

**AGENDA
BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, OCTOBER 15, 2024
PATTERSON HALL – 1000 MAIN
REGULAR MEETING**

5:30 p.m.

Join by Zoom

Meeting ID: 818 5670 3226

Passcode: 423986

By phone: 1 719 359 4580

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 routine and are approved with one motion. There will be a separate discussion of these items if 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

None.

7. New Business

- a. Consideration of a request to approve a Domestic Violence Awareness Month Proclamation.
- b. Presentation by the Department of Local Affairs representative about Proposition 123 and the More Housing Now and Land Use Initiatives grant.
- c. Consideration of a request to approve Resolution #7-2024 placing a mural on the East side of the building located at 402 Main Street.
- d. Consideration of a request to approve Resolution #8-2024 amending the Town of Westcliffe Policies Handbook to state that the Town will pay 90% of health insurance for employees.
- e. Consideration of a request to approve the contract with Allyant.
- f. Consideration of a request to schedule the December Board of Trustees meeting on December 10th rather than December 17th in order to adopt the 2025 budget.
- g. Consideration of approving proposed Ordinance #6-2024 adopting Title 10, Chapter 1, Section 17 "ADU's" to the Municipal Code per the Planning Commission's recommendation.
- h. Discussion and consideration of amending the Town of Westcliffe Policies Handbook, Section 203, Performance Evaluations.

8. **BOARD OF ADJUSTMENTS**

Old Business

- a. Continued discussion of the Ace Hardware lights.

9. Additions to the Agenda

10. Staff & Committee Reports

11. Public Comment – Westcliffe citizens or business owners can comment on agenda items only and are limited to three (3) minutes. A request can be made to be placed on a future month's agenda if they want to address the Board of Trustees on issues related to the Town of Westcliffe.

Adjourn

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, SEPTEMBER 17, 2024
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, Mr. Mowry, Mr. Dembosky, Mr. Nordyke, Mr. Jagow, Mr. Fulton, and Mr. Wilhelm.

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance.

OTHERS PRESENT

Travis Oshman, Kat Johnson, Jack & Connie Thompson, Jerry Peters, John & Charlene Potts, Becky Poisson, Robert Wolf, James Perry, Mark & Eva Middendorf, John & Pat Jeffress, Elizabeth & Ron Frobels, Joan Broadstone, Alice Henderson, Melissa Belkin, Bianca Trenker, Kit Shy, Karen & Barton Byrge, Sharon Ploeger (Zoom - interpreter), Stephanie Kryer (Zoom - interpreter), Twila Geroux (Zoom), Kathy Reis, Erin Christie, Melane Rella, & Caleb Patterson.

TREASURER'S REPORT

	REVENUE RECEIVED	BALANCE OF ACCOUNTS
General Fund Checking:	\$ 97,704.90	\$ 182,418.19
CSafe-GF Core 11:	\$ 2,615.06	\$ 571,490.04
CSafe-3% Tabor Reserve 13:	\$ 222.72	\$ 48,648.26
CSafe-General Fund Reserve-14	\$ 1,834.88	\$ 400,975.76
CSafe-Tennis Ct.-Core-16	\$ 96.10	\$ 20,957.84
Tennis Court Checking:	\$ 40.62	\$ 5,219.32
Municipal Court Checking:	\$ 0.00	\$ 2,407.70
Conservation Trust Fund Checking:	\$ 0.49	\$ 11,570.82
CSafe-CF Core 15	\$ 201.58	\$ 44,008.90
Capital Fund Checking:	\$ 636,698.36	\$ 185,434.36
CSafe-CF Core 12:	\$ 2,617.94	\$ 572,118.88

EXPENDITURES

GENERAL FUND:	\$	107,563.77
MUNICIPAL COURT:	\$	0.00
TENNIS COURT:	\$	0.00
CONSERVATION TRUST FUND:	\$	0.00
CAPITAL FUND:	\$	1,370,740.40

APPROVAL OF CONSENT AGENDA

- Approval of minutes – August 20 Regular, August 27 Special, and September 4 Special Meetings
- Treasurer's Report – This was pulled off the Consent Agenda because there was an error on the report.
- Approval of Bills

ACTION: Mr. Jagow moved, and Mr. Wilhelm seconded to approve the consent agenda. Motion carried.

OLD BUSINESS

- a. **Consideration of a request to approve Resolution 7-2024 adopting the Master Plan recommended by the Planning Commission.**

Mr. Patterson reported that the Master Plan has been edited to address concerns over a possible trail system near Grape Creek.

ACTION: Mr. Fulton moved to deny approving Resolution 7-2024 adopting the Master Plan recommended by the Planning Commission. Motion died due to lack of a second motion.

Mayor Wenke wanted to table this item and send it back to the Planning Commission for a workshop.

NEW BUSINESS

- a. **Consideration of allowing organized events to be set up in Jess Price Park for the remainder of 2024.**

Ms. Reis reported that Gary Taylor from KLZR asked if they could set up in the Park, which led her to ask the Board whether they wanted to allow organized events and musicians to use the Pavilion for impromptu concerts (provided they obtain a permit to use the Park). Mayor Wenke expressed concern over the new grass not being ready for pedestrian traffic.

ACTION: Mr. Fulton moved, and **Mr. Dembosky** seconded to allow organized events to be set up in Jess Price Park for the remainder of 2024 with the condition that they stay off the grass. Motion carried.

- b. **PUBLIC HEARING:** For rezoning of BLK 12 & 13 of Shadow Ridge.

(Verbatim Transcript)

WENKE: Public hearing -- rezoning block 12 and 13 of Shadow Ridge, you'll need to announce that public hearing is open for public county -- that's a note to me. So let me just say that most of you have been here a number of times already, which is fine. If you have a spokesman that would move this meeting along, if you have no comment, that's fine too.

You have three minutes. And the fewer people who speak, I think you're going to be redundant. You have a lot of people hearing their opinion.

So, but that's up to all of you. You can come up front, state your name, address, and you have three minutes. Okay.

Then hearing none, public comment is over. Now, the person requesting this hearing is here now. He may speak.

Nope. Is he going to speak?

(Travis Oshman Speaking Through an Interpreter)

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NEW BUSINESS CONTINUED

OSHMAN: Yes, hi. This is Travis. This is regarding the rezoning.

I understand that the community has concerns regarding the height of the building and the preservation of the dark sky. And as well as the quality of the potential tenants. I understand that Westcliff has a master plan as well as a strategic plan.

I feel as though what our organization is doing fits into that picture of the master plan and the strategic plan because there is a housing shortage, which is a serious issue in the community. And I am trying to resolve that. And we want to be able to help in that area of the shortage of housing.

That's all I have at the moment. Thank you.

WENKE: Any comments from the Board? Any questions? Caleb?

TOWN MANAGER PATTERSON: If you guys look on your desk, he did reduce the number of techniques. He sent me this, today, actually, at 10. And instead of having them be in six units, up to eight units, there could just be four plexes at two stories. Currently right now, in the 10-2-2 zone district use schedule, three up to six family dwellings is S, which is permitted by special review.

WENKE: Would you say that again, please?

TOWN MANAGER PATTERSON: Currently, well, he put into, removed two units off each building. And instead of it being like six units or so, they'd both be four units at two stories.

And we have on 10-2-2 on the zone district use schedule, three up to six family dwellings under residential single family is permitted by special review. So just to let you know, with him reducing that, that does impact into another bracket with our ...

WENKE: I want to clarify something, too. In a residential area, which this is, duplexes are allowed, are they not?

TOWN MANAGER PATTERSON: Yes, sir.

WENKE: Okay. But everything else would have to be a special review.

TOWN MANAGER PATTERSON: That's correct.

WENKE: So, so Travis, you could do duplexes, two duplexes on those, duplex on each lot. So you could have two duplexes total. But that's (inaudible).

This has gone to the Planning Committee. And at the last Planning Committee meeting, they voted this down. And now it's come to the Board for, to approve or deny this request.

So if somebody would make a motion to approve or deny this application. We can then discuss it.

THE PUBLIC HEARING WAS CLOSED.

NEW BUSINESS CONTINUED

- c. Consideration of denying the rezoning of BLK 12 & 13 of Shadow Ridge per the Planning Commission's recommendation.

ACTION: Mr. Jagow moved, and Mr. Fulton seconded to deny the rezoning of BLK 12 & 13 of Shadow Ridge per the Planning Commission's recommendation. Motion carried.

Mayor Wenke requested that the Clerk call the roll:

Mayor Wenke: Yes
Mr. Mowry: Yes
Mr. Jagow: Yes
Mr. Fulton: Yes
Mr. Nordyke: Yes
Mr. Wilhelm: Yes
Mr. Dembosky: Yes

- d. Consideration of a request to approve Ordinance 4-2024 to amend the Town fee schedule.

