Technical Specifications				10		4				14	\$3,120.00
- Bid Form and Opinion of Probable Cost	6			4		1				11	\$2,055.00
- QA/QC							4			4	\$1,100.00
- Internal Design Workshops	2			2		2				6	\$1,250.00
- 90% Design Review Meeting (included in Task 1)											
Coordination, Permitting, and Approvals	40			20		10				70	\$13,150.00
Issue Final for Bidding Documents	6			4		2				12	\$2,310.00
Task 5 - Total											\$44,785.00
Task 6 - Sewer Flow Monitoring (ADDED ALTERNATIVE)											
Subconsultant Coordination				4		2				6	\$1,350.00
Analyze Results				8		4				12	\$2,700.00
Task 6 - Total											\$4,050.00
Task 7 - Bidding Phase - Stampede Arena											
Facilitate Pre-Bid Conference (in person)				5		3				8	\$1,815.00
Respond to Bidder Questions/Prepare Addenda				10		4				14	\$3,120.00
Prepare Tabulation of Bids				1						1	\$210.00
Evaluate Bids and Bidder Qualifications, recommend award				2		2				4	\$930.00
Issue Conformed Contract Documents	8			4		1				13	\$2,375.00
Task 7 - Total											\$8,450.00
Task 8 - Bidding Phase - Bittersweet Park											
Facilitate Pre-Bid Conference (in person)				5		3				8	\$1,815.00
Respond to Bidder Questions/Prepare Addenda				10		4				14	\$3,120.00

	Analyst 1	Analyst 2	Analyst 3	Professional Engineer	Senior Engineer I	Senior Engineer II	Senior Engineer III	Admin Assistant	Clerical/Accounting	Total Hours	Labor Sub-Total
Prepare Tabulation of Bids				1						1	\$210.00
Evaluate Bids and Bidder Qualifications, recommend award				2		2				4	\$930.00
Issue Conformed Contract Documents	8			4		1				13	\$2,375.00
Task 8 - Total											\$8,450.00
Task 9 - Bidding Phase - 35th Avenue											
Facilitate Pre-Bid Conference (in person)				5		3				8	\$1,815.00
Respond to Bidder Questions/Prepare Addenda				10		4				14	\$3,120.00
Prepare Tabulation of Bids				1						1	\$210.00
Evaluate Bids and Bidder Qualifications, recommend award				2		2				4	\$930.00
Issue Conformed Contract Documents	8			4		1				13	\$2,375.00
											\$8,450.00
Task 10 - Bidding Phase - Garden City											
Facilitate Pre-Bid Conference (in person)				5		3				8	\$1,815.00
Respond to Bidder Questions/Prepare Addenda				10		4				14	\$3,120.00
Prepare Tabulation of Bids				1						1	\$210.00
Evaluate Bids and Bidder Qualifications, recommend award				2		2				4	\$930.00
Issue Conformed Contract Documents	8			4		1				13	\$2,375.00
											\$8,450.00
Task 11 - Construction Phase - Stampede Arena											
Preconstruction Conference				4		3				7	\$1,605.00
Submittal Review (assume 5 submittals)				5		1				6	\$1,305.00
Weekly Construction Meetings (virtual, assume 20 total meetings)				20		5				25	\$5,475.00
Critical Construction Inspections (up to 3 site trips)				9						9	\$1,890.00
Repsond to RFI's (assume 4)				4		1				5	\$1,095.00
Review and Process Change Orders (assume 2)				4		2				6	\$1,350.00
Substantial Completion Walk Through and Punchlist				4						4	\$840.00
Final project walkthrough and punch list				4						4	\$840.00
Prepare record drawings	6			4						10	\$1,800.00
											\$16,200.00
Task 12 - Construction Phase - Bittersweet Park											
Preconstruction Conference				4		3				7	\$1,605.00
Submittal Review (assume 5 submittals)				5		1				6	\$1,305.00
Weekly Construction Meetings (virtual, assume 16 total meetings)				16		3				19	\$4,125.00
Critical Construction Inspections (up to 3 site trips)				9						9	\$1,890.00
Repsond to RFI's (assume 4)				4		1				5	\$1,095.00
Review and Process Change Orders (assume 2)				4		2				6	\$1,350.00
Substantial Completion Walk Through and Punchlist				4						4	\$840.00
Final project walkthrough and punch list				4						4	\$840.00
Prepare record drawings	6			4						10	\$1,800.00
											\$14,850.00

Figure 3: Project Cost Cont.

	Analyst 1	Analyst 2	Analyst 3	Professional Engineer	Senior Engineer I	Senior Engineer II	Senior Engineer III	Admin Assistant	Clerical/Accounting	Total Hours	Labor Sub-Total
Task 13 - Construction Phase - 35th Avenue											
Preconstruction Conference				4		3				7	\$1,605.00
Submittal Review (assume 5 submittals)				5		1				6	\$1,305.00
Weekly Construction Meetings (virtual, assume 24 total meetings)				24		6				30	\$6,570.00
Critical Construction Inspections (up to 3 site trips)				9						9	\$1,890.00
Repsond to RFI's (assume 4)				4		1				5	\$1,095.00
Review and Process Change Orders (assume 2)				4		2				6	\$1,350.00
Substantial Completion Walk Through and Punchlist				4						4	\$840.00
Final project walkthrough and punch list				4						4	\$840.00
Prepare record drawings	6			4						10	\$1,800.00
											\$17,295.00
Task 14 - Construction Phase - Garden City											
Preconstruction Conference				4		3				7	\$1,605.00
Submittal Review (assume 5 submittals)				5		1				6	\$1,305.00
Weekly Construction Meetings (virtual, assume 16 total meetings)				16		3				19	\$4,125.00
Critical Construction Inspections (up to 3 site trips)				9						9	\$1,890.00
Repsond to RFI's (assume 4)				4		1				5	\$1,095.00
Review and Process Change Orders (assume 2)				4		2				6	\$1,350.00
Substantial Completion Walk Through and Punchlist				4						4	\$840.00
Final project walkthrough and punch list				4						4	\$840.00
Prepare record drawings	6			4						10	\$1,800.00
											\$14,850.00
Kimley-Horn Labor Subtotal											\$322,905.00
Subconsultant Fees											\$3,000
Reimbursable Expense											\$180,991
Total Fee											\$506,896
Sewer Flow Monitoring (ADDED ALTERNATIVE)											
											\$60,651

	Labor Rate
Analyst 1	\$160
Analyst 2	\$170
Analyst 3	\$180
Professional Engineer	\$210
Senior Engineer I	\$235
Senior Engineer II	\$255
Senior Engineer III	\$275
Admin Assistant	\$110
Clerical/Accounting	\$130

Evaluation Criterion #4 *Company and Resources Accessible Near Greeley*

Figure 4 below illustrates our company's presence in Colorado, our resources available near Greeley, and our current water/wastewater work with the City.

Project Manager Adam Monchak works out of our Denver office, located at 6200 South Syracuse Way, Suite 300 Greenwood Village CO, 80111. Adam has successfully partnered with the City for years and will continue to do so for this contract.

GREELEY EXPERIENCE MAP AND PERSONNEL

- 1 North Greeley Sewer, Phase IIA
- 2 Westgate Regional Pump Station
- 3 12th St. Phases 1 A&B: Water, Wastewater and Stormwater Improvements
- 4 Greeley West Pump Station and Forebay Design
- 5 North Boomerang Pump Station
- 6 23rd Ave Reservoirs and Mosier Hill Piping Modifications

WATER/WASTEWATER TEAM



BROOMFIELD



Joel Price



DENVER



Adam Monchak



Andrew Dixon



Bob Lupo



Eric Dole



Jeremy Beard



Megan Doty



Mimi Williams



Rachael Kiser



Steven Abel



Vicki Chu



Zach Toot



FORT COLLINS



Nathan White



Roger Berg



Jonah Feist



Carson Madryga



COLORADO SPRINGS



Austin DeFries



Cory Gettinger



Dana Davison



Katy Corkill



Makenzie Chesak

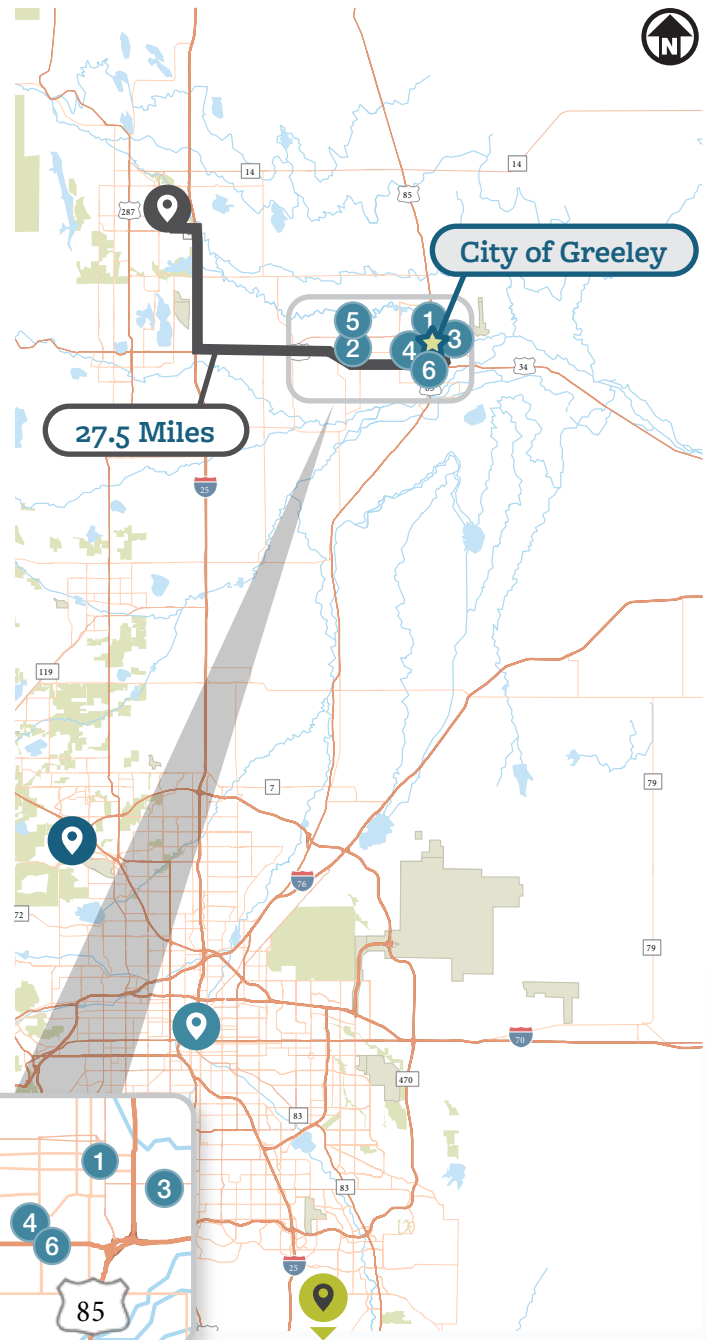


Figure 4: Greeley Project Experience and Office Proximity Map

F. Proposal Acknowledgment

EXHIBIT 1 PROPOSAL ACKNOWLEDGEMENT

The offeror hereby acknowledges receipt of addenda numbers 1 through 1.

Falsifying this information is cause to deem your proposal nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFP, except where expressly described in your cover letter.


Original Signature by Authorized Officer/Agent

Brian Valentine, PE, LEED AP
Type or printed name of person signing

Senior Vice President | Authorized Signer
Title

6200 S Syracuse Way, Suite 300
Vendor Mailing Address

Greenwood Village, CO 80111
City, State, Zip

brian.valentine@kimley-horn.com
E-Mail Address

Kimley-Horn and Associates, Inc.
Company Name

303.228.2325
Phone Number

N/A
Fax Number

NTP +90 Days
Proposal Valid Until (at least for 90 days)

www.kimley-horn.com
Website Address

Project Manager:

Adam Monchak, PE, PMP
Name (Printed)

6200 S Syracuse Way, Suite 300
Vendor Mailing Address

Greenwood Village, CO 80111
City, State, Zip

720.943.9961
Phone Number

N/A
Fax Number

adam.monchak@kimley-horn.com
Email Address

G. Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/20/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgewood Partners Insurance Agency 3780 Mansell Rd. Suite 370 Alpharetta GA 30022		CONTACT NAME: Jerry Noyola PHONE (A/C, No, Ext): 7702207699 FAX (A/C, No): E-MAIL ADDRESS: greylingcerts@greyling.com															
INSURED Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601		KIMLASS <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: National Union Fire Ins Co of Pittsburg</td> <td>19445</td> </tr> <tr> <td>INSURER B: Allied World Assurance Co (U.S.) Inc.</td> <td>19489</td> </tr> <tr> <td>INSURER C: New Hampshire Insurance Company</td> <td>23841</td> </tr> <tr> <td>INSURER D: Lloyd's of London</td> <td>85202</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: National Union Fire Ins Co of Pittsburg	19445	INSURER B: Allied World Assurance Co (U.S.) Inc.	19489	INSURER C: New Hampshire Insurance Company	23841	INSURER D: Lloyd's of London	85202	INSURER E:		INSURER F:	
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INSURER C: New Hampshire Insurance Company	23841																
INSURER D: Lloyd's of London	85202																
INSURER E:																	
INSURER F:																	

COVERAGES

CERTIFICATE NUMBER: 370182796

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☐ Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:			GL5268169	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CA4489663 CA2970071	4/1/2025 4/1/2025	4/1/2026 4/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			03127930	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC067961230 WC013711885	4/1/2025 4/1/2025	4/1/2026 4/1/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
D	Professional Liability			B0146LDUSA2504949	4/1/2025	4/1/2026	Per Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage

CERTIFICATE HOLDER

CANCELLATION

Sample Certificate	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--------------------	---

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ACORD 25 (2016/03)

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H. Debarment Form

EXHIBIT 4 DEBARMENT/SUSPENSION CERTIFICATION STATEMENT

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

DUNS # (Optional) 061099131

Name of Organization Kimley-Horn and Associates, Inc.

Address 6200 S Syracuse Way, Suite 300 Greenwood Village, CO 80111

Authorized Signature 

Title Senior Vice President | Authorized Signer

Date October 14, 2025



Appendix **Resumes**



ADAM MONCHAK, PE, PMP

Project Manager

Education

- Bachelor of Science, Environmental Engineering, Colorado School of Mines

Credentials

- Professional Engineer in CO (#46008) and UT
- Project Management Professional (PMP) (#1811438)

Current Workload Commitments

- City of Greeley, North Greeley Sewer Construction Phase Services
- City of Greeley, 23rd Ave and Mosier Hill Piping
- Colorado Springs Utilities, LVSWRRF Influent Infrastructure
- Sedalia Water and Sanitation District, Water System Design

18 years of experience

Adam manages water/wastewater infrastructure projects from concept to construction. He has expertise in municipal water distribution and storage, water/wastewater treatment, and wastewater collection. In his 18 years in the engineering field, Adam has participated in over 50 water/wastewater infrastructure projects and served as project manager for more than half of them. He is currently managing several large-diameter pipeline projects locally, and will bring lessons learned from this work to the City. He has worked with the City for several years and brings solid relationships to the table that will aid in a seamless project delivery. Adam will be responsible for overseeing the schedule, scope, budget, and all technical elements.

Project Experience

City of Greeley, 12th Street Phase 1A: Water and Sanitary Design, Replacements, and Relocations, Greeley, CO — Project Manager.

Kimley-Horn designed a new 36-inch interceptor sewer and 1,300 linear feet of new 8-inch waterline. The project involved combining and relocating existing interceptors to cross under stormwater improvements and Highway 85 in an older neighborhood with many aging utilities. Coordination with power and fiber optic providers was crucial. An alternatives analysis determined the most efficient alignments for the sewer and waterlines. The project included relocating and installing new sewer flow monitoring devices, extensive by-pass pumping during construction, and developing various plans including bypass pumping, spill, traffic control, and public outreach. A new 7-foot diameter manhole connected the new 36-inch sewer to the existing 42-inch interceptor at the wastewater treatment facility. Polymer concrete was used for manholes for corrosion resistance, and passive media was used for odor control. Coordination involved multiple agencies including the City of Greeley Collections and Wastewater Treatment Plant, CDOT, CDPHE, and North Front Range Water Quality Planning Association.

City of Colorado Springs, Sommerlyn Hills Sanitary Pipeline Design, Colorado Springs, CO — Project Engineer.

Kimley-Horn relocated and designed improved potable water and sanitary pipelines to allow for the inclusion of a new storm main in a historical neighborhood with narrow streets and congested underground utility corridors. An important part of this project was completing extensive SUE and exploration to inform the design.

A major project goal was to stay within the public ROW, and with several utilities already residing in the narrow local roadway, the relocated and upsized waterlines were designed with special consideration of utility clearances, cross-contamination protection, and material selection and sourcing. Ultimately, Kimley-Horn worked in extensive collaboration with Colorado Springs Utilities and the City of Colorado Springs to find the right utility alignment and deliver Issued for Construction documents. Throughout the construction process, Kimley-Horn was available for contractor questions and field engineering, which yielded a successful outcome.



JOEL PRICE, PE, LEED AP

Education

- Bachelor of Science, Civil Engineering, Georgia Institute of Technology

Credentials

- Professional Engineer in CO (#0042601) and UT
- LEED Accredited Professional (LEED AP)

Current Workload Commitments

- City of Aurora, Picadilly Storm Sewer Extension
- City of Thornton, Holly Street 36-Inch Waterline
- Denver International Airport, Deicing Comprehensive Plan

Principal / QA/QC

24 years of experience

Joel has 24 years of expertise in water/wastewater engineering for municipalities in Colorado. Particularly, Joel excels in pipeline design, utility coordination, and overseeing project teams. Joel excels in constructability, ensuring that his designs are practical and can be efficiently implemented. He has built a meaningful reputation of being a trusted advisor with clients throughout Colorado and takes pride in helping public utilities meet their water infrastructure demands.

Project Experience

City of Greeley, North Greeley Sewer 36-Inch Pipeline, Greeley, CO — Principal-in- Charge.

Kimley-Horn is providing construction plans, specifications, and permitting documents for the North Greeley Sewer Phase 2A project. This project includes approximately 7,500 linear feet of 36-inch diameter sanitary sewer with a trenchless crossing of N. 6th Avenue, open cut crossing of the Poudre River, wetland removal and replacement, cast-in-place junction structure to connect to the existing 48-inch diameter East Greeley Interceptor, and installation through a crowded corridor. Kimley-Horn completed permitting documents including an engineering report to receive CDPHE approval and assisted in preparing documents for United States Army Corp of Engineers (USACE) permitting for the River and wetland crossings. This project also includes Quality Level A SUE. The project team is responsible for adding plans, detail, and specifications for a waterline upgrade at the 11th Avenue and H Street intersection to provide redundancy for the City water system. A competitive specification was written for the project to allow for multiple trenchless installation options for the contractor to provide a least-cost option during bidding. The specifications also allowed for multiple pipe materials in order to keep costs competitive during bidding.

Boxelder Sanitation District, CSI-OCI Replacement and RALS Forcemain Preliminary Design, Weld County, CO — Project Engineer.

Kimley-Horn was selected by Boxelder Sanitation District for two significant infrastructure improvement projects that include a study and a 30% design for each. The first project focuses on the improvement and combination of the Cooper Slough Interceptor (CSI) and Old Clay Interceptor (OCI) between Prospect Road and Mulberry Street. The project aims to evaluate alternative routes and convey the ultimate build-out flow from Mulberry Street to the existing 30-inch line at Prospect Road, considering options such as installing new lines in existing alignments or through developments. The second project involves the replacement of the Rest Area Lift Station (RALS) forcemain, which is currently difficult to access for maintenance. This project will identify and secure an alignment for a new, dual-pipe forcemain to be located on the east side of I-25. Kimley-Horn's role encompasses general project management, public engagement, and preliminary design. Each project will undergo a detailed analysis of alternative solutions, permitting requirements, and cost evaluations to facilitate informed decision-making and ensure the successful planning and execution of the proposed infrastructure upgrades.



NATHAN WHITE, PE

Project Engineer

Education

- Bachelor of Science, Civil Engineering, Texas Tech University

Credentials

- Professional Engineer in CO (#0059059), WY, and TX

Current Workload Commitments

- City of Greeley, North Greeley Sewer Construction Phase Services
- City of Greeley, 23rd Ave and Mosier Hill Piping
- Boxelder Sanitation District, CSI-OCI Replacement and RALS Forcemain

12 years of experience

Nathan brings 12 years of civil engineering experience supporting public sector clients, with a strong emphasis on water and wastewater system rehabilitation projects. He has served as both project manager and design lead on numerous municipal rehabilitation efforts, including water distribution and wastewater collection systems. Nathan's recent work includes managing rehabilitation projects involving lift stations and aging infrastructure, where he applies his expertise in evaluating existing conditions and implementing cost-effective renewal strategies. He is also experienced in construction-phase services, providing site observation, coordinating design adjustments with contractors, responding to RFIs, and reviewing submittals.

Project Experience

Boxelder Sanitation District, CSI-OCI Replacement and RALS Forcemain Preliminary Design, Weld County, CO — Project Engineer.

Kimley-Horn was selected by Boxelder Sanitation District for two significant infrastructure improvement projects that include a study and a 30% design for each. The first project focuses on the improvement and combination of the CSI and OCI between Prospect Road and Mulberry Street. The project aims to evaluate alternative routes and convey the ultimate build-out flow from Mulberry Street to the existing 30-inch line at Prospect Road, considering options such as installing new lines in existing alignments or through developments. The second project involves the replacement of the RALS forcemain, which is currently difficult to access for maintenance. This project will identify and secure an alignment for a new, dual-pipe forcemain to be located on the east side of I-25. Kimley-Horn's role encompasses general project management, public engagement, and preliminary design. Each project will undergo a detailed analysis of alternative solutions, permitting requirements, and cost evaluations to facilitate informed decision-making and ensure the successful planning and execution of the proposed infrastructure upgrades.

City of Greeley, 23rd Avenue and Mosier Reservoir 36-Inch Valving and Piping, Greeley, CO — Project Engineer.

Kimley-Horn is delivering comprehensive design services for the City of Greeley on the 23rd Avenue and Mosier Hill Piping Modifications project. This initiative involves the demolition and redesign of an incoming transmission line manifold, as well as the replacement of the outbound distribution manifold. Our responsibilities include repiping two lines through a chlorine building, adding hatches inside the Reservoir 4 headhouse, and installing tank vents in Reservoir 4. Additionally, we are overseeing the demolition of various small buildings on-site and conducting the partial demolition and site grading of two out-of-service reservoirs at the 23rd Avenue and Reservoir Road site. Our scope further extends to the Mosier Hill Reservoir site, where we are carrying out piping and valve additions and modifications, as well as condition assessments for two pump stations. Depending on the results of the condition assessments, there is a potential for either repurposing or abandoning one pump station. Furthermore, Kimley-Horn is designing two new PRVs located on 10th Street at the fire station and on 71st Avenue, north of 10th St.



MIMI WILLIAMS, PE

Project Engineer

Education

- Bachelor of Science, Civil Engineering, Montana State University, Bozeman

Credentials

- Professional Engineer in CO (#0061647)

Current Workload Commitments

- City of Greeley, North Greeley Sewer Construction Phase Services
- City of Greeley, Non-Potable Pump Stations Construction Phase
- City of Thornton, Holly Street 36-Inch Waterline
- Range MD Offsite Utilities

7 years of experience

Mimi is a civil engineer with over seven years of experience in water distribution system design and treatment, pump station design, lift station design, wastewater treatment and collection system design, and water system modeling. She has worked with a variety of municipalities and private clients to provide waterline and transmission main design, pump station design, lift station design, sanitary sewer design, water system models, roadway drainage projects, stormwater management and treatment, storm drain models, and CDPHE permitting. She is proficient in AutoCAD Civil 3D, FlowMaster, ArcGIS, WaterCAD, and StormCAD.

Project Experience

City of Greeley, 12th Street Phase 1A: Water and Sanitary Design, Replacements, and Relocations, Greeley, CO — Project Engineer.

Kimley-Horn designed a new 36-inch interceptor sewer and 1,300 linear feet of new 8-inch waterline. The project involved combining and relocating existing interceptors to cross under stormwater improvements and Highway 85 in an older neighborhood with many aging utilities. Coordination with power and fiber optic providers was crucial. An alternatives analysis determined the most efficient alignments for the sewer and waterlines. The project included relocating and installing new sewer flow monitoring devices, extensive by-pass pumping during construction, and developing various plans including bypass pumping, spill, traffic control, and public outreach. A new 7-foot diameter manhole connected the new 36-inch sewer to the existing 42-inch interceptor at the wastewater treatment facility. Polymer concrete was used for manholes for corrosion resistance, and passive media was used for odor control. Coordination involved multiple agencies including the City of Greeley Collections and Wastewater Treatment Plant, CDOT, CDPHE, and North Front Range Water Quality Planning Association.

City of Greeley, North Greeley Sewer 36-Inch Pipeline, Greeley, CO — Project Engineer.

Kimley-Horn is providing construction plans, specifications, and permitting documents for the North Greeley Sewer Phase 2A project. This project includes approximately 7,500 linear feet of 36-inch diameter sanitary sewer with a trenchless crossing of N. 6th Avenue, open cut crossing of the Poudre River, wetland removal and replacement, cast-in-place junction structure to connect to the existing 48-inch diameter East Greeley Interceptor, and installation through a crowded corridor. Kimley-Horn completed permitting documents including an engineering report to receive CDPHE approval and assisted in preparing documents for United States Army Corp of Engineers (USACE) permitting for the River and wetland crossings. This project also includes Quality Level A SUE. The project team is responsible for adding plans, detail, and specifications for a waterline upgrade at the 11th Avenue and H Street intersection to provide redundancy for the City water system. A competitive specification was written for the project to allow for multiple trenchless installation options for the contractor to provide a least-cost option during bidding. The specifications also allowed for multiple pipe materials in order to keep costs competitive during bidding.

Certificate Of Completion

Envelope Id: EE83BABB45494EC6A92BF02814906D70

Status: Completed

Subject: Please DocuSign: F22-01-012-9 As-Needed Design Engineering Services Kimley-Horn.pdf

Source Envelope:

Document Pages: 71

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 0

Alex Adame

AutoNav: Enabled

1000 10th Street

Enveloped Stamping: Enabled

Greeley, CO 80631

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

alex.adame@greeleygov.com

IP Address: 204.98.114.6

Record Tracking

Status: Original

Holder: Alex Adame

Location: DocuSign

7/14/2022 9:54:20 AM

alex.adame@greeleygov.com

Signer Events**Signature****Timestamp**

Adam Prior

adam.prior@greeleygov.com

Chief Engineer - W&S

COG - W&S

Security Level: Email, Account Authentication
(None)

DocuSigned by:


89D228B50498441...

Sent: 7/14/2022 9:58:00 AM

Viewed: 7/14/2022 10:09:06 AM

Signed: 7/14/2022 10:09:09 AM

Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

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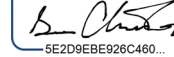
Sean Chambers

sean.chambers@greeleygov.com

Director of Water & Sewer Dept.

Security Level: Email, Account Authentication
(None)

DocuSigned by:


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Viewed: 7/25/2022 9:00:42 AM

Signed: 7/25/2022 9:00:57 AM

Signature Adoption: Drawn on Device

Using IP Address: 204.98.114.6

Electronic Record and Signature Disclosure:

Accepted: 5/8/2018 12:44:23 PM

ID: 7cfabf38-3fc6-459c-984a-efba8bb19800

Levi Dyer

Levi.Dyer@Greeleygov.com

Purchasing Manager

City of Greeley

Security Level: Email, Account Authentication
(None)

DocuSigned by:


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Sent: 7/25/2022 9:01:02 AM

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Signed: 7/25/2022 9:06:46 AM

Signature Adoption: Pre-selected Style

Using IP Address: 204.98.114.6

Electronic Record and Signature Disclosure:

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Carbon Copy Events	Status	Timestamp
Crystal Sanchez crystal.sanchez@greeleygov.com Admin Specialis II City of Greeley Water & Sewer Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/25/2022 9:06:49 AM Viewed: 7/25/2022 9:14:17 AM
Cadee Oakleaf cadee.oakleaf@greeleygov.com Civil Engineer 2 Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 3/26/2020 8:42:19 AM ID: f78997b9-2514-46cc-b173-48c986404602	COPIED	Sent: 7/25/2022 9:06:51 AM
Alex Adame alex.adame@greeleygov.com Contract Specialist I City of Greeley Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/25/2022 9:06:52 AM Resent: 7/25/2022 9:06:54 AM Viewed: 7/25/2022 9:38:00 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	7/25/2022 9:06:43 AM
Signing Complete	Security Checked	7/25/2022 9:06:46 AM
Completed	Security Checked	7/25/2022 9:06:52 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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From time to time, City of Greeley (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact City of Greeley:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: Adela.Gain@greeleygov.com

To advise City of Greeley of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at Adela.Gain@greeleygov.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from City of Greeley

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to Adela.Gain@greeleygov.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Greeley

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to Adela.Gain@greeleygov.com and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify City of Greeley as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by City of Greeley during the course of my relationship with you.

City of Greeley, Colorado Contract Information

Other Relevant Information about Contract: An on-call list of (up to) fifteen (15) firms, with a minimum of two (2) firms per key category, will be developed to provide these Services following review and evaluation of the submitted Proposals.

Project Name: On-Call Design & Engineering Services for Water & Sewer

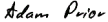
Bid/RFP Number: F22-01-012-09

Supplier: Kimley-Horn

PO#: Account#/Project #: Account # will vary based on department issuing the work order.

Contract Amount: \$ To be determined by each work order.

Project Manager:

DocuSigned by:

89D228B50498441...
Adam Prior

Department Director Reviewed:

DocuSigned by:

5E2D9EBE926C460...
Sean Chambers

Purchasing Manager Reviewed:

DocuSigned by:

08E41E9A217344C...
Levi Dyer



AWARD MEMO

DATE: Wednesday, May 04, 2022

TO: Alex Adame, Contract Specialist

THROUGH: Adam Prior, Chief Engineer

FROM: Cadee Oakleaf, Civil Engineer III

PROJECT NAME: As Needed Design and Engineering Services Bid # F22-01-012

PROJECT DESCRIPTION: On-call list of fifteen firms to provide services for design and engineering services for the Water and Sewer Department for.

BID RESULTS:

The Water and Sewer Department received 25 proposals in response to RFP F22-01-012. Proposals were evaluated by a committee of Water and Sewer Department staff. An individual score per category was awarded by each committee member assigned to the category. The overall ranks per category were normalized and an average among all categories was taken. The top 15 firms based off the averaged normalized rankings were selected. Firms have been awarded all categories they have been deemed qualified in.

IMEG was determined to be non-responsive. They did not meet the requirement to "include a description of exactly three (3) projects per key category...". They submitted one (1) project per category.

Martin and Wood has a Master Services agreement with the City of Greeley for the similar work and therefore does not need a second contract with the City.

No work has been award based on this RFP. Work will be awarded on an as needed basis.

RECOMMENDATION:

The Department recommends an award to the following companies based on the categories below. Companies below may be awarded multiple projects under this contract but are not guaranteed any work.



	Water Treatment	Wastewater Treatment	Transmission/Distributions	Wastewater Collections	Water Resources, non-pot	Water Resources; Raw water	General Civil and Construction Management
AECOM	X	X	X	X	X	X	
Applegate						X	X
Burns and McDonnell	X	X	X	X			
Carollo	X	X	X	X	X		
CDM Smith	X	X	X	X	X	X	
Dewberry		X	X	X	X	X	
Ditesco	X	X	X	X		X	X
Hazen and Sawyer	X	X					
Kimley-Horn	X	X	X	X		X	X
LRE Water						X	
Merrick		X	X	X	X		
Northern Engineering					X	X	X
Olsson	X	X	X	X	X	X	X
RESPEC	X	X	X	X	X	X	X
Stantec	X	X	X	X	X		

5/11/2022

Department Signature

Date

EVALUATION OF PROPOSALS FOR WATER TREATMENT**PROJECT:****RFP #****DATE SUBMITTED:****EVALUATOR'S NAME:**

FIRM NAME	Eval 1		Eval 2		Eval 3		Total Rank	Average Score
	Rank	Score	Rank	Score	Rank	Score		
AECOM	5	93	2	90	4	85	11	89
Black and Veatch	10	86	11	79	12	73	33	79
Brown and Caldwell	2	94	9	80	10	77	21	84
Burns and McDonnell	7	91	9	80	8	82	24	84
Carollo	2	94	5	85	2	91	9	90
CDM	8	88	7	84	4	85	19	86
Ditesco	1	96	1	96	1	94	3	95
Hazen and Sawyer	2	94	12	78	8	82	22	85
Kimley Horn	9	87	5	85	6	84	20	85
Olsson	11	85	3	87	3	90	17	87
RESPEC	12	77	13	77	13	72	38	75
Stantec	6	92	4	86	7	83	17	87
TRC	13	72	7	84	10	77	30	78
IMEG	Non-Responsive: Didn't include required representative projects							

EVALUATION OF PROPOSALS FOR WASTEWATER TREATMENT



RFP #

PROJECT:

DATE SUBMITTED:

EVALUATOR'S NAME:

FIRM NAME	Eval 1		Eval 2		Eval 3		Average	
	Rank	Score	Rank	Score	Rank	Score	Rank	Score
AECOM	9	88	7	94	2	90	18	91
Black and Veatch	15	85	14	84	14	79	43	83
Brown and Caldwell	6	90	9	89	11	80	26	86
Burns and McDonnell	9	88	8	92	11	80	28	87
Carollo	9	88	5	95	5	85	19	89
CDM	6	90	10	88	7	84	23	87
Dewberry	15	85	2	97	7	84	24	89
Ditesco	3	93	3	96	1	96	7	95
Hazen and Sawyer	1	98	1	99	15	78	17	92
Kimley Horn	9	88	10	88	5	85	24	87
Merrick	3	93	3	96	9	83	15	91
Mott McDonaId	9	88	10	88	11	80	30	85
Northern Engineering	17	82	17	63	3	89	37	78
Olsson	9	88	10	88	4	87	23	88
RESPEC	2	95	15	80	17	77	34	84
Stantec	6	90	5	95	10	81	21	89
TRC	5	91	16	70	15	78	36	80

EVALUATION OF PROPOSALS FOR POTABLE TRANSMISSION/DISTROBUTIONS



RFP #

PROJECT:

DATE SUBMITTED:

EVALUATOR'S NAME:

FIRM NAME	Eval 1		Eval 2		Eval 3		Total Rank	Average Score
	Rank	Score	Rank	Score	Rank	Score		
AECOM	2	90	1	93	1	93	4	92
Black and Veatch	12	79	17	75	13	82	42	79
Brown and Caldwell	10	80	6	82	9	85	25	82
Burns and McDonnell	10	80	6	82	12	84	28	82
Carollo	5	85	3	86	9	85	17	85
CDM	7	84	9	80	4	89	20	84
Dewberry	12	79	6	82	13	82	31	81
Ditesco	1	96	11	79	2	90	14	88
JMT	14	77	9	80	13	82	36	80
Kimley Horn	5	85	15	78	4	89	24	84
Merrick	9	83	2	87	8	86	19	85
Mott McDonald	19	55	17	75	17	81	53	70
Murray Smith	16	76	11	79	17	81	44	79
Northern Engineering	3	89	4	84	19	77	26	83
Olsson	4	87	4	84	2	90	10	87
Plummer	18	71	16	76	13	82	47	76
RESPEC	14	77	11	79	6	88	31	81
Stantec	16	76	19	74	7	87	42	79
TRC	7	84	11	79	9	85	27	83
IMEG	Non-Responsive: Didn't include required representative projects							

EVALUATION OF PROPOSALS FOR COLLECTIONS & LIFT STATIONS



PROJECT:
DATE SUBMITTED:
EVALUATOR'S NAME:

RFP #

FIRM NAME	Eval 1		Eval 2		Eval 3		Total Rank	Average Score
	Rank	Score	Rank	Score	Rank	Score		
AECOM	1	95	2	97	11	80	14	91
Black and Veatch	13	87	12	91	17	70	42	83
Brown and Caldwell	7	90	12	91	13	78	32	86
Burns and McDonnell	13	87	6	94	10	81	29	87
Carollo	8	89	12	91	12	79	32	86
CDM	4	91	10	92	6	82	20	88
Dewberry	16	85	4	95	3	84	23	88
Ditesso	3	93	1	98	1	91	5	94
JMT	18	83	17	85	18	66	53	78
Kimley Horn	11	88	10	92	6	82	27	87
Merrick	4	91	8	93	4	83	16	89
Mott McDonald	13	87	15	88	16	71	44	82
Murray Smith	16	85	8	93	6	82	30	87
Northern Engineering	19	81	19	56	2	85	40	74
Olsson	4	91	3	96	6	82	13	90
Plummer	8	89	6	94	4	83	18	89
RESPEC	2	94	16	87	18	66	36	82
Stantec	8	89	4	95	14	77	26	87
TRC	11	88	18	70	15	73	44	77
IMEG	Non-Responsive: Didn't include required representative projects							

EVALUATION OF PROPOSALS FOR NON-POTABLE WATER RESOURCES



PROJECT:

RFP #

DATE SUBMITTED:

EVALUATOR'S NAME:

FIRM NAME	Eval 1		Eval 2		Eval 3		Total Rank	Average Score
	Rank	Score	Rank	Score	Rank	Score		
AECOM	1	93	8	70	1	90	10	84
Black and Veatch	4	80	12	64	7	79	23	74
Brown and Caldwell	10	0	10	68	8	78	28	49
Carollo	10	0	7	71	11	74	28	48
CDM	7	78	2	81	2	85	11	81
Dewberry	10	0	1	84	8	78	19	54
JMT	8	76	11	66	10	76	29	73
Merrick	5	79	3	80	6	80	14	80
Northern Engineering	5	79	4	76	11	74	20	76
Olsson	9	75	6	72	4	83	19	77
RESPEC	2	84	5	73	5	82	12	80
Stantec	3	81	9	69	2	85	14	78

EVALUATION OF PROPOSALS FOR RAW WATER RESOURCES



RFP #

PROJECT:

DATE SUBMITTED:

EVALUATOR'S NAME:

FIRM NAME	Eval 1		Eval 2		Eval 3		Total Rank	Average Score
	Rank	Score	Rank	Score	Rank	Score		
AECOM	1	93	9	69	1	90	11	84
Applegate Group	4	86	11	65	3	85	18	79
CDM	8	74	3	76	3	85	14	78
Dewberry	9	69	7	72	10	78	26	73
Ditesco	11	55	1	81	6	84	18	73
Mott Mcdonald	6	85	6	73	11	75	23	78
Northern Engineering	7	79	3	76	3	85	13	80
Olsson	4	86	10	68	7	83	21	79
Plummer	12	24	12	53	9	80	33	52
RESPEC	3	88	8	71	8	82	19	80
RJH	10	68	2	77	12	73	24	73
LRE	2	92	5	75	2	86	9	84

EVALUATION OF PROPOSALS FOR GENERAL CIVIL & CONSTRUCTION



PROJECT:

RFP #

DATE SUBMITTED:

EVALUATOR'S NAME:

FIRM NAME	Eval 1		Eval 2		Eval 3		Total Rank	Average Score
	Rank	Score	Rank	Score	Rank	Score		
Applegate Group	7	85	3	89	7	74	17	83
Ditesco	2	97	1	92	2	93	5	94
JMT	6	88	6	84	8	71	20	81
Kimley Horn	3	93	5	87	5	85	13	88
Murray Smith	5	92	7	79	4	89	16	87
Northern Engineering	8	84	8	76	1	96	17	85
Olsson	3	93	2	90	3	91	8	91
RESPEC	1	98	3	89	6	80	10	89

MASTER CONTRACT FOR
CONSULTING/PROFESSIONAL SERVICES with WORK ORDERS
F22-01-012-9 As Needed Design and Engineering Services for Water/Sewer

This Contract is made as of **May 11, 2022**, by and between the City of Greeley, Colorado, hereinafter referred to as the CITY, and **Kimley-Horn and Associates, Inc.**, authorized to do business in the State of Colorado, hereinafter referred to as the CONSULTANT, whose address is **4582 South Ulster Street, Suite 1500, Denver, CO 80237**.

In consideration of the mutual promises contained herein, the CITY and the CONSULTANT agree as follows:

ARTICLE 1 – SERVICES

- A. This Master Contract shall constitute the contract between the parties for Consulting or Professional Services. Each proposal in the form of Exhibit A Work Order Form, attached hereto, together with any exhibits shall define the scope of work for a particular assignment under this Contract. Each Work Order Form shall specify the Project Description and Scope of Work.
- B. The conditions set forth herein shall apply to all services performed by the CONSULTANT on behalf of the City and particularly described in Work Orders agreed upon in writing by the parties from time to time. Such Work Orders incorporated herein by this reference, shall include a description of the services to be performed, the location and time for performance, the amount of payment, any materials to be supplied by the City and any other special circumstances relating to the performance of services. The only services authorized under this Contract are those that are performed after receipt of such Work Order, except in emergency circumstances where oral work requests may be issued. Oral requests for emergency actions will be confirmed by issuance of a written Work Order within two (2) working days. CONSULTANT shall be solely responsible for performance of all duties hereunder.
- C. The City may at any time during the term of a particular Work Order and without invalidating such Work Order, make changes to the scope of the particular services. Such changes shall be agreed upon in writing by the parties by Change Order.
- D. The City reserves the right to independently bid any services rather than issuing work to the CONSULTANT pursuant to this Contract. Nothing within this Contract shall obligate the City to have any particular service performed by the CONSULTANT.
- E. The services to be performed pursuant to this Contract shall be initiated as specified by each written Work Order or oral emergency service request. Oral emergency service requests will be acted upon without waiting for a written Work Order. Time is of the essence. The services of the CONSULTANT shall be under the direction of the Project Manager who has been designated by the Director of Water and Sewer Department to act as the CITY'S representative during the performance of this Contract.

ARTICLE 2 - SCHEDULE

This Contract shall be in force and effect for a period of Three (3) years commencing **May 11, 2022** and ending **May 10, 2025**, unless terminated sooner. In addition, at the option of the City, the Contract may be renewed for two (2) consecutive one (1) year periods. Renewals and pricing changes shall be negotiated by and agreed to by both parties. Written notice of renewal shall be provided to the CONSULTANT and sent no later than thirty (30) days prior to contract end.

ARTICLE 3 - PAYMENTS TO CONSULTANT

- A. The City agrees to pay and the CONSULTANT agrees to accept as full payment for all work done and all materials furnished and for all costs and expenses incurred in performance of the work the sums set forth for the hourly labor rate and material costs, with markups, stated within the Bid Schedule Proposal Form, attached hereto as Exhibit B, consisting of the CONSULTANT's RFP Response, and incorporated herein by this reference. Payment shall be made by the City only upon acceptance of the work by the City and upon the CONSULTANT furnishing satisfactory evidence of payment of all wages, taxes, supplies and materials, and other costs incurred in connection with the performance of such work.
- B. Invoices received from the CONSULTANT pursuant to this Contract will be reviewed and approved by the Project Manager, indicating that services have been rendered in conformity with the Contract and then will be sent to the Finance Department for payment.
- C. Payment Terms shall be Net 30 Days from the date of the CONSULTANT's invoice.

ARTICLE 4 - STANDARD OF CARE AND WARRANTY

- A. CONSULTANT warrants that all work performed hereunder shall be performed with the customary degree of competence and care in accordance with accepted standards for work of a similar nature.
- B. CONSULTANT warrants, in performing its professional services under this Agreement, that it is properly licensed to perform the services, it will exercise the professional standard of care in the performance of those services, and that its design will be free from negligent defects for a period ending twenty-four (24) months from and after final acceptance under the Agreement, regardless whether the same were furnished or performed by CONSULTANT or by any of its subcontractors of any tier. Upon receipt of written notice from City of any such negligent defect or nonconformance, the affected services shall be re-performed by CONSULTANT in a manner and at a time acceptable to City.

ARTICLE 5 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the CONSULTANT shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this contract are accurate, complete, and current as of the date of this Contract.

The said rates and costs shall be adjusted to exclude any significant sums should the CITY determine that the rates and costs were increased due to inaccurate, incomplete, or non-current wage rates or due to inaccurate representations of fees paid to outside CONSULTANTS. The CITY shall exercise its rights under this "Certificate" within one (1) year following final payment.

ARTICLE 6 - TERMINATION

This Contract may be terminated by the CONSULTANT upon 30 days' prior written notice to the CITY in the event of substantial failure by the CITY to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. It may also be terminated by the CITY, with or without cause, immediately upon written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for services rendered to the CITY'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the CITY the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other material related to the terminated work to the CITY.
- D. Continue and complete all parts of the work that have not been terminated.

The CONSULTANT shall be paid for services actually rendered to the date of termination.

ARTICLE 7 - PERSONNEL

The CONSULTANT represents that it has, or will, secure at its own expense all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the CITY.

All of the services required herein under shall be performed by the CONSULTANT or under its supervision, and all personnel engaged in performing the services shall be fully qualified and if required, authorized or permitted under state and local law to perform such services. Any changes or substitutions in the CONSULTANT'S key personnel, as may be listed in the proposal for the work, must be made known to the CITY'S representative and written approval granted by the CITY before said changes or substitutions can become effective.

The CONSULTANT declares that all services shall be performed by skilled and competent personnel to the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

ARTICLE 8 - SUB-CONSULTANT

The CITY reserves the right to accept the use of a sub-consultant or to reject the selection of a particular sub-CONSULTANT and to inspect all facilities of any sub-consultant in order to make a determination as to the capability of the sub-consultant to perform properly under this Contract. The consultant is encouraged to seek minority and women business enterprises for participation in sub-consulting opportunities.

If a sub-consultant fails to perform or make progress, as required by this Contract, and it is necessary to replace sub-consultant to complete the work in a timely fashion, the contractor shall promptly do so, subject to acceptance of the new sub-consultant by the CITY.

ARTICLE 9 - FEDERAL AND STATE TAX

The CITY is exempt from payment of Colorado State Sales and Use Taxes. The CITY will sign an exemption certificate submitted by the CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to their suppliers for materials used to fulfill contractual obligations with the CITY, nor is the CONSULTANT authorized to use the CITY'S tax exemption number in securing such materials.

The CONSULTANT shall be responsible for payment of his/her own FICA and Social Security benefits with respect to this Contract.

ARTICLE 10 - AVAILABILITY OF FUNDS

When funds are not appropriated or otherwise made available to support continuation of performance in a

subsequent fiscal period, the contract may be cancelled and the CITY shall reimburse the CONSULTANT for expenses incurred during the contract period.

ARTICLE 11 - INSURANCE

- A. The CONSULTANT shall not commence work under this Agreement until he/she has obtained all insurance required under this paragraph and such insurance has been approved by the CITY.
- B. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Colorado. The CONSULTANT shall furnish Certificates of Insurance to the CITY prior to the commencement of operations. The Certificates shall clearly indicate that the CONSULTANT has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without ten (10) days prior written notice to the CITY. Compliance with the foregoing requirements shall not relieve the CONSULTANT of its liability and obligations under this Contract.
- C. The CONSULTANT shall maintain, during the life of this Contract, professional liability insurance (errors and omissions) in the amount of \$1,000,000 per occurrence to protect the CONSULTANT of claims for damages for negligent acts, errors or omissions in the performance of professional services under this Contract, whether such acts, errors or omissions be by the CONSULTANT or by anyone directly employed by or contracting with the CONSULTANT.
- D. The CONSULTANT shall maintain, during the life of this Contract, comprehensive automobile liability insurance in the amounts of \$1,000,000 combined single limit bodily injury and \$50,000 property damage to protect the CONSULTANT from claims for damages for bodily injury, including wrongful death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations by the CONSULTANT or by any directly or indirectly employed by the CONSULTANT.
- E. The CONSULTANT shall maintain, during the life of this Contract, adequate Workmen's Compensation Insurance and Employer's Liability Insurance in at least such amounts as are required by law for all of its employees performing work for the CITY pursuant to this Contract.
- F. All insurance, other than Workmen's Compensation and Professional Liability, is to be maintained by the CONSULTANT shall specifically include the CITY as an "Additional Insured".

ARTICLE 12 - INDEMNIFICATION

The CONSULTANT shall indemnify and save harmless the CITY, its agents, servants, and employees from and against any and all claims, liability, demands, losses, and/or expenses resulting from any negligent act or omission of the CONSULTANT, its agents, servants, subcontractors, suppliers or employees in the performance of services under this Contract. Such duty to indemnify and save harmless the CITY shall be for an amount represented by the degree or percentage of negligence or fault attributable to the CONSULTANT's agents, servants, subcontractors, suppliers or employees. If the CONSULTANT is providing architectural, engineering, design, or surveying services, the obligation to indemnify and pay costs, expenses, and attorneys' fees, is limited to the amount represented by the degree or percentage of negligence or fault attributable to the CONSULTANT, or the CONSULTANT'S agents, representatives, employees, servants, subcontractors, or suppliers as determined by adjudication, alternative dispute resolution, or otherwise resolved by mutual agreement between the Contractor and the City. The CONSULTANT'S indemnification obligation shall not be construed to extend to any injury, loss, or damage

caused by the City's own negligence.

ARTICLE 13 - SUCCESSORS AND ASSIGNS

The CITY and the CONSULTANT each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the CITY nor the CONSULTANT shall assign, sublet, convey, or transfer its interest on this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the CITY, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the CITY and the CONSULTANT.

ARTICLE 14 – COLORADO LAW

This Contract shall be governed by the laws of the State of Colorado. Any and all legal action necessary to enforce the Contract will be held in Weld County and the contract will be interpreted according to the laws of Colorado. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

ARTICLE 15 - CONFLICT OF INTEREST

The CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Colorado Statutes and ordinances of the City of Greeley. The CONSULTANT further represents that no person having any interest shall be employed for said performance.

The CONSULTANT shall promptly notify the CITY in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance that may influence or appear to influence the CONSULTANT'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CONSULTANT may undertake and request an opinion of the CITY as to whether the association, interest or circumstance would, in the opinion of the CITY, constitute a conflict of interest if entered into by the CONSULTANT. The CITY agrees to notify the CONSULTANT of its opinion by certified mail within 30 days of receipt of notification by the CONSULTANT. If, in the opinion of the CITY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONSULTANT, the CITY shall so state in the notification and the CONSULTANT shall, at his/her option, enter into said association, of interest with respect to services provided to the CITY by the CONSULTANT under the terms of this Contract.

ARTICLE 16 - EXCUSABLE DELAYS

The CONSULTANT shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the CONSULTANT'S control and without its fault or negligence. Such causes may include, but are not limited to acts of God, the CITY'S omissive and commissive failures, natural or public health emergencies, labor disputes, freight embargoes, and severe weather conditions. If failure to perform is caused by the failure of the CONSULTANT'S sub-CONSULTANT(s) to perform or make progress, and if such failure arises out of causes reasonably beyond

the control of the CONSULTANT and its sub-CONSULTANT(s) and is without the fault or negligence of either of them, the CONSULTANT shall not be deemed to be in default.

Upon the CONSULTANT'S request, the CITY shall consider the facts and extent of any failure to perform the work and, if the CONSULTANT'S failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly; subject to the CITY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 17 - ARREARS

The CONSULTANT shall not pledge the CITY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 18 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The CONSULTANT shall deliver to the CITY for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the CITY under this Contract.

All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the CITY or at its expense will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the CITY'S prior written consent unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased, under this Contract or at the CITY'S expense shall be and remain the CITY'S property and may be reproduced and reused at the discretion of the CITY. The CITY shall indemnify and hold CONSULTANT harmless for any claim or liability arising from any use or reuse of the documents for any purpose other than the project and scope of work for which they were prepared.

ARTICLE 19 - INDEPENDENT CONTRACTOR RELATIONSHIP

The CONSULTANT is, and shall be, in the performance of all work services and activities under this Contract, as Independent Consultant, and not an employee, agent, or servant of the CITY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONSULTANT'S sole direction, supervision, and control. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONSULTANT'S relationship and the relationship of its employees to the CITY shall be that of an independent CONSULTANT and not as employees or agents of the CITY.

The CONSULTANT does not have the power or authority to bind the CITY in any promise, agreement, or representation other than specifically provided for in this agreement.

ARTICLE 20 - CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 21 - ACCESS AND AUDITS

The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Contract. The CITY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the CITY'S cost, upon five (5) days written notice.

ARTICLE 22 - NONDISCRIMINATION

The CONSULTANT declares and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age, or national origin.

ARTICLE 23 - SURVIVAL

All covenants, agreements, representations, and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

ARTICLE 24 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provisions of this Contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 25 - AUTHORITY TO PRACTICE

The CONSULTANT hereby represents and declares that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

ARTICLE 26 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to person or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 27 - AMENDMENTS AND MODIFICATION

No amendment and/or modifications of this Contract shall be valid unless in writing and signed by each of the parties.

The CITY reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the CONSULTANT of the CITY'S notification of a contemplated change, the CONSULTANT shall (1) if requested by CITY, provide an estimate for the increase or decrease in cost due to the contemplated change, (2) notify the CITY of any estimated change in the completion date, and (3) advise the CITY in writing if the contemplated change shall effect the CONSULTANT'S ability to meet the completion dates or schedules of this Contract.

If the CITY so instructs in writing, the CONSULTANT shall suspend work on that portion of the Work affected by a contemplated change, pending the CITY'S decision to proceed with the change.

If the CITY elects to make the change, the CITY shall issue a Contract Amendment or Change Order and the CONSULTANT shall not commence work on any such change until such written amendment or change order has been issued and signed by each of the parties.

ARTICLE 28 - COMPLIANCE WITH C.R.S. § 8-17.5-101

- A. By signing this Agreement, the CONSULTANT certifies that at the time of the Certification, it does not knowingly employ or contract with any worker without authorization who will perform work under this Contract.
- B. By signing this Agreement, the CONSULTANT certifies that it shall not knowingly employ or contract with any worker without authorization to perform work under this contract; nor enter into a contract with any sub-contractor that knowingly employs or contracts with a worker without authorization to perform work under this contract.
- C. CONSULTANT has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify program or the Colorado Department of Labor and Employment Program.
- D. The CONSULTANT is prohibited from using the E-Verify program or the Department of Labor and Employment Program procedures to undertake pre-employment screening of job applicants while the public contract for services is being performed.
- E. By signing this agreement the CONSULTANT affirmatively acknowledges that if the CONSULTANT obtains actual knowledge that a sub- contractor performing work under the public contract for services knowingly employs or contracts with a worker without authorization, the CONSULTANT shall be required to:
 - (i) notify the sub- contractor and the contracting state agency or political subdivision within three days that the CONSULTANT has actual knowledge that the sub- contractor is employing or contracting with a worker without authorization; and
 - (ii) terminate the subcontract with the sub- contractor if within three days of receiving the notice required pursuant to subsection (2)(b)(III)(A) of this section the sub- contractor does not stop employing or contracting with the worker without authorization; except that the CONSULTANT shall not terminate the contract with the sub- contractor if during such three days the sub-contractor provides information to establish that the sub- contractor has not knowingly employed or contracted with a worker without authorization.
- F. The CONSULTANT shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment.
- G. The CONSULTANT shall, within twenty days after hiring an employee who is newly hired for employment to perform work under this contract, affirm that the CONSULTANT has examined the legal work status of such employee, retained file copies of the Documents required by 8 U.S.C. § 1324(a), and not altered or falsified the identification documents for such employees. The CONSULTANT shall provide a written notarized copy of the affirmation to the CITY.

- H. If CONSULTANT violates any provision of this Contract pertaining to the duties imposed by Subsection 8-17.5-102, C.R.S. the CITY may terminate this Contract. If this Contract is so terminated, CONSULTANT shall be liable for actual and consequential damages to the CITY arising out of CONSULTANT'S violation of Subsection 8-17.5-102, C.R.S.
- I. By signing this Agreement, the CONSULTANT certifies that it shall in all respects comply with the provisions of C.R.S. § 8-17.5-101, et seq.

