



AMENDED AGENDA
HAYDEN TOWN COUNCIL MEETING
HAYDEN TOWN HALL – 178 WEST JEFFERSON AVENUE
THURSDAY, APRIL 21, 2022
7:30 P.M.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84598597603?pwd=RVk4Q3dHSERQWitwUlhuNENsOWw4UT09>

Meeting ID: 845 9859 7603

One tap mobile

+16699009128,,84598597603#,,,,*964476# US (San Jose)

+12532158782,,84598597603#,,,,*964476# 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 April 7, 2022

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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. Review Town of Hayden Employee Handbook and Policies

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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.

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.

- | | |
|---|---------|
| A. Consideration to ratify payment bill vouchers dated April 5, 2022 in the amount of \$46,385.98 | Page 69 |
| B. Consideration to approve payment bill vouchers dated April 10,2022 in the amount of \$511,658.13 | Page 70 |

6. OLD BUSINESS

7. NEW BUSINESS

- | | |
|---|---------|
| A. Review and Consider for Acceptance of December 31, 2021 Financial Statements | Page 79 |
|---|---------|

8. PULLED CONSENT ITEMS

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

10. EXECUTIVE SESSION (IF NECESSARY)

11. ADJOURNMENT

Work SessionStaff & Councilmember ReportsHAYDEN CENTER

Josh Jones, Director Parks and Recreation: Not Present

Rachel Wattles, Director Arts and Events: Philanthropy days will be held this summer at Hayden Center.

POLICE

Chief of Police Tuliszewski: Airport ski season ended on Monday. Season went well. Increase in disturbance calls with unruly visitors. Record year for passengers, our officers did a nice job with the staffing. Officer Marchbanks has completed field training program and is patrolling solo.

PUBLIC WORKS

Bryan Richards, Public Works Director: Hiring in Public Works. Continuing street sweeping and sidewalk cleaning. Pavement deterioration at Industrial Park. Starting GIS mapping of town for water/sewer lines and curb stops. The full process could take approximately 5-7 years. Hospital Hill water line break due to a boring service. The line was not a line that on record. Scott, Skyler, and Tyler are doing an excellent job of clarifying the water. The river is dirty with the runoff. Mayor Wuestewald inquired about contractors cleaning the streets while they are homes under construction. It is the responsibility of the developer to clean the street daily.

PLANNING

Mary Alice Page-Allen, Planning, Zoning and Development Director: Developers are interested in Hayden. Potential of a lot of big development in the next few years.

ADMINISTRATION

Mathew Mendisco, Town Manager: Mary Alice is now part time. Sidewalk project may not be completed this year as anticipated. Discussion of annexation with airport property. Submitted for second phase of business park. Hayden Center summer project is moving along; mid to late summer second phase. Supply chain for items has caused delays. Summer programs as well as open gym recreation are doing well. Totally kids summer programs are full.

Sharon Johnson, Town Clerk: Not present

Andrea Salazar, Finance Manager: Cirsa audit went well. Financial audit beginning.

COUNCILMEMBERS

Councilmember : None

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. Mayor Pro Tem Reese present. Councilmembers Banks, Corriveau, Gann, and Hollifield present. Also present were Town Manager, Mathew Mendisco, Police Chief, Greg Tuliszewski, Public Works Director, Bryan Richards, Planning, Zoning and Development Director, Mary Alice Page-Allen, Finance Manager, Andrea Salazar, Allesha Beaulieu, Fellow and Arts and Events Director, Rachel Wattles.

OPENING PRAYER

Mayor Wuestewald offered the opening prayer.

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

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PLEDGE OF ALLEGIANCE	Mayor Wuestewald led the Pledge of Allegiance.
MINUTES – March 17, 2022	Councilmember Banks moved to approve the minutes of the Regular Town Council Meeting held on March 17, 2022. Councilmember Corriveau seconded. Roll call vote. Councilmember Banks – aye. Councilmember Gann – aye. Councilmember Hollifield – aye. Councilmember Corriveau – aye. Mayor Pro Tem Reese – abstain/absent from the meeting. Mayor Wuestewald – aye. Motion carried.
PUBLIC COMMENTS	None.
PROCLAMATIONS/ PRESENTATIONS	Camilla Haight, Routt County Department of Human Services and Mark Fitzgerald, Executive Director of Better Tomorrow work towards greater child advocacy. The Child Advocacy Center is a safe hub for children while DA, DHA, mental health, victim advocates and law enforcement work together.
Proclamation Recognizing April 2022 as Child Abuse Prevention Month in Hayden, CO	Angela Pleshe, First Impressions of Routt County provided details on how First Impressions serves as a hub for early childhood care and education options for children in Routt County.
Proclamation Recognizing April 2022 as The Month of the Young Child in Hayden, CO	Mark Fitzgerald, Better Tomorrow, advocates have served victims of domestic violence and sexual assault for over 40 years.
Proclamation Recognizing April 2022 as Sexual Assault Awareness Month in Hayden, CO	Mayor Wuestewald proclaimed April 2022 as Child Abuse Prevention Month in Hayden, CO Mayor Wuestewald proclaimed April 2022 as The Month of the Young Child in Hayden, CO Mayor Wuestewald proclaimed April 2022 as Sexual Assault Awareness Month in Hayden, CO
Arbor Day Proclamation	Mayor Wuestewald proclaimed Friday, April 29, 2022 shall be set aside for the observance of Arbor Day
Review Town of Hayden Employee Handbook and Policies	Review of Town of Hayden Employee Handbook and Policies was tabled to the next Town Council Meeting
CONSENT ITEMS	Councilmember Gann moved to approve the consent items. Councilmember Hollifield seconded. Roll call vote. Councilmember Corriveau – aye. Councilmember Hollifield – aye. Councilmember Bowman – aye. Councilmember Gann – aye. Councilmember Banks – aye. Mayor Pro Tem Reese – aye. Mayor Wuestewald – aye. Motion carried.
Consideration to ratify bill payment voucher – March 24, 2022 in the amount of \$236,822.41	
Consideration to approve bill payment voucher – March 30, 2022 in the amount of \$208,757.31	
Ratification of	

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

Amend Agenda

Councilmembers unanimously approved to move Item A. 135 S Walnut Street – Development Plans (Delayed from February 10, 2020) to Item D. and move Items B, C, and D sequentially.

OLD BUSINESS

200 WALNUT GRANARY - PUBLIC WATER LINE EASEMENT VACATION

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, Providing an
Effective Date

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, Providing an
Effective Date, and Setting
a date of April 7, 2022 for
a Public Hearing

Public Hearing opened at 7:52 p.m.
No public comments
Public Hearing closed at 7:53 p.m.

Councilmember Banks moved 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, Providing an Effective Date immediately after publication. Councilmember Corriveau seconded. Roll call vote. Councilmember Bowman – aye. Councilmember Hollifield – aye. Councilmember Banks – aye. Councilmember Gann – aye. Councilmember Corriveau – aye. Mayor Pro Tem Reese – aye. Mayor Wuestewald – aye. Motion carried.

ORDINANCE NO. 713 – SHORT-TERM RENTAL STANDARDS – HAYDEN DEVELOPMENT CODE

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

Public Hearing opened at 7:56 p.m.
No public comments
Public Hearing closed at 7:56 p.m.

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

Councilmember Corriveau moved to approve 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 immediately. Councilmember Gann seconded. Roll call vote. Councilmember Gann – aye. Councilmember Bowman – aye. Councilmember Banks – aye. Councilmember Corriveau – aye. Councilmember Hollifield – aye. Mayor Pro Tem Reese – aye. Mayor Wuestewald – aye. Motion carried.

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

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 and Recorder, Providing an

Public Hearing opened at 7:59 p.m.
No public comments
Public Hearing closed at 7:59 p.m.

Effective Date

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 and Recorder, Providing an Effective Date

Councilmember Hollifield moved 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 and Recorder, Providing an Effective Date immediately upon publication. Councilmember Corriveau seconded. Roll call vote. Councilmember Bowman – aye. Councilmember Banks – aye. Councilmember Hollifield – aye. Councilmember Gann - aye. Councilmember Corriveau – aye. Mayor Pro Tem Reese – aye. Mayor Wuestewald – aye. Motion carried.

135 S WALNUT STREET –
DEVELOPMENT PLANS
(DELAYED FROM
FEBRUARY 10, 2022)

Presentation and discussion regarding development plans for Town of Hayden property located at 135 S Walnut Street

Mathew Mendisco, Town Manager, presented development plans for the Town of Hayden property located at 135 S Walnut Street.

Mayor Pro Tem asked if the money can be used for restoration or construction. Money can be used for either project. Concerns about foundation. Two corners need replacing and two others are ok. How will the building be restored without tearing the building down? Mendisco advised that the front street frontage of the building does not have concrete foundation. It is rubble. Carpenter building is on dirt only. Mikes response is that the existing rubble foundation has held the building up for years. You are able to come in one side at a time of existing foundation and insert a rim joist. Process would be to remove the back and brace the front of the building. Bracing South and East walls, place the joints underneath and set the building back down. The process would be the same to repair the other side leaving the building level. The roof and the walls would not need to be removed. The object is to repair the structure for preservation. The existing foundation would need to remain in place via stabilization. It cannot be replaced. Remove 2' sections remove soft surface and replace with rock rete? Mayor Pro Tem asked about the 25%.

