



AGENDA
HAYDEN TOWN COUNCIL MEETING
HAYDEN TOWN HALL – 178 WEST JEFFERSON AVENUE
THURSDAY, APRIL 7, 2022
7:30 P.M.

ATTENDEES/COUNCIL MAY PARTICIPATE VIRTUALLY VIA ZOOM WITH THE INFORMATION BELOW:

Join Zoom Meeting

<https://us02web.zoom.us/j/81996476776?pwd=N284bThVSic4amplZ3oyb0VMTUNKUT09>

Meeting ID: 819 9647 6776

Passcode: 700776

One tap mobile

+16699009128,,81996476776#,,,,,0#,,700776# US (San Jose)

+12532158782,,81996476776#,,,,,0#,,700776# US (Tacoma)

THE TOWN WILL ALSO BROADCAST MEETINGS ON FACEBOOK LIVE AT THE TOWN'S FACEBOOK PAGE AT

<https://www.facebook.com/coloradohayden/>

*OFFICIAL RECORDINGS AND RECORDS OF MEETINGS WILL BE THE ZOOM RECORDING AND NOT FACEBOOK LIVE. FACEBOOK LIVE IS MERELY A TOOL TO INCREASE COMMUNITY INVOLVEMENT AND IS NOT THE OFFICIAL RECORD. *

WORK SESSION 7:00 P.M. – 7:30 P.M.

1. STAFF REPORTS

REGULAR MEETING – 7:30 P.M.

- 1a. CALL TO ORDER
- 1b. OPENING PRAYER
- 1c. PLEDGE OF ALLEGIANCE
- 1d. ROLL CALL

2. CONSIDERATION OF MINUTES

- A. Regular Meeting March 17, 2022

Page 3

3. PUBLIC COMMENTS

Citizens are invited to speak to the Council on items that are not on the agenda. There is a 3 minute time limit per person, unless otherwise noted by the Mayor. Please note that no formal action will be taken on these items during this time due to the open meeting law provision; however, they may be placed on a future posted agenda if action is required.

4. PROCLAMATIONS/PRESENTATIONS

- A. A Proclamation Recognizing April 2022 as Child Abuse Prevention Month in Hayden, Colorado Page 8
- B. A Proclamation Recognizing April 2022 as The Month of the Young Child in Hayden, Colorado Page 9
- C. A Proclamation Recognizing April 2022 as Sexual Assault Awareness Month in Hayden, Colorado Page 10
- D. Arbor Day Proclamation Page 11
- E. Review Town of Hayden Employee Handbook and Policies Page 12

NOTICE: Agenda is subject to change. If you require special assistance in order to attend any of the Town's public meetings or events, please notify the Town of Hayden at (970) 276-3741 at least 48 hours in advance of the scheduled event so the necessary arrangements can be made.

5. CONSENT ITEMS

Consent agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a Councilmember, member of the audience or Town staff requests the Council to remove an item from the consent agenda.

- A. Consideration to ratify payment bill vouchers dated March 24, 2022 in the amount of \$236,822.41 Page 77
- B. Consideration to approve payment bill vouchers dated March 30, 2022 in the amount of \$36,753.49 Page 82
- C. Ratification of appointment of Noah Price to the West Routt Forward Board of Directors for a term of two (2) years beginning March 22, 2022 Page 84

6. OLD BUSINESS

- A. 135 S WALNUT STREET – DEVELOPMENT PLANS (DELAYED FROM FEBRUARY 10, 2022) Page 86
 - i. Presentation and discussion regarding development plans for Town of Hayden property located at 135 S Walnut Street
 - ii. Review and Consider Approval of 135 S Walnut Street Future Plans
- B. 200 WALNUT GRANARY – PUBLIC WATER LINE EASEMENT VACATION Page 113
 - i. Public Hearing: Ordinance No. 714, An Ordinance Vacating the 20-Foot-Wide Public Water Line Easement as Dedicated on the Plat of Record at File No. 14438 in the Official Records of the Routt County Clerk & Recorder, and Providing an Effective Date
 - ii. Review and Consider for Approval of 2nd Reading of Ordinance No. 714, An Ordinance Vacating the 20-Foot-Wide Public Water Line Easement as Dedicated on the Plat of Record at File No. 14438 in the Official Records of the Routt County Clerk & Recorder, and Providing an Effective Date
- C. ORDINANCE NO. 713 – SHORT-TERM RENTAL STANDARDS – HAYDEN DEVELOPMENT CODE Page 122
 - i. Public Hearing: Ordinance No. 713, An Ordinance Amending the Hayden Municipal Code by Adding Language at Section 7.28.160, Short-Term Rental Standards, in Title 7: The Hayden Development Code; Repealing All Conflicting Ordinances; Providing for Severability; Providing an Effective Date
 - ii. Review and Consider for Approval of 2nd Reading of Ordinance No. 713, An Ordinance Amending the Hayden Municipal Code by Adding Language at Section 7.28.160, Short-Term Rental Standards, in Title 7: The Hayden Development Code; Repealing All Conflicting Ordinances; Providing for Severability; And Providing an Effective Date
- D. PAUL FLOOD, PAGODA PEAK LLC – DRAINAGE & UTILITY EASEMENT VACATION Page 126
 - i. Public Hearing: Ordinance No. 715, An Ordinance Vacating the 15-Foot-Wide drainage and public and private utility easement along the rear lot lines of Lots 7-9, The Meadow, A Planned Neighborhood, on the Plat of Record at File No. 13397 in the Official Records of the Routt County Clerk & Recorder, and Providing an Effective Date
 - ii. Review and Consider for Approval of 2nd Reading of Ordinance No. 715, An Ordinance Vacating the 15-Foot-Wide drainage and public and private utility easement along the rear lot lines of Lots 7-9, The Meadow, A Planned Neighborhood, on the Plat of Record at File No. 13397 in the Official Records of the Routt County Clerk & Recorder, and Providing an Effective Date
- E. Review and Consider for Acceptance December 31, 2021 Financial Statement Page 129

7. NEW BUSINESS

8. PULLED CONSENT ITEMS

9. STAFF AND COUNCILMEMBER REPORTS (CONTINUED, IF NECESSARY)

10. EXECUTIVE SESSION (IF NECESSARY)

11. ADJOURNMENT

Work SessionStaff & Councilmember ReportsRECREATION

Josh Jones, Director Parks and Recreation:

Rachel Wattles, Director Arts and Events: Arts Commission had first meeting. Working with Lift Up in getting set up for Free Food Market the 1st and 3rd Wednesday each month from 11:00am-1:00pm starting in April.

POLICE

Chief of Police Tuliszewski: Update on the Yampa Valley Regional Airport record numbers during flight season and very busy. A couple of weeks ago one of the airlines had multiple cancellations and difficulty getting folks out of there. There were folks that were stranded for three days. No major incidents.

PUBLIC WORKS

Bryan Richards, Public Works Director: Hired a building maintenance employee, Ty Camilletti and been here a couple of weeks. Impressed with his knowledge of buildings and has been an asset to Public Works. Leak at Hayden Center roof with the help of Ty Camelitti and roofing company, we were able to find some cracks we may not have found without him. Advertised for seasonal summer employees. Looking for a few kids by April 15, 2022. Looking for between 4-6. Sidewalk project a little bit of a snag; our ADA ramps were a little bit above the CDOT grade and needing to revamp some of those. Approximately a 4-week delay. Waiting on the finalization of the \$2 million Revitalize Main Street grant. It will supplement the sidewalk project. Moving forward on a lot of projects right now. RFQ will be going out for the Poplar Street bridge. Tank project gearing up. Fifth Street will be in the mix of projects. Will be doing an assessment of our streets and develop a plan for repair and maintenance.

PLANNING

Mary Alice Page-Allen, Planning, Zoning and Development Director: On the agenda tonight and wrapping up projects and getting to the point of minimal attention. Will attend the April 7th meeting. The technical kick-off with contract planner next Wednesday. West Routt Forward meeting next Wednesday.

ADMINISTRATION

Mathew Mendisco, Town Manager: 1st Hayden e-letter went out and the 1st day we had 140 people open it. Electronic newsletter will be monthly and print version will be quarterly. Funding for the Hayden Center went through with the federal budget approval; full amount awarded 2.6M. Will be proposing approval of a contract with Department of Local Affairs ETA program; a program through the University of Denver to reimagine the Hayden Race Track. The NWCO Business District is in the next phase which is engineering. The annexation meeting will be tomorrow. The Town is under contract to purchase the parcel. Wage increases across the board and we will be updating our wage survey this summer and taking a look at that and see what we can do in meantime; we looked at benefits and employees will have free membership at the Hayden Center.

Sharon Johnson, Town Clerk: Working with residents and customers and daily tasks, broken meters and utility billing. Hayden Clean Up Day in May 14, 2022 8am-3pm.

Andrea Salazar, Finance Manager: Working on the audit daily.

COUNCILMEMBERS

Councilmember :

Draft minutes subject to editing and approval prior to becoming official record.

Page 1 of 5

Staff reports will continue at the end of the meeting.

Mayor Wuestewald called the regular meeting of the Hayden Town Council to order at 7 3:0 p.m. Councilmembers Banks, Corriveau, Gann, and Hollifield present. Also present were Town Manager, Mathew Mendisco, Town Clerk, Sharon Johnson, Police Chief, Greg Tuliszewski, Public Works Director, Bryan Richards, Planning, Zoning and Development Director, Mary Alice Page-Allen, Finance Manager, Andrea Salazar and Arts and Events Director, Rachel Wattles.

OPENING PRAYER	Mayor Wuestewald offered the opening prayer.
PLEDGE OF ALLEGIANCE	Mayor Wuestewald led the Pledge of Allegiance.
MINUTES – March 3, 2022	Councilmember Banks moved to approve the minutes of the Regular Town Council Meeting held on March 3, 2022. Councilmember Hollifield seconded. Roll call vote. Councilmember Banks – aye. Councilmember Gann – aye. Councilmember Hollifield – aye. Councilmember Corriveau – aye. Mayor Wuestewald – aye. Motion carried.
PUBLIC COMMENTS	None.
PROCLAMATIONS/ PRESENTATIONS	None.
CONSENT ITEMS	Councilmember Corriveau moved to approve the consent items. Councilmember Hollifield seconded. Roll call vote. Councilmember Corriveau – aye. Councilmember Hollifield – aye. Councilmember Gann – aye. Councilmember Banks – aye. Mayor Wuestewald – aye. Motion carried.
Consideration of bill payment voucher – March 3, 2022 in the amount of \$31,029.24	
Consideration of bill payment voucher – March 9, 2022 in the amount of \$208,757.31	
Consideration to approve Credit Card Change Request for Mathew Mendisco and Rachel Wattles	
OLD BUSINESS	
Review and Consider for Approval of 1 st Reading of Ordinance No. 713, An Ordinance Amending the	Councilmember Banks moved to approve 1 st Reading of Ordinance No. 713, An Ordinance Amending the Hayden Municipal Code by Adding Language at Section 7.28.160, Short-Term Rental Standards, in Title 7: The Hayden Development Code; Repealing All Conflicting Ordinances; Providing for Severability; Providing an

Hayden Municipal Code by Adding Language at Section 7.28.160, Short-Term Rental Standards, in Title 7: The Hayden Development Coe; Repealing All Conflicting Ordinances; Providing for Severability; Providing an Effective Date, and Setting a Public Hearing for April 7, 2022.

Effective Date, and Setting a Public Hearing for April 7, 2022. Councilmember Hollifield seconded. Roll call vote. Councilmember Banks– aye. Councilmember Gann – aye. Councilmember Hollifield – aye. Councilmember Corriveau – aye. Mayor Wuestewald – aye. Motion carried.

NEW BUSINESS

PAUL FLOOD, PAGODA PEAK LLC – THE MEADOW, PHASE 2 – SHADY LANE/COTTONWOOD CIRCLE

Mary Alice directed council to the staff report in the agenda packet. 18 residential lots including 3 existing platted lots. Authorized in 2004 and again in 2010; Paul Flood looking to complete. Page 2 provides recommendations with facts and conditions with the Public Hearing. Paul Flood spoke to report and must be recorded within 90 days; it may take 10-12 weeks. Paul Flood requested to push recording to end of July 2022. Request noted. Question arose by council regarding drainage and Mary Alice Page-Allen explained completed and open space on west side is open area and wet part of the subdivision.

Public Hearing: The Meadow, Phase 2, a Final Plat of Lots 7, 8, 9, Open Space C and Tract A, The Meadow, A Planned Neighborhood, to create eighteen (18) residential lots in the Residential High Density (RHD) and Residential Low Density (RLD) zone districts along Shady Lane and Cottonwood Circle
Consideration for approval and authorization to sign the Final Plat of The Meadow, Phase2, an eighteen (18) lot residential subdivision located in the RHD and RLD zone districts along Shady Lane and Cottonwood Circle

Public Hearing opened at 7:40 p.m.

Tracy Tydeman @ 109 Shady Lane asked if there is anything that would change on the current street. The response was everything east of new builds does not change. She also asked about the trail.

Public Hearing closed at 7:44 p.m.

Mayor Wuestewald moved to approve and authorize to sign the Final Plat of The Meadow, Phase2, an eighteen (18) lot residential subdivision located in the RHD and RLD zone districts along Shady Lane and Cottonwood Circle per Staff Report page 2 recommendation Findings of Fact and the four Conditions of Approval. Councilmember Gann seconded. Roll call vote. Councilmember Corriveau – aye. Councilmember Gann – aye. Councilmember Banks – aye. Councilmember Hollifield – aye. Mayor Wuestewald – aye. Motion carried.

Review and Consider for Councilmember Banks moved to approve 1st Reading of Ordinance No. 715, An

Draft minutes subject to editing and approval prior to becoming official record.

Page 3 of 5

Approval of 1st Reading of Ordinance No. 715, An Ordinance Vacating the 15-foot-Wide drainage and public and private utility easement along the rear lot lines of Lots 7-9, The Meadow, A Planned Neighborhood, on the Plat of Record at File No 13397 in the Official Records of the Routt County Clerk and Recorder, Providing an Effective Date, and setting a date of April 7, 2022 for a Public Hearing

Ordinance Vacating the 15-foot-Wide drainage and public and private utility easement along the rear lot lines of Lots 7-9, The Meadow, A Planned Neighborhood, on the Plat of Record at File No 13397 in the Official Records of the Routt County Clerk and Recorder, Providing an Effective Date, and setting a date of April 7, 2022 for a Public Hearing. Councilmember Hollifield seconded. Roll call vote. Councilmember Banks – aye. Councilmember Hollifield – aye. Councilmember Corriveau – aye. Councilmember Gann – aye. Mayor Wuestewald – aye. Motion carried.

Review and Consider for Approval of 1st Reading of Ordinance No. 714, An Ordinance Vacating the 20-Foot-Wide Public Water Line Easement as Dedicated on the Plat of Record at File No. 14438 in the Official Records of the Routt County Clerk & Recorder, Providing an Effective Date, and Setting a date of April 7, 2022 for a Public Hearing

Councilmember Banks moved to approve 1st Reading of Ordinance No. 714, An Ordinance Vacating the 20-Foot-Wide Public Water Line Easement as Dedicated on the Plat of Record at File No. 14438 in the Official Records of the Routt County Clerk & Recorder, Providing an Effective Date, and Setting a date of April 7, 2022 for a Public Hearing. Councilmember Corriveau seconded. Roll call vote. Councilmember Hollifield – aye. Councilmember Corriveau – aye. Councilmember Banks – aye. Councilmember Gann – aye. Mayor Wuestewald – aye. Motion carried.

Appointment of Town Councilmember to Hayden Arts Commission

Councilmember Banks moved to appoint Zack Wuestewald to Hayden Arts Commission, Councilmember Hollifield as first alternate and Councilmember Banks as second alternate. Councilmember Gann seconded. Roll call vote. Councilmember Corriveau – aye. Councilmember Hollifield – aye. Councilmember Gann – aye. Councilmember Banks – aye. Mayor Wuestewald – aye. Motion carried.

Review and Consider for Approval Memorandum of Understanding Between Colorado Department of Local Affairs – University of Colorado, Denver Colorado Center for

Councilmember Corriveau moved to approve Memorandum of Understanding Between Colorado Department of Local Affairs – University of Colorado, Denver Colorado Center for Community Development and Town of Hayden, Colorado. Councilmember Hollifield seconded. Roll call vote. Councilmember Corriveau – aye. Councilmember Gann – aye. Councilmember Banks – aye. Councilmember Hollifield – aye. Mayor Wuestewald – aye. Motion carried.

Community Development
and Town of Hayden,
Colorado

Review and Consider
Acceptance of December
31, 2021 Financial
Statement

Andrea requested to pull due to entries not made and audit entries needed to be made; will present at next council meeting. **Council tabled item.**

PULLED CONSENT ITEMS

None.

STAFF AND
COUNCILMEMBER
REPORTS CONTINUED

Mathew Mendisco, Town Manager, announced he made an offer to Tegan Anderson, Senior Planner for Routt County.

EXECUTIVE SESSION

ADJOURNMENT

Mayor adjourned the meeting at 8:05 p.m.

Recorded by:

Sharon Johnson, Town Clerk

APPROVED THIS 7th DAY OF April 2022.

Zachary Wuestewald, Mayor



**A PROCLAMATION RECOGNIZING APRIL 2022 AS CHILD ABUSE PREVENTION MONTH IN HAYDEN,
COLORADO**

Whereas, The Routt County Department of Human Services and other local, state and national organizations are proclaiming April 2022 as Child Abuse Prevention Month; and

Whereas, We have a shared responsibility, as individuals, neighbors, community members and citizens of the Town of Hayden to help create healthy, safe and nurturing experiences for children; and

Whereas, Safe and healthy childhoods help produce confident and successful adults; and

Whereas, Child abuse and neglect often occurs when people find themselves in stressful situations, without the knowledge of community resources, and they don't know how to cope; and

Whereas, A significant number of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community; and

Whereas, Child abuse and neglect can be reduced by making sure every family has the support they need and deserve to raise their children in a healthy environment; and

Whereas, It is recognized that no one person can do everything, but that everyone can do something, and together we can create change for the better; and

Whereas, Wearing or displaying a BLUE RIBBON in April will serve as a positive reminder that together, we can prevent child abuse and keep children safe;

NOW, THEREFORE, BE IT PROCLAIMED, by the Mayor and Councilmembers of the Town of Hayden, Colorado, that the month of April, 2022 is hereby declared CHILD ABUSE PREVENTION MONTH IN HAYDEN, ROUTT COUNTY, and we urge all citizens to engage in activities that strengthen families in our community to provide the optimal environment for children to learn, grow and thrive so that all children have the benefit of happy, healthy and safe childhoods.

PROCLAIMED, APPROVED AND ADOPTED THIS 7th DAY OF APRIL 2022

Zach Wuestewald, Mayor

Attest:

Sharon Johnson, Town Clerk



A PROCLAMATION RECOGNIZING APRIL 2022
AS "THE MONTH OF THE YOUNG CHILD" IN HAYDEN, COLORADO

1. Routt County's Early Childhood Council, First Impressions of Routt County, and other local, state, and national organizations are celebrating April 2022 as the Month of the Young Child; and
2. We recognize the value of young children, their families, and early childhood professionals serve in making the Town of Hayden a vibrant community; and
3. All early childhood programs have a critical role in working to support the comprehensive system of early childhood services that support young children's health and development; and
4. We recognize and thank the families, teachers, and all early childhood professionals who make a difference in the lives of young children; and
5. Public policies support the health, development, and wellbeing of young children and their families; and
6. Parents, teachers and others who make a difference in the lives of young children deserve thanks and recognition;

NOW, THEREFORE, BE IT PROCLAIMED, by the Mayor and Councilmembers of the Town of Hayden, Colorado that April 2022 shall be the Month of the Young Child in Hayden, Colorado. We encourage all citizens to be a champion for change by prioritizing and investing in high quality, birth to five programs and services so children, families, and communities can thrive.

PROCLAIMED, APPROVED, AND ADOPTED THIS 7th DAY OF APRIL, 2022.

Zach Wuestewald, Mayor

ATTEST:

Sharon Johnson, Town Clerk



**A PROCLAMATION RECOGNIZING APRIL 2022
AS SEXUAL ASSAULT AWARENESS MONTH IN HAYDEN, COLORADO**

WHEREAS, rates of sexual assault crimes remain alarmingly high across our society and within our communities, workplaces, public spaces, and intimate relationships; and

WHEREAS, statistics show that reported cases of sexual assault among women, men, and nonbinary people reach into the tens of thousands each year across our country, yet due to barriers that often prevent reporting, the true rates of sexual assault are actually much higher; and

WHEREAS, more than 75% of all victims experience their first sexual assault before the age of 25; and

WHEREAS, regardless of age, race, ethnicity, gender, orientation, ability, or socio-economic status, every person deserves to live free from harm and fear of sexual assault; and

WHEREAS, the social stigma and shame that keeps sexual violence hidden from view must be overcome to empower survivors and develop meaningful, sustainable solutions; and

WHEREAS, we pledge to support all victims of sexual assault and foster a supportive community that condemns such violence while working to prevent it;

NOW, THEREFORE, BE IT PROCLAIMED, by the Mayor and Councilmembers of the Town of Hayden, Colorado that April 2022 shall be Sexual Assault Awareness Month in Hayden, Colorado. We join Advocates of Routt County and urge citizens to support lasting change by encouraging the use of supportive opportunities through intervention, education, advocacy, and community awareness.

PROCLAIMED, APPROVED, AND ADOPTED THIS 7th DAY of APRIL, 2022

Attest:

Sharon Johnson, Town Clerk

Zachary Wuestewald, Mayor



ARBOR DAY PROCLAMATION

In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting and trees; and

The holiday called Arbor Day was first observed with the planting of more than a million trees in Nebraska; and

Arbor Day is now observed throughout the nation and the world; and

The National Arbor Day is celebrated the last Friday in April; and

Trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

Trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community; and

Trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and Councilmembers of the Town of Hayden, Colorado that Friday, April 29, 2022, shall be the day set aside for the observance of Arbor Day, to support efforts to protect our trees and woodlands, and to urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

PROCLAIMED, APPROVED, AND ADOPTED THIS 7th DAY OF APRIL, 2022.

Zachary Wuestewald, Mayor

ATTEST:

Sharon Johnson, Town Clerk



Town of Hayden

Town Council Agenda Item

MEETING DATE: April 7, 2022

AGENDA ITEM TITLE: Review and discuss Town of Hayden Handbook (initial presentation)

AGENDA SECTION: Proclamations and Presentations

PRESENTED BY: Mathew Mendisco

CAN THIS ITEM BE RESCHEDULED: Yes

BACKGROUND REVIEW: Staff is going to begin the process of updating several of our internal policies over the course of this year and the employee handbook is one of those. Staff will go over the general handbook sections, specifically ones that will be updated, and then begin the process of update. However we felt it was good to have a beginning conversation with the Council to see if there are missing parts we are not thinking about as staff that you would like specific focus.

RECOMMENDATION: General feedback at this time about the Handbook and sections you would like specific focus on at the Council.

MANAGER RECOMMENDATION/COMMENTS: *I concur with the recommendation.*



TOWN OF HAYDEN EMPLOYEE MANUAL

Revised January 2021
Resolution 2021-05

ABOUT THIS MANUAL/DISCLAIMER

The following policies and procedures are hereby adopted by the Hayden Town Council, and they will be in full force and effect until such time as they are repealed.

This Employee Manual has been prepared to acquaint you with the general policies, rules, procedures and benefits that apply to you as an employee. This Manual and all terms herein supersede all terms and conditions of any previous Manual, plans, procedures, rules and policies on the subjects herein. We encourage you to thoroughly read this Manual and keep it available for future reference. For the purpose of this handbook, Town of Hayden and Town are used interchangeably.

This policy *is not a contract*, but merely an overview of various Town of Hayden policies, procedures and employee benefits to assist us in the conduct of the business of the Town of Hayden. The policies and procedures are not intended to be contractual commitments of the Town of Hayden, and will not be construed as such by any employee. The policies and procedures are intended to be guides to management and are merely descriptive of suggested procedures to be followed. The Town Council of the Town of Hayden has the right to modify, supplement, revoke or vary from anything stated in this Manual at any time with or without notice. No policy or procedure is intended as a guarantee of continuity of benefits or rights. An employee may be provided all or some of the benefits described in this policy. No permanent employment for any term is intended or should be implied from any statements contained in this policy.

The Town of Hayden adheres to the policy of employment at-will which permits the Town or the employee to end the employment relationship at any time, for any reason, with or without cause or notice. *ALL TOWN OF HAYDEN EMPLOYEES ARE AT-WILL. EMPLOYEES MAY LEAVE THEIR EMPLOYMENT AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT NOTICE, AND THE TOWN OF HAYDEN RESERVES THE RIGHT TO TERMINATE THE EMPLOYMENT OF ANY EMPLOYEE, AT ANY TIME, WITH OR WITHOUT CAUSE, NOTICE OR A HEARING.*

No Town representative other than the Town Manager may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this Manual, such as benefit plan descriptions, are also described in separate documents. These documents are always controlling over any statement made in this Manual or by any member of management.

It is the desire of the Town Council to provide a safe, enjoyable, and rewarding work environment for its employees in order to receive high quality work from its employees. The Town Council's desire is to provide adequate work tools and reimbursement which provide employees affordable and satisfying lifestyles, motivation for successful work performance, and provision of wealth for retirement.

Please read this Employee Manual carefully. If you have questions that are not answered in the subject matter below, please contact the Town Manager. In the event there is an issue of interpretation, the Town Manager holds authority to determine any question of interpretation.

Table of Contents

GOVERNING PRINCIPLES OF EMPLOYMENT	3
ORGANIZATIONAL STRUCTURE	3
CORE VALUES	3
AT-WILL EMPLOYMENT	3
PROTECTED CONCERTED ACTIVITY	4
DUTIES, OBLIGATIONS, JOB DESCRIPTIONS	4
DISABILITY ACCOMMODATION	4
NON-HARASSMENT POLICY	5
SEXUAL HARASSMENT POLICY	5
COMPLAINT PROCEDURE	6
INTRODUCTORY PERIOD	7
SAFE WORK ENVIRONMENT	7
OPERATIONAL POLICIES	8
EMPLOYEE CLASSIFICATION	8
WORK WEEK	9
WORK PERIOD	9
MEAL AND REST BREAKS	10
TIMEKEEPING PROCEDURES	10
EMPLOYMENT RECORDS	10
REFERENCES	11
SEPARATION OF EMPLOYMENT	11
EXIT INTERVIEWS	11
COMPENSATION	11
WAGE RANGES	11
WAGE CHANGES	11
PERFORMANCE EVALUATIONS	12
PAYMENT OF WAGES	12
OVERTIME/COMPENSATORY TIME	13
DIRECT DEPOSIT	14
TRAVEL REIMBURSEMENT	14
BENEFITS	16
BENEFITS OVERVIEW	16
Health Insurance	17
Life Insurance	17
RETIREMENT SAVINGS PLAN	17
WORKERS' COMPENSATION	17
TIME OFF AND LEAVES OF ABSENCE	18
HOLIDAYS	18

VACATION.....	18
PERSONAL DAYS	19
SICK LEAVE	19
BEREAVEMENT LEAVE	19
PREGNANCY ACCOMMODATIONS	20
PAID PARENTAL LEAVE	21
MEDICAL LEAVE	21
LACTATION ACCOMMODATION	22
MILITARY LEAVE.....	22
CIVIL AIR PATROL LEAVE	23
VOTING LEAVE	23
JURY DUTY OR COURT APPEARANCE LEAVE	24
PAID AND UNPAID LEAVE	24
RETURN TO WORK	24
CODE OF CONDUCT	25
PUNCTUALITY AND ATTENDANCE	25
PERFORMANCE APPRAISALS.....	25
DISCIPLINARY PROCEEDINGS.....	25
VOLUNTEERS.....	26
WHISTLE BLOWER.....	27
USE OF TOWN VEHICLES.....	28
Accidents.....	28
Motor Vehicle Records (MVR) Standards	29
Town of Hayden's Vehicle Usage Policy	30
ELECTRONIC MEDIA ACCESS, E-MAIL AND INTERNET USE.....	31
DRUG AND ALCOHOL POLICY	35
DRIVING RECORD REVIEW	36
ETHICS IN GOVERNMENT	36
GENERAL MANUAL ACKNOWLEDGMENT.....	38
RECEIPT OF NON-HARASSMENT POLICY	3
RECEIPT OF SEXUAL HARASSMENT POLICY	4

GOVERNING PRINCIPLES OF EMPLOYMENT

ORGANIZATIONAL STRUCTURE

As prescribed by Colorado State Statutes, the legislative, corporate authority and policy making function of the Town of Hayden is vested in the Town Council, which consists of one (1) mayor and six (6) Council members. One Councilmember will be appointed mayor pro-tem and will act as mayor in the mayor's absence.

The Town Council operates according to rules set forth in the, Town Charter, Town Rules of Procedure and Colorado State Statutes. The Town Council has the responsibility over all for governmental affairs and the Town Manager being the CEO is responsible for operations and implementation as well as administrative leadership. The Town Council holds primary responsibility and control of establishing the organizational structure and making the appointment of the Town Manager as well as adoption of policies/personnel policies.

The number and type of employee positions are determined by the Town Manager outside of the Town Attorney and the Municipal Judge.

CORE VALUES

The Town of Hayden embraces five core values in carrying out the business of the Town. Town employees are expected to use the core values as the foundation to guide their actions in carrying out their duties with the Town.

- ***Efficiency*** - Constantly measuring ourselves to minimize waste and maximize productivity while using our resources to their full potential.
- ***Fiscal Responsibility*** – Our obligation to be accountable to the fiscal policies of the Town of Hayden by balancing efficiency and flexibility with budgetary discipline, while seeking sustainable resources, and practicing long term planning and prudent use of debt.
- ***Integrity*** - Acting in the best interest of the Town of Hayden being responsible, reliable, honest, and fair while doing what is right.
- ***Transparency*** - The act of conducting Town business with openness, accountability, and honesty.
- ***Trust*** - An understanding of expectations earned through constant leadership and professionalism, integrity, respect, and appropriate confidentiality.

AT-WILL EMPLOYMENT

Employment at the Town of Hayden is a voluntary employment-at-will relationship, and nothing in this Manual is intended to create an express or implied contract of employment for a definite period of time or a promise or guarantee of any benefit. Employees have the right to terminate their

employment relationship for any or no reason, with or without cause, notice or hearing, at any time, and the Town has the same right.

PROTECTED CONCERTED ACTIVITY

Nothing in this Manual, including but not limited to its confidentiality, information security, visitors, distribution, no solicitation, and social media (email, voicemail, internet use, etc.) policies, is intended to interfere with or restrict the employee's rights to lawfully engage in or refrain from engaging in protected, concerted activity under the law such as pursuing grievances, criticism, or complaints about wages, benefits, working conditions, or Town policies, supporting or opposing union organizing, and/or collective bargaining, or other lawful group action, without fear of reprisals.

DUTIES, OBLIGATIONS, JOB DESCRIPTIONS

All employees serve at the discretion of the Town Manager and those persons so delegated by the Town Manager to supervise employees. Employees are expected to meet all requirements set before them in order to retain their employment status with the Town. The requirements include, but are not limited to, satisfactorily accomplishing the Town adopted job description requirements, any state or federal requirements, working a schedule of hours required by the Town Manager, working to the Town Manager's satisfaction during all of those hours scheduled and successfully completing tasks required by the Town Manager or by its delegates, cooperation with other employees, Town Council members, citizens, and guests, working in a healthy, physical and mental condition, free of alcohol consumption and adverse effects from drug use, and to act in an ethical manner adhering to Town ethical standards and Core Values at all times.

All employees are required to abide by the policies adopted herein by reference.

For more specific account of classification and compensation of employee positions, please see the current Town adopted job descriptions.

DISABILITY ACCOMMODATION

The Town makes every effort to ensure that qualified individuals with a physical or mental disability are not discriminated against in any terms, conditions, or privileges of employment. The American with Disabilities Act requires employers to provide reasonable accommodations to qualified individuals with known disabilities in all aspects of employment, unless the accommodation would cause an undue hardship to the organization.

The Town is committed to providing equal opportunity to qualified individuals with disabilities. Employees or job applicants in need of accommodation should make a request to the Town Manager, and the Town Manager will consult with them concerning the type of accommodation they require. To determine the appropriate accommodation, we may need to obtain additional information from their physician or other medical professional. We are committed to providing a reasonable accommodation to such individuals so they can perform the essential functions of a job, unless the accommodation would create undue hardship to the Town of Hayden.

NON-HARASSMENT POLICY

The Town of Hayden is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. The Town recognizes the value of diversity among employees and strives to create and maintain an environment that naturally enables all employees to contribute to their full potential in pursuit of organizational goals and directives. As an equal opportunity employer, it is the policy of The Town to prohibit intentional and unintentional harassment, discrimination and inappropriate or degrading conduct of any form. of any individual by another person on the basis of any protected classification including, but not limited to, race, creed, color, religion/spiritual beliefs, ancestry, citizenship status, age, cognitive/physical abilities, sex (this includes sexual orientation, gender identity or expression), marital status or military service. The purpose of this policy is not to regulate our employee's personal morality, but to ensure that in the workplace, no one harasses another individual. Examples of unacceptable behavior include, but are not limited to, the following:

- Insults or slurs
- Mocking dress or hair styles
- Making fun of cultural customs
- Ridiculing religious practices
- Criticizing others' morals or lifestyle choices
- Imitating speech or dialect
- Use of profanity when addressing employees
- Using Town communication systems to communicate via email, the Internet, or any social media, any sexual, offensive, or discriminating messages

Such conduct is prohibited in any form at work-related functions or outside of work if it affects the workplace.

Harassment:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance;
- Otherwise adversely affects the individual's employment opportunities.

Reporting harassment or discrimination is essential to resolution of the problem. In the absence of a report, the Town cannot take measures set forth below to address the conduct. Accordingly, an employee who believes that he or she has been subjected to sexual harassment should follow the Complaint Procedure and the situation will be investigated. All employees must cooperate with all investigations.

SEXUAL HARASSMENT POLICY

It is The Town of Hayden's policy to prohibit harassment of any employee, male or female, by any supervisor, employee, citizen, Council member, or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Town. It is to ensure that at the Town of Hayden people are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of sexual harassment may include a range of

subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include:

- Unwanted sexual advances or requests for sexual favors
- Sending sexually explicit emails, text messages
- Sexual jokes and innuendo
- Verbal abuse of a sexual nature
- Commentary about an individual's body, sexual prowess, or sexual deficiencies
- Leering, whistling, or touching
- Insulting or obscene comments or gestures
- Display in the workplace of sexually suggestive objects or pictures
- Other physical, verbal, or visual conduct of a sexual nature such as uninvited touching of a sexual nature
- Sexually related comments

Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

An employee who believes that he or she has been subjected to sexual harassment should follow the Complaint Procedure and the situation will be investigated. All employees must cooperate with all investigations.

The Town of Hayden encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Every report of perceived harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained to the extent possible, but confidentiality cannot be guaranteed.

COMPLAINT PROCEDURE

Employees who believe they have been subjected to conduct prohibited by the Non-Harassment Policy, Sexual Harassment Policy or any other prohibited behaviors or believe they have witnessed such conduct, should immediately:

1. Inform the party responsible for the conduct that the conduct is unwelcome and inappropriate, and request that it stops immediately. If not comfortable confronting the party responsible immediately move to step 2.
2. Initiate a complaint by contacting his or her supervisor. The Town Manager must be informed of all complaints. In the event that the complaint involves perceived harassment or discrimination on the part of the supervisor, the complaint must be brought to the Town

Manager. If the Town Manager is also alleged to be involved in the harassment or discrimination, the complaint must be brought to the mayor. If unable for any reason to contact any person in the reporting order as listed, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should move to the next higher level listed.