ARTICLE 29 – COUNTERPARTS AND ELECTRONIC SIGNATURES

The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.

ARTICLE 30 - FORCE MAJEURE

To the extent that either party is not able to perform an obligation under this Agreement due to fire; flood; acts of God; severe weather conditions; strikes or labor disputes; war or other violence; acts of terrorism; plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions; act of authority whether lawful or unlawful, compliance with any law or governmental order, rule, regulation or direction, curfew restriction, or other cause beyond that Party's reasonable control, that Party may be excused from such performance so long as such Party provides the other Party with prompt written notice describing the condition and takes all reasonable steps to avoid or remove such causes of nonperformance and immediately continues performance whenever and to the extent such causes are removed.

ARTICLE 31 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the CITY shall be mailed to:

City of Greeley
Water and Sewer Department
1001 11th Avenue
Greeley, CO 80631

and if sent to the CONSULTANT shall be mailed to:

Kimley-Horn and Associates, Inc.
Adam Monchak
4582 South Ulster Street, Suite 1500
Denver, CO 80237

ARTICLE 32 - ENTIRETY OF CONTRACTUAL AGREEMENT

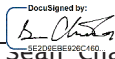
The CITY and the CONSULTANT agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the

provisions, terms, and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

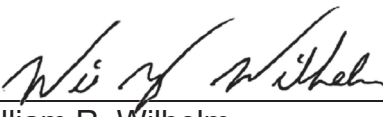
IN WITNESS WHEREOF, the parties have made and executed this Contract and have hereunto set his/her hand the day and year above written.

EXECUTED:

The City of Greeley Water & Sewer Department
Approved as to Substance

Signed: 
Name: Sean Chambers
Title: Director of water & Sewer Dept.
Date: 7/25/2022

CONSULTANT:

Signed: 
Name: William R. Wilhelm
Title: Vice President
Date: July 6, 2022

KHAMT
31

**EXHIBIT A
WORK ORDER FORM**

PURSUANT TO A MASTER CONTRACT BETWEEN
THE CITY OF GREELEY
AND KIMLEY-HORN

WORK ORDER NUMBER: PM's Tracking #

PROJECT TITLE: _____

ORIGINAL BID/RFP NUMBER & NAME: F22-01-012-6 As-Needed Design and Engineering Services

MASTER CONTRACT EFFECTIVE DATE: May 11, 2022

OWNER’S REPRESENTATIVE: City PM

WORK ORDER COMMENCEMENT DATE: _____

WORK ORDER COMPLETION DATE: _____

MAXIMUM FEE: (time and reimbursable direct costs): _____

PROJECT DESCRIPTION/SCOPE OF SERVICES: _____

CONSULTANT agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Master Contract between the parties. In the event of a conflict between or ambiguity in the terms of the Master Contract and this Work Order (including the attached forms) the Master Contract shall control.

The attached forms are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

EXECUTED: The City of Greeley Approved as to Substance	CONSULTANT:
Signed: _____	Signed: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

ENDORSED:
Certification of Contract Funds Availability

Signed: _____
Name: _____
Title: _____
Date: _____

CITY OF GREELEY

PROPOSAL FOR AS NEEDED DESIGN AND ENGINEERING SERVICES FOR
WATER AND SEWER DEPARTMENT



MARCH 8, 2022

RFP #F22-01-012



Kimley»Horn
Expect More. Experience Better.

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A. Cover Letter

City of Greeley, Water & Sewer Department
1100 10th Street
Greeley, CO 80631

Kimley-Horn
3801 Automation Way, Suite 210
Fort Collins, CO 80525
303.228.2300 | www.kimley-horn.com

March 8, 2022

RE: Proposal for As Needed Design and Engineering Services for Water and Sewer Department | RFP #F22-01-012

Dear Members of the Selection Committee:

As the City of Greeley (City) continues to experience growth, and with more than 110,000 residents, the demand for water and sewer services is expanding. The City treats and distributes nearly nine billion gallons of water every year with more than 500 miles of pipeline; this comprises two drinking water plants, a wastewater treatment plant, three treated water reservoirs, six raw water reservoirs, and a variety of pumping stations. At the same time, some of the City's infrastructure is aging, and assets must be repaired and preserved.

Kimley-Horn is pleased to submit this proposal to the City to provide as needed engineering services to your water and sewer department. We understand that this year, the City is investing in several important public health and safety projects. Kimley-Horn is eager to partner with the City to provide responsive service and high-quality engineering services to support the following categories: **Water Treatment; Wastewater Treatment; Potable Water Transmission, Distributions, Storage Reservoirs, and Pump Stations; Wastewater Collection and Lift Stations; and General Civil and Construction Oversight (Owner's Representative)**. Kimley-Horn has provided an approach, personnel, and project experience to effectively respond to each task order. Our team is committed to being responsive and flexible while working as an extension of your staff to respond to a range of services, including emergency projects or schedule-critical assignments.

Kimley-Horn intends to offer our services for the following five key categories for the Water and Sewer Department:



Water Treatment



Wastewater Treatment



Potable Water Transmission, Distributions, Storage Reservoirs, and Pump Stations



Wastewater Collection and Lift Stations



General Civil and Construction Oversight (Owner's Representative)



300+ Water/Wastewater Staff Firmwide



25+ Water/Wastewater On-Call Contracts in Colorado



#15 of Top 500 U.S. Water Treatment and Desal Firms

We offer the following team strengths for your consideration:

Strong Bench of Local Resources, Supported by National Experts: Kimley-Horn brings abundant experience with on-call service contracts – both in Colorado and nationwide – from our work on *more than 200 similar contracts over the last 30 years*. In turn, the team has successfully completed numerous water and wastewater infrastructure and support discipline projects that are similar to the scope of services in the City's Request for Proposal (RFP). Our local water and wastewater team has the flexibility to take on any project type that may arise under this contract.

Responsive, Client-Driven Service: To provide consistent excellence in project delivery and understanding, we have assigned project managers who will manage multiple service areas while leveraging their areas of expertise. These project managers have worked for the City and know your staff and procedures. Kimley-Horn understands the need to respond in a timely manner throughout on-call contracts and we are committed to doing so.

Knowledge of City Procedures and Policies: Our key staff live and work locally in Colorado and have a keen understanding of the City's infrastructure and potential task orders from this on-call. The Kimley-Horn team includes personnel who are currently engaged on Phases 1A and 1B of the 12th Street Storm Outfall project, as well as our most recent project, the Non-Potable Irrigation Pump Stations project – *and we will draw on that experience for continuous improvement on this contract.*

We hereby acknowledge receipt of all addenda and notifications for this RFP. We will channel our enthusiasm for this contract and resulting projects into being responsive, developing quality solutions, and providing outstanding service to deliver successful completion of the various task order projects. Project Manager Adam Monchak will serve as principal contact, and he can be reached at adam.monchak@kimley-horn.com or 720.943.9961. We look forward to continuing our successful partnership with the City.

Exceptions for the Sample Contract

Kimley-Horn has recently executed negotiated agreements with the City and we look forward to continuing our relationship on this contract. The following clause is one where we would like to utilize different language than proposed.

Exhibit 2 – Sample Contract, Page 2 of PDF; Article 4 – Standard of Care and Warranty

We can warrant that we are properly licensed to perform the services and we will exercise the professional standard of care in the performance of those services.

Sincerely,

KIMLEY-HORN



Adam Monchak, P.E.
Contract and Project Manager/Principal Contact
 4582 South Ulster Street, Suite 1500, Denver, CO 80237
 720.943.9961 (phone) | 602.944.7423 (fax)



Will Wilhelm, P.E., CFM
 Principal-in-Charge (Authorized Signer)



5,500+
 Employees



100+
 Offices Nationwide



55 Years
 of Experience



Fortune 500
 Best Places to Work

B. Use of Subcontractors/Partners

Kimley-Horn views our subconsultants as true team members. Creating this type of collaborative relationship leads to trust and effective communication among team members. This consistent communication from project conception through completion allows our subconsultants to have a complete understanding of both your expectations and ours. For day-to-day management, we coordinate regularly with our subconsultants to meet client standards, standard of care, and project objectives. Kimley-Horn implements a rigorous quality control process for our subconsultants' work, not only at the end of the project, but throughout the design life cycle. Kimley-Horn has a continued relationship with all of the subconsultants listed below for multiple projects.



Lithos Engineering (Lithos – Key Team Member)

✓ Areas of Expertise: Tunneling

Lithos was formed with the vision of serving communities by providing their clients and projects with recognizable value through prudent site evaluations, constructable solutions, and an understanding of project risks. They specifically focus on geotechnical and tunnel feasibility and design, engineer cost estimating, and construction oversight and management services along the Front Range of Colorado. They commonly work on larger utility projects focusing on the geotechnical and tunnel aspects as part of a larger engineering team. They are familiar with completing projects through a variety of delivery methods, consistently working with Front Range municipalities, private utility owners, engineers, and contractors. Specifically, key personnel in Lithos have worked with the City of Greeley for over 10 years and have worked on 16 major capital improvements projects in that time. They have knowledge of ground conditions in Greeley (including utility network and recent capital improvements), pride themselves on their relationships with Greeley project and staff management team members, and are headquartered in Fort Collins. They have worked with multiple departments at the City, including stormwater, water and sewer, and parks. Select projects Lithos has assisted the City with include:

- Bellvue Water Transmission Pipelines
- Gold Hill Pipeline Windsor Phase
- Ashcroft Draw Sanitary Sewer
- Ashcroft Lift Station
- Poudre River Trail Stabilization
- Bellvue Water Treatment Plant Sedimentation Basin Grouting
- 12th Street Storm Outfall
- 35th Avenue Pipelines
- 7th Avenue Storm Drain
- Poudre Ponds Storage Reservoir
- Kodak Waterline
- North Sewer IIB
- Sunrise Drainage Phase II
- College Green Sinkholes

Please note, Kimley-Horn has Instrumentation & Controls (I&C) capabilities in-house, and will work with the City's preferred integrator as needed. Kimley-Horn has experience working with the City's preferred integrators, such as Browns Hill Engineering and Controls.

Figure 1. Kimley-Horn has long-standing relationships with the Lithos team and has most recently worked with them on the City's 12th Street Storm Outfall (Phase 1A) project (pictured below), for which they are providing tunneling expertise.





Kumar and Associates, Inc. (K+A)

✓ Areas of Expertise: Geotechnical Engineering/Investigations

K+A has over 33 years of documented experience performing construction observation and material testing services for large linear projects, including waterlines, pipelines, and roadway projects located in Denver and throughout Colorado. K+A also has an extensive history of working with various water and sanitation districts along the Front Range. Their past experience on projects for various water and wastewater districts gives their personnel the necessary understanding and knowledge of standards and procedures to successfully complete projects. K+A personnel can use their background and knowledge of the subsurface conditions to help the design team make more informed decisions when it comes to field work and site planning. **Kimley-Horn has completed over 20 projects with K+A over the last five years.**



Colliers Engineering (Colliers)

✓ Areas of Expertise: Survey/Subsurface Utility Engineering (SUE)

Colliers is a trusted provider of both survey and SUE services. Their professionally-licensed land surveyors and highly-trained office technicians and field crews work seamlessly together to provide responsive and consistent professional surveying and measurement services. Their surveyors perform topographic and boundary surveys, and construction stake-out and as-built surveys for existing and new residential and commercial properties. For SUE, Colliers employs a combination of geophysical methods, civil engineering, survey mapping, electromagnetic, ground-penetrating radar (GPR), and nondestructive excavation technologies. Their professionals operate in accordance with the ASCE 38 Standard Guidelines for the collection and depiction of existing subsurface utility data, addressing all four quality levels (A, B, C, and D) and combinations thereof.

C. Minimum Mandatory Qualifications

Kimley-Horn not only meets but exceeds the minimum mandatory qualifications outlined in RFP Section II.C. The following pages expand on each of these critical elements, and how Kimley-Horn's experience and expertise makes us best-suited to partner with the City to deliver projects through this on-call contract.

1. Minimum Five Years' Experience

Established in 1967, Kimley-Horn is a full-service engineering and planning firm that specializes in water/wastewater (W/WW), surface water, transportation, civil, structural, electrical, and roadway engineering, and who are construction phase experts. Kimley-Horn is a national firm with more than 5,500 staff in over 95 offices nationwide. Most recently, *Engineering News-Record* ranked Kimley-Horn 15th of the top 500 design firms overall, 7th pure design firm, 20th for Sewer and Waste, 23rd for Wastewater Treatment Plants, and 33rd out of 50 firms for Water Supply. Kimley-Horn is able to bring you the resources of a large national firm, combined with the understanding of a small local organization. **Kimley-Horn has been providing water and sanitary sewer design throughout its 55-year history.**

2. Project Managers/Experience

Please find biographical paragraphs for our proposed project managers on **pages 11-12**. Each of our proposed project managers meets the requirement for 10 years of experience. We also hereby acknowledge that replacement of a project manager shall be approved by the City. We are pleased to present two senior project managers that will partner with the City to lead projects to successful completion (highlighted in the chart to the right).

Adam Monchak, P.E., PMP will be Project Manager for the following categories:



Water Treatment



Wastewater Collection and Lift Stations



General Civil and Construction Oversight
(Owner's Representative)

Emily Magnuson, P.E. will be Project Manager for the following categories:



Wastewater Treatment



Potable Water Transmission,
Distributions, Storage Reservoirs,
and Pump Stations

3. Ability to Provide Engineering Planning, Design, Permitting Assistance, and Construction Management Services for Key Categories

Engineering Planning

Technical Approach: Our goal is to provide a comprehensive and robust plan that establishes good information to develop future projects to meet community needs. The key to success is two-fold: take a deep dive into the potential future scenarios, as supported by models and data, and also understand the potential challenges (e.g., political, technical, and societal) and develop strategies for navigating those challenges.

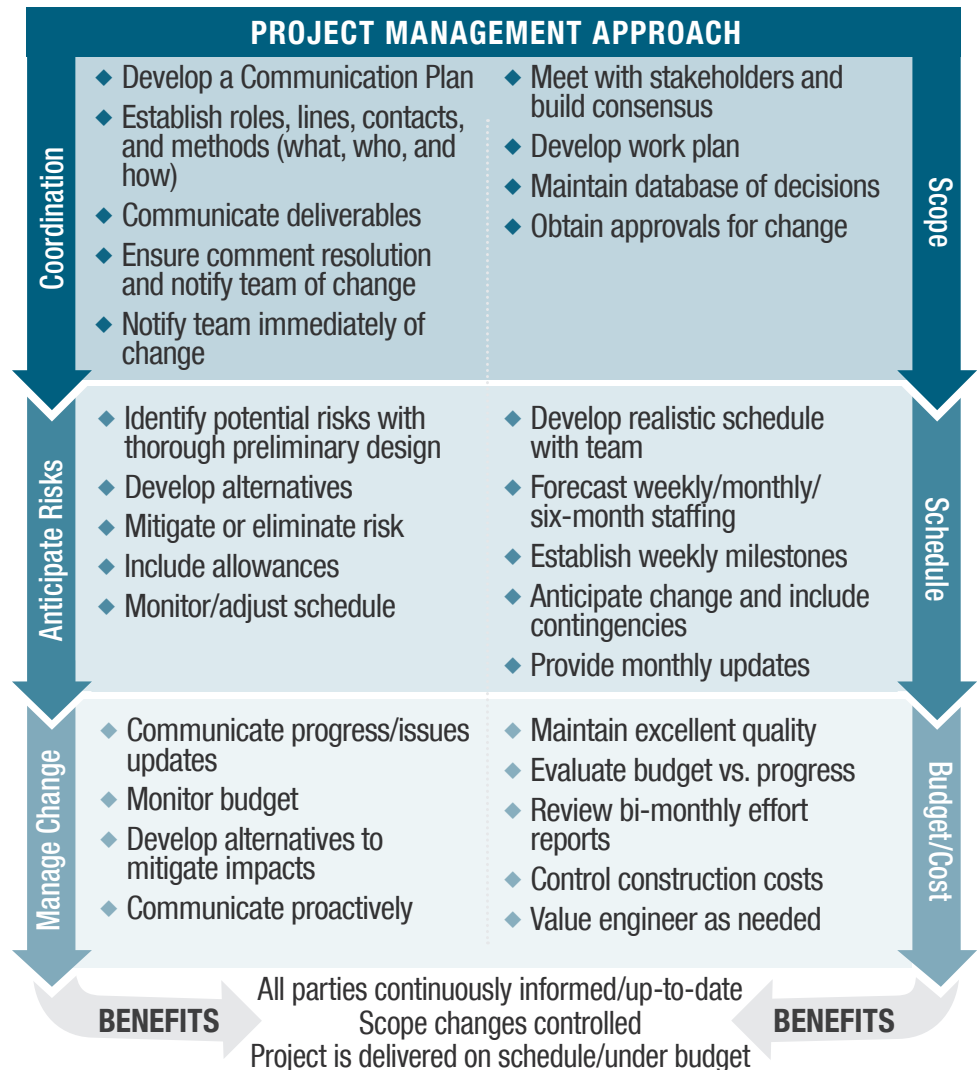
Managerial Approach: It is essential to seek and obtain buy-in and consensus iteratively as the planning document is developed. Our approach is to hold workshops, or one-on-ones as needed, so that all vantage points of each stakeholder group (e.g., operations, engineering, leadership, and community as appropriate) is heard and represented in the plan.

Planning Experience Best Practices:

For master planning (and facility planning), having a comprehensive understanding of the current conditions, the interim needs, and the future needs of the community is necessary at the very beginning of the project. Kimley-Horn starts with data collection and field visits to understand the gaps in the current facilities. Subsequently, we host workshops with various stakeholder user groups (e.g., operations and maintenance, engineering, economic development, leadership, societal/political opinion, etc.) to define the goals and objectives, and to find alignment in the goals to provide direction for the plan. We then evolve the master plan into the technical development to both quantify the defined objectives and understand the pace, which triggers the need for each phase of improvement. The document ultimately yields a collaborative and comprehensive plan to outline the cost, timeline, and conceptual infrastructure design to serve water and sewer to the community.

For condition assessments, the goal is to obtain an understanding of the existing infrastructure and facilities to make informed decisions on asset management. This is an especially helpful mechanism to prolong the life of existing infrastructure, as well as to determine the capital improvement plan needed to program improvements over time.

Figure 2. Kimley-Horn's Project Management Approach



In previous projects, Kimley-Horn has developed customized data collection applications to collect field data, which can be efficiently downloaded to generate geographic information system (GIS) mapping and associated asset spreadsheets to classify the infrastructure. This has been a very helpful tool to our clients to develop an understanding of the current status of the infrastructure and facilities, as well as to develop a plan to improve the asset. Kimley-Horn has completed broad-scale condition assessments to locate and classify complete systems, as well as utilizing tools such as CCTV analysis for pipeline rehabilitation, to facility condition assessments to assess and prioritize improvement plans for the physical and process components of treatment, storage, and distribution facilities.

City of Greeley, RFP #F22-01-012, AS NEEDED DESIGN AND ENGINEERING SERVICES FOR WATER AND SEWER DEPARTMENT

Design

While the details of each type of on-call water and wastewater project vary, our approach to design is consistent in listening to the needs of our client, developing strong communication throughout design, and implementing the following design elements:

- Make every effort to meet City of Greeley standards (Design Criteria and Construction Specifications – Potable Water Distribution, Sanitary Sewer Collection, and Non-Potable Irrigation Systems Volume III), and if those standards cannot be met with existing constraints, collaborate with the City to find creative solutions and variances that ensure safety of water and sewer infrastructure.
- Provide efficiency in technical design and resulting optimized cost of construction.
- Facilitate robust capabilities in GIS, CAD, Revit, hydraulic modeling programs, and process/treatment design software.
- Apply construction oversight experience to our design with an intentional constructability review in the design process.
- Coordinate with all end-users (operations and maintenance, engineering management, etc.) throughout the design process to prioritize their needs into the design documents.
- As needed, establish early contact with Colorado Department of Public Health and Environment (CDPHE) to facilitate the regulatory review process.
- As needed, collaborate early and often with the City's Construction Manager at Risk (CMAR) contractor to deliver effectively and efficiently on projects.

Overall, we are your partners for the technical design for all projects on this on-call contract. We will collaborate to right-size the design and monitor implications in construction cost with each design submittal, meeting the cost expectations of the complete project, as well as providing efficient design with critical path management and early identification for any long-lead time items such as right-of way (ROW) or easement acquisition, environmental permitting, regulatory permitting, or preventing supply chain challenges by developing an early bill of materials for procurement. In addition, we are well-versed in CMAR delivery or issuing early bid documents to get the contractor involved at an early stage, which can also assist with procuring materials. No matter the situation, we are nimble and ready to serve the City.

Quality Assurance/Quality Control (QA/QC) Methodology:

We will invest a great deal of effort to understand assigned tasks and your expectations. Our measure of quality is the degree to which we exceed your expectations. Each project has its own expectations that need to be understood, and then exceeded. At Kimley-Horn, we systematically listen to your needs, document each project's requirements, and formally develop a set of quality standards by which the project will be measured. Kimley-Horn's QA/QC measures are built into our project management processes, and they are part of our firm's culture. These measures include:

- Internal QC Measures
- Peer Reviews
- Continuous Quality Improvement (CQI) initiatives based on lessons learned

Unique Analytical Tools: *XAK-PACK*

Kimley-Horn employs a full suite of design and analytical tools for water distribution services. Our design staff is trained in the latest versions of CAD-based software and our current licenses utilized by the Kimley-Horn water team include all of the latest industry software packages, as well as the XAK-PACK, Kimley-Horn's proprietary pumping system hydraulic and electric efficiency evaluation system (highlighted in the photo to the right).

Kimley-Horn offers holistic pump station evaluation, design, and start-up consulting services using our exclusive pump station hardware and software system – the XAK-PACK. This tool provides a more accurate operation analysis that includes actual pump and motor efficiencies, performance (flow/pressure), and a real-world system curve. Results include estimated electrical costs of operations per year, overall system efficiency, motor current consumption, and surge analysis, all graphed in real-time.



Our pump station evaluation program has been extremely appreciated by clients that have benefited from identifying pump and electrical performance issues of existing pumping systems, in addition to having an as-built performance basis of newly constructed or rehabilitated pumping systems.

Internal QC Measures: Our internal QA/QC program includes a kick-off meeting with key team members to clearly define the scope, outline subtask responsibilities, establish schedules, and identify project milestones and goals. Our project managers will maintain a strict review of all plans, calculations, reports, etc. These QC reviews are not limited to senior staff. Engineering analysts and technicians are continually challenged to produce quality results and deliverables before they get to the project manager.

At the project manager level, the quality review is continuous so that deliverables meet your needs. At the end of each phase, a QA/QC review will be conducted internally (within the project team) or through a peer review process as one of several checks to make sure that the project deliverable is not only technically correct, but also consistent with your objectives.

Peer Reviews: Project processes, work plans, documents, and deliverables often are reviewed by senior staff not necessarily involved with the project on a day-to-day basis. This peer review is routine for all projects, and it becomes a formal process for larger projects. Kimley-Horn's formal QA/QC program is based upon assigning experienced, senior professionals who are otherwise qualified to manage a similar project to serve in this independent QC role. Our depth allows us to provide such personnel, who provide a fresh perspective and critical eye. Any changes or modifications required to respond to the comments and recommendations of the peer review team will be incorporated prior to submitting deliverables.

CQI Initiatives: Quality projects do not happen by accident at Kimley-Horn. Our people have been firmly committed to top quality since the firm began 55 years ago, and ultimately our people are responsible for exceeding our clients' expectations for quality. This aspect of our business is openly communicated and actively advocated within Kimley-Horn.

Along that line, we implemented our CQI program years ago. Each person in the company endeavors to identify a formal CQI task each year; each person's task is to involve clients and identify improvements that will increase client benefit. We have solicited feedback from many types of clients in this fashion, including federal/regional/state/local government agencies, private developers, other consultants, suppliers, vendors, etc.

The feedback we receive helps us improve the firm's overall service, bring our clients greater value and satisfaction, and achieve a higher level of success. Most importantly, we learn about our clients and their preferences, industry standards, and which methods are successful and which are not.

Adam Monchak leads the regional team as the CQI Regional Lead. In this role, Adam leads the initiative to gain feedback, develop quality process improvements, and incorporate client feedback on both his own and regional firm projects. Our project managers establish a quality control plan as each project commences, keeping the focus where it should be throughout the project – on producing quality results for the client. When we meet with the City, Kimley-Horn will be happy to discuss in more detail the different tools and techniques used to maintain our standard of excellent quality.

Our communication plan for the project is to hold bi-weekly meetings with the project team and stakeholders to discuss project status, and to receive necessary input from stakeholders and the City. In these meetings, we will also identify next steps and questions that need to be addressed by the collective team. This process will allow for easy progress notes to be shared with the City, once those groups become involved in the project process. **Open and collaborative communication is our team's goal.**



GIS Capabilities: Kimley-Horn applies CADD and GIS-integrated technology to our projects to provide efficient, dynamic, and effective services to our clients. GIS technologies and applications are essential for all aspects of civil government, including those related to water and wastewater systems. Kimley-Horn utilizes the cartographic, data integration, spatial analysis, and data management tools provided by GIS to identify horizontal locations of existing utilities. This is extremely valuable during the scoping and the preliminary engineering phase of the project, prior to data collection and survey mapping.

Specialized Services: *Resolving Potential Issues/Challenges*



Design and Operations Issues: Our local senior-level staff's years of experience working on complex W/WW projects have resulted in many successful, celebrated projects. We do this by providing detailed options and outlining the advantages and disadvantages of those options in terms of initial cost, long-term cost, and operational considerations. We bring our specialized professionals' experience to propose viable solutions for the City Engineering and Operations' staff consideration. Lessons learned from similar projects – completed by our national team and our local engineering staff – are leveraged for any operational and maintenance issues encountered. Working directly with your onsite staff and developing close professional relationships with the City's W/WW group, our team will proactively work to solve any issues encountered and provide proven solutions.



Energy and Equipment Optimization: Kimley-Horn's in-house electrical engineering and efficiency team continues to provide wastewater treatment and pumping system assessment, review, and improvement services for clients across the western region of the United States. Our team routinely evaluates existing aged mechanical and electrical components to provide optimization upgrades that immediately help with overall operations and facility costs.



Schedule or Budget Issues: Completing projects on-schedule and within budget is our goal, and we have a long track record of success in the mountain region and across the nation. Specific to on-call assignments, it is vital to define scoping items and design requirements quickly and accurately to ensure that a clear understanding of expectations and the budget required to complete the project is understood. Should issues occur, our project managers will ensure they are identified early and will present a clear plan to quickly correct. Overall client satisfaction is our focus; we are committed to ensuring the City is provided with world-class service, which includes maintaining tight schedules and working within established budgets.



Replacing and Updating Plant Equipment: As treatment and pumping/mechanical or electrical gear nears their useful life, replacement and modification will be required. Our team will work with City staff to consider replacing items that not only work appropriately with existing equipment, but also closely matches the existing operations and maintenance (O&M) program.

This means selecting similar equipment, appurtenances, and replacement parts. Our team is experienced in careful selection of replacement equipment to match standardized maintenance procedures, and proper installation planning to avoid interrupting regular operations.



Forensic Investigation and Analysis: Kimley-Horn's local structural and forensic engineers specialize in evaluating, analyzing, and designing structural features of wastewater treatment structures, buildings, and unique structural facilities. We will assist the City in understanding the facts surrounding structural system malfunctions, structural defects, premature corrosion, and water damage, as well as maintenance and code-compliance issues. Because our expertise allows us to provide meticulous and timely structural evaluations, the City will have the added benefit of planning for potential future upgrades, based on structural evaluations and including them in future Capital Improvement Program (CIP) planning.



Water and Wastewater Facility-Wide Site Security: Kimley-Horn regularly provides security evaluations and planning and final design services for W/WW sites. Our team members have prepared manuals for various regional municipalities for retrofitting existing remote sites, including water well sites, booster stations and tank sites, sewer lift stations, and wastewater treatment plants (WWTPs) to make needed security upgrades and integrating those security and W/WW improvements into existing supervisory control and data acquisition (SCADA) systems.



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AS NEEDED DESIGN AND ENGINEERING SERVICES FOR WATER AND SEWER DEPARTMENT

Permitting Assistance

Kimley-Horn's capabilities encompass all planning, design, permitting, and construction observation services required from the onset of a project, through the approval process, to final completion. Every day, water and wastewater treatment and effluent regulations are becoming more rigorous and complex – creating challenges for owners, managers, and operations staff to meet new permit requirements and water quality standards. If one aspect of the water and wastewater treatment process is not functioning properly, it could cause the entire system to go out of compliance. It takes a true collaborative effort between an experienced design team and the operations staff to ensure an efficient process. Our team is ready to collaborate with the City in navigating the CDPHE regulatory requirements and permitting process. Kimley-Horn is an active participant in CDPHE's design and permitting regulations stakeholder review and comment processes. Our firm is proactive in staying updated on the anticipated regulation changes from CDPHE.

Construction Management Services

The local Kimley-Horn team includes expertise in post-design services to include bidding and contracting assistance, as well as construction and commissioning services. These services are critical in helping owners protect their interest and reduce their risk. At a minimum, we offer the following services:

- Pre-bid meetings and addendums
- Contractor engagement and coordination
- Kick-off meeting and construction status meetings
- Pre-bid review and quantities and estimated completion
- Requests for information (RFIs) and shop drawing reviews
- Construction observation services
- Startup/commissioning services
- O&M manuals
- Warranty coordination
- Record drawings
- Change order review
- Value engineering workshops
- Schedule review

4. Representative Projects

In the Appendix, please find three representative projects completed by Kimley-Horn's project managers and senior team members in the last ten years for each of the five categories that our firm is proposing to provide services for: Water Treatment; Wastewater Treatment; Potable Water Transmission, Distributions, Storage Reservoirs, and Pump Stations; Wastewater Collection and Lift Stations; and General Civil and Construction Oversight (Owner's Representative).



5. Ability to Complete Projects On Schedule and Within Budget

At the onset of every project, Kimley-Horn creates a detailed schedule with milestone completion dates for specific tasks and the overall project. An important component of the schedule document is the project workplan, which allocates work-hour commitments by individual for each project task. To further assist our project teams, Kimley-Horn maintains an integrated management information system (MIS) that reports actual effort expended by task. This internal control allows us to make any adjustments that may be necessary to maintain your schedule. **Design for all of our relevant projects included in the Appendix were completed on-schedule.** Delivering on our promises is our priority, and as our recent track record shows on the 12th Street Storm Outfall projects, we have done just that for the City.

DEMONSTRATED EXPERIENCE EXAMPLES

WPR Development, Wasatch Peaks Ranch (WPR) Water and Wastewater System Design, UT

Kimley-Horn's scope of work included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+-acre development. System components included 40+ miles of pipelines and associated appurtenances, including pressure-reducing valves, seven lift stations, three wells, water treatment, three water pump stations, and four water storage tanks. Adam Monchak led a team of 15 engineers to develop over 20 design packages for this quick-moving CMAR project. The project moved so quickly that portions were built while the additional packages were being designed. Adam has met all schedule requirements to keep the project on its construction schedule, and due to the nature of the project, communicated budget updates bi-weekly to manage cost.

City of Colorado Springs, Sommerlyn Hills Utility and Stormwater Improvements, CO

Kimley-Horn modeled and designed a stormwater conveyance improvement for the Sommerlyn Hills area of Colorado Springs. This 1,700 linear foot (LF) stormwater improvement project required the design and relocation of several existing utilities, including an 8-inch sanitary sewer main, 8-inch PVC waterline, and a 4-inch HDPE horizontal directional drilling (HDD) waterline. This project included stakeholder coordination challenges, which Kimley-Horn met with great success. We delivered the project on-time, and as additional design items were included in the project, an updated schedule was prepared and met. Beau Thompson, the Project Manager with the City of Colorado Springs, noted "Every time something was asked for, it was met. It came in under budget even though there was some additional work."

Colorado Springs Utilities (CSU), On-Call Municipal Engineering, Architectural and Related Professional Services, CO

Kimley-Horn is under an on-call contract with CSU for planning, design, and construction management to support their multi-operational/multi-department needs. We are working on multiple tasks orders under this on-call, including feasibility studies and detail designs, to support CSU for service utility (water, wastewater, electric, gas) with multiple facilities and infrastructure within El Paso County. This on-call includes W/WW engineering, general/site engineering, construction management, electrical engineering, mechanical engineering, land development planning and design, landscape architecture, structural engineering, geotechnical, and environmental consulting. Kimley-Horn has served as a comprehensive go-to for CSU's needs. Our ability to complete projects and within budget is evidenced by having repeat business and having performed on over 12 task orders over the last three years with multiple CSU departments. With Kimley-Horn having robust service lines (structural, electrical, land planning, stormwater, etc), all within the firm, we have found efficiencies in cost savings that we pass along to our W/WW projects.

6. Licensed Professional Engineer in the State of Colorado

All of the key staff included on our proposed team are licensed engineers, many in the state of Colorado; their individual license numbers have been included on their resumes for reference.

7. Project Manager Locations

Both Contract/Project Manager Adam Monchak and Deputy Project Manager Andrew Dixon are located in Kimley-Horn's Denver office, only 65 miles from the City. Project Manager Emily Magnuson is in a statewide role and frequently works out of our Ft. Collins and Denver offices (30 and 65 miles from the City, respectively), as well as our Colorado Springs office. Also, dedicated Project Analyst Mimi Williams sits daily in our Ft. Collins office. The project team presented in this proposal knows Greeley, the community, the City team, and the criteria and local area dynamics. Your project managers and deputy project manager have all worked and are pleased to continue work on Greeley water and wastewater projects.

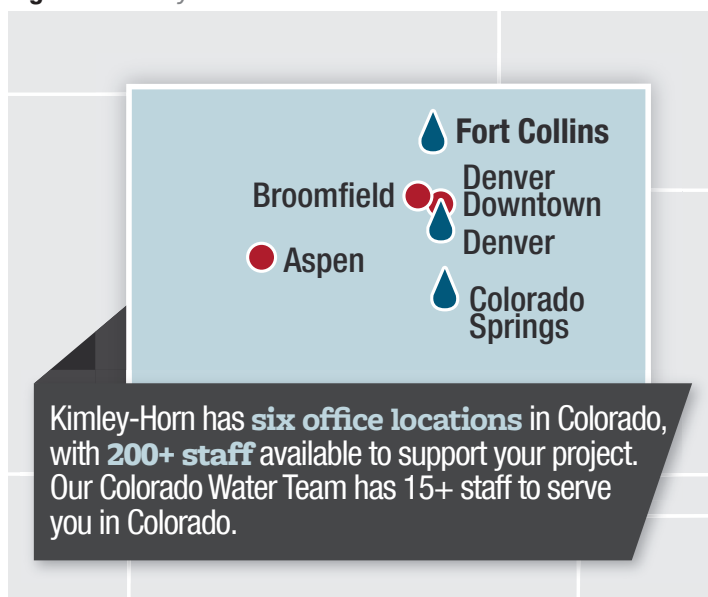
We are excited to support the evolving needs of Greeley and the expanded Northern Colorado community. With our local office staff coupled with a team of technical experts led by this committed team of skilled project managers, we are ready and able to serve on any quick-hitting emergency projects, as well as the larger infrastructure and treatment needs to deliver strong for the City.

D. Company Information

1. Company Name, Address, Phone Number, and Names of Principals

Kimley-Horn and Associates, Inc., 3801 Automation Way, Suite 210, Fort Collins, CO 80525, 303.228.2300

Figure 3. *Kimley-Horn Colorado Office Locations*



Mountain Region Principals

- | | |
|--------------------------------------|-----------------------------------|
| • Kenneth Ackeret, P.E., PTOE, Ph.D. | • Michael Norby, P.E. |
| • Paul Danielson, P.E. | • Michael Colety, P.E., PTOE, RSP |
| • Jason Castillo | • Randall Phelps, P.E., LEED AP |
| • Julie Eklund | • Scott Colvin, P.E. |
| • Maurice Clark, P.E. | • Michael Hermann, P.E. |

2. Year Established

Kimley-Horn was established and began providing consulting services in 1967.

3. Pending Plans to Sell or Merge Company

Kimley-Horn is an employee-owned, private consulting firm. Ownership transition is important to Kimley-Horn and not one shareholder owns more than 5% of the company. There are over 500 owners out of our 5,500 employees. Kimley-Horn never has and has no plans to sell or merge the company.

4. Comprehensive Services

Kimley-Horn is a full-service engineering and planning firm that specializes in W/WW, surface water, transportation, civil, structural, electrical, roadway engineering, and construction phase services. Kimley-Horn is able to bring you the resources of a large national firm, combined with the understanding of a small local organization. Our services include but are not limited to the following:

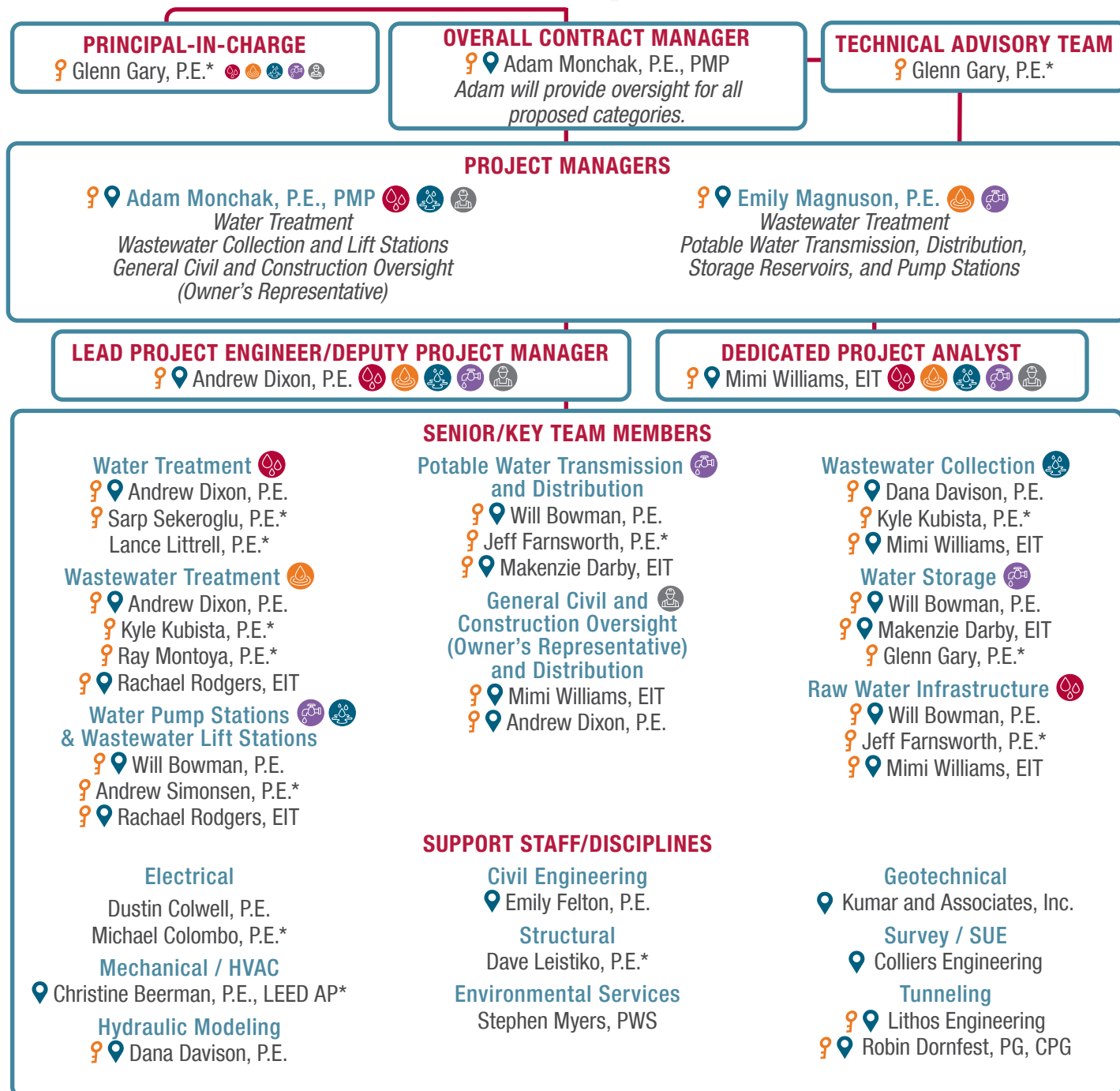
- | | |
|---|---|
| • Water Treatment Facility Design | • Storm Drainage System Design |
| • Wastewater Treatment Plant and Collection Systems Evaluation and Design | • Rehabilitation/Replacement |
| • Water Transmission Main/Distribution | • Capital Improvement Planning |
| • Aquifer Storage and Recovery | • System Design |
| • Pump Station Planning and Design | • Condition Assessment |
| • Lift Station Planning/Design | • Asset Management |
| • Water Storage Facilities Location and Design | • Large-Diameter Pipeline Design |
| • Well Design | • Cost Estimation |
| • Metering Stations | • Permitting |
| • Condition Assessment and Conceptual Alternatives Development | • Construction Observation |
| • Pipeline Rehabilitation | • Odor and Corrosion Inspection and Control |
| • Trenchless Utility Design | • Collection System Condition Assessments |
| | • Hydraulic Modeling |
| | • Master Planning |
| | • Construction Management |
| | • GIS |
| | • Structures |

E. Resumes

Our proposed team was specifically chosen to provide the City with the most qualified staff, whose skills exceed the needs of this project. The team members selected to serve the City on this contract have worked together on many projects, and provide complementary skill sets and team commitment to client service. Kimley-Horn has assembled a team of highly-qualified individuals with extensive pump station experience. The organizational chart (**Figure 4 on page 10**) shows all our key personnel for this project. **We have provided key personnel resumes as an appendix, including all requested details.**

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Figure 4. Organizational Chart



LEGEND:

- ♀ Colorado-based
- ♀ Key team member
- * P.E. outside of CO

- Water Treatment
- Wastewater Treatment
- Wastewater Collection and Lift Stations
- Potable Water Transmission, Distributions, Storage Reservoirs, and Pump Stations
- General Civil and Construction Oversight (Owner's Representative)

Various I&C designs can be provided by Kimley-Horn; however, we understand that the City has preferred Integrators for I&C consulting, which we fully support and can bring into the project team per project need.

F. Evaluation Criterion #1 – Project Manager Experience/Qualifications

1. Customer Service Philosophy

At Kimley-Horn, we do things differently. People are at the forefront of our business. **Our clients know they can count on us – that's why 92% of our business comes from repeat clients.** They know that our engineers, planners, and environmental scientists apply creativity and rigor to deliver outstanding results. Over the last 30 years, our Colorado-based team has earned a reputation as a trusted advisor to our clients. Our local staff of 230 professionals in Colorado is backed by an additional 5,300 employees nationwide. Kimley-Horn offers the City the individual, personalized service that you would expect from a local firm, with the staff and technical resources of a nationally-ranked engineering firm. As demonstrated in our organizational chart (**Figure 4 on page 10**), we offer the City a one-stop shop for the majority of the services required as part of this contract. This enables our team greater control over project solutions and decisions – which is important on smaller task order assignments such as these.

2/3. Project Manager Resumes / Experience, Organization, and Technical Qualifications

To provide the depth of more than one project manager, but to also provide consistency across the five service categories that Kimley-Horn is proposing on, we have assigned two project managers for this contract. These project managers are Adam Monchak, P.E., PMP for the Water Treatment, Wastewater Collection and Lift Stations, and General Civil and Construction Oversight (Owner's Representative) categories; and Emily Magnuson, P.E., for the Wastewater Treatment and Potable Water Transmission, Distribution, and Storage categories. Both Adam and Emily have worked for the City, and have managed similar water and wastewater contracts and projects such as this. Andrew Dixon has also been selected as a deputy project manager to serve on all service categories. He will be Adam and Emily's right-hand person to assist with executing projects, supporting with client and community meetings, while also taking a technical leadership role in producing the engineering design internally within the Kimley-Horn team. **Full resumes for our project managers can be found in the Appendix.**



Emily Magnuson, P.E. | 18 Years of Experience



WASTEWATER TREATMENT



POTABLE WATER TRANSMISSION, DISTRIBUTIONS, RESERVOIRS, AND PUMP STATIONS

Emily has expertise in utility engineering serving municipal, state, and federal clients. This includes serving the Cities of Greeley, Boulder, and Colorado Springs, as well as CSU, to name a few. Emily has participated in over 30 wet infrastructure and/or treatment projects and served as project manager for over 20 of them. She is extremely well-versed in managing project teams, ranging from small project teams to expanded teams for \$50M projects with 20 engineering personnel. She is passionate about serving her hometown community, having grown up in Greeley. She has found that providing innovative, efficient, and creative solutions to the myriad of community challenges is highly rewarding. She is lockstep with all phases of a project: developing early concepts and master plans; collaborating with stakeholders and clients; navigating the political landscape and community outreach; finding contracting mechanisms and planning project execution; and executing innovative engineering to find budget solutions and maximizing value.

40% Availability



Additional Strengths/Expertise

- 18 years of local and national municipal water, wastewater, and stormwater utility engineering experience.
- Located in Kimley-Horn's Fort Collins, Denver Tech Center, and Colorado Springs offices, Emily will be available throughout the contract's duration. Her projected availability for this contract is demonstrated above.

Emily has extensive experience in the field, having led several construction management, CMAR, and Design-Build projects. Bringing construction and constructability knowledge into the design process has been an invaluable addition to her projects, as well as partnering with clients to deliver well through all modes of project delivery.



Adam Monchak, P.E., PMP | 15 Years of Experience



WATER TREATMENT



WASTEWATER COLLECTION AND LIFT STATIONS



GENERAL CIVIL AND CONSTRUCTION OVERSIGHT (OWNER'S REPRESENTATIVE)

Adam manages water and wastewater infrastructure projects from concept to construction. He has expertise in municipal W/WW treatment, municipal water distribution and storage, and municipal wastewater collection. In his 15 years in the engineering field, Adam has participated in over 40 W/WW infrastructure and/or treatment projects and served as project manager for more than half of them. Recently, Adam served as the Project Manager for the City's 12th Street Storm Outfall (Phase 1A) project and is currently serving as Project Manager for the City's Non-Potable Irrigation Pump Station project. Adam will use valuable information gained from these projects to streamline our work on the on-call contract. His management experience includes managing teams as small as two staff members as well as large multidiscipline teams with 15 personnel and multiple subconsultants. He is a Project Management Professional (PMP) that takes pride in leading talented project teams that exceed client expectations. Adam grew up in Berthoud and is frequently in Northern Colorado to visit his parents and family, who still live in the Berthoud/Fort Collins area. Adam also frequently works out of the Kimley-Horn Fort Collins office to support the project team and develop the technical staff. Adam is passionate and committed to contributing to the growth and betterment of the Northern Colorado region.

40% Availability

Additional Strengths/Expertise

- In the last 15 years, Adam has completed numerous comparable projects, including for clients such as Denver Water, CSU, and the City and County of Broomfield.
- Located in the Kimley-Horn Denver Tech Center office (65 miles from City offices), Adam will be available throughout the contract's duration. His projected availability for this contract is demonstrated above.

Adam has served as a trusted advisor to his clients through funding, planning, project development, construction, and the commissioning of various facilities. From concept to completion, Adam is bringing this passion and knowledge to City projects.



Andrew Dixon, P.E. | 8 Years of Experience

In addition to the unique talents of our project managers, we have also elected to supplement our team with Deputy Project Manager Andrew Dixon. Our Deputy Project Manager's role is to act as another main point of contact to the City during this contract, as well as technical leadership in project engineering and development. Andrew will be involved from the start of any project and will carry on through the construction phase, so he is empowered to maintain project scope, schedule, and budget without project interruption.

50% Availability

Additional Strengths/Expertise

- Andrew has provided leadership and engineering on multiple treatment facility projects, for both water and wastewater facilities. He is an excellent process engineer, and offers expertise on conveyance, pumps, valves, tanks, and a great breadth of experience across water and sewer disciplines.
- Andrew has excellent construction experience, having managed the implementation of his designs through construction and commissioning. His projected availability for this contract is demonstrated above.

Having a Deputy Project Manager on the team ensures great client service. Andrew will be available to support Adam and Emily in project leadership and exceeding the needs of the City, and also provide additional technical leadership to the engineering team. We have found that having this redundancy in management and technical leadership provides efficiency and high-quality project delivery.

4. Methods/Timeline of Communication

Communication is paramount for a successful project. Kimley-Horn understands the significance of a high level of responsiveness, communication, and quality. Our experience has shown that there really is no such thing as “over-communication” between the client and the project manager. For this reason, we recommend use of the following approach.

Setting Up for Project Success

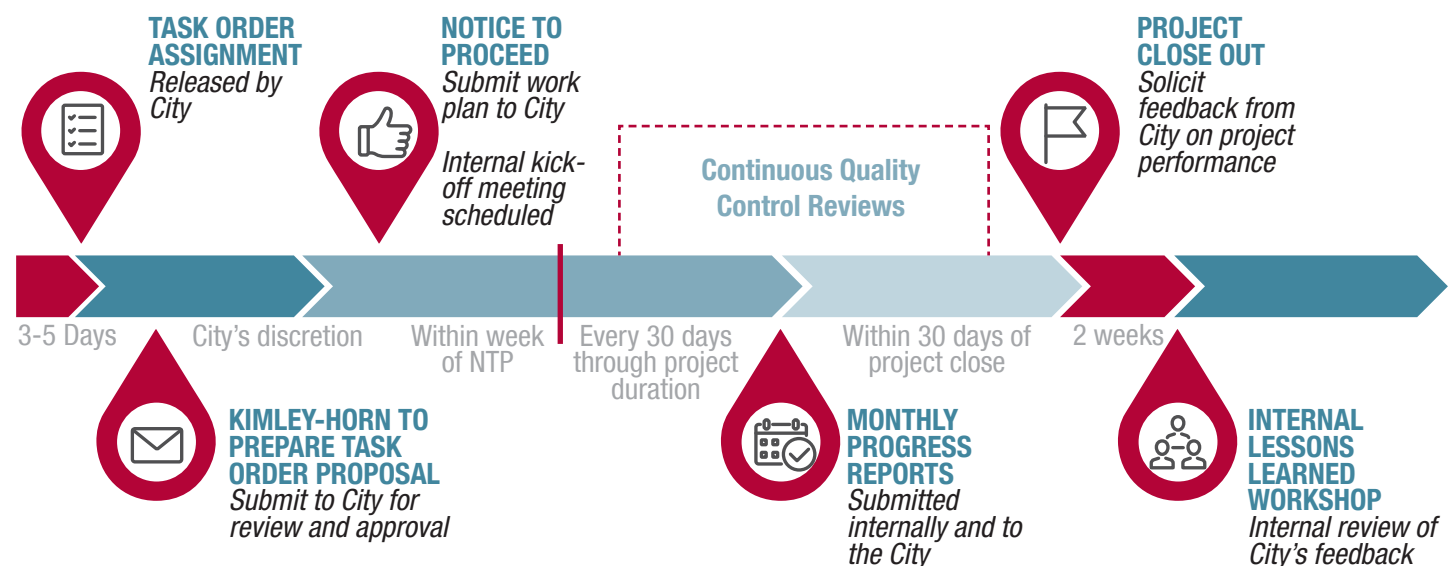
Our team is dedicated to responding to project requirements. On-call contracts require a different approach from project-specific contracts; therefore, each task assignment will need a tailored team and approach. For this contract, we have assembled a team of individuals that are responsible for ensuring high-end client service. This includes Glenn Gary, P.E., Principal-in-Charge, who will oversee the overall success of the contract and client satisfaction. As noted earlier, Adam Monchak, P.E., PMP will serve as your Overall Contract Manager and Project Manager for Water Treatment, Wastewater Collection and Lift Stations, and General Civil/Construction Oversight, and Emily Magnuson, P.E. will serve as Project Manager for Wastewater Treatment and Potable Water Transmission, Distribution, and Storage. **In the role of Contract Manager, Adam will oversee the various task order assignments and assign the appropriate team members to the project(s).**

In the role of Project Manager, Adam and Emily will be responsible for ensuring that the City’s overall needs are met, that we produce high-quality design, that we exceed expectations, and meet all contractual requirements. Andrew Dixon, P.E., will serve as the Lead Project Engineer/Deputy Project Manager across each of our five proposed key service categories. In this role, he will provide coordination between various task assignments and staff resources, while also overseeing budget and schedule milestones. **We feel that these three individuals provide the depth needed for the managerial aspects of this contract, but also provide redundancy and continuity from their past and current work with the City and past work on similar contracts.**

Task Order Assignment Team, Scope, Budget, and Schedule

Once a project or task is assigned under the contact, Adam will work closely with the City to assign a project team based on team member availability and the project technical components. **As shown in the organizational chart on page 10, we have provided a deep bench of staff to overcome any staff availability challenges.** The project team will present a detailed scope of work, budget, and schedule to the City for approval. Once approved, the assigned project manager will create a detailed work plan and will distribute it to the project team.

Figure 5. Sample On-Call Task Order Timeline for Communication



Project Implementation

As noted in the timeline in **Figure 5 on page 13**, a kick-off meeting will be scheduled immediately following the notice to proceed where the work plan will be discussed in detail. During this meeting, the team will establish expectations and responsibilities, outline subtask responsibilities, identify project milestones, finalize schedules, and provide any clarity around project goals and objectives. On a monthly basis, a review of the original project schedule is completed. An estimate of progress (percent completion) is then determined. Each month this schedule is then updated, printed, and reviewed by our project team members. We also compile and send minutes of meetings that occurred that month and a monthly progress report, along with the monthly invoice. The work plan will be continually monitored and revised as the project proceeds to help ensure adherence to schedule and budget.

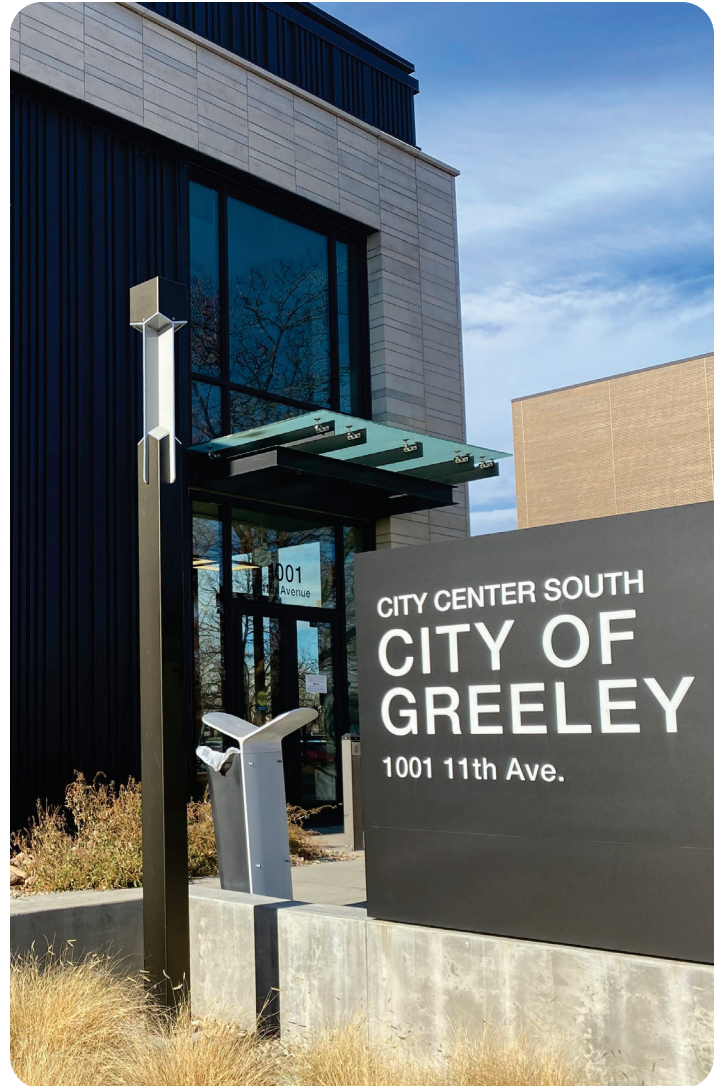
Additionally, the project manager will provide the City with a monthly progress report that tracks project status against items such as budget, schedule, and key deliverables.

