BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, January 13, 2025

AGENDA

I. 5:15 p.m.
Board Photos

II. 6:00 p.m. to 10:00 p.m.
REGULAR MEETING

In accordance with the Town's Remote Participation and Remote Meeting Policy adopted by the Board of Trustees on March 13, 2023 by Resolution No. 21-R-2023, remote participation will be allowed. The meeting link will be provided on the Town's website/designated posting place at least 24 hours prior to the meeting.

https://us02web.zoom.us/webinar/register/WN_irDH4x_ER1yZSo6clo_2Zg

1. Call to Order – Roll Call

Mayor Colleen Whitlow
Mayor Pro Tem Trisha Harris
Trustee David Adams
Trustee Brooke Babcock
Trustee Jeremiah R. Crane
Trustee Brad Hagen
Trustee Herman Schranz

2. Moment of Silence

3. Pledge of Allegiance to the Flag

4. Review and Approve Agenda

5. Staff Report: Town Manager Report

a. Manager Report

6. Informational Items

a. Administrative Services Department Overview

b. Employee Handbook Update

c. Confirmation of Board Retreat / Special Meeting Dates (balance of calendar year 2025)

7. Proclamations

a. Acts of Connection Month January 2025

8. Public Comment: *3 minute time limit. Comment is for any item on the agenda unless it is set for public hearing.*

9. Consent Agenda: *Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. Because the Consent Agenda includes Town payables (bills list/check register) and routinely includes contracts and other items involving the expenditure of Town funds, the town Clerk shall require a roll call vote on the Consent Agenda, as required by MMC Sec 2-2-190(a). Consent Agenda includes:*

a. Approval of Minutes - Regular Meeting December 9, 2024

b. November 2024 Financials

c. December 2024 Aging Report

d. Check Register December 30, 2024

e. Check Register January 13, 2025

f. Pinnacol Workers Compensation Renewal for 2025

g. **Resolution No. 01-R-2025** – A Resolution of the Town of Mead, Colorado, Designating the Public Places for Posting of Public Notices of Regular and Special Meetings of Local Public Bodies of the Town and Designating Public Places Within the Town for Posting of Town Ordinances

h. **Resolution No. 02-R-2025** – A Resolution of the Town of Mead, Colorado, Setting the Days and Times of the Board of Trustees Regular Meetings for Calendar Year 2025

i. **Resolution No. 03-R-2025** – A Resolution of the Town of Mead, Colorado, Amending the Employee Handbook

j. **Resolution No. 04-R-2025 –** A Resolution of the Town of Mead, Colorado, Approving Extensions of Certain Engineering-Related Professional Service Agreements for Calendar Year 2025

k. **Resolution No. 05-R-2025 -** A Resolution of the Town of Mead, Colorado, Approving an Agreement Between the Town of Mead and the Mead Area Chamber of Commerce Regarding Participation in Mead Community and Economic Development Events

l. **Resolution No. 06-R-2025** – A Resolution of the Town of Mead, Colorado, Accepting Public Use Easements in a Portion of Outlot F and Tract C, Mead Place Final Plat, Amendment No. 1

m. **Resolution No. 07-R-2025 -** A Resolution of the Town of Mead, Colorado, Approving an Escrow Agreement Between the Town of Mead, Mead Place Metropolitan District No. 4, and UMB Bank, N.A. Regarding the Disbursement of Funds for Phase 1A (Offsite) Public Improvements (Mead Place, Amendment No. 1 Subdivision)

10. Public Comment: *3 minute time limit. Comment is for any item whether it is on the agenda or not, unless it is set for public hearing.*

11. Elected Official Reports

a. Town Trustees

b. Mayor Whitlow

12. Executive Session - Pursuant to C.R.S. 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and to instruct negotiators related to acquisition of certain property interests required for the 3rd and Welker Avenue Intersection Improvements Project consistent with Town Resolution No. 34-R-2023 dated May 8, 2023 (District Court case number 2024CV30061 - USASIA, LLC)

13. Executive Session Action Items

14. Adjournment

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact the Town Clerk's Office at 970-805-4182 within 48 hours prior to the meeting in order to request such assistance.

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: January 13, 2025

SUBJECT: Town Manager Report

- Board Retreat was held on Saturday, January 6th to discuss project updates and Board priorities / goals. Five members of the Board of Trustees were present along with the Town Manager, Town Attorney and Town Staff. Future retreats are scheduled quarterly starting April 7th.
- Human Resources Manager, Josh Neeble, started on Monday January 6th. Over the next 30 days he will meet with all staff to introduce his role and review any Employee Handbook changes and will be scheduling quarterly trainings for all managers/supervisors.
- There are a number of state laws that went into effect January 1st. One of the laws forbids the use of handheld phones by drivers. This new law has been included in the Employee Handbook update. The law has an exemption for those reporting emergencies, first responders, code enforcement/animal control officers and utility workers.
- Attached is a letter of support for the regionally significant SH 287 bridge replacement project over the Big Thompson River. A flyer explaining the need for the project is also attached.
- The Town of Mead is a member of the I-25 Corridor Coalition and participates in monthly meetings with our regional partners. This week we learned that tolling on I-25 between Prospect Avenue and Berthoud will go live in April of 2025. Dynamic pricing will be used. Furthermore, CDOT will be installing speed check devices along I-25 which will automatically assess fines for speeding. These will be installed in the Spring of 2025 as well. Construction work on the Mead stretch of I-25 continues.
- Coffee with the Mayor is held at the Public Works Facility Training Room, 1341 WCR 34, the first Saturday of the month. The most recent Coffee was held Saturday, January 4th, from 8:00 – 10:00 a.m. Residents are encouraged to attend this monthly event to ask questions or discuss any concerns.
- December marks the start of the annual sewer rate reassessment period. For those users of Mead sewer, water usage for the three winter months are averaged to determine sewer rates. New rates go into effect March 1st.
- The High Plains Blvd (WCR 9.5) project is moving forward. Construction of two miles of this road between WCR 32 and WCR 36 will include two travel lanes, bike lanes and a ten feet wide detached sidewalk. The project is a collaboration between Mead, Weld County and local developers and is slated for completion in December 2025. Weld County will construct the section of High Plains Blvd between WCR 32 and WCR 34. Local developers will construct the piece from WCR 34 to WCR 36.
- Construction of the Mead Community Center, alley improvements and adjacent parking lot is underway. The alley paving was started but now awaits warmer weather and completion of utility work before the final lift of asphalt. The Community Center is expected to be completed in mid to late 2025.
- Municipal Court is scheduled for January 16th at 5:00 p.m. with a lighter docket of 32 cases on the docket. Some offenders may be able to make an early payment to avoid a court appearance. There are also several review hearings for defendants previously ordered to pay a fine or take a class.
- The Town paving and street maintenance projects are complete for 2024, but a few development-related road projects in Mead are still ongoing. Current road closures due to construction can be found on the town's website: https://www.townofmead.org/engineering/page/street-maintenanceroad-closures.
- Key projects update:
  - 3rd and Welker Intersection – The 3rd and Welker contractor is starting to mobilize to the site, and work is expected to begin January 13th. The first phase of the project generally will maintain through traffic in all directions while construction of the curb, gutter, and sidewalk is underway on the outside edges of the roadway.
  - Community Center – The steel siding and insulation continues, along with interior wall framing. This will be the primary activity for the next few weeks.
  - SH66 Pedestrian Crossing – Staff met with Fox Tuttle who is assisting with the grant application for additional funding to support the project.
  - Snow removal crews were busy this week clearing the trails, facilities and roadways.

- YTD totals for new single family home permits:
  - 2024 YTD: 92 SF Permits, 95 Certificates of Occupancy
  - 2023 YTD: 97 SF Permits, 114 Certificates of Occupancy
- Boards and Commissions
  - The Planning Commission will meet on January 15, 2025, to discuss a minor clarification to the commission bylaws, appoint the Chair and Chair Pro Tem, and to meet with the consultant team that will be assisting staff with the Land Use Code Update.
- Human Resources
  - The Town is advertising open positions here: https://www.governmentjobs.com/careers/townofmead

Community Development

- Staff interviewed the top three consultants for the Trails Master Plan. The staff team will propose a top consultant to the Board of Trustees for approval.
- Two new Pre-Application Consultation meetings are planned for January – a proposed Oil and Gas site at the NWC of Town (on the Hylandtown property) and a proposed Mixed-Use PUD for the Westridge Property (south side of Welker Ave).
- Mead Town Center has been granted a Certificate of Occupancy for the building core and shell. Tenant Improvement permits will be reviewed as the owner's secure leases for the individual commercial spaces. Six residential apartment units are currently under construction under tenant improvement permits.
- The Mead Place subdivision has been granted a grading permit for over lot grading and construction of public infrastructure.
- Mountain View Fire Rescue District has submitted a Site Plan application for their newest station (Fire Station #14) on the Municipal Facilities property on the east side of Liberty Ranch. It is currently under review by staff and external agencies.

Public Works and Engineering

- Staff approved CDOT's floodplain use permit related to the I-25 widening project at North Creek.
- Staff is assembling the recently purchased park equipment and has started replacements in the parks. The equipment includes replacement tables, trash cans and benches.
- A Right Of Way meeting was held with CDOT related to the Safe Routes to School project on January 8th. Once the plans are approved, the project can move forward to real estate acquisition.

Community Engagement

- The Recreation Department is enhancing active adult programs with new activities and exciting trips. This year's offerings include visits to Crazy House Casino in Wyoming and a weekend getaway to Mount Rushmore and the Black Hills of South Dakota.
- Spring registration is now open for youth sports, including soccer, volleyball, and the newly added softball league. Mead Recreation collaborates with Berthoud and Carbon Valley to expand opportunities and host games, providing a wide range of activities for young athletes.
- Built for Mead Economic Development is hosting a shop local event in February. Residents are encouraged to support Mead businesses and Mead Area Chamber of Commerce members for a chance to win prizes. Submit your receipts to Town Hall to enter weekly gift card drawings and compete for the grand prize—a $500 gift card. Shop locally and celebrate our community.

Police Department

- Candidates for the Police Administrative Clerk and Community Service Officer clerk are in backgrounds and should be starting later this month.
- Andres Salazar was promoted to Sergeant after December's testing and interview process.
- Officers Smith and Begano continue to progress through field training.
- Interviews for the one opening for police officer occurred last Wednesday, January 8th.

January 8, 2025

Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

To Whom it May Concern:

The Town of Mead expresses our support of the application submitted by the City of Loveland (Loveland) to the U.S. Department of Transportation for funding from the Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) grant program. The Highway 287 Flood Mitigation Project will increase resiliency to flooding, improve safety, reduce long term costs, provide equitable mobility options and promote economic prosperity in Northern Colorado.

The Highway 287 Flood Mitigation Project is of paramount importance to Loveland as the implications of non-action include threats to a major transportation route (US Highway 287), critical facilities, and businesses. Using PROTECT grant funds, the Highway 287 Flood Mitigation Project will replace the US 287 bridge over the Big Thompson River with a structure capable of safely passing the 100-year (1 percent annual chance) flood, whereas the existing structure cannot pass the 10-year without overtopping. The existing structure does not meet current hydraulic criteria for even a local residential roadway, much less a critical U.S. highway. The lack of resiliency of this bridge and roadway cost the community $9.9 million dollars in the most recent 2013 flood, which would be approximately $30 million in today's dollars. It cost local businesses millions more in damages to private property and business closures. The Big Thompson River has sustained 13 damaging floods – the most recent occurring in September 2013 resulting in significant damage to public infrastructure and private properties in the Loveland area. The US 287 bridge nearly failed from scour undermining the piers and north abutment, and the highway was closed for more than two weeks as the river overtopped the roadway. Many businesses were closed for months due to significant flood damage. The need for more resiliency in this area following the 2013 flood led to the creation of the Big Thompson River Corridor Master Plan. This plan identifies numerous projects and river maintenance activities to implement along the nine-mile stretch of the river through the Loveland area. The US 287 Flood Mitigation project is currently the highest priority capital project identified. The project is also listed in both the local and the Larimer County Hazard Mitigation Plans. Resiliency is at the heart of this project.

The proposed project will construct a new, elevated bridge and prevent overtopping of the highway during a future 100-year flood. The reconstructed highway will include four through lanes, a center turn lane where needed, a median to provide both safety and improved aesthetics, safer access control to existing business properties, bike lanes, a safe sidewalk system, and pedestrian connections to the Big Thompson River corridor trail and adjacent public parks. It meets future multi-modal transportation needs while even reducing overall pavement area when compared to existing conditions. The project also allows for realignment of the river channel to create a better natural open space corridor, a healthier river

441 Third Street | Mead, CO 80542 | 970.535.4477 | townofm...g

MEAD
COLORADO

and riparian corridor, safer recreation, reduced scour potential, and improved sediment transport functions. The completion of the Highway 287 Flood Mitigation Project will allow other planned corridor improvements and economic development projects along US 287 and State Highway 402, creating further resilience within the community.

Thank you for your consideration of the City of Loveland's PROTECT application for the Highway 287 Flood Mitigation Project. We encourage you to give the application from the City of Loveland a positive review for award of funding, which we believe the project merits.

Sincerely,

Colleen G. Whitlow

Colleen G. Whitlow
Mayor

441 Third Street | Mead, CO 80542 | 970.535.4477 | townofme...g

BIG THOMPSON

Highway 287 Flood Mitigation Project

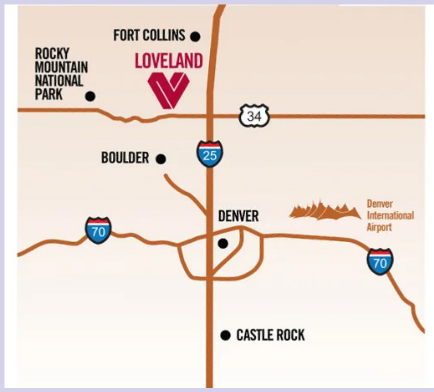
OVERVIEW

The Big Thompson River has a long history of damaging floods. The largest floods on record have been the most recent ones. The flood in August 1951 had an estimated discharge of 22,000 cubic feet per second (cfs), destroyed 1 mile of U.S. Highway 34 on the west side of Loveland, four people died, and many were left homeless. The 1976 flood, the worst natural disaster in Colorado history, had an estimated discharge of 31,200 cfs at the canyon mouth and took 139 lives. Most recently, the September 2013 flood, resulted in massive damage in the entire Big Thompson watershed, including the loss of two lives. U.S. Highway 287 was closed for over two weeks because the river was overtopping it south of the HWY 287 bridge and because the bridge had to be evaluated for structural damage.

One of the primary goals of floodplain management is to reduce flood risk over time through sufficient floodplain regulations, smart land use planning, designing resilient infrastructure, and mitigating high risk problems that were often created many decades before floodplain regulations.

The area centered by the Highway 287 bridge is one such high risk area. This particular Big Thompson River bridge is so significantly undersized that even a 10-year flood event (10% annual chance, 4,703 cfs) causes the highway to be overtopped and flooding to adjacent businesses. Flood events create an enormously wide floodplain from the undersized bridge, channel encroachment, and lack of a natural floodplain. Hundreds of structures are at extreme risk. The purpose of this project is to address these deficiencies while providing [illegible] autiful river corridor.

LOCATION



The Highway 287 Flood Mitigation project is located on Hwy 287 just north of Hwy. 402 within Loveland, CO.

COST

The City has received a $2.3 million FEMA funded grant for project design with remaining design costs funded by the City's Stormwater Utility. Total project cost, including design, permitting, and construction, is currently estimated at $55 million. This estimate will be refined as design continues. Additional grant funding is necessary to fund this large of project. A funding plan is being developed to pursue multiple federal construction grants in order to make the project's construction financially feasible. Additional funding will come from the Stormwater Utility.

PROJECT OBJECTIVES

- VISION
- FLOOD HAZARD REDUCTION AND MITIGATION
- RESILIENCE – THE RIVER AND INFRASTRUCTURE
- ECOLOGICAL RESTORATION
- RECREATION AND PUBLIC-NATURE INTERACTION
- CORRIDOR MANAGEMENT

Resilience. Greatly reduce flood hazard risk in this reach of the Big Thompson River by removing as many properties as feasible from the 100-year floodplain and floodway; protect existing critical infrastructure; protect existing businesses; prevent a critical transportation corridor from overtopping in up to and including a future one percent annual chance, 100-year flood (the current bridge has under 10-year capacity); improve the river corridor's resilience to future floods; connect the river channel to a natural floodplain; reduce risk to the Loveland Fire Rescue Authority's Fire Training Grounds, etc.

Environmental. Implement nature-based solutions to create a viable and sustainable natural river corridor that improves river health, improves and diversifies the riparian corridor, improves water quality, improves the fishery, provides floodplain connectivity, and quality of life.

Economic. Mitigates future flood impacts and recovery costs for the community, including both public and private infrastructure; creates an aesthetic gateway as the southern entrance into Loveland on a primary highway corridor; provides safer multi-modal transportation opportunities in and near the river corridor; benefits low and moderate income neighborhoods, and provides opportunities for redevelopment of properties that get removed from the floodplain

Recreation. The area already contains the Big Thompson River corridor trail, but the trail needs to be extended east to St. Louis Avenue as well as having neighborhood connections and connections to existing sidewalks. Also desired is to restore the natural areas, interface with existing public parks, public safety (primarily safety around water), and provide safe recreational opportunities for water p[illegible]d fishing).

PROJECT GOALS

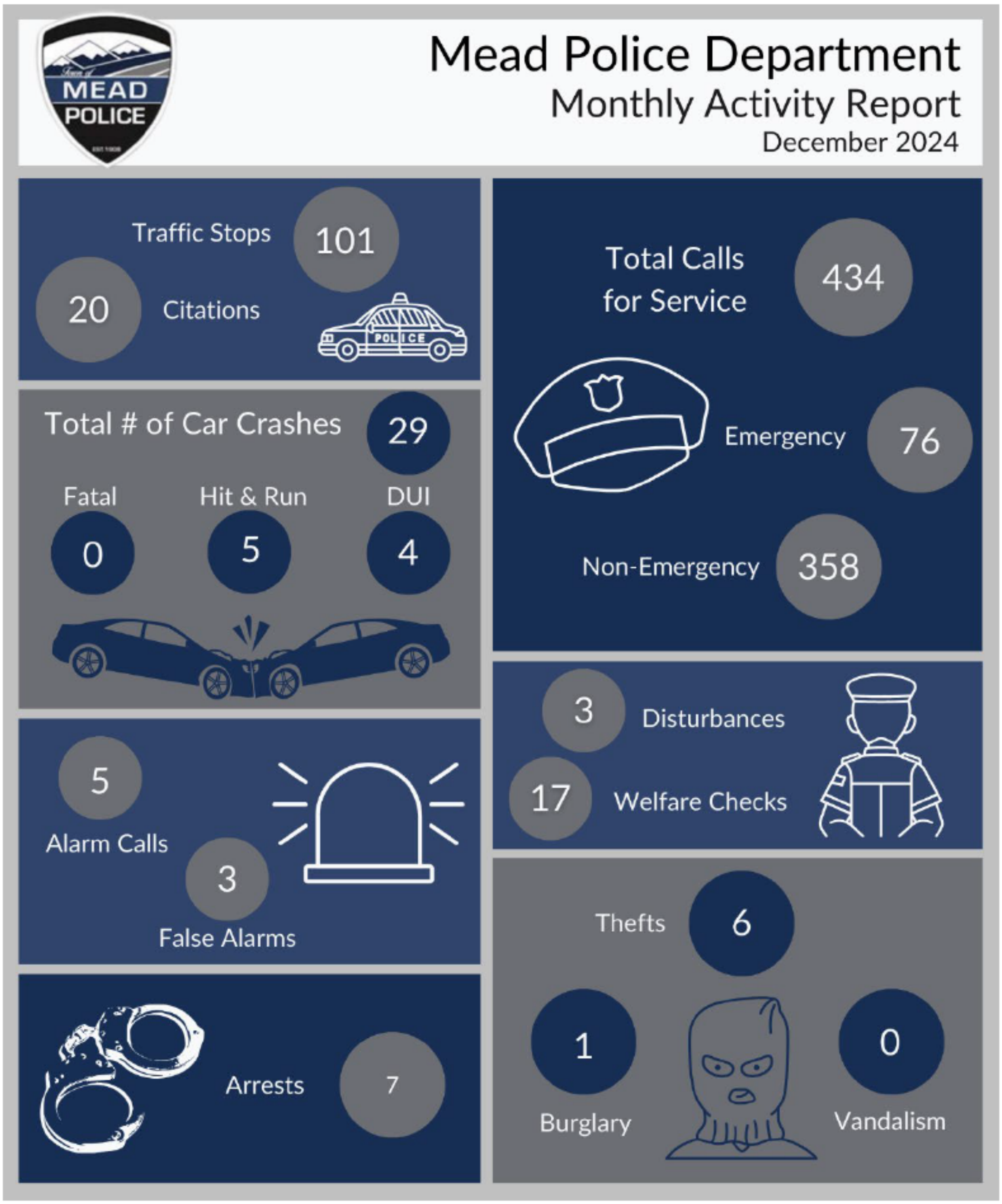
- Replace the highway bridge and raise the profile of the highway as needed in order to prevent highway overtopping during a 100-year flood event;
- Reduce the number of structures/properties in the floodplain and floodway and reduce the flood risk to remaining structures;
- Improve and increase public safety;
- Reconnect the channel to active floodplain benches through river and floodplain restoration;
- Restore ecological functions of the river and riparian corridor up and downstream of the bridge.
- Improve opportunities for future property and business redevelopment;
- Create a natural open space corridor;
- Improve opportunities for public interaction with the river;
- Protect key functions of the existing parks;
- Create a signature southern entrance into Loveland from U.S. Highway 287 within the river corridor;
- With the flood mitigation driven highway improvements, also improve multi-modal and safer roadway functions;
- Mitigate and find affordable solutions to every business access point;
- Create more resilient infrastructure that can better withstand, recover, and adapt to future floods;

NATURE BASED SOLUTIONS

The project will incorporate numerous nature-based solutions that meet the project goals while improving river health in a cost effective manner. The project reach received a river health assessment grade of D+ in 2021, which indicates it is in very poor condition. Decades of urbanization have removed most natural functions. Therefore, this project presents a great opportunity to implement nature-based solutions to restore and enhance the natural corridor, including considerations for water quality, wetlands, riparian vegetation, ecological health, river hydraulics, sediment transport and stream stability, and the fishery. Additional benefits will include a better public-nature interaction and opportunities for safer water recreation like slow water tubing.

Mead Police Department

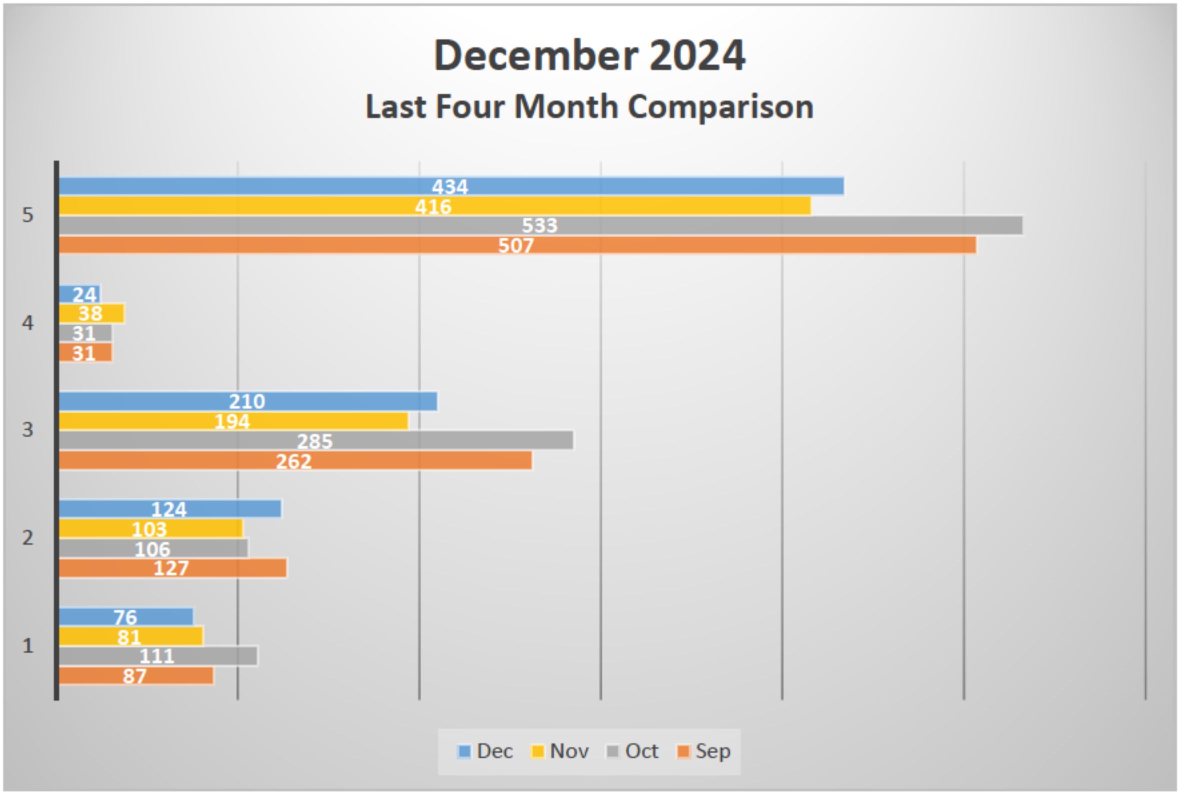
December Monthly Activity - 2024

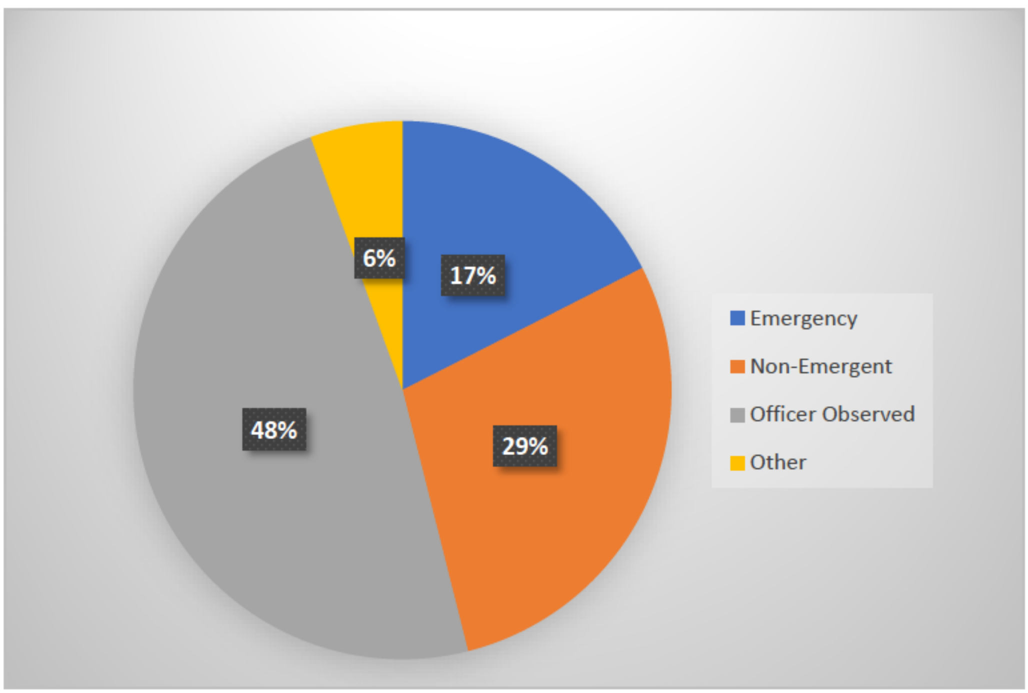


ARRESTS: 7

Case Number	Arrest Date/Time	Location	Charge
24ML00699	12/29/2024 08:03:00 PM	MM 238 I 25 SB	42-4-1301(1)(a) DROVE VEHICLE WHILE UNDER INFLUENCE
24ML00694	12/23/2024 11:20:00 PM	[redacted] COUNTY ROAD 28	42-4-1007(1)(a) [223] FAILED TO DRIVE IN SINGLE LANE (WEAVING)
24ML00681	12/22/2024 09:52:00 PM	[redacted] WELKER AVE	42-4-1606(1) [126] FAILED TO (REMAIN AT/RETURN TO) ACCIDENT SCENE
24ML00678	12/17/2024 12:34:41 AM	WCR 9.5 / MULLIGAN DR	16-19-103(M) FOJ WANTED BY OTHER AGENCY MISDEMEANOR
24ML00658	12/09/2024 08:33:00 PM	3RD ST / PALMER AVE	42-4-1602(1) FAILED TO GIVE INFORMATION/AID AFTER ACCIDENT
24ML00662	12/03/2024 11:10:00 PM	[redacted] HIGHLAND DR	16-19-103(M) FOJ WANTED BY OTHER AGENCY MISDEMEANOR
24ML00656	12/02/2024 12:00:00 AM	HIGHWAY 66 / WCR 7	42-4-1301(1)(a) DROVE VEHICLE WHILE UNDER INFLUENCE

Four Month Comparison of Calls for Service:





STAFFING:

We currently have 15 of the 16 available sworn positions filled. Of the 15, 2 are in field training and 1 is out injured.

Sergeant Ellis, Sergeant Salazar, and Officers Bustamante, Cramblet, Hansen, Jackson, Palmer, Rollins, and Synn are working patrol.

Officers Barker and Aguirre are assigned to Mead Schools as SROs, and supporting patrol when school is not in session.

Officers M. Smith and Begano are in field training.

The Administrative Technician position is currently open. Michelle Rae in Administration, Records, and Evidence. Commander Brian Smith oversees operations, training, and professional standards. Brent Newbanks is the Chief of Police.

TRAINING:

- All officers are attending Firearms Training and Qualifications at the Northern Colorado Law Enforcement Training Center, either in November or December.

COMMUNITY POLICING ACTIVITIES:

- Mead tree lighting, Christmas in the Park, and Parade on December 7th

NOTABLE CALLS FOR SERVICE:

INCIDENT TYPE – ADDRESS – CASE NUMBER - DATE

Citizen Assist - Highway 66 / WCR 7 - 24ML00656 - 12/1/2024

Meet - [redacted] Garnet Way - 24ML00657 - 12/2/2024

Traffic Accident Hit and Run - 3rd St / Welker Ave - 24ML00658 - 12/2/2024

Check Wellbeing - [redacted] Welker Ave - 24ML00659 - 12/3/2024

Traffic Accident - Highway 66 / WCR 7 - 24ML00660 - 12/3/2024

Harassment - [redacted] WCR 7 - 24ML00661 - 12/3/2024

Subject With A Warrant - [redacted] Highland Dr - 24ML00662 - 12/3/2024

Property - MM 243 I-25 SB - 24ML00663 - 12/4/2024

Traffic Stop - 3rd St / Welker Ave - 24ML00664 - 12/4/2024

Traffic Accident Hit and Run - [redacted] Meadow Ln - 24ML00665 - 12/5/2024

Drug Related Activity - [redacted] WCR 7 - 24ML00666 - 12/5/2024

Suspicious - Highway 66 / WCR 9.5 - 24ML00667 - 12/5/2024

Traffic Accident Hit and Run - [redacted] North Creek Cir - 24ML00668 - 12/7/2024

Traffic Stop - Highway 66 / Colorado Blvd - 24ML00669 - 12/8/2024

Trespass - [redacted] Mead St - 24ML00670 - 12/9/2024

Restraining Order Violation - [redacted] Rosemary Ln - 24ML00671 - 12/12/2024

Theft - [redacted] Primrose Ln - 24ML00672 - 12/12/2024

Traffic Accident with Inj. - Highway 66 / Colorado Blvd - 24ML00673 - 12/13/2024

Theft - [redacted] E Interstate 25 Frontage Rd - 24ML00674 - 12/14/2024

Assault - [redacted] Settler Ridge Dr - 24ML00675 - 12/15/2024

Traffic Accident - Highway 66 / WCR 9.5 - 24ML00676 - 12/16/2024

Subject With A Warrant - WCR 9.5 / Mulligan Dr - 24ML00678 - 12/17/2024

Meet - [redacted] Whitetail Ct - 24ML00679 - 12/17/2024

Animal Complaint - [redacted] Jarett Dr - 24ML00680 - 12/17/2024

Traffic Accident Hit and Run - [redacted] Welker Ave – 24ML00681 - 12/18/2024

Follow Up - [redacted] Main St - 24ML00682 - 12/18/2024

Traffic Stop - E Interstate 25 Frontage Rd / Welker Ave - 24ML00683 - 12/18/2024

Overdose - [redacted] Westview Dr - 24ML00685 - 12/19/2024

Suspicious - [redacted] Dryden Pl - 24ML00686 - 12/20/2024

Theft - [redacted] E Interstate 25 Frontage Rd - 24ML00688 - 12/20/2024

Traffic Accident Unknown Injury - MM 247 I 25 SB - 24ML00689 - 12/21/2024

Traffic Accident - [redacted] Highland Dr - 24ML00690 - 12/21/2024

Disturbance With Weapons - [redacted] Primrose Ln - 24ML00691 - 12/21/2024

Disturbance - [redacted] Falcon Cir - 24ML00692 - 12/22/2024

Follow Up - [redacted] Grand View Cir - 24ML00693 - 12/23/2024

Traffic Stop - [redacted] WCR 28 - 24ML00694 - 12/23/2024

Meet - [redacted] Palmer Ave - 24ML00695 - 12/26/2024

Stolen Vehicle - [redacted] Highland Dr - 24ML00696 - 12/28/2024

Mental Health Crisis w/weapon - [redacted] Mckay Dr - 24ML00697 - 12/28/2024

Unwant - [redacted] Jarett Dr - 24ML00698 - 12/29/2024

Traffic Complaint - MM 243 I 25 SB - 24ML00699 - 12/29/2024

Disturbance - [redacted] Meadow Ln - 24ML00700 - 12/29/2024

Traffic Accident Hit and Run - MM 245 I 25 SB - 24ML00701 - 12/31/2024

Assist Other Agency - [redacted] Highland Dr - 24ML00702 - 12/31/2024

Mead Police Department

December Monthly Activity - 2024

CALLS FOR SERVICE (Days 1 – 15): 271

TRAFFIC STOPS: 55

CRASHES: 27 (17 on I-25)

WARNINGS: 32

CITATIONS: 13

REPORTS: 20

ARRESTS: 3

NOTABLE CALLS FOR SERVICE:

INCIDENT TYPE – ADDRESS – CASE NUMBER - DATE

Citizen Assist - Highway 66 / WCR 7 - 24ML00656 - 12/1/2024

Meet - [redacted] Garnet Way - 24ML00657 - 12/2/2024

Traffic Accident Hit and Run - 3rd St / Welker Ave - 24ML00658 - 12/2/2024

Check Wellbeing - [redacted] Welker Ave - 24ML00659 - 12/3/2024

Traffic Accident - Highway 66 / WCR 7 - 24ML00660 - 12/3/2024

Harassment - [redacted] WCR 7 - 24ML00661 - 12/3/2024

Subject With A Warrant - [redacted] Highland Dr - 24ML00662 - 12/3/2024

Property - MM 243 I-25 SB - 24ML00663 - 12/4/2024

Traffic Stop - 3rd St / Welker Ave - 24ML00664 - 12/4/2024

Traffic Accident Hit and Run - [redacted] Meadow Ln - 24ML00665 - 12/5/2024

Drug Related Activity - [redacted] WCR 7 - 24ML00666 - 12/5/2024

Suspicious - Highway 66 / WCR 9.5 - 24ML00667 - 12/5/2024

Traffic Accident Hit and Run - [redacted] North Creek Cir - 24ML00668 - 12/7/2024

Traffic Stop - Highway 66 / Colorado Blvd - 24ML00669 - 12/8/2024

Trespass - [redacted] Mead St - 24ML00670 - 12/9/2024

Restraining Order Violation - [redacted] Rosemary Ln - 24ML00671 - 12/12/2024

Theft - [redacted] Primrose Ln - 24ML00672 - 12/12/2024

Traffic Accident with Inj. - Highway 66 / Colorado Blvd - 24ML00673 - 12/13/2024

Theft - [redacted] E Interstate 25 Frontage Rd - 24ML00674 - 12/14/2024

Assault - [redacted] Settler Ridge Dr - 24ML00675 - 12/15/2024

PROCLAMATION
Acts of Connection Month
January 2025

WHEREAS, human beings are biologically wired for connection; with social connection functioning as a fundamental human need which is as essential to our survival as food, water, and shelter; and

WHEREAS, the U.S. Surgeon General's report states that current rates of loneliness and isolation have profound threats to our health, being more widespread than many other major health issues, including smoking, diabetes, and obesity; and

WHEREAS, approximately half of U.S. adults report experiencing loneliness; yet less than 20% who often or always feel lonely recognize it as a major problem; and

WHEREAS, the highest rates of risk impact young people, aging adults, underrepresented racial groups, people with lower incomes, and those with chronic diseases and disabilities; and

WHEREAS, understanding the factors that contribute to loneliness and social isolation and the profound threats they present to our health and wellbeing, and taking inventory of the cultural, community, and societal dynamics that drive connection and disconnection is needed now more than ever; and

WHEREAS, creating healed communities that are healthier and happier requires action, which starts by reflecting on how we can shape, build, and strengthen our institutions, cultures, and interactions to support the development of healthy relationships.

WHEREAS, Acts of Connection, a public health initiative of Thriving Weld aims to create awareness of the health risks of loneliness and isolation, educate the public on the importance of social connection, create urgency of action to change our trajectory, and connect people to local resources and information that bolster healthy social connection; and

WHEREAS, ACTS OF CONNECTION MONTH is observed this January to raise awareness about the importance of social connection and the factors that contribute to loneliness and social isolation.

NOW, THEREFORE, I, Colleen Whitlow, Mayor of the Town of Mead, Weld County, Colorado, do hereby proclaim January 2025 as **Acts of Connection Month** and call upon government agencies, public and private institutions, businesses and schools to initiate Acts of Connection by embedding social connection in policies and programs and creating spaces and events that promote connection. Additionally, we call upon citizens to foster a culture of connection that wraps around our neighbors, friends, and loved ones by seeking out opportunities to serve others, participating in community groups, nurturing relationships, and above all, showing empathy and compassion for one another.

Given under my hand and Seal of the Town of Mead, Colorado
On this 13TH day of January 2025

____
Colleen G. Whitlow
Mayor

BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, December 09, 2024

MINUTES

I. 5:30 p.m.
Mead Urban Renewal Authority Special Meeting

II. 5:45 p.m.
Town of Mead Elevation 25 General Improvement District Special Meeting

III. 5:45 p.m.
Town of Mead Hwy 66 & I-25 General Improvement District Special Meeting

IV. 6:00 p.m. to 10:00 p.m.
REGULAR MEETING

In accordance with the Town's Remote Participation and Remote Meeting Policy adopted on March 13, 2023 by Resolution No. 21-R-2023, remote participation was enabled for the meeting.

Mayor Colleen Whitlow called the Regular Meeting of the Board of Trustees to order at 6:04 p.m.

1. Call to Order – Roll Call

Present

Mayor Colleen Whitlow
Mayor Pro Tem Harris
Trustee David Adams
Trustee Brooke Babcock
Trustee Jeremiah R. Crane
Trustee Brad Hagen
Trustee Herman Schranz

Absent

None

Also present: Town Manager Helen Migchelbrink; Town Attorney Marcus McAskin; Town Engineer / Public Works Director Erika Rasmussen; Chief of Police Brent Newbanks; Administrative Services Director Mary Strutt and Lorelei Nelson Public Information Officer / Community Engagement Director.

Attending via remote access: members of the public.

2. Moment of Silence

Mayor Whitlow requested a moment of silence for loved ones lost.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Motion was made by Mayor Pro Tem Harris, seconded by Trustee Hagen, to approve the agenda. Motion carried 7-0, on a roll call vote.

5. Staff Report: Town Manager Report

a. Manager Report

Town Manager Helen Migchelbrink discussed the Board Retreat scheduled for January 4, 2025; Board photos scheduled for January 13th at 5:30 p.m.; new Deputy Town Engineer Kevin Ash started December 2nd. The Board discussed the status of the 1601 process for the proposed interchange at WCR 38 & I-25.

6. Informational Items

a. Planning Commission Reappointments

Town Planner Collin Mieras discussed the role and terms of the Planning Commission members.

7. Proclamations

a. Volunteer Recognition Month December 2024

Motion was made by Trustee Hagen, seconded by Trustee Schranz, to authorize Mayor Whitlow to sign the Proclamation for Volunteer Recognition Month December 2024. Motion carried 7-0, on a roll call vote.

8. Public Comment: *3 minute time limit. Comment is for any item on the agenda unless it is set for public hearing.*

There was no public comment at this time.

9. Consent Agenda: *Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. Because the Consent Agenda includes Town payables (bills list/check register) and routinely includes contracts and other items involving the expenditure of Town funds, the town Clerk shall require a roll call vote on the Consent Agenda, as required by MMC Sec 2-2-190(a). Consent Agenda includes:*

a. Approval of Minutes - Regular Meeting November 25, 2024

b. November 2024 Aging Report

c. Check Register December 9, 2024

d. Re-Appointment of Karen Peterson and Charles Gehringer as Planning Commissioners, and Timothy Corliss as Alternate Planning Commissioner

e. **Resolution No. 94-R-2024** – A Resolution of the Town of Mead, Colorado, Granting Conditional Acceptance of the Phase A1 Landscaping Improvements (Red Barn Subdivision – Filing No. 2 Final Plat)

Motion was made by Trustee Adams, seconded by Trustee Schranz, to approve the consent agenda. Motion carried 7-0, on a roll call vote.

10. Public Hearing: 2025 Proposed Budget

Mayor Whitlow opened the public hearing at 6:23 p.m.

Administrative Services Director Mary Strutt and Lorraine Trotter, Professional Management Solutions, LLC, presented the 2025 Proposed Budget.

There was no public comment at this time.

The Trustees discussed the affect of police department costs on the general fund; capacity at the wastewater treatment facility and rates; and the Town's water providers.

Chair Whitlow closed the public hearing at 7:27 p.m.

a. **Resolution No. 95-R-2024 -** A Resolution of the Town of Mead, Colorado, Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Town of Mead, Colorado, for the Calendar Year Beginning on the First Day of January 2025 and Ending on the Last Day of December 2025

Motion was made by Trustee Schranz, seconded by Mayor Pro Tem Harris, to adopt Resolution No. 95-R-2024 – A Resolution of the Town of Mead, Colorado, Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Town of Mead, Colorado, for the Calendar Year Beginning on the First Day of January 2025 and Ending on the Last Day of December 2025. Motion carried 7-0, on a roll call vote.

b. **Resolution No. 96-R-2024 -** A Resolution of the Town of Mead, Colorado, Levying General Property Taxes for the Year 2024, to Help Defray the Cost of Government for the Town of Mead, Colorado, for the 2025 Budget Year

Motion was made by Mayor Pro Tem Harris, seconded by Trustee Babcock, to adopt Resolution No. 96-R-2024 – A Resolution of the Town of Mead, Colorado, Levying General Property Taxes for the

Year 2024, to Help Defray the Cost of Government for the Town of Mead, Colorado, for the 2025 Budget Year. Motion carried 7-0, on a roll call vote.

c. **Resolution No. 97-R-2024 -** A Resolution of the Town of Mead, Colorado, Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amount and for the Purposes as Set Forth Below, for the Town of Mead, Colorado, for the 2025 Budget Year

Motion was made by Trustee Babcock, seconded by Trustee Adams, to adopt Resolution No. 97-R-2024 – A Resolution of the Town of Mead, Colorado, Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amount and for the Purposes as Set Forth Below, for the Town of Mead, Colorado, for the 2025 Budget Year. Motion carried 7-0, on a roll call vote.

11. Public Comment: *3 minute time limit. Comment is for any item whether it is on the agenda or not, unless it is set for public hearing.*

There was no public comment at this time.

12. Elected Official Reports

a. Town Trustees

The Trustees wished everyone Happy Holidays.

b. Mayor Whitlow

Mayor Whitlow thanked staff for organizing and all who participated in Coffee with the Mayor, Christmas in the Park, the light parade, and the ribbon cutting at Leanin' Tree. Mayor will attend several transportation meetings this week.

13. Adjournment

Motion was made by Trustee Schranz, seconded by Trustee Adams, to adjourn the meeting. Motion carried 7-0, on a roll call vote.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 7:44 p.m. on Monday, November 25, 2024.

____
Colleen G. Whitlow, Mayor

ATTEST:

____
Mary E. Strutt, MMC, Town Clerk

TOWN OF MEAD
COMBINED CASH INVESTMENT
NOVEMBER 30, 2024

COMBINED CASH ACCOUNTS

99-01-1001	INDEPENDENT BANK - CHECKING	4,455,508.18
99-01-1002	TBK BANK - OFFICE CHECK	83,672.64
99-01-1003	TBK BANK - MONEY MARKET	147,193.98
99-01-1005	TBK BANK - FLEX DEBIT CARDS	21,229.45
99-01-1011	XPRESS DEPOSIT ACCOUNT	31,420.09
99-01-1023	COLOTRUST PLUS	13,072,350.95
99-01-1024	COLOTRUST PRIME	11,159.44
99-01-1025	CSIP	5,675,543.29
99-01-1026	CSAFE	12,530,813.62
99-01-1077	COURT CASH CLEARING	(4,064.50)
	TOTAL COMBINED CASH	36,024,827.14
99-02-2000	A/P - MISCELLANEOUS	111.18
99-01-0100	CASHALLOCATED TO OTHER FUNDS	(36,024,938.32)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND	9,604,992.57
4	ALLOCATION TO STREET IMPROVEMENT FUND	2,870,192.93
5	ALLOCATION TO CONSERVATION TRUST FUND	177,254.93
6	ALLOCATION TO SEWER FUND	1,801,522.46
8	ALLOCATION TO POLICE FUND	113,895.27
9	ALLOCATION TO MUNICIPAL FACILITIES FUND	4,000,111.54
14	ALLOCATION TO TRANSPORTATION FUND	7,321,194.66
18	ALLOCATION TO PARKS & OPEN SPACE	621,424.35
19	ALLOCATION TO CAPITAL IMPROVEMENT FUND	4,683,396.76
20	ALLOCATION TO MEAD URBAN RENEWAL AUTHORITY	4,820,561.05
30	ALLOCATION TO ELEVATION 25 GEN'L IMPVT DIST.	10,391.80
	TOTAL ALLOCATIONS TO OTHER FUNDS	36,024,938.32
	ALLOCATION FROM COMBINED CASH FUND - 99-01-0100	(36,024,938.32)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF MEAD
BALANCE SHEET
NOVEMBER 30, 2024

GENERAL FUND

	ASSETS			
01-01-0100	COMBINED CASH		9,604,992.57	
01-01-1007	CASH DRAWER - TOWN HALL		500.00	
01-01-1008	CASH DRAWER - POLICE		100.00	
01-01-1240	TREE TRIMMING COSTS RECEIVABLE		158.45	
01-01-1300	A/R - BILLED ACCOUNTS		(73,143.18)	
01-01-1301	A/R - GENERAL		814,743.24	
01-01-1303	PREPAID EXPENSES--PITNEY BOWES		1,095.52	
01-01-1304	PREPAID EXP--WELD CLK & RECORD		1,531.00	
01-01-1307	24HOUR FLEX DEPOSIT		1,500.00	
	TOTAL ASSETS			10,351,477.60
	LIABILITIES AND EQUITY			
	LIABILITIES			
01-02-2000	ACCOUNTS PAYABLE		21,824.99	
01-02-2302	FLEXPLAN PAYABLE		10,596.11	
01-02-2306	RESTITUTION PAYABLE		1,035.35	
01-02-2308	DEPOSITS PAYABLE		12,800.00	
01-02-2310	EMPLOYEE HEALTH INS. PAYABLE		(5,691.49)	
01-02-2312	WORKERS COMP INSURANCE PAYABLE		(9,393.97)	
01-02-2400	FED. WITHHOLDING TAX PAYABLE		1,764.43	
01-02-2403	STATE WITHHOLDING TAX PAYABLE		10,496.14	
01-02-2404	STATE UNEMPLOYMENT TAX PAYABLE		1,074.24	
01-02-2600	WARRANTY FUNDS		1,812,096.07	
01-02-2610	DEVELOPER DEPOSITS		249,500.00	
01-02-2615	DEVELOPER LIABILITIES		123,283.23	
01-02-2706	UNAVAILABLE REVENUE		50,462.67	
	TOTAL LIABILITIES			2,279,847.77
	FUND EQUITY			
01-02-3001	FUND BALANCE		7,538,441.21	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	533,188.62		
	BALANCE - CURRENT DATE		533,188.62	
	TOTAL FUND EQUITY			8,071,629.83
	TOTAL LIABILITIES AND EQUITY			10,351,477.60

GENERAL FUND

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	TAXES						
01-10-4000	PROPERTY TAX	1,246,517.45	1,606,677.40	(186.13)	3,054,756.04	2,832,450	107.9
01-10-4005	HIGHWAY USERS TAX	17,816.82	.00	.00	.00	0	.0
01-10-4010	SALES TAX	3,338,649.80	3,633,782.49	259,619.45	3,413,948.84	4,538,344	75.2
01-10-4012	LODGING TAX	610.00	592.00	22.00	2,578.00	800	322.3
01-10-4015	ROAD & BRIDGE TAX	61,025.85	68,964.00	.00	.00	0	.0
01-10-4020	SPECIFIC OWNERSHIP TAX	80,803.83	75,526.24	11,622.71	108,801.57	85,000	128.0
01-10-4025	M.V. REGISTRATION	24,995.93	.00	.00	.00	0	.0
01-10-4030	BUILDING PERMIT USE TAX	1,011,157.45	477,362.13	26,010.47	477,011.01	445,874	107.0
01-10-4040	CIGARETTE TAX	10,407.01	14,072.59	1,056.95	10,470.17	13,000	80.5
01-10-4050	MURA REVENUE SHARING	124,407.86	150,341.97	.00	193,468.34	196,692	98.4
01-10-4070	FEDERAL MINERAL LEASE	33,767.21	52,134.83	.00	30,344.20	30,000	101.2
01-10-4071	STATE SEVERANCE TAXES	156,038.22	217,697.32	.00	113,907.11	150,000	75.9
	TOTAL TAXES	6,106,197.43	6,297,150.97	298,145.45	7,405,285.28	8,292,160	89.3
	FEES AND PERMITS						
01-11-4100	BUILDING PERMIT FEES	837,120.83	531,134.94	27,794.31	483,897.74	553,205	87.5
01-11-4101	OIL AND GAS INSPECTION FEES	.00	.00	.00	5,057.53	0	.0
01-11-4102	OTHER PERMITS	29,705.50	41,979.98	20.00	6,473.19	35,000	18.5
01-11-4103	CONVENIENCE FEE	18,388.50	32,691.52	1,658.66	43,547.94	30,000	145.2
01-11-4110	BUILDING PERMIT - ADMIN. FEES	56,685.00	65,050.00	2,450.00	65,047.94	56,520	115.1
01-11-4111	PASSPORT FEES	5,140.00	7,800.00	715.00	6,115.00	9,000	67.9
01-11-4112	TOWN HALL/PARK FEES	1,827.50	780.00	.00	1,705.00	1,500	113.7
01-11-4115	SHOPPING BAG FEES	.00	.00	9.66	741.75	0	.0
01-11-4116	EV CHARGING FEE REVENUE	.00	.00	64.82	168.35	0	.0
01-11-4120	FRANCHISE FEES	225,963.43	272,819.97	20,049.03	276,173.07	276,022	100.1
01-11-4130	DEVELOPER APPLICATION FEES	69,891.51	24,778.57	6,904.20	26,933.05	25,000	107.7
01-11-4138	ANIMAL CONTROL FEES	.00	436.00	.00	.00	0	.0
01-11-4140	ROYALTIES	407,133.89	188,013.34	2,849.53	215,596.23	200,000	107.8
01-11-4145	STREET CUT PERMITS	4,665.00	.00	.00	.00	0	.0
	TOTAL FEES AND PERMITS	1,656,521.16	1,165,484.32	62,515.21	1,131,456.79	1,186,247	95.4
	LICENSES						
01-12-4200	BUSINESS/SALES TAX LICENSE	7,110.00	13,025.00	690.00	10,940.81	12,500	87.5
01-12-4210	LIQUOR LICENSE	3,185.00	2,907.50	.00	4,110.00	2,500	164.4
01-12-4220	PET LICENSES	495.00	590.00	.00	350.00	600	58.3
	TOTAL LICENSES	10,790.00	16,522.50	690.00	15,400.81	15,600	98.7

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

GENERAL FUND

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	CHARGES FOR SERVICES						
01-13-4304	IGA--SCHOOL RESOURCE OFFICERS	.00	155,664.99	.00	.00	171,232	.0
01-13-4305	SCHOOL GUARD REIMBURSEMENT	11,315.50	17,142.50	2,066.79	17,015.04	20,000	85.1
01-13-4310	NEW DEVELOPMENT CHARGES	561,765.20	307,523.06	47,735.74	355,579.78	250,000	142.2
01-13-4360	SALES OF MERCHANDISE	.00	1,542.11	144.00	724.00	8,500	8.5
01-13-4624	SENIOR EVENT FEES	405.00	370.00	60.00	590.00	400	147.5
01-13-4625	RECREATION REGISTRATION FEES	50,236.20	62,902.39	4,692.00	69,497.50	62,725	110.8
01-13-4626	SUMMER REC FIELD TRIPS/REGISTR	.00	85.00	.00	.00	0	.0
	TOTAL CHARGES FOR SERVICES	623,721.90	545,230.05	54,698.53	443,406.32	512,857	86.5
	FINES AND FORFEITS						
01-14-4420	COURT FINES	30,316.00	41,425.29	3,655.00	56,998.09	54,000	105.6
01-14-4422	COURT COSTS	11,060.00	12,834.71	850.00	19,713.00	15,000	131.4
01-14-4423	POLICE REPORTS	1,416.00	2,076.88	180.00	2,830.25	2,400	117.9
01-14-4620	MISC. POLICE INCOME	1,377.13	7,662.14	.00	334.00	1,000	33.4
	TOTAL FINES AND FORFEITS	44,169.13	63,999.02	4,685.00	79,875.34	72,400	110.3
	GRANTS & ECONOMIC DEVELOPMENT						
01-15-4513	DOLA GRANT--LAND USE CODE	.00	.00	.00	.00	100,000	.0
01-15-4516	GRANT - UNITED WAY	.00	2,500.00	.00	2,500.00	2,500	100.0
01-15-4518	FED'L GRANT--AMER RESCUE PLAN	594,567.84	.00	.00	.00	0	.0
01-15-4519	GRANT--MAIN STREET GRANTS	.00	.00	.00	.00	100,000	.0
01-15-4526	POLICE GRANTS	.00	20,615.20	500.00	13,196.18	127,500	10.4
01-15-4528	GRANTS--SIPA	.00	3,000.00	.00	.00	0	.0
	TOTAL GRANTS & ECONOMIC DEVELOPME	594,567.84	26,115.20	500.00	15,696.18	330,000	4.8
	MISCELLANEOUS						
01-18-4619	INTEREST & DIVIDEND INCOME	149,396.93	558,701.52	33,389.89	461,587.46	454,017	101.7
01-18-4620	MISC. INCOME	19,762.62	121,481.10	6,000.01	52,837.62	25,000	211.4
01-18-4622	DONATIONS/FUNDRAISING	5,540.00	1,750.68	.00	3,870.00	5,000	77.4
01-18-4623	SALE OF ASSETS	8,195.00	77,625.20	.00	5,995.00	10,000	60.0
01-18-4625	METRO DISTRICT PAYMENTS	29,755.92	78,825.67	.00	121,414.63	99,454	122.1
01-18-4628	CASH OVER/(SHORT)	.00	.00	.00	.00	2,500	.0
01-18-4648	DELINQUENT INTEREST EARNED	2,796.87	3,301.20	(27.51)	2,920.68	0	.0
	TOTAL MISCELLANEOUS	215,447.34	841,685.37	39,362.39	648,625.39	595,971	108.8
	TOTAL FUND REVENUE	9,251,414.80	8,956,187.43	460,596.58	9,739,746.11	11,005,235	88.5

GENERAL FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	ADMINISTRATION						
01-40-5001	SALARIES & WAGES	310,544.48	354,448.30	30,363.48	361,219.99	395,459	91.3
01-40-5050	CLEANING	6,582.21	6,775.40	715.48	7,154.80	10,000	71.6
01-40-5055	OVERTIME	289.82	2,015.86	.00	175.73	0	.0
01-40-5060	PAYROLL TAXES	22,646.60	24,010.49	1,517.33	24,250.06	31,160	77.8
01-40-5065	WORKERS COMP	2,470.62	1,635.18	282.34	4,400.11	3,112	141.4
01-40-5066	HEALTH INSURANCE	44,127.75	40,401.81	3,680.57	40,172.94	46,771	85.9
01-40-5067	MEDICAL SAVINGS PLAN	22,552.42	25,848.06	2,348.74	26,739.81	30,880	86.6
01-40-5068	MEDICAL SAVINGS	2,609.23	3,471.01	330.00	3,635.40	3,621	100.4
01-40-5075	EMPLOYMENT/RECRUITMENT EXPENSE	7,761.42	8,982.00	8,927.44	9,561.70	10,000	95.6
01-40-5200	OFFICE SUPPLIES	5,453.10	6,615.63	405.19	6,468.01	7,500	86.2
01-40-5201	COMPUTER/TECHNOLOGY	42,116.26	35,166.00	2,275.00	24,347.00	45,000	54.1
01-40-5202	PRINTING EXPENSE	501.44	704.96	.00	.00	2,500	.0
01-40-5203	UNIFORMS	674.28	1,059.36	276.20	1,527.83	1,200	127.3
01-40-5205	POSTAGE	4,203.22	5,613.30	858.17	6,452.19	10,000	64.5
01-40-5210	OPERATING SUPPLIES	7,378.79	4,921.33	518.61	5,372.69	7,500	71.6
01-40-5212	FURNISHINGS	1,736.49	8,801.69	.00	4,320.28	15,000	28.8
01-40-5215	REPAIRS & MAINT	43,973.23	14,508.05	1,144.48	22,000.15	20,000	110.0
01-40-5216	FLEET R&M	.00	57.67	10.00	3,351.67	500	670.3
01-40-5253	GAS & OIL	483.27	384.06	11.04	192.27	1,000	19.2
01-40-5300	TELEPHONE	5,977.78	5,928.97	567.09	5,977.76	7,210	82.9
01-40-5305	UTILITIES	8,922.56	8,275.91	1,026.60	10,466.17	10,300	101.6
01-40-5310	TRASH REMOVAL	872.15	863.39	(52.23)	739.13	1,236	59.8
01-40-5315	COPIER EXPENSES	5,961.40	5,156.59	779.65	5,731.06	9,000	63.7
01-40-5320	PROPERTY & LIABILITY INSURANCE	5,974.96	6,564.72	.00	7,880.42	8,606	91.6
01-40-5325	INTERNET/WEBSITE EXPENSE	7,012.28	9,098.00	920.60	21,087.10	12,500	168.7
01-40-5330	TRAINING	12,308.80	8,817.68	1,046.92	7,294.54	20,000	36.5
01-40-5331	DUES AND SUBSCRIPTIONS	15,780.50	21,070.08	1,758.78	37,249.95	35,000	106.4
01-40-5332	TUITION REIMBURSEMENT	3,000.00	1,726.89	.00	3,000.00	3,000	100.0
01-40-5353	WATER ASSESSMENTS	1,113.50	1,113.50	.00	1,113.50	1,400	79.5
01-40-5399	OTHER PROFESSIONAL SERVICES	.00	9,007.00	752.85	13,439.90	14,600	92.1
01-40-5400	LEGAL FEES	151,601.04	178,953.39	24,540.58	232,775.72	258,923	89.9
01-40-5401	CONSULTING FEES	125,765.42	174,743.79	6,965.00	147,289.59	204,917	71.9
01-40-5415	AUDIT FEES	13,190.99	15,930.00	.00	12,600.00	15,954	79.0
01-40-5416	PASSPORT EXPENSES	57.16	224.93	.00	.00	400	.0
01-40-5425	COUNTY TREASURER'S FEE	12,466.02	16,076.90	(1.59)	30,743.06	28,325	108.5
01-40-5426	PROPERTY/SALES TAX REBATE	874.52	806.31	.00	.00	0	.0
01-40-5560	CAPITAL OUTLAY--COMPUTERS	.00	16,290.13	.00	24,850.00	25,000	99.4
01-40-5700	MISC. EXPENSE	5,687.61	11,401.66	9,240.79	12,586.57	10,000	125.9
01-40-5701	BANK FEES	21,756.66	32,195.80	3,592.34	50,149.01	38,063	131.8
01-40-5705	MILEAGE	5,538.67	9,640.55	1,033.66	8,378.86	10,000	83.8
01-40-5720	CONTINGENCIES	.00	.00	.00	.00	25,000	.0
	TOTAL ADMINISTRATION	929,966.65	1,079,306.35	105,835.11	1,184,694.97	1,380,637	85.8

GENERAL FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	BOARD OF TRUSTEES						
01-41-5001	SALARIES & WAGES	15,354.42	18,680.44	1,699.94	19,549.26	22,099	88.5
01-41-5030	MAYOR AND BOARD SALARIES	22,133.71	48,400.00	4,400.00	44,000.00	52,800	83.3
01-41-5060	PAYROLL TAXES	2,994.49	5,091.90	462.69	4,823.30	5,730	84.2
01-41-5065	WORKERS COMP	36.09	65.84	4.59	48.90	40	122.3
01-41-5066	HEALTH INSURANCE	2,020.60	2,042.96	202.37	2,130.11	2,340	91.0
01-41-5067	MEDICAL SAVINGS PLAN	796.08	933.99	85.00	977.50	1,078	90.7
01-41-5068	MEDICAL SAVINGS	68.64	68.64	6.24	65.52	82	79.9
01-41-5075	EMPLOYMENT/RECRUITMENT EXPENSE	.00	.00	.00	.00	500	.0
01-41-5201	COMPUTER / TECHNOLOGY	5,914.00	.00	7,010.00	8,295.00	5,000	165.9
01-41-5210	OPERATING SUPPLIES	63.49	1,084.41	51.50	573.61	2,000	28.7
01-41-5212	FURNISHINGS	8,405.52	.00	.00	132.07	11,500	1.2
01-41-5230	ELECTIONS	66.14	.00	140.07	399.47	25,000	1.6
01-41-5315	RECORDING FEES	.00	.00	38.00	(2,300.92)	0	.0
01-41-5320	PROPERTY & LIABILITY INSURANCE	2,568.45	2,316.75	.00	3,940.19	4,303	91.6
01-41-5330	TRAINING	6,788.63	11,966.14	.00	10,029.86	15,000	66.9
01-41-5331	DUES & SUBSCRIPTIONS	942.99	760.84	.00	2,935.14	2,000	146.8
01-41-5340	PUBLISHED NOTICES	1,170.08	2,106.74	244.17	1,733.14	2,500	69.3
01-41-5341	ORDINANCE CODIFICATION	2,593.91	2,928.66	.00	2,845.83	7,500	37.9
01-41-5347	COMMUNITY CONTRIBUTIONS	15,600.00	10,700.00	.00	25,800.00	24,000	107.5
01-41-5399	OTHER PROFESSIONAL SERVICES	.00	3,400.00	.00	9,428.74	7,500	125.7
01-41-5430	RECORDING FEES	705.00	69.00	37.50	143.25	2,000	7.2
01-41-5700	MISC. EXPENSE	2,345.10	3,856.40	1,414.75	8,916.48	7,500	118.9
01-41-5841	BOARD OUTREACH ACTIVITIES	17,555.70	8,093.22	69.00	7,124.70	35,000	20.4
	TOTAL BOARD OF TRUSTEES	108,123.04	122,565.93	15,865.82	151,591.15	235,472	64.4

GENERAL FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	POLICE						
01-42-5001	SALARIES & WAGES	1,060,980.95	1,292,549.14	124,310.93	1,425,938.83	1,733,304	82.3
01-42-5022	POLICE	184.00	1,136.77	1,489.73	13,382.45	0	.0
01-42-5050	CLEANING	5,923.10	8,295.80	876.03	8,760.30	9,000	97.3
01-42-5055	OVERTIME	41,656.81	21,475.29	5,837.74	21,775.22	25,000	87.1
01-42-5060	PAYROLL TAXES	26,487.25	31,455.26	3,444.43	34,604.34	36,530	94.7
01-42-5065	WORKERS COMP	33,716.49	74,630.99	5,569.57	61,504.95	40,185	153.1
01-42-5066	HEALTH INSURANCE	150,706.88	179,223.58	16,505.82	184,994.72	202,843	91.2
01-42-5067	MEDICAL SAVINGS PLAN	3,610.28	4,691.82	452.24	5,196.06	5,224	99.5
01-42-5068	MEDICAL SAVINGS	1,878.44	2,461.30	427.46	3,322.44	3,018	110.1
01-42-5069	FPPA RETIREMENT	84,302.06	105,179.72	9,922.19	120,604.45	155,533	77.5
01-42-5071	FPPA DEATH & DISABILITY	29,974.23	37,643.48	3,572.01	43,417.73	52,881	82.1
01-42-5075	EMPLOYMENT/RECRUITMENT EXPENSE	5,546.78	3,608.28	137.01	5,516.57	3,000	183.9
01-42-5200	OFFICE SUPPLIES	808.10	2,003.10	22.41	2,521.38	4,000	63.0
01-42-5201	COMPUTER / TECHNOLOGY	23,611.54	31,985.65	46.07	33,022.80	47,450	69.6
01-42-5203	UNIFORMS	119.00	173.63	.00	44.99	800	5.6
01-42-5210	OPERATING SUPPLIES	5,181.22	13,481.38	2,343.88	8,182.12	16,000	51.1
01-42-5212	FURNISHINGS	.00	428.94	.00	.00	0	.0
01-42-5215	REPAIR & MAINTENANCE	2,858.19	7,645.12	1,650.00	8,454.06	5,000	169.1
01-42-5216	FLEET R&M	10,501.53	29,237.31	(620.97)	21,435.08	18,000	119.1
01-42-5253	GAS & OIL	29,892.54	27,402.70	288.25	20,432.51	30,000	68.1
01-42-5254	UNIFORMS & TOOLS	21,744.70	12,640.63	790.88	10,881.16	29,000	37.5
01-42-5255	OPERATING EQUIPMENT	52,831.72	35,865.20	1,339.98	37,345.60	78,950	47.3
01-42-5300	TELEPHONES	11,678.57	13,305.66	1,396.67	13,561.40	15,895	85.3
01-42-5305	UTILITIES	7,101.93	10,578.88	1,364.07	13,873.23	18,000	77.1
01-42-5310	TRASH REMOVAL	283.34	1,608.35	.00	1,578.70	2,000	78.9
01-42-5315	COPIER EXPENSE	1,937.68	1,886.97	214.60	1,951.12	3,000	65.0
01-42-5320	GENERAL LIABILITY INSURANCE	36,458.63	36,678.38	500.00	100,505.13	112,028	89.7
01-42-5325	INTERNET/WEBSITE EXPENSE	1,322.00	1,456.95	132.45	1,024.53	2,000	51.2
01-42-5330	TRAINING	20,453.36	29,339.03	2,693.06	34,977.88	70,600	49.5
01-42-5331	DUES & MEMBERSHIPS	11,499.03	7,973.75	50.00	10,976.65	12,145	90.4
01-42-5332	TUITION REIMBURSEMENT	2,986.75	.00	.00	3,000.00	6,000	50.0
01-42-5343	CONTRACTUAL SERVICES	34,704.32	64,349.13	1,365.87	105,879.70	159,700	66.3
01-42-5346	ANIMAL IMPOUND FEE	4,665.00	3,200.00	.00	.00	0	.0
01-42-5347	COMMUNITY CONTRACT SERVICES	4,590.90	.00	.00	.00	0	.0
01-42-5348	PEST CONTROL	.00	.00	.00	.00	2,000	.0
01-42-5349	WELLNESS PROGRAM	456.43	1,254.00	.00	.00	3,500	.0
01-42-5350	LAB FEES	.00	393.66-	.00	1,190.20	500	238.0
01-42-5399	OTHER PROFESSIONAL SERVICES	.00	420.00	.00	3,073.90	3,150	97.6
01-42-5400	LEGAL FEES	.00	.00	.00	.00	15,000	.0
01-42-5491	VEHICLE LEASE EXPENSES	.00	2,222.16	1,279.43	14,073.73	13,652	103.1
01-42-5500	CAPITAL OUTLAY	26,125.57	41,546.40	.00	8,000.00	8,000	100.0
01-42-5700	MISC. EXPENSE	3,993.59	2,927.77	188.86	2,188.84	1,000	218.9
	TOTAL POLICE	1,760,772.91	2,141,568.86	187,590.67	2,387,192.77	2,943,888	81.1

