AGENDA
HAYDEN TOWN COUNCIL MEETING
THURSDAY, MARCH 19, 2020
7:30 P.M.
HAYDEN TOWN HALL – PLEASE NOTE THAT DUE TO COVID-19 PANDEMIC MEETINGS TILL MAY 7, 2020 WILL BE DONE VIRTUALLY VIA ZOOM MEETING WITH THE BELOW INFORMATION:
Join Zoom Meeting
https://zoom.us/j/613895621
Meeting ID: 613 895 621
One tap mobile
1-669-900-9128,,613895621# US (San Jose)
1-346-248-7799,,613895621# US (Houston)

THE TOWN WILL ALSO BE ATTEMPTING TO BROADCAST MEETINGS ON FACEBOOK LIVE AT THE TOWN’S FACEBOOK PAGE AT https://www.facebook.com/coloradohayden/

*OFFICIAL RECORDINGS AND RECORDS OF MEETINGS WILL BE VIA ZOOM NOT FACEBOOK*

WORK SESSION 7:00 – 7:30 PM
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 March 19, 2020 Page 3

3. CONSIDERATION OF BILLS
   A. Consideration to ratify payment bill vouchers dated March 10, 2020 in the amount of $5,000.00 Page 12
   B. Consideration to approve payment bill voucher dated March 11, 2020 in the amount of $615,917.62 Page 13
   C. Consideration to approve payment bill voucher dated March 17, 2020 in the amount of $1,909.50 Page 19

4. PUBLIC COMMENTS
   Citizens are invited to speak to the Council on items that are not on the agenda. There is a 3 minute time limit per person, unless otherwise noted by the Mayor. Please note that no formal action will be taken on these items during this time due to the open meeting law provision; however, they may be placed on a future posted agenda if action is required.

5. PROCLAMATIONS/PRESENTATIONS

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.
6. CONSENT ITEMS

7. OLD BUSINESS

8. NEW BUSINESS
   A. Review and Adoption of Resolution 2020-05 Adopting the Emergency Operations Plan and Delegation of Authority
   B. Review and Adoption of Emergency Ordinance 696 Declaring a State of Emergency Due to COVID-19 Pandemic
   C. Review and Adoption of Updated Mutual Aide Agreement with Routt County
   D. Review and Adoption of Resolution 2020-06 A Resolution Approving Town Council Meeting Special Procedures During Declared Disasters or State of Emergencies
   E. Review and Accept January 31, 2020 Financial Statements

9. PULLED CONSENT ITEMS

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

11. EXECUTIVE SESSION

12. ADJOURNMENT
Work Session

Staff & Councilmember Reports

Recreation
Mathew Mendisco for Josh Jones, Town Manager: None

Police
Greg Tuliszewski, Chief of Police: None

Public Works
Alex Evonitz, Director of Public Works: None

Administration
Town Manager, Mathew Mendisco: Full staff reports will be given at March 19th, 2020 Council Meeting.
Mary Alice is currently working on three separate subdivisions.

Councilmembers
Councilmember Zach Wuestewald informed us of questions that were brought up at Round Table hosted at Yampa Valley Regional Airport; Schools funding, bank funding, multiple mortgages, car payments, bussing of children if schools close. Possibility of 800 jobs in Moffat county lost. What jobs could we bring to the valley to supplement the loss of economy that we will lose? No possibility of bringing anything to bring the same revenue.

Staff reports will continue at the end of the meeting.

Mayor Redmond called the regular meeting of the Hayden Town Council to order at 7:31 p.m. Councilmembers Engle, Meek, and Hagins, and present. Councilmember Wuestewald joined at 7:36 p.m. Also present were Town Manager, Mathew Mendisco, Deputy Town Clerk, Andrea Salazar, Police Chief, Greg Tuliszewski, and Public Works Director, Alex Evonitz.

Opening Prayer Mayor Redmond offered the opening prayer.

Pledge of Allegiance Mayor Redmond led the Pledge of Allegiance.

Minutes – February 20, 2020


Public Comments None.

Proclamations/ None.
Presentations
Review and Consider Donation Request from Yampa Valley Autism Program
Heidi Mendisco Operation TITLE requesting funds to serve more children in Hayden area. Would like to expand the offered programs to Hayden Totally Kids with developmental disabilities. We would like to keep them with their peers in Hayden, vs traveling to Steamboat. Councilmember Meek moved to approve the donation request from Yampa Valley Autism Program in the amount of 1,500.00. Mayor Redmond seconded. Roll call vote. Councilmember Engle – aye. Councilmember Meek – aye. Councilmember Hagins – aye. Mayor Redmond – aye. Councilmember Wuestewald – aye. Motion carried.

Consent Items
None.

Old Business
Review and Consider Approval of Conditions Survey

Review and Ratify Real Estate Contract to Purchase Secondary School from Hayden School District

New Business
A. Vacation of Portion of E Lincoln Avenue
a. Public Hearing:
Ordinance 694 An Ordinance Vacating a Portion of East Lincoln Avenue Adjacent to 198 E Lincoln Avenue and 200 N Walnut Street as Described in Attachment 1 Attached Hereto, Reserving a Public Utility Easement to the Town of Hayden on Behalf of the Public as Described in Quit Claim Deeds and as Shown and Noted on the Hayden Granary Final Plat Which Are Recorded in the Records of the Routt
Mayor Redmond opened the public hearing on Ordinance 694 at 8:07 p.m. There were no public comments. Mayor Redmond closed the public hearing at 8:08.
b. 2nd Reading and Consideration for Approval of Ordinance 694, An Ordinance Vacating a Portion of East Lincoln Avenue Adjacent to 198 E Lincoln Avenue and 200 N Walnut Street as Described in Attachment 1 Attached Hereto, Reserving a Public Utility Easement to the Town of Hayden on Behalf of the Public as Described in Quit Claim Deeds and as Shown and Noted on the Hayden Granary Final Plat Which Are Recorded in the Records of the Routt County Clerk and Recorder, Authorizing the Mayor to Execute Quit Claim Deeds on Behalf of the Town, and Providing an Effective Date

Mary Alice Page-Allen, Town Planning & Economic Development Director, noted that staff has provided a recommendation for approval with the findings of fact and conditions of approval as noted in the staff report on this matter. She added that the 1st Reading of this ordinance was completed on February 20, 2020 and that the referenced Termination of Licenses are on the agenda for Town Council’s consideration as well.

Councilmember Hagins moved to approve Ordinance 694, An Ordinance Vacating a Portion of East Lincoln Avenue Adjacent to 198 E Lincoln Avenue and 200 N Walnut Street as Described in Attachment 1 Attached Hereto, Reserving a Public Utility Easement to the Town of Hayden on Behalf of the Public as Described in Quit Claim Deeds and as Shown and Noted on the Hayden Granary Final Plat Which Are Recorded in the Records of the Routt County Clerk and Recorder, Authorizing the Mayor to Execute Quit Claim Deeds on Behalf of the Town, and Providing an Effective Date immediately after publication with the findings of fact that the proposed road right-of-way vacation is in compliance with the applicable provisions of the Hayden Development Code and Section 43-2-301, et seq, Colorado Revised Statutes, that the vacation will not leave any adjoining land without established public road access and it is appropriate to proceed with road right-of-way vacation of a portion of E Lincoln Avenue as proposed, and it is appropriate to not require compensation for the area of vacated right-of-way, subject to the following conditions:

1. An ordinance vacating road right-of-way as proposed, and authorizing the Mayor to execute a quit claim deed on behalf of the Town reserving a 15-foot-wide overhead electric utility easement and as shown and noted on the Hayden Granary Final Plat, shall be recorded with the Routt County Clerk & Recorder’s Office.
2. A Quit Claim Deed describing the vacated road right-of-way shall be recorded concurrently and after the ordinance vacating the road right-of-way.
3. A Final Plat, incorporating the vacated right-of-way property and dedicating a 15-foot-wide overhead electric utility easement, shall be recorded concurrently and after the ordinance vacating the road right-of-way.
4. Termination of Grant of License Agreement documents in the form as approved by the Hayden Town Council shall be recorded concurrently and after the ordinance vacating the right-of-way.
5. A snow removal and storage plan shall be submitted to and approved by the Town Manager prior to recording the ordinance vacating the road right-of-way.
c. Review, Consideration and Authorization to sign Termination of Grant of License by and between the Town of Hayden and Hayden Granary, LLC


d. Review, Consideration and Authorization to sign Termination of Grant of License by and between the Town of Hayden and 200 Walnut Granary, LLC


B. Hayden Granary Final Plat

a. Public Hearing: Hayden Granary Final Plat, a replat of 200 N Walnut Street and 198 E Lincoln Avenue and adjacent vacated portion of E Lincoln Avenue

Mayor Redmond opened the public hearing on the Hayden Granary Final Plat at 8:16 p.m. There were no public comments. Mayor Redmond closed the public hearing at 8:16 p.m.

b. Review and Consideration for Approval and Authorization to Sign the Hayden Granary Final Plat

Mary Alice Page-Allen, Town Planning & Economic Development Director, noted that staff has provided a recommendation for approval with the findings of fact and conditions of approval as noted in the staff report on this matter.

Mayor Redmond moved to approve and authorize the signing of the Hayden Granary Final Plat with the findings of fact that the Final Plat meets the standards of the Town of Hayden’s Development Code, is in general conformance with the intent and purpose of the Town of Hayden Comprehensive Plan and preserves the health, safety and welfare of the citizens of the Town of Hayden subject to the following conditions:

1. The Final Plat shall show and dedicate to the Town of Hayden on behalf of the public the following easements: 1) a 15-foot-wide public utility easement along the southern line of the lots; and 2) a 25-foot-wide water line easement across the northwest corner of proposed Lot 1.
2. The Final Plat shall be recorded within ninety (90) days from the date of approval by the Council unless an extension of this deadline is authorized in writing by the Mayor.

3. The Final Plat shall be recorded concurrently and after the ordinance authorizing and approving the Road Vacation.


C. Zone Change – Commercial (C) to Central Business District (CBD) – 198 E Lincoln Ave & 200 N Walnut St

a. Public Hearing: Ordinance 695 An Ordinance Rezoning Lots 1 and 2, Hayden Granary Final Plat, and Adjacent Portion of East Lincoln Avenue as described on Exhibit A attached hereto from Commercial (C) Zone District to the Central Business District (CBD) Zone District

Mayor Redmond opened the public hearing on Ordinance 695 at 8:21 p.m. There were no public comments. Mayor Redmond closed the public hearing 8:21 p.m.

b. 2nd Reading and Consideration for Approval of Ordinance 695, An Ordinance Rezoning Lots 1 and 2, Hayden Granary Final Plat, and Adjacent Portion of East Lincoln Avenue as described on Exhibit A attached hereto from Commercial (C) Zone District to the Central Business District (CBD) Zone District

Mary Alice Page-Allen, Town Planning & Economic Development Director, noted that the Planning Commission held a public hearing on this matter at their meeting held on February 13, 2020 and has forwarded a recommendation for approval with the findings of fact and conditions of approval as noted in the staff report on this matter. She added that the 1st Reading of this ordinance was completed on February 20, 2020.

Mayor Redmond moved to approve Ordinance 695, An Ordinance Rezoning Lots 1 and 2, Hayden Granary Final Plat, and Adjacent Portion of East Lincoln Avenue as described on Exhibit A attached hereto from Commercial (C) Zone District to the Central Business District (CBD) Zone District, and Providing an Effective Date with the findings of fact that the proposal meets the standards of the Town of Hayden’s Development Code, is in general conformance with the intent and purpose of the Town of Hayden Comprehensive Plan and preserves the health, safety and welfare of the citizens of the Town of Hayden, subject to the following conditions:

1. The approval of the rezoning is subject to approval of the 200 N Walnut Street Major Site Plan for Yampa Valley Brewing Company.
2. The approval of the rezoning shall be authorized and approved by an ordinance of the Hayden Town Council, and such ordinance recorded in the records of the Routt County Clerk and Recorder.


D. Conditional Use Permit – Yampa Valley Brewing Company

a. Public Hearing:
Resolution 2020-03 A Resolution of the Town Council for Hayden, Colorado Approving a Conditional Use Permit for 200 N Walnut Street, Lot 1, Hayden Granary Final Plat, 200 Walnut Granary LLC

Mayor Redmond opened the public hearing on Resolution 2020-03, A Resolution of the Town Council for Hayden, Colorado Approving a Conditional Use Permit for 200 N Walnut Street, Lot 1, Hayden Granary Final Plat, 200 Walnut Granary LLC at 8:24 p.m. There were no public comments. Mayor Redmond closed the public hearing at 8:24 p.m.

b. Review and Consideration for Approval of Resolution 2020-03 A Resolution of the Town Council for Hayden, Colorado Approving a Conditional Use Permit for 200 N Walnut Street, Lot 1, Hayden Granary Final Plat, 200 Walnut Granary – Conditional Use Permit to permit the Yampa Valley Brewing Company brewery tasting room and associated production operations in the CBD Zone District at 200 N Walnut Street

Mary Alice Page-Allen, Town Planning & Economic Development Director, noted that the Planning Commission held a public hearing on this matter at their meeting held on February 13, 2020 and has forwarded a recommendation for approval with the findings of fact and conditions of approval as noted in the staff report on this matter. She added that the 1st Reading of this ordinance was completed on February 20, 2020.


E. Yampa Valley Brewing Company – Incentive Request
Review and Consideration for Approval of Incentive Package for Yampa Valley Brewing Company LLC

Paul Brinkman introduced himself and outlined his companies’ current efforts throughout Hayden, and the basis for the incentive request.

Mary Alice Page-Allen, Town Planning & Economic Development Director, referred to the materials in the Council’s packet and the staff’s recommendation for approval of the incentive request outlined in the letter dated February 10, 2020.


F. Hayden Village Townhomes, Filing No. 2

a. Public Hearing: Hayden Village Townhomes, Filing 2, a Final Plat of 280 E Washington Avenue modifying common area parcels to add two (2) additional residential unit building sites.

Mayor Redmond opened the public hearing on the Hayden Village Townhomes, Filing No. 2, Final Plat at 8:30 p.m.

Justin Haynes 240 E Washington Avenue, voiced his concerns regarding how snow storage would be managed with the loss of the area now used for snow storage and how drainage would be managed. Mary Alice Page-Allen noted that snow storage and drainage plans are part of the submitted application materials. Applicant Paul Brinkman, Brinkman Properties LLC, outlined their plans regarding Hayden Village Townhomes. Mr. Brinkman also requested a change to recommended Condition 4 to abandon the water curb stop at CO/TCO versus prior to filing the Final Plat due to weather constraints.

There were no further public comments. Mayor Redmond closed the public hearing at 8:32 p.m.

b. Review, Consideration for Approval and Authorization to sign Hayden Village Townhomes, Filing 2, Final Plat

Councilmember Meek moved to approve and authorize the signing of the Hayden Village Townhomes, Filing No. 2, Final Plat with the findings of fact that the Final Plat meets the standards of the Town of Hayden’s Development Code, is in general conformance with the intent and purpose of the Town of Hayden Comprehensive Plan and preserves the health, safety and welfare of the citizens of the Town of Hayden subject to the following conditions:

1. The Final Plat shall be recorded within ninety (90) days from the date of approval by the Council unless an extension of this deadline is authorized in writing by the Mayor.
2. The Final Plat shall include the full extents of the Hayden Village Townhomes development, and the designation/redesignation of Unit Numbers shall comply with Hayden Addressing requirements.
3. Documentation shall be provided to Town staff, and reviewed by the Town Attorney if necessary, ascertaining that the Applicant has standing to partition and change the uses(s) of Common Elements.
4. Confirmation that the water curb located at the southeast corner of the property has been abandoned in accordance with Hayden Public Works Department requirements shall be provided prior to issuance of a CO/TCO.

5. Amended or restated Covenants that appropriately address the changes proposed by Hayden Village Townhomes, Filing No. 2, shall be submitted for review and approved by Town staff, and the Town Attorney if necessary. Said amended or restated Covenants shall be recorded concurrently with the Final Plat.


G. 2019 Supplement Budget
   a. Public Hearing:
      Resolution 2020-04 A Resolution Summarizing Expenditures and Adopting an Amended Budget for the Town of Hayden, Colorado for the Calendar Year Beginning on the First Day of January 2019 and Ending on the Last Day of December 2019

   b. Review and Consideration for Approval of Resolution 2020-04 A Resolution Summarizing Expenditures and Adopting an Amended Budget for the Town of Hayden, Colorado for the Calendar Year Beginning on the First Day of January 2019 and Ending on the Last Day of December 2019

   Mayor Redmond opened the Public Hearing for Resolution 2020-04 Amending the 2019 Budget at 8:48 p.m. No public comments were received. Mayor Redmond closed the hearing at 8:48 p.m.


H. Graves Consulting Proposal – Compensation Study
   Review and Consideration for Approval of Graves

   Councilmember Wuestewald moved to approve Graves Consulting Proposal for a Compensation Study, Staffing Analysis and Employee Survey. The Staffing Analysis

I. Financials
Review and Consideration for Acceptance of January 31, 2020 Financial Statements Draft

Idea item was tabled until the March 19th Town Council Meeting.

J. USDA Rural Business Development Grant
Review and Consideration for Approval of Application to USDA for Rural Business Development Grant


Pulled Consent Items
None.

Staff and Councilmember Reports Continued
None.

Executive Session

Adjournment
Mayor Redmond adjourned the meeting at 9:32 p.m.

Recorded by: Andrea Salazar, Deputy Town Clerk

APPROVED THIS 19th DAY OF March 2020.

J. Timothy Redmond, Mayor
Report Criteria:
- Detail report.
- Invoices with totals above $0 included.
- Paid and unpaid invoices included.

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Total 12744:  
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Grand Totals:
5,000.00
### Report Criteria:

- Detail report.
- Invoices with totals above $0 included.
- Paid and unpaid invoices included.

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Total 1360: 1,000.00

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Total 7860: 2,930.00

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8375 MASON SIEDSCHLAW 2181 IT Repairs & maintenance 02/18/2020 232.50

8375 MASON SIEDSCHLAW 2181 Computer Maintenance 02/18/2020 187.50

8375 MASON SIEDSCHLAW 2181 IT Equip Replacement 02/18/2020 9,286.40
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Report Criteria:
- Detail report.
- Invoices with totals above $0 included.
- Paid and unpaid invoices included.
Report Criteria:
- Detail report.
- Invoices with totals above $0 included.
- Paid and unpaid invoices included.

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1,909.50

Grand Totals:

1,909.50
MEETING DATE: 03/19/2020

AGENDA ITEM TITLE: Town of Hayden Emergency Operations Plan

AGENDA SECTION: New Business

PRESENTED BY: Chief Tuliszewski

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:
Over the past several months the Town of Hayden staff has developed an Emergency Operations Plan. This plan is designed to give both the Town Council and the Staff a framework to operate in a time of an emergency situation that either overwhelms our resources or may be long term in duration or both.

Emergency management become a highly focused and complex issue, as it not only addresses how we respond, but also addresses how everyone who responds works together. It also now the framework in which the Town becomes eligible to apply for County, State and Federal resources and funding as available. In order to do this, the Federal Emergency Management Agency (FEMA) has created a process called the Incident Command System (ICS) which is a standardized on-scene, all-hazards incident management concept which directs the emergency responders on how to respond to an emergency incident. Within the ICS system is NIMS, which is the National Incident Management System. NIMS provides a consistent national template that allows Federal, State, County, local governments, the private sector, and non-governmental organizations to work together within one system. Within the ICS process and the NIMS system there are very many levels of placement and certifications, dependent on where you are in your organization and the responsibilities you have.

A municipality, when faced with a major incident that exhausts or overwhelms town resources, state statute allows for the Chief Executive Officer (Elected Mayor or
Councilmember, or delegate) to declare a state of Emergency or Disaster and request additional resources (equipment, manpower, funding, etc) In order to qualify for some of these resources the Town should have an Emergency Operations Plan, a line of succession and a clearly outlined delineation of authority.

The attached Emergency Operations Plan assists in meeting our statutory and regulatory needs as well as provides the Town Council and Staff a framework to meet dynamic emergencies.

If a major emergency occurs within the Town of Hayden, it will likely impact not only Hayden but the surrounding areas. When our resources are about to be or are overwhelmed then the Town would declare a State of Disaster or Emergency. This allows for the Town to request aide/resources from the County and through them to the State level. Resource allocation and financial assistance is handled the same way in reverse though.

It is understood that when an emergency affects our Town, our elected officials would want to be very visible and probably rush to the scene. There are many invisible dangers surrounding the scene of an emergency and that is why only well-trained and well-equipped response personnel should go to the scene. The Mayor and the Town Council obviously have a very important and needed public role to play. The citizens and staff count on the elected officials to assist and help with the leadership role. This role should be coordinated with the Incident Commander / Town Manager or the Emergency Manager in order to ensure safety and also to ensure consistency in any messages that go out to the citizens and the media.

RECOMMENDATION: Council adopt the Town of Hayden Emergency Operations Plan and the resolution that both adopts the plan and establishes the delegation of Authority for use and implementation if or when needed.

MANAGER'S RECOMMENDATION/COMMENTS: I concur with Staff's recommendation
A RESOLUTION CONFIRMING THE POWER OF THE TOWN OFFICIALS TO PROTECT PUBLIC WELFARE IN TIMES OF EMERGENCY, CREATING PROCEDURES FOR THE EXERCISE OF SUCH POWERS, AND PROVIDING FOR TOWN COUNCIL REVIEW THEREOF

WHEREAS, the Town Council having reviewed the Town’s emergency preparedness policies and procedures believes it would be in the best interest of the Town of Hayden to adopt said policies and procedures; and

WHEREAS, the Mayor and Town Council have entrusted the Hayden Police Department with providing public safety and the Town Manager has delegated emergency management responsibilities to the Police Department; and

WHEREAS, it is important to establish roles and responsibilities for the Mayor, and Town Council, Town Manager, as well as the Police; and

WHEREAS, the Hayden Police Department is responsible for establishing or participating in the Incident Command System at the scene of a disaster or emergency along with other response agencies, and the activation of the Emergency Operations Plan; and

WHEREAS, in order to protect life and property, only Town personnel properly equipped and properly trained should attend the initial scene or be cleared to do so by the Incident Commander; and

WHEREAS, in order to maintain a consistent message to the media, only information cleared through the Town Public Information Officer will be given; and

WHEREAS, the Mayor and Town Council also have a critical role in disaster and emergency response which includes: responding to, acting and leading the Policy Group, declaring a disaster or emergency, determining Town financial policy during disasters to include spending authority and financial limits, participating in a Multiagency Coordinating (MAC) Group; and

WHEREAS, in the event of circumstances of a local emergency as defined below the Town Manager may request the Town Council to declare the existence or threatened existence of a local emergency or may issue such declaration if the Town Council is not reasonably available; and

WHEREAS, the Mayor and Town Council must ratify a declaration of emergency / disaster within 14 days at a public hearing; and
WHEREAS, in the event of a local emergency the Town Manager or his designee shall, as may be necessary or appropriate from time to time:

1. Request County or State assistance. Request the Governor, in coordination with Routt County, to proclaim a state of emergency when the locally available resources are inadequate to cope with the emergency.

2. Direction and control. Direct and control the effort of the emergency organization of the Town for the accomplishment of the purposes of this resolution.

3. Incident Command. Authorize a declaration of authority for transfer of incident command to a County or State Incident Management team as necessary.

4. Interagency coordination. Direct cooperation between and coordination of services and staff of the emergency organization of the Town, and resolve questions of authority and responsibility that may arise between them.

5. Representation. Represent the Town in all dealings with public or private agencies on matters pertaining to emergencies as defined in this Resolution.

Enumeration of Emergency Powers. In the event of the declaration of a local emergency as provided in this Resolution the Town Manager or his designee is empowered, to the extent lawfully permissible, to do the following:

1. Rulemaking and council review thereof. To make and issue rules and regulations on matters reasonably related to the protection of life and property effected by such emergency; provided, however, such rules and regulations must be ratified at the earliest practicable times by the Town Council. Such rules and regulations may govern matters including but not limited to the following:

   a. Establishing a curfew for the area designated as an emergency area which fixes the hours during which all persons, other than public officers and officials, are prohibited from being upon the public streets or other specified places;
   b. Barricading streets and areas for vehicular and pedestrian traffic prohibited or regulated on streets leading to the area designated as an emergency area for such distance as may be deemed necessary for the circumstances;
   c. Directing persons to be evacuated from the emergency area, instructed to shelter in place, or given instruction for other protective actions;
   d. Prohibiting or restricting the sale of alcoholic beverages and the sale of gasoline or other flammable liquids;
   e. Declaring other measures as are imminently necessary under the circumstances for the protection of life or property or to prevent or minimize danger to lives or property.
2. **Emergency procurement.** To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the Town for the fair value thereof and, if required immediately, to commandeer the same for public use;

3. **Town employees and volunteers.** To require emergency services of a Town officer or employee and, in the event of the declaration of an emergency and with the assistance of the Police department to command the aid of as many citizens of this community as he/she deems necessary in the execution of his/her duties;

4. **Allocation of resources.** To requisition necessary personnel or material of any Town department or agency;

5. **Personnel Rules and Regulations.** To suspend, alter, or amend the employee handbook with regard to work and employee schedules, health leave, and office protocols;

6. **Other powers.** To execute all of his/her ordinary power as Town Manager, all of the especial powers conferred upon him/her by this resolution or by ordinance or emergency plan pursuant hereto adopted by the Town Council, all powers conferred upon him/her by any agreement approved by the Town Council, and by any other lawful authority;

7. **Definitions.** *Local emergency* means any manmade or natural event or circumstances causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes but is not limited to, fire, explosion, flood, severe weather, drought, spills or releases of hazardous material, contamination, utility or transportation emergencies, disease, infestation, civil disturbance, riot, sabotage, terrorist acts, and disruption of normal Town operations.
BE IT RESOLVED THAT THE MAYOR OF THE TOWN OF HAYDEN, shall ensure that the responsibilities as delineated above during a disaster or emergency shall be executed for the preservation of life and property.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, that the Emergency Protection Policy and Procedure is hereby approved.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Town Council of the Town of Hayden on the ______ day of __________, 2020.

ATTEST:

TOWN OF HAYDEN, COLORADO

______________________________  ______________________________
Town Clerk  Mayor
Town of Hayden
Emergency Operations Plan 2020

Transparency, Trust, Integrity, Efficiency, and Fiscal Responsibility
Letter of Promulgation

This Emergency Operations Plan (numbered pages only) is hereby approved and ordered published and distributed.

The Town Manager is directed to accept the responsibilities as herein assigned and to conduct the organizational planning and training to implement the plan.

Mayor/Town Council

Dated:
Review and Concurrence
The following departments’ assigned responsibilities in the plan have reviewed and concurred.

Mayor/Town Council

Town Manager’s Office

Town Attorney

Town Clerk

Public Works

Community Development

Police Department

Finance Department

Information Technology Department

Human Resources
Revisions

Policy

The Emergency Manager shall update the Emergency Operations Plan whenever necessary and shall formally review the Plan on an annual basis. Once every three years this plan shall be formally reviewed by the Chief of Police, Department Heads, and Emergency Manager for accuracy, relevance and completeness. All such revisions shall be so noted in the Record of Revisions.

RECORD OF REVISIONS

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Distribution Plan:
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PREFACE

This Emergency Operations Plan (EOP) was prepared under the comprehensive emergency management concept to integrate the response of all available emergency response resources and increase the level of emergency preparedness in the Town of Hayden. A summary of all four components of comprehensive emergency management is included here to provide context and as a matter of information.

The four components of Emergency Management are:

MITIGATION: Any action taken to eliminate or reduce the degree of long-term risk to human life, property and the environment from natural and man-made hazards. Mitigation assumes that society is exposed to risks, whether or not an emergency occurs. Mitigation measures include, but are not limited to, building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives and stockpiling of emergency supplies.

PREPAREDNESS: Any activity taken in advance of an emergency that facilitates the implementation of coordinated response in the event an emergency occurs. Preparedness measures include, but are not limited to, continuity of government, emergency notification and alert systems, emergency information materials, exercise of plans, mutual aid agreements, resource management, warning systems and training response personnel.

RESPONSE: Any action taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response measures include, but are not limited to, on-site incident management, emergency operations center management, critical resource logistics distribution, volunteer management and donations, worker safety and health, public safety and security response, animal health emergency support, environmental health and vector control, explosive device response operations, firefighting operations and support, weapons of mass destruction (WMD)/hazardous materials response and decontamination, citizen protection through evacuation or in-place sheltering, isolation and quarantine, search and rescue, emergency public information and warning, triage and pre-hospital treatment, medical surge, medical supplies management and distribution, mass prophylaxis, mass care including feeding, sheltering and related services, and fatality management.

RECOVERY: The short-term activity to return vital life-support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, assisting the public by providing long-term healthcare, recovery information and social services; restoring the environment through site cleanup, debris removal, site remediation and restoring natural resources; and restoring infrastructure by reconstituting government services, performing structural damage assessment and mitigation, rebuilding property, restoring lifelines and restoring economic institutions.
This plan should be reviewed annually and updated as necessary. Maintaining and updating this plan is the responsibility of the Hayden Police Department member assigned by the Chief of Police to be the Emergency Manager.

Annexes to the Emergency Operations Plan will be maintained and updated by the respective department directors or designee. Each department director is responsible for coordinating with and providing the Emergency Manager with all revisions and updates to their respective annexes.

This plan can be implemented entirely or in parts during or in preparation of an event, large-scale disaster or national emergency.

Documented annual training will be conducted to all Hayden Police Department employees on the Emergency Operations Plan (EOP).

This plan was developed by the Hayden Police Department and modeled after the National Response Framework.
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1. INTRODUCTION

1.1. Purpose

The purpose of the Town of Hayden Emergency Operations Plan (EOP) is to provide general guidelines and principles for planning, managing and coordinating the overall response and recovery activities of the Town of Hayden government before, during and after major emergency and disaster events. It delineates the roles and responsibilities of Town departments, outside agencies and volunteer organizations which are expected to contribute to the protection of people and property.

This EOP was prepared under the Comprehensive Emergency Management Concept developed by the Federal Emergency Management Agency (FEMA) to integrate the response of all available emergency management resources and increase the level of emergency preparedness in the Town of Hayden.

The Plan should be reviewed annually and updated as necessary. Once every three years this plan shall be formally reviewed by committee for accuracy, relevance and completeness. Maintaining and updating this plan is the responsibility of the Chief of Police, or his designee, for the Town of Hayden.

2. BASIC PLAN

Attachments to this EOP may be developed as needed. Such attachments shall be called Annexes or Appendices and shall be incorporated into this EOP by reference, without the need for amendment of this EOP by resolution of Town Council. Such Annexes or Appendices will further outline the various response and recovery activities outlined in this EOP. Any changes, additions or deletions to the substantive content of this EOP must be done by an amendment to the EOP and approved by the Town Manager, Chief of Police and Town Council.

2.1. Scope

Disasters can include natural, biological and technological, such as terrorist attacks and chemical incidents. Regardless of the type of emergency, the priorities remain the same: save lives, protect property and minimize economic impacts. Emergencies can quickly escalate into disasters requiring resources that are not normally available within individual agencies and normal mutual aid agreements. The EOP will be activated when any event begins to overwhelm normal resources and requires the assistance of the Town of Hayden Emergency Manager to coordinate resources for the participating agencies.

The decision to activate the EOC will be made by the Town of Hayden Emergency Manager in conjunction with on-scene Incident Commander.

