



**AGENDA
HAYDEN TOWN COUNCIL MEETING
THURSDAY, DECEMBER 3, 2015
7:30 P.M.**

HAYDEN TOWN HALL – 178 WEST JEFFERSON AVENUE

WORK SESSION 7:00 P.M. – 7:30 P.M.

1. STAFF REPORTS

REGULAR MEETING – 7:30 P.M.

1a. CALL TO ORDER

1b. OPENING PRAYER

1c. PLEDGE OF ALLEGIANCE

1d. ROLL CALL

2. CONSIDERATION OF MINUTES

A. Regular Meeting November 19, 2015

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3. CONSIDERATION OF BILLS

A. Consideration of payment bill vouchers dated November 30, 2015

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4. PUBLIC COMMENTS

5. PROCLAMATIONS/PRESENTATIONS

A. Legislative Update by Representative Diane Mitsch Bush

B. Oath of Office for Storm Fallon

C. Oath of Office for Shawn Hockaday

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6. CONSENT ITEMS

A. To appoint Chief Tuliszewski as Representative for the Routt County Communications Advisory Board for the 2016 year, with no alternate at this time.

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B. Resolution 2015-39 Town Council authorizing the Town Clerk to appoint election judges.

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7. OLD BUSINESS

A. Public Hearing: Resolution 2015-34 adopting a budget for calendar year 2016.

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B. Decision: Consideration of Resolution 2015-34 a Resolution for the Town of Hayden, Colorado summarizing expenditures and revenues for each fund and adopting a budget for the Town of Hayden, Colorado for the calendar year beginning on the first day of January 2016 and ending on the last day of December 2016.

C. Decision: Resolution 2015-35 a Resolution levying general property taxes for the year 2015 to help defray the costs of government for the Town of Hayden, Colorado for the 2016 budget year.

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D. Decision: Resolution 2015-37 Establishing a Range of Wages for Authorized Positions for the Town of Hayden for the Year 2016.

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NOTICE: Agenda is subject to change. If you require special assistance in order to attend any of the Town's public meetings or events, please notify the Town of Hayden at (970) 276-3741 at least 48 hours in advance of the scheduled event so the necessary arrangements can be made.

8. NEW BUSINESS

- A. Request for the Town of Hayden to help with the Roving Christmas Tree.
- B. Consideration to adopt the 2016 Town Council Meeting Schedule.
- C. Setting a Public Hearing and First Reading of Ordinance 670 amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers, of the Hayden Municipal Code.
- D. Decision: Resolution 2015-38 approving an engagement letter and professional services agreement with CliftonLarsonAllen, LLC for the provision of accounting and financial services for a flat fee of \$4,750 per month.

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9. PULLED CONSENT ITEMS

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

11. EXECUTIVE SESSION

- A. For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

12. ADJOURNMENT

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
7480	Accutest Mtn. States, Inc.	DY-69274	Water Testing	11/11/2015	88.00		
Total 7480					88.00	.00	
5290	Advanced Auto & Truck Repair	0000001	Streets - Tanker DOT inspection	11/09/2015	110.00		
Total 5290					110.00	.00	
4330	Advanced Copier Solutions Inc	19303	Toshiba Copier - Final February billing	03/02/2015	41.88		
Total 4330					41.88	.00	
2440	Atmos Energy	0332NOV15	Water Plant Gas_T768776	11/11/2015	246.89		
		1957NOV15	Shop Gas_G0014687	11/11/2015	119.51		
		2144NOV15	Sewer Plant Gas_R910225	11/11/2015	68.79		
		2411NOV15	Parks Gas T820876	11/11/2015	40.96		
		2626NOV15	Rec Gas - R252006 (20%)	11/11/2015	15.13		
			Town Hall Gas_R252006 (.80)		60.55		
		2886NOV15	Crandell Pump House Gas_R331736	11/12/2015	30.30		
		3116NOV15	Airport Lift Station Gas_6408226	11/11/2015	28.26		
		3349NOV15	Dry Creek Lift Station Gas_08K458739	11/11/2015	17.17		
		3590NOV15	Parks Gas 15192591	11/11/2015	68.65		
		5208NOV15	Golden Meadows Gas_W816504	11/16/2015	27.71		
		7426NOV15	PD Gas_08K684037	11/11/2015	135.23		
Total 2440					859.15	.00	
12222	Barnes, Zachary	800.07	Utility Deposit Refund	11/30/2015	64.19		
Total 12222					64.19	.00	
1310	Boy-Ko Supply Co	53922	REC - Tumbling REC - PWW	11/10/2015	17.38 17.38		
Total 1310					34.76	.00	
7900	Browns Hill Engineering &	10561	Hospital Hill Pump Stn VFD Replacement	11/10/2015	21,055.00		
Total 7900					21,055.00	.00	
12177	CBI	T160400033	Drug Panel	11/03/2015	300.00		
Total 12177					300.00	.00	
3770	CenturyLink	0029NOV15	Water Phones_0029	11/01/2015	214.68		
		2535NOV15	PD Phones_2535	11/04/2015	334.31		
Total 3770					548.99	.00	
9230	Chaosink	8326	Rec - Baseball Clinic	11/19/2015	370.50		
Total 9230					370.50	.00	
1645	Charter Communications	1237NOV15	PD Charter Internet_1237	11/07/2015	84.90		
Total 1645					84.90	.00	
7745	Craig Steel	18313	Water Vehicle Expense - Bryan's truck	11/10/2015	179.80		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 7745					179.80	.00	
2050	Dana Kepner Company Inc	1416711-00	Water Distribution Repair - Parts	10/14/2015	1,299.84		
Total 2050					1,299.84	.00	
4890	FedEx	5-221-55870	Water Sample Shipping	11/12/2015	137.08		
Total 4890					137.08	.00	
2330	Galls Incorporated	5040071	PD - Patrol Bag and Box Clipboard	11/18/2015	125.00		
Total 2330					125.00	.00	
3870	Grainger Inc	9884899551	Streets - Floodlight	11/04/2015	60.71		
Total 3870					60.71	.00	
2460	Hach Company	9659876	Wastewater Treatment Plant R&M Parts	11/06/2015	833.77		
Total 2460					833.77	.00	
12109	Haskins Cleaning	11242015	Town Hall Cleaning - Sept 2015	11/24/2015	200.00		
		11242015-2	Town Hall Cleaning - Oct 2015	11/24/2015	200.00		
Total 12109					400.00	.00	
9500	Hayden Mat & Frame	11192015	Admin - Cedar frames	11/19/2015	120.00		
Total 9500					120.00	.00	
4535	InSite Media, Inc	1875	REC - Harvest festival	10/20/2015	75.00		
			REC - Halloween		100.00		
			Social Media Monthly		250.00		
			Monthly web hosting		100.00		
		1901	Social Media Monthly	11/18/2015	250.00		
			Monthly web hosting		100.00		
Total 4535					875.00	.00	
12096	JVA, Inc	57861	2017 Road Improvements	10/26/2015	640.00		
		57865	Seneca Hill Tank/Water Sys Improv	10/26/2015	6,171.95		
Total 12096					6,811.95	.00	
12223	Ketch-All Company	42889	PD- Ketch-All Poles and Cable	11/03/2015	292.00		
Total 12223					292.00	.00	
2960	MJK Sales & Feed Inc	15322	WTP - R&M Parts	11/17/2015	48.77		
		193266	WTP - R&M Parts	11/17/2015	11.47		
Total 2960					60.24	.00	
8920	Murdoch's Ranch & Home Craig	146508/R	PD Uniforms	11/06/2015	129.99		
		146525/19	PW Clothing Allowance	11/15/2015	59.99		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 8920					189.98	.00	
8410	Native Excavating Inc,	15-041	Hayden Force Main	10/31/2015	157,059.94		
Total 8410					157,059.94	.00	
10080	Neve's Uniforms Inc	LN-324084	PD Uniforms	11/10/2015	252.00		
		LN-324156	PD Uniforms	11/10/2015	579.65		
Total 10080					831.65	.00	
4080	Northwest CO Consultants Inc	14-9833-06	Hayden Waterline and Tank	11/18/2015	300.00		
		15-10239-01	Hayden WWTF Outfall	11/18/2015	1,787.50		
Total 4080					2,087.50	.00	
12068	RG & Associates, LLC	1011394	General Planning	11/04/2015	1,081.25		
			Zone Map		45.00		
			Floodplain		375.00		
		1011395	M&J Storage	11/04/2015	653.75		
			X-West Subdivision		47.50		
			Fairgrounds RV Park		1,068.75		
Total 12068					3,271.25	.00	
3370	Routt County	15 010	2015 Fair Sponsorship	11/10/2015	3,000.00		
Total 3370					3,000.00	.00	
10610	SAFEbuilt, Inc.	0022365-IN	Building Permits & Plan Review	10/30/2015	2,385.61		
Total 10610					2,385.61	.00	
7090	Samuelson's - Craig	44539	Streets - Paint Supplies	11/10/2015	73.29		
		45172	Water Plant - Fluorescent Lamp	11/18/2015	53.94		
		DM24620	Shop Shed - Parts	11/12/2015	143.41		
Total 7090					270.64	.00	
1655	STANDARD INSURANCE COMPANY INC	DEC2015	SWR LTD	11/16/2015	38.54		
			STREETS LTD		48.81		
			WATER LTD		44.96		
			PARKS LTD		21.84		
			SWR ADM LTD		22.48		
			WTR ADM LTD		22.48		
			ADMIN LTD		57.81		
			PD LTD		154.15		
Total 1655					411.07	.00	
10530	Staples Advantage	3283077927	Rec Office Supplies	10/31/2015	78.93		
Total 10530					78.93	.00	
3550	Steamboat Medical Group P.C.	19210	Vaccination / Random Screen	11/18/2015	214.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 3550					214.00	.00	
3530	Steamboat Pilot	10413231	Legals	11/15/2015	27.65		
		10414121	Notice Of Budget	11/22/2015	12.29		
Total 3530					39.94	.00	
7505	SymbolArts	0245619-IN	PD - Badges	11/06/2015	830.00		
Total 7505					830.00	.00	
3880	Wagner Equipment Co	B1035501	Streets R&M Forks & Pallet	11/11/2015	864.17		
Total 3880					864.17	.00	
6170	Walmart Community	SC010494	PD - Supplies	10/29/2015	149.17		
Total 6170					149.17	.00	
6085	Xerox Corporation	081269259	ADMIN COPIER/PRINTER	09/05/2015	241.14		
Total 6085					241.14	.00	
4010	Yampa Valley Electric	0401NOV15	PD Electric 660020401	11/16/2015	404.82		
		1002NOV15	Dry Creek Lift Station Electric 720021002	11/17/2015	201.96		
		1401NOV15	Seneca Hill Tank Electric 660021401	11/16/2015	160.84		
		3101NOV15	Parks Electric 730013101	11/13/2015	190.27		
		3202NOV15	Airport Lift Station Electric 660013202	11/16/2015	284.38		
		3406NOV15	Town Hall Electric 740003406 (80)	11/17/2015	371.54		
			Rec Electric 740003406 (.20)		92.89		
		3501NOV15	Parks Electric 730013501	11/13/2015	113.41		
		5501NOV15	Parks Electric 720015501	11/17/2015	63.12		
		6002NOV15	Community Tree Electric 760016002	11/17/2015	30.03		
		6201NOV15	Shop Electric 760016201	11/17/2015	197.92		
		7601NOV15	Parks Electric 780017601	11/13/2015	29.59		
		7702NOV15	Sewer Plant Electric 760007702	11/17/2015	3,254.85		
		7802NOV15	Water Plant Electric 660007802	11/16/2015	1,260.84		
		8001NOV15	Washington Street Electric 700008001	11/13/2015	76.49		
		8103NOV15	Parks Electric 730008103	11/13/2015	106.74		
		8803NOV15	Golden Meadows Electric 780008803	11/13/2015	825.76		
		8901NOV15	Hospital Hill Electric 720008901	11/17/2015	31.56		
		9402NOV15	Key Pump Electric 730009402	11/13/2015	73.82		
		9902NOV15	Crandell Pump House Electric 720009902	11/17/2015	347.03		
Total 4010					8,117.86	.00	
3390	Yampa Valley Medical Center	11022015-1	Pre-employment Screening	11/02/2015	55.00		
		11022015-2	Pre-employment Screening Blood Alcohol Test	11/02/2015	35.00 40.00		
Total 3390					130.00	.00	