3. The Town employee must sign a written complaint prepared by the Town employee.
4. Upon receipt of a written complaint, an investigation will be undertaken promptly. Disciplinary and/or corrective action will be taken when it is determined to be warranted pursuant to the investigation. The Town employee making such complaint will be notified of the results of the investigation.

The Town will not allow any form of retaliation whatsoever against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If any employee feels that they have been subjected to any such retaliation, the employee should immediately report, in writing, of any perceived incident of reprisal, retaliation, or harassment which occurs as a result of making such notification. The report shall be made as described in Step 2 above.

Violation of this policy including any improper retaliatory conduct or falsely making report of a claim will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

If it is determined that any employee's conduct constitutes improper or unlawful harassment or discrimination, sexual harassment, or retaliation, the employee shall be subject to prompt corrective and/or disciplinary action up to and including termination. If it is determined that a person who conducts business with the Town has engaged in conduct that constitutes sexual harassment, the Town will take such steps as are reasonable and necessary to address the problem and eliminate further sexual harassment.

INTRODUCTORY PERIOD

The first six months of employment constitute an introductory period. This time will allow the employee to become acquainted with the Town of Hayden, their job, and their co-workers and will give both the employee and Town time to decide if it is mutually beneficial for the employee to remain with the Town. The employee's supervisor will become acquainted with the employee and their work during this period and the employee's progress will be evaluated. Notwithstanding this trial period, the employee may voluntarily leave employment at any time, and may be terminated at any time for any reason, both during and after the introductory period.

SAFE WORK ENVIRONMENT

The Town of Hayden is strongly committed to providing a safe workplace and expressly prohibits behavior that may be perceived as threatening our work environment.

Threatening and Other Offensive Behavior

Threatening behavior includes, but is not limited to, actions, comments, words, or use of weapons or objects that are intended to harm or intimidate or which have the effect of harming or intimidating another person.

Other offensive behavior includes stalking, threatening, and abusive behavior, or acts of violence against employees, visitors, and/or organization facilities or property by anyone onsite at The Town of Hayden, or in connection with employment or organization business, or affecting the ability of our employee to conduct business. Threatening and offensive behavior will not be tolerated.

Addressing Threatening or Other Offensive Behavior

Efforts will be made to assist employees whose ability to conduct business is limited by threatening or offensive behavior, regardless of where the behavior occurs.

Employees who engage in threatening or other offensive conduct may also face disciplinary action up to and including termination and/or referral to appropriate law enforcement agencies if necessary. We reserve the right to take any necessary legal action to protect our employees.

Responsibility for Reporting Threatening or Other Offensive Behavior

Employees are responsible for notifying their supervisor of:

- Any actual or perceived threats or acts of violence that you witness at the Town's offices, on Town controlled site or in connection with your employment; and/or
- Any actual or perceived threats or acts of violence that you may experience affecting your ability to perform your duties or the ability of other employees to do so.

Employees are responsible for reporting these violations regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened.

Employees who obtain restraining orders listing The Town of Hayden locations as a protected area should immediately report this information to the Town Manager. Changes to or termination of an existing restraining order should also be reported immediately.

OPERATIONAL POLICIES

EMPLOYEE CLASSIFICATION

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications, employment status, and benefit eligibility.

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative, or technical employees who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees

hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The Town has established the following categories for both non-exempt and exempt employees:

- Regular, full-time: Employees who are not in a temporary status and who are regularly scheduled to work 32 or more hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- Regular, part-time: Employees who are not in a temporary status and who are regularly scheduled to work less than 32 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the Organization subject to the terms, conditions, and limitations of each benefits program.
- Temporary: Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are not eligible for benefits except benefits required by law.

Employees are classified into the particular job title classification and wage range for which they were hired. Employees may be promoted or demoted by their Department Head into different classifications and wage ranges with the concurrence of the Town Manager.

The Town Manager may determine certain employee positions to be department head, supervisory positions, appointed, or contractual.

WORK WEEK

The designated work week for the Town of Hayden shall be defined as a seven (7) day, 40 hours per week work period commencing at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday for all employees except law enforcement. To accommodate the needs of the Town, at some point we may need to change individual work schedules on either a short-term or long-term basis.

WORK PERIOD

The work period for all non-law enforcement personnel shall be defined as a seven (7) day, forty (40) hour work cycle. Overtime/Compensatory Time shall be paid on those hours worked in excess of 40 in the designated work week.

The work period for law enforcement personnel shall be defined as a twenty-eight (28) day, one hundred seventy (170) hour work cycle. All overtime/compensatory time in excess of 170 hours in a twenty-eight (28) day period shall be at a ratio of 1.5 hours for one hour worked.

Non-exempt Colorado employees are entitled to overtime pay at one and one-half times (1.5) their regular rate of pay for all hours worked in excess of 12 hours in a day, 12 hours consecutively (without regard to the starting and ending time of the workday), or 40 hours per workweek, whichever

calculation results in the greater payment of wages. Time paid but not worked, such as sick, vacation or holidays, will not be counted as hours worked in calculating hours worked for purposes of determining if overtime pay is due.

MEAL AND REST BREAKS

For positions that include a break, an established break time will generally be scheduled by the employee's supervisor. If they are not, employees may set their own times for breaks, but must notify their supervisor prior to taking a break. Breaks of fifteen (15) minutes or less are paid.

Employees working six (6) hours or more have longer mid-day unpaid meal break. Employees are required to take at minimum one half hour for their meal period unless a different break period is approved by manager. Employees are not permitted to perform Town work during this meal break. Combining break time with the meal period is not permitted. Employees are prohibited from "working through" the meal period or breaks, or from taking their meal or breaks at the end of their shift to leave work early.

TIMEKEEPING PROCEDURES

Employees must record their actual time worked for payroll and benefit purposes. Time will be rounded to the nearest quarter hour that is within 7 minutes of the clocked time. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management. It is the employee's responsibility to approve time records to certify the accuracy of all time recorded. Employees should report any errors in the time record immediately to their supervisor, who will attempt to correct legitimate errors.

Non-exempt employees may not start work until their scheduled starting time.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

EMPLOYMENT RECORDS

It is the responsibility of each employee to promptly notify the Town of any changes in personal information. Personal mailing addresses, telephone numbers, marital status, name changes, names and number of dependents, individuals to be contacted in the event of any emergency, and other such information should be accurate and current at all times. Any of these changes should be reported to the Town Clerk.

Failure to keep information or the Town informed of current information can have impact on benefits, etc.

REFERENCES

The Town of Hayden will respond to reference requests through the Town Manager or Department Director. The Town will provide general information concerning employees such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Town Manager or Department Director.

Only the Town Manager or Department Directors may provide references.

SEPARATION OF EMPLOYMENT

Separation of employment with the Town can occur for several different reasons, which include but are not limited to:

- Resignation: Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of employment.
- Job abandonment: Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Town Manager at the expiration of the third workday and initiate the paperwork to terminate the employee. This will be accepted as a voluntary resignation.
- Termination: The Town of Hayden retains the right to terminate employees at any time.

The separating employee must return all Town property at the time of separation.

EXIT INTERVIEWS

Employees who resign are requested to participate in an exit interview with the Town Manager, if possible.

COMPENSATION

WAGE RANGES

Each position should have a wage range indicating a lower level of wage to a higher level of wage. When hired, employees may be placed at any level within this wage range as determined by the Town Manager. Employees should be hired at a lower entry level; however, employees can be hired at a higher level, for good cause. Good cause may include prevailing competitive wage rates, higher skill, experience, and education level. The Town Manager may change wage ranges for any reason.

WAGE CHANGES

The Town Manager reserves the right to increase any wage, for any reason, provided to an employee. The Town Manager reserves the right to decrease any wage, for any reason, provided to an employee. The Town Manager may provide for decreases or increases in any employee wage based on promotion, demotion, merit, demerit, cost-of-living adjustments, and employment longevity. No

increase will be considered if it results in the employee's wage exceeding the wage range for the employee's position classification.

PERFORMANCE EVALUATIONS

Employees will be evaluated regularly throughout the year by their Department Heads and/or supervisor, with the Town Manager being evaluated by the Mayor and Town Council. Employee evaluations may be included in items considered to determine annual salary increases. Supervisors will recommend salary increases to the Town Manager for each employee based on merit and performance. The final decision will be made by the Town Manager; the Town Manager's salary will be evaluated and decided on exclusively by the Town Council. The Town Manager reserves the right to make changes to employee salaries at any time and to review cost of living adjustments to bring the wages in line with any increase or decrease in local cost of living factors.

If an employee has reached the maximum wage allowed in the position they hold, they may be able to increase their earning by being placed in a new job position that pays a higher wage or the Town Manager may consider providing a one-time monetary bonus for merit. Employees should note that a successful and profitable future as an employee with the Town depends on the success of the Town of Hayden government and their individual performance. This may include significant growth or better efficiencies in providing service to the existing Town.

PAYMENT OF WAGES

The employee will be paid bi-weekly on Friday for all the time worked during the past pay period. Payroll periods run Sunday through Saturday with pay dates running one week in arrears. Employees are paid by direct deposit of funds to either a savings or checking account at the financial institution of their choice.

Payroll stubs itemize deductions made from gross earnings. By law, required deductions are made for Social Security, federal income tax, and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If the normal payday falls on a Town-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Every precaution is taken to avoid errors on your paycheck. However, if an error occurs please contact your supervisor so that the discrepancy can be rectified.

Paychecks will be given only to the employee, unless they request that they be mailed or authorizes in writing another person to accept the check.

PAYROLL ADVANCE

Under no circumstance does the Town provide advance payment of wages without Town Manager approval.

OVERTIME/COMPENSATORY TIME

The Town shall pay overtime to eligible employees in accordance with the provisions of the U.S. Fair Labor Standards Act. Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each workweek defined as Sunday through Saturday, unless otherwise required by law. Non-exempt Colorado employees are entitled to overtime pay at one and one-half times (1.5) their regular rate of pay for all hours worked in excess of 12 hours in a day, 12 hours consecutively (without regard to the starting and ending time of the workday), or 40 hours per workweek, whichever calculation results in the greater payment of wages. Time paid but not worked, such as on-call time, sick time, holiday time, or paid time off (PTO), will not be counted as hours worked in calculating hours worked for purposes of determining if overtime pay is due.

Overtime is only paid on time actually worked. For purposes of calculating overtime, time worked does not include non-work time such as on-call time, holidays, PTO, funeral leave, etc.

Employees who anticipate the need for overtime to complete the week's work must notify their supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. *Employees may work overtime only with prior management authorization.*

It is the policy of the Town of Hayden to allow compensatory time off without loss of pay in lieu of overtime payment for non-exempt employees at the discretion of the department manager and at the request of the employee, in accordance with the U.S Fair Labor Standards Act and the procedures listed below. All compensatory time off in lieu of overtime pay must be paid at 1.5 times the employee's hourly wage.

1. All worked overtime must be approved in writing by the employee's supervisor.
2. Employees may request that they receive compensatory leave in lieu of overtime payment. No employee may be forced to receive compensatory leave in lieu of overtime wages.
3. The decision as to whether or not to approve such compensatory leave in lieu of wages is strictly at the discretion of the employee's supervisor.
4. If compensatory leave in lieu of wages is requested and approved, such hours must be recorded on the employee's timesheet for the work period in which the overtime was worked.
5. Law Enforcement Employees who are scheduled to work 85 hours per work period (14 days) will earn compensatory leave on a time and ~~one-half~~one-half basis after 85 hours of work or paid holidays.
6. Use of Banked Compensatory Leave:
 - a. Employees who wish to utilize banked compensatory leave must submit a request to their supervisor in accordance with the leave request procedures in place in that department.
 - b. Employees who wish to receive banked compensatory leave in pay should submit a request to their supervisor by the Monday prior to pay day.
 - c. Compensatory leave may not be used unless the employee has accrued the requested compensatory leave hours.

- d. Once a request to use compensatory time has been authorized by an employee's supervisor, the employee's request should be honored unless to do so would be unduly disruptive to departmental operations.
- 7. Payment of Banked Compensatory Leave:
 - a. Upon termination for any reason, employees who have an official, accumulated compensatory leave bank will be paid for all such leave at their current rate of compensation.
 - b. Supervisors may not authorize the accumulation of compensatory leave for employees paid through grants.
- 8. Compensatory Leave Bank Maximums:
 - a. Employees may maintain a compensatory leave bank up to a maximum of 80 hours at any given time.
 - b. Any approved overtime worked in excess of the ~~80-hour~~ 80-hour maximum must be paid as overtime wages.
 - c. The official amount of approved, accrued compensatory leave time is maintained by the Town's Administration. Department records will not be recognized as the basis of the compensatory leave bank.

DIRECT DEPOSIT

The Town strongly encourages employees to use direct deposit. Authorization forms are available from the Town Clerk/deputy clerk.

TRAVEL REIMBURSEMENT

It is the policy of the Town of Hayden that employee travel performed in the course of conducting Town business will be reimbursed if it is approved in advance and conducted in accordance with the following guidelines:

Before Travel

An employee's supervisor must approve any travel in advance. Employees should provide their supervisor with a copy of their itinerary prior to leaving. Registrations, lodging and other known expenses may be requested in advance with Department Head approval and at least three weeks prior notice to the Finance Department.

A copy of the Town's Sales Tax Exemption certificate will be supplied to employees prior to travel. It is expected that every effort will be made by Town employees to be sure sales tax is excluded from meals and lodging. Itemized invoices/receipts must be obtained for meals and lodging to ensure there was no charge for sales tax.

During Travel

Employees traveling on Town business are representatives of the Town and are expected to maintain a high level of professionalism and follow all Town policies.

Employees are expected to obey all driving and parking regulations. In keeping with this expectation, employees are responsible for moving violations incurred while they are driving a Town-owned vehicle, rental, or personal vehicle for business purposes. Normally, parking violations are also the employee's responsibility.

Meals

In the event a Town employee is required to travel for Town purposes, employees are allowed a per diem meal expense for breakfast, lunch and dinner while on Town business or attending a meeting for the Town. Meal per diem expense is calculated based on \$55.00 per day which is inclusive of tips, which allows \$10 for breakfast, \$15 for lunch and \$30 for dinner, or any combination therein. However, the Town will reimburse for actual, reasonable, meal expenses in the end, not on a per diem basis; however, employee should strive to stay within the per diem limits. Town management reserves the right to refuse payment of a cost deemed excessive. Any expense submitted deemed unreasonable will not be reimbursed by the Town.

The industry standard for tips is 15% for wait staff; however, any tip up to 20% is acceptable rounded to the nearest dollar. Tips paid which exceed 20% are not permitted and will not be reimbursed by the Town. If a meal costs less than \$10.00, a \$2.00 tip will be permitted.

Documentation required for payment documentation of business meals must include:

- Itemized receipts for all transactions. The credit card signature receipt does not qualify as an itemized receipt.
- The date of the expense and location of the meal
- The business purpose(s)
- The names of the participants or other information establishing their business relationship with the individual incurring the expense and or educational/travel expense.

Alcoholic Beverages

The Town will not reimburse for alcoholic beverages. Such costs must be separated out on a separate receipt to assure accurate reporting and cost recovery.

Mileage

Town employees should utilize a Town vehicle for authorized Town purposes where possible. If a Town vehicle is unavailable, the employee may utilize their private vehicle for traveling for authorized Town purposes and shall be paid for the actual miles traveled on behalf of the Town at the current mileage rate set by the Internal Revenue Service upon submittal of the appropriate form. If a Town vehicle is available and the employee chooses to use their own vehicle, the rate of reimbursement is 50% of the normal reimbursement as set by the I.R.S.

General Expenses

Actual expenses of the employee for approved travel will be reimbursed when properly documented and approved by the employee's Department Head. Expenses must be reasonable and in keeping with the economics of the particular geographic area. Expenses incurred by spouses, children or others who may accompany the employee during the travel period are not reimbursable.

Employees request reimbursement by filing an expense report. Receipts supporting expenses for lodging, fuel, meals, and all other expenses must accompany the expense report. Expense reports must be submitted at least by the end of the given month the expense took place. Reimbursement will be made approximately at the next regular pay cycle as approved by the Town Council/Town Manager provided that the expense is submitted prior processing of the pay cycle.

BENEFITS

BENEFITS OVERVIEW

Town employees may be eligible for a variety of benefits that add significant value to their compensation package. Regular full-time employees are eligible to participate in all benefits: medical, dental, vision, Town health savings account (administered by the Town) approved by the Town Manager, and retirement plans. Regular full-time employees are those employees regularly scheduled to work a minimum of 32 hours per week who are not classified as temporary. Regular part-time employees are eligible to participate in the benefits required by law. Employees who work 1,000 hours or more annually are eligible to participate in the 457(b)retirement plan.

The descriptions of the insurance and other plan benefits highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Town Clerk or designee. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this Manual.

The Town (including the Town Manager who is responsible for administering the plans) retain full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility, and entitlement.

While the Town intends to maintain these employee benefits, it reserves the absolute right to modify, amend, or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Town Manager.

Health Insurance

Regular full-time employees hired to work thirty-two (32) hours or more weekly are eligible to receive 100% paid health, vision and dental insurance premiums for employee and dependents.

Life Insurance

Class 1—Eligible full-time employees age 65 and older may receive two times (2x) their annual salary not to exceed \$100,000.00. Said benefit amount may be reduced by policy limitations provided benefit shall not be less than \$50,000.00.

Class 2—All other eligible employees may receive one and a half times (1.5x) their annual salary not to exceed \$100,000.00.

In addition, while the Town pays the premiums for life insurance coverage, any amount of life insurance in excess of \$50,000 will be considered taxable income under IRS regulations and subject to taxation.

RETIREMENT SAVINGS PLAN

The Town of Hayden offers a 457(b)retirement savings plan. Employees can make contributions to the plan in a traditional pretax basis or to the Roth on a post-tax basis. Regular full-time employees may elect to participate beginning with the first payroll period administratively feasible after employment. Employees are eligible for a match contribution equal to 100% of their elective deferral, not to exceed 7% of their compensation. Regular part-time employees who work more than 1,000 hours per year are eligible to participate in the 457(b)plan after achieving eligibility.

Further details about the plan may be obtained from the Town Clerk and the SPD document.

WORKERS' COMPENSATION

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost. All employees are expected to follow all safety rules, signs, and instructions and to report any accident and safety hazard immediately. If an employee is injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Town procedures may affect the ability of the employee to receive Workers' Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this Manual for more information.

TIME OFF AND LEAVES OF ABSENCE

HOLIDAYS

10 paid holidays per calendar year including:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving,
- Friday after Thanksgiving,
- Christmas

In addition to the above holidays, employees will receive one (1) floating holiday as approved by an employee's supervisor.

Should an employee be required to work on a designated holiday, they shall receive 1.5 times their wage in addition to their regular wage.

Each year's holiday benefits must be used in the same calendar year provided and may not be carried forward for use in the following new calendar year.

VACATION

Length of Continuous Service	Vacation Days	Accrual Rate Per Pay Period	Annual Effective Hours
1 – 4.99 Years	10	3.34	80
5 – 9.99 Years	15	5.00	120
10+ Years	20	6.67	160

Vacation benefits will be earned and accrued for each pay period. Vacation is prorated for employees working less than 40 hours per week. Employees may use only the past vacation time accrued. Maximum vacation time accrual is 240 hours. Therefore, when an employee has an accrual account of 240 vacation hours no additional vacation time will be earned or accrued. Any hours not earned due to being at the maximum accrual allowed will not be credited when the employee falls below the maximum allowed.

All use of vacation time shall be requested by the employee in advance and the employee must receive prior approval by the employee's supervisor.

Upon termination for any reason, employees who have accrued vacation leave balance will be paid for all such leave at their current rate of compensation. Payout of vacation does not alter the date of the employees last day of employment

PERSONAL DAYS

Employees are allowed 16 hours personal leave each calendar year. Each year's personal hours must be used in the same calendar year and may not be carried forward or accrued for use in a following calendar year. Personal leave may not be used after notice of termination of employment is made by either the employee or the Town. Cash in lieu of personal hours is not allowed during or after a term of employment.

SICK LEAVE

Employees will receive twelve (12) sick days or 96 hours per year - with accumulation limited to a maximum 480 hours. In any calendar year that an employee accrues over 480 hours, the hours over 480 will be paid immediately after the end of that calendar year at the rate of eight (8) hours for every 24 hours accumulated over 480 hours. After five years of service and upon termination, sick leave may be converted at a rate of eight (8) hours for every 24 hours accumulated with a maximum pay reimbursement of 80 converted hours.

Sick leave may be used when an employee or the employee's family member, defined as an employee's spouse, child, father, mother, sister, brother, grandfather or grandmother, is sick, injured, or hospitalized. The employee's Department Head or the Town Manager may deny use of sick time if they have reasonable doubt that the reason provided by the employee for requesting use of sick leave is not valid or in compliance with these regulations and may request an examination and letter from the attending physician.

Employees must notify, within one (1) hour of their normal work period starting time, their supervisor that they wish to use sick leave. Failure to notify or the misuse of sick leave may result in denial of sick leave pay or regular pay by the supervisor or Town Manager.

The Town Manager may authorize leave without pay for an employee, on a case by case basis for requested sick leave in excess of employee's accrued sick leave benefits. The supervisor or Town Manager shall have the authority to require a doctor's certification of employee sickness or injury, or to require documentation of other reasons an employee provides for requested use of sick leave.

BEREAVEMENT LEAVE

An employee's supervisor or the Town Manager will grant up to five days leave with pay for an employee due the death of an immediate member of his/her family or spouse's family (including a spouse, child, father, mother, sister, brother, grandfather, grandmother, uncle, aunt, nephew or niece). This bereavement time may be used for making funeral arrangements, attending the funeral or burial, paying respect to the family, dealing with deceased's possession's and will and any ancillary matters that employees must address when a loved one dies.

PREGNANCY ACCOMMODATIONS

In compliance with Colorado law, the Town will not discriminate against an applicant or employee because of pregnancy, childbirth or related conditions. If an applicant or employee requests a reasonable accommodation due to health conditions related to pregnancy or the physical recovery from childbirth, the Town will endeavor to provide a reasonable accommodation to enable applicants and employees to perform the essential functions of the job, unless the accommodation would impose an undue hardship on the operation of the Town. The Town will engage in a timely, good faith, and interactive process with the employee to determine effective, reasonable accommodations for the employee for conditions related to pregnancy, physical recovery from childbirth or a related condition.

Reasonable accommodations may include, but are not limited to: more frequent or longer break periods; more frequent restroom, food and water breaks; acquisition or modification of equipment or seating; limitations on lifting; temporary transfer to a less strenuous or hazardous position if available, with return to the current position after pregnancy; job restructuring; light duty, if available; assistance with manual labor; or modified work schedules.

The Town will not require an applicant or employee affected by pregnancy, physical recovery from childbirth or a related condition to accept an accommodation that she chooses not to accept if she did not request an accommodation or if the accommodation is not necessary for the applicant or employee to perform the essential functions of the job, nor will the Town require a pregnant employee to take leave if another reasonable accommodation is available which will permit her to continue working.

The Town reserves the right to require an applicant or employee to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing a reasonable accommodation.

The Town will not take adverse action against a pregnant employee who requests or uses a reasonable accommodation related to pregnancy, physical recovery from childbirth or a related condition. The Town will not deny employment opportunities to an applicant or employee based on the need to make a reasonable accommodation related to the applicant's or employee's pregnancy, physical recovery from childbirth or a related condition.

If employees have any questions concerning this policy, they should contact the Town Manager.

PAID PARENTAL LEAVE

The Town cares deeply about Town employees and feel that this benefit should not be considered a benefit, it's the right thing to do to ensure that our employee's families are safe, healthy, and thriving. As a family friendly Employer, we understand the need for new parents to bond with their new child(ren) and are pleased to provide this opportunity.

Paid Parental Leave includes maternity, paternity, and adoption leave under this policy. Paid time off will be provided in association with the birth of an employee's own child or the placement of a child with the employee for adoption. Full-time employees are eligible for up to 10 consecutive weeks of 100% paid parental leave following the birth or adoption of a child. Paid parental leave runs concurrently with short-term disability and/or any other state paid leave benefit. For employees eligible for short-term disability, or a state paid leave benefit, the Town will pay the difference between your full-time salary and the amount that would typically be covered through short-term disability or state paid leave benefit. Total paid time off may not exceed 10 weeks via paid parental leave. Employees that need additional time off after the 10 weeks provided under this policy may use PTO with the approval of the Town Manager/department supervisor.

Parental leave must be taken within the first 6 months of the qualifying event. If both parents are employees, the 10 weeks can be shared between the two parents, only one may access the paid benefits of this policy at a given time. Each parent must take their portion of the leave consecutively and not intermittently. Their combined total cannot exceed 10 weeks of paid leave benefits under this policy.

For planning purposes, employees should request time off in advance parental leave and other scheduled time off with their manager.

MEDICAL LEAVE

Employees may use sick leave, personal leave, vacation leave, compensatory time, and/or leave without pay (if there is no more accumulated paid leave) up to twelve (12) weeks total for family medical leave subject to the Town Manager's approval. During this period of leave without pay, health insurance benefits will continue; however, the employee will no longer accrue vacation, personal or sick leave nor be eligible for holiday or retirement benefits. Upon returning to work on or before the expiration of family medical leave, the employee will be reinstated to their original job or to a similar position with the same rate of pay without loss of service credit.

LACTATION ACCOMMODATION

To support lactation efforts for a mother who returns to work following the birth of a child, The Town of Hayden will provide a reasonable space and periodic break times for these employees to express milk for their infants.

We will provide a space free from intrusion from co-workers and the public, for lactation accommodation. Any breast milk stored in the refrigerator should be labeled with the employee's name and express date. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk, including improper storage and tampering.

You are encouraged to work with management in advance to discuss expectations for breaks and space accommodations. Employees will not be discriminated against or retaliated against for exercising their rights under this policy

MILITARY LEAVE

The Town of Hayden is committed to protecting the job rights of employees absent on military leave. In accordance with Uniformed Services Employment and Re-employment Rights Act (USERRA), it is the Town's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or Town policy. If any employee believes that they ~~has~~have been subjected to discrimination in violation of Town policy, they should immediately contact the Town Manager.

If employees are called into active military service or enlist in the uniformed services, they may be authorized up to ten (10) days of paid leave per year. Such employees will receive the difference between their regular salary and their military pay for the leave period. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with USERRA. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for up to 10 days paid temporary military leave. The leave of absence cannot to exceed the number of days allowed by law (including travel). They should give management as much

advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

CIVIL AIR PATROL LEAVE

An employee who is called to duty for a Civil Air Patrol mission is entitled to a leave of absence when the member is engaged in the civil air patrol mission without loss of pay, seniority, status, efficiency rating, vacation, sick leave, or other benefits. The leave without loss of pay shall not exceed a total of fifteen work days in the leave year established by the employer; except that such leave without loss of pay shall be allowed only if the required civil air patrol service is satisfactorily performed, which shall be presumed unless the contrary is established.

The leave is only allowed if the employee returns to his or her position with the Town the next scheduled work day after being relieved from service for the civil air patrol mission; unless the employee is unable to return to work due to injury or circumstances beyond the employee's control and the employee notifies their supervisor as soon as practicable, but prior to the next scheduled work day.

Upon returning from a Civil Air Patrol leave of absence, the employee is entitled to return to the same position and classification held before the leave of absence for the civil air patrol mission or to the position, including the geographic location of the position, and classification that the member would have been entitled to if the member did not take a leave of absence for the civil air patrol mission.

An employee receiving a Civil Air Patrol leave of absence and having rights in any state, municipal, or other public pension, retirement, or relief system shall retain all of the rights accrued up to the time of taking the leave and shall have all rights subsequently accruing under such system as if the member did not take the leave. Any increase in the amount of money benefits accruing with respect to the time of the leave is dependent upon the payment of any contributions or assessments, and the right to the increase is dependent upon the payment of contributions or assessments within a reasonable time after the termination of the leave and upon such terms as the authorities in charge of the system may prescribe.

VOTING LEAVE

The Town Council recognizes the importance and necessity of voting in an election. Employee will receive up to three (3) hours of paid leave to vote, unless:

- 1) the employee has not requested the leave at least one day prior to the vote date, **or**
- 2) the employee has three (3) or more hours after the opening or before the closing of the polls during which the voter is not required to be on the job.

Your supervisor may specify the hours an employee may take leave to vote, unless the employee requests that the time to vote fall at the beginning or end of the work period.

JURY DUTY OR COURT APPEARANCE LEAVE

The Town will pay all regular employees called to serve on a trial or grand juror regular wages, but not to exceed fifty dollars per day unless by mutual agreement between the employee and the Town, for the first three days of juror service. Regular employment includes part-time, temporary, and casual employment if the employment hours are determined by a schedule, custom, or practice established during the three-month period preceding the juror's term of service.

If regular full-time employees serving on jury duty, appearance in court due to legal court subpoenas; are compensated by others for the ~~above-mentioned~~ above-mentioned activities, the employee may choose to either; keep the compensation by others and receive \$50 compensation from the Town, or to give the compensation by others over to the Town and receive their regular pay from the Town. The use of an employee's vacation, compensatory, or personal time may be requested by an employee for these activities.

PAID AND UNPAID LEAVE

At the discretion of the Town Manager, any employee may be placed on paid or unpaid administrative leave.

Employees on unpaid leave, including employees who are on unpaid leave because of injury, are not eligible to accrue sick and vacation leave time nor will they be compensated for holidays during the period of unpaid leave. An employee on unpaid leave shall be entitled to continue to receive health insurance benefits at the employees cost and subject to federal COBRA standards.

RETURN TO WORK

The Town of Hayden has elected to adopt a return-to-work program, when reasonably available and appropriate, with the intent to utilize eligible injured workers in a productive capacity through temporarily modified duty(s) while the employee is recovering from an injury. The goal of temporary modified duty(s) is to provide a progression of job duties that will return the injured worker to their regular job. Employees become eligible for this program by a review of the employee's job restrictions, as determined by a qualified medical

professional, and that employee's Department Head's determination that duty(s) can be assigned to the injured employee that are consistent with the ~~employees~~employee's job restrictions and said duty assignments are beneficial to the Town of Hayden. The employee and their Department Head will be responsible for coordinating the return-to-work program. Modified duty assignments are intended to be temporary and transitional leading to an employee's full return to work. At least monthly the supervisor, injured employee and relevant employees will review the temporary job assignments jointly to address increasing work duties and overall performance and determine whether an employee is making progress and can continue employment with modified duty(s). Modified duty(s) will be allowed as long as it is beneficial to both the Town of Hayden and to the employee for the job to continue or until the injured employee receives a release from a medical provider to return to full duty.

CODE OF CONDUCT

PUNCTUALITY AND ATTENDANCE

Employees should notify their immediate supervisor as soon as possible when absent from work due to illness or for any other reason (see Sick Leave policy). If their supervisor is not available, then another supervisor should be contacted and asked to relay the message.

Employees should notify their immediate supervisor if they will arrive significantly later than their regular schedule.

PERFORMANCE APPRAISALS

The Town endeavors to review performance annually to coincide with the employee's anniversary date. However, a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. The Town Manager may require supervisors to complete additional work performance evaluations of employees at any time.

DISCIPLINARY PROCEEDINGS

Each department head may discipline any employee of his/her department for the following reasons, which are provided as examples and are not all inclusive or exhaustive:

- violation of department rules, policies and/or procedures,
- violation of Town personnel policies,
- inefficiency or failure to perform assigned tasks,
- habitual absence or tardiness,
- incompetence,
- misconduct,
- negligence,

- insubordination,
- disloyalty, or
- violation of state, federal or local laws.

A department head will take into consideration the severity, repetitiveness and/or compilation/cumulative effect of an employee's action(s), to determine corrective and/or disciplinary action(s) up to and including termination. Progressive discipline is not a required action, each situation is evaluated on its own merit and can result in immediate termination.

MEETING WITH TOWN MANAGER FOLLOWING DISCIPLINE (open-Door Policy)

An employee, who is dissatisfied with the disciplinary action taken by the department head, may request in writing within three (3) working days after notice of the action taken a meeting with the Town Manager. The Town Manager may confirm or reverse the action appealed from or may modify such action including more stringent or more lenient disciplinary action. That decision will be made within ten (10) working days following a meeting with the employee or as soon thereafter as practicable.

The Town Manager may, at will and for any reason, cause hiring, investigations, discipline, or termination of an employee. No grievance, appeals of decisions, or other progressive disciplinary procedures are provided to employees, unless otherwise provided by the Town Manager, or by town, state, or federal law.

COLORADO RULE OF CIVIL PROCEDURE 106

The decision of the Town Manager shall constitute final administrative action and may be further appealed only as provided by the Colorado Revised Statutes; provided, however, that if any provision for arbitration is then in effect and applicable to the charges and department in question, the department head or employee charged may appeal the decision of the Town Manager under the procedures so established, which shall govern all further proceedings.

VOLUNTEERS

The Town maintains a written list of persons who are authorized to serve as Town volunteers, and maintains a description of the responsibilities and functions each volunteer performs on behalf of the Town. Town Department Heads are responsible for keeping accurate and complete lists of volunteers utilized by their Department. Authorized volunteers must act under the supervision and control of a Department Head or a Department Head's designee at all times while acting on behalf of the Town.

All persons listed as authorized volunteers for the Town are public employees under the Governmental Immunity Act, C.R.S. 24-10-101 *et seq.*, while actually engaged in the performance of the authorized volunteer's functions on behalf of the Town, and are subject

to the provisions of said Act for acts or omissions which occur during the performance of and within the scope of such functions, except for willful and wanton acts or omissions. Each authorized volunteer is also considered an insured within the meaning of the Town's liability coverages to the extent provided in such coverages.

Because no authorized volunteer receives any compensation from the Town, no authorized volunteer, except for any member of the police reserves, is considered an "employee" within the meaning of the Colorado Workers' Compensation Act, Articles 40 to 47 of Title 8, C.R.S. Each member of the police reserves shall be afforded workers' compensation benefits in accordance with the Workers' Compensation Act. However, each authorized volunteer, excepting any member of the police reserves, will be afforded volunteer accident medical coverage through Colorado Intergovernmental Risk Sharing Agency (CIRSA), and the Town will pay for the annual premium for such coverage.

WHISTLE BLOWER

The Town of Hayden requires employees of all levels to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Town of Hayden, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Town can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the Town of Hayden or suspected violations of law or regulations that govern the Town of Hayden's operations.

No Retaliation

It is contrary to the core values of the Town for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Town of Hayden. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

The Town of Hayden has an ~~open-door~~open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Town Manager. Supervisors and department heads are required to report complaints or concerns about suspected ethical and legal

violations in writing to the Town Manager. If a supervisor believes there is suspected ethical and legal violation issues regarding the Town ~~Manager~~Manager, they are to report their findings to the Town of Hayden's Mayor, who has the responsibility to investigate all reported complaints.

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The reportee (person the report of violation was reported to) will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

USE OF TOWN VEHICLES

All Town employees and their passengers utilizing Town owned, leased, or rented vehicles, with the exception of police officers performing official duties which require the non-use of seatbelts, are required to wear their seatbelts while at work. Police officers will abide by departmental policies and procedures regarding seatbelt use.

Smoking is not permitted by any Town employee in any buildings or vehicles belonging to or owned by the Town.