GENERAL FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	COMMUNITY DEVELOPMENT						
01-43-5001	SALARIES & WAGES	225,485.58	284,040.39	41,587.71	334,300.55	374,057	89.4
01-43-5055	OVERTIME	205.26	.00	.00	.00	0	.0
01-43-5060	PAYROLL TAXES	17,788.71	21,500.38	3,160.79	24,634.37	28,615	86.1
01-43-5065	WORKERS COMP	263.12	220.75	443.16	1,661.62	258	644.0
01-43-5066	HEALTH INSURANCE	32,056.98	37,109.11	3,533.52	53,699.81	35,572	151.0
01-43-5067	MEDICAL SAVINGS PLAN	11,684.20	12,097.23	1,750.15	13,749.24	12,997	105.8
01-43-5068	MEDICAL SAVINGS	814.48	841.65	62.50	1,021.28	393	259.9
01-43-5075	EMPLOYMENT/RECRUITMENT EXPENSE	.00	323.76	.00	61.26	500	12.3
01-43-5200	OFFICE SUPPLIES	132.40	936.91	.00	177.89	800	22.2
01-43-5201	COMPUTER / TECHNOLOGY	6,527.15	10,993.05	.00	6,539.24	9,000	72.7
01-43-5202	PRINTING EXPENSE	.00	621.63	819.56	1,492.41	750	199.0
01-43-5203	UNIFORMS	364.56	369.77	.00	679.95	1,250	54.4
01-43-5216	REPAIRS & MAINT--FLEET	.00	124.13	10.00	300.03	1,000	30.0
01-43-5253	GAS & OIL	.00	.00	6.77	1,091.65	1,000	109.2
01-43-5300	TELEPHONE	1,170.82	1,422.52	149.58	1,495.02	2,000	74.8
01-43-5320	PROPERTY & LIABILITY INSURANCE	10,273.91	9,266.99	.00	3,440.19	4,303	80.0
01-43-5330	TRAINING	1,921.10	4,304.83	.00	3,905.81	6,000	65.1
01-43-5331	DUES & MEMBERSHIPS	879.00	1,013.00	.00	1,224.00	1,200	102.0
01-43-5401	CONSULTING FEES	.00	.00	.00	.00	225,000	.0
01-43-5410	CONSULTANTS	18,408.62	16,308.88	.00	.00	0	.0
01-43-5411	ANNEXATIONS & REZONING EXPENSE	.00	1,258.60	.00	20.32	15,000	.1
01-43-5460	BUILDING INSPECTIONS	443,625.33	259,063.76	32,504.28	249,602.98	304,263	82.0
01-43-5491	VEHICLE LEASE EXPENSES	.00	2,397.66	1,198.83	13,187.13	6,201	212.7
01-43-5700	MISC.	1,316.71	1,946.11	120.73	755.51	2,000	37.8
	TOTAL COMMUNITY DEVELOPMENT	772,917.93	666,161.11	85,347.58	713,040.26	1,032,159	69.1

GENERAL FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	STREETS						
01-44-5001	SALARIES & WAGES	203,804.78	.00	.00	.00	0	.0
01-44-5050	CLEANING	1,712.79	.00	.00	.00	0	.0
01-44-5055	OVERTIME	3,121.78	.00	.00	.00	0	.0
01-44-5060	PAYROLL TAXES	16,102.12	.00	.00	.00	0	.0
01-44-5065	WORKERS COMPENSATION	8,407.06	.00	.00	.00	0	.0
01-44-5066	HEALTH INSURANCE	33,885.77	.00	.00	.00	0	.0
01-44-5067	DEFERRED COMP	9,349.81	.00	.00	.00	0	.0
01-44-5068	MEDICAL SAVINGS	783.06	.00	.00	.00	0	.0
01-44-5075	EMPLOYMENT/RECRUITMENT EXPENSE	2,067.48	.00	.00	.00	0	.0
01-44-5201	COMPUTER / TECHNOLOGY	13,194.25	.00	.00	.00	0	.0
01-44-5203	UNIFORMS	1,762.48	.00	.00	.00	0	.0
01-44-5210	OPERATING SUPPLIES	2,942.45	569.23	.00	.00	0	.0
01-44-5212	FURNISHINGS	499.99	.00	.00	.00	0	.0
01-44-5215	REPAIRS & MAINTENANCE	5,402.76	.00	.00	.00	0	.0
01-44-5216	FLEET R&M	33,322.18	.00	.00	.00	0	.0
01-44-5251	SHOP REPAIRS	5.23	.00	.00	.00	0	.0
01-44-5252	STREET SIGNS	331.74	.00	.00	.00	0	.0
01-44-5253	GAS & OIL	20,193.51	.00	.00	.00	0	.0
01-44-5254	TOOLS	8,336.65	.00	.00	.00	0	.0
01-44-5255	SAFETY EQUIPMENT	1,917.41	.00	.00	.00	0	.0
01-44-5300	TELEPHONE	2,618.76	.00	.00	.00	0	.0
01-44-5305	UTILITIES	32,203.88	.00	.00	.00	0	.0
01-44-5310	TRASH REMOVAL	120.76	.00	.00	.00	0	.0
01-44-5320	PROPERTY & LIABILITY INSURANCE	32,105.94	.00	.00	.00	0	.0
01-44-5330	TRAINING	5,993.58	.00	.00	.00	0	.0
01-44-5331	DUES & MEMBERSHIPS	1,219.75	.00	.00	.00	0	.0
01-44-5360	STREET SWEEPING	6,352.50	.00	.00	.00	0	.0
01-44-5363	WEED CONTROL	734.36	.00	.00	.00	0	.0
01-44-5364	SNOW REMOVAL	59,895.97	.00	.00	.00	0	.0
01-44-5367	STREET STRIPING	24,897.00	.00	.00	.00	0	.0
01-44-5369	EQUIPMENT RENTAL	29,286.05	.00	.00	.00	0	.0
01-44-5500	CAPITAL OUTLAY	6,000.00	.00	.00	.00	0	.0
01-44-5502	CAPITAL OUTLAY--EQUIPMENT	107,062.57	.00	.00	.00	0	.0
01-44-5700	MISC. EXPENSE	134.88	.00	.00	.00	0	.0
	TOTAL STREETS	675,769.30	569.23	.00	.00	0	.0

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

GENERAL FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	PARKS						
01-45-5001	SALARIES & WAGES	196,440.38	283,834.66	29,658.41	325,386.00	377,274	86.3
01-45-5055	OVERTIME	5,377.45	9,693.12	98.21	5,754.30	5,614	102.5
01-45-5060	PAYROLL TAXES	15,910.50	22,389.12	2,234.51	24,980.77	29,291	85.3
01-45-5065	WORKERS COMP	7,281.50	7,559.68	1,784.67	22,136.24	6,859	322.7
01-45-5066	HEALTH INSURANCE	31,785.21	36,996.39	5,719.07	51,719.58	36,553	141.5
01-45-5067	DEFERRED COMP	7,436.37	7,387.48	1,457.68	13,159.45	9,006	146.1
01-45-5068	MEDICAL SAVINGS	703.63	815.46	126.33	1,428.41	883	161.8
01-45-5075	EMPLOYMENT/RECRUITMENT EXPENSE	61.46	368.76	.00	66.64	0	.0
01-45-5201	COMPUTER/TECHNOLOGY	.00	.00	210.00	2,034.00	4,000	50.9
01-45-5203	UNIFORMS	1,021.40	1,783.68	.00	1,797.43	6,510	27.6
01-45-5210	OPERATING SUPPLIES	8,206.32	6,900.70	157.50	3,064.95	6,000	51.1
01-45-5215	REPAIRS & MAINTENANCE	43,794.18	30,134.12	703.21	21,469.91	40,000	53.7
01-45-5216	FLEET R&M	4,191.35	7,044.75	2,067.92	7,367.39	10,000	73.7
01-45-5253	GAS & OIL	7,221.64	7,244.28	309.68	15,082.16	10,000	150.8
01-45-5254	TOOLS	1,596.80	933.44	82.93	301.48	3,000	10.1
01-45-5300	TELEPHONE	1,345.29	1,875.00	257.00	2,284.00	2,200	103.8
01-45-5305	UTILITIES	68,214.47	38,229.27	10,652.44	72,010.21	40,000	180.0
01-45-5310	TRASH REMOVAL	3,840.95	699.00	509.00	3,291.50	2,500	131.7
01-45-5320	PROPERTY & LIABILITY INSURANCE	12,842.37	11,583.73	.00	19,701.03	21,514	91.6
01-45-5330	TRAINING	2,516.25	2,746.62	166.00	6,319.96	4,000	158.0
01-45-5331	DUES / MEMBERSHIPS	.00	.00	.00	210.00	0	.0
01-45-5348	PEST CONTROL	24,361.40	38,338.50	4,548.48	26,700.40	38,000	70.3
01-45-5349	WELLNESS PROGRAM	99.75	165.00	15.00	150.00	0	.0
01-45-5363	WEED CONTROL	2,296.77	10,434.80	.00	15,146.10	15,000	101.0
01-45-5369	EQUIPMENT RENTAL	.00	22.95	.00	.00	1,000	.0
01-45-5370	LANDSCAPING	14,813.51	17,613.98	6,163.80	11,541.60	18,000	64.1
01-45-5371	TREE MAINTENANCE	14,570.00	33,026.82	4,600.00	27,390.00	35,000	78.3
01-45-5372	IRRIGATION SYSTEM	6,307.66	27,233.20	.00	3,198.48	7,500	42.7
01-45-5405	PARK ENGINEERING	.00	55.00	740.00	2,099.00	0	.0
01-45-5500	CAPITAL OUTLAY	.00	74,921.00	3,167.07	130,849.51	170,000	77.0
01-45-5700	MISC. EXPENSE	.00	.00	.00	233.27	2,500	9.3
	TOTAL PARKS	482,236.61	680,030.51	75,428.91	816,873.77	902,204	90.5

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

GENERAL FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	ENGINEERING						
01-47-5001	SALARIES & WAGES	317,058.35	399,788.40	27,786.67	347,172.12	433,144	80.2
01-47-5050	CLEANING	.00	7,460.00	787.78	7,877.80	8,500	92.7
01-47-5055	OVERTIME	16,985.93	15,647.97	.00	948.95	0	.0
01-47-5060	PAYROLL TAXES	26,133.92	31,595.22	2,115.83	26,239.04	33,135	79.2
01-47-5065	WORKERS COMP	9,486.05	6,760.85	452.31	7,022.77	9,071	77.4
01-47-5066	HEALTH INSURANCE	36,986.75	38,452.65	2,590.71	33,641.75	44,587	75.5
01-47-5067	DEFERRED COMP	14,222.13	18,407.58	1,360.18	17,186.34	20,276	84.8
01-47-5068	MEDICAL SAVINGS	1,177.50	1,357.50	87.06	1,297.35	1,658	78.3
01-47-5075	EMPLOYMENT/RECRUITMENT EXPENSE	189.12	993.35	.00	1,660.45	800	207.6
01-47-5200	OFFICE SUPPLIES	.00	5,351.08	366.94	4,312.64	5,000	86.3
01-47-5201	COMPUTER/TECHNOLOGY	8,757.89	4,597.04	.00	3,023.41	8,000	37.8
01-47-5203	UNIFORMS	1,982.81	1,251.91	.00	2,569.47	4,250	60.5
01-47-5210	OPERATING SUPPLIES	1,952.61	15,389.40	836.97	11,030.92	10,000	110.3
01-47-5212	FURNISHINGS	.00	641.42	.00	153.06	1,000	15.3
01-47-5215	REPAIRS & MAINTENANCE	54,566.16	38,353.63	541.97	11,017.10	30,000	36.7
01-47-5216	REPAIR & MAINTENANCE--FLEET	9,143.53	662.86	304.00	535.38	5,000	10.7
01-47-5253	GAS & OIL	4,353.85	4,711.27	215.44	2,925.78	7,500	39.0
01-47-5300	TELEPHONE	3,893.75	3,062.42	238.04	2,503.05	2,880	86.9
01-47-5305	UTILITIES	1,604.58	18,177.12	1,325.71	13,445.08	20,000	67.2
01-47-5310	TRASH	2,897.66	1,823.33	.00	2,468.60	2,000	123.4
01-47-5315	COPIER EXPENSES	8.00-	1,712.52	217.03	1,545.45	2,000	77.3
01-47-5320	PROPERTY & LIABILITY INSURANCE	6,421.21	5,791.87	.00	7,880.42	8,606	91.6
01-47-5330	TRAINING	2,493.55	7,472.47	.00	386.16	5,000	7.7
01-47-5331	DUES & SUBSCRIPTIONS	540.00	715.00	50.00	3,658.55	800	457.3
01-47-5399	OTHER PROFESSIONAL SERVICES	.00	490.00	105.00	1,245.00	1,650	75.5
01-47-5405	ENGINEERING FEES	17,947.48	32,116.55	6,930.40	39,948.75	55,000	72.6
01-47-5491	VEHICLE LEASE EXPENSES	.00	.00	1,026.44	9,489.84	13,633	69.6
01-47-5599	CAPITAL OUTLAY--LEASES	.00	.00	.00	.00	54,533	.0
01-47-5700	MISC. EXPENSE	318.80	506.60	2.54	672.57	1,000	67.3
01-47-6134	EV CHARGING STATION EXPENSES	.00	.00	178.33	499.30	0	.0
	TOTAL ENGINEERING	539,105.63	663,290.01	47,519.35	562,357.10	789,023	71.3

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

GENERAL FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	MUNICIPAL COURT						
01-48-5001	SALARIES & WAGES	39,319.80	37,744.33	4,061.28	45,420.12	51,687	87.9
01-48-5040	JUDGE	10,000.00	15,995.00	1,500.00	15,400.00	21,000	73.3
01-48-5055	OVERTIME	.00	392.12	.00	10.36	0	.0
01-48-5060	PAYROLL TAXES	3,095.24	2,892.23	308.74	3,460.27	3,954	87.5
01-48-5065	WORKERS COMP	48.58	47.28	4.78	53.46	84	63.6
01-48-5066	HEALTH INSURANCE	6,521.47	5,439.57	646.57	6,805.31	7,560	90.0
01-48-5067	DEFERRED COMP	1,549.40	933.99	85.00	977.50	1,122	87.1
01-48-5068	MEDICAL SAVINGS	68.64	276.94	27.06	284.13	384	74.0
01-48-5075	EMPLOYMENT/RECRUITMENT EXPENSE	.00	.00	.00	.00	500	.0
01-48-5201	COMPUTER/TECHNOLOGY	1,754.40	199.99	.00	2,220.00	4,000	55.5
01-48-5203	UNIFORMS	.00	.00	.00	110.77	200	55.4
01-48-5235	COURT COSTS	.00	751.33	.00	1,753.80	1,500	116.9
01-48-5300	TELEPHONE	506.81	65.62	.00	.00	0	.0
01-48-5320	PROPERTY & LIABILITY INSURANCE	2,568.45	2,316.75	.00	3,940.19	4,303	91.6
01-48-5330	TRAINING	.00	150.00	126.00	415.84	1,000	41.6
01-48-5331	DUES & MEMBERSHIPS	22.00	50.00	.00	50.00	100	50.0
01-48-5399	OTHER PROFESSIONAL SERVICES	.00	1,850.20	167.30	2,347.00	2,200	106.7
01-48-5455	PROSECUTING ATTORNEY	18,508.00	17,532.50	1,000.00	12,150.00	18,000	67.5
01-48-5456	PUBLIC DEFENDER	.00	.00	.00	.00	10,000	.0
01-48-5700	MISC. EXPENSE	314.33	285.75	55.14	473.64	1,000	47.4
	TOTAL MUNICIPAL COURT	84,277.12	86,923.60	7,981.87	95,872.39	128,594	74.6

GENERAL FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	COMMUNITY ENGAGEMENT						
01-49-5001	SALARIES & WAGES	137,463.99	176,252.96	22,374.60	221,784.72	272,760	81.3
01-49-5055	OVERTIME	674.12	1,018.98	.00	612.38	5,000	12.3
01-49-5060	PAYROLL TAXES	10,588.25	13,452.51	1,735.11	17,028.32	21,249	80.1
01-49-5065	WORKERS COMP	1,645.68	1,420.13	359.45	4,869.62	2,194	222.0
01-49-5066	HEALTH INSURANCE	19,267.94	16,059.43	2,069.36	18,997.95	17,807	106.7
01-49-5067	DEFERRED COMP	4,923.87	6,344.06	680.58	6,090.33	8,198	74.3
01-49-5068	MEDICAL SAVINGS	440.76	1,054.16	99.98	1,049.79	1,179	89.0
01-49-5075	EMPLOYMENT/RECRUITMENT EXPENSE	408.76	1,201.72	.00	1,638.96	1,500	109.3
01-49-5160	MERCHANDISE FOR RESALE	.00	.00	1,490.00	3,000.94	8,000	37.5
01-49-5201	COMPUTER/TECHNOLOGY	2,831.27	1,223.69	.00	4,238.00	5,000	84.8
01-49-5202	PRINTING EXPENSE	4,759.32	4,083.94	.00	6,902.66	15,000	46.0
01-49-5203	UNIFORMS	212.00	816.18	.00	1,049.96	1,500	70.0
01-49-5205	POSTAGE	799.56	472.88	.00	1,894.36	1,500	126.3
01-49-5212	FURNISHINGS	.00	.00	.00	.00	4,000	.0
01-49-5216	FLEET R&M	.00	5,497.75	466.79	511.79	2,000	25.6
01-49-5220	TOWN DECORATIONS	3,379.33	4,595.73	1,550.55	7,407.98	10,000	74.1
01-49-5236	COMMUNITY ENGAGEMENT	9,597.00	11,171.84	.00	9,455.76	10,000	94.6
01-49-5253	GAS & OIL	.00	315.57	6.21	423.61	1,200	35.3
01-49-5260	RECREATION PROGRAMS	46,670.78	46,791.56	5,462.20	36,730.92	52,000	70.6
01-49-5261	COMMUNITY DAY	40,574.25	50,485.87	11.66	58,241.34	55,000	105.9
01-49-5262	TOWN EVENTS	70,310.10	66,237.74	12,573.19	70,983.93	89,000	79.8
01-49-5265	SENIOR EVENTS	10,549.27	8,080.27	987.93	11,475.00	15,500	74.0
01-49-5300	TELEPHONE	649.71	1,288.75	168.01	1,456.10	1,080	134.8
01-49-5320	GENERAL LIABILITY INSURANCE	10,273.91	9,735.71	.00	7,791.14	8,956	87.0
01-49-5330	TRAINING	1,213.29	5,413.17	.00	7,677.05	10,000	76.8
01-49-5331	DUES/MEMBERSHIPS	6,248.95	7,310.86	80.00	9,490.53	9,000	105.5
01-49-5349	WELLNESS PROGRAM	7,978.15	14,177.56	5,169.39	20,506.54	25,000	82.0
01-49-5399	OTHER PROFESSIONAL SERVICES	.00	.00	167.30	14,510.10	35,700	40.6
01-49-5401	CONSULTANTS	9,360.00	12,377.50	.00	37,533.00	50,000	75.1
01-49-5421	ECONOMIC DEVELOPMENT PROGRAMS	.00	.00	1,249.99	4,039.51	40,000	10.1
01-49-5500	CAPITAL OUTLAY--WAYFINDING	.00	.00	.00	.00	25,000	.0
01-49-5560	CAPITAL OUTLAY--SFTWR UPGRADES	.00	9,396.94	.00	32,319.25	40,000	80.8
01-49-5700	MISC. EXPENSE	31,454.57	1,327.01	24.12	1,746.70	2,000	87.3
	TOTAL COMMUNITY ENGAGEMENT	432,274.83	477,604.47	56,726.42	621,458.24	846,323	73.4
	NON-DEPARTMENTAL						
01-90-5500	CAPITAL OUTLAY	.00	.00	.00	.00	50,000	.0
01-90-5804	TRANSFER TO STREET IMPVT FD	281,250.00	281,250.00	.00	281,250.00	375,000	75.0
01-90-5805	TRANSFER TO CAPITAL IMPROVEMEN	.00	1,035,338.25	.00	2,392,226.84	2,495,312	95.9
01-90-8151	SPECIAL PROJECTS	14,377.00	.00	.00	.00	100,000	.0
01-90-8155	ARPA BROADBAND	16,933.53	462.67	.00	.00	148,932	.0
	TOTAL NON-DEPARTMENTAL	312,560.53	1,317,050.92	.00	2,673,476.84	3,169,244	84.4
	TOTAL FUND EXPENDITURES	6,098,004.55	7,235,070.99	582,295.73	9,206,557.49	11,427,544	80.6

GENERAL FUND

	YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
NET REVENUE OVER EXPENDITURES	3,153,410.25	1,721,116.44	(121,699.15)	533,188.62	422,309-	126.3

TOWN OF MEAD
BALANCE SHEET
NOVEMBER 30, 2024

STREET IMPROVEMENT FUND

	ASSETS			
04-01-0100	COMBINED CASH		2,870,192.93	
04-01-1301	A/R - GENERAL		374,750.99	
	TOTAL ASSETS			3,244,943.92
	LIABILITIES AND EQUITY			
	LIABILITIES			
04-02-2000	ACCOUNTS PAYABLE		17,830.82	
04-02-2005	RETAINAGE PAYABLE		1,007.07	
04-02-2310	EMPLOYEE HEALTH INS. PAYABLE		10,091.52	
04-02-2403	STATE WITHHOLDING TAX PAYABLE		1,163.40	
04-02-2404	STATE UNEMPLOYMENT TAX PAYABLE		115.83	
	TOTAL LIABILITIES			30,208.64
	FUND EQUITY			
04-02-3001	FUND BALANCE		1,981,738.14	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	1,232,997.14		
	BALANCE - CURRENT DATE		1,232,997.14	
	TOTAL FUND EQUITY			3,214,735.28
	TOTAL LIABILITIES AND EQUITY			3,244,943.92

STREET IMPROVEMENT FUND

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	TAXES						
04-10-4005	HIGHWAY USERS TAX	201,166.18	227,814.51	26,386.20	279,928.39	242,317	115.5
04-10-4010	SALES TAX	1,338,014.10	1,816,891.27	129,809.73	1,706,974.40	2,269,172	75.2
04-10-4015	ROAD & BRIDGE TAX	.00	.00	.00	91,397.66	70,000	130.6
04-10-4025	M.V. REGISTSTRATION	.00	23,881.84	2,586.02	25,527.84	26,000	98.2
04-10-4030	BUILDING USE TAX	505,667.66	235,352.22	13,005.23	238,480.01	222,937	107.0
	TOTAL TAXES	2,044,847.94	2,303,939.84	171,787.18	2,342,308.30	2,830,426	82.8
	FEES AND PERMITS						
04-11-4102	RIGHT-OF-WAY PERMITS	.00	111,686.50	1,479.00	139,707.85	63,165	221.2
	TOTAL FEES AND PERMITS	.00	111,686.50	1,479.00	139,707.85	63,165	221.2
	TRANSFERS IN						
04-16-4601	TRANSFER FROM GF	281,250.00	281,250.00	.00	281,250.00	375,000	75.0
	TOTAL TRANSFERS IN	281,250.00	281,250.00	.00	281,250.00	375,000	75.0
	MISCELLANEOUS						
04-18-4619	INTEREST INCOME	.00	102,427.09	9,974.09	103,007.72	0	.0
	TOTAL MISCELLANEOUS	.00	102,427.09	9,974.09	103,007.72	0	.0
	TOTAL FUND REVENUE	2,326,097.94	2,799,303.43	183,240.27	2,866,273.87	3,268,591	87.7

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

STREET IMPROVEMENT FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	STREETS						
04-44-5001	SALARIES & WAGES	.00	305,755.78	31,571.98	355,617.69	461,521	77.1
04-44-5055	OVERTIME	.00	5,130.66	45.32	3,104.90	10,000	31.1
04-44-5060	PAYROLL TAXES	.00	23,040.33	2,350.10	26,815.41	36,071	74.3
04-44-5065	WORKERS COMPENSATION	.00	21,853.90	1,782.55	22,486.20	21,313	105.5
04-44-5066	HEALTH INSURANCE	.00	42,589.63	5,529.49	54,269.39	45,134	120.2
04-44-5067	DEFERRED COMP	.00	8,281.79	1,092.98	10,917.32	10,331	105.7
04-44-5068	MEDICAL SAVINGS	.00	589.70	82.66	939.34	715	131.4
04-44-5075	EMPLOYMENT/RECRUITMENT EXPENSE	.00	61.46	.00	66.64	1,500	4.4
04-44-5201	COMPUTER/TECHNOLOGY	.00	11,430.00	.00	16,069.09	22,000	73.0
04-44-5202	PRINTING EXPENSE	.00	.00	.00	192.95	15,000	1.3
04-44-5203	UNIFORMS	.00	2,578.57	254.54	9,147.47	5,720	159.9
04-44-5210	OPERATING SUPPLIES	.00	2,270.51	.00	128.75	2,500	5.2
04-44-5215	REPAIRS & MAINTENANCE--STREETS	178,199.58	192,062.30	10,250.21	156,249.94	250,000	62.5
04-44-5216	REPAIR & MAINT.--FLEET	.00	31,809.77	2,780.40	22,137.18	40,000	55.3
04-44-5217	REPAIR & MAINTENANCE--BRIDGES	.00	.00	7,122.50	192,957.41	160,000	120.6
04-44-5250	ASPHALT/STREET PATCHING	7,852.00	1,800,000.00	20,141.42	24,533.42	2,300,000	1.1
04-44-5252	STREET SIGNS & MARKERS	18,003.96	17,670.64	7,269.95	15,873.17	10,000	158.7
04-44-5253	GAS & OIL	.00	20,054.44	191.76	6,834.93	25,000	27.3
04-44-5254	TOOLS	.00	10,665.45	614.52	18,861.06	25,000	75.4
04-44-5255	SAFETY EQUIPMENT	.00	4,886.65	393.09	2,519.74	3,500	72.0
04-44-5300	TELEPHONE	.00	2,482.62	265.46	2,521.21	3,500	72.0
04-44-5305	UTILITIES	.00	28,134.22	3,260.39	31,237.48	35,000	89.3
04-44-5310	TRASH DISPOSAL	.00	100.00	.00	.00	1,000	.0
04-44-5320	PROPERTY & LIABILITY INSURANCE	.00	28,959.34	.00	29,551.55	32,271	91.6
04-44-5330	TRAINING	.00	4,734.14	158.00	7,718.50	13,500	57.2
04-44-5331	DUES & MEMBERSHIPS	.00	100.00	350.00	3,645.75	1,500	243.1
04-44-5360	STREET SWEEPING	5,040.00	28,728.00	.00	27,378.00	40,000	68.5
04-44-5361	DUST CONTROL	39,525.58	26,367.22	.00	55,355.37	45,000	123.0
04-44-5362	GRAVEL	.00	8,246.03	.00	20,000.00	20,000	100.0
04-44-5363	WEED CONTROL	.00	7,149.93	.00	1,163.91	5,000	23.3
04-44-5364	SNOW REMOVAL	.00	63,378.45	5,867.29	9,319.92	100,000	9.3
04-44-5365	REPAIR & MAINTENANCE--SEALCOAT	622,406.57	239,232.20	.00	263,511.85	150,000	175.7
04-44-5366	REPAIR & MAINTENANCE--DRAINAGE	1,101.89	15,348.00	.00	.00	20,000	.0
04-44-5367	STREET STRIPING	32,609.72	.00	.00	.00	150,000	.0
04-44-5369	EQUIPMENT RENTAL	.00	44,052.68	7.65	33,230.92	170,000	19.6
04-44-5391	MATERIALS TESTING	.00	.00	.00	.00	40,000	.0
04-44-5405	ENGINEERING FEES	19,376.55	31,478.66	17,771.50	93,889.35	200,000	46.9
04-44-5491	VEHICLE LEASE EXPENSES	.00	1,358.64	9,889.29	80,343.78	118,180	68.0
04-44-5500	CAPITAL OUTLAY	.00	138,362.20	.00	4,342.07	69,000	6.3
04-44-5501	CAPITAL OUTLAY-GRADER SHED	.00	.00	.00	1,270.91	50,000	2.5
04-44-5720	CONTINGENCY	.00	.00	.00	29,074.16	100,000	29.1
04-44-8151	SPECIAL PROJECTS	.00	.00	.00	.00	50,000	.0
	TOTAL STREETS	924,115.85	3,168,943.91	129,043.05	1,633,276.73	4,859,256	33.6
	TOTAL FUND EXPENDITURES	924,115.85	3,168,943.91	129,043.05	1,633,276.73	4,859,256	33.6
	NET REVENUE OVER EXPENDITURES	1,401,982.09	369,640.48-	54,197.22	1,232,997.14	1,590,665-	77.5

TOWN OF MEAD
BALANCE SHEET
NOVEMBER 30, 2024

CONSERVATION TRUST FUND

	ASSETS			
05-01-0100	CASH IN COMMON - CTF		177,254.93	
	TOTAL ASSETS			177,254.93
	LIABILITIES AND EQUITY			
	FUND EQUITY			
05-02-3001	FUND BALANCE		112,855.53	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	64,399.40		
	BALANCE - CURRENT DATE		64,399.40	
	TOTAL FUND EQUITY			177,254.93
	TOTAL LIABILITIES AND EQUITY			177,254.93

CONSERVATION TRUST FUND

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	LOTTERY REVENUE						
05-17-4630	LOTTERY REVENUE	44,759.39	51,867.01	.00	58,044.29	65,000	89.3
	TOTAL LOTTERY REVENUE	44,759.39	51,867.01	.00	58,044.29	65,000	89.3
	MISCELLANEOUS REVENUE						
05-18-4619	INTEREST & DIVIDEND INCOME	771.77	3,037.46	616.14	6,355.11	1,000	635.5
	TOTAL MISCELLANEOUS REVENUE	771.77	3,037.46	616.14	6,355.11	1,000	635.5
	TOTAL FUND REVENUE	45,531.16	54,904.47	616.14	64,399.40	66,000	97.6
	PARKS						
05-45-5212	FURNISHINGS	.00	.00	.00	.00	30,000	.0
05-45-5506	CAPITAL OUTLAY--PARKS & EQUIP	64,888.70	.00	.00	.00	0	.0
	TOTAL PARKS	64,888.70	.00	.00	.00	30,000	.0
	TOTAL FUND EXPENDITURES	64,888.70	.00	.00	.00	30,000	.0
	NET REVENUE OVER EXPENDITURES	19,357.54-	54,904.47	616.14	64,399.40	36,000	178.9

TOWN OF MEAD
BALANCE SHEET
NOVEMBER 30, 2024

SEWER FUND

	ASSETS			
06-01-0100	COMBINED CASH		1,801,522.46	
06-01-1305	ACCUM DEPRECIATION - PLANT & E		(3,882,320.56)	
06-01-1306	A/R-UTILITY BILLING		118,064.30	
06-01-1501	LAND		294,834.95	
06-01-1502	LAND IMPROV.		322,159.37	
06-01-1503	SEWER COLLECTION SYSTEM		1,792,246.08	
06-01-1504	BUILDINGS		281,750.60	
06-01-1506	MACH. & EQUIP.		179,757.28	
06-01-1507	WASTEWATER TREATMENT PLANT		7,402,156.31	
	TOTAL ASSETS			8,310,170.79
	LIABILITIES AND EQUITY			
	LIABILITIES			
06-02-2000	ACCOUNTS PAYABLE		17,159.22	
06-02-2200	LOAN PAYABLE CWRPDA--LT		1,309,402.88	
06-02-2201	LOAN PAYABLE CWRPDA--CURRENT		82,296.05	
06-02-2310	EMPLOYEE HEALTH INS. PAYABLE		89.70	
06-02-2403	STATE WITHHOLDING TAX PAYABLE		519.55	
06-02-2404	STATE UNEMPLOYMENT TAX PAYABLE		53.17	
06-02-2500	ACC'D COMPENSATED ABS--CURRENT		1,386.13	
06-02-2501	ACCR'D COMPENSATED ABSENCES-LT		12,475.17	
06-02-2502	ACCRUED INT PAYABLE--CWRPDA		20,237.62	
06-02-2601	BOND PREMIUM--UNAMORTIZED		46,230.00	
	TOTAL LIABILITIES			1,489,849.49
	FUND EQUITY			
06-02-3001	FUND BALANCE		5,887,822.74	
	UNAPPROPRIATED FUND BALANCE:			
06-02-3010	CONTRIBUTIONS FROM DEVELOPERS	15,000.00		
06-02-3020	CONTRIBUTIONS SEWER TAPS	425,400.00		
	REVENUE OVER EXPENDITURES - YTD	492,098.56		
	BALANCE - CURRENT DATE		932,498.56	
	TOTAL FUND EQUITY			6,820,321.30
	TOTAL LIABILITIES AND EQUITY			8,310,170.79

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

SEWER FUND

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	CHARGES FOR SERVICES						
06-11-4150	SEWER USER FEES	831,240.88	864,577.92	83,942.45	934,220.54	981,690	95.2
06-11-4152	RATERINK LIFT STA. SURCHARGE	.00	11,180.00	1,200.00	12,361.20	12,444	99.3
06-11-4160	SEWER LATE/NSF FEES	15,548.69	14,280.24	3,194.00	15,124.64	15,124	100.0
06-11-4165	SEWER TAP FEES	1,253,952.00	180,811.00	.00	174,058.00	277,307	62.8
06-11-4166	RATERINK CAPITAL MTNCE FEE	.00	.00	2,570.00	2,570.00	0	.0
	TOTAL CHARGES FOR SERVICES	2,100,741.57	1,070,849.16	90,906.45	1,138,334.38	1,286,565	88.5
	MISCELLANEOUS REVENUE						
06-18-4619	INTEREST & DIVIDEND INCOME	19,938.49	69,586.38	6,262.13	67,492.38	75,667	89.2
06-18-4620	MISC. INCOME	44.50	34.52	.00	.00	0	.0
	TOTAL MISCELLANEOUS REVENUE	19,982.99	69,620.90	6,262.13	67,492.38	75,667	89.2
	TOTAL FUND REVENUE	2,120,724.56	1,140,470.06	97,168.58	1,205,826.76	1,362,232	88.5
	ADMINISTRATION						
06-40-5001	SALARIES & WAGES	129,278.04	156,302.87	13,639.00	158,044.61	188,268	84.0
06-40-5055	OVERTIME	4,730.88	5,267.35	7.55	863.00	0	.0
06-40-5060	PAYROLL TAXES	10,288.79	11,993.59	985.60	11,885.20	14,403	82.5
06-40-5065	WORKERS COMP	3,304.99	4,739.97	275.06	3,720.41	3,469	107.3
06-40-5066	HEALTH INSURANCE	20,437.02	19,039.40	1,803.92	19,739.33	22,523	87.6
06-40-5067	DEFERRED COMP/RETIREMENT	5,983.66	7,765.02	744.09	8,328.84	9,019	92.4
06-40-5068	MEDICAL SAVINGS	478.23	687.70	55.14	671.36	696	96.5
06-40-5201	COMPUTER / TECHNOLOGY	4,386.00	.00	.00	.00	5,000	.0
06-40-5205	POSTAGE	3,637.96	3,939.58	438.48	4,216.68	5,500	76.7
06-40-5254	UNIFORMS	.00	.00	.00	.00	2,270	.0
06-40-5300	TELEPHONE	835.28	898.67	83.51	841.12	720	116.8
06-40-5320	GENERAL LIABILITY INSURANCE	6,421.21	5,791.87	.00	9,850.52	10,757	91.6
06-40-5331	DUES AND MEMBERSHIP	1,000.00	1,000.00	.00	1,050.00	1,200	87.5
06-40-5399	OTHER PROFESSIONAL SERVICES	.00	5,194.00	585.55	8,213.00	7,700	106.7
06-40-5400	LEGAL FEES	7,811.59	8,858.35	1,008.08	9,820.71	13,628	72.1
06-40-5401	CONSULTING FEES	9,355.94	13,641.90	870.63	11,950.98	16,208	73.7
06-40-5405	ENGINEERING FEES	13,517.47	27,532.85	413.10	27,753.56	30,000	92.5
06-40-5410	PLANNING/CONSULTANTS	1,678.99	2,065.49	204.89	2,087.19	2,040	102.3
06-40-5415	AUDIT FEES	6,595.50	7,965.00	.00	6,300.00	7,977	79.0
06-40-5460	ADMINISTRATIVE OVERHEAD	4,911.00	.00	.00	6,706.50	8,942	75.0
06-40-5701	BANK FEES	2,660.36	5,679.15	613.66	6,129.00	6,082	100.8
06-40-5705	MILEAGE	253.57	550.00	50.00	500.00	1,000	50.0
	TOTAL ADMINISTRATION	237,566.48	288,912.76	21,778.26	298,672.01	357,402	83.6

SEWER FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	OPERATIONS						
06-47-5210	OPERATING SUPPLIES	1,009.12	.00	.00	.00	1,000	.0
06-47-5215	REPAIRS & MAINT	31,744.06	188,619.73	3,681.72	42,405.60	92,500	45.8
06-47-5216	REPAIRS & MAINT GRIT CLASSIFIE	.00	.00	.00	.00	10,000	.0
06-47-5227	CHEMICALS	360.00	.00	.00	538.20	750	71.8
06-47-5231	SLUDGE DISPOSAL	47,373.11	51,382.39	7,463.94	65,738.90	85,000	77.3
06-47-5248	SEWER LINE REPAIRS	.00	581.76	.00	.00	15,000	.0
06-47-5253	GAS & OIL	7,221.87	7,244.28	34.90	1,728.34	6,000	28.8
06-47-5305	UTILITIES	42,990.27	41,810.95	5,515.33	49,092.83	70,000	70.1
06-47-5306	UTILITIES--RATERINK	.00	581.73	56.26	648.38	0	.0
06-47-5310	TRASH	1,004.16	1,030.92	.00	1,284.87	1,500	85.7
06-47-5348	PEST CONTROL	.00	.00	.00	1,263.60	0	.0
06-47-5363	WEED CONTROL	.00	.00	.00	799.95	1,000	80.0
06-47-5390	SEWER MAINT. CONTRACT	50,843.73	62,879.02	6,269.79	62,052.72	95,000	65.3
06-47-5391	SEWER TESTING	6,565.92	5,541.97	1,285.92	6,928.70	6,500	106.6
06-47-5392	LINE LOCATOR	5,600.40	8,499.53	521.16	5,220.63	4,000	130.5
06-47-5393	STATE DISCHARGE PERMIT	3,665.11	5,093.40	.00	2,940.00	3,500	84.0
06-47-5394	SEWER LINE FLUSHING	58,496.80	80,082.00	.00	.00	100,000	.0
06-47-5396	R&M--RATERINK LIFT STATION	.00	8,992.35	336.30	18,864.26	20,000	94.3
06-47-5500	CAPITAL OUTLAY	541,073.00	.00	.00	.00	0	.0
06-47-5503	CAPITAL OUTLAY--COAT CHANNELS	.00	.00	.00	.00	30,000	.0
06-47-5551	CAPITAL OUTLAY--GRIT PUMPS/DIG	61,176.00	.00	.00	.00	0	.0
06-47-5552	CAPITAL OUTLAY--WAS PUMPS	2,266.00	.00	.00	.00	0	.0
06-47-5553	CAPITAL OUTLAY--PLC UPGRADES	156,432.37	.00	.00	.00	0	.0
06-47-5554	CAPITAL OUTLAY--CO/ORP PROBES	.00	.00	.00	.00	250,000	.0
06-47-5556	CAPITAL OUTLAY--CIPP	187,164.64	.00	6,700.00	6,700.00	150,000	4.5
06-47-5557	CAPITAL OUTLAY-HEADWORKS MECH	37,108.94	380,263.79	.00	.00	0	.0
06-47-5558	CAPITAL OUTLAY-BLOWER REPLACE	.00	3,715.41	4,200.00	7,009.69	130,000	5.4
06-47-5559	CAPITAL OUTLAY-CHEMICAL PHOSOP	.00	4,158.00	11,685.00	11,685.00	125,000	9.4
06-47-5720	CONTINGENCIES	.00	.00	.00	.00	50,000	.0
	TOTAL OPERATIONS	1,242,095.50	850,477.23	47,750.32	284,901.67	1,246,750	22.9
	DEPARTMENT 58						
06-58-5809	TRF TO MUNICIPAL FACILITIES FD	75,000.00	.00	.00	.00	0	.0
	TOTAL DEPARTMENT 58	75,000.00	.00	.00	.00	0	.0
	DEBT SERVICE						
06-98-9801	2007 CWRPDA LOAN--PRINCIPAL	76,793.89	79,497.38	.00	82,296.05	82,296	100.0
06-98-9802	2007 CWRPDA LOAN--INTEREST	53,360.63	50,657.14	.00	47,858.47	47,858	100.0
	TOTAL DEBT SERVICE	130,154.52	130,154.52	.00	130,154.52	130,154	100.0
	TOTAL FUND EXPENDITURES	1,684,816.50	1,269,544.51	69,528.58	713,728.20	1,734,306	41.2

SEWER FUND

	YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
NET REVENUE OVER EXPENDITURES	435,908.06	129,074.45-	27,640.00	492,098.56	372,074-	132.3

TOWN OF MEAD
BALANCE SHEET
NOVEMBER 30, 2024

POLICE FUND

	ASSETS			
08-01-0100	CASH IN COMMON - POLICE		113,895.27	
	TOTAL ASSETS			113,895.27
	LIABILITIES AND EQUITY			
	FUND EQUITY			
08-02-3001	FUND BALANCE		158,445.15	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(44,549.88)		
	BALANCE - CURRENT DATE		(44,549.88)	
	TOTAL FUND EQUITY			113,895.27
	TOTAL LIABILITIES AND EQUITY			113,895.27

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

POLICE FUND

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	FEES AND PERMITS						
08-11-4165	IMPACT FEES	138,050.37	55,171.80	2,875.00	53,083.67	113,079	46.9
	TOTAL FEES AND PERMITS	138,050.37	55,171.80	2,875.00	53,083.67	113,079	46.9
	MISCELLANEOUS						
08-18-4619	INTEREST & DIVIDEND INCOME	3,059.58	8,547.84	395.90	5,615.78	10,808	52.0
	TOTAL MISCELLANEOUS	3,059.58	8,547.84	395.90	5,615.78	10,808	52.0
	TOTAL FUND REVENUE	141,109.95	63,719.64	3,270.90	58,699.45	123,887	47.4
	POLICE						
08-42-5212	FURNISHINGS	.00	105.00	.00	.00	0	.0
08-42-5491	VEHICLE LEASE EXPENSES	23,027.15	105,251.60	7,728.38	94,282.30	80,724	116.8
08-42-5511	CAPITAL OUTLAY--BLDGS & IMPVTS	.00	61,310.73	.00	8,967.03	35,000	25.6
	TOTAL POLICE	23,027.15	166,667.33	7,728.38	103,249.33	115,724	89.2
	TOTAL FUND EXPENDITURES	23,027.15	166,667.33	7,728.38	103,249.33	115,724	89.2
	NET REVENUE OVER EXPENDITURES	118,082.80	102,947.69-	(4,457.48)	(44,549.88)	8,163	545.8

TOWN OF MEAD
BALANCE SHEET
NOVEMBER 30, 2024

MUNICIPAL FACILITIES FUND

	ASSETS			
09-01-0100	COMBINED CASH		4,000,111.54	
	TOTAL ASSETS			4,000,111.54
	LIABILITIES AND EQUITY			
	LIABILITIES			
09-02-2000	ACCOUNTS PAYABLE		32,720.06	
09-02-2005	RETAINAGE PAYABLE		89,368.51	
	TOTAL LIABILITIES			122,088.57
	FUND EQUITY			
09-02-3003	FUND BALANCE-MUNICIPAL		3,808,620.83	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	69,402.14		
	BALANCE - CURRENT DATE		69,402.14	
	TOTAL FUND EQUITY			3,878,022.97
	TOTAL LIABILITIES AND EQUITY			4,000,111.54

MUNICIPAL FACILITIES FUND

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	FEES						
09-11-4165	IMPACT FEES	920,758.43	530,904.10	24,980.00	459,632.00	919,812	50.0
	TOTAL FEES	920,758.43	530,904.10	24,980.00	459,632.00	919,812	50.0
	GRANTS						
09-15-4527	CNTY EMERGENCY MANAGEMENT GR	.00	.00	.00	.00	40,000	.0
09-15-4545	GRANTS--EIAF 9349 STATE FUNDS	351,474.76	21,097.62	.00	.00	0	.0
09-15-4546	DOLA EIAF GRANT-COMMUNITY CENT	.00	.00	.00	117,631.66	1,500,000	7.8
	TOTAL GRANTS	351,474.76	21,097.62	.00	117,631.66	1,540,000	7.6
	TRANSFERS IN						
09-16-4806	TRANSFER FROM SEWER FUND	75,000.00	.00	.00	.00	0	.0
09-16-4818	TRF FR PARKS & OPEN SPACE FD	.00	1,125,000.00	.00	.00	0	.0
09-16-4819	TRF FR CAPITAL IMPRVT FUND	.00	600,000.00	.00	1,875,000.00	2,500,000	75.0
	TOTAL TRANSFERS IN	75,000.00	1,725,000.00	.00	1,875,000.00	2,500,000	75.0
	MISCELLANEOUS REVENUE						
09-18-4619	INTEREST & DIVIDEND INCOME	42,062.43	134,550.85	13,904.46	187,568.25	204,965	91.5
	TOTAL MISCELLANEOUS REVENUE	42,062.43	134,550.85	13,904.46	187,568.25	204,965	91.5
	TOTAL FUND REVENUE	1,389,295.62	2,411,552.57	38,884.46	2,639,831.91	5,164,777	51.1
	ADMINISTRATION						
09-40-5410	PLANNING/CONSULTANTS	9,885.36	14,240.00	.00	.00	0	.0
09-40-5500	CAPITAL OUTLAY	.00	.00	.00	.00	25,000	.0
09-40-5511	CAPITAL OUTLAY--BLDGS & IMPVTS	.00	.00	.00	.00	200,000	.0
09-40-5720	CONTINGENCIES	.00	.00	.00	.00	30,000	.0
09-40-8502	CAPITAL OUTLAY--BOARD/CT ROOM	.00	.00	.00	11,715.50	0	.0
	TOTAL ADMINISTRATION	9,885.36	14,240.00	.00	11,715.50	255,000	4.6

MUNICIPAL FACILITIES FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	STREETS						
09-44-5602	LEASE PURCH PRIN--2021 TRUCK 2	.00	38,287.18	.00	40,689.18	40,690	100.0
09-44-5603	LEASE PURCH INT--2021 TRUCK 2	.00	4,956.00	.00	2,554.00	2,554	100.0
09-44-5604	2021 LEASE PURCH PRIN--TRUCK 1	39,470.18	39,470.08	.00	41,947.00	41,947	100.0
09-44-5605	2021 LEASE PURCH INT--TRUCK 1	3,773.00	3,773.10	.00	1,296.18	1,296	100.0
	TOTAL STREETS	43,243.18	86,486.36	.00	86,486.36	86,487	100.0
	PARKS						
09-45-5491	VEHICLE LEASE EXPENSES	44,116.35	60,958.67	5,877.07	62,563.39	63,602	98.4
	TOTAL PARKS	44,116.35	60,958.67	5,877.07	62,563.39	63,602	98.4
	DEPARTMENT 47						
09-47-8517	CAPITAL OUTLAY-PW FACILITY	.00	.00	.00	129,006.00	0	.0
	TOTAL DEPARTMENT 47	.00	.00	.00	129,006.00	0	.0
	COMMUNITY ENGAGEMENT						
09-49-5491	VEHICLE LEASE EXPENSES	.00	8,200.98	934.30	10,277.30	12,333	83.3
09-49-5511	CAPITAL OUTLAY--BLDGS & IMPVTS	5,000.00	.00	.00	11,685.50	0	.0
09-49-8516	CAPITAL OUTLAY--BLDGS & IMPVTS	.00	.00	931,220.63	2,258,695.72	0	.0
	TOTAL COMMUNITY ENGAGEMENT	5,000.00	8,200.98	932,154.93	2,280,658.52	12,333	1849
	EXPENDITURES						
09-50-5212	FURNISHINGS	66,105.97	.00	.00	.00	0	.0
09-50-5500	CAPITAL OUTLAY--BOARD/CT ROOM	91,534.64	662,079.07	.00	.00	0	.0
09-50-5505	CAPITAL OUTLAY--OFFICE EQ	29,092.43	3,310.50	.00	.00	0	.0
09-50-5511	CAPITAL OUTLAY--PW FACILITY	3,361,418.13	235,439.15	.00	.00	0	.0
09-50-5512	CAPITAL OUTLAY--TH IMPRVMTS	4,638.73	.00	.00	.00	0	.0
09-50-5514	CAPITAL OUTLAY--GRADER SHED	.00	39,421.14	.00	.00	0	.0
09-50-5700	MISC. EXPENSE	476.00	.00	.00	.00	0	.0
	TOTAL EXPENDITURES	3,553,265.90	940,249.86	.00	.00	0	.0
	OTHER CAPITAL OUTLAY						
09-51-5500	CAPITAL OUTLAY	278,617.97	413,947.98	.00	.00	7,675,000	.0
	TOTAL OTHER CAPITAL OUTLAY	278,617.97	413,947.98	.00	.00	7,675,000	.0

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

MUNICIPAL FACILITIES FUND

	YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
TOTAL FUND EXPENDITURES	3,934,128.76	1,524,083.85	938,032.00	2,570,429.77	8,092,422	31.8
NET REVENUE OVER EXPENDITURES	2,544,833.14-	887,468.72	(899,147.54)	69,402.14	2,927,645-	2.4

TOWN OF MEAD
BALANCE SHEET
NOVEMBER 30, 2024

TRANSPORTATION FUND

	ASSETS			
14-01-0100	COMBINED CASH		7,321,194.66	
	TOTAL ASSETS			7,321,194.66
	LIABILITIES AND EQUITY			
	LIABILITIES			
14-02-2000	ACCOUNTS PAYABLE		30,097.00	
14-02-2005	RETAINAGE PAYABLE		5,870.28	
14-02-2705	DEFERRED REVENUE		1,162,831.09	
	TOTAL LIABILITIES			1,198,798.37
	FUND EQUITY			
14-02-3001	FUND BALANCE		6,677,018.11	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(554,621.82)		
	BALANCE - CURRENT DATE		(554,621.82)	
	TOTAL FUND EQUITY			6,122,396.29
	TOTAL LIABILITIES AND EQUITY			7,321,194.66

TRANSPORTATION FUND

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	FEES						
14-11-4165	IMPACT FEES	1,934,418.99	627,066.12	34,570.00	636,088.00	1,422,154	44.7
	TOTAL FEES	1,934,418.99	627,066.12	34,570.00	636,088.00	1,422,154	44.7
	GRANTS						
14-15-4570	CDOT GRANT--SAFE ROUTES TO SCH	86,796.07	9,364.70	.00	26,693.37	324,000	8.2
14-15-4571	CDOT GRANT--UNDERPASS	.00	176,117.58	.00	.00	2,000,000	.0
14-15-4572	CDOT GRANT--CR 5 BRIDGE	.00	.00	.00	.00	160,000	.0
14-15-4575	CDOT GRANT--CR 34 BRIDGE	.00	.00	10,567.41	101,832.46	60,317	168.8
14-15-4580	FEDERAL GRANT--3RD & WELKER	.00	.00	.00	.00	1,900,000	.0
14-15-4585	ENERGY COLO--EV CHARGING GRANT	.00	.00	.00	12,500.00	12,500	100.0
	TOTAL GRANTS	86,796.07	185,482.28	10,567.41	141,025.83	4,456,817	3.2
	TRANSFERS IN						
14-16-4813	TRANSFER FROM STORM DRAINAGE	50,250.00	.00	.00	.00	0	.0
14-16-4820	TRANSFER FROM MURA	937,500.00	375,000.00	.00	.00	0	.0
	TOTAL TRANSFERS IN	987,750.00	375,000.00	.00	.00	0	.0
	MISCELLANEOUS REVENUE						
14-18-4581	FEDERAL GRANT--CARAVEO	.00	.00	.00	.00	1,000,000	.0
14-18-4582	FEDERAL GRANT--DOT UNDERPASS	.00	.00	.00	.00	1,360,000	.0
14-18-4619	INTEREST & DIVIDEND INCOME	74,926.08	296,324.82	25,448.61	278,127.90	0	.0
14-18-4620	MISC. INCOME	.00	.00	.00	12,965.00	0	.0
	TOTAL MISCELLANEOUS REVENUE	74,926.08	296,324.82	25,448.61	291,092.90	2,360,000	12.3
	OTHER SOURCES						
14-19-4941	P.I.L.O.CONSTRUCTION	9,600.00	146,341.87	.00	.00	400,000	.0
	TOTAL OTHER SOURCES	9,600.00	146,341.87	.00	.00	400,000	.0
	TOTAL FUND REVENUE	3,093,491.14	1,630,215.09	70,586.02	1,068,206.73	8,638,971	12.4

TRANSPORTATION FUND

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	EXPENDITURES						
14-40-5405	ENGINEERING FEES	7,726.32	1,180.50	.00	.00	0	.0
14-40-5500	CAPITAL OUTLAY--WELKER/3RD	152,421.20	189,911.66	.00	.00	4,800,000	.0
14-40-5501	CAPITAL OUTLAY--SAFE RTESTOSCH	.00	23,440.02	.00	.00	600,000	.0
14-40-5505	CAPITAL OUTLAY--3RD ST.& TRAIL	130,939.73	.00	.00	.00	0	.0
14-40-5558	CAPITAL OUTLAY--3RD ST. IMPVTS	8,990.00	.00	.00	(2,250.00)	0	.0
14-40-5562	CAPITAL OUTLAY-Y BRIDGE DESIGN	.00	7,520.25	.00	.00	175,000	.0
14-40-5563	CAPITAL OUTLAY-CR 5 BRIDGE	.00	.00	.00	.00	200,000	.0
14-40-5564	CAPITAL OUTLAY--WING WALL	7,985.00	18,875.16	.00	.00	0	.0
14-40-5565	CAPITAL OUTLAY-SH66/CR7 UNDER	.00	325,078.66	.00	.00	4,700,000	.0
14-40-5566	CAPITAL -SH66/CR7 INTERSECTION	.00	3,026.88	.00	.00	200,000	.0
14-40-5567	CAPITAL OUTLAY-NORTH CREEK	.00	714.00	.00	.00	0	.0
14-40-5568	CAPITAL OUTLAY-ALLEY IMPTS	.00	.00	.00	.00	1,250,000	.0
14-40-5569	CAPITAL OUTLAY-INT CR 38 & I	.00	.00	.00	.00	200,000	.0
14-40-5570	CAPITAL OUTLAY-EV CHARGING ST	.00	900.00	.00	.00	40,000	.0
14-40-5592	SEGMENT 5 I-25 ENHANCEMENTS	.00	.00	.00	.00	1,000,000	.0
14-40-5600	VEHICLE LEASE--CM	627.31	.00	.00	.00	0	.0
14-40-5720	CONTINGENCIES	.00	617,939.96	.00	.00	600,000	.0
	TOTAL EXPENDITURES	308,689.56	1,188,587.09	.00	(2,250.00)	13,765,000	.0
	STREETS						
14-44-5568	CAPITAL OUTLAY--ALLEY IMPVTS	.00	.00	68,508.15	117,405.56	0	.0
14-44-8503	CAPITAL OUTLAY--3RD/WELKER INT	.00	.00	7,568.25	966,312.81	0	.0
14-44-8506	CAPITAL OUTLAY--SAFE RTESTOSCH	.00	.00	49,947.83	155,517.68	0	.0
14-44-8533	CAPITAL OUTLAY--Y BRIDGEDESIGN	.00	.00	12,101.50	166,688.22	0	.0
14-44-8536	CAPITAL OUTLAY--SH66/CR7 UNDRP	.00	.00	1,596.50	97,193.50	0	.0
14-44-8537	CAPITAL OUTLAY--SH66/CR7 INT	.00	.00	.00	2,750.00	0	.0
14-44-8538	CAPITAL OUTLAY--N.CRK DESIGN	.00	.00	.00	22,921.00	0	.0
14-44-8540	CAPITAL OUTLAY--INT CR38 & I25	.00	.00	.00	3,846.50	0	.0
14-44-8541	CAPITAL OUTLAY--EV CHARGING ST	.00	.00	.00	46,359.90	0	.0
14-44-9110	CONTINGENCY	.00	.00	22,810.08	46,083.38	0	.0
	TOTAL STREETS	.00	.00	162,532.31	1,625,078.55	0	.0
	TOTAL FUND EXPENDITURES	308,689.56	1,188,587.09	162,532.31	1,622,828.55	13,765,000	11.8
	NET REVENUE OVER EXPENDITURES	2,784,801.58	441,628.00	(91,946.29)	(554,621.82)	5,126,029-	10.8-

TOWN OF MEAD
BALANCE SHEET
NOVEMBER 30, 2024

PARKS & OPEN SPACE

	ASSETS			
18-01-0100	CASH IN COMMON - PARKS & OPEN		621,424.35	
	TOTAL ASSETS			621,424.35
	LIABILITIES AND EQUITY			
	FUND EQUITY			
18-02-3001	FUND BALANCE		442,615.51	
18-02-3005	FUND BALANCE - OPEN SPACE		17,690.50	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	161,118.34		
	BALANCE - CURRENT DATE		161,118.34	
	TOTAL FUND EQUITY			621,424.35
	TOTAL LIABILITIES AND EQUITY			621,424.35

PARKS & OPEN SPACE

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	FEES						
18-11-4165	IMPACT FEES	278,982.00	280,313.00	15,410.00	283,544.00	493,158	57.5
	TOTAL FEES	278,982.00	280,313.00	15,410.00	283,544.00	493,158	57.5
	MISCELLANEOUS REVENUE						
18-18-4527	GOCO GRANT--FISHING IS FUN	89,625.00	.00	.00	.00	0	.0
18-18-4528	GRANTS FOR TRAILS MASTER PLAN	.00	.00	.00	.00	100,000	.0
18-18-4619	INTEREST & DIVIDEND INCOME	21,505.42	55,959.40	2,160.08	24,065.32	27,973	86.0
18-18-4622	DONATIONS/FUNDRAISING	.00	.00	.00	54,000.00	0	.0
	TOTAL MISCELLANEOUS REVENUE	111,130.42	55,959.40	2,160.08	78,065.32	127,973	61.0
	TOTAL FUND REVENUE	390,112.42	336,272.40	17,570.08	361,609.32	621,131	58.2
	ADMINISTRATION						
18-40-5347	CONTRIBUTION TO WELD COUNTY	.00	.00	.00	.00	100,000	.0
18-40-5410	PLANNING/CONSULTANTS	.00	.00	.00	.00	325,000	.0
18-40-5500	CAPITAL OUTLAY	453,846.19	.00	.00	.00	0	.0
18-40-5720	CONTINGENCIES	1,432.20	.00	.00	.00	0	.0
	TOTAL ADMINISTRATION	455,278.39	.00	.00	.00	425,000	.0
	PARKS						
18-45-5500	CAPITAL OUTLAY--LIBERTY RANCH	18,333.00	16,925.68	.00	5,293.42	350,000	1.5
18-45-8507	CAPITAL OUTLAY--GOLD STAR MEM	.00	.00	.00	35,160.94	0	.0
18-45-8511	CAPITAL OUTLAY-RESRF TEN CTS	.00	.00	.00	99,975.00	0	.0
18-45-8513	CAPITAL OUTLAY-ELECTRICITY	.00	.00	.00	12,997.62	0	.0
18-45-8515	CAPITAL OUTLAY--PARKS & EQUIP	.00	.00	.00	15,964.00	0	.0
	TOTAL PARKS	18,333.00	16,925.68	.00	169,390.98	350,000	48.4
	COMMUNITY ENGAGEMENT						
18-49-5500	CAPITAL OUTLAY	.00	.00	.00	31,100.00	51,100	60.9
	TOTAL COMMUNITY ENGAGEMENT	.00	.00	.00	31,100.00	51,100	60.9

PARKS & OPEN SPACE

		YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
	CAPITAL PROJECTS						
18-52-5500	CAPITAL OUTLAY	17,352.73	17,690.50	.00	.00	0	.0
18-52-5501	CAPITAL OUTLAY--GOLD STAR	.00	.00	.00	.00	350,000	.0
18-52-5502	CAPITAL OUTLAY--RESURF TEN CTS	.00	.00	.00	.00	100,000	.0
18-52-5503	CAPITAL OUTLAY--ELECTRICITY	.00	.00	.00	.00	15,000	.0
18-52-5909	TRANSFER TO MUNICIPAL FUND	.00	1,125,000.00	.00	.00	0	.0
	TOTAL CAPITAL PROJECTS	17,352.73	1,142,690.50	.00	.00	465,000	.0
	TOTAL FUND EXPENDITURES	490,964.12	1,159,616.18	.00	200,490.98	1,291,100	15.5
	NET REVENUE OVER EXPENDITURES	100,851.70-	823,343.78-	17,570.08	161,118.34	669,969-	24.1

TOWN OF MEAD
BALANCE SHEET
NOVEMBER 30, 2024

CAPITAL IMPROVEMENT FUND

	ASSETS			
19-01-0100	COMBINED CASH		4,683,396.76	
	TOTAL ASSETS			4,683,396.76
	LIABILITIES AND EQUITY			
	FUND EQUITY			
19-02-3001	FUND BALANCE		3,988,381.82	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	695,014.94		
	BALANCE - CURRENT DATE		695,014.94	
	TOTAL FUND EQUITY			4,683,396.76
	TOTAL LIABILITIES AND EQUITY			4,683,396.76

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

CAPITAL IMPROVEMENT FUND

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	TRANSFERS IN						
19-16-4615	TRANSFER IN FROM GENERAL	.00	1,035,338.25	.00	2,392,226.84	2,495,312	95.9
	TOTAL TRANSFERS IN	.00	1,035,338.25	.00	2,392,226.84	2,495,312	95.9
	MISCELLANEOUS REVENUE						
19-18-4619	INTEREST & DIVIDEND INCOME	11,055.08	84,382.00	16,279.58	177,788.10	46,899	379.1
	TOTAL MISCELLANEOUS REVENUE	11,055.08	84,382.00	16,279.58	177,788.10	46,899	379.1
	TOTAL FUND REVENUE	11,055.08	1,119,720.25	16,279.58	2,570,014.94	2,542,211	101.1
	OTHER CAPITAL OUTLAY						
19-46-5909	TRANSFER TO MUNI FACIL FUND	.00	600,000.00	.00	1,875,000.00	2,500,000	75.0
	TOTAL OTHER CAPITAL OUTLAY	.00	600,000.00	.00	1,875,000.00	2,500,000	75.0
	TOTAL FUND EXPENDITURES	.00	600,000.00	.00	1,875,000.00	2,500,000	75.0
	NET REVENUE OVER EXPENDITURES	11,055.08	519,720.25	16,279.58	695,014.94	42,211	1646.

TOWN OF MEAD
BALANCE SHEET
NOVEMBER 30, 2024

MEAD URBAN RENEWAL AUTHORITY

	ASSETS			
20-01-0100	COMBINED CASH		4,820,561.05	
20-01-1301	A/R - MURA		210.53	
	TOTAL ASSETS			4,820,771.58
	LIABILITIES AND EQUITY			
	LIABILITIES			
20-02-2310	EMPLOYEE HEALTH INS. PAYABLE		(6.87)	
20-02-2403	STATE WITHHOLDING TAX PAYABLE		713.91	
20-02-2404	STATE UNEMPLOYMENT TAX PAYABLE		70.37	
	TOTAL LIABILITIES			777.41
	FUND EQUITY			
20-02-3001	FUND BALANCE		3,333,630.48	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	1,486,363.69		
	BALANCE - CURRENT DATE		1,486,363.69	
	TOTAL FUND EQUITY			4,819,994.17
	TOTAL LIABILITIES AND EQUITY			4,820,771.58

MEAD URBAN RENEWAL AUTHORITY

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	TAXES						
20-10-4050	TAX INCREMENT REVENUE (TIF)	2,416,148.78	3,032,583.31	.00	3,792,562.06	3,980,644	95.3
	TOTAL TAXES	2,416,148.78	3,032,583.31	.00	3,792,562.06	3,980,644	95.3
	FEES						
20-11-4110	ADMINSTRATIVE FEE	9,297.00	.00	.00	15,177.75	20,237	75.0
	TOTAL FEES	9,297.00	.00	.00	15,177.75	20,237	75.0
	MISCELLANEOUS REVENUE						
20-18-4619	INTEREST & DIVIDEND INCOME	47,427.61	144,964.76	16,756.36	191,514.03	229,413	83.5
	TOTAL MISCELLANEOUS REVENUE	47,427.61	144,964.76	16,756.36	191,514.03	229,413	83.5
	TOTAL FUND REVENUE	2,472,873.39	3,177,548.07	16,756.36	3,999,253.84	4,230,294	94.5
	ADMINISTRATION						
20-40-5001	SALARIES & WAGES	154,083.37	193,636.23	17,640.61	206,824.46	241,344	85.7
20-40-5055	OVERTIME	.89	276.58	.00	166.44	0	.0
20-40-5060	PAYROLL TAXES	11,317.96	13,676.80	1,050.85	14,387.71	18,463	77.9
20-40-5065	WORKERS COMP	1,302.93	2,235.22	175.16	2,516.19	1,857	135.5
20-40-5066	HEALTH INSURANCE	19,561.21	20,912.28	2,090.07	22,873.72	23,248	98.4
20-40-5067	DEFERRED COMP/RETIREMENT	10,516.17	12,105.27	1,092.18	12,351.75	14,574	84.8
20-40-5068	MEDICAL SAVINGS	482.62	606.58	52.10	600.78	672	89.4
20-40-5100	TIF REVENUE SHARING	1,347,757.32	1,707,258.34	.00	2,167,872.54	2,284,837	94.9
20-40-5300	TELEPHONE	370.21	497.50	52.50	497.00	600	82.8
20-40-5320	GENERAL LIABILITY INSURANCE	2,568.45	2,316.74	.00	3,940.19	4,303	91.6
20-40-5340	PUBLISHED NOTICES	26.97	.00	28.13	28.13	100	28.1
20-40-5400	LEGAL FEES	7,571.45	19,953.18	1,159.28	8,104.69	40,000	20.3
20-40-5401	CONSULTING FEES	8,345.63	12,688.73	870.62	11,274.14	15,229	74.0
20-40-5415	AUDIT FEES	2,198.50	2,655.00	.00	2,100.00	2,659	79.0
20-40-5425	COUNTY TREASURER'S FEE	36,251.25	45,979.27	.00	51,166.02	59,710	85.7
20-40-5427	TIF ADVANCE	.00	382,987.10	.00	5,686.39	1,100,000	.5
20-40-5460	ADMINISTRATIVE OVERHEAD	.00	.00	.00	.00	8,912	.0
20-40-5500	CAPITAL OUTLAY	27,232.71	.00	.00	.00	100,000	.0
20-40-5700	MISC. EXPENSE	839.06	121.10	.00	.00	1,000	.0
20-40-5705	MILEAGE	1,267.86	2,750.00	250.00	2,500.00	3,000	83.3
20-40-5914	TRANSFER TO TRANSPORTATION FD	937,500.00	375,000.00	.00	.00	0	.0
20-40-5999	OTHER PROJECTS	.00	.00	.00	.00	1,000,000	.0
	TOTAL ADMINISTRATION	2,569,194.56	2,795,655.92	24,461.50	2,512,890.15	4,920,508	51.1

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

MEAD URBAN RENEWAL AUTHORITY

	YTD ACTUAL 2022-	YTD ACTUAL2024-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCN
TOTAL FUND EXPENDITURES	2,569,194.56	2,795,655.92	24,461.50	2,512,890.15	4,920,508	51.1
NET REVENUE OVER EXPENDITURES	96,321.17-	381,892.15	(7,705.14)	1,486,363.69	690,214-	215.4

TOWN OF MEAD
BALANCE SHEET
NOVEMBER 30, 2024

ELEVATION 25 GEN'L IMPVT DIST.