2.2. Situations
The Disaster Mitigation Act of 2000 provided for new approaches and support for comprehensive hazard mitigation planning. It also established a new requirement for local government planning efforts. One of the requirements of this Act was the development of a State Mitigation Plan as a condition of federal disaster assistance.

**Natural Hazards**

Natural hazards in which the Town of Hayden is vulnerable include:

- Severe Winter Storm
- Wildfires
- Flood
- Tornado

**Biological Hazards**

Biological hazards are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses and toxins. Delivery methods include:

- Pandemic / Epidemic
- Aerosols
- Animals
- Food and Water Contamination

**Technological (Man-Made) Hazards**

Technological hazards are those that occur as a result of either an accident or a deliberate act. The five technological hazards of greatest potential significance include:

- Mass Casualty Incidents
- Hazardous Materials Releases
- Terrorism
- Civil Disturbances
- Major Power Outage

**2.3. Assumptions**

With respect to natural or technological emergencies, standard assumptions can be made regarding the incident:

- The Town will continue to be subject to the hazards noted above. Warning time available to implement this plan will vary from little to no warning, to days or weeks, depending on the type of hazard.
• Town officials, both elected and appointed, will carry out all responsibilities regarding public safety and protection of property. This includes all phases of comprehensive emergency management and provisions to ensure continuity of government.
• Citizens expect governments to keep them informed and to provide guidance and assistance in the event of a threat, emergency or disaster.
• Departments with emergency responsibilities will ensure that all personnel concerned are properly trained and familiar with this plan and all department standard operating procedures (SOP) so they are capable of implementing them in a timely and effective manner.
• With the possibility of terrorism and weapons of mass destruction (WMD) any technological or biological hazard must be approached as if it could be an act of terrorism.
• The Incident Command System (ICS) will be used as the on-scene incident management system.
• County, State and Federal Assistance as well as volunteer and private organizations will be available to supplement the Town’s resources as needed.

2.4. Concept of Operations

If a disaster occurs within the Town of Hayden with little or no warning, immediate response by the Town will be required. Only members trained in the prearranged plans and procedures will be prepared to make the coordinated efforts necessary to meet a threat of life and/or property.

When response to a disaster exceeds the capabilities of the Town of Hayden, emergency response agencies will request resources through mutual aid agreements (usually discipline specific, such as fire, law enforcement, emergency medical or public works). All local governments and special districts within Routt County are responsible for coordinating with one another and for providing mutual aid within their capabilities and according to established written agreements.

When local resources and mutual aid resources strained or are threatened to be compromised, the Town of Hayden, through Routt County, may request aid from the State.

The EOP is based on the concept that emergency response functions will generally parallel the normal operations of all Town departments. To the extent possible, the same members will be utilized in both cases. Those day-to-day functions which would not contribute to emergency operations may be suspended for the duration of the emergency and recovery period. Resources normally required for day-to-day operations may be redirected for accomplishment of emergency tasks.

2.5. Organization and Assignment of Responsibilities

General
Most of the Town departments have emergency functions in addition to their normal operations. Each department is responsible for developing and maintaining its own emergency management procedures and operating guides.
Mayor
• Proclaim the existence and then the termination of the emergency
• Attend to the duties and authorities set forth in the Town Charter

Town Manager
• Implement the EOP in whole or in part as the situation requires
• Hold direction and control of all Town departments before, during and after an emergency event
• Establish a policy for expenditures and allocations of funds
• Attend to the duties and authorities set forth in the Town Ordinances and Town Charter
• Act as PIO in coordination with the Council and staff

Town Council
• Convene the Council, if reasonable and necessary to do so
• Enact ordinances that authorize the Mayor and/or Town Manager to initiate and implement all or part of the plan prior to, during and after an emergency or disaster to protect the lives and property of the citizens of Hayden
• Approve authorization of expenditures that have been expended during major emergencies or disasters

Chief of Police
• Act as coordinating staff advisor to the Town Manager, Emergency Manager and key Town officials during all levels of response to disaster emergencies
• Function as lead advisor for disaster operations until normal government operations can be resumed

Emergency Manager
• Monitor implementation of the EOP
• Compile, coordinate and present a request to the state and federal government for disaster relief assistance
• Prepare the EOP for the Town of Hayden and conduct training exercises as necessary to maintain and improve the response capabilities of all elements of the Town
• Develop private and local government resource lists
• Coordinate disaster planning, operations and training exercises with public utilities, welfare agencies and emergency preparedness and management directors of adjacent political jurisdictions to enhance the integrated emergency management system
• Represent the Town as directed on matters relating to emergency management
• Keep the Colorado Department of Emergency Management informed of a disaster situation
• Request assistance if it appears that the resources and the abilities of the Town are inadequate to cope with the emergency

**Emergency Operations Center Director** (Appointed by the Emergency manager or Chief of Police as needed)

• Organize departments and all supporting agencies within the EOC
• Ensure that messages, information and data are kept current
• Ensure written communications are processed in a timely manner

**Police Department**

• Conduct all regularly assigned functions relating to law enforcement in the Town of Hayden
• Maintain the position of Emergency Manager which is tasked with planning responses to critical incidents to include this EOP
• Evacuate people who are or may be threatened by an imminent disaster in coordination with all first responder agencies
• Control traffic access to the scene of a disaster
• Plan and coordinate response to hostage situations, as well as civil disturbances
• Establish mutual aid agreements with local law enforcement jurisdictions
• Develop an intelligence gathering and analysis capability
• Provide law enforcement assistance to shelter managers when requested
• Receive, relay and secure national warning service emergency messages through dispatch

**West Routt Fire Protection District (WRFPD)**

• Provide all regularly assigned district functions relating to fire prevention and control to minimize loss of life and property, as per its department policies, procedures and/or protocols
• Provide continuous communication between the disaster scene and EOC
• Establish and maintain radiological monitoring capabilities

**Hazardous Material Incidents**

- Respond to and direct operations in hazardous material incidents
- Direct and conduct all search and rescue operations
- Provide decontamination and neutralization of any hazardous or radioactive material spills
- Establish mutual aid agreements with other fire jurisdictions
- Respond to hazardous material incidents or WMD events as requested by the Incident Commander
- Establish the appropriate “Haz Mat” function with the existing Incident Command Structure
o Perform Technician level actions to stop or mitigate the release or event
o Provide for the decontamination of team members, other first responders and the public as may be required
o Establish and maintain air monitoring capabilities appropriate to the incident

Public Works

• Provide emergency traffic engineering and control measures to include signalization and barricading; maintain emergency traffic routes in coordination with police and fire departments
• Coordinate clearing of major thoroughfares and removal of debris that inhibits or blocks thoroughfares
• Establish damage assessment capabilities and procedures specific to Town infrastructure located within public right-of-ways
• Provide snow removal under all winter storm conditions
• Provide resources and technical support to public safety operations
• Provide water/sewer department functions
• Conduct all regularly assigned functions relating to the provision and maintenance of storm sewer services for the Town of Hayden
• Provide for emergency shutdown of water and sanitary sewer services
• Coordinate, as necessary, with respective water districts, who shall have provisions in place, to provide potable water for essential Town relief activities
• Provide repairs needed to respective utility systems

Administration

• Provide administrative and logistical support to Town Council, Boards and Commissions, Mayor and all departments within the Town
• Provide logistical support to maintain or restore Information Technology infrastructure and services
• Provide incident management support
• Provide logistical support to activate alternate emergency operation venues when the scope of the incident requires a mobile command post, or relocation of emergency operations from Town Hall to other Town facilities, or if the severity of the incident requires relocation to a designated EOC in another jurisdiction
• Prepare damage assessments to the information technology infrastructure and provide recommendations for recovery; initiate disaster recovery procedures and contingency plans to contact established vendors for support; procure hardware, software and networking services; and recover archived data resources from off-site storage
• Assess, prepare and initiate disaster recovery operations for Town financial and support services such as accounting revenue and expenditures, payroll accounting and processing, general ledger processing
In the event of service disruption, act as liaison for service providers such as First Net/Century Link, Charter communications, AT&T and other service provided to maintain or restore hard-wired and wireless networks outside of the Town’s direct control

Coordinate and manage workers compensation issues

**Community Development / Planning Department**

- Assist in the coordination of disaster recovery planning efforts as it relate to public buildings
- Assist in the preparation of damage assessment reports as it relates to public buildings
- Assist in recommending which public buildings or structures are retained or demolished
- Assist in the declaration of safe buildings or structures for occupancy
- Develop a plan to keep vital Town facilities operating during a disaster
- Staff and support damage assessment team and coordinate inspection services
- Identify alternate facilities for use by the Town to carry on essential operations

**Town Attorney**

- Provide legal assistance to the Town Council, Mayor and Town Departments in the conduct of official business, including operation of municipal justice system
- Prepare emergency disaster declarations and emergency ordinances
- Provide interpretation of Federal and State regulations that relate to disasters
- Prepare recommended ordinances, proclamations and other legal documents for Town Council action to implement Federal and State directives that provide authority in the Town of Hayden for a timely emergency response

**Finance**

- Provide financial advice to the Town Manager and Emergency Manager
- Coordinate the development of a damage assessment reporting system to meet post-disaster needs
- Maintain detailed records of all disaster-related expenditures
- Coordinate all data for damage assessment reports to be forwarded to State and Federal disaster agencies
- Develop a methodology for purchasing supplies, services and equipment under emergency conditions

**Specific Outside Agencies**

In addition to Town departments, specific outside agencies will be available to provide emergency functions in addition to their normal operations. The list includes, but is not limited to:

**Routt County Office of Emergency Management**
• Coordinates the Multi-Agency Coordination System
• In large disasters coordinates disaster declarations
• Coordinates communication and requests between EOCs
• Coordinates all logistical needs with State and Federal agencies

**Routt County Health Department**
• Issue precautionary health warnings as necessary
• Provide advice on all health matters
• Provide air contamination surveillance
• Monitor the disposal of hazardous and radiological materials
• Inspect all food services facilities at relocation centers
• Determine food and water safety and arrange for the removal of any contaminated product
• Inoculate for the prevention of disease
• Provide information on disinfecting public and private water supply
• Send representative to Town EOC as needed

**Jefferson County Sheriff’s Office – Bomb Squad**
• Respond to incidents involving the use or threatened use of explosive devices
• Provides for the removal of actual or simulated explosive devices
• Neutralizes explosive devices
• Advises the incident commander on explosive devices and potential consequences

**Hayden School District**
• Provide for the safety and protection of students and school personnel
• Coordinate with the Town and the American Red Cross for feeding, sheltering and transportation of displaced persons caused by a disaster
• Assist the Town with identification and selection of school facilities best suited for sheltering and feeding displaced persons caused by a disaster
• Advise the Emergency Manager on the availability of school district resources
• Send representative to Town EOC as needed

**American Red Cross (ARC)**
• The ARC operates under the Charter of the United States Congress; under the Charter, they provide relief and assistance for myriad human needs resulting from natural and technological disasters
• Designate and provide shelter to disaster victims
• Provide food and services for these shelters
• Assist disaster victims in the repair of their homes
Town of Hayden
Emergency Operations Plan

- Register displaced persons and provide information through the Disaster Welfare Inquiries System (DWI)
- Provide crisis counseling to disaster victims and response workers
- Provide first-aid stations, nurses, etc. to disaster victims
- Provide assistance to damage assessment teams
- Send representative to Town EOC as needed

Salvation Army
- Assist with personnel feeding and shelter
- Assist the American Red Cross with crisis counseling for victims
- Provide food to disaster relief workers
- Provide clothing to disaster victims
- Send representative to Town EOC as needed

Routt County Coroner
- Develop a plan to handle mass fatalities in the event of a major disaster
- Establish a temporary morgue should existing facilities become overwhelmed
- Perform all functions relating to identification, registration and disposition of fatalities
- Send representative to Town EOC as needed

Routt County Department of Human Services
- Assist with evacuation and sheltering as needed
- Provide food and clothing to disaster victims
- Assist the American Red Cross with disaster welfare inquiries
- Assist with shelter management
- Send representative to Town EOC as needed

Yampa Valley Electric Association / Atmos Energy
- Coordinate with the Town to expedite restoration of gas and electric disruptions caused by a disaster or emergency
- Provide a liaison to the EOC upon request

Telecommunications
- Coordinate with the Town to expedite restoration of telephone and other communications disruptions caused by disaster or emergency
- Provide emergency cell phone capabilities upon request
- Provide a liaison to the EOC upon request

Hayden Water Department
2.7 Continuity of Government

Purpose

To provide a means of ensuring the continuity and preservation of the Town of Hayden government during a major emergency or disaster.

Disasters can interrupt, paralyze or destroy the ability of local government to carry out its functions. Therefore, it is important that each level of government have the capability to preserve, maintain and reconstitute its ability to carry out essential functions.

The State of Colorado identifies two important factors for assuring continuity of government at the local level: First, well-defined and understood lines of succession for key officials and authorities; Second, preservation of records and critical facilities which are essential to the effective functioning of government and for the protection of rights and interests of the citizens.

Provision of Essential Services

The Town has identified those services that are determined to be life-saving/preserving and those critical to the immediate operation of the Town. Such services must be maintained or restored immediately should they be impacted by a disaster or rendered unusable. These functions can be suspended during emergencies and can be performed through telework and/or alternate scheduling. In the event that a Town facility is rendered unusable, a back-up facility will be designated that allows for essential services to be provided.

Responsibilities of ALL Town of Hayden Departments

- Each department in the Town of Hayden is responsible for having a continuity of operations plan (COOP) which will be consolidated into the Town of Hayden COOP. Once adopted by Town Council, a copy of the plan will be filed with the Town Clerk’s Office. These plans, at minimum, should include:
  - Designated lines of succession and delegating authority for successors (at least 3 successors per department)
  - Establish provision for the preservation of records
  - Develop procedures for the relocation of mission-essential functions
  - Develop procedures to deploy essential personnel, equipment and supplies
• All departments are required to coordinate additional requests for personnel, equipment or resources that are not normally available through the EOC (when activated) or the OEM.

• Each department staff member that is on call will make attempts to respond in a timely but safe manner when called for an incident.

• Department directors will ensure they have an updated roster of all members and their off-duty contact information.

• Department directors should plan on 12-hour operational periods and provide adequate resources for sustaining their personnel.

**Preservation of Essential Records**

Protection of essential records is vital if Town government and society are to resume functioning after a major catastrophe or national emergency.

The selection of the records to be preserved rests with the official rendering the service involved or with the custodians of the records. These decisions should be made in concert with the organization’s overall plan for determination of value, protection and disposal of records. The vital records should be duplicated and the duplicate copies maintained in an accessible format in the safest possible location, preferably off site.

**Line of Succession**

The statutory responsibility for the management of an emergency or disaster in Colorado rests with the duly elected leadership of each jurisdiction. It is recommended that each department “cross train” members to support mission-essential functions within their respective department and across departmental boundaries. The following line of succession, by department, will be observed, based on the availability of the senior ranking public official:

**Elected Officials**

1. Mayor
2. Mayor Pro-Tem
3. Acting Mayor
4. Town Council by order of seniority

**Town Administration**

1. Town Manager
2. Assistant Town Manager or designated Acting Town Manager
3. Town Planning Director

**Legal**

1. Town Attorney
2. Contract Attorney

**Finance Department**
1. Finance Director (currently contracted)
2. Accounting Manager

Police Department
1. Police Chief
2. Police Sergeant
3. Emergency Manager

Public Works Department
1. Director of Public Works
2. Acting Public Works Director
3. Field Operations Manager

Community Development
1. Director of Community Development
2. Acting Community Development Director
3. Chief Building Official (contract)

2.8. Delegation of Authority – Mayor, Town Council, Town Manager

Certain events may require the Incident Commander (IC) to perform actions beyond the normal scope of their duties as defined by existing laws or policies. In this event, the appropriate Town official(s) may need to provide a written delegation of authority.

A delegation of authority allows the appointed entity to assume command and carry out the specific functions outlined in the delegation of authority. It does NOT relieve the granting authority for the ultimate responsibility of the incident. Under the ICS the first responding IC has authority until relieved by a higher ranked or trained individual.

A delegation of authority may be required to allow resources from other jurisdictions to operate within the corporate boundaries of the Town of Hayden (e.g. to allow peace officers from another agency to perform police functions within the Town).

National Incident Management System (NIMS)

The Town of Hayden will use the ICS and the NIMS.

NIMS is a predetermined, flexible command structure incorporating the concepts of the ICS for safely directing all emergency response activities at the scene of an emergency during life-threatening situations that go beyond a routine, single-agency response.

The National Incident Management System is a system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or
complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS, multi-agency coordination systems, training, identification and management of resources (including systems for classifying types of resources), qualification and certification and the collection, tracking and reporting of incident information and incident resources. The National Response Plan is a plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response and recovery plans into one all-discipline, all-hazards plan.

**Incident Command System (ICS)**

ICS is a standardized, on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations, as well as Emergency Operations Center (EOC) and support personnel.

ICS Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and the Liaison Officer (LNO), in addition to various others, as required and assigned by the IC.

The General Staff includes incident management personnel who represent the major functional elements of the ICS, including the Operations Section, Planning Section, Logistics Section, and Finance/Administration Section.

The Operations function will, at a minimum, address the following:

- Establish perimeters
- Conduct evacuations
- Maintain command post and scene security
- Provide for detainee transportation, processing and confinement
- Directing and controlling traffic
- Conducting post-incident investigation

The Planning function will at a minimum address the following:

- Preparation of documented Incident Action Plans
- Gathering and disseminating information and intelligence
- Planning post-incident demobilization

The Logistics function will at a minimum address the following:
• Communications
• Transportation
• Medical Support
• Supplies
• Specialized team and equipment needs

The Finance/Administrative function will at a minimum address the following:

• Recording personnel time
• Procuring additional resources
• Recording expenses
• Documenting injuries and liability issues

Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the IC.

**Unified Command**

An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the unified command, often the senior person from agencies and/or disciplines participating in the unified command, to establish a common set of objectives and strategies and a single Incident Action Plan.

**National Response Framework**

HSPD-5 integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. The National Response Framework addresses fifteen Emergency Support Functions (ESF) of an emergency operation. The Emergency Operations Center will work in conjunction with Routt County (OEM) to coordinate the appropriate ESF support. The fifteen ESFs are as follows:

ESF #1 – Transportation
ESF #2 - Communications
ESF #3 - Public Works and Engineering
ESF #4 - Firefighting
ESF #5 – Information and Planning
ESF #6 - Mass Care
ESF #7 - Resource Support
ESF #8 - Public Health and Medical Services
ESF #9 - Urban Search and Rescue
ESF #10 - Hazardous Materials/Environmental Protection
ESF #11 – Food and Water
ESF #12 – Energy
Incident Response

Upon notification of an actual or impending disaster, the responsible Department Director, the Emergency Manager or the Town Manager will activate all or part of this Emergency Operations Plan. At a minimum, this command function will address the following:

- Activating the incident command system
- Establishing a command post
- Initiating the notification and mobilization of additional agency personnel
- Obtaining support from other agencies
- Establishing a staging area, if necessary
- Providing public information and maintaining media relations
- Maintaining the safety of all affected personnel; and
- Preparing a documented after-action report

Emergencies will be managed in the field under the plan assignments as set forth herein. The Emergency Operations Center will be activated to help support the assigned agencies and to carry out the additional functions that are needed (e.g. damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, public information support, etc.) The Primary Emergency Operations Center will be located at the Town of Hayden Police Department. A Secondary (backup) EOC, if needed, will be located in the Routt County Sheriff’s Office.

Management and Functional Facilities

Incident Management

Each hazard, whether natural, biological or technological, will be assigned a Lead Agency. It will be this Lead Agency’s responsibility to provide the overall incident management.

The EOC Director will then organize departments and all supporting agencies within the EOC. The director will ensure that messages, information and data are kept current and that written communications are processed in a timely manner.

Each department operating within the EOC is responsible for keeping accurate records regarding resources and expenses. Each department is responsible for maintaining a log that includes the dates and times of events that occurred to that department during the event. Information regarding resources is to be forwarded to the EOC Planning Section Chief. Information regarding expenses is to be forwarded to the EOC Finance/Administration Section Chief.
Department event logs will be forwarded to the EOC Planning Section Chief to collate into a final report of the incident.

**Functional Facilities**

The Emergency Operations Center (EOC) provides a functional area for decision-making officials to operate. It also provides communication capabilities, resources for logging data and a conference area. Access to the EOC is restricted to key personnel.

The EOC Policy Group is comprised of the Chief of Police, Emergency Manager, Town Manager, Public Works Director and others as deemed necessary. In a disaster or major emergency incident, the executive management of the Town of Hayden will convene as necessary to support the EOC and Incident Commander with executive policy decisions.

Some of these decisions might include:

- Issuing or applying for disaster declarations
- Issuing a written delegation of authority
- Disseminating damage assessment information
- Financial management
- Maintaining liaison with other municipalities, state or federal representatives
- Public information dissemination

The EOC may be activated as either an Area Command entity or as a support entity. An EOC is responsible for supporting the Incident Command Post(s) in a disaster and does not normally directly control field assets, instead supporting the logistical and informational needs of the field component. The common functions of all EOCs are to collect, gather and analyze data, make decisions that protect life and property, maintain continuity of the organization within the scope of applicable laws and disseminate those decisions to all concerned agencies and individuals.

The level of activation will be determined by the level and extent of the situation. All local response and recovery efforts (resources and requests for assistance) will be coordinated at the EOC. Direct communications must be established between the EOC or OEM and responsible agencies of ESFs. The primary communications system between all levels of government is the land-based telephone. Cell phones and radios may be used to supplement land-based lines. However, due to cell phone and radio coverage in the primary EOC, land-based lines will remain primary.

The Incident Commander (IC) will control and coordinate all response forces at the emergency or disaster scene. IC will establish and maintain communication with the EOC and the response forces.

The Incident Command Post (ICP) is the on-scene area established by the incident commander to maintain direction and control of the incident. The incident commander will establish and
maintain communication with the EOC. More specific information on communications is located in the Communication Annex of this plan.

1. The ICP maintains operational control of the incident and reports information to the EOC.

2. All incident operations are directed from the Incident Command Post, including communications, planning, public information and resource management.

The Mobile Command Post is a resource that can be requested by the Hayden Police Department to help support incident operations. The incident commander will request the Mobile Command Post through the Communications Center or the EOC.

2.9. Legal Authorities and References

The development of this plan meets the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 1992 and also meets the requirements of other State and Federal guidelines for local emergency management plans and programs. The contents of this plan are intended to provide a basis for the coordinated planning and management of the types of emergencies and disaster events most likely to occur in the Town of Hayden. It will also provide the basic framework for the management of unforeseen events. Specific legal references include:

- Federal Civil Defense Act of 1950 (Public Law 81-920)
- Federal Disaster Relief Act of 1974 (Public Law 93-288)
- Homeland Security Act of 2002
- Homeland Security Presidential Directive (HSPD) 8
- Title VI of PL 93-288, as amended, entitled “The Robert T. Stafford Disaster Relief and Emergency Assistance Act”
- Title 24, Article 32, Part 2101 et. seq., Colorado Revised Statutes, as amended; entitled the "Colorado Disaster Emergency Act of 1992."
- Disaster Mitigation Act of 2000
- Town of Hayden Charter Section – Duties and powers of the mayor
Hayden Charter and Municipal Code References

Town Charter References

Article II Section 6 - Powers of the Mayor.

The Mayor shall preside at meetings of the Council and shall be recognized as head of the Town government for all ceremonious purposes and by the Governor of the State for purposes of military law. The Mayor shall execute and authenticate legal instruments and ordinances of the Town and such other documents as may require the signature of the Mayor. The Mayor shall also perform such other duties as may be provided by ordinance which are not inconsistent with the provisions of this Charter. The Mayor shall have power to vote on matters brought before the Council.

Article III Section 7 - Emergency Powers

In the event of an immediate danger or threat to the preservation of the public health, welfare, peace, safety, or property, the Mayor, with the assistance of the Town Manager, shall assume the authority to execute any action necessary for the protection of life and property. Such authority may include, but not be limited to, establishing regulations governing conduct and activities related to the cause of the emergency, and if the emergency continues, the Mayor, or in the Mayor's absence, the Mayor Pro-Tem, or in the absence of the Mayor Pro-Tem, the Town Manager, shall convene the Council to take such action as the Council deems necessary.

Hayden Municipal Code References:

Department of Police.

Creation; composition.

There is hereby created a Police Department for the Town, which shall consist of one (1) Chief of Police and as many police officers as may from time to time be deemed necessary for the safety and good order of the Town.

Departmental regulations.

The Police Department shall be operated and managed in accordance with such departmental rules and regulations as may from time to time be adopted by the Chief of Police

Chief of Police; appointment and duties.

(a) The Town Manager shall appoint a Chief of Police who shall be the head of the Police Department. It shall be the duty of the Chief of Police to:

(1) See that the criminal ordinances of the Town and the laws of the State are duly enforced and the rules and regulations of the Police Department obeyed, and perform such duties as may be required by the Town Manager.
(2) Direct the operations of the Police Department, subject to the rules and regulations thereof.

(3) Arrest any person violating any of Colorado Revised Statutes and State Laws or the Town ordinances and take such violator before the appropriate Court (State Laws – County Court / Town Ordinances - Municipal Court) for trial.

(4) Render such accounts of the Police Department, his or her duties and receipts as may be required by the Town Manager.

(b) Before entering upon the duties of such office, the Chief of Police shall take and subscribe to an oath that he or she will support the Constitution of the United States, the Constitution and laws of the State and ordinances of the Town, and that he or she will faithfully perform the duties of the office upon which he or she is about to enter.

Duties of police officers.

All members of the Police Department shall have power and duties as follows:

(1) They shall perform all duties required by the Chief of Police.

(2) They shall be the enforcement officers of the Town and shall see that the provisions of the ordinances of the Town and the laws of the State are complied with.

(3) They shall execute and return all writs and processes to them directed by the County Judge or Municipal Judge in any case arising under a Town ordinance, and they may serve the same in any part of the State.

Oath of officers.

Before entering upon the duties of his or her office, each police officer shall take and subscribe an oath that he or she will support the Constitution of the United States, the Constitution and laws of the State and the ordinances of the Town, and that he or she will faithfully perform the duties of the office upon which he or she is about to enter.

Colorado Disaster Declaration Process References

Disaster Declarations usually follow these steps:

- Local government responds, supplemented by mutual aid from neighboring communities and volunteer agencies. If the disaster exceeds the local capabilities, they can request county assistance. When county resources are exhausted, the county can request state assistance.
The Town may declare a local disaster or an emergency through Town Council, through an order or proclamation and submit it to the County. This activates response and recovery of all applicable local and inter-jurisdictional disaster emergency plans.

**Why Declare a Disaster?**

- To gain access to TABOR (Taxpayer Bill of Rights) emergency reserves
- To qualify for certain types of federal and state disaster assistance
- To activate local and inter-jurisdictional emergency plans and mutual assistance agreements
- To support the enactment of temporary emergency restrictions or controls (e.g., curfews, price controls)
- **The State Responds** with state resources as requested (and/or needed) by the local government.

The Colorado Division of Emergency Management, Department of Military and Veterans Affairs, Department of Public Health & Environment, Department of Transportation, Department of Local Affairs, Department of Public Safety, Colorado State Patrol, Department of Human Services, Department of Agriculture, and the Department of Natural Resources are all examples of Colorado agencies who may respond to a disaster.

The State may declare a disaster or emergency by Executive Order or Proclamation of the Governor if the Governor finds a disaster has occurred or that this occurrence or the threat of a disaster or emergency is imminent. This frees up State TABOR reserves and Disaster Emergency funds, enables the Governor to temporarily enact or suspend State restrictions or controls, activates the State Emergency Operations Plan, and activates the State Emergency Operations Center.

- **Damage Assessment.** The state can request a disaster declaration from the Governor with a preliminary damage assessment from the local government through the State Division of Emergency Management.

The State can also perform a formal Federal, State, and local preliminary damage assessment with FEMA to determine if damage amounts may qualify for a presidential disaster request and therefore, federal assistance.

A presidential disaster declaration and/or emergency can be requested by the governor to the President through FEMA, based on the damage assessment, and an agreement to commit State funds and resources to the long-term recovery is made.

- **FEMA** will evaluate the request and recommend action to the White House based on the disaster damage assessment, the local community and the state’s ability to recover.

- **The President** approves the request or FEMA informs the governor it has been denied. The decision process could take a few hours or several weeks depending on the nature of the disaster.
Note: The difference between a disaster declaration and an emergency declaration is that an emergency can be declared even though there is no disaster. An example would be the Summit of the Eight or World Youth Day. Additional resources were requested and the State Emergency Operations Plan was activated. Also, an emergency declaration is generally of lesser scope and impact than a major disaster declaration.
Sample Disaster / Emergency Declaration

WHEREAS, The Town of Hayden suffered serious damage to roads, bridges, homes, businesses, and other public and private facilities caused by excessive snow melt and unreasonably heavy rains, which occurred on _______________; and

(date)

WHEREAS, the cost and magnitude of responding to and recovering from the impact of the ensuing event is far in excess of the Town’s available resources;

Now THEREFORE, be it resolved, that the Town Council of the Town of Hayden, Colorado, declare this to be a disaster area.

DATED AT __________________________, COLORADO
THIS _____ DAY OF ___________________, (DATE) at _____________ (TIME)

________________________________
Mayor of the Town of Hayden

NOTE: Supply one copy to the RCEM and three (3) copies to CDEM - 9195 East Mineral Avenue, Suite 200
Centennial, Colorado 80112
Fax: 720.852.6750
CDEM will forward one (1) copy to the Governor’s Office.
GLOSSARY

For the purposes of the NIMS, the following terms and definitions apply:

**Agency**: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative**: A person assigned by a primary, assisting or cooperating Federal, State, local or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency’s or organization’s participation in incident management activities following appropriate consultation with the leadership of that agency.

**Area Command (Unified Area Command)**: An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment**: The evaluation and interpretation of measurements and other information to provide a basis for decision making.

**Assignments**: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**Assistant**: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency**: An agency, or organization providing personnel, services or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**Available Resources**: Resources assigned to an incident, checked in and available for a mission assignment, normally located in a Staging Area.

**Branch**: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
**Chain of Command:** A series of command, control, executive or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas or directly on the site.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration and Intelligence (if established as a separate section).

**Command:** The act of directing, ordering or controlling by virtue of explicit statutory, regulatory or delegated authority.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Continuity of Operations Plan (COOP):** Continuity of Operations, as defined in the National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20) and the National Continuity Policy Implementation Plan (NCPIP), is an effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

**Cooperating Agency:** An agency supplying assistance, other than direct operational, support functions or resources, to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Damage Assessment Team:** Public Works and Community Development staff.

**Debris Management Plan:** A planning guide to provide the framework for Town government and other entities to remove debris generated during a public emergency within the Town.
Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially-declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. An EOC may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., Federal, State, regional, county, Town, tribal) or some combination thereof.

Emergency Operations Plan (EOP): The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.


Evacuation: Organized, phased and supervised withdrawal, dispersal or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.
**Fan Out:** A system for the dissemination of information, orders or equipment.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance/Administration Section Chief.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division)

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is
used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished or have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can
be political or geographical (e.g., Town, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics:** Providing resources and other services to support incident management. Logistics Section: The section responsible for providing facilities, services and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought) or, regardless of cause, any fire, flood or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts and analysis of hazard-related data to determine where it
is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations—Federal, State, local and tribal—for activating, assembling and transporting all resources that have been requested to respond to or support an incident.

**Multi-agency Coordination Entity:** A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocation, de-conflict agency policies and provide strategic guidance and direction to support incident management activities.

