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**CITY COUNCIL AGENDA  
WEDNESDAY, SEPTEMBER 16, 2015  
250 NORTH 5<sup>TH</sup> STREET  
6:15 P.M. – ADMINISTRATION CONFERENCE ROOM  
7:00 P.M. – REGULAR MEETING – CITY HALL AUDITORIUM**

*To become the most livable community west of the Rockies by 2025*

**Call to Order**  
(7:00 P.M.)

Pledge of Allegiance  
Moment of Silence

**Presentation**

August Yard of the Month

**Proclamations**

Proclaiming the Week of September 17 through September 23, 2015 as “Constitution Week” in the City of Grand Junction [Attachment](#)

Proclaiming September 16, 2015 as the “Sister City Day” in the City of Grand Junction [Attachment](#)

**Appointment**

Ratify the Appointment of Michael Burke to a Term Ending December 2017 to the Riverview Technology Corporation

**Citizen Comments**

[Supplemental Documents](#)

**Council Comments**

*Revised September 17, 2015*

*\*\* Indicates Changed Item*

*\*\*\* Indicates New Item*

*® Requires Roll Call Vote*

**\*\*\* CONSENT CALENDAR \*\*\***®

1. **Minutes of Previous Meetings** [Attach 1](#)

*Action: Approve the Summary of the August 17, 2015 Workshop and the Minutes of the September 2, 2015 Regular Meeting*

2. **Setting a Hearing on the 1800 Main Street Apartments Right-of-Way Vacation, Located East of 1800 Main Street** [Attach 2](#)

The applicant, Gemini Capital of Grand Junction LLC, requests approval from the City of Grand Junction to vacate an excess 15' wide north/south right-of-way located east of 1800 Main Street. The right-of-way was dedicated with the filing of the East Main Street Addition subdivision in 1947 and is no longer needed.

Proposed Ordinance Vacating Excess Right-of-Way for the Proposed 1800 Main Street Multi-Family Residential Apartment Building Expansion Application, Located at 1800 Main Street

*Action: Introduce a Proposed Ordinance and Set a Public Hearing for October 7, 2015*

Staff presentation: Scott D. Peterson, Senior Planner

3. **Setting a Hearing on the Community Hospital Alley Vacation – Vacating the Remaining North/South and East/West Alleys, Located between N. 11<sup>th</sup> Street, N. 12<sup>th</sup> Street, Orchard Avenue, and Walnut Avenue** [Attach 3](#)

Request to vacate a non-constructed alley right-of-way located between N. 11<sup>th</sup> Street, N. 12<sup>th</sup> Street, Orchard Avenue, and Walnut Avenue. The right-of-way was originally dedicated in anticipation of alley construction and is no longer needed.

Proposed Ordinance Vacating Right-of-Way for Community Hospital, an Alley Right-of-Way Located between N. 11<sup>th</sup> Street, N. 12<sup>th</sup> Street, Orchard Avenue and Walnut Avenue

*Action: Introduce a Proposed Ordinance and Set a Public Hearing for October 7, 2015*

Staff presentation: Senta Costello, Senior Planner

4. **Setting a Hearing on the Morse Annexation, Located at 2997 B ½ Road**

[Attach 4](#)

A request to annex 39.77 acres, located at 2997 B ½ Road. The Morse Annexation consists of four parcels and no public right-of-way.

Resolution No. 40-15—A Resolution Referring a Petition to the City Council for the Annexation of Lands to the City of Grand Junction, Colorado, Setting a Hearing on Such Annexation, and Exercising Land Use Control, Morse Annexation, Located at 2997 B ½ Road

Proposed Ordinance Annexing Territory to the City of Grand Junction, Colorado, Morse Annexation, Consisting of Four Parcels Totaling 39.77 Acres, Located at 2997 B ½ Road

*®Action: Adopt Resolution No. 40-15 and Introduce a Proposed Ordinance and Set a Hearing for October 21, 2015*

Staff presentation: Brian Rusche, Senior Planner

5. **CDBG Subrecipient Contract with Grand Valley Catholic Outreach for Previously Allocated Funds within the 2015 Community Development Block Grant (CDBG) Program Year**

[Attach 5](#)

The Subrecipient Contract formalizes the City’s award of \$4,000 to Grand Valley Catholic Outreach allocated from the City’s 2015 CDBG Program as previously approved by Council. The grant funds will be used to repair the roof of the T-House owned and operated by Grand Valley Catholic Outreach.

*Action: Authorize the Interim City Manager to Sign the Subrecipient Contract with Grand Valley Catholic Outreach for Improvements to the T-House for \$4,000 of the City’s 2015 Program Year Funds*

Staff presentation: Kristen Ashbeck, Senior Planner/CDBG Administrator

**\*\*\* END OF CONSENT CALENDAR \*\*\***

\* \* \* ITEMS NEEDING INDIVIDUAL CONSIDERATION \* \* \*

6. **City Emergency Operations Plan** [Attach 6](#)

The City Emergency Operations Plan (EOP) is an all-hazards plan that provides the structure and mechanisms for local and regional level policy and operational coordination for incident management. This EOP provides guidance to help minimize loss of life, prevent injury, protect property, safeguard the environment, and preserve the local economy in the event of a major emergency.

Resolution No. 41-15—A Resolution Adopting the City of Grand Junction Emergency Operations Plan

®Action: *Adopt Resolution No. 41-15*

Staff presentation: Gus Hendricks, Emergency Manager

7. **Contract for the G Road – Phase 2 Improvements Project** [Attach 7](#)

This is the contract award for the construction of Phase 2 of the road widening on G Road in the vicinity of 23 ½ Road to accommodate the new Community Hospital. The road widening will provide for left turn lanes at 23 ½ Road and the private entrance into the hospital complex located just east of 23 ½ Road. The road widening will also include the piping of the Canning Factory Drain along the north side of G Road.

Action: *Authorize the Purchasing Division to Enter into a Contract with M.A. Concrete Construction, Inc. of Grand Junction, Colorado for the Construction of G Road – Phase 2 Improvements Project near the New Community Hospital Facility in the Amount of \$762,962.50*

Staff presentation: Greg Lanning, Public Works Director  
Jay Valentine, Internal Services Manager

8. **Event Center Feasibility Update and Parking Study Contracts** [Attach 8](#)

Contract award to update a 2003 Feasibility Study regarding an Event Center located in the downtown area and enter into a contract with Walker Parking Consultants to update a previous parking inventory within the central business district study area.

Action: *Authorize the Purchasing Division to Enter into a Contract with Hunden Strategic Partners of Chicago, Illinois for Updating the Event Center Feasibility*

*Study in the Amount of \$49,000 and Enter into a Contract with Walker Parking Consultants to Conduct a Parking Supply and Demand Analysis in the Proposed Event Center Study Area in the Amount of \$18,000*

Staff presentation: Tim Moore, Interim City Manager  
Jay Valentine, Internal Services Manager

9. **Contract for Equipment Removal, Equipment Purchase, and Installation of Fire Station Alerting System for the New Fire Station #4** [Attach 9](#)

Ratify a contract with Low Voltage Installations, Inc., Golden, CO to remove the fire station alerting system from existing Fire Station #4, provide additional equipment, and to re-install the fire station alerting system in the City's new Fire Station #4.

*Action: Ratification of the Sole Source Contract with Low Voltage Installations, Inc., Golden, CO in the Amount of \$53,958.61*

Staff presentation: Ken Watkins, Fire Chief  
Jay Valentine, Financial Operations Manager

10. **Non-Scheduled Citizens & Visitors**

11. **Other Business**

12. **Adjournment**



# Grand Junction

State of Colorado

## PROCLAMATION

*WHEREAS, our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States of America; and*

*WHEREAS, it is of the greatest importance that all citizens fully understand the provisions and principles contained in the Constitution in order to support, preserve, and defend it against all enemies; and*

*WHEREAS, signing of the Constitution provides an historic opportunity for all Americans to realize the achievements of the Framers of the Constitution and the rights, privileges, and responsibilities it affords; and*

*WHEREAS, the independence guaranteed to American citizens, whether by birth or naturalization, should be celebrated by appropriate ceremonies and activities during Constitution Week, September 17 through 23, as designated by proclamation of the President of the United States of America in accordance with Public Law 915.*

*NOW, THEREFORE, I, Phyllis Norris, by the power vested in me as Mayor of the City of Grand Junction, do hereby proclaim the week of September 17 through September 23, 2015 as*

### "CONSTITUTION WEEK"

*in the City of Grand Junction and urge all our residents to reflect during that week on the many benefits of our Federal Constitution and American citizenship.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official Seal of the City of Grand Junction this 16<sup>th</sup> day of September, 2015.*

\_\_\_\_\_  
Mayor





# Grand Junction

State of Colorado

## PROCLAMATION

WHEREAS, *the City of Grand Junction has recognized El Espino, El Salvador as its official Sister City since September of 2005; and*

WHEREAS, *dozens of members of the Grand Valley community have participated in cultural exchange with the citizens of El Espino through cultural immersion trips with the Foundation for Cultural Exchange; and*

WHEREAS, *throughout the previous 10 years, this city through its community partnership has fostered long-term relationships between the people of Grand Junction and El Espino, thereby advancing peace, prosperity, and cultural understanding in both communities; and*

WHEREAS, *during this special anniversary of the relationship, it is appropriate to recognize all the efforts of the Foundation for Cultural Exchange and to express appreciation for the work they and other community members have done.*

NOW, THEREFORE, I, Phyllis Norris, by the power vested in me as Mayor of the City of Grand Junction, do hereby proclaim September 16, 2015 as

### *“Sister City Day”*

*in the City of Grand Junction and congratulate the Foundation and other community members who have participated in cultural exchanges with the people of El Espino.*

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official Seal of the City of Grand Junction this 16<sup>th</sup> day of September, 2015.

\_\_\_\_\_  
Mayor



**GRAND JUNCTION CITY COUNCIL WORKSHOP SUMMARY**  
**August 17, 2015 – Noticed Agenda Attached**

Meeting Convened: 5:00 p.m. in the City Hall Auditorium

Meeting Adjourned: 8:30 p.m.

City Council Members present: All

Staff present: Moore, Shaver, Lanning, Taylor, McInnis, Portner, Thornton, Hockins, Kovalik, and Watkins

Also: Dan Wilson, John Justman, Julie Costan, Shane Allerheligen, Chris Launer, Rich Krohn, Tim Ryan, Richard Swingle, Terry Barber, David Pollard, Bobbi Alpha, Robbie Breaux, and Dennis Simpson

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Agenda Topic 1. Drainage Discussion

Greg Lanning, Public Works Director, reviewed recent history with the Drainage District; he explained the summit talks that have taken place over the summer, the proposal to develop a “White Paper Group” with Grand Valley Drainage District (GVDD) and the 521 Drainage Authority. He also explained in the last two months there have been several leadership changes at the GVDD.

Tim Ryan, Interim Manager for the GVDD, explained that the drainage system is used for development run-off when the mill levy is designed for irrigation return flow and seep. There were talks at the summit over the summer and out of that they developed a proposal outlined in the “White Paper”. GVDD is the custodian for the Title 37 system and they are looking for partners to develop Intergovernmental Agreements (IGA’s) with other entities within the District. Before Council is a proposed IGA with an introduction letter.

Dan Wilson, GVDD Counsel, provided an overview of the proposal and talked about the key points. GVDD wants to have the City as the first partner. In the summits, there were conversations to start small and eventually expand to the 521 boundary. Mr. Wilson said that changing the governance is not an option with the GVDD Board. The capital improvements decisions will be made by the ones who sign the IGA. The GVDD Board just wants to get started. If the City signs the IGA it means the GVDD will accept the liability for the two pending projects – City Market (Patterson and 12<sup>th</sup>) and the Highlands (805 Bookcliff). Mr. Wilson described the “White Paper” group’s key points which everyone agreed was the 521 model has not worked for several years which is a serious problem that needs to be solved; and at least the Drainage District was an option. Mr. Wilson talked about the proposed fees, the funding, and how fees could be collected.



Mayor Norris pointed out that the City contributes the biggest share so she is in favor of a joint enterprise fund. She would like the City to have an input into how the money collected is spent.

There was discussion on fees, which would not require voter approval, versus a mill levy increase, which would. Revenue bonds were also mentioned but Councilmember Taggart did not think the proposal as presented was “bankable”. Since upgrades to the drainage system are so far behind, a pay-as-you-go scenario did not seem reasonable.

Some provisions in the proposed IGA were objected to but it was noted that much of that language came from the 521 Drainage Authority IGA. However, the language can certainly be amended.

Council direction was to get all of the data by completing the basin studies, get assistance and a recommendation from the Department of Local Affairs (DOLA), prioritize the projects, get expertise on the financials (bond underwriters for example), and then bring it back to Council. It was also suggested that grant opportunities be pursued.

#### Agenda Topic 2. Avalon Theatre foundation Update

Debbie Kovalik, Convention and Visitor Services Director, introduced Bobbi Alpha and Robbie Breaux from the Avalon Theatre Foundation (ATF) and complimented the ATF on how focused they are and how she has enjoyed working with this group.

Ms. Robbie Breaux explained the report provided which included the history, a financial report, and a request for naming rights that was talked about at the July 6<sup>th</sup> Workshop. After the last meeting with City Council, ATF was asked to do an audit of the funds contributed. Ms. Breaux explained the amounts contributed to the Foundation and that they would like to keep these numbers confidential. She then presented a check to the Council for \$200,000. This brings the total contributed by the ATF to \$1.45 million. Ms. Breaux said there is a question regarding a \$20,000 grant from the Film Society and asked if this amount could be considered as part of their repayment amount.

Ms. Breaux had a conversation with Mr. Wood, a major contributor, and naming rights were discussed but no specific details had been finalized with him. There was an expectation that the donation would result in a naming right.

Ms. Alpha had a phone conversation with Ms. Combs regarding her donation which also included future naming rights once they were identified.

Given the expectations for the naming rights, the ATF recommended that naming rights be granted to Ms. Combs and the David Wood Estates as presented. The other question City Council asked of the ATF board members was if there were any other donors that had expectations of receiving naming rights. Ms. Breaux said during the audit an additional request

was found in the letter of intent for naming rights for the balcony. This terrace was not part of the initial list of naming rights approved originally by City Council.

After a continued discussion regarding the contributions, the resolution, amending the current resolution, accepting the recommendation for the amounts already contributed, and going forward with additional naming rights, it was decided to bring this to a City Council meeting for a formal approval of the three contributors who have already contributed and to be able to move forward from this point. Ms. Breaux said the ATF recommends that an appropriate group of individuals including Council and ATF board members establish other possible naming rights for further major fundraising efforts.

There was discussion on the time frames for the three naming rights being considered. It was suggested that there be more research on what was usual and customary for these types of rights.

City Council thanked the ATF and members for all their hard work.

### Agenda Topic 3. Broadband Update

Jim Finlayson, Information Technology Director, provided an update on the progress since the Council retreat including progress with the Wireless Master Plan (WMP), using a broadband consultant, that the City joined the Next Century Cities, and the Mountain Connect Conference. Scott Hockins, Purchasing Supervisor, has joined the effort as the broadband lead. Councilmember Kennedy and Mr. Finlayson attended the Mountain Connect Conference and spoke with a Broadband Consultant.

Mr. Hockins described the related projects and how they build off of each other. There has been a \$150,000 grant awarded for the Mesa/Garfield Counties regional study, and each county will match \$25,000 each. The City of Grand Junction will play a big part in this, but the two counties will take the lead. Mr. Hockins described the Missoula, Montana process as an example to review, the Region 10 grant, and noted that the City is about a year behind in their efforts.

Councilmember Chazen asked about the grant monies that are available for the rural counties - is the City eligible for that? Mr. Finlayson said the City is eligible for the money for the study however the other grant money is focused on rural areas. Ms. Kathy Portner is looking at other grant opportunities and believes there are funds that would be available for the City.

Councilmember Kennedy said the DOLA grants are for the "middle mile"; the City is in need of funding for the "last mile".

Mr. Finlayson said he intends to work with Charter and CenturyLink as part of the study.

Mr. Hockins described the Council considerations which are: wait for the Mesa/Garfield Counties study before the City proceeds; hire their own consultant which would be faster and

could take about six months with a cost of about \$75,000; or select a pilot project, hire a consultant, and move forward with a pilot program.

There was discussion on possible pilot programs with Mr. Finlayson suggesting the downtown area as there is fiber and conduit already. Councilmember Kennedy said first they should have a plan and know the City assets to make sure the pilot project location fits with the Economic Development (ED) Plan. NEOfiber is in the consulting business and he would like to move forward in developing a Broadband Plan. The study should be specific just to Grand Junction and there are funds in the ED budget.

Interim City Manager (ICM) Moore recapped the discussion: hire a consultant and move forward with a Grand Junction Plan, revisit a pilot project at a workshop, determine where the pilot project will best serve the citizens, and determine the construction costs to implement the Plan in the near future.

#### Agenda Item 4. Other Business

Councilmember Chazen said he is not able to attend the Associated Governments of Northwest Colorado (AGNC) meeting in Hayden and asked if anyone could attend on his behalf. No one was able to attend in his place.

#### Agenda Item 5. Board Reports

Councilmember Taggart said that Ken Gart has been designated as the Bike Czar in Colorado and they are wanting to designate 16 new trails in Colorado. One of the new proposed trails will be Palisade Plunge. Also the USA Pro Challenge is wanting to talk to Grand Junction again.

Councilmember Traylor Smith followed up from Grand Junction Economic Partnership (GJEP) and the contacts GJEP made from the Logistics Conference.

### **Adjourn**

With no other business, the meeting was adjourned.

**GRAND JUNCTION CITY COUNCIL  
MONDAY, AUGUST 17, 2015**

**WORKSHOP, 5:00 P.M.  
CITY HALL AUDITORIUM  
250 N. 5<sup>TH</sup> STREET**

*To become the most livable community west of the Rockies by 2025*

1. **Drainage Discussion:** An update to current discussions with the Grand Valley Drainage District.
2. **Avalon Theatre Foundation Update:** This is to update Council regarding the questions that were addressed at the July 6, 2015 workshop during the Avalon Theatre naming rights discussion for the two largest donors.
3. **Broadband Update:** Staff will update the City Council on the work to date and next steps for expanding and enhancing the broadband capacity in the City.
4. **Other Business**
5. **Board Reports**

**GRAND JUNCTION CITY COUNCIL  
MINUTES OF THE REGULAR MEETING**

**September 2, 2015**

The City Council of the City of Grand Junction convened into regular session on the 2<sup>nd</sup> day of September, 2015 at 7:00 p.m. Those present were Councilmembers Bennett Boeschstein, Chris Kennedy, Duncan McArthur, Rick Taggart, Barbara Traylor Smith, and Council President Phyllis Norris. Councilmember Martin Chazen was absent. Also present were Interim City Manager Tim Moore, City Attorney John Shaver, and City Clerk Stephanie Tuin.

Council President Norris called the meeting to order. The audience stood for the Pledge of Allegiance led by Councilmember Traylor Smith followed by an invocation from Bishop Dale Bowen, Church of Jesus Christ of Latter Day Saints, 12<sup>th</sup> Ward.

**Proclamation - Veterans Administration Suicide Prevention Month**

Councilmember Kennedy read the proclamation. Dr. Nick Potochny, Acting Chief of Staff for the Grand Junction Veterans Administration Health Care System, was present to accept the proclamation. Dr. Potochny thanked Council for their support of Veterans.

**Citizens Comments**

Bruce Lohmiller, 337 Colorado Avenue, addressed the City Council and mentioned the school district is conducting lectures on sex education, violence, and freedom of speech. He then commented on night patrols, the uses of Whitman Park, and that Mr. Alan Storey did an exposé.

Richard Swingle, 443 Mediterranean Way, addressed the Council and showed a PowerPoint presentation on GroupWise email. He reviewed the history of Novell GroupWise and said the program is at the end of its life; the City should consider finding new software to replace it as a budget priority.

Ed Kowalski, 2871 Orchard Avenue, addressed the Council and wanted to give credit where credit is due, in that he was able to speak without fear of retribution. He then expressed his concerns regarding speed limits and drag racing. He said there needs to be enforcement because it is loud and they use jake brakes which are against the law. He mentioned the Chief of Police helped him get a sidewalk installed, but since this area is close to the City/County line there are two sets of rules along with the following issues: the street is ten inches higher than the sidewalk, no street sweeper service is provided, there is a lack of maintenance and safety equipment at the crosswalk; and the lines need repainted and there is not a caution light.

**Council Comments**

Councilmember Kennedy said the last couple of weeks have been busy. He attended the 2<sup>nd</sup> Wireless Master Plan (WMP) meeting; he is more informed on the Plan and is looking forward to the final presentation. He also went to the Veteran's Memorial dedication at Colorado Mesa University (CMU), met with Dave Montez, Executive Director of One Colorado and One Colorado Education Fund, which supports LTBG (lesbian, transvestite, bi-sexual, and gay) initiatives throughout the State, and met the final three Downtown Development Authority Director candidates.

Councilmember Traylor Smith clarified there was no vote at the Workshop on August 31<sup>st</sup>; it was a way to give Staff direction as to what information to bring back to Council. She also noted there is a 24 hour veteran's crisis text line, 838-255.

Councilmember Taggart was invited to attend the US Pro Challenge when the race went through Breckenridge; this is one of the largest international professional cycling road races and the largest in North America and the group that manages this event also manages the Tours of California and Utah. He was invited to Breckenridge to discuss the prospect of having a race stage in Grand Junction (GJ); there would be a lot to consider and he did not know what the cost would be, but, he noted, there were 5,000 to 10,000 spectators at the event. He also went to the WMP meeting and then he announced David Fiore, the new Grand Junction Regional Airport Manager, will start September 8<sup>th</sup>.

Councilmember Boeschstein said he attended Pat Gormley's memorial service that was held at the Avalon Theatre on August 21<sup>st</sup>. Other events and meetings he attended were the Museum of Western Colorado's board meeting and their annual fundraiser, the Feast of Skulls event at Dinosaur Journey Museum, the executive search firm interviews for the City Manager position, the WMP meeting, the Business Incubator Center (BIC) meeting, and the Colorado Riverfront Trail Host meeting. He also met with Dan Robinson and Bob Bray about changing the name of North Avenue to University Boulevard.

Councilmember McArthur said in addition to attending some of the previously mentioned meetings he also went to the Associated Members for Growth and Development meeting where Kristi Pollard, Executive Director of the Grand Junction Economic Partnership, gave an update on Economic Development (ED) efforts. He noted it is refreshing and encouraging knowing there is someone who has a handle on the ED issues; it is great to see the efforts that are being put forward.

Council President Norris said she learned a lot from going to the last two WMP meetings; one more is to be scheduled and she encouraged citizens to attend. She attended the quarterly Joint City/County meeting; the two main topics of discussion were drainage and 29 Road. She went to the BIC meeting where she learned funds had been obtained to build a manufacturing center in GJ.

**Consent Agenda**

Councilmember McArthur read Consent Calendar items #1 through #3 and then moved to adopt the Consent Calendar. Councilmember Kennedy seconded the motion. Motion carried by roll call vote.

**1. Minutes of Previous Meetings**

*Action: Approve the Summary of the August 10, 2015 Workshop, and the Minutes of the August 19, 2015 Regular Meeting and the August 26, 2015 Special Meeting*

**2. Hutto Easement Vacation at 676 Peony Drive**

The applicant and owner of the subject property wishes to create one additional lot on 7.2 acres. A public utility easement currently runs diagonally across the area where the new lot will be created. The proposal is to move the easement farther north, if it is needed, for the newly created lot and vacating the portion that impacts the building envelope.

Resolution No. 39-15 — A Resolution Vacating a Utility Easement Located at 676 Peony Drive

*Action: Adopt Resolution No. 39-15*

**3. CDBG Subrecipient Contract with Karis, Inc. for Previously Allocated Funds within the 2015 Community Development Block Grant (CDBG) Program Year**

The Subrecipient Contract formalizes the City's award of \$10,200 to Karis, Inc. allocated from the City's 2015 CDBG Program as previously approved by Council. The grant funds will be used to purchase major appliances for the recently remodeled Asset House.

*Action: Authorize the Interim City Manager to Sign the Subrecipient Contract with Karis, Inc. for Improvements at the Asset House for \$10,200 of the City's 2015 Program Year Funds*

**ITEMS FOR INDIVIDUAL CONSIDERATION****Grant Awards from the Federal Aviation Administration (FAA) to the Grand Junction Regional Airport Authority**

These are two separate grant offers for entitlement funds from the Federal Aviation Administration for the Grand Junction Regional Airport (GJRA). These grant offers encompass five different project elements which include pavement maintenance on the primary runway and taxiway connectors and taxiway lighting modifications. Mesa County and the City are required to be Co-Sponsors of these grant offers.

Ben Johnson, Interim GJRA Manager, and Austin Fay, Project Coordinator were both present. Mr. Johnson reviewed the grant offers that have been approved by the FAA and said they will be attending the Mesa County Commissioners meeting on September 14<sup>th</sup> to gain their support as a Co-sponsor. Originally the grant was one application, but the FAA split it into two. He then noted there was one change to AIP #52; the application was amended to read the cost is "not to exceed \$2.76 million" to make it more in line with the bids they received. This year the total amount of grant dollars are \$2,927,760, all of which are entitlement funds for the Airport. He said in addition to seeking authorization for the grant agreements, the Co-sponsorship agreements also need to be executed.

Councilmember Traylor Smith said citizens have asked why the GJRA wants to redesign the runway. Mr. Johnson said the current runway was built fifty years ago; the subsurface is deteriorating and the FAA design standards have changed. Last year a geotechnical study was conducted to see what portions of the runway needed to be reconstructed. The conclusion was 50 to 60% of the runway needed full reconstruction to meet the new standards. To fix the current main runway, it would need to be closed for nine months which would be a huge economic loss; it made sense to build a new runway instead.

Councilmember Kennedy asked if Mr. Johnson thought the costs might increase in the time it would take to get the authorizations and have the construction contracts signed. Mr. Johnson said once the grant is written and signed, the price can't change. Councilmember Kennedy asked what the estimated construction time frame is. Mr. Johnson said the bulk of the project is temperature sensitive and will take place in early spring and summer; the studies and maintenance will be completed sooner. Councilmember Kennedy asked if they were not successful in being able to construct a new runway, what would the timeline be for repairs on the existing one? Mr. Johnson said the runway needs extensive maintenance every five years; a mill and overlay is scheduled in 2019.

Councilmember Boeschstein asked what the plan would be to land planes while a new runway was built. Mr. Johnson said construction would be done at night so the impact to airport operations would be minimal even though some of the connectors would be closed throughout construction. Councilmember Boeschstein asked if subsurface soil testing had been done and what was the condition of the soil. Mr. Johnson said yes; the results varied depending on the location. Councilmember Boeschstein asked how they would mitigate the poor subsurface soil. Mr. Johnson said this project will just be for a mill and overlay; no subsurface work will be done. Councilmember Boeschstein then asked for a status update on the unfinished building and mentioned Council had sent the GJRA Authority Board a letter regarding it. Mr. Johnson said the letter has not been discussed yet and deferred to Councilmember Taggart. He did not think there was a plan in place to finish the building; they are still responding to and dealing with the lawsuit from Shaw Construction, LLC.

Councilmember Kennedy moved to authorize the Mayor, the Interim City Manager, and the City Attorney to sign the Grant Offers and Co-Sponsorship Agreements for the FAA



Grants 3-08-0027-052-2015 and 3-08-0027-053-2015 in the amounts authorized by the FAA. Councilmember McArthur seconded the motion. Motion carried by roll call vote.

### **2016 Grand Junction Off-Road Request**

Epic Rides seeks continued success in the development and operation of the Grand Junction Off-Road Mountain Bike Event through extending the Host Community agreement with the City of Grand Junction for financial and in-kind support in exchange for being a Host Community of an Epic Rides Off-Road Series Event.

Dave Grossman, Event Director of Epic Rides, requested that City Council approve financial support for Grand Junction (GJ) to be a Host Community of an Epic Rides Off-Road Series Event. He described the event and its history in GJ over the past three years. He provided statistics and explained how the event benefits the community. He asked for the same host fee, \$40,000, and logistical support that was provided for the past three years. He thanked Staff, the Event Partners, and especially GJ Visitor and Convention Bureau (VCB) Manager Barb Bowman.

Councilmember Boeschstein asked what other organizations are contributing to this event. Mr. Grossman said he is also working with the VCB, DDA, and GJEP to contribute funds; he is already halfway in that process.

Councilmember Boeschstein asked how much the City contributed last year. Mr. Grossman said the City contributed \$40,000 and in-kind logistic support in the form of safety, water, power, etc. that cost about \$10,000.

Councilmember Kennedy asked if the request was an increase from last year; he thought the City paid a \$30,000 host fee and provided \$10,000 worth of in kind services. Mr. Grossman said this request is the same as last year's.

Councilmember Kennedy said he had attended the event all three years and this year was very well run. It was a great three day event that brought a lot of people downtown; he said the City needs more events like this and he thanked Mr. Grossman.

Council President Norris clarified that the proposal from last year asked for \$10,000 in cash from the City, but agreed on \$10,000 worth of in-kind services. Mr. Grossman said the request is for \$40,000 cash and \$10,000 of in-kind support. He explained Epic Rides would like the City to be their primary host community; over the past three years he has worked with the VCB, GJEP, and DDA and through this work some of the marketing opportunity lines have been blurred. However, they would like one clear message to be heard, that the event is a GJ event.

Council President Norris said the VCB has committed \$10,000 and the DDA and GJEP have committed \$5,000 each, all of which are funded by taxpayers; the City gives GJEP \$40,000 per year for them to bring companies to the area. She then asked if Mesa County was contributing \$10,000 in addition to what the City was giving. Mr. Grossman said they were. Council President Norris again commented that was also taxpayer money and concluded saying Epic Rides is requesting \$60,000 from local taxpayers;

she won't support the request right now and said it should be decided with all the other budget considerations presented to the City during the budget process.

Councilmember Boeschstein asked what the economic impact is for the City. Mr. Grossman estimated \$628,000 of taxable revenues was generated with the annual economic impact being \$1.7 million. This event is a powerful marketing tool and a great identifying piece for the community. It is also in alignment to position the Grand Valley as an outdoor recreation capital. Councilmember Boeschstein asked where those figures came from. Mr. Grossman said the figures were derived using the "In Plan" method which is an industry standard used to estimate the economic impact of a community event and 12 years of research and analysis of this event model from Epic Rides through a 2013 Economic Impact Study done at the sister event in Arizona.

Councilmember McArthur asked Mr. Grossman how this event compared to others. Mr. Grossman said after the third year, participation is about half of the original event, the Whiskey Off-Road. However, the reputation of the GJ event is exceeding the Whiskey Off-Road due to marketing, hosting a music festival, and the Grand Valley's exceptional trails.

Councilmember McArthur asked how many participants there were. Mr. Grossman said there were 447 in 2015. Councilmember McArthur asked what the projected participation is for 2016. Mr. Grossman estimated 20% growth and commented Epic Rides will begin marketing three pro-events which should compound the positive impact.

Councilmember Traylor Smith asked Mr. Grossman to describe the marketing process. Mr. Grossman said their marketing efforts are specifically targeted to what is an exceptional audience for GJ. Event participants earn \$100,000 to \$200,000 annually, have families, and are passionate about biking. Advertising is placed in leading publications for cyclers and adventure websites. In addition to paid advertising, the events have received exceptional coverage through glowing articles and harrowing stories. The events are also marketed regionally, nationally, and internationally; last year 30 states and five countries were represented.

Councilmember Traylor Smith asked if the participants typically come by themselves. Mr. Grossman said, through their surveys, they have found the participants bring an average of three people with them. Councilmember Traylor Smith asked what the impact would be if Council did not approve this until the budget was finalized at the end of the year. Mr. Grossman said GJ would likely not be included in the series because Epic Rides would not be able to market the event at an upcoming press conference.

Councilmember Taggart moved to approve support for the 2016 Grand Junction Off-Road Event/Epic Rides in the amount as presented. Councilmember Traylor Smith seconded the motion. Motion carried by roll call with Council President Norris voting NO.

**North Avenue Catalyst Grant Application for 2892 North Avenue**

A new business will be opening its doors at 2892 North Avenue, First National Pawn. The new building owner, Forbes Group, LLC, has submitted an application for consideration for \$10,000 from the North Avenue Catalyst Grant Program. This is the fourth application for this program to come before the City Council.

Lori V. Bowers, Senior Planner, presented this item. She first provided a background of the program and the previous awards noting the amount remaining in the budget. She then described the location and site which includes two metal buildings. The property recently sold to new owners. The applicant is upgrading the property, starting with the eastern side of the building; she described the planned renovations noting the architectural building element alone is \$20,350 and that the owners plan to invest in other upgrades to the property. The applicant is requesting the maximum amount available from this program, \$10,000.

Councilmember Boeschstein said he thought monument signs were now required along North Avenue. Ms. Bowers said the business owners are encouraged to install monument signs, but they are not required. Only one pole sign is permitted per property, so the new owners will have to remove one.

Councilmember Kennedy asked what will happen to the programs unallocated funds. Interim City Manager Moore said it is hoped the funds would roll over for the 2016 program.

Councilmember McArthur said, in regard to the building, this is exactly what he had in mind for this program; this will be a definite improvement and upgrade. He agreed with Councilmember Boeschstein on the signage and felt improved signage would be the biggest improvement for North Avenue. He will support this request.

Councilmember Traylor Smith echoed Councilmembers Boeschstein's and McArthur's comments regarding the signage.

Council President Norris commented that the City is investing a lot of money on North Avenue but the biggest changes will come from the businesses. She hoped Council would fund this program for 2016. She will support the request.

Councilmember Boeschstein made a motion to approve a North Avenue Catalyst Grant Application from Forbes Group, LLC, located at 2892 North Avenue, in the amount of \$10,000. Councilmember Traylor Smith seconded the motion. Motion carried by roll call.

City Attorney Shaver said if an applicant proposed a signage upgrade to a monument sign, that expense would be eligible under this program, although that type is not required by Code.

Councilmember McArthur proposed a second program be considered for 2016 that would be specifically for signage upgrades.

### **Contract for Broadband Strategic Plan Consulting**

Broadband Internet service provides users and communities with many opportunities to improve communications, including enhancements in e-commerce, telemedicine, and educational tools, and can drive economic growth, productivity, and innovation. This contract will provide a strategic broadband plan that will help ensure the community's needs are achieved.

Scott Hockins, Purchasing Supervisor, introduced this item with Jim Finlayson, Information Technology Director. He said this item was reviewed by Council at an earlier Workshop and described the purpose of the contract. Mr. Finlayson then reviewed the Workshop discussion since it was such a big topic. Mesa and Garfield Counties received a grant from Department of Local Affairs (DOLA) to conduct a study; the City is ready to move forward and will take the lead. Region 10 (Delta, Gunnison, Hinsdale, Montrose, Ouray, and San Miguel Counties) received a \$5.2 million matching fund grant from DOLA to install fiber optic infrastructure which they are currently doing and Rio Blanco and Routt Counties have also received grants and are proceeding with broadband related construction projects. Longmont was the first city to propose the introduction of fiber lines into homes and they have completed Phase I of that project. He noted Provo, Utah has been a model and Google has now taken over their network and is introducing fiber into homes at reasonable prices. Provo's plan will help the City figure out what to do right as the City does not want to be the last community in the State to work on broadband. Mr. Finlayson reviewed the main steps for the Strategic Plan Scope: 1) broadband friendly policies and codes, 2) needs assessment, market analysis, and business planning, 3) stakeholder support coordination, 4) preliminary design and engineering, 5) development of business model, and 6) financial planning and funds sourcing.

Mr. Hockins said with Council's approval, a contract will be finalized, a stakeholder meeting will be scheduled, a pilot project for the downtown will be designed and implemented, and a regional plan will be completed.

Councilmember Kennedy thanked Mr. Hockins and Mr. Finlayson and said 80% of citizens wanted broadband improved and this is the first step. He met with Diane Kruse, founder and CEO of NEOfiber at the Mountain Connect Broadband Conference and found she is fully aware of the issues on the western slope as her company is based in Glenwood Springs. NEOfiber is also working with other communities and helping them move forward. He is in favor of this request and felt the City would be able to move forward in leaps and bounds due to NEOfiber's previous work.