Quality control reviews are built into the project schedule. We will schedule meetings with the Kimley-Horn design team to provide schedule compliance and quality production, as well as address any challenges that may arise as quickly as possible. We also will schedule meetings throughout the project with other relevant internal partners and advisors to provide extra layers of review.

Data Sharing and Communication Tools and Methods

Data sharing and communication tools and methods are a key component of successful project delivery – especially during the COVID pandemic. Kimley-Horn uses a wide variety of tools and procedures to ensure effective yet secure data and communication sharing. Below we describe a few:

Microsoft SharePoint: To streamline the information-sharing process between agencies, municipalities, and subconsultants, Kimley-Horn developed a Microsoft SharePoint site. Created for the purpose of plan review for multiple disciplines, the password-protected site cuts down on e-mail traffic and creates one clearinghouse for reviewers. The site allows Kimley-Horn staff to track who has accessed the site and reviewed plans. A Microsoft SharePoint site allows Kimley-Horn employees in multiple offices and different disciplines and clients to use SharePoint's calendar feature to track deadlines and coordinate submittals to agencies.



File Transfer Protocol (FTP) Site: Kimley-Horn has created and maintains an extensive FTP site that will be available to you and the entire project team. The project FTP folder is a secure method of file sharing that can be structured according to your preferences.

Microsoft Teams: Kimley-Horn utilizes Microsoft Teams, which offers workspace chat and videoconferencing, file storage, and application integration. Our team also utilizes Microsoft Project for scheduling.

Project Close-Out

Upon completing a project, Emily and Adam will check in with the City to get feedback on the project. We will also conduct an internal lessons learned workshop to improve performance on any current or future projects with the City.

Evaluation Criterion #2 – Senior Team Members Experience and Qualifications

1/2. Senior Team Member Resumes / Biographies

Resumes for our proposed senior team members, including biographies that outline their expertise, relevant project experience, and years of experience, can be found on their individual resumes in the attached Appendix.

Evaluation Criterion #3 – Potential Team Members and Years of Experience

1. Potential Team Members, Roles, and Years of Experience

Potential Team Member	Project Role	Years of Experience
Dustin Colwell, P.E.	Electrical	13 years
Michael Colombo, P.E.	Electrical	18 years
Christine Beerman, P.E., LEED AP	Mechanical/HVAC	22 years
Dana Davison, P.E.	Hydraulic Modeling	6 years
Emily Felton, P.E.	Civil Engineering	10 years
Dave Leistiko, P.E.	Structural Engineering	31 years
Stephen Myers, PWS	Environmental Services	6 years

Evaluation Criterion #4 – Representative Projects

1. Three Projects Per Key Category

Please find projects completed by our project managers and/or key staff within the last ten years for each of our proposed key service categories attached in the Appendix. Each of the project pages have been marked with an icon highlighting the specific service category: Water Treatment (💧); Wastewater Treatment (🌊); Potable Water Transmission, Distributions, Storage Reservoirs, and Pump Stations (💧); Wastewater Collection and Lift Stations (🌊); and General Civil and Construction Oversight (Owner's Representative) (👤).

Evaluation Criterion #5 – Consultant Hourly Rates for Key Personnel and Team Members

Kimley-Horn offers the following rate structure for the City's As Needed Design and Engineering Services for Water and Sewer Department RFP. Please note that the three key staff most prevalent in the org chart, and that will be committed to your projects, are Adam Monchak at a rate of \$210.00, Emily Magnuson at a rate of \$225.00, and Andrew Dixon at a rate of \$185.00. Please note that at Kimley-Horn, we develop our mid-level professional engineers and analysts to be skilled at project management tasks and leading design efforts. In a typical project, we anticipate the following approximate breakdown of time spent on the project, as a percentage of the whole: Principal-in-Charge (PIC) 5% or less, Project Manager 10%, Technical Expert 10%, Mid-Level Engineer 20%, and Analyst 55%. You will see that the bulk of the project budget is spent by the lower-rate staff. We have found that this structure, coupled with our efficient QA/QC process, optimizes the project budget while delivering on quality. **Please find rate sheets for Kimley-Horn and each of our subconsultants (Lithos Engineering, Kumar & Associates, Inc., and Colliers Engineering) attached on the following pages.**

**Kimley-Horn and Associates, Inc. Hourly Rate Schedule**

Billing rates per Staff Classification	Standard Consultant Rate
Admin. Asst.	\$90.00
Clerical / Administrative	\$115.00
Designer	\$160.00
Senior Designer	\$190.00
Analyst I	\$135.00
Analyst II	\$145.00
Analyst III	\$155.00
Engineer / Professional	\$185.00
Senior Engineer I / Senior Professional I	\$210.00
Senior Engineer II / Senior Professional II	\$225.00
Senior Engineer III / Senior Professional III	\$240.00
Senior Engineer IV / Senior Professional IV	\$260.00



**FEE SCHEDULE
2022**

1. Services will be billed on the time worked by staff personnel as follows unless noted otherwise in the proposal or contract. Overtime hours will be charged a straight time rates.

Senior Consultant	\$210
President	\$210
Vice President	\$195
Senior Professional II	\$190
Senior Professional I	\$170
Professional II	\$155
Professional I	\$140
Staff Professional III	\$120
Staff Professional II	\$105
Staff Professional I	\$100
Administrative	\$70

1. Direct non-salary expenses will be billed at Lithos Engineering's cost plus a ten (10) percent markup for the following:
 - a. Reproduction and printing costs for project-related documents
 - b. Transportation and subsistence costs for travel including: rental cars, truck, boats, trains, and other public carriers.
 - c. Express delivers such as UPS.
2. Mileage for use of personal or company vehicles will be billed at \$0.75/mile.
3. Subcontractors retained by Lithos Engineering for project-related services will be billed at our cost plus ten (10) percent.
4. Payment: Invoices will be submitted about once a month unless otherwise noted in the proposal or contract for services performed. Payment is due upon receipt of the invoice. Interest of two (2) percent per month may be added to the outstanding balance on invoices older than 30 days. In the event that Lithos Engineering must engage collection services to receive payment, Client will reimburse Lithos Engineering for all reasonable collection, attorney's, and court fees.
5. Billing rates are subject to change at any time unless otherwise noted in the proposal or contract.

**City of Greeley, RFP #F22-01-012,
AS NEEDED DESIGN AND ENGINEERING SERVICES FOR WATER AND SEWER DEPARTMENT**

Kumar & Associates, Inc.®

PROFESSIONAL SERVICES FEE SCHEDULE



ENGINEERING, ENVIRONMENTAL AND FIELD TECHNICAL SERVICES

Principal Engineer	\$180.00 - \$220.00/hr.
Senior Project Engineer/Geologist/Manager	\$125.00 - \$160.00/hr.
Project Engineer/Geologist/Scientist	\$100.00 - \$130.00/hr.
Staff Engineer/Geologist/Scientist	\$80.00 - \$105.00/hr.
Project Supervisor	\$90.00 - \$140.00/hr.
Construction Inspector I	\$65.00 - \$75.00/hr.
Construction Inspector II	\$75.00 - \$90.00/hr.
Environmental Specialist/Scientist	\$90.00 - \$135.00/hr.
Environmental Field Technician/Geologist	\$85.00 - \$95.00/hr.
Safety Professional	\$110.00 - \$125.00/hr.
Project Administrator	\$110.00 - \$130.00/hr.
Staff Administrator	\$70.00 - \$80.00/hr.
Exploration Field Engineer/Technician/Geologist	\$70.00 - \$90.00/hr.
Construction Materials Testing Technicians:	
Field Observation	\$65.00 - \$75.00/hr.
Concrete	\$50.00 - \$60.00/hr.
Soils, Reinforcing Steel, Asphalt	\$53.00 - \$62.00/hr.
Piers, Masonry	\$60.00 - \$70.00/hr.
Fireproofing	\$75.00 - \$85.00/hr.
Post-Tensioning	\$60.00 - \$70.00/hr.
Floor Flatness	\$80.00 - \$90.00/hr.
Structural Steel	\$80.00 - \$90.00/hr.
UL Fire Stop Inspection	Call for Pricing
Laboratory Technician/Sample Preparation	\$45.00 - \$55.00/hr.
Word Processing	\$55.00 - \$70.00/hr.
Drafting	\$80.00 - \$100.00/hr.
Litigation/Expert Witness/Deposition	\$175.00 - \$350.00/hr.

OTHER DIRECT CHARGES

Out of Town Expenses, Travel, Rental Etc.	Cost + 15%
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SUBSURFACE EXPLORATION, SAMPLING, MONITORING WELL INSTALLATION

Exploration Subcontractor Subconsultant's (4-Inch Solid Auger, Hollow Stem Auger, Rotary and Diamond Core Drilling, Exploratory Pit Excavation, ATV Drill Rig, Geophysical Exploration, Specialty Sampling, etc.)	Cost + 15%
Materials/Equipment Rental/Outsourced Laboratory Testing/Subconsultants	Cost + 15%
Falling Weight Deflectometer (Includes Operator)	\$250.00/hr.
Concrete/Asphalt Coring	\$100.00/hr.
Photoionization Detector	\$100.00/Day
LEL/CO/H ₂ S/O ₂ Meter	\$100.00/Day
Conductivity, Temperature, pH Tester	\$25.00/Day
Personal Protective Equipment	Rates Quoted on Project Basis

LABORATORY TESTING

Soils	
Moisture Content (ASTM D2216)	\$10.00 ea.
Moisture Content & Density (ASTM D2216)	\$15.00 ea.
Gradation (ASTM D6913)	\$85.00 ea.
Hydrometer (ASTM D7928)	\$90.00 ea.
Double Hydrometer (ASTM D4221)	\$225.00 ea.
Percent Less than #200 Sieve (ASTM D1140)	\$30.00 ea.
Atterberg Limits (ASTM D4318) Method A	\$75.00 ea.
Atterberg Limits (ASTM D4318) Method B	\$50.00 ea.
Standard Proctor (ASTM D698)	\$100.00 ea.
Modified Proctor (ASTM D1557)	\$120.00 ea.
Soil/Cement Proctor (ASTM D558)	\$135.00 ea.
Proctor Checkpoint (ASTM D698 or ASTM D1557)	\$50.00 ea.
Relative Density (ASTM D4253 and ASTM D4254)	\$175.00 ea.
Specific Gravity (ASTM D854)	\$90.00 ea.
Standard Swell-Consolidation (ASTM D4546)	\$75.00 ea.
Air-Dried Swell-Consolidation (ASTM D4546)	\$90.00 ea.
Remolded Swell-Consolidation (ASTM D4546)	\$120.00 ea.
Time/Consolidation (ASTM D2435)	\$325.00 ea.
Unconfined Compressive Strength (ASTM D2166)	\$70.00 ea.
Slake Durability (ASTM D4644)	\$100.00 ea.
Pinhole Dispersion (ASTM D4647)	\$150.00 ea.
Water Soluble Sulfates (AASHTO T290, CP-L 2103)	\$50.00 ea.
pH (ASTM E70)	\$50.00 ea.
Chloride (AASHTO T291, CP-L 2104)	\$50.00 ea.
Re-Dox (ASTM D1498)	\$50.00 ea.
Sulfides (Hach Procedure)	\$50.00 ea.
Electrical Resistivity (ASTM G57)	\$150.00 ea.
Organics (AASHTO T267)	\$75.00 ea.
R-Value (ASTM D2844)	\$350.00 ea.
California Bearing Ratio (ASTM D1883) 1-Pt	\$150.00 ea.
California Bearing Ratio (ASTM D1883) 3-Pt	\$400.00 ea.
Soil/Lime, Soil/Cement Mix Analysis	Call for Pricing
Freeze/Thaw (ASTM D560)	\$400.00 ea.
Wet/Dry (ASTM D559)	\$400.00 ea.
Compressive Strength of Soil-Cement (ASTM D1633)	\$70.00 ea.
Direct Shear/per point (ASTM D3080)	
Unconsolidated-Undrained (Quick Test)	\$150.00 ea.
Residual Strength, Additional Per Carriage Reversal	\$50.00 ea.
Drained Tests Quoted on Project-Specific Basis	

City of Greeley, RFP #F22-01-012,
AS NEEDED DESIGN AND ENGINEERING SERVICES FOR WATER AND SEWER DEPARTMENT



Engineering
& Design

Section III – Rate Schedule

Technical Staff Rates 2022

Billing Titles	Hourly Rates
Executive Principal	290.00
Senior Principal	250.00
Principal	225.00
Senior Technical Director	210.00
Senior Project Manager	205.00
Technical Director	195.00
Project Manager	185.00
Senior Project Specialist	175.00
Project Specialist	165.00
Technical Professional	155.00
Technical Specialist	145.00
Specialist	135.00
Senior Data Technician	125.00
Senior Technical Assistant	115.00
Technical Assistant	105.00
Field Technician	95.00
Data Technician	85.00
Survey Crew – 1 Man w/Robotic Equipment	145.00
Additional Survey Crew Member	50.00
SUE Crew (designating) – 1 Man	130.00
Additional (designating) Member	50.00
SUE Crew (locating) – 2 Man	180.00
Additional (locating) Member	45.00
Expert Witness	375.00

Reimbursable Expenses

General Expenses	Cost + 15%
Travel (Hotel, Airfare, Meals)	Cost + 15%
Sub-Consultants/Sub-Contractors	Cost + 20%
Plotting	3.95 / Each
Computer Mylars / Color Plots	95.00 / Each
Photocopies	0.19 / Each
Color Photocopies	2.00 / Each
Document Binding	4.00 / Each
Portable Media	95.00 / Each
Exhibit Lamination (24" x 36" or larger)	75.00 / Each
Initial Digital Signature	275.00
Additional Digital Signatures	75.00 / Each
Mileage Reimbursement*	0.585 / Per Mile
	Field Vehicle 0.70 / Per Mile

*Mileage reimbursement subject to change based upon IRS standard mileage rate.

Schedule 2

Rates are effective through December 31, 2022

Subconsultants are a lump sum fee under Kimley-Horn's primary contract.

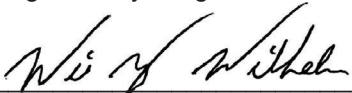
G. Proposal Acknowledgment

EXHIBIT 1 PROPOSAL ACKNOWLEDGEMENT

The offeror hereby acknowledges receipt of addenda numbers 1 through 1.

Falsifying this information is cause to deem your proposal nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFP, except where expressly described in your cover letter.



Original Signature by Authorized Officer/Agent

Will Wilhelm, P.E., CFM

Type or printed name of person signing

Kimley-Horn and Associates, Inc.

Company Name

Vice President/Senior Associate

Title

720.617.1031

Phone Number

3801 Automation Way, Suite 210

Vendor Mailing Address

602.944.7423

Fax Number

Fort Collins, CO 80525

City, State, Zip

07/06/2022 (120 days)

Proposal Valid Until (at least for 90 days)

will.wilhelm@kimley-horn.com

E-Mail Address

www.kimley-horn.com

Website Address

Project Manager:

Adam Monchak, P.E., PMP

Name (Printed)

720.943.9961

Phone Number

4582 South Ulster Street, Suite 1500

Vendor Mailing Address

602.944.7423

Fax Number

Denver, CO 80237

City, State, Zip

adam.monchak@kimley-horn.com

Email Address

I. Debarment Form

EXHIBIT 4 DEBARMENT/SUSPENSION CERTIFICATION STATEMENT

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

DUNS # (Optional) 061099131

Name of Organization Kimley-Horn and Associates, Inc.

Address 3801 Automation Way, Suite 210, Fort Collins, CO 80535

Authorized Signature 

Title Vice President/Senior Associate

Date 03/08/2022



Adam Monchak, P.E., PMP



Overall Contract Manager; Project Manager for Water Treatment; Wastewater Collection; and General Civil and Construction Oversight (Owner's Representative)

Education: B.S., Environmental Engineering, Colorado School of Mines

Certification: Professional Engineer in CO (#46008) and UT; Project Management Professional (#1811438)

Bio: Adam has 15 years of extensive experience as a project manager and project engineer on a variety of municipal projects. His project experience includes water and wastewater treatment facility design, permitting and operations, water and wastewater conveyance, and storage; construction management; and construction phase engineering. He brings expertise in planning, budgeting, design, and development of wastewater collection systems, stormwater collection systems, and water distribution systems to maximize system efficiency. He also has experience performing project tasks such as reviewing annual operational and maintenance budgets to ensure they are cost-effective. Adam is a local project manager and can be readily available to the City of Greeley.

Relevant Projects

- City of Greeley, 12th Street Interceptor Sewer and Storm Outfall: Phase 1A & Phase 1B Water and Sanitary Relocations, Greeley, CO — Project Manager.** The 12th Street Storm Outfall project is part of a phased implementation of an overall master study to relieve flooding in the downtown and adjacent neighborhoods along the corridor. Kimley-Horn led the efforts for Phase 1A to design a new interceptor sewer and a new waterline to improve the utilities as well as make space for the new stormwater outfall to be completed with Phase 1B. Within the Phase 1B project, Kimley-Horn provided consulting to relocate existing water and wastewater utilities to make way for the needed stormwater infrastructure. Kimley-Horn designed a sewer interceptor, combining and relocating two 24-inch interceptors and a 27-inch interceptor into a 48-inch-diameter interceptor to cross under future stormwater improvements and Highway 85. In Phase 1B, Kimley-Horn is partnering with ICON to develop the 12th Street corridor and to implement stormwater conveyance infrastructure and a large water quality pond.
- WPR Development, Wasatch Peaks Ranch Infrastructure Design, Morgan County, UT — Project Manager/Design Lead for Water and Wastewater Technical Discipline.** Project scope included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+-acre development. System components included 40+ miles of pipelines and associated appurtenances, including pressure-reducing valves, seven lift stations, three wells, water treatment, three water pump stations, and four water storage tanks. The water system modeling included developing both the supply and distribution sides of the system.

The delivery or supply portion of the system includes multiple wells, four water storage tanks, and three separate pump stations with a vertical elevation change for approximately 2,000 feet from the well to the highest water storage tank. The pump stations used vertical turbine pumps and the sizes of these stations ranged from 1.7 MGD to 5 MGD. Project delivery included a CMAR approach.

- CSU, Sommerlyn Hills Water and Wastewater Improvements, Colorado Springs, CO — Deputy Project Manager.** Kimley-Horn was tasked with relocating and designing improved potable water (and sanitary) pipelines to allow for the inclusion of a new storm main in a historical neighborhood with narrow streets and congested underground utility corridors. An important part of this project was to have extensive SUE and exploration completed to inform the design. A major project goal was to stay within the public ROW, and with several utilities already residing in the narrow local roadway, the relocated and upsized waterlines were designed with special consideration of utility clearances, cross-contamination protection, and material selection and sourcing. Ultimately, Kimley-Horn worked in extensive collaboration with CSU and the City of Colorado Springs to find the right corridor for the utility and deliver Issued for Construction documents. Throughout the construction process, Kimley-Horn was available for contractor questions and field engineering, which has yielded a successful outcome. The construction was completed in 2020 and has been in service without disruption.
- City of Henderson, West Henderson Waterline Conceptual Design, Henderson, NV — Technical Lead.** The goal for this project was to provide added capacity to meet the demands of rapid growth and development occurring and planned for the south end of the Las Vegas Valley.

Adam Monchak, P.E., PMP (continued)

Kimley-Horn provided conceptual design services for this major water infrastructure project, which would have included nearly five miles of 36-inch to 48-inch steel water transmission main. With sensitivity to difficult maintenance of traffic constraints, Kimley-Horn helped establish an alignment adjacent to an existing drainage channel that would minimize impacts to local residents. Our water transmission designers and drainage engineers worked together to develop an approach and construction sequence that would allow these two major elements of infrastructure to be constructed safely and efficiently. Services provided by the Kimley-Horn team included alignment studies, SUE, geotechnical investigations, permitting and environmental considerations, and constructability evaluation. Our team performed these services to the City's satisfaction. However, the project was canceled due to changed budgetary conditions.

- **CSU, Wilson Tank Alternatives Analysis and Design, Colorado Springs, CO — Project Manager.** Kimley-Horn completed an alternatives analysis for removing the existing steel tank and replacing it with a prestressed concrete tank with a total storage capacity of 5.0 MG. Due to extensive corrosion of the structural members and floor, and internal and external coating degradation, it was determined the existing tank should be replaced with a new concrete tank. The scope of work included evaluating site layout, geotechnical investigations (completed by a subconsultant), identifying required local and state approvals and permits, subgrade layout and design, tank and yard piping design, and AWWA D11, Type III tank performance specifications. As part of the project schedule, Kimley-Horn identified the necessary permitting required with the various City/PPRBD agencies.
- **City and County of Broomfield, Sanitary Sewer Capacity Study and Design, Broomfield, CO — Project Manager.** This study included evaluation of flow monitoring results and future development impacts on system, and also provided recommendations for sewer system improvements to accommodate existing and future sanitary sewer flows.
- **CSU, All Division On-Call Municipal Engineering, Architectural, and Related Professional Services, Colorado Springs, CO — Senior Project Engineer.** Kimley-Horn is under an on-call contract with CSU that includes planning, design, and construction management to support their multi-operational/multi-department needs. We are working on multiple tasks orders under this on-call, including feasibility studies and detail designs, to support CSU for service utility (electric, gas, water, and wastewater) with multiple facilities and infrastructure within El Paso County.

This on-call includes general/site engineering, construction management, electrical engineering, mechanical engineering, land development planning and design, landscape architecture, utility infrastructure, structural engineering, geotechnical, and environmental consulting.

- **McRae Group of Companies, Raterink Mixed-Use Development Mead, CO — Project Engineer.** Kimley-Horn designed onsite sewer for service to buildings/facilities, offsite sewer lines, and associated lift stations/force mains for connection to the local wastewater system. This project included permitting through the CDPHE site application process and coordination through NFRWQPA for a 208 boundary modification, in addition to the site application document presentation and approval from the NFRWQPA staff and board. Adam completed all necessary CDPHE site application and design permitting; the project is currently under construction. The site application was approved by CDPHE and associated referral agencies, including NFRWQPA.
- **Eastern Adams County Metropolitan District, Comanche Crossing Development Wastewater System Study, Strasburg, CO — Project Manager.** Kimley-Horn provided evaluation and capacity analysis of the sanitary sewer collection system, lift stations, and WWTP to provide service to development.
- **Fort Mojave Tribal Utilities Authority (FMTUA), Water System Evaluation, Fort Mohave, AZ — Project Engineer.** FMTUA selected Kimley-Horn to provide a capacity evaluation and recommendations for their 20-year old Avi water system. The purpose of this project was to evaluate the existing water system for capacity, redundancy, and reliability; develop required capacities and redundancies based on standard practices; and develop general recommendations and OPC to construct the recommended improvements. The existing water system included a 500,000 gallon tank; two 1,500gpm capacity diesel-driven fire pumps; four domestic pumps driven by variable frequency drives; three groundwater wells and pumps; a Filtronics treatment system; and a backup generator. The evaluation parameters encompassed existing capacity and required capacities for the storage tank, fire pumps, domestic pumps, generator, treatment, electrical components, controls, and water distribution.
- **Perry Park Water and Sanitation District, Sageport WWTP Improvements, Larkspur CO — Project Management / Lead Design Engineer.** Lead Design Engineer for this WWTP site application approval, as well as project design and construction. Improvements included a new headworks channel, screening building, and modifications to the existing facilities to modify the wastewater flow through the WWTP.*

*Completed prior to employment with Kimley-Horn.



Emily Magnuson, P.E.



Project Manager for Wastewater Treatment; Potable Water Transmission, Distribution, Storage Reservoirs, and Pump Stations

Education: B.S., Civil Engineering, Colorado State University, Fort Collins

Certification: Professional Engineer in CO (#42227), NV, and UT

Bio: Emily has lived and worked in the front range area for over 18 years and is committed to serving her community. Her familiarity with Greeley's service area and all associated agencies is a great benefit to this contract. Her passion for water and wastewater engineering will bring technical excellence to your projects, and her experience having designed through the nuances of local area challenges will give her an advantage to foresee challenges ahead of design, as well as provide clear and effective communication through her collaborative style. She is experienced in all phases of a project: developing early concepts, collaborating with stakeholders and clients, navigating the political landscape and community outreach, finding contracting mechanisms and planning project execution, and executing innovative engineering to find the solution to meet budget and maximize value.

Relevant Projects

- City of Greeley, 12th Street Interceptor Sewer and Storm Outfall: Phase 1A & Phase 1B Water and Sanitary Relocations, Greeley, CO — Principal-in-Charge (Phase 1A).** The 12th Street Storm Outfall project is part of a phased implementation of an overall master study to relieve flooding in the downtown and adjacent neighborhoods along the corridor. Kimley-Horn led the efforts for Phase 1A to design a new interceptor sewer and a new waterline to improve the utilities as well as make space for the new stormwater outfall to be completed with Phase 1B. Within the Phase 1B project, Kimley-Horn provided consulting to relocate existing water and wastewater utilities to make way for the needed stormwater infrastructure. Kimley-Horn designed a sewer interceptor, combining and relocating two 24-inch interceptors and a 27-inch interceptor into a 48-inch-diameter interceptor to cross under future stormwater improvements and Highway 85. In Phase 1B, Kimley-Horn is partnering with ICON to develop the 12th Street corridor and to implement stormwater conveyance infrastructure and a large water quality pond.
- WPR Development, Wasatch Peaks Ranch Infrastructure Design, Morgan County, UT — Project Engineer.** Project scope included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+-acre development. System components included 40+ miles of pipelines and associated appurtenances, including pressure-reducing valves, seven lift stations, three wells, water treatment, three water pump stations, and four water storage tanks. The water system modeling included developing both the supply and distribution sides of the system. The delivery or supply portion of the system includes multiple wells, four water storage tanks, and three separate pump stations with a vertical elevation change for approximately 2,000 feet from the well to the highest water storage tank. The pump stations used vertical turbine pumps and the sizes of these stations ranged from 1.7 MGD to 5 MGD. Project delivery included a CMAR approach.
- CSU, Sommerlyn Hills Water and Wastewater Improvements, Colorado Springs, CO — Project Manager.** Kimley-Horn was tasked with relocating and designing improved potable water (and sanitary) pipelines to allow for the inclusion of a new storm main in a historical neighborhood with narrow streets and congested underground utility corridors. An important part of this project was to have extensive SUE and exploration completed to inform the design. A major project goal was to stay within the public ROW, and with several utilities already residing in the narrow local roadway, the relocated and upsized waterlines were designed with special consideration of utility clearances, cross-contamination protection, and material selection and sourcing. Ultimately, Kimley-Horn worked in extensive collaboration with CSU and the City of Colorado Springs to find the right corridor for the utility and deliver Issued for Construction documents. Throughout the construction process, Kimley-Horn was available for contractor questions and field engineering, which has yielded a successful outcome. The construction was completed in 2020 and has been in service without disruption.
- City of Henderson, West Henderson Waterline Conceptual Design, Henderson, NV — Project Manager.** The goal for this project was to provide added capacity to meet the demands of rapid growth and development occurring and planned for the south end of the Las Vegas Valley. Kimley-Horn provided conceptual design services for this major water infrastructure project, which would have included nearly five miles of 36-inch to 48-inch steel water transmission main. With sensitivity to difficult maintenance of traffic constraints, Kimley-Horn helped establish an alignment adjacent to an existing drainage channel that would minimize impacts to local residents.

Emily Magnuson, P.E. (continued)

Our water transmission designers and drainage engineers worked together to develop an approach and construction sequence that would allow these two major elements of infrastructure to be constructed safely and efficiently. Services provided by the Kimley-Horn team included alignment studies, SUE, geotechnical investigation, permitting and environmental considerations, and constructability evaluation. Our team performed these services to the City's satisfaction. However, the project was canceled due to changed budgetary conditions.

- CSU, Wilson Tank Alternatives Analysis and Design, Colorado Springs, CO — Principal-in-Charge.** Kimley-Horn completed an alternatives analysis for removing the existing steel tank and replacing it with a prestressed concrete tank with a total storage capacity of 5.0 MG. Due to extensive corrosion of the structural members and floor, and internal and external coating degradation, it was determined the existing tank should be replaced with a new concrete tank. The scope of work included evaluating site layout, geotechnical investigation (completed by a subconsultant), identifying required local and state approvals and permits, subgrade layout and design, tank and yard piping design, and AWWA D11, Type III tank performance specifications. As part of the project schedule, Kimley-Horn identified the necessary permitting required with the various City/PPRBD agencies.
- LVVWD, Las Vegas Boulevard Waterline Improvements, Las Vegas, NV — Project Engineer.** Kimley-Horn provided engineering design services for approximately 7.5 miles of 24- and 36-inch diameter transmission main, sited and installed along the Las Vegas Strip, the most heavily trafficked and utilized roadway in Las Vegas. Design tasks included underground utility base mapping, alignment determination, pothole/survey and constructability coordination, MOPO development to minimize traffic/pedestrian impacts, multi-agency coordination, and onsite construction management/administration. Kimley-Horn's designs called for trenchless installations at all major intersections and at a major UPRR rail crossing, to limit traffic disruptions during construction. Kimley-Horn represented the client in weekly design coordination and construction progress meetings, providing interpretation of the construction documents, and evaluating contractor CCA requests.
- Arizona State Parks, Cattail Cove Wastewater Treatment, Mohave County, AZ — Project Engineer.** Kimley-Horn provided master planning and final design services, which included an accelerated project schedule. Final design included recreational vehicle (RV) and cabin improvements along with park amenities. Infrastructure improvements included utility, roadway, and W/WW treatment facilities to this remote location. The client was also awarded a federal access grant, administered by Central Federal Lands (CFL), to provide roadway improvements to the project site. Kimley-Horn provided preliminary and final design documents, and associated Arizona Department of Environmental Quality (ADEQ) permitting, for the water, sewer, reclaimed water, water treatment, and wastewater treatment for the entire park. Improvements included removing obsolete water and wastewater treatment systems and replacing with updated systems.
- City of Colorado Springs, Tollefson Water Treatment Facility (WTF) Pipeline, Check Valve and Reduced Pressure Backflow Assembly (RPBF) Design, Colorado Springs, CO — Project Manager.** Kimley-Horn provided the design to assist in providing finished water quality improvements by installing a 48-inch check valve on the existing steel line to direct flow and design a facility to house the RPBF Assembly. This project included conceptual evaluation through final design and Kimley-Horn performed construction management, on the behalf of the client, for the installation of this work.
- CSU, All Division On-Call Municipal Engineering, Architectural, and Related Professional Services, Colorado Springs, CO — Project Manager.** Kimley-Horn is under an on-call contract with CSU that includes planning, design, and construction management to support their multi-operational/multi-department needs. We are working on multiple tasks orders under this on-call, including feasibility studies and detail designs, to support CSU for service utility (electric, gas, water, and wastewater) with multiple facilities and infrastructure within El Paso County. This on-call includes general/site engineering, construction management, electrical engineering, mechanical engineering, land development planning and design, landscape architecture, utility infrastructure, structural engineering, geotechnical, and environmental consulting.



Andrew Dixon, P.E.



Lead Project Engineer / Deputy Project Manager (All Categories)

Education: B.S., Biological and Agricultural Engineering, Texas A&M University, College Station

Certification: Professional Engineer in CO (#0057185)

Bio: Andrew brings eight years of civil engineering and project management experience for the design and construction administration of water and wastewater pumping and conveyance systems, water and wastewater treatment, reservoirs, river intakes and diversions, surface water drainage, master planning studies, and existing infrastructure analysis. He has designed water plants and wastewater utilities, commercial and institution civil site plans, public utility improvements and public roads projects, and residential developments. He has also written environmental reports to governmental agencies and obtained permits for existing WWTPs. Andrew's variety of civil engineering project experience, combined with his passion for environmental and natural resources engineering, gives him a unique perspective on water projects. As Lead Project Engineer/Deputy Project Manager, Andrew will work closely with Adam and Emily throughout the contract's entirety and will provide coordination between various task assignments and staff resources, while also overseeing budget and schedule milestones.

Relevant Projects

- **City of Greeley, 12th Street Interceptor Sewer and Storm Outfall: Phase 1A & Phase 1B Water and Sanitary Relocations, Greeley, CO — Deputy Project Manager (Phase 1A).** The 12th Street Storm Outfall project is part of a phased implementation of an overall master study to relieve flooding in the downtown and adjacent neighborhoods along the corridor. Kimley-Horn led the efforts for Phase 1A to design a new interceptor sewer and a new waterline to improve the utilities as well as make space for the new stormwater outfall to be completed with Phase 1B. Within the Phase 1B project, Kimley-Horn provided consulting to relocate existing water and wastewater utilities to make way for the needed stormwater infrastructure. Kimley-Horn designed a sewer interceptor, combining and relocating two 24-inch interceptors and a 27-inch interceptor into a 48-inch-diameter interceptor to cross under future stormwater improvements and Highway 85. In Phase 1B, Kimley-Horn is partnering with ICON to develop the 12th Street corridor and to implement stormwater conveyance infrastructure and a large water quality pond.
- **WPR Development, Wasatch Peaks Ranch Infrastructure Design, Morgan County, UT — Project Engineer.** Project scope included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+-acre development. System components included 40+ miles of pipelines and associated appurtenances, including pressure-reducing valves, seven lift stations, three wells, water treatment, three water pump stations, and four water storage tanks. The water system modeling included developing both the supply and distribution sides of the system.

The delivery or supply portion of the system includes multiple wells, four water storage tanks, and three separate pump stations with a vertical elevation change for approximately 2,000 feet from the well to the highest water storage tank. The pump stations used vertical turbine pumps and the sizes of these stations ranged from 1.7 MGD to 5 MGD. Project delivery included a CMAR approach.

- **Sun Communities, River Run Ranch WTF, Granby, CO — Project Manager/Project Engineer.** Andrew served as project manager and engineer for the design and construction of a water treatment facility to serve the Town of Granby (1 MGD). The system included two well pump stations, raw water pipeline, and the water treatment facility. His project responsibilities included project management, design, construction drawings, CDPHE permitting and coordination, equipment submittal and shop drawing review, and construction administration and observation.*
- **Sun Communities, River Run Ranch Nonpotable Water System, Granby, CO — Project Manager/Project Engineer.** Scope included design and construct of two non-potable water pump station (5 MGD and 1.6 MGD) in Granby, Colorado. The system included three discharge pipelines (12,000 LF), two river intake structures, two pump station (six pumps), two augmentation storage ponds (100 and 40 acre-feet), and an augmentation return line. Project responsibilities included project management, design, construction drawings, regulatory submittals, equipment submittal and shop drawing review, construction administration and observation, system start-up, and standard operating procedure development. Project delivery included a CMAR approach.*

**Completed prior to employment with Kimley-Horn.*

Andrew Dixon, P.E. (continued)

- **Sun Communities, River Run Ranch Wastewater Facility, Granby, CO — Project Manager/Project Engineer.** Project manager and engineer on designing and constructing a lift station, force main, and gravity sewer mains in Granby, Colorado. The system included a lift station and force main (1 MGD), railroad and highway crossing and boring, and gravity sewer infrastructure. Project responsibilities included project management, design, CDPHE permitting and coordination, construction drawings, equipment submittal and shop drawing review, construction administration and observation, system start-up, and standard operating procedure development.*
- **Forest Lakes Metropolitan District, Water Treatment Plant, Monument, CO — Project Engineer.** Andrew served as project engineer for the new surface water treatment plant (1.5 MGD) at the Forest Lakes Metropolitan District near Monument, Colorado. His project responsibilities include construction management, construction plan revisions, equipment submittal and shop drawing review, construction observation, and system start-up.*
- **Adams County, Sewage Lagoon Decommissioning, Adams County, CO — Project Engineer.** Andrew served as project engineer on the design and construction of a decommissioning of an existing sewage lagoon that served rural Adams County. His project responsibilities included project management, design, construction drawings, equipment submittal and shop drawing review, and construction administration and observation.*
- **Adams County, Sewage Water Storage Tank Lining, Adams County, CO — Project Engineer.** Andrew served as project engineer on the design and construction of a relining of existing water storage tanks that served rural Adams County. His project responsibilities included project management, design, construction drawings, equipment submittal and shop drawing review, and construction administration and observation.*
- **Town of Larkspur, Water System Improvement Project, Larkspur, CO — Project Engineer.** Andrew served as project engineer for the Town of Larkspur water system improvements funded through the State Revolving Fund. His project responsibilities include equipment submittal and shop drawing review, and construction observation of water treatment plant and distribution pipeline.*
- **Copper Springs Lodge, Pump Vault Replacement, Frisco, CO — Project Engineer.** Andrew served as project engineer for a groundwater pump vault project at Copper Springs Lodge at Copper Mountain, Colorado. His project responsibilities include equipment submittal and shop drawing review, and construction observation.*
- **Montgomery Independent School District (ISD), Water Treatment Plant, Montgomery County, TX — Project Engineer.** Andrew served as project engineer for a new water treatment and distribution plant serving three schools in Montgomery County, Texas. His project responsibilities included equipment submittal and shop drawing review, and construction observation of water plant.*
- **Woodforest Development, Elevated Storage Tank, Montgomery County, TX — Project Engineer.** Andrew served as project engineer for a new elevated storage tank serving a residential development Montgomery County, Texas. His project responsibilities included equipment submittal and shop drawing review, and construction observation of the elevated storage tank.*
- **Montgomery ISD, Wastewater Plant, Montgomery County, TX — Project Engineer.** Andrew served as project engineer for a new 330,000 GPD wastewater treatment plant serving three schools in Montgomery County, Texas. His project responsibilities included project management, construction drawing revisions, equipment submittal and shop drawing review, and construction observation of the wastewater treatment plant.*

**Completed prior to employment with Kimley-Horn.*



Mimi Williams, EIT



Dedicated Project Analyst (All Categories)

Education: B.S., Civil Engineering (Focus: Bio-resources engineering), Montana State University, Bozeman

Certification: Engineer-in-Training in CO (#EI.0076882)

Bio: Mimi is a civil analyst in our Northern Colorado office with four years of experience in pump station design, lift station design, wastewater treatment and collection system design, water treatment and distribution system design, and water system modeling. During her time with Kimley-Horn, she has worked with a variety of municipalities and private clients to provide pump station design, lift station design, sanitary sewer design, waterline and transmission main design, water system models, roadway drainage projects, stormwater management and treatment, and storm drain models. She is proficient in AutoCAD Civil 3D, FlowMaster, SWMM, ArcGIS, and StormCAD.

Relevant Projects

- City of Greeley, 12th Street Interceptor Sewer and Storm Outfall: Phase 1A & Phase 1B Water and Sanitary Relocations, Greeley, CO — Project Analyst (Phase 1A).** The 12th Street Storm Outfall project is part of a phased implementation of an overall master study to relieve flooding in the downtown and adjacent neighborhoods along the corridor. Kimley-Horn led the efforts for Phase 1A to design a new interceptor sewer and a new waterline to improve the utilities as well as make space for the new stormwater outfall to be completed with Phase 1B. Within the Phase 1B project, Kimley-Horn provided consulting to relocate existing water and wastewater utilities to make way for the needed stormwater infrastructure. Kimley-Horn designed a sewer interceptor, combining and relocating two 24-inch interceptors and a 27-inch interceptor into a 48-inch-diameter interceptor to cross under future stormwater improvements and Highway 85. In Phase 1B, Kimley-Horn is partnering with ICON to develop the 12th Street corridor and to implement stormwater conveyance infrastructure and a large water quality pond.
- WPR Development, Wasatch Peaks Ranch Infrastructure Design, Morgan County, UT — W/WW Analyst.** Project scope included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+-acre development. System components included 40+-miles of pipelines and associated appurtenances, including pressure-reducing valves, seven lift stations, three wells, water treatment, three water pump stations, and four water storage tanks. The water system modeling included developing both the supply and distribution sides of the system. The delivery or supply portion of the system includes multiple wells, four water storage tanks, and three separate pump stations with a vertical elevation change for approximately 2,000 feet from the well to the highest water storage tank. The pump stations used vertical turbine pumps and the sizes of these stations ranged from 1.7 MGD to 5 MGD. Project delivery included a CMAR approach.
- Raterink Mixed-Use Development, Lift Station, Mead, CO — Analyst.** Kimley-Horn designed on-site sewer for service to buildings/facilities, offsite sewer lines, and associated lift station/force main for connection to local wastewater system. This project included permitting through the CDPHE Site Application process and coordination through NFRWQPA for a 208-boundary modification in addition to the site application document presentation and approval from the NFRWQPA staff and board.
- City of Henderson, West Henderson Waterline Conceptual Design, Henderson, NV — Project Analyst.** The goal for this project was to provide added capacity to meet the demands of rapid growth and development occurring and planned for the south end of the Las Vegas Valley. Kimley-Horn provided conceptual design services for this major water infrastructure project, which would have included nearly five miles of 36-inch to 48-inch steel water transmission main. With sensitivity to difficult maintenance of traffic constraints, Kimley-Horn helped establish an alignment adjacent to an existing drainage channel that would minimize impacts to local residents.

Additional Project Experience

- CSU, Sommerlyn Hills Water and Wastewater Improvements, Colorado Springs, CO — Project Analyst**
- CSU, Wilson Tank Alternatives Analysis, Colorado Springs, CO — Project Analyst**
- LVVWD, Las Vegas Boulevard Waterline Improvements, Las Vegas, NV — Project Analyst**



Glenn Gary, P.E.



Technical Advisory Team; Principal-in-Charge (Oversight for All Categories); Potable Water Transmission, Distribution, Storage Reservoirs, and Pump Stations

Education: B.S., Civil Engineering, Texas A&M University

Certification: Professional Engineer in TX

Bio: Glenn has 32 years of water/wastewater civil engineering experience. His responsibilities include project management and QA/QC facilitation for a wide range of civil engineering projects focused mainly on water and wastewater infrastructure. Glenn's water and wastewater experience is focused on conveyance and includes water ground and elevated storage tank design, comprehensive planning, water transmission pipeline, sanitary sewer trunk system design, water pump stations, wastewater lift stations, design and construction standards development, and construction phase services.

Relevant Projects

- **WPR Development, Wasatch Peaks Ranch Infrastructure Design, Morgan County, UT — QC Coordinator.** Project scope included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+-acre development. System components included 40+ miles of pipelines and associated appurtenances, including pressure-reducing valves, seven lift stations, three wells, water treatment, three water pump stations, and four water storage tanks. The water system modeling included developing both the supply and distribution sides of the system. The delivery or supply portion of the system includes multiple wells, four water storage tanks, and three separate pump stations with a vertical elevation change for approximately 2,000 feet from the well to the highest water storage tank. The pump stations used vertical turbine pumps and the sizes of these stations ranged from 1.7 MGD to 5 MGD. Project delivery included a CMAR approach.
- **City of Henderson, West Henderson Waterline Conceptual Design, Henderson, NV — Principal-in-Charge.** The goal for this project was to provide added capacity to meet the demands of rapid growth and development occurring and planned for the south end of the Las Vegas Valley. Kimley-Horn provided conceptual design services for this major water infrastructure project, which would have included nearly five miles of 36-inch to 48-inch steel water transmission main. With sensitivity to difficult maintenance of traffic constraints, Kimley-Horn helped establish an alignment adjacent to an existing drainage channel that would minimize impacts to local residents. Our water transmission designers and drainage engineers worked together to develop an approach and construction sequence that would allow these two major elements of infrastructure to be constructed safely and efficiently. Services provided by the Kimley-Horn team included alignment studies, SUE, geotechnical investigation, permitting and environmental considerations, and constructability evaluation. Our team performed these services to the City's satisfaction. However, the project was canceled due to changed budgetary conditions.
- **Alliance Regional Water Authority, Phase 1B Owner's Representative, Hays County, TX — Principal-in-Charge.** Alliance Regional Water Authority retained Kimley-Horn to act as the Owner's Representative to assist with development and management of their Phase 1B Program. This included managing consultants responsible for the design of 85 miles of transmission pipelines (five pipeline segments [48-inch to 12-inch]), one booster pump station, one administration and operations building, two elevated storage tanks, one water treatment plant, well field (with four wells), raw water infrastructure, and eight delivery points.

Additional Project Experience

- **ECUD, Water System Capital Improvements Projects, Odessa, TX — QC Coordinator**
- **CSU, Wilson Tank Site Alternatives Analysis, Colorado Springs, CO — QA/QC**
- **LVVWD, Las Vegas Boulevard Waterline Improvements, Las Vegas, NV — Senior Technical Advisor**
- **SAWS, Naco Pump Station Improvements (5.0 MG GST), San Antonio, TX — QA/QC**
- **Alliance Regional Water Authority (ARWA), Water Delivery System Phase 1B Program Management, San Marcos, TX — Design Manager / QA/QC**
- **City of Fort Worth, Caylor 5.0 MG GST, Fort Worth, TX — QA/QC**
- **North Texas Municipal Water District (NTMWD), South Delivery Point Improvements, Phase 2, Wylie, TX — QA/QC**
- **Clark County, Twain West Industrial Connector, Clark County, NV — Designer**
- **City of Fort Worth, Medical District Water Distribution Improvements (Phase 4), Fort Worth, TX — QA/QC**



Sarp Sekeroglu, P.E.



Water Treatment

Education: M.S., Environmental Engineering, San Diego State University; B.S., Environmental Engineering, Middle East Technical University, Ankara, Turkey

Certification: Professional Engineer in CA

Bio: Sarp has 20 years of experience in the water industry in planning, design, project management, and construction phase services. His design background includes projects such as water and wastewater treatment design, system distribution wastewater collection design, preparation of water/wastewater master plans, and seawater and brackish desalination.

Relevant Projects

- Town and Country Utilities, 8.0 MGD Reverse Osmosis Water Treatment Plant Expansion, Babcock Ranch, FL — QA/QC Review.** Kimley-Horn was selected to design the treatment plant expansion from 1.0 MGD to 8.0 MGD in multiple phases to support the development growth. Kimley-Horn designed and permitted the complete treatment plant expansion to include up to 8.0 MGD of reverse osmosis, 10 additional water supply wells, pre-treatment, post-treatment stabilization and hydrogen sulfide removal, transfer pumps, storage expansion and high service pump expansion. The new treatment plant works in parallel to the existing nanofiltration treatment facility and will ultimately be the supplier of potable water to the development. The design included a phased approach in 2.0 MGD increments with a shell of the buildout in the initial construction efforts. For concentrate disposal, the early phases include blending concentrate with reclaimed water and ultimately a deep injection well for brine disposal. Due to an aggressive schedule, the CMAR delivery method was selected, and our team coordinated closely with the CMAR throughout design and pre-construction.
- City of Oceanside, Chemical Feed System Review and Design at Mission Desalter, Oceanside, CA — Design Project Manager.** Sarp was responsible for providing design services for upgrading the chemical feed systems at the 6.37 MGD Mission Desalter. Project scope included field investigation of existing systems, evaluating material compatibility, determining the secondary containment capacities, designing a new aqueous ammonia storage system, and providing a new chemical feed system design for hydrochloric acid and ammonia.*
- City of San Marcos Public Works, As-Needed Engineering Services, San Marcos, CA — Project Manager.** Sarp provided as-needed engineering services to City of San Marcos Public Works Division, which runs the landscape irrigation system in the City. Two parks, Walnut Grove and San Elijo Hills, were investigated for inefficient wells and to determine opportunities to improve the irrigation supply. A preliminary design report was prepared for Walnut Grove Park to integrate additional storage and combine irrigation wells for long-term, sustainable supply.*
- City of San Marcos, Creekside Marketplace Well Replacement, San Marcos, CA — Design Project Manager.** The existing well at the Creekside Marketplace was not capable of providing sustainable flow for the landscape irrigation system. The well was refurbished with a new well pump, which pumps water into a new 10,000 below-ground tank. A new booster station was designed to provide water to the irrigation system from the storage tank.*
- University of California San Diego (UCSD), Nimitz Marine Facility (MARFAC) Stormwater Pump Station Design, San Diego, CA — Project Manager.** In this role, Sarp was responsible for designing a stormwater pump station at UCSD MARFAC. UCSD urgently required the design of a stormwater pump station to replace a proposed 20,500 gallon underground stormwater retention basin, along with the relocation of a proposed hydrodynamic separator. Duties included managing the design team (mechanical, structural, and electrical) in a short four-week timeframe to meet the aggressive construction schedule.*
- City of Escondido, Brine Pipeline/Blended Water Pipeline and Potable Tank Design, Escondido, CA — Project Manager.** In this role, Sarp was responsible for the design of 12,000 LF of gravity brine line from Broadway Avenue to Harmony Grove, the design of 14,000 LF of blended reclaimed water from the future RO treatment plant to the service tank, and design of a new 250,000 gallon bolted steel tank. Duties included coordinating the team for the permitting and design effort. Key components included utilization of trenchless construction technologies on various locations (CalTrans and railroad crossings) and design of the new potable water tank in a very tight project site.*

Additional Project Experience

- San Pasqual, Brackish Water Desalination Demonstration Project, San Diego, CA — Project Manager***
- California American Water, Monterey Peninsula Water Supply Project Pilot Plant, Monterey, CA — Project Engineer***

*Completed prior to employment with Kimley-Horn.



Lance Littrell, P.E.



Water Treatment

Education: Master of Business Administration, University of Central Florida;
B.S., Mechanical Engineering, Old Dominion University

Certification: Professional Engineer in FL, OH

Bio: Lance has 20 years of experience successfully delivering water, wastewater, and reclaimed water utility projects. His municipal experience includes a well-rounded portfolio of planning, design, construction inspection, and start-up services, as well as operations assistance. Lance also brings significant experience in design and hands-on construction of membrane treatment systems in the United States and abroad.

Relevant Projects

- **Palm Beach County, Water Treatment Plant No. 11 Membrane Replacement Pilot Testing/Study, Palm Beach County, FL — Project Manager.** Water Treatment Plant No. 11 has been in operation and producing potable water for the cities of Belle Glade, Pahokee, and South Bay since 2007. The original RO membranes remained in service and needed to be replaced, so Kimley-Horn was retained to conduct a membrane pilot study to select suitable replacement RO membranes and antiscalant. The goal was to identify the membrane that exhibited the best performance with respect to operating pressures, water quality, and long-term performance.
- **City of Ocala, Water Treatment Facility Feasibility Study/ Blending Analysis, Ocala, FL — Project Manager.** Kimley-Horn prepared a water treatment facility analysis for the recently constructed lower Floridan aquifer well and potential future well supplies. The purpose of the analysis was to plan the treatment necessary to treat the water supply to potable water quality, integration of the existing and new water treatment facilities, blending of the two water supplies, and identification of the optimal water treatment ratios of the existing and future treated water supplies. The project's scope of services included the specific tasks to gather information, develop treatment needs, perform necessary analyses, develop costs, and document the project results. The feasibility analysis focused on available treatment alternatives, anticipated water qualities and capital cost for each, integration techniques within the City, existing infrastructure and new blending facilities, and establishing the recommended road map for the City of Ocala's future treatment needs.
- **City of Stuart, Unregulated and Emerging Contaminant Monitoring Rule (UCMR) and Perfluorinated Chemicals (PFCs) Evaluation, Stuart, FL — Project Engineer.** Kimley-Horn provided engineering services for the investigation of treatment methods for the removal of UCMR 3 and UCMR 4 emerging contaminants, including PFOA (Perfluorooctane Sulfonate) and PFOS (Perfluorooctanoic Acid), two known perfluorinated chemicals (PFCs).

The project included reviewing water quality data for individual wells and point of entry (POE) to the water distribution system, information related to current US Environmental Protection Agency and Florida Department of Environmental Protection regulations, wellfield pumping capacities, operation and consumptive use allocations, and site and piping plans. Kimley-Horn was responsible for researching and evaluating treatment methods currently available to reduce and/or eliminate the potential for emerging contaminants that may be present in the raw water source, consisting of granular activated carbon (GAC), membrane treatment (RO or nanofiltration [NF]), or ion exchange (IX).

Additional Project Experience

- **City of Stuart, Water Treatment Plant Emerging Contaminants (PFAS's) Treatment and Implementation, Stuart, FL — Project Engineer**
- **City of Port St. Lucie, James E. Anderson RO Membrane Pilot Study and Replacement at RO Water Treatment Plant, Port St. Lucie, FL — Project Manager**
- **Pluris Utilities, Wedgefield Water Treatment Plant Improvements, Orlando, FL — Project Engineer**
- **West Villages Improvement District, Utility Engineering Services (Southwest Water Treatment Plant and Wastewater Treatment), North Port, FL — Engineer of Record**
- **Palm Beach County, Water Treatment Plant #2 Evaluation of Existing Treatment Facilities, Palm Beach County, FL — Project Engineer**
- **Palm Beach County, Water Treatment Plant #2 Treatment and Disposal Improvements, West Palm Beach, FL — Project Manager**



Kyle Kubista, P.E.



Wastewater Treatment; Wastewater Collection and Lift Stations

Education: BCE, Texas Tech University; M.S., Civil Engineering, Texas Tech University

Certification: Professional Engineer in AR, TX

Bio: Kyle has nine years of experience in providing water and wastewater treatment design and modeling services. He serves as a project engineer for municipalities to develop designs that provide operational flexibility to respond to a plant's changing needs while maximizing a plant's capabilities. He has successfully delivered projects through the planning, design, and construction phases with a focus on schedule and budget. Kyle's designs have included conventional activated sludge treatment, nutrient removal processes, membrane bioreactors, solids stabilization, dewatering, and disinfection.

Relevant Projects

- **City of Waxahachie, WWTP Assessment, Master Plan, and Biosolids Improvements, Waxahachie, TX — Process Design Engineer.** Kimley-Horn assessed the City's existing WWTP to identify improvements required to expand the facility. The facility assessment revealed biosolids handling issues as well as accumulation of fats, oils, grease, and foam within the plant. Kyle's role was to biologically and hydraulically model the existing plant and design the proposed improvements.
- **Hillwood Investment Properties, Northlake Municipal Management District 1 Wastewater Treatment Plant 2020, Northlake, TX — Project Manager.** Kimley-Horn performed complete permitting, design, and construction services for a new wastewater treatment facility in Northlake, Texas. The initial phase of the facility was designed using conventional activated sludge treatment processes with tertiary filtration at an average daily flow of 100,000 gallons per day. The water generated from the facility will be used for irrigation of public green spaces. Kimley-Horn was able to get the facility permitted without stringent limits set by the Texas Commission on Environmental Quality (TCEQ) despite discharging to a classified stream. Kimley-Horn's relationships with regulatory agencies can help facilitate any permitting or approvals required for this project.
- **City of Farmersville, Wastewater Treatment Facility, Farmersville, TX — Project Design Engineer.** Kimley-Horn was selected for a WWTP master plan, which included a condition assessment of the existing treatment facilities and design of a new facility for the City of Farmersville. The design included a new sequencing batch reactor facility and recommended the repurposing of existing treatment units at its existing facility. The master plan made treatment recommendations at the existing facility and recommended a new WWTP to serve some of the developing area. Kimley-Horn prepared a technology evaluation for the main process equipment and developed biological and hydraulic models to determine the most cost effective solutions and technologies to serve the City for its near- and long-term growth.

Kyle was responsible for the design of the rehabilitation of the City's existing wastewater treatment plant and the design of a new wastewater treatment facility to serve growth south of the City.