**Multi-agency Coordination Systems:** Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. The components of multi-agency coordination systems include facilities, equipment; emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, local and tribal aspects of governance and polity.

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local and tribal governments; the private-sector and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources);
qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response and recovery plans into one all-discipline, all-hazards plan.

**Nongovernmental Organization (NGO):** An entity with an association that is based on interests of its members, individuals or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Office of Emergency Management (OEM):** An Office of Emergency Management is an agency at the local, state or national level that holds responsibility of comprehensively planning for and responding to all manner of disasters, whether man-made or natural. An OEM may also be requested to provide consequence management for large special events such as major gatherings, visiting dignitaries, *et al.*

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols,
and standards for planning, training and exercises, personnel qualification and certification, equipment certification and publication management.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response or recovery activities. They represent a wide variety of committees, planning groups and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking and coordination.

**Public Information Officer (PIO):** A member of the Town Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements as it relates to public information dissemination.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience and physical and medical fitness.

**Reception Area:** This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security,
situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding and bed down.

**Recovery**: The development, coordination and execution of service and site-restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan**: A plan developed by a State, local or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources**: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management**: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local and tribal teams; and resource mobilization protocols.

**Resources Unit**: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident; the effects additional responding resources will have on the incident and anticipated resource needs.

**Response**: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity and apprehending actual perpetrators and bringing them to justice.

**Safety Officer**: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.
Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type, that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.
Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities and legislative authorities.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command)

Unified Command: An application of ICS, used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer
For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.
Annex I - Direction and Control

Lead Agency/Agencies: Town of Hayden Police Department

Supporting Agency/Agencies: West Routt Fire Protection District

Purpose
To provide timely, effective and efficient direction and control of available resources in response to a natural or technological emergency or disaster.

Situation
The direction and control organization must be able to activate quickly at any time day or night, operate around the clock and deal effectively with emergency situations that range from minor to catastrophic.

Assumptions
- Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
- Town of Hayden resources will be used to respond to emergency situations and, if needed, requests for mutual aid assistance and supplemental assistance from neighboring jurisdictions, County, State or Federal agencies will be made if the Town resources become limited or expended as a result of the emergency or disaster.

Concept of Operations
- NIMS-ICS will be used as the command structure for emergency situations.
- Each natural, biological or technological disaster classification will be assigned a Lead Agency – a specific department that is responsible for overall management and coordination. The responsibilities of the Lead Agency include but are not limited to:
  - Activate the EOP and declare the response level.
  - Notify key officials to include Mayor, Emergency Manager, EOC Director, Communications Center and other departments as necessary.
  - Call in personnel as directed by event.
- During all major emergencies, the Town of Hayden Emergency Operations Plan (EOP) will be activated as provided for in this Plan.
- Each department is responsible for developing standard operating procedures (SOP) in response to all emergency situations.
Each department is responsible for maintaining a current call-up list for essential employees.

The Routt County Communications Center will serve as the main contact point, on a 24-hour basis, for key official notification. They will maintain a current list of all department on-call members and their phone and pager numbers. The 24-hour phone number is 970-870-1240.

Each department is responsible to have properly-trained members to manage their operations.

The Incident Command Post (ICP) will be supported by the Emergency Operations Center (EOC), staff and other emergency supporting agencies as needed. This emergency organization functioning within the EOC, is designed to:

- Maintain existing leadership and response authority and responsibility (continuity of government);
- Provide leadership and response organization;
- Insure a leadership and response organization when an incident requires the potential for State and/or Federal assistance.

The Emergency Operations Center (EOC) is established as the central point to which essential reports and information concerning the emergency or disaster will flow.

The principle functions of the EOC are to:

- Monitor potential threats;
- Support on-scene response operations;
- Receive, compile and display data on the emergency situation and resource status;
- Analyze problems and formulate options for solving them;
- Coordinate among local, state and federal agencies, if required;
- Develop and disseminate warnings and emergency public information;
- Coordinate damage assessments activities and assess the health and safety of the public;
- Request external assistance from other jurisdictions, volunteer organizations, businesses or from the State and County.

The following personnel may comprise the Emergency Operations Staff:

- Emergency Manager
- EOC Director
- Police Chief or designee
- Fire Department IC or Command Staff
- Emergency Medical Service Representative
Town of Hayden
Emergency Operations Plan

- Director of Public Works or designee
- Town Clerk
- Town Attorney
- Finance Director
- Public Information Officer
- Other staff as necessary based on the emergency event

- Authority to activate and operate the EOC
  - Town Manager
  - Police Chief
  - Emergency Manager
  - Senior Police Supervisor present

- Primary EOC Location
  - The primary EOC will be the Town of Hayden Police Department EOC
  - Alternate EOC location(s) may be:
    - Town of Hayden Town Administrative offices or WRFPD headquarters (Fire Station)
    - The determination to use an alternate EOC location will be made by the Emergency Manager and should be based upon the usability of the primary location and the type of emergency or disaster.
Annex II – Communications (ESF #2)

Lead Agency/Agencies: Town of Hayden Police Department

Supporting Agency/Agencies: Routt County Sheriff’s Office
Colorado State Patrol

Purpose
To provide assurance that communications during major emergencies will be maintained. To identify alternative resources should Hayden Police Department’s capabilities be rendered inoperable.

Situation
Communications systems are an integral part in the successful completion of any emergency or disaster type situation.

Concept of Operations

- It is recognized that some telecommunications elements of the emergency or disaster response will be established before the activation of this plan. Therefore, a pre-set formal structure is not desirable. However, the following guidelines will be used:
  - In an inter-jurisdictional or multi-agency response, common radio channels between agencies will be utilized first for communications.
- The Hayden Police Department EOC will have the responsibility to communicate pertinent information to all key officials.
- It is the responsibility of all departments to develop and utilize their own fan-out system.
- Routt County Communications Center will activate their emergency procedures.
- The Regional Command Post may be set up for police and fire as necessary for interoperable communications.
  - Additional mobile communications vans may be requested from the following agencies:
    - Routt County Communications Center
Annex III - Warning

Lead Agency/Agencies: Town of Hayden Police Department
West Routt Fire Protection District

Supporting Agency/Agencies: Routt County Sheriff’s Office

Purpose
To provide the resources to warn the public in a timely manner of a pending or occurring emergency or disaster.

Assumptions
- Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

Concept of Operations
- Routt County Communications Center will be the recipient of emergency information to be disseminated to the public.
- Warnings will be disseminated to the public via:
  - Activation of the Emergency Alert System
  - Electronic media
  - Public address system
  - Door-to-door
  - Routt County Alerts
Annex IV – Emergency Public Information

Lead
Agency/Agencies: Town of Hayden Police Department

Supporting
Agency/Agencies: Hayden Town Administration

Purpose
To establish responsibilities and procedures for preparation and dissemination of timely and accurate official information to the public during a major emergency or disaster.

Situation
The need for the effective collection, monitoring, management and dissemination of accurate, useful and timely public information to the media and for the public during disasters and emergencies is vital to keeping the public and others informed.

Assumptions
- The public needs timely and accurate information for protection of life and property during response to, and recovery from, a disaster or emergency situation.
- The Town of Hayden Public Information Officer (PIO) has the lead responsibility as the official spokesperson for all official Town statements and media releases.

Concept of Operations
- This annex will be activated whenever accurate and timely information is needed to inform the public during an emergency or disaster.
- In order to reduce confusion, control rumors and promote public confidence in emergency response efforts, a single point of contact will be established for the direct release of disaster-related information to the public via the news media during a major event.
- Disaster-related information may include information during a disaster or emergency concerning the situation and instructions to the public for obtaining disaster relief and assistance.
- This single point of contact should be designated to the EOC to give media briefings and to approve coordinated news and public information releases when the Town is in Emergency Response.
- In smaller incidents, a single spokesperson from the primary response department at the scene will be designated to release information about the incident.
- A Joint Information Center (JIC) may be established when there exists a need to coordinate emergency information from a large number of agencies and/or political jurisdictions.
• When a JIC is established, the Town’s single point of contact shall be designated as the JIC Manager and shall coordinate the release of information through the Police Department.

• Records shall be kept of actions performed and information that is released.
Annex V – Sheltering / Mass Care (ESF #6)

Lead Agency/Agencies:
- Town of Hayden Police Department
- Hayden School District
- West Routt Fire Protection District
- The Haven

Supporting Agency/Agencies:
- American Red Cross
- Salvation Army
- Routt County Office of Emergency Mgmt.
- Colorado Division of Emergency Management

Purpose
To provide shelter and care to disaster victims within the Town.

Situation
An emergency or disaster may cause victims to be forced from their homes. Family members may be separated immediately following an emergency or disaster, such as children in school and parents at work.

Assumptions
- Not all disaster victims will require mass care services. Some victims will go to mass shelters, others will find shelter with friends and relatives; many victims will remain with or near their damaged homes.
- Private and volunteer organizations, i.e., Salvation Army, Colorado Voluntary Organizations Active in Disaster (COVOAD), etc., will provide immediate shelter, feeding and emergency first aid relief to individuals and families not normally available from government resources.

Concept of Operations
- The Police and Fire Departments will determine the threat, magnitude and need for mass care services.
- Establish an on-scene Incident Command Post.
- The Police Department will coordinate the evacuation process.
- The Police Department will contact the Routt County Emergency Management who maintains formal written agreements with local schools for the use of school facilities for mass care in a disaster event.
- Private entities or school district will supply buses for transportation if needed.
- The American Red Cross will provide for the immediate needs of sheltered residents for lodging, food, clothing and personal items.
- The Police Department will provide security for the evacuated area.
- Door-to-door notifications will be made to assure evacuation is complete.
- The Police Department will provide security to the shelters if needed.
- A disaster welfare network will be set up by the American Red Cross.
- Sheltering arrangements will be made for pets by the Hayden Police Department Animal Control Officer or Routt County Animal Response Team (DCART).
- A list of evacuees and their location will be maintained by the Hayden Police Department Victim Services Section.
- The Town must send a representative to each shelter. This representative will be in contact with the EOC—either by phone or radio—so occupants of the shelter may receive regular updates on the status of the emergency, the duration of their needed stay and other information relative to the incident.
- Contact will be made with Routt County Office of Emergency Management, if necessary, to assist with additional sheltering and resource allocation.
Annex VI – Health and Medical (ESF #8)

Lead Agency/Agencies: West Routt Fire Protection District

Supporting Agency/Agencies:
- Town of Hayden Police Department
- Routt County Coroner’s Office
- Routt County Health Department
- Colorado Department of Health and Environment

Purpose
To outline the general responsibilities for providing proper care, treatment and transportation to victims of a mass casualty or mass fatality event.

Situation
Virtually any type of natural or technological disaster carries the potential for significant numbers of dead and injured.

A catastrophic event could activate the National Disaster Medical System (NDMS), causing an overflow of victims into or out of Town of Hayden or the Routt County area. The Disaster Mortuary Operational Response Team (DMORT) could be activated as well.

Assumptions
- Paramedics will assume the responsibility for emergency medical operations.
- Area hospitals may become overwhelmed.
- The Medical Response System (MRS) may be activated to provide mutual aid and equipment.

Concept of Operations
- Preservation of life and safety of emergency workers and the public will take precedence over all activities addressed in this Annex.
- Personnel providing health and medical services will adhere to accepted standards of care and take appropriate protective measures.
- Emergency health and medical services programs will be administered by those agencies having day-to-day responsibility.
- Representatives at the EOC will be assigned within the Incident Command System structure and health and medical operations will be coordinated using that system.
- In a mass fatality incident, the police department will be the lead investigating agency, until such time that the incident is handed over to another qualified investigating agency, if deemed necessary.
- The police department will be responsible for investigating violations of applicable laws and for securing the scene and evidence.
Annex VII – Resource Management (ESF #7)

Lead
Agency/Agencies: Town of Hayden Police Department
Town of Hayden Public Works

Supporting
Agency/Agencies: All Town of Hayden Departments
Routt County Office of Emergency Mgmt
Colorado Division of Emergency Management

Purpose
The purpose of this annex is to provide a plan for effective procurement and use of human and material resources in the case of any type of emergency or disaster within the Town of Hayden.

Situation
Town resources will be available during an emergency and should be used accordingly; however, as town resources become depleted, mutual aid resources, as well as state and federal resources may be requested.

Assumptions
- Shortages in Town of Hayden response resources may occur in any emergency or disaster. Procedures should be maintained to identify where and how to replenish them.
- Private contractors and volunteer agencies may be willing to assist the community during an emergency or disaster. They should be identified by material or service they can provide.
- Mutual aid agreements with neighboring jurisdictions will be established and invoked as needed.
- Support is available through requests to state and federal agencies. Procedures should be maintained for accessing this support.

Concept of Operations
- Pre-emergency planning requires that each department that is assigned a responsibility in the basic plan will identify all personnel and material resources they may require and how to access or procure those resources.
- Emergency procurement procedures will be established and records maintained of all expenditures for goods, services and personnel.
- If additional resources are required, requests should be made through the Emergency Operations Center (EOC).
- All purchases and requests for additional resources require the approval of the Incident Commander and will be coordinated through the EOC.
Annex VIII – Evacuation

Lead Agency/Agencies: Town of Hayden Police Department

Supporting Agency/Agencies: West Routt Fire Protection District
Routt County Office of Emergency Mgmt.
Colorado Division of Emergency Management

Purpose
To put a plan in place when a disaster makes it necessary to evacuate a portion of, or the entire Town.

Situation
An emergency or disaster may cause victims to be forced from their homes and/or businesses depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions.

There are two types of evacuations that may be utilized: general and limited.

- A **general** evacuation would involve the relocation of a large portion of the public from a risk area. The EOC will be activated.
- A **limited** evacuation would involve the relocation of a smaller portion of the public from a risk area. The EOC may be activated.

Assumptions
- First responders (fire, police, EMS) will usually be able to recognize a situation requiring an evacuation and would initiate initial evacuation recommendations and procedures.
- The appendix focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.
- Some residents may refuse to evacuate after being advised to do so.
- Most evacuees would try to relocate with friends or relatives or go to a hotel/motel, rather than go to a public shelter.
- Residents may try to re-enter a risk area before safe to do so.
- Spontaneous evacuation will occur when there is sufficient warning of the threat.
- Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
- Evacuation of people for emergency situations that occur with little or no warning will be implemented on an ad hoc basis. The individual responsible for implementing it
should be the IC at the scene of the emergency, with support arranged through the EOC as necessary.

- Evacuation instructions should be based on known or assumed health risks associated with the hazard.

**Concept of Operations**

- The Police and Fire Departments will determine the threat, magnitude, intensity, time until onset and expected duration of the emergency as well as the need for evacuation.

- Establish an on-scene Incident Command Post. Activate the EOC, if necessary.

- The Police Department and Fire Department will coordinate the evacuation process until such time as the EOC is operational, to include:
  - Identifying the number of people requiring transportation to evacuate;
  - Designating an assembly point for evacuees without their own transportation for assembly;
  - Arranging transportation for evacuees without their own vehicles;
  - Arranging shelters to house evacuees;
  - Providing evacuation information to the local media to be disseminated.

- The Police Department should provide security for the evacuated area.

- Door-to-door notifications should be made to assure evacuation is complete.

- A list of evacuees and their location will be maintained.

- Contact will be made with Routt County Office of Emergency Management, to assist with evacuation, additional sheltering and resource allocation.

- An evacuation of the Town of Hayden will impact neighboring jurisdictions and evacuation routes will need to be coordinated.

- The Town of Hayden Incident Commander will designate, in cooperation with the Colorado State Patrol, (If applicable) general evacuation routes for residents to use.

- Provisions, to the extent possible, will be made for providing the elderly and special needs population with transportation methods, medical assistance and other related support during emergency situations.

- If there is not enough time to acquire transportation for persons without their own mode of transportation, or if there is a shortfall of vehicles for transportation, as a last resort, officials may recommend in-place sheltering.

- Able-bodied evacuees may be asked to walk to the nearest assembly point to wait for transportation.

- Access to controlled areas will be controlled by law enforcement. Law enforcement will patrol all evacuated areas unless officers are at risk.
• Re-entry into the evacuation area will only be allowed after it is determined by the appropriate officials that it is safe to do so. Technical advice from the state or federal officials may be necessary in some instances (radiological, hazardous materials type incidents, etc.)

• If all local efforts have been exhausted, assistance in evacuation operations will be requested from nearby jurisdictions or the state or federal government. Assistance requests to nearby jurisdictions should be done directly to the jurisdiction. Requests to the state or federal government should be directed to the CDEM, through Routt County OEM, if possible.
Annex IX – Communications Systems Failure Management

Lead Agency/Agencies: Routt County Communications Center
Supporting Agency/Agencies: Town of Hayden Administration
Town of Hayden Information Technology
Routt County Sheriff’s Office

Purpose

Develop a plan to ensure continuity and availability of essential communications systems for the Town of Hayden in the event of a massive or sustained failure of systems during a disaster. This is designed to work with the Routt County Communications Standard Operating Procedures in event this annex needs to be used.

Situation

Numerous natural and manmade disasters can affect one or multiple communications systems. It is essential for the efficient management of a major emergency disaster to provide for alternate communications systems.

Assumptions

- Specific failures of communications systems are hard to predict. The Continuity of Operations Plan shall hold specific information as to personnel responsibility and equipment information.
- Should the Communications Center become uninhabitable or should all systems fail, the Communications operation shall be transferred to a predestinated facility with equipment and space to provide for the Town of Hayden’s needs.

Concept of Operations

The Communications plan may be either a part of the Information Officer’s role or linked to this role. However, during the time when an incident is in process, all aspects of the Communications plan should be cleared with the Incident Commander before any information is released. In addition to the COOP, the following will be developed by the Emergency Manager, Information Technologies and the Communications Center:

- Plans and policies for the transfer of 911 calls shall be maintained by the Communications Center.
- Radio systems shall be transferred from the Communications Center to either the Command van or to a designated radio back-up call center.
• Communications mediums: paper copy, bulletin board, press release, telephone tree, remote telephone call center, remotely stored information for retrieval by others, out-of-area contact personnel, etc.

• Templates and samples: canned statements and background information on key personnel, locations, suppliers, charts, graphs and diagrams and maps for complex areas that would be difficult to communicate in written or spoken form. A set of forms to track various messages and a log form to document sources of information, decisions, management approvals, etc.

• Easy-to-understand and train other instructions; "how to" note sheets laminated in plastic so they won't get damaged in water, etc.

• A detailed training plan to train essential members in the organization that need to be involved in alternative communication systems.

• A testing plan and schedule periodic tests of the COOP using realistic scenarios shall be regularly conducted.
Annex X – Public Safety (ESF #13a)

Lead Agency/Agencies: Town of Hayden Police Department

Supporting Agency/Agencies: West Routt Fire Protection District
Area Law Enforcement Agencies
State Law Enforcement Agencies
Federal Law Enforcement Agencies

Purpose

The purpose is to establish a comprehensive, all-hazards approach to domestic incident management across a spectrum of activities including prevention, preparedness, response and recovery; delineate the available emergency law enforcement resources for use in natural, manmade or terrorist disasters and other widespread emergencies; protect the Town from terrorist attacks and other natural and manmade hazards; save lives; protect property and apprehend lawbreakers.

The ESF is developed as an integral part of the Town of Hayden Emergency Operations Plan. It is also designed to stand alone as the Law Enforcement Emergency Plan.

This ESF describes the systems that will be used to conduct emergency law enforcement operations prior to, and during recovery from, disasters, terrorist events and other emergencies, as well as multi-agency situations requiring prompt actions in order to protect lives and property.

Situation

This ESF is a strategic document that provides planning guidance and outlines operational concepts for the law enforcement and investigative response to natural, manmade or terrorist disasters and other widespread emergencies.

All ESF activities will normally be coordinated from the EOC. The Hayden Police Department representative located in the EOC will maintain communication with the police command center.

Upon activation of the Town Emergency Operation Center, the Police Department will initiate the following functions:

- Planning Support: Assess and provide information concerning public safety and law enforcement services for areas affected by the emergency. Analyze disaster or potential disaster conditions; assess town-wide needs and national requirements and recommend to the Town Manager those functions that should be reduced, strengthened or maintained during the emergency period.
• Coordination: Work in coordination with other state and local agencies to ensure that services and public safety issues are coordinated throughout the Town.

• Information: Provide the EOC with information related to law enforcement problems identified throughout the Town. Verify identified problems and take actions as appropriate.

• Planning Assumptions and Considerations: Incidents may result in numerous casualties, fatalities, displaced people, property loss, disruption of normal life-support systems, essential public services and basic infrastructure and significant damage to the environment.

Assumptions

Top priorities for law enforcement are to:

• Save lives and protect the health and safety of the public, responders and recovery workers;
• Ensure security of the Town;
• Prevent an imminent incident, including acts of terrorism, from occurring;
• Protect critical infrastructure and key resources;
• Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators and collect and preserve evidence for prosecution and/or attribution;
• Protect property and mitigate damages and impacts to individuals, communities and the environment;
• Conduct operations that assist with the flow of traffic and conveyance and manage crowd control;
• Coordinate a response with appropriate Federal Law Enforcement agencies in the event of a terrorist attack.

Authorities: In accordance with HSPD-5 and other relevant statutes and directives, the Attorney General of the United States has lead responsibilities for criminal investigations of terrorist’s acts or terrorist threats by individuals or groups inside the United States. The Hayden Police will work in concert with Federal Law Enforcement to identify the perpetrators and bring them to justice, consistent with the laws of the United States, the State of Colorado and the Town of Hayden.

Concept of Operations

General:

• Law enforcement activities remain under the control of the Chief of Police or the Incident Commander.
• When a determination is made to activate the EOC, a representative from the Hayden Police Department will respond. Initial assessment will include the extent of the emergency and any affects on public safety.

• The Federal Government has responsibility for enforcement of Federal laws, though State and local officers have authority to enforce and make arrests for certain Federal violations.

• In an extreme disaster emergency, the Government may assume the authority with the disaster area to exercise all police power constitutionally vested in the State.

• In the event of a terrorist event, the FBI will assume the responsibility of lead agency and will respond to any terrorist threat or event.

• The U.S. Attorney General has the authority to declare an event to be an act of terrorism.

Responsibilities – Police Department:

• Save lives and protect the health and safety of the public, responders and recover workers;

• Ensure security of the Town;

• Protect critical infrastructure and key resources;

• Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators and collect and preserve evidence for prosecution and/or attribution;

• Protect property and mitigate damages and impacts to individuals, communities and the environment;

• Colorado Revised Statutes (CRS) provides authority for chief executive officers of law enforcement agencies to request mutual aid assistance from adjacent jurisdictions at any time when the needs for law enforcement exceed available resources;

• When responding to mutual-aid requests under state law, officers of the responding agency act as officers of the requesting jurisdiction during such service;

• Requests for law enforcement support beyond those of routine mutual aid should be made through the Chief of Police;

• Coordinate a response with appropriate Federal Law Enforcement agencies in the event of a terrorist attack.
Annex XI – Damage Assessment (ESF14a)

Lead Agency/Agencies: Town of Hayden Community Development
Town of Hayden Public Works Department

Supporting Agency/Agencies: Town of Hayden Inf. Technology Department
Routt County Office of Emergency Mgmt.
Colorado Division of Emergency Management

Purpose
To provide timely and comprehensive information on the scope and impacts of a disaster and, when necessary, meet disaster declaration needs consistent with state and federal criteria.

Situation
An emergency or disaster requires an accurate assessment of the actual impact on the population and property. Such an assessment defines the severity and magnitude of loss and directs attention to the mobilization of resources necessary to cope with the situation.

State and Federal disaster assistance may be required during an emergency or disaster. If such assistance is necessary, it must be based upon an accurate aggregate damage/loss estimate.

Concept of Operations

- The Chief Building Official and Public Works Director will begin an Initial Damage Assessment to collect, record, and report data. Information will serve as the basis for evaluating the need for disaster declaration at Town, state and federal levels should such action become necessary. GIS should be used to plot the damage data.

- Information and documentation compiled will be consolidated into a Preliminary Damage Assessment report forwarded to the EOC who will report such damage to key personnel and the Colorado Division of Emergency Management.

- A Disaster Declaration may be declared by the Town Manager in order to fully mobilize resources or to enact temporary restrictions, such as curfews and price controls. Such declaration will be given prompt and general public Town and will be filed with the Town and respective County Clerk and two copies will be forwarded to the State Office of Emergency Management (OEM). A local declaration is a precondition for State emergency assistance in most cases.
Annex XII – Vital Records

Lead Agency/Agencies: Town Clerk of the Town of Hayden

Supporting Agency/Agencies: All Town of Hayden Departments

Purpose
To ensure that a list of vital records be maintained by all departments.

Situation
In any emergency or disaster, the continuity of government and the re-establishment of government after a situation are vital to the public. Vital records maintained by government are an essential aspect of continuity and re-establishment of operations.

Assumptions
- Government maintains various records that can include:
  - Vital Statistics
  - License registers
  - Election records
  - Budget records
  - Charters
  - Official Minutes
  - Criminal and Court Records
  - Incorporation Records
  - Contracts
  - Ordinances and Resolutions
  - Boundary Determinations
  - Inventory of Property and Equipment
- Government records must be producible when requested by an official agency or the public, subject to the Colorado Open Records Act (CORA).

Concept of Operations
- Each department is responsible for maintaining vital records related to their respective operations.
- Each department is responsible for identifying vital records necessary for continuity of government and for the re-establishment of government before, during and after an emergency or disaster.
- Vital records should be stored in at least two (2) separate locations, with one being off site.
- Procedures for obtaining off-site records should be established and updated as necessary.
Annex XIII – Administrative Services

Lead Agency/Agencies: Administration Department

Supporting Agency/Agencies: All Town of Hayden Departments
West Routt Fire Protection District
Administrative Staff

Purpose
To support emergency operations with administrative resources needed for timely assessment of the financial impact of a disaster; to prompt recovery of voice and data systems; to effect procurement of goods, services and manpower; follow a logical system for allocation and expenditure of funds; and keep detailed records of disaster-related expenditures.

Situation
In any emergency or disaster, administrative services along with emergency first responders are a vital component of the overall effective management of a situation.

Assumptions
- Administrative services will continue to provide an infrastructure for Town services and resources despite disruptions caused by an emergency.
- Initial assessment of the financial magnitude of disaster response and recovery and the extent of insurance coverage will determine the need to request state and federal financial assistance.

Concept of Operations
- Administrative services will be responsible for developing and maintaining their own detailed emergency procedures.
- Town of Hayden Public Works Director will develop a damage assessment record-keeping system to meet post-disaster needs.
- Finance will maintain records of disaster-related expenditures to support reimbursement from insurers, state and federal agencies.
- Finance will function as principal advisor to the Town Manager on all fiscal matters.
Annex XIV – Debris Management

Lead Agency/Agencies: Town of Hayden Public Works Department

Supporting Agency/Agencies: All Town of Hayden Departments

Purpose
To plan the coordination of the removal, collection and disposal of debris following a disaster, and to mitigate against any potential threat to health, safety and welfare of the impacted citizens.

Definitions
Phase I – consists of the clearance of the debris that hinders immediate life-saving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.

Phase II – consists of the removal and disposal of that debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.

Situation
Disasters precipitate a variety of debris that includes, but is not limited to, trees, sand, gravel, building construction material, vehicles, personal property and hazardous materials.

Assumptions
- The amount of debris resulting from a disaster could exceed the Town of Hayden’s ability to dispose of it.
- If a State of Emergency is declared, State resources would be made available to assist in the removal and disposal of debris.
- Private contractors will play a significant role in the debris removal, collection, reduction and disposal process.
- The Public Works Department will pre-designate temporary debris storage and reduction sites including location, size and ingress and egress routes.

Concept of Operations
- The Public Works Department will determine the extent of damage and resulting debris will be categorized for Phase I or Phase II removal.
Town of Hayden
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Annex XV – Emergency/Disaster Reporting Process

Lead Agency/Agencies: Town of Hayden Administration/Finance
Supporting Agency/Agencies: All Town of Hayden Departments

Purpose
To ensure proper reporting of expenditures and other actions taken to ensure maximum reimbursement for losses and expenses incurred in the recovery process.

Situation
Prompt and accurate reporting is a must in order to ensure that local governments recover the maximum financial reimbursement for authorized disaster emergency-related expenses and losses. It is almost impossible to document claims after the work has been done and a period of time has passed.

Assumptions
- Any disaster or emergency will come with associated costs and expenditures.
- Additional funding will be needed and/or reimbursement necessary for costs associated with a disaster or emergency.
- Current budget amounts as well as any reserve funds may need to be expended on the disaster or emergency.

Concept of Operations
- All departments, organizations and agencies involved in a disaster or emergency occurring within the Town of Hayden will need to keep accurate records of expenditures, losses and other actions taken.
- These records will be forwarded to the Town Finance Department for tracking of overall expenditures and losses.
- Initial Report
  - Reporting Disaster Emergency Information
  - Upon confirmation of a Disaster or Emergency Event:
    - Activate local warning systems.
    - Implement Emergency Operations Plan (EOP).
    - Mobilize local emergency response resources.
    - Activate Town of Hayden Emergency Operations Center (EOC).
    - Contact Routt County Office of Emergency Management.
- Contact Colorado Division of Emergency Management at the 24-hour emergency telephone number (303) 279-8855.

- Lead time is critical when contacting CDEM. Early warning will give the Duty Officer time to place response resources on stand by and alert the Federal Government as necessary.

- Initial Situation Assessment
  - This should be authorized by an elected official or the Town Manager.
  - Initial decisions to mobilize and activate resources will be made on this report.
  - Assess the situation accurately and provide ongoing information flow from the field to local EOCs.
  - Provide Situation Reports from local EOCs to CDEM/SEOC.
  - CDEM will advise appropriate departments of State Government and request the Governor and Federal Agencies to provide the necessary support.
  - Update Situation Reports as new information is secured.

- Initial Damage Report
  - Reporting Location
  - Type of Disaster/Emergency
  - Area Affected
  - Number of Persons Killed, Injured or Endangered
  - Damage to Essential Facilities
  - Damage To Public Property
  - Damage To Private Property
  - Types of Assistance Needed

- Recordkeeping
  - The basic rule is to maintain proof of any disaster-related expenditure.
  - Some examples are:
    - Records of Overtime Compensation to Employees
    - Receipts - Purchase Orders
    - Contracts For Emergency Repairs
    - Equipment Logs (including Work Site)
    - Receipts for Rented or Leased Equipment
    - Issue Slips for Supplies Used
• Local Declaration of Disaster Emergency

• Situation Reports
  o During any disaster or emergency operation, daily reports of threat, damage, response and needs are necessary for efficient coordination of outside resource requirements.
  o Situation reports should contain:
    • Nature of Disaster/Emergency/Threat and Current Magnitude
    • Deaths and Injuries (Total to Date)
    • Damage/Potential Damage
      • Utilities
      • Public Property
      • Private Property
    • Resources Committed and Reserves
      • Local Resources
      • Outside Resources
    • Volunteer Activities – Search and Rescue, etc.
    • Local Government Actions
      • Activation of Emergency Operation Plan
      • Staffing of EOC
      • Evacuation
      • Other Information
    • Additional Assistance Needed
    • Date and Time Sent
  o Damage Assessment
    • Use to tabulate initial reports and estimate of damages
Annex XVI – Victim Services/Volunteer Coordination

Lead
Agency/Agencies: Routt County Victim Services

Supporting
Agency/Agencies: Routt County Center for Mental Health (Mind Springs)
Department Of Human Services (Routt County/State)
Hayden School District
American Red Cross
Local Religious Centers

Purpose
To ensure that victims of a natural or crime-related disaster receive resources and support services that will minimize the emotional and physical impact of the event.