	ASSETS			
30-01-0100	COMBINED CASH		10,391.80	
	TOTAL ASSETS			10,391.80
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	10,391.80		
	BALANCE - CURRENT DATE		10,391.80	
	TOTAL FUND EQUITY			10,391.80
	TOTAL LIABILITIES AND EQUITY			10,391.80

ELEVATION 25 GEN'L IMPVT DIST.

		YTD ACTUAL2022-	YTD ACTUAL 2023-	PERIOD ACTUAL	YTD ACTUAL	BUDGET	PCNT
	TAXES						
30-10-4050	PROPERTY TAX	.00	.00	35.33	10,572.66	10,253	103.1
	TOTAL TAXES	.00	.00	35.33	10,572.66	10,253	103.1
	MISCELLANEOUS						
30-18-4619	INTEREST & DIVIDEND INCOME	.00	.00	.00	.00	231	.0
	TOTAL MISCELLANEOUS	.00	.00	.00	.00	231	.0
	TOTAL FUND REVENUE	.00	.00	35.33	10,572.66	10,484	100.9
	ADMINISTRATION						
30-40-5340	PUBLISHED NOTICES	.00	.00	26.97	26.97	0	.0
30-40-5425	COUNTY TREASURER'S FEE	.00	.00	.00	153.89	30	513.0
30-40-5460	ADMINISTRATIVE OVERHEAD	.00	.00	.00	.00	4,101	.0
	TOTAL ADMINISTRATION	.00	.00	26.97	180.86	4,131	4.4
	STREETS						
30-44-5215	REPAIRS & MAINTENANCE	.00	.00	.00	.00	6,037	.0
	TOTAL STREETS	.00	.00	.00	.00	6,037	.0
	TOTAL FUND EXPENDITURES	.00	.00	26.97	180.86	10,168	1.8
	NET REVENUE OVER EXPENDITURES	.00	.00	8.36	10,391.80	316	3288.

Report Criteria:
Aging by Date
Aged using Payment Date

Customer Number	Name	Balance	Future	Current	Over 30	Over 60	Over 90	Over 120	Over 150
1	St. Vrain Valley School District	2,010.64	2,010.64	-	-	-	-	-	-
45	Mead Development Group, Inc.	1,579.62-	-	1,579.62-	-	-	-	-	-
162	Mead High School	1,435.50	1,138.50	297.00	-	-	-	-	-
214	Mead Towne Center	5,750.00	-	-	-	-	-	-	5,750.00
239	Gopher Gulch	2,384.00	-	2,384.00	-	-	-	-	-
256	Prosper Land & Development LLC	20,682.50	-	2,555.00	6,650.00	6,790.00	4,687.50	-	-
259	Scannell Properties	2,590.00	-	-	2,590.00	-	-	-	-
272	Iglesia De Jesucristo	1,256.44	-	-	761.54	494.90	-	-	-
285	Boulder Scientific Company, LLC	2,360.00-	-	-	-	-	-	-	2,360.00-
290	Forestar Real Estate Group	2,900.00-	-	2,900.00-	-	-	-	-	-
292	BREG Industrial Development	13,686.09	-	-	-	-	-	2,953.00	10,733.09
294	QuikTrip Corp	757.50	-	757.50	-	-	-	-	-
296	Silver Point Development	18,480.50	-	17,420.00	1,060.50	-	-	-	-
297	Meadow Ridge Development, Inc	1,537.22	-	1,537.22	-	-	-	-	-
298	Century Land Holdings LLC	4,855.00-	-	4,855.00-	-	-	-	-	-
299	Lizondo Futbol Academy LLC	1,665.49	-	-	-	-	-	-	1,665.49
307	Tharaldson c/o Ventana Capital, Inc	272.70	-	272.70	-	-	-	-	-
320	Lorson South Land Corp c/o Landhuis C	2,590.65	-	-	-	-	-	-	2,590.65
321	Westside Investment Partners	51.51	-	51.51	-	-	-	-	-
323	Enyo Power Partners, LLC	1,351.38	-	234.32	1,117.06	-	-	-	-
325	Red Barn Metropolitan District	2,203.05-	-	-	-	-	-	-	2,203.05-
326	AMK Properties LLC	9,130.70	1,222.10	7,343.00	565.60	-	-	-	-
327	17790 CR 7 LLC	69.44	-	-	-	-	-	-	69.44
329	Club Car Wash Operating LLC	102.01	60.60	41.41	-	-	-	-	-
336	Front Range Investment Holdings LLC	206,264.43-	24,259.95	-	-	230,524.38	-	-	-
337	Welcome to Realty, LLC 401k PSP	1,878.60	1,878.60	-	-	-	-	-	-
341	Grand Meadow Investors LLC	1,757.40	1,757.40	-	-	-	-	-	-
346	Mountain View Fire Protection District	9,014.50	1,129.00	4,072.00	3,813.50	-	-	-	-
347	Mead Industrial Development Group	3,183.42	1,010.00	1,537.22	636.20	-	-	-	-
349	Alphabet Investments, Inc	1,575.70	212.10	636.30	707.00	-	20.30	-	-
351	M4 Elevation 25, LLC	2,881.00	2,881.00	-	-	-	-	-	-
352	Tharaldson Motels Inc II	989.80	-	989.80	-	-	-	-	-
353	Good Investment Partners LLC	707.00	707.00	-	-	-	-	-	-
9997	Misc AR Invoices	3,272.00	816.75	1,955.25	-	-	-	-	500.00
	Grand Totals:	109,098.41-	39,083.64	32,749.61	17,901.40	223,239.48	4,707.80	2,953.00	16,745.62

Report Criteria:
Report type: GL detail

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	
12/24	12/23/2024	38984	Imprints Fort Collins	E34013	01-40-5203	Uniforms	257.00-	V
	Total 38984:						257.00-	
12/24	12/19/2024	39216	Elan Cardmember Service	110324 - CM	01-18-4620	Redeemed points - 600,000	6,000.00-	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5260	Referees-flag football	360.00	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	125.53	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	101.42	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-40-5700	benefit fair	492.70	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	152.76	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	125.78	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	133.40	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5349	Lunch and learn	522.75	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	132.23	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5349	wellness subscription	140.00	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5700	volunteers	170.00	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	125.79	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	workshop	28.10	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-40-5700	employee holiday gift	2,610.00	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	124.44	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5265	senior program	50.00	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-41-5841	scout project	2,051.97	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5330	rec conference	923.32	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5262	event marketing	5.48	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5262	event marketing	1.94	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	123.02	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Built for Mead website	59.00	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	132.35	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5331	newsletter subscription	45.00	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-41-5841	refund of sales tax	110.98-	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	118.17	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5331	URL subscription	35.00	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	120.03	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5265	senior lunch	37.86	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-40-5331	zoom webinar subscription	79.00	
12/24	12/19/2024	39216	Elan Cardmember Service	1368 11/27/2	01-49-5421	Ads	114.13	
12/24	12/19/2024	39216	Elan Cardmember Service	3514 11/27/2	01-40-5700	EE lunch - HM, ER, KA	78.14	
12/24	12/19/2024	39216	Elan Cardmember Service	3514 11/27/2	01-40-5331	Online Subscription - no receipt	6.99	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5331	BN - Capital Mtg Pkg	4.00	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5200	Supplies	127.43	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5254	Uniform - Rae	162.64	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5254	Uniform - Newbanks	314.98	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5201	Adobe Subscription	19.99	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5343	Newbanks Hylander Connection Service	15.00	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5210	Phone Cases	61.71	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5700	Chick-Fil-A - MV last day	175.75	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5210	Drug Test Kits	135.00	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5330	Publication Training	15.08	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5343	Device Subscription	5.98	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5254	Boots/Uniform - Synn	203.74	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5201	Subscription - Adobe	19.99	
12/24	12/19/2024	39216	Elan Cardmember Service	3866 11/27/2	01-42-5201	Remarkable Sub Fee	.11	
12/24	12/19/2024	39216	Elan Cardmember Service	5590 11/27/2	01-47-5330	Training DK, RC	450.00	

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
12/24	12/19/2024	39216	Elan Cardmember Service	5590 11/27/2	01-47-5700	Sympathy - Citizen (former EE)	120.39
12/24	12/19/2024	39216	Elan Cardmember Service	6819 11/27/2	01-42-5210	CO Peace Officer Handbook x17/Crimina	1,553.63
12/24	12/19/2024	39216	Elan Cardmember Service	6819 11/27/2	01-42-5210	Office Chair	133.97
12/24	12/19/2024	39216	Elan Cardmember Service	6819 11/27/2	01-42-5075	Interviews - food for panelists	56.30
12/24	12/19/2024	39216	Elan Cardmember Service	6819 11/27/2	01-42-5075	Credit for tax	3.05-
12/24	12/19/2024	39216	Elan Cardmember Service	6819 11/27/2	01-42-5254	Duty Belt	100.92
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5310	Trash Removal	1,180.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5310	Trash Removal	1,281.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5310	Trash Removal	1,102.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5310	Trash Removal	1,369.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5310	Trash Removal	1,204.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5201	Parks Connectivity	30.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5201	Parks Connectivity	30.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5201	Parks Connectivity	30.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5201	Parks Connectivity	30.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5201	Parks Connectivity	30.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5330	Training Class x2	83.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-49-5220	Town Decorations - Crew Appreciation L	119.94
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5201	Parks Connectivity	30.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5330	Training Class x2	83.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	01-45-5201	Parks Connectivity	30.00
12/24	12/19/2024	39216	Elan Cardmember Service	7665 11/27/2	04-44-5330	Snow Policy Training - Lunch	268.64
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-48-5330	Court Conference	220.00
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5331	Online Subscription - No Receipt	11.00
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5700	2024 Benefit Fair	85.74
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-41-5700	BOT	115.98
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5331	Online Subscription - No Receipt	36.81
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5205	Postage	10.45
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-41-5700	BOT	98.36
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5331	Annual Web Domains	45.34
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5205	Postage	10.45
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5700	2024 Benefit Fair	85.74-
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5700	EE Lunch - Manager's Training	356.75
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5331	2025 GFOA Membership	170.00
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5205	Postage	10.45
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5205	Postage	10.45
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5205	Postage	10.45
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5700	Team Meeting	75.90
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5331	Online Subscription - No Receipt	9.99
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-41-5700	BOT	163.53
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5205	Postage	10.45
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5205	Postage	10.45
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5205	Postage	18.00
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5700	EE Lunch (HR Manager Interviews) - MS	68.65
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5331	Online Subscription - No Receipt	18.99
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5700	Clerk Lunch	41.32
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5205	Postage	9.00
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5205	Postage	9.00
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5205	Postage	9.00
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5331	Microsoft 365 Subscription	888.50
12/24	12/19/2024	39216	Elan Cardmember Service	7700 11/27/2	01-40-5330	CGFOA Annual Conference	586.60
	Total 39216:						16,815.33
12/24	12/23/2024	39217	Imprints Fort Collins	E34013	01-40-5203	Uniforms	257.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 39217:							257.00
12/24	12/30/2024	39218	4Rivers Equipment LLC	1715280	04-44-5216	Grader Plow - S&H	20.30
Total 39218:							20.30
12/24	12/30/2024	39219	ACE HARDWARE	156380	01-47-5215	Shop - Equiip	64.99
Total 39219:							64.99
12/24	12/30/2024	39220	ADAMSON POLICE PRODUCTS	INV245686	01-42-5254	Uniform/Equip - TB	401.39
12/24	12/30/2024	39220	ADAMSON POLICE PRODUCTS	INV423617	01-42-5254	Uniform/Equip - MS	12.95
12/24	12/30/2024	39220	ADAMSON POLICE PRODUCTS	INV425392	01-42-5254	Uniform-DS	117.00
12/24	12/30/2024	39220	ADAMSON POLICE PRODUCTS	INV425440	01-42-5254	uniforms/equip - BN	34.11
12/24	12/30/2024	39220	ADAMSON POLICE PRODUCTS	INV425452	01-42-5254	Uniform/Equip - AS	526.50
12/24	12/30/2024	39220	ADAMSON POLICE PRODUCTS	INV425456	01-42-5254	Uniform/Equip - CB	386.73
12/24	12/30/2024	39220	ADAMSON POLICE PRODUCTS	INV425684	01-42-5254	Equip - SH	15.20
Total 39220:							1,493.88
12/24	12/30/2024	39221	AGFINITY	Q30518	01-49-5262	Holiday Event - gen merch	20.97
Total 39221:							20.97
12/24	12/30/2024	39222	Alerus	108133	01-40-5068	FSA Administration	205.00
Total 39222:							205.00
12/24	12/30/2024	39223	All Copy Products, Inc.	AR4616174	01-40-5315	Copies - Nov	78.29
12/24	12/30/2024	39223	All Copy Products, Inc.	AR4621691	01-47-5315	Copies - PW	29.90
12/24	12/30/2024	39223	All Copy Products, Inc.	AR4621693	01-40-5315	Copies - Upstairs	100.19
12/24	12/30/2024	39223	All Copy Products, Inc.	AR4625629	01-42-5315	Copies - PD	130.74
Total 39223:							339.12
12/24	12/30/2024	39224	Amazon Capital Services Inc	1CYQ-L4KG-	01-42-5200	Supplies	75.59
12/24	12/30/2024	39224	Amazon Capital Services Inc	1D6D-QVHM	01-47-5200	Office Supplies	49.25
12/24	12/30/2024	39224	Amazon Capital Services Inc	1DQD-6DVJ-	01-49-5262	Event Supplies	134.83
12/24	12/30/2024	39224	Amazon Capital Services Inc	1GHL-F6NY-	01-40-5200	Supplies	52.75
12/24	12/30/2024	39224	Amazon Capital Services Inc	1GHL-F6NY-	01-48-5700	Supplies	15.79
12/24	12/30/2024	39224	Amazon Capital Services Inc	1HDK-6LWQ-	01-47-5210	Inspections - Operating Supplies	9.99
12/24	12/30/2024	39224	Amazon Capital Services Inc	1MGT-6CHG	01-47-5212	Equip for Shop - Grill	150.93
Total 39224:							489.13
12/24	12/30/2024	39225	Andres Salazar	12122024-S	01-42-5330	Employee Reimbursement	149.95
12/24	12/30/2024	39225	Andres Salazar	12122024-S	01-42-5330	Employee Reimbursement - meals	47.00
Total 39225:							196.95
12/24	12/30/2024	39226	Angel Armor LLC	INV11797	01-42-5254	Uniforms	4,563.30
Total 39226:							4,563.30
12/24	12/30/2024	39227	Ayres Associates Inc	219338	01-43-5401	Land Use Code Update	2,466.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 39227:							2,466.00
12/24	12/30/2024	39228	BROWNS HILL ENGINEERING &	29429	06-47-5215	WWTP - R&M	455.40
Total 39228:							455.40
12/24	12/30/2024	39229	BUCKEYE WELDING SUPPLY C	05100648	04-44-5369	Cylinder Rental	7.65
Total 39229:							7.65
12/24	12/30/2024	39230	CASELLE	137438	01-40-6199	Fin Software Support - Admin	752.85
12/24	12/30/2024	39230	CASELLE	137438	01-48-6199	Fin Software Support - Court	167.30
12/24	12/30/2024	39230	CASELLE	137438	06-40-6199	Fin Software Support - Sewer	585.55
12/24	12/30/2024	39230	CASELLE	137438	01-49-6199	Fin Software Support - Comm Dev	167.30
Total 39230:							1,673.00
12/24	12/30/2024	39231	CDW LLC	AB7VB7J	01-42-5201	HAVIS DOCKING STN	1,560.10
Total 39231:							1,560.10
12/24	12/30/2024	39232	City of Loveland	11298376	01-42-5330	Training 11/6 - Mead PD	300.00
Total 39232:							300.00
12/24	12/30/2024	39233	Club Car Wash Operating LLC	INV8344	01-40-5216	Car Wash	10.00
12/24	12/30/2024	39233	Club Car Wash Operating LLC	INV8344	01-42-5216	Car Wash	140.00
12/24	12/30/2024	39233	Club Car Wash Operating LLC	INV8344	01-43-5216	Car Wash	10.00
12/24	12/30/2024	39233	Club Car Wash Operating LLC	INV8344	01-47-5216	Car Wash	10.00
12/24	12/30/2024	39233	Club Car Wash Operating LLC	INV8344	01-49-5216	Car Wash	10.00
Total 39233:							180.00
12/24	12/30/2024	39234	Colorado Asphalt Pavement Asso	3359	04-44-6610	Dues/Membership - 2025	250.00
Total 39234:							250.00
12/24	12/30/2024	39235	Colorado Association of Chiefs of	5048	01-42-6610	Membership Renewal - 2025	430.00
Total 39235:							430.00
12/24	12/30/2024	39236	Colorado Communications and Uti	1667	01-40-6610	CCUA - 2025 Membership	550.00
Total 39236:							550.00
12/24	12/30/2024	39237	CPS HR Consulting	0015036	01-40-5401	Consulting	10,733.80
12/24	12/30/2024	39237	CPS HR Consulting	0015036	06-40-5401	Consulting	534.12
12/24	12/30/2024	39237	CPS HR Consulting	0015036	20-40-5401	Consulting	419.58
Total 39237:							11,687.50
12/24	12/30/2024	39238	Denali Water Solutions LLC	INV658754	06-47-5231	Sludge Disposal	910.56
12/24	12/30/2024	39238	Denali Water Solutions LLC	INV692517	06-47-5231	Sludge Disposal	910.00
12/24	12/30/2024	39238	Denali Water Solutions LLC	INV961188	06-47-5231	Sludge Disposal	910.28
12/24	12/30/2024	39238	Denali Water Solutions LLC	INV971037	06-47-5231	Sludge Disposal	910.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 39238:							3,640.84
12/24	12/30/2024	39239	Ditesco LLC	2024-634	09-49-8516	Community Center	13,813.70
Total 39239:							13,813.70
12/24	12/30/2024	39240	Dohn Construction, Inc	12894	14-44-5568	#7 - Comm Center	36,391.28
12/24	12/30/2024	39240	Dohn Construction, Inc	12894	14-02-2005	#7 - Comm Center	1,819.56-
12/24	12/30/2024	39240	Dohn Construction, Inc	12894	09-49-8516	#7 - Comm Center	410,725.74
12/24	12/30/2024	39240	Dohn Construction, Inc	12894	09-02-2005	#7 - Comm Center	20,536.28-
Total 39240:							424,761.18
12/24	12/30/2024	39241	DYNAMIC DESIGNS PRINTING,	90222	01-41-5841	Posters	140.00
Total 39241:							140.00
12/24	12/30/2024	39242	Erika Pflipsen	121524 - PFL	01-49-5220	employee reimb - Holiday Decor PW	54.27
Total 39242:							54.27
12/24	12/30/2024	39243	Fit For You Mead	1083	01-49-5265	Facility Use - Sr Exer - Nov	232.00
Total 39243:							232.00
12/24	12/30/2024	39244	Fox Tuttle Transportation Group	19021-69A	01-02-2615	Liberty Ranch Filing 3 (320)	935.00
12/24	12/30/2024	39244	Fox Tuttle Transportation Group	19021-69B	01-02-2615	Waterfront project	1,870.00
12/24	12/30/2024	39244	Fox Tuttle Transportation Group	19021-69C	01-02-2615	Kitely Ranch	660.00
Total 39244:							3,465.00
12/24	12/30/2024	39245	FRONTIER SELF STORAGE	010125 - FR	01-40-6900	Storage - Jan	100.00
Total 39245:							100.00
12/24	12/30/2024	39246	Fusion Cloud Company	10011341	01-40-6110	Phone Bill	285.49
Total 39246:							285.49
12/24	12/30/2024	39247	HIGH PLAINS LIBRARY DIST.	2023 REFUN	20-40-5100	2023 TIF Refund	1,269.77
Total 39247:							1,269.77
12/24	12/30/2024	39248	HIGHLAND DITCH COMPANY	1140	14-44-8536	SH 66 Underpass Coord - Tessara / Adm	3,097.90
Total 39248:							3,097.90
12/24	12/30/2024	39249	Invision GIS, LLC	2430	04-44-5201	GIS Services	836.25
12/24	12/30/2024	39249	Invision GIS, LLC	2430	06-40-5201	GIS Services	210.00
12/24	12/30/2024	39249	Invision GIS, LLC	2430	01-43-5201	GIS Services	166.25
Total 39249:							1,212.50
12/24	12/30/2024	39250	JVA INCORPORATED	20474	06-40-5405	TOM Wastewater On-Call Engineering	730.71
12/24	12/30/2024	39250	JVA INCORPORATED	20535	14-44-8538	N Creek Floodplain Analysis	1,625.40

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
12/24	12/30/2024	39250	JVA INCORPORATED	20647	01-02-2615	Meadow Ridge (297)	180.00
12/24	12/30/2024	39250	JVA INCORPORATED	20648	01-02-2615	Grand Meadow (341)	90.00
12/24	12/30/2024	39250	JVA INCORPORATED	20649	01-02-2615	Buffalo Highlands	2,960.00
12/24	12/30/2024	39250	JVA INCORPORATED	20650	01-02-2615	AMK Property (326)	540.00
12/24	12/30/2024	39250	JVA INCORPORATED	20651	01-02-2615	Mead Place (45)	270.00
12/24	12/30/2024	39250	JVA INCORPORATED	20652	01-02-2615	Gopher Gulch (239)	90.00
12/24	12/30/2024	39250	JVA INCORPORATED	20653	01-02-2615	Waterfront Sub Dev (307)	90.00
12/24	12/30/2024	39250	JVA INCORPORATED	20679	01-02-2615	Access 25 (S Postle) (347)	450.00
12/24	12/30/2024	39250	JVA INCORPORATED	20680	01-02-2615	CR 9.5 CDs (Postle - 292)	362.00
12/24	12/30/2024	39250	JVA INCORPORATED	20681	01-02-2615	Elevation 25 (Phase 2) (297)	450.00
12/24	12/30/2024	39250	JVA INCORPORATED	20683	01-02-2615	Municipal Facilities	810.00
12/24	12/30/2024	39250	JVA INCORPORATED	20684	01-02-2615	OReilly Auto Parts	90.00
12/24	12/30/2024	39250	JVA INCORPORATED	20910	01-47-5405	TOM - Gen Engineering - Nov	1,174.20
12/24	12/30/2024	39250	JVA INCORPORATED	20911	01-47-5405	TOM Design Standards & Specs	4,158.00
	Total 39250:						14,070.31
12/24	12/30/2024	39251	Kimball Midwest	102888623	01-47-5210	Shop Supplies	85.58
	Total 39251:						85.58
12/24	12/30/2024	39252	Les Schwab Tire Center	1720017963	01-47-5216	E01 - DK	1,213.04
	Total 39252:						1,213.04
12/24	12/30/2024	39253	MAIN STREET MAT COMPANY	251326	01-40-5210	Mat svs	69.36
12/24	12/30/2024	39253	MAIN STREET MAT COMPANY	251327	01-42-5210	Mat svs	67.33
12/24	12/30/2024	39253	MAIN STREET MAT COMPANY	251333	01-47-5210	Mat svs	109.10
12/24	12/30/2024	39253	MAIN STREET MAT COMPANY	253448	01-40-5210	Mat svs	69.36
	Total 39253:						315.15
12/24	12/30/2024	39254	Marisol Herman	12122024	01-40-5705	employee reimbursements	146.06
12/24	12/30/2024	39254	Marisol Herman	12122024	01-40-5330	employee reimbursements	63.75
12/24	12/30/2024	39254	Marisol Herman	121224 - HE	01-40-5332	employee reimbursements - tuition	1,984.61
	Total 39254:						2,194.42
12/24	12/30/2024	39255	Mark Mascardo	123124 - MA	01-49-5421	Reimbursement - Emergency Bus Appr -	174.62
12/24	12/30/2024	39255	Mark Mascardo	123124 - MA	01-49-5421	Reimbursement - Emergency Bus Appr -	227.73
	Total 39255:						402.35
12/24	12/30/2024	39256	MARY STRUTT	120924 - ST	01-41-5700	Staff holiday gifts	748.65
12/24	12/30/2024	39256	MARY STRUTT	120924 - ST	01-40-5700	Staff holiday gifts	796.50
12/24	12/30/2024	39256	MARY STRUTT	120924 - ST	01-40-5705	Mileage to Hammonds/KS	56.28
	Total 39256:						1,601.43
12/24	12/30/2024	39257	McDonald Farms Enterprises	0128314-IN	01-45-5310	Parks/Town Pick Up	746.50
12/24	12/30/2024	39257	McDonald Farms Enterprises	0128973-IN	06-47-5231	Vac tanker	1,446.50
	Total 39257:						2,193.00
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-40-5400	Litigation (Schell Property)	1,727.50
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-02-2615	Special Proj - WCR 9.5	742.50

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-02-2615	O'Reilly (343)	595.00
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-02-2615	Mead Place (45)	5,920.90
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-02-2615	Club Car Wash (329)	150.00
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-02-2615	Quik Trip (294)	540.00
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-02-2615	Meadow Ridge (297)	3,335.00
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-02-2615	Mead Town Center (337)	949.00
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-02-2615	Mead Municipal Facilities (346)	1,664.00
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-02-2615	Range View Estates (270)	135.00
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-02-2615	AMK 2.0 (326)	1,102.00
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	01-40-5400	Mileage/Cert Mail Reimbursement	66.33
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	Mead.Nov20	06-40-5400	Mileage/Cert Mail Reimbursement	66.33
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	November 20	01-40-5400	Legal Services - Nov	17,575.00
12/24	12/30/2024	39258	Michow Guckenberger McAskin L	November 20	06-40-5400	Legal Services - Nov	925.00
Total 39258:							35,493.56
12/24	12/30/2024	39259	Minuteman Press	14234	01-40-5210	Mead Window Envelopes	151.54
Total 39259:							151.54
12/24	12/30/2024	39260	MVFPD	2023 REFUN	20-40-5100	2023 TIF Refund	3,227.47
Total 39260:							3,227.47
12/24	12/30/2024	39261	NEXTRUST INC.	392349	06-40-5205	Sewer Bills-Nov	432.66
12/24	12/30/2024	39261	NEXTRUST INC.	392349	06-40-5410	Sewer Bills-Nov	202.02
Total 39261:							634.68
12/24	12/30/2024	39262	NOCO Drug Testing LLC	24-2841	01-42-5075	Screening - BS on 7/12	225.04
Total 39262:							225.04
12/24	12/30/2024	39263	NORTHERN COLO WATER CON	2023 REFUN	20-40-5100	2023 TIF Refund	397.30
Total 39263:							397.30
12/24	12/30/2024	39264	OCCUPATIONAL HEALTH CENT	17889820	01-47-5075	Screening - KA	69.00
12/24	12/30/2024	39264	OCCUPATIONAL HEALTH CENT	17889841	01-42-5075	Preemployment - CB	655.00
Total 39264:							724.00
12/24	12/30/2024	39265	Official with the Whistle	6 - REISSUE	01-49-5260	Nov-Dec - reissue	1,120.00
Total 39265:							1,120.00
12/24	12/30/2024	39266	PAVEMENT REPAIR AND SUPPL	2024-1006	04-44-5250	Cold Mix Patch Repair	4,392.00
Total 39266:							4,392.00
12/24	12/30/2024	39267	PINNACOL ASSURANCE	21912471	01-01-1302	WC - Renewal	14,138.00
Total 39267:							14,138.00
12/24	12/30/2024	39268	Prairie Mountian Media	0000404860	01-41-5340	Published Notices - Nov	478.93

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 39268:							478.93
12/24	12/30/2024	39269	Professional Management Solutio	85006	01-40-5401	Finance - Admin	4,224.00
12/24	12/30/2024	39269	Professional Management Solutio	85006	06-40-5401	Finance - Sewer	528.00
12/24	12/30/2024	39269	Professional Management Solutio	85006	20-40-5401	Finance - MURA	528.00
Total 39269:							5,280.00
12/24	12/30/2024	39270	QuikTrip Corporation	121724 - QUI	01-02-2610	Cash bond refund - Mead Hwy 66/I25 GI	1,000.00
Total 39270:							1,000.00
12/24	12/30/2024	39271	RACO Manufacturing & Engineeri	INV-112900	06-47-6610	Annl Service	450.00
Total 39271:							450.00
12/24	12/30/2024	39272	RAMEY ENVIRONMENTAL COM	28726	06-47-5396	Raterink - R&M	1,339.76
Total 39272:							1,339.76
12/24	12/30/2024	39273	Rhomar Industries Inc	107153	04-44-5364	DeIcer	1,685.74
Total 39273:							1,685.74
12/24	12/30/2024	39274	Safebuilt	973632	01-43-5460	Plan Review/ Permit Inspection	15,163.89
Total 39274:							15,163.89
12/24	12/30/2024	39275	ST. VRAIN & LEFT HAND WATE	2023 REFUN	20-40-5100	2023 TIF Refund	558.60
Total 39275:							558.60
12/24	12/30/2024	39276	ST. VRAIN SANITATION DISTRIC	2023 REFUN	20-40-5100	2023 TIF Refund	125.94
Total 39276:							125.94
12/24	12/30/2024	39277	ST. VRAIN VALLEY SCHOOL DIS	2023 REFUN	20-40-5100	2023 TIF Refund	11,786.15
Total 39277:							11,786.15
12/24	12/30/2024	39278	STERLING TALENT SOLUTIONS	10074915	01-47-5075	EE Screening - KA	66.64
Total 39278:							66.64
12/24	12/30/2024	39279	Stewart & Stevenson	60136594	01-47-5215	Generator Service	1,812.31
12/24	12/30/2024	39279	Stewart & Stevenson	60137654	01-40-5215	Generator R&M	1,709.80
12/24	12/30/2024	39279	Stewart & Stevenson	60139297	01-40-5215	Town Hall Generator - R&M	746.41
12/24	12/30/2024	39279	Stewart & Stevenson	60139299	01-47-5215	Mobile Generator - R&M	2,762.57
12/24	12/30/2024	39279	Stewart & Stevenson	60139320	01-42-5215	PD Generator - R&M	1,678.05
Total 39279:							8,709.14
12/24	12/30/2024	39280	SUNRISE ENVIRONMENTAL SCI	150825	01-45-5210	operating supplies	177.98

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 39280:							177.98
12/24	12/30/2024	39281	T-Mobile USA Inc	999630825 -	01-42-5300	Telephone	25.00
12/24	12/30/2024	39281	T-Mobile USA Inc	999630825 -	01-42-5300	Telephone	25.00
12/24	12/30/2024	39281	T-Mobile USA Inc	999630825 -	01-42-5300	Telephone	30.00
Total 39281:							80.00
12/24	12/30/2024	39282	TOWN OF MEAD	2023 REFUN	20-40-5100	2023 TIF Refund	2,288.85
Total 39282:							2,288.85
12/24	12/30/2024	39283	U.S. Tactical Supply	M152101	01-42-5255	Equip	2,529.00
Total 39283:							2,529.00
12/24	12/30/2024	39284	University Auto Parts, Inc	333976	01-47-5216	E02	26.94
12/24	12/30/2024	39284	University Auto Parts, Inc	333976	04-44-5216	PW01	15.48
Total 39284:							42.42
12/24	12/30/2024	39285	US Bank Voyager Fleet Systems	8694028342	01-42-5253	Fuel	1,556.95
12/24	12/30/2024	39285	US Bank Voyager Fleet Systems	8694028342	04-44-5253	Fuel	970.80
12/24	12/30/2024	39285	US Bank Voyager Fleet Systems	8694028342	01-45-5253	Fuel	1,557.26
12/24	12/30/2024	39285	US Bank Voyager Fleet Systems	8694028342	01-47-5253	Fuel	250.35
12/24	12/30/2024	39285	US Bank Voyager Fleet Systems	8694028342	01-49-5253	Fuel	33.26
12/24	12/30/2024	39285	US Bank Voyager Fleet Systems	8694028342	06-47-5253	Fuel	164.88
Total 39285:							4,533.50
12/24	12/30/2024	39286	Utility Notification Center of Color	224110883	06-47-5392	Line locates - November	390.87
Total 39286:							390.87
12/24	12/30/2024	39287	Wear Parts & Equipment Co, Inc	59229	04-44-5364	Snow Removal	500.00
Total 39287:							500.00
12/24	12/30/2024	39288	Weld County Clerk and Recorder	110524 - ELE	01-41-5230	11/5/24 Election - 5,190 voters x $1.25	6,487.50
Total 39288:							6,487.50
12/24	12/30/2024	39289	WELD COUNTY TREASURER	2023 REFUN	20-40-5100	2023 TIF Refund	2,388.57
Total 39289:							2,388.57
12/24	12/30/2024	39290	Wilson & Company Inc	132280	14-44-8506	SRTS - 3rd St Trail - Nov	1,400.00
12/24	12/30/2024	39290	Wilson & Company Inc	132281	04-44-5405	Sekich Business Park	3,232.50
12/24	12/30/2024	39290	Wilson & Company Inc	132282	14-01-1302	WCR 7 Improvements	8,684.48
12/24	12/30/2024	39290	Wilson & Company Inc	132319	01-02-2615	1601 - CR 38 Interchg (336)	29,787.34
Total 39290:							43,104.32
12/24	12/30/2024	39291	Woody Williams Foundation	NOCO GOL	18-45-8507	25% pmt for Gold Star per MOU	16,439.72

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
	Total 39291:						16,439.72
12/24	12/30/2024	39292	WSB LLC	2-303562-00	14-44-8533	34 Bridge	7,281.25
	Total 39292:						7,281.25
12/24	12/13/2024	121324100	CENTURY LINK	0831 - 11/25/	01-40-5300	TH Fax - 0831	80.38
12/24	12/13/2024	121324100	CENTURY LINK	4018 - 12/01/	01-40-5300	Elevator Line	88.25
	Total 121324100:						168.63
12/24	12/19/2024	121924100	HOME DEPOT CREDIT SERVIC	2769 11/21/2	01-47-5210	Supplies	54.88
12/24	12/19/2024	121924100	HOME DEPOT CREDIT SERVIC	2769 11/21/2	01-49-5220	Christmas Lights	60.00
12/24	12/19/2024	121924100	HOME DEPOT CREDIT SERVIC	2769 11/21/2	01-49-5220	Christmas Decor	75.78
12/24	12/19/2024	121924100	HOME DEPOT CREDIT SERVIC	2769 11/21/2	04-44-5254	Shop tool - min comp	38.26
	Total 121924100:						228.92
12/24	12/19/2024	121924101	John Deere Financial	27406 12/01/	04-44-5203	Clothing - Junior	704.84
12/24	12/19/2024	121924101	John Deere Financial	27406 12/01/	04-44-5203	Clothing - Tony	155.97
12/24	12/19/2024	121924101	John Deere Financial	27406 12/01/	01-45-5254	Parks Tools	1,579.17
12/24	12/19/2024	121924101	John Deere Financial	27406 12/01/	01-47-5203	Clothing - Manny	224.95
12/24	12/19/2024	121924101	John Deere Financial	2981438	04-44-5491	Wheel Loader - Dec	3,223.46
	Total 121924101:						5,888.39
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	08-42-5491	608136 21 Ford Police - 23TPHZ	1,004.95
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	09-45-5491	608136 21 Ford Ranger - 23VQXP	627.31
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	09-45-5491	608136 22 Ford F-250 - 23WMJ2	891.83
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	09-45-5491	608136 22 Ford F-350 - 23WQX4	1,201.11
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	09-45-5491	608136 22 Ford F-250 - 23WQX9	931.60
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	04-44-5491	608136 22 Ford Ranger - 25G6J7	679.32
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	08-42-5491	608136 22 Ford Utility Interceptor - 25H	1,261.87
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	08-42-5491	608136 22 Ford Utility Interceptor - 25HL	1,325.91
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	01-43-5491	608136 22 Ford F-150 - 25HL9T	1,198.83
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	09-45-5491	608136 22 Ford Escape - 25S5SM	648.09
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	09-45-5491	608136 21 Ford Ranger - 26G3JG	775.56
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	08-42-5491	608136 22 Ford Utility Interceptor - 26G	790.36
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	09-49-5491	608136 23 Chev Silverado - 26MD7X	934.30
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	01-42-5491	608136 23 Toyota Highlander - 26N9DS	1,279.43
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	08-42-5491	60813623 Ford Interceptor277KHZ	1,034.29
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	08-42-5491	60813623 Ford Interceptor277KPK	1,308.71
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	08-42-5491	60813623 Ford Interceptor277KQJ	1,034.29
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	01-47-5491	60813623 Chevy Silverado27PB84	1,026.44
12/24	12/20/2024	122024154	Enterprise FM Trust	FBN5196715	09-45-5491	60813624 Nissan Frontier27QCF6	901.57
	Total 122024154:						18,855.77
12/24	12/20/2024	122024155	SAMSCLUB	4230 12/02/2	01-41-5700	Supplies	46.25
12/24	12/20/2024	122024155	SAMSCLUB	4230 12/02/2	01-40-5200	Supplies	102.16
12/24	12/20/2024	122024155	SAMSCLUB	4230 12/02/2	01-42-5200	Supplies - 11/25/24	142.30
12/24	12/20/2024	122024155	SAMSCLUB	4230 12/02/2	01-41-5700	Supplies - 11/25/24	77.67
12/24	12/20/2024	122024155	SAMSCLUB	4230 12/02/2	01-40-5200	Supplies - 11/25/24	180.84

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 122024155:							549.22
12/24	12/20/2024	122024156	UNITED POWER	12650701 12	01-45-5305	Booster Pump Founders 11/2024	20.00
12/24	12/20/2024	122024156	UNITED POWER	12952800 12	01-45-5305	Mead Ponds 11/2024	27.51
12/24	12/20/2024	122024156	UNITED POWER	14305100 12	06-47-5305	WWTP 11/2024	5,739.16
12/24	12/20/2024	122024156	UNITED POWER	16836300 12	01-45-5305	Park Sprinkler Liberty 11/2024	24.07
12/24	12/20/2024	122024156	UNITED POWER	16909300 12	01-45-5305	Feather Ridge 11/2024	20.05
12/24	12/20/2024	122024156	UNITED POWER	17159100 12	01-45-5305	Sprinkler Clock Dtn 11/2024	20.06
12/24	12/20/2024	122024156	UNITED POWER	17618300 12	01-40-5305	Town Hall 11/2024	638.24
12/24	12/20/2024	122024156	UNITED POWER	17770000 12	01-45-5305	Gazebo 11/2024	25.61
12/24	12/20/2024	122024156	UNITED POWER	18949400 12	01-42-5305	535 4th PD 11/2024	672.69
12/24	12/20/2024	122024156	UNITED POWER	21881700 12	01-47-5305	1341 CR 3411/2024	604.80
12/24	12/20/2024	122024156	UNITED POWER	22092202 12	06-47-5306	4133 CR 34 - Raterink 11/2024	75.56
12/24	12/20/2024	122024156	UNITED POWER	24240200 -1	01-47-6134	EV Station 11/2024	144.62
12/24	12/20/2024	122024156	UNITED POWER	24257400 -1	01-45-5305	1501 CR 34 - Mead Ponds 11/2024	35.92
12/24	12/20/2024	122024156	UNITED POWER	24446200 -1	09-49-8516	401 3rd St - Temp 11/2024	54.51
12/24	12/20/2024	122024156	UNITED POWER	6753101 12/	01-45-5305	Irrig Sprinkler N Creek 11/2024	20.00
12/24	12/20/2024	122024156	UNITED POWER	7490500 12/	06-47-5305	Pump Lake Thomas 11/2024	45.81
12/24	12/20/2024	122024156	UNITED POWER	83701 12/03/	01-42-5305	Shop - 535 4th St11/2024	167.38
12/24	12/20/2024	122024156	UNITED POWER	96302 12/03/	06-47-5305	WWTP Lagoon 11/2024	35.41
Total 122024156:							8,371.40
12/24	12/23/2024	122324100	Loveland Pulse	303-007777	01-47-5305	Internet - Dec	269.90
Total 122324100:							269.90
12/24	12/23/2024	122324101	VERIZON WIRELESS	6100577779	01-40-5300	Wireless bill	40.09
12/24	12/23/2024	122324101	VERIZON WIRELESS	6100577779	01-41-5210	Wireless bill	51.50
12/24	12/23/2024	122324101	VERIZON WIRELESS	6100577779	01-43-5300	Wireless bill	12.58
12/24	12/23/2024	122324101	VERIZON WIRELESS	6100577779	01-47-5300	Wireless bill	160.04
12/24	12/23/2024	122324101	VERIZON WIRELESS	6100577779	01-49-5300	Wireless bill	40.01
12/24	12/23/2024	122324101	VERIZON WIRELESS	6100577779	04-44-5300	Wireless bill	67.46
12/24	12/23/2024	122324101	VERIZON WIRELESS	6100577779	06-40-5300	Wireless bill	40.01
12/24	12/23/2024	122324101	VERIZON WIRELESS	6100577780	01-42-5300	Wireless bill	1,320.96
Total 122324101:							1,732.65
12/24	12/30/2024	123024100	All Copy Products Inc	544570518	01-01-1302	Copier Lease	219.94
Total 123024100:							219.94
12/24	12/30/2024	123024101	All Copy Products Inc	544897127	01-40-5315	Copier Lease - Dec	96.41
12/24	12/30/2024	123024101	All Copy Products Inc	544898802	01-47-5315	Copier Lease	78.23
Total 123024101:							174.64
12/24	12/30/2024	123024102	UNITED POWER	92015 12/18/	01-42-5305	201 Welker	39.32
Total 123024102:							39.32
Grand Totals:							747,807.69

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-01-1302	14,357.94	.00	14,357.94
01-02-2000	6,456.77	204,357.08-	197,900.31-
01-02-2610	1,000.00	.00	1,000.00
01-02-2615	54,767.74	.00	54,767.74
01-18-4620	.00	6,000.00-	6,000.00-
01-40-5068	205.00	.00	205.00
01-40-5200	335.75	.00	335.75
01-40-5203	257.00	257.00-	.00
01-40-5205	118.15	.00	118.15
01-40-5210	290.26	.00	290.26
01-40-5215	2,456.21	.00	2,456.21
01-40-5216	10.00	.00	10.00
01-40-5300	208.72	.00	208.72
01-40-5305	638.24	.00	638.24
01-40-5315	274.89	.00	274.89
01-40-5330	650.35	.00	650.35
01-40-5331	1,266.62	.00	1,266.62
01-40-5332	1,984.61	.00	1,984.61
01-40-5400	19,368.83	.00	19,368.83
01-40-5401	14,957.80	.00	14,957.80
01-40-5700	4,605.70	85.74-	4,519.96
01-40-5705	202.34	.00	202.34
01-40-6110	285.49	.00	285.49
01-40-6199	752.85	.00	752.85
01-40-6610	550.00	.00	550.00
01-40-6900	100.00	.00	100.00
01-41-5210	51.50	.00	51.50
01-41-5230	6,487.50	.00	6,487.50
01-41-5340	478.93	.00	478.93
01-41-5700	1,250.44	.00	1,250.44
01-41-5841	2,191.97	110.98-	2,080.99
01-42-5075	936.34	3.05-	933.29
01-42-5200	345.32	.00	345.32
01-42-5201	1,600.19	.00	1,600.19
01-42-5210	1,951.64	.00	1,951.64
01-42-5215	1,678.05	.00	1,678.05
01-42-5216	140.00	.00	140.00
01-42-5253	1,556.95	.00	1,556.95
01-42-5254	6,839.46	.00	6,839.46
01-42-5255	2,529.00	.00	2,529.00
01-42-5300	1,400.96	.00	1,400.96
01-42-5305	879.39	.00	879.39
01-42-5315	130.74	.00	130.74
01-42-5330	512.03	.00	512.03
01-42-5331	4.00	.00	4.00
01-42-5343	20.98	.00	20.98
01-42-5491	1,279.43	.00	1,279.43
01-42-5700	175.75	.00	175.75
01-42-6610	430.00	.00	430.00
01-43-5201	166.25	.00	166.25
01-43-5216	10.00	.00	10.00
01-43-5300	12.58	.00	12.58
01-43-5401	2,466.00	.00	2,466.00
01-43-5460	15,163.89	.00	15,163.89
01-43-5491	1,198.83	.00	1,198.83
01-45-5201	210.00	.00	210.00

GL Account	Debit	Credit	Proof
01-45-5210	177.98	.00	177.98
01-45-5253	1,557.26	.00	1,557.26
01-45-5254	1,579.17	.00	1,579.17
01-45-5305	193.22	.00	193.22
01-45-5310	6,882.50	.00	6,882.50
01-45-5330	166.00	.00	166.00
01-47-5075	135.64	.00	135.64
01-47-5200	49.25	.00	49.25
01-47-5203	224.95	.00	224.95
01-47-5210	259.55	.00	259.55
01-47-5212	150.93	.00	150.93
01-47-5215	4,639.87	.00	4,639.87
01-47-5216	1,249.98	.00	1,249.98
01-47-5253	250.35	.00	250.35
01-47-5300	160.04	.00	160.04
01-47-5305	874.70	.00	874.70
01-47-5315	108.13	.00	108.13
01-47-5330	450.00	.00	450.00
01-47-5405	5,332.20	.00	5,332.20
01-47-5491	1,026.44	.00	1,026.44
01-47-5700	120.39	.00	120.39
01-47-6134	144.62	.00	144.62
01-48-5330	220.00	.00	220.00
01-48-5700	15.79	.00	15.79
01-48-6199	167.30	.00	167.30
01-49-5216	10.00	.00	10.00
01-49-5220	309.99	.00	309.99
01-49-5253	33.26	.00	33.26
01-49-5260	1,480.00	.00	1,480.00
01-49-5262	163.22	.00	163.22
01-49-5265	319.86	.00	319.86
01-49-5300	40.01	.00	40.01
01-49-5330	923.32	.00	923.32
01-49-5331	80.00	.00	80.00
01-49-5349	662.75	.00	662.75
01-49-5421	2,118.50	.00	2,118.50
01-49-5700	170.00	.00	170.00
01-49-6199	167.30	.00	167.30
04-02-2000	.00	17,048.67-	17,048.67-
04-44-5201	836.25	.00	836.25
04-44-5203	860.81	.00	860.81
04-44-5216	35.78	.00	35.78
04-44-5250	4,392.00	.00	4,392.00
04-44-5253	970.80	.00	970.80
04-44-5254	38.26	.00	38.26
04-44-5300	67.46	.00	67.46
04-44-5330	268.64	.00	268.64
04-44-5364	2,185.74	.00	2,185.74
04-44-5369	7.65	.00	7.65
04-44-5405	3,232.50	.00	3,232.50
04-44-5491	3,902.78	.00	3,902.78
04-44-6610	250.00	.00	250.00
06-02-2000	.00	18,038.59-	18,038.59-
06-40-5201	210.00	.00	210.00
06-40-5205	432.66	.00	432.66
06-40-5300	40.01	.00	40.01
06-40-5400	991.33	.00	991.33

GL Account	Debit	Credit	Proof
06-40-5401	1,062.12	.00	1,062.12
06-40-5405	730.71	.00	730.71
06-40-5410	202.02	.00	202.02
06-40-6199	585.55	.00	585.55
06-47-5215	455.40	.00	455.40
06-47-5231	5,087.34	.00	5,087.34
06-47-5253	164.88	.00	164.88
06-47-5305	5,820.38	.00	5,820.38
06-47-5306	75.56	.00	75.56
06-47-5392	390.87	.00	390.87
06-47-5396	1,339.76	.00	1,339.76
06-47-6610	450.00	.00	450.00
08-02-2000	.00	7,760.38-	7,760.38-
08-42-5491	7,760.38	.00	7,760.38
09-02-2000	20,536.28	431,505.32-	410,969.04-
09-02-2005	.00	20,536.28-	20,536.28-
09-45-5491	5,977.07	.00	5,977.07
09-49-5491	934.30	.00	934.30
09-49-8516	424,593.95	.00	424,593.95
14-01-1302	8,684.48	.00	8,684.48
14-02-2000	1,819.56	58,480.31-	56,660.75-
14-02-2005	.00	1,819.56-	1,819.56-
14-44-5568	36,391.28	.00	36,391.28
14-44-8506	1,400.00	.00	1,400.00
14-44-8533	7,281.25	.00	7,281.25
14-44-8536	3,097.90	.00	3,097.90
14-44-8538	1,625.40	.00	1,625.40
18-02-2000	.00	16,439.72-	16,439.72-
18-45-8507	16,439.72	.00	16,439.72
20-02-2000	.00	22,990.23-	22,990.23-
20-40-5100	22,042.65	.00	22,042.65
20-40-5401	947.58	.00	947.58
Grand Totals:	805,432.91	805,432.91-	.00

Report Criteria:
Report type: GL detail

Report Criteria:
Report type: GL detail

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	
01/25	01/08/2025	37848	Erika Pflipsen	01312024	01-47-5200	employee reimb	27.96-	V
	Total 37848:						27.96-	
01/25	01/08/2025	37853	Flatirons Inc	012424 - FLA	01-02-2610	Deposit Refund - acct #305 - Raterink Lo	1,000.00-	V
	Total 37853:						1,000.00-	
01/25	01/08/2025	38422	Access 25 Metropolitan District N	2023 REFUN	20-40-5100	2023 TIF Refund	1,938.46-	V
	Total 38422:						1,938.46-	
01/25	01/08/2025	38449	LIBERTY RANCH METRO DISTR	2023 REFUN	20-40-5100	2023 TIF Refund	86,335.10-	V
	Total 38449:						86,335.10-	
01/25	01/08/2025	38494	COLO DEPT OF TRANSPORTATI	1800009847	01-02-2615	Mead Place (45)	85,029.47-	V
	Total 38494:						85,029.47-	
01/25	01/08/2025	39095	Benson Farms Metro District	11062024 BE	99-01-1076	Deposit Refund (280 - Meadow Ridge M	2,430.25-	V
	Total 39095:						2,430.25-	
01/25	01/08/2025	39293	Access 25 Metropolitan District N	2023 REFUN	20-40-5100	2023 TIF Refund	1,938.46	
	Total 39293:						1,938.46	
01/25	01/08/2025	39294	Benson Farms LLC	11062024 BE	99-01-1076	Deposit Refund (280 - Meadow Ridge M	2,430.25	
	Total 39294:						2,430.25	
01/25	01/08/2025	39295	COLO DEPT OF TRANSPORTATI	1800009847	01-02-2615	Mead Place (45)	85,029.47	
	Total 39295:						85,029.47	
01/25	01/08/2025	39296	Erika Pflipsen	01312024	01-47-5200	employee reimb	27.96	
	Total 39296:						27.96	
01/25	01/08/2025	39297	Flatirons Inc	012424 - FLA	01-02-2610	Deposit Refund - acct #305 - Raterink Lo	1,000.00	
	Total 39297:						1,000.00	
01/25	01/08/2025	39298	LIBERTY RANCH METRO DISTR	2023 REFUN	20-40-5100	2023 TIF Refund	86,335.10	
	Total 39298:						86,335.10	
01/25	01/13/2025	39299	ADAMSON POLICE PRODUCTS	INV425990	01-42-5254	Uniform - Begano	767.43	
01/25	01/13/2025	39299	ADAMSON POLICE PRODUCTS	INV426355	01-42-5254	Uniform - Begano	195.20	
01/25	01/13/2025	39299	ADAMSON POLICE PRODUCTS	INV426498	01-42-5254	Uniform - Rollins	297.85	
01/25	01/13/2025	39299	ADAMSON POLICE PRODUCTS	INV426722	01-42-5254	Uniform - Hansen	23.95	
01/25	01/13/2025	39299	ADAMSON POLICE PRODUCTS	INV426861	01-42-5254	Uniform - Salazar	163.80	

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 39299:							1,448.23
01/25	01/13/2025	39300	Alderman Bernstein LLC	20544	14-44-8503	3rd & Welker - Dec	840.00
Total 39300:							840.00
01/25	01/13/2025	39301	Altitude Recreation Inc	241102VS	05-45-5212	Table x2; Benches x12; 36 Gal Receptacl	28,443.02
Total 39301:							28,443.02
01/25	01/13/2025	39302	Amazon Capital Services Inc	1146-HJDG-	01-40-5201	Operating Supplies	299.96
01/25	01/13/2025	39302	Amazon Capital Services Inc	11RP-7GCR-	01-42-5210	Operating Supplies	178.99
01/25	01/13/2025	39302	Amazon Capital Services Inc	19HW-MNR4	01-49-5700	Office Supplies	30.98
01/25	01/13/2025	39302	Amazon Capital Services Inc	1CRX-LQVX-	01-49-5061	Wellness 2025	599.97
01/25	01/13/2025	39302	Amazon Capital Services Inc	1JD3-4CFF-F	01-49-5061	Wellness 2025	956.97
01/25	01/13/2025	39302	Amazon Capital Services Inc	1VJX-JXQP-	01-40-5200	Office Supplies	33.06
01/25	01/13/2025	39302	Amazon Capital Services Inc	1XGH-WQP	01-42-5210	Operating Supplies	18.99
Total 39302:							2,118.92
01/25	01/13/2025	39303	American Public Works Associatio	000860403	01-47-6610	2025 Membership - H Migchelbrink	596.00
Total 39303:							596.00
01/25	01/13/2025	39304	ASCAP	500753775 -	01-49-6610	Music License 2025	445.00
Total 39304:							445.00
01/25	01/13/2025	39305	Ausmus Law Firm PC	9176	01-48-6102	Municipal Prosecutor - Jan	1,000.00
Total 39305:							1,000.00
01/25	01/13/2025	39306	Ayres Associates Inc	220034	01-43-5401	LUC UPdates - Dec	627.18
Total 39306:							627.18
01/25	01/13/2025	39307	BERTHOUD ACE HARDWARE	120554/1	01-47-5210	operating supplies	54.32
Total 39307:							54.32
01/25	01/13/2025	39308	BUCKEYE WELDING SUPPLY C	0005101581	04-44-5369	Rental Cylinder - Dec	7.65
Total 39308:							7.65
01/25	01/13/2025	39309	Carmen Pedrego	DEC 19 2024	01-48-5235	Court Interpreter - Dec	193.50
Total 39309:							193.50
01/25	01/13/2025	39310	CASELLE	138132	01-40-5399	Fin Software Support - Admin	752.85
01/25	01/13/2025	39310	CASELLE	138132	01-48-5399	Fin Software Support - Court	167.30
01/25	01/13/2025	39310	CASELLE	138132	06-40-5399	Fin Software Support - Sewer	585.55
01/25	01/13/2025	39310	CASELLE	138132	01-49-5399	Fin Software Support - Comm Dev	167.30
Total 39310:							1,673.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
01/25	01/13/2025	39311	Centennial Fence Supply Compan	0034270	01-47-5215	R&M - Post and Rails	6,334.80
	Total 39311:						6,334.80
01/25	01/13/2025	39312	Colorado Association of Chiefs of	5020	01-42-5343	Contractual Serv	250.00
	Total 39312:						250.00
01/25	01/13/2025	39313	CPRA	4499	01-46-5063	Annl Rec Conf 2025 - KN	449.00
	Total 39313:						449.00
01/25	01/13/2025	39314	David Jay Thrower	01022025ME	01-48-5040	Municipal court judge - Dec	2,000.00
	Total 39314:						2,000.00
01/25	01/13/2025	39315	DBC Irrigation Supply	S5688799.00	01-45-5372	Slip Coop Ames Park	10.21
01/25	01/13/2025	39315	DBC Irrigation Supply	S5724237.00	01-45-5254	Tools	149.61
	Total 39315:						159.82
01/25	01/13/2025	39316	Denali Water Solutions LLC	INV974087	06-47-5231	Sludge Disposal	910.00
01/25	01/13/2025	39316	Denali Water Solutions LLC	INV981982	06-47-5231	Sludge Disposal	911.40
	Total 39316:						1,821.40
01/25	01/13/2025	39317	FASTENAL	COLON1104	01-45-5215	WdgAnchr	56.00
	Total 39317:						56.00
01/25	01/13/2025	39318	Fit For You Mead	1086	01-49-5265	Sr Exercise - Dec	232.00
	Total 39318:						232.00
01/25	01/13/2025	39319	FRONT RANGE PORTABLE RES	1661	01-49-5262	Town Events - Christmas in the Park	372.50
	Total 39319:						372.50
01/25	01/13/2025	39320	GAME TIME	PJI-0255535	01-45-5215	Playgroud Repair Kit	1,396.89
	Total 39320:						1,396.89
01/25	01/13/2025	39321	Gilda Rios or Andrade Lotero	12262024 - R	99-01-1075	Refund overpayment. Account 1593.03	34.87
	Total 39321:						34.87
01/25	01/13/2025	39322	Innovate Electric Inc	3287	01-45-5215	Replace TH pavillion photo-eye	275.00
	Total 39322:						275.00
01/25	01/13/2025	39323	Iworq Systems inc	206036	04-44-6104	Software Mgmt & Support - 2025	3,250.00
	Total 39323:						3,250.00
01/25	01/13/2025	39324	Jake Walklett or Amairany Medina	12262024 -	99-01-1075	Refund overpayment. Account 1681.01	49.82

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 39324:							49.82
01/25	01/13/2025	39325	JVA INCORPORATED	20963	06-47-5556	CIPP Sewer Rehab	826.00
Total 39325:							826.00
01/25	01/13/2025	39326	Landsea Homes of CO LLC	122624 - LA	99-01-1075	Refund overpayment. Account 1848.01	39.82
01/25	01/13/2025	39326	Landsea Homes of CO LLC	122624 - LA	99-01-1075	Refund overpayment. Account 1850.01	119.64
01/25	01/13/2025	39326	Landsea Homes of CO LLC	122624 - LA	99-01-1075	Refund overpayment. Account 1851.01	119.64
01/25	01/13/2025	39326	Landsea Homes of CO LLC	122624 - LA	99-01-1075	Refund overpayment. Account 1852.01	159.50
01/25	01/13/2025	39326	Landsea Homes of CO LLC	122624 - LA	99-01-1075	Refund overpayment. Account 1854.01	13.29
01/25	01/13/2025	39326	Landsea Homes of CO LLC	122624 - LA	99-01-1075	Refund overpayment. Account 1858.01	141.19
Total 39326:							593.08
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	1003301 12/	01-47-5305	1341 WC 34	44.82
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	347002 12/2	04-44-5305	1782 WC 32	37.57
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	607001 12/2	06-47-5305	5423 WC 32	34.39
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	618801 12/2	01-45-5305	150 Main St	50.34
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	619202 12/2	01-45-5305	401 3rd St	34.39
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	619802 12/2	01-45-5305	242 Dillingham	34.39
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	620201 12/2	01-45-5305	2700 WC 34.5	117.76
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	621801 12/2	01-45-5305	190 1st St	117.76
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	622501 12/2	01-45-5305	365 Welker	50.34
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	624409 12/2	01-42-5305	201 Welker	34.39
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	650402 12/2	01-40-5305	242 Main St	34.39
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	657602 12/2	06-47-5305	4504 E Welker	146.84
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	657701 12/2	01-45-5305	156 Eagle	61.29
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	657801 12/2	01-42-5305	537 Main - PD	61.29
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	657901 12/2	01-45-5305	16775 North Creek	166.19
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	658001 12/2	01-45-5305	441 3rd St (658001)	166.19
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	658101 12/2	01-45-5305	10 Fairburn	50.34
01/25	01/13/2025	39327	LITTLE THOMPSON WATER DIS	658201 12/2	01-40-5305	441 Third St	57.39
Total 39327:							1,300.07
01/25	01/13/2025	39328	LOMC Clearinghouse	010725 - LO	14-44-8538	Letter of Map Revision - North Creek	8,000.00
Total 39328:							8,000.00
01/25	01/13/2025	39329	Lori Harper	12262024 - H	99-01-1075	Refund overpayment. Account 1345.01	32.12
Total 39329:							32.12
01/25	01/13/2025	39330	MAIN STREET MAT COMPANY	253453	01-47-5210	Mat svs - PW	109.10
01/25	01/13/2025	39330	MAIN STREET MAT COMPANY	255295	01-40-5210	Mat svs - Dec	69.36
01/25	01/13/2025	39330	MAIN STREET MAT COMPANY	255296	01-42-5210	Mat svs - Dec	67.33
01/25	01/13/2025	39330	MAIN STREET MAT COMPANY	255302	01-47-5210	Mat svs - Dec	109.10
Total 39330:							354.89
01/25	01/13/2025	39331	Martin Marietta Materials, Inc	44606394-1	04-02-2005	Asphalt/Street Patching - Retainage	97,692.41
01/25	01/13/2025	39331	Martin Marietta Materials, Inc	44606394-2	04-02-2005	Asphalt/Street Paving	1,007.07