- **City of Gainesville, 4.0 MGD WWTP Master Plan and Improvements, Gainesville, TX — Project Design Engineer.** Kimley-Horn was selected for complete design and construction phase services to improve the existing 4.0 MGD conventional activated sludge treatment facility. The design included 2,000 LF of 30-inch influent sewer main, a new headworks facility, lift station, sequencing batch reactors, an aerobic digester, belt filter press, sludge handling building, administration building, and an electrical building. Kimley-Horn performed hydraulic modeling, process modeling, 3D modeling and produced bidding documents for the project. Specifically, Kyle biologically modeled and designed a sequencing batch reactor to improve the existing 4 MGD conventional activated sludge treatment facility. Kyle also provided construction, start-up, and implementation services to deliver a successful project.

Additional Project Experience

- **City of Waxahachie, WWTP Biosolids Assessment and Recommendations, Waxahachie, TX — Project Engineer**
- **West Villages Improvement District (WVID), Southwest Wastewater Reclamation Facility (SWWWRF), North Port, FL — Project Engineer**
- **City of Gainesville, Wastewater Treatment Facilities Master Plan and Design, Gainesville, TX — Project Engineer**
- **City of Gainesville, Water Master Plan and Water Modeling, Gainesville, TX — Project Manager**



Ray Montoya, P.E.



Wastewater Treatment

Education: B.S., Civil Engineering, New Mexico State University

Certification: Professional Engineer in AZ, NV, HI, and UT

Bio: Ray brings 23 years of experience in wastewater treatment, including mechanical and process improvements, wastewater hydraulic and process computer models, facility capacity adequacy studies, and facility master plans. He has developed relationships regionally with WWTP operators and equipment vendors, and specializes in procuring funding for water/wastewater projects. He is currently serving on the Water Infrastructure Finance Authority of Arizona (WIFA) Board of Directors — a position to which he was appointed by the Arizona governor.

Relevant Projects

- **Pima County Regional Wastewater Reclamation District, Tres Rio 50.0 MGD WWTP Clarifier No. 4 Upgrades, Tucson, AZ — Project Manager/Field Support.**

Kimley-Horn led the assessment and design of structural and site improvements for the existing primary clarifier for the 50.0 MGD Tres Rios WWTP. The structural evaluation and assessment was required to address below-grade concrete joint failures and above-grade visible cracking issues for this 30-year-old structure. Scope included alternatives recommendations, design drawings, and coordination with the contractor to include site and construction assistance.

- **City of Cottonwood, Mingus 8.0 MGD WWTP UV Wastewater Disinfectant System Installation, Cottonwood, AZ — Project Manager.** Kimley-Horn designed a new UV disinfecting system and structural modifications and upgraded the electrical service system for the City of Cottonwood's 8.0 MGD WWTP. An in-channel Wedeco UV lamp system was chosen to replace the existing saline Trojan UV system. Kimley-Horn worked closely with the Design-Build contractor and the City to complete the project within a very aggressive design and construction schedule. This project was designed on an accelerated schedule in less than 45 days to keep the plant in compliance. Kimley-Horn developed a plan to keep the plant in operation while the new equipment was replaced. This project's key features included: water reclamation design, preliminary design, final design, estimating, bid package/GMP coordination, future expansion consideration, permitting, and specification development.

- **Town of Chino Valley, WWTP Treatment Plant Septage Receiving Upgrade, Chino Valley, AZ — Project Manager.**

Kimley-Horn completed a detailed analysis of the operating capacity of the existing WWTP to evaluate the potential of adding liquid-stream septage. Specific analysis was performed to determine the overall ability of the existing facility to treat both the influent sewage and liquid-stream septage utilizing the existing treatment process and infrastructure. This study focused on the ability to accept and treat offsite hauled liquid-stream septic tank waste, potential impacts to the existing operation, and an overall management strategy for septage receiving operations.

Additional Project Experience

- **City of Buckeye, Central Plant WWTP Mechanical Screen Replacement, Buckeye, AZ — Project Engineer**
- **Ak-Chin Indian Community, Public Use Area Master Grading and Drainage Plan, Maricopa/Ak-Chin Tribal Land, AZ — QA/QC Reviewer**
- **City of Bullhead, Sewer Lift Station Evaluation, Bullhead, AZ — Project Engineer**
- **Pima County Regional Wastewater Reclamation Department, Avra Valley WWTF, Pima County, AZ — Project Engineer***
- **Vallecitos Water District, Meadowlark Water Reclamation Facility, San Marcos, CA — Project Manager***
- **Pima County Regional Wastewater Reclamation Department, Roger Road WWTP Electrical Services Improvement Study, Pima County, AZ — Project Manager***
- **City of Douglas, Wastewater Treatment Facility, Douglas, AZ — Project Manager***
- **Marana Unified School District, Marana High School WWTP FY2013-2014, Marana, AZ — Project Manager***

*Completed prior to employment with Kimley-Horn.



Rachael Rodgers, EIT



Wastewater Treatment; Potable Water Transmission, Distribution, Storage Reservoirs, and Pump Stations; Wastewater Collection and Lift Stations

Education: B.S., Mathematics, Southern Methodist University; Master of Business Administration, Southern Methodist University; Master of Environmental Engineering, Environmental Engineering, Southern Methodist University

Certification: Engineer-in-Training in TX

Bio: Rachael is a civil analyst in our Denver Tech Center office with four years of experience in wastewater treatment and collection system design, lift station design, water and wastewater master planning, water treatment and distribution system design, and water system modeling. During her time with Kimley-Horn, she has worked with a variety of municipalities and private clients across multiple states to provide support for water and wastewater treatment services, water and wastewater transmission main design, water and wastewater models, among other services. She is proficient in REVIT, InfoWater, AutoCAD Civil 3D, ArcGIS, and SewerCAD.

Relevant Projects

- SouthWest Water Company, Tower Terrace WWTP Improvements, Baytown, TX — Analyst.** Kimley-Horn was selected by SouthWest Water Company to increase reliability with inflow and infiltration to the collection system and provide a solution to high flows into the treatment plant. Kimley-Horn analyzed available flow data and CCTV data to recommend improvements to the collection system. Kimley-Horn designed a 36,000 gallon flow equalization basin to improve plant functionality and mitigate peak flow events.
- Trinity River Authority (TRA), Lift Station 7M Improvements, Dallas, TX — Analyst.** TRA retained Kimley-Horn to assess the condition and capacity of the existing Lift Station 7M to serve a 2040 design year flow of 10 MGD. This evaluation also includes field testing and a desktop hydraulic analysis to develop alternative recommendations for improvements at the site. The force main associated with the lift station has multiple points of entry downstream of the lift station complicating the hydraulic condition.
- City of Amarillo, Northwest Basin Wastewater Master Plan, Amarillo, TX — Analyst.** Kimley-Horn was selected to complete a wastewater master plan for the northwest basin of Amarillo. Kimley-Horn evaluated existing infrastructure in the basin, but for the most part, the basin was undeveloped. Kimley-Horn completed basin delineation for the majority of the basin using ArcGIS. Kimley-Horn evaluated projected development to estimate future flows and size collection infrastructure appropriately. Kimley-Horn also evaluated end of line options including treatment plant expansion. Kimley-Horn made recommendations for financial prioritization of future projects.
- Corix Utilities, Camp Swift WWTP Facility Plan and Modeling: Facility Process Evaluation and Headworks Replacement Project, Bastrop, TX — Analyst.** Kimley-Horn was selected to evaluate the existing treatment process and propose rehabilitation alternatives for the existing Camp Swift Wastewater Treatment Facility. The facility includes a membrane bioreactor and a lagoon treatment train. Kimley-Horn evaluated the life cycle cost of rehabbing each treatment train or repurposing either train to create a more efficient treatment facility. The evaluation also resulted in recommendations to improve the plants existing headworks, to address ragging issues currently being observed at the plant, by replacing the one-inch manual bar screen with an automated screen with finer bar spacing. Kimley-Horn evaluated various screen types and manufactures. A multi-rake type screen with 0.25-inch openings was recommended along with a new washer compactor, automatic bagger, and new influent channel to accommodate the new equipment.
- Central States, Condition Assessment of Small Community Wastewater (SCWW) Systems in TX, NC, MS, AZ, and TX — Analyst.** Kimley-Horn is leading a project team that is performing the condition assessment of water supply, water treatment, distribution, sanitary collection, lift stations, and wastewater treatment infrastructure/facilities for the small community water and wastewater systems across multiple states. These systems are potential acquisition targets for Central States Water Resource (CSWR). This condition assessment is geared towards addressing aging infrastructure, identifying the system deficiencies in meeting regulations, and providing recommendations to improve the condition of the overall systems. This helps CSWR make business decisions on acquisition, set the rate structure, and prioritize the improvements. Currently, Kimley-Horn is performing condition assessments for 42 water and wastewater systems across multiple states.



Will Bowman, P.E.



Potable Water Transmission, Distribution, Storage Reservoirs, and Pump Stations; Wastewater Collection and Lift Stations

Education: B.S., Civil and Environmental Engineering, University of Florida

Certification: Professional Engineer in CO (#0056372), NV, and UT

Bio: Will has six years of experience as a project engineer working with both public and private clients on a variety of projects including master planning, water transmission and distribution design, sewer transmission design, water pump stations, municipal water/wastewater treatment, municipal water distribution and storage, and municipal wastewater collection. He has technical skills and experience with software packages such as ArcGIS, AutoCAD, REVIT, WaterCAD, and SewerCAD. His designs have been used to build augmented reality environments and animation-based deliverables.

Relevant Projects

- WPR Development, Wasatch Peaks Ranch Infrastructure Design, Morgan County, UT — Project Engineer.** Project scope included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+-acre development. System components included 40+ miles of pipelines and associated appurtenances, including pressure-reducing valves, seven lift stations, three wells, water treatment, three water pump stations, and four water storage tanks. The water system modeling included developing both the supply and distribution sides of the system. The delivery or supply portion of the system includes multiple wells, four water storage tanks, and three separate pump stations with a vertical elevation change for approximately 2,000 feet from the well to the highest water storage tank. The pump stations used vertical turbine pumps and the sizes of these stations ranged from 1.7 MGD to 5 MGD. Project delivery included a CMAR approach.
- City of Henderson, West Henderson Waterline Conceptual Design, Henderson, NV — Deputy Project Manager.** The goal for this project was to provide added capacity to meet the demands of rapid growth and development occurring and planned for the south end of the Las Vegas Valley. Kimley-Horn provided conceptual design services for this major water infrastructure project, which would have included nearly five miles of 36-inch to 48-inch steel water transmission main. With sensitivity to difficult maintenance of traffic constraints, Kimley-Horn helped establish an alignment adjacent to an existing drainage channel that would minimize impacts to local residents. Our water transmission designers and drainage engineers worked together to develop an approach and construction sequence that would allow these two major elements of infrastructure to be constructed safely and efficiently. Services provided by the Kimley-Horn team included alignment studies, SUE, geotechnical investigation, permitting and environmental considerations, and constructability evaluation. Our team performed these services to the City's satisfaction. However, the project was canceled due to changed budgetary conditions.
- CSU, Sommerlyn Hills Water and Wastewater Improvements, Colorado Springs, CO – Project Engineer.** Kimley-Horn was tasked with relocating and designing improved potable water (and sanitary) pipelines to allow for the inclusion of a new storm main in a historical neighborhood with narrow streets and congested underground utility corridors. An important part of this project was to have extensive SUE and exploration completed to inform the design. A major project goal was to stay within the public ROW, and with several utilities already residing in the narrow local roadway, the relocated and upsized waterlines were designed with special consideration of utility clearances, cross-contamination protection, and material selection and sourcing. Ultimately, Kimley-Horn worked in extensive collaboration with CSU and the City of Colorado Springs to find the right corridor for the utility and deliver Issued for Construction documents. Throughout the construction process, Kimley-Horn was available for contractor questions and field engineering, which has yielded a successful outcome. The construction was completed in 2020 and has been in service without disruption.

Additional Project Experience

- CSU, Wilson Tank Alternatives Analysis and Design, Colorado Springs, CO — Project Engineer**
- LVVWD, Las Vegas Boulevard Waterline Improvements, Las Vegas, NV — Project Engineer**
- CSU, All Division On-Call Municipal Engineering, Architectural, and Related Professional Services, Colorado Springs, CO — Project Engineer**
- City of Arlington, 2017 Water and Sanitary Sewer Main Replacements, Arlington, TX — Project Engineer**
- City of Arlington, Avenue H Paving, Drainage, and Utility Improvements, Arlington, TX — Team Member**



Andrew Simonsen, P.E.



Potable Water Transmission, Distribution, Storage Reservoirs, and Pump Stations; Wastewater Collection and Lift Stations

Education: B.S., Civil Engineering, University of Texas, Austin

Certification: Professional Engineer in TX

Bio: Andrew has been delivering expertise in infrastructure planning, analysis, and design for nearly 10 years. Providing services such as comprehensive master and capital improvement planning, impact fee studies, water system design, and construction administration, Andrew brings an analytical yet creative approach to all projects. With a unique interest in utility planning and design, he works in a systematic manner, following through tasks and projects to completion. Skilled in areas such as hydraulic modeling, model calibration, pump testing, and water modeling, Andrew pays close attention to detail and is well-suited to schedules that entail planning, design, and construction.

Relevant Projects

- **City of Amarillo, Wastewater System Modeling and Master Plan Update, Amarillo, TX — Project Engineer.**

The City of Amarillo retained Kimley-Horn to provide a wastewater system master plan update to the previous 2012 wastewater system master plan focused specifically on the Northwest Basin of Amarillo. This master plan report update evaluated two end-of-line options for the Northwest Basin of Amarillo, which included a new lift station downstream of the existing Lift Station 40 to convey flow to the City's River Road WWTP located in Northeast Amarillo and a new WWTP capable of treating all wastewater flow in the Northwest Basin. The Northwest Basin contains land extending to the five-mile extraterritorial jurisdiction covering approximately 50,300 acres. To size new infrastructure, the proposed collection system to serve the Northwest Basin was analyzed using SewerCAD modeling software. Kimley-Horn updated the City's existing model to include the new collection system. Kimley-Horn also conducted a business case analysis to determine the most economical and effective planning end-of-line option for the Northwest Basin. The two options for the basin included a new Northwest Basin lift station or wastewater treatment plant — both were in addition to the proposed collection system infrastructure for the basin.

- **City of Amarillo, Water System Evaluation and Master Plan, Amarillo, TX — Project Engineer.** Kimley-Horn is partnering with another firm to update the City of Amarillo's water master plan. Kimley-Horn was tasked with performing a comprehensive evaluation of the City's elevated storage tanks, GSTs, and pump stations. Kimley-Horn evaluated six elevated storage tanks, six GSTs, and nine pump stations. Kimley-Horn evaluated a number of different elements for the ground and elevated storage tanks, including structural integrity, exterior and interior coating condition, TCEQ compliance, site-civil, and security as an example of several.

Kimley-Horn also evaluated each pump station for site-civil and pump performance. Kimley-Horn collected pump suction pressure, discharge pressure, flow rate, and electrical performance. Kimley-Horn analyzed the data and make recommendations for pump station and individual pump improvements.

- **City of Lubbock, 54-Inch Sanitary Sewer Extension Project, Lubbock, TX — Project Engineer.** Kimley-Horn performed final design and ROW acquisition associated with approximately seven miles of 54-inch and 48-inch diameter sanitary sewer interceptor to convey flow from an existing lift station to the head works facility at Lubbock's Southeast Water Reclamation Plant (SEWRP). Kimley-Horn evaluated trenchless options for a portion of the project located within the right-of-way of a five-lane major arterial. The City's largest sanitary sewer line, it is designed to serve year 2060's population projections. Kimley-Horn completed the alignment study, preliminary engineering, and final design of the first bid package, including a connection to the SEWRP head works lift station. The overall project involved three major TxDOT crossings; five railroad crossings; a 1,000-foot tunnel under a freeway; and significant traffic control.

Additional Project Experience

- **Bethesda Water Supply Corporation, Bethesda Water Modeling, Burleson, TX — Project Engineer**
- **Ector County Utility District (ECUD), 42nd Street Pump Station, Odessa, TX — Project Engineer**
- **Raleigh Water, Pump Station Evaluations and Inventory, Raleigh, NC — Project Engineer**
- **Schertz-Seguin Local Government Corporation (SSLGC), Hydraulic Analysis, Seguin, TX — Project Engineer**



Jeff Farnsworth, P.E., RSP₁



Potable Water Transmission, Distribution, Storage Reservoirs, and Pump Stations; Water Treatment

Education: B.S., Civil Engineering, University of Texas at San Antonio

Certification: Professional Engineer in TX

Bio: Jeff offers 33 years of diverse experience in the field of water and wastewater reuse, water transmission, and distribution. Jeff's experience includes the design and construction supervision of medium- and large-diameter water transmission mains, associated route evaluation, pipe material evaluation, transient evaluation, corrosion protection, and other elements typically associated with major water transmission projects. For more than three decades, Jeff has worked on water transmission projects with diameters ranging in size from 24- to 60- inch, and pipeline lengths from ½ mile to 20 miles, with pressures ranging from normal operating pressure to 300 psi and using a variety of pipe materials.

Relevant Projects

- San Antonio Water System (SAWS), Gonzales County Carrizo Transmission Pipeline Segment 1, San Antonio, TX — Project Manager.** Jeff served as Project Manager on this project, which consisted of 100,000 LF of 54- to 48-inch transmission main beginning at the Buckhorn Well Field in Wilson County and ending at the Twin Oaks Water Treatment Plant in southeast Bexar County. This project involved route evaluation, ROW acquisition, environmental clearances and permitting, and public involvement. This 20-mile pipeline was planned through a rural setting, and utilized existing ROW such as county roads, railroads and utility easements to minimize disruption to private lands and to the environment.
- SAWS, Aquifer Storage and Recovery Southern Transmission Pipeline Design Segment I, San Antonio, TX — Project Manager.** Jeff served as Project Manager for this 60-inch transmission pipeline. This high-profile project involved 8.75 miles of pipeline with operating pressures ranging from 200-300 psi. The design was performed on an accelerated schedule, with the final design to be completed within an eight-month period. The pipeline emanates at the Aquifer Storage and Recovery (ASR) well field in Southern Bexar County and consists of crossings at the San Antonio River and several roads, including Loop 1604. In association with the crossings of these facilities, Jeff coordinated with the affected agencies and obtained the necessary permits required from each for construction. As part of the river crossing, numerous crossing options were evaluated, including aerial, directional drilling, tunneling and transitional open cut. Throughout the design process, special consideration was given to the selection of pipe material and joint restraint systems due to the high total head pressure within the pipe.
- Central Arizona Water Conservation District, Brawley Pumping Plant Potable Water System Modifications, Pima County, AZ — Project Principal.** Jeff served as Project Principal on this project, providing oversight on this feasibility study for the diversion and conveyance of effluent from the Santa Cruz River to existing off-channel groundwater recharge basins. He was responsible for the team designing the conveyance systems and sediment basins. The project included conceptual/feasibility level design for various diversion structures including temporary earthen, semi-permanent and permanent diversions structures. Sizing and site location for a sediment settling basin is also required. Various types of conveyance from the diversion structure to the existing recharge basins are also part of the project. The project included pre-design and conceptual level designs sufficient to provide comparisons of a total gravity conveyance system, a pump and gravity conveyance channel system, and a pump and pipe conveyance system. A comparison matrix was presented to the Central Arizona Project (CAP), which compared design and operational aspects for each conveyance and diversion alternative. Conceptual-level capital costs were also determined for each alternative.

Additional Project Experience

- City of Houston, Accelerated Surface Water Transmission Program (ASWTP), Houston, TX — Project Engineer**
- City of Houston, Surface Water Transmission Program, Houston, TX — Project Engineer**
- City of Surprise, Recharge Wells Phase 1, Surprise, AZ — Project Principal**
- Uinta Water Conservancy District, Green River Pumping Project, Uinta County, UT — Technical Oversight**



Makenzie Darby, EIT



Potable Water Transmission, Distribution, Storage Reservoirs, and Pump Stations

Education: B.S., Civil Engineering, Oklahoma State University

Certification: Engineer-in-Training in TX

Bio: Makenzie has four years of experience as a civil engineer specializing in W/WW projects. Throughout her career she has gained experience authoring multiple design reports and studies, analyzing data for a variety of projects, performing cost estimating and quality control, planning pipeline routes, and preparing plan and profile sheets. She is proficient in AutoCAD, Innovyze Hydraulic Modeling Systems, WaterCAD, ArcGIS, and all Microsoft Office programs.

Relevant Projects

- **WPR Development, Wasatch Peaks Ranch Infrastructure Design, Morgan County, UT — Analyst.** Project scope included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+-acre development. System components included 40+ miles of pipelines and associated appurtenances, including pressure-reducing valves, seven lift stations, three wells, water treatment, three water pump stations, and four water storage tanks. The water system modeling included developing both the supply and distribution sides of the system. The delivery or supply portion of the system includes multiple wells, four water storage tanks, and three separate pump stations with a vertical elevation change for approximately 2,000 feet from the well to the highest water storage tank. The pump stations used vertical turbine pumps and the sizes of these stations ranged from 1.7 MGD to 5 MGD. Project delivery included a CMAR approach.
- **CSU, Wilson Tank Alternatives Analysis and Design, Colorado Springs, CO — Project Analyst.** Kimley-Horn completed an alternatives analysis for removing the existing steel tank and replacing it with a prestressed concrete tank with a total storage capacity of 5.0 MG. Due to extensive corrosion of the structural members and floor, and internal and external coating degradation, it was determined the existing tank should be replaced with a new concrete tank. The scope of work included evaluating site layout, geotechnical investigation (completed by a subconsultant), identifying required local and state approvals and permits, subgrade layout and design, tank and yard piping design, and AWWA D11, Type III tank performance specifications. As part of the project schedule, Kimley-Horn identified the necessary permitting required with the various City/PPRBD agencies.
- **CSU, Tollefson Water Treatment Plant Waterline Relocation Design, Colorado Springs, CO — Analyst.** Kimley-Horn is providing design services for this 16-inch pipeline relocation to eliminate backflow while still allowing operations to use the pipeline to fill the Highline Reservoir through the finished water blending vault.
- **City of Amarillo, Amarillo Wastewater System Modeling and Master Plan Update, Amarillo, TX — Analyst.** The City retained Kimley-Horn to provide a wastewater system master plan update. The proposed collection system to serve the Northwest Basin was analyzed using SewerCAD modeling software.
- **Billingsley Company, Cypress Waters Elevated Storage Tank, Pump Station Improvements, and Water Transmission Lines, Dallas, TX — Analyst.** Makenzie assisted with design, plan creation, and tank manufacturer coordination for the 1.5 MG Cypress Waters elevated storage tank.
- **Dallas Water Utilities (DWU), 2018 Water and Wastewater Replacement, Dallas, TX — Analyst.** DWU hired Kimley-Horn to design approximately 29,000 LF of 8- to 12-inch water and 8- to 21-inch wastewater replacements in 22 locations throughout Dallas.

Additional Project Experience

- **Town of Flower Mound, Wastewater and Water System Master Plan, Transportation Master Plan, and Impact Fee Update, Flower Mound, TX — Analyst**
- **City of Irving, Engineering Design Services for the Story Elevated Storage Tank Rehabilitation, Irving, TX — Analyst**



Dana Davison, P.E.



Wastewater Collection and Lift Stations

Education: B.S., Environmental Engineering, Colorado State University

Certification: Professional Engineer in CO (#PE.0057758)

Bio: Dana has six years of experience in water and wastewater design. She has worked with public clients on a variety of projects including impact fee studies, master planning, water transmission and distribution design, sewer transmission design, and sewer lift stations. She has technical skills and experience with software packages such as ArcGIS, AutoCAD, WaterCAD, and SewerCAD. Her recent project experience includes Wasatch Peaks Ranch Infrastructure Master Plan and Wastewater Facility Design, Master Plan and Impact Fee Updates for the City of Red Oak, and Summerfield Off-site Utility Design.

Relevant Projects

- **WPR Development, Wasatch Peaks Ranch Infrastructure Design, Morgan County, UT — Project Engineer.** Project scope included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+-acre development. System components included 40+ miles of pipelines and associated appurtenances, including pressure-reducing valves, seven lift stations, three wells, water treatment, three water pump stations, and four water storage tanks. The water system modeling included developing both the supply and distribution sides of the system. The delivery or supply portion of the system includes multiple wells, four water storage tanks, and three separate pump stations with a vertical elevation change for approximately 2,000 feet from the well to the highest water storage tank. The pump stations used vertical turbine pumps and the sizes of these stations ranged from 1.7 MGD to 5 MGD. Project delivery included a CMAR approach.
- **CSU, Sommerlyn Hills Water and Wastewater Improvements, Colorado Springs, CO – Project Engineer.** Kimley-Horn was tasked with relocating and designing improved potable water (and sanitary) pipelines to allow for the inclusion of a new storm main in a historical neighborhood with narrow streets and congested underground utility corridors. An important part of this project was to have extensive SUE and exploration completed to inform the design. A major project goal was to stay within the public ROW, and with several utilities already residing in the narrow local roadway, the relocated and upsized waterlines were designed with special consideration of utility clearances, cross-contamination protection, and material selection and sourcing. Ultimately, Kimley-Horn worked in extensive collaboration with CSU and the City of Colorado Springs to find the right corridor for the utility and deliver Issued for Construction documents. Throughout the construction process, Kimley-Horn was available for contractor questions and field engineering, which has yielded a successful outcome. The construction was completed in 2020 and has been in service without disruption.
- **City of Henderson, West Henderson Waterline Conceptual Design, Henderson, NV — Project Engineer.** The goal for this project was to provide added capacity to meet the demands of rapid growth and development occurring and planned for the south end of the Las Vegas Valley. Kimley-Horn provided conceptual design services for this major water infrastructure project, which would have included nearly five miles of 36-inch to 48-inch steel water transmission main. With sensitivity to difficult maintenance of traffic constraints, Kimley-Horn helped establish an alignment adjacent to an existing drainage channel that would minimize impacts to local residents. Our water transmission designers and drainage engineers worked together to develop an approach and construction sequence that would allow these two major elements of infrastructure to be constructed safely and efficiently. Services provided by the Kimley-Horn team included alignment studies, SUE, geotechnical investigation, permitting and environmental considerations, and constructability evaluation. Our team performed these services to the City's satisfaction. However, the project was canceled due to changed budgetary conditions.

Additional Project Experience

- **LVVWD, Las Vegas Boulevard Waterline Improvements, Las Vegas, NV — Project Engineer**
- **Toll Brothers, Summerfield Offsite Utility Design, Erie, CO — Project Engineer**
- **City of Princeton, Tickey Creek 30-Inch Wastewater Interceptor, Princeton, TX — Analyst**
- **City of Red Oak, Water and Wastewater Master Plan, Red Oak, TX — Analyst**
- **City of Princeton, Hazelwood 24-Inch Wastewater Interceptor, Princeton, TX — Analyst**
- **Bear Creek Special Utility District (BCSUD), Pump Station #1 Replacement, Fate, TX — Project Engineer**



Robin Dornfest, PG, CPG (Lithos)

Tunneling

Education: M.S., San Jose State University, Geology; B.S., Sonoma State University, Geology with Distinction

Certification: Professional Geologist in CO, KS, NE, TX, and WY

Bio: Robin is the president of Lithos Engineering. With 21 years of experience, he specializes in engineering geology and geotechnical engineering as they relate to water and wastewater, oil and gas, transportation, aggregate producers, mining, and water supply and irrigation. Robin has technical expertise in engineering geology, geotechnical engineering, slope stability, expansive soils, ground modification, earth retention systems, landslide and rock fall evaluation and mitigation, embankment dam design, groundwater control systems including slurry walls and dewatering well systems, and tunneling and trenchless projects. Robin has worked for the City of Greeley on water conveyance, parks, and stormwater related capital improvement projects for over 10 years.

Relevant Projects

- Ashcroft Lift Station and Forcemain Phase I and II, Greeley, Co — Principal-in-Charge
- Bellvue WTP, Bellvue, CO — Principal-in-Charge
- Bellvue Water Transmission Pipeline, Bellvue, CO — Principal-in-Charge
- Aeration Basin at the Drake Water Reclamation Facility, Fort Collins, CO — Principal-in-Charge
- Mulberry WWTP, Fort Collins, CO — Principal-in-Charge
- Chlorine Contact Basin at the Water Treatment Plant, Fort Collins, CO — Principal-in-Charge
- Michigan Ditch Tunnel, Fort Collins, CO — Principal-in-Charge
- Canal Importation Ponds and Outfall (CIPO), Fort Collins, CO — Project Manager
- Northeast College Corridor Outfall (NECCO), Fort Collins, CO — Project Manager
- Lincoln Willow Storm Sewer Outfall, Fort Collins, CO — Project Manager
- Vine Street Storm Sewer Outfall, Fort Collins, CO — Project Manager
- Pleasant Valley Pipeline Presedimentation Basin, Fort Collins, CO — Project Manager
- College Avenue Water Line Replacement, Fort Collins, CO — Project Manager
- Mountain Avenue Water Line Replacement, Fort Collins, CO — Project Manager
- Country Road 54G Raw Water Pipeline, Fort Collins, CO — Project Manager
- East Harmony Road Bridge Replacement, Fort Collins, CO — Project Manager
- Shields Street Bridge Replacement, Fort Collins, CO — Project Manager
- Joe Wright Dam Master Plan, Larimer County, CO — Project Manager
- City of Fort Collins, Overlay Program, Fort Collins, CO — Project Manager
- High Park Fire Debris Flow Mitigation, Fort Collins, CO — Project Manager

City of Greeley, RFP #F22-01-012,
AS NEEDED DESIGN AND ENGINEERING SERVICES FOR WATER AND SEWER DEPARTMENT



WATER TREATMENT PROJECT EXPERIENCE

WPR DEVELOPMENT, WASATCH PEAKS RANCH WATER TREATMENT SYSTEM

Morgan County, UT



Kimley-Horn's scope of work for this project included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+ acre development. System components include 40+ miles of pipelines and associated appurtenances, including pressure-reducing valves, six lift stations, three wells, water treatment, three water pump stations, and four water storage tanks. This project demonstrates the breadth and depth of Kimley-Horn's water engineering and significant water main design experience. The water system treatment consisted of a chlorination addition system, chlorination contact piping design, and corrosion inhibitor selection and system sizing. The delivery or supply portion of the system includes multiple wells, four water storage tanks, and three separate pump stations with a vertical elevation change for approximately 2,000 feet from the well to the highest water storage tank. The distribution side of the system includes the water from the highest tank, the necessary pressure-reducing valves, and looping to provide culinary water for indoor and irrigation use, as well as fire flow for the 750 equivalent residential connections (ERCs) located within the water system.

Team Members. Adam Monchak (Project Manager/Design Lead for W/WW Technical Discipline), Andrew Dixon (Project Engineer), Mimi Williams (W/WW Analyst), Will Bowman (Project Engineer), Makenzie Darby (Analyst), Dana Davison (Project Engineer), Glenn Gary (QC Coordinator). **Year Completed.** 2021. **Owner Reference.** Vance Bostock, First Vice President, WPR Development Company, 303.349.1949

PALM BEACH COUNTY, WATER TREATMENT PLANT NO. 11 MEMBRANE REPLACEMENT PILOT TESTING/STUDY *Palm Beach County, FL*



Water Treatment Plant (WTP) No. 11 has been in operation and producing potable water for the cities of Belle Glade, Pahokee, and South Bay since 2007. The original reverse osmosis (RO) membranes remained in service and needed to be replaced, so Kimley-Horn was retained to conduct a membrane pilot study to select suitable replacement RO membranes and antiscalant. The goal was to identify the membrane that exhibited the best performance with respect to operating pressures, water quality, and long-term performance.

Team Members. Lance Littrell (Project Manager). **Year Completed.** 2021. **Owner Reference.** Pollop Phonpornwithoon, P.E., Palm Beach County Operations Director, 561.493.6247

CITY OF OCALA, WATER TREATMENT FACILITY FEASIBILITY STUDY/BLENDING ANALYSIS *Ocala, FL*

Kimley-Horn prepared a water treatment facility analysis for the recently constructed lower Floridan aquifer well and potential future well supplies. The purpose of the analysis was to plan the treatment necessary to treat the water supply to potable water quality, integration of the existing and new water treatment facilities, blending of the two water supplies, and identification of the optimal water treatment ratios of the existing and future treated water supplies. The project's scope of services included the specific tasks to gather information, develop treatment needs, perform necessary analyses, develop costs, and document the project results. The feasibility analysis focused on available treatment alternatives, anticipated water qualities and capital cost for each, integration techniques within the City, existing infrastructure and new blending facilities, and establishing the recommended road map for the City of Ocala's future treatment needs.



Team Members. Lance Littrell (Project Manager). **Year Completed.** 2021. **Owner Reference.** Rusella Bowes-Johnson, Assistant Director Engineering/Water Resources Department, City of Ocala, 352.351.6772

City of Greeley, RFP #F22-01-012,
AS NEEDED DESIGN AND ENGINEERING SERVICES FOR WATER AND SEWER DEPARTMENT



WASTEWATER TREATMENT PROJECT EXPERIENCE

PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DISTRICT, TRES RIOS 50.0 MGD WWTP CLARIFIER NO. 4 UPGRADES *Tucson, AZ*



Kimley-Horn led the assessment and design of structural and site improvements for the existing primary clarifier for the 50.0 MGD Tres Rios WWTP. The structural evaluation and assessment was required to address below-grade concrete joint failures and above-grade visible cracking issues for this 30-year-old structure. Scope included alternatives recommendations, design drawings, and coordination with the contractor to include site and construction assistance.

Team Members. Ray Montoya (Project Manager/Field Support). **Year Completed.** 2020. **Owner Reference.** Bobby DeAngelo, Sr. Program Manager, Pima County Regional Wastewater Reclamation District, 520.724.6080

CITY OF COTTONWOOD, MINGUS 8.0 MGD WWTP ULTRAVIOLET (UV) WASTEWATER DISINFECTANT SYSTEM *Cottonwood, AZ*



Kimley-Horn designed a new UV disinfecting system and structural modifications and upgraded the electrical service system for the City of Cottonwood's 8.0 MGD WWTP. An in-channel Wedeco UV lamp system was chosen to replace the existing saline Trojan UV system. Kimley-Horn worked closely with the Design-Build contractor and the City to complete the project within a very aggressive design and construction schedule. This project was designed on an accelerated schedule in less than 45 days to keep the plant in compliance. Kimley-Horn developed a plan to keep the plant in operation while the new equipment was replaced. This project's key features included: water reclamation design, preliminary design, final design, estimating, bid package/guaranteed maximum price (GMP) coordination, future expansion consideration, permitting, and specification development.

Team Members. Ray Montoya (Project Manager). **Year Completed.** 2017. **Owner Reference.** Robert Winiecke, former City Engineer/Public Works Director, City of Cottonwood (now with the City of Galveston), 409.797.3664

CITY OF GAINESVILLE, 4.0 MGD WASTEWATER TREATMENT PLANT IMPROVEMENTS *Gainesville, TX*

Kimley-Horn was selected to prepare a complete master plan of the existing 4.0 MGD conventional activated sludge treatment facility. The existing facility comprised primary clarifiers, trickling filters, secondary clarifiers, solids contact basin, chlorine contact chambers, anaerobic digesters, and sludge drying beds. Kimley-Horn completed a life cycle cost analysis for each option that included capital costs and O&M costs. The design team performed a comprehensive electrical system evaluation. The plan included an evaluation of all the treatment facilities onsite. The Kimley-Horn team performed design, bidding, and construction administration of the project in two phases.

Team Members. Kyle Kubista (Project Engineer). **Year Completed.** 2016. **Owner Reference.** Barry Sullivan, City Manager, City of Gainesville, 940.668.4500





POTABLE WATER TRANSMISSION, DISTRIBUTIONS, STORAGE RESERVOIRS, AND PUMP STATIONS PROJECT EXPERIENCE

CSU, SOMMERLYN HILLS WATER AND WASTEWATER IMPROVEMENTS *Colorado Springs, CO*



Kimley-Horn was tasked with relocating and designing improved potable water (and sanitary) pipelines to allow for the inclusion of a new storm main in a historical neighborhood with narrow streets and congested underground utility corridors. An important part of this project was to complete extensive SUE and exploration to inform the design. A major project goal was to stay within the public ROW, and with several utilities already residing in the narrow local roadway, the relocated and upsized waterlines were designed with special consideration of utility clearances, cross-contamination protection, and material selection and sourcing. Ultimately, Kimley-Horn worked in extensive collaboration with CSU and the City of Colorado Springs to find the right

corridor for the utility and deliver Issued for Construction documents. Throughout the construction process, Kimley-Horn was available for contractor questions and field engineering, which has yielded a successful outcome. The construction was completed in 2020 and has been in service without disruption.

Team Members. Emily Magnuson (Project Manager), Adam Monchak (Deputy Project Manager), Dana Davison (Project Engineer), Will Bowman (Project Engineer), Mimi Williams (Project Analyst). **Year Completed.** 2020. **Owner Reference.** Adam Baker, Project Manager, CSU, 719.668.4737

CITY OF HENDERSON, WEST HENDERSON WATERLINE CONCEPTUAL DESIGN

Henderson, NV



The goal for this project was to provide added capacity to meet the demands of rapid growth and development occurring and planned for the south end of the Las Vegas Valley. Kimley-Horn provided conceptual design services for this major water infrastructure project, which would have included nearly five miles of 36-inch to 48-inch steel water transmission main. With sensitivity to difficult maintenance of traffic constraints, Kimley-Horn helped establish an alignment adjacent to an existing drainage channel that would minimize impact to local residents. Our water transmission designers and drainage engineers worked together to develop an approach and

construction sequence that would allow these two major elements of infrastructure to be constructed safely and efficiently. Although our team performed all services to the City's satisfaction, the project was canceled due to changed budgetary conditions.

Team Members. Emily Magnuson (Project Manager), Adam Monchak (Technical Lead), Will Bowman (Deputy Project Manager), Dana Davison (Project Engineer), Mimi Williams (Project Analyst), Glenn Gary (Principal-in-Charge). **Year Completed.** 2020.

Owner Reference. Anthony (Tony) L. Ventimiglia, P.E., Utility Services (Project Delivery Manager), City of Henderson, 702.267.3676

CSU, WILSON TANK ALTERNATIVES ANALYSIS AND DESIGN *Colorado Springs, CO*

Kimley-Horn completed an alternatives analysis for removing the existing steel tank and replacing it with a prestressed concrete tank with a total storage capacity of 5.0 MG. Due to extensive corrosion of the structural members and floor, and internal and external coating degradation, it was determined the existing tank should be replaced with a new concrete tank. The scope of work included evaluating site layout, geotechnical investigation (completed by a subconsultant), identifying required local and state approvals and permits, subgrade layout and design, tank and yard piping design, and AWWA D11, Type III tank performance specifications. As part of the project schedule, Kimley-Horn identified the necessary permitting required with the various City/ Pikes Peak Regional Building Department (PPRBD) agencies.



Team Members. Adam Monchak (Project Manager), Emily Magnuson (Principal-in-Charge), Will Bowman (Project Engineer), Makenzie Darby (Project Analyst), Mimi Williams (Project Analyst). **Year Completed.** 2022. **Owner Reference.** Bryan Gimbel, PMP, Project Manager, CSU, 719.668.4123

City of Greeley, RFP #F22-01-012,
AS NEEDED DESIGN AND ENGINEERING SERVICES FOR WATER AND SEWER DEPARTMENT



WASTEWATER COLLECTION AND LIFT STATIONS PROJECT EXPERIENCE

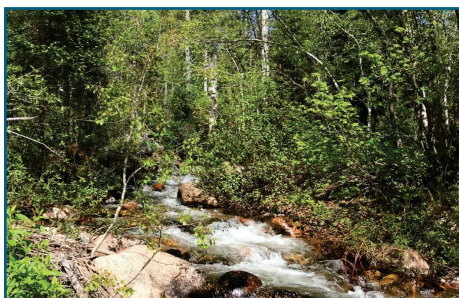
CITY OF GREELEY, 12TH STREET STORM OUTFALL (PHASE 1A – WATER AND SANITARY RELOCATIONS) *Greeley, CO*



An important project for the City, the 12th Street project is part of a phased implementation of an overall master study to relieve flooding in the downtown area and adjacent neighborhoods along the corridor. Kimley-Horn led the efforts for Phase 1A, relocating existing water and wastewater utilities to make way for the needed stormwater infrastructure. In Phase 1B, Kimley-Horn is a partner in developing the 12th Street corridor, implementing stormwater conveyance infrastructure and a large water quality pond. These will provide a comprehensive solution for all utilities in the corridor, specifically water, wastewater, and stormwater.

Team Members. Adam Monchak (Project Manager), Emily Magnuson (Principal-in-Charge), Andrew Dixon (Deputy Project Manager), Mimi Williams (Project Analyst). **Year Completed.** 90% Design Complete for Phase 1A; project is transitioning to CMAR. **Owner Reference.** Andrew Fisher, Civil Engineer III (Floodplain Administrator), City of Greeley, 970.350.9797

WPR DEVELOPMENT, WASATCH WASTEWATER MASTER PLAN AND CONSTRUCTION DOCUMENTS *Morgan County, UT*



Project scope included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+-acre development. System components included 40+ miles of pipelines, including sewer collection system, seven lift stations, associated force mains, low-pressure sewer system, and associated sewer appurtenances. The sewer system design included coordination with the local sewer district for plan development, review, and approval. The largest sewer lift station used centrifugal pumps in series to meet the head conditions, sized at approximately 0.52 MGD. Project delivery included a CMAR approach.

Team Members. Adam Monchak (Project Manager/Design Lead for W/WW Technical Discipline), Andrew Dixon (Project Engineer), Mimi Williams (W/WW Analyst), Will Bowman (Project Engineer), Makenzie Darby (Analyst), Dana Davison (Project Engineer), Glenn Gary (QC Coordinator). **Year Completed.** 2022. **Owner Reference.** Vance Bostock, First Vice President, WPR Development, 303.349.1949

MCRAE GROUP OF COMPANIES, RATERINK MIXED-USE DEVELOPMENT *Mead, CO*

Kimley-Horn designed onsite sewer for service to buildings/facilities, offsite sewer lines, and associated lift stations/force mains for connection to the local wastewater system. This project included permitting through the CDPHE site application process and coordination through North Front Range Water Quality Planning Association (NFRWQPA) for a 208 boundary modification, in addition to the site application document presentation and approval from the NFRWQPA staff and board. Adam Monchak completed all necessary CDPHE site application and design permitting; the project is currently under construction. The site application was approved by CDPHE and associated referral agencies, including NFRWQPA.

Team Members. Adam Monchak (Project Engineer), Mimi Williams (Analyst). **Year Completed.** 2019. **Owner Reference.** Augustine Gomez, Principal and Chief Executive Officer, McRae Group of Companies, 480.609.1200



City of Greeley, RFP #F22-01-012,
AS NEEDED DESIGN AND ENGINEERING SERVICES FOR WATER AND SEWER DEPARTMENT



GENERAL CIVIL AND CONSTRUCTION OVERSIGHT (OWNER'S REPRESENTATIVE)

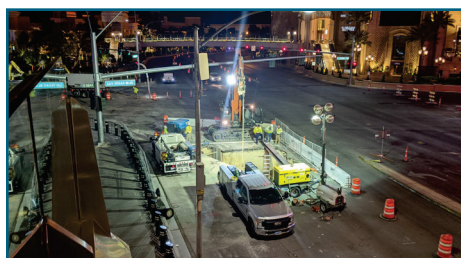
WPR DEVELOPMENT, WASATCH PEAKS RANCH OWNER'S REPRESENTATIVE SERVICES *Morgan County, UT*



Scope for this project included planning, design, and permitting for a water and sewer system, supply, treatment, and pumping for a new 12,000+ acre development. During the design in consort with the owner, the contractor, and other disciplines, Kimley-Horn moved through multiple phases of CMAR support for this project, which included performing value engineering, constructability evaluations, and schedule optimization. As portions of the design began to be issued for construction, Kimley-Horn then transitioned into construction services while continuing to optimize the design of various portions of the project. The construction services included daily coordination with the multiple contractors and stakeholders for the project. This daily coordination involved observation, submittal review, RFI responses, field changes, and field directives.

Team Members. Adam Monchak (Project Manager/Design Lead for W/WW Technical Discipline), Will Bowman (Project Engineer). **Year Completed.** 2021/2022 (Various Phases; Construction Ongoing). **Owner Reference.** Vance Bostock, First Vice President, WPR Development Company, 303.349.1949

LAS VEGAS VALLEY WATER DISTRICT (LVVWD), LAS VEGAS BOULEVARD WATERLINE IMPROVEMENTS OWNER'S REPRESENTATIVE SERVICES *Las Vegas, NV*

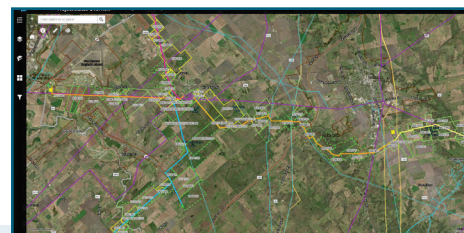


Kimley-Horn provided engineering design services for approximately 7.5 miles of 24- and 36-inch diameter transmission main, sited and installed along the Las Vegas Strip, the most heavily trafficked and utilized roadway in Las Vegas. Design tasks included underground utility base mapping, alignment determination, pothole/survey and constructability coordination, Method of Planned Operation (MOPO) development to minimize traffic/pedestrian impacts, multi-agency coordination, and onsite construction management/administration. Kimley-Horn's designs called for trenchless installations at all major intersections and at a major Union Pacific Railroad (UPRR) rail crossing, to limit traffic disruptions during construction. Kimley-Horn represented the client in weekly design coordination and construction progress meetings, providing interpretation of the construction documents and evaluating contractor CCA requests.

Team Members. Ray Montoya (Project Manager), Emily Magnuson (Project Engineer), Dana Davison (Project Engineer), Will Bowman (Project Engineer), Mimi Williams (Project Analyst), Glenn Gary (Senior Technical Advisor). **Year Completed.** Design Phases A, B, and E/F Completed Between 2019 - 2021; Design for Phases C/D and G are at 90%; Construction is Ongoing). **Owner Reference.** Don Young, Senior Reviewer, LVVWD, 702.258.3224

ALLIANCE REGIONAL WATER AUTHORITY, PHASE 1B OWNER'S REPRESENTATIVE *Hays County, TX*

Alliance Regional Water Authority retained Kimley-Horn to act as the Owner's Representative to assist with development and management of their Phase 1B Program. This included managing consultants responsible for the design of 85 miles of transmission pipelines (five pipeline segments [48-inch to 12-inch]), one booster pump station, one administration and operations building, two elevated storage tanks, one water treatment plant, well field (with four wells), raw water infrastructure, and eight delivery points.



Team Members. Glenn Gary (Principal-in-Charge). **Year Completed.** 2020 (Design); Construction Ongoing. **Owner Reference.** Graham Moore, P.E., General Manager, Alliance Regional Water Authority, 512.294.3214

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

7/07/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Greyling Ins. Brokerage/EPIC 3780 Mansell Road, Suite 370 Alpharetta, GA 30022	CONTACT NAME: Jerry Noyola PHONE (A/C, No, Ext): 770-220-7699 FAX (A/C, No): E-MAIL ADDRESS: jerry.noyola@greyling.com INSURER(S) AFFORDING COVERAGE INSURER A : National Union Fire Ins. Co. NAIC # 19445 INSURER B : Allied World Assurance Company (U.S.) 19489 INSURER C : New Hampshire Ins. Co. 23841 INSURER D : Lloyds of London 085202 INSURER E : INSURER F :
INSURED Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601	

COVERAGES**CERTIFICATE NUMBER: 22-23****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:			GL5268169	04/01/2022	04/01/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CA4489663	04/01/2022	04/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$10,000			03127930	04/01/2022	04/01/2023	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC015893685 (AOS) WC015893686 (CA)	04/01/2022 04/01/2022	04/01/2023 04/01/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liab			B0146LDUSA2204949	04/01/2022	04/01/2023	Per Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: F22-01-012-9 As-Needed Design and Engineering Services for Water/Sewer; Adam Monchak. The City of Greeley, Colorado is named as an Additional Insured with respects to General Liability where required by written contract. Waiver of Subrogation is applicable where required by written contract & allowed by law. The above referenced liability policies with the exception of workers compensation and professional liability are primary & non-contributory where required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Greeley
1000 10th Street
Greeley, CO 80630

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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Council Agenda Summary

November 18, 2025

Key Staff Contact: Karen Scopel

Title:

Resolution supporting the application of a grant to the State of Colorado Department of Natural Resources State Trails Program for Arroyos Del Sol Natural Area Trailhead improvements

Summary:

In 2022, City of Greeley acquired the Arroyos del Sol Natural Area in partnership with Trust for Public Land using a combination of city and grant funding. Since the acquisition, Natural Areas & Trails staff have led a two-year community engagement and site planning process released in 2025. The full site plan includes over ten miles of trails, a visitor hub, restored natural habitat, and new recreational amenities. The City of Greeley acquired complete ownership of the property in 2025. The first phase of development is the construction of a permanent trailhead—the essential gateway for residents and visitors to access the site. The enhancements will increase the experience for users already visiting the site, providing essential amenities that improve access, comfort, and functionality. While this first phase will not significantly impact long-term maintenance costs, future phases will increase operational responsibilities and will require ongoing financial planning and funding.

Proposed improvements at the trailhead include:

- A pavilion with five picnic tables and a stone gathering area for families and groups.
- A vault toilet, sign kiosk, and improved walkways to meet accessibility standards.
- Expanded parking with a turnaround to accommodate school buses and group visits.
- Earthwork and excavation necessary to prepare the site for long-term development.

If awarded, this State Trails Program grant will be combined with pledged match funding from the Weld Community Foundation (\$200,000), a City contribution of \$200,000, and pending requests to other grant and charitable sources (\$571,621). The total project budget is approximately \$1.17 million, with State Trails Program funding requested at \$200,000.

Fiscal Impact:

If approved, will this item result in a positive, negative, or no impact on the budget?

Positive impact: If awarded, the total grant funds budgeted to City of Greeley would be \$200,000. City of Greeley total cash match is \$200,000 from existing Trail Development Funds.

Is it budgeted? - No but Trail Development Funds will be used.

Does it require a new appropriation? - Yes

Are there any long-term financial impacts? – While this trailhead phase will not significantly increase maintenance costs, future phases of the Arroyos del Sol site plan (such as miles of new trails, additional facilities, and expanded amenities) will result in ongoing operational and maintenance expenses for the City. These costs will need to be factored into future budgets and long-term financial planning.

Is there grant funding for this item?

Yes, this item is seeking grant funding from State Trails Program.

Legal Issues:

None

Other issues and Considerations:

None

Strategic Focus Area:

Quality of Life

Decision Options:

1. Adopt the resolution as presented; or
2. Amend the resolution and adopt as amended; or
3. Deny the resolution; or
4. Continue consideration of the resolution to a date certain.

Council's Recommended Action:

Adopt the resolution.

Attachments:

1. Resolution No. 68, 2025

**CITY OF GREELEY, COLORADO
RESOLUTION NO. 68, 2025**

**A RESOLUTION SUPPORTING THE APPLICATION OF A GRANT
TO STATE OF COLORADO DEPARTMENT OF NATURAL RESOURCES STATE
TRAILS PROGRAM FOR ARROYOS DEL SOL NATURAL AREA TRAILHEAD
IMPROVEMENTS**

WHEREAS, the City of Greeley supports the grant application to the State of Colorado Department of Natural Resources State Trails Program grant cycle for a grant to improve the trailhead and provide associated amenities at Arroyos del Sol Natural Area; and

WHEREAS, the City of Greeley supports the completion of the project; and

WHEREAS, the City of Greeley has requested \$200,000 from the State Trails Program to fund trailhead improvements at Arroyos del Sol natural area; and

WHEREAS, the City is seeking an additional \$770,721 in match funds from various grant and charitable sources; and

WHEREAS, the City of Greeley will provide \$200,000 in match funds; and

WHEREAS, the City of Greeley verifies the property will be under the control of the applicant for at least 25 years; and

WHEREAS, it is in the best interest of the citizens of Greeley to apply for this grant and accept funds for the project if awarded.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GREELEY,
COLORADO:**

Section 1. The City Council of the City of Greeley strongly supports the application for a grant with the State of Colorado Department of Natural Resources.

Section 2. If the grant is awarded, the City Council of the City of Greeley strongly supports the fulfillment of the project.

Section 3. If the grant is awarded, the City Council hereby authorizes the Culture, Parks and Recreation Department Director to sign the grant agreement with Colorado Department of Natural Resources.

Section 4. If the grant is awarded, the City Council of the City of Greeley will authorize the expenditure of funds necessary to meet the terms and obligations of the grant agreement, as funds are available.

Section 5. This resolution to be in full force and effect from and after its passage and approval.

**PASSED AND ADOPTED, SIGNED AND APPROVED THIS _____ DAY OF
NOVEMBER, 2025.**

ATTEST:

THE CITY OF GREELEY, COLORADO

**By: _____
City Clerk**

**By: _____
Mayor**



Council Agenda Summary

Title:

Pulled Consent Agenda Items

Summary:

Pulled Consent Agenda items will be considered in the order they appeared on the consent agenda.



Work Session Agenda Summary

Item: 23.

November 18, 2025

Key Staff Contact: Heidi Leatherwood, City Clerk, Jennifer Middleton, Deputy City Clerk

Title:

2025 Triennial Review for Citizen Budget Advisory Committee, Citizen Transportation Advisory Board, Commission on Disabilities, Downtown Development Authority, Golf Advisory Board, Historic Preservation Commission, Rodarte Community Center Advisory Board, Stormwater Board, Youth Commission

Background:

Annually, a group of boards and commissions are scheduled for review by the City Council to determine if their primary purpose has been fulfilled and if they should be reauthorized to continue serving in this selected capacity. This option to review boards and commissions was made by a charter amendment from the registered electors of the City of Greeley in 2001. An ordinance (2002) was adopted to establish a schedule to make sure these boards are reviewed every three (3) years.

During the last few years, there has not been a process for reviewing selected boards and commissions. In 2023, the City Clerk's department created a questionnaire and a preliminary process for each board being considered, to report back on their impact on the community, meeting of their goals, and if they participated/sponsored any engagement events.

The following boards are part of the 2024 Triennial Review:

- Greeley Art Commission;
- Union Colony Civic Center Advisory Board;
- Greeley-Weld Housing Authority; and
- Construction Trades Advisory and Appeals Board

Staff requests Council review the information supplied to give consensus on reauthorization of the four (4) boards and commissions, and direct staff to prepare a draft ordinance for consideration at the December 3, 2024 City Council meeting.

The City Clerk's Office has compiled basic data on the boards' activities including attendance, vacancies, recruitment applications received, and frequency of meetings. Staff liaisons and board chairs were asked to be in attendance for questions.

Strategic Focus Area:

Business Growth
Community Vitality
High-Performance Government
Housing For All
Infrastructure and Mobility
Quality of Life

Safe and Secure Communities

Attachments:

1. Youth Commission Triennial Review Packet
2. Stormwater Board Triennial Review Packet
3. Rodarte Community Center Advisory Board Triennial Review Packet
4. Historic Preservation Commission Triennial Review Packet
5. Golf Course Advisory Board Triennial Review
6. Downtown Development Authority Triennial Review Packet
7. Citizen Transportation Advisory Board Triennial Review Packet
8. Citizen Budget Advisory Committee Triennial Review Packet
9. Commission on Disabilities Triennial Review Packet
10. Item 21 - Presentation

BOARDS AND COMMISSIONS TRIENNIAL REVIEW QUESTIONNAIRE

In 2001, Greeley voters approved an amendment to the Home Rule Charter, in Section 2-8 Appointive Boards and Commissions, to require that City Council review advisory groups every three (3) years to determine whether it continues to serve the purpose for which it was created. Ordinance No. 59, 2002, was adopted by City Council to implement the triennial review schedule for the appointive boards and commissions. In 2025 the ***Citizen Budget Advisory Committee, Citizen Transportation Advisory Board, Commission on Disabilities, Downtown Development Authority, Golf Course Advisory Board, Historic Preservation Commission, Rodarte Community Center Advisory Board, Stormwater Board, and Youth Commission*** are currently scheduled for review.