Situation
Victim Services believes victims of a community disaster are best served by an integrated approach provided by professionals who are skilled in crisis intervention and risk assessment. Victim Services also believes first responders must have familiarity with the criminal justice process and with community resources.

Concept of Operations
Victim Services will coordinate the immediate response to victims of crime or other trauma inducing tragedy in conjunction with other responding agencies. Referrals for ongoing support, counseling and responses will be made following the initial response.

- Crisis intervention on-scene/hospitals, etc.
- Coordinate and assemble crisis intervention teams
- Assist coroner with death notifications
- Provide information/referrals and resources
- Provide debriefings

Victim Services will have a station at the Incident Command Center or direct access to it. Communication and coordination will originate from this point. Requests for law enforcement based advocates will be made as directed by the lead law enforcement agency’s mutual aid policy.

The commanding law enforcement agency will establish a Victim Services staging area. All persons responding to aid/assist victims will report to the staging area. They will be screened for qualifications and then directed to the specific area of need.
* According to the Aviation Disaster Family Assistance Act of 1996, American Red Cross bears primary responsibility for coordinating emergency care and support of the passengers involved in aircraft accidents and their families. In these cases, American Red Cross will be part of the unified command system and will coordinate with victim services.

Acts of terrorism fall under the jurisdiction of the Federal Government. Victim Services will coordinate services to victims of these crimes with federal victim assistance.
Annex XVII - Animal Emergency Management

Lead Agency/Agencies: Hayden Police Department Animal Control Officer

Supporting Agency/Agencies: American Red Cross Routt County Sheriff’s Department Animal Control Routt County Office of Emergency Mgmt.

Purpose
Develop a plan to evacuate and ensure care for animals during a major disaster emergency.

Situation
Animals of all kinds are integral parts of our society and economy. Nearly 60% of our nation’s households include pets, a number greater than the number of households with children. Service animals provide augmentation to the senses of sight and sound to disabled persons, and both dogs and horses add critical capabilities to our law enforcement and emergency response community. Caring for animals helps provide meaningful stewardship experiences, helping build responsibility within our society.

Assumptions
- The primary responsibility for evacuating and providing care for animals during an emergency rests with the animals’ owners.
- Experience has shown that this is often impossible when:
  - Owners are unable to evacuate with their animals and are forced by urgent circumstances to leave them behind;
  - Owners become separated from their animals during or after an evacuation;
  - When animal shelters are not available in close proximity to human shelters so that owners can evacuate to an appropriate destination where they can continue to provide daily care.

Concept of Operations
A designated Animal Control Officer assigned by the Police Department will be in communication with the Incident Commander and will be assigned to manage the animal evacuation response as needed. The Animal Control Officer will initially handle all incoming requests for:
- small and large animal housing
- feeding, cleaning, etc.
- veterinary care
• facility usage
• evacuation options
• displaced pet/livestock, wildlife and exotic animal assistance

The Hayden Police Department Animal Control Officer should assist in providing for companion animals, livestock, research animals, exhibit animals and wildlife and provide for a rapid response to events affecting the health, safety and welfare of human beings and animals. The veterinary medicine and animal care activities (in the preparedness, mitigation, response and recovery activity phases of emergency management) include, but are not limited to:

• small and large animal housing
• husbandry (feeding, cleaning, etc.)
• veterinary care
• facility usage
• evacuation options
• wildlife issues
• displaced pet/livestock, wildlife and exotic animal assistance

Transportation of people will often necessitate transportation of companion animals, especially during emergency evacuations and rescue efforts.

Transportation of emergency supplies of animal feeds (hay, grain and species-specific rations) may be necessary when a natural disaster has destroyed local pastures and stored feed supplies.

• Dead animal removal and disposal management support by public works

Owners should be allowed to either shelter-in-place or immediately return to care for their animals. Livestock owners should be provided priority access to and assistance in resuming normal operations for humane care reasons and also to minimize both immediate and downstream economic impacts.

The American Red Cross assists in essential functions to provide the planning, support, resources, program implementation and emergency services that are most likely to be needed during incidents.
Appendix I – Earthquake

Lead Agency/Agencies: Town of Hayden Police Department
West Routt Fire Protection District

Supporting Agency/Agencies: All Town of Hayden Departments
Routt County Office of Emergency Mgmt.
Area Law Enforcement and Fire Agencies
Public Utilities

Purpose
To identify the major hazards associated with earthquake disaster and community response.

Assumptions
- An earthquake could occur at any location in the state causing injuries, death and building damage and destruction.
- A major earthquake will cause cascading events such as fires, hazardous materials incidents and others.
- Several earthquakes have occurred in the past in the mountain areas including Grand Junction and other locations on the western slope.
- There are numerous faults within the State that may cause an earthquake.
- Mutual aid may be needed immediately.
- Amateur radio and other communication systems may need to be brought in.
- Utilities may face major disruption and hazardous situations.
- Infrastructure, such as roads, highways, bridges, may be unusable.
- Telephone communications may be non-existent or overloaded.
- Buildings and structures may be damaged and uninhabitable.

Concept of Operations
- Conduct damage assessment.
- Activate the EOC.
- Facilitate emergency response.
- Facilitate reactivation of vital facilities.
- Protect property.
- Coordinate and liaison with other agencies.
• Maintain functional operation of all town facilities to the extent possible.

• Investigate and assess damage to buildings, structures and property within the Town for the purpose of:
  o Identifying imminently hazardous conditions for immediate abatement.
  o Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
  o Determining the cost and percentage of damage to all buildings, structures and properties.

Compile a statistical damage assessment report for distribution to Town officials, county, state and federal government agencies, media, various organizations and the general public.
Appendix II – Flood

Lead Agency/Agencies:
- Town of Hayden Police Department
- Town of Hayden Public Works

Supporting Agency/Agencies:
- All Town of Hayden Departments
- West Routt Fire Protection District
- Routt County Communications Center
- Routt County Office of Emergency Mgmt.

Purpose

To ensure a plan is in place to respond to flooding in the Town of Hayden.

Urban Drainage and Flood Control District

- Provides Local Flood Warning Program in conjunction with NWS.
- Messages that the District can send out:
  - **MESSAGE 1** (Nuisance Flood Advisory)
    - This advisory message is to inform key people that weather conditions are such that nuisance flooding could develop later in the day – impacting streets, low-lying areas, normally dry gulches, small streams and the recreational trails located along these small drainage channels. Mud/rockslides are the primary concern for the mountains and foothills. It will be issued by Private Meteorological Service (PMS) after consultations with National Weather Service (NWS). If PMS considers the threat imminent, the message will be identified as a RED FLOOD ALERT.
  - **MESSAGE 2** (Flash Flood Watch)
    - This advisory message is to inform key people that either a Flash Flood Watch has been issued by NWS, or PMS believes that weather conditions are such that a life-threatening flash flood may occur later in the day. Significant stream flooding and property damage is possible. PMS will add any additional information that is available.
  - **MESSAGE 3** (Flash Flood Warning)
    - This warning message will be issued to inform key people that a Flash Flood Warning has been issued by NWS, or PMS feels that a life-threatening flash flood is imminent. Significant stream flooding and property damage is expected. PMS will add any additional information that is available. This warning message should be disseminated as quickly as possible.
  - **MESSAGE UPDATE**
    - This message will be used by PMS to update any of the previous messages. For example, this message can be used to narrow a watch or warning area
as more information becomes available, or to provide more site-specific data and direction during an event. If PMS considers the threat imminent, the message will be identified as a RED FLOOD ALERT.

- **MESSAGE 4 (All Clear)**
  - This message cancels the flood potential status. It is issued by PMS after consultation with NWS and other entities involved with direct PMS communications.

- **ABBREVIATIONS:** NWS…National Weather Service; PMS…Private Meteorological Service

**Assumptions**

- The delivery of public flood warnings is dependent, to a large extent, upon the electronic news media (i.e., radio and television) with the National Weather Service (NWS) being primarily responsible for the initial release of the warning and its content, supplemented by the aforementioned Local Flood Warning Program provided by the District.
- Local governments are also responsible for disseminating public warning information within their political boundaries.
- Flash floods in the Yampa Valley can occur at anytime.
- Street flooding from heavy rains or snowmelt may also occur.

**Concept of Operations**

- Depending upon flood threat conditions, this annex may be conducted in five stages.

- **Stage I**
  - Public Works and Police staff are notified of a flooding issue or Red Flood Alert from District.
  - Public Works staff responds and determines if additional staff is necessary for response.
  - Public Works staff and the Police Department will maintain continuous monitoring of weather conditions and Alert Messages from District.
  - Public Works staff will coordinate with Public Works Director and decide when a Stage II activation is required.

- **Stage II**
  - Notification of key departments/Agencies (Public Works, Police Department, Fire, Town Manager office) and key individuals.
  - The Town’s Police staff will maintain a continuous monitoring of all weather conditions.
o The Public Works Director will coordinate with other departments and decide when a Stage III activation is required.
o Potential evacuation of suspected flood locations will be considered.
o Police and Fire personnel will respond to the potential danger areas to warn individuals, and Public Works staff may establish road and trail blocks.
o EOC may be activated.
o Incident Command Post may be established.
o Evacuation routes may need to be established.
o Determine need for diking (sandbags, earth, etc.).
o Determine available resources from outside agencies; stage if possible.

• **Stage III**
o Warn public through available means of public notification (See Warning Annex).
o Evacuate public to other locations or staging areas.
o Establish communications with Routt County Office of Emergency Management.
o Initiate fan-out or call-out lists.
o Provide search and rescue operations as required.
o Relocate essential Town services, if in the danger zone.
o Request appropriate agencies to assist in providing temporary housing, food and shelter.
o The EOC will be activated and staffed as necessary.
o All support agencies will be notified.
o Designated individuals may be dispatched to potential hazard areas to monitor and report findings.
o Shelters and transportation will be provided for evacuees.
o Damage assessment team will be activated if needed.

• **Stage IV**
o Town Manager will declare a State of Emergency, by request.
o Notification of state and federal agencies will be implemented.
o Restoration of vital Town services and long-term recovery will begin.
o Town Council will approve emergency contingency funding.

• **Stage V**
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Emergency Operations Plan

- The Emergency Manager will act as overall coordinator of the recovery event and coordinate disaster relief assistance with state and federal agencies.
- Short and long-term disaster recovery will begin.
- Town Manager may request a State or Federal Disaster Declaration.
Appendix III – Hazardous Materials (ESF#10)

**Lead Agency/Agencies:** West Routt Fire Protection District

**Supporting Agency/Agencies:**
- Town of Hayden Police Department
- Routt County Sheriff’s Office
- Town of Hayden Public Works

**Purpose**

To protect the citizens and employees of the Town of Hayden from the immediate and long-term effects of exposure to hazardous materials, and to identify the actions and responsible agencies for handling a hazardous materials incident.

**Situation**

There are thousands of chemicals in daily use that can cause an emergency affecting a substantial number of people. These effects include massive contamination, explosion, fire, injury and/or loss of life.

Many of these chemicals and flammable gases are transported via air, rail and motor transport. The U.S. Department of Transportation requires adequate warning markings on the carrier vehicle, however, there are numerous exceptions.

Identification of the precise nature of the chemicals involved in a particular incident is a major problem, and care should be taken to note location, hazardous properties, characteristics and potential hazardous reactions with each other.

**Assumptions**

- Incidents involving hazardous materials may occur during transportation near the Town.
- Numerous emergency service agencies will be called upon to assist in their area of expertise during a hazardous materials incident.

**Concept of Operations**

- The Fire Authority or Department having jurisdiction will coordinate all response activities associated with a hazardous materials incident in accordance with their established SOP’s.
- Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency.

The size of the spill, characteristics of the material and potential threat determine the structure of the emergency response effort.
Appendix IV – Winter Storm

Lead
Agency/Agencies: Town of Hayden Public Works
Supporting
Agency/Agencies: All Town of Hayden Departments
West Routt Fire Protection District (WRFPD)
Routt County Office of Emergency Mgmt.

Purpose
To ensure essential Town services are maintained during severe winter weather. Refer also to Town of Hayden Snow Removal Plan (map) and Plowing and De-icing Procedures (as published on the Town website).

Definitions: Advisories, Watches, Warnings and Emergencies

Winter Storm Advisory -- issued to inform the public that there may be an impending storm that could produce localized snow accumulation. During this period, the public should take caution while traveling due to slick or icy roadways. Typical conditions could be expected to produce freezing rain, sleet and snow accumulations up to four inches. No announcement relating to parking, snow tire or chain requirements should be expected.

Winter Storm Watch -- issued to inform the public that a winter storm is in progress that is not of major significance. During this period, the public may be advised of hazardous driving conditions and advised that they may wish to leave early to avoid rush-hour conditions. Typical conditions could be expected to produce snow accumulations up to ten inches with moderate drifting. No announcement relating to parking, snow tire or chain requirements should be expected.

Winter Storm or Blizzard Warning -- issued when a major snowstorm is in progress. During this period, the public may be requested to limit travel to essential trips. The public should have four-wheel drive or to have their vehicles equipped with snow tires or chains which would be adequate to allow travel in a manner that could be reasonably expected to get them to their destination without obstructing traffic. Typical conditions could include snow accumulations up to eighteen (18) inches with moderate to heavy drifting. Blizzard conditions will exist with sustained winds of 35 mph or greater.

Winter Storm Emergency -- during a declared winter storm emergency, all traffic will be discouraged, except for public safety vehicles providing services for the welfare of the general public. This warning will be issued on an extremely infrequent basis for storms that are potentially life threatening. Travel that would be allowed include: police, fire, ambulance services and snow removal equipment, medical service and essential utilities. Employees that are essential to these services would be exempt from travel restrictions. Typical conditions may include snow accumulations of nineteen (19) inches or greater with heavy drifting. Many road closures could be expected, with only major streets serving critical services (police, fire, hospitals, etc.) being maintained.
Assumptions

- All areas of Colorado are vulnerable to major winter storms.
- Long-time residents of the area are usually well equipped to handle routine and even severe winter weather.
- Loss of utilities in the Town can create a critical situation in a short period of time for a large number of people.
- The demand for emergency services poses the greatest difficulty.
- Medical assistance may become critical.

Concept of Operations

Winter storms that occur in our area may be categorized into four basic types. The response to the storm is different for each category. The following presents information concerning these categories, the service levels maintained and the materials used for each type of storm.

- **Category I - Light**
  
  Predicted Snow Fall Amount: Trace – 4” Crews will respond and deploy using the notification system with the Police Dept.

  Service Level: Maintain arterial (Primary) and collector (Secondary) routes during storm. Lower priority snow routes usually do not require service.

  Materials: Scoria, possibly Liquid anti-icer, solid de-icer, as needed.

  Road treatment primarily consists of applying anti-icing chemical, if necessary, prior to the onset of the storm. Liquid de-icers may be applied only to bridges and overpasses depending upon weather conditions. Solid de-icing materials may also be used depending upon weather. Typically these storms move out of Hayden within 24 hours, and one application of the anti-icing chemical is sufficient to maintain a desired service level. (This storm category does not typically require multiple work shifts).

- **Category II - Moderate**
  
  Predicted Snow Fall Amount: 4” – 10” Crews will be scheduled for shift work.

  Service Level: Maintain arterial (Primary) and collector (Secondary) routes during storm. Lower priority snow routes require service at end of the storm.

  Materials: Scoria, Liquid anti-icer, solid de-icer as needed

  Storms in this category may require all available snow plows from operating divisions, including liquid chemical distributors. Heavy equipment is not required for storms at
this level. Road treatment primarily consists of applying anti-icing chemicals prior to the onset of the storm and de-icing chemicals as needed during the storm. Plowing may be required depending upon the weather conditions, and if required, arterial (Primary) snow routes are maintained throughout the storm. Lower priority routes are maintained as the storm abates or ends. Multiple work shifts are usually required for this type of storm. Additional supervision may also be necessary to manage storm response.

- **Category III - Heavy**

Predicted Snow Fall Amount: 10” – 18”. Crews will be scheduled for shift work.

Service Level: Maintain arterial (Primary) and collector (Secondary) routes during storm. Collector (secondary) may be delayed depending upon weather conditions. Lower priority snow routes require service at end of the storm.

Materials: Scoria, Liquid anti-icer, solid de-icer as needed.

Storms at this level require all available equipment including snowplows and heavy equipment. Typically, multiple work shifts over more than one day are needed to maintain the road system in passable condition. Road treatment may initially consist of applying anti-icing chemical at the onset of the storm, but typically progresses to snowplowing with spot application of solid de-icers.

During the storm, arterial (Primary) snow routes are the only routes maintained. Collector (Secondary) routes are treated and/or plowed as personnel and equipment become available after the first priority routes are completed.

- **Category IV - Extreme**

Predicted Snow Fall Amount: 18” or more. Crews will be scheduled for shift work.

Service Level: Arterials (Primary) routes remain passable during storm event. Collectors (Secondary) routes are plowed after the main arterials are fully opened and passable.

Materials: Scoria, Liquid anti-icer and solid de-icers as the storm abates.

This category includes storms with sufficient snowfall to cause major disruption in the transportation system. Major roadways, including interstate highways, may be closed. Businesses and schools may also be closed. During the storm, arterial (Primary) routes will remain passable. All other routes will be plowed as personnel and equipment permit, typically after snowfall has ceased. Snow removal may be required on residential streets depending upon final storm accumulation. Storms in this category require all available Town personnel and equipment and may include contracted snow removal personnel and equipment.

The Town Manager may declare a Town-wide emergency. This proclamation gives the Town Manager the power to enact any order necessary to preserve public peace, health
and safety. The EOC may be opened, and many affected Directors may be requested to report to the EOC.

Department responsibilities:

- The Public Works Department is responsible for the clearing and snow maintenance of public Town streets, with support from other agencies/entities, as indicated on the published Snow Removal Plan map. They are also responsible for maintaining a list of contractors that provide barricades, tree removal, debris removal and additional snow removal services.
- Colorado State Department of Transportation (CDOT) is responsible for the clearing and maintenance of State Highways within the Town boundaries.
- The Public Works Department is responsible for the maintenance of all Town facilities and the parking lots and accesses to these buildings.
- The Police Department is responsible for responding to traffic accidents, the enforcement of all laws and the clearing of any abandoned vehicles on all roadways.
- The WRFPD is responsible for any rescue operations within its jurisdiction.
- If the Town EOC is operational, direct coordination will be made with the Routt County EOC, if applicable.
Appendix V – Terrorism – Weapons of Mass Destruction

Lead Agency/Agencies:  
Town of Hayden Police Department
West Routt Fire Protection District

Supporting Agency/Agencies:  
Town of Hayden Public Works Department
Denver and Southgate Water and Sanitation Department

Purpose
To facilitate the Town’s response to threats/events relative to a terrorism or a weapons of mass destruction (WMD) event. This response must be multi-disciplinary and multi-jurisdictional and will require broad interagency planning, cooperation and coordination between federal, state and local governments.

In addition to the authorities cited in the Basic Plan, the following listed authorities will also be considered during a Terrorism/WMD threat/event:

- Presidential Decision Directive 62 (PDD-62), the United States Policy on Protection Against Unconventional Threats to the Homeland and Americans Overseas;
- Department of Defense (DOD) Directives and Chairman Joint Chiefs of Staff CONPLAN 0300-97.

Situation
The Town of Hayden and its citizens would be at great risk resulting from a Terrorist/WMD attack or threat of attack.

Mass casualties and fatalities, catastrophic damage to buildings or other types of property, contamination of buildings or property, psychosomatic responses from non-affected citizens and contamination/targeting of first responders could have a major impact on the Town’s response capabilities and, could place a major burden on area hospitals.

The scope of the incident may expand geographically and may affect mutual-aid jurisdictions. Airborne agents flow with the air current and, if disseminated via ventilation systems, may carry WMD agents far from their initial source.

Assumptions

- The situation may not be recognizable as a Terrorism/WMD event until there are multiple casualties.
• There may be multiple events (e.g., one event in an attempt to influence another event’s outcome).

• Responders should always assume that there will be secondary devices designed to harm or kill emergency personnel.

• Responders are placed at a higher risk of becoming casualties.

• The scene will always be treated as a crime scene.

• Contamination of critical facilities and large geographic areas may result.

• There will be a stronger reaction from the public than with other types of incidents.

• Time is working against responding elements. The incident can expand geographically and very quickly.

• A complex command and control situation would result.

• Initially, public information would be received and disseminated from the Community Affairs Department, or when established, a Joint Information Center (JIC).

**Concept of Operations**

**General:**

• The Emergency Operations Plan will be activated when responding to a known Terrorism/WMD threat or event; or immediately subsequent to discovery that a threat or event is related to Terrorism/WMD.

• Mutual aid and special technical assistance will be needed.

• Appropriate agencies will be notified as soon as possible to include the Colorado Division of Emergency Management.

• All available communications will be utilized to verify and disseminate warnings. Because of the closed and secure nature, traffic via CCIC/NCIC may be assumed accurate.

• The Emergency Operations Center (EOC) and Departmental Operations Centers (DOC) will be activated assuming they are functional and not a target of a threat. All Department Directors will report to the EOC for a briefing, reallocation and/or relocate Town resources, as necessary.

**Procedures:** A “Hot Zone” may be established as needed.

**Responsibilities:**

West Routt Fire Protection District:

• May resolve hazardous material issues prior to response of other agencies or resources.
• Establish Unified Command with notification to the Office of Emergency Management and all appropriate agencies;
• Perform hazard confinement and clean-up operations.
• Coordinate fire department mutual aid resources.
• Provide medical services and fire control.
• Provide a “Command Staff” Officer for the Federal Joint Operations Command Center.

Police Department:
• May resolve on-scene suspect threats, sweeps for additional devices or other situations of a threatening nature prior to the response of other agencies or resources.
• Establish Unified Command with notification to the Office of Emergency Management and all appropriate agencies.
• Provide scene security and integrity for the incident.
• Provide emergency evacuation as needed.
• Provide for security and/or lock-down of medical facilities.
• Provide for support of the Mobile Command Vehicle and coordinate law enforcement mutual aid response resources.
• Provide a “Command Staff” Officer for the Federal Joint Operations Center.

Public Works:
• Provide heavy equipment and trained operators to assist in emergency rescue/mitigation measures as determined by the IC.
• Provide dirt or other aggregates for use in runoff control.
• Assist with coordination of private resources.
• Provide barricades and traffic control devices.
• Perform other duties as necessary.

Community Affairs Department:
• Both the Fire and Police Public Information Officers will initially respond to the JIC. At the request of the IC, the PIO’s may be requested to respond to a safe area near the Field Command Center to coordinate media requests.
• Prepare messages for dissemination over the Emergency Alert System (EAS) when requested. These systems are under the control of the Fire and Police Communications Center.
• Coordinate, prepare and disseminate emergency public information and/or instructions as required.
Fleet Maintenance: Coordinate transportation resources for use in assisting in mass evacuation.
Appendix VI – Tornado

Lead Agency/Agencies: Town of Hayden Police Department
West Routt Fire Protection District

Supporting Agency/Agencies: All Town of Hayden Departments
Routt County Office of Emergency Mgmt.
Area Law Enforcement and Fire Agencies

Purpose
To ensure a plan is in place in the event of a tornado.

Situation
If a tornado reaches the ground, its high winds and sudden drop in air pressure as it passes cause almost complete destruction of everything in its path.

Assumptions
- Citizens will be advised of potential severe weather conditions through a variety of means, including: National Oceanic & Atmospheric Administration (NOAA) radio, standard radio announcements, TV announcements, Emergency Public Network (EPN), local sirens, etc.
- The National Weather Service (NWS) will provide tornado and severe weather warnings. Warning time will vary.

Concept of Operations
- The National Weather Service will advise the area of potential severe thunderstorm and tornado activity.
- Evacuation of Town facilities may be deemed necessary and may be called for by the Mayor, the Town Manager, the responsible Department Director for the facility, the Emergency Manager or the senior supervisor on duty.
- **Stage I – Tornado Watch / Warning**
  - The Routt County Communications Center will notify key officials and field personnel of pending severe weather.
  - Tornado Warnings are disseminated through all available communication systems.
- **Stage II – Response**
  - Confirmation of a tornado touchdown, resulting in injuries and property damage.
Town of Hayden
Emergency Operations Plan

- The EOC will be activated and staffed as necessary by key individuals.
- All support agencies will be notified and coordination maintained throughout the emergency. Designated individuals by department may be dispatched to affected areas.
- Damage assessment team will be activated as needed.
- Direction and control of field operations will be managed through on-site command post.
- All news releases will be coordinated through the Public Information Officer.
- “All Clear” messages will be initiated when the threat of an active tornado has dissipated.

- **Stage III – State of Emergency**
  - Town Manager by request will declare a state of emergency.
  - State and federal agencies will be notified.
  - Restoration of vital Town services will begin.
  - Town Council will approve emergency contingency funding.

- **Stage IV - Recovery**
  - The Emergency Manager will act as overall coordinator of the recovery event and coordinate disaster relief assistance with state and federal agencies.
  - Short and long-term disaster recovery will begin.
  - Mayor may request a State or Federal Disaster Declaration.
Appendix VII – Civil Disturbance

Lead Agency/Agencies: Town of Hayden Police Department

Supporting Agency/Agencies: Area Law Enforcement Agencies

Purpose
To facilitate the Town’s response to the threat or actual event of civil disaster.

Situation
Emergency situations such as civil disturbances, looting, evacuations, active shooter situations, hostage situations, widespread power outages, etc., may cause need for specialized law enforcement activities, including outside assistance.

Citizens may gather to vocally promote or demonstrate their individual rights or group interests. These demonstrations, although normally peaceful, have the potential of turning violent and causing injury to persons and damages to property. It is therefore prudent that the Hayden Police Department monitors large gatherings within the Town for the potential of becoming unruly or violent. Additionally, the police department must be prepared to handle large-scale civil unrest should it break out with little or no warning.

Assumptions
- Civil disorders can cause alteration or disruption of daily operations.
- Town employees may be in danger in normal field operations.
- Public utilities may be disrupted.
- Public information will be a vital function.
- Law enforcement activities will increase significantly during a major disaster, civil disturbance or other emergency situation.
- During an emergency situation, the Hayden Police Department may be required to expand their operations beyond normal law enforcement duties to provide increased protection and security required by these conditions.

Concept of Operations
- Emergency law enforcement operations will be an expansion of normal functions and responsibilities.
- Law enforcement may be required to gather intelligence, within applicable laws, against groups that form with a potential for civil disturbance or violent activities.
- Pre-planning and using mutual aid can reasonably assure the law enforcement officials that adequate support is available to counter a civil disturbance and maintain or restore order.
• Once the Town issues a "State of Emergency" proclamation, the Town has the additional authority to effectively address the situation through its applicable departments.

• The EOC may be activated for a threat or actual event.

• Mutual aid resources may be called in.

• The Colorado Division of Emergency Management may be notified.
Appendix VIII – Cyber Attack Management

Lead
Agency/Agencies: Town of Hayden Information Technology

Supporting
Agency/Agencies: All Town of Hayden Departments

Purpose
Develop a plan to ensure business continuity and availability of essential automated systems for the Town of Hayden in the event of a massive or sustained cyber systems compromise or attack.

Situation
Current events and threats from terrorists both local and foreign have attacked and threatened the information technologies of both private industry and government. To ensure that critical information is protected and retained for the efficient operation of the Town, a plan to protect such information and technologies should be implemented.

Assumptions
Mitigation & preparedness are the best defense against an attack on information technologies.

Concept of Operations

- The Town shall have the latest versions of firewall, anti-virus and spyware software technologies deployed across the enterprise.
- The Town shall have a system to monitor misuse or unauthorized/remote access of cyber systems, especially by personnel under emotional or financial strains and with access to major data and system integrity.
- The Town shall have a proactive and well-documented cyber-security training program for all personnel with potential access.
- The Town shall have rules for employees working from home to comply with information and systems security.
- The Town shall have data back-up (data redundancy) processes and policies for enterprise-wide and departmental-specific data systems.
- The Town shall have a management process to approve all cyber-technologies utilized in the organization, including but not limited to different systems sharing like data and how shared or exchanged data protected from corruption while allowing access to critical data under emergent conditions.
- The Town shall have policies for the interface and deployment of wireless data and voice systems communications.
• The Town shall have trained personnel for cyber-system response and recovery operations.

• The Town shall have a protocol to monitor the number of cyber-system response events involving external attacks by deliberate attempts to penetrate and take appropriate protective actions.

• The Town completed a hazard vulnerability analysis of all cyber-systems to determine infrastructure security improvements needed for all internal and external threats.

• The Town shall have data security exchange protocols for secure interface with authorized emergency management agencies under a unified command.

• The Town shall comply with current standards on disaster/emergency management and business continuity programs as they apply to all third-party vendors that support and supply cyber-technology services, such as offsite backup and data recovery process for the institution.

• The Town shall have a system of cyber-security audits using a scenario-based evaluation or a series of critical benchmarks.

• The Town shall have standards for the development and security of systems and substructures (i.e., departments), including non-IT/IS staff with special levels of cyber-systems knowledge.

• The Town shall have the ability to terminate access immediately upon an employee’s termination of employment.
Appendix IX – Mass Fatality

Lead
Agency/Agencies: Town of Hayden Police Department
               Routt County Coroner’s Offices

Supporting
Agency/Agencies: West Routt Fire Protection District

Purpose
This annex was developed to provide direction and coordination when dealing with mass fatality incidents. This annex addresses those functions critical to supporting and facilitating response to a mass fatality incident. The lead agency and all supporting agencies will organize under the incident command system. It may fall under the operations section as a mass fatality branch, or it may fall under the logistics section as the morgue.

Policies
- Authority: CRS 30-10-606 Investigations with respect to the cause and manner of death.
- Definition: A multiple-death incident which exceeds the capability of the local coroner’s office.

Situations
- Mass fatality incidents will most likely occur with no warning;
- Individual county coroner’s offices will not have the capability to effectively manage the incident;
- Accurate information will be difficult to ascertain at the beginning of the incident;
- Specialized equipment will have to be requested that may not be readily available;
- Weather may play an important role in the types of resources needed.

Assumptions
- The Hayden Police Department will notify the appropriate coroner’s office and will assist the scene preservation;
- Incidents that are widespread may exceed the Town’s capabilities to secure the scene;
- Some bodies may have to be moved in order to perform rescue and medical treatment for the injured;
- All multiple death incidents will be investigated to determine cause of death;
The cause of death may involve criminal conduct and may require investigation by local, state or federal agencies;

The coroner’s office may rely on mutual aid from other professionals to identify and prepare victims;

Federal and state agencies may take part in the investigation of multiple death incidents, even if criminal conduct is not involved;

Information and media response require careful coordination due to the sensitivity of the situation;

Special consideration will be necessary when interacting with relatives and friends of victims;

All first responders have an obligation to preserve the scene when carrying out their duties.

Concept of Operations

General:

All personnel responding to an incident involving multiple deaths have the responsibility to preserve the site by not disturbing anything or anyone unnecessarily.

Under no circumstances will information pertaining to names of fatal victims be released by anyone other than the medical examiner’s office.

Personal articles, including identification, will not be removed from deceased persons except as directed by the coroner.

Critical incident stress debriefing will be offered to all responders.

Notification:

The Routt County Coroner will be the primary agency for mass fatality incidents.

Security of the incident site will be coordinated by the Hayden Police Department.

The county coroner’s office shall assume all responsibility for identification, preparation and transportation of the deceased.

Public information will be coordinated through the medical examiner and designated Town public information officer.

