

# TOWN OF PLATTEVILLE, COLORADO

## Study Session

Tuesday, January 21, 2025 at 6:00 pm at 400 Grand Avenue, Platteville, CO

Mayor: Mike Cowper

Mayor Pro-Tem: Nick Ralston

Trustees: Larry Clark, Larry Hatcher, Mike Evans, Hope Morris, Steve Nelson, Melissa Archambo

Staff Present: Troy Renken, Town Manager; Danette Schlegel, Town Clerk/Treasurer  
David Brand, Public Works Director

### DISCUSSION ITEMS

A. Attorney Sam Light, CIRSA General Counsel - Elected Officials Training

**TOWN OF PLATTEVILLE, COLORADO**  
**NOTICE AND AGENDA OF REGULAR MEETING**

NOTICE OF REGULAR MEETING of the Platteville Board of Trustees will be held on  
Tuesday, January 21, 2025 at 7:00 pm at 400 Grand Avenue, Platteville, CO.

1. CALL TO ORDER
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL

Mayor: Mike Cowper  
Mayor Pro-Tem: Nick Ralston  
Trustees: Larry Clark, Larry Hatcher, Hope Morris, Melissa Archambo, Steve Nelson  
Staff Present: Troy Renken, Town Manager; Danette Schlegel, Town Clerk/Treasurer; David Brand  
Public Works Director; Chief Dwyer; Janet Torres, Rec/Senior Director

5. APPROVAL OF THE AGENDA

6. AUDIENCE PARTICIPATION (*Public Comment Items not on the agenda*)

Trustees welcome you here and thank you for your time and concerns. If you wish to address the Board of Trustees, this is the time set on the agenda for you to do so. When you are recognized, please step to the podium, state your name and address, then address the Trustees. Your comments will be limited to three (3) minutes. Board Members may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and your questions may be directed to the appropriate staff person for follow-up. Thank you!

7. APPROVAL OF THE CONSENT AGENDA

The Consent Agenda contains items that can be approved without discussion. Any Board Member may request removal of any item they do not want to consider without discussion or wish to vote no on, without jeopardizing the approval of other items on the Consent Agenda. Items removed from Consent will be placed under Action Items in the order they appear on the agenda. (This should be done prior to the motion to approve the agenda.)

- A. January 7, 2025 Meeting Minutes
- B. December Paid Bills & Financials

8. PRESENTATIONS AND DISCUSSIONS

None

9. ACTION ITEMS

- A. Platte River Farms Subdivision Plat Concepts
- B. Fee Schedule Update
- C. Employee Handbook Update

10. REPORTS

- A. Rec/Senior
- B. Police Department
- C. Public Works
- D. Town Attorney
- E. Town Manager
- F. Mayor

11. ADJOURNMENT

Town of Platteville, Colorado  
400 Grand Avenue, 80651



## Agenda Item Cover Sheet

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MEETING DATE: January 21, 2025

AGENDA ITEM: Consent Agenda Items  
➤ January 7, 2025 minutes  
➤ December Paid Bills  
➤ December Financials

DEPARTMENT: Legislative

PRESENTED BY: Troy Renken, Town Manager

### SUMMARY

The regular monthly meeting minutes are presented for review and approval along with the December paid bills and December Financial Statements.

### FINANCIAL CONSIDERATIONS

N/A

### RECOMMENDED ACTION

Move to approve the Consent Agenda as presented and for the Mayor to execute all documents.

### ATTACHMENTS

January 7, 2025 Minutes  
December Paid Bills  
December Financials

**TOWN OF PLATTEVILLE, COLORADO**  
**BOARD OF TRUSTEES MEETING MINUTES**  
Regular meeting of the Platteville Board of Trustees will be held on  
Tuesday, January 7, 2025 at 400 Grand Avenue, Platteville, CO.  
Mayor Cowper called the meeting to order at 7:00 pm

CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

Mayor: Mayor Cowper  
Mayor Pro Tem: Nick Ralston  
Trustees: Larry Clark, Steve Nelson, Larry Hatcher, Hope Morris, Melissa Archambo  
Absent: Hope Morris  
Staff Present: Troy Renken, Town Manager; Danette Schlegel, Town Clerk/Treasurer;

APPROVAL OF THE AGENDA

Mayor Pro Tem Ralston moved to approve the agenda as presented. Trustee Nelson seconded. All members are in favor.

AUDIENCE PARTICIPATION (*Public Comment Items not on the agenda*)

None

PRESENTATIONS & DISCUSSIONS

Town Impact Fee Study Discussion

APPROVAL OF THE CONSENT AGENDA

Trustee Nelson moved to approve the consent agenda as presented. Mayor Pro Tem Ralston seconded the motion. All members in favor.

ACTION ITEMS

Resolution 2025-01

An annexation petition was submitted in December for the 40+ acre property located along CR38 west of SH60. Trustee Nelson moved to approve Resolution 2025-01 A resolution of the Board of Trustees of the Town of Platteville accepting the annexation petition from Centennial Estates, LLC and setting the public hearing date for March 4<sup>th</sup>, 2025. Mayor Pro Tem Ralston seconded the motion. All members in favor.

Ordinance 2025-840

The salaries for the Town Manager & Town Clerk/Treasurer are approved during the budget process and then the compensation is set by ordinance during a public meeting. The compensation shown in the ordinance reflects a 4% increase based upon the Board approved 2.5% COLA and 1.5% Merit for 2025. Mayor Pro Tem Ralston moved to approve Ordinance 2025-840 AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF PLATTEVILLE SETTING THE COMPENSATION FOR THE POSITIONS OF TOWN CLERK/TOWN TREASURER AND TOWN MANAGER. Trustee Clark seconded the motion. All members in favor.

### Business Grant Program

During the budget process the Board approved \$50,000 to implement a new Business Grant Program to assist local businesses in making improvements to the exterior of their businesses (buildings and/or properties) to enhance the appearance of the business district. The Town Manager will present a draft grant application to the Board during an upcoming meeting that will outline the basic requirements and scope of the funding

### Police Vehicle Replacement Purchase

During the budget process the Board approved \$60,000 in the LE Fund to purchase two used vehicles to replace current police units as part of our annual replacement program.

Mayor Pro Tem Ralston moved to approve the purchase of a 2018 Dodge Charger from Chicago Motors for \$27,995 and a 2020 Ford Explorer from Asia Motors for \$30,835 for a total cost of \$58,830. Trustee Hatcher seconded the motion. All members in favor.

### Reports

Town Manager

Mayor

### ADJOURNMENT

Having no further business before the Board, the meeting was adjourned at 8:05 P.M.

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Attest: Danette Schlegel, Town Clerk / Treasurer

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Mike Cowper, Mayor

Report Criteria:  
Summary report type printed

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Amazon	202412	Admin - Supplies	12/01/2024	1,372.11	1,372.11	24122001	12/20/2024
Total 10:				1,372.11	1,372.11		
A-1 Heating & Air Condition	23420	B&G - HVAC Unit for Town	12/19/2024	22,553.00	22,553.00	62345	12/31/2024
Total 15:				22,553.00	22,553.00		
Green & Associates LLC	3208	Accounting Services	12/02/2024	2,750.00	2,750.00	62271	12/05/2024
Total 24:				2,750.00	2,750.00		
Draya's Cleaning Service	327	Janitorial Services	12/01/2024	910.00	910.00	62269	12/05/2024
	328	Janitorial Services	12/16/2024	930.00	930.00	62326	12/20/2024
	329	Janitorial Services	12/29/2024	1,090.00	1,090.00	62355	12/31/2024
Total 29:				2,930.00	2,930.00		
Snowy Mountain LLC	1034	Car Wash Cards	12/05/2024	184.05	184.05	62313	12/13/2024
Total 32:				184.05	184.05		
Michael D Stewart	202412	Judicial Services	12/01/2024	600.00	600.00	62273	12/05/2024
Total 33:				600.00	600.00		
Veronica Chavez	16823	Janitorial Services	12/09/2024	475.00	475.00	62343	12/20/2024
Total 37:				475.00	475.00		
Alpine Controls & Engineer	2102	Water - Scada Upgrade	12/20/2024	4,000.00	4,000.00	62347	12/31/2024
Total 42:				4,000.00	4,000.00		
ATMOS Energy	202412-1	1403 Main St - Utilities	12/27/2024	38.00	38.00	62348	12/31/2024
	202412-2	502 Marion Ave - Utilities	12/27/2024	305.37	305.37	62348	12/31/2024
	202412-3	504 Marion Ave - Utilities	12/27/2024	354.77	354.77	62348	12/31/2024
	202412-4	400 Grand Ave Shop - Utilit	12/27/2024	333.50	333.50	62348	12/31/2024
	202412-5	400 Grand Ave - Utilities	12/27/2024	487.57	487.57	62348	12/31/2024
	202412-6	508 Reynolds Ave - Utilities	12/27/2024	475.23	475.23	62348	12/31/2024
	202412-7	11866 County Rd 32.5 - Uti	12/27/2024	286.03	286.03	62348	12/31/2024
	202412-8	703 Birch St - Utilities	12/27/2024	199.26	199.26	62348	12/31/2024
Total 46:				2,479.73	2,479.73		
Bratton's Office Equipment	081524	NAN - Copier	12/04/2024	12.74	12.74	62320	12/20/2024
	081525	PLA - Copier	12/04/2024	14.14	14.14	62320	12/20/2024
Total 50:				26.88	26.88		
Caselle Inc	137258	Contract Support and Main	12/01/2024	1,487.00	1,487.00	62296	12/13/2024
Total 59:				1,487.00	1,487.00		

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Cengage Learning Inc	86003094	Large Print - PLA	12/01/2024	87.74	87.74	62351	12/31/2024
	86024790	Large Print - PLA	12/04/2024	122.96	122.96	62351	12/31/2024
Total 61:				210.70	210.70		
Central Weld County Water	202412	Water Usage	12/01/2024	43,088.02	43,088.02	62260	12/05/2024
	20241201	Water - 100 Division	12/01/2024	27.12	27.12	62260	12/05/2024
Total 65:				43,115.14	43,115.14		
CenturyLink	202412-1	693B	12/01/2024	84.58	84.58	62261	12/05/2024
	202412-2	808B	12/01/2024	219.96	219.96	62261	12/05/2024
	202412-3	076B	12/01/2024	90.72	90.72	62261	12/05/2024
	202412-5	605B	12/01/2024	241.95	241.95	62261	12/05/2024
	2024-4	766B 50%	12/01/2024	166.64	166.64	62261	12/05/2024
Total 66:				803.85	803.85		
CenturyLink QCC	712872312	Telephone - 50%	12/01/2024	5.52	5.52	62262	12/05/2024
Total 67:				5.52	5.52		
Chase Ink	202412-2	Admin - Dues/Subscription	12/01/2024	15,113.05	15,113.05	24122003	12/20/2024
Total 68:				15,113.05	15,113.05		
Mike's Automotive Service	2475	Vehicle Maint- PD	12/04/2024	76.07	76.07	62274	12/05/2024
	2482	Vehicle Maint- PD	12/09/2024	95.50	95.50	62305	12/13/2024
	2486	Vehicle Maint- PD	12/11/2024	76.93	76.93	62305	12/13/2024
Total 78:				248.50	248.50		
SAFEbuilt LLC	972630	Building Permits	12/01/2024	1,233.10	1,233.10	62311	12/13/2024
Total 79:				1,233.10	1,233.10		
Utility Notification Center of	224111081	Sewer Locates 50%	12/01/2024	34.83	34.83	62287	12/05/2024
Total 80:				34.83	34.83		
Connecting Point	CW143606	IT Services	12/01/2024	6,987.40	6,987.40	24122006	12/20/2024
	CW143663	Admin - Computer Consulti	12/05/2024	1,678.30	1,678.30	24121302	12/13/2024
	CW143834	IT Services	12/17/2024	7,119.60	7,119.60	24122006	12/20/2024
	CW143902	MFA Installation	12/19/2024	2,383.95	2,383.95	24123104	12/31/2024
	CW143921	New Laptop Install	12/24/2024	450.00	450.00	24123104	12/31/2024
Total 82:				18,619.25	18,619.25		
Home Depot Credit Service	202412	B&G - Buildings M&R	12/01/2024	2,564.60	2,564.60	24120502	12/05/2024
Total 83:				2,564.60	2,564.60		
Service Uniform Rental	569973	B&G 12.88%	12/01/2024	258.85	258.85	62284	12/05/2024
	572267	B&G 12.88%	12/01/2024	199.99	199.99	62284	12/05/2024
	574558	B&G 12.88%	12/01/2024	121.99	121.99	62284	12/05/2024
	576840	B&G 12.88%	12/01/2024	267.78	267.78	62284	12/05/2024
	579142	B&G 12.88%	12/01/2024	294.28	294.28	62284	12/05/2024



Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total 84:				1,142.89	1,142.89		
Sam's Club/Synchrony Ban	202412	Town Hall Supplies	12/01/2024	694.87	694.87	24120503	12/05/2024
Total 85:				694.87	694.87		
LaSalle Oil Company	194975	Fuel - PW	12/09/2024	631.24	631.24	62302	12/13/2024
	195222	PW - Fuel	12/18/2024	317.85	317.85	62334	12/20/2024
Total 87:				949.09	949.09		
Northern Engineering Servi	1135-009-12	Engineering Services	12/09/2024	625.00	625.00	62306	12/13/2024
	1135-012-00	Library Parking Lot Project	12/01/2024	2,475.80	2,475.80	62336	12/20/2024
	1135-012-6	Library Parking Lot Project	12/01/2024	555.00	555.00	62336	12/20/2024
	1135-012-7	Library Parking Lot Project	12/12/2024	2,611.20	2,611.20	62336	12/20/2024
	1135-824-6	Engineering Services	12/09/2024	6,502.44	6,502.44	62306	12/13/2024
	1135-924-10	TFP Nutrition	12/09/2024	2,305.00	2,305.00	62306	12/13/2024
Total 88:				15,074.44	15,074.44		
Wear Parts & Equipment C	59463	Streets - Equipment Mainte	12/01/2024	400.58	400.58	62290	12/05/2024
Total 95:				400.58	400.58		
TownCloud Inc	4468	Annual Subscription	12/09/2024	1,413.60	1,413.60	62317	12/13/2024
Total 97:				1,413.60	1,413.60		
Spok Inc	H0385061X	Sewer - Pager (50%)	12/01/2024	10.53	10.53	62314	12/13/2024
Total 99:				10.53	10.53		
Purchase Power	202412	Postage & Maint	12/01/2024	1,009.75	1,009.75	24122007	12/20/2024
Total 100:				1,009.75	1,009.75		
WEX Bank	101218254	PD - Fuel	12/01/2024	2,390.78	2,390.78	24121304	12/13/2024
Total 103:				2,390.78	2,390.78		
Hoffmann Parker Wilson &	154	Legislative/Executive	12/01/2024	8,563.83	8,563.83	62330	12/20/2024
Total 107:				8,563.83	8,563.83		
NAPA Auto Parts	113024	Streets - Equipment Mainte	12/01/2024	1.88	1.88	62277	12/05/2024
	950542	Parks - Equipment M&R	12/01/2024	19.19	19.19	62277	12/05/2024
	950571	Parks - Equipment M&R	12/01/2024	79.99	79.99	62277	12/05/2024
	952205	Sewer - Equipment M&R	12/01/2024	36.47	36.47	62277	12/05/2024
	953492	Streets - Vehilce Maintena	12/01/2024	55.93	55.93	62277	12/05/2024
	954218	Streets - Equipment Mainte	12/01/2024	72.44	72.44	62277	12/05/2024
	954248	Streets - Equipment Mainte	12/01/2024	38.97	38.97	62277	12/05/2024
	954291	PW - Supplies	12/01/2024	3.98	3.98	62277	12/05/2024
	956046	Streets - Equipment Mainte	12/01/2024	27.98	27.98	62277	12/05/2024
Total 109:				336.83	336.83		

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Town of Gilcrest	16812	NAN Utilities	12/01/2024	111.09	111.09	62316	12/13/2024
Total 111:				111.09	111.09		
Kendrick Consulting Inc	800	General Planning	12/16/2024	2,170.00	2,170.00	62333	12/20/2024
Total 116:				2,170.00	2,170.00		
Xcel Energy	902462194	Rock Lot	12/01/2024	44.68	44.68	24121305	12/13/2024
	902625292	WWTF	12/01/2024	3,712.41	3,712.41	24121305	12/13/2024
	903563119	Internet & Sign	12/01/2024	191.85	191.85	24122009	12/20/2024
	904119197	Sewer	12/01/2024	897.33	897.33	24121305	12/13/2024
	904897435	Street Lights	12/02/2024	3,735.40	3,735.40	24123106	12/31/2024
	904898727	Sprinklers	12/02/2024	3.57	3.57	24123106	12/31/2024
	905806605	NAN Library	12/06/2024	135.12	135.12	24122009	12/20/2024
Total 121:				8,720.36	8,720.36		
CEC Solar 1128 LLC	CO-17-307A-	Solar Lease	12/01/2024	2,652.91	2,652.91	24120501	12/05/2024
	CO-17-307A-	Solar Lease	12/24/2024	1,817.07	1,817.07	24123103	12/31/2024
Total 123:				4,469.98	4,469.98		
Verizon	6100791644	Police	12/10/2024	848.73	848.73	24122008	12/20/2024
	6100791645	Sewer	12/10/2024	518.96	518.96	24122008	12/20/2024
	6100791646	B&G	12/10/2024	692.93	692.93	24122008	12/20/2024
Total 128:				2,060.62	2,060.62		
Colorado Analytical Labora	241114001	Sewer - Testing	12/01/2024	119.70	119.70	62264	12/05/2024
	241121002	Sewer - Testing	12/01/2024	119.70	119.70	62264	12/05/2024
	241121014	Water Testing	12/01/2024	57.60	57.60	62264	12/05/2024
	241126014	Sewer - Testing	12/03/2024	119.70	119.70	62264	12/05/2024
	241205007	Sewer - Testing	12/12/2024	107.10	107.10	62322	12/20/2024
	241205075	Sewer - Testing	12/12/2024	344.70	344.70	62322	12/20/2024
	241212017	Sewer - Testing	12/18/2024	119.70	119.70	62322	12/20/2024
Total 132:				988.20	988.20		
Weld County Dept of Public	E240560	Water - Testing	12/01/2024	129.60	129.60	62292	12/05/2024
	E240610	Water - Testing	12/17/2024	129.60	129.60	62362	12/31/2024
Total 136:				259.20	259.20		
Ameriflex	4581922	Flex Claims Activity	12/13/2024	101.81	101.81	24122002	12/20/2024
	4584952	Flex Claims Activity	12/20/2024	25.45	25.45	24123102	12/31/2024
	4591478	Flex Claims Activity	12/27/2024	17.11	17.11	24123102	12/31/2024
	INV788237	Admin Fees	12/02/2024	60.00	60.00	24121301	12/13/2024
Total 138:				204.37	204.37		
Redi Services LLC	139039	Cemetery - Sanitation	12/01/2024	200.00	200.00	62310	12/13/2024
	139040	Parks - Sanitation	12/01/2024	200.00	200.00	62310	12/13/2024
	139041	Parks - Sanitation	12/01/2024	200.00	200.00	62310	12/13/2024
Total 139:				600.00	600.00		

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Minuteman Press	25092	PD - 4 part forms	12/03/2024	869.00	869.00	62275	12/05/2024
Total 144:				869.00	869.00		
Award Alliance LLC	73278	Anniversary Plaques	12/03/2024	164.00	164.00	62257	12/05/2024
Total 149:				164.00	164.00		
High Plains Library District	640	PLA - Circulation Materials	12/15/2024	353.73	353.73	62329	12/20/2024
Total 153:				353.73	353.73		
Postmaster	643401159	Newsletters	12/16/2024	491.96	491.96	62337	12/20/2024
Total 158:				491.96	491.96		
Rock Solid Landscapes Inc	52791	Cemetery	12/01/2024	2,856.74	2,856.74	62283	12/05/2024
Total 163:				2,856.74	2,856.74		
Tri-State Fireworks Inc	202412	Christmas Parade and Holi	12/01/2024	4,200.00	4,200.00	62340	12/20/2024
Total 171:				4,200.00	4,200.00		
Falcon Environmental Corp	11101	Sewer - System Maintenan	12/05/2024	425.10	425.10	62297	12/13/2024
Total 177:				425.10	425.10		
Robert Troy Renken	202412	Mileage	12/01/2024	483.94	483.94	62282	12/05/2024
	20241218	Petty Cash	12/18/2024	60.00	60.00	62338	12/20/2024
Total 182:				543.94	543.94		
Platteville Veterans Memori	20241202	Fort Vasquez Consignment	12/02/2024	49.00	49.00	62281	12/05/2024
Total 189:				49.00	49.00		
Core & Main LP	V688541-2	Water - System M&R	12/01/2024	2,155.20	2,155.20	62265	12/05/2024
	V871842	Water - System M&R	12/20/2024	2,614.49	2,614.49	62353	12/31/2024
	W017956	Water - System M&R	12/13/2024	141.90	141.90	62324	12/20/2024
	W200816	Water - Meter Maintenance	12/20/2024	4.00	4.00	62353	12/31/2024
Total 193:				4,915.59	4,915.59		
Diamond Lake Book Co	P-0053936	PLA Library - Books	12/01/2024	109.78	109.78	62354	12/31/2024
Total 194:				109.78	109.78		
St. Vrain Companies Inc	715407	Water - System M&R	12/16/2024	5,200.00	5,200.00	62339	12/20/2024
Total 201:				5,200.00	5,200.00		
Colorado State Treasurer-	202412	Balance Due - Reporting E	12/19/2024	1,189.65	1,189.65	24122005	12/20/2024
Total 213:				1,189.65	1,189.65		
Warehouse Supply Inc.	89033	Streets - Vehicle M&R	12/02/2024	25.18	25.18	62289	12/05/2024

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	89774	PW - Supplies	12/09/2024	42.18	42.18	62318	12/13/2024
	90934	Cemetery - Equipment M&	12/19/2024	89.07	89.07	62344	12/20/2024
Total 216:				156.43	156.43		
My Office Etc. Inc.	306299-0	PLA - Supplies	12/02/2024	122.98	122.98	62359	12/31/2024
	306553-0	PLA - Supplies	12/13/2024	123.98	123.98	62359	12/31/2024
Total 229:				246.96	246.96		
John Deere Financial	202411	Streets - Equipment M&R	12/01/2024	60.51	60.51	62301	12/13/2024
Total 241:				60.51	60.51		
Union Pacific Railroad Co	337016276	2025 Lease Payment	12/01/2024	9,124.65	9,124.65	62286	12/05/2024
Total 303:				9,124.65	9,124.65		
Platteville Historical Societ	20241202	Ft Vasquez Consignment S	12/02/2024	26.00	26.00	62279	12/05/2024
Total 342:				26.00	26.00		
Weld County Chiefs of Poli	202412	PD - 2025 Membership Re	12/01/2024	350.00	350.00	62291	12/05/2024
Total 354:				350.00	350.00		
Walmart Community/SYNC	202412	Seniors - Supplies	12/01/2024	199.78	199.78	24121303	12/13/2024
Total 365:				199.78	199.78		
Miscellaneous Vendor	1145	Pictures with Santa	12/16/2024	315.00	315.00	62341	12/20/2024
	16795	Board/Volunteer/Employee	12/07/2024	1,325.00	1,325.00	62307	12/13/2024
	20241217	REFUND - Community Ce	12/17/2024	940.00	940.00	62332	12/20/2024
	7880129	PLA - Periodicals	12/05/2024	99.00	99.00	62335	12/20/2024
	SVC 020	Santa for Platteville Day of	12/01/2024	500.00	500.00	62315	12/13/2024
Total 385:				3,179.00	3,179.00		
A Grand Self Storage	37787	Library - Storage Unit	12/01/2024	65.00	65.00	62294	12/13/2024
Total 393:				65.00	65.00		
Ferguson Waterworks #111	1569338	Water Meters	12/04/2024	179.99	179.99	62298	12/13/2024
Total 412:				179.99	179.99		
Colorado Department of R	L171405019	Period: Sept 30, 2024	12/18/2024	870.75	870.75	24122004	12/20/2024
Total 427:				870.75	870.75		
Prairie Mountain Media	404862	Publications	12/01/2024	557.04	557.04	62308	12/13/2024
Total 443:				557.04	557.04		
All Copy Products	38138652	New Folder/Inserter	12/19/2024	488.81	488.81	62346	12/31/2024

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total 450:				488.81	488.81		
Blackstone Publishing	2176776	Audiobooks	12/01/2024	75.45	75.45	62350	12/31/2024
	2179104	Audiobooks	12/01/2024	134.73	134.73	62350	12/31/2024
	2179440	Audiobooks	12/01/2024	97.57	97.57	62350	12/31/2024
	2181591	Audiobooks	12/13/2024	72.00	72.00	62350	12/31/2024
Total 453:				379.75	379.75		
Smart Apple Media	ARU0380824	PLA Circulation	12/01/2024	492.70	492.70	62312	12/13/2024
Total 454:				492.70	492.70		
SinglePoint LLC	17652564	Copier Leases	12/21/2024	157.79	157.79	62360	12/31/2024
	17652565	Copier Leases	12/21/2024	1,103.99	1,103.99	62360	12/31/2024
Total 495:				1,261.78	1,261.78		
TB Group	241246	Veterans Memorial	12/23/2024	1,691.25	1,691.25	62361	12/31/2024
Total 528:				1,691.25	1,691.25		
Ausmus Law Firm PC	9128	Court Attorney	12/01/2024	600.00	600.00	62256	12/05/2024
Total 551:				600.00	600.00		
Eckstine Electric Co	2024-4-6562	Sewer - Equipment M&R	12/02/2024	746.00	746.00	62270	12/05/2024
Total 562:				746.00	746.00		
Left Hand Language Soluti	1121	Court Interpreter Services	12/20/2024	270.00	270.00	24123105	12/31/2024
Total 563:				270.00	270.00		
Mountain Mobile	INV111726	Sewer - System M&R	12/01/2024	689.55	689.55	62276	12/05/2024
	INV111727	B&G - Equipment Maintena	12/01/2024	492.44	492.44	62276	12/05/2024
	INV111728	B&G - Equipment Maintena	12/01/2024	609.23	609.23	62276	12/05/2024
	INV111729	Sewer - Equipment Mainte	12/01/2024	1,317.38	1,317.38	62276	12/05/2024
Total 574:				3,108.60	3,108.60		
Coast to Coast Computer	A2741762	Toner	12/12/2024	259.98	259.98	62352	12/31/2024
Total 575:				259.98	259.98		
Bedrock LLC	108578	B&G - Landscaping	12/01/2024	14,678.36	14,678.36	62258	12/05/2024
Total 650:				14,678.36	14,678.36		
Lakeview Books	ARU0381049	PLA Library - Books	12/01/2024	816.95	816.95	62357	12/31/2024
Total 665:				816.95	816.95		
Graciela Benavente Meraz	16815-2	Janitorial	12/05/2024	525.00	525.00	62327	12/20/2024

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total 713:				525.00	525.00		
Longleaf Services	10311152	Ft Vasquez - Books	12/06/2024	81.23	81.23	62304	12/13/2024
Total 716:				81.23	81.23		
Denali Water Solutions LL	INV961162	Sewer - Sludge Hauling	12/02/2024	2,808.00	2,808.00	62267	12/05/2024
	INV974055	Sewer - Sludge Hauling	12/19/2024	1,404.00	1,404.00	62325	12/20/2024
Total 719:				4,212.00	4,212.00		
Diane Brotemarkle	20241201	Books	12/01/2024	135.00	135.00	62268	12/05/2024
Total 730:				135.00	135.00		
CINTAS	5241564903	First Aid - Replenishments	12/01/2024	83.83	83.83	62263	12/05/2024
Total 732:				83.83	83.83		
Verastegui Services LLC	10576	NAN - Landscaping	12/01/2024	807.50	807.50	62342	12/20/2024
	10577	PLA - Landscaping	12/01/2024	450.00	450.00	62342	12/20/2024
Total 735:				1,257.50	1,257.50		
Route 66 Restaurant Equip	21571	Refrigerator at Community	12/05/2024	5,300.00	5,300.00	62293	12/10/2024
Total 740:				5,300.00	5,300.00		
McKusker Electric	4702-11738	B&G - Equipment M&R	12/20/2024	300.00	300.00	62358	12/31/2024
Total 746:				300.00	300.00		
Ram Waste Systems Inc.	8160798V32	Monthly Trash Collection	12/01/2024	17,576.00	17,576.00	62309	12/13/2024
Total 747:				17,576.00	17,576.00		
Platteville Senior Citizens	20241202	Fort Vasquez - Consignme	12/02/2024	148.00	148.00	62280	12/05/2024
Total 750:				148.00	148.00		
Tim's Bees	20241202	Fort Vasquez - Consignme	12/02/2024	90.00	90.00	62285	12/05/2024
Total 752:				90.00	90.00		
Hilltop Broadband	6522-202412	PLA Internet	12/25/2024	258.90	258.90	62299	12/13/2024
Total 769:				258.90	258.90		
iamGIS Group, LLC	INV-00943	Cloud Based GIS Softwar	12/11/2024	5,000.00	5,000.00	62300	12/13/2024
Total 781:				5,000.00	5,000.00		
Jeana M. Caldwell	202412	Restitution	12/19/2024	100.00	100.00	62331	12/20/2024
Total 824:				100.00	100.00		

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Cassandra Bland	20241202	Fort Vasquez Consignment	12/02/2024	32.00	32.00	62259	12/05/2024
Total 832:				32.00	32.00		
Verizon Connect Fleet USA	3720000743	PW - Vehicle Locates	12/02/2024	80.55	80.55	62288	12/05/2024
Total 833:				80.55	80.55		
Browns Hill Engineering &	29349	Sewer - System M&R	12/01/2024	363.00	363.00	62295	12/13/2024
	29521	Sewer - Equipment M&R	12/12/2024	743.00	743.00	62321	12/20/2024
Total 842:				1,106.00	1,106.00		
Cullum & Brown	3053204	Sewer - Equipment M&R	12/01/2024	741.52	741.52	62266	12/05/2024
Total 843:				741.52	741.52		
Ayres Associates Inc.	219796	Administration	12/24/2024	2,038.00	2,038.00	62349	12/31/2024
	219798	Baker Headquarters Site PI	12/14/2024	2,353.00	2,353.00	62349	12/31/2024
Total 850:				4,391.00	4,391.00		
Outerra, LLC	1187	B&G - Christmas lights and	12/03/2024	10,550.00	10,550.00	62278	12/05/2024
Total 851:				10,550.00	10,550.00		
LifeMed Safety	24-1121-01	Library - AED	12/01/2024	1,795.00	1,795.00	62303	12/13/2024
	24-781	Library - AED	12/01/2024	638.95	638.95	62303	12/13/2024
Total 852:				2,433.95	2,433.95		
Complete Professional Dev	20241212	Library - Team Building	12/12/2024	1,000.00	1,000.00	62323	12/20/2024
Total 853:				1,000.00	1,000.00		
Green Girl Recycling	116493	Library - Recycling	12/01/2024	70.00	70.00	62328	12/20/2024
Total 854:				70.00	70.00		
Golden Rule Plumbing LLC	1867	Library - Gas Line Leak	12/30/2024	3,200.00	3,200.00	62356	12/31/2024
Total 855:				3,200.00	3,200.00		
Grand Totals:				292,228.58	292,228.58		

## Report Criteria:

Summary report type printed

TOWN OF PATTEVILLE  
 COMBINED CASH INVESTMENT  
 DECEMBER 31, 2024

COMBINED CASH ACCOUNTS

999-0000-111000	BANK OF COLORADO CHECKING	850,041.97
999-0000-112000	3 - COMMUNITY BANKS - REC ACCT	174,723.12
999-0000-112050	2- COMMUNITY BANKS - DEPOSIT	163,886.66
999-0000-113500	XPRESS DEPOSIT ACCOUNT	62,356.75
	TOTAL COMBINED CASH	1,251,008.50
999-0000-100010	ALLOCATED CASH TO OTHER FUNDS	( 1,251,008.50)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

100	ALLOCATION TO GENERAL FUND	286,756.94
210	ALLOCATION TO LIBRARY FUND	140,356.30
220	ALLOCATION TO CEMETERY FUND	46,972.12
230	ALLOCATION TO CONSERVATION TRUST FUND	89,901.57
280	ALLOCATION TO LAW ENFORCEMENT TRAINING/EQUIP	157,964.36
290	ALLOCATION TO HARVEST DAZE FUND	2,574.90
310	ALLOCATION TO CAPITAL IMPROVEMENT FUND	172,868.55
510	ALLOCATION TO SEWER FUND	87,889.88
520	ALLOCATION TO WATER FUND	265,723.88
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,251,008.50
	ALLOCATION FROM COMBINED CASH FUND -999-0000-100010	( 1,251,008.50)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00



TOWN OF PATTEVILLE  
BALANCE SHEET  
DECEMBER 31, 2024

GENERAL FUND

ASSETS

100-0000-100010	ALLOCATED CHECKING/CASH GF	286,756.94	
100-0000-102100	CASH-WELD COUNTY TREASURER	5,006.72	
100-0000-106100	COLOTRUST-GENERAL	1,609,942.51	
100-0000-106181	COLOTRUST-DOWNTOWN REVITALIZAT	1,152,796.35	
100-0000-106182	COLOTRUST-POLICE STATION RESER	1,122,445.77	
100-0000-106190	COLOTRUST-DEVELOPMENT ESCROW	19,423.78	
100-0000-106191	COLOTRUST-POLICE EVIDENCE	1,528.67	
100-0000-180000	A/R BILLING	26,250.60	
100-0000-180100	A/R - COURT	29,803.69	
100-0000-181000	PROPERTY TAX RECEIVABLE	966,409.00	
100-0000-182000	A/R OTHER	33,580.17	
100-0000-183000	DUE FROM OTHER GOVERNMENT	259,176.76	
100-0000-187000	PREPAID EXPENSES	1,612.21	
	TOTAL ASSETS		5,514,733.17