Accidents

In general, give the other driver or law enforcement authority your name, your driver's license number and insurance information. Call a police agency immediately if required. The driver of the Town vehicle or personal vehicles used for Town business must report the other driver's information at the earliest possible time to their supervisor or Town manager. The information the driver should obtain includes:

- Name of the other driver;
- Driver's license number of the other driver;
- The license plate number of the other vehicle; and

- The other driver's insurance company and policy number.

If a police report is made, obtain the police report or case number and notify the general manager of this information.

When asked a specific question by the other driver or police, give a specific answer, but do not volunteer information other than that contained in the list above. The Town driver and passengers should be courteous, but should not make any statement regarding the cause of the accident, or anyone's culpability or fault. If you receive a ticket for causing the accident, accept it politely, but remember that a ticket is not a final determination of whose fault the accident was. Fault will be determined at a later time.

All accidents are to be reported to Town management within twenty- four (24) hours after the accident occurs. All accidents will be reviewed and a determination made as to whether the accident was preventable or non-preventable.

Motor Vehicle Records (MVR) Standards

For employees who are required to drive as part of their duties at the Town, the Town of Hayden will periodically check motor vehicle records (MVRs). The MVR for these employees will be reviewed to ascertain that the employee holds a valid driver's license and that the employee's driving record is within the parameters set by Town management.

Employees may become disqualified from driving Town operated vehicles or any vehicle under the care of Town of Hayden if an MVR check reveals any of the following:

- a. Three or more traffic violations over a five (5) year period depending on the circumstances of the violation(s);
- b. One or more of the following type of serious traffic convictions within the last five (5) years: driving while under the influence of drugs or alcohol; refusal to take a breath analyzer test; leaving the scene of an accident without reporting it; homicide, assault, or criminal negligence resulting from the operation of a motor vehicle; driving while license is suspended or revoked; careless, reckless or dangerous driving that results in injury to a person; racing; or passing a stopped school bus.
- c. Any at fault accident occurring during the course of business, resulting in damage of \$10,000 or more.

Town of Hayden's Vehicle Usage Policy

It is the policy of the Town that no Town vehicle will be used for personal business and no personal vehicle for Town business, except when prior approval is given by the employee's supervisor (for Town vehicles) or the owner (for personal vehicles). Employees who are "on call" may use a Town vehicle for events which require two or more hours of attendance.

Employees should observe the following rules while using a Town vehicle:

1. **Passengers**. Employees may not transport non-employee passengers or pets in Town vehicles. Employees may not give permission to third parties to operate the vehicle, including family members. Specific permission for any personal use of the vehicle must be obtained from Town management.
2. **Seat Belts**. All occupants of Town vehicles must wear seat belts whenever the vehicle is in motion.
3. **Radar Detectors**. The use of radar detectors in all vehicles owned or used by the Town. The Town will revoke the driving privileges of any drivers found using radar detectors in Town vehicles.
4. **Securing Cargo**. Employees must secure cargo and lock all doors while the vehicle is in motion or parked on Town business.
5. **Distracted Driving**. Employees must avoid driving while distracted (e.g., talking on cell phones, texting, reading maps, etc.).
6. **Vehicle Break Downs**. If a Town vehicle breaks down, do not leave it abandoned on a highway or street. It is the employee's responsibility to immediately contact their supervisor or Town manager to inform them of the situation.
7. **Checking Equipment and Reporting Defects**. Employees must check Town vehicles and equipment before use for fluid levels and leaks, tire and belt condition and other potential safety or maintenance items. Employees who experience any defects in the vehicle and/or discover any needed repairs must report them to their supervisor or Town manager. Employees are not allowed to perform any maintenance or authorize any repair work to be completed.
8. **Smoking** is not permitted in any Town vehicle.
9. **Drugs and Alcohol Prohibited**. Employees shall not possess, store, transfer or consume alcoholic beverages or drugs, or be under the influence thereof, in motor vehicles at any time in the course of employment, regardless of whether or not they are driving or whether they are using a Town or a personal motor vehicle.

10. Observation of Driving Laws. Drivers of motor vehicles must observe all speed limits and traffic safety rules. While driving, employees must always have in their possession a current valid driver's license with proper endorsements. For insurance reasons, employees who have received a DWI, DUI or unsafe driving violation within the last two years must inform the Town of such violations and will be prohibited from operating Town owned or leased vehicles, or personal vehicles used for Town business, unless authorized by the Town manager.

Employees receiving any moving violations either during or after work hours must report them to the general manager. Any parking violations in Town vehicles or personal vehicles used for Town business must inform their supervisors immediately. It is the employee's responsibility to pay the fines of any moving and/or parking violation they are issued.

ELECTRONIC MEDIA ACCESS, E-MAIL AND INTERNET USE

While electronic mail and the Internet have become indispensable workplace communication and research tools, improper usage creates the potential for employer liability. The recent growth in the use of electronic mail and the Internet raises new issues.

The purpose of this policy is to convey an acceptable use policy regarding the Internet, social media and e-mail services or equipment owned and provided by the Town of Hayden. This will ensure that users of the Internet, social media, e-mail, voice mail, electronic facsimile (FAX), electronic bulletin boards, and electronic subscription services are aware of privacy/security, application, and legal issues related to their usage including but not limited to the Colorado Open Records Act (CORA). This will also ensure that requests for information stored in the aforementioned formats are complied with in the same manner as requests for information stored in non-electronic formats.

EMPLOYEE USE OF ELECTRONIC MEDIA, E-MAIL AND THE INTERNET – All Electronic Communications Systems and information transmitted by, received from, and stored in these systems is owned or under the custody of the Town of Hayden. "Electronic Communications System" is defined as the equipment and electronic messages that are transmitted between two or more computers or electronic terminals, and the messages left on a voice mail system.

An employee can have no expectation of privacy in using the Town's Electronic Communications System when transmitting, receiving, or storing information, whether on or over the Internet or by e-mail. The Town of Hayden may monitor the system at any time at its discretion by random monitoring or monitoring any suspected improper use. Monitoring

may include printing and reading electronic messages entering, leaving, or being stored in these systems and identifying Internet sites accessed. Electronic messages may be public records, available to the public for inspection upon request.

Data and information about the operations of the Town of Hayden and its employees are collected and retained only to satisfy legitimate business purposes or as required by law. Protecting Town information and systems is every employee's responsibility. Town employees share a common interest in ensuring information and systems are not intentionally, accidentally or improperly disclosed, lost or misused.

The Electronic Communications System is not to be used for private or confidential matters. Care should be taken when using the Electronic Communications System. If the sender of a message on the Electronic Communications System does not intend for the mail to be forwarded, the sender should clearly mark the message "DO NOT FORWARD".

Deliberate unauthorized acts against the Town, including but not limited to misuse, misappropriation, and destruction of information or system resources, and/or the deliberate unauthorized use of software/shareware, will result in disciplinary action as deemed appropriate by the Town Manager.

Town employees have an obligation to use their access to the Internet in a responsible and informed way, conforming to network etiquette, customs and courtesies, and representing the Town in a positive manner. Use of electronic media, e-mail, and/or the Internet by a Town employee constitutes their acknowledgement of this policy in whole, whether formally acknowledged or not.

Employees should have no expectation of accuracy of electronic messages or information received or sent over the Internet.

ACCEPTABLE USE OF ELECTRONIC MEDIA, E-MAIL AND THE INTERNET – the following constitute acceptable use of electronic media, e-mail and the Internet:

1. To communicate and exchange professional, work-related materials.
2. To use for professional society, university association, government advisory, or standard activities related to the user's professional capacity.
3. To use in applying for or administering grants or contracts for work-related applications, but not for fund raising.
4. To use any other administrative communications or activities in direct support of work-related functions.
5. To announce new services within the scope of work-related applications.

6. To access databases or files to obtain work-related reference material or work conduct research.
7. To post work-related questions or share work-related information.

UNACCEPTABLE USE OF ELECTRONIC MEDIA, E-MAIL AND THE INTERNET – The following constitutes unacceptable uses of electronic media, e-mail and the Internet:

1. The creation, downloading or transmission of any offensive, obscene, or indecent images, data or other material, or any data capable of being resolved into offensive, obscene or indecent images or material, except the transmission of official work-related information. Materials containing unlawful or inappropriate comments, which are sexually, racially, or ethnically, offensive, or which contain jokes, slurs or disparagements of and threats to others are also prohibited.
2. The creation or transmission of unsolicited commercial or advertising material either to other user organizations, or to organizations connected to other networks or users.
3. Deliberate activities with any of the following characteristics:
 - Corrupting or destroying other users' data
 - Violating the privacy of other users
 - Disrupting the work of other users
 - Introduction of "viruses"
 - Violation of Federal, State or local laws
 - Transmitting threatening or harassing materials.
4. Lobbying any government (elected official or agencies) for purposes of supporting or opposing any issues, programs, or projects except as directed by the Town Manager.
5. Use of services to gain unlawful access to information, computational, or communication devices or resources.
6. Transmission of material in violation of applicable copyright laws or patents.
7. Personal use not related to the conduct of work directly on behalf of the Town of Hayden.
8. Use for personal business.
9. To misrepresent oneself or the Town of Hayden government.
10. To express views representing the Town of Hayden government without proper authorization.
11. Confidential or private matters.

USE OF SOFTWARE – The Town of Hayden will only allow municipally written software and public domain software to be stored or executed upon its computers. Programs installed with the intention of protecting municipal devices and peripherals, such as anti-virus software, shall not be removed or disabled.

Any software and software manuals covered under copyright laws or licensed under an agreement prohibiting duplication must not be duplicated, copied, or otherwise used on multiple computers, unless permitted by written agreement with the vendor. Single copies of software shared by multiple computers on a local/wide area network are not permitted unless specifically licensed for such purpose or unless the Town of Hayden wrote the software. Licensed software on municipal computers shall not be downloaded to another computer for execution or for creation of a local copy unless permitted by written agreement of the vendor.

PRIVACY – Employees should have no expectation of privacy regarding the electronic media. Any information or data contained in any computer owned by the Town of Hayden is available to the Town of Hayden at all times and may be subject to audit. An employee does not have a right to individual privacy while using the Town of Hayden’s computer Electronic Communications System.

INTERCEPTION – No user may intercept the e-mail of another employee, business or person. No employee may receive e-mail as an agent/employee of the Town without the knowledge and permission of their Department Head.

PUBLIC RECORDS – All e-mail transmissions may be considered public record. Correspondence to or from an employee in the form of electronic mail may be a public record under the Public Records Act and may be subject to public inspection under C.R.S. 24-72-203. All e-mail transmissions should be considered public record unless otherwise defined by Department Head, the Town Attorney, the Town Clerk, or the Town Manager. **Do not delete e-mail messages**, either sent or received, unless and until the message(s) has been printed and the hard copy filed in accordance with the retention schedules for the Town of Hayden. **All copies must be retained per schedules.** Under certain circumstances deleted e-mail can be recovered.

Any request for a public record(s) must be made in writing. No employee may disclose, forward, reproduce, audit or in any way make accessible a public record without following the appropriate procedures described below.

Any request for public record(s) is submitted to the Town Clerk and reviewed by the Town Manager and the Department Head from which the record originates, along with the Town Attorney. The Town Attorney shall make the final determination as to whether or not an Internet record is public, discoverable or not. No record shall be disseminated without first going through this process.

There is no distinction between internal, external and Internet e-mail, as far as this policy is concerned. They are all treated the same.

OPEN MEETINGS – If elected officials (Town Council) use electronic mail to discuss pending legislation or other public business among themselves, the electronic mail may be subject to the requirements of C.R.S. § 24-6-402. Electronic mail communication among elected officials that does not relate to pending legislation or other public business shall not be considered a “meeting” within the meaning of C.R.S. § 24-6-402.

MONITORING – The Town of Hayden does not currently monitor e-mail or Internet usage. The Town reserves the right to begin monitoring, with or without consent or knowledge of an employee, e-mail and Internet usage at any time, whether it is by tracking all users, selecting random users, or tracking employees at the request of the Department Head and/or the Town Manager.

VIOLATIONS AND ENFORCEMENT – Department Heads, or their appointees, will review the alleged violations of the Town of Hayden Electronic Media Access, E-mail and Internet Policy. Violations of the Policy may result in disciplinary action, up to and including termination of employment.

DRUG AND ALCOHOL POLICY

The Town requires a drug and alcohol-free workplace. All employees must adhere to the Town’s drug and alcohol policy, and participation in the Town’s controlled substances and alcohol testing program is a requirement and condition of employment. All employees who operate motor vehicles as part of their employment with the Town are subject to testing as defined in C.F.R. 382.103.

The Town may administer testing to employees in these specific circumstances: (1) pre-employment; (2) when there is reasonable suspicion to believe an employee is violating this policy; (3) post-accident; and (4) return-to-duty. If any employee refuses to take a drug or alcohol test in these circumstances, that employee will be subject to termination. Actions such as the inability to provide sufficient quantities of breath, saliva, or urine to be tested with a valid medical explanation, tampering with the specimen, interfering with the collection procedure, not immediately reporting to the collection site, failing to remain at the collection site until the collection process is complete, or leaving the scene of an accident without a valid reason before a test has been conducted may constitute a refusal.

All employees are prohibited from consuming alcohol, marijuana and/or controlled substances while on duty or at work. No employee may report for work if the employee is under the influence of alcohol, or drugs which includes marijuana. Further, employees are not

to consume controlled substance medication or come to work under the influence of controlled substance medication, except when such use is at the instruction of a physician who has advised the employee that the substance will not adversely affect the employee's ability to perform his or her job duties, and that physician has contacted and verified in writing this use with the employee's Department Director.

An employee's test results will be kept confidential to the extent possible and all records and results will only be released to those authorized by law.

Any Town employee who refuses to submit to a test, has a verified positive marijuana or controlled substances test result, or has an alcohol concentration of 0.04 or greater is subject to discipline up to and including termination.

Any employee with questions or requiring additional information, explanation or clarification regarding this policy must contact human resources immediately.

DRIVING RECORD REVIEW

Each prospective and current employee must have a valid Colorado driver's license of the appropriate classification if one is required for the position according to the Town's job description. The Administration department will obtain annually at the Town's expense a copy of the Motor Vehicle Record (MVR) for each employee required to drive. MVR's for employees may also be obtained in the following instances:

- After an on-the-job vehicle accident.
- If a complaint is received regarding the employee's driving while that employee is at work.
- If an employee transfers to a position requiring a valid Colorado driver's license.
- If an employee transfers to a position requiring a CDL.

Failure to maintain a valid Colorado driver's license of the appropriate classification may be cause for disciplinary action up to and including termination. It is the employee's responsibility to notify their supervisor immediately if the employee's driver's license is restricted, suspended or revoked. Failure by an employee to notify their supervisor of the foregoing at the earliest possible time may be grounds for disciplinary action up to and including termination.

ETHICS IN GOVERNMENT

Colorado voters approved Amendment 41, in the 2006 general election, adding Amendment 41, entitled *Ethics in Government*, to the state constitution. Amendment 41 places restrictions on gifts received by Colorado public officials, government employees and their immediate

family members. Such persons are prohibited from receiving gifts with value exceeding \$53 from any person in any year. Amendment 41 provides certain exceptions to the gift limit that are all incorporated in this Town policy, including the following:

- Receptions or similar events where food and drinks are served to invited participants.
- Scholarships or similar benefits are not considered a violation of public trust provided the scholarship is awarded using objective criteria and is not a direct or indirect benefit to employees.
- Unsolicited items of trivial value, less than \$50, such as a pen, calendar, plant, book, note pad or other similar item.
- Unsolicited tokens or awards in the form of plaques, trophies, etc.
- Unsolicited publications, subscriptions or informational material related to an employee's performance of official duties.
- Admission and the cost of food or beverages at a reception, meal or meeting before whom the employee appears to speak or answer questions as part of a scheduled program.
- Reasonable expenses paid by the Town or a membership organization, such as the Colorado Municipal League, the American Public Works Association, the Municipal Clerks Association, the International City Management Association, CIRSA, or other similar types of organizations, for an employees attendance at a conference, convention, fact-finding mission, trip, or other meeting if the employee is to deliver a presentation, participate on a panel, or represent the Town, provided the membership organization receives less then five percent (5%) of its funding from for-profit organizations or entities.
- Gift(s) that are given by an individual who is a relative or personal friend of the recipient employee on a special occasion.
- Compensation and/or incentive given to an employee.

Violations of Amendment 41 prohibitions by an employee may be grounds for disciplinary action up to and including termination in addition to any penalties that may be imposed by the State of Colorado's Independent Ethics Commission.

GENERAL MANUAL ACKNOWLEDGMENT

This Employee Manual is an important document intended to help employees become acquainted with the Town of Hayden. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Town's operations may change, the contents of this Manual may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Manual.

I have received and read a copy of Town of Hayden's Employee Manual. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Town at any time.

I further understand that my employment is terminable at will, either by myself or the Town, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of the Town of Hayden other than the Town Manager or Mayor may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Town's Employee Manual.

Employee Signature

Date

Employee Printed Name

RECEIPT OF NON-HARASSMENT POLICY

It is Town of Hayden's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If the employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to their supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Town Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Town will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Town of Hayden's Non-Harassment Policy.

Employee Signature

Date

Employee Printed Name

RECEIPT OF SEXUAL HARASSMENT POLICY

It is Town of Hayden's policy to prohibit harassment of any employee by any supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Town. It is to ensure that at the Town all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about the employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to their supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Town Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in their reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Town will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employees feel they have been subjected to any such retaliation, they should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Town of Hayden's Sexual Harassment Policy.

Employee Signature

Date

Employee Printed Name

RESOLUTION 2021-26

A RESOLUTION ADOPTING A CODE OF CONDUCT FOR THE TOWN COUNCIL OF THE TOWN OF HAYDEN

RECITALS

WHEREAS, the Town Council for the Town of Hayden, Colorado believes that it should conduct itself in both the public and personal settings with the utmost respect and integrity; and

WHEREAS, the Town has adopted five core values which are below:

- *Efficiency* - Constantly measuring ourselves to minimize waste and maximize productivity while using our resources to their full potential.
- *Fiscal Responsibility* – Our obligation to be accountable to the fiscal policies of the Town of Hayden by balancing efficiency and flexibility with budgetary discipline, while seeking sustainable resources, and practicing long term planning and prudent use of debt.
- *Integrity* - Acting in the best interest of the Town of Hayden being responsible, reliable, honest, and fair while doing what is right.
- *Transparency* - The act of conducting Town business with openness, accountability, and honesty.
- *Trust* - An understanding of expectations earned through constant leadership and professionalism, integrity, respect, and appropriate confidentiality.

WHEREAS, the Town Council believes that the Town Council along with its appointed boards and commissions should conduct itself in the same manner as expected of Town staff as defined in the Town of Hayden employee handbook; and

WHEREAS, the Town Council has determined that the best way to ensure the Town Council is honoring the five core values above and operating in a fair and equitable manner for all residents' benefit in the Town of Hayden is to adopt a code of conduct for the Town Council

that outlines the roles and expectations of the Town Council in addition to the Town Home Rule Charter.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO THAT:

Section 1. That the Town Council adopts this code of conduct which will make all Councilmembers subject to this code of conduct.

Section 2. This Resolution shall be in full force and effective immediately upon its adoption.

PASSED, APPROVED AND RESOLVED THIS 16th DAY OF DECEMBER, 2021.


Zachary Wuestewald, Mayor

ATTEST:


Sharon Johnson, Town Clerk



Town of Hayden Code of Conduct for Elected Officials

Adopted December 16, 2021

<u>Table of Contents</u>	<u>Page</u>
Overview of Roles & Responsibilities.....	3
Policies & Protocol Related To Conduct	3
Conflicts of Interest.....	5
Council Conduct with One Another	5
Council Conduct with Town Staff	7
Council Conduct with the Public	8
Council Conduct with Other Public Agencies	10
Council Conduct with Other Boards and Commissions	11
Council Conduct with the Media	12
Sanctions	12
Principles of Proper Conduct	13
Checklist for Monitoring Conduct	14
Glossary of Terms	14

The Three R's of Hayden Government Leadership: Roles, Responsibilities and Respect

This Code of Conduct (“Code”) is designed to describe the manner in which Council Members and appointed boards and commissions are expected to treat one another, Town staff, constituents, and others with whom they come into contact while representing the Town of Hayden. It reflects the work of the Town Council in defining more clearly the behavior, manners, and courtesies that are suitable for various occasions. The Town Council also considered a wide variety of policy changes and clarifications designed to make public meetings and the process of governance run more smoothly.

The constant and consistent theme throughout the Code is “respect.” Council Members experience stress in making decisions that impact the lives of residents. At times, the impacts of the entire community must be weighed against the impact of only a few. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Council Members to do the right thing in even the most difficult situations.

Overview of Roles & Responsibilities

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the Town of Hayden Home Rule Charter (“Charter”), the Hayden Municipal Code and in the Handbook for Municipal Elected Officials, published by the Colorado Municipal League.

MAYOR: Elected at large by the Town and has the powers, duties and responsibilities set forth in the Charter.

MAYOR PRO-TEM: Appointed by the Council and has the powers, duties and responsibilities as set forth in the Charter.

ALL COUNCIL MEMBERS: All members of the Town Council, including the Mayor and Mayor Pro-Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect. All Council Members should:

- Fully participate in Town Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
- Prepare in advance of meetings and be familiar with issues on the agenda.
- Represent the Town at ceremonial functions at the request of the Mayor.
- Be respectful of other people’s time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in Hayden’s government.
- Provide contact information to the Town Manager or Town Clerk in case of an emergency or an urgent situation arises while the Council Member is out of town.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities.

Policies & Protocol Related to Conduct

Ceremonial Events

Requests for a Town representative at ceremonial events will be handled by Town staff. The Mayor will serve as the defacto designated Town representative unless prior appointments by the Council have been authorized. If the Mayor is unavailable, Town staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor Pro-Tem will be recommended to serve as the substitute. Invitations received at Town Hall are presumed to be for official Town representation. Invitations addressed to Council Members at their homes are presumed to be for unofficial, personal consideration.

Correspondence Signatures

Council Members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. Town staff will prepare official letters in response to

public inquiries and concerns. These letters will carry the signature of the Mayor or the appropriate Town staff. If correspondence is addressed only to one Council Member, that correspondence will be shared with the rest of the Council.

Endorsement of Candidates

Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official Town meetings or functions.

Intergovernmental Relations

The Council values intergovernmental relations with neighboring communities and other entities. Council Members should make a concerted effort to attend scheduled meetings with other entities to further promote intergovernmental relations.

Legislative Process

The Town may follow Roberts Rule of Order for meeting management as determined necessary by the Mayor.

Public Hearing Protocol

The Mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly. Typically, a public hearing will run as follows:

1. The Mayor opens the public hearing.
2. Staff makes the initial presentation.
3. The applicant or appellant may present. The Mayor will determine the length of time allowed for this presentation.
4. Speakers representing pro points of view will be allowed to speak, followed by those representing opposing points of view. The Mayor will determine how much time will be allowed for each speaker, with 3 to 5 minutes the standard time granted. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. If many speakers are anticipated or present, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. After the close of the public hearing, no more public testimony will be accepted unless the Mayor reopens the public hearing for a limited and specific purpose. Speakers who do not follow the Mayor's direction will be turned away. The Mayor will ask the Council if any issues need clarification before the public hearing is closed.

Council Members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by Council Members are not appropriate until after the close of the public hearing. Council Members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

Travel Expenses

the Town will pay reasonable travel expenses for Council Members who attend conferences, seminars, and training sessions on behalf of the Town. Eligible expenses include registration fees, lodging, meals, transportation, and all allowable miscellaneous expenses for the Council Member only. All travel expenses will be handled in the same manner and consistent with the provisions within the Town's Employee Handbook.

Conflicts of Interest

At some point during his or her term, a Council Member will likely find that he or she has some personal interest in an item brought before the Council for consideration, which may or may not represent a legal conflict of interest. Sections 2-12 and 2-13 of the Charter that are legal conflicts of interest.

If the Council is unable to determine whether a conflict of interest exists, the Mayor shall ask the Town Attorney for guidance.

If a legal conflict of interest exists, the Council should follow the following procedures:

1. The conflicted Council Member shall announce the potential conflict of interest so that the conflict is recorded as a part of the official minutes of the meeting.
2. The conflicted Council Member shall step off of the Council bench and leave the room while the issue is discussed.
3. Conflicted Council Members shall not be present during any executive session discussing the conflicted matter.
4. The conflicted Council Member shall refrain from discussing or otherwise attempting to influence the other Council Members' decisions on the matter.
5. The conflicted Council Member shall not vote on the matter.

If a Council Member has a conflict of interest on a particular item before the Town Council, any confidential information will not be disclosed to the conflicted Council Member. Council Members are also not to disclose confidential information, including contents of executive session discussions.

Council Conduct with One Another

The Council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals who have chosen to serve in public office in order to preserve and protect the present and the future of Hayden. These common goals are important to remember, even as Council Members may "agree to disagree" on how to achieve those goals.

IN PUBLIC MEETINGS

- **Practice civility, professionalism and decorum in discussions and debate.**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Council Members should conduct themselves in a professional manner at all times.

- **Honor the role of the Mayor in maintaining order.**

It is the responsibility of the Mayor to keep the comments of Council Members on track during public meetings. Council Members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Council Members.**

Council Members should avoid making personal attacks on other Council Members, Town staff, and members of the public. If a Council Member is personally offended by the remarks of another Council Member, the offended Council Member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Council Member to justify or apologize for the language used. The Mayor will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches.**

Council Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

- **Be punctual and keep comments relative to topics discussed.**

Council Members have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Council Members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private.**

The same level of respect and consideration of differing points of view deemed appropriate for public discussions should be maintained in private conversations.

- **Written notes, voicemail messages, and e-mail are not secure and may be public records.**

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this text message or email forwarded to others? How would you feel if this voicemail message was played on a speaker phone in a full office? Emails, texts, letters, notes, and the like that address public business are open to public inspection and

Council Members should consider that these are potentially “public” communication and evaluate whether the content is both necessary and appropriate.

- **Even private conversations can have a public presence.**

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

Council Conduct with Town Staff

Governance relies on the cooperative efforts of elected officials, who set policy, and Town staff who implement and administer the Council’s policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals.**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

- **Limit contact to specific Town staff.**

Questions of Town staff and/or requests for additional background information should be directed to the Town Manager, Town Attorney, or Department Heads. The Town Manager should be copied on or informed of any request. When in doubt about what staff contact is appropriate, Council Members should ask the Town Manager for direction. Materials supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information.

- **Do not disrupt Town staff from their jobs.**

Council Members should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have the member’s individual needs met.

- **Never publicly criticize an individual employee.**

Council should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee’s manager. Concerns about staff performance should only be made to the Town Manager through private correspondence or conversation.

- **Do not get involved in administrative functions.**

Council Members must not attempt to influence Town staff on administrative functions, which may include the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits.

- **Check with Town staff on correspondence before taking action.**

Before sending correspondence, Council Members should check with Town staff to see if an official Town response has already been sent or is in progress.

- **Do not attend meetings with Town staff unless requested by staff or as directed by decision of the Council.**

Even if the Council Member does not say anything, the Council Member's presence can imply support, show partiality, intimidate staff, and hamper staff's ability to perform their jobs objectively.

- **Limit requests for staff support.**

All mail for Council Members is directed to the Town Clerk. Mail addressed to the Mayor is reviewed first by the Town Manager who notes suggested action and/or follow-up items.

Requests for additional staff support – even in high priority or emergency situations -- should be made to the Town Manager who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.

- **Do not solicit political support from staff.**

Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff. Town staff may, as private residents with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Council Conduct with the Public

EXPECTED CONDUCT IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness.**

Speaking in front of the Council can be a difficult experience for some people. Some issues the Council undertakes may affect people's daily lives and homes. Some decisions are emotional. The way the Council treats people during public hearings can do a lot to either help the speaker relax or to push their emotions to a higher level of intensity.

- **Show that you are actively listening.**

It can be disconcerting to speakers when Council Members do not look at them when addressing Council. There may be times that Council Members need to refer to documents or make notes, but reading for a long period of time or gazing around the room gives the appearance of

disinterest. Be aware of facial expressions, especially those that could be interpreted as “smirking,” disbelief, anger, or boredom.

- **Ask for clarification, but avoid debate and argument with the public.**

Council Members may ask questions of speakers, such as to clarify or expand information, but should not interrupt a speaker. However, a Council Member can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing, and the Mayor may interrupt the speaker.

If speakers become flustered or defensive by Council questions, the Mayor should attempt to re-focus the speaker and maintain the order and decorum of the meeting. It is never appropriate to belligerently challenge or belittle the speaker. Council Members’ personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- **No personal attacks of any kind, under any circumstance.**

Council Members should be aware that their body language and tone of voice, as well as the words they use, may appear to be intimidating or aggressive.

- **Use of electronic devices during Council meetings.**

Council Members are provided with various electronic devices to access meeting packets and other materials for use in Council meetings and public hearings. Council Members may use electronic devices to access and review the meeting packets and other documents distributed during meetings, to take notes, and to perform Internet-based research of questions raised within the public meeting or pertinent to the resolution of any matter before the Town Council while acting in a legislative capacity. The use of electronic devices shall not distract, deter, interrupt, or in any way interfere with the conduct of public business during public meetings. Council Members shall not use electronic devices during public meetings as a means for transmitting and/or receiving data communication about issues before the Council (including but not limited to electronic mail or text messages). If questions or concerns arise about an issue that is before Council, the Council Member with the question should raise the issue in the public meeting at an appropriate time. There are times when Council Members may need to use electronic devices during meetings for communications on personal matters that arise during a meeting and those communications should be kept as brief as possible and should not disrupt the meeting or divert the Council Member’s attention for a lengthy period of time. In order to assure the preservation of due process rights for participants in quasi-judicial proceedings before the Town Council, the use of electronic devices shall be limited exclusively to note-taking during any quasi-judicial public hearing. This rule shall apply to both Town-issued and member-owned electronic devices.

EXPECTED CONDUCT IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the Council.**

If a Council Member is asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community, the Member should provide a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise Town staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

- **Make no personal comments about other Council Members.**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

- **Remember that Hayden is a small community.**

Council Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper behavior in the Town of Hayden. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Council Members, 24 hours a day, 7 days a week. It is a serious and continuous responsibility.

Council Conduct with Other Public Agencies

- **Be clear whether you are representing the Town or personal interests.**

If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state:

- 1) Whether the Member's statement reflects personal opinion or is the official stance of the Town;
- 2) Whether this is the majority or minority opinion of the Council. Even if the Council Member is representing his or her own personal opinions, remember that this still may reflect upon the Town as an organization.

If the Council Member is representing the Town, the Council Member must support and advocate the official Town position on an issue, not a personal viewpoint.

A Council Member who represents or is a member of another organization whose position is different from the Town should consult with the Town Attorney and Mayor to determine whether the Council Member should withdraw from voting on the issue. Council Members should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

- **Correspondence also should be equally clear about representation**

Town letterhead may be used when the Council Member is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record.

It is best that Town letterhead not be used for correspondence of Council Members representing a personal point of view, or a dissenting point of view from an official Council position.

Council Conduct with Other Town Boards and Commissions

The Town has established several Boards and Commissions as a means of gathering more community input. residents who serve on Boards and Commissions become more involved in government and serve as advisors to the Town Council. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

- **If attending a Board or Commission meeting, be careful to only express personal opinions.** Council Members may attend any Board or Commission meeting, which are always open to any member of the public. However, if the Board or Commission is conducting a public hearing, the Council Member shall remove himself or herself from the proceedings. Council Members should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Council Member at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Town Council. Also, a Council Member's presence may affect the conduct of the Board or Commission and limit their role and function.

- **Limit contact with Board and Commission members.**

It is inappropriate for a Council Member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. Council Members should contact staff in order to clarify a position taken by the Board or Commission.

- **Remember that Boards and Commissions serve the community, not individual Council Members.**

The Town Council appoints individuals to serve on Board and Commissions, and it is the responsibility of the Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Board or Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."

- **Be respectful of diverse opinions.**

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members must be fair and respectful of all residents serving on Boards and Commissions.

- **Keep political support away from public forums.**

Board and Commission members may offer political support to a Council Member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Council Member.

- **Inappropriate behavior can lead to removal.**

Inappropriate behavior by a Board or Commission member should be noted to the Mayor, and the Mayor should privately counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Council to determine whether removal of the individual from the Board or Commission is appropriate.

Council Conduct with the Media

Council Members may be contacted by the media for background and quotes.

- **The best advice for dealing with the media is to never go “off the record”.**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The Mayor is the official spokesperson for the Town position.**

The Mayor is the designated representative of the Council to present and speak on the official Town position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official Town position or a personal viewpoint. The Mayor may designate the Town Manager to handle media requests and inquiries.

- **Choose words carefully and cautiously.**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

Sanctions

- **Public Disruption.**

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

- **Inappropriate Staff Behavior.**

Council Members should refer to the Town Manager any Town staff members who do not follow proper conduct in their dealings with Council Members, other Town staff, or the public. These employees may be disciplined by the Town Manager at the managers sole discretion in accordance with standard Town procedures for such actions.

- **Council Members' Behavior and Conduct.**

Council Members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. A Council Member who observes infractions of this Code should discuss the concern with the offending Council Member. If the offense continues, then the matter should be referred to the Mayor. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem. The Mayor should ask the Town Manager and/or the Town Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to be considered in a public meeting; or forming a Council ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Council consideration. If no action is taken by the Mayor, the alleged violation(s) can be brought before the full Council in a public meeting.

The Council desires to have an organization free of harassment or sexual harassment. The Council by accepting the position of Town Council Member will/shall adhere to the Town employee handbook sections of Harassment and Sexual Harassment when dealing with each other, the public, or Town staff. Any substantiated claim of harassment or sexual harassment as determined by the investigation methods listed above or by a third party investigation firm hired by the Council may include, but is not limited to, any and all the sanctions listed above, as well as an official vote by the Council (by a super majority vote of the Town Council or five (5) members of the Council) for removal from the Town Council if it is substantiated that the accused Councilmember did indeed violate this code of conduct under the harassment and sexual harassment policy as listed and defined in the employee handbook for the Town of Hayden.

The process for investigation of any allegation of harassment shall follow the process outlined in the first paragraph of this bullet point under "Council Members' Behavior and Conduct.

Principles of Proper Conduct

Proper conduct IS ...

- Assuming positive intentions
- Keeping promises
- Being dependable
- Building a solid reputation

- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT ...

- Assuming bad intentions
- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

It all comes down to respect

Respect for one another as individuals . . . respect for the validity of different opinions . . .
respect for the democratic process . . . respect for the community that we serve.

