



Board of Trustees Regular Meeting Agenda
February 18, 2025 at 5:30 PM
Town Hall - 621 27th Street Road, Garden City, CO 80631

The Board will consider and may act on the following items:

1. **Call to Order**
2. **Roll Call**
3. **Swear in Mckenzie Rowland as Administrative Assistant**
4. **Consent Agenda**
 - [a.](#) Approve Minutes from February 4th, 2025 Regular Meeting
 - [b.](#) Approve corrected Treasurer's Report for December 2024
 - [c.](#) Approve Treasurer's Report for January 2025
 - [d.](#) Approve Bills Paid
 - [e.](#) Approve Bills to be Paid
 - [f.](#) Budget to Actual
5. **Public Not on the Agenda Invited to be Heard**
6. **Grants**
 - [a.](#) Approve 2738 6th Avenue Lane Residential Revitalization Grant Application with Final Review and Payment in the amount of \$188.98
 - [b.](#) Approve 2738 6th Avenue Lane Fence Grant Application with final review and payment in the amount of \$431.42
 - [c.](#) Approve White Horse Inn 2750 8th Ave Commercial Revitalization Grant Application for Security Cameras Final Review and Payment in the amount of \$903.53
 - [d.](#) Approve Residential Revitalization Grant Final Review and Payment from Jerry Griego 2708 7th Avenue Final Review and Payment in the amount of \$233.00
7. **Marijuana**
 - [a.](#) LivWell I LLC DBA LivWell 2647 8th Ave Unit B Retail Marijuana License RL2647-25 Renewal
8. **Fee Schedule Updates**
 - [a.](#) Adopt 2025 Fee Schedule
9. **Police Department items**
 - [a.](#) Consider JustFOIA Proposal
 - [b.](#) Approve Crash Champions estimate and invoice in the amount of \$8,589.58
 - [c.](#) Approve Garden City Police Department Emergency Management Plan Policy
 - [d.](#) Approve Garden City Police Department Retiree Concealed Firearms Policy
10. **Employee Handbook Updates**
 - [a.](#) Approve Town of Garden City Employee Handbook Updates
11. **Community Center**
 - [a.](#) Approve Community Center Waiver

[b.](#) Approve alcohol rental agreement

[c.](#) Approve Quality Mixology Services and All Seasons Security Policy

12. Bootleggin' Days Update

13. Ordinances

[a.](#) Adopt Ordinance 05-2025 An Ordinance Amending Article 7 - Alcoholic Beverages And Drugs, Division 2 - Drugs, Chapter 10 - General Offenses Of The Garden City Municipal Code Regarding Drug Paraphernalia

14. Staff Reports

a. Town Administrator

b. Police Chief

c. Public Works Director

d. Town Attorney

15. Other Board Issues

16. Announcements

a. Americanism Day is Sunday, February 23rd at noon at the VFW

17. Adjourn



Board of Trustees Regular Meeting Minutes
February 04, 2025 at 5:30 PM
Town Hall - 621 27th Street Road, Garden City, CO 80631

Mayor Fil Archuleta and trustees Alex Lopez, Leigh Sorensen, Rebecca Moreau, Katherine Rodriguez, Sam Parsons, and Gary Sorensen were present. Staff present: Town Administrator Cheryl Campbell, Deputy Clerk Lindsay Shoemaker, Police Chief Jeremy Black, Public Works Director Brett Bloom and Town Attorney Amy Penfold. Sergeant Ken Amick was present. Luz Estela Tarin from Taqueria Rancho Alegre was present. Maria Cardenas was present.

The Board will consider and may act on the following items:

1. Call to Order

2. Roll Call

3. Swear in Maria Cardenas as Finance Clerk

Maria Cardenas was sworn in as Finance Clerk. A short recess was taken. Mayor Archuleta resumed the meeting at 5:37 p.m.

4. Consent Agenda

- a. Approve Minutes from January 21, 2025 Regular Meeting
- b. Approve Bills Paid
- c. Approve Bills to be Paid
- d. Approve Lexipol invoice in the amount of \$4,148.59
- e. Approve Hauser Architecture invoice in the amount of \$4,863.50
- f. Approve Cheryl Campbell PTO request for April 12th and 14th-18th 2025

Motion made to approve the Consent Agenda items a.-f. by Trustee Lopez, Seconded by Trustee Rodriguez.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

5. Public Not on the Agenda Invited to be Heard

There was none.

6. Consider Proposal for Professional Accounting Services from Green & Associates, LLC

a. Proposal

Motion made to approve the Proposal for Professional Accounting Services from Green & Associates, LLC by Trustee Lopez, Seconded by Trustee Parsons.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

7. Liquor Licensing

- a. Luz Estela Tarin DBA Taqueria Rancho Alegre Hotel and Restaurant Liquor License Renewal

Luz Tarin represented Rancho Alegre.

Motion made to approve Luz Estela Tarin DBA Taqueria Rancho Alegre Hotel and Restaurant Liquor License Renewal by Trustee Lopez, Seconded by Trustee Parsons.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

8. Approve Finance Clerk Job Description

- a. Finance Clerk job description

Motion made to approve the Finance Clerk job description by Trustee Moreau, Seconded by Trustee Leigh Sorensen.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

9. Approve Signature Card from First Farm Bank

Motion made to approve the Signature Card from First Farm bank by Trustee Lopez, Seconded by Trustee Parsons.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

10. Approve donation of bus stop to District 6

The bus shelter was purchased in 2013 for \$9,700.00. District 6 will come and remove the shelter. The logo will not be removed.

Motion made to approve donation of the bus stop to District 6 and remove it from the depreciation schedule by Trustee Leigh Sorensen, Seconded by Trustee Moreau.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

11. Weld County Regional Communications Contract for Services

- a. Approve Weld County Communications contract in the amount of \$24,054.00

Motion made to approve the Weld County Communications contract in the amount of \$24,054.00 by Trustee Lopez, Seconded by Trustee Parsons.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

12. Contracts for Bootleggin' Days

- a. Approve Wild Nights band contract in the amount of \$1,000.00

Motion made to approve the Wild Nights band contract in the amount of \$1,000.00 by Trustee Leigh Sorensen, Seconded by Trustee Parsons.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

- b. Approve Strange Brew band quote in the amount of \$1,000.00

Motion made to approve the Strange Brew band quote in the amount of \$1,000.00 by Trustee Moreau, Seconded by Trustee Parsons.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

- c. Approve Poquito Maz contract in the amount of \$1,200.00

Motion made to approve the Poquito Maz contract in the amount of \$1,000.00 by Trustee Leigh Sorensen, Seconded by Trustee Moreau.
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau
7 Aye. 0 Nay. Motion carried.

d. Approve Triple S Party Rental invoice in the amount of \$3,926.34
Motion made to approve the Triple S Party Rental invoice in the amount of \$3,926.34 by Trustee Parsons, Seconded by Trustee Moreau.
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau
7 Aye. 0 Nay. Motion carried.

e. Approve Skinny's Sound and Staging Productions invoice in the amount of \$5,725.00
Motion made to approve Skinny's Sound and Staging Productions invoice in the amount of \$5,725.00 by Trustee Lopez, Seconded by Trustee Parsons.
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau
7 Aye. 0 Nay. Motion carried.

13. Community Center agreements

a. Updated Non Alcohol agreement
Motion made to approve the updated non alcohol agreement by Trustee Leigh Sorensen, Seconded by Trustee Parsons.
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau
7 Aye. 0 Nay. Motion carried.

b. Alcohol rental agreement
Motion made to postpone the alcohol rental agreement to an indefinite date by Trustee Parsons, Seconded by Trustee Leigh Sorensen.
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau
7 Aye. 0 Nay. Motion carried.

c. Bartender and Security Guard agreement
Motion made to postpone the bartender and security guard agreement to an indefinite date by Trustee Parsons, Seconded by Trustee Leigh Sorensen.
Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau
7 Aye. 0 Nay. Motion carried.

14. Public Hearing Regarding Ordinance 01-2025 An Ordinance To Amend Chapter 16- Land Use and Development Of The Garden City Municipal Code By The Addition Of Article 13 Concerning The Regulation Of Natural Medicine Businesses In The Town Of Garden City, Colorado

Mayor Archuleta recessed the Regular Meeting at 5:54pm and opened the Public Hearing regarding Ordinance 01-2025 An Ordinance To Amend Chapter 16- Land Use and Development Of The Garden City Municipal Code By The Addition Of Article 13 Concerning The Regulation Of Natural Medicine Businesses In The Town Of Garden City, Colorado.

There was no public comment.

Mayor Archuleta adjourned the Public Hearing at 5:54pm.

15. Public Hearing Regarding Ordinance 02-2025 An Ordinance Amending Article 4 -Medical Marijuana Establishments, Chapter 16 - Land Use And Development Of The Garden City Municipal Code Regarding Modification Of Premises

Mayor Archuleta opened the Public Hearing regarding Ordinance 02-2025 An Ordinance Amending Article 4 -Medical Marijuana Establishments, Chapter 16 - Land Use And Development Of The Garden City Municipal Code Regarding Modification Of Premises at 5:55pm.

There was no public comment.

Mayor Archuleta adjourned the Public Hearing at 5:55pm and reopened the Regular Meeting.

16. Ordinances

- a. Ordinance 01-2025 An Ordinance To Amend Chapter 16- Land Use and Development Of The Garden City Municipal Code By The Addition Of Article 13 Concerning The Regulation Of Natural Medicine Businesses In The Town Of Garden City, Colorado

Motion made to adopt Ordinance 01-2025 An Ordinance To Amend Chapter 16- Land Use and Development Of The Garden City Municipal Code By The Addition Of Article 13 Concerning The Regulation Of Natural Medicine Businesses In The Town Of Garden City, Colorado by Trustee Parsons, Seconded by Trustee Moreau.

- Voting Yay
- Trustee Rebecca Moreau
- Trustee Gary Sorensen
- Mayor Fil Archuleta
- Trustee Sam Parsons
- Trustee Alex Lopez
- Trustee Katherine Rodriguez
- Trustee Leigh Sorensen

7 Aye. 0 Nay. Ordinance 01-2025 adopted.

- b. Ordinance 02-2025 An Ordinance Amending Article 4 -Medical Marijuana Establishments, Chapter 16 - Land Use And Development Of The Garden City Municipal Code Regarding Modification Of Premises

Motion made to adopt Ordinance 02-2025 An Ordinance Amending Article 4 -Medical Marijuana Establishments, Chapter 16 - Land Use And Development Of The Garden City Municipal Code Regarding Modification Of Premises by Trustee Lopez, Seconded by Trustee Parsons.

- Voting Yay
- Trustee Leigh Sorensen
- Trustee Katherine Rodriguez
- Trustee Rebecca Moreau
- Trustee Alex Lopez
- Mayor Fil Archuleta
- Trustee Gary Sorensen
- Trustee Sam Parsons

7 Aye. 0 Nay. Ordinance 02-2025 adopted.

- c. Introduction of Ordinance 04-2025 An Ordinance For The Regulation Of Traffic By The Town Of Garden City, Colorado; Adopting By Reference The 2024 Edition Of The "Model Traffic Code For Colorado"; Repealing All Ordinances In Conflict Therewith; And Providing Penalties For Violations Thereof

This Ordinance was introduced for the record. No action was taken.

17. Approve Public Hearing regarding Ordinance 04-2025 An Ordinance For The Regulation Of Traffic By The Town Of Garden City, Colorado.

Motion made to approve Public Hearing regarding Ordinance 04-2025 An Ordinance For The Regulation Of Traffic By The Town Of Garden City, Colorado on March 4th 2025 at 5:30pm by Trustee Moreau, Seconded by Trustee Leigh Sorensen.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

18. Staff Reports

a. Town Administrator

The Commander at the VFW sent an invitation to the Board for Americanism Days on February 23rd at noon. There is a CML workshop on February 20th. The staff conducted interviews for the administrative assistant position and have a candidate in mind. Cheryl asked the Board about the revitalization check for Jerry Griego. She will release the check now and the final review and payment will be on the next agenda.

b. Police Chief

The Police Technician is excelling in his new role. Chief will have a proposal for JustFOIA, a record keeping system, next meeting. Officer Dudley is in phase two of FTO and will most likely be signed off before the end of February. Vehicle 302 was involved in a collision. We were not at fault. It will be fixed by next week. Reports and claims are in the works. Year end stats were below 6,000 calls. Violent crime is below average which is very good. Officer McGarry went to a drug recognition course and passed. He is going to California for another training regarding the drug recognition. The State is going to reimburse the Town for some of the expenses.

c. Public Works Director

Brett has purchased the ADA compliant picnic table. The last item on CIRSA's list is the compliant sidewalk and that will be done when the weather warms up. The materials for the shop are being ordered, no timeline on delivery. The air purifiers were installed last week. He will get the Stumble Monkey contract for Bootleggin' Days for the next agenda. The company for the crossing signal will be here today or tomorrow to fix it. The Community Center east wall is without power. At Your Service Electric will be here tomorrow to fix that and install the yard light over the Community Gardens. Xcel Energy is still on hold waiting for parts for the light poles damaged in the traffic accident on 8th Ave. The 9th Avenue lights are being held up by an easement process. Brett has also been painting the back offices in Town Hall.

d. Town Attorney

Ms. Penfold advised the Board there will be a Drug Paraphernalia ordinance on the next agenda.

19. Other Board Issues

Trustee Lopez thanked Brett and Cheryl for helping with the Community Center booking mishap last weekend. New processes are going into place to reduce the chance of unauthorized parties being in the Community Center.

20. Announcements

a. Town Hall will be closed Monday, February 17th for President's Day

21. Adjourn

Motion made to adjourn the meeting by Trustee Parsons, Seconded by Trustee Rodriguez.

Voting Yea: Mayor Archuleta, Trustee Lopez, Trustee Gary Sorensen, Trustee Leigh Sorensen, Trustee Rodriguez, Trustee Parsons, Trustee Moreau

7 Aye. 0 Nay. Motion carried.

Since there was no further business, Mayor Archuleta adjourned the meeting at 6:25pm.

Expenditures

Filbert Archuleta - Mayor	\$	309.37
Gary Sorensen - Trustee	\$	153.08
Rebecca Moreau - Trustee Tim Costello in 2023	\$	158.21
Alex Lopez - Trustee	\$	114.81
Sam Parsons - Trustee	\$	100.92
Katerhine Rodriguez - Trustee	\$	144.02
Leigh Sorensen - Trustee	\$	129.96
Ace Hardware - Supplies	\$	135.77
Adamson Police Products - PD Gear	\$	879.89
ADP - Payroll processing fees	\$	352.77
AFLAC - employee paid insurance	\$	558.00
Alyssa Bird - Police Officer	\$	4,119.38
Amazon Business - office/PW/PD supplies	\$	1,743.17
Amy Penfold - Legal for Nov and Dec 2024	\$	9,891.00
Atmos Energy - Natural Gas	\$	369.53
A T & T - Cell phones and air cards	\$	2,872.72
Austin's American Grill - Christmas party	\$	2,372.02
Award Alliance - Employee awards	\$	340.00
Behrtec LLC - IT Services Nov & Dec & Microsoft Licenses	\$	10,231.25
Bratton's Office Equipment - Printer R & M	\$	114.78
Brett Bloom - Public Works Director	\$	5,068.93
Build West Construction LLC - Shop down payment	\$	19,357.60
Card Services Visas - Meals,postage,software,fuel	\$	1,976.88
Cheryl Campbell - Town Administrator and reimbursre exp	\$	7,820.76
Cintas - Floor Mats & Janitorial Supplies plus AED for CC	\$	366.63
City of Greeley - Water	\$	217.57
Colorado Department of Revenue - PR WH Taxes	\$	2,192.64
Comlanvi Jean Paul Saga - Restitution	\$	235.00
Comcast Internet and Phones	\$	415.07
EPS Group - Contracted engineering services - drainage	\$	260.00
Fidelity HSA - Employee HSA contributions	\$	102.09
FPPA - Police Pension	\$	7,309.32
Fun Productions - reissue lost check	\$	1,262.38
Global Payments - CC Fees	\$	786.14
Globe Life - Supplemental insurance premiums	\$	1,258.00
Heidi's White Glove - Office/PD/CC Cleaning	\$	1,010.00
Home Depot - Operations supplies and materials/new office	\$	398.68
Interprenet - Field translation	\$	19.23
Intradyn - Social media archiving	\$	1,080.00
Jay Billings - PT Police Officer	\$	862.72
Jeremy Black - Police Chief	\$	7,383.50
Joseph Bodine - Court Prosecutor for Dec 2023	\$	1,855.00
Ken Amick - Police Sgt	\$	5,292.86
Lindsay Shoemaker - Deputy Clerk	\$	4,643.33
M&O Tires - PD vehicle R & M	\$	320.55

Maria Cardenas - Administrative Assistant	\$	3,144.63
Mark McGarry - Police Officer	\$	4,298.19
Menjivar Tree Service - Tree removal	\$	1,000.00
MetLife - Employee Benefits	\$	1,410.71
Michael Stewart - Judge	\$	600.00
Mile High Shooting Accessories - Ammunition	\$	986.84
Mission Square - Employee Retirement Contributions	\$	5,837.69
O'Reilly Auto Parts - PD Vehicle R&M	\$	115.00
Paradise Landscape Mgmt - Community Gardens	\$	21,466.00
Petty Cash - Reimburse postage,office sppls,fuel	\$	47.50
Prairie Mountain Media - Legal Publishing	\$	86.24
QuikTrip - Fuel	\$	649.43
Ramonson Louisma - Creole Interpreter	\$	330.00
Sam's Club - Paper prods,snacks,drinks,paper products	\$	651.38
Sendas Communications LLC - Court Interpreter	\$	110.00
Talk Shop - Cable run	\$	324.25
Teddy Rothe - PT PWs	\$	586.21
Tommy Lamb - PT Police Officer	\$	392.98
Town & Country Fence - Clean up days	\$	850.00
US Treasury - Payroll Taxes	\$	10,368.52
Valley Fire Extinguisher - Fire Extinguisher	\$	449.00
Verizon Wireless - GPS	\$	127.60
Victory Outreach - Temp labor for Christmas Lights	\$	300.00
Waste Management - Trash service	\$	204.39
Weld County Sheriff's Office - Jail Services	\$	192.90
Weld County Treasurer - Treasurer's Fee	\$	20.27
Xcel Energy - Electricity/Street Lights	\$	1,687.33
	\$	162,822.59

Revenues

Liquor License	\$	-
Property Tax	\$	1,909.08
Local Sales Tax	\$	226,380.13
Specific Ownership	\$	208.18
Security Guard License	\$	50.00
Dog License	\$	5.00
MJ Facility Permit	\$	-
Comcast Cable Franchise	\$	-
Wholesale Fees - Smokeys 1st, 2nd, 3rd Qtrs	\$	-
Cigarette Tax	\$	136.03
CTF Distribution	\$	768.12
Police Records Requests	\$	50.00
Business License	\$	-
Community Center Rental Fee	\$	475.00
Municipal Court Fines	\$	8,626.00
District Court Fines	\$	33.54
Parking Tickets	\$	-
Interest from Stifel Investments - Nov and Dec 2023	\$	12,326.27
Interest from ColoTrust - Nov and Dec 2023	\$	15,060.42
Highway Users Tax	\$	816.60
Interest from Weld County	\$	117.52
Motor Vehicle Registration	\$	61.92
Motor Vehicle Registration Sales Tax	\$	-
Building Permit	\$	250.00
Street Cut Permit Deposit	\$	-
Civitas Oil & Gas - (Formerly Extraction)	\$	108.58
Weld County Road and Bridge	\$	-
Building permit overcharge - reimbursable	\$	200.00
Police Department Grant Reimbursements - HVE 2023	\$	-
Refunds - CIRSA and Cintas 2023	\$	-
Reimburse missing direct deposit from Journey 2023	\$	-
Police Department Shotgun Sale	\$	250.00
Re-add void checks #23229,21048,21008,22118	\$	1,457.38
	\$	269,289.77

Cash Balances

Checking	\$	393,431.46
Petty Cash	\$	100.00
Cash Drawer for Court Cashier	\$	200.00
PDI Cash	\$	500.00
Investment	\$	4,255,822.92
ColoTrust	\$	3,786,430.43
	\$	8,436,484.81

2023-2024 COMPARISON**2023****2024****2024 % of 2023****Expenditures**

January	\$ 206,935.57	\$ 173,948.83	84.06%
February	\$ 173,929.74	\$ 242,583.32	139.47%
March	\$ 137,150.79	\$ 124,681.05	90.91%
April	\$ 120,679.62	\$ 186,602.73	154.63%
May	\$ 123,156.19	\$ 146,696.39	119.11%
June	\$ 159,368.01	\$ 151,274.74	94.92%
July	\$ 442,572.08	\$ 149,745.71	33.84%
August	\$ 293,778.70	\$ 238,272.83	81.11%
September	\$ 139,434.85	\$ 713,035.51	511.38%
October	\$ 206,497.85	\$ 149,659.20	72.47%
November	\$ 160,151.43	\$ 168,673.27	105.32%
December	\$ 266,375.83	\$ 162,822.59	61.13%
Year to Date	\$ 2,430,030.66	\$ 2,607,996.17	107.32%

Revenues**2023****2024****2024 % of 2023**

January	\$ 231,671.84	\$ 278,201.45	120.08%
February	\$ 263,583.48	\$ 274,143.49	104.01%
March	\$ 250,382.11	\$ 247,154.90	98.71%
April	\$ 244,540.16	\$ 289,255.93	118.29%
May	\$ 261,692.70	\$ 250,877.58	95.87%
June	\$ 256,977.06	\$ 270,100.48	105.11%
July	\$ 252,399.63	\$ 243,854.73	96.61%
August	\$ 283,254.88	\$ 315,360.16	111.33%
September	\$ 265,109.02	\$ 297,656.36	112.28%
October	\$ 252,431.49	\$ 258,765.10	102.51%
November	\$ 212,503.67	\$ 304,947.46	143.50%
December	\$ 267,586.60	\$ 269,289.77	100.64%
Year to Date	\$ 3,042,132.64	\$ 3,299,607.41	108.46%

