

**AGENDA
BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, APRIL 18, 2022
PATTERSON HALL – 1000 MAIN
REGULAR MEETING**

5:30 p.m.

Join by Zoom

Meeting ID: 812 7671 0943

Passcode: 984350

By Phone: 253-215-8782

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Recognition of Visitors
 5. **Consent Agenda**

Note: All items listed under the Consent Agenda are considered to be routine and will be approved with one motion. There will be no separate discussion of these items unless a Board Member or citizen requests. The item may be removed from the Consent Agenda and considered separately, at the discretion of the Board of Trustees.

 - a. Approval of minutes
 - b. Treasurer's Report
 - c. Approval of Bills
 6. Old Business
 - a. Consideration of a request to approve a lease with Bootleggers Mercantile for a portion of the alley on the east side of the building.
 7. New Business
 - a. Swear in newly elected officials.
 - b. Appoint Town Officials and the newspaper of record.
 - c. Appoint members to Planning Commission.
 - d. Sheriff 1st quarter report.
 - e. Consideration of a request to allow the Rotary Club to install 3 benches along the Planet Walk – Courtney Miller.
 - f. Consideration of approving Façade Grant applications.
 - g. Consideration of a request to approve Resolution #3-2022 amending the Town Handbook.
 - h. Consideration of a request to approve an Overmatch letter for the Safe Routes to School project.
 - i. Consideration of a request to allow the Mayor to sign a contract with Langston Concrete for the Safe Routes to School project.
 - j. Discussion and consideration of contracting with a Public Relations firm.
 8. Additions to Agenda
 9. Staff & Committee Reports
 10. Public Comment – The purpose is to request placing items on future agendas and scheduling informational presentations. There is a 3-minute limit for presentations.
- Adjourn

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
THURSDAY, APRIL 7, 2022
SPECIAL MEETING**

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CALL TO ORDER

Mayor Wenke called the meeting to order at 4:30 P.M.

ROLL CALL

The following members were present: Mayor Wenke, Ms. Cole, Ms. Snow, Mr. Nordyke, and Mr. Mowry

ABSENT: Mr. Frickell and Mr. Wilhelm

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was suspended.

OTHERS PRESENT

Patricia McDonald, Bob McDonald, Wanda Jennings, and Kathy Reis

ORDER OF BUSINESS

- a. PUBLIC HEARING for a new Hotel & Restaurant license at 215 Main Street for Yamabeeza, LLC.**

Mayor Wenke opened the Public Hearing for comment. There were no public comments.

- b. Consideration of request to approve a Hotel & Restaurant license at 215 Main Street for Yamabeeza, LLC.**

Clerk Reis reported all paperwork, fees, and a background investigation are in order and complete. This is a full liquor license.

**ACTION: Mr. Mowry moved and Mr. Nordyke seconded to approve a Hotel & Restaurant license at 215 Main Street for Yamabeeza, LLC.
Motion carried.**

Ms. Snow moved and Mr. Nordyke seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, MARCH 21, 2022
REGULAR MEETING**

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CALL TO ORDER

Mayor Wenke called the meeting to order at 5:30 P.M.

ROLL CALL

The following members were present: Mayor Wenke, Ms. Cole, Mr. Frickell, Ms. Snow, Mr. Wilhelm, and Mr. Mowry.

ABSENT: Mr. Nordyke

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance

OTHERS PRESENT

Ed Stephanic, Albert Schwartz, Gabriel Shank, Wanda Jennings, Via Zoom – Clay Buchner, Elliot Jackson, and Kathy Reis

Financial:

- a. Treasurer's Report: Clerk Reis submitted written reports. General Fund has collected 18.4 percent of budgeted revenues and spent 8.3 percent of budgeted expenditures. Capital Fund has collected 6.1 percent of budgeted revenues and spent 1.7 percent of budgeted expenditures. Sales tax for January was up by 12.2 percent, up 11.96 percent from the previous year-to-date. The above numbers are based on a cash basis.

| Account balances: | | Feb. Expenditures Paid in March | |
|--|---------------|--|-----------|
| General Fund Checking: | \$ 629,089.26 | \$ | 42,346.23 |
| CSafe-GF Core 11: | \$ 133,495.76 | | |
| CSafe-3% Tabor Reserve: | \$ 35,016.12 | | |
| CSafe-General Fund Reserve-14 | \$ 161,779.46 | | |
| Municipal Court Checking: | \$ 25,035.34 | \$ | 0.00 |
| Tennis Court Checking: | \$ 2,482.70 | \$ | 0.00 |
| | | | |
| Conservation Trust Fund Checking: | \$ 38,028.97 | \$ | 0.00 |
| | | | |
| Capital Fund Checking: | \$ 602,571.14 | \$ | 24,751.99 |
| CSafe-CF Core 12: | \$ 220,110.04 | | |
| Total C.D.'s plus interest: | \$ 203,819.07 | | |

APPROVAL OF CONSENT AGENDA

- a. Approval of minute's February 22, 2022
b. Treasurer's Report
c. Approval of Bills

Mr. Frickell moved, and **Ms. Cole** seconded to the consent agenda. Motion carried.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
REGULAR MEETING
MONDAY, MARCH 21, 2022**

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OLD BUSINESS

- a. Consideration of a request to approve a lease with Bootleggers Mercantile for a portion of the alley on the east side of the building.**

Mayor Wenke requested a workshop to discuss a leasing/selling Town-owned property policy. The workshop was scheduled for Thursday, March 24th. at 10:00 a.m.

NEW BUSINESS

- a. Consideration of reallocating the approved expenditure of awarded funds for Altitude Fitness.**

Clerk Reis explained the request was to improve energy costs for the building. They would like to use it for the boiler instead of window and pool coverings. After some discussion, the board's consensus was to allow the change.

- b. Discuss the procedure for grant support letters.**

Mayor Wenke explained that all support letters had been brought before the Board of Trustees for approval in the past. Clerk Reis explained that non-profits request letters on short notice for grants. She asked that the staff be allowed to write the support letters as long as there isn't a financial commitment for the Town.

ACTION: Mr. Wenke moved, and Ms. Cole seconded to allow the staff to write grant support letters as long as it doesn't commit the Town financially.
Motion carried

- c. Consideration of a request to approve a credit card and determine the limit for the Town Manager.**

Clerk Reis requested to have a seconded credit card for the Town Manager. There are automatic charges on the card for the office; items Mr. Shank needs are sometimes more than the current credit limit, which delays the purchases he needs. Mr. Shank asked for a limit between \$3,000 to \$5,000.