Councilmember Boeschstein appreciated having Councilmember Kennedy on Council since he is an expert on this topic. He then asked if this study is different from one talked about at a previous meeting. Mr. Finlayson said this is a different company and a different study, although both studies will interconnect; the other study will be done by CityScape and focus on cellular and internet access. This study will focus on

land based broadband services such as fiber, cable, connection points to cellular towers, and potentially some wireless; they will work together.

Councilmember Traylor Smith thanked Staff and said this is very exciting; she has been a big proponent of getting local broadband caught up and staying ahead. This improvement will be a huge step for economic development and being able to attract and retain the groups of people that use high speed broadband.

Councilmember Taggart said he is very supportive of this improvement, but had one concern; he felt it is very important that this be a collaborative effort with Charter Communications and CenturyLink, even though it may be difficult because they are competitors. He said other communities did not include them and it was more difficult for them to move ahead.

Council President Norris asked, once the study is done, will the City be able to apply for DOLA grants? Mr. Finlayson said that is a good question. He explained that the DOLA grant process for urban areas is complicated which is why it is important for the City to coordinate its efforts with Mesa and Garfield Counties; they have the ability to apply for these grants for some of the outlying areas of the counties. The good news for the City is that in order to reach those areas, cables need to go through the City to get there. There is real potential to apply to those types of grants, as well as some federal grants.

Councilmember Kennedy said the estimated project cost is listed as \$83,000 and asked, in addition to the main bullet points outlined earlier, what else is included for that amount. Mr. Finlayson said it is really a “not to exceed” contract that contracts for a certain number of hours and also includes coordination with Mesa County and travel expenses; it is possible the cost will be less if Mesa and Garfield Counties award their contracts to NEOfiber too. Councilmember Kennedy asked if it would be alright with Mr. Finlayson if the contract was modified to read “not to exceed”. Mr. Finlayson said that will be fine.

Councilmember Kennedy moved to authorize the City Purchasing Division to negotiate and enter into a contract with NEOfiber of Glenwood Springs, not to exceed the amount of \$83,000. Councilmember Boeschstein seconded the motion. Motion carried by roll call vote.

### **Construction Contract for Colorado Law Enforcement Training Center (CLETC) Water Line Project and Materials Contract for Water Storage Tanks**

This request is for the construction of water distribution and storage infrastructure that will provide potable water service to the CLETC campus to be used for fire training purposes and for potable use in future class rooms. This water system will become the property of the Clifton Water District that is the water provider for this area.

Greg Lanning, Public Works Director, introduced this item. Mr. Lanning said the City partnered with Mesa County and Colorado Mesa University (CMU) to develop the Colorado Law Enforcement Training Center (CLETC) to meet the training needs of law

enforcement and first responder agencies throughout the Region and State, as well as CMU Peace Officer Standards and Training (POST) Academy students. The training center is located on 80 acres on Whitewater Hill. Not unlike a new development, the developer is responsible for installing a water line to the provider's standards and then turns it over to the provider which in this case is Clifton Water District who will also maintain the line. He described the project costs and itemized the particular elements including three storage tanks that will be buried. A good portion of the project will be funded by a Federal Mineral Lease Grant. He outlined the construction timeline.

Councilmember McArthur was concerned as to why the bid was so low, and asked if Mr. Lanning knew why there was such a big difference. Mr. Lanning said the bids were closely reviewed by Staff and the company for errors. Staff also made sure the contractor understood the scope of service and conducted a preconstruction meeting to review the details of the project. The contractor said there were no errors and they understood the details of the project; they explained the project fit into their schedule in such a way that they could complete it for the lower price and they appreciated the opportunity. Councilmember McArthur appreciated Mr. Lanning's attention to detail regarding the in-kind services and asked what those services would entail. Mr. Lanning deferred to Mr. Valentine.

Jay Valentine, Internal Services Manager, said Clifton Water offered most of the in-kind services on this project. Regarding Councilmember McArthur's question, he explained since the bid was lower than expected they had to proportion the grant funds.

Councilmember Boeschstein asked what type of sewer system would be used for the site. Mr. Lanning said it is anticipated they will use a septic system.

Councilmember Taggart said the difference on the cost of the tanks between the local firm and the out of town firm was \$1,800 and asked if there are any parameters for purchasing that would allow local companies to be awarded contracts that are so close. Mr. Lanning said there is no local bid preference, although it can be enacted. He was invited to speak at a Contractors Association meeting on that topic and found the contractors are not in agreement as to whether they would like a local preference or not.

Councilmember McArthur said there have been a lot of discussions; it's good for local companies, but it's not in bidding in other areas. The concern is that there would be retaliation from other communities that have preferential bidding. It can also get complicated with questions like what is a local company, is there a minimum number of employees, and would there be reciprocal preferential bidding.

Mr. Valentine said professional procurement organizations the City belongs to found local preference policies hit their peak right before the recession and during the recession many communities found it to be a detriment because they were not getting many project bids. Since then the number of local preference policies have diminished. Previous Councils have discussed this, but it is against Purchasing's internal policies for

Staff to not bring the low bid to Council. However, it is within Councils' purview to not select the low bidder.

Councilmember Kennedy asked Fire Chief Ken Watkins what will be gained when the project is complete.

Grand Junction Fire Chief Ken Watkins explained the importance of having a formal training center. Live fire training, which is required annually, is the most difficult because it is hard to find place to conduct the training. They have made use of donated buildings and other training centers, but it is very expensive. It is extremely important to have a local center; this is just one step and the Fire Department will still not be able to train there; training props are still needed. Councilmember Kennedy asked when the Center is completed, how much of an impact will the training have on the fire fighter's experience. Chief Watkins deferred to Gus Hendricks, Training Chief, and added that having a training center will also positively affect the City's International Organization for Standardization (ISO) insurance rating.

Gus Hendricks, Grand Junction Fire Training Chief, said in 2014 two structures were acquired for live fire training; historically the Department has averaged one to two trainings per year. The Training Center will provide the opportunity to be able to have live fire trainings on a monthly or quarterly basis. Councilmember Kennedy said the increase in training would be a huge benefit. He will support this.

Chief Watkins said this is a project for all agencies not just Mesa County, CMU, and the City. There are 11 fire departments in Mesa County, many of which are small and aren't able to have their own training center. This will provide an opportunity for the other agencies to train and to train with the City; the same benefits will apply to police training. He appreciated the support.

Council President Norris said this a CMU, County, and City project and funding sources from grants (she listed the contributions) and asked what about the County?

Chief Watkins explained, due to it being a Mesa County grant, they are not eligible to participate, there is a conflict for them to be part of this phase of the project due to the grant. City Attorney Shaver confirmed this to be true. Chief Watkins said Mesa County has participated in other phases of the project with quite a bit of in-kind services.

Council President Norris also noted that CMU also contributed to this project.

Councilmember Traylor Smith moved to authorize the Purchasing Division to execute a construction contract with Sorter Construction for the CLETC Water Line Project in the amount of \$266,308; and execute a purchase order with Dodson Engineered Products for three 20,000 gallon water storage tanks for an estimated amount of \$98,570. Councilmember Kennedy seconded the motion. Motion carried by roll call vote.

**Non-Scheduled Citizens & Visitors**

Tom Ross, 633 27 ½ Road, referenced the off road money request, and it is his understanding that Mr. Grossman said it is understanding that there is \$638,000 taxable income coming into the City during that event. From his calculations, 2.65% City sales tax would equate to \$16,907, County sales tax would equal \$12,600, and then State sales tax would be \$18,502 for a total of \$48,807. In his opinion this is going backwards by giving them \$40,000. Also he asked about the internal investigation if it is still ongoing on the Personnel Director and the City Attorney.

City Attorney Shaver said the report from Mountain States Employers Council has been delivered to City Council relative to its employees. The rest of the matter should not be commented on as it is relative to personnel matters.

**Other Business**

There was none.

**Adjournment**

The meeting adjourned at 8:55 p.m.

Stephanie Tuin, MMC  
City Clerk





Attach 2

## CITY COUNCIL AGENDA ITEM

Date: September 4, 2015  
 Author: Scott D. Peterson  
 Title/ Phone Ext: Senior Planner/1447  
 Proposed Schedule: 1<sup>st</sup> Reading: September 16, 2015  
 2<sup>nd</sup> Reading: October 7, 2015  
 File #: VAC-2015-314

<b>Subject:</b> 1800 Main Street Apartments Right-of-Way Vacation, Located East of 1800 Main Street
<b>Action Requested/Recommendation:</b> Introduce a Proposed Ordinance and Set a Public Hearing for October 7, 2015
<b>Presenter(s) Name &amp; Title:</b> Scott D. Peterson, Senior Planner

### Executive Summary:

The applicant, Gemini Capital of Grand Junction LLC, requests approval from the City of Grand Junction to vacate an excess 15' wide north/south right-of-way located east of 1800 Main Street. The right-of-way was dedicated with the filing of the East Main Street Addition subdivision in 1947 and is no longer needed.

### Background, Analysis and Options:

Gemini Capital of Grand Junction LLC, requests approval from the City of Grand Junction to vacate excess right-of-way (4,112 +/- sq. ft. – 0.09 acres – see attached vacation exhibit). This portion of dedicated 15' wide right-of-way has never been constructed nor utilized as a street right-of-way, but rather serves more as a utility easement for an existing 24" storm sewer line and Xcel Energy overhead powerline. The applicant is requesting to vacate the existing right-of-way in order to construct a new 18,360 +/- sq. ft., 3-story, 27-unit multi-family residential apartment building as close to their east property line as possible. The proposed Site Plan Review application for the new apartment building is currently under review administratively (City file number SPN-2015-313). The existing property at 1800 Main Street currently is developed with three individual multi-family apartment buildings which contain a total of 66 units on 3.87 acres.

This right-of-way was dedicated with the filing of the East Main Street Addition subdivision in 1947.

The proposed vacation will not impede traffic, pedestrian movement or access along Main Street to the south nor Rood Avenue to the north. As a condition of approval, the City would retain a Utility Easement for the existing Xcel Energy overhead powerline and the City's storm sewer line.

### **Neighborhood Meeting:**

The applicant held a Neighborhood Meeting on November 13, 2014 with one citizen along with the applicant's representative and City Project Manager in attendance. No objections to either the proposed multi-family apartment development or the right-of-way vacation were received.

### **How this item relates to the Comprehensive Plan Goals and Policies:**

The Grand Junction Comprehensive Plan promotes infill and redevelopment, especially within the City Center. Reinvestment and revitalization of this area of the community is a high priority of the Comprehensive Plan, therefore, the request to vacate excess right-of-way implements and meets the following goals and policies from the Comprehensive Plan:

**Goal 1:** To implement the Comprehensive Plan in a consistent manner between the City, Mesa County, and other service providers.

Policy C: The City and Mesa County will make land use and infrastructure decisions consistent with the goals of supporting and encouraging the development of centers.

**Goal 3:** The Comprehensive Plan will create ordered and balanced growth and spread future growth throughout the community.

Policy B: Create opportunities to reduce the amount of trips generated for shopping and commuting and decrease vehicle miles traveled thus increasing air quality.

**Goal 5:** To provide a broader mix of housing types in the community to meet the needs of a variety of incomes, family types and life stages.

### **How this item relates to the Economic Development Plan:**

The purpose of the adopted Economic Development Plan by City Council is to present a clear plan of action for improving business conditions and attracting and retaining employees. Though the proposed right-of-way vacation request specifically does not further the goals of the Economic Development Plan, it does allow for the proposal of additional multi-family housing units to be constructed within the community to meet housing demand for more affordable housing options.

### **Board or Committee Recommendation:**

The Planning Commission reviewed the request at their September 8, 2015 meeting and recommended approval of the proposed vacation request with the condition that the City retain the area as a Utility Easement.

**Financial Impact/Budget:**

Based on an actual value of \$0.84 per square foot of the adjacent property, as calculated by the Mesa County Assessor's office, the total value of the ROW requested to be vacated is approximately \$3,454.08.

**Legal issues:**

The proposed vacation request has been reviewed by the Legal Division.

**Previously presented or discussed:**

This proposal has not been previously discussed.

**Attachments:**

Staff Report/Background Information  
Site Location Map  
Aerial Photo Map  
Comprehensive Plan Future Land Use Map  
Existing Zoning Map  
Ordinance

BACKGROUND INFORMATION					
<b>Location:</b>		East of 1800 Main Street			
<b>Applicants:</b>		Gemini Capital of Grand Junction LLC, Owner Eric Kraai, Kraai Design Inc., Representative			
<b>Existing Land Use:</b>		Dedicated Right-of-Way (Unused)			
<b>Proposed Land Use:</b>		To accommodate the building site location for a proposed 27-unit multi-family apartment building			
<b>Surrounding Land Use:</b>	<b>North</b>	Single-family detached residential			
	<b>South</b>	Commercial properties			
	<b>East</b>	Multi-family residential			
	<b>West</b>	Commercial property – Freeway Bowl			
<b>Existing Zoning:</b>		R-24 (Residential – 24 du/ac)			
<b>Proposed Zoning:</b>		N/A			
<b>Surrounding Zoning:</b>	<b>North</b>	R-8 (Residential – 8 du/ac)			
	<b>South</b>	C-2 (General Commercial)			
	<b>East</b>	C-2 (General Commercial)			
	<b>West</b>	R-16 (Residential – 16 du/ac)			
<b>Future Land Use Designation:</b>		Urban Residential Mixed Use (24 + du/ac) Residential High Mixed Use (16 – 24 du/ac)			
<b>Zoning within density range?</b>		X	Yes		No

**Section 21.02.100 (c) of the Grand Junction Zoning and Development Code:**

The vacation of right-of-way shall conform to the following:

- a. *The Comprehensive Plan, Grand Valley Circulation Plan, and other adopted plans and policies of the City.*

Granting the request to vacate excess right-of-way does not conflict with the Comprehensive Plan, Grand Valley Circulation Plan and other adopted plans and policies of the City. The request meets with Goals 1, 3 and 5 of the Comprehensive Plan and the vacation area is not shown on the Grand Valley Circulation Plan as needed right-of-way. A utility easement will be retained for existing utilities as a condition of approval. The requested vacation of right-of-way is in anticipation of accommodation of construction for a new 27-unit multi-family residential apartment building.

Therefore, this criterion has been met.

- b. *No parcel shall be landlocked as a result of the vacation.*

No parcels will be landlocked as a result of this vacation request. The existing property will still be accessed from Main Street with an additional new curb-cut proposed from Rood Avenue to access the anticipated construction of a fourth apartment building on-site that would contain 27-units.

Therefore, this criterion has been met.

- c. Access to any parcel shall not be restricted to the point where access is unreasonable, economically prohibitive or reduces or devalues any property affected by the proposed vacation.*

Access will not be restricted to any parcel. A road was never constructed and the dedicated right-of-way area is not used by anyone for access to a property. The two properties abutting this area have access to Main Street as well as Rood Avenue.

Therefore, this criterion has been met.

- d. There shall be no adverse impacts on the health, safety, and/or welfare of the general community and the quality of public facilities and services provided to any parcel of land shall not be reduced (e.g. police/fire protection and utility services).*

No adverse impacts on the health, safety, and/or welfare of the general community and the quality of public facilities and services provided to any parcel of land will not be reduced by the result of this vacation request. The existing right-of-way area has never been constructed/developed as a street right-of-way and serves more as a utility easement for an existing 24" storm sewer line and Xcel Energy overhead powerline. A utility easement will be retained for existing utilities as a condition of approval.

Therefore, this criterion has been met.

- e. The provision of adequate public facilities and services shall not be inhibited to any property as required in Chapter 21.06 of the Grand Junction Municipal Code.*

Adequate public facilities and services will not be inhibited to any property as a result of this proposed vacation request. The applicant is requesting to vacate this right-of-way in order to incorporate the land area within their existing property in order to accommodate the construction of a new 27-unit multi-family apartment building. No adverse comments concerning the proposed rights-of-way vacation were received from the utility review agencies during the staff review process. As a condition of approval, a utility easement will be retained for existing utilities located within the

vacated rights-of-way. The Grand Valley Circulation Plan does not show a connection between Rood Avenue and Main Street.

Therefore, this criterion has been met.

- f. The proposal shall provide benefits to the City such as reduced maintenance requirements, improved traffic circulation, etc.*

Maintenance requirements for the City will not change as a result of the proposed right-of-way vacation. A utility easement will be retained to allow for the continuation and access of existing utilities and no negative comments were received from the utility review agencies during the review process. The existing right-of-way in this area has never been constructed, so there will be no financial impact by the vacation. The right-of-way vacation request will also provide the applicant with additional land area to better use and incorporate into their property as part of their new development proposal.

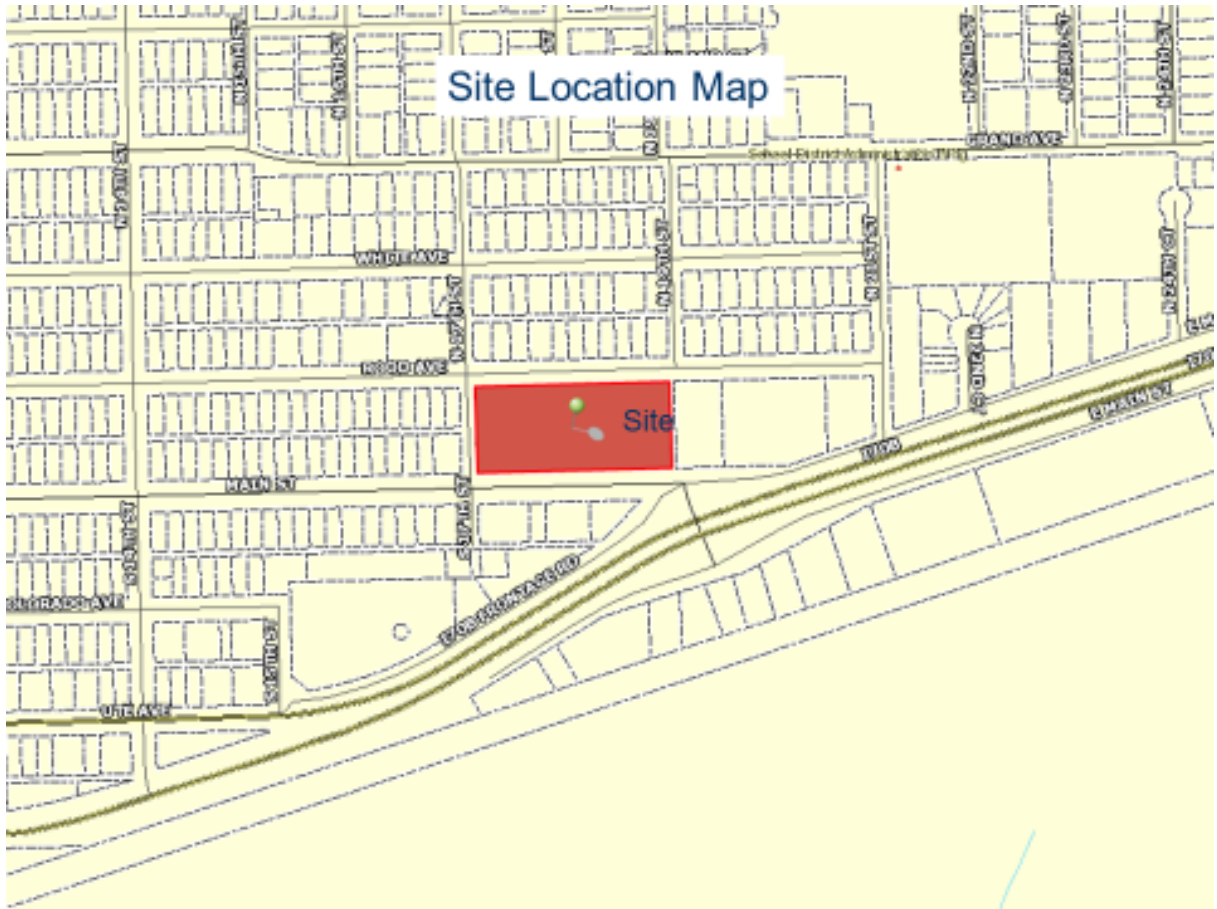
Therefore, this criterion has been met.

#### **FINDINGS OF FACT/CONCLUSIONS AND CONDITIONS:**

After reviewing the 1800 Main Street Apartments Right-of-Way Vacation application, VAC-2015-314 for the vacation of public right-of-way, I as Project Manager make the following findings of fact, conclusions and conditions:

1. The requested right-of-way vacation is consistent with the Comprehensive Plan.
2. The review criteria in Section 21.02.100 (c) of the Grand Junction Zoning and Development Code have all been met and addressed.
3. As a condition of approval, the City will retain a Utility Easement.

# Site Location Map

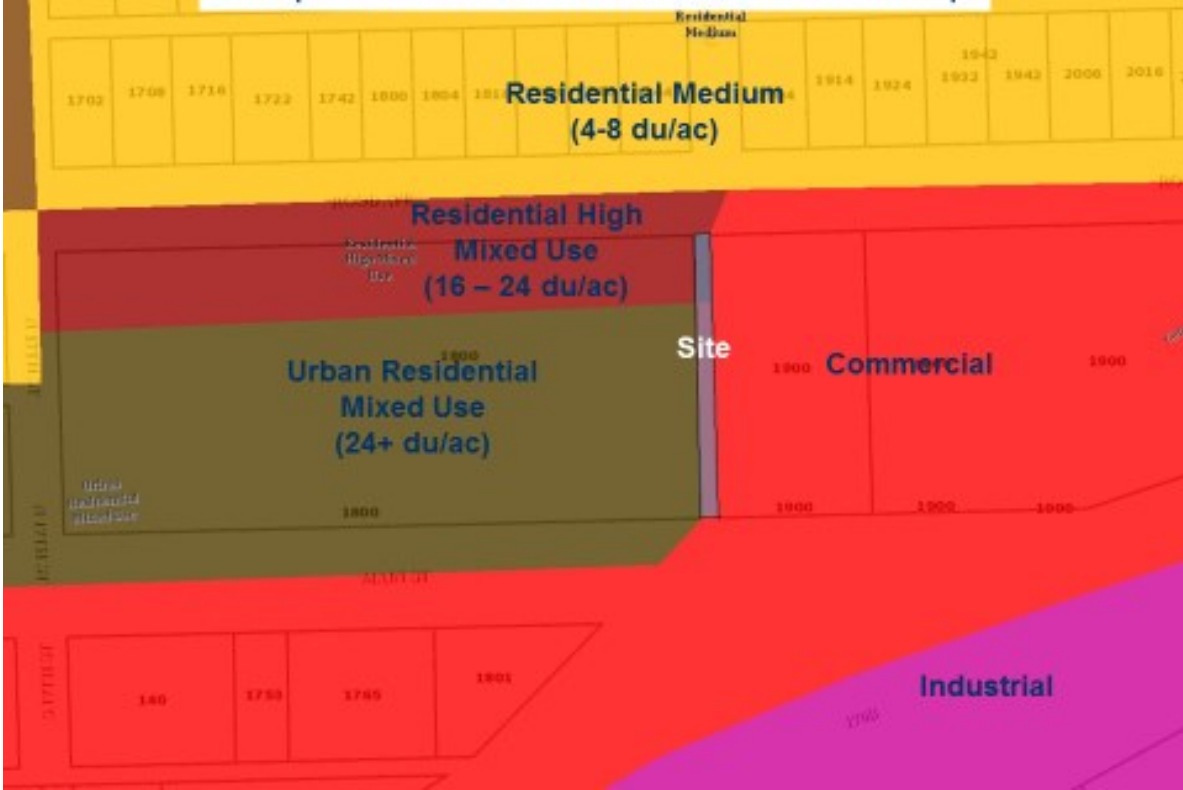


Aerial Photo Map

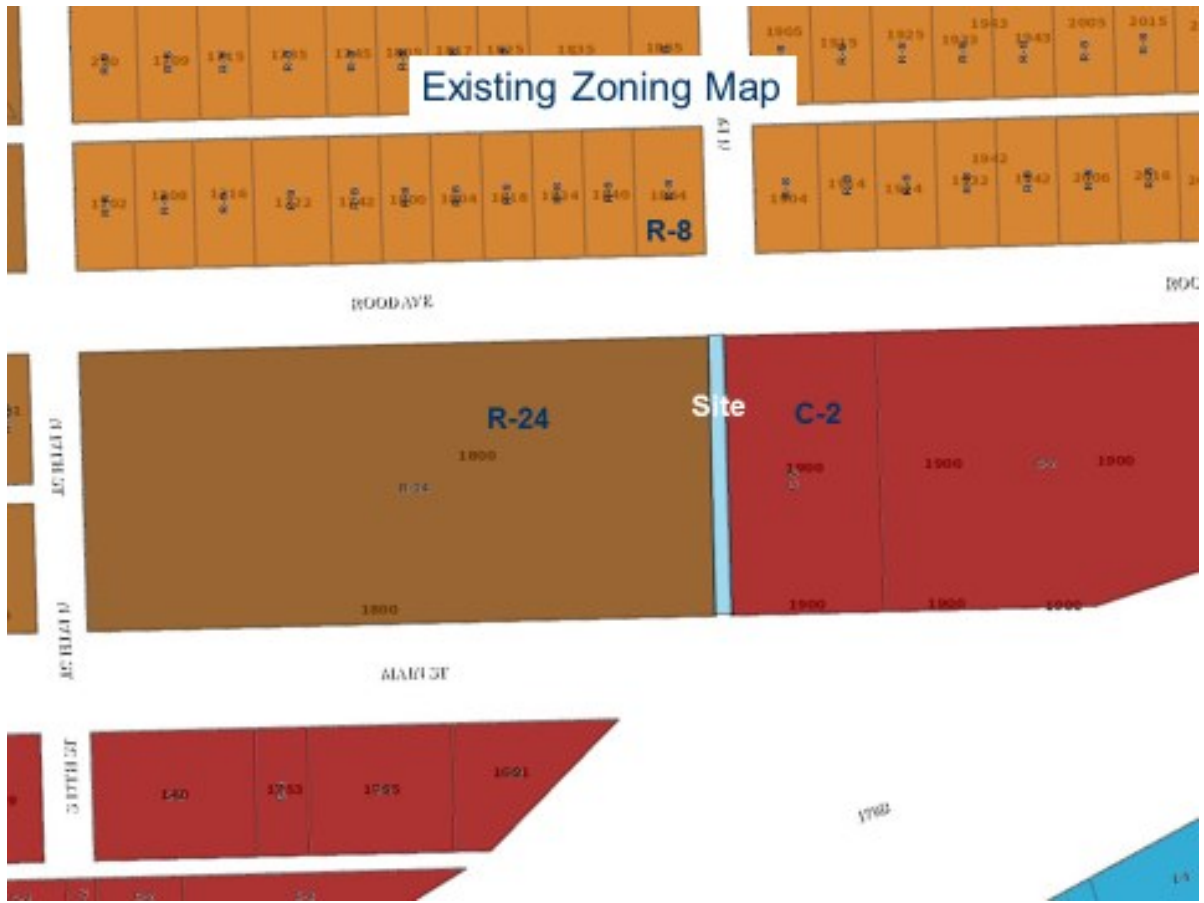




# Comprehensive Plan Future Land Use Map



# Existing Zoning Map



**CITY OF GRAND JUNCTION**

**ORDINANCE NO.**

**AN ORDINANCE VACATING EXCESS RIGHT-OF-WAY FOR THE PROPOSED 1800  
MAIN STREET MULTI-FAMILY RESIDENTIAL APARTMENT BUILDING EXPANSION  
APPLICATION**

**LOCATED 1800 MAIN STREET**

**RECITALS:**

The applicant, Gemini Capital of Grand Junction LLC, requests approval from the City of Grand Junction to vacate excess right-of-way (4,112 +/- sq. ft. – 0.09 acres – see attached Exhibit A). This portion of dedicated 15' wide right-of-way has never been constructed nor utilized as a street right-of-way, but rather serves more as a utility easement for an existing 24" storm sewer line and Xcel Energy overhead powerline. The applicant is requesting to vacate the existing right-of-way in order to construct a new 18,360 +/- sq. ft., 3-story, 27-unit multi-family residential apartment building as close to their east property line as possible. The proposed Site Plan Review application for the new apartment building is currently under review administratively (City file number SPN-2015-313). The existing property at 1800 Main Street currently is developed with three individual multi-family apartment buildings which contain a total of 66 units on 3.87 acres.

This right-of-way was dedicated with the filing of the East Main Street Addition subdivision in 1947.

The proposed vacation will not impede traffic, pedestrian movement or access along Main Street to the south nor Rood Avenue to the north. As a condition of approval, the City would retain a Utility Easement for the existing Xcel Energy overhead powerline and the City's storm sewer line.

The City Council finds that the request is consistent with the Comprehensive Plan, the Grand Valley Circulation Plan and Section 21.02.100 of the Grand Junction Zoning and Development Code.

The Planning Commission, having heard and considered the request, found the criteria of the Code to have been met, and recommends that the vacation be approved.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY  
OF GRAND JUNCTION THAT:**

The following described dedicated right-of-way for is hereby vacated subject to the listed conditions:

1. Applicants shall pay all recording/documentary fees for the Vacation Ordinance, any easement documents and dedication documents.
2. The City will retain a Utility Easement.

The following right-of-way is shown on "Exhibit A" as part of this vacation of description.

Dedicated right-of-way to be vacated:

A certain parcel of land lying in the South Half (S 1/2) of Section 13, Township 1 South, Range 1 West of the Ute Principal Meridian, County of Mesa, State of Colorado and being more particularly described as follows:

That certain platted parcel of land, depicted as 15 feet in width, lying entirely within the plat of East Main Street Addition, as same is recorded in Plat Book 7, Page 31, Public Records of Mesa County, Colorado, bounded on the West by the East line of Block 5; bounded on the South by the North right of way of Main Street; bounded on the North by the South line of Rood Avenue and bounded on the East by the West line of said East Main Street Addition.

CONTAINS 4,112 Sq. Ft. or 0.094 Acres as described.

Said vacated right-of-way to be retained as a Utility Easement.

Introduced for first reading on this \_\_\_\_\_ day of \_\_\_\_\_, 2015 and ordered published in pamphlet form.

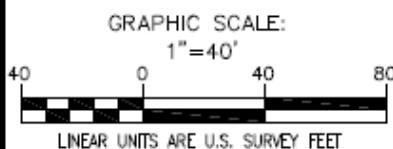
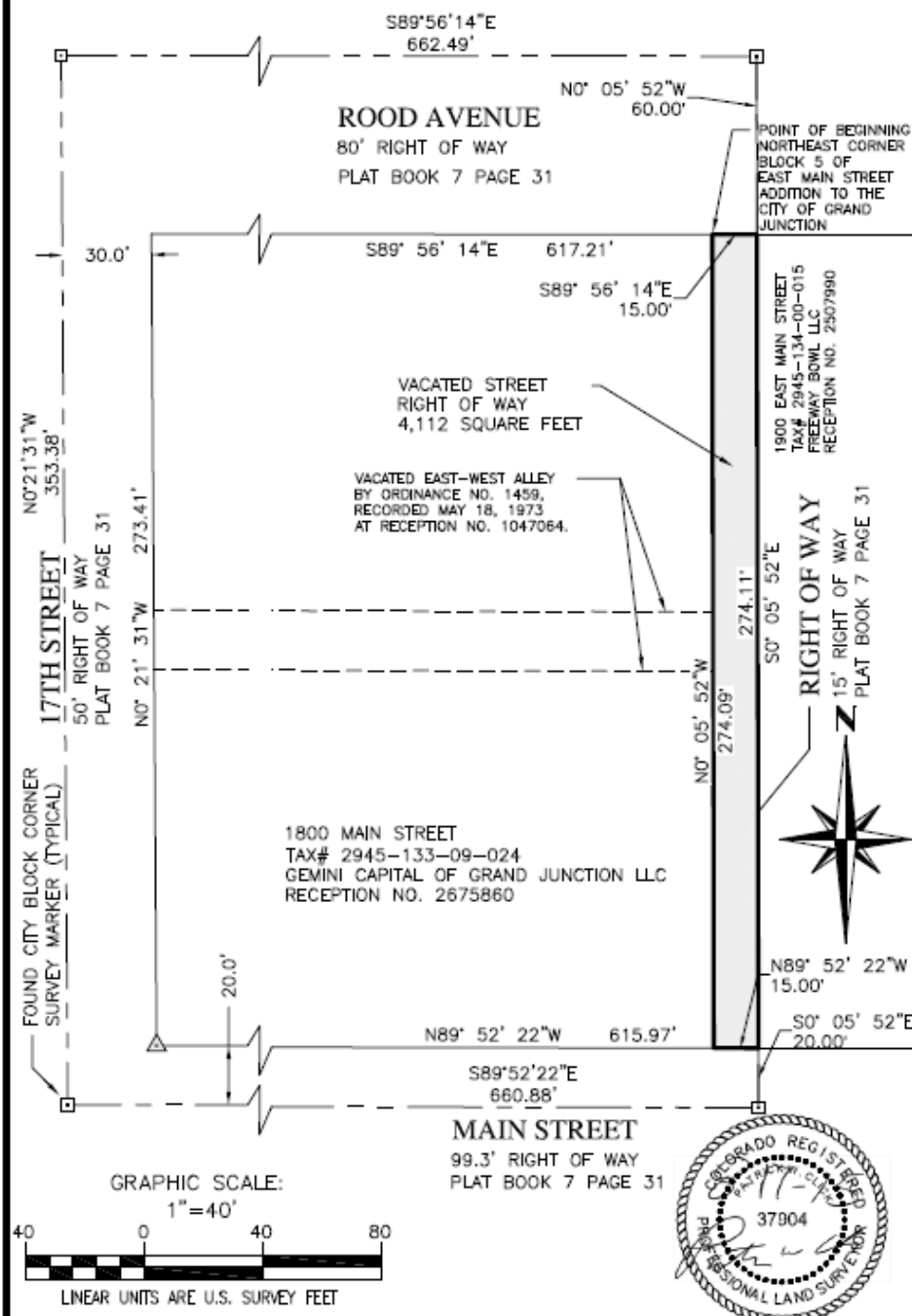
PASSED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2015 and ordered published in pamphlet form.

ATTEST:

\_\_\_\_\_  
President of City Council

\_\_\_\_\_  
City Clerk

EXHIBIT A



<p><b>LEGAL DESCRIPTION SKETCH</b> SITUATED IN SECTION 13, T1S, R1W, UTE GRAND JUNCTION, MESA COUNTY, COLORADO</p>	<p><b>POLARIS SURVEYING</b></p>
<p>ROAD RIGHT OF WAY VACATION</p>	<p>PATRICK W. CLICK P.L.S. No. 37904 3194 MESA AVENUE #8 GRAND JUNCTION, CO 81504 PHONE (970)434-7038</p>
<p>TAX# 2945-133-09-024 OWNER: GEMINI CAPITAL OF GRAND JUNCTION LLC 1800 MAIN STREET</p>	



Attach 3

## CITY COUNCIL AGENDA ITEM

Date: August 25, 2015

Author: Senta Costello

Title/ Phone Ext: Senior Planner/x1442

Proposed Schedule: Planning

Commission: September 8, 2015

City Council : 1<sup>st</sup> Reading: September 16,

2015; 2<sup>nd</sup> Reading: October 7, 2015

File # (if applicable): VAC-2015-323

**Subject:** Community Hospital Alley Vacation – Vacating the Remaining North/South and East/West Alleys Located between N. 11<sup>th</sup> Street, N. 12<sup>th</sup> Street, Orchard Avenue, and Walnut Avenue

**Action Requested/Recommendation:** Introduce a Proposed Ordinance and Set a Public Hearing for October 7, 2015

**Presenter(s) Name & Title:** Senta Costello, Senior Planner

### Executive Summary:

Request to vacate a non-constructed alley right-of-way located between N. 11<sup>th</sup> Street, N. 12<sup>th</sup> Street, Orchard Avenue, and Walnut Avenue. The right-of-way was originally dedicated in anticipation of alley construction and is no longer needed.