Net Revenue

\$ 612,101.98	\$ 691,611.24
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Expenditures	2023	2024	2024 % of 2023
Filbert Archuleta - Mayor	\$ 526.40	\$ 309.37	58.77%
Gary Sorensen - Trustee	\$ 269.17	\$ 153.08	56.87%
Rebecca Moreau - Trustee Tim Costello in 2023	\$ 263.76	\$ 158.21	59.98%
Alex Lopez - Trustee	\$ 233.83	\$ 114.81	49.10%
Sam Parsons - Trustee	\$ 103.80	\$ 100.92	97.23%
Katerhine Rodriguez - Trustee	\$ 260.79	\$ 144.02	55.22%
Leigh Sorensen - Trustee	\$ 269.15	\$ 129.96	48.29%
AAM Investements LLC - Business Incentive 2023	\$ 48,000.00	\$ -	0.00%
Ace Hardware - Supplies	\$ 31.63	\$ 135.77	429.24%
Adamson Police Products - PD Gear	\$ 775.96	\$ 879.89	113.39%
ADP - Payroll processing fees	\$ -	\$ 352.77	
AFLAC - employee paid insurance	\$ 309.82	\$ 558.00	180.10%
Agfinity - Fuel 2023	\$ 456.56	\$ -	0.00%
Aloha Apparel - PD apparel 2023	\$ 775.00	\$ -	0.00%
Alyssa Bird - Police Officer	\$ 4,472.35	\$ 4,119.38	92.11%
Amazon Business - office/PW/PD supplies	\$ 2,352.29	\$ 1,743.17	74.11%
Amy Penfold - Legal for Nov and Dec 2024	\$ -	\$ 9,891.00	
Andrew Brown - Police Officer 2023	\$ 5,745.09	\$ -	0.00%
Ashley Perez - Police Officer 2023	\$ 4,979.44	\$ -	0.00%
Atmos Energy - Natural Gas	\$ 468.84	\$ 369.53	78.82%
A T & T - Cell phones and air cards	\$ -	\$ 2,872.72	
At Your Service Electric - wire sump pump 2023	\$ 1,624.04	\$ -	0.00%
Austin's American Grill - Christmas party	\$ -	\$ 2,372.02	
Automated Business Products - Maintenance Agmt 2023	\$ 95.31	\$ -	0.00%
Award Alliance - Employee awards	\$ 270.75	\$ 340.00	125.58%
AWP Safety - Road damage signs/Stop Signs 2023	\$ 264.22	\$ -	0.00%
Behrtec LLC - IT Services Nov & Dec & Microsoft Licenses	\$ 5,220.00	\$ 10,231.25	196.00%
Bilrite Sign Service Inc - New Welcome sign lower 2023	\$ 200.00	\$ -	0.00%
BNK REI LLC - Fence grant for 615 26th St 2023	\$ 3,000.00	\$ -	0.00%
Bratton's Office Equipment - Printer R & M	\$ 82.68	\$ 114.78	138.82%
Brett Bloom - Public Works Director	\$ 5,210.36	\$ 5,068.93	97.29%
Build West Construction LLC - Shop down payment	\$ -	\$ 19,357.60	
Card Services Visas - Meals,postage,software,fuel	\$ -	\$ 1,976.88	
Cattleman's - Staff Christmas Dinner 2023	\$ 2,360.25	\$ -	0.00%
Cheryl Campbell - Town Administrator and reimbursre exp	\$ 6,983.51	\$ 7,820.76	111.99%
Cintas - Floor Mats & Janitorial Supplies plus AED for CC	\$ 274.33	\$ 366.63	133.65%
CIRSA - Add three new PD vehicles to policy 2023	\$ 322.85	\$ -	0.00%
City of Greeley - Water	\$ 137.26	\$ 217.57	158.51%
CivicPlus - Annual administrative fee 2023	\$ 236.25	\$ -	0.00%
Colorado Department of Revenue - PR WH Taxes	\$ 2,457.00	\$ 2,192.64	89.24%
Comlanvi Jean Paul Saga - Restitution	\$ -	\$ 235.00	
Comcast Internet and Phones	\$ 399.34	\$ 415.07	103.94%
C U of CO - Paper Prod,Office/PD Supplies,Fuel,Post 2023	\$ 1,863.89	\$ -	0.00%
Custom Imaging - PWs clothing 2023	\$ 494.39	\$ -	0.00%
Davis & Associates - Background checks 2023	\$ 550.00	\$ -	0.00%
Danielle Crawford - Court Clerk/Reimburse Expenses 2023	\$ 3,256.23	\$ -	0.00%
Dell - Server equipment 2023	\$ 7,740.37	\$ -	0.00%
EB Promotions - PD Forms/Coffee cups 2023	\$ 1,060.17	\$ -	0.00%
EPS Group - Contracted engineering services - drainage	\$ -	\$ 260.00	
Fidelity HSA - Employee HSA contributions	\$ 299.04	\$ 102.09	34.14%

First Armored Services - New PD vehicles upfits 2023	\$ 69,554.98	\$ -	0.00%
First Class Security Systems LLC - Servcie call/cameras 2023	\$ 157.50	\$ -	0.00%
First Farm Bank - Fraudulent check cleared 2023	\$ 1,750.00	\$ -	0.00%
FPPA - Police Pension	\$ 8,478.92	\$ 7,309.32	86.21%
Fun Productions - reissue lost check	\$ -	\$ 1,262.38	
Fuzion Field Services - Clean Up Days Dumpsters 2023	\$ 2,964.38	\$ -	0.00%
Garretson's Sport Center - Branded hoodies 2023	\$ 1,408.00	\$ -	0.00%
Garza and Sons Masonry, Inc - R & M Planters 2023	\$ 5,950.00	\$ -	0.00%
General Air Service and Supply - Welder 2023	\$ 1,101.13	\$ -	0.00%
Global Payments - CC Fees	\$ 328.47	\$ 786.14	239.33%
Globe Life - Supplemental insurance premiums	\$ 1,325.00	\$ 1,258.00	94.94%
Godbold Law LLC - Legal 2023	\$ 2,440.00	\$ -	0.00%
Grease Monkey - PD vehicle R & M 2023	\$ 106.22	\$ -	0.00%
Heidi's White Glove - Office/PD/CC Cleaning	\$ 835.00	\$ 1,010.00	120.96%
Home Depot - Operations supplies and materials/new office	\$ 1,122.22	\$ 398.68	35.53%
Interprenet - Field translation	\$ -	\$ 19.23	
Intradyn - Social media archiving	\$ -	\$ 1,080.00	
IT/IS Trusted Networks - IT Contract Final 2023	\$ 750.00	\$ -	0.00%
Jay Billings - PT Police Officer	\$ 1,004.73	\$ 862.72	85.87%
Jeremy Black - Police Chief	\$ 6,457.88	\$ 7,383.50	114.33%
Joseph Bodine - Court Prosecutor for Dec 2023	\$ 2,502.50	\$ 1,855.00	74.13%
Journey Payroll Service - PR Processing and W2s 2023	\$ 556.25	\$ -	0.00%
Ken Amick - Police Sgt	\$ 5,646.21	\$ 5,292.86	93.74%
LaSalle Oil - Fuel 2023	\$ 107.80	\$ -	0.00%
Lindsay Shoemaker - Deputy Clerk	\$ 3,418.73	\$ 4,643.33	135.82%
M&O Tires - PD vehicle R & M	\$ -	\$ 320.55	
Maria Cardenas - Administrative Assistant	\$ -	\$ 3,144.63	
Mark A. Leachman PC - PR liabilities 2023	\$ 151.52	\$ -	0.00%
Mark McGarry - Police Officer	\$ -	\$ 4,298.19	
Menjivar Tree Service - Tree removal	\$ -	\$ 1,000.00	
MetLife - Employee Benefits	\$ 1,512.06	\$ 1,410.71	93.30%
Michael Stewart - Judge	\$ 600.00	\$ 600.00	100.00%
Mile High Shooting Accessories - Ammunition	\$ -	\$ 986.84	
Mission Square - Employee Retirement Contributions	\$ 5,175.11	\$ 5,837.69	112.80%
O'Reilly Auto Parts - PD Vehicle R&M	\$ 50.45	\$ 115.00	227.95%
Paradise Landscape Mgmt - Community Gardens	\$ -	\$ 21,466.00	
Petty Cash - Reimburse postage,office sppls,fuel	\$ -	\$ 47.50	
Prairie Mountain Media - Legal Publishing	\$ 107.36	\$ 86.24	80.33%
QuikTrip - Fuel	\$ 790.75	\$ 649.43	82.13%
Ramonsen Louisma - Creole Interpreter	\$ -	\$ 330.00	
Rubianne Rubio - Pavement Grant 2023	\$ 6,900.00	\$ -	0.00%
Sam's Club - Paper prods,snacks,drinks,paper products	\$ 458.48	\$ 651.38	142.07%
Scott's Automotive - PD vehicle R & M 2023	\$ 1,408.06	\$ -	0.00%
Sendas Communications LLC - Court Interpreter	\$ 233.75	\$ 110.00	47.06%
Shred It - Shredding 2023	\$ 30.00	\$ -	0.00%
Talk Shop - Cable run	\$ -	\$ 324.25	
Tatyana 5 Star Cleaners - Drycleaning 2023	\$ 105.73	\$ -	0.00%
Teddy Rothe - PT PWs	\$ 348.38	\$ 586.21	168.27%
Tommy Lamb - PT Police Officer	\$ -	\$ 392.98	
Town & Country Fence - Clean up days	\$ -	\$ 850.00	
US Treasury - Payroll Taxes	\$ 11,926.69	\$ 10,368.52	86.94%
Valley Fire Extinguisher - Fire Extinguisher	\$ 195.00	\$ 449.00	230.26%

Verizon Wireless - GPS	\$	677.32	\$	127.60	18.84%
Victory Outreach - Temp labor for Christmas Lights	\$	-	\$	300.00	
Wash Me Car Washes - PD vehicles R & M 2023	\$	45.60	\$	-	0.00%
Waste Management - Trash service	\$	169.67	\$	204.39	120.46%
Weld County Sheriff's Office - Jail Services	\$	151.32	\$	192.90	127.48%
Weld County Treasurer - Treasurer's Fee	\$	-	\$	20.27	
Xcel Energy - Electricity/Street Lights	\$	2,676.54	\$	1,687.33	63.04%
	\$	266,375.83	\$	162,822.59	61.13%

Revenues	2023	2024	2024 % of 2023
Liquor License	\$ -	\$ -	
Property Tax	\$ -	\$ 1,909.08	
Local Sales Tax	\$ 191,235.85	\$ 226,380.13	118.38%
Specific Ownership	\$ 258.74	\$ 208.18	80.46%
Security Guard License	\$ 175.00	\$ 50.00	28.57%
Dog License	\$ -	\$ 5.00	
MJ Facility Permit	\$ 10,000.00	\$ -	0.00%
Comcast Cable Franchise	\$ -	\$ -	
Wholesale Fees - Smokeys 1st, 2nd, 3rd Qtrs	\$ -	\$ -	
Cigarette Tax	\$ 195.37	\$ 136.03	69.63%
CTF Distribution	\$ 1,056.32	\$ 768.12	72.72%
Police Records Requests	\$ 17.50	\$ 50.00	285.71%
Business License	\$ -	\$ -	
Community Center Rental Fee	\$ 350.00	\$ 475.00	135.71%
Municipal Court Fines	\$ 8,183.00	\$ 8,626.00	105.41%
District Court Fines	\$ 193.72	\$ 33.54	17.31%
Parking Tickets	\$ -	\$ -	
Interest from Stifel Investments - Nov and Dec 2023	\$ 21,046.82	\$ 12,326.27	58.57%
Interest from ColoTrust - Nov and Dec 2023	\$ 29,106.72	\$ 15,060.42	51.74%
Highway Users Tax	\$ 820.76	\$ 816.60	99.49%
Interest from Weld County	\$ -	\$ 117.52	
Motor Vehicle Registration	\$ 95.38	\$ 61.92	64.92%
Motor Vehicle Registration Sales Tax	\$ 5.70	\$ -	0.00%
Building Permit	\$ -	\$ 250.00	
Street Cut Permit Deposit	\$ -	\$ -	
Civitas Oil & Gas - (Formerly Extraction)	\$ 324.57	\$ 108.58	33.45%
Weld County Road and Bridge	\$ -	\$ -	
Building permit overcharge - reimbursable	\$ -	\$ 200.00	
Police Department Grant Reimbursements - HVE 2023	\$ 500.00	\$ -	0.00%
Refunds - CIRSA and Cintas 2023	\$ 569.78	\$ -	0.00%
Reimburse missing direct deposit from Journey 2023	\$ 3,418.51	\$ -	0.00%
Police Department Shotgun Sale	\$ -	\$ 250.00	
Re-add void checks #23229,21048,21008,22118	\$ 32.86	\$ 1,457.38	
	\$ 267,586.60	\$ 269,289.77	100.64%

Cash Balances

Checking	\$ 529,898.24	\$ 393,431.46
Petty Cash	\$ 100.00	\$ 100.00
Cash Drawer for Court Cashier	\$ 200.00	\$ 200.00
PDI Cash	\$ 500.00	\$ 500.00
Investment	\$ 4,068,487.81	\$ 4,255,822.92
ColoTrust	\$ 3,145,687.52	\$ 3,786,430.43
	\$ 7,744,873.57	\$ 8,436,484.81

Monthly Expenditures

Filbert Archuleta - Mayor (January PR X 2 plus Feb 2 PR written Jan 31st)	\$ 928.12
Gary Sorensen - Trustee	\$ 476.30
Alex Lopez - Trustee	\$ 276.42
Leigh Sorensen - Trustee	\$ 407.01
Rebecca Moreau - Trustee	\$ 474.50
Sam Parsons - Trustee	\$ 377.97
Katherine Rodriguez - Trustee	\$ 305.62
ADP - PR Processing/Time clock subscription	\$ 841.35
Adamson Police Products - PD Uniforms and Weapons 2023	\$ 555.30
Agfinity - Fuel	\$ 12.62
Alyssa Hewell - Police Officer	\$ 8,259.62
Amazon Business - Office/PD/Event Sppls	\$ 1,382.31
AT&T - Cell phones and air cards	\$ 609.72
Atmos Energy - Natural Gas	\$ 449.49
Axon Enterprise - Body cam software	\$ 12,803.69
Behrtec - IT services	\$ 1,859.25
Brandon Dudley - Police Officer	\$ 6,351.50
Bratton's Office Equipment - Office Equip R & M	\$ 130.23
Brett Bloom - PWs Director	\$ 7,737.79
Card Services - First Farm Visas	\$ 2,997.82
Cheryl Campbell - Town Administrator and reimburse expenses	\$ 11,783.52
Christopher Reid - Police Technician	\$ 2,734.99
Cintas - Floor mats and janitorial supplies	\$ 171.76
CIRSA - 2025 Property & Casualty/WC/Optional Coverages Premiums	\$ 63,630.78
City of Greeley - GET Transit IGA	\$ 20,477.00
City of Greeley - Water	\$ 204.88
CivicPlus - Annual fee for website, agenda mgmt, Moncico	\$ 12,080.40
CML - 2024 Dues	\$ 986.00
Colorado Department of Revenue - PR WH Taxes	\$ 6,148.82
Comcast - Phones and Internet	\$ 414.64
Comlanvi, Jean Paul - Restitution	\$ 31.66
Custom Imaging - Branded clothing	\$ 407.92
Earthgreen Fence - Community Gardens fence	\$ 5,972.03
ErgoMed - Pre-employment testing	\$ 575.00
Fidelity HSA - Employee Health Savings Acct Contributions	\$ 104.41
First Farm Bank - Stop Payment Fee	\$ 35.00
FPPA - Police Pension	\$ 15,045.28
Fun Productions - Fun Under the Sun deposit	\$ 5,175.17
Global Payments - CC Fees	\$ 1,007.86
Globe Life Supplemental Benefits	\$ 1,370.40
Grease Monkey - PW truck oil change	\$ 161.44
Greeley Furnace - Annual R & M	\$ 260.00
Hauser Architects - PD bldg expansion engineering	\$ 7,735.00
Home Depot - PWs sppls	\$ 486.08
Heidi's Whiteglove Cleaning - Bldg R & M	\$ 800.00

I & A Concrete - Community Gardens	\$ 15,337.00
ICP - Employment Law posters updates subscription & new posters	\$ 30.00
IIMC - Annual dues for Administrator/Clerk	\$ 355.00
Interprenet - Spanish Interpreter	\$ 20.75
Jay Billings - PT Police Officer	\$ 2,509.18
Jeff Allen Scofield - Restitution	\$ 200.00
Jeremy Black - Police Chief	\$ 9,984.27
Jerry Griego - Residential Revitalization Grant	\$ 532.72
Joseph Bodine - Municipal Court Prosecutor	\$ 2,432.50
Ken Amick - Police Sgt	\$ 9,809.10
Kinsco - PD equipment	\$ 69.00
Lindsay Shoemaker - Deputy Clerk	\$ 6,050.59
Little Angels Pony & Pals - Kids Fun Under the Sun deposit	\$ 712.50
Maria Cardenas - Finance Clerk	\$ 5,121.03
Mark McGarry - Police Officer	\$ 10,152.30
MdE, Inc - Software subscription for PD	\$ 4,042.00
Michael Stewart - Municipal Judge	\$ 600.00
M & O Tires - Tires - 2025	\$ 1,102.20
Mission Square - 457b Contributions	\$ 7,700.59
O'Reilly Auto Parts - PWs Vehicle R & M	\$ 155.27
Psychological Resources - Pre-employment testing	\$ 300.00
Public Sector Health Care Group - Health/Life/Dental Ins Jan & Feb	\$ 11,030.53
QuikTrip - Fuel	\$ 793.76
Sam's Club - Events, Drinks, Snacks, Janitorial sppls	\$ 69.42
Sendas Communications - Municipal Court Interpreter	\$ 110.00
Teddy Rothe - PT PWs	\$ 1,905.38
Tommy Lamb - Police Officer	\$ 727.92
Tyler Technologies -Software subscription for Court, Cashier	\$ 9,074.58
US Treasury - PR Taxes	\$ 21,915.49
Waste Management - Trash Service	\$ 243.22
Weld County Chiefs of Police - Dues	\$ 350.00
Weld County Sheriff - Jail services	\$ 231.48
Xcel Energy - Electricity and Street Lights	\$ 1,933.72
	<hr/>
	\$ 330,638.17

Monthly Revenues

Property Tax	\$ -
Specific Ownership Tax	\$ 226.50
Sales Tax	\$ 205,042.82
Atmos Franchise Fee	\$ 1,362.18
Xcel Franchise Fee	\$ 10,388.04
Comcast Franchise Fee	\$ -
Marijuana Facility License	\$ 12,000.00
Business License	\$ 2,410.00
Liquor License	\$ 350.00
Security Guard Licenses	\$ 100.00
Building Permits	\$ 644.25
Zoning Permits	\$ -
Dog Licenses	\$ -
Cigarette Tax	\$ 228.85
Motor Vehicle Registration	\$ 70.37
Motor Vehicle Registration Sales Tax	\$ -
Highway Users Tax	\$ 809.37
Weld County Road & Bridge	\$ -
State Entitlement - CTF	\$ -
Royalties form Oil & Gas	\$ 353.59
Municipal Court Fines	\$ 12,559.00
District Court Fines	\$ 61.02
Records Requests	\$ 60.00
Interest from Stifel Investment Account	\$ 17,165.96
Interest from ColoTrust	\$ 14,553.61
Interest from Weld County	\$ -
Wholesale Fees	\$ -
Community Center Rental Fees	\$ 625.00
Police Grants - HVE	\$ 1,200.00
Rubio payment of alley repair from 2021 paid in 2023	\$ -
Staff reimbursement for gift	\$ 24.00
Refunds - Cintas overpayment	\$ 130.50
Donations - Bonfire	\$ -
First Farm Bank - Redeposit fraudulent check cashed in Dec 2023	\$ -
	<hr/>
	\$ 280,365.06

Fund Balances

Checking	\$ 311,438.78
Petty Cash	\$ 100.00
Cash Drawer for Court	\$ 200.00
PDI Cash	\$ 500.00
Investment Account at Stifel Nicolaus	\$ 4,272,988.88
ColoTrust Investment Pool	\$ 3,800,984.04
	<hr/>
	\$ 8,386,211.70

2024-2025 Comparison

2024

2025

2024 % of 2023

Expenditures

January	\$ 170,053.44	\$ 330,638.17	194.43%
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Year to Date	\$ 170,053.44	\$ 330,638.17	194.43%

Revenues

2024

2025

2024 % of 2023

January	\$ 278,201.45	\$ 280,365.06	100.78%
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Year to Date	\$ 278,201.45	\$ 280,365.06	100.78%

Net Revenue

\$ 108,148.01 \$ (50,273.11)

Monthly Expenditures	2024	2025	2025 % of 2024
Filbert Archuleta - Mayor (January PR X 2 plus Feb 2 PR written Jan 31st)	\$ 789.59	\$ 928.12	117.54%
Gary Sorensen - Trustee	\$ 268.51	\$ 476.30	177.39%
Alex Lopez - Trustee	\$ 230.25	\$ 276.42	120.05%
Leigh Sorensen - Trustee	\$ 268.49	\$ 407.01	151.59%
Rebecca Moreau - Trustee	\$ 762.65	\$ 474.50	62.22%
Sam Parsons - Trustee	\$ 119.72	\$ 377.97	315.71%
Katherine Rodriguez - Trustee	\$ 259.45	\$ 305.62	117.80%
ADP - PR Processing/Time clock subscription	\$ 333.93	\$ 841.35	251.95%
Adamson Police Products - PD Uniforms and Weapons 2023	\$ -	\$ 555.30	
Adobe - Software for PD Tech	\$ 167.93	\$ -	0.00%
AFLAC - Employee paid supplemental benefits	\$ 309.82	\$ -	0.00%
Agfinity - Fuel	\$ 364.62	\$ 12.62	3.46%
Air Solutions Heating & Air - New HVAC unit for Community Center	\$ 8,109.02	\$ -	0.00%
Alyssa Hewell - Police Officer	\$ 3,708.80	\$ 8,259.62	222.70%
Amazon Business - Office/PD/Event Sppls	\$ 1,369.20	\$ 1,382.31	100.96%
American Eagle Garage Doors - PD Bldg R & M	\$ 500.00	\$ -	0.00%
Andrew Brown - Police Officer	\$ 4,011.89	\$ -	0.00%
Ashley Perez - Police Officer	\$ 3,640.36	\$ -	0.00%
AT&T - Cell phones and air cards	\$ -	\$ 609.72	
Atmos Energy - Natural Gas	\$ 485.25	\$ 449.49	92.63%
At Your Service Electric - Materials for new CC outdoor lights/Christmas Decs up/down	\$ 6,281.48	\$ -	0.00%
Automated Business Products - Office Equipment R & M	\$ 48.14	\$ -	0.00%
Award Alliance - Bronze history plaques	\$ 2,082.33	\$ -	0.00%
Axon Enterprise - Body cam software	\$ -	\$ 12,803.69	
Behrtec - IT services	\$ -	\$ 1,859.25	
Brandon Dudley - Police Officer	\$ -	\$ 6,351.50	
Bratton's Office Equipment - Office Equip R & M	\$ 122.40	\$ 130.23	106.40%
Brett Bloom - PWs Director	\$ 4,868.97	\$ 7,737.79	158.92%
Breeze Thru Car Wash, LLC - PD Veh R & M	\$ 576.00	\$ -	0.00%
Brian Jansen - Police Technician	\$ 1,279.70	\$ -	0.00%
Brian Spencer - Karaoke DJ for winter bonfire & bal from NNO	\$ 400.00	\$ -	0.00%
Card Services - First Farm Visas	\$ -	\$ 2,997.82	
Cheryl Campbell - Town Administrator and reimburse expenses	\$ 6,410.17	\$ 11,783.52	183.83%
Christopher Reid - Police Technician	\$ -	\$ 2,734.99	
Cintas - Floor mats and janitorial supplies	\$ 240.07	\$ 171.76	71.55%
CIRSA - 2025 Property & Casualty/WC/Optional Coverages Premiums	\$ 1,299.54	\$ 63,630.78	4896.41%
City of Greeley - GET Transit IGA	\$ 19,916.00	\$ 20,477.00	102.82%
City of Greeley - Victims Services	\$ 616.00	\$ -	0.00%
City of Greeley - Water	\$ 160.96	\$ 204.88	127.29%
CivicPlus - Annual fee for website, agenda mgmt, Moncido	\$ 10,779.00	\$ 12,080.40	112.07%
CML - 2024 Dues	\$ 957.00	\$ 986.00	103.03%
Colorado Department of Revenue - PR WH Taxes	\$ 2,083.64	\$ 6,148.82	295.10%
Comcast - Phones and Internet	\$ 398.37	\$ 414.64	104.08%
Comlanvi, Jean Paul - Restitution	\$ -	\$ 31.66	
Custom Imaging - Branded clothing	\$ -	\$ 407.92	
Danielle Crawford - Court Clerk	\$ 3,267.09	\$ -	0.00%
Douglas County Sheriff's Office - SOTAR	\$ 1,000.00	\$ -	0.00%
Earthgreen Fence - Community Gardens fence	\$ -	\$ 5,972.03	
ErgoMed - Pre-employment testing	\$ -	\$ 575.00	
Fidelity HSA - Employee Health Savings Acct Contributions	\$ 311.42	\$ 104.41	33.53%
First Farm Bank - Stop Payment Fee	\$ -	\$ 35.00	
FPPA - Police Pension	\$ 7,990.16	\$ 15,045.28	188.30%
Fun Productions - Fun Under the Sun deposit	\$ -	\$ 5,175.17	
Generation Web - Website Maintenance	\$ 30.00	\$ -	0.00%
Gerald Eisele - Bereavement gift for Mary Eisele	\$ 75.00	\$ -	0.00%
Global Payments - CC Fees	\$ 309.44	\$ 1,007.86	325.70%
Globe Life Supplemental Benefits	\$ 1,325.00	\$ 1,370.40	103.43%
Godbold Law LLC - Legal	\$ 3,160.00	\$ -	0.00%
Grease Monkey - PW truck oil change	\$ 224.34	\$ 161.44	71.96%
Greeley Furnace - Annual R & M	\$ -	\$ 260.00	