Hollifield questioned how/who determines what materials are usable. HSA makes the determination of what materials can be used. Ratings are assigned to items for viability. Second question is with current recommendation we must use DOLA money for a business incubator. There are restrictions that we must have a business incubator.

Bob Reese asked if the building was demolished and the vacant lot was sold what the amount could be. Unsure of what the value may be.

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

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Council member Corriveau questions time frame of demo/rebuild. Patrick Delaney replied that the time frame for rehabilitation would be a similar time frame or sooner. The town currently does not have the fund for rehabilitation in the current year. Corriveau also asked how rehabilitation drainage issues will be addressed. Mikes response that each of the parties would need to be responsible for their own drainage.

Bowman asked Bill how confident that the project will come in or at budget. With knowledge of building a home he feels confident that the numbers are accurate 330-345/sqft. Projects that they have been involved with have been in budget or with budget.

Hollifield how much a recovered building could still remain an authentic building. Structural steel could be reused. Framing timber from roof and walls could be reused.

Front of the building the historical part could be saved. 75-80% of frontage would be saved.

Mayor Wuestewald asked how long the repairs last. Bills response was look beyond the obvious failure. The entire foundation would be reviewed. The entire foundation is in the plans with a beam. Belief there is no reason that a new building or repair would fail. Longevity of restored building could be longer than new build.

Banks would like to know how to we ensure that all usable material will be used.

Banks is concerned that we do not have guaranteed funds for either option.

Hollifield is concerned that the Town of losing authenticity and culture. We have citizens willing to take care of the building. Should we maintain the spirit of this town. Banks disagrees, we are not losing our spirit.

Public Comments (two-minute limit)

Patrick Delaney, 198 E. Lincoln Ave, Hayden, CO, business owner.

Arignthi Stettin, 1367 Anglers, Steamboat Springs, CO

Bill Latoza, 2170 Valdsere Circle, Steamboat Springs, CO

Essam Welch, 265 W Washington Ave, Hayden, CO

Michael Schott, 258 Harvest Drive, Hayden, CO

Tim Redmond, 355 W Lincoln Ave, Hayden, CO

**Review and Consider
Approval of 135 S Walnut
Street Future Plans**

Mayor Pro Tem Reese moved to historically revocation of the building. Councilmember Hollifield seconded. Roll call vote. Councilmember Corriveau – nay. Councilmember Gann – nay. Councilmember Banks – nay. Councilmember Bowman – nay. Councilmember Hollifield – aye. Mayor Pro Tem Reese – aye. Mayor Wuestewald – nay. Motion failed.

Councilmember Banks moved to redo the building with council recommendations and repurpose whatever boards are salvageable. Councilmember Corriveau seconded. Roll call vote. Councilmember Banks – aye. Councilmember Gann – aye. Councilmember Bowman – aye. Councilmember Hollifield – nay. Councilmember

Corriveau – aye. Mayor Pro Tem Reese – nay. Mayor Wuestewald – aye. Motion carried.

Review and Consider
Acceptance of December
31, 2021 Financial
Statement

Councilmembers unanimously tabled item to next meeting.

NEW BUSINESS

PULLED CONSENT ITEMS None.

STAFF AND
COUNCILMEMBER
REPORTS CONTINUED

EXECUTIVE SESSION None.

ADJOURNMENT Mayor adjourned the meeting at 10:15 p.m.

Recorded by:

Andrea Salazar, Deputy Town Clerk

APPROVED THIS 21st DAY OF April 2022.

Zachary Wuestewald, Mayor



Town of Hayden

Town Council Agenda Item

MEETING DATE: April 21, 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.

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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 possessions 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

Town of Hayden Code of Conduct for Elected Officials

Adopted December 16, 2021

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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
-----------------	--

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

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
1650	CEBT	INV 0047464	Sewer Benefits	02/28/2022	1,927.37		
1650	CEBT	INV 0047464	Streets Benefits	02/28/2022	5,062.79		
1650	CEBT	INV 0047464	Water Benefits	02/28/2022	2,924.46		
1650	CEBT	INV 0047464	Parks Benefits	02/28/2022	3,240.38		
1650	CEBT	INV 0047464	Rec Benefits	02/28/2022	10,402.67		
1650	CEBT	INV 0047464	Sewer Admin Benefits	02/28/2022	2,090.51		
1650	CEBT	INV 0047464	Water Admin Benefit	02/28/2022	2,090.51		
1650	CEBT	INV 0047464	Admin Benefits	02/28/2022	5,137.33		
1650	CEBT	INV 0047464	Planning Benefits	02/28/2022	144.50		
1650	CEBT	INV 0047464	PD Benefits	02/28/2022	13,364.98		
Total 1650:					46,385.50		
10590	CIRSA	220706	Adm Insurance	04/01/2022	2,903.21		
10590	CIRSA	220706	Bldg Insurance	04/01/2022	2,488.46		
10590	CIRSA	220706	PD Insurance	04/01/2022	5,184.30		
10590	CIRSA	220706	Streets Insurance	04/01/2022	2,073.72		
10590	CIRSA	220706	Rec Insurance	04/01/2022	829.49		
10590	CIRSA	220706	Parks Insurance	04/01/2022	2,073.72		
10590	CIRSA	220706	Mosquito Insurance	04/01/2022	.00		
10590	CIRSA	220706	Water Insurance	04/01/2022	3,317.95		
10590	CIRSA	220706	Sewer Insurance	04/01/2022	1,036.86		
10590	CIRSA	220706	HC Insurance	04/01/2022	829.48		
Total 10590:					20,737.19		
12828	Luminate Fiber LLC	1201APR2022	3001061201 HPD Broadband	04/01/2022	138.90		
12828	Luminate Fiber LLC	4701APR2022	Loadout Utilities 3001154701	04/01/2022	73.85		
12828	Luminate Fiber LLC	6301APR2022	3001106301 Hayden Center Broa	04/01/2022	258.90		
Total 12828:					471.65		
4245	Zirkel Wireless, LLC	181413	Acct 4377 internet	04/01/2022	79.00		
4245	Zirkel Wireless, LLC	181414	Acct 4378 internet	04/01/2022	99.00		
Total 4245:					178.00		
Grand Totals:					67,772.34		