All first responders shall make every effort to support the investigation team by documenting as much information as possible pertaining to their initial observations, findings and actions at the scene.

Volunteer groups, including the Red Cross, Salvation Army and clergy may be requested to provide assistance for family, friends and workers.
Responsibilities:

Primary Agency: Hayden Police Department
- Will assume the role of lead agency regarding mass fatalities;
- Control ingress and egress to the incident site;
- Notify coroner’s office and assist with investigation;
- Secure temporary morgue site with staff or contract personnel;
- Non-uniformed personnel requiring site access will be issued identification in compliance with the North Central Region’s credentialing plan.

Support Agencies:

Fire Authority:
- Control and/or eliminate hazardous conditions;
- Assist coroner and police with removal of bodies by providing manpower and equipment;
- Provide resource management and logistics to support operations.

Public Works:
- Provide heavy equipment to support on-site operations.

Volunteer Groups:
- American Red Cross will provide assistance to family and friends of victims;
- Salvation Army will provide support to personnel working on the incident;
- Clergy will administer last rites and comfort family and friends of victims;
- Facilitate stress debriefing for all affected individuals as needed.
Appendix X – Aircraft Accident

Lead Agency/Agencies: West Routt Fire Protection District

Supporting Agency/Agencies: Town of Hayden Police Department
Town of Hayden Public Works
Routt County Communications Center
Yampa Valley Regional Airport
Routt County Sheriff’s Office

Purpose

The purpose of this annex is to define responsibility in the event of an aircraft incident in the Town of Hayden.

Situation

- The Town of Hayden is at high risk for an incident involving aircraft including private, commercial and military.
- Geographically, the Town of Hayden is located near and responsible for a busy Commercial airport.

Assumptions

- An incident involving an aircraft may happen with little or no warning.
- An aircraft incident is likely to be in a populated area, which could cause a major impact on the resources of the Town of Hayden.
- Incidents involving military aircraft must be handled with extreme caution due to the fact that live ordnance, ejection seats and hazardous materials may be involved.
- Large commercial aircraft may require specialized crash/rescue units from neighboring entities.
- The possibility exists that there may be hazardous materials involved.
- Commercial passenger aircraft will most likely be transporting a large number of individuals which would require a highly coordinated response effort of all involved groups.
- A large number of casualties and/or fatalities may be expected with this type of incident.
Concept of Operations

General:

- The Town of Hayden Emergency Operations Plan will be activated when responding to all major aircraft incidents.
- Specialized response equipment may be requested from neighboring air fields to assist in the handling of these situations.
- Mutual aid may be requested from neighboring entities to assist with EMS activities, fire control and forensic assistance.
- Federal, state, local and volunteer agencies must be included in a joint cooperative effort.
- Incidents involving military aircraft will be handled by West Routt Fire Rescue until relieved by military personnel trained in the handling of military aircraft.
- If it becomes necessary to move bodies to access patients, a picture should be taken prior to movement. If it is not feasible to take a picture, then a mental note shall be made as to the location and position of the victim.
- The crash site shall be disturbed as little as possible and then only as needed for rescue and extinguishment.

Notification:

- The National Transportation Safety Board (NTSB), Federal Aviation Administration (FAA) and other required agencies will be notified that an aircraft is down in the Town limits.

Responsibilities:

Primary Agency: Fire Authority

- West Routt Fire Rescue will have the lead role in providing emergency medical care to individuals involved in an aircraft incident within the Town of Hayden.
- West Routt Fire Rescue shall be responsible for fire control and extinguishment of all fires resulting from aircraft incidents.
- Act as lead agency and determine what level of the plan to activate.
- Shall establish an incident command system and notify the Town Emergency Manager or Chief of Police.
- Implement the Mass Casualty and/or Mass Fatality Annex’s.

Support Agencies:
Public Works
- Assist police with traffic control, barricades and signaling devices.
- Provide damage assessment for Town-owned properties.
- Assist with clearing of debris from streets and alleys.

Volunteer Agencies
- Provide food, clothing, shelter and counseling for victims.

Town Manager
- Declare a State of Emergency if necessary.
- Request emergency funding from Town Council.

Police Department
- Assist West Routt Fire Protection District in initial response
- Preserve the scene as much as rescue efforts allow for the follow up investigations by the appropriate agencies. In most cases of a major aircraft incident the scene will be treated as a crime scene until it is determined differently.
- Set up a perimeter control.
- Maintain crowd control.
- Keep traffic clear to assist with the flow of emergency vehicles.

Town of Hayden Public Information Officer (P.I.O.)
- Shall coordinate communication with West Routt Fire Rescue and others to assist with public information.
- Shall prepare and disseminate news releases, statements and advisories.
- Shall work in conjunction with West Routt Fire Rescue and the news media.
- Notify PIO’s of type and location of aircraft; i.e., On YVRA Property, in the Town, outside of the Town Boundaries but within the Town influence areas.

Neighborhood Services
- Coordinate incoming messages from community members.
- Provide translators as needed.
- Shall assist in determining the needs of the community involved after the scene is released by the NTSB.
Yampa Valley Regional Airport

- Coordinate with first responders and airlines for information.
- Coordinate with first responders and Incident Command on airport operations and travelers located within the airport or departing the airport area
- Coordinate support services and airport personnel to assist First Responders and rescue efforts
Appendix XI – Pandemic /Epidemic Outbreak

Lead Agency/Agencies: Routt County Department of Health  
State of Colorado Department of Health

Supporting Agency/Agencies: Town of Hayden – Council / Administration  
Town of Hayden Police Department  
Town of Hayden Public Works  
Routt County Office of Emergency Management  
Yampa Valley Medical Services

Purpose:

This annex was developed to provide direction and coordination when dealing with a pandemic/epidemic outbreak that threatens or has occurred within the Town of Hayden. This annex addresses those function critical to supporting and facilitating the response to a pandemic / epidemic outbreak. The lead agency and all supporting agencies will organize under the incident command system.

Situation:

Pandemics and epidemics occur in both natural and man-made situations. If such events occur within the Town of Hayden it is the responsibility of both the government and employees of the Town of Hayden to assist, help and mitigate the impacts these events may bring.

Assumptions:

• Susceptibility to a pandemic virus is global. An epidemic is a regional outbreak of infectious disease.
• Efficient and sustained person-to-person transmission signals an imminent pandemic.
• Among working adults, an average of 20 percent will become ill during a community outbreak.
• Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
• While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemics about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher.
• Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios.
• Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.

• Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals, “snow days”) are likely to increase rates of absenteeism.

• The typical incubation period (interval between infection and onset of symptoms) for can range between two to fourteen days.

• Persons who become ill may shed virus and can transmit infection for up to several days before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission.

• On average, infected persons will transmit infection to approximately two other people.

• A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic.

• Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two-three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

Concept of Operations:

General:

• The Town of Hayden will be provided with guidance and/or direction by Routt County Department of Health, State of Colorado Department of Health and the Federal Center for Disease Control (CDC)

• All Town Departments will have actionable plans and procedures to assist in the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some nonessential activities.

• The Town of Hayden will review its continuity communications programs to ensure they are fully capable of supporting pandemic and other related emergencies, and give full consideration to supporting social distancing operations, including telework and other virtual office options.

• The Town of Hayden’s controlled buildings will be accessible, but right of entry may be limited.

• The Town of Hayden may need to deploy to alternate facilities.
Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking and other approved social distancing protocols.

Travel restrictions, such as limitations on mass transit, implemented at the Federal, State, County or Town levels may affect the ability of some staff to report to work.

Roles and Responsibilities:

**Critical and Essential Operations**

Following services are critical to the ongoing health, safety, and general welfare of the Town of Hayden community. Department Response Plans will specifically address continuity of operations for these departments as they modify operations to support critical/essential operations only.

- **Town of Hayden Town Council**
  - Policy decision-making
  - Declarations of Emergency/Disaster/Delegation of Authority
  - Assist in Communication to the public along with the coordinated Public Information Officers and Joint information Centers

- **Town of Hayden Administration (Town Manager, Clerk, Finance)**
  - Town Manager
    - Coordinate between Council and Staff on Objectives
    - Acts as Town Emergency Manager in absence of Chief of Police.
    - Coordinate with County Manager and other City Managers on resources and availability as needed and requested.
    - Assist with HR Functions for effected employees
    - Tracking of Expenses and finance director.
  - Finance
    - Payment of bills, payroll
  - Town Clerk
    - Record keeping
    - Maintain critical documents as generated by the Town Council, Town Manager and Chief of Police
    - Assist with HR Functions for effected employees as well as finance functions as needed.

- **Town of Hayden Police Department**
  - Chief of Police
    - Oversee emergency operations and maintenance of peace and order for Police Department
      - Acts as Town Manager in absence of Town Manager
Town of Hayden
Emergency Operations Plan

- Acts as Town Emergency Manager as delegated by Town Manager—
  - Coordinate activities with County Emergency Manager,
  - Coordinate with the County Response Plans,
  - Coordinate with the Emergency Operations Center,
  - Coordinate with the Routt County Department of Health
  - Coordinate with the State of Colorado Department of Health.
  - Coordinate Town Responses as needed
- Police Department Personnel
  - Assist Medical personnel with response as needed
  - Assist in maintaining quarantine as established and ordered by
    Department of Health (County or State) and / or by Court Order
  - Assist in the preservation of order and security for the Town of Hayden
- Town of Hayden Public Works
  - Streets Department
    - Support and operate Water Department as needed / directed to
      provide essential services
    - Maintain infrastructure to ensure utilities delivery and essential Town
      Services and sanitation services (trash)
    - Maintain streets and accessways so as to ensure emergency responses
      from emergency services (West Routt Fire, EMS, Police, Etc)
    - Coordinate with the Town of Hayden Emergency Manager for
      notifications as related to motor vehicle traffic and impacts
    - Assist as needed and directed in mandatory quarantine
    - Maintain Town Fleet maintenance so above responsibilities can be
      maintained
  - Water/Sewer Department
    - Ensure and maintain delivery of essential Town Utilities which include
      water services, sewer services.
    - Coordinate with Public Works on Utility delivery for support and
      adequate coverage
    - Assist Public Works with infrastructure maintenance and continual
      utility delivery.
    - Coordinate with Town’s Emergency Manager for delivery of critical
      infrastructure notices (To be coordinated with the County PIO / County JIC) if needed
- Non-Critical and Support functions
  - Economic Development
    - Will continue operations, as feasible, from home or support primary
      essential operations.
  - Municipal Court
  - Will continue operations, as feasible, from home or support primary essential
    operations.
  - Planning
    - Will continue operations, as feasible, from home or support primary
      essential operations.
Parks & Recreation ▪ Will support primary essential operations in a support capacity as needed.

**PLEASE SEE ATTACHED ANNEXES FOR ADDITIONAL INFORMATION**

- Appendix XI – Annex A – Tiered Response / Activation
- Appendix XI – Annex B – Department Planning Template
- Appendix XI – Annex C – Employer/Employee Recommendations

**Appendix XI / Annex A – Pandemic /Epidemic Outbreak**

**Tiered Response / Activation**

**Lead Agency/Agencies:** Routt County Department of Health  
State of Colorado Department of Health

**Supporting Agency/Agencies:** Town of Hayden – Council / Administration  
Town of Hayden Police Department  
Town of Hayden Public Works  
Routt County Office of Emergency Management  
Yampa Valley Medical Services

**Purpose:**

To provide a measured and structured response if there is a outbreak or escalation of a pandemic outbreak in the Town of Hayden

**Assumptions:**

**Communications Plan**

The Communications plan will largely follow the lead of the State and County Officials, including Regional OEM, with information disseminated locally by our Communications team members. Efforts will focus on:

1. Internal communications designed to keep personnel informed and safe while continuing critical government functions (e-mails, texts, etc.); and,
2. External communications that are first, supportive of Health Department communications to the public, and second, useful for specific local needs of the Fountain public (Website, Facebook, signs/banners, etc.) in conjunction with County Health PIO and EOC - JIC.

**Quarantine Plan**

In the event of the need for a quarantine, the Town will follow the direction of State and County Health officials, who will provide specific information relative to cancellation of public events, quarantine processes and procedures, etc.

**Concept of Operations:**
Phasing of Response

Tier I – Heightened awareness. The CDC and local health authorities have identified a pandemic virus outbreak in the U.S. and are encouraging citizens to be aware and focus on sanitization and hygiene.

- Encourage employees to stay home if sick or to go home if exhibiting symptoms while at work. Employees will continue to use sick leave.
- Identify work spaces where employees can temporarily isolate if they are awaiting transportation to their home or medical care.
- Wash hands often, also use hand sanitizer often.
- Cover mouth with arm/elbow if coughing.
- Heightened amount of environmental sanitation – Lysol, wipes, environmental germicide sprays, etc.
- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID-19 are expanding.
- Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected Town Staff (gloves, masks, etc.).

Tier II – Statewide Concern. The Colorado Department of Health and Environment (CDPHE) have indicated cases of pandemic virus outbreak within the State of Colorado. When directed by the Town Manager, or his delegate, the Town will move its response to Tier II which, in addition to Phase I steps, include:

- Trial Teleworking and staggered shifts authorized. Departments should, on a very limited basis, begin to set up telework sites for a limited number of employees to lessen the impact on Tech Services.
- Employees should refrain of physical contact with each other and with members of the public (i.e. handshakes, hugging, etc.). CDC recommends a 6’ distance of separation.
- Employees should limit or eliminate any outside agency meeting attendance, unless able to be done remotely.
- Town Departments should begin to limit internal meetings or hold internal meetings via electronic meeting.
- Employees who self-identify as high risk (having compromised immune systems, for example) should work from home. If sick, no sick leave required – will treat as regular time.
- The Town will coordinate with State and Local Health authorities.

Tier III – Routt County Concern. Routt County Health has indicated multiple cases of the pandemic virus within the Region. When directed by the Town Manager, or his delegate, the Town will move its response to Tier III which, in addition to Phase II steps, include:

- Employees will be directed to stay home (or go home) if they or any family member they live with is exhibiting any symptoms, or if they are high risk. Employees staying home will not be required to use sick leave, but will treat it as regular pay.
- Elimination of any Town meetings or events (unless able to be done remotely). Recreation programs shut down.
- Teleworking and staggered shifts authorized. Departments will continue to roll out additional measures or plans to allow employees to work remotely, when feasible.
• Departments must take additional steps they have identified to limit exposure between employees and between employees and members of the public.
• Town buildings reduced staffing authorized. Departments will take steps to ensure Town Buildings are minimally staffed, but public spaces are very limited.
• Heightened level of sanitization of spaces including additional germicide spraying.
• Selected Town Staff have PPE on hand and begin utilization, as appropriate.
• Other steps as directed by State and Local Health authorities.

Tier IV – Full implementation of Response Plan. Tier IV may occur at such time as Routt County Public Health recommends regionwide social spacing, or schools are shut down, or at such other time as Hayden deems it to be in the best interest of the organization and/or community. When directed by the Town Manager, or his delegate, the Town will move its response to Tier IV which, in addition to Phase III steps, include:
• Town Buildings minimally staffed, no public access. Public will be directed to conduct business online, if feasible, or by phone.
• Departments will fully enact Departmental plans. Teleworking options and staggered shift work maximized. Only essential services ongoing, unless able to be provided through employees working remotely.
• Incident Command may be set up locally or in coordination with County Authorities.
• Selected Town Staff mandatory use of PPE.
• Other steps as directed by State and Local Health authorities, including support of their efforts.
Appendix XI / Annex B – Pandemic/Epidemic Outbreak
Department Planning Template

Lead Agency/Agencies: Routt County Department of Health
State of Colorado Department of Health

Supporting Agency/Agencies: Town of Hayden – Council / Administration
Town of Hayden Police Department
Town of Hayden Public Works
Routt County Office of Emergency Management
Yampa Valley Medical Services

Purpose:

This is to provide a template for individual town departments with an outline to pre-plan responses if needed during a pandemic outbreak.

Department: ____________________________ #of FTE ______________

List critical operations that are essential to functioning of government and protection of public health, safety, and welfare:

List of steps taken to ensure safety of personnel and minimization of personal contact with other employees and members of the public (PPE, practices to keep separation of employees, teleworking, precautions taken for team responses, etc.). Be specific:

- Require sick employees, or employees who have sick family members, to stay home.
- Perform routine environmental cleaning of employee spaces, offices, keyboards, vehicles, etc. using alcohol-based germicides.
- Require masks and gloves when in spaces where other employees or members of the public are expected to be within 15 ft.
- Create constant separation between employees and between employees and members of the public.
- Identify specific employees who can telework or can work from other locations, such as their vehicles.
- Shut down common employee spaces (lunch rooms, break rooms, kitchens, etc.)

The below lists and questions are NOT all inclusive – Please expand and detail as needed as pertains to your particular department and its operations.

List of person and facility resources available to assist in Office of Emergency Management (OEM) / Consideration – This could either be at the Town Level or the County Level:

1) ______________
2) ______________
List of person resources available to assist in other critical operations:

1) __________________ Cross trained in) _________________________________
2) __________________ Cross trained in) _________________________________
3) __________________ Cross trained in) _________________________________
4) __________________ Cross trained in) _________________________________
5) __________________ Cross trained in) _________________________________
6) __________________ Cross trained in) _________________________________
7) __________________ Cross trained in) _________________________________
8) __________________ Cross trained in) _________________________________
9) __________________ Cross trained in) _________________________________
10)_____________________ Cross trained in) _______________________________

Other Considerations for Departmental Plans:

- What private services does your department rely on? How to cover if they discontinue service for a time?

- What PPE do we need to provide – masks, gloves, hazmat/Tyvek suits, etc.

- How to keep work spaces germ free – Lysol, sanitary wipes, alcohol-based hand sanitizer

- Who can telecommute?

- Do we have adequate backup for critical positions?

- Do we need to create shifts to separate workers?

- What practices do we implement to allow our people to continue the work without putting themselves in danger? Minimizing contact with others – internal and external?

- How do we ensure ongoing communications with our people?

- What internal communication channels do you have for your people?

- How will your department transition from providing full services to the public to providing only critical/essential services to reflect expansion of Health Department concerns?
• Can some of our customer-facing services be provided by phone, skype, etc.

• How will absenteeism – from illness, fear of the illness, or the need to care for family members – effect operations?
Appendix XI / Annex C – Pandemic /Epidemic Outbreak
Employer / Employee Recommended Guidelines

Lead Agency/Agencies: Routt County Department of Health
State of Colorado Department of Health

Supporting Agency/Agencies: Town of Hayden – Council / Administration
Town of Hayden Police Department
Town of Hayden Public Works
Routt County Office of Emergency Management
Yampa Valley Medical Services

Purpose:

The Town of Hayden wishes to provide the ‘best practices’ and resource information for not only internally but externally as it relates to a pandemic or epidemic outbreak that might occur within the Town of Hayden.

Recommended strategies for employers to use now:

- Actively encourage sick employees to stay home:
  - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4°F [37.8°C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
  - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Do not require a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
  - Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
**Separate sick employees:**
- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

**Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Visit the coughing and sneezing etiquette and clean hands webpage for more information.

**Perform routine environmental cleaning:**
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- No additional disinfection beyond routine cleaning is recommended at this time.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

**Advise employees before traveling to take certain steps:**
- Check the CDC’s Traveler’s Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the CDC website.
- Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow your company’s policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.


Planning Considerations

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of a pandemic virus outbreak in their workplace in the event of an outbreak in Routt County and the Town of Hayden. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for the pandemic virus outbreak due to adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
  - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
  - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
  - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with state and local health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

Important Considerations for Creating an Infectious Disease Outbreak Response Plan

All employers should be ready to implement strategies to protect their workforce from pandemic virus outbreak while ensuring continuity of operations. During a pandemic virus
outbreak locally, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

**Employers should:**

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

**Recommendations for an Infectious Disease Outbreak Response Plan:**

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to protect workers from potential exposures to pandemic virus outbreak.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor](https://www.dol.gov)’s and the [Equal Employment Opportunity Commission](https://www.eeoc.gov)’s websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers, and procedures for activating and terminating the company’s infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
• Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest pandemic virus outbreak information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
• In some communities, early childhood programs and K-12 schools may be dismissed, particularly if pandemic virus outbreak worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.
• Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
• People should consider canceling non-essential business travel to additional countries per travel guidance on the CDC website.
  o Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.

Consider cancelling large work-related meetings or events should a local outbreak occur (Local outbreak is defined as Routt County/Moffat County).

Resources (COVID-19 Specific):

• Following are recommendations from the CDC regarding strategies to address the potential Coronavirus epidemic. Updates are available on CDC’s web page at www.cdc.gov/coronavirus/2019-nCoV.

• Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:
  o Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
  o If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

• Planning for COVID-19 Outbreak in the US
  o The severity of illness or how many people will fall ill from COVID-19 in the US is unknown at this time. As an employer we are planning to be able to respond in a flexible way to varying levels of severity and be prepared to refine our normal course of business as needed. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will
continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments, and will make additional recommendations as needed.
Town of Hayden

Town Council Agenda Item

MEETING DATE: 03/19/2020

AGENDA ITEM TITLE: Review and Adopt Emergency Ordinance 696 Declaring a State of Emergency Due to COVID-19 Pandemic

AGENDA SECTION: New Business

PRESENTED BY: Mathew Mendisco and Chief Tuliszewski

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:
Over the past two weeks the Coronavirus, also known as COVID-19, was discovered in Summit County (patient zero for Colorado). Subsequently many cases have arose with numbers as of 3/17/2020 at 183. In Routt County we have identified 2 cases so far but a press release on 03-17-2020 from Routt County Public Health identified that community spread was imminent due to foreign couple who visited 03/10/2020 – 03/12/2020.

While the Town has been following Routt County’s recommendations and actions (such as shutting down Town Hall lobby) staff predicts that economic resources, specifically the Town’s economy, is going to have a major decline in both the general fund and enterprise fund. With the Governors executive orders things will get worse before they get better.

As a result of the above staff is recommending that the Town Council declare a “State of Emergency” to allow the Town to access State/Federal funds to help with the economic impacts as well as the health crisis and even supply chains and helping our public continue to live and survive. The attached ordinance lays out an emergency declaration and the roles and responsibilities for the Council and staff. This allows for the Town to request aide/resources from the County and through them to the State level and Federal level. Resource allocation and financial assistance is handled the same way in reverse though.
It is understood that this emergency is affecting our Town already, and our elected officials will want to be very visible and probably rush to the scene of certain situations. There are many invisible dangers surrounding the scene of this emergency and that is why only well-trained and well-equipped response personnel should go to the scene. The Mayor and the Town Council obviously have a very important and needed public role to play. The citizens and staff count on the elected officials to assist and help with community leadership. This role should be coordinated with the Incident Commander / Town Manager or the Emergency Manager in order to ensure safety and also to ensure consistency in any messages that go out to the citizens and the media. PIO responsibilities for the Town are delegated to the Town Manager per the Town Charter; however, the Mayor/Council will be playing a key public role now and in the future of this State of Emergency as a result of COVID-19.

RECOMMENDATION: Council adopt Emergency Ordinance 696 as written and authorize the Mayor/Mayor Pro-tem to sign Ordinance 696.

MANAGER’S RECOMMENDATION/COMMENTS: I concur with Staff’s recommendation
TOWN OF HAYDEN, COLORADO

ORDINARY NO. 696

A EMERGENCY ORDINANCE CONFIRMING THE POWER OF TOWN
OFFICIALS TO PROTECT PUBLIC WELFARE IN TIMES OF EMERGENCY,
CREATING PROCEEDURES FOR THE EXERCISE OF SUCH POWERS, AND
PROVIDING FOR TOWN COUNCIL REVIEW THEREOF

REICITALS

WHEREAS, this Ordinance may be cited as the Emergency Protection Policy and
Procedure; and

WHEREAS, the Colorado Disaster Emergency Act, C.R.S. 24-33.5-701, ct seq,
provides procedures for statewide and local prevention of, preparation for, response to, and
recovery from disasters; and

WHEREAS, pursuant to C.R.S. § 24-33.5-703(3), a "disaster" is defined to mean "the
occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property
resulting from any natural cause or cause of human origin, including but not limited to fire,
flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other
water contamination requiring emergency action to avert danger or damage, volcanic activity,
edemic, air pollution, blight, drought, infestation, explosion, civil disturbance, or hostile
military or paramilitary action, or a condition of riot, insurrection, or invasion"; and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709, a local disaster may be declared "only by
the principal executive officer of a political subdivision;" and,

WHEREAS, in the event of circumstances of local emergency as defined below, the
TOWN MANAGER may request the TOWN COUNCIL of the Town of Hayden (the “TOWN”)
to declare the existence or threatened existence of a local emergency or may issue such
declaration if the TOWN COUNCIL is not reasonably available per Town Charter section 2-6 of
the Town of Hayden Home Rule Charter and the above recital; and

WHEREAS, whenever a local emergency is declared by the TOWN MANAGER the
TOWN COUNCIL shall take action to ratify the declaration within seven days thereafter. However, the inability of the TOWN COUNCIL to meet within seven days of the declaration
shall not serve to invalidate the declaration; and

WHEREAS, the Town Manager of the Town of Hayden has advised the Mayor and
Town Council of a disaster currently present in the Town of Hayden, to wit, the occurrence or
imminent threat of widespread or severe damage, injury or loss of life or property resulting from
COVID-19 Pandemic ("Pandemic") requiring emergency action to avert danger or damage,
which began to occur on or before March 5, 2020, and which continues; and

WHEREAS, it would be appropriate and in the interests of the public health and safety,
and would further protect property, for the Town Council to implement said recommendation; and
WHEREAS, the cost and magnitude of responding to and recovery from the impact of the Pandemic is far in excess of the town's available resources; and

WHEREAS, pursuant to the Home Rule Charter, Section 2-6, the Town Council is authorizing the Town Manager to act as the principle executive officer of the Town during this disaster; and,

WHEREAS, the order of a proclamation of a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, or other authorized record-keeping agency and with the office of emergency management.

WHEREAS, the TOWN COUNCIL, after having reviewed the Emergency Protection Policy and Procedure believes it would be in the best interest of the Town of Hayden to adopt said policy and procedures; and, therefore:

Enumeration of Emergency Powers. In the event of the declaration of a local emergency as provided in this Ordinance, the TOWN MANAGER is empowered, to the extent lawfully permissible, to do the following:

1. **Request State assistance.** Request the Governor, in coordination with Routt County, to proclaim a state of emergency when the locally available resources are inadequate to cope with the emergency.

2. **Direction and control.** Direct and control the effort of the emergency organization of the TOWN for the accomplishment of the purposes of this Ordinance.

3. **Incident Command.** Appoint or replace an Incident Commander pursuant to the protocols of the National Incident Management System. Authorize a declaration of authority for transfer of incident command to a state incident management team as necessary.

4. **Interagency coordination.** Direct cooperation between and coordination of services and staff of the emergency organization of the TOWN, and resolve questions of authority and responsibility that may arise between them.

5. **Public spokesman.** Represent the TOWN in all dealings with public or private agencies on matters pertaining to emergencies as defined in this Ordinance.

6. **Rules and regulations.** To make and issue rules and regulations on matters reasonably related to the protection of life and property affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the TOWN COUNCIL. Such rules and regulations may govern matters including but not limited to the following:

   a) Establishing a curfew may be established for the area designated as an emergency area which fixes the hours during which all persons, other than public officers and
officials, are prohibited from being upon the public streets or in other specified places;

b) Streets and areas may be barricaded and vehicular and pedestrian traffic prohibited or regulated on streets leading to the area designated as an emergency area for such distance as may be deemed necessary under the circumstances;

c) Directing persons to be evacuated from the emergency area, instructed to shelter in place, or given instruction for other protective actions;

d) Prohibiting or restricting the sale of alcoholic beverages and the sale of gasoline or other flammable liquids;

e) Declaring other measures as are imminently necessary under the circumstances for the protection of life or property or to prevent or minimize danger to lives or property.

2) **Emergency procurement.** To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the TOWN for the fair value thereof and, if required immediately, to commandeer the same for public use;

3) **TOWN employees and volunteers.** To require emergency services of any TOWN officer or employee and, in the event of the declaration of an emergency and with the assistance of the Police Chief and Fire Chief and Police and Fire Departments to command the aid of as many citizens of this community as he deems necessary in the execution of his/her duties;

4) **Allocation of resources.** To requisition necessary personnel or material of any TOWN department or agency;

5) **Personnel Rules and Regulations.** To suspend, alter, or amend the TOWN MANAGER’s determinations with regard to work and employee schedules, health leave, and office protocols.

6) **Other powers.** To execute all of his ordinary power as TOWN MANAGER, all of the special powers conferred upon him by this Ordinance or by ordinance or emergency plan pursuant hereto adopted by the TOWN COUNCIL, all powers conferred upon him by any agreement approved by the TOWN COUNCIL, and by any other lawful authority.

7) **Definitions.** *Local emergency* means any manmade or natural event or circumstances causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes but is not limited to, fire, explosion, flood, severe weather, drought, spills or releases of hazardous material, contamination, utility or transportation emergencies, disease, infestation, civil disturbance, riot, sabotage, terrorist acts, and disruption of normal TOWN operations.
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, that this Emergency Protection Policy and Procedure is hereby approved.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the TOWN COUNCIL of the Town of Hayden on this 19th day of March, 2020.

ATTEST: 

_________________________ 
TOWN OF HAYDEN, COLORADO  

_________________________ 
TOWN CLERK  

By: _________________________
Town of Hayden

Town Council Agenda Item

MEETING DATE: 03/19/2020

AGENDA ITEM TITLE: Review and Adopt Mutual Aid Agreement with Routt County

AGENDA SECTION: New Business

PRESENTED BY: Mathew Mendisco and Chief Tuliszewski

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:
This agreement is the last agreement that the Town needs to have in place so that Routt County can be authorized to work with the Town and share resources during times like we have today with COVID-19. This is an update to an older agreement and Routt would like a current agreement to be in place.

RECOMMENDATION: Council adopt the Mutual Aid Agreement with Routt County

MANAGER’S RECOMMENDATION/COMMENTS: I concur with Staff’s recommendation
AGREEMENT FOR MUTUAL AID

THIS AGREEMENT FOR MUTUAL AID, hereinafter referred to as "this Agreement," made and entered into as of _______________________, 20___ by and between Routt County and the following Municipalities and Special Districts upon their authorized execution of this Agreement (hereinafter referred to as "Parties" or singularly as "Party"), by and through their respective Town or City Councils or Board of Directors or Board of County Commissioners and Elected Officials; each listed below:

Routt County
Routt County Sheriff
City of Steamboat Springs
Town of Hayden
Town of Oak Creek
Town of Yampa
North Routt Fire Protection District
Oak Creek Fire Protection District
Steamboat Springs Area Fire Protection District
West Routt Fire Protection District
Yampa Fire Protection District
Mount Werner Water and Sanitation District
Steamboat II Metropolitan District
Upper Yampa Water Conservancy District
Morrison Creek Metropolitan Water District
Alpine Ranch Metropolitan District
Steamboat Lake Water District
Timbers Preserve Water District
Timbers Water District (General)
Catamount Metropolitan District
RE-1, RE-2 and RE-3 School Districts
RECITALS:

A. Each of the Parties hereto desire to aid and assist each other by the exchange of services and equipment for the purposes of preserving the health, safety and welfare of their inhabitants, and,

B. The danger of catastrophes to the public welfare knows no jurisdictional boundary; and,

C. The Colorado General Assembly has authorized such intergovernmental mutual aid agreements by the provisions of C.R.S., Section 29-1-203; and,

D. The Colorado General Assembly has encouraged local and inter-jurisdictional disaster planning in the provisions of C.R.S., Section 24-33.5-701, the "Colorado Disaster Emergency Act of 1992"; and,

E. Each Party will in good faith, make an attempt to assist the other based on their needs and specific request; and

F. Through greater cooperation in mutual aid, each Party may have greater resources available to aid their community in time of disaster;

NOW, THEREFORE, it is agreed to as follows:
ARTICLE 1
PURPOSE AND SCOPE

1.1 SCOPE

This Agreement shall be effective between the Parties who are signatories, upon their execution of this Agreement, regardless of when a Party listed herein, may execute this Agreement. The withdrawal of any Party from this Agreement by termination or as otherwise provided shall not affect the validity of this Agreement between the signatory Parties who have not so withdrawn.

