



Board of Trustees Meeting- September 21st 2022

Town of Lake City

Sep 21, 2022 at 5:00 PM MDT to Sep 21, 2022 at 8:30 PM MDT

230 N Bluff St, Lake City CO 81235

Agenda

- I. Executive Session - 5:00pm 5:00 PM**
 - A. Pursuant to CRS 24-6-402(4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators regarding the 3rd Street Construction Project.**
- II. Public Hearing 5:30 PM**
 - A. Discussion about Protest Letters of Conditional Use Application for a Short Term Rental at 911 Hotchkiss Street**
 - B. Discussion about Protest Letters of Conditional Use Application for a Short Term Rental at 805 Water Street**
- III. Regular Workshop 6:00 PM**
 - A. 3rd St Project Update**
 - B. Discussion about 2023 Personnel Policies**
 - C. Discussion about Steve Twyman's Lake City Loopers CUD Permit and renewal**
 - D. Discussion about Vacation Rentals**
 - E. Discussion about 2023 Budget**
- IV. Regular Meeting 7:00 PM**
 - A. Call to Order**
 - B. Roll Call**
 - C. Minutes**
 - D. Bills Payable**
 - E. Committee Reports**
 - 1. Lake San Cristobal Water Activity Enterprise**
 - 2. Historic Preservation Commission**
 - 3. Chamber of Commerce**
 - 4. Marketing Committee**
 - 5. DIRT**
 - 6. Gateway Communities Advisory Group**
 - 7. High Alpine Region Team**
 - 8. Region 10**

9. Planning and Zoning

10. Mayor/Trustee Reports

F. Correspondence Recieved

G. Citizen Communications

H. Additions to the Agenda

I. Action Items

1. Discussion and Possible Action to Resolution 2022-001 FAMILI Opt Out

2. Discussion and Possible Action to Approve Resolution 2022-002 Contract for 621 Water St

3. Discussion and Possible Action to Approve Conditional Use Permit for 911 Hotchkiss Street Vacation Rental

4. Discussion and Possible Action to Approve Conditional Use Permit for 805 Water Street Vacation Rental

5. Discussion and Possible Action to Approve John Coy's appointment to the LSCWAE

6. Discussion and Possible Action to Approve Ad for Requested Non-Profit Donations for Budget Season

9/07/22

I'll just keep this short. I feel it would be nice if we had neighborhoods in town with no tourism, or OHV traffic. Just relatively peaceful and quiet neighborhoods.

Sincerely,

A handwritten signature in black ink that reads "William E. Brown". The signature is written in a cursive, flowing style.

William E. Brown



Alexander Mulhall <alexandermulhall@townoflakecity.co>

Fwd: Proposal

1 message

Anne Coker <cokernuts76@yahoo.com>
To: alexandermulhall@townoflakecity.co

Tue, Sep 6, 2022 at 6:06 AM

Sent from my iPhone

Begin forwarded message:

From: Anne Coker <cokernuts76@yahoo.com>
Date: September 6, 2022 at 6:37:14 AM CDT
To: alexandermulhall@townoflakecity.com
Subject: Proposal

Concerning the special permit for 805 Water Street, Lake City, CO, we are OPPOSED to the changes requested.

Henry and Anne Coker

Sent from my iPhone



Alexander Mulhall <alexandermulhall@townoflakecity.co>

Protest 805 Water Street and Garage living quarters to be used as short-term/overnight lodging facility

2 messages

Ken Nall <knall1964@gmail.com>

Wed, Aug 31, 2022 at 4:45 PM

To: Alexander Mulhall <alexandermulhall@townoflakecity.co>

My wife Carolyn and I live at 826 Water Street and would like to protest Bailey Eppard's home and garage being used as a short-term/overnight lodging facility. She is already renting her garage apartment out for overnight lodging and her parking area appears to be full with her own car and her renter's cars that often bring ATV's and the trailer they are towed on. If she starts renting her home in addition to her garage apartment, this could become a parking issue, as she could have multiple cars, trailers, and 4 to 8 ATV's.

Bailey's 805 Water Street property has our town walking trail that intersects its driveway which creates an extra hazard to ATV's coming and going. This walking path is a favorite of tourists and residents alike, often accompanied with small children, to walk on, as it joins the 8 1/2 Street bridge to the trail to view the river. Small children are often walking alone on our town trail that passes immediately in front of 805 Water Street and is intersected by the driveway to 805 Water Street.

We have noticed that the renters bringing ATV's want to make certain their ATV's work as soon as they back them off their trailers and often hit the street with a heavy throttle that certainly appears to be far exceeding the 15mph speed limit on Water Street. I certainly feel that multiple ATV's and vehicles crossing this town trail intersected by this private driveway pose a possible danger to walkers on our town trail.

This certainly has no reflection on Bailey Eppard, as she is a great neighbor.

Thanks for your consideration.

Ken & Carolyn Nall

Alexander Mulhall <alexandermulhall@townoflakecity.co>

Wed, Aug 31, 2022 at 4:49 PM

To: Ken Nall <knall1964@gmail.com>

Received. This application and protest letter will be reviewed by the Board of Trustees at the Regular Meeting on September 21, 2022.

[Quoted text hidden]

--

Alexander Mulhall
Town Clerk/Municipal Court Clerk

Town of Lake City

Personnel Policies

SEPTEMBER 2017

These Personnel Policies are promulgated to provide a guide to the administration of the Town of Lake City and all staff related to personnel matters. The Town reserves the right to amend this document at any time for any reason. Nothing herein is intended nor shall it be construed or deemed to create any contract between the Town and any of its officers or employees, nor is it intended nor shall it be construed to create any property rights in employment or an expectation of continued employment, or in the continuation of any benefits of any Town employee or officer.

These policies set out matters which will be applied to the Town's employees. Town employees shall read and understand the policies so they can insure that their performance remains in compliance with its provisions as amended from time to time. Each employee shall sign acknowledgment evidencing they have read and understand these policies upon being hired and each time the policies are changed by the Town.

The Town Manager shall be responsible to enforce and administer these regulations. The Town Manager may delegate duties as deemed appropriate.

Section I - Employment by the Town of Lake City, Colorado

Employment with the Town is "at-will". "At-will" means that the employee works at the will and pleasure of the employer. Any employee may be terminated with or without cause. No statement of reasons or a hearing is required to be provided to the terminated employee, just as any employee may resign at any time for any reason. This means that either the employee or the Town may terminate the employment relationship at any time with or without cause or prior notice.