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
13070	2H Mechanical LLC	B7F2-SER-001	HC - Repair Gym Unit Buzzing	04/05/2022	960.00		
Total 13070:					960.00		
12253	Airgas USA, LLC	9987541506	Co2 Bottle Rental	03/31/2022	45.28		
Total 12253:					45.28		
4560	Alpine Bank	05102022	Lease Payment - HPD	04/13/2022	52,930.00		
Total 4560:					52,930.00		
1100	American Water Works Assoc	7002004567	Membership Dues	02/27/2022	355.00		
Total 1100:					355.00		
12859	AP Mountain States, LLC	PAY APP #8	HC Construction Pay App 8	03/31/2022	303,024.00		
12859	AP Mountain States, LLC	PAY APP #8	Retainage -HC Construction Pay	03/31/2022	15,151.20-		
Total 12859:					287,872.80		
12696	AT&T Mobility	287293429932	Sewer - Cell Phone	03/20/2022	103.46		
12696	AT&T Mobility	287293429932	Streets - Cell Phone	03/20/2022	198.28		
12696	AT&T Mobility	287293429932	Water - Cell Phone	03/20/2022	108.35		
12696	AT&T Mobility	287293429932	Admin - Cell Phone	03/20/2022	185.61		
12696	AT&T Mobility	287293429932	HC Cell Phones	03/20/2022	73.38		
12696	AT&T Mobility	287293429932	Rec - Cell Phone	03/20/2022	24.47		
12696	AT&T Mobility	287293441320	PD - Cell Phone	03/20/2022	312.26		
Total 12696:					1,005.81		
12834	Baseline Engineering Corporation	24116	US 40 Sidewalks	04/06/2022	6,218.10		
Total 12834:					6,218.10		
1200	Bear River Valley Co-Op	03252022	Admin Fuel	03/25/2022	285.96		
1200	Bear River Valley Co-Op	03252022	Streets Vehicle Expense	03/25/2022	702.90		
1200	Bear River Valley Co-Op	03252022	Streets Maintenance	03/25/2022	598.37		
1200	Bear River Valley Co-Op	03252022	Parks - Vehicle Exp - Fuel	03/25/2022	389.04		
1200	Bear River Valley Co-Op	03252022	Parks - Field & Turf - Fuel	03/25/2022	102.15		
1200	Bear River Valley Co-Op	03252022	Water vehicle exp - fuel	03/25/2022	198.58		
1200	Bear River Valley Co-Op	03252022	Sewer Vehicle Expense	03/25/2022	64.91		
1200	Bear River Valley Co-Op	03252022	PD Vehicle Expense	03/25/2022	1,112.03		
Total 1200:					3,453.94		
1310	Boyko Supply Co	192315	Wrestling Tournament Supplies	04/01/2022	324.90		
1310	Boyko Supply Co	192379	Wrestling Tournament Supplies	04/07/2022	148.73		
1310	Boyko Supply Co	192379-1	Wrestling Tournament Supplies	04/08/2022	56.00		
Total 1310:					529.63		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
7900	Browns Hill Engineering &	22908	Backwash Return Pump	04/01/2022	2,359.60		
7900	Browns Hill Engineering &	22958	Troubleshoot Raw Water Pump	04/08/2022	1,099.60		
7900	Browns Hill Engineering &	624	SCADA Lease - Mar	03/01/2022	1,485.00		
7900	Browns Hill Engineering &	645	SCADA Lease - May	03/01/2022	2,338.00		
7900	Browns Hill Engineering &	672	SCADA Lease - Apr	04/01/2022	1,485.00		
Total 7900:					8,767.20		
13081	Buttermore, Ryan & Rebecca	2050.06	Utility Deposit Refund	04/13/2022	21.35		
Total 13081:					21.35		
13067	Case, Monica	04112022	Reimb Wrestling Tournament Sup	04/11/2022	310.78		
Total 13067:					310.78		
1400	Caselle Inc	116130	Support Contract	04/01/2022	543.00		
1400	Caselle Inc	116130	Support Contract	04/01/2022	271.50		
1400	Caselle Inc	116130	Support Contract	04/01/2022	271.50		
Total 1400:					1,086.00		
1650	CEBT	INV 0048394	Sewer Benefits	04/11/2022	1,927.37		
1650	CEBT	INV 0048394	Streets Benefits	04/11/2022	6,482.34		
1650	CEBT	INV 0048394	Water Benefits	04/11/2022	3,252.76		
1650	CEBT	INV 0048394	Parks Benefits	04/11/2022	3,568.68		
1650	CEBT	INV 0048394	HC Benefits	04/11/2022	7,250.35		
1650	CEBT	INV 0048394	HC Rec Benefits	04/11/2022	2,141.85		
1650	CEBT	INV 0048394	HC - Arts Benefits	04/11/2022	2,159.52		
1650	CEBT	INV 0048394	Sewer Admin Benefits	04/11/2022	2,090.51		
1650	CEBT	INV 0048394	Water Admin Benefit	04/11/2022	2,090.51		
1650	CEBT	INV 0048394	Admin Benefits	04/11/2022	5,050.63		
1650	CEBT	INV 0048394	PD Benefits	04/11/2022	13,364.98		
Total 1650:					49,379.50		
12423	Colorado Mountain News Media	IN25325	CCR Report 2022	03/31/2022	424.90		
Total 12423:					424.90		
13066	Community Planning Strategies, L	2022-0063	Planning Services	04/11/2022	613.75		
Total 13066:					613.75		
4565	CPPA	200052443	Law book - shipping charges	04/01/2022	20.00		
Total 4565:					20.00		
2050	Dana Kepner Company Inc	1555913-OO	3" Key Pump Meter	03/22/2022	3,389.46		
Total 2050:					3,389.46		
13068	Day, Tristan	04112022	Wrestling Tournament Referee	04/11/2022	100.00		
Total 13068:					100.00		
12889	Demorat, Minnie	MAR2022	Fitness Instructor 3/01-03/31/2022	03/31/2022	260.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
Total 12889:					260.00		
13062	DocuSign Inc	INV32261958	eSignature Business Pro Edition	03/31/2022	2,722.00		
Total 13062:					2,722.00		
13071	Dollamur LP	04112022	Wrestling Mats #134893	04/11/2022	10,510.00		
Total 13071:					10,510.00		
2150	DPC Industries Inc	737001062-22	Soda Ash	03/30/2022	1,610.14		
Total 2150:					1,610.14		
12895	Dynamic Program Management, L	1249	Hayden Center Owners Rep	03/31/2022	3,091.06		
Total 12895:					3,091.06		
12767	Emily Becker CPA PC	22-0272	Accounting Service	03/31/2022	650.00		
12767	Emily Becker CPA PC	22-0272	Accounting Service	03/31/2022	325.00		
12767	Emily Becker CPA PC	22-0272	Accounting Service	03/31/2022	325.00		
Total 12767:					1,300.00		
12884	ESRI	94225523	GIS Software	03/31/2022	700.00		
Total 12884:					700.00		
12982	Fan Base	2241	Monthly Retainer/Social Media	04/02/2022	2,850.00		
Total 12982:					2,850.00		
2230	Faris Machinery Company	G32009	Street Sweeper Nozzles	03/30/2022	108.40		
Total 2230:					108.40		
4890	FedEx	7-708-89688	Water Sample Shipping	03/31/2022	32.32		
Total 4890:					32.32		
13069	Fredrickson, Eli	04112022	Wrestling Tournament Referee	04/11/2022	100.00		
Total 13069:					100.00		
12773	Freedom Mailing Services	42585	Utility Billing - March	03/31/2022	176.38		
12773	Freedom Mailing Services	42585	Utility Billing - March	03/31/2022	176.38		
Total 12773:					352.76		
13072	Frontier Station Inc	22739	Parks - Pump	03/31/2022	67.50		
Total 13072:					67.50		
2330	Galls LLC	020629147	PD - Flashlight	03/09/2022	286.20		
2330	Galls LLC	020729016	PD - Training Handcuffs	03/22/2022	100.64		
2330	Galls LLC	020739117	PD - Uniform Shirt	03/23/2022	117.90		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
2330	Galls LLC	020797215	PD - Uniform Fleece	03/30/2022	126.97		
	Total 2330:				631.71		
12127	Garfield & Hecht, PC	223397	Water Rights	02/28/2022	615.00		
	Total 12127:				615.00		
13065	Gate 6 Enterprises LLC	6715	HC Resale Snacks	04/07/2022	72.00		
	Total 13065:				72.00		
13073	Government Forms & Supplies LL	0333385	Minute Books	03/31/2022	135.00		
	Total 13073:				135.00		
13074	Hager, Sabyn	04112022	Wrestling Referee	04/11/2022	100.00		
	Total 13074:				100.00		
13076	Hawn, Cody	04112022	Wrestling Referee	04/11/2022	100.00		
	Total 13076:				100.00		
2580	Hayden Merc	01-1414331	Weed Sprayer	03/07/2022	55.38		
2580	Hayden Merc	01-1415149	Parks - Weed Wagon R&M	03/03/2022	24.76		
2580	Hayden Merc	01-1415555	HC -Repair Supplies	03/04/2022	7.59		
2580	Hayden Merc	01-1416898	PD - Padlocks	03/07/2022	21.16		
2580	Hayden Merc	01-1417389	HC - Spin Room	03/08/2022	39.75		
2580	Hayden Merc	01-1417977	Door Hold	03/09/2022	8.59		
2580	Hayden Merc	01-1418079	HC - Tools & Wall Repair	03/09/2022	64.57		
2580	Hayden Merc	01-1418654	HC - Rags	03/10/2022	9.99		
2580	Hayden Merc	01-1418716	HC - RETURN DOOR LOCK	03/10/2022	19.99		
2580	Hayden Merc	01-1419192	HC - Tools/Supplies	03/11/2022	11.99		
2580	Hayden Merc	01-1420847	WTP - Floor Squeegee	03/15/2022	49.97		
2580	Hayden Merc	01-1421307	HC - Sink Repair	03/16/2022	9.88		
2580	Hayden Merc	01-1421320	HC - Sink Repair	03/16/2022	5.01		
2580	Hayden Merc	01-1421838	Cleaning Gloves	03/17/2022	17.98		
2580	Hayden Merc	01-1423978	WWTP Outfall Pump	03/22/2022	37.70		
2580	Hayden Merc	01-1424040	Squeegee	03/22/2022	18.57		
2580	Hayden Merc	01-1424059	Water Truck Repair	03/22/2022	23.16		
2580	Hayden Merc	01-1424094	Water Truck Repair	03/22/2022	12.99		
2580	Hayden Merc	01-1424758	WTP Roof Repair	03/23/2022	20.99		
2580	Hayden Merc	01-1424889	HPR Board Meeting	03/23/2022	9.99		
2580	Hayden Merc	01-1425147	HC - Weatherstripping	03/24/2022	47.20		
2580	Hayden Merc	01-1425320	HC - Fan Hardware	03/24/2022	8.01		
2580	Hayden Merc	01-1427984	HC - Door Sealant	03/30/2022	8.99		
2580	Hayden Merc	01-1427989	HC - Door Sweeps	03/30/2022	971.46		
2580	Hayden Merc	02-1436853	HC - Window Cleaning	03/01/2022	19.98		
2580	Hayden Merc	02-1436855	WTP Chemical Pump R&M	03/01/2022	126.13		
2580	Hayden Merc	02-1436867	HC Spin Room Paint	03/01/2022	35.92		
2580	Hayden Merc	02-1436981	HC - Window Cleaning	03/01/2022	14.18		
2580	Hayden Merc	02-1437556	HC - Spin Room Platform	03/02/2022	130.95		
2580	Hayden Merc	02-1438075	PW - Shop Lights	03/03/2022	13.99		
2580	Hayden Merc	02-1440579	Weed Sprayer Wagon	03/08/2022	7.59		
2580	Hayden Merc	02-1440675	HC - Spin Room	03/08/2022	26.98		
2580	Hayden Merc	02-144074	Arts Commission Refreshments	03/15/2022	10.90		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
2580	Hayden Merc	02-1440756	HC - Door Lock	03/08/2022	19.99		
2580	Hayden Merc	02-1441080	Weed Sprayer Wagon Pressure G	03/09/2022	12.99		
2580	Hayden Merc	02-1441101	PW - Light	03/09/2022	109.99		
2580	Hayden Merc	02-1441689	Water Bldg Maint	03/10/2022	19.98		
2580	Hayden Merc	02-1442036	HC - Breakroom Supplies	03/11/2022	20.15		
2580	Hayden Merc	02-1443487	WTP - Deck Screws	03/14/2022	25.98		
2580	Hayden Merc	02-1444022	Blower Door Knob	03/15/2022	15.99		
2580	Hayden Merc	02-1445139	Parks - Snowmobile Skid	03/17/2022	23.98		
2580	Hayden Merc	02-1447942	PW - Shop Tools Impact Socket	03/22/2022	32.99		
2580	Hayden Merc	02-1448501	HC - Fans	03/23/2022	7.11		
2580	Hayden Merc	02-1448820	Parks - Snowmobile Skid	03/23/2022	5.18		
2580	Hayden Merc	02-1448887	HC Wire	03/24/2022	25.98		
2580	Hayden Merc	02-1449421	HH 8in Repair	03/25/2022	16.28		
2580	Hayden Merc	02-1451206	HC - Paint	03/28/2022	18.58		
2580	Hayden Merc	02-1451245	Level Sensor Repair	03/28/2022	49.16		
2580	Hayden Merc	02-1451682	3rd St Park	03/29/2022	15.18		
2580	Hayden Merc	03-1389700	HC - Spin Room	03/03/2022	17.58		
