



**Town Council
Monday, February 10, 2025
4:00 PM**

**130 Kearns Road
Town Council Chambers
Snowmass Village, CO 81615**

You can watch the meeting live online on our website at tosv.com.

Agenda

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

This section is set aside for the Town Council to LISTEN to comments by the public regarding items that do not otherwise appear on this agenda. Generally, the Town Council will not discuss the issue and will not take an official action under this section of the agenda. (Five Minute Time Limit)

4. PUBLIC HEARINGS - QUASI-JUDICIAL HEARINGS

Public Hearings are the formal opportunity for the Town Council to LISTEN to the public regarding the issue at hand. For land use hearings the Council is required to act in a quasi-judicial capacity. When acting as a quasi-judicial body, the Council is acting in much the same capacity as a judge would act in a court of law. Under these circumstances, the judicial or quasi-judicial must limit its consideration to matters which are placed into evidence and are part of the public record. The Council must base their decision on the law and the evidence presented at the hearing.

4.A. Continuation of the SHOP Public Hearing

[4A 1 Agenda Item Summary_Divide Workforce Housing.pdf](#)

[4A 2 Attachment A - PC Reso No. 1 of 2025 SHOP Workforce Housing_final - signed.pdf](#)

[4A 3 Attachment B - PC Staff Report, 01222025 Divide Workforce Housing Major PUD Amend.pdf](#)

[4A 4 Attachment C - 2024-11-22_Sketch Plan application.pdf](#)

[4A 5 Attachment D - 2024-11-21_SHOP_Sketch Plan Exhibits_revised.pdf](#)

[4A 6 Attachment E - Referral Comments, SHOP Workforce Housing.pdf](#)

[4A 7 Attachment F - SHOP Public Comment_updated 02062025.pdf](#)

[4A 8 Attachment G - draft Reso No. 08 of 2025 SHOP Workforce Housing.pdf](#)

[4A 9 Attachment H - The Divide at Snowmass Transportation Impact Analysis_Addendum_01-02-25.pdf](#)

4.B. Ullrhof Special Review - Update on items from the 12/2/24 meeting

[4B 1 Agenda Item Summary_Ullrhof redevelopment update.pdf](#)

[4B 2 Attachment A - Town Council Resolution No. 29 of 2024 approved.pdf](#)

[4B 3 Attachment B - Ullrhof Redevelopment_Project Update.pdf](#)

5. ADMINISTRATIVE REPORTS

5.A. Evacuation Plan Review

[5A 1 Agenda Item Summary Evacuations Discussion.pdf](#)

[5A 2 Attachment A - Pitkin_County_Emergency Operations Plan 2025-2027.pdf](#)

[5A 3 Attachment B - EVACUATION PLAN 2025-2027.pdf](#)

[5A 4 Attachment C - Incident Command Sys-org-chart.pdf](#)

[5A 5 Attachment D - Emergency Operations Center ESF list.pdf](#)

5.B. Village Shuttle Route structure Discussion

[5B 1 Agenda Item Summary Village Shuttle Route Structure Discussion.pdf](#)

[5B 2 Village Shuttle Presentation.pdf](#)

[5B 3 2019-2024 Ridership.pdf](#)

[5B 4 ALL Ridership 2024.pdf](#)

[5B 5 01012024 Paper Tripsheets.pdf](#)

[5B 6 2023 Fall Survey Summary Results.pdf](#)

[5B 7 Village Shuttle Reporting.pdf](#)

[5B 8 Pickups-Dropoffs Heatmap.pdf](#)

5.C. Mall Transit Center Project - Community outreach/input & next steps

[5C 1 Agenda Item Summary - Mall Transit.pdf](#)

[5C 2 CDOT email.pdf](#)

[5c 3 CIP.pdf](#)

[5C 4 Public Comment received on transit project 020525 Linden Email.pdf](#)

6. TOWN COUNCIL REPORTS AND ACTIONS

Reports and Updates

7. ADJOURNMENT

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

February 10, 2025.

AGENDA ITEM:

Divide 'SHOP' Workforce Housing Sketch Plan - Aspen Skiing Company

PRESENTED BY:

Brian McNellis, AICP/MLA,
Planner, Community Development Department

BACKGROUND:

The purpose of the public hearing is to hear a proposal by Aspen Skiing Company to construct a single, three-story building, containing 30 units of workforce housing on Lot 44 - Divide Subdivision which was approved as a Planned Unit Development (PUD) pursuant to Ordinance No. 16 of 1989. The current PUD allows for a maximum of 3 affordable housing units as part of a larger approved operations facility (Phase 2) – which was never built on the subject site.

NOTE: The site plan for the project has changed since it was first introduced at the joint meeting with Planning Commission and Town Council on October 21, 2024. Since that time, the site plan has been modified – an amendment that was supported by the TOSV Development Review Team and Planning Commission.

FINANCIAL IMPACT:

There is no significant fiscal impact with this land use review process as the cost associated with the development would be shouldered by Aspen Skiing Company and contained within their own property. The proposed project will offer housing for on-mountain employees, which contributes to the vitality of Snowmass Village as a community and world class ski destination.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

Staff finds the project contributes to the following goals and objectives identified in the 2018 Comprehensive Land Use Plan to “Provide More Employee Housing.”

This project is also intended to meet the 2023 Town Council Goal to: “Identify and Provide More Affordable, Community, Workforce Housing.”

COUNCIL OPTIONS:

The Town Council may approve the Resolution (authorizing the applicant to submit a Preliminary Plan), continue the public hearing for further review at a future date, or deny the application.

STAFF RECOMMENDATION:

The Town Council should attend the site visit and ask clarifying questions of the applicant and staff as needed. *Staff recommend the Town Council refrain from comments and discussion outside of clarifying questions at the site visit.*

Once back in the Council chambers the Town Council should consider the application and the Planning Commission's Resolution No. 1 of 2025. Staff recommend the Town Council consider and approve the draft Town Council resolution in the packet which is crafted in the affirmative in accordance with the Planning Commission recommendation to authorize the applicant to submit a Preliminary Plan in accordance with the conditions.

ATTACHMENTS:

- A. PC Resolution No. 1 of 2025
- B. Planning Commission Staff memo 12/18/2024
- C. Sketch Plan application submittal
- D. Sketch Plan application exhibits
- E. Internal TOSV Referral Comments
- F. Public Comment
- G. Draft Resolution No. XX of 2025
- H. Traffic Impact Analysis

**TOWN OF SNOWMASS VILLAGE
PLANNING COMMISSION**

**RESOLUTION NO. 1
SERIES OF 2025**

A RESOLUTION RECOMMENDING APPROVAL OF A SKETCH PLAN – MAJOR AMENDMENT TO A FINAL PLANNED UNIT DEVELOPMENT (PUD) APPLICATION FOR DIVIDE LOT 44 (PARCEL C - PHASE II), WORKFORCE HOUSING DEVELOPMENT AND AUTHORIZING THE APPLICANT TO PROCEED TO PRELIMINARY PLAN

WHEREAS, the Aspen Skiing Company, ("Applicant") submitted a Major Amendment to a Final PUD on September 11, 2024 as a requested modification to the land use approval on Lot 44 of the Divide Subdivision pursuant to Ordinance No. 16, Series of 1989 which allows for the development of a Snowcat Maintenance & Repair Facility combined with 3 Employee Housing Units as part of Phase II of the PUD approval; and

WHEREAS, said application wishes to eliminate the Maintenance Facility component of Phase II and instead construct a partially pre-fabricated residential development of 30 employee housing units comprising 27,186 square feet of new building space in lieu of the previously approved 14,000 square feet; and

WHEREAS, a joint meeting between the Town Council and the Planning Commission was held on October 21, 2024 to hear a description of the proposed project by the Applicant; and

WHEREAS, public meetings were held before the Planning Commission on December 18, 2024 and January 8, 2025 to review the application; and

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the Town of Snowmass Village, Colorado:

Section One: General Findings. The Planning Commission hereby generally finds that:

- 1) The Applicant submitted the application for a Major Amendment to a final PUD in accordance with the provisions of the Municipal Code. The application provided the Minimum Contents required pursuant to Section 16A-5-390 and included written and graphic materials in sufficient detail to deem the application complete for review.
- 2) The Major Amendment identifies land uses proposed for the subject parcel which are generally consistent with the intent of the 2021 Workforce

Housing Master Plan and the Town of Snowmass Village 2018 Comprehensive Plan (the "Comprehensive Plan").

- 3) To the extent necessary for and pertinent to a Sketch Plan level of evaluation and review, the application is also consistent with the provisions of Section 16A-5-300(c), General Restrictions, of the Development Code, subject to satisfying the applicable conditions contained within Section Three of this resolution.
- 4) To the extent necessary for and pertinent to a Sketch Plan level of evaluation and review, the application is also consistent with the provisions of Section 16A-5-310, Review Standards, of the Development Code, subject to satisfying the applicable conditions contained within Section Three of this resolution.
- 5) The Planning Commission recommends the authorization of this Sketch Plan to proceed to the Preliminary Plan review phase. However, the Applicant should be aware new information required and provided at the Preliminary Development Plan review, may also require changes to the overall development plan.

Section Two: Action. The Planning Commission hereby authorizes the applicant to submit a Preliminary PUD plan for the Divide Workforce Housing project subject to the conditions stated in Section Three below. The Town Council shall then hold a public hearing and prepare their own resolution accepting the Planning Commission's formal recommendation.

Section Three: Conditions. The approval granted in Section Two above shall be subject to satisfying the following conditions:

1. Divide Way shall be widened to no less than 24 feet (with a dedicated access easement) from the intersection with Divide Road, westwardly to the access area of the existing Vehicle Maintenance Facility on Lot 44 to ensure emergency access and adequate turnaround for the Fire District and maintenance vehicles.
2. A detailed landscape plan shall be submitted with any subsequent Preliminary Plan application to ensure screening of the proposed building (with appropriate and native plantings) as seen from Ditch Trail.
3. The residents of the proposed building shall not be eligible to obtain resident parking permits for the Town public parking lots pursuant to Section 8 Article II of the Municipal Code.
4. To support constrained parking and access to the site the applicant should consider alternative modes of travel. These may include bikeshare, carshare,

employee shuttles, off-site vehicle storage, and any other transportation demand management measures that may be appropriate.

5. Reducing Code parking standards is appropriate if substantial alternative modes of travel (mentioned in the previous condition) are implemented and no less than one space per unit is provided. This does not include handicapped spaces. The applicant may explore other options, including fewer housing units and/or more parking spaces.

6. The applicant shall consider safe pedestrian and bicycle connections to Brush Creek Road and Carriage Way which may include a direct connection between Sleigh Ride and Ditch Trails for pedestrians and cyclists could be established and shall reasonably support its establishment.

7. The proposed development shall implement no less than 2 parking spaces equipped for electric vehicle charging, which may occur within the existing Vehicle Maintenance Facility area.

8. Retaining walls on the backside of the building (and construction thereof) shall be contained entirely within the subject property but shall offer as much distance as possible from building to offer the ample afternoon solar exposure for westerly facing residential units.

9. Any subsequent Preliminary Plan application shall include detailed traffic reports and analysis to provide information about the impacts of additional traffic and increased wear-and-tear on Divide Road.

10. The floorplan(s) of adjacent units shall be "mirrored" to ensure optimum noise and nuisance control amongst neighbors residing in the building (see Dunlop Consulting referral comments attached) or demonstrate alternative adequate noise control measures.

11. Any subsequent Preliminary Plan application shall include Civil Plans and analysis that address seasonal drainage from the subject parcel during and after construction. This shall include any potential impact on natural water resources including drainage ways and/or established wetland areas.

12. Any subsequent Preliminary Plan application shall include a Construction Management Plan that shall address (among other requirements) fugitive dust suppression during construction.

13. Any subsequent Preliminary Plan application shall explore the possibility of solar generation on the proposed building.

14. Any subsequent Preliminary Plan shall include a study that demonstrates visibility of the proposed building (and associated lighting – interior and exterior)

as seen from the Snowmass Creek valley and the greater Divide subdivision. The applicant shall explore ways to lessen the visual impact of the building and make it better integrate within the site and surrounding natural environment.

15. The applicant shall explore the reduction in ceiling heights to reduce the overall height of the proposed building.

16. The applicant shall explore ways to minimize and screen rooftop mechanical and HVAC equipment and shall also explore the implementation of green roof(s) where possible.

17. The applicant shall explore increasing the overall amount of communal space(s) associated with the proposed building.

18. The applicant shall explore options to increase the separation of residential units from the Vehicle Maintenance operation area of the site.

19. The applicant shall continue to work with the Divide HOA and other concerned entities throughout the duration of the land use process.

20. The Preliminary Plan application shall be subject to the applicable provisions of the Municipal Code in effect at the time said application is determined to be complete and accepted for review.

INTRODUCED, READ, AND ADOPTED by the Planning Commission of the Town of Snowmass Village, Colorado on this 22th day of January 2025, with a motion made by Commission member Clauson and a second by Commission member Gustafson, by a vote of 5 in favor and 0 opposed.

TOWN OF SNOWMASS VILLAGE
PLANNING COMMISSION

Matthew Dubé

Matthew Dubé (Jan 31, 2025 14:41 EST)

Mathew Dube, Chairperson

ATTEST:

Ashleigh Huff

Ashleigh Huff, Planning Commission Secretary

Exhibits:

A. Site Plan

B. Architectural Renderings

Town of Snowmass Village
Planning Commission
Meeting

Date: January 22, 2025
Agenda Item: Divide (SHOP) Workforce Housing – Major Sketch Plan PUD Amendment
Presented By: Brian McNellis, Senior Planner AICP/MLA
David Shinneman, Community Development Director
Location: Council Chambers, Snowmass Village Town Hall

- Applicant Team:**
- Applicant: Aspen Skiing Company
 - Representatives – Heather Henry, Philip Jeffreys, Chris Kiley

Legal Description:
Lot 44 – Divide Subdivision (vicinity map below)



I. Background:

The Aspen Skiing Company (hereafter Applicant) wishes to build **30** workforce housing units on Lot 44 of the Divide PUD - approved pursuant to Ordinance No.16, Series of 1989. The property currently houses a Vehicle Maintenance Facility which contains several employee units approved in accordance with Ordinance No.16 of 2001 (Phase I – built out). The original PUD approval also allows for the consideration of another “operations building” on Lot 44 (located on the south side of Divide Way) that may also contain 3 employee units (Phase II – subject development area). The current proposal would not pursue the previously approved operations facility and would prioritize the area for the expansion of deed restricted housing instead.

II. Project Description

The project is being reviewed as a Major PUD Amendment due to the substantial increase in residential units proposed.

The property is located at the top of Divide Way and is located more than 1.5 miles from the Snowmass Town Center. The application proposes a single building (27,186 square feet) which will contain a total of 30 employee housing units (10 two-bedroom and 20 single-bedroom rental apartments) within a 3-story structure (35-foot maximum height). The building will be comprised entirely of prefabricated units built elsewhere and transported on-site. Each unit will be afforded 50 square feet of secured storage space in the basement level of the finished building. Per the sketch plan proposed the applicant is requesting a reduction in the parking required from 40 spaces to 29 which would be less than one parking space per unit not including the 2 handicap accessible spaces. The final product, if approved, will be 100% electric.

The property is zoned Mixed-Use (MU-2). The new proposal does not mandate an Amendment to the Official Zone District Map but may require an amendment to the Build-Out chart of the Comprehensive Plan to accommodate the new residential units contemplated (3 + 27 units).

Note: The site plan was modified from the original application submittal presented in the Joint Meeting on October 21st. The orientation of the façade has since been rotated 90 degrees and is now facing westerly (as opposed to northerly). In general, TOSV staff and referral agencies are in favor of the amended application as presented herein.

III. History:

The Town recently adopted an updated PUD Mountain Guide for Snowmass ski area pursuant to Ordinance No. 7 of 2024. As approved, this document reinforces the requirement that Aspen Skiing Company mitigate for additional on-mountain employees generated by new projects within the ski area boundary. Recent projects that mandate employee mitigation prior to issuance of a Certificate of Occupancy include the Lynn Britt ('Cabin') expansion and the Ullrhof restaurant redevelopment. The Applicant wishes to utilize the 30 units proposed in this application to mitigate for the generation of employees associated with those two respective projects.

IV. Municipal Code Provisions:

According to Section 16A-5-20, Sketch Plan, it states the following:

- (a) **Purpose.** *The sketch plan review is an opportunity for the Town and the applicant to engage in an exploratory discussion of a development proposal, to raise issues and concerns and to examine alternative approaches to development of the property. The applicant is encouraged to provide a written or graphic description of any alternative ideas that were considered as the sketch plan was being prepared. It should be expected that the development proposal may evolve during the course of sketch plan review.*
- (b) **Sketch Plan Review Intent and Issues.** *To encourage the consideration of alternatives and to allow the sketch plan to evolve, overly detailed preliminary plan level sketch plans will not be considered. The questions the Planning Commission and Town Council should consider in a conceptual manner during review of the sketch plan (depending upon the size and complexity of the proposal) include the following:*
 - (1) **Use.** *Is the use proposed for the property generally appropriate in this location? Is it consistent with the intent of the underlying zone district and the character of surrounding uses?*

Staff Response: The underlying zoning is MU-2 and is specific to the PUD overlay associated with Ordinance No. 16 of 2001 which allows for limited residential development in the location of the proposed housing development (3 units). There are existing residential units associated with the existing Vehicle Maintenance Facility (6 units). As a Mixed-Use project, residential type development has been deemed appropriate by the previously approved PUD, albeit a substantial increase in unit count.

- (2) **Comprehensive Plan.** *Is the proposed development generally consistent with the Town's Comprehensive Plan? Is the proposed buildout within the range anticipated for the property? If the applicant proposes a buildout in excess of sixty-five percent (65%) of that identified in the Comprehensive*

Plan, then are the community purposes the applicant proposes to achieve the appropriate ones for this development to accomplish?

Staff Response: Located adjacent to subject parcel, Krabloonik and the Divide Trail parking lots are highlighted as location for future employee housing in the Workforce Housing Master Plan. Lot 44 is privately owned, and therefore likely not identified for that reason. Nonetheless, the parcel meets the criteria for Employee Housing as identified in the Comprehensive Plan.

- (3) ***Architecture and landscaping.*** *Are the buildings proposed to be developed in appropriate locations? Is the mass, scale, and density of the buildings generally compatible with the character of the community and that of surrounding buildings? How much of the site is proposed to be common or dedicated open space? Is this an adequate amount of open space and does it appear to be in the appropriate locations?*

Staff Response: The newly proposed building does not exceed the mass and scale of the adjacent Vehicle Maintenance facility. The new site plan situates the footprint of the newly proposed residential building further away from the Ditch Trail than initially proposed. This offers a greater possibility of screening the development with appropriate native vegetation. There is a dedicated area adjacent to the housing project that designated for outdoor “amenity space” for the benefit of residents. The property is immediately adjacent to an abundance of open space.

- (4) ***Natural resource and hazard areas.*** *What are the natural resource and hazard areas on the property? Is mitigation appropriate?*

Staff Response: As previously mentioned, the project is immediately adjacent to abundant open space and wildlife habitat. Appropriate wildfire mitigation will need to be implemented by way of providing vegetational buffers around the proposed building. The site is situated at a high elevation and is shaded from the south. This condition may result in saturated soils which may pose problems during construction and cause foundation/retaining wall deterioration over time. A Civil Engineering report and analysis of this site condition should be included with any subsequent Preliminary Plan application.

- (5) ***Access and circulation.*** *Is the conceptual location, alignment, and type of entry roads and the primary on-site roads acceptable? Should the applicant provide transportation options for residents, visitors, guests and employees and, if so, what type of options may be most appropriate?*

Staff Response: Divide Way will need to be widened (with a dedicated easement) to no less than 24 feet from the intersection of Divide Road and

the parking area for the Vehicle Maintenance Facility for the purpose and benefit of emergency access/turnaround. The project is a considerable distance from local services and entertainment. As such, the applicant must consider alternative transportation methods which may include trail improvements, bike share, care share, shared parking, and daily shuttles for residents and workers. The applicant has provided a Transportation Impact Analysis which is included as part of the packet (see Attachment F).

- (6) **Parking.** *Should the applicant provide on-site parking for the development in compliance with the standards of this Code, or should the applicant reduce parking below these standards, as provided in, Off-Street Parking Standards?*

Staff Response: The applicant's plan shows a total of 30 parking spaces for the housing project (including 2 handicap spaces) this would be less than one space per unit. The code standard requires 40 spaces (one per bedroom), staff is in support of reduction to one space per unit (30) spaces plus 2 handicap spaces for a total of 32 spaces if alternative transportation methods suggested above are implemented. This recommendation differs from what is represented in the current sketch plan. Residents must strictly be prohibited from parking at the Divide (Rim Trail) trailhead lot. The applicant has also suggested current parking associated with the Vehicle Maintenance Facility could be used as flex parking for overflow from the proposed housing project.

- (7) **Timetable.** *What is the proposed timetable for the development? Is it most appropriate for the development to occur all at once or in phases? If phasing is appropriate, then which portions of the project should proceed first?*

Staff Response: The applicant wishes to break ground for the project in the Spring of 2025 and complete the project within 12-18 months. This expeditious timeframe is likely due to the pre-fabricated nature of the housing units that will be shipped and assembled on-site.

- (8) **Community welfare.** *Do the concepts contained in the proposed development promote public health, safety, and welfare?*

During the subsequent and separate Planning Commission and Town Council reviews, the Code's PUD section and its General Restrictions & Review Standards need to be considered as a part of a Major PUD Amendment.

V. Planning Commission Options:

For the initial Planning Commission evaluation review, the Planning Commission should hear an introduction by Staff, followed by a more detailed follow-up

presentation of the proposal by the Applicant. Although the Planning Commission review does not require a public hearing, public comments may be taken or considered, and if so, the Applicant should be given the opportunity to respond.

Following the completion of the review and evaluation of the proposed application, the Planning Commission should consider the draft resolution and conditions of approval.

VI. Staff Recommendation:

Planning Commission should open the meeting and discuss the project within context of the review standards identified in Section IV of this memorandum and review the draft PC Resolution No. 1 of 2025 (see Attachment A). The Planning Commission should open the meeting to public comment prior to taking any action on the proposal. Staff recommends approval of the Resolution as written.

Attachments:

- ~~A. Draft PC Resolution No. 1 of 2025~~
- ~~B. Sketch Plan Application~~
- ~~C. Site Plan documents~~
- ~~D. Referral Comments~~
- ~~E. Public Comment~~
- ~~F. Traffic Impact Analysis~~

SKETCH PLAN APPLICATION:

Application for a Major Planned Unit Development Amendment to the
Aspen Skiing Company's Vehicle Maintenance Facility on Lot 44 of the Divide Subdivision

The SHOP – Snowmass Housing for Ops Personnel Major PUD Amendment

Snowmass Village, Colorado

PIDs #: 273303401014

27 August 2024 (Revised 22 November 2024)



Submitted by:



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PROJECT TEAM:

Applicant:

Aspen One -

Heather Henry, VP Housing and Childcare

hhenry@aspen.com

Land Use Planning/Landscape Architecture:

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Darren Duroux, Project Manager

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Architect:

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Aviel Rappoport, Project Architect

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Civil Engineering:

JVA Consulting Engineers -

J.R. Sprung, Senior Project Manager

jsprung@jvajva.com



To: Town of Snowmass Village

CC: Brian McNellis

From: Heather Henry

Date: 08.05.2024

Re: Application for a Major Planned Unit Development Amendment to the Aspen Skiing Company's Vehicle Maintenance Facility on Lot 44 of the Divide Subdivision

Town of Snowmass Village Staff and the Community,

The Aspen Skiing Company, LLC (known as "Aspen One" and referred to herein as the "Applicant") is submitting this Sketch Plan application for a Major Planned Unit Development Amendment to the Aspen Skiing Company's Vehicle Maintenance Facility on Lot 44 of the Divide Subdivision to create workforce housing for critical Aspen Skiing Company Snowmass Mountain resort operations personnel. After studying multiple sites, the applicant identified the Vehicle Maintenance Facility as one of the best locations to develop additional housing. The most recent approval for the facility, in 2001, specifically calls out a future phase of employee housing and there are already six existing units on site, four (4) one-bedroom units, and two (2) two-bedroom units.

Given that we have a long waitlist for these units, the proposed development, the "SHOP" (Snowmass Housing for Ops Personnel), would expand the availability of housing for Snowmass Mountain operations personnel in this convenient location adjacent to where employees work by adding 30 units, (7) two-bedroom units, and (23) one-bedroom units. Aligned with Aspen One and the Town of Snowmass' values, we envision a project that is environmentally responsible and designed to respect the site and model forward-oriented building practices.

Day after day, we read an article or a news report that chronicles the existential threat that the lack of affordable housing poses to the viability of our mountain communities. A once anecdotal problem has now been described clearly with data. We now know that without SIGNIFICANT and IMMEDIATE progress made on housing, our valley cannot sustain itself. We must all be a part of the solution. This privately funded, 100% workforce housing project focused on employees who help keep our resort safe and operational is part of the solution.

The Town of Snowmass Village 2018 Comprehensive Plan, acknowledges that Snowmass is and always will be a resort community: "Community and resort are not, and do not need to be mutually exclusive. We are proud of our community and the resort in our community."

Aspen One, including its operational divisions, is aligned with the Town of Snowmass goals and interests. We share the vision to be "be the leading multi-season, family-oriented inclusive resort community..." We are proud of our Snowmass Mountain operations and feel a keen responsibility to the community. Aspen One has always been a part of the resort community and our employees have been proud citizens of the Town for decades. As times have changed and housing has become more inaccessible, we have struggled to retain critical resort operations personnel.

Without the retention of the highly-skilled team members, our ability to operate the resort at the level we have all become accustomed to is under threat. We have learned that staff retention is directly connected with staff housing satisfaction. This project is an investment in our mountain resort and community by housing Snowmass Mountain's workforce adjacent to where they work and thereby fostering a more welcoming, dynamic, convenient, and successful resort.

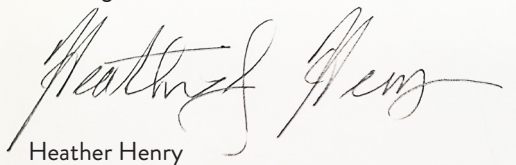
Building 30 dedicated employee housing units, adjacent to a major resort operations portal, on a site with an existing approval for employee housing, is good for the resort and good for the overall community. Additionally, this project will hopefully become a blueprint for how off-site modular construction can be used in Snowmass and throughout the Roaring Fork Valley to minimize the impacts of building housing. The intention is for a 100% electric, highly efficient in design and construction, easily maintainable, and largely built off-site project. A repeatable model. This project is a continuation of our demonstrated commitment to building environmentally responsible and community-oriented workforce housing.

While many factors can and will affect the schedule for design and construction of this housing project, we anticipate the following approximate timeline.

- Feasibility and concept development - 2024
- Final Sketch Plan application submittal - September 2024
- Project approvals and permitting: 9 months
- Break ground: Fall 2025
- Project completion: Fall 2026

We look forward to working with you on this important project.

Kind regards,

A handwritten signature in black ink, reading "Heather Henry", written over a light beige rectangular background.

Heather Henry

VP Housing and Childcare



REVIEW STANDARDS (16A-5-310) RESPONSE:

(1) Compliance with the 2018 Comprehensive Plan (16A-5-310):

In 2018, the Comprehensive Plan put forth an aspirational vision that TOSV would “be the leading multi-season, family-oriented inclusive resort community...” and wanted to be “welcoming, dynamic, convenient, and successful” and that successful meant assuring “the quality of life and economic vitality that will assure our future as a sustainable resort community.” This vision was supported by an all-important acknowledgment that Snowmass is and always will be a resort community. “Community and resort are not, and do not need to be mutually exclusive. We are proud of our community and the resort in our community.”

The Aspen Skiing Company has always been a proud part of the TOSV resort community. One can easily define the role the company plays in the resort part of Snowmass, providing the ability to recreate on the mountain all winter and summer. Employees of the company have been proud citizens of the Town for decades, serving on boards, councils, volunteer organizations, and dedicating themselves to the lifeblood of the community. They, along with their neighbors, ARE community.

Day after day, we read an article or a news report that chronicles the existential threat that the lack of affordable housing poses to the viability of our mountain communities. A once anecdotal problem has now been described clearly with data. We now know that without SIGNIFICANT and IMMEDIATE progress made on housing, our valley cannot sustain itself. We must all be a part of the solution.

“From the 2010 Comprehensive Plan, the Town of Snowmass Village has a lofty goal of providing housing for 60% of all employees working within the community. In order to help the Town achieve this goal and bridge the gap or deficit in the amount of employee housing provided, partnerships between the private and public sectors should be developed... it will be extremely difficult for the Town to meet this goal on its own.”

Aspen One takes very seriously its role in being a part of the solution. To sustain the resort, we sustain the community, and thus the community sustains the resort. The 2024 Mission Statement of the Aspen One Housing department states: At Aspen One, we strive to provide stable, sustainable, and financially accessible housing that attracts the best talent in the world and allows them to stay and grow, with us and in our communities.

The Town should be exceedingly proud of the progress it has made to house its workforce. We look forward to contributing to that with The SHOP project.

Guiding Principles - 2018 Comprehensive Plan:

Stewardship.

A foundational premise of The SHOP project is that it provides the ability for our employees to live where they work. This project can take as many as 40 people and 40 vehicles off the road. This project isn't intended to house new employees, but rather existing employees that are struggling to find housing elsewhere, who live downvalley and commute to work on Snowmass Mountain, or who are cost-burdened by their current housing. The SHOP also provides infill housing on an already developed site with existing infrastructure thereby stewarding the resources we hold dear.

Vibrant.

Nothing says vibrant like employees that live, work, and play in their community. The health of a business is only as good as its employees and we strive to ensure that ours can live sustainably and affordably.

Genuine.

Nothing says disingenuous like workers who pack up into their cars at the end of the day to commute hours and hours at the sacrifice of their own families. There are some who support the notion that those that work every day to service the ‘resort’ need not be a part of the ‘community’ and are better housed away and unseen. We disagree. Away where? Unseen by who? The SHOP provides the perfect opportunity to live, work, and play together with all walks of life – visitors, residents, part-time owners, long-time ‘locals’. All of whom make up a GENUINE community.

Active & Healthy.

Housing the workforce is synonymous with an active and healthy lifestyle. The SHOP housing project will focus all of its units on housing year-round staff critical to mountain operations. Those that work on Snowmass can now live directly adjacent to the mountain they cherish, and gain the hours once spent commuting.

Balanced (Resilient).

The single greatest need in the community right now is housing. Ensuring that the next generation of residents can live and work in this community is the only way to maintain the balance.

Sustainable / Replicable.

The SHOP will incorporate leading edge design. As owner operators, Aspen One is committed to high quality, 100% electric, high-efficiency building technology. Aspen One has assembled a team of off-site construction specialists to explore and hopefully implement a modular project. We will share learnings from this experience with those working on housing in the region.

Connected.

This housing is designed to support Snowmass Mountain operations. As such, the majority of employees living here will walk to work. The Vehicle Maintenance Facility (VMF) is a critical employment hub and strategic operations access portal to the mountain. Employees living at this facility need only to walk to the VMF to access a wide range of transportation options to support mountain and resort operations. It will also connect to the Town’s multi-modal infrastructure via bike share and vehicle share.

Inclusive.

The Aspen One housing team is continually exploring ways to expand access to the housing continuum for its employees and in the community. The SHOP will fit a crucial need to house long-term key operational personnel who need to be close to the mountain and want a stable and financially accessible place to call home. These folks CANNOT access housing in the up valley right now and are no longer a part of the community. To provide this housing is the model for inclusive community building.

Strategic Initiatives - 2018 Comprehensive Plan:

The SHOP will help TOSV achieve its goal of being a leading family oriented resort community by supporting the individuals needed to operate critical mountain and resort infrastructure.

The SHOP project will preserve and protect open spaces and our environment by placing housing on an infill site with direct access to existing utilities and infrastructure.

The SHOP project will promote environmental and economic sustainability and resiliency by ensuring the stability of the workforce to sustain critical mountain operations. The project plans to be 100% electric, aligning with the goals for a more sustainable building.

The SHOP project will manage parking with operational limits on access to parking and by providing multi-modal connectivity options.

The SHOP project demonstrates our commitment to workforce housing and the community by adding privately funded workforce housing to the pool of units available within the Town. By housing more of our employees we open up opportunities for others in the community to find housing.

The SHOP project will add resilience to the Town's economy and increase vibrancy by providing housing for residents who cannot otherwise live and work in the Town.

(2) Preservation of community character. The development proposed for the PUD shall be consistent with the standards of Section 16A-4-340, Building Design Guidelines to Preserve Community Character, shall be compatible with, or an enhancement of, the character of existing land uses in the area and shall not adversely affect the future development of the surrounding area. (16A-5-310):

The development is consistent with the standards of Section 16A-4-340, by situating the building into the existing hillside, minimizing the height as viewed from neighboring parcels. The mass and scale of the building is consistent with the existing Vehicle Maintenance Facility, however the appearance is less massive due to the placement of the building into the hillside and on the flat area that already exists. A perception of less scale is also aided by the preservation of the mature landscape that surrounds the site. The building façade is articulated by 4 ft in various areas. Maintaining the lowest overall building height possible has been a central focus of the design. A flat roof was chosen to minimize the overall height of the building and allow as much to be seen of the grove behind the building. Pedestrian entrances are scaled down with an overhang to both protect those entering the building from the weather and bring the scale down at the entrances. There are moderate grade changes between the parking and the building and the design provides direct, ADA paths of travel that are safe and easy to maintain in winter and summer. The building materials are proposed to be high quality, low maintenance providing a connection to the indigenous textures and colors of the area. While there is little solar access for active solar on the building roof, the units will have juliet balconies to allow for a significant amount of light and air into each unit. The orientation allows for east facing units to gain morning sun and west facing units to enjoy evening sun. The development was planned as a second phase of the original PUD, and will remain consistent with the original intent and will not adversely affect future developments.

(3) Creative approach. The development proposed for the PUD represents a creative approach to the development and use of land and related physical facilities to produce better developments and to provide amenities for residents of the PUD and the public in general. (16A-5-310):

The proposed building is located generally at the location of the proposed Phase II of the approved PUD from 2001. The SHOP is effectively a live/work project allowing those that may currently commute to the VMF for their job to now live here. The development provides an outdoor amenity space for the residents and allows for ample surface parking. The means and method for delivering this project are also creative and hopefully a model for other housing projects in Snowmass and throughout the valley. The project is 100% electric, highly efficient in design and construction, easily maintainable, and largely built off-site project.

(4) Landscaping. Proposed landscaping for the PUD shall provide sufficient buffering of uses from one another (both within the PUD and between the PUD and surrounding lands) to minimize noise, glare and other adverse impacts, shall create attractive streetscapes and parking areas and shall be consistent with the character of the Town. (16A-5-310):

The existing site is surrounded by mature landscaping which allows for the building to blend into the existing hillside. The site plan includes a small landscape buffer outside the road facing units for small trees and shrubs to both screen the building façade and screen headlight trespass into the units. This landscaping will be balanced with snow storage and adequate operations of the VMF and adjacent public road. Smaller shrub and revegetation plantings will blend into the existing hillside vegetation and add to the surrounding flora. There will be no site lighting eliminating outdoor glare. With the building nestled into the hillside noise will be abated by the landform and allow limited to no impact to the neighbors uphill.

(5) Comply with development evaluation standards. The PUD shall comply with all applicable provisions of Article IV of this Development Code, Development Evaluation Standards. (16A-5-310):

This area identified within Lot 44 for The SHOP is not in a sensitive wildlife area. We do not have any identified wetlands, although we do have a small drainage that flows through the site and will need to be accommodated. We do have a combination of manmade and naturally occurring steep slopes. Retaining walls, adequate drainage, and slope stabilization methods will mitigate the steep slopes. As the design moves into completion it will ensure compliance with the The development will comply with the Improvement and Site Design Standards of Article IV of the Development Code. The unit sizes meet the standards of the restricted housing requirements. There will be one building mounted sign that meets fire department requirements for address and placemaking identifying this as The SHOP housing.

(6) Suitability for development. The property proposed for the PUD shall be suitable for development, considering its topography, environmental features and any natural or man-made hazards that affect its development potential. (16A-5-310):

The development and site is suitable for development and was planned for and contemplated in the original PUD. The current design addresses the greater need for more affordable housing than originally contemplated in the PUD while having a SMALLER footprint than what was originally drawn.

7) Spatial pattern shall be efficient. The PUD shall be located to avoid creating spatial patterns that cause inefficiencies in the delivery of public services, or that require duplication or premature extension of public facilities. (16A-5-310):

a. Roads. Any new road developed to serve the PUD shall be continuous and in alignment with existing platted streets to which the street is to be connected. Where appropriate, new streets shall be planned so that they can create an interconnected Town road network, with provision for adequate road and utility easements. Where cul-de-sacs are used in the development, the applicant is encouraged to provide a trail or similar pedestrian link between them.

The development is utilizing existing roadways, and is proposing to relocate and widen a portion of the access within the property limits. This widening will serve to increase safety and access for vehicles, pedestrians, and service providers accessing the VMF. Easements will have to be updated as this project progresses during the land use process.

b. Water and sewer lines. Any water or sewer line extension necessary to serve the PUD shall be consistent with the Snowmass Water and Sanitation District's service plan and the Town's Comprehensive Plan.

The project engineering team will work with district engineers between sketch and preliminary plans to confirm that the additional capacity required by the proposed project can be either handled by changes to the existing infrastructure, or an alternative delivery method.

(8) Phasing. If the PUD is to be developed in phases, then each phase shall contain the required streets, utilities, landscaping and other public facilities or improvements that are necessary and desirable for residents of the project. If the PUD incorporates any amenities for the benefit of the Town, such as trail connections, these shall be constructed within the first phase of the project, or, if this is not possible, then as early in the project as is reasonable. The pace and phasing shall be evaluated with regard to construction impacts along with possible interruption of construction as it would affect the community as a whole. (16A-5-310):

The development is not planned to be developed in phases. Given the urgency of providing the housing needed to maintain resort and mountain operations, the completion of this project has been identified as the highest priority Employee Housing project for the entire company. After project approvals have been secured, it is anticipated that this project will be completed in a single phase taking between 12-18 months. To speed delivery of the completed project, and minimize construction impacts on neighbors and the broader community, this project is designed to be built off-site in a modular factory. The ability to construct a larger percentage of the structure off-site will reduce the amount of noise, construction traffic, waste, and other construction related activities. The modularization of the construction will also allow for a faster installation with less impact to the surrounding areas.

(9) Construction interruptions. The development application shall provide a reasonable restoration and/or remediation contingency plan to mitigate impacts resulting from any potential extended interruption of construction affecting the community as a whole. Surety or security may be necessary to ensure implementation of the plan. (16A-5-310):

The applicant understands that any interruptions of construction could affect the community as a whole and is open to work with the Town to ensure implementation of the plan.

DETAILS OF PROPOSED SHOP WORKFORCE HOUSING:

Project Site:

- Parcel number 273303401014
- 2.85 acres (124,146 sf)
- Phase II of amended PUD from 2001 allowed for an additional 14,000 sf building with storage, multipurpose use, and employee housing.
- Current uses: Employee Housing, VMF, shipping and receiving for entire mountain operation.

Type Of Dwelling Units And Other Buildings Or Structures:

- Existing: 14,810 sf vehicle maintenance and employee housing building.
(6 units - (2) 2-bedroom, (4) 1-bedroom)
- Proposed:
 - 30 unit multifamily residential building, with a mixture of one, and two bedroom units, with a partial basement for storage and mechanical space.
 - 1,920 sf storage/workshop space

Total Square Footage of Buildings Or Structures:

- Existing 14,810 sf vehicle maintenance and housing building
- Proposed Total SF
 - 25,266 workforce housing
 - 1,920 sf storage/workshop space

Floor Area Ratio:

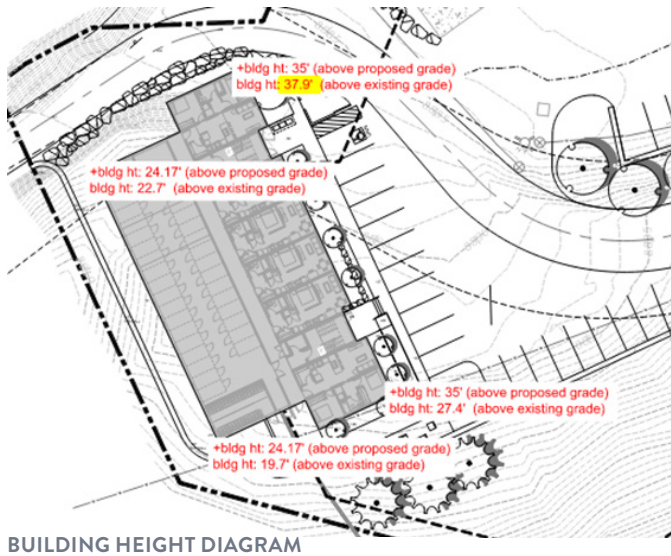
- 32.32%

Building Height:

- Max 35' from finished grade and 37.9' from existing grade which is the more restrictive (as measured by Town Code Sec. 16A-3-210). This is as compared to the following in the approved 2001 Amended PUD.

Land Use Parameters		
- Maximum building square footage	28,850 sf	28,810
- Maximum building height	36 ft	37'-5" FROM FINISHED GRADE
- Average building height	34 ft	43'-5" FROM EXISTING GRADE
- Maximum number of dwelling units/acre	na	n.a.
- Allowable F.A.R.	0.25	na
- Minimum amount of parking spaces	29 spaces	30 spaces
- Minimum amount of open space	0 acres	
- Minimum number and minimum square footage of Restricted housing units	up to 3 BR	up to 9 BR

ALLOWABLE BUILDING HEIGHT EXCERPT FROM 2001 PUD AMENDMENT



Requested Amendments To The PUD:

- Increase the allowable Floor Area Ratio (FAR) from 25% to 32.32%
- Increase the total building square footage and use breakdown from 14,000 sf to 25,266 sf with an allocation of 21,758 sf for housing, 3,508 sf for internal storage and mechanical space, and 1,920 sf for external storage/workshop space.
- Change the parking ratio from 1 space per 1 bedroom, and 2 spaces per 2 and 3 bedrooms, to a 1 space per 1 unit ratio, pursuant to Section 16A-4-310(c), Reduction of Required Parking.

SKETCH PLAN REVIEW STANDARDS RESPONSE:

Sketch Plan (16A-5-320):

(Section 16A-5-40 (b))

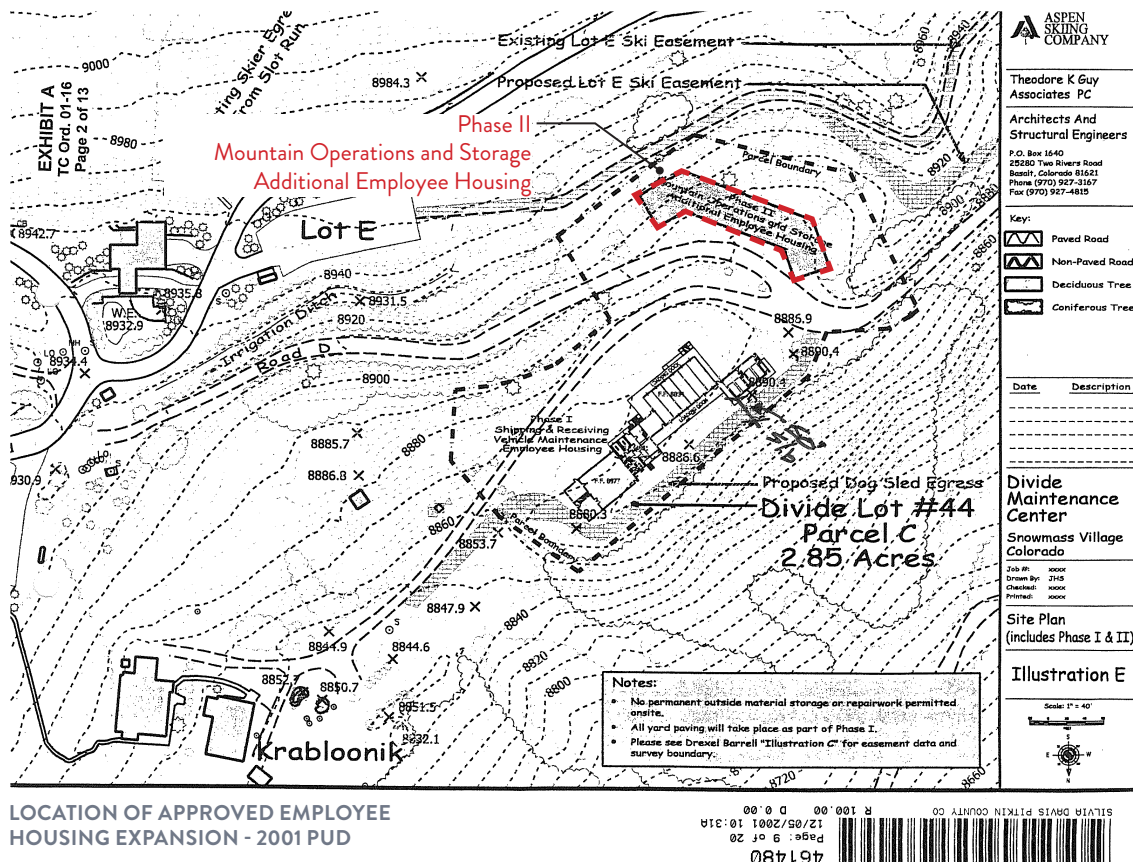
(a)Purpose. The sketch plan review is an opportunity for the Town and the applicant to engage in an exploratory discussion of a development proposal, to raise issues and concerns and to examine alternative approaches to development of the property. The applicant is encouraged to provide a written or graphic description of any alternative ideas that were considered as the sketch plan was being prepared. It should be expected that the development proposal may evolve during the course of sketch plan review.

The applicant looks forward to an open and thorough review process of the proposed development. The applicant has provided in this application written responses to criteria of review and graphic descriptions of the proposed operations employee housing development. The applicant understands that via the sketch plan process, the proposed development may evolve and be informed by comments and critiques.

(b)Sketch Plan Review Intent and Issues. To encourage the consideration of alternatives and to allow the sketch plan to evolve, overly detailed preliminary plan level sketch plans will not be considered. The questions the Planning Commission and Town Council should consider in a conceptual manner during review of the sketch plan (depending upon the size and complexity of the proposal) include the following:

(1)Use. Is the use proposed for the property generally appropriate in this location? Is it consistent with the intent of the underlying zone district and the character of surrounding uses?

The PUD approved in 2001, always contemplated additional housing at this location within the VMF. (see plan below)

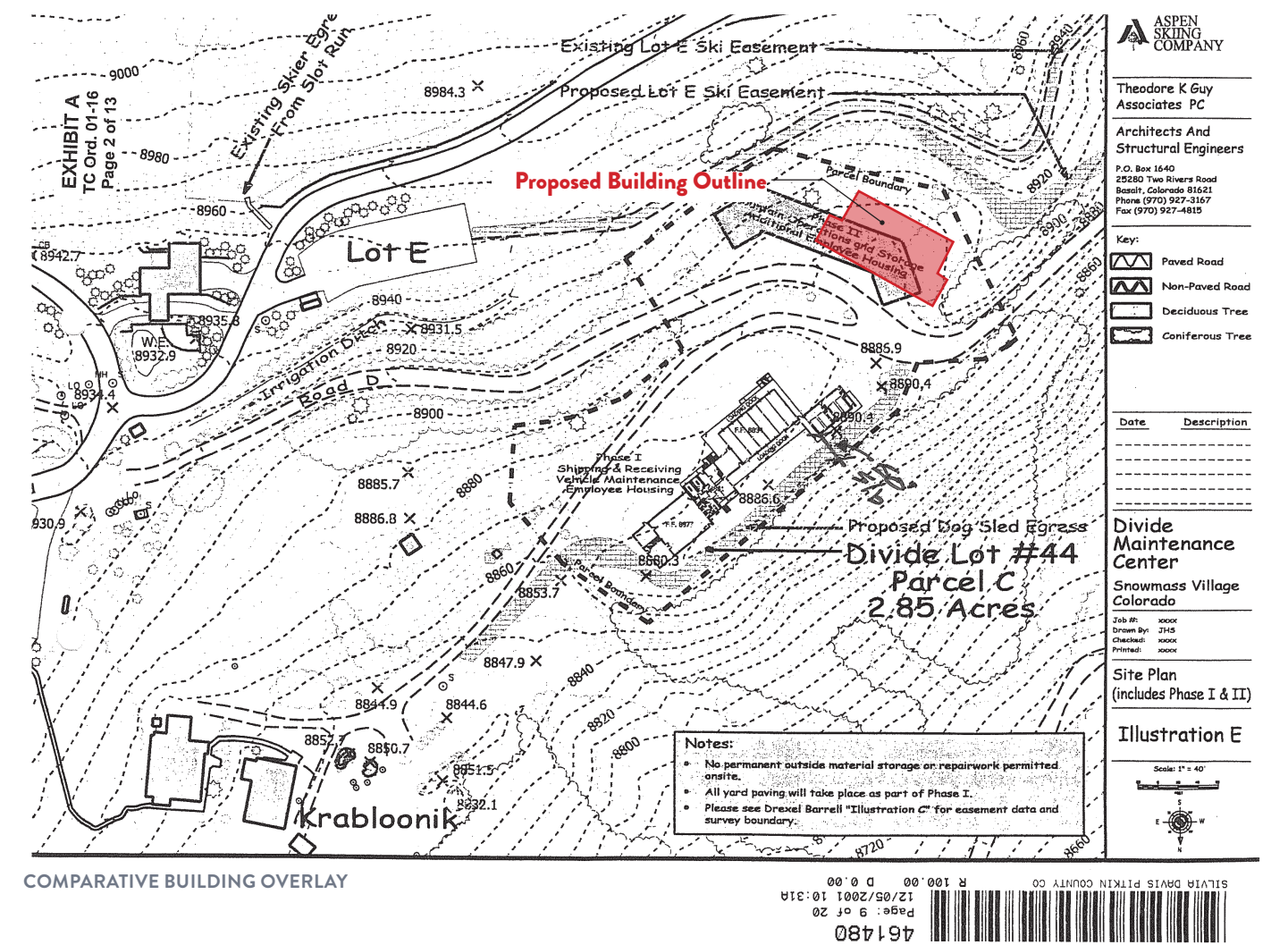


(2)Comprehensive Plan. Is the proposed development generally consistent with the Town’s Comprehensive Plan? Is the proposed buildout within the range anticipated for the property? If the applicant proposes a buildout in excess of sixty-five percent (65%) of that identified in the Comprehensive Plan, then are the community purposes the applicant proposes to achieve the appropriate ones for this development to accomplish?

The proposed buildout only accounts for single-family buildout for this property, the applicant looks forward to working with staff on how to best identify this chart modification. The development is consistent with the Town’s Comprehensive plan by providing a stated goal to bring workforce housing to Snowmass Village.

(3)Architecture and landscaping. Are the buildings proposed to be developed in appropriate locations? Is the mass, scale and density of the buildings generally compatible with the character of the community and that of surrounding buildings? How much of the site is proposed to be common or dedicated open space? Is this an adequate amount of open space and does it appear to be in the appropriate locations?

The proposed building is located on the footprint of the proposed Phase II of the approved PUD from 2001. The site, architecture and landscaping will allow the building to blend into the existing hillside and mature vegetation. The design of the building allows for it to be set into the existing hillside minimizing the height as viewed from neighboring parcels. The development provides an amenity space for the residents and allows for surface parking. See graphic below for a comparative overlay of the proposed building footprint and the approved Phase II building footprint.



(4) Natural resource and hazard areas. What are the natural resource and hazard areas on the property? Is mitigation appropriate?

Per discussions with Roaring Fork Fire, the applicant will perform brush clearing, and removal of dead vegetation within the property limits. No other hazards have been identified.

Sketch Plan Summary (16A-5-320(f)):

Type. A description of the type of dwelling units, buildings or structures.

Snowmass Ops Housing building phase II will consist of 30 units; 23 one-bedroom and 7 two-bedroom configurations. Each unit features both ample in-unit storage, and dedicated in-building storage for equipment & bicycles on the first floor. This will alleviate the need to house personal equipment within the dwelling spaces and improved overall livability.

Storage / multipurpose structure(s): 1,920 sf external storage/workspace



PROPOSED ELEVATIONS

Size. The average square footage of all dwelling units, buildings and other structures proposed by type of unit, the total square footage of all structures by type, the approximate number of bedrooms and the gross residential density in units per acre.

The one-bedroom units are each approximately 505 gross sqft in size. The two-bedrooms are each approximately 763 gross sqft. The building will have a combined total of 37 bedrooms. Each of the floors (1-3) are each ~8,422 gross sqft, and the first floor calculation includes ~3,508 sqft of enclosed storage and mechanical space. The total building gross sqft is ~25,266, adding 10.5 units per acre to the site.

Units will meet the TOSV affordable housing guidelines for size due to inclusion of significant ground floor storage which is dedicated to each unit. The 50 sf of dedicated ground floor storage will increase total unit size as measured by TOSV affordable housing guidelines to 555 sf for the 1 bedroom, and 813 sf for the 2 bedroom.



Floor area. The ratio of the total floor area of all proposed structures, by type, to the area of land within the development.

FAR for the site includes the 12% from the Phase I ops building. The new proposed building will have an FAR of 20.3% added to the total for the site, and external storage/workspace of .02% Therefore, the new total proposed FAR for the site is 32.32%.

Population. The anticipated population to be generated by the development (permanent residents, employees and tourists)

This project is designed to support the long-term resilience of Aspen One’s Snowmass operations. The project would house employees who are critical to keeping our operations safe, open, and providing the level of service our community has grown to expect. This housing is urgently needed for 24-hour, on-site property protection; round-the-clock public safety; and/or intermittent emergency services. Tenants to be housed are likely to include mountain operations personnel working on ski patrol, snow safety and avalanche mitigation, plowing and grooming, maintenance, mechanics, lift operations, security, property management, IT, power, fire preparedness and response (including snowmaking equipment), and the employees who manage or support these departments.

Market. A general statement of the target market and form of ownership for the dwelling units.

100% of the 30 units being proposed are being built as workforce housing. To ensure these units will continue to support operations in the future, all units will remain as rentals and be owned and operated by Aspen One. There is

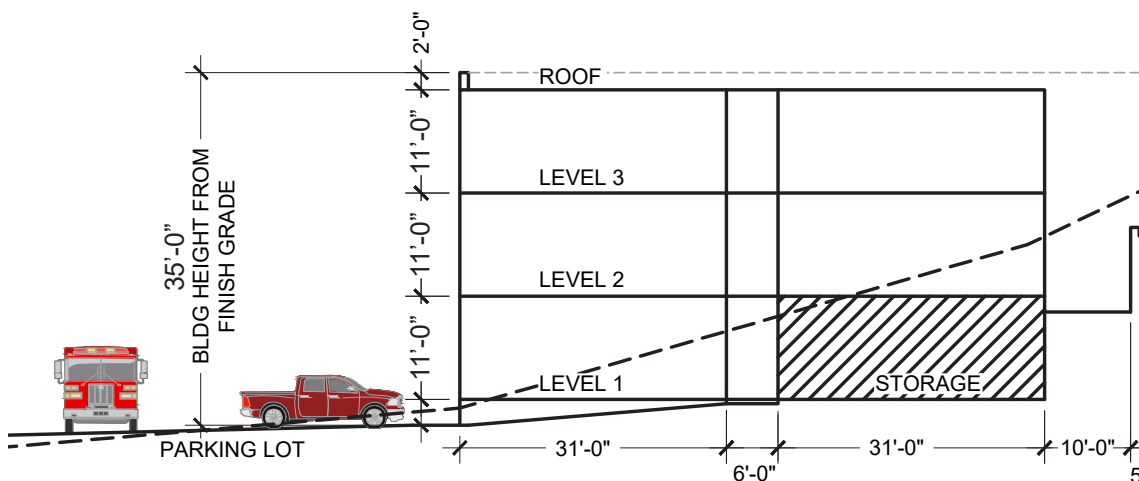
no free-market ownership component to this project. As with all Aspen One workforce housing units, we attempt to set rents at less than 30% of gross income.

Open space. *The amount of common and/or public dedicated open space.*

Per the approved amended PUD lot 44 is not required to provide common or public dedicated open space. The design of the project includes a common space for residents of the multifamily building. As the design evolves with improved information about the site, the team will better define the common areas of the project.

Height. *The maximum and average height of all buildings and structures, by type.*

The amended PUD from 2001 allows up to 43'-5" from existing grade and 37'-5" from finished grade. The proposed building height from existing grade will be 37.9' and a maximum height from proposed grade will be 35'-0". See graphic on next page.



CONCEPTUAL SECTION

Employees. *The number of employees required to operate the proposed development, together with a calculation of employee housing requirements and conceptual proposal for how required employee housing will be provided.*

No new employees are needed to operate this facility. Aspen One currently manages over 300 hundred units (over 1000 beds). As a 100% employee housing project, targeting year-round long-term employees, it is anticipated that the limited operational requirements of this project will be handled by our existing Housing Operations Team. The units will meet TOSV housing guidelines for the provision of housing as mitigation.

Water supply and sewage disposal. *Source of domestic water supply and general means of sewage disposal.*

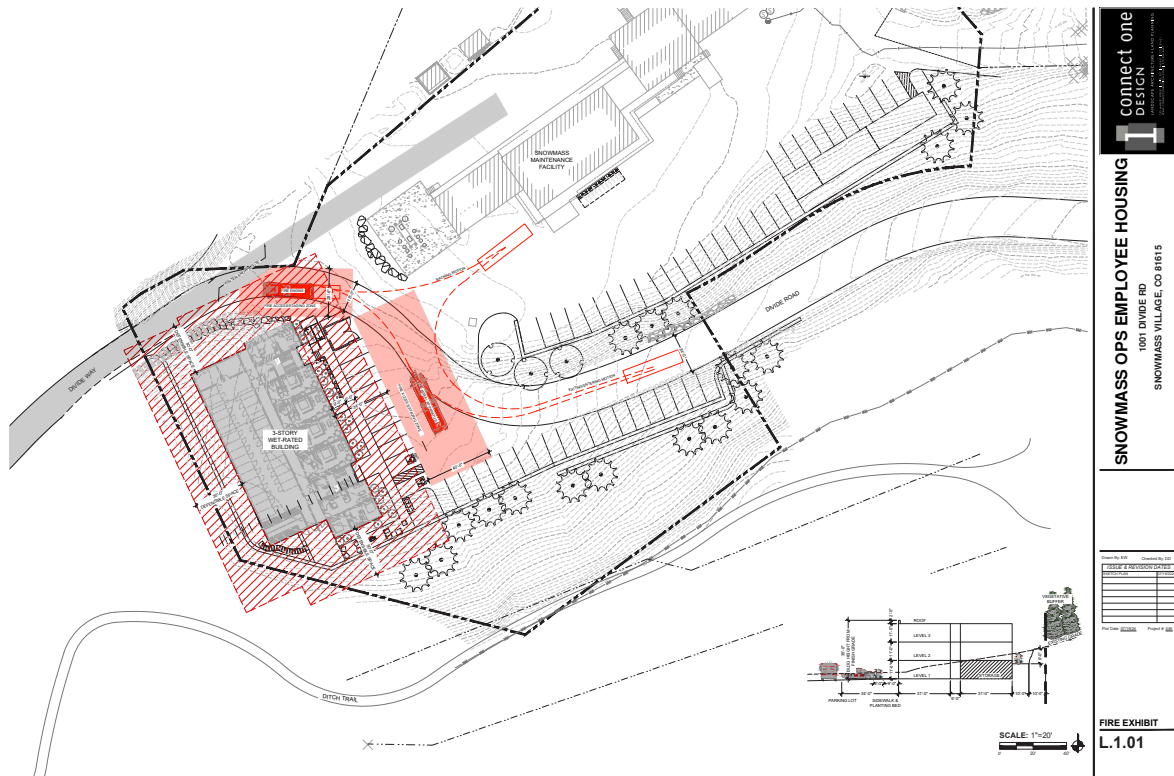
The proposed building site and the large existing Vehicle Maintenance Facility are currently served by the Snowmass Water & Sanitation District.

Water supply - The proposed building will be served by the Snowmass Water & Sanitation District. The district has confirmed it has sufficient water supply and infrastructure to serve the project as currently sized.

Sewage disposal - The project engineering team will work with district engineers between sketch and preliminary plans to confirm that the additional capacity required by the proposed project can be either handled by changes to the existing lift station, or an alternative delivery method.

Fire protection - Per Roaring Fork Fire (Snowmass Fire) a minimum of 100 psi needs to be provided at the top floor of the proposed building with a stand pipe without the use of the fire pumper truck. If this pressure cannot be

achieved by using the pressure in the existing domestic system, then a fire pump should be added to the building. Two new fire hydrants and an automatic wet sprinkler system will be required by the fire department. The fire department will required access to the site and a turnaround area with a minimum 30' radius. The entry into the maintenance building is a large enough to provide a fire truck turnaround. The fire department will also require a staging area adjacent to the building. The project team is also working closely with RFF to confirm that the building incorporates the best practices for the storing of e-bikes and other lithium battery charging devices. See graphic below.



FIRE ACCESS/STAGING DIAGRAM

Drainage facilities - Snowmass Village requires that “new development shall provide for structures and/or detention facilities necessary to ensure that run-off characteristics of a site after development are no more disruptive to natural streams, land uses or drainage systems than are the run-off characteristics calculated for the site’s natural state.”(16A-4-250) There are not adjacent streams, developments or drainage systems to the site. The site generally slopes from south to north and the schematic drainage plan is to sheet flow all drainage across the parking lot towards the naturally forested area to the north. Sheet flowing over the adjacent natural area will provide enough infiltration to have no adverse impacts on downstream areas.

Electricity – The building is planned to be all electric. Holy Cross Energy is the electric provider for Snowmass Village and the new service and transformer, if required, will be coordinated with them.

Access and easements. Evidence of the existence of legal access to the property, together with a description of any existing easements and covenants affecting any land within the subject property.

Lot 44 has three easements that are recorded, the first is a 60 foot Public Access Easement And Utility Easement, Book 88 Page 65, secondly, a 20' Electric Easement, Book 88 Page 65 and lastly, Drainage Easement for the benefit of Lot 51, Book 88 Page 65. A dog sled access agreement has been recorded per the amended PUD in 2001, which runs along the north side of Lot 44. See graphic on next page.



Parking. Circulation and transit. The anticipated number of parking spaces, the proposed locations of these spaces and a statement of whether the project will comply with the underlying zone district standards or is requesting a reduction from those standards. Additionally, a conceptual plan setting forth on-and off-site circulation patterns and any transit facilities associated with the project.

Parking for the development will be surface parking with 30 parking spaces, which includes two accessible parking spaces. A great many parking scenarios were examined, including podium parking under the building. Surface parking provides the following benefits:

1. Reduced overall building height
2. Reduces required excavation on site
3. Helps focus investment on housing people not cars

The project will request a reduction from the TOSV Municipal Code standards. Refer to the sketch plan for the design and circulation patterns. Transit is not planned for this project. The team is looking forward to working with staff to come up with creative and obtainable solutions to resolve this reduction.

The Applicant believes that a 1/1 parking ratio is appropriate for the following reasons:

- Live /work nature of the project. The project is less than 100 yards from a critical employment hub and strategic operations access portal to the mountain. This housing is designed to support Snowmass Mountain operations. As such, the majority of employees living here will walk to work .
- Adjacency to Vehicle Maintenance Facility (VMF): A large number of parking and work vehicles (pick-ups, snow-cats, snow machines, ATVs etc.) are stored at the facility. Employees living at this facility need only to walk to the VMF to access a wide range of transportation options to support mountain and resort operations.
- Limiting Vehicle Presence:

Lease Provisions: ASC will work actively and permanently to limit the presence of motor vehicles owned or controlled by residents. No more than 30 vehicle permits will be issued at any time. Parking is decoupled from unit leases.

Parking will be priced to reflect its true cost and desensitize vehicles on site. Aspen One leases parking for cars separately. This allows us to free up parking capacity (and reward) those employees who don't have cars. Ownership and presence of a motor vehicle for which the lessee does not have a permit would represent a violation of the terms of the lease, with attendant consequences.

Parking Permits. Residents whose leases include a vehicle permit will be given a window sticker for their approved vehicle and will have a monthly parking fee included in their lease payment. Stiff penalties for un-permitted vehicles will be set forth in the lease and enforced.

- Ensuring good mobility for residents:

Solving the high cost of living in the Roaring Fork Valley requires addressing not only the cost of housing but also the cost of mobility and access. Aspen One employees should be able to get to work, to other parts of Snowmass, and other places throughout the Valley, without needing to drive.

On-Site Bicycle Parking. Project will include free covered, protected parking for residents' personal bicycles, including charging stations for e-bikes. The team has reviewed the design and location of the charging station with the Fire District to determine the latest code requirements and designing parameters to provide safe and accessible charging.

- **Bike Share:** Planned bike share facility: Over 14 years ago, the Aspen Skiing Company became a founding partner in WE-cycle the valley's bike share solution. Aspen One will work with WE-cycle on the purchase and placement of a dedicated bike station for the project. In addition to purchasing the station, ASC would contribute annual funds to operate the station. The free 30-minute rides on electric WE-cycles will be more than adequate to cover the distances between the project and the TOSV transit hub, the grocery store and other local destinations.
- **Ride Sharing.** ASC will work with residents to coordinate ride-sharing to work, a practice already well-implemented within the ASC culture. For example, a 15-passenger van already shuttles employees to the Vehicle Maintenance Facility each day. This same shuttle could be leveraged to take employees living on site to other work destinations.

Restricting Parking at the jobsite. ASC limits parking for employees at any of its hotels, restaurants, or mountains. Coupled with discounted bus passes, surveys show this is the most effective way to reduce the need for a personal vehicle.

- **Discounted Passes.** Each employee of Aspen One and resident of the building receives discounted bus passes. The passes will enable employees to ride VelociRFTA and other RFTA routes free at any time throughout their lease

Timetable. The proposed timetable and phasing of the development, identifying the number of anticipated PUD filings.

Given the urgency of providing the housing needed to maintain resort and mountain operations, the completion of this project has been identified as the highest priority Employee Housing project for the entire company. After project approvals have been secured, it is anticipated that this project will be completed in a single phase taking between 12-18 months. To speed delivery of the completed project, and minimize construction impacts on neighbors and the broader community, this project is designed to be built off-site in a modular factory. The ability to construct a larger percentage of the structure off-site will reduce the amount of noise, construction traffic, waste, and other construction related activities. The modularization of the construction will also allow for a faster installation with less impact to the surrounding areas.

LAND USE CODE RESPONSE:

(Section 16A-5-300 -C-(4)(B)-(5) & (8))

(4) Maximum buildout. The Comprehensive Plan contains an analysis of future buildout of single-family subdivisions and other developments within the Town limits. It identifies the maximum number of future lots/units and commercial/other space that may be developed within each subdivision, parcel or other development. The Unit Equivalency Chart, found in Table 5-4, defines what constitutes a unit by distinguishing between the various dwelling types and sizes and specifying an equivalency factor to be utilized to establish the number of existing units within a currently developed parcel and/or the future buildout units that will be generated by the proposed new development. The buildout analysis, for the purpose of determining maximum buildout, shall be conducted as follows:

b. Partially developed parcels. For partially developed parcels, each existing dwelling unit or residential lot shall first be counted as one (1) unit. The total number shall then be subtracted from the future buildout number specified within the Comprehensive Plan buildout chart to establish the available buildout unit amount. The Unit Equivalency Chart shall then be used to evaluate the existing development and to establish the existing buildout unit amount. The total of the available and existing unit/lot amounts shall then be considered as the future buildout unit amount used for determining maximum buildout, and the Unit Equivalency Chart shall be used to determine the number of future buildout units that are being proposed by the new development.

The comprehensive plan has identified the need to provide support of all viable workforce housing projects, the proposed development will provide 30 units which represents a meaningful increase in the availability of workforce housing. The project plans on amending the build-out plan as necessary through the land use process.

(5) *Dimensional limitations. Certain dimensional limitations applicable to the property may be varied within a PUD. The limitations that may be varied are those of the underlying zone district; or, for properties for which a PUD or other development plan has previously been approved, the limitations set by that approval. For any property designated PUD or SPA without an underlying zone district, the applicant shall submit an application for an amendment to the Official Zone District Map to designate the underlying zone district for the property. This application shall be submitted in conjunction with the preliminary PUD application and shall be used to rezone the property at the time of final PUD approval to a zone district containing dimensional limitations in order to establish the applicable dimensional limitations for the property. Only the following dimensional limitations may be varied:*

a. *Maximum allowable height of any structure within the PUD;*

The proposed maximum height is in compliance with the existing PUD requirements. The applicant is requesting an interpretation on the PUD language and measuring to ensure compliance.

b. *Minimum open space requirement for the PUD;*

The existing PUD from 2001 was approved with no open space required.

2001 PUD LAND USE AMENDMENTS

Land Use Parameters

- Maximum building square footage	28,850 sf	28,810
- Maximum building height	36 ft	37'-5" FROM FINISHED GRADE
- Average building height	34 ft	43'-5" FROM EXISTING GRADE
- Maximum number of dwelling units/acre	na	n.a.
- Allowable F.A.R.	0.25	na
- Minimum amount of parking spaces	29 spaces	30 spaces
- Minimum amount of open space	0 acres	
- Minimum number and minimum square footage of Restricted housing units	up to 3 BR	up to 9 BR



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Page: 8 of 20
12/05/2001 10:31A
R 100.00 D 0.00

SILVIA DAVIS PITKIN COUNTY CO

c. *Maximum allowable floor area of the PUD;*

Existing PUD allows 25%, the project is requesting an amendment to 32.32% to allow for the necessary number of units to house critical mountain operations staff.

d. *Minimum area of lots within the PUD; and*

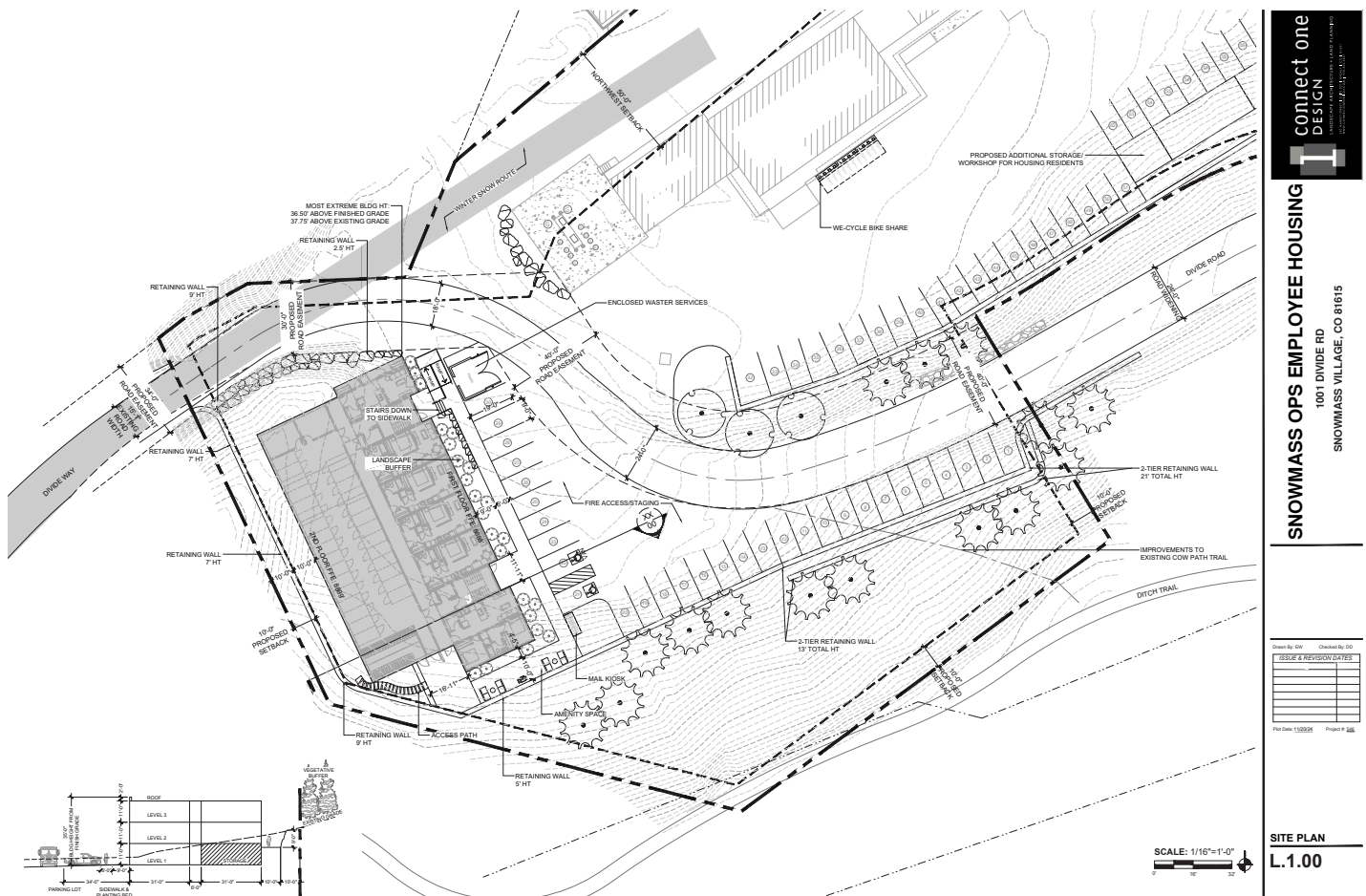
Not applicable

e. *Minimum setbacks for buildings within the PUD.*

Existing PUD describes a 50' building setback at the northwest corner of the parcel, all other proposed setbacks are 10'-0".

(8) Parking. *The number of parking spaces in the PUD shall be that required for the underlying zone district, unless a reduction in that requirement is granted, pursuant to Section 16A-4-310(c), Reduction of Required Parking.*

The applicant is requesting a reduction in the parking required. The requested reduction is to alter the parking ratio from 1 space per 1 bedroom, and 2 spaces per 2 and 3 bedrooms, to a 1 space per 1 unit ratio.



PROPOSED SITE PLAN - SURFACE PARKING

SKETCH PLAN APPLICATION APPENDIX:

**Application for a Major Planned Unit Development Amendment to the
Aspen Skiing Company's Vehicle Maintenance Facility on Lot 44 of the Divide Subdivision**

The SHOP – Snowmass Housing for Ops Personnel Major PUD Amendment

Snowmass Village, Colorado

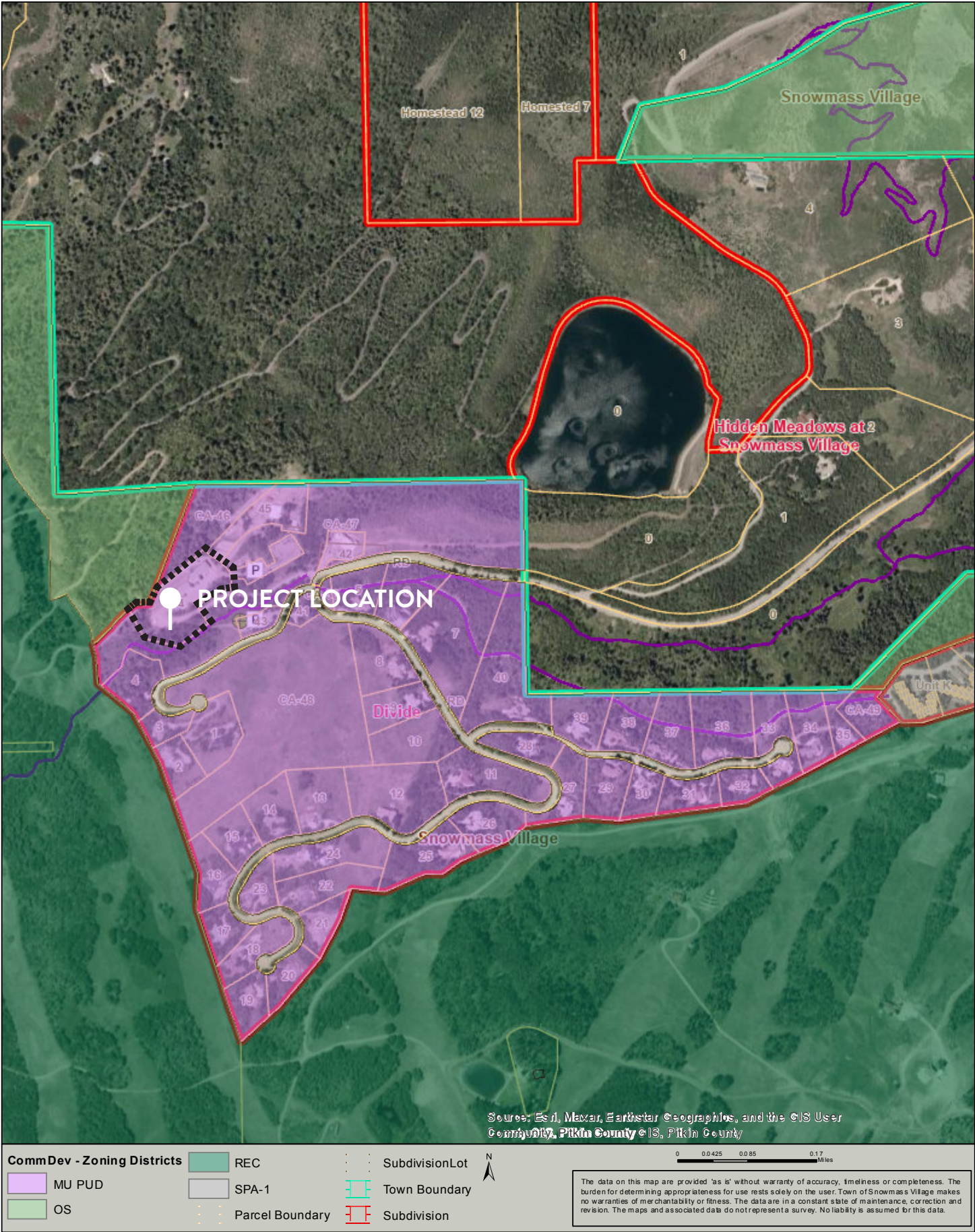
PIDs #: 273303401014

27 August 2024 (No November Revisions to Appendix)



Submitted by:





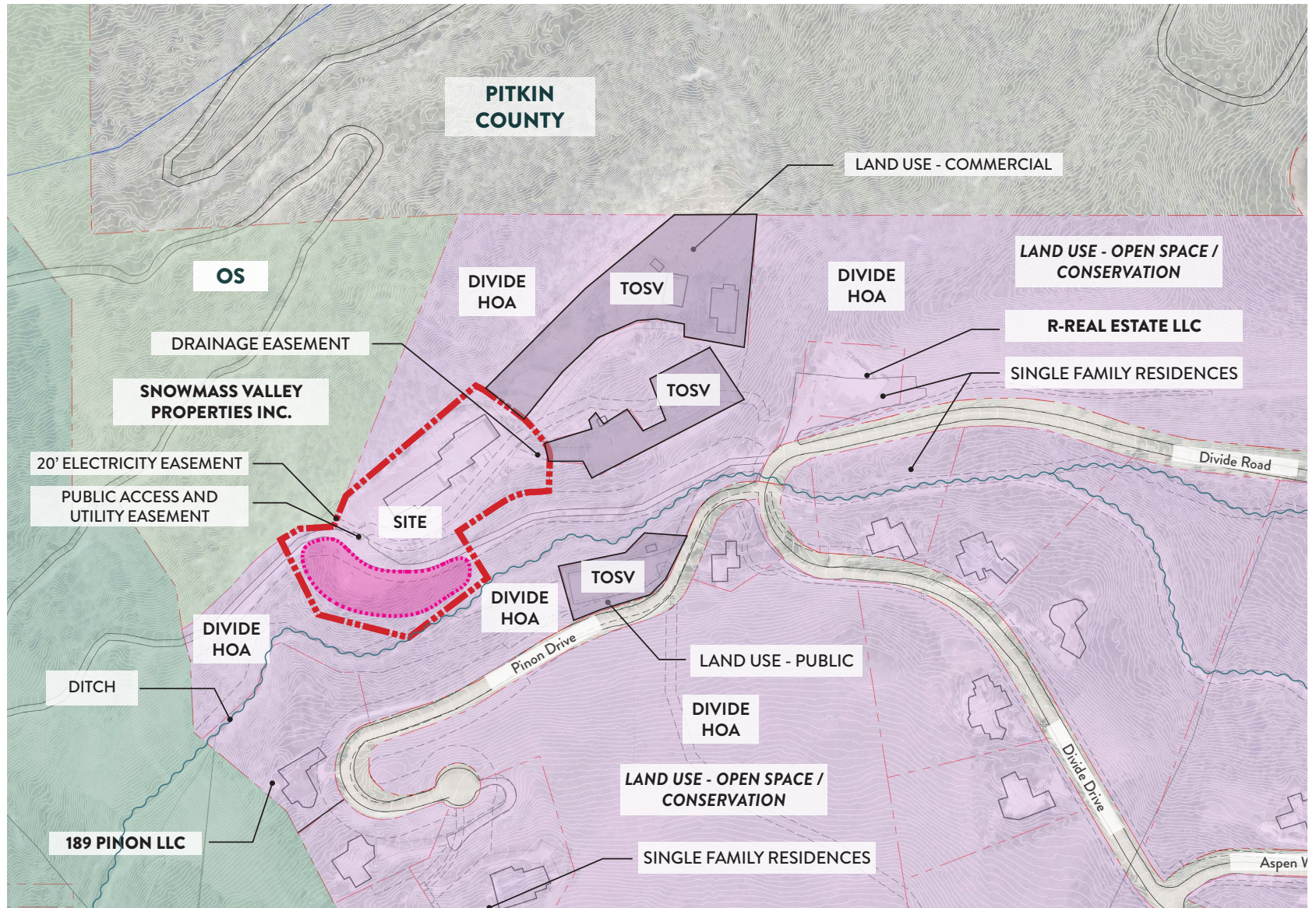
LEGEND

ZONING DISTRICTS

- MU PUD
- OS
- REC

LINES AND HATCHES

- SITE LIMIT
- DEVELOPABLE AREA
38 867.3 SF
- PROPERTY IDENTIFIED
IN THE TOSV HOUSING
MASTER PLAN



SITE ZONING MAP

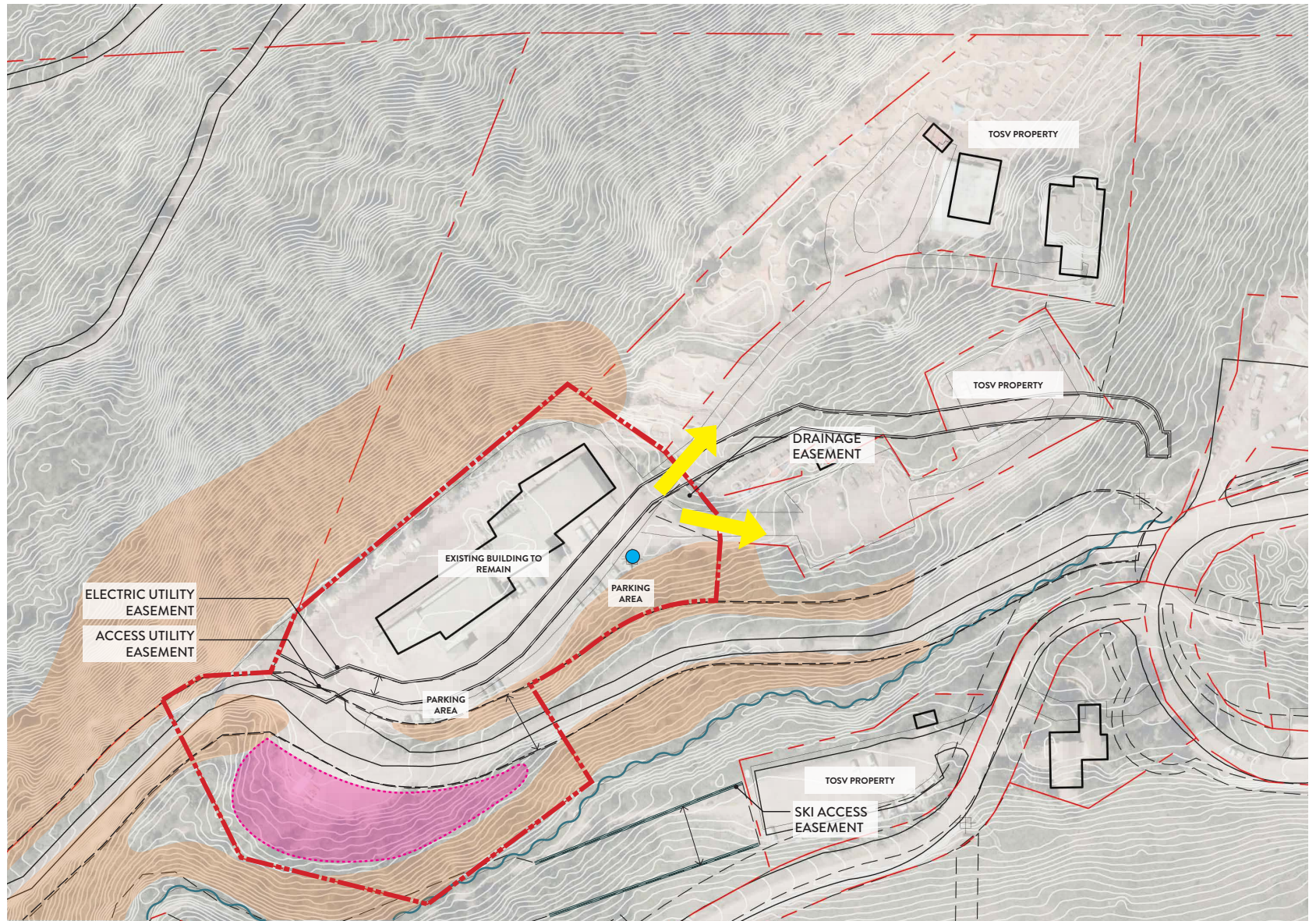
LEGEND

LINES AND HATCHES

- - - - - SITE LIMIT
- ~ ~ ~ ~ ~ DITCH
- - - - - ACCESS UTILITY EASEMENT
- = = = = = ELECTRIC UTILITY EASEMENT
- = = = = = SKI ACCESS EASEMENT
- SLOPE > 20%
- DEVELOPABLE AREA 38,867.3 SF

SYMBOLS

- HYDRANT
- ➔ MAINTENANCE ACCESS TO EX. PROPERTIES



SITE ANALYSIS MAP



BIRDS EYE VIEW OF SITE CONTEXT



M E M O R A N D U M

June 21, 2024

TO: Aspen Skiing Company (Heather Henry, Philip Jeffreys, David Clark)

FROM: Thomas J. Todd

RE: Lot 44 of The Divide—Aspen Skiing Company Maintenance Facility; Land Use Approval/Utility Easement Summaries

I. Introduction

The Divide Subdivision Plat was recorded August 28, 1989 under Reception No. 314584 at Plat Book 23 Page 27. The plat created a total of 50 lots, with Lots 1-41 being designated for single family uses, Lots 42 and 43 being designated as for public parking purposes and Lots 46, 47, 48, 49 and 50 being designated as Common Open Space parcels. Lot 44 was designated for Aspen Skiing Company uses and Lot 45 was designated for Krabloonik kennel/restaurant operations. In addition, the declarant, Snowmass Land Company, dedicated to the Town of Snowmass Village a sixty foot (60') wide “public access easement” to Divide Road.

ASC acquired title to 2.854-acre Lot 44 of The Divide from Snowmass Land Company on August 31, 1989 by deed recorded in Book 600 Page 882. The 60' wide Divide Road public access easement/right of way bisects Lot 44.

As previously noted, the Covenants, Conditions & Restrictions for The Divide (the “Divide CC&Rs”) recorded in Book 600 at Page 610 do not apply to Lot 44. The Divide Homeowners Association (Articles of Incorporation recorded in Book 600 at Page 645; Bylaws recorded in Book 600 at Page 650), created in accordance with and pursuant to The Divide CC&Rs, does not have jurisdiction over Lot 44. Lot 44 is not a member of The Divide Homeowners Association, and therefore does not pay assessments or participate in meetings nor does it have the right to vote on matters coming before The Divide Homeowners Association. Notwithstanding this “independence” applicable to Lot 44, ASC, as the record owner of Lot 44, has participated from time to time in amendments to The Divide subdivision plat and underlying Town of Snowmass land use approvals relating to The Divide, including the adoption of a First Amended Final Plat of Lots 42, 45, and 47 of the Divide recorded September 25, 2006 in Plat Book 81 and Page 45 at Reception No. 528952 (the “First Amended Plat”). The First Amended Plat reconfigured the original boundaries of Lots 42, 45 and 47, and created a new Lot 51 from a former portion of Lot 47. It should be noted that Lots 45 and 51 of The Divide are also not subject to The Divide CC&Rs.

Location
600 East Main Street, Suite 104
Aspen, CO 81611-1991

Contact
p: 970.925.3476 | f: 970.925.9367
www.hollandhart.com

Holland & Hart LLP Anchorage Aspen Billings Boise Boulder Cheyenne Denver Jackson Hole Las Vegas Reno Salt Lake City Santa Fe Washington, D.C.

II. Summary of Land Use Actions/Agreements

Exception No. 19: The Divide Subdivision Plat. Shows all lots and easements, including the dedicated public access easement/right of way for Divide Road where it passes through the subdivision.

The Divide Land Use Plan Map (Originally recorded August 28, 1989 at Reception No. 314585). Approved pursuant to TOSV Ordinance No. 16, Series of 1989. Depicts approximate boundaries and summarizes allowed uses for the original Lots 1-50 of The Divide. Contains a Land Use Plan Summary which includes a list of Permitted Uses, Major Structures, and Land Use Parameters for Parcel C (aka Lot 44); see attached excerpt.

Exception No. 20: The Divide Subdivision Improvements Agreement. Covers dedication and use of Divide Road, parking lot paving obligations, water and sanitation line installation obligations, and public trail easement over existing water line.

Exception No. 26: TOSV Ordinance No. 16, Series of 2001. Approves a Minor Amendment to Lot 44 with multiple commitments to re-align access to Lot 45 which was needed due to separate, pending MacEachen/Krabloonik application involving Lot 45.

Exception No. 27 & Exception No. 28 (re-recorded):
Easement Grant for 24' wide access easement over Lot 44 to serve Lot 45 for deliveries and for dog sledding passage; prohibits restaurant customers or public from using the access. Granted pursuant to Ordinance No. 16, Series of 2001.

Exception No. 29: TOSV Administrative Modification to Ordinance No. 16, Series of 2001. Approves various building construction/finish modifications. Notes condition no. 4 of Ordinance 16, Series of 2001 to allow for reservation of easement area for access to a future town parking lot.

Exception No. 32: TOSV Resolution No. 28, Series of 2004. Follows a Land Exchange Agreement between MacEachen/Krabloonik and The Divide Homeowners Association approved pursuant to Resolution No. 49, Series of 2002. Contains a reference to access through Lot 44; includes a reference to relocating irrigation ditch easement. Calls for dedication of an Open Space Easement of over 0.8 acres on Lot 47.

Exception No. 33: Ordinance No. 13, Series of 2004. Approves a Minor Amendment to The Divide; details ASC's efforts to amend the PUD.

- Exception No. 34: Record of Decision: Administrative Modification to Krabloonik at The Divide PUD and Subdivision Plat. Includes at Exhibit D ASC’s consent to shared use of dumpster; also includes at Exhibit G ASC’s letter regarding access to Lots 45, 47 and 51.
- Exception No. 35: First Amended Plat of The Divide (Concerning Lots 42, 45 and 47). ASC creates a water drainage easement for the benefit of Lot 51. Plat includes additional easement grants from The Divide Homeowners Association and ASC. Note use restrictions in Plat Notes which allow for utilities to serve Lot 45 as well as driveways; use of Lot 45 restricted to kennel/restaurant, single-family residence, or open space. Lot 51 use restricted to a parking lot serving lot 45, or a public parking lot or access to Lot 45 if Lot 45 becomes a single-family residence. Shows location of irrigation ditch and a pipeline easement for the ditch after it crosses under Divide Road and heads downstream to the north and east (toward its confluence with Brush Creek).
- Exception No. 36: Record of Decision Town of Snowmass Village Administrative amendment to The Divide Lot 44—ASC Vehicle Maintenance Facility. Allows for eight (8) parking spaces to be used for dumpsters with eight (8) temporary graveled parking spaces located along southwest edge of access road. Temporary for 2008-209 winter season only; to be evaluated. Also shows sled dog egress along north side (rear) of the vehicle maintenance facility.

III. Summary of Snowmass Water & Sanitation District Easement Grants

- Exception No. 13: Easement to Snowmass Water & Sanitation District. This is a “blanket” easement over lands which currently comprise The Divide.
- Exception No. 15: Access Easement to Snowmass Water & Sanitation District for water treatment facilities site; includes a relocation right reserved to Snowmass Water & Sanitation District.
- Exception No. 19: The Divide Subdivision Plat. Dedicates to the Town of Snowmass Village and all utility suppliers non-exclusive easement areas as shown on the Plat for the installation and maintenance of all utility lines.
- Exception No. 23: Grant of Water and Sanitation Line Easements from Snowmass Land Company to Snowmass Water & Sanitation District, with reserved right to Snowmass Water & Sanitation District to relocate facilities.

IV. Summary of Electric Lines and Facilities Easement Grants

Exceptions Nos. 16, 19, 24, 25, 30 and 31: Easement grants to Holy Cross Electric (now known as Holy Cross Energy) for electric transmission lines, vaults, and related electrical facilities.

32279322_v1

TITLE COMMITMENT



Customer Distribution



Prevent fraud - Please call a member of our closing team for wire transfer instructions or to initiate a wire transfer. Note that our wiring instructions will never change.

Order Number: **Q62017164**

Date: **04/16/2024**

Property Address: **1001 DIVIDE RD, ASPEN, CO 81611**

For Closing Assistance

For Title Assistance

Land Title Roaring Fork Valley
Title Team
533 E HOPKINS #102
ASPEN, CO 81611
(970) 927-0405 (Work)
(970) 925-0610 (Work Fax)
valleyresponse@ltgc.com

Seller/Owner

ASPEN SKIING COMPANY LLC
Delivered via: No Commitment Delivery

Attorney for Seller

HOLLAND & HART LLP
Attention: THOMAS TODD
600 E MAIN
SUITE 104
ASPEN, CO 81611
(970) 925-3476 (Work)
(970) 925-9367 (Work Fax)
ttodd@hollandhart.com
Delivered via: Electronic Mail

ALTA COMMITMENT

Old Republic National Title Insurance Company

Schedule A

Order Number: Q62017164

Property Address:

1001 DIVIDE RD, ASPEN, CO 81611

1. Effective Date:

03/29/2024 at 5:00 P.M.

2. Policy to be Issued and Proposed Insured:

"TBD" Commitment

\$0.00

Proposed Insured:

TO BE DETERMINED

3. The estate or interest in the land described or referred to in this Commitment and covered herein is:

FEE SIMPLE

4. Title to the estate or interest covered herein is at the effective date hereof vested in:

ASPEN SKIING COMPANY, A COLORADO GENERAL PARTNERSHIP

5. The Land referred to in this Commitment is described as follows:

LOT 44,

THE DIVIDE SUBDIVISION,

ACCORDING TO THE PLAT RECORDED AUGUST 28, 1989 IN PLAT BOOK 23 AT PAGE [27](#).

COUNTY OF PITKIN

STATE OF COLORADO

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ALTA COMMITMENT

Old Republic National Title Insurance Company

Schedule B, Part I

(Requirements)

Order Number: Q62017164

All of the following Requirements must be met:

This proposed Insured must notify the Company in writing of the name of any party not referred to in this Commitment who will obtain an interest in the Land or who will make a loan on the Land. The Company may then make additional Requirements or Exceptions.

Pay the agreed amount for the estate or interest to be insured.

Pay the premiums, fees, and charges for the Policy to the Company.

Documents satisfactory to the Company that convey the Title or create the Mortgage to be insured, or both, must be properly authorized, executed, delivered, and recorded in the Public Records.

THIS COMMITMENT IS FOR INFORMATION ONLY, AND NO POLICY WILL BE ISSUED PURSUANT HERETO.

ALTA COMMITMENT
Old Republic National Title Insurance Company
Schedule B, Part II
(Exceptions)

Order Number: Q62017164

This commitment does not republish any covenants, condition, restriction, or limitation contained in any document referred to in this commitment to the extent that the specific covenant, conditions, restriction, or limitation violates state or federal law based on race, color, religion, sex, sexual orientation, gender identity, handicap, familial status, or national origin.

1. Any facts, rights, interests, or claims thereof, not shown by the Public Records but that could be ascertained by an inspection of the Land or that may be asserted by persons in possession of the Land.
2. Easements, liens or encumbrances, or claims thereof, not shown by the Public Records.
3. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land and not shown by the Public Records.
4. Any lien, or right to a lien, for services, labor or material heretofore or hereafter furnished, imposed by law and not shown by the Public Records.
5. Defects, liens, encumbrances, adverse claims or other matters, if any, created, first appearing in the public records or attaching subsequent to the effective date hereof but prior to the date of the proposed insured acquires of record for value the estate or interest or mortgage thereon covered by this Commitment.
6. (a) Taxes or assessments that are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; (b) proceedings by a public agency that may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
7. (a) Unpatented mining claims; (b) reservations or exceptions in patents or in Acts authorizing the issuance thereof; (c) water rights, claims or title to water.
8. EXISTING LEASES AND TENANCIES.
9. RIGHT OF PROPRIETOR OF A VEIN OR LODGE TO EXTRACT AND REMOVE HIS ORE THEREFROM SHOULD THE SAME BE FOUND TO PENETRATE OR INTERSECT THE PREMISES AS RESERVED IN UNITED STATES PATENT RECORDED FEBRUARY 05, 1908, IN BOOK 55 AT PAGE [165](#) AND RECORDED JULY 2, 1917 IN BOOK 55 AT PAGE [543](#).
10. RIGHT OF WAY FOR DITCHES OR CANALS CONSTRUCTED BY THE AUTHORITY OF THE UNITED STATES AS RESERVED IN UNITED STATES PATENT RECORDED FEBRUARY 05, 1908, IN BOOK 55 AT PAGE [165](#) AND RECORDED JULY 2, 1917 IN BOOK 55 AT PAGE [543](#).
11. RIGHT OF PROPRIETOR OF A VEIN OR LODGE TO EXTRACT AND REMOVE HIS ORE THEREFROM SHOULD THE SAME BE FOUND TO PENETRATE OR INTERSECT THE PREMISES AS RESERVED IN UNITED STATES PATENT RECORDED FEBRUARY 05, 1908, IN BOOK 55 AT PAGE [525](#).
12. RIGHT OF WAY FOR DITCHES OR CANALS CONSTRUCTED BY THE AUTHORITY OF THE UNITED STATES AS RESERVED IN UNITED STATES PATENT RECORDED FEBRUARY 05, 1908, IN BOOK 55 AT PAGE [525](#).
13. TERMS, CONDITIONS AND PROVISIONS OF EASEMENT AGREEMENT RECORDED APRIL 22, 1971 IN BOOK 254 AT PAGE [837](#).
14. TERMS, CONDITIONS, PROVISIONS AND OBLIGATIONS AS SET FORTH IN EASEMENT GRANT RECORDED NOVEMBER 24, 1972 IN BOOK 269 AT PAGE [162](#) AND REVISION TO EASEMENT GRANT RECORDED SEPTEMBER 20, 1978 IN BOOK 355 AT PAGE [142](#) AND AMENDMENT TO EASEMENT AGREEMENT RECORDED MARCH 29, 1985 IN BOOK 483 AT PAGE [642](#).

ALTA COMMITMENT
Old Republic National Title Insurance Company
Schedule B, Part II
(Exceptions)

Order Number: Q62017164

15. EASEMENT AND RIGHT OF WAY FOR A ROAD AS GRANTED TO SNOWMASS WATER AND SANITATION DISTRICT BY SNOWMASS AMERICAN CORPORATION IN THE INSTRUMENT RECORDED SEPTEMBER 28, 1971 IN BOOK 258 AT PAGE [197](#).
16. EASEMENTS AND RIGHTS OF WAY FOR ELECTRIC LINE PURPOSES AS GRANTED TO HOLY CROSS ELECTRIC ASSOCIATION, INC. IN INSTRUMENTS RECORDED AUGUST 19, 1981 IN BOOK 412 AT PAGE [733](#), RECORDED JANUARY 8, 1991 IN BOOK 637 AT PAGE 300 AND RECORDED FEBRUARY 11, 1991 IN BOOK 639 AT PAGE [362](#).
17. TERMS, CONDITIONS AND PROVISIONS OF EASEMENT RECORDED NOVEMBER 20, 1985 IN BOOK 499 AT PAGE [445](#), PARTIAL RELEASE RECORDED AUGUST 27, 1989 IN BOOK 600 AT PAGE [604](#).
18. EASEMENT AND RIGHT OF WAY FOR DIVIDE ROAD AND RECIPROCAL EASEMENT AGREEMENT RECORDED MARCH 14, 1989 IN BOOK 587 AT PAGE [657](#).
19. EASEMENTS, RIGHTS OF WAY AND OTHER MATTERS AS SET FORTH ON THE PLAT OF SUBJECT PROPERTY RECORDED AUGUST 28, 1989 IN PLAT BOOK 23 AT PAGE [27](#), AND AS SET FORTH ON LAND USE PLAN MAP RECORDED AUGUST 28, 1989 IN PLAT BOOK 23 AT PAGE [30](#).
20. TERMS, CONDITIONS, PROVISIONS AND OBLIGATIONS AS SET FORTH IN SUBDIVISION IMPROVEMENTS AGREEMENT RECORDED AUGUST 28, 1989 IN BOOK 600 AT PAGE [633](#).
21. TERMS, CONDITIONS, PROVISIONS, OBLIGATIONS, EASEMENTS AND RESTRICTIONS AS SET FORTH IN DEED RECORDED AUGUST 31, 1989 IN BOOK 600 AT PAGE [882](#) AND ASSIGNMENT AND QUIT CLAIM AGREEMENT RECORDED MAY 12, 1999 AS RECEPTION NO. [431020](#) AND RELEASE AND ASSIGNMENT RECORDED DECEMBER 29, 1999 AS RECEPTION NO. [439042](#).
22. TERMS, CONDITIONS, PROVISIONS AND EASEMENTS AS SET FORTH IN GRANT OF PRIVATE SKI EASEMENTS RECORDED AUGUST 28, 1989 IN BOOK 600 AT PAGE [694](#).
23. EASEMENT AND RIGHT OF WAY AS GRANTED TO SNOWMASS WATER AND SANITATION DISTRICT IN INSTRUMENT RECORDED NOVEMBER 19, 1990 IN BOOK 634 AT PAGE [96](#).
24. TERMS, CONDITIONS, PROVISIONS AND OBLIGATIONS AS SET FORTH IN HOLY CROSS ELECTRIC ASSOCIATION, INC. UNDERGROUND RIGHT OF WAY EASEMENT RECORDED JANUARY 8, 1991 IN BOOK 637 AT PAGE [300](#).
25. EASEMENT AND RIGHT OF WAY GRANTED BY SNOWMASS LAND COMPANY IN INSTRUMENT RECORDED FEBRUARY 11, 1991 IN BOOK 639 AT PAGE [362](#) AND INSTRUMENT RECORDED OCTOBER 15, 1999 AT RECEPTION NO. [436656](#).
26. TERMS, CONDITIONS, PROVISIONS AND OBLIGATIONS AS SET FORTH IN ORDINANCE NO. 16, SERIES OF 2001 OF THE SNOWMASS VILLAGE TOWN COUNCIL RECORDED DECEMBER 5, 2001 AS RECEPTION NO. [461480](#).
27. TERMS, CONDITIONS, PROVISIONS AND OBLIGATIONS AS SET FORTH IN ACCESS AGREEMENT RECORDED SEPTEMBER 9, 2002 AS RECEPTION NO. [472071](#).
28. TERMS, CONDITIONS, PROVISIONS AND OBLIGATIONS AS SET FORTH IN ACCESS AGREEMENT RECORDED OCTOBER 25, 2002 AS RECEPTION NO. [473982](#).
29. TERMS, CONDITIONS, PROVISIONS AND OBLIGATIONS AS SET FORTH IN ADMINISTRATIVE MODIFICATION NOTICE OF DECISION RECORDED NOVEMBER 6, 2002 AS RECEPTION NO. [474405](#).
30. TERMS, CONDITIONS, PROVISIONS AND OBLIGATIONS AS SET FORTH IN TRENCH, CONDUIT AND VAULT AGREEMENT RECORDED OCTOBER 21, 2003 AS RECEPTION NO. [490057](#).