These policies apply to all employees of the Town, except those in the following positions:

1. Appointed members of boards and commissions;
2. Persons employed to make or conduct a special inquiry, investigation or audit;
3. Persons of a professional nature employed by the Town on a regular, but less than full-time, basis to render professional services; and
4. Other exemptions as may be made by the Board of Trustees as needed.

Appointed Statutory Officials: The Town Attorney and Municipal Judge are not included under the provisions set forth in these policies. As to the Town Manager, Town Clerk and Town Treasurer, these officials are included under and covered by the provisions set forth in these policies, except those which may be inconsistent with CRS 31-4-301 through 31-4-307, or separate written employment agreements, which shall govern. The duties, responsibilities and job descriptions of appointed statutory officials are set by state statute and municipal ordinance.

Section II – Definitions, Recruitment, and Promotion

1. Definitions

1. Full-time Employee is one employed to work at least 32 hours per week on a regular and continuing basis. The work week is any consecutive seven-day period.
2. Part-time Employee is one employed to work less than 32 hours per week or less than 134 hours per month on a regular and continuing basis or is available upon request or need.
3. Regular Employee is an employee who has been assigned to fill a position as established by the Town Manager and/or Board of Trustees.
4. Seasonal Employee is one employed to work on a regular and/or recurring basis during a specific season or portion of a year.
5. Temporary or Emergency Employee is one hired to fill a position created as a special assignment that has a limited term of employment.
6. Volunteer is a non-paid individual.

2. Recruitment, Equal Employment Opportunity

It shall be the policy of the Town to provide fair and equal opportunity to all qualified persons to gain employment with the Town on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, pregnancy, gender identity, sexual orientation, national origin, age, religion, disability or genetic information or by any other condition protected by applicable state or federal law.

3. Hiring Practices

All job vacancies will be posted by the Town. Applications will be accepted by the Town administration. Generally, time periods for applications will be included in job notices. For some positions, if in the best interest of the Town, exceptions to this policy will be made accordingly.

4. Orientation

The Town Clerk is responsible for ensuring that all necessary documents are processed in conjunction with the beginning of employment. All new employees must have completed all necessary paperwork prior to starting work for the Town. The supervisor of the new employee is responsible for facilitating training and job orientation. The supervisor should immediately communicate what is expected in terms of job performance, rules and procedures. The supervisor shall supply the employee with any written guidelines established for the department, if such guidelines exist. It shall be the supervisor's responsibility to provide such information to the employee and to document that the employee has received such information.

5. Probationary Period

Each employee selected to fill a position with the Town must successfully complete a probationary period of six (6) months. This gives the supervisor an opportunity to observe the new employee in order to determine whether or not the individual is suitable for the position. Concerns regarding probationary employee performance should be openly addressed and suggestions for improvements freely exchanged. The duration of the probationary period for both the employee and the Town should not be construed as creating a contract or as guaranteeing employment for any specific duration. During the probationary period, the employee may be terminated at any time with or without cause at the discretion of the supervisor. At the completion of the six-month period, the employee will be provided a written performance evaluation.

6. Promotion

Current employees seeking promotion shall be expected to meet the minimum qualifications for the position as identified by the posted job description that shall include a definition, supervision, essential job functions, examples of work performed, desired knowledge, skills, abilities, experience, training, education and necessary special requirements. If an employee should be promoted, a six month probationary period will be required. If the promoted employee cannot attain satisfactory job performance in the new position, the employee may be dismissed from their employment with the Town. If possible, the employee may return to his/her previous position with the approval of the Town Manager. All applicable recruiting practices will be utilized for internal candidates.

7. Demotion

The Town of Lake City will not demote an employee due to his/her inability to satisfactorily perform assigned duties or for disciplinary reasons. The Town will allow an employee to accept an offered demotion if it is necessary due to restructuring or lack of funding. The probationary period for hiring and promotion will also apply to employees accepting a demotion. Should the employee be able to return to his/her originally held position, the probationary period would be waived.

8. Employee Development

The Town will assume the employee cost of training that is directly related to the employee's immediate job responsibilities. Approval of funding for training is based on funding and course availability and must be approved by the Department Head or appropriate Supervisor. Financial assistance is contingent on proper approval and successful completion of the course while still employed by the Town. Employees who voluntarily leave Town employment prior to, during or within three months of receiving training shall reimburse the Town for training costs.

9. Hiring of Relatives

No person shall be employed in a position in any department if that person is a member of the immediate family of another employee within that department, on the same work shift, or in the chain of command for either employee. No relative shall be in a position where he or she can influence conditions of employment for a member of his or her family. "Immediate family" is defined to include an employee's parents, grandparents, step parents, spouse, partner, children, sister or brother, grandchildren, mother or father-in-law, brother or sister-in-law and the same family member of the employee's spouse/partner. Should two employees within the same department marry or otherwise obtain a relationship whereby they become members of each other's immediate family as defined, the Town reserves the right to transfer the employee to another department if available or require one of the employees to resign for the purpose of maintaining the best interest of the Town.

10. I-9 Verification

The Town of Lake City complies with the Federal Immigration Reform and Control Act, employing persons who are legally eligible to work. All employees hired for any position with the Town shall complete an employment eligibility verification statement (I-9) in compliance with this Act.

Compensation

1. Pay Schedule

All employees are paid on a biweekly basis with the pay week beginning on Sunday and ending on Saturday. Pay increases are decided (merit based on employee performance evaluations or cost of living) by the Board of Trustees as part of the annual budget process and are effective in January or provided based on completion of a significant job event.

2. Performance Evaluation

The Town of Lake City employs a merit-based evaluation system to which all regular employees are subject. All decisions related to performance-based wage changes or continued employment status will be based upon results achieved through this evaluation system. All regular employees shall participate in this process with their immediate supervisor at least annually. During the performance review, employees and supervisors will review employees'

work during the past year, discuss results achieved, opportunities for growth and future goals. Performance evaluations will be documented and placed into the employment file.

3. Fringe Benefits

Only Regular Full-time Employees are eligible to receive insurance, annual paid leave, sick leave and paid holiday benefits. All employees are eligible to receive worker's compensation, unemployment insurance and retirement benefits. The following benefits may be provided by the Town as passed by the Board of Trustees as part of the Town budget process, annually:

Medical/Dental Insurance - the Town of Lake City contributes to premium costs for full-time employee medical/dental insurance coverage, but not premiums for dependents of employees. Detailed information is furnished in a separate booklet, available from the Town Clerk.

Life Insurance - all regular full-time employees working for the Town of Lake City have a group insurance policy with an insurance carrier licensed to do business in the State of Colorado. This policy includes term life insurance for each full-time employee.