### Background, Analysis and Options:

The property was platted in 1898 as part of the Capitol Hill Subdivision and annexed in 1958 as part of the North Monterey Park Annexation. The original portion of Community Hospital was built on the western end of the property in 1964. The right-of-way was conveyed to the City of Grand Junction in 1964 for alley and utility purposes; however, the alley was never constructed. Since, the original construction, several additions were constructed, including a new wing and entrance vestibule on the eastern end. This addition was constructed over a portion of the alley right-of-way. The alley does contain a sanitary sewer line; however, the line only provides service to the hospital property. The sewer line maintenance will be taken over by the property owner; therefore an easement does not need to be maintained as part of the vacation.

### How this item relates to the Comprehensive Plan Goals and Policies:

Goal 6: Land use decisions will encourage preservation and appropriate reuse.

Vacation of the right-of-way will clear up the encroachment of a private use within the public right-of-way, allowing for the property to maintain its current use and/or be transferred to another owner clear of encroachments.

**How this item relates to the Economic Development Plan:**

The purpose of the Economic Development Strategy and Action Plan is to present a clear plan of action for improving business conditions and attracting and retaining employers. While this request does not specifically address one of the Plans goals, it does clear the title of encroachments into public facilities facilitating future development.

**Board or Committee Recommendation:**

Planning Commission recommended approval to City Council for the request at its September 8, 2015 public hearing.

**Financial Impact/Budget:**

The alley was never constructed, so there will be no financial impact by the vacation. The sewer line maintenance will be the responsibility of the property owner; therefore, any future maintenance requirement costs will not be incurred by the City of Grand Junction. Council directed staff to evaluate on a case by case basis the value of selling ROW's at the time of a vacation request. Based on an actual value of \$4.77 per square foot of the adjacent property, as calculated by the Mesa County Assessor's office, the total value of the ROW requested to be vacated is approximately \$30,763.

**Legal issues:**

City Attorney has reviewed and approved the form of the proposed ordinance.

**Other issues:**

No issues have been identified.

**Previously presented or discussed:**

This request has not been previously discussed.

**Attachments:**

Site Location Map / Aerial Photo Map  
Comprehensive Plan Map / Existing City Zoning Map  
Ordinance

BACKGROUND INFORMATION					
Location:		2021 N 12 <sup>th</sup> Street			
Applicants:		Colorado West Health Care Systems – David Willower			
Existing Land Use:		Community Hospital			
Proposed Land Use:		No change proposed			
Surrounding Land Use:	North	Multi-family residential			
	South	Colorado Mesa University Dormitory			
	East	Commercial offices			
	West	Single Family Residential			
Existing Zoning:		PD (Planned Development)			
Proposed Zoning:		No change proposed			
Surrounding Zoning:	North	R-24 (Residential 24 du/ac), R-O (Residential Office)			
	South	PD (Planned Development)			
	East	B-1 (Neighborhood business)			
	West	R-8 (Residential 8 du/ac)			
Future Land Use Designation:		Business Park Mixed Use			
Zoning within density range?		X	Yes		No

Section 21.02.100 of the Grand Junction Municipal Code

The vacation of the right-of-way shall conform to the following:

- g. The Comprehensive Plan, Grand Valley Circulation Plan, and other adopted plans and policies of the City.

The request meets Goal 6 of the Comprehensive Plan and is not shown on the Grand Valley Circulation Plan as a needed right-of-way; vacation will not violate the Plan.

Therefore, this criterion is met.

- h. No parcel shall be landlocked as a result of the vacation.

No parcel will be landlocked if this vacation is approved.

Therefore, this criterion is met.



- i. Access to any parcel shall not be restricted to the point where access is unreasonable, economically prohibitive or reduces or devalues any property affected by the proposed vacation.

Access to all neighboring properties will be unaffected if this vacation is approved.

Therefore, this criterion is met.

- j. There shall be no adverse impacts on the health, safety, and/or welfare of the general community and the quality of public facilities and services provided to any parcel of land shall not be reduced (e.g. police/fire protection and utility services).

The alley was not constructed, therefore not depended upon for circulation. The utilities located in the alley only provide service to the hospital property. The health, safety and welfare of the neighborhood and general community will not be negatively affected if this vacation is approved.

Therefore, this criterion is met.

- k. The provision of adequate public facilities and services shall not be inhibited to any property as required in Chapter 21.06 of the Grand Junction Municipal Code.

Adequate public facilities and services are currently available to the neighborhood and will not change if this vacation is approved as the alley was not constructed.

- l. The proposal shall provide benefits to the City such as reduced maintenance requirements, improved traffic circulation, etc.

The alley was never constructed, so there will be no financial impact by the vacation. The sewer line maintenance will be the responsibility of the property owner; therefore, any future maintenance requirement costs will not be incurred by the City of Grand Junction.

## FINDINGS OF FACT/CONCLUSIONS

After reviewing the Community Hospital Alley vacation application, VAC-2015-323 for the vacation of a public right-of-way, I make the following findings of fact and conclusions:

- 3. The requested right-of-way vacation is consistent with the Comprehensive Plan.

4. The review criteria in Section 21.02.100 of the Grand Junction Municipal Code have all been met.

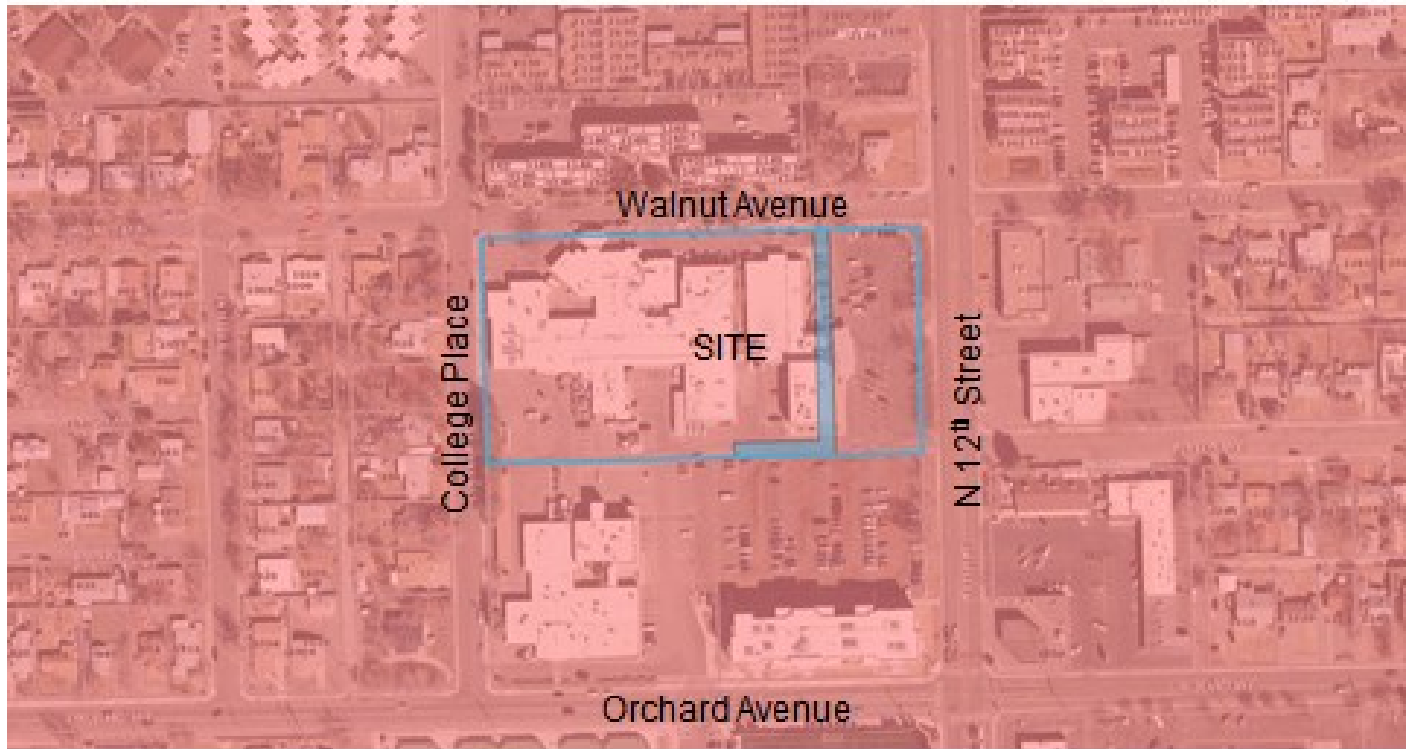
**STAFF RECOMMENDATION:**

I recommend that the Planning Commission forward a recommendation of approval of the requested right-of-way vacation, VAC-2015-323 to the City Council with the findings and conclusions listed above.

**RECOMMENDED PLANNING COMMISSION MOTION:**

Madam Chairman, on item VAC-2015-323, I move we forward a recommendation of approval to the City Council on the request to vacate the remaining North/South and East/West alleys located between N 11<sup>th</sup> Street, N 12<sup>th</sup> Street, Orchard Avenue and Walnut Avenue with the findings of fact and conclusions in the staff report.

## Site Location Map



## Aerial Photo Map



# Future Land Use Map



# Zoning Map



**CITY OF GRAND JUNCTION**

**ORDINANCE NO.**

**AN ORDINANCE VACATING RIGHT-OF-WAY FOR COMMUNITY HOSPITAL,  
AN ALLEY RIGHT-OF-WAY  
LOCATED BETWEEN N. 11<sup>TH</sup> STREET, N. 12<sup>TH</sup> STREET,  
ORCHARD AVENUE, AND WALNUT AVENUE**

RECITALS:

A vacation of the dedicated right-of-way for has been requested by the adjoining property owners.

The City Council finds that the request is consistent with the Comprehensive Plan, the Grand Valley Circulation Plan and Section 21.02.100 of the Grand Junction Municipal Code.

The Planning Commission, having heard and considered the request, found the criteria of the Code to have been met, and recommends that the vacation be approved.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION THAT:

The following described dedicated right-of-way for is hereby vacated subject to the listed conditions:

2. Applicants shall pay all recording/documentary fees for the Vacation Ordinance, any easement documents and dedication documents.

The following right-of-way is shown on "Exhibit A" as part of this vacation of description.

Dedicated right-of-way to be vacated:

**TRACT VACATION**  
**(BOOK 862, PAGE 371)**

A certain tract or parcel of land lying in the Southeast Quarter of the Northeast Quarter (SE 1/4 NE 1/4) of Section 11, Township 1 South, Range 1 West of the Ute Principal Meridian, County of Mesa, State of Colorado and being more particularly described as follows:

ALL of that certain 15 foot wide Tract of land as recorded in Book 862, Page 371, Public Records of Mesa County, Colorado.

CONTAINING 6,444 Square Feet or 0.148 Acres, more or less, as described.

Introduced for first reading on this \_\_\_\_\_ day of September 2015 and ordered published in pamphlet form.

PASSED and ADOPTED this \_\_\_\_\_ day of September 2015 and ordered published in pamphlet form.

ATTEST:

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Phyllis Norris  
President of City Council

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Stephanie Tuin  
City Clerk

## CITY COUNCIL AGENDA ITEM

Date: August 31, 2015  
Author: Brian Rusche  
Title/ Phone Ext: Senior Planner/4058  
Proposed Schedule: Resolution  
Referring Petition, September 16,  
2015  
1<sup>st</sup> Reading Zoning: October 7, 2015  
2nd Reading: October 21, 2015  
File #: ANX-2015-343

**Subject:** Morse Annexation, Located at 2997 B ½ Road

**Action Requested/Recommendation:** Adopt a Resolution Referring the Petition and Exercising Land Use Control for the Morse Annexation, Introduce a Proposed Annexation Ordinance and Set a Hearing for October 21, 2015

**Presenters Name & Title:** Brian Rusche, Senior Planner

### Executive Summary:

A request to annex 39.77 acres, located at 2997 B ½ Road. The Morse Annexation consists of four parcels and no public right-of-way.

### Background, Analysis and Options:

The property owners have requested annexation into the City and a zoning of R-4 (Residential 4 du/ac) to facilitate the subdivision of one of the parcels and eventual sale of the balance of the property. Under the 1998 Persigo Agreement with Mesa County all proposed development (including subdivision of a previously platted parcel) within the Persigo Wastewater Treatment Facility boundary requires annexation to and processing by the City.

### How this item relates to the Comprehensive Plan Goals and Policies:

**Goal 1:** To implement the Comprehensive Plan in a consistent manner between the City, Mesa County, and other service providers.

Annexation of the property will create consistent land use jurisdiction and allow for efficient provision of municipal services.

**Goal 3:** The Comprehensive Plan will create ordered and balanced growth and spread future growth throughout the community.

Annexation of the property will create an opportunity for future residential development in a manner consistent with adjacent residential development.

## **How this item relates to the Economic Development Plan:**

**Goal: Be proactive and business friendly. Streamline processes and reduce time and costs to the business community while respecting and working within the protections that have been put into place through the Comprehensive Plan.**

Annexation of the property will create an opportunity for future residential development in a manner consistent with adjacent residential subdivisions already in the City and is consistent with the Future Land Use Designation of Residential Medium Low identified in the Comprehensive Plan.

## **Board or Committee Recommendation:**

The Planning Commission will consider the Zone of Annexation on September 22, 2015. Their recommendation will be forwarded for 1<sup>st</sup> Reading of the Zoning Ordinance on October 7, 2015.

## **Financial Impact/Budget:**

The provision of municipal services will be consistent with adjacent properties already in the City. Property tax levies and municipal sales/use tax will be collected, as applicable, upon annexation.

## **Legal issues:**

The proposed annexation is consistent with the 1998 Persigo Agreement and Colorado law. The City Council has jurisdiction and may lawfully entertain the petition for annexation.

## **Other issues:**

The proposed annexation will create an enclave of five (5) parcels, all single-family residences, along the north side of B Road. Under the 1998 Persigo Agreement with Mesa County, the City is required to annex all enclaved areas within five years. State law allows a municipality to annex enclave areas unilaterally after they have been enclaved for a period of three years.

## **Previously presented or discussed:**

A Neighborhood Meeting was held on August 25, 2015. This project has not been previously discussed by City Council.

## **Attachments:**

1. Staff report/Background information
2. Annexation Map
3. Aerial Photo
4. Comprehensive Plan Future Land Use Map
5. Existing Zoning Map



6. Resolution Referring Petition
7. Annexation Ordinance

STAFF REPORT / BACKGROUND INFORMATION				
<b>Location:</b>		2997 B ½ Road 215, 227, 229 30 Road		
<b>Applicant:</b>		Timothy L. and Christina S. Morse William L. Morse Trust		
<b>Existing Land Use:</b>		Agricultural Single-Family Residential		
<b>Proposed Land Use:</b>		Residential		
<b>Surrounding Land Use:</b>	<b>North</b>	Agricultural		
	<b>South</b>	Single-Family Residential		
	<b>East</b>	Agricultural Single-Family Residential		
	<b>West</b>	Single-Family Residential		
<b>Existing Zoning:</b>		County RSF-R (Residential Single-Family Rural)		
<b>Proposed Zoning:</b>		R-4 (Residential 4 du/ac)		
<b>Surrounding Zoning:</b>	<b>North</b>	County RSF-R (Residential Single-Family Rural) County PUD (Planned Unit Development)		
	<b>South</b>	R-4 (Residential 4 du/ac)		
	<b>East</b>	County RSF-R (Residential Single-Family Rural)		
	<b>West</b>	R-4 (Residential 4 du/ac) PD (Chipeta Pines)		
<b>Future Land Use Designation:</b>		Residential Medium Low		
<b>Zoning within density/intensity range?</b>		X	<b>Yes</b>	<b>No</b>

**Staff Analysis:**

**ANNEXATION:**

This annexation area consists of 39.77 acres of land and is comprised of four (4) parcels and no public right-of-way.

The property owners have requested annexation into the City to allow for subdivision of the property. Under the 1998 Persigo Agreement with Mesa County proposed development within the Persigo Wastewater Treatment Facility boundary requires annexation and processing in the City.

It is staff's opinion, based on review of the petition and knowledge of applicable state law, including the Municipal Annexation Act Pursuant to C.R.S. 31-12-104, that the Morse Annexation is eligible to be annexed because of compliance with the following:

- a) A proper petition has been signed by more than 50% of the owners and more than 50% of the property described;
- b) Not less than one-sixth of the perimeter of the area to be annexed is contiguous with the existing City limits;

- c) A community of interest exists between the area to be annexed and the City. This is so in part because the Central Grand Valley is essentially a single demographic and economic unit and occupants of the area can be expected to, and regularly do, use City streets, parks and other urban facilities;
- d) The area is or will be urbanized in the near future;
- e) The area is capable of being integrated with the City;
- f) No land held in identical ownership is being divided by the proposed annexation;
- g) No land held in identical ownership comprising 20 contiguous acres or more with an assessed valuation of \$200,000 or more for tax purposes is included without the owner's consent.

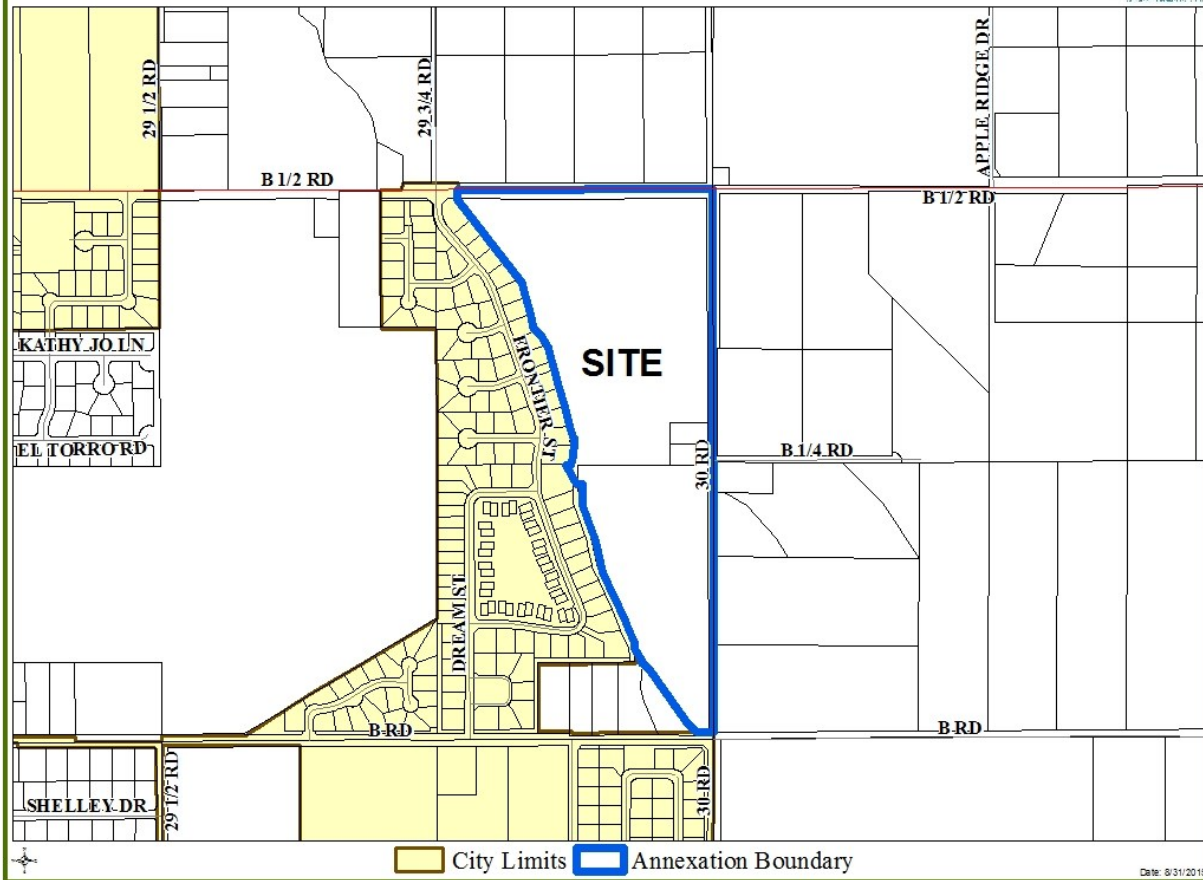
The following annexation and zoning schedule is being proposed:

<b><u>ANNEXATION SCHEDULE</u></b>	
<b>September 16, 2015</b>	Referral of Petition (30 Day Notice), Introduction of a Proposed Ordinance, Exercising Land Use
<b>September 22, 2015</b>	Planning Commission considers Zone of Annexation
<b>October 7, 2015</b>	Introduction of a Proposed Ordinance on Zoning by City Council
<b>October 21, 2015</b>	Acceptance of Petition and Public Hearing on Annexation and Zoning by City Council
<b>November 22, 2015</b>	Effective date of Annexation and Zoning

**MORSE ANNEXATION SUMMARY**

<b>File Number:</b>	ANX-2015-343	
<b>Location:</b>	2997 B ½ Road 215, 227, 229 30 Road	
<b>Tax ID Number:</b>	2943-294-00-077 2943-294-00-064 2943-294-00-063 2943-294-00-062	
<b># of Parcels:</b>	4	
<b>Estimated Population:</b>	12	
<b># of Parcels (owner occupied):</b>	1	
<b># of Dwelling Units:</b>	4	
<b>Acres land annexed:</b>	39.77	
<b>Developable Acres Remaining:</b>	39.77	
<b>Right-of-way in Annexation:</b>	None	
<b>Previous County Zoning:</b>	County RSF-R (Residential Single-Family Rural)	
<b>Proposed City Zoning:</b>	R-4 (Residential 4 du/ac)	
<b>Current Land Use:</b>	Agricultural Single-Family Residential	
<b>Future Land Use:</b>	Single-Family Residential	
<b>Values:</b>	<b>Assessed:</b>	\$45,860
	<b>Actual:</b>	\$464,660
<b>Address Ranges:</b>	2997 B ½ Road 215, 227, 229 30 Road	
<b>Special Districts:</b>	<b>Water:</b>	Ute Water Conservancy District
	<b>Sewer:</b>	Persigo 201 sewer service boundary
	<b>Fire:</b>	Grand Junction Rural Fire District
	<b>Irrigation/ Drainage:</b>	Orchard Mesa Irrigation District Orchard Mesa Drainage District
	<b>School:</b>	Mesa County Valley School District #51
	<b>Pest:</b>	Grand River Mosquito Control District

# Morse Annexation

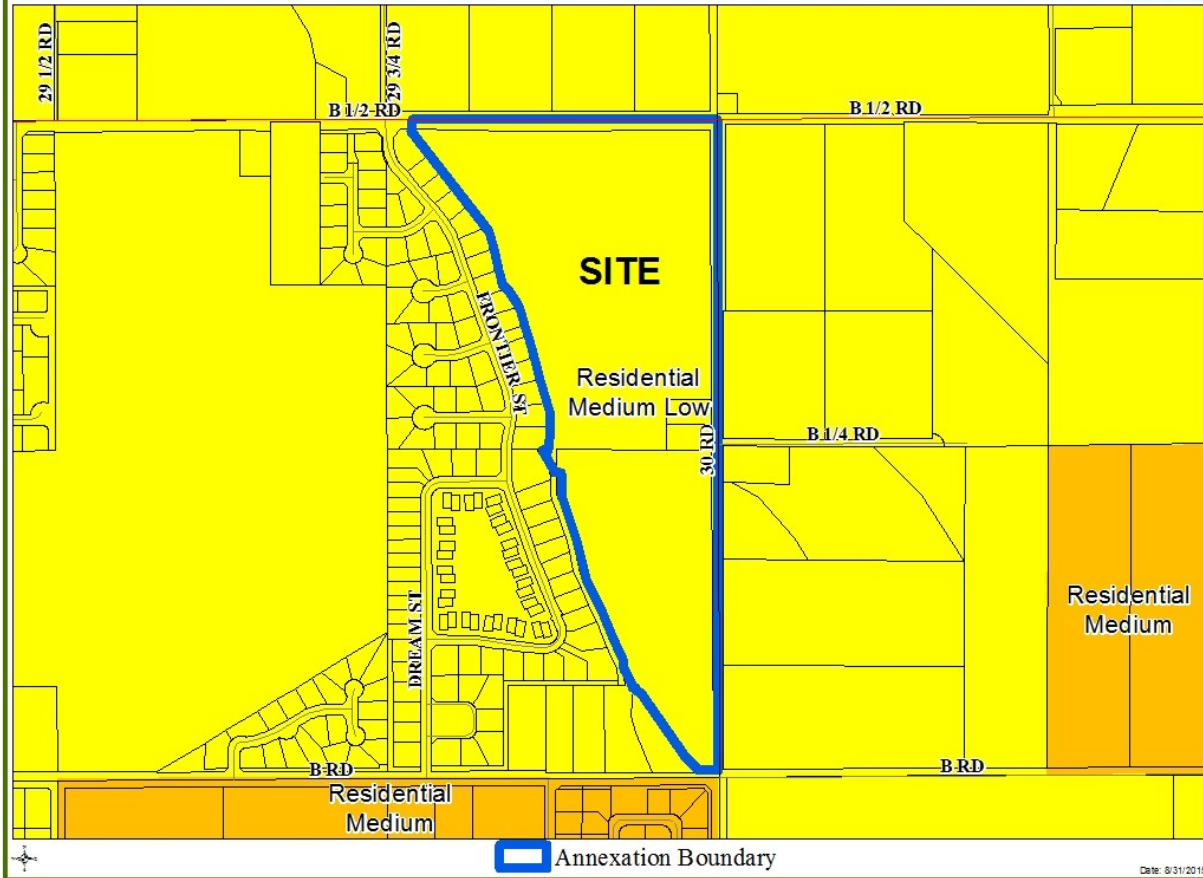


# Morse Annexation

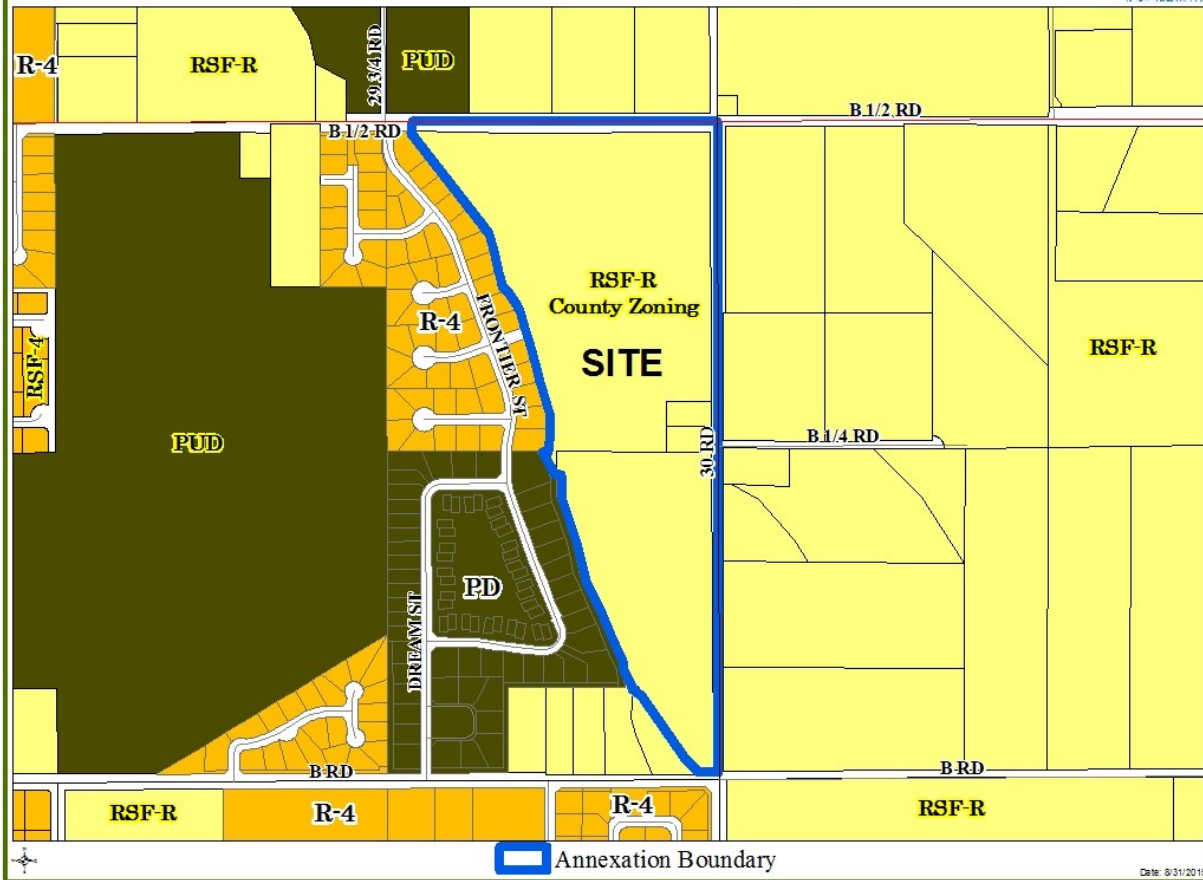


 Annexation Boundary

# Morse Annexation - Future Land Use



# Morse Annexation - Zoning





**NOTICE OF HEARING  
ON PROPOSED ANNEXATION OF LANDS  
TO THE CITY OF GRAND JUNCTION, COLORADO**

**NOTICE IS HEREBY GIVEN** that at a regular meeting of the City Council of the City of Grand Junction, Colorado, held on the 16<sup>th</sup> day of September, 2015, the following Resolution was adopted:

**CITY OF GRAND JUNCTION, COLORADO**

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION  
REFERRING A PETITION TO THE CITY COUNCIL  
FOR THE ANNEXATION OF LANDS  
TO THE CITY OF GRAND JUNCTION, COLORADO,  
SETTING A HEARING ON SUCH ANNEXATION,  
AND EXERCISING LAND USE CONTROL**

**MORSE ANNEXATION**

**LOCATED AT 2997 B ½ ROAD**

WHEREAS, on the 16<sup>th</sup> day of September, 2015, a petition was referred to the City Council of the City of Grand Junction, Colorado, for annexation to said City of the following property situate in Mesa County, Colorado, and described as follows:

**MORSE ANNEXATION**

A certain parcel of land lying in the Southeast Quarter of the Southeast Quarter (SE 1/4 SE 1/4) and the Northeast Quarter of the Southeast Quarter (NE 1/4 SE 1/4) of Section 29, Township 1 South, Range 1 East of the Ute Principal Meridian, County of Mesa, State of Colorado and being more particularly described as follows:

ALL of the land bounded as follows:

Bounded on the North by the North line of the NE 1/4 SE 1/4 of said Section 29;  
Bounded on the South by the North line of Hawks Nest Annexation No. 3, City of Grand Junction Ordinance No. 3738, as same is recorded in Book 3868, Page 155, Public Records of Mesa County, Colorado;

Bounded on the East by the East line of the SE 1/4 SE 1/4 of said Section 29 and by the East line of the NE 1/4 SE 1/4 of said Section 29;

Bounded on the West by:

1. The centerline of Orchard Mesa Irrigation District drain ditch OM-2,
2. The East line of Chipeta Glen Annexations No. 1 and No. 2, City of Grand Junction Ordinance No.'s 3627 and 3628, as same is recorded in Book 3659, Pages 638 and 641, Public Records of Mesa County, Colorado,
3. The East line of Chipeta Pines Annexation No. 2, City of Grand Junction Ordinance 3191, as same is recorded in Book 2646, Page 301, Public Records of Mesa County, Colorado.

CONTAINING 39.77 Acres, more or less, as described above.

WHEREAS, the Council has found and determined that the petition complies substantially with the provisions of the Municipal Annexation Act and a hearing should

be held to determine whether or not the lands should be annexed to the City by Ordinance;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION:

1. That a hearing will be held on the 21<sup>st</sup> day of October, 2015, in the City Hall auditorium, located at 250 North 5<sup>th</sup> Street, City of Grand Junction, Colorado, at 7:00 PM to determine whether one-sixth of the perimeter of the area proposed to be annexed is contiguous with the City; whether a community of interest exists between the territory and the city; whether the territory proposed to be annexed is urban or will be urbanized in the near future; whether the territory is integrated or is capable of being integrated with said City; whether any land in single ownership has been divided by the proposed annexation without the consent of the landowner; whether any land held in identical ownership comprising more than twenty acres which, together with the buildings and improvements thereon, has an assessed valuation in excess of two hundred thousand dollars is included without the landowner's consent; whether any of the land is now subject to other annexation proceedings; and whether an election is required under the Municipal Annexation Act of 1965.
2. Pursuant to the State's Annexation Act, the City Council determines that the City may now, and hereby does, exercise jurisdiction over land use issues in the said territory. Requests for building permits, subdivision approvals and zoning approvals shall, as of this date, be submitted to the Community Development Division of the City.

ADOPTED the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Attest:

\_\_\_\_\_  
President of the Council

\_\_\_\_\_  
City Clerk

**NOTICE IS FURTHER GIVEN** that a hearing will be held in accordance with the Resolution on the date and at the time and place set forth in the Resolution.

---

City Clerk

<i>DATES PUBLISHED</i>
<b>September 18, 2015</b>
<b>September 25, 2015</b>
<b>October 2, 2015</b>
<b>October 9, 2015</b>

**CITY OF GRAND JUNCTION, COLORADO**

**ORDINANCE NO.**

**AN ORDINANCE ANNEXING TERRITORY TO THE  
CITY OF GRAND JUNCTION, COLORADO**

**MORSE ANNEXATION**

**CONSISTING OF FOUR PARCELS TOTALING 39.77 ACRES**

**LOCATED AT 2997 B 1/2 ROAD**

**WHEREAS**, on the 16<sup>th</sup> day of September, 2015, the City Council of the City of Grand Junction considered a petition for the annexation of the following described territory to the City of Grand Junction; and

**WHEREAS**, a hearing on the petition was duly held after proper notice on the 21<sup>st</sup> day of October, 2015; and

**WHEREAS**, the City Council determined that said territory was eligible for annexation and that no election was necessary to determine whether such territory should be annexed;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND JUNCTION, COLORADO:**

That the property situate in Mesa County, Colorado, and described to wit:

**MORSE ANNEXATION**

A certain parcel of land lying in the Southeast Quarter of the Southeast Quarter (SE 1/4 SE 1/4) and the Northeast Quarter of the Southeast Quarter (NE 1/4 SE 1/4) of Section 29, Township 1 South, Range 1 East of the Ute Principal Meridian, County of Mesa, State of Colorado and being more particularly described as follows:

ALL of the land bounded as follows:

Bounded on the North by the North line of the NE 1/4 SE 1/4 of said Section 29;  
Bounded on the South by the North line of Hawks Nest Annexation No. 3, City of Grand Junction Ordinance No. 3738, as same is recorded in Book 3868, Page 155, Public Records of Mesa County, Colorado;

Bounded on the East by the East line of the SE 1/4 SE 1/4 of said Section 29 and by the East line of the NE 1/4 SE 1/4 of said Section 29;

Bounded on the West by:

1. The centerline of Orchard Mesa Irrigation District drain ditch OM-2,

2. The East line of Chipeta Glen Annexations No. 1 and No. 2, City of Grand Junction Ordinance No.'s 3627 and 3628, as same is recorded in Book 3659, Pages 638 and 641, Public Records of Mesa County, Colorado,
3. The East line of Chipeta Pines Annexation No. 2, City of Grand Junction Ordinance 3191, as same is recorded in Book 2646, Page 301, Public Records of Mesa County, Colorado.

CONTAINING 39.77 Acres, more or less, as described above.

be and is hereby annexed to the City of Grand Junction, Colorado.

**INTRODUCED** on first reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2015 and ordered published in pamphlet form.