Checklist for Monitoring Conduct

- Will my decision/statement/action violate the trust, rights or goodwill of others?
 - What are my interior motives and the spirit behind my actions?
 - If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
 - How would my conduct be evaluated by people whose integrity and character I respect?
 - Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
 - Is my conduct fair? Just? Morally right?
 - If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
 - Does my conduct give others reason to trust or distrust me?
 - Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
 - Do I exhibit the same conduct in my private life as I do in my public life?
 - Can I take legitimate pride in the way I conduct myself and the example I set?
 - Do I listen and understand the views of others?
 - Do I question and confront different points of view in a constructive manner?
 - Do I work to resolve differences and come to mutual agreement?
 - Do I support others and show respect for their ideas?
 - Will my conduct cause public embarrassment to someone else?
-

Glossary of Terms

attitude	The manner in which one shows one's dispositions, opinions, and feelings
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behavior	External appearance or action; manner of behaving; carriage of oneself
civility	Politeness, consideration, courtesy
conduct	The way one acts; personal behavior
courtesy	Politeness connected with kindness
decorum	Suitable; proper; good taste in behavior
harassment/sexual harassment	Defined on page 7-10 in the Town of Hayden employee handbook and attached.
manners	A way of acting; a style, method, or form; the way in which things are done
point of order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
point of personal privilege	A challenge to a speaker to defend or apologize for comments that a fellow Council Member considers offensive
propriety	Conforming to acceptable standards of behavior
protocol	The courtesies that are established as proper and correct
respect	The act of noticing with attention; holding in esteem; courteous regard

NON-HARASSMENT POLICY

The Town of Hayden is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. The Town recognizes the value of diversity among employees and strives to create and maintain an environment that naturally enables all employees to contribute to their full potential in pursuit of organizational goals and directives. As an equal opportunity employer, it is the policy of The Town to prohibit intentional and unintentional harassment, discrimination and inappropriate or degrading conduct of any form. of any individual by another person on the basis of any protected classification including, but not limited to, race, creed, color, religion/spiritual beliefs, ancestry, citizenship status, age, cognitive/physical abilities, sex (this includes sexual orientation, gender identity or expression), marital status or military service. The purpose of this policy is not to regulate our employee's personal morality, but to ensure that in the workplace, no one harasses another individual. Examples of unacceptable behavior include, but are not limited to, the following:

- Insults or slurs
- Mocking dress or hair styles
- Making fun of cultural customs
- Ridiculing religious practices
- Criticizing others' morals or lifestyle choices
- Imitating speech or dialect
- Use of profanity when addressing employees
- Using Town communication systems to communicate via email, the Internet, or any social media, any sexual, offensive, or discriminating messages

Such conduct is prohibited in any form at work-related functions or outside of work if it affects the workplace.

Harassment:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance;
- Otherwise adversely affects the individual's employment opportunities.

Reporting harassment or discrimination is essential to resolution of the problem. In the absence of a report, the Town cannot take measures set forth below to address the conduct. Accordingly, an employee who believes that he or she has been subjected to sexual harassment should follow the Complaint Procedure and the situation will be investigated. All employees must cooperate with all investigations.

SEXUAL HARASSMENT POLICY

It is The Town of Hayden's policy to prohibit harassment of any employee, male or female, by any supervisor, employee, citizen, Council member, or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Town. It is to ensure that at the Town of Hayden people are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of sexual harassment may include a range of

subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include:

- Unwanted sexual advances or requests for sexual favors
- Sending sexually explicit emails, text messages
- Sexual jokes and innuendo
- Verbal abuse of a sexual nature
- Commentary about an individual's body, sexual prowess, or sexual deficiencies
- Leering, whistling, or touching
- Insulting or obscene comments or gestures
- Display in the workplace of sexually suggestive objects or pictures
- Other physical, verbal, or visual conduct of a sexual nature such as uninvited touching of a sexual nature
- Sexually related comments

Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

An employee who believes that he or she has been subjected to sexual harassment should follow the Complaint Procedure and the situation will be investigated. All employees must cooperate with all investigations.

The Town of Hayden encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Every report of perceived harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained to the extent possible, but confidentiality cannot be guaranteed.

COMPLAINT PROCEDURE

Employees who believe they have been subjected to conduct prohibited by the Non-Harassment Policy, Sexual Harassment Policy or any other prohibited behaviors or believe they have witnessed such conduct, should immediately:

1. Inform the party responsible for the conduct that the conduct is unwelcome and inappropriate, and request that it stops immediately. If not comfortable confronting the party responsible immediately move to step 2.
2. Initiate a complaint by contacting his or her supervisor. The Town Manager must be informed of all complaints. In the event that the complaint involves perceived harassment or discrimination on the part of the supervisor, the complaint must be brought to the Town

Manager. If the Town Manager is also alleged to be involved in the harassment or discrimination, the complaint must be brought to the mayor. If unable for any reason to contact any person in the reporting order as listed, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should move to the next higher level listed.

3. The Town employee must sign a written complaint prepared by the Town employee.
4. Upon receipt of a written complaint, an investigation will be undertaken promptly. Disciplinary and/or corrective action will be taken when it is determined to be warranted pursuant to the investigation. The Town employee making such complaint will be notified of the results of the investigation.

The Town will not allow any form of retaliation whatsoever against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If any employee feels that they have been subjected to any such retaliation, the employee should immediately report, in writing, of any perceived incident of reprisal, retaliation, or harassment which occurs as a result of making such notification. The report shall be made as described in Step 2 above.

Violation of this policy including any improper retaliatory conduct or falsely making report of a claim will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

If it is determined that any employee's conduct constitutes improper or unlawful harassment or discrimination, sexual harassment, or retaliation, the employee shall be subject to prompt corrective and/or disciplinary action up to and including termination. If it is determined that a person who conducts business with the Town has engaged in conduct that constitutes sexual harassment, the Town will take such steps as are reasonable and necessary to address the problem and eliminate further sexual harassment.

INTRODUCTORY PERIOD

The first six months of employment constitute an introductory period. This time will allow the employee to become acquainted with the Town of Hayden, their job, and their co-workers and will give both the employee and Town time to decide if it is mutually beneficial for the employee to remain with the Town. The employee's supervisor will become acquainted with the employee and their work during this period and the employee's progress will be evaluated. Notwithstanding this trial period, the employee may voluntarily leave employment at any time, and may be terminated at any time for any reason, both during and after the introductory period.

SAFE WORK ENVIRONMENT

The Town of Hayden is strongly committed to providing a safe workplace and expressly prohibits behavior that may be perceived as threatening our work environment.

Threatening and Other Offensive Behavior

Threatening behavior includes, but is not limited to, actions, comments, words, or use of weapons or objects that are intended to harm or intimidate or which have the effect of harming or intimidating another person.

Other offensive behavior includes stalking, threatening, and abusive behavior, or acts of violence against employees, visitors, and/or organization facilities or property by anyone onsite at The Town of Hayden, or in connection with employment or organization business, or affecting the ability of our employee to conduct business. Threatening and offensive behavior will not be tolerated.

Addressing Threatening or Other Offensive Behavior

Efforts will be made to assist employees whose ability to conduct business is limited by threatening or offensive behavior, regardless of where the behavior occurs.

Employees who engage in threatening or other offensive conduct may also face disciplinary action up to and including termination and/or referral to appropriate law enforcement agencies if necessary. We reserve the right to take any necessary legal action to protect our employees.

Responsibility for Reporting Threatening or Other Offensive Behavior

Employees are responsible for notifying their supervisor of:

- Any actual or perceived threats or acts of violence that you witness at the Town's offices, on Town controlled site or in connection with your employment; and/or
- Any actual or perceived threats or acts of violence that you may experience affecting your ability to perform your duties or the ability of other employees to do so.

Employees are responsible for reporting these violations regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened.

Employees who obtain restraining orders listing The Town of Hayden locations as a protected area should immediately report this information to the Town Manager. Changes to or termination of an existing restraining order should also be reported immediately.

OPERATIONAL POLICIES

EMPLOYEE CLASSIFICATION

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications, employment status, and benefit eligibility.

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative, or technical employees who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
12510	A-1 Rooter LLC	3533	3rd St Alley Camera & Locate	01/18/2022	375.00	03/28/2022	
12510	A-1 Rooter LLC	3536	Frozen Drains @ DCP	03/22/2022	465.00	03/28/2022	
Total 12510:					840.00		
3050	Adamson Police Products	INV336422	9MM Magazine	10/01/2020	180.00	03/28/2022	
Total 3050:					180.00		
12253	Airgas USA, LLC	9123637776	Welding Gas	03/14/2022	208.23	03/28/2022	
12253	Airgas USA, LLC	9986824291	Co2 Bottle Rental	02/28/2022	35.97	03/28/2022	
Total 12253:					244.20		
12859	AP Mountain States, LLC	PAY APP #7	HC Construction Pay App 7	02/28/2022	170,868.00	03/28/2022	
12859	AP Mountain States, LLC	PAY APP #7	Retainage -HC Construction Pay	02/28/2022	8,543.40-	03/28/2022	
Total 12859:					162,324.60		
12995	Asbestos Professionals LLC	22.211181.3	Hayden Center Asbestos Abatem	03/10/2022	11,655.38	03/28/2022	
12995	Asbestos Professionals LLC	22-0075	135 S Walnut Asbestos Abatemen	03/09/2022	6,866.45	03/28/2022	
Total 12995:					18,521.83		
2440	Atmos Energy	0332MAR2022	Water plant gas 3013140332	03/11/2022	995.41	03/28/2022	
2440	Atmos Energy	1967MAR2022	Streets gas 3016201967	03/11/2022	593.55	03/28/2022	
2440	Atmos Energy	2144MAR2022	Sewer plant gas 3016202144	03/11/2022	321.43	03/28/2022	
2440	Atmos Energy	2411MAR2022	Parks Gas 3016202411	03/11/2022	90.75	03/28/2022	
2440	Atmos Energy	2626MAR2022	Town Hall 3016202626	03/11/2022	191.71	03/28/2022	
2440	Atmos Energy	2886MAR2022	Crandall Pump House 301620288	03/11/2022	170.99	03/28/2022	
2440	Atmos Energy	3116MAR2022	Airport Lift Gas 30126203116	03/16/2022	34.26	03/28/2022	
2440	Atmos Energy	3349MAR2022	Dry Creek Lift gas 3016203349	03/11/2022	21.81	03/28/2022	
2440	Atmos Energy	3590MAR2022	Parks gas 3016203590	03/11/2022	390.82	03/28/2022	
2440	Atmos Energy	5208MAR2022	Golden Meadows gas 301250520	03/11/2022	115.78	03/28/2022	
2440	Atmos Energy	7426MAR2022	PD gas 3017767426	03/11/2022	514.65	03/28/2022	
Total 2440:					3,441.16		
1310	Boyko Supply Co	191384	Parks - Janitorial Supplies	03/09/2022	135.30	03/28/2022	
Total 1310:					135.30		
12906	Capital One	1640943278	HC - Office Supplies	03/19/2022	122.18		
Total 12906:					122.18		
1410	CASH	14MAR2022	PWW float money	03/14/2022	1,000.00	03/28/2022	
Total 1410:					1,000.00		
12833	Century Link	284675566	Long Distance - 88318756	03/12/2022	49.22	03/28/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
Total 12833:					49.22		
3770	CenturyLink	2067MAR2022	Dry Creek Lift Phone 9702762067	03/19/2022	32.11		
3770	CenturyLink	2535MAR2022	PD Phone 970-276-2535 341B	03/04/2022	284.62	03/28/2022	
3770	CenturyLink	2559MAR2022	West End Phone 9702762559 417	03/19/2022	36.17		
3770	CenturyLink	5703MAR2022	Water Phones_3058	03/16/2022	37.04		
3770	CenturyLink	5703MAR2022	Adm Phones_3741	03/16/2022	348.39		
3770	CenturyLink	5703MAR2022	Sewer Phones_4330	03/16/2022	38.85		
Total 3770:					777.18		
9230	Chaosink	15386	PD - Business Cards	03/10/2022	45.00	03/28/2022	
Total 9230:					45.00		
1645	Charter Communications	009668403092	PD TV 0096684	03/09/2022	22.86	03/28/2022	
Total 1645:					22.86		
2050	Dana Kepner Company Inc	1557067-00	Valve Box Lockout	03/22/2022	1,140.00	03/28/2022	
Total 2050:					1,140.00		
2150	DPC Industries Inc	737000702-22	Chlorine/Sulfur Dioxide	03/02/2022	1,099.74	03/28/2022	
2150	DPC Industries Inc	DE73000158-2	Chlorine/Sulfur Dioxide	02/28/2022	80.00	03/28/2022	
2150	DPC Industries Inc	DE73000819-2	Chlorine/Sulfur Dioxide	09/30/2021	70.00	03/28/2022	
Total 2150:					1,249.74		
12895	Dynamic Program Management, L	1239	Hayden Center Owners Rep	02/28/2022	2,556.53	03/28/2022	
Total 12895:					2,556.53		
2435	Elkhead Supply Inc.	30625	Welding Rod - Water Truck Repair	03/21/2022	95.02	03/28/2022	
Total 2435:					95.02		
4890	FedEx	7-694-19155	Water Sample Shipping	03/17/2022	36.32	03/28/2022	
Total 4890:					36.32		
12931	Flowpoint Enviornmental Systems	WE2684	Bulkwater POS Feb	02/28/2022	306.00	03/28/2022	
Total 12931:					306.00		
12773	Freedom Mailing Services	42343	Utility Billing - Feb	02/24/2022	175.77	03/28/2022	
12773	Freedom Mailing Services	42343	Utility Billing - Feb	02/24/2022	175.77	03/28/2022	
Total 12773:					351.54		
13058	Friends of the Chief Foundation In	1666	Arts - Contract Wages Oct - Dec 2	03/01/2022	9,600.00	03/28/2022	
13058	Friends of the Chief Foundation In	1667	Arts - Jan - March Contract Wage	03/01/2022	9,600.00	03/28/2022	
Total 13058:					19,200.00		
13059	Guler, Peter	341.03	Utility Deposit Refund	03/21/2022	75.00	03/28/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
Total 13059:					75.00		
12109	Haskins Cleaning	FEB2022	Town Hall Cleaning - Feb	02/28/2022	200.00	03/28/2022	
Total 12109:					200.00		
12768	Hayden Rental & Repair	1840	HC - Snake Frozen Line	03/17/2022	80.00	03/28/2022	
12768	Hayden Rental & Repair	1842	Dry Creek - Snake Frozen Line	03/18/2022	40.00	03/28/2022	
Total 12768:					120.00		
8225	L.A.W.S.	20945	PD - #715 Replace Keyless Entry	03/10/2022	243.40	03/28/2022	
Total 8225:					243.40		
9060	Mid-American Research Chemical	0756317-IN	PW - Blue Spray Paint	03/04/2022	732.00	03/28/2022	
9060	Mid-American Research Chemical	0756438-IN	HC - Sanitizing Supplies	03/09/2022	135.42	03/28/2022	
9060	Mid-American Research Chemical	0756936-IN	HC - Disinfectant Towels	03/11/2022	435.00	03/28/2022	
Total 9060:					1,302.42		
1350	Pinnacol Assurance	20821168	Legislative Work Comp	03/21/2022	22.54	03/28/2022	
1350	Pinnacol Assurance	20821168	Court Work Comp	03/21/2022	11.27	03/28/2022	
1350	Pinnacol Assurance	20821168	Executive Work Comp	03/21/2022	11.27	03/28/2022	
1350	Pinnacol Assurance	20821168	Administration Work Comp	03/21/2022	90.15	03/28/2022	
1350	Pinnacol Assurance	20821168	Police Work Comp	03/21/2022	698.65	03/28/2022	
1350	Pinnacol Assurance	20821168	Streets Work Comp	03/21/2022	473.28	03/28/2022	
1350	Pinnacol Assurance	20821168	Rec Work Comp	03/21/2022	180.30	03/28/2022	
1350	Pinnacol Assurance	20821168	Parks Work Comp	03/21/2022	225.37	03/28/2022	
1350	Pinnacol Assurance	20821168	Water Work Comp	03/21/2022	180.30	03/28/2022	
1350	Pinnacol Assurance	20821168	Water Adm Work Comp	03/21/2022	22.54	03/28/2022	
1350	Pinnacol Assurance	20821168	Sewer Work Comp	03/21/2022	112.69	03/28/2022	
1350	Pinnacol Assurance	20821168	Sewer Adm Work Comp	03/21/2022	22.54	03/28/2022	
1350	Pinnacol Assurance	20821168	HC Work Comp	03/21/2022	383.10	03/28/2022	
Total 1350:					2,434.00		
12629	Precision Outdoor Power Eqpt Sal	36804	Snowblower Parts	02/28/2022	11.70	03/28/2022	
12629	Precision Outdoor Power Eqpt Sal	36924	Snowblower Parts	03/04/2022	2.16	03/28/2022	
Total 12629:					13.86		
12870	RMITL LLC	0052	Website Design 2/28-3/13/22	03/14/2022	850.00	03/28/2022	
Total 12870:					850.00		
12248	SGS North America, Inc.	52160134719	Water testing	03/11/2022	103.06	03/28/2022	
12248	SGS North America, Inc.	52160134846	Sewer Plant Reg 85 Tests	03/18/2022	186.99	03/28/2022	
Total 12248:					290.05		
1655	STANDARD INSURANCE COMP	750748MAR20	Sewer LTD	03/17/2022	74.52	03/28/2022	
1655	STANDARD INSURANCE COMP	750748MAR20	STREETS LTD	03/17/2022	117.96	03/28/2022	
1655	STANDARD INSURANCE COMP	750748MAR20	WATER LTD	03/17/2022	90.10	03/28/2022	
1655	STANDARD INSURANCE COMP	750748MAR20	HC LTD	03/17/2022	142.15	03/28/2022	
1655	STANDARD INSURANCE COMP	750748MAR20	PARKS LTD	03/17/2022	43.16	03/28/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
1655	STANDARD INSURANCE COMP	750748MAR20	SWR ADM LTD	03/17/2022	95.43	03/28/2022	
1655	STANDARD INSURANCE COMP	750748MAR20	WTR ADM LTD	03/17/2022	95.43	03/28/2022	
1655	STANDARD INSURANCE COMP	750748MAR20	ADMIN LTD	03/17/2022	203.97	03/28/2022	
1655	STANDARD INSURANCE COMP	750748MAR20	PD LTD	03/17/2022	449.55	03/28/2022	
1655	STANDARD INSURANCE COMP	750748MAR20	EDC LTD	03/17/2022	8.74	03/28/2022	
1655	STANDARD INSURANCE COMP	750748MAR20	PLNG LTD	03/17/2022	17.48	03/28/2022	
Total 1655:					1,338.49		
8500	United States Plastic Corp.	6743515	Trail Spray Trailer R&M	03/04/2022	39.71	03/28/2022	
8500	United States Plastic Corp.	6748386	Trail Spray Trailer R&M	03/14/2022	62.31	03/28/2022	
Total 8500:					102.02		
7070	USA BlueBook	889169	Sewer Lab Equipment	02/23/2022	75.10	03/28/2022	
7070	USA BlueBook	907029	Sewer Lab Equipment	03/10/2022	513.77	03/28/2022	
Total 7070:					588.87		
8740	Visa	03232022	Admin - Apple.Com	03/23/2022	.99	03/28/2022	
8740	Visa	03232022	Return PD - Ink Pad	03/23/2022	46.60	03/28/2022	
8740	Visa	03232022	Admin - iDrive	03/23/2022	199.50	03/28/2022	
8740	Visa	03232022	Admin - File Folders	03/23/2022	13.51	03/28/2022	
8740	Visa	03232022	HC - Flagpole Light	03/23/2022	98.99	03/28/2022	
8740	Visa	03232022	HC - Office Supplies	03/23/2022	78.16	03/28/2022	
8740	Visa	03232022	HC - ISS Decoration	03/23/2022	73.95	03/28/2022	
8740	Visa	03232022	HC - Fitness Equipment	03/23/2022	41.98	03/28/2022	
8740	Visa	03232022	Toddler Tumbling Play Tunnels	03/23/2022	59.97	03/28/2022	
8740	Visa	03232022	HC - Fitness Room Shelving	03/23/2022	297.00	03/28/2022	
8740	Visa	03232022	HC - Phones	03/23/2022	190.84	03/28/2022	
8740	Visa	03232022	Go Dady .com renewal	03/23/2022	38.34	03/28/2022	
8740	Visa	03232022	Mailchimp	03/23/2022	22.50	03/28/2022	
8740	Visa	03232022	Bluebeam Software	03/23/2022	132.00	03/28/2022	
8740	Visa	03232022	Admin - Seedz	03/23/2022	71.56	03/28/2022	
8740	Visa	03232022	Admin - Wild Goose	03/23/2022	24.40	03/28/2022	
8740	Visa	03232022	Admin - Yampa Sandwich CO	03/23/2022	16.02	03/28/2022	
8740	Visa	03232022	Admin - Wild Goose	03/23/2022	28.61	03/28/2022	
8740	Visa	03232022	Canva	03/23/2022	12.99	03/28/2022	
8740	Visa	03232022	PW - Office Drinks	03/23/2022	5.16	03/28/2022	
8740	Visa	03232022	PW - Phone Protector	03/23/2022	7.96	03/28/2022	
8740	Visa	03232022	PW - CCWP WWC Opertaor Exa	03/23/2022	50.00	03/28/2022	
8740	Visa	03232022	PW - CCWP WWS Operator Exa	03/23/2022	50.00	03/28/2022	
8740	Visa	03232022	PW - WWC Operator	03/23/2022	100.00	03/28/2022	
8740	Visa	03232022	PD - Toner	03/23/2022	59.99	03/28/2022	
8740	Visa	03232022	PD - Toner Cartridge	03/23/2022	56.89	03/28/2022	
8740	Visa	03232022	PD - Toner Cartridge	03/23/2022	34.95	03/28/2022	
8740	Visa	03232022	PD - Toner Cartridge	03/23/2022	60.10	03/28/2022	
8740	Visa	03232022	PD - USPS	03/23/2022	22.13	03/28/2022	
8740	Visa	03232022	PD - External Hard Drive	03/23/2022	49.99	03/28/2022	
8740	Visa	03232022	PD - External Hard Drive	03/23/2022	49.99	03/28/2022	
8740	Visa	03232022	PD - External Hard Drives	03/23/2022	64.97	03/28/2022	
8740	Visa	03232022	PD - AWAC Spring Training	03/23/2022	180.00	03/28/2022	
8740	Visa	03232022	PD - Kum & Go Staff Lunch	03/23/2022	26.14	03/28/2022	
8740	Visa	03232022	PW - Shop Office Supplies	03/23/2022	28.85	03/28/2022	
8740	Visa	03232022	Admin - CGFOA III	03/23/2022	65.00	03/28/2022	
8740	Visa	03232022	Admin - Copier Paper	03/23/2022	59.00	03/28/2022	
8740	Visa	03232022	Town Hall Council Chambers Sup	03/23/2022	48.24	03/28/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
8740	Visa	03232022	Admin -USPS	03/23/2022	116.00	03/28/2022	
8740	Visa	03232022	PW - USPS	03/23/2022	4.60	03/28/2022	
8740	Visa	03232022	HC - Background Checks	03/23/2022	10.00	03/28/2022	
8740	Visa	03232022	HC - Background Checks	03/23/2022	10.00	03/28/2022	
8740	Visa	03232022	Town Council Beverages	03/23/2022	29.58	03/28/2022	
8740	Visa	03232022	Court - Judge Conference Lodgin	03/23/2022	250.00	03/28/2022	
8740	Visa	03232022	Town Council Chambers Supplies	03/23/2022	103.09	03/28/2022	
Total 8740:					2,897.34		
6130	Western Security Systems Inc	618466	HC Fire System	03/14/2022	187.50	03/28/2022	
Total 6130:					187.50		
6085	Xerox Corporation	015781850	ADMIN COPIER/PRINTER	03/04/2022	313.15	03/28/2022	
6085	Xerox Corporation	015781851	PD COPIER/PRINTER	03/04/2022	279.02	03/28/2022	
6085	Xerox Corporation	015795772	ADMIN COPIER/PRINTER	03/08/2022	300.07-	03/28/2022	
6085	Xerox Corporation	015795773	PD COPIER/PRINTER	03/08/2022	273.40	03/28/2022	
6085	Xerox Corporation	015795774	PD COPIER/PRINTER	03/08/2022	291.51-	03/28/2022	
6085	Xerox Corporation	015795775	ADMIN COPIER/PRINTER	03/08/2022	271.05	03/28/2022	
Total 6085:					545.04		
4010	Yampa Valley Electric	0401MAR2022	PD electric 660020401	03/17/2022	345.32	03/28/2022	
4010	Yampa Valley Electric	0502MAR2022	West End Lift elec 660020502	03/17/2022	173.55	03/28/2022	
4010	Yampa Valley Electric	1002MAR2022	Dry Creek Lift electric 720021002	03/17/2022	207.33	03/28/2022	
4010	Yampa Valley Electric	1401MAR2022	Seneca Hill electric 660021401	03/17/2022	184.96	03/28/2022	
4010	Yampa Valley Electric	1802MAR2022	Street Lights 1510001802	03/24/2022	2,461.84	03/28/2022	
4010	Yampa Valley Electric	3101MAR2022	Parks Electric 730013101	03/15/2022	343.95	03/28/2022	
4010	Yampa Valley Electric	3202MAR2022	Airport Lift electric 660013202	03/17/2022	430.27	03/28/2022	
4010	Yampa Valley Electric	3406MAR2022	Town Hall Electric 740003406	03/17/2022	363.43	03/28/2022	
4010	Yampa Valley Electric	3501MAR2022	Parks Electric 730013501	03/15/2022	144.27	03/28/2022	
4010	Yampa Valley Electric	5501MAR2022	Parks electric 720015501	03/17/2022	51.39	03/28/2022	
4010	Yampa Valley Electric	6002MAR2022	Community Tree electric 7600160	03/17/2022	37.45	03/28/2022	
4010	Yampa Valley Electric	6201MAR2022	Shop electric 760016201	03/17/2022	311.27	03/28/2022	
4010	Yampa Valley Electric	7601MAR2022	Parks electric 780017601	03/15/2022	37.45	03/28/2022	
4010	Yampa Valley Electric	7702MAR2022	Sewer electric 760007702	03/17/2022	2,613.22	03/28/2022	
4010	Yampa Valley Electric	7802MAR2022	Water electric 660007802	03/17/2022	1,370.97	03/28/2022	
4010	Yampa Valley Electric	8001MAR2022	Wash & Ash Elec 700008001	03/15/2022	237.11	03/28/2022	
4010	Yampa Valley Electric	8003MAR2022	Hayden Center 750008003	03/24/2022	1,837.64	03/28/2022	
4010	Yampa Valley Electric	8103MAR2022	Parks Electric 730008103	03/15/2022	210.40	03/28/2022	
4010	Yampa Valley Electric	8803MAR2022	Golden Meadows Pump 7800088	03/15/2022	799.58	03/28/2022	
4010	Yampa Valley Electric	8901MAR2022	Hospital Hill electric 720008901	03/17/2022	37.45	03/28/2022	
4010	Yampa Valley Electric	9402MAR2022	Key Pump Electric 730009402	03/15/2022	81.38	03/28/2022	
4010	Yampa Valley Electric	9902MAR2022	Crandall Pump electric 72000099	03/17/2022	715.51	03/28/2022	
Total 4010:					12,995.74		
Grand Totals:					236,822.41		

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Vendor.Vendor Number = {<>} 13049

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
3050	Adamson Police Products	INV374060	PD - Optic Mount, Rail Mount	03/23/2022	172.20		
Total 3050:					172.20		
2440	Atmos Energy	2910	Hayden Center 4040912910	03/23/2022	5,091.67		
2440	Atmos Energy	2910	Hayden Center - Meter Deposit R	03/23/2022	4,665.57-		
Total 2440:					426.10		
1310	Boyko Supply Co	191973	PD - Janitorial Supplies	03/23/2022	94.31		
Total 1310:					94.31		
12407	Business Radio Licensing	WPVC651 202	Radio licensing	03/28/2022	27.50		
12407	Business Radio Licensing	WPVC651 202	Radio licensing	03/28/2022	27.50		
12407	Business Radio Licensing	WPVC651 202	Radio licensing	03/28/2022	27.50		
12407	Business Radio Licensing	WPVC651 202	Radio licensing	03/28/2022	27.50		
Total 12407:					110.00		
6890	Canyon Systems Inc.	15441	Sewer Outfall Pump Rotating Ass	03/15/2022	5,208.17		
Total 6890:					5,208.17		
13041	Design 2B Fit Inc	004	Spin Bike Parts	03/24/2022	97.00		
Total 13041:					97.00		
3870	Grainger Inc	9246321443	HC - Light Cages	03/16/2022	224.00		
Total 3870:					224.00		
12109	Haskins Cleaning	MAR2022	Town Hall Cleaning - Mar	03/27/2022	200.00		
Total 12109:					200.00		
11620	Huntington, Seth	23MAR2022	Ballistic Shield Instructor Course T	03/23/2022	129.91		
Total 11620:					129.91		
12837	LRE Water Inc	19266	Review Storage Contracts UYCD	03/04/2022	270.00		
Total 12837:					270.00		
8375	MASON SIEDSCHLAW	2337	PD Laptop	03/10/2022	1,950.90		
8375	MASON SIEDSCHLAW	2337	HC - Laptop Battery	03/10/2022	102.75		
8375	MASON SIEDSCHLAW	2337	Admin - Restore Files	03/10/2022	18.75		
Total 8375:					2,072.40		
12685	Northwest Enterprise LLC	15694	PD# 717 Windshield Repair	03/28/2022	40.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
Total 12685:					40.00		
12749	Powder Horn Electric	278	HC - Fire Alarm Lights	03/22/2022	1,457.15		
Total 12749:					1,457.15		
9260	Routt County Treasurer	MAR2022	Aviation Fuel - Jan	03/31/2022	3,400.60		
9260	Routt County Treasurer	MAR2022	Aviation Fuel - Feb	03/31/2022	8,737.20		
9260	Routt County Treasurer	MAR2022	Aviation Fuel - Mar	03/31/2022	10,350.58		
Total 9260:					22,488.38		
10530	Staples Business Advantage	3502944561	PD - Seagate 2TB One	03/15/2022	66.99		
10530	Staples Business Advantage	3502944566	PD - 1TB Slim Portable	03/15/2022	54.99		
10530	Staples Business Advantage	3502944567	PD - Office Supplies	03/17/2022	270.71		
10530	Staples Business Advantage	3502944569	PD - Seagate 2TB One	03/17/2022	133.98		
Total 10530:					526.67		
13060	Steamboat Snack Company LLC	2411	HC - Resale Food Snacks	03/21/2022	108.00		
Total 13060:					108.00		
9545	U.S. Tractor & Harvest, Inc.	P63427	Parks - 3520 JD Tractor Tune Up	03/25/2022	397.20		
Total 9545:					397.20		
12917	Vermont Systems	VS003183	Software Training	03/21/2022	312.50		
Total 12917:					312.50		
3880	Wagner Equipment Co	P04C0329569	Backhoe Service	03/10/2022	198.07		
3880	Wagner Equipment Co	P04C0329610	Backhoe Service	03/12/2022	187.52		
Total 3880:					385.59		
9960	Warning, Tanya	APR2022	Janitorial Services	04/01/2022	400.00		
Total 9960:					400.00		
12943	West Routt Forward	28MAR2022	Hayden Business Competition 20	03/28/2022	1,000.00		
Total 12943:					1,000.00		
6130	Western Security Systems Inc	617569	PD Alarm Monitoring	04/01/2022	105.00		
6130	Western Security Systems Inc	618468	HC - Reinstall Smoke Alarms	03/11/2022	218.75		
Total 6130:					323.75		
13061	Xerox Financial Services	3144559	HC - Coper Lease	03/14/2022	310.16		
Total 13061:					310.16		
Grand Totals:					36,753.49		



Town of Hayden

Town Council Agenda Item

MEETING DATE: April 7, 2022

AGENDA ITEM TITLE:

Ratification of appointment of Noah Price to the West Routt Forward Board of Directors for a term of two (2) years beginning March 22, 2022

AGENDA SECTION: Consent Agenda

PRESENTED BY: Mary Alice Page-Allen

CAN THIS ITEM BE RESCHEDULED: Not preferred.

BACKGROUND REVIEW: The West Routt Forward (WRF) By-Laws stipulate that any appointment to the WRF Board of Directors is ratified by the Town Council in a timeframe no longer than sixty (60) days from the date of the appointment by the WRF Board. Mr. Price's appointment to the WRF Board was approved on March 22, 2022.

RECOMMENDATION: Approve and ratify the appointment of Noah Price to the West Routt Forward Board of Directors for a term of two (2) years beginning March 22, 2022.

MANAGER RECOMMENDATION/COMMENTS: *I concur with the recommendation.*

West Routt Forward

BOARD MEMBERS

March 2021

Zach Wuestewald <i>Chairperson</i> <i>Current Term Expires:</i> 6/22/2023	Hayden Town Council Routt County Address: PO Box 1576 / Hayden, CO 81639 Phone: (605) 695-9569 zach.wuestewald@haydencolorado.org
Emily Waldron <i>Vice Chairperson</i> <i>Current Term Expires:</i> 6/22/2023	State of Colorado Address: PO Box 603 / Hayden, CO 81639 Phone: (303) 903-4055 em.waldron@gmail.com
Ryan Banks <i>Current Term Expires:</i> 6/22/2023	Rocky Mountain Youth Corp Address: PO Box 1396 / Hayden, CO 81639 Phone: (208) 501-4295 riverbanks12@gmail.com
Tim Frentress <i>Current Term Expires:</i> 6/22/2023	Hayden School District/Rancher Address: PO Box 483 / Hayden, CO 81639 Phone: (970) 276-3262 cattleman@q.com
Noah Price <i>Current Term Expires:</i> 3/22/2024	Mountain Bluebird Farm Address: PO Box 820 / Hayden, CO 81639 Phone: 443-846-2545 info@mountainbluebirdfarm.com
Mary Alice Page-Allen <i>Staff Support</i>	Town of Hayden Address: PO Box 1740 / Hayden, CO 81639 Phone: (970) 846-4582 mary.alice@haydencolorado.org



Town of Hayden

Town Council Agenda Item

MEETING DATE: April 7, 2022

AGENDA ITEM TITLE: 135 S WALNUT STREET – DEVELOPMENT PLANS (DELAYED FROM FEBRUARY 10, 2022)

- i. Presentation and discussion regarding development plans for Town-owned property located at 135 S Walnut Street
- ii. Review and action on development plans for 135 S Walnut Street

AGENDA SECTION: Old Business

PRESENTED BY: Mathew Mendisco

CAN THIS ITEM BE RESCHEDULED: No.

BACKGROUND REVIEW: On February 3, 2022 the Town Council heard public comment related to pending demolition plans for the structure on the 135 S Walnut Street property and a request to have further public discussion related to the potential to historically restore the building instead of moving forward with demolition and rebuild of the building. Town Council held a Special Meeting on February 10, 2020 and heard from several community members with a broad scope of opinions on the direction the project should take being both for rebuild and historic renovation. At the conclusion of the meeting, the Town Council voted to delay the final decision to April 7th and requested additional information from those in attendance related to:

1. The potential and purpose of the building going forward;
2. The potential of the property and building if historically restored;
3. The potential of the property and building if rebuilt;
4. Funding information to move forward with the project in both scenarios; and
5. Any additional community input.

Since the Special Meeting, staff has had various conversations with proponents of historic restoration, contact from State agency representatives who have provided funding to the Town for the project, and have worked with the Scott Myller, Architect for the project, to finalize the demolition plans and to create general schematic design plans for a new one-story building to house an accelerator/co-working/entrepreneurial operation to facilitate meeting funding deadlines imposed by a majority of the grant funding currently dedicated to demolition, redesign and installation of underground utilities.

The following table provides information on what expenses there are related to the project and what the sources of funds are available to date.