Mr. Patterson reported that providing fee waivers for deed-restricted housing units under 120% AMI (area median income) is one of the criteria for applying for the Department of Local Affairs Affordable Housing Grant. The Board discussed whether this would apply to Town-owned lots only, and/or to lots zoned for workforce housing.

Mayor Wenke wanted this to be tabled until after the October meeting.

ACTION: Mr. Mowry moved to table this agenda item. Motion died due to lack of a second.

ACTION: Mr. Fulton moved, and Mr. Dembosky seconded to approve Ordinance 4-2024 amending the Town fee schedule as presented, for all buildings. Motion failed.

One of the concerns was that the ordinance should only apply to Town-owned lots.

Mayor Wenke requested that the Clerk call the roll:

Mayor Wenke: No
Mr. Mowry: No
Mr. Jagow: No
Mr. Fulton: Yes
Mr. Nordyke: No
Mr. Wilhelm: No
Mr. Dembosky: Yes

After further discussion, a second motion was made as below.

ACTION: Mr. Wilhelm moved, and Mr. Mowry seconded to approve Ordinance 4-2024 amending the Town fee schedule for Town-owned lots only. Motion carried.

Mayor Wenke requested that the Clerk call the roll:

Mayor Wenke: Yes
Mr. Mowry: Yes

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NEW BUSINESS CONTINUED

Mr. Jagow: No
Mr. Fulton: No
Mr. Nordyke: Yes
Mr. Wilhelm: Yes
Mr. Dembosky: No

e. Presentation of 2025 Proposed Budget (No discussion, no decisions).

The budget binders were given to each Trustee.

f. Schedule a budget workshop.

A budget workshop was scheduled for September 24th, 2024, at 1:00 p.m.

g. Consideration of adding funds to the Powell project for pave patching.

Mr. Patterson reported that paved patching was removed as a line item from the original budget to allow for the project to go from Highway 69 all the way to 2nd Street. But without pave patching the gutters are formed on line of the road and the road can have bumps creating possible drainage problems. The overage to include the pave patching is \$13,500. Ms. Reis reported that there is money in the budget left over from the chip seal funds.

ACTION: Mr. Dembosky moved, and Mr. Wilhelm seconded to add funds up to \$15,000 to the Powell project for pave patching. Motion carried.

STAFF & COMMITTEE REPORTS

a. Report from Town Clerk

Ms. Reis reported that on the TAP Project Mike Langston donated Indian Sunset plants at the trail head near the new culvert, and he donated money to the project.

b. Report from Town Manager

Mr. Patterson reported that a date needs to be set for a meeting with the lodging business owners to work on changing the language in the lodging ordinance. There is an opportunity to apply for a grant through the Wet Mountain Valley Community Foundation to put musical instruments in the parks for kids to use.

TAP Phase II construction is almost done. The town's alleys will not be paved as planned. The millings were too large, so he will look for other possible ways to use them. The Powell Street project began on September 17th.

The Colorado Housing and Finance Authority approved technical assistance, and representatives will be at Town Hall on October 2nd to discuss it. CIRSA, the Town's insurance provider, will provide board training on liability and best practices for local officials on November 19th from 1:00 to 4:00.

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Mr. Jagow moved, and **Mr. Wilhelm** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Erin Christie
Deputy Town Clerk

GENERAL FUND

Airgas USA	Shop Maint./Supplies	95.33
Black Hills Energy	Lights/Electric	1,474.35
Bruckner's Truck & Equipment	Vehicle Maint./Parts	517.99
Brush Hollow Creek	Change Order Memorial Park Bathroom	7,945.35
Buchner, Clayton, Attorney at Law	Attorney Fees	1,884.00
Buchner, Clayton, Attorney at Law	Attorney Fees	1,303.50
Carr, Rocky	2024 Façade Grant	1,300.00
Card Services	Office Supplies	1,390.35
CenturyLink	Phone/Elevator	50.30
Central Building Supply Inc.	Street Maint./Supplies	96.97
Custer County Rd. & Bridge	Street Maint. & Fuel	454.28
ERB Element	Communications Services	3,225.00
Fore, Shana	Park Rental Damage Deposit Refund	100.00
Hilltop Broadband	Internet	273.35
Kidwell, Lisa	Park Rental Damage Deposit & Usage Fee Refund	125.00
Lowe's Pay and Save, Inc.	Supplies	6.98
Lynde Sprinkler & Irrigation	Sprinkler winterization	1,000.00
ODP Business Solutions	Office Supplies	60.54
Procom	2 employee random drug tests	90.00
Pueblo Bearing Service	Vehicle Maint./Supplies	616.20
Rella, Melane	Reimb. CML Dist. Meeting & Clothing Allowance	267.27
Rock Parts, CO	Vehicle Maint./Supplies	114.67
Round Mtn. Water & Sanitation District	Water & Sewer	5,741.75
Sangre de Cristo Fellowship	Park rental damage deposit partial refund	48.14
Stutzman, Martha	Park rental damage deposit refund	100.00
Stutzman, David	Park rental damage deposit refund	100.00
Uline	Park Maint./Supplies	1,564.75
Valley Ace Hardware	Supplies	442.33
Westcliffe Center for Performing Arts	Town 2024 Façade Grant	1,866.90
Westcliffe Center for Performing Arts	Town 2024 non-profit donation	1,500.00
Wet Mtn. Broadcasting (KLZR)	Refund Special Event Liquor Permit	140.00
Wet Mtn Tribune	Publishing	70.84
Wet Mtn. Valley Rotary CSI	Town 2024 non-profit donation	593.53
Xerox Corporation	Meter Read/Lease Payment	203.18

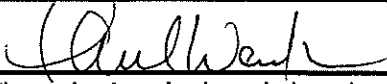
Payroll Expenses

CEBT	Employer/Health Ins.	1,259.88
CEBT	Employee/Health Ins.	340.80
EFTPS	September Payroll Taxes	7,233.92
Colo. Dept. of Revenue	3rd Qtr SWT	202.88
Colo. State Treasurer	3rd Qtr SUTA	3,257.00
GWRS	Employee Share Retirement Fund (ACH)	3,867.35
GWRS	Employer Share Retirement Fund (ACH)	1,052.51

BILLS TO DATE		\$51,977.19
SEPTEMBER 2024 PAYROLL		\$22,424.34
TOTAL GENERAL FUND EXPENDITURES FOR SEPTEMBER 2024		\$74,401.53

CAPITAL FUND

Deere Financial	Lease Payment	930.74
TOTAL CAPITAL FUND EXPENDITURES FOR SEPTEMBER 2024		\$930.74



The undersigned acknowledges that the above listed invoices were presented for review.

REVENUES RECEIVED IN AUGUST 2024 (Amended)

GENERAL FUND

Cash		
Cornwell, Dorothy	Fence Permit #F240726-1 606 Main St.	100.00
Wilson, Heath	Fence Permit #F240816-1 407 S. 2nd St.	100.00
Parkes, Leslie	Document Copies	1.00
Sheperd, Agitha	Fence Permit/66 Pyrite Circle	100.00
Credit Card		
Miller, Andrew	Park Rental Fee and Damage Deposit	125.00
Checks		
Bear Peak LLC (Zitas)	Liquor License Renewal	125.00
Miller, Elsie	Park Rental Usage Fee and Damage Deposit	125.00
Black Hills Utilities	July Franchise Fee	2,165.12
Dolan, Mary	Building Permit #240813-1 108 Yucca Lane	230.00
Taylor, Gary	Special Event Liquor Permit	35.00
Chappy's Woodfired Grill	Liquor License Renewal/late fee	625.00
Weyand, Jeffrey	Building Permit #240816-1 60 Quartz Ct.	500.00
Mowry, Jeff (Biddinger, Danny)	Park Rental Usage Fee and Damage Deposit	125.00
Cascade Consulting, LLC	Short Term Rental License/202 4th St.	200.00
Wiley, Corie	Park Rental Usage Fee and Damage Deposit	125.00
Custer County Treasurer		3,078.33
	INC- Current Interest	35.16
	RBC-Current Road & Bridge	969.82
	RLC-Current Tax	1,314.71
	SOA-Specific Ownership A	122.87
	SOB-Specific Ownership B	682.17
	TFC-Treasurer Fee	-46.40
United Business Bank	Interest	24.05
State of Colorado	Cigarette Tax	0.00
State of Colorado	Sales Tax	86,941.95
State of Colorado	Highway Users Tax	2,979.45
GENERAL FUND CHECKING REVENUE RECEIVED IN AUGUST 2024		\$97,704.90

CSafe-GF Core-11	Interest	2,615.06
CSafe-3% Tabor Reserve-13	Interest	222.72
CSafe-GF Reserve-14	Interest	1,834.88
CSafe-Tennis Ct. Core-16	Interest	96.10