ALTA COMMITMENT
Old Republic National Title Insurance Company
Schedule B, Part II
(Exceptions)

Order Number: Q62017164

31. TERMS, CONDITIONS, PROVISIONS AND OBLIGATIONS AS SET FORTH IN HOLY CROSS ENERGY UNDERGROUND RIGHT OF WAY EASEMENT RECORDED OCTOBER 21, 2003 AS RECEPTION NO. [490058](#).
32. TERMS, CONDITIONS AND PROVISIONS OF RESOLUTION NO 28, SERIES OF 2004 RECORDED MARCH 30, 2005 UNDER RECEPTION NO. [508426](#).
33. TERMS, CONDITIONS AND PROVISIONS OF ORDINANCE NO. 13, SERIES OF 2004 RECORDED APRIL 14, 2006 UNDER RECEPTION NO. [522985](#).
34. TERMS, CONDITIONS AND PROVISIONS OF RECORD OF DECISION RECORDED SEPTEMBER 25, 2006 UNDER RECEPTION NO. [528965](#).
35. EASEMENTS, CONDITIONS, COVENANTS, RESTRICTIONS, RESERVATIONS AND NOTES ON THE PLAT OF AMENDED PLAT LOTS 42, 45 AND 47 RECORDED SEPTEMBER 25, 2006 UNDER RECEPTION NO. [528952](#).
36. TERMS, CONDITIONS, PROVISIONS AND OBLIGATIONS AS SET FORTH IN RECORD OF DECISION ADMINISTRATIVE MODIFICATION RECORDED DECEMBER 9, 2008 AS RECEPTION NO. [554900](#) AND RECORD OF DECISION ADMINISTRATIVE MODIFICATION RECORDED DECEMBER 22, 2009 AS RECEPTION NO. [565558](#).



Land Title Guarantee Company

Disclosure Statements

Note: Pursuant to CRS 10-11-122, notice is hereby given that:

- (A) The Subject real property may be located in a special taxing district.
- (B) A certificate of taxes due listing each taxing jurisdiction will be obtained from the county treasurer of the county in which the real property is located or that county treasurer's authorized agent unless the proposed insured provides written instructions to the contrary. (for an Owner's Policy of Title Insurance pertaining to a sale of residential real property).
- (C) The information regarding special districts and the boundaries of such districts may be obtained from the Board of County Commissioners, the County Clerk and Recorder, or the County Assessor.

Note: Effective September 1, 1997, CRS 30-10-406 requires that all documents received for recording or filing in the clerk and recorder's office shall contain a top margin of at least one inch and a left, right and bottom margin of at least one half of an inch. The clerk and recorder may refuse to record or file any document that does not conform, except that, the requirement for the top margin shall not apply to documents using forms on which space is provided for recording or filing information at the top margin of the document.

Note: Colorado Division of Insurance Regulations 8-1-2 requires that "Every title entity shall be responsible for all matters which appear of record prior to the time of recording whenever the title entity conducts the closing and is responsible for recording or filing of legal documents resulting from the transaction which was closed". Provided that Land Title Guarantee Company conducts the closing of the insured transaction and is responsible for recording the legal documents from the transaction, exception number 5 will not appear on the Owner's Title Policy and the Lenders Policy when issued.

Note: Affirmative mechanic's lien protection for the Owner may be available (typically by deletion of Exception no. 4 of Schedule B, Section 2 of the Commitment from the Owner's Policy to be issued) upon compliance with the following conditions:

- (A) The land described in Schedule A of this commitment must be a single family residence which includes a condominium or townhouse unit.
- (B) No labor or materials have been furnished by mechanics or material-men for purposes of construction on the land described in Schedule A of this Commitment within the past 6 months.
- (C) The Company must receive an appropriate affidavit indemnifying the Company against un-filed mechanic's and material-men's liens.
- (D) The Company must receive payment of the appropriate premium.
- (E) If there has been construction, improvements or major repairs undertaken on the property to be purchased within six months prior to the Date of Commitment, the requirements to obtain coverage for unrecorded liens will include: disclosure of certain construction information; financial information as to the seller, the builder and or the contractor; payment of the appropriate premium fully executed Indemnity Agreements satisfactory to the company, and, any additional requirements as may be necessary after an examination of the aforesaid information by the Company.

No coverage will be given under any circumstances for labor or material for which the insured has contracted for or agreed to pay.

Note: Pursuant to CRS 10-11-123, notice is hereby given:

This notice applies to owner's policy commitments disclosing that a mineral estate has been severed from the surface estate, in Schedule B-2.

- (A) That there is recorded evidence that a mineral estate has been severed, leased, or otherwise conveyed from the surface estate and that there is substantial likelihood that a third party holds some or all interest in oil, gas, other minerals, or geothermal energy in the property; and
- (B) That such mineral estate may include the right to enter and use the property without the surface owner's permission.

Note: Pursuant to CRS 10-1-128(6)(a), It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Note: Pursuant to Colorado Division of Insurance Regulations 8-1-3, notice is hereby given of the availability of a closing protection letter for the lender, purchaser, lessee or seller in connection with this transaction.

Note: Pursuant to CRS 24-21-514.5, Colorado notaries may remotely notarize real estate deeds and other documents using real-time audio-video communication technology. You may choose not to use remote notarization for any document.



Joint Notice of Privacy Policy of Land Title Guarantee Company Land Title Insurance Corporation and Old Republic National Title Insurance Company

This Statement is provided to you as a customer of Land Title Guarantee Company as agent for Land Title Insurance Corporation and Old Republic National Title Insurance Company.

We want you to know that we recognize and respect your privacy expectations and the requirements of federal and state privacy laws. Information security is one of our highest priorities. We recognize that maintaining your trust and confidence is the bedrock of our business. We maintain and regularly review internal and external safeguards against unauthorized access to your non-public personal information ("Personal Information").

In the course of our business, we may collect Personal Information about you from:

- applications or other forms we receive from you, including communications sent through TMX, our web-based transaction management system;
 - your transactions with, or from the services being performed by us, our affiliates, or others;
 - a consumer reporting agency, if such information is provided to us in connection with your transaction;
- and
- The public records maintained by governmental entities that we obtain either directly from those entities, or from our affiliates and non-affiliates.

Our policies regarding the protection of the confidentiality and security of your Personal Information are as follows:

- We restrict access to all Personal Information about you to those employees who need to know that information in order to provide products and services to you.
- We may share your Personal Information with affiliated contractors or service providers who provide services in the course of our business, but only to the extent necessary for these providers to perform their services and to provide these services to you as may be required by your transaction.
- We maintain physical, electronic and procedural safeguards that comply with federal standards to protect your Personal Information from unauthorized access or intrusion.
- Employees who violate our strict policies and procedures regarding privacy are subject to disciplinary action.
- We regularly assess security standards and procedures to protect against unauthorized access to Personal Information.

WE DO NOT DISCLOSE ANY PERSONAL INFORMATION ABOUT YOU WITH ANYONE FOR ANY PURPOSE THAT IS NOT STATED ABOVE OR PERMITTED BY LAW.

Consistent with applicable privacy laws, there are some situations in which Personal Information may be disclosed. We may disclose your Personal Information when you direct or give us permission; when we are required by law to do so, for example, if we are served a subpoena; or when we suspect fraudulent or criminal activities. We also may disclose your Personal Information when otherwise permitted by applicable privacy laws such as, for example, when disclosure is needed to enforce our rights arising out of any agreement, transaction or relationship with you.

Our policy regarding dispute resolution is as follows: Any controversy or claim arising out of or relating to our privacy policy, or the breach thereof, shall be settled by arbitration in accordance with the rules of the American Arbitration

Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.



Commitment For Title Insurance Issued by Old Republic National Title Insurance Company

NOTICE

IMPORTANT—READ CAREFULLY: THIS COMMITMENT IS AN OFFER TO ISSUE ONE OR MORE TITLE INSURANCE POLICIES. ALL CLAIMS OR REMEDIES SOUGHT AGAINST THE COMPANY INVOLVING THE CONTENT OF THIS COMMITMENT OR THE POLICY MUST BE BASED SOLELY IN CONTRACT.

THIS COMMITMENT IS NOT AN ABSTRACT OF TITLE, REPORT OF THE CONDITION OF TITLE, LEGAL OPINION, OPINION OF TITLE, OR OTHER REPRESENTATION OF THE STATUS OF TITLE. THE PROCEDURES USED BY THE COMPANY TO DETERMINE INSURABILITY OF THE TITLE, INCLUDING ANY SEARCH AND EXAMINATION, ARE PROPRIETARY TO THE COMPANY, WERE PERFORMED SOLELY FOR THE BENEFIT OF THE COMPANY, AND CREATE NO EXTRACONTRACTUAL LIABILITY TO ANY PERSON, INCLUDING A PROPOSED INSURED.

THE COMPANY'S OBLIGATION UNDER THIS COMMITMENT IS TO ISSUE A POLICY TO A PROPOSED INSURED IDENTIFIED IN SCHEDULE A IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF THIS COMMITMENT. THE COMPANY HAS NO LIABILITY OR OBLIGATION INVOLVING THE CONTENT OF THIS COMMITMENT TO ANY OTHER PERSON.

COMMITMENT TO ISSUE POLICY

Subject to the Notice; Schedule B, Part I—Requirements; Schedule B, Part II—Exceptions; and the Commitment Conditions, Old Republic National Title Insurance Company, a Minnesota corporation (the "Company"), commits to issue the Policy according to the terms and provisions of this Commitment. This Commitment is effective as of the Commitment Date shown in Schedule A for each Policy described in Schedule A, only when the Company has entered in Schedule A both the specified dollar amount as the Proposed Policy Amount and the name of the Proposed Insured. If all of the Schedule B, Part I—Requirements have not been met within 6 months after the Commitment Date, this Commitment terminates and the Company's liability and obligation end.

COMMITMENT CONDITIONS

1. DEFINITIONS

- (a) "Knowledge" or "Known": Actual or imputed knowledge, but not constructive notice imparted by the Public Records.
- (b) "Land": The land described in Schedule A and affixed improvements that by law constitute real property. The term "Land" does not include any property beyond the lines of the area described in Schedule A, nor any right, title, interest, estate, or easement in abutting streets, roads, avenues, alleys, lanes, ways, or waterways, but this does not modify or limit the extent that a right of access to and from the Land is to be insured by the Policy.
- (c) "Mortgage": A mortgage, deed of trust, or other security instrument, including one evidenced by electronic means authorized by law.
- (d) "Policy": Each contract of title insurance, in a form adopted by the American Land Title Association, issued or to be issued by the Company pursuant to this Commitment.
- (e) "Proposed Insured": Each person identified in Schedule A as the Proposed Insured of each Policy to be issued pursuant to this Commitment.
- (f) "Proposed Policy Amount": Each dollar amount specified in Schedule A as the Proposed Policy Amount of each Policy to be issued pursuant to this Commitment.
- (g) "Public Records": Records established under state statutes at the Commitment Date for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without Knowledge.
- (h) "Title": The estate or interest described in Schedule A.

- 2. If all of the Schedule B, Part I—Requirements have not been met within the time period specified in the Commitment to Issue Policy, Commitment terminates and the Company's liability and obligation end.

- 3. The Company's liability and obligation is limited by and this Commitment is not valid without:

- (a) the Notice;
- (b) the Commitment to Issue Policy;
- (c) the Commitment Conditions;
- (d) Schedule A;
- (e) Schedule B, Part I—Requirements; and
- (f) Schedule B, Part II—Exceptions; and
- (g) a counter-signature by the Company or its issuing agent that may be in electronic form.

4. COMPANY'S RIGHT TO AMEND

The Company may amend this Commitment at any time. If the Company amends this Commitment to add a defect, lien, encumbrance, adverse claim, or other matter recorded in the Public Records prior to the Commitment Date, any liability of the Company is limited by Commitment Condition 5. The Company shall not be liable for any other amendment to this Commitment.

5. LIMITATIONS OF LIABILITY

- (a) The Company's liability under Commitment Condition 4 is limited to the Proposed Insured's actual expense incurred in the interval between the Company's delivery to the Proposed Insured of the Commitment and the delivery of the amended Commitment, resulting from the Proposed Insured's good faith reliance to:
 - i. comply with the Schedule B, Part I—Requirements;
 - ii. eliminate, with the Company's written consent, any Schedule B, Part II—Exceptions; or
 - iii. acquire the Title or create the Mortgage covered by this Commitment.
- (b) The Company shall not be liable under Commitment Condition 5(a) if the Proposed Insured requested the amendment or had Knowledge of the matter and did not notify the Company about it in writing.
- (c) The Company will only have liability under Commitment Condition 4 if the Proposed Insured would not have incurred the expense had the Commitment included the added matter when the Commitment was first delivered to the Proposed Insured.
- (d) The Company's liability shall not exceed the lesser of the Proposed Insured's actual expense incurred in good faith and described in Commitment Conditions 5(a)(i) through 5(a)(iii) or the Proposed Policy Amount.
- (e) The Company shall not be liable for the content of the Transaction Identification Data, if any.
- (f) In no event shall the Company be obligated to issue the Policy referred to in this Commitment unless all of the Schedule B, Part I—Requirements have been met to the satisfaction of the Company.
- (g) In any event, the Company's liability is limited by the terms and provisions of the Policy.

6. LIABILITY OF THE COMPANY MUST BE BASED ON THIS COMMITMENT

- (a) Only a Proposed Insured identified in Schedule A, and no other person, may make a claim under this Commitment.
- (b) Any claim must be based in contract and must be restricted solely to the terms and provisions of this Commitment.
- (c) Until the Policy is issued, this Commitment, as last revised, is the exclusive and entire agreement between the parties with respect to the subject matter of this Commitment and supersedes all prior commitment negotiations, representations, and proposals of any kind, whether written or oral, express or implied, relating to the subject matter of this Commitment.

- (d) The deletion or modification of any Schedule B, Part II—Exception does not constitute an agreement or obligation to provide coverage beyond the terms and provisions of this Commitment or the Policy.
- (e) Any amendment or endorsement to this Commitment must be in writing and authenticated by a person authorized by the Company.
- (f) When the Policy is issued, all liability and obligation under this Commitment will end and the Company's only liability will be under the Policy.

7. IF THIS COMMITMENT HAS BEEN ISSUED BY AN ISSUING AGENT

The issuing agent is the Company's agent only for the limited purpose of issuing title insurance commitments and policies. The issuing agent is not the Company's agent for the purpose of providing closing or settlement services.

8. PRO-FORMA POLICY

The Company may provide, at the request of a Proposed Insured, a pro-forma policy illustrating the coverage that the Company may provide. A pro-forma policy neither reflects the status of Title at the time that the pro-forma policy is delivered to a Proposed Insured, nor is it a commitment to insure.

9. ARBITRATION

The Policy contains an arbitration clause. All arbitrable matters when the Proposed Policy Amount is \$2,000,000 or less shall be arbitrated at the option of either the Company or the Proposed Insured as the exclusive remedy of the parties. A Proposed Insured may review a copy of the arbitration rules at <http://www.alta.org/arbitration>.

IN WITNESS WHEREOF, Land Title Insurance Corporation has caused its corporate name and seal to be affixed by its duly authorized officers on the date shown in Schedule A to be valid when countersigned by a validating officer or other authorized signatory.

Issued by:
Land Title Guarantee Company
3033 East First Avenue Suite 600
Denver, Colorado 80206
303-321-1880



Craig B. Rants, Senior Vice President



OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

A Stock Company
400 Second Avenue South, Minneapolis, Minnesota 55401
(612) 371-1111

By  President

Attest  Secretary

This page is only a part of a 2016 ALTA® Commitment for Title Insurance issued by Old Republic National Title Insurance Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I—Requirements; and Schedule B, Part II—Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

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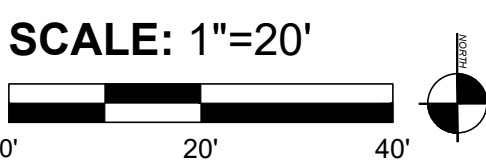
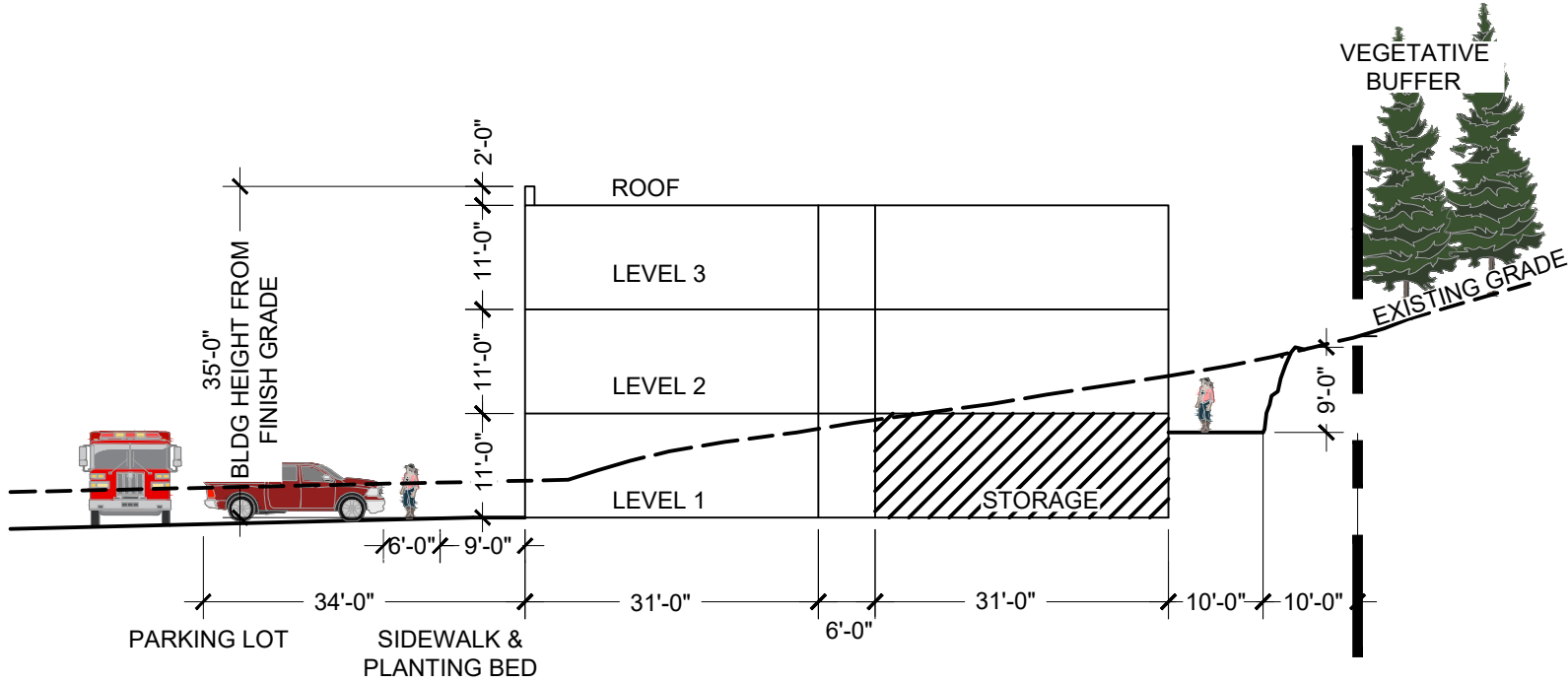
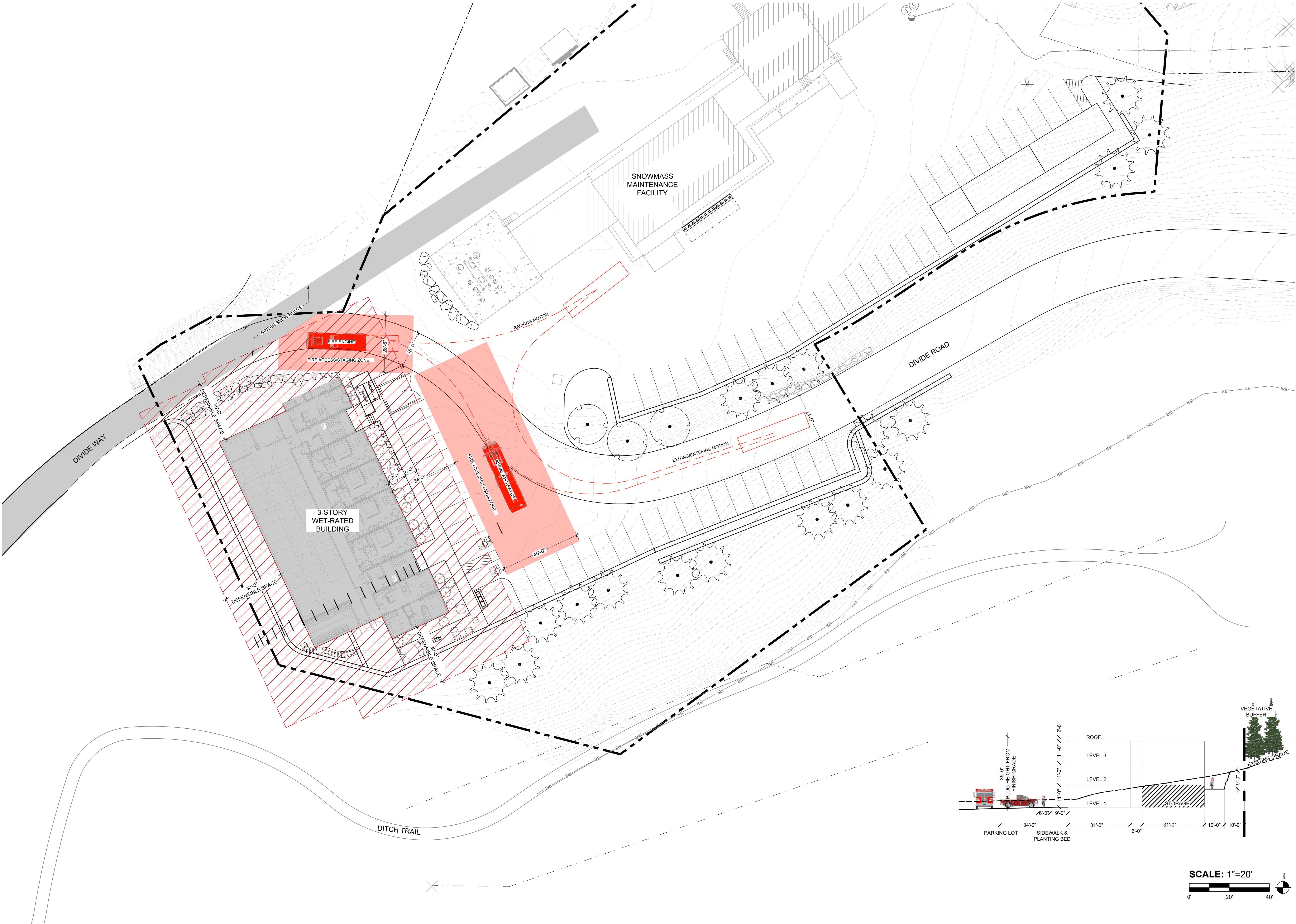
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1001 DIVIDE RD
SNOWMASS VILLAGE, CO 81615

Plot Date: 11/20/24 Project #: 546

L.1.00



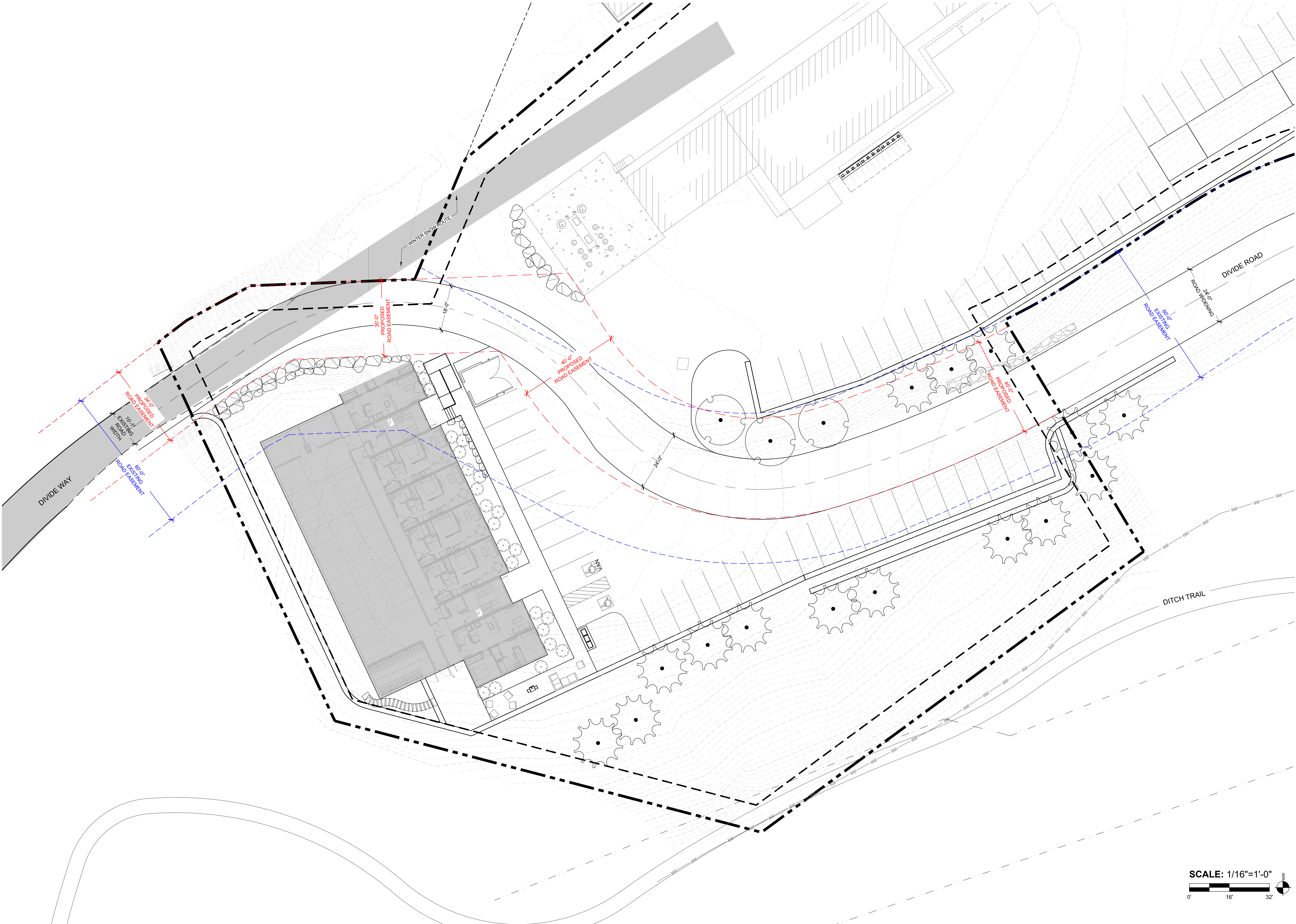


SNOWMASS OPS EMPLOYEE HOUSING

1001 DIVIDE RD
SNOWMASS VILLAGE, CO 81615

Drawn By: EW	Checked By: DD
ISSUE & REVISION DATES	
SKETCH PLAN	07/19/2024

Plot Date: 07/19/24 Project #: 546



INTEROFFICE MEMORANDUM

TO: BRIAN MCNELLIS, SENIOR PLANNER
FROM: BETSY CRUM, HOUSING DIRECTOR
SUBJECT: DIVIDE ROAD – SHOP HOUSING SKETCH PLAN
DATE: OCTOBER 31, 2024

I am writing to comment on the Aspen Ski Company's application for a Workforce Housing project located at the Divide, known as SHOP. This application will go before the Planning Commission for sketch plan consideration.

I would like to state my strong support for SkiCo's plan to move forward on this site with a workforce housing development. It has been some time since a local employer has considered building their own new workforce housing units here in the Village, and I applaud SkiCo's vision and commitment to being part of the affordable housing landscape. The Housing Department rents to more SkiCo employees than any other employer, and the greatest number of people on our waiting list for them. This plan will certainly make a dent in their housing needs.

I also support the location of the proposed SHOP development. It is a beautiful and peaceful location for people to live and is in close proximity to SkiCo's maintenance facility. There are abundant trails and natural amenities in the area, and I believe it will be a very desirable location for their employees. The proposed reduction in parking spaces to one per unit should be sufficient, based on our experience in our own rental developments, and can be enhanced by a car share and/or bicycles. It is likely that, over time, these apartments will serve more than just maintenance facility employees, so consideration should be given to some type of SkiCo-provided transportation that can bring people to work and services.

At 505 sf and 708 sf respectively, the one- and two-bedroom apartments are appropriately sized for year-round living, and each will have ample storage space (50 sf) in a separate basement storage area. I would note that, due to the lack of windows, the one-bedroom apartments are not "true" one-bedrooms but have been designed to make the best use of space, offer a closet and provide privacy for sleeping. My only comment is that the design for these units allows for only a window and sliding door on one side. This should be sufficient with proper air exchange but may not allow in much light on the end that backs up to the hill.

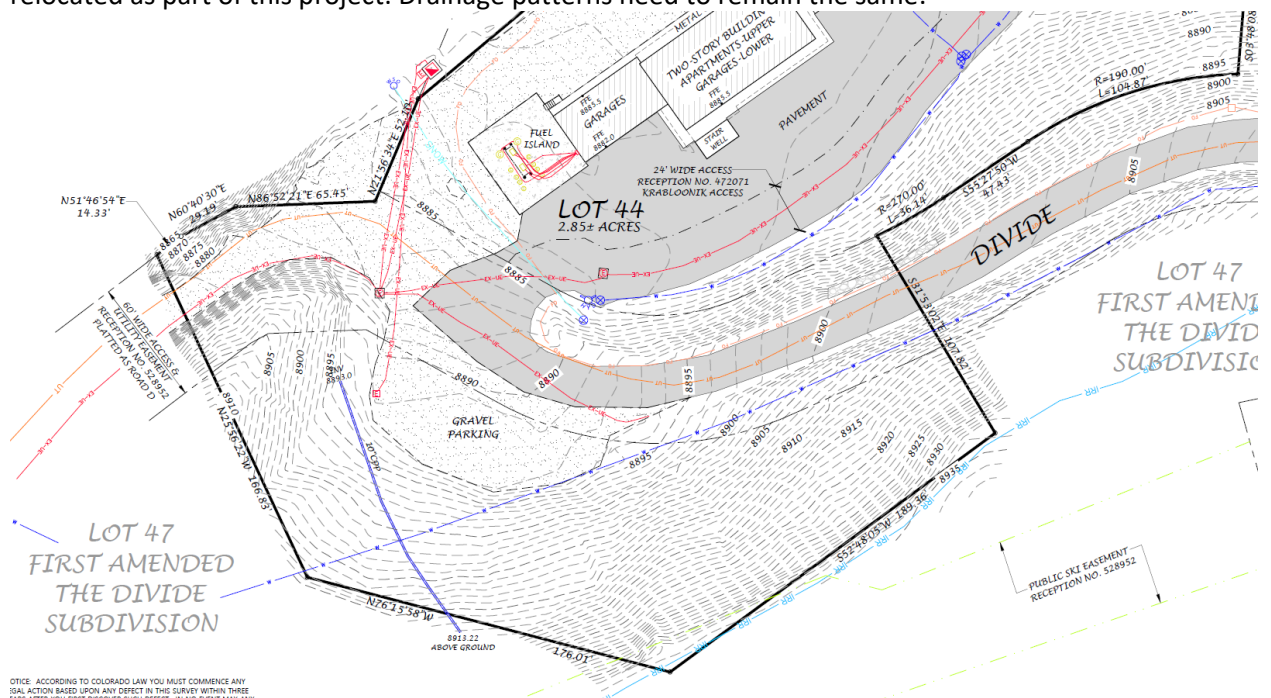
In short, I fully support the proposed project and look forward to working with SkiCo on this and other workforce housing developments.

INTEROFFICE MEMORANDUM

TO: BRIAN MCNELLIS, SENIOR PLANNER
FROM: MIKE HORVATH, TOWN ENGINEER
ANNE MARTENS, PUBLIC WORKS DIRECTOR
SUBJECT: SPECIAL REVIEW – DIVIDE HOUSING COMMENTS
DATE: OCTOBER 7, 2024

These comments are in response to the proposed Aspen Skiing Company's application (dated August 5, 2024) for a Special Review for the redevelopment of the Divide Housing.

1. Per the survey below, there are existing utilities within the building envelop that will need to be relocated as part of this project. Drainage patterns need to remain the same.



2. Divide Way needs to be widened to 24' for its entirety, not only within Lot 44, to Divide Rd.
3. The current application has the Divide Way easement listed as an access easement across Lot 44. This easement needs to be a right-of-way easement to accommodate both access and utilities.
4. With road widening and utility work, easements for new infrastructure located outside existing easement on Lot 47 will need to be implemented.
5. Intent to Serve Letters are required from all utility providers. Please provide as part of application.
6. Realigned roadway appears to extend onto neighboring property to the north. An easement will be required for this encroachment or realignment needs to be redesigned to prevent encroachment.

7. Retaining walls are proposed on the southern property line. Construction easements will be necessary to accomplish this work. Depending on wall type, the wall, if soil nail wall for example, would require a permanent wall easement on Lot 47 as well.

Thank you for the opportunity to comment. Please let me know if you have any questions.

Roaring Fork Fire Rescue Authority
1089 JW Drive
Carbondale, CO 81623
970.340.7040
roaringforkfire.org

December 11, 2024



SCOTT THOMPSON
FIRE CHIEF

Brian McNellis, Senior planner
Town of Snowmass Village

Re: Divide (SHOP) Workforce Housing Application
100 Divide Road
Snowmass Village, Co.

Brian,

The Roaring Fork Fire Rescue Authority has been working with the Applicant land planner, Connect One, on fire department emergency access and the new orientation of the workforce housing building.

We have received positive feedback and verbal resolve on several of our initial concerns as below:

1. Fire suppression systems for the new housing building.
2. Lithium Ion battery storage areas for electric bikes and mobility devices.
3. Fire hydrant placement will be made by the Roaring Fork Fire Rescue Authority.
4. Maintained Emergency Access within parking areas and widened Divide Way road width to 24' for the entire length.

We would like to add that a "dedicated" emergency access easement be added to Tract 44 of the Snowmass Maintenance Facility parking area so that any future development would not interfere with our apparatus movement. This should include that an all-weather driving surface to be maintained for imposed weight loads of fire apparatus.

Thank you for the opportunity to make comment at this planning stage of the development.

John Mele
Fire Marshal

Serving
NEIGHBORS

Solving
PROBLEMS

Saving
LIVES



Dunlop Environmental Consulting, Inc.

Environmental Public Health Planning for the Future

October 3, 2024

Town of Snowmass Village
Community Development Department
Brian McNellis, Senior Planner AICP/MLA
130 Kearns Road
Snowmass Village, CO 81615-5010

Re: Major PUD Amendment Aspen Skiing Company Vehicle Maintenance Facility Parcel C, Lot 44, Divide Subdivision – The SHOP Snowmass Housing for Ops Personnel Major PUD Amendment

Dear Mr. McNellis,

As per your request, Dunlop Environmental Consulting has reviewed the above referenced application for compliance with appropriate Town of Snowmass Village (TOSV) Codes. The focus of this review will be on water quality, air quality, noise management and the Construction Management Plan (CMP). There is general discussion in the application regarding project location and function, but with minimal detail regarding statements around environmental impacts.

To summarize the application, the Aspen Skiing Company (ASC) is proposing to add 30 living units to 2.85 acres of land near the existing Snowmass Mtn. Vehicle Maintenance Facility. There will be 20 one-bedroom units and 10 two-bedroom units available year-round for fulltime employees. These will be rental units owned by the ASC. The residences will be 100% electric, prefabricated modular construction made off-site and assembled on parcel C, Lot 44 of the Divide Subdivision. The project is proposed to be completed within 12-18 months after the start date.

WATER QUALITY:

More detail is requested regarding ground and surface water management during construction and post-construction. For example, determine if a Brush Creek Impact statement is applicable, if a construction site de-watering permit will be necessary, and what influences groundwater might have during construction and post-construction? It is requested to provide more detail to a statement in the application that storm water from paved areas will “sheet flow over natural areas” and provide adequate filtration of the water to not be of further concern and provide a statement regarding the presence or absence of wetlands in the area.

Snow removal and storage from the parking area, roofs and sidewalks is not addressed in the application. Further, what impact will snow storage areas have on drainage patterns and capacity when the snow melts, is a water detention plan necessary? Will any of the paved areas be snow melted? These are questions for the applicant to address as either being relative or not applicable to this project.

Wastewater treatment will be provided by the Snowmass Water and Sanitation District. The applicant has identified the need to replace and upgrade an existing sewage lift station to properly manage this residential byproduct.

AIR QUALITY:

The residential units will be 100% electric. Therefore, there is no concern with emissions from natural gas or wood burning devices.

It is requested the applicant provide a statement regarding increased vehicular traffic as the result of more vehicles congregating in this area. Since there is an existing abundance of vehicles in the immediate area from the vehicle maintenance garage, it is not anticipated that this project will significantly contribute to degrading air quality, but a statement from the applicant to this point, with subject matter expert support, is requested.

Thirty parking spaces are proposed. Will any of these be identified for electric vehicles?

This project will be required to provide a fugitive dust control permit application to the TOSV. Included in the plan will be strategies identified in Ordinance 12, Series of 2007 of the TOSV Construction Management Plan.

NOISE:

This project is not in a heavily populated area that could be impacted; however, the applicant will be required to comply with TOSV Municipal Building Code Section 18-3. This section covers workdays, hours, and noise levels at a construction site.

In reviewing the design of the residential units in the application, concerns were identified that will affect occupants of the spaces. Some units share one common wall, others share two common walls. The location of the bed in one unit will share a wall with a kitchen (garbage grinder, dishwasher, sink) in the adjoining unit. The kitchen also tends to be a social gathering area. Experience I have with this type of multi-unit design and quality of life issues of occupants raises this concern. It will be critical that sound proofing materials be specified in walls, ceilings, and floors of this project. Common hallways can also be problematic unless sound dampening flooring is installed. These concerns are made with emphasis in this type of housing. Not everyone will be on the same work shift, some may

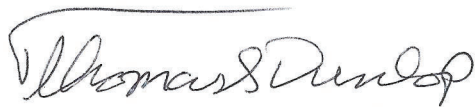
work nights while others work days. Sleep patterns and personal entertainment choices can present conflicts. The TOSV may become engaged settling these conflicts.

CONSTRUCTION MANAGEMENT PLAN:

Construction management plans are required by TOSV Ordinance 12, Series of 2007. The CMP is required prior to excavation and building permit issuance. It is important for the applicant to be aware of this Ordinance well in advance of a construction start date.

This concludes findings of this review.

Sincerely,

A handwritten signature in dark ink, appearing to read "Thomas S. Dunlop". The signature is fluid and cursive, with a long horizontal line extending from the top of the first letter.

Thomas S. Dunlop, MPH, REHS
President



Dunlop Environmental Consulting, Inc.

Environmental Public Health Planning for the Future

November 29, 2024

Town of Snowmass Village
Community Development Department
Brian McNellis, Senior Planner AICP/MLA
130 Kearns Road
PO Box 5010
Snowmass Village, CO 81615

Re: Major PUD Amendment Aspen Skiing Company Vehicle Maintenance Facility Parcel C,
Lot 44, Divide Subdivision – The SHOP Snowmass Housing for Ops Personnel Major PUD
Amendment – November 22, 2024 Sketch Plan Amendments

Dear Mr. McNellis,

As per your request, Dunlop Environmental Consulting (DEC) has reviewed the above
referenced application for compliance with appropriate Town of Snowmass Village (TOSV)
Codes.

DEC reviewed the initial sketch plan submittal and presented findings to you dated
October 3, 2024. The significant change noted between the October 3rd application review
and the November 22nd amendment is the significant shift in structure and vehicle parking
orientation. A statement is made on p.9 (5) in the amendment that there are no identified
wetlands on this property. It is understood that more detail will emerge following the
sketch plan review process.

After reviewing the recent submittal and comparing it to the original application, there are
no significant additional findings to submit. This conclusion was supported after the TOSV
Design Review Team meeting discussion held on November 27, 2024. Findings in DEC's
October 3rd report remain as submitted.

Sincerely,

Thomas S Dunlop, MPH, REHS
President

TRANSPORTATION DEPARTMENT MEMO

To: Brian McNellis

From: Sam Guarino

CC: Dave Shinneman

Date: 12/13/2024

Re: Aspen SkiCo SHOP Sketch Plan

Find below Transportation Department comments as it relates to the Aspen Skiing company's sketch plan for the SHOP project:

- To support constrained parking and access to the site the applicant should consider alternative modes of travel to the single occupant vehicle. These could include bikeshare, carshare, employee shuttles, off-site vehicle storage, and any other transportation demand management measures that may be appropriate.
- Efforts should be made to ensure that residents of this development do not use the Divide "Lot E" parking adjacent to the site that is primarily used for Ditch Trail access.
- Connectivity to trail networks is currently non-existent from the site. The applicant should consider safe connections to Brush Creek Rd. and Carriage Way. In particular direct connections Sleigh Ride and Ditch Trails for pedestrians and cyclists should be established.
- The use of the numbered lots is often at capacity during the Winter. In an effort to protect these lots from overuse and as a means to store vehicles due to limited parking availability on site, recent developments have been prohibited from purchasing Resident Parking Passes for the Numbered Lots. It is the Transportation Department's opinion that this restriction should apply to this development.

Date: February 3, 2025
From: John Nolan (189 Pinon Drive, Lot 4)
To: City Council Members.
Re: SkiCo Proposal for Major PUD Amendment

Dear Council Members,

My name is John Nolan. My home is at 189 Pinon Drive, lot 4. I am writing to share my concerns about the above proposal and ask that you please carefully consider all of its adverse impacts.

My family has been visiting and/or living in the valley since 1954 when my parents came to Aspen on their honeymoon. For four generations, Snowmass Village has remained ground central for my entire broader family. We care deeply about the village and preserving its special character.

Scale and Impact Concerns

While I understand the need for workforce housing and support reasonable solutions, the nature and size of this proposal, seeking a tenfold increase in the number of additional units (from 3 to 30) is excessive and incompatible with the existing neighborhood.

Based on what I understand, this is not housing for families of career employees. This is a dormitory for young 20-year-old hourly employees which is inherently noisy and disruptive. The undisputable nature of these young tenants brings noise, parties, and lifestyles that completely clash with families in this PUD. Even colleges struggle to manage noise and disruptive activities in dormitories despite being set up to do so. Just one small example that highlights how incompatible this use is to the existing family neighborhood is that the tenant's will have space to work on their ATV's and dirt bikes. Managing such incompatibility in a family neighborhood is simply not practical.

Consequently, my biggest concern is noise as my property sits only 25 yards away from the proposed site and my house just 75 yards away.

Conflicts with Town Planning Goals

Rather than reiterate my previous letter to the Planning Commission, which is included in the packet, I want to highlight three key conflicts with the long-range vision, core principles and strategic priorities of the community driven planning efforts established in the Comprehensive Plan and Master Housing Plan that are relevant to the points I want to express tonight.

- 1.) Both plans emphasize the importance of “blending new developments seamlessly with the existing community character.”
- 2.) The Master Housing Plan states; “Housing should fit with the character and environment of the surrounding neighborhood.”
- 3.) The Comp plan specifically states “Low Density Residential Areas...are intended to remain as such...with minor or no adjustments made to existing densities and development standards”.

Other than the workforce housing component, essentially all aspects of placing this urban-style dormitory in this remote sensitive wilderness gateway location contradicts essentially every aspect of the town’s long-term vision and goals. The proposal would actually expand vehicle dependency, generate unsafe pedestrian conditions on the icy, dark Divide Road and expand the demand for employees due to the need for drivers for proposed shuttle buses.

Integrity of Agreements

A PUD is essentially an agreement on which every homeowner relies when they buy their property. The SkiCo lot was created as part of this PUD through extensive negotiations between the three stakeholders: SkiCo, the town and the HOA (developers). Unilaterally modifying this agreement, upon which all the homeowners relied when investing in their properties, for the benefit of a single property owner in the PUD, at the expense of all others, is fundamentally unfair and erodes public trust in the town’s commitment to its stated core principles.

Win-Win Alternatives

I understand the challenges facing Heather. I, and as far as I know, the Divide homeowners want to be part of the solution. However, this proposal is not a solution, and all the town’s published goals, objectives and governing documents makes this clear.

In an effort to be productive and bring solutions, I have a thought that provides a win/win for everyone; SkiCo, Town and Divide homeowners. It would entail a contribution equivalent of several million dollars from the Divide HOA to a town housing fund. I believe this deserves careful exploration as the proposed project would foreclose this superior “win-win” alternative.

Better Alternatives Exist

I’ve spent a lot of time reviewing town documents and exploring potential sites that better align with the criteria set out by the town. There are far better alternative solutions.

Existing Workforce Housing Area: An example is the significant capacity that exists in the existing workforce housing area. Existing building pads could accommodate significant number of additional units with no visual impact, aligning with all the town’s long-term goals and objectives and be much more appealing for tenants. Also, some of the existing low-density structures provide opportunities for more new higher density buildings allowing for significant additional capacity.

Krabloonik: The thought is the Divide HOA would donate the portion of its land on the already cleared Krabloonik site to be combined with the town's portion of the Krabloonik site to create 2 or 3 single family lots for sale, harvesting the highest and best use for this site. All the proceeds would go to a town housing fund. According to experts, this could generate \$15-20 million for the town housing fund and provide significant ongoing tax revenue while maintaining consistency and integrity in current zoning and compatibility with the current neighborhood. The funds would be used for more appropriate sites such the pads in the existing workforce housing area (transit, walkable, etc). This alternative solution maximizes the value of the jointly owned Krabloonik site, eliminates land-use conflicts, upholds the town's zoning integrity that homeowners depend on, and fully aligns with the town's strategic priorities, core principles, and long-term vision.

Public-Private Partnership: To address SkiCo's needs, it would collaborate with the town to take advantage of existing capacity at these sites scoring high on its key criteria (transit, walkability, proximity to daily services) in a public/private arrangement, something that has been successfully implemented in other communities, providing SkiCo employees units in more functional locations convenient to daily needs aligning with the town's strategic priorities.

Obviously constructing the proposed dormitory style building in the proposed location would foreclose this opportunity.

In closing, this is a major decision with lasting implications, especially for the neighborhood. There is no larger decision a town makes in terms of town planning and zoning. It should not be rushed under pressure to approve any proposal just because it provides some workforce housing. This housing issue was not created overnight and it's not going to be solved overnight. Taking time on this or even saying "no" to this proposal is not saying "no" to affordable housing. Importantly, the town should recognize the good progress it's already been making. No one can doubt the town's commitment to addressing affordable housing.

I repeat, I am open to a reasonable compromise arrived at collaboratively that aligns the interests of all stakeholders. There are better, creative solutions that provide win-win versus win-lose outcomes. Given the long-term adverse impacts of this proposal, we should afford ourselves the opportunity to execute better alternatives, not foreclose them.

Thank you again for your time and consideration.

John Nolan

Snowmass Homeowners Association

350 Market Street, Suite 304
Basalt, Colorado 81621

VIA E-MAIL: council@tosv.com

Mayor Alyssa Shenk and Members of the Snowmass Village Town Council
130 Kearns Road
P.O. Box 5010
Snowmass Village, CO 81615

Dear Mayor Shenk and Members of the Town Council:

As was explained to the Planning Commission, the Snowmass Homeowners Association is proud of the fact that all the residential PUDs subject to the Association's architectural authority were elegantly planned in a manner whereby all components harmonize with the natural surroundings and with each other.

While, the Association is supportive of the Town's employee housing initiatives, it is also deeply concerned over proposed amendments that will create an imbalance at the expense of the residential subdivisions that are the anchors of these PUDs, upon which Snowmass has gained a prestigious international reputation.

The Association is highly sensitive to and shares the concerns of The Divide homeowners over the potential extremely disharmonious impacts from a proposed amendment that would add parking, increased density and traffic, and a change in character not contemplated when The Divide PUD was originally conceived and approved.

We understand that the proposed project will be used to mitigate employee generation caused by expansions previously approved in other parts of Snowmass, without contemporaneous thoughtful planning for the mitigation of those impacts. The proposed project does not mitigate those impacts in any real sense and, to the extent that it would result in some general employee housing impact mitigation, it would do so at the expense of the values articulated in the Comprehensive Plan and Land Use Code of the Town.



Gene Burrus
President
Snowmass Homeowners Association
January 28, 2025

January 29, 2025

BILL E. KYRIAGIS
303 575 7506
BKYRIAGIS@OTTENJOHNSON.COM

BRAD W. SCHACHT
303 575 7527
BRAD@OTTENJOHNSON.COM

VIA E-MAIL - DSHINNEMAN@TOSV.COM

Town of Snowmass Village Town Council
130 Kearns Road
Box 5010
Snowmass Village, CO 81615
Attn: Dave Shinneman, Community Development Director

Re: Application for a Major Planned Unit Development Amendment to the Aspen Skiing Company's
Vehicle Maintenance Facility on Lot 44 of the Divide Subdivision – Public Comment

To Whom it May Concern:

This firm represents the Divide Homeowners Association (the “**Divide HOA**”). We are writing to submit public comment to the Town of Snowmass Village (“**Town**”) Town Council, for the Council’s February 3, 2025 meeting, at which it will be considering the application by the Aspen Skiing Company LLC (“**SkiCO**”) for a Major Planned Unit Development Amendment to the Aspen Skiing Company’s Vehicle Maintenance Facility on Lot 44 (“**Lot 44**”) of the Divide Subdivision (the “**Application**”). The Application seeks approval to develop an additional 30 housing units, along with parking spaces and storage on Lot 44 (the “**Project**”). Please include this letter in the materials provided to the Town Council and in the Town’s record for the Application.

This letter follows letters dated December 12, 2024 and January 21, 2025 that we sent to the Planning Commission on behalf of the Divide HOA, outlining the Divide HOA’s initial concerns about the Project. Both of those letters are enclosed herewith. Additionally, Bill Kyriagis provided public comment at the Planning Commission’s December 18, 2024 and January 8, 2025 meetings. Brad Schacht provided public comment at the Planning Commission’s January 22, 2025 meeting.

At the conclusion of the Planning Commission’s January 22 meeting, the Planning Commission adopted a resolution, with conditions, that recommended that the Town Council approve the sketch plan application submitted by SkiCo and allow SkiCo to proceed with the preliminary plan approval process.

As we stated at the January 22 Planning Commission meeting, the Divide HOA remains very concerned about this proposal. While the Divide HOA recognizes the need for additional affordable housing in the Town, the Divide HOA continues to believe that Lot 44 is not an appropriate location for a project of this scale and density and intensity of use. Even at the conceptual level considered at the sketch plan stage, it is clear that the Project is inconsistent with the existing PUD as well as the Town’s own Comprehensive and Housing Master Plans.

Town of Snowmass Village Planning Commission
January 29, 2025
Page 2

We are disappointed that the Planning Commission did not more thoroughly examine these issues before adopting its resolution of recommendation and hope that Town Council will give those issues the consideration that they merit.

All of the Divide HOA's concerns previously articulated about the Project remain, and we respectfully request that Town Council deny SkiCo's sketch plan Application.

Sincerely,



Bill E. Kyriagis



Brad W. Schacht
For the Firm

BEK/lm
Enclosures

cc: Brian McNellis (By Email Bmcnellis@tosv.com)
Deidre Boineau (By email divide@sopris.net)

Attachments to January 29, 2025 Divide HOA Letter – Prior Letters



January 21, 2025

BILL E. KYRIAGIS
303 575 7506
BKYRIAGIS@OTTENJOHNSON.COM

BRAD W. SCHACHT
303 575 7527
BRAD@OTTENJOHNSON.COM

VIA E-MAIL - DSHINNEMAN@TOSV.COM

Town of Snowmass Village Planning Commission
130 Kearns Road
Box 5010
Snowmass Village, CO 81615
Attn: Dave Shinneman, Community Development Director

Re: Application for a Major Planned Unit Development Amendment to the Aspen Skiing Company's Vehicle Maintenance Facility on Lot 44 of the Divide Subdivision – Public Comment

To Whom it May Concern:

As you know, this firm represents the Divide Homeowners Association (the "**Divide HOA**"). We are writing to submit public comment to the Town of Snowmass Village ("**Town**") Planning Commission, for the Planning Commission's January 22, 2025 meeting, at which it will be considering the application by the Aspen Skiing Company LLC ("**SkiCo**") for a Major Planned Unit Development Amendment to the Aspen Skiing Company's Vehicle Maintenance Facility on Lot 44 ("**Lot 44**") of the Divide Subdivision (the "**Application**"). The Application seeks approval to develop an additional 30 housing units, along with parking spaces and storage on Lot 44 (the "**Project**"). Please include this letter in the materials provided to the Planning Commission and in the Town's record for the Application.

This letter follows a December 12, 2024 letter we sent on behalf of the Divide HOA, outlining the Divide HOA's initial concerns about the Project. Additionally, Bill Kyriagis provided public comment at the Planning Commission's December 18, 2024 and January 8, 2025 meetings. Unfortunately, the information presented by SkiCo to date has not alleviated the Divide HOA's concerns with the Project. On the contrary, SkiCo's presentations have confirmed that the Project is not the right fit for the Lot 44 location. While all of the concerns previously raised continue to apply, we are writing now to address some of the issues raised by SkiCo at the January 8, 2025 meeting.

Comprehensive Plan Compatibility

At the January 8 meeting, SkiCo highlighted provisions of the Comprehensive Plan that emphasize the importance of developing additional affordable and employee housing in the Town. Creating such additional housing is undeniably an important goal for the Town, as the Divide HOA has previously acknowledged. However, SkiCo appears to be relying on these provisions to suggest that building additional housing units

trumps all other considerations. A fair reading of the Comprehensive Plan demonstrates that that is not the intent. Much of the Comprehensive Plan focuses on *where* various important uses should be located.

Goal E of the Comprehensive Plan directs the Town to “continue to support a viable workforce with a commitment to workforce housing by exploring opportunities that best balance the character and resources of the Town.” Within Goal E, the very first section is E.1 “Focus New Housing within the Nodes,” stating:

Based on the limited amount of land available for development within Snowmass Village, new housing should be concentrated in and around the existing nodes of activity, i.e.: the Mall, Base Village, Snowmass Center and Town Park. Future redevelopment and new development in and around these areas present opportunities to increase the amount of available housing, with limited impact on the natural environment. Close proximity to local and regional transit and alternative transportation services at these locations would also allow residents to reduce their transportation costs, traveling on foot to reach their employment locations and for day-to-day shopping.

Various other provisions also emphasize the importance of focusing development within the nodes, and the Project is completely inconsistent with this direction.

Recognizing that the Project violates this clear directive of the Comprehensive Plan, SkiCo highlighted a provision on page 18, which states: “Although development outside of the three CPAs is discouraged, creative development is encouraged and may require an extra level of review, such as a pre-sketch meeting with Town Council and the Planning Commission.” In SkiCo’s view, the Project is creative, because it involves an employer building affordable housing. That misses the point of this language, which is about *where* housing should be built, not *who* builds it. The problems with the Project stem from its location, especially given the drastic increase in density.¹ It is in a remote site, with insufficient parking and no access to transit. Equally important, it will inject a very high density use into a low-density residential neighborhood.

Housing Master Plan Compatibility

At the January 8, 2025 meeting, SkiCo presented its own “suitability matrix” for developing affordable housing on Lot 44. In doing so, SkiCo represented that it was attempting to do the same analysis that the Town did in its 2021 Housing Master Plan. However, the “suitability matrix” SkiCo created is nothing more than an unprincipled effort to justify a particular result, in contrast to the thoughtful analysis in the Housing Master Plan.

The likely best comparisons for most of the suitability factors are the sites designated 1, 2 and 3 in the Housing Master Plan—the two Krabloonik sites and the Ditch Trail parking lot—since they are all immediately adjacent

¹ The Divide HOA would not have objections to the development of the 3 additional housing units already approved as part of Phase II of the existing PUD, which were contemplated to be complementary to an additional vehicle maintenance building. That is a much more compatible use than the proposal contemplated in the Project.

to Lot 44. The suitability matrix data for these sites is on pages 66-68 of the Housing Master Plan. SkiCo's own "suitability matrix" for Lot 44, as presented on January 8, is below.

SUITABILITY MATRIX

Suitability Category	Divide	
Physiology	4.3	
Slope	5	
Drainage	4	
Soils	4	
Hazards	4	
Utilities	4.0	
Proximity	4	
Existing Capacity	4	
Services Proximity	3.8	
Essential Daily Services	2	
Proximity to Daily Work	5	
Emergency Services	3	
Open Space Recreation	5	
Vehicular Access	3.5	
Existing Infrastructure to buildable area	4	
Slope	3	
Alternative Transportation Proximity	1.0	
Distance to Walkways/Bikeways	1	
Distance to Bus Stops	1	
Density Potential	3.5	
Current Landuse & Zoning	4	
Surrounding Parcel & Comprehensive Plan Compatibility	3	
Ecological Constraints & Protection	4.0	
Wildlife Sensitive Areas	4	
Wetlands & Creek Buffers	4	
Existing Habitat to be Preserved	4	
Buildable Area	3.0	
Size of Suitable Area	3	
Community Impact	5.0	
Neighbor opposition, historic hesitancy, existing structures, businesses/uses, visual contextual continuity, visual impact	5	
Replacement Impact/Cost	5	
	3.6	

ASPEN ONE MASTER HOUSING PLAN

on Lot 44, and it is not credible to suggest that Lot 44 should receive a "4" on that factor. A "2" is more appropriate. The same is true for "Surrounding Parcel & Comprehensive Plan Compatibility," for which SkiCo characterizes Lot 44 as a "4," while the Town concluded that sites 1-3, *which surround Lot 44*, should each be a "1." A score of "1" is appropriate on this factor for Lot 44 as well. Ascribing accurate numbers on these

SkiCo's numbers appear to be inflated throughout. The Divide HOA is not in a position to do a comprehensive analysis at this time, but some significant discrepancies are readily apparent.

For example, sites 1-3 in the Town's analysis all received a "5" for "slopes, based on primary slopes less than 10%. Lot 44 has many slopes greater than 20% and some that likely exceed 30%. Road improvements and retaining walls would need to cut into these slopes, yet SkiCo also considered slopes to be a "5" for Lot 44. A "3" would be a more accurate score. Similarly, while the Town concluded that the "soils" suitability for these sites was a "1," SkiCo characterizes soils suitability for Lot 44 as a "4." That seems unlikely given that sites 1-3 surround Lot 44. Assuming these are the only issues with SkiCo's "Physiology" analysis, "3" would be a more accurate total "Physiology" score instead of the "4.3" claimed by SkiCo.

Under "Services Proximity," the Town's matrix includes three criteria. SkiCo adds a fourth criterion for "proximity to daily work," skewing the results. If that additional criterion were not included—thereby maintaining the "apples-to-apples" comparison with the Town's analysis—and the scores for the other criteria were the same, the total overall score for "Services Proximity" would be a "3.3" instead of a "3.8."

SkiCO also unreasonably assesses the "Density Potential" factor, ascribing a "4" to "Current Land Use & Zoning," while sites 1-3 in the Town's analysis had a "1" or a "2". SkiCo's application is seeking to *drastically* increase the housing density

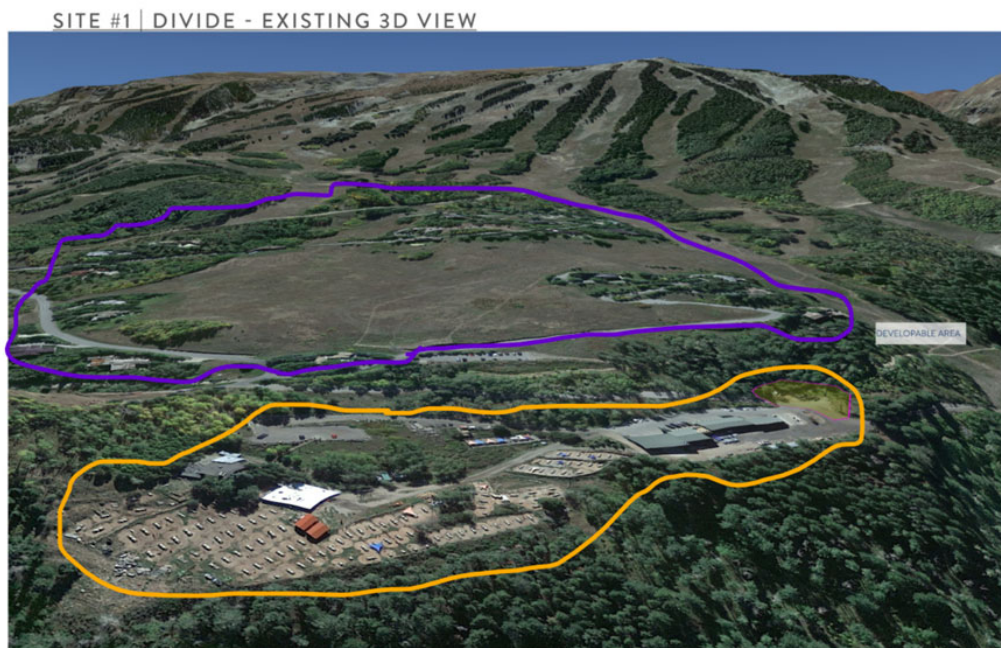
two criteria results in a total score for “Current Land Use & Zoning” of “1.5” rather than the “3.5” ascribed by SkiCo.

Perhaps SkiCo’s most glaring exaggeration of suitability is on the “Community Impact” factor, for which SkiCo determines a “5” is appropriate. As the Housing Master Plan acknowledges for the Ditch Trail parking lot (site 3): “Politics to consider... The Divide HOA would likely have serious issues with housing here as would the general public (esp. trail uses).” This applies equally to Lot 44, because the Divide HOA does, in fact, have serious issues with this level of density of additional housing on Lot 44. It should be a “1,” instead of a “5” as SkiCo concluded. That would reduce the overall “Community Impact” factor to a “3.5” instead of the “5” claimed by SkiCo.

The differences are substantial. Adding up SkiCo’s numbers from its own assessment, Lot 44 would have a total aggregate suitability rating of “32.1,” which would score just below the #10 site in the Town’s analysis. However, with more accurate numbers, accounting just for the problems outlined above, the total score for Lot 44 would only be approximately “26.8.” That would make it roughly comparable to the Krabloonik Kennels and Parking Lot sites, which fall at the low end of suitability of the 21 sites evaluated.

Zone District/Neighborhood Compatibility

In its presentation on January 8, SkiCo repeatedly displayed the map below, claiming that the area encompassing Lot 44 and the Krabloonik sites, circled in yellow, was a separate neighborhood, distinct from the Divide HOA neighborhood, which is circled in purple.



The problem with this notion is that both of these areas, which were created together via the same plat, are completely intertwined. This is not a “tail of two neighborhoods,” as SkiCo claims. Rather, the Divide HOA neighborhood completely encompasses the yellow area, as the Divide HOA owns open space located on literally every side of Lot 44—north, south, east and west—as shown on the map below.



Additionally, SkiCo presented a slide showing the “two neighborhoods” map, which stated that the density and FAR are allowable within the underlying MU-PUD Zone District. However, that is misleading, at best. The allowable density and FAR are as stated in the *existing* PUD. SkiCo’s application seeks to increase the allowable residential density from 9 total units as currently approved, to 39 units, which is a 333% *increase* in density. Similarly, the proposal is to increase the FAR from 25% for the entire site to 32.32%, which is a 29.28% increase from what the PUD currently allows.

Conclusion

Based on the Commission’s discussion at the January 8 meeting, it appears that the Commission intends to discuss a resolution recommending approval of the sketch plan Application at its January 22 meeting. This is very concerning to the Divide HOA. The Town should be engaging in a much more rigorous evaluation of the

Town of Snowmass Village Planning Commission
January 21, 2025
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compatibility of a project of this scale for this location before proceeding with the conceptual approval associated with a sketch plan.

The Project is inconsistent with most of the Town's land use criteria and threatens to undermine the careful planning that preceded the original PUD. All of the Divide HOA's concerns previously articulated about the Project remain, and we respectfully request that the Commission adopt a resolution recommending denial of the Application.

Sincerely,



Bill E. Kyriagis



Brad W. Schacht
For the Firm

BEK/mf

cc: Brian McNellis (By Email Bmcnellis@tosv.com)
Deidre Boineau (By email divide@sopris.net)

December 12, 2024

BILL E. KYRIAGIS
303 575 7506
BKYRIAGIS@OTTENJOHNSON.COM

VIA E-MAIL - DSHINNEMAN@TOSV.COM

Town of Snowmass Village Planning Commission
130 Kearns Road
Box 5010
Snowmass Village, CO 81615
Attn: Dave Shinneman, Community Development Director

Re: Application for a Major Planned Unit Development Amendment to the Aspen Skiing Company's Vehicle Maintenance Facility on Lot 44 of the Divide Subdivision – Public Comment

To Whom it May Concern:

This firm represents the Divide Homeowners Association (the “**Divide HOA**”). I am writing to submit public comment to the Town of Snowmass Village (“**Town**”) Planning Commission, for the Planning Commission’s December 18, 2024 meeting, at which it will be considering the application by the Aspen Skiing Company LLC (“**SkiCO**”) for a Major Planned Unit Development Amendment to the Aspen Skiing Company’s Vehicle Maintenance Facility on Lot 44 (“**Lot 44**”) of the Divide Subdivision (the “**Application**”). The Application seeks approval to develop an additional 30 housing units, along with parking spaces and storage on Lot 44 (the “**Project**”). Please include this letter in the materials provided to the Planning Commission and in the Town’s record for the Application.

The Application seeks drastic changes to the existing allowable uses for Lot 44, which would have impacts on residents in the Divide HOA. It will also impact the Divide HOA-owned property that is directly adjacent to Lot 44 on almost all sides. We understand that the Town’s evaluation of the Application is still in its early stages, and that the Application has already been significantly revised since it was initially filed. However, based on the information available thus far, the Divide HOA has the following significant concerns relating to the Application:

- Changes from Existing PUD. The Application proposes significant changes to the existing Divide PUD, which was carefully planned. The uses surrounding Lot 44 have remained static throughout that time period. The proposed Application seeks to fundamentally alter the cohesive uses contemplated by the PUD by inserting in its midst a fundamentally inconsistent and highly impactful use.
- Density/Maximum Buildout. Increasing the number of housing units on the site from 6 to 36 (and bedrooms from 8 currently, to 45 proposed) constitutes a drastic change from the existing PUD, shoehorning an essentially urban-scale development into one of the most remote parts of the Town on

a very physically constricted lot. This level of development does not appear to be authorized under the Comprehensive Plan and the existing build-out limitations. Additionally, the Comprehensive Plan designates Lot 44 as “Privately-Owned Recreation / Open Space Areas,” which are designated as being “suitable only for supplemental minor development that enhances these [resort] amenities, and should not be considered developable land.”

- Inadequate Parking Without Access to Transit. The Application proposes a significant reduction in the parking requirements specified in the Town of Snowmass Village Land Use Code (“LUC”). That is not appropriate given that Lot 44 is remote from transit, and the Application expressly states that “[t]ransit is not planned for this project.” A significant increase in pedestrian and/or bicycle traffic using Divide Road to get to the nearest transit stop, particularly in the winter, would create a significant safety hazard. There is also a concern that residents and guests would use the Ditch Trailhead or Divide HOA property as illegal overflow parking.
- Traffic. The addition of 40 bedrooms and at least that many residents will significantly add to the traffic on Divide Road, which is the only point of entrance for the Divide HOA residents. As you know, that road is steep, winding, and lacking any pedestrian or bicycle features.
- Slopes and Open Space Impacts. It appears that the Project would necessarily involve development in areas involving steep slopes, some of which may exceed 30%. For good reason, the LUC prohibits development on slopes greater than 30%. LUC Section 16A-4-50. Even if slopes are less than 30%, many of the slopes are significant, and the Project would likely have impacts on Divide Road and on the Divide HOA’s adjacent open space parcels. This level of development would also have an impact on the Ditch Trail, which is heavily used and an important amenity for the entire community.

Given that the purpose of the Application is to provide additional employee housing for SkiCo employees, it is important to emphasize that the Divide HOA recognizes that the provision of affordable employee housing is a critically important goal for the community. The Divide HOA strongly encourages the Town to pursue opportunities to support the development of additional affordable housing units at suitable locations within the Town. A number of such locations are identified in the Town’s 2021 Housing Master Plan. The Housing Master plan sets forth a rigorous analysis of potential sites, and at least an equivalent level of scrutiny is appropriate here given the departure from the established zoning.

To be clear, the Divide HOA has no objection to the currently permitted uses of the PUD, which were considered as part of the initial planning for this area. Those uses include limited housing on this lot. That limited housing is an *accessory* use to the *primary* use of Lot 44 as a vehicle maintenance facility. In contrast, the Application would completely change the primary use of the site.

As the initial list of issues outlined above demonstrates, the Application simply seeks to attempt to squeeze too many units into such a physically constrained and remote site. This will inevitably create problems that cannot be mitigated.

Town of Snowmass Village Planning Commission
December 12, 2024
Page 3

Given that the Application seeks a major amendment to the existing Divide PUD, it is required to go through the full PUD process. LUC Section 16A-5-390(1). Accordingly, the Divide HOA expects that the Town will closely scrutinize the Application for compliance with the requirements of the LUC and the Comprehensive Plan. The Divide HOA intends to be actively engaged in that process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bill E. Kyriagis".

Bill E. Kyriagis
For the Firm

BEK/mf

cc: Brian McNellis (By Email Bmcnellis@tosv.com)
Brad Schacht (By Email brad@ottenjohnson.com)
Deidre Boineau (By email divide@sopris.net)

Date: December 18, 2024
From: John Nolan (189 Pinon Drive, Lot 4)
To: Planning Commission Members
Re: SkiCo Proposal for Major PUD Amendment

Dear Planning Commission Members,

My name is John Nolan. My home is at 189 Pinon Drive. I am writing to share my concerns about the above proposal and ask that you please consider these as you review this proposal.

My family has been visiting and/or living in the valley since 1954 when my parents came to Aspen on their honeymoon. For four generations, Snowmass Village has remained ground central for my entire broader family.

My lot sits just 25 yards from the subject project. My house sits just 75 yards away. While I understand the need for workforce housing in the valley and support reasonable solutions. This proposal, seeking more than a tenfold increase to the number of potential additional units (from 3 to 33 allowing 39 total potential units) seems excessive and inappropriate. Afterall, there are only 41 homes in the entire Divide Subdivision.

This proposal contradicts the long-range vision, core principles and strategic priorities of the community driven planning efforts established in the Comprehensive Plan and Master Housing Plan. Both plans emphasize focusing housing within designated areas (that were selected following a site suitability assessment for accessibility, infrastructure, and community integration) to preserve open space, enhance multimodal connectivity, and maintain the village's small-town charm. By situating such a large project in a remote location, far from the village center, the proposal undermines the priority elements of the strategic framework of concentrating growth in key nodes thereby challenging the Town's goal of reducing vehicular dependency and supporting a walkable, transit-accessible community setting a precedent of undesirable sprawl.

This project dramatically expands the town's footprint into a sensitive natural area with a large urban style apartment building that adversely impacts important community assets like the Ditch Trail, one of the valley's most popular and scenic family hiking trails (and arguably the town's most important gateway to the wilderness) and adversely alters the character and environment of the surrounding neighborhood.

Both plans emphasize the importance of "blending new developments seamlessly with the existing community character."

The Master Housing Plan states; "Housing should fit with the character and environment of the surrounding neighborhood."

The Comp plan specifically states “Low Density Residential Areas...are intended to remain as such...with minor or no adjustments made to existing densities and development standards”.

Respectfully, given the size and character, this proposal seems to follow the “anywhere and everywhere” approach to housing. I believe it also forecloses other potential solutions that better align all the parties’ interests.

The subject lot 44 is part of the Divide Subdivision. This subdivision was highly negotiated between the SkiCo, the town and the HOA (developer). The existing PUD regulations and lot configurations are an integral part of the subdivision upon which the Divide homeowners relied when investing in the purchase of their houses. This is the same with all the PUD subdivisions in town. To unilaterally change the Divide PUD regulations in such a significant way seems counter to the town’s established values, core principles, and long-range vision.

To abandon these established principles threatens to erode public trust in the Village’s commitment to its own comprehensive and housing plans and established PUD’s.

Speaking specifically, given my house’s adjacency and the significant potential increase in units coupled with the nature of the young single occupants, I’m especially concerned about noise because of how the prevailing “up valley” air movement carries noise uphill.

In closing, I want to emphasize the issue here is scale, location, and incompatibility of the proposed project with its surroundings which undermines the framework that has made Snowmass Village the vibrant, well-planned community it is today.

I want to also repeat, I am open to a measured, collaborative solution that aligns with the town’s long-range vision, guiding principles, existing regulations and respects the town’s natural assets, the surrounding neighborhood and its homeowners.

As stewards, I urge you to pursue a measured approach that balances the need for housing without sacrificing the integrity of the town’s long range strategic vision and established core principles that have served to make Snowmass truly special.

Should you or anyone have any questions you can reach me at jnolan@nolanpg.com.

Thank you,

John Nolan

Town of Snowmass Village
Planning Commission

Commissioners

The Snowmass Homeowners Association is proud of the fact that all of the residential PUDs subject to the Association's architectural authority were elegantly planned in a manner whereby all components harmonize with the natural surroundings and with each other.

While, the Association is supportive of the Town's employee housing initiatives, it is also deeply concerned over proposed amendments that will create an imbalance at the expense of the residential subdivisions that are the anchors of these PUDs, upon which Snowmass has gained a prestigious international reputation.

The Association is highly sensitive to and shares the concerns of The Divide home owners over the potential extremely disharmonious impacts from a proposed amendment that would add parking, increased density and traffic, and a change in character not contemplated when The Divide PUD was originally conceived and approved.

We understand that the proposed project will be used to mitigate employee generation caused by expansions previously approved in other parts of Snowmass, without contemporaneous thoughtful planning for the mitigation of those impacts. The proposed project does not mitigate those particular impacts in any real sense and, to the extent that it would result in some general employee housing impact mitigation, it would do so at the expense of the values articulated in the Comprehensive Plan and land use code of the Town.



Gene Burrus
President
Snowmass Homeowners Association
December 18, 2024

TOWN OF SNOWMASS VILLAGE
TOWN COUNCIL

RESOLUTION NO. 08
SERIES OF 2025

A RESOLUTION REGARDING THE DIVIDE (SHOP) SKETCH PLAN – MAJOR AMENDMENT TO A FINAL PLANNED UNIT DEVELOPMENT (PUD) APPLICATION FOR DIVIDE LOT 44 (PARCEL C - PHASE II), WORKFORCE HOUSING DEVELOPMENT AND AUTHORIZING THE APPLICANT TO SUBMIT A PRELIMINARY PLAN

WHEREAS, the Aspen Skiing Company, (“Applicant”) submitted a Major Amendment to a Final PUD on September 11, 2024 as a requested modification to the land use approval on Lot 44 of the Divide Subdivision pursuant to Ordinance No. 16, Series of 1989 which allows for the development of a Snowcat Maintenance & Repair Facility combined with 3 Employee Housing Units as part of Phase II of the PUD approval; and

WHEREAS, said application wishes to eliminate the Maintenance Facility component of Phase II and instead construct a partially pre-fabricated residential development of 30 employee housing units comprising 27,186 square feet of new building space in lieu of the previously approved 14,000 square feet; and

WHEREAS, a joint meeting between the Town Council and the Planning Commission was held on October 21, 2024 to hear a description of the proposed project by the Applicant; and

WHEREAS, public meetings were held before the Planning Commission on December 18th, 2024, as well as January 8th and 22nd, 2025 to review the application at which time a Resolution was forwarded to the Town Council; and

WHEREAS, a public hearing was held before the Town Council on February 3rd, 2025 to review the application and recommendation from Planning Commission.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Snowmass Village, Colorado:

Section One: General Findings. The Town Council hereby generally finds that:

- 1) The Applicant submitted the application for a Major Amendment to a final PUD in accordance with the provisions of the Municipal Code. The application provided the Minimum Contents required pursuant to Section

16A-5-390 and included written and graphic materials in sufficient detail to deem the application complete for review.

2) The Major Amendment identifies land uses proposed for the subject parcel which are generally consistent with the intent of the 2021 Workforce Housing Master Plan and the Town of Snowmass Village 2018 Comprehensive Plan (the "Comprehensive Plan").

3) To the extent necessary for and pertinent to a Sketch Plan level of evaluation and review, the application is also consistent with the provisions of Section 16A-5-300(c), General Restrictions, of the Development Code, subject to satisfying the applicable conditions contained within Section Three of this resolution.

4) To the extent necessary for and pertinent to a Sketch Plan level of evaluation and review, the application is also consistent with the provisions of Section 16A-5-310, Review Standards, of the Development Code, subject to satisfying the applicable conditions contained within Section Three of this resolution.

Section Two: Action. The Town Council accepts the Planning Commission Resolution and hereby authorizes the applicant to submit a Preliminary PUD plan for the Divide Workforce Housing project subject to the conditions stated in Section Three below.

Section Three: Conditions. The approval granted in Section Two above shall be subject to satisfying the following conditions:

1. Divide Way shall be widened to no less than 24 feet (with a dedicated access easement) from the intersection with Divide Road, westwardly to the access area of the existing Vehicle Maintenance Facility on Lot 44 to ensure emergency access and adequate turnaround for the Fire District and maintenance vehicles.

2. A detailed landscape plan shall be submitted with any subsequent Preliminary Plan application to ensure screening of the proposed building (with appropriate and native plantings) as seen from Ditch Trail.

3. The residents of the proposed building shall not be eligible to obtain resident parking permits for the Town public parking lots pursuant to Section 8 Article II of the Municipal Code.

4. To support constrained parking and access to the site the applicant should consider alternative modes of travel. These may include bikeshare, carshare, employee shuttles, off-site vehicle storage, and any other transportation demand management measures that may be appropriate.

5. The reduction in Code parking standards is appropriate if substantial alternative modes of travel (mentioned in the previous condition) are implemented and no less than one space per unit is provided. This does not include handicap spaces. The applicant may explore other options which include less housing units and/or more parking spaces.

6. The applicant shall consider safe pedestrian and bicycle connections to Brush Creek Road and Carriage Way which may include a direct connection between Sleigh Ride and Ditch Trails for pedestrians and cyclists could be established and shall reasonably support its establishment.

7. The proposed development shall implement no less than 2 parking spaces equipped for electric vehicle charging, which may occur within the existing Vehicle Maintenance Facility area.

8. Retaining walls on the backside of the building (and construction thereof) shall be contained entirely within the subject property but shall offer as much distance as possible from building to offer the ample afternoon solar exposure for westerly facing residential units.

9. Any subsequent Preliminary Plan application shall include detailed traffic reports and analysis to provide information about the impacts of additional traffic and increased wear-and-tear on Divide Road.

10. The floorplan(s) of adjacent units shall be “mirrored” to ensure optimum noise and nuisance control amongst neighbors residing in the building (see Dunlop Consulting referral comments attached) or demonstrate alternative adequate noise control measures.

11. Any subsequent Preliminary Plan application shall include Civil Plans and analysis that address seasonal drainage from the subject parcel during and after construction. This shall include any potential impact on natural water resources including drainage ways and/or established wetland areas.

12. Any subsequent Preliminary Plan application shall include a Construction Management Plan that shall address (among other requirements) fugitive dust suppression during construction.

13. Any subsequent Preliminary Plan application shall explore the possibility of solar generation on the proposed building.

14. Any subsequent Preliminary Plan shall include a study that demonstrates visibility of the proposed building (and associated lighting – interior and exterior) as seen from the Snowmass Creek valley and the greater Divide subdivision. The applicant shall explore ways lessen the visual impact of the building and how make it better integrate with the site and surrounding natural environment.

15. The applicant shall explore the reduction in ceiling heights to reduce the overall height of the proposed building.

16. The applicant shall explore ways to minimize and screen rooftop mechanical and HVAC equipment and shall also explore the implementation of green roof(s) where possible.

17. The applicant shall explore increasing the overall amount of communal space(s) associated with the proposed building.

18. The applicant shall explore options to increase the separation of residential units from the Vehicle Maintenance operation area of the site.

19. The applicant shall continue to work with the Divide HOA and other concerned entities throughout the duration of the land use process.

20. The Preliminary Plan application shall be subject to the applicable provisions of the Municipal Code in effect at the time said application is determined to be complete and accepted for review.

INTRODUCED, READ, AND ADOPTED by the Town Council of the Town of Snowmass Village, Colorado on this 3rd day of February 2025, with a motion made by Councilmember _____ and a second by Councilmember _____, by a vote of ____ in favor and ____ opposed.

TOWN OF SNOWMASS VILLAGE
TOWN COUNCIL

Alyssa Shenk, Mayor

ATTEST:

Megan Harris Boucher, Town Clerk

Exhibits:

A. Site Plan

B. Architectural Renderings

MEMORANDUM

To: Jonathan Tapper
Planning & Development Manager
Aspen Skiing Company

From: Steve Tuttle, PE, PTOE

Date: January 2, 2025

Project: The Divide at Snowmass

Subject: Transportation Impact Analysis Addendum

The Fox Tuttle Transportation Group has completed this addendum to The Divide at Snowmass Transportation Impact Analysis (Fox Tuttle Transportation Group, August 14, 2024) to compare the proposed land use plan, as analyzed in that study, with the previously approved Phase II site plan consistent with the Planned Unit Development Plan (PUD). The purpose of this memo is to compare what the site trip generation and potential transportation system impacts would have been if the approved plan was built vs. what is currently proposed.

The previous/approved land use plan included 14,000 total square feet (SF) to include 3 residential (employee housing) dwelling units, 7,600 SF of storage/restaurant receiving space, and 4,800 SF of ski patrol/office/multipurpose space. The current land use proposal, as analyzed in the Transportation Impact Analysis (TIA) included 30 employee housing dwelling units.

Trip generation analysis for the proposed use was performed using Town of Snowmass Village trip rates for “multifamily dwelling” and using Institute of Transportation Engineers (ITE) trip rates and equations for the “Multifamily Low-Rise” (#220), Small Office Building (ITE #712), and Warehousing (ITE #150) land use categories as these most accurately represent the potential site uses. For the residential uses, the Town rates provide a daily trip generation of 5.0 trips per dwelling unit. In order to estimate AM and PM peak hour trips for residential, ITE morning and evening peak hour trip rates were applied. For the Warehousing use, fitted equations were utilized given the relatively small size of the Warehousing use vs. an average Warehousing use as studied to develop the ITE rates, consistent with ITE methodology. Using these rates and equations, the estimated vehicular trip generation comparison was calculated for the project for the current/proposed use and previously approved PUD use:

Table 1 - Trip Generation Comparison

Proposed (Current) Land Use Plan:

Land Use	Size	Unit	Weekday Trips		Weekday AM Peak Hour Trips				Weekday PM Peak Hour Trips			
			Rate	Total	Rate	Total	In	Out	Rate	Total	In	Out
Multi-family dwelling unit	30	D.U.	5	150	0.40	12	3	9	0.51	15	9	6

Previously Approved (PUD) Land Use Plan:

Land Use	Size	Unit	Weekday Trips		Weekday AM Peak Hour Trips				Weekday PM Peak Hour Trips			
			Rate	Total	Rate	Total	In	Out	Rate	Total	In	Out
Multi-family dwelling unit	3	D.U.	5	15	0.40	1	0	1	0.51	2	1	1
Small Office Building (ITE #712)	4.8	T.S.F.	14.39	69	1.67	8	7	1	2.16	10	4	6
Warehousing (ITE #150)	7.6	T.S.F.	Used Fitted Equation	50	Used Fitted Equation	25	19	6	Used Fitted Equation	27	8	19
<i>Total Trips:</i>				134		34	26	8		39	13	26

Net Added Trips w/Proposed Land Use: +16 -22 -23 +1 -24 -3 -21

As shown on **Table 1** above, the proposed (current) land use plan represents a potential increase of 16 daily trips, reduction of 22 AM peak hour trips, and reduction of 24 PM peak hour trips vs. what was previously approved.

The peak hour Level of Service (LOS) and Highway Capacity Manual (HCM) capacity analysis performed for the TIA was reanalyzed using the previously approved (PUD) trip estimates to determine if there are any notable changes in projected intersection operations vs. the proposed (current) land use plan. The Synchro and SIDRA worksheets for this additional analysis are attached.

It was determined that with the additional peak hour trips of the previously approved land use, intersections would operate at the same overall (and acceptable) LOS grades for each intersection and approach, with negligible differences in peak hour delay values despite the higher peak hour volumes. This is due to sufficient capacity in the roadway and intersection network with either land use scenario. **Thus, it was determined that there are no significant differences between the two land use plans from a peak hour intersection operations standpoint and both would operate well within Town standards.**

I hope the contents of this memorandum are helpful. Please contact me if you have any questions or would like to discuss our analysis and findings in more detail.

/SGT

Attachments:

Synchro/SimTraffic LOS Worksheets

SIDRA Worksheets

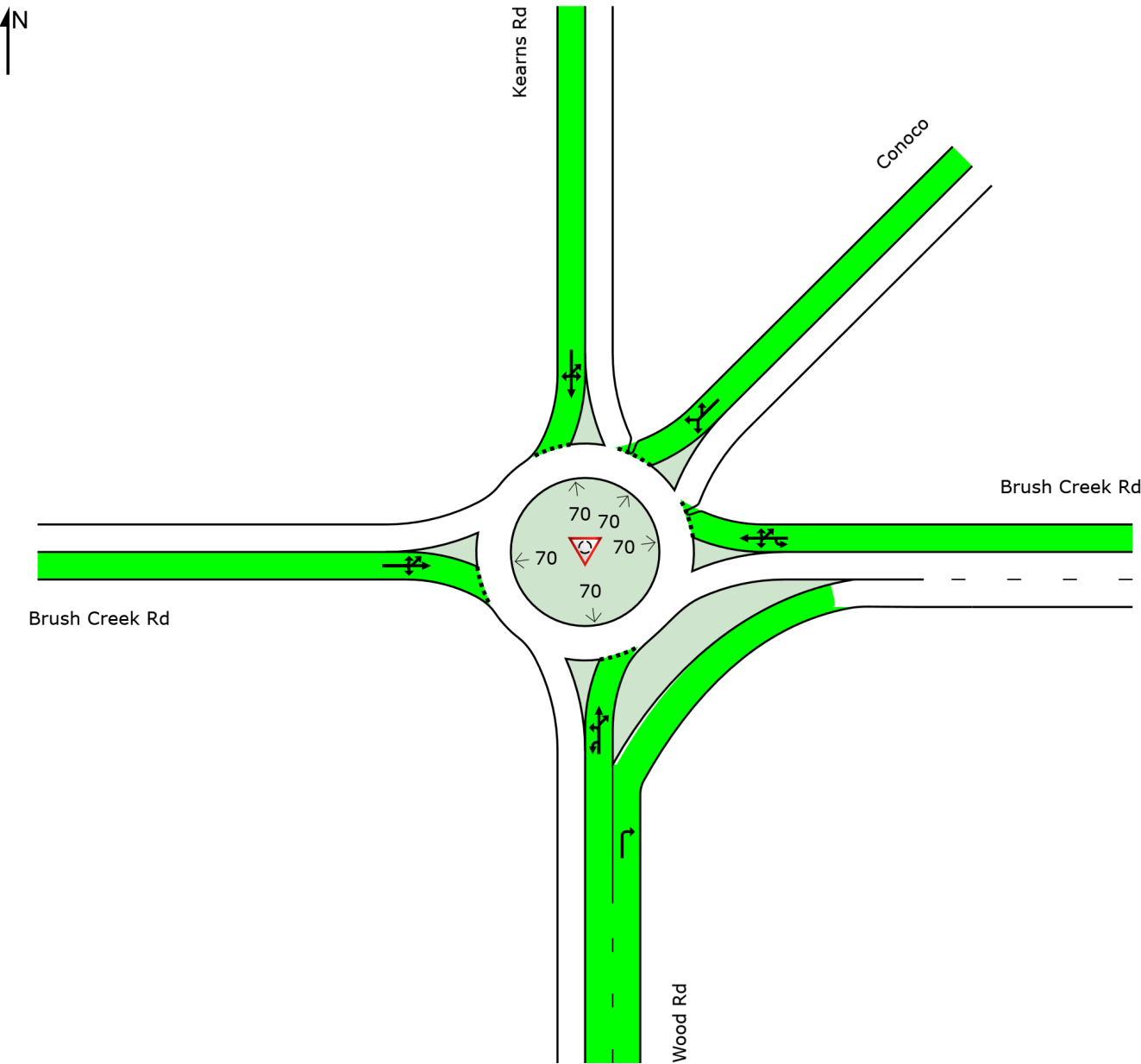
LEVEL OF SERVICE

Lane Level of Service

 Site: 01 [Brush Creek RAB - Existing+PUD Approved AM (Site Folder: General)]

Site Category: (None)
Roundabout

	Approaches					Intersection
	South	East	Northeast	North	West	
LOS	A	A	A	A	A	A



DELAY (CONTROL)

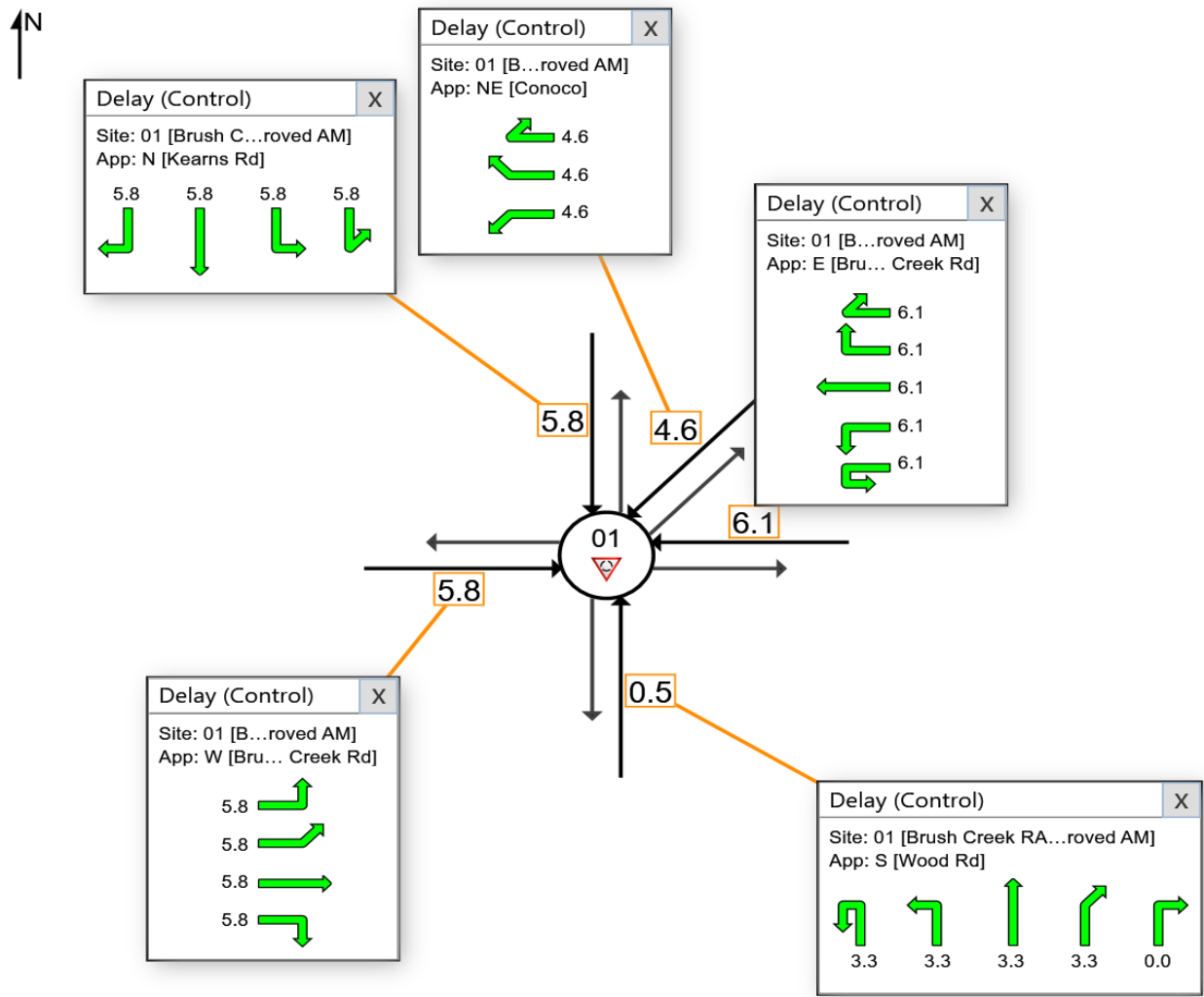
Average control delay per vehicle, or average pedestrian delay (seconds)

 Site: 01 [Brush Creek RAB - Existing+PUD Approved AM (Site Folder: General)]

Site Category: (None)
Roundabout

Use the button below to open or close all popup boxes. Click value labels to open selected ones.
Click and drag popup boxes to move to preferred positions.

Close All Popups



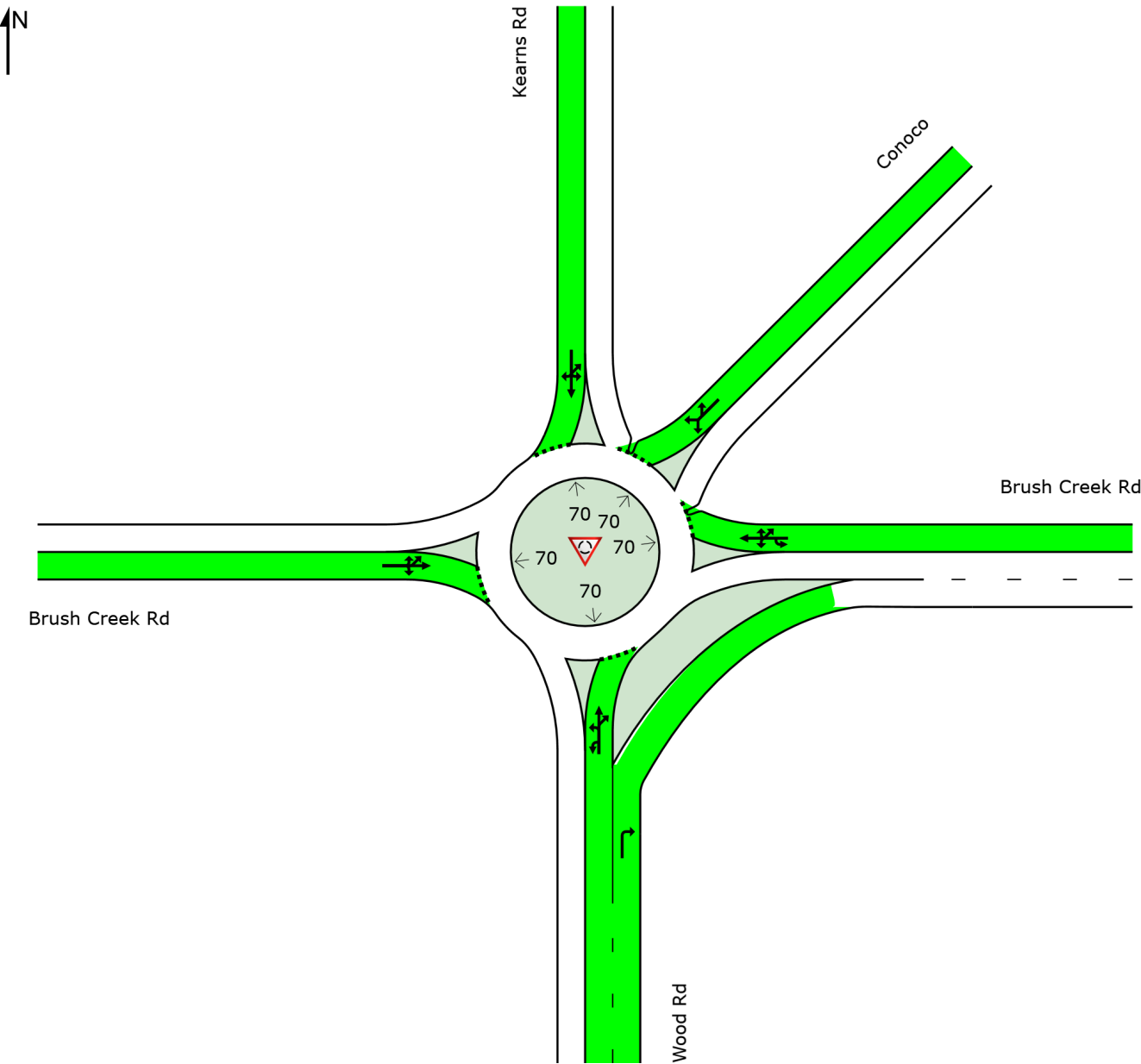
LEVEL OF SERVICE

Lane Level of Service

 Site: 01 [Brush Creek RAB - Existing+PUD Approved PM (Site Folder: General)]

Site Category: (None)
Roundabout

	Approaches					Intersection
	South	East	Northeast	North	West	
LOS	A	A	A	A	A	A



DELAY (CONTROL)

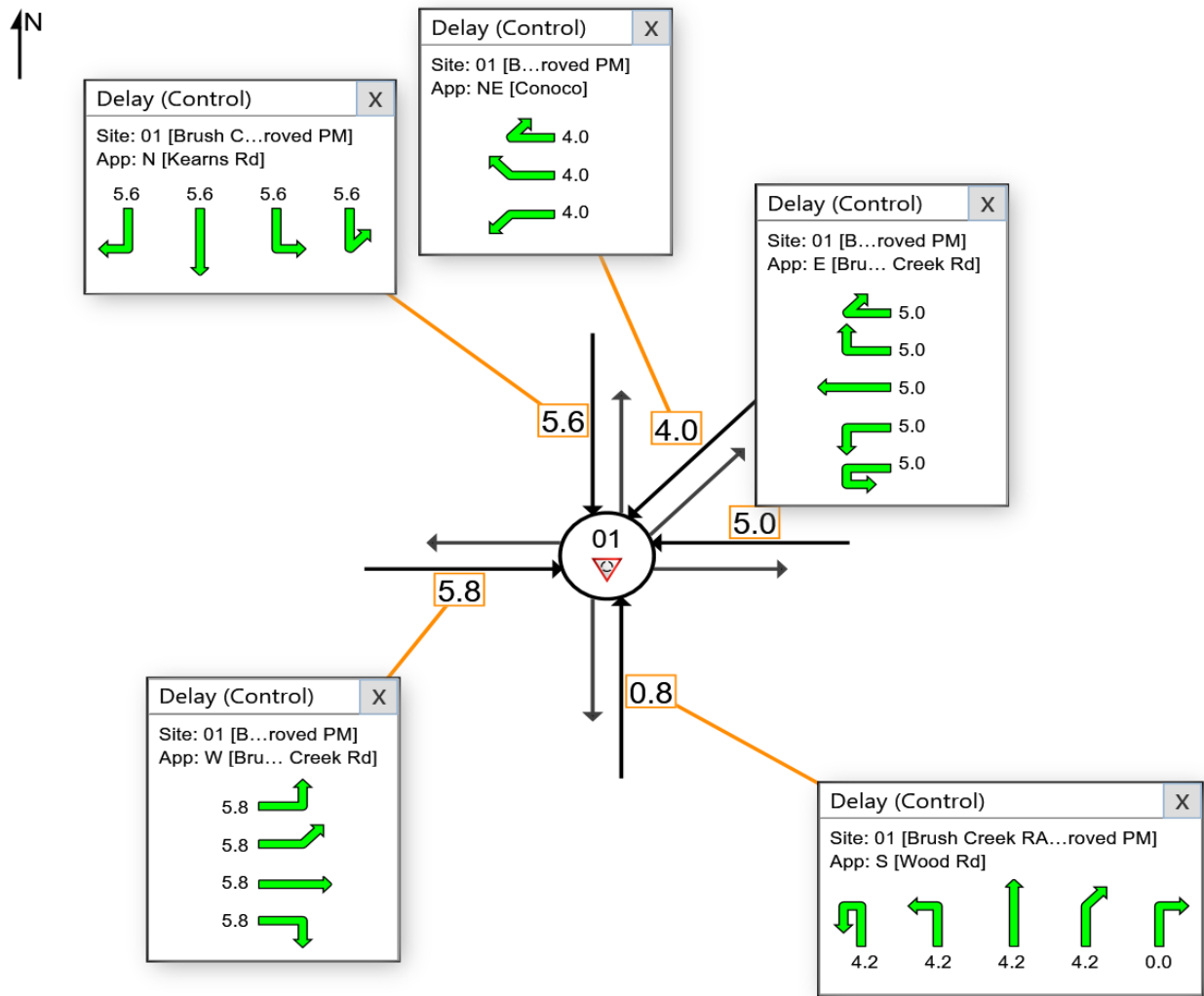
Average control delay per vehicle, or average pedestrian delay (seconds)

 Site: 01 [Brush Creek RAB - Existing+PUD Approved PM (Site Folder: General)]

Site Category: (None)
Roundabout

Use the button below to open or close all popup boxes. Click value labels to open selected ones.
Click and drag popup boxes to move to preferred positions.

Close All Popups



Intersection						
Int Delay, s/veh	2.2					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	32	6	4	50	72	64
Future Vol, veh/h	32	6	4	50	72	64
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	68	68	96	96	90	90
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	47	9	4	52	80	71
Major/Minor	Minor2	Major1		Major2		
Conflicting Flow All	176	116	151	0	-	0
Stage 1	116	-	-	-	-	-
Stage 2	60	-	-	-	-	-
Critical Hdwy	6.42	6.22	4.12	-	-	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	2.218	-	-	-
Pot Cap-1 Maneuver	814	937	1430	-	-	-
Stage 1	909	-	-	-	-	-
Stage 2	962	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	811	937	1430	-	-	-
Mov Cap-2 Maneuver	811	-	-	-	-	-
Stage 1	907	-	-	-	-	-
Stage 2	962	-	-	-	-	-
Approach	EB	NB		SB		
HCM Control Delay, s/v	9.66	0.56		0		
HCM LOS	A					
Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR	
Capacity (veh/h)	133	-	829	-	-	
HCM Lane V/C Ratio	0.003	-	0.067	-	-	
HCM Control Delay (s/veh)	7.5	0	9.7	-	-	
HCM Lane LOS	A	A	A	-	-	
HCM 95th %tile Q(veh)	0	-	0.2	-	-	

Intersection						
Int Delay, s/veh	3.7					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	87	7	7	72	80	50
Future Vol, veh/h	87	7	7	72	80	50
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	74	74	64	64	94	94
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	118	9	11	113	85	53

Major/Minor	Minor2	Major1	Major2			
Conflicting Flow All	246	112	138	0	-	0
Stage 1	112	-	-	-	-	-
Stage 2	134	-	-	-	-	-
Critical Hdwy	6.42	6.22	4.12	-	-	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	2.218	-	-	-
Pot Cap-1 Maneuver	742	941	1445	-	-	-
Stage 1	913	-	-	-	-	-
Stage 2	892	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	736	941	1445	-	-	-
Mov Cap-2 Maneuver	736	-	-	-	-	-
Stage 1	906	-	-	-	-	-
Stage 2	892	-	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s/v10.79		0.67	0
HCM LOS	B		

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
Capacity (veh/h)	159	-	748	-	-
HCM Lane V/C Ratio	0.008	-	0.17	-	-
HCM Control Delay (s/veh)	7.5	0	10.8	-	-
HCM Lane LOS	A	A	B	-	-
HCM 95th %tile Q(veh)	0	-	0.6	-	-

3: Divide Dr/Driveway & Divide Way/Divide Rd Performance by movement

Movement	EBT	EBR	WBL	WBT	NBL	All
Denied Del/Veh (s)	0.1	0.1	0.1	0.1	0.1	0.1
Total Del/Veh (s)	4.2	2.7	0.0	0.0	7.5	2.3

3: Divide Dr/Driveway & Divide Way/Divide Rd Performance by movement

Movement	EBT	EBR	WBL	WBT	NBR	All
Denied Del/Veh (s)	0.1	0.6	0.1	0.1	0.1	0.1
Total Del/Veh (s)	4.8	4.0	0.0	0.2	1.6	2.1

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

February 10, 2025

AGENDA ITEM:

Ullrhof Resolution Follow Up
(RE: bathroom configuration, roof height, exterior materials, and temporary structures)

PRESENTED BY:

Brian McNellis, AICP/MLA, Senior Planner

BACKGROUND:

On December 2nd, 2024, the Town Council granted Special Review approval to Aspen Skiing Company to demolish and replace the existing Ullrhof restaurant in accordance with Resolution No. 29 of 2024 (see attachment A). Pursuant to conditions No. 7 thru 10, the applicant would explore the possibility of modifications to the floor plans and architecture including adding more square footage to the women's bathroom and reducing the main roof height. Also, the Town Council wished to be presented with the proposed pallet of exterior materials and rendered drawings of the approved structure. Finally, the Town Council encouraged the applicant to explore the possibility of providing temporary bathroom and warming structures at the Big Burn base area during the reconstruction.