Annual Paid Leave - regular full-time employees accrue annual leave at a monthly rate dependent upon the number of years of service completed.

Years Employed	Accruals
Hire to one year	4 hours monthly
More than 1 year and including 3 years	6 hours monthly
More than 3 years and including 5 years	8 hours monthly
More than 5 years and including 10 years	10 hours monthly
More than 10 years and including 20 years	14 hours monthly
More than 20 years	16.75 hours monthly

Regular full-time employees shall accrue annual leave time monthly, proportionate to their hire date. Employees who begin employment between the 1st and the 15th of the month shall accrue four hours of leave; employees who begin employment on or after the 16th of the month shall accrue two hours of annual leave for that month; an employee who terminates on or after the 16th shall accrue four hours on annual leave for that month. No employee shall be allowed to use annual leave until he or she has completed six consecutive months of service with the Town of Lake City. However, annual leave accrues during the six-month probation period.

Should a holiday fall within an employee's scheduled annual leave, the holiday will not be charged against the employee's annual leave.

The Town's administrative office shall maintain all records of annual leave. An employee's immediate supervisor must approve annual leave in advance. After an employee accrues

more than two years of annual leave, he or she must use the leave time or it will be forfeited. Annual leave may not be taken in increments of less than one hour increments.

Paid Holidays - The following are paid holidays for full-time employees:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

A floating holiday, used at the employee's discretion, may be used with approval from the employee's supervisor.

Regular full-time employees who work a typical Monday - Friday schedule, when holidays fall on Saturday will be observed on the preceding Friday and those falling on Sunday will be observed on the following Monday. For regular full-time employees with a work week other than Monday through Friday, the supervisor will designate the appropriate holiday observance. Only regular full-time employees shall receive paid holidays.

Town employees required to work on an observed holiday will be paid at a rate of one and one-half their hourly rate for the holiday.

Unemployment Insurance - The Town pays, through the State of Colorado, unemployment insurance for qualifying employee's protection should his/her employment with the Town of Lake City terminate. Benefits are paid through the State of Colorado. The extent of benefits is determined on the circumstances of the termination and length of employment.

Retirement Plan - The Town of Lake City provides a retirement plan for its employees through the Public Employee Retirement Plan (PERA). The Town deducts a percentage as determined by PERA from the employee's gross wages and provides an additional amount of the employee's wages for investment into PERA accounts. More detailed information on the Town's retirement program is available from the Town Office.

Payroll checks are issued by the Town Clerk's Office for the Town of Lake City. Supervisors are responsible for providing time records for their employees and checking records for accuracy of time worked and leave approved. Issues with a paycheck should immediately be reported to the Town Clerk. Employees of the Town are paid on a bi-weekly basis.

Should an employee be terminated from his/her employment with the Town, the employee's final paycheck will be mailed to the employee's home address or directly deposited in the employee's direct deposit bank account on the next regular pay day for the Town. Earned annual leave will be paid out at the employee's regular rate of pay. Unused sick time earned will be paid at a ratio of 4:1.

Worker's Compensation

1. Eligibility.

Employees who suffer job-related injuries or disease may be entitled to workers' compensation benefits for medical expenses and lost wages, in accordance with State law.

2. Reporting.

Employee must complete an incident/accident report and turn it into the Town office immediately. Blank forms are located in the office. Alcohol and drug testing may be required if the employee's own actions or omissions could possibly have caused the accident that led to injury. Failure to report the injury and to timely submit to testing, if required, could result in disciplinary action up to and including discharge.

3. WARNING:

If you are injured on the job, written notice of your injury must be given to the Town within four working days after the accident, pursuant to C.R.S. § 8-43-102(1). Deliver the notice to your supervisor, the Safety Manager, the General Manager or Human Resources. If the injury results from your use of alcohol or controlled substances, benefits may be reduced by one-half in accordance with C.R.S. § 8-42-112.5.

4. Treatment.

The Town has the right to require that employees are treated by a treating physician from a list of physicians that may be designated by the Town. Failure to use a physician on the list may result in loss of medical benefits. Contact the Town Manager to arrange an appointment with the designated treating physician.

5. Limited Duty.

The treating physician may recommend that an injured employee return to work on limited duty. In such an event, the Town may require the employee to return to work performing duties within the medical restrictions even if such work is different than the employee's regular job duties, unless the employee is entitled to FMLA leave. An employee's refusal of limited duty may result in termination of temporary disability benefits.

6. The Law also provides for loss or reduction of benefits when:

- a. Employee's injury is intentionally self-inflicted.
- b. Employee's actions which led to the injury were in violation of a safety rule.
- c. Employee is discharged for misconduct unrelated to the employee's injury or quits for personal reasons when not required to by the injury.

Types of Leave

1. Sick Leave

Full-time regular employees accumulate sick leave with pay at a rate of eight hours for each full month of service up to a total of 360 hours or 45 working days. After an employee accumulates 144 sick hours (before conversion), he or she may opt to convert sick leave hours in excess of 144 sick hours into cash at a ratio of 4-1. For every four hours of accumulated sick leave an employee could be paid for one hour at their regular rate of pay. This conversion opportunity will be offered each July. Employees also may elect to convert sick leave hours into vacation time at the ratio of 2-1. For every two hours of accumulated sick leave an employee could be granted one hour of vacation time. An employee with an unused sick time at termination will be paid at 4-1 cash ratio (one hour of their regular pay for every four hours of unused sick leave).

An employee may use sick leave with pay for absences necessitated by employee or family member injury, illness, dental and medical care. Sick leave may not be taken in increments of less than one hour employees should make every attempt to notify their supervisors when circumstances necessitate they use sick leave. An employee who is absent from work due to illness or injury and who fails to notify his or her supervisor may be subject to disciplinary action. Employees may also voluntarily donate unused sick leave hours to another Town employee whose sick leave hours have been used, due to serious and/or extenuating circumstances. The Town administrative office shall keep records of sick leave accumulation and use and coordinate the donation of unused sick leave between employees, in coordination with appropriate supervisory personnel.

In order to be eligible for sick leave in excess of three (3) days, the employee is required to submit proper medical certification substantiating the need for the consecutive days leave. The Town may investigate an alleged illness any time improper use of sick leave is suspected. Sick leave accrues during annual leave, sick leave and other approved leaves of absence.

Probationary employees shall not accrue sick leave during their probationary period; however, after the successful completion of the probationary period, the new, regular employee will receive accumulated sick leave for six (6) months employment against which he or she can draw in the event of illness.