Hauser Architects - PD bldg expansion engineering	\$ -	\$ 7,735.00	
Home Depot - PWs sppls	\$ 7.94	\$ 486.08	6121.91%
Heidi's Whiteglove Cleaning - Bldg R & M	\$ 800.00	\$ 800.00	100.00%
I & A Concrete - Community Gardens	\$ -	\$ 15,337.00	
ICP - Employment Law posters updates subscription & new posters	\$ -	\$ 30.00	
IIMC - Annual dues for Administrator/Clerk	\$ 185.00	\$ 355.00	191.89%
Interprenet - Spanish Interpreter	\$ 37.50	\$ 20.75	55.33%
Jay Billings - PT Police Officer	\$ 1,669.88	\$ 2,509.18	150.26%
Jeff Allen Scofield - Restitution	\$ -	\$ 200.00	
Jeremy Black - Police Chief	\$ 5,555.67	\$ 9,984.27	179.71%
Jerry Griego - Residential Revitalization Grant	\$ -	\$ 532.72	
Joseph Bodine - Municipal Court Prosecutor	\$ 2,449.50	\$ 2,432.50	99.31%
Ken Amick - Police Sgt	\$ 5,656.28	\$ 9,809.10	173.42%
Ken Garff Automotive - PD Veh R & M	\$ 32.13	\$ -	0.00%
Kinsco - PD equipment	\$ -	\$ 69.00	
Kristen Nordeck Brown - Liquor hearing Officer	\$ 760.00	\$ -	0.00%
LaSalle Oil - Fuel	\$ 14.77	\$ -	0.00%
Lindsay Shoemaker - Deputy Clerk	\$ 3,251.51	\$ 6,050.59	186.09%
Little Angels Pony & Pals - Kids Fun Under the Sun deposit	\$ -	\$ 712.50	
Maria Cardenas - Finance Clerk	\$ -	\$ 5,121.03	
Mark McGarry - Police Officer	\$ -	\$ 10,152.30	
MdE, Inc - Software subscription for PD	\$ 3,850.00	\$ 4,042.00	104.99%
MetLife - Employee Benefits	\$ 1,373.28	\$ -	0.00%
Michael Stewart - Municipal Judge	\$ 600.00	\$ 600.00	100.00%
M & O Tires - Tires - 2025	\$ -	\$ 1,102.20	
Mission Square - 457b Contributions	\$ 5,249.22	\$ 7,700.59	146.70%
O'Reilly Auto Parts - PWs Vehicle R & M	\$ 80.61	\$ 155.27	192.62%
Psychological Resources - Pre-employment testing	\$ -	\$ 300.00	
Prairie Mountain Media - Legal Publishing	\$ 119.68	\$ -	0.00%
Public Sector Health Care Group - Health/Life/Dental Ins Jan & Feb	\$ 10,885.26	\$ 11,030.53	101.33%
QuikTrip - Fuel	\$ 619.12	\$ 793.76	128.21%
Sam's Club - Events, Drinks, Snacks, Janitorial sppls	\$ 124.72	\$ 69.42	55.66%
Scott's Automotive - PD Veh R & M	\$ 1,867.26	\$ -	0.00%
Sendas Communications - Municipal Court Interpreter	\$ 151.25	\$ 110.00	72.73%
Teddy Rothe - PT PWs	\$ 272.08	\$ 1,905.38	700.30%
Tim Chavies & Associates - Accounting for YE Jes	\$ 240.00	\$ -	0.00%
Tommy Lamb - Police Officer	\$ -	\$ 727.92	
Tyler Technologies -Software subscription for Court, Cashier	\$ 10,362.89	\$ 9,074.58	87.57%
US Treasury - PR Taxes	\$ 9,778.34	\$ 21,915.49	224.12%
Verizon Connect - GPS	\$ 564.85	\$ -	0.00%
Wash Me Car Weashes - Veh R & M	\$ 62.60	\$ -	0.00%
Waste Management - Trash Service	\$ 207.78	\$ 243.22	117.06%
Weld County Chiefs of Police - Dues	\$ -	\$ 350.00	
Weld County Sheriff - Jail services	\$ -	\$ 231.48	
Xcel Energy - Electricity and Street Lights	\$ 1,312.62	\$ 1,933.72	147.32%
	\$ 170,053.44	\$ 330,638.17	194.43%

Monthly Revenues	2024	2025	2025 % of 2024
Property Tax	\$ -	\$ -	
Specific Ownership Tax	\$ 231.30	\$ 226.50	97.92%
Sales Tax	\$ 193,627.46	\$ 205,042.82	105.90%
Atmos Franchise Fee	\$ 1,783.06	\$ 1,362.18	76.40%
Xcel Franchise Fee	\$ -	\$ 10,388.04	
Comcast Franchise Fee	\$ -	\$ -	
Marijuana Facility License	\$ 2,000.00	\$ 12,000.00	600.00%
Business License	\$ 2,405.00	\$ 2,410.00	100.21%
Liquor License	\$ 350.00	\$ 350.00	100.00%
Security Guard Licenses	\$ 25.00	\$ 100.00	400.00%
Building Permits	\$ 690.35	\$ 644.25	93.32%
Zoning Permits	\$ -	\$ -	
Dog Licenses	\$ -	\$ -	
Cigarette Tax	\$ 144.24	\$ 228.85	158.66%
Motor Vehicle Registration	\$ 58.40	\$ 70.37	120.50%
Motor Vehicle Registration Sales Tax	\$ -	\$ -	
Highway Users Tax	\$ 761.44	\$ 809.37	106.29%
Weld County Road & Bridge	\$ -	\$ -	
State Entitlement - CTF	\$ -	\$ -	
Royalties form Oil & Gas	\$ 283.43	\$ 353.59	124.75%
Municipal Court Fines	\$ 9,653.33	\$ 12,559.00	130.10%
District Court Fines	\$ 181.39	\$ 61.02	33.64%
Records Requests	\$ 17.50	\$ 60.00	342.86%
Interest from Stifel Investment Account	\$ 36,653.81	\$ 17,165.96	46.83%
Interest from ColoTrust	\$ 14,836.04	\$ 14,553.61	98.10%
Interest from Weld County	\$ -	\$ -	
Wholesale Fees	\$ 10,954.51	\$ -	0.00%
Community Center Rental Fees	\$ 250.00	\$ 625.00	250.00%
Police Grants - HVE	\$ 1,500.00	\$ 1,200.00	80.00%
Rubio payment of alley repair from 2021 paid in 2023	\$ -	\$ -	
Staff reimbursement for gift	\$ -	\$ 24.00	
Refunds - Cintas overpayment	\$ 25.19	\$ 130.50	518.06%
Donations - Bonfire	\$ 20.00	\$ -	0.00%
First Farm Bank - Redeposit fraudulent check cashed in Dec 2023	\$ 1,750.00	\$ -	0.00%
	\$ 278,201.45	\$ 280,365.06	100.78%
Fund Balances	2024	2025	
Checking	\$ 582,661.01	\$ 311,438.78	
Petty Cash	\$ 100.00	\$ 100.00	
Cash Drawer for Court	\$ 200.00	\$ 200.00	
PDI Cash	\$ 500.00	\$ 500.00	
Investment Account at Stifel Nicolaus	\$ 4,105,141.62	\$ 4,272,988.88	
ColoTrust Investment Pool	\$ 3,160,523.56	\$ 3,800,984.04	
	\$ 7,849,126.19	\$ 8,386,211.70	

Town of Garden City - QB2022

Section 4, Item d.

Bill Payment List

January 29-February 12, 2025

DATE	NUM	VENDOR	AMOUNT
1020 Cash in Checking			
01/29/2025	23720	Joseph Bodine	-\$2,432.50
01/29/2025	23721	Filbert Archuleta	-\$309.38
02/04/2025	23722	Lexipol, LLC	-\$4,148.59
02/04/2025	23723	My Fleet Center	-\$186.09
02/04/2025	23724	Adamson Police Products	-\$165.35
02/04/2025	23725	A T & T Mobility	-\$660.77
02/04/2025	23726	Amazon Business	-\$405.17
02/04/2025	23727	Enviropest	-\$113.00
02/04/2025	23728	Hauser Architects	-\$4,863.50
02/04/2025	23729	Cintas	-\$47.15
02/04/2025	23730	Waste Management	-\$531.54
02/04/2025	23731	Air Solutions Heating & Air Conditioning	-\$3,555.00
02/04/2025	23732	Petty Cash	-\$141.98
02/04/2025	23733	Verizon Wireless	-\$547.72
02/04/2025	23734	Ace Hardware	-\$111.21
02/04/2025	23735	Amy C. Penfold	-\$3,822.00
02/04/2025	23736	Jerry Griego	-\$233.00
02/04/2025	23737	Verizon Connect	-\$127.60
02/04/2025	23738	Wash Me Car Washes	-\$44.00
02/04/2025	23739	The Police and Sheriffs Press	-\$17.60
02/04/2025	23740	Weld County Communications	-\$24,054.00
02/04/2025	23741	Weld County Treasurer	-\$237.76
02/06/2025	23742	Interprenet	-\$23.75
02/06/2025	23743	ProSec	-\$279.00
02/06/2025	23744	Jerry Maltos	-\$200.00
02/06/2025	23745	AWP, Inc.	-\$227.90
02/06/2025	23746	Michael Stewart	-\$600.00
02/06/2025	23747	Sendas Communications LLC	-\$110.00
02/11/2025	23748	Tatyana 5 Star Dry Cleaner LLC	-\$340.23
02/11/2025	23749	City of Greeley	-\$1,175.00
02/11/2025	23750	Dell	-\$1,883.82
02/11/2025	23751	Waste Management	-\$248.75
02/11/2025	23752	Atmos Energy	-\$642.66
02/11/2025	23753	AWP, Inc.	-\$27.10
02/11/2025	23754	Award Alliance	-\$39.50
02/11/2025	23755	Prairie Mountain Media	-\$251.68
02/11/2025	23756	Amazon Business	-\$32.77
02/11/2025	23757	Filbert Archuleta	-\$309.37
01/31/2025	EFT	Mission Square	-\$2,901.36
01/30/2025	EFT	Fidelity HSA	-\$73.17
01/31/2025	EFT	Fidelity HSA	-\$31.24
01/31/2025	EFT	Fire & Police Pension Association	-\$5,484.82

Town of Garden City - QB2022

Section 4, Item d.

Bill Payment List

January 29-February 12, 2025

DATE	NUM	VENDOR	AMOUNT
01/31/2025	EFT	Colorado Department of Revenue	-\$2,286.93
01/31/2025	EFT	United States Treasury	-\$8,372.43
01/31/2025	EFT	ADP	-\$217.48
01/31/2025	EFT	Payroll	-\$31,607.64
01/29/2025	EFT	ADP	-\$257.40
02/07/2025	EFT	AFLAC	-\$279.00
02/11/2025	EFT	Card Services	-\$4,185.68
02/11/2025	EFT	First Farm Bank-	-\$35.00
Total for 1020 Cash in Checking			-\$108,878.59
TOTAL			-\$108,878.59

Town of Garden City
Bills to be paid
As of January 29, 2025

Vendor	Date	Invoice	Amount
Crash Champions	2/3/2025	624001775	\$ 8,963.91
Cintas	2/12/2025	4220944976	\$ 65.92
Ronica Lara	2/11/2025		\$ 903.53
Rebecca Moreau	2/11/2025		\$ 620.40

Town of Garden City - QB2022

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3100 TAXES		0.00	0.00	
3110 Property Taxes Current Year		81,298.00	-81,298.00	
3120 Specific Ownership Taxes	226.50	2,700.00	-2,473.50	8.39 %
3131 State Collected Sales Tax	153,782.12	1,950,000.00	-1,796,217.88	7.89 %
3132 Sales Tax for Cap Imp Fund	51,260.70	650,000.00	-598,739.30	7.89 %
3161 Gas Franchise Tax	1,362.18	9,000.00	-7,637.82	15.14 %
3162 Electric Franchise Tax	10,388.04	10,000.00	388.04	103.88 %
3163 Cable TV Franchise Tax		1,800.00	-1,800.00	
Total 3100 TAXES	217,019.54	2,704,798.00	-2,487,778.46	8.02 %
3200 LICENSES AND PERMITS		0.00	0.00	
3211 Liquor Licenses	350.00	1,503.75	-1,153.75	23.28 %
3216 Business Licenses	2,830.00	10,000.00	-7,170.00	28.30 %
3217 Security Licenses	100.00	800.00	-700.00	12.50 %
3219 Marijuana Facilities License-Retail	12,000.00		12,000.00	
3220 Marijuana Facilities License-Medical		24,000.00	-24,000.00	
3221 Building Permits	644.25	2,000.00	-1,355.75	32.21 %
3291 Dog Licenses		50.00	-50.00	
Total 3200 LICENSES AND PERMITS	15,924.25	38,353.75	-22,429.50	41.52 %
3300 INTERGOVERNMENTAL		0.00	0.00	
3310 Cigarette Tax		2,000.00	-2,000.00	
3350 Motor Vehicle Registrations	70.37	1,200.00	-1,129.63	5.86 %
3351 Motor Vehicle Registration Sales Tax		0.00	0.00	
3360 Highway Users Tax	809.37	10,000.00	-9,190.63	8.09 %
3370 County Road and Bridge		4,000.00	-4,000.00	
3380 State Entitlement CTF		3,000.00	-3,000.00	
3620 Severance Tax		10,000.00	-10,000.00	
Total 3300 INTERGOVERNMENTAL	879.74	30,200.00	-29,320.26	2.91 %
3400 CHARGES FOR SERVICE		0.00	0.00	
3411 Court Costs	340.00	2,500.00	-2,160.00	13.60 %
3412 Court Surcharge	2,935.00	30,000.00	-27,065.00	9.78 %
3413 Court Stay of Execution Fee		0.00	0.00	
3414 Court Failure to Appear	525.00	2,500.00	-1,975.00	21.00 %
3416 Bench Warrant Fees	93.34	250.00	-156.66	37.34 %
3417 Payment Plan Fee	235.00	1,800.00	-1,565.00	13.06 %
3421 Open Records Request		0.00	0.00	
3423 Police Records Request	60.00	200.00	-140.00	30.00 %
3426 3426 - Community Center rental	500.00	4,000.00	-3,500.00	12.50 %
Total 3400 CHARGES FOR SERVICE	4,688.34	41,250.00	-36,561.66	11.37 %
3500 FINES AND FORFEITS				
3510 Municipal Court Fines	8,129.00	80,000.00	-71,871.00	10.16 %
3512 District Court Fines	61.02	750.00	-688.98	8.14 %
3515 Jail Bond Forfeits	20.00		20.00	

Town of Garden City - QB2022

Section 4, Item f.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 3500 FINES AND FORFEITS	8,210.02	80,750.00	-72,539.98	10.17 %
3600 INTEREST/ROYALTIES/MISC				
3612 Interest from Stifel Nicolaus Investment	17,165.96	150,000.00	-132,834.04	11.44 %
3613 Interest from ColoTrust Plus	14,553.61	100,000.00	-85,446.39	14.55 %
3619 Royalties from Oil Drilling	353.59	10,000.00	-9,646.41	3.54 %
3640 Law Enforcement Grants		43,000.00	-43,000.00	
3641 Refunds	130.50		130.50	
3650 Wholesale Fees - Marijuana		20,000.00	-20,000.00	
3680 Other Revenue	1,224.00		1,224.00	
Total 3600 INTEREST/ROYALTIES/MISC	33,427.66	323,000.00	-289,572.34	10.35 %
3700 Transfer from CTF Fund		3,000.00	-3,000.00	
Services	228.85		228.85	
Total Income	\$280,378.40	\$3,221,351.75	\$ -2,940,973.35	8.70 %
GROSS PROFIT	\$280,378.40	\$3,221,351.75	\$ -2,940,973.35	8.70 %
Expenses				
4000 LEGISLATIVE - TRUSTEES				
4011 Trustees Salaries	2,650.00	32,000.00	-29,350.00	8.28 %
4012 Workers' Comp		65.19	-65.19	
4013 UI Surcharge	45.08	200.00	-154.92	22.54 %
4015 Payroll Tax	202.76	2,295.00	-2,092.24	8.83 %
4021 Office Supplies	180.51	350.00	-169.49	51.57 %
4022 Hardware/Computers		2,500.00	-2,500.00	
4030 Publishing		2,000.00	-2,000.00	
4052 Legal	3,066.00	20,000.00	-16,934.00	15.33 %
4060 Software		2,250.00	-2,250.00	
4072 Mileage		200.00	-200.00	
4075 Dental & Vision	580.72	3,500.00	-2,919.28	16.59 %
4076 Globe Life Supplemental	250.00	3,600.00	-3,350.00	6.94 %
4077 Meals and Lodging		3,800.00	-3,800.00	
4078 Tuition - Registration Fees		1,500.00	-1,500.00	
4079 Fitness Reimbursement		3,500.00	-3,500.00	
4083 Liability Insurance		2,958.72	-2,958.72	
Total 4000 LEGISLATIVE - TRUSTEES	6,975.07	80,718.91	-73,743.84	8.64 %
4100 JUDICIAL				
4102 Judge Salary	600.00	8,200.00	-7,600.00	7.32 %
4110 Translation	130.75	2,200.00	-2,069.25	5.94 %
4121 Supplies		4,200.00	-4,200.00	
4122 Judicial Computers		2,500.00	-2,500.00	
4131 Judicial Postage		600.00	-600.00	
4132 Printing and Duplication		100.00	-100.00	
4133 Dues and Subscriptions		100.00	-100.00	
4152 Legal	2,495.50	30,000.00	-27,504.50	8.32 %

Town of Garden City - QB2022

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4158 Contract Labor		1,000.00	-1,000.00	
4160 Software	9,074.58	7,000.00	2,074.58	129.64 %
4172 Employee Mileage		50.00	-50.00	
4177 Judicial Meals	169.85	1,500.00	-1,330.15	11.32 %
4178 Tuition and Registration		500.00	-500.00	
4187 Bank Fees	1,007.86	7,500.00	-6,492.14	13.44 %
Total 4100 JUDICIAL	13,478.54	65,450.00	-51,971.46	20.59 %
4200 EXECUTIVE		0.00	0.00	
4211 Mayor Salary	1,005.00	11,275.00	-10,270.00	8.91 %
4213 UI Surcharge	17.09	140.00	-122.91	12.21 %
4215 Payroll Tax	76.89	865.00	-788.11	8.89 %
Total 4200 EXECUTIVE	1,098.98	12,280.00	-11,181.02	8.95 %
4300 ELECTIONS				
4302 Judges		405.00	-405.00	
4321 Supplies		1,000.00	-1,000.00	
4330 Publishing		200.00	-200.00	
4331 Postage		100.00	-100.00	
4352 Legal		1,000.00	-1,000.00	
4377 Meals		300.00	-300.00	
Total 4300 ELECTIONS		3,005.00	-3,005.00	
4400 ADMINISTRATIVE				
4411 Administrative Salaries	29,102.67	350,000.00	-320,897.33	8.32 %
4412 Workers' Comp	20,455.41	376.58	20,078.83	
4413 Unemployment Insurance	489.23		489.23	
4414 Payroll Tax	2,201.50	26,775.00	-24,573.50	8.22 %
4415 457b Contribution	2,146.43	22,000.00	-19,853.57	9.76 %
4421 Office Operating Supplies	706.40	6,000.00	-5,293.60	11.77 %
4422 Computers		5,000.00	-5,000.00	
4423 Fringe Benefits		2,500.00	-2,500.00	
4425 Books, Catalogs and Maps		300.00	-300.00	
4430 Publishing		2,000.00	-2,000.00	
4431 Postage	10.45	1,500.00	-1,489.55	0.70 %
4432 Printing and Duplication		1,500.00	-1,500.00	
4433 Dues and Subscriptions	1,590.50	3,000.00	-1,409.50	53.02 %
4441 Electric Utility	164.72	3,200.00	-3,035.28	5.15 %
4442 Gas Utility	130.48	1,200.00	-1,069.52	10.87 %
4443 Water Utility	41.80	750.00	-708.20	5.57 %
4445 Telephone	144.75	2,000.00	-1,855.25	7.24 %
4446 Cell Phones	103.86	1,200.00	-1,096.14	8.66 %
4447 Internet Access	122.47	1,600.00	-1,477.53	7.65 %
4450 Web Site	9,056.40	8,900.00	156.40	101.76 %
4452 Legal	651.00	20,000.00	-19,349.00	3.26 %
4453 Accounting	841.35	5,000.00	-4,158.65	16.83 %

Town of Garden City - QB2022

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4454 Auditing		25,000.00	-25,000.00	
4457 Consultants		15,000.00	-15,000.00	
4458 Contract Labor		5,000.00	-5,000.00	
4460 Software	1,759.00	14,000.00	-12,241.00	12.56 %
4463 R&M Office Equipment	88.23	2,000.00	-1,911.77	4.41 %
4465 R&M Land		2,500.00	-2,500.00	
4466 R&M Buildings	4,370.84	12,000.00	-7,629.16	36.42 %
4472 Employee Mileage	17.64	1,000.00	-982.36	1.76 %
4476 Globe Life Supplemental	150.00	2,400.00	-2,250.00	6.25 %
4477 Employee Meals and Lodging	12.00	2,500.00	-2,488.00	0.48 %
4478 Tuition and Registration Fees		3,500.00	-3,500.00	
4479 Fitness Reimbursement	0.00	2,000.00	-2,000.00	0.00 %
4480 Employee Insurance Combined	4,405.45	32,400.00	-27,994.55	13.60 %
4480.1 457b Contribution in lieu of health stipend		6,000.00	-6,000.00	
4481 Property Insurance		1,371.65	-1,371.65	
4482 Other Property Insurance		525.19	-525.19	
4483 Liability Insurance	43,175.37	1,290.49	41,884.88	
4485 Office Equipment Rental		250.00	-250.00	
4487 Bank Charges	60.00	500.00	-440.00	12.00 %
4488 Treasurer's Fee		812.98	-812.98	
Total 4400 ADMINISTRATIVE	121,997.95	594,851.89	-472,853.94	20.51 %
4500 PLANNING AND ZONING		0.00	0.00	
4530 Publishing		300.00	-300.00	
4552 Legal	42.00	6,000.00	-5,958.00	0.70 %
Total 4500 PLANNING AND ZONING	42.00	6,300.00	-6,258.00	0.67 %
4600 LAW ENFORCEMENT				
4603 IGA-Dispatch/Guard	24,054.00	24,054.00	0.00	100.00 %
4604 IGA-Jail Services	231.48	2,500.00	-2,268.52	9.26 %
4605 Life Stories		1,000.00	-1,000.00	
4606 Victim's Advocate		1,225.00	-1,225.00	
4609 Leads on Line		0.00	0.00	
4610 Weld County Drug Task Force		1,000.00	-1,000.00	
4611 Police Department Salaries	59,670.41	510,000.00	-450,329.59	11.70 %
4611.1 PD Admin Salaries	3,351.73	60,000.00	-56,648.27	5.59 %
4612 Workers' Comp		17,178.81	-17,178.81	
4613 UI Surcharge	1,194.20	7,800.00	-6,605.80	15.31 %
4614 Payroll Tax	2,058.91	14,450.00	-12,391.09	14.25 %
4615 457b Contribution	2,097.83	30,000.00	-27,902.17	6.99 %
4616 Police part-time salaries	3,883.40	20,000.00	-16,116.60	19.42 %
4617 Overtime	3,788.37	12,000.00	-8,211.63	31.57 %
4621 Operating Supplies	150.62	3,500.00	-3,349.38	4.30 %
4622 Computers		5,000.00	-5,000.00	
4623 Fringe Benefits		1,000.00	-1,000.00	