The applicant has provided colored renderings and material representations in the update packet (see attachment B) and a physical materials pallet will be presented at the meeting. The applicant has asked for the roof height of the building to remain, and to consider that improvements in other facilities on the mountain will provide relief for warming huts and bathrooms during construction.

PROCESS:

There is not a defined process in the Land Use Code for this hearing. Resolution No. 29 of 2024 requires these issues to be explored and in the case of the materials, architectural drawings and temporary structures brought back to Town Council for input and comment prior to building permit submission. The Town Council may provide input and comments in response to the applicant's presentation and material representations. If changes are to be required, they would be upheld by staff at the time of building permit review and approval.

FINANCIAL IMPACT:

NA).

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

As stated in the 2018 Comprehensive Plan's Guiding Principles; *Retain the natural, pristine and unique small village character while creating places that are interesting, welcoming, well-designed, useful and likely to provide long-standing value to the community and visitors.*

COUNCIL OPTIONS:

Town Council may offer additional comments and accept or reject the details presented by the applicant. Town Council may direct Staff to administer requested changes at the time of building permit issuance. The Town Council should remain aware that the redevelopment of the Ullrhof was ultimately approved pursuant to Resolution No. 29 of 2024 (see attachment A). Town Council may decide to take public comment at their discretion.

STAFF RECOMMENDATION:

Staff recommends that the Council, in accordance with Condition #9 of the Resolution 2024-29, offer input and comments regarding the roof type aesthetic. A durable roof type, i.e. standing metal seam, is recommended. As an alternative, 50-year architectural asphalt shingles should be used.

ATTACHMENTS:

Attachment A – Resolution No. 29 of 2024

Attachment B – Architectural Update packet

**TOWN OF SNOWMASS VILLAGE
TOWN COUNCIL**

**RESOLUTION NO. 29
SERIES OF 2024**

**A RESOLUTION BY THE SNOWMASS VILLAGE TOWN COUNCIL
RECOMMENDING SPECIAL REVIEW APPROVAL FOR THE DEMOLITION AND
REDEVELOPMENT OF THE ULLRHOF RESTAURANT WITHIN THE
SNOWMASS SKI AREA**

WHEREAS, in accordance with the Town of Snowmass Village (hereafter 'Town') Land Use Code, the Aspen Skiing Company ('Applicant') is requesting Special Review pursuant to Sec. 16A-5-230 of the Land Use Code to demolish the existing Ullrhof restaurant and construct a new restaurant in the same location in accordance with the 2022 Mountain Master Plan; and

WHEREAS, the Town of Snowmass Village approved an updated the Snowmass Mountain PUD Guide in accordance with Ordinance No. 7 of 2024 which specified the expansion and redevelopment of on-mountain restaurants (including the Ullrhof) with Special Review approval; and

WHEREAS, the Planning Commission reviewed the Special Review application at a public meeting on October 16, 2024 to consider the proposal and recommendations from Town staff and referral agencies, a recommendation of approval was adopted; and

WHEREAS, the Town Council reviewed the Special Review application at a publicly noticed hearing on December 2, 2024 to consider the proposal and the affirmative recommendation by the Planning Commission in accordance with their approved and adopted Resolution No. 6 of 2024.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Snowmass Village, as follows:

Section One: General Findings. The Town Council finds that:

- 1) **Submission**: The Applicant has submitted the Special Review application in accordance with the provisions set forth in the Municipal Code and the 2024 Snowmass Mountain PUD Guide adopted with Ordinance No. 7 of 2024.
- 2) **Content**: The application contained the Minimum Contents as required by the Municipal Code Section 16A-5-40, '*Submission of Application*,' and included written and graphic materials of sufficient detail such that the application was deemed complete for referral and review.
- 3) **Public Process**: The Town Council held a public hearing to review the

application on December 2, 2024 to consider the proposal in accordance with the responsibilities and procedures prescribed in the Municipal Code Section 16A-5-230(c)(4), '*Action by Decision-Making Body*'.

- 4) **Requirements:** Subject to the recommendations in Section Three of this Resolution, it was found the land use application follows the Review Standards established in Section 16A-5-230 of the Land Use Code as follows:
- A. Consistent with Comprehensive Plan. The proposed use shall be consistent with the intent of the Town of Snowmass Village Comprehensive Plan.
 - B. Comply with standards of Development Code. The proposed use shall comply with all other applicable standards of this Development Code, including, but not limited to:
 - 1) Zone district standards. The purpose of the zone district in which it is located, the dimensional limitations of that zone district and any standards applicable to the particular use, all as specified in Article III, Zone Districts.
 - 2) Development evaluation standards. The applicable standards specified in Article IV, Development Evaluation Standards.
 - C. Compatible. The proposed use shall be appropriate to its proposed location and be compatible with the character of surrounding land uses in the area and shall not adversely affect the future development of the surrounding area.
 - D. Adequacy of access. Access to the site shall be adequate for the proposed use, considering the width of adjacent streets, their grades, intersection safety, visibility, and entrance into the area to be developed. When appropriate, public transportation, or other public or private transportation services, and appropriate pedestrian facilities, shall be made available to serve the use.
 - E. Design minimizes adverse impact. The design and operation of the proposed use shall minimize adverse impacts and shall not create a nuisance, considering such impacts as traffic congestion or traffic hazards, service delivery, parking and loading, trash removal, odors, noise, glare and vibration.
 - F. Design minimizes environmental impact. The proposed use shall minimize environmental impacts and shall not cause significant deterioration of water and air resources, wildlife habitat, scenic resources and other natural resources.

- G. Facilities. There shall be adequate public facilities available to serve the proposed use, or the applicant shall propose necessary improvements to address service deficiencies that the use would cause. In particular, the applicant shall demonstrate that adequate water supply and sewage disposal service is available for the proposed use, including sufficient water pressure and proximity to fire hydrants to provide for fire protection needs.
- H. Parking. Sufficient off-street parking shall be provided for the proposed use.

4) **Employee Generation:** The Town Council affirms the proposal generates a need for additional employee housing in accordance with Division 4 – Standards for Restricted Housing of the Land Use and Development Code. Additional commercial square footage associated with the expansion of the Ullrhof shall be mitigated at a rate of 3.59 employees per 1,000 interior square feet as measured pursuant to Section 16A-3-210 of the Code.

Section Two: Action. Pursuant to the findings stated in Section One of this Resolution, the Town Council approves the Aspen Skiing Company's Special Review application by Resolution. This approval is subject to the conditions in Section Three below.

Section Three: Conditions. The Applicant shall comply with and implement the following conditions of the Special Review:

- (1) The Applicant shall submit for a Building Permit and receive approval thereof prior to construction. The building permit shall include a construction management plan that addresses storm water management, dewatering, run-off management, and fugitive dust control.
- (2) The Applicant shall continue to work with the Roaring Fork Fire District to assure that appropriate building specifications and fire suppression will be met as part of any building permit submittal.
- (3) The Applicant shall mitigate for the employee generation associated with new development as represented in the Architectural Plans (see Exhibit A) for **23.301** (of which 2 employees would be housed within the on-site caretaker units). The applicant shall either provide the mitigation as "built" units acceptable to the Housing Department and deed restricted in accordance with Table 4-6 of the Land Use Code or in the form of a cash fee-in-lieu equaling \$500,000 per employee = **\$10.65** million. A letter of credit for the said amount is acceptable to the Town in lieu of a cash payment at the time of Temporary Certificate of Occupancy (TCO) issuance for the restaurant

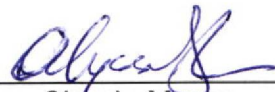
which can be redeemed if off-site housing mitigation is not provided within 3 years from the issuance of the building permit.

- (4) The Applicant shall continue to work with the USFS to appropriately mitigate the removal of vegetation as needed for the proposed redevelopment.
- (5) The Applicant shall prioritize the reuse of serving ware for the restaurant and minimize the amount of landfill waste as part of its operations.
- (6) The new facility shall prioritize the use of natural and neutral tone exterior materials to allow the building to blend with the surroundings of the mountain landscape.
- (7) The applicant shall explore making the main level women's bathroom larger to accommodate more stalls.
- (8) The applicant shall explore a reduction of the main roof height.
- (9) Prior to building permit submission, the applicant shall present the final pallet of exterior materials, provide alternative dimensional shingles or roofing materials, and final rendered architectural drawings (colored) to Town Council for input and comment at a regularly scheduled public hearing.
- (10) At the above-mentioned meeting, the applicant shall also give an update on the feasibility of providing a temporary warming structure and bathroom during the construction of the Ullrhof, to be located in the general vicinity of the Big Burn base area.
- (11) This approval in no way modifies the agreement for activities allowed at the Ullrhof restaurant as specified in the 2024 Snowmass Mountain PUD Guide.

Section Four: Severability. If any provision of this Resolution or application hereof to any person or circumstance is held invalid, the invalidity shall not affect any other provision or application of this Resolution which can be given effect without the invalid provision or application, and, to this end, the provisions of this Resolution are severable.

INTRODUCED, READ, AND APPROVED by the Town Council of Snowmass Village on December 2nd, 2024, upon a motion by Council Member Fridstein, the second by Council Member Marolt, and was approved unanimously by a vote of 5 in favor and 0 against.

TOWN OF SNOWMASS VILLAGE,
TOWN COUNCIL



Alyssa Shenk, Mayor

ATTEST:



Magan Harris Boucher, Town Clerk

Exhibits:

- A. Employee Generation Calculations
- B. Architectural and Site Plans

Ullrhof Special Review Application
Employee Mitigation calculations

Final Floor Area Calculations- as presented to Council 12/2		
Gross SF	Updated Int	Updated Ext
Lower Level	8,216	1,299
Main Level	11,815	1,525
Upper Level	6,318	2,350
Subtotal	26,349	5,174
Total		31,523

Detailed Area (in SF)	Calc. FA	Excluded FA
Lower Level		
Employee Entrance (1)		160
Loading area and Caretaker Entry (2)	376	764
Loading/Delivery area (3)		619
Common Circulation (3)		425
Employee Spaces	820	-
Commercial Kitchen	2,826	-
Caretaker Units (4)		1,121
Mechanical (5)		2,403
Crawlspace under 5'5 (6)		-
Main Level		
Entry Vestibule (2)	-	57
Covered outdoor space, only areas greater than 4' depth (2)	534	986
Common Circulation/Public Restrooms (3)	-	2,279
Dining Room, General Store, Kitchen, Outdoor Grill	9,526	-
Upper Level		
Entry Vestibule (2)		181
Covered outdoor space, only areas greater than 4' depth (2)	910	1,421
Common Circulation/Public Restrooms (3)		1,593
Bar/Kitchen	4,522	-
Total Floor Area	19,514	12,009

Revised 11/24/24- as presented to Council 12/2		
Ullrhof Employee Mitigation calcs	Value	Calculation
# of Post development employees	70.06	applicable SF (19,514 SF)/1000 * 3.59 employees
Mitigate for 60%	42.03	Post dev Employees x 60% per Code
# of predevelopment employees	27.15	7,562 SF existing SF/1000 * 3.59 employees
Mitigate for 60%	16.29	pre-dev Employees x 60% (based on SF not actual)
Re-development Credit	18.73	60% of pre-dev employees x 115%
Mitigation requirement (Employees)	23.301	60% of Post development - Redevelopment credit
Square footage required (SF)	10,439	448 SF x mitigation requirement
Proposed SF at Ullrhof	1,121	Two units at Ullrhof
Offsite mitigation required (SF)	9,318	Required SF

AS PROPOSED/MODIFIED



THIS AREA
CHANGES FROM
CRAWLSPACE TO
SLAB ON GRADE
FOR LEVEL 01

MECHANICAL ROOM
ENLARGED TO ALLOW FOR
EQUIPMENT PREVIOUSLY
IN CRAWLSPACE



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Ullrhof Restaurant

Aspen Snowmass
Snowmass Village, Colorado

ISSUE
100% DESIGN
DEVELOPMENT

RELEASE DATE
10.04.2024

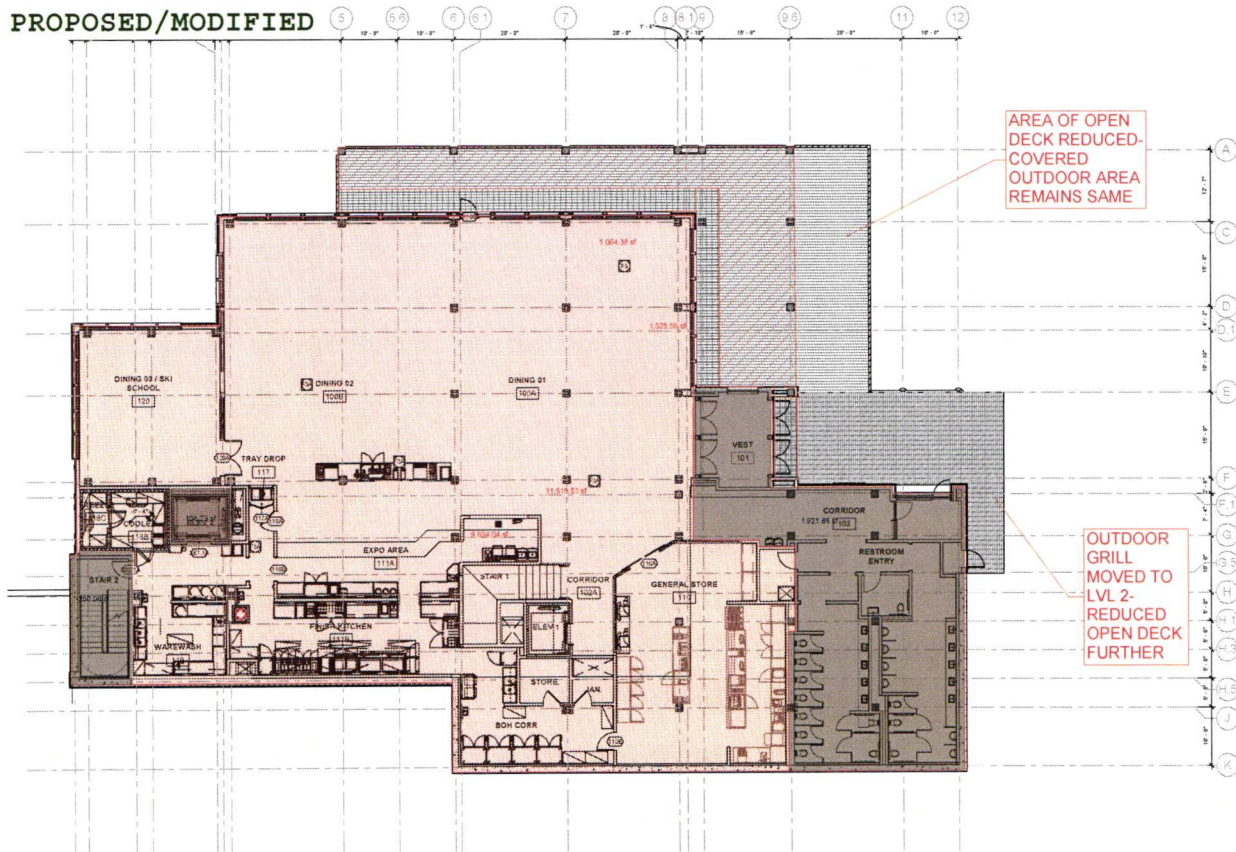
REVISIONS
1

PROJECT NO.	220254
MADE BY	Author
REVIEWED BY	Checker

FLOOR PLAN -
LEVEL 00

A2.00

AS PROPOSED/MODIFIED



bull stockwell allen
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SAN FRANCISCO, CA 94104

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Ullrhof Restaurant

Aspen Snowmass
Snowmass Village, Colorado

ISSUE
100% DESIGN
DEVELOPMENT

RELEASE DATE
10.04.2024

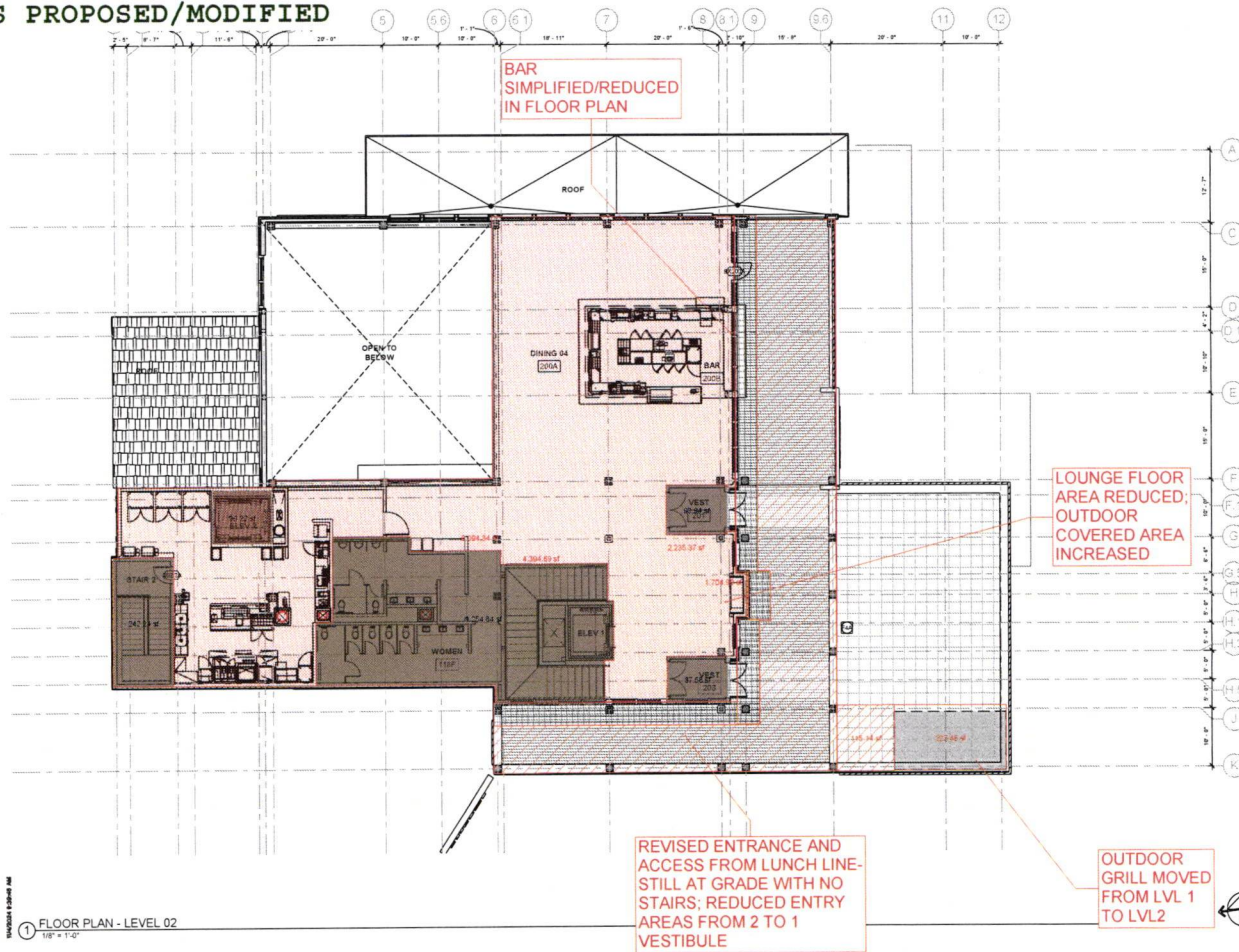
REVISIONS

PROJECT NO.	22324
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REVIEWED BY	Checker

FLOOR PLAN -
LEVEL 01

A2.01

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bull stockwell allen

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Ullrich Restaurant

Aspen Snowmass
Snowmass Village, Colorado

ISSUE
100% DESIGN DEVELOPMENT

RELEASE DATE
10.04.2024

REVISIONS
1

PROJECT NO.
2024A

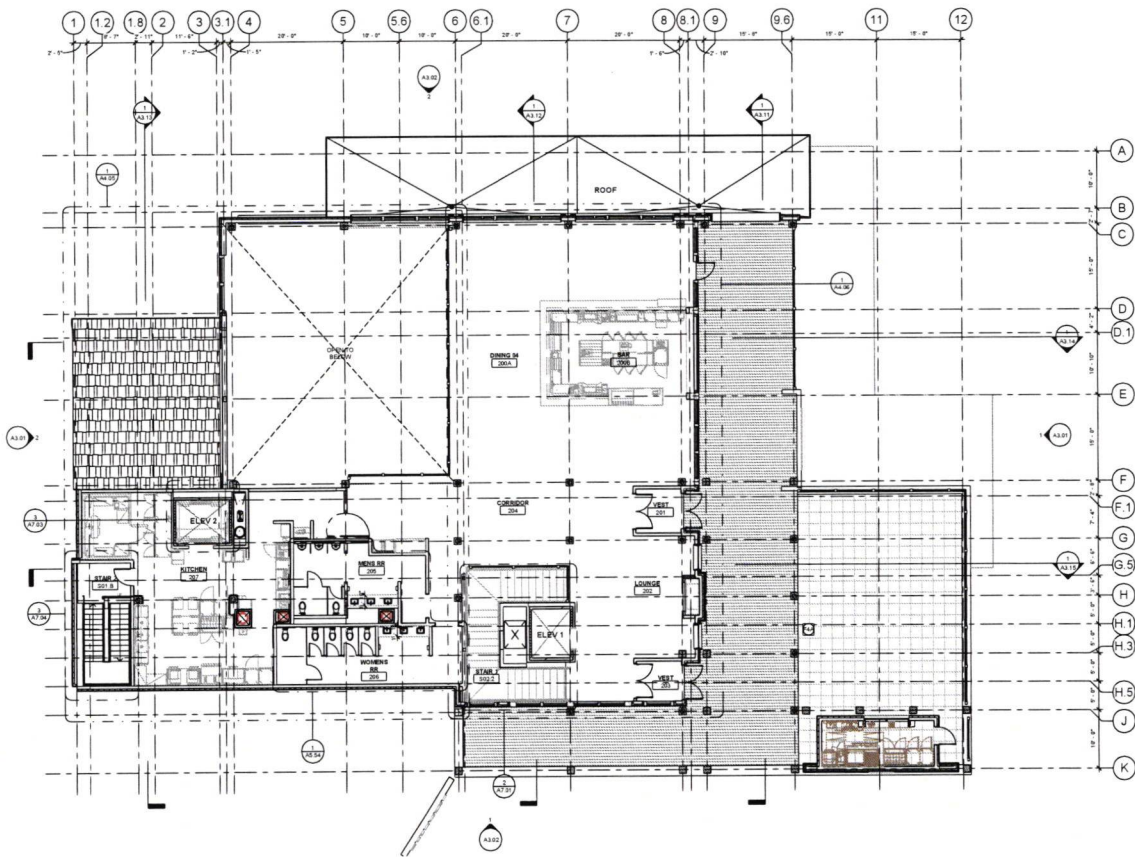
WORK BY
Author

REVIEWED BY
Checker

FLOOR PLAN - LEVEL 02

A2.02

1 FLOOR PLAN - LEVEL 02
1/8" = 1'-0"



1 FLOOR PLAN - LEVEL 02
1/8" = 1'-0"



bull stockwell allen
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Ulirhof Restaurant

Aspen Snowmass
Snowmass Village, Colorado

ISSUE
50% CONSTRUCTION
DOCUMENTS

RELEASE DATE
12.19.2024

REVISIONS

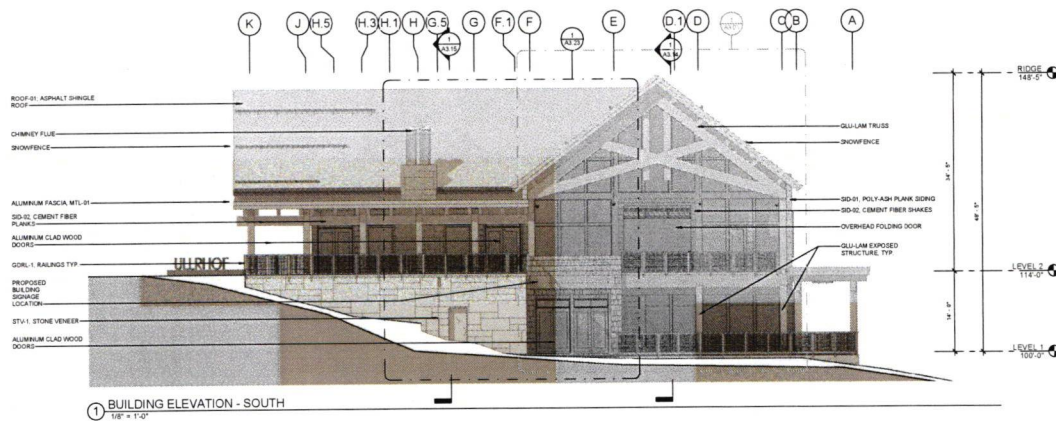
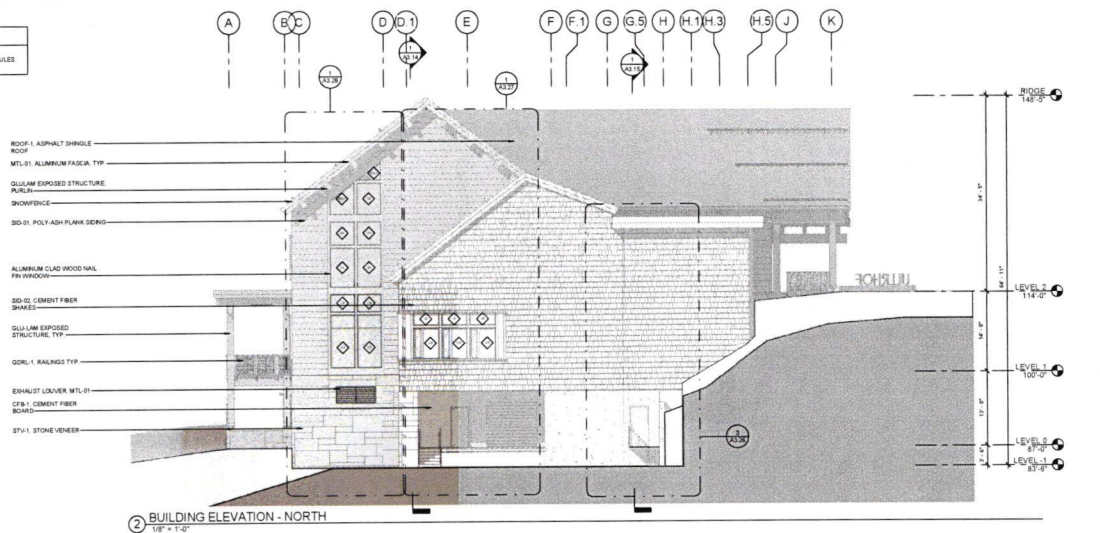
PROJECT NO. 22054
MADE BY Author
REVIEWED BY Checker

**FLOOR PLAN -
LEVEL 02**



A2.02

GENERAL NOTES - EXTERIOR ELEVATIONS
 1. REFER TO A11.20 FOR EXTERIOR MATERIAL SCHEDULES
 2. SEE A11.21 SHEET SERIES FOR DOOR & WINDOW TYPES & SCHEDULES



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Ullrich Restaurant

Aspen Snowmass
 Snowmass Village, Colorado

ISSUE
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 DOCUMENTS

RELEASE DATE
 12.19.2024

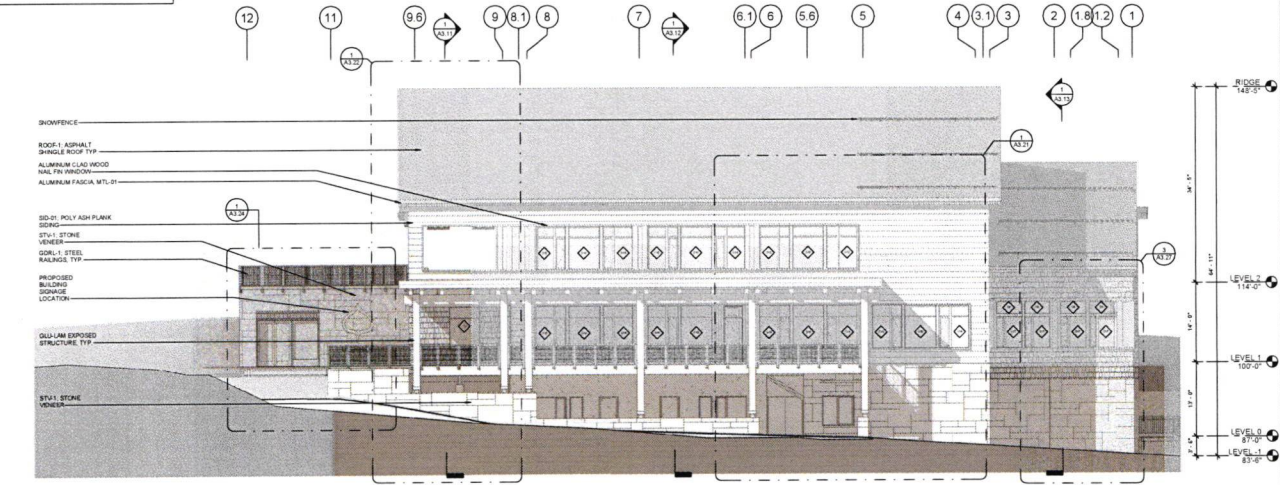
REVISIONS

PROJECT NO. 25204
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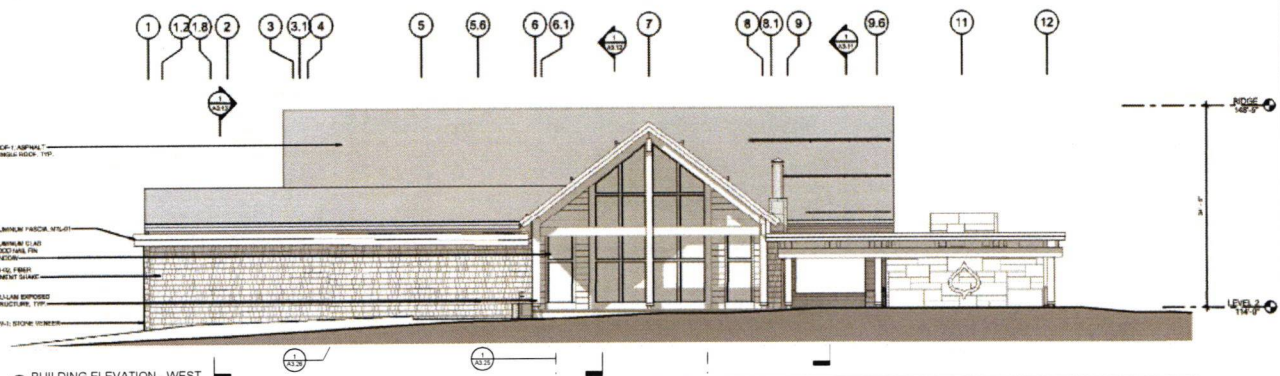
**EXTERIOR
 ELEVATIONS**

A3.01

GENERAL NOTES - EXTERIOR ELEVATIONS
 1. REFER TO A11.20 FOR EXTERIOR MATERIAL SCHEDULES
 2. SEE A11 SHEET SERIES FOR DOOR & WINDOW TYPES & SCHEDULES



2 BUILDING ELEVATION - EAST
 1/8" = 1'-0"



1 BUILDING ELEVATION - WEST
 1/8" = 1'-0"



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Ullrich Restaurant

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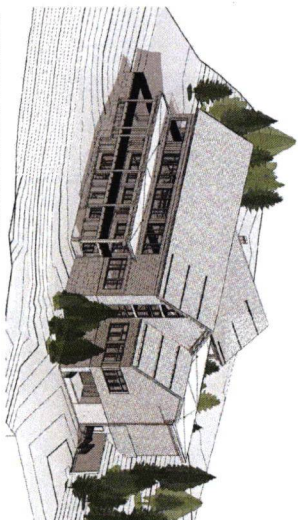
PROJECT NO. 2024
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EXTERIOR ELEVATIONS

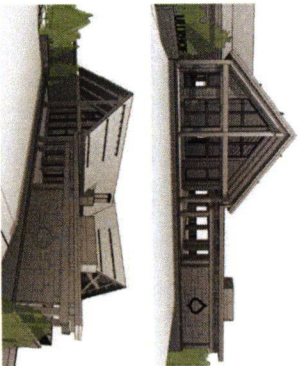
A3.02



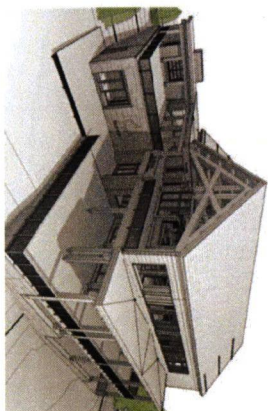
4 AXON VIEW 04 - NORTH WEST CORNER



2 AXON VIEW 02 - NORTH EAST CORNER



3 AXON VIEW 03 - SOUTH WEST CORNER



1 AXON VIEW 01 - SOUTH EAST CORNER



bull stockwell allen

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Ullrhof Restaurant

Aspen Snowmass
Snowmass Village, Colorado

ISSUE
50% CONSTRUCTION
DOCUMENTS

RELEASE DATE
12.19.2024

REVISIONS

PROJECT NO.
2024-001
REVISED BY
CHAD

BUILDING
EXTERIOR
VIEWS

G6.00



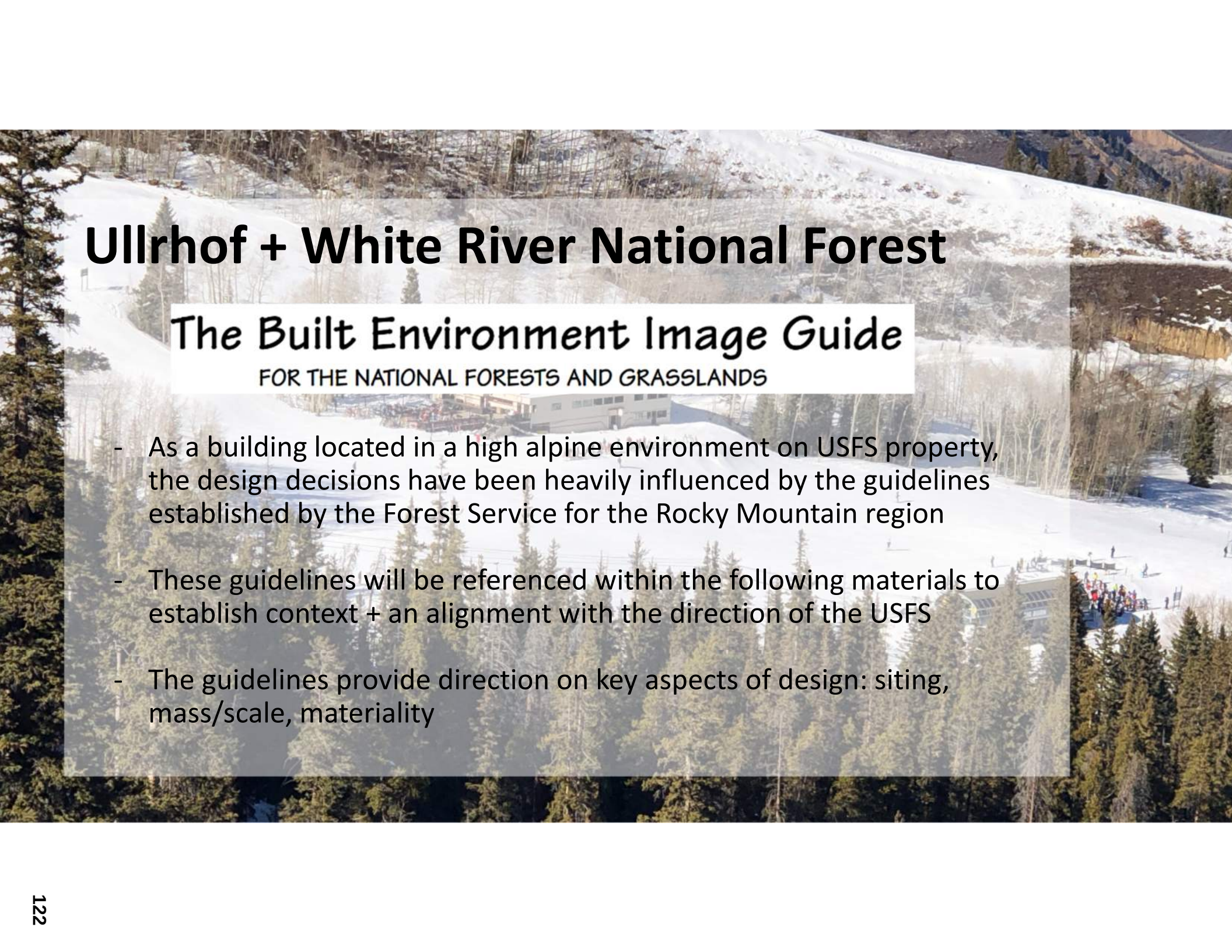
Ullrhof: Special review

TOSV Council Update: February 10, 2025



Council Update

- In December 2024, Applicant met with Town Council to present the Special review application for the Ullrhof Restaurant
- Resolution 29 of 2024 provided approval of the application with conditions, alongside a requirement to revisit with Council on certain key conditions of approval
- Agenda for tonight- update on the key conditions of approval (6-10)



Ullrhof + White River National Forest

The Built Environment Image Guide

FOR THE NATIONAL FORESTS AND GRASSLANDS

- As a building located in a high alpine environment on USFS property, the design decisions have been heavily influenced by the guidelines established by the Forest Service for the Rocky Mountain region
- These guidelines will be referenced within the following materials to establish context + an alignment with the direction of the USFS
- The guidelines provide direction on key aspects of design: siting, mass/scale, materiality

USFS Built Environment Image Guide (BEIG)

Key Architectural guidelines within the Rocky Mountain Province

- Strong ties to the site, building complementary to the setting
- Use of natural, local materials, where practical
- Allusions to pioneer/rustic building techniques
- Strong expression of structure
- Durable and energy efficient



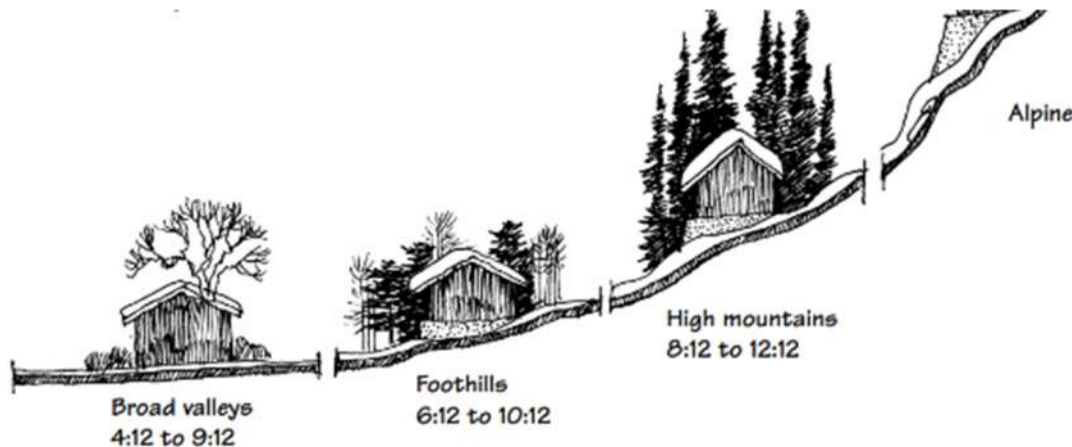
Structural forms echo landscape forms



On edges: good sun exposure



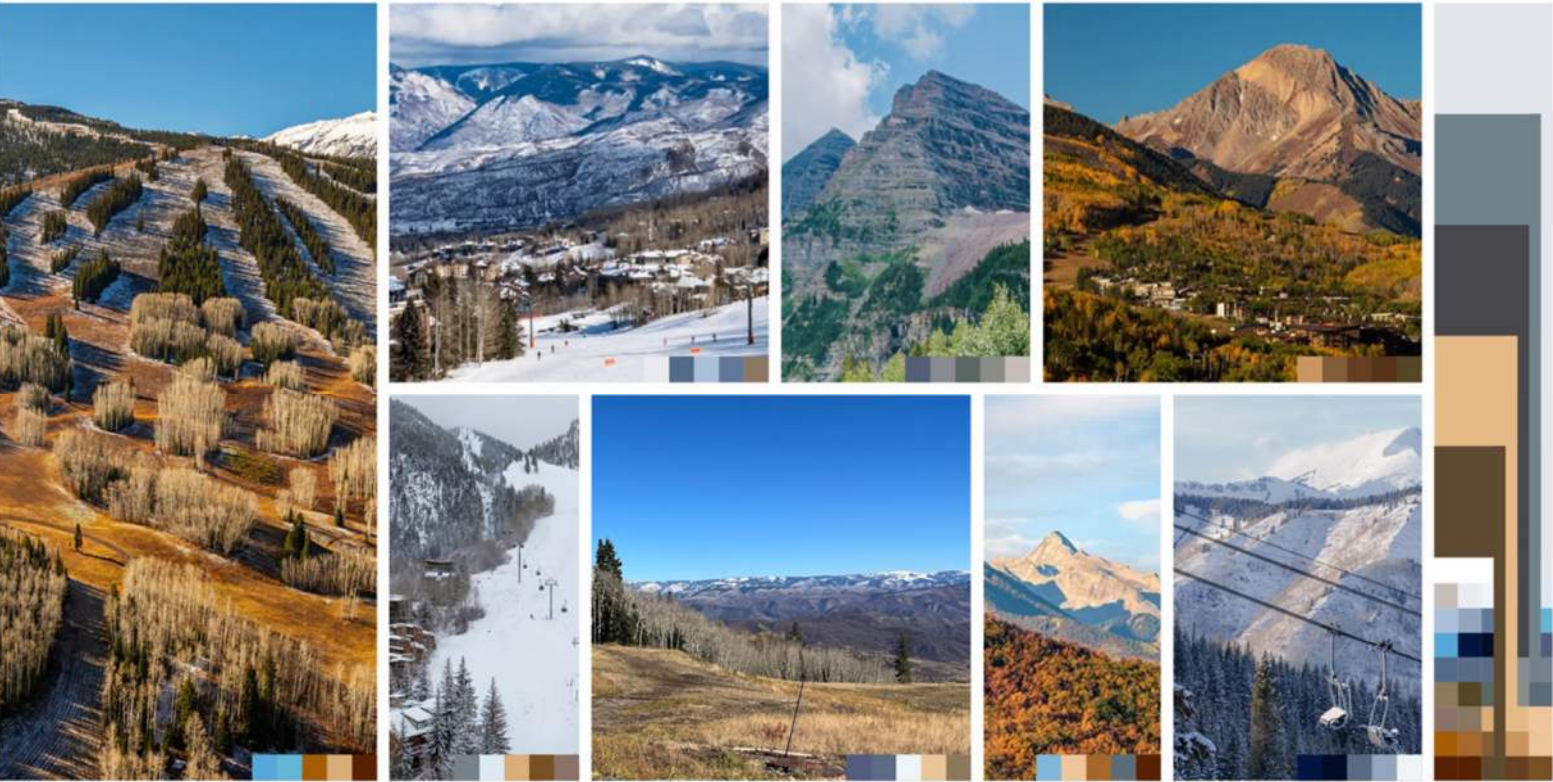
Structures located at transitions



Roof pitch varies with verticality of landscape and setting

Condition 6: Building materials

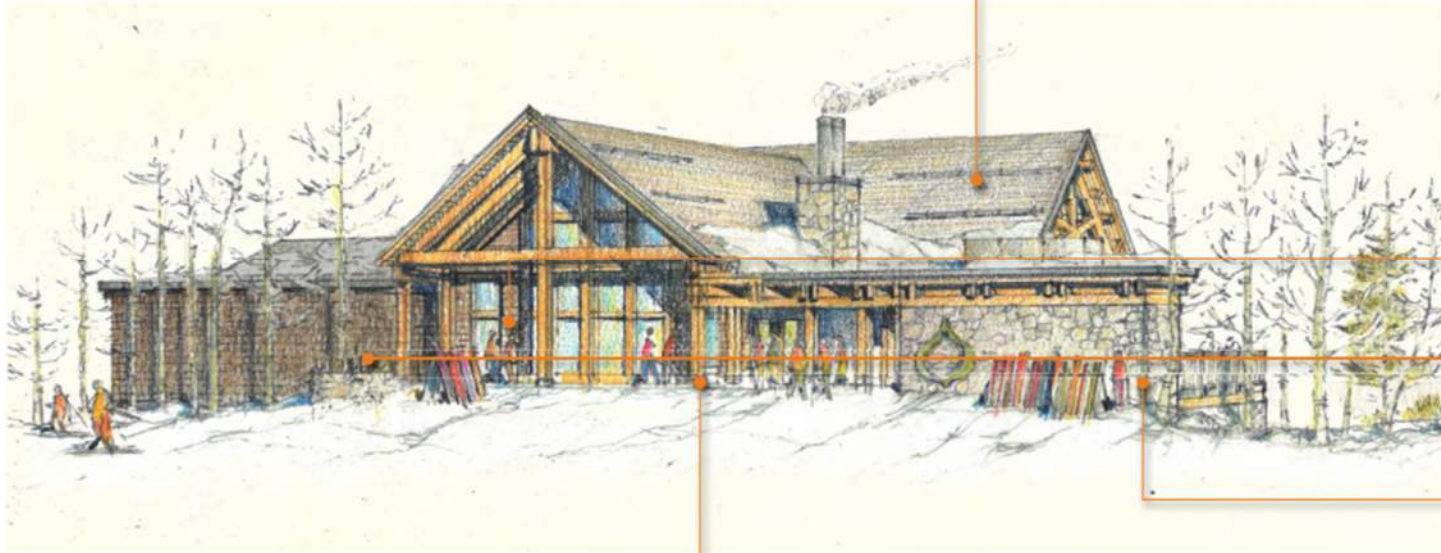
Condition	Applicant Response
The new facility shall prioritize the use of natural and neutral tone exterior materials to allow the building to blend with the surroundings of the mountain landscape.	The design team has drawn inspiration from the local landscape in selecting materials for the exterior.



BEIG guidance

- COLOR
- Analyze the local landscape for indigenous colors and materials.
 - Use color schemes that are inspired by rock outcrops, leaves or needles, tree trunks and bark, and colors found on the forest floor.
 - Dominate the palette with earth tones.
 - Integrate colors with natural materials where possible.
 - Use accent colors drawn from accents of the setting: the green or orange-rust of lichen, the red-brown of red-twig dogwood, the deep burgundy of willow stands, and the ivory of aspen bark.
- MATERIALS
- Use stone, wood, heavy timber, and other natural materials when they are available and practical to use.
 - Substitute manufactured materials, such as synthetic stone, if they can achieve the appearance of natural materials. The key is to make the scale, color, and texture of materials correspond to the setting.
 - Consider costs and availability in remote locations.

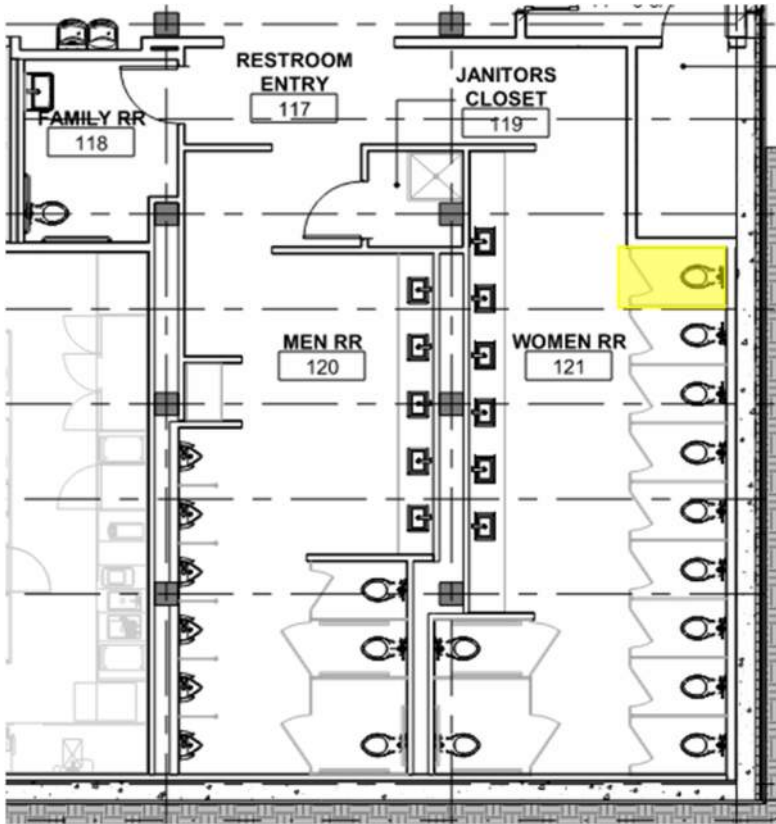
Condition 6: Building materials



- Colors found in nature
- Stained vs. painted
- Variegated patterns
- Multi-seasonal colors

Condition 7: Restroom facilities

Condition	Applicant Response
The applicant shall explore making the main level women's bathroom larger to accommodate more stalls	The Facility also exceeds code requirements and other on mountain facilities. Per request, an additional stall has been added to the Women's room.



Ullrhof has more restroom facilities than required per building code		
	Required Fixtures	Provided Fixtures
Men's	9	14
Women's	9	16
Shared/Family	1	1

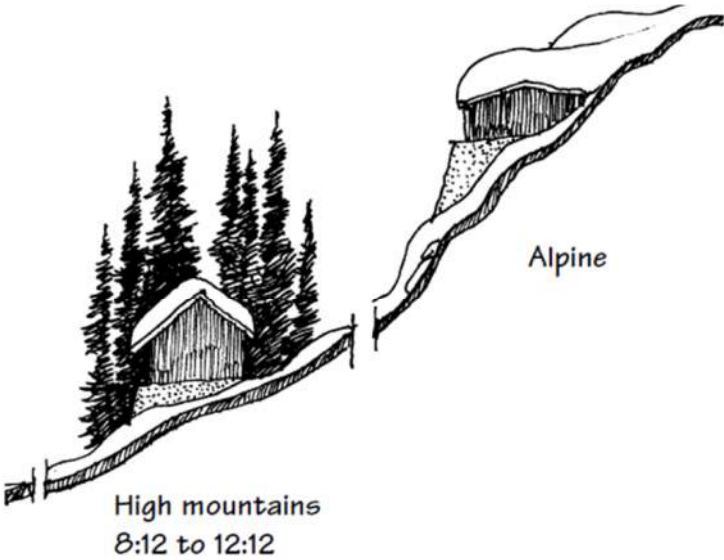
Ullrhof has more restroom facilities than our other restaurants	
Facility	Dining Seats/Fixture
Ullrhof	14.5
Elk Camp	16
High Alpine	19.5

Condition 8: Building Height

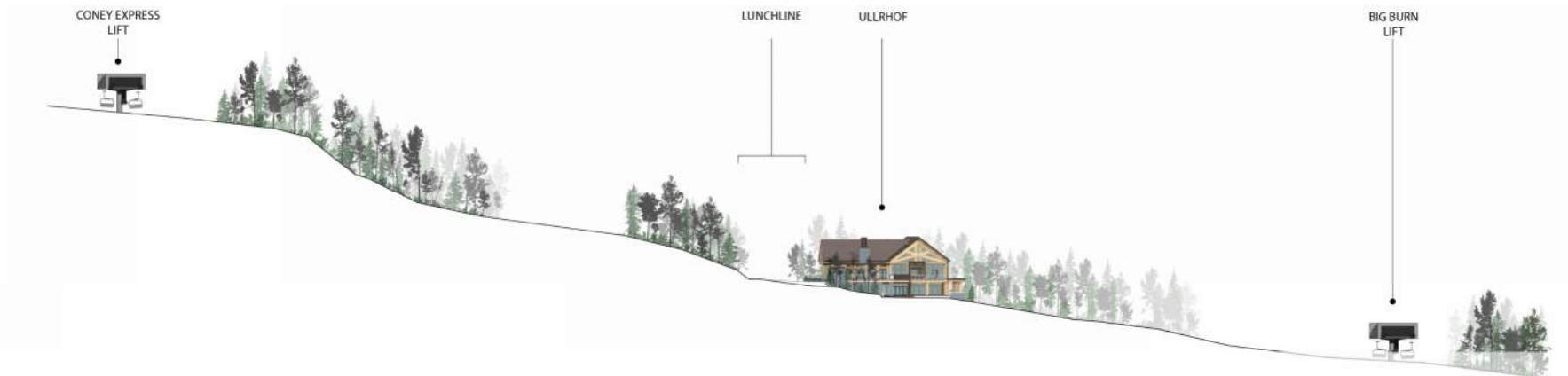
Condition	Applicant Response
(8) The applicant shall explore a reduction of the main roof height	Consistent with the representations made at the Council hearing, the height is appropriate for the site and necessary for both the functionality of the building and to create a memorable and unique dining experience. The building design and height responds to key aspects of the site + operation - Connection to the terrain- to limit footprint on the site and utilize the steep slope, the building extends 3 levels to provide for the necessary program area - Building height vs actual visual impact- full extent of the building height is only visible from the loading dock. This area is largely screened from guest view and has no guest access

BEIG guidance

- Buildings in high mountain environments should be sited into the hillside
- Roof pitches recommended between 8:12 and 12:12 (Ullrhof primary gable is 9:12).
- Roofs should convey a strong sense of protection and typically dominate the architectural composition
- Buildings should be sited on a natural bench/transition zone
- Public buildings should have a strong entry identity, feature daylighting and be open to views



Condition 8: Building Height



Context: Siting the building in high mountain terrain

Positioned between Coney Express and Big Burn lifts – the building is appropriately scaled relative to the steep slope between these two key access points



BEIG guidance



Structures located at transitions

Condition 8: Building Height

Connecting terrain over 3 levels + accounting for winter conditions (24-30" snow depth)

Level 0: Service access

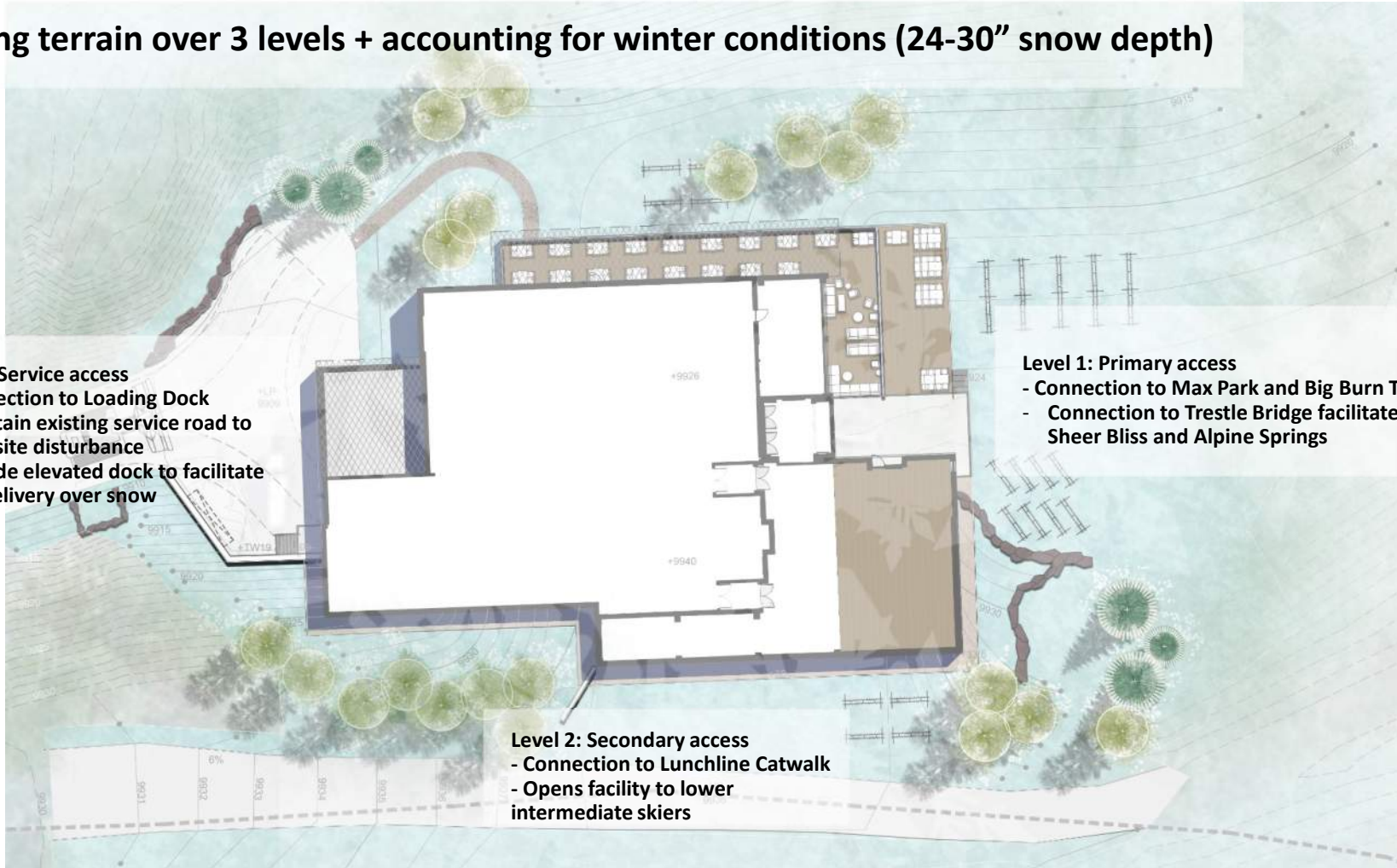
- Connection to Loading Dock
- Maintain existing service road to limit site disturbance
- Provide elevated dock to facilitate cat delivery over snow

Level 1: Primary access

- Connection to Max Park and Big Burn Terrain
- Connection to Trestle Bridge facilitates access to Sheer Bliss and Alpine Springs

Level 2: Secondary access

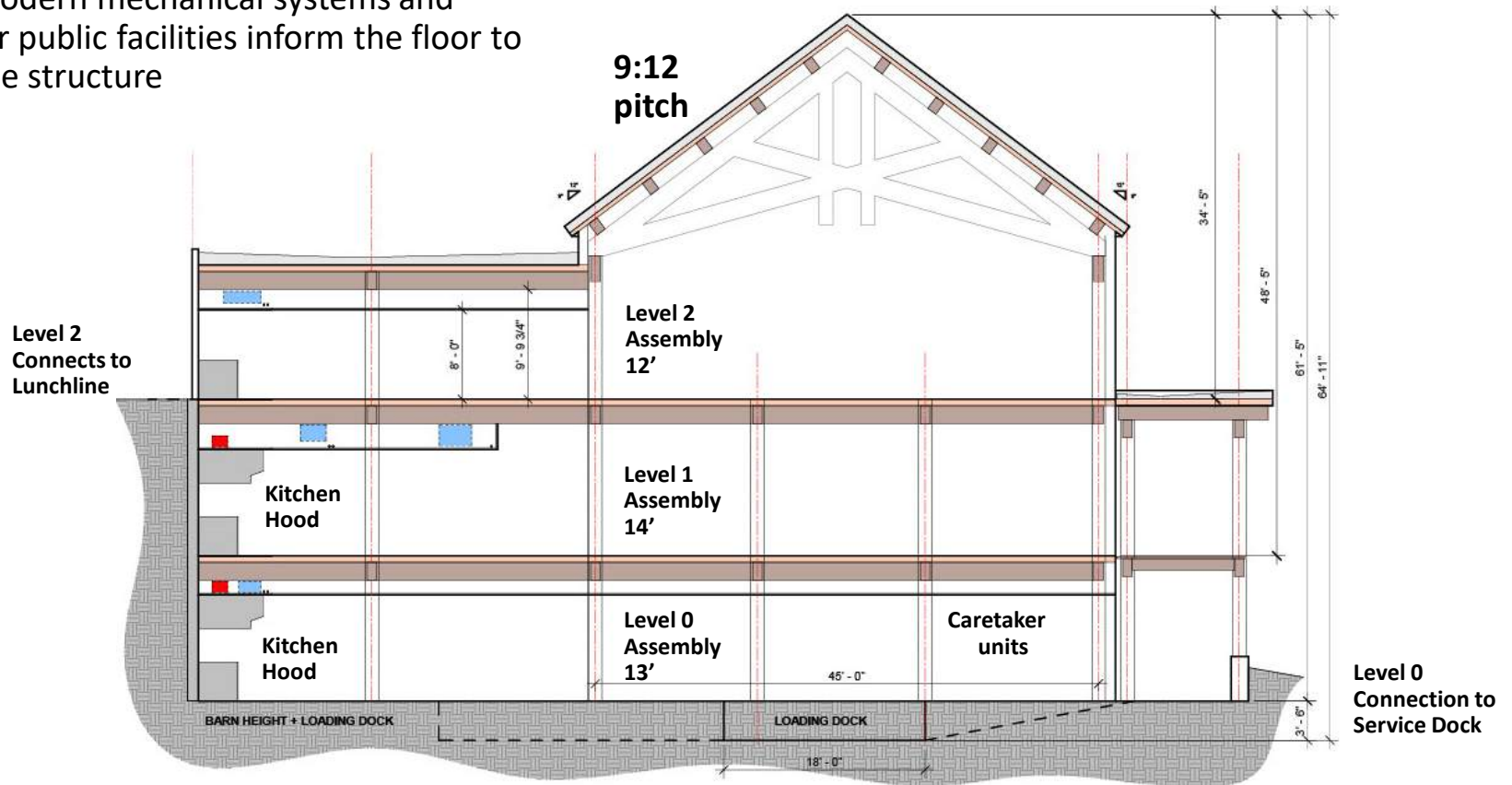
- Connection to Lunchline Catwalk
- Opens facility to lower intermediate skiers



Condition 8: Building Height

Siting the building in high mountain terrain

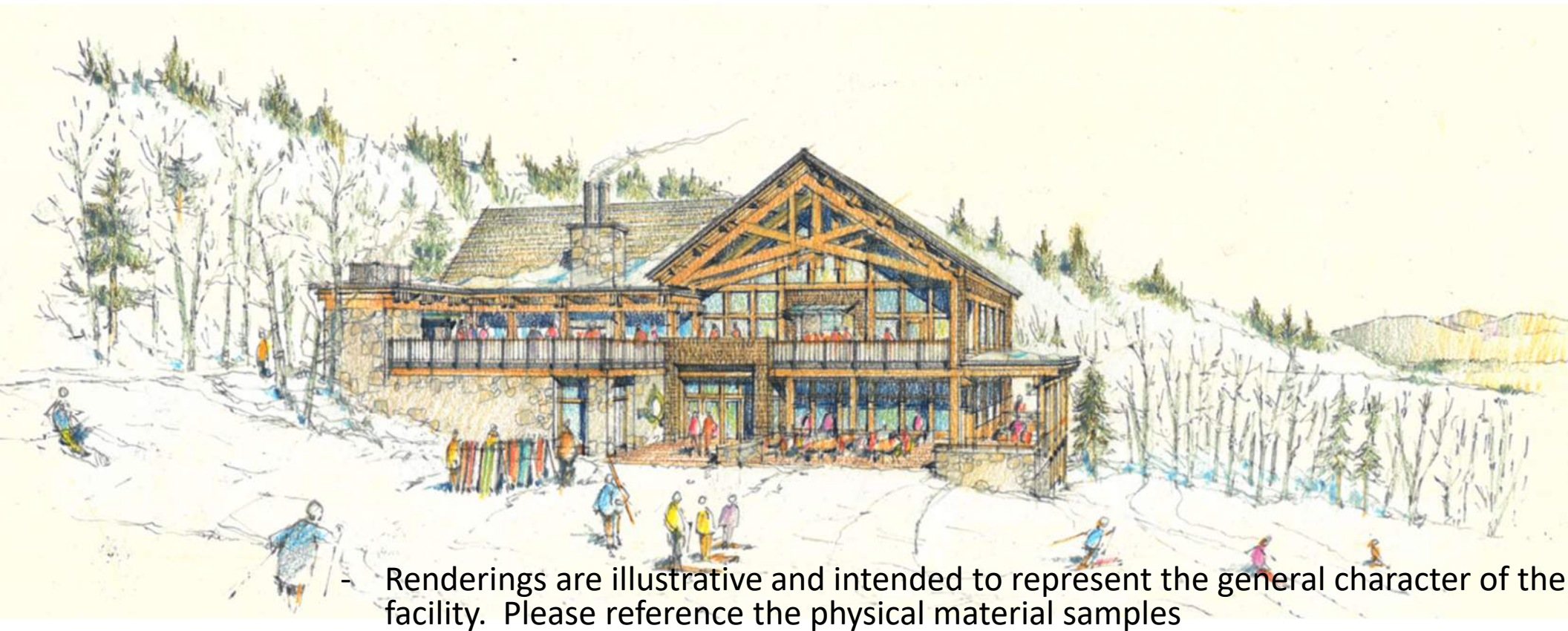
Context: Structure, modern mechanical systems and guest expectations for public facilities inform the floor to floor assemblies of the structure



Ullrhof – Skier Connection from Max Park

Primary Guest entrance

- Building reads as two levels from this primary access area
- The central gable provides strong identity to designate the building entry



Ullrhof – Skier Connection from Lunch Line

Secondary guest entry- Level 02

- Building reads primarily as single story from this secondary entry
- The scale of the single story gable communicates a welcoming entry while maintaining the primary entry at LVL 01



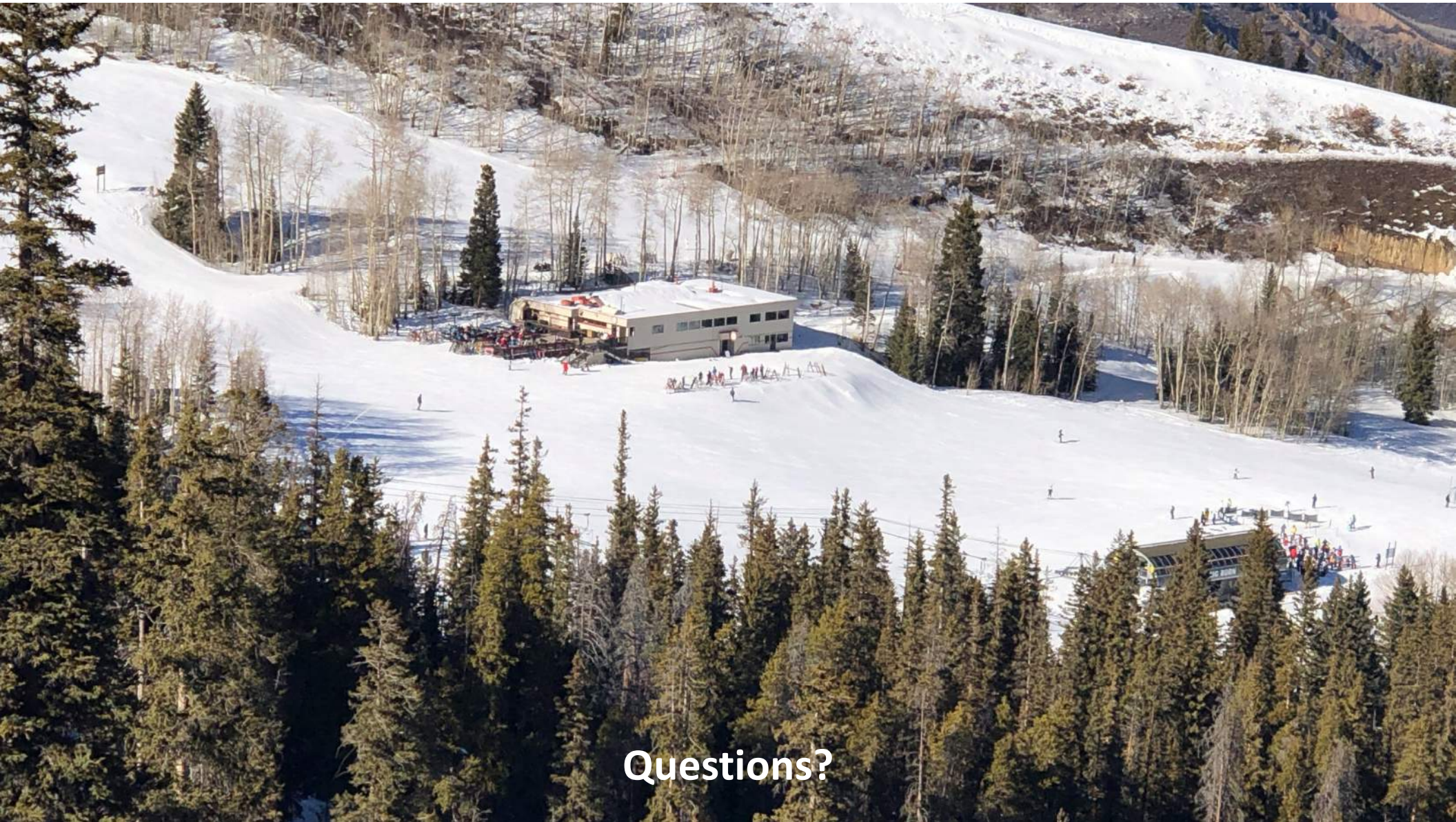
Condition 9: Final Material Palette

Condition	Applicant Response
(9) Prior to building permit submission, the applicant shall present the final pallette of exterior materials, provide alternative dimensional shingles or roofing materials, and final rendered architectural drawings (colored) to Town Council for input and comment at a regularly scheduled public meeting	Please reference the materials and renderings provided in response to Condition 6. Specifically in respect to the roofing materials, the applicant and design team explored alternatives and concluded, the asphalt shingle roof is most appropriate for this environment and meets best practices for durability, snow retention and wildfire risk mitigation. - The material is consistent with other facilities on Snowmass Ski area - Material is fully compliant with Class A code requirements - Asphalt shingles will hold snow most effectively on the roof limiting the risk of snow sliding as compared to alternate materials - The architectural shingle has variety in color providing a variegated appearance when installed

Condition 10: Temporary facilities

Condition	Applicant Response
At the above-mentioned meeting, the applicant shall also give an update on the feasibility of providing a temporary warming structure and bathroom during the construction of the Ullrhof, to be located in the general vicinity of the Big Burn base area	The applicant understands the need to serve guests who would otherwise utilize the Ullrhof, and would like to do so while meeting guest expectations. In lieu of a temporary facility, ASC proposes to instead utilize and enhance existing facilities to serve the demand during construction. This includes: - 120 + added seats at the recently completed Cabin - Regular utilization of Spider Sabich to provide restrooms, limited seating for warming with food offered during peak periods. - Executing on forthcoming seating expansion at Elk Camp restaurant - Potential opening of Limelight Snowmass during lunch service (pending staffing assessment) will provide a compelling, quick serve food option - The Tent structure will remain at High Alpine thru the duration of construction





Questions?

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

February 10, 2025

AGENDA ITEM:

Emergency Evacuations - discussion

PRESENTED BY:

Brian Olson, Chief of Police

BACKGROUND:

The destructive wildfires in Lahaina, Maui in 2023 and the ongoing wildland/urban interface fires in Southern California have created a welcomed awareness of emergency preparedness.

Pitkin County Emergency Management, of which the Town of Snowmass Village is an integral partner, has been a leader in organized emergency management for over forty years. We have utilized the Incident Command System to manage critical incidents and large events long before it was adopted nationally. Pitkin County has its own Type IV Incident Management Team. Our team manages XGames, it managed the local effort into the pandemic including organizing the vaccine distribution, among other small to moderate sized incidents. In comparison, the Lake Christine Fire utilized a Federally provided Type II team. Pitkin County also has the ability to stand up an Emergency Operations Center. The EOC utilizes 15 different subject matter experts for resource support of an ongoing critical incident. The same 15 expert positions are available for support at the state and federal levels.

We have convened a Public Safety Council since the early 1990's, that brings together a networking coalition of Pitkin County entities that include: All Law, Fire, EMS, Public Works, local governments, emergency management (local & state), Forest Service, Bureau of Land Management, Red Cross, Holy Cross, Black Hills Energy, Airport, Aspen School District, Aspen Skiing Company, RFTA, National Weather Service, just to name a few. Emergency preparedness is the Council's mandate.

We have maintained timely updates of our Emergency Operations Plan, Hazard Mitigation Plan and most recently the Evacuation Plan. We train our responses to all

hazards. We train incident management through every large event that visits the upper Roaring Fork Valley.

Our local fire departments push residents to create fire resistant buildings as well as defensible space around homes. They work with local governments to enhance wildfire mitigation and enhanced wildfire codes. We have applied the use of AI cameras searching for smoke around the clock. We are beginning to build a new home for our Pitkin County Regional Emergency Dispatch Center (PCREDC). Our current center location in the North Forty of the AABC already utilizes AI to assist with Center responsibilities. PCREDC can automatically reach you by landline, cell phone (voice or text-IPAWS) or emergency alerts, provided you have signed up to receive them. We are constantly evaluating methods and resources to enhance our preparedness to respond to emergencies. Lastly, we recently purchased a software program called GENESYS to assist with evacuations. We are currently using this system to develop zones that will allow an early warning capability not previously realized. Roll out in summer 2025.

<https://genasys.com/videos/evac-overview-demo/>

<https://www.pitkinemergency.org/>

FINANCIAL IMPACT:

N/A

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

N/A

COUNCIL OPTIONS:

N/A

STAFF RECOMMENDATION:

N/A

ATTACHMENTS:

- A. Pitkin County Emergency Operations Plan
- B. EOP Annex: Evacuation Plan
- C. Incident Command System organization chart
- D. Emergency Operations Center ESF list.



2025-2027

Pitkin County Emergency Operations Plan

Pitkin County Sheriff's Office

530 E. Main Street Aspen, CO 81611

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Pitkin County is dedicated to a whole-community approach in all county programs and services. This whole-community approach includes individuals with disabilities and access and functional needs (AFN). Reasonable accommodations are available upon request. For more information, please contact the Pitkin County Emergency Manager.

Links to Emergency Support Functions (ESF's), Annex's, and Supporting Documents

[Emergency Support Function #1—Transportation Annex](#)

[Emergency Support Function #2—Communications & Information Technology Annex](#)

[Emergency Support Function #3—Public Works and Engineering Annex](#)

[Emergency Support Function #4—Firefighting Annex](#)

[Emergency Support Function #5—Emergency Management Annex](#)

[Emergency Support Function #6—Mass Care, Housing, and Human](#)

[Services](#) [Emergency Support Function #7—Resource Support Annex](#)

[Emergency Support Function #8—Public Health and Medical Annex](#)

[Emergency Support Function #9—Search and Rescue Annex](#)

[Emergency Support Function #10—Hazardous Materials](#)

[Emergency Support Function #11—Agriculture, Livestock, & Natural Resources Annex](#)

[Emergency Support Function #12—Energy and Public Utilities Annex](#)

[Emergency Support Function #13—Public Safety and Security Annex](#)

[Emergency Support Function #14—Community Recovery and Mitigation Annex](#)

[Emergency Support Function #15—External Affairs Annex](#)

[Annex: 2025 Resolution Adopting Revised Emergency Operations Plan](#)

[Annex: Acronyms, Abbreviations and Terms](#)

[Annex: Animal Response Team Plan](#)

[Annex: Annual Operating Plan for Wildfires – Adopted annually in March](#)

[Annex: Damage Assessment Plan](#)

[Annex: Disaster/Emergency Declaration Procedures](#)

[Annex: Disaster Recovery Plan](#)

[Annex: Pitkin County SAMPLE All-Risk Mutual Aid Agreement](#)

[Annex: Emergency Operations Center Activation Procedures](#)

[Annex: Emergency Resource Management Plan](#)

[Annex: Evacuation Plan \(includes special needs evacuation/sheltering\)](#)

[Annex: Explosive Materials Response Plan](#)

[Annex: Hazardous Materials Plan](#)

[Annex: Joint Information System Protocols](#)

[Annex: Mass Casualty Incident Plan](#)

[Annex: Mass Fatalities Plan](#)

[Annex: Policy Group Plan](#)

[Annex: Public Health Plan](#)

[Annex: Public Information and Warning](#)

[Annex: Utility Restoration Plan](#)

[Annex: Rapid Needs Assessment](#)

[Annex: Record of Changes:](#)

[Annex: Record of Distribution:](#)

[Annex: Response to Terrorism](#)

[Plan](#)

[Annex: Roles and Responsibilities](#)

[Annex: Severe Weather Plan](#)

1. Promulgation

The Pitkin County Home Rule Charter, adopted in 1978, serves as the foundational governing Plan for Pitkin County, Colorado. As a home rule charter county, Pitkin County operates with greater local autonomy compared to those governed strictly by state statutes. The charter establishes the framework for county governance, outlining the powers, organization, and responsibilities of the county's elected officials, including the Board of County Commissioners. It empowers the county to address local issues, enact ordinances, and provide services tailored to the community's needs, while adhering to the Colorado Constitution. This governance structure enables Pitkin County to better serve its residents with policies that reflect local values and priorities. The Pitkin County Emergency Operations Plan is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of local support as well as coordination with state and federal agencies. The Pitkin County Emergency Operations Plan is important to the mission of reducing vulnerability to all natural and human caused hazards, minimizing the damage, and assisting in the recovery from any type of incident that occurs.

This Emergency Operations Plan will be formally adopted by the Pitkin County Board of County Commissioners by Resolution Number 004-2025 and filed with the Pitkin County Department of Emergency Management and the Colorado Division of Homeland Security and Emergency Management. This plan is considered effective for three (3) years upon adoption by the Board of County Commissioners. Planning and coordination processes for the regular update and adoption of the Emergency Operations Plan are overseen by the Pitkin County Emergency Manager. All changes to the Emergency Operations Plan between adoption periods shall be approved by the Pitkin County Emergency Manager and noted in the [Record of Changes](#) document as a continuous record from previous versions.

This Emergency Operations Plan will be distributed to all public safety agencies, state and federal partners and local governments that operate within Pitkin County. The EOP will also be available to the public. Departments, agencies, organizations and offices of elected officials in Pitkin County are responsible for developing and maintaining up-to-date internal standard operating procedures, training and exercise plans in order to support the overall Emergency Operations Plan.

The Pitkin County Emergency Operations Plan (EOP) outlines pre-delegated emergency authorities to key officials, ensuring swift and effective responses during crises. The County Manager holds overarching authority to direct county resources and personnel, declare local

emergencies, and implement policies critical to public safety. The Sheriff, as the chief law enforcement official, is tasked with maintaining public order, coordinating evacuation efforts, and overseeing incident command in collaboration with other agencies. The Emergency Manager serves as the operational lead, coordinating planning, response, and recovery efforts across departments and external partners. These roles, defined within the EOP, enable a unified, proactive approach to managing emergencies, safeguarding the welfare of Pitkin County residents and infrastructure.

2. Approval and Implementation

BASE PLAN:

Describes the structure and processes comprising a countywide approach to incident management designed to integrate the efforts and resources of local government, private-sector, and non-governmental organizations. The Base Plan includes planning assumptions, roles and responsibilities, policies, initial actions, and plan maintenance instructions.

EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES:

Emergency Support Functions (ESFs) provide the structure for coordinating the many government and private-sector partners that work together as part of Pitkin County's unified emergency response. The ESF Annexes to the Emergency Operations Plan contain details on the missions, policies, structures, and responsibilities of local agencies for coordinating resource and programmatic assistance in support of local communities. ESF Lead agencies may identify other planning efforts or procedures that assist in the execution of each function. ESF Annexes are considered adopted by reference as they are signed as part of Pitkin County's comprehensive Emergency Operations Plan. This section may be updated more frequently than the rest of the Emergency Operations Plan to reflect changes in best practices and operating procedures. As part of the EOP, ESF Annexes are planning documents, not procedural documents, and are available for public review.

SUPPORTING DOCUMENTS, INCIDENT, AND EVENT ANNEXES:

Additional Annexes to the Emergency Operations Plan are supplemental documents that support emergency planning efforts. Annexes may contain definitions, sample or actual contracts and agreements, and hazard-specific plans for incidents and/or events that are likely to occur in Pitkin County, Colorado. These Annexes and plans are considered adopted by reference as they are signed as part of Pitkin County's comprehensive Emergency Operations Plan. This section may be updated more frequently than the rest of the Emergency Operations Plan to reflect changes in best practices and operating procedures. As part of the EOP, Supporting Documents, Incident, and Event Annexes are available for public review.

2.1 Introduction

Provided in the following document is the Pitkin County Emergency Operations Plan (EOP). This document includes the framework for Pitkin County's plan to manage all-hazard emergency situations. Emergency situations can occur at any time, whether they are natural or human-caused, and this EOP enhances the County's emergency management division/system to help prevent, prepare for, respond to, recover from, and mitigate against any and all hazards that threaten the safety and security of the people, resources, equipment, and environment of the County.

Pitkin County is vulnerable to a number of hazards, which are referenced later in this document. The EOP is critical to implementing and conducting emergency management activities within the jurisdiction.

This EOP includes information for the preparation, response, recovery, and mitigation for an all-hazards approach to emergency management. Additional hazard-specific plans are referenced and linked to coordinate with this plan. This EOP also includes information relating to the County's hazard and risk assessment and capability assessment. Additional plans and partnerships that collaborate with the EOP include but are not limited to: Continuity of Operations Plan, Organizational Succession and Chain of Command, Early Alert and Warning, Cyber, Public Health and Medical, Strategic National Stockpile, Mass Casualty and Mass Fatality Plans, Hazard Identification and Threat Assessment, Healthcare Coalition, Tactical Interoperable Communications (TIC), Local Emergency Planning Committee, Hazard Mitigation, Hazmat, Colorado Emergency Preparedness Assessment, Wildfire, Flooding, Severe Storm, Mass Care and Sheltering, Evacuation (including animals/livestock), Emergency Operations Center, Active Violence, Law Enforcement, Civil Disturbance, Resource Management, Debris Management, Climate Change and Recovery.

2.2 Plan Applicability

This plan supersedes the previously issued Pitkin County Emergency Operations Plan dated 2021-2024 and is effective as of the date signed below. The EOP, including all associated annexes and appendices, provides a comprehensive framework for systemwide emergency management. It addresses the roles and responsibilities of agencies within Pitkin County, as well as partner agencies, and provides a link to federal, state, local, territorial, tribal, and private organizations and resources that may be called upon to assist and participate in response to

incidents that occur throughout the locations that may default to this EOP aligned with Colo. Rev. Stat. § 24-33.5-707.

2.3 Delegation of Authority

This document supersedes all previous versions of the Pitkin County Emergency Operation Plan.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the Incident Commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Pitkin County Emergency Operations Plan delegates the Board of County Commissioners' authority to specific individuals. Unless otherwise noted, the chain of succession in a major emergency or disaster is as follows:

- County Manager
- Deputy County Manager(s)

2.4 Signatures

This Emergency Operations Plan (EOP) is designed to provide a comprehensive framework for coordinated emergency response and recovery efforts. It outlines the responsibilities, actions, and resources necessary to protect life, property, and the environment during incidents of any scale or hazard. This EOP has been developed in alignment with local, state, and federal guidelines to ensure effective collaboration and communication among agencies and stakeholders. By signing below, we affirm our commitment to uphold the provisions within this plan and support the collective efforts to enhance preparedness, response, and resilience in our community.

Greg Poschman, Chair, Pitkin County Commissioners

Signed Name  Date Jan-09-2025

Jon Peacock, Pitkin County Manager

Signed Name  Date Jan-09-2025

Michael Buglione, Pitkin County Sheriff

Signed Name Michael Buglione Date Jan-13-2025

3. Record of Changes and Distribution

The Record of Changes section documents all updates, revisions, and modifications made to this EOP to ensure its accuracy, relevance, and compliance with current standards. Each entry includes the date of the change, a brief description of the modifications, and the name of the individual or agency responsible for the update. This log serves as a historical record to track improvements and adjustments made in response to evolving risks, organizational structures, and lessons learned from incidents or exercises. Maintaining a detailed record of changes helps ensure that all stakeholders have access to the most current and effective guidance for emergency preparedness and response.

<i>Date</i>	<i>Revised Section / Description of Change</i>	<i>Revised By</i>

As individuals may hold positions of responsibility contained within this plan, a record of individual distribution is on file with the Pitkin County Emergency Manager.

4. Plan Maintenance

This Pitkin County EOP supersedes all previous editions and is effective immediately for planning, training and exercising, preparedness, and response operations.

The Pitkin County EOP will be presented to the Pitkin County Board of County Commissioners for adoption by Resolution every three (3) years. The adopted EOP and Resolution will be filed with the Pitkin County Department of Emergency Management and the Colorado Division of Homeland Security and Emergency Management.

Planning and coordination processes for the maintenance, training, and regular update of the Emergency Operations Plan are overseen by the Pitkin County Emergency Manager. All responsible parties shall review the Pitkin County EOP and Annexes annually. All changes, revisions, and/or updates to the Plan its annexes and appendices shall be forwarded to Pitkin County Emergency Management for review, publication, and distribution to all holders of the Plan. If no changes, revisions, and/or up-dates are required, Pitkin County Emergency Management shall be notified in writing by agency leads that respective annexes and supporting plans have been reviewed and are considered valid and current.

5. Purpose

The purpose of the Pitkin County Emergency Operations Plan (EOP) and its Annexes is to establish a comprehensive, countywide, all hazards approach to incident management across a spectrum of mission areas including prevention, protection, mitigation, response, and recovery.

The Pitkin County EOP incorporates best practices and procedures from various incident management disciplines—homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety—and integrates them into a unified coordinating structure.

The Pitkin County EOP and its Annexes provide the framework for interaction with local, private sector, and nongovernmental organizations. The EOP describes capabilities and resources and establishes responsibilities and operational processes for coordinating response activities, sharing incident information with response partners and the public, alert and notification, and mobilization of resources during an incident response.

6. Scope

The Pitkin County Emergency Operations Plan recognizes and incorporates the various jurisdictional and functional authorities of local agencies, private-sector organizations, and nongovernmental organizations. This plan is applicable to all agencies and organizations that may be requested to provide assistance or conduct operations in the context of actual or potential incidents within the county.

The Pitkin County Emergency Operations Plan addresses the full spectrum of activities related to incident management. This plan focuses on those activities that are directly

related to an evolving incident or potential incident.

As a high-level strategic document, the Emergency Operations Plan complements and integrates with other emergency plans including tactical response plans, jurisdiction emergency operations plans, continuity of operations and continuity of government plans, the countywide Hazard Mitigation Plan, and other prevention, protection, mitigation, response, and recovery systems within Pitkin County.

Unless specified otherwise, the Pitkin County Emergency Operations Plan recognizes and incorporates all jurisdictions, sub-jurisdictions, and private lands within the borders of Pitkin County, Colorado. This includes (but is not limited to):

- **County Government:** Pitkin County Government
- **Municipalities:** Aspen, portions of Basalt, Redstone, Snowmass Village
- **Fire Districts and Coverage Areas:** Aspen Fire Protection District, Roaring Fork Fire Rescue Authority, Sardy Field Fire Department-ARFF, Carbondale & Rural Fire Protection District
- **Law Enforcement Coverage Areas:** Aspen Police Department, Basalt Police Department, Carbondale Police Department, Snowmass Village Police Department, Colorado State Patrol
- **Emergency Medical Services Districts and Coverage Areas:** Aspen Ambulance District, Roaring Fork Fire & Rescue Authority, Carbondale & Rural Fire Protection District
- **911 Public Safety Answering Points:** Pitkin County Regional Emergency Dispatch Center, Vail Public Safety Communications
- **Federal Lands:** White River National Forest Pitkin-Holy Cross Ranger District, White River National Forest Aspen-Sopris Ranger District, Bureau of Land Management Upper Colorado River District, Bureau of Land Management Northwest District
- **State Lands:** Colorado Parks & Wildlife Areas 8
- **School Districts:** Aspen School District, Roaring Fork School District
- **Other Special Districts:** Metro Districts, Water and Sanitation Districts, Library Districts, Recreation Districts, Cemetery Districts
- Unincorporated areas, census-designated places, and private lands within Pitkin County

7. Situation Overview

7.1 - 7.2 Description

Pitkin County has a total population of 16,876 (2022). Highway 82 is the only major roadway in Pitkin County leading into and out of Aspen: via I70 at Glenwood Springs to the north and

over the 12,000-foot Independence Pass to the south. Independence Pass is closed during the winter. Pitkin County borders Eagle, Lake, Gunnison, Mesa, and Garfield County.

Pitkin County is situated in the mountains of west central Colorado, approximately 200 miles southwest of Denver. The county encompasses vast areas of National Forest surrounding private and state-owned lands. Pitkin County includes the incorporated communities of Aspen, Snowmass Village, and portions of Basalt; and unincorporated communities of Woody Creek, Old Snowmass, Meredith, Thomasville, and Redstone. Pitkin County is located in the Colorado River watershed. It comprises a land area of 975 square miles, with mountain elevations ranging from 6,625 to 14,259 feet atop Castle Peak. The city of Aspen, the county seat and the county's largest municipality, is located on Colorado Highway 82 with an airport nearby. Highway 82 is the only major roadway in Pitkin County leading into and out of Aspen: via I70 at Glenwood Springs to the north and over the 12,000-foot Independence Pass to the south. Independence Pass is closed during the winter.

7.3 Provision of Assistance

Pitkin County is prepared to respond to the hazards listed in this plan. This EOP will be utilized, exercised, and updated so that the County is adequately prepared. However, if an incident goes beyond the County's capabilities to respond, the County acknowledges that outside assistance may be required.

7.4 - 7.5 Hazard Identification and Risk Assessment

Pitkin County's complete Hazard Identification and Risk Assessment is detailed in the Pitkin County [Hazard Mitigation Plan](#) for Pitkin County Government and all participating jurisdictions and public safety agencies. Pitkin County is vulnerable to a wide variety of natural and manmade hazards that threaten life and property. Damage to critical facilities and disruption of vital services caused by natural hazards can have a significant impact on our communities. Furthermore, recent local and national events establish that risks exist from human-caused hazards ranging from accidents to domestic and international terrorism.

Examples of risks to Pitkin County include but are not limited to the following.

<i>Natural</i>	<i>Technological</i>	<i>Human-Caused</i>
Flood	Transportation Incident	Active Shooter
Winter Storm	Water Utility Incident	Cyber Incident

Severe Wind	Airplane Crash	Civil Disturbance
Lightening	Technological Failure	Terrorism
Wildfires		Wildfires (human-caused)
Landslides		
Avalanche		
Infectious Disease Outbreak		

Several natural hazards were identified as part of the HIRA and the hazard-specific preparedness efforts and response capabilities for the County are detailed within the Hazard Mitigation Plan (HMP). These hazards have been classified in the table below as possible, likely, and highly likely to affect the County.

<i>Hazard</i>	<i>Probability</i>	<i>Impact</i>	<i>Spatial Extent</i>
Flood	Likely	Critical	Moderate
Winter Storm	Possible	Critical	Large
Wildfire	Highly Likely	Critical	Moderate

7.6 Capability Assessment Summary

The Colorado Emergency Preparedness Assessment (CEPA) is a framework and tool to help state and local stakeholders assess risk, capabilities, and the potential need for support and resources during emergencies or disasters. CEPA provides a standardized and repeatable process to better understand the capabilities at the county/local level and allows for the examination and analysis of regional or statewide trends.

The key component of the CEPA process is an in-person meeting between state and local subject matter experts (SMEs) to discuss and analyze risk and capability information and to identify potential resource gaps. This process also provides an opportunity to promote continued communication and coordination among state and local partners. Information obtained during the CEPA process helps the state to better plan for and respond to the needs of counties. The state will protect the information gathered during the CEPA process and will not share county specific data with any other parties (including other counties) unless specific consent is provided.

Pitkin County is completing its first Colorado Emergency Preparedness Assessment (CEPA) in January of 2025. The outcome of the CEPA will be used to prioritize projects and other work within the Emergency Management program. This document will also be the foundation for the Pitkin Integrated Preparedness Plan (IPP).

Using the results from this capability assessment, Pitkin County was able to identify strong areas as well as any areas with gaps or weaknesses that might hinder mitigation or response operations or exacerbate any existing hazards or vulnerabilities. Pitkin County utilized this knowledge as part of the basis for this EOP as well as for the separate HMPs that accompany this EOP.

7.7 Mitigation Overview

Mitigation actions are efforts that reduce the likelihood and/or consequences of natural and manmade hazards. Pitkin County's mitigation strategies, projects, processes, progress, and future efforts are detailed in the Pitkin County Hazard Mitigation Plan. County planning documents are also available for more information on mitigation projects. The Disaster Mitigation Act of 2000, 44 CFR; 201.6, provides grants for implementation of both pre- and post- disaster mitigation projects through the FEMA Hazards Mitigation Grant Program (HMGP). This section is specifically detailed in the Pitkin County Hazard Mitigation Plan.

8. Assumptions

Pitkin County may be subject to a variety of natural- and/or human-caused incidents. Pitkin County will commit all available resources to save lives and minimize injury to persons and infrastructure, the environment, and property both public and private. Disasters may occur at any time with little or no warning. In some instances, increased readiness measures and adequate warning may allow actions to be taken in advance. When a disaster exceeds Pitkin County's resources and response capabilities, the County will request help from the State of Colorado or from mutual aid organizations.

This EOP is designed to be an "all hazards" type of plan in which the principles of NIMS will be applied to help plan, respond, recover and mitigate an incident or event.

The Pitkin County Emergency Operations Plan was developed with the following planning assumptions and considerations:

- Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.

- Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System.
- The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, protect, mitigate, respond to, and recover from incidents or disasters.
- Incidents or disasters may:
 - Occur at any time with little or no warning in the context of a general or specific threat or hazard.
 - Require significant information sharing across multiple jurisdictions and between public and private sectors.
 - Span the spectrum of incident management to include prevention, protection, mitigation, response, and recovery.
 - Involved multiple, highly varied hazards or threats on a local, regional, or national scale.
 - Result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and significant damage to the environment.
 - Impact critical infrastructure across sectors.
 - Overwhelm capabilities of local governments and private sector infrastructure owners and operators.
 - Attract a sizable influx of independent, spontaneous volunteers and supplies.
 - Require prolonged, sustained incident management operations and support activities.
- Top priorities for incident management are to
 - Save lives and protect the health and safety of responders, recovery workers and the public.
 - Prevent an imminent incident, including acts of terrorism from occurring.
 - Protect and restore critical infrastructure and key resources.
 - Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution.

- Protect property and mitigate damages and impacts to individuals, communities, and the environment.
- Facilitate recovery of individuals, families, businesses, governments, and the environment.
- Departments and agencies at all levels of government and certain nongovernmental organizations may be required to deploy to incidents or disasters on short notice to provide timely and effective mutual aid and/or intergovernmental assistance.
- For incidents where a Presidential Disaster Declaration is in place, state and federal support is delivered in accordance with relevant provisions of the Stafford Act.

9. Concept of Operations (ConOps)

This section describes the local coordinating structures, processes, and protocols employed to manage incidents or disasters in Pitkin County. These coordinating structures and processes are designed to enable execution of the responsibilities of each jurisdiction having authority and to integrate local, Non-Governmental Organizations, and private sector efforts into a comprehensive approach to incident management.

A basic premise of the Pitkin County Emergency Operations Plan is that incidents are generally handled at the lowest jurisdictional level possible. Police, fire, emergency medical services, and other first responders are responsible for incident management and coordination at the local level. In the vast majority of incidents, local resources and regional mutual aid resources provide the first line of emergency response and incident management support.

When a local jurisdiction requires assistance with providing logistical support for an incident or when several local jurisdictions are experiencing simultaneous incidents requiring similar resources, the Pitkin County Emergency Operations Center (EOC) may be activated through the County Emergency Management Director or designee in accordance with the Annex: EOC Activation Procedures to coordinate efforts and provide appropriate support to the incident command structure.

The framework created by these coordinating structures is designed to accommodate the various roles local government plays during an incident, whether it is support to local agencies, or direct implementation of the Pitkin County incident management authorities and responsibilities under state and federal law.

9.1 Emergency Management Principles

The structure for coordination outlined in the Pitkin County Emergency Operations Plan is based on National Incident Command System:

NIMS GUIDING PRINCIPLES:

- **Management by Objectives**

The Incident Commander and EOC Manager establish objectives that drive all incident and EOC operations, respectively.
- **Scalable, Flexible, & Adaptable Modular Organization**

ICS and EOC structures develop in a modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing ICS and EOC teams rests with the Incident Commander and EOC Manager. Responsibility for functions that subordinates perform defaults to the next higher supervisory position until the supervisor delegates those responsibilities.
- **Position-Specific Leadership**

An individual's roles and responsibilities during an incident are defined by their position within the ICS or EOC structure and not their day-to-day role within the organization.
- **Chain of Command and Unity of Command**

Each individual involved in an incident reports to and takes direction from only one person.
- **Manageable Span of Control**

Maintaining an appropriate span of control helps ensure an effective and efficient incident management operation. The optimal span of control for incident management is one supervisor to five subordinates.
- **Whole Community**

Enabling the participation of a wide range of players from the private sector, nonprofit sector, and the community to foster better coordination and working relationships.

COORDINATION STRUCTURES:

- **Incident Command/Unified Command on-scene:**
Maintains authority, responsibility, and accountability for its personnel and other resources while managing and directing incident activities through the establishment of a common set of incident objectives, strategies, and a single Incident Action Plan. Incident Command typically operates out of an Incident Command Post on scene. Supported by the Emergency Operations Center and Policy Group.
- **Emergency Operations Center (EOC) Support and Coordination**
Supports Incident Command in accomplishing its objectives and identifies and coordinates any response and recovery needs that go beyond the scope or capabilities of Incident Command. The term “EOC” may refer to the coordination system or the physical location where this coordination takes place. The EOC is typically activated to support when:
 - Local response capacity is insufficient (resources support)
 - Extensive cross-agency or cross-jurisdiction needs (coordination support)
 - High cost to partners or residents (financial/recovery support)
 - High level of public attention (communications support)
- **Policy Group/Multi-Agency Coordination (MAC) Group**
Consists of agency administrators or executives from organizations or their designees. MAC Groups provide policy guidance to incident personnel, support resource prioritization and allocation, and enable decision making among elected and appointed officials and senior executives in other organizations as well as those directly responsible for incident management.
- **Pitkin County Joint Information Center (JIC)**
Serves as a focal point for the unified coordination and dissemination of information to the public and media during incident operations. The JIC staff develops, coordinates, and disseminates unified news releases alongside access and functional needs coordinator and an interpreter as needed. Public information and news releases are cleared through Incident Command and/or the EOC to ensure consistent messages, avoid release of conflicting information, and prevent negative impact on operations. This formal approval process ensures protection of law enforcement sensitive information. Agencies may issue their own news releases related to their policies, procedures, and capabilities, however, these should be coordinated with the JIC.

EMERGENCY MANAGEMENT MISSION AREAS

Pitkin County Emergency Management supports public safety partners with pre-disaster operations, emergency response operations, and post-disaster recovery operations as outlined by the five Mission Areas:

- **Prevention**
Actions that prevent, stop, or reduce the likelihood of a manmade or natural hazard occurrence.
- **Protection**
Actions that protect our citizens, residents, visitors, infrastructure, and assets against the greatest threats and hazards.
- **Mitigation**
Actions that reduce loss of life and damage to property by lessening the impacts of future disasters.
- **Response**
Actions that support an effective emergency response to quickly save lives, protect property and the environment, and meet basic human needs.
- **Recovery**
Actions that support the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

9.2 Plan Activation and Emergency Declaration Process

A Disaster/Emergency Declaration is an administrative tool used by local governments and special districts to signal to its constituents and other governments that an emergency exceeds or has the potential to exceed local capacity. Disaster/Emergency Declarations may be used to authorize emergency spending, enable emergency authorities, suspend laws and policies that inhibit an effective response, encourage prioritization of resource requests, and open channels for state and federal resource and financial support.

A local municipality or special district may declare a local disaster or an emergency by notifying the Pitkin County Emergency Manager and the Pitkin County Board of County Commissioners (BoCC) or County Manager.

Pitkin County may also issue a Disaster Emergency Declaration at the county level when an incident or potential incident is of such severity, magnitude, and/or complexity that it is considered a disaster. At the request of the county, the State of Colorado may also issue a State Declaration of Disaster/Emergency and will serve as the channel to the federal government should thresholds be met to request a Presidential Disaster Declaration in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act. In the context of Presidentially Declared Disasters, the U.S. Department of Homeland Security coordinates supplemental federal assistance when the consequences of the incident exceed local and state capabilities.

Refer to the Annex: Disaster/Emergency Declaration Procedures for details on Pitkin County's Disaster/emergency Declaration Process.

9.3 Pre-Disaster Operations

Pre-disaster planning and preparation sets organizations up for success in the aftermath of a disaster. Pitkin County Emergency Management pre-disaster operations include:

- Pitkin County completes training, table tops and exercise throughout a given year with the agencies who have a responsibility within this plan. A current schedule of events is on file with the Pitkin County Emergency Manager.
- Collaborating with local agencies in planning and exercising to include;
 - Training in NIMS
 - Training in the EOP process
 - Table Top Exercises focusing on target hazards and threats within the community identified within the CEPA.
- Pitkin County facilitates collaboration meetings with agencies within the county who have responsibility within this plan.

9.4 Response to Disaster Operations

Pitkin County uses this EOP in conjunction with other Federal, State, Local and Tribal plans to support disaster response operations. Additionally, Pitkin County coordinates with the local public safety agencies along with the school district and local businesses in the immediate hours

following a disaster to begin utilizing the EOP to respond to the disaster. Pitkin County executes the EOP and in conjunction with Federal, State, Local and Tribal plans through a procedure which can be found at [EOC Activation Procedures](#).

9.5 Recovery from Disaster Operations

As Pitkin County enters the recovery phase of disaster operations, Pitkin County begins to execute the [Pitkin County Disaster Recovery Plan](#) and collaborates with the assisting and cooperating agencies by:

- Information on demobilization and plans to transition from response to recovery.
- Information on short-term and long-term plans to support impacted communities.

9.6 Access and Functional Needs

Policies surrounding access and functional needs (AFN) ensure equal and equitable access for all individuals without discrimination. The Americans with Disabilities Act (ADA) defines an individual with a disability as “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.” The NRF defines these populations as “populations whose members may have additional needs before, during, and after an incident.” Pitkin County incorporates a whole-community approach throughout its planning, response, and recovery efforts and considers individuals with AFN to be included in the whole community. The County incorporates AFN into the EOP by predetermining ESF agencies to support the whole community, including AFN considerations, during all stages of planning and preparedness, and committing additional bandwidth to these communities during and after a disaster.

9.7 Emergency Management Phases

FEMA outlines five mission areas as part of the National Preparedness Goal. Below are examples of how Pitkin County incorporates each of these into its operations.

Prevention

- Prepare and routinely update a Terrorism Annex to the base plan.
- Involve stakeholders from law enforcement and other security agencies in plan development.

Protection

- Collaborate with stakeholders to strengthen supply chain integrity.
- Involve stakeholders from law enforcement, health and medical, cybersecurity, non-profits, supply chain, and other relevant agencies into plan development.

Mitigation

- Collaborate with local infrastructure partners to encourage reinforcement of infrastructure systems to limit impacts to life and property.
- Involve infrastructure partners in plan development.

Response

- Develop communications plans to expedite response post-disaster.
- Pre-delegate and train authorities on tasks to expedite response post-disaster.

Recovery

- Develop short-term and long-term recovery strategies and involve community stakeholders in the process.