135 S WALNUT STREET - EXPENSES & GRANTS TO DATE			
PREPARED 3/28/2022			
EXPENSES			
Vendor	Expense	Notes:	Payment
Heritage Title Company (Deepe)	\$ 27,193.10	Property Acquisition	Wire
Mountain Architecture Design Group	\$ 14,310.00	Historic Structure Assessment	Cks 55061, 55255, 55387, 55733, 55836
Mountain Architecture Design Group	\$ 7,250.00	Schematic Design	Ck 56122
Mountain Architecture Design Group	\$ 12,000.00	Retainer	Ck 56122, Expended as of 1/25/2022
Grande River Environmental	\$ 4,443.00	Inspection & Testing	Ck 57111
Northwest Colorado Consultants	\$ 1,912.00	Soils Testing	Ck 57730
Grande River Environmental	\$ 1,466.00	Oversight During Abatement	Ck 57771
Asbestos Professionals	\$ 6,866.45	Asbestos & Lead Abatement	Ck 57810
Subtotal	\$ 75,440.55		
Vendor - Pending Work			
Architect Fees	Estimate	Notes:	
	\$ 72,000.00	Construction Drawings	Pending
Subtotal	\$ 72,000.00		
GRAND TOTAL - EXPENSES	\$ 147,440.55		
REVENUES			
Grants			
OEDIT	\$ 19,250.00	Plans	Rec'd by Town
History Colorado	\$ 14,050.00	Historic Structure Assessment	Rec'd by Town
		Construction Drawings /	
DOLA - Rural Economic Development Initiative	\$ 150,000.00	Abatement/Demo/Utility Infrastructure	Must be spent by June 30, 2022
Subtotal	\$ 164,050.00		
Town Funds			
Economic Development & General Funds	\$ 34,208.78		
Subtotal	\$ 34,208.78		
GRAND TOTAL - REVENUES	\$ 198,258.78		

Staff has not spent time analyzing the historic renovation plans as we have already presented to Council those options and staff does not see a lot changing outside of no housing now that we have shift the focus of the building to just commercial.

Currently we are looking at the following cost estimates:

Rebuild Option

- Demolition and Rebuild: \$500 per square foot (current market rate for construction of commercial space) = 2,274 square feet = \$1,298,250.00
- Time for Completion of Rebuild: Demo June 2022; Design done by August 2022; rebuild of building summer 2023.
- Funding Options for Rebuild: DOLA energy impact \$500K in application for fall cycle; CDS request submitted to federal government \$550k; backup is EDA grant for accelerator at \$550K; Town capital allocation to shore up \$250K.

Historic Renovation (based only on staff initial investigations)

- Historic Renovation: Proponents have suggested preserving only the front portion of the building. That is roughly 1,690 square feet. 1,690 * \$625 per foot = \$1,056,250.00.
- Add in soft costs for design (required), new utilities, and all other things we have budgeted for as well, total comes to roughly \$1,367,500.00. There is likely some savings to be had but given supply chains etc this is a sound number.
- Renovation: Funding has not been secured for the renovation. Historic Colorado has grants that max at \$250K for capital projects; we could sell historic tax credits as well (value estimated at \$50K); possible to go to EDA for same project (accelerator); gap funding unknown at this time. DOLA would most likely be off the table since we are using that money for design and demo now however, we can have the conversation. Fund raising is always an option.
- It should be noted that staff evaluated the second bullet point solely based on information we received in the past from the historic renovation contractor that told us we should add 25% to

- the cost of anything historically renovated. We could not find anyone local contractor that would give us a quote on historic renovation in the current market.
- Historic renovation (estimates are anywhere from 2-6 years depending on funding) we are recommending rebuild vs renovation.

Given the costs above staff is recommending rebuild vs. historic renovation. While a strong argument can be made for the preservation of Hayden's historic downtown, per the Hayden Master Plan, ultimately the Town's core value of "fiscal responsibility" must be at the core of all staff recommendations along with the given facts that we have reviewed; however, staff is committed to administering the decision of the Council.

Some good discussion has taken place with the Steamboat Pilot editorial board to give some perspective at <https://www.steamboatpilot.com/news/our-view-spend-public-money-on-saving-the-best-pieces-of-our-history/>. Proponents have also made some reflection after this came out and have pointed to some other buildings in Hayden. The museum also did a blog post about the building after this article.

RECOMMENDATION: Staff is recommending rebuild vs. historic renovation and requesting the Council make a final decision as to direction.

MANAGER RECOMMENDATION/COMMENTS: *I concur with the recommendation.*

135 WALNUT

Opinion of Probable Costs

4/1/22

	Item	Qty	Cost	Cost	TOTAL
HARD COSTS					1,228,250.00
	Construction	2274	500	1137000	
	Landscape	500	100	50000	
	Parking & Sidewalk	825	50	41250	
FF&E					70,000.00
	Furniture	1	25000	25000	
	Signage	1	5000	5000	
	Kitchen Equipment	1	20000	20000	
	Security - Alarm	1	10000	10000	
	Phone	1	5000	5000	
	Internet	1	5000	5000	
SOFT COSTS					150,000.00
	A&E	1	113000	113000	
	Permit	1	12000	12000	
	Underground Utilities	1	25000	25000	
CONSTRUCTION TOTAL					1,298,250.00
GRAND TOTAL					1,448,250.00

Yellow Means Costs are Covered under REDI Grant

135 South Walnut - The Norvell/Carpenter Building



Photo - circa 1912, courtesy of Belle Zars

The Beginning

The Town of Hayden was originally platted in 1894 by William Walker. This original plat of the town included the lot at 135 South Walnut where James L. Norvell built the building circa 1895 that still stands today. Over the past 127 years, this building has been associated with prominent Hayden citizens including Norvell, Ferry Carpenter, Ernest Wagner, Doug Monger, and Albert Deepe. The building is steeped in the rich history of our community and is worth preserving for future generations.

**March 31, 2022 - Call to Action - Preservation of the Norvell/Carpenter Building
Hayden's Oldest Standing Commercial Building**

The Friends of 135 South Walnut is an ad hoc group of concerned citizens and representatives from Historic Routt County who became interested in the preservation of this important piece of Hayden's Heritage following recent discussions by the Town to demolish the building and replace it with a modern structure.

We appreciate the Town's willingness to reconsider the demolition of this simple but important building. We have researched alternatives for the demolition of the building and are presenting an alternative plan for the Town Board to consider. We believe that restoration of this important structure will honor the will of the community as expressed in Hayden's recently completed Community Master Plan, re-invigorate South Walnut Street, and become a beacon for historic preservation throughout our valley. Where else but the "Heart of the Yampa Valley" should we set an example for honoring our rich heritage?

This packet of information strongly encourages the Town Board to follow the Hayden Community Master Plan (and several precursor plans) and preserve the building. We propose to deconstruct the "newer" portion of the building toward the west of the lot, follow the tradition of repurposing useful older buildings that has occurred often in our town, look at what other communities have been able to accomplish with their historic treasures, and find a more suitable location for affordable housing.

It should be noted that this effort was undertaken by a passionate group of citizens who have volunteered time to arrive at these conclusions.

The Hayden Master Plan

This comprehensive document was completed in December 2020 after input from Hayden residents. Three Guiding Principles were developed through this community-wide effort::

1. Maximizing Economic Development
 - “Policies and action items outline how the existing residential, **historic downtown commercial**, natural resources and **deeply rooted history** can bolster the sustainability of Hayden’s economy.” (emphasis added)
2. Promote and Enhance Healthy Living
 - ““Hayden’s **rich cultural heritage** is deeply sown into the bedrock of the community.” (emphasis added)
3. Focus on Education

The Plan goes on to state these “Guiding Principles are to be used as the north star or the basis upon which the Town desires to grow and develop into the future.” and that policies and the Guiding Principles will be referenced to create action items to be used in decision making by the Town.

The Plan continues and identifies six “Elements of a Policy framework”. The six Elements are listed here:

- Housing and Neighborhoods
- **Heritage, History and Culture** (emphasis added)
- Parks, Recreation and Open Space
- Transportation
- Infrastructure
- Community Services

There are a number of action items to support the Element of Heritage, History and Culture:

» **HHC.HL1:** Preserve and enhance Hayden’s historic Downtown resources.

Action HHC.HL1.1: Encourage the preservation of existing historic buildings, new development and redevelopment to use compatible architecture and historic elements unique to Hayden.

Action HHC.HL1.2: Create a variety of tools and incentives to promote historic preservation.

Action HHC.HL1.3: Expand awareness of financial resources available at local, State and Federal levels for historic preservation funding (grants, tax credits, etc.)

HHC.FE3: Promote Hayden’s identity in the downtown area to strengthen the community’s connection to the history of the region. **Action HHC.FE3.1:** Develop a historic art program in the downtown area reflecting Hayden’s heritage, history, and culture.

The Guiding Principles and subsequent Elements clearly direct the Town to preserve and rehabilitate. As the owner of the building, there is no better example that can be made than to adhere to the Master Plan. This is an opportunity for the Town to demonstrate leadership by following the Master Plan.

Tradition of Honoring and Adapting Older Buildings in Hayden

Our Community does have a tradition of honoring historic structures. As of this writing, 14 area structures are on the Routt County Register of Historic Places, 3 area properties are on the National Historic Register, and 2 area properties are on the Colorado State Historic Register.

We have done adaptive reuse of buildings several times in recent memory - the Depot is now the Hayden Heritage Center Museum, The Historic Granary is now a vibrant coffee shop and emerging event venue, the old Jail and Firehouse is now a brewery, and our old high school is now the impressive Hayden Community Center.

Rehabilitating and adaptive reuse of 135 South Walnut follows this general concept.

The History of 135 South Walnut

Laurel Watson, Curator of the Hayden Heritage Center has detailed the history of 135 South Walnut: <https://www.haydenheritagecenter.org/blog> This is the oldest commercial building in our community and it has held a prominent role in the culture of our Town. This building was built between 1894 and 1896 on a lot established during the original plat of the Town. Over the years, the building has been associated with and/or owned by William Walker, James L. Norvell, Joseph Jones, Yampa Valley Bank, Ferry Carpenter, Ernest Wagner, Doug Monger, Yampa Valley Electric, and Albert Deepe.

A Neighboring Example for Hayden to Follow

Hayden, with a growing population can certainly muster the resources to rehabilitate this building. Yampa, population 500, recently completed the renovation and restoration of Crossan's Market. This building was deemed to be in far worse condition and is now the Town Hall and visitors center for Yampa. The project was completed by Friends of Crossan's with support from Historic Routt County. The project involved complete jacking of the building to pour a new foundation, installation of all new plumbing, wiring, a roof, and stairs along with ADA access. This project recently received the Governor's Award for Historic Preservation.

While it was a much bigger building in a much smaller community, Crossan's is a great example of preserving heritage in Routt County in a community involved manner. Hayden has already taken steps that make such a restoration possible.

The Proposal for 135 South Walnut

The building at 135 South Walnut is considerably smaller than Crossan's Market and easier to rehabilitate. To date, a fair amount of work has been accomplished including:

- Successfully listing the building to the Routt County Historic Register
- Obtaining a State Historic Fund Historic Structure Assessment grant to assess the building's existing condition
- Completing hazardous materials mitigation
- Starting construction drawings for an initial proposal (now on hold)

Friends of 135 South Walnut propose the following:

- Deconstruct the “newer” portion of the building that is built to the west of the original Norvell/Yampa Valley Bank/ Ferry Carpenter structure. The “newer” portion of the building does not add any historic relevance and frees up considerable space on the western half of the lot. Materials salvaged from the deconstruction can be used in rehabilitating the historic building.
- Build a new West wall and install new roofing.
- Focus on the historic building that was constructed on the original platted lot for the Town.
- Articulate a vision that is consistent with the Guiding Principles for using the building.
- Prepare construction drawings and cost estimates - you have a good start with the work done by Mountain Architecture, we have included several drawings as we begin this journey.
- Define project phases/costs - this can be accomplished for considerably less than the \$2 Million posited by the Town. The recently completed HSA estimates such expenses at less than \$800,000 for the entire 3,500 square foot existing building. The historic portion of the building is less than 1,600 square feet.
- **Based on expert advice, we believe this work can be accomplished with a budget between \$500,000 and \$545,000 (including deconstruction and abatement).**
- Seek funding: State Historic Fund, Main Street USA, Department of Local Affairs (DOLA), Gates Family Foundation, Hayden Fund at the Yampa Valley Community Foundation
- Involve experienced partners such as HRC. The Town doesn't have to do this alone!

This building has been adapted to many uses over its long history. It could serve a number of purposes in the future including business incubator, retail shop, bar/restaurant, indoor farmers market, and many other ideas. Ask the community what they want through an RFP or stakeholder meeting. Here is a link to an example of such a project in Nantucket. <https://www.cornertablenantucket.com/our-story>

The Case Against Affordable Housing in this Location

The Town has stated it has current plans to demolish 135 South Walnut and build three housing units for teachers and Town personnel. Providing housing in our current market is a worthy goal. We believe that the money spent could yield more housing units in a location better suited to housing. In fact, HB 22-1304 - “State Grants Investment in Local Affordable Housing” - will provide a great opportunity to leverage funds in our community to build more than three units.

<https://leg.colorado.gov/bills/hb22-1304> Members of our group recently met with State Representative Dylan Roberts - he indicated that Hayden is in a great position to utilize some of these funds. In our opinion, an expenditure of \$2 Million, if utilized wisely, could leverage considerably more than three small units. While we did not study the possibilities for housing extensively, we make the following points regarding the possibility for the Town to partner with others to build housing elsewhere:

- There are currently at least eight vacant lots in the downtown area that do not require demolition of an historic asset.
- 135 South Walnut is in the historic business district of our community. A modern building with three small housing units is not in character for this block.

Summary of Friends of 135 South Walnut Proposal

In summary, we believe that the Town has an opportunity to preserve the oldest commercial building in the community in line with the consistently conveyed desire of the people who live here. The historic portion of the building can be stabilized after deconstructing the “newer” portion and rehabilitated at a cost far below the \$2 Million - \$3 Million estimate that has been suggested. The building is an asset with a rich cultural heritage that helps tell the story of our Town. There are funds available for the Town to leverage and build more housing units in a more suitable location.

There is no substitution for the actual historic structure. Once the asset is gone, it is gone forever. Please make the decision to work with Friends of 135 South Walnut and other partners to follow the Hayden Forward Plan and preserve the history of this important structure.

A Possible Reality



Rendering courtesy of Martha Cayon Schott

Hayden Area Properties listed on Routt County Historic Register
As of 3/26/2022

- | | | |
|-----|---------------------------|---|
| 1. | Hayden Depot | 1993* Also on National Register |
| 2. | Carpenter/Dawson Ranch | 1993* Also on National Register |
| 3. | Routt County Fairgrounds | 1995 |
| 4. | Hayden Inn | 1999* Also on National Register |
| 5. | Delaney/Bolton Ranch | 2000* Also on Colorado and National Registers |
| 6. | Solandt Memorial Hospital | 2002* Also on National Register |
| 7. | Walker Homestead Cabin | 2003 |
| 8. | Brock House | 2006 |
| 9. | Hayden Masonic Temple | 2006 |
| 10. | Highway Bar | 2007 |
| 11. | Mission Bldg/Pool Hall | 2009 |
| 12. | Hayden Granary | 2012* Also on Colorado and National Registers |
| 13. | Holderness Granary | 2016 |
| 14. | Yampa Valley Bank | 2020 |

SNAP SHOT



Photo: Crossan's M&A Market (2012)

LOCATION

Yampa, Routt County



HISTORIC DESIGNATION

National Register of Historic Places

Routt County Register of Historic Properties

4 AWARDED GRANTS

\$609,775

CASH MATCH

\$580,192
leveraged for SHF grants

PROJECT TOTAL

\$1,189,967

SUCCESSFUL PROJECT CROSSAN'S M&A MARKET

Yampa, Colorado

APPLICANT

- Town of Yampa (1 grant)
- Historic Routt County (3 grants)

THE PROJECT

Built in 1903, Crossan's M & A Market served Yampa, CO as a general store for 61 years, until the business was closed in 1964 and the building became derelict. In 2006 the Town of Yampa purchased Crossan's with a vision to rehabilitate the building.

In 2008 the town had the building listed on the Routt County Register of Historic properties. By 2010 the city applied for and received funding for a Historic Structure Assessment (HSA) to help determine the current condition and top priorities for the rehabilitation of the building.

In 2012, Crossan's was listed on the National Register of Historic Places. That same year Crossan's was selected as one of Colorado Preservation Inc.'s (CPI) Most Endangered Places. With this additional recognition and the completion of the HSA grant, momentum for the project continued to grow.

That same year Historic Routt County applied on behalf of the town for the first phase of physical work based on the HSA's recommendations. Awarded that summer, the grant for Phase I included stabilization of the foundation and first floor. A new foundation was installed and the building was lifted and set.

After Phase I was complete, Historic Routt County applied for construction documents in the spring of 2014 and was initially denied funding. After working with staff and using feedback from grant reviewers they reapplied in the fall of 2014 and were awarded for Phase II of the project. Phase II included the development of construction documents for the remaining work of the project along with the rehabilitation of the exterior and interior of the first floor of the market.

Phase II was completed in the spring of 2017. That same spring the project was also awarded the prestigious Endangered Places Progress Award at CPI's Dana Crawford Awards, recognizing all the progress made towards saving Crossan's.



Photo: Crossan's M&A Market 1906

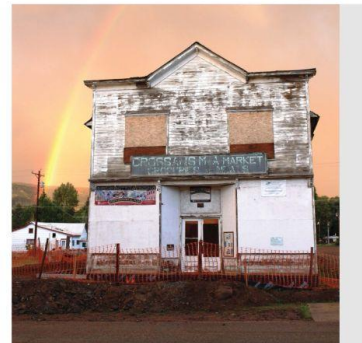


Photo: Crossan's on its new, stable foundation (Phase I, 2014)

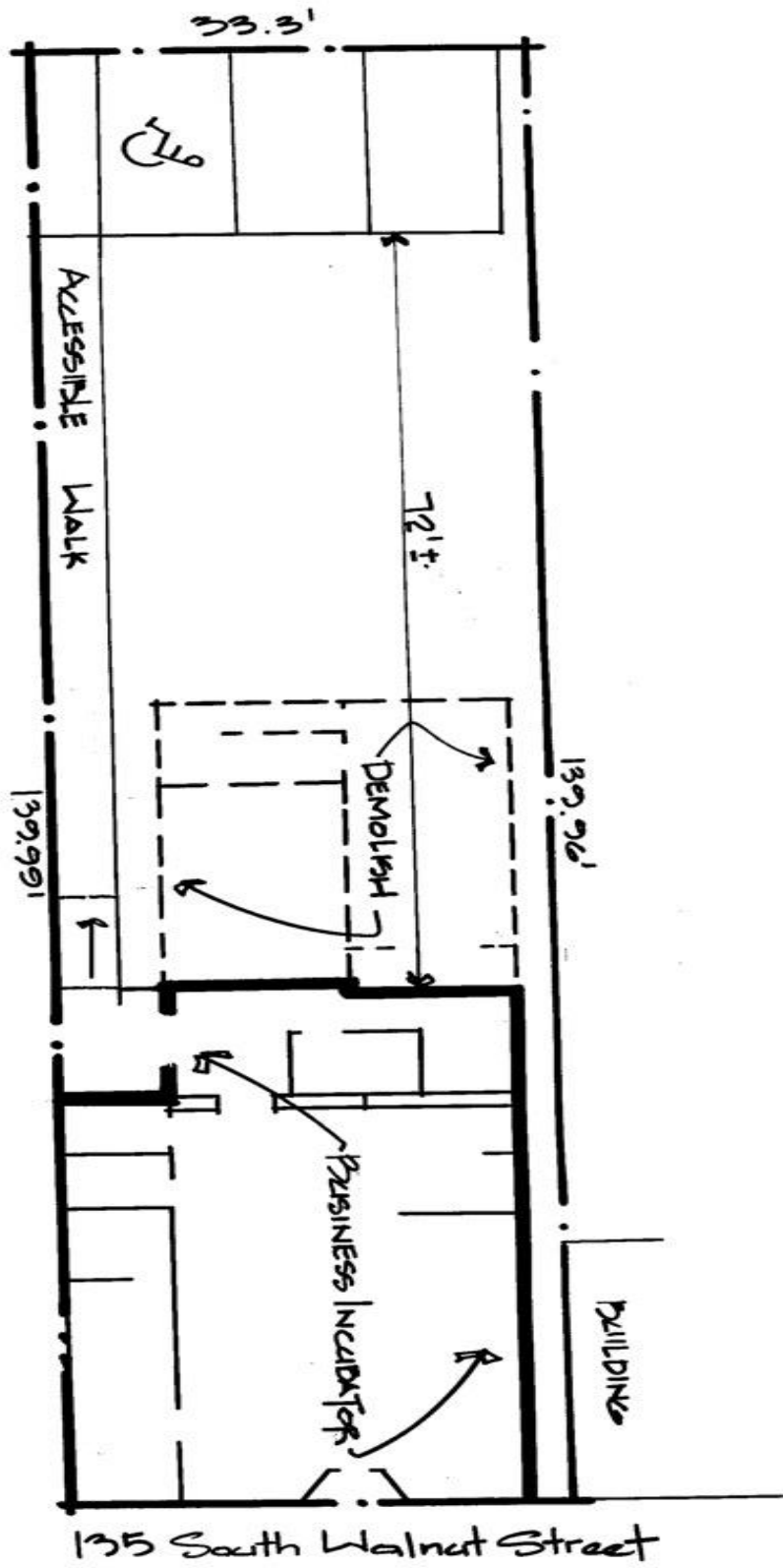
The Phase III grant was awarded to Historic Routt County in the summer of 2017. Phase III completed the final work needed to rehabilitate the second floor of the building and ensured that the building was ADA accessible. With the project complete in the summer of 2018, the grand opening and celebration of the adaptively used building took place in September of 2018.

OUTCOMES

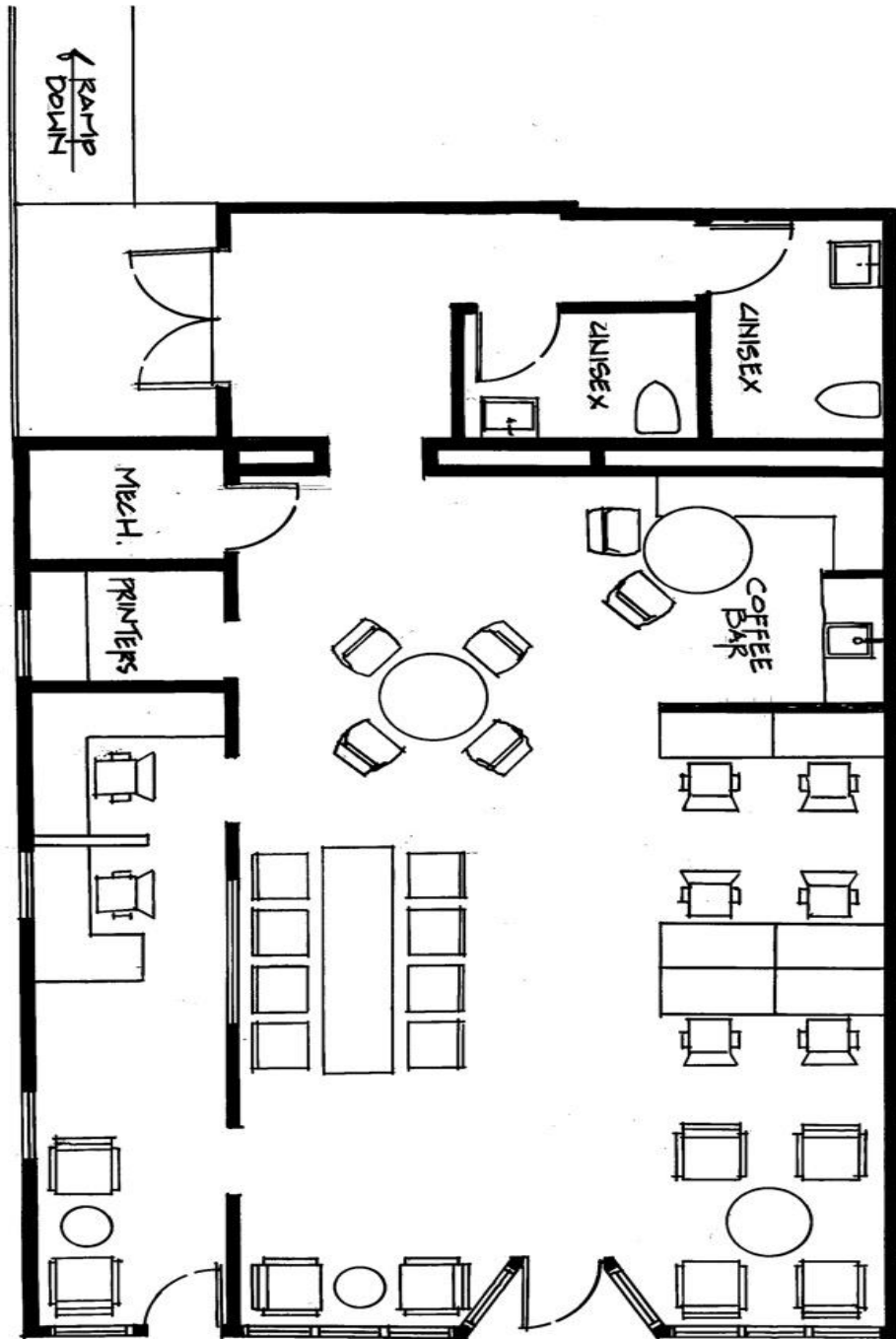
The fully rehabilitated building will now be used as the Yampa Town Hall. It will also be home to a regional visitors center, provide office space for local non-profits and serve as a location for community-wide gatherings and meetings.

PARTNERS



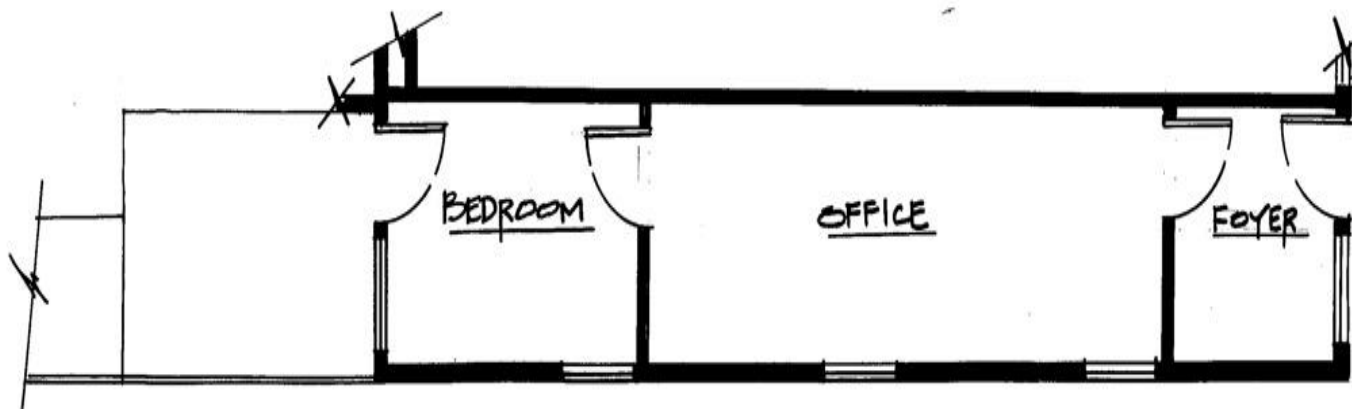


Site Plan



135 SOUTH WALNUT STREET

Floor Plan



ALTERNATE 'A' - RESTORE FERRY CARPENTER'S OFFICE

Alternate A

Ferry in his office



Photo - Courtesy of Hayden Heritage Museum

Sample of Funding Opportunities

Granting Agency	Grant Request Amounts
<p>History Colorado State Historical Fund</p> <p>Grants are funded by limited stakes gaming in the towns of Black Hawk, Central City, and Cripple Creek for significant buildings, structures, objects, districts, or archaeology sites, or about preservation of historic resources in Colorado.</p>	\$250,000
<p>Laura Jane Musser Fund</p> <p>Projects that bring together a broad range of community members and institutions PROVIDE the opportunity for diverse community members to work together CONTAIN measurable short-term outcomes within the first 12 to 18 months INCLUDE community members actively in all phases of the process WORK toward an outcome of positive change within their community</p>	\$25,000
<p>Colorado Department of Local Affairs, Rural Economic Development Initiative</p> <p>The most successful applications to this program are those from counties with less than 50,000 people, and from communities with fewer than 25,000 people. Projects that will be funded include plans, construction, programs, and capacity building. All applications must create and retain jobs, either direct or indirect. Projects should fall into one or more of the following categories:</p> <ul style="list-style-type: none"> • Job creation and retention - Both through direct and indirect means. • Capacity building - Under special circumstances, DOLA will consider funding local economic development capacity. Staff must be tied to a specific outcome, project, and timeline, which 	\$150,000

<p>contributes to goals of job creation, business attraction/retention, and economic resilience.</p> <ul style="list-style-type: none"> • Economic resilience - Economic resilience is the ability of a community's economy and systems that support the economy to withstand disruption and thrive in the face of change. • Supports entrepreneurial ecosystems - Entrepreneurial ecosystems provide trainings, networking opportunities, and infrastructure to support local entrepreneurs. 	
<p>Gates Family Foundation</p> <p>Colorado's economic health is dependent on the vitality of all of the state's communities — large and small, urban and rural. We support capital projects that:</p> <ul style="list-style-type: none"> • create economic opportunity, add to the quality of life, and enhance stability for the residents of a community • have the potential to reinforce and enhance the economic vitality of a community • involve partnerships between public and private sector organizations that seek to improve the economic and cultural health of communities <p>Funding examples:</p> <ul style="list-style-type: none"> • restoration of historically significant architecture that contributes to community revitalization • heritage tourism or development of rural main streets as a means of promoting economic health for rural areas • public-private partnerships for economic development 	<p>Capital grants range from \$10,000 - \$250,000</p>
<p>Colorado Office of Economic Development and International Trade, Colorado Community Revitalization Grant</p>	<p>For grant requests over \$100,000, the awarded funding amount will not exceed more than 50% of the total costs of the project. Grants will be capped at a maximum of \$5 million per project.</p>

Successful projects serve as a catalyst for a community's commercial center and should meet your area's goals, strategies, and plans for development.	Projects that are specifically designed for artist live/workspace may be eligible for grants higher than \$5 million.
<p>Boettcher Foundation</p> <p>Transformational Initiatives: Approaching challenges and opportunities in innovative ways and conceptualizing problems differently takes courage and risk. We invest in organizations and initiatives that strive to innovate and create positive change in Colorado communities.</p> <p>Community Connections: Supporting and developing connections that create a sum greater than their parts is vital to the health of communities in our state. As such, we invest in initiatives or infrastructure projects that bring together, support, or deepen the connections between individuals and/or organizations.</p>	Between \$25,000 - \$75,000

MESSAGING HISTORIC PRESERVATION

Like many organizations, the National Trust's messaging mostly tracked in one direction: It focused on *what* we do, rather than *why* we do it. We knew it was time to work on explaining the “why” to clarify how our organization creates value in the world and motivates people to join the preservation movement, act on its behalf, and give to this cause. It's in the “why” that we and our allies find hope and our audiences find inspiration and common ground.

Most recently, we (the National Trust for Historic Preservation) have found it helpful to have simple yet compelling core messages that explain why saving places matters:

Because old places create **beauty**, character, **opportunity**, and community, making the places we live places we love;

Because there is no more powerful way to **learn** about who we are and where we are headed than from the very places where **history** happened;

Because they **remind** us of our journey as a people and a nation—from our proudest moments to the wounds we are still working to heal—and **inspire** us to build an even greater tomorrow;

Because **saving places** is the ultimate form of recycling—the greenest building is the one that is already built; and

Because old places are where our lives, memories, and stories began, connecting us then, now, and into the **future**.

<http://forum.savingplaces.org/blogs/2017/02/03/messaging-historic-preservation>



Preservation services provided by Historic Routt County

For over 20 years, Historic Routt County (HRC) has worked with local non-profit organizations, municipalities, and private property owners to access the tools and resources available to help preserve our county's historic sites and structures. Our staff, board of directors, and our strong network of local and state preservationists will put you on the right track to saving your special place. We are here to help you *connect yesterday's places with tomorrow*.

Grant Writing

Fee negotiable, typically \$60/hour | Depending on the granting entity, requires 20-40 hours

Grant writing for historic preservation projects can be challenging to those unfamiliar with the process. It is a detailed, technical, and time-consuming process that differs between granting agencies. HRC has specialized expertise in preparing grants for funding agencies including the History Colorado State Historical Fund, the National Trust for Historic Preservation, Routt County's Museum and Heritage Fund, and private foundations. Our staff can help research appropriate funding opportunities to determine your project's eligibility, related requirements, and matching funds potential. We can assist with completing a full or partial grant application to the specific granting entity.

Grant Review & Editing

\$45/hour

This level of service is for organizations that have in-house grant writers (paid staff or volunteers). HRC will review existing applications for content and compliance with the granting agency's review criteria. We will provide feedback and suggestions on how to strengthen your application. Service includes editing and proofreading.

Grant Management

Maximum 15% of the grant total | Fees typically written into the grant budget

Congratulations on that grant award! Now what? Managing grants, particularly grants with significant reporting requirements and deliverables, is more difficult and time-consuming than it appears. HRC is familiar with the strict requirements, reports, deliverables, and financial reimbursement policies required to manage technical historic preservation grants. Over the past 20 years, Historic Routt County has managed over \$1M in grants from the History Colorado State Historical Fund. As grant manager, HRC will work with the project leaders, contractor/builders, and other partners to ensure your project is compliant with the funding requirements. We become the main point of contact between the granting agency and project participants. Grant administration fees are determined depending on the project budget and complexity. Fees are typically written into the grant

application and budget, though fees can also be determined on an hourly basis and paid for separately, depending on the grant and your needs.

Project Coordination

Determined on case-by-case basis

We offer an additional level of service and expertise if you need help coordinating and monitoring your historic preservation project and its many players—architect, engineer, contractor, and funders. We have experience planning and overseeing projects with multiple phases and complex funding sources. Hourly rates or a flat fee for various activities will be determined based on your organization's needs and the complexity of the project.

Fiscal Agent Services

Determined on case-by-case basis

For special circumstances, Historic Routt County offers fiscal agent services to grassroots groups that are not registered 501c3 nonprofits or otherwise do not have the organizational infrastructure to receive donations and grant funds. This means that we manage your grant funds for you, handle bookkeeping and accounting, and generate detailed financial reports for you.

**We are passionate about preserving our county's treasured historic places.
Let us know how we can help you!**

For More Information – Contact Jenny Deichman, Executive Director
jenny@historicrouttcounty.org | 970-875-1305 | 141 9th St. Steamboat Springs, CO



12 Economic Benefits of Historic Preservation

12 Economic Benefits of Historic Preservation

1 Rehab Costs Are Roughly the Same as Building New

- If no demolition is required, a major rehabilitation will **cost between 12% less and 9% more than new construction**.
- If constructing a new building requires demolition of a significant existing structure, the cost savings from rehabilitation will be between **3% and 16%**.
- Life spans for new buildings are often **30-40 years** vs. more than **100 years** for most historic structures.

2 Creates Jobs

- In a typical rehabilitation project, **60% to 70% of the total cost is labor**.
- Laborers are almost always hired locally. They, in turn, spend their money locally, supporting the local economy.
- A California study found that rehabilitation resulted in **10% greater wholesale purchases** and **43% greater retail purchases** from suppliers than the same amount spent on new construction activity.
- **\$1M** spent on building rehabilitation creates:
 - **12 more jobs** than \$1M spent on manufacturing in Michigan
 - **20 more jobs** than \$1M spent mining coal in West Virginia
 - **29 more jobs** than \$1M spent pumping oil in Oklahoma
 - **22 more jobs** than \$1M spent cutting timber in Oregon

3 Increases Property Values

- In a study of National Register districts in Philadelphia, homes in historic districts received a **sales price premium of 131%** over comparable properties in undesignated neighborhoods.
- A study of nine Texas cities found that local designation **increased property values from between 5% and 20%**.