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
	Total 39331:						98,699.48
01/25	01/13/2025	39332	MBI-Medicine for Business and In	926187	01-42-5075	Screening - CB	75.97
01/25	01/13/2025	39332	MBI-Medicine for Business and In	928137	01-43-5075	Screenin - AA	35.00
	Total 39332:						110.97
01/25	01/13/2025	39333	McDonald Farms Enterprises	0131095-IN	06-47-5231	Vac tanker - 4504 Welker	1,354.00
01/25	01/13/2025	39333	McDonald Farms Enterprises	0131424-IN	01-45-5310	PW Rolloff	604.00
	Total 39333:						1,958.00
01/25	01/13/2025	39334	Minuteman Press	14366	01-42-5075	Business Cards - CB	78.81
01/25	01/13/2025	39334	Minuteman Press	14366	01-42-5210	Business Cards - AS	78.81
01/25	01/13/2025	39334	Minuteman Press	14366	01-41-5075	BOT new members	384.80
01/25	01/13/2025	39334	Minuteman Press	14366	01-41-5210	T Harris	105.36
01/25	01/13/2025	39334	Minuteman Press	14366	01-40-5075	Business Cards - JN	53.54
01/25	01/13/2025	39334	Minuteman Press	14366	01-40-5210	Business Cards - MS, HM	132.35
01/25	01/13/2025	39334	Minuteman Press	14366	01-43-5075	Business Cards - AA	53.54
01/25	01/13/2025	39334	Minuteman Press	14366	01-43-5700	Business Cards - JB	53.54
01/25	01/13/2025	39334	Minuteman Press	14366	01-47-5210	Business Cards - BH	53.54
01/25	01/13/2025	39334	Minuteman Press	14366	01-49-5700	Business Cards - JW	53.54
01/25	01/13/2025	39334	Minuteman Press	14366	01-48-5700	Business Cards - MH	53.54
01/25	01/13/2025	39334	Minuteman Press	14418	01-42-5210	Bus Cards - Cramblet	78.81
01/25	01/13/2025	39334	Minuteman Press	14418	01-41-5210	Name Badges - CW, HS, DA	90.00
	Total 39334:						1,270.18
01/25	01/13/2025	39335	MJT Communications	14218	01-40-6109	Computer - Admin	1,160.00
01/25	01/13/2025	39335	MJT Communications	14218	06-40-6109	Computer - Sewer	145.00
01/25	01/13/2025	39335	MJT Communications	14218	20-40-6109	Computer - MURA	145.00
	Total 39335:						1,450.00
01/25	01/13/2025	39336	NeoTreks, Inc	04217	04-44-6610	Dues & Subscriptions - Jan	350.00
	Total 39336:						350.00
01/25	01/13/2025	39337	OCCUPATIONAL HEALTH CENT	17933970	01-40-5075	Screening - JN	69.00
	Total 39337:						69.00
01/25	01/13/2025	39338	One Way Inc	356225	06-47-6113	D13927E - 4504 Welker Trash	135.00
01/25	01/13/2025	39338	One Way Inc	356253	01-47-6113	D13927G - 1341 CR 34 Trash	80.00
01/25	01/13/2025	39338	One Way Inc	356378	01-47-6113	D13927H - 1341 CR 34 Recycle	105.80
01/25	01/13/2025	39338	One Way Inc	356428	01-42-6113	D13927A - 537 Main St Trash	82.15
01/25	01/13/2025	39338	One Way Inc	356429	01-42-6113	D13927B - 537 Man St Recycle	53.25
01/25	01/13/2025	39338	One Way Inc	356444	01-40-6113	D13927C - 441 Third St Trash	80.12
01/25	01/13/2025	39338	One Way Inc	356445	01-40-6113	D13927D - 441 Third St Recycle	51.50
01/25	01/13/2025	39338	One Way Inc	356487	01-42-6113	D13927F - 201 Welker	27.55
	Total 39338:						615.37
01/25	01/13/2025	39339	Patrick Harton	4412	01-49-5265	Senior Trip	900.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 39339:							900.00
01/25	01/13/2025	39340	Paulette Dolin	042	01-49-5265	Fitness Class Instruction	540.00
Total 39340:							540.00
01/25	01/13/2025	39341	PerkCity Inc	21700	01-49-5349	Wellness Rewards	90.00
Total 39341:							90.00
01/25	01/13/2025	39342	RAMEY ENVIRONMENTAL COM	28765	06-47-5396	Raterink	336.30
01/25	01/13/2025	39342	RAMEY ENVIRONMENTAL COM	28794	06-47-5390	Wastewater svs - Dec	6,065.79
01/25	01/13/2025	39342	RAMEY ENVIRONMENTAL COM	28794	06-47-5215	Equipment	291.18
01/25	01/13/2025	39342	RAMEY ENVIRONMENTAL COM	28794	06-47-5391	Lab Services	463.20
Total 39342:							7,156.47
01/25	01/13/2025	39343	Robert Palmer	122024 - PAL	01-42-5330	ICAC Conf - Meals Reimbursement 12/8	440.00
01/25	01/13/2025	39343	Robert Palmer	123124 - PAL	01-42-5253	Fuel Reimbursement (Santa Fe Training)	143.00
Total 39343:							583.00
01/25	01/13/2025	39344	Safebuilt	1132437	01-43-5460	Plan Review/ Permit Inspection - Dec	19,246.84
Total 39344:							19,246.84
01/25	01/13/2025	39345	Safety and Construction Supply	16242-IN	04-44-5255	Gloves (x72) - diff types	332.40
01/25	01/13/2025	39345	Safety and Construction Supply	16303-IN	04-44-5252	Signs	1,595.00
Total 39345:							1,927.40
01/25	01/13/2025	39346	Sara Feaster	000043	01-47-5330	CPR & AED Classes	675.00
01/25	01/13/2025	39346	Sara Feaster	000043	01-49-5260	CPR & AED Classes	300.00
01/25	01/13/2025	39346	Sara Feaster	000043	01-49-5421	CPR & AED Classes	75.00
Total 39346:							1,050.00
01/25	01/13/2025	39347	SESAC	159569 - 202	01-49-6610	Music License 2025	610.00
Total 39347:							610.00
01/25	01/13/2025	39348	Slate Communications	3230	01-49-5401	Eco Dev	12,425.00
Total 39348:							12,425.00
01/25	01/13/2025	39349	ST. VRAIN VALLEY SCHOOL DIS	1166	01-49-5260	Gym Fees - Basketball	3,687.40
Total 39349:							3,687.40
01/25	01/13/2025	39350	STAPLES ADVANTAGE	7003547687	01-47-5210	Operating Supplies - PW	131.44
01/25	01/13/2025	39350	STAPLES ADVANTAGE	7003547687	01-40-5210	Operating Supplies - TH	55.99
01/25	01/13/2025	39350	STAPLES ADVANTAGE	7003547687	01-40-5200	Office Supplies - TH	71.32
01/25	01/13/2025	39350	STAPLES ADVANTAGE	7003547687	01-40-5200	Office Supplies - TH	104.68
01/25	01/13/2025	39350	STAPLES ADVANTAGE	7003547687	01-40-5210	Op Supplies	19.96
01/25	01/13/2025	39350	STAPLES ADVANTAGE	7003547687	01-42-5210	Op Supplies	6.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
01/25	01/13/2025	39350	STAPLES ADVANTAGE	7003547687	01-40-5200	Office Supplies - TH	364.27
Total 39350:							753.66
01/25	01/13/2025	39351	THE HARTFORD-GROUP BENE	9247099750	01-40-5066	STD / LTD Insurance	196.67
01/25	01/13/2025	39351	THE HARTFORD-GROUP BENE	9247099750	01-41-5066	STD / LTD Insurance	10.43
01/25	01/13/2025	39351	THE HARTFORD-GROUP BENE	9247099750	01-42-5066	STD / LTD Insurance	303.64
01/25	01/13/2025	39351	THE HARTFORD-GROUP BENE	9247099750	01-43-5066	STD / LTD Insurance	149.07
01/25	01/13/2025	39351	THE HARTFORD-GROUP BENE	9247099750	04-44-5066	STD / LTD Insurance	290.70
01/25	01/13/2025	39351	THE HARTFORD-GROUP BENE	9247099750	01-45-5066	STD / LTD Insurance	295.40
01/25	01/13/2025	39351	THE HARTFORD-GROUP BENE	9247099750	01-47-5066	STD / LTD Insurance	224.77
01/25	01/13/2025	39351	THE HARTFORD-GROUP BENE	9247099750	01-48-5066	STD / LTD Insurance	33.40
01/25	01/13/2025	39351	THE HARTFORD-GROUP BENE	9247099750	01-49-5066	STD / LTD Insurance	167.41
01/25	01/13/2025	39351	THE HARTFORD-GROUP BENE	9247099750	06-40-5066	STD / LTD Insurance	117.18
01/25	01/13/2025	39351	THE HARTFORD-GROUP BENE	9247099750	20-40-5066	STD / LTD Insurance	111.19
Total 39351:							1,899.86
01/25	01/13/2025	39352	T-Mobile USA Inc	999630825 -	01-42-5300	Telephone - Nov/Dec	25.00
Total 39352:							25.00
01/25	01/13/2025	39353	TOWN OF MEAD	18.02 1/2/25	01-40-5305	242 Dillingham Ave	49.82
01/25	01/13/2025	39353	TOWN OF MEAD	31.11 1/2/25	01-42-5305	201 Welker Sewer	45.28
01/25	01/13/2025	39353	TOWN OF MEAD	338.01 1/2/2	01-40-5305	Town Hall Sewer	59.77
01/25	01/13/2025	39353	TOWN OF MEAD	453.01 1/2/2	01-42-5305	PD Sewer (535 Main St)	136.15
01/25	01/13/2025	39353	TOWN OF MEAD	478.02 1/2/2	01-40-5305	242 Main St	49.82
01/25	01/13/2025	39353	TOWN OF MEAD	566.02 1/2/2	01-45-5305	Bean Plant Sewer (401 Third St)	49.82
01/25	01/13/2025	39353	TOWN OF MEAD	630.04 1/2/2	01-40-5305	505 3rd St Sewer	49.82
Total 39353:							440.48
01/25	01/13/2025	39354	TRIDENT SECURITY SYSTEMS	44690	01-40-6199	Alarm Monitoring - Q1 2025	105.00
01/25	01/13/2025	39354	TRIDENT SECURITY SYSTEMS	44690	01-42-6199	Alarm Monitoring - Q1 2025	105.00
Total 39354:							210.00
01/25	01/13/2025	39355	U.S. Postal Service	2025 MKT M	01-40-6511	2025 USPS Mkt Mail Fee	350.00
Total 39355:							350.00
01/25	01/13/2025	39356	University Auto Parts, Inc	336071	04-44-5216	R&M - 2017 Ford F350	68.19
Total 39356:							68.19
01/25	01/13/2025	39357	US Bank Voyager Fleet Systems	8694028342	01-42-5253	Fuel	1,514.09
01/25	01/13/2025	39357	US Bank Voyager Fleet Systems	8694028342	04-44-5253	Fuel	707.98
01/25	01/13/2025	39357	US Bank Voyager Fleet Systems	8694028342	01-45-5253	Fuel	1,171.63
01/25	01/13/2025	39357	US Bank Voyager Fleet Systems	8694028342	01-47-5253	Fuel	312.52
01/25	01/13/2025	39357	US Bank Voyager Fleet Systems	8694028342	06-47-5253	Fuel	153.58
01/25	01/13/2025	39357	US Bank Voyager Fleet Systems	8694028342	01-49-5253	Fuel	48.16
Total 39357:							3,907.96
01/25	01/13/2025	39358	Utility Notification Center of Color	224120870	06-47-5392	Line locates - Dec	430.86

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 39358:							430.86
01/25	01/13/2025	39359	WATER TECHNOLOGY GROUP	5611375	06-47-5215	Filter & Inlet Element - R&M	1,051.19
Total 39359:							1,051.19
01/25	01/06/2025	10625100	UNITED POWER	61303 12/18/	01-45-5305	Area Light Highland - Nov - Dec	11.90
01/25	01/06/2025	10625100	UNITED POWER	88601 12/18/	04-44-5305	Streetlights - Nov - Dec	3,199.22
Total 10625100:							3,211.12
01/25	01/06/2025	10625101	Xpress Bill Pay	INV-XPR019	06-40-5701	Credit Transaction	678.30
01/25	01/06/2025	10625101	Xpress Bill Pay	INV-XPR019	01-40-5701	Credit Transaction	169.57
01/25	01/06/2025	10625101	Xpress Bill Pay	INV-XPR019	06-11-4160	NSF - Dec	14.00
Total 10625101:							861.87
01/25	01/09/2025	10925100	CEBT	INV 0071833	01-02-2310	Health Insurance	45,345.85
01/25	01/09/2025	10925100	CEBT	INV 0071833	06-02-2310	Health Insurance	2,401.99
01/25	01/09/2025	10925100	CEBT	INV 0071833	20-02-2310	Health Insurance	2,684.82
01/25	01/09/2025	10925100	CEBT	INV 0071833	04-02-2310	Health Insurance	7,902.64
Total 10925100:							58,335.30
01/25	01/09/2025	10925101	Elan Cardmember Service	3448 12/27/2	01-42-5254	Tridicon Sights	129.99
01/25	01/09/2025	10925101	Elan Cardmember Service	3514 12/27/2	01-40-5700	Mtg - HM & ER w/ Weld Co	60.21
01/25	01/09/2025	10925101	Elan Cardmember Service	4097 - DEC	01-40-5701	Late Fee	35.00
01/25	01/09/2025	10925101	Elan Cardmember Service	4097 - DEC	01-40-5701	Interest	356.45
01/25	01/09/2025	10925101	Elan Cardmember Service	5590 12/27/2	01-47-5700	Staff Mtg	34.67
01/25	01/09/2025	10925101	Elan Cardmember Service	5590 12/27/2	01-47-5700	ERC Mtg	24.12
01/25	01/09/2025	10925101	Elan Cardmember Service	5590 12/27/2	01-47-6610	ASCE Membership 2025	296.00
01/25	01/09/2025	10925101	Elan Cardmember Service	5590 12/27/2	01-47-5330	Refund - RC unable to attend class	225.00-
01/25	01/09/2025	10925101	Elan Cardmember Service	6819 12/27/2	01-42-5330	Food for hosted training class (Def Tech)	67.59
01/25	01/09/2025	10925101	Elan Cardmember Service	6819 12/27/2	01-42-5330	Food for hosted training class (Def Tech)	39.95
01/25	01/09/2025	10925101	Elan Cardmember Service	6819 12/27/2	01-42-5343	Annl Subscription	468.00
01/25	01/09/2025	10925101	Elan Cardmember Service	6819 12/27/2	01-42-5330	Food for hosted training class (Def Tech)	23.50
01/25	01/09/2025	10925101	Elan Cardmember Service	6819 12/27/2	01-42-5330	Food for hosted training class (Def Tech)	25.00
01/25	01/09/2025	10925101	Elan Cardmember Service	6819 12/27/2	01-42-5330	Food for hosted training class (Def Tech)	42.60
01/25	01/09/2025	10925101	Elan Cardmember Service	6819 12/27/2	01-42-5075	Food for Sgt Promotional Process for 10	188.12
01/25	01/09/2025	10925101	Elan Cardmember Service	6819 12/27/2	01-42-5075	Food for Sgt Promotional Process for 10	26.92
01/25	01/09/2025	10925101	Elan Cardmember Service	6819 12/27/2	01-42-5254	Uniform - earpiece - Begano	168.99
01/25	01/09/2025	10925101	Elan Cardmember Service	6819 12/27/2	01-42-5254	Uniform - nametag - Begano	15.97
01/25	01/09/2025	10925101	Elan Cardmember Service	6819 12/27/2	01-42-5254	PD ID Card x2 - Begano	30.35
01/25	01/09/2025	10925101	Elan Cardmember Service	7665 12/27/2	01-45-5201	SmartLink (x7)	210.00
01/25	01/09/2025	10925101	Elan Cardmember Service	7665 12/27/2	04-44-5254	Tools	127.95
01/25	01/09/2025	10925101	Elan Cardmember Service	7665 12/27/2	01-45-5254	Tools	256.76
01/25	01/09/2025	10925101	Elan Cardmember Service	7665 12/27/2	04-44-5254	Tools	75.11
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-41-5700	BOT	257.85
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5205	Postage	18.00
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5331	Online Subscription - No Receipt	11.00
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5331	Online Subscription - No Receipt	47.67
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5205	Postage	9.00
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5700	Staff	54.61
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-48-5330	CAMCA - MH	117.00
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5200	2024 Holiday Tree	89.44

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-48-5330	CAMCA - MH - Hotel Resort	179.13	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5331	Online Subscription - No Receipt	9.99	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5331	CGFOA Membership Renewal - KB	65.00	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-41-5700	BOT	174.60	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5205	Postage	27.00	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5700	2024 Holiday Gifts	117.50	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5205	Postage	9.00	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5700	BOT	169.12	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5331	Online Subscription - No Receipt	18.99	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5205	Postage	9.00	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5700	Team Lunch	77.00	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5205	Postage	9.00	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5331	CCCMA Membership HM	220.00	
01/25	01/09/2025	10925101	Elan Cardmember Service	7700 12/27/2	01-40-5331	Microsoft 365 Subscription	895.00	
Total 10925101:							5,063.15	
01/25	01/09/2025	10925102	TDS	0014762 - 12	01-42-6311	Internet - Jan	132.45	
Total 10925102:							132.45	
01/25	01/09/2025	10925103	XCEL ENERGY	907818173	01-42-5305	201 Welker - Dec	26.86	
01/25	01/09/2025	10925103	XCEL ENERGY	907819784	01-40-5305	TH - Dec	150.47	
01/25	01/09/2025	10925103	XCEL ENERGY	907823857	01-47-5305	1341 CR 34	604.21	
01/25	01/09/2025	10925103	XCEL ENERGY	907874359	04-44-5305	1785 CR 34 - Grader Shed	252.61	
01/25	01/09/2025	10925103	XCEL ENERGY	907899538	01-42-5305	537 4th St - Dec	383.82	
Total 10925103:							1,417.97	
01/25	01/09/2025	10925104	THE HARTFORD-GROUP BENE	9247063047	01-01-1301	Refund Ck deposited 12/18/24	2,321.28-	M
Total 10925104:							2,321.28-	
01/25	01/13/2025	11325100	CENTURY LINK	0831 - 12/25/	01-40-6110	TH Fax (Jan)	80.38	
01/25	01/13/2025	11325100	CENTURY LINK	4770 - 12/25/	01-42-6110	PD Fax (Jan)	74.60	
Total 11325100:							154.98	
01/25	01/13/2025	11325101	HOME DEPOT CREDIT SERVIC	2769 12/20/2	01-49-5220	Decor for Plow Trucks - Christmas Event	305.77	
01/25	01/13/2025	11325101	HOME DEPOT CREDIT SERVIC	2769 12/20/2	01-40-5215	Light bulbs for TH	41.94	
01/25	01/13/2025	11325101	HOME DEPOT CREDIT SERVIC	2769 12/20/2	01-47-5215	PW Fence	422.44	
Total 11325101:							770.15	
01/25	01/13/2025	11325102	John Deere Financial	27406 01/01/	04-44-5203	Uniform - DeSantis	113.38	
01/25	01/13/2025	11325102	John Deere Financial	27406 01/01/	04-44-5203	Uniform - Junior	272.95	
01/25	01/13/2025	11325102	John Deere Financial	27406 01/01/	01-47-5203	Uniform - Deano	59.99	
01/25	01/13/2025	11325102	John Deere Financial	2990695	04-44-6851	Grader Lease	5,871.01	
01/25	01/13/2025	11325102	John Deere Financial	2992580	04-44-6851	Wheel Loader - Jan	3,223.46	
Total 11325102:							9,540.79	
01/25	01/13/2025	11325103	Official with the Whistle	0008	01-46-6135	Basketball Refs - Q1	7,670.00	
01/25	01/13/2025	11325103	Official with the Whistle	CM - REFUN	01-46-6135	Partial Ref of Dbl Pmt - See 1/7/25 CR	137.00-	

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 11325103:							7,533.00
Grand Totals:							311,810.89

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-01-1301	.00	2,321.28-	2,321.28-
01-02-2000	88,740.71	216,160.53-	127,419.82-
01-02-2310	45,345.85	.00	45,345.85
01-02-2610	1,000.00	1,000.00-	.00
01-02-2615	85,029.47	85,029.47-	.00
01-40-5066	196.67	.00	196.67
01-40-5075	122.54	.00	122.54
01-40-5200	662.77	.00	662.77
01-40-5201	299.96	.00	299.96
01-40-5205	81.00	.00	81.00
01-40-5210	277.66	.00	277.66
01-40-5215	41.94	.00	41.94
01-40-5305	451.48	.00	451.48
01-40-5331	1,267.65	.00	1,267.65
01-40-5399	752.85	.00	752.85
01-40-5700	478.44	.00	478.44
01-40-5701	561.02	.00	561.02
01-40-6109	1,160.00	.00	1,160.00
01-40-6110	80.38	.00	80.38
01-40-6113	131.62	.00	131.62
01-40-6199	105.00	.00	105.00
01-40-6511	350.00	.00	350.00
01-41-5066	10.43	.00	10.43
01-41-5075	384.80	.00	384.80
01-41-5210	195.36	.00	195.36
01-41-5700	432.45	.00	432.45
01-42-5066	303.64	.00	303.64
01-42-5075	369.82	.00	369.82
01-42-5210	428.93	.00	428.93
01-42-5253	1,657.09	.00	1,657.09
01-42-5254	1,793.53	.00	1,793.53
01-42-5300	25.00	.00	25.00
01-42-5305	687.79	.00	687.79
01-42-5330	638.64	.00	638.64
01-42-5343	718.00	.00	718.00
01-42-6110	74.60	.00	74.60
01-42-6113	162.95	.00	162.95
01-42-6199	105.00	.00	105.00
01-42-6311	132.45	.00	132.45
01-43-5066	149.07	.00	149.07
01-43-5075	88.54	.00	88.54
01-43-5401	627.18	.00	627.18
01-43-5460	19,246.84	.00	19,246.84
01-43-5700	53.54	.00	53.54
01-45-5066	295.40	.00	295.40

GL Account	Debit	Credit	Proof
01-45-5201	210.00	.00	210.00
01-45-5215	1,727.89	.00	1,727.89
01-45-5253	1,171.63	.00	1,171.63
01-45-5254	406.37	.00	406.37
01-45-5305	910.71	.00	910.71
01-45-5310	604.00	.00	604.00
01-45-5372	10.21	.00	10.21
01-46-5063	449.00	.00	449.00
01-46-6135	7,670.00	137.00-	7,533.00
01-47-5066	224.77	.00	224.77
01-47-5200	27.96	27.96-	.00
01-47-5203	59.99	.00	59.99
01-47-5210	457.50	.00	457.50
01-47-5215	6,757.24	.00	6,757.24
01-47-5253	312.52	.00	312.52
01-47-5305	649.03	.00	649.03
01-47-5330	675.00	225.00-	450.00
01-47-5700	58.79	.00	58.79
01-47-6113	185.80	.00	185.80
01-47-6610	892.00	.00	892.00
01-48-5040	2,000.00	.00	2,000.00
01-48-5066	33.40	.00	33.40
01-48-5235	193.50	.00	193.50
01-48-5330	296.13	.00	296.13
01-48-5399	167.30	.00	167.30
01-48-5700	53.54	.00	53.54
01-48-6102	1,000.00	.00	1,000.00
01-49-5061	1,556.94	.00	1,556.94
01-49-5066	167.41	.00	167.41
01-49-5220	305.77	.00	305.77
01-49-5253	48.16	.00	48.16
01-49-5260	3,987.40	.00	3,987.40
01-49-5262	372.50	.00	372.50
01-49-5265	1,672.00	.00	1,672.00
01-49-5349	90.00	.00	90.00
01-49-5399	167.30	.00	167.30
01-49-5401	12,425.00	.00	12,425.00
01-49-5421	75.00	.00	75.00
01-49-5700	84.52	.00	84.52
01-49-6610	1,055.00	.00	1,055.00
04-02-2000	.00	126,377.30-	126,377.30-
04-02-2005	98,699.48	.00	98,699.48
04-02-2310	7,902.64	.00	7,902.64
04-44-5066	290.70	.00	290.70
04-44-5203	386.33	.00	386.33
04-44-5216	68.19	.00	68.19
04-44-5252	1,595.00	.00	1,595.00
04-44-5253	707.98	.00	707.98
04-44-5254	203.06	.00	203.06
04-44-5255	332.40	.00	332.40
04-44-5305	3,489.40	.00	3,489.40
04-44-5369	7.65	.00	7.65
04-44-6104	3,250.00	.00	3,250.00
04-44-6610	350.00	.00	350.00
04-44-6851	9,094.47	.00	9,094.47
05-02-2000	.00	28,443.02-	28,443.02-
05-45-5212	28,443.02	.00	28,443.02

GL Account	Debit	Credit	Proof
06-02-2000	.00	17,051.75-	17,051.75-
06-02-2310	2,401.99	.00	2,401.99
06-11-4160	14.00	.00	14.00
06-40-5066	117.18	.00	117.18
06-40-5399	585.55	.00	585.55
06-40-5701	678.30	.00	678.30
06-40-6109	145.00	.00	145.00
06-47-5215	1,342.37	.00	1,342.37
06-47-5231	3,175.40	.00	3,175.40
06-47-5253	153.58	.00	153.58
06-47-5305	181.23	.00	181.23
06-47-5390	6,065.79	.00	6,065.79
06-47-5391	463.20	.00	463.20
06-47-5392	430.86	.00	430.86
06-47-5396	336.30	.00	336.30
06-47-5556	826.00	.00	826.00
06-47-6113	135.00	.00	135.00
14-02-2000	.00	8,840.00-	8,840.00-
14-44-8503	840.00	.00	840.00
14-44-8538	8,000.00	.00	8,000.00
20-02-2000	88,273.56	91,214.57-	2,941.01-
20-02-2310	2,684.82	.00	2,684.82
20-40-5066	111.19	.00	111.19
20-40-5100	88,273.56	88,273.56-	.00
20-40-6109	145.00	.00	145.00
99-01-1075	709.89	.00	709.89
99-01-1076	2,430.25	2,430.25-	.00
99-02-2000	2,430.25	3,140.14-	709.89-
Grand Totals:	670,699.93	670,671.83-	28.10

Report Criteria:
Report type: GL detail

Agenda Item Summary

MEETING DATE:	January 13, 2025
SUBJECT:	Pinnacol Workers Compensation Renewal for 2025
PRESENTED BY:	Mary Strutt, Administrative Services Director

SUMMARY

Attached is the 2025 Renewal Information for the Town's workers' compensation policy through Pinnacol Assurance. Pinnacol has been Mead's workers compensation carrier for over 10 years and is one of the few carriers which insure municipalities with a police force.

Workers compensation insurance is required to cover employees for injuries which occur on-the-job. If injured at work, a claim is reported to Pinnacol who investigates the claim, coordinates medical care and assists with return-to-work issues. The employee's medical treatment, lost time from work and any disability may be paid under the claim, in accordance with state law. Premiums are based on the type of work (and risk involved) for the classifications of workers and the related salaries. In addition, there is an experience modification factor which is a factor based on the town's specific claim history. Mead does receive credits for having a designated provider program and other cost containment measures
.
The attached premium estimate shows the premium charge for each class of employee based on payroll. The 2025 estimated premium is $127,266.00 for a policy with a $1,000 deductible. This reflects an increase over the 2024 premium of 8.5%. The increase is mainly attributable to an increase in payroll. Several of the classification rates, including Public Works (shown under street or road construction) and Police have gone down slightly. For Public Works, the Town's employees are classified at the higher streets workers rate because employees do work in the roadway - fix potholes, plow snow, etc. Workers' Compensation requires that employees are classified at the highest class for their work.

The premium does show credits for cost containment and designated providers. There is an extra charge based on the Town's experience modification (claims history). The Town's experience modification, while still over the 1.0 ideal, dropped from 1.43 to 1.42. Historically, Mead has a few larger claims which have an adverse effect on this indicator.

Pinnacol will complete a payroll audit in the spring, as they do each year, to determine if the payroll forecast was accurate. If, at the end of the year, the town's actual payroll is less than estimated (usually based on vacancies/unfilled positions) a credit will be given.

Annually Pinnacol may release dividends based on overall claims performance. The attached dividend report indicates a dividend of $2,941 for the 2024 policy year.

FINANCIAL CONSIDERATIONS

This rate quote was received at the end of our budgeting process and is higher than was anticipated. If there is not an adjustment to the rate based on the payroll audit and/or a dividend received, a budget amendment may be needed in the 4th quarter of 2025.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the Pinnacol renewal for 2025 in an amount not to exceed $127,266.00 and delegation of authority to the Town Manager and Administrative Services Director to complete the renewal process.

A motion to adopt the January 13, 2025 consent agenda will approve this item. If this item is removed from the consent agenda for further discussion, a suggest motion is:

Suggested Motion:

> "I move to approve the renewal of the Pinnacol Assurance Workers Compensation Policy according the quote received December 14, 2024, in an amount not to exceed $127,266.00 and I further move to delegate authority to the Town Manager and Administrative Services Director to complete the renewal process."

ATTACHMENTS

Pinnacol Renewal 2025
Dividend History

PINNACOL ASSURANCE

7501 E. Lowry Blvd.
Denver, CO 80230-7006
303.361.4000 / 800.873.7242
Pinnacol.com

Insurance Cost Estimate

December 14, 2024
Policy #: 23695

Town of Mead
PO Box 626
Mead, CO 80542

Associates Insurance Group
7395 E. Orchard Rd.
Greenwood Village, CO 80111
(303) 793-3388

The premium estimate provided expires 30 days from issuance. After expiration of the premium estimate, please contact Pinnacol Assurance for an updated estimate.

Coverage Information for 23695 ESTIMATED PREMIUM

Location: Town of Mead
441 3rd St
Mead, CO 80542

Period: 01/01/2025 - 01/01/2026

Class	RT	Description	Emp	Payroll	Rate	Prem Charge
941005	EM	Municipal, township, county or state employee NOC	10.00	$1,221,880	1.838200	$22,461
881105	BD	Municipal, township, county, non-salaried board member & trustee	7.00	$109,200	.060600	$66
940205	EM	Street cleaning & drivers	.00	$0	3.777400	$0
910205	EM	Park NOC-all employees & drivers	3.00	$33,366	2.949200	$984
550605	EM	Street or road construction-paving or repaving & drivers	9.00	$594,974	5.858000	$34,854
906321	EM	Amateur, youth or recreational sports-all employees & clerical	5.00	$34,944	1.070600	$374
901505	EM	Building or property management-all other employees	.00	$0	3.272400	$0
772005	EM	Police officers & drivers	19.00	$1,480,150	3.494600	$51,725
881005	EM	Clerical office employees NOC	12.00	$909,128	.121200	$1,102
881005	EO	Clerical office employees NOC	.00	$0	.121200	$0
Total for Town of Mead				$4,383,642		**$111,566**

Description	Period	Adjustment	Amount
Ratable Manual Premium	01/01/2025 - 01/01/2026		$111,566
Increased Limits (1,000,000/1,000,000/1,000,000)	01/01/2025 - 01/01/2026	1.011	$1,227
Deductible Discount ($1000 Ded)	01/01/2025 - 01/01/2026	.970	$3,347 -
Experience Modification	01/01/2025 - 01/01/2026	1.420	$45,967
Schedule Rating & Designated Provider	01/01/2025 - 01/01/2026	.935	$10,102 -
Cost Containment Credit	01/01/2025 - 01/01/2026	.950	$7,266 -
Premium Discount	01/01/2025 - 01/01/2026	.916	$11,596 -
Self-Rating Adjustment	01/01/2025 - 01/01/2026	1.000	$0
Annual Policy Fee	01/01/2025 - 01/01/2026		$160
Terrorism Insurance Coverage	01/01/2025 - 01/01/2026		$219

(continued on next page)

Catastrophe Insurance Coverage	01/01/2025 - 01/01/2026	$438
Net Estimated Annual Premium	01/01/2025 - 01/01/2026	$127,266

Policyholder Disclosure Notice of Terrorism and Catastrophe Insurance Coverage

Coverage for acts of terrorism is included in your policy. Under your existing coverage, any losses resulting from certified acts of terrorism would be partially reimbursed by the United States Government. Beginning January 1, 2016:

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed $200,000,000, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed $100,000,000,000.
3. The premium charge for the coverage your policy provides for Insured Losses is included in the amount shown in Item 4 of the Information Page or in the Schedule below.

Premium for terrorism is calculated on the basis of total payroll. The total Colorado payroll is divided by $100 and multiplied by the approved terrorism rate, $0.005 per $100 of payroll. The calculation is expressed as (Colorado payroll/$100 X Approved Terrorism Rate = Premium). This premium is not subject to any other modification including, but not limited to, premium discount, experience rating, schedule rating, or retrospective rating.

Additionally, all workers' compensation carriers are required to charge premium to cover large losses. Premium for Catastrophe (other than Certified Acts of Terrorism) is calculated on the basis of total payroll. The total Colorado payroll is divided by $100 and multiplied by the approved Catastrophe (other than Certified Acts of Terrorism) rate, $0.01 per $100 of payroll. The calculation is expressed as (Colorado payroll/ $100 X Catastrophe (other than Certified Acts of Terrorism) Value = Premium). This premium is not subject to any other modifications including, but not limited to, premium discount, experience rating, schedule rating, or retrospective rating.

Valuation Date: 12/14/2024

My Dividend Journey

Town of Mead

Dividend History for Policy Number: 23695

MY 2024 GENERAL DIVIDEND

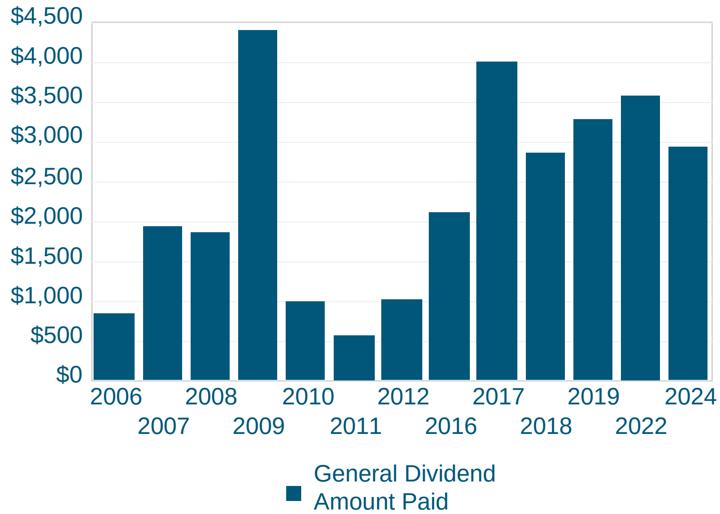
$2,941

MY DIVIDEND JOURNEY
(ALL DIVIDENDS | ALL YEARS)

$30,461

MY 1ST DIVIDEND RECEIVED

2006



	Dividend Amount	
Year Issued	**General Dividend**	**Total**
2024	$2,941	$2,941
2022	$3,584	$3,584
2019	$3,294	$3,294
2018	$2,864	$2,864
2017	$4,006	$4,006
2016	$2,111	$2,111
2012	$1,015	$1,015
2011	$570	$570
2010	$1,005	$1,005
2009	$4,408	$4,408
2008	$1,875	$1,875
2007	$1,942	$1,942
2006	$846	$846
Total	$30,461	$30,461

Agenda Item Summary

MEETING DATE:	January 13, 2025
SUBJECT:	**Resolution No. 01-R-2025** – A Resolution of the Town of Mead, Colorado, Designating the Public Places for Posting of Public Notices of Regular and Special Meetings of Local Public Bodies of the Town and Designating Public Places Within the Town for Posting of Town Ordinances
PRESENTED BY:	Mary Strutt, Administrative Services Director

SUMMARY

Per Colorado Revised Statute 24-6-402(2)(c), public places for posting are to be designated by the Board of Trustees at the first meeting of each year.

Meeting notices are posted on the Town's website. Ordinances are posted on the Town's website and at three locations in town. Those posting locations are: inside at the Town Hall; outside at the Town Hall; and outside at the Sekich/7-Eleven building in Sekich Business Park.

FINANCIAL CONSIDERATIONS

None.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the Resolution. A motion to approve the January 13, 2025 regular meeting consent agenda will approve the resolution. If this item is pulled off of consent for questions or further discussion, Staff recommends the motion set forth below:

Suggested Motion:

> "I move to adopt Resolution No. 01-R-2025, - A resolution of the Town of Mead, Colorado, designating the public places for posting of public notices for regular and special meetings of local public bodies of the Town and designating public places within the Town for posting of ordinances."

ATTACHMENTS

Resolution No. 01-R-2025

TOWN OF MEAD, COLORADO
RESOLUTION NO. 01-R-2025

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, DESIGNATING THE PUBLIC PLACES FOR POSTING OF PUBLIC NOTICES OF REGULAR AND SPECIAL MEETINGS OF LOCAL PUBLIC BODIES OF THE TOWN AND DESIGNATING PUBLIC PLACES WITHIN THE TOWN FOR POSTING OF TOWN ORDINANCES

WHEREAS, Sec. 2-2-210 of the *Mead Municipal Code* ("MMC") requires that notice of all regular and special meetings of the Town be posted at least twenty-four (24) hours in advance on the Town website; and

WHEREAS, the Colorado Legislature passed House Bill 19-1087 during the 2019 legislative session with the intent "…that local governments transition from posting physical notices of public meetings in physical locations to posting notices on a website…to the greatest extent practicable"; and

WHEREAS, the Board of Trustees previously adopted Ordinance No. 909 regarding online notice of public meetings; and

WHEREAS, the Board believes that posting notices on the Town website is a more effective means of dissemination of notice of all regular and special meetings of the Board of Trustees and other local public bodies of the Town, and that posting notice of said meetings on the Town website will provide more flexibility and visibility than posting at a physical location; and

WHEREAS, Sec. 1-3-60 of the MMC provides, in relevant part, that "[t]he publication of all ordinances adopted by the Board of Trustees shall be accomplished by the posting of said ordinances in three (3) public places within the Town" and that "[t]he public places for posting ordinances shall be designated annually at the Board of Trustees' first regular meeting of each calendar year"; and

WHEREAS, the Board desires to comply with Sec. 1-3-60 of the MMC by designating the public places for posting of ordinances at the January 13, 2025 regular meeting,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF MEAD, COLORADO:

Section 1. The Town of Mead website, www.townofmead.org/, is hereby designated as the place at which notices of regular and special meetings of the Board of Trustees and other local public bodies of the Town, as listed in Section 3 of this Resolution below, and of all committees thereof, shall be posted for purposes of the Colorado Open Meetings Law, C.R.S. §24-6-402(2)(c). In accordance with Sec. 2-2-210(b) of the MMC, in emergency or exigent circumstances where notice is not able to be posted online or is not accessible online to the public at least twenty-four (24) hours prior to the applicable meeting(s), notices of meetings shall be accomplished by posting notice at the public places designated in Section 2 of this Resolution below.

Section 2. The following public places within the Town are designated as the public places for posting and publication of Town ordinances, as required by Sec. 1-3-60 of the MMC:

Mead Town Hall inside bulletin board,
441 3rd Street, Mead, Colorado

Mead Town Hall outside bulletin board,
441 3rd Street, Mead, Colorado, and

Sekich Company LLC/7-Eleven building outside bulletin board,
4301 Highway 66, Mead, Colorado

Section 3. **Effective Date.** This resolution shall become effective immediately upon adoption and shall apply to the following: Board of Trustees; Town of Mead Elevation 25 General Improvement District; Town of Mead Highway 66 and I-25 General Improvement District; Planning Commission; Liquor Licensing Authority; Finance Committee.

Section 4. **Legal Publication.** Whenever publication in a legal newspaper is required by ordinance of the Town or other law, the Town shall utilize *The Longmont Times-Call*, or such other legal newspaper as shall be selected from time to time by the Town Clerk.

Section 5. **Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED AND ADOPTED THIS 13TH DAY OF JANUARY, 2025.

ATTEST:	**TOWN OF MEAD:**
By:____________________________	By:_____________________________
Mary E. Strutt, MMC, Town Clerk	Colleen G. Whitlow, Mayor

Agenda Item Summary

MEETING DATE: January 13, 2025

SUBJECT: **Resolution No. 02-R-2025** – A Resolution of the Town of Mead, Colorado, Setting the Days and Times of the Board of Trustees Regular Meetings for Calendar Year 2025

PRESENTED BY: Mary Strutt, Administrative Services Director

SUMMARY

Section 2-2-130(a) of the Mead Municipal Code requires the Town Board to set the regular meeting dates and times on an annual basis via resolution. The attached resolution sets the Board's regular meetings for the second and last Mondays of each month from 6:00 p.m. to 10:00 p.m. and includes the 2025 meeting calendar. Meetings which fall on Town observed holidays are scheduled for the following business day.

FINANCIAL CONSIDERATIONS

None.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the Resolution. A motion to approve the January 13, 2025 regular meeting consent agenda will approve the resolution. If this item is pulled off of consent for questions or further discussion, Staff recommends the motion set forth below:

Suggested Motion:

> "I move to adopt Resolution No. 02-R-2025, - A resolution of the Town of Mead, Colorado, Setting the Days and Times of the Board of Trustees Regular Meetings for Calendar Year 2025."

ATTACHMENTS

Resolution No. 02-R-2025

TOWN OF MEAD, COLORADO
RESOLUTION NO. 02-R-2025

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, SETTING THE DAYS AND TIMES OF THE BOARD OF TRUSTEES REGULAR MEETINGS FOR CALENDAR YEAR 2025

WHEREAS, Section 2-2-130(a) of the *Mead Municipal Code* ("MMC") provides that the Board of Trustees shall meet at least once per month and shall set the days and times of its regular meetings by resolution each year; and

WHEREAS, the Board of Trustees desires to set the dates and times of its regular meetings for calendar year 2025 through adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Colorado, Weld County, Colorado, as follows:

Section 1. The Board of Trustees hereby determines that its regular meetings for 2025 shall be held on the second and last Mondays of each month. The Board of Trustees regular meeting schedule is attached to this Resolution as **Exhibit A** and is incorporated herein by reference.

Section 2. The Board of Trustees further determines that its regular meetings shall start at 6:00 p.m. and shall end at 10:00 p.m., subject to extension to a time certain by a majority vote of the Board of Trustees in attendance, as specifically permitted by Section 2-2-130(b) of the Mead Municipal Code.

Section 3. **Effective Date.** This resolution shall become effective immediately upon adoption.

Section 4. **Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED AND ADOPTED THIS 13TH DAY OF JANUARY, 2025.

ATTEST:	**TOWN OF MEAD:**
By:____________________________	By:____________________________
Mary E. Strutt, MMC, Town Clerk	Colleen G. Whitlow, Mayor

2025 BOARD OF TRUSTEE MEETINGS

2nd and Last Monday of Every Month, 6:00 p.m. – 10:00 p.m. (unless otherwise indicated)
Mead Town Hall, 441 Third Street, Mead, CO 80542

January 13th

January 27th

February 10th

February 24th

March 10th

March 31st

April 14th

April 28th

May 12th

Tuesday, May 27th (Memorial Day)

June 9th

June 30th

July 14th

July 28th

August 11th

August 25th

September 8th

September 29th

October 13th

October 27th

November 10th

November 24th

December 8th

~~December 29th~~ – Cancelled

Agenda Item Summary

MEETING DATE: January 13, 2025

SUBJECT: **Resolution No. 03-R-2025** – A Resolution of the Town of Mead, Colorado, Amending the Employee Handbook

PRESENTED BY: Mary E. Strutt, Administrative Services Director
Kathie Guckenberger, Deputy Town Attorney

SUMMARY

In 2008, (Resolution No. 5-R-2008) the Town adopted an Employee Handbook ("the Handbook") which provides an overview of the employment policies, procedures and benefits of the Town of Mead. The Handbook is periodically revised and updated to keep current with changing employment laws and cultures. The most recent revision was adopted by the Board on November 27, 2023.

Staff has reviewed the handbook along with the Town's human resources consulting firm, CPS HR Consulting, and the Town Attorney to recommend revisions based on changing employment law, changing culture, review of benefit offerings and general updates including to improve the flow of the document.

Benefit offerings were reviewed as part of the 2024 Compensation Study. Recommendations were presented to the Board for benefit enhancements including changing the date of PTO accrual rate increases, implementing a Length of Service Award program and increasing the physical fitness reimbursement under the wellness program. The PTO and Length of Service Awards are included in the Handbook, while physical fitness reimbursement is not generally included but approved internally.

The attached REDLINE version will show all of the Handbook changes. Notable changes are listed below.

- Section I – Introduction
    - Updated section based on changing employment law and to standardize verbiage.
- Section II – Classifications of Employment
    - Definitions of Exempt Employees and Non-Exempt Employees is added from Definitions.
    - Transfers and Promotions moved to Section V.
- Section III – Compensation
    - Split section and created new Benefits Section IV.
    - Added Items on Timekeeping procedures and Wage Garnishment
    - Provided clarification on Performance Evaluations and Payroll Deductions.
- Section IV – Benefits
    - This section was separated out from Compensation (III) as a stand-alone section which describes the basic benefits available to Town employees.
    - Length of Service Award. New discretionary item added as an option to recognize years of service for eligible long-term dedicated employees.

- Section V – Work Policies
    - Accommodation for Nursing Mothers section was added to facilitate compliance with state law.
    - Transfers and Promotions relocated from Section II.
    - Expenses item added.
    - Motor Vehicle Policy updated based on recommendations from CIRSA to identify consequences of deviating from the motor vehicle policy.
- Section VI – Leave
    - PTO (Paid Time Off) charts for both general government and sworn police officers were adjusted to allow for increases in the accrual rate to be effective annually on the employee's anniversary date.
    - Sick Leave for Temporary Employees item was added to incorporate the Town's HFWA Policy into the Employee Handbook.
    - Public Health Emergency Supplemental Leave item added based on current employment law.
    - Voting Time item improved clarity.
    - Domestic Abuse Leave item added.
    - Workers Compensation item moved to Section X.
- Section VII – Employee Conduct
    - Conflict of Interest, Acceptance of Gifts, Nepotism, Personal Business, Inspections & Searches and Off-Duty Conduct relocated from other sections.
    - Computer, Email, Media Relations and Social Media moved into new Section XI Communications.
- Section VIII – At-Will Employment and Discipline
    - No significant changes.
- Section IX – Separations
    - No significant changes.
- Section X – Employee Health and Safety
    - Wellness relocated to Benefits Section IV.
    - Workers Compensation previously in Section VI.
    - Alcohol and Drug items incorporated into this section.
    - Drug Testing Procedures removed from the Handbook to a separate internal policy.
    - Public Health Emergency Whistleblower Law (PHEW) item added.
- Section XI – Communications Systems
    - Section added for ease of flow. The policies were relocated from VII section.
- Section XII – Miscellaneous Provisions
    - For clarity, some items were moved to other sections: Nepotism, Gift Ban, Personal Business, and Whistleblower Protection Policy.
- Section XIII – Definitions
    - Removed two unused terms
- Section XIV – Employee Acknowledgement

Resolution No. 03-R-2025 (the "Resolution") adopts the January 13, 2025 revision to the Town of Mead Employee Handbook.

FINANCIAL CONSIDERATIONS

Generally, the recommended handbook revisions are policy changes which will have little or no financial impact. Specific changes with financial impact are:

- Changing PTO accrual anniversaries. PTO is a replacement of salary, so there is no annual financial impact of this revision. However, there may be a slightly increased liability for PTO earned.
- Length of Service Awards. Based on current staffing the maximum annual financial impact for this discretionary item is anticipated to be $ 4,000 for the calendar year.
- Physical Fitness Reimbursement - Increasing the monthly Physical Fitness Reimbursement amount from $15 per month to $30 per month would have an anticipated annual financial impact of $ 3,600, based on current participation in the program.

All of the above financial changes were included in the 2025 Budget approved by the Board of Trustees on December 9, 2024.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the January 13, 2025 Consent Agenda will approve this item. If the resolution is removed from the consent agenda, the suggested motion is:

Suggested motion:

“I move to adopt Resolution No. 03-R-2025 – A Resolution of the Town of Mead, Colorado, Amending the Employee Handbook.”

ATTACHMENTS

Resolution No. 03-R-2025
Exhibit A to Resolution (Employee Handbook, Latest Revision January 13, 2025)
Employee Handbook 01.13.2025 REDLINE

TOWN OF MEAD, COLORADO
RESOLUTION NO. 03-R-2025

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, AMENDING THE EMPLOYEE HANDBOOK

WHEREAS, pursuant to its authority under Section 2-3-90 of the Mead Municipal Code, the Board of Trustees ("Board") of the Town of Mead (the "Town"), has previously adopted an Employee Handbook containing rules, regulations, and terms and conditions regarding governing the employment of Town employees (the "Employee Handbook"); and

WHEREAS, the Board most recently amended the Employee Handbook on November 27, 2023; and

WHEREAS, staff and the Town's human resources consultant, CPS HR Consulting, LLC has recommended certain changes to the Employee Handbook to keep current with changing employment laws and cultures; and

WHEREAS, amendments to the Employee Handbook are also recommended to enhance benefit offerings and improve the flow of the document; and

WHEREAS, such amendments are further described in the Agenda Item Summary prepared for the January 13, 2025 Regular Meeting of the Board; and

WHEREAS, the Town Manager and Department Heads have reviewed the proposed changes and support the proposed amendments; and

WHEREAS, the Board desires to amend the Employee Handbook in substantially the same form as attached to this Resolution as **Exhibit 1**; and

WHEREAS, the Board further desires to authorize the Town Manager to issue, on a discretionary basis, a Length of Service Award to eligible employees as set forth in **Exhibit 1**; and

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado that;

Section 1. The Board of Trustees hereby (1) amends the Employee Handbook to incorporate the revisions described above and adopts the Employee Handbook in substantially the same form attached to this Resolution as **Exhibit 1;** and (2) authorizes the discretionary Length of Service Award as outlined in the **Exhibit 1**.

Section 2. **Effective Date.** This resolution shall become effective immediately upon adoption.

Section 3. **Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. **Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 13TH DAY OF JANUARY, 2025.

ATTEST:

By:______________________________
Mary E. Strutt, MMC, Town Clerk

TOWN OF MEAD

By:________________________________
Colleen G. Whitlow, Mayor

Exhibit 1

Employee Handbook (*Latest Revision: January 8, 2025*)
(attached)

Employee Handbook

Effective Date: April 1, 2008
Latest Revision: January 13, 2025

IMPORTANT NOTICE

This handbook is issued to give the employee an overview of the policies, procedures and benefits of the Town of Mead that relate to employment. This handbook represents a summary of some of the more important organizational information. Consequently, the handbook is not intended to be all-inclusive. This handbook supersedes all previous editions.

The policies and procedures contained in this Handbook do not constitute a contract, either express or implied, and should not be relied upon as binding promises made by the Town. The contents of the Handbook are summary guidelines for employees.

The Town reserves the right to modify, revoke, rescind, suspend, terminate, interpret, or change any or all of the guidelines mentioned, in whole or in part, at any time, with or without notice.

Employment at the Town is at-will. Any employee may be terminated with or without notice and without an explanation, just as any employee may resign at any time, for any reason. Nothing in this Handbook is intended to modify the Town's at-will employment policy.

Welcome to the Town of Mead where our employees' concern for citizens, dedication to their jobs, and hard work is a matter of pride. We believe that the high quality of services our employees provide is instrumental in the continuing growth of the Town of Mead.

History of Mead

The Town of Mead was platted on February 16, 1906 and incorporated on March 17, 1908. The Town was named for L.C. "Deacon" Mead, who had emigrated from Chicago and built his homestead at what is now Highland Lake. Mead was well known locally for his work with the Highland Ditch Company while they were surveying and building Highland Lake on his property. The Highland Ditch and its reservoir system were one of the first farm irrigations systems in the county and was, at that time, a subject of wide agricultural study at many of the country's agricultural educational institutions. The small community of Highland Lake is still in existence and is located approximately 1 ½ miles west of Mead. At the end of 1989, and for the first few months of 1990, the Highland Lake Congregational Church was a site used in the filming of Die Hard 2, with actor Bruce Willis. The Church began a restoration project in 2005 which was completed in 2008.

In 1905, the Great Western Railroad built a feeder line from Longmont to Johnstown to gather and take the sugar beet harvest to their refinery in Longmont. The railway passed directly through the property of Paul Mead, Deacon Mead's nephew. The businesses at Highland Lake decided to relocate to this railway siding. For the next two decades, the Town prospered as farmers used this siding to get their crops to the market.

At its peak, Mead had three general stores, a hotel, a combination grocery store and meat market, two saloons, a butcher shop, a filling station, two auto garages, an implement company, two livery stables, a lumberyard, a blacksmith shop, a drug store, a hoe and harness repair shop, a post office, two doctors' offices, a bank (Mead State Bank) and a newspaper (Mead Messenger). Two of the churches in existence then are still active today. There was also a pickle factory, a hay mill and a pea-hulling factory on the outskirts of the community.

The land surrounding the community is prime agricultural land. It has gentle rolling hills and flat lands with numerous irrigation reservoirs scattered throughout the landscape. Wide-open spaces are the trademark of rural Weld County and Mead has its share of them.

The Depression, the advent of the automobile, shopping malls, and national chain stores all played important roles in the change the Town has seen since its incorporation. Modern transportation, Interstate 25, and the Denver International Airport have promoted the most recent changes in the community.

Table of Contents

I. INTRODUCTION

This Town of Mead Employee Handbook is designed to acquaint the employee with the organization and provide employees with information about working for the Town. The handbook is not all-inclusive, but instead is intended to provide employees with a summary of some of the Town's guidelines. This edition replaces all previously issued editions.

The language in this Handbook and any verbal statements made by management are not intended to constitute a contract of employment, either expressed or implied, nor are they are a guarantee of employment for a specific duration. No representative other than the Town Manager has the authority to enter into a contract for employment for any specified period and any such agreement must be in writing signed by both the Town Manager and the employee.

No employee handbook can anticipate every circumstance or question. After reading the handbook, if an employee has any questions, the employee should speak with their immediate supervisor, Department Head, or Human Resources. Also, the need may arise for the Town to change the policies described in the handbook. The Town reserves the right to interpret or change them without prior notice.

Board of Trustees

The Board of Trustees is the ultimate policymaking authority for the Town of Mead.

Town Manager

The Town Manager is the Chief Executive Officer of the Town. All departments shall report to the Town Manager. The Town Manager is responsible to the Board of Trustees for the proper administration, operation, and control of all affairs of the Town. The powers and duties of the Town Manager are more specifically set forth in Town Ordinances.

Department Regulations

A Department Head has the authority to establish such policies and rules for the operations of that department, subject to the approval of the Town Manager. All such policies and rules will be in writing, kept on file in the department and cannot supersede personnel policies, Town Ordinances, and Resolutions.

GENERAL PROVISIONS

A. Equal Employment Opportunity (EEO) / Unlawful Harassment

The Town is dedicated to the principles of equal employment opportunity - ensuring equal access and opportunity in all matters of compensation, terms, conditions, or privileges of employment. The Town prohibits unlawful discrimination and harassment against applicants or employees on the basis of the following protected classes: race (including hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, ancestry, creed, age, disability, military status, genetic information, marital status, pregnancy, childbirth and related conditions, or any other status protected by applicable federal, state or local law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. The Town prohibits harassment, disrespectful or unprofessional conduct by any employee of the Town, including Town officials, supervisors, managers, and co-workers. The Town's anti-harassment policy also applies to vendors, suppliers, customers, independent contractors, unpaid interns, and persons providing services pursuant to a contract.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

B. The Americans with Disabilities Act

The Town complies with all applicable laws prohibiting discrimination in employment against qualified individuals with disabilities. Consistent with the law, if an employee requests accommodation, the Town will engage in a timely and interactive process with the employee to determine whether there is a reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations. Employees seeking such accommodation should contact their supervisor or the Human Resources Representative as soon as possible.

The Town may require that an employee provide documentation from an appropriate health care provider detailing the medical necessity of a reasonable accommodation.

C. Religious Accommodation

The Town complies with all applicable laws prohibiting discrimination in employment against individuals on the basis of their religious beliefs, unless doing so poses undue hardship on the Town.

When an employee or applicant needs accommodation for religious reasons, they should notify their supervisor or the Towns's Human Resources Representative

D. Pregnancy Accommodation

Employees who are otherwise qualified for a position may request reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests accommodation, the Town will engage in a timely and interactive process with the employee to determine whether there is a reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations. The Town will require that an employee provide documentation from her healthcare provider detailing the medical necessity of the reasonable accommodation. Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact their supervisor or Human Resources.

The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept accommodation that is unnecessary for the employee to perform the essential functions of the job.

E. Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the Town believes it warrants separate emphasis.

The Town prohibits sexual harassment and inappropriate sexual conduct at the workplace. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Employees are always expected to conduct themselves in a professional and businesslike manner. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails;
- Petty slights, minor annoyances, and lack of good manners can be seen as unwanted behavior;
- Digital form such as social media posts, texts, or website comments;
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, marital status, or repeated unwanted requests for dates; or
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, intentionally blocking normal movement or interfering with work, and brushing up against another's body.

F. Anti-Violence

The Town strives to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating or threatening behavior, physical abuse, vandalism, arson, sabotage, or any other act, which, in management's opinion, is inappropriate in the workplace. In addition, bizarre or offensive comments regarding violent acts, events, or behavior are not tolerated. Employees should immediately and directly contact emergency services if they believe there is an imminent threat to the safety and health of themselves or others. For other health or safety complaints or concerns, please notify your supervisor, the Town Manager, or Human Resources.

G. Anti-Retaliation

The Town prohibits retaliation against employees for reporting harassment or discrimination or for assisting the Town in the investigation of any complaint. Any employee engaging in retaliation may be subject to disciplinary action.

Employees should immediately report any incidents of reprisal, retaliation, or harassment which occur as a result of making such a notification. No employee will be retaliated against for making a report. Report the incident in writing immediately to the next level of supervision, Human Resources, or the Town Manager. To the extent possible, complaints and investigations will be handled in a confidential manner.

H. Complaint Procedure

Any unwelcome behavior to which an employee considers to be unlawful harassment, sexual or otherwise, or which an employee believes constitutes discrimination or retaliation, must be reported to the employee's supervisor immediately. If the unwelcome behavior that the employee considers to be harassing or discriminatory involves the employee's supervisor, the employee shall report his or her concern immediately to the next level supervisor in the employee's chain of command. If the employee is uncomfortable reporting to any supervisor in his or her chain of command, the employee may report the harassment or discrimination directly to the Town Manager or to Human Resources. If the harassment or discrimination involves the Town Manager, the employee may report the harassment or discrimination to the Mayor or Human Resources. If the harassment or discrimination involves a Board member, the employee must report it to the Town Manager, the Mayor, or Human Resources. An employee will not be subject to any retaliatory action as a result of reporting conduct that the employee in good faith considers to be a violation of policy.

Once a complaint has been reported, Human Resources will promptly investigate. The complaining party, the accused, and any witnesses may be interviewed separately to establish the facts of the situation. An employee shall not be subject to retaliatory action as a result of cooperating with, or participating in, any investigation.

Information reported concerning an employee’s claim of harassment or discrimination will be treated as confidential, to the extent possible; however, information associated with a claim may need to be disclosed during the investigatory process. Efforts will be made to take effective remedial action to protect the Town and its employees. Appropriate action will be taken based upon the results of the investigation.

II. CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration, eligibility to overtime payments, and determining employee benefits, the Town classifies employees as follows:

A. Full-time

A full-time employee is one who works a minimum of forty (40) hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below. Full-time employees are currently eligible to share in Town benefits.

B. Part-time

A part-time employee is one who works less than forty (40) hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below. Part-time employees who work between thirty (30) and thirty-nine (39) hours per week are currently eligible to share in certain employment benefits provided by the Town and can accrue prorated PTO and holiday pay based on hours worked. Part-time employees who work less than thirty (30) hours per week on a regular basis currently accrue PTO on a prorated basis but are otherwise not eligible to share in employment benefits provided by the Town, except as required by law.

C. Temporary

Temporary employees are employees who work either full or part-time and are engaged by the Town for a specific period of time (such as summer) or for a specific project or assignment. Such employees may be "exempt" or "non-exempt" as defined below. Temporary employees are not eligible to share in the employment benefits provided by the Town unless it is expressly stated in a written statement issued by an authorized representative of the Town or as required by law.

D. Volunteer

A volunteer is someone who is performing services for the Town in an unpaid position. Volunteers serve at the discretion of the Town and are subject to following all applicable rules and policies included in this handbook and of the Town.

E. Exempt Employees

Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

F. Non-Exempt Employees

Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

III. COMPENSATION

For compensation, the Town has two pay structures: General Government and a Police-Sworn Step Plan.

A. Adjustments to Pay

The Town conducts periodic pay plan reviews and analysis. Adjustments are made to the pay plan and to classifications of individual positions based on this analysis.

By completing a market analysis, we strive to achieve a pay plan that is competitive within the labor market. The market consists of neighboring and similar sized communities.

The final approval of the pay plan is determined by the Board of Trustees.

The Town also determines pay based on merit. Merit plans are an example of pay for performance. They are tied to individual levels of performance measurement (typically performance appraisal ratings) and pay adjustments under the Town's merit plan are normally added into an individual employee's base salary.

B. Overtime Pay

The Town reserves the right to require its employees to work overtime, at the Town's sole discretion. When possible, overtime will be approved in advance by the Department Head and advance notice will be given to the employee. Non-exempt employees are not allowed to work overtime without the supervisor's approval. The Department Head will notify the Town Manager as soon as practical about authorizing overtime.

Non-exempt, non-commissioned employees receive overtime compensation at a rate of one and one-half (1½) times their regular hourly rate for any hours worked beyond forty (40) in the designated workweek. Commissioned police officers may be assigned a different work week and schedule. Scheduled workdays and work periods may be adjusted to address service demands either on a long-term or temporary basis.

For purposes of computing overtime, the workweek begins Monday at 12:00 a.m. and ends Sunday at 11:59 p.m. PTO will not be counted as time worked for purposes of calculating overtime pay. Holidays will be counted as time worked for overtime purposes.

C. Compensatory Time

Non-exempt employees may receive compensatory time in lieu of overtime pay. If the employee wishes to be granted compensatory time for overtime hours worked, the employee should indicate compensatory time on their time sheet, which is subject to the approval of the Department Head. The employee should indicate the actual number of hours worked. Compensatory time is calculated the same as paid overtime.

No employee is permitted to accrue more than forty (40) hours of compensatory time. If an employee has accrued the maximum number of hours, all subsequent compensation hours are paid out as overtime hours. Upon transfer to an exempt position or termination, the employee is paid for unused compensatory time at their regular rate of pay that is in effect immediately prior to separation or transfer.

Temporary employees are not eligible to accrue compensatory time.

D. Timekeeping Procedures for Non-Exempt Employees

Non-exempt employees are responsible for accurately recording their hours worked, PTO, sick leave (if applicable), holidays, leaves of absence, and other time off, whether paid or unpaid, on their time sheet. It is essential that this information be accurate. All time sheets must be submitted to the supervisor for approval and payment processing.

E. Pay Periods

Employees of the Town shall be paid every other Friday. If the regular payday falls on a holiday, employees will be paid on the last business day that the Town office is open prior to the regular payday.

F. Performance Appraisals

Generally, the Town endeavors to conduct performance reviews annually. The review process is intended to provide employees with information concerning their employment progress and to serve as a means of improving employee performance and provide a basis for pay raises, if any. The review process is not meant to serve as a substitute for ongoing discussions between supervisors and employees. Each written review shall become a part of the employee's personnel record.

G. Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: federal and state income tax withholding, Medicare, and other items designated by the employee or required by law (including a valid court order). If an employee believes an improper deduction has been made to their salary, they should immediately report this information to the Human Resources Representative. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Payroll deductions may also be made from an employee's paycheck based on a reimbursement agreement and/or for the replacement cost of lost, destroyed, or unreturned Town property.

H. Wage Garnishment

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the Town receives legal papers ordering a garnishment, the Town is required by law to make deductions from an employee’s paycheck until the Town withholds the full amount or receives legal papers from the court to stop the garnishment. Even if an employee has already paid the debt, the Town may be required to continue garnishing wages until the Town receives legal notification to stop the garnishment.

I. Direct Deposit

The Town requires all employees to enroll in direct deposit for payroll, which means that employees’ pay will be deposited directly into their accounts at a participating banking institution each payday. If employees do not provide information for an established bank account, the Town can establish a debit account at an approved banking institution for the purpose of direct deposit.

IV. BENEFITS

A. Benefit Plans

As part of its compensation strategy, the Town offers a variety of benefits for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The Town complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in a civil union.

Benefit plans offered by the Town are defined in the applicable plan documents such as insurance contracts and summary plan descriptions. In the event that the information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and the requirements for eligibility of coverage, may be modified or discontinued from time to time at the Town’s discretion as permitted by law. The Town and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the Town.

Employees will have an opportunity to make changes to their benefit selections during the Town's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce, birth of a child or loss of insurance through changes in a spouse's employment, will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

Information on the costs, coverages, providers and administrators will be provided during new employee orientation and during the Town's annual open enrollment.

The Town currently offers the following benefits:

Medical Insurance	Retirement Plan
Dental Insurance	Savings Plans (401k, 457)
Vision Insurance	Employee Assistance Plan
Voluntary Flexible Spending Account	Life Insurance
Short-term Disability Plan	Long-term Disability Plan

B. Wellness Benefit

Employees and their dependents may be eligible for various wellness programs through the Town's benefit provider, such as the Employee Assistance Program.

The Town may provide a wellness program which allows employees to earn and redeem points based on their involvement in the approved wellness activities. A terminated employee's last day of employment is the final day of redemption of points or rewards, and points are not transferrable to other employees.

C. Length of Service Award

The Length of Service Award is a means of recognizing the value of the long-term, dedicated service of Town employees. Length of service awards may be issued, at the discretion of the Town Manager, in the first quarter of each year to eligible employees who have completed at least five continuous years of service with the Town by December 31 of the prior calendar year. Full-time employees may be eligible to receive a lump sum award based on their continuous years of service. In addition, part-time employees who work between thirty (30) and thirty-nine (39) hours per week may also be eligible for an award. Employees who separate from employment prior to the payment issuance are not eligible to receive this award.

V. WORK POLICIES

A. Hours of Work

Full-time employees of the Town shall work a minimum forty (40) hours per week. Normal working hours at Town Hall shall be 8:00 a.m. to 5:00 p.m., Monday through Friday. Normal working hours for Public Works shall be 7:00 a.m. to 3:30 p.m., Monday through Friday. Police officers are scheduled to provide coverage twenty-four (24) hours a day. Supervisors may approve adjustments to the employees' normal scheduled hours.

Daily and weekly work schedules may change from time to time at the sole discretion of the Town to meet the Town's business needs. Changes in work schedules may be announced in advance.

Non-exempt employees are expected to fulfill their work schedule on-site and are not eligible for remote work. Temporary exceptions to this policy are rare and require approval by the Town Manager.

B. Dress Code

An employee's personal appearance is a reflection of the Town's character. Appearance, personal hygiene and attire are important to the Town to instill confidence and professionalism with the residents and community. Within reason, employees of the Town are allowed to use their own discretion with respect to their work attire, however, torn clothing, low cut shirts, micro-length skirts or shorts, and shirts with inappropriate verbiage or pictures are not approved attire. All work attire should be neat and appropriate to the employee's job duties. At any time, the Town may further define what constitutes appropriate dress, personal hygiene, grooming habits and cleanliness. Personal attire and grooming habits shall be such as to not jeopardize the safety of the employee or other Town personnel.

If, in the Department Head's or Human Resources' opinion, an employee reports for work improperly dressed or groomed, someone may instruct the employee to return home to change clothes or take other appropriate corrective action.

Uniforms or a uniform clothing allowance may be furnished to certain Town employees. Such uniforms must be neat, clean, in good condition, and must be worn while performing duties for the Town.

It is the intent of this policy to comply with applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, sex (including pregnancy, sexual orientation, gender identity and gender expression), national origin, ancestry, creed, disability, age, genetic information and any other status protected under such laws.

C. Accommodations for Nursing Mothers

The Town will allow an employee to use paid break time and/or mealtime to express breast milk for her nursing child for up to two (2) years after the child's birth.

The Town will make reasonable efforts to provide a room or other location near the mother's work area with electricity to enable the employee to use a breast pump, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public which may be used by an employee to express breast milk. For information on where the nearest accommodation is located, contact the Human Resources Representative.

D. Attendance

All employees shall report to work at their prescribed time and fulfill their assigned work schedule. Any employee who fails to report for work at their prescribed time without first notifying his or her supervisor of the expected late arrival or absence may be subject to disciplinary action. Any employee reporting late for work or reporting absent shall explain the reason to the supervisor. The duties of most employees require them to be present at specific locations. Working at home may be permitted only with the prior approval of the Town Manager.

E. Transfers and Promotions

The Town may transfer or promote from within when doing so is reasonable at the discretion of the Department Heads and Town Manager. Available positions will be posted on Town's website. If an employee is interested in a position and feels he or she has the necessary qualifications, the employee must submit a formal written application to Human Resources. Transfer or promotion to a position may be based on demonstrated performance in the employee's current position, as well as knowledge and qualifications with respect to the position for which an application is made.

F. Tobacco Use

The Town provides a tobacco-free work environment for its employees. The use of tobacco products is prohibited inside Town buildings or while performing any duty or activity on behalf of the Town. The use of any tobacco product is also prohibited in any Town vehicle and equipment. Tobacco use includes the use of electronic nicotine delivery systems, such as e-cigarettes, e-cigars, e-hookahs and e-pipes.

G. On-Call and Recall Pay

Some Town operations must be able to be responsive twenty-four (24) hours per day and certain employees may be assigned "on-call" duty during a specific period of time outside their normal working hours. While on-call, the employee shall be accessible by telephone or other satisfactory method and shall be able to report to work promptly. Employees will be paid thirty (30) minutes of pay at their regular rate for each day the employee is on-call.

When a non-exempt employee is summoned back to work during their normal off-duty time, the employee shall be paid for all hours worked with a guaranteed minimum of two (2) hours of pay per call-back. Travel from the employee's location to work may be reimbursed through mileage reimbursement.

H. Town Closure

All Town facilities are considered open for business regardless of weather conditions, fire damage, natural disaster, or other unusual circumstances unless officially designated as CLOSED by the Town Mayor, Town Manager, or a designee.

When facilities are open, the decision to report to work shall normally reside with the employee except in the case of designated essential personnel who shall be expected to report as instructed or scheduled by their departments. Essential personnel are designated by the Department Head.

The employee is responsible for contacting the Supervisor, Department Head, or designated departmental representative if the employee is unable to report to work.

I. Modified Duty

An employee who is unable to perform the full range of duties of their position may have the duties temporarily modified so that they are productive while recuperating from their illness or injury. This section applies to employees who are receiving workers' compensation benefits and employees recuperating from personal illnesses or injuries. A medical return-to-work release detailing restrictions, if any, will be required for employees of the Town who have been off work for more than three (3) consecutive scheduled workdays due to personal injury, serious medical condition or illness. Modified duty assignments are at the discretion of the Department Head and may not always be available.

The Town reserves the right to change the rate of pay for an employee in a modified duty capacity depending on the nature of the modified duty assignment.

J. Motor Vehicles

Drivers must possess a current, valid driver's license before operating a Town vehicle or driving a personal vehicle on behalf of Town business. If the driver has recently moved to Colorado from another state, the driver must obtain a Colorado driver's license within thirty (30) days of moving to Colorado to continue driving Town vehicles pursuant to State law. It is the responsibility of any Town employee to provide an annual records release waiver to allow the Town to verify his or her driver’s license status through a check of Motor Vehicle Record (“MVR”) and to maintain auto liability coverage as required by law. The driver must always have his/her license in their possession while driving the vehicle. All operators must be licensed in the class of vehicle operated.

MVRs will be graded based on the table below, as minimum requirements. No new driver will be hired with a "Reviewable" MVR. Current employees’ driving records must remain "acceptable" as graded per the table below for continued employment in positions with driving duties as a major requirement (i.e., Public Safety and Public Works) unless an exception is granted as stated below. Any exceptions to the Motor Vehicle Grading Criteria must be reviewed by the Human Resources Manager for approval by the Town Manager and be accompanied by a performance improvement plan.

Motor Vehicle Grading Criteria (last three (3) years)

Number of Minor Violations	**Number of At-Fault Accidents**		
	0	1	2
0	Acceptable	Acceptable	Reviewable
1	Acceptable	Acceptable	Reviewable
2	Acceptable	Reviewable	Reviewable
3	Acceptable	Reviewable	Reviewable
4	Reviewable	Reviewable	Reviewable
Any Major Violation – last 5 years	Reviewable	Reviewable	Reviewable

Minor Violation:

- Any motor vehicle violation conviction other than a major violation conviction (except parking violations).