9.8 – 9.16 Community Lifelines



The Pitkin County EOC structures its response around the stabilization of eight Community Lifelines. Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. All Community Lifelines are interdependent, and destabilizing one Lifeline will frequently impact the status of other Lifelines. When disrupted, decisive intervention is required to stabilize the incident. The eight Community Lifelines in Pitkin County are;

- Safety and Security: Law enforcement/security, fire service, search and rescue, government service, community safety.
- Food, Water, Sheltering: Food, water, shelter, agriculture.
- Health and Medical: Medical care, public health, patient movement, medical supply chain, fatality management, and EMS.

- Energy (Power and Fuel): Power grid, fuel, natural gas/propane.
- Communications: Infrastructure, responder communications, alerts, warnings, and messages, finance, 911 and dispatch.
- Transportation: Highway/roadway/motor vehicle, mass transit, railway, aviation, maritime.
- HazMat: Facilities, HazMat, Pollutants, Contaminants.

During EOC activations, Community Lifelines are assessed and assigned one of the following colors:

- [gray]: Status Unknown
- [green]: Stable
- [yellow]: Functional, but inadequate for consistent service
- [red]: Unstable, inadequate level of service

9.17 - 9.24 Recovery Support Functions

Pitkin County's Emergency Operations Plan (EOP) is designed to address the critical recovery needs of our community following a disaster, aligning with FEMA's Recovery Support Functions (RSFs) to foster a resilient, organized recovery process. These RSFs ensure that Pitkin County's recovery is multidimensional, considering our region's unique environment, economy, and social structure to strengthen community resilience.

- **Community Planning and Capacity Building (CPCB):** Pitkin County's Community Planning and Capacity Building RSF is focused on equipping local governments, community organizations, and residents with the skills and resources needed for a resilient recovery. By collaborating with local leaders and neighboring jurisdictions, this RSF aims to integrate hazard mitigation into all phases of recovery, encouraging resilience-building measures that reduce future disaster risks. The CPCB function places priority on community engagement and outreach, involving all stakeholders in planning processes and strengthening Pitkin County's capacity to lead its own long-term recovery.
- **Economic Recovery:** Pitkin County is home to a diverse economy heavily influenced by tourism, outdoor recreation, and small businesses. The Economic Recovery RSF aims to restore this vital economic base through collaboration with local chambers of commerce, tourism boards, and workforce development organizations. This EOP

highlights strategies to support small businesses, promote sustainable economic growth, and provide resources for economic revitalization. Special emphasis is placed on restoring critical tourism infrastructure and facilitating assistance for workforce displacement, ensuring Pitkin County's economic resilience.

- **Health and Social Services:** Pitkin County's Health and Social Services RSF focuses on supporting public health, behavioral health, and essential social services for all residents, with special attention to vulnerable populations. The EOP outlines coordination with local healthcare providers, mental health services, and social service agencies to deliver immediate and long-term support. Ensuring access to critical healthcare resources, assisting displaced residents, and promoting psychological recovery are key elements, enhancing Pitkin County's capacity to meet the diverse health needs of its population in a post-disaster environment.
- **Housing:** Pitkin County's Housing RSF is dedicated to providing safe, accessible housing options for residents affected by disaster, including temporary, transitional, and permanent solutions. Given the high cost and demand for housing in the region, this RSF works with local housing authorities, nonprofit organizations, and private sector partners to expedite housing recovery efforts. Emphasis is placed on ensuring affordable, equitable housing access, particularly for individuals displaced by the disaster, fostering long-term housing stability for all community members.
- **Infrastructure Systems:** The Infrastructure Systems RSF in Pitkin County addresses the restoration and resilience of the county's transportation, energy, water, and communications systems. Recognizing the challenges posed by mountainous terrain and rural infrastructure, this EOP emphasizes strategic partnerships with utility companies, transportation departments, and public works teams to quickly restore services and build back stronger. Priority is given to infrastructure repairs that enhance durability against future hazards, ensuring Pitkin County's critical systems are both restored and fortified.
- **Natural and Cultural Resources (NCR):** The Natural and Cultural Resources RSF focuses on protecting Pitkin County's unique natural landscapes and cultural heritage sites, including its alpine ecosystems, wildlife habitats, and historical landmarks. This RSF works closely with environmental organizations, land management agencies, and cultural resource groups to assess damage and prioritize restoration. The EOP underscores sustainable restoration practices that safeguard Pitkin County's environmental integrity while preserving the cultural heritage that defines our community.

Through these RSFs, Pitkin County's EOP promotes a comprehensive recovery approach that addresses the social, economic, environmental, and infrastructural needs of the community. By engaging local partners and utilizing FEMA's RSF framework, this plan provides a strong foundation for Pitkin County to recover swiftly and build resilience for the future.

10. Organization and Assignment of Roles and Responsibilities

10.1 - 10.12 Agency Roles and Responsibilities

Pitkin County maintains a Resource Management Plan which focuses on processes and systems that are initiated when an incident's complexity or duration exceeds day-to-day emergency response capabilities. Its concepts are scalable and applicable for all types of disasters. The Appendix is intended to be implemented collectively by all levels of government, nonprofit and volunteer organizations, and the private sector. This plan also provides for the necessary documentation of resource use to enable cost recovery and/or assistance.

Within the Pitkin County Emergency Operations, the following roles and responsibilities are assigned to the key positions working within the command and management structure.

During an emergency the following groups, agencies and departments within Pitkin county will engage to address the incident/emergency situation.

Policy Group

The County Leadership Representative coordinates the Policy Group (MAC Group) and serves as the public face of County leadership during an emergency. With guidance and direction from the County Leadership Representative, the Policy Group is responsible for all major policy decisions and high-level strategy.

Command Group

The agencies are assigned on-scene under a Unified Command Structure whose responsibilities include tactical assignment of resources to mitigate the incident and or event. Their work is completed in the Incident Command Post.

Incident Management Team: Provides complex incident management during larger incidents or planned events. Includes members of local public safety agencies and private non-profits with highly specialized training.

Coordination Group

The agencies who are supporting the planning and logistical support for the Command Group. Their work is contained within the Emergency Operations Center.

10.1 Emergency Management: The Pitkin County Emergency Manager is responsible for coordinating all aspects of emergency preparedness, response, recovery, and mitigation efforts in Pitkin County. Emergency Management works closely with local, state, and federal agencies to develop and implement strategies that enhance community resilience and disaster readiness.

10. 2 Law Enforcement: Enforces laws, maintains public order, and provides security and support during emergencies. Law Enforcement agencies, including the Pitkin County Sheriff's Office and local police departments, play a critical role in evacuation, traffic control, and public safety operations.

10.3 Fire: Provides fire suppression, hazardous material response, and rescue services. Local fire agencies, including volunteer and professional fire departments, coordinate to protect life, property, and the environment from fire-related hazards and assist in search and rescue efforts. This responsibility is carried out by Aspen Fire Protection District, Roaring Fire Rescue Fire Protection District and Carbondale Fire Protection District within Pitkin County.

10. 4 EMS (Emergency Medical Services): Delivers emergency medical care and transport to residents and visitors during emergencies. EMS teams, working with hospitals and other healthcare providers, ensure the timely response to and treatment of medical emergencies within the county. This responsibility is carried out by Aspen Ambulance, Roaring Fork Fire Rescue and Carbondale Fire within Pitkin County.

10. 5 Coroner(s): Responsible for determining the cause and manner of death in cases involving unexpected fatalities. The Coroner's Office works closely with public safety and health agencies during emergencies to manage fatalities with sensitivity and professionalism.

10.6 Public Health: Protects community health through disease control, environmental health services, and public health education. Public Health is essential for coordinating health-related resources and response measures, including vaccination and disease prevention efforts during a disaster.

10. 7 Public Works/Road and Bridge: Maintains and repairs county infrastructure, including roads, bridges, and public facilities. Public Works ensures critical transportation routes remain accessible for emergency response and leads debris removal and infrastructure restoration post-disaster.

10.8 OIT (Office of Information Technology): Supports the information technology and communication needs of county agencies during an emergency. OIT ensures secure and resilient communication networks, allowing agencies to share information and coordinate response efforts effectively.

10.9 GIS (Geographic Information Systems): Provides mapping and spatial analysis support for emergency response and recovery operations. GIS is crucial for resource allocation, damage assessment, and planning evacuation routes, helping responders access real-time data on affected areas. This responsibility is carried out by the GIS program within the Information Technology Department of Pitkin County.

10.10 Special Districts: Includes utility, water, sanitation, and other special-purpose districts that maintain essential services in Pitkin County. These districts coordinate with emergency response agencies to restore and sustain critical services like water, electricity, and sanitation during emergencies. Some Districts are listed below. A full list can be found on the [Pitkin County webpage](#).

Aspen Ambulance District	Aspen Consolidated Sanitation District	Aspen Fire Protection District
Aspen Valley Hospital	Basalt & Rural Fire Protection District	Basalt Sanitation District
Basalt Water Conservancy District	Carbondale Fire Protection District	Redstone Water and Sanitation District

Snowmass Water Sanitation District	Snowmass Wildcat Fire Protection District	Town of Snowmass Village
Valley View Hospital District		

10.11 Hospitals: Deliver comprehensive medical care and serve as key medical resources during a disaster. Hospitals work with EMS and public health agencies to provide patient care, manage patient surge, and ensure the availability of critical health services. Aspen Valley Hospital is the only hospital within Pitkin County and carries out this responsibility.

10.12 Human Services: Provides essential support services to residents, including shelter, food assistance, and mental health resources. Human Services coordinates with local organizations and agencies to meet the immediate needs of disaster survivors, particularly vulnerable populations. This responsibility is carried out by the Pitkin County Human Services Department.

Additional roles and responsibilities can be found at: [Roles and Responsibility Annex](#)

10.13 ESF Responsibilities

In Pitkin County’s Emergency Operations Plan (EOP), the Emergency Support Function (ESF) leads are responsible for coordinating critical response and recovery functions within their respective sectors. These designated leaders bring expertise and strategic oversight to areas such as public health, infrastructure, emergency services, and resource management, ensuring that essential services are maintained and community needs are met during and after a disaster. By working in close collaboration with local, state, and federal partners, ESF leads facilitate a streamlined, efficient response that supports safety, continuity, and resilience across Pitkin County. This coordinated approach strengthens the county’s ability to respond effectively to a range of emergencies, leveraging specialized knowledge and resources from each ESF to protect and serve the community.

EMERGENCY SUPPORT FUNCTIONS - LEAD & SUPPORT AGENCIES		
Function	Lead Agency	Support Agencies
ESF 1 Transportation	RFTA Transit	• Colorado Department of Transportation (CDOT) • Pitkin County Emergency Management • Pitkin County Regional Airport • Pitkin River Water and Sanitation District • Fleet Services Departments • Human Resources Departments • Law Enforcement Jurisdiction(s) • Pitkin County Regional Emergency Dispatch Center • Public Works Agencies • School Districts • Transit Agency (RFTA) • Aspen Valley Health

ESF 2 Communications & Information Technology	-Pitkin County 800MHz -Information and Technology Departments -Pitkin County Regional Emergency Dispatch Center	• Pitkin County Emergency Management • Pitkin County Public Information Officers Group • Information and Technology Departments • Vail Public Safety Communications Center
ESF 3 Public Works & Engineering	Pitkin County Public Works	• Colorado Department of Transportation • Pitkin County Emergency Management • Pitkin County Environmental Health • Pitkin County Engineering • Pitkin County Solid Waste and Recycling • Pitkin County River Water & Sanitation District • Mid-Valley Water District • Basalt Public Works/ Engineering • Aspen Public Works / Engineering • Snowmass Village Public Works / Engineering
ESF 4 Firefighting	Appointed Fire District Representative	• Ambulance Districts • Roaring Fork Fire & Rescue Authority • Sardy Field Fire (Pitkin County Airport) • Pitkin County Emergency Management • Pitkin County Sheriff's Office • Law Enforcement Agencies • Public Works Agencies • Upper Colorado River Fire Management

ESF 5 Emergency Management	Pitkin County Emergency Management	• Ambulance District • American Red Cross/Salvation Army • Colorado Office of Emergency Management • Pitkin County Administration • Pitkin County Attorney's Office • Pitkin County Environmental Health • Fire Agencies • Health and Human Services • Law Enforcement • Public Information Officers Group • Public Works Agencies • Wildfire Mitigation Specialist
ESF 6 Mass Care, Housing and Human Services	Pitkin County Department of Human Services	• Administration • Animal Services • Attorney • Commissioners • Emergency Management • Environmental Health • Facilities Management • Finance • GIS • Housing and Development • Human Resources • IT • Sheriff's Office • CSU Extension • American Red Cross (ARC) • Ambulance Districts • Pitkin Valley Community Foundation

		• Fire Districts • Hospitals • Mountain Recreation • West Mountain Regional COAD • Salvation Army • School Districts • Victim Services
ESF 7 Resource Management	Pitkin County Facilities & Finance	• Ambulance Districts • American Red Cross • Pitkin County Department of Human Resources • Fire Districts • Hospitals • Law Enforcement • Metropolitan Districts • Local Governments • Private Sector service and support providers • Salvation Army • School Districts • Volunteer Groups
ESF 8 Public Health	Pitkin County Public Health and Environment	• Ambulance Providers • American Red Cross • Pitkin County Animal Services • Pitkin County Coroner • Pitkin County Emergency Management • Pitkin County Human Resources • Pitkin County Human Services • Pitkin County Environmental Health • Hospitals • Law Enforcement Agencies • Behavioral Health Providers • Public Works Agencies • Fire Districts
ESF 9 Search and Rescue	Aspen Mountain Rescue Group	• Ambulance Providers • Pitkin County Emergency Management • Law Enforcement Agencies • Civil Air Patrol • Fire Agencies • HAATS

ESF 10 Hazardous Materials	Designated Emergency Response Authority	• Fire Agencies • Law Enforcement Agencies • Ambulance Districts • Pitkin County Emergency Management
ESF 11 Agriculture, Livestock & Natural Resources	Pitkin County Sheriff - Community Resource Officer	• Law Enforcement Agencies • Local Private Veterinary practices • Pitkin County Public Health • Pitkin County Human Services • Colorado Veterinary Medical Reserve Corps • Colorado Department of Parks and Wildlife
ESF 12 Energy and Public Utilities	City of Aspen Utilities	• Pitkin County Emergency Management • Holy Cross Energy • Excel Energy • Black Hills Energy
ESF 13 Public Safety and Security	County and Local Law Enforcement	• Law Enforcement Agencies • Pitkin County Regional Emergency Dispatch Center • Mind Springs Health • Private (contracted) Security • Fire Districts • Ambulance Providers • Colorado State Patrol
ESF 14 Community Recovery and Mitigation	Pitkin County Community Development	• Pitkin County Offices/Departments • Municipal Offices/Departments • School Districts • Special Districts • Non-Governmental Organizations
ESF 15 External Affairs	Pitkin County Communications	• Pitkin County Public Information Officer's ("PIO") Group • Firefighting Districts • Law Enforcement Agencies • Ambulance Districts • Access and Functional Needs

10.14 Function Responsibilities

Pitkin County scales its response and changes its emergency management strategy to meet the specific needs of an emergency or planned special event. This section characterizes the Authority's basic organization for each level; however, Pitkin County may adjust the organization based on the specific needs of any given incident.

Roles and Responsibilities: Normal Operations

A list of departments and a synopsis of their routine responsibilities is found later in this document.

Roles and Responsibilities: Escalating incidents or events- Level of Emergency

When Pitkin County becomes aware of a potential threat to the system, or of an impending disaster, the County transitions from Normal Operations in preparation for possible response operations. All County departments begin to monitor the situation and determine the potential impacts to their operations should the situation escalate.

List departments and what additional roles and responsibilities they take on at this level.

Roles and Responsibilities: Level 2 (Partial) and Level 1 (Full) Activation

A description of the 4 levels of activation can be found in section [11.1 Operational Management, Direction, and Control](#)

10.15 Agency Leads

Lead Agency	Main Responsibility	Support Agencies
Fire	Manage the acquisition, training, and coordination of personnel and the acquisition of equipment, supplies, and other resources necessary to assist in fire suppression activities.	Police Department; Sheriff's Office; American Red Cross; Department of Emergency Management
Law Enforcement	Provide personnel, equipment, supplies, and other resources necessary for security at the emergency/disaster area.	Fire Department; Sheriff's Office

Lead Agency	Main Responsibility	Support Agencies
Ambulance Districts	Primary pre-hospital Emergency Medical Services response.	Fire Departments; Sheriff's Office
Emergency Management	Manage and coordinate the EOC when activated and provide direction and control of resources.	Police Department; Fire Department; Department of Technology Services; Department of Environmental Services
Hospital	Provide emergency and regular medical care for those injured or ill.	Fire Department; Department of Public Health and Human Services
Public Health	Provide personnel, equipment, supplies, and other resources necessary to coordinate plans and programs for public health activities during an emergency/disaster.	Department of Environmental Services; Fire Department; Police Department; American Red Cross; Regional Hospitals
Administration	Provide administrative and record keeping support for activities during an emergency/disaster.	Emergency Management; Fire Department; Sheriff's Office, Police Department

10.16 Community Lifeline Responsibilities



The Pitkin County EOC structures its response around the stabilization of eight Community Lifelines. Lifelines are the most fundamental services in the community that, when stabilized, enable all other

FEMA created the Community Lifelines to highlight impacts to essential community services and identify root causes of those impacts. These lifelines allow responders to identify where there is a breakdown in services while reporting on impacts and streamline efforts to stabilize the services that have been affected. By implementing this structure into response activities, experts are assigned responsibility to manage specific systems in emergencies that are

interdependent and vulnerable to failures. This level of coordination encourages engagement with the private sector partners in both response and preparedness activities. The following are the seven lifelines FEMA has identified as critical:

- Safety and Security.
- Food, Water, Shelter.
- Health and Medical.
- Energy.
- Communications.
- Transportation.
- Hazardous Material.

Each lifeline contains components and subcomponents defining the critical elements of a community and can be found at [FEMA Community Lifelines factsheet](#). The use of lifelines can benefit both small- and large-scale incidents. At its core, the Community Lifeline framework develops deeper collaboration amongst response partners. While the lifelines are used to assess impacts of an incident during the response phase, they are also capable of supporting activities in all phases of emergency management. Incidents can point out vulnerabilities in essential services allowing supporting partners to develop mitigation and preparedness procedures, lessening future impacts. After an incident has occurred, the assessment tools can help emergency managers prioritize recovery efforts ensuring communities return to pre-incident operations or new levels of normalcy.

Safety and Security

Immediately following disaster impacts, emergency managers work to mitigate all threats to life safety amongst survivors. This typically includes dispatching all partners in first response and can warrant the deployment of specialized teams like search and rescue in order to assist all affected survivors. Pitkin County has a multitude of agencies and departments to support the Safety and Security Lifeline including local police/fire departments, health and emergency medical partners, Pitkin County Communications District and others.

Food, Water, Shelter

Once life safety concerns have been addressed, communities need to ensure wraparound services are available to support displaced survivors. The Food, Water, and Shelter Lifeline makes certain that all survivors, their pets, and service animals have access to safe and sanitary resources that sustain basic levels of immediate needs. These services require the combined efforts of different community partners in Pitkin County depending on the nature of the disruption. For example, stabilization activities may need goods from the Salvation Army, The Red Cross, or VOADS, vehicles for mobilization from the Department of Transportation, National

Guard, or the Roaring Fork Transit Authority (RFTA) Transit Authority, and distribution of commodities by the same partners along with a multitude of others.

Health and Medical

Health and Medical services are critical to the success of response and recovery. In the aftermath of a disaster, survivors, their pets, and service animals need access to required medical and veterinary care. Health and Medical partners can prepare to assist by ensuring local medical systems are capable of managing patient movement, public health services are available to all survivors, fatality management support is sufficient and medical supply chains are ready to allocate adequate medical supplies to medical care providers. This element of response may support life safety priorities with capabilities of the Pitkin County Health Department, Medical Examiner, and Emergency Medical Services Systems, fire departments who provide EMS, local hospital systems, and more from all levels of government and the private/non-profit sector.

Energy

It is necessary to support both immediate and long-term energy needs in disaster response. Energy services provide generators to critical facilities and fuel for first responders and survivors including supplying to those dependent on power for life sustaining medical care. When working to stabilize this lifeline, Pitkin County should call on local, county, and private sector public works/utility entities and the local energy company for the affected area for successful restoration.

Communications

Access to stable commercial communications systems is critical to survivors in need of life saving emergency services. It is also important to ensure that radio communication networks are operational, public safety answering points are available to the public, and that survivors have access to financial services. Similar to the Energy Lifeline, Communications is supported by Public and Private Utility Companies, City and County Public Works, and Pitkin County Communications District.

Transportation

Transportation infrastructure is often impacted by disasters requiring debris removal or access to areas by alternate means. This lifeline covers multimodal routes including air, rail, road, and port accessibility to survivors and responders. In Pitkin County the response efforts to stabilize this lifeline are conducted by the local Departments of Public Safety and Transportation, the local community Public Works, Pitkin County Public Works, Road and Bridge

Department, School Board, and Wave Transit, and local, public, and private public works entities.

Hazardous Material

To avoid compounding impacts of a disaster on communities, partners responsible for the Hazardous Material lifeline should ensure that all contaminated areas are identified and secured before, during, and after an incident occurs. Hazardous Material related operations will be conducted by agencies like City Fire and Police Departments, Pitkin County Agricultural Center, Health Department, Public Works, and Sheriff, and other local jurisdiction departments and agencies.

Responsibilities

Jurisdictions are to identify how they intend to assign responsibilities for as well as the intended reporting of the Community Lifelines status. The following is an example:

The Community Lifelines do not replace ESFs but work as a framework that ESFs can use to evaluate incident impacts, report on critical community systems, and prioritize response activities within their specific scope. ESFs may be responsible for supporting more than one lifeline depending on the capabilities of the ESF.

ESF 5 serves as the lead coordinator amongst all the Community Lifelines and helps designate responsibilities. This mirrors the current role of ESF 5 in an EOC but may slightly shift the process. As the lifeline coordinator ESF 5 should consider the following:

- Identify lifelines likely to be impacted during a disaster;
- Determine who is responsible for managing the reporting of those lifelines;
- Ensure ESF Leads are familiar with the lifeline assessment process;
- Establish a cadence in which ESFs should report on their respective lifelines;
- Manage incoming reports according to leadership preference; and
- Provide comprehensive status updates through the chain of command as requested.

The crosswalk that follows identifies all ESFs that are capable of supporting the associated lifeline. The Primary or Lead ESF is emphasized with a large red marking among the supporting ESFs.

10.17 RSF Responsibilities

The Recovery Support Functions (RSFs) are essential components within Pitkin County's Emergency Operations Plan, designed to organize and streamline recovery efforts following a

disaster. Each RSF represents a specific sector of the community, such as economic recovery, infrastructure, health services, and natural resources, with the purpose of coordinating resources, expertise, and actions across local, state, and federal partners. These RSFs enable Pitkin County to implement a structured and comprehensive approach to recovery, addressing both immediate and long-term needs. By aligning with FEMA’s RSF framework, these functions enhance collaboration among stakeholders, promote resilience, and ensure that recovery efforts restore and strengthen the community for the future.

RSF	Primary Responsible Party	Supporting Party(ies)
Economic Recovery	Colorado Economic Development Authority	Colorado Workforce Development, Colorado Department of Agriculture
Health and Medical	<i>Department of Health and Human Services</i>	<i>Local Chapter of the American Red Cross</i>
Human and Social Services	<i>Department of Health and Human Services</i>	<i>Department of Education, Department of Transportation</i>
Community Planning and Capacity Building (CPCB)	<i>Division of Emergency Management</i>	<i>Department of the Interior</i>
Infrastructure Systems	<i>Public Works Department</i>	<i>U.S. Army Corps of Engineers</i>
Housing	<i>Colorado Housing Division</i>	<i>U.S. Department of Housing and Urban Development (HUD)</i>
Natural and Cultural Resources	<i>Colorado Department of Natural Resources</i>	<i>Environmental Protection Agency (EPA)</i>

10.18 Individual Roles and Responsibilities

The success of Pitkin County’s Emergency Operations Plan (EOP) relies on the coordinated efforts of key individuals, each fulfilling specific roles and responsibilities essential to effective response and recovery. These individuals bring expertise and leadership to diverse areas, from public safety and health to infrastructure management and financial oversight. Each role within the EOP supports a unified approach to emergency preparedness, enabling departments and agencies to collaborate, allocate resources efficiently, and address the immediate and long-term needs of the community. By clearly defining these roles, the EOP ensures that all personnel understand their responsibilities, fostering a responsive, organized, and resilient framework for managing emergencies in Pitkin County.

Elected Officials: Support emergency response by approving resources, policies, and public messaging to aid in coordinated recovery efforts.

Emergency Manager: Coordinates all aspects of emergency preparedness, response, recovery, and mitigation; acts as the main point of contact for multi-agency operations.

County Manager/City Manager: Ensures continuity of government operations, provides oversight for department activities, and manages county or city resources during an emergency.

Sheriff/Police Chief: Leads law enforcement efforts to maintain public order, oversee evacuations, and provide security in affected areas.

Fire Chief: Directs firefighting, search and rescue, and hazardous material response efforts, coordinating with other agencies as needed.

EMS Chief: Directs EMS services, triage, treatment and transport, mass casualty incidents, coordinating with other agencies as needed.

HR Director: Manages staffing needs, coordinates personnel support, and oversees employee safety and wellness during emergency operations.

Road and Bridge/Public Works Director: Oversees infrastructure protection, debris removal, road maintenance, and restoration of critical services and transportation routes.

Finance Director/CFO: Manages financial resources, oversees procurement, and ensures proper documentation of expenses for potential reimbursement.

Planning Director: Supports land use planning, assesses impacts to critical areas, and integrates hazard mitigation into recovery and rebuilding efforts.

Public Health Director: Coordinates public health resources, leads disease prevention, and ensures health and safety services are accessible to the public.

Code Enforcement Director: Enforces building codes, assesses structural safety, and supports recovery by ensuring compliant rebuilding efforts.

Assessor: Evaluates property damage, provides updated assessments, and coordinates with financial and recovery teams on property-related impacts.

County Clerk: Manages official records, ensures secure document handling, and facilitates public access to information as needed during emergencies.

County Treasurer: Oversees collection and management of county funds, ensuring financial stability and access to resources for response and recovery efforts.

County Surveyor: Assesses and verifies land boundaries, supports land use needs, and provides technical guidance for recovery and rebuilding.

Medical Examiner: Investigates causes of death, manages fatalities, and works with health and public safety agencies to handle human remains respectfully.

Information Technology (IT) Director: Ensures reliable technology and communication systems for emergency operations, supporting coordination and information sharing.

Telecommunications Director: Responsible for overall design, implementation, maintenance, and strategic planning of telecommunications systems including voice, data and video networks.

County/City Attorney: Provides legal guidance on emergency-related policies, ordinances, and liability issues, ensuring actions comply with laws and regulations.

These roles are instrumental in ensuring a coordinated and effective response to emergencies, with each position contributing specialized skills and resources essential for recovery and resilience in Pitkin County.

10.19 Emergency Support Function Leads

LEAD ROLL S = SUPPORT ROLL P= POLICY DIRECTION

Agencies & Organizations	ESF1	ESF2	ESF3	ESF4	ESF5	ESF6	ESF7	ESF8	ESF9	ESF10	ESF11	ESF12	ESF13	ESF14	ESF15
	Transportation	Communication & Information Technology	Public Works	Fire-fighting	Emergency Management	Mass Care, Housing & HS	Resource & Logistics	Public Health & Medical	Search & Rescue	Haz-Mat	Agriculture, livestock, & Natural Resources	Public Service Restoration	Public Safety & Security	Recovery & Mitigation	External Affairs & Public Information
Access & Functional Needs															S
Agency Administrators	P	P	P	P	P	S	P	P	P	P	P	P	P	P	P
Airport	S		S	S											
Ambulance Districts				S	S	S	S	S	S	S			S		
Red Cross/ Salvation Army			S		S	S	S	S							
Animal Services						S		S			S				
Assessor's Office														CO-LEAD	
Attorney's Office County/City					S	S		S							
Code Enforcement Director			S										S		
Colorado Department of Transportation			S												
Colorado Department of Parks and Wildlife											S				

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Colorado State Patrol										S			S		
Community Development															
Coroner						S		S							

Commissioners/ Councils	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
County Manager/ City Managers	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Pitkin County Telecommuni cations		LEAD													
Pitkin County Solid Waste and Recycling			S												
Emergency Manager	S	S	S	S	LEAD	S	S	S	S	S	S	S	S	S	S
Engineering			S												
Pitkin Sheriff CRO						S					LEAD				
Facilities Maintenance	S		S			S	LEAD								
Finance Director						S	CO-LE AD								
Fire Departments				LEAD	S		S	S	S	CO-LE AD			S		S
Fire Chief				P						P					
Fleet Services	S														
Mapping & GIS															
HAATS									S						
Human Services						LEAD	S	S			S				
Hospitals	S					S	S	S							
Housing						S									

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Human Resources Director						S		S							
Information & Technology		CO-LEAD				S									
IT Director		S													
Law Enforcement	S			S	S	S	S	S	S	S			LEAD		S
Mind Springs Health								S							
Municipal Public Works Departments	S		S	S	S		S	S				LEAD			

Open Space & Natural Resources											S				
PIO Group		S			S										LEAD
Planning Department														CO-LEAD	
Planning Director														P	
Private Sector	S		S			S	S	S		S	S	S	S	S	S
Public Health & Environment			S			S		LEAD		S	S				
Public Safety Communication Center	S	CO-LEAD		S	S	S							S		
Public Works/ Road & Bridge Director	S		LEAD	S	S		S	S					S		
Resilience Department														CO-LEAD	
RHMAEC										LEAD					
School Districts	S					S	S			S			S	S	
Sheriff/Police Chief				S	S	S							P		

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Transportation Dept.	LEAD		S							S			S		
Aspen Mountain Rescue									LEAD	S			S		
West Mountain Regional COAD						S									

10.20 Primary and Secondary Response Function Matrix

EMERGENCY SUPPORT FUNCTIONS - LEAD & SUPPORT AGENCIES		
Function	Lead Agency	Support Agencies
ESF 1 Transportation	RFTA Transit	• Colorado Department of Transportation (CDOT) • Pitkin County Emergency Management • Pitkin County Regional Airport • Pitkin River Water and Sanitation District • Fleet Services Departments • Human Resources Departments • Law Enforcement Jurisdiction(s) • Pitkin County Regional Emergency Dispatch Center • Public Works Agencies • School Districts • Transit Agency (RFTA) • Aspen Ambulance District
ESF 2 Communications & Information Technology	-Pitkin County 800MHz -Information and Technology Departments -Pitkin County Regional Emergency Dispatch Center	• Pitkin County Emergency Management • Pitkin County Public Information Officers Group • Information and Technology Departments • Vail Public Safety Communications Center

ESF 3 Public Works & Engineering	Pitkin County Public Works	• Colorado Department of Transportation • Pitkin County Emergency Management • Pitkin County Environmental Health • Pitkin County Engineering • Pitkin County Solid Waste and Recycling • Pitkin River Water & Sanitation District • Mid-Valley Water District • Town of Basalt Public Works/ Engineering • Town of Pitkin Public Works Engineering
ESF 4 Firefighting	Appointed Fire District Representative	• Ambulance Districts • Roaring Fork Fire & Rescue Authority • Pitkin County Airport Fire Department • Pitkin County Emergency Management • Pitkin County Sheriff's Office • Law Enforcement Agencies • Public Works Agencies • Upper Colorado River Fire Management
ESF 5 Emergency Management	Pitkin County Emergency Management	• Ambulance District • American Red Cross/Salvation Army • Colorado Office of Emergency Management • Pitkin County Administration • Pitkin County Attorney's Office • Pitkin County Environmental Health • Fire Agencies • Health and Human Services • Law Enforcement • Public Information Officers Group • Public Works Agencies • Wildfire Mitigation Specialist

ESF 6 Mass Care, Housing and Human Services	Pitkin County Department of Human Services	• Pitkin County Agencies • Administration • Animal Services • Attorney • Commissioners • Emergency Management • Environmental Health • Facilities Management • Finance • GIS • Housing and Development • Human Resources • IT • Sheriff's Office • CSU Extension • American Red Cross (ARC) • Ambulance Districts • Pitkin Valley Community Foundation • Fire Districts • Hospitals • Mountain Recreation • West Mountain Regional COAD • Salvation Army • School Districts • Victim Services
ESF 7 Resource Management	Pitkin County Facilities & Finance	• Ambulance Districts • American Red Cross • Pitkin County Department of Human Resources • Fire Districts • Hospitals • Law Enforcement • Metropolitan Districts • Local Governments • Private Sector service and support providers • Salvation Army • School Districts • Volunteer Groups

ESF 8 Public Health	Pitkin County Public Health and Environment	• Ambulance Providers • American Red Cross • Pitkin County Animal Services • Pitkin County Coroner • Pitkin County Emergency Management • Pitkin County Human Resources • Pitkin County Human Services • Hospitals • Law Enforcement Agencies • Mind Springs Health • Public Works Agencies • Fire Districts
ESF 9 Search and Rescue	Aspen Mountain Rescue Group	• Ambulance Providers • Pitkin County Emergency Management • Law Enforcement Agencies • Civil Air Patrol • Fire Agencies • HAATS
ESF 10 Hazardous Materials	Designated Emergency Response Authority	• Fire Agencies • Law Enforcement Agencies • Ambulance Districts • Pitkin County Emergency Management
ESF 11 Agriculture, Livestock & Natural Resources	Pitkin County Sheriff - Community Resource Officer	• Law Enforcement Agencies • Local Private Veterinary practices • Pitkin County Public Health • Pitkin County Human Services • Colorado Veterinary Medical Reserve Corps • Colorado Department of Parks and Wildlife
ESF 12 Energy and Public Utilities	City of Aspen Utilities	• Pitkin County Emergency Management • Holy Cross Energy • Excel Energy • Black Hills Energy
ESF 13 Public Safety and Security	County and Local Law Enforcement	• Law Enforcement Agencies • Pitkin County Regional Emergency Dispatch Center • Mind Springs Health • Private (contracted) Security

		• Fire Districts • Ambulance Providers • Eagle County Sheriff • Colorado State Patrol
ESF 14 Community Recovery and Mitigation	Pitkin County Community Development	• Pitkin County Offices/Departments • Municipal Offices/Departments • School Districts • Special Districts • Non-Governmental Organizations
ESF 15 External Affairs	Pitkin County Communications	• Pitkin County Public Information Officer's ("PIO") Group • Firefighting Districts • Law Enforcement Agencies • Ambulance Providers • Access and Functional Needs

11. Direction, Control, and Coordination

The responsibility for the management of an emergency rests with the elected and appointed leadership of each jurisdiction, special district, and public safety authority. The response to an emergency in Pitkin County will be made at the lowest governmental level that will ensure operational effectiveness. Each jurisdictional agency is responsible for approving and managing the use of their own resources for emergency purposes and establishing a line of succession for authorizing funds and other emergency resources.

When incident needs are beyond the scope or capabilities of Incident Command, the overall authority to offer support and coordination to each jurisdictional agency in an emergency rests with the Pitkin County Emergency Manager, the Emergency Operations Center, and the Emergency Support Function Leads.

When response and recovery needs exceed the capabilities of Pitkin County, the Pitkin County EOC is the conduit to the State of Colorado Emergency Operations Center (SEOC) for resource assistance and other state and federal support. Communication and information sharing between the Pitkin County EOC and the State EOC is typically carried out between the County Emergency Manager or EOC Manager on behalf of the county and the Regional Field Manager on behalf of the Colorado Division of Homeland Security and Emergency Management.

11.1 Operational Management, Direction, and Control

Incident Command

Pitkin County utilizes the principles of NIMS and ICS to manage incidents and emergencies. There are five basic functional sections within ICS, which are:

- Incident Command.
- Operations.
- Planning.
- Logistics.
- Finance/Administration.

Additional functional sections may be activated as needed such as an “Intelligence/Investigations” for epidemiological events and law enforcement activities.

The functional size and number of positions within the ICS can expand or contract to address the evolving needs as an incident progresses. ICS components during an activation may be adjusted to meet the unique operational needs of each incident.

EOC Operation

The County Manager, Sheriff or Emergency Manager will decide the appropriate EOC activation level based on information provided by the affected local jurisdiction. The EOC can be activated prior to any formal emergency declaration and can also be activated for a pre-planned event especially if it plans to draw a large crowd. Situations that warrant an EOC activation may include:

- When the County is impacted by an imminent or ongoing disaster.
- To manage significant requests for mutual aid from another jurisdiction that has requested assistance appropriately.
- Upon request of an Incident Command (IC) or Unified Command (UC) when an incident exceeds the County’s capabilities to adequately respond.
- When the emergency has overwhelmed the local dispatch public service answering point.

Pitkin County utilizes four levels of EOC activation depending on the nature and scope of the emergency or event. These four levels are:

- Level 1: Full EOC activation will all agencies representing all of the ESF’s within the plan.

- Level 2: Implements a partial EOC activation and begins to provide regular situational awareness briefings. Agencies staffing the EOC will be determined based on the scope of the incident from the local Incident Commander and County Emergency Manager.
- Level 3: Level 4 PLUS situational monitoring by Public Safety agencies and or Emergency Management.
- Level 4: Normal Day to Day Operations.

DOC Operation

Specific departments activate a Department Operations Center (DOC) during an incident or emergency. The DOC operates much like an EOC to coordinate the response and recovery actions and resources for an emergency on a departmental level. In an activation, a DOC will report up to the EOC and share information through the designated representative. Within Pitkin County the following departments may stand up a DOC:

- Public Health Department, Health Department Operations Center.
- Police Department, Tactical Operations Center.
- Local hospital command center

Dispatch

During EOC activation, some dispatch personnel from law enforcement, fire, and rescue may be assigned to report to the EOC to assist with communications functions during the activation and until they are no longer required.

MAC

The Pitkin County Multiagency Coordination (MAC) Group stands up during an incident activation and consists of the current agency administrators, or designated appointees. The MAC is responsible for providing policy guidance to the EOC and other incident personnel, supporting resource prioritization and allocation, and enabling decision-making among elected and appointed officials and/or senior executives.

11.2 National Incident Management System

The NIMS provides guidance for all levels of government, nongovernmental organizations (NGOs), and their subsequent private sector partners to work together to mitigate, respond to, and recover from incidents or disasters. NIMS outlines three core components: Resource Management, Command and Organization, and Communications and Information Management.

Resource Management:

Pitkin County utilizes a resource management plan to manage resources during the full disaster cycle. These resources include personnel, equipment within each response discipline as well as support for ongoing operations and are intended to be shared resources between organizations.

Command and Organization:

Pitkin County uses NIMS to manage incidents and provide support.

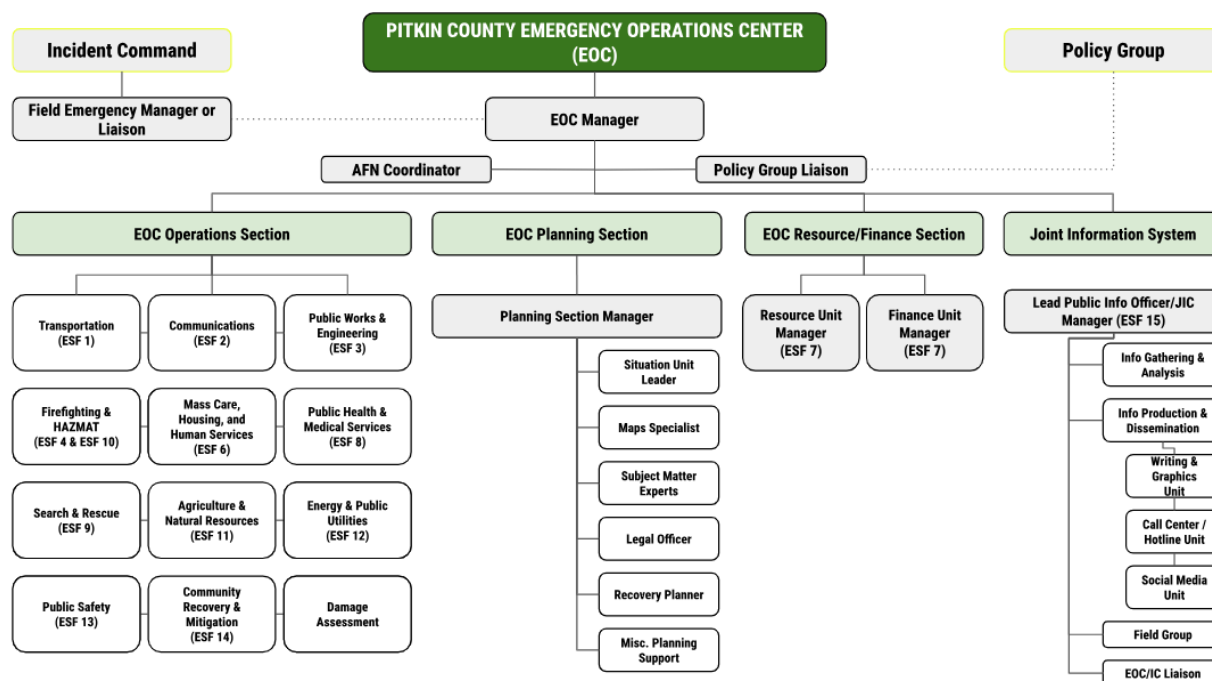
Communications and Information Management:

Pitkin County utilizes the following to manage disaster communications and maintenance of critical information:

- Chain of command and communications;
- Crisis Communications Plan information;
- Radio systems, as applies; and
- WebEOC or other comparable emergency management software, etc.

11.3 Organization Chart

Emergency Operations Center (EOC) support for incident command is facilitated through Emergency Support Functions (ESFs). Emergency Support Functions and other roles in the EOC organizational structure are activated based on the needs of incident command and the impacts to the community.



11.4 Control of Response Assets

Once personnel assets are on-scene or have arrived at their assigned site, the Incident Commander, or other site lead, will assume responsibility for those personnel assets. Pitkin County follows ICS standards including roles and responsibilities and reporting structure during an activation. All tactical and operation control of assigned assets are the responsibility of the Incident Commander or the Pitkin County Emergency Operations Center. This process is outlined within this plan as well as the [Pitkin County Resource Management Plan 2024-2026](#).

Field-level responders coordinate with the appropriate EOC/DOC for requesting, acquiring, and allocating resources and information. Appropriate documentation is completed for all tactical assets to ensure the appropriate use and return of assets once an incident has concluded. The use of any type of resource, whether the resource is being provided to or provided by Pitkin County, is updated and documented in WebEOC.

11.5 Multiagency Coordination Group

Multi-Agency Coordination (MAC) groups provide policy guidance, support resource prioritization and allocation, and enable decision-making during emergency activation. The MAC group is made up of representatives from numerous City and County departments, non-profit organizations active in disaster, and the private sector. These professionals provide the foundation of the EOC. The MAC group is organized into Emergency Support Functions (ESFs) that are divided into four main sections: Operations, Community Services, Situational Awareness, and Resource Mobilization. MAC groups operate within the Command and Coordination component of NIMS.

In 1902, Colorado voters authorized home rule governance for municipalities by amending the state constitution. Home rule governance for counties was authorized by voters through a separate amendment to the constitution in 1970. Home rule counties continue to provide all mandatory county functions, services, and facilities that are delegated to counties by Colorado law and within the county charter. MACs support organizations' coordinating efforts across jurisdictions while still allowing each individual jurisdiction to retain its own authorities.

12. Information Collection, Analysis, and Dissemination

12.1- Overview

The Information Collection, Analysis, and Dissemination section of the Pitkin County Emergency Operations Plan outlines the framework for gathering, interpreting, and sharing critical information during emergency response and recovery operations. This process ensures that timely, accurate, and relevant information is available to decision-makers, responders, and the public. By establishing structured communication channels and clearly defined responsibilities, Pitkin County aims to enhance situational awareness, support coordination across agencies, and provide transparent updates to stakeholders.

12.2- Plans

The following plans describe the process utilized for Pitkin County during incidents and events.

[Pitkin County Public Information and Warning Plan 2025-2027](#)

The Pitkin County Public Information and Warning Plan ensures the dissemination of accurate, coordinated, consistent, timely, and easily understandable information to the community about impending, ongoing, and post-emergency situations. This plan leverages a wide array of communication and warning systems, including mass notification platforms, social media channels, emergency alerts, and traditional media, to effectively reach diverse audiences. By prioritizing clarity and accessibility, the plan seeks to empower residents, businesses, and visitors with the knowledge they need to take appropriate actions, protect lives and property, and enhance overall community resilience throughout all phases of an emergency.

[Joint Information System Protocols 2025-2027](#)

The Joint Information System (JIS) Protocols outline comprehensive procedures and protocols for the activation and operation of Emergency Support Function #15 (ESF #15): External Affairs (Public Information). This function plays a critical role in incident management across the spectrum of planned events, emergencies, and declared disasters by leveraging a coordinated framework through the Joint Information System (JIS) or Joint Information Center (JIC). The primary mission of the JIS is to unify communications among responding agencies and partners to ensure the dissemination of accurate, timely, consistent, and coordinated information to the public and key stakeholders. These protocols prioritize collaboration, clear messaging, and alignment with the overall incident objectives, enhancing public trust, mitigating misinformation, and promoting actionable awareness before, during, and after an incident.

12.3- Information Analyzation and Dissemination

In Pitkin County, public safety information is analyzed and vetted through the Incident Commanders and Administration when appropriate for accuracy and security. Information will be evaluated based on criticality to an ongoing investigation, accuracy and political sensitivity.

12.4- Information Communication- Public

Once the communication is approved for release to the public, the information is communicated through a coordinated, multi-agency approach designed to provide accurate, timely, and actionable updates during emergencies. The Joint Information Center (JIC), activated when needed, serves as the central hub for gathering and analyzing critical data from local agencies, including law enforcement, fire services, and emergency medical services. This information is then disseminated via a variety of communication channels such as mass notification systems, social media platforms, press releases, local media outlets, and community partners. The

information is tailored to ensure clarity and accessibility for diverse audiences, with special consideration given to individuals with disabilities, language barriers, and non-residential populations. By maintaining a consistent message across multiple platforms, Pitkin County aims to keep residents informed, facilitate proper decision-making, and ensure public safety before, during, and after an emergency event.

12.4- Information Communication- Policy, Command and Coordination Groups

Information sharing with the Policy, Command, and Coordination Group officials in Pitkin County is a critical component of the emergency management process, ensuring that decision-makers have access to real-time, accurate, and comprehensive data during incidents. The Incident Commander and Section Chiefs are responsible for promptly gathering and analyzing situational information from operational, tactical, and logistical sources, which is then shared with the Policy and Command Group to inform strategic decisions. This information includes but is not limited to operational updates, resource status, public safety concerns, and potential impacts on the community. Through structured briefings, updates via the Emergency Operations Center (EOC), and direct communication channels, the Policy and Command Group is kept informed, enabling them to provide timely guidance and support.

The Policy, Command, and Coordination group reserve the right to hold releasing information to the public as specified above in section 12.3 based on operational security.

This transparent and coordinated information-sharing process facilitates unified decision-making and ensures that key leadership is aligned in directing resources and prioritizing actions to effectively respond to and mitigate the emergency.

13. Communications

13.1 Communications Plan Summary

One of the essential missions of the Emergency Operations Center is to ensure a common operating picture and effective information sharing between Incident Command, the EOC, Emergency Support Function partners, Policy Group members, and the community. Critical information requirements may vary by incident. All incident information should be archived and saved to Pitkin County drives for record-keeping purposes. Additional guidance is provided in the EOC Activation Annex.

Fundamental methods of information sharing through the EOC include:

EOC Situation Report

The EOC Situation Report (SitRep) is an internal document for all response partners and Policy Group members involved in an incident response. The SitRep seeks to provide a common operating picture while prioritizing the status of Community Lifelines and actions and resource needs associated with those lifelines.

EOC Briefings

EOC Briefings are in-person or virtual opportunities for Emergency Support Functions, EOC staff, and liaisons from Incident Command to brief EOC partners on the status of the incident and the status, actions, and resource needs associated with each Community Lifeline.

Policy Group Briefings

Policy Group Briefings provide Incident Command and EOC response partners with an opportunity to update key Policy Group members on the status of the incident and any policy decisions that need to be made. Policy Group Briefings should clearly characterize any policy questions or needs for policy guidance, provide Policy Group members with subject matter expertise to inform their decisions, and conclude with clear policy direction for Incident Command and the EOC.

Public Information Channels

The Joint Information Center (JIC) will oversee a continuous cycle of identifying critical public information needs, collecting accurate and timely information from response partners to meet

those needs, and using a wide variety of traditional and non-traditional channels to ensure the information is received

13.2 Tactical Interoperability Communications Plans

A Tactical Interoperability Communications Plan (TICP) is a guide that documents the interoperable communications structure, assets, and policies and procedures for a given jurisdiction/agency/organization/other entity. Pitkin County utilizes a region/ state TICP that includes all the interoperability communications resources, identifies who controls each resource, and the use of operational procedures that exist for activation and deactivation of the identified resources. The Pitkin County TICP is located with the Pitkin County Emergency Manager and or Communications Director and meets the requirements found in Colo. Rev. Stat. § 24-33.5-2509.

14. Administration

14.1 Employee Reassignment

During an emergency, certain employees may be reassigned to complete alternative duties that differ from their regular day-to-day responsibilities. In general, Pitkin County employment contracts include an ‘other duties as assigned’ clause that can be activated for emergencies.

14.2 Worker’s Compensation

The Workers' Compensation section of the Pitkin County Emergency Operations Plan addresses the protection and support of emergency personnel who may experience work-related injuries or illnesses during emergency operations. This section outlines the procedures and responsibilities related to reporting, managing, and compensating for injuries, ensuring compliance with state and federal regulations. By providing a clear framework for workers' compensation, Pitkin County aims to safeguard the health and well-being of its responders, support efficient claim processing, and maintain uninterrupted response capabilities. Ensuring that personnel have access to these resources is essential for sustaining morale, promoting resilience, and encouraging a safe operational environment.

14.3 Insurance

Insurance is a vital part of cost recovery after a disaster and can be an important aspect of how quickly a community is able to recover. Pitkin County participates in the National Flood Insurance Program (NFIP) as well as other insurance programs. Additionally, a majority of homeowners in Pitkin County have homeowners' insurance policies.

14.4 Timekeeping

Tracking employee time spent on emergency operations can be an important aspect of determining disaster costs and opportunities for reimbursement. Pitkin County maintains the same timekeeping policies during regular operations and during emergency operations. A timekeeping software is used to maintain accurate records. This software automatically sends records to the finance and administration department when completed. If, for some reason, this timekeeping software cannot be used, employees are instructed to maintain their records using WebEOC (or other methods) and then send their records to the finance and administration department on a designated day once every week. More detailed information on timekeeping policies can be found with the Pitkin County Finance Department.

14.5 Records Retention

The Records Retention section of the Pitkin County Emergency Operations Plan (EOP) outlines the guidelines for maintaining, storing, and disposing of records generated during emergency operations. Following the State of Colorado's requirements, the EOP specifies that all records related to emergency management activities, including response, recovery, and mitigation efforts, must be preserved according to retention schedules set by Colorado's Department of Personnel & Administration. Records retention ensures that documentation is available for future reference, legal compliance, audits, and analysis of emergency response effectiveness. The plan emphasizes secure storage, protection of sensitive information, and a systematic approach for archiving and eventual disposal in alignment with state laws, which require certain records, such as incident reports and financial records, to be kept for specified periods. This structured retention supports transparency, accountability, and continuous improvement in emergency management practices.

Pitkin County, Colorado, follows state and local regulations for records retention, guided primarily by the Colorado State Archives Records Management system. While the specific

policies for Pitkin County's records retention can be determined by their own internal policies, they adhere to the general retention guidelines established for public entities in Colorado.

Pitkin County Records Retention Overview

1) **Legal Authority:**

- a) The County's records retention policy aligns with the **Colorado State Archives' Records Management** and the **Local Government Records Retention Schedule (8 CCR 1504-8)**, which specifies minimum retention periods for various categories of records held by local governments.

2) **Types of Records and Retention Schedules:** Pitkin County categorizes its records into three primary types:

- a) **Permanent records:** Retained indefinitely due to long-term historical, legal, or research significance (e.g., deeds, vital records, meeting minutes).
- b) **Temporary records:** Retained for a designated period defined by law or regulatory requirement before they may be disposed of (e.g., routine administrative or financial records).
- c) **Confidential records:** Must be safeguarded and disposed of in a secure manner when no longer required.

3) The specific retention periods for individual record types are detailed in the **Retention Schedule**, which can be accessed by relevant Pitkin County departments or the public in certain cases.

4) **Financial and Emergency Records Retention:**

- a) Financial records, including invoices, receipts, and expenditures related to emergencies (such as disaster recovery), are generally required to be maintained for at least **3 years** following the completion of the incident or closure of the grant period (as per FEMA and other federal guidelines).
- b) Other public safety and legal documentation may require a longer retention period based on the nature of the record.

5) **Access and Disposal Procedures:**

- a) **Access:** Access to records, especially public ones, is governed by the **Colorado Open Records Act (CORA)**, which ensures transparency.
- b) **Disposition:** Records must be disposed of according to established schedules, ensuring secure disposal for confidential or sensitive materials.

6) **Record Management and Preservation:**

- a) Pitkin County's records retention policy includes measures for digital records preservation, secure handling, and backups for disaster recovery, consistent with best practices in public sector management.

7) **Compliance and Monitoring:**

- a) Pitkin County's **Records Officer** or designated personnel ensures compliance with state records retention rules. Periodic audits may be conducted to verify adherence to retention schedules and lawful disposal practices.

14.6 Use of Volunteers

The Volunteers section of the Pitkin County Emergency Operations Plan (EOP) outlines the structure for effectively managing volunteer resources during a disaster response. Volunteers can play a vital role in supporting response and recovery efforts, bringing skills, manpower, and local knowledge to assist emergency personnel. This section defines the processes for recruiting, training, deploying, and supervising volunteers, ensuring that their efforts are aligned with the county's emergency response objectives. In compliance with Colorado's state guidelines, the EOP emphasizes coordination with local volunteer organizations and agencies, such as the Colorado Volunteer Mobilizer, to match volunteers with roles that fit their skills while maintaining safety and accountability. By incorporating volunteers into the response plan, Pitkin County aims to enhance resilience, fill resource gaps, and build a collaborative community response to disasters.

14.7 Documenting Response and Recovery Operations

Pitkin County has established procedures for documenting response and recovery operations including cost recovery information, requests for aid, budget control, legal protections, operational efficiency, and other areas within [Emergency Support Function #14- Community Recovery and Mitigation](#). Furthermore, support of emergency operations or special events covered underneath this plan specify the process for financial tracking, reimbursement and record retention.

14.8 After Action Reporting

The process for conducting **After-Action Reviews (AARs)** following emergency incidents, exercises, or planned events within Pitkin County. AARs provide a structured approach to evaluate performance, identify strengths and areas for improvement, and integrate lessons learned into future planning, training, and operational activities.

AAR's will be facilitated after all incidents requiring the activation of the Pitkin County Emergency Operations Plan (EOP), multi-agency training exercises, and any emergency

response or recovery efforts involving significant resource coordination or decision-making. Or if the Incident Commander feels that the severity of the incident, exercise, or planned event would benefit from the AAR process.

Objectives

1. **Document and Analyze Response and Recovery Operations:** Identify successes and challenges in achieving incident objectives.
2. **Improve Emergency Management Capabilities:** Develop actionable recommendations to enhance preparedness, response, and recovery efforts.
3. **Promote Accountability and Continuous Improvement:** Ensure lessons learned are integrated into future plans and operations.
4. **Comply with State and Federal Requirements:** Address requirements for corrective action reporting under federal grant and program guidelines, including those from FEMA and the Colorado Division of Homeland Security and Emergency Management (DHSEM).

AAR Process

1. **Initiation**
 - The **Incident Commander (IC)** or **Emergency Manager** will initiate the AAR process after the resolution of the incident or event, or at the conclusion of the exercise.
 - For incidents involving significant multi-agency coordination, an AAR may include input from local, state, and federal partners.
2. **Participant Involvement**
 - All agencies, organizations, and stakeholders involved in the response or recovery operations will be invited to contribute feedback.
 - Input from first responders, EOC staff, field operations personnel, and community representatives (when applicable) will be solicited.
3. **Data Collection**
 - Review incident documentation, including the Incident Action Plans (IAPs), Situation Reports (SitReps), resource tracking logs, communications, and response timelines.
 - Conduct surveys, interviews, or facilitated discussion sessions to gather perspectives from participants.
4. **Analysis**

- Examine performance against the objectives and strategies outlined in the EOP and relevant Incident Action Plans.
- Highlight key strengths that contributed to the success of the response.
- Identify gaps, bottlenecks, and any deviations from established plans or procedures.

5. AAR Report Development

The AAR report will include the following elements:

- **Event Overview:** Summary of the incident or exercise, including key facts and objectives.
- **Successes:** Notable achievements in planning, response, or recovery.
- **Areas for Improvement:** Specific issues or challenges encountered.
- **Corrective Actions:** Recommendations to address identified gaps and prevent future recurrence.
- **Timeline of Events:** Detailed chronology to facilitate analysis.
- **Participating Agencies:** List of contributors and stakeholders.

6. Corrective Action Plan (CAP)

- Based on AAR findings, a **Corrective Action Plan (CAP)** will be developed to document specific steps, timelines, and responsible parties for addressing areas for improvement.
- Progress on corrective actions will be tracked and reviewed by the Emergency Management Coordinator and applicable agencies.

Timelines

1. **Initial Review Meeting:** Within **14 days** of the incident/exercise.
2. **Draft AAR:** Completed within **30 days** for internal review and stakeholder feedback.
3. **Final AAR and CAP:** Published within **60 days** and distributed to relevant stakeholders.

Implementation of Recommendations

Corrective actions and lessons learned from the AAR process will be incorporated into the following areas:

- Updates to the Pitkin County Emergency Operations Plan (EOP).
- Revisions of departmental standard operating procedures (SOPs).
- Training programs, exercises, and resource acquisition plans.

Record Retention

AARs and related corrective action documents will be maintained by the Emergency Management Office for a minimum of **five years** or in accordance with local and state retention policies.

15. Finance

15.1- 15.2 Authorities and Policies

The County Manager is authorized to allocate county funds and approve emergency expenditures to address immediate response and recovery needs. The Finance Department plays a critical role in tracking all costs, managing procurement processes, and ensuring compliance with state and federal regulations for reimbursement. Additionally, the plan emphasizes the importance of maintaining detailed financial records to facilitate audits and applications for state or federal disaster assistance. These protocols ensure that the county can mobilize resources efficiently while safeguarding fiscal accountability during emergencies. Refer to ESF #7 as well as the [Pitkin County General Provisions 3.05.084: EMERGENCY PROCUREMENTS](#)

As part of the Finance and Administration Section, ESF 7 is responsible for the procurement of any resources that are needed for an emergency response. Generally, the resource request and ordering process follows the following steps:

1. Request assigned to ESF 7 by WebEOC controller.
2. Request reviewed and validated by ESF 7.
3. Contract or other vendor that can supply needed resources identified by ESF 7.
4. Resources received and delivered to requesters by Logistics.
5. Payment reconciled by ESF 7.

Pitkin County utilizes any existing County contracts first to make purchases or secure services. If such a contract is not available, ESF 7 can use an Emergency Purchase Authorization (or specific County equivalent) to procure the necessary resources provided it is in accordance with Pitkin County procurement guidance.

15.3 Emergency Contracting

Emergency and Post-disaster contracts will be managed by Pitkin County Emergency Management or designee. Allowing emergency contracting during and after an incident is an

important way to avoid lengthy contract bidding processes and speed up response and recovery efforts; however, it should be carefully managed in order to prevent the jurisdiction and its residents from being taken advantage of by unscrupulous contractors. The following is a list of examples of how Pitkin County handles emergency contracting and where the policies are located.

- Elimination or reduction of permits, applications, or other fees imposed by the County during a state of emergency.
- Suspension of regular purchasing procedures like contract notices or lowest-bidder requirements.
- Contractor registration requirements prior to an incident.

More detailed information regarding the policies and procedures for the use of emergency contractors can be found with the Pitkin County Emergency Manager.

15.4 Contracting Land Use Agreements

Along with emergency contracting provisions, Pitkin County also maintains guidance on land use agreements specific to emergency situations. In the event of an emergency, the enforcement of specific land use requirements will be suspended. For example, Pitkin County prohibits the use of temporary dwellings, such as trailers or tents, in certain areas; however, these may be allowed during an emergency and for a specific timeframe afterwards. Fees related to land use may also be suspended for a time during an emergency.

Additionally, emergency incidents such as a wildland fire or flood may require local, state, or federal agency access to land, facilities and/or equipment to support response and recovery operations. This may be for direct access to perform emergency operations or incident support such as staging area locations, command centers, or recovery centers. During these situations Pitkin County will utilize Land Use and Facility Rental Agreements, commonly referred to as Land Use Agreements as a streamlined and simplified method for acquisition procedures. (Specify a title, such as Procurement Officials) may enter into these agreements. Agreements must be negotiated and signed. Rental requirements are usually short term, for an undefined period, and open only during the length of the incident. However, facilities and land use agreements can be negotiated in advance.

15.5 Tracking Costs

The Finance Department is responsible for maintaining detailed records of all expenditures related to response and recovery efforts. This includes tracking personnel overtime, equipment use, supplies, contracts, and mutual aid agreements. Clear documentation is essential to ensure eligibility for reimbursement from state and federal agencies, such as FEMA. Departments involved in the response must submit timely and accurate cost reports, which are reviewed and consolidated by the Finance Department. These efforts not only provide transparency but also ensure that funds are allocated efficiently to support ongoing and future emergency operations.

15.6 Burn Rates

Pitkin County emergency operations burn rates represent the rate at which financial and material resources (e.g., personnel, equipment, supplies) are consumed during emergency operations. Monitoring burn rates ensures sustainable and efficient use of resources throughout the response phase.

Establishment of Burn Rates

- 1) Each operational area will estimate daily consumption of resources, including personnel hours, fuel, medical supplies, and other critical materials.
- 2) Burn rates shall be calculated as: $\text{Burn Rate} = (\text{Total Resources Utilized}) \div (\text{Operational Period})$. Operational periods rate estimates will follow the Operational periods established by the Incident Commander in the Incident Action Plans.

Responsibility

1. The Logistics Section will track the usage of physical resources and supplies. The Finance/Administration Section will monitor expenditures and project costs to prevent depletion of financial resources.
2. Incident Command will receive daily updates to assess the operational status and make decisions regarding resource allocation.

Monitoring and Adjustment

1. Burn rates shall be reviewed at the end of each operational period.
2. If resource consumption exceeds projections or resource replenishment is delayed, operations may be scaled back, or additional resources will be requested.

Reporting

1. Burn rate data will be compiled into the daily Incident Action Plan (IAP) and reviewed during planning meetings by the Finance/ Administration Section Chief.

2. Summaries of burn rates will be included in periodic Situation Reports (SitReps) for Agency Administrators and or the Policy Group by the Incident Commander.

Sustainability

Measures

1. Implement strategies to reduce excessive consumption, such as rotating resources, optimizing deployment schedules, and seeking mutual aid when local resources are insufficient.
2. Engage vendors and supply chain partners early to secure continuous resource resupply.

15.7 Disaster Reimbursement

This section outlines the process for seeking reimbursement for eligible disaster-related costs to ensure financial recovery and sustainability for Pitkin County. It establishes guidelines for identifying, documenting, and submitting reimbursement requests to state and federal funding agencies, including the Federal Emergency Management Agency (FEMA), under the Public Assistance (PA) and Individual Assistance (IA) programs.

Assumptions

1. Accurate and timely documentation is critical for maximizing reimbursements.
2. Pitkin County agencies and departments will comply with federal and state regulations to ensure eligibility for reimbursement.
3. The reimbursement process may require coordination with the Colorado Division of Homeland Security and Emergency Management (DHSEM).

Roles and Responsibilities

- 1) **Emergency Manager:**
 - a) Ensure timely submission of disaster declarations and funding requests.
 - b) Coordinate with FEMA and DHSEM representatives during recovery operations.
 - c) Facilitate training on reimbursement requirements for relevant staff.
- 2) **Finance Section Chief (or Equivalent):**
 - a) Track and document all disaster-related expenditures, including personnel time, equipment use, supplies, and contracts.
 - b) Maintain records in compliance with federal regulations (e.g., 2 CFR Part 200).

- c) Submit reimbursement requests through the required systems, such as the FEMA Public Assistance Grants Portal.
- 3) **Department Heads:**
 - a) Ensure staff capture appropriate cost documentation, including timesheets, receipts, and invoices.
 - b) Review and approve departmental reimbursement requests before submission.

Reimbursement Process

- 1) **Pre-Disaster Actions:**
 - a) Maintain up-to-date financial policies and disaster cost tracking systems (e.g., an established Chart of Accounts for emergencies).
 - b) Conduct pre-disaster briefings on FEMA reimbursement requirements.
- 2) **Incident and Response Phase:**
 - a) Activate financial tracking mechanisms at the onset of the incident as outlined within this EOP and associated documents.
 - b) Issue specific project codes to segregate disaster-related costs from regular operations.
- 3) **Post-Disaster Recovery:**
 - a) **Initial Damage Assessment:** Collaborate with DHSEM and FEMA to estimate and report damages.
 - b) **Declaration Submission:** Work with the Colorado Governor's office to request federal assistance if needed.
 - c) **Documentation and Cost Tracking:** Collect and compile all relevant cost data, ensuring alignment with FEMA's eligible expense criteria (e.g., emergency protective measures, debris removal, infrastructure repair).
- 4) **Submission for Reimbursement:**
 - a) Utilize systems such as the FEMA Grants Portal or other state-mandated platforms for submitting reimbursement requests.
 - b) Ensure submissions are accurate, complete, and timely. Required documentation includes:
 - i) Personnel costs (including overtime)
 - ii) Equipment logs
 - iii) Materials and supplies receipts
 - iv) Vendor contracts and invoices
 - v) Force account labor summaries
- 5) **Appeals and Audits:**
 - a) Collaborate with the Legal Department to appeal denied claims.

- b) Prepare for potential audits by maintaining organized financial records for a minimum of 3 years after disaster closeout and or grant period is terminated.

Coordination

The reimbursement process will be managed in conjunction with state and federal agencies, including:

- **Colorado Division of Homeland Security and Emergency Management (DHSEM):** For guidance on state processes and coordination with FEMA.
- **FEMA:** For eligibility requirements and direct reimbursement requests.

15.8 Financial Records Retention

Pitkin County established policies and procedures for retaining financial records related to emergency operations, in accordance with Colorado state law and federal guidelines. Proper retention of financial records ensures compliance with audit requirements, facilitates disaster recovery reimbursements, and supports transparency and accountability.

Legal Authority

1. **Colorado State Archives Records Management:** Local Government Retention Schedules (8 CCR 1504-8).
2. **Federal Requirements:** Uniform Guidance, 2 CFR Part 200.333, for federal award retention and access requirements.
3. Other applicable state and local statutes or ordinances.

All departments and agencies engaged in emergency response, recovery, and related financial transactions shall comply with this financial records retention policy.

Records Retention Requirements

- 1) **Retention Period**
 - a) **Federal Disaster Assistance:** Financial records associated with federal funding (e.g., FEMA Public Assistance, Individual Assistance, or mitigation grants) must be retained for a minimum of **three years** after the official disaster closeout date, as specified in **2 CFR 200.334**.

- b) **State and Local Requirements:** Per the Colorado Local Government Records Retention Schedule, emergency-related financial records must be retained for **six years** or as specified by the corresponding record category.
- 2) **Record Types to Retain**

Financial records to be retained include, but are not limited to:

 - a) Payroll records (including overtime hours specific to disaster operations).
 - b) Equipment logs and usage reports.
 - c) Contracts, purchase orders, and vendor invoices.
 - d) Receipts for materials and supplies used during the disaster.
 - e) FEMA Project Worksheets (PWs) and supporting documentation.
 - f) Timesheets, labor summaries, and force account records.
 - g) Correspondence with funding agencies (e.g., FEMA, DHSEM).
- 3) **Digital Record Retention**
 - a) Electronic financial records shall be maintained in secure databases that comply with state and federal record-keeping standards.
 - b) Backup systems must be employed to ensure data integrity and accessibility during audits or legal reviews.

Responsibility

1. **Department Directors and Finance Section:** Responsible for ensuring all financial records related to their operations are properly documented and stored.
2. **Pitkin County Finance Department:** Responsible for the centralized retention, organization, and maintenance of financial records.
3. **Emergency Management Coordinator:** Monitors adherence to record retention schedules for disaster-related financial documentation.

Access and Disposal

- 1) **Access**
 - a) All financial records shall be accessible for audits, inspections, and disaster funding program reviews.
 - b) Record access may be limited to authorized personnel as defined by local policies.
- 2) **Disposition**
 - a) Upon the expiration of the retention period, financial records will be disposed of in accordance with the Colorado State Archives Records Management

guidelines and Pitkin County's internal disposal procedures (e.g., shredding or secure digital deletion).

- b) Records that are part of unresolved claims, disputes, or ongoing audits shall not be destroyed until resolution is complete, even if the retention period has elapsed.

15.9 Financial Management Plan

Pitkin County, Colorado, maintains a comprehensive financial management framework to ensure effective oversight and transparency of its financial operations. This framework includes the Annual Comprehensive Financial Report, which provides detailed insights into the county's financial activities and is accessible to the public. This Financial Management Plan is utilized for emergency operations, training and exercise planning and operations.

15.10 Financial Support

Pitkin County includes base funding for planned operations within the jurisdiction. Additionally, the county's Special Events Permit process requires event organizers to submit applications for events impacting county roads, property, or private properties with zoning variances. While the permit process primarily focuses on logistical and regulatory aspects, it may also involve discussions about financial considerations to ensure events are planned safely and responsibly.

16. Logistics

16.1 Mutual Aid and Regional Aid Agreements

An MAA is a written agreement between offices and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency. It is only after a jurisdiction identifies that the event will exceed their capacity that mutual aid resources are requested. Once local emergency response resources are exhausted or if a county does not possess the needed capabilities, then state and federal resources can be requested. There is a list of existing IGAs, MMAs, MOUs, and regional aid agreements that Pitkin County currently maintains can be requested from the County Emergency Manager.

16.2 Resource Gaps

The Gap Analysis component of the Pitkin County EOP focuses on identifying and addressing deficiencies or unmet needs within the county's emergency management framework. A local informal gap analysis was completed while looking to complete a comprehensive State of Colorado Emergency Preparedness Assessment (CEPA). Talking through current capabilities against anticipated demands during various emergency scenarios, assessing where critical gaps may hinder an effective response or recovery effort, the following key areas include;

1. Personnel shortages in Emergency Management and other Public Safety fields.
2. Further training in the concepts of NIMS with response staff at the County.
3. Scenario specific training on the target hazards for Pitkin County.
4. Resource development to address the remoteness of large population clusters within Pitkin County.
5. Potential breakdowns in communication systems.
6. Limitations in interagency coordination.

Analysis from past incidents, exercises, emerging threats, National AAR's and the 2024 Colorado Emergency Preparedness (CEPA) Report where conclusions from similar counties can be derived, assisted in the development of actionable recommendations for mitigating identified gaps within Pitkin County. are helping drive improvements within the Pitkin County Emergency Management System.

16.3 Mutual Aid

If an incident occurs that exceeds Pitkin County's emergency response capabilities, outside assistance can be requested through MAA with nearby jurisdictions and other organizations, such as a stateside mutual aid compact or a volunteer emergency organization.

Pitkin County has established mutual aid agreements and intergovernmental partnerships with various jurisdictions and agencies to enhance collaborative emergency response and resource sharing. Notable agreements include:

City of Aspen: Pitkin County and the City of Aspen have entered into intergovernmental agreements to support public health emergency responses. These agreements facilitate coordinated efforts and resource allocation to address community needs during health crises.

Town of Basalt and Town of Snowmass Village: Mutual aid agreements exist between Pitkin County, Basalt, and Snowmass Village, promoting collaboration in emergency

services, including fire protection, law enforcement, and public works. These agreements ensure that resources and support are readily available across municipal boundaries during emergencies.

Mountain Rescue Aspen (MRA): The Pitkin County Sheriff collaborates with Mountain Rescue Aspen for search and rescue operations within the county. This partnership leverages MRA's expertise and resources to effectively conduct backcountry rescues and related missions.

Furthermore, Pitkin County coordinates with the Emergency Management agencies within the adjacent Counties of Eagle, Garfield, Lake, Gunnison and Mesa to help with coordinated planning, training, exercise and response operations.

MAAs can be requested in accordance with Pitkin County. Requests for mutual aid for purposes aside from police, EMS/Fire, etc. can be requested through the Colorado statewide mutual aid program, if applicable.

MAA and regional aid agreements must be approved by local Incident Commander, Policy Group, County Emergency Manager or designee before they take effect. Requests to review and approve aid approval requests should be submitted to the appropriate party via email to maintain reliable record keeping.

Existing MAA or regional aid agreements will be reviewed by the responsible party on an annual basis or as specified in the individual agreement. Reviewers of the plan will also coordinate with the jurisdiction/agency/organization that is entered into the agreement to ensure that no changes need to be made with the agreement. Any changes that do need to be made to the agreements will be updated and coordinated with the responsible parties and sent to the appropriate leadership entity for review and signature.

16.4 Resource Tracking

Pitkin County's regular process for resource ordering, tracking, and requesting is outlined in the steps below. Additional details can be found after these steps.

1. Request is received in WebEOC.
2. Request assigned to ESFs. (If this request cannot be filled here, then move to step 3.)
3. Request assigned to ESF 7 Procurement. (If this request cannot be filled here, then move to step 4.)

4. Request assigned to Mutual Aid (or other option). (If this request cannot be filled here, then move to step 5.)
5. Request assigned to the State (note that all previous steps must have been tried before sending a request to the State to fill).

Pitkin County utilizes an internet-based incident and event management platform called WebEOC. WebEOC is utilized by many local jurisdictions and the state. This platform supports ICS, provides provisions for NIMS, and is compliant with both. As long as personnel have access to the internet and have prior authorization, they can access WebEOC to view and input information regarding resource tracking and maintain situational awareness on the incident. A single-point ordering system is utilized and the Logistics Section utilizes WebEOC and the 213RR resource request form to track any and all resources from order to procurement to fulfillment. If, for some reason, WebEOC is not accessible, backup forms of communication and documentation, such as email, are used. In all cases where state/federal resources are requested, the 213RR must be completed and submitted to the state emergency operations center.

Resource requests that cannot be filled by Pitkin County's existing inventories may be procured or purchased from private sector entities, NGOs, and/or other community partners (e.g., MAAs). The Logistics Section coordinates with ESF 7 Procurement and the Finance Section to purchase and receive resources using various methods.

16.5 Specialized Resources

Pitkin County is prepared to respond to a myriad of emergencies, and, with the assistance of this plan, has prepared resources in order to assist with the response to these hazards. However, there may come a time that Pitkin County lacks the adequate specialized resources, due to resource gaps, supply-chain issues, etc. If this occurs, Pitkin County has prepared a process for identifying, locating, and procuring any specialized resources that are required in an emergency.

1. A specific agency/person identifies a resource gap and notifies the relevant agency (e.g., Logistics).
6. Logistics examines MAAs to identify potential sources for the missing resource.
7. If an MAA specifies that a certain agency/jurisdiction/organization is able to address the resource gap and provide the missing resources, the appropriate actions will be taken to activate the MAA. If there is no MAA in place that can provide the missing resources,

Logistics will then notify the state/County/other to seek assistance in identifying another location to receive the needed resources.

8. Once the resources have been identified, Logistics/Procurement/Finance/other relevant departments will follow the appropriate process for organizing and receiving the resources. Special approvals from officials/leadership may be needed for specialized resources.

16.6 Resource Management Plan

Pitkin County uses WebEOC for all its resource tracking needs, and employees are encouraged and trained to use WebEOC as their first source of information in regards to needed and available resources. If an employee recognizes that there is a lack of necessary resources and the jurisdiction's capabilities have been exceeded, they will make a recommendation to their supervisor that either mutual or regional aid agreements be activated or emergency contracting/purchases is considered to fill the gap with resources. It is then up to the relevant supervisor of the department/office/agency that has identified the gap to notify the proper channels to see that gap met by the appropriate means.

A full guide to Pitkin County's resource management plan can be found in the [Pitkin Resource Management Plan](#). This plan identifies in detail Pitkin County's available resources, where they are accessible online, and the process for requesting and using the resources during day-to-day and response operations. Additional information can be found in the [Pitkin County Resource Management Plan 2025-2027](#)

16.7 Logistical Support

Pitkin County, Colorado, hosts a diverse array of events throughout the year that celebrate its vibrant community, outdoor beauty, and rich cultural life. In the winter, the Snowmass Luminescence Festival and the annual X Games Aspen bring visitors for immersive light displays and extreme sports competitions. Spring brings community celebrations such as the 5Point Film Festival, showcasing adventure films in Carbondale. Summer highlights include the Aspen Music Festival, which hosts classical performances, and the Aspen Ideas Festival, drawing global thought leaders. Labor Day Jazz Aspen Snowmass finishes the summer. Fall in Pitkin County features the Aspen Filmfest, presenting both mainstream and independent films. These events, coupled with concerts, art shows, numbers bike and running races and local gatherings like farmers' markets, highlight the community's love for arts, adventure, and social connection throughout the year

In order to prepare for these events, and the additional one-off events that take place throughout the year, the emergency management department may activate the EOC and have additional staff on stand-by in case they are needed to activate. Resource needs and capabilities are estimated based on each event. Prior to the event itself, generally one to two months in advance, the emergency management departments take inventory of the resources it will need for the event to ensure the necessary resources are in place before the event.

17. Plan Development and Maintenance

17.1 EOP Coordination

This EOP will be promulgated by the local elected body every 3 years or as defined by the State of Colorado. The reviews, revisions, updates, and changes made to the plan will begin with the Pitkin County Emergency Manager, who will then elevate the plan as needed if signatures are required for the changes to the plan. If any changes need to be made to the plan that originates outside Pitkin County, the need for updates will be communicated to the appropriate department via email to ensure version control and accountability.

Updates and changes to annexes or other plans that are connected or included in the EOP will also be communicated with the appropriate department to ensure all plans and annexes associated with the EOP are kept up-to-date. In all cases, annual review of the agency EOP is encouraged and should be documented in policy.

17.2 Planning and Coordination Responsibility

Pitkin County Emergency Management is tasked with maintaining, distributing, and updating this EOP. Revisions to this EOP will be coordinated by the relevant Pitkin County position (e.g., Director of Emergency Management), who will also review and approve any proposed revisions to this EOP.

17.3 EOP Updates

Plan maintenance includes updating and revising the plan to reflect all changes, testing the plan periodically, and ensuring that all personnel remain up to date on their roles and responsibilities as outlined in the plan. If any issues emerge, situations change, gaps become apparent, and/or requirements change, the plan must be updated to reflect these and remain usable, compliant, and up-to-date. This Pitkin County EOP will be reviewed annually, after any tests or exercises, following any changes in requirements, and/or after actual incidents, as necessary.

EOP Reviews and Updates

This EOP is continuously monitored and evaluated for its effectiveness, and will be updated after the following:

- When lessons learned from real-world incidents are reviewed;
- When hazard risks or risk areas change;
- When alert and warning or communications systems change; and
- When governmental planning standards for the document in question are changed.

EOP Revision

An EOP will be revised (which involves a complete rewrite of the existing EOP or when substantial changes are made that result in essentially a new document) when multiple pages of the document have been updated, major portions of the document have been removed, or substantial text has been added.

Formal EOP Change

An EOP undergoes a formal change when portions of the document have been updated with specific changes on a limited number of pages. These types of changes will be numbered for identification, and any holders of the document will be issued the changes with a memorandum of the changes that were made. The memorandum should instruct the holder of the document on where to insert the new pages and what pages to remove from the existing EOP. The holder of the document should then note the changes on the record of changes in the EOP. A change of this type does not alter the original document date and does not need a new signature.

Training and Exercises

Anyone who plays a role in implementing the EOP should be appropriately trained on the plan and understand their role in supporting emergency response operations. Pitkin County exercises

its EOP annually; however, real world events that result in activations may be substituted for an exercise if deemed appropriate.

18. Laws, Authorities, and References

18.1 Legal Basis of Emergency Operations and Activities

In compliance with the Colorado Revised Statutes and relevant sections of the Pitkin County Resolution No. 30-2019, Pitkin County is mandated to establish and maintain a countywide Emergency Operations Plan (EOP). This all-hazards plan facilitates collaboration among local, state, and federal agencies, as well as various boards and organizations involved in emergency management. Pitkin County Emergency Management serves as the county's primary coordinating body for response and recovery in situations where a disaster surpasses the capacity of any single jurisdiction. The plan emphasizes cooperative relationships and shared resources to ensure effective and resilient emergency responses across the county.

18.2 Senior Officials' Emergency Authorities

The ordinance granting the Pitkin County Sheriff the authority to act in an emergency is Ordinance No. 014-2016, titled the Emergency Response Authority Ordinance. This ordinance designates the Sheriff as the county's principal emergency response authority, empowering the office to manage and coordinate law enforcement, public safety, and emergency operations during disasters or emergencies. The Sheriff's duties under this ordinance include directing resources, issuing evacuation orders, and collaborating with local, state, and federal agencies to ensure an effective response to protect lives, property, and the environment in Pitkin County.

18.3 Pre-Delegate Emergency Authorities

Pitkin County has pre-delegated emergency authorities to key officials, ensuring swift and effective responses during crises. The County Manager holds overarching authority to direct county resources and personnel, declare local emergencies, and implement policies critical to

public safety. The Sheriff, as the chief law enforcement official, is tasked with maintaining public order, coordinating evacuation efforts, and overseeing incident command in collaboration with other agencies. The Emergency Manager serves as the operational lead, coordinating planning, response, and recovery efforts across departments and external partners. These roles, defined within the EOP, enable a unified, proactive approach to managing emergencies, safeguarding the welfare of Pitkin County residents and infrastructure.

18.4 Continuity of Operations and Continuity of Government Provisions

This Continuity of Government (COG) Plan for Pitkin County, Colorado, serves as a foundational framework to ensure the uninterrupted provision of essential government functions during emergencies or crises. Recognizing the critical importance of maintaining public safety, order, and essential services, this plan outlines the roles, responsibilities, and operational structures necessary for effective response and recovery in the face of disruptions. It is aligned with federal, state, and local emergency guidelines, incorporating strategies for leadership succession, resource allocation, and communication continuity. Through coordinated efforts with local municipalities and support from mutual aid agreements, this plan aims to uphold government stability, safeguard public health, and ensure that core functions remain operational, even in the most challenging circumstances. The current copy of the Pitkin County Plan is on file with the County Manager and or the Emergency Manager.

18.5 Acronyms and Glossary

A full list of acronyms pertaining to emergency management planning and operations can be found at [Pitkin County Acronyms, Abbreviations and Terms](#)

Acronyms	
AAR	After Action Report
COOP	Continuity of Operations
EOP	Emergency Operations Plan
IAP	Incident Action Plan
ISP	Incident Support Plan
THIRA	Threat and Hazard Identification and Risk Assessment
EOC	Emergency Operations Center

A full list of acronyms pertaining to emergency management planning and operations can be found at [FEMA Acronyms, Abbreviations and Terms](#)

Glossary

Command: The act of controlling, ordering, or directing through delegated, regulatory, or statutory authority

Coordination: The process of systematically analyzing a situation, developing relevant information, and selecting appropriate personnel for the most effective combination of available resources to meet specific objectives.

Emergency Management: The preparation for and the carrying out of a function to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include firefighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving public health, safety, and welfare.

Management: The process of creating a framework to help communities reduce their vulnerability to hazards and cope with disasters

Mutual Aid Agreement (MAA): A written agreement between offices and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency.

18.6- 18.21 Federal, State, and Local Laws, Authorities, and References

FEDERAL LAWS & AUTHORITIES

- [Americans with Disabilities Act](#) (1990)
Prohibits discrimination on the Basis of Disability in State and Local Government Services.
- [Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments](#) (1998)
Provides statutory authority for most federal disaster response activities especially as they pertain to FEMA and FEMA programs and establishes the Presidential Disaster Declaration process.

- [The Homeland Security Act of 2002](#)
Creates the U.S. Department of Homeland Security in the aftermath of the terrorist attacks of September 11th, 2001.
- [National Planning Framework](#)
Describes how the whole community works together to achieve the National Preparedness Goal. Includes a Framework for each of the five mission areas: Prevention, Protection, Mitigation, Response, & Recovery.
- [Homeland Security Presidential Directive 5: Management of Domestic Incidents](#) (2003)
Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System.
- [Homeland Security Presidential Directive 7, Critical Infrastructure Identification, Prioritization, and Protection](#) (2003)
Establishes a national policy for federal departments and agencies to identify and prioritize critical infrastructure and to protect them from terrorist attacks.
- [The Post-Katrina Emergency Management Reform Act United States Dept. of Homeland Security](#) (2006)
Amends the Homeland Security Act of 2002 to significantly reorganize FEMA and provide the agency with new authority to remedy gaps that became apparent in Hurricane Katrina response efforts.
- [PETS Act](#) (2006)
Ensures that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals.
- [Plain Language Guidance](#) (2010)
Establishes that Government documents issued to the public must be written clearly in a way that the public can understand and use.
- [Comprehensive Preparedness Guide 101 Version 2 \(CPG-101 v2\)](#) (2010)
Provides FEMA guidance on the fundamentals of planning and developing Emergency Operations Plans.
- [Presidential Policy Directive 8, National Preparedness](#) (2011)

Directs the federal government to develop a National Preparedness Goal that identifies the core capabilities necessary for preparedness and a national preparedness system to guide activities that will enable the nation to achieve the goal.

STATE OF COLORADO LAWS & AUTHORITIES

The Pitkin County Emergency Operations Plan uses the foundation provided by the Homeland Security Act, HSPD #5, PPD #8, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), and the Colorado Disaster Emergency Act of 1992 to provide a comprehensive, all hazards approach to incident management. Nothing in this plan alters the existing authorities of individual departments and agencies. This plan establishes the coordinating structures and processes required to integrate the specific statutory and policy authorities of various departments and agencies in a collective framework."

- [C.R.S. 24-33.5 §701-717](#) Colorado Disaster Emergency Act (2018)
To include provisions related specifically to recovery, mitigation, and resiliency, and to establish the roles and responsibilities of state and local agencies.
- [C.R.S. 24-33.5 §1601-1615](#)
Division of Homeland Security and Emergency Management. The threat of terrorism in Colorado is a matter of great concern to the people of the state and affects the public interest.
- [C.R.S. 24-33.5 §1101-1109](#)
Disaster Relief- In an emergency, the governor may provide assistance to save lives and to protect property, public health and safety.
- [C.R.S. 24-33.5 §1501-1507](#)

Colorado Emergency Planning Commission- A subcommittee shall designate local emergency planning districts to develop emergency response and preparedness capabilities in accordance with the federal act.

- [State of Colorado Emergency Operations Plan](#)

Outlines general guidelines on how the State of Colorado carries out its response and recovery responsibilities to address an emergency or disaster event. The State Emergency Operations Plan (SEOP) defines the organizational structure and operation of the Colorado State Emergency Operations Center (SEOC). The SEOP is established to coordinate and support state and local government actions during an emergency or disaster event.

PITKIN COUNTY LAWS & AUTHORITIES

- [Pitkin County Home Rule Charter](#)

The Pitkin County Home Rule Charter, adopted in 1978, serves as the foundational governing document for Pitkin County, Colorado. As a home rule county, Pitkin County operates with greater local autonomy compared to those governed strictly by state statutes. The charter establishes the framework for county governance, outlining the powers, organization, and responsibilities of the county's elected officials, including the Board of County Commissioners. It empowers the county to address local issues, enact ordinances, and provide services tailored to the community's needs, while adhering to the Colorado Constitution. This governance structure enables Pitkin County to better serve its residents with policies that reflect local values and priorities.

- Pitkin County Resolution No. 004-2025 adopting the Emergency Operations Plan (EOP).

EVACUATION PLAN

2025-2027

EVACUATION PLAN

The Pitkin County Evacuation Plan operates on the principle that local governments bear the initial responsibility for response to an emergency. As a product of this principle, each level of government will accomplish the functions for which it is statutorily responsible, and will coordinate response and activities with other entities using a National Incident Management System model of Unified Command.

PURPOSE

The purpose of the Evacuation Plan Annex is to outline roles, responsibilities, and authorities to establish the organizational concepts for an effective system of notification, direction and coordination.

SCOPE

This Evacuation Plan Annex encompasses the following:

- Who shall order an evacuation
- Responsibilities for those involved
- How the evacuation notifications are made
- What Support Plans exist for specific locations and populations that may need additional evacuation assistance
- Re-entry considerations

The Evacuation Plan Annex is intended as a high-level strategic plan and does not replace the need for tactical-level plans and agency-specific Standard Operating Procedures that detail how the responsibilities in this Annex will be carried out.

CONCEPT OF OPERATIONS

Evacuation authority in Pitkin County rests with the Law Enforcement agencies that have jurisdiction over the areas being evacuated. Members of on-scene Incident Command (Law, Fire, EMS, Emergency Management, etc.) provide direction and guidance on the evacuation need, locations threatened, and the evolving nature of the hazard. Incident Command will be the ones with the necessary situational awareness to recommend evacuation or shelter in place options as the preferred method of protecting lives before, during, or after disasters or emergencies.

A key component of a successful evacuation, area of refuge or shelter in place operation is timely and accurate provision of information.

Essential information during evacuation notifications includes:

- Reason for the evacuation, area of refuge or shelter in place order
- Shelter in place instructions if applicable
- Evacuation routes if applicable
- Instructions for obtaining evacuation assistance
- Area of refuge locations if evacuation routes are not accessible
- Time frame for evacuation (consider staged evacuation orders to limit crowding on roadways)
- Evacuation Center location
- The need to check in even if you provide your own alternate shelter

In most situations evacuation orders should be disseminated through ALL available public information and warning channels. These may include:

- Integrated Public Alert & Warning System (IPAWS) / Wireless Emergency Alerts (WEA) alerting cell phones in the defined notification area
- 9-1-1 call back systems alerting landlines and cell phones with addresses registered in the defined notification area
- PitkinAlert notifying users who have opted into public safety text, email, and app-based alerts
- Door-to-door evacuation protocols and/or loudspeaker broadcasts in the evacuation zone
- PitkinEmergency.org public safety website
- Official agency social media channel(s)
- Evacuation sirens in areas where available
- Variable Message Signage (with assistance from the Colorado Department of Transportation)
- Low power highway radio system (with assistance from the Colorado Department of Transportation)

Whenever an evacuation order is issued, the Incident Commander(s) **SHALL** identify an Evacuation Center location and request an **Evacuation Center Manager** to meet and greet evacuees when they arrive at that location. The Pitkin County Emergency Operations Plan defines an Evacuation Center as a temporary short term facility which provides shelter from the elements, restroom facilities and information dissemination, usually for displacements anticipated to be **12 hours or less**. The Evacuation Center Manager must have communication with the Incident Command organization in order to provide timely information to the evacuees.

There are several factors which must be considered when planning for an evacuation. Among these are the characteristics of the hazard or threat itself. The magnitude, intensity, speed of onset, duration, and impact on the local community, are all significant elements to be considered. They will determine the number of people to be evacuated, time available in which to effect the evacuation, and the time and distance of travel necessary to insure safety.

Whenever possible, at specific subdivision level, all hazard evacuation plans will be developed by the appropriate public safety entities with community input based upon the types of potential hazards, and the location.

ASSIGNMENT OF RESPONSIBILITIES

Law Enforcement:

- Authority to issue evacuation orders
- Lead evacuation efforts to and from the affected areas
- Emergency traffic control and crowd control
- Provide Security of evacuated areas and Evacuation Centers
- Coordinate transportation to shelters for those who need transportation assistance from the evacuation location.

Fire Agencies:

- Provide direction and guidance on the evacuation need, locations threatened, and the evolving nature of the hazard

Emergency Medical Services (EMS):

- Provide medical support to evacuees and first responders

Pitkin County Regional Emergency Dispatch Center:

- Dispatch first responder resources and coordinate radio communication between involved agencies
- Sends area alert and incident related notifications to the public via Everbridge
- Coordinates notifications with Incident Command and Emergency Management

Emergency Management:

- Activate the Emergency Operations Center (EOC) as necessary to support Incident Command and maintain coordination between Incident Command, support partners, and impacted jurisdictions

Pitkin County Public Information Officers Group:

- Provides public information to ensure that the community understands, pre-evacuation, evacuation and/or shelter in place orders
- Establishes channels of communication to keep and maintain the community informed

Public Works:

- Clearing debris from roads as necessary to maintain evacuation routes
- Assist in traffic management in support of Law Enforcement
- Ensures power, water supply, and sanitary services at mass care facilities are maintained during emergency conditions

Pitkin County Public Health and Environment and Department of Human Services:

- Coordinate with healthcare providers and nonprofit organizations to provide medical and mental health support to evacuees

Evacuation Center Manager:

- Accounts and manages the evacuation center, provides relevant information and addresses needs from evacuees

The Salvation Army:

- Provides staffing and food to first responders and evacuees at evacuation centers, shelters, and at the incident location

American Red Cross:

- Provides assistance with evacuation shelters, management and staffing.
- Ensures the means necessary for services related to shelter, feeding, and medical care

Emergency Support Function 1 - Transportation (Transit Agencies):

- Coordinates and fulfills transportation needs relevant to the incident

Colorado State University (CSU) Extension Service:

- Supports relocation and sheltering of large and farm animals assisting with the wellbeing of them

Pitkin County Animal Services:

- Provides support for evacuated pets and companion animals including food, sanitation, and coordination of veterinary care

Schools:

- Provide school facilities to be used as shelter for evacuations
- Provide services as requested to help aid the incident

Recreation Districts:

- Provide recreation facilities to be used as shelter for evacuations
- Provide services as requested to help aid the incident

Non-profit/Public Service Organizations:

- Provide services as requested to help aid the incident

SUPPORT PLANS

In addition to the high-level evacuation processes outlined in this Pitkin County Evacuation Plan, Pitkin County Emergency Management supports public safety, critical infrastructure, and community partners in the development of more in-depth evacuation plans. All of the below integrate with the Emergency Operations Center evacuation efforts during a large-scale incident and will receive support from the EOC in carrying out their evacuation and mass care activities. Some key plans and processes for critical locations include:

GENASYS EVACUATION TOOL WITH ASSOCIATED EVACUATION ZONE MAPBOOKS

Pitkin County public safety agencies maintain Evacuation Zone mapbooks in conjunction with the use of Genasys Evacuation software that designate predetermined evacuation zones across all of Pitkin County. These mapbooks and the Genasys Evacuation tool are made available to Law Enforcement, Fire, Dispatch, Emergency Management, and others to effectively communicate evacuation orders to public safety partners and the community. Genasys evacuation zone mapbooks also include population estimates, preferred traffic routing and control measures, site-specific hazards, and critical infrastructure (utilities & fuel, hospitals, schools, public safety & government facilities). Genasys Evacuation tool and Evacuation Zone Map Books are For Official Use Only. Additional public safety partners can access these Mapbooks and other tools on a need-to-know basis by contacting Pitkin County Emergency Management.

ASPEN/PITKIN COUNTY AIRPORT EMERGENCY PLAN

The Aspen/Pitkin County Airport (ASE) maintains a Federal Aviation Administration-compliant Airport Emergency Plan. This plan outlines incident response activities for emergencies at the airport and includes Standard Operating Guidelines for the safe evacuation of airport facilities and aircraft. Public safety partners can access the Airport Emergency Plan on a need-to-know basis by contacting the ASE Director of Aviation.

CORRECTIONAL FACILITIES

The Pitkin County Jail is overseen by the Pitkin County Sheriff's Office. The Sheriff's Office coordinates with Pitkin County Emergency Management and the Mass Care and Public Health & Medical Emergency Support Functions to maintain Fire and Safety Evacuation Procedures and ensure processes are in place to effectively evacuate, transport, and shelter incarcerated individuals during an emergency.

SCHOOLS & COLLEGES

Educational institutions in Pitkin County have worked with the public safety agencies in their district and Emergency Management to develop evacuation plans, communication processes, preferred routes, and shelter locations for each of their sites. School and College evacuation plans are For Official Use Only. Additional public safety partners can access these plans on a need-to-know basis by contacting district and institutional leadership.

HOSPITALS AND HEALTHCARE FACILITIES

Aspen Valley Hospital, Valley View Hospital and healthcare facilities in Pitkin County maintain up-to-date emergency and evacuation plans and work closely with Emergency Support Function 8 - Health & Medical and jurisdictional public safety agencies to ensure evacuation processes address any medical, access, or functional needs for any individuals in their facilities. Note - Valley View Hospital in Glenwood Springs is not in Pitkin County, but is one of the designated transport locations for medical emergencies in some parts of Pitkin County. Public safety partners can access hospital and healthcare facility evacuation plans on a need-to-know basis by contacting the facility leadership.

SPECIAL EVENTS

All Special Events are strongly encouraged to complete the Special Event Guideline Form that notifies public safety of the event and promotes the development of a medical/emergency services plan. Details on this process can be found on the [Pitkin County Special Event Guidelines website](#). Municipalities, state, and federal lands within Pitkin County may have additional special event requirements.

ANIMAL SHELTER

Evacuation of the Aspen Animal Shelter would be coordinated through the EOC. Special support for pets and livestock are coordinated through Emergency Support Function 6 - Mass Care and Emergency Support Function 11 - Agriculture and Natural Resources. Aspen Animal Shelter and the Colorado State University Extension are key support agencies for any evacuation that involves pets or livestock.

AGENCY-SPECIFIC STANDARD OPERATING PROCEDURES

Public safety agencies, jurisdictions, and other entities with evacuation responsibilities are encouraged to maintain agency-specific Standard Operating Procedures that detail how the agency will carry out the responsibilities outlined in this Evacuation Plan Annex. Standard Operating Procedures should be developed and exercised by the responsible agencies in whatever manner is most consistent with their organizational needs.

ACCESS AND FUNCTIONAL NEEDS CONSIDERATIONS

Evacuations disproportionately impact individuals with access and functional needs. Pitkin County public safety organizations and Emergency Management use a variety of strategies to identify and remove barriers that inhibit our whole community's access to critical resources during an emergency or evacuation. Systems to support individuals with access and functional needs during evacuations include (but are not limited to):

- **Emergency Support Function 8 - Health & Medical Plans** - As the Lead for ESF 8, the Pitkin County Department of Public Health & Environment maintains plans for supporting people with durable medical equipment, mobility barriers, and other access and functional needs during emergencies.
- **Emergency Support Function 6 - Mass Care Plans** - Lead and support agencies for ESF 6 (including the Pitkin County Department of Human Services, American Red Cross, and Salvation Army) maintain plans and systems for addressing the needs of the whole community during emergencies and evacuations with special focus on individuals with access and functional needs.
- **Pitkin County EOC Access & Functional Needs Coordinator** - Pitkin County's EOC Operating Plans outline the role and processes for the EOC Access & Functional Needs Coordinator. This position is dedicated to identifying impacted individuals and groups who are not able to effectively access resources and information during an emergency and coordinating with EOC partners to address those needs.

AUTHORITIES

In the event of an emergency, Law Enforcement and Incident Command have the authority to order any person to evacuate any premises, vehicle or other real or personal property.

The Colorado Attorney General ruling of June 26, 2002, highlights criminal sanctions to persons who disobey, threaten or interfere intentionally with an evacuation order.

“Evacuation orders of the Governor, local authorities, and sheriffs are enforced by criminal sanctions, and a person disobeys an evacuation order at his or her peril. A person commits the crime of obstructing government operations if, by using or threatening to use violence, force, or physical interference or obstacle, he or she intentionally obstructs, impairs, or hinders the performance of the governmental function by a public servant. § 18-8-102(1), C.R.S. A person commits the crime of obstructing a police officer or firefighter or other rescuer if the person uses or threatens violence, force, physical interference, or an obstacle and knowingly obstructs, impairs, or hinders the enforcement of a penal Law or the preservation of the peace by a peace officer or the prevention, control, or abatement of fire by a fire-fighter. § 18-8-104(1)(a), C.R.S.”

SITUATION AND ASSUMPTIONS

A hazard analysis of Pitkin County has identified numerous situations which may prompt the need for evacuation and/or isolation of people in the name of public safety. These situations include but are not limited to wildland fires, hazardous materials incidents, flooding, and winter storms.

Some assumptions that can be taken from an examination of historical data on evacuations in the United States are:

- Hearing the warning is critical, public information and warning works, as those who feel vulnerable are more likely to take action
- No single information and warning method will reach all segments of the population and all methods will still not reach everyone (remember special warning needs like hearing impaired, limited English proficiency, etc.)
- People must believe that the warning is credible
- People will attempt to confirm that a threat exists from multiple sources before heeding a warning
- People need to be assured that the warning pertains to them so the warning message must provide details (who, what, when, where, why and how)
- People may not voluntarily request special assistance with evacuation (functional limitations, lack of transportation, etc.)
- People are less likely to evacuate if their companion animals are not provided for.
- People are less likely to evacuate if they feel that their property will not be adequately protected (security)
- Residents of the County are responsible for preparing themselves, their families and their guests for any emergency, including the possible need to evacuate on short notice
- The County and local jurisdictions will provide education to assist the public in preparing personal emergency plans

MASS CARE

Refer to [Emergency Support Function #6](#) Mass care, Housing and Human Services Annex for further information on Mass Care.

RE-ENTRY MANAGEMENT OPERATIONS

SITUATION AND ASSUMPTIONS FOR RE-ENTRY

Following a disaster, where evacuation of portions of Pitkin County have occurred, roadblocks (traffic control points) will be established restricting re-entry evacuated areas until it has been determined by public safety agencies and damage assessment teams that it is safe to do so.

The following points are essential for **Safety** during re-entry:

- The provision of minimum access on primary roads
- Reestablishment of emergency services (Police, Fire, EMS and Medical Facilities)
- Removing of utility hazards

Considerations for Initiating Re-entry:

- That a situation has affected all or portions of Pitkin County that prompted an evacuation
- That damage is such that food, water, and/or shelter may not be immediately available
- That damage is such that debris may restrict movement along primary road systems
- That damage is such that electrical power, gas and or water may not be available
- That damage is such that local emergency and public communications may not be available or significantly reduced
- That damage is such that health services, medical facilities, and medical transport may not be available
- That Law Enforcement, Fire, and EMS services may be hampered

OBJECTIVE OF RE-ENTRY

The objective of post-incident re-entry management is to identify immediate needs of affected areas and once identified, provide a systematic assessment and recovery process.

RE-ENTRY PROCEDURES

There is an absolute need to provide access by clearing debris from primary roadways, to reestablish EMS, Police and Fire services and, remove and secure utility hazards while establishing a minimum of capabilities, and to assess damages in order to manage an effective response. There is also a recognized need for emergency protection measures. Additionally, many outside services will be needed and outside interests will desire access.