LIABILITIES AND EQUITY

LIABILITIES

100-0000-200070	POLICE EVIDENCE MONEY PAYABLE	1,509.74	
100-0000-250000	DEFERRED REVENUE-PROPERTY TAX	966,409.00	
100-0000-250003	DEFERRED REVENUE-XCEL FRANCHIS	6,715.68	
	TOTAL LIABILITIES		974,634.42

FUND EQUITY

100-0000-300000	FUND BALANCE	4,880,555.99	
	REVENUE OVER EXPENDITURES - YTD	( 340,457.24)	
	TOTAL FUND EQUITY		4,540,098.75
	TOTAL LIABILITIES AND EQUITY		5,514,733.17

TOWN OF PATTEVILLE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>TAX REVENUES</u>						
100-0000-411000	.00	1,056,204.31	999,934.78	(	56,269.53)	105.6
100-0000-411001	.00	1,439.02	1,000.00	(	439.02)	143.9
100-0000-413000	3,141.27	38,281.91	45,000.00		6,718.09	85.1
100-0000-414000	132,027.76	1,573,565.63	1,500,000.00	(	73,565.63)	104.9
100-0000-414100	( 264.91)	19,136.11	15,000.00	(	4,136.11)	127.6
100-0000-415002	11,990.40	71,361.75	70,000.00	(	1,361.75)	102.0
100-0000-415003	.00	47,640.46	65,000.00		17,359.54	73.3
100-0000-415004	609.95	4,703.87	1,500.00	(	3,203.87)	313.6
100-0000-415009	.00	107.18	.00	(	107.18)	.0
100-0000-416000	.00	2,615.70	3,000.00		384.30	87.2
<b>TOTAL TAX REVENUES</b>	<b>147,504.47</b>	<b>2,815,055.94</b>	<b>2,700,434.78</b>	<b>(</b>	<b>114,621.16)</b>	<b>104.2</b>
<u>LICENSES AND PERMITS</u>						
100-0000-422000	270.00	2,176.00	2,000.00	(	176.00)	108.8
100-0000-423000	2,075.00	7,054.95	5,000.00	(	2,054.95)	141.1
100-0000-424000	.00	201.25	250.00		48.75	80.5
100-0000-425000	.00	100.00	.00	(	100.00)	.0
100-0000-426000	2,563.04	77,332.33	80,000.00		2,667.67	96.7
100-0000-426005	.00	2,108.40	.00	(	2,108.40)	.0
100-0000-426006	.00	4,532.00	.00	(	4,532.00)	.0
100-0000-427000	.00	45.00	.00	(	45.00)	.0
<b>TOTAL LICENSES AND PERMITS</b>	<b>4,908.04</b>	<b>93,549.93</b>	<b>87,250.00</b>	<b>(</b>	<b>6,299.93)</b>	<b>107.2</b>
<u>OTHER TAX REVENUE</u>						
100-0000-431000	.00	17,945.34	34,815.00		16,869.66	51.5
100-0000-432000	303.79	5,093.90	4,200.00	(	893.90)	121.3
100-0000-433000	15,499.53	185,538.13	156,817.00	(	28,721.13)	118.3
100-0000-434000	.00	89,483.43	140,000.00		50,516.57	63.9
100-0000-436000	1,468.04	19,158.68	21,000.00		1,841.32	91.2
100-0000-437000	.00	24,179.88	30,000.00		5,820.12	80.6
<b>TOTAL OTHER TAX REVENUE</b>	<b>17,271.36</b>	<b>341,399.36</b>	<b>386,832.00</b>		<b>45,432.64</b>	<b>88.3</b>

TOWN OF PATTEVILLE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TOWN REVENUE</u>					
100-0000-441000	18,903.64	226,843.68	226,843.69	.01	100.0
100-0000-444000	.00	620.00	2,000.00	1,380.00	31.0
100-0000-444500	3,384.22	58,111.42	50,750.00	( 7,361.42)	114.5
100-0000-444501	.00	3,686.00	4,000.00	314.00	92.2
100-0000-444520	1,349.50	13,204.80	7,000.00	( 6,204.80)	188.6
100-0000-445000	17,189.34	203,072.31	200,000.00	( 3,072.31)	101.5
100-0000-445100	504.75	7,228.80	6,500.00	( 728.80)	111.2
100-0000-445500	3,789.33	45,371.32	45,000.00	( 371.32)	100.8
100-0000-446001	869.50	12,979.25	8,500.00	( 4,479.25)	152.7
100-0000-447500	3,000.00	11,550.00	3,000.00	( 8,550.00)	385.0
<b>TOTAL TOWN REVENUE</b>	<b>48,990.28</b>	<b>582,667.58</b>	<b>553,593.69</b>	<b>( 29,073.89)</b>	<b>105.3</b>
<u>POLICE REVENUE</u>					
100-0000-451000	212.02	4,105.02	4,000.00	( 105.02)	102.6
100-0000-451001	( 97.60)	8,143.12	500.00	( 7,643.12)	1628.6
100-0000-451100	660.00	7,946.00	7,000.00	( 946.00)	113.5
100-0000-452000	13,274.01	190,218.57	125,000.00	( 65,218.57)	152.2
<b>TOTAL POLICE REVENUE</b>	<b>14,048.43</b>	<b>210,412.71</b>	<b>136,500.00</b>	<b>( 73,912.71)</b>	<b>154.2</b>
<u>MISCELLANEOUS</u>					
100-0000-511001	4,250.00	28,949.00	2,500.00	( 26,449.00)	1158.0
100-0000-511450	10,055.19	120,662.29	122,960.00	2,297.71	98.1
100-0000-511501	15,877.81	104,250.74	137,950.00	33,699.26	75.6
100-0000-512000	15,164.22	185,123.14	65,000.00	( 120,123.14)	284.8
100-0000-512002	.00	.00	5,000.00	5,000.00	.0
100-0000-513000	.00	.00	2,500.00	2,500.00	.0
100-0000-514001	.00	.00	5,000.00	5,000.00	.0
100-0000-514500	7,345.83	118,987.15	40,000.00	( 78,987.15)	297.5
100-0000-518100	.00	20.00	.00	( 20.00)	.0
100-0000-519000	263.00	2,364.00	2,000.00	( 364.00)	118.2
100-0000-519003	3,107.00	21,310.00	18,000.00	( 3,310.00)	118.4
100-0000-519004	25.00	1,604.72	1,000.00	( 604.72)	160.5
100-0000-519100	6,158.55	22,463.75	15,000.00	( 7,463.75)	149.8
<b>TOTAL MISCELLANEOUS</b>	<b>62,246.60</b>	<b>605,734.79</b>	<b>416,910.00</b>	<b>( 188,824.79)</b>	<b>145.3</b>
<u>GRANT REVENUE</u>					
100-0000-520300	.00	7,748.35	20,000.00	12,251.65	38.7
100-0000-522040	.00	7,000.00	4,600.00	( 2,400.00)	152.2
<b>TOTAL GRANT REVENUE</b>	<b>.00</b>	<b>14,748.35</b>	<b>24,600.00</b>	<b>9,851.65</b>	<b>60.0</b>

TOWN OF PATTEVILLE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	294,969.18	4,663,568.66	4,306,120.47	( 357,448.19)	108.3

TOWN OF PATTEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
100-0110-616000	MAYOR SALARY	1,050.00	4,200.00	4,200.00	.00 100.0
100-0110-617000	TRUSTEE/PC SALARY	1,805.00	5,885.00	7,000.00	1,115.00 84.1
100-0110-618000	PAYROLL TAXES	46.75	165.23	170.00	4.77 97.2
100-0110-618002	PERA	363.24	1,187.97	975.00	( 212.97) 121.8
100-0110-651700	CODIFICATION	.00	.00	2,800.00	2,800.00 .0
100-0110-653000	DUES/SUBSCRIPTIONS	.00	3,491.36	3,328.00	( 163.36) 104.9
100-0110-653300	PUBLISHING	557.04	2,324.70	1,500.00	( 824.70) 155.0
100-0110-654400	SUPPLIES/SMALL EQUIPMENT	.00	326.27	150.00	( 176.27) 217.5
100-0110-660010	CITIZEN ADVISORY COMMITTEES	.00	3,702.10	6,800.00	3,097.90 54.4
100-0110-671000	TRAVEL/TRAINING/MEETINGS	.00	2,296.36	3,000.00	703.64 76.6
100-0110-701600	COMMUNITY DONATIONS	.00	1,735.00	3,000.00	1,265.00 57.8
100-0110-701700	ELECTION EXPENSES	.00	.00	4,000.00	4,000.00 .0
100-0110-702900	MISC PROFESSIONAL FEES	270.00	1,580.00	.00	( 1,580.00) .0
	<b>TOTAL LEGISLATIVE</b>	<b>4,092.03</b>	<b>26,893.99</b>	<b>36,923.00</b>	<b>10,029.01 72.8</b>
<u>ADMIN</u>					
100-0140-613000	CONTRACT ACCOUNTANT	2,750.00	32,193.15	23,000.00	( 9,193.15) 140.0
100-0140-615000	JUDICIAL SERVICES	600.00	7,200.00	7,200.00	.00 100.0
100-0140-652300	COPIER/POSTAGE METER	2,271.53	24,781.24	15,000.00	( 9,781.24) 165.2
100-0140-653000	DUES/SUBSCRIPTIONS	158.15	8,632.44	1,951.00	( 6,681.44) 442.5
100-0140-653900	INSURANCE/BONDS	.00	68,883.56	75,108.01	6,224.45 91.7
100-0140-654400	SUPPLIES/SMALL EQUIPMENT	1,440.22	14,273.86	7,000.00	( 7,273.86) 203.9
100-0140-654420	BANK FEES	.00	.00	500.00	500.00 .0
100-0140-654430	CREDIT CARD FEES	.00	46.22	.00	( 46.22) .0
100-0140-654440	SMALL EQUIPMENT	.00	3,486.51	3,000.00	( 486.51) 116.2
100-0140-654600	EMPLOYEE HOLIDAY PARTY	9,241.63	12,032.04	7,500.00	( 4,532.04) 160.4
100-0140-654610	MISC	2,263.35	4,422.89	15,000.00	10,577.11 29.5
100-0140-655000	SOFTWARE	1,487.00	17,526.03	1,500.00	( 16,026.03) 1168.4
100-0140-671000	TRAVEL/TRAINING/MEETINGS	788.74	6,219.13	5,000.00	( 1,219.13) 124.4
100-0140-701000	WELD COUNTY TREASURER FEES	.00	10,572.40	10,000.00	( 572.40) 105.7
100-0140-701100	ACCOUNTING/AUDITING	.00	12,500.00	12,500.00	.00 100.0
100-0140-701500	COMPUTER CONSULTING/EXPENSE	14,107.00	92,627.64	85,000.00	( 7,627.64) 109.0
100-0140-702600	LEGAL	3,725.83	34,589.04	22,500.00	( 12,089.04) 153.7
100-0140-702610	PROSECUTING ATTORNEY	600.00	7,800.00	10,000.00	2,200.00 78.0
100-0140-702900	MISC PROFESSIONAL FEES	.00	2,870.00	3,500.00	630.00 82.0
100-0140-754010	PHONES/PAGER/DATA LINE/TV	295.40	7,128.22	5,500.00	( 1,628.22) 129.6
100-0140-792500	M/R EQUIPMENT	.00	3,013.64	500.00	( 2,513.64) 602.7
100-0140-810103	NON CAPITAL COMPUTER/SOFTWARE	5,973.83	29,957.60	20,000.00	( 9,957.60) 149.8
100-0140-810104	WEBSITE DEVELOPMENT	.00	7,670.01	1,000.00	( 6,670.01) 767.0
100-0140-811000	CAPITAL IMPROVEMENTS PROJECTS	.00	742,493.00	5,000.00	( 737,493.00) 14849.0
	<b>TOTAL ADMIN</b>	<b>45,702.68</b>	<b>1,150,918.62</b>	<b>337,259.01</b>	<b>( 813,659.61) 341.3</b>

TOWN OF PATTEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEXPENDED	PCNT
<u>BUILDING AND GROUNDS</u>						
100-0150-651500	.00	924.31	500.00	(	424.31)	184.9
100-0150-652900	147.21	787.73	650.00	(	137.73)	121.2
100-0150-654400	109.99	8,514.05	6,500.00	(	2,014.05)	131.0
100-0150-656900	.00	14,101.48	15,000.00		898.52	94.0
100-0150-671000	.00	.00	500.00		500.00	.0
100-0150-701400	2,930.00	25,670.00	20,000.00	(	5,670.00)	128.4
100-0150-754010	387.92	4,019.19	3,500.00	(	519.19)	114.8
100-0150-754020	5,923.91	52,360.47	37,000.00	(	15,360.47)	141.5
100-0150-754030	333.33	3,999.96	4,000.00		.04	100.0
100-0150-754040	125.00	1,500.00	1,500.00		.00	100.0
100-0150-791000	126.30	19,710.44	20,000.00		289.56	98.6
100-0150-792500	1,401.67	27,358.53	12,000.00	(	15,358.53)	228.0
100-0150-793500	208.34	34,745.26	6,500.00	(	28,245.26)	534.5
100-0150-794000	95.48	3,475.14	5,000.00		1,524.86	69.5
100-0150-810150	.00	9,080.10	15,000.00		5,919.90	60.5
100-0150-815109	53,581.36	53,581.36	50,000.00	(	3,581.36)	107.2
	<u>65,370.51</u>	<u>259,828.02</u>	<u>197,650.00</u>	(	<u>62,178.02)</u>	<u>131.5</u>
<u>PLANNING AND ZONING</u>						
100-0160-655200	.00	466.40	.00	(	466.40)	.0
100-0160-671000	.00	.00	1,500.00		1,500.00	.0
100-0160-701300	1,233.10	59,847.64	35,000.00	(	24,847.64)	171.0
100-0160-702100	3,436.44	31,627.80	12,000.00	(	19,627.80)	263.6
100-0160-702200	6,561.00	28,054.00	35,000.00		6,946.00	80.2
100-0160-702600	4,838.00	15,535.50	7,000.00	(	8,535.50)	221.9
	<u>16,068.54</u>	<u>135,531.34</u>	<u>90,500.00</u>	(	<u>45,031.34)</u>	<u>149.8</u>
<u>WAGES &amp; BENEFITS</u>						
100-0170-611000	31,155.98	329,784.85	246,387.41	(	83,397.44)	133.9
100-0170-611003	24,800.96	348,674.43	329,239.85	(	19,434.58)	105.9
100-0170-611004	66,503.11	828,455.25	870,174.75		41,719.50	95.2
100-0170-611005	8,182.92	144,830.45	147,856.80		3,026.35	98.0
100-0170-611007	521.76	6,436.35	38,198.16		31,761.81	16.9
100-0170-618000	1,963.89	24,898.20	28,622.78		3,724.58	87.0
100-0170-618001	5,867.97	86,283.82	112,828.84		26,545.02	76.5
100-0170-618002	9,955.96	117,400.14	116,470.16	(	929.98)	100.8
100-0170-618003	1,458.45	25,122.20	57,285.00		32,162.80	43.9
100-0170-618004	9,993.13	266,343.04	322,283.54		55,940.50	82.6
100-0170-619000	.00	33,754.20	34,473.55		719.35	97.9
	<u>160,404.13</u>	<u>2,211,982.93</u>	<u>2,303,820.84</u>		<u>91,837.91</u>	<u>96.0</u>

TOWN OF PATTEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
100-0210-651500 RECRUITMENT	.00	1,982.60	5,000.00	3,017.40	39.7
100-0210-652400 CRIME CONTROL/INVESTIGATION	.00	2,076.68	5,000.00	2,923.32	41.5
100-0210-652450 CODE ENFORCEMENT TRAINING/SUPP	.00	135.19	500.00	364.81	27.0
100-0210-652460 ANIMAL SHELTER/CONTROL	.00	1,477.98	2,000.00	522.02	73.9
100-0210-652900 UNIFORMS/EQUIPMENT	.00	8,822.68	8,000.00	( 822.68)	110.3
100-0210-653000 DUES/SUBSCRIPTIONS	350.00	1,000.00	800.00	( 200.00)	125.0
100-0210-653800 GAS/OIL	2,390.78	32,368.89	40,000.00	7,631.11	80.9
100-0210-654400 SUPPLIES/SMALL EQUIPMENT	1,164.35	4,856.89	5,000.00	143.11	97.1
100-0210-654410 POSTAGE/COPIES	.00	17.25	.00	( 17.25)	.0
100-0210-671000 TRAVEL/TRAINING/MEETINGS	.00	2,057.05	5,000.00	2,942.95	41.1
100-0210-681000 COMMUNITY/YOUTH PROGRAMS	.00	1,896.94	3,000.00	1,103.06	63.2
100-0210-683000 COMPUTER/RADIO FEES	.00	13,123.50	11,500.00	( 1,623.50)	114.1
100-0210-702600 LEGAL SERVICES	.00	1,914.10	3,000.00	1,085.90	63.8
100-0210-754010 PHONES/PAGER/DATA LINE/TV	1,226.07	11,726.56	14,000.00	2,273.44	83.8
100-0210-792500 M/R EQUIPMENT	.00	3,721.07	4,000.00	278.93	93.0
100-0210-796500 M/R VEHICLES	432.55	15,277.58	15,000.00	( 277.58)	101.9
100-0210-810217 COMPUTERS	.00	2,806.99	3,000.00	193.01	93.6
<b>TOTAL POLICE DEPARTMENT</b>	<b>5,563.75</b>	<b>105,261.95</b>	<b>124,800.00</b>	<b>19,538.05</b>	<b>84.3</b>
<u>PUBLIC WORKS</u>					
100-0305-651500 RECRUITMENT	.00	1,857.32	500.00	( 1,357.32)	371.5
100-0305-652900 UNIFORMS/EQUIPMENT	339.44	1,816.57	1,500.00	( 316.57)	121.1
100-0305-653800 GAS/OIL	345.09	7,383.57	12,000.00	4,616.43	61.5
100-0305-654400 SUPPLIES/SMALL EQUIPMENT	560.07	5,212.27	4,000.00	( 1,212.27)	130.3
100-0305-671000 TRAVEL/TRAINING/MEETINGS	( .95)	125.38	1,000.00	874.62	12.5
100-0305-702900 MISC PROFESSIONAL FEES	80.55	619.87	300.00	( 319.87)	206.6
<b>TOTAL PUBLIC WORKS</b>	<b>1,324.20</b>	<b>17,014.98</b>	<b>19,300.00</b>	<b>2,285.02</b>	<b>88.2</b>
<u>STREETS</u>					
100-0310-702100 ENGINEER SERVICES	5,371.00	12,204.14	20,000.00	7,795.86	61.0
100-0310-703500 WEED CONTROL	.00	2,252.50	5,000.00	2,747.50	45.1
100-0310-754010 PHONES/PAGER/DATA LINE/TV	28.56	340.19	500.00	159.81	68.0
100-0310-792500 M/R EQUIPMENT	3,391.15	18,307.96	18,000.00	( 307.96)	101.7
100-0310-796500 M/R VEHICLES	81.11	3,563.78	2,500.00	( 1,063.78)	142.6
100-0310-797000 MAINTENANCE OF CONDITION	2,200.00	72,088.81	75,000.00	2,911.19	96.1
100-0310-797500 CRACK SEALING	.00	50,000.00	50,000.00	.00	100.0
100-0310-810320 PW CAPITAL ITEMS	.00	478,824.69	485,000.00	6,175.31	98.7
100-0310-901000 ICE/SNOW REMOVAL	24.72	6,967.20	15,000.00	8,032.80	46.5
100-0310-902000 SIGNS	.00	3,806.89	15,000.00	11,193.11	25.4
100-0310-905000 STREET LIGHTING	3,735.40	44,754.55	42,000.00	( 2,754.55)	106.6
100-0310-957000 LAND LEASE UP	9,124.65	9,124.65	9,000.00	( 124.65)	101.4
<b>TOTAL STREETS</b>	<b>23,956.59</b>	<b>702,235.36</b>	<b>737,000.00</b>	<b>34,764.64</b>	<b>95.3</b>

TOWN OF PATTEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SANITATION</u>					
100-0320-703000 REFUSE COLLECTION	17,576.00	194,911.00	190,000.00	( 4,911.00)	102.6
100-0320-703001 CLEANUP DAYS	.00	19,682.63	20,000.00	317.37	98.4
TOTAL SANITATION	17,576.00	214,593.63	210,000.00	( 4,593.63)	102.2
<u>HEALTH &amp; WELFARE</u>					
100-0410-651800 MOSQUITO CONTROL	.00	5,142.00	6,500.00	1,358.00	79.1
100-0410-701200 PEST ABATEMENT	.00	3,302.12	3,000.00	( 302.12)	110.1
TOTAL HEALTH & WELFARE	.00	8,444.12	9,500.00	1,055.88	88.9
<u>PARKS</u>					
100-0510-703002 SANITATION	400.00	8,586.00	7,000.00	( 1,586.00)	122.7
100-0510-703500 WEED CONTROL	.00	.00	2,500.00	2,500.00	.0
100-0510-754010 PHONES/PAGER/DATA LINE/TV	24.46	2,362.74	400.00	( 1,962.74)	590.7
100-0510-754030 WATER FEE TO WATER FUND	.00	.00	3,900.00	3,900.00	.0
100-0510-756010 COMMUNITY EVENTS	.00	691.12	5,000.00	4,308.88	13.8
100-0510-791000 M/R BUILDINGS	.00	2,542.49	5,000.00	2,457.51	50.9
100-0510-792500 M/R EQUIPMENT	138.35	3,515.36	50,000.00	46,484.64	7.0
100-0510-793500 M/R GROUNDS	875.46	29,569.36	30,000.00	430.64	98.6
100-0510-796500 M/R VEHICLES	.00	1,079.02	2,500.00	1,420.98	43.2
100-0510-815109 CAPITAL OUTLAY	.00	9,570.00	.00	( 9,570.00)	.0
TOTAL PARKS	1,438.27	57,916.09	106,300.00	48,383.91	54.5
<u>RECREATION</u>					
100-0530-652100 CONCESSION SUPPLIES	.00	3,791.88	4,500.00	708.12	84.3
100-0530-654400 SUPPLIES/SMALL EQUIPMENT	273.62	4,160.52	4,500.00	339.48	92.5
100-0530-654430 CREDIT CARD FEES	584.91	5,451.46	6,500.00	1,048.54	83.9
100-0530-654610 MISC	.00	2,292.49	3,500.00	1,207.51	65.5
100-0530-655300 RECREATION EQUIPMENT	.00	4,995.04	5,000.00	4.96	99.9
100-0530-655400 RECREATION UNIFORMS	.00	7,633.71	8,500.00	866.29	89.8
100-0530-656400 TROPHIES/AWARDS	875.96	2,745.29	3,000.00	254.71	91.5
100-0530-657500 YOUTH ACTIVITIES	1,623.64	7,757.57	6,000.00	( 1,757.57)	129.3
100-0530-657550 VIKING TIME EXPENSES	.00	372.27	3,000.00	2,627.73	12.4
100-0530-671000 TRAVEL/TRAINING/MEETINGS	.00	2,189.98	3,000.00	810.02	73.0
100-0530-673000 BACKGROUND CHECKS	.00	.00	1,500.00	1,500.00	.0
100-0530-701500 COMPUTER CONSULTING/EXPENSE	.00	2,568.00	3,000.00	432.00	85.6
100-0530-702500 LEAGUE/TOURNAMENT FEES	45.00	6,429.53	7,500.00	1,070.47	85.7
100-0530-754010 PHONES/PAGER/DATA LINE/TV	109.23	1,224.48	1,500.00	275.52	81.6
TOTAL RECREATION	3,512.36	51,612.22	61,000.00	9,387.78	84.6



TOWN OF PATTEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SENIOR CENTER</u>					
100-0540-653800 GAS/OIL	.00	.00	1,500.00	1,500.00	.0
100-0540-654400 SUPPLIES/SMALL EQUIPMENT	368.96	7,836.68	5,000.00	( 2,836.68)	156.7
100-0540-671000 TRAVEL/TRAINING/MEETINGS	23.00	1,676.93	2,500.00	823.07	67.1
100-0540-671800 ACTIVITY EXPENSE	363.51	16,335.82	15,000.00	( 1,335.82)	108.9
100-0540-672000 TOWN-SPONSORED MEALS	.00	1,745.65	2,000.00	254.35	87.3
100-0540-754010 PHONES/PAGER/DATA LINE/TV	27.79	247.76	400.00	152.24	61.9
100-0540-796500 M/R VEHICLES	.00	2,849.29	3,000.00	150.71	95.0
TOTAL SENIOR CENTER	783.26	30,692.13	29,400.00	( 1,292.13)	104.4
<u>MUSUEM</u>					
100-0550-653900 INSURANCE/BONDS	.00	.00	3,000.00	3,000.00	.0
100-0550-754010 PHONES/PAGER/DATA LINE/TV	219.96	2,492.03	2,500.00	7.97	99.7
100-0550-755000 SECURITY	.00	239.00	600.00	361.00	39.8
100-0550-791000 M/R BUILDINGS	.00	7,853.46	12,000.00	4,146.54	65.5
100-0550-794010 CONSIGNMENT EXP - WELCOME CENT	345.00	2,960.75	1,500.00	( 1,460.75)	197.4
100-0550-794020 ACTIVITY EXP WELCOME CENTER	.00	2,130.38	2,000.00	( 130.38)	106.5
100-0550-794030 MERCHANDISE WELCOME CENTER	81.23	3,669.72	2,000.00	( 1,669.72)	183.5
100-0550-795000 SUPPLIES - WELCOME CENTER	135.00	1,755.18	1,000.00	( 755.18)	175.5
TOTAL MUSUEM	781.19	21,100.52	24,600.00	3,499.48	85.8
<u>TRANSFERS</u>					
100-0610-982802 DONATION TO HARVEST DAZE FUND	.00	10,000.00	15,000.00	5,000.00	66.7
TOTAL TRANSFERS	.00	10,000.00	15,000.00	5,000.00	66.7
TOTAL FUND EXPENDITURES	346,573.51	5,004,025.90	4,303,052.85	( 700,973.05)	116.3
NET REVENUE OVER EXPENDITURES	( 51,604.33)	( 340,457.24)	3,067.62	343,524.86	(11098

TOWN OF PATTEVILLE  
BALANCE SHEET  
DECEMBER 31, 2024

LIBRARY FUND

ASSETS

210-0000-100010	ALLOCATED CASH TO LIBRARY	140,356.30	
210-0000-104200	LIBRARY CHECKING	1,280.54	
210-0000-106120	COLOTRUST-LIBRARY	114,463.56	
210-0000-106311	COLOTRUST EDGE LIBRARY PLATTEV	3,525,790.91	
210-0000-106312	COLOTRUST EDGE GILCREST LIBRAR	714,471.18	
210-0000-181000	PROPERTY TAX RECEIVABLE	55,589.00	
	TOTAL ASSETS		4,551,951.49

LIABILITIES AND EQUITY

LIABILITIES

210-0000-250000	DEFERRED REVENUE-PROPERTY TAX	55,589.00	
	TOTAL LIABILITIES		55,589.00

FUND EQUITY

210-0000-300000	FUND BALANCE	3,754,216.37	
	REVENUE OVER EXPENDITURES - YTD	742,146.12	
	TOTAL FUND EQUITY		4,496,362.49
	TOTAL LIABILITIES AND EQUITY		4,551,951.49

TOWN OF PATTEVILLE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>TAX REVENUES</u>						
210-0000-411000	.00	59,353.62	57,517.10	(	1,836.52)	103.2
210-0000-411001	.00	81.03	20.00	(	61.03)	405.2
<b>TOTAL TAX REVENUES</b>	<b>.00</b>	<b>59,434.65</b>	<b>57,537.10</b>	<b>(</b>	<b>1,897.55)</b>	<b>103.3</b>
<u>LIBRARY REVENUES</u>						
210-0000-438000	.00	1,311,051.13	1,311,657.00		605.87	100.0
210-0000-438110	108.47	2,158.47	.00	(	2,158.47)	.0
210-0000-438120	303.45	6,417.52	15,000.00		8,582.48	42.8
<b>TOTAL LIBRARY REVENUES</b>	<b>411.92</b>	<b>1,319,627.12</b>	<b>1,326,657.00</b>		<b>7,029.88</b>	<b>99.5</b>
<u>EARNINGS ON INVESTMENTS</u>						
210-0000-490000	14,887.62	185,177.65	50,000.00	(	135,177.65)	370.4
<b>TOTAL EARNINGS ON INVESTMENTS</b>	<b>14,887.62</b>	<b>185,177.65</b>	<b>50,000.00</b>	<b>(</b>	<b>135,177.65)</b>	<b>370.4</b>
<u>EARNINGS ON INVESTMENTS</u>						
210-2110-490000	2,924.58	25,881.82	.00	(	25,881.82)	.0
<b>TOTAL EARNINGS ON INVESTMENTS</b>	<b>2,924.58</b>	<b>25,881.82</b>	<b>.00</b>	<b>(</b>	<b>25,881.82)</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>18,224.12</b>	<b>1,590,121.24</b>	<b>1,434,194.10</b>	<b>(</b>	<b>155,927.14)</b>	<b>110.9</b>

TOWN OF PATTEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLATTEVILLE LIBRARY</u>					
210-0000-611000	28,090.99	389,106.36	350,182.00	( 38,924.36)	111.1
210-0000-618000	474.69	6,307.18	7,004.00	696.82	90.1
210-0000-618002	4,465.63	59,290.37	44,143.26	( 15,147.11)	134.3
210-0000-618003	2,123.06	12,807.59	28,400.00	15,592.41	45.1
210-0000-618004	4,474.10	58,021.46	100,903.26	42,881.80	57.5
210-0000-619000	.00	6,903.40	6,514.96	( 388.44)	106.0
210-0000-650120	.00	2,500.00	2,500.00	.00	100.0
210-0000-652000	.00	2,465.70	3,000.00	534.30	82.2
210-0000-653000	105.00	2,433.54	1,500.00	( 933.54)	162.2
210-0000-653900	.00	25,047.56	24,502.67	( 544.89)	102.2
210-0000-654100	1,198.69	12,114.93	24,500.00	12,385.07	49.5
210-0000-654200	99.00	553.37	500.00	( 53.37)	110.7
210-0000-654300	559.25	8,119.84	6,000.00	( 2,119.84)	135.3
210-0000-654400	270.70	2,591.70	7,250.00	4,658.30	35.8
210-0000-655200	504.95	5,104.90	10,000.00	4,895.10	51.1
210-0000-655800	100.85	3,994.35	6,500.00	2,505.65	61.5
210-0000-655810	.00	2,918.84	3,750.00	831.16	77.8
210-0000-655820	2,149.68	2,836.93	3,000.00	163.07	94.6
210-0000-655830	.00	4,193.64	30,000.00	25,806.36	14.0
210-0000-655840	65.00	780.00	1,500.00	720.00	52.0
210-0000-671000	1,053.99	2,513.61	2,500.00	( 13.61)	100.5
210-0000-701000	.00	595.34	600.00	4.66	99.2
210-0000-701050	4,109.48	49,313.76	49,313.85	.09	100.0
210-0000-701400	525.00	6,595.00	8,000.00	1,405.00	82.4
210-0000-702900	.00	400.00	10,000.00	9,600.00	4.0
210-0000-754010	542.23	7,547.32	7,500.00	( 47.32)	100.6
210-0000-754020	729.57	4,587.79	10,000.00	5,412.21	45.9
210-0000-791000	3,734.14	7,128.54	16,000.00	8,871.46	44.6
210-0000-812103	.00	.00	5,000.00	5,000.00	.0
210-0000-812104	.00	725.90	3,000.00	2,274.10	24.2
210-0000-812107	.00	876.45	2,000.00	1,123.55	43.8
210-0000-812109	5,642.00	23,123.74	100,000.00	76,876.26	23.1
TOTAL PLATTEVILLE LIBRARY	61,018.00	711,499.11	875,564.00	164,064.89	81.3

TOWN OF PATTEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GILCREST LIBRARY</u>					
210-2110-611000	6,297.22	64,828.17	135,965.00	71,136.83	47.7
210-2110-618000	104.06	1,374.53	2,719.00	1,344.47	50.6
210-2110-618002	957.92	12,650.67	15,174.43	2,523.76	83.4
210-2110-618003	184.62	1,107.72	2,300.00	1,192.28	48.2
210-2110-618004	642.42	8,345.70	14,414.75	6,069.05	57.9
210-2110-619000	.00	2,123.00	2,239.55	116.55	94.8
210-2110-654100	864.81	11,729.80	15,000.00	3,270.20	78.2
210-2110-654200	.00	255.38	400.00	144.62	63.9
210-2110-654300	88.92	895.97	2,000.00	1,104.03	44.8
210-2110-654400	333.19	2,707.10	2,500.00	( 207.10)	108.3
210-2110-655800	.00	3,041.35	6,500.00	3,458.65	46.8
210-2110-655810	.00	3,364.34	3,750.00	385.66	89.7
210-2110-701400	475.00	5,785.00	6,500.00	715.00	89.0
210-2110-754010	92.99	1,878.51	2,750.00	871.49	68.3
210-2110-754020	445.47	4,678.52	5,000.00	321.48	93.6
210-2110-791000	820.24	6,198.01	8,500.00	2,301.99	72.9
210-2110-791500	.00	3,078.29	.00	( 3,078.29)	.0
210-2110-812104	2,433.95	2,433.95	.00	( 2,433.95)	.0
210-2110-815109	.00	.00	10,000.00	10,000.00	.0
TOTAL GILCREST LIBRARY	13,740.81	136,476.01	235,712.73	99,236.72	57.9
TOTAL FUND EXPENDITURES	74,758.81	847,975.12	1,111,276.73	263,301.61	76.3
NET REVENUE OVER EXPENDITURES	( 56,534.69)	742,146.12	322,917.37	( 419,228.75)	229.8