Town of Garden City - QB2022

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4625 Books, Catalogs, Maps	69.93	750.00	-680.07	9.32 %
4626 Uniforms & Safety Gear	789.65	10,000.00	-9,210.35	7.90 %
4627 Weapons & Ammunition	1,841.15	10,000.00	-8,158.85	18.41 %
4628 Body worn cameras	12,803.69	12,804.00	-0.31	100.00 %
4630 Publishing		300.00	-300.00	
4631 Postage		325.00	-325.00	
4632 Printing	17.60	750.00	-732.40	2.35 %
4633 Dues and Subscriptions	599.50	4,000.00	-3,400.50	14.99 %
4636 Public Relations, Outreach		2,500.00	-2,500.00	
4641 Electric Utility	166.88	3,000.00	-2,833.12	5.56 %
4642 Gas Utility	290.26	3,200.00	-2,909.74	9.07 %
4643 Water Utility	60.91	650.00	-589.09	9.37 %
4645 Telephone	24.95	400.00	-375.05	6.24 %
4646 Cell Phones	1,655.37	7,000.00	-5,344.63	23.65 %
4647 Internet Access	122.47	1,600.00	-1,477.53	7.65 %
4652 Legal		6,000.00	-6,000.00	
4657 Consultants	875.00	5,000.00	-4,125.00	17.50 %
4658 Contract Labor		1,500.00	-1,500.00	
4660 Software	9,690.59	14,500.00	-4,809.41	66.83 %
4661 PD Equipment	280.55	7,000.00	-6,719.45	4.01 %
4662 R & M PD Equipment		1,500.00	-1,500.00	
4663 R & M Office Equipment	42.00	500.00	-458.00	8.40 %
4665 R & M Land		1,000.00	-1,000.00	
4666 R & M Building	180.00	7,000.00	-6,820.00	2.57 %
4668 Vehicle Insurance		3,766.75	-3,766.75	
4669 Vehicle License & Registration		0.00	0.00	
4670 Vehicle R & M	1,605.00	30,000.00	-28,395.00	5.35 %
4671 Vehicle Fuel	741.57	15,000.00	-14,258.43	4.94 %
4672 Employee Mileage		400.00	-400.00	
4673 D & D FPPA	2,158.12	19,380.00	-17,221.88	11.14 %
4676 Globe Life Supplemental	298.20	5,400.00	-5,101.80	5.52 %
4677 Employee Meals & Lodging		2,640.00	-2,640.00	
4678 Tuition & Registration Fees	249.00	5,000.00	-4,751.00	4.98 %
4679 FPPA-Employer Paid Pension Contribution	5,971.55	53,550.00	-47,578.45	11.15 %
4680 Employee Insurance Combined	5,884.99	57,600.00	-51,715.01	10.22 %
4680.1 457b Contribution in lieu of health stipend		0.00	0.00	
4681 Property Insurance		1,134.93	-1,134.93	
4683 Liability Insurance		29,867.45	-29,867.45	
4690 Fitness Reimbursement	0.00	4,500.00	-4,500.00	0.00 %
4699 Grant Expenditures	600.00	28,000.00	-27,400.00	2.14 %
Total 4600 LAW ENFORCEMENT	147,499.88	1,068,225.94	-920,726.06	13.81 %
4700 PROTECTIVE INSPECTIONS		0.00	0.00	
4711 Contract - Bldg Insp Services		5,000.00	-5,000.00	

Town of Garden City - QB2022

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4721 Supplies		500.00	-500.00	
4730 Publishing		75.00	-75.00	
4752 Legal		1,000.00	-1,000.00	
Total 4700 PROTECTIVE INSPECTIONS		6,575.00	-6,575.00	
4800 CODE ENFORCEMENT				
4811 Code Enforcement Salaries	787.84	9,736.00	-8,948.16	8.09 %
4812 Workers' Comp		171.23	-171.23	
4813 UI Surcharge	17.45	50.00	-32.55	34.90 %
4814 Payroll Tax	78.53	744.80	-666.27	10.54 %
4815 457b Contribution	78.79	973.60	-894.81	8.09 %
4821 Supplies		500.00	-500.00	
4825 Pest Control Services	113.00	1,000.00	-887.00	11.30 %
4852 Legal		1,000.00	-1,000.00	
4876 GLobe Life Supplemental	5.00	60.00	-55.00	8.33 %
4879 Fitness Reimbursement	0.00	50.00	-50.00	0.00 %
4880 Employee Insurance Combined	94.85	192.00	-97.15	49.40 %
4880.1 457b Contribution in lieu of health stipend		768.00	-768.00	
4890 Animal Services		2,000.00	-2,000.00	
Total 4800 CODE ENFORCEMENT	1,175.46	17,245.63	-16,070.17	6.82 %
4900 PUBLIC WORKS				
4911 PW Salaries	7,542.02	75,000.00	-67,457.98	10.06 %
4912 Workers' Comp		2,804.01	-2,804.01	
4913 UI Surcharge	150.22	400.00	-249.78	37.56 %
4914 Payroll Tax	675.93	5,750.00	-5,074.07	11.76 %
4915 457b Contribution	596.72	7,000.00	-6,403.28	8.52 %
4921 Operating Supplies	1,220.97	6,500.00	-5,279.03	18.78 %
4922 Computers		2,000.00	-2,000.00	
4923 Janitorial Supplies	4.98	3,000.00	-2,995.02	0.17 %
4946 Cell Phone	197.46	1,400.00	-1,202.54	14.10 %
4957 Consultants		2,000.00	-2,000.00	
4958 Contract Labor		5,000.00	-5,000.00	
4960 Software	22.17	300.00	-277.83	7.39 %
4963 R&M Equipment		2,500.00	-2,500.00	
4968 Vehicle Insurance		430.04	-430.04	
4970 R&M Vehicles		3,000.00	-3,000.00	
4971 Fuel	96.61	2,000.00	-1,903.39	4.83 %
4972 Mileage		150.00	-150.00	
4976 Globe Life Supplemental	32.50	390.00	-357.50	8.33 %
4977 Meals & Lodging	46.89		46.89	
4979 Fitness Reimbursement	0.00	325.00	-325.00	0.00 %
4980 Employee Insurance Combined	616.54	1,060.80	-444.26	58.12 %
4980.1 457b Contribution in lieu of health stipend		5,179.20	-5,179.20	
4981 Property Insurance		449.95	-449.95	

Town of Garden City - QB2022

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4985 Equipment Rental		2,500.00	-2,500.00	
4997 Trash Pick-up Services	774.76	3,200.00	-2,425.24	24.21 %
Total 4900 PUBLIC WORKS	11,977.77	132,339.00	-120,361.23	9.05 %
5000 COMMUNITY				
5001 New Business Incentive		20,000.00	-20,000.00	
5021 Recreation Supplies	13.07	3,000.00	-2,986.93	0.44 %
5023 Janitorial Supplies		2,200.00	-2,200.00	
5041 Electric Utility	696.41	4,000.00	-3,303.59	17.41 %
5042 Gas Utility		1,000.00	-1,000.00	
5043 Water Utility		1,000.00	-1,000.00	
5052 Legal		500.00	-500.00	
5054 Improvements		4,000.00	-4,000.00	
5055 Programs		1,500.00	-1,500.00	
5056 Landscape Vouchers		1,000.00	-1,000.00	
5057 Events	5,887.67	70,000.00	-64,112.33	8.41 %
5058 Arts Initiative		2,000.00	-2,000.00	
5059 Fence Grant		10,000.00	-10,000.00	
5060 Commercial Revitalization		32,000.00	-32,000.00	
5061 Beautify Garden City Water Rebates		2,000.00	-2,000.00	
5062 Community Decorations		1,000.00	-1,000.00	
5063 Tree Grants		3,200.00	-3,200.00	
5064 Public Relations	222.53	5,000.00	-4,777.47	4.45 %
5066 Pavement Grant		24,000.00	-24,000.00	
5067 Residential Revitalization	532.72	10,000.00	-9,467.28	5.33 %
5068 Agencies Providing Services to GC	20,477.00	22,000.00	-1,523.00	93.08 %
5070 R&M Buildings	270.00	10,000.00	-9,730.00	2.70 %
5071 R & M - Land		5,000.00	-5,000.00	
5081 Property Insurance		396.64	-396.64	
5096 Mosquito Control		4,000.00	-4,000.00	
Total 5000 COMMUNITY	28,099.40	238,796.64	-210,697.24	11.77 %
5100 WATER AND SEWER				
5152 Legal		1,000.00	-1,000.00	
Total 5100 WATER AND SEWER		1,000.00	-1,000.00	
5200 PARKS				
5210 Parks Salaries	4,134.11	35,000.00	-30,865.89	11.81 %
5212 Workers' Comp		1,317.59	-1,317.59	
5213 UI Surcharge	43.63	130.00	-86.37	33.56 %
5214 Payroll Tax	196.33	2,677.50	-2,481.17	7.33 %
5215 457b Contribution	197.07	3,500.00	-3,302.93	5.63 %
5221 Parks Operating Supplies		1,500.00	-1,500.00	
5241 Lighting	19.90	300.00	-280.10	6.63 %
5243 Park Water	41.80	3,000.00	-2,958.20	1.39 %
5257 Consultants		2,000.00	-2,000.00	

Town of Garden City - QB2022

Section 4, Item f.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5258 Contract Labor		7,500.00	-7,500.00	
5260 Landscape Materials		5,000.00	-5,000.00	
5265 R&M		5,000.00	-5,000.00	
5276 Globe Life Supplemental	12.50	150.00	-137.50	8.33 %
5279 Fitness Reimbursement	0.00	125.00	-125.00	0.00 %
5280 Employee Insurance Combined	237.13	685.00	-447.87	34.62 %
5280.1 457b Contribution in lieu of health stipend		1,715.00	-1,715.00	
5281 Property Insurance		334.99	-334.99	
5285 Equipment Rental		2,000.00	-2,000.00	
Total 5200 PARKS	4,882.47	71,935.08	-67,052.61	6.79 %
5300 STREET FUND EXPENDITURES				
5321 Street Signs		5,000.00	-5,000.00	
5330 Publishing		250.00	-250.00	
5341 Lighting	974.93	20,000.00	-19,025.07	4.87 %
5352 Legal		2,000.00	-2,000.00	
5357 Engineering		5,000.00	-5,000.00	
5368 R & M Streets and Alleys		50,000.00	-50,000.00	
5378 Snow Removal and Sanding		5,000.00	-5,000.00	
5381 Property Insurance		716.57	-716.57	
5388 Street Cleaning		12,000.00	-12,000.00	
5389 Contingency		5,000.00	-5,000.00	
Total 5300 STREET FUND EXPENDITURES	974.93	104,966.57	-103,991.64	0.93 %
5390 IT				
5390 IT		8,000.00	-8,000.00	
5391 IT - Hardware		8,000.00	-8,000.00	
5392 IT - Software		9,000.00	-9,000.00	
5393 IT - Contractor	1,859.25		1,859.25	
Total 5390 IT	1,859.25	25,000.00	-23,140.75	7.44 %
5400 GENERAL FUND TRANSFER				
5430 CTF Transfer to General Fund		3,000.00	-3,000.00	
Total 5400 GENERAL FUND TRANSFER		3,000.00	-3,000.00	
5500 CAPITAL IMPROVEMENT				
5500 CAPITAL IMPROVEMENT		0.00	0.00	
5552 Legal		1,000.00	-1,000.00	
5557 Architect & Engineering		122,186.00	-122,186.00	
5581 CESF Grant		-27,092.41	27,092.41	
5582 JAG Grant		-33,250.00	33,250.00	
5583 EIAF Grant	12,598.50	26,134.69	-13,536.19	48.21 %
5591 Capital Outlay Streets		25,000.00	-25,000.00	
5592 Capital Outlay Buildings		2,422,238.00	-2,422,238.00	
5593 Capital Outlay Equipment/Furn		131,463.29	-131,463.29	
5595 Capital Outlay Land/Land	21,284.03	28,404.00	-7,119.97	74.93 %
5598 Contingency		285,562.00	-285,562.00	
5640 Capital Imp Transfer to GF		2,400,000.00	-2,400,000.00	

Town of Garden City - QB2022

Section 4, Item f.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5500 CAPITAL IMPROVEMENT	33,882.53	5,381,645.57	-5,347,763.04	0.63 %
Total Expenses	\$373,944.23	\$7,813,335.23	\$ -7,439,391.00	4.79 %
NET OPERATING INCOME	\$ -93,565.83	\$ -4,591,983.48	\$4,498,417.65	2.04 %
NET INCOME	\$ -93,565.83	\$ -4,591,983.48	\$4,498,417.65	2.04 %

**GARDEN CITY
SINGLE FAMILY RESIDENTIAL REVITALIZATION GRANT PROGRAM
FAÇADE EASEMENT AGREEMENT**

THIS AGREEMENT, made this 10 day of February, 2025, by and between Rebecca Moreau and THE TOWN (Property Owner) OF GARDEN CITY, COLORADO.

WHEREAS, the Town of Garden City realizes the importance of the appearance of single family residences in the Town and desires to support single family residences for the overall improvement of the appearance of the Town; and,

WHEREAS, the Town of Garden City believes it is in the best interests of both the Town and the residents in Garden City to provide a method whereby improvements and enhancements to the exterior of single family residences in Garden City will revitalize the Town of Garden City to the benefit of both the residents and the Town; and,

WHEREAS, the Town has determined that making matching fund grants available to single family residence owners for making improvements to the exterior of their residences will enhance the appearance of the residential properties, and will meet the aforementioned objectives.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Town will accept the single family residence Owner's application for reimbursement of improvements to Owner's property as specifically outlined in the application for a total reimbursement amount of \$3000.
2. Owner thereby grants to the Town of Garden City an easement for the exterior of a single family residence and improvements on the premises including, but not limited to, the improvements provided for under Owner's application, all of which constitute the exterior façade of Owner's building.
3. Construction of the improvements must commence no later than sixty (60) days after grant approval, and shall be completed no later than five (5) months after such commencement date.
4. Promptly after the completion of the construction of the improvements in accordance with this Agreement, Owner will furnish to the Town an appropriate document and photographs certifying such completion.

5. Owner agrees for himself, his heirs, successors and assigns, that he shall not make any alterations to the exterior or facade of the building after completion of the improvements for a period of five (5) years without prior approval of the Town. Routine maintenance work that does not make any material alteration of the appearance of the exterior of the building shall be permitted.

6. In the event that Owner violates the conditions of this Façade Easement, the Town may demand and Owner shall pay to the Town the amount of the grant given to Owner of the aforementioned improvements.

7. After five (5) years from the date of commencement of the improvements provided for by this Agreement, Owner shall be released from any and all liability concerning such grant amount recited above.

8. This Agreement shall not be applicable in the event the building is damaged by wind, flood, fire or other catastrophe to the extent the façade must be removed or completely renovated.

9. This Agreement shall inure to the benefit of the heirs, successors, personal representatives and assigns of the parties.

DATED: 2/10/2025

Rebecca Mares

OWNER

TOWN OF GARDEN CITY

BY: _____
MAYOR

ATTEST:

TOWN CLERK

Buy it again

Not yet shipped

Delivery Estimate

Wednesday, February 12, 2025 by 10pm



Blink Video Doorbell (newest model), Two-way audio, HD video, motion \$35.43

Qty: 1

Sold By: Amazon.com Services, Inc

View order details

Order date	Feb 10, 2025
Order #	112-2844784-1793054
Order total	\$202.30 (2 items)

Cancel items >

Not yet shipped

Delivery Estimate

Friday, February 14, 2025 by 10pm



Blink Outdoor 4 (newest model), Wire-free smart security camera, \$153.55

Qty: 1

Sold By: Amazon.com Services, Inc

Check each product page for other buying options.

Overall Pick

Blink
Video Doorbell + 3 Outdoor smart security cameras (4th Gen) with Sync Module 2

4.5 ★★★★★ (2,658)

Limited time deal
-41% \$188⁹⁸
List: \$319.98

prime

Add to cart

1 in cart - [Remove](#)



GARDEN CITY FENCE GRANT APPLICATION

PROJECT NAME:

Back Fence Re-Finforcement

Estimate cost at time of application:	575.22
Estimated grant payment:	75%
Amended cost of project:	
Date of Amendment:	
Final requested grant payment:	

A. APPLICANT

- 1. Name: Rebecca Moreau
- 2. Address: 2738 6th Ave Ln
- 3. Telephone: Home: 469 9684 240
Work:

B. PROJECT INFORMATION

- 1. Building address: 2738 6th Ave Ln
- 2. If leased, name & address of building owner(s):

C. PROJECT DESCRIPTION:

Added 2nd layer of fencing to existing poles

- Attach proposed fence plans and two estimates (if using a contractor). Attach written estimate of materials if doing the work yourself. See the Rules & Regulations and Checklist for more details.
- Applicant must appear before the Board to get approval prior to starting the project and after the project is complete. Call the Town Hall at 970-351-0041 to be put on the agenda.

Applicant, by virtue of signature on this application document and upon acceptance of funds provided by the Garden City Fence Grant Grant Program, agrees to the terms and requirements of the Fence Grant Program.

Rebecca Moreau

Property Owner

2/10/2021
Date

ADDENDUM TO GRANT APPLICATION

1.) The applicant hereby agrees that he will not knowingly employ or contract with any undocumented alien to perform work under any purchase order or contract for which grant funds may be made available nor will applicant contract with any subcontractor that knowingly employs or contracts with undocumented workers.

2.) Applicant warrants and agrees that it has or will verify that it does not employ any undocumented aliens through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration Department of Homeland Security or that applicant with otherwise comply with C.R.S. 8-17.5-102 (2)(b)(i).

3.) The applicant shall comply with all reasonable requests made in the course of any investigation by the Colorado Department of Labor and Employment. If the applicant fails to comply with any requirement of this provision or C.R.S. 8-17.5-101 et seq. the Town of Garden City may terminate the above referenced grant for breach of the grant conditions and all payments to applicant may be terminated.

Certified and agreed to this 10th day of February 2025.

Rebecca M
Applicant

Applicant

GARDEN CITY
FENCE GRANT PROGRAM AGREEMENT

THIS AGREEMENT, made this 10 day of February, 2025, by and between
Rebecca Moreau
(Tenant) (Property Owner) and the Town of Garden City, Colorado.

WHEREAS, the Town of Garden City realizes the importance of the commercial enterprises in the Town and desires to support those commercial interests so as to increase the potential tax revenues to the Town; and,

WHEREAS, the Applicant desires to participate in the Fence Grant Program and agrees to the terms and conditions of the program.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Town has approved the application for reimbursement of the fencing construction or improvement project outlined in the application and hereby grants a reimbursement amount of \$_____.
2. The grant recipient agrees to maintain the fence in satisfactory condition for a period of five (5) years from the date of commencement of the improvements or construction. If grant recipient fails to maintain the fence in a satisfactory condition, the Town shall be granted permission to repair the fence and recover the grant funds in addition to the cost of repairs from the grant recipient.
3. Promptly after the completion of the construction of the improvements in accordance with this agreement, the grant recipient will furnish to the Town an appropriate document, photographs and paid receipts certifying such completion.
4. After 5 years from the date of commencement of the improvements provided for by this agreement, the grant recipient shall be released from any and all liability concerning such grant amount recited above.
5. This Agreement shall inure to the benefit of the heirs, successors, personal representatives and assigns of the parties.

DATED: 2/10/2025

Rebecca L Moreau
GRANT RECIPIENT

TOWN OF GARDEN CITY

ATTEST:

By: _____
MAYOR

DEPUTY CLERK



How doers
get more done.

2815 35TH AVE, GREELEY, CO 80634
970-506-0662 MATT LAPP STORE MANAGER
1515 00001 51381 02/08/25 10:56 AM
SALE CASHIER YVONNE

764666732988 DM158R5 <A>
DECKMATE III, RED, 1-5/8 IN, 5 LB
2@29.97 59.94
NLP Savings \$14.80
856479005233 6' DE FNC <A>
5/8"X5-1/2"X6' AMERICAN WRC DE PKT
120@3.98 477.60
SUBTOTAL 537.54
SALES TAX 37.68
TOTAL \$575.22

XXXXXXXXXXXX0658 HOME DEPOT
USD\$ 575.22
AUTH CODE 008734/2010143 TA
Chip Read
AID A0000000049999D8400303 THD PLCC CON

You may be offered special limited time
only deferred interest promotional
offers when shopping with your The Home
Depot Consumer Credit Card such as: No
interest if paid in full within 6
months, 12 months, 18 months, or 24
months.

If the balance is not paid in full by
the end of the promotional period,
interest charges will be imposed from
the purchase date at the rate on your
account. See card agreement for your
rate.

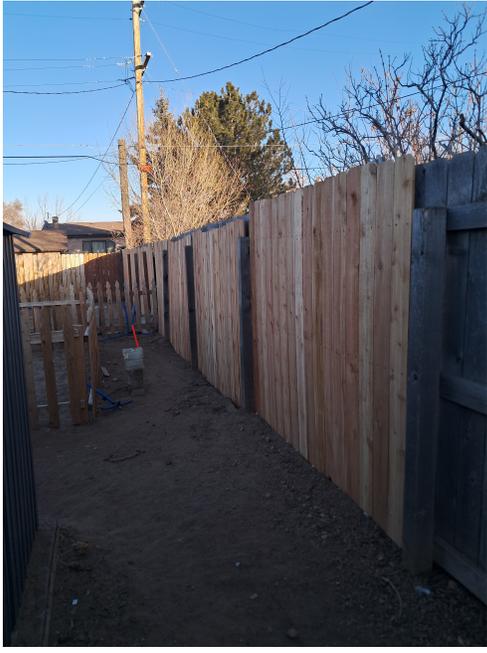
Minimum payments apply. For current
offers and exclusions, please see store
signage or homedepot.com/creditcenter

1515 02/08/25 10:56 AM



1515 01 51381 02/08/2025 4632

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 11 365 02/08/2026



GARDEN CITY
COMMERCIAL REVITALIZATION GRANT PROGRAM

PROJECT NAME:

Camera upgrades

Estimate cost at time of application:	<u>\$1807.05</u>
Estimated grant payment:	<u>\$903.53</u>
Amended cost of project:	_____
Date of Amendment:	_____
Final requested grant payment:	_____

A. APPLICANT

- Name: Ronica Lara / White Horse
- Address: 2750 8th Ave G.C. CO.
- Telephone: Home: 970-347-1345
Work: _____

B. PROJECT INFORMATION

- Building address: 2750 8th Ave
- If leased, name & address of building owner(s):

C. PROJECT DESCRIPTION:

Add 2 cameras
Upgrade 2 camera's

- Attach revitalization plans (schematics, construction drawings, etc.) Designs must include materials to be used and color choices. See Rules & Regulations and Checklist for details.
- Applicant must appear before the Board to get approval prior to starting the project and after the project is complete. Call the Town Hall at 970-351-0041 to be put on the agenda.

Project Schedule: Start Date: 10.31.24 End Date: 12/16/25

Applicant, by virtue of signature on this application document and upon acceptance of funds provided by the Garden City Commercial Revitalization Grant Program Committee, agrees to the terms and requirements of the Commercial Revitalization Grant Program.

Rhona _____ 2.5.25
Building Owner Date

Building Tenant Date

ADDENDUM TO GRANT APPLICATION

1.) The applicant hereby agrees that he will not knowingly employ or contract with any undocumented alien to perform work under any purchase order or contract for which grant funds may be made available nor will applicant contract with any subcontractor that knowingly employs or contracts with undocumented workers.

2.) Applicant warrants and agrees that it has or will verify that it does not employ any undocumented aliens through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration Department of Homeland Security or that applicant with otherwise comply with C.R.S. 8-17.5-102 (2)(b)(i).

3.) The applicant shall comply with all reasonable requests made in the course of any investigation by the Colorado Department of Labor and Employment. If the applicant fails to comply with any requirement of this provision or C.R.S. 8-17.5-101 et seq. the Town of Garden City may terminate the above referenced grant for breach of the grant conditions and all payments to applicant may be terminated.