It is the intent of this agreement that aid be requested for those incidents that exceed the requesting Party's capability to cope or to such extent that the incident is, or could be expected to assume the proportions of a disaster.

It is understood between the Parties that this Agreement shall not supersede any separate, pre-existing agreement of any Party, except that this Agreement supersedes the Agreement for Mutual Aid dated Jul 26, 2011.

1.2 TYPES OF ASSISTANCE

Any Party to this Agreement may request aid of another Party or Parties for the purpose of assisting in responding to, recovering from, or mitigating against a disaster, whether human caused or naturally occurring, in accordance with the Routt County Emergency Operations Plan, which plan shall indicate certain procedures of an operational or administrative nature.

Assistance may be requested by any Party, without limitation to the type of disaster, whether for law enforcement, fire, emergency medical, public health, public works or other public support or response capability.

1.3 LIMITATIONS

No Party to this Agreement shall be required to make resources, equipment, or personnel, or other form of assistance, available or render any service to the requesting Party when, by doing so, would impair the Party's ability to provide effective emergency services within its own service area. The Party requested to provide aid shall determine, in its sole discretion, what
resources, services or personnel, if any, can be reasonably provided.

1.4 INCIDENT COMMAND AND CONTROL

Any Party to this Agreement that is requesting assistance of another Party or Parties shall have activated their Emergency Action Plan (EAP) or established Incident Command (IC) prior to the request. Requests for specific support for relatively minor incidents may be made directly from one Party to this Agreement to another. More complex incidents that require a greater amount of support from numerous Parties to this Agreement will generally require the activation of the Routt County Emergency Operations Plan (EOP) and the Routt County or other Emergency Operations Center (EOC), and requests will be made through the EOC.

Further, each Party shall assume the responsibility for planning and preparedness with respect to local jurisdiction and for execution of this Agreement, including the development of their own jurisdictional EAP, Standard Operating Procedure or Guidelines, or adoption of the Routt County EOP. This includes a formal adoption of the National Incident Management System (NIMS) and the development and maintenance of a local NIMS Implementation Plan.

1.5 ADDITIONAL PARTICIPANTS

This Agreement is intended to serve as an all risk, all hazard agreement for all disciplines with a responsibility for emergency response and/or management, and whose service areas exist within Routt County.

ARTICLE II
TERM AND TERMINATION

2.1 TERM AND TERMINATION

The initial term of this Agreement shall commence, as to the signatory parties, on the execution of this agreement by any two Parties hereto and shall end on December 31, 2020. This Agreement shall automatically renew for successive one (1) year terms beginning on January 1, 2021.
2.2 TERMINATION.

Any Party may terminate this Agreement upon thirty (30) days prior written notice to all other Parties. The notice of termination by a Party or Parties shall not terminate the Agreement in total, and the Agreement shall remain in effect for non-terminating Parties.

ARTICLE III
JURISDICTION AND AUTHORITY TO EXERCISE THIS AGREEMENT

3.1 JURISDICTION

It is understood that Parties providing aid to a requesting Party are in charge of their personnel, equipment, and resources and may follow their agency's standard operating procedures and policies to carry out assignments under the Incident Command System (ICS). All Parties providing aid shall follow the action plan for the incident, as determined by the Incident Commander, unless it is determined that this action plan is contrary to their standard operating procedures or policy. The IC will be notified as soon as possible if any discrepancy exists.

3.2 AUTHORIZATION TO REQUEST AID

Parties to this Agreement may request aid from any other Party to this Agreement directly. Larger, more complex events may require activation of the Routt County EOP and an EOC. The EOP and EOC are activated at the discretion of the Emergency Operations Director. When activated, the EOC will coordinate requests for emergency response and recovery support. The Emergency Operations Director may directly contact representatives from the All Hazards Multiagency Coordination (MAC) Group if they are not present in the EOC or if the EOC is not activated.

3.3 REIMBURSEMENT

All services and assistance provided by one Party to another under this Agreement shall be provided at no cost for use of equipment or personnel during the mutual aid period unless
there are avenues for reimbursement from any source, or except as provided for in Section 4.1. The mutual aid period will extend till midnight of the day that the support is requested unless the Party requesting support and the Party or Parties providing support mutually agree to extend the mutual aid period. Support provided after the mutual aid period will require a cost share agreement between the requesting and providing Parties. CCRF rates will be used for daily charges when available. In the absence of CRRF rates or agency established rates, FEMA-provided rates or mutually agreed upon rates will be used. Nothing in this Agreement shall limit assisting Parties from seeking or obtaining compensation, reimbursement or damages from any non-Party.

3.4 COMMITMENT OF RESOURCES

Parties providing aid under this Agreement shall commit to a minimum of one operational period, not to exceed twenty-four (24) hours, unless an additional commitment time period is agreed upon by the requesting Party and the Party or Parties providing support. Personnel of the aiding Party may be exchanged at any time so long as all personnel are accounted for, whereby those personnel exchanged are recorded and accounted for at a point typically called the staging location or area. If any Party providing aid requires the immediate release of their resources, the Incident Commander shall be notified of such request and the Party requesting aid shall release all resources of the Party providing aid as immediately as is possible. Such release shall occur through the staging area or location so as to account for all personnel.

ARTICLE IV
INDEMNIFICATION & INSURANCE

4.1 INDEMNIFICATION & LIABILITY

The officers, employees, or volunteers of the aiding party shall be and remain officers, employees, or volunteers of the aiding party, and no officer, employee, or volunteer shall have any pension, compensation, civil service status, or other right with respect to the requesting party under any circumstances. Further, the requesting party shall not be called upon to assume any liability for the direct payment of any salary, wage, or compensation to any officers, employees, or volunteers of the aiding party. Further, the requesting party shall not be liable for
compensation or indemnity to any officer, employee, or volunteer of the aiding party for any injury or illness arising out of services provided under this Agreement.

Nothing in this Agreement shall be construed as a waiver by any party of the protections provided by the Colorado Governmental Immunity Act, C.R.S., Section 24-10-101, et seq. Any liability to persons who are not parties to this Agreement arising because of the negligence or tortious act of any party or its employees, volunteers, or agents from the time they respond to an incident subject to this Agreement until they return to their home jurisdiction shall be imposed upon such party. With respect to claims between any Parties, liability arising from the negligence or tortious actions of each party of its employees, volunteers, or agents and resulting in damages to another party is waived by the damaged party and the parties shall hold each other harmless; except that in the case of damages resulting from willful or wanton actions or intentional torts, in which case the party whose acts, or whose employee's acts were willful or wanton or constitute intentional torts shall be liable for the same. Notwithstanding the other provisions of this Section, a party requesting assistance shall be responsible for any and all damages to or consumption of an assisting party's equipment that would be avoidable through the execution of reasonable care, from the time the assisting party arrives at an incident location until the assisting party is released. For the purposes of this Section, the term "equipment" shall include all equipment, tools, supplies, personal protective equipment which are not a fixture of the apparatus or vehicle. It is the intent of this provision to contractually reallocate liability for damages from that provided by C.R.S., Section 29-5-108.

4.2 INSURANCE

Each party shall, during the term of this Agreement, or any renewals or extensions hereof, maintain the following types of insurance coverage, as may be applicable, with companies and in amounts indicated hereinafter.

A. Comprehensive and liability coverage in the initial minimum amount of $1.1M, and thereafter in such amounts equal to or in excess of the limits of governmental liability provided in Colorado Governmental Immunity Act. Such coverage shall insure the common inclusions of premises operations, products/completed operations, contractual liability, independent contractors, broad form property damage and
personal injury.

B. Professional liability insurance coverage in the initial minimum amount of $150,000/$600,000, and thereafter in such amounts equal to or in excess of the limits of governmental liability provided in Colorado Governmental Immunity Act.

C. Automobile insurance liability coverage in the minimum amount of $150,000/$600,000. Such coverage shall include other common coverage’s provided by insurance companies such as uninsured motorists and no fault coverage.

D. Worker's compensation insurance, pension, disability and unemployment insurance for officers, employees, and volunteers.

ARTICLE V
MISCELLANEOUS

5.1 ASSIGNMENTS

Except for consolidation or merger of one or more of the Parties, no Party shall voluntarily or involuntarily assign, delegate, subcontract, pledge, or encumber any right, duty, interest in whole or in part of this Agreement without mutual consent of all Parties.

5.2 AMENDMENTS

This Agreement may be modified, amended, changed, or terminated, in whole or in part, by agreement of the majority of Parties in writing.

5.3 WAIVER

The waiver of any breach of any of the provisions of this Agreement by either Party shall not constitute a continuing waiver of any subsequent breach by that Party either of the same or of another provision of this Agreement.

5.4 HEADINGS FOR CONVENIENCE ONLY

The articles, sections, paragraph headings, captions, and titles contained herein are intended for convenience and reference only, and are not intended to define, limit or describe the
scope or intent of any of the provisions of this Agreement.

5.5 SEVERABILITY

Invalidations of any of the provisions of this Agreement, or of any paragraph, sentence, clause, phrase, or word herein, or the application thereof in any given circumstance, shall not affect the validity of the remainder of this Agreement.

5.6 TIME OF THE ESSENCE

Time is of the essence for the performance of each and every provision hereof.

5.7 GOVERNING LAW

This Agreement shall be construed in accordance with the laws of the State of Colorado. Venue for this agreement shall be in Routt County, Colorado.

5.8 MULTIPLE COPIES

This Agreement may be executed by the Parties in multiple copies which may be executed separately as to duly authorized signature, each copy of which shall have the same force and effect as an original.
IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date</th>
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<tbody>
<tr>
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<td>Title:</td>
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<td>Agency:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
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<tr>
<td>Agency:</td>
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</tbody>
</table>
Agreement For Mutual Aid
Appendix E
Routt County Basic Disaster & Emergency Operations Plan

THIS AGREEMENT WAS REVIEWED AND ADOPTED BY THE ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS ON THE XX DAY OF XXX 20XX.

/s/  
, CHAIR

AYE  NAY
AYE  NAY
AYE  NAY

APPROVED AS TO FORM
ROUTT COUNTY ATTORNEY’S OFFICE

Date: ____________________  By: ____________________

Page 12
MEETING DATE: 03/19/2020

AGENDA ITEM TITLE: Review and Adopt Resolution 2020-06 A Resolution Approving Town Council Meeting Special Procedures During Declared Disasters or State of Emergencies

AGENDA SECTION: New Business

PRESENTED BY: Mathew Mendisco

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW: As part of our State of Emergency we are recommending approval of this resolution that sets out the policy and procedures for virtual meetings to take place during a declared Disaster or State of Emergency.

RECOMMENDATION: Council adopt Resolution 2020-06 as written and authorize the Mayor/Mayor Pro-tem to sign Resolution 2020-06.

MANAGER’S RECOMMENDATION/COMMENTS: I concur with Staff’s recommendation
A RESOLUTION APPROVING TOWN COUNCIL ADOPTION OF SPECIAL PROCEDURES DURING DECLARED DISASTERS OR STATE OF EMERGENCIES

WHEREAS, due the national COVID-19 pandemic Town Council declared a disaster in the Town of Hayden on March 19, 2020 by Ordinance 696; and

WHEREAS, the Town Council is empowered as a home rule municipal corporation and by Section 31-15-401(1)(b), C.R.S., to do all acts and make all regulations which may be necessary or expedient for the promotion of health or the suppression of disease; and

WHEREAS, due to the disaster, members of Town Council may be unable to be physically present at a Council meeting, but can effectively participate in meetings by telephonic or electronic connections; and

WHEREAS, likewise, members of the public may be unable to be physically present at a Council meeting, but can effectively participate in meetings by telephonic or electronic connections; and

WHEREAS, it may not be practical, safe or in the public interest for the Council and public to gather at a physical setting given federal and state agencies social distancing recommendations; and

WHEREAS, Town Council desires to establish a policy permitting such remote attendance and meetings and placing reasonable qualifications and limitations on such use.

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

Section 1. The Town Council Meeting Special Procedures During Declared Disasters, in the form attached as Exhibit 1 is hereby approved.

Section 2. This Resolution shall be in full force and effect upon its adoption.

PASSED, APPROVED AND RESOLVED THIS 19th DAY OF MARCH 2020.

ATTEST:  
Sharon Johnson, Town Clerk  
TOWN OF HAYDEN  

J. Timothy Redmond, Mayor
SPECIAL PROCEDURES FOR TOWN COUNCIL MEETINGS DURING DECLARED DISASTER OR STATE OF EMERGENCY

I. Application.

This Policy shall only be in effect upon a declaration of emergency or disaster pursuant to Ordinance 696. Ordinance 696 gives the Town Manager the authority to establish, regulate, and enforce any additional procedures necessary to implement this Policy. The Town Manager's Office shall provide technological support for the remote connections described below and the implementation of this Policy. Except as modified by this Policy, Town Council meetings shall adhere to the provisions of Chapter 2.04 of the Hayden Municipal Code.

II. Definitions.

Connected Meetings means Meetings where all public, staff, and members of Town Council participate by accessing a commonly linked electronic platform remotely via telephonic, video, and/or internet facilitation.

Electronic Participation means participation in which one or more members of Town Council may participate in Meetings by telephone or other electronic means of participation, such as video conferencing.

Meetings means regular and special meetings as well as executive and study sessions.

III. Purpose.

The purpose of this Policy is to specify the circumstances under which

(i) A member of the Town Council may attend a Meeting by Electronic Participation, and
(ii) Meetings that may be conducted as Connected Meetings.

IV. Term of Policy.

This Policy shall be in effect from March 19, 2020 until such disaster or state of emergency has been lifted by the Town Council or the Town Manager deems it unnecessary per the powers authorized in Ordinance 696.

V. Electronic Participation in Meetings.

Electronic Participation shall be made available to members of Town Council and shall be limited as follows:

1. A member of Town Council may listen by telephone or other electronic means to any Council meeting. Such member of Town Council listening via telephone shall be deemed present for purposes of determining a quorum and authorized for voting on any issue that may come before the Council.
2. The Town Council may discontinue the use of Electronic Participation by one or more members during a Meeting where the participation results in delays or interference in the Meeting process; e.g., where the telephone connection or connection by other electronic means is repeatedly lost, the quality of the connection is unduly noisy or otherwise problematic to the conduct of the meeting, or the listening member is unable to hear speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance. The Meeting may proceed after the Electronic Participation is discontinued only if there is a quorum.

VI. Arranging for Electronic Participation.

To arrange to participate via Electronic Participation, a member of Town Council shall:

1. Contact the Town Manager in advance of the Meeting to determine if an arrangement for such participation via telephone conference or video conference is possible. Members of Town Council shall endeavor to advise the Town of their intent to participate via Electronic Participation at the earliest possible time and not less than twenty-four (24) hours prior to the requested participation.

2. The Town shall initiate the Electronic Participation not more than ten (10) minutes prior to the scheduled time of the meeting. Upon disconnection during a meeting, the Town Clerk shall make three attempts to re-initiate the connection. If such re-initiation fails, THEN WHAT?? If such connection fails then the Council will set a new meeting date as soon as possible with proper notifications.

VII. Connected Meetings

Connected Meetings may be conducted if all of the following conditions are met:

1. The Town Manager determines that meeting in person is not practical or prudent, because of a health pandemic or declaration of emergency affecting the Town;

2. All members of Town Council can hear one another or otherwise communicate with one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation;

3. Members of the public participating in the Connected Meeting can hear or read all discussion, testimony and votes, unless not feasible due to the pandemic or emergency;

4. All votes are conducted by roll call;

5. Minutes of the meeting are taken and promptly recorded, and such records are open to public inspection; and

6. To the extent possible, full and timely notice is given to the public setting forth the time of the meeting and the protocol for public participation in the Connected Meeting.
7. No quasi-judicial matters will be heard or considered at a Connected Meeting.

VIII. Reasonable Accommodations.

The Town shall provide reasonable accommodation and shall waive or modify provisions of this Policy to provide a member of the Town Council, who has a disability, full and equal access to Meetings. The Town shall otherwise adhere to the Town’s ADA Policy to the extent feasible during a pandemic or emergency.

IX. Malfunction.

In the event of an electronic malfunction during the Connected Meeting of a nature that the remote attendees cannot effectively participate, at the direction of the Mayor or other presiding officer, the connection may be terminated.

X. Executive Sessions.

Confidentiality: It shall be the responsibility of the member of Town Council utilizing this policy to initiate the connection at a secure location such that the confidentiality of the executive session is not compromised. Remote attendees shall not record the executive session.
TOWN OF HAYDEN
FINANCIAL STATEMENTS

January 31, 2020
TOWN OF HAYDEN
BALANCE SHEET - ALL GOVERNMENTAL FUNDS AND ENTERPRISE FUND PRESENTED AS A GOVERNMENTAL FUND
JANUARY 31, 2020

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.
## TOWN OF HAYDEN
**STATEMENT OF REVENUES AND EXPENDITURES**
**CHANGES IN FUND BALANCE - ACTUAL AND BUDGET**
**FOR THE MONTH ENDING JANUARY 31, 2020**

### GENERAL FUND
#### SUMMARY

<table>
<thead>
<tr>
<th>Year To Date</th>
<th>Actual</th>
<th>Annual Budget</th>
<th>Year To Date Variance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Taxes</strong></td>
<td>$13,470</td>
<td>$1,973,247</td>
<td>($1,959,777)</td>
<td>0.68%</td>
</tr>
<tr>
<td><strong>Intergovernmental</strong></td>
<td>3,474</td>
<td>291,173</td>
<td>(287,699)</td>
<td>1.19%</td>
</tr>
<tr>
<td><strong>Licenses, Fees and Charges</strong></td>
<td>8,251</td>
<td>43,420</td>
<td>(35,169)</td>
<td>19.00%</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>4,109</td>
<td>438,015</td>
<td>(433,906)</td>
<td>0.94%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$29,304</td>
<td>$2,745,855</td>
<td>($2,716,551)</td>
<td>1.07%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year To Date</th>
<th>Actual</th>
<th>Annual Budget</th>
<th>Year To Date Variance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General Government</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td>$31,637</td>
<td>$350,518</td>
<td>$318,881</td>
<td>9.03%</td>
</tr>
<tr>
<td><strong>Legislative</strong></td>
<td>4,276</td>
<td>41,222</td>
<td>36,946</td>
<td>10.37%</td>
</tr>
<tr>
<td><strong>Town Hall &amp; Museum</strong></td>
<td>2,846</td>
<td>41,430</td>
<td>38,584</td>
<td>6.87%</td>
</tr>
<tr>
<td><strong>ADM Data Processing</strong></td>
<td>402</td>
<td>28,500</td>
<td>28,098</td>
<td>1.41%</td>
</tr>
<tr>
<td><strong>Municipal Court</strong></td>
<td>903</td>
<td>15,000</td>
<td>14,097</td>
<td>6.02%</td>
</tr>
<tr>
<td><strong>Planning</strong></td>
<td>5,904</td>
<td>253,700</td>
<td>247,796</td>
<td>2.33%</td>
</tr>
<tr>
<td><strong>Executive</strong></td>
<td>151</td>
<td>2,700</td>
<td>2,539</td>
<td>5.96%</td>
</tr>
<tr>
<td><strong>Elections</strong></td>
<td></td>
<td>8,500</td>
<td>8,500</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Public Safety</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Police Department</strong></td>
<td>75,264</td>
<td>1,076,733</td>
<td>1,001,469</td>
<td>6.99%</td>
</tr>
<tr>
<td><strong>Public Works</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Streets Department</strong></td>
<td>40,837</td>
<td>853,016</td>
<td>812,179</td>
<td>4.79%</td>
</tr>
<tr>
<td><strong>Mosquito Control Department</strong></td>
<td>172</td>
<td>21,000</td>
<td>20,828</td>
<td>0.82%</td>
</tr>
<tr>
<td><strong>Parks Department</strong></td>
<td>10,441</td>
<td>260,639</td>
<td>250,198</td>
<td>4.01%</td>
</tr>
<tr>
<td><strong>Health Reserve Account</strong></td>
<td></td>
<td>5,000</td>
<td>5,000</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$172,843</td>
<td>$2,957,958</td>
<td>$2,785,115</td>
<td>5.84%</td>
</tr>
</tbody>
</table>

| Excess (Deficiency) of Revenues Over Expenditures | (143,539) | (212,103) | 68,564 | 67.67% |

### OTHER FINANCING SOURCES (USES)

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Annual Budget</th>
<th>Year To Date Variance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers to Recreation Fund</td>
<td>(7,986)</td>
<td>(57,000)</td>
<td>49,014</td>
<td>14.01%</td>
</tr>
<tr>
<td>Transfers to Economic Development Fund</td>
<td>(185)</td>
<td>(64,000)</td>
<td>63,815</td>
<td>0.29%</td>
</tr>
<tr>
<td>Transfers to Conservation Trust Fund</td>
<td>-</td>
<td>(100,000)</td>
<td>100,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transfers to Capital Improvements Fund</td>
<td>-</td>
<td>(50,000)</td>
<td>50,000</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Other Financing Sources (Uses)</strong></td>
<td>(8,171)</td>
<td>(271,000)</td>
<td>262,829</td>
<td>3.02%</td>
</tr>
</tbody>
</table>

| Net Change in Fund Balance | (151,710) | (483,103) | 331,393 | 31.40% |

| Fund Balance - Beginning | 1,162,444 | 1,175,968 | (13,524) | 98.85% |
| Fund Balance - Ending   | $1,010,734 | $692,865 | $317,869 | 145.88% |

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### TOWN OF HAYDEN

**STATEMENT OF REVENUES AND EXPENDITURES**

**CHANGES IN FUND BALANCE - ACTUAL AND BUDGET**

**FOR THE MONTH ENDING JANUARY 31, 2020**

#### GENERAL FUND

**REVENUE DETAIL**

<table>
<thead>
<tr>
<th></th>
<th>YEAR TO DATE ACTUAL</th>
<th>ANNUAL BUDGET</th>
<th>YEAR TO DATE VARIANCE</th>
<th>% OF ANNUAL BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TAXES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax</td>
<td>$</td>
<td>$1,067,440</td>
<td>$(1,067,440)</td>
<td>0.00%</td>
</tr>
<tr>
<td>General Property Tax</td>
<td>12,794</td>
<td>618,603</td>
<td>(605,809)</td>
<td>2.07%</td>
</tr>
<tr>
<td>Car Rental Tax</td>
<td>-</td>
<td>158,518</td>
<td>(158,518)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Building Materials Use Tax</td>
<td>300</td>
<td>60,000</td>
<td>(59,700)</td>
<td>0.50%</td>
</tr>
<tr>
<td>Franchise Tax</td>
<td>-</td>
<td>64,009</td>
<td>(64,009)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Cigarette Tax</td>
<td>-</td>
<td>2,100</td>
<td>(2,100)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Lodging Tax</td>
<td>376</td>
<td>2,577</td>
<td>(2,201)</td>
<td>14.59%</td>
</tr>
<tr>
<td><strong>TOTAL TAXES</strong></td>
<td>13,470</td>
<td>1,973,247</td>
<td>(1,959,777)</td>
<td>0.68%</td>
</tr>
<tr>
<td><strong>INTERGOVERNMENTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airport Security Reimbursements</td>
<td>-</td>
<td>55,000</td>
<td>(55,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Highway Users</td>
<td>-</td>
<td>90,000</td>
<td>(90,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Specific Ownership</td>
<td>3,393</td>
<td>42,000</td>
<td>(38,607)</td>
<td>8.08%</td>
</tr>
<tr>
<td>Severance</td>
<td>-</td>
<td>80,000</td>
<td>(80,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Mineral Lease</td>
<td>-</td>
<td>8,900</td>
<td>(8,900)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Motor Vehicle Registration</td>
<td>-</td>
<td>8,273</td>
<td>(8,273)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Road and Bridge</td>
<td>81</td>
<td>7,000</td>
<td>(6,919)</td>
<td>1.16%</td>
</tr>
<tr>
<td><strong>TOTAL INTERGOVERNMENTAL REVENUE</strong></td>
<td>3,474</td>
<td>291,173</td>
<td>(287,699)</td>
<td>1.19%</td>
</tr>
<tr>
<td><strong>LICENSES, FEES AND CHARGES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for Services</td>
<td>2,856</td>
<td>15,152</td>
<td>(12,296)</td>
<td>18.85%</td>
</tr>
<tr>
<td>Licenses &amp; Permits</td>
<td>3,685</td>
<td>10,307</td>
<td>(6,622)</td>
<td>35.75%</td>
</tr>
<tr>
<td>Court Fines and Forfeitures</td>
<td>1,550</td>
<td>15,461</td>
<td>(13,911)</td>
<td>10.03%</td>
</tr>
<tr>
<td>Dry Creek Park Facilities</td>
<td>160</td>
<td>2,500</td>
<td>(2,340)</td>
<td>6.40%</td>
</tr>
<tr>
<td><strong>TOTAL LICENSES, FEES AND CHARGES</strong></td>
<td>8,251</td>
<td>43,420</td>
<td>(35,169)</td>
<td>19.00%</td>
</tr>
<tr>
<td><strong>OTHER INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>479</td>
<td>10,015</td>
<td>(9,536)</td>
<td>4.78%</td>
</tr>
<tr>
<td>Grant Revenue</td>
<td>-</td>
<td>411,000</td>
<td>(411,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Property Rental Income</td>
<td>1,400</td>
<td>4,000</td>
<td>(2,600)</td>
<td>35.00%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>2,230</td>
<td>13,000</td>
<td>(10,770)</td>
<td>17.15%</td>
</tr>
<tr>
<td><strong>TOTAL OTHER INCOME</strong></td>
<td>4,109</td>
<td>438,015</td>
<td>(433,906)</td>
<td>0.94%</td>
</tr>
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<td>1.07%</td>
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TOWN OF HAYDEN  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - ACTUAL AND BUDGET  
FOR THE MONTH ENDING JANUARY 31, 2020  

GENERAL FUND  
EXPENDITURE DETAIL

<table>
<thead>
<tr>
<th></th>
<th>YEAR TO DATE</th>
<th>ANNUAL</th>
<th>YEAR TO DATE</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL</td>
<td>BUDGET</td>
<td>VARIANCE</td>
<td></td>
</tr>
<tr>
<td>GENERAL GOVERNMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAGES &amp; BENEFITS</td>
<td>$ 25,165</td>
<td>$ 239,018</td>
<td>$ 213,853</td>
<td>10.53%</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>348</td>
<td>4,000</td>
<td>3,652</td>
<td>8.70%</td>
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<tr>
<td>POSTAGE</td>
<td>275</td>
<td>1,500</td>
<td>1,225</td>
<td>18.33%</td>
</tr>
<tr>
<td>OFFICE SUPPLIES</td>
<td>141</td>
<td>1,500</td>
<td>1,359</td>
<td>9.40%</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>1,177</td>
<td>9,000</td>
<td>7,823</td>
<td>13.08%</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>3,439</td>
<td>12,500</td>
<td>9,061</td>
<td>27.51%</td>
</tr>
<tr>
<td>ADVERTISING &amp; LEGAL NOTICES</td>
<td>-</td>
<td>1,000</td>
<td>1,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>156</td>
<td>55,000</td>
<td>54,844</td>
<td>0.28%</td>
</tr>
<tr>
<td>EDUCATION / MEMBERSHIPS / TRAVEL</td>
<td>471</td>
<td>15,000</td>
<td>14,529</td>
<td>3.14%</td>
</tr>
<tr>
<td>MEMBERSHIP</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>465</td>
<td>7,000</td>
<td>6,535</td>
<td>6.64%</td>
</tr>
<tr>
<td>TOTAL ADMINISTRATION</td>
<td>$31,637</td>
<td>$350,518</td>
<td>$318,881</td>
<td>9.03%</td>
</tr>
<tr>
<td>LEGISLATIVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAGES &amp; BENEFITS</td>
<td>673</td>
<td>8,600</td>
<td>7,927</td>
<td>7.83%</td>
</tr>
<tr>
<td>AUDIT</td>
<td>-</td>
<td>15,000</td>
<td>15,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>TREASURER FEES</td>
<td>256</td>
<td>12,372</td>
<td>12,116</td>
<td>2.07%</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>75</td>
<td>3,000</td>
<td>2,925</td>
<td>2.50%</td>
</tr>
<tr>
<td>ADVERTISING &amp; LEGAL NOTICES</td>
<td>40</td>
<td>250</td>
<td>210</td>
<td>16.00%</td>
</tr>
<tr>
<td>EDUCATION / MEMBERSHIPS / TRAVEL</td>
<td>3,232</td>
<td>2,000</td>
<td>(1,232)</td>
<td>161.60%</td>
</tr>
<tr>
<td>TOTAL LEGISLATIVE</td>
<td>$4,276</td>
<td>$41,222</td>
<td>$36,946</td>
<td>10.37%</td>
</tr>
<tr>
<td>TOWN HALL &amp; STRUCTURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRACT SERVICES</td>
<td>-</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>2,235</td>
<td>9,730</td>
<td>7,495</td>
<td>22.97%</td>
</tr>
<tr>
<td>REPAIRS &amp; MAINTENANCE</td>
<td>-</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>MUSEUM BUILDING MAINTENANCE</td>
<td>-</td>
<td>2,500</td>
<td>2,500</td>
<td>0.00%</td>
</tr>
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<td>UTILITIES</td>
<td>611</td>
<td>6,200</td>
<td>5,589</td>
<td>9.85%</td>
</tr>
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<td>EQUIPMENT REPLACEMENT</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>TOTAL TOWN HALL &amp; STRUCTURES</td>
<td>$2,846</td>
<td>$41,430</td>
<td>$38,584</td>
<td>6.87%</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>402</td>
<td>20,000</td>
<td>19,598</td>
<td>2.01%</td>
</tr>
<tr>
<td>REPAIRS &amp; MAINTENANCE</td>
<td>-</td>
<td>1,000</td>
<td>1,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>COPIER/PRINTER</td>
<td>-</td>
<td>3,500</td>
<td>3,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>EQUIPMENT REPLACEMENT</td>
<td>-</td>
<td>4,000</td>
<td>4,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>TOTAL INFORMATION TECHNOLOGY</td>
<td>402</td>
<td>28,500</td>
<td>28,098</td>
<td>1.41%</td>
</tr>
</tbody>
</table>