2580	Hayden Merc	03-1389707	Weed Sprayer	03/03/2022	2.39		
2580	Hayden Merc	03-1391502	Admin - Interview Lunch	03/07/2022	59.24		
2580	Hayden Merc	03-1391512	PW - Snap Clip & Hardware	03/07/2022	18.99		
2580	Hayden Merc	03-1391973	HC - Breakroom Supplies	03/08/2022	24.27		
2580	Hayden Merc	03-1392115	WWTP Air Valves	03/08/2022	33.34		
2580	Hayden Merc	03-1392489	HC - Spin Room	03/09/2022	8.98		
2580	Hayden Merc	03-1393353	HC - Employee Celebration	03/11/2022	22.98		
2580	Hayden Merc	03-1393428	HC - Tools/Supplies	03/11/2022	37.17		
2580	Hayden Merc	03-1396876	HC - Art Room	03/18/2022	2.59		
2580	Hayden Merc	03-1397016	Lathe Plug	03/18/2022	6.59		
2580	Hayden Merc	03-1399485	PD - Caulking	03/23/2022	11.18		
Total 2580:					2,517.12		
12768	Hayden Rental & Repair	1861	Demo Saw Bushing	04/06/2022	8.99		
Total 12768:					8.99		
12893	Hielkje Kouwenhoven-Nijsten	MAR2022	Fitness Instructor 3/01-03/31/2022	03/31/2022	100.00		
Total 12893:					100.00		
12483	Hines, Jarrod	2173.01	Utility deposit refund	04/06/2022	75.00		
Total 12483:					75.00		
1360	Hinton Burdick CPAs & Advisors	263333	2021 audit progress billing	03/31/2022	2,750.00		
Total 1360:					2,750.00		
13075	Hockaday, Joe	04112022	Wrestling Referee	04/11/2022	100.00		
Total 13075:					100.00		
12935	Ingols, Kodi	04112022	Wrestling Referee	04/11/2022	100.00		
Total 12935:					100.00		
12909	Ingols, Kris	MAR2022	Fitness Instructor 3/01-03/31/2022	03/31/2022	375.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
Total 12909:					375.00		
12475	J & J Tools, Inc	04062277402	PW - Torque Wrench	04/06/2022	519.50		
Total 12475:					519.50		
2730	Jackson's Office Supply	10452146	Legal Poster - SEP	03/18/2022	18.00		
2730	Jackson's Office Supply	10452333	P&Z Map	03/30/2022	4.99		
Total 2730:					22.99		
13064	Kaiser, Brian	2030.02	Refund Overpayment	04/11/2022	49.10		
Total 13064:					49.10		
12910	Kreitzman, Kaitlyn	MAR2022	Fitness Instructor 3/01-03/31/2022	03/31/2022	80.00		
Total 12910:					80.00		
13077	Laman, Lynn	04112022	Wrestling Tournament Janitor	04/11/2022	100.00		
Total 13077:					100.00		
5470	Lee's Keys Plus LLC	17581	HC Re Key Locksmith Services	04/01/2022	335.50		
Total 5470:					335.50		
8375	MASON SIEDSCHLAW	2342	PD - Untangle Enterprise Firewall	03/24/2022	1,783.95		
8375	MASON SIEDSCHLAW	2344	HC - Laptop & Licenses	04/04/2022	1,201.50		
8375	MASON SIEDSCHLAW	2344	PW - Laptop & Licenses	04/04/2022	1,341.50		
8375	MASON SIEDSCHLAW	2344	Planning - Laptop & Licenses	04/04/2022	1,403.50		
Total 8375:					5,730.45		
13082	McKendrick, Olivia	577.02	Utility Deposit Refund	04/13/2022	23.95		
Total 13082:					23.95		
2960	MJK Sales & Feed Inc	333645	WTP R&M	03/01/2022	39.96		
2960	MJK Sales & Feed Inc	334001	Community Garden	03/10/2022	1,201.11		
2960	MJK Sales & Feed Inc	334014	Community Garden Return 2x6x1	03/11/2022	265.71		
2960	MJK Sales & Feed Inc	334131	Community Garden	03/14/2022	265.71		
2960	MJK Sales & Feed Inc	334821	JCP & Town Park Cig Receptacle	03/31/2022	159.98		
Total 2960:					1,401.05		
13063	Moffat County	3020	2022 ACET Contribution	02/01/2022	2,500.00		
Total 13063:					2,500.00		
13078	More, Kalob	04112022	Wrestling Referee	04/11/2022	100.00		
Total 13078:					100.00		
13045	Movement with Melissa LLC	MAR2022	Fitness Instructor 3/01-03/31/2022	03/31/2022	490.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
Total 13045:					490.00		
8920	Murdoch's Ranch & Home Craig	155587/19	PW Clothing	03/14/2022	34.99		
8920	Murdoch's Ranch & Home Craig	155592/19	PW Clothing	03/16/2022	47.99		
Total 8920:					82.98		
6530	Murray, Meredith	15APR2022	Travel reimbursement	04/15/2022	249.21		
Total 6530:					249.21		
4080	Northwest CO Consultants Inc	22-12549-01	5th St Improvement	04/06/2022	3,782.00		
Total 4080:					3,782.00		
13046	Quinones, Amanda	04012022	Adult Hip Hop Classes 3/11-4/1/20	04/01/2022	252.00		
Total 13046:					252.00		
3310	Respond First Aid Systems	002233	First Aid Supplies	04/13/2022	68.90		
Total 3310:					68.90		
12870	RMITL LLC	0055	Website Design 3/14-4/2/22	04/04/2022	479.99		
Total 12870:					479.99		
13079	Rocky Mountain Competitive Solu	INV17714	HC Printer	04/11/2022	61.90		
Total 13079:					61.90		
3340	Roto-Rooter of Craig Inc.	10327	PD - Plumbing Repair	03/23/2022	330.00		
Total 3340:					330.00		
7090	Samuelson's - Craig	230824	PD - Garbage Disposer	03/02/2022	141.99		
7090	Samuelson's - Craig	230825	HC - Plywood, Spin Room Platfor	03/02/2022	78.40		
Total 7090:					220.39		
12727	Stand Creative Studio	2835	Entry Way Street Banners	03/29/2022	350.00		
Total 12727:					350.00		
12494	Steamboat Springs Auto Parts, In	413439	PW - 20" Wiper Blade	03/05/2022	18.99		
12494	Steamboat Springs Auto Parts, In	413496	PD - 2016 Service & Brakes	03/08/2022	359.91		
12494	Steamboat Springs Auto Parts, In	413506	PW - Metric 8mm Tap	03/08/2022	5.99		
12494	Steamboat Springs Auto Parts, In	413541	Parks - Weed Sprayer Wagon	03/09/2022	.54		
12494	Steamboat Springs Auto Parts, In	413542	PW - Trailer Plug	03/09/2022	6.29		
12494	Steamboat Springs Auto Parts, In	413550	Sandtruck stop, turn, tail lights	03/09/2022	145.36		
12494	Steamboat Springs Auto Parts, In	413551	PW - F350 Washer Nozzle	03/09/2022	17.38		
12494	Steamboat Springs Auto Parts, In	413552	PW - Truck #8 Steering Wheel Co	03/09/2022	16.29		
12494	Steamboat Springs Auto Parts, In	413594	Snowcat Oil	03/10/2022	119.98		
12494	Steamboat Springs Auto Parts, In	413601	Hydraulic Oil for Grinder	03/10/2022	15.48		
12494	Steamboat Springs Auto Parts, In	413619	PW - Truck #8 Steering Wheel Co	03/10/2022	5.20		
12494	Steamboat Springs Auto Parts, In	413798	PW - Calipers	03/16/2022	41.99		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
12494	Steamboat Springs Auto Parts, In	413844	PW - Shop Tools	03/17/2022	44.17		
12494	Steamboat Springs Auto Parts, In	413878	Drill Press Repair	03/18/2022	18.61		
12494	Steamboat Springs Auto Parts, In	413934	Oil Outfall Pump	03/21/2022	179.86		
12494	Steamboat Springs Auto Parts, In	413957	Parks - Snowmachine Oil	03/22/2022	56.61		
12494	Steamboat Springs Auto Parts, In	413958	Parks - Snowmachine Stabil	03/22/2022	8.49		
12494	Steamboat Springs Auto Parts, In	413996	Wood Chipper R&M	03/23/2022	25.28		
12494	Steamboat Springs Auto Parts, In	414039	Oil Outfall Pump	03/24/2022	6.29		
12494	Steamboat Springs Auto Parts, In	414094	Pulley - Outfall Pump	03/25/2022	229.00		
12494	Steamboat Springs Auto Parts, In	414104	PW - Rags	03/25/2022	41.40		
12494	Steamboat Springs Auto Parts, In	414111	PW - Plow Top Cover	03/25/2022	88.59		
12494	Steamboat Springs Auto Parts, In	414156	PW - Shop Tools	03/28/2022	18.80		
12494	Steamboat Springs Auto Parts, In	414189	PD - 2019 Tahoe Fluid Change	03/28/2022	331.21		
12494	Steamboat Springs Auto Parts, In	414226	Oil Outfall Pump	03/30/2022	6.29		
12494	Steamboat Springs Auto Parts, In	414259	Parks - 3 Wheeler Fuel Filter	03/30/2022	5.18		
12494	Steamboat Springs Auto Parts, In	414277	Parks - Groom Ballfields	03/21/2022	5.49		
Total 12494:					1,818.67		
12634	Sunrise Engineering, Inc.	0124730	EDA Funding	04/08/2022	1,328.00		
12634	Sunrise Engineering, Inc.	0124730	General Planning	04/08/2022	1,516.50		
12634	Sunrise Engineering, Inc.	0124731	GIS Zoning Map	04/08/2022	1,800.00		
12634	Sunrise Engineering, Inc.	0124732	HH Project Construction	04/08/2022	3,712.00		
12634	Sunrise Engineering, Inc.	0124733	VCP Replace and Misc Road Rep	04/08/2022	3,668.00		
Total 12634:					12,024.50		
13003	Sweetwater	31644667	Dance Studio Speakers	04/06/2022	836.00		
Total 13003:					836.00		
12775	TAB Associates, Inc.	8428	Hayden Center Renovation	04/03/2022	1,288.25		
Total 12775:					1,288.25		
3710	Town of Hayden	MAR2022	15.01 1250 W Jefferson	03/31/2022	224.46		
3710	Town of Hayden	MAR2022	92.01 178 W Jefferson	03/31/2022	79.40		
3710	Town of Hayden	MAR2022	94.01 Bulk Water	03/31/2022	87.72		
3710	Town of Hayden	MAR2022	231.01 229 S 3rd St park	03/31/2022	415.41		
3710	Town of Hayden	MAR2022	355.01 1200 W Jefferson	03/31/2022	158.11		
3710	Town of Hayden	MAR2022	436.02 Hayden Center	03/31/2022	517.40		
3710	Town of Hayden	MAR2022	534.01 101 S Chestnut	03/31/2022	415.94		
3710	Town of Hayden	MAR2022	694.02 135 Walnut Street	03/31/2022	69.22		
3710	Town of Hayden	MAR2022	1208.01 513 S Poplar St park	03/31/2022	47.23		
3710	Town of Hayden	MAR2022	2035.01 249 Hawthorn	03/31/2022	429.42		
3710	Town of Hayden	MAR2022	2036.01 513 S Poplar St	03/31/2022	121.38		
3710	Town of Hayden	MAR2022	2044.01 351 Vista Verde Dr	03/31/2022	71.33		
3710	Town of Hayden	MAR2022	2046.01 326 Lake View	03/31/2022	141.63		
3710	Town of Hayden	MAR2022	2090.01 Industrial Park A	03/31/2022	47.23		
3710	Town of Hayden	MAR2022	2163.01 Community Garden Utilit	03/31/2022	69.22		
3710	Town of Hayden	MAR2022	232.01 40500 CR 183	03/31/2022	517.06		
Total 3710:					3,412.16		
12888	Townsend, Michelle	MAR2022	Fitness Instructor 3/01-03/31/2022	03/31/2022	275.00		
Total 12888:					275.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
12864	UNCC	222030748	Utility Locates	03/31/2022	16.25		
12864	UNCC	222030748	811 Utility Locates	03/31/2022	16.25		
Total 12864:					32.50		
3970	W.P.C.I.	S 150125	CDOT Random Drug Testing	01/31/2022	48.00		
3970	W.P.C.I.	S 151134	Drug Testing	03/31/2022	48.00		
Total 3970:					96.00		
3880	Wagner Equipment Co	P04C0329716	m2 O-Rings	03/18/2022	29.70		
3880	Wagner Equipment Co	P04C0329801	Skidsteer Service	03/24/2022	376.27		
3880	Wagner Equipment Co	P04C0329802	Oil	03/24/2022	17.83		
3880	Wagner Equipment Co	P04C0329803	CB Speaker for Backhoe	03/21/2022	66.94		
3880	Wagner Equipment Co	P04C0329921	Skidsteer Service	03/31/2022	126.94		
Total 3880:					617.68		
12915	Waldron, Emily	MAR2022	Fitness Instructor 3/01-03/31/2022	03/31/2022	180.00		
Total 12915:					180.00		
10600	Waste Management-SBS #001-85	MAR2022	Residential Trash Service	03/31/2022	24,783.78		
Total 10600:					24,783.78		
12167	WEX Bank	79949070	PD - Fuel	03/31/2022	96.18		
Total 12167:					96.18		
13080	Zimmerman, Dylan	04112022	Wrestling Referee	04/11/2022	100.00		
Total 13080:					100.00		
Grand Totals:					511,658.13		