2. Emergency Leave

Regular full-time employees will be granted three (3) days emergency leave with pay in the event of a death or serious illness or accident of a Family Member. Regular part-time employees will be granted emergency leave in proportion to the number of hours worked weekly. Immediate family for the purpose of emergency leave is defined as: spouse, partner, parent, parent-in-law, guardian, grandparent, grandchildren, children, brother, sister, son/daughter-in law, brother/sister-in-law. Other relationships may be considered and approved by the employee's immediate supervisor. If additional time is needed, time taken

will be charged to sick or annual leave as available. Temporary and seasonal employees may be given time off without pay in cases of emergency.

3. Family Medical Leave

In accordance with the Family Medical Leave Act (FMLA), employees shall be granted up to twelve (12) weeks of unpaid family and medical leave during any twelve (12) month period. The twelve (12) month period shall be measured backward from the date an employee uses any Family Medical Leave. Such leave will be available as the result of the birth, adoption or placement of a child for foster care, to care for a spouse, child or parent with a serious health condition, or due to the serious health condition of the employee.

- a. An employee, who is on FMLA leave due to his own health condition, shall use any accumulated leave toward the twelve week FMLA leave until such time as short term disability benefits become available. If an employee does not have paid leave available, he may take time off without pay until Short Term Disability Benefits become available.
- b. An employee, who is on FMLA leave must substitute accumulated paid leave for FMLA leave, in accordance with 11 U.S.C. § 825.207 as amended.
- c. In order to be eligible for FMLA leave, an employee must have worked for the Town for a period of no less than six months or no longer have probationary status. If the leave requested is for a serious health condition of the employee or someone else, a certification statement will be required by the Town issued by a health care provider. Should there be a question by the Town regarding the condition; a second opinion may be required by the Town at the Town's health care provider and expense.
- d. The certification from a health care provider shall be provided 30 days in advance when FMLA is foreseeable. If the leave is not foreseeable, the employee shall provide certification within fifteen (15) calendar days. If the employee fails to provide certification, the leave may be denied.
- e. For leave due to the employee's own health condition, certification will also be required prior to return to work. Return to work with less than normal duties can be approved when appropriate by the Town Manager.
- f. An employee who is granted maternity leave for pregnancy will be allowed to use up to two weeks of paid leave or take time without pay, after which time the employee will be eligible for short term disability. An employee is expected to return to work within twelve (12) weeks following commencement of maternity leave. A physician's note may be required.
- g. An employee returning from family leave will be entitled to return to the position held prior to leave or a position with equivalent benefits, pay and other terms and conditions of employment. Employees on family leave will not accrue paid leave after the first two weeks of paid leave when the employee is eligible for short term disability.
- h. The Town will continue to provide health care coverage for the employee under the same provisions as prior to the leave period, but not to exceed the twelve-week period. After this time, the employee would be required to pay the premiums paid by the Town to maintain health coverage. If the employee fails to return from leave, the Town may recover the premium paid during the employee's absence.

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- i. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single twelve-month period. A service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that renders the service-member medically unfit to perform his or her duties for which the service-member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status or is on the temporary disability retired list.

4. Jury Duty

If you are served with a summons to jury duty, you must inform your supervisor by the next regular work day. Employees will receive their regular hourly wage or salary during jury duty, but must remit to the Town any pay (not including expense reimbursement) received from the government for jury duty that covers the same period for which you are receiving pay from the Town. The Town has no obligation to pay wages for jury duty until and unless you tender to the Town a juror service certificate provided by the Court confirming that you were on jury duty during that period. Employees are expected to return to work on any day or portion of a day they are released from jury duty.

Employees who are served with a subpoena to be a witness for the Town shall immediately notify their supervisor. The supervisor shall modify the employee's work schedule as needed. Time spent as a witness to the court on behalf of the Town shall count as hours worked. Any pay provided by the court or its agents to the employee for time spent as a witness or advisor will be signed back to the Town.

An employee who is required to appear in court or for other legal proceedings not related to their employment with the Town are to use paid or unpaid leave as needed to meet the legal requirement. The employee should notify the immediate supervisor to request time off to meet the legal obligation.

5. Community Service Leave

Any employee who is involved in a community service organization (Fire, EMS, LE, SAR) and is called upon for emergency service should receive permission from his supervisor to assist when called. Community Service Leave will be paid on the basis of his regular straight-time pay (does not contribute to overtime) and is not subject to annual or sick leave use.

6. Military Leave

Employees will be allowed leave of absence for military duty in compliance with applicable Federal and State laws. Employees must present official documentation of the military duty prior to the leave and upon returning from leave. Military leave for nonexempt employees is without pay, unless the employee elects to use accrued vacation benefits. Exempt employees will be paid their salary, unless no work is

performed for the Town during the workweek, and subject to reduction for wages received from the Military for the same period.

7. Leave of Absence

The Town Manager may, using discretion, grant a leave of absence without pay to an employee for any cause when it is in the best interest of the Town. The Town Manager may grant an employee leave without pay for a specified time not to exceed six (6) months. During this leave without pay, the employee who is employed full-time may elect to continue health insurance coverage with full premiums paid for by the employee. A leave of absence without pay shall not be granted for an employee to work for another employer in a similar capacity, or for self-employment.

The following provisions exist for a leave of absence:

- A. A request for leave of absence shall be submitted in writing to the Town Manager stating the reason for the request at least fifteen (15) working days prior to the date the leave would begin.
- B. At the expiration of leave without pay, the employee shall return to the position held prior to the leave.
- C. Paid leave shall not be earned during leave without pay.
- D. A leave without pay shall not constitute a break in service.
- E. Failure by the employee to report promptly at the expiration of the leave of absence shall be considered as a resignation by the employee.

8. Compensatory Time

Employees will not be allowed to earn compensatory time but shall be paid overtime in accordance with the Fair Labor Standards Act (FLSA).

9. Request for Leave

All leave time must be authorized in advance and in writing by the employee's supervisor prior to being taken whenever possible. Written requests for leave that cannot be completed in advance shall be filled out and turned in upon the employee's return to work. A copy of the request signed by the employee and supervisor will be filed in the employee's personnel file.

Employee Conduct

Supervisory personnel are responsible for the conduct and effective performance of all employees under their jurisdiction and shall have the authority and the responsibility to discipline employees for violations of the Town's personnel policy.

An employee is subject to disciplinary action if: (1) the employee violates these personnel policies and guidelines or any other written procedure applicable to the position of the employee; (2) the employee's conduct reflects poorly on the Town or hinders the effectiveness or efficiency of Town operations; (3) the employee has performed an act of misconduct or has failed to perform an act that results in misconduct.