Major Violation:

- Driving under the influence of alcohol/drugs
- Leaving the scene of an accident
- Reckless Driving
- Making a false accident report
- Homicide, manslaughter, or assault arising out of the use of a vehicle

- Driving while license is suspended or revoked
- Fleeing or eluding a police officer

1. Town Pool Vehicle Use

In an effort to reduce costs and limit liability, employees must use Town vehicles for Town business when possible. If an employee chooses to use their personal vehicle for Town business when a "pool vehicle" is available, mileage reimbursement by the Town may not be allowed. (Exceptions would be made if an employee is on Town business and does not intend to return to work that same day or has Town business scheduled at the beginning of a day which is not on the way to work.)

Use of Town vehicles identified as pool vehicles are governed by all of the policies outlined in this Motor Vehicle Use Policy as well as the following:

- All pool vehicles shall be reserved in advance and formally signed out via the log kept at the front desk. Pool vehicle keys are to be checked out for use of the vehicle only immediately before use.
- A fuel card for pool vehicles is kept at the front desk. If fuel is needed and a fuel card is not available, employees should use a Town issued credit card. Employees are responsible for refilling the vehicle, as necessary. Receipts must be remitted to the Finance Department no later than twenty-four (24) hours after use. Keys and fuels cards are to be returned promptly and not passed along to other employees.
- Effort must be made to schedule use in the most efficient manner possible. For example, errands that can wait until a pool vehicle is available should be scheduled accordingly.
- Pool vehicles are to be parked at the Town Hall.
- If space is available, users are encouraged to combine trips with others attending the same event.
- If a use exceeds the time estimated, please notify Town Hall.
- All pool vehicle windows and doors shall be locked when unattended. Personal property left in pool vehicles is at the employee’s own risk.
- The employee signing out the pool vehicle is responsible for the vehicle until it is returned.

2. Personal Vehicle Use

The Town recognizes there may be times when a Town vehicle is not available for use. However, prior to using a personal vehicle to perform Town business, all effort must be made to use a Town vehicle. Any employee using their personal vehicle for Town business must possess a valid driver's license. The employee must carry the state minimum automobile liability insurance on their personal vehicle as required by law. Any motor vehicle accidents or violations are the sole responsibility of the driver. The driver's personal automobile insurance will be the primary carrier if the driver is involved in an automobile accident. The driver's automobile insurance should provide coverage for the driver's vehicle and any other damage the driver causes. However, the employee will be covered under workers' compensation if injured during the course and scope of their duties. An employee using a personal vehicle for Town business, who is involved in a traffic accident, will be reimbursed by the Town for his/her automobile insurance deductible up to $1,500, if the following occurs:

- The employee was not at fault.
- The other driver has no insurance or is underinsured.
- The employee can provide documentation that the deductible has been paid.

3. Town Vehicle Use

The Town provides vehicles to use for business purposes but recognizes the occasional need for employees to take a Town vehicle home. Examples include attending a training or conference. When it is appropriate, and in the best interest of the Town, to permit an employee to take a Town vehicle to the employee's home for a short duration of time, not to exceed twenty-four (24) hours, the employee must secure prior verbal approval from the Department Head or authorized designee.

4. Maintenance

Drivers are required to properly maintain Town vehicles at all times. Vehicles may not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.

Weekly documented inspection of vehicles is required. Vehicles with any safety discrepancies will not be driven until the safety discrepancy has been corrected. Examples of safety discrepancies are inoperative headlight, inoperative turn signal, inoperative brake lights, defective windshield wiper, and defective brakes.

Preventive maintenance, such as regular oil changes, lubrication, fluid checks and tire pressure determine to a large extent whether the vehicle is reliable and safe. Preventive maintenance should be completed by fleet maintenance as required in the owner's manual.

In the event that service is required for the vehicle that causes it to be inoperable, contact the Public Works Department. If Public Works is not available, proper arrangements for towing should be made.

5. Traffic Violations

Fines for parking or moving violations and any associated costs are the personal responsibility of the driver. Employees who drive Town vehicles or personal vehicles for Town business must notify his/her supervisor and the Town Manager or his/her designee immediately about all moving violations that occur, and the suspension or revocation of the license, including those in his/her personal vehicle for personal use, within twenty-four (24) hours of the violation or next business day if the violation occurred on a weekend or holiday. Failure to notify the supervisor and the Town Manager or his/her designee shall result in disciplinary action. Immediately upon receiving a suspension or revocation, the employee is prohibited from driving and operating any Town vehicle or equipment or driving a personal vehicle on Town business. If an employee's license has been suspended or revoked, the employee may be subject to disciplinary action. Be aware that traffic violations incurred during non-business (personal use) hours may also affect Town vehicle driving privileges.

6. Accidents Involving Town Vehicles

In the event of an accident:

- Contact your supervisor immediately.
- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address, and phone number of any injured person(s) and witnesses, if possible.
- Exchange vehicle identification, insurance company name, and policy numbers with the other driver.
- Take a photograph of the accident scene, if possible.
- Call the local law enforcement unless the Town or county is on accident alert and there are no injuries. If injuries are involved, call the local law enforcement regardless of conditions.
- Do not sign any statements or reports other than official police reports.
- Complete the accident form in your vehicle.
- Provide all information to your Department Head and Human Resources within twenty-four (24) hours of the accident or the next business day if the accident occurred on a weekend or holiday.

7. Theft of a Town Vehicle

In the event of theft of a Town vehicle, notify local law enforcement immediately, then notify your Department Head and Human Resources within twenty-four (24) hours or the next business day if the theft occurred on a weekend or holiday.

8. Driver Responsibilities

When driving a Town vehicle, you are representing the Town. Your actions will reflect not only on you, but also on the entire Town organization. It is expected that you drive safely and courteously at all times. Along with that privilege befalls certain obligations by the driver. The driver assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times.

All traffic laws must be obeyed. Driving a Town vehicle while impaired or under the influence of alcohol or drugs is strictly prohibited and may be cause for disciplinary action up to and including termination. If the driver is on prescription medicine that may impair driving ability, the Town vehicle is not to be driven. The driver's supervisor must be notified if the driver is taking prescription medication that may impair driving ability or operation of machinery.

Each driver is responsible for the actual possession, care, and use of the Town vehicle in their possession. Damage to the vehicle caused by the driver's negligence may be cause for disciplinary action. The use of seat belts and shoulder harness is mandatory for driver and passengers. Vehicles may be driven only by authorized Town employees or volunteers who have completed an MVR check by Human Resources. Vehicles are to be kept clean inside and out. Smoking is not permitted in Town vehicles. Pets are not allowed in Town vehicles, except vehicles used for animal control.

9. Take-Home Vehicles

All Town owned vehicles shall be restricted to work related activities with the exception of those vehicles and personnel that are provided a Take Home vehicle. Take Home vehicles shall be authorized by the Town Manager for employees that have primary responsibility of responding to emergency situations which require immediate response to protect life or property, or the employee needs a special vehicle for work related purposes. All Police Department staff authorized to take home vehicles shall be subject to additional policies in the Town of Mead Police Department Policy Manual.

10. No Unauthorized Passengers/Riders

Spouses, significant others, children, and non-employees may only be permitted to ride in Town vehicles, equipment, or personal vehicles (when used for Town business) if (1) prior written approval of the supervisor in charge is obtained; and (2) the individual (or in the case of a minor, the minor's parent or guardian) signs a release form provided by the Town.

K. Expenses

The Town reimburses employees for expenses reasonably incurred in the course of Town business, provided such expenses have been authorized in advance or are determined by the Town, in its discretion, to have been necessarily incurred under circumstances where advance approval was not reasonably possible. Employees seeking reimbursement for expenses will be required to provide detailed receipts.

The Town shall reimburse employees for mileage traveled in use of their personal vehicles on Town business at the current IRS rate.

L. Work-Related Travel

This policy applies to all travel expenses for which Town funds are disbursed. For the purposes of this policy, travel is defined as in-state or out-of-state trips, made for Town business, which require air transportation and/or an overnight stay.

All travel and similar expenses must be reasonable, necessary, and for Town business. When more than one employee is attending the same event, the Town encourages employees to carpool, use a pool vehicle, or use public transportation when available. When training is offered, the training should be scheduled at the nearest location and attendance at classes is expected.

1. Authorization for Travel

All employees must have the appropriate approval prior to their travel. Travel should typically be authorized as part of the annual budget process and a formal request detailing the travel's purpose and anticipated costs must be completed and signed by the employee and the Department Head (or Town Manager).

2. Unauthorized Expenses

The following expenses are specifically unauthorized and will not be permitted:

- All expenses of family members or other persons not on business for the Town;
- Alcoholic beverages and tobacco products;
- Laundry or cleaning;
- In-room movies, room service, or other personal services;
- Sporting and entertainment activities;
- Personal clothing;
- Prescriptions and over-the-counter medication;
- Personal telephone calls except as stated in Section VIII;
- First class airfare;
- Rental of luxury or sports vehicles or insurance for rental vehicles;
- Expenses stated in this policy as unauthorized, ineligible or prohibited; and
- All other personal expenses not for the benefit of the Town.

3. Authorized Expenses

- Air travel should be purchased at the lowest coach airfare available at the time the reservation is made. First Class airfare is specifically prohibited.
- Fares are normally purchased using a Town credit card or Town check. The employee may receive reimbursement provided detailed receipts are submitted.
- When the employee is accompanied by a nonemployee, the nonemployee ticket(s) must be purchased using personal funds.

4. Vehicle Rental

- Vehicle rentals generally are not an allowed travel expense. Public ground transportation should be used instead, if available.
- Circumstances warranting vehicle rentals must be documented by the employee and approved by the Department Head or by the Town Manager for Department Heads.
- Insurance should not be purchased from the car rental company. The Town's insurance covers rented vehicles. Employees must obtain a copy of the Town's insurance card from the Town Clerk before departure. Any additional insurance coverage purchased will be at the employee's own expense.

5. Public Ground Transportation

A reasonable and economical method of public ground transportation to/from the hotel and the airport, conference facility, or restaurant is allowed only when necessary and appropriate to the trip.

6. Parking

- Reasonable and economical parking expense is allowed for airport parking. The closest parking to the terminal will usually not be the most reasonable or

- economical parking and should not be used.
- Hotel or other public parking expense is allowed.
- Valet parking is not allowed unless required.
- Parking may be paid using the employee's Town credit card, if applicable. Alternatively, the employee may receive reimbursement provided a detailed receipt is submitted; however, it may be difficult to obtain a receipt for parking and provision of a detailed receipt may be waived by the Finance Department.

7. Toll

Toll expenses are allowed, and the employee may receive reimbursement provided detailed receipts are submitted.

8. Authorized Expenses: Lodging

- When lodging is necessary, low to moderately priced hotels and single occupancy hotel rooms are the standard.
- When attending a conference, employees will be expected to stay in the conference hotel at the available specified conference room rates. When a conference offers multiple lodging choices, employees should select the low to moderately priced hotels.
- Lodging is allowed only for the number of nights necessary to attend the conference or event. Extra nights must be at the employee's expense.
- Extra costs in lodging due to employee's guests must be at the employee's expense. These and other personal expenses (personal phone calls, room service, in-room movies, etc.) must be paid for separately using personal funds.

9. Authorized Expenses: Meals While on Travel

- Meals while on travel are an allowed expense.
- Employees may pay for meals using personal funds and then seek reimbursement under the per diem rate method described below or complete the Per Diem and Mileage Reimbursement Request Form to receive funds prior to travel.
- If a Town credit card is used for meals during travel, detailed receipts need to be submitted and amounts need to be equal to or less than the allowed per diem rate method described below.
- Often the conference or travel-related event will provide some or all of the meals. When this occurs, the employee must not seek reimbursement for the portion of the per diem rate related to the provided meal. The decision to eat on your own when a meal is provided by the conference or event is not an allowable expense.

10. Per Diem Rate Method

The Town allows the use of per diem for meals, tips, and incidental expenses. The Town will use per diem rates set by the U.S. General Services Administration (GSA). Reimbursement request forms are provided by the finance department.

11. Reimbursement Request Deadlines

Employees shall submit reimbursement requests to their Department Head for approval within sixty (60) days after the expense is incurred. Failure to submit reimbursement requests timely could result in the reimbursement being denied.

VI. LEAVE

Extended leave periods taken under this policy may run concurrently with other leave policies.

A. Paid Time Off (PTO)

Paid Time Off ("PTO") for employees is a single pool of paid hours that may be used at the employee's discretion for personal days, vacation, medical absences, unexpected emergencies, or any other reason an employee may need. PTO may also be used for any of the following reasons in accordance with the Healthy Families and Workplaces Act (HFWA) (C.R.S. §§ 8-13.3-401 et seq.):

- An employee has a mental health or physical illness, injury, or health condition that prevents the employee from working, including the need to obtain a diagnosis, treatment or medical care for such condition.
- An employee needs to obtain preventative medical care.
- An employee has been the victim of domestic abuse, sexual assault, or harassment leading to health, relocation, legal or other services needs.
- An employee needs to care for a family member to whom any of the above-listed circumstances apply.
- In a public health emergency, a public official has closed the employee's workplace or the school or childcare facility of an employee's child.
- Bereavement, or to assist with financial or legal needs after a death of a family member.
- Due to inclement weather, power/heat/water loss, or other unexpected event, the employee must evacuate their residence, or care for a family member whose school or place of care was closed.

Employees are expected to maintain an appropriate PTO balance for use in unexpected emergencies. The rates of PTO accrual exceed the paid leave requirements of the HFWA.

1. Usage

All absences not covered under another plan must be charged to PTO. Employees may use only time accrued and cannot have a negative PTO balance at any time. PTO is not considered as hours worked for overtime purposes.

2. Accrual of PTO

PTO hours begin to accrue upon initial employment with the Town and continue accruing during paid time.

The accruals are based on hours worked and paid leave taken. Employees will not accrue PTO during times of unpaid leave. Accrual rates adjust on the employee's anniversary date.

The chart below lists accrual rates for full-time employees. Part-time employees accrue PTO on a prorated basis depending on the number of hours worked. Temporary employees are not eligible for PTO but accrue sick leave pursuant to Sick Leave for Temporary Employees (Section VI. B.)

Continuous Years of Service Completed	Hours accrued per hour worked	Hours accrued per pay period	Hours accrued per year	Maximum hour accrual for full-time employees
0 – 12 months	0.065375	5.23	135.98	204
1	0.084625	6.77	176.02	264
2	0.0895	7.16	186.16	264
3	0.094375	7.55	196.30	264
4	0.09925	7.94	206.44	264
5	0.104125	8.33	216.58	324
For each additional year on anniversary date	Hours accrued per hour worked is determined by hours accrued per pay period divided by 80	Hours accrued per pay period increases by 0.39 hours	Hours accrued per year is hours accrued per pay period times 26 pay periods per year.	Maximum accrual for years of service years 5-9. is capped at 324 hours. 10 years or more is capped at 400.

The chart below lists accrual rates for commissioned police officers. Police accrual rates include Town observed holidays.

Continuous Years of Service Completed	Hours accrued per hour worked	Hours accrued per pay period	Hours accrued per year	Maximum hour accrual for full-time employees
0 – 12 months	0.1115	8.92	231.92	300
1	0.13075	10.46	271.96	360
2	0.135625	10.85	282.10	360
3	0.1405	11.24	292.24	360
4	0.145375	11.63	302.38	360
5	0.15025	12.02	312.52	420
For each additional year on anniversary date	Hours accrued per hour worked is determined by hours accrued per pay period divided by 80	Hours accrued per pay period increases by 0.39 hours	Hours accrued per year is hours accrued per pay period times 26 pay periods per year.	Maximum accrual for years of service years 5-9. is capped at 420 hours. 10 years or more is capped at 480.

3. Use of PTO

Paid time off must be arranged so that normal operations are disrupted as little as possible. To take time off, employees must make the request, in writing, at least forty-eight (48) hours in advance for approval from their supervisor. Requests will be assessed based on a number of factors, including business needs and staffing requirements. Supervisors may use an employee's seniority as a criterion in scheduling PTO use. Any employee who is ill and cannot perform his or her duties shall notify his or her supervisor with as much advance notice as possible. If an employee separates employment, PTO cannot be applied on the last day of employment.

4. Accrual Limits

The maximum PTO that an employee can accrue is shown in the chart. Once an employee reaches the maximum accrual, the employee ceases accruing additional PTO. If the employee later uses enough PTO to fall below the maximum, the employee starts accruing PTO again from that date forward until reaching the maximum accrual limit.

5. PTO Payment Upon Separation

Upon separation of employment, employees receive pay for earned, unused PTO at their regular hourly rate equivalent.

6. PTO Buyback Program

Employees may sell back PTO each year at a one to one (1:1) ratio (i.e., one (1) hour of PTO = one (1) hour pay at the current pay rate). The following requirements must be met to be eligible for this option:

- The employee must maintain a balance of at least eighty (80) hours of PTO (full- time) or forty (40) hours (part-time).
- The employee must have taken a minimum of forty (40) hours of PTO (full-time) or twenty (20) hours (part-time) during the previous twelve (12) months.
- The employee has not submitted a request for or received PTO Sell-Back in the previous twelve (12) months.

The request form must be received by Human Resources no later than the Friday prior to the pay period end date on which the lump sum payment will be made.

7. Leave-Sharing Program

This program is to assist employees who are experiencing a medical emergency or major disaster and whose leave bank has been depleted. Employees wishing to assist another employee with a voluntary donation from their PTO bank may do so.

- The employee experiencing a medical emergency or major disaster (as declared by the President of the United States) must complete a leave-sharing request form and must have exhausted their entire Town accrued leave time.
- To be eligible to accept donated PTO, the employee must be employed with the Town for at least 90 days or 520 hours.
- The employee may not receive more than four hundred eighty (480) hours accumulated leave from donors for any one incident or in any calendar year.
- Donated leave will always be donated in hours regardless of the donor's or the recipient's rate of pay.

- In the event the recipient becomes unable to return to their position and submits their resignation of employment, all donated leave in their shared bank will be discontinued.
- Any donated time that is not needed will be returned to donor.

B. Sick Leave for Temporary Employees

In accordance with Colorado law, all Temporary Employees shall accrue one (1) hour of paid sick leave for every thirty (30) hours worked ("accrued leave") up to forty-eight (48) hours per year. This accrual shall begin on the first day of employment. Unused accrued leave can be carried over from year to year, however, the maximum amount of accrued leave that can be used in any year is forty-eight (48) hours. Use of accrued leave must be taken in not less than one (1) hour increments. Notice of the use of accrued leave must be given as soon as practicable and in advance when the need for leave is foreseeable, such as for a medical appointment scheduled in advance. Accrued but unused leave will NOT be paid out upon termination of employment.

Accrued leave may be taken for the following reasons:

- Mental health or physical illness, injury, or health condition that prevents the employee from working, including the need to obtain a diagnosis, treatment or medical care for such condition.
- Obtaining preventative medical care or medical diagnosis/care/treatment.
- An employee who has been the victim of domestic abuse, sexual assault, or harassment leading to health, relocation, legal or other service's needs.
- Needs due to care for a family member to whom any of the above-listed circumstances apply.
- A public health emergency, a public official has closed the employee's workplace or the school or childcare facility of an employee's child.
- Bereavement, or financial/legal needs after a death of a family member.
- Needs due to inclement weather, power/heat/water loss, or other unexpected event, if the employee must evacuate their residence or care for a family member whose school or place of care was closed.

C. Public Health Emergency Supplemental Leave

All full-time and part-time employees' accrued PTO and all temporary employees' accrued Paid Sick Leave shall be supplemented, if necessary, during a Public Health Emergency ("PHE") as defined in Colorado Revised Statute Section 8-13.3-402(9), so that each employee can take leave during a defined PHE in the following amounts:

1. For employees normally working 40 or more hours in a week, 80 hours of total leave; and
2. For employees normally working under 40 hours in a week, the greater of the number of hours the employee (a) is scheduled for work or paid leave in the upcoming fourteen-day period, or (b) actually works on average in the fourteen days before the declaration of the public health emergency.

Employees may use this supplemental leave immediately upon the declaration of the PHE, until four weeks after the end of the PHE, for the following purposes:

1. Needing to self-isolate due to either being diagnosed with or having symptoms of a communicable illness that is the cause of the PHE;
2. Seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
3. Being excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether actually diagnosed with the illness);
4. Being unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
5. Caring for a child or other family member in category 1., 2., or 3., or whose school, childcare provider, or other care provider is unavailable, closed, or providing remote instruction due to the emergency.

D. Holidays

This policy applies to full-time, non-commissioned employees. All full-time employees actively at work, or on an approved leave of absence, the day before and day following the observed holiday receive eight (8) hours of holiday leave on the date of observance. Part-time employees scheduled to work 30-39 hours per week may receive holiday pay on a prorated basis depending on the number of hours worked per week. Pay for holidays worked will be paid at one and a half (1.5) times the employee's normal rate of pay.

Holiday leave is not payable upon termination. Holidays falling during periods of PTO leave shall not be counted as PTO time used. Holidays falling on Saturday are normally observed on the preceding Friday. Holidays falling on Sunday are normally observed on the following Monday. For pay purposes, each holiday is the date of observance published.

The Town observes the following fixed holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving – Fourth Thursday and Friday of November
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	

Holiday leave is considered as hours worked for overtime purposes.

Holidays cannot be used as an employment end date.

Employees may request that a Town observed holiday be converted to a floating holiday when there is a business need to work on a holiday. Floating holidays MUST be used by December 31st of the year the request was made. There will be no carryover into future years and no payout of floating holidays upon termination. The number of hours used for the floating holiday will be eight (8) per holiday. The request to convert a Town holiday to a floating holiday must be approved in advance of the holiday by the employee's supervisor and human resources.

E. Voting Time

The Town encourages employees to exercise their voting rights in all municipal, state, and federal elections. The state of Colorado provides mail-in voting to all registered voters. Employees are encouraged to utilize this voting option when possible. Employees who: (i) are registered voters, (ii) lack nonwork hours to vote when polls are open and (iii) are not able to vote either before or after work may take up to two hours off work with pay at a time decided by their supervisor, which time will generally be either at the beginning or end of their shift. Employees shall coordinate such time off with their supervisor before election day.

F. Bereavement Leave

If there is a death of an employee's immediate family member, the employee may be granted up to one (1) day of bereavement leave. If employees needs to be on extended leave, PTO may be applied. Should out-of-state travel be required, additional leave may be granted, and paid time off applied. An employee's immediate family member, for bereavement purposes, includes the employee's spouse or domestic partner, sibling, parents or stepparents, grandparents, children or grandchildren, stepchildren, legal guardian, foster children, in- laws, and any other member of the employee's immediate household. Bereavement leave will be paid at the employee's regular rate of pay. Bereavement leave will not be considered as time worked for overtime purposes.

G. Domestic Abuse Leave

An employee is eligible for a leave of absence of up to three (3) working days in any twelve-month period if the employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse. This leave is only available if the employee is using the leave from work to protect himself or herself. Available PTO or Sick Time may be used for this absence. Please see the Human Resources Representative if you need such leave or for more information.

H. Jury Duty and Witness Leave

The Town recognizes and encourages employees to perform their civic duty. Employees receive regular pay for the first three (3) days of jury duty if they were scheduled to work and they provide confirmation of juror service. Beginning the fourth (4^{th}) day and thereafter, employees, as jurors, are paid fifty dollars ($50) per day by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three (3) days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten (10) days (80 hours). Jury duty beyond this time is without pay from the Town and employees may apply PTO.

Employees excused for jury duty shall report to work immediately when dismissed from jury duty or when the jury is not in session during the employee's usual work hours.
An employee who is subpoenaed as a witness in a non-Town matter may take unpaid time off to testify or use accrued PTO for time missed from work. If an employee is subpoenaed as a witness in an official capacity as a Town employee, the approved preparation, court and travel time is computed and compensated as hours worked. A copy of the subpoena may be requested for the employee's request for leave.

I. Military Leave

An employee who is a member of the National Guard or the Military Reserve Forces of the

United States is allowed a leave of absence without loss of pay or benefits, for training or active service not to exceed three (3) weeks in a calendar year. Employees on military leave may utilize all accrued PTO while on assignment with the military and must provide a copy of the military order to Human Resources. If an employee is inducted into a branch of the U.S. Armed Forces for an extended period, upon returning to the Town after separation from military service, the employee may be re-employed in accordance with the provisions of the law. The Town complies fully with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

J. Leave of Absence without Pay

In special circumstances, a leave of absence without pay may be granted, subject to the approval of the Town Manager. During the employee's absence, the Town may elect to fill the position with temporary personnel.

In order to be eligible for leave without pay, the employee must first use all accrued paid leaves. The employee must submit a written request with the dates that the employee expects to be on leave without pay.

Leave without pay will not be granted for more than three (3) months. If the leave without pay exceeds thirty (30) calendar days, the employee will be responsible for their portion of group insurance premiums beginning on the 31st day. Leave without pay does not guarantee the same position will be available upon the employee's return.

Accrual of PTO will cease while on leave without pay. Holidays, bereavement pay, or jury duty pay will not be granted during any leave without pay.

K. Administrative Leave

At the request of a Department Head or Town Manager, an employee may be removed from the workplace. Administrative leave is granted in order to conduct an investigation or other inquiry into allegations or charges of wrongdoing or violation of any law, rule or policy or where necessary for the safety and welfare of any employee or the efficient operation of the department. Leave under this policy may be with or without pay. Circumstances will be evaluated for pay and if the circumstance seriously undermines the integrity of the Town and its operations, the employee may utilize accrued PTO when placed on leave if available.

L. Family and Medical Leave

Employees may be eligible to take family and medical leave under the federal Family and Medical Leave Act (FMLA).

1. Eligibility

To be eligible for leave, you must have been employed by the Town for at least twelve (12) months immediately preceding the beginning of the leave, and you must also have worked at least 1,250 hours to qualify for FMLA.

Eligible employees may request up to a total of twelve (12) weeks of FMLA leave within a twelve (12) month period. FMLA can be used for:

- The birth of an employee’s child or the placement of a child with the employee for adoption or foster care.

- To care for the employee's spouse, domestic partner, child or parent with a serious health condition.
- The employee has a serious health condition that makes them unable to perform the functions of their job.
- A qualifying exigency that arises because the employee's spouse, child, parent or next of kin is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

2. Providing Notice

You must provide sufficient information regarding the reason for an absence for the Town to know that protection may exist under this policy. Failure to provide this information will result in delay or forfeiture of rights under this policy.

Generally, an application for leave must be completed at least thirty (30) days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, you (or your representative, if you are incapacitated) should give verbal notice as soon as possible, and the application form should be completed as soon as practical.

3. Medical Certification Process

In addition to an application for leave, you will be required to complete a medical certification form when leave is for a family member's or your own serious health condition. The certification form needs to be signed by the health care provider. These forms are available from Human Resources and in addition to the short-term disability, if applicable.

Follow up certifications from health care providers may be required under certain circumstances. The Town may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

4. Noncontinuous Leave

Intermittent or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency, as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced scheduled leave must be scheduled with minimal disruption to an employee's job. To the extent possible, medical appointments and treatments related to an employee's or family member's serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

If you request non-continuous federal FMLA leave which is foreseeable based on planned medical treatment for yourself, a family member or a covered service member, you may be required to transfer temporarily to an available alternative position offered by the Town for which you are qualified, and which better accommodates recurring periods of leave than your regular employment position. You will be entitled to equivalent pay and benefits but will not necessarily be assigned the same duties in the alternative position. This provision may also apply if the Town approves noncontinuous leave for the birth of a child or the placement of a child for adoption or foster care.

5. Benefit Continuation During Leave

The Town will maintain your group health plan coverage and certain other employment benefits during your FMLA leave on the same terms as if you had continued to work, if these benefits were provided to you before the leave was taken. You will be required to pay your regular portion of premiums.

Benefits that are accumulated based upon hours worked, such as holiday pay, paid time off, bereavement, etc., will not accumulate or be compensated during the period of FMLA leave.

In certain instances, such as leave without pay, the Town may recover premiums it paid to maintain health plan coverage for an employee who fails to return to work from FMLA leave.

6. Returning to Work

If the reason for FMLA leave is for your own serious health condition, you will be required to present a fitness-for-duty certification related to the health condition prior to returning to work.

If you wish to return to work before the scheduled expiration of FMLA leave, you must notify the Town of the change in circumstances as soon as possible, but no later than two working days prior to your desired return date.

If you exhaust all leave under this policy and are still unable to return to work, you must notify the Town as soon as possible. Your situation will be reviewed to determine what rights and protections might exist under other Town policies.

Upon return from family or medical leave, you will be returned to the position you held immediately prior to the leave, if the position is vacant. Certain exceptions exist for key employees, as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits and other terms and conditions of employment.

The law provides that an employee on leave has no greater rights than the employee would have had if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

7. Military Caregiver Leave

The FMLA also allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a member of the Armed Forces, National Guard or Reserves or of certain recent veterans with a serious illness or injury, up to twenty-six (26) weeks of unpaid leave within a twelve (12) month period to care for the injured or ill service member or veteran. A “serious illness or injury” is generally an injury or illness incurred by the covered service member in the line of duty on active duty (or that existed *before* the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty) that may render the service member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

8. Qualifying (Military) Exigency Leave

The FMLA also provides for up to twelve (12) weeks of unpaid leave within a twelve (12) month period when an eligible employee’s spouse, son, daughter, or parent is on (or has been notified of an impending call to) “covered active duty” in the Armed Forces. “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. “Covered active duty” for members of the U.S. National Guard and Reserves means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation. The leave may also be extended to the family members of certain retired military. This leave may be used to take care of such things as childcare or financial and legal arrangements necessitated by the deployment of the family member.

9. Military Family Leave Certifications

When leave is taken to care for a covered service member with a serious injury or illness, a spouse, child, parent or next of kin may take up to twenty-six (26) weeks of unpaid FMLA leave during a single twelve (12) month period. Eligible employees are limited to a total of twenty-six (26) workweeks of FMLA-protected leave during that twelve (12) month period. For example, an employee cannot take twenty-six (26) workweeks of FMLA leave to care for a covered service member and then take twelve (12) more weeks for other FMLA qualifying reasons.

In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency for Military Family Leave form when leave is for a qualifying exigency. A copy of the military member’s active-duty orders or other military documentation may also be required to substantiate your need for FMLA leave.

If you request leave to care for a covered service member with a serious injury or illness, you will be required to complete a medical certification form, which must be signed by the service member’s health care provider. The certification form will request additional information, such as information regarding the relationship between you and the covered service member, to substantiate your need for FMLA leave.

VII. EMPLOYEE CONDUCT

A. Public Contact

Employees will treat all members of the public with courtesy and respect regardless of how difficult the circumstances. The Town strives to make every effort to be receptive to citizen comments and concerns and to provide any reasonable amount of information or explanation upon request. All employees are deemed to be "ambassadors" of the Town and should conduct themselves accordingly. When dealing with any complaints, employees should remember that the matter is important to the citizen, and it deserves a prompt and courteous response.

B. Contact with Law Enforcement

Employees are reminded that they represent the Town at all times and are required to abide by all Municipal, State, and Federal laws and regulations. Employees must report any contact with law enforcement, other than a minor traffic violation such as a speeding ticket. All other tickets or pending criminal charges must be reported to Human Resources within twenty-four (24) hours following the contact with law enforcement.

C. Conflict of Interest

The Town expects all employees to conduct themselves and Town business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests. Employees are expected to avoid situations involving an actual or potential conflict between the employee's personal interests and the interests of the Town. Both the facts and the appearance of conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with Human Resources for clarification.

D. Acceptance of Gifts

To prevent the perception of persuasion, no public employee either directly or indirectly can be the beneficiary of a gift or thing of value greater than seventy-five dollars ($75) in any calendar year. This value is in effect as of 2023 and is adjusted every four (4) years by the State of Colorado Independent Ethics Commission. This policy applies to gifts given to the employee, employee's spouse or dependent child(ren).

E. Outside Employment

Employees may engage in outside employment provided it is not a conflict of interest, in no way interferes with the employee's work for the Town, and it does not represent a conflict with applicable laws related to pay and work schedules. Employees must notify Human Resources of any outside employment that may be a conflict of interest. Employees must be able to work as scheduled by the Town and be available for overtime, with or without notice. Any employee employed in a second job or engaged in a position of self-employment will not conduct any activity relating to that position during Town work hours nor will they use Town supplies or equipment to conduct such business. Violation of the provision of this policy may be subject to disciplinary action.

The Town Manager reserves the right to restrict outside employment for any employee.

F. Nepotism

The Town prohibits direct or indirect supervision by another relative. A relative may not be in a position that audits, verifies, receives, or is entrusted with money received or handled by another relative. No employee may work in a department that handles confidential matters involving a relative of that employee, including central payroll and personnel records.

A "relative" in this context is defined as the employee's spouse, domestic partner or fiancée, child, stepchild or grandchild, parent, grandparent, sibling, half-brother or half- sister, or any of those relationships arising through adoption or marriage, or any other member of the employee’s immediate household.

No person shall be hired, promoted, demoted, or transferred to a position which would result in them being supervised by or supervising an individual with whom they are involved in a dating relationship. A “dating” relationship is defined as a relationship that may be reasonably expected to lead or has led to the formation of a consensual romantic or sexual relationship. This policy applies to all employees regardless of gender or sexual orientation of individuals involved. Failure to follow this policy may result in disciplinary action.

G. Personal Business

Personal business should be conducted either before or after work. Personal phone calls, emails, and texts are discouraged during working hours. More than infrequent conducting of personal business during working hours is prohibited.

H. Inspections and Searches

The Town reserves the right to conduct searches and inspections of any Town-owned property without notice and employees have no expectation of privacy in such property. This may include offices, computers, e-mail, cell phones furnished by the Town or reimbursed for by the Town, files, desks, lockers and vehicles. Such property may also be searched in an effort to retrieve or to discover evidence of work-related misconduct if there is reason to suspect such evidence exists. Any employee who refuses to submit to a search may be subject to disciplinary action.

I. Solicitation

No solicitation of any kind or distribution of literature for any purpose shall be permitted on Town property, unless approved by the Town Manager or his or her designee.

J. Political Activity

Employees are encouraged to participate in the electoral process and support the political candidates of their choice. Employees are free to engage in political activity associated with Town, county, state and federal campaigns, but must do so on their own time, with their own resources, off of Town premises and without giving the impression that their activity is being endorsed by the Town. The Town’s operations and deliberations are impartial, and every effort is made to eliminate improper influence. No employees shall be compelled to contribute any money to any political party, club, union or association.

While on work time, an employee may not publicly support any candidate for office, circulate any petitions for such office, distribute campaign literature or display campaign paraphernalia. Employees are also to refrain from efforts to convert others to a political cause during work hours.

No supervisor will, in any way, coerce an employee to campaign for or against any candidate or issue.

Employees who choose to run for political office must do so on their own time and the Town’s premises cannot be used for political campaigning. If an employee seeks to become a candidate for an elected Town office, the employee must submit a request for a leave of absence commencing on the date of the filing and ending on the day following the election. If elected, the employee is deemed to have voluntarily resigned their employment with the Town as of the day he or she is sworn in.

VIII. AT-WILL EMPLOYMENT AND DISCIPLINE

A. At-Will

The Town is an AT-WILL employer. The Town expects all employees to perform their job duties to the highest degree of professional and business standards at all times. It is the Town's discretion to impose any corrective action or discipline it may deem appropriate. Action taken by management with respect to one individual case does not establish a precedent in another circumstance. The Town does not intend to create any expectation that an employee will be assured of a specific form of corrective action or discipline, such as, a verbal or written warning, counseling, performance plan or imposing an administrative leave with or without pay.

B. Reasons for Disciplinary Action

When performance or other behavior falls short of Town standards or expectations, management may take appropriate action to correct or resolve the situation. Disciplinary action can range from an informal discussion with the employee about the matter to immediate termination.

The Mead Police Department has separate procedures regarding discipline which comply with this document. Police Department employees will be made aware of the specific procedures as part of their departmental orientation.

The Town Manager, Department Head, or Human Resources may recommend and administer a means of corrective action or discipline that is consistent with the type and severity of the cause for the action. The action taken may affect an employee's current pay, status or terms of employment as follows, and as may be further defined in Section XIII of this Handbook:

Corrective Action

- Verbal Counseling – Supervisors verbally counsel employees regarding their work or performance.
- Written Reprimand – A written document issued by a supervisor indicating the specific reason(s) for the reprimand, as well as the steps and measures that must be taken to correct the conduct and performance issue.
- Performance Improvement Plan (PIP) – A written plan that identifies performance standards and provides an action plan with attainable goals allowing an employee to meet identified expectations.

Disciplinary Action

- Demotion – Placing of an employee in a position having lesser duties, responsibilities and pay.
- Suspension – An involuntary removal from the work site for a specified period of time with or without pay.
- Termination – Separation from employment with the Town.

C. Problem Resolution

Employees who disagree or are dissatisfied with a Town practice should promptly discuss the matter with their immediate supervisor, when appropriate. Normally, this discussion should be held within three (3) to five (5) days of the incident, or in a timely manner. Discussions held in a timely manner will enhance the Town's ability to resolve concerns while the matter is fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the immediate supervisor, then employees are encouraged to follow the process described below. With the exception of matters pertaining to disciplinary action, performance evaluation or failure to grant a step or salary increase, an employee may file a complaint using the process below.

Complaint Process

Eligible employees may submit a complaint according to the following process:

1. An eligible employee may submit a written complaint to the next level of supervision within seven (7) calendar days of the notice of the immediate supervisor. The supervisor at this level and the employee shall attempt to resolve the matter. The supervisor shall notify the employee in writing of the supervisor's decision within seven (7) calendar days of receipt of the complaint.

2. If the complaint is not settled at this level to the satisfaction of the employee, and the employee wishes to pursue the matter, the employee shall continue consistent with the procedure outlined, above, to present the complaint to successive levels of supervision, up to and including the Town Manager. The decision of the Town Manager shall be final in the complaint process.

3. In the event that an employee's complaint does not involve the employee's respective supervisors, the written complaint, upon concurrence of the Town Manager, shall be submitted directly to the Department Head of the employee's department, who shall notify the employee of the decision within seven (7) calendar days of receipt of the complaint. However, such complaint, in order to be considered by the Department Head, shall be submitted to the Department Head within fourteen (14) calendar days of the occurrence of the aggrieved action. The decision of the Department Head may be appealed directly to the Town Manager, whose decision shall be final.

4. The Town Manager may be requested to be involved at any stage of the complaint process by either the employee or the Department Head.

Effect of Failure to Follow Process

If the employee fails to proceed to successive levels of supervision within the time period specified, the employee shall be conclusively deemed to have waived and abandoned the complaint. The time limits specified in this complaint process may be extended by mutual consent between the employee and the supervisory level concerned.

Separation from Employment

If any eligible employee separates from employment with the Town for any reason, any complaint previously filed by the employee which is in process at the time of separation shall be terminated, with the exception of any pay-related or benefit-related complaint.

IX. SEPARATIONS

A. Resignation

In order to leave Town service in good standing, a written resignation stating the reason for leaving and the last day of work should be given to the supervisor. Employees are encouraged to give as much notice as possible to ensure that Town services are not interrupted.

B. Retirement

Employees may retire at any time without prior notice to the Town. However, the Town requests that employees who intend to retire from the Town notify their immediate supervisor or Human Resources at least four (4) weeks prior to the anticipated retirement date and assist with the orderly transfer of the functions and duties of the retiring employee to another.

C. Medical, Dental and Vision Insurance

Upon separation, the employee's medical, dental and vision insurance is terminated at the end of the month of separation. The employee may have the option of continuing medical, dental and vision insurance coverage at the employee's expense in accordance with the federal COBRA legislation provisions.

D. Life Insurance

The employee's life insurance through the Town is terminated on the date of separation or, at the employee's request and expense, it may be transferred and continued by the employee.

E. Deferred Compensation

Upon separation, the employee is eligible to withdraw both the employee and Town's contribution as defined in the Plan Documents.

F. Final Paycheck

The final check for employees who resign or retire from their employment with the Town will be processed in the next normal pay period. Final paychecks will be direct deposited or mailed unless the employee makes other arrangements. In the event an employee's employment is involuntarily terminated, the final check will be processed on the next normal pay date pursuant to state law.

An employee leaving Town employment is responsible for notifying Human Resources of any change in address so that subsequent documents can be appropriately forwarded.

G. Death of Employee

Upon the death of an employee, all accrued salary and PTO will be paid at their current rate of pay directly to the beneficiary designated on the employee's Town paid life insurance designation forms. Proceeds from eligible benefit plans will also be paid as designated on the employee's beneficiary forms.

X. EMPLOYEE HEALTH AND SAFETY

A. Safety

It is the policy of the Town that the safety of its employees and the public is of the utmost importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt should be made to prevent accidents from occurring. The Town requires that its employees work safely and comply with all applicable safety standards.

Visitors may not roam Town facilities without supervision. Visitors or strangers who enter a Town facility should be approached respectfully and their business ascertained. Visitors must not interfere with or unduly burden Town operations.

Employees are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. If possible, the employee or supervisor will immediately correct the identified unsafe condition or practice. Supervisors should communicate these conditions and practices to the safety coordinator, who will determine the appropriate course of action.

Senior management is actively involved with employees in establishing and maintaining an effective safety program. Our safety coordinator and other members of our organization participate with employees in ongoing safety and health program activities.

Employer Goals:

- Provide a safe workplace
- Provide safety and health education and training
- Review and update workplace safety rules
- Keep accurate and complete records

Employee Expectations:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear required personal protective equipment
- Abide by the Town's policies and safety rules

B. Cellular Phones

The Town is committed to promoting driving safety by encouraging the safe use of cellular telephones. Colorado State Law prohibits texting and the use of cell phones while driving with limited exemptions for emergencies and use by public safety workers. While the Town recognizes that there often is a business need to use cell phones, safety must be the priority. If an employee needs to make a phone call while driving, the individual should find a proper parking space first, unless a state exemption applies. Exercise extreme caution while using wireless electronic devices to prevent distracted driving, and only if permitted by Colorado law.

C. Workers' Compensation

To provide for payment of an employee's medical expenses and to facilitate partial salary payments in the event of a work-related injury, illness, or exposure, employees are covered by

Workers' Compensation insurance. The amount of the benefits payable, and the duration of the payments, is determined by the Colorado Workers' Compensation statute. The Town carries insurance to cover the cost of a work-related injury, illness, or exposure. Benefits help pay for an employee's medical treatment and may include part of income the employee may lose while recovering. Detailed information will be given to the employee if he / she is injured on-the-job or suffers an occupational illness.

1. First Report of Injury

Any work-related injury, illness or exposure must be reported immediately to the employee's supervisor, including any injuries that do not require medical treatment. The employee and his or her supervisor or designee must complete the form entitled "First Report of Injury." The completed form must be sent to Human Resources within twenty-four (24) hours of the injury, onset of illness, or exposure. Strict compliance with these reporting procedures ensures that the Town can assist the employee in obtaining appropriate medical treatment. Failure to report promptly any accident involving injury will not be tolerated.

2. Required Medical Treatment

If medical treatment is required, the employee should notify his or her supervisor, who will make arrangements for the employee's transport to either the Town's designated medical care provider, or, if the situation warrants, to the emergency room of the closest appropriate facility. Medical treatment may be obtained only from the Town's designated medical care providers. When the designated medical care provider is not available, the nearest medical facility may be used. In the case of a life or limb threatening emergency, or if an employee is outside the Denver metropolitan area on Town business, the employee should go to the nearest emergency medical facility for treatment. Notwithstanding the previous situations, if the employee fails to obtain treatment from a designated physician, the employee may be responsible for the cost of the medical treatment that is obtained.

The employee should advise the treating physician that he or she will be making a workers' compensation claim so that the appropriate forms can be completed. The employee will be provided with a copy of the attending physician's form that will include the physician's diagnosis, and a return-to-work release listing any work restrictions or time off requirements.

D. Alcohol and Drugs

The Town is a drug-free workplace as required by the Drug-Free Workplace Act. It is both the Town's and each employee's responsibility to maintain such an environment. As required by the Drug-Free Workplace Act, as a condition of employment, each employee must notify the Town in writing of his or her conviction, or pleading of guilty or no contest, for a violation of a criminal drug statute not later than five (5) calendar days after such conviction. Upon notification of any such conviction or plea, the Town will take action in compliance with the Drug-Free Workplace Act and Regulations.

Colorado's marijuana laws, medical and otherwise, provide employers with the right to have and enforce their drug policies with respect to marijuana. Currently marijuana is a Schedule I controlled substance under the Controlled Substances Act of 1970. As such, any use of marijuana, medical or otherwise, is against Federal law.

Be advised that a positive drug test for marijuana constitutes a violation of the Town's drug and alcohol policy and may lead to an applicant not being employed or a current employee being subject to disciplinary action.

When an employee must take prescription or over-the-counter drugs, the employee must ask the medical professional or other authorized health care practitioner if the drug has any side effects which may impair the employee's ability to safely or productively perform the employee's job duties. If there is potential impairment of the employee's ability to work safely or productively, the employee must report this information to their supervisor. With input from the employee, the Town will determine if the employee should work in his/her regular job, be temporarily assigned to another job or placed off-work. Any violation of this policy will result in disciplinary action.

Employees paid to be "on-call" shall not consume alcohol or drugs during "on- call" hours. Whether off duty or "on-call," it is the employee's responsibility when called back to work to advise the supervisor of his/her fitness for duty. It is a violation of this policy for an employee to return to work in an apparently intoxicated condition or to fail to advise their supervisor of their impaired condition.

Under the Town's drug policy, any conduct involving illegal drugs or controlled substances, as defined by State or Federal law, can result in disciplinary measures.

This policy applies to all Town employees except where a provision is limited to employees required to possess a Commercial Driver's License (CDL) or employees performing a safety sensitive function.

Reasons for Testing

1. Pre-employment

All persons seeking employment with the Town shall undergo post-offer, pre-employment drug testing. Applicants will be informed that as a condition of employment they must pass a drug-screening test. Applicants who refuse to submit to testing will not be hired.

2. Reasonable Suspicion

Reasonable suspicion means that the actions, appearance or conduct of an employee, while on-the-job, are indicative of the use and/or presence in the employee's body of a controlled substance or alcohol. Reasonable suspicion is based on specific, contemporaneous, articulable observations concerning the appearance behavior, speech or body odors of the employee.
If reasonable suspicion exists to believe that an employee, while on-the-job, is impaired by alcohol or illegal drugs, a supervisor, the Department Head, Human Resources or the Town Manager may require the employee to submit to testing. Reasonable suspicion may be based on the following or on other facts and circumstances:

- Witnessed by at least one (1) supervisor and corroborated by another supervisor or manager, if available, of the employee's unusual demeanor, appearance or conduct, or irrational behavior (e.g., slurred speech, lack of balance, excessive

aggressiveness, docility, or drowsiness), smell of alcohol or illegal drugs.
- Suspected possession of or use of alcohol or illegal drugs on-the-job.
- Difficulty in performing or inability to perform normal job function.

The Town will arrange to transport the employee to the testing site and will arrange for the employee's transport home. An employee who is suspected of drug or alcohol use shall not be allowed to return to work while awaiting the results of testing. If the employee holds a CDL license, the employee may not drive a commercial vehicle until results are received and confirmed negative.

3. Post-Accident

An employee must submit to drug and alcohol testing after an on-the-job accident. An accident for purposes of this policy is defined in which:
- A person dies or requires medical treatment;
- Property damage is estimated at greater than $1,000; or
- The accident involves a motor vehicle accident.

The term "motor vehicle accident" includes an accident which involves either a Town vehicle or the employee's personal vehicle during the course of performing Town job duties and results in:
- A fatality or bodily injury to anyone;
- A citation, tow away, or injury related accident; or
- Property damage sustained while using a Town vehicle or personal vehicle for business.

Employees must immediately contact their supervisor or Human Resources to report any accident or police citation. The Town will arrange to transport the employee to the testing site and will arrange for the employee's transport home. The employee shall not be allowed to return to work while awaiting the results of testing. HR will notify the employee when return to work is approved.

4. Random Testing

Random testing applies to all employees who are required to hold a CDL in order to perform their job for the Town and may apply to employees performing a safety sensitive function. Employees will be subject to controlled substance testing and alcohol testing at any time on a random basis as a term and condition of employment. Upon being notified of selection, the employee must immediately proceed to the testing site.

Random testing will be spread reasonably throughout the year and will be unannounced to ensure that no employee receives advanced knowledge of the time of testing. All employees will have an equal chance of being selected each time a random selection is made.

An employee shall only be tested for alcohol while performing safety- sensitive functions, just before performing safety-sensitive functions, or just after performing such functions. Safety sensitive functions include but are not limited to:

- All time at the Town or on any public property, waiting to be dispatched unless the employee has been relieved from duty by the Town;

- All time inspecting equipment as required by the law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Definition of Policy Violations

Alcohol: Any employee who is tested as having two one-hundredths (0.02) or more grams of alcohol per one hundred (100) milliliters of urine or per two hundred ten (210) liters of breath, will be deemed impaired by alcohol.

Drugs: Any employee testing positive for an illegal drug will be deemed to have illegally used drugs.

Voluntary Treatment

An employee may enter into a drug or alcohol rehabilitation agreement with the Town if, prior to referral for a drug or alcohol test under any of the circumstances outlined in the policy, the employee advises the Town that the employee has a drug or alcohol problem and requests a rehabilitation agreement.

Refusal to Submit to Testing

An employee who refuses to submit to drug and alcohol testing in compliance with this policy shall be deemed to have tested positive for illegal drugs or to be impaired by alcohol on-the-job. Refusal to submit to testing includes any of the following:

- refusal to appear for testing,
- failure to remain at the testing site until the testing process is complete,
- failure to provide a urine specimen,
- in instances of observed or monitored collection, failure to allow observation or monitoring,
- refusal to sign the testing form,
- failure to provide adequate breath,
- failure to take a second test as directed,
- otherwise fail to cooperate in the testing process,
- perform any actions which prevent the completion of the test,
- a test result reported by the MRO as a verified adulterated or substituted test,
- inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation,
- failure to undergo a medical examination or evaluation when directed,
- tampering with, attempting to adulterate, adulteration or substitution of the specimen,

- or interference with the collection procedure,
- not reporting to the collection site in the time allotted; or
- leaving the scene of an accident without a valid reason before the tests have been conducted.

Results of Drug and Alcohol Use

Any employee found to be impaired by alcohol on-the-job, using illegal drugs or testing positive for illegal drugs may be subject to disciplinary action.

E. Driving on Behalf of the Town

Drivers must possess a current, valid driver's license before operating a Town vehicle or driving a personal vehicle on behalf of Town business. If the driver has recently moved to Colorado from another state, the driver must obtain a Colorado driver's license within thirty (30) days of moving to Colorado to continue driving Town vehicles pursuant to State law. It is the responsibility of any Town employee to provide an annual records release waiver to allow the Town to verify his or her driver's license status, and to maintain auto liability coverage as required by law. The driver must always have his/her license in their possession while driving the vehicle. All operators must be licensed in the class of vehicle operated.

It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. The Town expects employees to drive in a safe and courteous manner, following all motor vehicle laws, as well as, all safety rules. Additional driving safety requirements are provided in the Motor Vehicle Section (Section V. J.)

F. Public Health Emergency Whistleblower Law (PHEW)

The Town will not discriminate, take adverse action, or retaliate against any employee based on the employee, in good faith, raising any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety to the Town, other workers, a government agency or the public if the Town controls the workplace conditions giving rise to the threat or violation.

The Town will not require or attempt to require an employee to sign a contract or other agreement that would limit or prevent the employee from disclosing information about workplace health and safety practices or hazards or to otherwise abide by a workplace policy that would limit or prevent such disclosures.

The Town will not discriminate, take adverse action, or retaliate against an employee based on the employee voluntarily wearing the employee's own personal protective equipment (PPE), such as a mask, faceguard, or gloves, if the personal protective equipment:

1. Provides a higher level of protection than the equipment provided by the Town;
2. Is recommended by a federal, state, or local public health agency with jurisdiction over the Town; and
3. Does not render the employee incapable of performing their job or prevent an employee from fulfilling their duties.

The Town will not discriminate, take adverse action, or retaliate against an employee based on the employee opposing any practice he or she reasonably believes is unlawful under PHEW or for making a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing as to any matter the employee reasonably believes to be unlawful under

PHEW.

Without limiting an employee's rights under PHEW, an employee shall send a written notice of their complaint to the Human Resources Department or the Town Manager. The Town will thereafter investigate and, if appropriate, address each such safety concern.

For purposes of this section, an "employee" may include an independent contractor as provided in PHEW.

XI. Communications Systems

A. Computer & Information Technology Usage

This policy outlines the rules and responsibilities for users of the Town computers, software, cell phones and information technology. The Town owns the information technology resources that it provides or reimburses to Town employees and other users who have a responsibility to use these resources ethically and for professional purposes. Computer usage may be monitored at any time and all files, documents, and correspondences may be subject to the Colorado Open Records Act.

Users shall:

- Use technology resources to assist them in performing their assigned jobs since the use of the Town's computer, messaging, and internet resources is intended for Town business only.
- Comply with all general personnel policies governing employee behavior while using computers and computer systems.
- Only use approved and properly licensed software.
- Ensure that equipment, systems and data are stored securely.
- Utilize computers, computer systems and cell phones to further work goals.
- Avoid practices which are wasteful of storage or processing capacity.
- Understand that any information created or stored on a Town computer or device is Town property and may be reviewed by Town personnel and there is no expectation of privacy.
- Refrain from excessive use of Town equipment for non-business-related purposes. It is generally accepted that occasional, personal communications, such as phone calls or emails, are carried out. Excessive use, as determined by management, is not permitted.

Users shall not:

- Download or install their personal copies of software on devices provided by the Town, including shareware, without permission of Information Technology;
- Introduce data into the system that does not serve a legitimate business purpose; or
- Use Town computers, cell phones or systems in any way that is: illegal, disruptive, threatening, harassing, demeaning, obscene, profane or otherwise offensive.

The Town maintains confidential employee and customer records. Privacy must be fully protected when records with potentially identifiable information are accessed for Town purposes. Software and access rights intended to protect confidentiality must not be modified in any way by unauthorized staff.

Users shall:

- Use passwords, which are regularly changed, to properly protect data and system

integrity.
- Only access or change systems and data as authorized.
- Only acquire, use, alter or dispose of data with proper authorization.

Users shall not:
- Use another individual's user ID nor disclose their confidential access to non- Town personnel.
- Violate the confidentiality of data or systems.
- Use software or hardware that jeopardizes the security or integrity of the network or Town data.
- Retain messages or files that do not have a business purpose (as defined by the appropriate record retention schedule).
- Store information in a manner that creates a burden to a computer or the network.

Any employee engaging in improper use of computer and information technology may be subject to disciplinary action.

B. Electronic Mail Communication

Electronic Mail ("e-mail") is used as part of the everyday business of the Town. All e-mail correspondence must comply with standards and policies regarding professional conduct. All electronic files associated with e-mail communication will be kept and maintained by the Town within its computer facilities in accordance with the Town's record retention policy. Regardless of how long an email must be retained, employees should sort, file and/or delete emails, as appropriate, in an on-going weekly basis. Email should not be used as a filing system. Emails with enduring long-term administrative, policy, legal, fiscal, or historical value should be saved to the network drive or printed and added to the appropriate file.

The Colorado Open Records Act ("CORA") applies to all e-mail communication kept or maintained by the Town. As such, each email communication document may be subject to inspection and copying, as provided in CORA. Therefore, e-mails unrelated to Town business should be kept to a minimum.

C. Media Relations

Dissemination of accurate information is a priority. The Town Mayor, Town Manager, or Public Information Officer will serve as the liaison for media inquiries. All news releases must be approved by the Town Manager prior to being released.

When contacted by representatives of the media, employees must contact the Public Information Officer or Town Manager immediately and should not speak directly to the media.

D. Social Media

The Town has implemented the following social media platforms: Facebook, Twitter, LinkedIn, Instagram and YouTube, with possible expansion into additional platforms. Social media accounts shall not be created, nor shall additional platforms be implemented, without approval by the Public Information Officer (PIO) or Town Manager.
Elected officials and Town employees who engage in personal use of social media outside of work may not use the trademark, logo, or name of the Town or that of any Town department or program, nor may they use their affiliation with the Town in association with that personal use. Elected officials and Town employees may not speak as representatives of the Town in the course of their personal use of social media. In cases where an individual's personal use of social media may be perceived as being on behalf of the Town, such as if an individual identifies themselves as a Town official or employee or is widely known to be a Town official or employee, that individual shall include a visible disclaimer on their account to inform other users that their opinions are their own and do not represent those of the Town of Mead. The Town Manager shall be charged with interpreting this provision for all Town employees. An employee's personal use of social media that is business-related may subject that employee and their personal account to this Policy and all other Town policies, including the employee Handbook. Employees are advised that their conduct on social media may reflect on their fitness to perform their jobs.\

All Town-sponsored social media accounts, pages, and their content are the property of the Town, regardless of which department or staff member creates, manages, or contributes to the content or what equipment is used to produce the content. As a result, the Town reserves the right to access, review, edit, remove, and disclose any such information at any time and without notice as required to maintain the integrity of its communications and information technology functions.

All comments and replies posted on any Town of Mead social networking tool, blog, or page are subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, et seq. The Town may use third-party services for archiving purposes. All information found on these pages or disseminated through a web application tool like Facebook are capable of being reprinted in newspapers, magazines, online or any other media format.

The Town of Mead encourages comments, concerns and questions regarding any of the topics on its social media pages. The Town encourages all commenters to engage in civil discourse and to be respectful of members of the community in their comments.

The Town of Mead reserves the right to deny access to its social media sites to any individual who violates this policy, at any time and without prior notice, upon consultation with the Town Attorney.

Employees who do not comply with this policy may be subject to appropriate discipline in accordance with Town policies, as applicable.

XII. MISCELLANEOUS PROVISIONS

A. Town Property

Town employees must not use or permit the use of Town owned or leased property or facilities, vehicles, equipment, materials or Town personnel or Town contractors for personal use. The appropriate Department Head may approve use of equipment by employees to improve occupational skills. Systems, procedures, reports, equipment and information developed by, or on behalf of, the Town, whether by its employees or by other persons are the sole property of the Town and must not be given or loaned to or shared with any other person, company or organization without the written permission of the Department Head.

Town equipment is provided to employees for them to efficiently complete their job. While accidents can happen and Town equipment may become damaged, this can result in unnecessary costs to replace the equipment, as well as employee downtime while waiting on the replacement equipment. Employees are to use extreme care with all Town equipment to avoid damage to Town property. If there is a clear indication that Town equipment was damaged as a result of an employee’s negligence or inappropriate use or actions, the employee will be reprimanded.

Items that are for individual employee’s use, such as an I.D. card, uniforms, cell phones, keys and similar items, must be returned upon the employee's separation or disciplinary suspension. Employees are responsible for the proper care and use of all Town property used or in their possession.

B. Personnel Records

Certain individual personnel records are closed for inspection to the public according to Colorado Revised Statute Section 24-72-101, et seq. The employee, the employee's supervisor, the Town Manager or designee, legal counsel for the Town and Human Resources have access to individual employees' personnel files. No personnel files, or portion thereof, will be removed from Human Resources without the specific authorization of Human Resources.

Requests for employee information are often made by various organizations or individuals for information about past and present employees. All requests for information about employees are to be directed to Human Resources, who will not release any information, except as required by State law, without the written authorization of the employee. It is assumed that employment verifications have been authorized by the employee in the cases of application for credit or employment, thus information regarding date of hire and/or separation and salary levels, as appropriate, may be released. Numerically based performance- rating sheets are released only as required by State law. Additional, specific information relating to Town employment will be released only with written authorization by the employee.

Employees should immediately notify the Human Resources Representative when they have had a change to their name, residence, telephone, marital status, birth or death of a dependent, insurance changes, tax exemptions, or emergency contact.

C. Bulletin Boards

The Town maintains bulletin boards throughout its facilities. These boards are one of the places where notices may be posted. Special notices and other information from the Town are posted and it is to the employee's advantage to consult these boards regularly.

D. Driver's License

Town employees must hold a valid Colorado driver's license, or Commercial Driver's License

(CDL) if required Employees must report any changes to the status of their driver's license immediately to their supervisor and Human Resources.

It is the responsibility of any Town employee to provide a records release waiver to allow the Town to verify his or her driver’s license status annually, and to maintain auto liability coverage as required by law.

E. Professional Certifications

Many positions require specific certifications or licenses, and employees in such a position must comply with any requirement(s). Employees are encouraged to engage in their own career development and should request to attend trainings and certifications that support growth in their positions and for their department at the Town. Supervisors will approve or deny requests based on budgetary constraints and the professional development results provided to the Town.

A record of such will be maintained in each personnel file. Employees must report any changes to the status of these certifications immediately to their supervisor. Loss of the proper certifications may result in termination.

F. Tuition Reimbursement

The purpose of the Tuition Reimbursement Program is to provide educational opportunities to employees who wish to further their education and enhance their skills to better perform their job. Employees who intend to participate in the Tuition Reimbursement program should advise their Department Head or Human Resources as far in advance as possible so that budgetary considerations may be made for the following fiscal year.

The Town provides tuition reimbursement to all full-time employees who have been employed with the Town for at least one (1) year. The Town will reimburse employees up to three thousand dollars ($3,000) per fiscal year, contingent upon availability of funds, after the supporting documentation of grades and expenses have been submitted to Human Resources.

A Tuition Request and Reimbursement Agreement must be filled out and approved by the Department Head. The form must then be submitted to Human Resources for final approval prior to the first day of class.

After the class has been successfully completed, all receipts and final grade must be submitted to Human Resources. At that time, the request will be processed for payment. The amount of reimbursement is dependent on the grade that was received:

GRADE	AMOUNT REIMBURSED
C or above	100% reimbursed
D or below	0% reimbursed
Pass/Certificate of completion	100% reimbursed

Reimbursement can be for tuition, books and related course fees paid less any amounts received by other sources such as scholarships, grants, veteran’s programs, US military reserves, or other aid programs. Costs associated with supplies, parking, travel or other expenses are not eligible for reimbursement.

This policy applies to semester, quarter, or on-line coursework which is offered by accredited junior colleges, colleges, universities, or business/professional/trade/technical schools that is directly applicable to an employee's current position. It is not intended to be used for short seminars, one day or week courses, certifications, or conferences. Classes will be approved on an individual basis.

XIII. DEFINITIONS

Anniversary Date: This date may be the date of hire or the date of last promotion or transfer, if applicable and used to schedule performance reviews.

Board: The Board of Trustees.

COBRA: The Consolidated Omnibus Budget Reconciliation Act of 1985 provides people the right to buy continuing health insurance after termination through their former employers.

Compensatory Time: Alternative methods of compensation for time worked in excess of the scheduled work period (may be a day or a week), pursuant to the Fair Labor Standards Act (FLSA).

Corrective Action: The counseling or reprimand of an employee for the purpose of communicating areas that require improvement in the employee's conduct or performance. Corrective action may be a step of disciplinary action, which may or may not result in termination.

Date of Hire: The date an employee begins work at the Town and upon which all benefits are based.

Demotion: The movement of an employee from a position in one class to a position in another class, having a lower maximum salary rate than the original class, or the movement of an employee to a lower salary in the same class.

Department Head: An individual who is regularly responsible for directing and managing the overall operations, and having the authority to recommend transfer, suspension, lay off, promotion, or discharge; assign, reward or recommend discipline within the department.

Disciplinary Action: Documented verbal warning, written reprimand, suspension, demotion, dismissal, or any other documented action taken in a disciplinary manner involving an employee.

Employee: A person in a paid position with the Town who is present for services or work performed on a non-contractual basis, or who is on a leave of absence without pay that has been approved by the Department Head. This definition includes all full-time, part-time, and temporary employees. This definition excludes elected municipal officials, independent contractors, all volunteer personnel and retirees from the Town.

Employees-Exempt: An employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). An exempt employee is not eligible for overtime compensation.

Employees-Nonexempt: An employee who is “not exempt” from the provisions, specified by the Fair Labor Standards Act (FLSA). A non-exempt employee is eligible for overtime compensation.

Employee Part-Time: An employee who has been hired to a part-time authorized classified position of the Town, who is authorized to work less than forty (40) hours as assigned on a regular basis during the designated work week.

Employee Full-time: An employee who has been hired to a full-time authorized classified position of the Town, who is authorized to work at least forty (40) hours as assigned on a regular basis during the designated work week.

Employee-Temporary: An employee who has received employment for a period of time not to exceed one year, who is not serving in a temporary position with benefits.

Examination: A written, oral, physical, or skill test, or a combination of these tests specifically used to assist in evaluating an applicant's qualifications for a particular position.

Fair Labor Standards Act (FLSA): Federal law that governs work hours and compensation for overtime work.

Fringe Benefit: Any form of compensation in addition to the base salary as adopted by the Board of Trustees. Paid time off, health and life insurance, savings plans, educational reimbursement, and other benefits are considered as fringe benefits. Fringe benefits are subject to change, with or without notice.

Holiday: The period between 12:01 A.M. and the following midnight of the date on which a holiday designated by this policy falls.

Essential Employee: An essential employee is an employee who is in a critical position necessary to the uninterrupted operation of the Town as defined by the Town Manager or Department Head.

Layoff: The separation of an employee from municipal service, which has been made necessary by lack of work or funds. This term includes those separations initially expected to be temporary as well as those resulting from the elimination of a position.

On-Call Duty: A requirement to remain readily accessible through telephone or pager communications and be available to report to work if the need arises.

Overtime: Work other than the normally scheduled work time that is scheduled by the supervisor or other management person. Overtime may be scheduled with or without notice and is mandatory unless, excused in writing in advance by the supervisor.

Overtime Pay: Monetary compensation for non-exempt employees for hours worked beyond the forty (40) hours in a workweek as designated by the Fair Labor Standards Act (FLSA). Commissioned police officers may work under a different work week.

Paid Time Off (PTO): PTO is paid time off for all vacation, absences for personal business and employee or dependent illness.

Position: A group of current duties and responsibilities requiring the full-time, temporary, or part- time services of one employee.

Position Description: The written description of a class, including the title, a statement of the nature of the work, examples of duties and responsibilities, the requirements, and the essential functions that are necessary for the satisfactory performance of the duties of the class.

Position Title: The title that is assigned to any particular class and used for reference to that class.

Promotion: The movement of an employee from a position of one class to a position of another higher class having greater or increased responsibilities and pay.

Recall Pay: Monetary compensation for non-exempt employees who work irregular or occasional overtime on a day when no work is scheduled or at a time which requires the employee to return to the place of employment from an off-duty status.

Reclassification: The official determination by the Town Manager or designee that a position is assigned to a class different from the one to which it was previously assigned.

Safety-Sensitive Position: A position designated by the Town as one that has functions that are sensitive or critical in nature. These positions are subject to pre-employment drug testing and/or more rigorous selection criteria.

Scheduled Workday: The hours that are specified by the Town Manager or Department Head, for which an employee receives the employee's base salary.

Scheduled Work Period: The workdays specified by the Town Manager or the Department Head as the days on which an employee will work for the employee's base salary.

Separation: The voluntary or involuntary severance of an employee's employment with the Town.

Substance Abuse Professional (SAP): A person who evaluates employees who have violated a DOT drug and alcohol program regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Supervisor: Any individual having authority in the interest of the Town to evaluate other employees, or having responsibility to direct them, or to adjust their grievances, or effectively having the authority to recommend such action, if the exercise of such authority is not merely routine or clerical in nature but requires the use of independent judgment.