ACTION: Mr. Mowry moved, and Mr. Wilhelm seconded to authorize the Town Manager to have a separate credit card with a \$5,000.00 credit limit.
Motion carried.

- d. Consideration of allowing the non-profits in the permitted zone apply for the Façade Grant.**

There are three non-profits within the permitted zone. The program was designed to help the businesses and improve the area's look. After more discussion, the following motion was made.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
REGULAR MEETING
MONDAY, MARCH 21, 2022**

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NEW BUSINESS CONTINUED

ACTION: Ms. Snow moved, and Mr. Frickell seconded to approve allowing the non-profits in the permitted Façade grant area to apply for the Façade Grant. Motion carried.

e. Discuss Title 4, Chapter 8 Seasonal Outdoor Seating for Food Service Establishments in the Core Business District.

Mayor Wenke requested a workshop to discuss a leasing/selling Town-owned property policy. The workshop was scheduled for Thursday, March 24th at 10:00 a.m.

f. Consideration of a request to approve Ord. No. 1-2022 amending Title 9, Chapter 1, Westcliffe Infraction Code.

The ordinance would be changed as follows: “No vehicle shall be parked or left unattended on Main Street between Highway 69 and Adams Boulevard between the hours of 3:00 a.m. and 9:00 a.m. during the months of October through April.”

This allows snow removal to be much more manageable. A couple of questions came up. 1. Can they be given a ticket? 2. Can the vehicle be towed? The Sheriff’s office enforces our code.

It was discussed to add 2nd Street. Town Manager Shank would like to add that after the parking lot on Rosita is completed, allowing space for the parking for the people renting above Sugar Lump and Grandma’s House.

Attorney Buchner suggested that the snow route they refer to in the ordinance allows changes to the snow route by resolution with a map. Don’t make it dependent on signs. Publish the map on the Town website and have it available in the office. Use forecasts such as if it is 2 inches or more, the snow route restrictions go into effect. This is a safety issue and can be approved as an emergency ordinance is appropriate.

After further discussion, the following motion was made.

ACTION: Ms. Snow moved, and Mr. Frickell seconded to approve No vehicle shall be parked or left unattended on Snow Route between the hours of 3:00 a.m. and 9:00 a.m. If 2 inches or more of snow is forecasted during the months of October through April. Motion carried.

g. Planning Commission appointments update.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
REGULAR MEETING
MONDAY, MARCH 21, 2022**

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NEW BUSINESS CONTINUED

Mayor Wenke stated he has the authority to appoint new planning commissioner members. If you know of someone that would like to be on the board, please let Clerk Reis know. There are five members, the Mayor, one Trustee, the Town Manager, and two ex Officio members. Attorney Buchner informed the Mayor that he could appoint the two ex Officio members anytime he wanted to. The tenure alternates between two and four years according to the Statute. We have an incumbent Mayor rolling into a new term of office, which allows the Mayor to relook at those tenures. He can reappoint those two members however you want them to be. They serve at the pleasure of the Mayor. Gabriel is technically a board member and has a vote.

STAFF & COMMITTEE REPORTS

a. Report from Town Clerk

Office-Days of operation: The office has been closed on Mondays to allow quiet time for the staff, it is no longer needed, and with Gabriel working Monday through Thursday, the staff would like to open on Mondays. The board agreed.

MMOF-additional funds: More funds have become available, allowing us to apply for additional funds for the TAP project as we will need them.

Old Laptops: We have two outdated laptops. The staff would like to keep them. The board had no objections.

April 7th-Public Hearing: Reminded the board regarding the Special meeting for a new liquor license.

Clean up-day: Silver Cliff is looking at the end of April or the first two Saturdays in May. We will keep you updated.

b. Report from Town Manager

SRTS-We are advertising for the construction phase; the mandatory walkthrough has been scheduled.

Employee-I have interviewed a candidate for employment.

Ms. Snow moved, and **Mr. Frickell** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk

REVENUES RECEIVED IN MARCH 2022

GENERAL FUND

| | | |
|---|---|--------------------|
| Cash | | |
| Westcliffe Laundromat | Business License-New | 40.00 |
| The Flowering Tree | Business License-New | 40.00 |
| Salon | Business License-New | 40.00 |
| Credit Cards | | |
| Cornerstone Roofing | Bldg Permit/811 Hermit Rd./New roof | 320.00 |
| Checks | | |
| Braden Wilson | Park Damage and Usage Fee | 650.00 |
| Black Hills | Franchise Fee | 3,117.34 |
| Lollipop & CO. (Jolie Epp) | Business License-New | 40.00 |
| Joel Troyer Construction Acct. | Bldg Permit/117 N Adams/New Residential | 4,398.00 |
| Dutch Pantry & Deli, LLC | Business License-New | 40.00 |
| Ross Penkoff Cosntruction, LLC | Bldg Permit/110 S 2nd/Replace windows | 230.00 |
| Teri Stover | Park Damage and Usage Fee/Memorial Park/6-8 | 125.00 |
| Yamabeeza, LLC | New Liquor License | 1,150.00 |
| Valley View Windows & Doors, LLC | Bldg. Permit/602 Main/Replace windows | 230.00 |
| Custer County Realty (for The Shed) | Business License | 25.00 |
| Black Hills | Franchise Fee-February | 3,381.97 |
| Kernel Custer Popcorn | Bldg. Permit/215 S. 6th/Stucco repair | 145.00 |
| Schlabach Enterprises, LLC | Bldg. Permit/300 Hermit Lane/Siding | 260.00 |
| Anna Powell | Park Damage Deposit/Memorial Park/June11 | 100.00 |
| Thomas Dimler | Bldg Permit/212 Main/Remodel | 290.00 |
| Custer County Treasurer | | 20,786.27 |
| | MHC-Current Taxes MH | \$33.91 |
| | PPC-Property Tax | \$171.72 |
| | RBC-Road & Bridge | \$7,567.47 |
| | RDB-Delinquent Road & Bridge | -\$1.06 |
| | RLC-Current Tax | \$12,112.45 |
| | SAC-Current State Assessed | \$480.86 |
| | SOA-Specific Ownership Tax-A | \$163.20 |
| | SOB-Specific Ownership Tax-B | \$513.70 |
| | Treasurers Fee | -\$255.98 |
| Westcliffe Farmers Market | Business License | 25.00 |
| Dr. Steven Lokken | Business License-New | 40.00 |
| Pinnacol Assurance | General Dividend | 927.00 |
| United Business Bank | Interest | 115.07 |
| State of Colorado | Cigarette Tax | 411.21 |
| State of Colorado | 2% Sales Tax | 52,130.67 |
| State of Colorado | Highway Users Tax | 1,542.24 |
| GENERAL FUND CHECKING REVENUE RECEIVED IN MARCH 2022 | | \$90,599.77 |

| | | |
|------------------------|----------|-------|
| CSafe-GF Core-11 | Interest | 29.02 |
| CSafe-3% Tabor Reserve | Interest | 7.72 |
| CSafe-GF Reserve-14 | Interest | 35.12 |