Total Paid:	-
Total Unpaid:	<u>214,925.61</u>
Grand Total:	<u><u>214,925.61</u></u>



Town Council Agenda Item

MEETING DATE: December 3, 2015

AGENDA ITEM TITLE: Oath of Office for Storm Fallon

AGENDA SECTION: Proclamations / Presentations

PRESENTED BY: Mayor Haskins

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND REVIEW:

RECOMMENDATION:

MANAGER RECOMMEDATION/COMMENTS: *I concur with the recommendation*



Town Council Agenda Item

MEETING DATE: December 3, 2015

AGENDA ITEM TITLE: Oath of Office for Shawn Hockaday

AGENDA SECTION: Proclamations / Presentations

PRESENTED BY: Mayor Haskins

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND REVIEW:

RECOMMENDATION:

MANAGER RECOMMEDATION/COMMENTS: *I concur with the recommendation*



Town Council Agenda Item

MEETING DATE: December 3, 2015

AGENDA ITEM TITLE: Designating Greg Tuliszewski, Police Chief, as the Town's representative to the Routt County Communications Advisory Board (ComBoard)

AGENDA SECTION: Consent Agenda

PRESENTED BY: David Torgler

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:

Per the Routt County ComBoard IGA the Town Council annually designates a representative of the Town to serve on the ComBoard.

RECOMMENDATION:

To approve Chief Tuliszewski as the Town's 2016 ComBoard representative.

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the above recommendation.

Chief Tuliszewski has served as the Town's ComBoard representative for the past two years and as the head of the Town's public safety department is qualified to serve in this position.

Notice of the Town's appointment must be made in writing and delivered to the Routt County Board and to the Routt County Director of the Communications Department by January 5th annually.



Town Council Agenda Item

MEETING DATE: December 3, 2015

AGENDA ITEM TITLE: Authorizing Town Clerk to Appoint Election Judges

AGENDA SECTION: Consent

PRESENTED BY: David Torgler

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW: The Town of Hayden has scheduled a special election for January 26, 2016. Per Town Charter the Town Clerk has charge of all activities and duties relating to the conduct of Town elections. Per C.R.S. 31-10-401 Town Council provides authority for the Town Clerk to appoint election judges for such special election.

RECOMMENDATION: Town Attorney recommends that the Town Council provide additional authority for the Town Clerk to appoint election judges in accordance with C.R.S. 31-10-401

MANAGER'S RECOMMENDATION/COMMENTS: *I concur with the recommendation.*

RESOLUTION NO. 2015-39

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAYDEN,
COLORADO AUTHORIZING THE TOWN CLERK TO APPOINT ELECTION
JUDGES IN ACCORDANCE WITH C.R.S. 31-10-401**

RECITALS

1. The Town of Hayden has scheduled a special election to be held on January 26, 2016.
2. The Town Clerk, under subsection 5.8 of the Town of Hayden Charter has “charge of all activities and duties required pursuant to this Charter relating to the conduct of Town elections. In any case where election procedures are in doubt or question, the Town Clerk shall prescribe the procedures to be followed”.
3. The Town Council desires to provide additional authority for the Town Clerk to appoint election judges for such special election, all in accordance with C.R.S. 31-10-401.

**NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF HAYDEN, COLORADO THAT:**

The Town Council hereby designates the Town Clerk as the Designated Election Official, on behalf of the Town, for the conduct of the special election to be held on January 26, 2016, with the authority and direction to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and all constitutional and statutory provisions governing the conduct of this election, and also specifically delegates to the Town Clerk the authority and responsibility for the appointment of judges of election for the special election.