TENNIS COURT PROJECT CHECKING

Donation Box	Donation Box @ tennis court	40.62
TENNIS COURT PROJECT CHECKING REVENUE RECEIVED IN AUGUST 2024		\$40.62

		0.00
MUNICIPAL COURT CHECKING REVENUE RECEIVED IN AUGUST 2024		\$0.00

REVENUES RECEIVED IN AUGUST 2024

CONSERVATION TRUST FUND

United Business Bank	Interest	0.49
CONSERVATION TRUST FUND REVENUE RECEIVED IN AUGUST 2024		\$0.49

CSafe-CF Core 15	Interest	\$201.58
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CAPITAL FUND

United Business Bank	Interest Capital Fund Checking	57.24
State of Colorado (Town of Westcliffe)	1% Sales Tax	43,470.97
State of Colorado	Reimburse Inv#3 23660/24056	592,170.15
Verizon Wireless	Lease Payment	1,000.00
CAPITAL FUND CHECKING REVENUE RECEIVED IN AUGUST 2024		\$636,698.36

CSafe-CF Core 12	Interest	\$2,617.94
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BALANCE IN ALL FUND ACCOUNTS

GENERAL FUND CHECKING		\$182,418.19
CSafe-GF Core-11		\$571,490.04
CSafe-3% Tabor Reserve-13		\$48,648.26
CSafe-GF Reserve-14		\$400,975.76
CSafe-GF Reserve-16		\$20,957.84
TENNIS COURT PROJECT CHECKING		\$5,219.32
MUNICIPAL COURT CHECKING		\$2,407.70
TOTAL GENERAL FUND ACCOUNTS		\$1,229,709.41

CONSERVATION TRUST FUND CHECKING		\$11,570.82
CSafe-CF Core 15		\$44,008.90
TOTAL CONSERVATION TRUST FUND ACCOUNTS		\$55,579.72

CAPITAL FUND CHECKING		\$185,434.36
CSafe-CF Core 12		\$572,118.88
TOTAL ALL CAPITAL FUND ACCOUNTS		\$757,553.24

CASH BALANCE OF ALL FUND ACCOUNTS **\$2,031,271.55**

NOTE: 1% Sales tax of \$43,470.97 was transferred to the Capital Fund from the General Fund.

REVENUES RECEIVED IN SEPTEMBER 2024

GENERAL FUND

Cash		
Weaver, Cindy	Park Usage Fee & Damage Deposit refund	250.00
Badock, Sunny	Office copies for Records Request	1.55
Credit Card		
Joe Mullet	Building Permit #240909-1 202 South 6th St.	380.00
Checks		
Mast, Andy	Sign permit #S240919-1 219 Main St.	25.00
Black Hills Utility Holdings	Franchise Fee	2,097.54
Custer County Treasurer		1,438.34
	INC- Current Interest	13.43
	MHC - Current Taxes MH	2.50
	RBC-Current Road & Bridge	372.46
	RLC-Current Tax	390.18
	SOA-Specific Ownership A	145.47
	SOB-Specific Ownership B	529.85
	TFC-Treasurer Fee	-15.55
Custer County Treasurer	Clerk's Fees Sales Tax	759.12
United Business Bank	Interest	164.58
State of Colorado	2% Sales Tax	88,634.03
State of Colorado	Cigarette Tax	505.50
State of Colorado	2024 Mineral Lease Dist.	29.05
State of Colorado	2024 Severance Tax Dist	2.97
State of Colorado	Highway Users Tax	3,163.05
GENERAL FUND CHECKING REVENUE RECEIVED IN SEPTEMBER 2024		\$97,450.73

CSafe-GF Core-11	Interest	2,496.04
CSafe-3% Tabor Reserve-13	Interest	212.58
CSafe-GF Reserve-14	Interest	1,751.28
CSafe-Tennis Ct. Core-16	Interest	91.66

TENNIS COURT PROJECT CHECKING

TENNIS COURT PROJECT CHECKING REVENUE RECEIVED IN SEPTEMBER 2024		\$0.00
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MUNICIPAL COURT CHECKING REVENUE RECEIVED IN SEPTEMBER 2024		\$0.00
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REVENUES RECEIVED IN SEPTEMBER 2024

CONSERVATION TRUST FUND

United Business Bank	Interest	1256.03
State of Colorado	3rd Qtr. State Lottery	1,255.52
CONSERVATION TRUST FUND REVENUE RECEIVED IN SEPTEMBER 2024		\$2,511.55

CSafe-CF Core 15	Interest	\$192.38
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CAPITAL FUND

United Business Bank	Interest Capital Fund Checking	\$24.55
State of Colorado (Town of Westcliffe)	1% Sales Tax	\$44,317.99
Verizon Wireless	Lease Payment	\$1,000.00
State of Colorado	Inv. #4 23660/24056	\$12,850.45
State of Colorado	Inv. # 5 23660/24056	\$618,207.03
CAPITAL FUND CHECKING REVENUE RECEIVED IN SEPTEMBER 2024		\$676,400.02

CSafe-CF Core 12	Interest	\$2,498.76
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BALANCE IN ALL FUND ACCOUNTS

GENERAL FUND CHECKING		\$276,600.95
CSafe-GF Core-11		\$573,986.08
CSafe-3% Tabor Reserve-13		\$48,860.84
CSafe-GF Reserve-14		\$402,727.04
CSafe-GF Reserve-16		\$21,049.50
TENNIS COURT PROJECT CHECKING		\$5,219.32
MUNICIPAL COURT CHECKING		\$2,407.70
TOTAL GENERAL FUND ACCOUNTS		\$1,330,851.43

CONSERVATION TRUST FUND CHECKING		\$12,826.85
CSafe-CF Core 15		\$44,201.28
TOTAL CONSERVATION TRUST FUND ACCOUNTS		\$57,028.13

CAPITAL FUND CHECKING		\$230,776.90
CSafe-CF Core 12		\$574,617.64
TOTAL ALL CAPITAL FUND ACCOUNTS		\$805,394.54

CASH BALANCE OF ALL FUND ACCOUNTS **\$2,193,274.10**

NOTE: 1% Sales tax of \$44,317.02 and \$ Clerk Fees Sales Tax were transferred to the Capital Fund from the General Fund.

Town of Westcliffe
 General Fund Profit & Loss Budget Performance
 September 2024

	Sep 24	Budget	Jan - Sep 24	YTD Budget	Annual Budget
Income					
7000 · General Property Taxes	392.68	5,617.08	78,173.22	50,553.76	67,405.00
7050 · Specific Ownership Taxes	675.32	666.66	6,589.54	6,000.02	8,000.00
7100 · Town Sales Taxes	89,424.20	76,721.70	604,471.98	690,495.35	920,660.45
7101 · Town Sales Tax License	0.00	416.66	5,080.00	3,750.02	5,000.00
7106 · Penalties & Int-Delinquent Tax	13.43	16.66	82.46	150.02	200.00
7115 · Franchise Fee	2,097.54	2,916.66	24,521.71	26,250.02	35,000.00
7120 · Special Assesments	0.00	0.00	0.00	0.00	0.00
7125 · Building & Zoning Permits	380.00	3,333.33	49,440.00	30,000.01	40,000.00
7126 · Fence & Sign Permits	25.00	150.00	2,056.00	1,350.00	1,800.00
7127 · Special Use By Review Permits	0.00	50.00	900.00	450.00	600.00
7130 · Traffic Fines & Ordinances	0.00	8.33	25.00	75.01	100.00
7135 · Court Costs	0.00	0.00	0.00	0.00	0.00
7140 · Liquor Licenses/Special Events	-140.00	125.00	3,500.00	1,125.00	1,500.00
7148 · Disposable Bag Fee	0.00	0.00	1,736.50	0.00	0.00
7150 · Cigarette Tax	505.50	166.66	1,817.17	1,500.02	2,000.00
7160 · Interest Income	4,573.95	9,282.92	47,499.70	83,546.24	111,395.00
7165 · Miscellaneous Income	1.55	83.33	6,920.43	750.01	1,000.00
7200 · Highway Users Tax	3,163.05	2,584.25	26,385.57	23,258.25	31,011.00
7205 · Road & Bridge Funds	372.46	3,027.22	34,560.33	27,244.96	36,326.62
7215 · American Rescue Plan Funds	0.00	0.00	0.00	0.00	0.00
7239 · Condtibutions from General Fu...	0.00	0.00	0.00	0.00	0.00
7300 · Tennis Court Donation Fund	0.00	8.33	40.62	75.01	100.00
7305 · Events Center-Rental Fees	0.00	258.33	2,550.00	2,325.01	3,100.00
7310 · Bluff Site Maint. Fee	0.00	0.00	3,318.94	0.00	0.00
7315 · Park Usage Fee	25.00	133.33	1,225.00	1,200.01	1,600.00
7807 · Reimbursed Expenses	0.00	0.00	0.00	0.00	0.00
7810 · Transfers In	0.00	0.00	0.00	0.00	0.00
7820 · Lease Equipment-I	0.00	0.00	0.00	0.00	0.00
7840 · State Grant	0.00	0.00	0.00	0.00	0.00
7845 · Federal Grant	0.00	16.66	0.00	150.02	200.00
7871 · Grant-SIPA	0.00	0.00	0.00	0.00	0.00
7940 · Sale of Assets	0.00	0.00	0.00	0.00	0.00
Total Income	101,509.68	105,583.11	900,894.17	950,248.74	1,266,998.07
Cost of Goods Sold					
5001 · Cost of Goods Sold	0.00	0.00	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00	0.00	0.00
Gross Profit	101,509.68	105,583.11	900,894.17	950,248.74	1,266,998.07