TOWN OF PATTEVILLE  
 BALANCE SHEET  
 DECEMBER 31, 2024

CEMETERY FUND

ASSETS

220-0000-100010	ALLOCATED CASH TO CEMETERY	46,972.12	
220-0000-106129	COLOTRUST-PERPETUAL CARE	152,195.73	
220-0000-106132	COLOTRUST-CEMETERY OPERATING	85,337.26	
	TOTAL ASSETS		284,505.11

LIABILITIES AND EQUITY

LIABILITIES

220-0000-211200	ACCRUED WAGES	1,300.00	
	TOTAL LIABILITIES		1,300.00

FUND EQUITY

220-0000-300000	FUND BALANCE	277,770.60	
	REVENUE OVER EXPENDITURES - YTD	5,434.51	
	TOTAL FUND EQUITY		283,205.11
	TOTAL LIABILITIES AND EQUITY		284,505.11

TOWN OF PATTEVILLE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

CEMETERY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>EARNINGS ON INVESTMENTS</u>					
220-0000-490000 EARNINGS ON INVESTMENTS	944.79	12,229.91	3,500.00	( 8,729.91)	349.4
TOTAL EARNINGS ON INVESTMENTS	944.79	12,229.91	3,500.00	( 8,729.91)	349.4
<u>OTHER INCOME</u>					
220-0000-573000 LOT SALES	3,600.00	22,800.00	22,000.00	( 800.00)	103.6
220-0000-573002 VAULT SALES	185.00	1,850.00	1,500.00	( 350.00)	123.3
220-0000-573004 OPEN/CLOSE FEES	2,700.00	20,185.00	25,000.00	4,815.00	80.7
220-0000-577000 WATER TOWER LEASE	1,000.00	12,000.00	15,000.00	3,000.00	80.0
220-0000-578000 LAND LEASE-WATER FUND	4,166.67	50,000.04	50,000.00	( .04)	100.0
TOTAL OTHER INCOME	11,651.67	106,835.04	113,500.00	6,664.96	94.1
TOTAL FUND REVENUE	12,596.46	119,064.95	117,000.00	( 2,064.95)	101.8

TOWN OF PATTEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

CEMETERY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CEMETERY EXPENSES</u>					
220-0000-611000 WAGES CEMETERY	2,953.54	33,041.97	26,252.23	( 6,789.74)	125.9
220-0000-618000 PAYROLL TAXES	49.62	545.94	457.45	( 88.49)	119.3
220-0000-618002 PERA	452.90	4,971.46	3,733.07	( 1,238.39)	133.2
220-0000-618003 LONGEVITY	110.78	581.57	2,115.00	1,533.43	27.5
220-0000-618004 HEALTH, DENTAL, VISION	367.54	3,866.11	6,486.64	2,620.53	59.6
220-0000-619000 WORKERS COMPENSATION	.00	796.72	550.95	( 245.77)	144.6
220-0000-652900 UNIFORMS/EQUIPMENT	203.66	1,089.79	1,000.00	( 89.79)	109.0
220-0000-653800 GAS/OIL	115.02	2,388.63	4,000.00	1,611.37	59.7
220-0000-653900 INSURANCE/BONDS	.00	3,488.72	4,720.39	1,231.67	73.9
220-0000-654400 SUPPLIES/SMALL EQUIPMENT	.00	54.86	1,500.00	1,445.14	3.7
220-0000-654500 VAULT PURCHASE (BY TOWN)	.00	.00	3,000.00	3,000.00	.0
220-0000-701050 ADMINISTRATIVE FEES	1,643.80	19,775.60	19,725.54	( 50.06)	100.3
220-0000-703002 SANITATION	200.00	4,372.00	4,200.00	( 172.00)	104.1
220-0000-754010 PHONES/PAGER/DATA LINE/TV	16.32	194.38	300.00	105.62	64.8
220-0000-754020 UTILITIES	16.92	450.67	400.00	( 50.67)	112.7
220-0000-792000 M/R SPRINKLERS	.00	1,468.70	3,500.00	2,031.30	42.0
220-0000-792500 M/R EQUIPMENT	660.28	2,549.94	2,500.00	( 49.94)	102.0
220-0000-793500 M/R GROUNDS	.00	15,254.83	10,750.00	( 4,504.83)	141.9
220-0000-794000 LANDSCAPING	572.62	17,178.60	15,000.00	( 2,178.60)	114.5
220-0000-796500 M/R VEHICLES	.00	934.95	600.00	( 334.95)	155.8
220-0000-812201 CAPITAL OUTLAY	625.00	625.00	.00	( 625.00)	.0
<b>TOTAL CEMETERY EXPENSES</b>	<b>7,988.00</b>	<b>113,630.44</b>	<b>110,791.27</b>	<b>( 2,839.17)</b>	<b>102.6</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>7,988.00</b>	<b>113,630.44</b>	<b>110,791.27</b>	<b>( 2,839.17)</b>	<b>102.6</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>4,608.46</b>	<b>5,434.51</b>	<b>6,208.73</b>	<b>774.22</b>	<b>87.5</b>



TOWN OF PATTEVILLE  
BALANCE SHEET  
DECEMBER 31, 2024

CONSERVATION TRUST FUND

ASSETS

230-0000-100010	ALLOCATED CASH TO CTF		89,901.57	
230-0000-106160	COLOTRUST-CONSERVATION TRUST		81,978.49	
	TOTAL ASSETS			<u>171,880.06</u>

LIABILITIES AND EQUITY

FUND EQUITY

230-0000-300000	FUND BALANCE		153,374.35	
	REVENUE OVER EXPENDITURES - YTD	18,505.71		
	TOTAL FUND EQUITY			<u>171,880.06</u>
	TOTAL LIABILITIES AND EQUITY			<u>171,880.06</u>

TOWN OF PATTEVILLE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CONSERVATION TRUST INCOME</u>						
230-0000-490000	EARNINGS ON INVESTMENTS	326.07	4,220.83	1,500.00	( 2,720.83)	281.4
230-0000-490100	LOTTERY	8,783.65	35,825.85	35,000.00	( 825.85)	102.4
	TOTAL CONSERVATION TRUST INCOME	9,109.72	40,046.68	36,500.00	( 3,546.68)	109.7
	TOTAL FUND REVENUE	9,109.72	40,046.68	36,500.00	( 3,546.68)	109.7

TOWN OF PATTEVILLE  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

CONSERVATION TRUST FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>CONSERVATION TRUST EXPENSES</u>						
230-0000-812306	BALL FIELD MAINTENANCE	1,886.18	17,848.14	30,000.00	12,151.86	59.5
230-0000-812309	TREE CITY USA	.00	3,692.83	6,000.00	2,307.17	61.6
	TOTAL CONSERVATION TRUST EXPENSES	<u>1,886.18</u>	<u>21,540.97</u>	<u>36,000.00</u>	<u>14,459.03</u>	<u>59.8</u>
	TOTAL FUND EXPENDITURES	<u>1,886.18</u>	<u>21,540.97</u>	<u>36,000.00</u>	<u>14,459.03</u>	<u>59.8</u>
	NET REVENUE OVER EXPENDITURES	<u>7,223.54</u>	<u>18,505.71</u>	<u>500.00</u>	<u>( 18,005.71)</u>	<u>3701.1</u>

TOWN OF PATTEVILLE  
BALANCE SHEET  
DECEMBER 31, 2024

LAW ENFORCEMENT TRAINING/EQUIP

ASSETS

280-0000-100010	ALLOCATED CASH TO LAW ENFORCE	157,964.36	
280-0000-106162	COLOTRUST-LAW ENFORCEMENT	193,008.30	
	TOTAL ASSETS		350,972.66

LIABILITIES AND EQUITY

FUND EQUITY

280-0000-300000	FUND BALANCE	301,175.78	
	REVENUE OVER EXPENDITURES - YTD	49,796.88	
	TOTAL FUND EQUITY		350,972.66
	TOTAL LIABILITIES AND EQUITY		350,972.66

TOWN OF PATTEVILLE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

LAW ENFORCEMENT TRAINING/EQUIP

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEARNED	PCNT
<u>LAW ENFORCEMENT REVENUE</u>						
280-0000-448000	IMPACT FEE	.00	759.00	.00	( 759.00)	.0
280-0000-448001	VICTIM SURCHARGE	5,405.00	68,401.00	50,000.00	( 18,401.00)	136.8
280-0000-448002	GILCREST LAW ENFORCEMENT SERVI	6,345.75	45,493.39	29,844.00	( 15,649.39)	152.4
280-0000-448003	SRO SERVICES	.00	9,579.90	34,487.00	24,907.10	27.8
	TOTAL LAW ENFORCEMENT REVENUE	11,750.75	124,233.29	114,331.00	( 9,902.29)	108.7
<u>EARNINGS ON INVESTMENTS</u>						
280-0000-490000	EARNINGS ON INVESTMENTS	767.69	31,696.60	1,500.00	( 30,196.60)	2113.1
280-0000-490100	OTHER INCOME	.00	137.81	.00	( 137.81)	.0
	TOTAL EARNINGS ON INVESTMENTS	767.69	31,834.41	1,500.00	( 30,334.41)	2122.3
<u>GRANT REVENUE</u>						
280-0000-518100	GRANT REVENUE	.00	2,847.75	25,000.00	22,152.25	11.4
	TOTAL GRANT REVENUE	.00	2,847.75	25,000.00	22,152.25	11.4
	TOTAL FUND REVENUE	12,518.44	158,915.45	140,831.00	( 18,084.45)	112.8

TOWN OF PATTEVILLE  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

LAW ENFORCEMENT TRAINING/EQUIP

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LAW ENFORCEMENT EXPENSES</u>					
280-0000-671500 GREELEY PD VICTIM ADVOCATE	.00	2,210.00	2,500.00	290.00	88.4
280-0000-810210 POLICE EQUIPMENT	2,534.55	8,272.03	50,000.00	41,727.97	16.5
280-0000-810212 DISPATCH FEES	.00	34,311.54	44,000.00	9,688.46	78.0
280-0000-815200 REPLACEMENT VEHICLE	.00	55,000.00	55,000.00	.00	100.0
280-0000-816000 CONTINGENCY FOR REPLACEMENT	.00	9,325.00	15,000.00	5,675.00	62.2
TOTAL LAW ENFORCEMENT EXPENSES	<u>2,534.55</u>	<u>109,118.57</u>	<u>166,500.00</u>	<u>57,381.43</u>	<u>65.5</u>
TOTAL FUND EXPENDITURES	<u>2,534.55</u>	<u>109,118.57</u>	<u>166,500.00</u>	<u>57,381.43</u>	<u>65.5</u>
NET REVENUE OVER EXPENDITURES	<u>9,983.89</u>	<u>49,796.88</u>	<u>( 25,669.00)</u>	<u>( 75,465.88)</u>	<u>194.0</u>

TOWN OF PATTEVILLE  
 BALANCE SHEET  
 DECEMBER 31, 2024

HARVEST DAZE FUND

ASSETS

290-0000-100010	ALLOCATED CASH HARVEST DAZE		2,574.90	
290-0000-106171	COLOTRUST-HARVEST DAZE		447.24	
	TOTAL ASSETS			<u>3,022.14</u>

LIABILITIES AND EQUITY

FUND EQUITY

290-0000-300000	FUND BALANCE		12,299.55	
	REVENUE OVER EXPENDITURES - YTD	( 9,277.41)		
	TOTAL FUND EQUITY			<u>3,022.14</u>
	TOTAL LIABILITIES AND EQUITY			<u>3,022.14</u>

TOWN OF PATTEVILLE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

HARVEST DAZE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>EARNINGS ON INVESTMENTS</u>					
290-0000-490000 EARNINGS ON INVESTMENTS	1.81	22.44	15.00	( 7.44)	149.6
TOTAL EARNINGS ON INVESTMENTS	1.81	22.44	15.00	( 7.44)	149.6
<u>HARVEST DAZE REVENUE</u>					
290-0000-511500 DONATIONS/GIFTS	.00	8,025.00	15,000.00	6,975.00	53.5
290-0000-511510 BOOTH RENTAL	.00	175.00	150.00	( 25.00)	116.7
290-0000-511530 GOLF REGISTRATION	.00	19,105.00	15,000.00	( 4,105.00)	127.4
290-0000-511550 BEER GARDEN SALES	.00	1,020.00	2,500.00	1,480.00	40.8
TOTAL HARVEST DAZE REVENUE	.00	28,325.00	32,650.00	4,325.00	86.8
<u>TRANSFER</u>					
290-0000-520000 DONATION FROM GENERAL FUND	.00	10,000.00	15,000.00	5,000.00	66.7
TOTAL TRANSFER	.00	10,000.00	15,000.00	5,000.00	66.7
TOTAL FUND REVENUE	1.81	38,347.44	47,665.00	9,317.56	80.5



TOWN OF PATTEVILLE  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

HARVEST DAZE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HARVEST DAZE EXPENSES</u>					
290-0000-652210 FIREWORKS	.00	8,000.00	8,000.00	.00	100.0
290-0000-652220 GOLF TOURNAMENT	.00	9,416.82	9,000.00	( 416.82)	104.6
290-0000-652260 ENTERTAINMENT	.00	8,574.55	7,000.00	( 1,574.55)	122.5
290-0000-652270 YOUTH ACTIVITIES	.00	15,200.00	15,000.00	( 200.00)	101.3
290-0000-652280 BEER GARDEN EXPENSE	.00	25.27	1,250.00	1,224.73	2.0
290-0000-652290 SANITATION EXPENSE	.00	.00	1,500.00	1,500.00	.0
290-0000-654400 SUPPLIES/SMALL EQUIPMENT	.00	2,207.73	1,500.00	( 707.73)	147.2
290-0000-654610 MISC	.00	4,200.48	3,000.00	( 1,200.48)	140.0
TOTAL HARVEST DAZE EXPENSES	.00	47,624.85	46,250.00	( 1,374.85)	103.0
TOTAL FUND EXPENDITURES	.00	47,624.85	46,250.00	( 1,374.85)	103.0
NET REVENUE OVER EXPENDITURES	1.81	( 9,277.41)	1,415.00	10,692.41	(655.7)

TOWN OF PATTEVILLE  
BALANCE SHEET  
DECEMBER 31, 2024

CAPITAL IMPROVEMENT FUND

ASSETS

310-0000-100010	ALLOCATED CASH CAP IMPROVEMENT	172,868.55	
310-0000-106133	COLOTRUST-PARK IMPACT FEE	313,392.32	
310-0000-106161	COLOTRUST-USE TAX	192,218.41	
310-0000-106185	COLOTRUST-STORM DRAINAGE FEE	586,369.32	
310-0000-106200	COLOTRUST-CAPITAL IMPROVEMENT	435,949.56	
310-0000-180000	A/R BILLING	7,254.45	
310-0000-183000	DUE FROM OTHER GOVERNMENT	122,912.29	
	TOTAL ASSETS		1,830,964.90

LIABILITIES AND EQUITY

FUND EQUITY

310-0000-300000	FUND BALANCE	646,083.43	
310-0000-300012	FUND BALANCE - USE TAX	42,803.64	
310-0000-300013	FUND BALANCE -PARK IMPACT	12,900.59	
310-0000-300014	FUND BALANCE - STORM DRAIN	28,037.43	
310-0000-300015	FUND BALANCE - TRANSPORTATION	143,655.46	
310-0000-300017	FUND BALANCE - PUBLIC FACILITI	78,241.29	
310-0000-300018	FUND BALANCE - SIDEWALK MAINTEN	34,528.83	
310-0000-300019	FUND BALANCE - OVERSIZE / OVER	79,398.72	
	REVENUE OVER EXPENDITURES - YTD	765,315.51	
	TOTAL FUND EQUITY		1,830,964.90
	TOTAL LIABILITIES AND EQUITY		1,830,964.90

TOWN OF PATTEVILLE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CAPITAL IMPROVEMENTS</u>					
310-1000-490000 EARNINGS ON INVESTMENTS	1,733.97	22,445.98	7,500.00	( 14,945.98)	299.3
310-1000-491000 SALES TAX	66,212.12	789,144.87	800,000.00	10,855.13	98.6
TOTAL CAPITAL IMPROVEMENTS	67,946.09	811,590.85	807,500.00	( 4,090.85)	100.5
<u>USE TAX</u>					
310-1110-416001 USE TAX	814.80	80,207.11	35,000.00	( 45,207.11)	229.2
TOTAL USE TAX	814.80	80,207.11	35,000.00	( 45,207.11)	229.2
<u>USE TAX EARNINGS ON INV</u>					
310-1110-490000 EARNINGS ON INVESTMENTS	764.52	9,896.77	7,500.00	( 2,396.77)	132.0
TOTAL USE TAX EARNINGS ON INV	764.52	9,896.77	7,500.00	( 2,396.77)	132.0
<u>SIDEWALK MAINTENANCE</u>					
310-1120-490900 UTILITY BILLING INCOME	6,283.33	75,255.17	75,000.00	( 255.17)	100.3
TOTAL SIDEWALK MAINTENANCE	6,283.33	75,255.17	75,000.00	( 255.17)	100.3
<u>PUBLIC FACILITIES</u>					
310-1130-490200 IMPACT FEE	.00	8,990.00	2,096.00	( 6,894.00)	428.9
TOTAL PUBLIC FACILITIES	.00	8,990.00	2,096.00	( 6,894.00)	428.9
<u>STORM DRAINAGE</u>					
310-1140-490000 EARNINGS ON INVESTMENTS	2,332.27	30,190.63	20,000.00	( 10,190.63)	151.0
310-1140-490200 IMPACT FEE	.00	1,601.00	1,601.00	.00	100.0
TOTAL STORM DRAINAGE	2,332.27	31,791.63	21,601.00	( 10,190.63)	147.2
<u>OVERSIZE / OVERWEIGHT</u>					
310-1150-448001 OVERSIZE/OVERWEIGHT FEE	.00	.00	500.00	500.00	.0
TOTAL OVERSIZE / OVERWEIGHT	.00	.00	500.00	500.00	.0

TOWN OF PATTEVILLE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSPORTATION</u>						
310-1160-490200	IMPACT FEE	.00	2,860.00	2,860.00	.00	100.0
	TOTAL TRANSPORTATION	.00	2,860.00	2,860.00	.00	100.0
<u>PARKS</u>						
310-1170-490000	EARNINGS ON INVESTMENTS	1,246.50	16,135.72	.00	( 16,135.72)	.0
310-1170-490200	IMPACT FEE	.00	1,538.00	1,538.00	.00	100.0
	TOTAL PARKS	1,246.50	17,673.72	1,538.00	( 16,135.72)	1149.1
	TOTAL FUND REVENUE	79,387.51	1,038,265.25	953,595.00	( 84,670.25)	108.9

TOWN OF PATTEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
310-0000-810004 CAPITAL OUTLAY	.00	13,357.50	750,000.00	736,642.50	1.8
TOTAL DEPARTMENT 0000	.00	13,357.50	750,000.00	736,642.50	1.8
<u>USE TAX</u>					
310-1110-654601 MOWING CONTRACT	1,313.18	30,182.02	30,000.00	( 182.02)	100.6
310-1110-791500 REPAIRS AND MAINTENANCE	1,691.25	1,691.25	.00	( 1,691.25)	.0
TOTAL USE TAX	3,004.43	31,873.27	30,000.00	( 1,873.27)	106.2
<u>SIDEWALK MAINTENANCE</u>					
310-1120-791500 REPAIRS AND MAINTENANCE	.00	134,824.77	100,000.00	( 34,824.77)	134.8
TOTAL SIDEWALK MAINTENANCE	.00	134,824.77	100,000.00	( 34,824.77)	134.8
<u>PUBLIC FACILITIES</u>					
310-1130-815109 CAPITAL OUTLAY	.00	.00	50,000.00	50,000.00	.0
TOTAL PUBLIC FACILITIES	.00	.00	50,000.00	50,000.00	.0
<u>TRANSPORATION EXPENDITURES</u>					
310-1160-828000 TRANSPORTATION EXPENDITURES	.00	92,894.20	65,000.00	( 27,894.20)	142.9
TOTAL TRANSPORATION EXPENDITURES	.00	92,894.20	65,000.00	( 27,894.20)	142.9
<u>PARKS EXPENDITURES</u>					
310-1170-791500 REPAIRS AND MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
TOTAL PARKS EXPENDITURES	.00	.00	10,000.00	10,000.00	.0
TOTAL FUND EXPENDITURES	3,004.43	272,949.74	1,005,000.00	732,050.26	27.2
NET REVENUE OVER EXPENDITURES	76,383.08	765,315.51	( 51,405.00)	( 816,720.51)	1488.8

TOWN OF PATTEVILLE  
BALANCE SHEET  
DECEMBER 31, 2024

SEWER FUND

ASSETS

510-0000-100010	ALLOCATED CASH SEWER	87,889.88	
510-0000-106210	COLOTRUST-SEWER	2,415,124.45	
510-0000-106211	COLOTRUST-SEWER INVESTMENT FEE	522,355.45	
510-0000-106212	COLOTRUST-LAGOON RESERVE	15.20	
510-0000-125000	EQUIPMENT	278,028.03	
510-0000-130000	LAND	48,537.58	
510-0000-155000	SANITARY SEWER SYSTEM	8,199,065.99	
510-0000-156000	STORM SEWER SYSTEM	181,704.00	
510-0000-165000	CONSTRUCTION IN PROGRESS	81,835.00	
510-0000-170000	ACCUMULATED DEPRECIATION-EQUIP	( 249,304.00)	
510-0000-170001	ACCUMULATED DEPRECIATION-SYSTE	( 861,263.00)	
510-0000-170002	ACCUMULATED DEPRECIATION-STORM	( 170,937.60)	
510-0000-180000	A/R BILLING	80,370.57	
510-0000-187000	PREPAID EXPENSES	1,612.21	
510-0000-199100	DEF OUTFLOWS PENSION-PERA	34,116.00	
510-0000-199101	DEF OUTFLOWS PENSION-PERA OPEB	1,140.00	
	TOTAL ASSETS		10,650,289.76

LIABILITIES AND EQUITY

LIABILITIES

510-0000-211651	ACCRUED COMPENSATED ABSENCES	3,260.00	
510-0000-211700	NET PENSION LIABILITY	63,847.00	
510-0000-221000	DEF INFLOWS PENSION-PERA	1,057.00	
510-0000-221001	DEF INTFLOWS PENSION-PERA OPEB	1,543.00	
510-0000-221100	NET OPEB LIABILITY-PERA OPEB	4,191.00	
510-0000-223000	SRF LOAN	5,618,959.45	
	TOTAL LIABILITIES		5,692,857.45

FUND EQUITY

510-0000-300000	FUND BALANCE	4,763,401.73	
	REVENUE OVER EXPENDITURES - YTD	194,030.58	
	TOTAL FUND EQUITY		4,957,432.31
	TOTAL LIABILITIES AND EQUITY		10,650,289.76

TOWN OF PATTEVILLE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER REVENUES</u>					
510-0000-441000 ADMINISTRATIVE FEE	125.00	1,500.00	.00	( 1,500.00)	.0
510-0000-441500 UPKEEP CHARGE	49,641.90	595,209.87	576,261.58	( 18,948.29)	103.3
510-0000-441501 CONSUMPTION	19,620.33	233,890.11	275,000.00	41,109.89	85.1
510-0000-441503 SERVICE CHARGE	.00	.00	1,000.00	1,000.00	.0
510-0000-446000 INVESTMENT FEES	.00	.00	3,905.00	3,905.00	.0
<b>TOTAL SEWER REVENUES</b>	<b>69,387.23</b>	<b>830,599.98</b>	<b>856,166.58</b>	<b>25,566.60</b>	<b>97.0</b>
<u>OTHER REVENUE</u>					
510-0000-490000 EARNINGS ON INVESTMENTS	12,056.16	169,937.90	1,000.00	( 168,937.90)	16993.
510-0000-491000 MISC REVENUE	1,000.00	1,000.00	.00	( 1,000.00)	.0
<b>TOTAL OTHER REVENUE</b>	<b>13,056.16</b>	<b>170,937.90</b>	<b>1,000.00</b>	<b>( 169,937.90)</b>	<b>17093.</b>
<b>TOTAL FUND REVENUE</b>	<b>82,443.39</b>	<b>1,001,537.88</b>	<b>857,166.58</b>	<b>( 144,371.30)</b>	<b>116.8</b>

TOWN OF PATTEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER EXPENSES</u>					
510-0000-611000	3,906.10	66,801.33	112,761.01	45,959.68	59.2
510-0000-618000	57.27	999.11	1,964.86	965.75	50.9
510-0000-618002	571.78	9,809.02	16,034.62	6,225.60	61.2
510-0000-618003	.00	.00	2,250.00	2,250.00	.0
510-0000-618004	511.65	8,257.42	26,667.29	18,409.87	31.0
510-0000-619000	.00	2,501.92	2,366.50	( 135.42)	105.7
510-0000-652700	.00	9,016.44	3,000.00	( 6,016.44)	300.6
510-0000-652900	226.29	1,211.04	1,000.00	( 211.04)	121.1
510-0000-653000	.00	1,354.50	2,500.00	1,145.50	54.2
510-0000-653800	201.31	4,180.21	7,500.00	3,319.79	55.7
510-0000-653900	.00	16,596.02	22,458.63	5,862.61	73.9
510-0000-654400	235.81	10,822.72	20,000.00	9,177.28	54.1
510-0000-654410	.00	.00	500.00	500.00	.0
510-0000-654430	1,647.02	20,526.48	18,500.00	( 2,026.48)	111.0
510-0000-654440	.00	.00	5,000.00	5,000.00	.0
510-0000-654610	.00	1,235.09	1,000.00	( 235.09)	123.5
510-0000-671000	.00	745.84	800.00	54.16	93.2
510-0000-701050	6,575.18	78,902.16	78,902.15	( .01)	100.0
510-0000-701100	.00	3,312.50	11,500.00	8,187.50	28.8
510-0000-701110	.00	458.43	5,000.00	4,541.57	9.2
510-0000-701501	.00	.00	5,000.00	5,000.00	.0
510-0000-702100	.00	2,061.34	20,000.00	17,938.66	10.3
510-0000-702300	946.88	11,875.76	20,000.00	8,124.24	59.4
510-0000-702900	2,517.42	2,916.64	5,000.00	2,083.36	58.3
510-0000-754010	397.63	4,230.27	3,500.00	( 730.27)	120.9
510-0000-754020	3,889.74	45,399.94	75,000.00	29,600.06	60.5
510-0000-791000	.00	2,130.11	7,500.00	5,369.89	28.4
510-0000-792500	3,824.89	26,769.59	13,000.00	( 13,769.59)	205.9
510-0000-795500	5,689.65	79,671.09	75,000.00	( 4,671.09)	106.2
510-0000-796500	.00	286.15	1,300.00	1,013.85	22.0
510-0000-800100	.00	130,345.97	140,621.00	10,275.03	92.7
510-0000-815101	.00	.00	5,000.00	5,000.00	.0
510-0000-815109	.00	255,607.44	300,000.00	44,392.56	85.2
510-0000-815209	2,000.00	2,635.59	3,500.00	864.41	75.3
510-0000-816100	.00	6,847.18	4,000.00	( 2,847.18)	171.2
510-0000-900000	.00	.00	152,178.00	152,178.00	.0
<b>TOTAL SEWER EXPENSES</b>	<b>33,198.62</b>	<b>807,507.30</b>	<b>1,170,304.06</b>	<b>362,796.76</b>	<b>69.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>33,198.62</b>	<b>807,507.30</b>	<b>1,170,304.06</b>	<b>362,796.76</b>	<b>69.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>49,244.77</b>	<b>194,030.58</b>	<b>( 313,137.48)</b>	<b>( 507,168.06)</b>	<b>62.0</b>



TOWN OF PATTEVILLE  
BALANCE SHEET  
DECEMBER 31, 2024

WATER FUND

ASSETS

520-0000-100010	ALLOCATED CASH WATER	265,723.88	
520-0000-106300	COLOTRUST-WATER	1,544,723.43	
520-0000-106310	COLOTRUST-WATER INVESTMENT FEE	391,249.40	
520-0000-125000	EQUIPMENT	342,785.98	
520-0000-130000	LAND	28,537.57	
520-0000-157000	WATER SYSTEM	3,032,323.35	
520-0000-157001	WATER RIGHTS	4,244,087.00	
520-0000-157100	WATER SYSTEM ENHANCEMENT	432,500.00	
520-0000-170000	ACCUMULATED DEPRECIATION-EQUIP	( 307,974.00)	
520-0000-170001	ACCUMULATED DEPRECIATION-SYSTE	( 1,713,305.00)	
520-0000-180000	A/R BILLING	95,432.70	
520-0000-187000	PREPAID EXPENSES	1,612.21	
520-0000-199100	DEF OUTFLOWS PENSION-PERA	34,116.00	
520-0000-199101	DEF OUTFLOWS PENSION-PERA OPEB	1,140.00	
	TOTAL ASSETS		<u>8,392,952.52</u>

LIABILITIES AND EQUITY

LIABILITIES

520-0000-211651	ACCRUED COMPENSATED ABSENCES	3,260.00	
520-0000-211700	NET PENSION LIABILITY	63,847.00	
520-0000-221000	DEF INFLOWS PENSION-PERA	1,057.00	
520-0000-221001	DEF INTFLOWS PENSION-PERA OPEB	1,543.00	
520-0000-221100	NET OPEB LIABILITY-PERA OPEB	4,191.00	
	TOTAL LIABILITIES		73,898.00

FUND EQUITY

520-0000-300000	FUND BALANCE	7,997,783.58	
	REVENUE OVER EXPENDITURES - YTD	321,270.94	
	TOTAL FUND EQUITY		<u>8,319,054.52</u>
	TOTAL LIABILITIES AND EQUITY		<u>8,392,952.52</u>

TOWN OF PATTEVILLE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUES</u>					
520-0000-441000 ADMINISTRATIVE FEE	333.33	3,999.96	.00	( 3,999.96)	.0
520-0000-441500 UPKEEP CHARGE	57,183.25	684,003.07	660,234.78	( 23,768.29)	103.6
520-0000-441501 CONSUMPTION	20,978.02	509,987.97	572,019.00	62,031.03	89.2
520-0000-441502 UTILITY BILL PENALTIES/INTERES	.00	600.00	.00	( 600.00)	.0
520-0000-443500 METER/YOKE FEE	.00	7,858.30	1,000.00	( 6,858.30)	785.8
520-0000-446000 INVESTMENT FEES	.00	15,271.06	3,300.00	( 11,971.06)	462.8
TOTAL WATER REVENUES	78,494.60	1,221,720.36	1,236,553.78	14,833.42	98.8
<u>OTHER REVENUE</u>					
520-0000-490000 EARNINGS ON INVESTMENTS	7,700.29	99,678.29	25,000.00	( 74,678.29)	398.7
520-0000-491000 MISC REVENUE	.00	22,114.94	.00	( 22,114.94)	.0
TOTAL OTHER REVENUE	7,700.29	121,793.23	25,000.00	( 96,793.23)	487.2
TOTAL FUND REVENUE	86,194.89	1,343,513.59	1,261,553.78	( 81,959.81)	106.5

TOWN OF PATTEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENSES</u>					
520-0000-611000 WAGES WATER	3,906.12	66,801.24	112,761.01	45,959.77	59.2
520-0000-618000 PAYROLL TAXES	57.25	998.72	1,964.86	966.14	50.8
520-0000-618002 PERA	571.78	9,808.98	16,034.62	6,225.64	61.2
520-0000-618003 LONGEVITY	.00	.00	2,250.00	2,250.00	.0
520-0000-618004 HEALTH, DENTAL, VISION	511.61	8,257.18	26,667.29	18,410.11	31.0
520-0000-619000 WORKERS COMPENSATION	.00	2,501.93	2,366.50	( 135.43)	105.7
520-0000-651500 RECRUITMENT	.00	113.42	500.00	386.58	22.7
520-0000-652500 CWCWD DEMAND CHARGE	.00	17,567.73	.00	( 17,567.73)	.0
520-0000-652501 TREATED WATER PURCHASE	43,088.02	566,497.38	582,721.00	16,223.62	97.2
520-0000-652900 UNIFORMS/EQUIPMENT	226.29	1,211.09	1,000.00	( 211.09)	121.1
520-0000-653000 DUES/SUBSCRIPTIONS	.00	1,032.50	850.00	( 182.50)	121.5
520-0000-653800 GAS/OIL	287.67	5,973.69	7,500.00	1,526.31	79.7
520-0000-653900 INSURANCE/BONDS	.00	22,222.20	30,081.74	7,859.54	73.9
520-0000-654400 SUPPLIES/SMALL EQUIPMENT	.00	1,115.20	2,500.00	1,384.80	44.6
520-0000-654430 CREDIT CARD FEES	1,647.02	20,191.27	18,500.00	( 1,691.27)	109.1
520-0000-654440 SMALL EQUIPMENT	235.82	921.46	5,000.00	4,078.54	18.4
520-0000-654610 MISC	.00	.00	1,300.00	1,300.00	.0
520-0000-656901 WATER ASSESSMENTS	.00	54,713.00	58,000.00	3,287.00	94.3
520-0000-657000 WATER METERS	183.99	13,799.35	25,000.00	11,200.65	55.2
520-0000-657110 LAND LEASE-CEMETERY	4,166.67	50,000.04	50,000.00	( .04)	100.0
520-0000-671000 TRAVEL/TRAINING/MEETINGS	.00	490.15	800.00	309.85	61.3
520-0000-701050 ADMINISTRATIVE FEES	6,575.18	78,902.16	78,902.15	( .01)	100.0
520-0000-701100 ACCOUNTING/AUDITING	.00	3,312.50	5,500.00	2,187.50	60.2
520-0000-701110 CONTRACT ACCOUNTANT	.00	458.42	5,000.00	4,541.58	9.2
520-0000-701501 CASELLE-1/3 OF CONTRACT	.00	.00	5,000.00	5,000.00	.0
520-0000-702100 ENGINEER SERVICES	.00	6,719.59	10,000.00	3,280.41	67.2
520-0000-702300 TESTING	316.80	4,266.00	5,000.00	734.00	85.3
520-0000-702900 MISC PROFESSIONAL FEES	2,517.41	3,755.71	7,000.00	3,244.29	53.7
520-0000-754010 PHONES/PAGER/DATA LINE/TV	215.05	2,169.85	2,500.00	330.15	86.8
520-0000-754020 UTILITIES	1,079.01	6,578.93	14,000.00	7,421.07	47.0
520-0000-791000 M/R BUILDINGS	.00	.00	2,000.00	2,000.00	.0
520-0000-792500 M/R EQUIPMENT	.00	7,708.06	4,000.00	( 3,708.06)	192.7
520-0000-795500 M/R SYSTEMS	7,911.59	58,823.11	50,000.00	( 8,823.11)	117.7
520-0000-796500 M/R VEHICLES	223.38	1,340.21	1,500.00	159.79	89.4
520-0000-815109 CAPITAL OUTLAY	.00	.00	120,000.00	120,000.00	.0
520-0000-815204 CROSS CONNECT CONTROLS	.00	.00	2,000.00	2,000.00	.0
520-0000-815208 WELLS	.00	.00	1,000.00	1,000.00	.0
520-0000-815209 SCADA UPGRADE	2,000.00	3,991.58	3,500.00	( 491.58)	114.1
<b>TOTAL WATER EXPENSES</b>	<b>75,720.66</b>	<b>1,022,242.65</b>	<b>1,262,699.17</b>	<b>240,456.52</b>	<b>81.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>75,720.66</b>	<b>1,022,242.65</b>	<b>1,262,699.17</b>	<b>240,456.52</b>	<b>81.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>10,474.23</b>	<b>321,270.94</b>	<b>( 1,145.39)</b>	<b>( 322,416.33)</b>	<b>28049.</b>