**ADOPTED** on second reading the \_\_\_\_\_ day of \_\_\_\_\_, 2015 and ordered published in pamphlet form.

Attest:

\_\_\_\_\_  
President of the Council

\_\_\_\_\_  
City Clerk



Date: August 21,2015  
 \_\_\_\_\_  
 Author: Kristen Ashbeck  
 \_\_\_\_\_  
 Title/ Phone Ext: Senior Planner 1491  
 Proposed Schedule: Approval  
9/16/2015; execute agreement

**Attach 5**  
**CITY COUNCIL AGENDA ITEM**

<p><b>Subject:</b> CDBG Subrecipient Contract with Grand Valley Catholic Outreach for Previously Allocated Funds within the 2015 Community Development Block Grant (CDBG) Program Year</p>
<p><b>Action Requested/Recommendation:</b> Authorize the Interim City Manager to Sign the Subrecipient Contract with Grand Valley Catholic Outreach for Improvements to the T-House for \$4,000 of the City’s 2015 Program Year Funds</p>
<p><b>Presenter(s) Name &amp; Title:</b> Kristen Ashbeck, Senior Planner/CDBG Administrator</p>

**Executive Summary:** The Subrecipient Contract formalizes the City’s award of \$4,000 to Grand Valley Catholic Outreach allocated from the City’s 2015 CDBG Program as previously approved by Council. The grant funds will be used to repair the roof of the T-House owned and operated by Grand Valley Catholic Outreach.

**Background, Analysis and Options:**

CDBG 2015-10 T-House Improvements

Grand Valley Catholic Outreach owns and operates a home at 247 White Avenue as an emergency shelter for families known as the T-House. CDBG funds are requested for roof repair. CDBG funds in the amount of \$10,200 will be used to purchase major appliances for the shared kitchen in the home. Additional funding in the amount of \$1,400 has been leveraged from other sources for this project.

Grand Valley Catholic Outreach is considered a “subrecipient” to the City. The City will “pass through” a portion of its 2015 Program Year CDBG funds to Grand Valley Catholic Outreach but the City remains responsible for the use of these funds. The contract outlines the duties and responsibilities of the agency and is to ensure that the subrecipient complies with all Federal rules and regulations governing the use of these funds. The contract must be approved before the subrecipient may obligate or spend any of these Federal funds. Exhibit A of the contract (Attachment 1) contains the specifics of the project and how the money will be used by the subrecipient.

**How this item relates to the Comprehensive Plan Goals and Policies:**

This project funded through the 2015 CDBG grant year allocation addresses steps towards the City’s Comprehensive Plan Goal listed below by providing housing for homeless families.

**Goal 5:** This project will help provide a broader mix of housing types in the community to meet the needs of a variety of incomes, family types and life stages.

**How this item relates to the Economic Development Plan:** This project provides transitional housing for homeless families to help stabilize their lives, obtain other services and move towards self-sufficiency.

**Board or Committee Recommendation:** There is no board or committee review of this request.

**Financial Impact/Budget:** Previously approved 2015 CDBG Program Year Budget

**Legal issues:** Funding is subject to Subrecipient Agreement. The City Attorney has reviewed and approved the form of agreement.

**Other issues:** None

**Previously presented or discussed:** City Council discussed and approved the allocation of CDBG funding for this project at its May 20, 2015 meeting.

**Attachments:**

1. Exhibit A, Subrecipient Agreement – Grand Valley Catholic Outreach T-House Improvements



**2015 SUBRECIPIENT CONTRACT FOR  
CITY OF GRAND JUNCTION  
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS  
WITH  
*Grand Valley Catholic Outreach***

**EXHIBIT "A"  
SCOPE OF SERVICES**

1. The City agrees to pay the Subrecipient, subject to the subrecipient agreement, \$4,000.00 from its 2015 Program Year CDBG Entitlement Funds to repair the roof of the T-House that is owned and operated by Grand Valley Catholic Outreach located at 247 White Avenue in Grand Junction, Colorado ("Property"). Grand Valley Catholic Outreach provides emergency transitional housing for homeless families at the duplex house.
2. The Subrecipient certifies that it will meet the CDBG National Objective of low/moderate income or homeless clientele benefit (570.201(c)). It shall meet this objective by providing the above-referenced services to low/moderate income and homeless persons in Grand Junction, Colorado.
3. The project consists of public facilities improvement/housing rehabilitation to the existing T-House located at 247 White Avenue. CDBG funds will be used to replace the roof of the house which is leaking. Included in the project is the removal of tree limbs overhanging the house that have caused damage to the roof. The Property is currently owned and operated by Grand valley Catholic Outreach which will continue to operate the facility. It is understood that the City's grant of \$4,000 in CDBG funds shall be used only for the improvements described in this agreement. Costs associated with any other elements of the project shall be paid for by other funding sources obtained by the Subrecipient.
4. This project shall commence upon the full and proper execution of the 2015 Subrecipient Agreement and the completion of all appropriate environmental, Code, State and Local permit review and approval and compliance. The project shall be completed on or before August 31, 2016.
5. The total budget for the project is estimated to be \$5,400. The specific improvements to the 247 White Avenue T-House include:

Repair Roof	\$450	GVCO Funds
Replace Roof	\$4,000	CDBG
Remove Tree Limbs	\$950	GVCO Funds

6. This project will preserve and improve 2 transitional housing units and Grand Valley Catholic Outreach anticipates serving 60 homeless persons at the T-House in the coming year.

\_\_\_\_\_ GVCO

\_\_\_\_\_ City of Grand Junction

7. The City shall monitor and evaluate the progress and performance of the Subrecipient to assure that the terms of this agreement are met in accordance with City and other applicable monitoring and evaluating criteria and standards. The Subrecipient shall cooperate with the City relating to monitoring, evaluation and inspection and compliance.
8. The Subrecipient shall provide quarterly financial and performance reports to the City. Reports shall describe the progress of the project, what activities have occurred, what activities are still planned, financial status, compliance with National Objectives and other information as may be required by the City. A final report shall also be submitted when the project is completed.
9. During a period of five (5) years following the date of completion of the project the use of the Properties improved may not change unless: A) the City determines the new use meets one of the National Objectives of the CDBG Program, and B) the Subrecipient provides affected citizens with reasonable notice and an opportunity to comment on any proposed changes. If the Subrecipient decides, after consultation with affected citizens that it is appropriate to change the use of the Properties to a use which the City determines does not qualify in meeting a CDBG National Objective, the Subrecipient must reimburse the City a prorated share of the City's \$10,200 CDBG contribution. At the end of the five-year period following the project closeout date and thereafter, no City restrictions under this agreement on use of the Properties shall be in effect.
10. The Subrecipient understands that the funds described in the Agreement are received by the City from the U.S. Department of Housing and Urban Development under the Community Development Block Grant Program. The Subrecipient shall meet all City and federal requirements for receiving Community Development Block Grant funds, whether or not such requirements are specifically listed in this Agreement. The Subrecipient shall provide the City with documentation establishing that all local and federal CDBG requirements have been met.
11. A blanket fidelity bond equal to cash advances as referenced in Paragraph V.(E) will not be required as long as no cash advances are made and payment is on a reimbursement basis.
12. A formal project notice will be sent to the Subrecipient once all funds are expended and a final report is received.

\_\_\_\_\_ GVCO

\_\_\_\_\_ City of Grand Junction



Date :8/28/2015

Author: Gus Hendricks

Title/ Phone Ext: Emergency Manager / 549-5871

Proposed Schedule: September 16, 2015

2nd Reading (if applicable):
File # (if applicable):

Attach 6

CITY COUNCIL AGENDA ITEM

Table with 3 rows: Subject: City Emergency Operations Plan; Action Requested/Recommendation: Adopt a Resolution to Implement the City of Grand Junction Emergency Operations Plan.; Presenter(s) Name & Title: Gus Hendricks, Emergency Manager

Executive Summary:

The City Emergency Operations Plan (EOP) is an all-hazards plan that provides the structure and mechanisms for local and regional level policy and operational coordination for incident management. This EOP provides guidance to help minimize loss of life, prevent injury, protect property, safeguard the environment, and preserve the local economy in the event of a major emergency.

Background, Analysis and Options:

History has proven that all emergencies and/or disaster situations have certain commonalities. Today's threats include a traditional spectrum of human-caused and natural hazards such as floods, tornados, hazardous material releases, transportation accidents, and disruptions to the nation's energy and information technology infrastructure, but also deadly and devastating terrorist arsenal of chemical, biological, and radiological weapons. All levels of government share the responsibility for working together in the prevention of, preparing for, responding to, and recovering from the effects of an emergency or disaster event. This EOP is based on the concept that emergency response functions will generally parallel the normal operations of all City departments.

The City currently has specific hazard plans such as the Winter Storm Response Plan or the Dam Failure Emergency Response Plan. This comprehensive disaster plan functions as the base plan to ensure that the City continues to function throughout any emergency or disaster.

How this item relates to the Comprehensive Plan Goals and Policies:

The proposed EOP is consistent with the following goals and policies of the Comprehensive Plan: Goal # 11: Public Safety facilities and services for our citizens will be a priority in the planning for growth.

The safety of the community is paramount in emergency management and the City EOP identifies the processes to effectively manage a large incident or disaster to decrease the impact on the safety of the community.

**How this item relates to the Economic Development Plan:**

A comprehensive emergency operations plan will identify processes that provide guidance to preventing or lessening the impact from a disaster which directly relates to each of the City's guiding principles of the Economic Development Plan. By potentially decreasing the impact from a large disaster, the impact to the public's safety and the City's infrastructure will be reduced.

**Board or Committee Recommendation:**

There is no board or committee recommendation.

**Financial Impact/Budget:**

The only current financial commitment is staff time in presenting training to City employees regarding this new EOP and any related on-going training.

**Legal issues:**

During disaster, specific public safety requirements such as quarantine or evacuation may be ordered. These orders may be developed by the City Attorney for approval by the Council in the future.

**Other issues:**

There are no other issues identified.

**Previously presented or discussed:**

The City EOP was discussed in concept during the discussion to adopt the Mesa County Hazard Mitigation Plan on 7/1/2015. The full plan was presented and discussed at the 8/10/2015 City Council Workshop.

**Attachments:**

City Resolution to adopt the Emergency Operations Plan with Plan attached.

**CITY OF GRAND JUNCTION**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING THE CITY OF GRAND JUNCTION  
EMERGENCY OPERATIONS PLAN**

RECITALS:

WHEREAS, the City of Grand Junction recognizes the threat that natural and man-made hazards pose to people and property within our community; and

WHEREAS, the City of Grand Junction will adopt the City of Grand Junction Emergency Operations Plan dated August 2015, as its comprehensive disaster plan; and

WHEREAS, the City of Grand Junction desires to adopt the Emergency Operations Plan in order to assure the continued effective response to disasters and emergencies occurring within the city and surrounding area; and

WHEREAS, the Emergency Operations Plan establishes the structure for a coordinated response to various types of natural, technological, and man-made emergencies and disasters; and

WHEREAS, the City of Grand Junction has reviewed the proposed Emergency Operations Plan and has determined it to be in the interest of the health, safety, and welfare of its citizens.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF GRAND JUNCTION, MESA COUNTY, COLORADO, THAT:**

The City of Grand Junction hereby adopts the Emergency Operations Plan for the City of Grand Junction.

PASSED THIS \_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
President of the Council

Attest:

\_\_\_\_\_  
City Clerk

# EMERGENCY OPERATIONS PLAN



**August 2015**

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<b><u>LETTER OF ENDORSEMENT</u></b>	<b>III</b>
<b><u>RECORD OF CHANGES</u></b>	<b>IV</b>
<b><u>REVIEW AND CONCURRENCE</u></b>	<b>V</b>
<b><u>EMERGENCY OPERATIONS PLAN</u></b>	<b>1</b>
<b><u>OVERVIEW</u></b>	<b>1</b>
<a href="#">Introduction</a>	1
<a href="#">Purpose and Scope</a>	2
<a href="#">Objectives</a>	2
<a href="#">Legal Authority</a>	2
<a href="#">Plan Development and Maintenance</a>	3
<a href="#">Phases of Emergency Management</a>	3
<b><u>SITUATION AND ASSUMPTIONS</u></b>	<b>8</b>
<a href="#">Hazard Analysis</a>	8
<a href="#">Assumptions</a>	8
<b><u>CONCEPT OF OPERATIONS</u></b>	<b>11</b>
<a href="#">National Incident Management System</a>	11
<a href="#">Incident Command System</a>	12
<a href="#">Unified Command</a>	13
<a href="#">Multi-Agency Coordination System</a>	14
<a href="#">Emergency Operations Center</a>	15
<a href="#">Incident Command Post</a>	16
<a href="#">Public Information</a>	16
<a href="#">Disaster Declaration</a>	17
<a href="#">Delegation of Authority</a>	19
<a href="#">Continuity of Government</a>	20
<a href="#">Emergency Operation Plan Implementation</a>	23
<b><u>ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</u></b>	<b>24</b>
<a href="#">Departmental Roles and Responsibilities</a>	24
<b><u>EMERGENCY SUPPORT FUNCTIONS</u></b>	<b>35</b>
<a href="#">Emergency Support Function Coordinator</a>	35
<a href="#">Emergency Support Function Primary Agency</a>	35
<a href="#">Emergency Support Function Support Agencies</a>	36
<a href="#">Emergency Support Function Designations</a>	36
<b><u>APPENDICES</u></b>	<b>38</b>
<a href="#">Appendix A – Emergency Support Function Annexes</a>	39
<a href="#">Appendix B – Glossary</a>	72
<a href="#">Appendix C – List of Acronyms</a>	80
<a href="#">Appendix D – Declaration of Emergency/Disaster</a>	84
<a href="#">Appendix E – Request for Proclamation of Disaster</a>	86
<a href="#">Appendix F – Delegation of Authority</a>	88
<a href="#">Appendix G – National Incident Management System (NIMS) Training Program</a>	93

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[Appendix H – Elected and Senior Officials Guide](#)  
[Appendix I – Specific Hazard Annexes](#)

98  
103

DRAFT



## **LETTER OF ENDORSEMENT**

To: Citizens of the City of Grand Junction, City Council and City Employees.

The preservation of life, property, and the environment is an inherent responsibility of local, state, and federal government. The City of Grand Junction has prepared this Emergency Operations Plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

While no plan can completely prevent emergencies and disasters, good plans and well-trained personnel can minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of various emergency staff and service.

This Emergency Operations Plan is the City's primary reference when responding to a local disaster or emergency; however, the plan has the capability to integrate with the emergency plans of Mesa County and the State of Colorado Emergency Operations Plans when necessary.

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any local disaster or emergency. This level of self-sufficiency is vital to maintain the health and welfare of our citizens, especially in large scale incidents when county, state and federal assistance can be limited or unavailable. To meet the objectives of this plan, it will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

I give my full support to this plan and urge all officials, employees, and citizens, individually and collectively, to support any emergency effort of the City of Grand Junction and Mesa County.

---

City Manager

## RECORD OF CHANGES

Changes that are significant in nature shall be reflected and preserved as a stand-alone copy of the master document. Minor changes will be incorporated into this plan during the next scheduled update and specifically listed on the Record of Changes below.

Date Posted	Change(s)	Page / Paragraph / Line	Made by

## REVIEW AND CONCURRENCE

The following departments and divisions, who are assigned responsibilities in the plan, have reviewed and concurred with it.

City Council/Mayor

---

City Manager

---

Deputy City Manager

---

City Attorney

---

Fire Chief

---

Police Chief

---

Public Works and Utilities Director

---

Grand Junction Regional  
Communications Center Manager

---

City Administration Public Information  
Officer

---

Finance Director

---

Economic, Conventions & Visitor  
Services Director

---

Parks and Recreation Director

---

City Clerk

---

Information Technology Director

---

Human Resource Director

---

Finance Director

---

Risk Manager

---

Emergency Manager

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# CITY OF GRAND JUNCTION EMERGENCY OPERATIONS PLAN

## EMERGENCY OPERATIONS PLAN

### OVERVIEW

#### ***Introduction***

The Nation's domestic incident management landscape changed dramatically following the terrorist attacks of September 11, 2001. This incident, along with the devastating hurricanes of 2005, had a profound impact on every major metropolitan area in the country. Today's threat environment includes the traditional manmade and natural hazards - wildland and urban interface fires, floods, oil spills, hazardous materials releases, transportation accidents, earthquakes, hurricanes, tornadoes, pandemics, and potential disruptions to the region's energy and information technology infrastructure. Additionally, we are now faced with the deadly and devastating terrorist arsenal of chemical, biological, radiological, nuclear, and high-yield explosive weapons.

These complex and emerging 21st century threats and hazards demand a unified and coordinated approach to domestic incident management. The federal government responded with the introduction of the National Response Framework (NRF) that is predicated upon the National Incident Management System (NIMS). The City of Grand Junction (also referred to as "the City") has developed its Emergency Operations Plan (EOP) based upon the structure of the NRF, utilizing the management techniques of NIMS. The purpose of the City's Emergency Operations Plan is to reduce its vulnerability to major emergencies, including terrorism; to minimize the damage that may occur; and to recover from major disasters and other emergencies.

The EOP is an all-hazards plan that provides the structure and mechanisms for local and regional level policy and operational coordination for incident management. Consistent with the model provided in the NIMS, the EOP can be partially or fully implemented in the context of a threat, anticipation of a significant event, or the response to a significant event. This EOP is designed so that one or more of its components can be activated independent of the others, thereby responding to the situation at hand with a maximum of flexibility. Together, the City EOP and the NIMS integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, nongovernmental organizations (NGOs), and the private sector, for local or regional incident management.

## ***Purpose and Scope***

This Emergency Operations Plan (EOP) provides guidance to help minimize loss of life, prevent injury, protect property, safeguard the environment, and preserve the local economy in the event of a major emergency.

History has proven that all emergencies and/or disaster situations have certain commonalities. Today's threats include a traditional spectrum of human-caused and natural hazards such as floods, tornados, hazardous material releases, transportation accidents, and disruptions to the nation's energy and information technology infrastructure, but also deadly and devastating terrorist arsenal of chemical, biological, and radiological weapons.

## ***Objectives***

- Address emergency activities common to known hazards threatening the City of Grand Junction as described in the current Mesa County Hazard Mitigation Plan.
- Establishes a comprehensive program designed to help prevent, prepare for, respond to, and recover from natural, technological and human-caused hazards.
- Implements coordination of volunteer, community, private, State, and Federal agencies to coordinate with the City's key organizations during major emergencies.
- Applies to non-routine emergency events and is not intended to be implemented for daily emergencies routinely handled by first responder agencies and community organizations.
- Follow all applicable local, state, and federal requirements and guidance as described in Legal Authority below.

## ***Legal Authority***

### **Federal**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (Volume VI Public Law 93-288 as amended by Public Law 100-707)

The National Response Framework, 2008

Homeland Security Presidential Directive 8, National Preparedness

**Authorities and references provide the legal basis for development and implementation of the Emergency Operations Plan**

**State**

Colorado Disaster Emergency Act, C.R.S. §24-33.5-700, et seq.

**Local**

City of Grand Junction City Code – Ordinance #XXXXXX

***Plan Development and Maintenance***

Responsibility for overall development and maintenance of this Emergency Operations Plan (EOP) is the responsibility of the City’s Emergency Manager (EM). Maintenance of this document includes review and updating of the plan and associated annexes. Additionally, the Emergency Manager is responsible for document control. This includes distribution of the plan and updating sections as required.

The EOP will be adopted by Grand Junction City Council by ordinance. Functional and incident annexes will be approved and accepted by the Emergency Manager and the agency head with responsibility for that function.

This EOP is designed to be a flexible, dynamic document subject to revision, as appropriate. EOP revisions may result from a variety of causes such as:

- New procedures, policies or technologies
- Lessons learned from an actual event or exercise(s)
- Feedback during training or case study review
- To accommodate new organizations or organizational structures

Major revisions to this EOP must be approved through the same adoption process as described above. Major revisions are those that significantly alter or establish new policy.

Minor revisions must be approved by City Manager, based on recommendations from the Emergency Manager. The EOP will be reviewed annually and each time it is implemented.

***Phases of Emergency Management***

Emergency and disaster management activities are associated with five (5) defined phases: Prevention, Mitigation, Preparedness, Response and Recovery. These phases are naturally occurring divisions in the emergency where the demands for resources change and the operational strategies shift.

## **Prevention**

Prevention happens when property and lives are protected by those that identify, deter or stop an incident from occurring. Activities that may include these types of countermeasures can include:

- Heightened Inspections
- Improved surveillance and security operations
- Investigations to determine the full nature and source of the threat
- Public health surveillance and testing processes
- Immunizations
- Isolation or quarantine
- Law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity.

## **Mitigation**

Mitigation refers to measures that reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. This is achieved through risk analysis, which results in information that provides a foundation for typical mitigation measures include establishing building codes, zoning requirements, and constructing barriers such as levees. Effective Mitigation efforts can break the cycle of disaster damage, reconstruction, and repeated damage.

It creates safer communities by reducing loss of life and property damage. For example, the rigorous building standards adopted by 20,000 communities across the country are saving the nation more than \$1.1 billion a year in prevented flood damages. It allows individuals to minimize post-flood disaster disruptions and recover more rapidly. For example, homes built to National Flood Insurance Program (NFIP) standards incur less damage from floods. And when floods do cause damages, flood insurance protects the homeowner's investment, and lessens the financial impact on individuals, communities, and society as a whole. For example, a recent study by the Multi-hazard Mitigation Council shows that each dollar spent on mitigation saves society an average of four dollars.

## **Preparedness**

Preparedness activities increase a community's ability to respond when a disaster occurs. The National Incident Management System (NIMS) defines preparedness as "a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response."

This preparedness cycle is one element of a broader National Preparedness System to prevent, respond to, recover from, and mitigate against natural disasters, acts of terrorism, and other man-made disasters.

Typical preparedness measures include developing mutual aid agreements and memorandums of understanding, training for both response personnel and concerned citizens, conducting disaster exercises to reinforce training and test capabilities, and presenting all-hazards education campaigns. Unlike mitigation activities, which are aimed at preventing a disaster from occurring, personal preparedness focuses on preparing equipment and procedures for use when a disaster occurs, i.e. planning.

Preparedness measures can take many forms including the construction of shelters, installation of warning devices, creation of back-up life-line services (e.g. power, water, sewage), and rehearsing evacuation plans. Two simple measures can help prepare the individual for sitting out the event or evacuating, as necessary. For evacuation, a disaster supplies kit may be prepared and for sheltering purposes a stockpile of supplies may be created. These kits may include food, medicine, flashlights, candles and money.

### **Response**

A well-rehearsed emergency plan developed as part of the preparedness phase enables efficient coordination of resources. Response actions carried out immediately before, during, and after a hazard impact are aimed at saving lives, reducing economic losses, and alleviating suffering. The response phase includes the mobilization of the necessary emergency services and first responders in the disaster area. This is likely to include a first wave of core emergency services, such as firefighters, police and ambulance crews.

Response actions may include activating the Emergency Operations Center (EOC), evacuating threatened populations, opening shelters and providing mass care, emergency rescue and medical care, firefighting, and urban search and rescue. Response begins when an emergency event is imminent or immediately after an event occurs. Response encompasses the activities that address the short-term, direct effects of an incident. Response also includes the execution of the Emergency Operations Plan and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and unfavorable outcomes. As indicated by the situation, response activities include:

- Applying intelligence and other information to lessen the effects or consequences of an incident.
- Increasing security operations.
- Continuing investigations into the nature and source of the threat.



- Ongoing public health and agricultural surveillance and testing processes, immunizations, isolation, or quarantine.
- Specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.
- Restoring critical infrastructure (e.g., utilities).
- Ensuring continuity of critical services (e.g., law enforcement, public works). In other words, response involves putting preparedness plans into action.

One of the first response tasks is to conduct a situation assessment. Local government is responsible for emergency response and for continued assessment of its ability to protect its citizens and the property within the community. To fulfill this responsibility, responders and local government officials must conduct an immediate rapid assessment of the local situation.

### **Recovery**

Actions taken to return a community to normal or near-normal conditions, including the restoration of basic services and the repair of physical, social and economic damages. Typical recovery actions include debris cleanup, financial assistance to individuals and governments, rebuilding of roads and bridges and key facilities, and sustained mass care for displaced human and animal populations.

Recovery differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery efforts are primarily concerned with actions that involve rebuilding destroyed property, re-employment, and the repair of other essential infrastructure.

The goal of recovery is to return the community's systems and activities to normal. Recovery begins right after the emergency. Some recovery activities may be concurrent with response efforts.

Recovery is the development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that:

- Identify needs and define resources.
- Provide housing and promote restoration.
- Address long-term care and treatment of affected persons.
- Implement additional measures for community restoration.
- Incorporate mitigation measures and techniques, as feasible.
- Evaluate the incident to identify lessons learned.
- Develop initiatives to mitigate the effects of future incidents.

Long-term recovery includes restoring economic activity and rebuilding community facilities and housing. Long-term recovery (stabilizing all systems) can sometimes take years.



## **SITUATION AND ASSUMPTIONS**

### ***Hazard Analysis***

The City of Grand Junction is threatened by many hazards with potential to cause significant community disruption. A hazard analysis study was conducted to predict overall effect of a particular disaster in Mesa County. Due to their nature, hazards may occur consecutively (such as a severe thunderstorm followed by flash flooding) or simultaneously (such as a heat wave during a drought). The City of Grand Junction may also suffer from efforts occurring elsewhere. Such events have potential to create shortages of essentials such as electricity, petroleum products, natural gas, food, or water.

**Numerous hazards have the potential to affect the City of Grand Junction and its citizens as described in the Mesa County Hazard Mitigation Plan**

Certain areas of Grand Junction are prone to particular problems requiring special attention. Examples include flood plains and areas vulnerable to hazardous materials spills/releases surrounding numerous manufacturing facilities and transportation corridors.

The current Mesa County Hazard Mitigation Plan identifies the hazards that affect the community and summarized their geographic location, probability of future occurrence, potential magnitude or severity, and planning significance specific to the City of Grand Junction.

### ***Assumptions***

All levels of government share the responsibility for working together in the prevention of, preparing for, responding to, and recovering from the effects of an emergency or disaster event. There are several assumptions made with regard to the expectations of emergency response and service delivery during a local emergency or disaster. These assumptions include the following:

- The National Incident Management System (NIMS) -based Incident Command System will be the principle management system to direct and control response, relief actions and recovery activities. City departments will ensure that all personnel concerned are properly trained, NIMS compliant, are familiar with existing plans and procedures, and are capable of implementing these in a timely manner.
- City government will continue to function under all disaster and emergency conditions to the extent possible and based on the situation.
- The City will modify normal operations and will redirect resources in order to save lives, relieve human suffering, sustain survivors, protect property, and assist in reestablishing essential services. Life-saving and life-protecting response activities

have precedence over other emergency response activities, except when national security implications are determined to be of a higher priority.

- Assistance will be available from neighboring jurisdictions, through mutual-aid agreements, intergovernmental agreements, and other formal agreements. Likewise, the City of Grand Junction will be available to assist neighboring jurisdictions, as requested, through mutual aid, automatic aid and other formal agreements.
- With the increased possibility of terrorism and employment of weapons of mass destruction, biological and technological emergencies must be approached as a potential act of terrorism.
- The Mayor may request the Governor of Colorado to declare a disaster or state of emergency when the local response to an event is beyond the combined response capabilities of the City of Grand Junction and external mutual-aid agencies. Once the Governor authorizes the allocation of resource requests made to the State, local jurisdictions should plan appropriately for the arrival of state response assets approximately 72 hours after the original request.
- The City of Grand Junction will keep the Mesa County Office of Emergency Management informed of activities and provide copies of assistance documentation. The Mesa County Office of Emergency Management will, in turn, coordinate with the State of Colorado Division of Homeland Security and Emergency Management.
- If the Governor of Colorado determines that an emergency exists where the primary responsibility for response rests with the State of Colorado, the Governor may unilaterally direct the provision of assistance and will, if practicable, consult with the local jurisdiction.

The format of this Emergency Operations Plan (EOP) aligns itself with the National Response Framework by incorporating the National Incident Management System (NIMS) and employing a functional approach to managing emergencies.

The functional approach to managing emergencies is utilizing Emergency Support Functions (ESFs); a grouping of the most frequently used supporting actions and agencies. ESFs are assigned to a lead City department and to other agencies in supporting roles. The ESFs are attached to this document as Appendix A.

This EOP does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe manner. Since government resources and personnel may be overwhelmed, individuals and organizations should be prepared to be self-sufficient immediately following a disaster. Response organizations, as well as staff and families, may be directly affected, resulting in reduced personnel availabilities. It is expected that each individual or head of household

will develop a family disaster plan (see <https://www.readycolorado.com/>) and maintain essential supplies to be self-sufficient for a minimum of 72 hours. Additionally, businesses are expected to develop internal disaster plans that will integrate and be compatible with local governments and this plan.

## CONCEPT OF OPERATIONS

If a disaster occurs within the City of Grand Junction or within jurisdictions contracted with the City, an immediate response will be required. Only personnel trained in the prearranged plans and procedures will be prepared to make the coordinated efforts necessary to deal with a threat to life and/or property.

If a response to a disaster exceeds the capabilities of the City, the responsible department will request resources through mutual aid agreements (usually discipline specific, such as fire, law enforcement, emergency medical, or public works). All local governments and special districts within the individual counties are responsible for coordinating with one another and for providing mutual aid within their capabilities as established by written agreements.

When local resources and mutual aid resources are exhausted, the City of Grand Junction, through Mesa County, may request aid from the State of Colorado.

This Emergency Operations Plan (EOP) is based on the concept that emergency response functions will generally parallel the normal operations of all City departments. To the extent possible, the same personnel should be utilized in both cases. Day-to-day functions which would not contribute to emergency operations may be suspended for the duration of the emergency and recovery period. Resources normally required for day-to-day operations may be redirected for accomplishment of emergency tasks.

### ***National Incident Management System***

During any emergency or disaster the National Incident Management System (NIMS) will be utilized by all emergency response agencies to manage an emergency incident/disaster or a non-emergency planned event. Scope and magnitude of an incident will determine level and complexity of the management structure. NIMS outline three conceptual areas pertinent to incident and event response including:

- Communication & Information Management
- Resource Management
- Command and Management structures

NIMS provide three structures for managing events all with different roles and responsibilities. The three structures are:

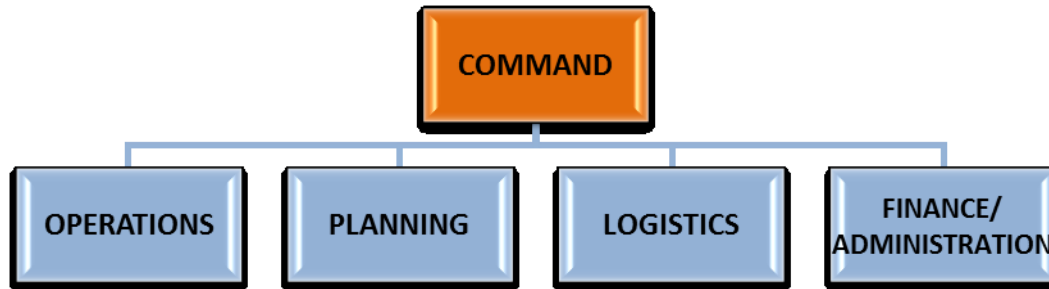
- Incident Command System
- Unified Command

**NIMS – Provides a nationwide template enabling Federal, State, local governments, and private-sector organizations to work together.**

- Multi-Agency Coordination Systems (Emergency Operation Centers)

### ***Incident Command System***

The Incident Command System is designed to expand or contract as needed. As an incident escalates, span of control may expand requiring branch, group, and division positions of the Incident Command System to be staffed. Additionally, the following sections may be established and expanded as dictated by event.



**Command** – An Incident Commander is responsible for overall coordination and direction of all activities at the incident. Determination of which agency will function as on-scene incident commander will be in concert with the agency/person having three components:

- Responsibility through plans, policy, and inter-agency coordination.
- Authority under local, state, or federal law.
- Expertise with major functional components of the emergency.

Major responsibilities of an Incident Commander include:

- Provide for safety and welfare of emergency responders.
- Protect, remove, and provide care for endangered civilians.
- Control and stabilize the incident.
- Conserve and protect the environment and property during and after an incident.

An Incident Commander may elect to establish command staff positions to assume responsibilities for key activities, which are not part of the line organization. All of these positions may not be required on all incidents or may be assumed by the Emergency Operations Center. These positions answer directly to the Incident Commander.

- Safety Officer – Assess hazardous and unsafe situations and develop measures for assuring personnel safety.
- Public Information Officer – Develops accurate and complete information regarding incident cause, size, current situation, resources committed, and other matters of general interest. Point of contact for the media. Will work with or through the Joint Information Center if activated.
- Liaison Officer – Point of contact for supporting or assisting agency representatives.

**Operations Section** - An Operations Chief is responsible for implementing tactical objectives as determined by the Incident Commander.

- Determines assignment of tactical units
- Assignments of line crews
- Maintain accountability of personnel
- Keeping command informed

**Planning Section** is responsible for processing information needed for effective decision making.

- Evaluate & update the current strategic plan with Command and Operations.
- Evaluate past actions & strategies.
- Refine current & future plans & recommend any changes to Command & Operations.
- Forecast possible outcomes.
- Evaluate future resource needs with Operations.

**Logistics Section** provides services and support systems to all organizational components involved in the incident on-scene. Resources and facilities are acquired and coordinated through the Emergency Operations Center (EOC).

- Provide medical aid for responders/rest & rehabilitation
- Coordinate stress debriefing
- Provide supplies & equipment
- Secure needed facilities

**Finance/Administration Section** – Established on incidents when there is a specific need for financial services. This function may be performed from the EOC and not at the incident command level.

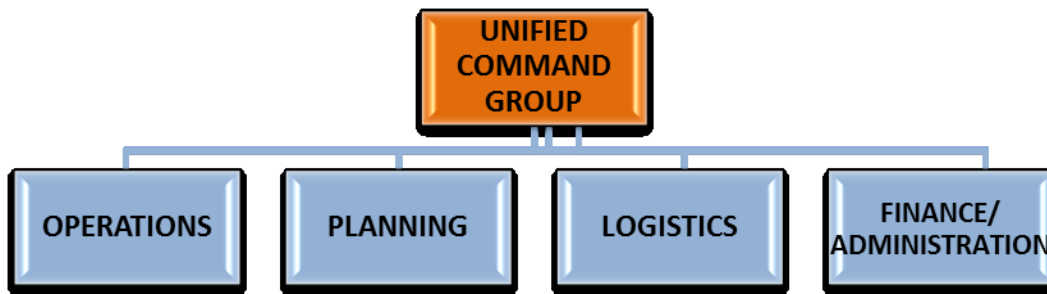
- Documenting financial cost of an incident in terms of personnel, services, and supplies.

### ***Unified Command***

Unified Command (a variation of incident command) operations are conducted when two agencies or jurisdictions have significant responsibility or statutory authority to command the same incident. Similar concepts and principals of the Incident Command System apply, except multiple jurisdictions or agencies/departments share a command role.

Incident objectives and selection of command and general staff are accomplished through consensus decision making of a unified command group. Wherever possible, staff positions are integrated with representatives of jurisdictions and agencies involved.

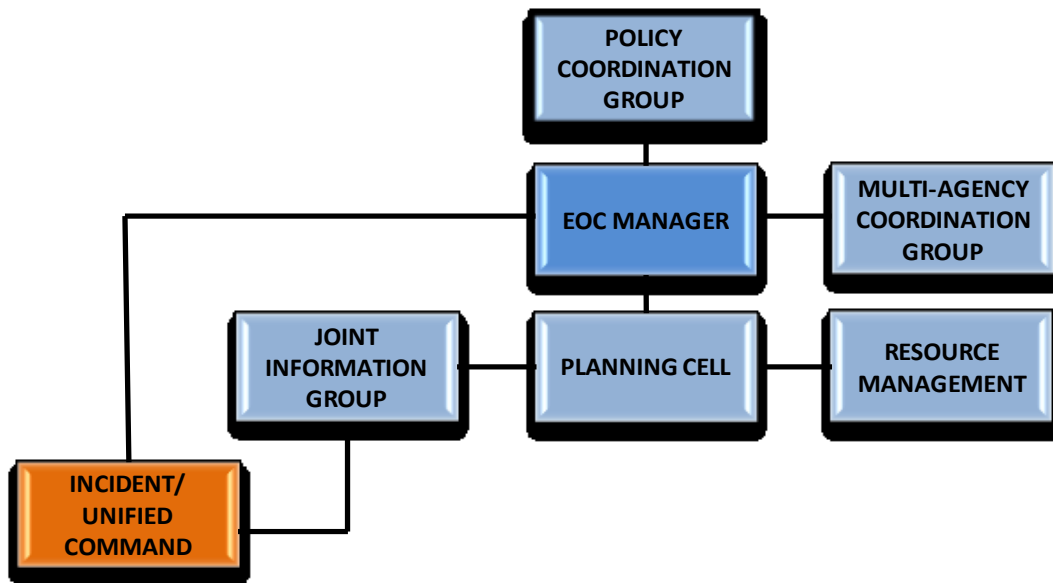




**Multi-Agency Coordination System**

To have a successful disaster operation, key officials shall assemble in one location. This allows decision-makers to share information through briefings and use manpower and other resources more efficiently with little or no duplication of effort.