TENNIS COURT PROJECT CHECKING

| | | |
|---|--|---------------|
| | | 0.00 |
| | | |
| TENNIS COURT PROJECT CHECKING REVENUE RECEIVED IN MARCH 2022 | | \$0.00 |

| | | |
|--|--|---------------|
| | | |
| MUNICIPAL COURT CHECKING REVENUE RECEIVED IN MARCH 2022 | | \$0.00 |

REVENUES RECEIVED IN MARCH 2022**CONSERVATION TRUST FUND**

| | | |
|---|------------------------|-------------------|
| United Business Bank | Interest | 6.59 |
| State of Colorado | 1st Qtr. State Lottery | 1508.93 |
| CONSERVATION TRUST FUND REVENUE RECEIVED IN MARCH 2022 | | \$1,515.52 |

CAPITAL FUND

| | | |
|---|-------------------------------------|--------------------|
| United Business Bank | Interest Capital Fund Checking | 106.96 |
| State of Colorado (Town of Westcliffe) | 1 % Sales Tax | 26,065.34 |
| Dark Skies, Inc. | Street Lighting | 5,000.00 |
| Town of Silver Cliff | Reimb/SRTS Design | 1,341.52 |
| Verizon Wireless | Lease Payment | 1,000.00 |
| State of Colorado | Safe Routes to School-Reimb. Inv #7 | 1,965.60 |
| State of Colorado | TAP Project-Reimb. Inv# 3 | 19,262.50 |
| CAPITAL FUND CHECKING REVENUE RECEIVED IN MARCH 2022 | | \$54,741.92 |

| | | |
|------------------|----------------------------------|------|
| Kirkpatrick Bank | Interest Certificates of Deposit | 0.00 |
|------------------|----------------------------------|------|

| | | |
|------------------|----------|-------|
| CSafe-CF Core 12 | Interest | 47.80 |
|------------------|----------|-------|

BALANCE IN ALL FUND ACCOUNTS

| | |
|------------------------------------|-----------------------|
| GENERAL FUND CHECKING | \$671,619.33 |
| CSafe-GF Core-11 | \$133,524.78 |
| CSafe-3% Tabor Reserve | \$35,023.84 |
| CSafe-GF Reserve-14 | \$161,814.58 |
| TENNIS COURT PROJECT CHECKING | \$25,035.34 |
| MUNICIPAL COURT CHECKING | \$2,482.70 |
| TOTAL GENERAL FUND ACCOUNTS | \$1,029,500.57 |

| | |
|---|--------------------|
| CONSERVATION TRUST FUND CHECKING | \$39,544.49 |
| TOTAL CONSERVATION TRUST FUND ACCOUNTS | \$39,544.49 |

| | |
|--|-----------------------|
| CAPITAL FUND CHECKING | \$619,335.82 |
| CSafe-CF Core 12 | \$220,157.84 |
| CERTIFICATES OF DEPOSIT PLUS INTEREST | \$203,819.07 |
| TOTAL ALL CAPITAL FUND ACCOUNTS | \$1,043,312.73 |

| | |
|--|-----------------------|
| CASH BALANCE OF ALL FUND ACCOUNTS | \$2,112,357.79 |
|--|-----------------------|

NOTE: 1% Sales tax of \$26,065.34 was transferred to the Capital Fund from the General Fund.

April 2022 Bills

GENERAL FUND

| | | |
|--|--|-----------|
| Altitude Community FitnessFitness | 2022 Donation | 4,000.00 |
| Automatic Door Doctors | Park Maint./Balance ADA doors | 5,979.64 |
| Black Hills Energy | Lights/Electric | 1,785.83 |
| Buchner, Clayton, Attorney at Law | Attorney Fees | 1,650.00 |
| Card Services | Office Supplies/CML Conference Lodging | 698.10 |
| CenturyLink | Phone/Elevator | 48.35 |
| Custer County Rd. & Bridge | Street Maint./Fuel | 1,400.76 |
| Custer County Rd. & Bridge | Contribution to County fuel system | 2,736.28 |
| Custer County Sheriff | 2nd Quarter Sheriff Contract | 14,125.00 |
| Division of Oil and Public Safety | Elevator/Conveyance Certificate | 30.00 |
| Donnell, Brent | Replace Lost Check/Payroll | 295.06 |
| Elevator Inspections, Inc. | Elevator/Annual Inspection | 350.00 |
| 4Rivers | Vehicle Maint./Parts | 1,027.62 |
| Hilltop Broadband | Town Hall & Sho/plnternet | 255.45 |
| International Code Council | Town Manager Education | 69.00 |
| Kit Shy | Zoning Map Revisions | 1,740.00 |
| Mayberry & Company, LLC | 2021 Audit/Progress Billing | 5,000.00 |
| Morning Star Elevator | Town Hall Maint./Annual Inspection | 463.00 |
| Norup Gas | Propane | 1,798.96 |
| Oak Disposal Services | Street Maint./Trash Service/2 months | 250.00 |
| Office Depot | Supplies | 364.17 |
| Pinnacol Assurance | Workmens Comp./Audit adjustment | 1,710.00 |
| Rock Parts CO. | Vehicle Maint./Battery/Misc. | 736.83 |
| Round Mtn. Water & Sanitation District | Water & Sewer | 653.50 |
| Shank, Gabriel | Reimb/CML Conference | 406.00 |
| The Mountain Publishing, CO, Inc. | Publishing | 11.40 |
| Uline | Park Maint./Supplies | 3,223.16 |
| Valley Ace Hardware | Supplies | 69.72 |
| Westcliffe Meats | Refund Park Damage/Usage fee/Canceled | 125.00 |
| Wet Mtn Tribune | Publishing | 740.04 |
| Xerox Corporation | Meter Read/Lease Payment | 134.43 |