General Fund Profit & Loss Budget Performance

	Sep 24	Budget	Jan - Sep 24	YTD Budget	Annual Budget
Expense					
4001 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
8000 · Trustees	89.66	333.33	2,342.12	3,000.01	4,000.00
8005 · Ordinances & Procedures	70.84	500.00	5,031.07	4,500.00	6,000.00
8010 · Colo. Muni League Dues	0.00	77.08	0.00	693.76	925.00
8015 · Elections	0.00	175.00	2,072.85	1,575.00	2,100.00
8020 · General Accounting	0.00	100.00	3,498.99	900.00	1,200.00
8025 · Auditing	0.00	816.66	4,000.00	7,350.02	9,800.00
8030 · Attorney	3,187.50	2,000.00	10,494.50	18,000.00	24,000.00
8035 · Insurance - General	0.00	1,329.50	15,982.41	11,965.50	15,954.00
8040 · Workman's Compensation	0.00	516.66	8,202.00	4,650.02	6,200.00
8050 · Colorado State Unemployment	16.66	86.25	401.31	776.27	1,035.02
8100 · Town's Share FICA	1,946.68	1,782.54	18,835.88	16,042.80	21,390.42
8110 · Town's Share MEDI	455.28	416.88	4,405.16	3,751.96	5,002.60
8115 · Town Share Health Insurance	721.55	3,735.83	21,600.80	33,622.51	44,830.00
8120 · Town Share Retirement Fund	1,052.51	1,725.03	10,303.85	15,525.31	20,700.40
8200 · Clerk/Treasurer Wages	5,166.67	4,611.37	46,500.03	41,502.29	55,336.40
8205 · Deputy Clerk	8,416.55	9,345.67	78,432.72	84,110.99	112,148.00
8208 · Communications Manager	3,000.00	3,000.00	27,000.00	27,000.00	36,000.00
8210 · Clerk Education	67.27	83.33	392.03	750.01	1,000.00
8215 · Office Supplies	164.70	150.00	4,286.72	1,350.00	1,800.00
8220 · Town Manager Wages	5,500.00	5,500.00	49,500.00	49,500.00	66,000.00
8225 · Manager/Bldg/Zoning Education	348.15	166.67	2,686.03	1,499.99	2,000.00
8235 · Building Inspector	1,508.58	3,012.53	11,034.90	27,112.81	36,150.40
8236 · Project Manager	0.00	0.00	0.00	0.00	0.00
8240 · County Treasurer's Fees	15.55	166.67	1,964.17	1,499.99	2,000.00
8245 · Municipal Court Wages	0.00	0.00	0.00	0.00	0.00
8250 · Municipal Court Postage	0.00	0.00	0.00	0.00	0.00
8280 · Payroll Expenses	0.00	0.00	56.93	0.00	0.00
8300 · Town Hall Maintenance	1,502.51	416.67	14,134.03	3,749.99	5,000.00
8308 · Town Hall Utilities	400.79	708.33	5,878.33	6,375.01	8,500.00
8310 · Lease Equipment	120.50	14.00	1,084.50	126.00	168.00
8315 · Lease Principal	0.00	90.94	0.00	818.40	1,091.22
8316 · Lease Interest	0.00	15.57	0.00	140.07	186.78
8405 · Animal Control	0.00	43.75	780.42	393.75	525.00
8410 · Organizational Membership Du...	0.00	75.00	540.00	675.00	900.00
8415 · Recycling Program	0.00	0.00	0.00	0.00	0.00
8500 · Town Man Wages	0.00	0.00	0.00	0.00	0.00
8501 · Seasonal Wages	0.00	0.00	0.00	0.00	0.00
8505 · Public Works Education	0.00	166.67	0.00	1,499.99	2,000.00
8508 · Street & Park Supervisor	0.00	4,959.89	0.00	44,639.03	59,518.70
8510 · Street and Park Tech Wages	11,147.10	10,439.30	122,845.63	93,953.70	125,271.60
8515 · Street Maintenance & Fuel	587.25	4,750.00	30,240.67	42,750.00	57,000.00
8520 · Emergency Snow Removal	0.00	2,500.00	0.00	22,500.00	30,000.00
8525 · Street Lighting	1,069.11	1,250.00	9,703.09	11,250.00	15,000.00
8530 · Vehicle & Equip. Maintenance	1,248.86	2,083.33	22,015.68	18,750.01	25,000.00
8538 · Shop Maintenance	212.55	833.33	10,890.99	7,500.01	10,000.00
8540 · Shop Utilities	218.99	583.33	3,842.65	5,250.01	7,000.00
8545 · Highway Barn Utilities	94.05	583.33	2,701.26	5,250.01	7,000.00
8550 · Highway Barn Maint.	0.00	166.67	0.00	1,499.99	2,000.00
8600 · Park Utilities	5,706.51	1,666.67	34,446.46	14,999.99	20,000.00
8605 · Park Maintenance	10,732.10	5,000.00	52,069.20	45,000.00	60,000.00

General Fund Profit & Loss Budget Performance

	Sep 24	Budget	Jan - Sep 24	YTD Budget	Annual Budget
8700 · Custer County Sheriff	0.00	5,179.17	46,612.50	46,612.49	62,150.00
8800 · Donations	0.00	2,383.33	13,480.94	21,450.01	28,600.00
8802 · Plastic Pollution Act	0.00	0.00	0.00	0.00	0.00
8805 · Grants/Local	5,260.43	2,083.33	10,260.43	18,750.01	25,000.00
8806 · American Rescue Plan Expenses	0.00	9,668.19	0.00	87,013.71	116,018.28
8807 · Marketing	225.00	1,250.00	3,129.11	11,250.00	15,000.00
8808 · Economic Development	0.00	0.00	0.00	0.00	0.00
8809 · Capital Improvement Plan	0.00	0.00	0.00	0.00	0.00
8810 · Contingencies	0.00	1,666.67	0.00	14,999.99	20,000.00
8811 · Contribution to/fromCapital Fun	0.00	38,333.33	460,000.00	345,000.01	460,000.00
8815 · 1% Sales Tax to Capital Fund	0.00	0.00	0.00	0.00	0.00
8820 · Transfers Out	0.00	0.00	0.00	0.00	0.00
8900 · Principal GLTD	0.00	0.00	0.00	0.00	0.00
8950 · Interest GLTD	0.00	0.00	0.00	0.00	0.00
9014 · Equipment Debt Service	0.00	0.00	0.00	0.00	0.00
9340 · Debt Service	0.00	0.00	0.00	0.00	0.00
Total Expense	70,253.90	136,541.80	1,173,680.36	1,228,876.42	1,638,501.82
Net Income	31,255.78	-30,958.69	-272,786.19	-278,627.68	-371,503.75