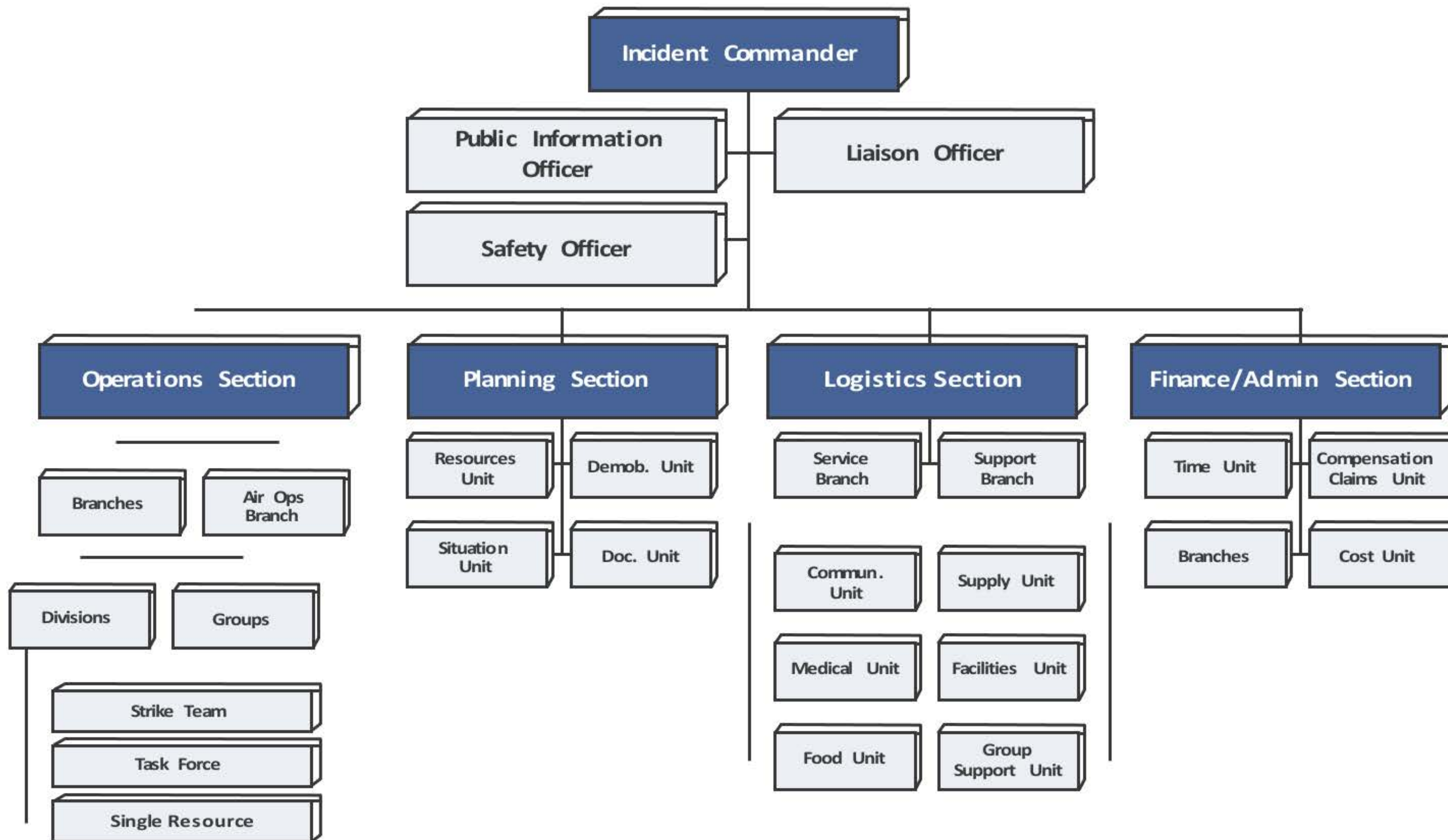
Every effort will be made to allow evacuees to return to their homes and businesses. Re-entry to all areas evacuated will be authorized based on public safety and security concerns, the extent of dangers, and operational requirements of public safety. The decision to establish general re-entry will be evaluated through continuous coordination among the various municipalities, county, state and federal agencies. This information will be announced over all available media.

- The Pitkin County EOC will receive assessment from all Incident Command organizations to determine extent of damage and will assist with resource acquisition and management for the re-entry process.
- Public Works officials will assure that primary roads are open and bridges are without damage.
- Public Information announcements will be made regarding the re-entry by all media , including public health recommendations regarding public safety upon retry to damaged homes or facilities.
- Restricted re-entry to the damaged area will be at the discretion of the authority(s) having jurisdiction.

Until access is restored for all evacuees to re-enter an area without restriction, a check-in/badging procedure shall be used to identify those persons allowed into an evacuated area (utility workers, homeowners, etc.) with the requirement for all such persons to display the badge on the outermost portion of their clothing while in the evacuated area.

- Public Information announcements will be coordinated through the Joint Information System.
- All requests for assistance beyond the capabilities of a municipality or district should be channeled through the Pitkin County EOC.

Re-entry will be determined by priority scheduled or at the direction of the controlling authority.



Pitkin County Emergency Support Functions (ESFs)



ESF-1

Transportation



ESF-6

Mass Care,
Housing & Human
Services



ESF-11

Agriculture,
Cultural &
Natural
Resources



ESF-2

Communications
& Alerting



ESF-7

Resource
Support



ESF-3

Public Works &
Engineering



ESF-8

Health & Medical



ESF-4

Fire



ESF-9

Search & Rescue



ESF-5

Emergency
Management



ESF-10

Hazardous
Materials



ESF-12

Energy



ESF-13

Law Enforcement
Security



ESF-14

Recovery,
Volunteer
Management



ESF-15

Public
Information

Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

February 10, 2025

AGENDA ITEM:

Village Shuttle Route Structure Discussion

PRESENTED BY:

Sam Guarino, Transportation Director

BACKGROUND:

In the Fall of 2024 Town Council requested that staff make a presentation at an upcoming meeting about the Village Shuttle and how its routes are structured and developed.

Development of the current Village Shuttle route structure has been 45 years in the making and involves a variety of inputs including demand, logistics, public benefits, environmental impacts, funding mechanisms, and staffing. The Village Shuttle routes are both constantly changing and generally staying the same, with a constant eye on the past, towards the future, and for the public good.

FINANCIAL IMPACT:

None, this is a discussion item only.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

The service provided by the Village Shuttle applies to a number of council goals and objectives, including but not necessarily limited to:

- Preserve and protect open spaces and our environment to ensure that nature is and remains the dominate feature on the landscape.
- Promote environmental and economic sustainability and resiliency.
- Focus on improved access and safety to make Snowmass Village more walkable and bikeable.

- Continue to improve the multi-modal connections between Base Village, the Mall, and the Center.
- Manage parking and transit to encourage efficient, effective, and sustainable mobility choices.

COUNCIL OPTIONS:

Discussion item only.

STAFF RECOMMENDATION:

Discussion item only

ATTACHMENTS:

1. Village Shuttle Presentation
2. 2019-2024 Ridership
3. All Ridership 2024
4. 01012024 Paper Tripsheets
5. 2023 Fall Survey Summary Results
6. Village Shuttle Reporting
7. Pickups-Dropoffs Heatmap

VILLAGE SHUTTLE



History

Launched in the 1979/1980 ski season as part of the Public Works Department with the goal of controlling traffic congestion and reducing the demand for parking in the community core.

- Mayor Jack Schuss made a deal with Snowmass Land Company to purchase 5 converted vans.



35,000 passengers that first year



By 1998, with the introduction of the “Rodeo Lot” route, Two Creeks, Suzuki Events, Labor Day Festival, and X-games, the fleet had grown to approximately 30 vehicles and was transporting over 800,000 riders a year



Today the Village Shuttle operates 19 30' low floor transit buses and 10 body on chassis or “cutaway” vans and moves approximately 500,000 passengers per year spread out over 7 routes.

Village Shuttle Goals and Philosophies



Provide Town of Snowmass Village Residents, Visitors, and Employees with a world class transit service.

Focus on customer service, safety, and convenience



Help to control traffic congestion and reduce the demand for parking in the community core.



Act as community liaisons to all riders



Provide a safe, healthy, and supportive workplace for operators, supervisors, and maintenance workers

Current Village Shuttle Operations



Operating up to 7 routes (depending on time of year)



Fixed Route, Deviated Fixed Route, and Demand Response Service



29 total buses, operating up to 16 buses at a time on a typical Winter Day.



16 full-time seasonal transit operators during the winter and 15 full-time year-round operators



2 Foreman, 2 Operations Supervisors



Our newest employee is the “Village Shuttle App”

Route Structure

Early Village Shuttle service offered 4 routes, including “the hamster wheel”

Service increased with changing needs and routes were developed as Snowmass Village expanded

Current route structure consists of 6 routes in the winter, 2 in the summer and 2 in the spring and fall.

Fixed Routes are supplemented with deviations and demand response services (micro transit)

Areas outside the existing service area are eligible for a Town subsidized “dial-a-ride” during the Winter

- Those who qualify are also eligible for ADA Complimentary Paratransit Service at no cost



Route Structure

Route #1

Upper and Lower Woodbridge Rd.

- Serves the nodes, Snowmass Mountain Condos, Woodbridge Condos and Season's Four

Route #2

Wood Rd.

- Services the nodes, and Wood Rd Condominiums
- Morning Route #2 (D2) is currently eliminated due to staffing shortages

Route #3

Snowmass Club

- Serves the nodes, Owl Creek Rd. homes and condos, Two Creeks, Villas North, Club Villas, Snowmass Club, and Country Club Townhomes
- One shift per day (D333) is currently eliminated due to staffing shortages

Route Structure

Route #4

Town Park

- Serves the Mall, Base Village, Brush Creek Rd. homes and condos, Town Park, Rodeo Grounds, and the Rec Center

Route #5

Upper Snowmelt Rd.

- Serves the Snowmass Center, Snowmass Mall, Upper Snowmelt Condominiums.

Route #6

The Ridge

- Services the Snowmass Mall, Snowmass Center, Timbers Club, Daly Townhomes, and The Ridge

Route Structure

Route #4

Town Park

- Serves the Mall, Base Village, Brush Creek Rd. homes and condos, Town Park, Rodeo Grounds, and the Rec Center

Route #5

Upper Snowmelt Rd.

- Serves the Snowmass Center, Snowmass Mall, Upper Snowmelt Condominiums.

Route #6

The Ridge

- Services the Snowmass Mall, Snowmass Center, Timbers Club, Daly Townhomes, and The Ridge

Winter Route Structure

Route #8

Melton Ranch/Horse Ranch

- Serves the nodes, Owl Creek Rd. homes and condos, Melton Ranch, Horse Ranch, Snowmass Rec Center, Town Park.

Route #22

Ride Request

- Supplements areas no longer served (within the greater Village Shuttle service area) as routes end in the evening until 12:45am.

Off Season Route Structure

Route #3

Snowmass Club

- Serves the Mall, Snowmass Center, Upper Brush Creek Housing, Owl Creek Rd. homes and condos, Two Creeks, Villas North, Club Villas, Snowmass Club, and Country Club Townhomes.

Route #22

Ride Request

- Supplements areas within the greater Village Shuttle service area that are not otherwise serviced between 7 am and Midnight.

RFTA

Brush Creek Park and Ride (Contract Service)

- Serves the Snowmass Mall, Base Village, Brush Creek homes and condos, Town Park, Medicine Bow, and Brush Creek Park and Ride.

Summer Route Structure

Route #3

Snowmass Club

- Serves the Mall, Snowmass Center, Upper Brush Creek Housing, Owl Creek Rd. homes and condos, Two Creeks, Villas North, Club Villas, Snowmass Club, and Country Club Townhomes.

Route #8

Melton/Horse Ranch

- Serves the nodes, Owl Creek Rd. homes and condos, Melton Ranch, Horse Ranch, Snowmass Rec Center, Town Park.

Route #22

Ride Request

- Supplements areas within the greater Village Shuttle service area that are not otherwise serviced between 7 am and Midnight.

Route Structure

- Former Routes

- Hamster Wheel

- Crestwood-Center-Mall-TOV-Mall-Center-Crestwood (in 20 minutes!)

- Route #3 Town Tour

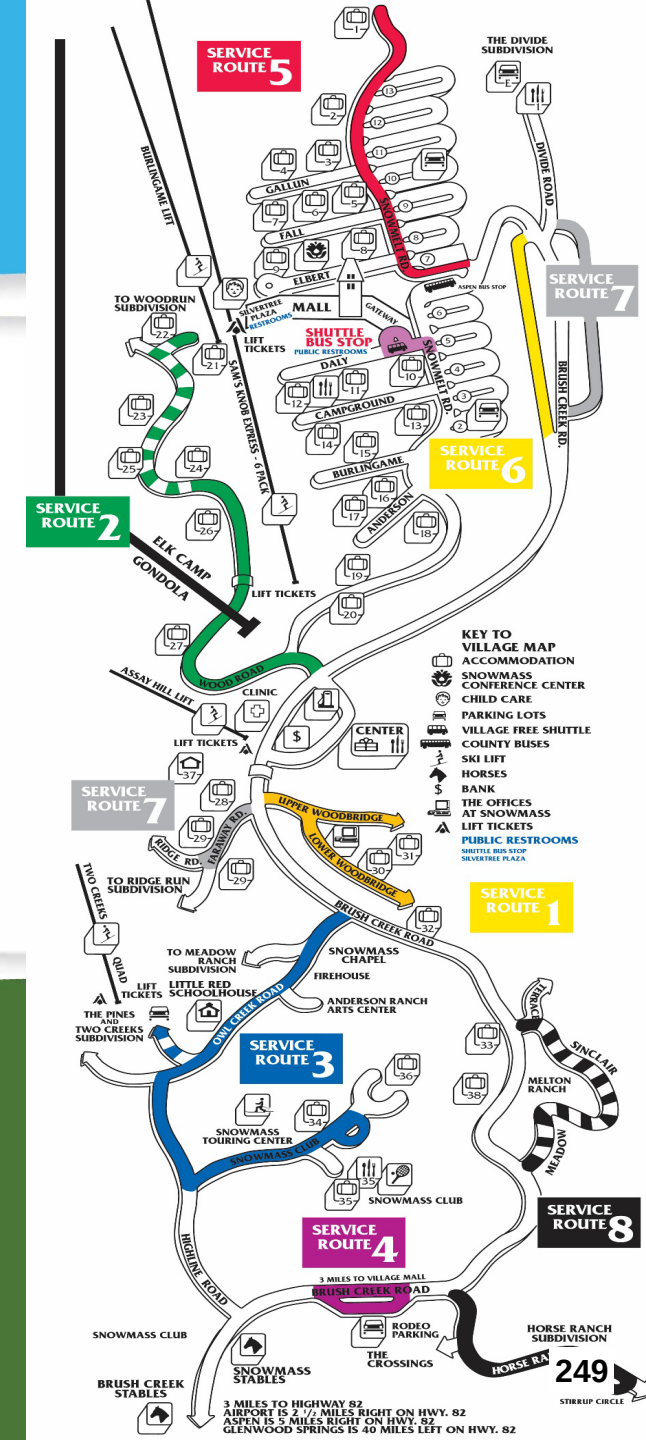
- 45 to 60-minute loop servicing the entire town in alternating directions including Snowmass Club, Town Park, Melton Ranch

- Route #7 – Mountain View

- Serviced Mountain View via Deerfield Dr, allowed Route #6 to serve Creekside/Palisades/Brush Creek Apartments via Brush Creek Lane.

- Route #9

- Town Park to Two Creeks



Current Challenges

Difficulty in Recruitment.

- Morning Route #2 (D2) is currently eliminated
- Route #3 eliminated one shift per day (D333) and reduced service levels from 15 minutes to 20 minutes

Small tweaks underway with the introduction of the “Village Shuttle App”

- Prioritizing Fixed Route and Ride Request over Deviated Fixed Route

Where Don't We Go?

Lower density single family neighborhoods

Club Commons

Treehouse

Divide

Upper Brush Creek Employee Housing and Upper Snowmelt Condos to Base Village

How Are Service Decisions Made?



Iterative Process

45 years of history and changes in structure



Feedback from Drivers and the Public

Surveys
Public Comment



Data

Ridership per mile/hour by route, location, etc.
High demand locations



Efficiency, Best Practices, and Logistics

Quarter mile walking radius
Sensible and Convenient Headways (5 minutes is the gold standard)
Timeliness and Reliability



Funding

Federal Funded Routes
Budgetary Restrictions



Staffing Levels

Low staff levels lead to reduced or altered service

Ridership Data

Total Passengers

- 488,671 in 2024, up 2% from 2023

Passengers Per Mile

- Goal of 1.5 (1.37 in 2024)

Passengers Per Hour

- Goal of 15 (14.5 in 2024)

Ridership by Pickup/Dropoff locations

- The Upper Village Nodes have highest demand and are served by all buses

Surveys

- Goal of 95% Agree driver “courtesy/helpfulness”
- Goal of 95% rider “sense of safety”

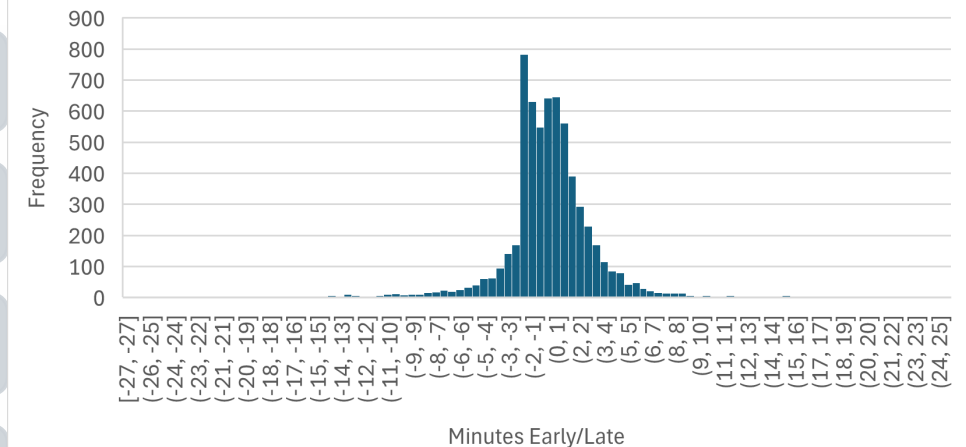
On-time performance

- Median -.22 minutes
- Std. Deviation 3.6 minutes

Driver Ratings

- Average of 4.93 out of 5

On Time Performance



What Does a Service Change Involve?

New Route/Headway Funding

- Adding a route costs approximately \$30k per month, depending on operating hours and headways, and assuming no new capital purchases are required
 - \$11.50/mile
 - \$115/hr
- Grant Funding a possibility

Replacing Existing Routes/Reducing Existing Headways

- Statistical analysis of ridership and demand needed
- Federal law requires public feedback period for any planned reduction of service

Modifying existing routes

- Is there enough “space” in a current route?
- Yearly tweaking of service

Planning for the Future

Village Shuttle App

- Connecting with the Valley
- Driver Reviews
- Rider Feedback
- Micro transit expansion?

Planned Residential Developments

Next Stop Announcements

Electrification

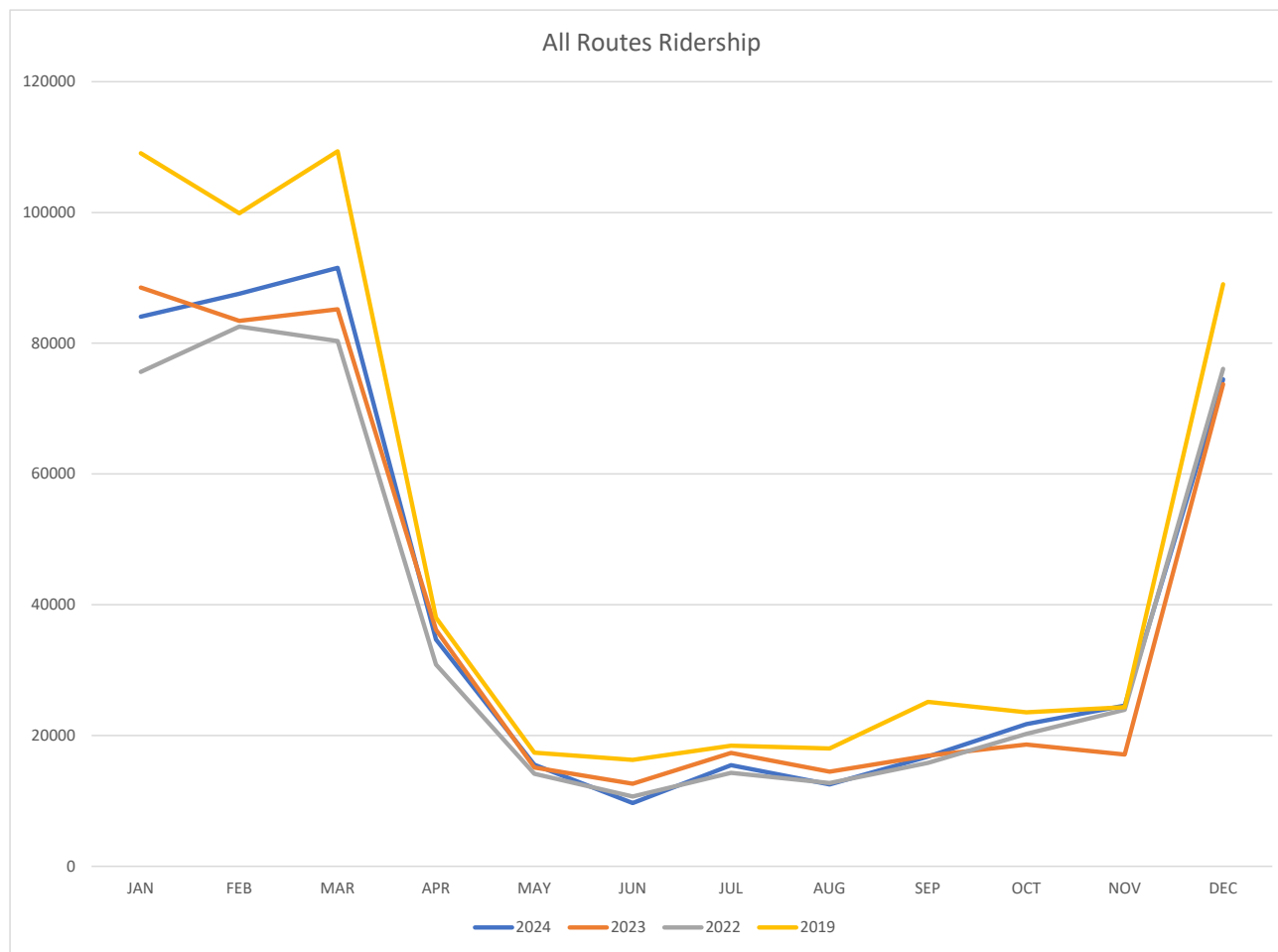
Right Sizing Vehicles

Other Technology Improvements

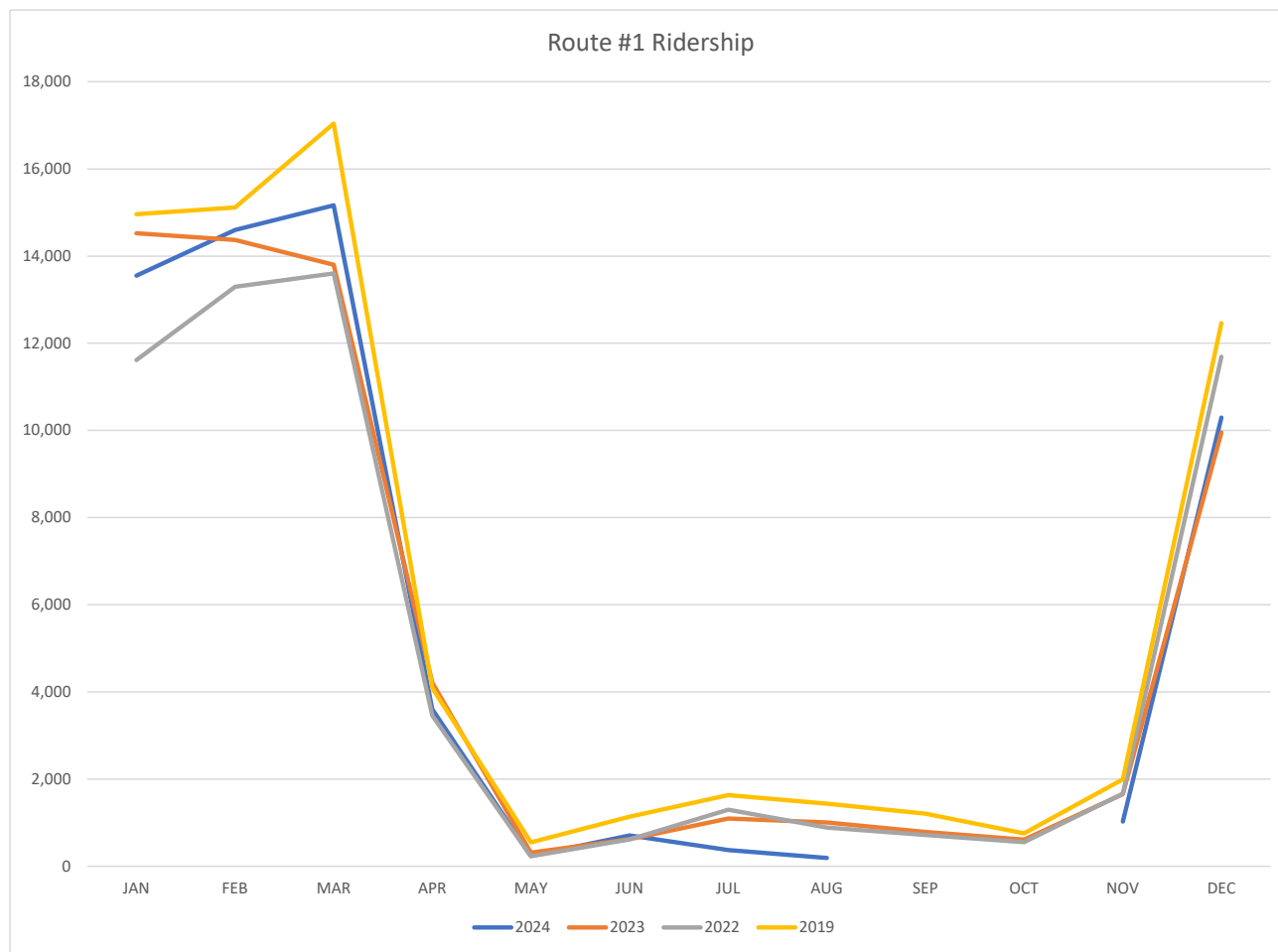
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 wonderful fast love best wish cory doug always
 go ever helpful thank service jaimie ride
 pleasant person awesome guy amazing took
 polite bus mark man ve david shuttle music just
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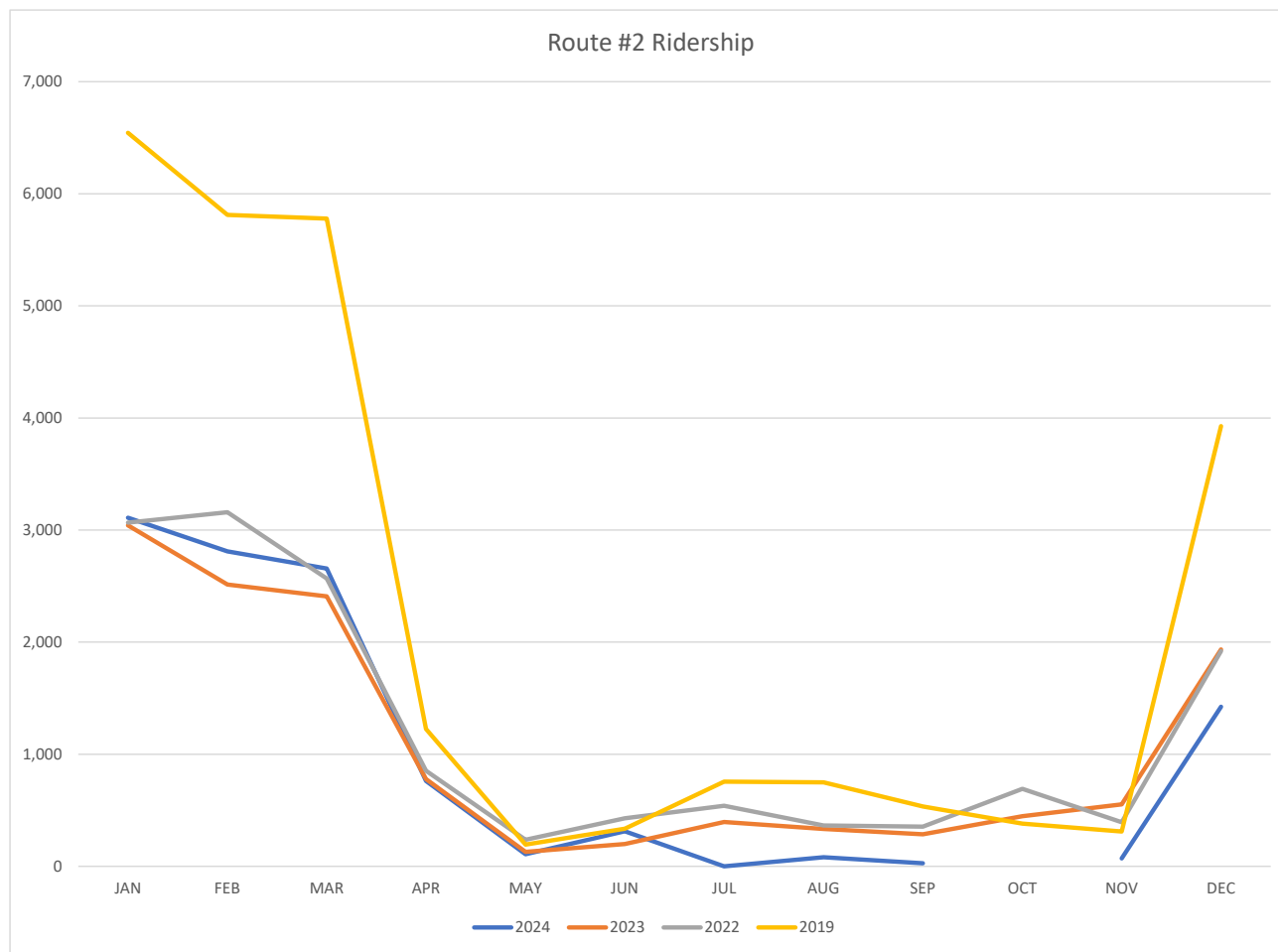
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2024	84072	87567	91529	34696	15553	9678	15468	12511	16780	21733	24589	74495	488671
2023	88523	83432	85188	36183	15104	12631	17338	14468	16933	18642	17096	73726	479264
2022	75620	82548	80329	30877	14165	10679	14289	12725	15829	20243	23941	76092	457337
2019	109079	99864	109355	38034	17380	16280	18437	18027	25143	23547	24336	89029	588511
2024 vs 2023	95%	105%	107%	96%	103%	77%	89%	86%	99%	117%	144%	101%	102%
2024 vs 2019	77%	88%	84%	91%	89%	59%	84%	69%	67%	92%	101%	84%	83%



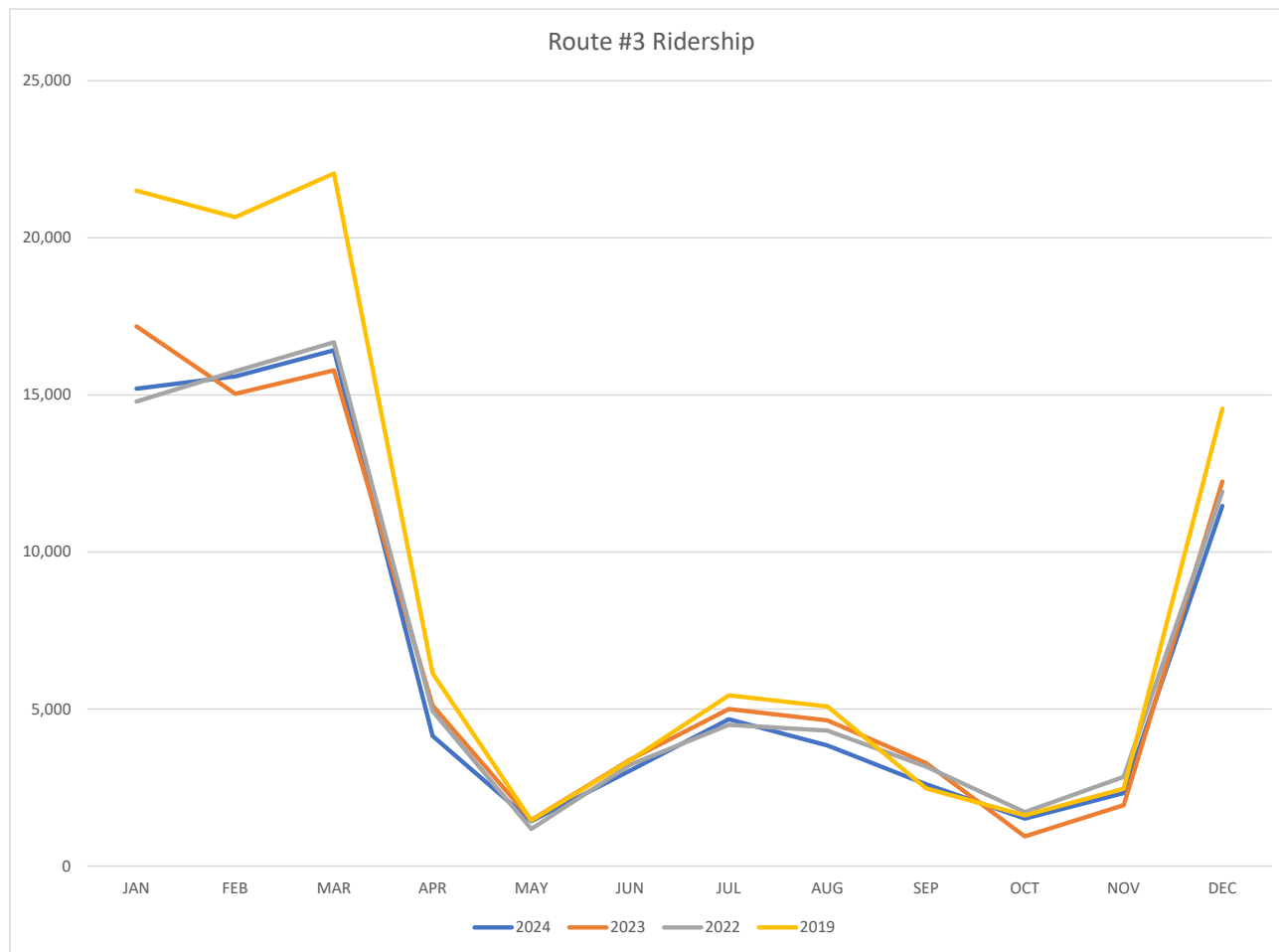
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024	13,551	14,596	15,164	3,602	242	710	373	192			1,026	10,295	59751
2023	14,523	14,370	13,800	4,212	314	621	1,096	1,007	790	614	1,653	9,954	62954
2022	11,612	13,293	13,602	3,457	231	617	1,301	890	721	555	1,666	11,691	59636
2019	14,961	15,115	17,039	4,090	550	1,139	1,633	1,438	1,208	757	1,994	12,458	72382
2024 vs 2023	93%	102%	110%	86%	77%	114%	34%	19%	0%	0%	62%	103%	95%
2024 vs 2019	91%	97%	89%	88%	44%	62%	23%	13%	0%	0%	51%	83%	83%



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024	3,110	2,809	2,656	761	108	312	0	82	27		71	1,423	11359
2023	3,042	2,514	2,409	779	129	199	395	334	285	448	552	1,934	13020
2022	3,066	3,159	2,568	852	237	429	541	364	355	692	393	1,920	14576
2019	6,544	5,812	5,779	1,226	194	336	755	749	535	381	310	3,926	26547
2024 vs 2023	102%	112%	110%	98%	84%	157%	0%	25%	9%	0%	13%	74%	87%
2024 vs 2019	48%	48%	46%	62%	56%	93%	0%	11%	5%	0%	23%	36%	43%

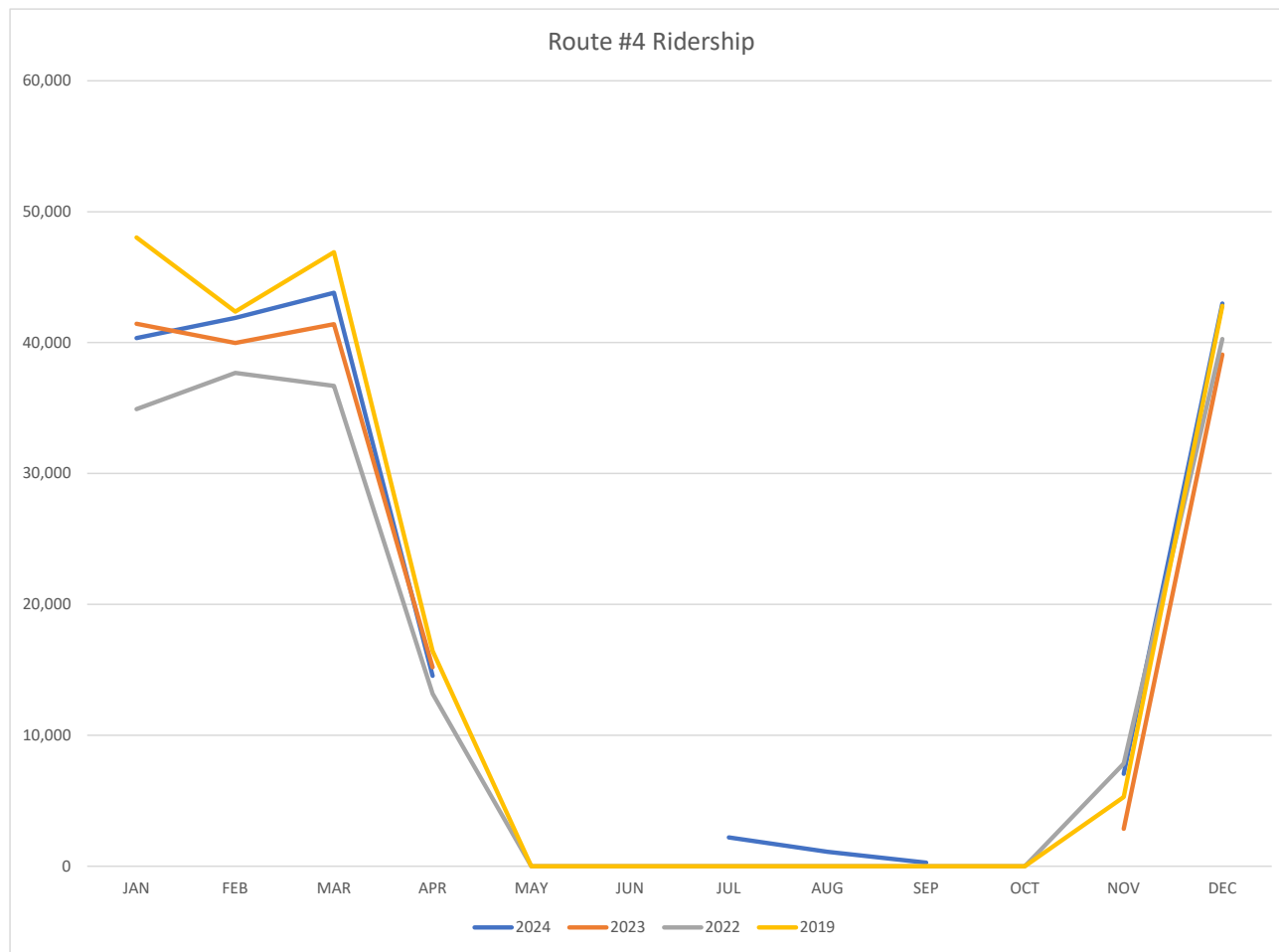


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024	15,203	15,588	16,423	4,146	1,435	3,047	4,677	3,845	2,613	1,514	2,328	11,470	82289
2023	17,182	15,039	15,782	5,113	1,469	3,390	5,005	4,640	3,281	951	1,943	12,247	86042
2022	14,793	15,752	16,678	4,935	1,187	3,229	4,504	4,315	3,169	1,724	2,843	11,930	85059
2019	21,506	20,657	22,052	6,139	1,461	3,368	5,438	5,087	2,473	1,623	2,467	14,568	106839
2024 vs 2023	88%	104%	104%	81%	98%	90%	93%	83%	80%	159%	120%	94%	96%
2024 vs 2019	71%	75%	74%	68%	98%	90%	86%	76%	106%	93%	94%	79%	77%

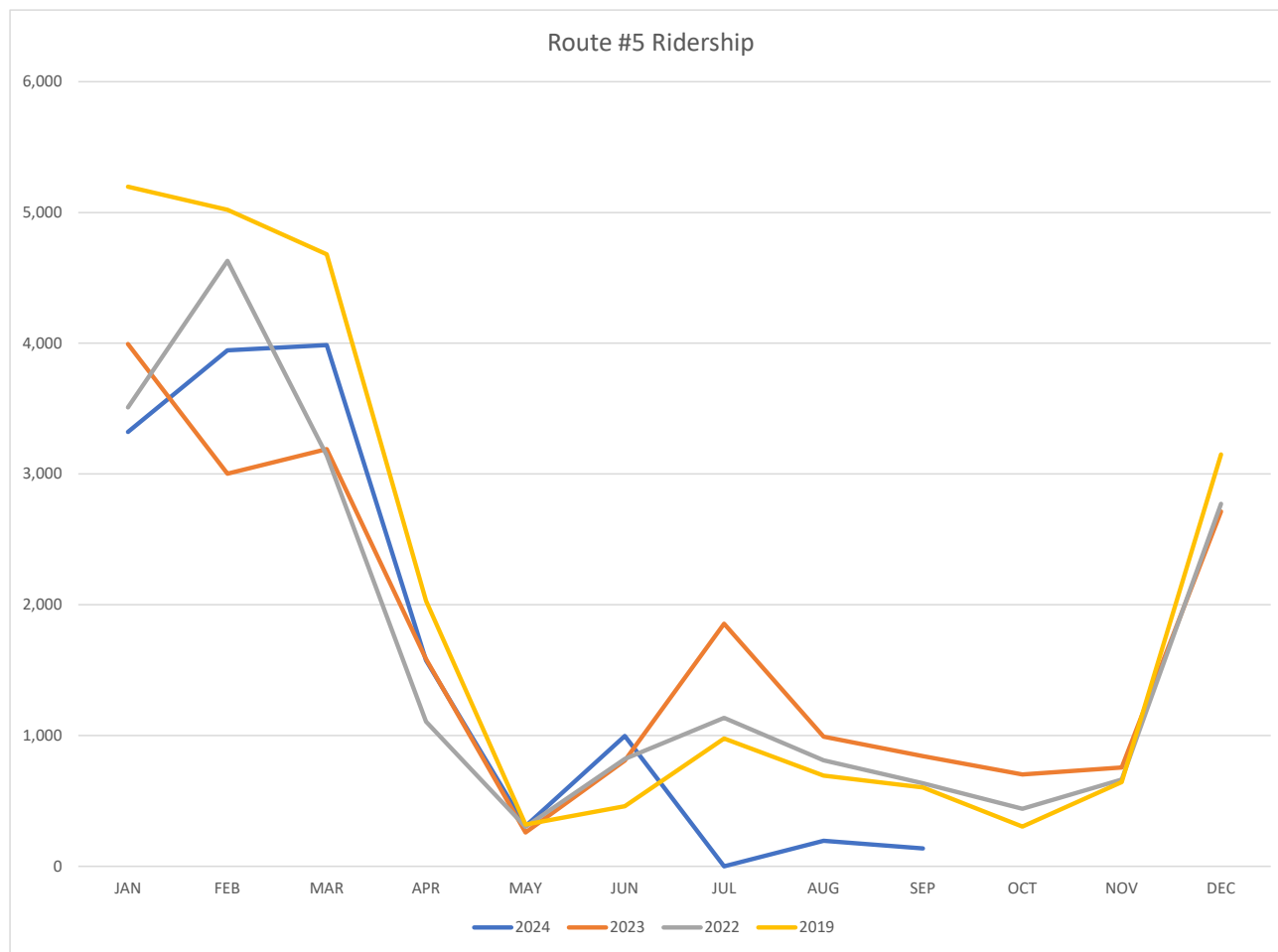


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024	40,344	41,894	43,807	14,536			2,203	1,103	274		7,059	42,991	194,211
2023	41,440	39,967	41,417	15,193							2,857	39,093	179,967
2022	34,924	37,682	36,685	13,177	0	0	0	0	0	0	7,847	40,275	170,590
2019	48,032	42,359	46,911	16,448	0	0	0	0	0	0	5,283	42,802	201,835

2024 vs 2023	97%	105%	106%	96%							247%	110%	108%
2024 vs 2019	84%	99%	93%	88%							134%	100%	96%



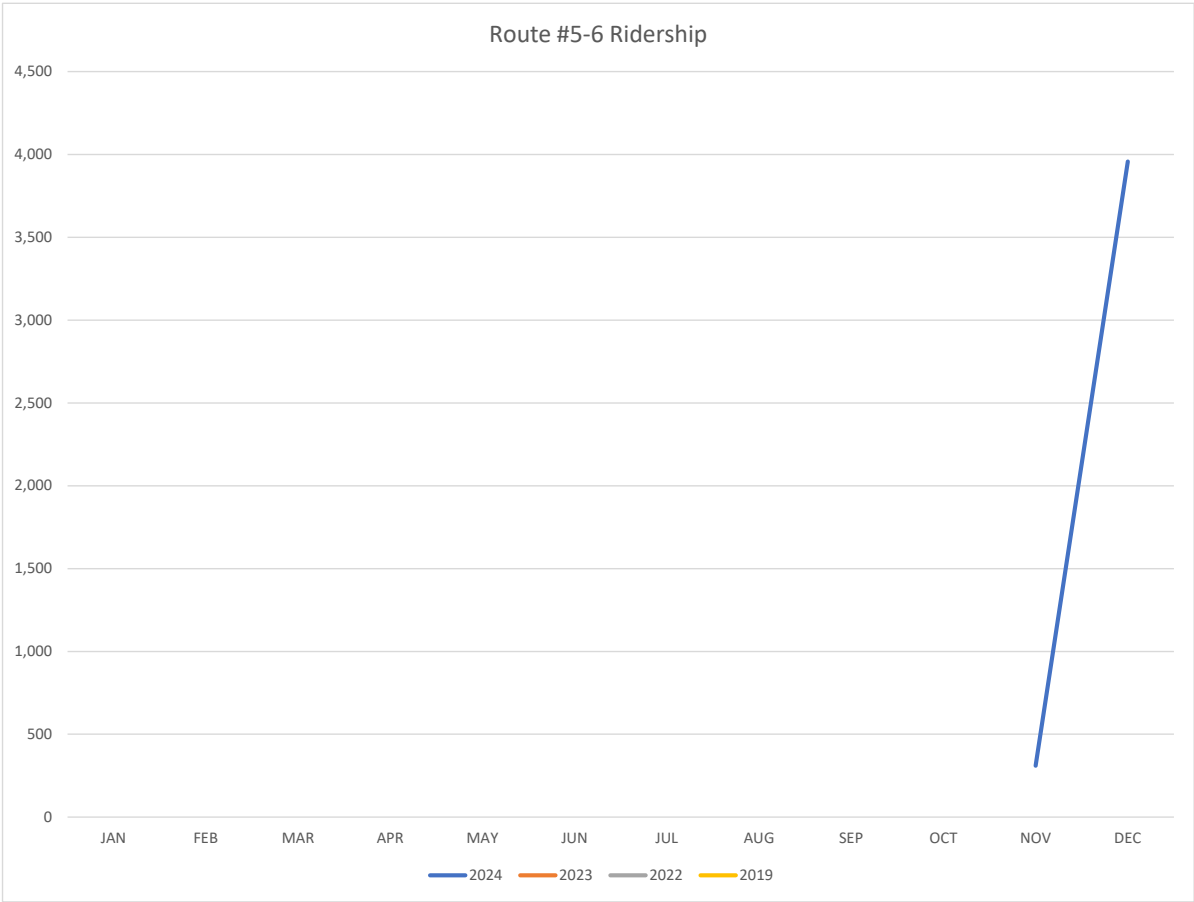
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024	3,322	3,946	3,986	1,575	307	997	0	195	137				14465
2023	3,994	3,002	3,190	1,586	259	809	1,855	991	843	702	756	2,713	20700
2022	3,509	4,630	3,143	1,106	302	822	1,136	810	636	440	664	2,772	19970
2019	5,197	5,020	4,680	2,031	320	459	978	693	604	304	644	3,150	24080
2024 vs 2023	83%	131%	125%	99%	119%	123%	0%	20%	16%	0%	0%	0%	92%
2024 vs 2019	64%	79%	85%	78%	96%	217%	0%	28%	23%	0%	0%	0%	75%



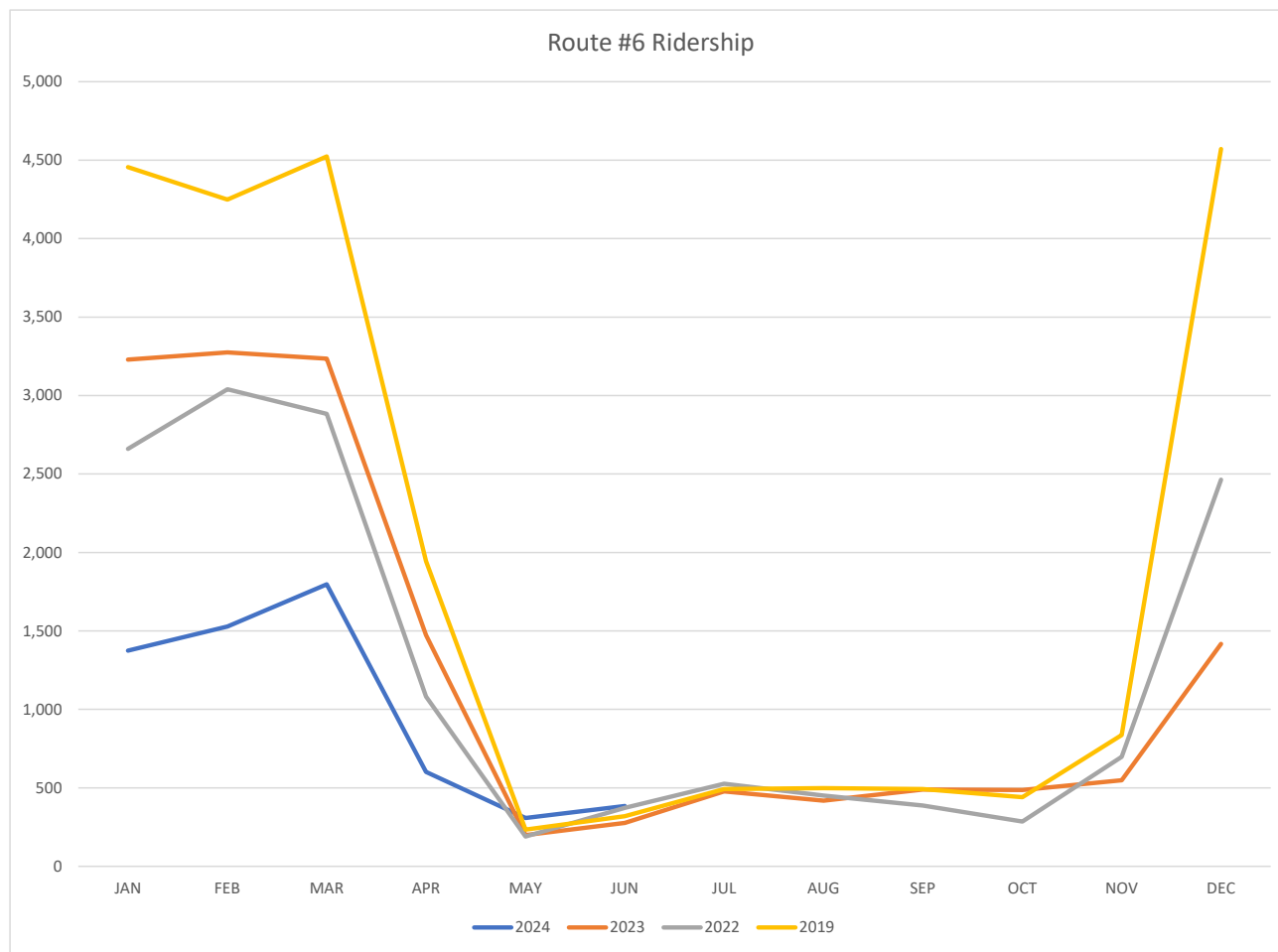
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2024											310	3,957	4267
2023													0
2022													0
2019													0

2024 vs #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!

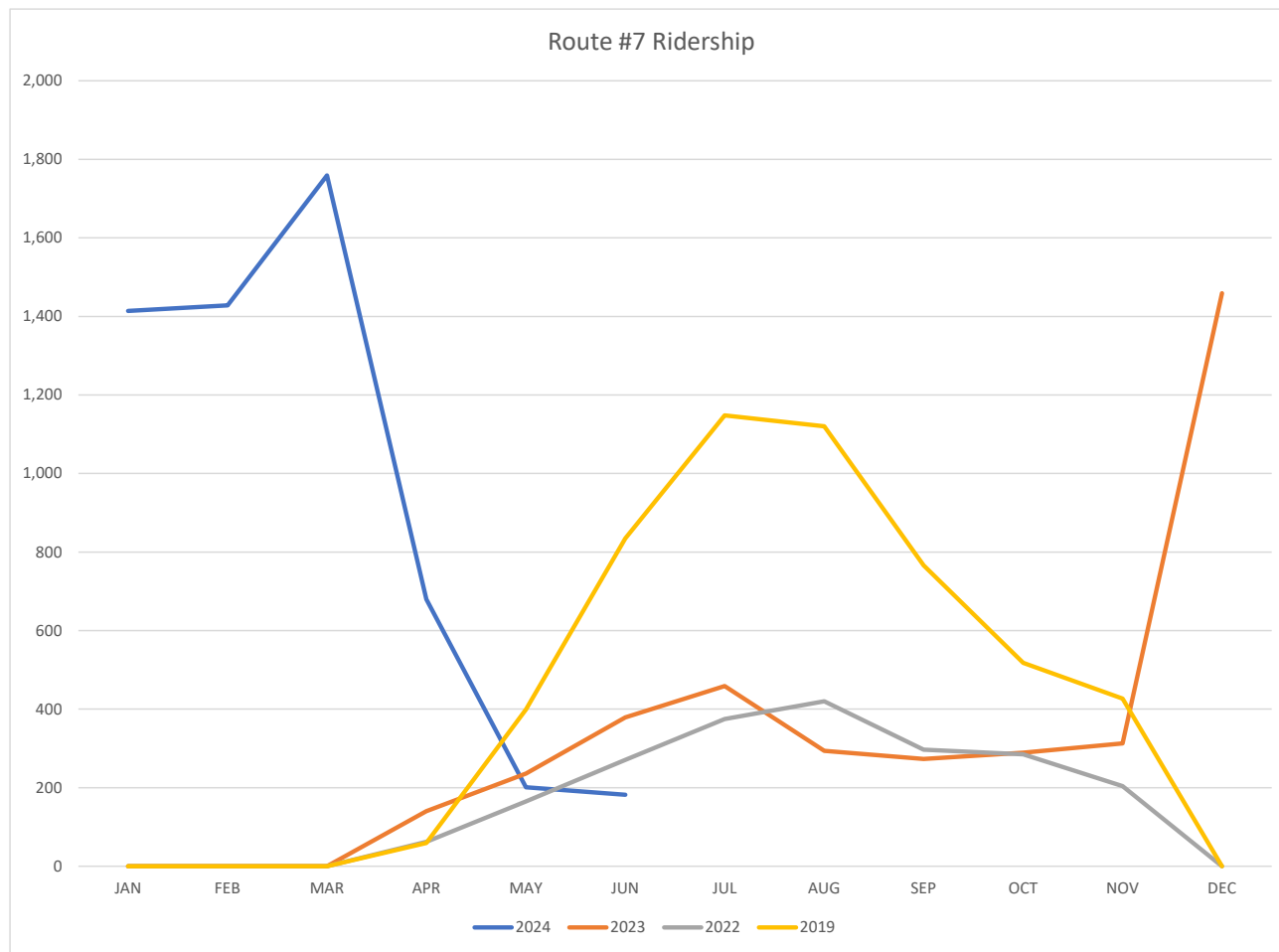
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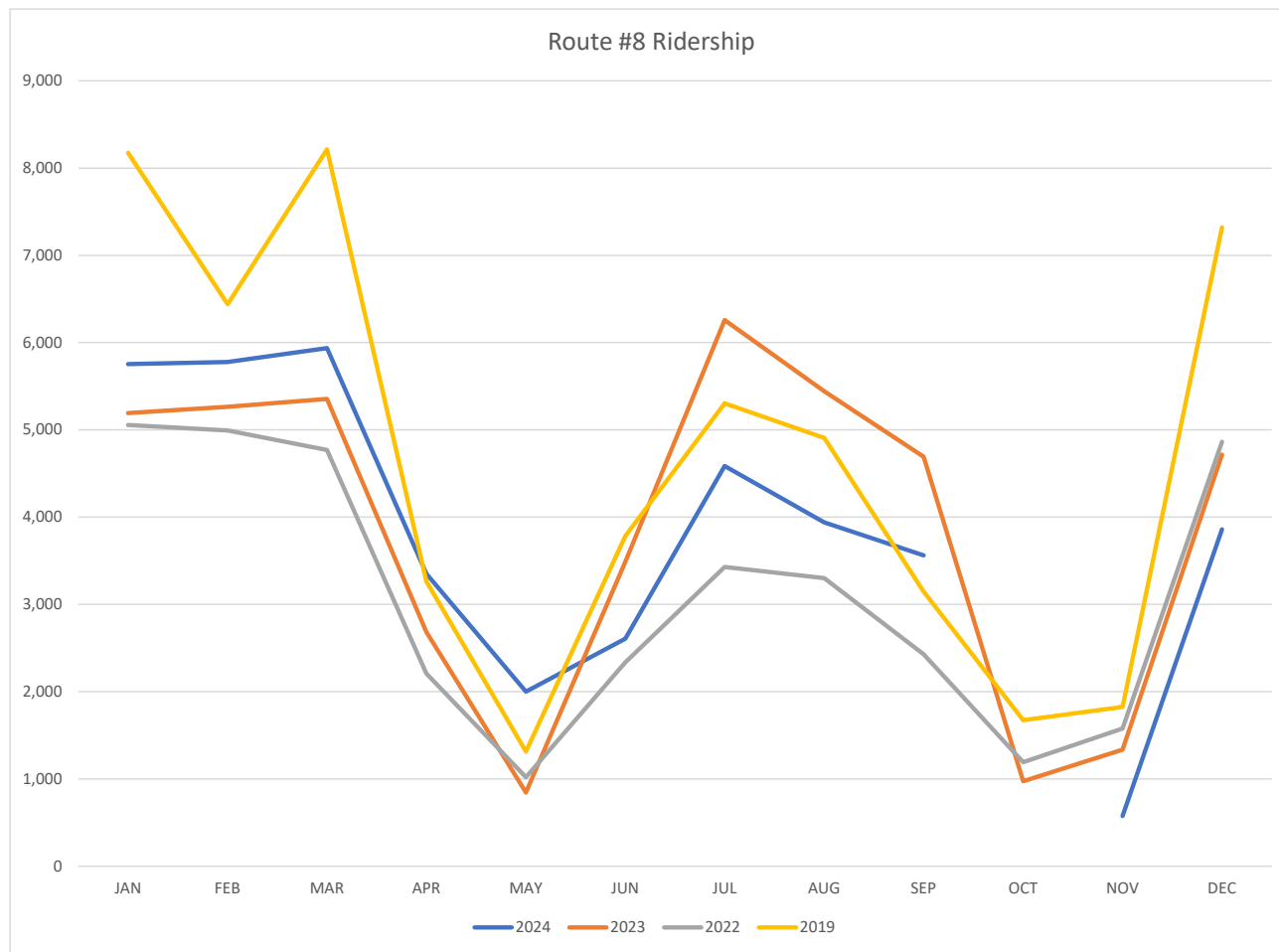
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024	1,375	1,528	1,797	601	308	384							5993
2023	3,229	3,275	3,235	1,474	199	277	478	419	489	486	549	1,418	15528
2022	2,660	3,040	2,883	1,082	190	373	527	451	387	286	698	2,463	15040
2019	4,455	4,249	4,523	1,945	234	319	492	498	493	440	837	4,571	23056
2024 vs 2023	43%	47%	56%	41%	155%	139%	0%	0%	0%	0%	0%	0%	51%
2024 vs 2019	31%	36%	40%	31%	132%	120%	0%	0%	0%	0%	0%	0%	38%



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024	1,414	1,428	1,759	680	201	182							5664
2023	0	0	0	140	236	379	459	294	273	289	313	1,459	3842
2022	0	0	0	62	165	271	375	420	297	285	204	0	2079
2019	0	0	0	59	399	835	1,148	1,120	766	518	427	0	5272
2024 vs 2023				486%	85%	48%	0%	0%	0%	0%	0%		750%
2024 vs 2019				1153%	50%	22%	0%	0%	0%	0%	0%		438%

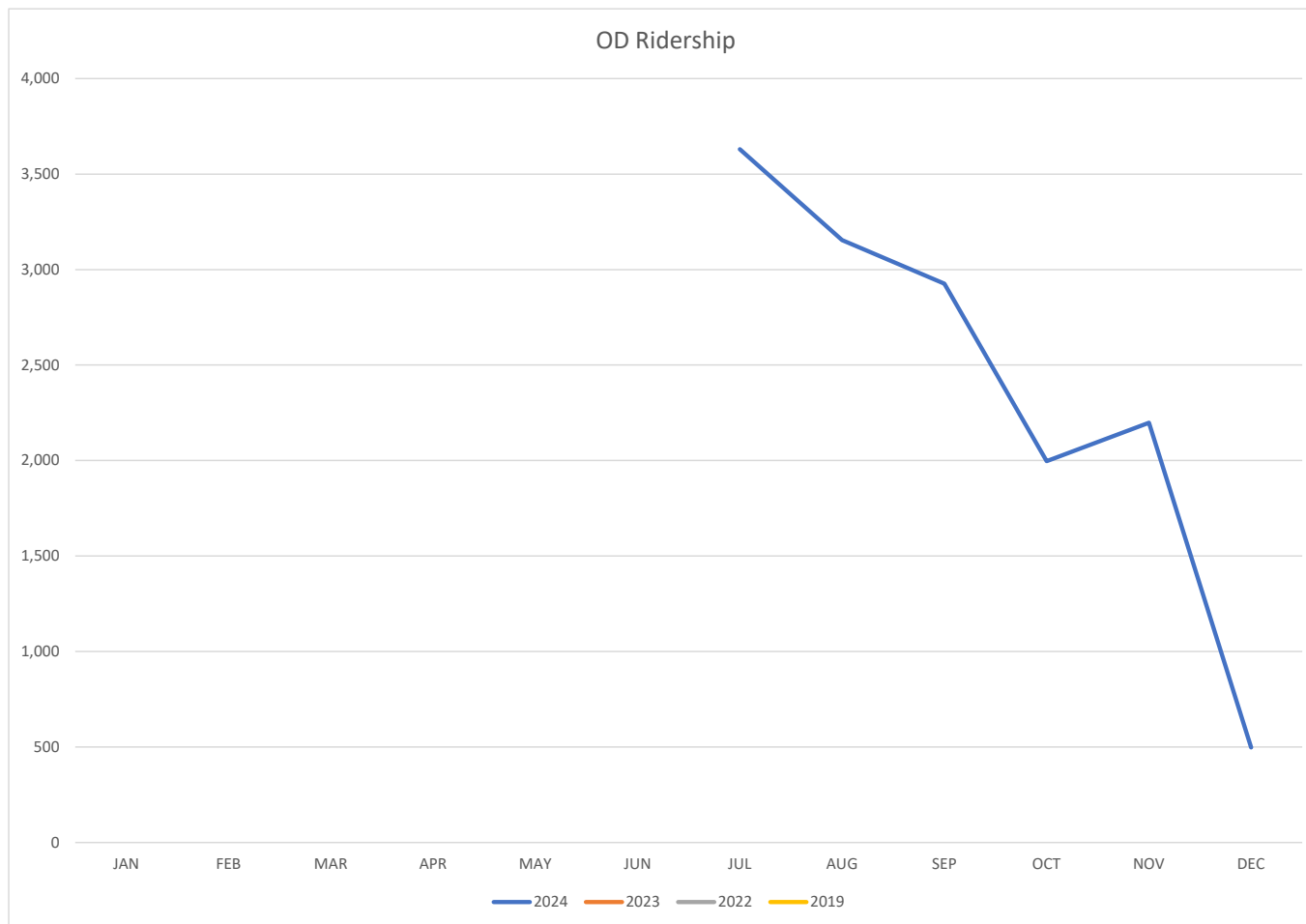


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024	5,753	5,778	5,937	3,352	2,001	2,606	4,585	3,940	3,562		576	3,861	41951
2023	5,193	5,265	5,355	2,684	845	3,487	6,258	5,444	4,692	975	1,337	4,717	46252
2022	5,056	4,992	4,770	2,207	1,020	2,335	3,429	3,301	2,428	1,193	1,579	4,864	37174
2019	8,174	6,440	8,214	3,264	1,314	3,784	5,305	4,909	3,148	1,674	1,826	7,321	55373
2024 vs 2023	111%	110%	111%	125%	237%	75%	73%	72%	76%	0%	43%	82%	91%
2024 vs 2019	70%	90%	72%	103%	152%	69%	86%	80%	113%	0%	32%	53%	76%

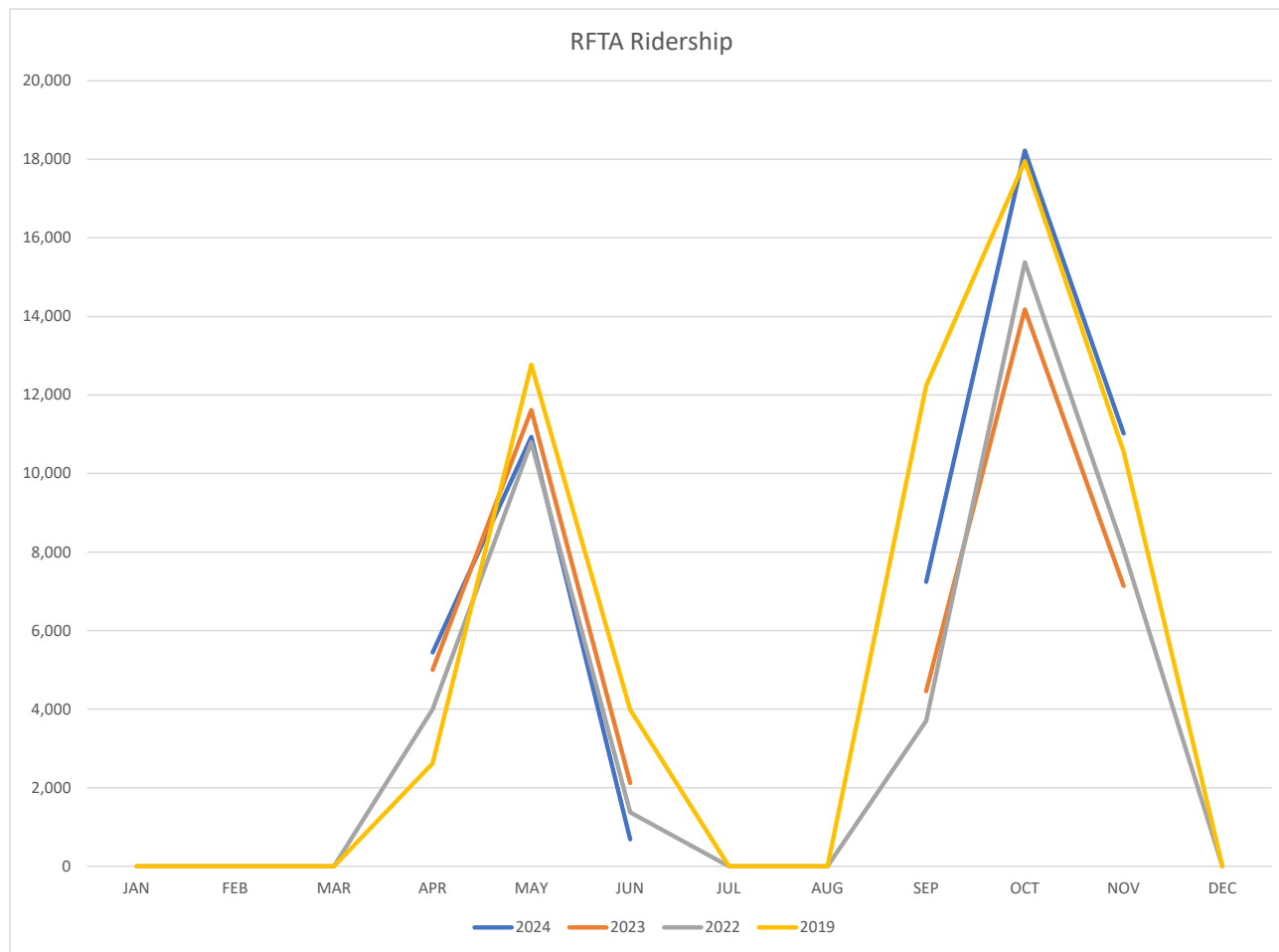


	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024							3,630	3,154	2,926	1,997	2,198	498	14403
2023													0
2022													0
2019													0

2024 vs 2023	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2024 vs 2019	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2024				5,443	10,933	686			7,241	18,222	11,021		53546
2023				5,002	11,618	2,120			4,456	14,177	7,136		44509
2022	0	0	0	3,999	10,795	1,373	0	0	3,699	15,379	8,047	0	43292
2019	0	0	0	2,622	12,770	3,984	0	0	12,235	17,950	10,548	0	60109
2024 vs 2023				109%	94%	32%			163%	129%	154%		120%
2024 vs 2019				208%	86%	17%			59%	102%	104%		89%



RIDERSHIP TOTALS

2024

ALL ROUTES

	<u>PASSENGERS</u>	<u>SERVICE</u> <u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	84072	4244.07	556.43	9268.0	45828	2855	48683	2,712	1.83	19.8	5.25	31
Feb-24	87567	3975.38	521.12	8632.9	42415.0	2675.0	45090.0	3,020	2.06	22.0	5.22	29
Mar-24	91529	4273.57	565.43	9332.3	46323.0	2900.0	49223.0	2,953	1.98	21.4	5.27	31
Apr-24	34696	2907.29	359.96	5734.2	31650.0	1990.0	33640.0	1,157	1.10	11.9	5.87	30
May-24	15553	2047.59	216.66	3900.4	24708.0	1370.0	26078.0	502	0.63	7.6	6.69	31
Jun-24	9678	1776.01	200.49	2677.3	15398.0	1265.0	16663.0	323	0.63	5.4	6.22	30
Jul-24	15468	1889.70	235.55	3017.6	16996.0	1370.0	18366.0	499	0.91	8.2	6.09	31
Aug-24	12511	1965.69	242.56	2910.6	17209.0	1410.0	18619.0	404	0.73	6.4	6.40	31
Sep-24	16780	1881.72	209.78	3032.5	18370.0	1340.0	19710.0	559	0.91	8.9	6.50	30
Oct-24	21733	2090.59	209.41	4063.2	24632.0	1370.0	26002.0	701	0.88	10.4	6.40	31
Nov-24	24589	2290.46	254.04	4730.0	26233.5	1544.5	27778.0	820	0.94	10.7	5.87	30
Dec-24	74495	4280.11	580.89	9233.1	46325.0	2794.0	49119.0	2,403	1.61	17.4	5.32	31
		<u>SERVICE</u> <u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	488,671	33,622.18	4,152.32	66,532.1	356,087.5	22,883.5	378,971	1,335	1.37	14.5	5.7	366

RIDERSHIP TOTALS

2024

ROUTE #1

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	13,551	922.25	120.28	1,290.6	6,085.1	698.1	6,783.2	437	2.23	14.7	5.3	31
Feb-24	14,596	864	113	1,206	5,647	653	6,300	503	2.58	16.9	5.2	29
Mar-24	15,164	922	120	1,272	6,011	698	6,709	489	2.52	16.4	5.3	31
Apr-24	3,602	512	65	612	3,033	377	3,410	120	1.19	7.0	5.6	30
May-24	242	136	16	61	315	89	404	8	0.77	1.8	6.6	31
Jun-24	710	211	22	128	690	131	820	24	1.03	3.4	6.4	30
Jul-24	373	11	1	19	104	4	108	12	3.59	34.9	5.8	31
Aug-24	192	11	1	18	104	4	108	6	1.85	18.0	5.9	31
Sep-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	30
Oct-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Nov-24	1,026	149	18	193	937	110	1,047	34	1.10	6.9	5.4	30
Dec-24	10,295	871	106	1,118	5,330	620	5,950	332	1.93	11.8	5.3	31
	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	59,751	4,609.45	580.89	5,917.4	28,255	3,385	31,639	163	2.11	13.0	5.3	366

RIDERSHIP TOTALS

2024

ROUTE #2

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	3,110	300	28	529	2,546	233	2,779	100	1.22	10.4	5.3	31
Feb-24	2,809	310	30	549	2,635	243	2,878	97	1.07	9.0	5.2	29
Mar-24	2,656	300	28	521	2,515	233	2,748	86	1.06	8.9	5.3	31
Apr-24	761	155	20	235	1,176	146	1,322	25	0.65	4.9	5.6	30
May-24	108	37	13	32	134	78	211	3	0.81	2.9	6.6	31
Jun-24	312	105	21	73	343	122	465	10	0.91	3.0	6.4	30
Jul-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Aug-24	82	17	2	30	173	15	188	3	0.48	4.7	6.4	31
Sep-24	27	10	1	17	100	9	109	1	0.27	2.6	6.3	30
Oct-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Nov-24	71	25	3	43	218	15	233	2	0.33	2.8	5.4	30
Dec-24	1,423	259	27	450	2,241	155	2,396	46	0.64	5.5	5.3	31
	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	11,359	1,518.66	173.03	2,477.7	12,080	1,249	13,328	31	0.94	7.5	5.4	366

RIDERSHIP TOTALS

2024

ROUTE #3

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	15,203	927	119	2,050	10,205	569	10,773	490	1.49	16.4	5.3	31
Feb-24	15,588	865	111	1,918	9,487	532	10,019	538	1.64	18.0	5.2	29
Mar-24	16,423	923	119	2,035	10,165	569	10,734	530	1.62	17.8	5.3	31
Apr-24	4,146	667	73	1,424	8,040	375	8,414	138	0.52	6.2	5.9	30
May-24	1,435	474	36	1,023	6,604	209	6,813	46	0.22	3.0	6.7	31
Jun-24	3,047	516	35	1,114	6,873	258	7,131	102	0.44	5.9	6.4	30
Jul-24	4,677	507	56	1,204	7,010	367	7,377	151	0.67	9.2	6.1	31
Aug-24	3,845	507	56	1,146	7,010	367	7,377	124	0.55	7.6	6.4	31
Sep-24	2,613	429	48	961	5,937	316	6,253	87	0.44	6.1	6.5	30
Oct-24	1,514	341	35	773	4,719	243	4,962	49	0.32	4.4	6.4	31
Nov-24	2,328	398	46	948	5,263	281	5,544	78	0.44	5.9	5.8	30
Dec-24	11,470	864	128	2,024	10,205	567	10,772	370	1.12	13.3	5.3	31
	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	82,289	7,414.88	861.06	16,620.0	91,519	4,651	96,170	225	0.90	11.1	5.8	366

RIDERSHIP TOTALS

2024

ROUTE #4

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	40,344	1,070	171	3,163	15,837	763	16,599	1,301	2.55	37.7	5.2	31
Feb-24	41,894	978	157	2,872	14,295	693	14,988	1,445	2.93	42.8	5.2	29
Mar-24	43,807	1,103	180	3,303	16,614	808	17,421	1,413	2.64	39.7	5.3	31
Apr-24	14,536	434	76	1,260	6,698	335	7,033	485	2.17	33.5	5.6	30
May-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Jun-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	30
Jul-24	2,203	91	13	259	1,415	82	1,497	71	1.56	24.2	5.8	31
Aug-24	1,103	81	11	226	1,256	72	1,328	36	0.88	13.7	5.9	31
Sep-24	274	9	2	24	127	10	137	9	2.16	32.2	5.8	30
Oct-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Nov-24	7,059	203	35	570	2,949	145	3,094	235	2.39	34.8	5.4	30
Dec-24	42,991	1,094	175	2,940	14,905	729	15,634	1,387	2.88	39.3	5.3	31
	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	194,211	5,061.70	820.18	14,616.2	74,096	3,636	77,732	531	2.62	38.4	5.3	366

RIDERSHIP TOTALS

2024

ROUTE #5

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	3,322	243	22	547	2,769	104	2,873	107	1.20	13.7	5.3	31
Feb-24	3,946	227	20	511	2,570	97	2,667	136	1.54	17.4	5.2	29
Mar-24	3,986	243	22	539	2,737	104	2,841	129	1.46	16.4	5.3	31
Apr-24	1,575	153	17	249	1,308	96	1,404	53	1.20	10.3	5.6	30
May-24	307	80	15	38	161	93	254	10	1.91	3.8	6.6	31
Jun-24	997	139	22	74	347	125	472	33	2.88	7.2	6.4	30
Jul-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Aug-24	195	17	2	18	102	15	117	6	1.91	11.6	6.4	31
Sep-24	137	11	1	11	64	4	68	5	2.14	13.0	6.3	30
Oct-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Nov-24	310	43	5	83	426	27	453	10	0.73	7.3	5.4	30
Dec-24	3,957	441	52	880	4,399	282	4,681	128	0.90	9.0	5.3	31
	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	18,732	1,594.94	178.43	2,949.2	14,882	947	15,829	51	1.26	11.7	5.4	366

RIDERSHIP TOTALS

2024

ROUTE #6

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	1,375	123	16	133	647	51	698	44	2.13	11.2	5.3	31
Feb-24	1,528	115	15	124	600	48	648	53	2.55	13.3	5.2	29
Mar-24	1,797	123	16	131	639	51	690	58	2.81	14.6	5.3	31
Apr-24	601	88	14	77	374	72	446	20	1.61	6.8	5.8	30
May-24	308	53	14	34	131	93	224	10	2.36	5.8	6.6	31
Jun-24	384	82	21	50	200	122	322	13	1.92	4.7	6.4	30
Jul-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Aug-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Sep-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	30
Oct-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Nov-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	30
Dec-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
			<u>DEADHEAD</u>		<u>ROUTE</u>	<u>OFF-ROUTE</u>	<u>TOTAL</u>					
	<u>PASSENGERS</u>	<u>HOURS</u>	<u>HOURS</u>	<u>FUEL</u>	<u>MILES</u>	<u>MILES</u>	<u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	5,993	583.87	94.47	549.1	2,591	437	3,028	16	2.31	10.3	5.5	366

RIDERSHIP TOTALS

2024

ROUTE #7

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	1,414	124	9	251	1,269	51	1,320	46	1.11	11.4	5.3	31
Feb-24	1,428	116	9	235	1,178	48	1,226	49	1.21	12.3	5.2	29
Mar-24	1,759	124	9	247	1,252	51	1,303	57	1.41	14.2	5.3	31
Apr-24	680	92	12	122	621	71	691	23	1.10	7.4	5.7	30
May-24	201	60	14	33	131	91	222	6	1.53	3.4	6.6	31
Jun-24	182	105	21	54	218	125	343	6	0.84	1.7	6.4	30
Jul-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Aug-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Sep-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	30
Oct-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Nov-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	30
Dec-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
			<u>DEADHEAD</u>		<u>ROUTE</u>	<u>OFF-ROUTE</u>	<u>TOTAL</u>					
	<u>PASSENGERS</u>	<u>HOURS</u>	<u>HOURS</u>	<u>FUEL</u>	<u>MILES</u>	<u>MILES</u>	<u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	5,664	621.25	74.40	941.7	4,668	437	5,105	15	1.21	9.1	5.4	366

RIDERSHIP TOTALS

2024

ROUTE #8

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	5,753	536	71	1,305	6,470	387	6,856	186	0.89	10.7	5.3	31
Feb-24	5,778	500	67	1,219	6,003	362	6,365	199	0.96	11.6	5.2	29
Mar-24	5,937	536	71	1,285	6,390	387	6,777	192	0.93	11.1	5.3	31
Apr-24	3,352	368	44	627	3,229	244	3,473	112	1.04	9.1	5.5	30
May-24	2,001	209.62	17.21	77.2	413.5	98.7	512.2	65	4.84	9.5	6.6	31
Jun-24	2,606	465	41	820	4,970	269	5,240	87	0.52	5.6	6.4	30
Jul-24	4,585	454	63	893	5,042	429	5,471	148	0.91	10.1	6.1	31
Aug-24	3,940	472	65	877	5,225	439	5,665	127	0.75	8.4	6.5	31
Sep-24	3,562	379	53	744	4,450	359	4,809	119	0.80	9.4	6.5	30
Oct-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	31
Nov-24	576	120	16	282	1,442	90	1,532	19	0.40	4.8	5.4	30
Dec-24	3,861	520	73	1,359	6,869	363	7,232	125	0.56	7.4	5.3	31
	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	41,951	4,559.03	580.02	9,487.6	50,505	3,426	53,931	115	0.83	9.2	5.7	366

RIDERSHIP TOTALS

2024

ROUTE #OD

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
Feb-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	29
Mar-24	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
Apr-24	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
May-24	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
Jun-24	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
Jul-24	3,630	828	103	643	3,424	489	3,913	#DIV/0!	1.06	4.4	6.1	0
Aug-24	3,154	862	105	595	3,339	498	3,837	#DIV/0!	0.94	3.7	6.4	0
Sep-24	2,926	775	82	597	3,388	482	3,870	#DIV/0!	0.86	3.8	6.5	0
Oct-24	1,997	720	86	620	3,461	508	3,969	#DIV/0!	0.58	2.8	6.4	0
Nov-24	2,198	640	74	685	3,603	441	4,044	#DIV/0!	0.61	3.4	5.9	0
Dec-24	498	232	20	463	2,377	78	2,455	#DIV/0!	0.21	2.1	5.3	0
			<u>DEADHEAD</u>		<u>ROUTE</u>	<u>OFF-ROUTE</u>	<u>TOTAL</u>					
	<u>PASSENGERS</u>	<u>HOURS</u>	<u>HOURS</u>	<u>FUEL</u>	<u>MILES</u>	<u>MILES</u>	<u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	14,403	4,056.85	470.25	3,602.4	19,593	2,494	22,087	497	0.74	3.6	6.1	29

RIDERSHIP TOTALS

2024

RFTA

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
Feb-24	0	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	29
Mar-24	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
Apr-24	5,443	439	40	1,128	7,172	275	7,447	181	0.76	12.4	6.6	30
May-24	10,933	991	89	2,602	16,783	619	17,402	353	0.65	11.0	6.7	31
Jun-24	686	29	3	72	451	23	474	23	1.52	23.4	6.6	30
Jul-24	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
Aug-24	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
Sep-24	7,241	269	23	679	4,303	161	4,464	259	1.68	26.9	6.6	28
Oct-24	18,222	1,030	88	2,671	16,452	619	17,071	588	1.11	17.7	6.4	31
Nov-24	11,021	713	59	1,926	11,397	436	11,833	501	0.97	15.5	6.1	22
Dec-24	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	53,546	3,470.55	303.10	9,077.9	56,558	2,132	58,690	266	0.95	15.4	6.5	201

Specials

RIDERSHIP TOTALS

2024

SPECIALS

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	0	0.00	0.00	0.0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
Feb-24	0	0.00	0.00	0.0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	29
Mar-24	0	0.00	0.00	0.0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
Apr-24	0	0	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0
May-24	18	6.50	1.50	0.0	36	0	36	1	0.50	2.8	#DIV/0!	31
Jun-24	754	124.50	15.00	292.9	1306	90	1396	25	0.58	6.1	4.8	30
Jul-24								0	#DIV/0!	#DIV/0!	#DIV/0!	31
Aug-24								0	#DIV/0!	#DIV/0!	#DIV/0!	31
Sep-24								0	#DIV/0!	#DIV/0!	#DIV/0!	30
Oct-24								#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Nov-24								#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Dec-24								#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
TOTALS	772	131.00	16.50	292.9	1,342	90	1,432	4	0.58	5.9	4.9	182

**NOTE NO "SPEC" #'s AFTER JUNE 30, 2024
ALL ACCOUNTED AS "ENHANCED ROUTE" SERVICE [1-OD]**

RIDERSHIP TOTALS

2024

XCHK

	<u>PASSENGERS</u>	<u>HOURS</u>	<u>DEADHEAD</u> <u>HOURS</u>	<u>FUEL</u>	<u>ROUTE</u> <u>MILES</u>	<u>OFF-ROUTE</u> <u>MILES</u>	<u>TOTAL</u> <u>MILES</u>	<u>PASSENGERS</u> <u>/DAY</u>	<u>PASSENGERS</u> <u>/MILE</u>	<u>PASSENGERS</u> <u>/HR</u>	<u>MPG</u>	<u>DAYS OF</u> <u>SERVICE</u>
Jan-24	84072	4244.07	556.43	9268	45828	2855	48683	2,712	1.83	19.8	5.3	31
Feb-24	87567	3975.38	521.12	8632.9	42415	2675	45090	3,020	2.06	22.0	5.2	29
Mar-24	91529	4273.57	565.43	9332.3	46323	2900	49223	2,953	1.98	21.4	5.3	31
Apr-24	34696	2907.29	359.96	5734.2	31650	1990	33640	1,157	1.10	11.9	5.9	30
May-24	15553	2047.59	216.66	3900.4	24708	1370	26078	502	0.63	7.6	6.7	31
Jun-24	9678	1776.01	200.49	2677.3	15398	1265	16663	323	0.63	5.4	6.2	30
Jul-24	15468	1889.7	235.55	3017.6	16996	1370	18366	499	0.91	8.2	6.1	31
Aug-24	12511	1965.69	242.56	2910.6	17209	1410	18619	404	0.73	6.4	6.4	31
Sep-24	16780	1881.72	209.78	3032.5	18370	1340	19710	559	0.91	8.9	6.5	30
Oct-24	21733	2090.59	209.41	4063.2	24632	1370	26002	701	0.88	10.4	6.4	31
Nov-24	24589	2290.46	254.04	4730	26233.5	1544.5	27778	820	0.94	10.7	5.9	30
Dec-24	74495	4280.11	580.89	9233.1	46325	2794	49119	2,403	1.61	17.4	5.3	31
			<u>DEADHEAD</u>		<u>ROUTE</u>	<u>OFF-ROUTE</u>	<u>TOTAL</u>					
	<u>PASSENGERS</u>	<u>HOURS</u>	<u>HOURS</u>	<u>FUEL</u>	<u>MILES</u>	<u>MILES</u>	<u>MILES</u>	<u>PASS/DAY</u>	<u>PASS/MILE</u>	<u>PASS/HR</u>	<u>MPG</u>	<u>DAYS</u>
TOTALS	488671	33622.18	4152.32	66532.1	356087.5	22883.5	378971.0	3,441	1.37	14.5	5.7	366

1/2/2024

Summary Trip Sheet Report

From: Monday, January 1, 2024

To: Monday, January 1, 2024

Passengers		Hours		Vehicle	
Rt1:	536	Assigned Shift Hrs:	159.50	Fuel Used:	329.3
Rt2:	88			Mileage:	1598.0
Rt3:	622	Shift Hrs:	156.00	Pass/Mile:	1.95
Rt4:	1462	Floater Hrs:	0.00	Pass/Shift Hr:	19.99
Rt5:	122	Special Hrs:	0.00	Miles/Shift Hr:	10.24
Rt6:	35	RFTA Hrs:	0.00	Miles/Gal:	4.85
Rt7:	45				
Rt8:	208	Total Shift Hrs:	156.00		
Rt9:	0				
RFTA:	0				
Spec:	0				
Total:	3118				

AMC1 TRIP SHEET

WINTER 2023-24

CALL #AMC1

DAY <u>Monday</u>	Bus # <u>4100</u>	2	Rt#1 = <u>10</u>	Rt#7 =
	Fuel <u>6.0</u>		Rt#2 =	Rt#8 = <u>29</u>
DATE <u>1/1/24</u>	End Miles <u>102416</u>		Rt#4 = <u>10</u>	
	Begin Miles <u>102344</u>		Rt#6 =	
DRIVER <u>Lxers</u>	Total Miles <u>72</u>		TOTAL PASS=	<u>50</u>

ROUTE #8

(*Denotes "Ride Request")

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "E" BAY @ Base Village for Trip to Horse Ranch & "B" BAY for Trip to MALL

TIME	MALL	SNOW MELT	BASE VLG	CNTR	*MLTN RNCH	*Stirrup Circle	TIME	THE XINGS	TIME	MLTN RNCH	OWL CRK	CNTR	BASE VLG	SNOW MELT
7:05							7:15		7:18					
7:38							7:45		7:48					
8:05							8:15		8:18					
8:38							8:45		8:48					2
9:05							9:15		9:18					

Break 9:35 AM to 9:50 AM **PARK IN PARCEL C** (then drive RT#4 @ 9:55AM)

12:05							12:15		12:18					
12:35							12:45		12:48					
Rt #8=							+		+					

NOTE: **STIRRUP CIRCLE** is now the highest stop in Horse Ranch

ROUTE #4

NOTE: USE "F" Bay @ Base Vlg

NOTE: Change sign to #10 for return trip to Mall.

TIME	MALL	SNOW MELT	BASE VLG	Faraway	Owl Creek	TIME	Town Park	Meadow Road	Sinclair	Owl Creek	MTN VIEW
9:55						10:05					
10:15						10:25					
10:35						10:45					
Rt #4=											
Rt #7=											
Rt #8=											

ROUTE #1 (D1 Lunch Cover)

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "G" BAY @ Base Village for Trip to Snms Mtn & "B" BAY for Trip to MALL

TIME	MALL	SNOW MELT	BASE VLG	CNTR	TIME	SNMS MTN	TIME	S-4	CNTR	BASE VLG	SNOW MELT
11:00					11:08		11:12				
Rt #1=					+		+				

Break 11:30 AM to 12:00 PM **PARK IN PARCEL C** (then drive RT#8)

With extra runs – shift ends? = hours

Hrs/Mins?

extra

AMC1 SHIFT DESCRIPTION:

- 1-Start work 6:50 am and do pre-drive check of assigned bus.
- 2-Begin driving with a 7:05 am rt #8 Mall departure. **MELTON RANCH ON THE WAY DOWN IS "REQUEST" ONLY (You MUST go through Melton Ranch from Horse Ranch to the Mall).**
- SERVICE TO COLT CIRCLE IS "REQUEST" ONLY - STAGE AT THE CROSSINGS FOR DEPARTURE. NOTE: for ALL ROUTES - Change sign to appropriate #10 for return trip. Make Snowmass Club/Two Creeks transfers with rt#3's at Brush Creek/Owl Creek intersection or at the Faraway Road bus stop.**
- 3-Continue driving route #8 until 9:35 am. Take a break 9:35 am to 9:50 am. **Park in Parcel C**
- 4-At 9:55 am make a rt #4 Mall departure. Continue driving rt #4 until 10:55am.
- 5-At 11:00 am make a rt #1 Mall departure (D1 Lunch).
- 6-At 11:30 am take a break. Return at 12:00pm.
- 7-At 12:05 pm make a rt #8 Mall departure (D8 Lunch).
- 8-At 1:05 pm finish the "end of shift" checklist. **"MUST FUEL"**.
- 9-Complete and turn in your trip sheet. Off at 1:35 pm. 6.25 hour shift.

ROUTE #2**NOTE: CHANGE SIGN TO: #10 for return trip to Mall.****NOTE: USE "G" BAY @ Base Village for Trip to Crestwood & "B" BAY for Trip to MALL**

TIME	MALL	SNOW MELT	BASE VLG	CNTR	TIME	CREST WOOD	WRP	CHM	WR 3	WR 5	VICE ROY	TIME	CNTR	BASE VLG	SNOW MELT
Rt #2=					+							+			

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	4100	4100			BUS #	4100	4100		
ENGINE / DEF LEVEL	/	/			TRANSMISSION	/	/		
OIL FLUID LEVEL	/	/			STEERING MECHANISM	/	/		
COOLANT FLUID LEVEL	/	/			FRONT WHEELS/TIRES	/	/		
REAR VISION MIRRORS	/	/			REAR WHEELS/TIRES	/	/		
BRAKES: SERVICE/PARKING	/	/			HEADLIGHTS	/	/		
DOOR OPERATION	/	/			BRAKE LIGHTS	/	/		
W/C LIFT/RAMP/TIEDOWNS	/	/			TURN SIGNALS	/	/		
HORN	/	/			FLASHERS	/	/		
PASSENGER AREA	/	/			CLEARANCE LIGHTS	/	/		
DRIVER'S AREA	/	/			DOME LIGHTS	/	/		
FIRE EXTINGUISHER	/	/			WIPERS/WASHERS	/	/		
1 ST AID KIT	/	/			REVERSE ALARM	/	/		
SCHEDULES	/	/			AUTO-CHAINS	/	/		
INTERIOR CLEANLINESS	/	/			EXTERIOR DAMAGE	/	/		

SERVICE DUE MILEAGE/TYPE (A / B / C)**#1- 10514/A****#2-****BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO****BUS#2 ☐ YES ☐ NO****End of Shift Check List:**

FUEL	1-	2-	WASH	1-n/a	2-n/a	SWEEP	1-	2-	TRASH	1-	2-

COMMENTS:**SIGNATURE**

AMC2B TRIP SHEET WINTER 2023-24 CALL #AMC2

DAY <u>Mon.</u>	Bus # <u>1 4306</u>	2	Rt#1 = <u>14</u>	Rt#7 = <u>2</u>
	Fuel <u>20.0</u>		Rt#2 =	Rt#8 = <u>3</u>
DATE <u>Jan. 1, 2024</u>	End Miles <u>3665</u>		Rt#3 = <u>11</u>	
	Begin Miles <u>3597</u>		Rt#4 = <u>96</u>	
DRIVER <u>R. Clark</u>	Total Miles <u>68</u>		TOTAL PASS=	<u>126</u>

ROUTE #1 NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "G" BAY @ Base Village for Trip to Snms Mtn & "B" BAY for Trip to MALL

TIME	MALL	SNOW MELT	BASE VLG	CNTR	TIME	SNMS MTN	TIME	S-4	CNTR	BASE VLG	SNOW MELT
7:15					7:23		7:27				
7:45					7:53	<u>1</u>	7:57				
8:15	<u>1</u>				8:23	<u>1</u>	8:27	<u>4</u>			

SHORT BREAK: 8:40am – 8:50am [PARK ON LITTLE ISLAND] THEN DRIVE ROUTE #4

12:15		<u>1</u>			12:23	<u>1</u>	12:27				
12:45					12:53	<u>4</u>	12:57	<u>1</u>			

[PARK ON BIG ISLAND] THEN DRIVE ROUTE #3 AT 1:20pm [SEE BACK OF TRIPSHEET]

Rt #1=	<u>1</u>	<u>1</u>			+	<u>7</u>	+	<u>5</u>			

ROUTE #4 NOTE: USE "F" Bay @ Base Vlg NOTE: Change sign to #10 for return trip to Mall.

TIME	MALL	SNOW MELT	BASE VLG	Faraway	Owl Creek	TIME	Town Park	Meadow Road	Sinclair	Owl Creek	MTN VIEW
8:50						9:00	<u>12</u>		<u>1</u>		

LUNCH 9:10 AM to 9:35 AM [PARK ON LITTLE ISLAND]

9:40						9:50	<u>12</u>				
-----------------	--	--	--	--	--	-----------------	-----------	--	--	--	--

***NOTE: DEPARTURE TIME CHANGE [PARK ON LITTLE ISLAND]

10:05	<u>1</u>					10:15	<u>1</u>			<u>1</u>	
10:25	<u>1</u>					10:35	<u>34</u>				
10:45	<u>4</u>					10:55	<u>7</u>				
11:05						11:15	<u>7</u>		<u>1</u>		<u>1</u>
11:25		<u>1</u>				11:35	<u>11</u>				
11:45	<u>4</u>		<u>1</u>			11:55					<u>1</u>

Rt #4=	<u>10</u>	<u>1</u>	<u>1</u>		+	<u>84</u>					
Rt #7=											<u>2</u>
Rt #8=					+			<u>2</u>	<u>1</u>		

DRIVE ROUTE #1 [PULL INTO THE #1 BAY AFTER RT 3 DEPARTS @ 12:05pm!!!!]

BE PATIENT!!!

AMC2B SHIFT DESCRIPTION:

1-Start work 7:00 am and do pre-drive check of assigned bus.

2-Begin driving with a 7:15 am rt #1 Mall departure.

NOTE: Change sign to #10 (Snowmass Mall) for return trip.

3-Continue driving route #1 until 8:45 am.

4-At 8:50 am make a rt #4 Mall departure (R1 Break). Make Snowmass Club/Two Creeks transfers with rt#3's at Brush Creek/Owl Creek intersection or at the Faraway Road bus stop.

5- At 9:10 am take a break. Return at 9:35pm.

6- At 9:40 am make a rt #4 Mall departure (R2 Break).

7-At 10:05 am make a rt #4 Mall departure (Mall departures :05, :25, :45).

8-At 12:15pm make a rt#1 Mall departure (D11 Lunch).

8-At 1:20 pm Drive RT#3 Loop

9-At 2:00 pm finish the "end of shift" checklist. "MUST FUEL".

9-Complete and turn in your trip sheet. Off at 2:25 pm. 7-hour shift.

With extra runs – shift ends? = hours.

Hrs/Mins?

extra

ROUTE #3

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

TIME	MALL	SNOW MELT	BASE VLG	CNTR	MDOW RNCH	TWO CRKS	TOWN HOME	TIME	SNMS CLUB	VILS NRTH	TWO CRKS	MDOW RNCH	CNTR	BASE VLG	SNO MELT
1:20	4				1			4:40	3		3				
Rt. #3=	4				1			+	3		3				

NOTE: You enter Base Village depot from the Wood Road side NOT the Snowmelt side. Use "A" bay for trip to the Snowmass Club.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	4306	4306			BUS #	4306	4306		
ENGINE / DEF LEVEL	Sup				TRANSMISSION	/	/		
OIL FLUID LEVEL					STEERING MECHANISM	/	/		
COOLANT FLUID LEVEL					FRONT WHEELS/TIRES	/	/		
REAR VISION MIRRORS	/	/			REAR WHEELS/TIRES	/	/		
BRAKES:	/	/			HEADLIGHTS	/	/		
SERVICE/PARKING	/	/			BRAKE LIGHTS	/	/		
DOOR OPERATION	/	/			TURN SIGNALS	/	/		
W/C LIFT/RAMP/TIEDOWNS	/	/			FLASHERS	/	/		
HORN	/	/			CLEARANCE LIGHTS	/	/		
PASSENGER AREA	/	/			DOME LIGHTS	/	/		
DRIVER'S AREA	/	/			WIPERS/WASHERS	/	/		
FIRE EXTINGUISHER	/	/			REVERSE ALARM	/	/		
1 ST AID KIT	/	/			AUTO-CHAINS	/	/		
SCHEDULES	/	/			EXTERIOR DAMAGE	/	/		
INTERIOR CLEANLINESS	/	/							

SERVICE DUE MILEAGE/TYPE (A / B / C)

#1- 5,000

#2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO

BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1-	2-	WASH	1-n/a	2-n/a	SWEEP	1-	2-	TRASH	1-	2-
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COMMENTS:

SIGNATURE

R. Clark

R. Clark

D1 TRIP SHEET

WINTER 2023-24

CALL# D1

DAY <u>MONDAY</u>	Bus # <u>1 488</u>	<u>2</u>	<u>3</u>	Rt#1 = <u>87</u>
	Fuel <u>17.9</u>			Rt#4 =
DATE <u>1/1</u>	End Miles <u>151,748</u>			Rt#6 =
	Begin Miles <u>151,695</u>			Rt#8 =
DRIVER <u>GEORGE</u>	Total Miles <u>53</u>			TOTAL PASS <u>87</u>

ROUTE #1

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "G" BAY @ Base Village for Trip to Snms Mtn & "B" BAY for Trip to MALL

TIME	MALL	SNOW MELT	BASE VLG	CNTR	TIME	SNMS MTN	TIME	S-4	CNTR	BASE VLG	SNOW MELT
6:30					6:38		6:42				
7:00					7:08	1	7:12				
7:30					7:38	1	7:42	7			2
8:00					8:08		8:12	2			
8:30					8:38	3	8:42	6			
9:00					9:08	5	9:12	2			
9:30					9:38	4	9:42	-			
10:00					10:08	6	10:12	2			
10:30				2	10:38	3	10:42	3	2		

LUNCH 11:00 AM TO 11:25 AM (PARK ON LITTLE ISLAND)

11:30			3	2	11:38	4	11:42	1	1		
12:00					12:08	3	12:12	1			
12:30					12:38	4	12:42	-			
1:00					1:08		1:12	1			
1:30	3	1	1		1:38		1:42		2		
2:00	3		2	3	2:08		2:12	1			
Rt #1=	6	1	6	7	+	34	+	26	5		2

D1 SHIFT DESCRIPTION:

1-Start work 6:15 am and do pre-drive check of assigned bus.

2-Begin driving with a 6:30 am rt #1 Mall departure. AT base village use "G" bay on the way to the center/condos and use "B" bay on the return to the Mall.

3-NOTE: after reaching Snowmass Mountain turn around change sign to #10 (Snowmass Mall).

NOTE: YOU HAVE 30 MINUTES - DO NOT SKIP ANY PART OF THE ROUTE

4-Break for lunch at 11:00 am after reaching the Mall.

5-Return from lunch at 11:25 am for 11:30 am RT #1 Mall departure.

6-After reaching the Mall at 2:30 pm. Finish "end of shift" checklist. "MUST FUEL".

7-Complete and turn in your trip sheet. Off at 2:55 pm. 8.25 hour shift.

AVSC SATURDAYS: 1/7/22, 1/21/22, 1/28/22, 2/4/22, 2/11/22, 2/25/20, 3/4/22,

ROUTE #4 NOTE: USE "F" Bay @ Base Vlg NOTE: Change sign to #10 for return trip to Mall.