Payroll Expenses

| | | |
|-----------------------------------|--------------------------------------|----------|
| CEBT | Employer/Health Ins. | 664.96 |
| Colo. Dept. of Revenue | 1st Qtr SWT | 2,225.00 |
| Colo. State Treasurer/EFT Payment | 1st Qtr SUTA | 120.10 |
| EFTPS | March Payroll Taxes | 4,883.68 |
| GWRS | Employee Share Retirement Fund (ACH) | 532.45 |
| GWRS | Employer Share Retirement Fund (ACH) | 382.45 |

| | |
|---|--------------------|
| BILLS TO DATE | \$60,685.94 |
| MARCH 2022 PAYROLL | \$16,923.78 |
| TOTAL GENERAL FUND EXPENDITURES FOR MARCH PAID IN APRIL 2022 | \$77,609.72 |

April 2022 Bills

CAPITAL FUND

| | | |
|---|-------------------------------------|--------------------|
| Ayers Associates, Inc. | Tap Project-Progress Payment/Design | 37,132.50 |
| Deer Credit, Inc. | Lease Payment | 930.74 |
| CDW_G | 2-Laptops | 1,530.07 |
| TOTAL CAPITAL FUND EXPENDITURES FOR MARCH PAID IN APRIL 2022 | | \$39,593.31 |

2022 SALES TAX & PRIOR YEARS COMPARISONS

| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2022 | 2022 | 2022 | 2022 | % +/- |
|-----------------|------------|------------|------------|----------------------------|--------------|--------------------|----------------------------|----------------------------|--------------------|------|--------|
| | | | | | 3% total | 2% of total (Fund) | 1% of total (General Fund) | 1% of total (Capital Fund) | 3% Total Sales Tax | | |
| <u>JAN</u> | 18,861.17 | 25,564.67 | 30,006.18 | 34,234.63 | 69,693.17 | 150.80 | 52,130.67 | 26,065.34 | 78,196.01 | | 12.20% |
| | 50.27 | | | | | | | | | | |
| <u>FEB</u> | 24,659.13 | 19,628.62 | 24,163.25 | 32,835.27 | 62,025.70 | 232.01 | 47,263.31 | 23,631.66 | 70,894.97 | | 14.30% |
| | 3.87 | | | | | | | | | | |
| <u>MAR</u> | 26,843.98 | 29,456.57 | 36,077.93 | 51,033.37 | 88,768.43 | | | | | | |
| | 245.19 | | | | 15.95 | | | | | | |
| <u>APR</u> | 30,763.20 | 26,907.00 | 31,062.04 | 46,184.28 | 77,315.01 | | | | | | |
| | 0.02 | | | | | | | | | | |
| <u>MAY</u> | 31,184.50 | 37,867.12 | 43,414.62 | 51,540.56 | 101,149.31 | | | | | | |
| | 185.6 | | | | | | | | | | |
| <u>JUNE</u> | 40,835.96 | 45,084.65 | 56,385.66 | 69,361.40 | 121,572.25 | | | | | | |
| | 83.13 | | | | | | | | | | |
| | | | | 2% of total (General Fund) | | | | | | | |
| <u>JULY</u> | 43,306.02 | 43,950.00 | 56,461.48 | 65,272.29 | 117,054.99 | | | | | | % +/- |
| Treasurers Fee | | | | | 130.50 | | | | | | |
| <u>AUG.</u> | 38,829.14 | 35,968.42 | 46,583.57 | 59,524.79 | 88,928.52 | | | | | | |
| | | | | | | | | | | | |
| <u>SEPT.</u> | 39,333.39 | 36,753.56 | 58,818.79 | 79,591.87 | 118,962.80 | | | | | | |
| | | | | | | | | | | | |
| <u>OCT.</u> | 29,105.54 | 43,911.98 | 46,241.58 | 58,001.14 | 99,222.56 | | | | | | |
| | 65.73 | | | 74.43 | | | | | | | |
| <u>NOV.</u> | 31,259.25 | 29,329.94 | 44,692.15 | 52,631.93 | 92,901.48 | | | | | | |
| | 491.05 | | | 44.47 | 7.25 | | | | | | |
| <u>DEC.</u> | 31,209.51 | 32,424.95 | 45,023.69 | 66,270.58 | 101,609.63 | | | | | | |
| 1% Capital Fund | | | | | | | | | | | |
| <u>TOTAL</u> | 356,049.01 | 406,847.48 | 473,907.25 | 547,579.60 | 131,869.67 | 99,393.99 | 49,696.99 | 149,090.98 | | | 13.06% |
| Proposed | 340,000.00 | 360,000.00 | 518,930.94 | 510,000.00 | 898,561.65 | 790,707.88 | 384,163.00 | | | | |
| Actual | 387,315.65 | 406,847.48 | 473,907.25 | 547,579.60 | 1,139,740.36 | | | | | | |
| Difference | 47,315.65 | 46,847.48 | 45,023.69 | -37,579.60 | -241,178.71 | | | | | | |