4 Conserves Resources

- Approximately **25%** of the material being added to the **landfills is demolition and construction waste**.
- Demolishing **one typical two story commercial building** on Main Street **eliminates** all of the environmental **benefits of recycling 1,344,000 aluminum cans**.
- Historic buildings contain significant **embodied energy**. That's the amount of energy associated with extracting, processing, manufacturing, transporting and assembling building materials.

5 Uses Existing Public Investments

- Every community has significant investments in public infrastructure, including roads, sewers, parks and schools.
- Historic preservation **directs development to places where infrastructure is already in place**.
- Rehabbing historic schools instead of building new saves money for education and often creates a better learning environment.

6 Supports Small Business

- **75%** of all **net new jobs** in the U.S. are created by **small businesses**.
- Older buildings make ideal locations for small, independent businesses and for start-ups.
- **60 cents** of every dollar **spent at independent businesses** remains in the local economy vs. **less than 10 cents** at national discounters.

7 Revitalizes Main Street

Since 1980, local Main Street programs have:

- Stimulated **\$48.9 billion** in total private and public investment.
- Created **94,176 net new businesses**.
- Generated **417,919 net new jobs**.
- Generated a **reinvestment ratio of \$27 to \$1 per community**.*

* The average number of dollars generated in each community for every dollar used to operate the local Main Street Program.

8 Attracts Investment

"In economics, it is the differentiated product that commands a high premium.

If in the long run we want to attract capital, to attract investment in our communities, we must differentiate them from anywhere else."

-Donovan Rypkema

9 Attracts Visitors

- **78%** of U.S. leisure travelers (**118 million adults**) participate in cultural and/or heritage activities when traveling.
- Cultural heritage travelers spend, on average, **\$994 per trip compared to \$611 for all U.S. travelers**.
- Cultural/heritage travelers took an **average of 5 trips** in 2008-2009 compared with **slightly less than 4 trips** for non-cultural/heritage travelers.

10 Prevents Sprawl

- Saving historic buildings and keeping our towns and cities healthy **reduces the pressure to pave the countryside**.
- In 1970, the state of Maine spent **\$8.7M** to bus students to and from school. By 1995, with fewer students enrolled, the cost had risen to **\$54M**.
- When we reinvest in older neighborhoods, we are **reinvesting in inherently sustainable communities** that are generally dense, walkable, transit-accessible, and feature mixed-uses.

11 Creates Affordable Housing

- To replace the current housing units occupied by lower income residents would cost **\$335 billion**.
- In 2005, **1,101 units of affordable housing** were created in historic buildings using the federal rehabilitation tax credits.
- Historic structures are often located close to services and public transportation, **reducing transportation costs for residents**.

12 Is Good Economic Development

- In **Nebraska**, historic preservation generates **\$170 million per year**:
 - Between 2001 and 2005, an estimated total of **\$1.5 billion** was spent on rehabilitation of buildings.
 - **Twenty-two jobs** are created for **every \$1M spent** on historic preservation, which supported **3,869 jobs** in the state in 2009.
 - Historic designation of neighborhoods and downtowns **enhances and protects property values**. Of the districts studied, **property values as a whole showed increases in historic districts**.

References

- Lahr, Michael L., David Listokin, et al. *Economic Impacts for Historic Preservation in Nebraska*. New Brunswick, New Jersey: Center for Urban Policy Research, Rutgers, The State University of New Jersey, October 2007.
- Mandala Research, LLC. "The Cultural and Heritage Travelers Study." 2009.
- Rypkema, Donovan D. *The Economics of Historic Preservation: A Community Leader's Guide*. Washington, D.C.: National Trust for Historic Preservation, 1994.
- _____. 2005. "Economics, Sustainability, and Historic Preservation." Speech presented at the National Preservation Conference, Portland, Oregon, October 1, 2005.

March 31, 2022

Hayden Town Council
Town of Hayden
PO Box 190
Hayden, CO 81639

RE: 135 South Walnut Street

Dear Council members,

On April 7th, 2022, there is an opportunity for the Town of Hayden to take a leadership role in charting the future of our community and follow the direction of its citizens. The Town's recent "Hayden Forward" Community Master Plan places our "Heritage, History and Culture" as a policy framework for decisions. Hayden can lead the way in revitalizing South Walnut Street through stewarding the debilitated building at 135 South Walnut Street and rehabilitating it into a functional, vibrant, and authentic space for the future.

Vincent Van Gogh has a wonderful saying, "Great things are done by a series of small things brought together". I urge the Council to start small and simple on this project by restoring a portion of this building. Restoration of this oldest building in town will take the first steps towards enabling and encouraging other historic buildings within this very authentic block to do the same. As I understand it, demolition funds may be already secured to remove the newer 'back-side' /West side of the building. Several passionate proponents of preservation have reviewed the building and have a solid proposal to preserve and rehabilitate the smaller front, original portion in a cost-effective manner that can then be 'tenant-finished' and adapted within. Restoring 1,500 square feet of building, with the current challenges of limited availability of new building supplies and procurement, seems an optimum solution for both sustainable, green-building and for cost-effectiveness for your tax-payers. Plus it's the right thing to do when community plans and process continually state the need for historic Walnut Street to be revitalized.

As a private business owner who has put over 13 years of our family's energy, finances and life into restoration and preservation of the Hayden Granary, I strongly believe that government's role is to not compete with small businesses, rather it is to elevate and facilitate the development of businesses, from recruiting new enterprises to retaining those that exist. Historic places matter and are of keen interest to those visiting our community. The fact that Hayden has an internationally recognized book that portrays Walnut Street in 1916, and it still remains much the same today, is an incredible asset worth investment. Worthwhile and excellent examples exist within other communities of utilizing a municipality or non-profit's ability to qualify for federal and state funding to rehabilitate historic buildings yet letting private entities then implement the activities within. From as near as Steamboat Springs with the Steamboat Art Museum within the former [First National Bank/Rehder building](#), to the [Corner Table in Nantucket through ReMain Ventures](#) which utilized a Request for Proposals from the community for a private enterprise to utilize the space, there are many successful partnerships that have been formed over saving our past to create a path for the future.

I also understand and share the concerns of the Council in recruiting and retaining workforce for our community. As presented, the Town is considering approximately a \$2 million budget for developing three workforce housing units within the lot at 135 South Lincoln. Although procuring funds for this is applauded, there are far better locations within our community, not in our central business and historic downtown core, that are more amenable towards residential living – within walking distance to the Hayden Center, parks, and schools. \$2 million can potentially fund 8-12 housing units in a far better location.

The current House Bill 22-1304 – “State Grants Investment in Local Affordable Housing” is an incredible opportunity for the Town to allocate the projected funding of \$2 million and leverage funds to instead build a far more impactful set of workforce housing units. The potential for partnerships in seeking these grant funds is tremendous and timely and perhaps can result in a unique opportunity for our community to put a focus on prioritizing the critical housing needs for teachers, police, fire and healthcare workers. September 2022 will be the grant deadline for our community to apply and we have many possibilities for an excellent application.

Please, I urge you, consider how the Town of Hayden can lead the way to our future by enabling a restoration of your Town’s oldest building to demonstrate cost-effective savings, sustainability, property value investment, revitalization, and enabling small businesses to activate the historic Walnut Street by utilizing the historic preservation incentives and financial tools to restore the building at 135 South Walnut for generations to come. With the strong emphasis on activating Walnut Street, retaining heritage and authenticity in not only the 2021 Hayden Forward plan, yet the 2009 Hayden Community Revitalization Report, 2009 Vision 2030 and the 2005 Master Plan, your citizens have asked you to take leadership in ensuring our past is retained and made relevant to our future. Preserving and restoring historic Walnut Street has been a strong and recurrent theme in each one of these public documents. Follow the public will and lead the way in demonstrating how successful authenticity and honoring our past can be towards enabling a vibrant future. This is a unique opportunity to make an incredible difference in how our downtown historic district proceeds forward.

Best regards,

A handwritten signature in dark ink, appearing to read "Tammie", with a stylized flourish at the end.

Tammie Delaney
Owner, Hayden Granary

Past Project Manager, Vision 2030 of Routt County, Hayden, Yampa, Oak Creek and Steamboat, 2009
Past Project Manager, Hayden Comprehensive Plan, 2005



Town of Hayden

Town Council Agenda Item

MEETING DATE: April 7, 2022

AGENDA ITEM TITLE: 200 WALNUT GRANARY LLC – PUBLIC WATER LINE EASEMENT VACATION

- I. Public Hearing: Ordinance No. 714, An Ordinance Vacating the 20-Foot-Wide Public Water Line Easement as Dedicated on the Plat of Record at File No. 14438 in the Official Records of the Routt County Clerk & Recorder, and Providing an Effective Date
- II. Review and Consider for Approval of 2nd Reading of Ordinance No. 714, An Ordinance Vacating the 20-Foot-Wide Public Water Line Easement as Dedicated on the Plat of Record at File No. 14438 in the Official Records of the Routt County Clerk & Recorder, and Providing an Effective Date.

AGENDA SECTION: Old Business

PRESENTED BY: Mary Alice Page-Allen

CAN THIS ITEM BE RESCHEDULED: Not preferred.

BACKGROUND REVIEW: In April, 2020 200 Walnut Granary LLC and the Town finalized the applications related to the final platting and site plan for the Yampa Valley Brewing Company site at 200 N Walnut Street. As part of the platting effort, an easement overlying the water main located in the northwest corner of the property was required. Subsequent construction of a new building addition on the site revealed that the platted easement was mislocated.

This easement vacation proposal will vacate the existing dedicated water line easement, and concurrently the property owner will execute a revised public water line easement document to convey the easement in its actual location. The proposal has been reviewed and approved by the Public Works Director. First reading of the ordinance occurred on March 17, 2022.

RECOMMENDATION: Move to approve 2nd Reading of Ordinance No. 714, An Ordinance Vacating the 20-Foot-Wide Public Water Line Easement as Dedicated on the Plat of Record at File No. 14438 in the Official Records of the Routt County Clerk & Recorder, and Providing an Effective Date.

MANAGER RECOMMENDATION/COMMENTS: *I concur with the recommendation.*

GRANT OF EASEMENT
LOT 1, HAYDEN GRANARY FINAL PLAT

This GRANT OF EASEMENT is made this _____ day of _____, 2022, by 200 WALNUT GRANARY LLC (hereafter “Grantor”), whose address is PO Box 773012, Steamboat Springs, CO 80477 to the TOWN OF HAYDEN, a Colorado home rule municipality (“Town”), whose address is 178 W Jefferson Avenue, PO Box 190, Hayden, CO 81639.

WHEREAS, Grantor has petitioned the Town to vacate a certain public water line easement (“Easement”) benefitting the Town that was created and dedicated on the Plat of record at File No. 14438 in the Official Records of the Routt County Clerk & Recorder and on which Easement was inadvertently mislocated; and

WHEREAS, the Town Council determined it was appropriate to vacate the Easement, subject to the due execution and recording of a new public water line easement in the proper location (“New Easement”), and vacated the Easement by Ordinance No. 714 recorded at Reception No. _____ in the Official Records of the Routt County Clerk & Recorder.

NOW THEREFORE, Grantor grants and assigns to the Town an easement as shown and described on Exhibits A & B attached hereto for the use and maintenance of a perpetual public waterline easement.

IN WITNESS WHEREOF, Grantor has executed this Grant of Easement on the year and day first above written.

200 WALNUT GRANARY LLC

Paul Brinkman, Manager

State of Colorado)
)ss.
County of Routt)

Acknowledged before me this _____ day of _____, 2022 by Paul Brinkman, as manager of 200 Walnut Granary, LLC.

WITNESS MY HAND AND OFFICIAL SEAL

My commission expires:

Notary Public

DOWLING LAND SURVEYORS, LLC

P.O. BOX 954

HAYDEN, COLORADO 81639

(970) 276-3613

dowling@plotz.biz

LEGAL DESCRIPTION

200 WALNUT/TOWN OF HAYDEN

FEBRUARY 10, 2022

EASEMENT DESCRIPTION

A tract of land located in Lot 1, HAYDEN GRANARY FINAL PLAT, Town of Hayden, Routt County, Colorado, of record at File No. 14438, records of Routt County, being more particularly described as follow:

BEGINNING at the Northwest Corner of said Lot 1; thence S 22°03'00" E along the Westerly line of said Lot 1 a distance of 32.87 feet; thence N 36°08'49" E a distance of 17.15 feet; thence N 25°03'00" E a distance of 23.69 feet, to a point on the Northerly line of said Lot 1; thence S 81°30'22" W along said Northerly line a distance of 32.85 feet, to the POINT OF BEGINNING.

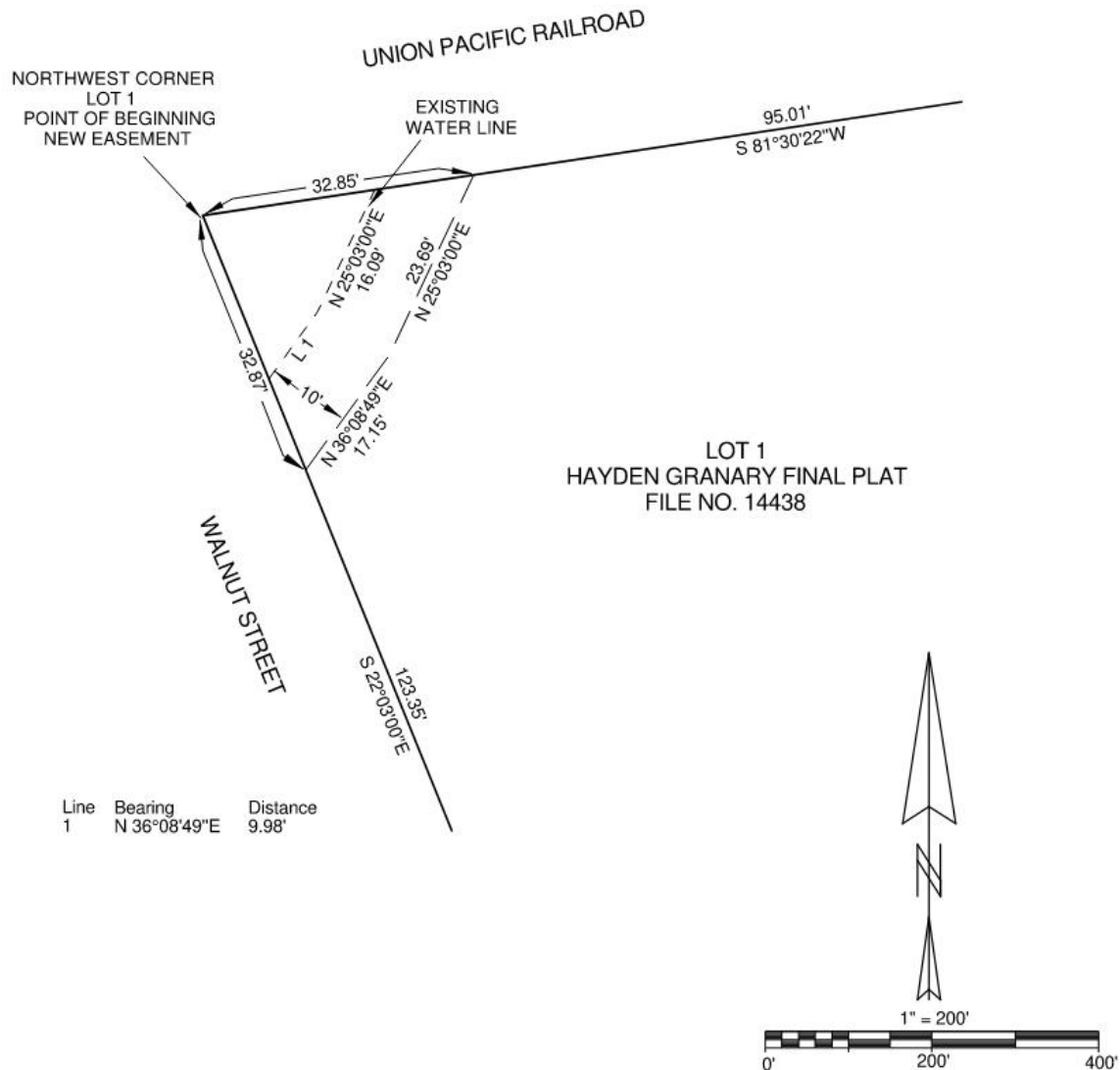
Bearings based on – The Monumented North Line of Block 4, Original Town of Hayden, The Northwest Corner being a rebar and cap, TS&T and the Northeast Corner being a rebar and illegible cap - N67°57'00"E.

brinkman 200 walnut wl easm 2-10-22

Gordon R. Dowling
PLS #30090

EXHIBIT 'B'

LOT 1 HAYDEN GRANARY FINAL PLAT TOWN OF HAYDEN ROUTT COUNTY, COLORADO



NOTICE: According to Colorado Law, you must commence any legal action based on any defect in this survey within three years after you first discover such defect, in no event may any action be commenced more than ten years from the date of certification shown hereon.

**BRINKMAN
PROPERTIES**

EXHIBIT 'B'

LOT 1, HAYDEN GRANARY
FINAL PLAT

TOWN OF HAYDEN
ROUTT COUNTY, COLORADO

DOWLING LAND SURVEYORS, LLC
P.O. BOX 954
HAYDEN, COLORADO 81639
(970) 276-3613
dowling@plotz.biz

SCALE	DRG	DATE	FILE
1" = 200'	GRD	2/10/22	GRANR22B

ORDINANCE NO. 714

AN ORDINANCE VACATING THE 20-FOOT-WIDE PUBLIC WATER LINE EASEMENT AS DEDICATED ON THE PLAT OF RECORD AT FILE NO. 14438, IN THE OFFICIAL RECORDS OF THE ROUTT COUNTY CLERK & RECORDER; AND PROVIDING AN EFFECTIVE DATE

RECITALS

WHEREAS, a certain public water line easement benefitting the Town of Hayden was created and dedicated on the Plat of record at File No. 14438 in the Official Records of the Routt County Clerk & Recorder, and as further described and shown and noted on Exhibits A and B attached hereto, (the "Easement"); and

WHEREAS, 200 Walnut Granary LLC has requested that the Town of Hayden (the "Town") vacate the said Easement due to it being inadvertently mislocated; and

WHEREAS, 200 Walnut Granary LLC has agreed to execute and record an easement document conveying a public water line easement in the proper location; and

WHEREAS, the Hayden Town Council (the "Council") held a public hearing on the request to vacate the said Easement on April 7, 2022; and

WHEREAS, the Council found that the approval of the vacation of the said Easement is not contrary to the applicable provisions of Hayden Development Code; and

WHEREAS, the Council found that it is appropriate to proceed with the vacation of the said Easement as proposed; and

WHEREAS, the Hayden Development Code requires that any ordinance vacating a right-of-way be recorded in the office of the Routt County Clerk and Recorder and shall reference any exceptions, easements or reservations of the vacation.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, THE FOLLOWING:

Section 1. Vacation. The public water line easement benefitting the Town of Hayden was created and dedicated on the Plat of record at File No. 14438 in the Official Records of the Routt County Clerk & Recorder, and as further described and shown and noted on Exhibits A and B attached hereto (the "Easement"), is hereby vacated.

Section 2. Authorization to Record Ordinance. Upon receipt of a duly executed and recordable public water line easement document (the "New Easement"), this Ordinance No. 713 and the New Easement shall be recorded in the office of the Routt County Clerk and Recorder.

Section 3. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 4. Effective Date. This Ordinance, immediately on final passing and adoption, shall be published in accordance with Section 3-3h of the Home Rule Charter and recorded in the Town Book of Ordinances kept for that purpose, authenticated by the signatures of the Mayor and Town Clerk. This Ordinance shall be in full force and effect immediately after its publication in accordance with Section 3-3h of the Hayden Home Rule Charter.

Section 5. Public Hearing. A public hearing on this Ordinance will be held on the 7th day of April, 2022, at the regular meeting of the Hayden Town Council beginning at 7:30 p.m. at the Hayden Town Hall, 178 West Jefferson Ave, Hayden, Colorado.

[SIGNATURE PAGE FOLLOWS]

INTRODUCED, READ, AND ORDERED PUBLISHED PURSUANT TO SUBSECTION 3-3(d) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE 17TH DAY OF MARCH, 2022.

Zachary Wuestewald, Mayor

ATTEST

Sharon Johnson, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED PURSUANT TO SUBSECTIONS 3-3 (e) through (h) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE 7TH DAY OF APRIL, 2022.

Zachary Wuestewald, Mayor

ATTEST

Sharon Johnson, Town Clerk

DOWLING LAND SURVEYORS, LLC
P.O. BOX 954
HAYDEN, COLORADO 81639
(970) 276-3613
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LEGAL DESCRIPTION

200 WALNUT/TOWN OF HAYDEN

FEBRUARY 10, 2022

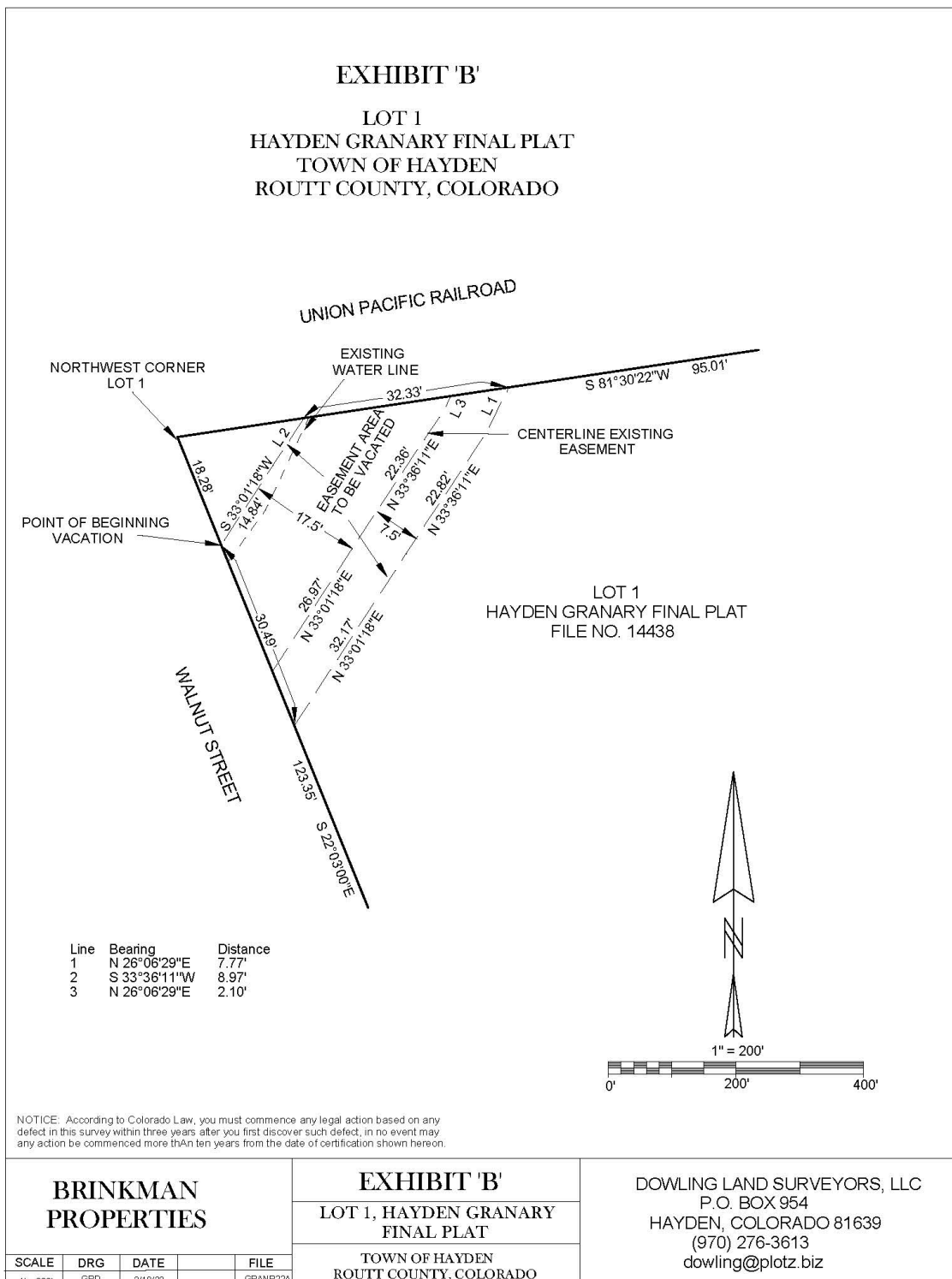
EASEMENT VACATION DESCRIPTION

A tract of land located in Lot 1, HAYDEN GRANARY FINAL PLAT, Town of Hayden, Routt County, Colorado, being a twenty (20) foot wide Public Water Line Easement as dedicated on the Plat of record at File No. 14438, records of Routt County, being more particularly described as follow:
BEGINNING at a point on the Westerly line of said Lot 1, from which the Northwest Corner thereof bears N 22°03'00" W a distance of 18.28 feet; thence S 22°03'00" E along said Westerly line a distance of 30.49 feet; thence N 33°01'18" E along the Southeasterly line of said Easement a distance of 32.17 feet; thence continuing along said line N 33°36'11" E a distance of 22.82 feet; thence continuing along said line N 26°06'29" E a distance of 7.77 feet, to a point on the North line of said Lot 1; thence S 81°30'22" W along said North line a distance of a distance of 32.33 feet; thence departing said property line S 33°36'11" W a distance of 8.97 feet; thence S 33°01'18" W a distance of 14.84 feet to the POINT OF BEGINNING.

Bearings based on – The Monumented North Line of Block 4, Original Town of Hayden, The Northwest Corner being a rebar and cap, TS&T and the Northeast Corner being a rebar and illegible cap - N 67°57'00"E

brinkman 200 walnut easm vac 2-10-22







Town of Hayden

Town Council Agenda Item

MEETING DATE: April 7, 2022

AGENDA ITEM TITLE:

Review and Consider for Approval of 2nd Reading of Ordinance No. 713, An Ordinance Amending the Hayden Municipal Code by Adding Language at Section 7.28.160, Short-Term Rental Standards, in Title 7: The Hayden Development Code; Repealing All Conflicting Ordinances; Providing for Severability; Providing an Effective Date.

AGENDA SECTION: Old Business

PRESENTED BY: Mary Alice Page-Allen

CAN THIS ITEM BE RESCHEDULED: Not preferred.

BACKGROUND REVIEW: Ordinance No. 713 amends the Hayden Development Code to add standards for Short-Term Rentals. As the discussion on this subject has been on-going for a significant period of time, the language of the ordinance has been developed to implement these standards immediately upon adoption.

RECOMMENDATION: Approve the 2nd Reading of Ordinance No. 713, An Ordinance Amending the Hayden Municipal Code by Adding Language at Section 7.28.160, Short-Term Rental Standards, in Title 7: The Hayden Development Code; Repealing All Conflicting Ordinances; Providing for Severability; Providing an Effective Date.

MANAGER RECOMMENDATION/COMMENTS: *I concur with the recommendation.*

ORDINANCE NO. 713

AN ORDINANCE AMENDING THE HAYDEN MUNICIPAL CODE BY ADDING LANGUAGE AT SECTION 7.28.160, SHORT-TERM RENTAL STANDARDS, IN TITLE 7: THE HAYDEN DEVELOPMENT CODE; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Town of Hayden has previously adopted and amended Title 7, Hayden Development Code (HDC), of the Hayden Municipal Code governing the use, subdivision and development of real property codes within the Town limits; and

WHEREAS, at the time of the adoption it was determined by the Hayden Town Council (Council) that additional opportunities for input with regard to short-term rentals was needed prior to adopting short-term rental standards within the HDC; and

WHEREAS, in accordance with the requirements of the Hayden Home Rule Charter, after providing proper notice, the Hayden Town Council held a public hearing on April 7, 2022; and considered all public comments received and all testimony and materials provided by Town Staff prior to making a decision; and

WHEREAS, the Council desires to adopt regulations that permit short-term rentals as such are defined in the HDC under certain limited standards as further set forth herein with the findings that:

1. The adoption and enactment of standards related to short-term rentals within the Hayden Development Code promotes the health, safety and general welfare of the Hayden community; and
2. The adoption and enactment of standards related to short-term rentals within the Hayden Development Code promotes or implements the goals and policies of the Hayden Forward Master Plan; and
3. The adoption and enactment of standards related to short-term rentals the Hayden Development Code is necessary or desirable to respond to changed conditions or other social or economic conditions.

WHEREAS, approval of this Ordinance on first reading is intended only to confirm that the Town Council desires to comply the requirements of the Hayden Home Rule Charter by setting a public hearing in order to provide the public an opportunity to present testimony and evidence regarding the proposed short-term rental standards and that approval of this Ordinance on first reading does not constitute a representation that the Council, or any member of the Council, supports, approves, rejects, or denies this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO THE FOLLOWING:

Section 1. Recitals Incorporated. The above and foregoing recitals are incorporated herein by reference and adopted as findings and determinations of the Town Council.

Section 2. Enacted. The following language is hereby enacted at Section 7.28.160, Short-Term Rental Standards of Title 7, Hayden Development Code, of the Hayden Municipal Code:

7.28.160 Short-Term Rental Standards.

- (a) The short-term rental shall be clearly incidental and customary to the operation of the primary residential household living use.
- (b) The short-term rental must be located in the applicant's primary residence. A primary residence means the place in which a person's habitation is fixed for the term of the license and is the person's usual place of return. A person can have only one (1) primary residence.
- (c) Use of a mobile home, recreational vehicle or travel trailer as a short-term rental is prohibited.
- (d) Signage is limited to one (1) non-animated, non-illuminated flat wall or window sign having an area of less than 100 sq. in.
- (e) Approval of a license under the provisions of Chapter 5.25, Licensing of Short-Term Rentals, Hayden Municipal Code must be authorized.
- (f) The short-term rental will be offered, provided, or operated as lodging accommodations to guest in exchange for remuneration for a period of less than thirty (30) consecutive days.
- (g) The short-term rental may be integrated within the owner's dwelling unit or located in a detached accessory building located on the same lot as the owner's dwelling unit.

Section 3. Codification Amendments. The codifier of the Town's Municipal Code is hereby authorized to make such numerical and formatting changes as may be necessary to incorporate the provisions of this Ordinance within the Hayden Municipal Code. The Town Clerk is authorized to correct, or approve the correction by the codifier, of any typographical error in the enacted regulations, provided that such correction shall not substantively change any provision of the regulations adopted in this Ordinance. Such corrections may include spelling, reference, citation, enumeration, and grammatical errors.

Section 4. Severability. If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 5. Repealer. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof is hereby repealed to the extent of such inconsistency or conflict.

Section 6. No Existing Violation Affected. The repeal or modification of any provision of the Municipal Code of the Town of Hayden by this ordinance shall not release, extinguish, alter, modify or change in whole or in part any penalty, forfeiture or liability, either civil or criminal, which shall have been incurred under such provision. Each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings and prosecutions

for enforcement of the penalty, forfeiture or liability, as well as for the purpose of sustaining any judgment, decree or order which can or may be rendered, entered or made in such actions, suits, proceedings or prosecutions.

Section 7. Effective Date. This Ordinance shall be in full force and effect immediately on final passing and adoption, and shall be published in accordance with Section 3-3h of the Home Rule Charter and recorded in the Town Book of Ordinances kept for that purpose, authenticated by the signatures of the Mayor and Town Clerk.

Section 8. Public Hearing on Ordinance No. 713. A public hearing on this Ordinance will be held on April 7, 2022 at the regular meeting of the Hayden Town Council beginning at 7:30 p.m. at the Hayden Town Hall, 178 West Jefferson Avenue, Hayden, Colorado.

INTRODUCED, READ AND ORDERED PUBLISHED PURSUANT TO SECTION 3-3(d) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ON MARCH 17, 2022, and setting a public hearing for April 7, 2022 at the Council Chambers of the Hayden Town Hall, located at 178 West Jefferson Avenue, Hayden, Colorado.

BY: _____
Zachary Wuestewald, Mayor

ATTEST: _____
Sharon Johnson, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED PURSUANT TO SECTION 3-3(h) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE 7TH DAY OF APRIL, 2022.

BY: _____
Zachary Wuestewald, Mayor

ATTEST: _____
Sharon Johnson, Town Clerk



Town of Hayden

Town Council Agenda Item

MEETING DATE: April 7, 2022

AGENDA ITEM TITLE: Review and Consider for Approval of 2nd Reading of Ordinance No. 715, An Ordinance Vacating the 15-Foot-Wide drainage and public and private utility easement along the rear lot lines of Lots 7-9, The Meadow, A Planned Neighborhood, on the Plat of Record at File No. 13397 in the Official Records of the Routt County Clerk & Recorder, and Providing an Effective Date.

AGENDA SECTION: Old Business

PRESENTED BY: Mary Alice Page-Allen

CAN THIS ITEM BE RESCHEDULED: Not preferred.

BACKGROUND REVIEW: In follow-up to the approval of the Final Plat for The Meadow, Phase 2, public drainage and public and private utility easement along the rear lot lines of Lots 7-9, The Meadow are being vacated. A public hearing must be held on the Ordinance that will serve to vacate this easement.

RECOMMENDATION: Move to approve 2nd Reading of Ordinance No. 715, An Ordinance Vacating the 15-Foot-Wide drainage and public and private utility easement along the rear lot lines of Lots 7-9, The Meadow, A Planned Neighborhood, on the Plat of Record at File No. 13397 in the Official Records of the Routt County Clerk & Recorder, and Providing an Effective Date.

MANAGER RECOMMENDATION/COMMENTS: *I concur with the recommendation.*

ORDINANCE NO. 715

AN ORDINANCE VACATING THE 15-FOOT-WIDE DRAINAGE AND PUBLIC AND PRIVATE UTILITY EASEMENT ALONG THE REAR LOT LINES OF LOTS 7-9, THE MEADOW, A PLANNED NEIGHBORHOOD, ON THE PLAT OF RECORD AT FILE NO. 13397, IN THE OFFICIAL RECORDS OF THE ROUTT COUNTY CLERK & RECORDER; AND PROVIDING AN EFFECTIVE DATE

RECITALS

WHEREAS, a certain drainage and public and private utility easement along the rear lot lines of Lots 7-9, The Meadow, A Planned Neighborhood, was created and dedicated on the Plat of record at File No. 13397 in the Official Records of the Routt County Clerk & Recorder, (the "Easement"); and

WHEREAS, Paul Flood, Pagoda Peak LLC, has requested that the Town of Hayden (the "Town") vacate the said Easement; and

WHEREAS, the Hayden Town Council (the "Council") held a public hearing on the request to vacate the said Easement on April 7, 2022; and

WHEREAS, the Council found that the approval of the vacation of the said Easement is not contrary to the applicable provisions of Hayden Development Code; and

WHEREAS, the Council found that it is appropriate to proceed with the vacation of the said Easement as proposed; and

WHEREAS, the Hayden Development Code requires that any ordinance vacating a right-of-way be recorded in the office of the Routt County Clerk and Recorder and shall reference any exceptions, easements or reservations of the vacation.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, THE FOLLOWING:

Section 1. Vacation. The drainage and public and private utility easement along the rear lot lines of Lots 7-9, The Meadow, A Planned Neighborhood, was created and dedicated on the Plat of record at File No. 13397 in the Official Records of the Routt County Clerk & Recorder, (the "Easement"), is hereby vacated.

Section 2. Authorization to Record Ordinance. This Ordinance No. 715 shall be recorded in the office of the Routt County Clerk and Recorder.