Section 1. Authorization. The officers of the Town are authorized and directed to take all action necessary and appropriate to effectuate the provisions of this Resolution.

Section 2. Severability. If any portion of this Resolution, is found to be void or ineffective, it shall be deemed severed from this Resolution and the remaining provisions shall remain valid and in full force and effect.

Section 3. Effective Date. This Resolution shall become effective and be in force immediately upon passage.

PASSED, APPROVED, AND RESOLVED THIS 3rd DAY OF DECEMBER 2015.

James M. Haskins, Mayor

ATTEST

Sharon Johnson, Town Clerk



Town Council Agenda Item

MEETING DATE: December 3, 2015

AGENDA ITEM TITLE: Resolution No. 2015-34 A Resolution summarizing expenditures and revenues for each fund and adopting a budget for the Town of Hayden, Colorado for the calendar year beginning on the first day of January 2016 and ending on the last day of December 2016.

AGENDA SECTION: Old Business

PRESENTED BY: David Torgler

CAN THIS ITEM BE RESCHEDULED: Not preferred

BACKGROUND REVIEW:

The proposed 2016 - 2018 Budget and Financial Plan summarizing the proposed 2016 Budget for adoption is included and stated in Resolution 2015-34 for consideration. Copies of the budget have been available at the public library and town hall for review by the public. The Town Charter, Section 8-7, says the Town Council shall adopt the budget by resolution, on or before the date provided by law for certification of the ad valorem property tax levy which is December 15th. A public hearing has been properly posted and a hearing will be held on the proposed budget at the December 3rd Town Council meeting. The ad valorem property tax levy resolution will be presented for adoption following adoption of Resolution 2015-34.

RECOMMENDATION:

The 2016 - 2018 Budget and Financial Plan addresses Council priorities as reviewed earlier this year and includes all of the changes made by the Council during recent budget workshops. Recommend that the Councilmembers hold a public hearing for the budget. Once the public hearing is closed and any changes to the proposed budget made it is recommended that the Councilmembers make a motion to approve Resolution No. 2015-34.

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the above recommendations.

Below are items changed in the budget based on the workshop meetings identifying changes made within the draft budget and updated revenue information. Once the budget resolution is adopted formal copies of the 2016 - 2018 Budget and Financial Plan will be assembled and distributed to Town Council members and staff.

General Fund, Revenue changes:

1. Retained federal mineral lease revenue in the General Fund.

General Fund, Expense changes:

1. Provided a three percent pay increase for Town employees.
2. Deleted Hwy 40 banners.
3. Eliminated all donations and contributions.

General Fund, Reserves:

1. The mandatory 25% reserves for TABOR (3%) and loan commitments and cash flow (22%) increased slightly to reflect the above noted budget changes.

Enterprise Fund, Revenues:

1. Increased plant investment fees to \$7,300 for water and \$5,900 for sanitary sewer.
2. Increased sanitary sewer base rate by eight percent (8%).
3. Increased the metered use water and sanitary sewer rates by four percent (4%).

RESOLUTION NO. 2015-34

**A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND
ADOPTING A BUDGET FOR THE TOWN OF HAYDEN, COLORADO FOR THE CALENDAR YEAR
BEGINNING ON THE FIRST DAY OF JANUARY 2016 AND ENDING ON THE LAST DAY OF
DECEMBER 2016**

RECITALS

1. A proposed budget was delivered to the Hayden Town Council on November 2, 2015, for its consideration and discussion during budget work sessions on November 2nd and 3rd, 2015.
2. Upon due and proper notice, published or posted in accordance with the Town of Hayden Home Rule Charter, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 3, 2015, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.
3. The assessed valuation of taxable property for the year 2015 in the Town of Hayden as certified by the Routt County Assessor is the sum of \$19,018,370.
4. Whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, pursuant to the Town of Hayden Home Rule Charter.

NOW, THEREFORE, BE IT RESOLVED BY THE HAYDEN TOWN COUNCIL AS FOLLOWS:

Section 1. That estimated expenditures for each fund are as follows:

General Fund		\$2,333,587
Enterprise Fund		
Water Fund	\$ 1,001,835	
Sewer Fund	\$ 629,836	
Refuse Fund	\$ 139,800	
TOTAL ENTERPRISE FUND		\$1,776,151
Conservation Trust Fund		\$ 64,100
Development Fees Fund		\$ 0

Section 2. That estimated revenues for each fund are as follows:

General Fund		
From Sources Other than General Property Tax	\$1,502,633	
From General Property Tax Levy	\$ 476,733	
From Fund Balance	\$ 690,440	
TOTAL GENERAL FUND		\$2,669,806

Enterprise Fund

<u>Water</u>	From User Fees	\$ 686,539
	From Mineral Lease Transfer	\$ 0
	From Grants and Loan Proceeds	\$ 309,645
	From Other Sources	\$ 14,800
<u>Sewer</u>	From User Fees	\$ 331,407
	From Grants and Loan Proceeds	\$ 165,000
	From Other Sources	\$ 22,692
	From Fund Balance	\$ 110,737
<u>Refuse</u>	From User Fees	\$ 139,800

TOTAL ENTERPRISE FUND \$1,780,620

Conservation Trust Fund

From Lottery Proceeds	\$ 17,145
From Grants	\$ 25,000
From Fund Balance and interest income	\$ 112,822

TOTAL CONSERVATION TRUST FUND \$ 154,427

Development Fees Fund \$ 0

Section 3. That the budget as submitted, and hereinabove summarized by fund, is hereby approved and adopted as the budget of the Town of Hayden for the year 2016.

Section 4. That the budget hereby approved and adopted shall be signed by the Mayor and the Town Clerk and made a part of the public records of the Town.

PASSED, APPROVED AND RESOLVED THIS 3rd DAY OF DECEMBER, 2015.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk



Town Council Agenda Item

MEETING DATE: December 3, 2015

AGENDA ITEM TITLE: Resolution No. 2015-35 A Resolution levying general property taxes for the year 2015 to help defray the costs of government for the Town of Hayden, Colorado for the 2016 budget year.

AGENDA SECTION: Old Business

PRESENTED BY: David Torgler

CAN THIS ITEM BE RESCHEDULED: Not preferred

BACKGROUND REVIEW:

A public hearing for the proposed 2016 - 2018 Budget and Financial Plan summarizing the proposed 2016 Budget for adoption is included on the December 3, 2015 Town Council agenda for consideration. Copies of the budget and proposed mill levy have been available at the public library and town hall for review by the public. Per Colorado Revised Statutes local governments levying property tax must adopt their budgets before certifying the levy to the County. The Town Charter, Section 8-7, says the Town Council shall adopt the budget by resolution, on or before the date provided by law for certification of the ad valorem property tax levy which is December 15th. The proposed property tax levy of 25.067 remains the same amount as it has been since 2005. The net result is that property owners generally will pay approximately the same amount of property tax for Town purposes in the upcoming year as they did last year.

RECOMMENDATION:

Approve Resolution No. 2015-35 A Resolution levying general property taxes for the year 2015 to help defray the costs of government for the Town of Hayden, Colorado for the 2016 budget year.

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the above recommendations.

Attached is a copy of the Certification of Values for the taxable year 2015 prepared by the Routt County Assessor.