Certified and agreed to this 5th day of Feb, 2025


Applicant

Applicant

First Class Security Systems, LLC
3835 W 10th St., Ste. 100C
Greeley, CO 80634-1551

Billed To:

White Horse Inn
 2750 S 8th Ave
 Greeley, CO 80631

For Service At:

White Horse Inn
 2750 S 8th Ave
 Greeley, CO 80631

INVOICE NO.	INVOICE DATE	TERMS	DUE DATE	PO NO.	ACCOUNT NO.
150521	1/9/25	Net 15 Days	1/24/25		

Date	Description	Hrs/Qty	Rate	Amount
11/18/24	Turret Cameras - Color 24x7 - CMHT1722NW-28CF (one camera will be removed if it is under warranty)	4	110.00	440.00T
12/16/24	Labor for Kitchen camera - Connect existing camera to system. *Price lowered for later start	2	175.00	350.00
	Labor for Outdoor North Side Camera- removed 3.5 see below 11.18	0	115.00	0.00
	Labor for two camera replacements- removed 1 hr, see below for 11.18	0	115.00	0.00
11/18/24	Wire and Connections		35.00	35.00T
10/31/24	Labor Upgraded front and back patio camera. Ran wire for kitchen camera. Need to run wire and install new front camera. *Three hours removed (6.5 total)	3.5	115.00	402.50
11/18/24	Labor ran wire and installed new camera out front. Checked on camera 12 since Ronica said it was going and out. Voltage is good and re-did BNC end. Talked to Ronica about kitchen cam, can come on a Thursday or Friday morning at 5-6:30 before anyone else would be there.	4.75	115.00	546.25
12/16/24	Labor installed kitchen camera (camera 23) and turned off live view. Showed Ronica how to manage sharing settings for cameras on app. Re-did BNC ends on 2 other cameras to clear up images. 1.5 hours on Dec 16th. Wire ran Nov 18th	0	0.00	0.00

Please include your invoice number on all payments. Unless otherwise specified, payments are due 15 days from the INVOICE DATE. Outstanding balances over 60 days incur a 1.5% late fee, accruing monthly, and over 90 days are subject to collections, and incur a substantial processing fee. Established in 1983, First Class Security Systems is a long-standing accredited business of the Better Business Bureau. Thank you for your continued business; it is greatly appreciated.			Sales Tax (7.01%)	\$33.30
			Invoice Total	\$1,807.05
FCSS Office Hours: Mon-Fri 8AM-4:30PM	Sales, Scheduling, & Service	Central Station Phone No.	Payments/Credits	\$0.00
(970) 339-2449	(970) 339-2449	(855) 207-4007	Balance Due	\$1,807.05



GARDEN CITY
RESIDENTIAL REVITALIZATION GRANT PROGRAM

PROJECT NAME:

A. APPLICANT

- 1. Name: Jerry Griego
- 2. Address: 2708 7th Ave
- 3. Telephone: Home: 970 406-3790
Work: 1

B. PROJECT INFORMATION

- 1. Building address: 2708 7th Ave
- 2. If rented, name & address of building owner(s):

C. PROJECT DESCRIPTION:

FRONT ENTRY DOOR AND STORM DOOR

- Attach revitalization plans (schematics, construction drawings, etc.) Designs must include materials to be used and color choices. See Rules & Regulations and Checklist for details.
- Applicant must appear before the Board to get approval prior to starting the project and after the project is complete. Call the Town Hall at 970-351-0041 to be put on the agenda.

Project Schedule: Start Date: _____ End Date: _____

Applicant, by virtue of signature on this application document and upon acceptance of funds provided by the Garden City Single Family Residential Revitalization Grant Program Committee, agrees to the terms and requirements of the Single Family Residential Revitalization Grant Program.

Jerry Griego
Building Owner

10-29-24
Date

Building Tenant

Date

Estimate cost at time of application:
~~538.00~~ 1531.43

Estimated grant payment:
~~769.00~~ 765.72

Amended cost of project:

Date of Amendment: _____

Final requested grant payment:

970-351-0041
Fax 970-351-6549



621 27th Street Road
Garden City, CO 80631-8466

Marijuana Business License Renewal Application

Please fill out both sides of this form and return to the Town Hall with the appropriate fees. If you have any questions, please call the Town Hall at 351-0041.

Date: 02/03/2025 DBA: LivWell

Legal Business Name on State License: LivWell I, LLC

Address 2647 8th Ave, Unit B City Garden City State CO Zip Code 80631

Mailing Address if different: 400 E 84th Avenue, Suite W-5, Thornton, CO 80229

Phone Number: (312) 667-6245 Cell Number: (814) 880-8034

E-mail Address: co.licensing@pharmacann.com

Business Hours and Days of Operation: Open 7 days a week from 8:00 am to 10:00 pm

Have you had any violations from State or Local in the past year? No

Are all employees badged by the MED? Yes

Do you Wholesale? No

Wholesale fees paid? N/A

Do you pay Colorado Sales Tax? Yes State of Colorado sales tax number: 27252918-0000

Property Owner(s): PBRJD Greeley Land Enterprises, LLC Phone: (970) 356-6900

Address: 2030 35th Avenue, Unit A-1 City: Greeley State: CO Zip Code: 80634

Date: 02/03/2025 Signature of Applicant: [Signature] Brett C. Novey, Chief Executive Officer

You are responsible for notifying us of any changes.

Fee: \$2000.00 each license

Please enter each local license number you wish to renew:
ML-2647-24

	Occupation Tax	Business License	Fee	Code									
Business Fees													
Adult Business	\$ 2,000.00	\$ 200.00	\$ -										
Retail/Service Business	\$ 25.00	\$ -	\$ -										
Warehouse	\$ 10.00	\$ -	\$ -										
Pawn Shop	\$ 75.00	\$ -	\$ -										
Package Liquor Store	\$ 100.00	\$ -	\$ -										
Club Liquor License	\$ 100.00	\$ -	\$ -										
Tavern Business License	\$ 1,000.00	\$ -	\$ -										
FMB Liquor License	\$ -	\$ -	\$ 100.00										
Extended Hours Liquor	\$ 300.00	\$ -	\$ -										
Live Entertainment Business Lic	\$ 500.00	\$ -	\$ -										
Marijuana Facility Fee	\$ -	\$ -	\$ 2,000.00										
Security Company	\$ -	\$ 50.00	\$ -										
Security Guard	\$ -		\$ 25.00										
Land Use & Property Related Fees													
Zoning Amendment	\$ -	\$ -	\$ 800.00										
Use By Special Review	\$ -	\$ -	\$ 800.00										
Variance	\$ -	\$ -	\$ 400.00										
Street Cut Permit	\$ -	\$ -	\$ 100.00										
Street Cut Permit Deposit	\$ -	\$ -	\$ 500.00										
Vacating Streets and Alleys	\$ -	\$ -	\$ 400.00										
Resident/Public/Miscellaneous Fees													
Dog Licenses - Sterilized	\$ -	\$ -	\$ 5.00										
Dog Licenses - Sterilized - 3 years	\$ -	\$ -	\$ 10.00										
Dog Licenses - Non-Sterilized	\$ -	\$ -	\$ 10.00										
Dog Licenses - Non-Sterilized - 3 years	\$ -	\$ -	\$ 20.00										
Copies/Fax - non-resident	\$ -	\$ -	\$ 0.25										
Town Hall Rental (\$50 deposit)	\$ -	\$ -	\$ 25.00										
Chairs/Table (deposit only)	\$ -	\$ -	\$ 100.00										
Community Ctr Rental Resident Rate No Alcohol	\$ -	\$ -	\$ 125.00										
Comm Ctr Rental Resident Deposit No Alcohol			\$150.00										
Comm Ctr Rental Resident Deposit with Alcohol			\$ 350.00										
Comm Ctr Rental Resident Rate with Alcohol			\$ 250.00										
Comm Ctr Rental Non-Resident Rate No Alcohol			\$ 350.00										
Comm Ctr Rental Non-Resident Deposit No Alc			\$ 500.00										
Comm Ctr Rental Non-Resident Rate with Alcohol			\$ 500.00										
Comm Ctr Rental Non-Resident Deposit with Alcohol			\$ 750.00										
Copy Of Budget	\$ -	\$ -	\$ 20.00	N/C to Res									
Copy of Audit	\$ -	\$ -	\$ 20.00										
Copy of Meeting Recording	\$ -	\$ -	\$ 10.00										
Returned Check Fee	\$ -	\$ -	\$ 20.00										
Special Trustee Meeting	\$ -	\$ -	\$ 500.00										
Court Fees													
Court Surcharge	\$ -	\$ -	\$ 25.00	\$50.00									

	Occupation Tax	Business License	Fee	Code									
Court Costs	\$ -	\$ -	\$ 20.00										
Payment Plan Fee	\$ -	\$ -	\$ 25.00										
Failure to Appear	\$ -	\$ -	\$ 25.00										
Bench Warrant	\$ -	\$ -	\$ 50.00										
Outstanding Judgement Warrant	\$ -	\$ -	\$ 30.00										
Deferred Fee	\$ -	\$ -	\$ 200.00										
Jury Trial Fee	\$ -	\$ -	\$ 25.00										
Sealing Criminal Conviction Record - Muni	\$ -	\$ -	\$ 50.00	C.R.S. 24-72-708									
Police Department													
Towing			\$ 25.00	Administrative Fee									
VIN Inspection (non-resident)	\$ -	\$ -	\$ 25.00	Residents Free / Only GC Business Vehicles Free									
Sex Offender Registration	\$ -	\$ -	\$ 50.00	New Registration \$50.00 / \$25 Dollars for WC Fingerprints									
Quarterly/Yearly Renewal Registration	\$ -	\$ -	\$ 35.00	Quarterly/Yearly Renewal Registration									
False Alarm	\$ -	\$ -	\$ 50.00	2 Occurences Allowed Every Six Months/ Every False Activation After Will be Charged Jan-Jun/Jul-Dec									
<u>Reports</u>													
Police Report	\$ -	\$ -	\$ 7.50	Incident Victim Not Charged for Primary Report									
Redaction/Extended Research/Retrieval	\$ -	\$ -	\$ 7.00	Per Quarter Hour									
Copies/Fax	\$ -	\$ -	\$ 0.25	Per Page / Black and White									
Location/Premise Search	\$ -	\$ -	\$ 9.00	Per Location Searched / Ext Searches Build at Statistical Rate									
Clearance Letter/Record Check	\$ -	\$ -	\$ 8.00	Per Letter									
PD Statistical Requests	\$ -	\$ -	\$ 40.00	Per Hr / 1 Hr minimum / \$10.00 per subsequent 15 mins									
Document Viewing	\$ -	\$ -	\$ 20.00	Per 15 Minutes / Cumulative Staff Time									
Postage & Packaging	\$ -	\$ -	Actual Cost										
<u>Evidence Fees</u>													
Evidence Viewing	\$ -	\$ -	\$ 40.00	1 Hr Minimum / \$20.00 for every concurrent half hour									
Copies of Digital Photo/Video/Audio CD	\$ -	\$ -	\$ 30.00	Per Hour / Per CD - Cost Plus Process / 1 hour minimum									
Media Coersion	\$ -	\$ -	\$ 25.00	Per 1/2 Hour / 1/2 Hr Min									
<u>Body Worn Camera Footage Fees</u>													
Initial Research Fee	\$ -	\$ -	\$ 67.00	Hr / 1 Hr Min									
Redaction Fee	\$ -	\$ -	\$ 67.00	Per Hour Per Ind Video - Not per occurrence / 1 hour minimum									
8GB Thumb Drive	\$ -	\$ -	\$ 5.00	Only if no email available									
Mailing Fee	\$ -	\$ -	Actual Cost	Onsite only / Travel costs will be billed									
*Only Garden City Media Devices will be used due to security standards													
In addition to the fees set forth above, any applicant shall pay the cost of publication, notice and consultant fees associated with the application or request for service.													

INTEROFFICE MEMORANDUM

TO: GARDEN CITY BOARD OF TRUSTEES
FROM: GARDEN CITY POLICE DEPARTMENT
SUBJECT: FUNDING FOIA SOFTWARE: THE NEED FOR AN ONLINE RECORDS REQUEST SOLUTION TO MODERNIZE OUR PROCESSES AMID A CHANGING WORLD
DATE: FEBRUARY 12TH, 2025

As part of our modernization efforts in response to the new demands brought events over the past few years, the need has never been greater for records request software. Just by considering the benefits to our community and our staff, the expense of such a solution represents such a large unquantifiable/potential return on investment.

While the pandemic created a need for additional contactless safety measures, it also sparked an increased demand by our community and potential users for online services. With these new expectations comes the need for us to leverage available technology and increase efficiency throughout our organization while also minimizing legal risk by ensuring we are providing quality responses and maintaining compliance.

We will benefit from JustFOIA, our recommended software solution, in the following areas:

- On-Demand Virtual Service Delivery: Absent a streamlined technical solution, fulfilling record requests requires an increased level of foot traffic by our staff. JustFOIA will allow us to handle service delivery both virtually and in-person.
- Service to Constituents: Our customers do not always want to travel to our physical location to pick up records (note that some files are too large for us to email or require a secure FTP, etc.) or pay fees if they are applicable. We certainly do not want to encourage or require them to do so. With the contactless JustFOIA records request solution, we can provide customers the ability to submit, communicate during the process, pay fees, and download responsive documents, all via a secure online portal.
- Service to other Agencies: Often, we are required to provide sensitive data, documents, and reports to other partner agencies at their request. JustFOIA's secure record request and delivery platform has the ability to manage our many inter-agency requests too. Having all inter-agency requests come in to our department through one flexible yet standardized portal would also increase efficiency and credibility with timely and accurate responses.
- Efficiency: Every department can use this type of solution to increase efficiency regarding their role in fulfilling a request for records. Therefore, the technology will assist us in the event of a reduction in headcount in various departments. As an additional benefit, JustFOIA can be used for much more than public records requests. Many of their customers are using the software to receive and fulfill requests for a variety of non-FOIA type of request such as Liens, Permits, Code Compliance, Planning and Zoning, Subpoenas, and even paying for parking tickets.
- Transparency: Three-in-four Americans believe that public trust in government has been declining. Two-thirds believe the government intentionally withholds important information from the public that it could safely release. However, 84% believe it's possible to improve confidence in government - and their top solution to build public trust is more disclosure of what the government is doing. Furthermore, a Salesforce report noted that 87% believe a great digital government experience would increase their trust in public organizations. JustFOIA allows us to proactively categorize and release documents to our community, further enhancing our transparency at a time of heightened uncertainty.
- Compliance: When faced with a reduction in resources, compliance and the quality/timeliness of our response are further at risk. We need a software solution to increase efficiency and provide internal reporting on who fulfilled a request and communicated to the requester. JustFOIA provides a built-in redaction tool, which will allow us to use au

redaction in addition to manual redactions to ensure no personally identifiable information is at risk of the solution also autogenerates an exemption log to explain the legal reason(s) that we are able to exempt the information from public view. The tracking and compliance tools in JustFOIA will better enable our organization to avoid lawsuits and fines, mitigate risk.

- **Security:** JustFOIA is hosted on the Microsoft Azure Government Cloud, the gold standard for government Cloud storage. JustFOIA achieved their SOC 2 Type II certification and the CJIS ACE Seal of compliance and all of their employees undergo ongoing HIPAA, CJIS and Security training. Additionally, JustFOIA was founded by a company with 20 years of experience working with governmental agencies and their records, so they understand our needs.
- **Need:** FOIA requests are increasing - both in volume and complexity – with the average number of received requests rising by more than 20% since last year. Based on a survey of 1,200 government agencies last year, 70% replied that their FOIA requests remained at the same or higher volume after the pandemic hit. With that, we should expect a greater increase in the number of requests that we receive. With JustFOIA, we will be better prepared to handle the coming increase in volume.

Why JustFOIA: While there are other solutions on the market, we believe that JustFOIA is the easiest-to-use and best solution for our organization because of the following:

- **Configurability:** JustFOIA allows us to have more control over system settings and functionality than other solutions on the market. We can set up dynamic fields to recognize keywords entered by citizens and point them to the right place if their request is not intended to be submitted as a public records request or is submitted to the wrong department/agency. For example, if someone is looking for a birth certificate, we can point them to our vital records request system.
- **Flexibility:** We can utilize JustFOIA for more than just public records requests. Many of their customers are using JustFOIA for other requests such as Liens, Permits, and Subpoenas, allowing for a better return on our investment.
- **Unlimited Admins, Power Users, and General Users:** The system provides an Enterprise license that will allow us to grow since there are no limitations on Admins, Power Users or General Users.
- **Long-Term Partnership Ensuring Client Success:** We are with you every step of your JustFOIA Client Journey. Our Delivery Team conducts live training and partners with you to ensure the system is configured to your unique needs. Our partnership continues throughout your journey, supported by our Technical Support & dedicated Client Success Teams.
- **Online JustFOIA Training Center for Continued Learning:** In addition to the live trainings, JustFOIA will upload the recordings of those training courses into the JustFOIA Training Center to accompany other videos and training resources for our staff.
- **Technical Support:** They maintain a high standard of customer service to ensure 100% satisfaction. JustFOIA only utilizes in-house technical support staff in the United States.
- **Dedicated Customer Success Specialist for Ongoing Support:** We will be assigned a dedicated customer success specialist who will serve as a proactive resource to our organization. They will consult and partner with us to ensure we continue to receive the most out of our investment.

Per the justification herein, I request that we submit an official proposal to receive and use available funds to acquire the "JustFOIA Solution" this year. Given the expense related to the justification, I am humbly requesting approval, as the JustFOIA team is prepared to expedite the implementation given our critical needs.

With JustFOIA, we can continue to keep our community safe and informed. The need for this type of solution has never been greater.

Respectfully,

Chief J. Black



Jeremy Black
Police Chief
Town of Garden City ("Client")
621 27th Street Road
Garden City, CO 80631

(866) 761-5301
 3717 Apalachee Parkway
Suite 201
Tallahassee, Florida 32311
 sales@justfoia.com
 www.justfoia.com

Dear Chief Jeremy Black,

Thank you for considering **JustFOIA's Proposal** in your organization's search for a Records Request Tracking Solution. Please consider the following benefits included with your JustFOIA partnership and subscription:

- **Long-Term Partnership Ensuring Client Success:** We are with you every step of your JustFOIA Client Journey. Our Delivery Team conducts live trainings and partners with you to ensure the system is configured to your unique needs. Our partnership continues throughout your journey, supported by our Technical Support & dedicated Client Success Teams.
- **Continuous Training:** In addition to live training, JustFOIA provides a complimentary subscription to a Learning Management System (LMS) including on-demand continuing educational videos and content.
- **Government Security & Compliance:** All JustFOIA client sites are deployed exclusively on the Microsoft Azure Government Cloud, the Gold Standard in government-level security. As a certified SOC 2 organization, JustFOIA ensures the foundational principles of security, privacy, compliance, and transparency.
- **Unlimited Administrators, Power Users & General Users:** No matter the number of staff involved in records requests, JustFOIA allows unlimited users for all contracted modules at no additional charge.
- **Configurability & Flexibility:** JustFOIA is more than *just* FOIA. Receive a better return on investment by leveraging the solution for more than public records. Liens, Permits and Subpoenas are just a few client examples. With JustFOIA, you have more control over system settings and functionality than any other solution. Dynamic fields recognize keywords entered by citizens to point them to the right place.
- **Having a Voice:** JustFOIA was created based on client feedback, which continues to be the main source of product roadmap ideas. Clients play an essential role in our product feedback loop, collaborating with JustFOIA's Product Development & Quality Assurance Teams to ensure powerful and easy-to-use releases.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me. We appreciate your consideration and hope that we will have the pleasure of partnering with you.

Sincerely,

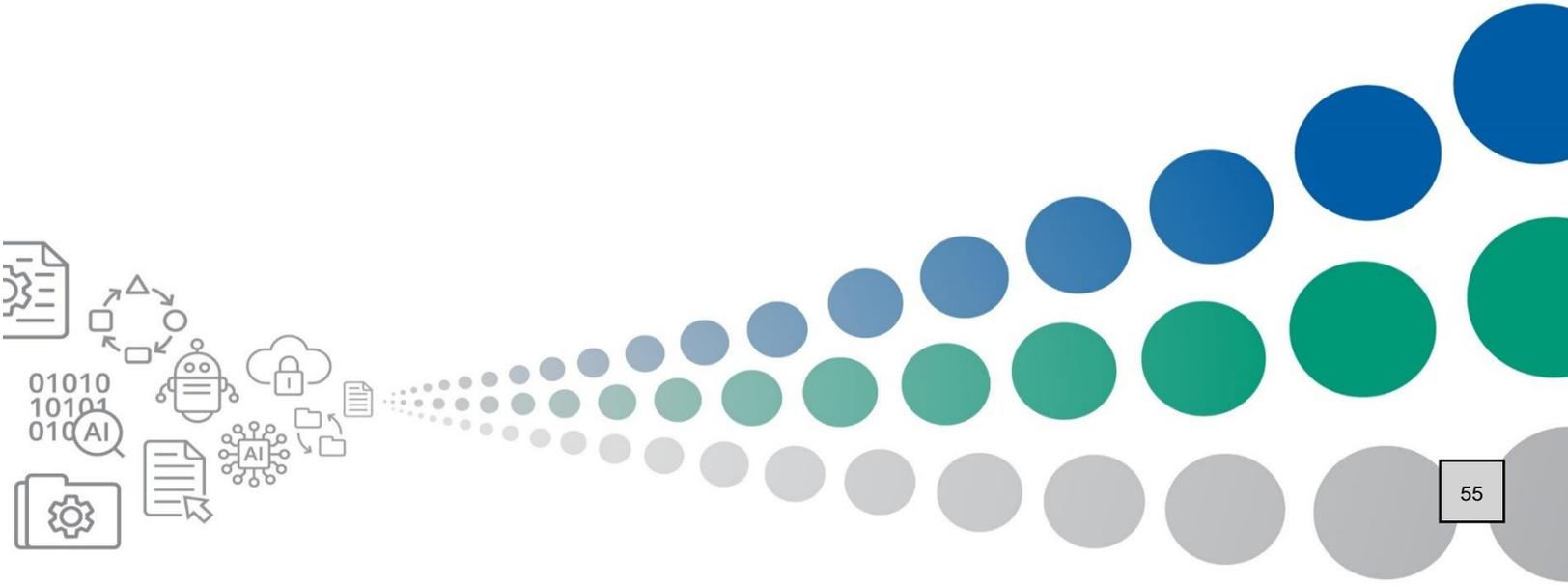
Murray Smith
Solution Consultant
(850) 757-7291 | msmith@justfoia.com



Proposal

Town of Garden City

Issued: January 28, 2025



EXECUTIVE SUMMARY

Records request challenges continue to increase, and the call for transparency is at an all-time high. Organizations are selecting JustFOIA to bridge the transparency gap with their community to create an environment of trust and accountability. JustFOIA licenses a software-as-a-service solution (the "Solution"), which is the **easiest-to-use records requests software** that manages every step of the process from intake to delivery. Our Solution can help you save valuable time by automating repetitive tasks, such as redactions, assignments, reminders, and communication with requesters and responders. It is now essential to leverage technology to streamline your records requests process.

OUR COMPANY

Built by users, for users

JustFOIA, Inc. ("JustFOIA") began as a product built for MCCi's public sector clients from a deep understanding gained through 20+ years of servicing municipal clerks, records managers, and the public sector. From its founding roots as a Municode company, MCCi has accelerated more than 1,600 clients' digital transformation journeys by adding intelligence to their processes.



Because many of these clients were searching for a way to better manage the rise in complexity and volume of their organizations' records requests, MCCi's development team and leadership worked hand-in-hand with these clients to simplify the process and provide a better user experience for records managers and the constituents they serve. **In 2014, the JustFOIA Solution was launched.** Fast forward to 2020, JustFOIA's success sparked the need for its own brand and evolution into becoming a sister-company to MCCi. In 2022, we celebrated the milestone of over 1 MILLION records requests processed in JustFOIA, serving more than 500 clients in 44 states.