Section 3. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 4. Effective Date. This Ordinance, immediately on final passing and adoption, shall be published in accordance with Section 3-3h of the Home Rule Charter and recorded in the Town Book of Ordinances kept for that purpose, authenticated by the signatures of the Mayor and Town Clerk. This Ordinance shall be in full force and effect immediately after its publication in accordance with Section 3-3h of the Hayden Home Rule Charter.

Section 5. Public Hearing. A public hearing on this Ordinance will be held on the 7th day of April, 2022, at the regular meeting of the Hayden Town Council beginning at 7:30 p.m. at the Hayden Town Hall, 178 West Jefferson Ave, Hayden, Colorado.

INTRODUCED, READ, AND ORDERED PUBLISHED PURSUANT TO SUBSECTION 3-3(d) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE 17TH DAY OF MARCH, 2022.

Zachary Wuestewald, Mayor

ATTEST

Sharon Johnson, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED PURSUANT TO SUBSECTIONS 3-3 (e) through (h) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE 7TH DAY OF APRIL, 2022.

Zachary Wuestewald, Mayor

ATTEST

Sharon Johnson, Town Clerk

TOWN OF HAYDEN - DRAFT
COMBINED CASH INVESTMENT
DECEMBER 31, 2021

COMBINED CASH ACCOUNTS

01-100300	CASH IN BANK - MVB	(93,147.40)
01-100400	CASH IN MONEY MARKET - MVB	1,996,773.28
01-100550	CASH IN HRA - MVB	24,414.72
01-100625	CASH IN MERCHANT ACCOUNT - MVB	104,232.32
01-100650	XPRESS DEPOSIT ACCOUNT	3,478.56
01-102000	CASH ON HAND	400.00
01-106000	CASH IN COLOTRUST	9,107.93
01-108000	YAMPA VALLEY COMM FUNDS	39,390.93

TOTAL COMBINED CASH	2,084,650.34
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01-117500	UTILITY CASH CLEARING ACCOUNT	(87.94)
01-100000	CASH ALLOCATED TO OTHER FUNDS	(2,084,562.40)

TOTAL UNALLOCATED CASH	.00
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CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	717,427.75
30	ALLOCATION TO 2018 G.O. BONDS DEBT SERVICE	216,192.79
40	ALLOCATION TO CAPITAL IMPROVEMENT FUND	596,883.37
51	ALLOCATION TO ENTERPRISE FUND	350,012.59
52	ALLOCATION TO INTERGOVERNMENTAL SERVICE FUND	170,444.77
64	ALLOCATION TO CONSERVATION TRUST FUND	37,171.58
66	ALLOCATION TO HERITAGE CENTER FUND	(3,570.45)

TOTAL ALLOCATIONS TO OTHER FUNDS	2,084,562.40
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ALLOCATION FROM COMBINED CASH FUND - 01-100000	(2,084,562.40)
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ZERO PROOF IF ALLOCATIONS BALANCE	.00
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TOWN OF HAYDEN - DRAFT
BALANCE SHEET
DECEMBER 31, 2021

GENERAL FUND

ASSETS

10-100000	CASH IN COMBINED CASH FUND	717,427.75	
10-123000	ACCOUNTS RECEIVABLE	42,431.15	
10-124100	RECEIVABLE FROM CTY TREASURER	3,143.58	
10-124500	DUE FROM OTHER GOVERNMENTS	595,368.37	
	TOTAL ASSETS		1,358,370.85

LIABILITIES AND EQUITY

LIABILITIES

10-220100	ACCOUNTS PAYABLE	28,953.83	
10-222000	WAGES PAYABLE	48,445.32	
10-222002	PENSION PAYABLE	16,471.28	
10-222003	FICA PAYABLE	3,003.57	
10-222005	COSIT PAYABLE	5,676.00	
10-222007	MEDICARE PAYABLE	702.48	
10-222008	SUTA PAYABLE	1,492.67	
10-222010	MISCELLANEOUS DEDUCTION	702.11	
10-222020	LIFE INSURANCE DEDUCTION	2,960.66	
10-222025	LTD DEDUCTION	4,172.00	
10-240000	ZONING & SUB. FEES PAYABLE	8,808.14	
10-241000	DEPOSITS PAYABLE	840.00	
10-250100	COMMITMENT GUARANTEE DEPOSIT	2,300.00	
	TOTAL LIABILITIES		124,528.06

FUND EQUITY

10-280000	FUND BALANCE - UNRESTRICTED	983,213.45	
10-281000	FUND BALANCE - RESTRICTED	5,901.32	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	244,728.02	
	BALANCE - CURRENT DATE	244,728.02	
	TOTAL FUND EQUITY		1,233,842.79
	TOTAL LIABILITIES AND EQUITY		1,358,370.85

TOWN OF HAYDEN - DRAFT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEARNED	PCNT
	<u>TAXES REVENUE</u>					
10-31-4000	GENERAL PROPERTY TAX	(1,061.08)	663,752.26	662,079.00	(1,673.26)	100.3
10-31-4002	SALES TAX	447,439.39	1,548,032.78	1,075,573.00	(472,459.78)	143.9
10-31-4003	CIGARETTE TAX	927.87	2,612.92	2,848.00	235.08	91.8
10-31-4004	FRANCHISE TAX	19,721.81	88,024.40	64,009.00	(24,015.40)	137.5
10-31-4006	BUILDING MATERIAL USE TAX	10,500.00	87,276.44	60,000.00	(27,276.44)	145.5
10-31-4007	LODGING TAX	447.26	3,524.54	2,500.00	(1,024.54)	141.0
10-31-4008	CAR RENTAL TAX	31,067.62	228,219.61	135,000.00	(93,219.61)	169.1
	TOTAL TAXES REVENUE	509,042.87	2,621,442.95	2,002,009.00	(619,433.95)	130.9
	<u>LICENSES AND PERMITS REVENUE</u>					
10-32-4004	MARIJUANA LICENSE	.00	6,000.00	5,000.00	(1,000.00)	120.0
10-32-4005	LIQUOR LICENSE	103.75	478.75	1,405.00	926.25	34.1
10-32-4006	SALES TAX APP. FEES	.00	7,700.00	5,000.00	(2,700.00)	154.0
10-32-4008	ANIMAL LICENSES	20.00	610.00	900.00	290.00	67.8
10-32-4010	OTHER LICENSES & PERMITS	.00	.00	2,200.00	2,200.00	.0
	TOTAL LICENSES AND PERMITS REVENUE	123.75	14,788.75	14,505.00	(283.75)	102.0
	<u>INTERGOVERNMENTAL REVENUE</u>					
10-33-4010	SPECIFIC OWNERSHIP TAX	6,703.44	47,572.55	36,170.00	(11,402.55)	131.5
10-33-4011	MOTOR VEHICLE REG FEE	1,955.76	9,931.19	8,442.00	(1,489.19)	117.6
10-33-4012	HIGHWAY USERS TAX	10,599.76	73,637.45	90,000.00	16,362.55	81.8
10-33-4013	TOWN ROAD & BRIDGE	115.16	9,694.38	8,088.00	(1,606.38)	119.9
10-33-4015	SEVERANCE TAX	.00	3,066.10	37,171.00	34,104.90	8.3
10-33-4016	MINERAL LEASE	.00	5,608.82	1,458.00	(4,150.82)	384.7
	TOTAL INTERGOVERNMENTAL REVENUE	19,374.12	149,510.49	181,329.00	31,818.51	82.5
	<u>CHARGES FOR SERVICES</u>					
10-34-4018	COURT COSTS & FEES	.00	637.00	2,500.00	1,863.00	25.5
10-34-4019	ZONING & SUBDIVISION FEES	850.00	15,203.67	10,000.00	(5,203.67)	152.0
10-34-4022	BOARD OF APPEALS & ADJUSTMENTS	.00	.00	100.00	100.00	.0
10-34-4023	RECORD REQUEST	7.00	776.30	100.00	(676.30)	776.3
10-34-4024	MISCELLANEOUS PD CHARGES	25.00	1,092.00	1,000.00	(92.00)	109.2
10-34-4025	COPIES & FAX	.00	31.30	20.00	(11.30)	156.5
10-34-4030	BUILDING PERMIT FEES	353.40	3,937.14	6,000.00	2,062.86	65.6
	TOTAL CHARGES FOR SERVICES	1,235.40	21,677.41	19,720.00	(1,957.41)	109.9

TOWN OF HAYDEN - DRAFT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEARNED	PCNT
	<u>COURT FINES & FORFEITURES</u>					
10-35-4027	DOG FINES	.00	.00	500.00	500.00	.0
10-35-4028	TRAFFIC FINES	690.00	4,790.00	10,000.00	5,210.00	47.9
10-35-4029	NON-TRAFFIC FINES	.00	.00	500.00	500.00	.0
	<u>TOTAL COURT FINES & FORFEITURES</u>	<u>690.00</u>	<u>4,790.00</u>	<u>11,000.00</u>	<u>6,210.00</u>	<u>43.6</u>
	<u>MISCELLANEOUS REVENUE</u>					
10-36-4030	MISCELLANEOUS	1,794.58	281,113.07	20,000.00	(261,113.07)	1405.6
10-36-4031	PROPERTY RENTAL INCOME	.00	1,210.00	2,700.00	1,490.00	44.8
10-36-4032	INTEREST INCOME	432.96	9,102.78	5,357.00	(3,745.78)	169.9
10-36-4036	GRANTS REVENUE	73,137.63	184,930.46	400,000.00	215,069.54	46.2
10-36-4037	AIRPORT SECURITY REIMBURSEMENT	5,687.06	47,153.34	45,000.00	(2,153.34)	104.8
10-36-4040	SALE OF VEHICLES	.00	.00	1,500.00	1,500.00	.0
10-36-4044	REC PROGRAMS REVENUE	.00	(10.00)	.00	10.00	.0
10-36-4045	RECREATION EVENTS REVENUE	.00	10.00	.00	(10.00)	.0
	<u>TOTAL MISCELLANEOUS REVENUE</u>	<u>81,052.23</u>	<u>523,509.65</u>	<u>474,557.00</u>	<u>(48,952.65)</u>	<u>110.3</u>
	<u>TRANSFERS</u>					
10-39-6000	TRANSFER FROM GF - ECON DEV	.00	(54,325.00)	.00	54,325.00	.0
	<u>TOTAL TRANSFERS</u>	<u>.00</u>	<u>(54,325.00)</u>	<u>.00</u>	<u>54,325.00</u>	<u>.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>611,518.37</u>	<u>3,281,394.25</u>	<u>2,703,120.00</u>	<u>(578,274.25)</u>	<u>121.4</u>

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE EXPENDITURES</u>					
10-46-5000 COUNCIL SALARIES	625.00	7,571.43	8,000.00	428.57	94.6
10-46-5001 SOCIAL SECURITY	38.75	469.44	465.00	(4.44)	101.0
10-46-5003 WORKERS COMPENSATION	23.76	287.41	386.00	98.59	74.5
10-46-5006 MEDICARE	9.06	109.77	109.00	(.77)	100.7
10-46-6002 AUDIT	16,750.00	18,149.00	17,000.00	(1,149.00)	106.8
10-46-6004 MISCELLANEOUS	331.73	3,059.71	500.00	(2,559.71)	611.9
10-46-6007 ADVERTISING & LEGAL NOTICES	.00	.00	100.00	100.00	.0
10-46-6010 EDUCATION/MEMBERSHIPS/TRAVEL	.00	4,240.31	5,000.00	759.69	84.8
10-46-6012 TREASURER FEE EXP.	87.31	14,568.37	13,242.00	(1,326.37)	110.0
TOTAL LEGISLATIVE EXPENDITURES	17,865.61	48,455.44	44,802.00	(3,653.44)	108.2
<u>MUNICIPAL COURT EXPENDITURES</u>					
10-47-5000 JUDICIAL SALARIES	500.00	6,000.00	6,000.00	.00	100.0
10-47-5001 SOCIAL SECURITY	31.00	739.73	714.00	(25.73)	103.6
10-47-5002 UNEMPLOYMENT	1.50	36.34	35.00	(1.34)	103.8
10-47-5003 WORKERS COMPENSATION	11.88	143.70	193.00	49.30	74.5
10-47-5006 MEDICARE	7.25	173.00	167.00	(6.00)	103.6
10-47-5008 PART-TIME WAGES	.00	5,930.91	5,345.00	(585.91)	111.0
10-47-6000 TRAVEL	.00	128.00	500.00	372.00	25.6
10-47-6003 OFFICE SUPPLIES	.00	116.00	100.00	(16.00)	116.0
10-47-6010 EDUCATION / MEMBERSHIP	.00	365.00	1,500.00	1,135.00	24.3
TOTAL MUNICIPAL COURT EXPENDITURES	551.63	13,632.68	14,554.00	921.32	93.7
<u>EXECUTIVE EXPENDITURES</u>					
10-48-5000 MAYOR SALARY	150.00	1,650.00	1,500.00	(150.00)	110.0
10-48-5001 SOCIAL SECURITY	9.30	102.30	112.00	9.70	91.3
10-48-5003 WORKERS COMPENSATION	11.88	143.70	193.00	49.30	74.5
10-48-5006 MEDICARE	2.18	23.98	26.00	2.02	92.2
10-48-6000 TRAVEL	.00	726.77	1,000.00	273.23	72.7
10-48-6004 MISCELLANEOUS	.00	193.40	200.00	6.60	96.7
TOTAL EXECUTIVE EXPENDITURES	173.36	2,840.15	3,031.00	190.85	93.7

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION EXPENDITURES</u>					
10-50-5000 SALARIES & WAGES	22,136.77	171,592.22	123,984.00	(47,608.22)	138.4
10-50-5001 SOCIAL SECURITY	1,434.41	11,603.94	11,531.00	(72.94)	100.6
10-50-5002 UNEMPLOYMENT	44.04	518.06	523.00	4.94	99.1
10-50-5003 WORKERS COMPENSATION	95.04	1,149.62	1,578.00	428.38	72.9
10-50-5004 HEALTH INSURANCE	5,217.57	59,330.36	66,586.00	7,255.64	89.1
10-50-5005 RETIREMENT EXPENSE	1,460.90	11,848.29	11,855.00	6.71	99.9
10-50-5006 MEDICARE	335.45	2,713.81	2,697.00	(16.81)	100.6
10-50-5008 PART-TIME WAGES	.00	3,808.71	40,651.00	36,842.29	9.4
10-50-5011 HRA ACCOUNT	10,060.96	20,065.80	20,000.00	(65.80)	100.3
10-50-6000 TRAVEL	84.00	1,459.79	1,000.00	(459.79)	146.0
10-50-6002 POSTAGE	265.00	1,741.42	900.00	(841.42)	193.5
10-50-6003 OFFICE SUPPLIES	73.98	3,242.37	1,000.00	(2,242.37)	324.2
10-50-6004 MISCELLANEOUS	1,161.21	26,666.73	10,000.00	(16,666.73)	266.7
10-50-6005 INSURANCE	.00	12,666.22	13,561.00	894.78	93.4
10-50-6007 ADVERTISING & LEGAL NOTICES	123.01	1,016.92	500.00	(516.92)	203.4
10-50-6008 PROFESSIONAL SERVICES	2,794.40	23,663.15	55,000.00	31,336.85	43.0
10-50-6010 EDUCATION/MEMBERSHIPS	694.30	10,911.55	10,000.00	(911.55)	109.1
10-50-6012 DONATIONS	.00	8,462.80	5,000.00	(3,462.80)	169.3
10-50-6021 DONATIONS & CONTRIBUTIONS	109.31	109.31	.00	(109.31)	.0
10-50-7001 TELEPHONE	765.74	7,150.93	5,535.00	(1,615.93)	129.2
TOTAL ADMINISTRATION EXPENDITURES	46,856.09	379,722.00	381,901.00	2,179.00	99.4
<u>PLANNING EXPENDITURES</u>					
10-51-5000 SALARIES & WAGES	3,658.01	30,973.14	37,011.00	6,037.86	83.7
10-51-5001 SOCIAL SECURITY	237.39	2,054.03	2,539.00	484.97	80.9
10-51-5002 UNEMPLOYMENT	7.32	92.36	115.00	22.64	80.3
10-51-5004 PLANNING BENEFITS	161.98	1,809.86	1,174.00	(635.86)	154.2
10-51-5005 RETIREMENT	250.51	2,167.46	2,679.00	511.54	80.9
10-51-5006 MEDICARE	55.53	480.39	594.00	113.61	80.9
10-51-6007 ADVERTISING & LEGAL NOTICES	.00	448.37	1,200.00	751.63	37.4
10-51-6008 PROFESSIONAL SERVICES	65.00	7,640.35	5,000.00	(2,640.35)	152.8
10-51-6010 EDUCATION / TRAVEL	.00	533.00	2,000.00	1,467.00	26.7
TOTAL PLANNING EXPENDITURES	4,435.74	46,198.96	52,312.00	6,113.04	88.3
<u>INFO TECH EXPENDITURES</u>					
10-52-6006 REPAIRS & MAINTENANCE	75.00	368.25	10,000.00	9,631.75	3.7
10-52-6008 PROFESSIONAL SERVICES	244.99	17,418.53	10,000.00	(7,418.53)	174.2
10-52-6011 COPIER/PRINTER	356.33	3,916.56	3,500.00	(416.56)	111.9
10-52-9000 EQUIPMENT REPLACEMENT	.00	4,113.77	3,000.00	(1,113.77)	137.1
TOTAL INFO TECH EXPENDITURES	676.32	25,817.11	26,500.00	682.89	97.4

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>TH & STRUCTURES EXPENDITURES</u>					
10-53-6000 CONTRACT SERVICES	200.00	2,400.00	1,500.00	(900.00)	160.0
10-53-6005 INSURANCE	.00	9,255.82	8,863.00	(392.82)	104.4
10-53-6006 REPAIRS & MAINTENANCE	779.34	1,821.92	1,000.00	(821.92)	182.2
10-53-6020 MUSEUM BUILDING MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
10-53-7000 UTILITIES	712.57	7,268.69	6,500.00	(768.69)	111.8
10-53-9000 EQUIPMENT REPLACEMENT	.00	3,548.53	1,000.00	(2,548.53)	354.9
TOTAL TH & STRUCTURES EXPENDITURES	1,691.91	24,294.96	21,363.00	(2,931.96)	113.7
<u>POLICE DEPT EXPENDITURES</u>					
10-54-5000 SALARIES & WAGES	64,395.96	442,636.89	440,370.00	(2,266.89)	100.5
10-54-5001 SOCIAL SECURITY	4,613.65	34,427.17	32,032.00	(2,395.17)	107.5
10-54-5002 UNEMPLOYMENT	135.88	1,588.52	1,503.00	(85.52)	105.7
10-54-5003 WORKERS COMPENSATION	1,236.54	10,463.86	15,376.00	4,912.14	68.1
10-54-5004 HEALTH INSURANCE	12,738.58	101,924.82	137,614.00	35,689.18	74.1
10-54-5005 PENSION EXPENSE	2,571.79	19,147.03	22,817.00	3,669.97	83.9
10-54-5006 MEDICARE	1,079.01	8,051.56	7,491.00	(560.56)	107.5
10-54-5007 PUBLIC SAFETY OVERTIME	3,013.02	51,257.09	45,000.00	(6,257.09)	113.9
10-54-5009 AIRPORT SECURITY WAGES	5,277.14	42,537.14	47,726.00	5,188.86	89.1
10-54-6002 AMMUNITION	.00	2,222.48	2,500.00	277.52	88.9
10-54-6003 OFFICE SUPPLIES	436.63	1,228.20	1,600.00	371.80	76.8
10-54-6005 INSURANCE	.00	16,475.07	15,113.00	(1,362.07)	109.0
10-54-6006 REPAIRS & MAINTENANCE	.00	520.90	1,000.00	479.10	52.1
10-54-6007 ADVERTISING & LEGAL NOTICES	201.74	7,201.16	1,000.00	(6,201.16)	720.1
10-54-6008 PROFESSIONAL SERVICES	.00	4,962.50	23,500.00	18,537.50	21.1
10-54-6009 VEHICLE EXPENSE	6,208.66	19,741.76	15,000.00	(4,741.76)	131.6
10-54-6010 EDUCATION/MEMBERSHIP/TRAVEL	1,574.91	20,023.19	34,500.00	14,476.81	58.0
10-54-6011 COPIER/PRINTER	284.69	3,066.53	3,500.00	433.47	87.6
10-54-6013 UNIFORMS	904.28	7,227.50	8,000.00	772.50	90.3
10-54-6014 GENERAL OPERATING EXPENSE	161.90	5,769.33	5,500.00	(269.33)	104.9
10-54-6015 BUILDING	555.71	11,460.04	12,000.00	539.96	95.5
10-54-6020 COMPUTER PROGRAMS/EQUIPMENT	1,141.90	16,977.31	17,300.00	322.69	98.1
10-54-7000 UTILITIES	864.49	11,918.76	12,948.00	1,029.24	92.1
10-54-7001 TELEPHONE	1,073.40	9,013.22	8,209.00	(804.22)	109.8
10-54-9000 EQUIPMENT REPLACEMENT	3,762.07	15,670.09	30,000.00	14,329.91	52.2
10-54-9025 LEASE PAYMENT - SERVICE FUND	2,083.33	24,999.96	25,000.00	.04	100.0
10-54-9050 LEASE PAYMENT -POLICE STATION	.00	106,720.00	106,700.00	(20.00)	100.0
TOTAL POLICE DEPT EXPENDITURES	114,315.28	997,232.08	1,073,299.00	76,066.92	92.9

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>STREETS DEPT EXPENDITURES</u>					
10-56-5000 SALARIES & WAGES	24,090.29	197,239.34	193,392.00	(3,847.34)	102.0
10-56-5001 SOCIAL SECURITY	1,610.79	14,237.86	15,277.00	1,039.14	93.2
10-56-5002 UNEMPLOYMENT	50.82	649.82	707.00	57.18	91.9
10-56-5003 WORKERS COMPENSATION	498.94	7,206.98	11,916.00	4,709.02	60.5
10-56-5004 HEALTH INSURANCE	5,162.16	72,194.54	71,754.00	(440.54)	100.6
10-56-5005 PENSION EXPENSE	1,422.88	12,147.99	10,803.00	(1,344.99)	112.5
10-56-5006 MEDICARE	376.76	3,329.57	3,573.00	243.43	93.2
10-56-5007 STREETS OVERTIME	918.75	9,942.27	30,107.00	20,164.73	33.0
10-56-5008 SEASONAL AND PT WAGES	.00	10,336.00	2,500.00	(7,836.00)	413.4
10-56-6003 OFFICE SUPPLIES	.00	487.77	500.00	12.23	97.6
10-56-6005 INSURANCE	.00	7,010.50	6,953.00	(57.50)	100.8
10-56-6006 REPAIRS&MAINT (NON-EQUIPMENT)	13,083.50	86,297.43	63,000.00	(23,297.43)	137.0
10-56-6008 PROFESSIONAL SERVICES	1,518.00	9,802.55	15,000.00	5,197.45	65.4
10-56-6009 VEHICLE EXPENSE & FUEL	881.14	13,430.73	10,000.00	(3,430.73)	134.3
10-56-6010 EDUCATION/MEMBERSHIP/TRAVEL	.00	681.97	1,500.00	818.03	45.5
10-56-6014 GENERAL OPERATING EXPENSE	957.25	6,914.00	6,500.00	(414.00)	106.4
10-56-6015 TOOLS	67.73	2,074.69	1,500.00	(574.69)	138.3
10-56-6018 STREET MAINTENANCE	6,479.59	24,594.85	22,000.00	(2,594.85)	111.8
10-56-6022 WEED CONTROL	(3.47)	615.57	1,000.00	384.43	61.6
10-56-6024 STREET SIGNS	.00	13,132.98	2,000.00	(11,132.98)	656.7
10-56-7000 UTILITIES	3,145.10	42,359.95	47,885.00	5,525.05	88.5
10-56-7001 TELEPHONE	397.20	2,158.76	588.00	(1,570.76)	367.1
10-56-8000 CAPITAL IMPROVEMENT PROJECTS	56,332.75	326,867.18	283,000.00	(43,867.18)	115.5
10-56-9025 LEASE PAYMENT - SERVICE FUND	2,916.67	35,000.04	35,000.00	(.04)	100.0
TOTAL STREETS DEPT EXPENDITURES	119,906.85	898,713.34	836,455.00	(62,258.34)	107.4

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>PARKS DEPT EXPENDITURES</u>					
10-58-5000 SALARIES & WAGES	9,541.71	76,783.76	46,630.00	(30,153.76)	164.7
10-58-5001 SOCIAL SECURITY	709.25	6,386.91	5,202.00	(1,184.91)	122.8
10-58-5002 UNEMPLOYMENT	19.52	286.75	243.00	(43.75)	118.0
10-58-5003 WORKERS COMPENSATION	237.59	2,288.20	1,392.00	(896.20)	164.4
10-58-5004 HEALTH INSURANCE	3,276.70	21,985.66	18,339.00	(3,646.66)	119.9
10-58-5005 PENSION EXPENSE	599.81	5,265.76	2,949.00	(2,316.76)	178.6
10-58-5006 MEDICARE	165.89	1,493.74	1,216.00	(277.74)	122.8
10-58-5007 PARKS OVERTIME	226.01	4,615.74	7,855.00	3,239.26	58.8
10-58-5008 SEASONAL AND PT WAGES	1,262.86	16,393.29	34,602.00	18,208.71	47.4
10-58-6005 INSURANCE	.00	7,181.17	6,815.00	(366.17)	105.4
10-58-6006 REPAIRS & MAINTENANCE	1,225.57	9,974.41	10,000.00	25.59	99.7
10-58-6008 PROFESSIONAL SERVICES	.00	3,840.84	1,000.00	(2,840.84)	384.1
10-58-6009 VEHICLE EXPENSE	516.03	4,927.35	1,500.00	(3,427.35)	328.5
10-58-6010 EDUCATION/MEMBERSHIP/TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-58-6020 PARKS OPERATING COSTS	368.15	4,520.61	2,500.00	(2,020.61)	180.8
10-58-6023 TREES	.00	5,669.42	5,000.00	(669.42)	113.4
10-58-6500 FIELDS & TURF MAINTENANCE	89.03	9,333.05	19,135.00	9,801.95	48.8
10-58-7000 UTILITIES	2,344.56	35,476.03	30,494.00	(4,982.03)	116.3
10-58-7500 TRAILS	93.88	173.94	1,500.00	1,326.06	11.6
10-58-7800 EQUIPMENT EXPENSE	(10.05)	63.80	500.00	436.20	12.8
10-58-8000 CAPITAL IMPROVEMENT PROJECTS	2,583.48	15,927.86	.00	(15,927.86)	.0
10-58-9025 LEASE PAYMENT - SERVICE FUND	333.33	3,999.96	4,000.00	.04	100.0
TOTAL PARKS DEPT EXPENDITURES	23,583.32	236,588.25	201,872.00	(34,716.25)	117.2
<u>MOSQUITO CONTROL EXPENDITURES</u>					
10-59-5003 WORKERS COMPENSATION	.00	.00	400.00	400.00	.0
10-59-6005 INSURANCE	.00	523.36	675.00	151.64	77.5
10-59-6008 PROFESSIONAL SERVICES	.00	21,480.00	15,000.00	(6,480.00)	143.2
TOTAL MOSQUITO CONTROL EXPENDITURE	.00	22,003.36	16,075.00	(5,928.36)	136.9
<u>TRANSFER EXPENDITURES</u>					
10-70-1000 TRANSFER TO RECREATION FUND	13,460.45	140,108.22	140,000.00	(108.22)	100.1
10-70-2000 TRANSFER TO ECONOMIC DEV. FUND	151,406.81	201,059.68	.00	(201,059.68)	.0
10-70-4000 TRANSFER TO CIP	.00	.00	131,190.00	131,190.00	.0
TOTAL TRANSFER EXPENDITURES	164,867.26	341,167.90	271,190.00	(69,977.90)	125.8
TOTAL FUND EXPENDITURES	494,923.37	3,036,666.23	2,943,354.00	(93,312.23)	103.2
NET REVENUE OVER EXPENDITURES	116,595.00	244,728.02	(240,234.00)	(484,962.02)	101.9
<u>LIABILITIES AND EQUITY</u>					

TOWN OF HAYDEN - DRAFT
BALANCE SHEET
DECEMBER 31, 2021

ECONOMIC DEVELOPMENT FUND

LIABILITIES

11-220100	ACCOUNTS PAYABLE	693.21	
	TOTAL LIABILITIES		693.21

FUND EQUITY

11-280000	FUND BALANCE - UNRESTRICTED	6,665.47	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(7,358.68)	
	BALANCE - CURRENT DATE	(7,358.68)	
	TOTAL FUND EQUITY		(693.21)
	TOTAL LIABILITIES AND EQUITY		.00

TOWN OF HAYDEN - DRAFT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

ECONOMIC DEVELOPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEARNED	PCNT
	<u>ECONOMIC DEV. FUND REVENUE</u>					
11-36-4050	OTHER REVENUE	.00	.00	17,800.00	17,800.00	.0
11-36-4052	ECONOMIC DEV. GRANT REVENUE	.00	51,605.00	40,000.00	(11,605.00)	129.0
11-36-4061	ECONOMIC DEV. DONATIONS	.00	.00	16,000.00	16,000.00	.0
	TOTAL ECONOMIC DEV. FUND REVENUE	.00	51,605.00	73,800.00	22,195.00	69.9
	<u>TRANSFERS</u>					
11-39-6000	TRANSFER FROM GF - ECON DEV	151,406.81	255,384.68	.00	(255,384.68)	.0
	TOTAL TRANSFERS	151,406.81	255,384.68	.00	(255,384.68)	.0
	TOTAL FUND REVENUE	151,406.81	306,989.68	73,800.00	(233,189.68)	416.0

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

ECONOMIC DEVELOPMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>ECON DEVELOPMENT EXPENDITURES</u>					
11-55-5000 SALARIES & WAGES	1,829.00	15,486.57	22,500.00	7,013.43	68.8
11-55-5001 SOCIAL SECURITY	118.70	1,026.98	459.00	(567.98)	223.7
11-55-5002 UNEMPLOYMENT	3.66	46.17	21.00	(25.17)	219.9
11-55-5004 HEALTH INSURANCE	8.74	110.18	.00	(110.18)	.0
11-55-5005 PENSION EXPENSE	125.26	1,083.67	485.00	(598.67)	223.4
11-55-5006 MEDICARE	27.76	240.17	107.00	(133.17)	224.5
11-55-6000 TRAVEL	.00	764.02	850.00	85.98	89.9
11-55-6004 MISCELLANEOUS	.00	105.46	500.00	394.54	21.1
11-55-6008 PROFESSIONAL SERVICES	5,725.00	12,728.99	2,500.00	(10,228.99)	509.2
11-55-6010 EDUCATION/MEMBERSHIP	.00	2,050.00	1,000.00	(1,050.00)	205.0
11-55-6014 GENERAL OPERATING EXPENSE	.00	288.72	1,000.00	711.28	28.9
11-55-6015 MARKETING	1,620.00	32,899.55	2,000.00	(30,899.55)	1645.0
11-55-7000 UTILITIES	67.20	1,246.08	1,191.00	(55.08)	104.6
11-55-7010 REVOLVING LOAN FUND/GRANTS	15,903.55	208,078.80	15,000.00	(193,078.80)	1387.2
11-55-8000 CAPITAL PROJECT	.00	38,193.00	25,000.00	(13,193.00)	152.8
TOTAL ECON DEVELOPMENT EXPENDITUR	25,428.87	314,348.36	72,613.00	(241,735.36)	432.9
TOTAL FUND EXPENDITURES	25,428.87	314,348.36	72,613.00	(241,735.36)	432.9
NET REVENUE OVER EXPENDITURES	125,977.94	(7,358.68)	1,187.00	8,545.68	(619.9)

TOWN OF HAYDEN - DRAFT
BALANCE SHEET
DECEMBER 31, 2021

RECREATION FUND

ASSETS

12-123000	ACCOUNTS RECEIVABLE	(583.20)	
	TOTAL ASSETS		(583.20)

LIABILITIES AND EQUITY

LIABILITIES

12-220100	ACCOUNTS PAYABLE	12,659.94	
12-241000	SCHOLARSHIP - RECREATION & ART	10,000.00	
	TOTAL LIABILITIES		22,659.94

FUND EQUITY

12-280000	FUND BALANCE - UNRESTRICTED	14,387.15	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(37,630.29)	
	BALANCE - CURRENT DATE	(37,630.29)	
	TOTAL FUND EQUITY		(23,243.14)
	TOTAL LIABILITIES AND EQUITY		(583.20)

TOWN OF HAYDEN - DRAFT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

RECREATION FUND

	PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEARNED	PCNT
<u>RECREATION & PARKS REVENUE</u>					
12-36-4002 SALES TAX HAYDEN CENTER	27,444.68	300,285.65	143,000.00	(157,285.65)	210.0
12-36-4044 RECREATION PROGRAMS REVENUE	1,405.00	10,534.50	35,000.00	24,465.50	30.1
12-36-4045 REC EVENTS REVENUE	.00	15,468.21	28,000.00	12,531.79	55.2
12-36-4048 PARK FACILITIES	220.00	4,075.00	4,000.00	(75.00)	101.9
12-36-4053 OTHER REVENUE - RECREATION	.00	.00	4,200.00	4,200.00	.0
TOTAL RECREATION & PARKS REVENUE	29,069.68	330,363.36	214,200.00	(116,163.36)	154.2
<u>HAYDEN CENTER REVENUE</u>					
12-37-4010 RECREATION/FITNESS MEMBERSHIP	3,229.60	49,451.55	47,800.00	(1,651.55)	103.5
12-37-4023 CHILD CARE FEES	45.00	45.00	10,000.00	9,955.00	.5
12-37-4036 GRANTS REVENUE HAYDEN CENTER	.00	57,924.67	90,000.00	32,075.33	64.4
12-37-4044 HAYDEN CENTER PROGRAM REVENUES	.00	5,706.90	10,000.00	4,293.10	57.1
12-37-4045 HAYDEN CENTER EVENT REVENUES	(700.00)	819.00	30,000.00	29,181.00	2.7
12-37-4048 HAYDEN CENTER FACILITY FEES	2,890.50	11,020.15	28,800.00	17,779.85	38.3
12-37-4050 MISCELLANEOUS	.00	.00	2,500.00	2,500.00	.0
TOTAL HAYDEN CENTER REVENUE	5,465.10	124,967.27	219,100.00	94,132.73	57.0
<u>TRANSFERS</u>					
12-39-6002 TRANSFER FROM GF-RECREATION	13,460.45	140,108.22	140,000.00	(108.22)	100.1
TOTAL TRANSFERS	13,460.45	140,108.22	140,000.00	(108.22)	100.1
TOTAL FUND REVENUE	47,995.23	595,438.85	573,300.00	(22,138.85)	103.9