TIME	MALL	SNOW MELT	BASE VLG	Faraway	Owl Creek	TIME	Town Park	Meadow Road	Sinclair	Owl Creek	MTN VIEW

Rt #4=											
Rt #7=										Rt #7=	
Rt #8=						+					

NOTE EXTRA HOURS WORKED ON TRIP SHEET

START:	END:	TOTAL HOURS =
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REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	488	488			BUS #	488	488		
ENGINE / DEF LEVEL					TRANSMISSION	/	/		
OIL FLUID LEVEL					STEERING MECHANISM	/	/		
COOLANT FLUID LEVEL					FRONT WHEELS/TIRES	/	/		
REAR VISION MIRRORS	/	/			REAR WHEELS/TIRES	/	/		
BRAKES:	/	/			HEADLIGHTS	/	/		
SERVICE/PARKING	/	/			BRAKE LIGHTS	/	/		
DOOR OPERATION	/	/			TURN SIGNALS	/	/		
W/C	/	/			FLASHERS	/	/		
LIFT/RAMP/TIEDOWNS	/	/			CLEARANCE LIGHTS	/	/		
HORN	/	/			DOMELIGHTS	/	/		
PASSENGER AREA	/	/			WIPERS/WASHERS	/	/		
DRIVER'S AREA	/	/			REVERSE ALARM	/	/		
FIRE EXTINGUISHER	/	/			AUTO-CHAINS	/	/		
1 ST AID KIT	/	/			EXTERIOR DAMAGE	/	/		
SCHEDULES	/	/							
INTERIOR CLEANLINESS	/	/							

SERVICE DUE MILEAGE/TYPE (A / B / C)	#1- 154,000 A	#2-
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BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO	BUS#2 ☐ YES ☐ NO
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End of Shift Check List:											
FUEL	1- /	2-	WASH	1-n/a	2-n/a	SWEEP	1- /	2-	TRASH	1- /	2-
COMMENTS:				SIGNATURE: <i>[Signature]</i>							

D11

618 0862

TRIPSHEET WINTER 2023-24

CALL# D11DAY Monday

Bus #

1 480

2

Rt#1 =

209

Rt#6 =

Fuel

19.8

Rt#2 =

Rt#7 =

DATE 11/1/24

End Miles

186,036

Rt#3 =

Rt#8 =

Begin Miles

185,978

Rt#4 =

Rt#9 =

DRIVER James Vernon

Total Miles

58

Rt#5 =

TOTAL PASS=

209

ROUTE #1

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "G" BAY @ Base Village for Trip to Snms Mtn & "B" BAY for Trip to MALL

TIME	MALL	SNOW MELT	BASE VLG	CNTR	TIME	SNMS MTN	TIME	S-4	CNTR	BASE VLG	SNOW MELT
8:45	2				8:53	13	8:57	1			
9:15	1				9:23	2	9:27	0			
9:45					9:53	4	9:57	4			1
10:15	2				10:23	5	10:27	2		1	
10:45					10:53	9	10:57	6	3	2	
11:15	1				11:23	3	11:27	2		1	
11:45					11:53	2	11:57	3	4		

LUNCH 12:15 PM TO 1:10 PM **PARK IN PARCEL C**

1:15			2		1:23	4	1:27	0			
1:45	2		1		1:53	3	1:57	1	1		
2:15	2		4		2:23	2	2:27	2		2	
2:45	10		3		2:53	5	2:57	0			
3:15	6	1	3		3:23	0	3:27	1			2
3:45	8		3		3:53	10	3:57	0	2	2	
4:15	10		1		4:23	3	4:27	2			
4:45	5	1	4		4:53	1	4:57	0	3	1	
5:15	4		4		5:23	0	5:27	1	3		
5:45	6		2		5:53	0	5:57	0			
Rt #1=	<u>59</u>	<u>2</u>	<u>29</u>		+	<u>66</u>	+	<u>25</u>	<u>16</u>	<u>9</u>	<u>3</u>

D11 SHIFT DESCRIPTION:

- 1-Start work 8:30 am and do pre-drive check of assigned bus.
- 2-Begin driving with an 8:45 am route #1 Mall departure.
- 3-Continue driving rt #1 until 12:15 pm.
- 4-Break for Lunch @ 12:15pm.
- 5-Return from lunch at 1:10 pm for a 1:15 pm Route #1 Mall departure.
- 6-Continue driving route #1 until reaching the Mall at 6:15 pm.
- 7-Finish "end of shift" checklist. "MUST FUEL".
- 8-Complete and turn in your trip sheet. Off at 6:40 pm. 9.25 hours.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	480	480			BUS #	480	480		
ENGINE / DEF LEVEL	✓	✓			TRANSMISSION	✓	✓		
OIL FLUID LEVEL	✓	✓			STEERING MECHANISM	✓	✓		
COOLANT FLUID LEVEL	✓	✓			FRONT WHEELS/TIRES	✓	✓		
REAR VISION MIRRORS	✓	✓			REAR WHEELS/TIRES	✓	✓		
BRAKES:	✓	✓			HEADLIGHTS	✓	✓		
SERVICE/PARKING	✓	✓			BRAKE LIGHTS	✓	✓		
DOOR OPERATION	✓	✓			TURN SIGNALS	✓	✓		
W/C	✓	✓			FLASHERS	✓	✓		
LIFT/RAMP/TIEDOWNS	✓	✓			CLEARANCE LIGHTS	✓	✓		
HORN	✓	✓			DOMELIGHTS	✓	✓		
PASSENGER AREA	✓	✓			WIPERS/WASHERS	✓	✓		
DRIVER'S AREA	✓	✓			REVERSE ALARM	✓	✓		
FIRE EXTINGUISHER	✓	✓			AUTO-CHAINS	NA	NA		
1 ST AID KIT	✓	✓			EXTERIOR DAMAGE	✓	✓		
SCHEDULES	✓	✓							
INTERIOR CLEANLINESS	✓	✓							
SERVICE DUE MILEAGE/TYPE (A / B / C)					#1- 190,000A		#2-		
BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO					BUS#2 ☐ YES ☐ NO				
End of Shift Check List:									
FUEL	1- ✓	2-	WASH	1-n/a	2-n/a	SWEEP	1- ✓	2-	TRASH
COMMENTS:					SIGNATURE				
					James Vernon				
					James Vernon				

D3B

[:40-MIN LOOPS]

WINTER 2023-24

CALL# D3

DAY <u>Mon</u>	Bus # <u>1 444</u>	2	3	Rt#3 = <u>142</u> ✓
DATE <u>11/1/24</u>	Fuel <u>25.1</u> ✓			Rt#4 =
DRIVER <u>Tyler D</u>	End Miles <u>140,559</u>			Rt#7 =
	Begin Miles <u>140,462</u>			Rt#8 =
	Total Miles <u>97</u> ✓			TOTAL PASS= <u>142</u> ✓

ROUTE #3 (TWO CREEKS EVERY TIME - do not skip)**NOTE: CHANGE SIGN TO: #10 for return trip to Mall.****NOTE: USE "A" BAY @ Base Village for Trip to Snms Club & "B" BAY for Trip to MALL****NOTE: ALL LOOPS ARE 40 MINUTES**

TIME	MALL	SNOW MELT	BASE VLG	CNTR	MDOW RNCH	TWO CRKS	TOWN HOME	TIME	SNMS CLUB	VILS NRTH	TWO CRKS	MDOW RNCH	CNTR	BASE VLG	SNOW MELT
✓ 6:40								7:00							
✓ 7:20			1					7:40	2			1			
✓ 8:00							2	8:20				5			2
✓ 8:40					1		2	9:00	8	2					
✓ 9:20							2	9:40		5					
✓ 10:00	1		1		2		4	10:20	4		1				
✓ 10:40							9	11:00	4		1				

LUNCH 11:20 AM TO 12:35 PM (PARK IN PARCEL C)

12:40	4							1:00	6	3		1			
BREAK 1:20 PM to 1:35 PM (PARK ON BIG ISLAND - DO NOT ARRIVE EARLY)															
✓ 1:40	5					1		2:00	6						
✓ 2:20	2		3			2		2:40							
✓ 3:00	10			4		6		3:20	2						
✓ 3:40	10		16			4		4:00							
FUEL															
Rt. #3=	32		21	4	3	13	19	+	29	10	2	7			2

NOTE: You enter Base Village depot from the Wood Road side NOT the Snowmelt side.**D3B SHIFT DESCRIPTION:**

- 1- Start work 6:25 am and do pre-drive check of assigned bus. NOTE: You enter Base Village depot from the Wood Road side NOT the Snowmelt side.
- 2- Begin driving with a 6:40 am rt #3 Mall departure. Change your head sign code to "10" (Snowmass Mall) when you reach the Club bus stop.
- 3- At 11:20 am. Break for lunch.
- 4- Return from lunch at 12:35 pm for a 12:40 pm rt #3 Mall departure. NOTE: 20-minute service on Route #3 ends at 5:20 pm from the Mall (5:40 pm from the Club).
- 5- Note departure time change @ 1:20pm.
- 6- Continue driving rt #3 until reaching the Mall at 4:20 pm. Finish "end of shift" checklist.
- 7- "MUST FUEL".
- 8- Complete and turn in your trip sheet. Off at 4:45 pm. 9-hour shift.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS # 494					BUS # 494						
ENGINE / DEF LEVEL	✓	✓			TRANSMISSION	✓	✓				
OIL FLUID LEVEL	✓	✓			STEERING MECHANISM	✓	✓				
COOLANT FLUID LEVEL	✓	✓			FRONT WHEELS/TIRES	✓	✓				
REAR VISION MIRRORS	✓	✓			REAR WHEELS/TIRES	✓	✓				
BRAKES: SERVICE/PARKING	✓	✓			HEADLIGHTS	✓	✓				
DOOR OPERATION	✓	✓			BRAKE LIGHTS	✓	✓				
W/C LIFT/RAMP/TIEDOWNS	✓	✓			TURN SIGNALS	✓	✓				
HORN	✓	✓			FLASHERS	✓	✓				
PASSENGER AREA	✓	✓			CLEARANCE LIGHTS	✓	✓				
DRIVER'S AREA	✓	✓			DOMELIGHTS	✓	✓				
FIRE EXTINGUISHER	✓	✓			WIPERS/WASHERS	✓	✓				
1 ST AID KIT	✓	✓			REVERSE ALARM	✓	✓				
SCHEDULES	✓	✓			AUTO-CHAINS	✓	✓				
INTERIOR CLEANLINESS	✓	✓			EXTERIOR DAMAGE	✓	✓				
SERVICE DUE MILEAGE/TYPE (A / B / C)					#1- 142,000		#2-				
BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO					BUS#2 ☐ YES ☐ NO						
End of Shift Check List:											
FUEL	1-	2-	WASH	1-n/a	2-n/a	SWEEP	1- ✓	2-	TRASH	1- ✓	2-
COMMENTS:			SIGNATURE			S. L. G. W. W.			S. L. G. W. W.		

ROUTE #4 NOTE: USE "F" Bay @ Base Vlg NOTE: Change sign to #10 for return trip to Mall.

TIME	MALL	SNOW MELT	BASE VLG	Faraway	Owl Creek	TIME	Town Park	Meadow Road	Sinclair	Owl Creek	MTN VIEW
Rt #4=											
Rt #7=										Rt #7=	
Rt #8=											

D33B

WINTER 2023-24

CALL# D33

DAY <i>MONDAY</i>	Bus # 1 <i>492</i> /	2	3	Rt#3 = <i>193</i>
	Fuel <i>170</i>			Rt#4 =
DATE <i>1/1/2024</i>	End Miles <i>176383</i>			Rt#6 =
	Begin Miles <i>176281</i> /			Rt#8 =
DRIVER <i>HUTTER</i>	Total Miles <i>102</i> /			TOTAL PASS= <i>193</i> /

ROUTE #3 **TWO CREEKS EVERY TIME – do not skip**

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "A" BAY @ Base Village for Trip to Snms Club & "B" BAY for Trip to MALL

NOTE: ALL LOOPS ARE 40 MINUTES

TIME	MALL	SNOW MELT	BASE VLG	CNTR	MDOW RNCH	TWO CRKS	TOWN HOME	TIME	SNMS CLUB	VILS NRTH	TWO CRKS	MDOW RNCH	CNTR	BASE VLG	SNOW MELT
7:00								7:20	1	1		2			1
7:40	4		1	1	1			8:00	3			2	1		
8:20	1	1						8:40	4	2		5			
9:00	1							9:20	6	1					
9:40			1	2				10:00							
10:20				1	2		8	10:40	4		1	2			

NOTE: DEPARTURE TIME CHANGE (PARK ON BIG ISLAND)

11:20								11:40				3	1		
12:00	3			3	2			12:20	1			10			1

LUNCH 12:40 PM to 1:55 PM (PARK IN PARCEL C)

2:00	10		2			5		2:20							
2:40	2		7			2		3:00			1	2			
3:20	4		6			2	1	3:40			4	1	1		

NOTE: DEPARTURE TIME CHANGE (PARK ON BIG ISLAND)

4:20	1		22	3				4:40				1	5		
5:00	4		11	1				5:20	1						
FUEL															
Rt. #3=	40	1	50	11	5	9	9	+	20	4	6	28	8		2

NOTE: You enter Base Village depot from the Wood Road side NOT the Snowmelt side.**D33B SHIFT DESCRIPTION:**

- 1-Start work 6:45 am and do pre-drive check of assigned bus.
- 2-Begin driving with a 7:00 am rt #3 Mall departure. NOTE: You enter Base Village depot from the Wood Road side NOT the Snowmelt side.
- 3-NOTE: @11:00am take a break, return at 11:15am for 11:20am Mall departure
- 4-At 12:40 pm, after reaching the Mall, break for lunch.
- 4-Return from lunch at 1:55 pm for a 2:00 pm rt #3 Mall departure.
- 5-Continue driving rt #3 until reaching the Mall at 5:40 pm. NOTE: 20-minute service on Route #3 ends at 5:20 pm from the Mall (5:40 pm from the Club).
- 6-Finish "end of shift" checklist. "MUST FUEL".
- 7-Complete and turn in your trip sheet. Off at 6:05 pm. 10-hour shift.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	482	482			BUS #	482	482		
ENGINE / DEF LEVEL	✓	✓			TRANSMISSION	✓	✓		
OIL FLUID LEVEL	✓	✓			STEERING MECHANISM	✓	✓		
COOLANT FLUID LEVEL	✓	✓			FRONT WHEELS/TIRES	✓	✓		
REAR VISION MIRRORS	✓	✓			REAR WHEELS/TIRES	✓	✓		
BRAKES:	✓	✓			HEADLIGHTS	✓	✓		
SERVICE/PARKING	✓	✓			BRAKE LIGHTS	✓	✓		
DOOR OPERATION	✓	✓			TURN SIGNALS	✓	✓		
W/C	✓	✓			FLASHERS	✓	✓		
LIFT/RAMP/TIEDOWNS	✓	✓			CLEARANCE LIGHTS	✓	✓		
HORN	✓	✓			DOME LIGHTS	✓	✓		
PASSENGER AREA	✓	✓			WIPERS/WASHERS	✓	✓		
DRIVER'S AREA	✓	✓			REVERSE ALARM	✓	✓		
FIRE EXTINGUISHER	✓	✓			AUTO-CHAINS	N/A	N/A		
1 ST AID KIT	✓	✓			EXTERIOR DAMAGE	✓	✓		
SCHEDULES	✓	✓							
INTERIOR CLEANLINESS	✓	✓							

SERVICE DUE MILEAGE/TYPE (A / B / C)

#1- 177K

#2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO

BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1- ✓	2-	WASH	1-n/a	2-n/a	SWEEP	1- ✓	2-	TRASH	1- ✓	2-
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COMMENTS:

SIGNATURE

[Signature]

[Signature]

- JUST UNDER 1/2 TANK DEF

FLOATER & "CALL IN" SERVICE

TIME	ROUTE #1	ROUTE #2	ROUTE #3	ROUTE #4	ROUTE #5	ROUTE #6		ROUTE #8
TOTALS								

D5 SHIFT DESCRIPTION:

1-Start work 6:35 am and do pre-drive check of assigned bus. Make sure you have a radiophone.

2-Please start your shift by going down Brush Creek to the Center @ 6:47 (there may be people looking for early ride to the center). Continue driving with a 6:50 am rt #5 Center to the Mall departure. (You will be providing service for Creekside/Mt. View at the Brush Creek Stops ONLY. No service into the complexes).

3-You must cover the Ridge by request.

4-Break for lunch at 10:40 am.

5-Return from lunch at 11:35 am for an 11:40 am rt #6 Mall departure.

6-Continue driving routes #5 and #6 until you complete the 3:15 pm TOV/Mall run.

7-Finish "end of shift" checklist. **YOU MUST FUEL**

8-Complete and turn in your trip sheet. Off at 3:45 pm. 8.25 hour shift.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	4104	4104			BUS #	4104	4104		
ENGINE / DEF LEVEL	X	X			TRANSMISSION	/	/		
OIL FLUID LEVEL	/	/			STEERING MECHANISM	/	/		
COOLANT FLUID LEVEL	/	/			FRONT WHEELS/TIRES	/	/		
REAR VISION MIRRORS	/	/			REAR WHEELS/TIRES	/	/		
BRAKES:	/	/			HEADLIGHTS	/	/		
SERVICE/PARKING	/	/			BRAKE LIGHTS	/	/		
DOOR OPERATION	/	/			TURN SIGNALS	/	/		
W/C	/	/			FLASHERS	/	/		
LIFT/RAMP/TIEDOWNS	/	/			CLEARANCE LIGHTS	/	/		
HORN	/	/			DOMELIGHTS	/	/		
PASSENGER AREA	/	/			WIPERS/WASHERS	/	/		
DRIVER'S AREA	/	/			REVERSE ALARM	/	/		
FIRE EXTINGUISHER	/	/			AUTO-CHAINS	/	/		
1 ST AID KIT	/	/			EXTERIOR DAMAGE	/	/		
SCHEDULES	/	/							
INTERIOR CLEANLINESS	/	/							

SERVICE DUE MILEAGE/TYPE (A / B / C)

#1- 60,000 C

#2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO

BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1- ☒	2- ☐	WASH	1-n/a	2-n/a	SWEEP	1- ☒	2- ☐	TRASH	1- ☒	2- ☐
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COMMENTS:

SIGNATURE

Wendy T. Doherty

Wendy T. Doherty

D8 TRIPSHEET

WINTER 2023-24

CALL# D8

DAY MON.	Bus # 1	4109	2	3	Rt#4 =	23
DATE 1/1/24	Fuel 11.0				Rt#8 =	63
DRIVER PHIL B.	End Miles 8534					
	Begin Miles 8444					
	Total Miles 90				TOTAL PASS=	86

SERVICE NOW GOES TO STIRRUP CIRCLE

ROUTE #8 (*Denotes "Ride Request")

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "E" BAY @ Base Village for Trip to Horse Ranch & "B" BAY for Trip to MALL

Melton Ranch Downhill "by REQUEST" until 1:05 pm Mall Departure

TIME	MALL	SNOW MELT	BASE VLG	CNTR	*MLTN RNCH	*Stirrup Circle	TIME	THE XINGS	TIME	*MLTN RNCH	OWL CRK	CNTR	BASE VLG	SNOW MELT
9:35							9:45		9:48	2				
10:05						6	10:15		10:18	3				2
10:35	1						10:45		10:48	2				
11:05		1					11:15		11:18		1	2		
11:35	2					1	11:45		11:48	2		1		

LUNCH BREAK 12:05 PM to 1:00 PM [PARK IN PARCEL C]

Melton Ranch Uphill "by REQUEST" starting with the 1:15 pm Horse Ranch Departure

TIME	MALL	SNOW MELT	BASE VLG	CNTR	*MLTN RNCH	*Stirrup Circle	TIME	THE XINGS	TIME	*MLTN RNCH	OWL CRK	CNTR	BASE VLG	SNOW MELT
1:05	1						1:15		1:18			1		
1:35					2		1:45		1:48					
2:05					2		2:15		2:18				2	
2:35	1		1				2:45		2:48		1	4	1	
3:05			5	1	1		3:15		3:18					1
3:35	4		2				3:45		3:48					2
4:05	3		4				4:15		4:18					
Rt #8=	12'	1'	12'	1'	3'	7'	+		+	9'	2'	8'	3'	5'

ROUTE #4 NOTE: 1-USE "F" Bay @ Base Village

NOTE: Change sign to #10 for return trip to Mall.

TIME	MALL	SNOW MELT	BASE VLG	Faraway	Owl Creek	TIME	Town Park	Meadow Road	Sinclair	Owl Creek	MTN VIEW
4:35	12		11								
Rt #4=	12'		11'			+					

D8 SHIFT DESCRIPTION:

1-Start work 9:20 am and do pre-drive check of assigned bus.

2-Begin driving with a 9:35 am rt #8 Mall departure. At base village use "E" bay on the way to the center/condos and use "B" bay on the return to the Mall. (You MUST go through Melton Ranch from Horse Ranch to the Mall) **MELTON RANCH ON THE WAY DOWN IS "REQUEST" ONLY UNTIL the 1:05 pm Mall departure. SERVICE TO BRUSH CREEK IS "REQUEST" ONLY - STAGE AT THE CROSSINGS FOR DEPARTURE.** Make Snowmass Club/Two Creeks transfers with Route #3's at Brush Creek/Owl Creek intersection or at the Faraway Road bus stop.

3-NOTE: after reaching Horse Ranch turn around change sign to #10 (Snowmass Mall).

4-At 12:05 pm break for lunch.

5-Return at 1:00 pm for a 1:05 pm rt #8 Mall departure.

6-At the 1:05pm Mall departure (You MUST go through Melton Ranch from the Mall to Horse Ranch) **MELTON RANCH ON THE WAY UP IS "REQUEST" ONLY.** Continue driving route #8 until 4:35 pm.

7-Drive a 4:35pm one-way RT# 4 before you go to fuel.

8-Finish "end of shift" checklist.

9-Complete and turn in your trip sheet. Off at 5:00 pm. 6.75-hour shift.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	4109	4109			BUS #	4109	4109		
ENGINE / DEF LEVEL	✓	✓			TRANSMISSION	✓	✓		
OIL FLUID LEVEL	✓	✓			STEERING MECHANISM	✓	✓		
COOLANT FLUID LEVEL	✓	✓			FRONT WHEELS/TIRES	✓	✓		
REAR VISION MIRRORS	✓	✓			REAR WHEELS/TIRES	✓	✓		
BRAKES: SERVICE/PARKING	✓	✓			HEADLIGHTS	✓	✓		
DOOR OPERATION	✓	✓			BRAKE LIGHTS	✓	✓		
W/C LIFT/RAMP/TIEDOWNS	✓	✓			TURN SIGNALS	✓	✓		
HORN	✓	✓			FLASHERS	✓	✓		
PASSENGER AREA	✓	✓			CLEARANCE LIGHTS	✓	✓		
DRIVER'S AREA	✓	✓			DOMELIGHTS	✓	✓		
FIRE EXTINGUISHER	✓	✓			WIPERS/WASHERS	✓	✓		
1 ST AID KIT	✓	✓			REVERSE ALARM	✓	✓		
SCHEDULES	✓	✓			AUTO-CHAINS	✓	✓		
INTERIOR CLEANLINESS	✓	✓			EXTERIOR DAMAGE	✓	✓		

SERVICE DUE MILEAGE/TYPE (A/B/C)

#1- 10000 B

#2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO

BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1- ✓	2-	WASH	1-n/a	2-n/a	SWEEP	1- ✓	2-	TRASH	1- ✓	2-
------	------	----	------	-------	-------	-------	------	----	-------	------	----

COMMENTS:

SIGNATURE

Phil Bongiorno

Phil Bongiorno

R1 TRIP SHEET

2023-24

CALL# R1

DAY MONDAY

Bus #

1 490

2

3

Rt#4 =

281

Fuel

21.9

Rt#7 =

12DATE 1-1-2024

End

150108

Rt#8 =

21

Miles

150000

Begin

Miles

Total

108

TOTAL

PASS=

314DRIVER JOE TAYLOR

ROUTE #4 NOTE: USE "F" Bay @ Base Vlg NOTE: Change sign to #10 for return trip to Mall.

TIME	MALL	SNOW MELT	BASE VLG	Faraway	Owl Creek	TIME	Town Park	Meadow Road	Sinclair	Owl Creek	MTN VIEW
6:30						6:40	<u>3</u>				
6:50						7:00	<u>1</u>		<u>1</u>		
7:10						7:20	<u>7</u>				<u>1</u>
7:30						7:40	<u>8</u>				
7:50						8:00	<u>30</u>				
8:10	<u>2</u>					8:20	<u>24</u>				
8:30						8:40	<u>15</u>	<u>1</u>	<u>4</u>	<u>1</u>	<u>5</u>
*8:50				BREAK 8:50am to 9:05am [PARK ON LITTLE ISLAND]							

IF NECESSARY TAKE PASSENGERS TO BASE VILLAGE-RETURN TO MALL-TAKE A BREAK [ON LITTLE ISLAND]

9:10						9:20	<u>29</u>				
9:30		<u>1</u>				9:40	<u>25</u>				<u>1</u>
9:50						10:00	<u>14</u>		<u>3</u>		
10:10						10:20	<u>5</u>		<u>2</u>		
*10:30				BACK	TO	MALL					

LUNCH 10:40 AM TO 11:25 AM [PARK IN PARCEL 5] (COVERED BY R3)

11:30						11:40	<u>9</u>				
11:50	<u>6</u>					12:00	<u>12</u>		<u>3</u>	<u>1</u>	
12:10	<u>1</u>					12:20	<u>5</u>				<u>2</u>
12:30	<u>4</u>					12:40	<u>11</u>				
12:50	<u>13</u>		<u>3</u>			*1:00	<u>1</u>		<u>3</u>		<u>1</u>

BREAK 1:10pm to 1:25pm [PARK ON LITTLE ISLAND]

1:30	<u>6</u>		<u>1</u>			1:40	<u>2</u>			<u>1</u>	
1:50	<u>14</u>		<u>2</u>			2:00	<u>1</u>			<u>1</u>	<u>1</u>
2:10	<u>5</u>		<u>5</u>			2:20	<u>4</u>				<u>1</u>
2:30	<u>7</u>		<u>4</u>			2:40					

Rt #4= 58 2 15 -206

Rt #7=

Rt #7=

12

Rt #8=

-

+

1164

R1 SHIFT DESCRIPTION:

1-Arrive at work 6:15 am and do pre-drive check of assigned bus.

2-Start with a 6:30 am Mall rt #4 departure to the Town Park Depot. (Do NOT drive into the Center, Melton Ranch, or Woodbridge unless directed by a supervisor).

NOTE: IF, after unloading at the Mall depot, you still have passengers onboard looking to go downhill (i.e. the Tree House) please do NOT stage at the Mall – continue on route back to Town Park Station for your next departure.

3- When you reach the Mall @ 8:50 am go to Base Village (if you have passengers requesting) before you Take a Break. Return from break at 9:05 am for a 9:10 am Mall departure.

4-When you reach the Mall @ 10:30 am go to Base Village (if you have passengers requesting) before you - Break for Lunch. Return from lunch at 11:25 am for an 11:30 am Mall departure.

5- When you reach the Mall @ 1:10 pm go to Base Village (if you have passengers requesting) before you Take a Break. Return from break at 1:25 pm for a 1:30 pm Mall departure.

6-Continue driving rt #4 until you complete the 2:40 pm Town Park to Mall run. (Before fueling see supervisor for possible extra runs). Town Park service after 6:20 pm is provided by rt #8.

7-Finish "end of shift" checklist. **YOU MUST FUEL**

8-Complete and turn in your trip sheet. Off at 3:15 pm. 8.25-hour shift.

NOTE EXTRA HOURS WORKED ON TRIP SHEET

START:	END:	TOTAL HOURS =
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REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	490	490			BUS #	490	490		
ENGINE / DEF LEVEL	✓	✓			TRANSMISSION	✓	✓		
OIL FLUID LEVEL	✓	✓			STEERING MECHANISM	✓	✓		
COOLANT FLUID LEVEL	✓	✓			FRONT WHEELS/TIRES	✓	✓		
REAR VISION MIRRORS	✓	✓			REAR WHEELS/TIRES	✓	✓		
BRAKES: SERVICE/PARKING	✓	✓			HEADLIGHTS	✓	✓		
DOOR OPERATION	✓	✓			BRAKE LIGHTS	✓	✓		
W/C LIFT/RAMP/TIEDOWNS	✓	✓			TURN SIGNALS	✓	✓		
HORN	✓	✓			FLASHERS	✓	✓		
PASSENGER AREA	✓	✓			CLEARANCE LIGHTS	✓	✓		
DRIVER'S AREA	✓	✓			DOMELIGHTS	✓	✓		
FIRE EXTINGUISHER	✓	✓			WIPERS/WASHERS	✓	✓		
1 ST AID KIT	✓	✓			REVERSE ALARM	✓	✓		
SCHEDULES	✓	✓			AUTO-CHAINS				
INTERIOR CLEANLINESS	✓	✓			EXTERIOR DAMAGE	✓	✓		

SERVICE DUE MILEAGE/TYPE (A / B / C)

#1- 150K

#2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO

BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1- ✓	2-	WASH	1-n/a	2-n/a	SWEEP	1- ✓	2-	TRASH	1- ✓	2-
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COMMENTS:

SIGNATURE

- Service Due
- side marker light - (white) behind front wheel - out.

108 past due Svc 'A'

R2 TRIP SHEET

WINTER 2023-24

CALL# R2

DAY Monday

Bus #

1 4302 2 3 Rt#4 = 310

Fuel

24.7 Rt#7 = 4DATE 1/1/24

End Miles

103458 Rt#8 = 10

Begin Miles

103329

Total Miles

129 ✓ TOTAL PASS= 324 ✓DRIVER Dave Wynn

ROUTE #4 NOTE: 1-USE "F" Bay @ Base Vlg NOTE: Change sign to #10 for return trip to Mall.

TIME	MALL	SNOW MELT	BASE VLG	Faraway	Owl Creek	TIME	Town Park	Meadow Road	Sinclair	Owl Creek	MTN VIEW
7:20						7:30	<u>14</u>				
7:40						7:50	<u>15</u>				
8:00						8:10	<u>22</u>		<u>1</u>	<u>1</u>	
8:20						8:30	<u>10</u>			<u>1</u>	
8:40						8:50	<u>7</u>				
9:00						9:10	<u>8</u>				
9:20						9:30	<u>19</u>				
9:40				BACK	TO	MALL					

IF NECESSARY TAKE PASSENGERS TO BASE VILLAGE-RETURN TO MALL-TAKE A BREAK (PARK ON LITTLE ISLAND)

10:00	<u>1</u>					10:10	<u>11</u>				
10:20						10:30	<u>14</u>				
10:40	<u>3</u>		<u>1</u>			10:50	<u>8</u>				<u>1</u>
11:00	<u>2</u>		<u>4</u>			11:10	<u>10</u>				
11:20	<u>1</u>					11:30	<u>6</u>				<u>2</u>
11:40				BACK	TO	MALL					

LUNCH 11:50 AM TO 1:05 PM (PARK IN PARCEL C) (COVERED BY R3)

1:10	<u>9</u>		<u>2</u>			1:20	<u>2</u>		<u>5</u>		
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NOTE: ***DEPARTURE TIME CHANGE*** (PARK ON LITTLE ISLAND)

1:40	<u>17</u>		<u>2</u>			1:50	<u>3</u>				
2:00	<u>3</u>		<u>1</u>			2:10	<u>3</u>				
2:20	<u>1</u>					2:30			<u>2</u>		

NOTE: ***DEPARTURE TIME CHANGE*** (PARK ON LITTLE ISLAND)

2:50	<u>9</u>	<u>1</u>	<u>6</u>			3:00					
3:10	<u>16</u>		<u>8</u>			3:20					
3:30	<u>5</u>		<u>7</u>			3:40					
3:50	<u>10</u>	<u>2</u>	<u>2</u>			4:00					
4:10	<u>4</u>		<u>2</u>			4:20					<u>1</u>
4:30	<u>7</u>		<u>2</u>			4:40	<u>1</u>				
4:50	<u>7</u>		<u>5</u>			5:00					
5:10	<u>11</u>		<u>6</u>			5:20					

FUEL											
Rt #4=	<u>106</u>	<u>3</u>	<u>48</u>		+	<u>153</u>					
Rt #7=											<u>4</u>
Rt #8=					+			<u>8</u>	<u>2</u>		

R2 SHIFT DESCRIPTION:

1-Arrive 7:05 am and do pre-drive check of assigned bus.

2-Start with a 7:20 am rt #4 Mall departure to Town Park Depot (NOTE: You do NOT drive into the Center, Melton Ranch, or Woodbridge unless directed by a supervisor).

NOTE: IF, after unloading at the Mall depot, you still have passengers onboard looking to go downhill (i.e. the Tree House) please do NOT stage at the Mall – continue on route back to Town Park Station for your next departure.

3-When you reach the Mall @ 9:40am go to Base Village (if you have passengers requesting) before you Take a Break. Return from break at 9:55 am for a 10:00 am Mall departure.

4-When you reach the Mall @ 11:40am go to Base Village (if you have passengers requesting) before you Break for Lunch at 11:50 am.

5-Return at 1:05 pm for a 1:10 pm rt #4 Mall departure.

6-Note: departure time change – When you arrive at the Mall 1:30 pm stay out of the way until your 1:40 pm departure.

7-Note: departure time change – When you arrive at the Mall 2:40 pm stay out of the way until your 2:50 pm departure.

8-Continue driving route #4 until you complete the 5:20 pm Town Park to Mall run. Town Park service after 6:20 pm is provided by route #8.

9-Finish "end of shift" checklist. **YOU MUST FUEL!**

10-Complete and turn in your trip sheet. Off at 5:55 pm. 9.5-hour shift.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	4302				BUS #	4302			
ENGINE / DEF LEVEL	✓	✓			TRANSMISSION	✓	✓		
OIL FLUID LEVEL	✓	✓			STEERING MECHANISM	✓	✓		
COOLANT FLUID LEVEL	✓	✓			FRONT WHEELS/TIRES	✓	✓		
REAR VISION MIRRORS	✓	✓			REAR WHEELS/TIRES	✓	✓		
BRAKES:	✓	✓			HEADLIGHTS	✓	✓		
SERVICE/PARKING	✓	✓			BRAKE LIGHTS	✓	✓		
DOOR OPERATION	✓	✓			TURN SIGNALS	✓	✓		
W/C	✓	✓			FLASHERS	✓	✓		
LIFT/RAMP/TIEDOWNS	✓	✓			CLEARANCE LIGHTS	✓	✓		
HORN	✓	✓			DOMES LIGHTS	✓	✓		
PASSENGER AREA	✓	✓			WIPERS/WASHERS	✓	✓		
DRIVER'S AREA	✓	✓			REVERSE ALARM	✓	✓		
FIRE EXTINGUISHER	✓	✓			AUTO-CHAINS	✓	✓		
1 ST AID KIT	✓	✓			EXTERIOR DAMAGE	✓	✓		
SCHEDULES	✓	✓							
INTERIOR CLEANLINESS	✓	✓							

SERVICE DUE MILEAGE/TYPE (A / B / C)

#1- 105000

#2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO

BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1- ✓	2-	WASH	1-n/a	2-n/a	SWEEP	1- ✓	2-	TRASH	1- ✓	2-
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COMMENTS:

SIGNATURE

R3

WINTER 2023-24

CALL# R3

DAY Monday

DATE 01-01-2024

DRIVER
Orange

Bus #	1	2	3	Rt#4 =	
Fuel	489.1			Rt#7=	283.1
End Miles	510.6			Rt#8 =	11
Begin Miles	136168				
Total Miles	136059				
	109			TOTAL PASS=	295

ROUTE #4

NOTE: USE "F" Bay @ Base Village

NOTE: Change sign to #10 for return trip to Mall.

TIME	MALL	SNOW MELT	BASE VLG	Faraway	Owl Creek	TIME	Town Park	Meadow Road	Sinclair	Owl Creek	MTN VIEW
10:30						10:40					
10:50						11:00	20			1	
11:10	1		3			11:20	3				
*** NOTE: DEPARTURE TIMES CHANGE (R2 LUNCH) ***						PARK ON LITTLE ISLAND					
11:40			1			11:50	3				
12:00	4	1				12:10	18				
12:20	5					12:30	5				
12:40	2					12:50	1				
1:00	5		1			1:10	2				
1:20	6		2			1:30	5				

LUNCH 1:40 PM TO 2:35 PM **PARK IN PARCEL C** (COVERED BY R2/R1)

2:40	8		9			2:50								
3:00	9		27			3:10								
3:20	9		27			3:30								
3:40	10		13			3:50	1						2	
4:00	11	1	12	5		4:10								
4:20	9		1			4:30	1						3	

*IF NECESSARY TAKE PASSENGERS TO BASE VILLAGE-RETURN TO MALL-TAKE A BREAK

BREAK 4:40 PM TO 4:55 PM [PARK ON LITTLE ISLAND]

CREAT THE TIME ROUTE											
5:00	18		3			5:10					
5:20	7		3			5:30					
5:40	4	1				5:50					
6:00	5					6:10					
6:20	5		1			6:30					
FUEL											
Rt #4=	119	2	103		+	59					
Rt #7=											1
Rt #8=					+					6	

R3 SHIFT DESCRIPTION:

1-Arrive 10:15 am and do pre-drive check of assigned bus. ✓
 2-Start with a 10:30 am rt #4 Mall departure (NOTE: You do NOT drive into the Center, Melton Ranch, or Woodbridge unless directed by a supervisor). ✓

NOTE: IF, after unloading at the Mall depot, you still have passengers onboard looking to go downhill (i.e. the Tree House) please do NOT stage at the Mall – continue on route back to Town Park Station for your next departure.

3-Note Mall departure time change after reaching the Mall at 11:30 am. Please Park out of the way of other drivers while waiting for the 11:40 am departure. ✓

4-Break for lunch at 1:40 pm. PARK IN PARCEL C ✓

5-Return from lunch at 2:35 pm for a 2:40 pm rt #4 Mall departure.

6-At 4:40 pm take a break. Return at 4:55 pm for a 5:00 pm rt#4 Mall departure.

7-Continue driving rt #4 until you complete the 6:30 pm Town Park to Mall run.
 Town Park service after 6:30 pm is provided by route #8.

8-Finish "end of shift" checklist. **YOU MUST FUEL.**

9-Complete and turn in your trip sheet. Off at 7:10 pm. 8 hour shift.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	489				BUS #	489			
ENGINE / DEF LEVEL	✓	✓			TRANSMISSION	✓	✓		
OIL FLUID LEVEL	✓	✓			STEERING MECHANISM	✓	✓		
COOLANT FLUID LEVEL	✓	✓			FRONT WHEELS/TIRES	✓	✓		
REAR VISION MIRRORS	✓	✓			REAR WHEELS/TIRES	✓	✓		
BRAKES:					HEADLIGHTS	✓	✓		
SERVICE/PARKING	✓	✓			BRAKE LIGHTS	✓	✓		
DOOR OPERATION	✓	✓			TURN SIGNALS	✓	✓		
W/C	✓	✓			FLASHERS	✓	✓		
LIFT/RAMP/TIEDOWNS	✓	✓			CLEARANCE LIGHTS	✓	✓		
HORN	✓	✓			DOMELIGHTS	✓	✓		
PASSENGER AREA	✓	✓			WIPERS/WASHERS	✓	✓		
DRIVER'S AREA	✓	✓			REVERSE ALARM	✓	✓		
FIRE EXTINGUISHER	✓	✓			AUTO-CHAINS	✓	✓		
1 ST AID KIT	✓	✓			EXTERIOR DAMAGE	✓	✓		
SCHEDULES	✓	✓							
INTERIOR CLEANLINESS	✓	✓							

SERVICE DUE MILEAGE/TYPE (A / B / C)

#1- 138 K

#2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO

BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1- ✓	2-	WASH	1-n/a	2-n/a	SWEEP	1- ✓	2-	TRASH	1- ✓	2-
------	------	----	------	-------	-------	-------	------	----	-------	------	----

COMMENTS:

SIGNATURE

Walt Jones

SR

WINTER 2023-24

CALL# SR

306

DAY
Monday

Bus #

1486

2

Rt#4=

343

Fuel

21.0

Rt#7=

345

DATE
1-1-24

End

194474

Rt#8=

6

Miles

Begin

194352

Rt#9=

5

Miles

Total

122

TOTAL
PASS=

356 354

DRIVER
Larson

ROUTE #4 NOTE: Use "F" Bay @ Base Village NOTE: Change sign to #10 for return trip to Mall.

TIME	MALL	SNOW MELT	BASE VLG	Faraway	Owl Creek	TIME	Town Park	Meadow Road	Sinclair	Owl Creek	MTN VIEW
8:15				1		8:25	9				1
8:35						8:45	9				
8:55	1					9:05	11		1		1
9:15						9:25	23				
9:35	1					9:45	16				
9:55						10:05	3				
10:15						10:25	17				
10:35			3			10:45	26				
10:55						11:05	8				
11:15						11:25	10				
11:35						11:45	19				2
11:55	1					12:05	12				
							165				

BREAK 12:15 PM TO ??? PM SEE SUPERVISOR FOR RETURN TIME PARK IN PARCEL C

2:05	19		1				1				
2:25	2		1				1				1
2:45	5		2			2:55				2	
3:05	14		1			3:15					
3:25	11		4			3:35	2		1		
3:45	14		2			3:55					
4:05	18		5			4:15	4				
4:25	13		14			4:35					1
4:45	14					4:55					
5:05	5		4			5:15					

NOTE: ***DEPARTURE TIME CHANGE*** PARK ON LITTLE ISLAND

5:30	17					5:40					
FUEL											

Rt #4=

135

37

+

173

Rt #7=

171

Rt
#7=

6

Rt #8=

1

+

2

2

NOTE: WE DO NOT SERVICE THE BLACK SADDLE PARKING LOT

SR TOWN PARK SHIFT DESCRIPTION:

1-Start work 8:00 am and do pre-drive check of assigned bus.

2-Begin driving with an 8:15 am Mall departure (NOTE: You do NOT drive into the Center, Melton Ranch or Woodbridge unless directed by a supervisor).

NOTE: IF, after unloading at the Mall depot, you still have passengers onboard looking to go downhill (i.e. the Tree House) please do NOT stage at the Mall – continue on route back to Town Park Station for your next departure.

3-Take a break at 12:15 pm. [SEE SUPERVISOR FOR RETURN TIME]

4-Return from break at 2:40 pm for a 2:45 pm route #4 Mall departure **OR RETURN @ 2:00PM OR 2:05PM MALL DEPARTURE (SEE SUP FOR DETAILS)**

5-Continue driving Route #4 until you arrive at the Mall at 5:50 pm.

Note: Town Park service after 6:20 pm is provided by route #8.

6-Finish "end of shift" checklist. **YOU MUST BE HERE**

7-Complete and turn in your trip sheet. Off at 6:15 pm. 8-hour shift.

With extra runs – shift ends? _____ = _____ hours.

45 min 5 Hrs/Mins?

extra

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS # 486					BUS # 486				
ENGINE / DEF LEVEL	✓	✓			TRANSMISSION	✓	✓		
OIL FLUID LEVEL	✓	✓			STEERING MECHANISM	✓	✓		
COOLANT FLUID LEVEL	✓	✓			FRONT WHEELS/TIRES	✓	✓		
REAR VISION MIRRORS	✓	✓			REAR WHEELS/TIRES	✓	✓		
BRAKES:					HEADLIGHTS	✓	✓		
SERVICE/PARKING	✓	✓			BRAKE LIGHTS	✓	✓		
DOOR OPERATION	✓	✓			TURN SIGNALS	✓	✓		
W/C	✓	✓			FLASHERS	✓	✓		
LIFT/RAMP/TIEDOWNS	✓	✓			CLEARANCE LIGHTS	✓	✓		
HORN	✓	✓			DOME LIGHTS	✓	✓		
PASSENGER AREA	✓	✓			WIPERS/WASHERS	✓	✓		
DRIVER'S AREA	✓	✓			REVERSE ALARM	✓	✓		
FIRE EXTINGUISHER	✓	✓			AUTO-CHAINS				
1 ST AID KIT	✓	✓			EXTERIOR DAMAGE	✓	✓		
SCHEDULES	✓	✓							
INTERIOR CLEANLINESS	✓	✓							

SERVICE DUE MILEAGE/TYPE (A / B / C)

#1- 194000

#2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO

BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1- ✓	2-	WASH	1-n/a	2-n/a	SWEEP	1- ✓	2-	TRASH	1- ✓	2-
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COMMENTS:

SIGNATURE

Robert Larson

Robert Larson

Service C Due.

474 Past due Svc 'C'

N1 TRIP SHEET

WINTER 2023-24

CALL# N1**

DAY <i>Monday</i>	Bus # <i>1</i>	<i>492</i>	2	Rt#1 =	<i>184</i>	Rt#5 =	
	Fuel	<i>13.1</i>		Rt#2 =		Rt#6 =	
DATE <i>1/1/24</i>	End Miles	<i>117132</i>		Rt#3 =		Rt#7 =	
	Begin Miles	<i>117080</i>		Rt#4 =		Rt#8 =	
DRIVER <i>Felix</i>	Total Miles	<i>52</i>		TOTAL PASS =	<i>184</i>		

ROUTE #1

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "G" BAY @ Base Village for Trip to Snms Mtn & "B" BAY for Trip to MALL

TIME	MALL	SNOW MELT	BASE VLG	CNTR	TIME	SNMS MTN	TIME	S-4	CNTR	BASE VLG	SNOW MELT
2:30	<i>7</i>		<i>3</i>		2:38	<i>1</i>	2:42	<i>1</i>			
3:00	<i>8</i>				3:08		3:12	<i>5</i>		<i>2</i>	
3:30	<i>6</i>		<i>12</i>		3:38		3:42	<i>8</i>		<i>5</i>	
4:00	<i>2</i>		<i>14</i>	<i>2</i>	4:08		4:12	<i>1</i>		<i>3</i>	
4:30	<i>1</i>		<i>1</i>	<i>1</i>	4:38	<i>5</i>	4:42				
5:00	<i>4</i>		<i>5</i>	<i>2</i>	5:08		5:12	<i>7</i>		<i>2</i>	
5:30			<i>3</i>		5:38	<i>5</i>	5:42	<i>3</i>	<i>2</i>		

DINNER 6:00 PM TO 6:55 PM (PMC does your dinner cover)

7:00	<i>3</i>		<i>6</i>		7:08		7:12				
7:30			<i>3</i>	<i>7</i>	7:38		7:42				
8:00	<i>10</i>				8:08		8:12				
8:30	<i>15</i>				8:38		8:42	<i>1</i>			
9:00	<i>7</i>		<i>4</i>		9:08		9:12				
9:30	<i>1</i>				9:38		9:42				
10:00	<i>5</i>		<i>1</i>		10:08		10:12				
10:30					10:38		10:42				
11:00					11:08		11:12				
FUEL											
Rt #1 =	<i>69</i>		<i>52</i>	<i>12</i>	<i>+</i>	<i>11</i>	<i>+</i>	<i>26</i>	<i>2</i>	<i>12</i>	

N1 SHIFT DESCRIPTION:

1-Start work 2:15 pm and do pre-drive check of assigned bus.

2-Begin driving with a 2:30 pm rt #1 Mall departure. At Base Village use "G" bay on the way to the center/condos and use "B" bay on the return to the Mall.

NOTE: YOU HAVE 30 MINUTES – DO NOT SKIP ANY PART OF THE ROUTE

3-Break for dinner at 6:00 pm.

4-Return from dinner at 6:55 pm for a 7:00 pm rt #1 Mall departure.

5-Continue driving rt #1 until reaching the Mall at 11:30 pm.

6-Finish "end of shift" checklist. **(YOU MUST FUEL)**

7-Complete and turn in your trip sheet. Off at 11:55 pm. 8.75-hour shift.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	492				BUS #	492			
ENGINE / DEF LEVEL	/	/			TRANSMISSION	/	/		
OIL FLUID LEVEL	/	/			STEERING MECHANISM	/	/		
COOLANT FLUID LEVEL	/	/			FRONT WHEELS/TIRES	/	/		
REAR VISION MIRRORS	/	/			REAR WHEELS/TIRES	/	/		
BRAKES:	/	/			HEADLIGHTS	/	/		
SERVICE/PARKING	/	/			BRAKE LIGHTS	/	/		
DOOR OPERATION	/	/			TURN SIGNALS	/	/		
W/C	/	/			FLASHERS	/	/		
LIFT/RAMP/TIEDOWNS	/	/			CLEARANCE LIGHTS	/	/		
HORN	/	/			DOMELIGHTS	/	/		
PASSENGER AREA	/	/			WIPERS/WASHERS	/	/		
DRIVER'S AREA	/	/			REVERSE ALARM	/	/		
FIRE EXTINGUISHER	/	/			AUTO-CHAINS	N/A	N/A		
1 ST AID KIT	/	/			EXTERIOR DAMAGE	/	/		
SCHEDULES	/	/							
INTERIOR CLEANLINESS	/	/							

SERVICE DUE MILEAGE/TYPE (A / B / C)

#1-120K-C

#2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO

BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1-	2-	WASH	1-n/a	2-n/a	SWEEP	1-	2-	TRASH	1-	2-
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COMMENTS:

SIGNATURE

N2AB**TRIP SHEET** WINTER 2023-24**CALL# N2**DAY MondayDATE 1st
January 2023DRIVER David K

Bus #	1 <u>4105</u> 2	Rt#1 =		Rt#6 =	
Fuel	<u>11.0</u>	Rt#2 =	<u>72</u>	Rt#7 =	
End Miles	<u>33172</u>	Rt#4 =		Rt#8 =	
Begin Miles	<u>33096</u>	Rt#5 =			
Total Miles	<u>76</u>	TOTAL PASS =		<u>72</u>	

ROUTE #2

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "G" BAY @ Base Village for Trip to Crestwood & "B" BAY for Trip to MALL

TIME	MALL	SNOW MELT	BASE VLG	CNTR	TIME	CREST WOOD	WRP	CHM	WR 3	WR 5	VICE ROY	TIME	CNTR	BASE VLG	SNOW MELT
1:35					1:40							1:45			
1:55					2:00							2:05			
2:15					2:20							2:25	<u>2</u>		
2:35				<u>2</u>	2:40							2:45			
2:55					3:00							3:05	<u>1</u>		
3:15					3:20		<u>5</u>					3:25			
3:35					3:40	<u>2</u>						3:45			<u>5</u>
3:55	<u>1</u>			<u>1</u>	4:00							4:05			
4:15				<u>1</u>	4:20							4:25			
4:35					4:40							4:45			
4:55		<u>3</u>			5:00		<u>5</u>					5:05	<u>4</u>		
5:15					5:20	<u>3</u>						5:25			
5:35					5:40							5:45			
5:55					6:00	<u>1</u>	<u>1</u>					6:05		<u>1</u>	

DINNER 6:15 PM TO 6:50 PM (NS does your dinner cover with their bus)

6:55					7:00							7:05	<u>3</u>		<u>4</u>
7:15					7:20				<u>1</u>			7:25			
7:35	<u>1</u>		<u>2</u>		7:40							7:45			
7:55				<u>1</u>	8:00							8:05	<u>2</u>		
8:15				<u>1</u>	8:20							8:25		<u>3</u>	
8:35					8:40					<u>2</u>		8:45			
8:55	<u>1</u>	<u>1</u>			9:00							9:05			
9:15					9:20		<u>2</u>					9:25			<u>2</u>
9:35					9:40							9:45			
FUEL															
Rt #2=	<u>3</u>	<u>4</u>	<u>2</u>	<u>6</u>	+	<u>6</u>	<u>13</u>		<u>1</u>	<u>2</u>		+	<u>12</u>	<u>8</u>	<u>11</u>

N2AB SHIFT DESCRIPTION:

- 1-Start work 1:20 pm and do pre-drive check of assigned bus.
- 2-Begin driving with a 1:35 pm Route #2 Mall departures. AT base village use "G" bay on the way to the center/condos and use "B" bay on the return to the Mall. Service to Woodrun Place, Chamonix, Woodrun V Phase III, and Woodrun V is "Ride Request" only.
- 3-NOTE: At the Crestwood turn around change sign to #10 (Snowmass Mall).
- 4-At 6:15 pm Break for dinner after reaching the Mall.
- 5-Return from dinner at 6:50 pm for a 6:55 pm RT #2 Mall departure.
- 6-Continue driving rt #2 until reaching the Mall at 9:55 pm.
- 7-Finish "end of shift" checklist. **YOU MUST FUEL**
- 8-Complete and turn in your trip sheet. Off at 10:15 pm. 8.25-hour shift.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS # 4105				BUS # 4105							
ENGINE / DEF LEVEL				TRANSMISSION							
OIL FLUID LEVEL				STEERING MECHANISM							
COOLANT FLUID LEVEL				FRONT WHEELS/TIRES							
REAR VISION MIRRORS				REAR WHEELS/TIRES							
BRAKES:				HEADLIGHTS							
SERVICE/PARKING				BRAKE LIGHTS							
DOOR OPERATION				TURN SIGNALS							
W/C				FLASHERS							
LIFT/RAMP/TIEDOWNS				CLEARANCE LIGHTS							
HORN				DOMELIGHTS							
PASSENGER AREA				WIPERS/WASHERS							
DRIVER'S AREA				REVERSE ALARM							
FIRE EXTINGUISHER				AUTO-CHAINS							
1 ST AID KIT				EXTERIOR DAMAGE							
SCHEDULES											
INTERIOR CLEANLINESS											
SERVICE DUE MILEAGE/TYPE (A / B / C)				#1- 35A		#2-					
BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO				BUS#2 ☐ YES ☐ NO							
End of Shift Check List:											
FUEL	1- ☒	2- ☐	WASH	1-n/a ☒	2-n/a ☐	SWEEP	1- ☒	2- ☐	TRASH	1- ☒	2- ☐
COMMENTS:				SIGNATURE: <i>[Signature]</i>				SIGNATURE: <i>[Signature]</i>			

N3B TRIPSHEET

WINTER 2023-24

CALL# N3

DAY MON	Bus # 1	488	2	3	Rt#3 =	224
DATE 1-1-24	Fuel	13.4				
DRIVER FINCH	End Miles	151,838				
	Begin Miles	151,748				
	Total Miles	90			TOTAL PASS=	224

ROUTE #3 **TWO CREEKS EVERY TIME -do not skip until 5:20pm Mall departure**

NOTE: Two Creeks "By Request" 5:20pm-12:00am

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "A" BAY @ Base Village for Trip to Snms Club & "B" BAY for Trip to MALL

TIME	MALL	SNOW MELT	BASE VLG	CNTR	MDOW RNCH	TWO CRKS	TOWN HOME	TIME	SNMS CLUB	VILS NRTH	TWO CRKS	MDOW RNCH	CNTR	BASE VLG	SNOW MELT
------	------	-----------	----------	------	-----------	----------	-----------	------	-----------	-----------	----------	-----------	------	----------	-----------

NOTE: ROUTE #3 LOOP IS 40 MINUTES

4:00	13		37	6		1		4:20						13	3
4:40	0		14	6				5:00	4	1	1		2		6

NOTE: NEXT ROUTE #3 LOOPS CHANGE TO 30 MINUTES (for rest of shift)

NOTE: Two Creeks "By Request" STARTING with 5:20pm MALL Departure

5:20	1	2	2	4		*	3	5:35	3		*		2		3
5:50	2		8			*		6:05	7		*		4		
6:20						*		6:35			*				
6:50						*		7:05			*				

DINNER BREAK 7:20 PM to 8:15 PM (Covered by NS)

***SIGNIFIES ON DEMAND ONLY

8:20	9		8	1		*	6	8:35	6				2	2	
8:50			12			*		9:05	1		*	1	1	5	
9:20	2		3			*		9:35			*				
9:50	1		1			*		10:05	1		*		1	1	16
10:20			1			*		10:35			*				
10:50	1					*		11:05	1		*		1	1	
11:20						*		11:35			*				
FUEL															
Rt. #3=	29	2	86	17		1	+	23	1	1	1	12	22	29	

NOTE: You enter Base Village depot from the Wood Road side NOT the Snowmelt side. Use "A" bay for trips to the Snowmass Club.

HIGH SEASON N3 SHIFT DESCRIPTION:

1-Start work 3:45 pm and do pre-drive check of assigned bus.

2-Begin driving with a 4:00 pm Route #3 Mall departure. **NOTE:** You enter Base Village depot from the Wood Road side NOT the Snowmelt side. Change your head sign code to "10" (Snowmass Mall) when you reach the Club bus stop. (**NOTE:** When you run a 40-minute loop there is no reason to hurry! Make sure you **STOP** at Two Creeks to give anyone who is inside time to see the bus). During your 40-minute loops, you are responsible to check in with SUP to see if there is anything you can do to help – **DO NOT park your bus and leave for a break!** **NOTE:**

20-minute service on Route #3 ends at 5:20 pm from the Mall (5:40 pm from the Club) and Two Creeks is "Ride Request" after 5:20 pm.

3-Continue driving route #3 until reaching the Mall at 7:20 pm. **Break for dinner.**

4-Return from dinner at 8:15 pm for an 8:20 pm Mall departure.

5-Continue driving Route #3 until you complete the 11:35 pm run to the Mall.

6-Finish "end of shift" checklist. **YOU MUST FUEL.**

7-Complete and turn in your trip sheet. Off at 12:15 am. 7.5 hour shift.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	488	488	BUS #	488	488
ENGINE / DEF LEVEL	3/4	11	TRANSMISSION	/	/
OIL FLUID LEVEL	SUP		STEERING MECHANISM	/	/
COOLANT FLUID LEVEL	SUP		FRONT WHEELS/TIRES	/	/
REAR VISION MIRRORS	/	/	REAR WHEELS/TIRES	/	/
BRAKES:	/	/	HEADLIGHTS	/	/
SERVICE/PARKING	/	/	BRAKE LIGHTS	/	/
DOOR OPERATION	/	/	TURN SIGNALS	/	/
W/C	/	/	FLASHERS	/	/
LIFT/RAMP/TIEDOWNS	/	/	CLEARANCE LIGHTS	/	/
HORN	/	/	DOME LIGHTS	/	/
PASSENGER AREA	/	/	WIPERS/WASHERS	/	/
DRIVER'S AREA	/	/	REVERSE ALARM	/	/
FIRE EXTINGUISHER	/	/	AUTO-CHAINS	N/A	
1 ST AID KIT	/	/	EXTERIOR DAMAGE	/	/
SCHEDULES	/	/			
INTERIOR CLEANLINESS	/	/			

SERVICE DUE MILEAGE/TYPE (A / B / C)

#1- 154A

#2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO

BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1- ☒	2- ☐	WASH	1-n/a	2-n/a	SWEEP	1- ☒	2- ☐	TRASH	1- ☒	2- ☐
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COMMENTS:

SIGNATURE

* GOOD RIG.

* DRIVER'S PLEXI-GLASS PARTITION MISSING PLACARD INDICATING INMATE VISITING HOURS.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	4106				BUS #	4106			
ENGINE / DEF LEVEL	✓	✓			TRANSMISSION	✓	✓		
OIL FLUID LEVEL	✓	✓			STEERING MECHANISM	✓	✓		
COOLANT FLUID LEVEL	✓	✓			FRONT WHEELS/TIRES	✓	✓		
REAR VISION MIRRORS	✓	✓			REAR WHEELS/TIRES	✓	✓		
BRAKES:	✓	✓			HEADLIGHTS	✓	✓		
SERVICE/PARKING	✓	✓			BRAKE LIGHTS	✓	✓		
DOOR OPERATION	✓	✓			TURN SIGNALS	✓	✓		
W/C	✓	✓			FLASHERS	✓	✓		
LIFT/RAMP/TIEDOWNS	✓	✓			CLEARANCE LIGHTS	✓	✓		
HORN	✓	✓			DOME LIGHTS	✓	✓		
PASSENGER AREA	✓	✓			WIPERS/WASHERS	✓	✓		
DRIVER'S AREA	✓	✓			REVERSE ALARM	✓	✓		
FIRE EXTINGUISHER	✓	✓			AUTO-CHAINS	✓	✓		
1 ST AID KIT	✓	✓			EXTERIOR DAMAGE	✓	✓		
SCHEDULES	✓	✓							
INTERIOR CLEANLINESS	✓	✓							
SERVICE DUE MILEAGE/TYPE (A / B / C)					#1- 40K			#2-	

BUS IS SAFE TO OPERATE: BUS#1 YES ☒ NO ☐ BUS#2 YES ☐ NO ☐

End of Shift Check List:

FUEL	1-	2-	WASH	1-n/a	2-n/a	SWEEP	1-	2-	TRASH	1-	2-
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COMMENTS: SIGNATURE

USE ROUTE #9

FLOATER & "CALL IN" SERVICE (T= tourist & L= Local)

TIME	ROUTE #1	ROUTE #2	ROUTE #3	ROUTE #5	ROUTE #6	ROUTE #7	ROUTE #8
9:00 T=							
TO							
9:30 L=							
9:30 T=							
TO							
10:00 L=					11		
10:00 T=							
TO							
10:30 L=					1		
10:30 T=							
TO							
11:00 L=				11			
11:00 T=							
TO							
11:30 L=	1						
11:30 T=							
TO							
12:30 L=							
12:30 T=							
TO							
1:00 L=							1
TOTALS		1		28	3		1

N8 TRIPSHEET

WINTER 2023-24

CALL# N8

DAY <u>Monday</u>	Bus # <u>1</u>	<u>4102</u>	2	3	Rt#1 =	
	Fuel	<u>10.8</u>			Rt#6 =	
DATE <u>1-1-24</u>	End Miles	<u>72892</u>			Rt#7 =	
	Begin Miles	<u>72813</u>			Rt#8 =	<u>59</u>
DRIVER <u>Joek.</u>	Total Miles	<u>79</u>			TOTAL PASS=	<u>59</u>

ROUTE #8

(*Denotes "Ride Request")

You are responsible for service to/from Town Park Station after 6:15pm (Horse Ranch by request)

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "E" BAY @ Base Village for Trip to Horse Ranch & "B" BAY for Trip to MALL

MELTON RANCH ON THE WAY UP IS "REQUEST" ONLY (You MUST go through Melton Ranch from the Mall to Horse Ranch UNTIL the 10:05 pm Mall departure)

TIME	MALL	SNOW MELT	BASE VLG	CNTR	MLTN RNCH	*Stirrup Circle	TIME	*THE XINGS	TIME	*MLTN RNCH	OWL CRK	CNTR	BASE VLG	SNOW MELT
4:35	<u>7</u>	<u>2</u>	<u>6</u>			<u>1</u>	4:45		4:48			<u>5</u>		<u>2</u>
5:05	<u>5</u>		<u>1</u>				5:15		5:18			<u>4</u>	<u>3</u>	<u>1</u>
5:35	<u>4</u>			<u>1</u>			5:45	<u>1</u>	5:48					

NOTE: STAGE AT TOWN PARK STATION STARTING WITH 6:15 PM TOWN PARK / HORSE RANCH DEPARTURE

6:05							6:15		6:18					
6:35	<u>2</u>		<u>2</u>				6:45		6:48					
7:05		<u>1</u>					7:15		7:18					
7:35		<u>1</u>					7:45		7:48					

DINNER BREAK 8:05 PM to 8:30 PM (NS does your dinner cover with their bus)

8:35							8:45		8:48					
9:05							9:15		9:18					
9:35	<u>1</u>		<u>1</u>				9:45		9:48				<u>1</u>	

@ 10:05 pm Melton is "by REQUEST" both directions.

10:05							10:15		10:18			<u>1</u>	<u>2</u>	
10:35	<u>3</u>		<u>1</u>				10:45		10:48					
11:05							11:15		11:18					
Rt #8=	<u>22</u>	<u>4</u>	<u>11</u>	<u>1</u>		<u>1</u>	+	<u>1</u>	+			<u>10</u>	<u>6</u>	<u>3</u>

NOTE: **STIRRUP CIRCLE** is now the highest stop in Horse Ranch

N8 SHIFT DESCRIPTION:

1-Start work 4:20 pm and do pre-drive check of assigned bus.

2-Begin driving with a 4:35 pm rt #8 Mall departure. AT base village use "E" bay on the way to the center/condos and use "B" bay on the return to the Mall. **MELTON RANCH ON THE WAY**

UP IS "REQUEST" ONLY (You MUST go through Melton Ranch from the Mall to Horse Ranch

UNTIL the 10:05 pm Mall departure. @ 10:05 pm Melton is "by REQUEST" both directions)

SERVICE TO COLT CIRCLE IS "REQUEST" ONLY – STAGE AT THE CROSSINGS FOR

DEPARTURE. NOTE: Change sign to #10 (Snowmass Mall) for return trip from Horse Ranch.

Make Snowmass Club/Two Creeks transfers with Route #3's at Brush Creek/Owl Creek intersection or at the Faraway Road bus stop.

3-Stage at Town Park Station starting at 6:15 pm for HR/Town Park evening/night service. After 6:15pm you are responsible for service to/from Town Park Station (Horse Ranch by request only).

4-At 8:05 pm break for dinner.

5-Return at 8:30 pm for an 8:35 pm rt #8 Mall departure.

6-Continue driving rt #8 until completing the 11:15 pm Horse Ranch to Mall run.

7-Finish "end of shift" checklist. **YOU MUST FUEL**

8-Complete and turn in your trip sheet. Off at 12:00 am. 7.25 hour shift.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS # 4102					BUS # 4102				
ENGINE / DEF LEVEL	✓	✓			TRANSMISSION	✓	✓		
OIL FLUID LEVEL	✓	✓			STEERING MECHANISM	✓	✓		
COOLANT FLUID LEVEL	✓	✓			FRONT WHEELS/TIRES	✓	✓		
REAR VISION MIRRORS	✓	✓			REAR WHEELS/TIRES	✓	✓		
BRAKES:	✓	✓			HEADLIGHTS	✓	✓		
SERVICE/PARKING	✓	✓			BRAKE LIGHTS	✓	✓		
DOOR OPERATION	✓	✓			TURN SIGNALS	✓	✓		
W/C	✓	✓			FLASHERS	✓	✓		
LIFT/RAMP/TIEDOWNS	✓	✓			CLEARANCE LIGHTS	✓	✓		
HORN	✓	✓			DOMELIGHTS	✓	✓		
PASSENGER AREA	✓	✓			WIPERS/WASHERS	✓	✓		
DRIVER'S AREA	✓	✓			REVERSE ALARM	✓	✓		
FIRE EXTINGUISHER	✓	✓			AUTO-CHAINS	✓	✓		
1 ST AID KIT	✓	✓			EXTERIOR DAMAGE	✓	✓		
SCHEDULES	✓	✓							
INTERIOR CLEANLINESS	✓	✓							
SERVICE DUE MILEAGE/TYPE (A / B / C)					#1-75000		#2-		

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1- X	2-	WASH	1-n/a	2-n/a	SWEEP	1- X	2-	TRASH	1- X	2-
COMMENTS:				SIGNATURE Joe Burr				Joe Burr			

NS-C TRIP SHEET

WINTER 2023-24

CALL# NS**

318

DAY Monday

Bus #

14104

2

Rt#1 =

Rt#5 =

3

Fuel

5.5

Rt#2 =

15

Rt#6 =

DATE 1/1/24

End Miles

56429

Rt#3 =

Rt#7 =

1

Begin Miles

56398

Rt#4 =

Rt#8 =

5

Total Miles

31

TOTAL PASS=

24

DRIVER JAMIE

ROUTE #2 (N2 Dinner) NOTE: CHANGE SIGN TO: #10 for return trip to Mall. NOTE: USE "G" BAY to Crestwood & "B" BAY to MALL

TIME	MALL	SNOW MELT	BASE VLG	CNTR	TIME	CREST WOOD	WRP	CHM	WR 5	WR 3	VICE ROY	TIME	CNTR	BASE VLG	SNOW MELT
6:45	<u>2</u>				6:20				<u>8</u>			6:22			
6:35				<u>5</u>	6:40							6:42			
Rt #2=	<u>2</u>			<u>5</u>	+				<u>8</u>			+			

ROUTE #5 (N5 Dinner)

TIME	CNTR	BRUSH CREEK	TIME	MALL	TOV
7:10	<u>1</u>		7:15	<u>2</u>	
7:30			7:35		
7:50			7:55		
Rt #5=	<u>1</u>		+	<u>2</u>	

ROUTE #6

TIME	MALL	BRUSH CREEK	SNMS CNTR
7:00			
7:20			
7:40			

RIDGE	CNTR

Rt #6=		+			
Rt #7=					

ROUTE #8 (N8 Dinner) NOTE: change sign to: #10 for return trip to Mall.

NOTE: USE "E" BAY @ Base Village for Trip to Horse Ranch & "B" BAY for Trip to MALL

STAGE @ Town Park Station for return trip You MUST go through Melton Ranch from the Mall to Horse Ranch (MELTON RANCH ON THE WAY UP IS "REQUEST" ONLY)

TIME	MALL	SNOW MELT	BASE VLG	CNTR	MLTN RNCH	TIME	THE XINGS	TIME	MLTN RNCH	OWL CRK	CNTR	BASE VLG	SNOW MELT
8:05	<u>3</u>					8:15		8:18			<u>1</u>		
Rt #8=	<u>3</u>					+		+			<u>1</u>		

NS SHIFT DESCRIPTION:

- 1-Start work 3:00 pm and do pre-drive check of assigned bus.
- 2-Drive floater or work dispatch starting at 3:15 pm. Back up routes as needed.
- 3-Check in with Supervisor/Foreman to get updates/potential work list items.
- 4-At 6:15 pm make a RT#2 (N2 dinner- 2 laps) Mall departure.
- 5-At 7:00 pm make a rt #5/6 (N5 dinner) Mall departure (3 laps) ALL service for Creekside & Mt. View is at Brush Creek Road stops ONLY – (no service into the complexes).
- 6- At 8:05 pm make a RT#8 (N8 dinner- 1 lap) Mall departure.
- 6- At 8:35 pm take a dinner break until 9:05pm.
- 7-Supervise bus washer and evening drivers, help them if necessary. See Night Supervisor work list for priority items to do.
- 8-Drive "Ride Request" service from 9:30 pm to 1:00 am. Meet the 12:45 am RFTA bus.
- 9-Finish "end of shift" checklist. (YOU MUST FUEL)
- 10-Complete and turn in your trip sheet. Off at 1:15 am. 10.25-hour shift.

NOTE: for ALL ROUTES – Change sign to #10 (Snowmass Mall) for return trip to Mall.

List "Only" Unscheduled Floater Time - 3:15 pm to 6:50 pm or any drive time after 1:00 am.

Extra "Hours" (not passengers) Worked by Route.

RT #1	RT #2	RT #3	RT #4	RT #5	RT #6	RT #7	RT #8	Total Unscheduled Floater Time

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	ENGINE / DEF LEVEL	OIL FLUID LEVEL	COOLANT FLUID LEVEL	REAR VISION MIRRORS	BRAKES: SERVICE/PARKING	DOOR OPERATION	W/C LIFT/RAMP/TIEDOWNS	HORN	PASSENGER AREA	DRIVER'S AREA	FIRE EXTINGUISHER	1 ST AID KIT	SCHEDULES	INTERIOR CLEANLINESS	BUS #	TRANSMISSION	STEERING MECHANISM	FRONT WHEELS/TIRES	REAR WHEELS/TIRES	HEADLIGHTS	BRAKE LIGHTS	TURN SIGNALS	FLASHERS	CLEARANCE LIGHTS	DOMELIGHTS	WIPERS/WASHERS	REVERSE ALARM	AUTO-CHAINS	EXTERIOR DAMAGE
4104	/	/	/	/	/	/	/	/	/	/	/	/	/	/	4104	/	/	/	/	/	/	/	/	/	/	/	/	/	/

SERVICE DUE MILEAGE/TYPE (A / B / C) #1- 60K #2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1- /	2-	WASH	1-n/a	2-n/a	SWEEP	1- /	2-	TRASH	1- /	2-
------	------	----	------	-------	-------	-------	------	----	-------	------	----

COMMENTS: **SIGNATURE** [Signature]

FLOATER & "CALL IN" SERVICE (T= tourist & L= Local)

TIME	ROUTE #1	ROUTE #2	ROUTE #3	ROUTE #4	ROUTE #5	ROUTE #6	ROUTE #7	ROUTE #8
3:15 TO 6:50								
9:30 T= TO 10:00 L=								
10:00 T= TO 10:30 L=								
10:30 T= TO 11:00 L=								
11:00 T= TO 11:30 L=							1	
11:30 T= TO 12:00 L=							1	
12:00 T= TO 12:30 L=								
12:30 T= TO 1:00 L=								
TOTALS							1	1

PMCCB

WINTER 23-24

CALL# PMC*

320

DAY MONDAY

Bus #

Fuel

End Miles
Begin Miles
Total Miles

DATE 01/01/24

DRIVER VIC S

1 <u>4304</u>	2 <u>4305</u>	Rt#1 = <u>31</u>	Rt#6 =
<u>58,423</u>	<u>13,0</u>	Rt#2 =	Rt#7 = <u>1</u>
<u>58,416</u>	<u>20,166</u>	Rt#3 = <u>52</u>	Rt#8 = <u>1</u>
<u>8</u>	<u>87</u>	Rt#4 = <u>116</u>	
		Rt#5 =	TOTAL PASS= <u>202</u>

ROUTE #3 (TWO CREEKS EVERY TIME - Do Not Skip) **NOTE: ALL LOOPS ARE 40 MINUTES**

NOTE: CHANGE SIGN TO: #10 for return trip to Mall.

NOTE: USE "A" BAY @ Base Village for Trip to Snms Club & "B" BAY for Trip to MALL

TIME	MALL	SNOW MELT	BASE VLG	CNTR	MDOW RNCH	TWO CRKS	TOWN HOME	TIME	SNMS CLUB	VILS NRTH	TWO CRKS	MDOW RNCH	CNTR	BASE VLG	SNOW MELT
11:00	<u>1</u>					<u>2</u>		11:20	<u>2</u>						
11:40					<u>4</u>		<u>2</u>	12:00			<u>2</u>	<u>1</u>			
12:20								12:40	<u>10</u>						
1:00	<u>6</u>					<u>4</u>		1:20	<u>11</u>						

LUNCH BREAK 1:40 PM to 2:10PM - PARCEL C

DRIVE RT#4 @ 2:15 PM

DRIVE ROUTE #3 (N3 Dinner)

7:20	<u>1</u>							7:35					<u>2</u>		
7:50	<u>3</u>							8:05							
Rt #3=	<u>11</u>				<u>4</u>	<u>6</u>	<u>2</u>	+	<u>23</u>	<u>2</u>	<u>2</u>	<u>2</u>			

ROUTE #4

NOTE: Change sign to #10 for return trip to Mall.

TIME	MALL	SNOW MELT	BASE VLG	Faraway	Owl Creek	TIME	Town Park	Meadow Road	Sinclair	Owl Creek	MTN VIEW
2:15	<u>13</u>		<u>2</u>			2:25	<u>1</u>				<u>1</u>
2:35	<u>1</u>					2:45				<u>1</u>	
2:55	<u>12</u>					3:05					
3:15	<u>10</u>		<u>14</u>			3:25					
3:35	<u>13</u>		<u>3</u>			3:45					
3:55	<u>23</u>		<u>1</u>			4:05					
4:15	<u>3</u>		<u>8</u>			4:25					

NOTE: DEPARTURE TIME CHANGE PARK ON LITTLE ISLAND

4:40	<u>13</u>					4:50					
FUEL											
Rt #4=	<u>87</u>		<u>28</u>			+	<u>1</u>				
Rt #7=										Rt #7= <u>1</u>	
Rt #8=						+	+	+	+		

FUEL BUS AFTER REACHING MALL @ 5:00PM

DINNER BREAK 5:25 PM to 5:45PM - PARCEL C

ROUTE #1 (N1 Dinner) **NOTE: change sign to: #10 for return trip to Mall. NOTE: USE "G" BAY to Snms Mtn & "B" BAY to MALL**

TIME	MALL	SNOW MELT	BASE VLG	CNTR	TIME	SNMS MTN	TIME	S-4	CNTR	BASE VLG	SNOW MELT
6:00				<u>2</u>	6:08	<u>10</u>	6:12	<u>1</u>			
6:30			<u>12</u>	<u>2</u>	6:38	<u>10</u>	6:42	<u>6</u>			
Rt #1=			<u>12</u>	<u>2</u>	+	<u>10</u>	+	<u>7</u>			

PMCCB SHIFT DESCRIPTION:

- 1-Start work 10:45 am and do pre-drive check of assigned bus.
- 2-Begin driving Route #3 with an 11:00 am Mall departure. When you reach the Club change your sign code to "10".
- 3-Continue driving Route #3 until reaching the Mall at 1:40 pm from the Club.
- 4-At 1:40 pm break for lunch.
- 5-Return at 2:10 pm, drive RT#4 starting with a 2:15pm Mall departure.
- 6-NOTE: @ 4:35 pm time change.
- 7-After reaching the Mall at 5:00 pm, **FUEL YOUR BUS. [YOU MUST FUEL]**
- 8-Break for Dinner at 5:25 pm. Return at 5:55 pm for a 6:00 pm Route #1 (N1 dinner) Mall departure.
- 6-At 7:20 pm make a Route #3 (N3 Dinner) Mall departure.
- 7-After reaching the Mall at 8:20 pm, finish "end of shift" checklist
- 8-Complete and turn in your trip sheet. Off at 8:30 pm. 8.75-hour shift.

REQUIRED BY LAW: a Pre-Inspection (white column) and a Post-Inspection (shaded column)

BUS #	4304	4304	4305	4305	BUS #	4304	4304	4305	4305
ENGINE / DEF LEVEL	✓	✓	✓	✓	TRANSMISSION	✓	✓	✓	✓
OIL FLUID LEVEL	✓	✓	✓	✓	STEERING MECHANISM	✓	✓	✓	✓
COOLANT FLUID LEVEL	✓	✓	✓	✓	FRONT WHEELS/TIRES	✓	✓	✓	✓
REAR VISION MIRRORS	✓	✓	✓	✓	REAR WHEELS/TIRES	✓	✓	✓	✓
BRAKES: SERVICE/PARKING	✓	✓	✓	✓	HEADLIGHTS	✓	✓	✓	✓
DOOR OPERATION	✓	✓	✓	✓	BRAKE LIGHTS	✓	✓	✓	✓
W/C LIFT/RAMP/TIEDOWNS	✓	✓	✓	✓	TURN SIGNALS	✓	✓	✓	✓
HORN	✓	✓	✓	✓	FLASHERS	✓	✓	✓	✓
PASSENGER AREA	✓	✓	✓	✓	CLEARANCE LIGHTS	✓	✓	✓	✓
DRIVER'S AREA	✓	✓	✓	✓	DOMELIGHTS	✓	✓	✓	✓
FIRE EXTINGUISHER	✓	✓	✓	✓	WIPERS/WASHERS	✓	✓	✓	✓
1ST AID KIT	✓	✓	✓	✓	REVERSE ALARM	✓	✓	✓	✓
SCHEDULES	✓	✓	✓	✓	AUTO-CHAINS	N/A	N/A	N/A	N/A
INTERIOR CLEANLINESS	✓	✓	✓	✓	EXTERIOR DAMAGE	✓	✓	✓	✓

SERVICE DUE MILEAGE/TYPE (A / B / C)

#1- 60,000

#2-

BUS IS SAFE TO OPERATE: BUS#1 ☒ YES ☐ NO

BUS#2 ☐ YES ☐ NO

End of Shift Check List:

FUEL	1-	2-	WASH	1-n/a	2-n/a	SWEEP	1-	2-	TRASH	1-	2-
COMMENTS:						SIGNATURE					

SIGNATURE

Judovic Shorn

Judovic Shorn

4104 "Mil" and "DEF" amber lights.

SUP/FLOATER

WINTER 2023-24

CALL# (D5)

DAY Mon

Bus #

1 OPB

2

Rt#1 =

Rt#5 =

Fuel

Rt#2 =

Rt#6 =

DATE 1-1-24End
Miles
Begin
Miles
Total
Miles

Rt#3 =

Rt#7 =

DRIVER Justin

Rt#4 =

Rt#8 =

TOTAL PASS=

ROUTE #5 (D5 Lunch)

ROUTE #6

TIME	CNTR	BRUSH CREEK	TIME	MALL	TOV
10:50			10:55		
11:10			11:15		
11:30		11	11:35		
Rt #5=			+		

TIME	MALL	BRUSH CREEK	SNMS CENTER	RIDGE
10:40				
11:00				
11:20				

Rt #6=

+

Rt #7=

+

+

+

+

ROUTE #1

TIME	MALL	SNOW MELT	BASE VLG	CNTR	TIME	SNMS MTN	TIME	S-4	CNTR	BASE VLG	SNOW MELT
Rt #1=					+		+				

ROUTE #2

TIME	MALL	SNOW MELT	BASE VLG	CNTR	TIME	CREST WOOD	WRP	CHM	WR 5	WR 3	VICE ROY	TIME	CNTR	BASE VLG	SNOW MELT
Rt #2=					+							+			

ROUTE #3

TIME	MALL	SNOW MELT	BASE VLG	CNTR	MDOW RNCH	TWO CRKS	TOWN HOME	TIME	SNMS CLUB	VILS NRTH	TWO CRKS	MDOW RNCH	CNTR	BASE VLG	SNO MELT
Rt. #3=								+							

TIME	MALL	SNOW MELT	BASE VLG	Faraway	Owl Creek	TIME	Town Park	Meadow Road	Sinclair	Owl Creek	MTN VIEW
Rt #4=						+					

START:	BREAK- FROM:	TO:	END:
TOTAL HOURS =	1.00 + =		

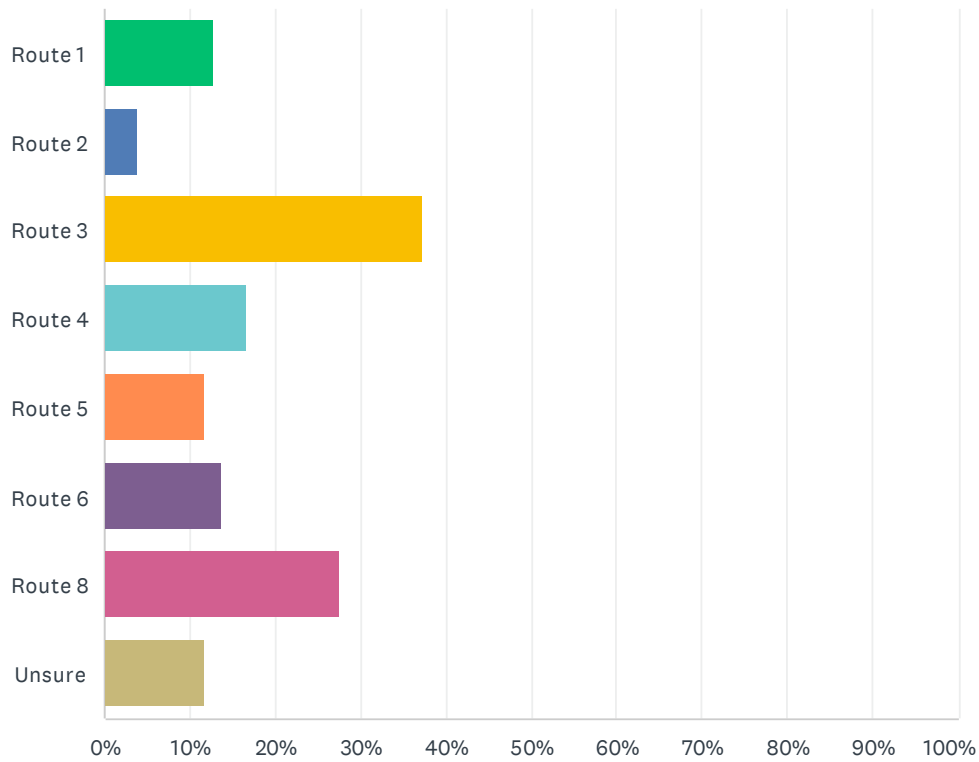
RT #1	RT #2	RT #3	RT #4	RT #5	RT #6	RT#7	RT #8	Total Extra Hours Worked
				1			2	

BUS #				BUS #			
ENGINE / DEF LEVEL				TRANSMISSION			
OIL FLUID LEVEL				STEERING MECHANISM			
COOLANT FLUID LEVEL				FRONT WHEELS/TIRES			
REAR VISION MIRRORS				REAR WHEELS/TIRES			
BRAKES: SERVICE/PARKING				HEADLIGHTS			
DOOR OPERATION				BRAKE LIGHTS			
W/C LIFT/RAMP/TIEDOWNS				TURN SIGNALS			
HORN				FLASHERS			
PASSENGER AREA				CLEARANCE LIGHTS			
DRIVER'S AREA				DOME LIGHTS			
FIRE EXTINGUISHER				WIPERS/WASHERS			
1 ST AID KIT				REVERSE ALARM			
SCHEDULES				AUTO-CHAINS			
INTERIOR CLEANLINESS				EXTERIOR DAMAGE			
SERVICE DUE MILEAGE/TYPE (A / B / C)				#1-	#2-		

End of Shift Check List:											
FUEL	1-	2-	WASH	1-n/a	2-n/a	SWEEP	1-	2-	TRASH	1-	2-
COMMENTS:				SIGNATURE							

Q1 Which routes do you ride most frequently? (Select all that apply)

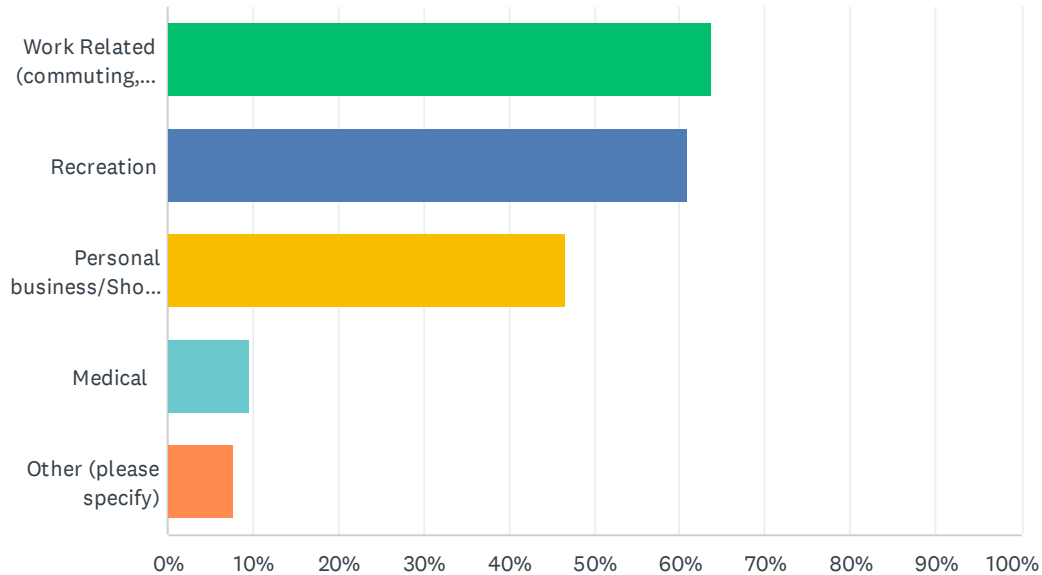
Answered: 102 Skipped: 6



ANSWER CHOICES	RESPONSES	
Route 1	12.75%	13
Route 2	3.92%	4
Route 3	37.25%	38
Route 4	16.67%	17
Route 5	11.76%	12
Route 6	13.73%	14
Route 8	27.45%	28
Unsure	11.76%	12
Total Respondents: 102		

Q2 For what purposes do you use the Village Shuttle? (Select all that apply)

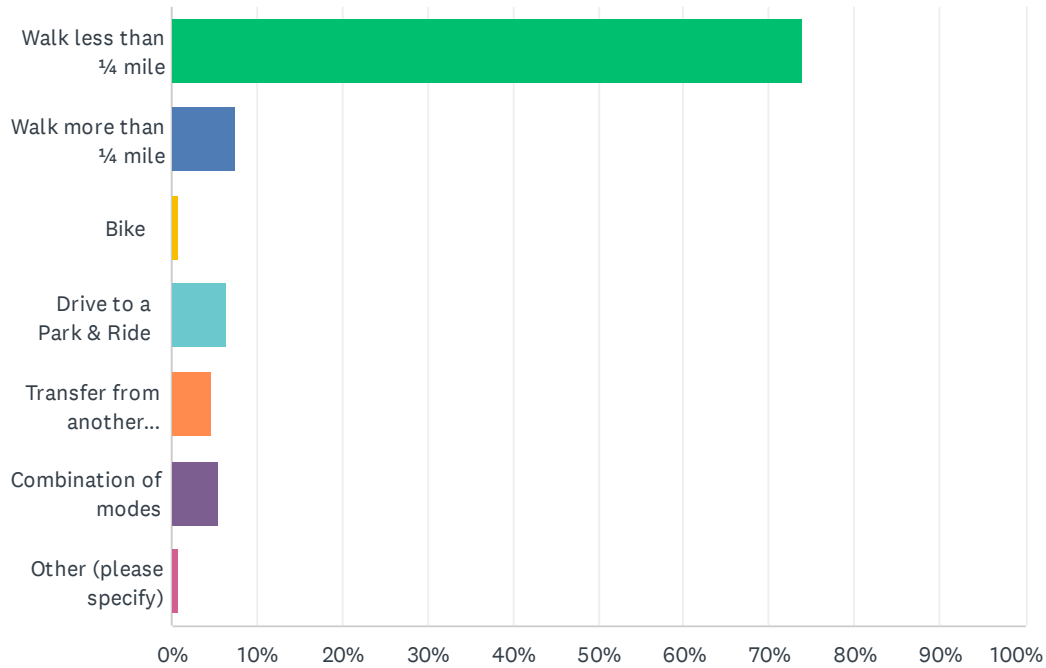
Answered: 105 Skipped: 3



ANSWER CHOICES	RESPONSES	
Work Related (commuting, jobsite transportation, etc.)	63.81%	67
Recreation	60.95%	64
Personal business/Shopping	46.67%	49
Medical	9.52%	10
Other (please specify)	7.62%	8
Total Respondents: 105		

Q3 How do you get to the nearest bus stop?

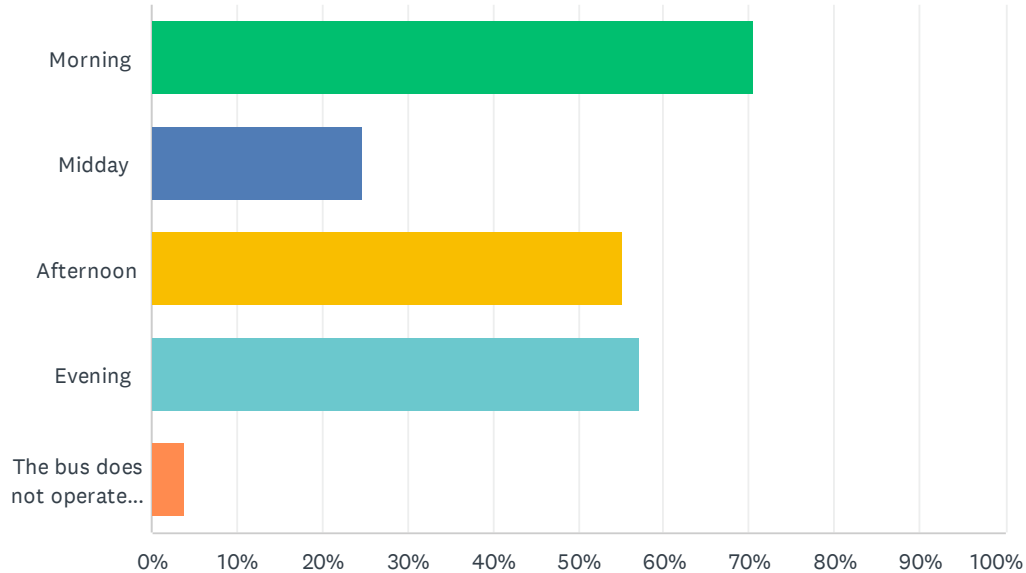
Answered: 108 Skipped: 0



ANSWER CHOICES	RESPONSES	
Walk less than 1/4 mile	74.07%	80
Walk more than 1/4 mile	7.41%	8
Bike	0.93%	1
Drive to a Park & Ride	6.48%	7
Transfer from another bus/service	4.63%	5
Combination of modes	5.56%	6
Other (please specify)	0.93%	1
TOTAL		108

Q4 What time of day do you typically ride the Village Shuttle? (Select all that apply)

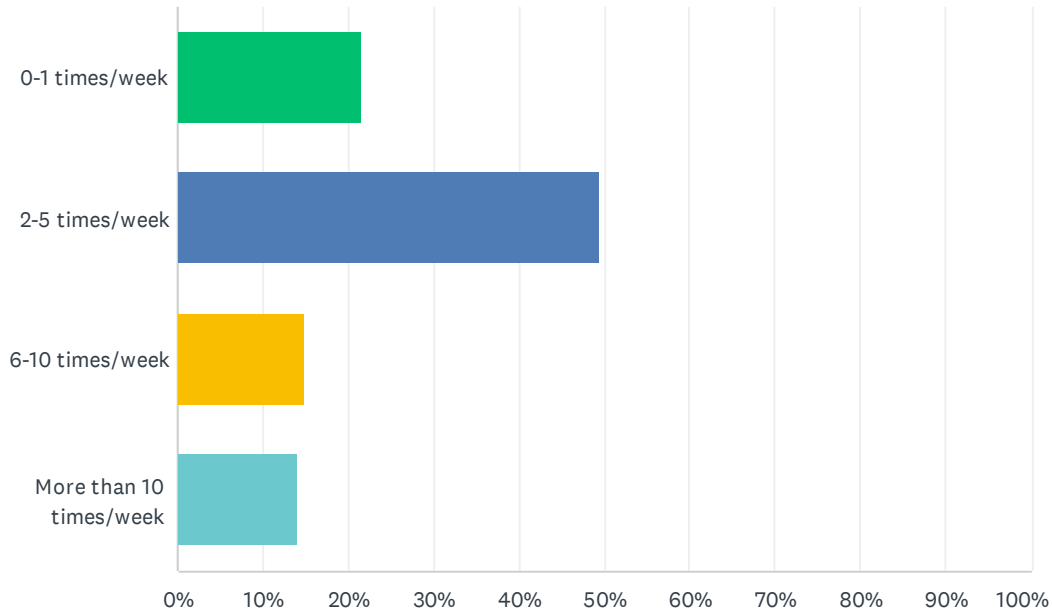
Answered: 105 Skipped: 3



ANSWER CHOICES	RESPONSES	
Morning	70.48%	74
Midday	24.76%	26
Afternoon	55.24%	58
Evening	57.14%	60
The bus does not operate when I need to use it	3.81%	4
Total Respondents: 105		

Q5 How often do you typically ride the Village Shuttle?

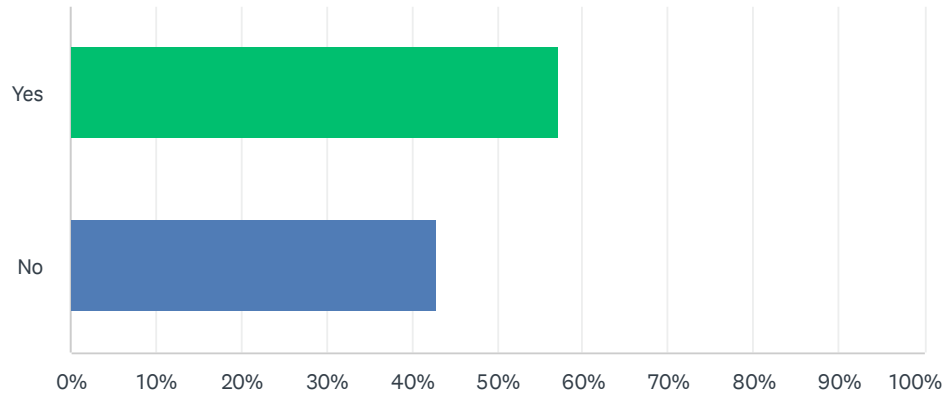
Answered: 107 Skipped: 1



ANSWER CHOICES	RESPONSES	
0-1 times/week	21.50%	23
2-5 times/week	49.53%	53
6-10 times/week	14.95%	16
More than 10 times/week	14.02%	15
TOTAL		107

Q6 Would you easily be able to get to work if the Village Shuttle was not available?

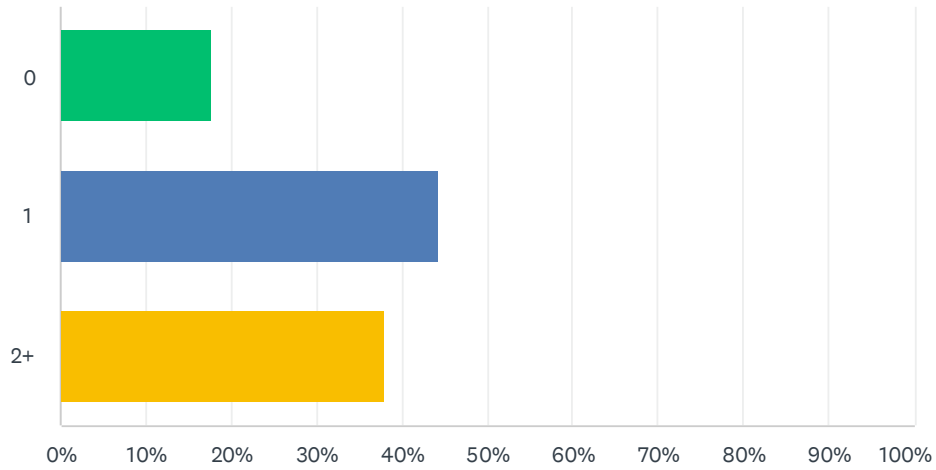
Answered: 105 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	57.14%	60
No	42.86%	45
TOTAL		105

Q7 How many cars does your household have?