WHAT MAKES US DIFFERENT

Development fueled by client ideas



Our clients continue to be a vital component of our product feedback loop with client success, implementation, and support teams all regularly contributing ideas to product management. With the launch of our [Ideas Portal](#), **we ensure clients have a voice**, providing a direct line to submit ideas for development consideration, see the status of their development request, and actively vote for the most important features and improvements.

We believe ideas get better when you create an environment of sharing. We regularly organize specialized group discussions, where users with similar challenges engage with our team to make the system work better for them. In addition to testing done by our seasoned, in-house development and quality assurance testing teams, when large features are ready to be tested, we gather beta clients for focus groups and trial usage before releases make it to prime time.

Personalized, consultative services approach

When choosing a records request management solution partner, there are many things to consider. Features and functionality are certainly part of any software partner buying decision, but what will truly dictate your overall experience will be the support you receive during the initial implementation and beyond. We know records requests are only a part of your overall responsibilities, so we start by taking a personalized, consultative approach to the implementation. You're not expected to figure this out on your own - we take the time to fully understand your unique needs and conduct multiple live trainings with your Administrators and Power Users, making sure the end result is the desired one.



Best-in-class technical support

Once your project is complete, you will have access to our stellar Technical Support Team, maintaining a documented **100% client satisfaction rate**, for troubleshooting and supporting the Solution. We offer optional supplementary support packages as well, giving you more access to our staff based on your needs.

Proactive client success



JustFOIA
★★★★★

We are fanatical about client success. Don't just take our word for it—check out our [G2 Reviews](#). Success starts with our eagerness to understand our clients' needs and where they are headed on their journey to streamlining their records requests processes. We believe in a proactive support methodology, which begins with client education, excellent service, and

communication. Your organization will have a **dedicated Client Success Specialist** that can:

- Identify any needs that could easily be addressed by the Solution
- Serve as a resource for questions and answers, best practices, how other clients are using the system with the use of documented case studies, support center, etc.
- Provide continued education for existing and new users through webinars, workshops, user groups, and more
- Coordinate with our sales operations team for pricing/renewals inquiries and budgetary information

Easiest-to-use or we'll retrain you free

We understand that software – no matter how many features it has – can't be great unless it's easy to use. **We guarantee that JustFOIA is the easiest-to-use records request software, or we will train you again at no extra cost.**



To back this up and to supplement our **live trainings**, we offer our industry-exclusive [Learning Management Software platform](#) – The Training Center for JustFOIA – to our clients for free. With unlimited, on-demand access to hundreds of help videos and product documentation, live monthly learning sessions, and peer-based user groups, training new departments and employees is a breeze. We leverage the platform as we roll out JustFOIA to new clients every day, using it to store custom training videos and designing courses for users that simplify training on new features and functionality. If you are as passionate about learning as we are about training, get JustFOIA certified. We offer certifications for Administrators, Power Users and General Users.

WHAT'S INCLUDED WITH JustFOIA PRO?

FEATURES & SERVICES	Pro
Security & Compliance	
SOC 2 Certified Organization Partner	✓
Annual Employee Certified CJIS & HIPAA Training	✓
ADA/Section 508 Compliant	✓
CJIS ACE Seal of Compliance	✓
Secure Hosting on Microsoft Azure Government Cloud (FedRAMP Authorized at Level High)	✓
Texas Risk and Authorization Management Program (TX-RAMP) Certified Cloud Product	✓
System Updates	✓
Single Sign-On (SSO)	+
Data Storage & Users	
Standard Data Storage	3 TB
Unlimited Administrators, Power Users, General Users, & Viewers	✓
Requester Experience	
One (1) Configurable Public Portal for Requesters to Submit & Track Requests	✓
Search Archive to Allow Requesters to Search Previous Requests	✓
Dynamic Form Fields (e.g., conditional fields or messages)	✓
User Experience	
Retention Schedules	✓
Configurable Workflow for User(s)/Department(s) to Work Concurrently	✓
DirectRoute Workflow	+
Notifications, Reminders & Alerts	✓
In-App Internal & External (Requester) Communication Tools	✓
In-App Redaction with Auto-Redaction (Unlimited Users)	✓
Unlimited File Size in Release to Requester	✓
Any & All Document Management with .PST File Extraction, Response Doc Folder Organization, In-App Document Viewer & Batch Auto-Redaction	+
Time & Materials Tracking	✓
Invoicing Module	✓
Payment Portal for Credit Card Processing	+
Laserfiche Integration for Importing/Exporting Files	+
Reporting Dashboard	✓
Standard & Custom Reports through Advanced Reporting	✓
Training/Onboarding	
Dedicated Project Lead	✓
Live, Remote Administrator & Power User Training	✓
Live, Onsite Administrator & Power User Training	+
Two-Week Hypercare Period after Go-Live	✓
24/7/365 Training Center LMS with Client-Specific & General Trainings & Videos	✓
Client Service & Support	
Live Technical Support from 8 a.m. to 8 p.m. Eastern	✓
Dedicated Client Success Specialist	✓
Monthly Webinars	✓
JustFOIA Administration Assistance Hours	+

✓ Included + Optional

PRICING



3717 Apalachee Parkway, Suite 201
 Tallahassee, FL 32311
 850.701.0725
 850.564.7496 fax

Client Name: Town of Garden City
Client Address: 621 27th Street Road, Garden City, CO 80631
Quote Number: 34637
Quote Type: New JustFOIA System

Quote Date: 1/28/2025

<i>Product Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>OMNIA - NCPA 01-162</i>	<i>Total</i>
JustFOIA ANNUAL RECURRING SERVICES				
<input checked="" type="checkbox"/> JustFOIA Pro Tier 1: Up to 10,000 Population	1	\$4,950.00	\$4,455.00	\$4,455.00
<input checked="" type="checkbox"/> Payment Portal for JustFOIA Pro	1	\$742.50	\$668.25	\$668.25
<input checked="" type="checkbox"/> Unlimited Admins, Power Users & General Users	1	Included	Included	Included
<input checked="" type="checkbox"/> 3 TB of Storage	1	Included	Included	Included
SUBTOTAL - RECURRING ANNUAL SERVICES				\$5,123.25

<i>Service Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>OMNIA - NCPA 01-162</i>	<i>Total</i>
JustFOIA SERVICE PACKAGES				
<input checked="" type="checkbox"/> Pro Implementation	1	Included	Included	Included
<input checked="" type="checkbox"/> Configuration of 1 Request Form <i>1. Police Department Records Requests</i>	1	Included	Included	Included
<input checked="" type="checkbox"/> Additional Request Form Configuration <i>1. Administrative Records Request</i>	1	\$1,500.00	\$1,350.00	\$1,350.00
<input checked="" type="checkbox"/> Payment Portal Configuration	1	\$750.00	\$675.00	\$675.00
<input checked="" type="checkbox"/> Dynamic Fields Configuration (up to 10/package)	2	\$370.00	\$333.00	\$666.00
SUBTOTAL - ONE-TIME SERVICES				\$2,691.00

YEAR 1 ORDER COST	\$7,814.25
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All Quotes Expire 30 Days from Quote Date
 This is NOT an invoice. Please use this confirmation to initiate Client's purchasing process.

NOTE: *The information presented in this document is based on the results of JustFOIA's and Client preliminary discovery thus far. As planning and discovery continue, the project scope and costs may change to meet the specific needs of Client. **JustFOIA will provide Master Services Agreement and Addendum with Assumptions, Terms & Conditions for review and approval prior to the start of any project.***

RECURRING SERVICES

Client has elected to license the JustFOIA software provided as a service (the "Solution").

The Recurring Services portion of this Order and/or applicable Addendum will systematically renew unless written notice of termination has been provided. An annual increase of 5% will be applied to the immediately preceding annual rates (excluding any initial or one-time discounts) unless Client has terminated the Order and/or Addendum earlier, as set forth below, or provided sixty (60) days written notice prior to the scheduled renewal date of the Recurring Services.

SALES TAX

Sales tax will be invoiced where the Client is not exempt and/or has not communicated its tax status to JustFOIA. Sales tax is not included in the fee quote above.

REMOTE SERVICES

All services will be performed remotely unless noted otherwise. All Services pricing assumes the Client will grant MCCi **secure unattended access.**

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TECHNICAL SUPPORT

To support your journey, it's important to have a plan in case issues or needs arise.

Technical Support

JustFOIA Technical Support is provided for all clients through the online support center, by email (support@justfoia.com), or by telephone (800-342-2633), during business hours of 8 a.m. to 8 p.m. Eastern Time. Technical Support covers Solution break/fix support, version updates, and continued educational resources including the JustFOIA Training Center.

	JustFOIA Technical Support Services	JustFOIA Managed Support Services	JustFOIA Process Administration Support Services
Description	Technical	JMSS	JPASS
Easy access to JustFOIA's team of support technicians for break/fix support issues (i.e., error codes, bug fixes, etc.) & basic Q&A support	■	■	■
Remote access support through web meeting	■	■	■
Access to version updates, security updates and hotfixes	■	■	■
Customized JustFOIA Training Center Support	■	■	■
Access to high-level support technicians with enhanced knowledge		■	■
Remote Training for New/Existing Users		■	■
Annual System Review (upon Client request)		■	■
System Settings Consultation		■	■
Assistance with Current System Modifications*		■	■
Assistance with New System Configurations**		■	■
Configuration Changes to Routing of Current DirectRoute Workflows		■	■
Dedicated Technical Support Professional			■
Institutional Knowledge of Client's Solution			■
Proactive recurring consultation calls upon the Client's request			■
Adjust Current SSO or Payment Portal Connections			■

***Current System Modifications** includes Public Portal, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings.

****New System Configurations** includes Users, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings. This will also include new additional features that are added to Client's subscription in the future.

Note on Hours usage: JustFOIA allows clients to use their hours for a multitude of post-implementation services, as long as a request will not start a service that cannot be completed within the hours available. The creation of new DirectRoute Workflows is not included in Supplemental Support Services.

HOW DOES IT WORK?



Receive Records Requests through Your Configurable Public Portal

Direct requesters to an online experience to submit and track the status of their requests, search previous requests, pay invoices, and more. Requesters are automatically notified of receipt.



Create Custom Request Forms

Modernize paper forms and emailed PDF requests with as many configurable, web-based forms as you want. Digital forms allow you to quickly collect all the information you need from the start!



Reduce Response Times through Workflow

Streamline your process by automating repetitive tasks and communications through process mapping. Departments and users can be assigned and automatically notified of tasks and due dates. Reminders, escalations, reassignments, and approvals are configurable within each task.



Centralize All Communications - With the Requester and Internal

Create transparency and simplify your communications both internally and externally. Design and automate common communications with templated messages and workflows.



Redact Sensitive Information

Automatically redact documents with one click or manually remove sensitive data. Features include text search, proximity search, redact selected text and/or full page(s). There is no per-user fee, so any user can redact a document if they are permitted by your organization. An exemption log can be automatically generated to accompany each request to explain any redactions.



Estimate & Log Time & Materials

Keep track of the labor, time, and materials costs of fulfilling requests. Configure individual user hourly rates and standard material fees, so invoicing is made simple.



Generate Invoices and Receive Payments

Issue invoices and receive payments inside the Public Portal. Accept all forms of payments including credit cards via our optional, PCI-Compliant Payment Portal, using third-party payment processors.



Import & Organize Response Documents

Easily upload documents from your computer, network or via our optional Laserfiche integration for the requestor to retrieve through your secure JustFOIA Public Portal. Using our optional Any & All Document Management module, extract .PST files and simplify managing hundreds of files.



Analyze Comprehensive Reports

Custom reports are available, in addition to standard reports, such as:

- Processed Requests
- Bottlenecks
- User Activity
- Paused Requests
- Fees Totals
- Time and Materials
- Deleted Requests
- User Task Activity
- Correspondence
- Open Requests
- Request Retention
- Payment Details

WORLD-CLASS, STANDARD SECURITY & COMPLIANCE

JustFOIA is committed to providing a secure platform for our clients that meets or exceeds industry standards. JustFOIA’s SOC 2 Type 2 certification, as defined by the American Institute of Certified Public Accountants (AICPA) demonstrates that an external auditing firm has verified the implementation of strict information security and risk management policies and procedures. JustFOIA’s CIO is CISSP certified. **All JustFOIA client sites are deployed exclusively on the Azure Government Cloud**, which was built upon the foundational principles of security, privacy and control, compliance, and transparency. JustFOIA is also the only TX-RAMP Certified records request management cloud product.



SOC 2 COMPLIANCE

The official SOC 2 audit report provides a thorough review of processes relating to risk management, including:

- Internal Controls
- IT Infrastructure
- Logical Security
- Environmental Security
- Disaster Recovery Plans
- Access Management Policies
- Software Development Lifecycle
- Network Security
- Computer Operations
- Acceptable Use Policies
- Subservice Due Diligence
- Change Management Procedures
- Physical Security
- Business Continuity
- Corporate Ethics

MICROSOFT AZURE GOVERNMENT CLOUD

Microsoft Azure Government Cloud is FedRAMP Authorized at Level High and designed to handle data subject to certain government regulations and requirements, such as NIST800.171 (DIB), ITAR, IRS 1075, DoD L4, and CJIS. Azure Government uses physically isolated datacenters and networks (located in U.S. only).

ENCRYPTED DATA

The Solution is a web-based application, and all HTTP communications are secured in transit by TLS 1.2 (aka HTTPS). Your data is encrypted at rest transparently using 256-bit AES encryption, one of the strongest block ciphers available, and is FIPS 140-2 compliant.

WEB APPLICATION FIREWALL

Azure Web Application Firewall (WAF) provides protection of your web applications from common exploits and vulnerabilities. SQL injection and cross-site scripting are among the most common attacks. WAF on Application Gateway is based on Core Rule Set (CRS) 3.1, 3.0, or 2.2.9 from the Open Web Application Security Project (OWASP). With no additional configuration required, the WAF automatically updates to protect against new vulnerabilities.

LAYER 7 LOAD BALANCING & NETWORK SECURITY GROUPS

Load Balancing distributes traffic across multiple servers to improve availability and performance. Azure Application Gateway serves as a web traffic load balancer that directs traffic to web applications. While traditional load balancers operate at the transport layer (OSI layer 4), Azure Application Gateway makes routing decisions based on additional attributes of an HTTP request, such as URI path or host headers. Application layer (OSI layer 7) load balancing gives the JustFOIA team greater control in managing the Solution’s infrastructure. As a second layer of protection, Network Security Groups applied will only allow traffic that is explicitly defined as allowed.

MONITORING & PERFORMANCE ANALYSIS

Our monitoring and alerting systems notify our Network Operations Center (NOC) of any issues with availability or performance. Our engineers are available 24/7 to address any cloud infrastructure issues.

P2S = POINT TO SITE VPN

Support & administrative personnel access the Solution’s backend infrastructure via secure VPN connections only.

UPDATE MANAGEMENT

Updates for Windows Server OS and SQL Server are managed through Azure Automation Update Management, deploying critical and security updates monthly and classification updates quarterly.

AZURE BACKUP & SITE RECOVERY SERVICES

Azure’s backup service provides independent and isolated backups to guard against accidental destruction of original data. Backups are encrypted and stored in a Recovery Services Vault with built-in management of recovery points.

The Solution’s Disaster Recovery is built upon Azure Site Recovery (ASR), a native disaster recovery as a service that replicates all Virtual Machine disks (OS and Data for all web, application, and database servers) from the Azure Region hosting your production environment to a geographically disparate Azure Region. Replicas are kept up to date within five (5) minutes.

ONGOING SECURITY INNOVATION

As you can see, we take numerous measures to secure your data. While we're confident in our technology, we recognize that no system can guarantee data security with 100% certainty. For that reason, we will continue to innovate, maintain state of the art security measures, and thoroughly investigate any reported security issues concerning JustFOIA's services or software.

508/ADA COMPLIANCE

As part of our ongoing commitment to providing the easiest-to-use records requests software, we are dedicated to providing a web application that is accessible to the widest possible audience, regardless of technology or ability. As such, we strive to remove barriers that might prevent a person with disabilities from using our products by adhering to the Revised Section 508 Standards published by the United States Access Board.



The WCAG level of compliance is approved by the ADA for websites and provides recommendations for making content accessible. JustFOIA’s citizen-facing pages perform at a Level AA (or level two) conformance to these guidelines, including:

- **Text Equivalents:** Alternative text for appropriate images and other non-text elements
- **Full Keyboard Access:** Built so that it can be accessed using a keyboard
- **Site Consistency:** Feature and functions perform the same way every time
- **Site Structure:** Appropriate headings, lists, paragraphs, style sheets, and other format features to enable easy use with assistive technology
- **Links:** Descriptive link titles, unless the link text already fully describes the target

JustFOIA routinely completes a Voluntary Product Accessibility Template (VPAT) and engages with external consultants certified by the International Association of Accessibility Professionals to ensure our Solution conforms with required standards. Our [VPAT Report](#) allows us to provide the data needed for your procurement team to verify that the JustFOIA Solution complies with Section 508 technical requirements.

CLIENT JOURNEY TO EMPOWERMENT

We're going to walk with you hand-in-hand throughout your JustFOIA Client Journey, actively supporting and guiding your team as they interact and engage with the Solution – thus, empowering your team to manage the system post-implementation. This journey is not viewed as a one-time transaction but as an ongoing partnership, where we remain committed to client success and satisfaction at every stage.

DELIVERY TEAM

Once you have selected your “destination” of JustFOIA, our Delivery Team will guide you through four phases of implementation, ensuring a smooth path to Go-Live:

Phase 1: Pre-Implementation

We think it's important that we get to know each other first – building upon the knowledge gained during the decision-making process to configure the Solution to your specific needs. Your Project Coordinator will gather configuration data and outline expectations for the upcoming implementation phases. During our “Implementation Launch Session,” your assigned Project Coordinator will discuss training, confirm the timeline and key milestone dates, and introduce you to the public-facing side of your JustFOIA site and request form(s).

Phase 2: System Training & Configuration

This phase will consist of two remote/live “*System Training Sessions*” for Administrators and Power Users, focusing on the practical application of the Solution through a hands-on experience submitting and working with mock requests to create a deep practical understanding of requests and administration settings. Clients are introduced to form configurations, retention options, redaction capabilities, communication tools, and more.

Phase 3: Request Training, Processing & Testing

Administrators and Power Users will be guided through the designed request form workflow, creating a collaborative, problem solving experience that results in a more intimate understanding of the process.

As Administrators and Power Users become experts in the Solution, the JustFOIA Delivery Team will collaborate with you to assist in onboarding general users. With numerous resources to onboard and introduce your staff to the Solution including custom training outlines, workflow maps, and guides for long-term reference, JustFOIA empowers you to create an internal training program while reinforcing your own knowledgebase.

Following training, a designated testing window reinforces training principles while preparing to launch the JustFOIA Solution to the public. Your assigned Project Coordinator will be on stand-by to make necessary system modifications.

Phase 4: Launching JustFOIA

Now, the moment we've been waiting for – it's time to Go-Live with JustFOIA! The Delivery Team is invested in your success and will be with you every step of the way. We will remove test data from your JustFOIA site and provide a press kit to spread the word about your efforts to promote transparency. High-level priority is given to inquiries and adjustments during our *Hypercare Check-in Service* period until you are transitioned to your long-term Client Success and Technical Support Teams.

CLIENT SUCCESS

Once you have launched JustFOIA to the public, your journey is only just beginning. Every JustFOIA client is assigned a dedicated Client Success Specialist to ensure they are getting the most out of their investment. Your Client Success Specialist can consult with you to recommend best practices and solutions to common records request issues. We invite clients to participate in periodic user webinars, training opportunities, user communities, and focus groups. Regardless of user type, there is something for everyone.

In addition to ensuring your satisfaction with JustFOIA, your Client Success Specialist will recommend resources found in the Training Center for JustFOIA, our complimentary learning management system with unlimited, on-demand access to hundreds of help videos and product documentation.

JUSTFOIA DEFINITIONS

To determine which modules are applicable, please refer to the [Pricing](#) section. Your specific implementation may not include all modules described below.

REDACTION MODULE

Our powerful in-App Redaction Module allows you to upload and redact documents automatically with one click or manually remove sensitive data. Features include text search, pattern matching, proximity search, redact selected text and/or full page(s). Easily apply exemption codes to cite redaction reasons. Once applied, redacted areas are burnt into the document and cannot be recovered or removed so only the redacted version can be released. There is no per-user fee, so any permitted user can redact a document.

JUSTFOIA TRAINING CENTER

The JustFOIA Training Center is a robust Learning Management System that offers remote learning, ongoing training and certification. This complimentary subscription provides an easy solution for new users and refresher training. Benefits include:

- 24/7 access to on-demand JustFOIA training videos, certification courses and other resources
- Reduction in training time and expenses
- Catered learning for all skill levels from Basic Users to System Administrators
- Unlimited access for Client’s entire organization
- Reduction in internal support and increased user productivity
- Increased efficiency through improved internal usage/adoption of JustFOIA
- Customized with fully indexed, recorded training sessions

ADVANCED REPORTING

The Advanced Reporting module will allow Client to select data points to create custom reports and includes the following:

- User-selectable data points
- User-defined date ranges
- Saving created reports
- Ability to export data

SINGLE SIGN-ON (SSO)

The JustFOIA authentication system enables [Single Sign-On](#) (“SSO”) integration by allowing connection to one of many supported identity providers. This allows users to login to JustFOIA via trusted connections established with their IT infrastructure (e.g., Microsoft Entra ID (formerly known as Azure Active Directory) login) instead of using username and password authentication within JustFOIA. This feature eliminates the need for users to maintain two sets of credentials, is easier for Client’s IT organization to maintain security protocols and gives Client better control over managing user access.

The following types of enterprise connections can be made:

- Microsoft Entra ID (formerly known as Azure Active Directory)
- ADFS
- Open ID Connect
- Active Directory
- PingFederate
- Google Workspace (formerly G Suite, formerly Google Apps)
- SAML
- Duo

PAYMENT PORTAL

JustFOIA integrates with Authorize.net, PayPal, NIC, and NCR/JetPay to collect payments from requestors online. These third-party payment processors handle all monetary transactions and sensitive credit card data. The requestor enters the request number/security key to see any fees that they owe. If they owe fees, they can pay through a secure Authorize.net, PayPal, NIC, or NCR/JetPay site. Once they pay, users are able to make the request documents available for immediate release.

LASERFICHE INTEGRATION

Our exclusive Laserfiche integration is a seamless bridge, allowing your organization to leverage Laserfiche to fulfill records requests more quickly and efficiently. From inside the JustFOIA Solution, users can securely connect to their Laserfiche repository to search and browse for responsive documents, sending selected documents to a specific request in the same file format as they are in the repository. As part of your Laserfiche Integration, you can export custom system reports directly into your Laserfiche repository, as well as all parts of a request including communications, response documents, invoices, and a full timeline history of activity on the request. This integration requires each user to have a full Laserfiche license. Please see the [Laserfiche Integration User & Configuration Guide](#).

ANY & ALL DOCUMENT MANAGEMENT

For clients who receive requests for “Any and All” communications, the effort to determine the responsive documents can be overwhelming. Built for clients who need to work with a large number of files, JustFOIA’s Any & All Document Management tool helps simplify and speed up this process with a variety of features, including:

- Extract .PST files (emails and attachments)
- Detect duplicate emails
- Bulk redact and sort all files with one-click
- Combine files into one PDF
- Create custom folders and review documents in the document viewer

DIRECTROUTE WORKFLOWS

DirectRoute Workflows enhance your organization’s efficiency by automating the initial routing of requests. This empowers requestors to pinpoint the exact department responsible for receiving and addressing their submission. This leads to a significant reduction in processing time, a streamlined user experience, and assurance that requests are routed accurately.

Like JustFOIA’s standard workflow capabilities, DirectRoute Workflows can include due dates, reminders, escalations, approvals and trigger the dispatch of system and customized emails.