A Multi-Agency Coordination system includes both coordination and policy making components, with command being located at an on-scene incident command level. Direct tactical and operational responsibility for conducting incident management activities rests with the on scene Incident Commander.



**Policy Coordination Group** – During certain emergencies or disasters this group develops policy measures relating to emergency management, public information, dissemination and commitment of City resources, and is composed of policy making senior officials. It will be comprised of the Mayor and City Council and the City Manager and their department directors. Emergencies that go beyond the boundaries of the City may require coordination with the Mesa County Board of County Commissioners and their senior leadership staff.

**Multi-Agency Coordination Group (MAC Group)** - Mesa County has a Multi-Agency Coordination Group with the City of Grand Junction having representation from Police, Fire, Public Works & Utilities and the Grand Junction Regional Communication Center. The MAC Group aids in establishing priorities among the incidents and associated resource allocations, resolving agency policy conflicts, and providing strategic guidance to support incident management activities. This group is made up of department/agency heads or designees with authority to make decisions and commit resources.

The difference between the Incident Commander on-scene and an Emergency Manager in the Emergency Operation Center (EOC) is *Incident Command* has certain statutory duties or authorities to be able to protect public safety and carry out particular actions. The *Emergency Manager* in the Emergency Operations Center is discharging duties of the Chief Executive of a jurisdiction to coordinate and make the entire community move towards effective response and recovery in supporting an Incident Commander(s).

### ***Emergency Operations Center***

The Emergency Operations Center (EOC) is a physical location through which the Emergency Management Team can coordinate the support efforts in disaster situations. It provides a location for the assembly and analysis of critical information, for the coordination and support of the response and recovery activities of local government, and to ensure interagency cooperation and communication. The EOC is not the Incident Command Post, which is always located in the field.

The EOC is activated and staffed based upon the severity of an emergency or planned event and according to the anticipated or actual level of involvement by City employees and supporting agencies. In a major event, the EOC coordinates with the Mesa County EOC for the coordination of mutually beneficial efforts.

Responsibilities of an Emergency Operations Center are:

- Strategic Decision-making
- Incident Priority Determination
- Resource Management
- Situational Assessment
- Information Coordination

Within the EOC, requests for assistance will be tasked to the agency/department best suited for completion based upon function and resource availability. Tasked agencies will be responsible for identifying resources to accomplish the mission, and will coordinate resource delivery.

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Resource Management functions within the EOC will fulfill resource requests from incidents through an identified process. Resource acquisition will follow the following priority:

- Local organization owned resource
- Regional Mutual Aid agreement or Memorandum of Understanding
- Locally available rented or purchased resource
- State Resource Request

### ***Incident Command Post***

The tactical level, on-scene incident command and management organization is located at the Incident Command Post (ICP). It typically consists of designated incident management officials and responders from local agencies/departments, as well as private sector and non-governmental organization representatives. When multiple command authorities are involved, the ICP may be led by a Unified Command, comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The Unified Command provides direct, on-scene control of tactical operations and utilizes the National Incident Management System Incident Command System (NIMS) (ICS) organizational structure, typically including Operations, Planning, Logistics, and Finance/Administration sections.

The Incident Command Post (ICP) is usually located at or in the immediate vicinity of the incident site. The location is selected by the agency having primary jurisdictional authority for managing the incident at this level. Generally, there is one ICP established for each incident. Depending on the number and location of incidents, there may be multiple ICP's managed by an Area Command.

### ***Public Information***

Joint Information System/Center (JIS/JIC)

All City of Grand Junction Public Information Officers (PIOs) are part of the Mesa County JIC.

The JIC serves as a focal point for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation. The JIC staff develops, coordinates, and disseminates unified news releases. News releases are cleared through the Multi Agency Coordination Group (MACG) to ensure consistent messages, avoid release of conflicting information, and prevent negative impact on operations. This formal approval process ensures protection of law enforcement sensitive information. Agencies may issue their own news releases related to their policies, procedures, and capabilities, however, these should be coordinated with the JIC.

The Mesa County PIO's have created a Joint Information System (MCJIS) Plan to establish a system for conducting public information operations during emergency responses and other situations in which multiple organizations need to collaborate. During a crisis response, the Joint Information System (JIS) and the Joint Information Center (JIC) are keys to providing concise and coordinated information to the public and the news media.

The primary focus of this plan is to provide the participating PIOs with a structure that works within the framework of the National Incident Management System (NIMS) Incident Command System (ICS). Utilizing NIMS, PIOs work together in conjunction with the Emergency Operations Center (EOC) and/or the incident commander (IC) to provide critical emergency information, crisis communications, and public affairs support to establish procedures and processes to gather, verify, coordinate, and disseminate public information. For information about the communications plan visit <http://www.mesacountypio.org/>.

### ***Disaster Declaration***

Pursuant to the Grand Junction Municipal Code, the Mayor (Principal Executive Officer) has the power to declare that a state of emergency exists if an event has occurred or the threat of such event is imminent. If the Mayor is unable to perform his or her duties, the powers and duties conferred upon the Mayor are delegated to the Mayor Pro Tempore.

With the assistance of the City Attorney's Office, the City Manager, and the Emergency Manager, a *declaration of emergency* is drafted to describe the nature of the emergency, the area threatened, the conditions that have brought it about, and the conditions that would remedy it. The City Manager is responsible for publication of the declaration, dissemination to the public, filing with the City Clerk, and filing with the State of Colorado Division of Homeland Security and Emergency Management. The City Manager also performs the same notification duties if the state of emergency continues or is terminated.

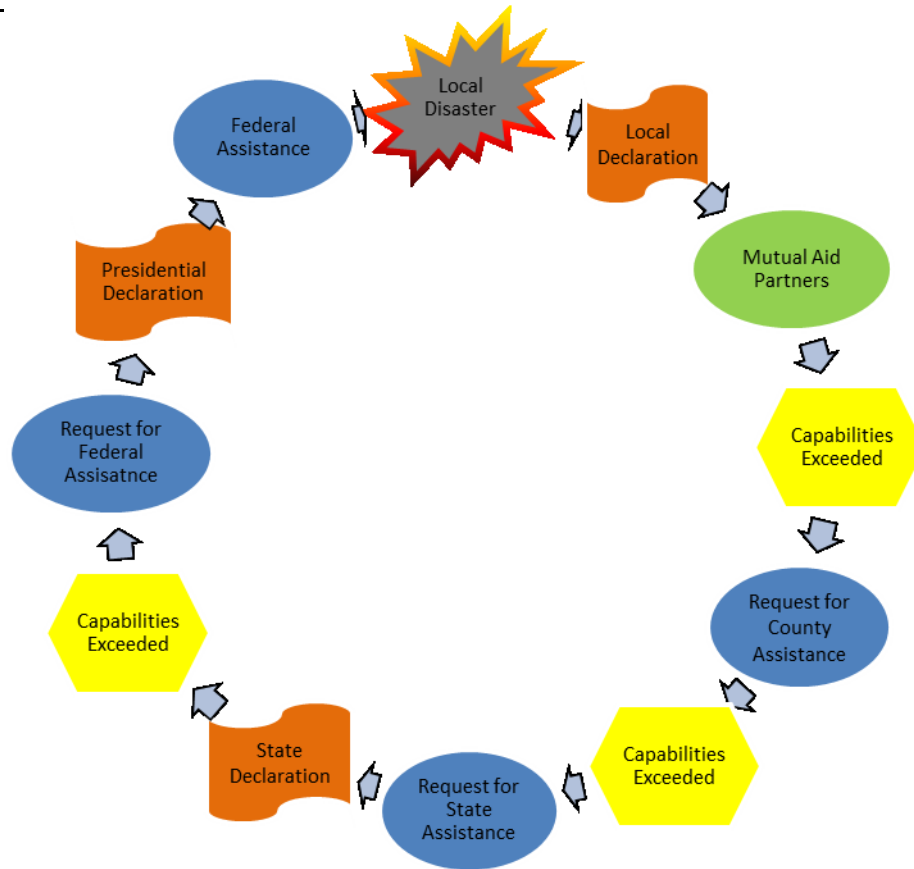
The issuance of a declaration of emergency empowers the City Manager to exercise emergency powers permitted by state and local law and activates all relevant portions of the Emergency Operations Plan (EOP). The City Council convenes to perform its legislative powers as the situation demands, receives reports through the City Manager, and evaluates and enacts policy and other incident support as required. The City Council maintains all of its normal legislative powers throughout the emergency period.

A state of emergency remains in effect until the Mayor or designee, in consultation with State of Colorado Division of Homeland Security and Emergency Management, declares that the threat of danger has passed or that the emergency conditions no longer exist. If the state of emergency lasts for seven days, it will automatically terminate unless the City Council approves a longer duration. The City Council may terminate a state of emergency at any time. The City Manager shall immediately issue a notice affecting the same.

In addition to any other powers granted by applicable state law during a state of emergency, the Grand Junction Municipal Code allows the City Manager to promulgate regulations as he or she deems necessary to protect life and property and preserve critical resources. These regulations may include the following:

- Suspend the provisions of the Grand Junction Municipal Code that prescribe procedures for conduct of City business, if strict compliance would in any way prevent, hinder, or delay necessary action in coping with the emergency.
- Transfer the direction, personnel, or functions of City departments for the purpose of performing or facilitating emergency services.
- Subject to any applicable legal requirements to provide compensation, commandeer or utilize any private property the City Manager finds necessary to cope with the emergency.
- Direct evacuation efforts of persons from any stricken or threatened area within the City if the City Manager deems this action necessary for the preservation of life or other emergency mitigation, response, or recovery measures.
- Prescribe route, mode of transportation, and destination in connection with evacuation.
- Control ingress to and egress from a disaster area, the movement of persons within the area, and the occupancy of premises therein.
- Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives, or combustibles within the City.
- Make provisions for the availability and use of temporary emergency housing.
- Waive all provisions for competitive bidding and may direct the purchasing agent to purchase necessary supplies in the open market at not more than commercial prices.
- Exercise all powers permitted by City charter and state law to require emergency services of any City officer or employee and command the aid of as many citizens of the City as he or she deems necessary in the execution of his or her duties.

The City of Grand Junction will keep the Mesa County Office of Emergency Management informed of activities and provide copies of assistance documentation. The Mesa County Office of Emergency Management will, in turn, coordinate with the State of Colorado Division of Homeland Security and Emergency Management.



If the Governor of Colorado determines that an emergency exists where the primary responsibility for response rests with the State of Colorado, the Governor may unilaterally direct the provision of assistance and will, if practicable, consult with the local jurisdiction.

An example of a Delegation of Emergency can be found in Appendix D.

### ***Delegation of Authority***

Certain events may require the Incident Commander to perform actions beyond the normal scope of their duties as defined by existing laws or policies. In this event, the appropriate City official(s) may need to provide a written delegation of authority.

A delegation of authority allows the Incident Commander to assume command and carry out the specific functions outlined in the delegation of authority. It does NOT relieve the granting authority for the ultimate responsibility of the incident.

A delegation of authority may be required to allow resources from other jurisdictions to operate within the corporate boundaries of the City of Grand Junction (e.g. to allow a Type I, II or III Incident Management Team to operate within the City).

An example of a Delegation of Authority can be found in Appendix F.

## **Continuity of Government**

Effective emergency management operation depends on two important factors to ensure continuity of government. These factors include (1) lines of succession for officials, department heads, and supporting staff; and (2) preservation of vital records.

The activities necessary to maintain continuity of government are addressed and detailed within City Departmental Continuity of Operations Plans (COOPs). The COOP serves a critical role in the overall success of response and recovery efforts and therefore is implemented in any event that affects City-owned property and/or City employees.

Effective emergency operations are inseparable from the concept of Continuity of Operations. The COOP identifies several important factors for assuring continuity of government:

- Well defined and understood lines of succession for officials, department directors, and supervisors.
- Preservation of vital records and critical facilities which are essential to the functions of government and for the protection of rights and interests of the City of Grand Junction and its citizens.
- Setting action priorities for sustained provision of critical services to the community, such as utilities and public safety.

### **Administrative Line of Succession**

To insure the continuity of local government during the management of a major emergency, the line of succession for the City Manager shall be:

- The City Manager
- The Acting / Deputy City Manager
- The Public Works & Utilities Director
- The Fire Chief
- The Police Chief
- Emergency Manager

Each member of the City Leadership Team (Department Directors) is responsible for establishing his or her own specific line of succession.

**Provision of Critical and Essential Services**

The provision of critical and essential services and the means to restore these services is defined and detailed within the Continuity of Operations Plans (COOPs).

Should critical infrastructure be struck by a disaster and rendered unusable, services normally provided by the City of Grand Junction that are life-saving/preserving and critical to sustain the economy shall be maintained or restored as soon as feasible.

**City Administration**

During an emergency or disaster, local government shall determine which normal administrative procedures shall be suspended, relaxed or made optional in order to prevent unnecessary impediments of emergency operations and recovery activities. Any departure from the usual methods of doing business will be specified in the COOP and supporting policies or procedures.

**Finance**

Financial support for emergency operations shall be from funds regularly appropriated to City departments. If the demands exceed available funds, the City Council may make emergency funds available. Additionally, the Mayor has the authority to request assistance under a State Declaration of Disaster / Emergency to receive additional funds for the reimbursement of extraordinary expenditures incurred during the management of a significant event.

City departments designated as the primary agency for an Emergency Support Function (ESF) will be responsible for providing financial support for their operations by working with the Finance Section through the Emergency Operations Center (EOC).

Each City of Grand Junction department is responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills in a timely fashion, and for closing out assignments by working with the Admin & Documentation Section of the EOC.

City of Grand Junction departments or working groups are responsible for documenting all emergency or disaster related expenditures using generally accepted accounting procedures including: logs, records, receipts, invoices, purchase orders, rental agreements, etc. These documents are necessary to support claims, purchases, reimbursements and disbursements.

**Mutual Aid and Inter-Governmental Agreements**



According to C.R.S. §24-33.5-713, “Political subdivisions not participating in inter-jurisdictional arrangements pursuant to this part 7 nevertheless shall be encouraged and assisted by the State of Colorado Division of Homeland Security and Emergency Management to conclude suitable arrangements for furnishing mutual aid in coping with disasters”. The arrangements shall include provision of aid by persons and units in public employ.

Additional emergency or long-term assistance may be rendered through Mutual Aid Agreements for obtaining needed resources from non-impacted, inter/intra-jurisdictional governmental agencies and other organizations.

Where appropriate, Inter-Governmental Agreements shall be established with stakeholders in order to facilitate a rapid and seamless system of support and collaboration during an emergency.

### **Compacts**

Colorado is a member of the Emergency Management Assistance Compact (EMAC). Any Member State may request EMAC assistance when the Governor of the affected state has declared a state of emergency. When Colorado suffers or expects to suffer a major disaster and needs assistance from other states, the Authorized Representative for each state will initiate the EMAC procedures for requesting assistance. Reference: Title 24, Article 60, Part 29 Colorado Revised Statutes, as amended.

### **Training**

Emergency Operations training of local staff will be conducted on a continuing basis. In-house sessions, exercises, actual operations, or sponsored classes are sources for accomplishing this training. See Appendix G for a list of minimum annual training requirements.

During increased readiness conditions, accelerated/refresher training for emergency operations staff and emergency response coordinators may be conducted.

### ***Emergency Operation Plan Implementation***

It is anticipated that most incidents will be reported through the Grand Junction Regional Communications Center (911). First responder organizations will keep the City's Emergency Manager informed of escalating situations that may require coordinated multi-departmental response and/or activation of an Emergency Operations Center (EOC).

Once notified, the Emergency Manager will monitor and/or immediately respond to a situation, implement procedures to notify key personnel, and under direction of the City Manager activate this Emergency Operations Plan (EOP).

Activation of the Emergency Operations Plan (EOP) serves as notice to all municipal departments, and cooperating agencies to shift from normal operations to emergency operations. This may require shifts in mission, staffing and resource allocation.

Disaster responsibilities assigned to municipal departments and employees will parallel normal activities. However, during declared emergencies, staff not otherwise assigned emergency duties may be made available to assist with emergency work.

This EOP will not be implemented for routine emergencies handled by first responders and other organizations. However, if necessary, portions of this plan (such as a particular Emergency Support Functions) may be activated to meet unique needs created by routine emergencies.

If local resources are severely taxed or exhausted, assistance may be requested from neighboring communities by activating mutual aid agreements or contacting the Mesa County Emergency Manager.

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES*****Departmental Roles and Responsibilities*****General**

Most City departments have emergency functions in addition to their normal operations. Each department will develop and maintain its own emergency procedures. Each department should use the responsibilities listed below as a basis for the development of its own procedures. Each department will maintain a list of outside resources and contacts in the event that the City's resources and mutual and automatic aid are exhausted.

**Policy Coordination Group**

- Monitor operations of City departments and assisting/cooperating agencies during all phases of the emergency/disaster.
- Monitor implementation of the City Emergency Operations Plan and mutual aid agreements.
- Issue public proclamations on emergency matters such as evacuations and movement to shelters, utilizing information provided by the Incident Command System.
- Monitor and supporting the Incident Command System.
- Establish an Emergency Public Information Service including approval of information to the media.
- Implement policy for emergency funding, control of expenditures, and allocation of resources to achieve optimum utilization.
- Evaluate the emergency/disaster in terms of the need for a disaster declaration.
- Provide for succession and pre-delegation of emergency authorities.

**Mayor/City Council**

- Announce the existence and the subsequent termination of the emergency. Officially declare a disaster.
- Enact ordinances that authorize the City Manager to initiate and implement actions necessary to protect the lives and property of the citizens of Grand Junction and contracted jurisdictions.
- Declare a local emergency when necessary. Who is considered Principal Executive Officer
- Approve and commit City resources and funds for disaster and emergency purposes
- Issue official orders such as evacuation orders, curfews, and enactment of price controls. This may be directed through the appropriate City department.

- Initiate Intergovernmental liaison and formal requests for outside assistance from other local, county, state and federal jurisdictions.
- Issue requests to the Governor's Office through Mesa County Office of Emergency Management to the State of Colorado Division of Homeland Security and Emergency Management for emergency and disaster declarations, resource requests and financial assistance requests.

**City Manager**

- Implement the Emergency Operations Plan (EOP) in whole or in part as the situation requires.
- Maintain direction and control of all City departments before, during and after an emergency event.
- Establish a policy for expenditures and allocation of funds.
- Develop a plan to ensure that all vital records are identified and protected.
- Request county and/or state assistance if it appears that local resources are inadequate to cope with the emergency.
- Assign City employees as needed to assist with other functions and duties outside of their normal responsibilities.

**City Attorney**

- Provide legal assistance to the City Council, City Manager, and all City departments to include operation of the municipal justice system.
- Prepare emergency disaster declarations and emergency ordinances prior to emergencies or disasters for more rapid enactment.
- Provide interpretation of county, state and federal regulations that relate to disasters.

**All Department Heads**

- Prepare plans and organize their departments to meet emergencies and disasters, both natural and man-made, and assure continuity of government operations during emergency situations. These plans must be consistent with the City of Grand Junction Emergency Operations Plan (EOP).
- Provide support for department personnel to participate in planning, training and exercises, within the department and citywide, on an annual basis.
- Ensure National Incident Management System (NIMS) compliance within department and provide personnel necessary to support emergency/disaster operations.
- Identify functions to be performed during an emergency and assign responsibility for performing those functions to personnel within their departments.

- Ensure that the Emergency Manager is aware of all plans for emergency prevention, response and recovery.
- Provide a ranking staff member/s to the Emergency Operations Center (EOC) to coordinate the department's emergency response/recovery functions with those of other departments and agencies.

### **Emergency Manager**

- Act as the coordinating staff advisor to the City Manager and key City officials during all levels of response to disaster emergencies.
- Monitor implementation of the Emergency Operations Plan (EOP).
- Keep the City Manager and other key officials informed of the emergency situation.
- Work with the Mesa County Emergency Manager and establish the Emergency Operations Center (EOC) and be responsible for its operation.
- Assist with compiling, coordinating and presenting a request to the county, state and federal government for disaster relief assistance.
- Assist the City Manager in evaluating the need for declaring a disaster emergency.
- Maintain the EOP for the City Grand Junction and conduct training exercises as necessary to maintain and improve the response capabilities of all elements in the City.
- Develop private and local government resource lists. Assist in developing written agreements for their effective utilization during emergencies and disasters.
- Coordinate disaster planning, operations, and training exercises with appropriate outside agencies to enhance the integrated emergency management system.
- Represent the City as directed on matters relating to emergency management.
- Keep the State of Colorado Division of Homeland Security and Emergency Management and Mesa County informed of a disaster situation.
- Maintain coordination with neighboring jurisdictions and counties.

### **Police Department**

- Conduct all regularly assigned functions relating to law enforcement in the City of Grand Junction.
- Evacuate people who are or may be threatened by an imminent disaster.
- Control traffic access to the scene of a disaster.
- Plan and coordinate response to hostage situations, as well as civil disturbances.
- Establish mutual aid agreements with local law enforcement jurisdictions.
- Develop an intelligence gathering and analysis capability.
- Provide law enforcement assistance to shelter managers when requested.

- Establish a methodology to control access of persons and vehicles into secured buildings and limited-access areas.
- Establish a resource list of private contractors to supplement City resources to provide scene security and access.
- Disseminate appropriate information from the Colorado Information Analysis Center (CIAC).
- Maintain detailed records of all disaster-related expenditures.

#### **Police/Victim Assistance**

- Coordinate volunteer staffing to help provide services to disaster victims.
- Coordinate with surrounding victim assistance advocates to respond to the event if needed.
- Act as a liaison between the victims of a disaster and other agencies such as Red Cross, Salvation Army, and other referral resources.
- Provide crisis counseling to victims.
- Provide services to emergency services workers who are affected by the disaster.
- Provide follow up with emergency services workers after the event to ensure their mental health needs are met through EAP services.

#### **Grand Junction Regional Communications Center**

- Maintain and operate a mobile command post and provide continuous communications between the disaster scene and EOC in conjunction with the police and fire departments.
- Receive and relay National Warning Service (NAWAS) emergency messages.
- Provide Incident Dispatch Team (IDT) members at Incident Command Post as needed.
- Develop a process for non-public safety responders to access the available radio equipment cache.

#### **Fire Department**

- Provide all regularly assigned departmental functions relating to fire prevention and control so as to minimize the loss of life and property.
- Establish a field command post or supplying personnel to an already established command post in an emergency or disaster situation.
- Respond to and direct operations in hazardous materials incidents.
- Establish and maintain hazardous materials monitoring capabilities.
- Provide decontamination and mitigation during any hazardous materials incident.
- Establish automatic and mutual aid agreements with local fire jurisdictions.

- Coordinate emergency medical transportation to a hospital or other designated emergency medical treatment facility.
- Coordinate emergency medical assistance to all shelters in operation in order of most emergent situation.
- Coordinate emergency medical care triage sites.
- Conduct concurrent search and rescue operations.
- Maintain detailed records of all disaster-related expenditures.

#### **Public Works & Utilities Department**

- Provide emergency traffic engineering and control measures to include signalization. Maintain emergency traffic routes in coordination with police and fire departments.
- Coordinate clearing of major thoroughfares and removal of debris that inhibits or blocks thoroughfares. Coordinate with the state and the appropriate county to clear areas under their jurisdictional authority.
- Establish damage assessment capabilities and procedures for City-owned property.
- Provide snow removal during winter storm conditions for areas under the City's authority. Coordinate with the state and appropriate county to clear area under their jurisdictional authority when necessary.
- Provide a list of department resources and technical support that can be made available to public safety operations and make available when requested.
- Provide assessment of structural conditions of bridges and roadways under the jurisdictional authority of the City. Coordinate with the state and appropriate county to assess the structural conditions of bridges and roadways under their jurisdictional authority when necessary.
- Provide mapping, ownership, and assessment of structural conditions of bridges and roadways.
- Participate in damage assessment activities as necessary.
- Developing pre-incident agreements with local landfills for acceptance of debris from a disaster.
- Provide for the coordination of response of all water and sewer matters.
- As required, shut down systems to prevent damage, monitoring repair and restoration of water distribution and wastewater/sewer systems, including provision of systems to provide emergency sources of potable water for essential City of Grand Junction activities.
- Develop agreements and procedures for working with utility companies that provide services to City of Grand Junction residents and businesses.
- Assist in the coordination of disaster recovery planning efforts as it relates to public buildings.

- Partner with the Mesa County Building Department in the preparation of damage assessment reports as it relates to public buildings.
- Partner with the Mesa County Building Department in recommending which public buildings or structures are retained or demolished.
- Partner with the Mesa County Building Department in the declaration of safe buildings or structures deemed safe for occupancy.
- Maintain records of disaster-related expenses for division activities.

#### **Financial Operations**

- Provide financial advice to the City Council, City Manager, and all City departments.
- Coordinate the development of a damage assessment reporting system to meet post-disaster needs.
- Coordinate all data for damage assessment reports to be forwarded to county, state and federal disaster agencies.
- Maintain records of disaster-related expenses for division activities.

#### **Human Resources**

- Provide administrative and logistical support to City Council, the City Manager, and all departments within the City.
- Provide for the safety and protection of the employees of the City of Grand Junction.
- Provide and track volunteer resources.
- Maintain records of disaster-related expenses for division activities.

#### **Administration/City Clerk**

- Ensure safe keeping of essential and vital City records.
- Collaborate with the Leadership Team to assist in development of documents during an emergency operation.
- Maintain records of disaster-related expenses for division activities.

#### **Administration/Internal Services**

- Develop a plan to keep vital City facilities operating during a disaster.
- Identify alternate facilities for use by the City to carry on essential operations.
- Develop a methodology for purchasing supplies, equipment and services, under emergency conditions.
- Purchase or facilitate the purchase of materials or equipment vital to coping with emergency.
- Provide purchasing assistance to all departments mitigating emergency.



- Provide emergency public information printing needs.
- Maintain records of disaster-related expenses for division activities.

#### **Administration/Information Technology**

- Coordinate the development of a damage assessment reporting system to meet post-disaster needs.
- Insure redundancy and backup of essential City electronic communications, documents and reports.
- Provide GIS mapping as necessary.
- Maintain records of disaster-related expenses for division activities.

#### **Administration/Planning**

- Conduct natural hazard mitigation studies before a disaster occurs and during the post-disaster recovery period to include making appropriate recommendations.
- Implement identified mitigation measures during the development application process.
- Collect and maintain data on significant population relocation.
- Maintain records of disaster-related expenses for division activities.

#### **Administration/ Public Communications**

- Provide timely public information using electronic and traditional media.
- Coordinate all media interview requests.
- Develop messages and prepare sole spokesperson.
- Organize press conferences and briefings.
- Represent City of Grand Junction at the Joint Information Center (JIC) when established.
- Monitor electronic media for information and intelligence that may be of value to decision makers in the Emergency Operations Center (EOC).
- Maintain records of disaster-related expenses for division activities.

#### **Parks and Recreation Department**

- Provide facility supervisors to designated shelters and opening any City of Grand Junction recreation facilities that may be used as a shelter if needed.
- Providing for the safety of citizens who may be in the facilities that are managed by the Parks and Recreation Department at the time of an emergency or disaster.
- Provide snow removal during winter storm conditions for areas under the City's authority.
- Participate in damage assessment activities as necessary.

- Maintain records of disaster-related expenses for division activities.

### **Specific Outside Agencies**

In addition to City departments, specific outside agencies provide emergency functions in addition to their normal operations.

**Red Cross Agency Representative is responsible for:**

- Assisting with evacuation and coordinate sheltering of disaster victims.
- Assisting with provision of food and clothing to disaster victims.
- Establish food distribution points for families and other groups to replenish supplies, as necessary.
- Assist with disaster welfare inquiries.
- Assist with shelter for victims and families.
- Assist in mass feeding of victims and emergency workers.

**County Coroner Agency Representatives are responsible for:**

- Advise City Management/City Council on matters pertaining to handling, disposition and identification of the dead.
- Organizing and training hospital, mortuary, and graves registration support teams.
- Establishing a morgue and directing the identification and burial of the dead.
- Provide public information concerning the deceased.

**Mesa County Voluntary Organizations Active in Disaster (VOAD) is responsible for:**

- Coordinate volunteer response to emergencies and disasters
- Coordinate donations through receiving, warehousing and distribution.

**Lead and Support Responsibility Based on Task**

The following Table #1 outlines which department should have the lead responsibility when dealing with the task identified in the table.

L: Lead Responsibility  S: Support Responsibility  *: Limited Responsibility/ Incident Specific	City Departments														Non-City				
	City Attorney	City Clerk/ Human Resources	City Manager	Emergency Manager	Financial Operations	Fire	Information Technology	GJ Regional Comm Center	Mayor/City Council	Parks and Recreation	Planning	Police	Public Communications	Public Works and Utilities	Internal Services	State/Federal	Hospitals	SD 51 Schools	Non City Utilities
Task																			
Casualty disposition	*			S		S										*	L		
Communications							S	L				S	S						*
Damage assessment	*		*	S	*	L	*				*	S		S		S	*	*	S
Debris removal				S	*					*	*			L		*			S
Decontamination						L						S				*	S		
Direction and control			S	S		S			L			S				*	*		
EOC operations	*		S	L	S	S	*	S				S	S	S		*	S	*	S
Fatalities			*		*	S						S		S					
Liaison with elected officials	*		L	S					S										
Medical/mass casualty	*					L						S					S		
Public information	*		S	S				S	S				L				S		
Records	*	L	*		S														
Recovery coordination	*			L	S						*			S		S			
Resource management	*			S										S	L				
School safety and evacuation				S								S						L	
Security and protection												L	*			*			
Shelter issues	*		*	L	*					*			S					S	
Street maintenance														L					S
Traffic Control												L		S					
Transportation				S	*	*					*			L				S	
Utility emergency				S	*	S	*							S					L
Vital records	S	L	S																
Warning and notification	*			L			S	S				S							

**Table – Departmental Responsibility by Task matrix**

**Lead and Support Responsibility Based on Hazard**

The following Table #2 outlines which department should have the lead responsibility based on the hazard/incident identified in the table.

P: Lead Responsibility S: Support Responsibility *: Limited Responsibility/ Incident Specific	City Departments														Non-City				
	City Attorney	City Clerk/ Human Resources	City Manager	Emergency Manager	Financial Operations	Fire	Information Technology	GJ Regional Comm Center	Mayor/City Council	Parks and Recreation	Planning	Police	Public Communications	Public Works and Utilities	Internal Services	State/Federal	Medical Services	Mesa County Coroner	Non City Utilities
Hazards																			
Drought	*		*	S	*			*	*			S	L		S				S
Aircraft Accident	*		*	S	*	L		S	*		S	S				S	*		
Civil Unrest – terrorism	*		*	S		S		*	*		L	S		*		S	*		
Communication disruption	*		*	S			L	S				S							
Dam failure/contingency	*		S	S	S	S		S	S	*	*	S	S	L	S	*	S	*	S
Earthquake	*		*	S	*	L	*	S	*	*	*	S	S	S	S	S	S	*	S
Flood	*		*	S	*	L	*	S	*	*	*	S	S	S	S	S	S	*	S
HAZMAT	*		*	S		L		*	*			S	S	*	*		S	*	
Mass casualty	*		*	S		L		*	*			S	S	*	S		S	S	
National emergency	*	*	S	S	*	S	*	S	L	*	*	S	S	S	S	*	*	*	*
Radiological	*		*	S		L		*	*			S	S				*	*	
Railroad accident	*		*	S		L		*	*		*	S	S	*			*	*	*
Thunderstorm (wind, hail)	*		*	S		L		*	*			S	S	S			S		S
Tornado (micro burst)	*		*	S		L		*	*	*		S	S	*		*	S	*	S
Urban Fire	*		*	S		L		*	*			S	S				S	*	S
Power interruption	*		*	S		S		*			*	S	S						L
Water contamination	*		*	S		*		S	*			S	S	L		S	*		S
Water/Sewer Interruption	*		*	S								S	L						S
Wildland fire	*		*	S		L		*	*			S	S	*		S	*		
Winter storm	*		*	S		S		*	S			S	S	L	*		S	*	S

**Table 1 - Departmental Responsibility by Hazard matrix**

## **EMERGENCY SUPPORT FUNCTIONS**

When an emergency or disaster situation exceeds capabilities there are certain common types of assistance that are likely to be requested by the Grand Junction Emergency Manager or the Emergency Operations Center (EOC). These common types of assistance have been grouped functionally into fifteen Emergency Support Functions (ESFs).

Participating agencies, City departments and enterprises have been assigned responsibilities for implementing these functions. Assignments are made based upon the department's programmatic or regulatory authorities and responsibilities. Emergency Function Annexes contain detailed information associated with a specific function. Participating agencies, City departments and enterprises should understand the relationship between the Grand Junction, State and the National Emergency Support Functions.

### ***Emergency Support Function Coordinator***

The Emergency Support Function (ESF) Coordinator is the name given to the primary agency representative who has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF Coordinator is carried out through a multi-agency coordination approach as agreed upon collectively by the designated primary agencies. Responsibilities of the ESF Coordinator include:

- Pre-Incident planning and coordination
- Maintaining ongoing contact with ESF primary and support agencies
- Conducting periodic ESF meetings and conference calls
- Coordinating efforts with corresponding private sector organizations
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate

### ***Emergency Support Function Primary Agency***

A local department or agency designated as an Emergency Support Function (ESF) primary agency serves as a local executive representative to accomplish the ESF mission. When an ESF is activated, the primary agency is responsible for:

- Orchestrating local support within their functional area for an affected jurisdiction
- Providing staff for the operations functions at fixed and field facilities
- Notifying and requesting assistance from support agencies.
- Managing mission assignments and coordinate with support agencies
- Working with appropriate private-sector organizations to maximize use of all available resources
- Supporting and inform other ESFs of operational priorities and activities

- Executing contracts and procure goods and services as needed
- Ensuring financial and property accountability for ESF activities
- Planning for short and long term incident management and recovery operations
- Maintaining trained personnel to support interagency emergency response and support teams

***Emergency Support Function Support Agencies***

When an Emergency Support Function (ESF) is activated in response to an incident, support agencies are responsible for:

- Conducting operations, when requested by the primary ESF agency, using their own authorities, subject matter experts, capabilities, or resources
- Participating in planning for short term and long term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first responder standards.
- Assisting in the completion of situation assessments
- Furnishing available personnel, equipment, or other resource support as requested by the primary ESF agency
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- Providing information or intelligence regarding the agency’s area of expertise

***Emergency Support Function Designations***

In order to realize the potential of local capabilities and to integrate and apply resources, departments and support organizations are arranged into one or more of fifteen Emergency Support Functions. The City Emergency Operations Plan attempts to mirror the ESF’s as they are found in the “National Response Framework” and the Mesa County “Emergency Operations Plan”.