To assist the council in this process, please provide the following information by completing this form electronically, adding additional pages as necessary, and submitting the required attachments to the Clerk's Office before June 30, 2025. This questionnaire should be completed, reviewed, and approved by your Board or Commission before the June 30th deadline. Required attachments are a 3-year work plan (samples have been provided), updated bylaws (if different from those provided), and 3-year attendance records (2022-2025).

Please find the attached documents: Current Board Bylaws and reference to the Greeley Municipal Code (if applicable).

BOARD/COMMISSION NAME: Youth Commission	DATE PREPARED: May 20, 2025
--	--

MEMBERS:	
1. Levi Aldridge	7. Phynix Stull
2. Miranda Contreras	8. Sofia Vasquez
3. Mackenzie Franks	9. Phaedra Gonzalez
4. Kondo Persons	10. Alexandre Larson-Reyes
5. Peyton Sheperd	11. Alexandria Tacoronte
6. Molly Shawcross	12. Damian Sanchez

Greeley City Council has identified [Seven Strategic Focus Areas](#) :

a. Business Growth:

Create economic development, assess, and evaluate the structure and organization of the economic health and housing department, transform Greeley's image, reputation and perceptions of who we are as a livable and business-oriented community.

b. Community Vitality:

Develop a sub-area planning strategy providing master plan guidance, update Metro District Standards, promote high quality development, review development code to include new overlay districts, update city entryway plan and enhance the City's code compliance program to foster neighborhood success in meeting property use and maintenance standards.

c. High Performance Government:

Committed to effective systems, strategies, structures, strategic planning, and customer service. Values of transparency, accountability, and responsible stewardship of our resources.

d. Housing for All:

The goal is for residents of all socioeconomic levels have the ability to secure quality housing choices. Through partnerships with nonprofits and local national developers we create a model for sustaining diverse housing options.

e. Infrastructure and Mobility:

Strategically plan, design, and build our urban infrastructure systems and facilities so they are attractive, safe, and high performing.

f. Quality of Life Amenities:

Develop standards for landscape maintenance, promote signature community destinations and expand programming, services and facilities that support and enrich youth development throughout the community.

g. Safe and Secure Communities:

Greeley is a community that is committed and confident we are well-prepared to respond with resources need to address emergencies and continue essential operations and services.

1. Please list your Board/Commission priorities below: (1) for the primary, (2) for secondary and provide an explanation on how they align with the Strategic Priorities found above.

1. The primary priority that the Youth Commission members have identified is to represent the City of Greeley youth, with a focus of being a voice through advocacy and support. This aligns with the strategic priority of Quality of Life Amenities. Through the committee's recommendations and actions, they are ensuring that the youth in the City of Greeley are enriched, supported with a focus on youth development.

2. The secondary priority that the Youth Commission members have identified is to ensure that youth in the City of Greeley feel safe and secure in their communities, through initiatives such as Smoke Free Public Parks, and an emphasis on accessibility through accessible resources, and structural/facility accessibility. Accomplishing these goals to the benefit of the youth in Greeley is in alignment with the strategic priority of a Safe and Secure Community.

7. Reviewing the current purpose of this board from the attached Greeley Municipal Code, define how the actions of this board are actively accomplishing this purpose.

The stated purpose of the City of Greeley Youth Commission is to encourage greater youth participation in the City's development and is charged with fostering a greater understanding of youth concerns and contributions in our community.

The actions of this board directly reflect the sense of purpose and dedication that the members of the commission have in identifying concerns that youth in the community have, fostering support, recommending initiatives to create change, and are a true voice for the youth in the community. The commissioners have a direct line of feedback through peer engagement, involvement in school activities, current trends, and fostering open dialogue at commission meetings.

- A. What more needs to be done to deliver this service to the community?

A current focus for the staff advisors for this commission is to strengthen the attendance, and engagement of commission members to ensure we continue to serve the youth in the community and continue to move with purpose as the commission members set annual goals and expectations.

8. List annual workplan(s) over 2022-2025 and state what parts of the workplans were accomplished. Provide an updated 3-year (2025-2027) workplan based on the samples provided.

The following work plans/ goals were established by the City of Greeley Youth Commission during the 2022-2025 work sessions. All goals that were established were based on the school calendar, i.e., 2022-2023 school year as there will be overlap from year to year.

2022

Goal #1 Vaping Awareness

- Receive written agreement from Frontier and West High School to participate in a vaping “buy back” program with incentives from Weld County.
- Plan an interactive campaign on the impact of vaping and health concerns.
- Encourage teachers to take the “Trusted Adult” training through Weld County.

Goal #2 DMV Accessibility and Affordability

- Meet with the DMV about barriers surrounding accessibility and affordability.
- Research grants surrounding accessible and affordable programs for access to DMV resources.
- Research fundraisers or sponsorships to supplement affordability (example: car insurance agencies).

DMV Information

Driver License \$33.00

Instruction Permit \$21.00

Identification Card \$13.00

REQUIREMENTS:

You must successfully complete a drive skills test with an approved driver education school, per Colorado Statute 42-2-104:

- You must be at least 16 years old.
- You must hold a valid permit for at least 12 months.
- You must complete Drive Time Log Sheets (DR 2324) with 50 hours of driving time (at least 10 hours at night)
- An Instruction permit holders' drive time logs can be signed by a parent or guardian, or by a responsible adult, whether they were the person who signed the permit holder's affidavit of liability.

After further review of barriers to obtain a license, the Youth Commission is going to develop a proposal to coordinate a volunteer program to help match youth with a trusted adult for the 50 hours of drive time. They will further research surroundings the cost and additional requirements with the DMV.

City staff and the Youth Commission will also attend the Health Fair at Fronter High School.

These two goals were put on hold in July 2022 to allow for the new Youth Commissioner members to refocus after the 2022-2023 retreat. At the September 2022 meeting, commission members identified two goals for the 2022-2023 school year: Early Literacy Peer to Peer Reading program and Mental Health Initiative- social media.

Mental Health Initiative/Early Literacy Peer to Peer Reading Program- work began at the October 24, 2022, commission meeting.

- Due date for mental health first aid online course= November 28, 2022.
- Outreach to school clubs and administration began to confirm support from the district to advertise mental health support on their social media platforms.
- Peer to Peer reading schedule was set for Winter/Spring 2023. Program will be implemented during the Rodarte Community Center- After School Program.

2023

At the start of the year, the goals that were set were a continuation of the Early Literacy Peer to Peer Reading Program and the Mental Health Initiative.

2024

The goals that were established for the 2023-2024 school year included:

Family Learning Enrichment Program:

Building off the work that was started this past school year with the peer literacy groups, we would love to see all families become involved in learning enrichment efforts here in the city. Workshops would be specialized based on the skills that youth commissioners have to offer, for example, Spanish lessons, writing lessons, etc. The “curriculum” of course would still be centered around discussions of mental health, incorporating such content into the workshops themselves. We would love to see this scheduled into the after-school program, on weekends, and even fun “family night” type events.

Extended Youth Commission Marketing:

One of our big struggles during this past school year was having active participants here on the youth commission. We would love to put out frequent social media ads, including videos made by current members that describe their experience on the commission and why fellow youth should consider joining. In addition, we would like to see posted materials in all School District 6 office facilities, middle schools, and high schools to advertise the youth commission. Along with this, advertising for upcoming events, including the National Youth Service Day Awards would be included in these marketing efforts.

2025

Current goals are to Sister-City program between Moriah, Japan and the City of Greeley Youth Commission, Youth Accessible Communities, Financial Literacy, and hosting the 2nd NOCO Youth Leadership Conference.

9. Please share specific projects, achievements, and initiatives this board has completed over the last three years (2022-2025).

2022

- National Youth Service Award
- Winter Clothing Drive- Community Christmas Party
- Youth Commission Retreat
- Mental Health Initiative- Social Media
- Early Literacy Peer to Peer Reading Program

2023

- National Youth Service Award
- Winter Clothing Drive- Community Christmas Party
- Early Literacy Peer to Peer Reading Program- kicked off January 20, 2023.
- Mental Health Initiative- present at Teen Night Out, led activities that educated teens about social emotional learning. Expanded the initiative into the After School program and Fun in the Sun summer day camp with a reading of “Stressy Jessie”.

2024

- National Youth Service Award
- Young Adult Job Fair
- Family Learning Enrichment Program- Northrange Behavioral Health Training- SESS Suicide Education and Support
- Extended Youth Commission marketing efforts
- Winter Clothing Drive- Community Christmas Party

10. What community events, volunteer opportunities and engagement forums do this board attend, support or facilitate? Please describe community engagement efforts over the last three years (2022-2025).

- Annual Winter Clothing Drive- Rodarte Community Christmas Party
- Young Adult Job Fair
- NOCO Youth Leadership Conference
- Teen Night Out

11. Are board meetings conducted in an effective manner?

Yes. Every Youth Commission meeting is conducted in an effective formal manner, especially considering the youth membership. The meetings reflect their individual personalities. Based on the current group dynamic, the meetings move through the agenda, with some redirection needed. All members follow the council approved agenda, abide by Robert’s Rules of Order- asked for additional training in this area as there are new members in 2025.

12. Are meetings held according to your meeting schedule (e.g., 1st Friday of each month at 4 p.m.)?

Yes, except for meetings that fall on a holiday. Youth Commission meetings are consistently held on the 4th Monday of every month from 6:00p- 7:00p at the Rodarte Community Center. Work sessions are held on the second Monday of every month.

13. Are discussions focused on the agenda topics, are topics in line with your object or goals?

Yes, the discussions held at the Youth Commission meetings are focused on agenda topics that include goals and objectives.

14. What format are your meetings held? (In-person, virtual or hybrid)

Youth Commission meetings are held as a hybrid model- with in-person and virtual attendance options. Work sessions are held in-person only.

15. Do members of the public attend meetings? If so, how many (average), how often and do they provide input?

Members of the public have attended infrequently. Most public participation/attendance is in the form of a guest speaker. The Youth Commission rarely receives public comment/input at meetings.

16. What could be done to improve board meetings?

To improve Youth Commission meetings, more emphasis and urgency may be placed on achieving the commission's goals to ensure that meetings are productive, and progress is being made with minimal distraction. Additionally, the time management during meetings may be improved. Preventing tabling of agenda items can be done by reducing the amount of content in the agenda. Finally, advancing the knowledge of Robert's Rules of Order among those involved in Youth Commission, most importantly for new members.

17. List additional information this board feels would be helpful to council to reauthorize this board.

This commission is crucial for providing youth in the City of Greeley the ability to be heard and increases youth participation within Greeley. The Youth Commission also adds variety to the views expressed by those who make decisions for the City of Greeley and acts as a symbol for youth's importance to this precious community. Additionally, the Youth Commission affords the members the opportunity to grow their leadership skills, understand the importance of local government, strengths their organizational and decision-making skills.

18. Other comments:

Please provide the following attachments:

- **2025-2027 current work plan (see samples provided)**
- **Attendance records (2022-2025)**
- **Bylaws if different from what was provided**

Sample Work Plan #1:

Introduction

- **Purpose of the Board / Commission:** Brief statement on the board or commission's mission and its contribution to the community. Align this with council priorities.
- **Key Issues to Address:** List of the key issues the board will address, in alignment with council goals.

Projects

- **Project/Task 1:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.
- **Project/Task 2:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.
- **Project/Task 3:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.
- **Project/Task 4:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.

Sample Work Plan #2:

Introduction

- **Purpose of the Board / Commission:** Brief statement on the board or commission's mission and its contribution to the community. Align this with council priorities.
- **Key Issues to Address:** List of the key issues the board will address, in alignment with council goals.

Projects	Description	Timeline	Anticipated Outcome	Council Priority Alignment
Project/Task 1 (Insert Project)				
Project/Task 2 (Insert Project)				
Project/Task 3 (Insert Project)				
Project/Task 4 (Insert Project)				

City of Greeley Youth Commission Manual



THE COMMISSION

The Greeley Youth Commission was established by the Greeley City Council to encourage greater youth participation in the City's development and is charged with fostering a greater understanding of youth concerns and contributions in our community.

To achieve this, the Commission:

- Advises City Council on matters of Youth Commission interest and community as a whole
- Makes specific recommendations for youth programs and activities
- Serves as a forum for the expansion of ideas, needs, concerns, and goals relating to community issues, particularly as they may affect youth
- Makes recommendations to enhance the range and quality of recreational, employment, civic, and social opportunities for youth
- Enlists community-wide participation in assuming the responsibility for resolving youth concerns in a coordinated manner
- We are the voice of the youth

MEETING SCHEDULE

Meetings are held the fourth Monday of every month at 6:00 p.m. at the Rodarte Community Center but may at times and upon the decision of the Commission be held at various other City of Greeley venues. Work sessions are held at 5:00 pm prior to the official youth commission meeting, unless otherwise specified.

AVERAGE TIME COMMITMENT

Approximately two hours a month, with one hour meeting time and one hour community service project. Additional hours will occur when involved in projects, volunteering, etc throughout the year.

GUIDELINES

The following guidelines have been set forth by the Greeley City Council or staff liaison:

- The Youth Commission is composed of 11 youth ranging in age from 11 to 18.
- Commissioners are appointed by the City Council after completing an application and interviewing with the City Council members. Commissioners serve a two-year term and may re-apply until they are 18 years of age.
- The Youth Commission meetings are open to the public, where both youth and adults are welcome.
- Any change in meeting time or date must be voted on by the Commission.
- Attendance is taken at each meeting and the attendance policy is enforced: after the fourth unexcused absence, a commissioner may be considered for removal.

RECRUITMENT OF COMMISSIONERS

Youth Commission openings and requests for applications are published in the Greeley Tribune (local community newspaper), posted at the City of Greeley Clerk's Office at City Hall, and in the City Scoop (an electronic newsletter from the Greeley city government). The Youth Commission may also opt to announce openings through their developed communications.

Two City Council members share the responsibility of interviewing all of the City's Board and Commission members, including those of the Youth Commission. The interview process for the Youth Commission takes approximately 15 minutes.

After the interview, the question of approval is considered by the entire City Council. The Council members who interviewed the applicants may make recommendations, but the entire Council must approve each commissioner. All applicants are notified by phone of the City Council's decision.

RESPONSIBILITIES

The Youth Commission provides a strong link to the community's youth, and gives younger citizens a voice in policy and program decision. Since actions and statements by Commissioners assume special significance, it is important that members behave in a way that is beneficial to the city's best interests.

Public statements should indicate that Commission actions are only recommendations to City Council. Statements to the public should not contain promises of action by the Commission, staff, or the City Council.

Youth Commissioners are voting members and may reach decisions by consensus or a majority vote. Commission members communicate the group's purpose and goals to other organizations, and recruit ad-hoc members to assist in the Commission's charge. The meeting agenda is developed by the Commission to focus on goals adopted for the year.

OFFICIAL EXPECTATIONS

- Commitment to attend ALL scheduled meetings of the Commission, unless excused by Youth Enrichment support staff.
- Participate in at least 3 Commission established projects each year.
- Individual conduct that will reflect positively upon the Commission
- Willingness to represent the Commission at public meetings/events
- Demonstrate strong leadership skills and work ethic
- Be a positive role model for the youth of the community

OFFICIALS

The following individuals hold important roles in the functioning of the Greeley Youth Commission and their proceedings:

1. **Officers:** The Greeley Youth Commission shall have the following officers elected by the Commission:
 - A. **Chair:** The Chairperson shall preside at all meetings of the Commission. He or she shall facilitate the development of the meeting agenda and represents the Commission at ceremonies. The Chairperson also monitors the attendance of members to ensure that the Commission is adequately served.

- B. Vice-Chair:** The Vice-Chair shall perform the duties of the Chairperson in the absence of the Chairperson. In case of a vacancy in the office of the chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Commission elects a new Chairperson from among its members.
 - C. Secretary:** The Secretary shall sign the official records of the Youth Commission. He or she shall review work closely with the Staff Liaisons to ensure accurate record keeping and correspondence occurs.
 - D. Communication and Marketing Specialist:** The Communication and Marketing Specialist shall post on social media once a month. He or She will work closely with the City of Greeley's marketing department to create and maintain a good reputation.
2. **Ex Officio Members:** Ex-Officio members provide adult leadership. They listen and encourage youth participation and independence. Ex-Officio members contribute community contacts, resources, and participate on sub-committees as needed. They support the Commission and serve as youth advocates.

Ex-Officio members are non-voting members. They are interviewed and approved by the Youth Commissioners and the selections do not need to be approved by the City Council. Ex-Officio members serve for two two-year terms with a break of time of no less than 1 year between second term and any future term. Ex-Officio's are required to meet with Youth Enrichment staff prior to any Youth Commission and/or Ad Hoc Committee meeting.

3. **Ad Hoc Members:** Ad-Hoc members can be any Greeley resident 11 years of age and older. These members provide an important communication link to area schools. They provide input on youth issues and concerns, and serve on Commission established Ad-Hoc Project Committees as needed. Ad-Hoc members are non-voting members and serve as long as the Ad Hoc action remains in effect.

4. **Greeley City Council and Youth Enrichment Liaison Members:** City Council and City Staff Liaison members provide active communication with the Youth Commission on matters that may affect the community's youth. They also provide community contacts and resources. Other City Department contacts are called in as needed. A Youth Enrichment staff member will attend each meeting.

COMMISSION LIAISONS

Each Youth Commissioner can select a City Board or Commission to participate as a Youth Commission liaison.

- Greeley Art Commission
- Rodarte Community Center Advisory Board
- Museum Advisory Board
- Union Colony Civic Center Advisory Board
- Golf Course Advisory Board
- Island Grove Advisory Board
- Parks and Recreation Advisory Board
- Human Relations Commission
- Transportation/Public Works Advisory Board
- Poudre River Trail Systems Advisory Board

ACCOMPLISHMENTS AND CONTINUING EFFORTS of the Youth Commission are:

- **The Teen Job Fair** is an event which includes booths by local business establishments with sessions available in the areas of interview skills and resume preparation.
- **National Youth Service Day Awards** is an opportunity to celebrate the positive contributions to the community made by youth.
- **Team building and leadership retreats**
- **Teen Special Events** which provide an opportunity to gain input from community youth, as well as provide information to youth service organizations.
- **Juvenile Offender Curfew** input provided to City Council on the curfew development.
- **Ballot Measures** input which provides City Council information and opinions regarding youth activities and facilities.
- **Smoke Free Playgrounds and Parks**
- **Aven's Village-** A Universally Accessible Playground
- **Skate Park Initiative**

GOALS

The Youth Commission addresses the issue of continuity by establishing goals for the following year and building on current ideals. Some of the present goals are:

- **Focus on prevention efforts in the areas of :**
 - Crime
 - Violence
 - Drugs (including alcohol and tobacco)
- **Develop informational presentations to assist other communities in the development and implementation of their own Youth Commissions.**
- **Continue support of, and participation in, existing programs such as:**
 - National Youth Service Day Awards
 - Develop ties to schools
 - Community service projects
 - Programming for youth and teens

ARTICLE II. - YOUTH COMMISSION

Sec. 2-570. - Greeley youth commission established, members.

There is hereby created a commission on youth, an advisory board to the city council, which shall consist of up to 16 members. Eleven voting members shall be between the ages of 11 and 18 years, and consideration may be given to equal representation from schools located within the city. Three members shall be ex officio members over the age of 18 years and appointed by the youth members of the commission. This appointment procedure shall supersede any other Code provisions that conflict in the appointment of youth commission members, including section 2-558.

(Code 1994, § 2.31.010; Res. No. 16, 1989, 6-6-1989; Res. No. 35, 1990, 6-26-1990; Res. No. 45, 1995, 6-6-1995; Ord. No. 6, 2003, § 1, 1-21-2003; Ord. No. 33, 2004, § 1, 7-6-2004; Ord. No. 13, 2006, § 1, 4-18-2006)

Sec. 2-571. - Terms.

The terms of members of the youth commission shall be two years.

(Code 1994, § 2.31.020; Ord. No. 6, 2003, § 1, 1-21-2003)

Sec. 2-572. - Purpose and functions.

(a)The purpose of the youth commission is to encourage greater involvement of area youth in community issues.(b)The functions of the commission shall include, but not be limited to:(1)Advising the city council on matters affecting youth and making specific recommendations for youth programs and activities;(2)Enhancing the range and quality of recreational, employment, civic and social opportunities for youth in the community;(3)Serving as a forum for the expression of ideas, needs, concerns and goals relating to community issues, particularly as they affect youth; and(4)Enlisting community-wide participation in assuming responsibility for resolving youth concerns in a coordinated manner.

(Code 1994, § 2.31.030; Ord. No. 6, 2003, § 1, 1-21-2003)

Secs. 2-573—2-592. - Reserved.

YOUTH COMMISSION ATTENDANCE RECORD (May 2022-May 2023)

Commissioner	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Anderson	---	P	P	E	E	P	P	---	P	P	E		
Bearden	---	P	P	E	E	A	P	---	P	P	E		
Bhanji	---	P	E	E	P	E	P	---	P	P	P		
Calhoun	---	---	P	P	P	P	P	---	P	P	E		
Franks	---	P	P	P	P	P	P	---	P	P	P		
Hernandez	---	A	A	A	A	A	A	---	A	A	---	---	---
Lopez	---	---	---	---	---	P	P	---	E	A	E		
Shepard	---	---	---	---	P	P	P	---	E	E	E		
Silva	---	---	---	---	P	P	E	---	P	A	---	---	---
Zeller	---	P	P	P	E	P	P	---	E	P	P		
Ex Officio													
Lewis	---	A	E	A	A	A	A	---	A	A	A		
Lopez	---	---	P	P	E	E	E	---	E	A	A		
Pugatch	---	A	A	A	A	A	A	---	A	A	A		

Meeting Frequency: Regular Meetings – 4th Monday of every month

P= Present

A = Absent

E = Excused

AH= Ad Hoc

---= Not appointed

YOUTH COMMISSION ATTENDANCE RECORD (May 2023-May 2024)

Commissioner	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Aldridge	---	---	---	---	---	---	---	---	---	---	P	P	---
Anderson	E	E	E	E	A	A	A	---	P	P	P	A	---
Bearden	E	E	E	E	A	E	A	---	A	A	A	A	---
Calhoun	P	P	A	P	P	P	A	---	P	P	P	A	---
Contreras	---	---	---	---	---	---	---	---	---	---	---	P	---
Franks	P	P	P	P	P	P	P	---	P	P	P	P	---
Persons	---	---	--	E	E	P	P	---	P	P	P	A	---
Rascon	---	P	P	P	P	P	E	---	A	P	P	A	---
Shawcross	---	---	---	---	P	E	E	---	P	P	P	A	---
Shepard	P	P	A	P	E	A	A	---	A	A	P	A	---
Zeller	P	P	P	P	P	P	P	---	P	P	P	P	---
Ex Officio													
Lewis	A	A	A	A	A	A	A	---	A	A	A		---
Lopez	A	A	A	A	A	A	A	---	A	A	A		---
Jones	---	P	A	P	P	P	P	---	P	P	P	P	---
McDonald												P	

Meeting Frequency: Regular Meetings – 4th Monday of every month

P= Present

A = Absent

E = Excused

AH= Ad Hoc

---= Not appointed

YOUTH COMMISSION ATTENDANCE RECORD (May 2024-May 2025)

Commissioner	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Aldridge	---	A	A	P	P	P	MC	MC	P	P	P		
Calhoun	---	A	A	A	A	A	MC	MC	A	A	A		
Contreras	---	A	A	P	A	A	MC	MC	A	P	P		
Franks	---	P	P	P	P	P	MC	MC	P	E	P		
Persons	---	P	A	P	A	P	MC	MC	A	A	A		
Shawcross	---	P	P	A	A	P	MC	MC	A	A	A		
Shepard	---	A	A	A	A	A	MC	MC	P	A	A		
Stull	---	---	---	P	A	P	MC	MC	E	P	P		
Gonzalez	---	---	---	---	P	P	MC	MC	A	P	A		
Vasquez	---	---	---	---	---	P	MC	MC	P	P	P		
Larson-Reyes	---	---	---	---	---	P	MC	MC	P	E	P		
Tacoronte	---	---	---	---	---	P	MC	MC	P	P	P		
Craig	---	---	---	---	---	P	MC	MC	P	E	P		
Sanchez	---	---	---	---	---	---	MC	MC	---	E	E		
Ex Officio													
Miller	---	---	---	---	---	---	MC	MC	P				
Jones	---	A	A	P	A	---	MC	MC	P				
McDonald	---	P	E	P	P	---	MC	MC	E				

Meeting Frequency: Regular Meetings – 4th Monday of every month

P= Present

A = Absent

E = Excused

AH= Ad Hoc

---= Not appointed

MC=Meeting Cancelled

BOARDS AND COMMISSIONS TRIENNIAL REVIEW QUESTIONNAIRE

In 2001, Greeley voters approved an amendment to the Home Rule Charter, in Section 2-8 Appointive Boards and Commissions, to require that City Council review advisory groups every three (3) years to determine whether it continues to serve the purpose for which it was created. Ordinance No. 59, 2002, was adopted by City Council to implement the triennial review schedule for the appointive boards and commissions. In 2025 the ***Citizen Budget Advisory Committee, Citizen Transportation Advisory Board, Commission on Disabilities, Downtown Development Authority, Golf Course Advisory Board, Historic Preservation Commission, Rodarte Community Center Advisory Board, Stormwater Board, and Youth Commission*** are currently scheduled for review.

To assist the council in this process, please provide the following information by completing this form electronically, adding additional pages as necessary, and submitting the required attachments to the Clerk's Office before June 30, 2025. This questionnaire should be completed, reviewed, and approved by your Board or Commission before the June 30th deadline. Required attachments are a 3-year work plan (samples have been provided), updated bylaws (if different from those provided), and 3-year attendance records (2022-2025).

Please find the attached documents: Current Board Bylaws and reference to the Greeley Municipal Code (if applicable).

BOARD/COMMISSION NAME:	DATE PREPARED:
Stormwater Advisory Board	5/25/2025

MEMBERS:	
1. Jerrod Carlson	7.
2. Casey Christiansen	8.
3. Paul Henneck	9.
4. James Freville	10.
5.	11.
6.	12.

Greeley City Council has identified [Seven Strategic Focus Areas](#) :

a. Business Growth:

Create economic development, assess, and evaluate the structure and organization of the economic health and housing department, transform Greeley's image, reputation and perceptions of who we are as a livable and business-oriented community.

b. Community Vitality:

Develop a sub-area planning strategy providing master plan guidance, update Metro District Standards, promote high quality development, review development code to include new overlay districts, update city entryway plan and enhance the City's code compliance program to foster neighborhood success in meeting property use and maintenance standards.

c. High Performance Government:

Committed to effective systems, strategies, structures, strategic planning, and customer service. Values of transparency, accountability, and responsible stewardship of our resources.

d. Housing for All:

The goal is for residents of all socioeconomic levels have the ability to secure quality housing choices. Through partnerships with nonprofits and local national developers we create a model for sustaining diverse housing options.

e. Infrastructure and Mobility:

Strategically plan, design, and build our urban infrastructure systems and facilities so they are attractive, safe, and high performing.

f. Quality of Life Amenities:

Develop standards for landscape maintenance, promote signature community destinations and expand programming, services and facilities that support and enrich youth development throughout the community.

g. Safe and Secure Communities:

Greeley is a community that is committed and confident we are well-prepared to respond with resources need to address emergencies and continue essential operations and services.

1. Please list your Board/Commission priorities below: (1) for the primary, (2) for secondary and provide an explanation on how they align with the Strategic Priorities found above.

1. Plan, fund, design and construct stormwater infrastructure that protects public health, safety and welfare, mitigates flooding and protects property. Aligns with c. High Performance Government with strategic planning and customer service, e. Infrastructure and Mobility by planning, designing and building high performance infrastructure, and g. Safe and Secure Communities with emergency response planning and proactive essential functions before during and after events.

2. Proactively plan Water Quality and Source Water Protection through MS4 regulatory compliance, master plan guidance, updated design criteria, floodplain management and innovative CIP projects.
b. Community Vitality with masterplan guidance and development review. C. High Performance Government by implementing Asset Management programs and strategic planning. F. Quality of Life Amenities by embracing multi-use design of stormwater infrastructure.

2. Reviewing the current purpose of this board from the attached Greeley Municipal Code, define how the actions of this board are actively accomplishing this purpose.

The Stormwater Advisory board actively participates in the stormwater management plan implementation by providing support and direction of the proposed Master Plan studies, CIP and Rehabilitation programs including utility rate recommendations to the City Council to ensure the plan is successful.

a. What more needs to be done to deliver this service to the community?

Continued support of the stormwater management plan to accomplish the identified projects in a timely manner to provide public health and safety as quickly as funding allows.

3. List annual workplan(s) over 2022-2025 and state what parts of the workplans were accomplished. Provide an updated 3-year (2025-2027) workplan based on the samples provided.

Attached

4. Please share specific projects, achievements, and initiatives this board has completed over the last three years (2022-2025).

The Stormwater Advisory Board approved the 12th Street Outfall projects Phase 1A & 1B, completed in 2024, the design of Phases 2 through 4, to be completed in 2025. 7th Street Outfall design started in 2025. Six updated Masterplan projects have been completed or are near completion 2022-2025. The annual rehabilitation program has invested over 8 million dollars for infrastructure projects 2022-2025. The Water Quality Roadmap Phase 1 will be completed in 2025. Investment in the new Utility Billing System 2023-2025.

5. What community events, volunteer opportunities and engagement forums do this board attend, support or facilitate? Please describe community engagement efforts over the last three years (2022-2025).

The advisory board often attends Public Outreach and Engagement meetings for Stormwater projects. One member sits on the Poudre River Restoration Initiative Steering Committee

6. Are board meetings conducted in an effective manner? Yes

7. Are meetings held according to your meeting schedule? Yes, meetings are held regularly as set forth in the By-Laws.

8. Are discussions focused on the agenda topics, are topics in line with your object or goals?

Yes, the Advisory Board focuses on agenda topics, which are in line with the Work Plan goals. Additional presentations are occasionally added by COG departments to keep the board informed of important issues throughout the city.

9. What format are your meetings held? (In-person, virtual or hybrid)

All meetings are held in person, with a virtual option.

10. Do members of the public attend meetings? If so, how many (average), how often and do they provide input?

The public rarely attends, 1 to 2 people per year.

11. What could be done to improve board meetings?

No recommendations at this time

12. List additional information this board feels would be helpful to council to reauthorize this board.

It is imperative that the Stormwater Advisory Board continue to focus on Capital Improvement Projects, system rehabilitation and Council Initiatives that improve the health and safety of our community. Board oversight ensures that the recommendations to City Council are prioritized, cost effective and funded.

13. Other comments:

Please provide the following attachments:

- **2025-2027 current work plan (see samples provided)**
- **Attendance records (2022-2025)**
- **Bylaws if different from what was provided**

2025-2027 Stormwater Advisory Board Work Plan

Introduction

- **Purpose of the Board / Commission:** The stormwater board shall make recommendations to the city council on all matters concerning stormwater management, priorities, policies, fees, and procedures.
- The Stormwater Advisory Board's mission is to plan, fund, design and construct stormwater infrastructure that protects public health, safety and welfare, mitigates flooding and protects property. Proactively plan Water Quality and Source Water Protection through MS4 regulatory compliance, master plan guidance, updated design criteria, floodplain management and innovative CIP projects to support Infrastructure and Mobility focus area.
- **Key Issues to Address:** Downtown Masterplan recommended projects to mitigate flooding and protect public health and safety, with coordinated projects citywide. Continued MS4 regulatory compliance as it pertains to the Cache la Poudre River in conjunction with the Poudre River Restoration Initiative.

Projects

- **Project/Task 1:** 12th Street Outfall Phases 2-4
 - **Description:** Pipe infrastructure from 8th Ave to 2nd Ave on 12th St.
 - **Timing:** 2024-2027
 - **Anticipated Outcome:** Improved flood mitigation downtown
 - **Council Priority Alignment:** Infrastructure and Mobility:
Strategically plan, design, and build our urban infrastructure systems and facilities so they are attractive, safe, and high performing.
- **Project/Task 2:** 7th Street Outfall Railroad Crossing
 - **Description:** Design and Build outfall pipe under railroad crossing
 - **Timing:** 2025-2026
 - **Anticipated Outcome:** Phase 1 of 7th Street Outfall
 - **Council Priority Alignment:** Infrastructure and Mobility:
Strategically plan, design, and build our urban infrastructure systems and facilities so they are attractive, safe, and high performing.
 -
- **Project/Task 3:** Water Quality Roadmap Phase 1
 - **Description:** Provide guidance for MS4 regulatory compliance
 - **Timing:** 2025
 - **Anticipated Outcome:** Guidance for determining priority water quality projects pre regulatory control permitting on the Cache la Poudre River.
 - **Council Priority Alignment:** High Performance Government:
 - Committed to effective systems, strategies, structures, strategic planning, and customer service. Values of transparency, accountability, and responsible stewardship of our resources.

- **Project/Task 4: Update Stormwater Master Plans**
 - **Description:** updating of stormwater master plans for future development
 - **Timing:** Annual program 2025-2027
 - **Anticipated Outcome:** Improved guidance and strategic planning for Capital Improvement Projects for internal CIP and development guidance.
 - **Council Priority Alignment:** High Performance Government:
 - Committed to effective systems, strategies, structures, strategic planning, and customer service. Values of transparency, accountability, and responsible stewardship of our resources.

- **Project/Task 5: 7th Street Outfall Phase 1-6 Design**
 - **Description:** Design of outfall pond and pipe infrastructure west to the #3 ditch
 - **Timing:** 2026-2030
 - **Anticipated Outcome:** Completed Outfall design
 - **Council Priority Alignment:** Infrastructure and Mobility:
Strategically plan, design, and build our urban infrastructure systems and facilities so they are attractive, safe, and high performing.

Sec. 20-624. - Creation of stormwater board.

There is hereby created a board to be known as the stormwater board to assist in administration of this chapter. The board shall consist of five members appointed by the city council.

(Code 1994, § 14.15.050; Ord. No. 5, 1995, § 1(part), 1-17-1995; Ord. No. 91, 2001, § 1, 11-6-2001; Ord. No. 70, 2002, § 1, 12-17-2002; Ord. No. 37, 2012, § 2, 10-2-2012; Ord. No. 31, 2013, § 1, 10-15-2013; [Ord. No. 31, 2019](#), exh. B, § 14.15.050, 7-2-2019)

Sec. 20-625. - Comprehensive stormwater management plan.

The purpose of the stormwater management program shall be to develop a comprehensive stormwater management plan for the city based on sound engineering studies that indicate the location of all facilities in the city, including those facilities that currently exist and those determined to be needed and intended to be constructed in the future. The stormwater management plan is described in the city's storm drainage design criteria and construction specifications manual and serves to guide the stormwater management program in the construction, operation, and maintenance of the stormwater drainage system. The city shall, in all ways and within the limits of its powers, solicit adjacent municipalities, and the county to cooperate in providing stormwater facilities in drainage basins extending outside the city limits and in general, to carry out the stormwater management plan.

(Code 1994, § 14.15.060; Ord. No. 5, 1995, § 1(part), 1-17-1995; Ord. No. 91, 2001, § 1, 11-6-2001; Ord. No. 37, 2012, § 2, 10-2-2012; [Ord. No. 31, 2019](#), exh. B, § 14.15.060, 7-2-2019)

Sec. 20-626. - Duties of stormwater board.

- (a) The stormwater board shall make recommendations to the city council on all matters concerning stormwater management, priorities, policies, fees, and procedures.
- (b) The board shall also review and make recommendations to the city council on the stormwater management plan.
- (c) The board shall recommend the facilities needed to provide an adequate stormwater drainage system. Such recommendations shall include the following:
 - (1) The facilities to be constructed.
 - (2) The prioritization and schedule for construction of facilities.
 - (3) The method of assessing fees against property.
 - (4) Apportionment of the cost of new facilities to be assessed against property and the portion, if any, of such cost which should be paid by the city.
 - (5) Long-range plans. Before making recommendation for any project, the board shall analyze the project and compare the benefits to be achieved with the anticipated cost of the project.
- (d) The board shall annually recommend stormwater rates, including the stormwater drainage development impact fees imposed pursuant to chapter 15 of [title 6](#) of this Code, which need not be uniform for all classes of users. Rates shall include all costs for the construction, reconstruction, replacement, rehabilitation, and improvement of the stormwater drainage system.
- (e) The board shall make recommendations to the city manager for expenditures for the stormwater drainage system annual budget.
- (f) The board shall also hear the appeal of any owner of property in the city who disputes the amount of the stormwater management program fee made against property or who disputes any determination made by or on behalf of the city pursuant to and by authority of this chapter. After hearing, the board may make such revision or modification of such fee or determination as it shall deem appropriate.

(Code 1994, § 14.15.070; Ord. No. 5, 1995, § 1(part), 1-17-1995; Ord. No. 91, 2001, § 1, 11-6-2001; Ord. No. 37, 2012, § 2, 10-2-2012; [Ord. No. 31, 2019](#), exh. B, § 14.15.070, 7-2-2019; [Ord. No. 16, 2022](#), § 32(app. A, § 32), 4-19-2022)

The City of Greeley, CO - Member Attendance Report - 2022

Stormwater Board

Member	Feb 09, 2022	Apr 06, 2022	Jun 08, 2022	Oct 05, 2022	Oct 27, 2022	TOTALS
Jerrod Carlson	E	P	P	P	P	80.0%
Casey Phythian	P					100.0%
Jim Lord	P	P				100.0%
Paul Henneck	P	P	P	P	P	100.0%
Phillip Taylor		P	P	P	P	100.0%
Casey Phythian		E				0.0%
Casey Christiansen			P	P	P	100.0%
James Freville				A	P	50.0%
Present:	3	4	4	4	5	86.96%
Absent:	0	0	0	1	0	4.35%
Excused:	1	1	0	0	0	8.7%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

The City of Greeley, CO - Member Attendance Report - 2023

Stormwater Board

Member	Feb 01, 2023	Apr 03, 2023	Jun 07, 2023	Oct 04, 2023	TOTALS
Paul Henneck	P	P	P	P	100.0%
Casey Christiansen	P	P	A	A	50.0%
Jerrod Carlson	P	P	A	A	50.0%
James Freville	P	P	P	P	100.0%
Phillip Taylor	P		P	P	100.0%

Present:	5	4	3	3	78.95%
Absent:	0	0	2	2	21.05%
Excused:	0	0	0	0	0.0%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

The City of Greeley, CO - Member Attendance Report - 2024

Stormwater Board

Member	Feb 07, 2024	Apr 03, 2024	Jun 05, 2024	Aug 07, 2024	Oct 02, 2024	TOTALS
James Freville	P	A	P	P	P	80.0%
Jerrold Carlson	P	P	P	P		100.0%
Casey Christiansen	P	P	P	P	P	100.0%
Phillip Taylor	P	P				100.0%
Paul Henneck	P	P	P	P	P	100.0%

Present:	5	4	4	4	3	95.24%
Absent:	0	1	0	0	0	4.76%
Excused:	0	0	0	0	0	0.0%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

The City of Greeley, CO - Member Attendance Report - 2025

Stormwater Board

Member	Feb 05, 2025	Apr 02, 2025	Jun 04, 2025	Aug 06, 2025	TOTALS
Paul Henneck	P				100.0%
Jerrold Carlson	P	P	A	A	50.0%
Casey Christiansen	P	P	P	P	100.0%
James Freville	P				100.0%
Paul Henneck		P	P	P	100.0%
James Freville		P	P	P	100.0%

Present:	4	4	3	3	87.5%
Absent:	0	0	1	1	12.5%
Excused:	0	0	0	0	0.0%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

BOARDS AND COMMISSIONS TRIENNIAL REVIEW QUESTIONNAIRE

In 2001, Greeley voters approved an amendment to the Home Rule Charter, in Section 2-8 Appointive Boards and Commissions, to require that City Council review advisory groups every three (3) years to determine whether it continues to serve the purpose for which it was created. Ordinance No. 59, 2002, was adopted by City Council to implement the triennial review schedule for the appointive boards and commissions. In 2025 the ***Citizen Budget Advisory Committee, Citizen Transportation Advisory Board, Commission on Disabilities, Downtown Development Authority, Golf Course Advisory Board, Historic Preservation Commission, Rodarte Community Center Advisory Board, Stormwater Board, and Youth Commission*** are currently scheduled for review.

To assist the council in this process, please provide the following information by completing this form electronically, adding additional pages as necessary, and submitting the required attachments to the Clerk's Office before June 30, 2025. This questionnaire should be completed, reviewed, and approved by your Board or Commission before the June 30th deadline. Required attachments are a 3-year work plan (samples have been provided), updated bylaws (if different from those provided), and 3-year attendance records (2022-2025).

Please find the attached documents: Current Board Bylaws and reference to the Greeley Municipal Code (if applicable).

BOARD/COMMISSION NAME: Rodarte Community Center Advisory Board	DATE PREPARED: June 18th, 2025
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MEMBERS:	
1. Emma Pena-McCleave – President	
2. Yvette Flores - Vice President	
3. Daren Dunn	
4. Julie Jensen	
5. Laura Jones	
6. Alice Nava	
7. Daniel Reyez	

Community Vitality:

Develop a sub-area planning strategy providing master plan guidance, update Metro District Standards, promote high quality development, review development code to include new overlay districts, update city entryway plan and enhance the City's code compliance program to foster neighborhood success in meeting property use and maintenance standards.

1. Please list your Board/Commission priorities below: (1) for the primary, (2) for secondary and provide an explanation on how they align with the Strategic Priorities.

- (1) **Primary - Promote Inclusive, Lifespan-Oriented Programs** - This priority emphasizes the delivery of equitable, inclusive education, wellness, and leisure programs that serve all age groups, while reinforcing the Rodarte Center's commitment to meeting the needs of the entire community. By integrating thoughtful program development with strategic facility use, this approach advances Community Vitality by promoting active lifestyles, social connection, lifelong learning, and cultural enrichment, strengthening both neighborhood identity and overall community well-being.
- (2) **Secondary - Ensure Collaborative, Accountable, and Aligned Community Development** - This priority focuses on fostering partnerships across sectors and implementing transparent review processes for Rodarte Community Center's programs and services. By coordinating efforts and aligning with city plans and standards, we ensure that the services we offer are meaningful and contribute to neighborhood development. This supports Community Vitality by building trust, responsiveness, and shared responsibility for long-term community well-being.

2. Reviewing the current purpose of this board from the attached Greeley Municipal Code, define how the actions of this board are actively accomplishing this purpose. We will first explain how we address our Purpose, then how we align our purpose with the Greeley Municipal Codes.

How the Rodarte Community Center Advisory Board addresses its "Purpose".

Reference: Rodarte Community Center Advisory Board Bylaws Section II Purpose,

Section II 1. A.

While the Rodarte Advisory Board (RAB) has not operated in a hands-on capacity, its role has been one of oversight and advocacy. We remain committed to serving the community through programming that serves various age groups.

The primary goal is to serve students ages 5 -13 through programs that empower and enrich Greeley Youth. Services are provided through a State of Colorado licensed day care program that reinforces healthy development and academic achievement through STEAM (Science, Technology, Engineering, Art, and Mathematics) and Fun in the Sun Summer Camp. Students ages 11-18 can become members of the Greeley Youth Commission, which is sponsored and led by the Rodarte Community Center (RCC). It is a youth-led advisory board that fosters a greater understanding of youth concerns and contributions and encourages youth participation to impact their community positively. The Rodarte Community Center offers a 50+ Group specifically designed for older adults. This group allows seniors to participate in various activities, including lunches, trips, and social gatherings, fostering community and friendship.

Section II 1. B.

The communication between the RCC Supervisor and the RAB has always been open about the best possible use of the Rodarte Community Center's recreational and cultural facilities.

The Rodarte staff is better prepared to make recommendations concerning the best possible use of the recreational and cultural facilities of the Rodarte Community Center. ~~OB~~

To date, the coordination of activities and programs of all private and public agencies and organizations have been the responsibility of the RCC. since they have daily access to the center's calendar and facility availability.

Section II. C.

To advise, in regard to the coordination of the activities and programs of all private and public agencies and organizations desiring to work with the Rodarte Community Center.

Section II. D.

The RAB has continually been provided with information about proposals presented or requested by private and public agencies through the center's Supervisor. This is an area where we have always been aware of the proposals that would affect the agency's operational budget.

How do we align our "Purpose" with the Greeley Municipal Code, per each section.

Application of Municipal Codes purpose from bylaws and Sec. 2-858 - Responsibilities (addressing the last three years) Reference: City of Greeley Municipal Code

Section (1) The Rodarte Advisory Board (RAB) has worked collaboratively with upper-level management in the Department of Culture, Parks, and Recreation to help ensure the continued delivery of recreational and educational programming to the community. The Board remains committed to supporting the Rodarte Community Center (RCC) staff and consistently advocates for the Center's ongoing improvement.

Sections (2) Although the RAB has not been directly involved in budget decisions, it has historically been a strong advocate for enhancements to both the Rodarte Community Center and the Anna Gimmestad Community Center. An example is the RAB's role in raising awareness is the advocacy for a permanent structure to replace the temporary trailer currently housing the Anna Gimmestad Community Center. City leadership has acknowledged this need, and preliminary plans for a future building are underway. Board members have been invited to attend fact-finding meetings with developers and have provided input.

Sections (3) Prior to this questionnaire, the RAB was unaware of our responsibility to review improvement plans for the Rodarte Community Center and make recommendations/comments to the planning commission, city manager, and city council.

RAB has continued to advocate for various facility improvements, including the expansion of the front entrance and the addition of a gymnasium. Within the last three years, the interior space has undergone reconfiguration and remodeling, expanding and upgrading the kitchen to commercial-grade standards and renovating the restrooms. Externally, a new, safer playground with new equipment was added.

Section (4) Prior to this questionnaire, the RAB was unaware of our responsibility to report and make recommendations/ comments to the city manager or city council. This has occurred, but only on an informal basis through one-to-one conversations with the city manager and council members.

Section (5) Prior to this questionnaire, the RAB was unaware of our responsibility to take part in recommendations/comments regarding the job descriptions for the Rodarte Community Center staff. In 2025 the RAB was invited to take part in the interview process for the replacement of the RCC Supervisor.

Regarding staffing, the Board recently participated in the interview and selection process for the new Recreation Supervisor at the Rodarte Community Center. RAB members have also maintained consistent communication with staff over the years and have been informed of key personnel changes.

- a. What more needs to be done to deliver this service to the community?
The major item is the construction of the Anna Gimmsted Community Center. This Center has a waiting list of students and has reached its capacity. The newly built apartments at the Greeley Mall have affected the slots needed for students to attend the center.

2. List annual workplan(s) over 2022-2025 and state what parts of the workplans were accomplished. Provide an updated 3-year (2025-2027) workplan based on the samples provided.

Before this questionnaire, the Rodarte Community Center Advisory Board was unaware this was within our responsibility.

3. Please share specific projects, achievements, and initiatives this board has completed over the last three years (2022-2025).

Before this questionnaire, the Rodarte Community Center Advisory Board was unaware this was within our responsibility.

4. What community events, volunteer opportunities and engagement forums does this board attend, support or facilitate? Please describe community engagement efforts over the last three years (2022-2025).

Over the past three years (2022–2025), the Rodarte Community Center Advisory Board has consistently demonstrated strong community engagement through active participation, support, and leadership in a variety of annual events, volunteer opportunities, and civic forums. Our efforts reflect a deep commitment to Greeley's youth, families, seniors, and broader civic initiatives.

Annual Events and Volunteer Opportunities:

- Easter Egg Hunt: Board members regularly volunteer at this family-friendly spring event, helping with setup, activities, and interacting with children and families.
- Pumpkin Carving/Halloween Party & Trunk or Treat: The board plays a key role by securing pumpkin and prize donations, judging contests, and assisting with logistics. Their presence helps ensure a safe and festive environment.
- Thanksgiving Dinner: Board members assist in preparing and serving meals to youth and families, fostering a sense of belonging and gratitude in the community.
- Christmas – Children's Gift Give-aways: Board members are deeply involved, dressing up as Santa or Mrs. Claus, distributing gifts, wrapping presents, and welcoming families. They often bring in family members and recruit additional volunteers to support the event. This is our largest yearly event with over 800 participants.

- Fishing Derby: Members volunteer during this annual outdoor event, supporting youth and families in recreational activities that promote well-being and connection.
- Dia de Los Muertos Celebrations: The board helps with planning, setup, and participation in these cultural events that honor tradition and community heritage.

5. Are board meetings conducted in an effective manner?

Yes. We always receive the agenda in advance. The meeting agenda and minutes follow Robert's Rules of Order. At the meetings, major decisions are made through a vote. The board is one where everyone is respected and everyone's voice is heard.

6. Are meetings held according to your meeting schedule (e.g., 1st Friday of each month at 4 p.m.)

The Rodarte Advisory Board meets every third Wednesday of the month at 5:15 pm. In the Rodarte Community Center Advisory Board Bylaws it reads as follows:

G. Duties of the Rodarte Community Center Advisory Board:

1. Regular meetings shall be held the third Wednesday of every month at the Center.

It is rare that we have a change in our schedule except for school conflicts, but for the most part, we adhere to the same schedule each month.

7. Are discussions focused on the agenda topics, are topics in line with your object or goals?

Yes, discussions are consistently focused on the agenda and align with the objectives and goals of the Rodarte Community Center. The Rodarte Center Coordinator and staff provide thorough updates on programs, attendance, school and family engagement, and upcoming needs. Agendas and minutes are always distributed to keep the board on task and informed. This structure ensures meetings remain purposeful and connected to the Center's mission.

8. What format are your meetings held? (In-person, virtual or hybrid)

The Rodarte Community Center Advisory Board meetings are held in a hybrid format, both in person and online, to provide everyone with options to participate. We do a great job of having a quorum each month by offering these options.

9. Do members of the public attend meetings?

At present, the public is not invited to attend, but we are open to invite the public and are willing to be transparent and explore avenues to invite the public to future meetings.

10. What could be done to improve board meetings?

Concerning the function of the meetings, the Rodarte Community Center Coordinator does an excellent job of facilitating meetings and keeping everything organized and on track.

11. List additional information this board feels would be helpful to council to reauthorize this board.

If you ask around, most people recognize the Rodarte Community Center as "the afterschool program." But for those who are familiar with its full range of services, the Center represents so much more. It offers various educational, recreational, and personal development programs designed to empower and enrich the lives of Greeley's youth—especially those from low-income families. For us, "Empowering and Enriching Greeley Youth" is more than a slogan—it reflects its vital role in providing opportunities many children might not otherwise have. Through hands-on activities, mentorship, and academic support, the Center creates a safe

and nurturing environment where young people can grow, learn, and thrive.

Below is a list of the programs and services offered:

- **STEAM Program:** A free summer program for middle school-aged youth, funded by United Way (Alive at 25). We use hands-on activities and camouflaged learning to combat summer learning loss, focusing on team building, 3D printing, and coding.
- **Rodarte Boxing:** A staple program in the community with a nearly 40-year history, providing a reputable and well-known service to local residents.
- **After School Program:** A free program for youth ages 5-13, offering a safe and supervised environment during out-of-school time hours with tutoring, homework time, meals from the Weld Foodbank, and age-appropriate activities.
- **Fun in the Sun:** A summer program for youth ages 5-13, featuring structured activities that promote active learning, academic enrichment, and summer learning retention through camouflaged learning.
- **Youth Net Coalition:** A collaborative group of individuals from various organizations that meet to discuss opportunities for youth and families in Weld County, promoting shared programming and community benefits.
- **Greeley Youth Commission:** A group of youth serving the local community, providing input on issues affecting youth and ensuring their voices are heard.

There are two long-standing senior groups, LAAM and Rodarte Seniors. They meet weekly at the Rodarte Community Center for meals and socialization. These seniors have a 30+ year history in the community. During the summer, when the school children are at the Center full-time, the seniors are incorporated into the Greeley Adult Active Center. Collaborations with other City organizations are essential.

The Rodarte Advisory Board is proud to serve and support one of the most vital community centers in Greeley. We are fortunate to have strong leadership and an exceptional group of board members who are dedicated to the center's mission. We deeply appreciate the City's continued investment in the Center since it plays a critical role in maintaining a direct connection between the Center and the families it serves.

The Rodarte Center is more than just a facility; it is a hub of support, learning, safety, and cultural pride for youth and families who often need it most. The board feels it is essential to highlight the Center's heritage and its enduring ties to surrounding neighborhoods and local schools. We take pride in our volunteerism, but just as importantly, we view ourselves as advocates for the staff, the Center, and most of all, the children and families who benefit from its programs.

In today's environment, providing a safe and nurturing space for youth is more important than ever. The Center is key in shaping future generations and strengthening our broader community. The Advisory Board serves as a conduit between the Center and City leadership to ensure its value is recognized, supported, and sustained.

This board is essential for communicating priorities, sharing community insight, and helping secure the resources and visibility the Rodarte Center needs to thrive.

12. Other comments:

We encourage increased engagement from the City Council, the Mayor, the City Manager, and the

public to witness the Center's impact firsthand. Continued recognition and reauthorization of this board will not only affirm the City's commitment to youth and equity but also help amplify the voices of those we serve, especially as demand grows beyond our current capacity.

There needs to be more public awareness of Rodarte Community Center's needs, priorities, and the positive impact of its programs. We would like to seek a social media avenue such as Facebook provides the Greeley Family Funplex with an online tool to inform the public about its mission, programming, and activities.

Note: There is a discrepancy between the name used in our bylaws and the name recognized by the City of Greeley.

- **According to our bylaws:**
"This organization shall be known as the Rodarte Community Center Advisory Board."
- **According to the Greeley Municipal Code:**
"The Jesus Rodarte Cultural Center Advisory Board shall have the following responsibilities:"

This distinction should be acknowledged and addressed for consistency and alignment with the official city records.