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Town of Platteville  
400 Grand Avenue  
Platteville, CO 80651-0070

# Summary Statement

December 31, 2024

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Investor ID: CO-01-0599

## COLOTRUST

### PLUS+

Average Monthly Yield: 4.7059%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CO-01-0599-8001 Police Evidence	1,522.58	0.00	0.00	6.09	28.67	1,525.84	1,528.67
CO-01-0599-8002 PARK IMPACT FEE	312,145.82	0.00	0.00	1,246.50	16,135.72	312,811.57	313,392.32
CO-01-0599-8003 ROAD MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO-01-0599-8004 TRANSPORTATION IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO-01-0599-8005 DOWNTOWN REVITALIZATION	1,148,211.14	0.00	0.00	4,585.21	59,354.57	1,150,660.09	1,152,796.35
CO-01-0599-8006 STORM DRAINAGE IMPAC	584,037.05	0.00	0.00	2,332.27	30,190.63	585,282.70	586,369.32

Tel: (877) 311-0219

<https://www.colotrust.com/>



Town of Platteville  
 400 Grand Avenue  
 Platteville, CO 80651-0070

# Summary Statement

December 31, 2024

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Investor ID: CO-01-0599

## PLUS+ - (continued)

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CO-01-0599-8007 WATER INVESTMENT	389,693.21	0.00	0.00	1,556.19	20,144.42	390,524.37	391,249.40
CO-01-0599-8008 SEWER INVESTMENT	520,277.80	0.00	0.00	2,077.65	26,894.77	521,387.47	522,355.45
CO-01-0599-8009 GENERAL FUND	1,287,844.95	316,066.42	0.00	6,031.14	66,947.85	1,515,241.88	1,609,942.51
CO-01-0599-8010 SEWER FUND	2,605,282.74	0.00	200,000.00	9,841.71	134,112.85	2,468,685.61	2,415,124.45
CO-01-0599-8011 WATER FUND	1,538,579.33	0.00	0.00	6,144.10	79,533.87	1,541,860.87	1,544,723.43
CO-01-0599-8012 LIBRARY FUND	114,008.30	0.00	0.00	455.26	5,893.52	114,251.45	114,463.56
CO-01-0599-8013 MAUSOLEUM ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Tel: (877) 311-0219

<https://www.colotrust.com/>



Town of Platteville  
 400 Grand Avenue  
 Platteville, CO 80651-0070

## Summary Statement

December 31, 2024

Page 3 of 30

Investor ID: CO-01-0599

### PLUS+ - (continued)

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CO-01-0599-8015 CONSERVATION TRUST	81,652.42	0.00	0.00	326.07	4,220.83	81,826.57	81,978.49
CO-01-0599-8016 USE TAX FUND	191,453.89	0.00	0.00	764.52	9,896.77	191,862.21	192,218.41
CO-01-0599-8017 LAW ENFORCEMENT FUND	192,240.61	0.00	0.00	767.69	9,937.60	192,650.63	193,008.30
CO-01-0599-8018 POLICE STATION RESERVE	1,117,981.27	0.00	0.00	4,464.50	57,791.92	1,120,365.74	1,122,445.77
CO-01-0599-8019 SEWER LAGOON RESERVE	115,944.82	0.00	116,066.42	136.80	5,667.34	33,695.72	15.20
CO-01-0599-8020 VETERANS MEMORIAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO-01-0599-8021 HARVEST DAZE	445.43	0.00	0.00	1.81	22.44	446.39	447.24

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Town of Platteville  
 400 Grand Avenue  
 Platteville, CO 80651-0070

## Summary Statement

December 31, 2024

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Investor ID: CO-01-0599

### PLUS+ - (continued)

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance	
CO-01-0599-8022	CEMETERY OPERATING	84,997.83	0.00	0.00	339.43	4,393.75	85,179.12	85,337.26
CO-01-0599-8023	PUBLIC WORKS RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO-01-0599-8024	CEMETERY SHELTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO-01-0599-8025	DEVELOPMENT ESCROW	19,346.50	0.00	0.00	77.28	1,000.13	19,387.78	19,423.78
CO-01-0599-8026	OVERSIZE/OVERWEIGHT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO-01-0599-8027	Capital Improvement Fund	434,215.59	0.00	0.00	1,733.97	22,445.98	435,141.70	435,949.56
CO-01-0599-8028	Sidewalk Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Town of Platteville  
 400 Grand Avenue  
 Platteville, CO 80651-0070

# Summary Statement

December 31, 2024  
 Page 5 of 30  
 Investor ID: CO-01-0599

## PLUS+ - (continued)

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CO-01-0599-8029 Perpetual Care	151,590.37	0.00	0.00	605.36	7,836.16	151,913.69	152,195.73
CO-01-0599-8030 POLICE IMPACT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO-01-0599-8031 PUBLIC FACILITIES FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO-01-0599-8032 GILCREST LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CO-01-0599-8033 SENIOR ORGANIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>10,891,471.65</b>	<b>316,066.42</b>	<b>316,066.42</b>	<b>43,493.55</b>	<b>562,449.79</b>	<b>10,914,701.40</b>	<b>10,934,965.20</b>

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Town of Platteville  
 400 Grand Avenue  
 Platteville, CO 80651-0070

# Summary Statement

December 31, 2024

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Investor ID: CO-01-0599

## EDGE

Monthly Distribution Yield: 4.8533%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CO-01-0599-E001 Platteville Library	3,511,358.60	0.00	0.00	14,432.31	178,071.55	3,511,824.15	3,525,790.91
CO-01-0599-E002 Glicrest Library	711,546.60	0.00	0.00	2,924.58	25,870.26	711,640.94	714,471.18
<b>TOTAL</b>	<b>4,222,905.20</b>	<b>0.00</b>	<b>0.00</b>	<b>17,356.89</b>	<b>203,941.81</b>	<b>4,223,465.09</b>	<b>4,240,262.09</b>

Tel: (877) 311-0219

<https://www.colotrust.com/>



## Agenda Item Cover Sheet

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MEETING DATE: January 21, 2025  
AGENDA ITEM: Platte River Farms Conceptual Designs  
DEPARTMENT: Administrative  
PRESENTED BY: Troy Renken, Town Manager

### SUMMARY

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Since the Platte River Farms conceptual design or plat was last discussed David and I have worked with EPS (formerly Northern Engineering) to develop several modifications to show what the property would look like with all 1-acre residential lots and also with larger 2.5-acre residential lots. These and the initial concept that includes the 10-acre industrial lot are being presented for further discussion.

Concept #1: 1 12-acre Industrial lot, 19 1-acre Residential lots and 1 4-acre Multi-Family lot (apartments)  
Concept #2: 25 1-acre Residential lots and 1 4-acre Multi-Family lot (apartments or town homes)  
Concept #3: 12 2.5 acre Residential lots (large enough to allow horses per Residential Estate zone district)

The concepts can be accepted as presented or modified per the Board's discussion and then I'll work with EPA to finalize the concept design to pursue a replat of the subdivision that will come back to the Board for approval.

In regards to the industrial lot, I met with the developer who's working with Sturgeon Electric on relocating to Platteville. Due to various reasons Sturgeon has not been able to make a decision or commitment on this so I requested that a more definitive decision is given to the Town by the February 4<sup>th</sup> meeting so we can move forward with deciding on how to develop the property. When speaking with the developers last week who are pursuing a new Energy Park North industrial subdivision near the northwest corner of Highway 85 & CR34 there is a 10-acre lot that would be available for Sturgeon if pursued.

### FINANCIAL CONSIDERATIONS

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TBD

### RECOMMENDED ACTION

---

TBD based upon further discussion

### ATTACHMENTS

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Platte River Farms Conceptual Designs

- LEGEND**
- LOT LINE
  - ROW LINE
  - CENTERLINE
  - WATERLINE
  - EXISTING WATERLINE
  - OIL AND GAS SETBACK



1" = 40' Feet

0 50 100 150 200 250 300 350 400 450 500 Feet

(IN FEET)  
SCALE

JANUARY 16, 2025

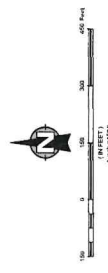
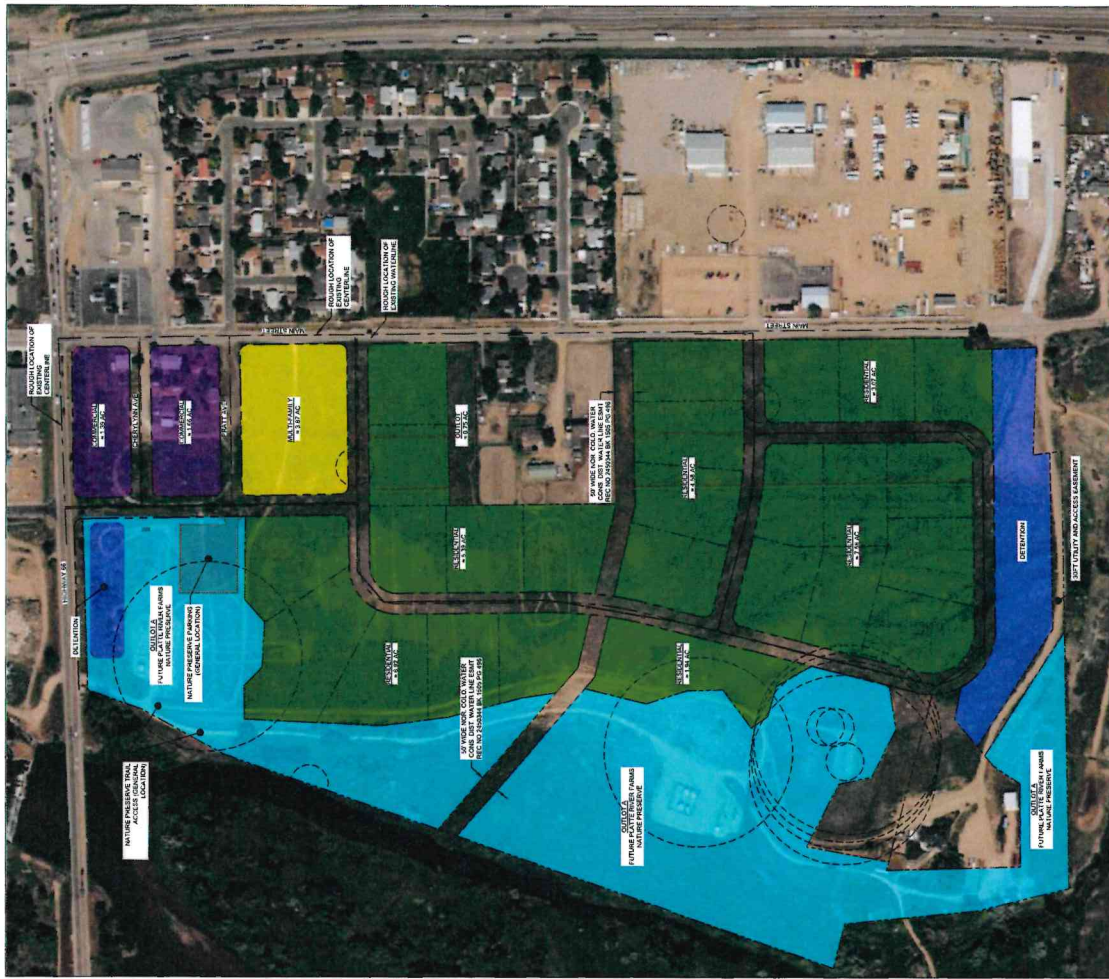


Plot was prepared under the supervision of a Professional Engineer, Civil Engineering.

PLATTE RIVER FARM  
TOWN OF PLATTEVILLE, CO

CONCEPT PLAN 1

**LEGEND**  
 LOT LINE  
 ROW LINE  
 CENTERLINE  
 WATERLINE  
 EXISTING WATERLINE  
 OIL AND GAS SETBACK

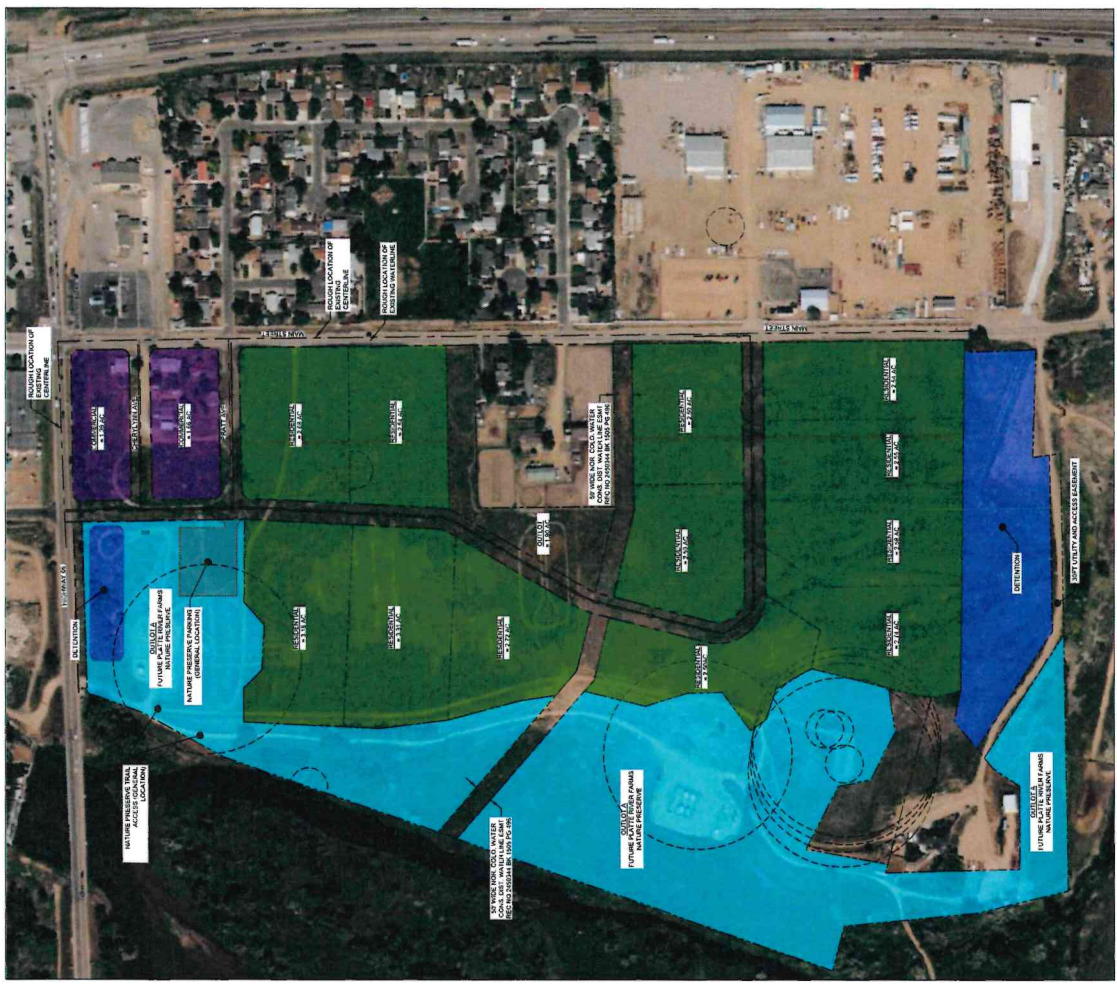


JANUARY 16, 2025



PROJECT LOCATION: 1400 S. 14TH AVENUE, PLATTEVILLE, CO

- LEGEND**
- LOT LINE
  - ROW LINE
  - CENTERLINE
  - WATERLINE
  - EXISTING WATERLINE
  - OIL AND GAS SETBACK



1 INCH = 20 FEET

**EPS GROUP** | **NE** NORTHERN ENGINEERING GROUP

JANUARY 16, 2025

10100 W. 12TH AVE., SUITE 100, DENVER, CO 80231

10100 W. 12TH AVE., SUITE 100, DENVER, CO 80231

Town of Platteville, Colorado  
400 Grand Avenue, 80651



## Agenda Item Cover Sheet

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MEETING DATE: January 21, 2025  
AGENDA ITEM: Fee Schedule Update  
DEPARTMENT: Administrative  
PRESENTED BY: Troy Renken, Town Manager

### SUMMARY

The Fee Schedule was initially discussed in December and is being presented again with additional information on cemetery fees for consideration. The recommended fee updates also involve annual water and sewer base rates adjustments and modifications to several recreation fees.

### FINANCIAL CONSIDERATIONS

All increased fees or rates will result in increased revenues for that specific department.

### RECOMMENDED ACTION

Move to approve the amended Fee Schedule as presented by staff.

### ATTACHMENTS

Fee Schedule Update

## **Appendix A Fee Schedule**

Applicants are required to pay direct costs, including postage, recording, advertising fees, referral agency review fees, outside consultant review fees, legal review or consultants review fees incurred on behalf of staff.

<b>PLANNING AND DEVELOPMENT REVIEW*</b> All Development Applications are subject to a nonrefundable fee for billed services, including but not limited to: publication notices, legal services, planning and engineering review, consulting services, signs, reproduction or materials, recording... Plan Review, Inspection and Observation Fees may apply.		
<i>Code Section</i>	<i>Fee/Charge</i>	<i>Amount</i>
17-2-10	Pre-application conference fee	\$300.00
15-1-110	Annexation fee for annexations less than 5 acres	\$2,000.00
	Annexation fee for annexations greater than 5 acres	\$3,500.00 + \$25.00 per acre
16-3-20	Minor or Major Site Plan	\$500.00
16-4-50	CMRS Site Plan	\$500.00
16-5-30	Conditional Review Use	\$750.00
16-5-60	Variance	\$500.00 for Variance \$300.00 for Appeal
16-5-70	Zoning, Zoning Changes and Amendments	\$1,300.00 + \$10.00 per dwelling unit/structure
17-6-40	Administrative Plat Amendment	\$500.00
17-2-20	Preliminary Plat	\$1,500.00
17-2-70	Final Plat	\$3,000.00
17-6-45	Replat	\$2,000.00
17-6-50	Vacation of Subdivision	\$1,000.00
17-6-60	Exemption from Subdivision requirement fee	\$1,000.00
17-6-30	Minor Subdivision	\$3,000.00
17-6-80	Appeal	\$1,000.00
16-2-160	Planned Development Zone Application	\$2,000.00 + \$10.00 per dwelling unit/structure
16-3-80	Sign Permit - Permanent	\$150.00
	Sign Permit - Temporary	\$50.00
16-1-170	Expired Land Use	EQUAL to original fee if applicant seeks renewal
<b>Development Impact Fees</b>		

4-9	Police Facilities - Residential	\$759.00 per dwelling unit
	Police Facilities - Nonresidential	\$0.54 per square foot
	Public Facilities - Residential	\$2,096.00 per dwelling unit
	Public Facilities - Nonresidential	\$1.50 per square foot
	Parks - Residential	\$1,538.00 per dwelling unit
	Parks - Nonresidential	\$0.00
	Transportation - Residential	\$2,860.00 per dwelling unit
	Transportation - Nonresidential	\$2.50 per square foot
	Storm Drainage - Residential	\$1,601.00 per unit/structure
	Storm Drainage - Nonresidential	\$1.14 per square foot
	Schools* - Single-Family Residential	\$1,054.20 per unit
	Schools* - Multi-Family	\$272.00 per unit
* Collected by Town of Platteville with payment of building permit, but forwarded in full to Weld County School District RE-1. <i>PLFPA</i>		
<b>Oil &amp; Gas Land Uses</b>		
16-4-100	Special Use Permit (includes Site Plan Application Fee)	\$1,000.00 per well or production facility
	Existing Use Site Plan	\$100.00 per site

*PLFPA\* Impact Fee*  
*2.266 per dwelling unit*  
*1.65 sf - was residential* →

<b>BUILDING AND CONSTRUCTION</b>		
Code Section	Fee/Charge	Amount
16-3-10	Building Permit	Per Chapter 18 + \$50.00 to determine compliance with zoning applied to residential applications ONLY
Resolution 2011-26	Building Permit for Solar Installation	\$500.00 maximum for residential installation \$1,000.00 maximum for commercial installation
16-3-50	Fence/Hedge/Wall	\$25.00
	Manufactured home inspection	As specified in current Building Code
	Appeal Building Official Ruling	\$200.00

<b>UTILITIES</b>		
Code Section	Fee/Charge	Amount
<b>Monthly Utility/Maintenance Fees</b>		
7-3-40	Refuse collection charge	\$24.00



	Clean-up Days	\$12.00 Passenger Vehicle \$24.00 Truck or Trailer 8ft or less \$36.00 Truck or Trailer 9ft-16 ft \$100.00 Dump Truck or Trailer 17 ft-21 ft \$250.00 Tandem Dump Truck of Trailer 22 ft +
13-1-20	Street Light charge	\$3.50 per month
<b>Sidewalk Maintenance</b>		
4-7-40	For Residential and Similar Uses Zoned: RE, R-1, MF, NR-MU, ECCR, A/H or any Planned Development Residential	\$5.00 per month
	For Retail, Commercial and Similar Uses Zoned: CC, VC/MU, RC and any Planned Development with mixed, retail or commercial uses	\$15.00 per month
	For Industrial and Similar Uses Zoned: BP/PI, SO and Planned Development with industrial or small office/warehouse uses	\$30.00 per month
<b>Water Fees</b>		
13-3-320	<b>Consumption Charge - Residential per 1,000 gallons</b>	
	0—4,000 gallons	\$3.76
	4001-19,000 gallons	\$3.83
	19,001-59,000 gallons	\$5.85
	59,001-149,000 gallons	\$6.55
	More than 149,000 gallons	\$7.00
	<i>Rate per 1,000 gallons once property exceeds quota for allowed annual use, as set by the Northern Colorado Water Conservancy District</i>	\$12.27
	<b>Consumption Charge - Commercial</b>	
	Per 1,000 gallons	\$6.59
	<i>Rate per 1,000 gallons once property exceeds quota for allowed annual use, as set by the Northern Colorado Water Conservancy District</i>	\$12.27
13-3-110	Meter Install - yoke, pit, meter	\$808.30
13-3-300	<b>System Investment Charge (based on following Equivalency rates)</b>	\$4,167.67/EQR <i>\$7,000 F&amp;P</i>

13-2-490	<b>Equivalency Rates</b>		
	5/8 " Displacement or Multi-jet	1.0	\$7000.00
	3/4" Displacement or Multi-jet	1.5	\$10,500.00
	1" Displacement or Multi-jet	2.5	\$17,500.00
	1 1/2" Displacement or Class I Turbine	5.0	\$35,000.00
	2" Compound Displacement or Class I & II Turbine	8.0	\$56,000.00
	3" Displacement	15.0	\$105,000.00
	3" Compound	16.0	\$112,000.00
	3" Class I & II Turbine	17.5	\$122,500.00
	4" Displacement or Compound	25.0	\$175,000.00
	4" Class I Turbine	30.0	\$210,000.00
	6" Displacement or Compound	50.0	\$350,00.00
	6" Class I Turbine	62.5	\$437,500.00
	8" Compound	80.0	\$560,000.00
	8" Class I Turbine	90.0	\$630,000.00
10" Compound	115.0	\$805,000.00	
10" Class I Turbine	145.0	\$1,015,00.00	
13-3-320	<b>Service Charges - by meter size and type</b>		
	5/8" Displacement or Multi-jet		\$49.61 <i>58.04</i>
	3/4" Displacement or Multi-jet		\$74.60 <i>87.28</i>
	1" Displacement or Multi-jet		\$124.73 <i>145.93</i>
	1 1/2" Displacement or Class I Turbine		\$249.86 <i>292.83</i>
	2" Compound Displacement or Class I & II Turbine		\$397.79 <i>465.41</i>
	3" (Any Type)		\$792.62 <i>927.36</i>
	4" (Any Type)		\$1,359.98 <i>1571.17</i>
	6" (Any Type)		\$2,778.40 <i>3250.73</i>
	8" (Any Type)		\$4,211.75 <i>4927.75</i>
	10" (Any Type)		\$6,419.74 <i>7511.06</i>

17%

**Sewer Fees**

13-4-410	<b>Consumption Charge - Residential per 1,000 gallons</b>	
	0—15,000 gallons	\$3.56
	15,001—25,000 gallons	\$4.39
	More than 25,000 gallons	\$5.20
	<b>Consumption Charge - Commercial</b>	
	Per 1,000 gallons	\$5.20
13-4-400	<b>System Investment Charge (based upon Equivalency Rates listed in Water Fees above)</b>	\$4,103.39/EQR
13-4-420	<b>Northern System Surcharge</b>	\$260.10/EQR
13-4-410	<b>Service Charges - by meter size or type</b>	
	> <sup>5</sup> / <sub>8</sub> " Displacement or Multi-jet	<del>\$44.73</del> 47.41
	> <sup>3</sup> / <sub>4</sub> " Displacement or Multi-jet	<del>\$67.09</del> 71.12
	1" Displacement or Multi-jet	<del>\$111.84</del> 118.52
	1½" Displacement or Class I Turbine	<del>\$223.61</del> 237.03
	2" Compound Displacement or Class I & II Turbine	<del>\$359.46</del> 381.03
	3" (Any Type)	<del>\$713.30</del> 756.10
	4" (Any Type)	<del>\$1,225.49</del> 1299.02
	6" (Any Type)	<del>\$2,504.66</del> 2654.94
	8" (Any Type)	<del>\$3,879.47</del> 4112.24
	10" (Any Type)	<del>\$5,832.79</del> 6182.76

6%

<b>Miscellaneous Utility Fees</b>		
13-2-200	Connection License (tap fee)	\$350.00
	Unauthorized Connection Penalty - new construction	Investment Charge(s) x 2
13-3-330	Hydrant Permit Fee	\$50.00 + Service Charge/month
	Watering Exception Permit	Free
13-3-190	Swimming Pool Permit	Free
13-2-410	System Review Fee	Costs Incurred for Review
13-3-180	Administration Fee for Fire Protection Tap License	\$25.00

13-3-340	Shut-off & Reconnect	\$40.00
13-3-350	Owner Initiated Meter Read	\$15.00

<b>CEMETERY</b>		
<i>Code Section</i>	<i>Fee/Charge</i>	<i>Amount</i>
11-4-60	<b>Burial space prices</b>	
	Burial space	\$1,200.00
	Burial space NONRESIDENT	\$3,000.00
	Designated infant burial space	\$500.00
	Designated infant burial space NONRESIDENT	\$1,000.00
	Designated cremation burial space	\$600.00
	Designated cremation burial space, NONRESIDENT	\$1,250.00
	<b>Fees for services</b>	
	Opening and closing regular burial space	\$1,100.00
	Opening and closing infant burial space	\$500.00
	Opening and closing of cremation burial space	\$500.00
	Opening and closing of any burial space on Saturday	\$750.00, in addition to the usual opening and closing fee
	Disinterment	\$2,000.00
	Transfer of lot or burial space	\$100.00
Per hour charge for delay of arrival to the Cemetery for Funeral Director/Home	\$200.00	

<b>FACILITIES RENTAL AND USAGE</b>		
<i>Code Section</i>	<i>Fee/Charge</i>	<i>Amount</i>
<b>Community Center Meeting Room:</b>		

	Private organization based within Town limits	\$25.00/hour \$35.00/hour - holidays \$175.00/day
	All other users	\$60.00/hour \$90.00/hour - holidays \$420.00/day
	Deposit	\$350.00
	Cleaning Fee	\$100.00 \$150.00 - holidays
	<b>Kitchen:</b>	
	Private organization based within Town limits	\$30.00
	All other users	\$60.00

**Ballfield Rental**

	Tournament Rental	\$200.00/field/day
	Hourly Rental-Off Season (Mar 1-Apr 1 & Oct 1-Nov 15)	\$25.00/field/hr-Max \$150.00
	Hourly Rental-Season (May1-Sept 1)	\$30.00/field/hr-Max \$180.00
	Damage Deposit (refunded if fields maintained adequately)	Lessor of \$250.00 OR 50% of rental fee
	Clean-up Fee (includes field, dug-out, warm-up area, parking lot, etc. Billed from Damage Deposit)	\$50.00/field/hr to clean/repair
	Field Prep	\$30.00/field
	Surface Application (drying agent) if needed	\$15.00/hr
	Field Supervisor	\$15.00/hr
	Lighting	\$75.00/night
	Base Rental	\$15.00/field
	Temporary Fencing	\$50.00/field

**Lincoln Park Pavilion Gazebo/Riverview Park Shelter/Rodger's Farm Shelter**

	Half-Day (6 hours)	\$15.00
	Full Day	\$30.00
	Electric Surcharge	\$10.00

<b>Liquor Licenses and Permits</b>	
<b>License Type</b>	<b>Local Fee</b>

Application Fee for New License	\$1,000.00
Application Fee for New License / Concurrent Review	\$1,000.00
Arts License	\$41.25
Beer & Wine License	\$48.75
Brew Pub	\$75.00
Club License	\$41.25
Hotel & Restaurant License	\$75.00
Hotel & Restaurant License With Optional Premises	\$75.00
ADD Optional Premises to Hotel & Restaurant License	\$0.00
Optional Premises License	\$75.00
Retail Liquor Store	\$22.50
Tavern License	\$75.00
Fermented Malt Beverage Off-Premises	\$3.75
<b>Other Liquor Permits / Fees</b>	<b>Local Fee</b>
Hearing Appeal	\$300.00
Change of Location	\$750.00
Change of Trade Name / Corporate Name	\$0.00
Corporate / LLC Change (per person)	\$100.00
Duplicate License	\$0.00
Manager Registration (Hotel & Restaurant / Tavern)	\$30.00
Late Renewal	\$500.00
Modification of Premises	\$0.00
Special Event Permit (Liquor) per event	\$25.00
Special Event Permit (Fermented Malt Beverage) per event	\$10.00
Temporary Permit	\$100.00
Transfer of Ownership	\$750.00
Renewal of Expired License	\$100.00
<b>Occupation Tax - Liquor</b>	<b>Local Fee</b>
Manufacturer, Importer, Wholesaler	\$500.00
Retail Liquor Store	\$100.00
Beer & Wine License	\$200.00
Hotel & Restaurant License (with or without Optional Premises)	\$200.00
Tavern License	\$200.00
Club License	\$50.00

Arts License	\$100.00
Fermented Malt Beverage (On or Off-Premises)	\$100.00

**RECREATION All fees will be increased by \$10.00 if paid after the registration deadline**

Code Section	Fee/Charge	Amount
Youth Sports	<b>T-ball</b> Remove it is listed below	Early Reg. \$65.00 Reg. Fee \$75.00 Late Fee \$85.00
	Add 8u Early Reg: \$75 Reg : \$85 Late: 95	Softball 10 U Fast Pitch Girls Softball 12 U Fast Pitch Girls
	Flag Football	Early Reg. \$65.00
		Reg. Fee \$75.00
		Late Fee \$85.00
		Tee Ball Coach Pitch Hot Shot Soccer/Basketball NVAA Volley Ball NVAA Basketball NVAA Soccer Pee Wee Baseball <b>Change to 10u</b> Junior Baseball <b>Change to 12u</b> Add 14u
Adult Sports	Men's & Co-Ed Adult Softball	<b>\$400.00/team</b> <b>Change to \$300</b>
	Women's & Co-Ed Adult Volleyball	\$250.00/team <b>Change to \$200</b>
	Horseshoes, Corn Hole & Sand/Grass Volleyball <b>add Mini league</b>	\$100.00/team

**POLICE DEPARTMENT/ORDINANCE/COURT**

Code Section	Fee/Charge	Amount
	V.I.N. Inspection	\$20.00
	Sexual Offender - New Registration	\$75.00
	Sexual Offender - Annual Registration	\$25.00
	Sexual Offender - Quarterly Registration	\$25.00

	Sex Offender List	\$10.00
	Portable Breath Test	\$15.00
	Police Records Search	\$5.00 + cost of report
	Police Reports/1—8 pages	\$5.00
	Police Reports/9 + pages	\$5.00 + \$0.25 per page for pages 9 and above
	Platteville Criminal History Report	\$25.00
	Body Camera Request (4GB DVD)	\$20.00 / hour + material fees
	Body Camera Request with research and redaction	\$30.00 / hour
2-8-130	Docket Fee	\$30.00
2-8-200	Law Enforcement Equipment & Training Fund	37% of any fine imposed
	Stay of Execution Fee	\$25.00
	Bench Warrant	\$75.00
<b>Dog Violations</b>		
7-5-20	Animal (other than dogs) collection fee	Per contract
7-5-340	Dog impoundment	\$25.00 1st day \$15.00 each day thereafter
	Dog boarding fee	Per contract
	Dog rabies vaccination fee	Per contract

<b>LICENSES AND PERMITS (annual renewal required unless noted)</b>		
<i>Code Section</i>	<i>Fee/Charge</i>	<i>Amount</i>
6-1-40	Business License	\$25.00
6-1-110	Business License Amendment (one time fee/amendment)	\$5.00
6-3-40	Contractor's License	\$50.00
7-5-220	Dog License	\$10.00 if spayed/neutered; \$25.00 if not spayed/neutered
7-5-350	Kennel License	\$100.00 for 3—10 dogs, plus \$5.00/dog for 10 + dogs
7-5-75	Hen Permit	\$30.00
16-3-40	Home Occupation Business License	\$50.00
16-3-140	Temporary Use Permit	



	Use	Term	Amount
	Temporary Trailers - <i>Requires Site Plan</i> Construction Trailer, Sales Office, Mobile Homes...	2 years	\$500.00 + \$1,000.00 deposit
	Mobile Food Service, Stationary Food Stands, including vending machines	12 months	\$75.00
	Display and sales of seasonal merchandise	18 weeks	\$75.00
	Seasonal Sales - <i>includes Business/Sales Tax License</i> Farm produce or other merchandise	Up to 5 months	\$75.00
	Temporary Storage Containers	40 days - consecutive	\$20.00
	Sidewalk Sales	4 occasions 3 days each	\$20.00
	Outdoor sales by non-profits	2 weeks	Fee waived with proof of non-profit status
	Carnival, Circus, Music Festival, Fair...	1 week	\$100.00
	Temporary roll-off dumpsters	30 days - consecutive, with up to 2 additional 30-day extensions	\$20.00
6-7-40	Peddler's Permit		\$25.00
6-6-50	Public Fireworks Display License		\$50.00
4-4-30	Sales Tax License		\$50.00
4-4-90	Vendor License		\$25.00
<b>Transport Permits</b> - as established by Sections 42-4-510(11)(a)(I) C.R.S. Certain vehicle types may be subject to more than one fee if the vehicle is overweight or oversized.			