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### TOWN OF HAYDEN

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - ACTUAL AND BUDGET
FOR THE MONTH ENDING JANUARY 31, 2020

**GENERAL FUND EXPENDITURE DETAIL**

<table>
<thead>
<tr>
<th>Department</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JUDICIAL DEPARTMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAGES &amp; BENEFITS</td>
<td>843</td>
<td>12,000</td>
<td>11,157</td>
<td>7.03%</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>-</td>
<td>1,000</td>
<td>1,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>OFFICE SUPPLIES</td>
<td>-</td>
<td>100</td>
<td>100</td>
<td>0.00%</td>
</tr>
<tr>
<td>EDUCATION / MEMBERSHIPS / TRAVEL</td>
<td>60</td>
<td>1,900</td>
<td>1,840</td>
<td>3.16%</td>
</tr>
<tr>
<td><strong>TOTAL JUDICIAL DEPARTMENT</strong></td>
<td>903</td>
<td>15,000</td>
<td>14,097</td>
<td>6.02%</td>
</tr>
<tr>
<td><strong>PLANNING DEPARTMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAGES &amp; BENEFITS</td>
<td>2,404</td>
<td>45,000</td>
<td>42,596</td>
<td>5.34%</td>
</tr>
<tr>
<td>ADVERTISING &amp; LEGAL NOTICES</td>
<td>-</td>
<td>700</td>
<td>700</td>
<td>0.00%</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>3,500</td>
<td>168,000</td>
<td>164,500</td>
<td>2.08%</td>
</tr>
<tr>
<td>DEVELOPER REVIEW</td>
<td>-</td>
<td>40,000</td>
<td>40,000</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL PLANNING DEPARTMENT</strong></td>
<td>5,904</td>
<td>253,700</td>
<td>247,796</td>
<td>2.33%</td>
</tr>
<tr>
<td><strong>EXECUTIVE DEPARTMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAGES &amp; BENEFITS</td>
<td>161</td>
<td>1,500</td>
<td>1,339</td>
<td>10.73%</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>-</td>
<td>1,000</td>
<td>1,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>-</td>
<td>200</td>
<td>200</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL EXECUTIVE DEPARTMENT</strong></td>
<td>161</td>
<td>2,700</td>
<td>2,539</td>
<td>5.96%</td>
</tr>
<tr>
<td><strong>ELECTIONS DEPARTMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES &amp; JUDGES</td>
<td>-</td>
<td>8,500</td>
<td>8,500</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL ELECTIONS DEPARTMENT</strong></td>
<td>-</td>
<td>8,500</td>
<td>8,500</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL GOVERNMENT</strong></td>
<td>46,129</td>
<td>741,570</td>
<td>695,441</td>
<td>6.22%</td>
</tr>
</tbody>
</table>

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TOWN OF HAYDEN
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - ACTUAL AND BUDGET
FOR THE MONTH ENDING JANUARY 31, 2020

GENERAL FUND
EXPENDITURE DETAIL

<table>
<thead>
<tr>
<th>Public Safety Police Department</th>
<th>Year To Date</th>
<th>Annual</th>
<th>Year To Date</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages &amp; Benefits</td>
<td>52,003</td>
<td>704,663</td>
<td>652,660</td>
<td>7.38%</td>
</tr>
<tr>
<td>Airport Security Wages</td>
<td>7,435</td>
<td>55,000</td>
<td>47,565</td>
<td>13.52%</td>
</tr>
<tr>
<td>Ammunition</td>
<td>-</td>
<td>3,100</td>
<td>3,100</td>
<td>0.00%</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>101</td>
<td>1,545</td>
<td>1,444</td>
<td>6.54%</td>
</tr>
<tr>
<td>Insurance</td>
<td>3,611</td>
<td>14,917</td>
<td>11,306</td>
<td>24.21%</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>-</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>Advertising &amp; Legal Notices</td>
<td>-</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>2,222</td>
<td>5,000</td>
<td>2,778</td>
<td>44.44%</td>
</tr>
<tr>
<td>Vehicle Expense</td>
<td>194</td>
<td>25,000</td>
<td>24,806</td>
<td>0.78%</td>
</tr>
<tr>
<td>Education / Memberships / Travel</td>
<td>639</td>
<td>37,000</td>
<td>36,361</td>
<td>1.73%</td>
</tr>
<tr>
<td>Copier/Printer</td>
<td>239</td>
<td>2,678</td>
<td>2,439</td>
<td>8.92%</td>
</tr>
<tr>
<td>Uniforms</td>
<td>906</td>
<td>6,180</td>
<td>5,274</td>
<td>14.66%</td>
</tr>
<tr>
<td>General Operating Expense</td>
<td>468</td>
<td>4,120</td>
<td>3,652</td>
<td>11.36%</td>
</tr>
<tr>
<td>Building</td>
<td>893</td>
<td>20,000</td>
<td>19,107</td>
<td>4.47%</td>
</tr>
<tr>
<td>Computer Programs &amp; Equipment</td>
<td>3,153</td>
<td>8,755</td>
<td>5,602</td>
<td>36.01%</td>
</tr>
<tr>
<td>Utilities</td>
<td>787</td>
<td>13,390</td>
<td>12,603</td>
<td>5.88%</td>
</tr>
<tr>
<td>Telephone</td>
<td>530</td>
<td>10,665</td>
<td>10,135</td>
<td>4.97%</td>
</tr>
<tr>
<td>Equipment Replacement</td>
<td>-</td>
<td>30,000</td>
<td>30,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Lease Payment - Service Fund</td>
<td>2,083</td>
<td>25,000</td>
<td>22,917</td>
<td>8.33%</td>
</tr>
<tr>
<td>Lease Payment - Police Station</td>
<td>-</td>
<td>106,720</td>
<td>106,720</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Police Department</td>
<td>75,264</td>
<td>1,076,733</td>
<td>1,001,469</td>
<td>6.99%</td>
</tr>
<tr>
<td>Total Public Safety</td>
<td>75,264</td>
<td>1,076,733</td>
<td>1,001,469</td>
<td>6.99%</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Department</th>
<th>Year To Date Actual</th>
<th>Annual Budget</th>
<th>Year To Date Variance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUBLIC WORKS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STREETS DEPARTMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAGES &amp; BENEFITS</td>
<td>24,321</td>
<td>328,181</td>
<td>303,860</td>
<td>7.41%</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>1,065</td>
<td>41,667</td>
<td>40,602</td>
<td>2.56%</td>
</tr>
<tr>
<td>STREET MAINTENANCE</td>
<td>826</td>
<td>25,000</td>
<td>24,174</td>
<td>3.30%</td>
</tr>
<tr>
<td>VEHICLE EXPENSE</td>
<td>- 15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>1,547</td>
<td>5,968</td>
<td>4,421</td>
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</tr>
<tr>
<td>REPAIRS &amp; MAINTENANCE</td>
<td>7,853</td>
<td>40,000</td>
<td>32,147</td>
<td>19.63%</td>
</tr>
<tr>
<td>OFFICE SUPPLIES</td>
<td>- 2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>2,115</td>
<td>160,000</td>
<td>157,885</td>
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</tr>
<tr>
<td>GENERAL OPERATING EXPENSE</td>
<td>45</td>
<td>10,000</td>
<td>9,955</td>
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</tr>
<tr>
<td>TOOLS</td>
<td>148</td>
<td>2,000</td>
<td>1,852</td>
<td>7.40%</td>
</tr>
<tr>
<td>WEED CONTROL</td>
<td>- 2,500</td>
<td>2,500</td>
<td>2,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>TREE TRIMMING</td>
<td>- 5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>STREET SIGNS</td>
<td>- 7,500</td>
<td>7,500</td>
<td>7,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>- 1,200</td>
<td>1,200</td>
<td>1,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>LEASE PAYMENT ISF</td>
<td>2,917</td>
<td>35,000</td>
<td>32,083</td>
<td>8.33%</td>
</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECTS</td>
<td>- 169,000</td>
<td>169,000</td>
<td>169,000</td>
<td>0.00%</td>
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<tr>
<td><strong>TOTAL STREETS DEPARTMENT</strong></td>
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<td>853,016</td>
<td>812,179</td>
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<tr>
<td><strong>MOSQUITO CONTROL DEPARTMENT</strong></td>
<td>172</td>
<td>874,016</td>
<td>833,007</td>
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</tr>
<tr>
<td>INSURANCE</td>
<td>172</td>
<td>1,000</td>
<td>828</td>
<td>17.20%</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>- 20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL MOSQUITO CONTROL DEPARTMENT</strong></td>
<td>172</td>
<td>21,000</td>
<td>20,828</td>
<td>0.82%</td>
</tr>
<tr>
<td><strong>TOTAL PUBLIC WORKS</strong></td>
<td>41,009</td>
<td>1,000</td>
<td>828</td>
<td>17.20%</td>
</tr>
<tr>
<td><strong>PARKS DEPARTMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAGES &amp; BENEFITS</td>
<td>6,758</td>
<td>130,379</td>
<td>123,621</td>
<td>5.18%</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>1,080</td>
<td>27,083</td>
<td>26,003</td>
<td>3.99%</td>
</tr>
<tr>
<td>PARKS OPERATING COSTS</td>
<td>551</td>
<td>7,800</td>
<td>7,249</td>
<td>7.06%</td>
</tr>
<tr>
<td>EQUIPMENT EXPENSE</td>
<td>- 1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>VEHICLE EXPENSE</td>
<td>- 2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>1,719</td>
<td>6,377</td>
<td>4,658</td>
<td>26.96%</td>
</tr>
<tr>
<td>REPAIRS &amp; MAINTENANCE</td>
<td>- 25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>FIELDS &amp; TURF MAINTENANCE</td>
<td>- 15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>TREES</td>
<td>- 10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>TRAILS</td>
<td>- 8,000</td>
<td>8,000</td>
<td>8,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>- 1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>LEASE PAYMENT ISF</td>
<td>333</td>
<td>4,000</td>
<td>3,667</td>
<td>8.33%</td>
</tr>
<tr>
<td>EDUCATION / MEMBERSHIPS / TRAVEL</td>
<td>- 1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>DRY CREEK PARK BALLFIELDS</td>
<td>- 7,500</td>
<td>7,500</td>
<td>7,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>CAPITAL IMPROVEMENT PROJECTS</td>
<td>- 13,500</td>
<td>13,500</td>
<td>13,500</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL PARKS DEPARTMENT</strong></td>
<td>10,441</td>
<td>260,639</td>
<td>250,198</td>
<td>4.01%</td>
</tr>
<tr>
<td><strong>CONTINGENCY DEPARTMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEALTH RESERVE ACCOUNT (HRA)</td>
<td>- 5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$172,843</td>
<td>$2,957,958</td>
<td>$2,785,115</td>
<td>5.84%</td>
</tr>
</tbody>
</table>
## TOWN OF HAYDEN
### STATEMENT OF REVENUES AND EXPENDITURES
### CHANGES IN FUND BALANCE - ACTUAL AND BUDGET
### FOR THE MONTH ENDING JANUARY 31, 2020

#### RECREATION FUND

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>YEAR TO DATE ACTUAL</th>
<th>ANNUAL BUDGET</th>
<th>YEAR TO DATE VARIANCE</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECREATION EVENTS</td>
<td>$ -</td>
<td>$ 30,000</td>
<td>$ (30,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>RECREATION PROGRAMS</td>
<td>210</td>
<td>28,000</td>
<td>(27,790)</td>
<td>0.75%</td>
</tr>
<tr>
<td>RECREATION OTHER</td>
<td>-</td>
<td>4,200</td>
<td>(4,200)</td>
<td>0.00%</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>$ 210</td>
<td>$ 62,200</td>
<td>$ (61,990)</td>
<td>0.34%</td>
</tr>
</tbody>
</table>

| EXPENDITURES                                   |                    |               |                        |             |
| WAGES & BENEFITS                               | $ 6,065            | $ 65,217      | $ 59,152               | 9.30%       |
| RECREATION OPERATING COSTS                     | -                  | 1,700         | 1,700                  | 0.00%       |
| RECREATION PROGRAMS                            | -                  | 25,000        | 25,000                 | 0.00%       |
| SPECIAL EVENTS                                 | 1,392              | 20,000        | 18,608                 | 6.96%       |
| INSURANCE                                      | 344                | 1,583         | 1,239                  | 21.73%      |
| REPAIRS & MAINTENANCE                          | -                  | 500           | 500                    | 0.00%       |
| PROFESSIONAL SERVICES                          | -                  | 1,500         | 1,500                  | 0.00%       |
| EDUCATION / MEMBERSHIPS / TRAVEL               | 175                | 1,500         | 1,325                  | 11.67%      |
| UTILITIES                                      | 220                | 1,500         | 1,280                  | 14.67%      |
| TELEPHONE                                      | -                  | 700           | 700                    | 0.00%       |
| TOTAL EXPENDITURES                             | $ 8,196            | $ 119,200     | $ 111,004              | 6.88%       |

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES

|                                      | (7,986) | (57,000) | 49,014 | 14.01% |

OTHER FINANCING SOURCES (USES)

| TRANSFERS IN FROM GENERAL FUND           | 7,986   | 57,000   | (49,014) | 14.01% |

TOTAL OTHER FINANCING SOURCES (USES)

| TOTAL OTHER FINANCING SOURCES (USES)    | 7,986   | 57,000   | (49,014) | 14.01% |

NET CHANGE IN FUND BALANCE

| NET CHANGE IN FUND BALANCE            | -       | -        | -        | 0.00%  |

FUND BALANCE - BEGINNING

| FUND BALANCE - BEGINNING             | -       | -        | -        | 0.00%  |

FUND BALANCE - ENDING

| FUND BALANCE - ENDING                | $ -     | $ -      | $ -      | 0.00%  |

---

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<table>
<thead>
<tr>
<th></th>
<th>YEAR TO DATE ACTUAL</th>
<th>ANNUAL BUDGET</th>
<th>YEAR TO DATE VARIANCE</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Revenue</td>
<td>$ -</td>
<td>$ 88,050</td>
<td>($88,050)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Business/Partner Donations</td>
<td>-</td>
<td>40,000</td>
<td>(40,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>1,000</td>
<td>(1,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>$ -</td>
<td>$ 129,050</td>
<td>($129,050)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages &amp; Benefits</td>
<td>$ -</td>
<td>$ 22,500</td>
<td>$ 22,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>Revolving Loan Fund</td>
<td>-</td>
<td>55,000</td>
<td>55,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Education</td>
<td>-</td>
<td>1,000</td>
<td>1,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Marketing</td>
<td>-</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>Travel</td>
<td>-</td>
<td>600</td>
<td>600</td>
<td>0.00%</td>
</tr>
<tr>
<td>General Operating Expense</td>
<td>185</td>
<td>2,000</td>
<td>1,815</td>
<td>9.25%</td>
</tr>
<tr>
<td>Professional Services/Capital Projects</td>
<td>- 103,050</td>
<td>103,050</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$ 185</td>
<td>$ 190,650</td>
<td>$ 190,465</td>
<td>0.10%</td>
</tr>
<tr>
<td><strong>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</strong></td>
<td>(185)</td>
<td>(61,600)</td>
<td>61,415</td>
<td>0.30%</td>
</tr>
<tr>
<td><strong>OTHER FINANCING SOURCES (USES)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers in from General Fund</td>
<td>185</td>
<td>64,000</td>
<td>(63,815)</td>
<td>0.29%</td>
</tr>
<tr>
<td><strong>TOTAL OTHER FINANCING SOURCES (USES)</strong></td>
<td>185</td>
<td>64,000</td>
<td>(63,815)</td>
<td>0.29%</td>
</tr>
<tr>
<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
<td>-</td>
<td>2,400</td>
<td>(2,400)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Fund Balance - Beginning</td>
<td>-</td>
<td>290</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>FUND BALANCE - ENDING</strong></td>
<td>$ -</td>
<td>$ 2,690</td>
<td>$(2,690)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.
### CONSERVATION TRUST FUND

#### Statement of Revenues and Expenditures

**For the month ending January 31, 2020**

<table>
<thead>
<tr>
<th></th>
<th>YEAR TO DATE ACTUAL</th>
<th>YEAR TO DATE BUDGET</th>
<th>YEAR TO DATE VARIANCE</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>$</td>
<td>- $ 250</td>
<td>- $250</td>
<td>0.00%</td>
</tr>
<tr>
<td>Lottery Proceeds</td>
<td>- -19,500</td>
<td>19,500</td>
<td>-19,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>Grants &amp; Loan Proceeds</td>
<td>- 464,605</td>
<td>464,605</td>
<td>-464,605</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$</td>
<td>- $ 484,355</td>
<td>- $484,355</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Improvement Project</td>
<td>$</td>
<td>- $ 584,605</td>
<td>- $584,605</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$</td>
<td>- $ 584,605</td>
<td>- $584,605</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Excess (Deficiency) of Revenues over Expenditures</strong></td>
<td>- (100,250)</td>
<td>100,250</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Other Financing Sources (Uses)</strong></td>
<td>-</td>
<td>100,000</td>
<td>(100,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transfers in from General Fund</td>
<td>-</td>
<td>100,000</td>
<td>(100,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Other Financing Sources (Uses)</strong></td>
<td>-</td>
<td>100,000</td>
<td>(100,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Net Change in Fund Balance</strong></td>
<td>-</td>
<td>(250)</td>
<td>250</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Fund Balance - Beginning</strong></td>
<td>-</td>
<td>1,946</td>
<td>(1,946)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Fund Balance - Ending</strong></td>
<td>$ -</td>
<td>1,696</td>
<td>(1,696)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

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## TOWN OF HAYDEN
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - ACTUAL AND BUDGET
FOR THE MONTH ENDING JANUARY 31, 2020

**ENTERPRISE FUND SUMMARY**

<table>
<thead>
<tr>
<th></th>
<th>YEAR TO DATE ACTUAL</th>
<th>ANNUAL BUDGET</th>
<th>YEAR TO DATE VARIANCE</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CHARGES FOR SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATER</td>
<td>$ 74,657</td>
<td>$ 875,894</td>
<td>($801,237)</td>
<td>8.52%</td>
</tr>
<tr>
<td>SEWER</td>
<td>34,755</td>
<td>391,552</td>
<td>(356,797)</td>
<td>8.88%</td>
</tr>
<tr>
<td>REFUSE</td>
<td>19,521</td>
<td>263,670</td>
<td>(244,149)</td>
<td>7.40%</td>
</tr>
<tr>
<td><strong>PLANT INVESTMENT FEES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATER</td>
<td>-</td>
<td>124,500</td>
<td>(124,500)</td>
<td>0.00%</td>
</tr>
<tr>
<td>SEWER</td>
<td>-</td>
<td>90,000</td>
<td>(90,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>GRANTS &amp; LOAN PROCEEDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATER</td>
<td>-</td>
<td>650,000</td>
<td>(650,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>SEWER</td>
<td>-</td>
<td>80,000</td>
<td>(80,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>$ 128,933</td>
<td>$ 2,475,616</td>
<td>($2,346,683)</td>
<td>5.21%</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WATER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATER OPERATING</td>
<td>$ 17,350</td>
<td>$ 239,986</td>
<td>$ 222,636</td>
<td>7.23%</td>
</tr>
<tr>
<td>WATER TREATMENT PLANT</td>
<td>26,619</td>
<td>1,516,250</td>
<td>1,489,631</td>
<td>1.76%</td>
</tr>
<tr>
<td>GOLDEN MEADOWS PUMPING STATION</td>
<td>988</td>
<td>17,458</td>
<td>16,470</td>
<td>5.66%</td>
</tr>
<tr>
<td>HOSPITAL HILL WATER TANK &amp; PUMPING</td>
<td>656</td>
<td>54,168</td>
<td>53,512</td>
<td>1.21%</td>
</tr>
<tr>
<td>SENECA HILL WATER TANK</td>
<td>-</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>WATER METERS &amp; KEY PUMP STATION</td>
<td>92</td>
<td>54,800</td>
<td>54,708</td>
<td>0.17%</td>
</tr>
<tr>
<td>WATER RIGHTS AND DITCH EXPENSE</td>
<td>39</td>
<td>62,803</td>
<td>62,764</td>
<td>0.06%</td>
</tr>
<tr>
<td>WATER DISTRIBUTION</td>
<td>25</td>
<td>40,000</td>
<td>39,975</td>
<td>0.06%</td>
</tr>
<tr>
<td>WATER DEBT SERVICE</td>
<td>-</td>
<td>142,523</td>
<td>142,523</td>
<td>0.00%</td>
</tr>
<tr>
<td>WATER ADMINISTRATION</td>
<td>7,787</td>
<td>115,175</td>
<td>107,388</td>
<td>6.76%</td>
</tr>
<tr>
<td><strong>SEWER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SANITARY SEWER OPERATING</td>
<td>11,086</td>
<td>178,014</td>
<td>166,928</td>
<td>6.23%</td>
</tr>
<tr>
<td>WASTEWATER TREATMENT PLANT</td>
<td>8,376</td>
<td>87,543</td>
<td>79,167</td>
<td>9.57%</td>
</tr>
<tr>
<td>WASHINGTON STREET LIFT STATION</td>
<td>75</td>
<td>172,165</td>
<td>172,090</td>
<td>0.04%</td>
</tr>
<tr>
<td>SEWER COLLECTION SYSTEM</td>
<td>-</td>
<td>7,000</td>
<td>7,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>AIRPORT LIFT STATION</td>
<td>504</td>
<td>5,017</td>
<td>4,513</td>
<td>10.05%</td>
</tr>
<tr>
<td>DRY CREEK LIFT STATION</td>
<td>260</td>
<td>4,114</td>
<td>3,854</td>
<td>6.32%</td>
</tr>
<tr>
<td>WEST END (PRECISION) LIFT STATION</td>
<td>314</td>
<td>3,054</td>
<td>2,740</td>
<td>10.28%</td>
</tr>
<tr>
<td>SANITARY SEWER DEBT SERVICE</td>
<td>-</td>
<td>16,049</td>
<td>16,049</td>
<td>0.00%</td>
</tr>
<tr>
<td>SANITARY SEWER ADMINISTRATION</td>
<td>7,787</td>
<td>103,280</td>
<td>95,493</td>
<td>7.54%</td>
</tr>
<tr>
<td><strong>REFUSE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFUSE EXPENSE</td>
<td>-</td>
<td>215,160</td>
<td>215,160</td>
<td>0.00%</td>
</tr>
<tr>
<td>HEALTH RESERVE ACCOUNT</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$ 81,958</td>
<td>$ 3,041,059</td>
<td>$ 2,959,101</td>
<td>2.70%</td>
</tr>
<tr>
<td><strong>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</strong></td>
<td>46,975</td>
<td>(565,443)</td>
<td>612,418</td>
<td>-8.31%</td>
</tr>
<tr>
<td><strong>NET CHANGE IN FUNDS AVAILABLE</strong></td>
<td>$ 46,975</td>
<td>$ (565,443)</td>
<td>$ 612,418</td>
<td>-8.31%</td>
</tr>
<tr>
<td><strong>FUNDS AVAILABLE - BEGINNING</strong></td>
<td>$ 1,039,693</td>
<td>$ (565,443)</td>
<td>$ 1,086,668</td>
<td></td>
</tr>
<tr>
<td><strong>FUNDS AVAILABLE - ENDING</strong></td>
<td>$ 1,086,668</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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## TOWN OF HAYDEN

STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUNDS AVAILABLE - ACTUAL AND BUDGET
FOR THE MONTH ENDING JANUARY 31, 2020

### ENTERPRISE FUND

#### REVENUE DETAIL

<table>
<thead>
<tr>
<th>CHARGES FOR SERVICES</th>
<th>YEAR TO DATE ACTUAL</th>
<th>ANNUAL BUDGET</th>
<th>YEAR TO DATE VARIANCE</th>
<th>% OF ANNUAL BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WATER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATER RENTS</td>
<td>$ 49,930</td>
<td>$ 564,349</td>
<td>($ 514,419)</td>
<td>8.85%</td>
</tr>
<tr>
<td>METERED USER FEE</td>
<td>23,859</td>
<td>291,545</td>
<td>(267,686)</td>
<td>8.18%</td>
</tr>
<tr>
<td>OTHER INCOME</td>
<td>868</td>
<td>20,000</td>
<td>(19,132)</td>
<td>4.34%</td>
</tr>
<tr>
<td><strong>TOTAL WATER</strong></td>
<td>74,657</td>
<td>875,894</td>
<td>(801,237)</td>
<td>8.52%</td>
</tr>
<tr>
<td><strong>SEWER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEWER RENTS</td>
<td>20,742</td>
<td>231,227</td>
<td>(210,485)</td>
<td>8.97%</td>
</tr>
<tr>
<td>METERED USER FEE</td>
<td>14,013</td>
<td>156,185</td>
<td>(142,172)</td>
<td>8.97%</td>
</tr>
<tr>
<td>SEWER SERVICE CONTRACT</td>
<td>-</td>
<td>4,040</td>
<td>(4,040)</td>
<td>0.00%</td>
</tr>
<tr>
<td>OTHER INCOME</td>
<td>-</td>
<td>100</td>
<td>(100)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL SEWER</strong></td>
<td>34,755</td>
<td>391,552</td>
<td>(356,797)</td>
<td>8.88%</td>
</tr>
<tr>
<td><strong>REFUSE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFUSE COLLECTION</td>
<td>19,521</td>
<td>263,670</td>
<td>(244,149)</td>
<td>7.40%</td>
</tr>
<tr>
<td><strong>TOTAL REFUSE</strong></td>
<td>19,521</td>
<td>263,670</td>
<td>(244,149)</td>
<td>7.40%</td>
</tr>
<tr>
<td><strong>TOTAL CHARGES FOR SERVICES</strong></td>
<td>128,933</td>
<td>1,531,116</td>
<td>(1,402,183)</td>
<td>8.42%</td>
</tr>
<tr>
<td><strong>PLANT INVESTMENT FEES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAP FEES</td>
<td>-</td>
<td>124,500</td>
<td>(124,500)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>SEWER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAP FEES</td>
<td>-</td>
<td>90,000</td>
<td>(90,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL PLANT INVESTMENT FEES</strong></td>
<td>-</td>
<td>214,500</td>
<td>(214,500)</td>
<td>0.00%</td>
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<tr>
<td><strong>GRANTS &amp; LOAN PROCEEDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRANTS &amp; LOANS</td>
<td>-</td>
<td>650,000</td>
<td>(650,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>SEWER</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>GRANTS &amp; LOANS</td>
<td>-</td>
<td>80,000</td>
<td>(80,000)</td>
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</tr>
<tr>
<td><strong>TOTAL GRANTS &amp; LOAN PROCEEDS</strong></td>
<td>-</td>
<td>730,000</td>
<td>(730,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>$ 128,933</td>
<td>$ 2,475,616</td>
<td>($ 2,346,683)</td>
<td>5.21%</td>
</tr>
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<td>YEAR TO DATE ACTUAL</td>
<td>ANNUAL BUDGET</td>
<td>YEAR TO DATE VARIANCE</td>
<td>% OF BUDGET</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------------</td>
<td>---------------</td>
<td>------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>WAGES &amp; BENEFITS</td>
<td>$ 13,366</td>
<td>$ 175,214</td>
<td>$ 161,848</td>
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<td>OFFICE SUPPLIES</td>
<td>-</td>
<td>750</td>
<td>750</td>
<td>0.00%</td>
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<tr>
<td>INSURANCE</td>
<td>3,267</td>
<td>13,022</td>
<td>9,755</td>
<td>25.09%</td>
</tr>
<tr>
<td>REPAIRS &amp; MAINTENANCE</td>
<td>-</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>VEHICLE EXPENSE</td>
<td>-</td>
<td>2,500</td>
<td>2,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>EDUCATION / MEMBERSHIPS / TRAVEL</td>
<td>275</td>
<td>2,500</td>
<td>2,225</td>
<td>11.00%</td>
</tr>
<tr>
<td>TESTING</td>
<td>406</td>
<td>10,000</td>
<td>9,594</td>
<td>4.06%</td>
</tr>
<tr>
<td>BAD DEBT EXPENSE</td>
<td>-</td>
<td>13,000</td>
<td>13,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>36</td>
<td>1,500</td>
<td>1,464</td>
<td>2.40%</td>
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<tr>
<td>TOTAL WATER OPERATING</td>
<td>17,350</td>
<td>239,986</td>
<td>222,636</td>
<td>7.23%</td>
</tr>
</tbody>
</table>

| WATER TREATMENT PLANT                |                     |               |                       |             |
| REPAIRS & MAINTENANCE                | -                   | 10,000        | 10,000                | 0.00%       |
| PROFESSIONAL SERVICES                | 1,485               | 15,000        | 13,515                | 9.90%       |
| LAB EQUIPMENT                        | -                   | 3,000         | 3,000                 | 0.00%       |
| BUILDING MAINTENANCE                 | -                   | 30,000        | 30,000                | 0.00%       |
| CHEMICALS                            | -                   | 25,000        | 25,000                | 0.00%       |
| UTILITIES                            | 2,610               | 31,250        | 28,640                | 8.35%       |
| CAPITAL IMPROVEMENT PROJECTS         | 22,524              | 1,400,000     | 1,377,476             | 1.61%       |
| TREATMENT PLANT EQUIPMENT REPLACEMENT| -                   | 2,000         | 2,000                 | 0.00%       |
| TOTAL WATER TREATMENT PLANT          | 26,619              | 1,516,250     | 1,489,631             | 1.76%       |

| GOLDEN MEADOWS PUMPING STATION        |                     |               |                       |             |
| REPAIRS & MAINTENANCE                | -                   | 5,000         | 5,000                 | 0.00%       |
| BUILDING MAINTENANCE                 | -                   | 1,000         | 1,000                 | 0.00%       |
| UTILITIES                            | 988                 | 11,458        | 10,470                | 8.62%       |
| TOTAL GOLDEN MEADOWS PUMPING STATION | 988                 | 17,458        | 16,470                | 5.66%       |

<p>| HOSPITAL HILL WATER TANK AND PUMPING |                     |               |                       |             |
| REPAIRS &amp; MAINTENANCE                | -                   | 5,000         | 5,000                 | 0.00%       |
| UTILITIES                            | 656                 | 9,168         | 8,512                 | 7.16%       |
| CAPITAL IMPROVEMENT PROJECTS         | -                   | 40,000        | 40,000                | 0.00%       |
| TOTAL HOSPITAL HILL WATER TANK &amp; PUMPING STN | 656 | 54,168 | 53,512 | 1.21% |</p>
<table>
<thead>
<tr>
<th>Enterprise Fund</th>
<th>Year to Date Actual</th>
<th>Annual Budget</th>
<th>Year to Date Variance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Seneca Hill Water Tank</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>1,000</td>
<td>1,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>500</td>
<td>500</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Seneca Hill Water Tank</strong></td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Water Meters &amp; Key Pump Station</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meter Repair</td>
<td>2,500</td>
<td>2,500</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Inventory</td>
<td>25,000</td>
<td>25,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Backflow Testing</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>800</td>
<td>708</td>
<td>11.50%</td>
<td></td>
</tr>
<tr>
<td>Capital Improvement Projects</td>
<td>25,000</td>
<td>25,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Water Meters &amp; Key Pump Station</strong></td>
<td>54,800</td>
<td>54,708</td>
<td>0.17%</td>
<td></td>
</tr>
<tr>
<td><strong>Water Rights and Ditch Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>25,000</td>
<td>25,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>4,000</td>
<td>3,961</td>
<td>0.98%</td>
<td></td>
</tr>
<tr>
<td>Water Storage</td>
<td>33,803</td>
<td>33,803</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Water Rights and Ditch Expense</strong></td>
<td>62,803</td>
<td>62,764</td>
<td>0.06%</td>
<td></td>
</tr>
<tr>
<td><strong>Water Distribution</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution Repair</td>
<td>35,000</td>
<td>34,975</td>
<td>0.07%</td>
<td></td>
</tr>
<tr>
<td>Sand &amp; Gravel</td>
<td>5,000</td>
<td>5,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Water Distribution</strong></td>
<td>40,000</td>
<td>39,975</td>
<td>0.06%</td>
<td></td>
</tr>
<tr>
<td><strong>Water Debt Service</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal &amp; Interest</td>
<td>142,523</td>
<td>142,523</td>
<td>0.00%</td>
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</tr>
<tr>
<td><strong>Total Water Debt Service</strong></td>
<td>142,523</td>
<td>142,523</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Water Administration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages &amp; Benefits</td>
<td>7,787</td>
<td>88,675</td>
<td>80,888</td>
<td>8.78%</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>25,000</td>
<td>25,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Water Administration</strong></td>
<td>115,175</td>
<td>107,388</td>
<td>6.76%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Water</strong></td>
<td>53,556</td>
<td>2,244,663</td>
<td>2,191,107</td>
<td>2.39%</td>
</tr>
</tbody>
</table>
### TOWN OF HAYDEN