CERTIFICATION OF VALUES

Name of Jurisdiction **TOWN OF HAYDEN - GENERAL**

New District

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY

In accordance with 39-5-121(2)(a) and 39-5-128(1), C.R.S. The total Assessed Valuations for taxable year 2015
 In **Routt County** County On **08/21/2015** Are

Previous Year's Net Total Assessed Valuation	\$18,679,500
Current Year's Gross Total Assessed Valuation	\$19,018,370
(-) Less TIF district increment, if any	\$0
Current Year's Net Total Assessed Valuation	\$19,018,370
New Construction*	\$56,110
Increased Production of Producing Mines**	\$0
ANNEXATIONS/INCLUSIONS	\$0
Previously Exempt Federal Property**	\$0
New Primary Oil or Gas production from any Oil and Gas leasehold or land (29-1-301(1)(b) C.R.S.)***	\$0
Taxes Received last year on omitted property as of August 1 (29-1-301(1)(a) C.R.S.) Includes all revenue collected on valuation not previously certified	\$767.56
Taxes Abated or Refunded as of August 1 (29-1-301(1)(a) C.R.S.) and (39-10-114(1)(a)(I)(B) C.R.S.)	\$226.58

This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution

* New Construction is defined as Taxable real property structures and the personal property connected with the structure

** Jurisdiction must submit to the Division of Local Government respective Certification of Impact in order for a value to be treated as growth in the limit calculation, use forms (DLG52 & 52A)

*** Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation, use forms (DLG 52B)

USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY

In accordance with the Art. X, Sec. 20, Colorado Constitution and 39-5-121(2)(b), C.R.S. The Actual Valuations for the taxable year 2015
 In **Routt County** County On **08/21/2015** Are

Current Year's Total Actual Value of All Real Property*	\$138,096,840
ADDITIONS TO TAXABLE REAL PROPERTY:	
Construction of taxable real property improvements**	\$681,300
ANNEXATIONS/INCLUSIONS:	\$0
Increased Mining Production***	\$0
Previously exempt property	\$215,070
Oil or Gas production from a new well	\$0
Taxable real property omitted from the previous year's tax warrant (Only the most current year value can be reported)	\$0
DELETIONS FROM TAXABLE REAL PROPERTY:	
Destruction of taxable property improvements	\$0
Disconnections/Exclusions	\$0
Previously Taxable Property	\$5,600

* This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property

** Construction is defined as newly constructed taxable real property structures

*** Includes production from a new mine and increases in production of a producing mine

NOTE: All levies must be certified to the Board of County Commissioners no later than December 15, 2015

RESOLUTION 2015-35

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2015 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE TOWN OF HAYDEN, COLORADO FOR THE 2016 BUDGET YEAR

RECITALS

1. The Town Council of the Town of Hayden has adopted the 2016 annual budget in accordance with the Town of Hayden Home Rule Charter on December 3, 2015.
2. The amount of money necessary to balance the 2016 budget for general operating purposes is \$476,733.
3. In accordance with the **Certification of Values**, as determined by the Routt County Assessor, the 2015 assessed valuation for the Town of Hayden is \$19,018,370.
4. A property tax levy of 25.067 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2015 will yield \$476,733 to the Town for general operating purposes.

NOW, THEREFORE BE IT RESOLVED BY THE HAYDEN TOWN COUNCIL AS FOLLOWS:

Section 1. That for the purpose of meeting all general operating expenses of the Town of Hayden, Colorado during the 2016 budget year, there is hereby levied a tax of 25.067 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2015.

Section 2. The Town Clerk is hereby authorized and directed to immediately certify to the County Commissioners of Routt County, Colorado, the mill levies for the Town of Hayden, Colorado as herein above determined and set.

Section 3. If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Resolution.

PASSED, APPROVED, AND RESOLVED THIS 3rd DAY OF DECEMBER, 2015.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk



Town Council Agenda Item

MEETING DATE: December 3, 2015

AGENDA ITEM TITLE: Resolution 2015-37 Establishing a Range of Wages for Authorized Positions for the Town of Hayden for the Year 2016

AGENDA SECTION: Old Business

PRESENTED BY: David Torgler

CAN THIS ITEM BE RESCHEDULED: Not preferred

BACKGROUND REVIEW:

Resolution 2015-37 adopts a salary schedule for Town employees effective January 1, 2016 that is consistent with the 2016 Budget.

RECOMMENDATION:

By adopting Resolution 2015-37 at this time will allow for the Town Clerk to input the changes to the Town's payroll system and provide Town employee wages to be increased accordingly.

MANAGER'S RECOMMENDATION/COMMENTS:

Recommend approval of Resolution 2015-37.

RESOLUTION 2015-37

A RESOLUTION ESTABLISHING A RANGE OF WAGES FOR AUTHORIZED POSITIONS FOR THE TOWN OF HAYDEN FOR THE YEAR 2016

Recitals

- A. The Councilmembers for the Town of Hayden recognize that there is a need to employ and retain competent employees, and desires to pay competitive wages in order to retain good quality employees; and
- B. The Town wishes to retain the number of full and part time employees essential to deliver satisfactory services, while operating the Town in an effective and economical manner; and
- C. Setting ranges for the wages of all authorized Town positions is part of a sustainable plan of fiscal and human resource responsibility; and
- D. The adopted 2016 Budget provides funding for a general wage increase for employees.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO:

Section 1. The attached 2016 Salary Schedule for Town of Hayden employees is hereby approved and set by this resolution, effective January 1, 2016.

Section 2. The wages of the Town Manager are to be set from time-to-time by the Town Council.

PASSED, ADOPTED AND APPROVED THIS 3RD DAY OF DECEMBER 2015.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk



**Town of Hayden
2016 Salary Schedule**

	2016	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Administration																
Town Manager		Per Contract		\$ 81,655												
Town Clerk	\$54,369	\$55,321	\$56,289	\$57,274	\$58,276	\$59,296	\$60,334	\$61,389	\$62,464	\$63,557	\$64,669	\$65,801	\$66,952	\$68,124	\$69,316	
Deputy Clerk	\$42,607	\$43,353	\$44,111	\$44,883	\$45,669	\$46,468	\$47,281	\$48,108	\$48,950	\$49,807	\$50,679	\$51,565	\$52,468	\$53,386	\$54,320	
Utility Billing Clerk/Receptionist	\$36,904	\$37,550	\$38,207	\$38,876	\$39,556	\$40,248	\$40,953	\$41,669	\$42,399	\$43,140	\$43,895	\$44,664	\$45,445	\$46,241	\$47,050	
Public Works																
P.W. Director	\$63,695	\$64,809	\$65,943	\$67,097	\$68,272	\$69,466	\$70,682	\$71,919	\$73,178	\$74,458	\$75,761	\$77,087	\$78,436	\$79,809	\$81,205	
P.W. Superintendent	\$53,728	\$54,669	\$55,625	\$56,599	\$57,589	\$58,597	\$59,622	\$60,666	\$61,728	\$62,808	\$63,907	\$65,025	\$66,163	\$67,321	\$68,499	
P.W. Worker	\$39,544	\$40,236	\$40,940	\$41,656	\$42,385	\$43,127	\$43,882	\$44,650	\$45,431	\$46,226	\$47,035	\$47,858	\$48,696	\$49,548	\$50,415	
Systems Manager	\$53,728	\$54,669	\$55,625	\$56,599	\$57,589	\$58,597	\$59,622	\$60,666	\$61,728	\$62,808	\$63,907	\$65,025	\$66,163	\$67,321	\$68,499	
Plant Operator	\$47,281	\$48,109	\$48,951	\$49,807	\$50,679	\$51,566	\$52,468	\$53,386	\$54,321	\$55,271	\$56,238	\$57,223	\$58,224	\$59,243	\$60,280	
		<u>Range</u>														
P.W. Seasonal Supervisor	\$15.43	\$19.01														
P.W. Seasonal	\$10.00	\$13.00														
Public Safety																
Police Chief	\$63,695	\$64,809	\$65,943	\$67,097	\$68,272	\$69,466	\$70,682	\$71,919	\$73,178	\$74,458	\$75,761	\$77,087	\$78,436	\$79,809	\$81,205	
Police Officer	\$46,993	\$47,815	\$48,652	\$49,504	\$50,370	\$51,251	\$52,148	\$53,061	\$53,989	\$54,934	\$55,896	\$56,874	\$57,869	\$58,882	\$59,912	
Police Clerk	\$44,262	\$45,036	\$45,825	\$46,627	\$47,443	\$48,273	\$49,118	\$49,977	\$50,852	\$51,742	\$52,647	\$53,568	\$54,506	\$55,460	\$56,430	
Community Service Officer	\$40,025	\$40,725	\$41,438	\$42,163	\$42,901	\$43,652	\$44,416	\$45,193	\$45,984	\$46,788	\$47,607	\$48,440	\$49,288	\$50,151	\$51,028	
		<u>Range:</u>														
Recreation Coordinator	\$16.53	\$31.09														
Municipal Court																
Judge	\$500.00	monthly														
Court Clerk	\$17.74	hourly														

REQUEST TO SUBMIT AGENDA ITEM
FOR HAYDEN TOWN COUNCIL MEETING

10th
3rd
Thursday

MEETING DATE: Dec 3rd

AGENDA ITEM TITLE: Roving Xmas Tree

PRESENTED BY: Cindy Wright PHONE: 819-1520 (Day)

_____ (Night)

BACKGROUND REVIEW/PROPOSAL:

For the last 10 years our family has shared the Roving Christmas Tree with Hayden. Our family has changes in availability. We don't want Hayden to lose the Roving Xmas Tree - but we are finding it more difficult to continue without including community help.