TOWN OF WESTCLIFFE
Capital Fund Profit & Loss Budget Performance
September 2024

	Sep 24	Budget	Jan - Sep 24	YTD Budget	Annual Budget
Income					
CRF7225 Federal Grants	0.00	0.00	0.00	0.00	0.00
CRF7160 · Interest Income	2,523.31	4,666.67	52,050.61	41,999.99	56,000.00
CRF7210 · Grants (New Roadway Proj)	0.00	0.00	0.00	0.00	0.00
CRF7211 · Grants (New) TP-Audit	0.00	0.00	0.00	0.00	0.00
CRF7212 · Grant (New Town Property)	0.00	20,833.33	0.00	187,500.01	250,000.00
CRF7213 · Grants (Existing) RW	0.00	0.00	777,192.36	0.00	0.00
CRF7220 · Grants (New) RW	0.00	178,327.50	0.00	1,604,947.50	2,139,930.00
CRF7223 · CDOT Grants (Existing) RW	0.00	0.00	0.00	0.00	0.00
CRF7224 · Grants (Existing) Town Pro	0.00	0.00	0.00	0.00	0.00
CRF7238 · Other Contributions	0.00	0.00	0.00	0.00	0.00
CRF7270 · Lease Proceeds Verizon Tower	2,000.00	1,000.00	9,000.00	9,000.00	12,000.00
CRF7280 · Capital Lease Proceeds	0.00	0.00	0.00	0.00	0.00
CRF7285 · 1% Sales Tax from General Fu...	44,317.99	38,381.25	301,840.43	345,431.25	460,575.00
CRF7290 · Misc. Sales	0.00	0.00	0.00	0.00	0.00
CRF7300 · Tennis Court Donation Fund	0.00	0.00	0.00	0.00	0.00
CRF7805 · Grants (Existing) Town Prope...	0.00	0.00	0.00	0.00	0.00
CRF7810 · Transfers From General Fund	0.00	38,333.37	0.00	344,999.89	460,000.00
Total Income	48,841.30	281,542.12	1,140,083.40	2,533,878.64	3,378,505.00
Expense					
CRF8215 · Office Supplies/Bank Fees	0.00	0.00	0.00	0.00	0.00
CRF9011 · CIP Roadway (Existing)	0.00	25,833.33	239,327.09	232,500.01	310,000.00
CRF9012 · CIP Town Property (Existing)	56,836.78	33,750.00	412,548.90	303,750.00	405,000.00
CRF9013 · CIP Equipment (Existing)	0.00	0.00	0.00	0.00	0.00
CRF9014 · Equipment Debt Service	0.00	930.75	8,376.66	8,376.75	11,169.00
CRF9016 · Building Debt Service	0.00	0.00	0.00	0.00	0.00
CRF9025 · CIP Roadway (New)	0.00	189,660.87	1,406,128.75	1,706,947.39	2,275,930.00
CRF9026 · CIP-Town Property (New)	0.00	23,958.33	0.00	215,625.01	287,500.00
CRF9027 · CIP-Equipment (New)	0.00	4,416.67	42,920.56	39,749.99	53,000.00
CRF9101 · Improvements-Design	0.00	3,750.00	66,933.32	33,750.00	45,000.00
Total Expense	56,836.78	282,299.95	2,176,235.28	2,540,699.15	3,387,599.00
Net Income	-7,995.48	-757.83	-1,036,151.88	-6,820.51	-9,094.00

Town of Westcliffe
Profit & Loss Budget Performance
 CTF September 2024

	<u>Sep 24</u>	<u>Budget</u>	<u>Jan - Sep 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
7000 · State Lottery Income	1,255.52	458.33	4,507.03	4,125.01	5,500.00
7050 · Interest Income	192.89	6.83	1,779.58	61.51	82.00
Total Income	<u>1,448.41</u>	<u>465.16</u>	<u>6,286.61</u>	<u>4,186.52</u>	<u>5,582.00</u>
Gross Profit	1,448.41	465.16	6,286.61	4,186.52	5,582.00
Expense					
9001 · Capital Outlay	0.00	4,166.66	0.00	37,500.02	50,000.00
Total Expense	<u>0.00</u>	<u>4,166.66</u>	<u>0.00</u>	<u>37,500.02</u>	<u>50,000.00</u>
Net Income	<u><u>1,448.41</u></u>	<u><u>-3,701.50</u></u>	<u><u>6,286.61</u></u>	<u><u>-33,313.50</u></u>	<u><u>-44,418.00</u></u>

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

X 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 (10) days prior to the Board meeting to the above address or bring it to the Town Hall at 1000 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 Monday of each month.)

Name of person making presentation: Crystal Sumpter

Organization, if speaking on behalf of a group: Family Crisis Services

Is this a request for Board action? Yes No

Please provide a summary of your comments:

We are asking that the Board approve a
proclamation that October is Domestic Violence
Awareness Month

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

Erin - via email

Contact information:

Name: Sarah Fisher
Mailing Address: PO Box 308
Canon City, CO. 81212
email: Sarah@familycrisisonline.org
Daytime Phone: (719) 275-2429

Domestic Violence Awareness Month Proclamation

For Westcliffe, Colorado

WHEREAS, 1 in every 4 women, and 1 in every 7 men will experience domestic violence during her lifetime;

WHEREAS, approximately 15.5 million children are exposed to domestic violence every year;

WHEREAS, when a family member is abused, it can have long-term damaging effects on the victim that also leave a mark on family, friends, and the community at large;

WHEREAS, the problem of domestic violence is not confined to any group or groups of people, but crosses all economic, racial, gender, educational, religious, and societal barriers, and is sustained by societal indifference;

WHEREAS, the crime of domestic violence violates an individual's privacy, dignity, security, and humanity due to the systematic use of physical, emotional, sexual, psychological, and economic control and/or abuse;

WHEREAS, victims should have help to find the compassion, comfort, and healing they need, and domestic abusers should be punished to the full extent of the law;

WHEREAS, victims of violence should have access to medical and legal services, counseling, emergency and transitional housing, and other supportive services so that they can escape the cycle of abuse;

WHEREAS, important partnerships have been formed among criminal and juvenile justice agencies, healthcare providers, allied professionals, and victim services to assist victims of domestic violence and their families;

WHEREAS, we dedicate ourselves to protecting vulnerable members of our community;

WHEREAS, Westcliffe has a moral obligation to work to prevent domestic violence, address its brutal and destructive effects and make ending domestic violence a local priority;

NOW THEREFORE LET IT BE PROCLAIMED that the Westcliffe City Council Members do hereby proclaim the month of October as Domestic Violence Awareness Month and urge all citizens to actively support Family Crisis Services' work towards the elimination of domestic violence.

The foregoing Resolution was duly adopted at a regular meeting of the City Council of the Town of Westcliffe, State of Colorado, on the ____ day of October, 2024, by the following vote:

Energy and Mineral Impact Advisory Fund

More Housing Now Best Practices

Applicant: Town of Westcliffe
Project Name: Affordable Housing in Westcliffe
Applicant Contact: Caleb Patterson-Town Manager
Date: 6/24/2024

For More Housing Now projects only.

Land Use Strategies

Please select all of the land use strategies your jurisdiction has adopted from the following (even if they all don't impact this particular project). Land use strategies list included in [HB21-1271](#).

- Use of vacant publicly-owned property for affordable housing development
- Subsidize/reduce local government fees
- Expedited development review for affordable housing up to 120% area median income (AMI)
- Expedited development review for acquiring or repurposing underutilized commercial property
- Density bonus program for housing needs
- Promote sub metering utility charges for affordable housing
- Dedicated funding source to subsidize affordable housing infrastructure costs and fees
- Middle multifamily (duplex, triplex, other) use by right in single family residential zoning districts
- Affordable housing as a use by right in residential zoning districts
- Accessory dwelling unit (ADU) use by right in single family zoning districts
- Allow planned unit developments (PUDs) with integrated affordable housing units
- Allow small square footage residential unit sizes

- Reduce minimum parking requirements for new affordable housing
- Land donation/acquisition/banking program
- Inclusionary zoning ordinance (House Bill 21-1117)
- Other novel, innovative, creative approaches - General
- Other novel, innovative, creative approaches - Housing Authorities
- None

Comments:

Land Use Best Practices

Please select all of the best practices your jurisdiction has adopted from the following (even if they all don't impact this particular project). Land use best practices list created through [HB22-1304](#).

- Establish higher minimum density mixed use development (by-right) in downtown areas, workforce centers, and around multimodal transportation nodes (or other walkable areas).
- Rural counties - Establish higher densities in areas close to jobs and services that are served by public water and sewer. In areas served by well and/or septic systems, reduce allowed densities.
- Reduce or eliminate minimum lot size requirements to increase options for affordable housing development.
- Rural counties - Increase minimum lot size in prime agricultural lands, critical habitat corridors or spaces, and hazard areas in counties to avoid and mitigate impacts from development (e.g. 70 or 120 acres).
- Rural counties - Affordable housing subsidies and/or incentives - Create subsidy and/or incentive tools to support affordable housing development (served by public water and sewer) near jobs and services (e.g., fee waivers or reductions, funding source to buy down costs, use of vacant publicly owned land, reduced parking, etc.).
- Alternative building options - Remove barriers and/or update zoning to permit alternative housing options, including but not limited to, modular, manufactured, and prefabricated homes.
- Update annexation policies to require or incentivize mixed use development that includes affordable housing and ensures connectivity with roads, transit, trails, parks and schools.