DYNAMIC FORM FIELDS

For clients looking for a more advanced form experience, Dynamic Form Fields provides a way to create highly interactive and user-centric request forms. These fields adapt the form’s behavior to requestor input and predefined conditions, specifically enhance the requestor experience. Dynamic Form Fields can be especially valuable in complex forms where all fields are not relevant to every requestor. The use of Dynamic Form Fields ensures all data necessary to process a request is collected at the initial submission.

A JustFOIA Dynamic Form Field is defined as a single form field (Dropdown, Checkbox, Text Area, Text Input, Date or Label) that becomes visible and/or required based on form selections or requestor input.

SANDBOX

For clients that prefer to test proposed changes before making updates to their live system, JustFOIA offers a Sandbox environment. JustFOIA will provide a sandbox/testing environment based on a snapshot of the configuration and database on the day requests begin being processed via the JustFOIA Public Portal. An update can be requested at any time, for an additional cost.

INSTANCE

For agencies that prefer to have multiple instances of JustFOIA, there are options available. Ideal for shared services environments with centralized IT administration and billing needs, an additional instance can be used for an additional agency, division or even a sandbox environment. An additional instance includes:

- Per-instance administration interface
- Same add-ons as initial system
- A separate, unique URL
- Unique set of system email templates
- Independent branding and separate Public Portal
- Independent reporting
- A different SSO domain and/or payment account

SERVICE PACKAGES

GENERAL ASSUMPTIONS

The following assumptions serve as the basis for the Service Package(s) reflected below. Any service or activity not described below is not included in the scope of services to be provided. Variations to the following may impact the Service Package’s cost and/or schedule, justifying a change order.

- JustFOIA’s completion of a Deliverable to Client shall constitute that JustFOIA has conducted its own review and believes it meets Client’s requirements. Client shall then have the right to conduct its own review of the Deliverable as Client deems necessary. If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have five (5) business days after JustFOIA’s submission to give written notice to JustFOIA specifying the deficiencies in reasonable detail. JustFOIA shall use reasonable efforts to promptly resolve any such deficiencies. Upon resolution of any such deficiencies, JustFOIA shall resubmit the Deliverable for review as set forth above. Notwithstanding the foregoing, if Client fails to reject any Deliverable within five (5) business days, such Deliverable shall be deemed accepted.
- If either party identifies a business issue during the project, JustFOIA and Client must jointly establish a plan to resolve the issues with potential impact analysis of timeline and budget within five (5) business days of identification. Any necessary business decision resulting from the identified business issues must be made by Client within five (5) business days from request.
- Client will maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order for time spent by JustFOIA on retraining, reeducating, or changes in direction.
- Client will ensure that all Client’s personnel who may be necessary or appropriate for the successful performance of the services will, on reasonable notice: (i) be available to assist JustFOIA personnel by answering business, technical and operational questions and providing requested documents, guidelines, and procedures in a timely manner; (ii) participate in the services as reasonably necessary for performance under this Order; and (iii) be available to assist JustFOIA with any other activities or tasks required to complete the services in accordance with this Order.
- Note that all services contracted for must be done as part of the initial implementation. For the avoidance of doubt, if there are services or portions thereof that the Client does not elect to implement as part of the initial implementation, such services are forfeited.
- All services, unless otherwise noted, will be performed remotely.

PRO IMPLEMENTATION

CLIENT TASKS & DELIVERABLES

- Provide a visual flow chart and/or narrative of current records request process(es) and requirements
- Attend all scheduled implementation sessions and respond promptly to requests for information
- Complete necessary configuration assignments in a timely manner, including but not limited to:
 - Create General User and Viewer accounts and respective departments
 - Create user-created email templates
- Conduct internal end-user (General User) trainings
- Perform user acceptance testing
- Complete JustFOIA Training Center trainings and certification
- Configure Deflection/Dynamic Fields, unless Dynamic Fields Configuration Package is quoted

JustFOIA TASKS & DELIVERABLES

- Deploy site in the Microsoft Azure Government Cloud
- Set up Client with Training Center accounts
- Conduct Pre-Implementation Session (1 hour) to collect necessary configuration data and outline expectations
- Lead Implementation Launch Session (1 hour) to identify implementation milestones and introduce Client to public facing JustFOIA site and request form(s)
- Establish and configure initial Administrator and Power User security credentials and respective departments
- Personalize Public Portal with Client branding

- Configure number of request forms defined in Order and necessary request statuses and workflow
- Complete initial configuration of observed holidays
- Complete initial configuration of system email templates
- Conduct two (2) Remote System Trainings (1.5 hours and 1 hour respectively); recordings made available in Training Center
- Conduct one (1) Remote Workflow Training (1 hour per form process); recording made available in Training Center
- Provide training support and resources to Administrator and Power User Team for end-user trainings
- Provide technical support through user testing before going live
- Assist with transition to Client Success and Support Teams
- Provide Go-Live Marketing Press Kit

ADDITIONAL REQUEST FORM CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Provide a visual flow chart and/or narrative of desired records request process(es) and request form requirements

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure and implement desired form and necessary request statuses and workflow task lists
- Complete testing

EXCEPTIONS

- Creation of DirectRoute Workflows

PAYMENT PORTAL CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Review [Payment Portal Guide](#)
- Set up an account with a valid Payment Processor (JetPay/NCR, NIC, PayPal or Authorize.net)*
**Recommended that merchant account application be completed at the time of JustFOIA contract execution to avoid project delays.*
- Supply necessary credentials from Payment Processor. Examples include:
 - Client Key
 - Web Key
 - API Identifier
 - Payment Type Name
 - Allowed Payment Method
- Participate in testing process

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure and implement Payment Portal

DYNAMIC FIELDS CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Provide a list of desired dynamic form field(s), keywords and/or external links

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering (not to exceed 1 hour)
- Configure and implement up to 10 dynamic form fields (not to exceed 1 hour)
- Complete testing

READY TO PARTNER?

If you're ready to take the next step with JustFOIA, what happens next?

Checklist	Step/Activity	Responsible Party
<input type="checkbox"/>	Client notifies JustFOIA Solution Consultant (SC) of Vendor Selection	Client
<input type="checkbox"/>	Client reviews the What's Included and Pricing pages to confirm all necessary components are included and requests any necessary updates.	Client
<input type="checkbox"/>	JustFOIA SC requests information below to provide official Contract/Order with Assumptions, Terms & Conditions: <ul style="list-style-type: none"> ▪ Legal Name ▪ Bill to Contact(s)/Email(s) ▪ Ship to Contact(s)/Email(s) ▪ Accounts Payable Email (if applicable) ▪ Desired Request Forms ▪ Desired URL (Example: bryantx.justfoia.com) 	JustFOIA SC
<input type="checkbox"/>	Ensure your IT Department has reviewed and agreed to the prerequisites for: <ul style="list-style-type: none"> ▪ Single Sign-on <ul style="list-style-type: none"> ▪ Determine enterprise connection (i.e., Microsoft Entra ID (formerly known as Azure Active Directory), ADFS, SAML) ▪ Laserfiche Integration <ul style="list-style-type: none"> ▪ Must be on version 10.4 or higher ▪ What type of Laserfiche environment do you have (i.e., On-prem, Laserfiche Cloud, MCCi Managed Cloud, etc.)? 	Client IT
<input type="checkbox"/>	Ensure your Finance Department has reviewed and agreed to the supported payment gateways for the Payment Portal (Authorize.NET, PayPal, NIC, or NCR/JetPay) <ul style="list-style-type: none"> ▪ Determine desired payment gateway ▪ Determine/setup merchant account compatible with payment gateway 	Client Finance
<input type="checkbox"/>	Client/JustFOIA Legal Review	Client & JustFOIA SC
<input type="checkbox"/>	Client executes Contract and becomes part of the JustFOIA family!	Client



CRASH CHAMPIONS #0624 GREELEY

We Believe The Difference is Trust
 2620 6th Avenue, Greeley, CO 80631
 Phone: (970) 356-8645

Workfile ID: Section 9, Item b.
 Federal ID: NA
 State ID: CO0000118232
 Resale Number:
 Federal EPA:
 State EPA:
 License Number:
 BAR:

Final Bill

RO Number: 624001775

Customer:	Insurance:	Adjuster:	Estimator:
Town Of Garden City PD	CUSTOMER PAY	Phone:	Tayt Gallatin
		Claim:	Create Date: 2/3/2025
		Loss Date:	
(970) 702-4647		Deductible:	

2023 FORD F-150 XL SuperCrew 4WD w/5.5' Box 4D SHORT 6-3.5L Turbocharged Hybrid Port/Direct Injection

VIN: 1FTFW1ED5PFB81615	Interior Color:	Mileage In:	Vehicle Out: 2/8/2025
License:	Exterior Color:	Mileage Out:	
State:	Production Date:	Condition:	Job #:

Line	Ver	Operation	Description	Qty	Extended Price \$	Part Type	Labor	Type	Paint
1	E01		FRONT BUMPER						
2	E01	Remove/Replace	O/H front bumper				4.2	Body	
3	E01	Remove/Replace	Bumper w/o front park aid black	1	734.22T	A/M	0.0	Body	
4	E01	Remove/Replace	RT Mount plate	1	160.32T	A/M	0.0	Body	
5	E01	Remove/Install	LT Mount plate				0.0	Body	
6	E01	Remove/Replace	RT Outer bracket	1	40.92T	OEM	0.0	Body	
7	E01	Remove/Install	LT Outer bracket				0.0	Body	
8	E01	Remove/Replace	RT Inner bracket	1	23.75T	OEM	0.0	Body	
9	E01	Remove/Install	LT Inner bracket				0.0	Body	
10	E01	Remove/Replace	RT Upper bracket	1	40.73T	OEM	0.0	Body	
11	E01	Remove/Install	LT Upper bracket				0.0	Body	
12	E01	Remove/Replace	RT Hole cover w/o fog lamps	1	74.08T	OEM	0.0	Body	
13	E01	Remove/Install	LT Hole cover w/o fog lamps				0.0	Body	
14	E01	Remove/Install	Valance inner				0.0	Body	
15	E01	Remove/Replace	RT Valance outer	1	30.23T	A/M	0.0	Body	
16	E01	Remove/Install	LT Valance outer				0.0	Body	
17	E01	Remove/Install	RT Outer cover w/o TREMOR				0.0	Body	
18	E01	Remove/Install	LT Outer cover w/o TREMOR				0.0	Body	
19	E01	Remove/Install	Center cover w/o engine htr 2.7, 3.0, 3.5 liter				0.0	Body	
20	E01	Remove/Install	Lower molding black				0.0	Body	
21	E01	Remove/Install	RT Inner molding				0.1	Body	
22	E01	Remove/Install	LT Inner molding				0.1	Body	
23	E01	Remove/Replace	Upper molding	1	576.15T	A/M	0.0	Body	1.4
24	E01	Remove/Replace	RT Reinforcement	1	27.97T	OEM	0.1	Body	
25	E01	Remove/Install	LT Reinforcement				0.1	Body	
26	E01	Remove/Replace	RT Air duct		56.08T	OEM	0.2	Body	

Ables 6/5/21
Vehicle R+M

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural

Final Bill

Section 9, Item b.

RO Number: 624001775

2023 FORD F-150 XL SuperCrew 4WD w/5.5' Box 4D SHORT 6-3.5L Turbocharged Hybrid Port/Direct Injection

27	E01	Remove/Install	LT Air duct				0.2	Body	
28	E01	Remove/Install	License bracket 2.7, 3.0, 3.5 liter				0.2	Body	
29	E01	Remove/Replace	Lower deflector w/tow hook w/o active shutter	1	206.92T	OEM	0.0	Body	
30	E01	Remove/Replace	Westin 2021-2022 Ford F-150 w/ Front Camera HDX Modular Gril	1	850.00T	Other	2.0	Body	
31	E01		GRILLE						
32	E01	Remove/Install	R&I grille assy				0.0	Body	
33	E01		FRONT LAMPS						
34	E01	Remove/Replace	RT Headlamp assy	1	1,114.03T	OEM	0.7	Body	
35	E01	Remove/Replace	Aim headlamps				0.5	Body	
36	E01		RADIATOR SUPPORT						
37	E01	Remove/Install	Sight shield				0.0	Body	
38	E01		HOOD						
39	E01	Repair	Hood w/o Tremor (ALU)				3.0	Body	3.2
40	E01		Add for Clear Coat						1.3
41	E01	Remove/Install	R&I hood assy				0.7	Body	
42	E01		FENDER						
43	E01	Remove/Replace	RT Fender (ALU)	1	294.63T	A/M	3.1	Body	2.2
44	E01		Overlap Major Adj. Panel						(0.4)
45	E01		Add for Clear Coat						0.4
46	E01		Add for Edging						0.5
47	E01		Add for Clear Coat						0.1
48	E01	Remove/Replace	RT Fender adhesive kit	1	125.64T	OEM			
49	E01	Remove/Replace	RT Lower brace	1	23.12T	OEM	0.1	Body	
50	E01	Remove/Replace	RT Upper support	1	33.13T	OEM	0.1	Body	
51	E01	Remove/Replace	RT Rear insulator	1	50.73T	OEM	0.0	Body	
52	E01	Remove/Replace	RT Fender liner XL, SSV	1	280.18T	OEM	0.0	Body	
53	E01	Remove/Install	RT Nameplate "F-150 XL"				0.2	Body	
54	E01	Repair	RT Upper rail assy (ALU)				2.0	Body	1.4
55	E01		Overlap Major Non-Adj. Panel						(0.2)
56	E01		FRAME						
57	E01	Repair	RT Front rail (HSS)				2.0	Body	0.7
58	E01		Overlap Minor Panel						(0.2)
59	E01		FRONT DOOR						
60	E01	Repair	RT Outer panel (ALU)				1.0	Body	2.1
61	E01		Overlap Major Non-Adj. Panel						(0.2)
62	E01		Add for Clear Coat						0.4
63	E01	Remove/Install	RT Door w'strip regular, crew cab				0.7	Body	
64	E01	Remove/Install	RT Belt molding black				0.3	Body	
65	E01	Remove/Install	RT Applique w/o keyless pad				0.3	Body	
66	E01	Remove/Install	RT Nameplate "POWERBOOST"				0.2	Body	
67	E01	Remove/Install	RT Mirror				0.4	Body	
68	E01	Remove/Install	RT Door glass Ford				0.8	Body	
69	E01	Remove/Install	RT Run channel				0.2	Body	

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Final Bill

Section 9, Item b.

RO Number: 624001775

2023 FORD F-150 XL SuperCrew 4WD w/5.5' Box 4D SHORT 6-3.5L Turbocharged Hybrid Port/Direct Injection

70	E01	Remove/Install	RT Handle, outside black				0.7	Body
71	E01	Remove/Install	RT R&I trim panel				0.7	Body
72	E01		VEHICLE DIAGNOSTICS					
73	E01	Sublet	Pre-repair scan	1	135.00	Other		
74	E01	Sublet	Post-repair scan	1	135.00	Other		
75	E01		MISCELLANEOUS OPERATIONS					
76	E01		Cover Car	1	12.50	Other	0.2	Body
77	E01		Hazardous Waste Removal	1	10.00	Other		
78	E01	Sublet	Four Wheel Alignment	1	169.95	Other		
79	E01		Clips, Fasteners, retainers	1	35.00T	Other		
80	E01		Corrosion Protection	1	25.00T	Other	0.5	Body
81	E01	Repair	Adhesive Removal				0.3	Body

Estimate Totals	Discount \$	Markup \$	Rate \$	Total Hours	Total \$
Parts					4,802.83
Labor, Body			70.00	25.9	1,813.00
Labor, Refinish			70.00	12.7	889.00
Material, Paint					622.30
Miscellaneous					462.45
Subtotal					8,589.58
Sales Tax					374.33
Grand Total					8,963.91
Net Total					8,963.91

Estimate Version	Total \$
Original	8,963.91

Insurance Total \$:	0.00
Received from Insurance \$:	0.00
Balance due from Insurance \$:	0.00
Customer Total \$:	8,963.91
Received from Customer \$:	0.00
Balance due from Customer \$:	8,963.91

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Emergency Management Plan

202.1 PURPOSE AND SCOPE

In compliance with the State of Colorado Emergency Operations Plan, the Town has prepared or adopted an Emergency Operations Plan (CRS § 24-33.5-707). This plan provides guidance and is to be used by all work groups and employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

202.2 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Police Department, the Police Chief will be advised of the situation needing an Emergency Operations Plan if not on-duty and may activate the Emergency Operations Plan in response to a major emergency. Should the Police Chief be incapacitated or unable to perform the responsibilities of the job, the Police Sergeant shall be responsible for activating an Emergency Operations Plan in the field.

202.2.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Garden City Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Police Chief or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

202.3 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the plan are available in Town Hall Administration Office and the Police Chief's Office. All members of the department and town should familiarize themselves with the Emergency Operations Plan and the roles personnel will play when the plan is implemented.

The State of Colorado Emergency Operations Plan and additional regional information can be found on the Colorado Office of Emergency Management website at

or can be accessed on the Colorado Division of Homeland Security and Emergency Management.

202.4 UPDATING THE PLAN

The Police Chief or the authorized designee shall review and update, if necessary, the Emergency Operations Plan at least once every two years to ensure it conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS), and that any needed revisions are appropriately addressed.

202.5 PLAN REVIEW

At least once every two years, the Department should conduct a review of the Emergency Operations Plan and responses, incorporating a full or partial exercise, tabletop or command staff discussion.

Emergency Management Plan

202.6 PLAN TRAINING

The Department shall provide training in the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles police personnel will play when the plan is activated.

Retiree Concealed Firearms

206.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Garden City Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Colorado law (18 USC § 926C).

206.2 POLICY

It is the policy of the Garden City Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

206.3 LEOSA - QUALIFIED RETIREES

Any qualified retired law enforcement officer of this Agency who was authorized to, and did, carry a firearm during the course and scope of his/her employment may request to be issued a retired officer Agency identification card. The Police Chief or an authorized designee will consider the following qualifying factors in their decision to issue a retired officer Agency identification card:

The Police Chief should issue an identification card for LEOSA purposes to any qualified former officer of this department (18 USC § 926C(c)):

Qualified retired law enforcement officer means an individual who:

- (a) Separated from service in good standing from this department as officer other than for reasons of mental instability.
- (b) Was authorized by law to engage in or supervise law enforcement activities for any violation of law and had statutory powers of arrest.
- (c) Was regularly employed as a law enforcement officer for:
 1. For an aggregate of at least 10 years or more before retirement, or
 2. Retired from service with a service-related disability after completion of probation.
- (d) Has not been disqualified for reasons related to mental health.
- (e) During the most recent 12-month period has met the state standard for training and qualification to carry firearms.
- (f) Is not under the influence of alcohol or other intoxicating or hallucinatory drugs or substances.
- (g) Is not prohibited by any state or federal law from receiving or possessing a firearm or under a current court order prohibiting the same.

A former law enforcement officer is not "in good standing" if he/she was discharged for cause or resigned prior to the final disposition of allegations of misconduct. Additionally, any formal disciplinary action or investigation into allegations of misconduct during the 12 months prior to the separation from employment may be considered when deciding whether or not to issue the retiring

Retiree Concealed Firearms

officer an Agency identification card. A former law enforcement officer is not "in good standing" if he/she has entered into an agreement with the agency in which that individual acknowledges that he/she is not qualified under this section for reasons relating to mental health and for those reasons will not receive or accept the required photographic identification.

The above enumerated qualifications are intended to be a minimum standard for consideration as a "qualified retiree" in accordance with Federal law. Nothing in this Policy shall prohibit the Police Chief from considering the entirety of the officer's service with the Agency and/or nature of the separation in the decision to issue a retired officer Agency identification card.

206.3.1 LEOSA IDENTIFICATION CARD FORMAT

The retired officer Agency identification card shall include a recent photo of the retired officer and state that they have retired from the department "in good standing" in accordance with 18 USC § 926C. The retired officer department identification card shall include an expiration date of not more than three years from the date of issue. However, nothing will preclude the Police Chief from shortening that expiration term upon initial issuance or if he/she determines that the retired officer no longer meets the standards under which it was issued.

If the Garden City Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

206.4 FIREARM QUALIFICATIONS

(a) This department may offer a qualified retired law enforcement officer of the department the opportunity to obtain the firearms qualifications necessary for certification in accordance with LEOSA, on a schedule and using a facility deemed appropriate by the Agency. The Agency reserves the right to impose a nonrefundable fee in the amount necessary to pay the expenses for providing the firearms qualification or as allowed by law.

(b) The firearms qualifications test may include, but is not limited to, the following:

1. The retired officer must present a current retired officer Agency identification card containing a photograph to the Firearms Instructor in charge of the range prior to attempting to qualify with their firearm.
2. The retired officer must demonstrate safety and proficiency in the handling of the firearm. The retired officer must comply with all safety rules and regulations established by the Department Armorer and which have been established for the particular facility where the qualification will take place. The retired officer must demonstrate proficiency in the use of the firearm by meeting the minimum standard established for the qualification course.
3. A review of safety rules and the facility safety plan will be conducted for all participants prior to conducting any live fire exercises on the range.
4. All qualifications will be conducted in a manner and under the rules consistent with the Department standard set forth in the Garden City Police Department Firearms Policy.

Retiree Concealed Firearms

(c) In the event a retired officer does not qualify after three attempts, the retired officer has failed to qualify and shall not be certified by this Department for the purposes of carrying a firearm under the LEOSA. No further qualification attempts will be allowed with that firearm. If the Department offers another qualification session, the retired officer may return and attempt to qualify again subject to the payment of a nonrefundable fee in the amount necessary to pay the expenses for providing the additional firearms qualification or as allowed by law.

(d) Remedial Training may be conducted.

(e) A record will be kept by the Firearms Instructor in charge of the range of individuals who attempt to qualify, the firearm they attempt to qualify with and whether they passed or failed. That record will be turned into the Police Chief as soon as practical after the qualification session.

206.5 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Police Chief of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions Policy.

206.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable Department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check (including National Crime Information Center (NCIC) and Criminal Justice Information Services (CJIS) queries) indicating that he/she is not prohibited by law from receiving or possessing a firearm (CRS § 24-33.5-112; CRS § 30-10-524; CRS § 31-30-106; CRS § 23-5-142).
- (e) Pay a fee not to exceed the direct and indirect costs for issuing the card (CRS § 24-33.5-112; CRS § 30-10-524; CRS § 31-30-106; CRS § 23-5-142).

206.6 DENIAL, SUSPENSION OR REVOCATION

(a) The retired officer Department identification card or firearms proficiency certificate issued by this Department may be temporarily denied, suspended or permanently revoked by the Police Chief or his/her designee for cause and written notice will be sent to the address the retired officer has on file with the Department. In the event the Department is notified that the retired officer fails to meet any of the certification requirements or no longer meets the requirements of this Policy, local, state, or federal law, the Department identification and firearms proficiency certificate shall be immediately revoked, and written notice of the revocation sent to the address the applicant has

Retiree Concealed Firearms

on file with the Department. The written notice of any suspension or revocation shall include the cause for such suspension or revocation.

(b) Any denial or revocation under this section shall also be considered disqualification under 18 USC § 926C(d). The retired officer Department identification card or firearm proficiency certificate may be immediately and temporarily revoked by the Senior Field Training Officer when the conduct of a retired officer compromises public safety. Upon revocation, either verbally or in writing, by a command officer of the Department, the retired officer Department identification card and/or firearm proficiency certificate shall be immediately surrendered by the retired officer.

(c) If the Agency denies, suspends or revokes either the retired officer Department identification or the firearms proficiency certificate, the retired officer may request a review in the following manner:

1. In the event that the issuance of a retired officer Department identification card is initially denied, the retired officer shall have 15 days from the date of denial to request a review hearing.

(a) The request must be submitted in writing to the Police Chief or his/her designee.

(b) The failure to submit a written request for a review hearing in a timely manner shall be deemed a waiver.

(c) The review hearing, absent written agreement between the parties, shall be held no later than 90 days after the request is received.