Please attach any extra information, including maps, that you wish to have included in the Council packets.



Town Council Agenda Item

MEETING DATE: December 3, 2015

AGENDA ITEM TITLE: Town Council Meeting Schedule

AGENDA SECTION: New Business

PRESENTED BY: David Torgler, Town Manager

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND REVIEW: The Town of Hayden Home Rule Charter presented the Charter to the citizens of the Town of Hayden, Colorado. The Charter was prepared by the nine elected members of the Commission in accordance with Article XX of the Colorado Constitution and the Municipal Home rule Act of 1971. The Town of Hayden Home Rule Charter was adopted by the citizens on July 21, 2009.

Article 2 – Town Council Section 2-10 Meetings of Town Council (a) Regular Meetings. The Town Council shall schedule a regular meeting at least once each month at a day, hour and place to be fixed by the Council. Adopting the 2016 schedule by motion meets the requirement for the Town Council to fix a day, hour and place for a regular meeting.

RECOMMENDATION: Move to adopt the 2016 Town Council Meeting Schedule as presented.

TOWN COUNCIL PROPOSED
MEETING DATES 2016

January 7
January 21
February 4
February 18
March 3
March 17
April 7
April 21
May 5
May 19
June 2
June 16
July 7
July 21
August 4
August 18
September 1
September 15
October 6
October 20
November 3
November 17
December 1
December 15

Meetings will be located at Hayden Town Hall at 7:30 p.m.

Reference:

Town of Hayden Home Rule Charter

- Section 2-10 Meetings of Town Council



Town Council Agenda Item

MEETING DATE: December 3, 2015

AGENDA ITEM TITLE: Setting a Public Hearing and First Reading of Ordinance 670 amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers, of the Hayden Municipal Code.

AGENDA SECTION: New business

PRESENTED BY: David Torgler

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:

Pursuant to Town codes, State revolving loan covenants and consideration to successfully fund and properly repair, maintain and operate the water and sanitary sewer utility systems, the Town Council and staff discussed the need to increase certain utility fees during the annual budget discussion. Ordinance 670 reflects the rates determined to be necessary, increasing plant investment fees, the sanitary sewer base fee, water use rates and sanitary sewer rates. The projected average user monthly cost increase, for both water and sanitary sewer, is \$3.19 and \$2.37 for seniors.

RECOMMENDATION:

To set a public hearing for the next Town Council meeting that is on or after December 17, 2015, and to adopt Ordinance 670 on First Reading.

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the above recommendation.

The Town Council will not have a quorum for the regularly scheduled December 17th meeting due to the Elementary School holiday program so the Town Council should decide whether to meet sometime after December 17th or to wait until the regularly scheduled January 7, 2016 meeting to hold a public hearing on Ord 670 and consider adoption on Second Reading.

ORDINANCE NO. 670

AN ORDINANCE AMENDING CHAPTERS 13.08 PLANT INVESTMENT FEES, 13.60, WATER AND SEWER RATES AND 13.80, KEY PUMP WATER CUSTOMERS, OF THE HAYDEN MUNICIPAL CODE

RECITALS

1. The Town of Hayden, Colorado (the "Town") is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Town of Hayden Home Rule Charter (the "Charter").
2. The Town is the owner of a municipal water and wastewater system (the "System"), which System historically has been operated on a self-supporting basis with its financial operations accounted for in a water and sewer enterprise fund of the Town.
3. The Hayden Town Council has determined fee increases are necessary to fund and properly repair, maintain and operate the water and sanitary sewer utility systems and therefore it is necessary to amend Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers of the Hayden Municipal Code updating fees.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO:

Section 1. Adoption.

Chapter 13.08.010 is deleted and the following substituted:

13.08.010 Plant Investment Fees Designated.

Plant Investment Fees for the privilege of tapping or connecting with the Town water and sanitary sewer systems to serve properties located within the corporate limits of the Town are imposed and established on the basis of the following Customer Classification System. Each customer classification is assigned an equivalent residential use unit (EQR). This equivalent residential use unit is multiplied times seven thousand three hundred dollars (\$7,300.00) to determine the Water Plant Investment Fee for each customer classification and times five thousand nine hundred dollars (\$5,900.00) to determine the Sewer Plant Investment Fee for each customer classification.

Chapter 13.60 of the Hayden Town Code is hereby amended as follows:

Section 13.60.010, B. is hereby deleted and the following substituted:

B. The Monthly Water User Fee is equal to:

1. The base rate equals thirty-six dollars and thirteen cents (\$36.13) per EQR, plus,
2. The metered rate which shall be equal to the following stated amounts for the listed user:
 - a. Residential user:

- i. \$0.00375 per gallon of metered usage up to a total of six thousand (6,000) gallons of metered usage per billing period; and
 - ii. \$0.00393 per gallon of metered usage more than six thousand one (6,001) gallons and up to twelve thousand (12,000) gallons of metered usage per billing period; and
 - iii. \$0.00427 per gallon of metered usage more than twelve thousand one (12,001) gallons of metered usage per billing period.
- b. Commercial user:
 - i. \$0.00375 per gallon of metered usage up to a total of twelve thousand five hundred (12,500) gallons of metered usage per billing period; and
 - ii. \$0.00393 per gallon of metered usage more than twelve thousand five hundred one (12,501) gallons and up to twenty-five thousand (25,000) gallons of metered usage per billing period; and
 - iii. \$0.00427 per gallon of metered usage more than twenty-five thousand one (25,001) gallons of metered usage per billing period.
- c. Senior citizen user:
 - i. The metered rate for senior citizens is equal to sixty percent (60%) of the metered rate for residential users.
- d. Non-profit user:
 - i. \$0.00375 per gallon of metered usage up to a total of twelve thousand five hundred (12,500) gallons of metered usage per billing period;
 - ii. \$0.00393 per gallon of metered usage more than twelve thousand five hundred one (12,501) gallons and up to twenty-five thousand (25,000) gallons of metered usage per billing period; and
 - iii. \$0.00427 per gallon of metered usage more than twenty-five thousand one (25,001) gallons of metered usage per billing period.
- e. Out-of-Town users:
 - i. The metered rate for all out-of-Town users, e.g. commercial, residential or senior citizen, is equal to two hundred percent (200%) of the metered rates reflected above.
- 3. Non-metered rate equals the average monthly usage amount for an equivalent customer type, i.e., total gallons metered divided by number of metered water customers for an equivalent customer type, for the billing period times the metered rate for such billing period.

Section 13.60.030, B. is hereby deleted and the following substituted:

B. The Monthly Sewer User Fee is equal to:

- 1. Base rate equals sixteen dollars and forty two cents (\$16.42) per EQR, plus

2. The Metered Rate, which shall be equal to an average number of gallons metered to a customer during the months defined in the metered rate formula, times a multiplier equal to \$0.00364 per gallon of metered usage. If no average has been established for a customer during the months defined in the metered rate formula, the user shall pay a fee equal to the average as established for all customers until an average for the user can be established.