These are:

<b>ESF #1—Transportation</b>	Civil transportation support Restoration/recovery of transportation infrastructure Movement restrictions Damage and impact assessment
<b>ESF #2—Communications</b>	Coordination with telecommunications industry Restoration/repair of telecommunications infrastructure Protection and restoration of information resources

**EMERGENCY  
OPERATIONS  
PLAN**

	Warnings—Notifications
<b>ESF #3—Public Works &amp; Engineering</b>	Infrastructure protection and emergency repair Infrastructure restoration Engineering services, construction management Critical infrastructure liaison
<b>ESF #4—Firefighting</b>	Firefighting Activities Resource Support
<b>ESF #5—Emergency Management</b>	Coordination of incident management efforts Management of Emergency Operations Center (EOC)
<b>ESF #6—Mass Care, Housing, and Human Services</b>	Mass Care Disaster Housing Human Services Sheltering Volunteer and Donations Management
<b>ESF #7—Resource Support</b>	Resource support (facility space, office equipment, supplies, contracting services, etc.) Financial Management
<b>ESF #8—Public Health &amp; Medical</b>	Public Health Medical (EMS & Hospital) Mental Health Mass Fatality and Mortuary Services
<b>ESF #9—Search and Rescue</b>	Life-saving Assistance
<b>ESF #10—Oil &amp; Hazardous Materials Response</b>	Hazardous Materials Response (CBRNE) Environmental safety and short and long term cleanup
<b>ESF #11—Agriculture</b>	Nutrition Assistance Animal and plant disease/pest response Food safety and security
<b>ESF #12—Energy and Public Utilities</b>	Energy infrastructure assessment, repair and restoration Energy Industry utilities coordination
<b>ESF #13—Public Safety and Security</b>	Facility and resource security Security planning, technical and resource assistance Public safety/security support Support to access, traffic, and crowd control
<b>ESF #14—Long Term Community</b>	Recovery and Mitigation Social and economic community impact assessment Long term community recovery assistance to local governments and the private sector Mitigation analysis and program implementation
<b>ESF #15—External Affairs</b>	Emergency public information and protective action guidance Media and community relations Support to on scene incident management Management of Joint Information Center (JIC)



**APPENDICES**

- A. Emergency Support Function Annexes
- B. Glossary
- C. List of Acronyms
- D. Disaster Declaration
- E. Proclamation of Disaster
- F. Delegation of Authority
- G. Employee Emergency Training Plan
- H. Elected Officials Guide to Disaster
- I. Hazard Specific Annexes

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**Appendix A – Emergency Support Function Annexes**

**Emergency Support Function #1—Transportation Annex**

ESF Coordinator: City of Grand Junction Public Works and Utilities

Supporting Agencies: Administration/ Fleet Services  
Mesa County Regional Transportation Planning Office  
School District 51  
First Student Transportation  
Grand Valley Transit  
Law Enforcement Agencies

**Purpose**

ESF #1 supports the departments/agencies requiring transportation needs for an actual or potential incident or disaster.

**Scope**

ESF #1 is designed to provide for coordination, control, and allocation of transportation assets in Grand Junction in support of the movement of emergency resources including the evacuation of people, and the redistribution of food and fuel supplies.

ESF #1 is responsible for damage and impact assessment, transportation restrictions, and restoration and recovery of the transportation infrastructure.

**Policies**

Local transportation planning employs the most effective means of transporting resources, including commercial transportation capacity, and capacity owned or operated by local agencies.

Local transportation planning recognizes policies and plans used to control the movement of relief personnel, equipment, and supplies, as well as determining precedence of movement.

Movements of local personnel, equipment, and supplies are managed through prioritizing shipments. To facilitate the prompt deployment of resources, priorities for various incidents are developed and maintained through an interagency process led by the City of Grand Junction Public Works and Utilities Department prior to an incident to facilitate the prompt deployment of resources. Each ESF is responsible for compiling, submitting, and updating information for inclusion in the ESF #1 prioritized shipments.

Local departments and agencies are encouraged to use ESF #1 services. To ensure the

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orderly flow of resources, departments and agencies should advise ESF #1 or the Emergency Operations Center (EOC) of all transportation movements arranged independently from ESF #1 activity.

ESF#1 is responsible for providing a structure for managing and coordinating the complex operations of the transportation system. This includes the deployment of resources into and out of the incident area and the coordination of transportation recovery, restoration, and safety/security. ESF #1 also provides a means of facilitating or restricting the movement of personnel and goods as necessary.

The City of Grand Junction Public Works and Utilities Director or designee provides direction for the ESF #1 mission locally.

Communications shall be established and maintained with ESF #5—Emergency Management to report and receive assessments and status information, and with ESF #7—Resource Support.

All approved requests for local assistance and mission assignments for transportation support are to be submitted to ESF #1 in the Emergency Operations Center for prioritization.

#### **Initial Actions**

Upon notification, a department representative will respond to the EOC as a member of the Mesa County Multi Agency Coordination Group (MACG).

Responsible for situation assessment (incident situation and damage assessment information) and determination of resource needs of the local incident commander(s).

Coordinates incident resource needs and determines and resolves as necessary, issues regarding resource shortages and resource ordering issues.

Maintains current inventories of transportation service facilities, equipment, and key personnel throughout Grand Junction.

Coordinates with appropriate local agencies to facilitate the movement of people and goods to, from, and within the incident area, and participates in decisions regarding issues such as movement restrictions, critical facilities closures, and evacuations.

Coordinates the provision of transportation services in support of local agencies.

Coordinates the recovery, restoration, and safety/security of the transportation infrastructure.

Manages the financial aspect of the ESF#1 response.

Works with other local transportation departments and industry partners to assess the damage to the transportation infrastructure and analyze the impact of the incident on transportation operations, reporting promptly as changes occur.

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**Emergency Support Function #2—Communications Annex**

ESF Coordinator: Grand Junction Regional Communications Center (GJRCC)  
Supporting Agencies: ARES/RACES  
IT/IS Departments  
Mesa County SARC  
National Weather Service

**Purpose**

ESF #2 is responsible for public notification of an incident or disaster and to provide communications support to local response efforts during an emergency.

**Scope**

ESF #2 is the central point for warnings and notifications of an incident and/or evacuation orders to the general public and local emergency responders of an incident or disaster.

ESF #2 coordinates actions to provide the required telecommunications (e.g., radio, telephone, and paging systems) and the restoration of the telecommunications infrastructure. ESF #2 supports all local agencies in the procurement and coordination of telecommunications services from the telecommunications and information technology (IT) industry during an incident response.

Communications is information transfer and involves the technology associated with the display, transfer, interpretation, and processing of data among persons, places and machines.

**Initial Actions**

Upon notification, an Agency Representative will respond to the Mesa County EOC as a member of the Mesa County Multi Agency Coordination Group (MACG).

GJRCC will identify communications requirements, monitor the developing situation/response, document incident information, and provide incident status information to the Emergency Operations Center (EOC).

ESF #2 monitors the status of situations that have the potential for developing into an incident requiring additional communications resources.

ESF #2 coordinates with communications service providers to facilitate the prioritizing of requirements as necessary when providers are unable to satisfy all communications services requirements, when there are conflicts between multiple incidents, or when the allocation of available resources cannot be fully accomplished at the incident level.

ESF #2 coordinates with appropriate government and industry representatives in support of

Multi Agency Coordination Group (MACG) requests to meet user requirements for communication assets.

When ESF #2 is activated, the GJRCC may request assistance from other communication centers in the Northwest All Hazard Emergency Management (NWAHEM) Region. Assistance may be deployed to the scene of an incident, to assist in the GJRCC or at the EOC.

ESF #2 will advise the EOC when communications problems are expected in the incident area to enable activation of other communications resources.

ESF #2 identifies communications assets available for use within the affected area.

ESF #2 facilitates the implementation of a pre-established incident communications plan (ICS 205) or the development of an incident specific communications plan.

ESF #2 obtains information from ESF #1—Transportation relative to road, rail, and other transportation conditions in the area and whether they can be used to get mobile telecommunications systems into the area.

ESF #2 assesses the availability of back-up communications systems. Any unresolved communications requests should be forwarded to the EOC and the State EOC.

ESF #2 coordinates communications support from State and other local governments, and voluntary relief organizations, (ARES/RACES, SARC, etc.) as necessary.

ESF #2 conducts measurements necessary to identify damaged critical communications infrastructure assets, repair, reconstitute, and secure communications, and coordinate actions to protect these assets from further damage.

### **Support Agencies**

Support agencies provide personnel to the EOC as requested, to assist ESF operations and provide reports to ESF #2. All departments and agencies, as appropriate, identify staff liaisons or points of contact to provide technical and subject matter expertise, data, advice, and staff support for operations that fall within the responsibility of each department/agency. Support capabilities of other organizations may be used as required and available.

ARES/RACES provide communications to the State EOC regarding the emergency or disaster area.

ESF #2 develops in cooperation with other agencies, plans and capabilities for the Emergency Preparedness Network (EPN), Emergency Alert System (EAS), and other notification systems.

ESF #2 will maintain a record of all equipment and services provided.

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**Emergency Support Function #3—Public Works and Engineering Annex**

ESF Coordinator: Grand Junction Public Works & Utilities Department

Supporting Agencies: Mesa County Public Works Department/Building Department  
Fruita Public Works Department  
Ute Water Conservancy District  
City Attorney

**Purpose**

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of domestic incident management to include preparedness, prevention, response, recovery, and mitigation actions.

**Scope**

Evaluate, maintain and restore public roads, bridges, and drainages. Support private sector access in support of the restoration of critical infrastructure (i.e., electrical, gas, communications, and water lines).

ESF #3 actions include conducting pre and post incident assessments of public works and infrastructure.

ESF #3 executing emergency contract support for life-saving and life-sustaining services.

Provide technical assistance to include engineering expertise, construction management, contracting, and real estate services.

Provide emergency repair of damaged infrastructure and critical facilities and other recovery programs.

**Policies**

Local governments are responsible for their own public works and infrastructures and have the primary responsibility for incident prevention, preparedness, response, and recovery.

ESF #3 facilitates and coordinates private sector entities to ensure integration into the planning and decision making processes.

ESF #3 facilitates and coordinates agencies providing public works and infrastructure support.

**Initial Actions**

Upon notification, an agency representative will respond to and staff the Emergency

Operations Center (EOC).

Coordinate and support infrastructure risk and vulnerability assessments.

Participate in pre-incident activities, such as pre-positioning assessment teams and contractors.

Participate in post incident assessments of public works and infrastructure to help determine critical needs and potential workloads.

Provide emergency contracting support for life saving and life sustaining services, to include providing potable water, ice, emergency power, and other emergency commodities and services.

Provide assistance in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety. Also, provide structural specialist expertise to support inspection of mass care facilities and urban search and rescue operations.

Provide emergency repair of damaged infrastructure and critical public facilities (temporary power, emergency water, sanitation systems, etc.). Support the restoration of critical flood control and other water infrastructure systems. Where appropriate, activities to restore infrastructure.

Responsible for providing technical assistance, engineering, and construction management resources, contracting, inspection of private/commercial structures and real estate services during response and recovery activities.

Responsible for recovery resources and support assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged public facilities and the facilities of certain qualified private non-profit organizations.

Manage, monitor, and or provide technical advice in the clearance, removal, and disposal of contaminated and uncontaminated debris from public property and the re-establishment of routes into impacted areas. The scope of actions related to contaminated debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal of contaminated debris and soil. The management of contaminated debris is coordinated with ESF #10—Hazardous Materials Response.

Priorities are determined jointly with other local agencies.

Support agency representatives co-locate with ESF #3 field personnel to coordinate support with their agencies as necessary.



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**Emergency Support Function #4—Firefighting Annex**

ESF Coordinator: City of Grand Junction Fire Department

Supporting Agencies: Lower Valley Fire Protection District  
Clifton Fire Protection District  
Mesa County Sheriff Wildland Fire Team  
Lands End Fire Protection District  
Central Orchard Mesa Fire Protection District  
East Orchard Mesa Fire Protection District  
Palisade Fire Protection District

**Purpose**

Manage and coordinate firefighting activities, including the detection and suppression of fires on state and local lands and provide personnel, equipment, and supplies in support of agencies involved in urban and wildland firefighting operations.

**Scope**

The management of a large firefighting operation is complex, often involving many different agencies and local jurisdictions. Fires resulting from or independent of, but coincident with, a catastrophic event will place extraordinary demands on available resources and logistics support systems.

ESF #4 supports structural and wildfire operations through close coordination with other local, state, and federal agencies. ESF #4 coordinates firefighting support to disaster response and recovery operations that may not be directly fire related.

**Policies**

The Colorado Emergency Resource Mobilization Plan specifies procedures for the mobilization and coordination of fire and rescue services statewide to respond to any type of emergency requiring additional resources. ESF #4 will use the Mobilization Plan to obtain additional resources as needed.

Cities and other fire protection organizations are responsible for requesting state support through the appropriate county emergency management agency when an incident exceeds local capabilities.

Ordering and tracking of resources is accomplished through activation of the State Emergency Operations Center’s Resource Ordering and Status System (ROSS) dispatch function.

Coordination with local and State fire suppression organizations is accomplished under the ICS system.

**Initial Actions**

Establish firefighting and support organizations, processes, and procedures outlined in the incident command system.

Upon notification, an Agency Representative will respond to the Emergency Operations Center (EOC) as a member of the Mesa County Multi Agency Coordination Group (MACG).

Responsible for situation assessment (incident situation and damage assessment information) and determination of resource needs of the local incident commander(s).

Coordinates incident resource needs and determines and resolves as necessary, issues regarding resource shortages and resource ordering issues.

Maintains current inventories of fire service facilities, equipment, and key personnel throughout the City and contracting jurisdictions.

Implements the Colorado Emergency Resource Mobilization Plan.

Assumes responsibility for coordinating and tracking fire resources committed to an incident.

Plans for and establishes relief resources to replace or rotate with committed resources for extended operations.

Obtains and submits situation and damage assessment reports and provides information to the EOC.

Maintains appropriate records of costs incurred during an event for all fire resources.

Requests supporting agencies document any lost or damaged equipment and personnel or equipment accidents.

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**Emergency Support Function #5—Emergency Management Annex**

ESF Coordinator: City of Grand Junction Emergency Manager

Supporting Agencies: City Departments  
Mesa County Office of Emergency Management  
Local Agencies

**Purpose**

Emergency Support Function (ESF) #5 – Emergency Management is responsible for supporting overall activities of local government for incident management. ESF #5 provides the core management and administrative functions of the Emergency Operations Center (EOC).

**Scope**

ESF #5 provides the overall coordination function for all incidents regardless of hazard, degree of complexity, or duration, and therefore, is activated at some level for all potential and actual incidents of national significance.

ESF #5 includes those functions critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual emergencies/disasters in the county. This includes alert and notification, deployment and staffing of special teams, incident action planning, situation reporting, coordination of operations, logistics, and material, direction and control, information management, facilitation of requests for state assistance, resource acquisition and management (to include allocation and tracking), personnel management, facilities management, financial management, and other support as required.

**Policies**

The City’s Emergency Manager is responsible for establishing the local support infrastructure in the affected municipality or county in anticipation of requirements for prevention, response, and recovery assistance.

Requests for City disaster declarations to enable funding through State and Federal assistance programs should be coordinated through the Mesa County Office of Emergency Management.

Provides the information link between the City EOC, County EOC and the State EOC. Serves as the centralized conduit for local situation reports to the State EOC from the various incidents and ESFs.

Coordinates departments and agencies to participate in the incident action planning process.

Establishes required field facilities, supplies, and equipment to support activities related to the management of incidents. These facilities include, but are not limited to the EOC, Joint Information Center (JIC), Mobilization Centers, Staging Areas, and Disaster Recovery Centers.

Supports the implementation of mutual aid agreements to ensure a seamless resource response to affected jurisdictions.

Responsible for notifying the Mesa County EOC and/or State EOC of potential threats to enable the elevation of operational response postures or the pre-positioning of assets.

Coordinates with the Mesa County Emergency Manager on emergency/disaster declaration and requests for State and Federal assistance under the Stafford Act.

**Initial Actions**

When an incident occurs or has the potential to occur, ESF #5 activates and staffs the EOC. Actions include alert, notification, and situation reporting.

Makes initial contact with the affected jurisdictions and reviews capabilities and shortfalls as a means of determining initial response requirements for regional or state support.

Collects emergency/disaster information and monitors potential or developing incidents and support efforts of local and regional field operations.

Provides situation reports and other information as required to the State EOC and Mesa County Emergency Manager.

Maintains constant communications with the State EOC and Mesa County Emergency Manager and provides periodic updates to coordinate operations.

Activates the ESFs required to handle the threat or incident at hand, issues initial activation mission assignments and establishes reporting and communications protocols with the activated agencies and departments.

Requests from the State EOC and the deployment of special teams including the Colorado National Guard, the National Emergency Response Team, Mobile Emergency Response Support, National Disaster Medical System, Civil Support Teams and Urban Search and Rescue Teams.

Develops schedule for staffing and operating the EOC from activation to deactivation.

Provides immediate, short-term, and long-term planning functions in coordination with the other ESFs engaged in the operation and with those who are operating under agency statutory authorities. Coordinates with the State and County for recovery operations until the operation is suspended and no longer necessary.

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**Emergency Support Function #6—Mass Care, Housing, and Human Services**

ESF Coordinator: Mesa County Voluntary Organizations Active in Disaster (VOAD)

Supporting Agencies: Mesa County Department of Human Services  
American Red Cross  
Salvation Army  
Mesa County Animal Services

**Purpose**

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual disasters. This includes non-medical mass care, housing, and human services needs of individuals and or families impacted by the incident.

ESF #6 provides the coordination of sheltering, feeding, bulk distribution of supplies, and emergency first aid following an emergency or disaster requiring the assistance of local government.

**Scope**

ESF #6 includes three primary functions: Mass Care, Housing, and Human Services.

Mass care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief efforts.

Housing involves the provision of assistance for short-and long-term housing needs of victims.

Human Services include providing victim related recovery efforts such as mental health counseling, identifying support for persons with special needs, and expediting processing of new benefits claims.

Ensures coordination with ESF #11 for animal related services and emergencies.

**Initial Actions**

Upon notification, an Agency Representative will respond to the Emergency Operations Center (EOC) as a member of the Mesa County Multi Agency Coordination Group (MACG).

Responsible for situation assessment using the EOC situation worksheet and determination of resource needs of the local incident(s).

Coordinates the overall efforts of volunteer organizations and other spontaneous

volunteers.

Responsible for the administration of Individual and Family Grant Programs in Presidential declared disasters in the City.

**Supporting Agencies**

Agency	Functions
American Red Cross Salvation Army Volunteer Organizations	<ul style="list-style-type: none"> <li>• Provide emergency shelters, temporary housing and other assistance to displaced citizens.</li> <li>• Maintenance of current listings and contracts of available shelters.</li> <li>• Provision of food, beverages and other assistance to emergency response personnel and emergency relief workers.</li> <li>• Management of donated goods, including cash, food, cleaning supplies, blankets, building materials, tools, toiletries and personal items.</li> <li>• Provision of damage assessment information upon request.</li> </ul>

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**Emergency Support Function #7—Resource Support Annex**

ESF Coordinator: City of Grand Junction Emergency Manager

Supporting Agencies: Mesa County Office of Emergency Management

**Purpose**

ESF #7 Resource Support is to support logistical and resource support to local entities involved in emergency response and recovery efforts for an emergency or disaster that impacts local jurisdictions. This consists of emergency relief supplies, facility space and office equipment

**Scope**

ESF #7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial response phase following a disaster. This support includes locating, procuring, and issuing resources, such as supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment, generators, and transportation.

Each department/agency is responsible for tracking the use of its own resources.

Inter-department/agency coordination of resource and financial information is needed in order to determine cumulative disaster expenditures and costs.

The Northwest All Hazard Emergency Management Regional Resource Mobilization Guide provides for mobilization when the magnitude of the incident exceeds the capabilities of routinely available mutual aid and requires full mobilizations of county resources. The Northwest All Hazard Emergency Management Regional Resource Mobilization Guide will only be utilized in response to an emergency or disaster situation that has exceeded the capabilities of available local resources, including those available through existing agreements (e.g., mutual aid)

Mutual aid agreements provide for rapid assistance from neighboring jurisdictions to meet the immediate needs of an emergency situation demanding resources beyond those available from the local jurisdiction.

Resource mobilization may be requested when a non-stabilized incident or simultaneous incidents presenting a clear and present danger to life and property, and requiring, in addition to local resources and mutual aid, the deployment of additional resources.

**Initial Actions**

- Upon determining that all available local and mutual aid resources have been used, available resources are inadequate to achieve incident stabilization/control and additional resources are required, the local Incident Commander will determine:

- Specific number, type and kind of resources required
- Assignment intended for mobilized resources
- Assembly point and contact for mobilized resources
- Radio frequency assignment for incoming mobilized resources

The local Incident Commander will request approval for mobilization of regional resources from the local authorities having jurisdiction. Convey all of the above information, together with a resource and situation status report, to the local authority.

The Incident Commander is responsible for contacting the City's Emergency Manager and providing the following information:

- Agencies mobilized
- Estimated time of arrival
- Current Situation Status
- Current Resource Status

For all incidents obtaining regionally deployed resources, at the close of each operational period, the Incident Commander will provide the City's Emergency Manager with a situation report.

The City's Emergency Manager, when notified of a request for mobilization of regional resources, will notify the Grand Junction Regional Communications Center of the request for mobilization.



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**Emergency Support Function #8—Public Health and Medical Annex**

ESF Coordinator: Mesa County Health Department

Supporting Agencies: City of Grand Junction Fire Department  
St. Mary’s Hospital  
Community Hospital  
Family Health West  
U.S. Veterans Medical Center

**Purpose**

ESF #8 provides the mechanism for coordinated assistance in response to public health and medical care needs (to include veterinary and/or animal health issues when appropriate) for potential and/or actual incidents and/or during a developing potential health and medical situation.

**Scope**

ESF #8 provides supplemental assistance to the local community in identifying and meeting the public health and medical needs of victims of an emergency or disaster. This support is categorized in the following core functional areas:

- Assessment of public health/medical needs (including behavior health)
- Public health surveillance
- Medical care personnel
- Medical equipment and supplies

**Policies**

ESF #8 coordinates all response actions consistent with the Mesa County Health Department Emergency Operations Plan (EOP).

To ensure patient confidentiality, the release of medical information by ESF #8 is in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

In the event of a zoonotic disease outbreak, or in coordination with ESF #11—Agriculture and Natural Resources during an animal disease outbreak, public information may be released after consultation with the U.S. Department of Agriculture (USDA).

**Initial Actions**

Upon notification, an Agency Representative will respond to the Emergency Operations Center (EOC) as a member of the Mesa County Multi Agency Coordination Group (MACG).

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Responsible for situation assessment using the EOC situation worksheet and determination of resource needs of the local incident(s).

Emergency medical services, hospitals, public health agencies, long-term care facilities, and mortuary services will provide layered levels of response activities to handle day to day occurrences that require their expertise. Once an agency knows that the circumstances are beyond their capability of what their agency can provide, or that additional regional resources or expertise are required, the agency will contact the Mesa County Public Health Department Director.

Upon notification of a potential or actual incident, ESF #8 will consult with the appropriate organizations to determine the need for assistance according to the functional areas listed below:

**Assessment of Public Health/Medical needs:** This function includes the assessment of public health care system/facility infrastructure.

**Health Surveillance:** In coordination with local and state health agencies, ESF #8 will enhance existing surveillance systems to monitor the health of general population and special high risk populations, carry out field studies and investigations, monitor injury and disease patterns and potential disease outbreaks, and provide technical assistance and consultation on disease and injury prevention and precautions.

**Medical Care Personnel:** In coordination with local agencies, ESF #8 will conduct an assessment of medical care personnel availability and needs. ESF #8 may request local support from the Medical Reserve Corp and may seek individual clinical health and medical care specialists from local agencies.

**Health/Medical Equipment and Supplies:** In addition to deploying assets, ESF #8 will be responsible for requesting the Strategic National Stockpile (SNS), medical equipment and supplies, including medical diagnostic, radiation-emitting devices, pharmaceuticals, and biological products in support of immediate medical response operations and.

**Patient Evacuation:** ESF #8 should ensure coordination with ESF #1—Transportation, to provide support for the evacuation of seriously ill or injured patients to locations where hospital care or outpatient services are available.

**Patient Care:** ESF #8 may task its components and the Medical Reserve Corp to provide available personnel to support inpatient hospital care and outpatient services to victims who become seriously ill or injured regardless of the location (which may include mass shelters).

**Food Safety and Security:** ESF #8 in cooperation with ESF #11, may task its components to ensure the safety and security of federally regulated food.

**Agriculture Safety and Security:** ESF #8 and ESF #11 may task its components to ensure the

safety and security of food producing animals, animal feed, and therapeutics.

**Worker Health and Safety:** ESF #8 may request support from the Department of Labor (DOL) and other cooperating agencies, as needed, to assist in monitoring the health and well-being of emergency workers; performing field investigations and studies addressing worker health and safety issues; and providing technical assistance and consultation on worker health and safety measures and precautions.

**All Hazard Public Health and Medical Consultation, Technical Assistance, and Support:** ESF #8 may task its components to assist in assessing public health and medical effects resulting from all hazards. Such tasks may include assessing exposures on the general population and on high risk population groups; conducting field investigations, including collection and analysis of relevant samples; providing advice on protective actions related to direct human and animal exposures, and on direct exposure through contaminated food, drugs, water supply, and other media; and providing technical assistance and consultation on medical treatment, screening, and decontamination of injured or contaminated individuals.

**Public Health and Medical Information:** ESF #8 may task its components to provide public health, disease, and injury prevention information that can be transmitted to members of the general public who are located in or near areas affected. If a Joint Information Center (JIC) is activated ESF #8 should ensure coordination with the JIC on release of information.

**Vector Control:** ESF #8 may request assistance from other ESF #8 organizations, as appropriate, to assist in assessing the threat of vector-borne diseases; conducting field investigations, including the collection and laboratory analysis of relevant samples; providing technical assistance and consultation on protective actions regarding vector-borne diseases; and providing technical assistance and consultation on medical treatment of victims of vector-borne diseases.

**Potable Water/Wastewater and Solid Waste Disposal:** ESF #8 in coordination with ESF #3—Public Works and Engineering and ESF #10—Oil and Hazardous Materials Response as appropriate, may request assistance from other organizations as appropriate, to assist in assessing potable water, wastewater, solid waste disposal issues, and other environmental health issues; conducting field investigations, including collection and laboratory analysis of relevant samples; providing water purification and wastewater/solid waste disposal equipment and supplies; and providing technical assistance and consultation on potable water and wastewater/solid waste disposal issues.

**Victim Identification and Mortuary Services:** ESF #8 may be requested to assist the Mesa County Coroner in providing victim identification and mortuary services and establishing temporary morgue facilities.

**Protection of Animal Health:** ESF #8 in coordination with ESF #11, protects the health of livestock and companion animals by ensuring the safety of the manufacture and distribution

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of foods and drugs given to animals used for human food production, as well as companion animals.

### **Supporting Agencies**

#### American Red Cross

- Provides emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, supportive counseling, and health care for minor illnesses and injuries to incident victims in mass care shelters.
- Assists community health personnel subject to staff availability.
- Provides supportive counseling for the family members of the dead, injured, and others affected by the incident.
- Provides available personnel to assist in temporary infirmaries, immunization clinics, morgues, hospitals, and nursing homes. Assistance consists of administrative support, logistical support, or health services support within clearly defined boundaries.
- Inform families of available health resources and services, and make appropriate referrals.
- Provides coordination for uploading appropriate casualty/patient information from ESF #8 into the Disaster Welfare Information System.
- In coordination with Mesa County Animal Services, refer all concerns regarding animal health care, safety, or welfare to American Veterinary Medical Association contact(s) in the disaster area, as appropriate. These contact people are veterinarians affiliated with national, state, or local veterinary associations.

#### Mesa County Medical Reserve Corp

- Provide highly skilled, well-trained civilian volunteers in the event of a public health emergency.

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**Emergency Support Function #8(a)—Mental Health**

ESF Coordinator: Mesa County Health Department

Supporting Agencies: American Red Cross  
Colorado West Regional Mental Health  
Mesa County Department of Human Services  
Mesa County School District 51  
Private Practitioners in Mesa County  
Salvation Army

**Purpose**

ESF #8(a) provides for an efficient, coordinated, effective response to the mental health needs of those affected by a disaster in Grand Junction. This includes addressing needs of victims, families, rescue personnel, and others in the community to assist them in the immediate aftermath of a disaster.

**Scope**

ESF #8(a) provides supplemental assistance to the local community in identifying and meeting the mental health needs of victims of an emergency or disaster.

ESF #8(a) acknowledges that an emergency, disaster or terrorist event would raise the stress level in victims and responders, affecting their mental and emotional well-being and decreasing their ability to cope with daily life on an ongoing basis.

**Initial Actions**

Upon notification, an Agency Representative will respond to the Emergency Operations Center (EOC) as a member of the Mesa County Multi Agency Coordination Group (MACG).

Responsible for situation assessment using the EOC situation worksheet and determination of resource needs of the local incident(s).

ESF #8(a) will coordinate and track all mental health resources.

ESF #8(a) will provide general information regarding mental health to the Joint Information Center (JIC) in coordination with ESF #15—External Affairs.

ESF #8(a) will maintain the Mental Health Coalition response plan and provide ongoing training on a regular basis as well as maintain a database of responders.

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**Emergency Support Function #9—Search and Rescue Annex**

ESF Coordinator: City of Grand Junction Fire Department

Supporting Agencies: Mesa County Sheriff’s Office  
Mesa County S.A.R.C.  
Civil Air Patrol

**Purpose**

ESF #9 integrates the Search and Rescue system around a core of task forces prepared to deploy immediately and initiate operations in support of ESF #9. These task forces are staffed primarily by local volunteers who are highly trained and experienced in search and rescue operations and possess specialized expertise and equipment.

**Scope**

ESF #9 responsibility is granted by statute to the Sheriff of each county in Colorado. Search and Rescue activities may include:

Searches and rescues in the wilderness or urban areas for lost, missing, or endangered persons.

- Surface or underwater searches of lakes, ponds, or rivers.
- Searching for downed or missing aircraft.

The State of Colorado has signed an agreement with the Air Force Search and Rescue (SAR) Coordinator for the Inland Region in support of the National Search and Rescue Plan. This agreement provides County Sheriffs with the ability to contact Air Force air assets directly or via the Colorado Division of Homeland Security & Emergency Management (CDHSEM) or the Colorado Search and Rescue Board (CSRB).

**Initial Actions**

Upon notification, an Agency Representative will respond to the Emergency Operations Center (EOC) as a member of the Mesa County Multi Agency Coordination Group (MACG).

Responsible for situation assessment using the EOC situation worksheet and determination of resource needs of the local incident(s).

ESF #9 is responsible for coordination of search and rescue missions within their jurisdiction. All SAR operations will be managed under the Incident Command System.

The Civil Air Patrol is responsible for conducting and coordinating all lost, missing and overdue aircraft searches in cooperation with the County Sheriff in whose jurisdiction such searches may take place.

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**Emergency Support Function #10—Oil and Hazardous Materials Response**

ESF Coordinator: City of Grand Junction Fire Department (Designated Emergency Response Authority) (DERA)

Supporting Agencies: City of Grand Junction Police Department  
Lower Valley Fire Protection District  
Clifton Fire Protection District  
Lands End Fire Protection District  
Central Orchard Mesa Fire Protection District  
East Orchard Mesa Fire Protection District  
Palisade Fire Protection District  
City of Grand Junction Public Works & Utilities Department  
Colorado State Patrol  
Mesa County Public Health Department  
Mesa County Local Emergency Planning Committee (LEPC)  
Private Industry

**Purpose**

ESF #10 provides for a coordinated response to actual or potential oil and hazardous materials incidents. ESF #10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents.

**Scope**

Hazardous materials addressed under the Emergency Operations Plan (EOP) include chemical, biological, and radiological substances, whether accidentally or intentionally released. These include certain chemical, biological, and radiological substances considered weapons of mass destruction (WMD).

ESF #10 describes the lead coordination roles, the division and specification of responsibilities among various agencies, and the regional and onsite response organizations, personnel, and resources that may be used to support response actions.

**Policies**

The Grand Junction Fire Department (GJFD), as a Designated Emergency Response Authority (DERA), is the primary response authority for incidents on Federal, State, or County highways and local municipal streets. As the DERA, the GJFD is authorized by statute to provide support to other local governments at the request of another DERA, or under established mutual aid.

Federal Occupational Safety and Health Administration (OSHA) 1910.120

Hazardous materials inventory, containment, and emergency planning services under the Superfund Amendment and Reauthorization Act of 1986 (S.A.R.A.) also known as the Emergency Planning and Community Right to Know Act of 1986.

All participating agencies/departments will operate under the principles and features of the Incident Command System.

**Initial Actions**

Upon notification, an Agency Representative will respond to the Emergency Operations Center (EOC) as a member of the Mesa County Multi Agency Coordination Group (MACG).

Responsible for situation assessment using the EOC situation worksheet and determination of resource needs of the local incident(s).

Provide technical assistance when requested by local jurisdictions or the incident command authority.

Provide personnel to manage technical/safety requirements during hazardous material/terrorist incidents.

Deploy hazardous materials response teams to provide technician level response to mitigate an actual or potential release of hazardous materials at a transportation or fixed facility incident/accident.

Provide and/or participate in on-scene command and control utilizing unified command principles when necessary.

ESF #10 will ensure that the owner of a hazardous substance and the operator of any vehicle or other conveyance by which a hazardous substance is moved or transported, in the case where a hazardous substance incident occurs during movement or transport, shall be jointly and severally responsible for properly cleaning up, transporting, and disposing of the residue of the hazardous substance incident. "Proper cleanup, transport, and disposal" shall mean actions in compliance with all federal and state laws and regulations pertaining to the particular hazardous substance or residue thereof, as the case may be. All such owners and operators shall cooperate with the Designated Emergency Response Authority and shall provide all reasonably available means, personnel and equipment to affect the proper cleanup, transport and disposal of the residue of the hazardous substance incident.



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**Emergency Support Function 11—Agriculture Annex**

ESF Coordinator: Tri-River Cooperative Extension

Supporting Agencies: Mesa County Animal Services  
Local Private Vet Practitioners

**Purpose**

Animal and plant disease and pest response includes; implementing an integrated local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation.

**Scope**

ESF #11 ensures coordination with ESF #8—Public Health and Medical Services, that animal/Veterinary/Wildlife issues in natural disasters are supported.

ESF # 11 should ensure coordination with ESF #6 when necessary.

ESF #11 is responsible for the coordination of efforts to prevent, protect, respond to, and recover from incidents affecting agriculture.

**Initial Actions**

Upon notification, an Agency Representative will respond to the Emergency Operations Center (EOC) as a member of the Mesa County Multi Agency Coordination Group (MACG).

Responsible for situation assessment using the EOC situation worksheet and determination of resource needs of the local incident(s).

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**Emergency Support Function #12—Energy and Public Utilities Annex**

ESF Coordinator: City of Grand Junction Public Works & Utilities Department

Supporting Agencies: Mesa County Public Works Department  
Public and Private Utility Companies

**Purpose**

ESF #12 collects, evaluates, and shares information on energy system damage and estimation on the impact of energy system outages within affected areas.

Responsible for coordinating the restoration and protection of City of Grand Junction’s critical energy systems following a major disaster, emergency, or other significant event requiring response and protection.

Responsible for providing information to the Emergency Operations Center (EOC) on system(s) damage and estimations on the impact of these system outages within affected areas.

**Scope**

The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components.

ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

**Initial Actions**

Upon notification, an Agency Representative will respond to the EOC as a member of the Mesa County Multi Agency Coordination Group (MACG). This representative will serve as a liaison with regulated and unregulated utility companies to facilitate critical infrastructure protection and restoration.

Responsible for situation assessment using the EOC situation worksheet and determination of resource needs of the local incident(s). Information should include affected area, estimated outage time and estimated restoration time.

Responsible for coordinating requests for assistance from local energy officials, suppliers, and deliverers.

Responsible for coordinating and tracking assets and resources that may be used in response to any event involving energy or multi-hazard problems.

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**Emergency Support Function #13—Public Safety and Security Annex**

ESF Coordinator: City of Grand Junction Police Department

Supporting Agencies: Mesa County Sheriff’s Office  
Colorado State Patrol  
Colorado Bureau of Investigation  
Fruita Police Department  
Palisade Police Department

**Purpose**

ESF #13 provides a mechanism for coordinating and providing support to local authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential or actual incidents/disasters.

**Initial Actions**

Upon notification, an Agency Representative will respond to the Emergency Operations Center (EOC) as a member of the Mesa County Multi Agency Coordination Group (MACG).

Responsible for situation assessment using the EOC situation worksheet and determination of resource needs of the local incident(s)

Responsible for the mobilization, prioritization, and coordination of law enforcement services statewide to respond to any type of emergency requiring additional resources.

ESF #13 will use the Colorado Emergency Resource Mobilization Plan to obtain additional resources outside of Mesa County.