- Rural counties - Use intergovernmental agreements (IGAs) with municipalities that designate tiers/growth areas where urban and suburban-level growth will be built only if annexed by the municipality and low level density will occur only in the unincorporated county. These IGAs may require development in areas of municipal interest (i.e., likely to be annexed in the future) to develop to the municipality's infrastructure standards in order to reduce future costs.
- Establish urban growth area/boundary agreements between neighboring municipalities and/or counties to coordinate future development by directing development toward existing communities. Jurisdictions determine together where it is cost effective to grow, guiding growth where most needed (e.g., infill areas) and away from areas where it can create problems (e.g., high hazard areas, wildlife habitat, prime agricultural land).
- Rural counties - Use Transfer of Development Rights (TDRs) and Purchase of Development Rights (PDRs) to incentivize housing development in municipalities while allowing some cost recapture/return on investment for agricultural or other large lot landowners.
- Require Planned Unit Developments (PUDs) to include and/or increase the percentage of integrated affordable housing units.
- Designate an infill incentive district(s) that allow a mix of uses and prioritize inclusion of affordable housing units in infill locations, including the possible use of property tax abatement, development fee reductions, or other incentives.
- Rural counties - Establish flexible, by-right, mixed-use zone districts adjacent to towns and in town influence/growth areas to accommodate large developments that are in accord with town and/or county comprehensive plans.
- Rural counties - Require cluster subdivisions at a community's edge to transition to rural areas. Require conservation subdivisions in rural areas (residential subdivision that devotes at least half of its potentially buildable land area to undivided, permanently protected open space).
- Create parking maximums, principally focused near active transportation nodes and areas in, or adjacent to, job centers and services.
- Adopt pedestrian and multi-modal road standards that allow for minimum width roads/streets to reduce construction and maintenance costs, increasing connectivity, multi-modality and walkability (e.g., complete streets, Americans with Disabilities Act (ADA) access, bike lanes, sidewalks, etc.).
- Adopt water conservation standards, such as permitting recycled water irrigation systems or providing stormwater management credits to protect agricultural land and greenspaces.
- Codify water rate structures with cost percentage reductions for affordable and denser housing.
- Adopt energy efficient building codes and design standards that substantially exceed the standards required by HB 22-1362 to ensure lower household utility costs long term.

Restrict development in high risk, hazard, and environmentally sensitive areas (e.g., floodplains, wildfire, protected wildlife habitat areas, etc.), using overlays and other tools that require mitigation measures.

None

Comments:

**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

X **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 (10) days prior to the Board meeting to the above address or bring it to the Town Hall at 1000 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 Monday of each month.)

Name of person making presentation: Bob Fulton + BRIAN Fusco

Organization, if speaking on behalf of a group: _____

Is this a request for Board action? Yes No

Please provide a summary of your comments:

Request Approval to PAINT an
Interactive mural on The east wall of
402 Main ST

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

Caleb, KATHY + Erin for how to proceed.

Contact information:

Name: _____
Mailing Address: _____

email: MTNGUY23@gmail.com
Daytime Phone: 719 371 3533

Let out the Wild!
Westcliffe, CO



TOWN OF WESTCLIFFE
RESOLUTION #7-2024

A RESOLUTION BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO PERMITTING THE PAINTING OF A MURAL TO BE LOCATED ON THE EAST SIDE OF THE BUILDING AT 402 MAIN STREET.

WHEREAS, the Town of Westcliffe, Colorado Code of Ordinances Title 10-4-1 subsection (0) requires that murals be approved and permitted by the Board of Trustees and;

WHEREAS, the proposed mural meets the following criteria; presents no safety issue, is compatible with the surrounding area and is not obscene.

NOW, BE IT THEREFORE, RESOLVED, that the proposed mural is hereby permitted.

APPROVED AND ADOPTED this 15TH day of OCTOBER 2024.

TOWN OF WESTCLIFFE

Paul Wenke, Mayor

ATTEST:

Kathy Reis, CMC, Town Clerk

TOWN OF WESTCLIFFE
RESOLUTION# 8-2024

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO
AMENDING THE TOWN OF WESTCLIFFE TOWN HANDBOOK CLARIFYING SECTION 309 HEALTH
INSURANCE

WHEREAS, the Town has previously adopted the Town of Westcliffe Employee Handbook; and

WHEREAS, the Town finds that amending the Town of Westcliffe Employee Handbook to clarify Section 309 health insurance is in the best interests and necessary to the function and operation of the Town.

NOW THEREFORE, BE IT RESOLVED THAT:

1. **Amendment to Section 309 of the Town of Westcliffe Employee Handbook.**

Section 309 of the Town Handbook is hereby amended by deleting the stricken text and adding the emboldened and underlined text in the fourth paragraph of Section 309 as follows:

All full-time employees will be eligible for health insurance after 30 days of employment. The Town will pay ~~the maximum of \$7,200.00~~ **90%** of the health insurance for each employee on the health insurance plan. Upon employee's resignation or termination, health insurance will be paid up to the end of the month in which resignation or termination occurred.

2. All other parts, paragraphs, and portions of Section 309 remain as written with no changes or amendments.

READ, PASSED, AND APPROVED THIS 15th day of October, 2024.

BY: TOWN OF WESTCLIFFE

Paul Wenke, Mayor

ATTESTED:

Kathy Reis, Town Clerk



Digital Accessibility
Ongoing Support & Premium HUB
Proposal

Colorado Statewide Internet Portal Authority
(SIPA): Town of Westcliffe

Provided by A360 Enterprises, LLC (dba Allyant)

May 28th, 2024

Overview

A360 Enterprises, LLC (Allyant) is providing this Proposal to Town of Westcliffe ("Client") in order to help you assess, develop/remediate and report on digital accessibility in an effort to conform to WCAG 2.1, Level AA guidelines and mitigate risk. This effort will be led by experienced, live accessibility auditors and consultants. This document outlines the steps required to create a full and successful experience for all.

Allyant is in a unique position to help the Client through this process by providing:

1. **Experienced Accessibility Engineers**, both sighted and native screen reader auditors to fully assess websites, mobile apps, IoT products, kiosks & other digital platforms. This approach is far superior to automated tools which only test for a fraction of the WCAG success criteria, return many false positives and are limited in their ability to accurately test for usability and/or compliance.
2. **Detailed Reporting** via the [Allyant HUB](#), a fully accessible customer portal, to help all members of your team manage your digital accessibility project(s), get training and track progress.
3. The **Allyant HUB Audit & QA Reports** provide accessibility issues, screenshots, severity, an estimated level of effort to fix and most importantly: practical, developer-focused remediation solutions, built-in Help Desk & links to a Knowledge Base for additional learning per issue.
4. A **Customer Success Manager (CSM)** is assigned to every Allyant Client, bringing senior-level staff to help plan, facilitate and consult throughout the remediation effort, keeping the process as smooth and efficient as possible so that your goals are achieved. We also offer a higher level of Design and Development Support, which is leveraged by those organizations tackling the most difficult equitable access problems within complex digital products.
5. Further, **Allyant's Legal Support Group** pioneered the service of helping clients navigate through any legal notifications like demand letters, and complaints, and filed lawsuits to test claims and support them through defense strategy.

Process

The Allyant Roadmap is a proven process distilled from thousands of accessibility projects over years of industry-leading services provided to clients across all business verticals around the world. This approach will lead your organization to become digitally accessible, as quickly as possible, while working with your specific needs, development processes and available resources.

Allyant HUB Access

The HUB is your personalized customer portal and is provided to authorized users within your organization and partner organizations. In the Allyant HUB your related staff will have access to the project results outlined here, Knowledge Base, Video Training Series and Help Desk staff, (if Ongoing Support hours are purchased).

- **Allyant HUB Toolkit:**
 - The HUB Toolkit is a Chrome Developer Extension downloaded from the Chrome Web Store helping identify and learn about common accessibility issues on your pages.
 - The extension can run on any page your browser can access including local environments, behind firewalls, logins and different page contexts.
 - While there is no substitute for a live user audit, automated testing can identify some of the most common accessibility issues. In conjunction with access to Allyant's accessibility engineers, these automated assessments can help you identify and remediate some issues more quickly.
 - The toolkit extension includes
 - **Accessibility Tools:**

- **Image Descriptions:** View all images on the page in one place grouped by images with descriptions, those marked as decorative and those missing descriptions.
 - **Heading Levels:** View the current page heading level structure to more easily identify where levels may have been skipped or are otherwise incorrect.
 - **ARIA Usage:** ARIA is used to help describe elements on the page to a screen reader. Determining where these attributes are used in your HTML is helpful when identifying problems.
 - **Components:** Quickly identify components used on the page including third-party such as Google Maps or Yotpo, along with other items such as the slick-slider carousel.
 - **External Links:** View a list of links on your page that point to external resources.
- **Allyant HUB Premium Automated Scanning:**
 - Website Scanning
 - Site scanning via crawls or existing page snapshots of publicly available web pages
 - Screenshots of pages scanned
 - Scheduling of scans (Weekly, monthly, quarterly, annually)
 - Email PDF of scanning results for scheduled scans
 - All scans are saved within HUB for historical reference and trending
 - Client-specific scan rule sets to match your business needs
 - Scans can be saved from the HUB Toolkit Chrome developer extension into HUB for future reference.
 - Site Info
 - Ability to see popular 3rd Party Components found across the site during crawls
 - Broken Links
 - External Links
- **Knowledge Base:**
 - Direct links from the Issues found during Audit or QA to this self-paced learning section
 - Checklists, Accessibility Statement Helpers and other accessibility documents
 - Detailed articles are continually added and updated as accessibility guidelines change
- **Help Desk:**
 - Client may submit general inquiries at the project level or directly linked to specific audit results
 - Comments are threaded to ensure clear communication and allow for collaboration
 - Manned by senior-level screen-reader and sighted Accessibility Engineers
- **Technical Video Training:** Access to Allyant's video training series of technical accessibility design and development topics and best practices
 - Overview look at the laws and emerging trends pertaining to digital accessibility, crucial topics for development organizations and the business. This includes an introduction to WCAG 2.1 Level AA
 - Introduction to accessibility, Design guidelines and Developer know-how to create accessibility within new builds along with best practices for content managers and code examples to leverage during your Remediation effort
 - Additional resources to continue to expand your knowledge of digital accessibility are added often and every client gets immediate access to all video training content

Ongoing Accessibility Support

Once a project has begun, you will get immediate access to the Allyant Accessibility HUB (Allyant HUB), the Knowledge Base, Training Videos and more. You are able to take steps immediately to begin your accessibility initiative.