2. Prior to revocation or suspension of the retired officer Department identification card or the proficiency certificate, the Department shall provide the affected retiree with written notice of a review hearing by either personal service or first-class mail, postage prepaid, return receipt requested, to the retiree's last known address. If immediate revocation is necessary, then direct contact may be made, and the Police Chief will follow-up with written notice within 3 days of the revocation.

(a) The retired officer shall have 15 days from the date of notification to file a written request for a review hearing. The request must be submitted in writing to the Police Chief or his/her designee.

(b) The failure to submit a written request for a review hearing in a timely manner shall be deemed a waiver.

(c) The review hearing, absent written agreement between the parties, shall be held no later than 90 days after the request is received.

3. The review hearing for the denial, suspension or revocation of the retired officer Department identification card or firearm proficiency certificate will be conducted before a panel of three employees consisting of the Police Chief, the Senior Field Training Officer, and any other employee deemed appropriate by the Police Chief. Additionally, the Armorer or his/her designee will be available for consultation on firearms training or Subject Matter Expert information. The third member of this panel will be appointed by the Police Chief.

Retiree Concealed Firearms

(a) The findings and recommendation of the panel will be submitted to the Town Administrator for filing and the Police Chief will make a final determination of the continued denial, suspension, or revocation within 10 days of the completion of the review hearing.

(b) The Chief of Police will have 10 days to review the findings and recommendations of the panel and shall present the retired officer with a disposition of the denial, suspension, or revocation in writing at the end of that 10-day period.

(c) Any retiree who waives the right to a hearing or if the panel at the review hearing determines that the retired officer Department identification card or firearm proficiency certificate should be suspended or revoked, shall immediately surrender his/her identification card and/or firearm proficiency certificate if it has not previously been surrendered.

206.7 PROFESSIONAL STANDARDS RESPONSIBILITY

Employees who have reason to suspect a retired officer's conduct has compromised public safety shall notify the Police Chief as soon as practicable. The Police Chief will take the following steps in these instances:

(a) Take appropriate steps to promptly look into the matter.

(b) If warranted, contact the retired officer in person and advise him/her in writing of the following:

1. The retiree's identification card and/or proficiency certificate is immediately suspended or revoked.
2. The retiree will have 15 days to request a hearing to determine whether the temporary revocation should become permanent.
3. The retiree will forfeit his/her opportunity to a review hearing and the endorsement will be permanently revoked if the retiree fails to respond to the notice of hearing within the 15-day period.

(c) In the event that personal contact with the retiree cannot be reasonably achieved in a timely manner, the Police Chief should attempt to make the above notice of temporary suspension or revocation through another law enforcement officer. For example, if a retired officer was arrested or detained by a distant agency, the Police Chief may request that a law enforcement officer of that agency act as the department's agent to deliver the written notification.

(d) Notification of the temporary suspension or revocation should also be promptly mailed to the last known address of the retired officer via first class mail, postage prepaid, return receipt requested.

(e) The Police Chief should document in a memo the investigation, the actions taken and, if applicable, any notification made to the retired officer.

(f) If the Police Chief is unavailable to perform these duties, he/she may designate another officer to perform them in his/her place.

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206.8 EXPIRED IDENTIFICATION CARD

Any retired officer Department identification card that has been allowed to expire by the holder and has lapsed for 60 days or more beyond the expiration date without the retired officer contacting the Department is not subject to renewal and will require a new application process, including a written request from the retired officer and the payment of any fees as required with an initial request.

206.9 RETENTION OF RECORDS

Records pertaining to the issuance of concealed weapon permits shall be maintained pursuant to the requirements of any other personnel record or state law.

Town of Garden City

Holiday Policy

The Town observes the following nationally recognized holidays, when they fall during the standard workweek of a given year. Except for those employees for whom a different holiday system or schedule is specified in these or other Town policies, regular full-time employees shall receive full pay for time off work for observance of the following holidays.

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving (Paid holiday for day after Thanksgiving or Christmas Eve Day)
- Christmas Eve Day (Paid holiday for day after Thanksgiving or Christmas Eve Day)
- Christmas Day

Other holidays or observances that may be observed by some individuals shall be considered on a case-by-case basis.

All full-time, regular employees are eligible for paid holidays that fall on a scheduled workday. Part-time employees are eligible for holiday pay after one year of employment. Seasonal, temporary, and contract employees are not eligible for holiday pay.

If any holiday falls on a Saturday or Sunday, the holiday will be observed either on the preceding Friday or the following Monday at the discretion of the Town Board.

Employees are paid at the regular straight time rate in accordance with their regular work schedule (ten (10) hours) for a holiday not worked. If an employee works on an official Town holiday, the employee will be paid the regular straight time rate for the number of hours worked on the holiday in addition to 10 hours of pay for the holiday at the regular straight time rate.

Note: This policy addresses scheduled work and not call back time – call back time is dealt with separately and does not double the straight time rate or hours allowed for a holiday not worked.

Town of Garden City
Standards of Conduct

The Town of Garden City recognizes that certain guidelines of conduct are necessary for the orderly operation of the organization and the benefit and protection of the rights and safety of all employees.

To clarify understanding of that which is considered unacceptable conduct, the Town offers the examples listed below, while not exhaustive, for the identification of improper conduct that may be the **subject of performance management action including immediate written advisories that may result in immediate discharge**. The Town retains the right to identify conduct that may not be listed below as improper and to treat same as the subject for immediate discharge.

1. Theft or unauthorized removal of Town property or another employee's property from the premises, or personal use of the same without permission.
2. Altering or falsifying Town records or reports.
3. Using, possessing, dispensing, distributing or manufacturing alcohol or any controlled substance, illegal drugs and/or narcotics as defined in the Drug Free Workplace Policy on Town premises, including Town vehicles, or reporting to work under the influence of alcohol or any controlled substance, illegal drugs and/or narcotics.
4. Improper use of authority or position within the Town for personal profit or advantage.
5. Entering false information on the employment application or other personnel records or failing to answer all questions fully and truthfully.
6. Actions resulting in injury to individuals or willful destruction/damage to Town, customer, or employee property.
7. Acceptance of any gift, favor, thing or other consideration of value that exceeds \$75 per year, in aggregate, from any single source that may tend to influence the manner in which duties are discharged on behalf of the Town in connection with employment.
8. Disregard or violation of safety, fire, or security standards and regulations. Failure to use prescribed safety practices with equipment, chemicals, and tools.
9. Unauthorized divulgence of confidential Town information.
10. Flagrant insubordination - refusal to follow reasonable Supervisory instruction or perform assigned tasks.
11. Failure to report to work or leaving work during the standard work schedule without notifying an immediate Supervisor or senior management as the case may require.
12. Conviction of a felony or other criminal act, which occurred either on or off the job that affects the employee's position with the Town.

Whenever Town driving records and/or MVRs of current employees fall in the borderline category, the employee and supervisor will be notified and an increased level of observation will occur. Defensive driving training may also be required.

Unacceptable MVR:

- 1 or more major convictions in the last 3 years; OR
- 4 or more minor convictions in the last 3 years; OR
- 3 or more accidents in the last 3 years; OR
- Any combination of minor convictions and accidents totaling 4 or more in last 3 years.

Personal Vehicle Use

Any employee, using their personal vehicle (motorcycles are not permitted) for Town business, must possess a valid Colorado driver's license. Any motor vehicle accident or violation is the sole responsibility of the driver. The employee must carry the state minimum automobile liability insurance on their personal vehicle as required by law. The driver's personal automobile insurance will be the primary carrier if the driver is involved in an automobile accident. The driver's automobile insurance should provide coverage for the driver's vehicle and any other damage the driver causes. If the employee's personal liability limits are exhausted, then the Town's insurance will match the employee's insurance liability limits. However, the employee will be covered under workers' compensation if injured during the course and scope of their duties. An employee, using a personal vehicle for Town business, who is involved in a traffic accident, may be considered for reimbursement by the Town for up to \$1,000.00 of an insurance deductible if the 1) the employee was NOT at fault, AND 2) the other driver has no insurance or is underinsured. Reimbursement requests will be considered on a case by case basis.

Driver Training

Driver safety training, which may include, but is not limited to, classroom, web-based, behind the wheel, etc., will be provided at least every three years to all drivers required to drive for Town business as defined by this policy's scope. Additional driver training is provided for operators of specialized equipment such as snowplows, backhoes, dump trucks, etc.

Seat Belts

The use of seat belts is required under state law and is required by the Town while operating all Town vehicles or personal vehicles while on Town business.

Smoking

Smoking is prohibited in all Town vehicles. This includes e-cigarettes.

Wireless Communication Device (WCD) Use

Wireless Communication Devices (WCD) include, but are not limited to, cell phones, computers, online email, navigation devices, and any other information or entertainment services or equipment, whether or not such devices are provided by or paid for by the Town.

The following restrictions do not apply to drivers contacting a public safety entity or during an emergency as provided by State law:

- All employees are prohibited from using WCDs while operating a motor vehicle. Drivers of any age are prohibited from texting (or other similar forms of manual data entry or transmission) while operating a motor vehicle. See C.R.S. 42-4-239 (2017).
- The above does not apply to Public Safety employees while acting in the capacity of a Law Enforcement Officer.

Town of Garden City

Paid Time Off (Public Safety Employees)

Public Safety employees do not accumulate PTO, but instead receive one (1) week vacation to be used between completion of FTO and their one (1) year anniversary. Two (2) weeks' vacation per year on the employee's anniversary date beginning at their first year anniversary through year five (5). After five (5) years of continuous employment, vacation time is increased to three (3) weeks per year and after ten years of continuous employment, vacation time is four (4) weeks per year. Employees will be compensated at their current rate of pay for any unused vacation time should they sever their employment for any reason. Due to the high level of physical and mental demands of the job, Public Safety Employees will be asked to ensure that their vacation time is taken each year. Public Safety Employees must receive approval from the Police Chief to carry-over vacation time.

Public Safety Employees accumulate four hours of sick leave per paycheck to be used for personal illness or to care for an immediate family member. The Town recognizes that each employee's family dynamic is unique, and the definition of immediate family members can be different for each employee. PTO, or sick time for Public Safety Employees, to care for immediate family members will be decided on a case by case basis. The employee should discuss his/her situation with his/her supervisor when requesting PTO or sick time to care for an immediate family member. (Note: this definition of immediate family is worded slightly different from the definition in the "Employment with the Town" and "Bereavement" policies.

Vacation or sick time (non-worked hours) will be paid at straight time and will not apply as time worked toward eligibility for overtime should an employee take vacation or sick time during a given work week.

Public Safety Employees also receive two (2) personal days per year. Whenever possible, personal days should be planned and approved by the Police Chief or Sergeant. If it is not possible to plan ahead for a personal day, the employee needs to get the Police Chief's or Sergeant's approval for the use of the personal day before entering the PTO day into the time clock.

Town of Garden City
Gifts and Favors

POLICY STATEMENT:

Officials and employees shall not accept any gift, favor, or thing of value that exceeds \$75 per year from any single source that may tend to influence the manner in which they discharge their duties on behalf of the Town whether in the form of service, loan, thing, or promise from any person or entity that may have a direct or indirect interest in conducting business with the Town. See regulation (Federal: 5 CFR 2635, Subpart B; Colorado: C.R.S. 24-18-104 (1)(b)(11))

Officials and employees shall not grant improper favors or services or give things of value to persons or entities during the discharge of their duties on behalf of the Town.



THE CLARENCE J. KRIEGER MEMORIAL COMMUNITY CENTER WAIVER AND RELEASE OF LIABILITY

In consideration of my use of the real property and improvements located at 620 27th Street Road, Garden City, Colorado 80631, further referred to as the "Community Building", I, _____ [name of organization, business or individual] hereby waive, release, and hold harmless the Town of Garden City and its officers, employees, and agents for any injury or damage to me, to others, or to equipment, or other property, arising from any and all claims or causes of any kind or nature which result from my use of the Community Building, if any, and whether caused by the negligent acts or omissions of the Town or otherwise.

By signing this Waiver and Release of Liability, I am assuming **all** risks of the activities in which me or my guests, employees, agents, invitees, or licensees, and/or my equipment may be engaged in the Community Building or surrounding property, whether such activity and resulting injury, death or property damage is caused by the negligence of the Town, or third parties, or otherwise. By knowingly and voluntarily assuming all such risks, I intend to waive and give up my rights against the Town, both for myself and for my heirs, administrators, executors, and assigns.

I further agree to hold harmless and indemnify the Town and its respective officers, employees, and agents against any and all claims of loss, damage, cost, or expense of any kind whatsoever, including attorney's fees, which the Town may sustain or incur as a result of the use of the Premises by me or any of my guests, employees, agents, invitees, or licensees.

I agree to abide by and follow all applicable policies, rules and regulations governing the Community Building, which rules and regulations shall include the municipal code of Garden City and the State of Colorado and those specific rules, regulations and policies provided to me by the Town prior to the date or dates of my use of the Community Building.

I further acknowledge and warrant that I have **read, understand** and **agree** to be bound by the following waiver and release of liability relating to my use of the Community Building and the surrounding property.

Responsible Party Name _____
Address _____ Phone _____

Responsible Party Signature _____

Date Signed _____

Date of Event _____

Initial items below

NO GLITTER OR CONFETTI ALLOWED _____

NO ALCOHOL ALLOWED _____

NO ANIMALS ALLOWED _____

** Deposit will be returned upon completion of the Checklist in Community Center, location on the kitchen door*** _____

CHECKLIST

1. Sweep
2. Wipe kitchen counters, fridge, and sink and remove your food from the fridge
3. Make sure restrooms are picked up, prop open the doors
4. Empty all garbage and take out-there is a dumpster on west side of Town Hall
5. Wipe down tables and chairs, and put them away
6. Pick up all trash outside

If the Checklist is not complete, deposit may be forfeited, and future rentals may be subject to denial.

Rental is a non-refundable fee of **\$125** for Town residents.

Rental is a non-refundable fee of **\$350** for non-residents.

Refundable deposit _____

If there are damages, you may be liable for the cost of repairs.

I _____ have read and understood the statements above.
(Printed Name)

I _____ understand if the Checklist is not complete, my
(Printed Name)

deposit will not be returned.

Signature

Date

For Office Use:

Number of Guests: _____

Event Type: _____

Event Date: _____

Event Time: _____

Invite sent: _____



THE CLARENCE J. KRIEGER MEMORIAL COMMUNITY CENTER

WAIVER AND RELEASE OF LIABILITY

In consideration of my use of the real property and improvements located at 620 27th Street Road, Garden City, Colorado 80631, further referred to as the "Community Building", I, _____ [name of organization, business or individual] hereby waive, release, and hold harmless the Town of Garden City and its officers, employees, and agents for any injury or damage to me, to others, or to equipment, or other property, arising from any and all claims or causes of any kind or nature which result from my use of the Community Building, if any, and whether caused by the negligent acts or omissions of the Town or otherwise.

By signing this Waiver and Release of Liability, I am assuming **all** risks of the activities in which me or my guests, employees, agents, invitees, or licensees, and/or my equipment may be engaged in the Community Building or surrounding property, whether such activity and resulting injury, death or property damage is caused by the negligence of the Town, or third parties, or otherwise. By knowingly and voluntarily assuming all such risks, I intend to waive and give up my rights against the Town, both for myself and for my heirs, administrators, executors, and assigns.

I further agree to hold harmless and indemnify the Town and its respective officers, employees, and agents against any and all claims of loss, damage, cost, or expense of any kind whatsoever, including attorney's fees, which the Town may sustain or incur as a result of the use of the Premises by me or any of my guests, employees, agents, invitees, or licensees.

I agree to abide by and follow all applicable policies, rules and regulations governing the Community Building, which rules and regulations shall include the municipal code of Garden City and the State of Colorado and those specific rules, regulations and policies provided to me by the Town prior to the date or dates of my use of the Community Building.

I further acknowledge and warrant that I have **read, understand** and **agree** to be bound by the following waiver and release of liability relating to my use of the Community Building and the surrounding property.

Responsible Party Name _____
Address _____ Phone _____

Responsible Party Signature _____

Date Signed _____

Date of Event _____

Initial items below

NO GLITTER OR CONFETTI ALLOWED _____

NO ANIMALS ALLOWED _____

DEPOSIT MUST BE CASH OR CHECK

** Deposit will be returned upon completion of the Checklist in Community Center, location in the kitchen** _____

Below is an example of the Checklist.

CHECKLIST

1. Sweep
2. Wipe kitchen counters, fridge, and sink and remove your food from the fridge
3. Make sure restrooms are picked up, prop open the doors
4. Empty all garbage and take out-there is a dumpster on west side of Town Hall
5. Wipe down tables and chairs, and put them away
6. Pick up all trash outside

If the Checklist is not complete, deposit may be forfeited, and future rentals may be subject to denial.

	Deposit	Rate
Resident	\$350	\$250
Non-Resident	\$750	\$500



2025 Events with alcohol in the Community Center

The Town of Garden City will be allowing alcohol for reservations held within the Community Center as of March 1, 2025.

The table below shows the base rates and deposits for events.

	Deposit	Rate
Resident	\$350	\$250
Non-Resident	\$750	\$500

Requirements

- Sign Rental Agreement acknowledging all conditions
- All deposits must be in the form of cash or check
- TIPS trained bartending service (attached to this form)
- Security guards (It is your responsibility to communicate with the bartending service for adequate number of guards per guests)
 - 1 guard for up to 60 people
 - 2 guards for 61 -100
 - Law enforcement planning meeting for more than 100 people
- Alcohol must be purchased and relinquished to the Town before the event
- **Please note that if purchased alcohol runs out, newly purchased alcohol will not be served**
- You must provide ice
- Individual drinks need to be in plastic cups or cans
- You are responsible for your guests' behavior

If there are damages, you may be liable for the cost of repairs.

I _____ have read and understood the statements above.
(Printed Name)

I _____ understand if the Checklist is not complete, my
(Printed Name)
deposit may not be returned.

Signature

Date

Please see attached packet for events with alcohol.

For Office Use:

Number of Guests: _____

Event Type: _____

Event Date: _____

Event Time: _____

Invite sent: _____



Special Event Bartending And Security Services at Garden City Community Center

- Quality Mixology Services will provide experienced TIPS trained and courteous bartenders, cocktail servers and bartending service for any private party or special occasion.
- Quality Mixology can offer help in any aspect of beverage service from intimate themed parties for a few to large events for a few thousand.
- Our expert and professional staff will make sure your party runs smoothly while ensuring your guests are served safely and to the highest standard of service.
- Our Mixology Staff is very experienced and capable of helping you with any details concerning alcohol at your event. This can include alcohol ordering, specialty drink planning, choosing and planning a complete bar service, or just scheduling an experienced bartender for your event.
- Quality Mixology Services will provide security services through All Season Events & Security for all events at Garden City's Community Center.

Quality Mixology Services and All Seasons Security have successfully completed hundreds of events throughout this area. We believe in supplying outstanding customer service, while ensuring that all your guests have a pleasant and safe experience while attending your event.

- **Bartending Services Include:**
 - Setup and tear down of the bars and alcohol.
 - Support Equipment (Containers, openers, wine chillers, scoops, etc.).
 - Experienced bartending for the duration of your event.
 - Mixing and serving any specialty drinks.
 - Bartenders will be at the event location prior to the event to set up.
- **Bartending Costs:**
 - **\$35/hr. per bartender**
 - The number of Bartenders is based on the event and number of guests attending.
 - Liquor Liability Fee is included in the bartender fee at 5hrs or more.
 - Liquor Liability Fee is \$50 per event if under 5hrs.
 - **\$50.00 per bartender or 18% gratuity will be added to all hosted bars and special orders with a Tip Jar allowed.**
 - **\$100.00 per bartender or 18% gratuity will be added to all hosted bars when a Tip jar is not allowed.**
 - **Additional charge for event coordination, meetings and liquor pickup and delivery fee when applicable.**
- **Security Costs:**
 - \$27/hr. per security guard
 - Security is required to be there for the duration of your event and until you and your guests have exited the building.
- **All bartenders and servers are TIPS Certified.**
- **Quality Mixology Services carries Liquor Liability Insurance on all bartenders.**
- **You are responsible for your guest's behavior.**

To schedule your alcohol needs, please contact:

Deb Nelson, 970-576-2044

qualitymixologyservices@outlook.com

debbien42@outlook.com

Thank You!

ORDINANCE NO. 05-2025

AN ORDINANCE AMENDING ARTICLE 7 – ALCOHOLIC BEVERAGES AND DRUGS, DIVISION 2 - DRUGS, CHAPTER 10 – GENERAL OFFENSES OF THE GARDEN CITY MUNICIPAL CODE REGARDING DRUG PARAPHERNALIA

WHEREAS, the Town of Garden City Board of Trustees has become aware that the Town’s definition for drug paraphernalia in the Town’s municipal code is overly general; and

WHEREAS, the Board of Trustees recognizes that the definition of drug paraphernalia under state law is more specific than the Town’s definition in the municipal code; and

WHEREAS, the Board of Trustees believes it is in the best interest of the Town to amend the Town’s definition of drug paraphernalia in its municipal code to more closely follow *C.R.S. 18-18-426*.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GARDEN CITY, COLORADO AS FOLLOWS:

Section 1. Amendment of Article 7 – Alcoholic Beverages and Drugs, Division 2 - Drugs, Chapter 10 – General Offenses, Section 10-7-110. Definitions. of the Garden City Municipal Code is hereby modified by amending the following definition of drug paraphernalia that currently reads:

Drug paraphernalia means any machine, instrument, tool, equipment or device which is primarily designed and intended for one or more of the following:

- (1) To introduce into the human body any controlled substance under circumstances in violation of state law;
- (2) To enhance the effect on the human body of any controlled substance under circumstances in violation of state law;
- (3) To conceal any quantity of any controlled substance under circumstances in violation of state law; or
- (4) To test the strength, effectiveness or purity of any controlled substance under circumstances in violation of state law.

Shall be replaced with the following:

- (1) "Drug paraphernalia" means all equipment, products, and materials of any kind that are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise

introducing into the human body a controlled substance in violation of the laws of this state. "Drug paraphernalia" includes, but is not limited to:

- (a) Syringes, even if initially manufactured for diabetic or other medical use;
- (b) Scales and balances used, intended for use, or designed for use in weighing or measuring controlled substances;
- (c) Separation gins and sifters used, intended for use, or designed for use in removing twigs and seeds from or in otherwise cleaning or refining marijuana;
- (d) Blenders, bowls, containers, spoons, and mixing devices used, intended for use, or designed for use in compounding controlled substances;
- (e) Capsules, balloons, envelopes, and other containers used, intended for use, or designed for use in packaging small quantities of controlled substances;
- (f) Containers and other objects used, intended for use, or designed for use in storing or concealing controlled substances;
- (g) Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, methamphetamine, crack, hashish, hashish oil, or other controlled substances into the human body, such as:
 - (I) Metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls;
 - (II) Water pipes;
 - (III) Carburetion tubes and devices;
 - (IV) Smoking and carburetion masks;
 - (V) Roach clips, meaning objects used to hold burning material, such as a marijuana cigarette that has become too small or too short to be held in the hand;
 - (VI) Miniature cocaine spoons and cocaine vials;
 - (VII) Chamber pipes;
 - (VIII) Carburetor pipes;
 - (IX) Electric pipes;
 - (X) Air-driven pipes;
 - XI) Chillums;
 - (XII) Bongs;

(XIII) Ice pipes or chillers.

(2) "Drug paraphernalia" does not include:

- (a) Any marijuana accessories as defined in section 16 (2)(g) of article XVIII of the state constitution; or
- (b) Testing equipment used, intended for use, or designed for use in identifying or in analyzing the strength, effectiveness, or purity of controlled substances

Section 2. Severability. Should any section, clause, sentence or part of this ordinance be adjudged by a court of competent jurisdiction to be unconstitutional, and or invalid, such adjudication shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

Section 3. Effective Date. This Ordinance shall take effect thirty (30) days after publication as required by law.

PASSED, ADOPTED AND APPROVED THIS , DAY OF, 2025.

TOWN OF GARDEN CITY

By: _____
Mayor

ATTEST:

Town Clerk