8-3-40	<b>Single Trip Permits</b>	
	Oversize - MUST occur day permit issued	\$15.00
	Overweight - any time during 24-hour period listed on permit	\$15.00 + \$5.00 per axle
	<b>Annual Permits</b>	
	Oversize	\$400.00 per vehicle
	Overweight	\$250.00 per vehicle
	Oversize and Overweight	\$400.00 per vehicle
	2/3 Axle	\$500.00
	2/3 Axle - 6 months	\$250.00
	Quad Axle	\$500.00
	Quad Axle/Multi-Vehicle Applicant	\$2,000.00 + \$35.00 per permitted vehicle
	Oil & Gas Rig	\$1,000.00 per move
	Fleet Permit (Section 42-4-505, C.R.S. - public utility vehicles)	\$1,500.00
	Vehicles exceeding 200,000 lbs.	As determined by Town Engineer or designee
<b>Other Permits</b>		
11-3-20	Excavation Permit	\$2,000.00 deposit
	Grading Permit	\$50.00

<b>Park Liquor Permit</b>		
6-2-50	1—25 attendees	\$25.00
	26—50 attendees	\$25.00 + \$1.50/each attendee over 25th
	51—100 attendees	\$25.00 + \$2.00/each attendee over 50th
	101—150 attendees	\$25.00 + \$3.00/each attendee over 100th
	151—200 attendees	\$25.00 + \$4.00/each attendee over 150th
	201 or more attendees	\$25.00 + \$5.00/each attendee over 200th
	Security Deposit	\$350.00
	Toilet facility, when required by permit	\$65.00 each or current company rental rate
<b>Adult Entertainment Licenses</b>		

16-4-30	Initial License	\$5,000.00
	Annual Renewal	\$3,000.00 + simple interest on any delinquent payments
	Investigation Fee	\$5,000.00

<b>MISCELLANEOUS</b>		
<i>Code Section</i>	<i>Fee/Charge</i>	<i>Amount</i>
	Decision for Construction Bids/Proposals	\$15.00
13-2-470	Insufficient Funds	\$30.00
<b>Publications</b>		
	Bound Reports and Publications	\$20.00
	Development Review Manual	\$20.00
	CDs/DVDs	\$15.00 each
	Verbatim Transcripts	Cost of preparation
<b>Open Records Requests</b>		
	Research and Retrieval - 1st hour	Free
	Research and Retrieval - after 1st hour	\$30.00 per hour
	Postage/Courier	Cost of service
	Copies	\$.25 per page
<b>Maps</b>		
	24" x 36"	\$30.00
	36" x 48"	\$50.00
	11" x 17" - Black & White	\$3.50
	8.5" x 11" - Black & White	\$2.50
	Color Maps from Comprehensive Plan	\$5.00
<b>Occupation Tax - paid annually</b>		
4-5-10 Refuse Transportation/Collection \$350.00		

	<p>LIBRARY FEES</p> <p>Services</p> <p>Fax (Receive)</p> <p>Fax (Send)</p> <p>Printing and copying (black &amp; white)</p> <p>Printing and copying (color)</p> <p>Notary Services</p> <p>Scanning</p> <p>Materials Fines and Fees</p> <p>Type of Item</p> <p>Books, audiobooks, magazines, newspapers</p> <p>Books, audiobooks, magazines, audio cds</p> <p>Books, audiobooks, magazines, audio cds, videocassettes</p> <p>Specialty Checkout (telescope, laptop computer, MiFi, GoPro, etc.)</p> <p>Other</p> <p>Programs/ Events</p> <p>Used Book Sale</p> <p>Overdue Fine</p> <p>none (up to 42 days)</p> <p>none (up to 42 days)</p> <p>\$1.00 per day (up to 30 days).</p> <p>\$20.00 per day up to \$140.</p>	<p>\$.25 per page. 50% discount for 20 pages or more.</p> <p>\$1.00 per page, cover sheet and verification pages free. 50% discount for 20 pages or more.</p> <p>\$.10 per page for black and white prints. 50% discount for 20 pages or more or with own paper. Prints for taxes free. First 10 pages of schoolwork are free.</p> <p>\$.25 per page for color prints.</p> <p>\$5.00 per notary signature and stamp. (Please call ahead to be sure a notary is on duty when you plan to come in.)</p> <p>Free. (We encourage you to bring your own flash drive.)</p> <p>Owning Institution</p> <p>Platteville/ Nantes Library</p> <p>Any High Plains Library District (HPLD) entity other than Platteville/ Nantes Library</p> <p>Any entity outside of HPLD</p> <p>HPLD</p> <p>Usually free, occasionally will charge for supplies.</p> <p>\$.25 per book or 5 for \$1. Veterans/ Active Military &amp; Teachers FREE.</p> <p>Replacement Fee (damaged, lost, or returned after 42 days.)</p> <p>Replacement cost or return of item. May be negotiable.</p> <p>Original purchase cost or return of item + debt collection fees. Non-negotiable.</p> <p>Replacement cost or return of item + overdue fine + debt collection fees. Non-negotiable.</p> <p>Original purchase cost + overdue fines + debt collection fees. Additional charges or loss of permissions may be incurred.</p>
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(Ord. 522 §1, 2001; Ord. 532, 2001; Ord. 533 §§2, 4, 2001; Res. 2002-7 §§2, 3; Res. 2002-9 §§1, 2; Res. 2002-17 §1; Res. 2002-23 §1; Res. 2002-25 §31; Ord. 544 §§2, 4, 2002; Res. 2002-39 §1; Res. 2002-25 §31; Ord. 546 §2, 2003; Res. 2003-06 §1; Res. 2003-10 §2; Res. 2004-15; Ord. 573 §3, 2005; Res. 2006-20 §1; Res. 2007-10; Res. 2007-11 §1; Res. 2008-09 §1; Res. 2008-10 §1; Res. 2010-04 §2; Res. 2010-07 §2; Res. 2010-10 §2; Res. 2010-13 §2; Ord. 662, §13, 2010; Res. 2011-16 §§2, 3; Res. 2011-18 §2; Res. 2011-24 §2; Res. 2011-25 §2; Res. 2012-13 §2; Res. 2012-16 §2; Res. 2013-04 §2; Ord. of 2-17-2015 ; Ord. 723 §3, 2015; Res. 2015-17 §1; Res. 2015-19 §1; Res. 2016-03 §1; Res.

	Resident	Resident	Non-Resident	Non-Resident	Open / Close	Saturday
<b>Cemetery</b>	<b>Full Body</b>	<b>Perpetual</b>	<b>Full Body</b>	<b>Perpetual</b>	<b>Full Body</b>	<b>Service Fee</b>
Platteville (Mizpah)	\$1,200.00	Included	\$3,000.00	Included	\$1,100.00	\$750.00
Brighton (1)	\$1,040.00	\$500.00	\$2,200.00	\$800.00	\$1,380.00	\$415 Res/\$540 Non
Loveland Burial Park (2)	\$2,000.00	Included	\$2,000.00	Included	\$1,200.00	\$600 before 11AM
Evans (3)	\$1,575.00	\$315.00			\$1,240.00	\$2,025.00
Greeley (Linn Grove) (4)	\$2425/varies*				\$1,480.00	\$1,062.00
Fort Lupton (5)	\$1,000.00	\$525.00			\$1,100.00	\$800.00
Johnstown (6)	\$1,600.00	Included	\$3,000.00	Included	\$800.00	\$1,400.00
Eaton	\$1,600.00				\$1,000.00	\$1,300.00
<b>Averages</b>	<b>\$1,555.00</b>		<b>\$2,550.00</b>		<b>\$1,280.63</b>	<b>\$1,059.63</b>

	Resident	Res. Perpetual	Non-Resident	Non-Resident	Open / Close
<b>Cemetery</b>	<b>Infant</b>	<b>Infant</b>	<b>Infant</b>	<b>Perpetual-Infant</b>	<b>Infant</b>
Platteville (Mizpah)	\$500.00	Included	\$1,000.00	Included	\$500.00
Brighton (1)	\$235.00	\$125.00	\$460.00	\$160.00	\$375.00
Loveland Burial Park (2)	\$0.00	\$0.00	\$450.00	Included	N/A
Evans (3)	\$560.00	\$112.00			\$510.00
Greeley (Linn Grove) (4)	\$460.00				\$425.00
Fort Lupton (5)	\$300.00				\$300.00
Johnstown (6)	\$300.00				\$250.00
Eaton	\$300.00				\$250.00
<b>Averages</b>	<b>\$540.00</b>		<b>\$636.67</b>		<b>\$545.00</b>

	Resident	Res. Perpetual	Non-Resident	Non-Res Perp.	Open / Close (O/C)	O/C Non Res
<b>Cemetery</b>	<b>Cremation</b>	<b>Cremains</b>	<b>Cremation</b>	<b>Cremains</b>	<b>Res.-Cremation</b>	<b>Cremation</b>
Platteville (Mizpah)	\$600.00	Included	\$1,250.00	Included	\$500.00	\$500.00
Brighton (1)	\$500.00	\$265.00	\$690.00	\$340.00	\$600.00	\$790.00
Loveland Burial Park (2)	\$800.00	Included	\$800.00	Included	\$600.00	\$600.00
Evans (3)	\$1,575.00	\$315.00			\$645.00	
Greeley (Linn Grove) (4)	\$1,625.00				\$715.00	
Fort Lupton (5)	\$650.00	\$150.00			\$530.00	
Johnstown (6)	\$850.00	Included	\$1,500.00	Included	\$400.00	
Eaton	\$1,600.00				\$450.00	
<b>Averages</b>	<b>\$1,125.00</b>		<b>\$913.33</b>		<b>\$768.75</b>	

Some additional notes and comments on page 2.





## Agenda Item Cover Sheet

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MEETING DATE: January 21, 2025  
AGENDA ITEM: Employee Handbook Update  
DEPARTMENT: Administrative  
PRESENTED BY: Troy Renken, Town Manager

### SUMMARY

Each year at this time I conduct a review of the Employee Handbook with all Department Directors to see if there are any changes or edits that need to be made and this year only David had one recommendation.

This past fall his crew approached him about changing the weekly on-call compensation from \$50 per week to a day off or 8-hours of comp time policy as they felt the compensation needed to increase or change. David reviewed what several other public works departments provide for weekly on-call compensation and discovered that all of them pay out substantially more than we do for the crew to carry the call-out pager all week and must be available 24-7 during that time. Upon speaking further with the crew they simply requested to have a paid day off after their scheduled on-call week or to receive 8 hours of comp time to be used at a later date. David and I felt that this was a very reasonable request and are asking the Board to approve this amended policy for public works.

### FINANCIAL CONSIDERATIONS

The on-call compensation will cost approximately \$200 on average (based upon the employee regular rate of pay) to provide a paid day off or 8-hours of comp time but ultimately this expense is already included in the public works salaries budget as I always include additional funds to cover overtime and comp time for police and public works.

### RECOMMENDED ACTION

Move to approve the amended Employee Handbook as presented.

### ATTACHMENTS

Employee Handbook Update



# **Town of Platteville Colorado**

## **Employee Handbook Policies and Procedures**

**February 6<sup>th</sup>, 2024 January 21, 2025**



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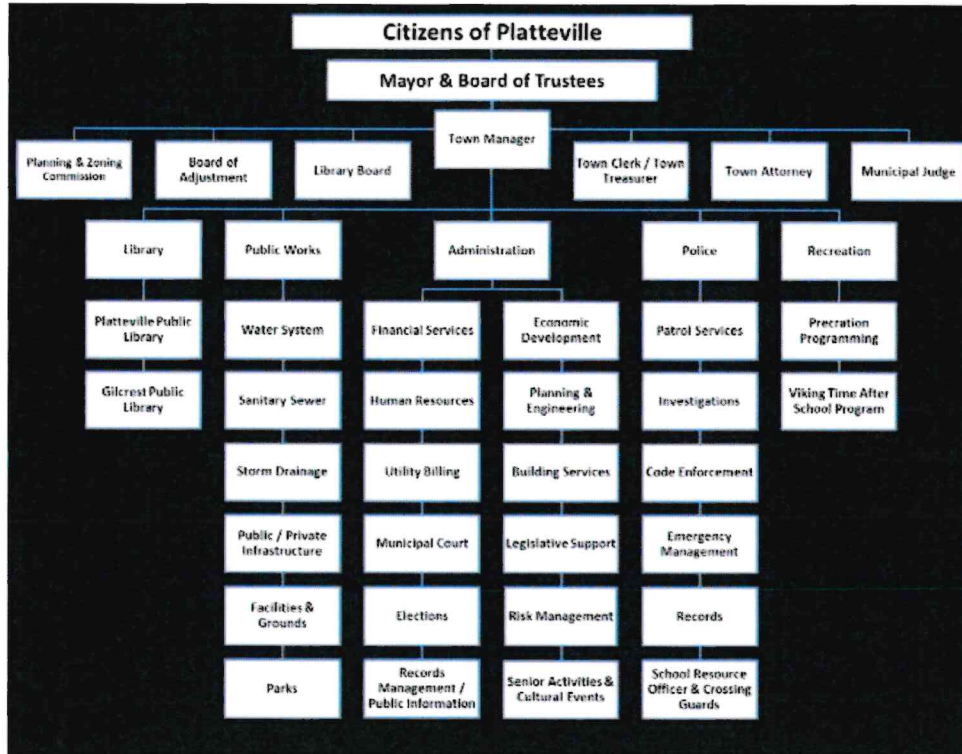
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Town of  
Platteville Functional  
Organizational Chart



## **INTRODUCTION**

### **Employment with the Town**

The Policies and Procedures of the Town of Platteville (the "Town") are designed as a guide for the management and administration of employment practices and employee-related matters. However, the policies that follow do not cover every situation that may arise.

Should you need assistance in the interpretation of a policy or procedure, please consult your Department Head promptly. In any event, good judgment, knowledge and adherence to the policies and procedures are each employee's professional responsibility.

Employment with the Town offers many opportunities and benefits; however, the Town and its management make no commitment for employment of any specific duration. Your employment with the Town is "at-will." This means that, just as you are free to resign at any time, the Town retains the right to terminate your employment at any time, and such termination may occur with or without cause and with or without notice.

As an employee of the Town you have no contractual, property, or other legal rights in any term, condition, or aspect of the employment relationship. By signing this Employment Handbook, you agree to the terms and conditions set forth herein, but understand that under no circumstances does acknowledgement of these policies and procedures form an employment contract between you and the Town.

The Board of Trustees may adopt, amend, or rescind the policies or procedures set forth herein at any time. Subsequent changes will supersede those which appear in this manual and will become effective upon the date of authorization by the Board of Trustees or an authorized designee.

## **COMPLIANCE**

### **Equal Employment Opportunity**

The Town fully supports Equal Employment Opportunity requirements under applicable state and federal laws. The Town provides an Equal Employment Opportunity to all employees, applicants, and candidates for employment without regard to race, color, sex, sexual orientation, genetic information, age, disability, religion, military status or national origin. Equal Employment Opportunity includes, but is not limited to, hiring, training, promotion, transfer, demotion and termination.

### Harassment

The Town believes that it is all employees' singular and collective responsibility to deal fairly and honestly with their peers, subordinates and supervisors as well as applicants to ensure a work environment free of discrimination and harassment.



Any employee who feels that they have been discriminated against or harassed based on race, color, sex, sexual orientation, genetic information, age, disability, religion, military status or national origin should, without fear of reprisal, contact their Supervisor or Department Head, or the Town Manager.

An employee should address these matters with the individuals above in the respective order shown, unless the situation warrants skipping a level of supervision (*e.g.*, where an employee's complaint is against the supervisor). In the event the complaint is against the Town Manager, an employee may contact the Mayor or any member of the Board of Trustees.

All employees must report any harassment or illegal discrimination promptly upon occurrence, as untimely reporting may cause difficulties in the investigative process or ineffective or inefficient resolution of these matters. Untimely reporting under this policy may constitute a violation of the policy. Reports should be made in writing.

It is the Town's intent that all employees benefit from a safe work environment free from discrimination and harassment. Disrespect for or abuse of anyone's dignity through visual, physical, or verbal slurs of a sexual or intimidating nature through derogatory or other inappropriate conduct is unacceptable and may be subject to disciplinary action up to and including termination.

Harassment may take the form of verbal or physical conduct that disparages, threatens, or shows aversion to an individual because of a protected status. This form of harassment may exist if the conduct substantially interferes with an employee's work performance, creates an intimidating, hostile, or offensive work environment or atmosphere, or adversely affects an employee's employment or work opportunities.

The Town will, upon receipt of information that may not reflect support of its EEOC practices, promptly investigate the circumstances and if needed, take appropriate actions to eliminate any harassment or illegal discrimination. The employee may be asked to provide additional information for the investigation. The Town will attempt to maintain confidentiality of the situations and parties involved, but it makes no guarantee of absolute anonymity. Employees and external parties may be provided with information on a "need to know" basis as a part of the investigative process.

Proof of either harassment or illegal discrimination, or a false accusation of harassment or illegal discrimination made in bad faith may result in disciplinary action up to and including termination of employment and/or legal action. All accusations of harassment or illegal discrimination must be made in good faith, the reporting individual must cooperate with any subsequent investigation of their complaint, and all information related to the employee's complaint must be fully disclosed. The Town will maintain confidentiality to the extent possible as provided by law.

If an employee feels they have been retaliated against based on making a complaint of harassment or illegal discrimination, or cooperation in an investigation of such conduct, the employee must report such retaliation immediately in the same manner as set forth above for a harassment or discrimination complaint.

## **Safety**

It is the Town's intent that all employees enjoy a safe work environment free from known health and safety hazards.

The Town has established safety practices concerning work area organization as well as use of tools, equipment, and chemicals.

- Each employee is expected to take responsibility for helping ensure that the standards are followed by conducting their activities in accordance with established practices.
- It is the employee's responsibility to report any accident or injury on the job immediately regardless of severity.
- Failure by an employee to follow safety standards and related practices may result in immediate disciplinary action up to and including termination.

## Standards of Conduct

The Town recognizes its responsibility to the community as a whole and expects its employees to conduct themselves in a professional manner as representatives of local government. Employees are expected to conduct themselves in a manner that contributes positively to the Town's reputation. All employees shall be responsible for demonstrating the characteristics of quality work, positive attitude, effort, and appropriate appearance in the conduct of the duties and responsibilities of their employment.

To clarify understanding of that which is considered unacceptable conduct, the Town offers the examples listed below, while not exhaustive, for the identification of improper conduct that may be the subject of performance management action including immediate discharge. The Town retains the right to identify conduct that may not be listed below as improper, to investigate situations and incidents that may be considered unacceptable or improper, and to treat the same as the subject of immediate discharge. Progressive discipline, while appropriate in some circumstances, is not required and an employee may be terminated at any time. Nothing contained herein alters the at-will employment status of Town employees.

- Theft or unauthorized removal from the premises of the Town property, another employee's property or the personal use of the same.
- Altering or falsifying Town records or reports.
- Using, possessing, or selling alcohol or unlawful drugs on Town premises, including Town vehicles, or reporting to work under the influence of alcohol or unlawful drugs.
- Improper use of authority or position within the Town for personal profit or advantage.
- Entering false information on the employment application or other personnel records or failing to answer all questions fully and truthfully.
- Actions resulting in injury to individuals, or willful destruction of or damage to the Town's, a customer's, or an employee's property.

- Acceptance of any gift, fee, money, or other valuable consideration in connection with employment in violation of Amendment 41 of the State Constitution or other applicable law.
- Disregard or violation of safety, fire, or security standards and regulations. Failure to use prescribed safety practices with equipment, chemicals, and tools.
- Unauthorized disclosure of confidential Town information.
- Insubordination (refusal to follow reasonable supervisory instruction or perform assigned tasks).
- Failure to report to work or leaving work during the standard work schedule without notifying an immediate supervisor or senior management as the case may require and in the manner prescribed by said supervisor or senior management.
- Conviction of a felony or other criminal act, which occurred either on or off the job that affects the employee's position with the Town.
- Use of profane, abusive, or threatening language or action toward fellow employees or supervisors.
- Discrimination, inappropriate behavior, or harassment based on race, color, sex, age, disability, religion, military status, national origin, sexual orientation or genetic information.
- Excessive absenteeism or tardiness.
- Neglect of duties or sleeping during scheduled work hours.
- Disregard for customer relations or rude or discourteous conduct toward a customer or citizen.
- Failure to immediately report an accident or injury on the Town premises or during the conduct of business on behalf of the Town to the nearest supervisor or manager.
- Incompetent or unsatisfactory work performance as defined within the given job duties and/or other standard duties and in accordance with the expectations of the Town.
- Conduct that would bring serious discredit to the Town, its employees, customers or suppliers.
- Failure to follow and abide by Town ordinances and regulations as an employee of the Town or a private citizen.
- Acts or omissions detrimental to the efficient operation of Town government.

#### **Tobacco Use**

In the interest of employee and public health, the Town discourages tobacco use and has designated Town facilities and vehicles as smoke and tobacco free. The Town provides designated outdoor areas for use by employees who smoke or vape. Employees who use any type of tobacco product are asked to abide by the following standards giving utmost consideration to co-workers, customers, and the image of the Town.

- Employees must deposit the remains of tobacco products in the proper receptacles and be considerate of the appearance of the work areas, parking lots, and grounds.
- Employees may smoke or vape in designated areas during work and lunch breaks. Use the area that is designated for smoking. Smoking, the use of any type of electronic vaporizing device, and the use of any product that can be used to deliver tobacco, nicotine or marijuana to the person inhaling from the device is not permitted within 15' of the front entrance of Town Hall.
- All general work areas of the Town as well as individual offices and Town vehicles are designated as tobacco-free, marijuana-free, and smoke and electronic vaporizing device-free areas.

### **Drug-Free Workplace**

The Town is the recipient of federal grants. Because of the Town's status as a federal grant recipient, it is required to comply with the Drug-Free Workplace Act, Title 41, Chapter 81, U.S.C. (the "DFWA").

Compliance with the DFWA is a condition of continued employment with the Town. All employees are required to acknowledge that they have read and agree to abide by the following policy by signing a copy of the policy, which is provided to the employee during the initial employment orientation.

#### **POLICY STATEMENT:**

The Town strives to provide for its employees a safe and productive workplace and an atmosphere that allows for the protection of organizational assets. Compliance with the DFWA is a condition of continued employment with the Town. This policy applies to all Town employees, contractors, and vendors. The Town expects all employees, contractors, and vendors to be in a suitable mental and physical condition while at work and during work-related functions so as to allow for safe and effective job performance.

Consistent with the DFWA, the Town will maintain a workplace free from the influence of controlled substances. For purposes of this Policy, marijuana shall be considered an illegal drug so long as it is classified as a Schedule I controlled substance pursuant to 21 U.S.C. § 812(c). The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on any Town site or any site where work is being performed on behalf of the Town.

A Town employee working under the influence of illegal drugs or narcotics or involved in the manufacture, possession, sale, or use of such illegal substances during Town business will be subject to disciplinary action up to and including termination. Any Town employee who comes to work under the influence of illegal drugs, even if they hold a medical marijuana card, may be subject to disciplinary action. Illegal drug use will not be tolerated in the workplace.

The employee shall also notify their Department Head of any criminal drug statute conviction no later than 5 days after such conviction. This conviction will be reported to the Human Resource Department, which will report the incident to the Town Manager. Failure to report such a conviction will subject the employee to termination.



The Town retains the right to offer employees convicted of a violation of a criminal drug statute the opportunity to participate in an approved rehabilitation or drug assistance program as an alternative to or in addition to disciplinary actions. Participation in such a program is the financial responsibility of the employee. If such a program is offered, the employee must satisfactorily participate in and complete the approved program as a condition of continued employment.

#### **Alcohol Abuse**

The Town prohibits employees from reporting to work under the influence of alcohol and from consuming alcohol on its premises or within its vehicles during standard work hours by anyone employed by the Town. Further, the Town prohibits the consumption of alcohol during lunch break or any period when an employee may be off-premises during the standard work hours.

#### **Testing Procedures**

For purposes of this policy, the Town adopts the drug and alcohol limits established within Title 49, Part 382 of the Code of Federal Regulations, as adopted by the Federal Highway Administration. The Town uses the following types of testing to accomplish the objectives described herein.

- A. Pre-employment Testing. All prospective employees who have been presented with a conditional offer of employment with the Town are tested to determine the presence of drugs or alcohol in their system. The Town intends to test all prospective employees for the presence of drugs in accordance with the provisions of this Policy, and the laws and regulations referenced as a condition of hiring. The Town may test prospective employees for the presence of alcohol in accordance with the provisions of this Policy and the laws and regulations referenced herein, unless such testing would violate the provisions of any applicable state or federal laws, in which case, testing shall not be performed. Pre-employment testing for any prospective employee is performed in accordance with 49 CFR § 382, *et seq.*
- B. Employee Testing. The Town intends to test Town employees for the presence of drugs or alcohol in accordance with the provisions of this Policy. The following Town employees should expect to be tested:
  - Employees under reasonable suspicion of having the presence of drugs or alcohol in their systems or employees who are subject to follow-up testing under the recommendations of a Substance Abuse Professional ("SAP"); or
  - Employees whose regular and essential job duties include the regular operation of a Town vehicle or any mobile equipment under post-accident, or reasonable suspicion testing, or follow-up testing under the recommendations of a SAP; or
  - Employees whose regular and essential job duties include the responsibility for the care of minors or persons who are incapacitated under post-accident, or reasonable suspicion testing, or follow-up testing under the recommendations of a SAP; or
  - Employees who are required by law to maintain a Commercial Driver License under post-accident, or reasonable suspicion, random testing, or follow-up testing under the recommendations of a SAP; or

- Employees of the Police Department who are in a deputized job class or position, or who have on-duty access to contraband property or illegal drugs confiscated by a law enforcement official under post-accident, reasonable suspicion, random testing, and follow-up testing under the recommendations of a SAP; or
  - Employees who currently seek to transfer into or be promoted into a job or to be trained for such a job that includes any of the above job duties.
- C. Post-accident Testing. Post-accident testing is testing that is required following certain events such as vehicular accidents. Post-accident testing for any employee is performed in accordance with 49 CFR § 382.303. Any employee who tests positive for an illegal drug or its metabolite, or for alcohol, or for a controlled drug or its metabolite (that has not been prescribed for that employee) shall be subject to Town action as stated in the Policy. Any employee who leaves the scene of an accident for any reason other than to comply with the instructions of a law enforcement officer or this post-accident testing policy, shall be subject to Town action as stated in this Policy. No drug or alcohol testing is conducted without the employee's consent. However, refusal or failure to provide a sample within the required time frames as requested by a supervisor for the Town shall be considered a positive test.
- D. Random Testing. Random testing is regularized periodic testing for all employees within a job title or group of job titles conducted in compliance with a statistically valid neutral selection process. Random testing (applicable to Commercial Driver's License employees, employees in safety sensitive positions, or certain Police Department employees only) must be done in accordance with 49 CFR § 382.305. If more than one department is subject to random testing, CDL requirements state that selection on a random basis must be made separately for each group. The random drawing for each group shall be statistically controlled separately. In the event that a selected employee is on vacation, sick leave, or otherwise not at work, another random selection may be substituted or the first drawn employee may be tested when the employee returns to work.
- E. Reasonable Suspicion Testing. Reasonable suspicion testing for any employee is done in accordance with 49 CFR § 382.307. Those procedures require that reasonable suspicion testing is done only after a "trained observer" makes the determination that the on-duty behaviors and condition of an employee under all the circumstances present reasonable grounds to believe that the employee is currently impaired by possible substance abuse on the job and is reporting for duty unfit for the performance of their job duties. If the trained observer makes the recommendation to the employee's supervisor, then that supervisor has the authority to require that the employee submit to the reasonable suspicion testing in a timely manner. If the trained observer is actually that employee's supervisor, then that trained observer may require that the employee submit to the reasonable suspicion testing. For the purpose of this policy and procedure, a "trained observer" is one who has received training at the "Supervisor Level" under the CDL requirements at 49 CFR § 382.603. Only a trained observer may conduct reasonable suspicion observations and make a recommendation for reasonable suspicion testing on

behalf of the Town. This training requirement ensures that the persons conducting a reasonable suspicion review are knowledgeable regarding the legal requirements for "reasonable suspicion" and for requiring testing only on that basis. A list of those persons trained and certified shall be available from the Town Manager.

- F. Follow-up (Post-accident) Testing. Post-accident testing is done in accordance with the recommendations of the SAP for any employee who is required to seek substance abuse treatment as a condition of continued employment. This testing and all treatment shall be monitored and certified. The recommendations of a SAP in a substance abuse treatment plan shall be required to be followed by an employee who has had a positive test under this policy. It shall be written in accordance with the regulations at 49 C.F.R. § 382.311.
- Following any accident involving any Town-owned vehicle or piece of equipment or a privately-owned vehicle being used for Town business in which a citation for a moving violation is issued to either the driver of the Town associated vehicle or the other vehicle, if any, and the accident occurs within the Town, the driver of the Town-associated vehicle must be tested for alcohol and drugs within 2 hours of the accident.
  - Testing for accidents involving vehicles shall be at the site designated by the Board of Trustees.
  - Testing for accidents which occur after normal business hours for all vehicles or equipment shall be at a site designated by the Board of Trustees.
  - All testing shall be done by urinalysis or breath testing. Tests performed by any method for other purposes such as medical evaluation or diagnosis or law enforcement purposes may be considered under this policy.
  - All employees involved in a vehicle or equipment accident either within or outside of the Town shall notify their immediate supervisor, Department Head, or supervising elected official within 2 hours of the accident unless physically unable to do so. Supervisors, Department Heads or elected officials may be contacted at their homes after business hours until 9:00 p.m. If a supervisor, Department Head, or elected official cannot be contacted prior to 9:00 p.m., contact must be made the next morning after 7:00 a.m. and before 9:00 a.m. All instructions received from a supervisor after contact must be followed.
  - Any employee who tests positive for alcohol or an illegal drug or an illegal drug metabolite after an accident may be subject to disciplinary action, up to and including discharge, pursuant to this Policy. No testing shall be done without the employee's consent. However, failure to comply with the provisions of this policy is a violation of the employee's conditions of employment and may result in disciplinary action, up to and including discharge.
- G. Breathalyzer and urinalysis are used to determine the presence of drugs or alcohol in the system. The Town shall designate the collection site for specimens. The Town shall pay all costs of testing, including the cost of transportation to and from

the testing site, and shall deem the time required away from regular duties to provide specimens, as work time for purposes of compensation and benefits.

- H. A positive test is any drug or alcohol test result that meets the stated regulatory requirements and is verified by a designated Medical Review Officer to show the probable presence of drugs or alcohol in the individual's system. At or shortly after the time of the test, an employee shall be given an opportunity to present documentation for prescription drugs or to identify any nonprescription drugs or substances that the employee may be taking. Prescriptions must be obtained on or before the date of the drug test. Adulterated and/or altered samples shall be considered a positive drug test and treated as such.

### **Violence-Free Workplace**

The Town is committed to preventing workplace violence and to maintaining a safe work environment. Employees must not engage in intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage or any other act which in management's opinion is inappropriate in the workplace. In addition, harassing or offensive comments regarding violence or intimidation are not tolerated.

All threats of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, Department Head, or the Town Manager. This includes threats by employees, as well as threats by citizens, vendors, solicitors or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to an immediate supervisor, Department Head, or the Town Manager. The employee should not place themselves in peril. If the employee sees or hears a commotion or disturbance near their workstation, do not try to intercede – seek assistance from a supervisor, Department Head, the Police Department, or the Town Manager, and, if appropriate, call 911.

The Town will promptly and thoroughly investigate all threats of violence, both direct and indirect, and suspicious individuals and activities. The Town has the discretion of requesting outside Law Enforcement assistance as deemed necessary by the Town. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, the Town may suspend employees, without pay, pending investigation.