During this phase, Allyant will also partner with **Town of Westcliffe** to, first, assist in assessing product fixes through QA testing and technical support, and, second, to establish processes for ongoing, long-term digital accessibility compliance.

Support Services

The level of support and specific activities required varies dramatically from client to client based on type of digital properties, testing cadence, developer availability and many other factors. As such, Allyant provides a set of support hours to help you reach your goals. How an organization uses these hours in the activities below is up to the organization and can shift over time. The recommended number of Ongoing Support Hours can be found in the assumptions section of this PROPOSAL.

Typical support activities and deliverables are listed below:

Development Team Support and Accessibility Roadmap Planning

Following the Allyant audit, the client will schedule and perform internal remediation for the digital properties in scope based on results from the audit. Allyant will support this development effort through as-needed technical support for internal technical teams and/or external vendors of the client.

Allyant will provide the following assistance and deliverables during the support services:

- **Remediation Planning Support:** Your Allyant Customer Success Manager will partner to create a remediation/project plan. This will outline the Client's approach to resolving issues, highlight dates for subsequent QA testing for Allyant and define the target date by which all issues are remediated.
- **Help Desk via the Allyant HUB:** Senior Allyant technicians to consult, mentor and collaborate with Client's internal team and/or external vendors on the following:
 - Ask technical questions related to your project via Help Desk integrated into Allyant HUB
 - Pairing with an auditor
 - Sample code
 - Proactive review/QA of new pages and other content
 - Other related activities determined valuable to the success of our engagement
- **Remediation Support Calls** with your developers to discuss technical issues and solutions
- **Q&A Workshop:** Once your design and/or development staff has watched the training videos, they are able to work directly with our auditing and help desk staff via a one-hour remote workshop. During this Q & A workshop, training concepts can be discussed more in-depth, specific development/remediation issues can be discussed or other accessibility questions asked.

***Note on Expediting Remediation:** Because content and design are continually evolving, Allyant strongly encourages our Clients to remediate their digital properties as soon as possible after accessibility auditing in order for it to be as applicable as possible.*

Quality Assurance Reassessment

Allyant will work with clients to schedule QA within your development process whether that is in sprints or waterfall or a combination. Once the Client is ready to test, Allyant will reassess the digital properties in scope. QA consists of checking issues found in the initial audit or previous rounds of QA. It is the clients' responsibility to apply fixes globally across your digital properties.

At this step, Allyant will provide the following assistance and deliverables:

- **QA Testing:** Allyant will provide manual-user Accessibility QA testing to confirm that the fixes have successfully been applied and the site, app or other digital property is usable by affected audiences.
- **Updated Audit Issue Report:** Updated Accessibility Audit Report in the Allyant HUB which contains any additional fixes and existing issues that are still not complete.
- **Letter of Accessibility Conformance:** States that as of the review date on the specified server, Allyant found URLs and/or views within scope substantially conform with Level A and Level AA of the Web Content Accessibility Guidelines (WCAG) version 2.1.
- **Responsive Mobile Web QA:** For responsive sites, where code is shared between desktop and mobile, and there is no additional or unique functionality (e.g., a carousel or different mobile-only menu) Allyant can also provide a walkthrough of the RWD mobile experience (UX).
 - For sites where mobile and desktop templates are different, the appropriate testing methodology should be discussed with your Customer Success Manager. In this case, specific mobile testing will be necessary for the mobile apps to receive Letters of Conformance.

Note on Letter of Conformance: Allyant uses a 1-3 scale for level of priority for each issue. Priority 1 indicates a complete blocker for one or more audiences, Priority 2 indicates a partial blocker that presents significant barriers and challenges for one or more audiences and Priority 3 indicates a WCAG issue that does not significantly impact the ability to use the site. In order to receive a Letter of Conformance, all Priority 1 and Priority 2 issues must be satisfactorily resolved regardless of when uncovered by Allyant. Additionally, the audit team must be able to successfully complete a walkthrough resulting in no additional P1 or P2 issues. We encourage a plan for Priority 3 items to be in place and documented in Allyant HUB.

Audio Descriptions for pre-recorded videos pose unique and complex accessibility challenges. Allyant recognizes the difficulties for clients to achieve conformance with WCAG requirements (SC 1.2.3, 1.2.5) for Audio Descriptions. As such, Allyant will indicate in the audit results when Audio Descriptions are required by WCAG, but any indications shall be assigned a Warning-level priority and will not be required to receive an Allyant Letter of Conformance.

Note on QA Testing & Hours Used: In a typical engagement, a significant percentage of the Ongoing Support hours outlined in this Proposal will be used within the first 3-6 months after QA activities begin. Despite this, Allyant's pricing model is designed to minimize the financial disruption to your organization by spreading this cost across the duration of the contract.

Post-Conformance Manual Accessibility Maintenance

Through the hours in your ongoing support contract, Allyant can provide comprehensive manual-user maintenance of in-scope views following a successful QA for long-term accessibility compliance. Views for maintenance generally consist of the Home Page & primary user flows within the given digital property. A specific set of views will be chosen by the Allyant team following a successful QA and approved by the Client, prior to performing Maintenance Assessments and other services.

At this step Allyant can provide the following assistance and deliverables:

- **Accessibility Assessments:** Manual-user re-assessments.
- **Accessibility Issue Report** if new issues have been introduced.

Compliance Support

In addition to ongoing support and manual-user maintenance, Allyant will help **Town of Westcliffe** stay accessible and support in mitigating risk through additional compliance support including:

- **Compliance Reporting:** Allyant can help your organization report on your progress toward accessibility for any legal requirements that may arise. This includes:
 - **Affidavit of Accessibility Activities** outlining the activities and milestones within your project with Allyant as you work toward accessibility. When required, this is generally provided prior to a successful QA.

- **Expert Rebuttal Report:** Through our Accessibility Claims Team, Allyant can provide disabled auditor reviews of accessibility legal claims and provide an expert rebuttal of any claims made against your digital property if needed following a successful QA.
- **Updated Letter of Conformance** provided the digital property continues to be in good standing with no Priority 1 or 2 issues based on testing based on scope and your Post Conformance maintenance activities.

Proposed Timeline

Allyant will begin as soon as possible after SOW execution or PO start date. The proposed project dates are below. Dates are subject to change based on delivery of executed documents, payment, Client environment readiness, required credentials and other related factors.

Our experience has shown your team's engagement is a major factor in finalizing the Proposed Timeline and for the overall success of the project. In addition, Allyant has identified Key Success Factors to help ensure your success. Allyant will review these with your team during the Project Kick-Off Meeting and throughout the project.