Section 13.60.030, C. is hereby deleted.

CHAPTER 13.80 of the Hayden Town Code is hereby amended as follows:

1. Section 13.80.020 is hereby deleted and the following substituted:

The metered rate for water delivered to key pump water customers shall be computed as follows:

- A. \$.00751 per gallon of metered usage up to a total of three thousand (3,000) gallons of metered usage per billing period; and
- B. \$.00784 per gallon of metered usage more than three thousand one (3,001) gallons and up to eight thousand (8,000) gallons of metered usage per billing period; and
- C. \$.01720 per gallon of metered usage more than eight thousand (8,000) gallons of metered usage per billing period.

Section 2. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 3. Effective Date. This Ordinance shall be in full force and effect as of January 1, 2016.

Section 4. Public Hearing. A public hearing on this Ordinance was held on the ___ day of _____, 201___, at 7:30 p.m. at the Hayden Town Hall, 178 West Jefferson Avenue, Hayden, Colorado.

INTRODUCED, READ, AND ORDERED PUBLISHED PURSUANT TO SECTION 3-3 (d) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE 3rd DAY OF DECEMBER, 2015.

James M. Haskins, Mayor

ATTEST

Sharon Johnson, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED PURSUANT TO SECTION 3-3 (h) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE ____ DAY OF _____, 201__.

James M. Haskins, Mayor

ATTEST

Sharon Johnson, Town Clerk

2016 WATER, SEWER & TRASH RATES & FEES

RATE CODE	DESCRIPTION	RATE
101	WATER – RESIDENTIAL	\$.00375 – 0-6,000 GALLONS \$.00393 – 6,001-12,000 GALLONS \$.00427 – 12,001+ GALLONS
102	WATER – SENIOR CITIZEN	\$.00226 – 0-6,000 GALLONS \$.00236 – 6,001-12,000 GALLONS \$.00257 – 12,001+ GALLONS
103	WATER – OUT OF TOWN	\$.00751 – 0-6,000 GALLONS \$.00786 – 6,001-12,000 GALLONS \$.00855 – 12,001+ GALLONS
104	WATER – SENIOR CITIZEN OUT OF TOWN	\$.00451 – 0-6,000 GALLONS \$.00472 – 6,001-12,000 GALLONS \$.00514 – 12,001+ GALLONS
105	WATER – COMMERCIAL	\$.00375 – 0-12,500 GALLONS \$.00393 – 12,501-25,000 GALLONS \$.00427 – 25,001+ GALLONS
106	WATER – NON-PROFIT	\$.00375 – 0-12,500 GALLONS \$.00393 – 12,501-25,000 GALLONS \$.00427 – 25,001+ GALLONS
107	WATER – KEY PUMP	\$.00751 – 0-3,000 GALLONS \$.00784 – 3,001-8,000 GALLONS \$.01720 – 8,001+ GALLONS
111	WATER – UNMETERED RESIDENTIAL	CALCULATED MONTHLY
112	WATER – UNMETERED SENIOR CITIZEN	CALCULATED MONTHLY
113	WATER – UNMETERED OUT OF TOWN	CALCULATED MONTHLY
114	WATER – UNMETERED SENIOR OUT OF TOWN	CALCULATED MONTHLY
115	WATER – UNMETERED COMMERCIAL	CALCULATED MONTHLY
116	WATER – UNMETERED NON-PROFIT	CALCULATED MONTHLY
201	WATER BASE – RESIDENTIAL	\$37.58 PER EQR
202	WATER BASE – SENIOR CITIZEN	\$22.54 PER EQR
203	WATER BASE – KEY PUMP	\$50.68
301	SEWER - \$3.64	SEWER AVERAGE X .00364
302	SEWER - \$15.55	\$15.55
401	SEWER BASE	\$16.42 PER EQR
501	RESIDENTIAL TRASH SERVICE	\$17.78
502	SENIOR TRASH SERVICE	\$12.98
503	RESIDENTIAL TRASH WITH EXTRA CONTAINER	\$24.85
504	SENIOR TRASH WITH EXTRA CONTAINER	\$20.05
1901	PENALTY	18% PER ANNUM
2000	DISCONNECT FEE	\$30.00
2001	RECONNECT FEE	\$30.00
2101	BROKEN METER CHARGE	ACTUAL COST OF METER
N/A	WATER TAP FEE	\$7,300.00 PER EQR
N/A	SEWER TAP FEE	\$5,900.00 PER EQR



Town Council Agenda Item

MEETING DATE: December 3, 2015

AGENDA ITEM TITLE: Resolution 2015-38 approving an engagement letter and professional services agreement with CliftonLarsonAllen, LLC for the provision of accounting and financial services for a flat fee of \$4,750 per month.

AGENDA SECTION: New Business

PRESENTED BY: David Torgler

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:

Accounting Services:

The Town's business operations require that certain financial operations are provided in accordance with Generally Accepted Accounting Practices (GAAP) as set by the Governmental Accounting Standards Board (GASB). In the past these services have been provided by one individual without assistance and/or back-up which creates instability for the Town's financial operations. Since June 2014 the Town has been assisted in its accounts payable, payroll, the preparation of year-end financial reports, preparation of tax reporting documents and submitting requested information to the Town auditors by CliftonLarsonAllen, LLC (CLA). CLA is a provider of municipal accounting and financial services in the State of Colorado.

Attached is a letter proposing services to be provided by CLA (attachment to Resolution 2015-38) with no increase in monthly fees.

I am recommending that the Town continue to privatize this financial operation and retain CliftonLarsonAllen, LLC (CLA), a provider of municipal accounting and financial services in the State of Colorado at a cost of \$4,750 per month (or \$57,000 annually) plus other out-of-pocket direct costs such as delivery charges, postage and mileage. Out of scope services will include such things as drafting of audit work paper schedules if requested by the Town will be billed according to the hourly rates stated in the agreement.

The annual cost to hire this firm versus hiring a Finance Director is as follows:

	Annual Cost	
CLA Accounting:	\$ 73,253.01	Actual cost, June 2014 - May 2015
Finance Director:	\$ 85,436.82	
Approximate Savings:	\$ 12,183.81	
Finance Director:		
Salary	\$ 57,794.00	Entry level wage
Benefits	\$ 27,642.82	based on family medical insurance and participation in the retirement plan
Total	\$ 85,436.82	

CLA began more than fifty years ago and is today among the nation's top ten accounting firms and has approximately ninety locations across twenty one states, including three locations in Colorado. The firm employs over 1,550 CPA's and is considered one of the best places to work in the nation. The firm conducts and passes peer reviews every three years with an independent peer review of their system of quality control for their accounting and auditing practice.

Town staff will still handle accounts receivable and the following tasks/items would be handled in-house by Town employees and not performed by CLA:

- 1.) Cash receipts (receipt of, coding into Caselle, and daily bank deposits)
- 2.) Budget preparation, projections, note disclosures, drafting of report, etc., including participation of budget meetings (both staff as well as Council work sessions)
- 3.) Drafting of audit report and audit work-papers [Note: This would actually be performed by independent auditor]
- 4.) Utilities billings and A/R collections related to water and sewer
- 5.) Presentation of monthly financial statements/Treasurer's Report to Town Council

The accounts receivable, mostly utility billing has historically been performed under the direction of the Town Clerk and this proposal will not change this financial operation. The Town Hall still needs a contact person for utility customers, to staff the telephones, to direct walk-in customers and handle many tasks related to Town administration.

Staffing:

The proposal to hire a professional accounting firm to provide services to the Town, and to retain a part time Deputy Clerk to assist with accounts receivable, accounts payable and payroll services, staff assistance with financial operations, and to assist the Town Clerk with her responsibilities such as record keeping, assisting the public, helping to cover for employee vacations and elections.

RECOMMENDATION:

For the Town Council to approve Resolution 2015-38.

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the above recommendation.