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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)	
	TOTAL ASSETS		(3,570.45)

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

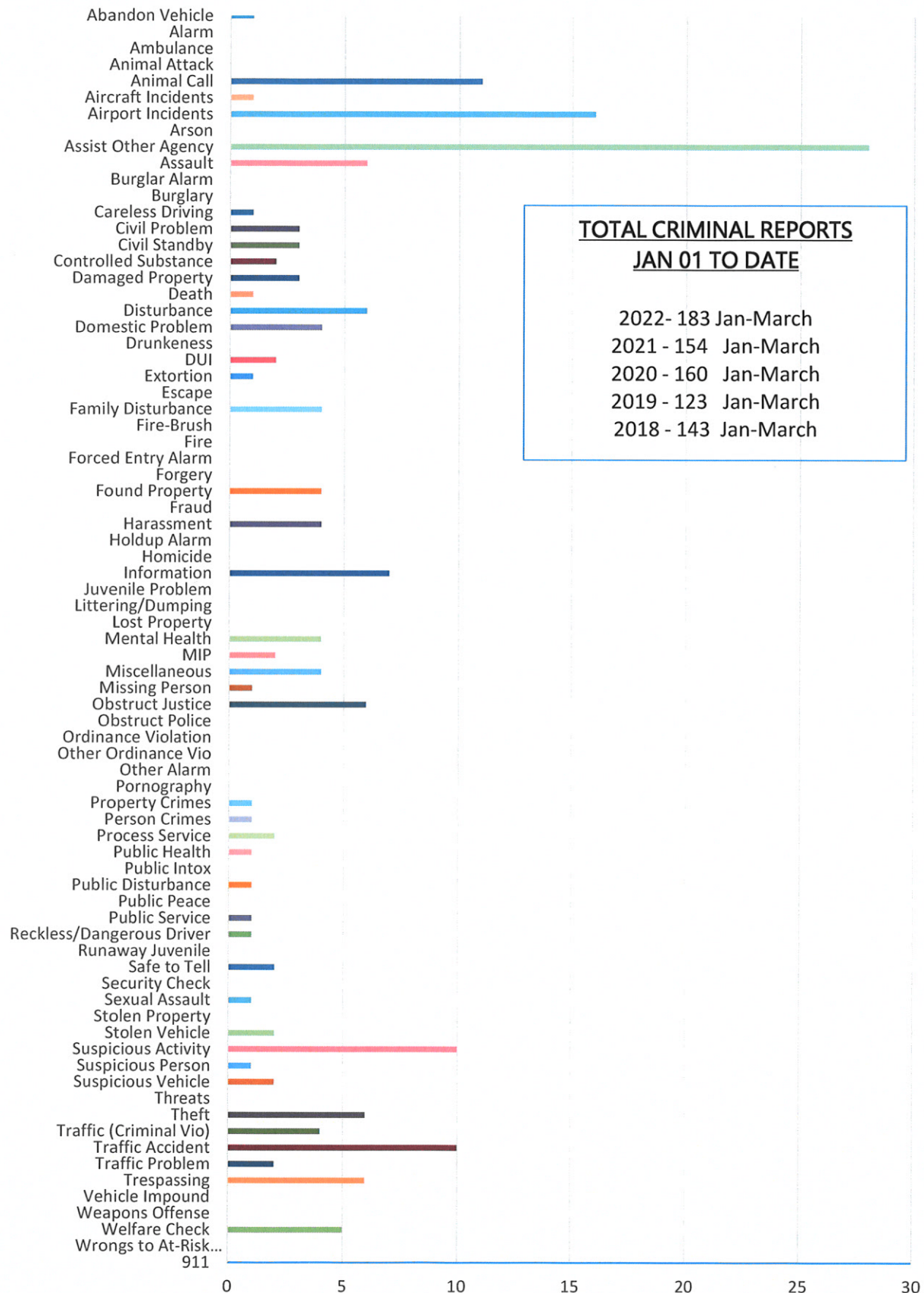
66-280000	FUND BALANCE - UNRESTRICTED	(4,484.69)	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(526.74)	
	BALANCE - CURRENT DATE	(526.74)	
	TOTAL FUND EQUITY		(5,011.43)
	TOTAL LIABILITIES AND EQUITY		(3,570.45)