Anyone found to be responsible for threats of violence, both direct and indirect, or any other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

### **Confidentiality**

Although many of the records maintained by the Town are considered public records under state law, certain classes of documents and/or information are considered confidential and private. Records that are confidential include, but are not limited to, employee records, the records maintained by the Town Attorney's Office, criminal records maintained by the Police Department, and information that is confidential as a result of contracts or leases with other parties.

Dissemination of confidential or private information may be a violation of State law. Before providing any information or documents to the public, Town employees must be certain that such information/documents are not confidential or private. If there is any doubt, the employee must request guidance from the supervisor, Department Head, or the Town Manager.

Matters in which other employees or clients have a reasonable expectation of privacy must not be discussed by Town employees in any setting. Any release or inappropriate discussion of confidential or private information, or records, in violation of this policy is grounds for disciplinary action up to and including termination.

Only the Town Manager or designee should release Town information to any member of the news media.

### **Performance Management and Evaluation**

The Town encourages continuous communication on an informal basis, between an employee and their supervisor, concerning performance. The Town and its management view the informal processes as well as the formal processes as a way of reinforcing consistent quality and effectiveness in the delivery of services.

To facilitate the processes, each employee should participate with their immediate supervisor in planning and evaluating performance. The preparation and results of these discussions are in written form, are signed by all parties involved, and are placed in the employee's personnel records. Generally, the outline below serves as a framework to guide the performance processes.

New Employees participate in the performance planning and evaluation processes after continuous service of 90 days, 6 months, and 1 year.

- **Initial Period of Evaluation:** The first process, recommended after 90 days of continuous service, is designed to allow all parties to assess whether employment should continue and to determine what, if anything, needs focus to assist the new employee in meeting performance standards during the 90 days which follow.
- **Six Month Evaluation:** The second process, recommended at 6 months of continuous service, allows all to participate in evaluating progress, to assess whether employment should continue and to determine the performance goals and measures that will be the basis for evaluation upon reaching 1 year of continuous service with the Town.
- **One Year Evaluation:** The third process at 1 year uses the goals and measures established at 6 months as the basis of evaluation and provides a forum for the employee and their supervisors to assess whether employment should continue and to establish the goals and measures for the second year of employment.

### **POLICY STATEMENT:**

During the 6-month evaluation, the employee will participate in performance evaluations both of an informal and formal nature. Factors considered include, but are not limited to, quality and quantity of work, ability to learn, initiative, attendance / punctuality, conduct and performance evaluations. As the period progresses it may be determined that the evaluation process should be extended up to, but not to exceed, an additional 6 months.

Should this occur, documentation concerning the extended process shall be completed by the Department Head and forwarded to the Town Manager for approval.

Completion of this initial period by an employee does not mean that the Town is obligated in any way to continue employment, nor does it mean that there is an agreement between the Town and the employee for continued employment as the employee remains at-will at all times.

Employees with greater than one year of service participate in performance planning and evaluation processes that are conducted during the fourth quarter of the calendar year. This process uses the goals and measures established during the previous year of employment, and any updates made during the period as the basis of evaluation to measure the employee's performance, review options for improvement including a timeline and the ramifications for failure to improve, and provides a forum for the employee and their supervisors to establish the goals and measures for the next period of employment.

Annually, the Town may consider pay increases using performance evaluation input as well as other variables including the consumer price index, competitive labor market trends, and the budgetary feasibility of the Town to grant increases. Once the Town has established its fiscal posture for a given year, each full-time employee may be considered for an increase during an annual review process.

The Town retains the right not to grant pay increases for a given year, and it retains the right to grant only selected increases based on management's judgment. In any event, the increase practices are determined on a year-by-year basis and shall not be viewed as the given standard from year to year.

Nothing contained herein alters the at-will nature of an employee's employment with the Town.

#### Problem Resolution

The Town encourages employees to resolve concerns, issues, or complaints promptly, in good faith, and candidly when they arise. The decisions/solutions resulting from discussion will be based upon a desire to provide employees with timely resolutions, regardless of the issue raised. The Town establishes the following procedure of communications:

- The employee shall contact their immediate supervisor and schedule a time for discussing the matter at the time a conflict arises. Employees are encouraged to discuss issues openly and honestly so an opportunity for resolution occurs as soon as possible. However, all discussion must conform with the standards of professional courtesy expected by all Town employees.
- The Town expects an employee's immediate supervisor will be able to handle the majority of the matters that arise, will resolve them successfully and in most cases within a two-month period, and will prepare detailed, accurate documentation of the matter and its resolution.
- Should an employee's immediate supervisor decide that further consultation is necessary or in the employee's opinion the discussion with their supervisor does not

resolve the matter to their satisfaction, a written request for a follow-up discussion will be scheduled with the next level supervisor, if available.

- Should the concern, issue or complaint be with an employee's immediate supervisor, the employee may discuss the matter with the Department Head or Town Manager
- Should any one of the parties view the results of prior discussions as not resolving the matter, a discussion including the employee, their immediate supervisor, and the next level supervisor and the Town Manager shall be requested in writing.
- Should the matter involve the Town Manager directly, the employee may make a written request to the Mayor to discuss the matter with the Board of Trustees. The Mayor shall transmit the request to the Board of Trustees, who will decide whether to grant the request at their sole discretion.

The decisions resulting from the meeting with the Town Manager will be documented concerning the Town Manager's determination. Information about the issue or concern will be held in confidence to the extent possible. Employees should be aware that other employees may be provided information on a "need-to-know" basis only if the situation warrants. If the employee is unsatisfied with the Town Manager's determination, the employee may submit a written request to discuss the matter with the Board of Trustees, who will decide whether to grant the request at its sole discretion.

#### **Performance Issues**

The Town may initiate whatever form of corrective action it deems appropriate and necessary, in its judgment, based on the seriousness of the issue. Serious performance management measures may be taken without exhausting less serious measures depending on the circumstances. Corrective action is not guaranteed, and termination without corrective action may occur if the Town determines it is warranted.

**Verbal Counseling:** The Supervisor and the employee discuss the issue/concern to clarify performance expectations or work requirements. These discussions are intended to improve work performance and may be initiated by either the employee or supervisor.

**Verbal Advisory:** The Supervisor and the employee discuss the issue/concern. These discussions will be documented, signed by the employee and made part of the employee's file.

**Written Advisory:** The Department Head or Supervisor counsels the employee concerning the issue/concern and recommends a plan for correction/improvement. A written description of the concern/circumstance and the plan for improvement, including the date or dates of follow-up, shall be co-signed by the supervisor and the employee and placed in the employee's personnel file. Generally, the time span in the plan for improvement would be from one to 90 days, depending on the nature of the improvement to be made and the details of the plan for improvement. Follow-up discussions shall be documented and co-signed with the original written advisory and placed in the employee's personnel file as an addition to the original document.

**Suspension:** The employee may be placed on suspension without pay. Any suspension involving the Town Manager would be at the discretion of the Board of Trustees.

Dismissal: The Department Head, with prior approval of the Town Manager, may terminate the employment of an employee.

The Department Head, with the prior approval of the Town Manager, may terminate an employee immediately, without performance counseling or other corrective action, if circumstances necessitate such action, as all employment at the Town is at will.

#### Employment with the Town

The Town is an equal opportunity employer. In support of its practices, the Town utilizes recruitment and selection practices that are designed to employ the most qualified person for the specific position in a timely and cost-effective manner. While the following procedures are provided as recommendations, it should be recognized that each recruitment may be conducted in a manner and time frame appropriate to the specific position and needs of the Town at that given point in time and may not necessarily be conducted in a manner like any past or future recruitment process. The Town Manager, in consultation with the Department Head, may exercise discretion in determining the recruitment method utilized for each job vacancy.

#### **POLICY STATEMENT:**

- Vacancies: The Department Head is responsible for notifying the Town Manager of a position opening and seeking authorization to fill any full-time position.
- Police Officer Eligibility List: Due to the additional time and expense required to employ and train police officers, the Police Chief may conduct bi-annual testing to establish an eligibility list of candidates that could be considered for employment vacancies. Eligibility lists shall only be valid for a six-month time period.
- Announcements: A full-time job opening shall be advertised, in accordance with the Town ordinance that specifies conventions for announcing job openings, to notify internal applicants and members of the general public who may be interested and qualified for the position.

All Town departments shall receive notice of full-time job openings so that current employees are informed of the vacancy or vacancies.

The Job Announcement shall document:

- Position, title and a brief description of position responsibilities
- Salary range, upper and lower
- Minimum requirements and qualifications
- The Town's Equal Employment Opportunity Statement
- Application procedures
- Time frame during which applications will be accepted

Application Forms: The Town uses application forms that meet the standards set forth by Federal and State laws. All persons interested in being considered for a full-time position must complete a Town application. An applicant may supplement the application form with a resume, but an application must be completed.



Screening and Testing: Once applications have been accepted, the selection process may include:

- Job related, standardized tests or screening processes, which are given to each applicant who is being considered. Examples include: Public Safety testing such as verbal and written skills, health evaluations, and physical examinations; Public Works testing such as commercial driver's license qualification and physical/strength examinations.
- Signing a waiver of liability releasing the Town from responsibility for injury or damage that could occur as a result of physical ability tests that are required for certain positions.

Interviews: Candidates for all full-time positions require selected applicants to be interviewed prior to recommendation for hiring. This process may include the following components:

- The interviews may be conducted by one person or a panel of individuals, as management deems appropriate.
- All interviewees will be asked the same questions that will be documented and maintained within the selection files

Examinations: Upon receipt of a conditional offer of employment, all regular full-time and part-time positions may require that the applicants be examined by the Town's chosen professionally-recognized and verifiable health care provider. These examinations are job related and are conducted in the interest of the candidate's health and safety to assure that their physical condition is compatible with the duties and responsibilities of the position being sought or to ensure that the Town can make reasonable accommodations. Certain selected positions, which will be specified during the application process, may require the candidate to be evaluated by a mental health professional chosen by the Town to assure compatibility with identified tasks that are mentally and emotionally demanding (for Police positions, reference the Standard Operating Procedures of the Police Department).

Background Information: Upon receipt of a conditional offer of employment, selected candidates for all positions within the Town are subject to background checks that include criminal history, driver's license status, and other security types of investigation. Additionally, a polygraph interview may be conducted as a part of the candidate background investigation.

References: Applicants are asked to provide references as part of the pre-employment process. Former employers, supervisors, and personal references may be contacted and qualifying credentials may be authenticated prior to scheduling an interview appointment. The applicant must sign a waiver/release permitting such contacts.

Appointments: Once the selection processes are completed, the Department Head shall provide the Town Manager with all the necessary information and documentation for review and, if appropriate, hiring authorization.

Applicant Falsification of Information: Applicants who are selected for interviews and who subsequently may be extended a conditional offer of employment will be immediately

disqualified from the recruitment process should it become apparent that application information is inaccurate, incomplete, misleading, false, or untrue whether it is on the application form, resume or other written documentation, or is verbally presented by the applicant. Should a candidate accept an offer of employment and the Town subsequently discovers that employment was gained under false pretenses, the Town retains the right to proceed with disciplinary action up to and including immediate termination of employment.

**Selection Process Documentation:** Unsuccessful job applicant resumes and/or applications, selection documentation, correspondence, and other relevant information concerning the applicant or candidate will be retained in a secure and confidential file in accordance with State and Federal regulations. All requested disclosure would be conducted in accordance with applicable laws and regulatory requirements.

**New Employee Orientation:** Prior to, or on the first day of employment, new Town employees shall report to the Town Clerk/Town Treasurer or designee for initial employment orientation and for the purposes of receiving payroll, benefits, and employment information. Department heads and supervisors are responsible for job orientation and department specific procedures.

**Waiver of Process(es):** With Town Manager approval, any and all of the aforementioned processes may be waived in the hiring process.

#### Nepotism

The Town recognizes that the employment of immediate family members may occur on occasion, subject to the limitations set forth herein. It may take the steps necessary to attempt to ensure that no full-time or part-time immediate family members are employed in direct or indirect supervisory, subordinate relationships, or other situations that could present a security or confidentiality concern or a conflict of interest. This may include, but not be limited to, the transfer of employees within the organization to maintain impartial employment practices and to enhance supervision and security. Seasonal and temporary employees are exempt from the nepotism requirements.

#### **POLICY STATEMENT:**

The Town defines relatives as: individuals related by blood, adoption, marriage or domestic partnership (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence). Relatives are spouse, parent, child, grandparent, grandchild, brother or sister, in-laws, step-relations, life partners, or other family members who by domestic association are not distinguishable from the relatives identified.

The Town will not employ close relatives under circumstances where:

- One would directly or indirectly exercise supervisory, appointment, or dismissal authority over the other;
- One would directly or indirectly have authority over disciplinary action as to the other;
- One would audit, verify, receive, or be entrusted with money received or handled by the other in the course of employment;

- One would have access to the employer's confidential information, including payroll and personnel records;
- The employment of both members creates a security concern for the Town; or
- The employment of both members creates a risk of a conflict of interest for either member impacting their ability to carry out their job duties; or

Relatives of full-time employees who are applicants for a vacant position must meet the same requirements as others applying for the position;

**Employment Period of Evaluation**

The Town has established an evaluation period of at least 6 months for all newly hired employees. This time provides both the employee and the Town an opportunity to become acquainted and allows both to determine whether employment should continue. The evaluation period for police officers will begin upon successful completion of the Field Training Officer (FTO) Program. Each new employee, upon accepting a position with the Town, shall be advised of the parameters of the evaluation period.

**POLICY STATEMENT:**

During this period the employee will participate in performance evaluations both of an informal and formal nature. Factors considered include, but are not limited to, quality and quantity of work, ability to learn, initiative, attendance/punctuality, conduct, and performance evaluations. As the period progresses it may be determined that the evaluation process should be extended up to, but not to exceed, an additional 6 months. Should this occur, documentation concerning the extended process shall be completed by the Department Head and forwarded to the Town Manager for approval.

Completion of this initial period by an employee shall not be considered to mean that the Town is obligated in any way to continue employment, nor does it mean that there is an agreement between the Town and the employee for continued employment.

The Town retains the right, for any reason or no reason, to terminate the employment relationship during or at the end of the evaluation/extended evaluation period or at any other time during employment, as it deems necessary.

**Employment Classification**

All employees will be assigned an employment classification at time of hire.

**POLICY STATEMENT:**

Full-time Employment: Regular full-time employees are those who have been employed with the understanding that the job requires a 40 hour work week from the first day worked, or those who have worked 40 hours per week for a continuous period of six months or 130 workdays. Should an employee who is classified as a regular part-time employee work 40 hours, on average, for more than six months or 130 continuous workdays, their work schedule may be reviewed for reclassification to regular full-time employment provided they have successfully completed the required Employment Period of Evaluation.

**Part-time Employment:** Regular part-time employees are those who work less than 40 hours per workweek. Part-time employees expected to work at least 30 hours per week are eligible for many of the same benefits as full-time employees. A part-time employee may occasionally work 40 hours per week based on the Town's needs. The part-time classification shall be maintained until the employee averages 40 hours or more per work week for a continuous period of six months or 130 workdays or more at which time the Town may review their work schedule for reclassification to regular full-time employment provided they have successfully completed the required Employment Period of Evaluation.

**Temporary Employment:** Temporary full-time employees are those who work for a defined period of time not to exceed six months or 130 working days of continuous service.

**Seasonal Employment:** Seasonal employees are those who work for a defined period of time, completion of a project, or work of a seasonal nature typically not to exceed six months or 26 weeks of continuous service.

**Contract Employment:** Contract employees are those whose employment relationship, compensation, benefits, and terms of employment are defined by an employment agreement. Employment contracts may only be authorized by the Town Manager or Board of Trustees, as appropriate.

**Separation:** Any employee who has severed their employment or whose employment has been severed for any reason or no reason loses their status as an employee at the time of separation.

### **Employment Status**

The Town recognizes the provisions of the Fair Labor Standards Act (FLSA) and subscribes to the requirement therein to determine whether a position is eligible for compensatory time or payment of overtime for hours worked beyond 40 hours during a given work week.

### **POLICY STATEMENT:**

**Exempt Employment:** Employees who are exempt from the overtime provisions of the Fair Labor Standards Act are generally management, supervisory, sales, professional, and administrative personnel who work at least 40 hours per work week. Exempt employees shall use timesheets to document work schedules and leave time.

**Non-Exempt Employment:** Employees who are covered by the overtime provisions of the Fair Labor Standards Act generally perform skilled and/or semi-skilled tasks in technical, clerical, maintenance, or attendant positions. Timesheets for recording hours worked will be provided at the beginning of each pay period for this employment classification. Overtime will be compensated in accordance with the Fair Labor Standards Act.

### Work Hours

The Town recognizes a standard workweek that begins at 12:01 a.m. on Saturday and ends at 12:00 Midnight on Friday for all positions within the Town that are not Public Safety or other responsibilities with specific workweek definitions. Further, the Town and its employees recognize that, at any time and from time to time, circumstances may necessitate working hours that are outside of the regularly scheduled work hours for a

given day. Should this occur, employees who are subject to the necessity and are classified as non-exempt will be given an equal opportunity to work overtime to meet desired results.

**POLICY STATEMENT:**

Full-time non-exempt employees have a workweek consisting of 40 hours within the 7-day period described above. This shall be the standard for all employees except for those employed in public safety positions. The core hours schedule is from 8:00 a.m. to 4:30 p.m. during the work week as defined above. In some cases, employees may work a schedule consisting of up to 4 days of 10 hours or a combination of hours equaling 40 hours in a five-day period, if approved by supervision, and if set office hours are covered, preferably by at least two employees.

Public Safety Schedules that recognize the around-the-clock coverage (24 hours, 7 days per work week) are handled as a separate matter. Shift assignments and work periods shall be established by the Police Chief for the Police Department. Meal periods will be considered as time worked only if officers are available for assignments during meal periods.

Public Works employees' core hours schedule is from 7:00 a.m. to 3:30 pm during the work week as defined above.

Part-time employment schedules will generally fall within a core hours schedule of 8:00 a.m. to 4:30 p.m. during the workweek defined above.

Work Breaks are allowed for each full-time employee during each standard work schedule in keeping the schedule(s) established by their department. A lunch break will be arranged in accordance with the department's standards. Each part-time employee's schedule will be established by their supervisor on a case-by-case basis. Generally, part-time employees who are scheduled to work 4 hours or less during a given day may not receive a break. Part-time employees scheduled to work more than 4 hours, but less than 8 hours during a given day, will receive scheduled work breaks in accordance with the guidelines of the department.

The Town recognizes that requirements or regulations may change at any time for any reason. The Town retains the right to change work schedules on a temporary or continuing basis.

Outside Employment

In the interest of the employees' well-being, the Town requires that regular full-time employees comply with the guidelines and procedures outlined below prior to accepting additional employment with another employer. The Town cautions an employee who is considering outside employment to carefully weigh the demands that additional activity will create.

**POLICY STATEMENT:**

- An employee is free to pursue outside employment provided the activities and conduct away from their job with the Town do not compete or conflict with, compromise the Town's interests, or adversely affect job performance or one's ability to fulfill their responsibilities to the Town. Any outside employment other than that

which would be associated with the Town is clearly subordinate to the position held and employment with the Town.

- Should the Department Head or Town Manager, for any of the reasons cited in the first paragraph, determine that an employee should not continue outside employment, the Town Manager may require that such employment be discontinued.
- Should an outside engagement involve being paid by honorarium, the Town will handle the situation on a case-by-case basis, taking into account that this type of engagement frequently involves time outside of the standard work schedule.
- Outside employment will not be considered grounds for an employee to justify unsatisfactory performance, absenteeism, tardiness, early departure from their Town job, refusal to travel, refusal to work overtime, or a different work schedule.

#### **Conflict of Interest**

Employees shall not accept or engage in any activity, business, or employment during or after working hours that would conflict with the interests of the Town or interfere with the unbiased ability of the employee to discharge their duty to the public in the best interest of the Town. The Town retains the right to determine what constitutes a conflict of interest in accordance with appropriate Federal, State, and local statutes, regulations, ordinances, and mandates.

#### **POLICY STATEMENT:**

- Should a situation arise concerning a possible conflict of interest with any Town employee or member of an appointed board and any enterprise or organization doing business with the Town, the details of the situation will be presented to the Town Manager for review, investigation, and final determination.
- Use of the official Logo, Letterhead, or other items in the conduct of activities that may not be viewed as Town business is prohibited unless authorized by the Town Manager.

Violation of this policy may result in disciplinary action, up to and including termination.

#### **Punctuality and Absenteeism**

Employees are expected to report to work as scheduled, on time. Being absent or tardy causes scheduling problems and places an undue burden on fellow employees who must perform their job as well as the duties of those absent.

Supervisors shall notify other departments with interfacing responsibility/work duties of absences within the given department to minimize any resulting burden.

Employee records of absenteeism and tardiness will be kept on a continual basis. All employees are expected to keep absences and tardiness to a minimum. Poor attendance or punctuality, regardless of reason, may result in disciplinary action.

#### **POLICY STATEMENT:**

- Any employee who is unable to report to work, or who will be late for work, must notify or attempt to notify their immediate supervisor prior to the start of work. Should

one be unable to contact their immediate supervisor because of the circumstances, a member of the employee's immediate family or an authorized representative shall attempt to contact the Town on their behalf prior to the beginning of the scheduled work day. Each supervisor may set requirements for the manner of notification.

- Absenteeism without notice for 1 day, unless circumstances prohibit notice, may result in disciplinary action. Absence for 3 days without notice will be considered a voluntary resignation. The exit interview document will be completed and inserted in the former employee's file stating reason for termination – Did Not Return to Work.

#### Position Classification

The Town's practice is to provide equitable compensation for all jobs within the organization. To accomplish this objective, the Town has adopted the methods outlined herein.

- Classification: The Position Classification Plan is a system by which the duties and responsibilities of a position, as outlined in the job description, are assigned to a particular job family and given a position title that is reflective of the position within the organization and in relation to positions of similar scope in comparable entities outside the Town organization. The Classification Plan was developed and is maintained as a guide for measuring and compensating comparable positions within the Town organization.
- Establishment, Amendment, or Revision: The Town Manager shall present recommendations regarding departmental appropriations to the Board of Trustees for approval or adoption.
- New Positions: The Town Manager may recommend and the Board of Trustees may create new positions within the Town's organization. Any such new full-time position shall be deemed to be a part of the Classification Plan unless the Board of Trustees otherwise directs.
- Reclassification: Existing positions that have changed materially may be reviewed and considered for reclassification. Based on the merits of the changes, the Town Manager may approve such reclassification.

#### Payroll – Dates and Pay Distribution, Questions and Time Reporting

Employees of the Town are paid on a bi-weekly schedule with pay dates every two weeks. Paychecks are distributed every other Friday morning unless the date falls on an observed Holiday. Should the scheduled distribution fall on an observed holiday, paychecks are distributed on the last workday prior to the holiday.

Employee Absences: An employee who must be absent on payday may authorize, in writing, the release of their paycheck to a representative. The Town does not assume or retain any further responsibility for a paycheck once released to an authorized representative of the employee. An employee who is on a prolonged leave of absence from work may request in writing that their pay check be mailed to a designated address or may request in writing the direct deposit of net earnings with a designated financial institution. In either case, the written instructions will be followed until rescinded in writing by the employee.

Checks are mailed on Thursday or will be available on Friday if not mailed.

**Direct Deposit:** Employees may authorize in writing the direct deposit of their net earnings with designated financial institutions. Upon the authorization of direct deposit by any employee, that employee's net earnings shall be deposited with the designated institution until such time as the authorization is rescinded in writing. Direct deposit funds are available on Friday.

**Payroll Deductions:** All deductions required by Federal and State law are automatically deducted from an employee's paycheck. However, additional deductions such as health care insurance premiums, life insurance policy premiums, credit union payments, and other voluntary forms of payment require written authorization by the employee for the Town to withhold the funds on behalf of the employee.

**Payroll Questions:** Questions concerning pay or related matters should be brought to the immediate attention of a supervisor, Department Head or the Payroll Department. Should adjustments be necessary, they will be made and appear on the following pay period's paycheck.

**Time Reporting:** Non-exempt employees will be provided with a timesheet and will be responsible for recording time on a daily basis. Each employee is responsible for their timesheet and recording time in and out whenever an interval of time away from work is taken. Exempt employees shall use timesheets to document work schedules and leave time. Timesheets will be submitted to payroll by Monday noon prior to payday. Any reimbursements will be submitted at this time so they may be paid with payroll.

**Overtime:** Overtime must be authorized prior to working the schedule, including determination of overtime or compensatory time status, unless extraordinary circumstances prohibit employees from seeking prior authorization. The immediate supervisor or Department Head will authorize overtime by initialing the timesheet.

#### Separation of Employment

In the event an employee is dismissed or voluntarily resigns from the Town, the following outlines the steps that are generally taken:

#### **POLICY STATEMENT:**

**Resignation:** Employees are asked to provide at least two weeks' written notice of resignation. Notice shall include anticipated date of departure, employee signature, and any other information the employee deems applicable. Failure to return to work upon the expiration of a leave of absence unless medical or other evidence has been submitted to the Town along with a request for an extension of the authorized leave will be regarded and recorded as a voluntary termination without notice.

**Layoff and Reduction in Force:** The Town may encounter situations such as lack of work, shortage of funds/materials, completion of special project(s), and other circumstances that require a reduction-in-force. Should a situation of this nature occur, a retention strategy will be developed and documented by the Town Manager and presented to the Board of Trustees. All employees subject to the reduction-in-force will be given two weeks' notice. During the layoff period of time, benefits will cease to accrue; but all benefits accrued prior to the reduction-in-force will be retained unless the employee



requests pay for compensatory time and vacation during the time off. All employees subject to involuntary termination due to a reduction-in-force will be given two weeks' notice. All compensatory time and vacation benefits accrued prior to the reduction-in-force will be paid in the final paycheck.

Retirement: Employees may choose to retire pursuant to their respective retirement plans. An employee who is contemplating retirement is requested to give their Supervisor or Department Head 90 days' notice of their intention.

Dismissal or Involuntary Termination: All individuals who are employed by the Town are employed at-will. Therefore, just as an employee is free to resign, the Town retains the right and may dismiss an employee at any time for any reason.

Death: In the event of an employee's death, termination of employment will be effective as of the date of death.

**PROCEDURES:**

- Notice: Voluntary employment separation, except abandonment and death, shall require written notice of the employee's intent to resign and the effective date. The employee is encouraged to submit a written notice to their Department Head in the event of resignation, acknowledgement of a disability initiated by either the employee or their legal representative, and retirement. The Department Head is responsible for submitting a written notice to affected employees in the event of reduction-in-force, acknowledgement of a disability that cannot be accommodated, or dismissal. Copies of the separation notice(s) shall be submitted to the Town Manager and to the Payroll Department for placement in the employee's personnel file.
- Town Property: At the time of separation and prior to issuance of the final pay check, all records, assets, and other items of Town property in the employee's custody shall be transferred to the Department Head and certification of same shall be executed by the employee and acknowledged by the Department Head. Any amount due the Town, because of a shortage in any of the areas outlined above, will be withheld from the employee's final compensation in accordance with Federal and State law or collected through other appropriate actions.
- Final Compensation for Voluntary Separation: Employees shall receive all compensation due upon separation at the standard payroll cycle in accordance with Federal and State guidelines. Any compensation due will be subject to regular payroll deductions and the deduction of any additional indebtedness to the Town. An employee shall be paid for any unused compensatory time along with the other compensation due to the individual at departure.
- Final Compensation for Involuntary Separation: Employees shall receive all compensation due as of the day of termination, unless physically impossible, or within 6 hours after the payroll department opens in accordance with Federal and State guidelines. Any compensation due will be subject to regular payroll deductions and the deduction of any additional indebtedness to the Town. Compensation due to an employee's death shall be paid to the estate of the employee, except for sums that by law are to be paid to the surviving spouse or other eligible persons.

- Exit Interviews: Exit interviews are a valuable tool to obtain insight from employees who are leaving their employment with the Town. Therefore, the Town may request, and the Town Manager or designee may conduct, an exit interview with anyone voluntarily terminating their employment. Should circumstances not permit this discussion, the exit interview document stating that the interview was not possible will be placed in the departing employee's file.
- Military Service Re-employment: Reference the Uniformed Service Leave policy for reemployment which involves time away from work specifically to respond to Military and/or related services which fall under the Uniformed Services Employment and Reemployment Rights Act of 1994.

#### Personnel Records

The Town treats an employee's personnel records as highly confidential. However, as a public entity, the Town must comply with the Colorado Open Records Act relative to selected personnel information. Should it be asked to release information not specified in the Colorado Open Records Act, the Town will not release any information from an employee's personnel records without a written request from the employee/former employee requesting a copy of the complete record including the address where the records are to be mailed.

A central file of records on all employees is maintained by the Town in accordance with the State's record retention schedule. Further, an employee who is severing their employment with the Town may request a complete copy of their file upon leaving. Information in the file may be photocopied; but original documents may not be removed.

An employee may, upon request, review their own personnel file during normal business hours at the Town's main office with a Department Head or Town Manager present.

No portion of the file shall be duplicated by any person other than the Town Manager or designee, without the employee's consent. Any request other than the Town Manager's must be approved by the Town Manager.

Former employees of the Town may wish to use the Town as an employment reference. Should this occur, the Town will provide, in writing, the individual's hire date, position(s) held with the Town and the departure date.

#### **REQUIRED UPDATE INFORMATION**

An employee must notify and schedule related actions with their Department Head and the Finance Director should any of the information listed below change:

- Address or telephone number
- Emergency notification(s)
- The number of dependents to be claimed for State and Federal income tax purposes
- Benefit program beneficiary elections and changes

- Benefit program dependent coverage status
- Identification of other health insurance companies that may be co-insurers

Compensation and Benefits

The Town's practice is to provide competitive compensation for all jobs within the Town. As a component of its Total Compensation Plan, the Town takes into account what other municipalities of comparable size and mission pay for similar positions, internal equity within the Town, and economic feasibility in determining the level of pay for a given position. An individual's pay is based on performance of the job duties and responsibilities within a given position.

The Town retains the right to grant no increases for a given year, or to grant only selected increases based on management's judgment. In any event, the increase practices are established on a year-by-year basis and shall not be viewed as the necessary standard from year to year.

**Differential Pay**

The Town regards the flexibility to temporarily assign an employee to another job function as a benefit to both the organization and the employee. Acknowledging that assignments may place considerably greater responsibility on the employee than their regular position, the Town may award a differential pay increase for the duration of the assignment.

**POLICY STATEMENT:**

- The assignment must be a minimum of 30 days for eligibility to receive differential pay.
- Employees who are nonexempt, and who are assigned to another position temporarily, may be awarded a Differential Pay Increase for the duration of the assignment.
- Request for Differential Pay Increases (a temporary change prompted by a temporary assignment of increased responsibility) shall be submitted to and approved by the Town Manager.
- If the employee is not entitled to benefits prior to the temporary assignment and differential pay, the employee will not be entitled to benefits during this assignment.

**Overtime – Non-exempt Employees**

Employees may be asked to work overtime to meet service schedules from time to time, as management deems necessary. Whenever possible prior notice will be given; however, management retains the right to request overtime whenever the need is identified. Further, management may authorize overtime requested by an employee for completion of a service request or a project.

All overtime must be approved, in writing, by an employee's Department Head or an appropriate member of management prior to working overtime hours, including determination of overtime or compensatory time status, except in the case of emergency.

**POLICY STATEMENT:**

- **Approved overtime:** Approved overtime at a rate of one and one-half times the regular hourly rate will be paid for all overtime hours worked over 40 hours per workweek by non-exempt employees in accordance with Federal laws.
- **Compensatory time:** Compensatory time (comp time) may be granted, upon request, to eligible non-exempt employees in place of overtime pay at the same rate (one hour worked equals one and one-half hours compensatory time). Employees are encouraged not to accumulate more than 80 hours and may be asked to use accrued but unused compensatory time before using vacation or sick leave. Upon termination of employment, Employees shall be compensated for any unused compensatory time.
- **Police:** Police personnel will be paid overtime for all hours worked beyond the 171-hour schedule as outlined in the Fair Labor Standards Act. The Police Department has chosen the 28-day, 171-hour schedule provided for Public Safety employees in the Fair Labor Standards Act. Overtime will be paid in the case where employees must maintain a presence around the clock, 365 days per year. Court overtime will be provided for Police personnel requested to testify in court on a scheduled day off as a result of a work-related activity. A minimum of 2 hours' time for response to a court appearance as established by Police Department Standard Operating Procedures will be paid. All time beyond the original 2 hours will be compensated at the appropriate rate for actual time worked. In instances of a civil subpoena that is the result of a work-related activity, Police personnel may be compensated through the Town, provided all applicable fees and other expenses are collected by the employee and turned into the Town.

**Public Works Positions:**

On-call. Public Works Employees are assigned to a rotating on-call schedule. On-call employees are required to maintain their availability after-hours to answer phone calls or respond to situations. Unless otherwise directed by the Public Works Director, or Town Manager, employees on-call are not required to remain in the Town. The Town may provide a vehicle for the employee to use during their on-call rotation. This vehicle use shall comply with the Town's Take-Home Vehicle policy.

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On-call employees must meet the following requirements:

- Available to respond 24 hours a day while on-call.
- Able to respond to the Town within 45 minutes as needed.
- Able to respond to calls verbally within 15 minutes.
- Able to respond in a non-impaired condition, fully able to safely perform job duties.
- If unable to fulfill your assigned on-call rotation, you must find an eligible staff member to switch with and notify your supervisor.
- Employee may not be out sick or on vacation while on-call

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On-call pay. On-call employees will receive eight (8) hours of time off from work each week they are on-call. In most cases these hours will be used during the on-call week to allow the employee to take off one normal workday off during the week, typically, it would be their last scheduled work day that week. If unable to takeutilize the time off

during that same on-call week, with supervisor approval those hours must be used within two pay periods of when the on-call week.