TOWN OF WESTCLIFFE
Capital Fund Profit & Loss Budget Performance

March 2022

| | Mar 22 | Budget | Jan - Mar 22 | YTD Budget | Annual Budget |
|---|------------------|-------------------|-------------------|-------------------|---------------------|
| Income | | | | | |
| CRF7160 · Interest Income | 154.76 | 250.00 | 498.74 | 750.00 | 3,000.00 |
| CRF7212 · Grant (New Town Property) | 0.00 | | 12,500.00 | | |
| CRF7220 · Grants (New) RW | 0.00 | 18,912.58 | 0.00 | 56,737.78 | 226,951.00 |
| CRF7224 · Grants (Existing) Town Pro | 21,228.10 | 45,326.08 | 29,525.93 | 135,978.28 | 543,913.00 |
| CRF7238 · Other Contributions | 6,341.52 | 2,765.00 | 6,341.52 | 8,295.00 | 33,180.00 |
| CRF7270 · Lease Proceeds Verizon Tower | 1,000.00 | 1,000.00 | 3,000.00 | 3,000.00 | 12,000.00 |
| CRF7280 · Capital Lease Proceeds | 0.00 | 4,151.75 | 0.00 | 12,455.25 | 49,821.00 |
| CRF7285 · 1% Sales Tax from General Fund | 26,065.34 | 32,013.58 | 90,904.62 | 96,040.78 | 384,163.00 |
| CRF7805 · Grants (Existing) Town Property | 0.00 | 416.67 | -4,558.75 | 1,249.97 | 5,000.00 |
| CRF7810 · Transfers From General Fund | 0.00 | 10,000.00 | 0.00 | 30,000.00 | 120,000.00 |
| Total Income | 54,789.72 | 114,835.66 | 138,212.06 | 344,507.06 | 1,378,028.00 |
| Expense | | | | | |
| CRF9011 · CIP Roadway (Existing) | 0.00 | 36,666.67 | 0.00 | 109,999.97 | 440,000.00 |
| CRF9012 · CIP Town Property (Existing) | 0.00 | 2,541.67 | 0.00 | 7,624.97 | 30,500.00 |
| CRF9014 · Equipment Debt Service | 930.74 | 930.75 | 1,861.48 | 2,792.25 | 11,169.00 |
| CRF9025 · CIP Roadway (New) | 0.00 | 40,490.08 | 0.00 | 121,470.28 | 485,881.00 |
| CRF9026 · CIP-Town Property (New) | 0.00 | 15,708.33 | 0.00 | 47,125.03 | 188,500.00 |
| CRF9027 · CIP-Equipment (New) | 0.00 | 125.00 | 0.00 | 375.00 | 1,500.00 |
| CRF9101 · Improvements-Design | 37,132.50 | 12,397.08 | 58,852.00 | 37,191.28 | 148,765.00 |
| Total Expense | 38,063.24 | 108,859.58 | 60,713.48 | 326,578.78 | 1,306,315.00 |
| Net Income | 16,726.48 | 5,976.08 | 77,498.58 | 17,928.28 | 71,713.00 |

General Fund Profit & Loss Budget Performance

| | Mar 22 | Budget | Jan - Mar 22 | YTD Budget | Annual Budget |
|---------------------------------------|------------------|------------------|-------------------|-------------------|---------------------|
| Income | | | | | |
| 7000 · General Property Taxes | 12,798.94 | 5,532.58 | 25,906.54 | 16,597.78 | 66,391.00 |
| 7050 · Specific Ownership Taxes | 676.90 | 741.67 | 1,508.42 | 2,224.97 | 8,900.00 |
| 7100 · Town Sales Taxes | 52,130.67 | 65,892.32 | 181,809.75 | 197,677.00 | 790,707.88 |
| 7101 · Town Sales Tax License | 290.00 | 265.83 | 4,325.00 | 797.53 | 3,190.00 |
| 7106 · Penalties & Int-Delinquent Tax | 0.00 | 25.00 | 0.00 | 75.00 | 300.00 |
| 7115 · Franchise Fee | 6,499.31 | 2,166.67 | 9,681.93 | 6,499.97 | 26,000.00 |
| 7120 · Special Assessments | 0.00 | 140.25 | 341.90 | 420.75 | 1,683.00 |
| 7125 · Building & Zoning Permits | 5,873.00 | 2,083.33 | 40,873.50 | 6,250.03 | 25,000.00 |
| 7126 · Fence & Sign Permits | 0.00 | 200.00 | 100.00 | 600.00 | 2,400.00 |
| 7127 · Special Use By Review Permits | 0.00 | 125.00 | 0.00 | 375.00 | 1,500.00 |
| 7130 · Traffic Fines & Ordinances | 0.00 | 12.50 | 1,000.00 | 37.50 | 150.00 |
| 7135 · Court Costs | 0.00 | 2.08 | 0.00 | 6.28 | 25.00 |
| 7140 · Liquor Licenses/Special Events | 1,150.00 | 125.00 | 1,203.75 | 375.00 | 1,500.00 |
| 7150 · Cigarette Tax | 411.21 | 150.00 | 1,133.52 | 450.00 | 1,800.00 |
| 7160 · Interest Income | 186.93 | 83.33 | 467.88 | 250.03 | 1,000.00 |
| 7165 · Miscellaneous Income | 927.00 | 50.00 | 927.00 | 150.00 | 600.00 |
| 7200 · Highway Users Tax | 1,542.24 | 2,433.25 | 6,108.54 | 7,299.75 | 29,199.00 |
| 7205 · Road & Bridge Funds | 7,566.41 | 2,579.60 | 12,960.47 | 7,738.81 | 30,955.21 |
| 7215 · American Rescue Plan Funds | 0.00 | 6,576.99 | 0.00 | 19,730.91 | 78,923.82 |
| 7300 · Tennis Court Donation Fund | 0.00 | 4.17 | 0.00 | 12.47 | 50.00 |
| 7305 · Events Center-Rental Fees | 0.00 | 179.17 | 0.00 | 537.47 | 2,150.00 |
| 7310 · Bluff Site Maint. Fee | 0.00 | 283.33 | 0.00 | 850.03 | 3,400.00 |
| 7315 · Park Usage Fee | 375.00 | 100.00 | 700.00 | 300.00 | 1,200.00 |
| 7840 · State Grant | 0.00 | 25.00 | 0.00 | 75.00 | 300.00 |
| 7845 · Federal Grant | 0.00 | 9.58 | 0.00 | 28.78 | 115.00 |
| Total Income | 90,427.61 | 89,786.65 | 289,048.20 | 269,360.06 | 1,077,439.91 |
| Gross Profit | 90,427.61 | 89,786.65 | 289,048.20 | 269,360.06 | 1,077,439.91 |
| Expense | | | | | |
| 8000 · Trustees | 51.54 | 416.67 | 254.83 | 1,249.97 | 5,000.00 |
| 8005 · Ordinances & Procedures | 0.00 | 333.33 | 54.56 | 1,000.03 | 4,000.00 |
| 8010 · Colo. Muni League Dues | 0.00 | 71.25 | 0.00 | 213.75 | 855.00 |
| 8015 · Elections | 0.00 | 191.67 | 120.00 | 574.97 | 2,300.00 |
| 8020 · General Accounting | 0.00 | 100.00 | 1,082.98 | 300.00 | 1,200.00 |
| 8025 · Auditing | 0.00 | 491.67 | 0.00 | 1,474.97 | 5,900.00 |
| 8030 · Attorney | 950.40 | 1,666.67 | 2,204.40 | 4,999.97 | 20,000.00 |
| 8035 · Insurance - General | 0.00 | 665.42 | 8,021.64 | 1,996.22 | 7,985.00 |
| 8040 · Workman's Compensation | 0.00 | 566.67 | 4,219.00 | 1,699.97 | 6,800.00 |
| 8050 · Colorado State Unemployment | 41.83 | 63.81 | 120.09 | 191.41 | 765.70 |
| 8100 · Town's Share FICA | 1,297.00 | 1,318.71 | 3,723.02 | 3,956.08 | 15,824.47 |
| 8110 · Town's Share MEDI | 303.34 | 308.41 | 870.72 | 925.19 | 3,700.88 |
| 8115 · Town Share Health Insurance | 1,876.06 | 2,830.07 | 4,444.80 | 8,490.17 | 33,960.80 |
| 8120 · Town Share Retirement Fund | 382.45 | 507.92 | 802.00 | 1,523.74 | 6,095.02 |
| 8200 · Clerk/Treasurer Wages | 3,954.86 | 3,954.86 | 11,864.58 | 11,864.58 | 47,458.32 |
| 8205 · Deputy Clerk | 3,316.50 | 3,120.00 | 9,391.50 | 9,360.00 | 37,440.00 |
| 8208 · Media Relations Coordinator | 295.06 | 1,235.00 | 862.06 | 3,705.00 | 14,820.00 |
| 8210 · Clerk Education | 0.00 | 100.00 | 0.00 | 300.00 | 1,200.00 |
| 8215 · Office Supplies | 174.00 | 125.00 | 174.00 | 375.00 | 1,500.00 |
| 8220 · Town Manager Wages | 5,476.67 | 5,476.67 | 16,430.01 | 16,429.97 | 65,720.00 |
| 8225 · Manager/Bldg/Zoning Education | 406.00 | 183.33 | 406.00 | 550.03 | 2,200.00 |
| 8235 · Building Inspector | 0.00 | 270.83 | 0.00 | 812.53 | 3,250.00 |
| 8240 · County Treasurer's Fees | 255.98 | 200.00 | 518.14 | 600.00 | 2,400.00 |
| 8300 · Town Hall Maintenance | 483.76 | 500.00 | 2,892.75 | 1,500.00 | 6,000.00 |
| 8308 · Town Hall Utilities | 912.01 | 591.67 | 1,737.81 | 1,774.97 | 7,100.00 |
| 8310 · Lease Equipment | 120.50 | 125.42 | 241.00 | 376.22 | 1,505.00 |
| 8405 · Animal Control | 302.67 | 158.58 | 302.67 | 475.78 | 1,903.00 |
| 8410 · Organizational Membership Dues | 0.00 | 74.08 | 985.00 | 222.28 | 889.00 |
| 8505 · Townman Education | 0.00 | 250.00 | 114.00 | 750.00 | 3,000.00 |
| 8510 · Street and Park Tech Wages | 8,171.45 | 11,122.08 | 22,059.45 | 33,366.28 | 133,465.00 |
| 8515 · Street Maintenance & Fuel | 4,638.00 | 3,750.00 | 10,316.39 | 11,250.00 | 45,000.00 |
| 8520 · Emergency Snow Removal | 7,665.00 | 2,500.00 | 7,665.00 | 7,500.00 | 30,000.00 |
| 8525 · Street Lighting | 1,075.89 | 1,000.00 | 2,148.22 | 3,000.00 | 12,000.00 |
| 8530 · Vehicle & Equip. Maintenance | 1,198.37 | 1,666.67 | 1,317.24 | 4,999.97 | 20,000.00 |
| 8538 · Shop Maintenance | 149.24 | 833.33 | 671.87 | 2,500.03 | 10,000.00 |