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

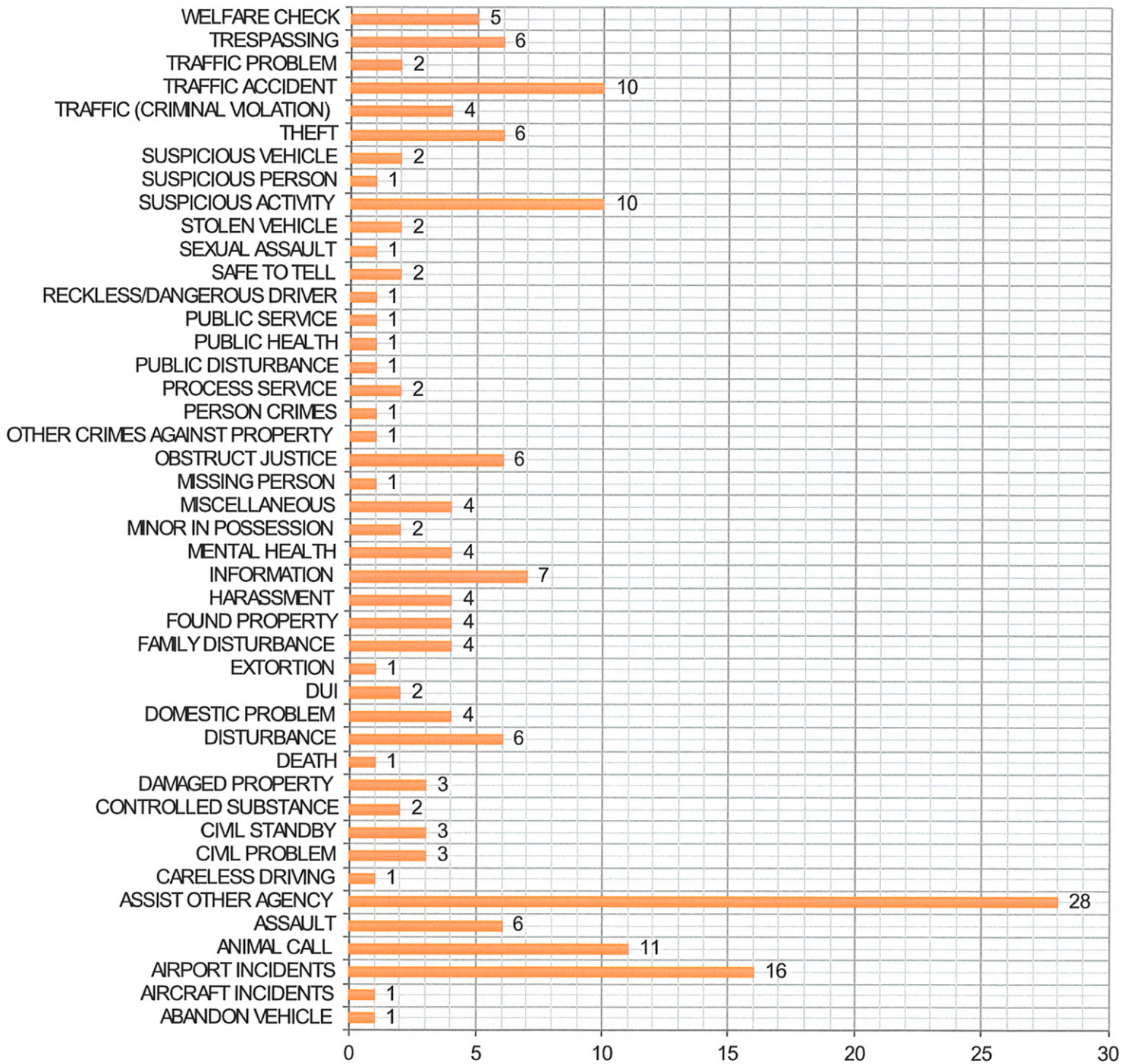
HERITAGE CENTER FUND

		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	

2022 INCIDENTS YEAR TO DATE



2022 INCIDENTS YEAR TO DATE



Event Activity Analysis by Day

Date Reported: 01/01/2022 - 03/31/2022



Hayden Police Department

249 Hawthorne Street
P.O. Box 190
Hayden, CO. 81639

Phone: 970-276-2535

Fax: 970-276-9175

Classification	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ABANDON VEHICLE	0	0	0	0	1	0	0	1
A abandon Vehicle	0	0	0	0	1	0	0	1
Aircraft Incidents	0	0	1	0	0	0	0	1
AIRCRAFT - OTHER	0	0	1	0	0	0	0	1
AIRPORT INCIDENTS	2	1	3	3	2	2	3	16
AIRPORT INCIDENTS-OTHER	2	1	3	3	2	2	3	16
ANIMAL CALL	0	4	2	2	1	1	1	11
Animal Call, Other	0	0	0	1	0	0	0	1
Barking Dog	0	1	1	1	0	1	0	4
Dog At Large	0	3	1	0	1	0	1	6
ASSAULT	2	0	0	1	0	1	1	5
Aggravated Assault, Family, Strongarm	1	0	0	0	0	0	0	1
Intimidation (Includes Stalking)	0	0	0	0	0	1	0	1
Simple Assault	1	0	0	1	0	0	1	3
ASSIST OTHER AGENCY	3	1	2	3	7	7	5	28
Assist Other Agency	3	1	2	3	7	7	5	28
CARELESS DRIVING	0	1	0	0	0	0	0	1
CARELESS DRIVING	0	1	0	0	0	0	0	1
CIVIL PROBLEM	0	0	0	2	0	1	0	3
Civil Problem	0	0	0	2	0	1	0	3
CIVIL STANDBY	1	2	0	0	0	0	0	3
Civil Standby	1	2	0	0	0	0	0	3
CONTROLLED SUBSTANCE	0	0	0	1	0	0	1	2
Marijuana, Possession	0	0	0	1	0	0	0	1
Synthetic Narcotic, Possession	0	0	0	0	0	0	1	1
DAMAGED PROPERTY	1	0	0	2	0	0	0	3
Damaged Property, Business	1	0	0	0	0	0	0	1
Damaged Property, Vehicle	0	0	0	1	0	0	0	1
Damaged Property, Public	0	0	0	1	0	0	0	1
DEATH	0	0	0	0	0	1	0	1
Unattended Death	0	0	0	0	0	1	0	1
DISTURBANCE	1	0	1	2	0	2	0	6
DISTURBANCE, OTHER	0	0	1	0	0	0	0	1
VERBAL DISTURBANCE	1	0	0	2	0	2	0	5
DOMESTIC PROBLEM	0	0	1	2	0	0	1	4
Cruelty Toward Child	0	0	1	1	0	0	0	2
Family Offense, Other	0	0	0	1	0	0	1	2
DUI	1	0	1	0	0	0	0	2
Alcohol	1	0	1	0	0	0	0	2
EXTORTION	0	0	0	0	0	1	0	1
Extortion, Threat Injure Reputation	0	0	0	0	0	1	0	1
FAMILY DISTURBANCE	0	1	1	0	0	2	0	4

Family Disturbance	0	1	1	0	0	2	0	4
FOUND PROPERTY	1	1	0	0	0	1	1	4
Found Property	1	1	0	0	0	1	1	4
HARASSMENT	1	0	0	0	0	1	2	4
Harassment, Other	1	0	0	0	0	1	2	4
INFORMATION	0	1	0	3	0	3	0	7
INFORMATION	0	1	0	3	0	3	0	7
MENTAL HEALTH	0	1	2	0	0	0	1	4
AMBULANCE TRANSPORT	0	0	1	0	0	0	0	1
MENTAL HEALTH TRANSPORT	0	1	0	0	0	0	0	1
SUICIDAL PARTY	0	0	1	0	0	0	1	2
MINOR IN POSSESSION	0	0	2	0	0	0	0	2
Illegal Drugs/Paraphernalia	0	0	1	0	0	0	0	1
Tobacco	0	0	1	0	0	0	0	1
Miscellaneous	1	0	0	1	1	1	0	4
Ordinance Violation	0	0	0	1	0	1	0	2
Phone Message	1	0	0	0	1	0	0	2
MISSING PERSON	1	0	0	0	0	0	0	1
Missing Person	1	0	0	0	0	0	0	1
OBSTRUCT JUSTICE	1	1	0	2	0	1	1	6
Failure To Appear	0	1	0	1	0	1	0	3
Obstructing Justice	0	0	0	0	0	0	1	1
Violation Of A Court Order	1	0	0	1	0	0	0	2
Other Crimes Against Property	0	0	0	1	0	0	0	1
Vandalism	0	0	0	1	0	0	0	1
PERSON CRIMES	0	0	1	0	0	0	0	1
Crimes Against Persons	0	0	1	0	0	0	0	1
PROCESS SERVICE	0	1	0	1	0	0	0	2
WARRANT ARREST	0	1	0	1	0	0	0	2
PUBLIC DISTURBANCE	1	0	0	0	0	0	0	1
Public Disturbance	1	0	0	0	0	0	0	1
PUBLIC HEALTH	0	0	0	1	0	0	0	1
UNLAWFUL ACTS	0	0	0	1	0	0	0	1
PUBLIC SERVICE	0	1	0	0	0	0	0	1
Assist Public	0	1	0	0	0	0	0	1
RECKLESS/DANGEROUS DRIVER	1	0	0	0	0	0	0	1
Reckless Driver	1	0	0	0	0	0	0	1
SAFE TO TELL	0	0	0	1	0	0	1	2
REFERRED TO OTHER AGENCY	0	0	0	0	0	0	1	1
WELFARE CHECK	0	0	0	1	0	0	0	1
SEXUAL ASSAULT	0	0	0	1	0	0	0	1
ASSAULT ON CHILD	0	0	0	1	0	0	0	1
STOLEN VEHICLE	0	2	0	0	0	0	0	2
Vehicle Theft, Auto	0	2	0	0	0	0	0	2
SUSPICIOUS ACTIVITY	1	1	2	3	1	1	1	10
Suspicious Activity	1	1	2	3	1	1	1	10
SUSPICIOUS PERSON	0	0	0	0	0	0	1	1
Suspicious Person	0	0	0	0	0	0	1	1
SUSPICIOUS VEHICLE	1	0	0	0	1	0	0	2
Suspicious Vehicle	1	0	0	0	1	0	0	2
THEFT	0	0	0	3	0	3	0	6
Larceny, From Building	0	0	0	1	0	0	0	1