Unless there is a delegation of authority by the Chief of Police, or a Governor’s emergency declaration and the Governor chooses to take command of local resources, law enforcement activities remain under the control of the jurisdiction’s chief law enforcement official, generally the Chief of Police.

ESF #13 will maintain current inventories of law enforcement facilities, equipment, and key personnel throughout the City.

ESF #13 will mobilize, prioritize, and deploy law enforcement teams and resources as needed. ESF #13 will monitor status of all law enforcement operations and provide updates to the EOC, including the assessment of law enforcement services for areas affected by the emergency.

ESF #13 will coordinate with ESF #1—Transportation for use of Public Works assets to support law enforcement operations when indicated.

ESF #13 will utilize the Incident Command System and assume responsibility for coordinating and tracking all law enforcement resources committed to an incident. This may include placing personnel at a command post and establishing staging areas with the requesting agency.

Develop lines of succession for personnel with law enforcement responsibilities in accordance with existing department policies.

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**Emergency Support Function #14—Community Recovery and Mitigation Annex**

ESF Coordinator: City of Grand Junction Administration

Supporting Agencies: City of Grand Junction Departments  
Community and Religious Organizations

**Purpose**

ESF #14 is responsible for providing coordinated measures and policies designed to facilitate recovery from the effects of natural and technological disasters, civil disturbances, or acts of terrorism.

ESF #14 is responsible for providing effective utilization of resources to support local efforts to aid long-term community recovery, stabilize local economies, and reduce or eliminate risks from future incidents.

ESF #14 is responsible for providing a government conduit and administrative means for appropriate federal, military, state, voluntary and private sector organizations to assist local governments during the recovery and mitigation process.

**Scope**

Based on an assessment of incident impacts, ESF #14 may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences.

ESF #14 will most likely be activated for large-scale or catastrophic incidents that require State and Federal assistance to address significant long-term impacts in the affected areas (e.g., impacts on housing, businesses, employment, community infrastructure, and social services.)

Local officials have authority under their local ordinances, resolutions, and the Colorado Revised Statutes to take responsible and appropriate actions in the direction and control of disaster recovery activities. The primacy of affected local governments in defining and addressing risk reduction and long term recovery priorities is recognized. If an effective recovery is beyond a local jurisdiction’s capability, State assistance may be required. The Governor may then declare a “State of Emergency” and the provisions of the State Emergency Operations Plan (EOP) will be implemented.

If the situation is beyond local and State capability, the Governor may ask for Federal assistance by requesting a Presidential Declaration of an “emergency” or “major disaster”. A Presidential Declaration authorizes federal assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288, as amended). The declaration triggers the implementation of Federal disaster assistance programs, which are coordinated

by the Federal Emergency Management Agency (FEMA), in cooperation with the Colorado Division of Homeland Security & Emergency Management (CDHSEM). Response and recovery operations in both State and Federally declared disasters will be conducted in accordance with the standards set forth by the National Incident Management System (NIMS) and the National Response Plan (NRP).

Long term recovery and mitigation efforts will be based on a variety of factors and priorities, including public safety, economic development, environmental protection, and preservation of social cultural and historical resources.

**Initial Actions**

Initial and short term recovery activities focus on the safety and welfare of the affected community and restoration of essential services to include:

Coordinate and conduct initial damage assessment efforts to help guide local decision making and priority setting and to determine the need for supplemental state and federal assistance.

Coordinate the restoration of essential public services and facilities (e.g., removal of debris from emergency routes, emergency repairs to hospitals, and public safety facilities).

Complete steps for formally requesting State and Federal disaster assistance when damage assessment results indicate that impacts exceed local capabilities.

Coordinate the delivery of State and Federal disaster assistance programs (e.g., Individual Assistance, Public Assistance, Hazard Mitigation) in Presidential declared disasters.

Coordinate relief efforts with voluntary organizations.

Coordinate the provision of temporary housing for victims of a disaster event.

Manage unsolicited, undesignated donations of goods and services.

Coordinate spontaneous volunteers.

Coordinate disaster related information and instructions to the general public.

Identify post disaster hazard mitigation activities to reduce future risks.

Long term recovery efforts focus on redeveloping communities and restoring the economic viability of disaster areas, including;

Coordinate and integrate the resources and assistance programs of voluntary agencies and other community based organizations.

Restore and make permanent repairs to public infrastructure damaged in the disaster.

Re-establish an adequate supply of housing, including affordable housing, to replace housing stock destroyed by the disaster.

Restore the economic base of disaster impacted communities, including lost jobs and employment opportunities.

Identify hazard mitigation opportunities and implementing long term hazard mitigation plans, projects and measures.

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**Emergency Support Function #15—External Affairs Annex**

ESF Coordinator:           Lead Information Officer(s)

Supporting Agencies:   Mesa County Communications Officers Association (MCCOA)

**Purpose**

The purpose of public information is to establish uniform policies for the effective development, coordination, and dissemination of information to the public in the event of a disaster. These policies and procedures are located in the Mesa County Joint Information Center/Joint Information System (JIC/JIS) Plan.

ESF #15 coordinates local actions to provide the required external affairs support to local incident management elements.

ESF #15 details the establishment of support positions to coordinate communications to various audiences. The Mesa County (JIC) is a physical location where public affairs professionals from organizations involved in incident management activities can work together to provide critical emergency information, crisis communications, and public affairs support.

The Mesa County JIC serves as a focal point for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation. The Mesa County JIC structure is designed to work equally well for large or small situations and can expand or contract to meet the needs of the incident. The Mesa County Communications Officer’s Association will be responsible for staffing and managing the JIC.

**Scope**

ESF #15 applies to all local departments and agencies that may require public affairs support or whose public affairs assets may be employed during a disaster.

ESF #15 is required during any response or other event where significant interagency coordination is required and when the Emergency Operations Center (EOC) has been activated.

ESF #15 provides the resources and structure for the implementation of the Emergency Operations Plan (EOP). Incident communications actions contained in the EOP are consistent with the National Incident Management System (NIMS).

Under the Incident Command System (ICS), the JIC is led by the Information Officer (IO) whose jurisdiction has authority for the incident. The IO has three primary responsibilities:

- To gather incident data. This involves understanding how an ICS operates and



developing an effective method for obtaining up to date information from appropriate ICS sections.

- To analyze public perceptions for each incident of the response. This involves employing techniques for obtaining community feedback to provide response agencies with insight into community information needs, their expectations for the role to be played by the response agencies, and the lessons to be learned from specific response efforts.
- To inform the public. That is, to serve as the source of accurate and comprehensive information about the incident and the response to a specific set of audiences.

When multiple public or private agencies and organizations come together to respond to an emergency or manage an event, efficient information flow is critical to effectively carrying out these Information Officer (IO) responsibilities and meeting the expectations of various publics. The Mesa County JIC is a centralized “communication hub” that serves to achieve that information flow.

Information Officers (PIO’s) will represent their own agency and speak about their agency’s involvement in response and recovery operations in an event. The Colorado Division of Homeland Security & Emergency Management (CDHSEM) PIO will be a central point of contact for the State and should be kept informed about all participating agency news and information releases throughout the response and recovery operations.

### **Initial Actions**

The City’s Emergency Manager or designee will make the initial decision to activate the JIC during a large scale emergency or disaster affecting the City of Grand Junction. The JIC will be located in close proximity to the EOC.

Once a JIC has been established, the information officers will follow the Mesa County JIC/JIS Plan.

If activated to support incident information management, a request may come from the Incident Commander, or the Information Officer assigned to the incident. The request is made to the Grand Junction Regional Communications Center (GJRCC) to notify the MCCOA using the group call down list located in the dispatch center.

Upon notification, GJRCC will instruct the Information Officers on where to respond and to whom they should report to upon arrival. Information Officers are required to notify GJRCC of their availability to respond to the request and give their expected time of arrival on scene.

The Lead Information Officer will be the Information Officer whose agency has statutory authority for the incident.

If there are multiple agencies with jurisdictional authority, a unified approach should be

utilized when possible.

Mesa County Communications Officers Association (MCCOA) may be activated to support ongoing information requirements of a specific jurisdiction during any incident as needed or may be activated to staff the JIC during any large scale incident.

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**Appendix B – Glossary**

**Agency Representative(s)** - An individual or group of individuals assigned to an incident from an assisting or cooperating agency. The Agency Representative reports to the Incident Liaison Officer.

**Amateur Radio Emergency Service (ARES)** - A regional network of amateur radio operators, licensed by the Federal Communications Commission. Similar to the Federal Radio Amateur Civil Emergency Services (RACES).

**Area Command** - An organizational structure used to oversee the management of multiple incidents that are each being handled by an Incident Command System organization or a very large incident that has multiple incident management teams assigned to it.

**Blizzard Warning** - An advisory issued by the National Weather Service when considerable snow and winds of 35 miles per hour or more are expected.

**Branch Director** - The individual responsible for a major segment of geographical/functional operations. The branch level is between a Section and a Division/Group.

**Casualty** - A person injured and needing treatment or killed because of man-made or natural disaster.

**Catastrophic Incident** - Any natural or manmade incident that results in an extraordinary level of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, and national morale and/or government functions.

**Colorado Division of Homeland Security & Emergency Management (CDHSEM)** - The branch of state government under the Department of Public Safety, which is responsible for the Comprehensive Emergency Management Program for the State of Colorado.

**Command Post** - A generic term given to the area or vehicle that provides field personnel a physical location from which to give on-site direction, information, coordination and communication.

**Command Staff** - In a typical ICS configuration, the Command Staff is composed of the Incident Commander, a Safety Officer, a Public Information Officer, and Liaisons to other agencies.

**Continuity of Government** - The principle of establishing defined procedures that allow a government to continue its essential operations during an emergency or disaster.

**Continuity of Operations Plan (COOP)** - A document that (1) delineates lines of succession at the department, division, and supervisor levels; (2) describes which functions or City-provided services are critical, essential, and non-essential within a given group or division; (3) describes the needed actions or procedures necessary to maintain critical services during emergencies; (4) lists facilities for relocation and associated contingency operations; and, (5) describes needed actions for rapid resumption of critical functions following a disruption. Some Coop's also contain contact lists for employees and describes how the emergency needs of employees are addressed.

**Damage Assessment** - The appraisal or determination of the actual effects resulting from man-made or natural disasters.

**Damage Assessment Group / Team** - A group designated with the responsibility of assessing the scope and effect of physical damages to the infrastructure and the local community. Damage Assessment Groups provide comprehensive findings in Damage Survey Reports. They also provide situation status (SITSTAT) reports to the Plans Section. Also see Rapid Needs Assessment Team

**Damage Survey Report (DSR)** - A comprehensive engineering report prepared by a federal-state-local team that outlines the scope of work and estimated cost of repairs at each site of damage that has occurred as a result of disaster. See Damage Assessment Group / Team.

**Designated Emergency Response Authority (DERA)** - The primary response authority for incidents on Federal, State, or County highways and local municipal streets. The DERA is authorized by statute to provide support to other local governments at the request of another DERA, or under established mutual aid.

**Emergency** - As defined by the Stafford Act, an emergency is "any other occasion or instance for which the President determines that Federal assistance is needed to supplement State, local, and tribal efforts to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States."

**Emergency Alert System** - Consists of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster or other national emergency as provided by the state-wide comprehensive Emergency Alert System Plan.

**Emergency Management** - An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response and recovery), for all types of emergencies and disasters (natural and man-made) and for all levels of government (Federal/State/Local) and the private sector.

**Emergency Operations Center (EOC)** - A protected site from which government officials and support staff facilitate the coordination and supporting operations of an emergency.

**Emergency Operations Plan (EOP)** - A description of actions or instructions to all City personnel stating what will be done in the event of an emergency. It states the actions to be taken by whom, what, when and where based on predetermined assumptions, objectives, and capabilities, as well as describing the methods of direction and control in a disaster or emergency.

**Emergency Relocation Center** - A temporary geographical area or facility designed to serve as a safe haven for persons in the process of evacuating a dangerous area or environment. Persons usually stay at the Emergency Relocation Center until the establishment of an evacuation shelter.

**Evacuation** - Organized, timed, and supervised dispersal of civilians from dangerous and potentially dangerous areas, their reception and care in safety areas and their return to their own home communities.

**Evacuation / Emergency Shelter** - A form of lodging provided for the communal care of individuals or families made homeless by a disaster or an emergency. Typically, the evacuation shelter provides care, minor emergency medical assistance, feeding, and sleeping resources.

**Family Safety and Welfare Requests** - An information gathering and communication process designed to keep emergency response personnel advised of their own families' condition. An integral component of sustained operations during a significant disaster or a disaster where an emergency worker is unable to make family contact to personally check his/her family's safety.

**Financial Assistance** - Any form of loan, grant, guaranty, insurance, payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance, other than general or special revenue sharing or formula grants made to the States.

**Fire Emergency Radio Network (FERN)** - Established radio network for Fire and Rescue mutual aid operations.

**Fire Resource Officer** - The individual assigned to the emergency communications center to assist with resource requests, radio traffic, and information processing. Typically, a Fire Officer trained in incident management staffs this position.

**Five-Hundred (500) Year Floodplain** - Refers to that area which is subject to inundation from a flood having a 0.2 percent (two-tenths of 1%) chance of being equaled or exceeded in any given year.

**Flash Flood Warning** - An advisory issued by the National Weather Service indicating that flash flooding is occurring or imminent on certain streams or designated areas and those threatened should take immediate action.

**Flash Flood Watch** - An advisory issued by the National Weather Service indicating that heavy rains occurring or expected to occur may soon result in flash flooding in certain areas.

**Flood Warning** - A forecast of impending flooding, given by radio, television and local government emergency forces. A flood warning message tells the expected severity of flooding, the affected river, and the location and time when the flooding will begin.

**General Staff** - The individuals assigned to specific functional areas (Planning, Operations, Logistics, and Finance Sections) within the Incident Command System (I.C.S.).

**Group** - The organizational level of the Incident Command System having operational responsibility for a specified tactical function. A Group is the same level as that of a Division.

**Group Supervisor** - The individual having responsibility to direct personnel assigned to a Group.

**Hazardous Materials (Haz Mat)** - Any element, compound, or combination thereof which is flammable, corrosive, detonable, toxic, radioactive, an oxidizer, an etiologic agent, or highly reactive and which because of handling, storing, processing or packaging, may have detrimental effects upon operating and emergency personnel, the public, equipment and/or the environment.

**Hazard Mitigation** - Hazard mitigation includes any cost-effective measure, which will reduce the potential for damage to a facility from a disaster event. Measures may include zoning and building codes, floodplain property acquisitions, home elevations or relocations, and analysis of hazard-related data.

**Incident Action Plan (I.A.P.)** - The strategic goals, tactical objectives, and support requirements for the incident. The I.A.P. is developed by the Plans Section, for approval by the Incident Commander, and executed by the Operations Section Chief.

**Incident Command System (I.C.S.)** - A standardized method of managing emergency incidents based on a common organizational structure, common terminology, common operating procedures and known qualifications of agency operating personnel; used on-scene and/or in conjunction with activation of an Emergency Operations Center (EOC) operation where command and control coordination is centralized.

**Incident Mitigation** - Incident mitigation involves actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

**Liaison Officer** - A Command Support Staff or Policy Group member who is the contact point for coordinating information to internal and external agencies.

**Line of Succession** - A pre-designated assignment of qualified individuals to stand in for key officials, directors, or supervisors in their absence.

**Local Emergency** - The actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City or any other disaster that requires the aid and assistance of outside, local, state or federal agencies.

**Major Damage** - A structure which has received substantial damage but is technically and economically feasible to repair.

**Major Disaster** - A natural or man-made catastrophe which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal Government to supplement the efforts and available resources of State and Local Governments in alleviating the damage, hardship, or suffering caused by such event.

**Mitigation** - Hazard mitigation includes any cost-effective measure, which will reduce the potential for damage to a facility from a disaster event. Incident mitigation involves actions taken during an incident designed to minimize impacts or contain the damages to property or the environment. Mitigation efforts occur before, during and after emergencies or disasters. Pre-disaster mitigation involves activities designed to reduce the damaging impact of a disaster should it strike. Post-disaster mitigation is actually part of the recovery process and includes eliminating or reducing the impact of hazards that exist.

**National Flood Insurance Program (NFIP)** - A Federal program enabling property owners to purchase flood insurance based on an agreement which states that if a community implements measures to reduce future flood risks to new construction in Special Flood Hazard Areas, the Federal government will make flood insurance available within the community as a financial protection against flood losses.

**National Incident Management System (NIMS)** - A system to provide a consistent nationwide approach for Federal, State, local, and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents regardless of size, cause, or complexity.

**National Response Framework (NRF)** - A Federally-designed and organized Emergency Response Plan that establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents.

**National Warning System (NAWAS)** - A Federal system, originating from NORAD, used to disseminate warnings and other emergency information from the warning centers to warning points at, and within, each State. For the Mesa County area, the receiving point is the Grand Junction Regional Communications Center.

**National Weather Service** - The branch of the National Oceanic and Atmospheric Administration (NOAA) which forecasts and issues weather watches and warnings.

**NOAA Weather Radio** - A broadcast system that furnishes continuous weather messages on dedicated very high frequencies and is a part of the warning system managed by the National Ocean and Atmospheric Administration.

**Non-governmental Organization** - Include entities that may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Non-governmental organization may include the Private Sector.

**One-Hundred (100) Year Floodplain** - Refers to areas that are subject to inundation from a flood having a 1 percent (1%) chance of being equaled or exceeded in any given year.

**Policy Group** - The Policy Group is responsible for the development of policies and the direction of City operations implemented during a disaster or emergency.

**Preparedness** - Those activities, programs and systems that exist prior to an emergency that are used to support and enhance response to an emergency or disaster.

**Prevention** - The preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These actions might include emergency/disaster planning, training and exercises, and public education.

**Public Assistance** - The Federal financial assistance provided to State and Local governments or to eligible private nonprofit organizations for disaster-related requirements.

**Rapid Needs Assessment Team** - A team(s) designated with the responsibility of conducting rapid assessments of physical damages to the City infrastructure and the emergency needs of the impacted local community. Rapid assessments are also known as Windshield Surveys. Rapid Needs Assessment Teams conduct brief evaluations of damage whereas Damage Assessment Group/Teams conduct detailed damage assessments.

**Recovery** - Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat. They may reflect the continuation of the response phase activities (i.e., restoration of utilities), or they



may include new activities wholly enacted as a part of the recovery process after the disaster has abated (i.e., removal of debris after a flood).

**Response** - Activities that include immediate actions to preserve life, property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the affected community. In this phase, emergency personnel engage in the appropriate actions as dictated by an incident's characteristics.

**RESTAT** - Short version of the term "Resource Status". The Plans Section is responsible for collecting information on RESTAT and providing the information to the Operations Section Chief, Incident Commander, or the IC / Ops Coordination Section.

**Riverine** - Relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

**Severe Blizzard Warning** - An advisory issued by the National Weather Service when very heavy snowfall is expected, with winds of at least 45 miles per hour and temperatures of 10 degrees or lower.

**SITSTAT** - Short version of the term "Situation Status". The Plans Section is responsible for collecting information on SITSTAT and providing the information to the Operations Section Chief, Incident Commander, or the IC / Ops Coordination Section.

**Special Flood Hazard Area** - The land in the floodplain subject to a one percent or greater chance of flooding in any given year, which is mapped and regulated by the Federal Emergency Management Agency.

**Staging Area** - The location where incident personnel and resources are assigned for immediate response (available) status.

**Staging Manager** - The individual responsible for the tracking of response-available personnel and equipment. Usually reports to the Incident Commander or Operations Section Chief.

**Support Group** - A group of individuals and/or internal and external agencies that support the needs of the incident through the management of tasks assigned by Emergency Support Functions. The Support Group / ESFs coordinator reports directly to the IC / Operations Coordination Section.

**Title III** - Also known as the "Emergency Planning and Community Right-to-Know Act of 1986," this law establishes requirements for Federal, State, Local governments, and industry regarding emergency planning and "community right-to-know" reporting on hazardous and toxic chemicals.

**Tornado Warning** - An advisory issued by the National Weather Service when a tornado is sighted or indicated by radar. Warnings describe the area that could be affected. When a warning is issued, take cover immediately.

**Tornado Watch** - An advisory issued by the National Weather Service indicating tornadoes may occur in certain areas. Watches specify a time period and an area where tornadoes are possible.

**Travelers' Advisory** - Issued by the National Weather Service when ice and snow are expected to hinder travel, but not seriously enough to require warnings.

**Unified Command** - The shared responsibility of several agencies for incident management as a result of a multi-jurisdictional or multi-agency response effort. During a large-scale event, a Unified Command may change to an Area Command.

**Windshield Surveys** - Following a disaster, a rapid assessment of physical damages to the City infrastructure and the local community is conducted by a Rapid Needs Assessment Team.

**Winter Storm Warning** - An advisory issued by the National Weather Service when heavy snow (expected snowfall of 4 inches or more in a 12 hour period, or 6 inches or more in a 24 hour period), is forecasted to occur.

**Winter Storm Watch** - An advisory issued by the National Weather Service indicating there is a threat of severe winter weather in a particular area.

**Appendix C – List of Acronyms**

<b>AAR</b>	After Action Report
<b>AC</b>	Area Command
<b>AMS</b>	Aerial Measuring System
<b>AOR</b>	Area of Responsibility
<b>ARC</b>	American Red Cross
<b>ARG</b>	Accident Recovery Group
<b>ARES</b>	Amateur Radio Emergency Services
<b>BLEVE</b>	Boiling Liquid Expanding Vapor Explosion
<b>C/D</b>	Construction and Demolition
<b>CAP</b>	Civil Air Patrol
<b>CDC</b>	Centers for Disease Control and Prevention
<b>CDHSEM</b>	Colorado Division of Homeland Security & Emergency Management
<b>CDOT</b>	Department of Transportation
<b>CERCLA</b>	Comprehensive Environmental Response Compensation & Liability Act
<b>CERT</b>	Community Emergency Response Team
<b>CFR</b>	Code of Federal Regulations
<b>CHEMTREC</b>	Chemical Transportation Emergency Center
<b>CIAC</b>	Colorado Information Analysis Center
<b>CISD</b>	Critical Incident Stress Debriefing
<b>CMAC</b>	Consequence Management Advisory Team (DTRA)
<b>CMART</b>	Consequence Management Response Team
<b>COEM</b>	Colorado Office of Emergency Management
<b>COOP</b>	Continuity of Operations Plan
<b>CSP</b>	Colorado State Patrol
<b>CR</b>	Community Relations
<b>CRS</b>	Community Rating System
<b>DAT</b>	Damage Assessment Team
<b>DHS</b>	US Department of Homeland Security
<b>DMAT</b>	Disaster Medical Assistance Teams
<b>DMORT</b>	Disaster Mortuary Team
<b>DOC</b>	Department Operating Center
<b>DOD</b>	Department of Defense
<b>DOE</b>	Department of Energy
<b>DOJ</b>	Department of Justice
<b>DOT</b>	Department of Transportation
<b>DRC</b>	Disaster Recovery Center
<b>DTRA</b>	Defense Threat Reduction Agency
<b>DUA</b>	Disaster Unemployment Assistance

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<b>DWI</b>	Disaster Welfare Information
<b>EAS</b>	Emergency Alert System
<b>ECP</b>	Entry Control Point
<b>EHS</b>	Extremely Hazardous Substances
<b>EM</b>	Emergency Manager
<b>EMA</b>	Emergency Management Agency
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EMS</b>	Emergency Medical Services
<b>EMT</b>	Emergency Medical Technician
<b>EOC</b>	Emergency Operations Center
<b>EOD</b>	Explosive Ordnance Disposal
<b>EOP</b>	Emergency Operations Plan
<b>EPA</b>	Environmental Protection Agency
<b>EPCRA</b>	Emergency Planning & Community Right-to-Know Act
<b>EPR</b>	Emergency Preparedness and Response
<b>ESF</b>	Emergency Support Function
<b>EST</b>	Emergency Support Team
<b>FAA</b>	Federal Aviation Administration
<b>FAD</b>	Foreign Animal Disease
<b>FAA</b>	Federal Aviation Administration
<b>FBI</b>	Federal Bureau of Investigation
<b>FCO</b>	Federal Coordinating Officer
<b>FEMA</b>	Federal Emergency Management Agency
<b>FHWA</b>	Federal Highway Administration
<b>FMAP</b>	Flood Mitigation Assistance Program
<b>FRMAC</b>	Federal Radiological Monitoring and Assessment Center
<b>GAR</b>	Governor’s Authorized Representative
<b>GIS</b>	Geographic Information System
<b>HAZMAT</b>	Hazardous Materials
<b>HIPAA</b>	Health Information Portability and Accountability Act
<b>HSPD</b>	Homeland Security Presidential Directive
<b>IA</b>	Individual Assistance
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Command / Incident Commander
<b>ICCBO/MA</b>	International Code Conference of Building Officials, Mid-America Chapter
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IDT</b>	Incident Dispatch Team
<b>IMAAC</b>	Interagency Modeling and Atmospheric Assessment Center
<b>IMT</b>	Incident Management Team

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<b>JCAHO</b>	Joint Commission for Accreditation of Healthcare Organizations
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>JIS</b>	Joint Information System
<b>LEPC</b>	Local Emergency Planning Committee
<b>MABAS</b>	Mutual Aid Box Alarm System
<b>MACG</b>	Multi-Agency Coordination Group
<b>MACS</b>	Multi-Agency Coordination System
<b>MOU</b>	Memorandum of Understanding
<b>MRC</b>	Medical Reserve Corps
<b>MRE</b>	Meal Ready to Eat
<b>NARAC</b>	National Atmospheric release Advisory Center (DOE/NNSA)
<b>NAWAS</b>	National Attack Warning Alert System
<b>NDMS</b>	National Disaster Medical System
<b>NFIP</b>	National Flood Insurance Program
<b>NFPA</b>	National Fire Protection Agency
<b>NGO</b>	Non-Governmental Organization
<b>NIMS</b>	National Incident Management System
<b>NNSA</b>	National Nuclear Security Administration
<b>NRAT</b>	Nuclear Radiological Advisory Team
<b>NRC</b>	National Response Center
<b>NRF</b>	National Response Framework
<b>NRP</b>	National Response Plan
<b>NUWAIX</b>	Nuclear Weapons Accident/Incident Exercise
<b>NWIMT</b>	Northwest Incident Management Team
<b>NWS</b>	National Weather Service
<b>OPA</b>	Oil Pollution Act
<b>OSD</b>	Office Secretary of Defense
<b>OST</b>	Office of Secure Transportation (Department of Energy)
<b>PA</b>	Public Assistance
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer
<b>PW</b>	Project Worksheet
<b>RAP</b>	Radiological Assessment Program
<b>RAT</b>	Rapid Assessment Tool
<b>REAC/TS</b>	Radiation Emergency Assistance Center/Training Site
<b>RACES</b>	Radio Amateur Civil Emergency Services
<b>SARA</b>	Superfund Amendment and Reauthorization Act
<b>SBA</b>	Small Business Administration
<b>SCO</b>	State Coordinating Officer

<b>SDO</b>	Staff Duty Officer
<b>SEOC</b>	State Emergency Operations Center
<b>SFHAs</b>	Special Flood Hazard Areas
<b>SHMO</b>	State Hazard Mitigation Officer
<b>SIOC</b>	Strategic Information and Operations Center (FBI)
<b>SITREP</b>	Situation Report
<b>SME</b>	Subject-Matter Expert
<b>SNS</b>	Strategic National Stockpile
<b>SOG</b>	Standard Operating Guidelines
<b>SOP</b>	Standard Operating Procedures
<b>STIC</b>	Statewide Terrorism Intelligence Center
<b>TEEC</b>	Transport Emergency Communications Center
<b>TSA</b>	Transportation Security Administration
<b>TSCA</b>	Toxic Substances Control Act
<b>USAR</b>	Urban Search & Rescue
<b>UAC</b>	Unified Area Command
<b>VIPS</b>	Volunteers in Police Service
<b>VOAD</b>	Volunteer Organizations Active in Disasters
<b>WMD</b>	Weapons of Mass Destruction

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**Appendix D – Declaration of Emergency/Disaster**

**LOCAL DISASTER DECLARATION**

WHEREAS, the City of Grand Junction ("City") has suffered or is threatened with suffering serious injury and damage to persons and property which damage constitutes a local disaster "Disaster" caused by the \_\_\_\_\_; and,

WHEREAS, the \_\_\_\_\_ has resulted in \_\_\_\_\_ and the possible \_\_\_\_\_; and,

WHEREAS, the possible threat is of a large scale and the conditions of the Disaster, which commenced on the \_\_\_\_\_, 20\_\_, are not contained; and,

WHEREAS, the Charter of the City of Grand Junction provides that the Mayor shall be recognized as the official head of the City for military and other special purposes; and,

WHEREAS, the Mayor has been duly advised and informed of the severity of the situation and the declaration of a Disaster will aid the City in the response and recovery aspects of the City's emergency plans; and

WHEREAS, local emergencies have been declared by other jurisdictions in the immediate vicinity of the City, including Mesa County; and

WHEREAS, City residents are strongly encouraged to stay away from the accident scene and for those that are downwind from the scene stay inside. With this declaration of a Disaster the City is interest in the health and safety of all persons that are or may be in peril.

NOW, THEREFORE, BE IT DECLARED BY \_\_\_\_\_, MAYOR OF THE CITY OF GRAND JUNCTION, that a local disaster exists in the City of Grand Junction, Colorado, and the Disaster shall be declared to be in effect until further notice of the City but for not more than seven (7) days from the date hereof unless renewed by the Mayor and/or unless extended by actions of the City Council of the City of Grand Junction, Colorado.



**EMERGENCY  
OPERATIONS  
PLAN**

**APPENDICES**

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FURTHER, IT IS HEREBY ORDERED that this declaration be given prompt and general publicity and that a copy be filed promptly with the Grand Junction City Clerk and with the Colorado Division of Homeland Security and Emergency Management.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_:\_\_ AM/PM.

ATTEST:

\_\_\_\_\_  
City Clerk, City of Grand Junction

\_\_\_\_\_  
Mayor, City of Grand Junction



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**Appendix E – Request for Proclamation of Disaster**

\_\_\_\_\_, 20\_\_

Governor \_\_\_\_\_  
136 State Capitol  
Denver, CO 80203-1792

Re: \_\_\_\_\_ – Disaster Declaration

Dear Governor Hickenlooper:

The purpose of this letter is to request that you proclaim a state of disaster emergency in the City of Grand Junction pertaining to a \_\_\_\_\_. The disaster began this morning, \_\_\_\_\_, 20 \_\_; the \_\_\_\_\_ has exceeded our locally available resources and response capability to cope with the emergency.

The City of Grand Junction ("City") has established an Emergency Operations Plan and has in accordance with that plan declared a local disaster, an emergency operations center (EOC) is in operation and have activated our Joint Information Center (JIC) to respond to all citizen, media and other information needs.

While our emergency operations personnel are trained for and operate in an "all hazards" environment the scope of this disaster has stressed the City's resources. Because of this emergency event, which I have declared in the enclosed declaration to be a "local disaster", I am requesting assistance from your office and/or the Colorado Division of Emergency Management.

The City is also requesting that financial resources be available under §24-32- 2106, C.R.S. and/or from FEMA funds that are or may be available for distribution to us. Please extend at your earliest opportunity any and all resources that are available to or from the State and of Federal government.

I look forward to receiving, as soon as possible, additional information from you, your staff and/or the Colorado Division of Homeland Security and Emergency Management about the City receiving funds from the State.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_  
Mayor, City of Grand Junction

Enclosure

pc: City Council  
Fire Chief  
Police Chief  
City Manager  
City Attorney  
City Emergency Manager  
Mesa County Emergency Manager  
Colorado Division of Homeland Security and Emergency Management

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**Appendix F – Delegation of Authority**

**Delegation of Authority to Manage \_\_\_\_\_ Incident**

You are delegated full responsibility and authority for the command, leadership and management of the \_\_\_\_\_ incident under the following terms and conditions. You are to assume command at \_\_\_\_\_ hours on \_\_\_\_\_, 20\_\_ and it is your responsibility to notify the Grand Junction Regional Communications Center and all operational personnel currently assigned to the incident when transfer of command occurs. Please notify Emergency Manager, Mr. \_\_\_\_\_, of any unusual circumstances that may occur.

As Incident Commander, you are accountable to the GJPD Police Chief, GJFD Fire Chief, CSP Representative, CDOT representative, and NNSA/OST Representative for the overall management of this incident. We expect you to adhere to relevant City policies and applicable laws, policies and professional standards for incident management under prescribed terms and conditions as follows:

**1. Incident Priorities**

Incident management and strategies shall be pursuant to the primary incident. The following are our priorities for this incident;

Consideration for the safety and needs of local residents and communities is essential for successful management of the incident. Safety will not be compromised! All actions and potential consequences will be analyzed against risk to human life and other values. While we will not accept unnecessary risk in managing this incident, we expect you to help us ensure that we do not inappropriately transfer risk to the first responders to hazards, we expect you to be calculated and deliberate in choosing actions that include the highest probabilities of success in protecting values, balanced with first responder and public safety.

a. Safety Objectives

- i. Long duration incident is probable
  - ii. Monitor incident personnel for signs of fatigue
  - iii. Manage driving exposure carefully
  - iv. Provide detailed emergency medical and evacuation plans for all operations
  - v. All actions and potential consequences will be analyzed against risk to human life and other values
- b. Develop strategies and tactics to protect structures in coordination with respective City/County/Fire District
- c. Work with emergency manager on evacuation needs

- 
- d. Work with emergency manager to develop closures to eliminate public exposure to incident area

## **2. Incident Management**

- ❖ Incident management and operations shall be conducted as efficiently and effectively as possible, given the prevailing conditions and circumstances. Stabilize the incident. Mitigate the emergency and preservation of property.
- ❖ Provide for minimal disruption of access to critical community services and commerce. Access must be consistent with the safety of the public.
- ❖ No additional response for other incidents will be your responsibility. All initial response will be dispatched by the Grand Junction Regional Communications Center and will be the responsibility of the agency having jurisdiction (AHJ).
- ❖ Transition with existing forces will be handled smoothly but as rapidly as possible.
- ❖ You will use the State of Colorado Complexity Analysis form every shift to ensure the incident is within the suggested guidelines.
- ❖ You will use the state's situational awareness tool WebEOC to post updates to the \_\_\_\_\_ board.
- ❖ Ensure that 2-1 work/rest ratio and 1 in 14/2 in 21 days off cycle is adhered to by all incident personnel.
- ❖ Ensure no work shift is in excess of 16 hours without prior approval from the incident commander. Report any shift that exceeds 16 hours, approved or unapproved, to the assigned agency representative.
- ❖ We expect a high level of ethical conduct from everyone while on the incident and in the City. There will be no tolerance for any unethical, illegal drug or alcohol related incidents.
- ❖ Manage the human resources assigned to the incident in a manner that promotes mutual respect and is consistent with preventing discrimination and sexual harassment.
- ❖ Minimize, to the extent possible, the socio-economic impacts from this incident.
- ❖ Minimize economic impacts to livestock and agriculture.
- ❖ Coordination with all of the infrastructure providers within the incident foot print.
- ❖ Work closely with all Agency representatives (listed below) or their designated representatives. The representatives will attend your daily planning and briefings.

- 
- ❖ Ensure there is a solid communications plan (ICS 205) for all agencies on the incident to be interoperable and coordinate the communications plan with the Grand Junction Regional Communications Center.
  - ❖ Incident turn back standards are as follows:
    - Ensure the safe recovery and removal of \_\_\_\_\_ from City of Grand Junction and Mesa County, Colorado.
    - Ensure that routes of commerce and roadways are clear, open, and passable.
    - If evacuations have been ordered, ensure the safe reentry of evacuated citizens.
    - Attempt to develop reentry plans for evacuated areas.

**3. Unified Command**

As IC, you shall operate in unified command with the designated command personnel of other authorities with jurisdiction.

**4. Local Personnel**

When possible, local personnel shall be utilized within the incident management.

**5. Documentation**

Complete and comprehensive incident documentation shall be maintained, including initial damage claims investigations if applicable.