1. Gifts

Town employees shall not solicit or accept, directly or indirectly, any gift of substantial value, (a) which would tend improperly to influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her public duties; or (b) which he/she knows or which a reasonable person in his/her position should know under the circumstances, is primarily for the purpose of rewarding him/her for official action he/she has taken. An occasional non-monetary gift, insignificant in value, is not considered a gift of substantial value.

2. Political Activity

It is the right of every employee to register and vote on any and all political issues. Employees are permitted to join political organizations, civic associations or groups and to become involved in political activities subject to the following:

As private citizens, employees may participate in all political activities, including holding public office, except for activities involving the election of candidates for any Town office and where holding an appointive or elective public office is incompatible with the employee's Town employment.

Any employee of the Town who becomes a candidate for elective office shall be required to accept an unpaid leave of absence while seeking that office if it interferes with the normal functions of the employee's duties.

Any Town employee who becomes a candidate for an elected office with the Town of Lake City shall accept an immediate unpaid leave of absence until the election is concluded. Any employee elected or appointed to the Town Board of Trustees shall immediately resign from employment with the Town of Lake City.

Town employees are not permitted to mail public endorsements of a candidate for a Town elective office or to make cash or non-cash contributions to such a candidate. Public endorsements also include wearing badges, buttons, or signs on their person or Town property during on-duty/business hours.

The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any Town employee. Town employees are neither appointed to nor retained in the Town's service on the basis of their political affiliations or activities.

3. Confidential Information

No employee shall disclose confidential information acquired during the course of Town employment; nor shall the employee use such information, or permit others to use it, in furtherance of private interests. No Town employee shall accept outside employment or engage in any business or professional activities that might require them to disclose or act on confidential information acquired by virtue of Town employment. Any employee who violates the above shall immediately be released, without recourse, from employment with the Town.

4. Media Releases

Town employees who receive requests for information from the media should relay those requests to the Town Manager immediately. All media requests will be addressed through the Town Manager. Open Meeting or Information requests shall be handled by the Town Clerk or the Town Manager as necessary.

5. Information Technology and Cellphone Usage

All information technology systems that are owned or supported by the Town of Lake City and/or are connected to the Town of Lake City's network are governed by this policy.

All data from any source or for any purpose that is stored on any Town computers or other electronic devices is the property of the Town of Lake City.

Unauthorized use of information technology systems for non-work related reasons is not permitted during work hours.

Hardware and software not purchased by the Town of Lake City is prohibited from installation unless otherwise authorized.

Inappropriate use of Internet access and electronic mail, including but not limited to use of the Internet or email system for personal gain or solicitation, campaign activities, sending harassing or threatening messages to others, forwarding "for-profit" messages or chain letters or sending or accessing pornographic materials, is prohibited.

All email, messaging and Internet communication is the property of the Town of Lake City and the Town reserves the right to access all messages. Employee Internet usage and email may be monitored.

Cellular telephones provided to Town employees are intended to be used primarily in the conduct of Town business. Cellular telephones should not be considered secure. Should loss of the issued cellphone occur, the employee shall report the loss immediately to their supervisor. The employee may be responsible for the damaged or lost equipment unless deemed replaceable by the department's budget.

Employees in violation of this policy shall be subject to appropriate disciplinary action up to and including termination.

6. Harassment

The Town of Lake City does not and will not tolerate harassment of its employees. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age or disability. Threatening remarks or assaults are also considered harassment. "Harassment" also includes sexual advances, request for sexual favors, unwelcome or offensive touching, and other verbal, graphic or physical conduct of a sexual nature. This includes, but is not limited to, conduct of a sexual nature where: (1) submission to such conduct is made, whether explicitly or implicitly, a condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Although the following policy and complaint procedure shall in some incidents refer primarily to harassment of a sexual nature, the Town shall enforce the same policy and procedures for any type of harassment as defined by the preceding paragraph.

No employee, whether supervisory or non-supervisory, may harass another employee.

Any employee who believes he/she is the victim of unwelcome behavior that would constitute harassment shall immediately report the incident(s) to any level of supervision.

All complaints involving claims of harassment shall be promptly and confidentially (as practical) investigated. The employee filing the complaint shall be advised of the results of the investigation.

Any employee, supervisory or non-supervisory, found to have engaged in harassment of another employee will be disciplined, up to and including termination.

Reporting should be done by any employee who feels he/she are the subject of harassment immediately to their supervisor or Town Manager, orally or in writing. Should the Town Manager be the subject of the harassment complaint, the Mayor shall coordinate the investigation of the complaint.

The Town of Lake City will not tolerate any form of retaliatory act or action against the employee who files the complaint under this policy or for participating in the investigation.

7. Workplace Violence

The Town of Lake City is committed to providing and maintaining a workplace environment free of intimidation, violence, or threatening behavior. The Town will not tolerate acts of violence committed by or against Town employees or member of the public while on Town property or while performing Town business at other locations.

Prohibited behaviors and actions include, but are not limited to, intimidating, threatening or hostile behaviors or comments, physical abuse, violent criminal actions, unauthorized use or possession of deadly weapons or explosives on Town property, threatening or harassing telephone calls, emails or other forms of electronic communication and social media, stalking, cyber stalking, bizarre or offensive comments about violent behavior, or any other behavior which, in management's opinion, is inappropriate in the workplace.

Employees who feel subjected to any of the behavior described above, who observe or have knowledge of any violation of this policy, or who encounter suspicious persons on Town property should immediately notify their supervisor. Employees who believe that workplace violence is so imminent and dangerous that it requires an immediate response, should contact law enforcement immediately and then report the incident to their supervisor.

Employees who engage in behavior that violates this policy are subject to disciplinary action up to and including termination. Visitors to Town property who engage in behavior that violates this policy may be removed and/or prohibited from facilities, vehicles, or property owned by the Town. Any employee who fails to report actions under this policy will also be deemed in violation and may be subject to disciplinary action including termination. Employees may also be subject to legal action.

8. Transportation

Use of Town Owned Vehicles - Town owned vehicles are for official Town business only. Vehicles should not be used for personal business. Safety devices shall be used at all times in accordance with Colorado State Motor Vehicle Law. Employees operating Town vehicles must have a valid driver's license in their possession during operation of the vehicle. If an employee has a crash with the vehicle, the employee should notify the law enforcement agency and their supervisor immediately and shall not leave the scene unless otherwise instructed to do so, or based on safety or conditions.