RESOLUTION 2015-38

A RESOLUTION APPROVING AN ENGAGEMENT LETTER AND PROFESSIONAL SERVICES AGREEMENT WITH CLIFTON LARSON ALLEN, LLC FOR THE PROVISION OF ACCOUNTING AND FINANCIAL SERVICES FOR A FLAT FEE OF \$4,750 PER MONTH

RECITALS

1. The Town's business operations require that certain financial operations are provided in accordance with Generally Accepted Accounting Practices (GAAP) as set by the Governmental Accounting Standards Board (GASB).
2. CliftonLarsonAllen, LLC (CLA) is a private firm providing accounting and financial services for many municipal and private business clients in the State of Colorado and is familiar with the Town's accounting system provider, Civic Systems, and its Caselle and Clarity software.
3. The Town of Hayden will benefit by hiring of CLA and its team of certified public accountants through CLA's experience in municipal accounting, the use of CPA's, having access to more than one staff person assigned to provide the Town's financial needs, the interaction of CLA's CPA's with the Town's auditor in the annual review of the Town's financial practices, the consultant services CLA can provide for the Town when changes are adopted by GASB to apply accounting standards to municipal operation, and to smoothly transition when a staff person assigned to provide the Town's financial services is no longer available to provide these services.
4. The Town of Hayden, a Home Rule Municipality, desires to hire CLA to provide certain services as stated in the engagement letter and the accompanying Professional Services Agreement for accounting services including compiled financial statements as shown on Attachment A hereto, for a flat fee of \$4,750 per month.
5. The Hayden Home Rule Charter, Article 8, Section 8-2 Contracts, stipulates that except as otherwise prescribed by the Town Council, the Town Council shall approve all contracts for the Town.

NOW, THEREFORE BE IT RESOLVED BY THE HAYDEN TOWN COUNCIL AS FOLLOWS:

Section 1. That the Town Council hereby approves the CliftonLarsonAllen, LLC engagement letter and the accompanying Professional Services Agreement for accounting services including compiled financial statements as shown on Attachment A hereto.

Section 2. The Town Council hereby authorizes the signature of the Mayor on the documents necessary to complete this engagement.

Section 3. This Resolution shall be in full force and effect upon its passage and adoption.

INTRODUCED, PASSED, APPROVED, AND RESOLVED THIS 3rd DAY OF DECEMBER 2015.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk



CliftonLarsonAllen

CliftonLarsonAllen LLP
 8390 East Crescent Parkway, Suite 600
 Greenwood Village, CO 80111
 303-779-5710 | fax 303-779-0348
 CLAAconnect.com

June 12, 2015

Board of Directors
 Town of Hayden
 Council Members

Dear Council:

CliftonLarsonAllen ("CLA") is pleased to serve the Town of Hayden (hereinafter "you") as your professional accountants. The purpose of this engagement letter and the accompanying Professional Services Agreement is to confirm the terms of our agreement. This letter and the attached Professional Services Agreement also clarify the nature and limitations of the nonattest services CLA will provide for calendar year 2015.

Carrie Bartow will be the relationship principal responsible for the services to be provided to you. She will be assisted on this engagement by Dawn Jones, Engagement Director and Norman Smith, Accountant. In addition to the services that we are to provide under this engagement letter, we would also be pleased to assist the Town on other issues as they arise throughout the year. Any such future services are outside the scope of this engagement and their terms would be covered by a separate engagement letter.

Services to be Provided

Our nonattest services will include preparation of financial statements and basic accounting records from information that you will provide. We will provide to you financial statements prepared in accordance with the *Statements on Standards for Accounting and Review Services* (SSARS) issued by the American Institute of Certified Public Accountants. Our services will include the following:

- For each Fund of the Town, prepare and maintain the following accounting records:
 - Cash Receipts Journal
 - Cash Disbursements Journal
 - General Ledger
 - Accounts Receivable Journals and Ledgers
 - Prepare a schedule of disbursements for the Council's approval
 - Reconcile bank accounts and investment ledgers
 - Detailed development fee records
- Review and process A/P twice a month. Our review should not be relied upon as the final authorization for the transactions we review.
- Issue compiled financial statements and applicable supplemental schedules monthly or as requested by the Town's Council.
- Manage and maintain detailed records of all cash funds of the Town in accordance with the Town's investment policy as directed by the Council.
- Submission of all financial report filings applicable to the Town, including: preparation and filing of CTF report; preparation and filing of HUTF report; filing of budget; filing of audit report; preparation and filing of mill levy certification; any others that apply.
- Process bi-weekly payroll.

- Prepare and file federal quarterly and year end tax reports as necessary. Such reports/filings will be limited to the 941, W-2, W-3, 1099 and 1096.
- Populate budget model (provided by Town) with year to date actual revenues and expenditures.
- Monitor compliance with loan, grant and lease documents and prepare and submit continuing disclosure reports as required.

CliftonLarsonAllen Municipal Advisors (“CLAMA”) is a registered municipal advisor. Municipal advisor services with CLAMA will be covered by a separate engagement letter.

CLA is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the “Act”). CLA is not recommending an action to you, is not acting as an advisor to you, and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. You should discuss any information and material contained in the deliverables with any and all internal and external advisors that you deem appropriate before acting on this information or material.

Our Fees and Payment Terms

The charges for our work to provide the aforementioned services will be a flat fee of \$4,750 per month. In addition to the flat fee, we may incur other, out-of-pocket, direct costs in the handling of the Town’s financial matters. These costs may include, but are not limited to, photocopying charges, delivery charges, postage, and mileage. These costs will also be billed on a monthly basis.

We also understand the Town is requesting our assistance in the conversion of the accounting software to a new platform. The charges for our work related to this additional service will be based upon the time involved and will be billed at the following hourly rates:

Principal	\$150 - \$190
Manager/Engagement Director	\$105 - \$130
Professional staff	\$ 75 - \$ 95
Accounting services staff	\$ 50 - \$ 65
Staff accountant	\$ 85 - \$125
Administrative support	\$ 40 - \$ 50

If a bill is not paid within 30 days from its date, you agree that the unpaid balance shall draw interest at the monthly rate of 1 1/2%, which is an annual percentage rate of 18%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Out of Scope Services

You agree that the following services will be provided, either by Town employees or other contractors, and are not part of our engagement letter:

- Processing and coding of cash recipients
- Budget preparation, projections, note disclosures, and attendance of budget work sessions
- Drafting of audit report and audit work-paper schedules
- Utility billings and A/R collections related to the Town’s water and sewer enterprises
- Presentation of monthly financial statements and attendance at Town Council meetings

Town of Hayden
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We would be glad to assist the Town, should the need arise, to provide services related to the above out-of-scope services that the Town may request. Our charges for providing such services will be based on either an agreed upon flat fee or our hourly rates, as agreed upon by both parties. At no time will we perform any out-of-scope services unless directed and requested by the Town in advance.

Agreed and Accepted

This engagement letter and the attached Professional Services Agreement constitute the entire agreement regarding services to be provided to you and will supersede all prior agreements, understandings, negotiations, and discussions between us relating to the scope of services described in this letter, whether oral or written. This agreement may be supplemented only by other written agreements.

If the above terms, and the terms and conditions of the accompanying Professional Services Agreement, are in accordance with your understanding and acceptable to you, please sign and date on the next page, and send a signed copy to us. This engagement letter should not be signed unless the Professional Services Agreement is attached and you have read and understand and agree to its terms.

We very much appreciate the opportunity to serve you and will be pleased to discuss any questions you may have.

Sincerely,

CliftonLarsonAllen LLP



Carrie Bartow, CPA
Principal, Outsourcing Team
(303) 779-5710
Carrie.Bartow@CLAconnect.com

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The services described in the foregoing letter and the Professional Services Agreement are in accordance with our requirements, and we understand and agree to the terms and conditions recited above.

Town of Hayden

By _____

Title _____

Date _____

Professional Services Agreement Accounting Services Including Compiled Financial Statements

This Professional Services Agreement, together with the engagement letter, represents the terms and conditions relating to the services CliftonLarsonAllen LLP will provide to your Town. This Professional Services Agreement is an integral part of the terms of our engagement and contains important and critical information. You should read it carefully before signing the engagement letter and contact us if you have any questions.