The City of Greeley, CO - Member Attendance Report - 2022

Rodarte Community Center Advisory Board

Member	Jan 19, 2022	Feb 16, 2022	Apr 20, 2022	May 18, 2022	Jul 20, 2022	Aug 17, 2022	Sep 21, 2022
Darren Dunn	P	P					
Daniel Reyez	P	P					
Derek Andersen	P	A	P	A	P	P	A
Samantha DuVall	P	P	P	P	A	A	P
Emma Pena-McCleave	P	P	P	P	P	P	P
Yvette Flores	P	A	P	P	P	P	P
Julie Jensen	P	P	P	P	P	A	P
Darren Dunn			P	P	P	P	A
Daniel Reyez			P	P	P	P	P
Present:	7	5	7	6	6	5	5
Absent:	0	2	0	1	1	2	2
Excused:	0	0	0	0	0	0	0

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled



Oct 19, 2022	Nov 16, 2022	TOTALS
		100.0%
		100.0%
A	A	44.44%
P	P	77.78%
P	A	88.89%
P	P	88.89%
P	P	88.89%
P	P	85.71%
P	P	100.0%

6	5	82.54%
1	2	17.46%
0	0	0.0%

The City of Greeley, CO - Member Attendance Report - 2023

Rodarte Community Center Advisory Board

Member	Jan 18, 2023	Feb 15, 2023	Mar 29, 2023	Apr 19, 2023	May 10, 2023	Jun 21, 2023	Jul 19, 2023	Aug 16, 2023	Sep 20, 2023	Oct 18, 2023	Nov 15, 2023	Dec 20, 2023	TOTALS
Derek Andersen	A	A	A										0.0%
Darren Dunn	P		P	P	P	A	A	P	P	P	P	P	81.82%
Daniel Reyez	A		P	A	P	P	A	A	P	P	P	P	63.64%
Samantha DuVall	P		P										100.0%
Emma Pena-McCleave	P		P										100.0%
Yvette Flores	P		P	A	P	P		P	P	A	P	P	80.0%
Julie Jensen	P	A	P	P	A	A	P	P	A	P	P	P	66.67%
Samantha DuVall		P		P	P	P	A	P	P	P	P	P	90.0%
Darren Dunn		A											0.0%
Daniel Reyez		P											100.0%
Emma Pena-McCleave		P											100.0%
Yvette Flores		P					A						50.0%
Emma Pena-McCleave				P	P	A	P	P	P	A	P	P	77.78%
Laura Jones					P	P	P	P	P	P	P	P	100.0%
Present:	5	4	6	4	6	4	3	6	6	5	7	7	75.9%
Absent:	2	3	1	2	1	3	4	1	1	2	0	0	24.1%
Excused:	0	0	0	0	0	0	0	0	0	0	0	0	0.0%

* P = Present
* A = Absent
* E = Excused
* C = Canceled

The City of Greeley, CO - Member Attendance Report - 2024

Rodarte Community Center Advisory Board

Member	Jan 01, 2024	Feb 21, 2024	Mar 20, 2024	Apr 17, 2024	May 16, 2024	Jun 19, 2024	Jul 17, 2024
Darren Dunn	P	P	P	A	A	P	P
Daniel Reyez	A	P	P	P	P	A	A
Samantha DuVall	P	P	P	A	P	P	P
Julie Jensen	A	P	P	P	P	P	P
Laura Jones	P	P	P	P	P	P	P
Emma Pena-McCleave	P			P	P	A	A
Yvette Flores	P				P	A	A
Yvette Flores		P	P	P			
Emma Pena-McCleave		P	P				
Present:	5	7	7	5	6	4	4
Absent:	2	0	0	2	1	3	3
Excused:	0	0	0	0	0	0	0

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled



Aug 14, 2024	Sep 18, 2024	Oct 16, 2024	Nov 20, 2024	TOTALS
A	P	P	A	63.64%
P	P	A	P	63.64%
P	A	A	P	72.73%
A	P	A	P	72.73%
P	A	A	A	72.73%
P	P	P	P	77.78%
P	A	P	P	62.5%
				100.0%
				100.0%

5	4	3	5	71.43%
2	3	4	2	28.57%
0	0	0	0	0.0%

The City of Greeley, CO - Member Attendance Report - 2025

Rodarte Community Center Advisory Board

Member	Jan 15, 2025	Feb 19, 2025	Mar 19, 2025	Apr 16, 2025	May 21, 2025	Jun 18, 2025	TOTALS
Darren Dunn	P	E	P	P			75.0%
Daniel Reyez	P	E	P	E			50.0%
Yvette Flores	P	P	E	P	P	P	83.33%
Julie Jensen	A	P	P	P	P	P	83.33%
Laura Jones	P	P	P	P	E	P	83.33%
Samantha DuVall							0.0%
Emma Pena-McCleave	A	P	P	P	P	P	83.33%
Darren Dunn					P	E	50.0%
Daniel Reyez					P	P	100.0%
Alice Nava					P	E	50.0%
Present:	4	4	5	5	6	5	90.63%
Absent:	2	0	0	0	0	0	6.25%
Excused:	0	0	0	1	0	0	3.13%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

BOARDS AND COMMISSIONS TRIENNIAL REVIEW QUESTIONNAIRE

In 2001, Greeley voters approved an amendment to the Home Rule Charter, in Section 2-8 Appointive Boards and Commissions, to require that City Council review advisory groups every three (3) years to determine whether it continues to serve the purpose for which it was created. Ordinance No. 59, 2002, was adopted by City Council to implement the triennial review schedule for the appointive boards and commissions. In 2025 the ***Citizen Budget Advisory Committee, Citizen Transportation Advisory Board, Commission on Disabilities, Downtown Development Authority, Golf Course Advisory Board, Historic Preservation Commission, Rodarte Community Center Advisory Board, Stormwater Board, and Youth Commission*** are currently scheduled for review.

To assist the council in this process, please provide the following information by completing this form electronically, adding additional pages as necessary, and submitting the required attachments to the Clerk's Office before June 30, 2025. This questionnaire should be completed, reviewed, and approved by your Board or Commission before the June 30th deadline. Required attachments are a 3-year work plan (samples have been provided), updated bylaws (if different from those provided), and 3-year attendance records (2022-2025).

Please find the attached documents: Current Board Bylaws and reference to the Greeley Municipal Code (if applicable).

BOARD/COMMISSION NAME: Historic Preservation Commission	DATE PREPARED: April 4 & June 2, 2025
---	---

MEMBERS:	
1. Christen DePetro, realtor, Chair	7. Gabe LLanas
2. Sean Jaehn, contractor, Vice Chair	8.
3. Marshall Clough, historian	9.
4. Doran Azari	10.
5. Dan Podell	11.
6. Melissa Martinez	12.

Greeley City Council has identified [Seven Strategic Focus Areas](#) :

- a. Business Growth:
Create economic development, assess, and evaluate the structure and organization of the economic health and housing department, transform Greeley's image, reputation and perceptions of who we are as a livable and business-oriented community.
- b. Community Vitality:
Develop a sub-area planning strategy providing master plan guidance, update Metro District Standards, promote high quality development, review development code to include new overlay districts, update city entryway plan and enhance the City's code compliance program to foster neighborhood success in meeting property use and maintenance standards.
- c. High Performance Government:
Committed to effective systems, strategies, structures, strategic planning, and customer service. Values of transparency, accountability, and responsible stewardship of our resources.
- d. Housing for All:
The goal is for residents of all socioeconomic levels have the ability to secure quality housing choices. Through partnerships with nonprofits and local national developers we create a model for sustaining diverse housing options.
- e. Infrastructure and Mobility:
Strategically plan, design, and build our urban infrastructure systems and facilities so they are attractive, safe, and high performing.
- f. Quality of Life Amenities:
Develop standards for landscape maintenance, promote signature community destinations and expand programming, services and facilities that support and enrich youth development throughout the community.
- g. Safe and Secure Communities:
Greeley is a community that is committed and confident we are well-prepared to respond with resources need to address emergencies and continue essential operations and services.

1. Please list your Board/Commission priorities below: (1) for the primary, (2) for secondary and provide an explanation on how they align with the Strategic Priorities found above.

1. Work to preserve historic properties and neighborhoods. Aligns with Housing for All because historic areas have existing housing that is usually more affordable and provides needed housing. Aligns with Enhances Community Vitality because it fosters neighborhood cohesiveness and establishes a sense of place and are attractive. Historic neighborhoods contribute to the walkability of areas with sidewalks and treelawns separating them from the street.

2. Educate the community about historic preservation and outreach to the community. Aligns with housing for all because preservation helps people understand housing can be reused. Aligns with safe and secure communities b/c outreach to residents increases the likelihood that they would take care of their properties and reduce the broken window effect. Aligns with community vitality b/c it helps bring neighborhoods together.

7. Reviewing the current purpose of this board from the attached Greeley Municipal Code, define how the actions of this board are actively accomplishing this purpose.

The Commission reviews applications for nomination and certificates of approval, considering the merits of cases and renders decisions based on criteria in the Municipal Code. In the past three years, the Commission has reviewed and approved multiple historic register nominations and requests for certificates of approval and has not denied any. The Commission also hosts walking tours, the History Hour series, Historic Preservation Month events, and gives Historic Preservation Month Awards to honor excellence in historic preservation in Greeley.

- a. What more needs to be done to deliver this service to the community?

Make staff full-time preservation, more collaboration between the HPC with other boards that have a connection to historic preservation, such as the Museum Board, the Planning Commission, the DDA, etc.

8. List annual workplan(s) over 2022-2025 and state what parts of the workplans were accomplished. Provide an updated 3-year (2025-2027) workplan based on the samples provided.

While we have not specifically had work plans, our CLG annual reports show what the Commission has worked on and accomplished between 2022-2025. Since we are still in the FY2025, we have not filed a report for 2025 (which includes Oct 1, 2024-Sept 30, 2025). Please see attached CLG annual reports for 2022-2024 (for FY 2022, FY 2023, FY2024).

9. Please share specific projects, achievements, and initiatives this board has completed over the last three years (2022-2025).

From 2022 through May 2025, the Commission reviewed and approved 7 Greeley Historic Register nominations, Commission and staff reviewed a combined 42 Certificate of Approval applications major (HPC review) and minor (staff review). The Commission also hosted Historic Preservation Month events each year, including giving awards for excellence in historic preservation, and hosted walking tours. Finally the Commission has supported City grant applications for historic resource survey projects, which are important for documenting historic resources in Greeley, identifying potentially eligible properties and districts, and maintaining our Certified Local Govt status.

10. What community events, volunteer opportunities and engagement forums do this board attend, support or facilitate? Please describe community engagement efforts over the last three years (2022-2025).

HP Month events, which are always free and open to the public, attendance at the Colorado Preservation, Inc. Saving Places conference, and collaboration with Historic Greeley, Inc

11. Are board meetings conducted in an effective manner?

Yes, business is conducted according to Robert's Rules of Order and are effective and productive.

12. Are meetings held according to your meeting schedule (e.g., 1st Friday of each month at 4 p.m.)?

Yes, 1st and 3rd Mondays at 4 p.m.

13. Are discussions focused on the agenda topics, are topics in line with your object or goals?

We follow the meeting agendas, which are in line with HPC goals.

14. What format are your meetings held? (In-person, virtual or hybrid)

HPC meetings are hybrid; however, the policy for HPC members to join remotely requires them to keep their camera on at all times so we can verify they are there. The webinar format with Zoom does not allow for that. It would be helpful and would allow the HPC to participate remotely, such as for the sake of a quorum, if that requirement that the camera is on all the time was removed. The Commission's operating rules and procedures allows for remote participation.

15. Do members of the public attend meetings? If so, how many (average), how often and do they provide input?

Yes, 1-2 attend every time we have a meeting (or most times) and they provide a report (HGI) and do provide input on some hearing items.

16. What could be done to improve board meetings?

Educational presentation by board members each year and/or reporting on information learned at workshops or conferences.

17. List additional information this board feels would be helpful to council to reauthorize this board.

The HPC is the connection for preserving the historic character of the community, to help ensure the prosperity and viability of the historic areas of Greeley that make Greeley unique. The Commission can collaborate with other boards to help the community navigate the current and future changes, by helping keep the historic areas clean, safe and beautiful.

18. Other comments:

Please provide the following attachments:

- **2025-2027 current work plan (see samples provided)**
- **Attendance records (2022-2025)**
- **Bylaws if different from what was provided**

Historic preservation *commission*. The historic preservation commission is established to have principal responsibility for matters of historic preservation, as specifically outlined in [section 24-1003](#).

1. *Membership*. The city council may appoint the historic preservation commission. The commission shall consist of seven members. The make-up of the commission shall be:
 - (a) One architect, landscape architect, design professional and/or licensed contractor or building tradesperson;
 - (b) One historian, archeologist and/or architectural historian;
 - (c) One licensed real estate broker; and
 - (d) Four citizens at large.
2. *Powers and duties*. The historic preservation commission shall have the following powers and duties:
 - (a) Recommend criteria and procedures for historic designation, recommend designation, or removal of specific properties or districts, and review proposals that impact designated properties as provided in [section 24-1004](#).
 - (b) Oversee surveys that document structures and assess conditions of potential historic properties and areas, and inform landowners of properties that may meet criteria for designation.
 - (c) Review and make a decision on any application for altering, moving, or demolishing any designated properties.
 - (d) Advise and assist owners of historic properties on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, including nomination to the National Register of Historic Places.
 - (e) Develop and assist in public education programs, such as walking tours, brochures, and a marker program for historic properties, lectures, and conferences.
 - (f) Advise the city council on matters related to preserving the historic character of the city.
 - (g) Assist in pursuing financial assistance for preservation-related programs.
 - (h) Advise appropriate city departments on violations, enforcement and administration of [section 24-1003](#).

([Ord. No. 34, 2021](#), § 2(app. A, § 2), 9-21-2021)

The City of Greeley, CO - Member Attendance Report - 2022

Historic Preservation Commission

Member	Jan 31, 2022	Mar 07, 2022	Mar 21, 2022	Apr 04, 2022	Apr 18, 2022	May 02, 2022	May 16, 2022	Jun 06, 2022	Jun 20, 2022
Jacob Melish	A	P	C	C	P	C	C	C	C
Doran Azari	P	P			P				
Dan Podell	P	P	C	C	P	C	C	C	C
Robert Brunswig	P	P	C	C	P	C	C	C	C
Christen Depetro	P	P	C	C	A	C	C	C	C
Sean Jaehn	A	A	C	C	P	C	C	C	C
Melissa Martinez						C	C	C	C
Dan Podell						C	C	C	C
Gabrial Llanas									
Present:	4	5	0	0	5	0	0	0	0
Absent:	2	1	0	0	1	0	0	0	0
Excused:	0	0	0	0	0	0	0	0	0

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled



Jul 18, 2022	Aug 01, 2022	Aug 15, 2022	Sep 19, 2022	Oct 03, 2022	Oct 17, 2022	Nov 07, 2022	Nov 21, 2022	Dec 05, 2022	Dec 19, 2022	TOTALS
E	C	P								60.0%
P		P				P	P		A	87.5%
	C		C							100.0%
P	C	P	C	C	C	P	P	C	P	100.0%
P	C	P	C	C	C	P	P	C	P	87.5%
P	C	P	C	C	C	P	A	C	P	62.5%
A	C	P	C	C	C	P	P	C	P	80.0%
P	C	P	C	C	C	A	P	C	P	80.0%
			C	C	C	P	A	C	A	33.33%
5	0	7	0	0	0	6	5	0	5	79.25%
1	0	0	0	0	0	1	2	0	2	18.87%
1	0	0	0	0	0	0	0	0	0	1.89%

The City of Greeley, CO - Member Attendance Report - 2023

storic Preservation Commission

Member	Feb 06, 2023	Mar 06, 2023	Mar 20, 2023	Apr 03, 2023	Apr 17, 2023	May 01, 2023	May 15, 2023	Jun 05, 2023	Jul 03, 2023	Jul 17, 2023	Aug 07, 2023	Aug 21, 2023	Sep 18, 2023	Oct 02, 2023	Oct 16, 2023	Nov 06, 2023	Nov 20, 2023	Dec 04, 2023	Dec 18, 2023	TOTALS
Dan Podell	P	C	P	C	C	C	P	C	C	P	C	C	P	C	C	P	P	C	P	100.0%
Melissa Martinez	P	C	A	C	C	C	P	C	C	P	C	C	A	C	C	P	P	C	P	75.0%
Robert Brunswig	A	C	P	C	C	C	P	C	C	P	C	C	P	C	C	P	P	C	P	87.5%
Christen Depetro	P	C	P	C	C	C	P	C	C	P	C	C	P	C	C	P	P	C	P	100.0%
Gabrial Ulanas	P	C	P	C	C	C		C	C	P	C	C	P	C	C	P	P	C	P	87.5%
Sean Jaehn	A	C	P	C	C	C	A	C	C	P	C	C	P	C	C	P	A	C	P	62.5%
Doran Azari	P		P				P			P			E			E	E	C	P	62.5%
Present:	5	0	6	0	0	0	5	0	0	7	0	0	5	0	0	6	5	0	7	83.64%
Absent:	2	0	1	0	0	0	1	0	0	0	0	0	1	0	0	0	1	0	0	10.91%
Excused:	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	0	0	5.45%

* P = Present
* A = Absent
* E = Excused
* C = Canceled

The City of Greeley, CO - Member Attendance Report - 2024

Historic Preservation Commission

Member	Dec 16, 2024	TOTALS
Robert Brunswig	P	100.0%
Sean Jaehn	P	100.0%
Doran Azari	P	100.0%
Dan Podell	P	100.0%
Melissa Martinez	P	100.0%
Christen Depetro	P	100.0%
Gabrial Llanas	P	100.0%

Present:	7	100.0%
Absent:	0	0.0%
Excused:	0	0.0%

- * P = Present
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- * E = Excused
- * C = Canceled

The City of Greeley, CO - Member Attendance Report - 2025

Historic Preservation Commission

Member	Jan 06, 2025	Jan 20, 2025	Feb 03, 2025	Feb 17, 2025	Mar 03, 2025	Mar 17, 2025	Apr 07, 2025	TOTALS
Melissa Martinez	C	C	A	C	A	P	P	50.0%
Christen Depetro	C	C	P	C	P	P	P	100.0%
Doran Azari	C	C	P	C	P	P	P	100.0%
Gabrial Llanas	C	C	P	C	P	P	P	100.0%
Dan Podell	C	C	A	C	P	A	P	50.0%
Marshall Clough	C	C	P	C	P	P	P	100.0%
Sean Jaehn	C	C	P	C	P	P	A	75.0%
Present:	0	0	5	0	6	6	6	82.14%
Absent:	0	0	2	0	1	1	1	17.86%
Excused:	0	0	0	0	0	0	0	0.0%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

BOARDS AND COMMISSIONS TRIENNIAL REVIEW QUESTIONNAIRE

In 2001, Greeley voters approved an amendment to the Home Rule Charter, in Section 2-8 Appointive Boards and Commissions, to require that City Council review advisory groups every three (3) years to determine whether it continues to serve the purpose for which it was created. Ordinance No. 59, 2002, was adopted by City Council to implement the triennial review schedule for the appointive boards and commissions. In 2025 the ***Citizen Budget Advisory Committee, Citizen Transportation Advisory Board, Commission on Disabilities, Downtown Development Authority, Golf Course Advisory Board, Historic Preservation Commission, Rodarte Community Center Advisory Board, Stormwater Board, and Youth Commission*** are currently scheduled for review.

To assist the council in this process, please provide the following information by completing this form electronically, adding additional pages as necessary, and submitting the required attachments to the Clerk's Office before June 30, 2025. This questionnaire should be completed, reviewed, and approved by your Board or Commission before the June 30th deadline. Required attachments are a 3-year work plan (samples have been provided), updated bylaws (if different from those provided), and 3-year attendance records (2022-2025).

Please find the attached documents: Current Board Bylaws and reference to the Greeley Municipal Code (if applicable).

BOARD/COMMISSION NAME: Golf Course Advisory Board	DATE PREPARED: May 19th, 2025
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MEMBERS:	
1. Pat Gillaim	7. Patrick Mcmillen
2. Patti Brug	8.
3. Jeff Collins	9.
4. Kimberly Spencer	10.
5. Melissa Jensen	11.
6. Michael Sage	12.

Greeley City Council has identified [Seven Strategic Focus Areas](#) :

a. Business Growth:

Create economic development, assess, and evaluate the structure and organization of the economic health and housing department, transform Greeley's image, reputation and perceptions of who we are as a livable and business-oriented community.

b. Community Vitality:

Develop a sub-area planning strategy providing master plan guidance, update Metro District Standards, promote high quality development, review development code to include new overlay districts, update city entryway plan and enhance the City's code compliance program to foster neighborhood success in meeting property use and maintenance standards.

c. High Performance Government:

Committed to effective systems, strategies, structures, strategic planning, and customer service. Values of transparency, accountability, and responsible stewardship of our resources.

d. Housing for All:

The goal is for residents of all socioeconomic levels have the ability to secure quality housing choices. Through partnerships with nonprofits and local national developers we create a model for sustaining diverse housing options.

e. Infrastructure and Mobility:

Strategically plan, design, and build our urban infrastructure systems and facilities so they are attractive, safe, and high performing.

f. Quality of Life Amenities:

Develop standards for landscape maintenance, promote signature community destinations and expand programming, services and facilities that support and enrich youth development throughout the community.

g. Safe and Secure Communities:

Greeley is a community that is committed and confident we are well-prepared to respond with resources need to address emergencies and continue essential operations and services.

1. Please list your Board/Commission priorities below: (1) for the primary, (2) for secondary and provide an explanation on how they align with the Strategic Priorities found above.

1. Primary Priority: Addressing the Change in Fee Structure for Both Golf Courses

The primary priority is to address the proposed changes in the fee structure for the city's golf courses. The new fee structure should be designed in a way that ensures the courses remain accessible to residents while also generating the necessary revenue to maintain and improve the courses. By offering a range of pricing options, we can make sure that the golf courses remain an attractive amenity for a broad demographic, enhancing recreational opportunities for residents.

Key Actions:

- Ensure the fee structure is fair and promotes inclusiveness, particularly for residents and families.
- Use revenue from fees to maintain or enhance the courses, ensuring they remain high-quality spaces for recreational activities.
- Offer affordable membership or seasonal passes for frequent golfers to foster community engagement.

2. Secondary Priority: Responding to Population Growth to Improve Quality of Life

As the population of Greeley grows, responding to this change is crucial in preserving and improving the quality of life for residents. Population growth creates new demands for recreational spaces, public services, and community infrastructure. By strategically planning for these changes, we can ensure that Greeley continues to be an attractive, vibrant place to live.

Key Considerations:

- **Expanding Recreation Options:** With more people, there will be increased demand for public amenities like parks, golf courses, and community centers. Ensuring that the golf courses remain well-maintained and accessible contributes to this growing need for recreational options.
- **Enhancing Community Spaces:** As the population increases, it's essential to invest in community spaces that foster connection and well-being. This includes making sure that the golf courses remain not just as sports venues, but as community hubs for social activities and family gatherings.
- **Sustaining Quality of Life:** By addressing the fee structure and planning for future growth, the city can maintain the quality of life that makes Greeley an attractive place to live, work, and play. Ensuring that recreational activities like golf are available and affordable for residents will contribute to the overall vitality and livability of the city.

By focusing on these two priorities, the city can continue to improve the quality of life for its residents, ensuring that Greeley remains a vibrant, enjoyable place to live even as the population grows.

7. Reviewing the current purpose of this board from the attached Greeley Municipal Code, define how the actions of this board are actively accomplishing this purpose.

The board continues to meet the current requirement of the City Code through continued community input.

- a. What more needs to be done to deliver this service to the community?

No other needs to service the community were discussed by the board.

8. List annual workplan(s) over 2022-2025 and state what parts of the workplans were accomplished. Provide an updated 3-year (2025-2027) workplan based on the samples provided.

There are no work plans for 2022-2025. The board was unaware until 2024 that work plans were required during this time period.

The 2025-2027 work plans are attached.

9. Please share specific projects, achievements, and initiatives this board has completed over the last three years (2022-2025).

- Major project was upgrading the fee structure for the courses
- Boomerang Short Course
- Act as a bridge between the golfing community and the city facilitating communication feedback and collaboration to support the needs and interest of both parties.

10. What community events, volunteer opportunities and engagement forums do this board attend, support or facilitate? Please describe community engagement efforts over the last three years (2022-2025).

- Groundbreaking at the short course boomerang
- State of the city
- Board minutes are posted via QR code in the pro shops.

11. Are board meetings conducted in an effective manner?

The board is in unanimous agreement that its meetings are conducted in an effective manner. Board members treat each other with courtesy, honesty and respect. Meeting agendas are sent to board members and posted 48-hours before the meetings and are followed during the meeting. The agendas are built with input from board members, the director of golf and the staff liaison.

12. Are meetings held according to your meeting schedule (e.g., 1st Friday of each month at 4 p.m.)?

Board meetings are scheduled for every other month beginning in January, as required in its bylaws. (Meetings are held January, March, May, July, September, November.) The meetings are held at 4:30 p.m. at the Fun Plex.

13. Are discussions focused on the agenda topics, are topics in line with your object or goals?

Meetings are conducted following Roberts Rules of Order. Meeting discussions follow the agenda and are in line with the six-purpose outline for the board in its bylaw.

14. What format are your meetings held? (In-person, virtual or hybrid)

Meetings are generally held in person. If a board member is unable to attend in person a virtually option is provided so they can watch and participate.

15. Do members of the public attend meetings? If so, how many (average), how often and do they provide input?

A place at the beginning of the meeting agenda is reserve for a public comment period.

The general rules of practice for public comment from the Greeley City Board Handbook are followed. They include:

- Individuals who wish to speak during the public comment portion of the agenda must print their name on a sign-up sheet provided at the meeting.
- The chair will announce the opening of the public comment period on the agenda. The staff liaison will provide the chair with a list of those signed up to speak. The chair will then call individuals to speak.
- After being called on to speak, individuals will provide their first name, last name and address for the meeting record.
- Each individual is allowed three (3) minutes to speak.
- Public comments are documented as part of the meeting minutes.
- Board or commission members cannot directly address the speaker but can respond to the speaker's concerns as part of the board or commission members' discussion.

Generally, there has been one meeting a year in which there has been public participation. Topics have varied.

16. What could be done to improve board meetings?

The operation of the meetings seems to be orderly and polite with positive meeting decorum. One possible improvement might be to encourage more public input in the meetings.

17. List additional information this board feels would be helpful to council to reauthorize this board.

The Board has continued to be a place where ideas are exchanged in an open and honest forum. Most, if not all of the board are avid golfers themselves and they are aware of the needs and wants of the Greeley golf community, from steadily growing involvement from the youth leagues and the increased participation of women golfers. The members of the board are also on great terms with the pros and the staff at the courses, and this allows a strong back and forth between the staff, the board, and the community.

18. Other comments:

None.

Please see the provided requested attachments:

- **2025-2027 current work plan**
- **Attendance records (2022-2025)**
- **Bylaws – along with needed edits**

Attachment 1: 2025-2027 Work Plan

Introduction

- **Purpose of the Board / Commission:**

The Golf Advisory Board is a seven-member committee appointed by the Greeley City Council that advises the CPRD Director and Golf Operations Manager on matters relating to the functions within the CPRD golf courses. Its insights can help shape policies, programming, and operations which support the city's commitment to enhancing Quality of Life by strengthening these signature community destinations.

- **Primary Focus:**

The Golf Advisory Board's primary focus is on identifying opportunities for growth, enhancing safety measures, and improving the overall golfer experience. Below are some of the tasks identified that align with the primary focus.

Tasks

- **Task 1:** Exploring possibilities for future golf expansion (9-18 holes?)
 - **Description:** Research areas for potential land acquisition
 - **Timing:** 1-3 years
 - **Anticipated Outcome:** Discussions by council to get a commitment to move forward on the project
 - **Council Priority Alignment:** This aligns with Business Growth, Community Vitality, High performance Government, Infrastructure and Mobility, and Quality of Life Priorities
- **Task 2:** Barriers between driving ranges and 9th hole at Boomerang and 12th hole at Highland
 - **Description:** Building/Planting barriers to protect golfers from errant golf shots from the driving ranges.
 - **Timing:** 1-2 years.
 - **Anticipated Outcome:** Make plans, secure budget approval
 - **Council Priority Alignment:** This aligns with Business Growth, Community Vitality, High performance Government, Infrastructure and Mobility, and Quality of Life Priorities, Safe and Secure Communities
- **Task 3:** Development of Sand practice area at Boomerang
 - **Description:** Building and possible expansion of chipping/sand practice area at Boomerang
 - **Timing:** : 1-3 years
 - **Anticipated Outcome:** Funding approval and construction
 - **Council Priority Alignment:** This aligns with Business Growth, Community Vitality, High performance Government, Infrastructure and Mobility, and Quality of Life Priorities, Safe and Secure Communities
- **Project/Task 4:** Pace of Play

- **Description:** Explore solutions to improve the pace of play.
- **Timing:** 1-3 years
- **Anticipated Outcome:** Discussion about if signage is needed or other methods
- **Council Priority Alignment:** This aligns with Business Growth, Community Vitality, High performance Government, Infrastructure and Mobility, and Quality of Life Priorities, Safe and Secure Communities.

Attachment 2: Attendance records (2022-2025)

MEETING MINUTES - January 2022: No meeting, did not have a quorum.

MEETING MINUTES —March 10, 2022: No Quorum

The Golf Advisory Board met on Thursday, March 10, at 4:30 p.m. at the Family Funplex. Board members present; Adam Klett, Philip Taylor, and Billy Grady. Board members absent: Andrew Clark, Tory Hanson, Larry Turk, and Pat Gilliam.

MEETING MINUTES – May 12, 2022: The Golf Advisory Board met on Thursday, May 12, 2022, at 4:34 p.m. in person and via ZOOM. Board members present; Adam Klett, Philip Taylor, Larry Turk, Andrew Clark, Pat Gilliam, and Billy Grady. Board members absent, Tory Hanson.

MEETING MINUTES – July 14, 2022: The Golf Advisory Board met on Thursday, July 14, 2022, at 4:36 p.m. in person and via ZOOM. Board members present; Adam Klett, Philip Taylor, Larry Turk, Andrew Clark, Pat Gilliam, and Billy Grady. Board members absent, Tory Hanson.

MEETING MINUTES – September 8, 2022: The Golf Advisory Board met on Thursday, September 8, 2022, at 4:35 p.m. in person and via Zoom. Board members present; Adam Klett, Philip Taylor, Tory Hanson, Andrew Clark, Pat Gilliam, and Billy Grady. Board members absent, Larry Turk.

MEETING MINUTES – November 10, 2022: The Golf Advisory Board met on Thursday, November 10, 2022, at 4:31 p.m. Board members present, Andrew Clark, Philip Taylor, Pat Gilliam, and Billy Grady. Board members absent, Tory Hanson, Adam Klett and Larry Turk.

MEETING MINUTES – January 12, 2023: The Golf Advisory Board met on Thursday, January 12, 2023, at 4:33 p.m. Board members present, Adam Klett, Philip Taylor, Pat Gilliam, Andrew Clark, and Billy Grady. Board members absent, Tory Hanson and Larry Turk.

MEETING MINUTES – March 9, 2023: The Golf Advisory Board met on Thursday, March 9, 2023, at 4:31 p.m. Board members present, Adam Klett, Philip Taylor, Pat Gilliam, and Billy Grady. Board member absent, Tory Hanson.

MEETING MINUTES – May 11, 2023: The Golf Advisory Board met on Thursday, May 11, 2023, at 4:34 p.m. Board members present, Adam Klett, Philip Taylor, Pat Gilliam, Chris Lomas, Kimberly Spencer, and Billy Grady. Board member absent, None.

MEETING MINUTES – July 13, 2023: The Golf Advisory Board met on Thursday, July 13, 2023, at 4:35 p.m. Board members present, Philip Taylor, Pat Gilliam, Kimberly Spencer, and Billy Grady. The board member is absent, Adam Klett - is excused, Chris Lomas – is unexcused.

MEETING MINUTES – July 13, 2023: The Golf Advisory Board met on Thursday, July 13, 2023, at 4:35 p.m. Board members present, Philip Taylor, Pat Gilliam, Kimberly Spencer, and Billy Grady. The board member is absent, Adam Klett - is excused, Chris Lomas – is unexcused.

MEETING MINUTES – September 14, 2023: The Golf Advisory Board met on Thursday, September 14, 2023, at 4:31 p.m. Board members present: Pat Gilliam, Bill Grady (@ 4:55 p.m.), Adam Klett, Philip Taylor, and Kimberly Spencer. Board members absent: Tory Hanson and Chris Lomas.

MEETING MINUTES – November 9, 2023: The Golf Advisory Board met on Thursday, November 9, 2023, at 4:30 p.m. Board members present: Pat Gilliam, Bill Grady, Philip Taylor, Kimberly Spencer and Richard Furlong. Board members absent: Adam Klett and Chris Lomas.

MEETING MINUTES - January 2024: No meeting, did not have a quorum.

MEETING MINUTES— March 14, 2024: The Golf Advisory Board met on Thursday, March 14, 2024, at 4:30 p.m. Board members present: Pat Gilliam, Adam Klett, Philip Taylor, Kimberly Spencer, and Patti Brug. Staff . present: Wayne Leighton (Golf Manager), Chris Colling (Current Head Golf Pro soon to be Golf Manager), and Benjamin Alexander (CPRD Business Manager). Public present: Todd Hampton

MEETING MINUTES - May 9, 2024: The Golf Advisory Board met on Thursday, May 9, 2024, at 4:34 p.m. Board members present: Pat Gilliam, Philip Taylor, Patti Brug, Adam Klett, and Kim Spencer. Staff present: Chris Colling (Golf Manager), and Greta Steinmetz (CPRD Office Manager). No public was present.

MEETING MINUTES - July 2024 No meeting, did not have a quorum.

MEETING MINUTES – September 12, 2024: The Golf Advisory Board met on Thursday, September 12, 2024, at 4:37 p.m. Board members present were Pat Gilliam, Patti Brug, Adam Klett, Kim Spencer, Melissa Jensen, and Richard Furlong,

MEETING MINUTES—November 14, 2024: The Golf Advisory Board met on Thursday, November 14, 2024, at 4:31 p.m. Board members present were Pat Gilliam, Patti Brug, Adam Klett, Kim Spencer, and Melissa Jensen. Staff present: Chris Colling (Golf Manager), Jema Moody (CPRD Administrative Assistant II) and Greta Steinmetz (CPRD Office Manager). No public was present.

MEETING MINUTES - January 9, 2025: The Golf Advisory Board met on Thursday, January 9, 2025, at 4:30. Board members present were Pat Gilliam Patti Brug, Adam Klett, Kim Spencer, Melissa Jensen, Patrick Mcmillen, and Michael Sage.

MEETING MINUTES - March 13, 2025: The Golf Advisory Board met on Thursday, March 13, 2025, at 4:30. Board members present were Pat Gilliam Patti Brug, Adam Klett, Kim Spencer, Melissa Jensen, Patrick Mcmillen, Michael Sage, and Jeff Collins.

Attachment 3: Bylaw changes

There are two items that need to be changed in the Advisory Golf Board Bylaws.

First, the terms of board members' service as described in the current Board bylaws and the Greeley City Board Handbook are not in alignment.

The current Golf Advisory Board Bylaws states:

General Organization

- A. Membership of the CPRD Golf Advisory Board will consist of (7) seven members, each with alternating two year terms from the date of appointment.
- B. Membership on the CPRD Golf Advisory Board shall be limited to two consecutive terms, with appointment to successive terms at the discretion of the City Council of the City of Greeley, Colorado.

Term Limits in the current Commissions and Board Handbook states:

Term Limits

Unless the charter or code states differently, board or commission members are appointed to serve a three (3)-year term. The terms are staggered so that each year there will be either a new appointment or a reappointment.

Second, in the September 12, 2024 Board meeting the board discussed the number of absents board member could have in a twelve month period before they would forfeit his/her membership. The board passed a motion 6-0 to change the number from three (3) to two (2) meetings.

Current Bylaw:

E. A member who fails to attend without excused absence, any three (3) meetings within any twelve month period of time, shall forfeit his/her position as a member of the CPRD Golf Advisory Board. The Director will recommend to the Board to seek City Council replacement of the member.

The change would read:

E. A member who fails to attend without excused absence, any two (2) meetings within any twelve month period of time, shall forfeit his/her position as a member of the CPRD Golf Advisory Board. The Director will recommend to the Board to seek City Council replacement of the member.

GREELEY GOLF ADVISORY BOARD BYLAWS (Revised 2019)

Name

This organization shall be known as the Greeley Golf Advisory Board.

Statement of Purpose

The City of Greeley Golf Advisory Board is a 7 member committee appointed by the Greeley City Council. The purpose of this Board is to act in an advisory capacity, providing input and feedback, to the Director of Culture, Parks, and Recreation Department (CPRD) and his Golf Operations Manager on matters relating to the functions within the CPRD golf courses.

Purpose

- A. To serve in an advisory capacity to the CPRD Director, ensuring that the majority of available resources are utilized to support the interests of the majority of the community the majority of the time, ensuring such are used effectively and efficiently. This includes (1) a review of the staff prepared annual budget, (2) a review of the staff prepared Capital Improvement Plan, (3) a review of the annual report on golf course operations prepared by staff, (4) to establish and recommend to City Council User Fees with the intent to produce sufficient revenue needed to cover the costs of operations and maintenance of the courses, debt repayment expenses, reserves adequate to cover the cost of replacement of facilities and equipment, and reserves to cover shortfalls in revenue less any subsidy to the golf course operations authorized by the City Council on an annual basis, and (5) to make recommendations related to golf course operations, including concession operations, when action is necessary by City Council.
- B. To be aware of not only of the municipal golf courses but CPRD activities, events, services, and facilities in order to provide input in considering future collaborations that will address the needs of the community.
- C. To act as ambassadors of CPRD, using planned public relations program to inform the public of upcoming golf programs, events and to seek community input in new programs.
- D. To serve in an advisory capacity to the CPRD Director concerning the best possible use of golf facilities under the direction of CPRD.
- E. To actively engage, and participate in, Ad Hoc Committees, or Process Action Teams, established by the CPRD Director in regards to any specific issues related to events, activities, services and facilities within CPRD's golf division operations.
- F. To offer suggestions to the CPRD Director for attaining Departmental goals.

Sponsorship

The CPRD Golf Advisory Board shall be under the sponsorship of the City Council and the City of Greeley, Colorado.

General Organization

- A. Membership of the CPRD Golf Advisory Board will consist of (7) seven members, each with alternating two year terms from the date of appointment.
- B. Membership on the CPRD Golf Advisory Board shall be limited to two consecutive terms, with appointment to successive terms at the discretion of the City Council of the City of Greeley, Colorado.
- C. Chair and Vice-Chair of this Board shall be elected in January of each year.
- D. A vacancy on the CPRD Golf Advisory Board caused by resignation, death, refusal to serve in capacity, etc. of a Board member, shall be filled by appointment by the City Council of the City of Greeley, Colorado, with appointee completing the original term of their predecessor.
- E. A member who fails to attend without excused absence, any three (3) meetings within any twelve month period of time, shall forfeit his/her position as a member of the CPRD Golf Advisory Board. The Director will recommend to the Board to seek City Council replacement of the member.
- F. Duties of the CPRD Golf Advisory Board:
 - 1. Hold a meeting six times per year (Jan/Mar/May/July/Sept./Nov), or as agenda demands deem necessary, with Minutes submitted to Council via CPRD Administration staff.
 - 2. Provide advice to the CPRD Director in regard to projects or programs.
 - 3. Hear reports concerning projects and programs.
 - 4. Attend to such other business as may be required of the CPRD Golf Advisory Board (e.g. ribbon cuttings, attendance at meetings conducted by other agencies which may impact Leisure Service functions, etc).
 - 5. Participate and engage in Ad Hoc Committees established by the CPRD Director as deemed necessary.
- G. Quorum -A majority of the membership shall constitute a quorum
- H. Amendments - Suggested amendments to the By-Laws may be made to the Director of CPRD at any CPRD Golf Board meeting in which a quorum is present. A vote of 2/3 of the members present, and with mutual agreement by the CPRD Director, is required for a By-Law change.

ARTICLE XI. - GOLF COURSES

Sec. 2-836. - Golf course operation.

The golf courses shall be operated as an enterprise fund in conformance with the standards established by the government finance officers' association but not considered a qualified "enterprise" per article X, section 20 of the state constitution.

(Code 1994, § 2.48.010; Ord. No. 3, 1997, § 1(part), 1-7-1997; Ord. No. 05, 2010, § 1, 3-23-2010)

Sec. 2-837. - Division established.

The golf courses shall, in accordance with the authority granted by section 3-10 of the city Charter, be established as a division of a department of the city as assigned by the city manager.

(Code 1994, § 2.48.020; Ord. No. 3, 1997, § 1(part), 1-7-1997; Ord. No. 60, 2006, § 1, 12-5-2006; Ord. No. 05, 2010, § 1, 3-23-2010)

Sec. 2-838. - Golf board; duties.

The golf courses shall be managed with the assistance of a golf board of seven persons appointed by the city council with the following duties and obligations:

(1)To make recommendations related to golf course operations, including concession operations, to the city council when action is necessary by the council;(2)To review the annual budget;(3)To review the capital improvement plan;(4)To review and recommend user fees to the city manager for approval with the intent to produce sufficient revenue needed to cover the costs of operations and maintenance of the courses, debt repayment expenses, reserves adequate to cover the cost of replacement of facilities and equipment and reserves to cover shortfalls in revenue, less any subsidy to the golf course operation authorized by the city council on an annual basis;(5)To review the annual report on golf course operations; and(6)To make such other reports to the city council as deemed necessary by the board.

(Code 1994, § 2.48.040; Ord. No. 3, 1997, § 1(part), 1-7-1997; Ord. No. 70, 2002, § 1, 12-17-2002; Ord. No. 60, 2006, § 3, 12-5-2006; Ord. No. 26, 2011, § 1, 9-6-2011)

Sec. 2-839. - Members appointed.

All current members of the golf board are hereby appointed to the new board established by this article.

(Code 1994, § 2.48.050; Ord. No. 3, 1997, § 1(part), 1-7-1997)

Secs. 2-840—2-856. - Reserved.

The City of Greeley, CO - Member Attendance Report - 2022

Golf Course Advisory Board

Member	Mar 10, 2022	May 12, 2022	Jul 14, 2022	Sep 08, 2022	Nov 10, 2022	TOTALS
Pat Gilliam	C	P	P	P	P	100.0%
Bill Grady	C	P	P	P	P	100.0%
Phillip Taylor	C	P	P	P	P	100.0%
Adam Klett	C	P	P	P	A	75.0%
Tory Hanson		A	A	P	A	25.0%
Andrew Clark		P	P	P	P	100.0%
Larry Turk		P	P	A	A	50.0%

Present:	0	6	6	6	4	78.57%
Absent:	0	1	1	1	3	21.43%
Excused:	0	0	0	0	0	0.0%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

The City of Greeley, CO - Member Attendance Report - 2023

Golf Course Advisory Board

Member	Jan 12, 2023	Mar 09, 2023	May 11, 2023	Jul 13, 2023	Sep 14, 2023	Nov 09, 2023	TOTALS
Larry Turk	A						0.0%
Andrew Clark	P						100.0%
Pat Gilliam	P	P	P	P	P	P	100.0%
Bill Grady	P	P	P	P	P	P	100.0%
Phillip Taylor	P	P	P	P	P	P	100.0%
Adam Klett	P	P	P	E	P	A	66.67%
Tory Hanson	A	A			A		0.0%
Kimberly Spencer			P	P	P	P	100.0%
Chris Lomas			P	A	A	A	25.0%
Melissa Jensen							0.0%
Richard Furlong						P	100.0%

Present:	5	4	6	4	5	5	76.32%
Absent:	2	1	0	1	2	2	21.05%
Excused:	0	0	0	1	0	0	2.63%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

The City of Greeley, CO - Member Attendance Report - 2024

Golf Course Advisory Board

Member	Jul 11, 2024	Sep 12, 2024	Nov 14, 2024	TOTALS
Pat Gilliam	P	P	P	100.0%
Kimberly Spencer	P	P	P	100.0%
Richard Furlong	A	P		50.0%
Chris Lomas				0.0%
Patti Brug	A	P	P	66.67%
Adam Klett	A	P	P	66.67%
Melissa Jensen		P	P	100.0%

Present:	2	6	5	81.25%
Absent:	3	0	0	18.75%
Excused:	0	0	0	0.0%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

The City of Greeley, CO - Member Attendance Report - 2025

Golf Course Advisory Board

Member	Jan 09, 2025	Mar 13, 2025	Jul 10, 2025	Sep 11, 2025	TOTALS
Patrick M Mcmillen	P	P	P	P	100.0%
Adam Klett	P				100.0%
Michael G Sage	P	P	P	P	100.0%
Kimberly Spencer	P	P	P	P	100.0%
Melissa Jensen	P	P	A	P	75.0%
Patti Brug	P	P	P	P	100.0%
Pat Gilliam	P				100.0%
Pat Gilliam		P	P	P	100.0%
Jeff Collins		P	P	A	66.67%

Present:	7	7	6	6	92.86%
Absent:	0	0	1	1	7.14%
Excused:	0	0	0	0	0.0%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

BOARDS AND COMMISSIONS TRIENNIAL REVIEW QUESTIONNAIRE

In 2001, Greeley voters approved an amendment to the Home Rule Charter, in Section 2-8 Appointive Boards and Commissions, to require that City Council review advisory groups every three (3) years to determine whether it continues to serve the purpose for which it was created. Ordinance No. 59, 2002, was adopted by City Council to implement the triennial review schedule for the appointive boards and commissions. In 2025 the ***Citizen Budget Advisory Committee, Citizen Transportation Advisory Board, Commission on Disabilities, Downtown Development Authority, Golf Course Advisory Board, Historic Preservation Commission, Rodarte Community Center Advisory Board, Stormwater Board, and Youth Commission*** are currently scheduled for review.

To assist the council in this process, please provide the following information by completing this form electronically, adding additional pages as necessary, and submitting the required attachments to the Clerk's Office before June 30, 2025. This questionnaire should be completed, reviewed, and approved by your Board or Commission before the June 30th deadline. Required attachments are a 3-year work plan (samples have been provided), updated bylaws (if different from those provided), and 3-year attendance records (2022-2025).

Please find the attached documents: Current Board Bylaws and reference to the Greeley Municipal Code (if applicable).

BOARD/COMMISSION NAME: Greeley Downtown Development Authority	DATE PREPARED: 5/5/25
---	---------------------------------

MEMBERS:	
1. Andy Feinstein	7. Kimberly Ponce
2. Brian Seifried	8. Christine Kutil
3. Polly Kurtz	9. Linda Winter
4. Justin Ghofrani	10. Kevin Ross
5. Matthew Hortt	11. Tommy Butler
6. Matt Estrin	12. Deb Deboutez

Greeley City Council has identified [Seven Strategic Focus Areas](#) :

a. Business Growth:

Create economic development, assess, and evaluate the structure and organization of the economic health and housing department, transform Greeley's image, reputation and perceptions of who we are as a livable and business-oriented community.

b. Community Vitality:

Develop a sub-area planning strategy providing master plan guidance, update Metro District Standards, promote high quality development, review development code to include new overlay districts, update city entryway plan and enhance the City's code compliance program to foster neighborhood success in meeting property use and maintenance standards.

c. High Performance Government:

Committed to effective systems, strategies, structures, strategic planning, and customer service. Values of transparency, accountability, and responsible stewardship of our resources.

d. Housing for All:

The goal is for residents of all socioeconomic levels have the ability to secure quality housing choices. Through partnerships with nonprofits and local national developers we create a model for sustaining diverse housing options.

e. Infrastructure and Mobility:

Strategically plan, design, and build our urban infrastructure systems and facilities so they are attractive, safe, and high performing.

f. Quality of Life Amenities:

Develop standards for landscape maintenance, promote signature community destinations and expand programming, services and facilities that support and enrich youth development throughout the community.

g. Safe and Secure Communities:

Greeley is a community that is committed and confident we are well-prepared to respond with resources need to address emergencies and continue essential operations and services.

1. Please list your Board/Commission priorities below: (1) for the primary, (2) for secondary and provide an explanation on how they align with the Strategic Priorities found above.

1. Enhance economic vitality through business support and development: promoting and sustaining business growth, attracting investment, and supporting public and private development.
This aligns closely with the Council's priorities of Business Growth and Community Vitality.

2. Foster community connection to ensure downtown is a welcoming, safe gathering place for all: organizing community events, activating public spaces through art and wayfinding, and partnering with local organizations. This aligns with the Council's priority of Quality of Life Amenities and Safe and Secure Communities.

7. Reviewing the current purpose of this board from the attached Greeley Municipal Code, define how the actions of this board are actively accomplishing this purpose.

The DDA Board ensures that the mission and vision of the DDA are fulfilled by overseeing the work of the Executive Director and her team. This is done at monthly meetings and an annual planning retreat.

- a. What more needs to be done to deliver this service to the community?

The work of the DDA is critically dependent on the investment of the City and private developers. To have greater impact to the community, additional resources and investments must be made downtown, particularly the municipal campus as a current example.

8. List annual workplan(s) over 2022-2024 and state what parts of the workplans were accomplished. Provide an updated 3-year (2025-2027) workplan based on the samples provided.

Included at end of document

9. Please share specific projects, achievements, and initiatives this board has completed over the last three years (2022-2024).

Annual Snapshots for each year included at end of document

10. What community events, volunteer opportunities and engagement forums do this board attend, support or facilitate? Please describe community engagement efforts over the last three years (2022-2024).

Board members volunteered for downtown events, like Oktobrewfest. Several DDA Board members serve on the DDA Capital Investment Committee, the Downtown Greeley Promotional Association, and the Mayor's Taskforce on Homelessness. The DDA Board also facilitates outside organization and partner updates at monthly meetings.

11. Are board meetings conducted in an effective manner?

Yes, monthly board meetings are conducted in an effective manner

12. Are meetings held according to your meeting schedule (e.g., 1st Friday of each month at 4 p.m.)?

Yes, meetings are held on the third Thursday of the month at 7:30 am. If there is a conflict and the meeting date needs to be changed, plenty of advanced notice is provided.

13. Are discussions focused on the agenda topics, are topics in line with your object or goals?

Yes, discussions stick to the agenda topics and all meeting topics are in line with the DDA goals and objectives.

14. What format are your meetings held? (In-person, virtual or hybrid)

Meetings are held in person. A virtual option is only provided out of absolute necessity, such as for the Board Treasurer to provide the financial report if they are out of town.

15. Do members of the public attend meetings? If so, how many (average), how often and do they provide input?

Members of the public are welcome to attend DDA Board meetings. On average, we have 1-2 members of the public attend monthly meetings.

16. What could be done to improve board meetings?

We have a very engaged Board and meetings run smoothly so nothing comes to mind for improvement.

17. List additional information this board feels would be helpful to council to reauthorize this board.

The DDA Board continues to fulfill its purpose as outlined in the Colorado Revised State Statutes which affords the DDA Board "all powers customarily vested in the board of directors of a corporation... and exercises supervisory control over the activities of the director and the staff of the authority in carrying out the functions authorized by this part 8" (CO Rev Stat § 31-25-807).

18. Other comments:

Please provide the following attachments:

- **2025-2027 current work plan (see samples provided)**
- **Attendance records (2022-2025)**
- **Bylaws if different from what was provided**

Greeley DDA Work Plan 2022-2024 & 2025-2027

Introduction

- Purpose of the Board: To fulfill the mission and vision of the Greeley Downtown Development Authority
 - Mission: To enhance Downtown Greeley's economic vitality by supporting business growth, advancing public and private development, and fostering community connection
 - Vision: To establish Downtown Greeley as a vibrant and authentic destination in Northern Colorado
- Key Issues to Address: Per the Colorado Revised State Statute, C.R.S. 31-25-801:
 - "promote the health, safety, prosperity, security, and general welfare of the inhabitants thereof and of the people of this state
 - halt or prevent deterioration of property values or structures within central business districts
 - halt or prevent the growth of blighted areas within such districts
 - assist municipalities in the development and redevelopment of such districts and in the overall planning to restore or provide for the continuance of the health thereof
 - be of especial benefit to the property within the boundaries of any authority"

Priorities

Goal 1: Support and Retain Local Businesses

- **Objectives:**
 - Develop and implement targeted grant programs that improve facades, increase safety and security, and renovate buildings for businesses and property owners
 - Develop and implement financial incentives to attract new retail and restaurants to activate vacant or underutilized ground-level storefronts
 - Manage existing and potential new multi-year Tax Increment Financing (TIF) incentives for significant redevelopment projects that would generate additional property tax
 - Act as a liaison between business owners and City and County government
 - Represent the interests of the business community in planning and development efforts
 - Strengthen the Downtown Business Group by fostering collaboration, improving communication, and providing resources that directly benefit participating businesses.
 - Increase visibility and community engagement with local businesses through weekly Business Spotlights
 - Drive foot traffic, brand awareness, and customer loyalty for downtown businesses through coordinated marketing efforts.
 - Encourage local spending by offering a digital Downtown Greeley gift card redeemable at a variety of downtown businesses
 - Leverage strategic alliances to broaden audience reach and create innovative promotional opportunities for local businesses (ie, UNC Athletics, Visit Greeley, Chamber of Commerce, Small Business Development Center, Greeley Creative District)
- **Timing:** Ongoing
- **Anticipated Outcomes:** Revitalized and attractive storefronts & infrastructure, increased occupancy and activation of vacant spaces, stronger investment through strategic redevelopment tools, enhanced business retention and advocacy, increased community engagement and customer loyalty, broader reach through partnerships and promotions, sustainable economic growth and downtown vitality
- **Council Priority Alignment:** Strategic Focus Area: Business Growth & Quality of Life Amenities

Goal 2: Attract Investment and Development

- **Objectives:**
 - Provide an up-to-date, accessible inventory of available commercial properties to attract new businesses and support expansion of existing ones
 - Encourage new business development and investment through targeted financial assistance and grant programs
 - Cultivate strong, proactive relationships with property owners, real estate developers, commercial brokers, and property managers to attract investment and stimulate downtown growth
 - Align downtown development efforts with broader city planning and economic initiatives to maximize impact and efficiency
- **Timing:** Ongoing
- **Anticipated Outcome:** Increased private investment in downtown, more efficient and informed development process, stronger public-private partnerships, higher occupancy rates and economic vitality, and downtown brand recognition as an investment-ready district
- **Council Priority Alignment:** Strategic Focus Area: Community Vitality & Business Growth

Goal 3: Improve Infrastructure and Aesthetics

- **Objectives:**
 - Enhance the visual identity and cultural vibrancy of downtown through collaborative public art initiatives
 - Improve safety, ambiance, and nighttime vibrancy through strategic lighting enhancements on the 8th & 9th Street Plazas and the adjacent alley
 - Improve navigation and accessibility by guiding visitors and residents to key destinations downtown through wayfinding signage
 - Establish a strong visual identity and sense of place through installation of placemaking banners on 8th Avenue
 - Provide visitors and locals with timely, relevant information to enhance their downtown experience on the historic kiosks on the 8th and 9th Street Plazas
 - Improve the aesthetic appeal and reduce visual blight by transforming vacant storefronts into community showcases (ie, Marlborough window activation)
 - Increase public safety and deterrence through the downtown camera network infrastructure
 - Encourage property owners to invest in visual and structural improvements that contribute to overall downtown quality
 - Create a festive, inviting downtown centerpiece during the holiday season through enhanced lighting displays at Lincoln Park (ie, Light up Lincoln)
 - **Timing:** Ongoing
 - **Anticipated Outcome:** Enhanced visual appeal and sense of place, increased foot traffic and visitor engagement, greater perception of safety and comfort, stronger support for local businesses and economic activity, increased investment and community participation, improved wayfinding and visitor orientation, seasonal activation and tourism boost
 - **Council Priority Alignment:** Strategic Focus Area: Community Vitality, Infrastructure & Mobility, Quality of Life Amenities, Safe & Secure Communities

Goal 4: Strengthen Community Engagement

- **Objectives:**

- Organize regular community events including Freezy Daze, Blarney on the Block, Cinco de Mayo, Friday Fest, Monster Day, Oktobrewfest, Trick-or-Treat Street, WinterFest and Menorah Lighting
- Develop a community event grant to support individuals, businesses, nonprofits, or neighborhood groups for projects or activities that activate public spaces or support downtown vibrancy
- Partner with School District 6, UNC, and local nonprofits to engage a variety of people downtown through internships, projects, and performances
- **Timing:** Ongoing
- **Anticipated Outcome:** Increased community participation, strengthened sense of ownership and connection, broader audience engagement and inclusivity, activation of underutilized spaces, enhanced reputation of downtown as a cultural and community hub, and development of local talent and leadership
- **Council Priority Alignment:** Strategic Focus Area: Quality of Life Amenities

The City of Greeley, CO - Member Attendance Report - 2022

Downtown Development Authority

Member	Jan 20, 2022	Feb 17, 2022	Mar 24, 2022	Apr 21, 2022	May 19, 2022	Jun 16, 2022	Jul 14, 2022	Aug 18, 2022
Steve Moreno	P	P	A	A	A	P	P	P
Drew Notestine	P	P	P	P	P	P	P	P
Matthew Anderson	A	A	A	A	A	P	A	P
Tom Grant	P	P	A	A	A	P	A	
Justin Ghofrani	P	P	P	P	P	P	A	P
Polly Kurtz	P	P	P	P	P	P	P	P
Deb DeBoutez	P	P	P	P	P	P	P	P
Tommy Butler	P	P	P	P	P	A	P	P
Brian Seifried	A	P	P	P	P	P		
Andy Feinstein	A	P	P	P	P	P	P	A
Linda Winter	P	A	P	P	P	P	P	P
Logan Richardson	P	A	P	P	P	P	P	A
Matthew Hortt	P	P	P	P	P	P		
Brian Seifried							P	P
Matthew Hortt							P	P
Matthew Estrin								P

Present:	10	10	10	10	10	12	10	11
Absent:	3	3	3	3	3	1	3	2
Excused:	0	0	0	0	0	0	0	0

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled



Sep 15, 2022	Oct 20, 2022	Nov 17, 2022	Dec 15, 2022	TOTALS
A	P	A	P	58.33%
P	P	P	P	100.0%
A	P	A	A	25.0%
				42.86%
P	P	P	P	91.67%
A	P	P	P	91.67%
A	P	P	P	91.67%
P	P	A	P	83.33%
				83.33%
P	P	P	A	75.0%
P	P	A	P	83.33%
A	A	A	P	58.33%
				100.0%
P	A	P	P	83.33%
P	A	P	A	66.67%
P	P	P	P	100.0%

8	10	8	10	76.28%
5	3	5	3	23.72%
0	0	0	0	0.0%

The City of Greeley, CO - Member Attendance Report - 2023

Downtown Development Authority

Member	Jan 19, 2023	Feb 16, 2023	Mar 23, 2023	Apr 20, 2023	May 18, 2023	Jun 15, 2023	Jul 27, 2023	Aug 24, 2023
Scott James	P	P	A	P	P	A	A	
Matthew Anderson	P	A	A	P	A	P		
Logan Richardson	A	P	A	P	P	A	A	A
Drew Notestine	P	P	P	P	P	P		
Tommy Butler	P	P	P	P	P	P	P	P
Justin Ghofrani	A	P	P	A	P	P	P	P
Polly Kurtz	A	A	P	P	P	P	P	P
Deb DeBoutez	A	P	A	P	P	P	P	P
Brian Seifried	P	P	P	A	P	P	P	P
Andy Feinstein	A	P	P	A	P	A	A	P
Linda Winter	P	P	P	P	P	P	A	P
Matthew Estrin	P	P	P	A	P	P	A	P
Matthew Hortt	P	P	P	P	A	A	P	P
Christine Kutil							P	P
Kimberly Ponce							P	P

Present:	8	11	9	9	11	9	8	11
Absent:	5	2	4	4	2	4	5	1
Excused:	0	0	0	0	0	0	0	0

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled



Sep 21, 2023	Oct 19, 2023	Nov 16, 2023	Dec 21, 2023	TOTALS
				57.14%
				50.0%
A	A	A	A	25.0%
				100.0%
P	P	P	P	100.0%
P	A	P	A	66.67%
P	P	A	P	75.0%
P	P	P	P	83.33%
P	P	P	P	91.67%
A	P	P	P	58.33%
P	P	P	P	91.67%
P	A	P	P	75.0%
P	P	P	P	83.33%
P	P	A	P	83.33%
P	P	P	P	100.0%
10	9	9	10	75.5%
2	3	3	2	24.5%
0	0	0	0	0.0%

The City of Greeley, CO - Member Attendance Report - 2024

Downtown Development Authority

Member	Jan 18, 2024	Feb 15, 2024	Mar 21, 2024	Apr 18, 2024	May 16, 2024	Jun 20, 2024	Jul 25, 2024	Aug 15, 2024
Justin Ghofrani	P	P	A	P	P	P	P	A
Kevin Ross	P	A	P	A	P			
Polly Kurtz	P	A	P	A	P	P	P	A
Deb DeBoutez	P	P	P	P	P	P	P	P
Tommy Butler	P	P	P	P	P	P	A	P
Brian Seifried	P	P	P	P	P	P		P
Andy Feinstein	P	P	A	A	A			
Linda Winter	P	P	P	P	P			
Logan Richardson	P	A	A	A	A			
Christine Kutil	P	A	A	A	P	P	A	
Kimberly Ponce	P	P	P	P	P	P	P	P
Matthew Estrin	P	P	P	P	P	P	A	P
Matthew Hortt	P	P	P	P	A	P	A	P
Kevin Ross						P	A	P
Andy Feinstein						P	A	A
Linda Winter						A	P	P

Present:	13	9	9	8	10	11	5	8
Absent:	0	4	4	5	3	1	6	3
Excused:	0	0	0	0	0	0	0	0

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled



Sep 19, 2024	Oct 17, 2024	Nov 21, 2024	Dec 19, 2024	TOTALS
P	P	P	P	83.33%
				60.0%
P	P	P	P	75.0%
P	P	P	P	100.0%
P	P	P	P	91.67%
P	A	P	A	75.0%
				40.0%
				100.0%
				20.0%
P	P	P	A	50.0%
P	P	P	P	100.0%
P	P	P	A	83.33%
A	P	P	P	75.0%
P	A	P	A	57.14%
P	P	P	P	71.43%
P	P	P	P	85.71%
11	10	12	8	77.55%
1	2	0	4	22.45%
0	0	0	0	0.0%

The City of Greeley, CO - Member Attendance Report - 2025

Downtown Development Authority

Member	Jan 16, 2025	Feb 03, 2025	Mar 06, 2025	Apr 17, 2025	TOTALS
Justin Ghofrani	P	P	A	A	50.0%
Kevin Ross	P	P	A	P	75.0%
Polly Kurtz	P	A	A	P	50.0%
Deb DeBoutez	P	A	P	P	75.0%
Tommy Butler	P	A	A	P	50.0%
Brian Seifried	A	P	P	P	75.0%
Andy Feinstein	P	P	P	P	100.0%
Linda Winter	P	P	P	P	100.0%
Christine Kutil	P	P	P	A	75.0%
Kimberly Ponce	P	P	P	P	100.0%
Matthew Estrin	P	P	A	P	75.0%
Matthew Hortt	A	P	P	P	75.0%

Present:	10	9	7	10	75.0%
Absent:	2	3	5	2	25.0%
Excused:	0	0	0	0	0.0%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

BYLAWS OF THE GREELEY DOWNTOWN DEVELOPMENT AUTHORITY
GREELEY, COLORADO

January 18, 2024

ARTICLE 1
GENERAL

Section 1.1. Establishment. On August 4, 1998, the Greeley City Council adopted Ordinance 43, 1998, calling for a special election by qualified electors for the creation of the Greeley Downtown Development Authority, herein referred to as the “DDA.” On September 15, 1998, the qualified electors voting in said election authorized the creation of the DDA.