Process Steps	Project Start Date	Project End Date
Client Environment Prepared & Project Kick-Off Meeting	1-2 weeks following SOW execution or PO start date	
<u>Access to Allyant Reviewed by Badge</u>	Upon SOW execution or PO start date	
<u>HUB Toolkit Subscription</u>	Upon SOW execution or PO start date	2 years from SOW execution or PO start date
<u>Ongoing Accessibility Support</u>		

Pricing

Service	Fee	
Annual HUB Toolkit Subscription Includes: <ul style="list-style-type: none"> • Usage of Allyant "Reviewed By" badge • Issue reporting & workflow management system • Compliance Governance of Project Milestones • Allyant Video Training Series • Allyant Knowledge Base Access • Scanning Tool via Chrome Extension • Schedule scans/crawls • 1,000 pages scanned and saved annually across up to 1 projects/domains • Unlimited scanning via Allyant Toolkit Chrome Extension • 5 Help Desk Tickets per year 	HUB Subscription	\$1,500 Year 2
	*Year 1 included in SOW executed on January 24, 2024.	
Ongoing Accessibility Support [townofwestcliffe.colorado.gov] <ul style="list-style-type: none"> • Support can be used for any of the below services: • Remediation Project Planning • Development Team support • Quality Assurance via manual-user testing • Letter(s) of Conformance • Affidavit of Accessibility Activity or Expert Rebuttal Report(s), if required • Remote accessibility workshop • Periodic Monitoring per Remediation Plan • Integrated Allyant Help Desk FREE ProcureEnsure Software Assessment <ul style="list-style-type: none"> • Future digital product and software procurement assessments under ProcureEnsure product upon request at no charge to Allyant clients. 		\$2,250 Year 1 \$2,250 Year 2
<p style="text-align: center;">Optional: PDF Remediation</p>	<p style="text-align: center;">\$6 per page for non-fillable forms or complex pages</p>	
<p style="text-align: right;">Project Type</p>	<p style="text-align: right;">Fixed Fee</p>	
<p style="text-align: center;">Estimated Fees for Services</p>	<p style="text-align: right;">\$2,250 Year 1 \$3,750 Year 2</p>	
<p style="text-align: center;">Town of Westcliffe Total Cost</p>	<p style="text-align: right;">\$2,250 Year 1 \$3,750 Year 2</p>	

\$ 6,000⁰⁰ not counting pdf remediation @ \$6⁰⁰ per page

Support Scope

The following views are based on a preliminary review of the domain(s) outlined in this Proposal. The Proposal is meant to be a collaborative effort between Client and Allyant to ensure the UX and unique functionality are accurately represented.

View Description	URL
Homepage	https://townofwestcliffe.colorado.gov/
Town of Board Trustees	https://townofwestcliffe.colorado.gov/government/town-board
Contact	https://townofwestcliffe.colorado.gov/contacts
Accessibility Statement	TBD

* By executing a SOW or issuing a PO, Client agrees that the scope outlined above is accurate, has been reviewed and is approved by Client.

Assumptions

- Client's users of the Allyant HUB must be directly related to the project scope in this Agreement. Logins are based on email addresses and cannot be shared between Client staff.
- Help Desk tickets must be a single accessibility question that can typically be answered (including any replies) in one hour or less by trained Allyant Accessibility Engineers.
- Allyant is not a law firm; does not provide legal advice. Allyant encourages Client to work with experienced legal counsel to understand and apply the law to Client's situation.
- Allyant's reports and recommendations reflect Allyant's experience and understanding in the field of accessible technology. Client is responsible for the operation of its own business, and Client is always free to adopt Allyant's recommendations, in whole, in part, or not at all, as Client sees fit in its legal and business judgment.
- Total hours of work performed by Allyant during the entire Ongoing Support services contract is not to exceed **30 hours**.
- Allyant will provide Client with a monthly report detailing Ongoing Support hours consumed
- Client may use hours for any digital accessibility review work under contract with Allyant
- Early termination by Client will result in Allyant issuing a final invoice for any unbilled hours for services provided up until date of termination
- No refunds are granted for Annual Allyant HUB Subscriptions

All of the following are out-of-scope services:

- All services not explicitly defined in this Proposal
- Travel, lodging and per diem costs affiliated with this project
- Any out-of-pocket costs associated with the effort (e.g. printing, binding, displays, etc.)
- Review or Remediation of any digital materials such as emails, pdf's, statements or marketing content not listed in Pricing.

In the event that either Party requires changes to the scope originally identified in the SOW, a mutually agreed upon Change Order must be executed. Work on a Change Order shall not begin until that time.

Allyant's reports and recommendations reflect Allyant's experience and understanding in the field of accessible technology. Client is responsible for the operation of its own business, and Client is always free to adopt Allyant's recommendations, in whole, in part, or not at all, as Client sees fit in its legal and business judgment.

Allyant Reviewed By Badges



The Reviewed By Allyant badge may be used on an Accessibility Statement Page, the footer of your site or other locations as needed. Allyant does not allow our Badge to be on a digital property where an Overlay is present or any other accessibility vendor badging.

Usage Guidelines:

- The image should link back to <https://allyant.com/digital-accessibility-auditing/>
- The image should have an alt attribute of "Reviewed By Allyant for Accessibility"
- The aspect ratio of the image should be retained (no stretching to fit)
- The badge may only be used on the site(s) or mobile apps indicated in this Proposal after the desired documents are executed.
- Continued use is granted as long as Client continues to subscribe to ongoing support services and the account continues to be in good standing.

**TOWN OF WESTCLIFFE, COLORADO
ORDINANCE # 6-2024**

**AN ORDINANCE OF THE TOWN OF WESTCLIFFE ADDING TITLE 10, CHAPTER 1, SECTION 17 –
ACCESSORY DWELLING UNITS, OF THE MUNICIPAL CODE**

WHEREAS, the Town of Westcliffe acting by and through its Town Board of Trustees has the power to regulate land use matters pursuant to Colorado Revised Statutes (C.R.S.) Section 31, Article 23 et seq.; and

WHEREAS, the Board of Trustees of the Town of Westcliffe has determined that it is in the best interests of the Town to adopt and add Title 10, Chapter 1, Section 17 – Accessory Dwelling Units, and Amend Title 10, Chapter 2, Section 2 – Zone District Use Schedule (Exhibit A), as a supplement to the Town Code.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WESTCLIFFE, COLORADO, as follows:

1. **Adoption of Title 10, Chapter 1, Section 17 of the Municipal Code.** Title 10, Chapter 1, Section 17 – Accessory Dwelling Units, and Amend Title 10, Chapter 2, Section 2 – Zone District Use Schedule (Exhibit A), of the Municipal Code is hereby adopted and added to read in substantially the same form and substance as follows:

10-1-17: Accessory Dwelling Units

A. **Scope.** This section shall be applicable to Accessory Dwelling units in the Residential Single-Family District, Core Commercial District, and the Multi Family District.

B. **Definitions.** As used in this Chapter, the following terms shall have the meanings indicated, unless the context otherwise requires:

1. “Accessory Dwelling Unit (ADU)” A smaller dwelling on the same grounds as the primary home; attached to the main dwelling or detached from the main dwelling. The Dwelling shall be no larger than 2/3 of the conditioned area of the primary home and no less than 300 square feet.

C. **Supplementary Regulations.**

1. Accessory Dwelling units must be on a fixed foundation and not on a chassis. Accessory Dwelling units may not be built until the primary Residence/Business has a certificate of occupancy.

2. All ADU's must follow current setbacks relevant to the current zone to which they are in.
3. An ADU above, below, or behind a business or dwelling, must provide parking and be on the alley.
4. Any ADU less than 500 square feet shall comply with Section 3-6-1 of the Westcliffe Municipal Code.

2. **Revision of Title 10, Chapter 2, Section 2 of the Municipal Code.** Title 10, Chapter 2, Section 3, of the Municipal Code is hereby adopted and added to read in substantially the same form and substance as follows:

See attached Exhibit A, hereby incorporated by reference.

3. **Severability.** If any section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Board of Trustees declares that it would have adopted this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
4. **Effective Date and Time.** This Ordinance shall become effective 30 days after publication in accordance with law.

THIS ORDINANCE WAS INTRODUCED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED BY MAJORITY VOTE AT ITS REGULAR MEETING HELD AT THE TOWN OF WESTCLIFFE ON THE 15TH DAY OF OCTOBER, 2024.

TOWN OF WESTCLIFFE

By: _____
Paul Wenke, Mayor

ATTEST:

Kathy Reis, Town Clerk

EXHIBIT A-ADU

USE

0.57 ADU

A	R-SF	R-MF	MH	CC	HC	HI	PUD	PUD B-1	PUD B-2	TN
R	R	R	R	R	R	P	A	B-1 R	B-2 R	R

**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 (10) days prior to the Board meeting to the above address or bring it to the Town Hall at 1000 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 Monday of each month.)

Name of person making presentation: _____

Organization, if speaking on behalf of a group: _____

Is this a request for Board action? Yes No

Please provide a summary of your comments:

_____ *MANAGEMENT BI OBJECTIVES IN* _____
_____ *THE HANDBOOK* _____

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

Contact information:

Name: _____ *Paul Wank* _____
Mailing Address: _____

email: _____

Daytime Phone: _____

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 X _____ Board of Adjustments

_____ Westcliffe Planning Commission

Here are things you need to know:

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Please complete the following information and return this form no later than ten (10) days prior to the Board meeting to the above address or bring it to the Town Hall at 1000 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 third Tuesday of each month.)

Name of person making presentation: PAUL ZAWACKI

Organization, if speaking on behalf of a group: _____

Is this a request for Board action? Yes No

Please provide a summary of your comments:

ACE lights still not resolved after nine
months. Town manager not keeping me
informed.

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

Town manager called me, only after I complained
of no commensurates. The job is not finished.

Contact information:

Name: PAUL ZAWACKI

Mailing Address: PO BOX 1338
we

email: pauly@zawacki.com

Daytime Phone: 719-339-7125