Larceny, From Vehicle	0	0	0	0	0	1	0	1
Shoplifting	0	0	0	1	0	1	0	2
Theft Other	0	0	0	1	0	1	0	2
TRAFFIC (CRIMINAL VIOLATION)	2	0	1	0	1	0	0	4
Criminal Traffic Violation	2	0	1	0	1	0	0	4
TRAFFIC ACCIDENT	0	2	0	2	1	4	1	10
Traffic Accident, Private Prop Damg	0	0	0	1	0	1	1	3
Traffic Accident, Vehicle Damage	0	2	0	1	1	3	0	7
TRAFFIC PROBLEM	0	0	0	1	0	0	1	2
REDDI REPORT	0	0	0	0	0	0	1	1
Traffic, Other	0	0	0	1	0	0	0	1
TRESPASSING	0	1	0	4	0	0	1	6
TRESPASS NOTICE	0	1	0	1	0	0	0	2
Trespassing, Private Property	0	0	0	3	0	0	1	4
WELFARE CHECK	0	1	0	1	3	0	0	5
ALCOHOL OR SUBSTANCE ABUSE	0	0	0	0	1	0	0	1
WELFARE CHECK - MISC	0	0	0	1	2	0	0	3
WORK ATTENDANCE	0	1	0	0	0	0	0	1
Total Events	22	23	20	43	19	33	23	183
Total Citation Violations:	6	7	13	12	16	8	13	75
Total Citations:	6	7	13	12	16	8	13	75

Event Activity Analysis by Time

Date Reported: 01/01/2022 - 03/31/2022



Hayden Police Department

249 Hawthorne Street
P.O. Box 190
Hayden, CO. 81639

Phone: 970-276-2535

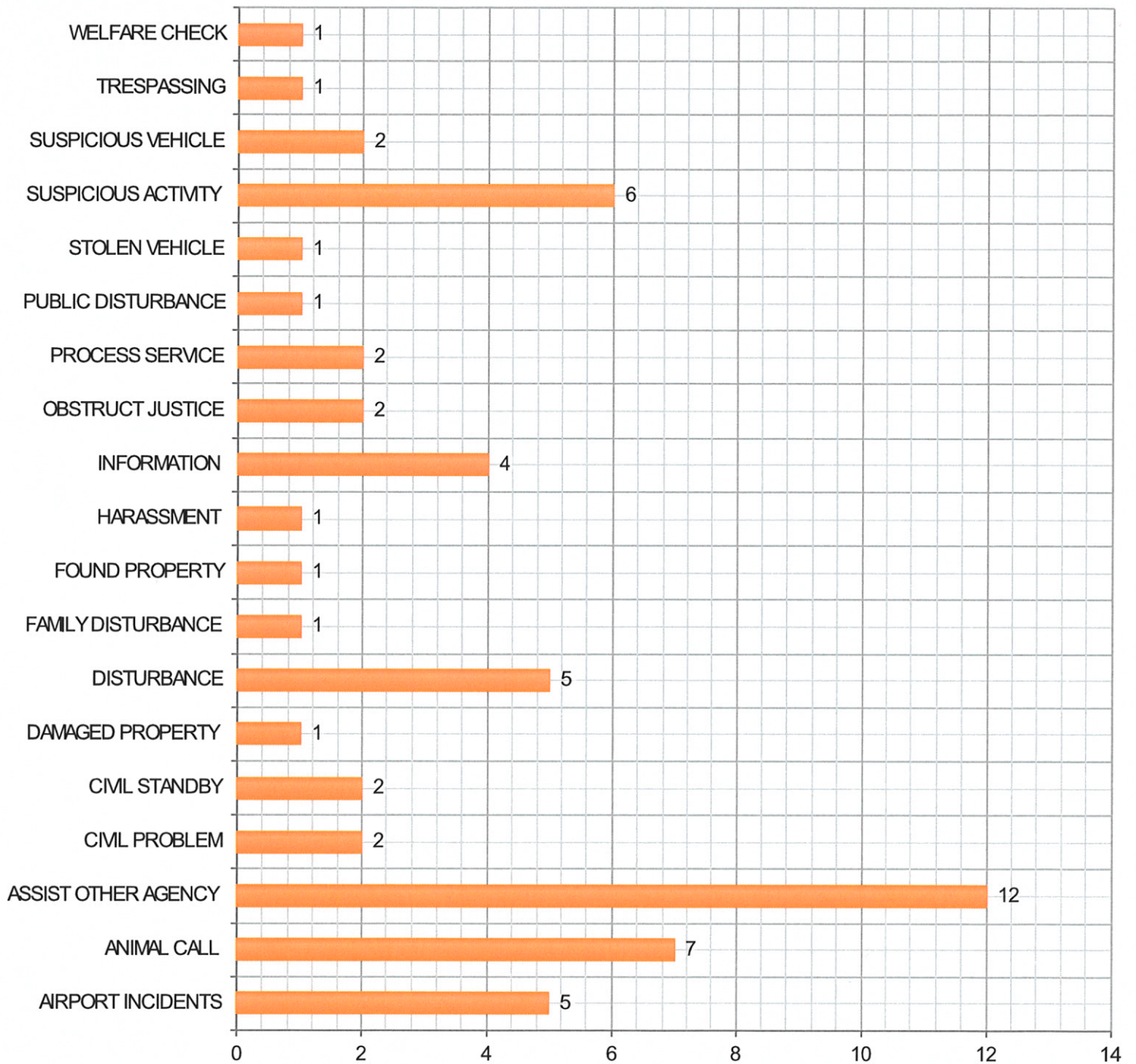
Fax: 970-276-9175

Classification	HOUR																								Total
	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
ABANDON VEHICLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Abandon Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Aircraft Incidents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
AIRCRAFT - OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
AIRPORT INCIDENTS	0	0	0	0	0	0	0	0	0	1	1	1	2	2	3	2	4	0	0	0	0	0	0	0	16
AIRPORT INCIDENTS-OTHER	0	0	0	0	0	0	0	0	0	1	1	1	2	2	3	2	4	0	0	0	0	0	0	0	16
ANIMAL CALL	0	0	0	0	0	0	0	0	1	1	0	2	1	1	2	0	1	2	0	0	0	0	0	0	11
Animal Call, Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Barking Dog	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	0	1	0	0	0	0	0	0	4
Dog At Large	0	0	0	0	0	0	0	0	1	1	0	1	1	0	0	0	1	1	0	0	0	0	0	0	6
ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	0	0	1	1	0	5
Aggravated Assault, Family, Strongarm	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Intimidation (Includes Stalking)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	3
ASSIST OTHER AGENCY	0	0	1	0	0	0	0	0	1	2	3	2	1	4	1	2	1	3	2	0	1	3	0	1	28
Assist Other Agency	0	0	1	0	0	0	0	0	1	2	3	2	1	4	1	2	1	3	2	0	1	3	0	1	28
CARELESS DRIVING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
CARELESS DRIVING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
CIVIL PROBLEM	0	0	0	0	0	0	0	0	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	3
Civil Problem	0	0	0	0	0	0	0	0	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	3
CIVIL STANDBY	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	3
Civil Standby	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	3
CONTROLLED SUBSTANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2
Marijuana, Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Synthetic Narcotic, Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
DAMAGED PROPERTY	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	3
Damaged Property, Business	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Damaged Property, Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Damaged Property,Public	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
DEATH	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Unattended Death	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
DISTURBANCE	1	0	0	0	0	0	0	0	1	1	1	0	0	1	0	0	0	0	1	0	0	0	0	0	6
DISTURBANCE, OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
VERBAL DISTURBANCE	1	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	5
DOMESTIC PROBLEM	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0	0	1	0	0	4
Cruelty Toward Child	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	2
Family Offense, Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	2
DUI	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2
Alcohol	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2
EXTORTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1