Use of Private Vehicles for Town Business - If an employee is required to use a personal vehicle in the performance of official duties for the Town, he/she may receive a mileage rate as established annually by the Internal Revenue Service. Expenses for mileage must be submitted to and approved by the employee's department head and the Town Manager.

Travel and Other Expenses - employees, Board of Trustees and Commission members traveling or that incur other expenses appropriate for their position on Town business, shall be reimbursed upon presenting proper documentation to the Town Clerk. Some travel and

expenses require prior approval for reimbursement. Travel shall be approved by the immediate supervisor.

The Town reserves the right to annually review the driving record of all employees.

9. Substance Abuse

The Town of Lake City is committed to providing a safe, drug and alcohol, free workplace for all employees and the public. The illegal use, presence, possession, distribution, dispensation, manufacture or sale of controlled substances or other illegal or illicit substances, or consumption of an alcoholic beverage by an employee during working hours or on call for the Town or on Town property or within Town facilities is prohibited. No employee shall report for duty or remain on duty while having a blood alcohol content of greater than 0.00.

Should an employee be involved in a work related crash or incident that results in personal or property damage, the Town may require that the employee submit to an alcohol or controlled substance test. No employee shall refuse such a test that includes, but is not limited to, providing a specimen. Tampering with a specimen, failing to appear for testing within 20 minutes of notification, leaving the scene of an accident, leaving the collection facility prior to test completion, failing to take a second test if required, failing to undergo a medical examination when required, failing to cooperate with any part of the testing process, or, once a test is underway, failing to remain and provide the requested specimen, will be deemed a violation of the personnel policy and grounds for termination.

An employee who refuses to take or fails a drug or alcohol test shall be removed from performing job duties immediately. An employee may be given an opportunity to retain his or her employment provided the employee agrees to be evaluated through an appropriate program and provider as provided by the Town, agrees to and participates in rehabilitative programming and provides clearance from a provider and a negative test result. All costs associated with an evaluation and rehabilitation program are the responsibility of the employee. Additional disciplinary action up to and including termination may result should a violation of the substance abuse policy occur. A second violation would be immediate grounds for dismissal. Employees shall notify their immediate supervisor of a drug or alcohol violation with legal implications as soon as feasibly possible.

10. Additional Misconduct Subject to Disciplinary Action or Termination

- a. Conviction of a violation of any state or federal criminal law
- b. Conviction of a violation of any Town ordinance
- c. Failure to follow prescribed safety procedures
- d. Violation of personnel policy
- e. Inattention to duty, carelessness, breakage or loss of public property or funds
- f. Incompetence or inefficiency in the performance of the duties of the position
- g. Insubordination or other breach of discipline

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- h. Discourteous or disruptive conduct or other offensive behavior in public, to the public, or to other employees
 - i. Abuse of benefits leave, excessive absenteeism or tardiness
 - j. Failure to give proper notice of absence
 - k. Unauthorized possession of a firearm or other weapon in the workplace
 - l. Unauthorized personal use of Town property
 - m. Intentional destruction of Town property
 - n. The falsification of personnel records, time sheets, or other Town records

11. Grievance Procedure

A grievance procedure is the formal method of settling differences of opinion between employees, but employees are encouraged to settle disputes in an informal and amicable manner. However, the following is open to all Town employees. Circumventing the grievance procedure is considered a violation of Lake City personnel procedures. All employees shall be subject to disciplinary measures, including termination, for circumventing the grievance procedure. No employee shall be denied the right to file a grievance either formally or informally; and any employee who denies access to the grievance procedure shall be disciplined.

Employees are assured freedom from reprisal for using the grievance procedure. Any adoption, deletion or revision of Town policy shall not be considered to be a matter subject to review through the grievance procedure.

Any employee who is aggrieved by any action that relates to his/her working conditions and relationships, violations or interpretations of department policies rules, regulations, may file a grievance after the occurrence of the action complained of, or after the employee has reasonable knowledge of the action. Such dispute, difference or grievance shall be settled in the following manner:

The dispute, difference or grievance shall be submitted in writing to the immediate supervisor by the aggrieved employee. The recipient of the grievance shall respond in writing to the employee within five (5) business days.

If an employee is dissatisfied with the decision of his or her supervisor, the employee may present his or her written grievance and the supervisor's decision to a mediator provided by, but not directly associated or affiliated with the Town of Lake City. The Lake City Board of Trustees shall select a mediator who is trained and experienced in personnel issues and who is impartial to both parties in a dispute.

The mediator's first task will be to resolve the dispute between an employee and his/her supervisor in a way that is mutually satisfactory and agreeable to both parties. However, if such a solution cannot be reached, the mediator may act as an arbitrator and make the determination regarding the dispute.

Termination

1. Voluntary Resignation - employees who choose to leave Town employment are expected to give their supervisor two weeks written notice of the intent to resign in good standing. Shorter notice may be acceptable if there are extenuating circumstances.
2. Release from Temporary or Seasonal Employment - when temporary or seasonal employment is terminated, the employee's record will show that the employee left because of provisional employment expiration unless the employee leaves employment under different conditions.
3. Constructive Quit - any employee who fails to call in or report to work for three (3) consecutive days, unless covered by sick leave, injury leave, annual leave or other absence approved in advance, will be released from Town employment as a constructive quit. Extenuating circumstances will be reviewed and may result in reinstatement only if the employee can prove inability to contact his/her supervisor or the administrative offices of the Town.
4. Terminations - the Town Manager shall report to the Board of Trustees any non-voluntary termination of a non-probationary employee.
5. Exit Interviews - shall be conducted by appropriate Town personnel for all employees who resign from their position with the Town.
6. Return of Town Property - an employee terminating employment for any reason is responsible for returning all Town property in his/her possession to his/her supervisor. All Town property or money of the Town may be deducted from the employee's final paycheck. Any contractual obligation made with the Town for reimbursement of education or other expenses will be the responsibility of the employee per the agreement.

Acknowledgement

This acknowledges that I have received a copy of the Town of Lake City's Personnel Policy. These policies are neither an express or implied contract of employment and the Town of Lake City remains free to make changes to the personnel policy, including, but not limited to, any matters addressed in these regulations, without prior notice and at its sole discretion.

I understand that it is my responsibility to read and comply with these personnel policies. I understand that employment with the Town is at-will, meaning that it may be terminated by me or the Town at any time, with or without cause or prior notice, and that nothing in the Personnel Policy is intended to or can be interpreted as changing the at-will status of employment.