Procedures and Limitations

We emphasize that our compilation engagement is substantially less in scope than an audit conducted in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Our compilation engagement is also substantially less in scope than a review of your financial statements performed in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants and will not satisfy any regulatory, contractual, or other requirements for an audit or review in accordance with auditing or review standards. We ask that you do not, in any manner, refer to this as an audit or a review.

You understand that circumstances may exist or may arise that would preclude us from issuing our compilation report. We will inform you if we discover circumstances that will have an effect on our engagement. If, for any reason, we are unable to complete the engagement, we may decline to issue a report and terminate our engagement. If these circumstances occur, we will bill you; you agree, under the terms of this letter, to pay for our time and expense incurred prior to the termination of our engagement.

This service is not specifically designed, and should not be relied upon, to disclose fraud, defalcations, other illegal acts, or errors or similar irregularities, should any exist. However, we will inform the appropriate level of Management of any material errors and of any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures, regarding illegal acts that may have occurred unless they are clearly inconsequential. We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. We would document the actual terms and fees of such an

engagement in a separate engagement letter to be signed by both you and CliftonLarsonAllen LLP.

Our services under this agreement are not designed to provide assurance on internal control or to identify significant deficiencies. Because we will not perform such a study and evaluation, internal control deficiencies that exist may not come to our attention.

Under the AICPA Code of Professional Conduct, the services we are providing impair our independence and, accordingly, we are prohibited from providing attest services for any period during which we provide these services. Our compilation report will state that we are not independent with respect to the Town.

Basis of Accounting

The accounting records of your Town are prepared on the modified accrual basis of accounting. Accordingly, accounts receivable, accounts payable, and accruals should be reflected on your accounting records and in your financial statements. Revenues should be reflected when measurable and available, whether or not collected; expenditures should be reflected when incurred, whether or not paid except for interest expense and certain "prepaid" amounts.

To the extent practicable from information you submit to us, such receivables, payables, accruals, earned revenue, and expenditures incurred will be reflected on a monthly basis. However, it is not anticipated that all accruals will be adjusted from month-to-month.

We understand you have elected to omit the management's discussion and analysis, government-wide financial statements and substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures and statements were included in the financial statements, they might influence the user's conclusions about the Town's financial position and results of operations. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Your Responsibilities for the Fair Presentation of Financial Statements, Internal Control and Accounting Services We Perform

The Board of Directors is responsible for the proper recording of transactions, for the safeguarding of assets, and for the substantial accuracy of the financial statements. Although our firm prepares your accounting records and financial statements, the records and statements are the representations of the Board of Directors.

We may make recommendations concerning your accounting system and system of internal control that we do not maintain. Because our engagement does not include review and evaluation of these systems, any failures or inadequacies of your accounting records or financial statements resulting from inadequacies of these systems, or losses that you may suffer as a result, are exclusively your responsibility.

You agree to accept responsibility for any effect on your accounting records and financial statements of basic financial information or transaction documents not submitted to us for processing and entry, or losses which may result from this absence.

Limitation on Who May Use Our Services

It is our understanding that the primary intent of engaging our professional services is for the benefit of the Town's Board of Directors.

Ownership, Retention, Access and Production of Workpapers and Original Documents

The working papers supporting the services we perform are the sole and exclusive property of CliftonLarsonAllen LLP and constitute confidential and proprietary information. We do not provide access to our workpapers to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers in accordance with our record retention policy that typically provides for a retention period of seven years.

We will provide access to workpapers to applicable regulators for their regulatory oversight purposes. Access to the requested workpapers will be provided to the regulators under the supervision of CliftonLarsonAllen LLP personnel and at a location designated by our firm.

In the event our workpapers are subpoenaed, we will require that your legal counsel assist us in obtaining a protective order, to prevent public disclosure of our

workpapers. Should we ultimately be required by a regulatory agency, subpoena, or other enforceable action to produce copies of our workpapers, you agree to reimburse us for the time and out-of-pocket expense, including our legal fees, necessary to comply with such order.

At the conclusion of our services, we will promptly return to you all of your original documents and records. Your original records are the primary records for your operations and comprise the principal back up and support for your financial statements. You should take the appropriate actions necessary to safeguard and preserve these original records. Any information that may be contained in our working papers is not a substitute for your own original records.

Our Consent and Dissemination of Financial Statements and Other Information

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied upon, reproduced or otherwise distributed without the written consent of CliftonLarsonAllen LLP.

With regard to electronic filings, such as in connection with the World Wide Web area of the Internet, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In the interest of facilitating our services to you, we may communicate by sending electronic mail over the Internet or by facsimile transmission. Such communications may include information that is confidential to the Town. You acknowledge that e-mail travels over the public Internet, which is not a secure means of communication and, thus, confidentiality of the transmitted information could be compromised through no fault of our firm. Unless you issue specific instructions to do otherwise, we will assume that you consent to our use of these electronic devices and facsimile transmissions during this engagement as we deem appropriate. In addition, we mutually agree that the engagement letter, including the professional services agreement, may be executed electronically.

Additional Provisions required by CRS 8-17.5-102(2)(a)(I) & (II)

Unlawful Employees, Contractors and Subcontractors: CliftonLarsonAllen LLP (Contractor) shall not knowingly employ or contract with an illegal alien to perform work under this Contract. Contractor shall not knowingly contract with a subcontractor that (a) knowingly employs or contracts with an illegal alien to perform work under this Contract or (b) fails to certify to the Contractor that the subcontractor will not knowingly employ or contract with an illegal alien to perform work under this Contract. [CRS 8-17.5-102(2)(a)(I) & (II).]

Verification Regarding Illegal Aliens: Contractor has verified or attempted to verify through participation in the E-Verify Program or the Department Program (as defined in Sections 8-17.5-101(3.3) and (3.7), CRS) of the state of Colorado that Contractor does not employ any illegal aliens.

Limitation Regarding E-Verify Program and the Department Program: Contractor shall not use the E-Verify or the Department Program procedures to undertake pre-employment screening of job applicants while performing this Contract. CRS 8-17.5-102(2)(b)(II).]

Duty to Terminate a Subcontract; Exceptions: If Contractor obtains actual knowledge that a subcontractor performing work under this Contract knowingly employs or contracts with an illegal alien, the Contractor shall, unless the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien:

(1) notify the subcontractor and the Town within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

(2) terminate the subcontract with the subcontractor if, within three days of receiving notice that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien, the subcontractor does not stop employing or contracting with the illegal alien. [CRS 8-17.5-102(2)(b)(III)(A) & (B).]

Duty to Comply with State Investigation: Contractor shall comply with any reasonable request of the Colorado Department of Labor and Employment made in the course of an investigation pursuant to C.R.S. 8-17.5-102 (5). [CRS 8-17.5-102(2)(b)(IV).]

Damages for Breach of Contract: In addition to any other legal or equitable remedy the Town may be entitled to for a breach of this Contract, if the Town terminates this Contract, in whole or in part, due to Contractor's breach of any of these additional provisions, Contractor shall be liable for actual and consequential damages to the Town.

Other Matters

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as professional accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any tax return, report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

For all purposes, we mutually agree that the laws of the State of Colorado will govern any disputes regarding this engagement, excepting those relating to choice of laws. In the event that any portion of this professional services agreement or the attached engagement letter is deemed invalid or unenforceable, that finding shall not invalidate the remainder of the engagement letter or professional services agreement.

Entire Agreement

The attached engagement letter and this Professional Services Agreement constitute the entire agreement regarding services to be provided to you and supersedes all prior agreements, understandings, negotiations, and discussions between us relating to the scope of services described in the attached engagement letter, whether oral or written. This agreement may be supplemented by other written agreements and is null and void if not executed within sixty days of the date on the initial page of the agreement.

This Professional Services Agreement is an integral part of the terms of our engagement and contains important and critical information. You should read it carefully before signing the engagement letter, and contact us if you have any questions.