**6. Media Relations**

The Incident Management Team (IMT) will handle media relations through the Mesa County Joint information Center and personnel. The Mesa County Joint Information System/Center (JIS/JIC) will be used as specified in the Mesa County JIS/JIC Plan. The media shall have access to the incident where appropriate if possible. The Type III IMT will be requested to provide and incorporate a public information office into our JIS/JIC.

Communication is paramount, local citizens, businesses, elected official and other stake holders need to be kept well informed of potential threats, issues, or complications in managing the incident as early as possible.

- a. Keep internal and external personnel abreast of daily changes and activities.
- b. Use of social media will be managed by the Mesa County JIS/JIC.
- c. Press releases will be approved by the Mesa County JIS/JIC.

**7. Reporting**

Incident management reports shall be directed to:

\_\_\_\_\_

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Provide daily ICS 209 to the City/County and State EOC by the end of your daytime operational period.

**Cost Accounting Principles**

- ❖ Manage the incident in a cost-effective manner not to exceed \$\_\_\_\_\_ dollars. Keep accurate account of total costs by developing a system to track operational efforts by jurisdiction on a daily basis. If you feel you are about to exceed this amount you will contact City/County Emergency Manager, \_\_\_\_\_. Effectively manage costs of the incident by planning strategies and tactics toward highly probability of success in meeting incident objectives. Seek opportunities to reduce costs throughout the duration of the incident without jeopardizing success or impacting risk mitigation.
- ❖ Utilize local purchasing as much as possible. Utilize local resources as much as possible.
- ❖ Provide training opportunities for less experienced responders. This will strengthen organization capabilities of local area personnel.
- ❖ Keep efficiency and cost-effectiveness as a key element of your decision-making process. Manage the incident in the most cost efficient and effective manner as possible.
- ❖ The City of Grand Junction and Mesa County have agreed to share the not-to-exceed amount at a 50/50 cost share.

**8. Resource Management**

Ordering of resources will be as follows:

- Pre-arrival resource orders by Incident Management Team are not permitted.
- Resource orders will be made through the Mesa County Emergency Operations Center. The Mesa County EOC will attempt to fill resource orders locally and if unable to do so will request resources through the State EOC.

**10. Other Terms and Conditions**

**11. Termination**

This transfer becomes effective at \_\_\_\_\_ hours on \_\_\_\_\_, 20\_\_ and may be changed or updated as incident conditions change. The delegating authority reserves the right to rescind or immediately terminate this delegation of authority for cause or convenience. Intent to rescind or terminate will be communicated in writing to the IMT Incident Commander.

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This incident originated as a \_\_\_\_\_ involving a  
\_\_\_\_\_ and occurred on \_\_\_\_\_, 20\_\_.

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

XXXX XXXXXXXX

City Manager

Title

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

XXXX XXXXXXXX

Mesa County Administrator

Title

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

XXXX XXXXXXXX

CDOT Representative

Title

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

State Field Manager, Colorado Office of Emergency Management

Title

Agency Representatives

XXXX XXXXXXXX, City of Grand Junction

XXXX XXXXXXXX, Mesa County

XXXX XXXXXXXX, CDOT

XXXX XXXXXXXX, State of Colorado Office of Emergency Management

XXXX XXXXXXXX, City of Grand Junction Emergency Management

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## **Appendix G – National Incident Management System (NIMS) Training Program**

Anyone who may have a role in an emergency response or disaster should complete training applicable to their responsibilities. This specifically includes those individuals with duties in these 10 disciplines:

Anyone who may have a role in an emergency response or disaster should complete training applicable to their responsibilities. This specifically includes those individuals with duties in these 10 disciplines:

- Emergency Management Agency
- Emergency Medical Services
- Fire Service
- Governmental Administration
- Hazardous Materials
- Health Care
- Law Enforcement
- Public Health
- Public Safety Communications
- Public Works & Utilities

The National Incident Management System (NIMS) Training Program guides NIMS training activities; supports stakeholder training and planning; and serves as a single-source, regularly updated, compilation of training within the NIMS national core curriculum.

The City of Grand Junction has identified the emergency management/response personnel within our jurisdiction who require ongoing training and in what role. Federal policy requires jurisdictions to fulfill compliance objectives as a condition for receiving Federal preparedness assistance or grants.

The guidance within the NIMS Training Program is not absolute. Incident and/or event complexity determines emergency and incident response personnel responsibilities as well as recommended audience for NIMS curriculum coursework delivery.

The NIMS Training Program further recommends at a minimum, in conjunction with participating in exercises and real events, emergency management and response personnel should refresh NIMS training every three years.



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**National Incident Management System Course Descriptions and Web Links****IS 700.a: National Incident Management System (NIMS), An Introduction (3 hour course)**

<http://training.fema.gov/EMIWeb/IS/is700a.asp>

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

**IS 100.b: Introduction to Incident Command System (3 hour course)**

<http://training.fema.gov/EMIWeb/IS/IS100b.asp>

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

**IS 200.b: ICS for Single Resources and Initial Action Incidents (3 hour course)**

<http://training.fema.gov/EMIWeb/IS/IS200b.asp>

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

**IS 800.b: National Response Framework, An Introduction (3 hour course)**

<http://training.fema.gov/EMIWeb/IS/IS800b.asp>

The course introduces participants to the concepts and principles of the National Response Framework.

**ICS 300 - Intermediate Incident Command System**

**This is a classroom course (20-22 hours)**

Check <http://dhsem.state.co.us/preparedness/training-exercise> for available courses.

ICS 300 describes how the NIMS Command and Management component supports the management of expanding incidents. Describe the incident/event management process for expanding incidents and supervisors as prescribed by the Incident Command System. Implement the incident management process on a simulated Type 3 incident. Develop an Incident Action Plan for a simulated incident

**ICS 400 - Advanced Incident Command System**

**This is a classroom course (12-16 hours)**

Check <http://dhsem.state.co.us/preparedness/training-exercise> for available courses.

ICS 400 describes how the NIMS Command and Management component supports the management of expanding incidents. Describe the incident/event management process for large-scale organization development; roles and relationships of the primary staff; the planning, operational, logistical and fiscal considerations related to large and complex incident/event management. Implement the application of Area Command and the importance of interagency coordination on complex incidents/events.

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**IS 701.a: NIMS Multi-Agency Coordination Systems (MACS) (5 hour course)**

<http://training.fema.gov/EMIWeb/IS/is701a.asp>

This course introduces Multiagency Coordination (MAC) Systems as described in the National Incident Management System (NIMS), and shows how these systems can be used to improve incident response. MAC Systems consist of a combination of elements: personnel, procedures, protocols, business practices, and communications integrated into a common system.

**IS 702.a: NIMS Public Information (3 hour course)**

<http://training.fema.gov/EMIWeb/IS/is702a.asp>

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. This includes public information systems, as described in NIMS are designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response.

**G402 - ICS-402 - Incident Command System (ICS) Overview for Executives and Senior Officials**

**This is a classroom course (2 hours)**

<http://training.fema.gov/gstate/downloadMats.asp?course=G402%20-%20ICS-402%20-%20Incident%20Command%20System%20%28ICS%29%20Overview%20for%20Executives%20and%20Senior%20Officials>

The purpose of this course is to provide an orientation to the Incident Command System (ICS) for Executives and Senior Officials (including elected officials, City/County managers, agency administrators, etc.).

This class is given free of charge through the Colorado Department of Public Safety, Division of Homeland Security and Emergency Management. Contact the Regional Field Manager for division.

**E900 - IEMC: All Hazards Preparation and Response (4 Days - Emmitsburg, Maryland)**

This Integrated Emergency Management Course, E900 All Hazards Preparedness and Response is a premier course that addresses preparedness and response in emergency situations resulting from natural and technological hazards. This exercise-based course is conducted for two types of audiences. The participants in the "generic" audience represent various communities from throughout the country. The "specific" audience is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decision making in a learning, yet realistic, environment. A key outcome of this is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise

scenario for the All Hazards: Preparedness and Response focuses on severe weather and related flooding.



# CITY OF GRAND JUNCTION EMERGENCY OPERATIONS PLAN

## City of Grand Junction NIMS Training Program

All Potential Emergency and Disaster Workers	First Line Supervisors	Middle Management (Mid-level Response Supervisors)	Incident Command & General Staff Positions (Senior-level Response Managers)	All City Multi-Agency Coordination (MAC) Group Reps	All City PIO's	Elected Officials
Fire – All, except clerical support Police – All, except clerical support Public Works & Utilities – All, except clerical support GJRCC All, except clerical support	Fire – Firefighter EMT Paramedic Engineer Captain Prevention Officer Police – Sergeants PW&U - Crew leaders Supervisors Parks & Recreation - Supervisors Risk Manager AIM Members City Leadership Team	Fire Battalion Chiefs* Police Commanders* PW&U Managers - Streets Wastewater Water	Fire Chief* Deputy Fire Chiefs* Police Chief* Deputy Police Chiefs* PW&U Director* Emergency Manager*	Police Rep Fire Rep GJRCC Rep PW&U Rep Emergency Manager	Police PIO Fire PIO City Administration PIO Emergency Manager	Mayor City Council
IS-700.a	IS-700.a	IS-700.a	IS-700.a	IS-700.a	IS-700.a	G- 402* Recommended
IS-100.b	IS-100.b	IS-100.b	IS-100.b	IS-100.b	IS-100.b	
	IS-200.b	IS-200.b	IS-200.b	IS-200.b	IS-702.a	
		IS-800.b	IS-800.b	IS-800.b		
		ICS-300* Recommended	ICS-300	ICS-300		
		ICS-400* Recommended	ICS-400	IS-701.a		
		E-900* Recommended	E-900* Recommended			

**Appendix H – Elected and Senior Officials Guide**

**ELECTED AND SENIOR OFFICIALS  
ROLES AND RESPONSIBILITIES GUIDE  
TO DISASTERS AND EMERGENCIES**



**24-HOUR EMERGENCY RESPONSE NUMBER  
1-303-279-8855  
Department of Public Safety  
Office of Emergency Management  
State of Colorado**

## Elected and Senior Official Responsibilities

Each disaster will be unique, but common threads will run through each. Knowing the types of hazards that could impact your community will, however, aid you in preparing for those emergencies or disasters.

### Steps elected and senior officials should take prior to a disaster include:

- Familiarize yourself with Colorado Department of Public Safety “An Elected Officials Guide for Disasters and Emergencies.”  
<http://dhsem.state.co.us/sites/default/files/Policy%20Guide%20Handout%20FINAL%2012.12.pdf>
- Review emergency ordinances to ensure they are adequate. Define emergency powers and add a provision for declaring a local/county state of emergency.
- Integrate emergency management into all departments that may be called upon to respond to provide support during a disaster.
- Ensure that your community’s emergency operations plan is current and compliant with the National Incident Management System.
- Know what your responsibilities are and participate in disaster drills/exercises.
- Develop and support the establishment of an Emergency Operations Center (EOC).
- Develop or maintain continuity of operations plans (COOP). In the private sector, this would be similar to a business continuity plan.
- As a part of your COOP plan, identify alternate facilities in which to operate out of in the event that your primary facilities are damaged or in an evacuation zone. These alternate facilities may be in another jurisdiction if necessary.
- Develop a community-based mitigation process to implement a hazard mitigation plan. This is critical for receiving hazard mitigation funds after a disaster occurs.
- Develop mutual aid agreements with other agencies and jurisdictions.
- Foster the creation of a long-term recovery committee to plan and guide local recovery issues.

### Steps elected and senior officials should take during a disaster include:

- Maintain a presence in the EOC.
- Consider the need for issuing an emergency declaration or proclamation. This can help position your community to receive additional state and federal assistance.
- Understand the incident objectives, provide visible leadership and set policy.
- Exercise sound reasonable judgment, and make decisions with appreciation of legal considerations. Follow your unique standard of care.

- Prioritize resources.
- Communicate to the public the nature of event, status of community response, and what individuals should do.
- Utilize mutual aid with neighboring jurisdictions.
- Promote the timely completion of preliminary damage assessments by individuals and businesses.
- Document, document, document!

**Steps elected and senior officials should take after a disaster include:**

- Tour damaged areas and meet with impacted residents.
- Develop a recovery plan and work with state and federal agencies to secure recovery funds.
- During the recovery process, consider mitigation projects that could lessen or prevent future damage.
- Work with the long-term recovery committee to address long-term needs for survivors.
- Participate in after action reviews/critiques.

Emergency management is like an insurance policy. You hope that you will never have to use it but when you do, you want the assurance that it will be there. If elected and senior officials do not put the time in on the front end, they will spend 10 times more on the back end trying to understand and deal with the ramifications of not being prepared.

**Disaster Declarations usually follow these steps:**

- **Local government responds**, supplemented by mutual aid from neighboring communities and volunteer agencies. If the disaster exceeds the local capabilities, they can request state assistance.

A local government may declare a local disaster or an emergency through the principal executive officer, through an order or proclamation and submit it to the state, usually through the Mesa County Emergency manager. This activates response and recovery of all applicable local and inter-jurisdictional disaster emergency plans.

**Why Declare a Disaster?**

- To gain access to TABOR emergency reserves
- To qualify for certain types of federal and state disaster assistance
- To activate local and inter-jurisdictional emergency plans and mutual assistance agreements

- To support the enactment of temporary emergency restrictions or controls (e.g., curfews, price controls)

➤ **The State Responds** with state resources as requested (and/or needed) by the local government.

The Colorado Division of Homeland Security and Emergency Management, Department of Military and Veterans Affairs, Department of Public Health & Environment, Department of Transportation, Department of Local Affairs, Department of Public Safety, Colorado State Patrol, Department of Human Services, Department of Agriculture, and the Department of Natural Resources are all examples of Colorado agencies who may respond to a disaster.

The State may declare a disaster or emergency by Executive Order or Proclamation of the Governor if the Governor finds a disaster has occurred or that this occurrence or the threat of a disaster or emergency is imminent. This frees up State TABOR reserves and Disaster Emergency funds, enables the Governor to temporarily enact or suspend State restrictions or controls, activates the State Emergency Operations Plan, and activates the State Emergency Operations Center.

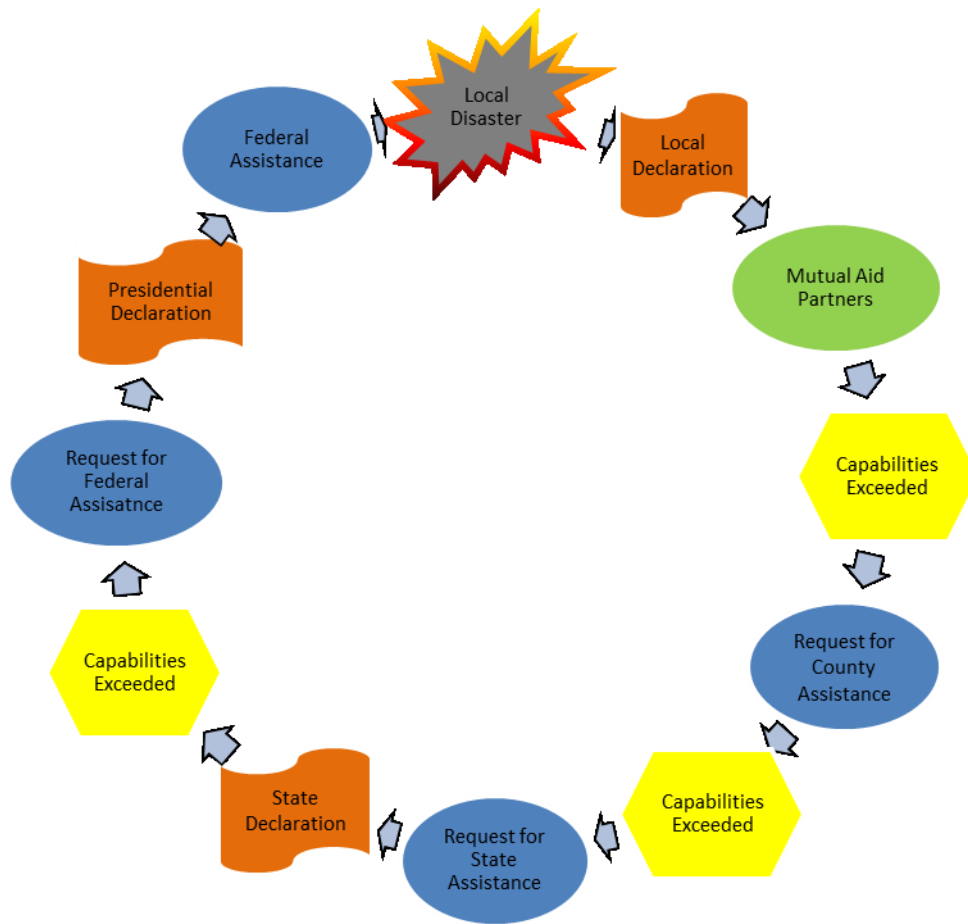
➤ **Damage Assessment.** The state can request a disaster declaration from the Governor with a preliminary damage assessment from the local government through the Colorado Division of Homeland Security and Emergency Management.

The state can also perform a formal federal, state, and local preliminary damage assessment with FEMA to determine if damage amounts may qualify for a presidential disaster request and therefore, federal assistance. A presidential disaster declaration and/or emergency can be requested by the governor to the President through FEMA, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery is made.

➤ **FEMA** will evaluate the request and recommend action to the White House based on the disaster damage assessment, the local community and the state's ability to recover.

➤ **The President** approves the request or FEMA informs the governor it has been denied. The decision process could take a few hours or several weeks depending on the nature of the disaster.





**Note:** The difference between a **disaster declaration** and an **emergency declaration** is that an emergency can be declared even though there is no disaster. An example would be World Youth Day. Also, an emergency declaration is generally of lesser scope and impact than a major disaster declaration.

## ***Appendix I – Specific Hazard Annexes***

WINTER STORM RESPONSE PLAN

PANDEMIC FLU RESPONSE PLAN

DROUGHT RESPONSE PLAN

DAM FAILURE EMERGENCY RESPONSE PLAN



Date: September 4, 2015  
 Author: Lee Cooper / Trent Prall  
 Title/ Phone Ext: Project Engineer  
- 4155 / Engineering Manager x4047  
 Proposed Schedule: Sept. 16, 2015  
 2nd Reading  
 (if applicable): \_\_\_\_\_  
 File # (if applicable): \_\_\_\_\_  
 \_\_\_\_\_

Attach 7

**CITY COUNCIL AGENDA ITEM**

<b>Subject:</b> Contract for the G Road – Phase 2 Improvements Project
<b>Action Requested/Recommendation:</b> Authorize the Purchasing Division to Enter into a Contract with M.A. Concrete Construction, Inc. of Grand Junction, Colorado for the Construction of G Road – Phase 2 Improvements Project Near the New Community Hospital Facility in the Amount of \$762,962.50
<b>Presenter(s) Name &amp; Title:</b> Greg Lanning, Public Works Director Jay Valentine, Internal Services Manager

**Executive Summary:**

This is the contract award for the construction of Phase 2 of the road widening on G Road in the vicinity of 23 ½ Road to accommodate the new Community Hospital. The road widening will provide for left turn lanes at 23 ½ Road and the private entrance into the hospital complex located just east of 23 ½ Road. The road widening will also include the piping of the Canning Factory Drain along the north side of G Road.

**Background, Analysis and Options:**

The project is required to comply with the City’s Transportation Engineering Design Standards (TEDS) based on traffic study projections of traffic loads that will result from the Community Hospital development. Additionally, the project is required to conform to the policies contained in the City’s Transportation Capacity Payments ordinance.

Between 23 Road and 24 Road, G Road is a two-lane paved road with gravel shoulders with the exception of Phase I which was completed in the Fall of 2013 prior to the opening of the Medical Office Building on the Community Hospital campus. The road is bounded on the north by and irrigation tail water and drainage ditch called the Canning Factory Drain.

The Community Hospital development is under construction at the southeast corner of the intersection of G Road and 23 ½ Road. The traffic impact study conducted for the Community Hospital development determined the development would generate sufficient traffic to require turn lanes at 23 ½ Road and the private entrance into the hospital campus that will be located south of G Road just east of 23 ½ Road. The turn lanes are required to bring G Road in compliance with the City’s TEDS roadway

standards, given the projected traffic volumes that will result from the new hospital development. Curb, gutter and sidewalk are NOT proposed on the north side of G Road at this time awaiting future development.

Under current Transportation Capacity Payment (TCP) policy, developers of private projects pay a fee according to the TCP schedule to offset a portion of the cost of impacts to the City's transportation system. The City then uses these fees to construct transportation improvement projects. Given the combination of traffic that will be generated by the new hospital development, traffic engineering standards in TEDS, and the TCP policy, the City is obligated to construct the turn lanes on G Road at 23 ½ Road and the private drive entrance. These turn lanes and the associated road widening necessitate the piping of the existing Grand Valley Drainage District's (GVDD) Canning Factory Drain along the north side of G Road.

The Canning Factory Drain flows east to west along G Road and is not part of the Wilsea Drain that the City recently acquired from the GVDD. The Wilsea Drain flows southwest of the Community Hospital site. A transfer of the Canning Factory Drain from the GVDD to the City is not contemplated as part of the Community Hospital complex development.

Ray Rickard, owner of 2350 G Road, requested the extension of the piping of the Canning Factory Drain westerly to the entrance to his property. The net cost of the work is \$96,323. He has signed a City Attorney generated agreement for this work to be completed at his expense.

A formal solicitation was issued through BidNet (an on-line site for governmental bid document distribution), posted on the City's internet website, advertised in the Daily Sentinel and the Denver Daily Journal, and sent to the Western Colorado Contractors Association (WCCA).

M.A. Concrete Construction, Inc. of Grand Junction, CO was the apparent low bidder with a bid of \$762,962.50.

Bids were received from the following companies:

<b>Company</b>	<b>Location</b>	<b>Amount</b>
M.A. Concrete Const.	Grand Junction, CO	\$762,962.50
Skyline Contracting	Grand Junction, CO	\$929,368.00
Sorter Construction	Grand Junction, CO	\$955,895.00
United Companies	Grand Junction, CO	\$1,027,412.75

This project is scheduled to begin September 28, 2015 and final completion is scheduled for November 24, 2015.

**How this item relates to the Comprehensive Plan Goals and Policies:**

**Goal 9:** Develop a well-balanced transportation system that supports automobile, local transit, pedestrian, bicycle, air, and freight movement while protecting air, water and natural resources.

This project will provide required public safety improvements by providing required turn lanes at intersections involving relatively high-speed and high-volume east-west traffic combined with a large number of left turn movements. Forgoing construction of the left turn lanes would violate City traffic engineering standards and increase the potential for high-speed collisions.

**How this item relates to the Economic Development Plan:**

**Policy 1.4 Providing Infrastructure that Enables and Supports Private Investment**  
The G Road – Phase 2 Improvements Project relates to the City providing infrastructure that enables and supports private investment. The widening of G Road between 23 ½ Road and 23 ¾ Road for the Medical Office Building and the new Community Hospital facility will not only properly serve the new medical campus, but will allow easier development of properties on the north side of G Road due to the Canning Factory Drain ditch being piped and filled in.

**Board or Committee Recommendation:**

There is no board or committee recommendation.

**Financial Impact/Budget:**

The original budget of \$700,000 to complete this project is in the City’s Transportation Capacity Payment Fund 207 for 2015. Since the current appropriation does not cover the total project costs, and since there is adequate fund balance in the fund, a revised appropriation from the Transportation Capacity fund will be required. This additional appropriation will be included in the revised budget request.

<b>Sources:</b>	
Transportation Capacity Payment Fund 207	\$ 673,222
Grand Valley Transit for new bus turn-outs	\$ 23,000
Property owner at 2350 G Road Drain Extension	\$ 96,323
<b>Total Sources:</b>	<b>\$ 792,545</b>
<b>Expenses:</b>	
- <b>Construction contract (THIS ITEM)</b>	\$ 762,963
- Consultant Engineering (design, wetlands, historical)	\$ 24,458
- Materials only / 24 and G Road Signal Left Turns	\$ 5,124
<b>Total Expenses</b>	<b>\$ 792,545</b>

**Legal issues:**

The form of the contract has been reviewed and approved by the City Attorney. No legal issues are known to have arisen from the bid process.

**Other issues:**

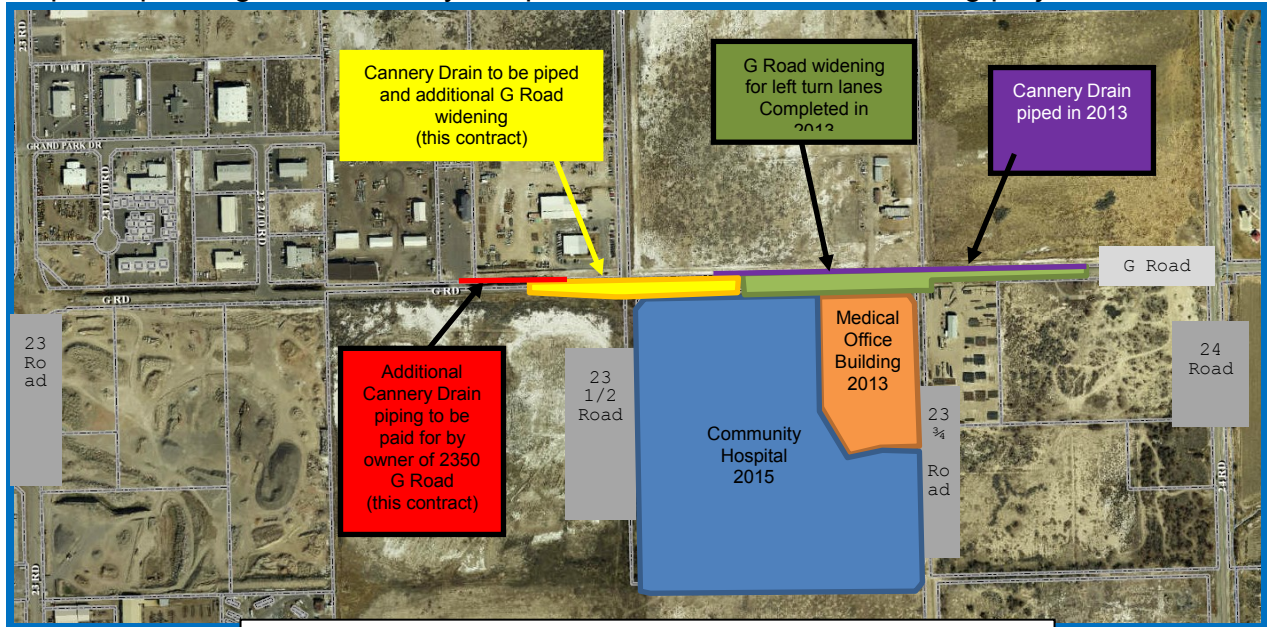
There are no other issues.

**Previously presented or discussed:**

This has not been previously discussed.

**Attachments:**

**Map and phasing of Community Hospital and Medical Office Building projects**



Community Hospital complex G Road improvements

**Attach 8**  
**CITY COUNCIL AGENDA ITEM**

<b>Subject:</b> Event Center Feasibility Update and Parking Study Contracts
<b>Action Requested/Recommendation:</b> Authorize the Purchasing Division to Enter into a Contract with Hunden Strategic Partners of Chicago, Illinois for Updating the Event Center Feasibility Study in the Amount of \$49,000 and Enter into a Contract with Walker Parking Consultants to Conduct a Parking Supply and Demand Analysis in the Proposed Event Center Study Area in the Amount of \$18,000.
<b>Presenter(s) Name &amp; Title:</b> Tim Moore, Interim City Manager Jay Valentine, Internal Services Manager

**Executive Summary:**

Contract award to update a 2003 Feasibility Study regarding an Event Center located in the downtown area and enter into a contract with Walker Parking Consultants to update a previous parking inventory within the central business district study area.

**Background, Analysis and Options:**

Staff was directed to update a study from 2003 to investigate the feasibility of a downtown event center. A formal solicitation was issued through BidNet (an on-line site for governmental bid document distribution), posted on the City’s internet website, advertised in the Daily Sentinel and posted on the Chamber of Commerce website.

Of the five responses received, Hunden Strategic Partners of Chicago, IL has been selected by a four member evaluation team as the most logical choice for this project. Sink, Combs, Dethlefs is providing the architectural information to the proposer.

Responses were received from the following companies:

Company	Location	Amount
Hunden Strategic Partners, Inc.	Chicago, IL	\$49,000.00
C.H. Johnson Consulting	Chicago, IL	\$49,500.00
CSL International	Minneapolis, MN	\$50,000.00
Victus Advisors, LLC	Park City, UT	\$50,750.00
AECOM Technical Services, Inc.	Chicago, IL	\$58,900.00

Hunden and Johnson Consulting have very similar proposals with the strengths being cost, experience, and the commitment to reviewing and comparing various similar projects both completed and under construction. What gives Hunden the lead is the cost (\$500 less) and the fact Robin Hunden, the president of the company, will be the lead on this project. The president of Johnson Consulting will only have 15% involvement.

Victus Advisors, LLC was eliminated because they were not quite as highly qualified as Hunden and they have only been in business since 2012. They did not really provide evidence that a majority of the work would be done by in-house staff and it appears as if there are only two people at the firm.

CSL International was not considered since they had done the previous study and were subsequently retained by Mesa County in 2009 to update key aspects of the 2003 event center feasibility study. The task presented to staff was to validate the previous study. It would be a conflict to hire the same firm.

AECOM was eliminated based on two reasons: past experience and their submitted proposal. AECOM is a large company with ample experience, but their lack of customer service and inflexibility on the 911 Communications Center left the City with an unfavorable impression. Their submitted proposal for this project left out requested information regarding a preliminary cost analysis using Base Case, Low Case and High Case scenarios. They indicated the scenarios could be provided if requested. The solicitation document clearly requested the information and the other firms provided it. In providing evidence that the majority of work would be done by in-house staff they provided only one person's information. For these reasons and the fact they had the highest price, they were not selected.

Staff was also directed to update a 2003 parking study to evaluate current parking supply and demand conditions within the proposed event center area. This update would be based on the projected build-out of the new event venue and other specific projects within the downtown. Walker Parking Consultants, Greenwood Village, Colorado, was asked to submit a proposal to update and/or revise their original study based on the new event center conditions.

In accordance with Purchasing Policy, the services of private consultants, with a cost under \$25,000, to complete complex studies or revise procedures may be hired without competition. Therefore, there was no formal solicitation for this parking study.

#### **How this item relates to the Comprehensive Plan Goals and Policies:**

#### **Goal 4: Support the continued development of the downtown area of the City Center into a vibrant and growing area with jobs, housing and tourist attractions.**

This study, in part, will help identify to what extent an event center would contribute to the downtown area in terms of economic, demographic and tourism impacts.



**Goal 12: Being a regional provider of goods and services the City and County will sustain, develop and enhance a healthy, diverse economy.**

This study will evaluate general real estate trends, with special emphasis on sports and entertainment.

**How this item relates to the Economic Development Plan:**

**Goal: Continue to make investments in capital projects that support commerce and industry and provide for long-term economic competitiveness.**

Hunden Strategic Partners will conduct an economic, fiscal and employment impact analysis to determine the direct, indirect and induced impacts, including the tax revenues that are generated by projected visitors to the project.

**Board or Committee Recommendation:**

The review committee unanimously recommends Hunden Strategic Partners to update the feasibility study.

**Financial Impact/Budget:**

The total of \$67,000 will be coming out of the City Council's Economic Development Contingency account.

**Legal issues:**

No legal issues have resulted from the procurement; if the project is approved the City Attorney will assist if requested with the form of the contract(s).

**Other issues:**

There are no other issues.

**Previously presented or discussed:**

This has been previously discussed at workshops regarding the proposed event center.

**Attachments:**

There are no attachments.

Attach 9

## CITY COUNCIL AGENDA ITEM

**Subject:** Contract for Equipment Removal, Equipment Purchase, and Installation of Fire Station Alerting System for the New Fire Station #4

**Action Requested/Recommendation:** Ratification of the Sole Source Contract with Low Voltage Installations, Inc., Golden, CO in the Amount of \$53,958.61

**Presenter(s) Name & Title:** Ken Watkins, Fire Chief  
Jay Valentine, Financial Operations Manager

**Executive Summary:** Ratify a contract with Low Voltage Installations, Inc., Golden, CO to remove the fire station alerting system from existing Fire Station #4, provide additional equipment, and to re-install the fire station alerting system in the City's new Fire Station #4.

### Background, Analysis and Options:

In a medical emergency or structure fire one of the most critical components for a successful outcome is reliable communications and rapid response times. The first link of the cycle to get help is most often a telephone call to the communications center. The speed and efficiency of the call handling from receipt, to dispatch, to response is vital. The success of this first link is directly related to both the quality of professional personnel and the technology systems in place. The fire station alerting system is the link between the communication center and the fire station.

In 2012, the Fire Department, Communications Center, Information Technology, and Purchasing worked hand in hand in evaluating solutions for fire station. After researching a variety of systems and going through a formal RFP process, the City contracted with Low Voltage Installations, Inc. to design and install the First-In Automated Voice Dispatch system manufactured by Westnet, Inc.

Utilizing this system, the Grand Junction Regional Communication Center (GJRCC) has been able to efficiently dispatch critical emergencies by managing the assets of multiple fire stations simultaneously. The seamless integration of this system to our existing dispatch system provides familiar front-end usability with integrated back-up systems for our dispatchers. Alerts at the fire station are both visual and audio. In the event of a failure of any kind in the communications link, the backup systems will automatically dispatch personnel and alert the console operator with a clear indication that an issue has occurred.

This purchase is necessary to provide the same alerting capability for the newly constructed Fire Station #4 as in place at all other fire stations. This is sole source purchase as Low Voltage Installations, Inc. is the only installer for Westnet in Colorado.

The proposed purchase includes the costs to remove and re-install the existing re-usable equipment in old Station #4, and because of floor plan differences, adds the additional components necessary meet the needs of the new station.

**How this item relates to the Comprehensive Plan Goals and Policies:**

This purchase is will provide rapid, reliable dispatching of fire stations, facilitating quicker response of equipment to emergency incidents.

- Goal 11: Public safety facilities and services for our citizens will be a priority in planning for growth.

Response time is a key factor in successfully mitigating fire and medical emergencies and keeping the community safe.

**How this item relates to the Economic Development Plan:**

Public Safety is one of the Guiding Areas of Emphasis in the City Economic Development Plan. This project fits under the following section of the Economic Development Strategy and Action Plan:

1.6 Investing in and Developing Public Amenities

- Goal: Create and maintain a safe community through professional, responsive and cost effective public safety services.
  - Action Step — Continue to improve response times of emergency responders through technology and the planning and construction of fire stations in areas without adequate coverage.

**Board or Committee Recommendation:**

The original purchase of the Fire Station Alerting System was discussed and approved by the Grand Junction Regional Communication Center Board.

**Financial Impact/Budget:**

On April 8, 2015, the City was awarded a Mesa County Federal Mineral Lease Grant in the amount of \$50,000 for this project. The balance of \$3,958.61 is accounted for in the Station 4 project budget.

**Legal issues:**

The City's procurement policies provide for sole source purchases. The City Council may approve the purchase and ratify the contract if it is satisfied that the procurement policies have been met.

**Other issues:**

No other issues.

**Previously presented or discussed:**

On March 4, 2015, City Council approved by resolution the application of a Mesa County Federal Mineral Lease Grant for the Fire Station Alerting System at the new Fire Station 4.

The original purchase of the Fire Station Alerting System was approved by City Council on July 18, 2012.

**Attachments:**

None.

CITY COUNCIL MEETING

CITIZEN PRESENTATION

Date: 09/16/15

Citizen's Name: \_

Richard Swingle  
443 Mediterranean Way  
Grand Junction, CO 81507-4525

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Subject: Broadway 2

*Please include your address, zip code and telephone number. They are helpful when we try to contact you in response to your questions, comments or concerns. Thank you.*

CITY COUNCIL MEETING

CITIZEN PRESENTATION

Date: \_\_\_\_\_

Citizen's Name: Bruce Schumley

Address: 339 Colo

Phone Number: 788-7173

Subject: Everything!

*Please include your address, zip code and telephone number. They are helpful when we try to contact you in response to your questions, comments or concerns. Thank you.*