Print Name: _____

Signature: _____

Date: _____

Town of Lake City

Personnel Policies

January 2023

These Personnel Policies are promulgated to provide a guide to the administration of the Town of Lake City and all staff related to personnel matters. The Town reserves the right to amend this document at any time for any reason. Nothing herein is intended, nor shall it be construed or deemed to create any contract between the Town and any of its officers or employees, nor is it intended, nor shall it be construed to create any property rights in employment or an expectation of continued employment, or in the continuation of any benefits of any Town employee or officer.

These policies set out matters which will be applied to the Town's employees. Town employees shall read and understand the policies so they can ensure that their performance remains in compliance with its provisions as amended from time to time. Each employee shall sign acknowledgment evidencing they have read and understand these policies upon being hired and each time the policies are changed by the Town.

The Town Manager shall be responsible to enforce and administer these regulations. The Town Manager may delegate duties as deemed appropriate.

Section I - Employment by the Town of Lake City, Colorado

Employment with the Town is "at-will". "At-will" means that the employee works at the will and pleasure of the employer. Any employee may be terminated with or without cause. No statement of reasons or a hearing is required to be provided to the terminated employee, just as any employee may resign at any time for any reason. This means that either the employee or the Town may terminate the employment relationship at any time with or without cause or prior notice.

These policies apply to all employees of the Town, except those in the following positions:

1. Appointed members of boards and commissions;
2. Persons employed to make or conduct a special inquiry, investigation, or audit
3. Persons of a professional nature employed by the Town on a regular, but less than full-time, basis to render professional services; and
4. Other exemptions as may be made by the Board of Trustees as needed.

Appointed Statutory Officials: The Town Attorney and Municipal Judge are not included under the provisions set forth in these policies. As to the Town Manager, Town Clerk/Treasurer, these officials are included under and covered by the provisions set forth in these policies, except those which may be inconsistent with CRS 31-4-301 through 31-4-307, or separate written employment agreements, which shall govern. The duties, responsibilities and job descriptions of appointed statutory officials are set by state statute and municipal ordinance.

Section II - Definitions, Recruitment, and Promotion

1. Definitions

1. Full-time Employee is one employed to work at least 32 hours per week on a regular and continuing basis. The work week is any consecutive seven-day period.
2. Part-time Employee is one employed to work less than 32 hours per week or less than 134 hours per month on a regular and continuing basis or is available upon request or need.
3. Regular Employee is an employee who has been assigned to fill a position as established by the Town Manager and/or Board of Trustees.
4. Seasonal Employee is one employed to work on a regular and/or recurring basis during a specific season or portion of a year.
5. Temporary or Emergency Employee is one hired to fill a position created as a special assignment that has a limited term of employment.
6. Volunteer is a non-paid individual.

2. Recruitment, Equal Employment Opportunity

It shall be the policy of the Town to provide fair and equal opportunity to all qualified persons to gain employment with the Town on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, pregnancy, gender identity, sexual orientation, national origin, age, religion, disability or genetic information or by any other condition protected by applicable state or federal law.

3. Hiring Practices

All job vacancies will be posted by the Town. Applications will be accepted by the Town administration. Generally, time periods for applications will be included in job notices. For some positions, if in the best interest of the Town, exceptions to this policy will be made accordingly.

4. Orientation

The Town Clerk and/or Town Manager is responsible for ensuring that all necessary documents are processed in conjunction with the beginning of employment. All new employees must have completed all necessary paperwork prior to starting work for the Town. The supervisor of the new employee is responsible for facilitating training and job orientation. The supervisor should immediately communicate what is expected in terms of job performance, rules, and procedures. The supervisor shall supply the employee with any written guidelines established for the department if such guidelines exist. It shall be the supervisor's responsibility to provide such information to the employee and to document that the employee has received such information.

5. Probationary Period

Each employee selected to fill a position with the Town must successfully complete a probationary period of six (6) months. This gives the supervisor an opportunity to observe the new employee to determine whether or not the individual is suitable for the position. Concerns regarding probationary employee performance should be openly addressed and suggestions for improvements freely exchanged. The duration of the probationary period for both the employee and the Town should not be construed as creating a contract or as guaranteeing employment for any specific duration. During the probationary period, the employee may be terminated at any time with or without cause at the discretion of the supervisor. At the completion of the six-month period, the employee will be provided a written performance evaluation.

6. Promotion

Current employees seeking promotion shall be expected to meet the minimum qualifications for the position as identified by the posted job description that shall include a definition, supervision, essential job functions, examples of work performed, desired knowledge, skills, abilities, experience, training, education, and necessary special requirements. If an employee should be promoted, a six-month probationary period will be required. If the promoted employee cannot attain satisfactory job performance in the new position, the employee may be dismissed from their employment with the Town. If possible, the employee may return to his/her previous position with the approval of the Town Manager. All applicable recruiting practices will be utilized for internal candidates.

7. Demotion

The Town of Lake City will not demote an employee due to his/her inability to satisfactorily perform assigned duties or for disciplinary reasons. The Town will allow an employee to accept an offered demotion if it is necessary due to restructuring or lack of funding. The probationary period for hiring and promotion will also apply to employees accepting a demotion. Should the employee be able to return to his/her originally held position, the probationary period would be waived.

8. Employee Development

The Town will assume the employee cost of training that is directly related to the employee's immediate job responsibilities. Approval of funding for training is based on funding and course availability and must be approved by the Department Head or appropriate Supervisor. Financial assistance is contingent on proper approval and successful completion of the course while still employed by the Town. Employees who voluntarily leave Town employment prior to, during or within three months of receiving training shall reimburse the Town for training costs.

9. Hiring of Relatives

No person shall be employed in a position in any department if that person is a member of the immediate family of another employee within that department, on the same work shift, or in the chain of command for either employee. No relative shall be in a position where he or she can influence conditions of employment for a member of his or her family. "Immediate family is defined to include an employee's parents, grandparents, step parents, spouse, partner, children, sister or brother, grandchildren, mother or father-in-law, brother or sister-in-law and the same family member of the employee's spouse/ partner. Should two employees within the same department marry or otherwise obtain a relationship whereby they become members of each other's immediate family as defined, the Town reserves the right to transfer the employee to another department if available or require one of the employees to resign for the purpose of maintaining the best interest of the Town.

10. I-9 Verification

The Town of Lake City complies with the Federal Immigration Reform and Control Act, employing persons who are legally eligible to work. All employees hired for any position with the Town shall complete an employment eligibility verification statement in compliance with this Act.