Section 1.2. Purpose. The purpose of the DDA is to aid in the development and redevelopment of property within the boundaries of the DDA to the extent permitted by law.

Section 1.3. Powers. The DDA shall have all powers enumerated in Part 8 of Article 25 of Title 31, Colorado Revised Statutes, as amended, and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part 8.

ARTICLE 2
MEMBERSHIP

Section 2.1. General. The DDA shall consist of Board members who shall be appointed by the City Council in accordance with C.R.S. §32-25-805, as amended, and each Board member so appointed shall be qualified as required by such statute. At no time shall there be more than eleven or less than five Board members. In the event any Board member fails to meet the statutory qualifications for Board members during the term of his/her appointment, his/her position on the Board shall be deemed vacated and the City Council shall appoint a new Board member for the remainder of such Board member’s term.

Section 2.2. Board Members. The number and terms of Board members shall be determined by resolution of the City Council in accordance with C.R.S. §31-25-805 and §31-25-806, as amended.

Section 2.3. Terms. All appointments to the Board shall be for a term of four years, with the exception of the Board member representing the City Council who shall serve at the pleasure of the City Council. Board members will be eligible for appointment up to two (2) consecutive terms, or a total of eight (8) years.

A member of the Board of the Weld County Commissioners may choose to either serve as an ex-officio, non-voting Board member provided that the Board of County Commissioners formally designates one of its members to serve in such capacity, or said County Commissioner may be appointed by the City Council in accordance with C.R.S. §32-25-805, as a voting member pursuant to meeting the criteria for Board membership outlined in C.R.S. §32-25-806 (1).

In total, the DDA Board may appoint up to three ex-officio, non-voting members by a majority vote of its members voting thereon.

Section 2.4. Compensation. All members, including the Chairperson, shall serve without compensation, but may be reimbursed for actual and necessary expenses incurred on behalf of the DDA.

Section 2.5. Vacancies. In the event of one or more vacancies on the Board or the expiration of any one or more Board members' terms, the Executive Committee may nominate replacement Board members for consideration by the City Council. In the event a Board member's term has expired, the Executive Committee may nominate such Board member for an additional term or may nominate a replacement. The City Council is not obligated to appoint Board members as nominated by the Executive Committee and may appoint Board members of their own selection. Should the City Council fail to extend the term of or replace any existing Board member, such Board member shall continue to serve as a Board member until a qualified successor has been appointed.

ARTICLE 3 OFFICERS AND COMMITTEES

Section 3.1. Election. Officers of the Board, including the Chairperson, Vice Chairperson, Treasurer and Secretary, shall be elected by the Board from its current members in June of every year for two-year terms, at no more than two consecutive terms (or a combined 4 years), commencing in July of such year. Officers of the Board shall constitute the standing Executive Committee. In the event that a Board member serving as an officer resigns or is removed, the Board shall elect a replacement officer to serve the remainder of such former Board member's officer term.

Section 3.2. Chairperson. The Chairperson shall preside at all meetings of the Board except as otherwise authorized by the Board. Except as provided in Section 5.2, the Chairperson shall sign all contracts, deeds, and other instruments made by the DDA unless there is a conflict of interest. At each meeting the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business affairs and policies of the DDA. The Chairperson shall have full power to vote on any issue except as otherwise provided herein.

The Chairperson, in cooperation with other members of the Executive Committee, shall conduct an annual performance and compensation review of the DDA Executive Director. Compensation recommendations will be subject to approval of the Board through Executive Session at a regularly scheduled Board meeting, pursuant to C.R.S. 24-6-402(4)(f)(I).

Section 3.3. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of the resignation or incapacity of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board shall select a new Chairperson.

Section 3.4. Treasurer. The Treasurer shall keep, or cause to be kept, the financial records of the DDA and shall approve all vouchers for the authorized expenditure of funds of the DDA, provided that the Board, by majority vote of its members voting thereon, may delegate such responsibility to the Executive Director of the DDA. The Board may require a bond from the Treasurer or waive such requirement.

Section 3.5. Secretary. The Secretary shall maintain, or cause to be maintained, custody of the official Seal and of all records, documents, or other papers not required to be maintained by the Treasurer. The Secretary shall attend all meetings of the Board and keep a record of all its proceedings, file minutes of all regular or special meetings in the office of the Clerk of the City of Greeley and shall perform such other duties as may be delegated by the Board. The Secretary shall have the power to affix the DDA's Seal to and attest all contracts and instruments to be executed on behalf of the DDA. The Board, by a majority vote of its members voting thereon, may delegate such responsibilities to an employee of the DDA.

Section 3.6. Executive Director. The Board may hire an Executive Director as an employee of the DDA pursuant to C.R.S. §31-25-815(1)(a), as amended, or may contract for such services as the Board deems necessary to effectively operate the DDA. Under either circumstance, such person or company shall serve at the pleasure of the Board and perform those functions as the Board directs.

Section 3.7. Additional Duties. All officers of the DDA shall perform additional duties as directed by the Board.

Section 3.8. Committees. The Board may establish committees to investigate and report to the Board or to perform such duties as the Board may direct. Any such committees shall consist of a committee chairperson and any other Board members appointed by a majority of the Board.

ARTICLE 4 MEETINGS

Section 4.1. Regular Meetings. Regular meeting dates shall be determined by the Board by motion. Regular meetings may be recessed and continued to any other date. In the event meeting in person is not practical or prudent due to a health epidemic or pandemic or other state of emergency, the Board Chairperson may determine that a regular or special meeting may be held by electronic participation.

Section 4.2. Absence. In the event of an unexcused absence of a Board member for three consecutive regular meetings, a letter may be written by the Executive Director, at the direction of the Board, to the City Council requesting removal of that member pursuant to these Bylaws and applicable state law.

Section 4.3. Special Meetings. Special meetings of the Board may be called by the Chairperson or by three Board members at a convenient time and place within the City of Greeley, provided that not less than a quorum of all Board members are in attendance and that electronic notice stating the time and location of such meeting was given to each Board member in accordance

with Section 4.4. Consent to such special meeting or attendance at such meeting by a Board member shall be deemed a waiver of this notice requirement for such Board member.

Section 4.4. Notice of Meetings. Notice of all regular meetings of the Board shall be given by electronic mail at least five (5) days in advance of such meeting. Notice of all special meetings of the Board shall be given by electronic mail at least two (2) days in advance of such meeting. In the event a regular or special meeting must be held by electronic participation, a meeting link to a virtual platform will be provided on the DDA website to allow for public participation and meeting notices shall be given by electronic mail at least two (2) days in advance of such meeting.

Section 4.5. Open Meetings. All meetings and records of the Board or any committee thereof shall be open to the public except for those matters dealing with land acquisitions or sales, personnel matters or legal matters, in accordance with applicable state law.

Section 4.6. Quorum. The quorum necessary to conduct all regular business of the DDA shall be a majority of all current voting Board members.

Section 4.7. Voting. All regular business matters shall be decided by majority of the current voting Board members present and unless otherwise provided for in these bylaws.

Section 4.8. Rules of Order. All meetings of the Board shall be conducted in accordance with the most recent edition of "Roberts' Rules of Order," revised, except as otherwise provided by these Bylaws and C.R.S.§31-25-801, et. seq., as amended.

ARTICLE 5 CONTRACTS: FINANCE

Section 5.1. Contracts. The Board may authorize by resolution the Chairperson or Executive Director to enter into any contract or execute any instrument in the name of and on behalf of the DDA, and such authority may be general or confined to specific instances.

Section 5.2. Authority of the Executive Director. The Executive Director is authorized to approve and execute contracts on behalf of the DDA in the amount of \$10,000 or less. With the written approval of the Executive Committee of the Board, the Executive Director is authorized to approve contracts in the amount of \$50,000 or less and, with the written approval of the Board, contracts in the amount of \$100,000 or less, provided that such funds have been previously budgeted and appropriated by the Board.

Contracts in excess of \$100,000 must be executed by both the Executive Director and the Chairperson upon written Board approval.

Section 5.3. Annual Budget. Each year the Board shall consider and approve a budget based upon recommendations submitted by the Executive Director with prior review by the Executive Committee.

Section 5.4. Finance. All funds of the DDA will be deposited and disbursed in accordance with the applicable statutes of the State of Colorado and in accordance with actions of the Board.

Section 5.5. Property. The DDA may hold property in its name as directed by resolution of the Board and as permitted C.R.S.§31-25-801 et seq., as amended.

ARTICLE 6 AMENDMENTS

Section 6.1. Amendments. The Bylaws of the DDA may be amended by a two-thirds vote of the Board members present at any regular or special meeting of the Board for which notice has been given in accordance with Section 4.4. All amendments to these Bylaws shall be filed in the office of the Clerk of the City of Greeley.

ARTICLE 7 INDEMNIFICATION

Section 7.1. Indemnification. Any of the DDA's officers, Board members, and employees may be indemnified or reimbursed by the DDA for reasonable expenses (including but not limited to attorneys' fees, judgments and payments of settlement) actually incurred in connection with any action, suit, or proceeding, civil or criminal, actual or threatened, to which he/she may be party by reason of being or having been, or by reason of any actual or alleged acts performed or omitted to be performed in connection with being or having been a Board member, officer or employee of the DDA; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit, or proceeding as to which he/she shall finally be adjudged to have been guilty of or liable for gross negligence or willful misconduct or criminal acts in the performance of his/her duties to the DDA; provided further that no person shall be so indemnified or reimbursed in relation to any matters in such action, suit or proceeding which has been made the subject of a compromise settlement except with the approval of a court of competent jurisdiction or the Board of the DDA acting by vote of the Board members not parties to the same or substantially the same action, suit, or proceeding constituting a majority of the whole number of the Board members. The foregoing right of indemnification or reimbursement shall not be exclusive of other rights to which such person, his/her heirs, executors or administrators may be entitled as a matter of law.

Section 7.2. Insurance. The DDA may, upon the affirmative vote of the majority of the Board, purchase insurance for the purpose of indemnifying its Board members, officers, and employees to the extent that such indemnification is allowed in Section 7.1.

ARTICLE 8 APPROVAL OF BYLAWS

Section 8.1. Approval. These Bylaws, upon approval by a two-thirds vote of the Board Members, shall be filed in the office of the Clerk of the City of Greeley.

DOWNTOWN GREELEY

2022 YEAR IN REVIEW

ECONOMIC IMPACT

• 16 NEW BUSINESSES OPENED

- Patio Splash Hot Tubs & Spas, Herradura Mexican Restaurant, Greeley Game Night at Boomer House, The Ginger Cat, The Annex @ WeldWerks, The College Smoke Shop, Allo Communications, Girl Talk Makeup, Lafayette's Creperie, Blue Sky Cycles, Balloon Boutique, Madcap Ink Studios, Austin's American Grill, Sexy Sammies, Bandit Burrito, Fusco Pizza

• \$13.7M in PROPERTY SALES: 12 commercial (\$10.1M) & 4 residential properties (\$3.6M)

• 3 MAJOR PROJECTS COMPLETED

- 55 Resort Apartments (1100 8th Ave)- age restricted apartment project featuring 84- 1 & 2 bedroom units, fitness room, heated pool, and more; \$32M capital investment
- Bike Wayfinding- 29 signs connecting cyclists to downtown and the Poudre River Trail
- Downtown Placemaking- 4 monuments, 7 directional signs, and 105 light pole banners to enhance connectivity and establish a sense of place throughout the district

• 3 PROJECTS UNDER CONSTRUCTION

- Railway Quiet Zone- City installing medians/improvements on roads that cross the Union Pacific railroad tracks to establish a quiet zone
- LINC (501 8th Ave)- 64,000 SF library and innovation center featuring event space, innovation area, recording studio, classrooms and more; opening May 2023; \$28M capital investment
- Firestone Retail (1130 8th Ave)- Independent Financial to occupy north half of building; plans for 1-2 retailers/restaurants for south half; \$5M capital investment

• 2 PROJECTS IN PLANNING

- Residential development- approx. 200 residential units and amenities at 1024 8th Avenue
- 16th Street Enhancement Project- City designing improvements aimed to slow speed, create walkability, maintain parking, and increase connection between UNC and downtown

• 6 DDA GRANT PROJECTS COMPLETED

- 1 Building Improvement Grant Project- \$240k private reinvestment
- 2 Facade Grant Projects- \$22k private reinvestment
- 3 Safety & Security Grant Projects- promoting increased safety

EVENTS

• BLARNEY ON THE BLOCK: St. Patrick's Day celebration welcomed back after 2-year hiatus; est. 4,000 attendance, \$3k in sponsorships

• CINCO DE MAYO: Co-hosted celebration featuring Folklorico dancers, Mariachi, Tejano bands, car show, boxing & more

• FRIDAY FEST

- 19 total Friday Fests between May-September; combined 30,000+ attendance, \$40k in sponsorships
- Partnered with Greeley Blues Jam, Greeley Stampede, Greeley Arts Picnic, Greeley Area Chamber of Commerce & UNC
- Celebrated our Veterans with the 101st Infantry Army Band for a special July 4th Friday Fest
- New partnership with Le Tigre Radio to celebrate Mexican Independence Day on the last Friday Fest

• MONSTER DAY: Collaboration with Distortions Unlimited and Visit Greeley; est. 7,000 attendance

• OKTOBREWFEST: est. 8,000 attendance, \$37k in sponsorships with proceeds benefitting the DDA

• TRICK OR TREAT STREET: est. 4,000 attendance; \$1,700 in sponsorship

• DAZZLE DOWNTOWN: 24 businesses "dazzled" their windows for the holidays

• HOLIDAY OPEN HOUSE: Held on Small Business Saturday; 29 businesses participated

• GREELEY LIGHTS THE NIGHT PARADE: Co-chaired event; over 60 parade entries & thousands in attendance

• MENORAH LIGHTING: Annual lighting ceremony attended by community members and local dignitaries



DOWNTOWN STRATEGIC PLAN

In early 2022, the City of Greeley and the Greeley Downtown Development Authority (DDA) initiated **Downtown 2032 – The Path Forward** to help guide growth, investments, and improvements in Downtown Greeley over the next decade.

3 STRATEGIC AREAS IDENTIFIED

• ECONOMY

- Continue to stimulate infill development and redevelopment of underutilized sites
- Encourage diverse, vibrant storefront uses throughout Downtown
- Continue to diversify the housing base in Downtown
- Sustain and attract more primary employers and jobs
- Cultivate a Downtown economy that is relevant and welcoming to an array of community stakeholders and visitors

• ENVIRONMENT

- Enhance connections to the Poudre River north and east of Downtown
- Improve connections to the UNC campus
- Create new public spaces focused on families, residents, visitors, and the everyday use of inviting and comfortable outdoor spaces, ensuring that each sub-area has an identifiable and destination public space
- Unify Downtown's public realm with standards that provide consistency and improve the overall quality
- Enhance the quality of the connections to the adjacent neighborhoods around Downtown

• EXPERIENCE

- Promote local arts and creative experiences in Downtown
- Ensure Downtown is clean, safe, and welcoming
- Celebrate historic character, charm, and distinctive environment in Downtown
- Continue to activate Downtown through programming and events that are relevant and inclusive to Greeley's diverse population
- Market existing Downtown assets and amenities to both locals and visitors



For the full report, visit <https://www.greeleydowntown.com/about/>

ABOUT THE DDA

DISTRICT

- Approx. 55 blocks encompassing two historic districts, Greeley Creative District, State Enterprise Zone, and Federal Opportunity Zone
- Public Amenities: Union Colony Civic Center, Recreation Center, Lincoln Park Library, Greeley Ice Haus, Lincoln Park, Greeley History Museum, Colorado Model Railroad Museum
- Proximate: University of Northern Colorado, Greeley Weld Airport, Poudre River Trail

MISSION: To create, support and promote meaningful experiences, business growth and private development in Downtown Greeley.

TEAM: Bianca Fisher, Executive Director; Alison Hamling, Director of Downtown Experience; Karen Baumgartner, Office & Event Manager

BOARD: Drew Notestine (Chair), Andy Feinstein (Vice Chair), Polly Kurtz (Treasurer), Brian Seifried, Tom Grant (thru June 2022), Logan Richardson, Linda Winter, Matthew Hott, Justin Ghofrani, Matt Anderson, Matt Estrin (beginning July 2022), Tommy Butler (City Council Rep), Deb Deboutez (City Council Rep), Steve Moreno (Weld County Rep)

COMMUNITY IMPACT & INVOLVEMENT: Visit Greeley Board, Greeley Creative District Board, UCCC Citizen Advisory Board, Community Homelessness Task Force, BizWest Editorial Board, University District Committee, Urban Land Institute (ULI) Northern Colorado Committee, Greeley-Weld Habitat for Humanity Board, Colorado Model Railroad Museum Events Committee, United Way Children's Festival Committee, Greeley Lights the Night Parade/Park Lighting Committee

AWARDS & DISTINCTIONS: Bianca Fisher, DDA Executive Director, was recognized by BizWest as a 2022 Top 30 Most-Influential Business Leader in the Boulder Valley and Northern Colorado

2022 FINANCES

- Total Income: \$1,439,274
 - Operational- \$427,672
 - Tax Increment Finance (TIF)- \$1,011,602
- Total Expenses: \$887,874
 - Operational- \$361,763
 - Tax Increment Finance (TIF)- \$526,111

CONTACT INFO

- Address: 802 9th Street, Ste. 100, Greeley, CO 80631
- Phone: (970) 356-6775
- Email: bianca@greeleydowntown.com





DOWNTOWN GREELEY 2023 HIGHLIGHTS

16 NEW BUSINESS OPENINGS

The Learning Source, VALE, Pinocchios Incredible Italian, Early Birds Breakfast, Pure Happiness CBD, ICON Barbershop, Peak Kitchen, LINC, GOAL High School, Makers Mercantile & Studio, The Centennial Public House, NoCo Truck Center, District 6 Online Academy, Hidden Gem Co, Oh Snap Photography, The Bakery



2 MAJOR PROJECTS COMPLETED

LINC (501 8th Ave)- 64,000 SF library and innovation center, opened May 2023; \$28M capital investment; 23,085 average monthly visitors since opening!

Firestone Retail (1130 8th Ave)- Independent Financial occupies north half of building; restaurant planning to open in south half by August 2024; \$5M capital investment

2 PROJECTS UNDER CONSTRUCTION

Greeley Climbing Collective (1510 8th Ave)- indoor facility featuring bouldering, rope climbing, fitness center, yoga room, and more; set to open May 2024

Railway Quiet Zone- City installing medians/improvements on roads that cross the Union Pacific railroad tracks to establish a quiet zone



2 PROJECTS IN PLANNING

16th Street Enhancement Project- City designing improvements aimed to slow speed, create walkability, maintain parking, and increase connection between UNC and downtown; two phases of construction: begin fall 2024 and be completed summer 2025

Residential Development- still being contemplated for 1024 8th Ave; more to come in 2024!

5 PUBLIC IMPROVEMENTS

"Howdy from Greeley" mural installed at 1221 8th Ave inspired by the iconic Curt Teich postcard

3 new **Uptown Art Trees**, led by Greeley Arts Commission, installed at LINC, Austin's & Independent Financial

"Light up Lincoln" expanded lighting in Lincoln Park to over 120 trees and created a magical backdrop for the holidays from the end of November to mid-January



14 DDA GRANT PROJECTS COMPLETED

3 Building Improvement Grants- \$28.1M private reinvestment

1 Facade Grant- \$16k private reinvestment

10 Safety & Security Grants- \$16k private investment to increase safety

23 ANNUAL DDA EVENTS

Blarney on the Block: St. Patrick's Day celebration; est. 5,000 attendance

Friday Fest: Summer concert series (18 total) between May-September; combined 25,000+ attendance

Oktoberfest: Fall festival celebrating German heritage and local beer; est. 10,000 attendance

Trick-or-Treat Street: Trick-or-treating at over 35 downtown businesses; est. 5,000 attendance

Winterfest: Holiday Open House: 31 businesses participated in Small Business Saturday shopping event

Winterfest: Light up Lincoln: Ceremonial turning on of the holiday park lights; est. 300 attendance



8 ANNUAL DDA PARTNER EVENTS

District 6 & Friends Art Walk: K-12 youth art displayed throughout downtown in March

Cinco de Mayo: Celebration of Mexican heritage; est. 6,000 attendance

Monster Day: All things monster celebration; est. 8,000 attendance

Winterfest: Holiday Lane Downtown: Walk-through holiday displays; est. 1,500 attendance

Winterfest: Maker's Workshops: 21 artisan workshops & demonstrations

Menorah Lighting: Hanukkah lighting ceremony; est. 100 attendance

Freezy Daze: BOGO shopping while embracing the cold; est. 750 attendance

Dad Bod Summer: Celebration of dads with fun & friendly competition; est. 750 attendance



ABOUT THE DDA

Mission: To create, support and promote meaningful downtown experiences, business growth and private development in Downtown Greeley.

Current Board: Andy Feinstein (Chair), Brian Seifried (Vice Chair), Polly Kurtz (Treasurer), Logan Richardson (ex-officio), Linda Winter, Matthew Hott, Justin Ghofrani, Matt Estrin, Christine Kutil, Kimberly Ponce, Tommy Butler (City Council Rep), Deb Deboutez (City Council Rep), Kevin Ross (Weld County Rep)



DDA FINANCES

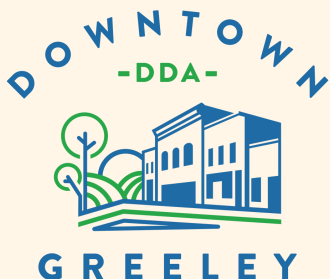
2023 Total Income: \$1,765,486 (Operational- \$595,231 & TIF- \$1,170,255)

2023 Total Expenses: \$1,348,604 (Operational- \$454,643 & TIF- \$893,961)

AWARDS & DISTINCTIONS

"Downtown 2032- the Path Forward," the strategic plan created by PUMA in partnership with the City of Greeley won a **Governor's Awards for Downtown Excellence** from Downtown Colorado Inc. in April 2023 under the Best Plan category for a large community!

Cheers to **Alison Hamling** who retired from the DDA in November after **12 years of service** as the DDA's Director of Downtown Experience (aka The Director of Downtown Fun!!)



CONTACT US

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BUSINESS SUPPORT & ECONOMIC DEVELOPMENT



17 New Businesses Opened: Downtown Sound, Tru Studio, C&A Beauty Services, Pinocchios Prime, K'nyaw J Thai Cuisine, Carlson's Income Tax Service, Pura Vida, Sweet Talk Shoppe, Kitcat Cuts, Rise and Pies, Oak & Maple, Western Roots Hair Salon, Bowl Izakaya, Katrinas Ice Cream & Snacks, Greeley Guitar Lounge, Ace of Fadez Barbershop, Stampede Kava

Greeley Climbing Collective Under Construction: Significant redevelopment of UNC's former Foundation Hall at 1516 8th Ave. that will feature bouldering, rope climbing, fitness center, and yoga; opening March 2025

Downtown Gift Card Program Launched:

Over \$7,000 purchased since July

14 Grant Projects Completed:

- 9 Façade Grants: creating \$157k in private reinvestment
- 3 Safety & Security Grants: creating \$11k private investment
- 2 Collaborative Event Grants

Retail & Restaurant Rental Assistance Program Launched:

Supported 6 businesses: Rise & Pies, Oak & Maple, La Petite French Bakery, Sweet Talk Shoppe, Sala Thai, Spotlight Cafe & Creamery

2024 DDA Finances:

Total Income: \$2,181,578

Operating: \$719,659
TIF: \$1,461,919

Total Expenses: \$1,461,801

Operating: \$531,018
TIF: \$930,783



16th Street Enhancement Project: Construction on utility work began in November and will be complete in February 2025; surface improvements will begin in May and wrap up September 2025

Railroad Quiet Zone: City to install quad gates at 8th & 13th St. crossings to extend the Quiet Zone, city to install

Projects In Planning: Reimagine Lincoln Park, 8th and 9th St. Plazas, Consolidated Municipal Campus, Poudre River Restoration Master Plan

EVENTS

Freezy Daze: 1,000+ attendees

Blarney on the Block: 5,000+ attendees

Monthly Experiences: 100+ attendees per event

Cinco de Mayo: 6,000+ attendees

Friday Fest: 18 concerts (May–Sept), 22,000+ attendees

Dad Bod Summer: 500+ attendees

Monster Day: 8,500+ attendees

WeldWalls Mural Festival: 1,500+ attendees

Oktoberfest: 10,000+ attendees

Trick-or-Treat Street: 5,000+ attendees, 40+ businesses

Winterfest Highlights:

Holiday Open House: 30 businesses

Light Up Lincoln: 1,000+ attendees, 120+ lit trees

Holiday Lane Downtown: 1,500+ attendees

Visits With Santa: 50 professional photos

Menorah Lighting: 100+ attendees

PUBLIC REALM

New Murals: WONDER by Armando Silva (719 7th St.), 9 murals via WeldWalls Mural Festival (508 8th Ave.)

Artistic Wraps: Johanna Mueller's designs installed on 9th Ave. hanging basket bases

Holiday Lighting: 120+ trees, gazebo, and trellises lit up, plus 4 festive cone trees

Micromobility Pilot: 2,140 total trips on SPIN scooters & bikes, primarily along 8th–10th Ave. (UNC to downtown)



GREELEY
-DDA-



DOWNTOWN DEVELOPMENT
AUTHORITY

DDA MISSION:

To create, support and promote meaningful downtown experiences, business growth and private development in Downtown Greeley.

DDA BOARD MEMBERS:

Andy Feinstein (Chair), Brian Seifried (Vice Chair), Polly Kurtz (Treasurer), Linda Winter, Matthew Hottt, Justin Ghofrani, Matt Estrin, Christine Kutil, Kimberly Ponce, Kevin Ross, Tommy Butler (City Council Rep), Deb Deboutez (City Council Rep)

DDA STAFF:

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Gii Astorga
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TRIENNIAL REVIEW QUESTIONNAIRE

Board/Commission Name: Citizen Transportation Advisory Board (CTAB)

Date Prepared: April-June 2025

Members:

- Tom Donkle – Chair
- Jimmy Jones – Vice Chair
- Bart Smith
- James Riesberg
- James Bailey
- Steve Teats
- Wendi Young
- Eva Maines
- Alicia Johnson (*City of Evans representative*)
- City of Greeley Public Works & Transportation Department

1. Board/Commission Priorities

Primary Priority: Strengthen Greeley-Focused Transportation Planning and Community Engagement

- **Alignment:** *Infrastructure and Mobility; Community Vitality*
- **Explanation:** CTAB's primary focus is to support Greeley's transportation vision by advising on mobility-related projects, safety concerns, and public transit planning within the city. The board aims to enhance its collaboration with the **Greeley Public Works & Transportation Department** and City Council, ensuring that citizen input is considered in transportation decisions, project planning, and capital improvements.

Secondary Priority: Advance Board-Led Initiatives and Subcommittee Engagement

- **Alignment:** *High Performance Government; Community Vitality*
- **Explanation:** CTAB is working to become more proactive by initiating its own focus areas, creating clear outcomes through subcommittees, and incorporating public comment into meeting discussions. This approach increases the board's relevance and impact within the city's decision-making framework.

Answer for Question #7: How the Board is Accomplishing This Purpose

The Citizen Transportation Advisory Board (CTAB) has continued to fulfill its defined purpose by:

- **Serving as a forum for citizen input** on transportation-related issues through regular monthly meetings that are open to the public.
- **Providing feedback on major planning and infrastructure initiatives** presented by the Greeley Public Works & Transportation Department.
- **Reviewing and discussing safety concerns, transit service updates, pedestrian infrastructure, and multimodal mobility** topics that directly impact Greeley residents.
- **Collaborating with Public Works staff** to ask clarifying questions, offer insight from a citizen perspective, and help shape project priorities based on observed needs.
- **Maintaining a connection to City Council** by relaying public-facing concerns through board reports and recommendations.

CTAB actively functions as a link between residents and city staff, ensuring that the public has a voice in how transportation services evolve.

7a. What More Needs to Be Done to Deliver This Service to the Community?

CTAB believes the board could improve service to the community through better tools for public engagement and communication. Specific ideas include:

- **Create an online Q&A or input platform**
 - Allow residents to submit questions or concerns in advance
 - Help filter topics to determine which are relevant to CTAB's scope
 - Prevent meetings from becoming sidetracked by unrelated or repetitive issues
- **Promote CTAB's role more clearly online**
 - Use the City's website and social media to explain CTAB's purpose
 - Make agendas, meeting times, and member contacts easier to find
 - Encourage public input through digital channels before in-person meetings

This approach would keep meetings more focused and productive while still ensuring residents have a voice in the process.

8. Annual Work Plan Summary (2022–2025) & Updated Work Plan (2025–2027)

2022–2025 Work Plan Summary:

No formal work plans were created during this period. However, CTAB contributed significantly to a wide range of transportation planning efforts and city-led initiatives. These contributions will inform the development of a structured 2025–2027 work plan.

2025–2027 Work Plan:

Priority Area	Description	Timeline	Intended Outcome	Council Priority Alignment
<i>Transportation Gap Analysis</i>	<i>Identify and document mobility and safety gaps in underserved areas of Greeley</i>	<i>2025–2027</i>	<i>Report shared with Public Works for action</i>	<i>Infrastructure and Mobility</i>
<i>Public Event Engagement Strategy</i>	<i>Ensure CTAB presence at key community events; track feedback</i>	<i>2025–2027</i>	<i>Build public trust and data for future priorities</i>	<i>Community Vitality</i>
<i>Agenda Format & Discussion Structure</i>	<i>Improve meeting flow: label items, prep materials in advance, structured Q&A</i>	<i>2025, 2026</i>	<i>More focused, actionable board discussions</i>	<i>High Performance Government</i>
<i>CTAB-Led Focus Item</i>	<i>Board selects 1–2 issues of passion to pursue each year</i>	<i>2025–2027</i>	<i>Propose at least one community-facing initiative</i>	<i>Community Vitality / Infrastructure</i>
<i>Decision Lead Time + Outreach Window</i>	<i>Receive advanced notice on upcoming City decisions for outreach/input planning</i>	<i>2025–2027</i>	<i>Community-informed feedback on key city projects</i>	<i>Infrastructure and Mobility</i>

9. Projects, Achievements, and Initiatives (2022–2025)

Over the past three years, CTAB has played an advisory and collaborative role in numerous city projects. These include:

- **Mobility Development Plan**
- **Safety Action Plan**
- **TSMO (Transportation Systems Management & Operations) Plan**

- **Micromobility Code Changes & Pilot Program**
- **Design Criteria & Standards Review**
- **Neighborhood Transportation Safety Program**
- **Alternative Fuel Plan**
- **ARPA Funding Engagement**
- **9th & 10th Street Design and Premium Transit Plan**
- **KGM & 15th Avenue Tunnel Projects**
- **West Greeley Planning**
- **Poudre River Restoration Initiative**
- **C,S&B Standards Updates**
- **GET Rebranding**
- **Mobility Hub & Transit Shelter Design**
- **Street Light Feasibility Study**
- **SS4A (Safe Streets for All) Implementation**
- **16th Street Enhancement Project**
- **Pumpkin Ridge–Poudre River Trail Connection Project**

These projects demonstrate the board’s meaningful involvement in shaping multimodal planning, transit development, and transportation safety policies in partnership with city staff.

10. Community Engagement, Events, and Public Forums (2022–2025)

CTAB members have participated in dozens of public meetings hosted by Greeley’s Public Works & Transportation Department, particularly those tied to planning efforts listed in Question 9.

In addition, board members have:

- Attended various **City Council meetings and work sessions** to stay informed and provide perspective on transportation-related issues
- Supported community engagement through presence at **public outreach events**, neighborhood meetings, and planning workshops

- Participated in the annual **Day of Remembrance** organized by board member Jim Riesberg to honor victims of traffic fatalities

These activities reflect CTAB's commitment to being a visible, informed, and community-connected advisory group.

11. Are board meetings conducted in an effective manner?

Yes, CTAB meetings are generally well-run and effective. Agendas are followed closely, discussions remain on topic, and meetings consistently start and end on time. The board maintains a respectful and collaborative environment that allows each member to contribute meaningfully to transportation-related discussions.

Moving forward, CTAB is working to enhance its meeting structure by ensuring that **each agenda is purposeful and aligned with board initiatives**. Rather than treating agendas as procedural, the board intends to use them to actively **drive progress** on priority projects, generate focused discussion, and track CTAB's contributions over time.

Additional improvements under consideration include:

- Adjusting when and how public input is received during meetings
- Ensuring CTAB remains focused on strategic issues within its advisory scope

Overall, the structure and conduct of CTAB meetings supports productive and mission-aligned work.

12. Are meetings held according to your meeting schedule (e.g., 1st Friday of each month at 4 p.m.)?

Yes, CTAB meetings are held consistently according to the established schedule. The board meets on the **last Monday of each month from 3:00 to 4:30 p.m.**, typically at the **City of Greeley City Center South building** or another designated city location. Any changes to meeting dates or times are communicated in advance.

13. Are discussions focused on the agenda topics, and are topics in line with your objectives or goals?

CTAB discussions generally remain focused on agenda topics and are aligned with the board's advisory objectives. Members are engaged, and meeting structure helps maintain direction. That said, the board is currently evaluating ways to ensure that recurring topics stay within scope and that discussions remain aligned with long-term transportation planning goals.

14. What format are your meetings held? (In-person, virtual, or hybrid)

CTAB meetings are conducted in a **hybrid format**, offering both **in-person attendance** and a **virtual option via Microsoft Teams**. This approach allows for broader participation from both board members and guests when needed.

15. Public Attendance and Input at Meetings

Public attendance at CTAB meetings has been limited, with an average of **3–5 individuals providing comments annually**, typically in connection with specific projects or agenda items.

As a citizen advisory board, CTAB views itself as a **representation of the public voice** and believes that its members are best positioned to reflect community perspectives throughout the agenda. Rather than expanding structured public comment time during meetings, the board's focus is on ensuring that **members have ample opportunity to bring forward community input** across all agenda topics.

Looking ahead, CTAB plans to enhance outreach by working with the City to promote the board's work and gather feedback through **online platforms**, including the **City website** and **social media channels**. This will help create more consistent public engagement without disrupting the board's meeting structure and purpose.

16. What could be done to improve board meetings?

While CTAB meetings are generally well-structured and productive, several opportunities for improvement have been identified based on recent board reflections and long-term experience:

- **More Direction from City Staff:**
CTAB would benefit from clearer guidance on which projects or initiatives the City would like the board to prioritize. This would help focus the board's discussions and ensure feedback is aligned with city timelines and needs.
- **Deeper Involvement in Select Projects:**
Rather than providing surface-level feedback on many items, CTAB is interested in selecting a few key projects each year to dive into more deeply. This could include more time for site visits, working sessions, or coordinated reviews with staff.
- **Refined Meeting Scope:**
There is a need to limit repetitive or off-scope discussions—such as recurring issues that may fall outside of CTAB's advisory role. Greater clarity on CTAB's scope and purpose could help streamline agendas and keep focus on higher-level transportation planning and mobility strategy.

- **Avenues to Create Impact:**

CTAB members have expressed a desire for more direct ways to contribute to and implement meaningful change. This could involve creating a platform for the board to propose pilot programs, suggest policy updates, or take ownership of outreach and engagement tied to specific mobility goals.

17. List additional information this board feels would be helpful to Council to reauthorize this board.

CTAB continues to serve a vital role in the City of Greeley by providing structured citizen input on mobility, transportation safety, public transit, multimodal planning, and infrastructure priorities.

The board believes the following points are important for Council to consider during reauthorization:

- **Strong Citizen Engagement Channel:**

CTAB acts as a formal connection between residents and the City's Public Works & Transportation Department, providing real-world feedback on how transportation decisions impact the public.

- **Support for Strategic Goals:**

CTAB's focus areas align directly with Greeley's strategic priorities around **Infrastructure and Mobility, Community Vitality, and High Performance Government**.

- **Commitment to Strengthened Role:**

The board recognizes areas for improvement and is proactively adjusting — including focusing discussions on specific transportation issues, refining the meeting structure, deepening involvement in key projects, and proposing actionable recommendations.

- **Future-Oriented Vision:**

CTAB is positioned to support the City's transportation vision not just through feedback, but by taking a more active role in shaping initiatives, promoting public engagement, and supporting data-driven safety and mobility improvements.

- **Continued Collaboration with Staff:**

CTAB values its collaboration with city staff and aims to enhance this relationship by prioritizing projects where advisory input can make the greatest impact.

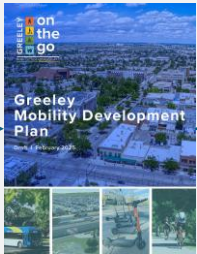
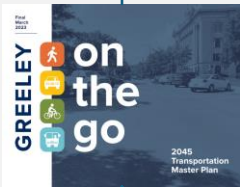
- **Clarification on Stakeholder Representation:**

The board recommends engaging City Council to help define expectations and direction regarding **other stakeholder participation**, including the **City of Evans representative**. Clarifying the scope and intent of non-Greeley representation on the board will help CTAB function more effectively as a regional advisory group when appropriate.

Citizen Transportation Advisory Board Achievements and Beyond

2022-2024

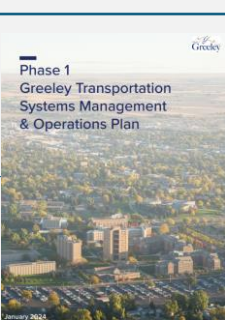
2025-2028



Mobility Development Plan



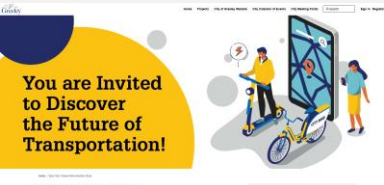
Safety Action Plan



TSMO Plan



Neighborhood Transportation Safety Program



Micromobility Code Change & Pilot



Design Criteria



C,S&B Standards

CIP
Improving our
City • Neighborhoods • Parks

- ARPA Funding
- KGM
- 15th Ave Tunnel
- West Greeley
- 9th and 10th Street

- GET Rebranding
- Mobility Hub & Shelter Design
- MDP Route Changes
- 10th Street Premium Transit Plan



SS4A Implementation



Alternative Fuel Plan



Poudre River Restoration Initiative



Street Light Feasibility Study



9th and 10th Street Design

The City of Greeley, CO - Member Attendance Report - 2022

itizen Transportation Advisory Board

Member	Jan 24, 2022	Feb 28, 2022	Mar 28, 2022	Apr 25, 2022	May 23, 2022	Jun 27, 2022	Jul 25, 2022	Aug 22, 2022	Sep 26, 2022	Oct 24, 2022	Dec 05, 2022	TOTALS
Mike McFadden	P	P	E									66.67%
John Compton	P											100.0%
Lavonna Longwell	P	P	P	P	P	P	P	P	P			100.0%
Jimmy Jones	P											100.0%
Thomas D Donkle	P	P	P	P	P	P	P	P	P	P	P	100.0%
Bart Smith	P	E	P	E	A	P	P	P		P	P	63.64%
Steve Teets	P	P	P	P	P	P	P	P		P	P	90.91%
Raymond "Ray" Amaya	P	P	P	E	P	P	P	A		P	E	63.64%
Fred Neal	A	A										0.0%
Randy Ready			P	P	A							66.67%
James Bailey			P	P	P	E	P	P		P	P	77.78%
Jimmy Jones			P	P	P	P	P	P	P	P	P	100.0%
Wendi Young					P	P	P	P		P	P	85.71%
Amanda Castle						P	A	P		P	A	50.0%
Present:	8	5	8	6	7	8	8	8	3	8	6	85.23%
Absent:	1	1	0	0	2	0	1	1	0	0	1	7.95%
Excused:	0	1	1	2	0	1	0	0	0	0	1	6.82%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

The City of Greeley, CO - Member Attendance Report - 2023

itizen Transportation Advisory Board

Member	Jan 23, 2023	Feb 27, 2023	Mar 27, 2023	Apr 25, 2023	May 23, 2023	Jun 27, 2023	Jul 25, 2023	Aug 22, 2023	Sep 26, 2023	Oct 24, 2023	Dec 05, 2023	TOTALS
Amanda Castle	P	E	P	E	E	P	E	C	P	A	C	44.44%
Thomas D Donkle	P	P	P	P	P	P	P	C	P	P	C	100.0%
James Bailey	E	P	P	P	P	P	E	C	P	P	C	77.78%
Bart Smith	P	E	P	P	P	E	P	C	P	P	C	77.78%
Wendi Young	E	P	P	P	P	P	P	C	P	P	C	88.89%
Jimmy Jones	P	P	E	E	E	P	P	C	E	P	C	55.56%
Steve Teets	P	P										100.0%
Raymond "Ray" Amaya	P	P	P	A	A	P	E	C	P	P	C	66.67%
Steve Teets			P	P	P	P	P	C	P	P	C	100.0%
James Riesberg						P	P	C	P	P	C	100.0%

Present:	6	6	7	5	5	8	6	0	8	8	0	77.63%
Absent:	0	0	0	1	1	0	0	0	0	1	0	3.95%
Excused:	2	2	1	2	2	1	3	0	1	0	0	18.42%

* P = Present
* A = Absent
* E = Excused
* C = Canceled

The City of Greeley, CO - Member Attendance Report - 2024

Citizen Transportation Advisory Board

Member	Jan 23, 2024	Feb 26, 2024	Mar 25, 2024	Apr 22, 2024	May 27, 2024	Jun 24, 2024	Jul 22, 2024	Aug 26, 2024
Amanda Castle	A	A	A					
Thomas D Donkle	P	P	P	P	C	P	P	A
Bart Smith	P	P	P	P	C	P	P	P
Steve Teets	P	P	P	P	C	P	P	P
James Riesberg	P	P	P	P	C	A	P	P
Raymond "Ray" Amaya	E	P	A	A	C	A		
James Bailey	P	P	A	P	C	P	P	P
Jimmy Jones	P	P	P	P	C	A	P	P
Wendi Young	P	P	P	P	C	P	P	P
Alicia Johnson					C	P	A	A
Fred Neal					C			
Bart Smith								
Present:	7	8	6	7	0	6	7	6
Absent:	1	1	3	1	0	3	1	2
Excused:	1	0	0	0	0	0	0	0

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled



Sep 23, 2024	Oct 28, 2024	Nov 18, 2024	Dec 05, 2024	TOTALS
				0.0%
P	P	P		90.0%
P	P	P		100.0%
P	P	P	C	100.0%
P	P	P	C	90.0%
				20.0%
P	P	P	C	90.0%
A	P	P	C	80.0%
P	P	P	C	100.0%
P	P	A	C	42.86%
			C	0%
			C	0%

7	8	7	0	82.14%
1	0	1	0	16.67%
0	0	0	0	1.19%

The City of Greeley, CO - Member Attendance Report - 2025

itizen Transportation Advisory Board

Member	Jan 27, 2025	Feb 24, 2025	Mar 24, 2025	Apr 28, 2025	Jun 02, 2025	Jun 23, 2025	Jul 28, 2025	Aug 25, 2025	TOTALS
James Riesberg	P	P	P	P	P	P	P	P	100.0%
James Bailey	P	P	P	P	P	P	P	P	100.0%
Wendi Young	P	A	P	P	P	P	P	P	87.5%
Jimmy Jones	P	P	P	E	P	P	E	E	62.5%
Alicia Johnson	A	A	P	P	P	A	P	P	62.5%
Steve Teets	P	P	P	P	P	P	P	P	100.0%
Bart Smith	P	P	P	P	P	A			83.33%
Thomas D Donkle	P	P	P	P	P	P	P	E	87.5%
Eva C Maines		P	P	P	E	P	E	P	71.43%
Present:	7	7	9	8	8	7	6	6	92.06%
Absent:	1	2	0	0	0	2	0	0	7.94%
Excused:	0	0	0	0	0	0	0	0	0.0%

* P = Present
* A = Absent
* E = Excused
* C = Canceled



CITIZEN TRANSPORTATION ADVISORY BOARD (CTAB) CITY OF GREELEY, COLORADO

By-Laws

PREAMBLE

Members of the Citizen Transportation Advisory Board (CTAB) review and provide recommendations to the City Council on all matters relating to the City's transportation services, including traffic and transit-related activities such as transit, pedestrians, bicycles, transportation demand activities, and safety, planning and capital improvements. The nine member Board cooperates with and advises the Director of Public Works in transportation related issues. The Board members are appointed to three-year terms, with a limit of two consecutive terms. The Board derives its initial authority from Resolution 3, 1998.

Article I Meetings

Section 1. Regular Meetings

Regular meetings shall be held on the fourth Monday of each month at 3 to :30 p.m. at the City of Greeley Recreation Center, 651 10th Avenue, or a place designated in the meeting notice. Meetings may be conducted virtually, or in a hybrid method when needed or required.

Section 2. Notice of Meetings

Each Board member shall be notified of all regular meetings at least five days prior to each meeting. Notice of meetings will be posted on the City's website via the City's Meeting Portal, and may also be posted in hard copy at City Hall.

Section 3. Special Meetings

Special meetings may be called at any time by the Chair, or by three members of the Board, provided that notice is given at least twenty-four hours prior to the meeting.

Section 4. Quorum

A quorum is considered when the majority of board members that are appointed to the board at any given time, are present.

Section 5. Rules of Order

General preliminary rules as given in the current version of Robert's Rules of Order, modified by the Board, shall be observed in conducting meetings of the Board.

Section 6. Order of Business

- a. Call to Order
- b. Roll Call
- c. Approval of previous meeting minutes
- d. Public Comment - 10 min (3 min per person)

- e. Transportation related items from Board not on the Agenda
- f. Agenda Items
- g. Suggested agenda items for the next meeting
- h. Other general announcements
- i. Adjournment

Section 7. Attendance

Two unexcused absences in a row from regular meetings or continual excused absences by any member shall cause the Board to review that member's status and if necessary, recommend to the City Council that member's Board seat be vacated and filled by a new appointment.

Section 8. Terms of Office

The Board members are appointed to three-year terms, with a limit of two consecutive terms. Members can be appointed to more than two terms at Council's discretion.

Article II Officers

Section 1. Election of Officers

At the January regular meeting the Board shall elect the following officers to serve their term from the date of election and until their successors have been duly elected:

- a. Chair
- b. Vice Chair
- c. In the event that both the chair and the vice chair is absent, the remaining quorum will elect a temporary chair for the purpose of officiating that meeting only.

Section 2. Special Elections

In the event of a failure for any reason to elect any of said officers, or in case a vacancy shall occur in any of said offices for any reason, then an election may be held at any regular or special meeting, a notice of such election having been given in the meeting notice.

Section 3. Duties of the Chair

The Chair of the Board shall preside at the meeting of the Board and shall perform the other duties ordinarily performed by that officer. The Board chair will prepare a meeting Agenda after conferring with the Director of Public Works at least seven (7) working days prior to the Board meeting.

Section 4. Duties of the Vice Chair

The Vice Chair of the Board in the absence of the Chair, shall perform all the duties of the Chair of the Board.

Article III Committees of the Board

Section 1. Committees

As necessary, the Chair of the Board may appoint citizen advisory ad-hoc committees to accomplish Board related goals and objectives.

Article IV
Amendments

Section 1. Amendments

These By-Laws may be amended at any regular meeting of the Board by a majority vote of the entire Board, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action shall be taken.

By: Savanna Longwell 8/5/21
Chair Date

ARTICLE IX. - CITIZEN TRANSPORTATION ADVISORY BOARD

Sec. 2-781. - Citizen transportation advisory board established; members.

There is hereby created a citizen transportation advisory board, an advisory board to the city council, which shall consist of seven members, six appointed by city council and one from the City of Evans appointed by the Evans City Council.

(Code 1994, § 2.43.010; Res. No. 30, 1990, 6-5-1990; Res. No. 43, 1991, 10-1-1991; Res. No. 77, 1994, 10-18-1994; Res. No. 3, 1998, 2-3-1998; Ord. No. 6, 2003, § 1, 1-21-2003; Ord. No. 54, 2003, § 1, 8-5-2003; Ord. No. 13, 2006, § 1, 4-18-2006; Ord. No. 31, 2013, § 1, 10-15-2013)

Sec. 2-782. - Purpose.

The purpose of the citizen transportation advisory board is to provide direct citizen involvement in all matters affecting the city's transportation services, traffic and transportation-related activities such as the transit system, inter-city transit, transportation demand activities and traffic safety, planning and improvements.

(Code 1994, § 2.42.020; Ord. No. 6, 2003, § 1, 1-21-2003)

CTAB 2025–2027 Work Plan Table

Priority Area	Description	Timeline	Intended Outcome	Council Priority Alignment
Transportation Gap Analysis	Identify and document mobility and safety gaps in underserved areas of Greeley	2025-2027	Report shared with Public Works for action	Infrastructure and Mobility
Public Event Engagement Strategy	Ensure CTAB presence at key community events; track feedback	2025–2027	Build public trust and data for future priorities	Community Vitality
Agenda Format & Discussion Structure	Improve meeting flow: label items, prep materials in advance, structured Q&A	2025	More focused, actionable board discussions	High Performance Government
CTAB-Led Focus Item	Board selects 1–2 issues of passion to pursue each year	2025–2027	Propose at least one community-facing initiative	Community Vitality / Infrastructure
Decision Lead Time + Outreach Window	Receive 2-month notice on upcoming City decisions for outreach/input planning	2025–2027	Community-informed feedback on key city projects	Infrastructure and Mobility

18. Other Comments

CTAB appreciates the opportunity to serve as a citizen voice in Greeley's transportation planning and mobility efforts. The board acknowledges the evolving needs of the community and is committed to adapting its structure, focus, and engagement strategies to better align with the City's priorities.