4:31 PM

04/04/22

Accrual Basis

Town of Westcliffe
General Fund Profit & Loss Budget Performance

March 2022

| | <u>Mar 22</u> | <u>Budget</u> | <u>Jan - Mar 22</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|--|------------------|------------------|---------------------|-------------------|----------------------|
| 8540 · Shop Utilities | 951.34 | 425.00 | 516.60 | 1,275.00 | 5,100.00 |
| 8545 · Highway Barn Utilities | 734.60 | 383.33 | 1,199.63 | 1,150.03 | 4,600.00 |
| 8550 · Highway Barn Maint. | 0.00 | 416.67 | 0.00 | 1,249.97 | 5,000.00 |
| 8600 · Park Utilities | 922.91 | 2,125.00 | 799.17 | 6,375.00 | 25,500.00 |
| 8605 · Park Maintenance | 1,735.00 | 1,333.33 | 2,073.24 | 4,000.03 | 16,000.00 |
| 8700 · Custer County Sheriff | 0.00 | 4,802.50 | 14,125.00 | 14,407.50 | 57,630.00 |
| 8800 · Donations | 1,184.28 | 2,333.33 | 512.51 | 7,000.03 | 28,000.00 |
| 8805 · Grants/Local | 0.00 | 2,083.33 | 0.00 | 6,250.03 | 25,000.00 |
| 8806 · American Rescue Plan Expenses | 0.00 | 13,153.97 | 0.00 | 39,461.91 | 157,847.64 |
| 8808 · Economic Development | 0.00 | 1,083.33 | 0.00 | 3,250.03 | 13,000.00 |
| 8810 · Contingencies | 0.00 | 1,250.00 | 0.00 | 3,750.00 | 15,000.00 |
| 8811 · Contribution to/fromCapital Fun | 0.00 | 10,000.00 | 0.00 | 30,000.00 | 120,000.00 |
| Total Expense | <u>49,026.71</u> | <u>86,159.58</u> | <u>135,241.88</u> | <u>258,478.61</u> | <u>1,033,914.83</u> |
| Net Income | <u>41,400.90</u> | <u>3,627.07</u> | <u>153,806.32</u> | <u>10,881.45</u> | <u>43,525.08</u> |