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

RECREATION FUND

	PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>REC & FITNESS PROGRAM EXPENSE</u>					
12-57-5003 WORKERS COMPENSATION	190.07	1,625.06	.00 (1,625.06)	.0
12-57-5004 HEALTH INSURANCE	.00	4,276.74	.00 (4,276.74)	.0
12-57-6005 INSURANCE	.00	1,445.09	1,349.00 (96.09)	107.1
12-57-6006 REPAIRS & MAINTENANCE	.00	475.34	500.00	24.66	95.1
12-57-6008 PROFESSIONAL SERVICES	.00	.00	1,500.00	1,500.00	.0
12-57-6010 EDUCATION/MEMBERSHIP/TRAVEL	.00	682.45	1,000.00	317.55	68.3
12-57-6020 RECREATION OPERATING COSTS	300.44	1,910.09	1,700.00 (210.09)	112.4
12-57-6022 RECREATION PROGRAMS	1,445.02	10,606.54	19,200.00	8,593.46	55.2
12-57-6023 RECREATION EVENTS	872.78	22,931.78	15,000.00 (7,931.78)	152.9
12-57-7000 UTILITIES	39.24	797.14	2,160.00	1,362.86	36.9
12-57-7001 TELEPHONE	49.00	552.27	222.00 (330.27)	248.8
TOTAL REC & FITNESS PROGRAM EXPENSE	2,896.55	45,302.50	42,631.00 (2,671.50)	106.3
<u>HAYDEN CENTER EXPENDITURES</u>					
12-59-5000 SALARIES & WAGES	27,528.51	197,084.28	209,902.00	12,817.72	93.9
12-59-5001 SOCIAL SECURITY	1,981.97	15,560.37	13,014.00 (2,546.37)	119.6
12-59-5002 UNEMPLOYMENT	62.76	693.01	699.00	5.99	99.1
12-59-5003 WORKERS COMPENSATION	403.91	1,882.46	3,000.00	1,117.54	62.8
12-59-5004 HEALTH INSURANCE	10,537.32	83,796.93	55,799.00 (27,997.93)	150.2
12-59-5005 PENSION EXPENSE	1,794.13	13,070.35	16,205.00	3,134.65	80.7
12-59-5006 MEDICARE	463.50	3,638.99	175.00 (3,463.99)	2079.4
12-59-5007 HAYDEN CENTER OVERTIME	245.51	756.87	.00 (756.87)	.0
12-59-5008 SEASONAL EMPLOYEE WAGES	2,964.02	40,544.56	.00 (40,544.56)	.0
12-59-5009 CONTRACT EMPLOYEE WAGES	2,305.00	14,363.00	.00 (14,363.00)	.0
12-59-6002 POSTAGE	.00	108.11	500.00	391.89	21.6
12-59-6003 OFFICE SUPPLIES	5.48	3,667.63	1,500.00 (2,167.63)	244.5
12-59-6004 MISCELLANEOUS	.00	311.87	500.00	188.13	62.4
12-59-6005 INSURANCE	.00	8,827.83	2,600.00 (6,227.83)	339.5
12-59-6006 REPAIRS & MAINTENANCE	2,077.14	22,401.88	10,000.00 (12,401.88)	224.0
12-59-6007 ADVERTISING & PROMOTION	1,014.99	2,363.51	200.00 (2,163.51)	1181.8
12-59-6008 PROFESSIONAL SERVICES	1,585.75	5,893.45	1,500.00 (4,393.45)	392.9
12-59-6010 EDUCATION/MEMBERSHIP/TRAVEL	.00	188.29	500.00	311.71	37.7
12-59-6013 UNIFORMS	.00	.00	300.00	300.00	.0
12-59-6020 HAYDEN CENTER OPERATING COSTS	4,036.61	12,298.33	.00 (12,298.33)	.0
12-59-6022 HAYDEN CENTER PROGRAMS	.00	141.99	.00 (141.99)	.0
12-59-6023 HAYDEN CENTER EVENTS	959.31	1,369.52	20,000.00	18,630.48	6.9
12-59-6024 COMPUTERS & IT	.00	2,294.12	1,500.00 (794.12)	152.9
12-59-6025 CHILD CARE	.00	.00	30,000.00	30,000.00	.0
12-59-7000 UTILITIES	5,847.54	54,757.77	62,000.00	7,242.23	88.3
12-59-7001 TELEPHONE	339.52	1,751.52	500.00 (1,251.52)	350.3
TOTAL HAYDEN CENTER EXPENDITURES	64,152.97	487,766.64	430,394.00 (57,372.64)	113.3
<u>TRANSFER EXPENDITURES</u>					
12-70-5000 TRANSFER TO DEBT SERVICE	.00	100,000.00	100,000.00	.00	100.0
TOTAL TRANSFER EXPENDITURES	.00	100,000.00	100,000.00	.00	100.0

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

RECREATION FUND

	PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	67,049.52	633,069.14	573,025.00	(60,044.14)	110.5
NET REVENUE OVER EXPENDITURES	(19,054.29)	(37,630.29)	275.00	37,905.29	(13683

TOWN OF HAYDEN - DRAFT
BALANCE SHEET
DECEMBER 31, 2021

2018 G.O. BONDS DEBT SERVICE

ASSETS

30-100000	CASH IN COMBINED CASH FUND	216,192.79	
30-124000	PROPERTY TAXES RECEIVABLE	409,101.00	
30-124100	RECEIVABLE FROM CTY TREASURER	1,942.43	
	TOTAL ASSETS		627,236.22

LIABILITIES AND EQUITY

LIABILITIES

30-230510	DEFERRED PROPERTY TAXES	409,101.00	
	TOTAL LIABILITIES		409,101.00

FUND EQUITY

30-280000	FUND BALANCE - RESTRICTED	152,226.99	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	65,908.23	
	BALANCE - CURRENT DATE	65,908.23	
	TOTAL FUND EQUITY		218,135.22
	TOTAL LIABILITIES AND EQUITY		627,236.22

TOWN OF HAYDEN - DRAFT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

2018 G.O. BONDS DEBT SERVICE

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEARNED	PCNT
	<u>PROPERTY TAX REVENUE</u>					
30-31-4000	GENERAL PROPERTY TAX	(655.64)	410,671.29	409,101.00	(1,570.29)	100.4
	TOTAL PROPERTY TAX REVENUE	(655.64)	410,671.29	409,101.00	(1,570.29)	100.4
	<u>SPECIFIC OWNERSHIP TAX REVENUE</u>					
30-33-4010	SPECIFIC OWNERSHIP TAX	4,142.08	29,395.27	21,898.00	(7,497.27)	134.2
	TOTAL SPECIFIC OWNERSHIP TAX REVENUE	4,142.08	29,395.27	21,898.00	(7,497.27)	134.2
	<u>MISCELLANEOUS REVENUES</u>					
30-36-4032	INTEREST INCOME	(60.52)	1,365.15	1,000.00	(365.15)	136.5
	TOTAL MISCELLANEOUS REVENUES	(60.52)	1,365.15	1,000.00	(365.15)	136.5
	<u>TRANSFERS</u>					
30-39-6002	TRANSFER FROM REC FUND	.00	100,000.00	100,000.00	.00	100.0
	TOTAL TRANSFERS	.00	100,000.00	100,000.00	.00	100.0
	TOTAL FUND REVENUE	3,425.92	541,431.71	531,999.00	(9,432.71)	101.8

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

2018 G.O. BONDS DEBT SERVICE

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE EXPENSE</u>					
30-61-6012	TREASURER FEE EXP.	(13.11)	8,254.43	8,182.00	(72.43)	100.9
30-61-8002	PRINCIPAL	.00	215,250.00	215,000.00	(250.00)	100.1
30-61-8003	INTEREST	(70,677.41)	123,571.57	94,249.00	(29,322.57)	131.1
30-61-8004	CERTIFICATES OF PARTICIPATION	.00	57,770.07	50,143.00	(7,627.07)	115.2
30-61-8005	REVENUE PRINCIPLE	70,677.41	70,677.41	49,850.00	(20,827.41)	141.8
	TOTAL DEBT SERVICE EXPENSE	(13.11)	475,523.48	417,424.00	(58,099.48)	113.9
	TOTAL FUND EXPENDITURES	(13.11)	475,523.48	417,424.00	(58,099.48)	113.9
	NET REVENUE OVER EXPENDITURES	3,439.03	65,908.23	114,575.00	48,666.77	57.5

TOWN OF HAYDEN - DRAFT
BALANCE SHEET
DECEMBER 31, 2021

CAPITAL IMPROVEMENT FUND

ASSETS

40-100000	CASH IN COMBINED CASH FUND	596,883.37	
40-124500	DUE FROM OTHER GOVERNMENTS	102,569.39	
	TOTAL ASSETS		699,452.76

LIABILITIES AND EQUITY

LIABILITIES

40-220100	ACCOUNTS PAYABLE	563,362.25	
40-230400	RETAINAGE PAYABLE	81,825.85	
	TOTAL LIABILITIES		645,188.10

FUND EQUITY

40-280000	FUND BALANCE - UNRESTRICTED	96,542.83	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(42,278.17)	
	BALANCE - CURRENT DATE	(42,278.17)	
	TOTAL FUND EQUITY		54,264.66
	TOTAL LIABILITIES AND EQUITY		699,452.76

TOWN OF HAYDEN - DRAFT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEARNED	PCNT
	<u>TRANSFER</u>					
40-37-9000	TRANSFER FROM OTHER FUNDS	.00	.00	131,190.00	131,190.00	.0
	TOTAL TRANSFER	.00	.00	131,190.00	131,190.00	.0
	<u>GRANT & BOND REVENUES</u>					
40-39-4035	GRANT REVENUE	188,425.64	583,419.36	1,802,000.00	1,218,580.64	32.4
40-39-4702	BOND REVENUE	.00	1,777,006.85	1,900,000.00	122,993.15	93.5
	TOTAL GRANT & BOND REVENUES	188,425.64	2,360,426.21	3,702,000.00	1,341,573.79	63.8
	TOTAL FUND REVENUE	188,425.64	2,360,426.21	3,833,190.00	1,472,763.79	61.6

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
	<u>TOWN IMPR CAPITAL PROJECTS</u>					
40-45-8000	CAPITAL OUTLAY	1,188,149.35	2,402,704.38	3,644,193.00	1,241,488.62	65.9
	TOTAL TOWN IMPR CAPITAL PROJECTS	1,188,149.35	2,402,704.38	3,644,193.00	1,241,488.62	65.9
	TOTAL FUND EXPENDITURES	1,188,149.35	2,402,704.38	3,644,193.00	1,241,488.62	65.9
	NET REVENUE OVER EXPENDITURES	(999,723.71)	(42,278.17)	188,997.00	231,275.17	(22.4)

TOWN OF HAYDEN - DRAFT
BALANCE SHEET
DECEMBER 31, 2021

ENTERPRISE FUND

ASSETS

51-100000	CASH IN COMBINED CASH FUND	350,012.59	
51-100001	RESERVE FUND - CONTRA-CASH	29,398.50	
51-110000	CWRPDA CASH RESERVE	(29,398.50)	
51-123000	ACCOUNTS RECEIVABLE	134,118.67	
51-150100	LAND	340,273.40	
51-150200	TREATMENT PLANT	8,822,955.37	
51-150300	LINES	10,587,119.98	
51-150400	MACHINERY	394,497.64	
51-150500	STRUCTURES & IMPROVEMENTS	4,630,567.39	
51-150600	WATER METERS	256,728.35	
51-150700	ACCUMULATED DEPRECIATION	(11,067,753.95)	
51-160800	CONSTRUCTION IN PROGRESS	85,978.00	
	TOTAL ASSETS		14,534,497.44

LIABILITIES AND EQUITY

LIABILITIES

51-220100	ACCOUNTS PAYABLE	48,823.53	
51-222000	WAGES PAYABLE	17,638.49	
51-230000	ACCOUNTS PAYABLE	2,411.74	
51-230100	ACCRUED INTEREST PAYABLE	2,791.39	
51-230200	CUSTOMER DEPOSITS PAYABLE	76,654.96	
51-230400	RETAINAGE PAYABLE	11,040.69	
51-230500	BOND DISCOUNT	300,113.38	
51-230600	CRW&PDA NOTE PAYABLE	.39	
51-230650	CRWPDA 2014 NOTE PAYABLE	537,347.90	
51-230700	STATE OF COLORADO NOTE PAYABLE	.33	
51-240100	ACCRUED VACATION	20,579.00	
	TOTAL LIABILITIES		1,017,401.80

FUND EQUITY

51-280000	FUND BALANCE - UNRESTRICTED	12,873,327.68	
51-284000	FUND BALANCE - RESTRICTED	377,484.00	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	266,283.96	
	BALANCE - CURRENT DATE	266,283.96	
	TOTAL FUND EQUITY		13,517,095.64
	TOTAL LIABILITIES AND EQUITY		14,534,497.44

TOWN OF HAYDEN - DRAFT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

ENTERPRISE FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEARNED	PCNT
	<u>WATER INCOME</u>					
51-37-4100	WATER BASE FEE	48,808.41	606,478.00	621,170.00	14,692.00	97.6
51-37-4101	METERED USER FEE	21,537.89	330,687.67	335,487.00	4,799.33	98.6
51-37-4400	OTHER INCOME	995.57	7,834.17	20,000.00	12,165.83	39.2
51-37-4405	GRANT & LOANS - WATER	119,266.19	146,186.59	1,080,000.00	933,813.41	13.5
51-37-4500	TAP FEES	46.97	63,870.97	73,000.00	9,129.03	87.5
	TOTAL WATER INCOME	190,655.03	1,155,057.40	2,129,657.00	974,599.60	54.2
	<u>SEWER INCOME</u>					
51-38-4032	INTEREST INCOME	.00	.00	1,000.00	1,000.00	.0
51-38-4100	SEWER BASE FEE	21,305.89	254,653.42	257,302.00	2,648.58	99.0
51-38-4101	METERED USER FEE	15,733.52	187,865.40	174,241.00	(13,624.40)	107.8
51-38-4400	OTHER INCOME	.00	412.93	100.00	(312.93)	412.9
51-38-4500	TAP FEES	(46.97)	51,573.03	64,900.00	13,326.97	79.5
	TOTAL SEWER INCOME	36,992.44	494,504.78	497,543.00	3,038.22	99.4
	<u>REFUSE INCOME</u>					
51-39-4000	REFUSE COLLECTION	22,209.44	262,982.88	242,935.00	(20,047.88)	108.3
	TOTAL REFUSE INCOME	22,209.44	262,982.88	242,935.00	(20,047.88)	108.3
	TOTAL FUND REVENUE	249,856.91	1,912,545.06	2,870,135.00	957,589.94	66.6

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

ENTERPRISE FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>WATER OPERATING EXPENSES</u>						
51-67-5000	SALARIES & WAGES	(1,710.59)	124,160.22	126,522.00	2,361.78	98.1
51-67-5001	SOCIAL SECURITY	1,119.28	9,941.00	10,024.00	83.00	99.2
51-67-5002	UNEMPLOYMENT	34.54	451.35	461.00	9.65	97.9
51-67-5003	WORKERS COMPENSATION	190.07	2,299.18	3,075.00	775.82	74.8
51-67-5004	HEALTH INSURANCE	3,007.18	30,937.98	34,141.00	3,203.02	90.6
51-67-5005	PENSION EXPENSE	1,074.32	9,472.53	8,129.00	(1,343.53)	116.5
51-67-5006	MEDICARE	261.78	2,325.01	2,344.00	18.99	99.2
51-67-5007	WATER OVERTIME	616.93	8,308.38	13,513.00	5,204.62	61.5
51-67-6000	TRAVEL	.00	46.48	.00	(46.48)	.0
51-67-6003	OFFICE SUPPLIES	.00	353.88	200.00	(153.88)	176.9
51-67-6005	INSURANCE	.00	13,177.68	13,090.00	(87.68)	100.7
51-67-6006	REPAIRS & MAINTENANCE	1,020.11	1,766.46	1,500.00	(266.46)	117.8
51-67-6008	PROFESSIONAL SERVICES	5.94	7,628.74	1,000.00	(6,628.74)	762.9
51-67-6009	VEHICLE EXPENSE	528.73	2,960.62	1,500.00	(1,460.62)	197.4
51-67-6010	EDUCATION/MEMBERSHIP/TRAVEL	150.00	3,476.43	3,000.00	(476.43)	115.9
51-67-6016	TESTING	136.88	6,409.58	5,729.00	(680.58)	111.9
51-67-6101	BAD DEBTS-WATER	10,807.29	17,013.45	8,500.00	(8,513.45)	200.2
51-67-7001	TELEPHONE	254.58	1,698.25	887.00	(811.25)	191.5
TOTAL WATER OPERATING EXPENSES		17,497.04	242,427.22	233,615.00	(8,812.22)	103.8
<u>WATER TRMT PLANT EXPENSES</u>						
51-68-6006	TREATMENT PLANT REP & MAINT	1,697.32	23,237.99	10,000.00	(13,237.99)	232.4
51-68-6008	PROFESSIONAL SERVICES	1,485.00	28,088.75	5,000.00	(23,088.75)	561.8
51-68-6100	LAB EQUIPMENT	.00	2,020.20	2,500.00	479.80	80.8
51-68-6101	BUILDING MAINTENANCE	60.96	4,710.26	30,000.00	25,289.74	15.7
51-68-6103	CHEMICALS	.00	22,681.45	25,000.00	2,318.55	90.7
51-68-7000	TREATMENT PLANT UTILITIES	2,265.30	31,951.49	33,568.00	1,616.51	95.2
51-68-9000	TREATMENT PLANT EQUIP REPLACE	.00	4,631.86	2,000.00	(2,631.86)	231.6
TOTAL WATER TRMT PLANT EXPENSES		5,508.58	117,322.00	108,068.00	(9,254.00)	108.6
<u>GOLDEN MEADOWS PUMPING STATION</u>						
51-69-6006	GOLDEN REP & MAINT	1,049.00	1,893.49	1,600.00	(293.49)	118.3
51-69-6101	BUILDING MAINTENANCE	.00	.00	500.00	500.00	.0
51-69-7000	GOLDEN MEADOWS UTILITIES	889.15	11,866.73	11,759.00	(107.73)	100.9
TOTAL GOLDEN MEADOWS PUMPING STATION		1,938.15	13,760.22	13,859.00	98.78	99.3
<u>HOSPITAL HILL WATER TANK/PUMP</u>						
51-70-6006	HOSP HILL REPAIRS & MAINT.	1,750.27	3,060.31	1,000.00	(2,060.31)	306.0
51-70-7000	HOSP HILL UTILITIES	914.95	10,425.13	9,550.00	(875.13)	109.2
51-70-8000	CAPITAL IMPROVEMENT PROJECTS	8,715.50	266,806.97	1,025,000.00	758,193.03	26.0
TOTAL HOSPITAL HILL WATER TANK/PUMP		11,380.72	280,292.41	1,035,550.00	755,257.59	27.1

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

ENTERPRISE FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>WATER METERS & KEY PUMP</u>						
51-71-6200	METER REPAIR	2,389.44	4,276.28	2,000.00	(2,276.28)	213.8
51-71-6201	INVENTORY	3,798.69	31,179.27	25,000.00	(6,179.27)	124.7
51-71-6205	BACKFLOW TESTING	.00	144.29	500.00	355.71	28.9
51-71-7000	KEY PUMP UTILITIES	724.15	2,700.46	900.00	(1,800.46)	300.1
51-71-8000	CAPITAL IMPROVEMENT PROJECTS	.00	21,386.51	10,000.00	(11,386.51)	213.9
	TOTAL WATER METERS & KEY PUMP	6,912.28	59,686.81	38,400.00	(21,286.81)	155.4
<u>WATER RIGHTS & DITCH EXPENSES</u>						
51-72-6006	REPAIRS & MAINT.	.00	3,994.86	2,000.00	(1,994.86)	199.7
51-72-6008	PROFESSIONAL SERVICES	126.00	3,534.75	15,000.00	11,465.25	23.6
51-72-9200	WATER STORAGE	.00	33,064.00	34,493.00	1,429.00	95.9
	TOTAL WATER RIGHTS & DITCH EXPENSES	126.00	40,593.61	51,493.00	10,899.39	78.8
<u>WATER DISTRIBUTION EXPENSES</u>						
51-73-6300	DISTRIBUTION REPAIR	11,700.55	42,227.92	20,000.00	(22,227.92)	211.1
51-73-6301	SAND & GRAVEL	.00	5,860.44	5,000.00	(860.44)	117.2
	TOTAL WATER DISTRIBUTION EXPENSES	11,700.55	48,088.36	25,000.00	(23,088.36)	192.4
<u>WATER DEBT SERVICE EXPENSES</u>						
51-74-8000	PRINCIPAL & INTEREST	.00	42,875.06	42,875.00	(.06)	100.0
	TOTAL WATER DEBT SERVICE EXPENSES	.00	42,875.06	42,875.00	(.06)	100.0
<u>WATER ADMINISTRATION EXPENSES</u>						
51-75-5000	SALARIES & WAGES	(154.66)	64,333.31	50,655.00	(13,678.31)	127.0
51-75-5001	SOCIAL SECURITY	628.21	5,028.30	4,660.00	(368.30)	107.9
51-75-5002	UNEMPLOYMENT	19.29	224.26	211.00	(13.26)	106.3
51-75-5003	WORKERS COMPENSATION	23.76	287.40	384.00	96.60	74.8
51-75-5004	HEALTH INSURANCE	2,124.15	25,518.87	24,571.00	(947.87)	103.9
51-75-5005	PENSION EXPENSE	636.53	5,107.97	4,920.00	(187.97)	103.8
51-75-5006	MEDICARE	146.92	1,175.97	1,090.00	(85.97)	107.9
51-75-5008	PART-TIME WAGES	.00	1,851.70	15,000.00	13,148.30	12.3
51-75-6003	OFFICE SUPPLIES	.00	241.82	600.00	358.18	40.3
51-75-6008	PROFESSIONAL SERVICES	701.62	9,815.19	10,000.00	184.81	98.2
	TOTAL WATER ADMINISTRATION EXPENSES	4,125.82	113,584.79	112,091.00	(1,493.79)	101.3
<u>SENECA HILL EXPENSES</u>						
51-76-6006	SENECA HILL REPAIR & MAINT.	5,594.00	9,207.60	1,000.00	(8,207.60)	920.8
51-76-7000	SENECA HILL UTILITIES	220.72	2,736.31	521.00	(2,215.31)	525.2
	TOTAL SENECA HILL EXPENSES	5,814.72	11,943.91	1,521.00	(10,422.91)	785.3

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

ENTERPRISE FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>SEWER OPERATING EXPENSES</u>						
51-77-5000	SALARIES & WAGES	(1,919.30)	84,101.22	92,666.00	8,564.78	90.8
51-77-5001	SOCIAL SECURITY	1,055.53	7,086.04	7,368.00	281.96	96.2
51-77-5002	UNEMPLOYMENT	32.62	317.63	338.00	20.37	94.0
51-77-5003	WORKERS COMPENSATION	118.80	1,437.02	1,922.00	484.98	74.8
51-77-5004	HEALTH INSURANCE	2,034.97	22,347.07	23,165.00	817.93	96.5
51-77-5005	PENSION EXPENSE	1,007.01	6,820.17	6,203.00	(617.17)	110.0
51-77-5006	MEDICARE	246.80	1,657.28	1,723.00	65.72	96.2
51-77-5007	SEWER OVERTIME	616.92	5,821.78	10,064.00	4,242.22	57.9
51-77-6003	OFFICE SUPPLIES	.00	.00	500.00	500.00	.0
51-77-6005	INSURANCE	.00	4,059.90	3,509.00	(550.90)	115.7
51-77-6006	REPAIRS & MAINTENANCE	705.52	3,176.02	3,500.00	323.98	90.7
51-77-6008	PROFESSIONAL SERVICES	5.94	6,052.30	5,000.00	(1,052.30)	121.1
51-77-6009	VEHICLE EXPENSE	292.13	2,433.69	1,000.00	(1,433.69)	243.4
51-77-6010	EDUCATION/MEMBERSHIP/TRAVEL	.00	1,566.48	1,000.00	(566.48)	156.7
51-77-6016	TESTING	.00	1,444.15	1,300.00	(144.15)	111.1
51-77-7001	TELEPHONE	246.60	1,659.30	901.00	(758.30)	184.2
51-77-9000	EQUIPMENT REPLACEMENT	.00	240.50	.00	(240.50)	.0
TOTAL SEWER OPERATING EXPENSES		4,443.54	150,220.55	160,159.00	9,938.45	93.8
<u>WASTEWATER TRMT PLANT EXPENSES</u>						
51-78-6006	TREATMENT PLANT REP & MAIN	1,485.49	4,116.74	1,500.00	(2,616.74)	274.5
51-78-6100	LAB EQUIPMENT	.00	2,036.17	4,500.00	2,463.83	45.3
51-78-6101	BUILDING MAINTENANCE	22.98	873.55	1,500.00	626.45	58.2
51-78-6103	CHEMICALS	137.67	5,721.07	8,425.00	2,703.93	67.9
51-78-6104	SEWER DISCHARGE PERMIT	.00	92.00	.00	(92.00)	.0
51-78-7000	TREATMENT PLANT UTILITIES	4,449.49	61,405.89	60,293.00	(1,112.89)	101.9
51-78-9000	TREATMENT PLANT EQUIP REPLACE	.00	3,432.08	5,000.00	1,567.92	68.6
TOTAL WASTEWATER TRMT PLANT EXPENS		6,095.63	77,677.50	81,218.00	3,540.50	95.6
<u>WASHINGTON STREET LIFT STATION</u>						
51-79-6006	WASH ST REPAIR & MAINT	.00	898.89	500.00	(398.89)	179.8
51-79-6103	WASH ST CHEMICALS	.00	.00	350.00	350.00	.0
51-79-7000	WASHINGTON STREET UTILITIES	134.46	1,856.95	1,370.00	(486.95)	135.5
TOTAL WASHINGTON STREET LIFT STATION		134.46	2,755.84	2,220.00	(535.84)	124.1
<u>SEWER COLLECTION SYST EXPENSES</u>						
51-80-6300	COLLECTION REPAIR	1,994.00	8,438.87	5,000.00	(3,438.87)	168.8
51-80-6301	SAND & GRAVEL	.00	2,561.55	650.00	(1,911.55)	394.1
TOTAL SEWER COLLECTION SYST EXPENS		1,994.00	11,000.42	5,650.00	(5,350.42)	194.7

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

ENTERPRISE FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
	<u>AIRPORT LIFT STATION</u>					
51-81-6006	REPAIRS & MAINTENANCE	913.57	1,702.11	500.00	(1,202.11)	340.4
51-81-6103	CHEMICALS	.00	.00	350.00	350.00	.0
51-81-7000	UTILITIES	426.26	4,643.84	4,341.00	(302.84)	107.0
	TOTAL AIRPORT LIFT STATION	1,339.83	6,345.95	5,191.00	(1,154.95)	122.3
	<u>DRY CREEK LIFT STATION</u>					
51-82-6006	REPAIRS AND MAINTENANCE	894.00	1,589.57	1,000.00	(589.57)	159.0
51-82-6103	CHEMICALS	.00	.00	350.00	350.00	.0
51-82-7000	UTILITIES	290.26	3,095.06	2,879.00	(216.06)	107.5
	TOTAL DRY CREEK LIFT STATION	1,184.26	4,684.63	4,229.00	(455.63)	110.8
	<u>WESTEND/PRECISION LIFT STATION</u>					
51-83-6006	REPAIRS & MAINTENANCE	.00	.00	450.00	450.00	.0
51-83-6103	CHEMICALS	.00	.00	350.00	350.00	.0
51-83-7000	WEST END - UTILITIES	203.45	2,339.14	2,712.00	372.86	86.3
	TOTAL WESTEND/PRECISION LIFT STATION	203.45	2,339.14	3,512.00	1,172.86	66.6
	<u>SEWER DEBT SERVICE EXPENSES</u>					
51-84-8000	PRINCIPAL & INTEREST	.00	26,331.26	26,331.00	(.26)	100.0
	TOTAL SEWER DEBT SERVICE EXPENSES	.00	26,331.26	26,331.00	(.26)	100.0
	<u>SEWER ADMINISTRATION EXPENSES</u>					
51-85-5000	ADMINISTRATION SALARY	619.44	65,107.41	50,655.00	(14,452.41)	128.5
51-85-5001	SOCIAL SECURITY	628.18	5,028.39	4,624.00	(404.39)	108.8
51-85-5002	UNEMPLOYMENT	19.26	224.01	209.00	(15.01)	107.2
51-85-5003	WORKERS COMPENSATION	23.76	287.41	384.00	96.59	74.9
51-85-5004	HEALTH INSURANCE	2,086.47	22,554.09	24,571.00	2,016.91	91.8
51-85-5005	PENSION EXPENSE	636.55	5,107.60	4,878.00	(229.60)	104.7
51-85-5006	MEDICARE	146.93	1,176.13	1,081.00	(95.13)	108.8
51-85-5008	PART-TIME WAGES	.00	1,851.70	19,000.00	17,148.30	9.8
51-85-6003	OFFICE SUPPLIES	.00	680.96	500.00	(180.96)	136.2
51-85-6008	PROFESSIONAL SERVICES	689.73	8,962.28	10,000.00	1,037.72	89.6
	TOTAL SEWER ADMINISTRATION EXPENSE	4,850.32	110,979.98	115,902.00	4,922.02	95.8
	<u>CONTINGENCY TRANSFERS RESERVES</u>					
51-86-9000	CONTINGENCY	.00	.00	5,000.00	5,000.00	.0
	TOTAL CONTINGENCY TRANSFERS RESER	.00	.00	5,000.00	5,000.00	.0

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

ENTERPRISE FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
	<u>REFUSE EXPENSE</u>					
51-87-6008	CONTRACT PAYMENT	44,388.59	283,351.44	221,814.00	(61,537.44)	127.7
	TOTAL REFUSE EXPENSE	44,388.59	283,351.44	221,814.00	(61,537.44)	127.7
	TOTAL FUND EXPENDITURES	129,637.94	1,646,261.10	2,293,698.00	647,436.90	71.8
	NET REVENUE OVER EXPENDITURES	120,218.97	266,283.96	576,437.00	310,153.04	46.2

TOWN OF HAYDEN - DRAFT
BALANCE SHEET
DECEMBER 31, 2021

INTERGOVERNMENTAL SERVICE FUND

ASSETS

52-100000	CASH IN COMBINED CASH FUND	170,444.77	
	TOTAL ASSETS		170,444.77

LIABILITIES AND EQUITY

FUND EQUITY

52-280000	FUND BALANCE - UNRESTRICTED	152,389.27	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	18,055.50	
	BALANCE - CURRENT DATE	18,055.50	
	TOTAL FUND EQUITY		170,444.77
	TOTAL LIABILITIES AND EQUITY		170,444.77

TOWN OF HAYDEN - DRAFT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

INTERGOVERNMENTAL SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEARNED	PCNT
	<u>INTERGOVERNMENTAL REVENUES</u>					
52-30-4036	GRANT REVENUE	.00	.00	75,000.00	75,000.00	.0
52-30-4402	EQUIPMENT LEASE	5,333.33	63,999.96	64,000.00	.04	100.0
52-30-4500	SALE OF EQUIPMENT	.00	.00	14,000.00	14,000.00	.0
	TOTAL INTERGOVERNMENTAL REVENUES	5,333.33	63,999.96	153,000.00	89,000.04	41.8
	TOTAL FUND REVENUE	5,333.33	63,999.96	153,000.00	89,000.04	41.8

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

INTERGOVERNMENTAL SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>INTERGOVERNMENTAL EXPENDITURES</u>					
52-40-6006 REPAIRS AND MAINTENANCE	.00	.00	12,000.00	12,000.00	.0
52-40-9000 EQUIPMENT REPLACEMENT	.00	45,944.46	95,000.00	49,055.54	48.4
52-40-9025 LEASE-PURCHASE	.00	.00	50,000.00	50,000.00	.0
TOTAL INTERGOVERNMENTAL EXPENDITUR	.00	45,944.46	157,000.00	111,055.54	29.3
TOTAL FUND EXPENDITURES	.00	45,944.46	157,000.00	111,055.54	29.3
NET REVENUE OVER EXPENDITURES	5,333.33	18,055.50	(4,000.00)	(22,055.50)	451.4

TOWN OF HAYDEN - DRAFT
BALANCE SHEET
DECEMBER 31, 2021

CONSERVATION TRUST FUND

ASSETS

64-100000	CASH IN COMBINED CASH FUND	37,171.58	
	TOTAL ASSETS		37,171.58

LIABILITIES AND EQUITY

FUND EQUITY

64-280000	FUND BALANCE - UNRESTRICTED	20,272.14	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	16,899.44	
	BALANCE - CURRENT DATE	16,899.44	
	TOTAL FUND EQUITY		37,171.58
	TOTAL LIABILITIES AND EQUITY		37,171.58

TOWN OF HAYDEN - DRAFT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEARNED	PCNT
	<u>MISCELLANEOUS REVENUES</u>					
64-36-4032	INTEREST INCOME	.00	.00	250.00	250.00	.0
	TOTAL MISCELLANEOUS REVENUES	.00	.00	250.00	250.00	.0
	<u>LOTTERY REVENUES</u>					
64-37-4000	LOTTERY PROCEEDS	6,007.26	23,829.44	19,700.00	(4,129.44)	121.0
64-37-4500	GRANTS & LOAN PROCEED	.00	.00	70,000.00	70,000.00	.0
	TOTAL LOTTERY REVENUES	6,007.26	23,829.44	89,700.00	65,870.56	26.6
	TOTAL FUND REVENUE	6,007.26	23,829.44	89,950.00	66,120.56	26.5

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

CONSERVATION TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
<u>CONSERV. TRUST FUND EXPENSES</u>					
64-46-8000 CAPITAL IMPROVEMENT PROJECT	.00	6,930.00	80,000.00	73,070.00	8.7
TOTAL CONSERV. TRUST FUND EXPENSES	.00	6,930.00	80,000.00	73,070.00	8.7
TOTAL FUND EXPENDITURES	.00	6,930.00	80,000.00	73,070.00	8.7
NET REVENUE OVER EXPENDITURES	6,007.26	16,899.44	9,950.00	(6,949.44)	169.8

TOWN OF HAYDEN - DRAFT
BALANCE SHEET
DECEMBER 31, 2021

HERITAGE CENTER FUND

ASSETS

66-100000	CASH IN COMBINED CASH FUND	(3,570.45)
			(3,570.45)
	TOTAL ASSETS		(3,570.45)

LIABILITIES AND EQUITY

LIABILITIES

66-222000	WAGES PAYABLE	1,440.98	
		1,440.98	
	TOTAL LIABILITIES		1,440.98

FUND EQUITY

66-280000	FUND BALANCE - UNRESTRICTED	(4,484.69)
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(526.74)
			(526.74)
	BALANCE - CURRENT DATE		
	TOTAL FUND EQUITY		(5,011.43)
	TOTAL LIABILITIES AND EQUITY		(3,570.45)

TOWN OF HAYDEN - DRAFT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

HERITAGE CENTER FUND

		PERIOD ACTUAL	YTD ACTUAL	ANN. BUDGET	UNEXPENDED	PCNT
	<u>MUSEUM EXPENSES</u>					
66-40-5000	SALARIES & WAGES	(884.51)	368.37	.00	(368.37)	.0
66-40-5001	FICA - MUSEUM SHARE	(54.82)	209.89	.00	(209.89)	.0
66-40-5002	UNEMPLOYMENT	(6.68)	9.57	.00	(9.57)	.0
66-40-5003	WORKERS COMPENSATION	(19.67)	(110.16)	.00	110.16	.0
66-40-5006	MEDICARE/FICA	(12.83)	49.07	.00	(49.07)	.0
	TOTAL MUSEUM EXPENSES	(978.51)	526.74	.00	(526.74)	.0
	TOTAL FUND EXPENDITURES	(978.51)	526.74	.00	(526.74)	.0
	NET REVENUE OVER EXPENDITURES	978.51	(526.74)	.00	526.74	.0
	<u>LIABILITIES AND EQUITY</u>					
	<u>FUND EQUITY</u>					
77-280000	FUND BALANCE - UNRESTRICTED		(303,092.52)			
77-285000	RETAINED POLICE CONTRIBUTION		303,092.52			
	TOTAL FUND EQUITY				.00	
	TOTAL LIABILITIES AND EQUITY				.00	