Suspension: The temporary separation of an employee from performing their regularly assigned duties with or without pay for disciplinary reasons or pending the outcome of an investigation involving the employee.

Work Period: The work period for full-time non-exempt employees is forty (40) hours in a seven (7) day period except for sworn police officers, which is eighty (80) hours in a fourteen (14) day period.

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XIV. EMPLOYEE ACKNOWLEDGEMENT

The Town of Mead Employee Handbook is designed to acquaint the employee with the organization and provide the employee with information about working for the Town. The Handbook is neither all-inclusive nor exhaustive, but instead is intended to provide the employee with a summary of some of the Town's guidelines. This edition replaces all previously issued editions.

I, the undersigned, hereby acknowledge and state that I have been provided with a copy of and have read and understand the Town of Mead's policies within this Handbook.

I understand that employment with the Town is at-will. I have the right to end my work relationship with the Town, with or without advance notice for any reason. The Town has the same right.

I understand the language used in this Handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.

I understand that the Board of Trustees of the Town has the right to change the guidelines and benefits of the Town at any time without notice.

I understand that no representative of the Town, other than the Town Manager, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the Town Manager and myself. We have not entered into such an agreement.

I am responsible for knowing and complying with this Handbook and any other policies and procedures established by the Town and the written and oral instructions of supervisors.

____

PRINTED NAME

____

SIGNATURE

____

DATE

Employee Handbook

Effective Date: April 1, 2008
Latest Revision: ~~November 27, 2023~~January 13, 2025

IMPORTANT NOTICE

This handbook is issued to give the employee an overview of the policies, procedures and benefits of the Town of Mead that relate to employment. This handbook represents a summary of some of the more important organizational information. Consequently, the handbook is not intended to be all-inclusive. This handbook supersedes all previous editions.

The policies and procedures contained in this Handbook do not constitute a contract, either express or implied, and should not be relied upon as binding promises made by the Town. The contents of the Handbook are summary guidelines for employees.

The Town reserves the right to modify, revoke, rescind, suspend, terminate, interpret, or change any or all of the guidelines mentioned, in whole or in part, at any time, with or without notice.

Employment at the Town is at-will. Any employee may be terminated with or without notice and without an explanation, just as any employee may resign at any time, for any reason. Nothing in this Handbook is intended to modify the Town's at-will employment policy.

Welcome to the Town of Mead where our employees' concern for citizens, dedication to their jobs, and hard work is a matter of pride. We believe that the high quality of services our employees provide is instrumental in the continuing growth of the Town of Mead.

History of Mead

The Town of Mead was platted on February 16, 1906 and incorporated on March 17, 1908. The Town was named for L.C. "Deacon" Mead, who had emigrated from Chicago and built his homestead at what is now Highland Lake. Mead was well known locally for his work with the Highland Ditch Company while they were surveying and building Highland Lake on his property. The Highland Ditch and its reservoir system were one of the first farm irrigations systems in the county and was, at that time, a subject of wide agricultural study at many of the country's agricultural educational institutions. The small community of Highland Lake is still in existence and is located approximately 1 ½ miles west of Mead. At the end of 1989, and for the first few months of 1990, the Highland Lake Congregational Church was a site used in the filming of Die Hard 2, with actor Bruce Willis. The Church began a restoration project in 2005 which was completed in 2008.

In 1905, the Great Western Railroad built a feeder line from Longmont to Johnstown to gather and take the sugar beet harvest to their refinery in Longmont. The railway passed directly through the property of Paul Mead, Deacon Mead's nephew. The businesses at Highland Lake decided to relocate to this railway siding. For the next two decades, the Town prospered as farmers used this siding to get their crops to the market.

At its peak, Mead had three general stores, a hotel, a combination grocery store and meat market, two saloons, a butcher shop, a filling station, two auto garages, an implement company, two livery stables, a lumberyard, a blacksmith shop, a drug store, a hoe and harness repair shop, a post office, two doctors' offices, a bank (Mead State Bank) and a newspaper (Mead Messenger). Two of the churches in existence then are still active today. There was also a pickle factory, a hay mill and a pea-hulling factory on the outskirts of the community.

The land surrounding the community is prime agricultural land. It has gentle rolling hills and flat lands with numerous irrigation reservoirs scattered throughout the landscape. Wide-open spaces are the trademark of rural Weld County and Mead has its share of them.

The Depression, the advent of the automobile, shopping malls, and national chain stores all played important roles in the change the Town has seen since its incorporation. Modern transportation, Interstate 25, and the Denver International Airport have promoted the most recent changes in the community.

Table of Contents

I. INTRODUCTION

This Town of Mead Employee Handbook is designed to acquaint the employee with the organization and provide employees with information about working for the Town. The handbook is not all-inclusive, but instead is intended to provide employees with a summary of some of the Town's guidelines. This edition replaces all previously issued editions.

The language in this Handbook and any verbal statements made by management are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration. No representative other than the Town Manager has the authority to enter into a contract for employment for any specified period and any such agreement must be in writing signed by both the Town Manager and the employee.

No employee handbook can anticipate every circumstance or question. After reading the handbook, if an employee has any questions, the employee should speak with their immediate supervisor, Department Head, or Human Resources. Also, the need may arise for the Town to change the policies described in the handbook. The Town reserves the right to interpret or change them without prior notice.

Board of Trustees

The Board of Trustees is the ultimate policymaking authority for the Town of Mead.

Town Manager

The Town Manager is the Chief Executive Officer of the Town. All departments shall report to the Town Manager. The Town Manager is responsible to the Board of Trustees for the proper administration, operation, and control of all affairs of the Town. The powers and duties of the Town Manager are more specifically set forth in Town Ordinances.

Department Regulations

A Department Head has the authority to establish such policies and rules for the operations of that department, subject to the approval of the Town Manager. All such policies and rules will be in writing, kept on file in the department and cannot supersede personnel policies, Town Ordinances, and Resolutions.

GENERAL PROVISIONS

A. Equal Employment Opportunity (EEO) / Unlawful Harassment

The Town is dedicated to the principles of equal employment opportunity - ensuring equal access and opportunity in all matters of compensation, terms, conditions, or privileges of employment. The Town prohibits unlawful discrimination and harassment against applicants or employees on the basis of the following protected classes: race (including hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, ancestry, creed, age, disability, military status, genetic information, marital status, pregnancy, childbirth and related conditions, or any other status protected by applicable federal, state or local law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. The Town prohibits harassment, disrespectful or unprofessional conduct by any employee of the Town, including Town officials, supervisors, managers, and co-workers. The Town's anti-harassment policy also applies to vendors, suppliers, customers, independent contractors, unpaid interns, and persons providing services pursuant to a contract.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
~~in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, military status, marital status, creed, ancestry, sexual orientation, including gender identity and gender expression, or any other status protected by federal, state or local law. This prohibition includes unlawful harassment or discrimination based on any of these protected classes. This policy applies to all employees.~~

~~The Town prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If an employee believes there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined in Section E.~~

B. The Americans with Disabilities Act

The Town complies with all applicable laws prohibiting discrimination in employment against qualified individuals with disabilities. Consistent with the law, if an employee requests accommodation, the Town will engage in a timely and interactive process with the employee to determine whether there is a reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations. Employees seeking such accommodation should contact their supervisor or the Human Resources Representative as soon as possible.

The Town may require that an employee provide documentation from an appropriate health care provider detailing the medical necessity of a reasonable accommodation.

C. Religious Accommodation

The Town complies with all applicable laws prohibiting discrimination in employment against individuals on the basis of their religious beliefs, unless doing so poses undue hardship on the Town.

When an employee or applicant needs accommodation for religious reasons, they should notify their supervisor or the Towns's Human Resources Representative

D. Pregnancy Accommodation

Employees who are otherwise qualified for a position may request reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests accommodation, the Town will engage in a timely and interactive process with the employee to determine whether there is a reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations. The Town will require that an employee provide documentation from her healthcare provider detailing the medical necessity of the reasonable accommodation. Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact their supervisor or Human Resources.

The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept accommodation that is unnecessary for the employee to perform the essential functions of the job.

~~B.~~E. Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the Town believes it warrants separate emphasis.

The Town prohibits sexual harassment and inappropriate sexual conduct at the workplace. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Employees are always expected to conduct themselves in a professional and businesslike manner. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails;
- Petty slights, minor annoyances, and lack of good manners can be seen as unwanted behavior;
- Digital form such as social media posts, texts, or website comments;
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, marital status, or repeated unwanted requests for dates; or
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, intentionally blocking normal movement or interfering with work, and brushing up against another's body.

~~The Town strives to maintain a work environment free of unlawful harassment, including sexual harassment. For harassment complaints, please refer to the complaint procedure outlined below.~~

~~Unlawful harassment may include unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of~~

~~that individual's or group's membership in, or perceived membership in, a protected class.~~

~~Inappropriate conduct that could lead to a claim of harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, implicit or explicit communications whether in:~~

- ~~Written form, such as cartoons, posters, calendars, notes, letters, e-mail, text messages or photographs.~~
- ~~Verbal form, such as comments, jokes, innuendoes, bullying, language of a sexual nature, gossiping or questions about another's sex life, or any other offensive language or requests.~~
- ~~Physical gestures or other nonverbal behavior, such as unwelcome touching, grabbing, massaging, or brushing up against another's body or other unwelcome conduct or actions.~~

~~Such conduct may also include inappropriate verbal or physical conduct if:~~

- ~~Submission to such conduct is made explicitly or implicitly a term or condition of employment; or~~
- ~~Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or~~
- ~~Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.~~

~~All employees are expected to conduct themselves in a professional and business-like manner at all times.~~

~~C.~~F. Anti-Violence

The Town strives to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating or threatening behavior, physical abuse, vandalism, arson, sabotage, or any other act, which, in management's opinion, is inappropriate in the workplace. In addition, bizarre or offensive comments regarding violent acts, events, or behavior are not tolerated. Employees should immediately and directly contact emergency services if they believe there is an imminent threat to the safety and health of themselves or others. For other health or safety complaints or concerns, please notify your supervisor, the Town Manager, or Human Resources.

~~D.~~G. Anti-Retaliation

~~Retaliation against employees is strictly prohibited.~~ The Town prohibits retaliation against employees for reporting harassment or discrimination or for assisting the Town in the investigation of any complaint. Any employee engaging in retaliation may be subject to disciplinary action.

Employees should immediately report any incidents of reprisal, retaliation, or harassment which occur as a result of making such a notification. No employee will be retaliated against for making a report. Report the incident in writing immediately to the next level of supervision, Human Resources, or the Town Manager. To the extent possible, complaints and investigations will be handled in a confidential manner.

~~E.~~H. Complaint Procedure

Any unwelcome behavior to which an employee considers to be unlawful harassment, sexual or otherwise, or which an employee believes constitutes discrimination or retaliation, must be reported to the employee's supervisor immediately. If the unwelcome behavior that the employee considers to be harassing or discriminatory involves the employee's supervisor, the employee shall report his or her concern immediately to the next level supervisor in the employee's chain of command. If the employee is uncomfortable reporting to any supervisor in his or her chain of command, the employee may report the harassment or discrimination directly to the Town Manager or to Human Resources. If the harassment or discrimination involves the Town Manager, the employee may report the harassment or discrimination to the Mayor or Human Resources. If the harassment or discrimination involves a Board member, the employee must report it to the Town Manager, the Mayor, or Human Resources. An employee will not be subject to any retaliatory action as a result of reporting conduct that the employee in good faith considers to be a violation of policy.

Once a complaint has been reported, Human Resources will promptly investigate. The complaining party, the accused, and any witnesses may be interviewed separately to establish the facts of the situation. An employee shall not be subject to retaliatory action as a result of cooperating with, or participating in, any investigation.

Information reported concerning an employee's claim of harassment or discrimination will be treated as confidential, to the extent possible; however, information associated with a claim may need to be disclosed during the investigatory process. Efforts will be made to take effective remedial action to protect the Town and its employees. Appropriate action will be taken based upon the results of the investigation.

~~F. Search~~

Commented [MS1]: Moved to Employee Conduct VII H

~~The Town reserves the right to conduct searches and inspections of any Town-owned property without notice. This may include offices, computers, e-mail, cell phones furnished by the Town or reimbursed for by the Town, files, desks, lockers and vehicles. Such property may also be searched in an effort to retrieve or to discover evidence of work-related misconduct if there is reason to suspect such evidence exists. Any employee who refuses to submit to a search may be subject to disciplinary action.~~

~~G. The Americans with Disabilities Act and Religious Accommodation~~

Commented [MS2]: Split and Moved to B & C

~~The Town will make reasonable accommodation for qualified individuals with known disabilities when the employee notifies the Town and provides the required paperwork. Employees whose work requirements interfere with a religious belief may be granted accommodations, unless doing so would result in an undue hardship to the Town.~~

~~The Town will make every effort to comply with the Americans with Disabilities Act and Colorado law with respect to all employment actions. Should an applicant or employee feel that they need reasonable accommodation in their position, or in their application for employment, or that they have been subject to disability or religious related discrimination, the individual should contact Human Resources immediately. No qualified individual will be discriminated against in any aspect of employment or continued employment.~~

~~H. Pregnancy Accommodation~~

Commented [MS3]: Moved to D

~~Employees who are otherwise qualified for a position may request a reasonable~~

~~accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the Town will engage in a timely and interactive process with the employee to determine whether there is a reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations. The Town will require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their supervisor or Human Resources.~~

~~The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.~~

II. CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration, eligibility to overtime payments, and determining employee benefits, the Town classifies employees as follows:

A. Full-time

A full-time employee is one who works a minimum of forty (40) hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below. Full-time employees are currently eligible to share in Town benefits.

B. Part-time

A part-time employee is one who works less than forty (40) hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below. Part-time employees who work between thirty (30) and thirty-nine (39) hours per week are currently eligible to share in certain employment benefits provided by the Town and can accrue prorated PTO and holiday pay based on hours worked. Part-time employees who work less than thirty (30) hours per week on a regular basis currently accrue PTO on a prorated basis but are otherwise not eligible to share in employment benefits provided by the Town, except as required by law.

C. Temporary

Temporary employees are employees who work either full or part-time and are engaged by the Town for a specific period of time (such as summer) or for a specific project or assignment. Such employees may be "exempt" or "non-exempt" as defined below. Temporary employees are not eligible to share in the employment benefits provided by the Town unless it is expressly stated in a written statement issued by an authorized representative of the Town or as required by law.

D. Volunteer

A volunteer is someone who is performing services for the Town in an unpaid position.

Volunteers serve at the discretion of the Town and are subject to following all applicable rules and policies included in this handbook and of the Town.

E. Exempt Employees

Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

F. Non-Exempt Employees

Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

~~E. Transfers and Promotions~~

Commented [MS4]: Moved to Work Policies V. E.

~~The Town may transfer or promote from within when doing so is reasonable at the discretion of the Department Heads and Town Manager. Available positions will be posted on Town's website. If an employee is interested in a position and feels he or she has the necessary qualifications, the employee must submit a formal written application to Human Resources. Transfer or promotion to a position may be based on demonstrated performance in the employee's current position, as well as knowledge and qualifications with respect to the position for which an application is made.~~

III. COMPENSATION ~~AND BENEFITS~~

Commented [MS5]: Benefits moved to its own section

For compensation, the Town has two pay structures: General Government and a Police-Sworn Step Plan. ~~Additionally, the Town offers comprehensive medical, dental, vision, and life insurance to all eligible employees for a predetermined cost. Plans offer employees the option of dependent coverage at an added expense. Benefits for eligible employees and their dependents are described in detail in the Summary Plan Document (SPD) prepared by the insurance carrier that is available to all eligible employees. These benefits may be canceled or changed at the discretion of the Town, unless otherwise required by law, and does not guarantee that every medical treatment or procedure will be covered by the plans.~~

A. Adjustments to Pay

The Town conducts periodic pay plan reviews and analysis. Adjustments are made to the pay plan and to classifications of individual positions based on this analysis.

By completing a market analysis, we strive to achieve a pay plan that is competitive within the labor market. The market consists of neighboring and similar sized communities.

The final approval of the pay plan is determined by the Board of Trustees.

The Town also determines pay based on merit. Merit plans are an example of pay for performance. They are tied to individual levels of performance measurement (typically performance appraisal ratings) and pay adjustments under the Town's merit plan are normally added into an individual employee's base salary.

B. Overtime Pay

The Town reserves the right to require its employees to work overtime, at the Town's sole discretion. When possible, overtime will be approved in advance by the Department Head and advance notice will be given to the employee. Non-exempt employees are not allowed to work overtime without the supervisor's approval. The Department Head will notify the Town Manager as soon as practical about authorizing overtime.

Non-exempt, non-commissioned employees receive overtime compensation at a rate of one and one-half (1½) times their regular hourly rate for any hours worked beyond forty (40) in the designated workweek. Commissioned police officers may be assigned a different work week and schedule. Scheduled workdays and work periods may be adjusted to address service demands either on a long-term or temporary basis.

For purposes of computing overtime, the workweek begins Monday at 12:00 a.m. and ends Sunday at 11:59 p.m. PTO will not be counted as time worked for purposes of calculating overtime pay. Holidays will be counted as time worked for overtime purposes.

C. Compensatory Time

Non-exempt employees may receive compensatory time in lieu of overtime pay. If the employee wishes to be granted compensatory time for overtime hours worked, the employee should indicate compensatory time on their time sheet, which is subject to the approval of the Department Head. The employee should indicate the actual number of hours worked. Compensatory time is calculated the same as paid overtime.

No employee is permitted to accrue more than forty (40) hours of compensatory time. If an employee has accrued the maximum number of hours, all subsequent compensation hours are paid out as overtime hours. Upon transfer to an exempt position or termination, the employee is paid for unused compensatory time at their regular rate of pay that is in effect immediately prior to separation or transfer.

Temporary employees are not eligible to accrue compensatory time.

D. Timekeeping Procedures for Non-Exempt Employees

Non-exempt employees are responsible for accurately recording their hours worked, PTO, sick leave (if applicable), holidays, leaves of absence, and other time off, whether paid or unpaid, on their time sheet. It is essential that this information be accurate. All time sheets must be submitted to the supervisor for approval and payment processing.

~~D.~~E. Pay Periods

Employees of the Town shall be paid every other Friday. If the regular payday falls on a holiday, employees will be paid on the last business day that the Town office is open prior to the regular payday.

~~E. Salary for Exempt Employees~~

~~All exempt employees are paid on a salary basis that normally is not subject to changes because of variations in the number of hours worked.~~

F. Performance Appraisals

Generally, the Town endeavors to conduct performance reviews annually. The review process is intended to provide employees with information concerning their employment progress and to serve as a means of improving employee performance and provide a basis for pay raises, if any. The review process is not meant to serve as a substitute for ongoing discussions between supervisors and employees. Each written review shall become a part of the employee's personnel record.

~~Performance appraisals for all employees consist of:~~

- ~~A written evaluation using a form approved by Human Resources; and,~~
- ~~An appraisal meeting involving the supervisor who completes the appraisal and the employee whose performance is being appraised.~~

~~Employees shall be evaluated on an annual basis.~~

G. Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: federal and state income tax withholding, Medicare, and other items designated by the employee or required by law (including a valid court order). If an employee believes an improper deduction has been made to their salary, they should immediately report this information to the Human Resources Representative. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Payroll deductions may also be made from an employee's paycheck based on a reimbursement agreement and/or for the replacement cost of lost, destroyed, or unreturned Town property.
~~As required by law, the Town must make certain deductions from employee paychecks, including those for Federal and State taxes, as well as pension contributions and garnishments, if applicable. Other voluntary deductions can only be made at the employee's specific request and with their written agreement. Payroll deductions may also be made from an employee's paycheck for the replacement cost of lost, destroyed, or unreturned Town.~~

~~The Town is committed to complying with salary basis requirements which allow properly authorized deductions. If an employee believes an improper deduction has been made to their pay, he/she should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. It if is determined that an improper deduction has occurred, the employee will be reimbursed promptly.~~

H. Wage Garnishment

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the Town receives legal papers ordering a garnishment, the Town is required by law to make deductions from an employee's paycheck until the Town withholds the full amount or receives legal papers from the court to stop the garnishment. Even if an employee has already paid the debt, the Town may be required to continue garnishing wages until the Town receives legal notification to stop the garnishment.

~~H.~~I. Direct Deposit

The Town requires all employees to enroll in direct deposit for payroll, which means that employees' pay will be deposited directly into their accounts at a participating banking institution each payday. If employees do not provide information for an established bank account, the Town can establish a debit account at an approved banking institution for the purpose of direct deposit.

IV. BENEFITS

A. Benefit Plans

As part of its compensation strategy, the Town offers a variety of benefits for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The Town complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in a civil union.

Benefit plans offered by the Town are defined in the applicable plan documents such as insurance contracts and summary plan descriptions. In the event that the information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and the requirements for eligibility of coverage, may be modified or discontinued from time to time at the Town's discretion as permitted by law. The Town and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the Town.

Employees will have an opportunity to make changes to their benefit selections during the Town's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce, birth of a child or loss of insurance through changes in a spouse's employment, will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

Information on the costs, coverages, providers and administrators will be provided during new employee orientation and during the Town's annual open enrollment.

The Town currently offers the following benefits:

Medical Insurance	Retirement Plan
Dental Insurance	Savings Plans (401k, 457)
Vision Insurance	Employee Assistance Plan
Voluntary Flexible Spending Account	Life Insurance
Short-term Disability Plan	Long-term Disability Plan

B. Wellness Benefit

Employees and their dependents may be eligible for various wellness programs through the Town's benefit provider, such as the Employee Assistance Program.

The Town may provide a wellness program which allows employees to earn and redeem points based on their involvement in the approved wellness activities. A terminated employee's last day of employment is the final day of redemption of points or rewards, and points are not transferrable to other employees.

C. Length of Service Award

The Length of Service Award is a means of recognizing the value of the long-term, dedicated service of Town employees. Length of service awards may be issued, at the discretion of the Town Manager, in the first quarter of each year to eligible employees who have completed at least five continuous years of service with the Town by December 31 of the prior calendar year. Full-time employees may be eligible to receive a lump sum award based on their continuous years of service. In addition, part-time employees who work between thirty (30) and thirty-nine (39) hours per week may also be eligible for an award. Employees who separate from employment prior to the payment issuance are not eligible to receive this award.

~~IV.~~ V. WORK POLICIES

A. Hours of Work

Full-time employees of the Town shall work a minimum forty (40) hours per week. Normal working hours at Town Hall shall be 8:00 a.m. to 5:00 p.m., Monday through Friday. Normal working hours for Public Works shall be 7:00 a.m. to 3:30 p.m., Monday through Friday. Police o~~O~~fficers are scheduled to provide coverage twenty-four (24) hours a day. Supervisors may approve adjustments to the employees' normal scheduled hours.

Daily and weekly work schedules may change from time to time at the sole discretion of the Town to meet the Town's business needs. Changes in work schedules may be announced in advance.

Non-exempt employees are expected to fulfill their work schedule on-site and are not eligible for remote work. Temporary exceptions to this policy are rare and require approval by the Town Manager.

B. Dress Code

An employee's personal appearance is a reflection of the Town's character. Appearance, personal hygiene and attire are important to the Town to instill confidence and professionalism with the residents and community. Within reason, employees of the Town are allowed to use their own discretion with respect to their work attire, however, torn clothing, low cut shirts, micro-length skirts or shorts, and shirts with inappropriate verbiage or pictures are not approved attire. All work attire should be neat and appropriate to the employee's job duties. At any time, the Town may further define what constitutes appropriate dress, personal hygiene, grooming habits and cleanliness. Personal attire and grooming habits shall be such as to not jeopardize the safety of the employee or other Town personnel.

If, in the Department Head's or Human Resources' opinion, an employee reports for work improperly dressed or groomed, someone may instruct the employee to return home to change clothes or take other appropriate corrective action.

Uniforms or a uniform clothing allowance may be furnished to certain Town employees. Such uniforms must be neat, clean, in good condition, and must be worn while performing duties for the Town.

It is the intent of this policy to comply with applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, sex (including pregnancy, sexual orientation, gender identity and gender expression), national origin, ancestry, creed, disability, age, genetic information and any other status protected under such laws.

C. Accommodations for Nursing Mothers

The Town will allow an employee to use paid break time and/or mealtime to express breast milk for her nursing child for up to two (2) years after the child's birth.

The Town will make reasonable efforts to provide a room or other location near the mother's work area with electricity to enable the employee to use a breast pump, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public which may be used by an employee to express breast milk. For information on where the nearest accommodation is located, contact the Human Resources Representative.

~~C.~~D. Attendance

All employees shall report to work at their prescribed time and fulfill their assigned work schedule. Any employee who fails to report for work at their prescribed time without first notifying his or her supervisor of the expected late arrival or absence may be subject to disciplinary action. Any employee reporting late for work or reporting absent shall explain the reason to the supervisor. The duties of most employees require them to be present at specific locations. Working at home may be permitted only with the prior approval of the Town Manager.

E. Transfers and Promotions

The Town may transfer or promote from within when doing so is reasonable at the discretion of the Department Heads and Town Manager. Available positions will be posted on Town's website. If an employee is interested in a position and feels he or she has the necessary qualifications, the employee must submit a formal written application to Human Resources. Transfer or promotion to a position may be based on demonstrated performance in the employee's current position, as well as knowledge and qualifications with respect to the position for which an application is made.

F. Tobacco Use

The Town provides a tobacco-free work environment for its employees. The use of tobacco products is prohibited inside Town buildings or while performing any duty or activity on behalf of the Town. The use of any tobacco product is also prohibited in any Town vehicle and equipment. Tobacco use includes the use of electronic nicotine delivery systems, such as e-cigarettes, e-cigars, e-hookahs and e-pipes.

~~D.~~G. On-Call and Recall Pay

Some Town operations must be able to be responsive twenty-four (24) hours per day and certain employees may be assigned "on-call" duty during a specific period of time outside their normal working hours. While on-call, the employee shall be accessible by telephone or other satisfactory method and shall be able to report to work promptly. Employees will be paid thirty (30) minutes of pay at their regular rate for each day the employee is on-call.

When a non-exempt employee is summoned back to work ~~after~~ during their normal off-duty time, the employee shall be paid for all hours worked with a guaranteed minimum of two (2) hours of pay per call-back. Travel from the employee's location to work may be reimbursed through mileage reimbursement.

~~E.~~H. Town Closure

All Town facilities are considered open for business regardless of weather conditions, fire damage, natural disaster, or other unusual circumstances unless officially designated as CLOSED by the Town Mayor, Town Manager, or a designee.

When facilities are open, the decision to report to work shall normally reside with the employee except in the case of designated essential personnel who shall be expected to report as instructed or scheduled by their departments. Essential personnel are designated by the Department Head.

The employee is responsible for contacting the Supervisor, Department Head, or designated departmental representative if the employee is unable to report to work.

~~F.~~I. Modified Duty

An employee who is unable to perform the full range of duties of their position may have the duties temporarily modified so that they are productive while recuperating from their illness or injury. This section applies to employees who are receiving workers' compensation benefits and employees recuperating from personal illnesses or injuries. A medical return-to-work release detailing restrictions, if any, will be required for employees of the Town who have been off work for more than three (3) consecutive scheduled workdays due to personal injury, serious medical condition or illness. Modified duty assignments are at the discretion of the Department Head and may not always be available.

The Town reserves the right to change the rate of pay for an employee in a modified duty capacity depending on the nature of the modified duty assignment.

~~A return to work release will be required for employees of the Town under the following circumstances:~~

- ~~The employee has been off work for more than three (3) consecutive scheduled workdays; or~~
- ~~The employee's absence is due to a serious medical condition.~~

~~G.~~J. Motor Vehicles

Drivers must possess a current, valid driver's license before operating a Town vehicle or driving a personal vehicle on behalf of Town business. If the driver has recently moved to Colorado from another state, the driver must obtain a Colorado driver's license within thirty (30) days of moving to Colorado to continue driving Town vehicles pursuant to State law. It is the responsibility of any Town employee to provide an annual records release waiver to allow the Town to verify his or her driver's license status through a check of Motor Vehicle

Record (“MVR”)~~,~~ and to maintain auto liability coverage as required by law. The driver must always have his/her license in their possession while driving the vehicle. All operators must be licensed in the class of vehicle operated.

MVRs will be graded based on the table below, as minimum requirements. No new driver will be hired with a "Reviewable" MVR. Current employees’ driving records must remain "acceptable" as graded per the table below for continued employment in positions with driving duties as a major requirement (i.e., Public Safety and Public Works) unless an exception is granted as stated below. Any exceptions to the Motor Vehicle Grading Criteria must be reviewed by the Human Resources Manager for approval by the Town Manager and be accompanied by a performance improvement plan.

Motor Vehicle Grading Criteria (last three (3) years)

Number of Minor Violations	**Number of At-Fault Accidents**		
	0	1	2
0	Acceptable	Acceptable	Reviewable
1	Acceptable	Acceptable	Reviewable
2	Acceptable	Reviewable	Reviewable
3	Acceptable	Reviewable	Reviewable
4	Reviewable	Reviewable	Reviewable
Any Major Violation – last 5 years	Reviewable	Reviewable	Reviewable

Minor Violation:

- Any motor vehicle violation conviction other than a major violation conviction (except parking violations).

Major Violation:

- Driving under the influence of alcohol/drugs
- Leaving the scene of an accident
- Reckless Driving
- Making a false accident report
- Homicide, manslaughter, or assault arising out of the use of a vehicle
- Driving while license is suspended or revoked
- Fleeing or eluding a police officer

1. Town Pool Vehicle Use

In an effort to reduce costs and limit liability, employees must use Town vehicles for Town business when possible. If an employee chooses to use their personal vehicle for Town business when a "pool vehicle" is available, mileage reimbursement by the Town may not be allowed. (Exceptions would be made if an employee is on Town business and does not intend to return to work that same day or has Town business scheduled at the beginning of a day which is not on the way to work.)

Use of Town vehicles identified as pool vehicles are governed by all of the policies outlined in this Motor Vehicle Use Policy as well as the following:

- All pool vehicles shall be reserved in advance and formally signed out via the log kept at the front desk. Pool vehicle keys are to be checked out for use of the vehicle only immediately before use.
- A fuel card for pool vehicles is kept at the front desk. If fuel is needed and a fuel card is not available, employees should use a Town issued credit card. Employees are responsible for refilling the vehicle, as necessary. Receipts must be remitted to the Finance Department no later than twenty-four (24) hours after use. Keys and fuels cards are to be returned promptly and not passed along to other employees.
- Effort must be made to schedule use in the most efficient manner possible. For example, errands that can wait until a pool vehicle is available should be scheduled accordingly.
- Pool vehicles are to be parked at the Town Hall.
- If space is available, users are encouraged to combine trips with others attending the same event.
- If a use exceeds the time estimated, please notify Town Hall.
- All pool vehicle windows and doors shall be locked when unattended. Personal property left in pool vehicles is at the employee's own risk.
- The employee signing out the pool vehicle is responsible for the vehicle until it is returned.

~~1.~~2. Personal Vehicle Use

The Town recognizes there may be times when a Town vehicle is not available for use. However, prior to using a personal vehicle to perform Town business, all effort must be made to use a Town vehicle. Any employee using their personal vehicle for Town business must possess a valid driver's license. The employee must carry the state minimum automobile liability insurance on their personal vehicle as required by law. Any motor vehicle accidents or violations are the sole responsibility of the driver. The driver's personal automobile insurance will be the primary carrier if the driver is involved in an automobile accident. The driver's automobile insurance should provide coverage for the driver's vehicle and any other damage the driver causes. However, the employee will be covered under workers' compensation if injured during the course and scope of their duties. An employee using a personal vehicle for Town business, who is involved in a traffic accident, will be reimbursed by the Town for his/her automobile insurance deductible up to $1,500, if the following occurs:

- The employee was not at fault.
- The other driver has no insurance or is underinsured.
- The employee can provide documentation that the deductible has been paid.

~~2.~~3. Town Vehicle Use

The Town provides vehicles to use for business purposes but recognizes the occasional need for employees to take a Town vehicle home. Examples include attending a training or conference. When it is appropriate, and in the best interest of the Town, to permit an employee to take a Town vehicle to the employee's home for a short duration of time, not to exceed twenty-four (24) hours, the employee must secure prior verbal approval from the Department Head or authorized designee.

~~3.1. Town Pool Vehicle Use~~

Commented [MS6]: This section just moved up to #1.

Commented [MS7]: Still in same section, just moved to #1.

~~In an effort to reduce costs and limit liability, employees must use Town vehicles for Town business when possible. If an employee chooses to use their personal vehicle for Town business when a "pool vehicle" is available, mileage reimbursement by the Town may not be allowed. (Exceptions would be made if an employee is on Town business and does not intend to return to work that same day or has Town business scheduled at the beginning of a day which is not on the way to work.)~~

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- ~~A fuel card for pool vehicles is kept at the front desk. If fuel is needed and a fuel card is not available, employees should use a Town issued credit card. Employees are responsible for refilling the vehicle, as necessary. Receipts must be remitted to the Finance Department no later than twenty-four (24) hours after use. Keys and fuels cards are to be returned promptly and not passed along to other employees.~~
- ~~Effort must be made to schedule use in the most efficient manner possible. For example, errands that can wait until a pool vehicle is available should be scheduled accordingly.~~
- ~~Pool vehicles are to be parked at the Town Hall.~~
- ~~If space is available, users are encouraged to combine trips with others attending the same event.~~
- ~~If a use exceeds the time estimated, please notify Town Hall.~~
- ~~All pool vehicle windows and doors shall be locked when unattended. Personal property left in pool vehicles is at the employee's own risk.~~
- ~~The employee signing out the pool vehicle is responsible for the vehicle until it is returned.~~

4. Maintenance

Drivers are required to properly maintain Town vehicles at all times. Vehicles may not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.

Weekly documented inspection of vehicles is required. Vehicles with any safety discrepancies will not be driven until the safety discrepancy has been corrected. Examples of safety discrepancies are inoperative headlight, inoperative turn signal, inoperative brake lights, defective windshield wiper, and defective brakes.

Preventive maintenance, such as regular oil changes, lubrication, fluid checks and tire pressure determine to a large extent whether the vehicle is reliable and safe. Preventive maintenance should be completed by fleet maintenance as required in the owner's manual.

In the event that service is required for the vehicle that causes it to be inoperable, contact the Public Works Department. If Public Works is not available, proper arrangements for towing should be made.

5. Traffic Violations

Fines for parking or moving violations and any associated costs are the personal responsibility of the driver. Employees who drive Town vehicles or personal vehicles for Town business must notify his/her supervisor and the Town Manager or his/her designee immediately about all moving violations that occur, and the suspension or revocation of the license, including those in his/her personal vehicle for personal use, within twenty-four (24) hours of the violation or next business day if the violation occurred on a weekend or holiday. Failure to notify the supervisor and the Town Manager or his/her designee shall result in disciplinary action. Immediately upon receiving a suspension or revocation, the employee is prohibited from driving and operating any Town vehicle or equipment or driving a personal vehicle on Town business. If an employee's license has been suspended or revoked, the employee may be subject to disciplinary action. Be aware that traffic violations incurred during non-business (personal use) hours may also affect Town vehicle driving privileges.

6. Accidents Involving Town Vehicles

In the event of an accident:

- Contact your supervisor immediately.
- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address, and phone number of any injured person(s) and witnesses, if possible.
- Exchange vehicle identification, insurance company name, and policy numbers with the other driver.
- Take a photograph of the accident scene, if possible.
- Call the local law enforcement unless the Town or county is on accident alert and there are no injuries. If injuries are involved, call the local law enforcement regardless of conditions.
- Do not sign any statements or reports other than official police reports.
- Complete the accident form in your vehicle.
- Provide all information to your Department Head and Human Resources within twenty-four (24) hours of the accident or the next business day if the accident occurred on a weekend or holiday.

7. Theft of a Town Vehicle

In the event of theft of a Town vehicle, notify local law enforcement immediately, then notify your Department Head and Human Resources within twenty-four (24) hours or the next business day if the theft occurred on a weekend or holiday.

8. Driver Responsibilities

When driving a Town vehicle, you are representing the Town. Your actions will reflect not only on you, but also on the entire Town organization. It is expected that you drive safely and courteously at all times. Along with that privilege befalls certain obligations by the driver. The driver assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times.

All traffic laws must be obeyed. Driving a Town vehicle while impaired or under the influence of alcohol or drugs is strictly prohibited and may be cause for disciplinary action up to and including termination. If the driver is on prescription medicine that may impair driving ability, the Town vehicle is not to be driven. The driver's supervisor must be notified if the driver is taking prescription medication that may impair driving ability or operation of machinery.

Each driver is responsible for the actual possession, care, and use of the Town vehicle in their possession. Damage to the vehicle caused by the driver's negligence may be cause for disciplinary action. The use of seat belts and shoulder harness is mandatory for driver and passengers. Vehicles may be driven only by authorized Town employees or volunteers who have completed an MVR check by Human Resources. Vehicles are to be kept clean inside and out. Smoking is not permitted in Town vehicles. Pets are not allowed in Town vehicles, except vehicles used for animal control.

9. Take-Home Vehicles

All Town owned vehicles shall be restricted to work related activities with the exception of those vehicles and personnel that are provided a Take Home vehicle. Take Home vehicles shall be authorized by the Town Manager for employees that have primary responsibility of responding to emergency situations which require immediate response to protect life or property, or the employee needs a special vehicle for work related purposes. All Police Department staff authorized to take home vehicles shall be subject to additional policies in the Town of Mead Police Department Policy Manual.

10. No Unauthorized Passengers/Riders

Spouses, significant others, children, and non-employees may only be permitted to ride in Town vehicles, equipment, or personal vehicles (when used for Town business) if (1) prior written approval of the supervisor in charge is obtained; and (2) the individual (or in the case of a minor, the minor's parent or guardian) signs a release form provided by the Town.

K. Expenses

The Town reimburses employees for expenses reasonably incurred in the course of Town business, provided such expenses have been authorized in advance or are determined by the Town, in its discretion, to have been necessarily incurred under circumstances where advance approval was not reasonably possible. Employees seeking reimbursement for expenses will be required to provide detailed receipts.

The Town shall reimburse employees for mileage traveled in use of their personal vehicles on Town business at the current IRS rate.

~~H.~~L. Work-Related Travel ~~Policy~~

This policy applies to all travel expenses for which Town funds are disbursed. For the purposes of this policy, travel is defined as in-state or out-of-state trips, made for Town business, which require air transportation and/or an overnight stay.

All travel and similar expenses must be reasonable, necessary, and for Town business. When more than one employee is attending the same event, the Town encourages employees to carpool, use a pool vehicle, or use public transportation when available. When training is offered, the training should be scheduled at the nearest location and attendance at classes is expected.

1. Authorization for Travel

All employees must have the appropriate approval prior to their travel. Travel should typically be authorized as part of the annual budget process and a formal request detailing the travel's purpose and anticipated costs must be completed and signed by the employee and the Department Head (or Town Manager).

2. Unauthorized Expenses

The following expenses are specifically unauthorized and will not be permitted:

- All expenses of family members or other persons not on business for the Town;
- Alcoholic beverages and tobacco products;
- Laundry or cleaning;
- In-room movies, room service, or other personal services;
- Sporting and entertainment activities;
- Personal clothing;
- Prescriptions and over-the-counter medication;
- Personal telephone calls except as stated in Section VIII;
- First class airfare;
- Rental of luxury or sports vehicles or insurance for rental vehicles;
- Expenses stated in this policy as unauthorized, ineligible or prohibited; and
- All other personal expenses not for the benefit of the Town.

3. Authorized Expenses

- Air travel should be purchased at the lowest coach airfare available at the time the reservation is made. First Class airfare is specifically prohibited.
- Fares are normally purchased using a Town credit card or Town check. The employee may receive reimbursement provided detailed receipts are submitted.
- When the employee is accompanied by a nonemployee, the nonemployee ticket(s) must be purchased using personal funds.

4. Vehicle Rental

- Vehicle rentals generally are not an allowed travel expense. Public ground transportation should be used instead, if available.

- Circumstances warranting vehicle rentals must be documented by the employee and approved by the Department Head or by the Town Manager for Department Heads.
- Insurance should not be purchased from the car rental company. The Town's insurance covers rented vehicles. Employees must obtain a copy of the Town's insurance card from the Town Clerk before departure. Any additional insurance coverage purchased will be at the employee's own expense.

5. Public Ground Transportation

A reasonable and economical method of public ground transportation to/from the hotel and the airport, conference facility, or restaurant is allowed only when necessary and appropriate to the trip.

6. Parking

- Reasonable and economical parking expense is allowed for airport parking. The closest parking to the terminal will usually not be the most reasonable or economical parking and should not be used.
- Hotel or other public parking expense is allowed.
- Valet parking is not allowed unless required.
- Parking may be paid using the employee's Town credit card, if applicable. Alternatively, the employee may receive reimbursement provided a detailed receipt is submitted; however, it may be difficult to obtain a receipt for parking and provision of a detailed receipt may be waived by the Finance Department.

7. Toll

Toll expenses are allowed, and the employee may receive reimbursement provided detailed receipts are submitted.

8. Authorized Expenses: Lodging

- When lodging is necessary, low to moderately priced hotels and single occupancy hotel rooms are the standard.
- When attending a conference, employees will be expected to stay in the conference hotel at the available specified conference room rates. When a conference offers multiple lodging choices, employees should select the low to moderately priced hotels.
- Lodging is allowed only for the number of nights necessary to attend the conference or event. Extra nights must be at the employee's expense.
- Extra costs in lodging due to employee's guests must be at the employee's expense. These and other personal expenses (personal phone calls, room service, in-room movies, etc.) must be paid for separately using personal funds.

9. Authorized Expenses: Meals While on Travel

- Meals while on travel are an allowed expense.
- Employees may pay for meals using personal funds and then seek reimbursement under the per diem rate method described below or complete the Per Diem and Mileage Reimbursement Request Form to receive funds prior to travel.
- If a Town credit card is used for meals during travel, detailed receipts need to be submitted and amounts need to be equal to or less than the allowed per diem rate method described below.
- Often the conference or travel-related event will provide some or all of the meals. When this occurs, the employee must not seek reimbursement for the portion of the per diem rate related to the provided meal. The decision to eat on your own when a meal is provided by the conference or event is not an allowable expense.

10. Per Diem Rate Method

The Town allows the use of per diem for meals, tips, and incidental expenses. The Town will use per diem rates set by the U.S. General Services Administration (GSA). Reimbursement request forms are provided by the finance department.

11. Reimbursement Request Deadlines

Employees shall submit reimbursement requests to their Department Head for approval within sixty (60) days after the expense is incurred. Failure to submit reimbursement requests timely could result in the reimbursement being denied.

~~V.~~VI. LEAVE

Extended leave periods taken under this policy may run concurrently with other leave policies.

A. Paid Time Off (PTO)

Paid Time Off ("PTO") for employees is a single pool of paid hours that may be used at the employee's discretion for personal days, vacation, medical absences, unexpected emergencies, or any other reason an employee may need. PTO may also be used for any of the following reasons in accordance with the Healthy Families and Workplaces Act (HFWA) (C.R.S. §§ 8-13.3-401 et seq.):

- An employee has a mental health or physical illness, injury, or health condition that prevents the employee from working, including the need to obtain a diagnosis, treatment or medical care for such condition.
- An employee needs to obtain preventative medical care.
- An employee has been the victim of domestic abuse, sexual assault, or harassment leading to health, relocation, legal or other services needs.
- An employee needs to care for a family member to whom any of the above-listed circumstances apply.
- In a public health emergency, a public official has closed the employee's workplace or the school or childcare facility of an employee's child.
- Bereavement, or to assist with financial or legal needs after a death of a family member.

- Due to inclement weather, power/heat/water loss, or other unexpected event, the employee must evacuate their residence, or care for a family member whose school or place of care was closed.

Employees are expected to maintain an appropriate PTO balance for use in unexpected emergencies. The rates of PTO accrual exceed the paid leave requirements of the HFWA.

1. Usage

All absences not covered under another plan must be charged to PTO. Employees may use only time accrued and cannot have a negative PTO balance at any time. PTO is not considered as hours worked for overtime purposes.

2. Accrual of PTO

PTO hours begin to accrue upon initial employment with the Town and continue accruing during paid time.

The accruals are based on hours worked and paid leave taken. Employees will not accrue PTO during times of unpaid leave. Accrual rates adjust on the employee's anniversary date.

The chart below lists accrual rates for full-time ~~regular~~ employees. Part-time ~~regular~~ employees accrue PTO on a prorated basis depending on the number of hours worked. Temporary employees are not eligible for PTO but accrue sick leave pursuant to ~~the HFWA Sick Leave Policy.~~ Sick Leave for Temporary Employees (Section VI. B.)

Continuous Years of Service Completed	Hours accrued per hour worked	Hours accrued per pay period	Hours accrued per year	Maximum hour accrual for full-time employees
0 – 12 months	0.065375	5.23	135.98	204
1	0.084625	6.77	176.02	264
2	0.0895	7.16	186.16	264
3	0.094375	7.55	196.30	264
4	0.09925	7.94	206.44	264
5	0.104125	8.33	216.58	324
For each additional year on anniversary date	Hours accrued per hour worked is determined by hours accrued per pay period divided by 80	Hours accrued per pay period increases by 0.39 hours	Hours accrued per year is hours accrued per pay period times 26 pay periods per year.	Maximum accrual for years of service years 5-9. is capped at 324 hours. 10 years or more is capped at 400.

~~Years of Employment~~	~~Hours Accrued per Pay Period~~	~~Hours Accrued per Month~~	~~Hours Accrued per Year~~	~~Maximum Accrual~~
~~First 12 months~~	~~5.23~~	~~11.33~~	~~135.96~~	~~203.94~~
~~1 through 5~~	~~6.77~~	~~14.66~~	~~175.92~~	~~263.88~~

~~6 through 10~~	~~8.31~~	~~18.00~~	~~216.00~~	~~324.00~~
~~11 through 15~~	~~9.84~~	~~21.33~~	~~255.96~~	~~383.94~~
~~16 through 20~~	~~11.38~~	~~24.63~~	~~295.92~~	~~443.88~~

The chart below lists accrual rates for commissioned police officers. Police accrual rates include Town observed holidays.

Continuous Years of Service Completed	Hours accrued per hour worked	Hours accrued per pay period	Hours accrued per year	Maximum hour accrual for full-time employees
0 – 12 months	0.1115	8.92	231.92	300
1	0.13075	10.46	271.96	360
2	0.135625	10.85	282.10	360
3	0.1405	11.24	292.24	360
4	0.145375	11.63	302.38	360
5	0.15025	12.02	312.52	420
For each additional year on anniversary date	Hours accrued per hour worked is determined by hours accrued per pay period divided by 80	Hours accrued per pay period increases by 0.39 hours	Hours accrued per year is hours accrued per pay period times 26 pay periods per year.	Maximum accrual for years of service years 5-9. is capped at 420 hours. 10 years or more is capped at 480.

~~Years of Employment~~	~~Hours Accrued per Pay Period~~	~~Hours Accrued per Month~~	~~Hours Accrued per Year~~	~~Maximum Accrual~~
~~First 12 months~~	~~8.92~~	~~19.32~~	~~231.92~~	~~298.94~~
~~1 through 5~~	~~10.46~~	~~22.65~~	~~271.88~~	~~359.88~~
~~6 through 10~~	~~12.00~~	~~26.00~~	~~311.96~~	~~420.00~~
~~11 through 15~~	~~13.54~~	~~29.34~~	~~352.04~~	~~479.94~~
~~16 through 20~~	~~15.07~~	~~32.66~~	~~391.88~~	~~539.88~~

3. Use of PTO

Paid time off must be arranged so that normal operations are disrupted as little as possible. To take time off, employees must make the request, in writing, at least forty-eight (48) hours in advance for approval from their supervisor. Requests will be assessed based on a number of factors, including business needs and staffing requirements. Supervisors may use an employee's seniority as a criterion in scheduling PTO use. Any employee who is ill and cannot perform his or her duties shall notify his or her supervisor with as much advance notice as possible. If an employee separates employment, PTO cannot be applied on the last day of employment.

4. Accrual Limits

The maximum PTO that an employee can accrue is shown in the chart. Once an employee reaches the maximum accrual, the employee ceases accruing additional PTO. If the employee later uses enough PTO to fall below the maximum, the employee starts accruing PTO again from that date forward until reaching the maximum accrual limit.

5. PTO Payment Upon Separation

Upon separation of employment, employees receive pay for earned, unused PTO at their regular hourly rate equivalent.

~~5.~~6. PTO Buyback Program

Employees may sell back PTO each year at a one to one (1:1) ratio (i.e., one (1) hour of PTO = one (1) hour pay at the current pay rate). The following requirements must be met to be eligible for this option:

- The employee must maintain a balance of at least eighty (80) hours of PTO (full- time) or forty (40) hours (part-time).
- The employee must have taken a minimum of forty (40) hours of PTO (full-time) or twenty (20) hours (part-time) during the previous twelve (12) months.
- The employee has not submitted a request for or received PTO Sell-Back in the previous twelve (12) months.

The request form must be received by Human Resources no later than the Friday prior to the pay period end date on which the lump sum payment will be made.

~~6.~~7. Leave-Sharing Program

This program is to assist employees who are experiencing a medical emergency or major disaster and whose leave bank has been depleted. Employees wishing to assist another employee with a voluntary donation from their PTO bank may do so.

- The employee experiencing a medical emergency or major disaster (as declared by the President of the United States) must complete a leave-sharing request form and must have exhausted their entire Town accrued leave time.
- To be eligible to accept donated PTO, the employee must be employed with the Town for at least 90 days or 520 hours.
- The employee may not receive more than four hundred eighty (480) hours accumulated leave from donors for any one incident or in any calendar year.
- Donated leave will always be donated in hours regardless of the donor's or the recipient's rate of pay.
- In the event the recipient becomes unable to return to their position and submits their resignation of employment, all donated leave in their shared bank will be discontinued.
- Any donated time that is not needed will be returned to donor.

B. Sick Leave for Temporary Employees

In accordance with Colorado law, all Temporary Employees shall accrue one (1) hour of paid sick leave for every thirty (30) hours worked ("accrued leave") up to forty-eight (48) hours per year. This accrual shall begin on the first day of employment. Unused accrued leave can be carried over from year to year, however, the maximum amount of accrued leave that can be used in any year is forty-eight (48) hours. Use of accrued leave must be taken in not less than one (1) hour increments. Notice of the use of accrued leave must be given as soon as practicable and in advance when the need for leave is foreseeable, such as for a medical appointment scheduled in advance. Accrued but unused leave will NOT be paid out upon termination of employment.

Accrued leave may be taken for the following reasons:

- Mental health or physical illness, injury, or health condition that prevents the employee from working, including the need to obtain a diagnosis, treatment or medical care for such condition.
- Obtaining preventative medical care or medical diagnosis/care/treatment.
- An employee who has been the victim of domestic abuse, sexual assault, or harassment leading to health, relocation, legal or other service's needs.
- Needs due to care for a family member to whom any of the above-listed circumstances apply.
- A public health emergency, a public official has closed the employee's workplace or the school or childcare facility of an employee's child.
- Bereavement, or financial/legal needs after a death of a family member.
- Needs due to inclement weather, power/heat/water loss, or other unexpected event, if the employee must evacuate their residence or care for a family member whose school or place of care was closed.

C. Public Health Emergency Supplemental Leave

All full-time and part-time employees' accrued PTO and all temporary employees' accrued Paid Sick Leave shall be supplemented, if necessary, during a Public Health Emergency ("PHE") as defined in Colorado Revised Statute Section 8-13.3-402(9), so that each employee can take leave during a defined PHE in the following amounts:

1. For employees normally working 40 or more hours in a week, 80 hours of total leave; and
2. For employees normally working under 40 hours in a week, the greater of the number of hours the employee (a) is scheduled for work or paid leave in the upcoming fourteen-day period, or (b) actually works on average in the fourteen days before the declaration of the public health emergency.

Employees may use this supplemental leave immediately upon the declaration of the PHE, until four weeks after the end of the PHE, for the following purposes:

1. Needing to self-isolate due to either being diagnosed with or having symptoms of a communicable illness that is the cause of the PHE;
2. Seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
3. Being excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether actually diagnosed with the illness);
4. Being unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
5. Caring for a child or other family member in category 1., 2., or 3., or whose school, childcare provider, or other care provider is unavailable, closed, or providing remote instruction due to the emergency.

~~B.~~D. Holidays

This policy applies to full-time, non-commissioned employees. All full-time employees actively at work, or on an approved leave of absence, the day before and day following the observed holiday receive eight (8) hours of holiday leave on the date of observance. ~~Regular P~~Part-time employees scheduled to work 30-39 hours per week may receive holiday pay on a prorated basis depending on the number of hours worked per week. Pay for holidays worked will be paid at one and a half (1.5) times the employee's normal rate of pay.

Holiday leave is not payable upon termination. Holidays falling during periods of PTO leave shall not be counted as PTO time used. Holidays falling on Saturday are normally observed on the preceding Friday. Holidays falling on Sunday are normally observed on the following Monday. For pay purposes, each holiday is the date of observance published.

The Town observes the following fixed holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving – Fourth Thursday and Friday of November
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	

Holiday leave is considered as hours worked for overtime purposes.

Holidays cannot be used as an employment end date.

Employees may request that a Town observed holiday be converted to a floating holiday when there is a business need to work on a holiday. Floating holidays MUST be used by December 31st of the year the request was made. There will be no carryover into future years and no payout of floating holidays upon termination. The number of hours used for the floating holiday will be eight (8) per holiday. The request to convert a Town holiday to a floating holiday must be approved in advance of the holiday by the employee's supervisor and human resources.

~~C.~~E. Voting Time

The Town encourages employees to exercise their voting rights in all municipal, state, and federal elections. The state of Colorado provides mail-in voting to all registered voters. Employees are encouraged to utilize this voting option when possible. Employees who: (i) are registered voters, (ii) lack nonwork hours to vote when polls are open and (iii) are not able to vote either before or after work may take up to two hours off work with pay at a time decided by their supervisor, which time will generally be either at the beginning or end of their shift. Employees shall coordinate such time off with their supervisor before election day.

~~The Town believes that voting is an important responsibility that we all assume as citizens. Under most circumstances, it is possible for an employee to vote either before or after work or as an absentee. If it is necessary, however, to arrive late or leave work early in order to vote in any election, arrangements should be made with his / her supervisor no later than the regularly scheduled workday prior to the Election Day. The Town will grant time off to vote in accordance with Federal and State law.~~

~~D.~~F. Bereavement Leave

If there is a death of an employee's immediate family member, the employee may be granted up to one (1) day of bereavement leave. If employees needs to be on extended leave, PTO may be applied. Should out-of-state travel be required, additional leave may be granted, and paid time off applied. An employee's immediate family member, for bereavement purposes, includes the employee's spouse or domestic partner, sibling, parents or stepparents, grandparents, children or grandchildren, stepchildren, legal guardian, foster children, in- laws, and any other member of the employee's immediate household. Bereavement leave will be paid at the employee's regular rate of pay. Bereavement leave will not be considered as time worked for overtime purposes.

G. Domestic Abuse Leave

An employee is eligible for a leave of absence of up to three (3) working days in any twelve-month period if the employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse. This leave is only available if the employee is using the leave from work to protect himself or herself. Available PTO or Sick Time may be used for this absence. Please see the Human Resources Representative if you need such leave or for more information.

~~E. Workers' Compensation Leave~~

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~~To provide for payment of an employee's medical expenses and to facilitate partial salary payments in the event of a work-related injury, illness, or exposure, employees are covered by Workers' Compensation insurance. The amount of the benefits payable, and the duration of the payments, is determined by the Colorado Workers' Compensation statute. The Town carries insurance to cover the cost of a work-related injury, illness, or exposure. Benefits help pay for an employee's medical treatment and may include part of income the employee may lose while recovering. Detailed information will be given to the employee if he / she is injured on-the-job or suffers an occupational illness.~~

~~1. First Report of Injury~~

~~Any work-related injury, illness or exposure must be reported immediately to the employee's supervisor, including any injuries that do not require medical treatment. The employee and his or her supervisor or designee must complete the form entitled "First Report of Injury." The completed form must be sent to Human Resources within twenty-four (24) hours of the injury, onset of illness, or exposure. Strict compliance with these reporting procedures ensures that the Town can assist the employee in obtaining appropriate medical treatment. Failure to report promptly any accident involving injury will not be tolerated.~~

~~2. Required Medical Treatment~~

~~If medical treatment is required, the employee should notify his or her supervisor, who will make arrangements for the employee's transport to either the Town's designated medical care provider, or, if the situation warrants, to the emergency room of the closest appropriate facility. Medical treatment may be obtained only from the Town's designated medical care providers. When the designated medical care provider is not~~

~~available, the nearest medical facility may be used. In the case of a life or limb threatening emergency, or if an employee is outside the Denver metropolitan area on Town business, the employee should go to the nearest emergency medical facility for treatment. Notwithstanding the previous situations, if the employee fails to obtain treatment from a designated physician, the employee may be responsible for the cost of the medical treatment that is obtained.~~

~~The employee should advise the treating physician that he or she will be making a workers' compensation claim so that the appropriate forms can be completed. The employee will be provided with a copy of the attending physician's form that will include the physician's diagnosis, and a return-to-work release listing any work restrictions or time off requirements.~~

~~F.~~H. Jury Duty and Witness Leave

The Town recognizes and encourages employees to perform their civic duty. Employees receive regular pay for the first three (3) days of jury duty if they were scheduled to work and they provide confirmation of juror service.
Beginning the fourth (4th) day and thereafter, employees, as jurors, are paid fifty dollars ($50) per day by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three (3) days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten (10) days (80 hours). Jury duty beyond this time is without pay from the Town and employees may apply PTO.

Employees excused for jury duty shall report to work immediately when dismissed from jury duty or when the jury is not in session during the employee's usual work hours.
An employee who is subpoenaed as a witness in a non-Town matter may take unpaid time off to testify or use accrued PTO for time missed from work. If an employee is subpoenaed as a witness in an official capacity as a Town employee, the approved preparation, court and travel time is computed and compensated as hours worked. A copy of the subpoena may be requested for the employee's request for leave.

~~G.~~I. Military Leave

An employee who is a member of the National Guard or the Military Reserve Forces of the United States is allowed a leave of absence without loss of pay or benefits, for training or active service not to exceed three (3) weeks in a calendar year. Employees on military leave may utilize all accrued PTO while on assignment with the military and must provide a copy of the military order to Human Resources. If an employee is inducted into a branch of the U.S. Armed Forces for an extended period, upon returning to the Town after separation from military service, the employee may be re-employed in accordance with the provisions of the law. The Town complies fully with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

~~H.~~J. Leave of Absence without Pay

In special circumstances, a ~~personal, non-medical~~ leave of absence without pay may be granted, subject to the approval of the Town Manager. During the employee's absence, the Town may elect to fill the position with temporary personnel.

In order to be eligible for leave without pay, the employee must first use all accrued paid leaves.

The employee must submit a written request with the dates that the employee expects to be on leave without pay.

Leave without pay will not be granted for more than three (3) months. If the leave without pay exceeds thirty (30) calendar days, the employee will be responsible for their portion of group insurance premiums beginning on the 31st day. Leave without pay does not guarantee the same position will be available upon the employee's return.

Accrual of PTO will cease while on leave without pay. Holidays, bereavement pay, or jury duty pay will not be granted during any leave without pay.

~~I.~~K. Administrative Leave

At the request of a Department Head or Town Manager, an employee may be removed from the workplace. Administrative leave is granted in order to conduct an investigation or other inquiry into allegations or charges of wrongdoing or violation of any law, rule or policy or where necessary for the safety and welfare of any employee or the efficient operation of the department. Leave under this policy may be with or without pay. Circumstances will be evaluated for pay and if the circumstance seriously undermines the integrity of the Town and its operations, the employee may utilize accrued PTO when placed on leave if available.

~~J.~~L. Family and Medical Leave

Employees may be eligible to take family and medical leave under the federal Family and Medical Leave Act (FMLA).

1. Eligibility

To be eligible for leave, you must have been employed by the Town for at least twelve (12) months immediately preceding the beginning of the leave, and you must also have worked at least 1,250 hours to qualify for FMLA.

Eligible employees may request up to a total of twelve (12) weeks of FMLA leave within a twelve (12) month period. FMLA can be used for:

- The birth of an employee’s child or the placement of a child with the employee for adoption or foster care.
- To care for the employee’s spouse, domestic partner, child or parent with a serious health condition.
- The employee has a serious health condition that makes them unable to perform the functions of their job.
- A qualifying exigency that arises because the employee’s spouse, child, parent or next of kin is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

2. Providing Notice

You must provide sufficient information regarding the reason for an absence for the Town to know that protection may exist under this policy. Failure to provide this information will result in delay or forfeiture of rights under this policy.

Generally, an application for leave must be completed at least thirty (30) days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, you (or your representative, if you are incapacitated) should give verbal notice as soon as possible, and the application form should be completed as soon as practical.

3. Medical Certification Process

In addition to an application for leave, you will be required to complete a medical certification form when leave is for a family member's or your own serious health condition. The certification form needs to be signed by the health care provider. These forms are available from Human Resources and in addition to the short-term disability, if applicable.

Follow up certifications from health care providers may be required under certain circumstances. The Town may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

4. Noncontinuous Leave

Intermittent or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency, as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced scheduled leave must be scheduled with minimal disruption to an employee's job. To the extent possible, medical appointments and treatments related to an employee's or family member's serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

If you request non-continuous federal FMLA leave which is foreseeable based on planned medical treatment for yourself, a family member or a covered service member, you may be required to transfer temporarily to an available alternative position offered by the Town for which you are qualified, and which better accommodates recurring periods of leave than your regular employment position. You will be entitled to equivalent pay and benefits but will not necessarily be assigned the same duties in the alternative position. This provision may also apply if the Town approves a noncontinuous leave for the birth of a child or the placement of a child for adoption or foster care.

5. Benefit Continuation During Leave

The Town will maintain your group health plan coverage and certain other employment benefits during your FMLA leave on the same terms as if you had continued to work, if these benefits were provided to you before the leave was taken. You will be required to pay your regular portion of premiums.

Benefits that are accumulated based upon hours worked, such as holiday pay, paid time off, bereavement, etc., will not accumulate or be compensated during the period of FMLA leave.

In certain instances, such as leave without pay, the Town may recover premiums it paid to maintain health plan coverage for an employee who fails to return to work from FMLA leave.

6. Returning to Work

If the reason for FMLA leave is for your own serious health condition, you will be required to present a fitness-for-duty certification related to the health condition prior to returning to work.

If you wish to return to work before the scheduled expiration of FMLA leave, you must notify the Town of the change in circumstances as soon as possible, but no later than two working days prior to your desired return date.

If you exhaust all leave under this policy and are still unable to return to work, you must notify the Town as soon as possible. Your situation will be reviewed to determine what rights and protections might exist under other Town policies.

Upon return from family or medical leave, you will be returned to the position you held immediately prior to the leave, if the position is vacant. Certain exceptions exist for key employees, as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits and other terms and conditions of employment.

The law provides that an employee on leave has no greater rights than the employee would have had if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

7. Military Caregiver Leave

The FMLA also allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a member of the Armed Forces, National Guard or Reserves or of certain recent veterans with a serious illness or injury, up to twenty-six (26) weeks of unpaid leave within a twelve (12) month period to care for the injured or ill service member or veteran. A “serious illness or injury” is generally an injury or illness incurred by the covered service member in the line of duty on active duty (or that existed *before* the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty) that may render the service member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

8. Qualifying (Military) Exigency Leave

The FMLA also provides for up to twelve (12) weeks of unpaid leave within a twelve (12) month period when an eligible employee’s spouse, son, daughter, or parent is on (or has been notified of an impending call to) “covered active duty” in the Armed Forces. “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. “Covered active duty” for members of the U.S. National Guard and Reserves means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation. The leave may also be extended to the family members of certain retired military. This leave may be used to take care of such things as childcare or financial and legal arrangements necessitated by the deployment of the family member.

9. Military Family Leave Certifications

When leave is taken to care for a covered service member with a serious injury or illness, a spouse, child, parent or next of kin may take up to twenty-six (26) weeks of unpaid FMLA leave during a single twelve (12) month period. Eligible employees are limited to a total of twenty-six (26) workweeks of FMLA-protected leave during that twelve (12) month period. For example, an employee cannot take twenty-six (26) workweeks of FMLA leave to care for a covered service member and then take twelve (12) more weeks for other FMLA qualifying reasons.

In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency for Military Family Leave form when leave is for a qualifying exigency. A copy of the military member's active-duty orders or other military documentation may also be required to substantiate your need for FMLA leave.

If you request leave to care for a covered service member with a serious injury or illness, you will be required to complete a medical certification form, which must be signed by the service member's health care provider. The certification form will request additional information, such as information regarding the relationship between you and the covered service member, to substantiate your need for FMLA leave.

~~VI.~~VII. EMPLOYEE CONDUCT

A. Public Contact

Employees will treat all members of the public with courtesy and respect regardless of how difficult the circumstances. The Town strives to make every effort to be receptive to citizen comments and concerns and to provide any reasonable amount of information or explanation upon request. All employees are deemed to be "ambassadors" of the Town and should conduct themselves accordingly. When dealing with any complaints, employees should remember that the matter is important to the citizen, and it deserves a prompt and courteous response.

B. Contact with Law Enforcement

Employees are reminded that they represent the Town at all times and are required to abide by all Municipal, State, and Federal laws and regulations. Employees must report any contact with law enforcement, other than a minor traffic violation such as a speeding ticket. All other tickets or pending criminal charges must be reported to Human Resources within twenty-four (24) hours following the contact with law enforcement.

C. Conflict of Interest

The Town expects all employees to conduct themselves and Town business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests. Employees are expected to avoid situations involving an actual or potential conflict between the employee's personal interests and the interests of the Town. Both the facts and the appearance of conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with Human Resources for clarification.

D. Acceptance of Gifts

To prevent the perception of persuasion, no public employee either directly or indirectly can be the beneficiary of a gift or thing of value greater than seventy-five dollars ($75) in any calendar year. This value is in effect as of 2023 and is adjusted every four (4) years by the State of Colorado Independent Ethics Commission. This policy applies to gifts given to the employee, employee's spouse or dependent child(ren).

~~C.~~E. Outside Employment

Employees may engage in outside employment provided it is not a conflict of interest, in no way interferes with the employee's work for the Town, and it does not represent a conflict with applicable laws related to pay and work schedules. Employees must notify Human Resources of any outside employment that may be a conflict of interest. Employees must be able to work as scheduled by the Town and be available for overtime, with or without notice. Any employee employed in a second job or engaged in a position of self-employment will not conduct any activity relating to that position during Town work hours nor will they use Town supplies or equipment to conduct such business. Violation of the provision of this policy may be subject to disciplinary action.

The Town Manager reserves the right to restrict outside employment for any employee.

F. Nepotism

The Town prohibits direct or indirect supervision by another relative. A relative may not be in a position that audits, verifies, receives, or is entrusted with money received or handled by another relative. No employee may work in a department that handles confidential matters involving a relative of that employee, including central payroll and personnel records.

A "relative" in this context is defined as the employee's spouse, domestic partner or fiancée, child, stepchild or grandchild, parent, grandparent, sibling, half-brother or half- sister, or any of those relationships arising through adoption or marriage, or any other member of the employee's immediate household.