CUSTER COUNTY SHERIFF'S OFFICE

1ST QUARTER 2022 REPORT

| | COUNTY | | SC | | WC | |
|------------------------------------|--------|------|-----|------|-----|------|
| 911 HANG UP/MISDIAL/OPEN LINE | 60 | 67% | 9 | 10% | 21 | 23% |
| ABANDONED VEHICLE | 22 | 92% | 0 | 0% | 2 | 8% |
| ACCIDENT | 42 | 86% | 5 | 10% | 2 | 4% |
| ALARM | 9 | 56% | 0 | 0% | 7 | 44% |
| ANIMAL/COMPLAINT-NEGLECT | 36 | 86% | 3 | 7% | 3 | 7% |
| ARSON | 0 | 0% | 1 | 100% | 0 | 0% |
| ASSAULT | 0 | 0% | 0 | 0% | 1 | 100% |
| ASSIST CITIZEN | 52 | 67% | 7 | 9% | 19 | 24% |
| ASSIST OTHER AGENCY | 19 | 54% | 6 | 17% | 10 | 29% |
| OTHER | 9 | 47% | 2 | 11% | 8 | 42% |
| BURGLARY | 0 | 0% | 0 | 0% | 1 | 100% |
| CHILD ENDANGERMENT | 1 | 100% | 0 | 0% | 0 | 0% |
| CIVIL/CIVIL STAND BY/ CIVIL PAPERS | 19 | 51% | 8 | 22% | 10 | 27% |
| CRIMINAL MISCHIEF | 1 | 50% | 1 | 50% | 0 | 0% |
| DISTURBANCE | 5 | 38% | 3 | 23% | 5 | 38% |
| FIRE/SMOKE | 124 | 87% | 11 | 8% | 8 | 6% |
| FRAUD | 5 | 63% | 0 | 0% | 3 | 38% |
| HARASSMENT | 1 | 25% | 3 | 25% | 2 | 50% |
| HOMICIDE | 0 | 0% | 0 | 0% | 1 | 100% |
| INFORMATION | 32 | 42% | 11 | 14% | 34 | 44% |
| KIDNAPPING | 0 | 0% | 0 | 0% | 1 | 100% |
| LOST/FOUND PET / PROPERTY | 7 | 64% | 0 | 0% | 4 | 36% |
| MEDICAL | 57 | 49% | 19 | 16% | 40 | 34% |
| MISSING PERSON | 2 | 40% | 2 | 40% | 1 | 20% |
| ORDINANCE VIOLATION | 0 | 0% | 0 | 0% | 1 | 100% |
| OTHER | 38 | 26% | 14 | 11% | 76 | 63% |
| PATROL WATCH | 28 | 60% | 13 | 28% | 6 | 13% |
| SCHOOL RESOURCE | 0 | 0% | 2 | 6% | 29 | 94% |
| SEX OFFENDER / HOME VISIT | 5 | 56% | 2 | 22% | 2 | 22% |
| SEXUAL ASSAULT | 0 | 0% | 0 | 0% | 4 | 100% |
| STOLEN VEHICLE | 0 | 0% | 1 | 100% | 0 | 0% |
| SUSPICIOUS ACTIVITY/PERSON/VEHICLE | 10 | 63% | 1 | 6% | 5 | 31% |
| THEFT | 3 | 27% | 3 | 27% | 5 | 45% |
| TRAFFIC COMPLAINT/OBSTRUCTION | 37 | 77% | 4 | 8% | 7 | 15% |
| TRAFFIC STOP | 122 | 54% | 35 | 15% | 70 | 31% |
| TRESPASS | 7 | 70% | 2 | 20% | 1 | 10% |
| WEAPON LAW VIOLATION | 3 | 33% | 1 | 11% | 5 | 56% |
| WELFARE CHECK | 26 | 62% | 5 | 12% | 11 | 26% |
| TOTAL # OF INCIDENTS | 782 | 57% | 174 | 13% | 405 | 30% |

**TOWN OF WESTCLIFFE
REQUEST TO BE PLACED ON AGENDA**

Office of the Town Clerk
P.O. Box 406
Westcliffe, CO 81252
townclerk@townofwestcliffe.com
719-783-2282

Westcliffe Town Board Westcliffe Planning Commission

Here are things you need to know:

- You must contact the Town staff prior to coming to the Board. Quite often the issue can be resolved by staff action
- Please plan on attending the meeting. The Board of Trustees will be unable to take action without a representative in attendance.
- Please complete the following information and return this form no later than ten days prior to the Board meeting to the above address or bring it to the Town Hall at 305 Main Street our office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. (Regular Board meetings are scheduled for the first Tuesday of each month.)

Name of person making presentation: Courtney Miller

Organization, if speaking on behalf of a group: Benches for Planet Walk Project (Rotary)

Is this a request for Board action? (Yes) No

Please provide a summary of your comments:

The Rotary Club wants to donate benches for three of the Planet Walk locations as part of Rotary Community Days April 20th.

What staff member have you spoken to about this? Please summarize your discussion:

Gabriel Shank

Contact information:

Name: Courtney Miller

Mailing Address: 702 Round Mountain Road

Westcliffe, CO 81252

Email: CourtneyMillerAuthor@gmail.com

Daytime Phone: 303-877-4184

2022 Façade Grant Application Recommended for approval

| <u>Business Name</u> | <u>Project Total</u> | <u>Amount Requested</u> |
|---|---------------------------------|------------------------------------|
| All Aboard Westcliffe/102 Main St. | \$12,657.50 | \$5,000.00 |
| Sol Vista/511 Main St. | \$11,000.00 | \$5,000.00 |
| Custer County Realty/902 Main | \$27,061.31 | \$5,000.00 |
| Bob Fulton/404 Main St. | \$3,620.00 | \$1,810.00 |
| Lollipop & CO/307 Main St. | \$2,443.56 | \$1,221.78 |
| Wapiti Ranch Realty/217 Main St. | \$10,660.41 | \$5,000.00 |
| Westcliffe Center for the Performing Arts/119 Main St. | \$2,215.00 | \$1,107.50 |
| Total | \$69,657.78 | \$24,139.28 |

**TOWN OF WESTCLIFFE
RESOLUTION # 3-2022**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE,
COLORADO AMENDING THE TOWN OF WESTCLIFFE TOWN HANDBOOK REGARDING
REFERENCES TO VACATION AND SICK LEAVE OF TOWN EMPLOYEES**

WHEREAS, the Town has previously updated the benefits, holidays, leave, and insurance sections of the Town Handbook concerning Town Employees; and

WHEREAS, the Town's update regarding these benefits requires amending and deconflicting other sections of the Town Handbook; and

WHEREAS, the Town finds it necessary to amend the Town of Westcliffe Employee Handbook, as appropriate and necessary to the function and operation of the Town.