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - ACTUAL AND BUDGET FOR THE MONTH ENDING JANUARY 31, 2020**

**ENTERPRISE FUND**

**EXPENDITURE DETAIL**

<table>
<thead>
<tr>
<th></th>
<th>YEAR TO DATE</th>
<th>ANNUAL BUDGET</th>
<th>YEAR TO DATE VARIANCE</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SANITARY SEWER OPERATING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>9,997</td>
<td>136,458</td>
<td>126,461</td>
<td>7.33%</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>-</td>
<td>500</td>
<td>500</td>
<td>0.00%</td>
</tr>
<tr>
<td>Insurance</td>
<td>860</td>
<td>4,786</td>
<td>3,926</td>
<td>17.97%</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>-</td>
<td>20,000</td>
<td>20,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Vehicle Expense</td>
<td>-</td>
<td>2,000</td>
<td>2,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Education / Memberships / Travel</td>
<td>-</td>
<td>1,500</td>
<td>1,500</td>
<td>0.00%</td>
</tr>
<tr>
<td>Testing</td>
<td>191</td>
<td>1,500</td>
<td>1,309</td>
<td>12.73%</td>
</tr>
<tr>
<td>Telephone</td>
<td>38</td>
<td>1,270</td>
<td>1,232</td>
<td>2.99%</td>
</tr>
<tr>
<td>Total Sanitary Sewer Operating</td>
<td>11,086</td>
<td>178,014</td>
<td>166,928</td>
<td>6.23%</td>
</tr>
</tbody>
</table>

| **WASTEWATER TREATMENT PLANT** |              |                |                        |             |
| Repairs & Maintenance       | -            | 2,000          | 2,000                  | 0.00%       |
| Lab Equipment               | 525          | 5,500          | 4,975                  | 9.55%       |
| Building Maintenance        | -            | 1,000          | 1,000                  | 0.00%       |
| Chemicals                   | 1,987        | 7,500          | 5,513                  | 26.49%      |
| Sewer Discharge Permit      | -            | 2,768          | 2,768                  | 0.00%       |
| Utilities                   | 5,864        | 63,775         | 57,911                 | 9.19%       |
| Equipment Replacement       | -            | 5,000          | 5,000                  | 0.00%       |
| Total Wastewater Treatment Plant | 8,376     | 87,543         | 79,167                 | 9.57%       |

| **WASHINGTON STREET LIFT STATION** |              |                |                        |             |
| Repairs & Maintenance       | -            | 500            | 500                    | 0.00%       |
| Chemicals                   | -            | 350            | 350                    | 0.00%       |
| Utilities                   | 75           | 1,315          | 1,240                  | 5.70%       |
| Capital Improvement Projects | -            | 170,000        | 170,000                | 0.00%       |
| Total Washington Street Lift Station | 75        | 172,165        | 172,090                | 0.04%       |

| **SEWER COLLECTION SYSTEM** |              |                |                        |             |
| Collection Repair           | -            | 5,000          | 5,000                  | 0.00%       |
| Sand & Gravel               | -            | 2,000          | 2,000                  | 0.00%       |
| Total Sewer Collection System | -        | 7,000          | 7,000                  | 0.00%       |

| **AIRPORT LIFT STATION** |              |                |                        |             |
| Repairs & Maintenance       | -            | 500            | 500                    | 0.00%       |
| Chemicals                   | -            | 350            | 350                    | 0.00%       |
| Utilities                   | 504          | 4,167          | 3,663                  | 12.10%      |
| Total Airport Lift Station  | 504          | 5,017          | 4,513                  | 10.05%      |

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.
## TOWN OF HAYDEN

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - ACTUAL AND BUDGET**

**FOR THE MONTH ENDING JANUARY 31, 2020**

### ENTERPRISE FUND

**EXPENDITURE DETAIL**

<table>
<thead>
<tr>
<th>YEAR TO DATE ACTUAL</th>
<th>ANNUAL BUDGET</th>
<th>YEAR TO DATE VARIANCE</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRY CREEK LIFT STATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REPAIRS &amp; MAINTENANCE</td>
<td>-</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>CHEMICALS</td>
<td>-</td>
<td>350</td>
<td>350</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>260</td>
<td>2,764</td>
<td>2,504</td>
</tr>
<tr>
<td>TOTAL DRY CREEK LIFT STATION</td>
<td>260</td>
<td>4,114</td>
<td>3,854</td>
</tr>
<tr>
<td>WEST END (PRECISION) LIFT STATION</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>REPAIRS &amp; MAINTENANCE</td>
<td>29</td>
<td>100</td>
<td>71</td>
</tr>
<tr>
<td>CHEMICALS</td>
<td>-</td>
<td>350</td>
<td>350</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>285</td>
<td>2,604</td>
<td>2,319</td>
</tr>
<tr>
<td>TOTAL WEST END (PRECISION) LIFT STATION</td>
<td>314</td>
<td>3,054</td>
<td>2,740</td>
</tr>
<tr>
<td>SANITARY SEWER DEBT SERVICE</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>PRINCIPAL &amp; INTEREST</td>
<td>-</td>
<td>16,049</td>
<td>16,049</td>
</tr>
<tr>
<td>TOTAL SANITARY SEWER DEBT SERVICE</td>
<td>-</td>
<td>16,049</td>
<td>16,049</td>
</tr>
<tr>
<td>SANITARY SEWER ADMINISTRATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALARIES &amp; WAGES</td>
<td>7,787</td>
<td>91,880</td>
<td>84,093</td>
</tr>
<tr>
<td>OFFICE SUPPLIES</td>
<td>-</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>TOTAL SANITARY SEWER ADMINISTRATION</td>
<td>7,787</td>
<td>103,280</td>
<td>95,493</td>
</tr>
<tr>
<td>TOTAL SEWER</td>
<td>28,402</td>
<td>576,236</td>
<td>547,834</td>
</tr>
<tr>
<td>REFUSE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFUSE EXPENSE CONTRACT PAYMENT</td>
<td>-</td>
<td>215,160</td>
<td>215,160</td>
</tr>
<tr>
<td>TOTAL REFUSE EXPENSE</td>
<td>-</td>
<td>215,160</td>
<td>215,160</td>
</tr>
<tr>
<td>CONTINGENCY DEPARTMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEALTH RESERVE ACCOUNT (HRA)</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>$ 81,958</td>
<td>$ 3,041,059</td>
<td>$ 2,959,101</td>
</tr>
</tbody>
</table>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.
SUPPLEMENTARY INFORMATION
<table>
<thead>
<tr>
<th></th>
<th>YEAR TO DATE ACTUAL</th>
<th>ANNUAL BUDGET</th>
<th>YEAR TO DATE VARIANCE</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Revenue</td>
<td>$ -</td>
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<td>$(300,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$ -</td>
<td>$ 300,000</td>
<td>$(300,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay Water</td>
<td>$ -</td>
<td>$ 300,000</td>
<td>300,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$ -</td>
<td>$ 300,000</td>
<td>$ 300,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Excess (Deficiency) of Revenues Over Expenditures</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>OTHER FINANCING SOURCES (USES)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers In From General Fund</td>
<td>-</td>
<td>$ 50,000</td>
<td>$(50,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Other Financing Sources (Uses)</td>
<td>-</td>
<td>-</td>
<td>$(50,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Net Change In Fund Balance</td>
<td>-</td>
<td>50,000</td>
<td>$(50,000)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Fund Balance - Beginning</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Fund Balance - Ending</td>
<td>$ -</td>
<td>$ 50,000</td>
<td>$(50,000)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.
DRAFT

TOWN OF HAYDEN
SCHEDULE OF REVENUES AND EXPENDITURES
CHANGES IN FUND BALANCE - ACTUAL AND BUDGET
FOR THE MONTH ENDING JANUARY 31, 2020

DEBT SERVICE FUND

<table>
<thead>
<tr>
<th></th>
<th>YEAR TO DATE ACTUAL</th>
<th>ANNUAL BUDGET</th>
<th>YEAR TO DATE VARIANCE</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY TAXES</td>
<td>$ 7,905</td>
<td>$ 382,237</td>
<td>($374,332)</td>
<td>2.07%</td>
</tr>
<tr>
<td>SPECIFIC OWNERSHIP TAXES</td>
<td>2,096</td>
<td>16,822</td>
<td>(14,726)</td>
<td>12.46%</td>
</tr>
<tr>
<td>INTEREST INCOME</td>
<td>4</td>
<td>3,822</td>
<td>(3,818)</td>
<td>0.10%</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>$10,005</td>
<td>$402,881</td>
<td>($392,876)</td>
<td>2.48%</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOND PRINCIPAL</td>
<td>$ -</td>
<td>$210,000</td>
<td>$210,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>BOND INTEREST</td>
<td>-</td>
<td>100,696</td>
<td>100,696</td>
<td>0.00%</td>
</tr>
<tr>
<td>TREASURERS FEES</td>
<td>158</td>
<td>7,645</td>
<td>7,487</td>
<td>2.07%</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>$158</td>
<td>$318,341</td>
<td>$318,183</td>
<td>0.05%</td>
</tr>
<tr>
<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
<td></td>
<td>$84,540</td>
<td>($74,693)</td>
<td>11.65%</td>
</tr>
<tr>
<td><strong>FUND BALANCE - BEGINNING</strong></td>
<td>$72,673</td>
<td>$71,264</td>
<td>$1,409</td>
<td>101.98%</td>
</tr>
<tr>
<td><strong>FUND BALANCE - ENDING</strong></td>
<td>$82,520</td>
<td>$155,804</td>
<td>($73,284)</td>
<td>52.96%</td>
</tr>
</tbody>
</table>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.
## INTERGOVERNMENTAL SERVICE FUND

<table>
<thead>
<tr>
<th></th>
<th>YEAR TO DATE ACTUAL</th>
<th>ANNUAL BUDGET</th>
<th>YEAR TO DATE VARIANCE</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Lease</td>
<td>$ 5,333</td>
<td>$ 64,000</td>
<td>$(58,667)</td>
<td>8.33%</td>
</tr>
<tr>
<td>Sale of Assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>$ 5,333</td>
<td>$ 124,000</td>
<td>$(118,667)</td>
<td>4.30%</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>$ -</td>
<td>$ 15,000</td>
<td>$ 15,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Equipment Replacement</td>
<td>-</td>
<td>$ 80,000</td>
<td>$ 80,000</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$ -</td>
<td>$ 95,000</td>
<td>$ 95,000</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>NET CHANGE IN FUND BALANCE</strong></td>
<td>5,333</td>
<td>29,000</td>
<td>$(23,667)</td>
<td>18.39%</td>
</tr>
<tr>
<td><strong>FUND BALANCE - BEGINNING</strong></td>
<td>91,962</td>
<td>84,344</td>
<td>7,618</td>
<td>109.03%</td>
</tr>
<tr>
<td><strong>FUND BALANCE - ENDING</strong></td>
<td>$ 97,295</td>
<td>$ 113,344</td>
<td>$(16,049)</td>
<td>85.84%</td>
</tr>
</tbody>
</table>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.
Services Provided

The Town of Hayden, Colorado (the Town) was incorporated in March 1906 in Routt County. On July 21, 2009, the citizens voted to become a Home Rule Municipality in accordance with Article XX of the Colorado Constitution and the Municipal Home Rule Act of 1971. The Town is governed by a Town Council consisting of six council members and one mayor elected at-large.

The Town’s General Fund is the primary operating fund. It accounts for all financial resources of the general government including public safety, public works/streets, parks and recreation, and economic development. The major sources of revenue in the General Fund are sales and property taxes. The Enterprise Fund accounts for the activities related to the Town’s water wells, treatment facilities and distribution operations, sewer collection and treatment operations and refuse collection services. The Town charges customers for providing such services.

The Town prepares its budget on the cash basis of accounting.

Debt and Leases

A description of the Town’s debt and leases is attached (i.e., excerpts from the Town’s 2018 audited financial statements, which information will be updated when the Town’s 2019 audited financial statements are available).

Reserve Funds

Emergency Reserve

The Town has provided for an Emergency Reserve equal to at least 3% of the fiscal year spending for 2020, as defined under TABOR.

Loan Reserve

The Town has set aside funds for the Operation and Maintenance Reserve Fund as required by the Colorado Water Resources and Power Development Authority Loan Agreement. The reserve requirement is equal to three months of operation and maintenance expenses of the system as set forth in the Town’s annual budget, excluding depreciation.
**TOWN OF HAYDEN, COLORADO**  
*Notes to the Financial Statements*  
*December 31, 2018*

### Note 7. Long-Term Debt

The following is a summary of changes in long-term obligations for the year ended December 31, 2018:

<table>
<thead>
<tr>
<th>Governmental Activities:</th>
<th>Balance 12/31/17</th>
<th>Additions</th>
<th>Retirements</th>
<th>Balance 12/31/18</th>
<th>Current Portion</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Obligation 2018 Bond</td>
<td>$ -</td>
<td>$ 3,700,000</td>
<td>$ (220,000)</td>
<td>$ 3,480,000</td>
<td>$ 200,000</td>
</tr>
<tr>
<td>Lease Purchase-Alpine Bank</td>
<td>942,500</td>
<td>-</td>
<td>(69,500)</td>
<td>873,000</td>
<td>72,500</td>
</tr>
<tr>
<td>Compensated absences</td>
<td>60,708</td>
<td>76,539</td>
<td>(60,708)</td>
<td>76,539</td>
<td>76,539</td>
</tr>
<tr>
<td><strong>Total Governmental activity</strong></td>
<td><strong>$ 1,003,208</strong></td>
<td><strong>$ 3,776,539</strong></td>
<td><strong>$ (350,208)</strong></td>
<td><strong>$ 4,429,539</strong></td>
<td><strong>$ 349,039</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business-Type Activities:</th>
<th>Balance 12/31/17</th>
<th>Additions</th>
<th>Retirements</th>
<th>Balance 12/31/18</th>
<th>Current Portion</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWRPDA (2012)</td>
<td>$ 359,021</td>
<td>-</td>
<td>(19,246)</td>
<td>$ 339,775</td>
<td>$ 19,633</td>
</tr>
<tr>
<td>CWRPDA (2002)</td>
<td>299,857</td>
<td>-</td>
<td>(55,317)</td>
<td>244,540</td>
<td>57,552</td>
</tr>
<tr>
<td>CWRPDA (2014)</td>
<td>630,447</td>
<td>-</td>
<td>(30,417)</td>
<td>600,030</td>
<td>31,029</td>
</tr>
<tr>
<td>State of Colorado (2002)</td>
<td>69,481</td>
<td>-</td>
<td>(12,574)</td>
<td>56,907</td>
<td>13,203</td>
</tr>
<tr>
<td>Compensated absences</td>
<td>21,873</td>
<td>30,087</td>
<td>(21,873)</td>
<td>30,087</td>
<td>30,087</td>
</tr>
<tr>
<td><strong>Total Business-type activity</strong></td>
<td><strong>$ 1,380,679</strong></td>
<td><strong>$ 30,087</strong></td>
<td><strong>$ (139,427)</strong></td>
<td><strong>$ 1,271,339</strong></td>
<td><strong>$ 151,504</strong></td>
</tr>
</tbody>
</table>

*This section intentionally left blank*

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No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.
Note 7. Long-Term Debt, Continued

The following is a listing of Loans and Notes Payable outstanding as of December 31, 2018:

**Bonds Payable**

**General Obligation Bonds**

General Obligation Bonds Series 2018, original issue $3,700,000, secured by ad valorem taxes, bearing interest at 3.070%, due in semi-annual principal and interest installments ranging from $306,836-$311,619, maturing December 1, 2032. This bond was approved in January 2018 for water improvements.  

Total Bonds Payable  

$ 3,480,000

**Loans and Notes Payable:**

**Business-Type Activities:**

Loan payable to Colorado Water Resources and Power Development Authority, secured by net system revenue, bearing interest at 2.0%, due in semi-annual principal installments of $18,438, maturing November 1, 2033. This loan was approved in November 2012 with a maximum principal balance of $603,300 for wastewater improvements.  

$ 339,775

Loan payable to Colorado Water Resources and Power Development Authority, secured by net system revenue, bearing interest at 4.0%, due in semi-annual principal installments of $33,382, maturing November 1, 2022. This loan was approved in April 2002 with a maximum principal balance of $1,000,000 for water treatment plant improvements.  

244,540

Loan payable to Colorado Water Resources and Power Development Authority, secured by net system revenue, bearing interest at 2.0%, due in semi-annual principal installments of $28,352, maturing May 1, 2035. This loan was approved in July 2014 with a maximum principal balance of $915,000 for water treatment plant improvements.  

600,030

Loan payable to the State of Colorado Department of Local Affairs, bearing interest at 5.0%, due in annual installments of $16,049, maturing September 1, 2022. This loan was approved in August 2002 with a maximum principal balance of $200,000 for water treatment plant improvements.  

56,907

Total Loans and Notes Payable  

$ 1,241,252

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.
Note 7. Long-Term Debt, Continued

Note payable debt service maturities are as follows:

<table>
<thead>
<tr>
<th>Years ending June 30:</th>
<th>Business-Type Activities</th>
<th>Governmental Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Principal</td>
<td>Interest</td>
</tr>
<tr>
<td>2019</td>
<td>$121,417</td>
<td>$29,161</td>
</tr>
<tr>
<td>2020</td>
<td>125,421</td>
<td>24,639</td>
</tr>
<tr>
<td>2021</td>
<td>129,572</td>
<td>20,599</td>
</tr>
<tr>
<td>2022</td>
<td>133,877</td>
<td>15,766</td>
</tr>
<tr>
<td>2023</td>
<td>54,860</td>
<td>11,434</td>
</tr>
<tr>
<td>2024</td>
<td>55,963</td>
<td>9,783</td>
</tr>
<tr>
<td>2025</td>
<td>57,088</td>
<td>8,099</td>
</tr>
<tr>
<td>2026</td>
<td>58,135</td>
<td>6,381</td>
</tr>
<tr>
<td>2027</td>
<td>59,406</td>
<td>4,628</td>
</tr>
<tr>
<td>2028</td>
<td>60,600</td>
<td>2,840</td>
</tr>
<tr>
<td>2029</td>
<td>61,818</td>
<td>1,544</td>
</tr>
<tr>
<td>2030</td>
<td>63,060</td>
<td>358</td>
</tr>
<tr>
<td>2031</td>
<td>64,328</td>
<td>-</td>
</tr>
<tr>
<td>2032</td>
<td>65,621</td>
<td>-</td>
</tr>
<tr>
<td>2033</td>
<td>66,940</td>
<td>-</td>
</tr>
<tr>
<td>2034</td>
<td>41,822</td>
<td>-</td>
</tr>
<tr>
<td>2035</td>
<td>21,326</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>$1,241,252</strong></td>
<td><strong>$135,231</strong></td>
</tr>
</tbody>
</table>

Obligations under Capital Leases

Previously the Town had entered into a $1,300,000 lease-purchase agreement with Alpine Bank dated September 1, 2008. On April 13, 2017 the Town refinanced the previous agreement into a $1,026,000 lease-purchase agreement with Alpine Bank. The lease requires semi-annual installments of varying amounts on May 10 and November 10 including interest at 4% through maturity on November 19, 2028 subject to annual appropriation by the Town. Proceeds of the lease were used for construction of a new police station. The lease is secured by an interest in the land on which the police station was constructed.

The lease payments are reported as debt service in the General fund.
Note 7. Long-Term Debt, Continued

The future minimum lease obligations and the present value of the minimum lease payments as of December 31, 2018 are as follows:

<table>
<thead>
<tr>
<th>December 31, Activities</th>
<th>Governmental</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>$ 106,700</td>
</tr>
<tr>
<td>2020</td>
<td>$ 106,770</td>
</tr>
<tr>
<td>2021</td>
<td>$ 106,720</td>
</tr>
<tr>
<td>2022</td>
<td>$ 106,060</td>
</tr>
<tr>
<td>2023</td>
<td>$ 107,270</td>
</tr>
<tr>
<td>2024-2028</td>
<td>$ 534,360</td>
</tr>
</tbody>
</table>

Total remaining lease payments $ 1,067,880

Less: Amount representing interest 194,880

Present value of net remaining minimum lease payments $ 873,000

A summary of assets acquired through capital leases follows:

<table>
<thead>
<tr>
<th>Governmental Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles and equipment</td>
</tr>
<tr>
<td>Accumulated depreciation</td>
</tr>
<tr>
<td>Buildings</td>
</tr>
<tr>
<td>Accumulated depreciation</td>
</tr>
<tr>
<td>Net total</td>
</tr>
</tbody>
</table>
## TOWN OF HAYDEN

### Schedule of Cash Position

**January 31, 2020**

Updated as of February 23, 2020

<table>
<thead>
<tr>
<th>Fund</th>
<th>General Fund</th>
<th>Debt Service Fund</th>
<th>Capital Improvement Fund</th>
<th>Intergovernmental Service Fund</th>
<th>Conservation Trust Fund</th>
<th>Enterprise Fund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mountain Valley Bank - Checking (2310)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance as of 01-31-20</td>
<td>$91,653.19</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 99,200.08</td>
<td>$190,853.27</td>
<td></td>
</tr>
<tr>
<td>Subsequent Activities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/06/20 - AP Checks</td>
<td>(20,346.29)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(35,517.12)</td>
<td>(55,863.41)</td>
</tr>
<tr>
<td>02/06/20 - Transfer from MVB account ending 2337</td>
<td>20,346.29</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>35,517.12</td>
<td>55,863.41</td>
<td></td>
</tr>
<tr>
<td>02/06/20 - Transfer from MVB account ending 2337</td>
<td>48,416.58</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>48,416.58</td>
<td></td>
</tr>
<tr>
<td>02/07/20 - Retirement Payment</td>
<td>(5,711.62)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(5,711.62)</td>
<td>(5,711.62)</td>
</tr>
<tr>
<td>02/07/20 - Payroll</td>
<td>(44,916.58)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(44,916.58)</td>
<td>(44,916.58)</td>
</tr>
<tr>
<td>02/11/20 - Federal Payroll Tax payment</td>
<td>(14,218.17)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(14,218.17)</td>
<td></td>
</tr>
<tr>
<td>02/11/20 - Dept of Revenue Payment</td>
<td>(5,397.00)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(5,397.00)</td>
<td></td>
</tr>
<tr>
<td>02/20/20 - Transfer from MVB account ending 2337</td>
<td>65,224.93</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>65,224.93</td>
<td></td>
</tr>
<tr>
<td>02/20/20 - Transfer from MVB account ending 2337</td>
<td>65,666.20</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>412,562.21</td>
<td></td>
</tr>
<tr>
<td>02/20/20 - AP Checks</td>
<td>(48,416.58)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(346,896.01)</td>
<td>(412,562.21)</td>
</tr>
<tr>
<td>02/21/20 - Retirement payment</td>
<td>(5,697.47)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(5,697.47)</td>
<td>(5,697.47)</td>
</tr>
<tr>
<td>02/21/20 - Payroll</td>
<td>(47,306.30)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(47,306.30)</td>
<td>(47,306.30)</td>
</tr>
<tr>
<td><strong>Anticipated Balance</strong></td>
<td>82,047.56</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>99,200.08</td>
<td>181,247.64</td>
</tr>
</tbody>
</table>

| Mountain Valley Bank - Money Market (2337) |              |                   |                          |                               |                         |                 |             |
| Balance as of 01-31-20            | 824,048.11   | 72,673.44         | -                        | 97,294.87                     | -                       | 891,901.64     | 1,885,918.06 |
| Subsequent Activities:           |              |                   |                          |                               |                         |                 |             |
| 02/03/20 - Transfer from XBP     | -            | -                 | -                        | -                             | -                       | 36,456.04       | 36,456.04    |
| 02/06/20 - Transfer to MVB account ending 2310 | (20,346.29) | - | - | - | - | (35,517.12) |
| 02/05/20 - XBP Billing Fee       | -            | -                 | -                        | -                             | -                       | (276.67)        | (276.67)     |
| 02/05/20 - Dept of Rev Cigarette Tax distribution | 223.37 | - | - | - | - | 223.37 |
| 02/06/20 - Transfer to MVB account ending 2310 | (48,416.58) | - | - | - | - | (48,416.58) |
| 02/10/20 - Dept of Rev Sales Tax Distribution | 142,548.95 | - | - | - | - | 142,548.95 |
| 02/10/20 - Routt County PTax Distribution- Bond | - | 9,847.26 | - | - | - | 9,847.26 |
| 02/20/20 - Routt County PTax Distribution | 15,936.57 | - | - | - | - | 15,936.57 |
| 02/20/20 - Transfer to MVB account ending 2310 | (65,666.20) | - | - | - | - | (412,562.21) |
| 02/20/20 - Transfer to MVB account ending 2310 | (65,224.93) | - | - | - | - | (65,224.93) |
| 02/20/20 - HUTF Distribution     | 5,453.32     | -                 | -                        | -                             | -                       | 5,453.32        | 5,453.32    |
| Deposits through 02/23/20         | 82,304.90    | -                 | -                        | -                             | -                       | 82,304.90       | 82,304.90   |
| **Anticipated Balance**          | 870,861.22   | 82,520.70         | -                        | 97,294.87                     | -                       | 545,667.88      | 1,596,344.67 |

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## TOWN OF HAYDEN
### Schedule of Cash Position
#### January 31, 2020
Updated as of February 23, 2020

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>General Fund</th>
<th>Debt Service Fund</th>
<th>Capital Improvement Fund</th>
<th>Intergovernmental Service Fund</th>
<th>Conservation Trust Fund</th>
<th>Enterprise Fund</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td><strong>Mountain Valley Bank - Merchant Account</strong></td>
<td></td>
<td></td>
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<tr>
<td>Balance as of 01-31-20</td>
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<td>43,393.87</td>
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<tr>
<td>02/04/20 - Paymentech Fee</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(30.00)</td>
<td>(30.00)</td>
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<tr>
<td>02/04/20 - Paymentech Fee</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
<td>(461.57)</td>
<td>(461.57)</td>
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<td>Paymentech Deposits through 02/23/20</td>
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<td>-</td>
<td>-</td>
<td>25,157.09</td>
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<tr>
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<td>37,529.96</td>
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<tr>
<td>02/04/20 - Check #1053</td>
<td>(484.50)</td>
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<td>02/14/20 - Check #1056</td>
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<td>(384.45)</td>
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<td>36,661.01</td>
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<td><strong>Mountain Valley Bank - Lake Village CD</strong></td>
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<tr>
<td>Balance as of 01-31-20</td>
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<td>-</td>
<td>-</td>
<td>37,604.19</td>
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<tr>
<td>Subsequent Activities: None</td>
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<tr>
<td><strong>Anticipated Balance</strong></td>
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<td>37,604.19</td>
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<td><strong>Xpress Bill Pay</strong></td>
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<td>Balance as of 01-31-20</td>
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<td>37,578.34</td>
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<td>Subsequent Activities:</td>
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<td>02/03/20 - Transfer from XBP to MMA #2337</td>
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<td>** ColoTrust Plus**</td>
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<tr>
<td>Balance as of 01-31-20</td>
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<td>-</td>
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<td>-</td>
<td>4,704.78</td>
<td>9,051.64</td>
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<td>Subsequent Activities: None</td>
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<tr>
<td><strong>Anticipated Balance</strong></td>
<td>4,346.86</td>
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<td>-</td>
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<td>-</td>
<td>4,704.78</td>
</tr>
</tbody>
</table>

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## TOWN OF HAYDEN
### Schedule of Cash Position
January 31, 2020
Updated as of February 23, 2020

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Debt Service Fund</th>
<th>Capital Improvement Fund</th>
<th>Intergovernmental Service Fund</th>
<th>Conservation Trust Fund</th>
<th>Enterprise Fund</th>
<th>Total</th>
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<tbody>
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<td><strong>Cash on Hand</strong></td>
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<td>Balance as of 01-31-20</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>200.00</td>
</tr>
<tr>
<td>Subsequent Activities:</td>
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<td></td>
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<tr>
<td><strong>Anticipated Balance</strong></td>
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<td>200.00</td>
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</tbody>
</table>

| **Utility Clearing Account** |                   |                   |                          |                               |                         |                |             |
| Balance as of 01-31-20     | -              |                   |                          |                               |                         |                |             |
| Subsequent Activities:    | None          |                   |                          |                               |                         |                |             |
| **Anticipated Balance**   | -              |                   |                          |                               |                         |                |             |

### Anticipated Balances

<table>
<thead>
<tr>
<th></th>
<th>$1,031,720.84</th>
<th>$82,520.70</th>
<th>$97,294.87</th>
<th>$751,393.13</th>
<th>$1,962,929.54</th>
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</thead>
</table>

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## TOWN OF HAYDEN
### Tax Revenue Reconciliation
#### 2020

<table>
<thead>
<tr>
<th>Month</th>
<th>Current Taxes</th>
<th>Delinquent Taxes</th>
<th>Abatements &amp; Rebates</th>
<th>Specific Taxes</th>
<th>Treasurer's Fees</th>
<th>Senior Veterans Exemption</th>
<th>Amount Received</th>
<th>% of Total Taxes Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>$20,611.21</td>
<td>$88.42</td>
<td>-</td>
<td>$9.19</td>
<td>$5,489.19</td>
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<tr>
<td>December</td>
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<td>0.00%</td>
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</table>

### Property Tax

<table>
<thead>
<tr>
<th>Fund</th>
<th>Levied</th>
<th>% of Levied</th>
<th>Taxes Levied</th>
<th>% Collected</th>
<th>% Collected to Amount Levied</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$618,603.00</td>
<td>61.81%</td>
<td>$12,794.10</td>
<td>2.07%</td>
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</tr>
<tr>
<td>Debt Service Fund</td>
<td>382,237.00</td>
<td>38.19%</td>
<td>7,905.53</td>
<td>2.07%</td>
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</table>

Total: $1,000,840.00 | 100.00% | $20,699.63 | 2.07%

### Specific Ownership Tax

<table>
<thead>
<tr>
<th>Fund</th>
<th>Levied</th>
<th>% of Levied</th>
<th>Taxes Levied</th>
<th>% Collected</th>
<th>% Collected to Amount Levied</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$42,000.00</td>
<td>71.40%</td>
<td>$3,392.78</td>
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<tr>
<td>Debt Service Fund</td>
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<td>2,096.41</td>
<td>12.46%</td>
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</table>

Total: $58,822.00 | 100.00% | $5,489.19 | 9.33%

### Treasurer's Fees

<table>
<thead>
<tr>
<th>Fund</th>
<th>Levied</th>
<th>% of Levied</th>
<th>Taxes Levied</th>
<th>% Collected</th>
<th>% Collected to Amount Levied</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>($12,372.06)</td>
<td>61.81%</td>
<td>($255.99)</td>
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<tr>
<td>Debt Service Fund</td>
<td>(7,644.74)</td>
<td>38.19%</td>
<td>(158.19)</td>
<td>2.07%</td>
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</tr>
</tbody>
</table>

Total: ($20,016.80) | 100.00% | ($414.18) | 2.07%

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