

RESOLUTION NO. 24-005

A RESOLUTION APPROVING THE FY 2024 PUEBLO
AREA COUNCIL OF GOVERNMENTS' DELEGATION
AGREEMENT FOR REGIONAL LAND USE PLANNING
AND ADMINISTRATION AND AUTHORIZING THE
CHAIRPERSON OF PACOG TO EXECUTE SAME

BE IT RESOLVED by the Pueblo Area Council of Governments that:

SECTION 1.

The FY 2024 Delegation Agreement for Regional Land Use Planning and Administration ("Delegation Agreement") effective from January 1, 2024, through December 31, 2024, a copy of which is attached and incorporated herein by reference, having been approved as to form by the PACOG Attorney, is hereby approved.

SECTION 2.

The Chairperson of the Pueblo Area Council of Governments ("PACOG") is hereby authorized to execute said Delegation Agreement on behalf of PACOG.

SECTION 3.

The officers and staff of the PACOG are authorized to perform any and all acts consistent with this Resolution and the attached Delegation Agreement to implement the policies and procedures described therein.

SECTION 4.

This resolution shall become effective on the date of approval *nunc pro tune* January 1, 2024.

INTRODUCED January 25, 2024

APPROVED:



Chairman
Pueblo Area Council of Governments

ATTEST:



PACOG Recording Secretary

EXHIBIT "A"

SCOPE OF SERVICES

I. Administration.

County will provide staff for PACOG including a Manager who shall be the County Director of Planning and Development and other clerical and support staff as needed. County staff will perform all administrative functions necessary to facilitate PACOG's regular and special meetings and the meetings of the standing and special committees of PACOG, including preparation of agenda materials, public notices, and distribution of materials. County will provide a recording secretary for meetings. The Manager shall also handle the day-to-day administrative tasks for PACOG assigned by PACOG or its Co-Executive Directors and within the confines of the PACOG budget allocated for such purposes.

II. Regional Land Use and Water Quality Planning.

County will perform the 2024 Regional Land Use and Water Quality Planning activities authorized by PACOG using County's staff within available appropriations and within the confines of the PACOG budget allocated for such purposes.

EXHIBIT "B"

I. Budget for Contract Services.

Regional Land Use Planning and Administration	\$49,395.00
604(b) Program--Update of Areawide Water Quality Management Plan and Watershed Plan (FY 2024 October 10, 2023, to September 30, 2024 - WQMP = \$24,100) (FY 2024 January 10, 2024, to December 31, 2024 - Watershed Plan = \$25,000)	49,100.00

TOTAL \$98,495.00

II. Compensation and Reimbursement.

PACOG will reimburse Pueblo County for expenses incurred by its Department of Planning and Development on a quarterly basis. Expenses include the following: employee time, office supplies, postage, photocopies, fax, long distance calls, and mileage. Details on each of these expenses shall be submitted through a request for reimbursement and are listed below.

Employee Time: Employee time is charged at a weighted hour rate that includes salary, benefits, and other employee costs for actual hours worked on PACOG's Regional Land Use Planning work program activities. The following weighted hourly rates apply for 2023:

County Planning Director	\$86.17
Deputy Director	77.83
Planner II	43.81
Planner I	38.57
Office Manager/Recording Secretary	54.02
Administrative Assistant III	33.21

Office Supplies: Office supplies, such as newspaper ads or public notices (e.g., EPAC vacancies, PACOG budget), plaques presented to outgoing PACOG members; Zoom meeting account, letterhead, supplies, and envelopes, etc., are charged accordingly to the specific activity at the direct rate cost.

Postage: Postage is tracked by the County on its postage meter at a direct rate. A billing is sent quarterly for reimbursement to the Department of Planning and Development for payment.

Photocopies: Photocopies are assessed at 5¢ per page for black and white copies and 10¢ for color copies, which includes the cost of machine use, paper, and toner. A "copy log" is kept in order to maintain an accurate count.

Fax: PACOG will be charged County's actual direct costs associated with fax services (i.e., the cost of long-distance telephone calls and cost per fax copy).

Long Distance Telephone Calls: Long distance telephone calls are assessed per call at the direct rate. Individuals maintain their own telephone logs and are requested to specify on monthly billings their respective PACOG long distance calls.

Mileage: Mileage is kept on a "mileage log". PACOG is assessed at a rate per mile established by Resolution of the Board of County Commissioners pursuant to §30-11-107, C.R.S.