NOW THEREFORE, BE IT RESOLVED THAT:

1. **Amendment to Section 704 of the Town of Westcliffe Employee Handbook.**
Section 704 – Resignation of the Town Employee Handbook is amended by adding the double-underlined and capitalized text and removing the stricken text, as follows:

704 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Town. Although advance notice is not required, the Town requests at least 2 weeks' written resignation notice from all employees. Resignations may be withdrawn before the effective date with the Town's approval.

Employees who have served twelve months or longer will be paid for accrued ~~compensatory and vacation time~~ PAID TIME OFF (PTO) AS DELINEATED IN SECTION 302. ~~Employees will be paid at a rate of 20% of accumulated sick pay hours. The maximum accumulation is 320 hours; i.e. 320/20% = 64 hours.~~

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

2. **Amendment to the Town of Westcliffe Employee Handbook.** All other references to *vacation and sick leave* throughout the Westcliffe Employee Handbook will be amended to reflect "PTO" as delineated in Section 302.

READ, PASSED, AND APPROVED THIS 18th day of April, 2022.

BY: TOWN OF WESTCLIFFE

Paul Wenke, Mayor

ATTESTED:

Kathy Reis, CMC, Town Clerk

704 Resignation

Effective Date: 1/8/2019

Revision Date: 1/8/2019

Resignation is a voluntary act initiated by the employee to terminate employment with the Town. Although advance notice is not required, the Town requests at least 2 weeks' written resignation notice from all employees. Resignations may be withdrawn before the effective date with the Town's approval.

Employees who have served twelve months or longer will be paid for accrued compensatory and vacation time. Employees will be paid at a rate of 20% of accumulated sick pay hours. The maximum accumulation is 320 hours; i.e. $320 / 20\% = 64$ hours.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

302 Paid Time Off

Effective Date: 1/1/2022

Revision Date: 2/22/2022

The Town allows employees to accrue Paid Time Off (PTO). This paid time is for employees to do with as they wish or need. For example, it may be used to take time off for vacation, sickness, family illness, personal matters, or for other reasons.

Obviously, if all time is used as vacation and an illness strikes, nothing will be left to protect an employee's income against unexpected absences. Employees are urged to use PTO to ensure a good personal balance between leisure and those unexpected absences that affect us all.

PTO is provided in an amount of hours and with sufficient pay, for all the same purposes, and under all the same conditions or in excess of the requirements delineated in the Healthy Families and Workplace Act (HFWA) and applicable rules. This includes but is not limited to accrual, use, payment, annual carryover of unused accrued leave, notice and documentation requirements, and anti-retaliation and anti-interference rights. Additional HFWA leave will not be provided if an employee uses all of their available PTO for non-HFWA-qualifying reasons, except when a public health emergency is declared after usage of PTO, requiring supplemental leave.

Regular full-time employees (scheduled for 12 months per year) shall accrue the following amount of PTO on an annual basis, calculated by 12 pay periods per year. PTO accruals shall increase to the next level beginning with the pay period that includes the employee's appropriate anniversary date. The maximum PTO a regular full-time employee may accumulate is three hundred and twenty hours (320). When an employee reaches 320 hours of accrued but unused PTO, the employee will cease to accrue PTO until the employee uses PTO and brings the available amount below the cap of 320 hours. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information). PTO is available for use the month after it is earned.

The amount of PTO employees receives each year increases with the length of their employment as shown in the following schedule:

| <u>Years of Service</u> | <u>Monthly Accrual Hours</u> | <u>Annual Accrual Days</u> |
|-------------------------|------------------------------|----------------------------|
| 1 through 5 | 16 | 24 |
| 6 through 10 | 18 | 27 |
| 11 or more | 22 | 33 |

Part-time and seasonal employees earn one (1) hour of PTO for every 30 hours worked. The maximum PTO a part-time employee may accumulate is one hundred twenty-four (124) hours. When an employee reaches 124 hours of accrued but unused PTO, the employee will cease to accrue PTO until the employee uses PTO and brings the available amount below the cap of 124 hours.

PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. PTO is not included in the calculation of overtime.

Upon separation of employment, employees will be paid for unused PTO earned through the last day of work not to exceed the capped amounts, paid out hour-for-hour at the employee's pay rate for the previous year.

Typically, paid time off must be scheduled with and approved by your immediate supervisor. Employees may take PTO in hourly increments. PTO should be scheduled to interfere as little as possible with the normal operation of business and to avoid excessive workloads for other employees during peak periods.

Any employee may use PTO leave earned immediately if an employee or family member:

1. Has a mental or physical illness, injury, or health condition that prevents the employee from working; or
2. Needs preventative care, or to get a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
3. Needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in item 2 above; or
4. The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
5. Due to a public health emergency, a public official closed either (a) the employee's place of business, or (b) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

If the reason for the absence is one of the above, employee should notify their supervisor each day at the beginning of the shift when unable to come to work and let the supervisor know when they expect to return to work. In the event of an unplanned absence of four or more consecutive workdays, medical or legal certification is required. This certification should indicate that the employee was unable to work due to one of the reasons listed above and the length of time this restriction lasted.

As an additional condition of eligibility PTO, an employee on an extended absence of 10 or more days, must apply for any other available compensation and benefits, such as workers' compensation. PTO will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation. The combination of any such disability payments and PTO benefits cannot exceed the employee's normal weekly earnings.

On the date that a public health emergency affecting the Town is declared, the Town will supplement PTO leave with an additional grant of leave up to combined maximum of 80 hours for full-time employees (prorated for part-time employees). This leave may be used when an employee:

1. Needs to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency; or
2. Seeks diagnosis, treatment, or care (including preventative care) of such an illness; or
3. Is excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether or not actually diagnosed with the illness); or
4. Is unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
5. Is caring for a child or other family member who is in category 1, 2, or 3, or whose school, child-care provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Employees must notify the Town of their need for leave as soon as it is practical when the need for leave is foreseeable and the Town's place of business has not been closed. Supplemental leave is granted one time during the entirety of the public health emergency. Unused supplement leave is forfeited four weeks after the termination or suspension of the public health emergency.

Upon separation of employment, employees will be paid for unused PTO earned through the last day of work not to exceed the capped amounts, paid out hour-for-hour at the employee's pay rate for the previous year.