Looking forward, CTAB is excited to continue strengthening its partnership with the Public Works & Transportation Department, support upcoming initiatives like the Mobility Development Plan and Safety Action Plan, and help shape transportation solutions that reflect the needs of all Greeley residents.

One topic that emerged in recent board discussions is the ongoing question of the **City of Evans representative's role** on CTAB. While this review does not attempt to resolve that matter, the board acknowledges it as an important issue to clarify in future meetings. A formal discussion is recommended to determine the appropriate role, scope, and expectations related to regional participation on the board.

CTAB remains dedicated to being a responsive, thoughtful, and action-driven advisory board, and looks forward to contributing meaningfully to the City's vision over the next three years and beyond.

BOARDS AND COMMISSIONS TRIENNIAL REVIEW QUESTIONNAIRE

In 2001, Greeley voters approved an amendment to the Home Rule Charter, in Section 2-8 Appointive Boards and Commissions, to require that City Council review advisory groups every three (3) years to determine whether it continues to serve the purpose for which it was created. Ordinance No. 59, 2002, was adopted by City Council to implement the triennial review schedule for the appointive boards and commissions. In 2025 the ***Citizen Budget Advisory Committee, Citizen Transportation Advisory Board, Commission on Disabilities, Downtown Development Authority, Golf Course Advisory Board, Historic Preservation Commission, Rodarte Community Center Advisory Board, Stormwater Board, and Youth Commission*** are currently scheduled for review.

To assist the council in this process, please provide the following information by completing this form electronically, adding additional pages as necessary, and submitting the required attachments to the Clerk's Office before June 30, 2025. This questionnaire should be completed, reviewed, and approved by your Board or Commission before the June 30th deadline. Required attachments are a 3-year work plan (samples have been provided), updated bylaws (if different from those provided), and 3-year attendance records (2022-2025).

Please find the attached documents: Current Board Bylaws and reference to the Greeley Municipal Code (if applicable).

BOARD/COMMISSION NAME: Citizen Budget Advisory Committee	DATE PREPARED: June 17th, 2025
---	--

MEMBERS:	
1. John Shull	7. Khalil N Bhanji
2. Javier Alvarado Vega	8. Barry Eastman
3. Lori Williams	9. Vacant
4. Merrie Foreman	10.
5. Anthony Jason Mccune	11.
6. Jonathan T Mowery	12.

Greeley City Council has identified [Seven Strategic Focus Areas](#) :

a. Business Growth:

Create economic development, assess, and evaluate the structure and organization of the economic health and housing department, transform Greeley's image, reputation and perceptions of who we are as a livable and business-oriented community.

b. Community Vitality:

Develop a sub-area planning strategy providing master plan guidance, update Metro District Standards, promote high quality development, review development code to include new overlay districts, update city entryway plan and enhance the City's code compliance program to foster neighborhood success in meeting property use and maintenance standards.

c. High Performance Government:

Committed to effective systems, strategies, structures, strategic planning, and customer service. Values of transparency, accountability, and responsible stewardship of our resources.

d. Housing for All:

The goal is for residents of all socioeconomic levels have the ability to secure quality housing choices. Through partnerships with nonprofits and local national developers we create a model for sustaining diverse housing options.

e. Infrastructure and Mobility:

Strategically plan, design, and build our urban infrastructure systems and facilities so they are attractive, safe, and high performing.

f. Quality of Life Amenities:

Develop standards for landscape maintenance, promote signature community destinations and expand programming, services and facilities that support and enrich youth development throughout the community.

g. Safe and Secure Communities:

Greeley is a community that is committed and confident we are well-prepared to respond with resources need to address emergencies and continue essential operations and services.

Please list your Board/Commission priorities below: (1) for the primary, (2) for secondary and provide an explanation on how they align with the Strategic Priorities found above.

1. **High Performance Government** -- CBAC is introduced to all directors of each City of Greeley department to have a keener grasp on the priorities of each department and to hear from them directly how public dollars are spent. This helps to ensure transparency in financial decision-making.
2. CBAC provides an overview of each council priority without getting into the weeds. They have issued recommendations to the city council and leadership in areas that impact public safety and infrastructure and mobility.

7. Reviewing the current purpose of this board from the attached Greeley Municipal Code, define how the actions of this board are actively accomplishing this purpose.

Per Section 2-756, the Purpose and functions of CBAC are to "provide citizen involvement in the budget process" by becoming familiar with city operations, commenting on revenue requirements, expenditures, staffing, etc., giving special attention where needed and commenting on the annual budget to city council and staff. This is done by having monthly meetings with members of each department to receive an overview of department goals, spending trends and priorities. At the budget readings, the chair of CBAC is present to provide an official recommendation to the city council.

- a. What more needs to be done to deliver this service to the community?

While CBAC meetings are open to the public, they have not been attended by members of the public. There may be more receptiveness to attending if there were options for livestreaming.

8. **List annual workplan(s) over 2022-2025 and state what parts of the workplans were accomplished. Provide an updated 3-year (2025-2027) workplan based on the samples provided.**

The CBAC does not adopt a formal written workplan; however, it operates on a consistent annual cycle structured around a recurring calendar of topics and discussions that ultimately inform the board's annual budget memo to City Council.

From 2022 to 2025, this calendar has included regular engagement with City budget staff, updates on departmental initiatives, briefings on major funding challenges and opportunities, and dedicated sessions for developing and refining board recommendations. This structure has ensured that the board remains aligned with the City's budget timeline and provides timely, relevant input.

2025–2027 Proposed Workplan Framework (Informal):

While the board does not plan to adopt a formal workplan, the following is a general outline of the recurring topics anticipated over the next three years:

- Departmental updates and review of Council priorities
- Early budget outlook presentations and strategic funding discussions
- Development of board recommendations and review of draft proposals
- Finalization and submission of the annual budget memo to Council

This approach allows the board to remain responsive to evolving City priorities while maintaining a clear role in the broader budget planning process.

9. Please share specific projects, achievements, and initiatives this board has completed over the last three years (2022-2025).

Over the past three years (2022–2025), the CBAC has continued its core function of reviewing departmental presentations and providing input throughout the annual budget process. The board serves as a representative community voice on fiscal priorities and plays a key advisory role in helping shape the City’s budget.

Key accomplishments include:

Annual Budget Memo to City Council (2022–2024):

Each year, CBAB has submitted a written memo to Council summarizing their observations, recommendations, and key takeaways from departmental briefings and budget presentations. These memos help the Council understand community-informed perspectives as they make final budget decisions.

Ballot Measure Input (2024):

In 2024, the board provided specific feedback and recommendations related to proposed ballot measures involving potential tax increases. This input was requested by Council and helped frame policy discussions around the scope and timing of potential measures.

Anticipated Ballot Measure Review (2025):

The board is expected to continue this role in 2025, reviewing and weighing in on any new funding-related ballot proposals as part of its regular work cycle.

Designated Citizen Committee for Financial Oversight:

CBAC was formally designated as the citizen review committee for both the Food Tax Revenue usage and the TIFIA (Transportation Infrastructure Finance and Innovation Act) debt issuance, providing community oversight and accountability for these significant financial instruments.

Through its monthly meetings and ongoing engagement, CBAC has remained a consistent and constructive partner in the City’s fiscal planning and community accountability efforts.

10. What community events, volunteer opportunities and engagement forums do this board attend, support or facilitate? Please describe community engagement efforts over the last three years (2022-2025).

N/A

11. Are board meetings conducted in an effective manner?

Board meetings are conducted using Robert's Rules of Order. Action items are followed up at the next meeting.

12. Are meetings held according to your meeting schedule (e.g., 1st Friday of each month at 4 p.m.)?

Yes, the meetings were held on the 2nd Wednesday of the month at 5pm until January 2025, when the ongoing rotation was changed to the 4th Wednesday of the month at 5pm.

13. Are discussions focused on the agenda topics, are topics in line with your object or goals?

An annual agenda is prepared with topics for the year and each month departments are scheduled to give a presentation and open their department up for questions. From there, CBAC will investigate financial priorities, capital and development projects, ballot initiatives, etc. They have maintained a flexible charter which has provided opportunities to be used as an oversight agency.

14. What format are your meetings held? (In-person, virtual or hybrid)

Hybrid. Meetings are held in person with an option of participating via Zoom.

15. Do members of the public attend meetings? If so, how many (average), how often and do they provide input?

The meetings are available to the public, but we have not had any public attendance or participation in >12 months.

16. **What could be done to improve board meetings?**

One key area for improvement is establishing formal bylaws that clearly outline the board's official responsibilities and provide guidance around attendance expectations. While the board functions effectively overall, improving the consistency of board member attendance is a priority to ensure robust discussion, quorum, and continuity of input across the budget cycle.

Having formalized bylaws would also help clarify roles, reinforce accountability, and support long-term sustainability of the board's work.

17. **List additional information this board feels would be helpful to council to reauthorize this board.**

N/A

18. **Other comments:**

N/A

Please provide the following attachments:

- **2025-2027 current work plan (see samples provided)**
- **Attendance records (2022-2025)**
- **Bylaws if different from what was provided**

CITY OF GREELEY, COLORADO
ORDINANCE NO. 06, 2011

AN ORDINANCE AMENDING PROVISIONS OF CHAPTER 2.39 OF THE GREELEY MUNICIPAL CODE RELATED TO CITIZEN BUDGET ADVISORY COMMITTEE

WHEREAS, it becomes necessary to update the Greeley Municipal code from time to time to clarify sections of the code, as well as to align with City council policy; and

WHEREAS, sections of the Municipal Code have been identified as needing such clarification,

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF GREELEY, COLORADO, AS FOLLOWS:

Section 1. Greeley Municipal Code Chapter 2.39 is hereby amended as described in Exhibit "A", attached hereto.

Section 2. This ordinance shall become effective five (5) days following its final publication, as provided by the Greeley City Charter.

PASSED AND ADOPTED, SIGNED AND APPROVED, THIS 1st DAY OF February, 2011.

ATTEST

Betsy S. Halden
City Clerk

CITY OF GREELEY, COLORADO
Thomas E. Norton
Mayor

Attachment A

2.39.010 Citizen Budget Advisory Committee established; members.

There is hereby created a Citizen Budget Advisory Committee, an advisory board to the City Council, which shall consist of nine (9) members. (Ord. 6, 2003 §1; Res. No. 4, 1994; 56, 1993; 9, 1992)

2.39.020 Purpose and functions.

(a) The purpose of the Citizen Budget Advisory Committee is to provide ~~direct~~ citizen involvement in the budget process.

(b) The functions of the Committee shall include, but not be limited to:

(1) Becoming familiar with City operations, ~~reviewing preliminary budget proposals developed by staff~~, and commenting on revenue requirements, EXPENDITURES, staffing levels, alternative service delivery and how well the BUDGET ~~proposals~~ meetS the needs of the community;

(2) Giving special review attention to specific areas, as directed by City Council OR BY CONSENSUS OF THE COMMITTEE; and

(3) Commenting, through an annual report, on the City ~~Manager's proposed~~ budget TO CITY COUNCIL. (Ord. 6, 2003 §1)

ARTICLE VIII. - CITIZEN BUDGET ADVISORY COMMITTEE

Sec. 2-755. - Citizen budget advisory committee established; members.

There is hereby created a citizen budget advisory committee, an advisory board to the city council, which shall consist of nine members.

(Code 1994, § 2.39.010; Res. No. 4, 1994, 2-15-1994; Ord. No. 56, 1993, § 9, 10-5-1993; Ord. No. 6, 2003, § 1, 1-21-2003; Ord. No. 06, 2011, § 1, 2-1-2011)

Sec. 2-756. - Purpose and functions.

(a)The purpose of the citizen budget advisory committee is to provide citizen involvement in the budget process.(b)The functions of the committee shall include, but not be limited to:(1)Becoming familiar with city operations and commenting on revenue requirements, expenditures, staffing levels, alternative service delivery and how well the budget meets the needs of the community;(2)Giving special review attention to specific areas, as directed by city council or by consensus of the committee; and(3)Commenting, through an annual report, on the city budget to the city council.

(Code 1994, § 2.39.020; Ord. No. 6, 2003, § 1, 1-21-2003; Ord. No. 06, 2011, § 1, 2-1-2011)

Secs. 2-757—2-780. - Reserved.

Citizen Budget Advisory Committee

Charter and Code

City of Greeley, CO

Chapter 2.39

Citizen Budget Advisory Committee

2.39.010 Citizen Budget Advisory Committee established; members.

There is hereby created a Citizen Budget Advisory Committee, an advisory board to the City Council, which shall consist of nine (9) members. (Ord. 06, 2011 §1; Ord. 6, 2003 §1; Res. No. 4, 1994; 56, 1993; 9, 1992)

2.39.020 Purpose and functions.

(a) The purpose of the Citizen Budget Advisory Committee is to provide citizen involvement in the budget process.

(b) The functions of the Committee shall include, but not be limited to:

(1) Becoming familiar with City operations and commenting on revenue requirements, expenditures, staffing levels, alternative service delivery and how well the budget meets the needs of the community;

(2) Giving special review attention to specific areas, as directed by City Council or by consensus of the committee; and

(3) Commenting, through an annual report, on the City budget to the City Council. (Ord. 06, 2011 §1; Ord. 6, 2003 §1)

The City of Greeley, CO - Member Attendance Report - 2022

Citizen Budget Advisory Committee

Member	Jan 12, 2022	Feb 09, 2022	Mar 09, 2022	Apr 13, 2022	May 11, 2022	Jun 15, 2022	Jul 13, 2022	Aug 10, 2022	Sep 14, 2022	Oct 12, 2022	Nov 09, 2022	Dec 14, 2022	TOTALS
Ron Adams	P		P	P	P	P	P		P	P	P		90.0%
Kenneth T Howell	P		P	P	P	P	A		P	P	P		80.0%
Barry Eastman	A	C	P	P	P	P	P	C	P	P	P		80.0%
Jesse Quinby	A	C	P	P	A	P	A	C	P	A	P		50.0%
John Shull	P	C	P	P	P	P	P	C	P	P	P		90.0%
Lori Williams	P	C	P	P	P	A	P	C	P	P	P		80.0%
Jamie Wood					P	P	P	C	P	A	P		71.43%
Present:	4	0	6	6	6	6	5	0	7	5	7	0	86.67%
Absent:	2	0	0	0	1	1	2	0	0	2	0	0	13.33%
Excused:	0	0	0	0	0	0	0	0	0	0	0	0	0.0%

* P = Present
* A = Absent
* E = Excused
* C = Canceled

The City of Greeley, CO - Member Attendance Report - 2023

Citizen Budget Advisory Committee

Member	Jan 11, 2023	Feb 08, 2023	Mar 09, 2023	Apr 12, 2023	May 10, 2023	Jun 14, 2023	Jul 12, 2023	Aug 09, 2023	Sep 13, 2023	Oct 11, 2023	Nov 08, 2023	Dec 13, 2023	TOTALS
Ron Adams	P		P	P	P	P	P	P	P				100.0%
Kenneth T Howell	P		P	P	P								100.0%
Barry Eastman	P	C	P	P	P	P	P	P	P	C	C	C	100.0%
Jamie Wood	A	C	P	P	A	P	A	P	P	C	C	C	62.5%
Jesse Quinby	P	C	P	P	A	A	P	A	P	C	C	C	62.5%
John Shull	P	C	A	P	P	P	P	P	P	C	C	C	87.5%
Lori Williams	P	C											100.0%
Javier Alvarado Vega		C	P	P	P	P	P	P	P	C	C	C	100.0%
Lori Williams			P	P	P	P	P	P	P	C	C	C	100.0%
Kimber Rivard					P	A	P	P	P	C	C	C	80.0%
Merrie Foreman					P	P	A	P	P	C	C	C	80.0%
Josee Giberson												C	0%
Present:	6	0	7	8	8	7	7	8	9	0	0	0	86.96%
Absent:	1	0	1	0	2	2	2	1	0	0	0	0	13.04%
Excused:	0	0	0	0	0	0	0	0	0	0	0	0	0.0%

* P = Present
* A = Absent
* E = Excused
* C = Canceled

The City of Greeley, CO - Member Attendance Report - 2024

Citizen Budget Advisory Committee

Member	Jan 11, 2024	Feb 21, 2024	Mar 13, 2024	Apr 10, 2024	May 08, 2024	Jun 12, 2024	Jul 10, 2024	Aug 14, 2024
Barry Eastman	P	P	P	P	P	P	P	P
Jamie Wood	P	A	P	P	A	A	A	
Kimber Rivard	P	A	A	P	P	A	P	P
Merrie Foreman	A	P	P	P	P	A	A	P
Javier Alvarado Vega	P	P	A	P	A	P	P	E
Jesse Quinby	P	P	P	P	A	P	P	P
Josee Giberson	P	P	A	P	P	P	P	P
Lori Williams	P	P	P	P	P	P	P	P
John Shull	A	A	P	P	P	P	P	P
Jonathan T Mowery								

Present:	7	6	6	9	6	6	7	7
Absent:	2	3	3	0	3	3	2	0
Excused:	0	0	0	0	0	0	0	0

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled



Sep 11, 2024	Oct 09, 2024	Nov 13, 2024	Dec 11, 2024	TOTALS
P	P	P	P	100.0%
E				37.5%
E	E	E		45.45%
P	P	E	P	66.67%
P	P	P	E	66.67%
E	P	P	P	83.33%
A	P			80.0%
E	P	P	P	91.67%
P	P	E	P	75.0%
	P	P	P	100.0%
4	8	5	6	76.24%
1	0	0	0	16.83%
2	1	3	1	6.93%

The City of Greeley, CO - Member Attendance Report - 2025

Citizen Budget Advisory Committee

Member	Jan 22, 2025	Feb 04, 2025	Mar 26, 2025	Apr 23, 2025	May 28, 2025	Jun 25, 2025	Jul 23, 2025	Aug 27, 2025
Lori Williams	P	P	P	P	P	P	P	P
Anthony Jason Mccune	P	P	P	P	E	E	P	P
Barry Eastman	P	P	P	P	P	P	P	E
Javier Alvarado Vega	A	A	A	P	E	A		
Merrie Foreman	P	P	P	P	P	E	P	P
Jonathan T Mowery	P	P	P	E	P	E	P	P
John Shull	P	A	A	P	E	A	E	P
Khalil N Bhanji			P	P	P	A	E	E
Laura M Gurney								P

Present:	6	5	6	7	5	2	5	6
Absent:	1	2	2	0	0	3	0	0
Excused:	0	0	0	0	0	0	0	0

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled



Sep 24, 2025	Oct 22, 2025	Nov 19, 2025	Dec 17, 2025	TOTALS
				100.0%
				75.0%
				87.5%
				16.67%
				87.5%
				75.0%
				37.5%
				50.0%
				100.0%

0	0	0	0	84.0%
0	0	0	0	16.0%
0	0	0	0	0.0%

BOARDS AND COMMISSIONS TRIENNIAL REVIEW QUESTIONNAIRE

In 2001, Greeley voters approved an amendment to the Home Rule Charter, in Section 2-8 Appointive Boards and Commissions, to require that City Council review advisory groups every three (3) years to determine whether it continues to serve the purpose for which it was created. Ordinance No. 59, 2002, was adopted by City Council to implement the triennial review schedule for the appointive boards and commissions. In 2025 the ***Citizen Budget Advisory Committee, Citizen Transportation Advisory Board, Commission on Disabilities, Downtown Development Authority, Golf Course Advisory Board, Historic Preservation Commission, Rodarte Community Center Advisory Board, Stormwater Board, and Youth Commission*** are currently scheduled for review.

To assist the council in this process, please provide the following information by completing this form electronically, adding additional pages as necessary, and submitting the required attachments to the Clerk's Office before June 30, 2025. This questionnaire should be completed, reviewed, and approved by your Board or Commission before the June 30th deadline. Required attachments are a 3-year work plan (samples have been provided), updated bylaws (if different from those provided), and 3-year attendance records (2022-2025).

Please find the attached documents: Current Board Bylaws and reference to the Greeley Municipal Code (if applicable).

BOARD/COMMISSION NAME: Disabilities Commission	DATE PREPARED: 9/2/2025
---	--

MEMBERS:	
1. Kimber Watson	7.
2. Martha Kyler	8.
3. Carl Erickson	9.
4. Micah Page	10.
5. Jessi Howell	11.
6. Staff Support Veronica Anderson	12.

Greeley City Council has identified [Seven Strategic Focus Areas](#) :

- a. Business Growth:
Create economic development, assess, and evaluate the structure and organization of the economic health and housing department, transform Greeley's image, reputation and perceptions of who we are as a livable and business-oriented community.
- b. Community Vitality:
Develop a sub-area planning strategy providing master plan guidance, update Metro District Standards, promote high quality development, review development code to include new overlay districts, update city entryway plan and enhance the City's code compliance program to foster neighborhood success in meeting property use and maintenance standards.
- c. High Performance Government:
Committed to effective systems, strategies, structures, strategic planning, and customer service. Values of transparency, accountability, and responsible stewardship of our resources.
- d. Housing for All:
The goal is for residents of all socioeconomic levels have the ability to secure quality housing choices. Through partnerships with nonprofits and local national developers we create a model for sustaining diverse housing options.
- e. Infrastructure and Mobility:
Strategically plan, design, and build our urban infrastructure systems and facilities so they are attractive, safe, and high performing.
- f. Quality of Life Amenities:
Develop standards for landscape maintenance, promote signature community destinations and expand programming, services and facilities that support and enrich youth development throughout the community.
- g. Safe and Secure Communities:
Greeley is a community that is committed and confident we are well-prepared to respond with resources need to address emergencies and continue essential operations and services.

1. Please list your Board/Commission priorities below: (1) for the primary, (2) for secondary and provide an explanation on how they align with the Strategic Priorities found above.

- Primary Priority: Accessibility Advocacy and Equity in Public Design
 - Aligns with Infrastructure and Mobility and Safe and Secure Communities
 - We advocate for equitable infrastructure in all aspects of city planning, which includes transportation, schools, parks, public buildings, and sidewalks. Our Commission has provided input on various projects, such as accessible trail design, curb cuts, and transit system programs.
- Secondary Priority: Public Education and Community Engagement
 - Aligns with Community Vitality and Quality of Life Amenities

- Through participating in community events and integrating multi-lingual resources, we raised awareness about disability inclusion and work to dismantle ableist barriers in public life. We aim to normalize accessibility and amplify the voices of disabled individuals.
2. Reviewing the current purpose of this board from the attached Greeley Municipal Code, define how the actions of this board are actively accomplishing this purpose.

Per section 2-880 and 2-881 of the Greeley Municipal Code, the Commission actively fulfills its purpose through:

- Advising on City accessibility issues.
 - Promoting inclusion via visibility at community events.
 - Collaborating with other City departments to ensure accessibility is prioritized, not retrofitted.
- a. What more needs to be done to deliver this service to the community?
- Expanded communication and opportunities of involvement from various City departments.
 - Earlier integration of accessibility into city planning process.
 - Transparency of city's ADA compliance and feedback process.
 - Increased opportunities for public input and safety reporting.
 - Heightened visibility and development of public access interface.
 - Direct line of communication with City departments and transparency with a follow-up process.
3. List annual workplan(s) over 2022-2025 and state what parts of the workplans were accomplished. Provide an updated 3-year (2025-2027) workplan based on the samples provided.
- Past Workplan Summary (2022-2025):
 - Rebuilding Commission membership and participation post-pandemic
 - Consulted on ADA considerations for public infrastructure (ex: sidewalks, trails)
 - Continued presence at city-sponsored events to raise awareness and increase visibility
 - Promoted disability inclusion at community events
4. Please share specific projects, achievements, and initiatives this board has completed over the last three years (2022-2025).
- Maintained City representation and re-established quorum post-pandemic
 - Engaged in conversations around accessibility with planning teams
 - Increased visibility at local events
 - Advised on ADA compliance concerns for trails and sidewalks

- Began exploring cross-collaborations with other boards (transportation, planning)
5. What community events, volunteer opportunities and engagement forums do this board attend, support or facilitate? Please describe community engagement efforts over the last three years (2022-2025).
- Provided input during City Council meetings
 - Participated in Community Visioning for West Greeley
 - Encouraged disability visibility by attending Friday Fest, NOCO Pride, Greeley Pride, District 6 School Kick Off, and the Arts Picnic
6. Are board meetings conducted in an effective manner?
- Yes, meetings are conducted effectively and follow a structured agenda.
7. Are meetings held according to your meeting schedule (e.g., 1st Friday of each month at 4 p.m.)?
- Meetings are typically successfully held as scheduled on the 1st Tuesday of every month at 10 am. Periodically, meetings are cancelled when the Zoom link is not managed properly, or if meeting notice has not been sent out at least 24 hours in advance, as is required. In person meetings at local venues have proven better attended, when possible.
8. Are discussions focused on the agenda topics, are topics in line with your object or goals?
- Yes, agenda items align with the Commission's purpose.
9. What format are your meetings held? (In-person, virtual or hybrid)
- Meetings are held virtually with an In-person option.
10. Do members of the public attend meetings? If so, how many (average), how often and do they provide input?
- Public attendance is rare but encouraged. We average one member of the public attending every few months. They do provide useful input.

11. What could be done to improve board meetings?

Improvements could include stronger communication channels with other boards, access to a point-of-contact list, consistency with updated Zoom links for meetings, proactive consultation in city planning efforts, an updated and expanded Disabilities Commission page on the City of Greeley website, social media presence, and overall increased visibility to the public and City Council.

12. List additional information this board feels would be helpful to council to reauthorize this board.

The Commission on Disabilities is uniquely positioned to offer lived-experience-based guidance on accessibility, inclusion, and disability equity in Greeley. As the city grows, this Commission can play a key role in ensuring that infrastructure, housing, parks, and services are built with the disability community, not just around it. We welcome deeper collaboration and greater integration into city planning, emergency preparedness, and policy development.

13. Other comments:

While the Commission remains committed to advancing accessibility and inclusion in Greeley, our capacity to fulfill this mission is limited by current resources. In this report, we have identified opportunities where additional support would significantly enhance our ability to serve the community. We thank the City Council for recognizing the importance of this work and encourage continued investment in inclusive practices that ensure Greeley is truly accessible for all.

Please provide the following attachments:

- **2025-2027 current work plan (see samples provided)**
- **Attendance records (2022-2025)**
- **Bylaws if different from what was provided**

Sample Work Plan #1:

Introduction

- **Purpose of the Board / Commission:** Brief statement on the board or commission's mission and its contribution to the community. Align this with council priorities.
- **Key Issues to Address:** List of the key issues the board will address, in alignment with council goals.

Projects

- **Project/Task 1:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.
- **Project/Task 2:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.
- **Project/Task 3:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.
- **Project/Task 4:** (Insert Project)
 - **Description:** Overview of task or goal.
 - **Timing:** Estimated timeline for completion.
 - **Anticipated Outcome:** What is expected from this task, e.g., budget approval, funding secured, etc.
 - **Council Priority Alignment:** Explain how this project supports council priorities.

Sample Work Plan #2:

Introduction

- **Purpose of the Board / Commission:** Brief statement on the board or commission’s mission and its contribution to the community. Align this with council priorities.
- **Key Issues to Address:** List of the key issues the board will address, in alignment with council goals.

Projects	Description	Timeline	Anticipated Outcome	Council Priority Alignment
Project/Task 1 (Insert Project) Accessibility in City Planning	Collaborate with city planning staff to ensure disability inclusion in projects like Subarea West/East plans.	Ongoing through 2027	Feedback loop established between planners and Commission	Infrastructure and Mobility
Project/Task 2 (Insert Project) Community Education and Engagement Campaigns	Launch awareness series (themed book displays at libraries) focused on disability rights, accessibility, and inclusion).	Ongoing through 2027	Greater visibility and public understanding of accessibility issues	Community Vitality
Project/Task 3 (Insert Project) Policy & Procedure Recommendations	Provide input on updates to city accessibility policies (emergency response, housing access, etc.)	Ongoing through 2027	Formal recommendations submitted to City Council	Safe & Secure Communities; Housing for All
Project/Task 4 (Insert Project)				

Purpose of the Commission on Disabilities: The Commission exists to promote equal, accessible, and full participation for individuals with disabilities across all areas of public life. We serve as an advisory body to the City Council, advocating for inclusive policies, barrier-free infrastructure, and increased awareness of disability-related issues. Through collaboration, education, and community engagement, the Commission uplifts the voices of those most impacted by systemic inaccessibility and works to ensure that Greeley is a city where all residents—regardless of ability— can thrive.

Key issues our commissions plans to address include:

- Accessibility in City Planning (Council Alignment: Infrastructure & Mobility, Housing for All, Safe & Secure Communities)
- Community Education and Engagement (Council Alignment: Community Vitality)
- Policy & Procedure Recommendations (Council Alignment: Safe & Secure Communities, High Performance Government)

ARTICLE XIII. - DISABILITIES COMMISSION

Sec. 2-880. - Purpose.

The purpose of the disabilities commission shall be to promote the full inclusion and integration of people with disabilities into all parts of society.

(Code 1994, § 2.50.010; Ord. No. 21, 2004, § 1, 5-4-2004; Ord. No. [3, 2016](#), § 1, 1-19-2016)

Sec. 2-881. - Functions.

The disabilities commission shall have the following functions:

- (1) To serve as an advisor to the city on the issues relating to citizens with disabilities;
- (2) To develop educational programs to acquaint citizens with issues affecting individuals with disabilities;
- (3) To advise the city on the accessibility and usability of city facilities, programs and services for citizens with disabilities;
- (4) To form special committees as necessary to review and address specific issues in which the city is directly involved or has a direct interest that affect the wellbeing of individuals with disabilities;
- (5) To speak on behalf of citizens with disabilities and, as requested by the city, to work as a conduit between city departments and the private and business sectors on issues relating to citizens with disabilities;
- (6) To promote efforts to eradicate discrimination against individuals with disabilities;
- (7) To cooperate with citizens, community, business, professional, educational, and civic organizations in efforts to further the interests of individuals with disabilities.

(Code 1994, § 2.50.020; Ord. No. 21, 2004, § 2, 5-4-2004; Ord. No. [3, 2016](#), § 2, 1-19-2016)

Sec. 2-882. - Establishment and membership.

A commission on disabilities is hereby created, which shall consist of seven members, all of whom shall be appointed by the city council. Four of the members shall be individuals with a disability and/or the parent/guardian of a minor or adult child with a disability and shall include representatives with a variety of disabilities; and three members shall be representatives of a local employer or community members at large. Disability commission members may be appointed by council without regard as to within which ward they reside. This section shall expressly override any conflicts with regards to appointment procedures that may exist in [section 2-558](#).

(Code 1994, § 2.50.030; Ord. No. 21, 2004, § 3, 5-4-2004; Ord. No. 58, 2007, § 1, 9-18-2007; Ord. No. [3, 2016](#), § 3, 1-19-2016)

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Secs. 2-883—2-889. - Reserved.

The City of Greeley, CO - Member Attendance Report - 2023

Commission on Disabilities

Member	May 04, 2023	Jun 06, 2023	Jul 11, 2023	Aug 01, 2023	Sep 05, 2023	Oct 03, 2023	TOTALS
Kimber Watson	P	P	P	P	P	A	83.33%
Carl Erickson	P	P	P	P	P	P	100.0%
Christopher "David" Dalgarn	A	A	A	A	A	A	0.0%
Martha Kyler	P	P	P	P	P	P	100.0%
Patrick Kelly	A	A	A	A	A	A	0.0%
Sue Zamora	A	A	A	P	P	A	33.33%
William Pratt						P	100.0%

Present:	3	3	3	4	4	3	54.05%
Absent:	3	3	3	2	2	4	45.95%
Excused:	0	0	0	0	0	0	0.0%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

The City of Greeley, CO - Member Attendance Report - 2024

Commission on Disabilities

Member	Jan 09, 2024	Mar 05, 2024	TOTALS
Sue Zamora	A	C	0.0%
Patrick Kelly	A	C	0.0%
Kimber Watson	P	C	100.0%
Carl Erickson	P	C	100.0%
Martha Kyler	P	C	100.0%
Christopher "David" Dalgarn	A	C	0.0%
William Pratt	A	C	0.0%
Raymond Hitchcock	P	C	100.0%
Connie Garcia		C	0%
Todd M Page		C	0%

Present:	4	0	50.0%
Absent:	4	0	50.0%
Excused:	0	0	0.0%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

The City of Greeley, CO - Member Attendance Report - 2025

Commission on Disabilities

Member	Mar 04, 2025	Apr 01, 2025	May 06, 2025	Jun 03, 2025	Sep 02, 2025	Oct 07, 2025	TOTALS
Carl Erickson	P						100.0%
Kimber Watson	A	P	A	P			50.0%
Martha Kyler	P	A	A	A	P	A	33.33%
Todd M Page	P	P	P	P	P	P	100.0%
Jessi N Howell	P	P	P	P	P	P	100.0%
Carl Erickson		P	P	P	P	P	100.0%
Kimber Watson					A	P	50.0%

Present:	4	4	3	4	4	4	76.67%
Absent:	1	1	2	1	1	1	23.33%
Excused:	0	0	0	0	0	0	0.0%

- * P = Present
- * A = Absent
- * E = Excused
- * C = Canceled

Boards & Commissions Triennial Review

Jennifer Middleton, Deputy City Clerk
City Council Meeting – November 18, 2025



Agenda

- History of Triennial Review
- Review Process
- Summary of Each Board
- Purpose: Obtain consensus on reauthorization of the nine (9) boards and commissions, and direct staff to prepare a draft ordinance for consideration at the December 2, 2025, City Council meeting

History of Triennial Review

In 2001, an amendment was made to the Greeley Charter requiring City Council to review advisory groups every three years, hence the name Triennial Review.

In 2002, an ordinance was adopted to implement the triennial review schedule for consideration of reauthorization of specific boards or commissions.

Boards/Commissions Under Review for 2025

- Citizen Budget Advisory Committee
- Citizen Transportation Advisory Board
- Commission of Disabilities
- Downtown Development Authority
- Golf Course Advisory Board
- Historic Preservation Commission
- Rodarte Community Center Advisory Board
- Stormwater Board
- Youth Commission

Review Process

The City Clerk's Office supplied a questionnaire and asked for data on engagement and efforts over the last three (3) years. General data was compiled from attendance records, meetings, bylaws and work plans (if applicable).

This information has been provided to Council to determine if the boards or commissions continue to be effective and should be reauthorized.

Citizen Budget Advisory Committee (CBAC)

Nine (9) Member Board. *Reviews Greeley's bi-annual budget to assure it meets the needs of the City.*

- ***Priorities:*** Meet with all City department directors to understand priorities and ensure transparency in public fund usage. Provide recommendations to leadership on public safety, infrastructure, and mobility.
- 84% average attendance (8 meetings) this year.
- ***Achievements:*** Submitted annual budget memo, ballot measure input/review, and serves as the Citizen Review Committee for food tax and TIFIA (Transportation Infrastructure Finance and Innovation Act).

Citizen Transportation Advisory Board (CTAB)

Seven (7) Member Board, with one (1) member appointed by Evans City Council; Studies and makes recommendations in matters affecting the City's traffic and transportation.

- ***Priorities:*** Advise on mobility, safety, and transit planning with Public Works and City Council, ensuring citizen input shape transportation priorities. Became more proactive by setting priorities, using subcommittees, and integrating public feedback to strengthen impact on City decisions.
- 92% average attendance (8 meetings) this year.
- ***Achievements:*** Served as a public forum, reviewed major projects, and relayed community concerns to City Council.

Commission on Disabilities

Seven (7) Member Board, with four (4) individuals with a disability and/or the parent/guardian of a minor with a disability, and three (3) members who are a local employer or are community members at large. Promotes the full inclusion and integration of people with disabilities in Greeley.

- ***Priorities:*** Promote accessibility and equity in public design by supporting inclusive infrastructure, accessible trails, curb cuts, transit, and public spaces, raising awareness through events and multilingual resources that amplify the voices of people with disabilities.
- 77% average attendance (6 meetings) this year.
- ***Achievements:*** Re-established quorum post-pandemic, advanced accessibility through planning collaboration, advised on ADA compliance, increased community visibility, and explored cross-board partnerships.

Downtown Development Authority (DDA)

Eleven (11) Member Board, with one (1) City Council member. Oversees the affairs of the DDA with a mission to improve Downtown Greeley.

- **Priorities:** Promote economic growth by attracting investment to support public/private projects. Foster community connection with events, public art, wayfinding, and local partnerships.
- 75% average attendance (4 meetings) this year.
- **Achievements:** Supported 14 grant projects, 17 new business openings, and launched the Downtown Gift Card Program.

Golf Course Advisory Board

Seven (7) Member Board. *Makes recommendations for golf facilities and golf programs.*

- ***Priorities:*** Address the proposed golf course fee changes to balance accessibility with revenue for maintenance and improvements. Keep the courses affordable, attractive, and a valuable recreational amenity for residents.
- 93% average attendance (4 meetings) this year.
- ***Achievements:*** The board continues to meet the current requirement of the City Code through continued community input.

Historic Preservation Commission (HPC)

Seven (7) Member Board. A minimum of one (1) licensed real estate broker, one (1) historian and one (1) design professional. Designates, preserves, protects, enhances, and perpetuates historic sites and structures in Greeley.

- ***Priorities:*** Preserve historic properties and neighborhoods to support affordable housing, community cohesion, walkability, and sense of place. Educate and engage the community to promote housing reuse, property care, and reduce the “broken window” effect.
- 82% average attendance (4 meetings) this year.
- ***Achievements:*** Reviewed and approved historic register nominations and certificates of approval (no denials in past three years); hosted walking tours, History Hour series, Preservation Month events, and presented annual awards honoring excellence in Greeley.

Rodarte Community Center Advisory Board

Seven (7) Member Board. *Makes recommendations regarding the Center's operation.*

- ***Priorities:*** Promote Inclusive, Lifespan-Oriented Programs: Deliver equitable education, wellness, and leisure programs for all ages while maximizing facility use. Ensure Collaborative, Accountable Community Development: Build cross-sector partnerships and use transparent review processes aligned with city plans to ensure programs are meaningful and impactful.
- 91% average attendance (6 meetings) this year.
- ***Achievements:*** From 2022–2025, the Rodarte Community Center Advisory Board actively supported events, volunteer efforts, and civic forums, demonstrating strong commitment to Greeley's youth, families, seniors, and community initiatives.

Stormwater Board

Five (5) Member Board. *Recommends priorities, policies, funding, procedures, and facilities needed to provide an adequate stormwater system.*

- ***Priorities:*** Plan, fund, and implement resilient stormwater infrastructure and water quality initiatives that protect public health, safety, and property; mitigate flooding; ensure regulatory compliance; and enhance community vitality through strategic planning, asset management, and multi-use, high-performance design.
- 87% average attendance (4 meetings) this year.
- ***Achievements:*** Actively supported the implementation of the Stormwater Management Plan through guidance on Master Plan studies, CIP and rehabilitation programs, and utility rate recommendations to City Council.

Youth Commission

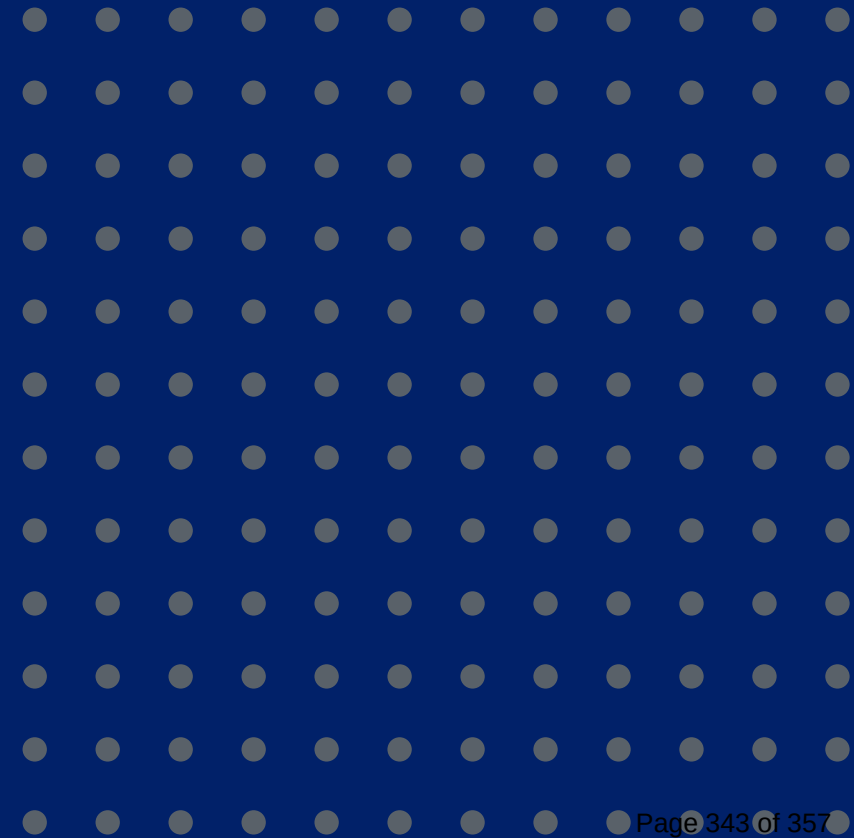
Fifteen (15) Member Board. Eleven (11) appointed by the City Council, three (3) adult advisers appointed by the commission and one (1) Council representative. Fosters a greater understanding of youth concerns and contributions and encourages a greater youth participation in the community.

- **Priorities:** Represent Greeley youth by serving as a voice for advocacy and support. Promote youth safety and inclusion through initiatives like Smoke-Free Parks, accessible resources, and improved facility accessibility.
- 70% average attendance (4 meetings) this year.
- **Achievements:** The Youth Commission has encouraged youth participation in Greeley's development by voicing concerns, fostering support, recommending initiatives, and providing direct feedback through peer engagement, school involvement, and open dialogue.

Options for Consensus

1. Reauthorize the board(s) or commission(s) for 3 years
2. Make changes to the purpose of the board(s) or commission(s) by amending the Greeley Municipal Code
3. Dissolve the board(s) or commission(s), as it has fulfilled its original purpose or no longer needed

Thank you





Council Agenda Summary

November 18, 2025

Key Staff Contact: Heidi Leatherwood, City Clerk

Title:

Appointments to Boards and Commissions - Citizen Transportation Advisory Board, Historic Preservation Commission, Island Grove Advisory Board

Summary:

The city's Code and the City Council policies set forth the board and commission appointment and removal provisions. Council appoints board or commission members by written ballot during a council meeting.

Board and commission members may be appointed based on a variety of criteria and may include the following:

- Councilmember(s) recommendations resulting from interviews with each board or commission applicant
- Recommendation from a chair of a board or commission
- Existing board or commission members may continue to serve in their positions until their successors are appointed
- Council will fill a vacant position for the unexpired term of a member whose position becomes vacant

Council appointments are needed due to vacancies and expiring terms for the Citizen Transportation Advisory Board, the Historic Preservation Commission, and Island Grove Advisory Board.

New applicants were interviewed by two council members on November 4, 2025, and November 10, 2025. Interviews are conducted on a monthly basis by two council members for applicants who have applied to fill open vacancies or expiring terms.

Fiscal Impact:

Does this item create a fiscal impact on the City of Greeley? No

Legal Issues:

The City Attorney's Office reviewed the applications and advised of potential conflicts of interest. It should be noted that there is a possibility that the applicants currently serve as a volunteer on a board or commission besides the one they are applying to. It is also important to point out to the applicants that there are always potential conflicts that exist with business and investments, current jobs or relatives and family members coming before the Board or Commission. Should such conflicts arise, the Board or Commission member simply recuses themselves from that particular item. Such a potential conflict does

not preclude anyone from serving on a Board or Commission in general, just that particular agenda item.

Other issues and Considerations:

None

Strategic Focus Area:

Business Growth
Community Vitality
High-Performance Government
Housing For All
Infrastructure and Mobility
Quality of Life
Safe and Secure Communities

Decision Options:

1. Appoint or reappoint the individuals to serve on an applicable board or commission
2. Direct staff to re-advertise applicable vacancy

Council's Recommended Action:

No motion is necessary. The City Council's Policies and Protocol authorize appointment of Board and Commission members by written ballot, which can be used in lieu of a motion or voice vote for individual or multiple appointments. This policy was adopted by Council as a time-savings measure. Accordingly, a ballot is attached for Council's use in making appointments. Candidates receiving a majority vote (at least 4 votes) are appointed with no further action needed by Council.

Attachments:

1. Sample Ballot



Applicants for the boards and/or commissions listed below are in alphabetical order and recommendations from the interview team are shown in bold. Virtual interviews are customarily held on the second week of each month, and appointments are decided during the second City Council meeting (third week of the month).

***** BALLOT *****

Citizen Transportation Advisory Board	
<i>3 Positions: 3 Year Term</i>	
☐	JAMES BAILEY (I)
☐	JAMES RIESBERG (I)
☐	(Recruit for Additional Applicants)

Island Grove Advisory Board	
<i>1 Position: 3 Year Term</i>	
☐	BENJAMIN FUSCO
☐	(Recruit for Additional Applicants)

Historic Preservation Commission	
<i>1 Position: 3 Year Term</i>	
☐	BRENT MCHATTIE
☐	(Recruit for Additional Applicants)

Comments:
(I) = Incumbent



Council Agenda Summary

November 18, 2025

Key Staff Contact: Stacey Aurzada, City Attorney

Title:

Resolution appointing Gabe Llanas to serve as an alternate Historic Preservation Commissioner for Case No. GHR2025-0002

Summary:

Historic Greeley, Inc. has submitted a non-owner application to designate property located at 1000 10th Street as historic, which application is designated as Case No. GHR2025-0002.

The Greeley Municipal Code requires that the Historic Preservation Commission first consider Historic Greeley, Inc.'s application before the application is considered by the Greeley City Council. The Greeley Municipal Code requires that the Historic Preservation Commission have a quorum of at least five (5) members to consider non-owner applications for historic designation. The Historic Preservation Commission has seven (7) members, however, three of these members have recused themselves from considering Case No. GHR2025-0002 for conflict-of-interest reasons.

The Greeley Municipal Code requires the City Council to appoint alternative Historic Preservation Commission members when the Historic Preservation Commission lacks a quorum because members have recused because of conflicts of interest. Gabe Llanas has previously served on the Historic Preservation Commission and is willing to serve as an alternate member of the Historic Preservation Commission to consider Case No. GHR2025-0002. City Council now desires to nominate Gabe Llanas as an alternative member of the Historic Preservation Commission to consider Case No. GHR2025-0002.

Fiscal Impact:

None

Legal Issues:

None

Other issues and Considerations:

Strategic Focus Area:

High-Performance Government

Decision Options:

1. Adopt the resolution as presented; or
2. Amend the resolution and adopt as amended; or

3. Deny the resolution; or
4. Continue consideration of the resolution to a date certain.

Council's Recommended Action:

Adopt the resolution.

Attachments:

1. Resolution No. 69, 2025

**CITY OF GREELEY, COLORADO
RESOLUTION NO. 69, 2025**

**AN RESOLUTION APPOINTING GABE LLANAS TO SERVE AS AN ALTERNATE
HISTORIC PRESERVATION COMMISSIONER FOR CASE NO. GHR2025-0002**

WHEREAS, Historic Greeley, Inc. has submitted a non-owner application to designate property located at 1000 10th Street as historic, which application is designated as Case No. GHR2025-0002.

WHEREAS, the Greeley Municipal Code requires that the Historic Preservation Commission first consider Historic Greeley, Inc.'s application before the application is considered by the Greeley City Council.

WHEREAS, the Greeley Municipal Code requires that the Historic Preservation Commission have a quorum of at least five (5) members to consider non-owner applications for historic designation.

WHEREAS, the Historic Preservation Commission has seven (7) members, however, three of these members have recused themselves from considering Case No. GHR2025-0002 for conflict-of-interest reasons.

WHEREAS, the Greeley Municipal Code requires the City Council to appoint alternative Historic Preservation Commission members when the Historic Preservation Commission lacks a quorum because members have recused because of conflicts of interest.

WHEREAS, Gabe Llanas has previously served on the Historic Preservation Commission and is willing to serve as an alternate member of the Historic Preservation Commission to consider Case No. GHR2025-0002.

WHEREAS, City Council now desires to nominate Gabe Llanas as an alternative member of the Historic Preservation Commission to consider Case No. GHR2025-0002.

BE RESOLVED BY THE CITY COUNCIL OF GREELEY, COLORADO:

Section 1. The City Council hereby appoints Gabe Llanas to serve as an alternative member of the Historic Preservation Commission for the purpose of filling a quorum for Case No. GHR2025-0002.

Section 3. This Resolution shall become effective immediately upon its passage, as provide by the Greeley City Charter.

SIGNED AND APPROVED ON THIS _____ DAY OF NOVEMBER 2025.

ATTEST

THE CITY OF GREELEY, COLORADO

By: _____
City Clerk

By: _____
Mayor



Council Agenda Summary

November 18, 2025

Key Staff Contact: Stacey Aurzada, City Attorney

Title:

Motion for an Executive Session to request and receive legal advice from the City Attorney regarding the Referendum to repeal Ordinance 30, 2025

Summary:

On November 23, 2025 the City Clerk received a written notice of protest of Ordinance No. 30, 2025 and an intent to circulate a referendum petition pursuant to Section 2-84 of the City of Greeley Municipal Code. The petition was circulated and may require action by Council. The City Council may move for an executive session to request and receive legal advice regarding the referendum petition.

Fiscal Impact:

The Executive Session will have no budgetary impact.

Legal Issues:

The Executive Session is authorized by C.R.S. 24-6-402(4)(b) and Greeley Municipal Code 2-151(a)(2).

Other issues and Considerations:

None

Strategic Focus Area:

High-Performance Government

Decision Options:

1. Approve the motion as presented; or
2. Amend the motion and approve as amended; or
3. Deny the motion; or
4. Continue consideration of the motion to a certain date.

Council's Recommended Action:

A motion to go into an Executive Session for conferral with the City Attorney to request and receive legal advice regarding a proposed referendum petition, as provided in C.R.S. 24-6-402(4)(b) and Greeley Municipal Code 2-151(a)(2).

Attachments:

None



Council Agenda Summary

Title:

Motion authorizing the City Attorney to prepare any required resolutions, agreements, and ordinances to reflect action taken by the City Council at this meeting and any previous meetings, and authorizing the Mayor and City Clerk to sign all such resolutions, agreements, and ordinances



Council Agenda Summary

Item: 28.

Title:

Scheduling of Meetings, Other Events

Summary:

During this portion of the meeting the City Manager or City Council may review the attached Council Calendar or Planning Calendar and Schedule for City Council Meetings and Work Sessions and make any necessary changes regarding any upcoming meetings or events.

Attachments:

Council Meetings and Other Events Calendar

Council Meeting and Work Session Schedule

Council Meetings and Other Events Calendars

November 23, 2025 – December 13, 2025

Monday, November 24, 2025

- Greeley Chamber of Commerce 11:30 a.m.

Tuesday, November 25, 2025

- City Council Work Session – Cancelled

Wednesday, November 26, 2025

- Upstate Colorado Economic Development 7 a.m. Upstate Colorado Conference Room (822 7th Street Greeley CO 80631)
-

Tuesday, December 2, 2025

- City Council Meeting 6 p.m. City of Greeley Council Chambers (1001 11th Ave Greeley CO 80631)

Thursday, December 4, 2025

- Poudre River Trail Meeting 7:30 a.m. Poudre Learning Center (8813 W. F Street Greeley CO 80631)
 - Island Grove Advisory Board 3:30 p.m. (600 N. 14th Ave Greeley CO 80631)
 - North Front Range MPO Meeting 6 p.m. Fort Collins Colorado River Community Room (222 LaPorte Avenue Fort Collins, CO 80521)
-

Tuesday, December 9, 2025

- City Council Work Session Meeting 6 p.m. City of Greeley Council Chambers (1001 11th Ave Greeley CO 80631)
-

Tuesday, December 16, 2025

- City Council Meeting 6 p.m. City of Greeley Council Chambers (1001 11th Ave Greeley CO 80631)

Wednesday, December 17, 2025

- Water & Sewer Board Meeting 2 p.m. City of Greeley Council Chambers (1001 11th Ave Greeley CO 80631)

Thursday, December 18, 2025

- Downtown Development Authority 7:30 a.m. (802 9th Street, Greeley CO 80631)
- Airport Authority 3:30 p.m. Greeley-Weld Airport (600 Airport Road, Greeley CO 80631)

2025 Council Meeting/Work Session Agenda Items Schedule

11/10/2025 This schedule is subject to change			
Date/Type	Description	Sponsor Presenter/Director or Project Manager	Placement/Time
November 25, 2025 City Council Work Session	Cancelled- No Meeting -Thanksgiving Holiday		
December 2, 2025 Commercial GID Board Meeting - 5:30 p.m.	Approval of Minutes Resolution - approve 2026 Budget	Brian McBroom	
December 2, 2025 Residential GID Board Meeting - 5:40 p.m.	Approval of Minutes Resolution - approve 2026 Budget	Brian McBroom	
December 02, 2025 Council Meeting	Minutes Resolution - DDA Mill Levy Resolution - Greeley Housing Authority/High Plains Development Loan to Grant Conversions Intro & 1st Rdg Ord - Private Activity Bond Affordable Housing Program Intro & 1st Rdg Ord - Development Code Text Amendment for Affordable Housing Intro & 1st Rdg Ord - Reauthorize Boards & Commissions Intro & 1st Rdg Ord - Setting forth procedure for City Appointments to 501 (c)(3) Board Intro & 1st Rdg Ord - Amending Greeley Municipal Code for the Floodplain Overlay District Intro & 1st Rdg Ord - Non-owner nomination of City Hall	Heidi Leatherwood Nathan Mosley Deb Callies Deb Callies Caleb Jackson/Don Threewitt Jennifer Middleton Blair Snow Brian Hathaway Betsy Kellums/Brian McBroom	Consent Consent Consent Consent Consent Consent Consent Consent Consent
December 09, 2025 City Council Work Session	3 rd Quarter Financial Report Urban Renewal 101 Civic Campus Update (Hold)	Robert Miller GURA/Brian McBroom Kelli Johnson	WS WS WS
December 16, 2025 Council Meeting	Minutes Resolution - Land Exchange Agreement (Hold) PH & 2nd Rdg Ord - Development Code Text Amendment for Affordable Housing PH & 2nd Rdg Ord - Reauthorize Boards & Commissions PH & 2nd Rdg Ord - Setting forth procedure for City Appointments to 501 (c)(3) Board PH & 2nd Rdg Ord - Amending Greeley Municipal Code for the Floodplain Overlay District PH & 2nd Rdg Ord - Non-owner nomination of City Hall PH & 2nd Rdg Ord - Private Activity Bond Affordable Housing Program B&C Appointments	Heidi Leatherwood Kelli Johnson Caleb Jackson/Don Threewitt Jennifer Middleton Jennifer Middleton Brian Hathaway Betsy Kellums/Brian McBroom Deb Callies	Consent Consent Regular Regular Regular Regular Regular Regular
December 23, 2025 City Council Work Session	Cancelled- No Meeting- Christmas/Holiday		
January 6, 2026 City Council Meeting	Motion - Posting Sites for Council Meeting and Work Session Meetings Motion - Posting Site for B&C Council Appointments to 501 (c)(3) board (tentative) Resolution - Approving Venue use agreement with the Colorado Eagles Resolution - 3 Mile Plan (annual item)	Heidi Leatherwood Heidi Leatherwood Blair Snow Blair Snow Don Threewitt	Consent Consent Consent Consent Consent
January 13, 2026 City Council Work Session Meeting	Housing Affordability Financing and Incentives Homeless Solutions Update Comprehensive Financial Policies Weld County Hazard Mitigation Plan Public Art/Performing Artist Follow up	Deb Callies Mandy Shreve Allena Portis Dom Tatti/Peter Perez Diana Frick	WS WS WS WS WS



Council Agenda Summary

Item: 29.

Title

Adjournment