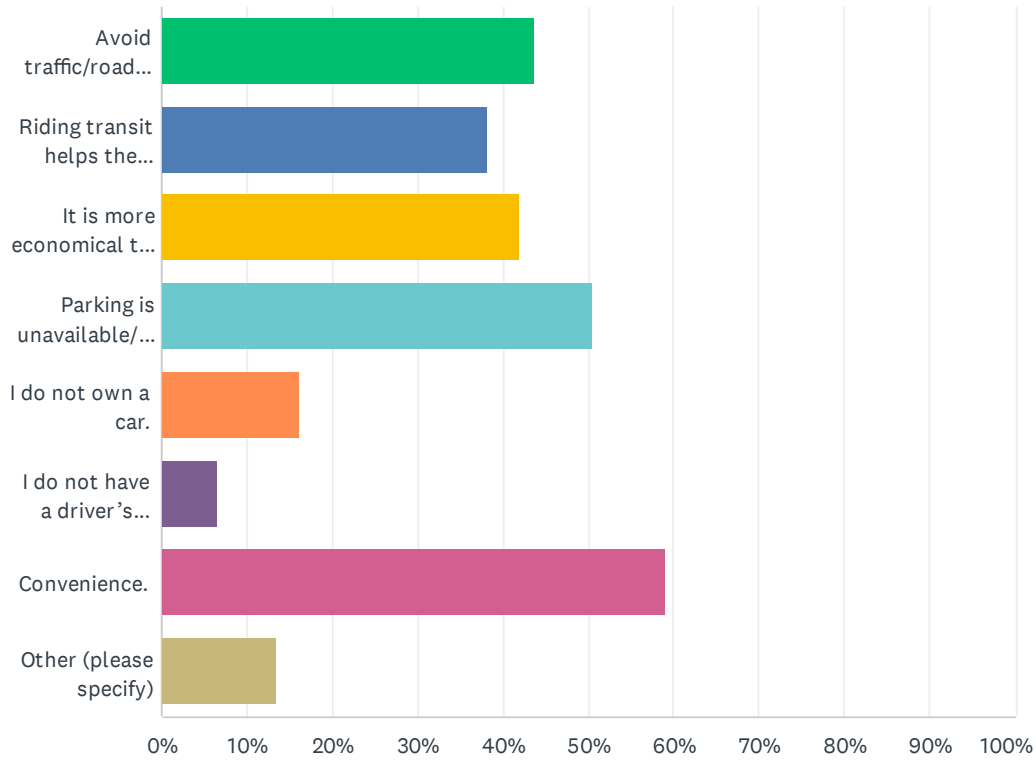
Answered: 108 Skipped: 0



ANSWER CHOICES	RESPONSES	
0	17.59%	19
1	44.44%	48
2+	37.96%	41
TOTAL		108

Q8 Why do you choose to ride the Village Shuttle? (Select up to two)

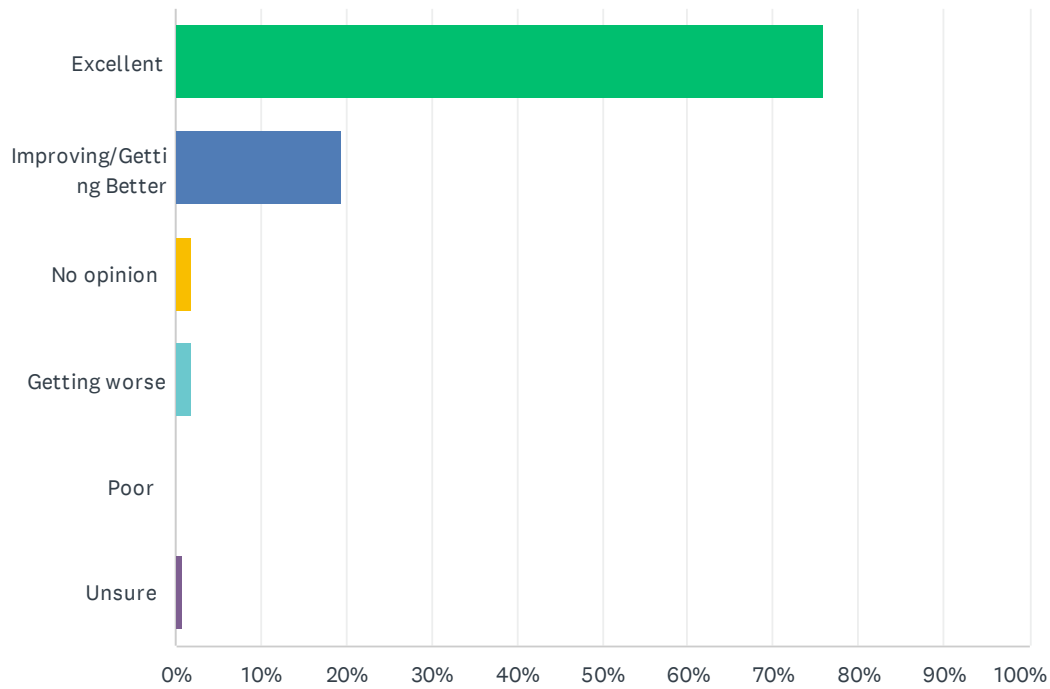
Answered: 105 Skipped: 3



ANSWER CHOICES	RESPONSES	
Avoid traffic/road conditions.	43.81%	46
Riding transit helps the environment.	38.10%	40
It is more economical than driving.	41.90%	44
Parking is unavailable/too difficult/too expensive.	50.48%	53
I do not own a car.	16.19%	17
I do not have a driver's license.	6.67%	7
Convenience.	59.05%	62
Other (please specify)	13.33%	14
Total Respondents: 105		

Q9 The overall quality of the Village Shuttle service is:

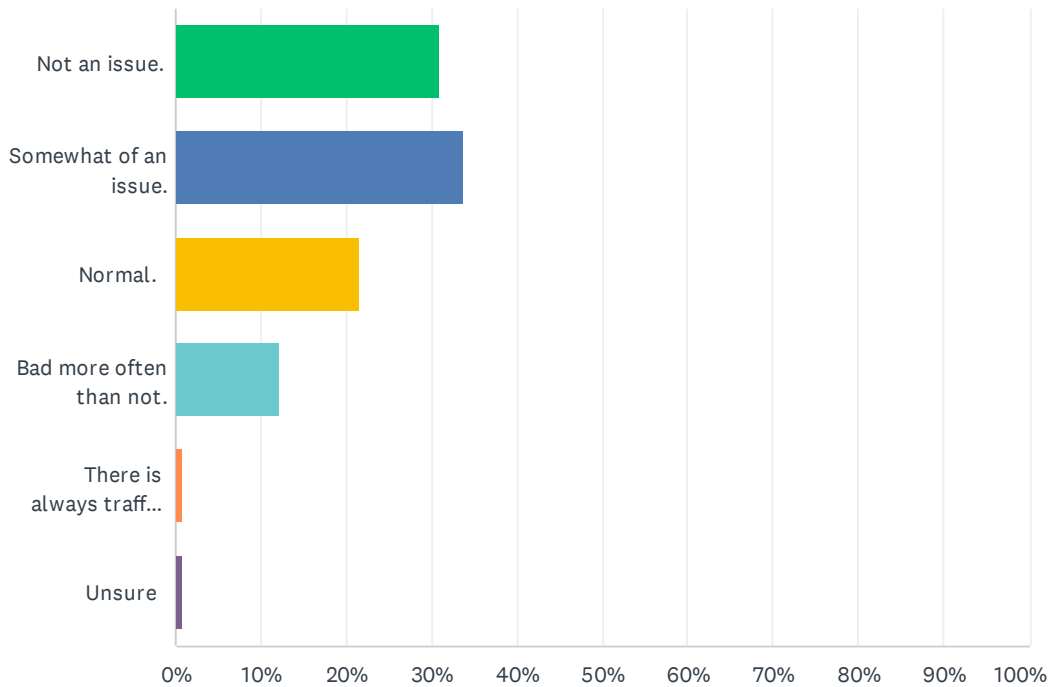
Answered: 108 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	75.93%	82
Improving/Getting Better	19.44%	21
No opinion	1.85%	2
Getting worse	1.85%	2
Poor	0.00%	0
Unsure	0.93%	1
TOTAL		108

Q10 I perceive traffic congestion in Snowmass Village to be:

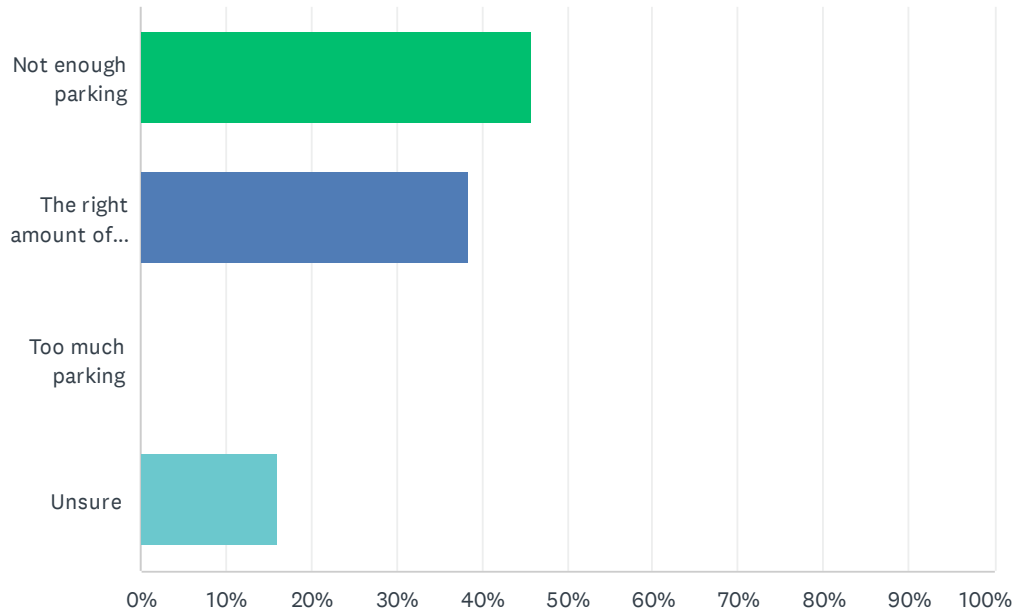
Answered: 107 Skipped: 1



ANSWER CHOICES	RESPONSES	
Not an issue.	30.84%	33
Somewhat of an issue.	33.64%	36
Normal.	21.50%	23
Bad more often than not.	12.15%	13
There is always traffic congestion.	0.93%	1
Unsure	0.93%	1
TOTAL		107

Q11 Does Snowmass Village have:

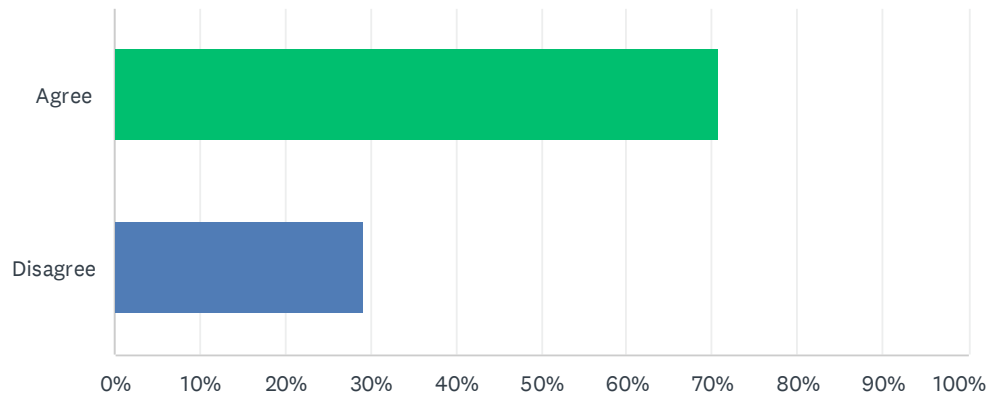
Answered: 107 Skipped: 1



ANSWER CHOICES	RESPONSES	
Not enough parking	45.79%	49
The right amount of parking	38.32%	41
Too much parking	0.00%	0
Unsure	15.89%	17
TOTAL		107

Q12 I can find convenient parking when I need it:

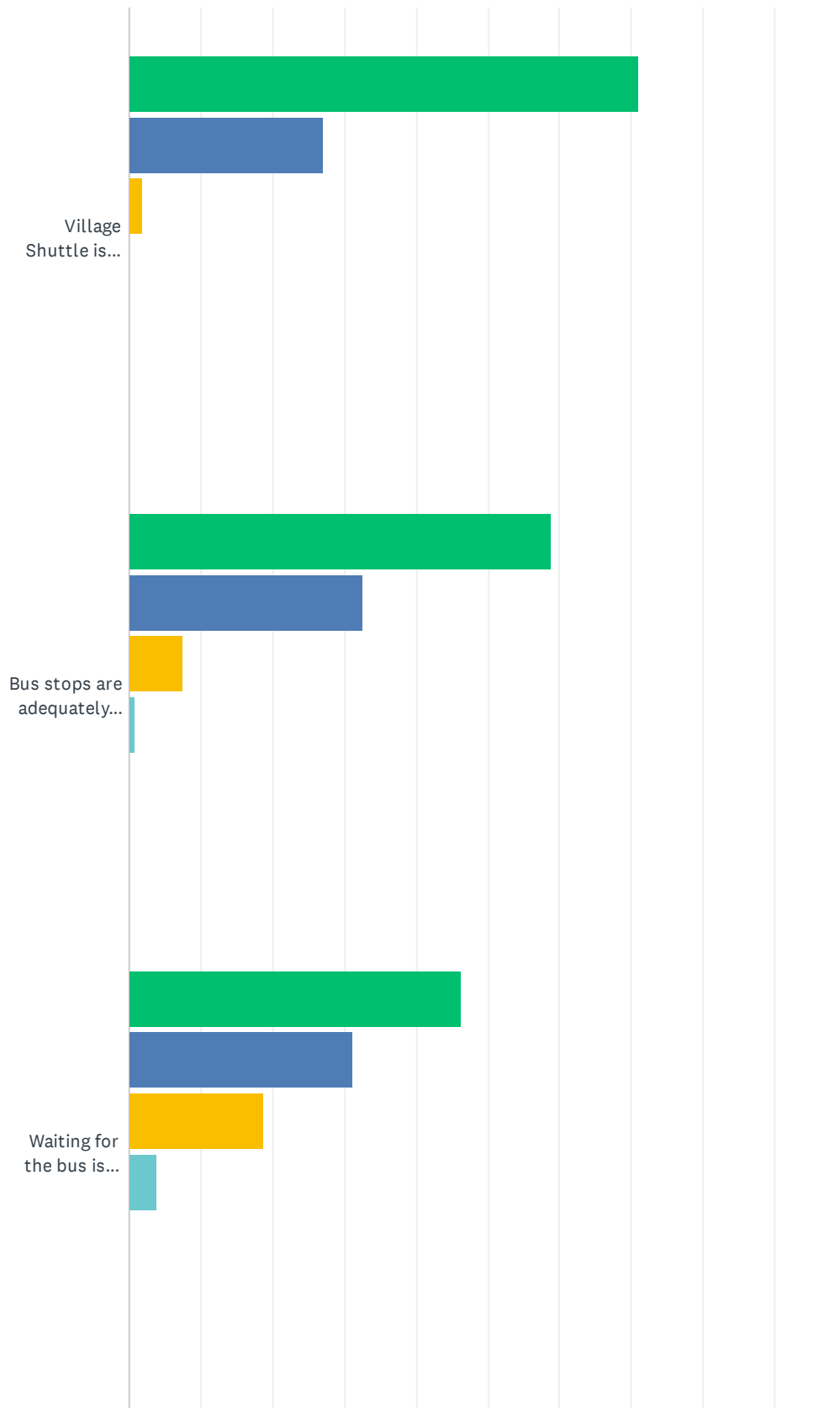
Answered: 106 Skipped: 2



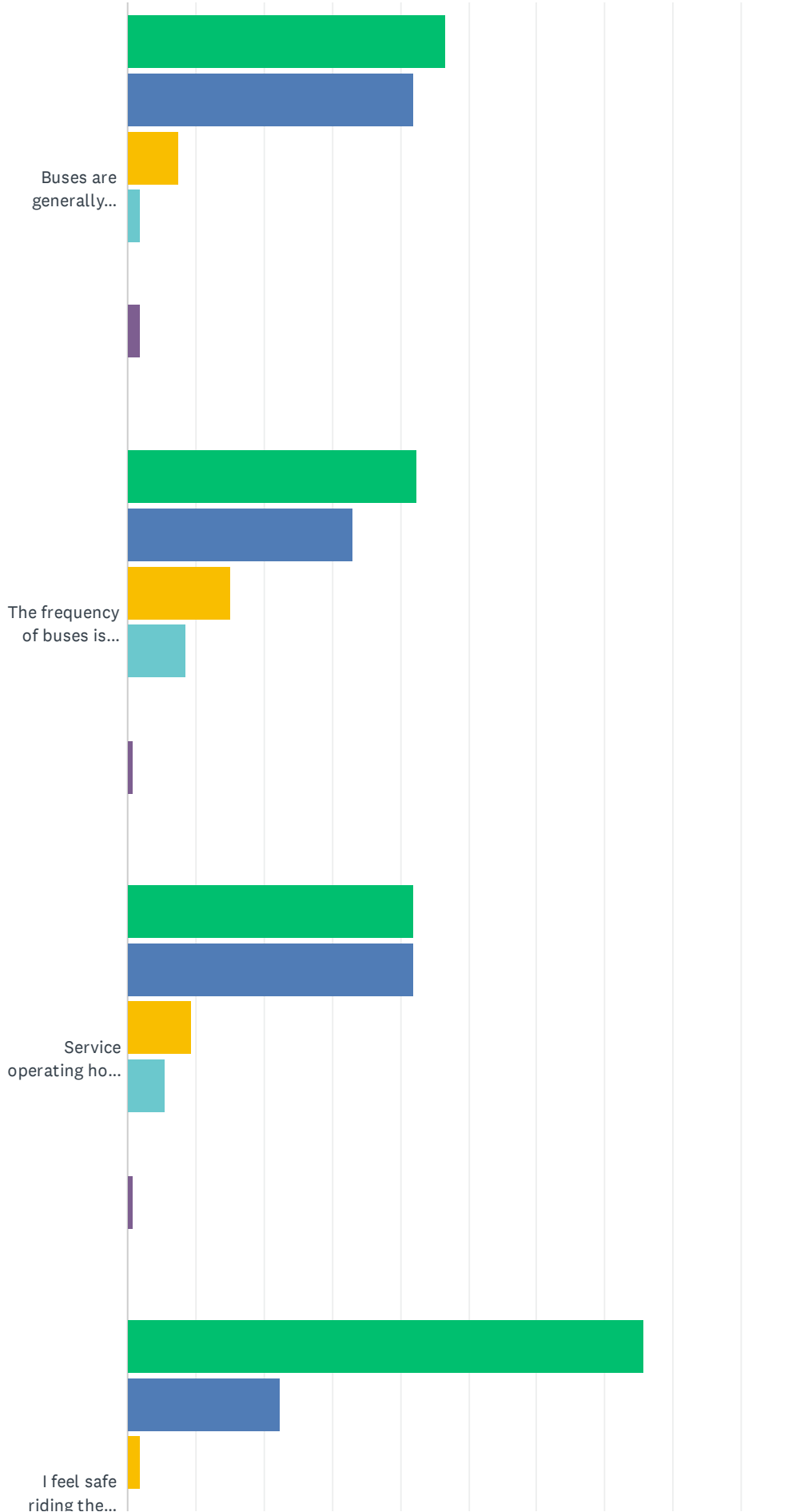
ANSWER CHOICES	RESPONSES	
Agree	70.75%	75
Disagree	29.25%	31
TOTAL		106

Q13 Please rate the following statements

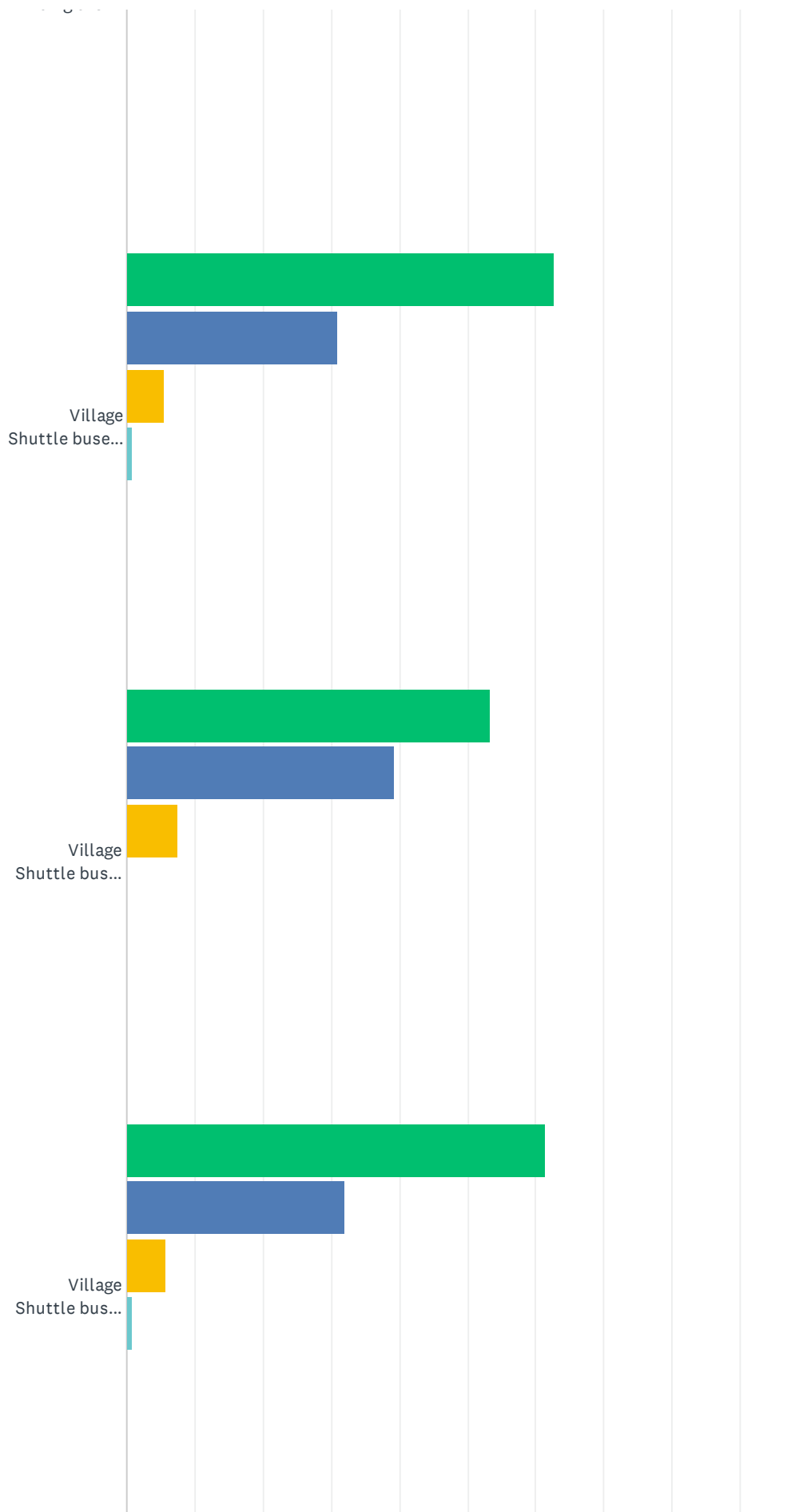
Answered: 107 Skipped: 1



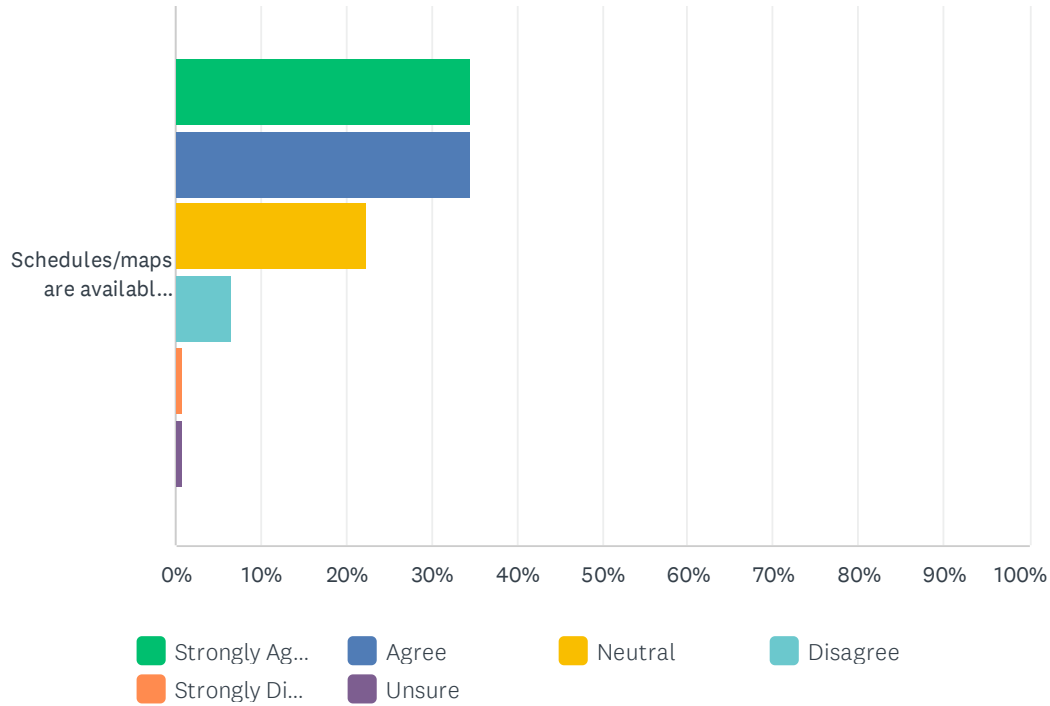
Village Shuttle Rider Survey



Village Shuttle Rider Survey



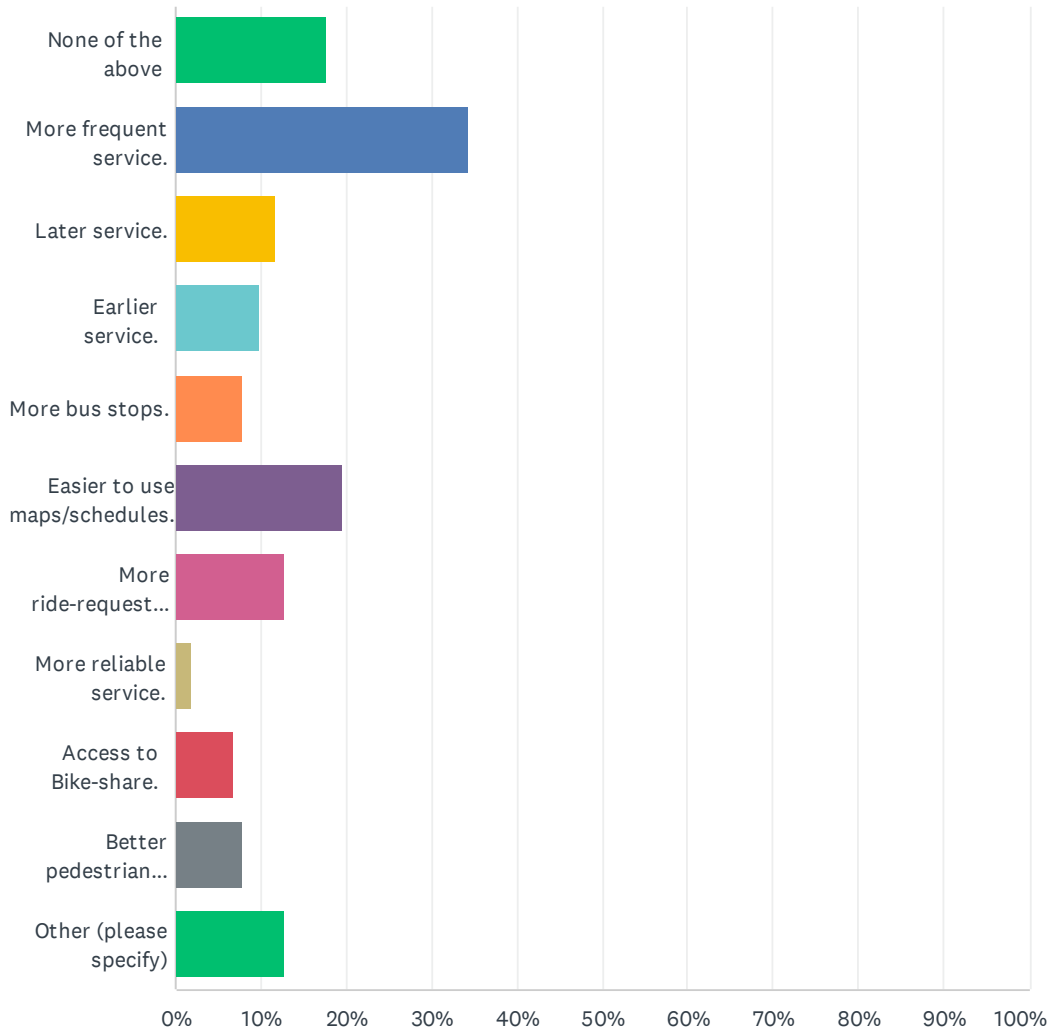
Village Shuttle Rider Survey



	STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE	UNSURE	TOTAL	WEIGHTED AVERAGE
Village Shuttle is convenient.	71.03% 76	27.10% 29	1.87% 2	0.00% 0	0.00% 0	0.00% 0	107	1.31
Bus stops are adequately accessible	58.88% 63	32.71% 35	7.48% 8	0.93% 1	0.00% 0	0.00% 0	107	1.50
Waiting for the bus is adequately comfortable	46.23% 49	31.13% 33	18.87% 20	3.77% 4	0.00% 0	0.00% 0	106	1.80
Buses are generally on-time	46.73% 50	42.06% 45	7.48% 8	1.87% 2	0.00% 0	1.87% 2	107	1.72
The frequency of buses is adequate	42.45% 45	33.02% 35	15.09% 16	8.49% 9	0.00% 0	0.94% 1	106	1.93
Service operating hours are adequate	42.06% 45	42.06% 45	9.35% 10	5.61% 6	0.00% 0	0.93% 1	107	1.82
I feel safe riding the Village Shuttle	75.70% 81	22.43% 24	1.87% 2	0.00% 0	0.00% 0	0.00% 0	107	1.26
Village Shuttle buses are generally clean	62.62% 67	30.84% 33	5.61% 6	0.93% 1	0.00% 0	0.00% 0	107	1.45
Village Shuttle bus stops are generally clean	53.27% 57	39.25% 42	7.48% 8	0.00% 0	0.00% 0	0.00% 0	107	1.54
Village Shuttle bus drivers are helpful/courteous	61.32% 65	32.08% 34	5.66% 6	0.94% 1	0.00% 0	0.00% 0	106	1.46
Schedules/maps are available and easy to understand	34.58% 37	34.58% 37	22.43% 24	6.54% 7	0.93% 1	0.93% 1	107	2.07

Q14 What would encourage you to ride the bus more often? (Select up to two)

Answered: 102 Skipped: 6

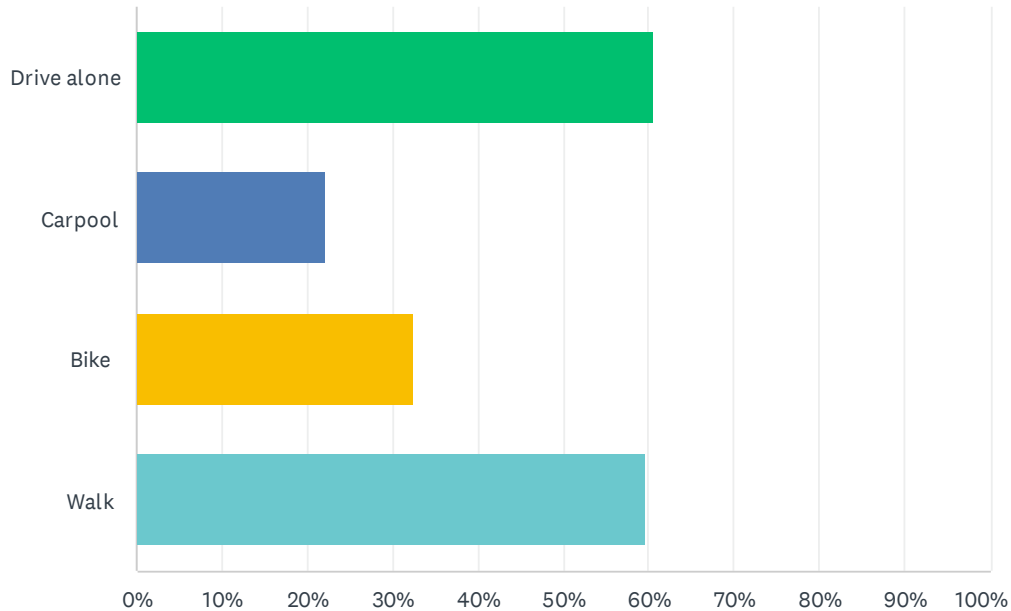


Village Shuttle Rider Survey

ANSWER CHOICES	RESPONSES	
None of the above	17.65%	18
More frequent service.	34.31%	35
Later service.	11.76%	12
Earlier service.	9.80%	10
More bus stops.	7.84%	8
Easier to use maps/schedules.	19.61%	20
More ride-request service.	12.75%	13
More reliable service.	1.96%	2
Access to Bike-share.	6.86%	7
Better pedestrian access to bus stops	7.84%	8
Other (please specify)	12.75%	13
Total Respondents: 102		

Q15 What modes besides transit do you frequently utilize for your commute (select all that apply)?

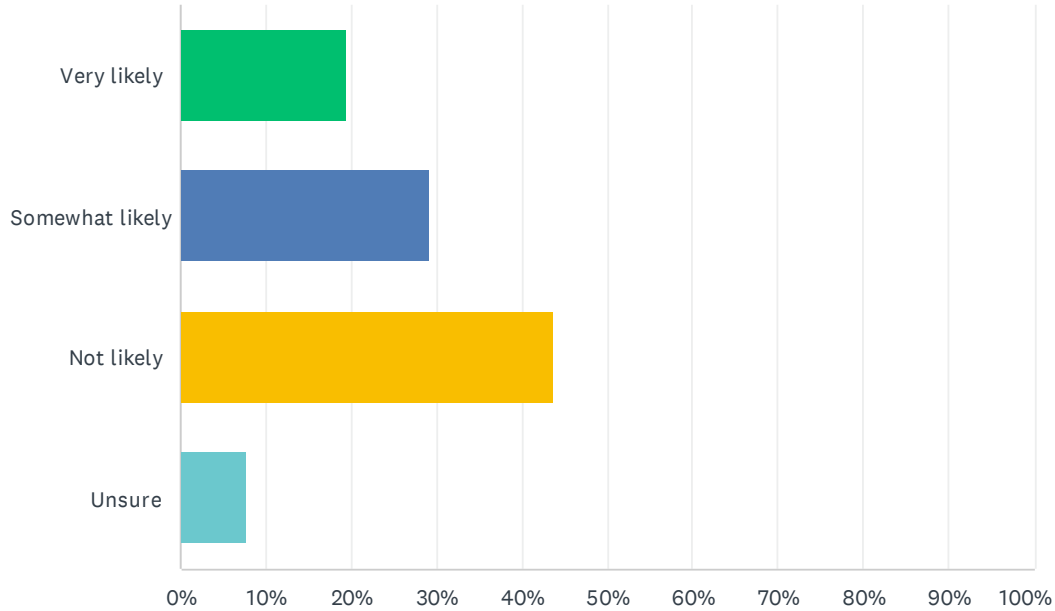
Answered: 99 Skipped: 9



ANSWER CHOICES	RESPONSES	
Drive alone	60.61%	60
Carpool	22.22%	22
Bike	32.32%	32
Walk	59.60%	59
Total Respondents: 99		

Q16 How likely would you be to use bike-share (WE-cycle) if it were available to you?

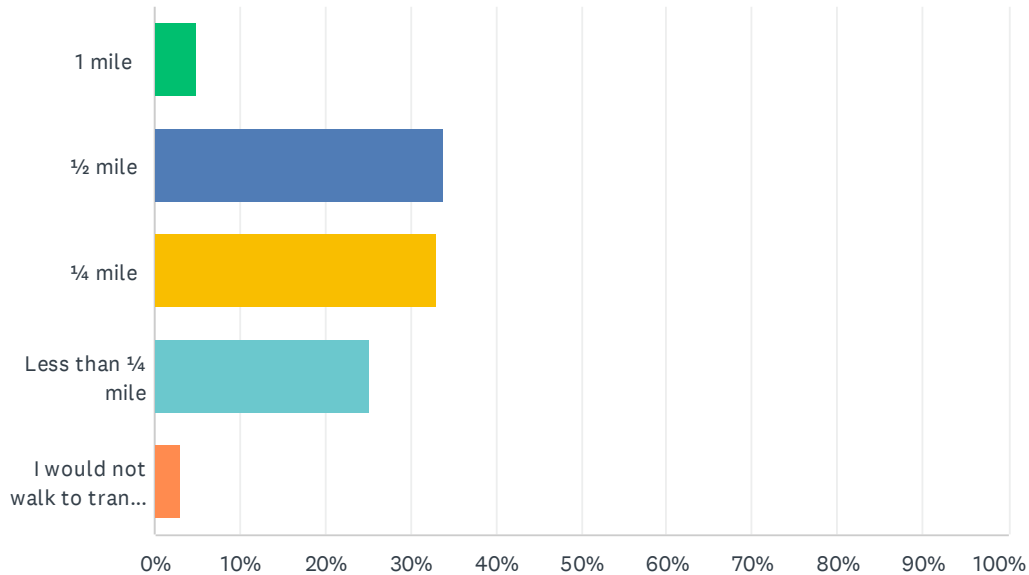
Answered: 103 Skipped: 5



ANSWER CHOICES	RESPONSES	
Very likely	19.42%	20
Somewhat likely	29.13%	30
Not likely	43.69%	45
Unsure	7.77%	8
TOTAL		103

Q17 How far are you willing to walk to access transit or bike-share services?

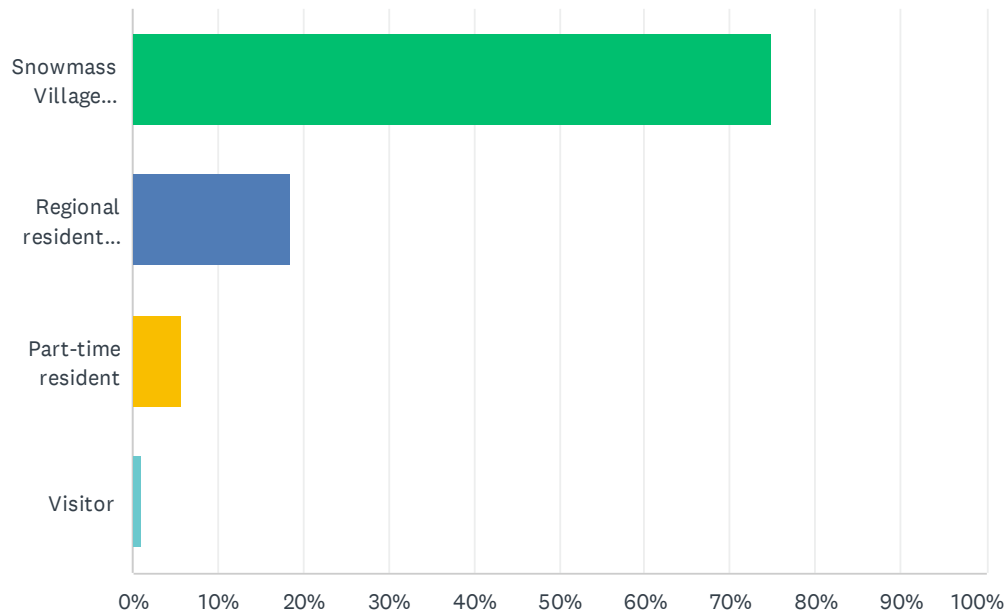
Answered: 103 Skipped: 5



ANSWER CHOICES	RESPONSES	
1 mile	4.85%	5
1/2 mile	33.98%	35
1/4 mile	33.01%	34
Less than 1/4 mile	25.24%	26
I would not walk to transit or bike-share services	2.91%	3
TOTAL		103

Q18 Are you a:

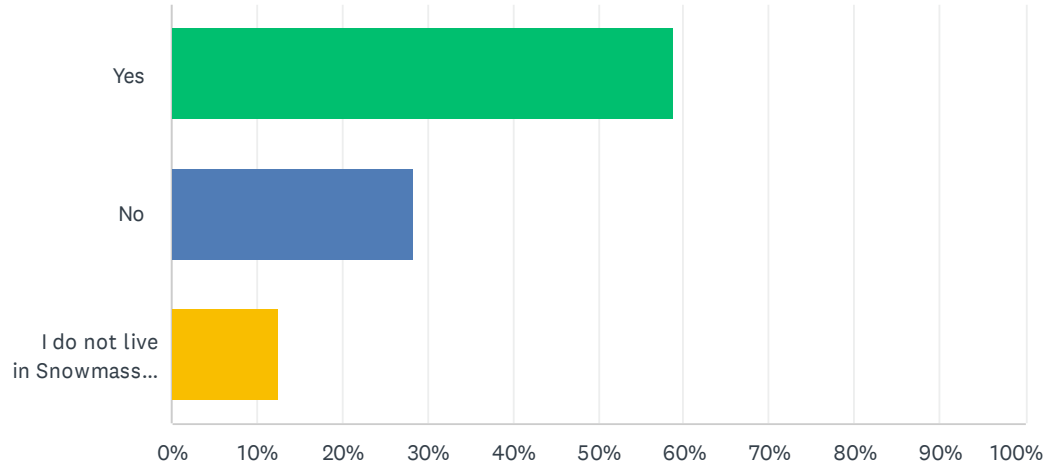
Answered: 103 Skipped: 5



ANSWER CHOICES	RESPONSES	
Snowmass Village resident	74.76%	77
Regional resident (Roaring Fork Valley)	18.45%	19
Part-time resident	5.83%	6
Visitor	0.97%	1
TOTAL		103

Q19 If you answered "yes" to "Snowmass Village Resident", do you live in workforce housing?

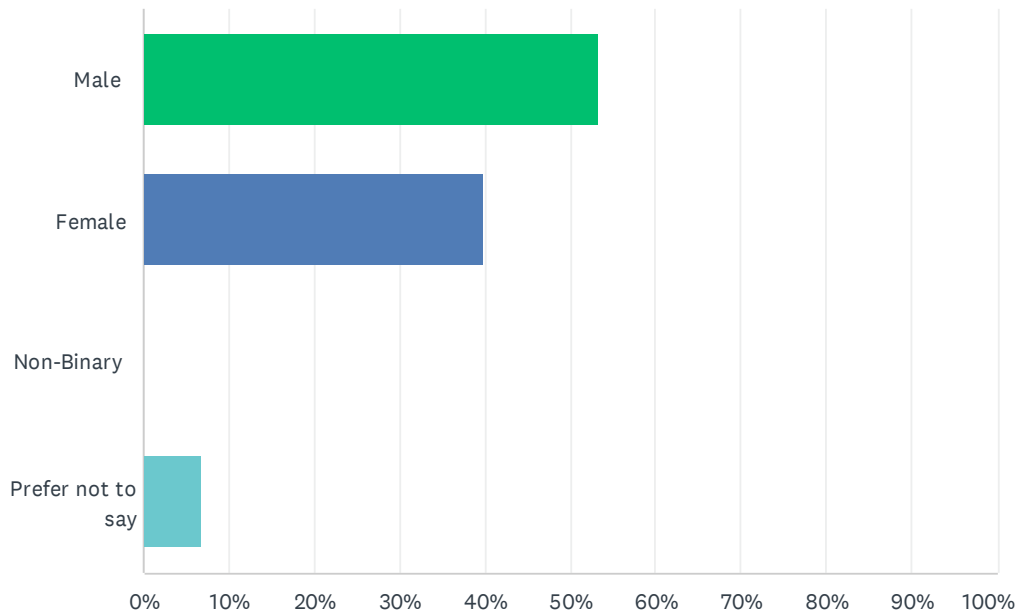
Answered: 95 Skipped: 13



ANSWER CHOICES	RESPONSES	
Yes	58.95%	56
No	28.42%	27
I do not live in Snowmass Village	12.63%	12
TOTAL		95

Q20 How do you identify?

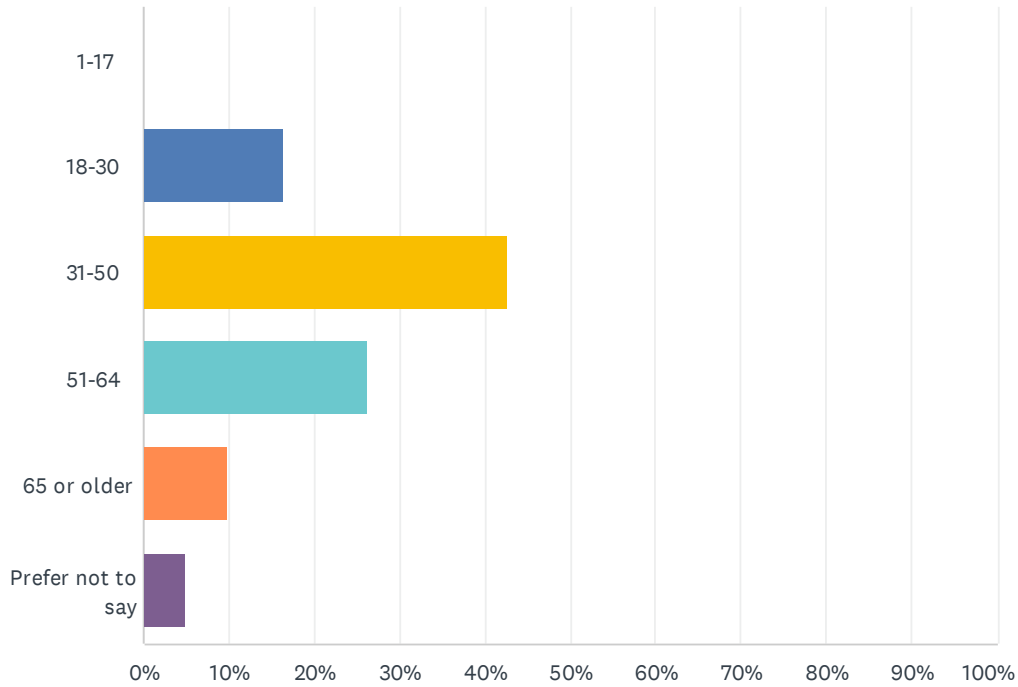
Answered: 103 Skipped: 5



ANSWER CHOICES	RESPONSES	
Male	53.40%	55
Female	39.81%	41
Non-Binary	0.00%	0
Prefer not to say	6.80%	7
TOTAL		103

Q21 How old are you?

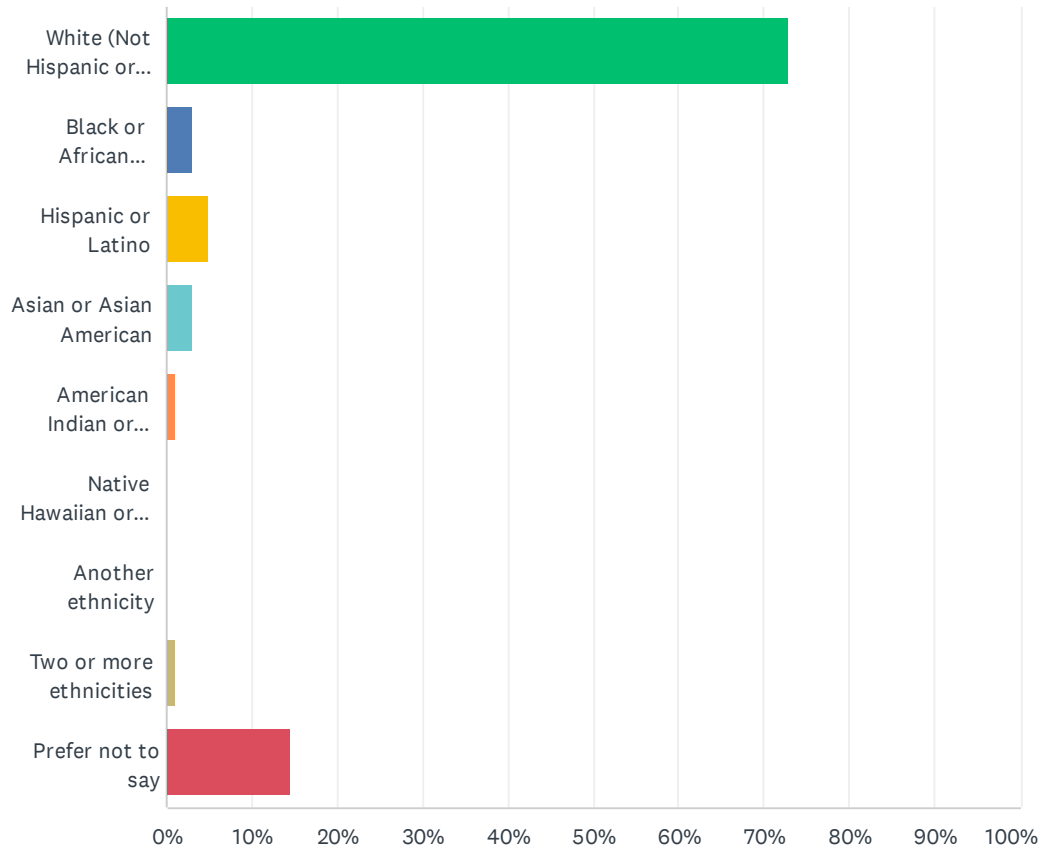
Answered: 103 Skipped: 5



ANSWER CHOICES	RESPONSES	
1-17	0.00%	0
18-30	16.50%	17
31-50	42.72%	44
51-64	26.21%	27
65 or older	9.71%	10
Prefer not to say	4.85%	5
TOTAL		103

Q22 What ethnicity are you?

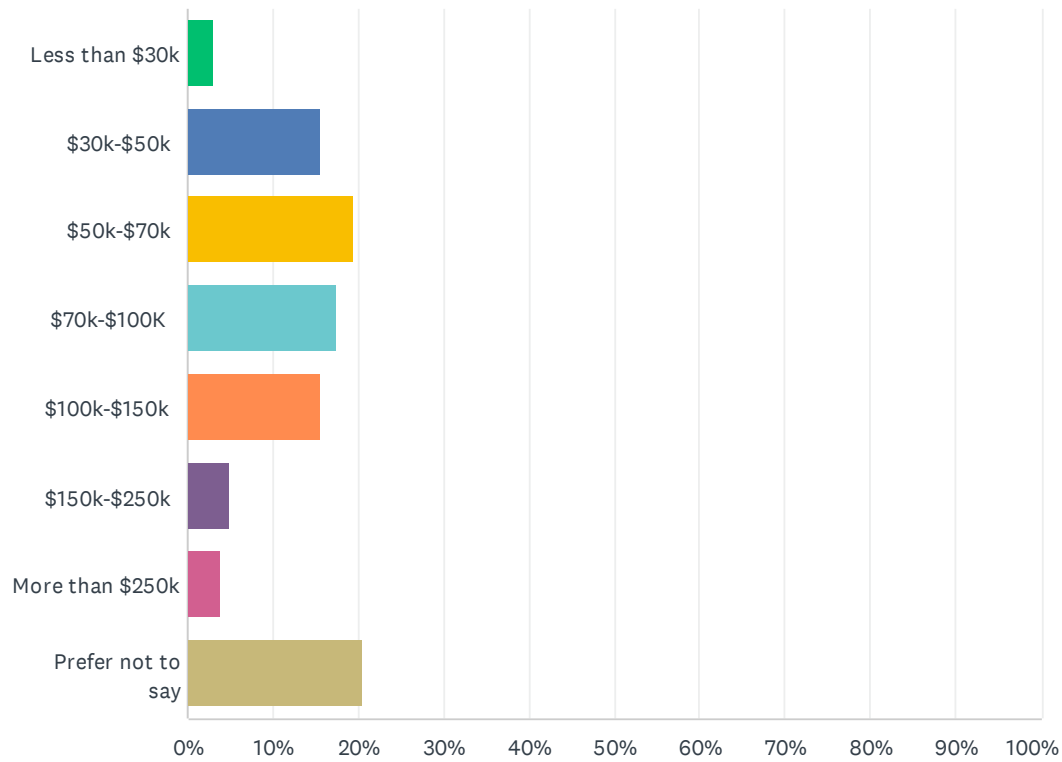
Answered: 103 Skipped: 5



ANSWER CHOICES	RESPONSES	
White (Not Hispanic or Latino)	72.82%	75
Black or African American (Not Hispanic or Latino)	2.91%	3
Hispanic or Latino	4.85%	5
Asian or Asian American	2.91%	3
American Indian or Alaska Native	0.97%	1
Native Hawaiian or other Pacific Islander	0.00%	0
Another ethnicity	0.00%	0
Two or more ethnicities	0.97%	1
Prefer not to say	14.56%	15
TOTAL		103

Q23 What is your annual household income (before taxes)?

Answered: 103 Skipped: 5



ANSWER CHOICES	RESPONSES	
Less than \$30k	2.91%	3
\$30k-\$50k	15.53%	16
\$50k-\$70k	19.42%	20
\$70k-\$100K	17.48%	18
\$100k-\$150k	15.53%	16
\$150k-\$250k	4.85%	5
More than \$250k	3.88%	4
Prefer not to say	20.39%	21
TOTAL		103

Tosv

2024-06-01 to 2025-02-04

Summary

Rides Completed	12023
Walk-on Rides	4600
Unique Rider Accounts	839
Passengers	11388
Walk-on Passengers	256350
Total Passengers	267738
Avg. Wait	5.16
Avg. Wait (Weekdays)	5.18
Avg. Wait (Weekends)	5.11
Under 20 Min. Wait	98%
Average Driver Rating	4.93
Total Shift Hours	21658
Total Ride Distance	10543 mi
Average Ride Distance	0.88 mi
Average Ride Length	3 min
Rides Shared	1471 (12%)
Passengers Shared	1174 (10%)
Wheelchair Rides	10

New Accounts

Total New Accounts	3386
New App Accounts	3290 (97%)
- Created from iPhone	2742 (83%)
- Created from Android	490 (15%)
- Call to App	58 (2%)
Call to App Conversion Rate	38%
Calls prior to 2024-06-01 that got App	0

Total New App Users	3290
---------------------	------

Ride Sources

Source	Rides	Passenger
Rider App	6792 (56%)	10398 (91%)
Driver App	4600 (38%)	0
Dispatch	631 (5%)	990 (9%)
Total	12023	11388

Wait Time Distribution

Wait Time	%
0-5 min	62%
5-10 min	27%
10-15 min	6%
15-20 min	2%
20-25 min	1%
25-30 min	1%
30+ min	0%

Ride Distance Distribution

Distance	%
0-0.25 mi	2%
0.25-0.5 mi	25%
0.5-0.75 mi	31%
0.75-1 mi	12%
1-1.25 mi	10%
1.25-1.5 mi	11%
1.5-1.75 mi	2%
1.75-2 mi	1%
2-2.25 mi	1%
2.25-2.5 mi	1%
2.5+ mi	4%

Passengers Distribution

Passengers	%
0	38%
1	45%
2	10%
3	3%
4	2%
5	1%
6	1%
7	0%
8	0%
9	0%
10	0%
11	0%
12	0%
16	0%

Pickups By Hour (Weekdays)

Hour	Rides	Passengers	%
12AM	93	347	0%
1AM	6	135	0%
2AM	2	82	0%
3AM	0	0	0%
4AM	0	0	0%
5AM	0	0	0%
6AM	10	3988	2%
7AM	490	8888	5%
8AM	389	12284	7%
9AM	356	12599	7%
10AM	379	13088	7%
11AM	410	11898	6%

12PM	455	10688	6%
1PM	404	10763	6%
2PM	430	13814	8%
3PM	538	20766	11%
4PM	761	19851	11%
5PM	717	13709	7%
6PM	591	9263	5%
7PM	496	7168	4%
8PM	485	6291	3%
9PM	556	4563	2%
10PM	587	2539	1%
11PM	532	1445	1%

Pickups By Hour (Weekends)

Hour	Rides	Passengers	%
12AM	46	256	0%
1AM	0	121	0%
2AM	0	65	0%
3AM	0	0	0%
4AM	0	0	0%
5AM	0	0	0%
6AM	10	400	0%
7AM	130	2714	3%
8AM	78	5741	7%
9AM	122	7804	9%
10AM	140	7595	9%
11AM	147	6298	8%
12PM	221	5534	7%
1PM	220	5970	7%
2PM	220	7705	9%
3PM	231	10171	12%
4PM	265	8316	10%

5PM	247	4454	5%
6PM	227	2874	3%
7PM	192	2188	3%
8PM	182	2024	2%
9PM	239	1789	2%
10PM	214	913	1%
11PM	205	637	1%

Demand By Hour (Weekdays)

Hour	Pickups	Predicted Cancells	Total	%
12AM	93	9	102	1%
1AM	6	0	6	0%
2AM	2	1	3	0%
6AM	10	2	12	0%
7AM	490	62	552	6%
8AM	388	44	432	4%
9AM	355	28	383	4%
10AM	378	39	417	4%
11AM	410	43	453	5%
12PM	454	44	498	5%
1PM	403	43	446	5%
2PM	429	65	494	5%
3PM	536	57	593	6%
4PM	760	92	852	9%
5PM	717	82	799	8%
6PM	591	96	687	7%
7PM	496	65	561	6%
8PM	485	78	563	6%
9PM	556	68	624	6%
10PM	587	71	658	7%
11PM	532	53	585	6%

Demand By Hour (Weekends)

Hour	Pickup	Predicted Cancels	Total	%
12AM	46	7	53	1%
6AM	10	1	11	0%
7AM	130	8	138	4%
8AM	77	10	87	2%
9AM	122	15	137	4%
10AM	140	16	156	4%
11AM	147	32	179	5%
12PM	221	16	237	6%
1PM	220	17	237	6%
2PM	219	16	235	6%
3PM	231	31	262	7%
4PM	263	32	295	8%
5PM	245	34	279	8%
6PM	227	20	247	7%
7PM	192	28	220	6%
8PM	182	26	208	6%
9PM	239	17	256	7%
10PM	213	20	233	6%
11PM	205	31	236	6%

Wait Time Goal By Hour

Hour	Under 20 Min. Wait
12AM	100%
1AM	-
2AM	100%
3AM	-
4AM	-
5AM	-
6AM	100%
7AM	98%

8AM	99%
9AM	95%
10AM	98%
11AM	95%
12PM	98%
1PM	98%
2PM	98%
3PM	98%
4PM	97%
5PM	99%
6PM	97%
7PM	98%
8PM	99%
9PM	99%
10PM	100%
11PM	100%

Driver Ratings

Stars	Ratings	Riders
5	3148	470
4	34	25
3	20	11
2	6	6
1	34	26

Top Locations

Pickups

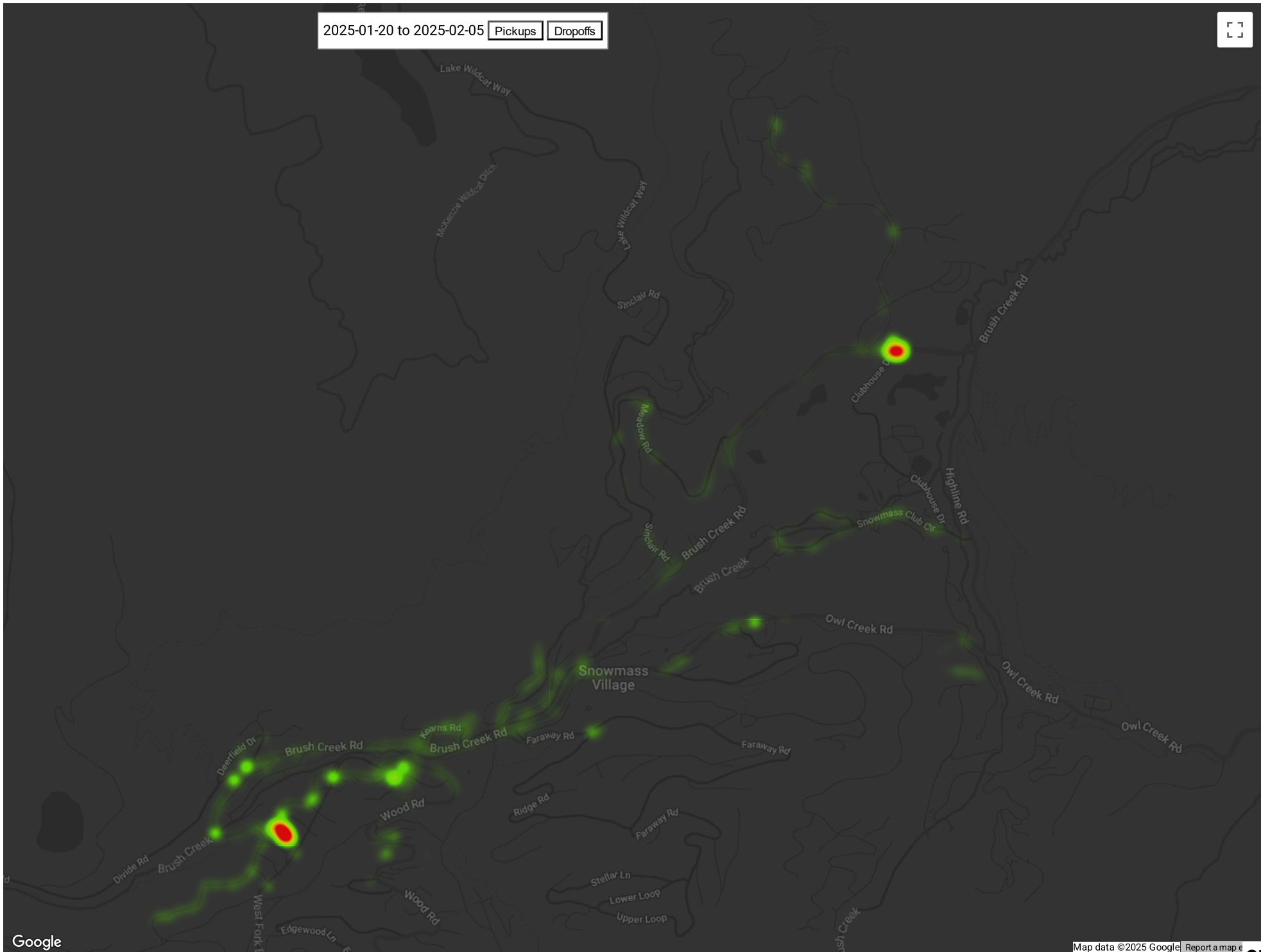
Location	Passenger	Ride
Village Mall - Shuttle Depot	1772	1195
Base Village Transit Center	1177	671
Upper Snowmass Center 1 Bus Stop	788	568
Upper Snowmass Center 2 Bus Stop	680	538

Snowmass Mountain Condos 1 Bus Stop	661	355
Top of the Village Bus Stop	389	284
Elbert Lane & Carriage Way	335	256
Town Park Station	306	122
The Ridge Bus Stop, Ridge Bus Stop, The Ridge, Ridge Condos	292	156
Seasons 4 Bus Stop	292	233

Dropoffs

Location	Passengers	Rides
Village Mall - Shuttle Depot	1762	1142
Base Village Transit Center	1097	574
Top of the Village Bus Stop	864	644
Snowmass Mountain Condos 1 Bus Stop	545	281
Upper Snowmass Center 1 Bus Stop	522	400
Mountain View	434	445
Laurelwood Condos	372	228
Timberline front entrance	355	326
Town Park Station	336	154
Elbert Lane & Carriage Way	205	166

2025-01-20 to 2025-02-05



Town of Snowmass Village

Agenda Item Summary

DATE OF MEETING:

February 10, 2025

AGENDA ITEM:

Two-Level Mall Transit Station Discussion

PRESENTED BY:

Clint Kinney, Town Manager

Sam Guarino, Transportation Director

BACKGROUND:

On January 21, 2025, a conceptual design with a two-level parking garage on the site of the current Lot 5 was presented to the Council with a cost estimation of approximately \$58 million. Due to the challenges presented by the cost of the project, staff was asked to eliminate the garage component to reduce the overall cost. This revised design that removed the parking garage was shown on February 3, 2025. The revised projected cost was \$44 million and would require 40 months of construction.

There was a wide ranging discussion that included:

- A review of the Finance Advisory Boards recommendation to move forward with the “Incremental Design” as a first phase of a Mall Transit project while pursuing additional opportunities to fund a larger project in the future
- A continued discussion of the unlikelihood of the FTA approving the scope change/ grant approve for the project
- Opportunities for design improvements
- Opportunities to “create” additional parking on other numbered lots with different striping and retaining walls
- Opportunities for public private partnerships.

Following the discussion, Staff was directed to develop a funding plan for the Council to review (at this meeting) and to actively invite public comment on the proposal so that the Council can make an informed decision as to whether or not to submit a request to the FTA to change the grant scope such that the revised 2-level project be approved for the \$13.5 million grant originally awarded to the 2022 project. This formal request from the Council must be made no later than March 3.

In order to clarify or otherwise address statements made on February 3:

- The Mall Transit Station is not designed nor projected to increase transit ridership. It is not expected to substantially decrease traffic on Brush Creek Road.

- If the incremental proposal were constructed, the restrooms, the flattening of the Mall by Incline Sports, the shelter, and the staircase are expected to remain and be used in Phase 2 of the project. They would not need to be removed/wasted.
- This project would allow the Building C on the Mall to redevelop in the manner proposed by the Romero Group.

FINANCIAL IMPACT:

Utilizing an “order of magnitude” approach for budgeting, the proposed project (without a parking garage or significant changes to the numbered lots) is estimated to cost:

\$44 million dollars.

Current available funds are:

\$3 million TOSV

\$6 million EOTC

\$.5 million RFTA

\$13.5 million FTA Grant

\$23 million currently available.

Thus a **\$21 million funding gap** exists.

Potential Funding Sources include:

\$8 million from eliminating the Brush and Owl roundabout project from the CIP

\$8-10 million from the sale of the Daly Depot land to the Romero Group.

\$2 million from the General Fund (expected from anticipated 2024/2025 savings/cuts)

\$2 million from the RETT Fund (expected from anticipated 2024/2025 additional sales)

\$1 million additional from RFTA/ EOTC

\$21- 23 million potentially available

The total cash contribution from the Town would be \$15 million. It would not require debt.

It should be noted that:

- The proceeds for the Daly Depot land sale would need to be on-hand to start construction.
- The FTA has strongly indicated on several occasions that this revised plan will not meet the requirement to receive the \$13.5 million (the most recent e-mail is attached)
- If this proposal were to proceed, in order to have a viable funding plan, the Town would need written commitments from RFTA/EOTC and from the Romero Group prior to March 3.

APPLICABILITY TO COUNCIL GOALS & OBJECTIVES:

The 2023 Council Goal Statement states:

Encourage transit ridership by providing a Mall Transit experience that balances improved levels of service, safety and functionality with high quality aesthetics that satisfies community needs and meets our rural Village character.

COUNCIL OPTIONS:

There are many options for the Council to consider, including

1. Direct staff to move forward to receive public feedback on the Two-Level design.
2. Identify necessary information that should be presented for the March 3 Council meeting.
3. Direct staff to continue work on a design for a Mall Transit Center without soliciting public feedback on the current two-level design at this time.
4. Direct staff to discontinue any efforts towards designing a Mall Transit Center for the time being.

STAFF RECOMMENDATION:

Staff is in strong support of a Mall Transit Center.

However, we continue to believe that this accelerated approach, with limited design and limited public feedback thus far, presents unnecessary risk. Chasing this federal grant, at this time, without a well vetted project creates unnecessary financial risk.

We further recommend that before eliminating any capital project, such as the Owl/Brush Roundabout, the Council take the time to thoroughly review the priorities identified in the Capital Improvement Program.

Finally, we recommend we continue to explore ways to meet the stated project goals of the Mall Transit Station, in conjunction with the Romero Group and other stakeholders, in a more measured manner and timeframe.

ATTACHMENTS:

- 2025 Two Level Design – no garage
- CDOT/FTA Letter and email
- 5-Year CIP

Clint Kinney

From: Sam Guarino
Sent: Monday, February 3, 2025 6:42 PM
To: Clint Kinney
Subject: Fw: FTA Grant Status
Attachments: FY21-Grants-for-Buses-and-Bus-Facilities-Supplemental-SNOW Final App (2).pdf

Sent from my T-Mobile 5G Device
 Get [Outlook for Android](#)

From: Saller - CDOT, Brian <brian.saller@state.co.us>
Sent: Monday, February 3, 2025 3:25:16 PM
To: Sam Guarino <sguarino@tosv.com>; Erin Kelican - CDOT <erin.kelican@state.co.us>; Hainer - CDOT, Angie <angie.hainer@state.co.us>
Subject: FTA Grant Status

Hi Sam,

Thanks for meeting with us today. I've attached the original grant proposal and highlighted the section that mentions the parking spaces we discussed. From what I understand, the least expensive option (~\$20M) would have these spots either eliminated or moved to an adjacent lot. Both options would require a grant amendment request and review which may take up to 3 months according to the FTA. Also, another NEPA CatEx application would need to be submitted to cover the additional ground disturbance if they were relocated.

A common sentiment we're hearing from the FTA is that amending the grant application to exclude the 87 parking spaces from the project is not desirable and would most likely result in a denied application. Of course you are welcome to apply, however with the deadline to get the \$13.5M grant into a feasible project rapidly approaching, we encourage the entire team at TOSV to act quickly.

--

Thank you,
Brian Saller
Capital Infrastructure Project Manager

P 303.944.3907

2829 West Howard PL, 4th Floor, Denver, CO 80204

brian.saller@state.co.us | www.codot.gov | www.cotrip.org

**TOWN OF SNOWMASS VILLAGE
CAPITAL IMPROVEMENT PROJECTS
BUDGET SUMMARY**

DESCRIPTION	2023 Actual	2024 Budget	2024 Revised	\$ VARIANCE	2024 Projected	REVISED 2025 Budget	\$ VARIANCE	2026 PROPOSED	2027 PROPOSED	2028 PROPOSED	2029 PROPOSED
BEGINNING FUND BALANCE	\$14,992,083.27	\$22,438,006.87	\$22,438,006.87	\$0.00	\$22,438,006.87	\$11,224,424.87	(\$11,213,582.00)	\$13,968,924.87	\$12,843,924.87	\$16,018,924.87	\$19,193,924.87
REVENUES	\$ 23,901,106.96	\$ 20,985,299.00	\$ 20,985,299.00	\$0.00	\$ 14,520,299.00	\$ 124,409,500.00	\$103,424,201.00	\$ 16,357,500.00	\$ 7,986,375.00	\$ 6,706,694.00	\$ 7,616,427.00
EXPENDITURES	\$ (16,455,183.36)	\$ (37,081,160.00)	\$ (37,081,160.00)	\$0.00	\$ (25,733,881.00)	\$ (121,665,000.00)	(\$84,583,840.00)	\$ (17,482,500.00)	\$ (4,811,375.00)	\$ (3,531,694.00)	\$ (6,441,427.00)
TOTAL REVENUES	\$23,901,106.96	\$20,985,299.00	\$20,985,299.00	\$0.00	\$14,520,299.00	\$124,409,500.00	\$103,424,201.00	\$16,357,500	\$7,986,375	\$6,706,694	\$7,616,427
TOTAL EXPENDITURES	(\$16,455,183.36)	(\$37,081,160.00)	(\$37,081,160.00)	\$0.00	(\$25,733,881.00)	(\$121,665,000.00)	(\$84,583,840.00)	(\$17,482,500)	(\$4,811,375)	(\$3,531,694)	(\$6,441,427)
Net Operating Rev's/Exp	\$7,445,923.60	(\$16,095,861.00)	(\$16,095,861.00)	\$0.00	(\$11,213,582.00)	\$2,744,500.00	\$18,840,361.00	(\$1,125,000)	\$3,175,000	\$3,175,000	\$1,175,000
ENDING FUND BALANCE	\$22,438,006.87	\$6,342,145.87	\$6,342,145.87	\$0.00	\$11,224,424.87	\$13,968,924.87	\$7,626,779.00	\$12,843,924.87	\$16,018,924.87	\$19,193,924.87	\$20,368,924.87

FUND BALANCE-DESIGNATIONS/RESERVES

	2023 Actual	2024 Budget	2024 Revised	\$ VARIANCE	2024 Projected	2025 Budget	\$ VARIANCE	2026 PROPOSED	2027 PROPOSED	2028 PROPOSED	2029 PROPOSED
Designations for Projects											
General Fund	\$7,591,940.00	\$0.00	\$0.00	\$0.00	\$1,202,278.00	\$940,778.00	\$940,778.00	\$940,778.00	\$940,778.00	\$940,778.00	\$940,778.00
RETT Fund	\$7,101,221.00	\$0.00	\$0.00	\$0.00	\$2,650,000.00	\$2,000,000.00	\$2,000,000.00	\$2,000,000.00	\$2,000,000.00	\$2,000,000.00	\$2,000,000.00
Road Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Excise Fund	\$26,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175,000.00	\$175,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
REOP Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing Fund-Loan	(\$1,448,134.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing Fund	\$217,384.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,400,000.00	\$1,400,000.00	\$793,000.00	\$1,918,000.00	\$2,843,000.00	\$1,768,000.00
EOTC-Mall Transit	\$190,778.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing-Tourism	\$4,499,985.00	\$2,143,000.00	\$2,143,000.00	\$0.00	\$3,143,000.00	\$5,493,000.00	\$3,350,000.00	\$5,100,000.00	\$7,150,000.00	\$9,400,000.00	\$11,650,000.00
Contributions/projects	(\$34,306.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tourism Fund	\$2,529,443.00	\$2,436,200.00	\$2,436,200.00	\$0.00	\$2,396,200.00	\$2,436,200.00	\$0.00	\$2,436,200.00	\$2,436,200.00	\$2,436,200.00	\$2,436,200.00
Sub-total	\$20,675,061.00	\$4,579,200.00	\$4,579,200.00	\$0.00	\$9,391,478.00	\$12,444,978.00	\$7,865,778.00	\$11,319,978.00	\$14,494,978.00	\$17,669,978.00	\$18,844,978.00
Funds Available-General Fund	\$1,293,663.03	\$1,293,663.03	\$1,293,663.03	\$0.00	\$1,328,664.03	\$887,664.03	(\$405,999.00)	\$887,664.03	\$887,664.03	\$887,664.03	\$887,664.03
Funds Available-RETT Fund	\$97,620.55	\$97,620.55	\$97,620.55	\$0.00	\$132,620.55	\$264,620.55	\$167,000.00	\$264,620.55	\$264,620.55	\$264,620.55	\$264,620.55
Funds Available-Housing Fund	\$247,999.52	\$247,999.52	\$247,999.52	\$0.00	\$248,000.52	\$248,000.52	\$1.00	\$248,000.52	\$248,000.52	\$248,000.52	\$248,000.52
Funds Available-Housing-Tourism	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funds Available-Excise Tax Fund	\$123,242.33	\$123,242.33	\$123,242.33	\$0.00	\$123,241.33	\$123,241.33	(\$1.00)	\$123,241.33	\$123,241.33	\$123,241.33	\$123,241.33
Funds Available-REOP Fund	\$384.59	\$384.59	\$384.59	\$0.00	\$384.59	\$384.59	\$0.00	\$384.59	\$384.59	\$384.59	\$384.59
Funds Available-Tourism	<u>\$35.85</u>	<u>\$35.85</u>	<u>\$35.85</u>	<u>\$0.00</u>	<u>\$35.85</u>	<u>\$35.85</u>	<u>\$0.00</u>	<u>\$35.85</u>	<u>\$35.85</u>	<u>\$35.85</u>	<u>\$35.85</u>
Sub-total	\$1,762,945.87	\$1,762,945.87	\$1,762,945.87	\$0.00	\$1,832,946.87	\$1,523,946.87	(\$238,999.00)	\$1,523,946.87	\$1,523,946.87	\$1,523,946.87	\$1,523,946.87
TOTAL FUND BALANCE	\$22,438,006.87	\$6,342,145.87	\$6,342,145.87	\$0.00	\$11,224,424.87	\$13,968,924.87	\$7,626,779.00	\$12,843,924.87	\$16,018,924.87	\$19,193,924.87	\$20,368,924.87

CAPITAL IMPROVEMENT PROGRAM FUND
BUDGET SUMMARY

	2023 Actual	2024 Budget	2024 Revised	2024 Variance	2024 Projected	2025 Proposed Budget	2025 Variance	2026 Proposed Budget	2027 Proposed Budget	2028 Proposed Budget	2029 Proposed Budget
REVENUES											
Transfers In-General Fund	\$ 4,002,000.00	\$ 2,680,557	\$ 2,680,557	\$ -	\$ 2,680,557	\$ 11,739,170	\$ 9,058,613	\$ 2,585,000	\$ 895,500	\$ 406,525	\$ 416,000
Transfers In-General Fund-Mall Transit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In-General Fund-Holy Cross Enhancement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In-RETT Fund	\$ 12,170,000.00	\$ 2,125,000	\$ 2,125,000	\$ -	\$ 2,125,000	\$ 1,455,000	\$ (670,000)	\$ 8,922,500	\$ 1,940,875	\$ 1,050,169	\$ 2,050,427
Transfers In-RETT Fund-Mall Transit Plaza	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In-Road Fund	\$ -	\$ 805,847	\$ 805,847	\$ -	\$ 805,847	\$ 859,000	\$ 53,153	\$ 1,300,000	\$ 1,300,000	\$ 1,200,000	\$ 1,100,000
Transfers In-Excise Tax Fund	\$ 800,000.00	\$ 631,675	\$ 631,675	\$ -	\$ 631,675	\$ 800,000	\$ 168,325	\$ -	\$ -	\$ -	\$ -
Transfers In-Tourism-Other	\$ 575,000.00	\$ 825,000	\$ 825,000	\$ -	\$ 825,000	\$ 900,000	\$ 75,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Transfers In-Tourism-Housing	\$ 4,600,000.00	\$ 5,000,000	\$ 5,000,000	\$ -	\$ 5,000,000	\$ 3,350,000	\$ (1,650,000)	\$ 1,750,000	\$ 2,050,000	\$ 2,250,000	\$ 2,250,000
Transfers In-Group Sales Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In-REOP Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In-Housing Fund	\$ 900,000.00	\$ 900,000	\$ 900,000	\$ -	\$ 900,000	\$ 1,400,000	\$ 500,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
Transfers In-Mountain View Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions-Private Donation-Paved Trails	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ (200,000)	\$ -	\$ -	\$ -	\$ -
CORE	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ (50,000)	\$ -	\$ -	\$ -	\$ -
EOTC	\$ -	\$ 6,500,000	\$ 6,500,000	\$ -	\$ 500,000	\$ 3,000,000	\$ (3,500,000)	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RFTA Contributions	\$ -	\$ 650,000	\$ 650,000	\$ -	\$ 150,000	\$ 224,330	\$ (425,670)	\$ -	\$ -	\$ -	\$ -
Contribution-Holy Cross-FIBER Projct	\$ 154,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution-Rodeo	\$ 115,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - DOLA-Fiber Project-Phase 2	\$ 36,076.00	\$ 608,220	\$ 608,220	\$ -	\$ 608,220	\$ -	\$ (608,220)	\$ -	\$ -	\$ -	\$ -
Grant - Little Red Schoolhouse	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -
Grant - Colorado Parks & Wildlife	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Grant - Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - MMOF-Grant #1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant-State-Mall Transit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - FTA/FASTER Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132,000	\$ 132,000	\$ -	\$ -	\$ -	\$ -
Grant - MMOF-Grant #2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants-Colorado Energy Office	\$ -	\$ 9,000	\$ 9,000	\$ -	\$ 44,000	\$ -	\$ (9,000)	\$ -	\$ -	\$ -	\$ -
Grants-DOLA-Fiber Project-Phase 1	\$ 109,512.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Financing Sources-Snowmass W & S/Financing	\$ 439,518.00	\$ -	\$ -	\$ -	\$ -	\$ 98,500,000	\$ 98,500,000	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 23,901,106.96	\$ 20,985,299	\$ 20,985,299	\$ -	\$ 14,520,299	\$ 124,409,500	\$ 103,424,201	\$ 16,357,500	\$ 7,986,375	\$ 6,706,694	\$ 7,616,427

CAPITAL IMPROVEMENT PROGRAM FUND
BUDGET SUMMARY

	2023 Actual	2024 Budget	2024 Revised	2024 Variance	2024 Projected	2025 Proposed Budget	2025 Variance	2026 Proposed Budget	2027 Proposed Budget	2028 Proposed Budget	2029 Proposed Budget
EXPENDITURES											
FACILITIES											
Gen'l Gov't-Marketing Reconfiguration Imprvmnts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Gen'l Gov't-Town Hall/Rec Cntr/PW Facility MBCx Imprvmnts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Gen'l Gov't-Little Red Schoolhouse Expansion	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ 300,000	\$ 8,500,000	\$ (8,200,000)				
Gen'l Gov't-Krabloonik Repairs	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -				
Transp/Fleet-Bus Facility Feasibility Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Transp/Fleet-Computer aided dispatch/automated vehicle locator	\$ -	\$ 1,150,000	\$ 1,150,000	\$ -	\$ 500,000	\$ 650,000	\$ 500,000				
Transp/Fleet-Zero Emission facility improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Transp/Fleet-Town Park Station Concrete Prjct	\$ 285,589.78	\$ 14,732	\$ 14,732	\$ -	\$ 14,732	\$ -	\$ 14,732				
Transp/Fleet-Parcel C Restroom Rpr & Remodel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Transp/Fleet-Bus Stop Improvement Project	\$ -	\$ 210,000	\$ 210,000	\$ -	\$ 210,000	\$ 75,000	\$ 135,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Transp/Fleet-Meadow Ranch Bus Stop Project	\$ 193,247.60	\$ 44,132	\$ 44,132	\$ -	\$ 44,132	\$ -	\$ 44,132				
Transp/Fleet-Mall - RFTA Depot	\$ 145,715.28	\$ 9,690,779	\$ 9,690,779	\$ -	\$ 250,000	\$ 3,000,000	\$ 6,690,779				
Transp/Fleet-Mall - RFTA Depot-Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Transp/Fleet-Daly Lane Depot Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Transp/Fleet-Electric Vehicle Stations	\$ -	\$ 233,000	\$ 233,000	\$ -	\$ 233,000	\$ -	\$ 233,000				
Transp/Fleet-New WeCycle Stations	\$ -	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	\$ 450,000	\$ (395,000)				
Public Works - Facility Remodel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Cultural and Rec-Concession Stand Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Cultural and Rec-Water Slide - Replace slide & add'l slide/repair concrete	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 400,000				
Cultural and Rec-Pool Shade Structure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 150,000	\$ -
Cultural and Rec-Library Expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000			
Cultural and Rec-Rec Center Locker Room Expansion	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000				
Cultural and Rec-Rec Ctr-Pool Refurbishment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Sub-total - Facilities	\$ 624,552.66	\$ 12,232,643	\$ 12,232,643	\$ -	\$ 2,106,864	\$ 12,675,000	\$ (542,357)	\$ 175,000	\$ 75,000	\$ 225,000	\$ 75,000
LAND & LAND IMPROVEMENTS											
Parks and Trails- Softball Field Redesign and Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Parks and Trails- Fishing Pond-Outlet Structure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Parks and Trails - Ice Rink Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Parks and Trails - Skate Park Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Parks and Trails - Tennis Court/BB Court Resurfacing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ (125,000)				
Parks and Trails - Hard Surface Trail Improvements	\$ 410,367.83	\$ 1,025,693	\$ 1,025,693	\$ -	\$ 1,025,693	\$ 750,000	\$ 275,693	\$ 367,500	\$ 385,875	\$ 405,169	\$ 425,427
Parks and Trails - Brush Crk Trail-Bridge Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ (30,000)	\$ 300,000	\$ 30,000		
Parks and Trails - Soft Surface Trail Improvements	\$ -	\$ 97,525	\$ 97,525	\$ -	\$ 97,525	\$ 25,000	\$ 72,525	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Parks and Trails -Town Park ---- Phase 1, 2, 3 & 4 in Mntn Facility	\$ 2,968,635.33	\$ 3,754,565	\$ 3,754,565	\$ -	\$ 3,754,565	\$ 500,000	\$ 3,254,565	\$ 100,000	\$ 1,000,000	\$ -	\$ -
Parks and Trails -Town Park ---- Phase 2 - Maintenance Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Parks and Trails -Town Park - Gazebo	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000			
Parks and Trails- Twn Prk Station Pond-Outlet Structure Imprvmnts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Parks and Trails- Bike Skills Trail	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Parks and Trails- Playground Restoration	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ 30,000	\$ 500,000	\$ -	\$ -
Parks and Trails- Repair Retaining Wall/Railing at C. Robinson Prk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks and Trails- Community Garden Expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -				
Parks and Trails- Ice Rink Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Sub-total - Land & Land Imprvm	\$ 3,379,003.16	\$ 4,937,783	\$ 4,937,783	\$ -	\$ 4,937,783	\$ 1,455,000	\$ 3,507,783	\$ 922,500	\$ 1,940,875	\$ 430,169	\$ 450,427

CAPITAL IMPROVEMENT PROGRAM FUND
BUDGET SUMMARY

	2023 Actual	2024 Budget	2024 Revised	2024 Variance	2024 Projected	2025 Proposed Budget	2025 Variance	2026 Proposed Budget	2027 Proposed Budget	2028 Proposed Budget	2029 Proposed Budget
ROADS AND STREETS											
Streetscape - Median Improvements	\$ 23,461.00	\$ 11,539	\$ 11,539	\$ -	\$ 11,539	\$ -	\$ 11,539				
Streetscape - Guardrail Replacement Program	\$ -			\$ -		\$ -					
Streetscape - Retaining Wall Replacement Program	\$ 28,917.50	\$ 186,082	\$ 186,082	\$ -	\$ 186,082	\$ 400,000	\$ (213,918)	\$ 210,000	\$ 220,500	\$ 231,525	\$ 241,000
Street Improvements - Bridge Program	\$ -			\$ -		\$ 250,000	\$ (250,000)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Street Improvements - Brush Creek/Owl Creek Rd Intersctn Imp	\$ 4,307,515.93	\$ 112,554	\$ 112,554	\$ -	\$ 112,554		\$ 112,554				
Street Improvements - Brush Creek/Owl Creek Rd Round-about	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ 150,000	\$ 100,000	\$ 8,000,000	\$ -		
Street Improvements - Paving Projects	\$ 189,120.80	\$ 1,436,726	\$ 1,436,726	\$ -	\$ 1,436,726	\$ 1,300,000	\$ 136,726	\$ 1,300,000	\$ 1,300,000	\$ 1,200,000	\$ 1,100,000
Multi-Modal/Alt Mobility - Highline Rd Pedestrian Improvements	\$ 10,907.50	\$ 227,964	\$ 227,964	\$ -	\$ 227,964		\$ 227,964				
Multi-Modal/Alt Mobility - Fairway 3 Bike Path	\$ -			\$ -			\$ -				
Multi-Modal/Alt Mobility - Hard Surface Trails	\$ -			\$ -			\$ -				
Multi-Modal/Alt Mobility - Woodbridge decking repair	\$ -			\$ -			\$ -				
Multi-Modal/Alt Mobility - Brush Crk Road to Bru Crk Lane	\$ -			\$ -			\$ -				
Multi-Modal/Alt Mobility - Bru Crk Rd Crossing Imp	\$ -			\$ -			\$ -			\$ 350,000	\$ -
Multi-Modal/Alt Mobility - Bru Crk Rd Pedestrian Imp-Sinclair Road	\$ -			\$ -			\$ -				
Multi-Modal/Alt Mobility - Woodbridge Maintenance/Upgrades	\$ 21,290.75	\$ 276,384	\$ 276,384	\$ -	\$ 276,384		\$ 276,384				
Multi-Modal/Alt Mobility - Connecting Village Nodes	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ 250,000	\$ 500,000		
Multi-Modal/Alt Mobility - Bru Crk Rd from Upper Kearns to Mtn View	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ -		\$ 60,000	\$ 1,000,000
Multi-Modal/Alt Mobility - Walkway-MV to SV Mall	\$ 14,873.00	\$ 1,273,997	\$ 1,273,997	\$ -	\$ 1,273,997		\$ 1,273,997				
Multi-Modal/Alt Mobility - Walkway-Faraway Rd to Upper Kearns	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 600,000
Multi-Modal/Alt Mobility - Bru Crk Rd Pedestrian Imp-Town Park	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -			
Sub-total - Road & Streets	\$ 4,596,086.48	\$ 4,235,246	\$ 4,235,246	\$ -	\$ 4,235,246	\$ 2,100,000	\$ 2,135,246	\$ 9,860,000	\$ 2,120,500	\$ 2,001,525	\$ 3,041,000
UTILITIES											
Snowmelt - MBCx Snowmelt Implemntation Design	\$ -			\$ -			\$ -				
Utilities - Upper Town Hall Entry & Lights	\$ -			\$ -			\$ -				
Snowmelt - Snowmelt Lot 2 Boiler Replacement Project	\$ -			\$ -			\$ -				
Snowmelt - Snowmelt Parcel C Boiler Replacement Project	\$ -			\$ -			\$ -				
Snowmelt - Snowmelt Base Village Boiler Replacement Project	\$ 153,014.82			\$ -			\$ -				
Snowmelt - Snowmelt TOV Boiler Replacement Project	\$ 21,089.36			\$ -			\$ -				
Snowmelt - Lower Carriageway Snowmelt Vault	\$ 56,515.79	\$ 443,484	\$ 443,484	\$ -	\$ 443,484		\$ 443,484				
Snowmelt - Replace Aged Glycol-Snowmelt System				\$ -		\$ 350,000	\$ (350,000)				
Utilities - Solar Renewables Project	\$ -			\$ -			\$ -				
Utilities - Micro Hydro Renewables Project	\$ 465.00			\$ -			\$ -				
Snowmelt - Snowmelt BV Controls Project	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
Sub-total - Utilities	\$ 231,084.97	\$ 443,484	\$ 443,484	\$ -	\$ 443,484	\$ 350,000	\$ 93,484	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM FUND
BUDGET SUMMARY

	2023 Actual	2024 Budget	2024 Revised	2024 Variance	2024 Projected	2025 Proposed Budget	2025 Variance	2026 Proposed Budget	2027 Proposed Budget	2028 Proposed Budget	2029 Proposed Budget
STRATEGIC PLANNING											
Planning & Consult - Community Plan	\$ -			\$ -			\$ -				
Planning & Consult - Entryway (Phase III) Planning Project	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
Sub-total - Strategic Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STORM WATER & DRAINAGE											
Storm Water & Drainage - Brush Creek/Kearns Road Culvert	\$ 2,609,943.63	\$ 4,004,056	\$ 4,004,056	\$ -	\$ 4,004,056		\$ 4,004,056				
Storm Water & Drainage - Vidal Gulch Project	\$ 146,358.24	\$ 127,829	\$ 127,829	\$ -	\$ 127,829		\$ 127,829				
Storm Water & Drainage-Woodbridge Road Culvert Replacement				\$ -		\$ 2,750,000	\$ (2,750,000)				
Storm Water and Drainage - Stormwater Management Plan	\$ -	\$ 132,000	\$ 132,000	\$ -	\$ 132,000	\$ -	\$ 132,000	\$ 350,000			
Sub-total - Storm Water & Drainage	\$ 2,756,301.87	\$ 4,263,885	\$ 4,263,885	\$ -	\$ 4,263,885	\$ 2,750,000	\$ 1,513,885	\$ 350,000	\$ -	\$ -	\$ -
COMMUNICATION AND TECHNOLOGY											
Comm & Tech - Parking Lot Licensing System	\$ 35,556.96	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -				
Comm & Tech - Network Cabling Enhancements	\$ -			\$ -			\$ -				
Comm & Tech - Fiber Project	\$ 454,191.55	\$ 191,945	\$ 191,945	\$ -	\$ 191,945		\$ 191,945				
Comm & Tech - Council Chambers/Mtg Room AV	\$ -			\$ -			\$ -				
Comm & Tech - Fiber Project-Phase 2	\$ 70,431.30	\$ 1,103,771	\$ 1,103,771	\$ -	\$ 1,103,771		\$ 1,103,771				
Comm & Tech - Fiber Project-Phase 3-Last Mile				\$ -			\$ -	\$ 500,000			
Comm & Tech - Community Micro Grid	\$ -			\$ -			\$ -				
Comm & Tech - 800 Mhz Radio System	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -				
Sub-total - Communications & Technology	\$ 560,179.81	\$ 1,395,716	\$ 1,395,716	\$ -	\$ 1,295,716	\$ 100,000	\$ 1,295,716	\$ 500,000	\$ -	\$ -	\$ -
HOUSING											
Housing Projects - Brush Creek & Palisades Bldg Renovations	\$ -			\$ -			\$ -				
Housing Projects - Daly Lane Townhomes Retaining Wall	\$ -			\$ -			\$ -				
Housing Projects - Housing Master Plan Design Work	\$ -			\$ -			\$ -				
Housing Projects - Housing Land Opportunities	\$ 24.86	\$ 24,976	\$ 24,976	\$ -	\$ 24,976	\$ 25,000	\$ (24)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Housing Projects - Faraway Apartments	\$ 100,015.00	\$ 4,574,985	\$ 4,574,985	\$ -	\$ 4,574,985		\$ 4,574,985				
Housing Projects - MVI-Design and Renovation	\$ 3,649,539.45	\$ 83,540	\$ 83,540	\$ -	\$ 83,540		\$ 83,540				
Housing Projects - Carriageway Housing	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	\$ 200,000	\$ (125,000)				
Housing Projects - Draw Site Housing	\$ 239,114.58	\$ 717,384	\$ 717,384	\$ -	\$ 717,384	\$ 86,000,000	\$ (85,282,616)	\$ -	\$ -	\$ -	\$ -
Housing Projects - Next Project				\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
Housing Projects - Snowmass Center property acquisition				\$ -		\$ 12,500,000	\$ (12,500,000)				
Housing Projects - Housing at Public Works				\$ -			\$ -				
Housing Projects - Snowmass Inn-Interior	\$ 218,767.43	\$ 8,775	\$ 8,775	\$ -	\$ 8,775		\$ 8,775				
Housing Projects - Snowmass Inn-Exterior		\$ 2,000,000	\$ 2,000,000	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000				
Housing Projects - Mtn View I-Interior Renovations				\$ -			\$ -		\$ -	\$ -	\$ -
Housing Projects - Mtn View II-Interior Renovations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 2,200,000
Housing Projects - Mtn View II-Exterior Renovations				\$ -			\$ -		\$ -	\$ -	\$ -
Housing Projects - Villas North-Exterior Renovations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ (200,000)	\$ 4,000,000			
Housing Projects - WMRHC Buy-Down Program contribution	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Housing Projects - Coffey Place	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total - Housing	\$ 4,207,461.32	\$ 7,734,660.00	\$ 7,734,660.00	\$ -	\$ 6,734,660	\$ 100,175,000	\$ (92,440,340)	\$ 4,275,000	\$ 275,000	\$ 475,000	\$ 2,475,000

CAPITAL IMPROVEMENT PROGRAM FUND
BUDGET SUMMARY

	2023 Actual	2024 Budget	2024 Revised	2024 Variance	2024 Projected	2025 Proposed Budget	2025 Variance	2026 Proposed Budget	2027 Proposed Budget	2028 Proposed Budget	2029 Proposed Budget
OTHER CIP											
Solid Waste - Solid Waste Management Plan	\$ -			\$ -		\$ -	\$ -				
Solid Waste - Town Hall Trash/Recycle Dumpster Shed	\$ -	\$ 161,500	\$ 161,500	\$ -	\$ -	\$ 200,000	\$ (38,500)				
Other - Supplemental Project Costs	\$ -	\$ 758,000	\$ 758,000	\$ -	\$ 758,000	\$ 1,000,000	\$ (242,000)	\$ 1,000,000	\$ -	\$ -	\$ -
Snowmass Tourism - Discovery, next phase	\$ 100,513.09	\$ 168,243	\$ 168,243	\$ -	\$ 168,243		\$ 168,243				
Snowmass Tourism - Fanny Hill Improvements	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Snowmass Tourism - Fanny Hill Stage/Sound System				\$ -	\$ 140,000	\$ 360,000	\$ (360,000)				
Snowmass Tourism - Large Mastodon		\$ 250,000	\$ 250,000	\$ -	\$ 150,000	\$ 100,000	\$ 150,000				
Snowmass Tourism - Product Enhancements	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Sub-total - Other CIP	\$ 100,513.09	\$ 1,837,743	\$ 1,837,743	\$ -	\$ 1,716,243	\$ 2,060,000	\$ (222,257)	\$ 1,400,000	\$ 400,000	\$ 400,000	\$ 400,000
Total Expenditures	\$ 16,455,183.36	\$ 37,081,160	\$ 37,081,160	\$ -	\$ 25,733,881	\$ 121,665,000	\$ (84,658,840)	\$ 17,482,500	\$ 4,811,375	\$ 3,531,694	\$ 6,441,427
NET REV/EXP -	\$ 7,445,923.60	\$ (16,095,861)	\$ (16,095,861)	\$ -	\$ (11,213,582)	\$ 2,744,500	\$ 18,840,361	\$ (1,125,000)	\$ 3,175,000	\$ 3,175,000	\$ 1,175,000
Beginning Carryover	\$ 14,992,083.27	\$ 22,438,007	\$ 22,438,007	\$ -	\$ 22,438,007	\$ 11,224,424.87	\$ (11,213,582)	\$ 13,968,924.87	\$ 12,843,924.87	\$ 16,018,924.87	\$ 19,193,924.87
Revenues	\$ 23,901,106.96	\$ 20,985,299	\$ 20,985,299	\$ -	\$ 14,520,299	\$ 124,409,500	\$ 103,424,201	\$ 16,357,500.00	\$ 7,986,375.00	\$ 6,706,694.00	\$ 7,616,427.00
Expenditures	\$ 16,455,183.36	\$ 37,081,160	\$ 37,081,160	\$ -	\$ 25,733,881	\$ 121,665,000	\$ (84,583,840)	\$ 17,482,500.00	\$ 4,811,375.00	\$ 3,531,694.00	\$ 6,441,427.00
Ending Balance	\$ 22,438,006.87	\$ 6,342,146	\$ 6,342,146	\$ -	\$ 11,224,425	\$ 13,968,925	\$ 7,626,779	\$ 12,843,925	\$ 16,018,925	\$ 19,193,925	\$ 20,368,925

From: [Cristine Linden](#)
To: [Snowmass Town Council](#)
Subject: transit project
Date: Wednesday, February 5, 2025 5:10:48 PM

Some people who received this message don't often get email from ocean.cl@cox.net. [Learn why this is important](#)

Hello Honorable Mayor Shenk and Council Members,

I understand how much the town is working to improve the user experience.
Regarding the transit project funding issues:

1. Can any new developer or the developer of the workforce housing be required to contribute to the costs?
2. Is it too late to require these new buildings going up to provide more parking where they are located?
3. Could you consider paid parking at the mall like Aspen for over 2 hours to encourage people to park at the Rodeo lot and use the village shuttle to work, ski or bike?
4. Can you consider more frequent transportation from the Rodeo Parking lot at a cost savings over a big transit center at the mall? It would be much less expensive and less traffic to beef up the offerings at the rodeo rather than bring more traffic and less parking to the mall.
5. Could you delay this project until such funding is available so that funding is available for the MUCH NEEDED roundabout at Owl Creek and Brush Creek? (The traffic is backing up blocking the fire station!!)

Given the funding may not be available, and most of the guests in town will be walkable to the mall as they are likely staying in the village in the many new buildings on site. They won't be parking in the upper mall! We just need a fast employee and ski drop off and pick up area.

Please keep these other important public works issues in mind when prioritizing the transit center funding such as the roundabout, workforce housing, childcare and much MUCH needed WILDFIRE prevention and preparation.

It's getting drier and drier here, and a lot more tourists are around which, sadly, most fires are started by humans whether it's a spark or flame. No one will want to visit or live here if there is a big fire in town!

I know you have all dug deep into the transit center, but we can really make the Rodeo lot easier to use with more frequent shuttles. We need to protect our town and people as a priority with every funding decision we make!!

Cristine



2025-2027

Pitkin County Emergency Operations Plan

Pitkin County Sheriff's Office

530 E. Main Street Aspen, CO 81611

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Pitkin County is dedicated to a whole-community approach in all county programs and services. This whole-community approach includes individuals with disabilities and access and functional needs (AFN). Reasonable accommodations are available upon request. For more information, please contact the Pitkin County Emergency Manager.

Links to Emergency Support Functions (ESF's), Annex's, and Supporting Documents

[Emergency Support Function #1—Transportation Annex](#)

[Emergency Support Function #2—Communications & Information Technology Annex](#)

[Emergency Support Function #3—Public Works and Engineering Annex](#)

[Emergency Support Function #4—Firefighting Annex](#)

[Emergency Support Function #5—Emergency Management Annex](#)

[Emergency Support Function #6—Mass Care, Housing, and Human](#)

[Services](#) [Emergency Support Function #7—Resource Support Annex](#)

[Emergency Support Function #8—Public Health and Medical Annex](#)

[Emergency Support Function #9—Search and Rescue Annex](#)

[Emergency Support Function #10—Hazardous Materials](#)

[Emergency Support Function #11—Agriculture, Livestock, & Natural Resources Annex](#)

[Emergency Support Function #12—Energy and Public Utilities Annex](#)

[Emergency Support Function #13—Public Safety and Security Annex](#)

[Emergency Support Function #14—Community Recovery and Mitigation Annex](#)

[Emergency Support Function #15—External Affairs Annex](#)

[Annex: 2025 Resolution Adopting Revised Emergency Operations Plan](#)

[Annex: Acronyms, Abbreviations and Terms](#)

[Annex: Animal Response Team Plan](#)

[Annex: Annual Operating Plan for Wildfires – Adopted annually in March](#)

[Annex: Damage Assessment Plan](#)

[Annex: Disaster/Emergency Declaration Procedures](#)

[Annex: Disaster Recovery Plan](#)

[Annex: Pitkin County SAMPLE All-Risk Mutual Aid Agreement](#)

[Annex: Emergency Operations Center Activation Procedures](#)

[Annex: Emergency Resource Management Plan](#)

[Annex: Evacuation Plan \(includes special needs evacuation/sheltering\)](#)

[Annex: Explosive Materials Response Plan](#)

[Annex: Hazardous Materials Plan](#)

[Annex: Joint Information System Protocols](#)

[Annex: Mass Casualty Incident Plan](#)

[Annex: Mass Fatalities Plan](#)

[Annex: Policy Group Plan](#)

[Annex: Public Health Plan](#)

[Annex: Public Information and Warning](#)

[Annex: Utility Restoration Plan](#)

[Annex: Rapid Needs Assessment](#)

[Annex: Record of Changes:](#)

[Annex: Record of Distribution:](#)

[Annex: Response to Terrorism](#)

[Plan](#)

[Annex: Roles and Responsibilities](#)

[Annex: Severe Weather Plan](#)

1. Promulgation

The Pitkin County Home Rule Charter, adopted in 1978, serves as the foundational governing Plan for Pitkin County, Colorado. As a home rule charter county, Pitkin County operates with greater local autonomy compared to those governed strictly by state statutes. The charter establishes the framework for county governance, outlining the powers, organization, and responsibilities of the county's elected officials, including the Board of County Commissioners. It empowers the county to address local issues, enact ordinances, and provide services tailored to the community's needs, while adhering to the Colorado Constitution. This governance structure enables Pitkin County to better serve its residents with policies that reflect local values and priorities. The Pitkin County Emergency Operations Plan is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of local support as well as coordination with state and federal agencies. The Pitkin County Emergency Operations Plan is important to the mission of reducing vulnerability to all natural and human caused hazards, minimizing the damage, and assisting in the recovery from any type of incident that occurs.

This Emergency Operations Plan will be formally adopted by the Pitkin County Board of County Commissioners by Resolution Number 004-2025 and filed with the Pitkin County Department of Emergency Management and the Colorado Division of Homeland Security and Emergency Management. This plan is considered effective for three (3) years upon adoption by the Board of County Commissioners. Planning and coordination processes for the regular update and adoption of the Emergency Operations Plan are overseen by the Pitkin County Emergency Manager. All changes to the Emergency Operations Plan between adoption periods shall be approved by the Pitkin County Emergency Manager and noted in the [Record of Changes](#) document as a continuous record from previous versions.

This Emergency Operations Plan will be distributed to all public safety agencies, state and federal partners and local governments that operate within Pitkin County. The EOP will also be available to the public. Departments, agencies, organizations and offices of elected officials in Pitkin County are responsible for developing and maintaining up-to-date internal standard operating procedures, training and exercise plans in order to support the overall Emergency Operations Plan.

The Pitkin County Emergency Operations Plan (EOP) outlines pre-delegated emergency authorities to key officials, ensuring swift and effective responses during crises. The County Manager holds overarching authority to direct county resources and personnel, declare local

emergencies, and implement policies critical to public safety. The Sheriff, as the chief law enforcement official, is tasked with maintaining public order, coordinating evacuation efforts, and overseeing incident command in collaboration with other agencies. The Emergency Manager serves as the operational lead, coordinating planning, response, and recovery efforts across departments and external partners. These roles, defined within the EOP, enable a unified, proactive approach to managing emergencies, safeguarding the welfare of Pitkin County residents and infrastructure.

2. Approval and Implementation

BASE PLAN:

Describes the structure and processes comprising a countywide approach to incident management designed to integrate the efforts and resources of local government, private-sector, and non-governmental organizations. The Base Plan includes planning assumptions, roles and responsibilities, policies, initial actions, and plan maintenance instructions.

EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES:

Emergency Support Functions (ESFs) provide the structure for coordinating the many government and private-sector partners that work together as part of Pitkin County's unified emergency response. The ESF Annexes to the Emergency Operations Plan contain details on the missions, policies, structures, and responsibilities of local agencies for coordinating resource and programmatic assistance in support of local communities. ESF Lead agencies may identify other planning efforts or procedures that assist in the execution of each function. ESF Annexes are considered adopted by reference as they are signed as part of Pitkin County's comprehensive Emergency Operations Plan. This section may be updated more frequently than the rest of the Emergency Operations Plan to reflect changes in best practices and operating procedures. As part of the EOP, ESF Annexes are planning documents, not procedural documents, and are available for public review.

SUPPORTING DOCUMENTS, INCIDENT, AND EVENT ANNEXES:

Additional Annexes to the Emergency Operations Plan are supplemental documents that support emergency planning efforts. Annexes may contain definitions, sample or actual contracts and agreements, and hazard-specific plans for incidents and/or events that are likely to occur in Pitkin County, Colorado. These Annexes and plans are considered adopted by reference as they are signed as part of Pitkin County's comprehensive Emergency Operations Plan. This section may be updated more frequently than the rest of the Emergency Operations Plan to reflect changes in best practices and operating procedures. As part of the EOP, Supporting Documents, Incident, and Event Annexes are available for public review.

2.1 Introduction

Provided in the following document is the Pitkin County Emergency Operations Plan (EOP). This document includes the framework for Pitkin County's plan to manage all-hazard emergency situations. Emergency situations can occur at any time, whether they are natural or human-caused, and this EOP enhances the County's emergency management division/system to help prevent, prepare for, respond to, recover from, and mitigate against any and all hazards that threaten the safety and security of the people, resources, equipment, and environment of the County.

Pitkin County is vulnerable to a number of hazards, which are referenced later in this document. The EOP is critical to implementing and conducting emergency management activities within the jurisdiction.

This EOP includes information for the preparation, response, recovery, and mitigation for an all-hazards approach to emergency management. Additional hazard-specific plans are referenced and linked to coordinate with this plan. This EOP also includes information relating to the County's hazard and risk assessment and capability assessment. Additional plans and partnerships that collaborate with the EOP include but are not limited to: Continuity of Operations Plan, Organizational Succession and Chain of Command, Early Alert and Warning, Cyber, Public Health and Medical, Strategic National Stockpile, Mass Casualty and Mass Fatality Plans, Hazard Identification and Threat Assessment, Healthcare Coalition, Tactical Interoperable Communications (TIC), Local Emergency Planning Committee, Hazard Mitigation, Hazmat, Colorado Emergency Preparedness Assessment, Wildfire, Flooding, Severe Storm, Mass Care and Sheltering, Evacuation (including animals/livestock), Emergency Operations Center, Active Violence, Law Enforcement, Civil Disturbance, Resource Management, Debris Management, Climate Change and Recovery.

2.2 Plan Applicability

This plan supersedes the previously issued Pitkin County Emergency Operations Plan dated 2021-2024 and is effective as of the date signed below. The EOP, including all associated annexes and appendices, provides a comprehensive framework for systemwide emergency management. It addresses the roles and responsibilities of agencies within Pitkin County, as well as partner agencies, and provides a link to federal, state, local, territorial, tribal, and private organizations and resources that may be called upon to assist and participate in response to

incidents that occur throughout the locations that may default to this EOP aligned with Colo. Rev. Stat. § 24-33.5-707.

2.3 Delegation of Authority

This document supersedes all previous versions of the Pitkin County Emergency Operation Plan.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the Incident Commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Pitkin County Emergency Operations Plan delegates the Board of County Commissioners' authority to specific individuals. Unless otherwise noted, the chain of succession in a major emergency or disaster is as follows:

- County Manager
- Deputy County Manager(s)

2.4 Signatures

This Emergency Operations Plan (EOP) is designed to provide a comprehensive framework for coordinated emergency response and recovery efforts. It outlines the responsibilities, actions, and resources necessary to protect life, property, and the environment during incidents of any scale or hazard. This EOP has been developed in alignment with local, state, and federal guidelines to ensure effective collaboration and communication among agencies and stakeholders. By signing below, we affirm our commitment to uphold the provisions within this plan and support the collective efforts to enhance preparedness, response, and resilience in our community.

Greg Poschman, Chair, Pitkin County Commissioners

Signed Name  Date Jan-09-2025

Jon Peacock, Pitkin County Manager

Signed Name  Date Jan-09-2025

Michael Buglione, Pitkin County Sheriff

Signed Name Michael Buglione Date Jan-13-2025

3. Record of Changes and Distribution

The Record of Changes section documents all updates, revisions, and modifications made to this EOP to ensure its accuracy, relevance, and compliance with current standards. Each entry includes the date of the change, a brief description of the modifications, and the name of the individual or agency responsible for the update. This log serves as a historical record to track improvements and adjustments made in response to evolving risks, organizational structures, and lessons learned from incidents or exercises. Maintaining a detailed record of changes helps ensure that all stakeholders have access to the most current and effective guidance for emergency preparedness and response.

<i>Date</i>	<i>Revised Section / Description of Change</i>	<i>Revised By</i>

As individuals may hold positions of responsibility contained within this plan, a record of individual distribution is on file with the Pitkin County Emergency Manager.

4. Plan Maintenance

This Pitkin County EOP supersedes all previous editions and is effective immediately for planning, training and exercising, preparedness, and response operations.

The Pitkin County EOP will be presented to the Pitkin County Board of County Commissioners for adoption by Resolution every three (3) years. The adopted EOP and Resolution will be filed with the Pitkin County Department of Emergency Management and the Colorado Division of Homeland Security and Emergency Management.

Planning and coordination processes for the maintenance, training, and regular update of the Emergency Operations Plan are overseen by the Pitkin County Emergency Manager. All responsible parties shall review the Pitkin County EOP and Annexes annually. All changes, revisions, and/or updates to the Plan its annexes and appendices shall be forwarded to Pitkin County Emergency Management for review, publication, and distribution to all holders of the Plan. If no changes, revisions, and/or up-dates are required, Pitkin County Emergency Management shall be notified in writing by agency leads that respective annexes and supporting plans have been reviewed and are considered valid and current.

5. Purpose

The purpose of the Pitkin County Emergency Operations Plan (EOP) and its Annexes is to establish a comprehensive, countywide, all hazards approach to incident management across a spectrum of mission areas including prevention, protection, mitigation, response, and recovery.

The Pitkin County EOP incorporates best practices and procedures from various incident management disciplines—homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety—and integrates them into a unified coordinating structure.

The Pitkin County EOP and its Annexes provide the framework for interaction with local, private sector, and nongovernmental organizations. The EOP describes capabilities and resources and establishes responsibilities and operational processes for coordinating response activities, sharing incident information with response partners and the public, alert and notification, and mobilization of resources during an incident response.

6. Scope

The Pitkin County Emergency Operations Plan recognizes and incorporates the various jurisdictional and functional authorities of local agencies, private-sector organizations, and nongovernmental organizations. This plan is applicable to all agencies and organizations that may be requested to provide assistance or conduct operations in the context of actual or potential incidents within the county.

The Pitkin County Emergency Operations Plan addresses the full spectrum of activities related to incident management. This plan focuses on those activities that are directly

related to an evolving incident or potential incident.

As a high-level strategic document, the Emergency Operations Plan complements and integrates with other emergency plans including tactical response plans, jurisdiction emergency operations plans, continuity of operations and continuity of government plans, the countywide Hazard Mitigation Plan, and other prevention, protection, mitigation, response, and recovery systems within Pitkin County.