- For physical responses, the on-call person will receive a minimum of two (2) hours of overtime pay and then record any additional hours worked.
- Phone calls that do not require a physical response will be paid in fifteen (15) minute increments, rounding up/down and time should be recorded for additional calls made or work required to assess a situation and inform others.

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**Failure to respond.**

Employees who fail to respond when scheduled for on-call and/or fail to find a replacement prior to a needed response will be subject to disciplinary action.

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~~Public Works positions responsible for Water/Wastewater operations that are required to or that are called out on weekends to monitor operations shall take compensatory time off at a rate of one hour compensatory time for each hour worked on a weekend schedule during the following week. All compensatory time for a given weekend shall be taken within the pay period unless the Department Head determines that circumstances do not permit full exchange. If full exchange cannot be accomplished, the employee may accrue the compensatory time or receive overtime pay.~~

- ~~Call-Out Time: Call-out time will be provided for all non-exempt personnel who are requested to respond to service or emergency requests outside of the normal scheduled workday. For any call out hours, time will be paid at time and one-half.~~
- Overtime Approval: Approval will be demonstrated by the appearance of the Department Head's or Supervisor's initials on the timesheet prior to submission for payroll processing. This guideline will apply based on the Department Head or Town Manager's administration of budgetary constraints at the time of approval. The Town Manager or designee will review time reports bi-monthly for unusual or special circumstances.

**Department Head Compensatory Time**

The Town recognizes Department Head positions that are exempt from overtime are paid at levels that include the scope of responsibility held. However, from time to time the employees who hold these positions may find it necessary to work significant numbers of hours beyond the standard work week to ensure service is available and provided, and to represent the Town.

**POLICY STATEMENT:**

In recognition of the dedication shown, the Town Manager may approve periodic time off during regular work schedules when work/service loads are less demanding.

**Longevity Pay Program**

**POLICY STATEMENT:**

The purpose of this policy is to provide employees who have worked a certain continuous period with the Town the opportunity to be eligible for longevity payment from the Town while encouraging participation in the Town's health insurance pool.

**Eligibility**

Employees are eligible for this program if they are full time employees who have worked a minimum of 3 continuous years for the Town and are enrolled the Town's health insurance plan during the period that the longevity payment is earned. If an employee separates from employment with the Town and subsequently becomes reemployed with the Town, the calculation for continuous years of employment shall not include any years of employment prior to reemployment. The maximum monthly possible longevity payment is outlined below based upon completed and continuous years of service.

**Maximum Longevity Payment**

<b>Years of Employment</b>	<b>Full Time (40 hours/week)</b>	<b>30 hours/week</b>
3 to 4	\$200.00/month	\$150.00/Month
5 to 6	\$350.00/month	\$262.50/Month
7 to 9	\$500.00/month	\$375.00/month
10+	\$600.00/month	\$450.00/month

**Use of Longevity Payment**

Eligible employees may choose to have their longevity payment applied to a Town-provided benefit (e.g., health insurance premiums, additional health insurance benefits or retirement) or paid to the employee as additional compensation. Eligible employees should direct the disbursement of longevity pay on forms provided by the Town.

**Employee Benefits**

The Town provides an employee benefit package which is considered as part of an employee's total compensation package. Immediately upon hire, all regular employees expected to work 30 hours or more per week are eligible for participation in the Employee Benefits programs that includes health care and life insurance. At the beginning of the month following the date of hire, an employee is eligible for retirement benefits.

Annually, the Board of Trustees adopts the employee benefit package as a part of the budget resolution. For more details and a summary of the employee benefits package, please contact the Department Head or the Town Clerk/Town Treasurer.

In addition to the benefits adopted annually by resolution of the Board of Trustees, the Workers' Compensation Act requires that all employers provide employees with coverage for health care resulting from injury or accident while on the job.

**WORKERS' COMPENSATION INSURANCE**

In accordance with the guidelines of the Workers' Compensation Act and the Town's insurance carrier, the employee is responsible for reporting any injury or accident incurred on the job, regardless of severity, within the established time frame of no more than 4 working days. Failure to report an accident within the required time frame may result in delayed, reduced, or denied coverage of benefits provided by the Workers' Compensation Insurance carrier.

**Emergency:** including without limitation broken bones, lacerations with significant bleeding, puncture wounds, electrocution, hypothermia, heat stroke, serious auto collision, or severe blow to the head. During an emergency, call 911 and seek immediate treatment. The nearest primary hospitals and after hour (24/7) urgent care facilities are:

- **UC Health Longs Peak Hospital**, 1750 Ken Pratt Blvd., Longmont, CO 80504, (720)-718-7000
- **UC Health Greeley Hospital**, 6767 W. 29<sup>th</sup> Street, Greeley, CO 80634, (970)-652-2000
- **Emergency & Urgent Care**, 4943 Highway 52, Frederick, CO 80514, (303) 925-4840

Following treatment, you will be directed to see one of the authorized providers listed below. **Non-Emergency:** The following medical providers are for injuries that are NOT life-threatening, including without limitation minor cuts and scrapes, bruises, sprains, and strains. Choose one of the following authorized medical providers for care during business hours:

- **Emergency & Urgent Care**, 4943 Highway 52, Frederick, CO 80514, (303) 925-4840 (Emergency open 24/7; Urgent Care 7 AM – 9 PM)
- **UC Health Urgent Care**, 5881 W. 16<sup>th</sup> Street, Suite A, Greeley, CO 80634, (970) 400-9721 (Open Mon. – Fri. 7 AM – 6:30 PM; Sun. 10 AM – 5 PM)
- **CHAMPS UC Health**, 6767 w. 29<sup>th</sup> Street, Greeley, CO 80631, (970) 652-2470 (Open Mon. – Fri. 7 AM – 5 PM)

An injured employee may not return to work without a written release from the Town's designated physician stating that the employee may resume essential duties and responsibilities of their position. The written release with light duty restrictions or release to full duty must be given to the Department Head or designee prior to beginning work. In the absence of either individual, please provide the release to the Town Manager.

An employee absent from work as the result of a job-related injury or illness may choose to use other forms of accrued paid time off to cover ANY balance of regular pay that Workers' Compensation does/may not provide. To provide for the additional regular pay, an employee may draw from Compensatory Time, Sick Time, Vacation Time, and other forms of accrued paid time off, in the order listed, by contacting the Town Clerk/Town Treasurer.

Any employee on Injury/Accident Leave who is receiving Workers Compensation indemnity benefits in accordance with the provisions of the Workers' Compensation Insurance Plan of the Town shall continue receiving Town benefits but shall not continue to accrue additional paid time off while on leave.

Any fraudulent claim for Workers' Compensation benefits or any claim filed against the Town for an injury or illness incurred while volunteering work for another employer, engaging in self-employment, or conducting one's own work will not be tolerated.

All employees off work as a result of a work-related injury shall update the Workers' Comp coordinator and their Department Head on a monthly basis concerning the current status

of their injury, treatment, and progress toward wellness. This requirement may be fulfilled when the employee picks up their paycheck or in accordance with other arrangements made with the Town Clerk/Town Treasurer. Workers' Comp hours will be compensated when documentation is submitted with the time sheet substantiating the leave time. Workers' Comp hours will be listed on the time sheet as leave hours.

#### Return-to-Work Policy

The Town has adopted a return-to-work policy to use eligible injured workers in a productive way while they are recovering from a work-related injury. The Town will try to offer temporary modified duty, where practical, to workers who are unable to return to their regular jobs due to medical restrictions resulting from a work related injury. The goal is to provide productive work and to return the injured worker to their regular job.

The return-to-work coordinator is responsible for coordination the return-to-work-program. All work-related injuries must be reported immediately to your supervisor, who notifies the coordinator.

If the Town decides to offer modified duty, the coordinator will send the proposed modified duty tasks and job description to the designated medical provider for approval. After approval by the designated medical provider, you will be informed of the temporary modified duty position. The coordinator will work with the employee's supervisor to ensure all restrictions are being followed.

Modified duty assignments are temporary and transitional in nature. The employee, supervisor, the return-to-work coordinator and other relevant staff will review modified duty assignments at least monthly to address continuing work duties and overall performance.

#### Paid Time Off

The Town provides its employees with paid time off during the year to take vacation or to accommodate health care and illness of the employee or a family member, or leave needed when the employee or family member of the employee has been the victim of domestic abuse, sexual assault, or harassment, ("safe time leave"). Family members for this policy are defined as a spouse or significant other, children, stepchildren, adopted children, children to whom the employee is responsible for providing care, parents of either the employee or the employee's spouse or significant other, persons who cared for the employee when the employee was a child, and a person for whom the employee is responsible for providing or arranging health or safety-related care. No paid time off will accrue while an employee is on any type of leave.

Paid time off is earned beginning with the first day of employment and may be taken as it is accrued, except that it may not be taken for vacation purposes until after completion of one month's continuous employment. Management recognizes that some personal and health matters for the employee or immediate family members must be handled during work hours. Therefore, management strongly recommends that time away from work, which can be scheduled, be minimized by following the procedures listed below.

- Attempt to schedule medical or personal business after work hours or on Saturdays. Many providers of these services have these hours available specifically for the working individual.



- If appointments must be made during work hours, schedule these as early or as late in the day as possible – NOT in the middle of the day unless the situation demands it. Employees shall, unless unable, return to work after early appointments and arrive at work in accordance with their scheduled time prior to late appointments.
- Should an employee's child or children become ill and normal child care will not provide coverage, it is the employee's responsibility to attempt to arrange for alternative child care either in advance or when it occurs.

All paid time off must be authorized by an employee's Department Head, Supervisor, or an appropriate member of management where practicable, and the employee's Department Head, Supervisor, or an appropriate member of management may request the employee to find shift coverage, as applicable, prior to the employee taking paid time off. The Town will not refuse sick leave for failing to give advance notice or for failing to find shift coverage.

The Town may not retaliate against an employee for requesting or using paid sick leave.

#### Sick Leave and Safe Time Leave

All employees are eligible for paid time off for health care, illness reasons, or "safe time" reasons as outlined below. Accrued sick leave is not payable upon separation of employment.

- For all employees, health or illness time off is earned at a rate of one hour of paid sick leave for every 30 hours worked, up to a maximum of 240 hours annually.
- Accrual of paid sick leave begins when the employment begins and it may be used as it accrues.
- All employees may carry forward up to 240 hours of sick leave not used in the prior year.

Accrued sick leave may be used for the following purposes:

- A mental or physical illness, injury, or health condition that prevents the employee from working; needs a medical diagnosis, care or treatment related to such illness, injury or condition, or needs to obtain preventative medical care;
- To care for a family member suffering from any of the above or needing diagnosis or treatment for any of the above;
- Medical, dental or optical examination, diagnosis, care, or treatment, or preventative care as well as professional counseling;
- Employee exposure to a contagious disease that may jeopardize the health of others; and
- If the employee or family member has been the victim of domestic abuse, sexual assault, or harassment<sup>1</sup> and needs to be absent from work: to seek

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<sup>1</sup> Employees are not required, as a condition of obtaining sick leave, to disclose details relating to domestic violence, sexual assault or stalking, or the details of an employee's or employee's family member's

medical attention for either the family member or the employee; to obtain services from a victim services organization to obtain mental health counseling; to seek relocation or seek legal services related to the domestic abuse, sexual assault or harassment; or

- When a public official or other official has ordered the closure of the school or place of care of the employee's family member or of the employee's place of business due to a public health emergency, inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event necessitating the employee's absence from work.
- The employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.
- The employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member.

However, after four or more consecutive missed days of work, reasonable documentation of sickness or injury may be required from an acknowledged, professionally recognized and qualified health care provider. Additionally, an employee's Department Head or Supervisor may request the employee assist in finding shift coverage, as applicable, prior to the employee taking sick leave, but an employee will not be denied sick leave if coverage cannot be found. When possible, an employee should provide at least 24 hours' advanced notice of the sick leave.

#### Public Health Emergency Sick Leave

Employees are entitled to supplemental sick leave during a public health emergency<sup>2</sup> and for up to four weeks after the public health emergency has ended as outlined below:

- Full-time employees who work 40 or more hours a week are entitled to an additional 80 hours of paid sick leave.
- Employees who work less than 40 hours are entitled to the greater of the amount of time the employee is scheduled to work in a 14-day period or the time the employee actually works on average in a 14-day period in additional paid sick leave.
- The Town may count an employee's unused accrued sick leave toward public health emergency supplemental leave.

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health information.

<sup>2</sup> A public health emergency is an act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infectious agent, or a highly infectious illness or agent with epidemic or pandemic potential, for which an emergency is declared by a federal, state, or local public health agency or for which a disaster emergency is declared by the Governor.

- Employees are only eligible for paid supplemental public health emergency in the above amounts once during the entirety of the public health emergency even if the public health emergency is amended, extended, reinstated, or prolonged.

During a public health emergency, employees are entitled to take supplemental leave for the following reasons:

- To self-isolate and care for themselves because they have been diagnosed with or are experiencing symptoms of a communicable illness;
- To seek or obtain diagnosis and care because they are experiencing symptoms of the communicable illness;
- To care for a family member who is doing the same during a public health emergency;
- To seek preventive care concerning a communicable illness;
- To care for a child or other family member when child care provided is unavailable due to a public health emergency; or if the child's or family member's school or place of care has been closed by a local, state or federal public health order or at the discretion of the school due to the public health order, including if the school is closed but provided instruction remotely;
- When the employee is unable to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness; or
- To care for a family member who is: self-isolating after being diagnosed with the communicable disease; self-isolating as a result of experiencing symptoms of the communicable disease; needs medical diagnosis care, or treatment if experiencing symptoms of a communicable disease; or seeking preventive care concerning a communicable disease.

Vacation

All regular employees expected to work 30 hours or more per week begin accruing vacation on the first day of employment and are eligible to take accrued vacation after completion of one month or 30 days of continuous service. Vacation shall accrue based on the employee's anniversary date of hire in accordance with the following schedule:

For regular full-time employees (40 hours per week employees; assumes 8-hour work day):

Length of Service	Vacation Days
0-2 Years	10 work days, or 80 hours, accrued at 0.833 days per month or 3.08 hours per bi-weekly pay period
3-5 Years	12 work days, or 96 hours, accrued at 1.0 days per month or 3.69 hours per bi-weekly pay period

6-14 Years	15 work days, or 120 hours, accrued at 1.25 days per month or 4.62 hours per bi-weekly pay period
15-19 Years	18 work days, or 144 hours, accrued at 1.50 days per month or 5.54 hours per bi-weekly pay period
20+ Years	21 work days, or 168 hours, accrued at 1.75 days per month or 6.46 hours per bi-weekly pay period

For 30 hours or more per week part-time employees (assumes 6-hour work day):

Length of Service	Vacation Days
0-2 Years	10 work days, or 60 hours, accrued at 0.77 days per month or 2.31 hours per bi-weekly pay period
3-5 Years	12 work days, or 72 hours, accrued at 0.92 days per month or 2.77 hours per bi-weekly pay period
6-14 Years	15 work days, or 90 hours, accrued at 1.15 days per month or 3.46 hours per bi-weekly pay period
15-19 Years	18 work days, or 108 hours, accrued at 1.38 days per month or 4.15 hours per bi-weekly pay period
20+ Years	21 work days, or 126 hours, accrued at 1.62 days per month or 4.85 hours per bi-weekly pay period

Employees will move to the next accrual level once they complete the length of service designated as the upper range in their current accrual schedule. For example, when an employee has worked for the Town continuously for 2 years and 364 days, they will be eligible to accrue vacation at the rate of 3.69 hours per pay period beginning on the following working day, the first day of the 3<sup>rd</sup> year of employment.

The maximum amount of vacation time that employees may accrue is 200 hours. Any vacation time that is accrued beyond this limit will be forfeited. It is the employee's responsibility to monitor vacation accrual limits.

Employees will be compensated at their current rate of pay for any unused vacation time up to their maximum accrual amount upon separation of employment.

Should a Town holiday fall during an employee's scheduled vacation, holiday pay may be used for the Town holiday day(s).

If the Town requests that vacation not be taken, the circumstances will be documented along with Department Head and Town Manager authorization for the employee to carry over paid time off which may exceed the allowed accrual. Carry-over situations will be handled on a case-by-case basis.

Bereavement Leave

Leave of absence with pay may be granted by the Department Head for 3 days should a member of an employee's immediate family pass away. An additional 2 days may be granted for out-of-state travel in accordance with the circumstances, on a case-by-case

basis. This type of leave has no limit during a given year and does not accrue from year to year. For purposes of this policy, immediate family includes spouse, parent, child, grandparent, grandchild, brother or sister, in-laws, step-relations, life partners or others who by domestic association are not distinguishable from the relations identified.

#### Civil Leave

Employees shall be granted time off without loss of pay or benefits when appearing in court as juror or witness for Town business or a jury summons, in response to a summons or subpoena for Town business, and for purposes of voting. The employee will be expected to return to work if released by noon from court duty.

- Voting: Any full-time regular employee whose work schedule effectively prevents them from voting before or after work or during a break period will be permitted to use paid leave not exceeding 2 hours for voting purposes.

#### Administrative Leave

The Town recognizes that it may be necessary to place an employee on Administrative Leave of Absence, with or without pay, when circumstances such as disciplinary action, criminal misconduct, or other situations warrant such actions.

#### **POLICY STATEMENT:**

- A full time regular employee may be placed on Administrative Leave of Absence with or without pay.
- Public Safety Administrative Leave will be addressed in accordance with Police Standard Operating Procedures.
- Any full-time regular employee placed on leave will be advised of the reason for the leave and the conventions under which interaction with the Town and the public should be conducted.
- Any full time regular employee will be advised of the duration of the administrative leave or of the approximate timing for the next discussion/meeting with a Town representative.

#### Inactive Employment Status

The Town recognizes that employees may be required to or have a situation that legitimately requires their absence from work for an extended period of time. A leave of absence requested in writing, without pay, may be authorized for employees including, but not limited to, circumstances listed below. Absences of this nature will be handled on a case-by-case basis.

#### Uniformed Service Leave

The Town recognizes that employees may be required or have a situation that legitimately requires their absence from work for an extended period of time to meet Uniformed Services obligations or to respond to a call to active service duty. Absences of this nature will be handled in accordance with applicable federal and state laws.

#### **POLICY STATEMENT:**

Subject to applicable federal and state law, a paid leave of absence of a maximum of 15 calendar days (120 hours of regularly scheduled work time) per calendar year will be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserves for the purpose of fulfilling the annual field training obligations or monthly weekend duty that conflicts with an employee's work schedule. A copy of military orders to report for duty must be presented to the supervisor or Department Head. Paid leave will be granted only for those days an employee is actually absent from work. An employee will not be eligible for paid leave for those days that the employee would not otherwise be at work if not for their military service. Normally, employees will be able to schedule their monthly duty so that they can take it on their regular days.

An employee will not be entitled to such paid leave if they do not perform said military service satisfactorily. Any employee will also not be entitled to such paid leave unless the employee returns to their position immediately upon being relieved from military service, as set forth in state and federal law.

Employees who enter the military service by draft or reserve call-up shall also be granted a leave of absence with pay for that purpose not to exceed 15 days as set forth above, after receipt of official notice.

Military compensation is retained by the employee.

After the employee's military service ends, the employee will be reinstated in accordance with applicable provisions of the Selective Service and Training Act, Uniformed Services Employment and Re-employment Rights Act (USERRA) and any other applicable laws. Any questions an employee has regarding USERRA or other policies stated herein should be directed to the Department Head or Town Manager promptly.

#### Family and Medical Leave

In 1993, Congress enacted the Family and Medical Leave Act (FMLA). While the FMLA applies to public employers, the public employer must employ at least 50 employees in order for the employee to be eligible for FMLA leave. Because the Town does not currently employ at least 50 employees, no Town employee is eligible for FMLA leave.

#### Personal Leave of Absence

Employees may be granted leave for personal reasons that do not fall under the conventions of medical, military, or other defined forms of leave.

Authorization of a leave of absence without pay shall occur only after the employee who is on approved leave of absence has exhausted all accrued paid time off.

An authorized leave of absence shall not constitute a break in service. However, paid time off will not accrue during a leave unless specifically provided by an applicable law. The time lapse during such leave shall not apply toward length of service considerations or time accrual credits for pay increases.

Leaves will be approved by the Town Manager considering the employee's and the Town's needs. Employees should contact the Department Head or the Finance Director to discuss any type of Leave of Absence.

#### Holidays

The Town observes the following nationally recognized holidays, when they fall during the standard workweek of a given year. Except for those employees for whom a different holiday system or schedule is specified in these or other Town policies, regular full-time employees shall receive 8 hours of pay, and regular part-time employees expected to work 30 hours or more per week shall receive 6 hours of pay, for each of the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Day after or day before Independence Day
- Labor Day;
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- Day after Christmas Day or day before Christmas Day
- Floating Holiday for each employee to be utilized at discretion of supervisory staff

In addition, each regular employee is entitled to one floating holiday per calendar year, which may be taken with prior approval of their Department Head.

All full-time, regular employees are eligible for paid holidays that fall on a scheduled workday. Part-time, seasonal, temporary, and contract employees are not eligible for holiday pay.

If any holiday falls on a Saturday or Sunday, the holiday will be observed either on the preceding Friday or the following Monday at the discretion of the Town.

Employees are paid at the regular straight time rate in accordance with their regular work schedule 8 hours for a holiday not worked if they have worked or been paid for the work day immediately preceding and immediately following the holiday. If an employee works on an official Town holiday, the employee will be paid or receive compensatory time at one and one-half times the regular rate for the number of hours worked on the holiday in addition to regular holiday pay.

Should a holiday fall during an employee's vacation, the employee will receive holiday pay in lieu of vacation pay for that day and vacation time used will be adjusted accordingly.

Police Officers will receive all of the authorized 88 hours effective January 1st which may be taken with prior approval of the Police Chief in accordance with the time off standards of the Police department rather than societal standards. Each Police Officer will accrue a credit of 8 hours for each holiday observed in November and December as it occurs. Should time off taken exceed that which has been earned by a Police Officer who is

severing their employment, the difference between actual hours and used hours will be reconciled by deducting holiday credit hours used in excess of earned hours from the hours worked payment due on a one-to-one ratio. Police Officers are allowed to carry over 24 hours of holiday pay, which must be used within the first 3 months of the following year; provided that the Police Chief may approve the carry-over of additional hours of holiday pay for a longer period of time due to extenuating circumstances, not to exceed 12 months.

### **TELECOMMUTING POLICY**

Employees of the Town with job duties that are conducive to working from home, have the ability to request, or to be assigned, telecommuting arrangements. The Town reserves the right to modify or terminate this policy at any time, without notice, and to modify any employee's telecommuting arrangements under this policy.

#### Eligibility

Upon request, the Town Manager or Mayor shall determine which positions are eligible to telecommute.

#### Requests for Telecommuting

Employee requests will be considered on a case-by-case basis. Factors of consideration may include: the nature of the employee's duties, the availability of any necessary equipment (personal computer, etc.), and computer and communication connectivity. Requests shall be made to the Town Manager or Mayor. Approved requests shall be provided to the Human Resources Department. Due to the closure of Town buildings, the Town Manager or Mayor may require an employee to telecommute.

The approved telecommuting request shall detail as much as possible the following:

- Days and hours the employee is expected to be working in the Town;
- Hours the employee is expected to be working and reachable at the telecommuting site;
- Methods of contact (such as dedicated phone line, voice mail, email, videoconference, etc.); and
- Times and frequency of contact by the employee with the Town Manager or Mayor.

The request form shall also include the following statements:

- A statement that the employee agrees to provide a secure location for Town-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than Town business; and that the Town is entitled to reasonable access to its equipment and materials.
- A statement that the Town retains the right to modify or terminate the approved request at any time.

The Town Manager or Mayor may partially approve a request for telecommuting. The Town Manager or Mayor may require an employee to perform certain tasks in the office and may designate specific times that the employee is required to be in the office.



### Telecommuting Equipment

On a case-by-case basis, the Town will determine, with information supplied by the employee and the Town Manager or Mayor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The Human Resources and IT Departments will serve as resources in this matter. Equipment supplied by the Town will be maintained by the Town. Equipment supplied by the employee, if deemed appropriate by the Town, will be maintained by the employee. The Town accepts no responsibility for damage or repairs to employee-owned equipment. The Town reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Town is to be used for Town business purposes only. The employee must sign an inventory of all Town property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of the telecommuting arrangement or employment, all Town property will be returned to the Town, unless other arrangements have been made.

The Town will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Town will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within their home for work purposes. The Town will not be responsible for costs associated with the setup of the employee's home.

### Telecommuting Rules

Unless otherwise provided in the approved request, an employee shall telecommute during the employee's regular work hours. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Town's time-keeping system. Telecommuting employees who are exempt may be required to record all hours worked as directed by their supervisor. Employees shall discuss the treatment of non-working hours with the Town Manager or Mayor, along with the Human Resources Director.

Telecommuting employees must follow all security measures to protect any Town records or files, including electronic information. Employees must follow Town procedures related to computer use, network access, information security and storage of documents. No one other than the employee is permitted to access Town information or use Town equipment.

All employees who are telecommuting must continue to abide by the Town of Platteville Employee Handbook Policies and Procedures.

### Employee Development and Training

The Town recognizes that its employees are one of its most valuable assets. In keeping with this philosophy, it encourages and provides for employee training that promotes efficiency, economy, safety, and assists employees with improving their abilities for advancement. Department Heads shall determine departmental employee training

requirements, develop and administer internal training programs, and provide active encouragement for employees to participate.

**POLICY STATEMENT:**

- **Employee Development/Training:** Department Heads are responsible for fostering and promoting employee training for the purpose of improving the quality of services rendered to the community and for assisting employees in their preparation for advancement within the Town organization. Employees may request approval to attend formal education classes on their own time, seminars, workshops, or conferences that will mutually benefit the Town and the employee. The Town Manager will review all requests for additional training, and may approve Town payment for attendance based on the following criteria:
  - Apparent direct benefit for both the Town and employee.
  - Budgetary limitations allowing for the spending.
  - Relevance to current or near-term municipal affairs. In other words, relevance or application to Town business or operations beginning within an identified period of one to two years.
- **In-Service Training:** In-service training includes organized training and educational seminars, lectures, institutes, conferences, workshops, and orientation sessions. This training shall be provided to aid employees in gaining efficiency in their present and future work through development of skills, knowledge, and aptitude.
- **Supervisory Development Training:** This training is targeted for managers, supervisors, and others with supervisory potential. It will provide standardized training in supervisory and managerial principles, human resources policies and procedures; financial policies and guidelines, legal issues associated with employee management, and other human relations and communication skills.
- **Compensation During Training:** All regular full-time and regular part-time employees will receive their regular rate of pay during the normal schedule of work hours while participating in approved training programs. For the purposes of this policy:
- **Lodging** is defined as an approved destination of 50 miles (+/-) as approved by the Department Head. Reimbursement of incurred expenses will be within the per diem rate guidelines of U.S. General Services Administration.
  - The normal schedule of work hours is defined as beginning when the employee leaves their lodging and goes directly to a mandatory training session and ending when the employee returns to their lodging directly after completion of the training session.
  - Travel time before and after participation in a mandatory training program will be paid if it is outside the normal schedule of work hours defined above.
- **Cost of Training:** The Town and each employee receiving training shall execute an agreement that provides that, if the Town pays for training, and the employee leaves prior to one year of continuous employment, the Town may seek reimbursement from the employee for a proportionate share of costs incurred by the Town in

providing training to that employee; provided that the employee's proportionate share shall be calculated by prorating the total cost of training based upon the number of months of service, rounded to the nearest full month. For instance, if the employee leaves after 3 months of service, the employee will reimburse the Town for 75% of the training costs. This reimbursement provision shall not apply where the employee leaves Town employment due to a disability.

#### Reimbursable Expenses

Generally, an employee shall be reimbursed for pre-authorized expenditures including without limitation air fares, lodging, toll fees, and rental cars as business expense, and will be provided a per diem to cover the cost of meals within the per diem rate guidelines of the U.S. General Services Administration if any of the following three conditions are satisfied:

- The expense is an ordinary, reasonable, and necessary travel expense.
- The expense is incurred while away from the employee's primary area of assignment or requires overnight lodging.
- The expense is incurred while the employee is attending a seminar, conference, or other meeting to benefit the Town.

Other Expenses: Other expenses such as parking fees, meals, cab fares, tips, approved travel, required telephone calls, and other incidentals are eligible for reimbursement. Employees must provide substantiating cash receipts with supervisory approval.

Employees should utilize the Town's tax-exempt number as appropriate. The tax-exempt number may be obtained from the Finance Clerk or Department Head.

Request for reimbursement of out-of-pocket expenses are to be submitted to the employee's Supervisor or Department Head on the appropriate reimbursement form showing itemized expenditures, substantiating receipts. Expense reimbursements will be made with the next payroll period.

#### Job-Related Expenses

- Uniforms and apparel: These are paid for by the Town and approved annually as part of the budget process.
- Gloves: All employees required to wear gloves at work will be provided with Town-approved gloves upon beginning employment. These gloves are considered Town property and must be returned upon termination. Gloves shall be kept at the workplace and worn as circumstances and safety guidelines dictate.
- Safety Shoes: All employees required to wear safety shoes in their jobs will be provided with a \$100 allowance upon employment. An additional \$100 allowance will be available each year on their anniversary date of employment.

#### Internal Job Changes

The Town recognizes the importance and benefit of providing growth and advancement opportunities for its employees. The Town is an equal opportunity employer; it hires,

transfers, and promotes the most qualified individuals into positions where vacancies occur. In support of its practices:

**POLICY STATEMENT:**

- The Town encourages employees who would like to be considered for transfer to an open position to express their interests to their immediate supervisor.
- Employees of the Town are considered for open positions whenever a vacancy occurs.
- Should multiple internal candidates possess generally equal qualification, the Town and its management may consider length of service as a factor in the selection process.
- An employee who is interested in advancement opportunities or the requirements for advancement should contact their immediate supervisor.
- Department Heads/Supervisors may be asked to nominate potential candidates for positions that become vacant.
- All internal job changes – promotions and lateral transfers – shall be subject to a period of evaluation.

Vehicles and Equipment

The Town issues vehicles and equipment for its employees' use in a manner that facilitates the productive use of time relative to job accomplishment. The issuance of a vehicle or equipment is regarded by the Town as an important component of delivery of the services provided by the Town, and it expects its employees to operate and maintain the vehicles and equipment conscientiously.

**POLICY STATEMENT:**

- Vehicles shall not be operated on behalf of the Town without the operator possessing a valid Colorado driver's license, appropriate supplemental licenses, and the Town having a current motor vehicle record on file.
- All accidents involving any vehicle or equipment shall be reported immediately and the proper reports will be submitted as soon as possible. Failure to comply with this requirement may result in disciplinary actions up to and including termination.
- Should an accident involving an employee driving a Town vehicle occur in Town limits, final investigation should be conducted or reviewed by an outside agency.
- Employees shall not operate a Town vehicle at any time when impaired by drugs or alcohol. Within 2 hours following an accident, an employee will be required to submit to tests for drugs and alcohol.
- An accident involving a Town vehicle or equipment that is determined to be the fault of the employee through carelessness or neglect may result in disciplinary actions up to and including immediate termination.
- Employees shall maintain vehicles both inside and out in a neat, clean, and orderly manner. Pets are not to be transported in Town vehicles.

- Unless otherwise authorized by an immediate supervisor, Town vehicles shall only be used to transport passengers who are Town employees or individuals engaged in official business with Town employees. In the event of an accident, an employee who is transporting a passenger that is not a Town employee shall reimburse the Town for any personal injury protection insurance coverage for such passenger.
- Employees and their passengers, if any, shall use seatbelts while operating the vehicle.
- Employees are responsible for locking and securing the vehicle. Town vehicles shall not be left running when unattended. Employees who operate Town vehicles are responsible for ensuring current insurance and registration papers are on-board.
- Employees shall report any defects or maintenance problems immediately to management.
- If a Town vehicle is not available for use and an employee is asked to use their own personal vehicle to conduct Town business, the Town will reimburse properly documented requests for mileage reimbursement at the standard rate, in accordance with the per diem rate guidelines of U.S. General Services Administration.

#### Take-Home Vehicles

The Town may assign certain employees take-home vehicles. Take-home vehicles shall only be used for official business and to allow employees to respond to Town- related business outside their regular work hours. Employees shall abide by the policies listed above that apply to Town-issued vehicles generally, and shall also abide by the following additional policies that apply to take-home vehicles:

- Employees shall maintain the following records for the take-home vehicle: commuting and work-related mileage; and the date, time, and nature of emergency calls responded to after normal work hours, if any.
- Take-home vehicles shall only be used for commuting and work-related travel and shall not be used for any personal purposes; provided that an employee may make brief stops along the employee's commuting route, outside of work hours.
- Operation of a take-home vehicle to commute between an employee's personal residence and regular place of work is taxable income to the employee unless the vehicle is a qualified non-personal use vehicle under IRS regulations. If the vehicle is not a qualified non-personal use vehicle, the employee shall reimburse the Town through a payroll deduction using the commuting rule or the annual lease value will be estimated and added to the employee's gross income.
- Employees shall report all moving violations, damage, or accident involving the take-home vehicle (moving violation, DUI/DWI, unsafe vehicle condition, etc.) to their Supervisor no later than the next working day and provide a copy of any corresponding accident report or documentation. Employees are responsible for handling any citations resulting from violations of traffic or parking laws.

- All take-home vehicles must be legally parked in a secure manner on the employee's private property (*i.e.*, driveway, garage, parking structure, etc.) and not on a public roadway or in a public parking area. The take-home vehicle shall be locked at all times when it is not in use.
- Employees who are assigned a take-home vehicle shall live no more than 35 miles from Platteville limits, and have a 30-minute response time. Employees shall use a direct route to and from work; personal stops during commutes are prohibited unless an emergency arises and is documented.
- Employees shall not transport any individuals other than authorized employees in a take-home vehicle.
- Police Department personnel using take-home vehicles shall be clothed in a manner that allows them to perform duties in their official capacity, including the proper display of police department identification. Police Department personnel shall also be armed and equipped per department standards. All other employees using take-home vehicles shall be clothed in a manner that reflects their job responsibilities.
- Employees are responsible for the appearance and upkeep of both the exterior and interior of the take-home vehicle and shall ensure that the vehicle is in good operating condition and properly equipped for the vehicle type use.
- Employees shall be personally liable for paying the deductible on the take-home vehicle for any damages, theft, or accident resulting from the employee's negligence or failure to abide by the Town vehicle policy and the above take-home vehicle policy.
- Employees shall be personally liable for any damages, theft, or accident resulting from a use of the take-home vehicle outside of the scope of employment (damages incurred during an unauthorized or personal use of the vehicle in violation of this policy).