No person shall be hired, promoted, demoted, or transferred to a position which would result in them being supervised by or supervising an individual with whom they are involved in a dating relationship. A "dating" relationship is defined as a relationship that may be reasonably expected to lead or has led to the formation of a consensual romantic or sexual relationship. This policy applies to all employees regardless of gender or sexual orientation of individuals involved. Failure to follow this policy may result in disciplinary action.

G. Personal Business

Personal business should be conducted either before or after work. Personal phone calls, emails, and texts are discouraged during working hours. More than infrequent conducting of personal business during working hours is prohibited.

H. Inspections and Searches

The Town reserves the right to conduct searches and inspections of any Town-owned property without notice and employees have no expectation of privacy in such property. This may include offices, computers, e-mail, cell phones furnished by the Town or reimbursed for by the Town, files, desks, lockers and vehicles. Such property may also be searched in an effort to retrieve or to discover evidence of work-related misconduct if there is reason to suspect such evidence exists. Any employee who refuses to submit to a search may be subject to disciplinary action.

~~D.~~I. Solicitation

No solicitation of any kind or distribution of literature for any purpose shall be permitted on Town property, unless approved by the Town Manager or his or her designee.

~~E.~~J. Political Activity

Employees are encouraged to participate in the electoral process and support the political candidates of their choice. Employees are free to engage in political activity associated with Town, county, state and federal campaigns, but must do so on their own time, with their own resources, off of Town premises and without giving the impression that their activity is being endorsed by the Town. The Town's operations and deliberations are impartial, and every effort is made to eliminate improper influence. No employees shall be compelled to contribute any money to any political party, club, union or association.

While on work time, an employee may not publicly support any candidate for office, circulate any petitions for such office, distribute campaign literature or display campaign paraphernalia. Employees are also to refrain from efforts to convert others to a political cause during work hours.

No supervisor will, in any way, coerce an employee to campaign for or against any candidate or issue.

Employees who choose to run for political office must do so on their own time and the Town's premises cannot be used for political campaigning. If an employee seeks to become a candidate for an elected Town office, the employee must submit a request for a leave of absence commencing on the date of the filing and ending on the day following the election. If elected, the employee is deemed to have voluntarily resigned their employment with the Town as of the day he or she is sworn in.

~~F. Computer & Information Technology Usage~~

Commented [MS9]: Sections K, L, M, N moved to new Communications Systems section XII

~~This policy outlines the rules and responsibilities for users of the Town computers, software, cell phones and information technology. The Town owns the information technology resources that it provides or reimburses to Town employees and other users who have a responsibility to use these resources ethically and for professional purposes. Computer usage may be monitored at any time and all files, documents, and correspondences may be subject to the Colorado Open Records Act.~~

~~Users shall:~~

- ~~Use technology resources to assist them in performing their assigned jobs since the use of the Town's computer, messaging, and internet resources is intended for Town business only.~~
- ~~Comply with all general personnel policies governing employee behavior while using computers and computer systems.~~
- ~~Only use approved and properly licensed software.~~
- ~~Ensure that equipment, systems and data are stored securely.~~
- ~~Utilize computers, computer systems and cell phones to further work goals.~~
- ~~Avoid practices which are wasteful of storage or processing capacity.~~
- ~~Understand that any information created or stored on a Town computer or device is Town property and may be reviewed by Town personnel and there is no expectation of privacy.~~
- ~~Refrain from excessive use of Town equipment for non-business-related purposes. It is generally accepted that occasional, personal communications, such as phone calls or emails, are carried out. Excessive use, as determined by management, is not permitted.~~

~~Users shall not:~~
- ~~Download or install their personal copies of software on devices provided by the Town, including shareware, without permission of Information Technology;~~
- ~~Introduce data into the system that does not serve a legitimate business purpose; or~~
- ~~Use Town computers, cell phones or systems in any way that is: illegal, disruptive, threatening, harassing, demeaning, obscene, profane or otherwise offensive.~~

~~The Town maintains confidential employee and customer records. Privacy must be fully protected when records with potentially identifiable information are accessed for Town purposes. Software and access rights intended to protect confidentiality must not be modified in any way by unauthorized staff.~~

~~Users shall:~~
- ~~Use passwords, which are regularly changed, to properly protect data and system integrity.~~
- ~~Only access or change systems and data as authorized.~~
- ~~Only acquire, use, alter or dispose of data with proper authorization.~~

~~Users shall not:~~
- ~~Use another individual's user ID nor disclose their confidential access to non- Town personnel.~~
- ~~Violate the confidentiality of data or systems.~~
- ~~Use software or hardware that jeopardizes the security or integrity of the network or Town data.~~
- ~~Retain messages or files that do not have a business purpose (as defined by the appropriate record retention schedule).~~
- ~~Store information in a manner that creates a burden to a computer or the network.~~

~~Any employee engaging in improper use of computer and information technology may be subject to disciplinary action.~~

~~G. Electronic Mail Communication~~

~~Electronic Mail ("e-mail") is used as part of the everyday business of the Town. All e-mail~~

~~correspondence must comply with standards and policies regarding professional conduct. All electronic files associated with e-mail communication will be kept and maintained by the Town within its computer facilities in accordance with the Town's record retention policy. Regardless of how long an email must be retained, employees should sort, file and/or delete emails, as appropriate, in an on-going weekly basis. Email should not be used as a filing system. Emails with enduring long-term administrative, policy, legal, fiscal, or historical value should be saved to the network drive or printed and added to the appropriate file.~~

~~The Colorado Open Records Act ("CORA") applies to all e-mail communication kept or maintained by the Town. As such, each email communication document may be subject to inspection and copying, as provided in CORA. Therefore, e-mails unrelated to Town business should be kept to a minimum.~~

~~H. Media Relations~~

~~Dissemination of accurate information is a priority. The Town Mayor, Town Manager, or Public Information Officer will serve as the liaison for media inquiries. All news releases must be approved by the Town Manager prior to being released.~~

~~When contacted by representatives of the media, employees must contact the Public Information Officer or Town Manager immediately and should not speak directly to the media.~~

~~I. Social Media~~

~~The Town has implemented the following social media platforms: Facebook, Twitter, LinkedIn, Instagram and YouTube, with possible expansion into additional platforms. Social media accounts shall not be created, nor shall additional platforms be implemented, without approval by the Public Information Officer (PIO) or Town Manager.~~
~~Elected officials and Town employees who engage in personal use of social media outside of work may not use the trademark, logo, or name of the Town or that of any Town department or program, nor may they use their affiliation with the Town in association with that personal use. Elected officials and Town employees may not speak as representatives of the Town in the course of their personal use of social media. In cases where an individual's personal use of social media may be perceived as being on behalf of the Town, such as if an individual identifies themselves as a Town official or employee or is widely known to be a Town official or employee, that individual shall include a visible disclaimer on their account to inform other users that their opinions are their own and do not represent those of the Town of Mead. The Town Manager shall be charged with interpreting this provision for all Town employees. An employee's personal use of social media that is business-related may subject that employee and their personal account to this Policy and all other Town policies, including the employee Handbook. Employees are advised that their conduct on social media may reflect on their fitness to perform their jobs.\~~

~~All Town-sponsored social media accounts, pages, and their content are the property of the Town, regardless of which department or staff member creates, manages, or contributes to the content or what equipment is used to produce the content. As a result, the Town reserves the right to access, review, edit, remove, and disclose any such information at any time and without notice as required to maintain the integrity of its communications and information technology functions.~~

~~All comments and replies posted on any Town of Mead social networking tool, blog, or page~~

~~are subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, et seq. The Town may use third-party services for archiving purposes. All information found on these pages or disseminated through a web application tool like Facebook are capable of being reprinted in newspapers, magazines, online or any other media format.~~

~~The Town of Mead encourages comments, concerns and questions regarding any of the topics on its social media pages. The Town encourages all commenters to engage in civil discourse and to be respectful of members of the community in their comments.~~

~~The Town of Mead reserves the right to deny access to its social media sites to any individual who violates this policy, at any time and without prior notice, upon consultation with the Town Attorney.~~

~~Employees who do not comply with this policy may be subject to appropriate discipline in accordance with Town policies, as applicable.~~

~~VII.~~VIII. AT-WILL EMPLOYMENT AND DISCIPLINE

A. At-Will

The Town is an AT-WILL employer. The Town expects all employees to perform their job duties to the highest degree of professional and business standards at all times. It is the Town's discretion to impose any corrective action or discipline it may deem appropriate. Action taken by management with respect to one individual case does not establish a precedent in another circumstance. The Town does not intend to create any expectation that an employee will be assured of a specific form of corrective action or discipline, such as, a verbal or written warning, counseling, performance plan or imposing an administrative leave with or without pay.

B. Reasons for Disciplinary Action

When performance or other behavior falls short of Town standards or expectations, management may take appropriate action to correct or resolve the situation. Disciplinary action can range from an informal discussion with the employee about the matter to immediate termination.

The Mead Police Department has separate procedures regarding discipline which comply with this document. Police Department employees will be made aware of the specific procedures as part of their departmental orientation.

The Town Manager, Department Head, or Human Resources may recommend and administer a means of corrective action or discipline that is consistent with the type and severity of the cause for the action. The action taken may affect an employee's current pay, status or terms of employment as follows, and as may be further defined in Section XIII of this Handbook:

Corrective Action

- Verbal Counseling – Supervisors verbally counsel employees regarding their work or performance.

- Written Reprimand – A written document issued by a supervisor indicating the specific reason(s) for the reprimand, as well as the steps and measures that must be taken to correct the conduct and performance issue.
- Performance Improvement Plan (PIP) – A written plan that identifies performance standards and provides an action plan with attainable goals allowing an employee to meet identified expectations.

Disciplinary Action

- Demotion – Placing of an employee in a position having lesser duties, responsibilities and pay.
- Suspension – An involuntary removal from the work site for a specified period of time with or without pay.
- Termination – Separation from employment with the Town.

C. Problem Resolution

Employees who disagree or are dissatisfied with a Town practice should promptly discuss the matter with their immediate supervisor, when appropriate. Normally, this discussion should be held within three (3) to five (5) days of the incident, or in a timely manner. Discussions held in a timely manner will enhance the Town's ability to resolve concerns while the matter is fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the immediate supervisor, then employees are encouraged to follow the process described below. With the exception of matters pertaining to disciplinary action, performance evaluation or failure to grant a step or salary increase, an employee may file a complaint using the process below.

Complaint Process

Eligible employees may submit a complaint according to the following process:

1. An eligible employee may submit a written complaint to the next level of supervision within seven (7) calendar days of the notice of the immediate supervisor. The supervisor at this level and the employee shall attempt to resolve the matter. The supervisor shall notify the employee in writing of the supervisor's decision within seven (7) calendar days of receipt of the complaint.

2. If the complaint is not settled at this level to the satisfaction of the employee, and the employee wishes to pursue the matter, the employee shall continue consistent with the procedure outlined, above, to present the complaint to successive levels of supervision, up to and including the Town Manager. The decision of the Town Manager shall be final in the complaint process.

3. In the event that an employee's complaint does not involve the employee's respective supervisors, the written complaint, upon concurrence of the Town Manager, shall be submitted directly to the Department Head of the employee's department, who shall notify the employee of the decision within seven (7) calendar days of receipt of the complaint. However, such complaint, in order to be considered by the Department Head, shall be submitted to the Department Head within fourteen (14) calendar days of the occurrence of the aggrieved action. The decision of the Department Head may

be appealed directly to the Town Manager, whose decision shall be final.

4. The Town Manager may be requested to be involved at any stage of the complaint process by either the employee or the Department Head.

Effect of Failure to Follow Process

If the employee fails to proceed to successive levels of supervision within the time period specified, the employee shall be conclusively deemed to have waived and abandoned the complaint. The time limits specified in this complaint process may be extended by mutual consent between the employee and the supervisory level concerned.

Separation from Employment

If any eligible employee separates from employment with the Town for any reason, any complaint previously filed by the employee which is in process at the time of separation shall be terminated, with the exception of any pay-related or benefit-related complaint.

~~VIII.~~IX. SEPARATIONS

A. Resignation

In order to leave Town service in good standing, a written resignation stating the reason for leaving and the last day of work should be given to the supervisor. Employees are encouraged to give as much notice as possible to ensure that Town services are not interrupted.

B. Retirement

Employees may retire at any time without prior notice to the Town. However, the Town requests that employees who intend to retire from the Town notify their immediate supervisor or Human Resources at least four (4) weeks prior to the anticipated retirement date and assist with the orderly transfer of the functions and duties of the retiring employee to another.

C. Medical, Dental and Vision Insurance

Upon separation, the employee's medical, dental and vision insurance is terminated at the end of the month of separation. The employee may have the option of continuing medical, dental and vision insurance coverage at the employee's expense in accordance with the federal COBRA legislation provisions.

D. Life Insurance

The employee's life insurance through the Town is terminated on the date of separation or, at the employee's request and expense, it may be transferred and continued by the employee.

E. Deferred Compensation

Upon separation, the employee is eligible to withdraw both the employee and Town’s contribution as defined in the Plan Documents.

F. Final Paycheck

The final check for employees who resign or retire from their employment with the Town will be processed in the next normal pay period. Final paychecks will be direct deposited or mailed unless the employee makes other arrangements. In the event an employee's employment is involuntarily terminated, the final check will be processed ~~immediately or as soon as practicable thereafter~~on the next normal pay date pursuant to state law.

An employee leaving Town employment is responsible for notifying Human Resources of any change in address so that subsequent documents can be appropriately forwarded.

G. Death of Employee

Upon the death of an employee, all accrued salary and PTO will be paid at their current rate of pay directly to the beneficiary designated on the employee's Town paid life insurance designation forms. Proceeds from eligible benefit plans will also be paid as designated on the employee's beneficiary forms.

~~IX.~~X. EMPLOYEE HEALTH AND SAFETY

~~A. Wellness Benefit~~

Commented [MS10]: Moved to Benefits section IV B.

~~The Town believes employees should enjoy good health and well-being. Employees and their dependents may be eligible for various wellness programs through the Town's benefit provider, such as the Employee Assistance Program.~~

~~The Town has a wellness program utilizing an application called Nectar. The program allows employees to earn and transfer points based on their involvement in the approved wellness activities. A terminated employee's last day of employment is the final day of redemption for Nectar points, and points are not transferrable to other employees.~~

~~B.~~A. Safety

It is the policy of the Town that the safety of its employees and the public is of the utmost importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt should be made to prevent accidents from occurring. The Town requires that its employees work safely and comply with all applicable safety standards.

Visitors may not roam Town facilities without supervision. Visitors or strangers who enter a Town facility should be approached respectfully and their business ascertained. Visitors must not interfere with or unduly burden Town operations.

Employees are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. If possible, the employee or supervisor will immediately correct the identified unsafe condition or practice. Supervisors should communicate these conditions and practices to the safety coordinator, who will determine the appropriate course of action.

Senior management is actively involved with employees in establishing and maintaining an effective safety program. Our safety coordinator and other members of our organization participate with employees in ongoing safety and health program activities.

Employer Goals:

- Provide a safe workplace
- Provide safety and health education and training
- Review and update workplace safety rules
- Keep accurate and complete records

Employee Expectations:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear required personal protective equipment
- Abide by the Town's policies and safety rules

~~C.~~B. Cellular Phones

The Town is committed to promoting driving safety by encouraging the safe use of cellular telephones. Colorado State Law prohibits texting and the use of cell phones while driving with limited exemptions for emergencies and use by public safety workers. While the Town recognizes that there often is a business need to use cell phones, safety must be the ~~first priority~~priority.

If an employee needs to make a phone call while driving, the individual should find a proper parking space first, unless a state exemption applies. Exercise extreme caution while using wireless electronic devices to prevent distracted driving, and only if permitted by Colorado law. ~~Texting while driving is against State law.~~

C. Workers' Compensation

To provide for payment of an employee's medical expenses and to facilitate partial salary payments in the event of a work-related injury, illness, or exposure, employees are covered by Workers' Compensation insurance. The amount of the benefits payable, and the duration of the payments, is determined by the Colorado Workers' Compensation statute. The Town carries insurance to cover the cost of a work-related injury, illness, or exposure. Benefits help pay for an employee's medical treatment and may include part of income the employee may lose while recovering. Detailed information will be given to the employee if he / she is injured on-the-job or suffers an occupational illness.

1. First Report of Injury

Any work-related injury, illness or exposure must be reported immediately to the employee's supervisor, including any injuries that do not require medical treatment. The employee and his or her supervisor or designee must complete the form entitled "First Report of Injury." The completed form must be sent to Human Resources within twenty-four (24) hours of the injury, onset of illness, or exposure. Strict compliance with these reporting procedures ensures that the Town can assist the employee in obtaining appropriate medical treatment. Failure to report promptly any accident involving injury will not be tolerated.

2. Required Medical Treatment

If medical treatment is required, the employee should notify his or her supervisor, who will make arrangements for the employee's transport to either the Town's designated medical care provider, or, if the situation warrants, to the emergency room of the closest appropriate facility. Medical treatment may be obtained only from the Town's designated medical care providers. When the designated medical care provider is not available, the nearest medical facility may be used. In the case of a life or limb threatening emergency, or if an employee is outside the Denver metropolitan area on Town business, the employee should go to the nearest emergency medical facility for treatment. Notwithstanding the previous situations, if the employee fails to obtain treatment from a designated physician, the employee may be responsible for the cost of the medical treatment that is obtained.

The employee should advise the treating physician that he or she will be making a workers' compensation claim so that the appropriate forms can be completed. The employee will be provided with a copy of the attending physician's form that will include the physician's diagnosis, and a return-to-work release listing any work restrictions or time off requirements.

~~X. EMPLOYEE DRUG AND ALCOHOL TESTING~~

~~A.~~D. ~~Purpose~~Alcohol and Drugs

The Town is a drug-free workplace as required by the Drug-Free Workplace Act. It is both the Town's and each employee's responsibility to maintain such an environment. As required by the Drug-Free Workplace Act, as a condition of employment, each employee must notify the Town in writing of his or her conviction, or pleading of guilty or no contest, for a violation of a criminal drug statute not later than five (5) calendar days after such conviction. Upon notification of any such conviction or plea, the Town will take action in compliance with the Drug-Free Workplace Act and Regulations.

Colorado's marijuana laws, medical and otherwise, provide employers with the right to have and enforce their drug policies with respect to marijuana. Currently marijuana is a Schedule I controlled substance under the Controlled Substances Act of 1970. As such, any use of marijuana, medical or otherwise, is against Federal law.

Be advised that a positive drug test for marijuana constitutes a violation of the Town's drug and alcohol policy and may lead to an applicant not being employed or a current employee being subject to disciplinary action.

When an employee must take prescription or over-the-counter drugs, the employee must ask the medical professional or other authorized health care practitioner if the drug has any side effects which may impair the employee's ability to safely or productively perform the employee's job duties. If there is potential impairment of the employee's ability to work safely or productively, the employee must report this information to their supervisor. With input from the employee, the Town will determine if the employee should work in his/her regular job, be temporarily assigned to another job or placed off-work. Any violation of this policy will result in disciplinary action.

Employees paid to be "on-call" shall not consume alcohol or drugs during "on- call" hours. Whether off duty or "on-call," it is the employee's responsibility when called back to work to advise the supervisor of his/her fitness for duty. It is a violation of this policy for an employee to return to work in an apparently intoxicated condition or to fail to advise their supervisor of their impaired condition.

Under the Town's drug policy, any conduct involving illegal drugs or controlled substances, as defined by State or Federal law, can result in disciplinary measures.

~~B. Scope~~

This policy applies to all Town employees except where a provision is limited to employees required to possess a Commercial Driver's License (CDL) or employees performing a safety sensitive function.

Reasons for Testing

1. Pre-employment

All persons seeking employment with the Town shall undergo post-offer, pre-employment drug testing. Applicants will be informed that as a condition of employment they must pass a drug-screening test. Applicants who refuse to submit to testing will not be hired.

2. Reasonable Suspicion

Reasonable suspicion means that the actions, appearance or conduct of an employee, while on-the-job, are indicative of the use and/or presence in the employee's body of a controlled substance or alcohol. Reasonable suspicion is based on specific, contemporaneous, articulable observations concerning the appearance behavior, speech or body odors of the employee.

If reasonable suspicion exists to believe that an employee, while on-the-job, is impaired by alcohol or illegal drugs, a supervisor, the Department Head, Human Resources or the Town Manager may require the employee to submit to testing. Reasonable suspicion may be based on the following or on other facts and circumstances:

- Witnessed by at least one (1) supervisor and corroborated by another supervisor or manager, if available, of the employee's unusual demeanor, appearance or conduct, or irrational behavior (e.g., slurred speech, lack of balance, excessive aggressiveness, docility, or drowsiness), smell of alcohol or illegal drugs.
- Suspected possession of or use of alcohol or illegal drugs on-the-job.
- Difficulty in performing or inability to perform normal job function.

The Town will arrange to transport the employee to the testing site and will arrange for the employee's transport home. An employee who is suspected of drug or alcohol use shall not be allowed to return to work while awaiting the results of testing. If the employee holds a CDL license, the employee may not drive a commercial vehicle until results are received and confirmed negative.

3. Post-Accident

An employee must submit to drug and alcohol testing after an on-the-job accident. An accident for purposes of this policy is defined in which:

- A person dies or requires medical treatment;
- Property damage is estimated at greater than $1,000; or
- The accident involves a motor vehicle accident.

The term “motor vehicle accident” includes an accident which involves either a Town vehicle or the employee’s personal vehicle during the course of performing Town job duties and results in:

- A fatality or bodily injury to anyone;
- A citation, tow away, or injury related accident; or
- Property damage sustained while using a Town vehicle or personal vehicle for business.

Employees must immediately contact their supervisor or Human Resources to report any accident or police citation. The Town will arrange to transport the employee to the testing site and will arrange for the employee’s transport home. The employee shall not be allowed to return to work while awaiting the results of testing. HR will notify the employee when return to work is approved.

4. Random Testing

Random testing applies to all employees who are required to hold a CDL in order to perform their job for the Town and may apply to employees performing a safety sensitive function. Employees will be subject to controlled substance testing and alcohol testing at any time on a random basis as a term and condition of employment. Upon being notified of selection, the employee must immediately proceed to the testing site.

Random testing will be spread reasonably throughout the year and will be unannounced to ensure that no employee receives advanced knowledge of the time of testing. All employees will have an equal chance of being selected each time a random selection is made.

An employee shall only be tested for alcohol while performing safety- sensitive functions, just before performing safety-sensitive functions, or just after performing such functions. Safety sensitive functions include but are not limited to:

- All time at the Town or on any public property, waiting to be dispatched unless the employee has been relieved from duty by the Town;
- All time inspecting equipment as required by the law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments

loaded or unloaded; and

- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

~~C. Testing Procedures~~

Commented [MS11]: Procedures being moved to separate internal policy

~~1. Controlled Substances~~

~~Controlled substance screening shall be conducted in a laboratory certified by the Department of Health and Human Services (DHHS) and in accordance with the Procedures for Transportation Workplace Drug Testing Programs. All controlled substance screening includes split sampling which provides that a urine sample be split into two separate containers.~~

~~Precautions shall be taken to ensure that the specimen is not adulterated or diluted during the collection procedure and that the information on the sample matches the information on the custody and control form.~~

~~Dilute test results will be treated as follows:~~
- ~~Dilute positives are treated as a verified positive test;~~
- ~~Dilute negatives with the creatinine concentration equal to or greater than 2 mg/dL but less than or equal to 5 mg/dL will be retested under direct observation. A second dilute negative result will be treated as a negative test result;~~
- ~~Dilute negatives with the creatinine concentration greater than 5 mg /dL will be retested. A second dilute negative result will be treated as a negative test result unless the Medical Review Officer (MRO) directs the Town to retest under direct observation.~~

~~The substance screen will test for the following drugs – marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP) and ecstasy.~~

~~The Town shall employ a Medical Review Officer (MRO) who will receive the laboratory results of the testing procedure. The MRO shall be a licensed physician and have knowledge of substance abuse disorders and appropriate medical training to evaluate positive test results, medical history, and any other relevant biomedical information. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication.~~

~~If the results of the initial test are negative, the testing laboratory will report the results to the MRO retained by the Town. The MRO or the testing laboratory reports the negative results to the Town. In this instance, no additional tests on the specimen will be done. Any positive initial test will be confirmed by a gas chromatography / mass spectrometry (GC / MS) test. Only specimens that are confirmed positive on the second (confirmatory) test are reported positive to the MRO for review and analysis. In the case of positive test result, the MRO will contact the employee personally.~~

~~The MRO shall also review all specimens which are found to be adulterated or substituted specimens. In the instances of an adulterated or substituted specimen, the MRO will provide the employee an opportunity to present a legitimate medical explanation. If no legitimate medical explanation is provided, the MRO will report the~~

~~verified adulterated or substituted specimen to the Town. The Town will consider the verified adulterated or substituted specimen as a refusal to test and immediately remove the employee from performing safety sensitive functions, if applicable. The employee may then be subject to disciplinary action.~~

~~The MRO will be the sole custodian of the individual test results. The MRO will advise the Town only of whether the test results were negative or positive.~~

~~After receiving notification of a verified positive test, an adulterated or substituted specimen, the employee may request that the split sample be analyzed. Such a request must be made within seventy-two (72) hours of notification of the verified positive test. If such request is made, the sample will be tested at another DHHS certified laboratory, at the employee's expense. Upon written request within seven (7) days of a verified positive test, the employee may obtain copies of any records pertaining to his or her controlled substance tests.~~

~~2. Alcohol Testing~~

~~Alcohol testing shall be conducted by a Breath Alcohol Technician (BAT) using an Evidential Breath Testing Device (EBT). The employee will provide a breath sample. If the employee's alcohol concentration is greater than .02, a second confirmation test will be performed.~~

~~D. Test Results~~

~~Test results shall be held in confidence and shall only be disclosed to the employee tested and any personnel involved in supervisory or disciplinary capacities with regard to the employee. Employees who test positive for drugs or alcohol are in violation of this policy and may be subject to disciplinary action.~~

~~The following applies to all employees who are required to hold a CDL in order to perform their job for the Town and may apply to employees performing a safety sensitive function:~~

~~If an employee tests positive for a controlled substance or has an alcohol concentration of .02 or greater, the employee will be removed from safety-sensitive functions.~~

~~To be eligible to return to work after testing at an alcohol concentration of .02 to .039, the employee must be off duty for at least 24 hours. Pursuant to the Town policy, employees testing between 0.02 and 0.039 may be subjected to disciplinary action.~~

~~To be eligible to return to work after a positive controlled substance test or test indicating an alcohol concentration of .04 or greater, the employee must be evaluated by a Substance Abuse Professional (SAP). The employee will be supplied a list of SAP's and treatment will be at the employee's expense. If the SAP determines that additional treatment is necessary, the employee must complete such treatment. In addition, the employee will be subject to follow-up testing.~~

~~The above consequences are minimum requirements as set by the Department of Transportation (D.O.T.). Compliance with the above does not guarantee an employee will be returned to work following a violation of this policy. Employees may be subject to disciplinary action, regardless of eligibility to return to work under the D.O.T regulations.~~

~~Before an employee returns to work requiring the performance of a safety-sensitive function after violating the alcohol or controlled substance provisions outlined by the D.O.T, the employee shall undergo a return-to-duty test with a result indicating a verified negative result.~~

Definition of Policy Violations

Alcohol: Any employee who is tested as having two one-hundredths (0.02) or more grams of alcohol per one hundred (100) milliliters of urine or per two hundred ten (210) liters of breath, will be deemed impaired by alcohol.

Drugs: Any employee testing positive for an illegal drug will be deemed to have illegally used drugs.

Voluntary Treatment

An employee may enter into a drug or alcohol rehabilitation agreement with the Town if, prior to referral for a drug or alcohol test under any of the circumstances outlined in the policy, the employee advises the Town that the employee has a drug or alcohol problem and requests a rehabilitation agreement.

Refusal to Submit to Testing

An employee who refuses to submit to drug and alcohol testing in compliance with this policy shall be deemed to have tested positive for illegal drugs or to be impaired by alcohol on-the-job. Refusal to submit to testing includes any of the following:

- refusal to appear for testing,
- failure to remain at the testing site until the testing process is complete,
- failure to provide a urine specimen,
- in instances of observed or monitored collection, failure to allow observation or monitoring,
- refusal to sign the testing form,
- failure to provide adequate breath,
- failure to take a second test as directed,
- otherwise fail to cooperate in the testing process,
- perform any actions which prevent the completion of the test,
- a test result reported by the MRO as a verified adulterated or substituted test,
- inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation,
- failure to undergo a medical examination or evaluation when directed,
- tampering with, attempting to adulterate, adulteration or substitution of the specimen, or interference with the collection procedure,
- not reporting to the collection site in the time allotted; or
- leaving the scene of an accident without a valid reason before the tests have been conducted.

Results of Drug and Alcohol Use

Any employee found to be impaired by alcohol on-the-job, using illegal drugs or testing positive for illegal drugs may be subject to disciplinary action.

E. Driving on Behalf of the Town

Drivers must possess a current, valid driver's license before operating a Town vehicle or driving a personal vehicle on behalf of Town business. If the driver has recently moved to Colorado from another state, the driver must obtain a Colorado driver's license within thirty (30) days of moving to Colorado to continue driving Town vehicles pursuant to State law. It is the responsibility of any Town employee to provide an annual records release waiver to allow the Town to verify his or her driver's license status, and to maintain auto liability coverage as required by law. The driver must always have his/her license in their possession while driving the vehicle. All operators must be licensed in the class of vehicle operated.

It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. The Town expects employees to drive in a safe and courteous manner, following all motor vehicle laws, as well as, all safety rules. Additional driving safety requirements are provided in the Motor Vehicle Section (Section V. J.)

F. Public Health Emergency Whistleblower Law (PHEW)

The Town will not discriminate, take adverse action, or retaliate against any employee based on the employee, in good faith, raising any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety to the Town, other workers, a government agency or the public if the Town controls the workplace conditions giving rise to the threat or violation.

The Town will not require or attempt to require an employee to sign a contract or other agreement that would limit or prevent the employee from disclosing information about workplace health and safety practices or hazards or to otherwise abide by a workplace policy that would limit or prevent such disclosures.

The Town will not discriminate, take adverse action, or retaliate against an employee based on the employee voluntarily wearing the employee's own personal protective equipment (PPE), such as a mask, faceguard, or gloves, if the personal protective equipment:

1. Provides a higher level of protection than the equipment provided by the Town;
2. Is recommended by a federal, state, or local public health agency with jurisdiction over the Town; and
3. Does not render the employee incapable of performing their job or prevent an employee from fulfilling their duties.

The Town will not discriminate, take adverse action, or retaliate against an employee based on the employee opposing any practice he or she reasonably believes is unlawful under PHEW or for making a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing as to any matter the employee reasonably believes to be unlawful under PHEW.

Without limiting an employee's rights under PHEW, an employee shall send a written notice of their complaint to the Human Resources Department or the Town Manager. The Town will thereafter investigate and, if appropriate, address each such safety concern.

For purposes of this section, an "employee" may include an independent contractor as provided in PHEW.

XI. Communications Systems

A. Computer & Information Technology Usage

This policy outlines the rules and responsibilities for users of the Town computers, software, cell phones and information technology. The Town owns the information technology resources that it provides or reimburses to Town employees and other users who have a responsibility to use these resources ethically and for professional purposes. Computer usage may be monitored at any time and all files, documents, and correspondences may be subject to the Colorado Open Records Act.

Users shall:

- Use technology resources to assist them in performing their assigned jobs since the use of the Town's computer, messaging, and internet resources is intended for Town business only.
- Comply with all general personnel policies governing employee behavior while using computers and computer systems.
- Only use approved and properly licensed software.
- Ensure that equipment, systems and data are stored securely.
- Utilize computers, computer systems and cell phones to further work goals.
- Avoid practices which are wasteful of storage or processing capacity.
- Understand that any information created or stored on a Town computer or device is Town property and may be reviewed by Town personnel and there is no expectation of privacy.
- Refrain from excessive use of Town equipment for non-business-related purposes. It is generally accepted that occasional, personal communications, such as phone calls or emails, are carried out. Excessive use, as determined by management, is not permitted.

Users shall not:

- Download or install their personal copies of software on devices provided by the Town, including shareware, without permission of Information Technology;
- Introduce data into the system that does not serve a legitimate business purpose; or
- Use Town computers, cell phones or systems in any way that is: illegal, disruptive, threatening, harassing, demeaning, obscene, profane or otherwise offensive.

The Town maintains confidential employee and customer records. Privacy must be fully protected when records with potentially identifiable information are accessed for Town purposes. Software and access rights intended to protect confidentiality must not be modified in any way by unauthorized staff.

Users shall:

- Use passwords, which are regularly changed, to properly protect data and system integrity.
- Only access or change systems and data as authorized.
- Only acquire, use, alter or dispose of data with proper authorization.

Users shall not:

- Use another individual's user ID nor disclose their confidential access to non- Town personnel.
- Violate the confidentiality of data or systems.

- Use software or hardware that jeopardizes the security or integrity of the network or Town data.
- Retain messages or files that do not have a business purpose (as defined by the appropriate record retention schedule).
- Store information in a manner that creates a burden to a computer or the network.

Any employee engaging in improper use of computer and information technology may be subject to disciplinary action.

B. Electronic Mail Communication

Electronic Mail ("e-mail") is used as part of the everyday business of the Town. All e-mail correspondence must comply with standards and policies regarding professional conduct. All electronic files associated with e-mail communication will be kept and maintained by the Town within its computer facilities in accordance with the Town's record retention policy. Regardless of how long an email must be retained, employees should sort, file and/or delete emails, as appropriate, in an on-going weekly basis. Email should not be used as a filing system. Emails with enduring long-term administrative, policy, legal, fiscal, or historical value should be saved to the network drive or printed and added to the appropriate file.

The Colorado Open Records Act ("CORA") applies to all e-mail communication kept or maintained by the Town. As such, each email communication document may be subject to inspection and copying, as provided in CORA. Therefore, e-mails unrelated to Town business should be kept to a minimum.

C. Media Relations

Dissemination of accurate information is a priority. The Town Mayor, Town Manager, or Public Information Officer will serve as the liaison for media inquiries. All news releases must be approved by the Town Manager prior to being released.

When contacted by representatives of the media, employees must contact the Public Information Officer or Town Manager immediately and should not speak directly to the media.

D. Social Media

The Town has implemented the following social media platforms: Facebook, Twitter, LinkedIn, Instagram and YouTube, with possible expansion into additional platforms. Social media accounts shall not be created, nor shall additional platforms be implemented, without approval by the Public Information Officer (PIO) or Town Manager.
Elected officials and Town employees who engage in personal use of social media outside of work may not use the trademark, logo, or name of the Town or that of any Town department or program, nor may they use their affiliation with the Town in association with that personal use. Elected officials and Town employees may not speak as representatives of the Town in the course of their personal use of social media. In cases where an individual's personal use of social media may be perceived as being on behalf of the Town, such as if an individual identifies themselves as a Town official or employee or is widely known to be a Town official or employee, that individual shall include a visible disclaimer on their account to inform other users that their opinions are their own and do not represent those of the Town of Mead. The Town Manager shall be charged with interpreting this provision for all Town employees. An employee's personal use of social media that is business-related may subject that employee

and their personal account to this Policy and all other Town policies, including the employee Handbook. Employees are advised that their conduct on social media may reflect on their fitness to perform their jobs.\

All Town-sponsored social media accounts, pages, and their content are the property of the Town, regardless of which department or staff member creates, manages, or contributes to the content or what equipment is used to produce the content. As a result, the Town reserves the right to access, review, edit, remove, and disclose any such information at any time and without notice as required to maintain the integrity of its communications and information technology functions.

All comments and replies posted on any Town of Mead social networking tool, blog, or page are subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, et seq. The Town may use third-party services for archiving purposes. All information found on these pages or disseminated through a web application tool like Facebook are capable of being reprinted in newspapers, magazines, online or any other media format.

The Town of Mead encourages comments, concerns and questions regarding any of the topics on its social media pages. The Town encourages all commenters to engage in civil discourse and to be respectful of members of the community in their comments.

The Town of Mead reserves the right to deny access to its social media sites to any individual who violates this policy, at any time and without prior notice, upon consultation with the Town Attorney.

Employees who do not comply with this policy may be subject to appropriate discipline in accordance with Town policies, as applicable.

~~XI.~~XII. MISCELLANEOUS PROVISIONS

~~A. Nepotism~~

Commented [MS12]: Moved to Employee Conduct VII F.

~~The Town has a nepotism policy that prohibits direct or indirect supervision by another relative. A relative may not be in a position that audits, verifies, receives, or is entrusted with money received or handled by another relative. No employee may work in a department that handles confidential matters involving a relative of that employee, including central payroll and personnel records.~~

~~A “relative” in this context is defined as the employee's spouse, domestic partner or fiancée, child, stepchild or grandchild, parent, grandparent, sibling, half-brother or half- sister, or any of those relationships arising through adoption or marriage, or any other member of the employee’s immediate household.~~

~~No person shall be hired, promoted, demoted, or transferred to a position which would result in them being supervised by an individual with whom they are involved with in a dating relationship. A “dating” relationship is defined as a relationship that may be reasonably expected to lead or has led to the formation of a consensual romantic or sexual relationship. This policy applies to all employees regardless of gender or sexual orientation of individuals involved. Failure to follow this policy may result in disciplinary action.~~

~~B.~~A. Town Property

Town employees must not use or permit the use of Town owned or leased property or facilities, vehicles, equipment, materials or Town personnel or Town contractors for personal use. The appropriate Department Head may approve use of equipment by employees to improve occupational skills. Systems, procedures, reports, equipment and information developed by, or on behalf of, the Town, whether by its employees or by other persons are the sole property of the Town and must not be given or loaned to or shared with any other person, company or organization without the written permission of the Department Head.

Town equipment is provided to employees for them to efficiently complete their job. While accidents can happen and Town equipment may become damaged, this can result in unnecessary costs to replace the equipment, as well as employee downtime while waiting on the replacement equipment. Employees are to use extreme care with all Town equipment to avoid damage to Town property. If there is a clear indication that Town equipment was damaged as a result of an employee’s negligence or inappropriate use or actions, the employee will be reprimanded.

Items that are for individual employee’s use, such as an I.D. card, uniforms, cell phones, keys and similar items, must be returned upon the employee's separation or disciplinary suspension. Employees are responsible for the proper care and use of all Town property used or in their possession.

~~C.~~B. Personnel Records

Certain individual personnel records are closed for inspection to the public according to Colorado Revised Statute Section 24-72-101, et seq. The employee, the employee's supervisor, the Town Manager or designee, legal counsel for the Town and Human Resources have access to individual employees' personnel files. No personnel files, or portion thereof, will be removed from Human Resources without the specific authorization of Human Resources.

Requests for employee information are often made by various organizations or individuals for information about past and present employees. All requests for information about employees are to be directed to Human Resources, who will not release any information, except as required by State law, without the written authorization of the employee. It is assumed that employment verifications have been authorized by the employee in the cases of application for credit or employment, thus information regarding date of hire and/or separation and salary levels, as appropriate, may be released. Numerically based performance- rating sheets are released only as required by State law. Additional, specific information relating to Town employment will be released only with written authorization by the employee.

Employees should immediately notify the Human Resources Representative when they have had a change to their name, residence, telephone, marital status, birth or death of a dependent, insurance changes, tax exemptions, or emergency contact.

~~D.~~C. Bulletin Boards

The Town maintains bulletin boards throughout its facilities. These boards are one of the places where notices may be posted. Special notices and other information from the Town are posted and it is to the employee's advantage to consult these boards regularly.

~~E. Gift Ban~~

Commented [MS13]: Moved to Employee Conduct VII. D.

~~To prevent the perception of persuasion, no public employee either directly or indirectly can be the beneficiary of a gift or thing of value greater than seventy five dollars ($75) in any calendar year. This policy applies to gifts given to the employee, employee's spouse or dependent child(ren).~~

~~F. Personal Business~~

Commented [MS14]: Moved to Employee Conduct VII. G.

~~Personal business should be conducted either before or after work or during breaks. Personal phone calls, emails, and texts are discouraged during working hours. More than infrequent conducting of personal business during working hours is prohibited.~~

~~G.~~D. Driver's License

Town employees must hold a valid Colorado driver's license, or Commercial Driver's License (CDL) if required Employees must report any changes to the status of their driver's license immediately to their supervisor and Human Resources.

It is the responsibility of any Town employee to provide a records release waiver to allow the Town to verify his or her driver's license status annually, and to maintain auto liability coverage as required by law.

~~H.~~E. Professional Certifications

Many positions require specific certifications or licenses, and employees in such a position must comply with any requirement(s). Employees are encouraged to engage in their own career development and should request to attend trainings and certifications that support growth in their positions and for their department at the Town. Supervisors will approve or deny requests based on budgetary constraints and the professional development results provided to the Town.

A record of such will be maintained in each personnel file. Employees must report any changes to the status of these certifications immediately to their supervisor. Loss of the proper certifications may result in termination.

~~I. Whistleblower Protection Policy~~

Commented [MS15]: See Section X. F.

~~The Town is committed to maintaining ethical and legally compliant work practices and believes that employees should never suffer retaliation from their supervisors or hiring authorities for communicating information about illegal activities, unethical practices or other forms of official misconduct experienced or witnessed by employees in the scope of their employment.~~

~~Employees who believe that such conduct such as, but not limited to, theft, fraud, or other illegal acts while on the job should report those concerns immediately. Similarly, no employee should be required to commit an illegal act or engage in an unsafe work practice. Employees should report these types of directives or any potential violation immediately to Human Resources, the Town Manager, or the Mayor.~~

~~J.~~F. Tuition Reimbursement

The purpose of the Tuition Reimbursement Program is to provide educational opportunities to employees who wish to further their education and enhance their skills to better perform their job. Employees who intend to participate in the Tuition Reimbursement program should advise their Department Head or Human Resources as far in advance as possible so that budgetary considerations may be made for the following fiscal year.

The Town provides tuition reimbursement to all full-time employees who have been employed with the Town for at least one (1) year. The Town will reimburse employees up to three thousand dollars ($3,000) per fiscal year, contingent upon availability of funds, after the supporting documentation of grades and expenses have been submitted to Human Resources.

A Tuition Request and Reimbursement Agreement must be filled out and approved by the Department Head. The form must then be submitted to Human Resources for final approval prior to the first day of class.

After the class has been successfully completed, all receipts and final grade must be submitted to Human Resources. At that time, the request will be processed for payment. The amount of reimbursement is dependent on the grade that was received:

GRADE	AMOUNT REIMBURSED
C or above	100% reimbursed
D or below	0% reimbursed
Pass/Certificate of completion	100% reimbursed

Reimbursement can be for tuition, books and related course fees paid less any amounts received by other sources such as scholarships, grants, veteran's programs, US military reserves, or other aid programs. Costs associated with supplies, parking, travel or other expenses are not eligible for reimbursement.

This policy applies to semester, quarter, or on-line coursework which is offered by accredited junior colleges, colleges, universities, or business/professional/trade/technical schools that is directly applicable to an employee's current position. It is not intended to be used for short seminars, one day or week courses, certifications, or conferences. Classes will be approved on an individual basis.

~~XII.~~XIII. DEFINITIONS

Anniversary Date: This date may be the date of hire or the date of last promotion or transfer, if applicable and used to schedule performance reviews.

~~**Hiring Authority:** A Department Head or higher-level position that has the authority to make original appointments or recommend such appointments.~~

Board: The Board of Trustees.

COBRA: The Consolidated Omnibus Budget Reconciliation Act of 1985 provides people the right to buy continuing health insurance after termination through their former employers.

Compensatory Time: Alternative methods of compensation for time worked in excess of the scheduled work period (may be a day or a week), pursuant to the Fair Labor Standards Act (FLSA).

Corrective Action: The counseling or reprimand of an employee for the purpose of communicating areas that require improvement in the employee's conduct or performance. Corrective action may be a step of disciplinary action, which may or may not result in termination.

Date of Hire: The date an employee begins work at the Town and upon which all benefits are based.

Demotion: The movement of an employee from a position in one class to a position in another class, having a lower maximum salary rate than the original class, or the movement of an employee to a lower salary in the same class.

Department Head: An individual who is regularly responsible for directing and managing the overall operations, and having the authority to recommend transfer, suspension, lay off, promotion, or discharge; assign, reward or recommend discipline within the department. ~~These positions serve at the will of the Town Manager.~~

Disciplinary Action: Documented verbal warning, written reprimand, suspension, demotion, dismissal, or any other documented action taken in a disciplinary manner involving an employee.

Employee: A person in a paid position with the Town who is present for services or work performed on a non-contractual basis, or who is on a leave of absence without pay that has been approved by the Department Head. This definition includes all full-time, part-time, and temporary employees. This definition excludes elected municipal officials, independent contractors, all volunteer personnel and retirees from the Town.

Employees-Exempt: An employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). An exempt employee is not eligible for overtime compensation.

Employees-Nonexempt: An employee who is “not exempt” from the provisions, specified by the Fair Labor Standards Act (FLSA). A non-exempt employee is eligible for overtime compensation.

Employee Part-Time: An employee who has been hired to a part-time authorized classified position of the Town, who is authorized to work less than forty (40) hours as assigned on a regular basis during the designated work week.

Employee Full-time: An employee who has been hired to a full-time authorized classified position of the Town, who is authorized to work at least forty (40) hours as assigned on a regular basis during the designated work week.

Employee-Temporary: An employee who has received employment for a period of time not to exceed one year, who is not serving in a temporary position with benefits.

~~**Evaluation Period:** A working test period following an original hiring, a promotion, a lateral transfer or a demotion during which an employee is required to demonstrate the ability to sustain satisfactory performance~~

~~throughout the employee's employment with the Town.~~

Examination: A written, oral, physical, or skill test, or a combination of these tests specifically used to assist in evaluating an applicant's qualifications for a particular position.

Fair Labor Standards Act (FLSA): Federal law that governs work hours and compensation for overtime work.

Fringe Benefit: Any form of compensation in addition to the base salary as adopted by the Board of Trustees. Paid time off, health and life insurance, savings plans, educational reimbursement, and other benefits are considered as fringe benefits. Fringe benefits are subject to change, with or without notice.

Holiday: The period between 12:01 A.M. and the following midnight of the date on which a holiday designated by this policy falls.

Essential Employee: An essential employee is an employee who is in a critical position necessary to the uninterrupted operation of the Town as defined by the Town Manager or Department Head.

~~**Lateral Transfer:** The movement of an employee from one position to another position of the same class having an identical pay range, involving the performance of similar duties, and requiring essentially the same level of qualifications.~~

Layoff: The separation of an employee from municipal service, which has been made necessary by lack of work or funds. This term includes those separations initially expected to be temporary as well as those resulting from the elimination of a position.

On-Call Duty: A requirement to remain readily accessible through telephone or pager communications and be available to report to work if the need arises.

Overtime: Work other than the normally scheduled work time that is scheduled by the supervisor or other management person. Overtime may be scheduled with or without notice and is mandatory unless, excused in writing in advance by the supervisor.

Overtime Pay: Monetary compensation for non-exempt employees for hours worked beyond the forty (40) hours in a workweek as designated by the Fair Labor Standards Act (FLSA). Commissioned police officers may work under a different work week.

Paid Time Off (PTO): PTO is paid time off for all vacation, absences for personal business and employee or dependent illness.

Position: A group of current duties and responsibilities requiring the full-time, temporary, or part- time services of one employee.

Position Description: The written description of a class, including the title, a statement of the nature of the work, examples of duties and responsibilities, the requirements, and the essential functions that are necessary for the satisfactory performance of the duties of the class.

Position Title: The title that is assigned to any particular class and used for reference to that class.

Promotion: The movement of an employee from a position of one class to a position of another higher class having greater or increased responsibilities and pay.

~~**Promotional Examination:** An examination for positions in a particular class for which admission is limited to employees who meet the qualifications set forth in the position specifications.~~

Recall Pay: Monetary compensation for non-exempt employees who work irregular or occasional overtime on a day when no work is scheduled or at a time which requires the employee to return to the place of employment from an off-duty status.

Reclassification: The official determination by the Town Manager or designee that a position is assigned to a class different from the one to which it was previously assigned.

~~**Relative:** The employee's spouse, domestic partner or fiancée, child, stepchild or grandchild, parent, grandparent, sibling, half-brother or half-sister, or any of those relationships arising through adoption or marriage, or any other member of the employee's immediate household.~~

Safety-Sensitive Position: A position designated by the Town as one that has functions that are sensitive or critical in nature. These positions are subject to pre-employment drug testing and/or more rigorous selection criteria.

Scheduled Workday: The hours that are specified by the Town Manager or Department Head, for which an employee receives the employee's base salary.

Scheduled Work Period: The workdays specified by the Town Manager or the Department Head as the days on which an employee will work for the employee's base salary.

Separation: The voluntary or involuntary severance of an employee's employment with the Town.

Substance Abuse Professional (SAP): A person who evaluates employees who have violated a DOT drug and alcohol program regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Supervisor: Any individual having authority in the interest of the Town to evaluate other employees, or having responsibility to direct them, or to adjust their grievances, or effectively having the authority to recommend such action, if the exercise of such authority is not merely routine or clerical in nature but requires the use of independent judgment.

Suspension: The temporary separation of an employee from performing their regularly assigned duties with or without pay for disciplinary reasons or pending the outcome of an investigation involving the employee.

Work Period: The work period for full-time non-exempt employees is forty (40) hours in a seven (7) day period except for sworn police officers, which is eighty (80) hours in a fourteen (14) day period.

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~~XIII.~~XIV. EMPLOYEE ACKNOWLEDGEMENT

The Town of Mead Employee Handbook is designed to acquaint the employee with the organization and provide the employee with information about working for the Town. The Handbook is neither all-inclusive nor exhaustive, but instead is intended to provide the employee with a summary of some of the Town's guidelines. ~~t~~This edition replaces all previously issued editions.

I, the undersigned, hereby acknowledge and state that I have been provided with a copy of and have read and understand the Town of Mead's policies within this Handbook.

I understand that employment with the Town is at-will. I have the right to end my work relationship with the Town, with or without advance notice for any reason. The Town has the same right.

I understand the language used in this Handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.

I understand that the Board of Trustees of the Town has the right to change the guidelines and benefits of the Town at any time without notice.

I understand that no representative of the Town, other than the Town Manager, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the Town Manager and myself. We have not entered into such an agreement.

I am responsible for knowing and complying with this Handbook and any other policies and procedures established by the Town and the written and oral instructions of supervisors.

____
PRINTED NAME

____
SIGNATURE

____
DATE

Agenda Item Summary

MEETING DATE: January 13, 2025

SUBJECT: **Resolution No. 04-R-2025 –** A Resolution of the Town of Mead, Colorado, Approving Extensions of Certain Engineering-Related Professional Service Agreements for Calendar Year 2025

PRESENTED BY: Erika Rasmussen, Town Engineer/Public Works Director

SUMMARY

The Town desires to extend the term of the current Professional Services Agreements with the following engineering firms for Calendar Year 2025 to continue providing general and on-call engineering services to the Town of Mead (together, the "Prior Agreements"):

- JVA, Inc. agreement dated March 18, 2019 (general and on-call engineering related services)
- Felsburg Holt & Ullevig, Inc. agreement dated April 8, 2019 (on-call traffic engineering services)
- Fox Tuttle Transportation Group agreement dated April 8, 2019 (on-call traffic engineering services)
- Michael Baker International, Inc. agreement dated August 5, 2019 (bridge inspection and engineering services
- Otak, Inc. agreement dated April 25, 2022 (on-call engineering)
- Wilson & Company, Inc., Engineers & Architects agreement dated April 25, 2022 (on-call engineering services for state or federally funded projects)
- Dewberry Engineers Inc. agreement dated February 12, 2024 (project and construction management services)
- InVision GIS, LLC agreement dated January 8, 2020 (GIS consulting services)

The Town further desires to approve a new agreement for professional services with WSB LLC, to provide on-call engineering services for state and federally funded projects (the "WSB LLC Agreement"). The WSB LLC Agreement will replace the Town's agreement with EST, LLC dated April 25, 2022, following WSB LLC's acquisition of EST, LLC.

These firms are currently under contract with the Town and have performed these services satisfactorily to date. They are familiar with Town standards and processes, have historical knowledge and understanding of the Town's facilities and operations, and are equipped with sufficient staff to react to the varying demands of development review, design, engineering analysis/studies, and inspections. These extensions will expire on December 31, 2025.

Resolution No. 04-R-2025 (a) approves an extension of the term of each of the Prior Agreements to December 31, 2025; (b) approves the WSB LLC Agreement in a form approved by the Town Attorney; (c) approves the not-to-exceed compensation amounts as set forth in the table below; and (d) authorizes the Mayor or Town Manager to execute the WSB LLC Agreement and the written amendments or extensions to the Prior Agreements reflecting the extension of the term and adjusted compensation amounts for calendar year 2025, following the review and approval of such written amendments or extensions by the Town Attorney.

FINANCIAL CONSIDERATIONS

The proposed 2025 budget includes the following:

Vendor	**Services**	**NTE Compensation for 2025**
JVA, Inc.	General and on-call engineering services	$100,000.00
Felsburg Holt & Ullevig, Inc.	On-call traffic engineering services	$30,000.00
Fox Tuttle Transportation Group	On-call traffic engineering services	$30,000.00
Michael Baker International, Inc.	Bridge inspection and engineering services	$30,000.00
Otak, Inc.	On-call engineering services for State or Federally funded projects	$300,000.00
WSB LLC	On-call engineering services for State or Federally funded projects	$25,000.00
Wilson & Company, Inc., Engineers & Architects	On-call engineering services for State or Federally funded projects	$100,000.00
Dewberry Engineers, Inc.	Project and Construction Management for State or Federally funded projects	$300,000.00
InVision GIS, LLC	GIS consulting services	$20,000.00

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the January 13, 2025, consent agenda will approve the Resolution. If this item is pulled off the consent for further discussion or questions, Staff recommends the following motion:

Suggested Motion:

> "I move to approve Resolution 04-R-2025, A Resolution of the Town of Mead, Colorado, Approving Extensions of Engineering-Related Professional Service Agreements."

ATTACHMENTS

Resolution 04-R-2025

TOWN OF MEAD, COLORADO
RESOLUTION NO. 04-R-2025

A RESOLUTION OF THE TOWN OF MEAD, COLORADO APPROVING EXTENSIONS OF CERTAIN ENGINEERING-RELATED PROFESSIONAL SERVICE AGREEMENTS FOR CALENDAR YEAR 2025

WHEREAS, the Town of Mead ("Town") is authorized to enter into contracts for the performance of general municipal governance and services; and

WHEREAS, the Town previously entered into the following professional service agreements for engineering-related services:

- JVA, Inc. agreement dated March 18, 2019 (general and on-call engineering related services)
- Felsburg Holt & Ullevig, Inc. agreement dated April 8, 2019 (on-call traffic engineering services)
- Fox Tuttle Transportation Group agreement dated April 8, 2019 (on-call traffic engineering services)
- Michael Baker International, Inc. agreement dated August 5, 2019 (bridge inspection and engineering services)
- Otak, Inc. agreement dated April 25, 2022 (on-call engineering)
- Wilson & Company, Inc., Engineers & Architects agreement dated April 25, 2022 (on-call engineering services for state or federally funded projects)
- Dewberry Engineers Inc. agreement dated February 12, 2024 (project and construction management services)
- InVision GIS, LLC agreement dated January 8, 2020 (GIS consulting services)

(together, the "Prior Agreements"); and

WHEREAS, based on the satisfactory performance of the respective contractors and the ongoing need for the engineering-related services, the Board of Trustees desires to extend the term of each of the Prior Agreements through December 31, 2025 for the specific not-to-exceed ("NTE") compensation amounts set forth below in Section 1 of this Resolution; and

WHEREAS, the Town further desires to approve a new agreement for professional services with WSB LLC, a Minnesota limited liability company, to provide on-call engineering services for state and federally funded projects for the specific NTE compensation amount set forth in Section 1 of this Resolution ("WSB LLC Agreement"); and

WHEREAS, the WSB LLC Agreement will replace the Town's agreement with EST, LLC dated April 25, 2022 following WSB LLC's acquisition of EST, LLC.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that**:**

Section 1. The Board of Trustees hereby: (a) approves an extension of the term of each of the Prior Agreements to December 31, 2025; (b) approves the WSB LLC Agreement in a form approved by the Town Attorney; (c) approves NTE compensation amounts as set forth in the table below; (d) authorizes the Mayor or Town Manager to execute the WSB LLC Agreement following the review and approval of the WSB LLC Agreement by the Town Attorney; and (e) authorizes the Mayor or Town Manager to execute written amendments or extensions to the Prior Agreements reflecting the extension of the term and/or adjusted compensation amounts for calendar year 2025 following the review and approval of such written amendments or extensions by the Town Attorney.

Vendor	**Services**	**NTE Compensation for 2025**
JVA, Inc.	General and on-call engineering services	$100,000.00
Felsburg Holt & Ullevig, Inc.	On-call traffic engineering services	$30,000.00
Fox Tuttle Transportation Group	On-call traffic engineering services	$30,000.00
Michael Baker International, Inc.	Bridge inspection and engineering services	$30,000.00
Otak, Inc.	On-call engineering services for State or Federally funded projects	$300,000.00
WSB LLC	On-call engineering services for State or Federally funded projects	$25,000.00
Wilson & Company, Inc., Engineers & Architects	On-call engineering services for State or Federally funded projects	$100,000.00
Dewberry Engineers, Inc.	Project and Construction Management for State or Federally funded projects	$300,000.00
InVision GIS, LLC	GIS consulting services	$20,000.00

Section 2. **Effective Date.** This resolution shall become effective immediately upon adoption.

Section 3. **Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 13TH DAY OF JANUARY, 2025.

ATTEST:

By: ______________________________
Mary E. Strutt, MMC, Town Clerk

TOWN OF MEAD:

By: __________________________________
Colleen G. Whitlow, Mayor

Agenda Item Summary

MEETING DATE:	January 13, 2025
SUBJECT:	**Resolution No. 05-R-2025 -** A Resolution of the Town of Mead, Colorado, Approving an Agreement Between the Town of Mead and the Mead Area Chamber of Commerce Regarding Participation in Mead Community and Economic Development Events
PRESENTED BY:	Lorelei Nelson, Community Engagement Director

SUMMARY

Resolution No. 05-R-2025 (the "Resolution") approves an agreement between the Town of Mead and the Mead Area Chamber of Commerce (the "Chamber") for the Chamber's participation in Town community and economic development events (the "Agreement"). The Scope of Work for the Agreement, including an annual event list, will be agreed-upon in writing by the Chamber Representative and the Town Manager (or designee) on an annual basis no later than March 1 of each calendar year.

FINANCIAL CONSIDERATIONS

As set forth in the Agreement, the Town of Mead will pay the Mead Area Chamber of Commerce $10,000.00 annually to compensate the Chamber for providing events and programs for the benefit of the Town. Additionally, the compensation assists with the Mead Area Chamber of Commerce Business Directory, which is printed and mailed to all Mead residents and businesses.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends that the Board of Trustees adopt the Resolution to approve the Agreement with the Mead Area Chamber of Commerce regarding participation in Mead community and business events. A motion to approve the January 13, 2025 consent agenda will approve the Resolution.

If this item is pulled off consent for further discussion, Town Staff recommends the following motion:

Suggested Motion:

> "I move to adopt Resolution No. 05-R-2025 – A Resolution of the Town of Mead, Colorado, Approving an Agreement between the Town of Mead and the Mead Area Chamber of Commerce Regarding Participation in Mead Community and Economic Development Events."

ATTACHMENTS

Resolution No. 05-R-2025
Agreement Between the Town of Mead and the Mead Area Chamber of Commerce

TOWN OF MEAD, COLORADO
RESOLUTION NO. 05-R-2025

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING AN AGREEMENT BETWEEN THE TOWN OF MEAD AND THE MEAD AREA CHAMBER OF COMMERCE REGARDING PARTICIPATION IN MEAD COMMUNITY AND ECONOMIC DEVELOPMENT EVENTS

WHEREAS, the Town of Mead (the "Town") requires assistance with certain aspects of economic development; and

WHEREAS, the Mead Area Chamber of Commerce (the "Chamber") is an IRC §501(c)6 organization whose mission is to market, grow, and provide networking opportunities for current and future Town area businesses; and

WHEREAS, the Town desires to enter into an agreement with the Chamber to memorialize its commitment to paying the Chamber the sum of ten thousand dollars ($10,000.00) annually to compensate the Chamber for providing specific programs and events for the benefit of the Town (the "Agreement"); and

WHEREAS, the Board of Trustees desires to approve the Agreement, attached to this Resolution as **Exhibit 1** and incorporated herein by reference, and to delegate authority to the Mayor to execute the Agreement on behalf of the Town once in final form; and

WHEREAS, the Board of Trustees further desires to authorize the Town Manager to execute any other documentation necessary to fulfill the purposes of the Agreement.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The foregoing recitals are incorporated as findings of the Board of Trustees.

Section 2. The Board of Trustees hereby: (a) approves the Agreement in substantially the form attached to this Resolution as **Exhibit 1**; (b) authorizes the Town Attorney to make non-material changes to the Agreement; (c) authorizes the Mayor to execute the Agreement on behalf of the Town when in final form; and (d) authorizes the Town Manager to execute any other documentation necessary to fulfill the purposes of the Agreement.

Section 3. **Effective Date.** This resolution shall be effective immediately upon adoption.

Section 4. **Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 5. **Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 13TH DAY OF JANUARY, 2025.

ATTEST:

By: ________________________________
Mary E. Strutt, MMC, Town Clerk

TOWN OF MEAD:

By ____________________________________
Colleen G. Whitlow, Mayor

EXHIBIT 1

INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF MEAD AND THE MEAD AREA CHAMBER OF COMMERCE

[See Attached]

AGREEMENT
BETWEEN THE TOWN OF MEAD
AND THE
MEAD AREA CHAMBER OF COMMERCE

This Agreement is made by and between the Town of Mead, Colorado ("Town") and the Mead Area Chamber of Commerce, a Colorado nonprofit corporation ("Chamber") (each a "Party" and together, the "Parties"). This Agreement shall be effective as of the date of mutual execution hereof by the Parties ("Effective Date").

WHEREAS, the Town has determined that it desires assistance with certain aspects of economic development; and

WHEREAS, the Chamber is an IRC §501(c)6 organization whose mission is to market, grow and provide networking opportunities for current and future Mead area businesses; and

WHEREAS, the Town has determined that in order to attract and retain area businesses it would be beneficial to provide training in the areas of creating, operating, expanding and maintaining business activities and to undertake the joint events contemplated in the Scope of Work attached to this Agreement; and

WHEREAS, the Chamber would like to continue to provide those opportunities to businesses located in the Mead area in 2025 and future years; and

WHEREAS, the Town would like to cooperate with the Chamber to provide specific programs and events for the benefit of the Town.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS;

1. The Town agrees to pay to the Chamber the sum of ten thousand dollars ($10,000.00) annually ("Annual Contribution") and to provide general liability insurance, upon request, under a special events rider for those special events approved by the Town and held on Town property. The Chamber will complete the special event insurance application at least thirty (30) days prior to the event. The terms of the special events rider shall be determined by the Town in its sole discretion. The Annual Contribution may be increased over and above ten thousand dollars annually in calendar year 2026 and beyond, conditioned on the amount of the Annual Contribution being set forth with specificity in the annual budget approved by the Board of Trustees of the Town of Mead.

2. This Agreement shall commence on the Effective Date and shall continue until December 31, 2025 (the "Initial Term"). Following the Initial Term, this Agreement shall automatically renew for subsequent twelve (12) month terms unless either Party provides the other Party with prior written notice of its intent

not to renew at least ninety (90) days before the expiration of the Initial Term or subsequent renewed term. Notice of intent not to renew shall be provided to the Parties' respective mailing addresses as set forth on page three of this Agreement below.

3. The Town representative under this Agreement shall be the Town Manager or the Town Manager's designee ("Town Representative"). The Chamber representative under this Agreement shall be the Chamber's then-current President ("Chamber Representative").

4. The Parties hereby agree to the Scope of Work attached to this Agreement for the Initial Term. The Scope of Work (including the annual event list) will be agreed-upon in writing by the Chamber Representative and the Town Representative on an annual basis no later than March 1 of each calendar year.

5. Entire Agreement. This Agreement sets forth the entire agreement of the Parties hereto with respect to the matters contained herein.

6. Severability. If any provision of this Agreement is deemed by any court of competent jurisdiction to be invalid or void, the remaining provisions remain in full force and effect.

IN WITNESS WHEREOF, the Parties have hereunto executed this Agreement on the date(s) set forth below.

TOWN OF MEAD

By: ______________________________
Colleen G. Whitlow, Mayor

Dated: ______________, 202__

MEAD AREA CHAMBER OF COMMERCE

By: ______________________________
Ian Bodley, Chamber President

Dated: 1/2, 2025

ATTEST:

By: ______________________________
Mary E. Strutt, MMC, Town Clerk

Town address:

Town of Mead
441 Third Street
P.O. Box 626
Mead, CO 80524

Chamber address:

Mead Area Chamber of Commerce
P.O. Box 727
Mead, CO 80542

Scope of Work

In return for funding in the amount of $10,000.00 (Annual Contribution for 2025), the Chamber will provide the Mead community with the following items and activities:

1. 2025 Mead Area Chamber Membership provided for the Town of Mead.

2. Participation in Mead-hosted community events and economic development events as requested. The purpose of these events is to promote existing businesses located in and serving the Mead area. The Town will co-sponsor by providing the following:
    a. Special event permit pre-event meeting which includes event discussion, site plan review, traffic options and permitting/licensing requirements.
    b. Sprinkler head and lines locates at Town properties.
    c. Provision of traffic control plans, trash receptacles and portapotties will be considered on a per-event basis.
    d. The Town will provide the Chamber a location for events in accordance with Town policy. These locations include, but are not limited to:
        i. All Town of Mead property, parks and facilities that include, but are not limited to kitchens, bathrooms, parks, trails, roads, audio/visual equipment and cleaning supplies.
    e. Utilities (electricity/water) during events, if available.
    f. The Chamber will comply with any applicable Town of Mead, liquor licensing, health department and/or fire rules/regulations for all events.

As set forth in the Agreement, the annual event list for **2025** will be agreed-upon in writing by the Town Representative and Chamber Representative no later than March 1, 2025.

Agenda Item Summary

MEETING DATE: January 13, 2024

SUBJECT: **Resolution No. 06-R-2025** – A Resolution of the Town of Mead, Colorado, Accepting Public Use Easements in a Portion of Outlot F and Tract C, Mead Place Final Plat, Amendment No. 1

PRESENTED BY: Erika Rasmussen, P.E., Town Engineer

SUMMARY

The Town approved the Final Plat, Mead Place, Amendment No. 1 on December 09, 2019, by Ordinance No. 919 ("**Plat**"). Equinox Mead LLC ("**Owner**") is the current record owner of Outlot F and Tract C (both located within the boundaries of the Plat), and seeks to grant two (2) additional public use easements to the Town for use as public utility easements.

Resolution 06-R-2025 (the "**Resolution**") approves the following public use easements (which are attached to the Resolution):

> **Exhibit 1** – Public Use Easement (located within a portion of Outlot F, Mead Place Final Plat, Amendment No. 1)
>
> **Exhibit 2** – Public Use Easement (located within a portion of Tract C, Mead Place Final Plat, Amendment No. 1)

(together, the "**Easements**").

The Resolution also: (1) authorizes the Mayor to execute the Town's approval/acceptance signature block on each of the Easements once in final form; and (2) authorizes the Town Clerk to record the fully executed Easements in the real property records of Weld County, Colorado, at Owner's cost.