Unless specified otherwise, the Pitkin County Emergency Operations Plan recognizes and incorporates all jurisdictions, sub-jurisdictions, and private lands within the borders of Pitkin County, Colorado. This includes (but is not limited to):

- **County Government:** Pitkin County Government
- **Municipalities:** Aspen, portions of Basalt, Redstone, Snowmass Village
- **Fire Districts and Coverage Areas:** Aspen Fire Protection District, Roaring Fork Fire Rescue Authority, Sardy Field Fire Department-ARFF, Carbondale & Rural Fire Protection District
- **Law Enforcement Coverage Areas:** Aspen Police Department, Basalt Police Department, Carbondale Police Department, Snowmass Village Police Department, Colorado State Patrol
- **Emergency Medical Services Districts and Coverage Areas:** Aspen Ambulance District, Roaring Fork Fire & Rescue Authority, Carbondale & Rural Fire Protection District
- **911 Public Safety Answering Points:** Pitkin County Regional Emergency Dispatch Center, Vail Public Safety Communications
- **Federal Lands:** White River National Forest Pitkin-Holy Cross Ranger District, White River National Forest Aspen-Sopris Ranger District, Bureau of Land Management Upper Colorado River District, Bureau of Land Management Northwest District
- **State Lands:** Colorado Parks & Wildlife Areas 8
- **School Districts:** Aspen School District, Roaring Fork School District
- **Other Special Districts:** Metro Districts, Water and Sanitation Districts, Library Districts, Recreation Districts, Cemetery Districts
- Unincorporated areas, census-designated places, and private lands within Pitkin County

7. Situation Overview

7.1 - 7.2 Description

Pitkin County has a total population of 16,876 (2022). Highway 82 is the only major roadway in Pitkin County leading into and out of Aspen: via I70 at Glenwood Springs to the north and

over the 12,000-foot Independence Pass to the south. Independence Pass is closed during the winter. Pitkin County borders Eagle, Lake, Gunnison, Mesa, and Garfield County.

Pitkin County is situated in the mountains of west central Colorado, approximately 200 miles southwest of Denver. The county encompasses vast areas of National Forest surrounding private and state-owned lands. Pitkin County includes the incorporated communities of Aspen, Snowmass Village, and portions of Basalt; and unincorporated communities of Woody Creek, Old Snowmass, Meredith, Thomasville, and Redstone. Pitkin County is located in the Colorado River watershed. It comprises a land area of 975 square miles, with mountain elevations ranging from 6,625 to 14,259 feet atop Castle Peak. The city of Aspen, the county seat and the county's largest municipality, is located on Colorado Highway 82 with an airport nearby. Highway 82 is the only major roadway in Pitkin County leading into and out of Aspen: via I70 at Glenwood Springs to the north and over the 12,000-foot Independence Pass to the south. Independence Pass is closed during the winter.

7.3 Provision of Assistance

Pitkin County is prepared to respond to the hazards listed in this plan. This EOP will be utilized, exercised, and updated so that the County is adequately prepared. However, if an incident goes beyond the County's capabilities to respond, the County acknowledges that outside assistance may be required.

7.4 - 7.5 Hazard Identification and Risk Assessment

Pitkin County's complete Hazard Identification and Risk Assessment is detailed in the Pitkin County [Hazard Mitigation Plan](#) for Pitkin County Government and all participating jurisdictions and public safety agencies. Pitkin County is vulnerable to a wide variety of natural and manmade hazards that threaten life and property. Damage to critical facilities and disruption of vital services caused by natural hazards can have a significant impact on our communities. Furthermore, recent local and national events establish that risks exist from human-caused hazards ranging from accidents to domestic and international terrorism.

Examples of risks to Pitkin County include but are not limited to the following.

<i>Natural</i>	<i>Technological</i>	<i>Human-Caused</i>
Flood	Transportation Incident	Active Shooter
Winter Storm	Water Utility Incident	Cyber Incident

Severe Wind	Airplane Crash	Civil Disturbance
Lightening	Technological Failure	Terrorism
Wildfires		Wildfires (human-caused)
Landslides		
Avalanche		
Infectious Disease Outbreak		

Several natural hazards were identified as part of the HIRA and the hazard-specific preparedness efforts and response capabilities for the County are detailed within the Hazard Mitigation Plan (HMP). These hazards have been classified in the table below as possible, likely, and highly likely to affect the County.

<i>Hazard</i>	<i>Probability</i>	<i>Impact</i>	<i>Spatial Extent</i>
Flood	Likely	Critical	Moderate
Winter Storm	Possible	Critical	Large
Wildfire	Highly Likely	Critical	Moderate

7.6 Capability Assessment Summary

The Colorado Emergency Preparedness Assessment (CEPA) is a framework and tool to help state and local stakeholders assess risk, capabilities, and the potential need for support and resources during emergencies or disasters. CEPA provides a standardized and repeatable process to better understand the capabilities at the county/local level and allows for the examination and analysis of regional or statewide trends.

The key component of the CEPA process is an in-person meeting between state and local subject matter experts (SMEs) to discuss and analyze risk and capability information and to identify potential resource gaps. This process also provides an opportunity to promote continued communication and coordination among state and local partners. Information obtained during the CEPA process helps the state to better plan for and respond to the needs of counties. The state will protect the information gathered during the CEPA process and will not share county specific data with any other parties (including other counties) unless specific consent is provided.

Pitkin County is completing its first Colorado Emergency Preparedness Assessment (CEPA) in January of 2025. The outcome of the CEPA will be used to prioritize projects and other work within the Emergency Management program. This document will also be the foundation for the Pitkin Integrated Preparedness Plan (IPP).

Using the results from this capability assessment, Pitkin County was able to identify strong areas as well as any areas with gaps or weaknesses that might hinder mitigation or response operations or exacerbate any existing hazards or vulnerabilities. Pitkin County utilized this knowledge as part of the basis for this EOP as well as for the separate HMPs that accompany this EOP.

7.7 Mitigation Overview

Mitigation actions are efforts that reduce the likelihood and/or consequences of natural and manmade hazards. Pitkin County's mitigation strategies, projects, processes, progress, and future efforts are detailed in the Pitkin County Hazard Mitigation Plan. County planning documents are also available for more information on mitigation projects. The Disaster Mitigation Act of 2000, 44 CFR; 201.6, provides grants for implementation of both pre- and post- disaster mitigation projects through the FEMA Hazards Mitigation Grant Program (HMGP). This section is specifically detailed in the Pitkin County Hazard Mitigation Plan.

8. Assumptions

Pitkin County may be subject to a variety of natural- and/or human-caused incidents. Pitkin County will commit all available resources to save lives and minimize injury to persons and infrastructure, the environment, and property both public and private. Disasters may occur at any time with little or no warning. In some instances, increased readiness measures and adequate warning may allow actions to be taken in advance. When a disaster exceeds Pitkin County's resources and response capabilities, the County will request help from the State of Colorado or from mutual aid organizations.

This EOP is designed to be an "all hazards" type of plan in which the principles of NIMS will be applied to help plan, respond, recover and mitigate an incident or event.

The Pitkin County Emergency Operations Plan was developed with the following planning assumptions and considerations:

- Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.

- Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System.
- The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, protect, mitigate, respond to, and recover from incidents or disasters.
- Incidents or disasters may:
 - Occur at any time with little or no warning in the context of a general or specific threat or hazard.
 - Require significant information sharing across multiple jurisdictions and between public and private sectors.
 - Span the spectrum of incident management to include prevention, protection, mitigation, response, and recovery.
 - Involved multiple, highly varied hazards or threats on a local, regional, or national scale.
 - Result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and significant damage to the environment.
 - Impact critical infrastructure across sectors.
 - Overwhelm capabilities of local governments and private sector infrastructure owners and operators.
 - Attract a sizable influx of independent, spontaneous volunteers and supplies.
 - Require prolonged, sustained incident management operations and support activities.
- Top priorities for incident management are to
 - Save lives and protect the health and safety of responders, recovery workers and the public.
 - Prevent an imminent incident, including acts of terrorism from occurring.
 - Protect and restore critical infrastructure and key resources.
 - Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution.

- Protect property and mitigate damages and impacts to individuals, communities, and the environment.
- Facilitate recovery of individuals, families, businesses, governments, and the environment.
- Departments and agencies at all levels of government and certain nongovernmental organizations may be required to deploy to incidents or disasters on short notice to provide timely and effective mutual aid and/or intergovernmental assistance.
- For incidents where a Presidential Disaster Declaration is in place, state and federal support is delivered in accordance with relevant provisions of the Stafford Act.

9. Concept of Operations (ConOps)

This section describes the local coordinating structures, processes, and protocols employed to manage incidents or disasters in Pitkin County. These coordinating structures and processes are designed to enable execution of the responsibilities of each jurisdiction having authority and to integrate local, Non-Governmental Organizations, and private sector efforts into a comprehensive approach to incident management.

A basic premise of the Pitkin County Emergency Operations Plan is that incidents are generally handled at the lowest jurisdictional level possible. Police, fire, emergency medical services, and other first responders are responsible for incident management and coordination at the local level. In the vast majority of incidents, local resources and regional mutual aid resources provide the first line of emergency response and incident management support.

When a local jurisdiction requires assistance with providing logistical support for an incident or when several local jurisdictions are experiencing simultaneous incidents requiring similar resources, the Pitkin County Emergency Operations Center (EOC) may be activated through the County Emergency Management Director or designee in accordance with the Annex: EOC Activation Procedures to coordinate efforts and provide appropriate support to the incident command structure.

The framework created by these coordinating structures is designed to accommodate the various roles local government plays during an incident, whether it is support to local agencies, or direct implementation of the Pitkin County incident management authorities and responsibilities under state and federal law.

9.1 Emergency Management Principles

The structure for coordination outlined in the Pitkin County Emergency Operations Plan is based on National Incident Command System:

NIMS GUIDING PRINCIPLES:

- **Management by Objectives**

The Incident Commander and EOC Manager establish objectives that drive all incident and EOC operations, respectively.
- **Scalable, Flexible, & Adaptable Modular Organization**

ICS and EOC structures develop in a modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing ICS and EOC teams rests with the Incident Commander and EOC Manager. Responsibility for functions that subordinates perform defaults to the next higher supervisory position until the supervisor delegates those responsibilities.
- **Position-Specific Leadership**

An individual's roles and responsibilities during an incident are defined by their position within the ICS or EOC structure and not their day-to-day role within the organization.
- **Chain of Command and Unity of Command**

Each individual involved in an incident reports to and takes direction from only one person.
- **Manageable Span of Control**

Maintaining an appropriate span of control helps ensure an effective and efficient incident management operation. The optimal span of control for incident management is one supervisor to five subordinates.
- **Whole Community**

Enabling the participation of a wide range of players from the private sector, nonprofit sector, and the community to foster better coordination and working relationships.

COORDINATION STRUCTURES:

- **Incident Command/Unified Command on-scene:**
Maintains authority, responsibility, and accountability for its personnel and other resources while managing and directing incident activities through the establishment of a common set of incident objectives, strategies, and a single Incident Action Plan. Incident Command typically operates out of an Incident Command Post on scene. Supported by the Emergency Operations Center and Policy Group.
- **Emergency Operations Center (EOC) Support and Coordination**
Supports Incident Command in accomplishing its objectives and identifies and coordinates any response and recovery needs that go beyond the scope or capabilities of Incident Command. The term “EOC” may refer to the coordination system or the physical location where this coordination takes place. The EOC is typically activated to support when:
 - Local response capacity is insufficient (resources support)
 - Extensive cross-agency or cross-jurisdiction needs (coordination support)
 - High cost to partners or residents (financial/recovery support)
 - High level of public attention (communications support)
- **Policy Group/Multi-Agency Coordination (MAC) Group**
Consists of agency administrators or executives from organizations or their designees. MAC Groups provide policy guidance to incident personnel, support resource prioritization and allocation, and enable decision making among elected and appointed officials and senior executives in other organizations as well as those directly responsible for incident management.
- **Pitkin County Joint Information Center (JIC)**
Serves as a focal point for the unified coordination and dissemination of information to the public and media during incident operations. The JIC staff develops, coordinates, and disseminates unified news releases alongside access and functional needs coordinator and an interpreter as needed. Public information and news releases are cleared through Incident Command and/or the EOC to ensure consistent messages, avoid release of conflicting information, and prevent negative impact on operations. This formal approval process ensures protection of law enforcement sensitive information. Agencies may issue their own news releases related to their policies, procedures, and capabilities, however, these should be coordinated with the JIC.

EMERGENCY MANAGEMENT MISSION AREAS

Pitkin County Emergency Management supports public safety partners with pre-disaster operations, emergency response operations, and post-disaster recovery operations as outlined by the five Mission Areas:

- **Prevention**
Actions that prevent, stop, or reduce the likelihood of a manmade or natural hazard occurrence.
- **Protection**
Actions that protect our citizens, residents, visitors, infrastructure, and assets against the greatest threats and hazards.
- **Mitigation**
Actions that reduce loss of life and damage to property by lessening the impacts of future disasters.
- **Response**
Actions that support an effective emergency response to quickly save lives, protect property and the environment, and meet basic human needs.
- **Recovery**
Actions that support the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

9.2 Plan Activation and Emergency Declaration Process

A Disaster/Emergency Declaration is an administrative tool used by local governments and special districts to signal to its constituents and other governments that an emergency exceeds or has the potential to exceed local capacity. Disaster/Emergency Declarations may be used to authorize emergency spending, enable emergency authorities, suspend laws and policies that inhibit an effective response, encourage prioritization of resource requests, and open channels for state and federal resource and financial support.

A local municipality or special district may declare a local disaster or an emergency by notifying the Pitkin County Emergency Manager and the Pitkin County Board of County Commissioners (BoCC) or County Manager.

Pitkin County may also issue a Disaster Emergency Declaration at the county level when an incident or potential incident is of such severity, magnitude, and/or complexity that it is considered a disaster. At the request of the county, the State of Colorado may also issue a State Declaration of Disaster/Emergency and will serve as the channel to the federal government should thresholds be met to request a Presidential Disaster Declaration in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act. In the context of Presidentially Declared Disasters, the U.S. Department of Homeland Security coordinates supplemental federal assistance when the consequences of the incident exceed local and state capabilities.

Refer to the Annex: Disaster/Emergency Declaration Procedures for details on Pitkin County's Disaster/emergency Declaration Process.

9.3 Pre-Disaster Operations

Pre-disaster planning and preparation sets organizations up for success in the aftermath of a disaster. Pitkin County Emergency Management pre-disaster operations include:

- Pitkin County completes training, table tops and exercise throughout a given year with the agencies who have a responsibility within this plan. A current schedule of events is on file with the Pitkin County Emergency Manager.
- Collaborating with local agencies in planning and exercising to include;
 - Training in NIMS
 - Training in the EOP process
 - Table Top Exercises focusing on target hazards and threats within the community identified within the CEPA.
- Pitkin County facilitates collaboration meetings with agencies within the county who have responsibility within this plan.

9.4 Response to Disaster Operations

Pitkin County uses this EOP in conjunction with other Federal, State, Local and Tribal plans to support disaster response operations. Additionally, Pitkin County coordinates with the local public safety agencies along with the school district and local businesses in the immediate hours

following a disaster to begin utilizing the EOP to respond to the disaster. Pitkin County executes the EOP and in conjunction with Federal, State, Local and Tribal plans through a procedure which can be found at [EOC Activation Procedures](#).

9.5 Recovery from Disaster Operations

As Pitkin County enters the recovery phase of disaster operations, Pitkin County begins to execute the [Pitkin County Disaster Recovery Plan](#) and collaborates with the assisting and cooperating agencies by:

- Information on demobilization and plans to transition from response to recovery.
- Information on short-term and long-term plans to support impacted communities.

9.6 Access and Functional Needs

Policies surrounding access and functional needs (AFN) ensure equal and equitable access for all individuals without discrimination. The Americans with Disabilities Act (ADA) defines an individual with a disability as “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.” The NRF defines these populations as “populations whose members may have additional needs before, during, and after an incident.” Pitkin County incorporates a whole-community approach throughout its planning, response, and recovery efforts and considers individuals with AFN to be included in the whole community. The County incorporates AFN into the EOP by predetermining ESF agencies to support the whole community, including AFN considerations, during all stages of planning and preparedness, and committing additional bandwidth to these communities during and after a disaster.

9.7 Emergency Management Phases

FEMA outlines five mission areas as part of the National Preparedness Goal. Below are examples of how Pitkin County incorporates each of these into its operations.

Prevention

- Prepare and routinely update a Terrorism Annex to the base plan.
- Involve stakeholders from law enforcement and other security agencies in plan development.

Protection

- Collaborate with stakeholders to strengthen supply chain integrity.
- Involve stakeholders from law enforcement, health and medical, cybersecurity, non-profits, supply chain, and other relevant agencies into plan development.

Mitigation

- Collaborate with local infrastructure partners to encourage reinforcement of infrastructure systems to limit impacts to life and property.
- Involve infrastructure partners in plan development.

Response

- Develop communications plans to expedite response post-disaster.
- Pre-delegate and train authorities on tasks to expedite response post-disaster.

Recovery

- Develop short-term and long-term recovery strategies and involve community stakeholders in the process.

9.8 – 9.16 Community Lifelines



The Pitkin County EOC structures its response around the stabilization of eight Community Lifelines. Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. All Community Lifelines are interdependent, and destabilizing one Lifeline will frequently impact the status of other Lifelines. When disrupted, decisive intervention is required to stabilize the incident. The eight Community Lifelines in Pitkin County are;

- Safety and Security: Law enforcement/security, fire service, search and rescue, government service, community safety.
- Food, Water, Sheltering: Food, water, shelter, agriculture.
- Health and Medical: Medical care, public health, patient movement, medical supply chain, fatality management, and EMS.

- Energy (Power and Fuel): Power grid, fuel, natural gas/propane.
- Communications: Infrastructure, responder communications, alerts, warnings, and messages, finance, 911 and dispatch.
- Transportation: Highway/roadway/motor vehicle, mass transit, railway, aviation, maritime.
- HazMat: Facilities, HazMat, Pollutants, Contaminants.

During EOC activations, Community Lifelines are assessed and assigned one of the following colors:

- [gray]: Status Unknown
- [green]: Stable
- [yellow]: Functional, but inadequate for consistent service
- [red]: Unstable, inadequate level of service

9.17 - 9.24 Recovery Support Functions

Pitkin County's Emergency Operations Plan (EOP) is designed to address the critical recovery needs of our community following a disaster, aligning with FEMA's Recovery Support Functions (RSFs) to foster a resilient, organized recovery process. These RSFs ensure that Pitkin County's recovery is multidimensional, considering our region's unique environment, economy, and social structure to strengthen community resilience.

- **Community Planning and Capacity Building (CPCB):** Pitkin County's Community Planning and Capacity Building RSF is focused on equipping local governments, community organizations, and residents with the skills and resources needed for a resilient recovery. By collaborating with local leaders and neighboring jurisdictions, this RSF aims to integrate hazard mitigation into all phases of recovery, encouraging resilience-building measures that reduce future disaster risks. The CPCB function places priority on community engagement and outreach, involving all stakeholders in planning processes and strengthening Pitkin County's capacity to lead its own long-term recovery.
- **Economic Recovery:** Pitkin County is home to a diverse economy heavily influenced by tourism, outdoor recreation, and small businesses. The Economic Recovery RSF aims to restore this vital economic base through collaboration with local chambers of commerce, tourism boards, and workforce development organizations. This EOP

highlights strategies to support small businesses, promote sustainable economic growth, and provide resources for economic revitalization. Special emphasis is placed on restoring critical tourism infrastructure and facilitating assistance for workforce displacement, ensuring Pitkin County's economic resilience.

- **Health and Social Services:** Pitkin County's Health and Social Services RSF focuses on supporting public health, behavioral health, and essential social services for all residents, with special attention to vulnerable populations. The EOP outlines coordination with local healthcare providers, mental health services, and social service agencies to deliver immediate and long-term support. Ensuring access to critical healthcare resources, assisting displaced residents, and promoting psychological recovery are key elements, enhancing Pitkin County's capacity to meet the diverse health needs of its population in a post-disaster environment.
- **Housing:** Pitkin County's Housing RSF is dedicated to providing safe, accessible housing options for residents affected by disaster, including temporary, transitional, and permanent solutions. Given the high cost and demand for housing in the region, this RSF works with local housing authorities, nonprofit organizations, and private sector partners to expedite housing recovery efforts. Emphasis is placed on ensuring affordable, equitable housing access, particularly for individuals displaced by the disaster, fostering long-term housing stability for all community members.
- **Infrastructure Systems:** The Infrastructure Systems RSF in Pitkin County addresses the restoration and resilience of the county's transportation, energy, water, and communications systems. Recognizing the challenges posed by mountainous terrain and rural infrastructure, this EOP emphasizes strategic partnerships with utility companies, transportation departments, and public works teams to quickly restore services and build back stronger. Priority is given to infrastructure repairs that enhance durability against future hazards, ensuring Pitkin County's critical systems are both restored and fortified.
- **Natural and Cultural Resources (NCR):** The Natural and Cultural Resources RSF focuses on protecting Pitkin County's unique natural landscapes and cultural heritage sites, including its alpine ecosystems, wildlife habitats, and historical landmarks. This RSF works closely with environmental organizations, land management agencies, and cultural resource groups to assess damage and prioritize restoration. The EOP underscores sustainable restoration practices that safeguard Pitkin County's environmental integrity while preserving the cultural heritage that defines our community.

Through these RSFs, Pitkin County's EOP promotes a comprehensive recovery approach that addresses the social, economic, environmental, and infrastructural needs of the community. By engaging local partners and utilizing FEMA's RSF framework, this plan provides a strong foundation for Pitkin County to recover swiftly and build resilience for the future.

10. Organization and Assignment of Roles and Responsibilities

10.1 - 10.12 Agency Roles and Responsibilities

Pitkin County maintains a Resource Management Plan which focuses on processes and systems that are initiated when an incident's complexity or duration exceeds day-to-day emergency response capabilities. Its concepts are scalable and applicable for all types of disasters. The Appendix is intended to be implemented collectively by all levels of government, nonprofit and volunteer organizations, and the private sector. This plan also provides for the necessary documentation of resource use to enable cost recovery and/or assistance.

Within the Pitkin County Emergency Operations, the following roles and responsibilities are assigned to the key positions working within the command and management structure.

During an emergency the following groups, agencies and departments within Pitkin county will engage to address the incident/emergency situation.

Policy Group

The County Leadership Representative coordinates the Policy Group (MAC Group) and serves as the public face of County leadership during an emergency. With guidance and direction from the County Leadership Representative, the Policy Group is responsible for all major policy decisions and high-level strategy.

Command Group

The agencies are assigned on-scene under a Unified Command Structure whose responsibilities include tactical assignment of resources to mitigate the incident and or event. Their work is completed in the Incident Command Post.

Incident Management Team: Provides complex incident management during larger incidents or planned events. Includes members of local public safety agencies and private non-profits with highly specialized training.

Coordination Group

The agencies who are supporting the planning and logistical support for the Command Group. Their work is contained within the Emergency Operations Center.

10.1 Emergency Management: The Pitkin County Emergency Manager is responsible for coordinating all aspects of emergency preparedness, response, recovery, and mitigation efforts in Pitkin County. Emergency Management works closely with local, state, and federal agencies to develop and implement strategies that enhance community resilience and disaster readiness.

10. 2 Law Enforcement: Enforces laws, maintains public order, and provides security and support during emergencies. Law Enforcement agencies, including the Pitkin County Sheriff's Office and local police departments, play a critical role in evacuation, traffic control, and public safety operations.

10.3 Fire: Provides fire suppression, hazardous material response, and rescue services. Local fire agencies, including volunteer and professional fire departments, coordinate to protect life, property, and the environment from fire-related hazards and assist in search and rescue efforts. This responsibility is carried out by Aspen Fire Protection District, Roaring Fire Rescue Fire Protection District and Carbondale Fire Protection District within Pitkin County.

10. 4 EMS (Emergency Medical Services): Delivers emergency medical care and transport to residents and visitors during emergencies. EMS teams, working with hospitals and other healthcare providers, ensure the timely response to and treatment of medical emergencies within the county. This responsibility is carried out by Aspen Ambulance, Roaring Fork Fire Rescue and Carbondale Fire within Pitkin County.

10. 5 Coroner(s): Responsible for determining the cause and manner of death in cases involving unexpected fatalities. The Coroner's Office works closely with public safety and health agencies during emergencies to manage fatalities with sensitivity and professionalism.

10.6 Public Health: Protects community health through disease control, environmental health services, and public health education. Public Health is essential for coordinating health-related resources and response measures, including vaccination and disease prevention efforts during a disaster.

10. 7 Public Works/Road and Bridge: Maintains and repairs county infrastructure, including roads, bridges, and public facilities. Public Works ensures critical transportation routes remain accessible for emergency response and leads debris removal and infrastructure restoration post-disaster.

10.8 OIT (Office of Information Technology): Supports the information technology and communication needs of county agencies during an emergency. OIT ensures secure and resilient communication networks, allowing agencies to share information and coordinate response efforts effectively.

10.9 GIS (Geographic Information Systems): Provides mapping and spatial analysis support for emergency response and recovery operations. GIS is crucial for resource allocation, damage assessment, and planning evacuation routes, helping responders access real-time data on affected areas. This responsibility is carried out by the GIS program within the Information Technology Department of Pitkin County.

10.10 Special Districts: Includes utility, water, sanitation, and other special-purpose districts that maintain essential services in Pitkin County. These districts coordinate with emergency response agencies to restore and sustain critical services like water, electricity, and sanitation during emergencies. Some Districts are listed below. A full list can be found on the [Pitkin County webpage](#).

Aspen Ambulance District	Aspen Consolidated Sanitation District	Aspen Fire Protection District
Aspen Valley Hospital	Basalt & Rural Fire Protection District	Basalt Sanitation District
Basalt Water Conservancy District	Carbondale Fire Protection District	Redstone Water and Sanitation District

Snowmass Water Sanitation District	Snowmass Wildcat Fire Protection District	Town of Snowmass Village
Valley View Hospital District		

10.11 Hospitals: Deliver comprehensive medical care and serve as key medical resources during a disaster. Hospitals work with EMS and public health agencies to provide patient care, manage patient surge, and ensure the availability of critical health services. Aspen Valley Hospital is the only hospital within Pitkin County and carries out this responsibility.

10.12 Human Services: Provides essential support services to residents, including shelter, food assistance, and mental health resources. Human Services coordinates with local organizations and agencies to meet the immediate needs of disaster survivors, particularly vulnerable populations. This responsibility is carried out by the Pitkin County Human Services Department.

Additional roles and responsibilities can be found at: [Roles and Responsibility Annex](#)

10.13 ESF Responsibilities

In Pitkin County’s Emergency Operations Plan (EOP), the Emergency Support Function (ESF) leads are responsible for coordinating critical response and recovery functions within their respective sectors. These designated leaders bring expertise and strategic oversight to areas such as public health, infrastructure, emergency services, and resource management, ensuring that essential services are maintained and community needs are met during and after a disaster. By working in close collaboration with local, state, and federal partners, ESF leads facilitate a streamlined, efficient response that supports safety, continuity, and resilience across Pitkin County. This coordinated approach strengthens the county’s ability to respond effectively to a range of emergencies, leveraging specialized knowledge and resources from each ESF to protect and serve the community.

EMERGENCY SUPPORT FUNCTIONS - LEAD & SUPPORT AGENCIES		
Function	Lead Agency	Support Agencies
ESF 1 Transportation	RFTA Transit	• Colorado Department of Transportation (CDOT) • Pitkin County Emergency Management • Pitkin County Regional Airport • Pitkin River Water and Sanitation District • Fleet Services Departments • Human Resources Departments • Law Enforcement Jurisdiction(s) • Pitkin County Regional Emergency Dispatch Center • Public Works Agencies • School Districts • Transit Agency (RFTA) • Aspen Valley Health

ESF 2 Communications & Information Technology	-Pitkin County 800MHz -Information and Technology Departments -Pitkin County Regional Emergency Dispatch Center	• Pitkin County Emergency Management • Pitkin County Public Information Officers Group • Information and Technology Departments • Vail Public Safety Communications Center
ESF 3 Public Works & Engineering	Pitkin County Public Works	• Colorado Department of Transportation • Pitkin County Emergency Management • Pitkin County Environmental Health • Pitkin County Engineering • Pitkin County Solid Waste and Recycling • Pitkin County River Water & Sanitation District • Mid-Valley Water District • Basalt Public Works/ Engineering • Aspen Public Works / Engineering • Snowmass Village Public Works / Engineering
ESF 4 Firefighting	Appointed Fire District Representative	• Ambulance Districts • Roaring Fork Fire & Rescue Authority • Sardy Field Fire (Pitkin County Airport) • Pitkin County Emergency Management • Pitkin County Sheriff's Office • Law Enforcement Agencies • Public Works Agencies • Upper Colorado River Fire Management

ESF 5 Emergency Management	Pitkin County Emergency Management	• Ambulance District • American Red Cross/Salvation Army • Colorado Office of Emergency Management • Pitkin County Administration • Pitkin County Attorney's Office • Pitkin County Environmental Health • Fire Agencies • Health and Human Services • Law Enforcement • Public Information Officers Group • Public Works Agencies • Wildfire Mitigation Specialist
ESF 6 Mass Care, Housing and Human Services	Pitkin County Department of Human Services	• Administration • Animal Services • Attorney • Commissioners • Emergency Management • Environmental Health • Facilities Management • Finance • GIS • Housing and Development • Human Resources • IT • Sheriff's Office • CSU Extension • American Red Cross (ARC) • Ambulance Districts • Pitkin Valley Community Foundation

		• Fire Districts • Hospitals • Mountain Recreation • West Mountain Regional COAD • Salvation Army • School Districts • Victim Services
ESF 7 Resource Management	Pitkin County Facilities & Finance	• Ambulance Districts • American Red Cross • Pitkin County Department of Human Resources • Fire Districts • Hospitals • Law Enforcement • Metropolitan Districts • Local Governments • Private Sector service and support providers • Salvation Army • School Districts • Volunteer Groups
ESF 8 Public Health	Pitkin County Public Health and Environment	• Ambulance Providers • American Red Cross • Pitkin County Animal Services • Pitkin County Coroner • Pitkin County Emergency Management • Pitkin County Human Resources • Pitkin County Human Services • Pitkin County Environmental Health • Hospitals • Law Enforcement Agencies • Behavioral Health Providers • Public Works Agencies • Fire Districts
ESF 9 Search and Rescue	Aspen Mountain Rescue Group	• Ambulance Providers • Pitkin County Emergency Management • Law Enforcement Agencies • Civil Air Patrol • Fire Agencies • HAATS

ESF 10 Hazardous Materials	Designated Emergency Response Authority	• Fire Agencies • Law Enforcement Agencies • Ambulance Districts • Pitkin County Emergency Management
ESF 11 Agriculture, Livestock & Natural Resources	Pitkin County Sheriff - Community Resource Officer	• Law Enforcement Agencies • Local Private Veterinary practices • Pitkin County Public Health • Pitkin County Human Services • Colorado Veterinary Medical Reserve Corps • Colorado Department of Parks and Wildlife
ESF 12 Energy and Public Utilities	City of Aspen Utilities	• Pitkin County Emergency Management • Holy Cross Energy • Excel Energy • Black Hills Energy
ESF 13 Public Safety and Security	County and Local Law Enforcement	• Law Enforcement Agencies • Pitkin County Regional Emergency Dispatch Center • Mind Springs Health • Private (contracted) Security • Fire Districts • Ambulance Providers • Colorado State Patrol
ESF 14 Community Recovery and Mitigation	Pitkin County Community Development	• Pitkin County Offices/Departments • Municipal Offices/Departments • School Districts • Special Districts • Non-Governmental Organizations
ESF 15 External Affairs	Pitkin County Communications	• Pitkin County Public Information Officer's ("PIO") Group • Firefighting Districts • Law Enforcement Agencies • Ambulance Districts • Access and Functional Needs

10.14 Function Responsibilities

Pitkin County scales its response and changes its emergency management strategy to meet the specific needs of an emergency or planned special event. This section characterizes the Authority's basic organization for each level; however, Pitkin County may adjust the organization based on the specific needs of any given incident.

Roles and Responsibilities: Normal Operations

A list of departments and a synopsis of their routine responsibilities is found later in this document.

Roles and Responsibilities: Escalating incidents or events- Level of Emergency

When Pitkin County becomes aware of a potential threat to the system, or of an impending disaster, the County transitions from Normal Operations in preparation for possible response operations. All County departments begin to monitor the situation and determine the potential impacts to their operations should the situation escalate.

List departments and what additional roles and responsibilities they take on at this level.

Roles and Responsibilities: Level 2 (Partial) and Level 1 (Full) Activation

A description of the 4 levels of activation can be found in section [11.1 Operational Management, Direction, and Control](#)

10.15 Agency Leads

Lead Agency	Main Responsibility	Support Agencies
Fire	Manage the acquisition, training, and coordination of personnel and the acquisition of equipment, supplies, and other resources necessary to assist in fire suppression activities.	Police Department; Sheriff's Office; American Red Cross; Department of Emergency Management
Law Enforcement	Provide personnel, equipment, supplies, and other resources necessary for security at the emergency/disaster area.	Fire Department; Sheriff's Office

Lead Agency	Main Responsibility	Support Agencies
Ambulance Districts	Primary pre-hospital Emergency Medical Services response.	Fire Departments; Sheriff's Office
Emergency Management	Manage and coordinate the EOC when activated and provide direction and control of resources.	Police Department; Fire Department; Department of Technology Services; Department of Environmental Services
Hospital	Provide emergency and regular medical care for those injured or ill.	Fire Department; Department of Public Health and Human Services
Public Health	Provide personnel, equipment, supplies, and other resources necessary to coordinate plans and programs for public health activities during an emergency/disaster.	Department of Environmental Services; Fire Department; Police Department; American Red Cross; Regional Hospitals
Administration	Provide administrative and record keeping support for activities during an emergency/disaster.	Emergency Management; Fire Department; Sheriff's Office, Police Department

10.16 Community Lifeline Responsibilities



The Pitkin County EOC structures its response around the stabilization of eight Community Lifelines. Lifelines are the most fundamental services in the community that, when stabilized, enable all other

FEMA created the Community Lifelines to highlight impacts to essential community services and identify root causes of those impacts. These lifelines allow responders to identify where there is a breakdown in services while reporting on impacts and streamline efforts to stabilize the services that have been affected. By implementing this structure into response activities, experts are assigned responsibility to manage specific systems in emergencies that are

interdependent and vulnerable to failures. This level of coordination encourages engagement with the private sector partners in both response and preparedness activities. The following are the seven lifelines FEMA has identified as critical:

- Safety and Security.
- Food, Water, Shelter.
- Health and Medical.
- Energy.
- Communications.
- Transportation.
- Hazardous Material.

Each lifeline contains components and subcomponents defining the critical elements of a community and can be found at [FEMA Community Lifelines factsheet](#). The use of lifelines can benefit both small- and large-scale incidents. At its core, the Community Lifeline framework develops deeper collaboration amongst response partners. While the lifelines are used to assess impacts of an incident during the response phase, they are also capable of supporting activities in all phases of emergency management. Incidents can point out vulnerabilities in essential services allowing supporting partners to develop mitigation and preparedness procedures, lessening future impacts. After an incident has occurred, the assessment tools can help emergency managers prioritize recovery efforts ensuring communities return to pre-incident operations or new levels of normalcy.

Safety and Security

Immediately following disaster impacts, emergency managers work to mitigate all threats to life safety amongst survivors. This typically includes dispatching all partners in first response and can warrant the deployment of specialized teams like search and rescue in order to assist all affected survivors. Pitkin County has a multitude of agencies and departments to support the Safety and Security Lifeline including local police/fire departments, health and emergency medical partners, Pitkin County Communications District and others.

Food, Water, Shelter

Once life safety concerns have been addressed, communities need to ensure wraparound services are available to support displaced survivors. The Food, Water, and Shelter Lifeline makes certain that all survivors, their pets, and service animals have access to safe and sanitary resources that sustain basic levels of immediate needs. These services require the combined efforts of different community partners in Pitkin County depending on the nature of the disruption. For example, stabilization activities may need goods from the Salvation Army, The Red Cross, or VOADS, vehicles for mobilization from the Department of Transportation, National

Guard, or the Roaring Fork Transit Authority (RFTA) Transit Authority, and distribution of commodities by the same partners along with a multitude of others.

Health and Medical

Health and Medical services are critical to the success of response and recovery. In the aftermath of a disaster, survivors, their pets, and service animals need access to required medical and veterinary care. Health and Medical partners can prepare to assist by ensuring local medical systems are capable of managing patient movement, public health services are available to all survivors, fatality management support is sufficient and medical supply chains are ready to allocate adequate medical supplies to medical care providers. This element of response may support life safety priorities with capabilities of the Pitkin County Health Department, Medical Examiner, and Emergency Medical Services Systems, fire departments who provide EMS, local hospital systems, and more from all levels of government and the private/non-profit sector.

Energy

It is necessary to support both immediate and long-term energy needs in disaster response. Energy services provide generators to critical facilities and fuel for first responders and survivors including supplying to those dependent on power for life sustaining medical care. When working to stabilize this lifeline, Pitkin County should call on local, county, and private sector public works/utility entities and the local energy company for the affected area for successful restoration.

Communications

Access to stable commercial communications systems is critical to survivors in need of life saving emergency services. It is also important to ensure that radio communication networks are operational, public safety answering points are available to the public, and that survivors have access to financial services. Similar to the Energy Lifeline, Communications is supported by Public and Private Utility Companies, City and County Public Works, and Pitkin County Communications District.

Transportation

Transportation infrastructure is often impacted by disasters requiring debris removal or access to areas by alternate means. This lifeline covers multimodal routes including air, rail, road, and port accessibility to survivors and responders. In Pitkin County the response efforts to stabilize this lifeline are conducted by the local Departments of Public Safety and Transportation, the local community Public Works, Pitkin County Public Works, Road and Bridge

Department, School Board, and Wave Transit, and local, public, and private public works entities.

Hazardous Material

To avoid compounding impacts of a disaster on communities, partners responsible for the Hazardous Material lifeline should ensure that all contaminated areas are identified and secured before, during, and after an incident occurs. Hazardous Material related operations will be conducted by agencies like City Fire and Police Departments, Pitkin County Agricultural Center, Health Department, Public Works, and Sheriff, and other local jurisdiction departments and agencies.

Responsibilities

Jurisdictions are to identify how they intend to assign responsibilities for as well as the intended reporting of the Community Lifelines status. The following is an example:

The Community Lifelines do not replace ESFs but work as a framework that ESFs can use to evaluate incident impacts, report on critical community systems, and prioritize response activities within their specific scope. ESFs may be responsible for supporting more than one lifeline depending on the capabilities of the ESF.

ESF 5 serves as the lead coordinator amongst all the Community Lifelines and helps designate responsibilities. This mirrors the current role of ESF 5 in an EOC but may slightly shift the process. As the lifeline coordinator ESF 5 should consider the following:

- Identify lifelines likely to be impacted during a disaster;
- Determine who is responsible for managing the reporting of those lifelines;
- Ensure ESF Leads are familiar with the lifeline assessment process;
- Establish a cadence in which ESFs should report on their respective lifelines;
- Manage incoming reports according to leadership preference; and
- Provide comprehensive status updates through the chain of command as requested.

The crosswalk that follows identifies all ESFs that are capable of supporting the associated lifeline. The Primary or Lead ESF is emphasized with a large red marking among the supporting ESFs.

10.17 RSF Responsibilities

The Recovery Support Functions (RSFs) are essential components within Pitkin County's Emergency Operations Plan, designed to organize and streamline recovery efforts following a

disaster. Each RSF represents a specific sector of the community, such as economic recovery, infrastructure, health services, and natural resources, with the purpose of coordinating resources, expertise, and actions across local, state, and federal partners. These RSFs enable Pitkin County to implement a structured and comprehensive approach to recovery, addressing both immediate and long-term needs. By aligning with FEMA’s RSF framework, these functions enhance collaboration among stakeholders, promote resilience, and ensure that recovery efforts restore and strengthen the community for the future.

RSF	Primary Responsible Party	Supporting Party(ies)
Economic Recovery	Colorado Economic Development Authority	Colorado Workforce Development, Colorado Department of Agriculture
Health and Medical	<i>Department of Health and Human Services</i>	<i>Local Chapter of the American Red Cross</i>
Human and Social Services	<i>Department of Health and Human Services</i>	<i>Department of Education, Department of Transportation</i>
Community Planning and Capacity Building (CPCB)	<i>Division of Emergency Management</i>	<i>Department of the Interior</i>
Infrastructure Systems	<i>Public Works Department</i>	<i>U.S. Army Corps of Engineers</i>
Housing	<i>Colorado Housing Division</i>	<i>U.S. Department of Housing and Urban Development (HUD)</i>
Natural and Cultural Resources	<i>Colorado Department of Natural Resources</i>	<i>Environmental Protection Agency (EPA)</i>

10.18 Individual Roles and Responsibilities

The success of Pitkin County’s Emergency Operations Plan (EOP) relies on the coordinated efforts of key individuals, each fulfilling specific roles and responsibilities essential to effective response and recovery. These individuals bring expertise and leadership to diverse areas, from public safety and health to infrastructure management and financial oversight. Each role within the EOP supports a unified approach to emergency preparedness, enabling departments and agencies to collaborate, allocate resources efficiently, and address the immediate and long-term needs of the community. By clearly defining these roles, the EOP ensures that all personnel understand their responsibilities, fostering a responsive, organized, and resilient framework for managing emergencies in Pitkin County.

Elected Officials: Support emergency response by approving resources, policies, and public messaging to aid in coordinated recovery efforts.

Emergency Manager: Coordinates all aspects of emergency preparedness, response, recovery, and mitigation; acts as the main point of contact for multi-agency operations.

County Manager/City Manager: Ensures continuity of government operations, provides oversight for department activities, and manages county or city resources during an emergency.

Sheriff/Police Chief: Leads law enforcement efforts to maintain public order, oversee evacuations, and provide security in affected areas.

Fire Chief: Directs firefighting, search and rescue, and hazardous material response efforts, coordinating with other agencies as needed.

EMS Chief: Directs EMS services, triage, treatment and transport, mass casualty incidents, coordinating with other agencies as needed.

HR Director: Manages staffing needs, coordinates personnel support, and oversees employee safety and wellness during emergency operations.

Road and Bridge/Public Works Director: Oversees infrastructure protection, debris removal, road maintenance, and restoration of critical services and transportation routes.

Finance Director/CFO: Manages financial resources, oversees procurement, and ensures proper documentation of expenses for potential reimbursement.

Planning Director: Supports land use planning, assesses impacts to critical areas, and integrates hazard mitigation into recovery and rebuilding efforts.

Public Health Director: Coordinates public health resources, leads disease prevention, and ensures health and safety services are accessible to the public.

Code Enforcement Director: Enforces building codes, assesses structural safety, and supports recovery by ensuring compliant rebuilding efforts.

Assessor: Evaluates property damage, provides updated assessments, and coordinates with financial and recovery teams on property-related impacts.

County Clerk: Manages official records, ensures secure document handling, and facilitates public access to information as needed during emergencies.

County Treasurer: Oversees collection and management of county funds, ensuring financial stability and access to resources for response and recovery efforts.

County Surveyor: Assesses and verifies land boundaries, supports land use needs, and provides technical guidance for recovery and rebuilding.

Medical Examiner: Investigates causes of death, manages fatalities, and works with health and public safety agencies to handle human remains respectfully.

Information Technology (IT) Director: Ensures reliable technology and communication systems for emergency operations, supporting coordination and information sharing.

Telecommunications Director: Responsible for overall design, implementation, maintenance, and strategic planning of telecommunications systems including voice, data and video networks.

County/City Attorney: Provides legal guidance on emergency-related policies, ordinances, and liability issues, ensuring actions comply with laws and regulations.

These roles are instrumental in ensuring a coordinated and effective response to emergencies, with each position contributing specialized skills and resources essential for recovery and resilience in Pitkin County.

10.19 Emergency Support Function Leads

LEAD ROLL S = SUPPORT ROLL P= POLICY DIRECTION

Agencies & Organizations	ESF1	ESF2	ESF3	ESF4	ESF5	ESF6	ESF7	ESF8	ESF9	ESF10	ESF11	ESF12	ESF13	ESF14	ESF15
	Transportation	Communication & Information Technology	Public Works	Fire-fighting	Emergency Management	Mass Care, Housing & HS	Resource & Logistics	Public Health & Medical	Search & Rescue	Haz-Mat	Agriculture, livestock, & Natural Resources	Public Service Restoration	Public Safety & Security	Recovery & Mitigation	External Affairs & Public Information
Access & Functional Needs															S
Agency Administrators	P	P	P	P	P	S	P	P	P	P	P	P	P	P	P
Airport	S		S	S											
Ambulance Districts				S	S	S	S	S	S	S			S		
Red Cross/ Salvation Army			S		S	S	S	S							
Animal Services						S		S			S				
Assessor's Office														CO-LEAD	
Attorney's Office County/City					S	S		S							
Code Enforcement Director			S										S		
Colorado Department of Transportation			S												
Colorado Department of Parks and Wildlife											S				

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Colorado State Patrol										S			S		
Community Development															
Coroner						S		S							

Commissioners/ Councils	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
County Manager/ City Managers	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Pitkin County Telecommuni cations		LEAD													
Pitkin County Solid Waste and Recycling			S												
Emergency Manager	S	S	S	S	LEAD	S	S	S	S	S	S	S	S	S	S
Engineering			S												
Pitkin Sheriff CRO						S					LEAD				
Facilities Maintenance	S		S			S	LEAD								
Finance Director						S	CO-LE AD								
Fire Departments				LEAD	S		S	S	S	CO-LE AD			S		S
Fire Chief				P						P					
Fleet Services	S														
Mapping & GIS															
HAATS									S						
Human Services						LEAD	S	S			S				
Hospitals	S					S	S	S							
Housing						S									

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Human Resources Director						S		S							
Information & Technology		CO-LEAD				S									
IT Director		S													
Law Enforcement	S			S	S	S	S	S	S	S			LEAD		S
Mind Springs Health								S							
Municipal Public Works Departments	S		S	S	S		S	S				LEAD			

Open Space & Natural Resources											S				
PIO Group		S			S										LEAD
Planning Department														CO-LEAD	
Planning Director														P	
Private Sector	S		S			S	S	S		S	S	S	S	S	S
Public Health & Environment			S			S		LEAD		S	S				
Public Safety Communication Center	S	CO-LEAD		S	S	S							S		
Public Works/ Road & Bridge Director	S		LEAD	S	S		S	S					S		
Resilience Department														CO-LEAD	
RHMAEC										LEAD					
School Districts	S					S	S			S			S	S	
Sheriff/Police Chief				S	S	S							P		

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Transportation Dept.	LEAD		S							S			S		
Aspen Mountain Rescue									LEAD	S			S		
West Mountain Regional COAD						S									

10.20 Primary and Secondary Response Function Matrix

EMERGENCY SUPPORT FUNCTIONS - LEAD & SUPPORT AGENCIES		
Function	Lead Agency	Support Agencies
ESF 1 Transportation	RFTA Transit	• Colorado Department of Transportation (CDOT) • Pitkin County Emergency Management • Pitkin County Regional Airport • Pitkin River Water and Sanitation District • Fleet Services Departments • Human Resources Departments • Law Enforcement Jurisdiction(s) • Pitkin County Regional Emergency Dispatch Center • Public Works Agencies • School Districts • Transit Agency (RFTA) • Aspen Ambulance District
ESF 2 Communications & Information Technology	-Pitkin County 800MHz -Information and Technology Departments -Pitkin County Regional Emergency Dispatch Center	• Pitkin County Emergency Management • Pitkin County Public Information Officers Group • Information and Technology Departments • Vail Public Safety Communications Center

ESF 3 Public Works & Engineering	Pitkin County Public Works	• Colorado Department of Transportation • Pitkin County Emergency Management • Pitkin County Environmental Health • Pitkin County Engineering • Pitkin County Solid Waste and Recycling • Pitkin River Water & Sanitation District • Mid-Valley Water District • Town of Basalt Public Works/ Engineering • Town of Pitkin Public Works Engineering
ESF 4 Firefighting	Appointed Fire District Representative	• Ambulance Districts • Roaring Fork Fire & Rescue Authority • Pitkin County Airport Fire Department • Pitkin County Emergency Management • Pitkin County Sheriff's Office • Law Enforcement Agencies • Public Works Agencies • Upper Colorado River Fire Management
ESF 5 Emergency Management	Pitkin County Emergency Management	• Ambulance District • American Red Cross/Salvation Army • Colorado Office of Emergency Management • Pitkin County Administration • Pitkin County Attorney's Office • Pitkin County Environmental Health • Fire Agencies • Health and Human Services • Law Enforcement • Public Information Officers Group • Public Works Agencies • Wildfire Mitigation Specialist

ESF 6 Mass Care, Housing and Human Services	Pitkin County Department of Human Services	• Pitkin County Agencies • Administration • Animal Services • Attorney • Commissioners • Emergency Management • Environmental Health • Facilities Management • Finance • GIS • Housing and Development • Human Resources • IT • Sheriff's Office • CSU Extension • American Red Cross (ARC) • Ambulance Districts • Pitkin Valley Community Foundation • Fire Districts • Hospitals • Mountain Recreation • West Mountain Regional COAD • Salvation Army • School Districts • Victim Services
ESF 7 Resource Management	Pitkin County Facilities & Finance	• Ambulance Districts • American Red Cross • Pitkin County Department of Human Resources • Fire Districts • Hospitals • Law Enforcement • Metropolitan Districts • Local Governments • Private Sector service and support providers • Salvation Army • School Districts • Volunteer Groups

ESF 8 Public Health	Pitkin County Public Health and Environment	• Ambulance Providers • American Red Cross • Pitkin County Animal Services • Pitkin County Coroner • Pitkin County Emergency Management • Pitkin County Human Resources • Pitkin County Human Services • Hospitals • Law Enforcement Agencies • Mind Springs Health • Public Works Agencies • Fire Districts
ESF 9 Search and Rescue	Aspen Mountain Rescue Group	• Ambulance Providers • Pitkin County Emergency Management • Law Enforcement Agencies • Civil Air Patrol • Fire Agencies • HAATS
ESF 10 Hazardous Materials	Designated Emergency Response Authority	• Fire Agencies • Law Enforcement Agencies • Ambulance Districts • Pitkin County Emergency Management
ESF 11 Agriculture, Livestock & Natural Resources	Pitkin County Sheriff - Community Resource Officer	• Law Enforcement Agencies • Local Private Veterinary practices • Pitkin County Public Health • Pitkin County Human Services • Colorado Veterinary Medical Reserve Corps • Colorado Department of Parks and Wildlife
ESF 12 Energy and Public Utilities	City of Aspen Utilities	• Pitkin County Emergency Management • Holy Cross Energy • Excel Energy • Black Hills Energy
ESF 13 Public Safety and Security	County and Local Law Enforcement	• Law Enforcement Agencies • Pitkin County Regional Emergency Dispatch Center • Mind Springs Health • Private (contracted) Security

		• Fire Districts • Ambulance Providers • Eagle County Sheriff • Colorado State Patrol
ESF 14 Community Recovery and Mitigation	Pitkin County Community Development	• Pitkin County Offices/Departments • Municipal Offices/Departments • School Districts • Special Districts • Non-Governmental Organizations
ESF 15 External Affairs	Pitkin County Communications	• Pitkin County Public Information Officer's ("PIO") Group • Firefighting Districts • Law Enforcement Agencies • Ambulance Providers • Access and Functional Needs

11. Direction, Control, and Coordination

The responsibility for the management of an emergency rests with the elected and appointed leadership of each jurisdiction, special district, and public safety authority. The response to an emergency in Pitkin County will be made at the lowest governmental level that will ensure operational effectiveness. Each jurisdictional agency is responsible for approving and managing the use of their own resources for emergency purposes and establishing a line of succession for authorizing funds and other emergency resources.

When incident needs are beyond the scope or capabilities of Incident Command, the overall authority to offer support and coordination to each jurisdictional agency in an emergency rests with the Pitkin County Emergency Manager, the Emergency Operations Center, and the Emergency Support Function Leads.

When response and recovery needs exceed the capabilities of Pitkin County, the Pitkin County EOC is the conduit to the State of Colorado Emergency Operations Center (SEOC) for resource assistance and other state and federal support. Communication and information sharing between the Pitkin County EOC and the State EOC is typically carried out between the County Emergency Manager or EOC Manager on behalf of the county and the Regional Field Manager on behalf of the Colorado Division of Homeland Security and Emergency Management.

11.1 Operational Management, Direction, and Control

Incident Command

Pitkin County utilizes the principles of NIMS and ICS to manage incidents and emergencies. There are five basic functional sections within ICS, which are:

- Incident Command.
- Operations.
- Planning.
- Logistics.
- Finance/Administration.

Additional functional sections may be activated as needed such as an “Intelligence/Investigations” for epidemiological events and law enforcement activities.

The functional size and number of positions within the ICS can expand or contract to address the evolving needs as an incident progresses. ICS components during an activation may be adjusted to meet the unique operational needs of each incident.

EOC Operation

The County Manager, Sheriff or Emergency Manager will decide the appropriate EOC activation level based on information provided by the affected local jurisdiction. The EOC can be activated prior to any formal emergency declaration and can also be activated for a pre-planned event especially if it plans to draw a large crowd. Situations that warrant an EOC activation may include:

- When the County is impacted by an imminent or ongoing disaster.
- To manage significant requests for mutual aid from another jurisdiction that has requested assistance appropriately.
- Upon request of an Incident Command (IC) or Unified Command (UC) when an incident exceeds the County’s capabilities to adequately respond.
- When the emergency has overwhelmed the local dispatch public service answering point.

Pitkin County utilizes four levels of EOC activation depending on the nature and scope of the emergency or event. These four levels are:

- Level 1: Full EOC activation will all agencies representing all of the ESF’s within the plan.

- Level 2: Implements a partial EOC activation and begins to provide regular situational awareness briefings. Agencies staffing the EOC will be determined based on the scope of the incident from the local Incident Commander and County Emergency Manager.
- Level 3: Level 4 PLUS situational monitoring by Public Safety agencies and or Emergency Management.
- Level 4: Normal Day to Day Operations.

DOC Operation

Specific departments activate a Department Operations Center (DOC) during an incident or emergency. The DOC operates much like an EOC to coordinate the response and recovery actions and resources for an emergency on a departmental level. In an activation, a DOC will report up to the EOC and share information through the designated representative. Within Pitkin County the following departments may stand up a DOC:

- Public Health Department, Health Department Operations Center.
- Police Department, Tactical Operations Center.
- Local hospital command center

Dispatch

During EOC activation, some dispatch personnel from law enforcement, fire, and rescue may be assigned to report to the EOC to assist with communications functions during the activation and until they are no longer required.

MAC

The Pitkin County Multiagency Coordination (MAC) Group stands up during an incident activation and consists of the current agency administrators, or designated appointees. The MAC is responsible for providing policy guidance to the EOC and other incident personnel, supporting resource prioritization and allocation, and enabling decision-making among elected and appointed officials and/or senior executives.

11.2 National Incident Management System

The NIMS provides guidance for all levels of government, nongovernmental organizations (NGOs), and their subsequent private sector partners to work together to mitigate, respond to, and recover from incidents or disasters. NIMS outlines three core components: Resource Management, Command and Organization, and Communications and Information Management.

Resource Management:

Pitkin County utilizes a resource management plan to manage resources during the full disaster cycle. These resources include personnel, equipment within each response discipline as well as support for ongoing operations and are intended to be shared resources between organizations.

Command and Organization:

Pitkin County uses NIMS to manage incidents and provide support.

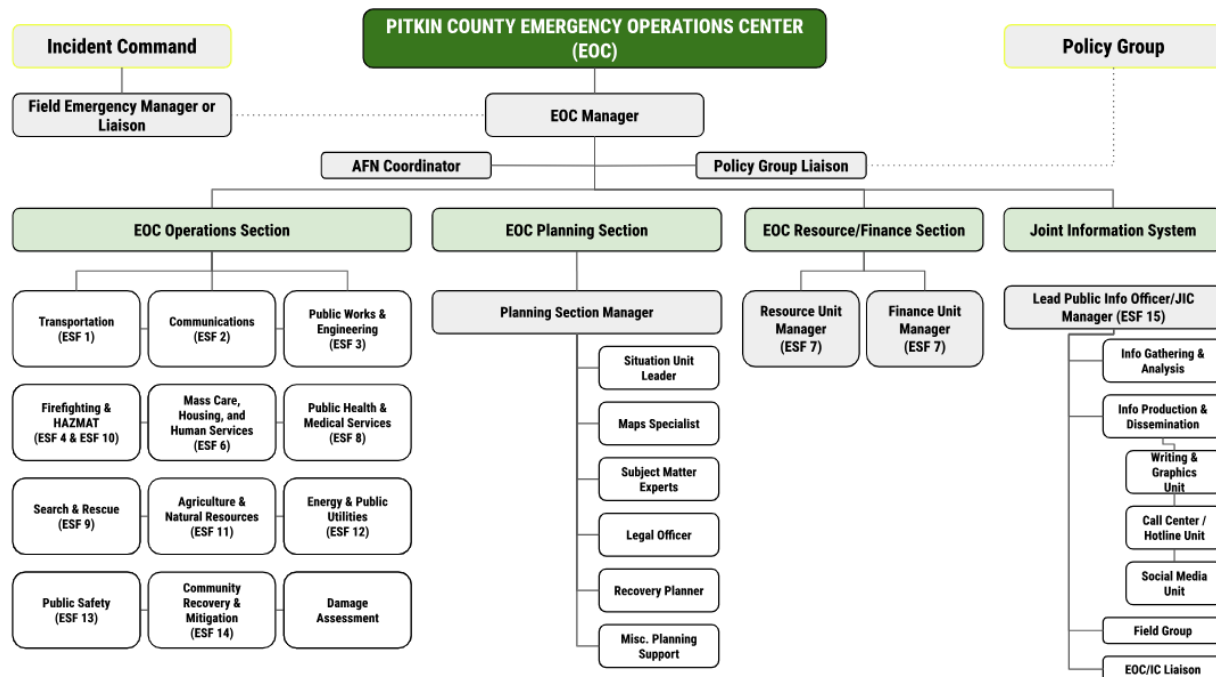
Communications and Information Management:

Pitkin County utilizes the following to manage disaster communications and maintenance of critical information:

- Chain of command and communications;
- Crisis Communications Plan information;
- Radio systems, as applies; and
- WebEOC or other comparable emergency management software, etc.

11.3 Organization Chart

Emergency Operations Center (EOC) support for incident command is facilitated through Emergency Support Functions (ESFs). Emergency Support Functions and other roles in the EOC organizational structure are activated based on the needs of incident command and the impacts to the community.



11.4 Control of Response Assets

Once personnel assets are on-scene or have arrived at their assigned site, the Incident Commander, or other site lead, will assume responsibility for those personnel assets. Pitkin County follows ICS standards including roles and responsibilities and reporting structure during an activation. All tactical and operation control of assigned assets are the responsibility of the Incident Commander or the Pitkin County Emergency Operations Center. This process is outlined within this plan as well as the [Pitkin County Resource Management Plan 2024-2026](#).

Field-level responders coordinate with the appropriate EOC/DOC for requesting, acquiring, and allocating resources and information. Appropriate documentation is completed for all tactical assets to ensure the appropriate use and return of assets once an incident has concluded. The use of any type of resource, whether the resource is being provided to or provided by Pitkin County, is updated and documented in WebEOC.

11.5 Multiagency Coordination Group

Multi-Agency Coordination (MAC) groups provide policy guidance, support resource prioritization and allocation, and enable decision-making during emergency activation. The MAC group is made up of representatives from numerous City and County departments, non-profit organizations active in disaster, and the private sector. These professionals provide the foundation of the EOC. The MAC group is organized into Emergency Support Functions (ESFs) that are divided into four main sections: Operations, Community Services, Situational Awareness, and Resource Mobilization. MAC groups operate within the Command and Coordination component of NIMS.

In 1902, Colorado voters authorized home rule governance for municipalities by amending the state constitution. Home rule governance for counties was authorized by voters through a separate amendment to the constitution in 1970. Home rule counties continue to provide all mandatory county functions, services, and facilities that are delegated to counties by Colorado law and within the county charter. MACs support organizations' coordinating efforts across jurisdictions while still allowing each individual jurisdiction to retain its own authorities.

12. Information Collection, Analysis, and Dissemination

12.1- Overview

The Information Collection, Analysis, and Dissemination section of the Pitkin County Emergency Operations Plan outlines the framework for gathering, interpreting, and sharing critical information during emergency response and recovery operations. This process ensures that timely, accurate, and relevant information is available to decision-makers, responders, and the public. By establishing structured communication channels and clearly defined responsibilities, Pitkin County aims to enhance situational awareness, support coordination across agencies, and provide transparent updates to stakeholders.

12.2- Plans

The following plans describe the process utilized for Pitkin County during incidents and events.

[Pitkin County Public Information and Warning Plan 2025-2027](#)

The Pitkin County Public Information and Warning Plan ensures the dissemination of accurate, coordinated, consistent, timely, and easily understandable information to the community about impending, ongoing, and post-emergency situations. This plan leverages a wide array of communication and warning systems, including mass notification platforms, social media channels, emergency alerts, and traditional media, to effectively reach diverse audiences. By prioritizing clarity and accessibility, the plan seeks to empower residents, businesses, and visitors with the knowledge they need to take appropriate actions, protect lives and property, and enhance overall community resilience throughout all phases of an emergency.

[Joint Information System Protocols 2025-2027](#)

The Joint Information System (JIS) Protocols outline comprehensive procedures and protocols for the activation and operation of Emergency Support Function #15 (ESF #15): External Affairs (Public Information). This function plays a critical role in incident management across the spectrum of planned events, emergencies, and declared disasters by leveraging a coordinated framework through the Joint Information System (JIS) or Joint Information Center (JIC). The primary mission of the JIS is to unify communications among responding agencies and partners to ensure the dissemination of accurate, timely, consistent, and coordinated information to the public and key stakeholders. These protocols prioritize collaboration, clear messaging, and alignment with the overall incident objectives, enhancing public trust, mitigating misinformation, and promoting actionable awareness before, during, and after an incident.

12.3- Information Analyzation and Dissemination

In Pitkin County, public safety information is analyzed and vetted through the Incident Commanders and Administration when appropriate for accuracy and security. Information will be evaluated based on criticality to an ongoing investigation, accuracy and political sensitivity.

12.4- Information Communication- Public

Once the communication is approved for release to the public, the information is communicated through a coordinated, multi-agency approach designed to provide accurate, timely, and actionable updates during emergencies. The Joint Information Center (JIC), activated when needed, serves as the central hub for gathering and analyzing critical data from local agencies, including law enforcement, fire services, and emergency medical services. This information is then disseminated via a variety of communication channels such as mass notification systems, social media platforms, press releases, local media outlets, and community partners. The

information is tailored to ensure clarity and accessibility for diverse audiences, with special consideration given to individuals with disabilities, language barriers, and non-residential populations. By maintaining a consistent message across multiple platforms, Pitkin County aims to keep residents informed, facilitate proper decision-making, and ensure public safety before, during, and after an emergency event.

12.4- Information Communication- Policy, Command and Coordination Groups

Information sharing with the Policy, Command, and Coordination Group officials in Pitkin County is a critical component of the emergency management process, ensuring that decision-makers have access to real-time, accurate, and comprehensive data during incidents. The Incident Commander and Section Chiefs are responsible for promptly gathering and analyzing situational information from operational, tactical, and logistical sources, which is then shared with the Policy and Command Group to inform strategic decisions. This information includes but is not limited to operational updates, resource status, public safety concerns, and potential impacts on the community. Through structured briefings, updates via the Emergency Operations Center (EOC), and direct communication channels, the Policy and Command Group is kept informed, enabling them to provide timely guidance and support.

The Policy, Command, and Coordination group reserve the right to hold releasing information to the public as specified above in section 12.3 based on operational security.

This transparent and coordinated information-sharing process facilitates unified decision-making and ensures that key leadership is aligned in directing resources and prioritizing actions to effectively respond to and mitigate the emergency.

13. Communications

13.1 Communications Plan Summary

One of the essential missions of the Emergency Operations Center is to ensure a common operating picture and effective information sharing between Incident Command, the EOC, Emergency Support Function partners, Policy Group members, and the community. Critical information requirements may vary by incident. All incident information should be archived and saved to Pitkin County drives for record-keeping purposes. Additional guidance is provided in the EOC Activation Annex.

Fundamental methods of information sharing through the EOC include:

EOC Situation Report

The EOC Situation Report (SitRep) is an internal document for all response partners and Policy Group members involved in an incident response. The SitRep seeks to provide a common operating picture while prioritizing the status of Community Lifelines and actions and resource needs associated with those lifelines.

EOC Briefings

EOC Briefings are in-person or virtual opportunities for Emergency Support Functions, EOC staff, and liaisons from Incident Command to brief EOC partners on the status of the incident and the status, actions, and resource needs associated with each Community Lifeline.

Policy Group Briefings

Policy Group Briefings provide Incident Command and EOC response partners with an opportunity to update key Policy Group members on the status of the incident and any policy decisions that need to be made. Policy Group Briefings should clearly characterize any policy questions or needs for policy guidance, provide Policy Group members with subject matter expertise to inform their decisions, and conclude with clear policy direction for Incident Command and the EOC.

Public Information Channels

The Joint Information Center (JIC) will oversee a continuous cycle of identifying critical public information needs, collecting accurate and timely information from response partners to meet

those needs, and using a wide variety of traditional and non-traditional channels to ensure the information is received

13.2 Tactical Interoperability Communications Plans

A Tactical Interoperability Communications Plan (TICP) is a guide that documents the interoperable communications structure, assets, and policies and procedures for a given jurisdiction/agency/organization/other entity. Pitkin County utilizes a region/ state TICP that includes all the interoperability communications resources, identifies who controls each resource, and the use of operational procedures that exist for activation and deactivation of the identified resources. The Pitkin County TICP is located with the Pitkin County Emergency Manager and or Communications Director and meets the requirements found in Colo. Rev. Stat. § 24-33.5-2509.

14. Administration

14.1 Employee Reassignment

During an emergency, certain employees may be reassigned to complete alternative duties that differ from their regular day-to-day responsibilities. In general, Pitkin County employment contracts include an ‘other duties as assigned’ clause that can be activated for emergencies.

14.2 Worker’s Compensation

The Workers' Compensation section of the Pitkin County Emergency Operations Plan addresses the protection and support of emergency personnel who may experience work-related injuries or illnesses during emergency operations. This section outlines the procedures and responsibilities related to reporting, managing, and compensating for injuries, ensuring compliance with state and federal regulations. By providing a clear framework for workers' compensation, Pitkin County aims to safeguard the health and well-being of its responders, support efficient claim processing, and maintain uninterrupted response capabilities. Ensuring that personnel have access to these resources is essential for sustaining morale, promoting resilience, and encouraging a safe operational environment.

14.3 Insurance

Insurance is a vital part of cost recovery after a disaster and can be an important aspect of how quickly a community is able to recover. Pitkin County participates in the National Flood Insurance Program (NFIP) as well as other insurance programs. Additionally, a majority of homeowners in Pitkin County have homeowners' insurance policies.

14.4 Timekeeping

Tracking employee time spent on emergency operations can be an important aspect of determining disaster costs and opportunities for reimbursement. Pitkin County maintains the same timekeeping policies during regular operations and during emergency operations. A timekeeping software is used to maintain accurate records. This software automatically sends records to the finance and administration department when completed. If, for some reason, this timekeeping software cannot be used, employees are instructed to maintain their records using WebEOC (or other methods) and then send their records to the finance and administration department on a designated day once every week. More detailed information on timekeeping policies can be found with the Pitkin County Finance Department.

14.5 Records Retention

The Records Retention section of the Pitkin County Emergency Operations Plan (EOP) outlines the guidelines for maintaining, storing, and disposing of records generated during emergency operations. Following the State of Colorado's requirements, the EOP specifies that all records related to emergency management activities, including response, recovery, and mitigation efforts, must be preserved according to retention schedules set by Colorado's Department of Personnel & Administration. Records retention ensures that documentation is available for future reference, legal compliance, audits, and analysis of emergency response effectiveness. The plan emphasizes secure storage, protection of sensitive information, and a systematic approach for archiving and eventual disposal in alignment with state laws, which require certain records, such as incident reports and financial records, to be kept for specified periods. This structured retention supports transparency, accountability, and continuous improvement in emergency management practices.

Pitkin County, Colorado, follows state and local regulations for records retention, guided primarily by the Colorado State Archives Records Management system. While the specific

policies for Pitkin County's records retention can be determined by their own internal policies, they adhere to the general retention guidelines established for public entities in Colorado.

Pitkin County Records Retention Overview

1) **Legal Authority:**

- a) The County's records retention policy aligns with the **Colorado State Archives' Records Management** and the **Local Government Records Retention Schedule (8 CCR 1504-8)**, which specifies minimum retention periods for various categories of records held by local governments.

2) **Types of Records and Retention Schedules:** Pitkin County categorizes its records into three primary types:

- a) **Permanent records:** Retained indefinitely due to long-term historical, legal, or research significance (e.g., deeds, vital records, meeting minutes).
- b) **Temporary records:** Retained for a designated period defined by law or regulatory requirement before they may be disposed of (e.g., routine administrative or financial records).
- c) **Confidential records:** Must be safeguarded and disposed of in a secure manner when no longer required.

3) The specific retention periods for individual record types are detailed in the **Retention Schedule**, which can be accessed by relevant Pitkin County departments or the public in certain cases.

4) **Financial and Emergency Records Retention:**

- a) Financial records, including invoices, receipts, and expenditures related to emergencies (such as disaster recovery), are generally required to be maintained for at least **3 years** following the completion of the incident or closure of the grant period (as per FEMA and other federal guidelines).
- b) Other public safety and legal documentation may require a longer retention period based on the nature of the record.

5) **Access and Disposal Procedures:**

- a) **Access:** Access to records, especially public ones, is governed by the **Colorado Open Records Act (CORA)**, which ensures transparency.
- b) **Disposition:** Records must be disposed of according to established schedules, ensuring secure disposal for confidential or sensitive materials.

6) **Record Management and Preservation:**

- a) Pitkin County's records retention policy includes measures for digital records preservation, secure handling, and backups for disaster recovery, consistent with best practices in public sector management.

7) **Compliance and Monitoring:**

- a) Pitkin County's **Records Officer** or designated personnel ensures compliance with state records retention rules. Periodic audits may be conducted to verify adherence to retention schedules and lawful disposal practices.

14.6 Use of Volunteers

The Volunteers section of the Pitkin County Emergency Operations Plan (EOP) outlines the structure for effectively managing volunteer resources during a disaster response. Volunteers can play a vital role in supporting response and recovery efforts, bringing skills, manpower, and local knowledge to assist emergency personnel. This section defines the processes for recruiting, training, deploying, and supervising volunteers, ensuring that their efforts are aligned with the county's emergency response objectives. In compliance with Colorado's state guidelines, the EOP emphasizes coordination with local volunteer organizations and agencies, such as the Colorado Volunteer Mobilizer, to match volunteers with roles that fit their skills while maintaining safety and accountability. By incorporating volunteers into the response plan, Pitkin County aims to enhance resilience, fill resource gaps, and build a collaborative community response to disasters.

14.7 Documenting Response and Recovery Operations

Pitkin County has established procedures for documenting response and recovery operations including cost recovery information, requests for aid, budget control, legal protections, operational efficiency, and other areas within [Emergency Support Function #14- Community Recovery and Mitigation](#). Furthermore, support of emergency operations or special events covered underneath this plan specify the process for financial tracking, reimbursement and record retention.

14.8 After Action Reporting

The process for conducting **After-Action Reviews (AARs)** following emergency incidents, exercises, or planned events within Pitkin County. AARs provide a structured approach to evaluate performance, identify strengths and areas for improvement, and integrate lessons learned into future planning, training, and operational activities.

AAR's will be facilitated after all incidents requiring the activation of the Pitkin County Emergency Operations Plan (EOP), multi-agency training exercises, and any emergency

response or recovery efforts involving significant resource coordination or decision-making. Or if the Incident Commander feels that the severity of the incident, exercise, or planned event would benefit from the AAR process.

Objectives

1. **Document and Analyze Response and Recovery Operations:** Identify successes and challenges in achieving incident objectives.
2. **Improve Emergency Management Capabilities:** Develop actionable recommendations to enhance preparedness, response, and recovery efforts.
3. **Promote Accountability and Continuous Improvement:** Ensure lessons learned are integrated into future plans and operations.
4. **Comply with State and Federal Requirements:** Address requirements for corrective action reporting under federal grant and program guidelines, including those from FEMA and the Colorado Division of Homeland Security and Emergency Management (DHSEM).

AAR Process

1. **Initiation**
 - The **Incident Commander (IC)** or **Emergency Manager** will initiate the AAR process after the resolution of the incident or event, or at the conclusion of the exercise.
 - For incidents involving significant multi-agency coordination, an AAR may include input from local, state, and federal partners.
2. **Participant Involvement**
 - All agencies, organizations, and stakeholders involved in the response or recovery operations will be invited to contribute feedback.
 - Input from first responders, EOC staff, field operations personnel, and community representatives (when applicable) will be solicited.
3. **Data Collection**
 - Review incident documentation, including the Incident Action Plans (IAPs), Situation Reports (SitReps), resource tracking logs, communications, and response timelines.
 - Conduct surveys, interviews, or facilitated discussion sessions to gather perspectives from participants.
4. **Analysis**

- Examine performance against the objectives and strategies outlined in the EOP and relevant Incident Action Plans.
- Highlight key strengths that contributed to the success of the response.
- Identify gaps, bottlenecks, and any deviations from established plans or procedures.

5. AAR Report Development

The AAR report will include the following elements:

- **Event Overview:** Summary of the incident or exercise, including key facts and objectives.
- **Successes:** Notable achievements in planning, response, or recovery.
- **Areas for Improvement:** Specific issues or challenges encountered.
- **Corrective Actions:** Recommendations to address identified gaps and prevent future recurrence.
- **Timeline of Events:** Detailed chronology to facilitate analysis.
- **Participating Agencies:** List of contributors and stakeholders.

6. Corrective Action Plan (CAP)

- Based on AAR findings, a **Corrective Action Plan (CAP)** will be developed to document specific steps, timelines, and responsible parties for addressing areas for improvement.
- Progress on corrective actions will be tracked and reviewed by the Emergency Management Coordinator and applicable agencies.

Timelines

1. **Initial Review Meeting:** Within **14 days** of the incident/exercise.
2. **Draft AAR:** Completed within **30 days** for internal review and stakeholder feedback.
3. **Final AAR and CAP:** Published within **60 days** and distributed to relevant stakeholders.

Implementation of Recommendations

Corrective actions and lessons learned from the AAR process will be incorporated into the following areas:

- Updates to the Pitkin County Emergency Operations Plan (EOP).
- Revisions of departmental standard operating procedures (SOPs).
- Training programs, exercises, and resource acquisition plans.

Record Retention

AARs and related corrective action documents will be maintained by the Emergency Management Office for a minimum of **five years** or in accordance with local and state retention policies.

15. Finance

15.1- 15.2 Authorities and Policies

The County Manager is authorized to allocate county funds and approve emergency expenditures to address immediate response and recovery needs. The Finance Department plays a critical role in tracking all costs, managing procurement processes, and ensuring compliance with state and federal regulations for reimbursement. Additionally, the plan emphasizes the importance of maintaining detailed financial records to facilitate audits and applications for state or federal disaster assistance. These protocols ensure that the county can mobilize resources efficiently while safeguarding fiscal accountability during emergencies. Refer to ESF #7 as well as the [Pitkin County General Provisions 3.05.084: EMERGENCY PROCUREMENTS](#)

As part of the Finance and Administration Section, ESF 7 is responsible for the procurement of any resources that are needed for an emergency response. Generally, the resource request and ordering process follows the following steps:

1. Request assigned to ESF 7 by WebEOC controller.
2. Request reviewed and validated by ESF 7.
3. Contract or other vendor that can supply needed resources identified by ESF 7.
4. Resources received and delivered to requesters by Logistics.
5. Payment reconciled by ESF 7.

Pitkin County utilizes any existing County contracts first to make purchases or secure services. If such a contract is not available, ESF 7 can use an Emergency Purchase Authorization (or specific County equivalent) to procure the necessary resources provided it is in accordance with Pitkin County procurement guidance.

15.3 Emergency Contracting

Emergency and Post-disaster contracts will be managed by Pitkin County Emergency Management or designee. Allowing emergency contracting during and after an incident is an

important way to avoid lengthy contract bidding processes and speed up response and recovery efforts; however, it should be carefully managed in order to prevent the jurisdiction and its residents from being taken advantage of by unscrupulous contractors. The following is a list of examples of how Pitkin County handles emergency contracting and where the policies are located.

- Elimination or reduction of permits, applications, or other fees imposed by the County during a state of emergency.
- Suspension of regular purchasing procedures like contract notices or lowest-bidder requirements.
- Contractor registration requirements prior to an incident.

More detailed information regarding the policies and procedures for the use of emergency contractors can be found with the Pitkin County Emergency Manager.

15.4 Contracting Land Use Agreements

Along with emergency contracting provisions, Pitkin County also maintains guidance on land use agreements specific to emergency situations. In the event of an emergency, the enforcement of specific land use requirements will be suspended. For example, Pitkin County prohibits the use of temporary dwellings, such as trailers or tents, in certain areas; however, these may be allowed during an emergency and for a specific timeframe afterwards. Fees related to land use may also be suspended for a time during an emergency.

Additionally, emergency incidents such as a wildland fire or flood may require local, state, or federal agency access to land, facilities and/or equipment to support response and recovery operations. This may be for direct access to perform emergency operations or incident support such as staging area locations, command centers, or recovery centers. During these situations Pitkin County will utilize Land Use and Facility Rental Agreements, commonly referred to as Land Use Agreements as a streamlined and simplified method for acquisition procedures. (Specify a title, such as Procurement Officials) may enter into these agreements. Agreements must be negotiated and signed. Rental requirements are usually short term, for an undefined period, and open only during the length of the incident. However, facilities and land use agreements can be negotiated in advance.

15.5 Tracking Costs

The Finance Department is responsible for maintaining detailed records of all expenditures related to response and recovery efforts. This includes tracking personnel overtime, equipment use, supplies, contracts, and mutual aid agreements. Clear documentation is essential to ensure eligibility for reimbursement from state and federal agencies, such as FEMA. Departments involved in the response must submit timely and accurate cost reports, which are reviewed and consolidated by the Finance Department. These efforts not only provide transparency but also ensure that funds are allocated efficiently to support ongoing and future emergency operations.

15.6 Burn Rates

Pitkin County emergency operations burn rates represent the rate at which financial and material resources (e.g., personnel, equipment, supplies) are consumed during emergency operations. Monitoring burn rates ensures sustainable and efficient use of resources throughout the response phase.

Establishment of Burn Rates

- 1) Each operational area will estimate daily consumption of resources, including personnel hours, fuel, medical supplies, and other critical materials.
- 2) Burn rates shall be calculated as: $\text{Burn Rate} = (\text{Total Resources Utilized}) \div (\text{Operational Period})$. Operational periods rate estimates will follow the Operational periods established by the Incident Commander in the Incident Action Plans.

Responsibility

1. The Logistics Section will track the usage of physical resources and supplies. The Finance/Administration Section will monitor expenditures and project costs to prevent depletion of financial resources.
2. Incident Command will receive daily updates to assess the operational status and make decisions regarding resource allocation.

Monitoring and Adjustment

1. Burn rates shall be reviewed at the end of each operational period.
2. If resource consumption exceeds projections or resource replenishment is delayed, operations may be scaled back, or additional resources will be requested.

Reporting

1. Burn rate data will be compiled into the daily Incident Action Plan (IAP) and reviewed during planning meetings by the Finance/ Administration Section Chief.

2. Summaries of burn rates will be included in periodic Situation Reports (SitReps) for Agency Administrators and or the Policy Group by the Incident Commander.

Sustainability

Measures

1. Implement strategies to reduce excessive consumption, such as rotating resources, optimizing deployment schedules, and seeking mutual aid when local resources are insufficient.
2. Engage vendors and supply chain partners early to secure continuous resource resupply.

15.7 Disaster Reimbursement

This section outlines the process for seeking reimbursement for eligible disaster-related costs to ensure financial recovery and sustainability for Pitkin County. It establishes guidelines for identifying, documenting, and submitting reimbursement requests to state and federal funding agencies, including the Federal Emergency Management Agency (FEMA), under the Public Assistance (PA) and Individual Assistance (IA) programs.

Assumptions

1. Accurate and timely documentation is critical for maximizing reimbursements.
2. Pitkin County agencies and departments will comply with federal and state regulations to ensure eligibility for reimbursement.
3. The reimbursement process may require coordination with the Colorado Division of Homeland Security and Emergency Management (DHSEM).

Roles and Responsibilities

- 1) **Emergency Manager:**
 - a) Ensure timely submission of disaster declarations and funding requests.
 - b) Coordinate with FEMA and DHSEM representatives during recovery operations.
 - c) Facilitate training on reimbursement requirements for relevant staff.
- 2) **Finance Section Chief (or Equivalent):**
 - a) Track and document all disaster-related expenditures, including personnel time, equipment use, supplies, and contracts.
 - b) Maintain records in compliance with federal regulations (e.g., 2 CFR Part 200).

- c) Submit reimbursement requests through the required systems, such as the FEMA Public Assistance Grants Portal.
- 3) **Department Heads:**
 - a) Ensure staff capture appropriate cost documentation, including timesheets, receipts, and invoices.
 - b) Review and approve departmental reimbursement requests before submission.

Reimbursement Process

- 1) **Pre-Disaster Actions:**
 - a) Maintain up-to-date financial policies and disaster cost tracking systems (e.g., an established Chart of Accounts for emergencies).
 - b) Conduct pre-disaster briefings on FEMA reimbursement requirements.
- 2) **Incident and Response Phase:**
 - a) Activate financial tracking mechanisms at the onset of the incident as outlined within this EOP and associated documents.
 - b) Issue specific project codes to segregate disaster-related costs from regular operations.
- 3) **Post-Disaster Recovery:**
 - a) **Initial Damage Assessment:** Collaborate with DHSEM and FEMA to estimate and report damages.
 - b) **Declaration Submission:** Work with the Colorado Governor's office to request federal assistance if needed.
 - c) **Documentation and Cost Tracking:** Collect and compile all relevant cost data, ensuring alignment with FEMA's eligible expense criteria (e.g., emergency protective measures, debris removal, infrastructure repair).
- 4) **Submission for Reimbursement:**
 - a) Utilize systems such as the FEMA Grants Portal or other state-mandated platforms for submitting reimbursement requests.
 - b) Ensure submissions are accurate, complete, and timely. Required documentation includes:
 - i) Personnel costs (including overtime)
 - ii) Equipment logs
 - iii) Materials and supplies receipts
 - iv) Vendor contracts and invoices
 - v) Force account labor summaries
- 5) **Appeals and Audits:**
 - a) Collaborate with the Legal Department to appeal denied claims.

- b) Prepare for potential audits by maintaining organized financial records for a minimum of 3 years after disaster closeout and or grant period is terminated.

Coordination

The reimbursement process will be managed in conjunction with state and federal agencies, including:

- **Colorado Division of Homeland Security and Emergency Management (DHSEM):** For guidance on state processes and coordination with FEMA.
- **FEMA:** For eligibility requirements and direct reimbursement requests.

15.8 Financial Records Retention

Pitkin County established policies and procedures for retaining financial records related to emergency operations, in accordance with Colorado state law and federal guidelines. Proper retention of financial records ensures compliance with audit requirements, facilitates disaster recovery reimbursements, and supports transparency and accountability.

Legal Authority

1. **Colorado State Archives Records Management:** Local Government Retention Schedules (8 CCR 1504-8).
2. **Federal Requirements:** Uniform Guidance, 2 CFR Part 200.333, for federal award retention and access requirements.
3. Other applicable state and local statutes or ordinances.

All departments and agencies engaged in emergency response, recovery, and related financial transactions shall comply with this financial records retention policy.

Records Retention Requirements

- 1) **Retention Period**
 - a) **Federal Disaster Assistance:** Financial records associated with federal funding (e.g., FEMA Public Assistance, Individual Assistance, or mitigation grants) must be retained for a minimum of **three years** after the official disaster closeout date, as specified in **2 CFR 200.334**.

- b) **State and Local Requirements:** Per the Colorado Local Government Records Retention Schedule, emergency-related financial records must be retained for **six years** or as specified by the corresponding record category.
- 2) **Record Types to Retain**

Financial records to be retained include, but are not limited to:

 - a) Payroll records (including overtime hours specific to disaster operations).
 - b) Equipment logs and usage reports.
 - c) Contracts, purchase orders, and vendor invoices.
 - d) Receipts for materials and supplies used during the disaster.
 - e) FEMA Project Worksheets (PWs) and supporting documentation.
 - f) Timesheets, labor summaries, and force account records.
 - g) Correspondence with funding agencies (e.g., FEMA, DHSEM).
- 3) **Digital Record Retention**
 - a) Electronic financial records shall be maintained in secure databases that comply with state and federal record-keeping standards.
 - b) Backup systems must be employed to ensure data integrity and accessibility during audits or legal reviews.

Responsibility

1. **Department Directors and Finance Section:** Responsible for ensuring all financial records related to their operations are properly documented and stored.
2. **Pitkin County Finance Department:** Responsible for the centralized retention, organization, and maintenance of financial records.
3. **Emergency Management Coordinator:** Monitors adherence to record retention schedules for disaster-related financial documentation.

Access and Disposal

- 1) **Access**
 - a) All financial records shall be accessible for audits, inspections, and disaster funding program reviews.
 - b) Record access may be limited to authorized personnel as defined by local policies.
- 2) **Disposition**
 - a) Upon the expiration of the retention period, financial records will be disposed of in accordance with the Colorado State Archives Records Management

guidelines and Pitkin County's internal disposal procedures (e.g., shredding or secure digital deletion).

- b) Records that are part of unresolved claims, disputes, or ongoing audits shall not be destroyed until resolution is complete, even if the retention period has elapsed.

15.9 Financial Management Plan

Pitkin County, Colorado, maintains a comprehensive financial management framework to ensure effective oversight and transparency of its financial operations. This framework includes the Annual Comprehensive Financial Report, which provides detailed insights into the county's financial activities and is accessible to the public. This Financial Management Plan is utilized for emergency operations, training and exercise planning and operations.

15.10 Financial Support

Pitkin County includes base funding for planned operations within the jurisdiction. Additionally, the county's Special Events Permit process requires event organizers to submit applications for events impacting county roads, property, or private properties with zoning variances. While the permit process primarily focuses on logistical and regulatory aspects, it may also involve discussions about financial considerations to ensure events are planned safely and responsibly.

16. Logistics

16.1 Mutual Aid and Regional Aid Agreements

An MAA is a written agreement between offices and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency. It is only after a jurisdiction identifies that the event will exceed their capacity that mutual aid resources are requested. Once local emergency response resources are exhausted or if a county does not possess the needed capabilities, then state and federal resources can be requested. There is a list of existing IGAs, MMAs, MOUs, and regional aid agreements that Pitkin County currently maintains can be requested from the County Emergency Manager.

16.2 Resource Gaps

The Gap Analysis component of the Pitkin County EOP focuses on identifying and addressing deficiencies or unmet needs within the county's emergency management framework. A local informal gap analysis was completed while looking to complete a comprehensive State of Colorado Emergency Preparedness Assessment (CEPA). Talking through current capabilities against anticipated demands during various emergency scenarios, assessing where critical gaps may hinder an effective response or recovery effort, the following key areas include;

1. Personnel shortages in Emergency Management and other Public Safety fields.
2. Further training in the concepts of NIMS with response staff at the County.
3. Scenario specific training on the target hazards for Pitkin County.
4. Resource development to address the remoteness of large population clusters within Pitkin County.
5. Potential breakdowns in communication systems.
6. Limitations in interagency coordination.

Analysis from past incidents, exercises, emerging threats, National AAR's and the 2024 Colorado Emergency Preparedness (CEPA) Report where conclusions from similar counties can be derived, assisted in the development of actionable recommendations for mitigating identified gaps within Pitkin County. are helping drive improvements within the Pitkin County Emergency Management System.

16.3 Mutual Aid

If an incident occurs that exceeds Pitkin County's emergency response capabilities, outside assistance can be requested through MAA with nearby jurisdictions and other organizations, such as a stateside mutual aid compact or a volunteer emergency organization.

Pitkin County has established mutual aid agreements and intergovernmental partnerships with various jurisdictions and agencies to enhance collaborative emergency response and resource sharing. Notable agreements include:

City of Aspen: Pitkin County and the City of Aspen have entered into intergovernmental agreements to support public health emergency responses. These agreements facilitate coordinated efforts and resource allocation to address community needs during health crises.

Town of Basalt and Town of Snowmass Village: Mutual aid agreements exist between Pitkin County, Basalt, and Snowmass Village, promoting collaboration in emergency

services, including fire protection, law enforcement, and public works. These agreements ensure that resources and support are readily available across municipal boundaries during emergencies.

Mountain Rescue Aspen (MRA): The Pitkin County Sheriff collaborates with Mountain Rescue Aspen for search and rescue operations within the county. This partnership leverages MRA's expertise and resources to effectively conduct backcountry rescues and related missions.

Furthermore, Pitkin County coordinates with the Emergency Management agencies within the adjacent Counties of Eagle, Garfield, Lake, Gunnison and Mesa to help with coordinated planning, training, exercise and response operations.

MAAs can be requested in accordance with Pitkin County. Requests for mutual aid for purposes aside from police, EMS/Fire, etc. can be requested through the Colorado statewide mutual aid program, if applicable.

MAA and regional aid agreements must be approved by local Incident Commander, Policy Group, County Emergency Manager or designee before they take effect. Requests to review and approve aid approval requests should be submitted to the appropriate party via email to maintain reliable record keeping.

Existing MAA or regional aid agreements will be reviewed by the responsible party on an annual basis or as specified in the individual agreement. Reviewers of the plan will also coordinate with the jurisdiction/agency/organization that is entered into the agreement to ensure that no changes need to be made with the agreement. Any changes that do need to be made to the agreements will be updated and coordinated with the responsible parties and sent to the appropriate leadership entity for review and signature.

16.4 Resource Tracking

Pitkin County's regular process for resource ordering, tracking, and requesting is outlined in the steps below. Additional details can be found after these steps.

1. Request is received in WebEOC.
2. Request assigned to ESFs. (If this request cannot be filled here, then move to step 3.)
3. Request assigned to ESF 7 Procurement. (If this request cannot be filled here, then move to step 4.)

4. Request assigned to Mutual Aid (or other option). (If this request cannot be filled here, then move to step 5.)
5. Request assigned to the State (note that all previous steps must have been tried before sending a request to the State to fill).

Pitkin County utilizes an internet-based incident and event management platform called WebEOC. WebEOC is utilized by many local jurisdictions and the state. This platform supports ICS, provides provisions for NIMS, and is compliant with both. As long as personnel have access to the internet and have prior authorization, they can access WebEOC to view and input information regarding resource tracking and maintain situational awareness on the incident. A single-point ordering system is utilized and the Logistics Section utilizes WebEOC and the 213RR resource request form to track any and all resources from order to procurement to fulfillment. If, for some reason, WebEOC is not accessible, backup forms of communication and documentation, such as email, are used. In all cases where state/federal resources are requested, the 213RR must be completed and submitted to the state emergency operations center.

Resource requests that cannot be filled by Pitkin County's existing inventories may be procured or purchased from private sector entities, NGOs, and/or other community partners (e.g., MAAs). The Logistics Section coordinates with ESF 7 Procurement and the Finance Section to purchase and receive resources using various methods.

16.5 Specialized Resources

Pitkin County is prepared to respond to a myriad of emergencies, and, with the assistance of this plan, has prepared resources in order to assist with the response to these hazards. However, there may come a time that Pitkin County lacks the adequate specialized resources, due to resource gaps, supply-chain issues, etc. If this occurs, Pitkin County has prepared a process for identifying, locating, and procuring any specialized resources that are required in an emergency.

1. A specific agency/person identifies a resource gap and notifies the relevant agency (e.g., Logistics).
6. Logistics examines MAAs to identify potential sources for the missing resource.
7. If an MAA specifies that a certain agency/jurisdiction/organization is able to address the resource gap and provide the missing resources, the appropriate actions will be taken to activate the MAA. If there is no MAA in place that can provide the missing resources,

Logistics will then notify the state/County/other to seek assistance in identifying another location to receive the needed resources.

8. Once the resources have been identified, Logistics/Procurement/Finance/other relevant departments will follow the appropriate process for organizing and receiving the resources. Special approvals from officials/leadership may be needed for specialized resources.

16.6 Resource Management Plan

Pitkin County uses WebEOC for all its resource tracking needs, and employees are encouraged and trained to use WebEOC as their first source of information in regards to needed and available resources. If an employee recognizes that there is a lack of necessary resources and the jurisdiction's capabilities have been exceeded, they will make a recommendation to their supervisor that either mutual or regional aid agreements be activated or emergency contracting/purchases is considered to fill the gap with resources. It is then up to the relevant supervisor of the department/office/agency that has identified the gap to notify the proper channels to see that gap met by the appropriate means.

A full guide to Pitkin County's resource management plan can be found in the [Pitkin Resource Management Plan](#). This plan identifies in detail Pitkin County's available resources, where they are accessible online, and the process for requesting and using the resources during day-to-day and response operations. Additional information can be found in the [Pitkin County Resource Management Plan 2025-2027](#)

16.7 Logistical Support

Pitkin County, Colorado, hosts a diverse array of events throughout the year that celebrate its vibrant community, outdoor beauty, and rich cultural life. In the winter, the Snowmass Luminescence Festival and the annual X Games Aspen bring visitors for immersive light displays and extreme sports competitions. Spring brings community celebrations such as the 5Point Film Festival, showcasing adventure films in Carbondale. Summer highlights include the Aspen Music Festival, which hosts classical performances, and the Aspen Ideas Festival, drawing global thought leaders. Labor Day Jazz Aspen Snowmass finishes the summer. Fall in Pitkin County features the Aspen Filmfest, presenting both mainstream and independent films. These events, coupled with concerts, art shows, numbers bike and running races and local gatherings like farmers' markets, highlight the community's love for arts, adventure, and social connection throughout the year

In order to prepare for these events, and the additional one-off events that take place throughout the year, the emergency management department may activate the EOC and have additional staff on stand-by in case they are needed to activate. Resource needs and capabilities are estimated based on each event. Prior to the event itself, generally one to two months in advance, the emergency management departments take inventory of the resources it will need for the event to ensure the necessary resources are in place before the event.

17. Plan Development and Maintenance

17.1 EOP Coordination

This EOP will be promulgated by the local elected body every 3 years or as defined by the State of Colorado. The reviews, revisions, updates, and changes made to the plan will begin with the Pitkin County Emergency Manager, who will then elevate the plan as needed if signatures are required for the changes to the plan. If any changes need to be made to the plan that originates outside Pitkin County, the need for updates will be communicated to the appropriate department via email to ensure version control and accountability.

Updates and changes to annexes or other plans that are connected or included in the EOP will also be communicated with the appropriate department to ensure all plans and annexes associated with the EOP are kept up-to-date. In all cases, annual review of the agency EOP is encouraged and should be documented in policy.

17.2 Planning and Coordination Responsibility

Pitkin County Emergency Management is tasked with maintaining, distributing, and updating this EOP. Revisions to this EOP will be coordinated by the relevant Pitkin County position (e.g., Director of Emergency Management), who will also review and approve any proposed revisions to this EOP.

17.3 EOP Updates

Plan maintenance includes updating and revising the plan to reflect all changes, testing the plan periodically, and ensuring that all personnel remain up to date on their roles and responsibilities as outlined in the plan. If any issues emerge, situations change, gaps become apparent, and/or requirements change, the plan must be updated to reflect these and remain usable, compliant, and up-to-date. This Pitkin County EOP will be reviewed annually, after any tests or exercises, following any changes in requirements, and/or after actual incidents, as necessary.

EOP Reviews and Updates

This EOP is continuously monitored and evaluated for its effectiveness, and will be updated after the following:

- When lessons learned from real-world incidents are reviewed;
- When hazard risks or risk areas change;
- When alert and warning or communications systems change; and
- When governmental planning standards for the document in question are changed.

EOP Revision

An EOP will be revised (which involves a complete rewrite of the existing EOP or when substantial changes are made that result in essentially a new document) when multiple pages of the document have been updated, major portions of the document have been removed, or substantial text has been added.

Formal EOP Change

An EOP undergoes a formal change when portions of the document have been updated with specific changes on a limited number of pages. These types of changes will be numbered for identification, and any holders of the document will be issued the changes with a memorandum of the changes that were made. The memorandum should instruct the holder of the document on where to insert the new pages and what pages to remove from the existing EOP. The holder of the document should then note the changes on the record of changes in the EOP. A change of this type does not alter the original document date and does not need a new signature.

Training and Exercises

Anyone who plays a role in implementing the EOP should be appropriately trained on the plan and understand their role in supporting emergency response operations. Pitkin County exercises

its EOP annually; however, real world events that result in activations may be substituted for an exercise if deemed appropriate.

18. Laws, Authorities, and References

18.1 Legal Basis of Emergency Operations and Activities

In compliance with the Colorado Revised Statutes and relevant sections of the Pitkin County Resolution No. 30-2019, Pitkin County is mandated to establish and maintain a countywide Emergency Operations Plan (EOP). This all-hazards plan facilitates collaboration among local, state, and federal agencies, as well as various boards and organizations involved in emergency management. Pitkin County Emergency Management serves as the county's primary coordinating body for response and recovery in situations where a disaster surpasses the capacity of any single jurisdiction. The plan emphasizes cooperative relationships and shared resources to ensure effective and resilient emergency responses across the county.

18.2 Senior Officials' Emergency Authorities

The ordinance granting the Pitkin County Sheriff the authority to act in an emergency is Ordinance No. 014-2016, titled the Emergency Response Authority Ordinance. This ordinance designates the Sheriff as the county's principal emergency response authority, empowering the office to manage and coordinate law enforcement, public safety, and emergency operations during disasters or emergencies. The Sheriff's duties under this ordinance include directing resources, issuing evacuation orders, and collaborating with local, state, and federal agencies to ensure an effective response to protect lives, property, and the environment in Pitkin County.

18.3 Pre-Delegate Emergency Authorities

Pitkin County has pre-delegated emergency authorities to key officials, ensuring swift and effective responses during crises. The County Manager holds overarching authority to direct county resources and personnel, declare local emergencies, and implement policies critical to

public safety. The Sheriff, as the chief law enforcement official, is tasked with maintaining public order, coordinating evacuation efforts, and overseeing incident command in collaboration with other agencies. The Emergency Manager serves as the operational lead, coordinating planning, response, and recovery efforts across departments and external partners. These roles, defined within the EOP, enable a unified, proactive approach to managing emergencies, safeguarding the welfare of Pitkin County residents and infrastructure.

18.4 Continuity of Operations and Continuity of Government Provisions

This Continuity of Government (COG) Plan for Pitkin County, Colorado, serves as a foundational framework to ensure the uninterrupted provision of essential government functions during emergencies or crises. Recognizing the critical importance of maintaining public safety, order, and essential services, this plan outlines the roles, responsibilities, and operational structures necessary for effective response and recovery in the face of disruptions. It is aligned with federal, state, and local emergency guidelines, incorporating strategies for leadership succession, resource allocation, and communication continuity. Through coordinated efforts with local municipalities and support from mutual aid agreements, this plan aims to uphold government stability, safeguard public health, and ensure that core functions remain operational, even in the most challenging circumstances. The current copy of the Pitkin County Plan is on file with the County Manager and or the Emergency Manager.

18.5 Acronyms and Glossary

A full list of acronyms pertaining to emergency management planning and operations can be found at [Pitkin County Acronyms, Abbreviations and Terms](#)

Acronyms	
AAR	After Action Report
COOP	Continuity of Operations
EOP	Emergency Operations Plan
IAP	Incident Action Plan
ISP	Incident Support Plan
THIRA	Threat and Hazard Identification and Risk Assessment
EOC	Emergency Operations Center

A full list of acronyms pertaining to emergency management planning and operations can be found at [FEMA Acronyms, Abbreviations and Terms](#)

Glossary

Command: The act of controlling, ordering, or directing through delegated, regulatory, or statutory authority

Coordination: The process of systematically analyzing a situation, developing relevant information, and selecting appropriate personnel for the most effective combination of available resources to meet specific objectives.

Emergency Management: The preparation for and the carrying out of a function to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include firefighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving public health, safety, and welfare.

Management: The process of creating a framework to help communities reduce their vulnerability to hazards and cope with disasters

Mutual Aid Agreement (MAA): A written agreement between offices and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency.

18.6- 18.21 Federal, State, and Local Laws, Authorities, and References

FEDERAL LAWS & AUTHORITIES

- [Americans with Disabilities Act](#) (1990)
Prohibits discrimination on the Basis of Disability in State and Local Government Services.
- [Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments](#) (1998)
Provides statutory authority for most federal disaster response activities especially as they pertain to FEMA and FEMA programs and establishes the Presidential Disaster Declaration process.

- [The Homeland Security Act of 2002](#)

Creates the U.S. Department of Homeland Security in the aftermath of the terrorist attacks of September 11th, 2001.
- [National Planning Framework](#)

Describes how the whole community works together to achieve the National Preparedness Goal. Includes a Framework for each of the five mission areas: Prevention, Protection, Mitigation, Response, & Recovery.
- [Homeland Security Presidential Directive 5: Management of Domestic Incidents](#) (2003)

Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System.
- [Homeland Security Presidential Directive 7, Critical Infrastructure Identification, Prioritization, and Protection](#) (2003)

Establishes a national policy for federal departments and agencies to identify and prioritize critical infrastructure and to protect them from terrorist attacks.
- [The Post-Katrina Emergency Management Reform Act United States Dept. of Homeland Security](#) (2006)

Amends the Homeland Security Act of 2002 to significantly reorganize FEMA and provide the agency with new authority to remedy gaps that became apparent in Hurricane Katrina response efforts.
- [PETS Act](#) (2006)

Ensures that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals.
- [Plain Language Guidance](#) (2010)

Establishes that Government documents issued to the public must be written clearly in a way that the public can understand and use.
- [Comprehensive Preparedness Guide 101 Version 2 \(CPG-101 v2\)](#) (2010)

Provides FEMA guidance on the fundamentals of planning and developing Emergency Operations Plans.
- [Presidential Policy Directive 8, National Preparedness](#) (2011)

Directs the federal government to develop a National Preparedness Goal that identifies the core capabilities necessary for preparedness and a national preparedness system to guide activities that will enable the nation to achieve the goal.

STATE OF COLORADO LAWS & AUTHORITIES

The Pitkin County Emergency Operations Plan uses the foundation provided by the Homeland Security Act, HSPD #5, PPD #8, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), and the Colorado Disaster Emergency Act of 1992 to provide a comprehensive, all hazards approach to incident management. Nothing in this plan alters the existing authorities of individual departments and agencies. This plan establishes the coordinating structures and processes required to integrate the specific statutory and policy authorities of various departments and agencies in a collective framework."

- [C.R.S. 24-33.5 §701-717](#) Colorado Disaster Emergency Act (2018)
To include provisions related specifically to recovery, mitigation, and resiliency, and to establish the roles and responsibilities of state and local agencies.
- [C.R.S. 24-33.5 §1601-1615](#)
Division of Homeland Security and Emergency Management. The threat of terrorism in Colorado is a matter of great concern to the people of the state and affects the public interest.
- [C.R.S. 24-33.5 §1101-1109](#)
Disaster Relief- In an emergency, the governor may provide assistance to save lives and to protect property, public health and safety.
- [C.R.S. 24-33.5 §1501-1507](#)

Colorado Emergency Planning Commission- A subcommittee shall designate local emergency planning districts to develop emergency response and preparedness capabilities in accordance with the federal act.

- [State of Colorado Emergency Operations Plan](#)

Outlines general guidelines on how the State of Colorado carries out its response and recovery responsibilities to address an emergency or disaster event. The State Emergency Operations Plan (SEOP) defines the organizational structure and operation of the Colorado State Emergency Operations Center (SEOC). The SEOP is established to coordinate and support state and local government actions during an emergency or disaster event.

PITKIN COUNTY LAWS & AUTHORITIES

- [Pitkin County Home Rule Charter](#)

The Pitkin County Home Rule Charter, adopted in 1978, serves as the foundational governing document for Pitkin County, Colorado. As a home rule county, Pitkin County operates with greater local autonomy compared to those governed strictly by state statutes. The charter establishes the framework for county governance, outlining the powers, organization, and responsibilities of the county's elected officials, including the Board of County Commissioners. It empowers the county to address local issues, enact ordinances, and provide services tailored to the community's needs, while adhering to the Colorado Constitution. This governance structure enables Pitkin County to better serve its residents with policies that reflect local values and priorities.

- Pitkin County Resolution No. 004-2025 adopting the Emergency Operations Plan (EOP).