#### Supplies and Equipment

The Town provides supplies, tools and equipment for the employee's use in performing their job. Employees are asked to exercise care, safety, and conscientiousness in the use of the Town property.

#### **POLICY STATEMENT:**

- Removal of the Town's supplies, tools, or equipment from the Town premises shall not be allowed unless it is authorized as part of the conduct of Town business that is being performed off-site.
- Unsafe or careless use of Town supplies, tools, equipment, and chemicals may be viewed as a violation of safety standards and may become the subject of disciplinary action.
- Certain equipment items, including tables, coolers and tents, may be checked out by employees for personal use with prior authorization of the Town Manager.

Damaged or lost items shall be repaired or replaced at the employee's expense to the satisfaction of the Town Manager.

- Personal property that is damaged or lost in conjunction with the performance of Town assigned duties will be reviewed on a case-by-case basis for repair or replacement consideration.

#### Mobile Phones/Pagers

This policy is to ensure proper use and mobile phones and/or pagers either owned by the Town and issued to an employee or personally owned by an employee and used for Town business. The Town provides designated employees mobile phones and/or pagers based upon the employee's duties, responsibilities and job expectations.

- Employees who are expected to use mobile phones for Town business and who choose to use their personal mobile phones will be offered a monthly stipend for such use in lieu of receiving a Town-owned mobile phone. The stipend is currently \$75.00 per month (after taxes) and may be modified by the Board of Trustees. Employees must pay for all additional costs, and understand and acknowledge that the monthly stipend is the only financial obligation of the Town for personal mobile phone use for Town business.
- Employees who use either Town-owned or personal mobile phones during regular work hours shall do so in such a manner as to not interfere with overall job performance.
- Use of personal mobile phones for personal use will be monitored by the employee's Department Head or supervisor. Emergency or urgent personal calls may be necessary during work hours, but should be limited if possible.
- Town-owned mobile phones and pagers may only be ordered through the Finance Department upon approval of the Department Head.
- Employees shall not use Town-owned mobile phones for personal use, except in emergencies. If an employee experiences a personal emergency that requires personal use of the Equipment, the employee must report this use to their supervisor. The employee shall be responsible for any charges resulting from personal use.
- Employees shall not use directory assistance services (411-calls) on Town-owned mobile phones for business or personal use.
- Employees in possession of Town-owned mobile phones or pagers shall reasonably protect the equipment from loss, damage or theft. If the equipment is lost, damaged or stolen, the employee shall explain the circumstances to the employee's Department Head during the next working day and the Department Head will decide if such a situation was accidental or preventable. If the Department Head determines that the loss or damage was preventable, the employee will be responsible for replacement or repair of the equipment during the next pay period. If the Department Head determines that the loss or damage was accidental and not a direct result of

improper care or neglect of the employee, the Town will replace or repair the equipment at the Town's expense.

- Employees shall not use mobile phones while operating any Town vehicle or machinery of any kind unless in compliance with state and federal law. Public Safety officers are exempt from this requirement when acting in their official capacity responding to an emergency or other calls for service. In the case of an incoming call to the mobile phone while operating a vehicle, the employee should safely pull off the roadway and come to a complete stop before accepting the call or allow voice mail or a passenger to accept the call. Safety must come before all other concerns. Drivers are prohibited from texting, emailing, reviewing messages or otherwise manipulating a mobile phone while driving.
- Employees holding a commercial driver's license (CDL) shall be subject to applicable requirements of the U.S. Department of Transportation Federal Motor Carrier Safety Administration regulations concerning the use of hand held mobile phones.
- Employees who are charged with traffic violations resulting from the use of mobile phones while driving will be solely responsible for all associated liabilities.

#### **Hardware/Software/Internet Use**

The Town utilizes an organization-wide information and computer system to communicate and maintain information necessary for the operation and delivery of services. This system, as well as all software, computer hardware and peripherals, and Internet/Web access are the property of the Town and are provided to employees for business use.

- Only official licensed software may be used on the Town's computer systems. Software may only be loaded onto the system or an individual computer with the authorization of the Town Manager or designee. An employee may be held liable for any damage to the system due to an employee loading personal software onto the system or otherwise causing intentional damage to the system.
- Employees may not copy and/or distribute any Town-owned software without the permission of the Town Manager or designee.
- Employees may not copy or download software available from the Internet into the Town's system or onto a computer owned by the Town without permission of the Town Manager or designee.
- Internet/Web access provided for use by an employee in conducting municipal business is Town property. Connectivity is provided to allow employees to communicate within the Town, with others concerning Town business, and to use the vast Internet resource for productive purposes. Use/access that is deemed by Town management as contradictory to these purposes may be grounds for performance counseling as deemed appropriate on a case-by-case basis.



- A computer provided for use by an employee in conducting municipal business is Town property. The confidentiality of computer information should not be assumed by any employee. The Town reserves the right to review, audit, access, and disclose all information and contents of any individual computer, laptop computer, voice mail, information systems, or telecommunications systems.
- Very brief and occasional use of this resource during break or at lunch for personal purposes is permitted as long as it does not interfere in any way with the conduct of Town business nor with fulfilling one's job responsibilities.

#### **Electronic Mail (E-Mail)**

The Town maintains an e-mail system that is provided to assist its employees in the conduct of business and services. All messages composed, sent, or received on the e-mail system are and remain the property of the Town. These messages are not the private property of an employee.

- The purpose of e-mail is for the conduct of Town business.
- The Town reserves the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the e-mail system for any purpose.
- The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.
- Notwithstanding the right of the Town to retrieve and access any e-mail message, such messages should be treated as confidential by other employees and accessed only by the intended recipient.
- Information or correspondence in the form of e-mail may be considered public record under public records law and may be subject to public inspection under the law.
- The e-mail system is not intended for use to solicit or canvass for commercial venture, religious or political causes, or other non-job related solicitations. Further, it is not to be used to create or disseminate any offensive or disruptive messages.
- Any employee who discovers a violation of this policy should notify their immediate supervisor or Department Head.
- Any employee who violates this policy or uses e-mail for improper purposes may be subject to elimination of e-mail privileges or disciplinary action, up to and including termination.
- Very brief and occasional use of this resource for personal purposes is permitted as long as it does not interfere in any way with the conduct of Town business nor with fulfilling one's job responsibilities.

## **Community Relations**

The Town organization is regarded as a model in the community. It is each employee's responsibility to ensure that Citizens' and other entities' concerns are addressed in such a manner that issues are resolved efficiently, effectively, courteously, timely, and in a service-oriented manner.

Public Relations involve many aspects of business. If an employee is unable to resolve a Citizen's concern, they will immediately report it to their supervisor for resolution or appropriate forwarding to the proper department. It is essential that everyone maintains a pleasant, courteous, and businesslike/professional manner in communicating with and responding to each other as well as the Town's various audiences. Whether in person or via other means, such as telephone, written correspondence, or electronic/automated transmission, the manner in which the interface is handled can promote goodwill that reinforces the competency of the individual employee's performance and recognition and the regard with which the Town is viewed for employing competent, capable representatives. Regardless of the nature of the contact, each employee is responsible for conducting themselves in a manner that is professional, courteous, and helpful.

## Political Activities

To serve the best interests of the employees, taxpayers, and the Town Government, it is the policy of the Town to restrict certain types of political activity without infringing upon the employees' rights to exercise their suffrage as citizens. This policy is set forth to safeguard the employee from political pressure to support, financially or otherwise, any political party or person and to safeguard the interests of the public whom employees serve without regard for political opinion or affiliation. Nothing in this policy shall be construed to restrict an employee's freedom to express opinions or exercise their right to vote while off-duty.

## **POLICY STATEMENT:**

- No employee, either full-time or part-time, shall campaign for or against or publicly support or oppose Town elected officials or candidates while on duty.
- No Town employee, either full-time or part-time, while on duty or in a uniform which identifies them as an employee of the Town shall:
  - Canvass on behalf of any candidate, political party, or political issue;
  - Display any political media whether it is campaign related or supportive of an elected official's views;
  - Circulate any petition; or
  - Participate in petitioning activities focused on public service issues presented by the general public (non-Town officials).
- No employee shall place, allow to be placed, or allow to remain on a Town vehicle any political media.
- Any active, full-time or part-time regular employee who is announcing candidacy for an elected office may choose to continue their regular work schedule with the Town if no interferences or conflicts of interest are present.

Just as the employee may choose to continue employment, any active, full-time or part-time regular employee who is announcing candidacy for an elected office may choose to request a leave of absence to conduct their campaign even if no interferences or conflicts of interest are present. If a potential conflict of interest or interference is present, the employee will be asked to take a leave of absence to become effective with the date candidacy is officially registered. This leave of absence will continue during the total campaign period unless candidacy is withdrawn and should be requested in accordance with the procedures outlined by the Inactive Employment Status policy herein. Once the elections are over, the successful candidate will be asked to resign their position with the Town if the elected office has any dealing whatsoever with the Board of Trustees.

#### Gifts and Favors

#### **POLICY STATEMENT:**

- Officials and employees shall not accept any gift, favor, or thing of value that exceeds \$50 that may tend to influence the manner in which they discharge their duties on behalf of the Town whether in the form of service, loan, thing, or promise from any person or entity that may have a direct or indirect interest in conducting business with the Town.
- Officials and employees shall not grant improper favors or services or give things of value to persons or entities during the discharge of their duties on behalf of the Town.
- It is a conflict of interest for any Town employee or member of an employee's immediate family to receive any compensation, gift, payment, reward, gratuity, or anything else of value from any person or corporation for obtaining preferential treatment from the Town.

#### Human Resources Policy Administration

The Town has established the processes and procedures outlined below for the development, announcement and authorization of human resources policies and procedures.

#### **POLICY DEVELOPMENT AND REVIEW**

Development of changes to existing policies and new policies shall be the responsibility of the Town Manager or the Department Head with Board of Trustees approval.

Each Department Head, with written Town Manager approval, may develop supplemental procedures for the operation of their department providing that they do not conflict with the standards outlined herein. If a conflict between procedures does arise, the procedures contained herein govern.

#### **POLICY ANNOUNCEMENT**

Policy changes (including rescinding old policies that no longer apply and adopting new policies) shall normally be announced at least 10 working days prior to the action to allow employees to become familiar with change before the effective date. These changes will be dated and will be distributed to each employee. Each employee will acknowledge receipt and acceptance of the changes and the changes will become part of this Handbook.

Employee Acknowledgment

I acknowledge that I have received a copy of the Town of Platteville Employee Handbook. I understand that the information contained in this Handbook supersedes any written or verbal policies I may have received in the past.

My signature below indicates that I have familiarized myself with the information contained in the Handbook and that I will seek verification or clarification where necessary from my Department Head or the Town Manager in a timely fashion.

I understand that the information contained in the Handbook is subject to change as situations warrant and that changes in the policies may supersede, modify, or rescind any or all policies summarized in the manual. Further, I understand that changes in policy will be communicated in accordance with the procedure outlined in this manual and that this process may be supplemented by communications from my supervisor or through other notices issued verbally, in writing, or in an electronic form. I accept full responsibility for keeping informed of the policies and practices in place at a given point in time as well as for any changes thereto.

I understand that the policies, practices, and procedures contained in the Handbook do not constitute any form of contractual or legal employment agreement between the Town and me (my employment with the Town is at-will by mutual consent of the Town as the employer and me as the employee). Just as I may leave my employment at any time, the Town may terminate my employment, with or without prior notice, for any reason or no reason at all.

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Town Manager's Signature Date

NOTE: This form becomes a permanent part of an employee's personnel file.



## Agenda Item Cover Sheet

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MEETING DATE: January 21, 2025  
AGENDA ITEM: Recreation/Seniors Director Report  
DEPARTMENT: Recreation/Seniors  
PRESENTED BY: Janet Torres, Director

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### SUMMARY

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Ms. Torres has submitted a written report and won't be available during the meeting as she is currently on personal leave.

### ATTACHMENTS

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Recreation / Senior Director Report

# Town of Platteville

Janet Torres

Recreation/Senior Director

508 Reynolds Ave

Platteville, CO 80651

720-815-8136

jtorres@Plattevillegov.org



## Recreation/Senior Memo January 2025

### Seniors:

- Friendly Fork Lunches resumed on Monday January 6, 2025.
- Friendly Fork Lunch counts have increased to 25 on Monday and Fridays.
- 45 Meals were served at the Friendly Fork Prime Rib Lunch Program on 12/16.
- We received a \$2000 Donation from RENUA to provide meals for the seniors on 12/23, 12/30, 12/31 and 1/3. Those were the dates that the Friendly Fork Lunch Program was closed. On 12/23 we had a Mystery Lunch served 24, 12/30-Baked Potato Bar served 35, 12/31- New Years Eve Lunch/BINGO served 47, 1/3 Pizza and a Movie served 20.
- Field Trips for January: Black Hawk, Smokin Bros BBQ in Eaton, Nation Western Stock Show-Ranch Rodeo and a Mystery Field Trip.
- Senior Christmas Lunch was a HUGE success. We served over 80 meals. The Colorado Caroling Company was a big hit!
- Senior Activity Pass Renewal for 2025 is currently going on.

### Adult Programing:

- Sunday Adult Open gym at South Valley Middle School will start on 1/19/2025.
- Finalized date with Ft. Lupton and La Salle for Adult Traveling VB league. League will start the end of March.

### Youth Programing:

- NVAA 3<sup>rd</sup>-6<sup>th</sup> grade basketball registration has closed. We have a 3<sup>rd</sup> grade boys team, 5<sup>th</sup> grade boys team and a 5<sup>th</sup> grade girls team. We will be hosting basketball games at SVMS on 2/1, 2/8, 2/15 and 2/22.
- Pancakes, Presents and Pictures with Santa was a success. We had over 40 photo sessions purchased. Working now to get pictures picked up.
- We will be participating in the Eaton U14 soccer league this spring so that our middle schoolers will have the opportunity to play soccer. This will be a combined team with La Salle.
- We helped host the NVAA Officials clinic on January 4. We had 25 participants.
- Registration is open for Spring Volleyball and Soccer through NVAA as well as TVLB soccer.
- Registration will open for Girls Fast Pitch Softball at the end of the month.
- Working with Tim Laxon from Real Weld Soccer to get some Soccer Skills and Drills clinics lined up.

**Recreation Advisory Committee:**

- Touchdown Tailgate Tasting Competition on Sunday 1/26/2025. Like Chili cook off but for tailgating foods. We will watch the playoff game and enjoy the food. The Rec Committee will provide light snacks and drinks (non-alcohol).
- Next event will be Adult Easter Egg Hunt and possibly a St. Patrick's Day event.

**Community Center Complex Work:**

- Took down all the Christmas decorations and lights.
- Cleaned and reorganized storage closets
- Working on backstops on ball fields when weather permitting.



## Agenda Item Cover Sheet

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MEETING DATE: January 21, 2025  
AGENDA ITEM: Police Chief Report  
DEPARTMENT: Police Department  
PRESENTED BY: Carl Dwyer, Police Chief

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### SUMMARY

Chief Dwyer has submitted a written report and will be available during the meeting to answer any questions.

### ATTACHMENTS

Police Chief Report





# PLATTEVILLE POLICE DEPARTMENT CHIEF OF POLICE

400 Grand Avenue  
Platteville, Colorado 80651  
970.785.2215 (p) • 970.785.6113 (f)

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## Platteville Police Department Board Report

Mayor Michael Cowper, Board of Trustees and staff,

Officer Brandon Rodriguez is wrapping up the final stages of his field training program. He's now in a "shadow phase" meaning he patrols solo in a vehicle as training officers and or supervisors respond to calls as needed for assistance and final evaluation. He's scheduled to be fully released at the beginning of February.

We set a record this year during our Weld Elves program. Officers delivered gifts to 132 children in Platteville and Gilcrest. It was a great and rewarding event, thanks to all who participated this year.

Both of our new patrol vehicles are scheduled to arrive by January 18<sup>th</sup>. Thanks to the Board for providing us with these vehicles as one of our older units became inoperable last month. Seeing how one of these new vehicles is already outfitted with lights, cage etc. we'll hopefully be able to get one back on the road soon after stickers are printed and radio installed. As mentioned during last BOT meeting, we purchased a 2018 AWD Dodge Charger with 22K miles and a 2020 AWD Ford Explorer with roughly 40K miles on it. We're working with an outfit out of Evansville Wyoming (outside of Casper) called Ameri-Tech to outfit our new vehicles. Outfitting companies in Colorado have a 9-16 month wait to outfit as staffing is low and many agencies get new vehicles each calendar year.

In December, we had three stolen vehicles in Platteville and Gilcrest. This time of year motor vehicle thefts increase as people leave their cars running to warm them up. Residents are reminded that if you do let your cars warm up to have a secondary security system such as a kill switch or simply locking it while having a second set of keys. Two of the three vehicles have been recovered and returned to their owner.

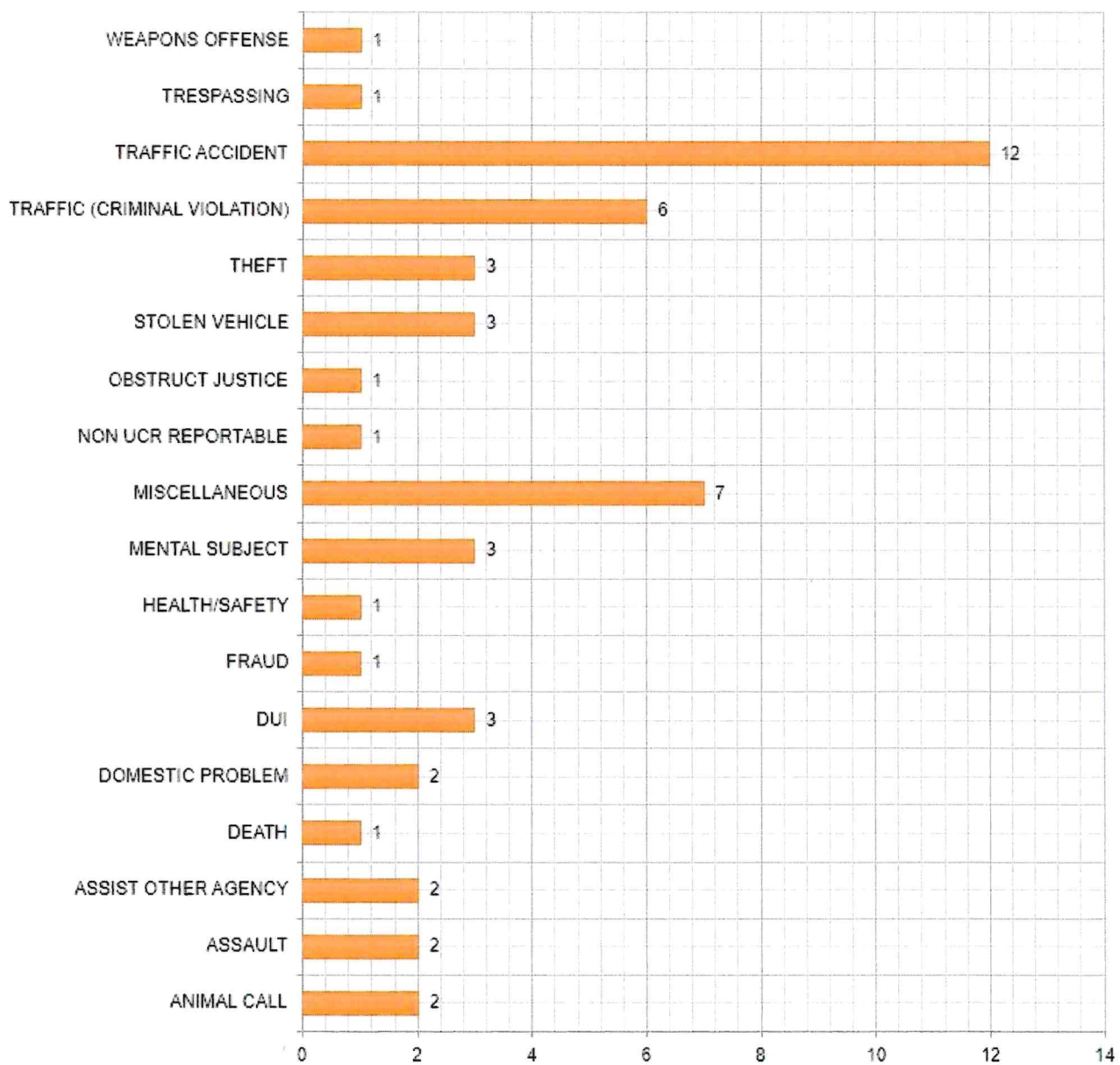
We're off to a good 2025 as we're fully staffed and looking forward to the upcoming year!

Annual stat sheets have been created and added to this report. I'm happy to answer any questions you may have.

Kind regards,  
Chief Carl Dwyer

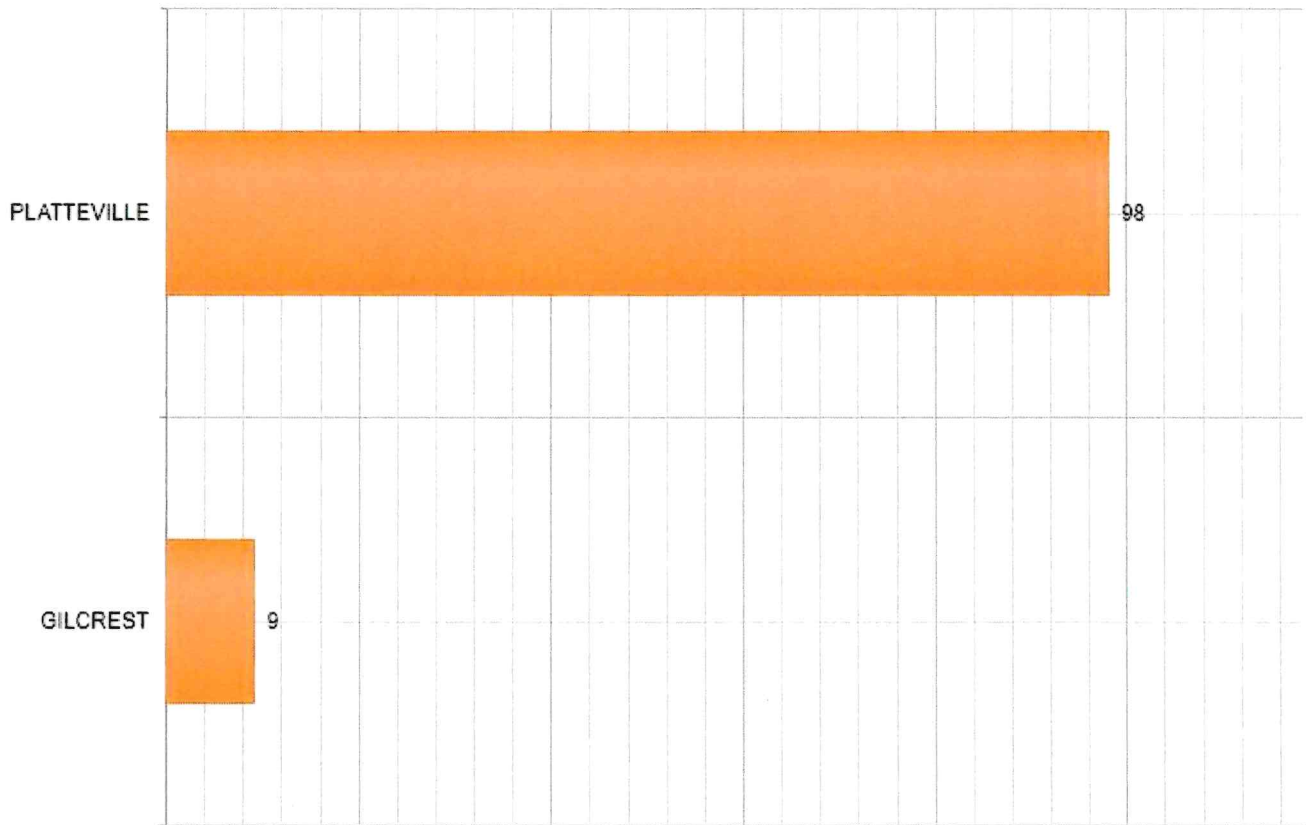
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### DECEMBER REPORT STATS



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### DECEMBER CITATION STATS





## Agenda Item Cover Sheet

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MEETING DATE	January 21, 2025
AGENDA ITEM:	Public Works Report
DEPARTMENT:	Public Works
PRESENTED BY:	David Brand, Director

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### SUMMARY

Mr. Brand has submitted a written report and will be available during the meeting to answer any questions.

### ATTACHMENTS

Public Works Directors Report



## TOWN OF PLATTEVILLE

**David Brand**

Public Works Director

400 Grand Avenue

Platteville, Colorado 80651

970.785.2245 - 970.785.2476 (fax)

[dbrand@plattevillegov.org](mailto:dbrand@plattevillegov.org)

### Public Works Memo

January 2025

#### **Wastewater System:**

- The overall sanitary sewer system is functioning well.
  - The team is continuing to monitor equipment and keep up with the preventative maintenance items as needed.
- With the 2025 budget approval, the capital projects that were included can be scheduled for later spring or summer.
  - Josh will be attending a day of the Colorado Rural Water Show with the intent of looking for and soliciting vendors for these projects.
    - Manhole rehabilitation on Division Blvd.
    - Goodrich Court lift station retrofit and upgrades.
    - Main line re-lining in some blocks of the original portions of Town.
- Josh and David will be meeting with JVA to look into options for an “emergency storage” basin for the WWTF.

#### **Water System:**

- Town systems are functioning as designed.
- All current CDPHE testing requirements are being complied with.
- Crews repaired a service line leak between the main and the meter on River Road in December.

#### **Streets & Sidewalks:**

- The CDOT permit for the sidewalk section installation by the United Methodist Church along Main Street was finally issued.
  - Anticipate the bidding process to be complete by late February.
- Snow removal equipment has been prepared for the upcoming season.
  - Was used during one snow event after the holidays.
- The holiday banners and lighted ornaments on the light poles on Main Street, Grand Avenue and Sterkel Blvd. have been “updated” to the winter banners, with the Christmas items removed.
  - Hilltop Broadband donated the use of their bucket truck and an operator to assist with the installation.
- The CDBG grant for ADA access and additional sidewalks project is being prepped for bidding and is scheduled to be advertised later this month.

#### **Parks:**

- The PW team has removed the Christmas decorations around Town.
- Crews are removing trash and keeping an eye on the doggie stations during the months when the landscape contractor is not maintaining those items.

***Buildings and Grounds:***

- Working on some various projects both inside and outside the Town facilities.
  - Removed various Christmas decorations and items.
    - Christmas lights on the Community Center were removed by the contractor.
  - The new HVAC unit at Town Hall for the Board and Conference room areas was installed prior to Christmas. It is functioning well.
- The gas lines at the library have developed leaks and will need to be replaced.
  - The library director has been working with contractors to get the bids needed to determine what work will be done and then to get it scheduled.
- Crews have been using the colder weather as an opportunity to continue organizing storage areas in the Town shop.

***Cemetery:***

- There have been three burials during since Christmas.
- Brightview, the contractor for the cemetery expansion and irrigation system schedule the first pre-construction meeting this past week.
  - They will be getting items ordered and finalizing the schedule for the work in 2025. At this time, they are anticipating being able to complete the majority of the work prior to May, 2025.

***General & Miscellaneous Information:***

- If you have any questions or comments, please do not hesitate to contact me.



## Agenda Item Cover Sheet

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MEETING DATE: January 21, 2025  
AGENDA ITEM: Town Attorney  
DEPARTMENT: Legal  
PRESENTED BY: Katie Vera, Town Attorney

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### SUMMARY

Town Attorney Katie Vera did not submit a written report and will provide an update on projects being worked on during the meeting.

### ATTACHMENTS

None



## Agenda Item Cover Sheet

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MEETING DATE: January 21, 2025  
AGENDA ITEM: Town Manager Report  
DEPARTMENT: Administration  
PRESENTED BY: Troy Renken, Town Manager

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### SUMMARY

Manager Renken has submitted a written report and will be available during the meeting to address additional questions.

### ATTACHMENTS

Manager Report





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## TOWN OF PLATTEVILLE

*Troy Renken*

Town Manager

400 Grand Avenue, Platteville, Colorado 80651

970.785.2245 - 970.785.2476 (f)

(trenken@plattevillegov.org)

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January 17, 2025

### Manager's Board of Trustees Report

Even though the January 21<sup>st</sup> meeting agenda is light with three action items for consideration I have also scheduled a Library Board training at 5:00pm followed by the Elected Officials (Board) training at 6:00pm prior to the regular meeting. The training will be conducted by Sam Light, General Counsel for CIRSA, who typically provides this training every few years after the municipal election. Since the election was cancelled this past year I didn't schedule the training but decided to have it now since the Library Board also requested to have similar training. Sam does a good job of overviewing the general roles and responsibilities of elected officials while addressing specific questions that the Board may have. I am requesting that all Board members attend the Elected Officials training at 6:00pm and Danette will also provide a light meal and refreshments.

The new year has started very well overall as I continue to work on a variety of projects that carried over from last year along with scheduling new budgeted projects to be completed this summer.

#### Veterans Memorial Expansion

- The committee and I met with Jim Doyle (TB Group) to discuss three conceptual expansion designs that included various amenities the committee requested. After a detailed discussion the committee modified the three designs into one final draft that Jim will complete and will be reviewed again in a few weeks. Once the final draft is completed it will be presented to the Board for review and approval.

#### Town Hall Marquee

- Some of you may have noticed that the marquee in front of Town Hall has been turned off since the beginning of the year. Tessa manages the information on the marquee and advised that the software system needs updated and the marquee itself is starting to have issues with equipment needing replaced. Marquees are used less frequently than in previous years and can be very costly to upgrade or replace I plan on discussing this further with the Board to see if it should be replaced with a nice stone Town Hall entrance sign or continue using it. Most information for the community is provided through the monthly newsletter and the Everbridge notification system with occasional use of Nextdoor and few resident have commented on the marquee in recent years.

#### Crossing Guard

- Principal Amy Herrman contacted me this past week regarding the difficulty it has been finding reliable substitutes for the PES crossing guard that's utilized at Main & Salisbury. The Town has provided a crossing guard at SH66 & Main (Teri Hansen) for many years and Amy asked if the Town would consider hiring a second one for Main & Salisbury. I advised Amy that I would discuss this with the Board but providing a second crossing guard was unlikely as both Gilcrest and Lasalle have crossing guards provided by the schools.

### Police Station Design

- The proposal deadline was this past Friday and I received nine very competitive proposals from qualified architect and construction firms that David, Carl and I have reviewed this past week. I'll schedule interviews next week and will provide recommendations to the Board during either the February 4<sup>th</sup> or 19<sup>th</sup> Board meetings to select a firm to complete the conceptual designs.

### Impact Fee Study Update

- I've contacted the Managing Director with BBC Research & Consulting to discuss updating the 2015 Impact Fee Study, specifically regarding non-residential development. After a lengthy conversation the director agreed that full study was not needed and will provide me proposal in the next week of what it would cost to update the impact fees for large-scale industrial and commercial developments.

### Development Items

- Completed a pre-application meeting with the Energy Park North developers with an annexation application expected in the next month.
- Met with the developer who's working on bringing Sturgeon Electric to Platteville and who's also working with Rick Ferge to possibly develop his property at Highway 66 & Main Street.
- Continue working with the Town Planner on the Centennial Estates Annexation which is scheduled for Planning Commission and Board consideration on March 4<sup>th</sup>.
- Working with the Town Attorney to review a proposed Metro District Service Plan for the Platte View development that will be presented to the Board during a study session prior to the February 19<sup>th</sup> meeting.

### CDBG Park ADA Restroom Grant

- David and I met with Cynthia Martin & Elizabeth Relford to review the recent application to install new restrooms at Lincoln and Riverview Parks. Cynthia advised that a low to moderate income survey was needed prior to the selection committee presentation in March so I will work on getting that completed in the next few weeks.

### Citizens Advisory All-Committee Meeting

- I've scheduled an all-committee meeting for Wednesday, February 19<sup>th</sup> from 11:30am – 1:00pm at the Senior Center to bring all advisory committees together for an annual meeting and luncheon. Along with the four Town-sponsored citizen advisory committees I've also invited the Veterans Memorial Committee, Senior Advisory Committee and the Historical Society. I did this for the first time last year and it's a good opportunity for all committees to get to know each other and discuss the many projects and activities the committees are working on this upcoming year.

### February 4<sup>th</sup> Board Meeting Preview

- The only action item currently scheduled for this meeting is the draft Business Improvement Grant Program and application and reports by the four Citizen Advisory Committees. The developers for the Platte View Commerce Center at SH66 & CR19 requested a study session at 6pm to present a Metro District Service Plan that they want approved by the Town in March so they can fund the new development and I'm trying to move that to the regular meeting and will let you know how that goes.

A very cold weekend is fast approaching and I'll be in town and available to address any issues or concerns if they arise. Please let me know if you have any questions or comments prior to next week's meeting.



## Agenda Item Cover Sheet

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MEETING DATE: January 21, 2025  
AGENDA ITEM: Mayor Report  
DEPARTMENT: Executive / Legislative  
PRESENTED BY: Mike Cowper, Mayor

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### SUMMARY

Mayor Cowper will update the Board with any & all pertinent information currently at his disposal and will seek comments, questions, and concerns of the Board Members.

### ATTACHMENTS

None