Extortion, Threat Injure Reputation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
FAMILY DISTURBANCE	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1	0	1	0	0	4
Family Disturbance	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1	0	1	0	0	4
FOUND PROPERTY	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1	0	1	0	0	0	0	4
Found Property	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1	0	1	0	0	0	0	4
HARASSMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	1	0	4
Harassment, Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	1	0	4
INFORMATION	1	0	0	0	0	0	0	0	0	1	0	1	0	1	0	2	0	1	0	0	0	0	0	0	7
INFORMATION	1	0	0	0	0	0	0	0	0	1	0	1	0	1	0	2	0	1	0	0	0	0	0	0	7
MENTAL HEALTH	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2	0	0	0	0	4
AMBULANCE TRANSPORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
MENTAL HEALTH TRANSPORT	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
SUICIDAL PARTY	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	2
MINOR IN POSSESSION	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Illegal Drugs/Paraphernalia	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Tobacco	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	0	0	0	4
Ordinance Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	2
Phone Message	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	2
MISSING PERSON	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Missing Person	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
OBSTRUCT JUSTICE	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	2	1	0	0	0	0	6
Failure To Appear	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	1	0	0	0	0	3
Obstructing Justice	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Violation Of A Court Order	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	2
Other Crimes Against Property	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
PERSON CRIMES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Crimes Against Persons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
PROCESS SERVICE	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
WARRANT ARREST	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
PUBLIC DISTURBANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Public Disturbance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
PUBLIC HEALTH	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
UNLAWFUL ACTS	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
PUBLIC SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Assist Public	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
RECKLESS/DANGEROUS DRIVER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Reckless Driver	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
SAFE TO TELL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	2
REFERRED TO OTHER AGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
WELFARE CHECK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
SEXUAL ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
ASSAULT ON CHILD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
STOLEN VEHICLE	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	2
Vehicle Theft, Auto	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	2
SUSPICIOUS ACTIVITY	0	0	1	0	0	0	0	0	0	1	1	1	1	0	0	2	1	1	1	1	0	0	0	0	10
Suspicious Activity	0	0	1	0	0	0	0	0	0	1	1	1	1	0	0	2	1	1	1	1	0	0	0	0	10
SUSPICIOUS PERSON	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Suspicious Person	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
SUSPICIOUS VEHICLE	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2
Suspicious Vehicle	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2

THEFT	0	0	0	0	0	0	0	0	0	0	2	0	0	1	1	0	0	0	1	0	0	0	1	0	0	6
Larceny, From Building	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Larceny, From Vehicle	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Shoplifting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	2
Theft Other	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
TRAFFIC (CRIMINAL VIOLATION)	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	1	0	0	0	0	0	4
Criminal Traffic Violation	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	1	0	0	0	0	0	4
TRAFFIC ACCIDENT	0	0	0	0	0	0	0	1	0	3	2	0	0	0	0	3	0	1	0	0	0	0	0	0	0	10
Traffic Accident, Private Prop Damg	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	3
Traffic Accident, Vehicle Damage	0	0	0	0	0	0	0	1	0	2	1	0	0	0	0	2	0	1	0	0	0	0	0	0	0	7
TRAFFIC PROBLEM	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2
REDDI REPORT	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Traffic, Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
TRESPASSING	0	0	0	0	0	0	0	1	0	2	0	0	0	0	1	0	0	1	1	0	0	0	0	0	0	6
TRESPASS NOTICE	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Trespassing, Private Property	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	1	0	0	0	0	0	0	4
WELFARE CHECK	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	0	1	0	0	1	0	0	0	0	0	5
ALCOHOL OR SUBSTANCE ABUSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
WELFARE CHECK - MISC	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	3
WORK ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Total Events	3	0	3	0	0	1	1	3	7	17	13	11	11	16	15	16	17	14	17	5	2	8	2	1	183	
Total Citation Violations:	50	0	0	0	0	0	0	0	0	0	3	3	4	4	4	2	4	0	0	1	0	0	0	0	75	
Total Citations:	49	0	0	0	0	0	0	0	0	0	3	3	5	4	4	2	4	0	0	1	0	0	0	0	75	

INCIDENTS 2022 MARCH



Event Activity Analysis by Day

Date Reported: 03/01/2022 - 03/31/2022



Hayden Police Department

249 Hawthorne Street

P.O. Box 190

Hayden, CO. 81639

Phone: 970-276-2535

Fax: 970-276-9175

Classification	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
AIRPORT INCIDENTS	1	1	1	1	1	0	0	5
AIRPORT INCIDENTS-OTHER	1	1	1	1	1	0	0	5
ANIMAL CALL	0	3	1	1	1	0	1	7
Animal Call, Other	0	0	0	1	0	0	0	1
Barking Dog	0	0	1	0	0	0	0	1
Dog At Large	0	3	0	0	1	0	1	5
ASSIST OTHER AGENCY	0	1	1	1	5	2	2	12
Assist Other Agency	0	1	1	1	5	2	2	12
CIVIL PROBLEM	0	0	0	1	0	1	0	2
Civil Problem	0	0	0	1	0	1	0	2
CIVIL STANDBY	1	1	0	0	0	0	0	2
Civil Standby	1	1	0	0	0	0	0	2
DAMAGED PROPERTY	0	0	0	1	0	0	0	1
Damaged Property, Public	0	0	0	1	0	0	0	1
DISTURBANCE	1	0	0	2	0	2	0	5
VERBAL DISTURBANCE	1	0	0	2	0	2	0	5
FAMILY DISTURBANCE	0	0	0	0	0	1	0	1
Family Disturbance	0	0	0	0	0	1	0	1
FOUND PROPERTY	0	0	0	0	0	1	0	1
Found Property	0	0	0	0	0	1	0	1
HARASSMENT	1	0	0	0	0	0	0	1
Harassment, Other	1	0	0	0	0	0	0	1
INFORMATION	0	1	0	2	0	1	0	4
INFORMATION	0	1	0	2	0	1	0	4
OBSTRUCT JUSTICE	0	1	0	1	0	0	0	2
Failure To Appear	0	1	0	1	0	0	0	2
PROCESS SERVICE	0	1	0	1	0	0	0	2
WARRANT ARREST	0	1	0	1	0	0	0	2
PUBLIC DISTURBANCE	1	0	0	0	0	0	0	1
Public Disturbance	1	0	0	0	0	0	0	1
STOLEN VEHICLE	0	1	0	0	0	0	0	1
Vehicle Theft, Auto	0	1	0	0	0	0	0	1
SUSPICIOUS ACTIVITY	1	1	2	1	0	0	1	6
Suspicious Activity	1	1	2	1	0	0	1	6
SUSPICIOUS VEHICLE	1	0	0	0	1	0	0	2
Suspicious Vehicle	1	0	0	0	1	0	0	2
TRESPASSING	0	0	0	1	0	0	0	1
Trespassing, Private Property	0	0	0	1	0	0	0	1
WELFARE CHECK	0	0	0	0	1	0	0	1
WELFARE CHECK - MISC	0	0	0	0	1	0	0	1
Total Events	7	11	5	13	9	8	4	57

Total Citation Violations:	1	1	1	0	6	3	4	16
Total Citations:	1	1	1	0	5	3	4	15

Event Activity Analysis by Time

Date Reported: 03/01/2022 - 03/31/2022



Hayden Police Department

249 Hawthorne Street

P.O. Box 190

Hayden, CO. 81639

Phone: 970-276-2535

Fax: 970-276-9175

Classification	HOUR																								Total
	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
AIRPORT INCIDENTS	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	2	0	0	0	0	0	0	0	5
AIRPORT INCIDENTS-OTHER	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	2	0	0	0	0	0	0	0	5
ANIMAL CALL	0	0	0	0	0	0	0	0	1	1	0	1	1	0	2	0	1	0	0	0	0	0	0	0	7
Animal Call, Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Barking Dog	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Dog At Large	0	0	0	0	0	0	0	0	1	1	0	1	1	0	0	0	1	0	0	0	0	0	0	0	5
ASSIST OTHER AGENCY	0	0	1	0	0	0	0	0	0	1	3	2	0	1	0	1	1	0	0	0	1	1	0	0	12
Assist Other Agency	0	0	1	0	0	0	0	0	0	1	3	2	0	1	0	1	1	0	0	0	1	1	0	0	12
CIVIL PROBLEM	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	2
Civil Problem	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	2
CIVIL STANDBY	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Civil Standby	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
DAMAGED PROPERTY	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Damaged Property, Public	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
DISTURBANCE	1	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	1	0	0	0	0	5
VERBAL DISTURBANCE	1	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	1	0	0	0	0	5
FAMILY DISTURBANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Family Disturbance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
FOUND PROPERTY	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Found Property	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
HARASSMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Harassment, Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
INFORMATION	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	4
INFORMATION	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	4
OBSTRUCT JUSTICE	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
Failure To Appear	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
PROCESS SERVICE	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
WARRANT ARREST	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
PUBLIC DISTURBANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Public Disturbance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
STOLEN VEHICLE	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Vehicle Theft, Auto	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
SUSPICIOUS ACTIVITY	0	0	1	0	0	0	0	0	0	1	0	1	1	0	0	1	1	0	0	0	0	0	0	0	6
Suspicious Activity	0	0	1	0	0	0	0	0	0	1	0	1	1	0	0	1	1	0	0	0	0	0	0	0	6
SUSPICIOUS VEHICLE	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2
Suspicious Vehicle	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2
TRESPASSING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Trespassing, Private Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
WELFARE CHECK	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
WELFARE CHECK - MISC	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1

Total Events	3	0	2	0	0	1	0	1	4	7	5	7	3	5	2	6	7	0	0	2	1	1	0	0	57
Total Citation Violations:	11	0	0	0	0	0	0	0	0	0	0	0	2	1	2	0	0	0	0	0	0	0	0	0	16
Total Citations:	10	0	0	0	0	0	0	0	0	0	0	0	2	1	2	0	0	0	0	0	0	0	0	0	15