As additional background, a ten-foot (10') wide utility easement that runs along the boundary of each of Outlot F and Tract C was dedicated to the Town for public utilities via the Plat. A portion of the dedicated utility easements will be used for a public trail. To facilitate the continued use of the public trail and accommodate additional public utility infrastructure, the Owner desires to grant these additional Easements to the Town. This will eliminate or substantially reduce the likelihood of future conflicts between public utility infrastructure and the trail/recreation corridor.

Town Staff recommends approval of the Resolution. A motion to approve the January 13, 2025 consent agenda will approve the Resolution.

FINANCIAL CONSIDERATIONS

There are no financial implications associated with the Town accepting the Easements.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the Resolution. As set forth above, a motion to approve the January 13th consent agenda will approve the Resolution. If this matter is pulled off of consent for further discussion or questions of Town Staff, Staff recommends the following motion:

Suggested Motion:

> "I move to approve Resolution 06-R-2025, Accepting Public Use Easements in a Portion of Outlot F and Tract C, Mead Place Final Plat, Amendment No. 1."

ATTACHMENTS

Resolution No. 06-R-2025
Exhibit 1 – Public Use Easement (located within a portion of Outlot F, Mead Place Final Plat, Amendment No. 1)
Exhibit 2 – Public Use Easement (located within a portion of Tract C, Mead Place Final Plat, Amendment No. 1)

TOWN OF MEAD, COLORADO
RESOLUTION NO. 06-R-2025

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, ACCEPTING PUBLIC USE EASEMENTS IN A PORTION OF OUTLOT F AND TRACT C, MEAD PLACE FINAL PLAT, AMENDMENT NO. 1

WHEREAS, the Board of Trustees for the Town of Mead, Colorado ("Town") approved the Mead Place Final Plat, Amendment No. 1, on December 9, 2019, by Ordinance No. 919, a copy of which is recorded at Reception No. 4927625 in the real property records of Weld County, Colorado; and

WHEREAS, Equinox Mead LLC, a Colorado limited liability company ("Owner"), is the record owner of Outlot F and Tract C, Mead Place Final Plat, Amendment No. 1; and

WHEREAS, the Owner desires to grant the Town two perpetual public use easements in the form attached to this Resolution as **Exhibit 1** and **Exhibit 2**, specifically:

> **Exhibit 1** – Public Use Easement (located within a portion of Outlot F, Mead Place Final Plat, Amendment No. 1)
>
> **Exhibit 2** – Public Use Easement (located within a portion of Tract C, Mead Place Final Plat, Amendment No. 1)

(together, the "**Easements**"); and

WHEREAS, the Board of Trustees desires to accept the Easements on behalf of the Town and further desires to authorize the Mayor to execute the acceptance/approval signature block on each of the Easements, once in final form,

THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Colorado as follows:

Section 1. The Board of Trustees hereby: (a) approves the Easements in substantially the form attached hereto as **Exhibit 1** and **Exhibit 2**; (b) authorizes the Town Attorney to make such changes as may be needed to correct any non-material errors or language or to negotiate such changes to the Easements as may be appropriate and that do not substantially increase the obligations of the Town; (c) authorizes the Mayor to execute the acceptance/approval signature block on each of the Easements, once in final executable format and following the date on which each of the Easements has been executed by the Owner; and (d) authorizes the Town Clerk to record the fully executed Easements in the real property records of Weld County, Colorado, at Owner's cost.

Section 2. **Effective Date.** This resolution shall become effective immediately upon adoption.

Section 3. **Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 13TH DAY OF JANUARY, 2025.

ATTEST:	**TOWN OF MEAD:**
By:______________________________	By:________________________________
Mary E. Strutt, MMC, Town Clerk	Colleen G. Whitlow, Mayor

Attachments:

Exhibit 1 – Public Use Easement (located within a portion of Outlot F, Mead Place Final Plat, Amendment No. 1)

Exhibit 2 – Public Use Easement (located within a portion of Tract C, Mead Place Final Plat, Amendment No. 1)

PUBLIC USE EASEMENT
(Outlot F, Mead Place Final Plat, Amendment No. 1)

This PUBLIC USE EASEMENT is granted this _______ day of _________________, 202__, by EQUINOX MEAD LLC, a Colorado limited liability company, whose legal address is 10450 E. 159th Court, Brighton, Colorado 80602 (the "**Grantor**"), to the TOWN OF MEAD**,** a municipality of the State of Colorado, whose legal address is 441 Third St., Mead, Colorado 80542 (the "**Grantee**").

For good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged by the Grantor, the Grantor hereby dedicates, grants, bargains, sells, and conveys to the Grantee a perpetual non-exclusive public use easement (the "**Easement**") to survey, construct, reconstruct, install, operate, use, maintain, repair, replace, and/or remove public utilities and related appurtenances thereto (collectively, the "**Improvements**"), in, on, to, through, over, under, and across a certain parcel of real property located in the Town of Mead, Colorado, as more particularly described in **EXHIBIT A** attached hereto and incorporated herein by this reference (the "**Easement Parcel**"), pursuant to the following terms and conditions:

1. The Grantee, its agents, successors, and assigns shall have and exercise the right of permanent and perpetual ingress and egress in, on, to, through, over, under, and across the Easement Parcel and Grantor's adjacent property for any purpose necessary and at any and all times necessary or convenient for the full enjoyment of the rights granted to Grantee in the Easement.

2. The Grantee, its agents, successors, assigns, and other utility providers shall have the right to enter upon the Easement Parcel to survey, construct, reconstruct, install, operate, use, maintain, repair, replace, and/or remove the Improvements made within the Easement Parcel, and to remove objects interfering therewith, including but not limited to any items placed on the Easement Parcel under paragraph 6 herein. In addition, the Grantee shall have the right, upon reasonable notice to the Grantor, to use so much of the adjoining and adjacent property of the Grantor during surveying, construction, reconstruction, use, maintenance, repair, replacement and/or removal of the Improvements as may be reasonably necessary.

3. The Grantee, its agents, successors, and assigns shall have and exercise the right of subjacent and lateral support to whatever extent is necessary or desirable for the operation and maintenance of the Improvements. The Grantor shall not take any action which would impair the lateral or subjacent support for the Improvements.

4. The Grantee, its agents, successors, and assigns shall have the right and authority to assign to any local governmental entity or any utility provider any and all rights to use, and all obligations associated with, the Easement. In addition, the Grantee shall have the right and authority to grant easements and licenses in the Easement Parcel to any local government entity and any utility provider for purposes of the Easement with respect to the Improvements.

5. Except as provided in paragraph 2 above, upon completion of its activities, the Grantee, to the extent practicable, shall restore: (a) the Easement Parcel, including the surface of the ground and all landscaping; and (b) such portions of the adjoining premises of the Grantor used by the Grantee for the purpose of the Easement, to the condition it was in

immediately prior to the initiation of construction, except as necessarily modified to accommodate the Improvements.

6. The Grantor shall not construct, install, or place any structure, building, improvement, or facility, without limitation, whether temporary or permanent, nor plant any shrub, tree, woody plant, nursery stock, garden or other landscaping design feature on any part of the Easement Parcel, except with the prior written consent of the Grantee. Any structure, building, improvement, or facility, whether temporary or permanent, or shrub, tree, woody plant, nursery stock, garden or other landscaping design feature of any kind situated on the Easement Parcel as of the date of this Easement or subsequently placed thereon may, except where the Grantee has consented thereto, be removed by the Grantee without liability for damages arising from such removal.

7. The Grantee agrees that in the event that and at such time as the Easement described herein is abandoned by the Grantee, its successor and assigns, the Easement shall terminate and the real property interest represented by such Easement shall revert to the Grantor, its heirs, successors, and/or assigns. Because of the potentially infrequent nature of the use of the Easement, mere non-use of the Easement or Easement Parcel shall not constitute abandonment, notwithstanding the duration of such non-use.

8. The Grantor warrants, covenants, grants, bargains, and agrees to and with the Grantee that the Grantor is well seized of the Easement Parcel and has good, sure, perfect, absolute, and indefeasible estate of inheritance, in law, in fee simple, and has good right, full power and lawful authority to dedicate, grant, bargain, sell, and convey the same in manner and form as aforesaid, and that the same is free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, encumbrances, and restrictions of whatever kind or nature. The Grantor further promises and agrees to forever defend the Grantee in its quiet and peaceful possession of the Easement Parcel in the exercise of its rights hereunder against all and every person lawfully claiming or seeking to claim the whole or any part thereof.

9. The consideration set forth above includes full and just compensation for: (a) all of the Grantor's interest, past, present, and future; (b) the interest of all lienors, deed of trust holders and beneficiaries, mortgagees, lessees, and all others with a recorded interest in the Easement Parcel; and (c) any and all other legal and equitable interest in the Easement Parcel that now exists. To the greatest extent permitted by law, the Grantor expressly agrees to and shall indemnify and hold harmless the Grantee and its successors and assigns from any and all claims against the Easement Parcel and the Grantor agrees to pay to the Grantee any and all reasonable attorney's fees and costs incurred by the Grantee in defending against claims against its right to use the Easement Parcel.

10. Each and every one of the benefits and burdens of this Easement shall inure to and be binding upon the respective legal representatives, heirs, administrators, successors, and assigns of the Grantor and the Grantee. The rights and responsibilities set forth in this Easement are intended to be covenants on the Easement Parcel and are to run with the land until this Easement is terminated pursuant to the terms set forth herein.

{SIGNATURE PAGES FOLLOW.}

[*Grantor signature page to Public Use Easement*]

GRANTOR:
EQUINOX MEAD LLC, a Colorado limited liability company

By: ____
George R. Hanlon, Jr., Manager

STATE OF COLORADO)
) **ss.**
COUNTY OF ______________________)

The foregoing Public Use Easement was acknowledged before me this ______ day of ______________________, 202__, by George R. Hanlon, Jr., as Manager of Equinox Mead LLC, a Colorado limited liability company.

Witness my hand and official seal.
My commission expires: _________________

[S E A L]

____
Notary Public

[*Grantee signature page to Public Use Easement*]

GRANTEE:

TOWN OF MEAD, a municipality of the State of Colorado

____
Colleen G. Whitlow, Mayor

Date:____________________________

ATTEST:

____
Mary E. Strutt, MMC, Town Clerk

EXHIBIT A

[legal description of Easement Parcel attached. Note – Easement Parcel encumbers a portion of OUTLOT F, MEAD PLACE FINAL PLAT, AMENDMENT NO. 1, COUNTY OF WELD, STATE OF COLOADO]

(See attached.)

EXHIBIT A (Page 1 of 2)

PROPERTY DESCRIPTION

Easement

A parcel of land for easement purposes, being part of Outlot F, Final Plat, Mead Place, Amendment No. 1 recorded October 25, 2023 as Reception No. 4927625 of the Records of the Weld County Clerk and Recorded, located in the Southeast Quarter (SE1/4) of Section Twenty-one (21), Township Three North (T.3N), Range Sixty-eight West (R.68W.) of the Sixth Principal Meridian (6th P.M.), Town of Mead, County of Weld, State of Colorado and being more particularly described as follows:

COMMENCING at the Southeast Corner of said Section 21, and considering the East line of said SE1/4 of Section 21 as bearing North 00°26'03" West being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2011, a distance of 2648.82 feet with all other bearings contained herein relative thereto;

THENCE North 00°26'03" West along the East line of said SE1/4 a distance of 245.70;
THENCE South 89°33'57" West a distance of 100.00 feet to a Point of Curvature (PC) and to the **POINT OF BEGINNING.**

THENCE along the arc of a curve, which is concave to the South, a distance of 10.01 feet, said curve having a radius of 11,575.00 feet, a central angle of 00°02’58” and a long chord bearing South 86°53’47” West a distance of 10.01 feet;
THENCE North 00°26'03" West along a line twenty (20) feet West of and parallel to the East line of said Outlot F a distance of 688.13 feet;
THENCE North 11°15'07" East a distance of 49.37 feet;
THENCE South 84°35'28" East a distance of 10.05 feet to the East line of said Outlot F;
THENCE South 11°15'07" West a distance of 49.37 feet;
THENCE South 00°26'03" East along a line ten (10) feet West of and parallel to the East line of said Outlot F a distance of 686.64 feet to a PC and to the **POINT OF BEGINNING.**

Said described parcel of land contains a total of 7,367 square feet or 0.169 acre, more or less and is subject to any existing easements and rights of way of record or as now existing on said described parcel of land.

SURVEYORS STATEMENT

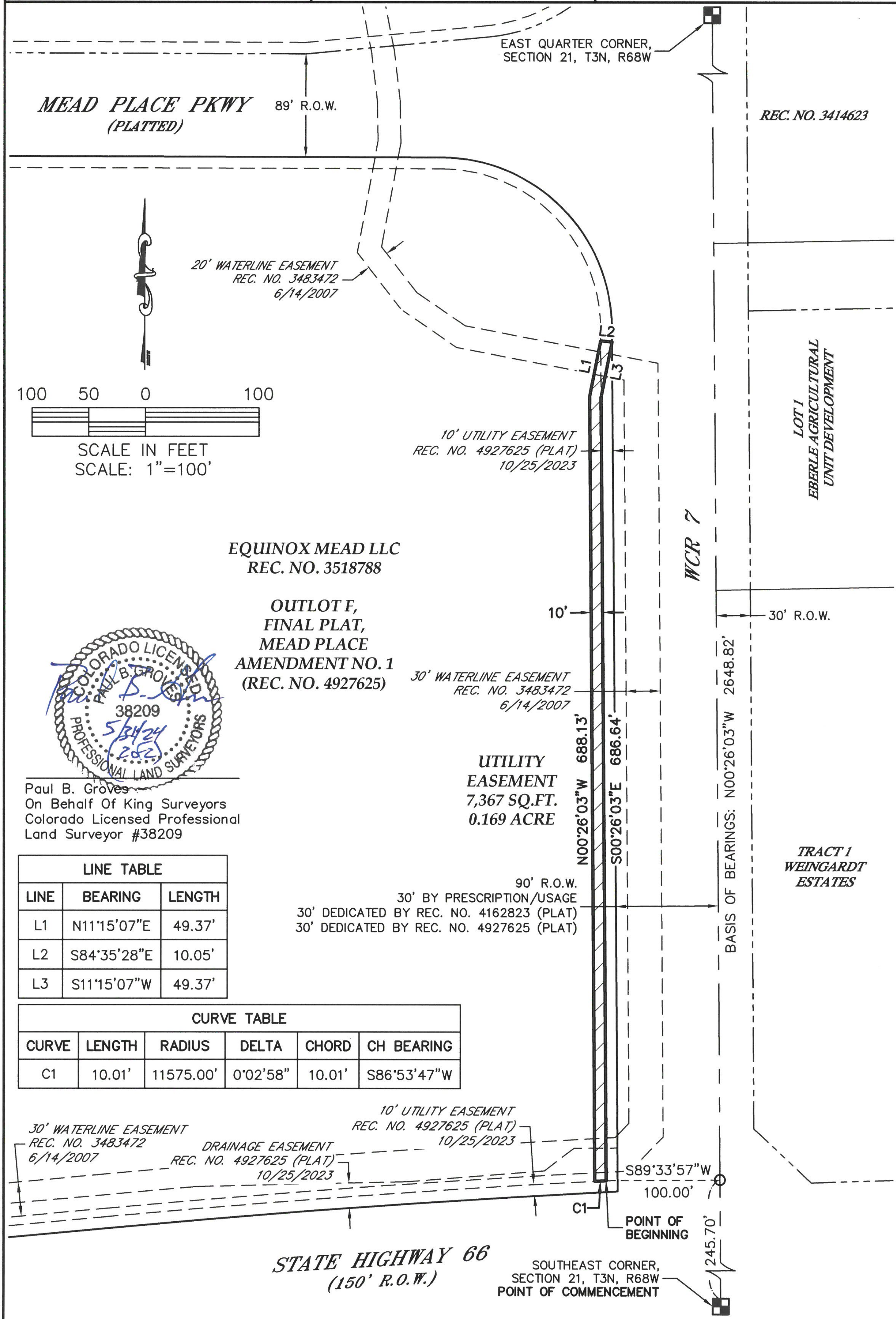
I, Paul B. Groves, a Colorado Licensed Professional Land Surveyor do hereby state that this Property Description was prepared under my personal supervision and checking, and that it is true and correct to the best of my knowledge and belief.

COLORADO LICENSED
PAUL B. GROVES
38209
5/31/24
(1 of 2)
PROFESSIONAL LAND SURVEYORS

Paul B. Groves - on behalf of King Surveyors
Colorado Licensed Professional
Land Surveyor #38209

KING SURVEYORS
650 East Garden Drive
Windsor, Colorado 80550
(970) 686-5011

UTILITY EASEMENT	EXHIBIT A (2 OF 2)	OUTLOT F, MEAD PLACE, AMD. 1 SE1/4, SEC. 21, T3N, R68W



COLORADO LICENSED PAUL B. GROVES 38209 PROFESSIONAL LAND SURVEYORS

5/31/24 (252)

Paul B. Groves
On Behalf Of King Surveyors
Colorado Licensed Professional
Land Surveyor #38209

LINE TABLE

LINE	BEARING	LENGTH
L1	N11°15'07"E	49.37'
L2	S84°35'28"E	10.05'
L3	S11°15'07"W	49.37'

CURVE TABLE

CURVE	LENGTH	RADIUS	DELTA	CHORD	CH BEARING
C1	10.01'	11575.00'	0°02'58"	10.01'	S86°53'47"W

NOTE: This exhibit drawing is not intended to be a monumentalized land survey. Its sole purpose is as a graphic representation to aid in the visualization of the written property description which it accompanies. The written property description supersedes the exhibit drawing.

KING SURVEYORS
650 E. Garden Drive | Windsor, Colorado 80550
phone: (970) 686-5011 | fax: (970) 686-5821
email: contact@KingSurveyors.com

PROJECT NO: 20230080
DATE: 5/31/2024
CLIENT: OTAK
DWG: 20230080_ESMT-1
DRAWN: SMF CHECKED: P

PUBLIC USE EASEMENT
(Tract C, Mead Place Final Plat, Amendment No. 1)

This PUBLIC USE EASEMENT is granted this _______ day of ________________, 202__, by EQUINOX MEAD LLC, a Colorado limited liability company, whose legal address is 10450 E. 159th Court, Brighton, Colorado 80602 (the "**Grantor**"), to the TOWN OF MEAD**,** a municipality of the State of Colorado, whose legal address is 441 Third St., Mead, Colorado 80542 (the "**Grantee**").

For good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged by the Grantor, the Grantor hereby dedicates, grants, bargains, sells, and conveys to the Grantee a perpetual non-exclusive public use easement (the "**Easement**") to survey, construct, reconstruct, install, operate, use, maintain, repair, replace, and/or remove public utilities and related appurtenances thereto (collectively, the "**Improvements**"), in, on, to, through, over, under, and across a certain parcel of real property located in the Town of Mead, Colorado, as more particularly described in **EXHIBIT A** attached hereto and incorporated herein by this reference (the "**Easement Parcel**"), pursuant to the following terms and conditions:

1. The Grantee, its agents, successors, and assigns shall have and exercise the right of permanent and perpetual ingress and egress in, on, to, through, over, under, and across the Easement Parcel and Grantor's adjacent property for any purpose necessary and at any and all times necessary or convenient for the full enjoyment of the rights granted to Grantee in the Easement.

2. The Grantee, its agents, successors, assigns, and other utility providers shall have the right to enter upon the Easement Parcel to survey, construct, reconstruct, install, operate, use, maintain, repair, replace, and/or remove the Improvements made within the Easement Parcel, and to remove objects interfering therewith, including but not limited to any items placed on the Easement Parcel under paragraph 6 herein. In addition, the Grantee shall have the right, upon reasonable notice to the Grantor, to use so much of the adjoining and adjacent property of the Grantor during surveying, construction, reconstruction, use, maintenance, repair, replacement and/or removal of the Improvements as may be reasonably necessary.

3. The Grantee, its agents, successors, and assigns shall have and exercise the right of subjacent and lateral support to whatever extent is necessary or desirable for the operation and maintenance of the Improvements. The Grantor shall not take any action which would impair the lateral or subjacent support for the Improvements.

4. The Grantee, its agents, successors, and assigns shall have the right and authority to assign to any local governmental entity or any utility provider any and all rights to use, and all obligations associated with, the Easement. In addition, the Grantee shall have the right and authority to grant easements and licenses in the Easement Parcel to any local government entity and any utility provider for purposes of the Easement with respect to the Improvements.

5. Except as provided in paragraph 2 above, upon completion of its activities, the Grantee, to the extent practicable, shall restore: (a) the Easement Parcel, including the surface of the ground and all landscaping; and (b) such portions of the adjoining premises of the Grantor used by the Grantee for the purpose of the Easement, to the condition it was in

immediately prior to the initiation of construction, except as necessarily modified to accommodate the Improvements.

6. The Grantor shall not construct, install, or place any structure, building, improvement, or facility, without limitation, whether temporary or permanent, nor plant any shrub, tree, woody plant, nursery stock, garden or other landscaping design feature on any part of the Easement Parcel, except with the prior written consent of the Grantee. Any structure, building, improvement, or facility, whether temporary or permanent, or shrub, tree, woody plant, nursery stock, garden or other landscaping design feature of any kind situated on the Easement Parcel as of the date of this Easement or subsequently placed thereon may, except where the Grantee has consented thereto, be removed by the Grantee without liability for damages arising from such removal.

7. The Grantee agrees that in the event that and at such time as the Easement described herein is abandoned by the Grantee, its successor and assigns, the Easement shall terminate and the real property interest represented by such Easement shall revert to the Grantor, its heirs, successors, and/or assigns. Because of the potentially infrequent nature of the use of the Easement, mere non-use of the Easement or Easement Parcel shall not constitute abandonment, notwithstanding the duration of such non-use.

8. The Grantor warrants, covenants, grants, bargains, and agrees to and with the Grantee that the Grantor is well seized of the Easement Parcel and has good, sure, perfect, absolute, and indefeasible estate of inheritance, in law, in fee simple, and has good right, full power and lawful authority to dedicate, grant, bargain, sell, and convey the same in manner and form as aforesaid, and that the same is free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, encumbrances, and restrictions of whatever kind or nature. The Grantor further promises and agrees to forever defend the Grantee in its quiet and peaceful possession of the Easement Parcel in the exercise of its rights hereunder against all and every person lawfully claiming or seeking to claim the whole or any part thereof.

9. The consideration set forth above includes full and just compensation for: (a) all of the Grantor's interest, past, present, and future; (b) the interest of all lienors, deed of trust holders and beneficiaries, mortgagees, lessees, and all others with a recorded interest in the Easement Parcel; and (c) any and all other legal and equitable interest in the Easement Parcel that now exists. To the greatest extent permitted by law, the Grantor expressly agrees to and shall indemnify and hold harmless the Grantee and its successors and assigns from any and all claims against the Easement Parcel and the Grantor agrees to pay to the Grantee any and all reasonable attorney's fees and costs incurred by the Grantee in defending against claims against its right to use the Easement Parcel.

10. Each and every one of the benefits and burdens of this Easement shall inure to and be binding upon the respective legal representatives, heirs, administrators, successors, and assigns of the Grantor and the Grantee. The rights and responsibilities set forth in this Easement are intended to be covenants on the Easement Parcel and are to run with the land until this Easement is terminated pursuant to the terms set forth herein.

{SIGNATURE PAGES FOLLOW.}

[*Grantor signature page to Public Use Easement*]

GRANTOR:
EQUINOX MEAD LLC, a Colorado limited liability company

By: ____
George R. Hanlon, Jr., Manager

STATE OF COLORADO)
) **ss.**
COUNTY OF ______________________)

The foregoing Public Use Easement was acknowledged before me this ______ day of ______________________, 202__, by George R. Hanlon, Jr., as Manager of Equinox Mead LLC, a Colorado limited liability company.

Witness my hand and official seal.
My commission expires: _________________

[S E A L]

____
Notary Public

[*Grantee signature page to Public Use Easement*]

GRANTEE:

TOWN OF MEAD, a municipality of the State of Colorado

____
Colleen G. Whitlow, Mayor

Date:______________________________

ATTEST:

____
Mary E. Strutt, MMC, Town Clerk

EXHIBIT A

[legal description of Easement Parcel attached. Note – Easement Parcel encumbers a portion of TRACT C, MEAD PLACE FINAL PLAT, AMENDMENT NO. 1, COUNTY OF WELD, STATE OF COLOADO]

(See attached.)

EXHIBIT A (PAGE 1 OF 2)

PROPERTY DESCRIPTION

Easement

A parcel of land for easement purposes, being part of Tract C, Final Plat, Mead Place, Amendment No. 1 recorded October 25, 2023 as Reception No. 4927625 of the Records of the Weld County Clerk and Recorded, located in the Southeast Quarter (SE1/4) of Section Twenty-one (21), Township Three North (T.3N), Range Sixty-eight West (R.68W.) of the Sixth Principal Meridian (6th P.M.), Town of Mead, County of Weld, State of Colorado and being more particularly described as follows:

COMMENCING at the East Quarter Corner of said Section 21, and considering the East line of said SE1/4 of Section 21 as bearing South 00°26'03" East being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2011, a distance of 2648.82 feet with all other bearings contained herein relative thereto;

THENCE South 89°03'46" West along the North line of said SE1/4 a distance of 70.01;
THENCE South 00°26'03" East a distance of 10.00 feet to the **POINT OF BEGINNING.**

THENCE continuing South 00°26'03" East along a line ten (10) feet West of and parallel to the East line of said Tract C a distance of 1241.34 feet to a Point of Curvature (PC);
THENCE along the arc of a curve, which is concave to the Northwest, a distance of 53.24 feet, said curve having a radius of 140.00 feet, a central angle of 21°47'15" and a long chord bearing South 10°27'32" West a distance of 52.92 feet;
THENCE North 00°26'03" West along a line twenty (20) feet West of and parallel to the East line of said Tract C a distance of 1293.22 feet;
THENCE North 89°03'46" East a distance of 10.00 feet to the **POINT OF BEGINNING.**

Said described parcel of land contains a total of 12,762 square feet or 0.293 acre, more or less and is subject to any existing easements and rights of way of record or as now existing on said described parcel of land.

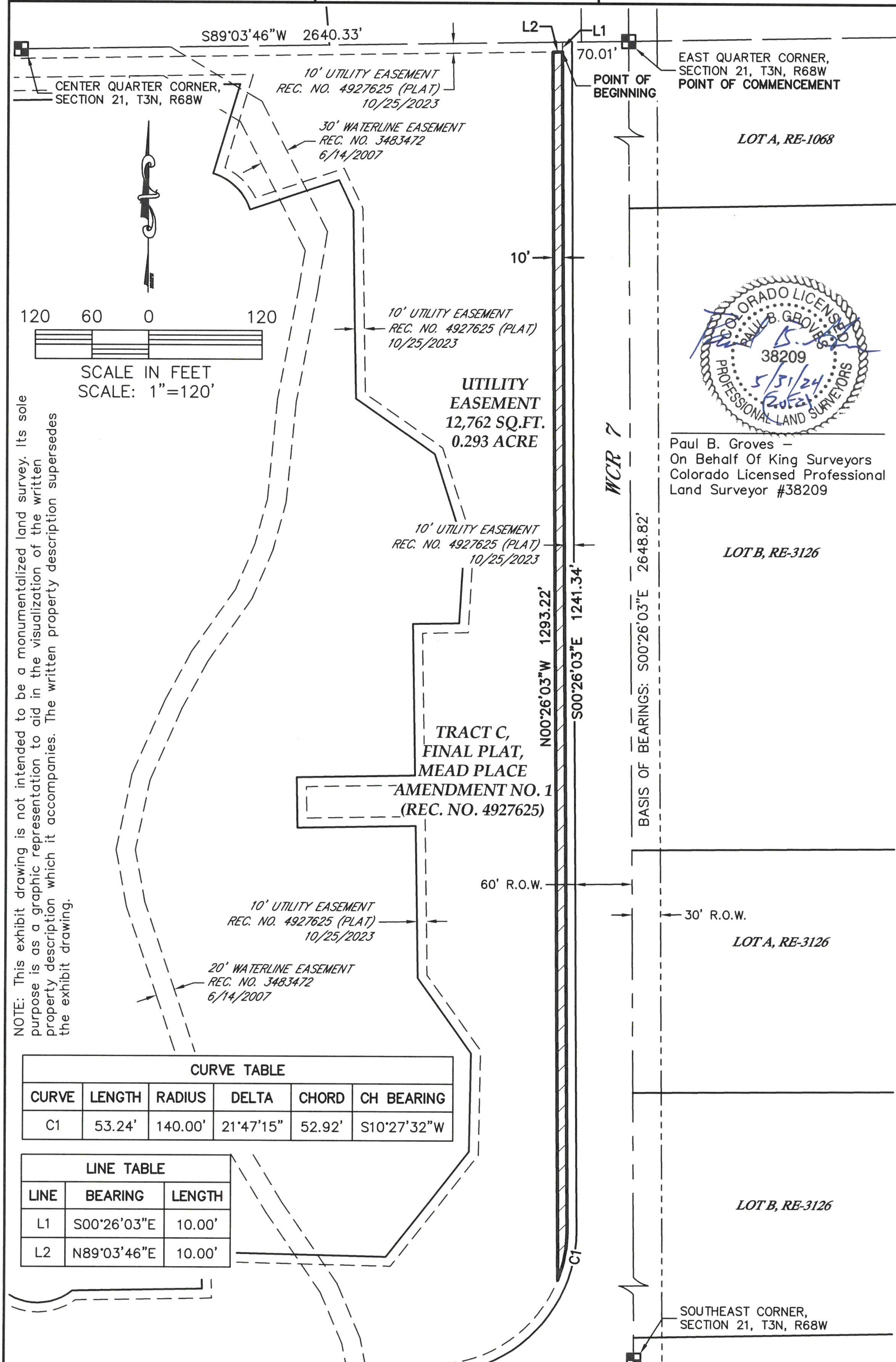
SURVEYORS STATEMENT

I, Paul B. Groves, a Colorado Licensed Professional Land Surveyor do hereby state that this Property Description was prepared under my personal supervision and checking, and that it is true and correct to the best of my knowledge and belief.

Paul B. Groves - on behalf of King Surveyors
Colorado Licensed Professional
Land Surveyor #38209

KING SURVEYORS
650 East Garden Drive
Windsor, Colorado 80550
(970) 686-5011

EXHIBIT A (2 OF 2)



Paul B. Groves –
On Behalf Of King Surveyors
Colorado Licensed Professional
Land Surveyor #38209

NOTE: This exhibit drawing is not intended to be a monumentalized land survey. Its sole purpose is as a graphic representation to aid in the visualization of the written property description which it accompanies. The written property description supersedes the exhibit drawing.

CURVE TABLE

CURVE	LENGTH	RADIUS	DELTA	CHORD	CH BEARING
C1	53.24'	140.00'	21°47'15"	52.92'	S10°27'32"W

LINE TABLE

LINE	BEARING	LENGTH
L1	S00°26'03"E	10.00'
L2	N89°03'46"E	10.00'

KING SURVEYORS
650 E. Garden Drive | Windsor, Colorado 80550
phone: (970) 686-5011 | fax: (970) 686-5821
email: contact@KingSurveyors.com

PROJECT NO: 20230080
DATE: 5/31/2024
CLIENT: OTAK
DWG: 20230080_ESMT–2
DRAWN: SMF CHECKED: P

Agenda Item Summary

MEETING DATE: January 13, 2025

SUBJECT: **Resolution No. 07-R-2025 -** A Resolution of the Town of Mead, Colorado, Approving an Escrow Agreement Between the Town of Mead, Mead Place Metropolitan District No. 4, and UMB Bank, N.A. Regarding the Disbursement of Funds for Phase 1A (Offsite) Public Improvements (Mead Place, Amendment No. 1 Subdivision)

PRESENTED BY: Marcus McAskin, Town Attorney

SUMMARY

Resolution No. 07-R-2025 (the "Resolution") approves an escrow agreement between the Mead Place Metropolitan District No. 4 ("District No. 4"), UMB Bank, n.a. ("UMB") and the Town of Mead ("Town"). A copy of the proposed escrow agreement between these parties is attached to the Resolution as **Exhibit 1** ("Escrow Agreement").

Equinox Development LLC (the "Developer" or "Owner") and the Town are parties to that certain Subdivision Improvement Agreement dated October 23, 2023, as amended by that First Amendment to SIA (together, the "SIA") for development of the subdivision Mead Place, Amendment No. 1 Subdivision (the "Project").

The main purpose of the Escrow Agreement is to collateralize certain off-site public improvements associated with the Project, as permitted by the SIA.

Specifically, the Project requires the installation of certain on-site and off-site public infrastructure improvements, and those are identified with specificity in Exhibit B-1 to the SIA (the "Improvements").

Section VIII.A. of the SIA requires the Owner to post collateral with the Town in the form of a cash deposit or one or more letters of credit ("Collateral") to secure the completion of the Improvements.

Section XVII.P. of the SIA provides that, with respect to the Off-Site Public Improvements only (Phase 1A – Offsite) as specifically identified in Exhibit B-1 to the SIA, an acceptable form of Collateral to ensure the completion of the Off-Site Public Improvements ". . . shall consist of an escrow agreement by and between the Town, the Mead Place Districts or one of the Metro Districts, and an escrow agent deemed acceptable to the Town, which escrow agreement shall be in the form attached to [the SIA] as Exhibit E, or as otherwise approved by the Town Attorney".

Section XVII.P. of the SIA further provides, in relevant part, that "[i]n the event that the escrow agreement is put in place, the relevant Mead Place District(s) shall be required to deposit 115% of the estimated cost of the Off-Site Improvements into escrow with the escrow agent in order to protect the Town against incurring costs to complete the Off-Site Public Improvements in the event that they are not completed in accordance with the terms and conditions of [the SIA]."

Per the SIA, the cost to complete the Off-Site Public Improvements (Phase 1A) is estimated at

$1,523,532.65 (inclusive of the 15% contingency). Therefore, the Escrow Agreement requires District No. 4 to establish a separate escrow account with UMB for this full amount ($1,523,532.65). These funds will be drawn down as the Off-Site Public Improvements are completed.

ADDITIONAL BACKGROUND

On or about November 21, 2024, Mead Place Metropolitan District No. 4 ("District No. 4") issued approximately $13.3M is general obligation limited tax bonds (the "2024 Bonds") to pay for Project-related infrastructure. The 2024 Bonds were issued pursuant to that certain Indenture of Trust ("Indenture") by and between District No. 4 and UMB Bank, n.a., Denver, Colorado ("UMB"), as the Trustee.

Under the Indenture, certain funds are created, to be held and maintained by the Trustee, including but not limited to the Project Fund and the Bond Fund.

As set forth above, the Escrow Agreement is attached to the Resolution as **Exhibit 1**. UMB (as Trustee under the 2024 Bonds and Indenture) has consented to functioning as the escrow agent under the Escrow Agreement.

The Resolution: (a) approves the Escrow Agreement in substantially the same form as attached to the Resolution as **Exhibit 1**; (b) authorizes the Town Attorney, in cooperation with the Town Manager, to make changes or other updates to the Escrow Agreement that do not materially increase the Town's obligations prior to execution, in order to respond to final edits proposed by District No. 4 or UMB, if any; and (c) authorizes the Town Manager to execute the Escrow Agreement once in final form.

FINANCIAL CONSIDERATIONS

None.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the Resolution. A motion to approve the January 13th consent agenda will approve the Resolution (and will authorize the Town Manager to execute the Escrow Agreement once in final form).

Suggested Motion:

> "I move to adopt Resolution No. 07-R-2025, A Resolution of the Town of Mead, Colorado, Approving an Escrow Agreement Between the Town of Mead, Mead Place Metropolitan District No. 4, and UMB Bank, N.A. Regarding the Disbursement of Funds for Phase 1A (Offsite) Public Improvements (Mead Place, Amendment No. 1 Subdivision)."

ATTACHMENTS

Resolution No. 07-R-2025
Escrow Agreement

TOWN OF MEAD, COLORADO
RESOLUTION NO. 07-R-2025

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING AN ESCROW AGREEMENT BETWEEN THE TOWN OF MEAD, MEAD PLACE METROPOLITAN DISTRICT NO. 4, AND UMB BANK, N.A. REGARDING THE DISBURSEMENT OF FUNDS FOR PHASE 1A (OFFSITE) PUBLIC IMPROVEMENTS (MEAD PLACE, AMENDMENT NO. 1 SUBDIVISION)

WHEREAS, by virtue of an Assignment and Assumption of Subdivision Improvement Agreement recorded in the official records of Weld County, Colorado (the "Official Records") on November 12, 2024 at Reception No. 4993960, Equinox Development LLC ("Owner" or "Developer") and the Town of Mead (the "Town") are parties to that certain Subdivision Improvement Agreement dated October 23, 2023 and recorded in the Official Records on October 25, 2023 at Reception No. 4927623, as amended by that First Amendment to SIA dated November 26, 2024 and recorded in the Official Records on November 27, 2024 at Reception No. 4997110 (together, the "SIA") for development of the subdivision Mead Place, Amendment No. 1 Subdivision (the "Project"); and

WHEREAS, the Project requires the installation of certain on-site and off-site public infrastructure improvements, as more specifically identified in Exhibit B-1 to the SIA (the "Improvements"); and

WHEREAS, Section VIII.A. of the SIA requires the Owner to post Collateral with the Town in the form of a cash deposit or one or more letters of credit to secure the completion of the Improvements; and

WHEREAS, Section XVII.P. of the SIA provides that, with respect to the Off-Site Public Improvements only (Phase 1A – Offsite) as specifically identified in Exhibit B-1 to the SIA ". . . an acceptable form of cash escrow to ensure the completion of the Off-Site Public Improvements shall consist of an escrow agreement by and between the Town, the Mead Place Districts or one of the Metro Districts, and an escrow agent deemed acceptable to the Town, which escrow agreement shall be in the form attached to [the SIA] as Exhibit E, or as otherwise approved by the Town Attorney"; and

WHEREAS, Section XVII.P. of the SIA further provides, in relevant part, that "[i]n the event that the escrow agreement is put in place, the relevant Mead Place District(s) shall be required to deposit 115% of the estimated cost of the Off-Site Improvements into escrow with the escrow agent in order to protect the Town against incurring costs to complete the Off-Site Public Improvements in the event that they are not completed in accordance with the terms and conditions of [the SIA]"; and

WHEREAS, on or about November 21, 2024, Mead Place Metropolitan District No. 4 ("District No. 4") issued approximately $13.3M is general obligation limited tax bonds (the "2024 Bonds"); and

WHEREAS, the 2024 Bonds were issued pursuant to that certain Indenture of Trust ("Indenture") by and between District No. 4 and UMB Bank, n.a., Denver, Colorado ("UMB"), as the Trustee; and

WHEREAS, under the Indenture, certain funds are created, to be held and maintained by the Trustee, including but not limited to the Project Fund and the Bond Fund; and

WHEREAS, the Town, District No. 4, and UMB desire to entire into an escrow agreement that is substantially in accordance with the form attached as Exhibit E to the SIA (the "Escrow Agreement"); and

WHEREAS, UMB (as Trustee) has consented to functioning as the escrow agent under the Escrow Agreement; and

WHEREAS, the Board specifically finds that UMB is an escrow agent deemed acceptable to the Town; and

WHEREAS, the Board of Trustees desires to approve the Escrow Agreement in substantially the form attached to this Resolution as **Exhibit 1**, and further desires to delegate authority to the Town Manager to execute the Escrow Agreement on behalf of the Town once in final form.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The foregoing recitals and findings are incorporated herein as findings and conclusions of the Board of Trustees.

Section 2. The Board of Trustees hereby: (a) approves the Escrow Agreement in substantially the same form as attached to this Resolution as **Exhibit 1**; (b) authorizes the Town Attorney in cooperation with the Town Manager to make changes or other updates to the Escrow Agreement that do not materially increase the Town's obligations prior to execution, to respond to final changes proposed by District No. 4 or UMB, if any; and (c) authorizes the Town Manager to execute the Escrow Agreement once in final form.

Section 3. **Effective Date.** This resolution shall be effective immediately upon adoption.

Section 4. **Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 13TH DAY OF JANUARY, 2025.

ATTEST:	**TOWN OF MEAD:**
By: ______________________________	By: __________________________________
Mary E. Strutt, MMC, Town Clerk	Colleen G. Whitlow, Mayor

EXHIBIT 1
Escrow Agreement

ESCROW AGREEMENT
(District Funds)

This ESCROW AGREEMENT (this "Escrow Agreement") is made and entered into as of _____________, 2025, by and among MEAD PLACE METROPOLITAN DISTRICT NO. 4, a quasi-municipal corporation and political subdivision of the State of Colorado (the "District"), the TOWN OF MEAD, a municipal corporation of the State of Colorado (the "Town"), and UMB BANK, N.A., a banking institution of the State of Colorado (the "Escrow Agent").

RECITALS

A. Equinox Mead LLC, a Colorado limited liability company ("Equinox Mead") and the Town entered into that certain Subdivision Improvement Agreement dated October 23, 2023, and recorded on October 25, 2023, at Reception No. 4927623 in the real property records of Weld County, Colorado ("County Records") (the "Mead Place SIA") for development of the subdivision Mead Place, Amendment No. 1 (the "Project"); and

B. Equinox Mead assigned the Mead Place SIA to EQUINOX DEVELOPMENT LLC, a Colorado limited liability company ("Developer") by that certain Assignment and Assumption of Subdivision Improvement Agreement, dated September 03, 2024, and recorded on November 12, 2024, at Reception No. 4993960 in the County Records; and

C. The Town and the Developer entered into that certain First Amendment to the Mead Place SIA, dated November 26, 2024, and recorded on November 27, 2024, at Reception No. 4997110 in the County Records (the "First Amendment" and, together with the Mead Place SIA , the "SIA"); and

D. The property included within the Project is described with particularity in Exhibit A to the SIA; and

E. Pursuant to the SIA, there are various on-site and off-site public infrastructure requirements identified for the Project (collectively, the "Public Improvements"); and

F. The SIA identifies the off-site public improvements as Phase 1A in Exhibit B-1 to the SIA ("Off-Site Improvements"); and

G. The SIA sets forth the terms and conditions for the completion of the Public Improvements; and

H. The District and the Developer entered into that certain Infrastructure Acquisition and Reimbursement Agreement dated August 21, 2024 (the "Reimbursement Agreement"), under which the Developer intends to construct the Off-Site Improvements and submit costs to the District for reimbursement pursuant to the Reimbursement Agreement; and

I. Pursuant to XVII.P. of the SIA, the District is required to deposit 115% of the estimated cost of the Off-Site Improvements into escrow with Escrow Agent in order to protect the Town against incurring costs to complete the Off-Site Improvements in the event they are not completed in accordance with the terms and conditions of the SIA; and

J. The District, the Town, and the Escrow Agent desire to enter into this Escrow Agreement in order to set forth the terms upon which Escrow Agent will hold and disburse the District Funds (as defined below).

AGREEMENT

NOW, THEREFORE, in consideration of the premises and mutual covenants and agreements in this Escrow Agreement, the District, the Town, and the Escrow Agent agree as follows:

1. **Appointment of Escrow Agent and Establishment of Escrow Account**. The District and the Town hereby appoint Escrow Agent as the escrow agent under the SIA, and Escrow Agent hereby accepts such appointment. Escrow Agent will establish a non-interest bearing account pursuant to this Escrow Agreement for the District Funds as more particularly set forth below (the "Escrow Account"). The District has deposited or will cause to be deposited funds in the amount of $1,523,532.65 into an account controlled by the Escrow Agent (Account No. __________) under the name *"Escrow for Town of Mead/Mead Place Metropolitan District No. 4*". The Escrow Account shall be maintained pursuant to the rules and regulations of the Escrow Agent pertaining to such accounts. The Escrow Account will be FDIC-insured to the extent provided by current law and regulations.

2. **Parties**. The undersigned agree that this Escrow Agreement is not intended to give any benefits, rights, privileges, actions or remedies to any person, partnership, firm or corporation, as a third party beneficiary or otherwise under any theory of law.

3. **District Funds**. Pursuant to the SIA, concurrently with the execution of this Escrow Agreement, the District has deposited $1,523,532.65 with Escrow Agent (the "District Funds"). Escrow Agent will deposit the District Funds into the Escrow Account and will disburse the District Funds only in accordance with this Escrow Agreement. In the event the amount reimbursed to the Developer for the Public Improvements under the Reimbursement Agreement exceeds the District Funds (an "Increase"), the District will deposit additional funds equal to 115% of the Increase into the Escrow Account and the District Funds will be deemed to have increased by the amount of such deposited additional funds, and such additional funds will be disbursed pursuant to the terms and conditions of this Agreement.

4. **Disbursement of District Funds**.

(a) Disbursement Requests. The District shall be entitled to make written requests for the payment of invoices for costs of the Off-Site Improvements from the District Funds on a monthly basis in the form of Exhibit 1 (each, a "Disbursement Request") to the Town, and the Escrow Agent until such time as the District Funds are exhausted. Each Disbursement Request shall include all of the following:

(i) The Developer's Application for Payment for the payments requested pursuant to the applicable Disbursement Request;

(ii) A statement signed by the District and a third-party licensed engineer (the "Independent Engineer") certifying that the portion of the Off-Site Improvements for which payment is requested has been installed and constructed in accordance with the SIA, and the amount of the Disbursement Request is based upon the value of the labor, services and materials incorporated into the Off-Site Improvements and materials stored at the Property;

(iii) A certificate signed by the District allocating the amount requested to be disbursed to infrastructure categories coinciding with the District's electoral authorization, based upon the Off-Site Improvements to which such costs relate;

(iv) With respect to each Disbursement Request, progress lien waivers from the Developer, the general contractor engaged by the Developer, and any applicable subcontractor(s) for the work completed or materials supplied as of the date of such lien waiver in substantially the form attached hereto as Exhibit 2.

(b) Independent Engineer Authorization. The Parties agree and acknowledge that the District has authorized the Independent Engineer to submit any Disbursement Request on behalf of the District pursuant to that certain Resolution ________________, approved ____________ ___, 2025. Furthermore, the Parties agree the President of the District may execute the statement and certificate required by Sections 4(a)(ii) and 4(a)(iii), above, respectively, for any Disbursement Request submitted by the Independent Engineer.

(c) Approval by the Town. Upon receipt of a Disbursement Request, the Town will have fifteen (15) business days to review the Disbursement Request and conduct any inspections that the Town desires to make or request any testing by the District pursuant to the SIA and deliver written approval of the same (the "Approval Notice") in substantially the form attached hereto as Exhibit 5. If weather conditions prevent an inspection or testing of the Off-Site Improvements, the Town may request a reasonable extension of the fifteen (15) business day review period which extension shall be granted up to an additional fifteen (15) business days. Upon receipt of the Approval Notice, Escrow Agent shall disburse the amount of the Disbursement Request to the District. In the event the Town objects in writing to all or a portion of the amount subject to the Disbursement Request, then the Town shall state its reasonable basis for such objection and the Escrow Agent shall disburse only the approved portion of the funds, if any, and the Escrow Agent will not release such disapproved portion unless and until the Escrow Agent receives an Approval Notice with respect to the same. If the Town fails to issue an Approval Notice in response to a Disbursement Request within such fifteen (15) business day period, the District may give an additional notice to the Town requesting that the Town respond to such Disbursement Request (a "Follow-Up Notice") and shall provide a copy to the Escrow Agent. If the Town fails to respond to such Follow-Up Notice by either issuing an Approval Notice or providing a written objection to such Disbursement Request within five (5) business days after the Follow-Up Notice, the District shall send such Disbursement Request to the Escrow Agent and the Disbursement Request shall be deemed approved. The Town may object to any disbursement pursuant to this subsection on the basis that the Off-Site Improvements for which reimbursement is sought are incomplete and/or not in substantial compliance with requirements of the SIA

5. **Town's Right to Complete**. If, pursuant to the SIA there is an uncured default by the District, then the Town may exercise all of its rights under the SIA to complete the Off-Site Improvements in accordance with the terms and conditions of the SIA (the "Town's Right to Complete"). In order to exercise the Town's Right to Complete, the Town shall provide written notice (the "Town's Completion Notice") to the District and Escrow Agent. Upon delivery of the Town's Completion Notice, (i) the Town shall be deemed to have the right to draw upon the District Funds for the payment of costs of the Off-Site Improvements, subject to the last sentence of this Section 5, and (ii) the Escrow Agent will recognize the Town as the sole party entitled to disbursements of the District Funds for the payment of costs of the Off-Site Improvements pursuant to the terms and conditions of this Agreement. Any Town request to the Escrow Agent to draw upon District Funds shall be substantially in the form of the Disbursement Request form attached to this Escrow Agreement as Exhibit 1 and accompanied by the following (copies of which shall be provided to the District at the time such funds are requested from Escrow Agent): an allocation of the amount requested, based upon the nature of the Off-Site Improvements to be funded therefrom, to the following categories of public improvements (based solely upon the Town's reasonable estimates, and input from the District if requested by the Town, and solely for the purpose of facilitating the District's appropriate allocation of electoral authorization to the bonds that generated the deposit of District Funds): streets, traffic and safety, water, sewer/sanitation, parks and recreation, public transportation, mosquito control, fire protection, and safety protection improvements, unless such requirement is specifically waived in writing by counsel for the District.

6. **Final Disbursement of Remaining District Funds**.

(a) Retainage. No Disbursement Request shall include any amounts that are properly withheld as retainage from payment to the Developer pursuant to the Reimbursement Agreement (the "Retainage"), which the Parties acknowledge is generally an amount equal to five percent (5%) of the value of labor, services and materials incorporated into the Off-Site Improvements and of materials stored, but does not include any retainage on any general conditions costs and material supply subcontracts when retention is not customary. When the District provides proof that all conditions to payment of the Retainage to the Developer have been met under the Reimbursement Agreement, the Retainage shall be released to the Developer. The Parties acknowledge that such items must include, at a minimum, final lien waivers from all subcontractors in the form of Exhibit 3 and a final lien waiver and release from the Developer and the general contractor engaged by the Developer in the form of Exhibit 4.

(b) District Completes Off-Site Improvements. In the event the District completes the Off-Site Improvements, any District Funds remaining in the Escrow Account upon the completion of the Off-Site Improvements shall be released to the District upon delivery of a certificate by the District to the Escrow Agent, with a copy to the Town, certifying that the conditions in Sections 6(b)(i)-(iii) below have been met:

(i) A statement signed by the District and Independent Engineer certifying that all Off-Site Improvements have been completed in accordance with the SIA;

(ii) Final and unconditional original lien waivers from the Developer and all subcontractors, suppliers, materialmen and other parties who performed labor at, or supplied materials in connection with the Off-Site Improvements consistent with the form of such lien waivers required by this Escrow Agreement;

(iii) Receipt of evidence of Preliminary Acceptance of all Off-Site Improvements by the Town, which shall be in the form of a resolution memorializing Preliminary Acceptance of the Off-Site Improvements approved by the Town's Board of Trustees.

(c) Town Completes Off-Site Improvements.

(i) Remaining District Funds. In the event of the exercise of the Town's Right to Complete, then any District Funds remaining in the Escrow Account upon the completion of the Off-Site Improvements shall be released to the Town in an amount equal to any cost overruns incurred by the Town in connection with the completion of the Off-Site Improvements; provided, however, that in order to obtain such funds, the Town shall deliver to the Escrow Agent (A) copies of invoices and any Changes Orders, to the extent not paid out of the District Funds, and (B) final and unconditional original lien waivers from the Developer and all subcontractors, suppliers, materialmen and other parties who performed labor at, or supplied materials in connection with such cost overruns in the required forms. Any District Funds not released to the Town pursuant to this paragraph will be returned to the District.

7. **Joint Instructions; Disputes**. Notwithstanding anything contained herein to the contrary, in the event the Escrow Agent receives joint written instructions from all Parties hereto (other than Escrow Agent), Escrow Agent shall comply with such joint written instructions. In the event Escrow Agent receives notice of a dispute hereunder and does not receive joint instructions as set forth above within fifteen (15) days, it will continue to hold the applicable District Funds (or portion thereof not already disbursed pursuant to this Escrow Agreement) until (a) it receives written instructions from the applicable parties as set forth above regarding the disbursement of such District Funds, in which event Escrow Agent will then disburse the District Funds in accordance with such instructions; (b) litigation between the District and the Town is initiated with respect to the Off-Site Improvements, at which point Escrow Agent will remit the District Funds to the clerk of the court in which said litigation is pending; or (c) Escrow Agent takes such affirmative steps to terminate its duties under this Escrow Agreement, including, but not limited to initiating an action for interpleader, in which case Escrow Agent will remit the District Funds to the clerk of the court in which said action for interpleader is pending. If Escrow Agent elects to remit the District Funds to the clerk of the court, whether in an interpleader action or otherwise, Escrow Agent may deduct the reasonable costs of doing so from the District Funds before paying the balance into court. In that event, the party to whom the District Funds is awarded may collect such costs from the other party to the action.

8. **Escrow Fee**. The Escrow Agent's fee for acting as escrow agent pursuant to this Escrow Agreement consists of a one-time fee of $1,000 and an administrative fee of $2,000 imposed annually. The District agrees to pay the Escrow Agent 100% of such fee, which is due in connection with this Escrow Agreement. In no event shall the Town be responsible or liable for such escrow fees. The District shall be responsible for and shall reimburse the Escrow Agent upon demand for all reasonable expenses and advances incurred by the Escrow Agent in connection with this Escrow Agreement.

9. **Non-liability of Escrow Agent**. The Escrow Agent will not be liable for any mistakes of fact, or errors of judgment, or for acts or omissions of any kind unless caused by the willful misconduct or gross negligence of the Escrow Agent. The Escrow Agent may act upon any instrument or other writing it, in good faith, believes to be genuine and to be signed and presented by the proper person. If the Escrow Agent receives instructions from the Town or the District which it determines, in its discretion, are in conflict with this Escrow Agreement, the Escrow Agent may continue to act in conformance with this Escrow Agreement and determine not to follow such conflicting instructions. The Escrow Agent may, at any time, ask for written confirmation from the Town and/or the District concerning the propriety of a proposed disbursement of the District Funds or other action or refusal to act by the Escrow Agent. The Escrow Agent will not be liable for any taxes, assessments or other governmental charges that may be levied or assessed upon the District Funds or any part thereof, or upon the income therefrom. The Escrow Agent may rely upon the advice of counsel and upon statements of accountants, brokers or other persons that the Escrow Agent reasonably believes in good faith to be expert in the matters upon which they are consulted, and will not be liable for any reasonable action taken or suffered in good faith based upon such advice or statements.

10. **Indemnity of Escrow Agent**. To the greatest extent permitted by law, if at all, the District will indemnify the Escrow Agent for any and all claims asserted against Escrow Agent by reason of its acting as escrow agent under this Escrow Agreement except for any claims based on the Escrow Agent's willful misconduct or gross negligence. To the greatest extent permitted by law, the District will reimburse the Escrow Agent for all its expenses, including but not limited to attorneys' fees and court costs, incurred in connection with such claims. Notwithstanding the foregoing, nothing in this Escrow Agreement shall be construed to waive, limit, or otherwise modify, in whole or in part, any governmental immunity that may be available by law to the District, its respective officials, employees, contractors, or agents, or any other person acting on behalf of the District and, in particular, governmental immunity afforded or available to the District pursuant to the Colorado Governmental Immunity Act, §§ 24-10-101, et seq., C.R.S.

11. **Duties of Escrow Agent**. The Escrow Agent shall have no duties or responsibilities other than those expressly set forth in this Escrow Agreement, and no implied duties or obligations shall be read into this Escrow Agreement against the Escrow Agent. The Escrow Agent has no fiduciary or discretionary duties of any kind. The Escrow Agent shall have no duty to enforce any obligation against any person, other than as provided herein. The Escrow Agent shall be under no liability to anyone by reason of any failure on the part of any party hereto or any maker, endorser, or other signatory of any document or any other person to perform such person's obligations under any such document.

12. **Resignation of Escrow Agent**. The Escrow Agent may resign under this Escrow Agreement by giving written notice to the Town and the District, effective forty-five (45) days after the date of said notice. Upon the appointment by the Town and the District of a new escrow agent or custodian, or upon their mutual written instructions to the Escrow Agent for other disposition of the District Funds, the Escrow Agent will deliver the District Funds within a reasonable period of time as so directed, and thereafter will be relieved of any and all liability under this Escrow Agreement.

13. **Notices**. Any notice pursuant to this Escrow Agreement will be given in writing by (a) personal delivery; (b) reputable overnight delivery service with proof of delivery; (c) United States Mail, postage prepaid, registered or certified mail, return receipt requested; or (d) legible facsimile or PDF attachment to electronic mail, sent to the intended addressee at the address (or facsimile number or electronic mailing address) set forth below, or to such other address (or facsimile number or electronic mailing address) or to the attention of such other person as the addressee will have designated by written notice sent in accordance herewith, and will be deemed to have been given upon receipt or refusal to accept delivery, or, in the case of facsimile transmission or electronic mail, as of the date of the facsimile or electronic mail transmission, provided that an original of such facsimile or PDF attachment sent by electronic mail is also sent to the intended addressee by one of the other means described in clauses (a), (b) or (c) above. Unless changed in accordance with the preceding sentence, the addresses for notices given pursuant to this Escrow Agreement will be as follows:

If to the District:

Mead Place Metropolitan District No. 4
c/o White Bear Ankele Tanaka & Waldron
2154 E. Commons Ave., Suite 2000
Centennial, CO 80122
Email: bdickhoner@wbapc.com

With a copy to:

Mead Place Metropolitan District No. 4
c/o George R. Hanlon, Jr.
10450 East 159th Court
Brighton, CO 80602
Email: ghanlon@wspcos.com

If to the Town:

Town of Mead
Attn: Town Manager
441 Third Street
Mead, CO 80542
Email: hmigchelbrink@townofmead.org

With a copy to:

Town Attorney, Town of Mead
Michow Guckenberger McAskin LLP
5299 DTC Blvd, Suite 300
Greenwood Village, CO 80111
Email: mmcaskin@mgmfirm.com

If to the Escrow Agent:

UMB Bank, N.A.
[insert address]

Email: [insert email address]

14. **Entire Agreement; Amendment**. This Escrow Agreement contains the entire agreement among the Parties with respect to the subject matter hereof. This Escrow Agreement may not be amended, supplemented or discharged, and no provision of this Escrow Agreement may be modified or waived, except by a written instrument signed by all of the Parties hereto. No waiver of any provision of this Escrow Agreement by any party will be deemed a continuing waiver of any matter by such party.

15. **Severability**. Any provision of this Escrow Agreement which is declared by a court of competent jurisdiction to be illegal, invalid, prohibited or unenforceable will be ineffective to the extent of such illegality, invalidity, prohibition or unenforceability without invalidating the remaining provisions of this Escrow Agreement.

16. **Governing Law**. This Escrow Agreement will be governed by and construed in accordance with the laws of the State of Colorado.

17. **Counterparts; Facsimile Signatures**. This Escrow Agreement may be executed in counterparts, each of which will constitute but one agreement. This Escrow Agreement may be executed by facsimile and any facsimile signature will have the same force and effect as the original.

18. **Earnings Allocation; Tax Matters; Regulatory Compliance**. The Parties hereto agree that, for tax reporting purposes, all interest of other income, if any, attributable to the District Funds or any other amount held in escrow by the Escrow Agent pursuant to this Agreement shall

be allocable to the District. The District agrees to provide the Escrow Agent completed Forms W-9 (or Forms W-8, in the case of non-U.S. person) and other forms and documents that the Escrow Agent may reasonably request (collectively, the "Tax Reporting Documentation") at the time of execution of this Agreement. Additionally, the Parties hereto agree that they will provide any information reasonably requested by the Escrow Agent to comply with the USA Patriot Act of 2001, as amended from time to time, and the Bank Secrecy Act of 1970, as amended from time to time (together, the "Acts"), which information will be used to verify the identities of the Parties to ensure compliance with the terms of the Acts. The Parties hereto understand that if such Tax Reporting Documentation is not so certified to the Escrow Agent, the Escrow Agent may be required by the Internal Revenue Code, as it may be amended from time to time, to withhold a portion of any interest or other income earned on the investment of monies or other property held by the Escrow Agent pursuant to this Escrow Agreement.

[Signature Pages Follow]

IN WITNESS WHEREOF, the Parties have caused this Escrow Agreement to be executed as of the date first written above.

THE DISTRICT:

MEAD PLACE METROPOLITAN DISTRICT NO. 4

By:____
Don Summers, President

Date: ____________________, 2025

ATTEST:

____

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

____
General Counsel for the District

THE TOWN:

TOWN OF MEAD,
a municipal corporation of the State of Colorado

By:____
Helen Migchelbrink, Town Manager

Date: ____________________, 2025

THE ESCROW AGENT:

UMB BANK, N.A.

By:____
Name:______________________________________
Title:_______________________________________

Date: ____________________, 2025

Exhibit 1
Form of Disbursement Request

[to be inserted by District prior to execution of Escrow Agreement]

Exhibit 2
Form of Progress Lien Waiver
[Subject to ongoing review by Developer and the District]

Mechanic Lien, Miller Act Claim (40 USCA 3131, *et seq*.), Stop Notice, Equitable Lien, and Labor & Material Bond Release.

From: ______________________
Subcontractor/Supplier

To: ______________________
Subcontractor/Contractor

Project: ______________________
Project name

1. The undersigned does hereby release all Mechanic's Liens Rights, Miller Act Claim (40 USCA 3131, *et seq*.), Stop Notice, Equitable Liens and Labor and Material Bond Rights resulting from labor and/or materials, subcontract work, equipment or other work, rents services or supplies heretofore furnished to _________________________ and for the construction, design, improvement, alteration, additions to or repair of the above described project.

2. This release is given for and in consideration of the sum of ***$_______________*** and other good and valuable consideration. If no dollar consideration is here recited, it is acknowledged that other adequate consideration has been received by the undersigned for this release.

3. In further consideration of the payment made or to be made as above set forth, and to induce the contractor to make said payment, the undersigned agrees to defend and hold harmless the owner, contractor and/or lender, and/or the principal and surety from any claims or claims hereinafter made by the undersigned and/ or its material suppliers, subcontractors or employees, servants, agents or assignees of such persons against the project. The undersigned agrees to indemnify or reimburse all persons so relying upon this release for any and all sums, including attorney's fees and costs, which may be incurred as the result of any such claims.

4. In addition to the foregoing, this instrument shall constitute partial release of all rights, claims, and demands of the undersigned against the contractor arising out of or pertaining to the above referenced project. All rights and claims on the project are released up to and including the _______ day of _______________.

____
Subcontractor/Supplier
BY: _______________________________

TITLE: _____________________________

DATED: ____________________________

EXHIBIT 3
Form of Subcontractor's Final Lien Waiver and Release

[Subject to ongoing review by Developer and the District]

LIEN WAIVER
(Final – Subcontractors and Suppliers)

Mechanic Lien, Miller Act Claim (40 USCA 3131, *et seq*.), Stop Notice, Equitable Lien, and Labor & Material Bond Release.

From: ______________________
Subcontractor/Supplier

To: ______________________
Subcontractor/Contractor

Project: ______________________
Project name

1. The undersigned does hereby release all Mechanic's Liens Rights, Miller Act Claim (40 USCA 3131, *et seq*.), Stop Notice, Equitable Liens and Labor and Material Bond Rights resulting from labor and/or materials, subcontract work, equipment or other work, rents services or supplies heretofore furnished to ______________________________ and for the construction, design, improvement, alteration, additions to or repair of the above described project.

2. This release is given for and in consideration of the sum of ***$_______________*** and other good and valuable consideration. If no dollar consideration is here recited, it is acknowledged that other adequate consideration has been received by the undersigned for this release.

3. In further consideration of the payment made or to be made as above set forth, and to induce the contractor to make said payment, the undersigned agrees to defend and hold harmless the owner, contractor and/or lender, and/or the principal and surety from any claims or claims, hereinafter made by the undersigned and/ or its material suppliers, subcontractors or employees, servants, agents or assignees of such persons against the project. The undersigned agrees to indemnify or reimburse all persons so relying upon this release for any and all sums, including attorney's fees and costs, which may be incurred as the result of any such claims.

4. In addition to the foregoing, this instrument shall constitute full, final, and complete release of all rights, claims, and demands of the undersigned against the contractor arising out of or pertaining to the above referenced project.

____
Subcontractor/Supplier

BY: ______________________________
TITLE:____________________________

DATED:___________________________

EXHIBIT 4
Form of Developer/Contractor's Final Lien Waiver and Release

[Subject to ongoing review by Developer and the District]

CONTRACTOR'S FINAL LIEN WAIVER AND RELEASE

Mechanic Lien, Miller Act Claim (40 USCA 3131, *et seq*.), Stop Notice, Equitable Lien, and Labor & Material Bond Release.

From: ______________________
Developer/Contractor

To: ______________________
Owner

Project: ______________________
Project name

1. The undersigned does hereby release all Mechanic's Liens Rights, Miller Act Claim (40 USCA 3131, *et seq*.), Stop Notice, Equitable Liens and Labor and Material Bond Rights resulting from labor and/or materials, subcontract work, equipment or other work, rents services or supplies heretofore furnished to ______________________________ and for the construction, design, improvement, alteration, additions to or repair of the above described project.

2. This release is given for and in consideration of the sum of ***$_______________*** and other good and valuable consideration. If no dollar consideration is here recited, it is acknowledged that other adequate consideration has been received by the undersigned for this release.

3. In further consideration of the payment made or to be made as above set forth, and to induce the contractor to make said payment, the undersigned agrees to defend and hold harmless the owner, contractor and/or lender, and/or the principal and surety from any claims or claims, hereinafter made by the undersigned and/ or its material suppliers, subcontractors or employees, servants, agents or assignees of such persons against the project. The undersigned agrees to indemnify or reimburse all persons so relying upon this release for any and all sums, including attorney's fees and costs, which may be incurred as the result of any such claims.

4. In addition to the foregoing, this instrument shall constitute full, final, and complete release of all rights, claims, and demands of the undersigned against the contractor arising out of or pertaining to the above referenced project.

____
Developer/Contractor

BY: ______________________________
TITLE:____________________________

DATED:___________________________

EXHIBIT 5
Form of Approval Notice

[Subject to ongoing review by the Town and the District]

Escrow Agent:
____
____
____
____

Re: Approval Notice in connection with that certain Disbursement Request in the amount of ____________________ pursuant to that certain Escrow Agreement dated ___________________, 202___ (the "Escrow Agreement") by and among the Town of Mead (the "Town"), Mead Place Metropolitan District No. 4, and UMB BANK, N.A., a banking institution of the State of Colorado ("Escrow Agent").

1. All terms used herein, but not otherwise defined herein, have the meanings and definitions set forth in the Escrow Agreement.

2. Pursuant to that certain Disbursement Request dated ___________________, the District has requested a disbursement in the amount of $_______________ (the "Disbursement Amount").

3. The District has provided all documentation to support the Disbursement Request as required by the Escrow Agreement, and the Town has made any inspections or required testing of the Off-Site Improvements pursuant to the SIA or the Escrow Agreement.

4. The Town hereby authorizes the payment by the Escrow Agent to the District as follows (check one):

☐ All of the Disbursement Amount.

☐ $_____________ constituting only a portion of the Disbursement Amount because the Town objects to the disbursement of the remainder of the Disbursement Amount for the following reason(s): ________________ ____ ____.

[*Signature page follows*].

[Signature page to Town Approval Notice – District Disbursement Request]

TOWN OF MEAD,
a municipal corporation of the State of Colorado

By:_______________________________________
Name:_____________________________________
Title:_____________________________________