Compensation

1. Pay Schedule

All employees are paid on a biweekly basis with the pay week beginning on Sunday and ending on Saturday. Pay increases are decided (merit based on employee performance evaluations or employers cost index) by the Board of Trustees as part of the annual budget process and are effective in January or provided based on completion of a significant job event.

2. Performance Evaluation

The Town of Lake City employs a merit-based evaluation system to which all regular employees are subject. All decisions related to performance-based wage changes or continued employment status will be based upon results achieved through this evaluation system. All regular employees shall participate in this process with their immediate supervisor at least annually. During the performance review, employees and supervisors will review employees' work during the past year, discuss results achieved, opportunities for growth and future goals. Performance evaluations will be documented and placed into the employment file.

3. Benefits

Only Regular Full-time Employees are eligible to receive insurance, annual paid leave, and paid holiday benefits. All employees are eligible to receive worker's compensation, unemployment insurance and retirement benefits. The following benefits may be provided by the Town as passed by the Board of Trustees as part of the Town budget process, annually:

Medical/ Dental Insurance - the Town of Lake City contributes to premium costs for full-time employee medical/ dental insurance coverage, but not premiums for dependents of employees. Detailed information is furnished in a separate booklet, available from the Town Clerk.

Life Insurance - all regular full-time employees working for the Town of Lake City have a group insurance policy with an insurance carrier licensed to do business in the State of Colorado. This policy includes term life insurance for each full-time employee.

Annual Paid Leave - regular full-time employees accrue annual leave at a monthly rate dependent upon the number of years of service completed.

Years Employed	Accruals
Hire to one year	16 hours monthly
More than 1 year and including 3 years	17 hours monthly
More than 3 years and including 5 years	18 hours monthly
More than 5 years and including 10 years	22 hours monthly
More than 10 years and including 20 years	24 hours monthly
More than 20 years	26 hours monthly

Regular full-time employees shall accrue annual leave time monthly, proportionate to their hire date with a cap at 504 hours, any accrued after 504 hours will be lost. Employees who begin employment between the 1st and the 15th of the month shall accrue sixteen hours of leave; employees who begin employment on or after the 16th of the month shall accrue eight hours of annual leave for that month; an employee who terminates on or after the 16th shall accrue half of the hours on annual leave for that month. No employee shall be allowed to use annual leave until he or she has completed six consecutive months of service with the Town of Lake City. However, annual leave accrues during the six-month probation period.

Should a holiday fall within an employee's scheduled annual leave, the holiday will not be charged against the employee's annual leave.

The Town's administrative office shall maintain all records of annual leave. An employee's immediate supervisor must approve annual leave in advance. After an employee accrues more than 504 hours he or she must use the leave time, or it will be forfeited. Annual leave may not be taken in increments of less than one-hour increments.

Paid Holidays - The following are paid holidays for full-time employees:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- *Plus, Two Free Floating Holidays*

Regular full-time employees who work a typical Monday - Friday schedule, when holidays fall on Saturday will be observed on the preceding Friday and those falling on Sunday will be observed on the following Monday. For regular full-time employees with a work week other than Monday through Friday, the supervisor will designate the appropriate holiday observance. Only regular full-time employees shall receive paid holidays.

Town employees required to work on an observed holiday will be paid at a rate of one and one-half their hourly rate for the holiday.

Unemployment Insurance - The Town pays, through the State of Colorado, unemployment insurance for qualifying employee's protection should his/her employment with the Town of Lake City terminate. Benefits are paid through the State of Colorado. The extent of benefits is determined on the circumstances of the termination and length of employment.

Retirement Plan - The Town of Lake City provides a retirement plan for its employees through the Public Employee Retirement Plan (PERA). The Town deducts a percentage as determined by PERA from the employee's gross wages and provides an additional amount of the employee's wages for investment into PERA accounts. More detailed information on the Town's retirement program is available from the Town Office.

Payroll checks are issued by the Town Clerk's Office for the Town of Lake City. Supervisors are responsible for providing time records for their employees and checking records for accuracy of time worked and leave approved. Issues with a paycheck should immediately be reported to the Town Clerk. Employees of the Town are paid on a bi-weekly basis.

Should an employee be terminated from his/her employment with the Town, the employee's final paycheck will be mailed to the employee's home address or directly deposited in the employee's direct deposit bank account on the next regular pay day for the Town. Earned annual leave will be paid out at the employee's regular rate of pay.

Worker's Compensation

1. Eligibility.

Employees who suffer job-related injuries or disease may be entitled to workers' compensation benefits for medical expenses and lost wages, in accordance with State law.

2. Reporting.

Employee must complete an incident/ accident report and turn it into the Town office immediately. Blank forms are located in the office. Alcohol and drug testing may be required if the employee's own actions or omissions could possibly have caused the accident that led to injury. Failure to report the injury and to timely submit to testing, if required, could result in disciplinary action up to and including discharge.

3. WARNING:

If you are injured on the job, written notice of your injury must be given to the Town within four working days after the accident, pursuant to C.R.S. § 8-43-102(1). Deliver the notice to your supervisor, the Safety Manager, the General Manager or Human Resources. If the injury results from your use of alcohol or controlled substances, benefits may be reduced by one-half in accordance with C.R.S. § 8-42-112.5.

4. Treatment.

The Town has the right to require that employees are treated by a treating physician from a list of physicians that may be designated by the Town. Failure to use a physician on the list may result in loss of medical benefits. Contact the Town Manager to arrange an appointment with the designated treating physician.

5. Limited Duty.

The treating physician may recommend that an injured employee return to work on limited duty. In such an event, the Town may require the employee to return to work performing duties within the medical restrictions even if such work is different than the employee's regular job duties, unless the employee is entitled to FMLA leave. An employee's refusal of limited duty may result in termination of temporary disability benefits.

6. The Law also provides for loss or reduction of benefits when:

- a. Employee's injury is intentionally self-inflicted.
- b. Employee's actions which led to the injury were in violation of a safety rule.
- c. Employee is discharged for misconduct unrelated to the employee's injury or quits for personal reasons when not required to by the injury.

Types of Leave

1. Emergency Leave

Regular full-time employees will be granted three (3) days emergency leave with pay in the event of a death or serious illness or accident of a Family Member. Regular part-time employees will be granted emergency leave in proportion to the number of hours worked weekly. Immediate family for the purpose of emergency leave is defined as: spouse, partner, parent, parent-in-law, guardian, grandparent, grandchildren, children, brother, sister, son/ daughter-in law, brother/ sister-in-law. Other relationships may be considered and approved by the employee's immediate supervisor. If additional time is needed, time taken will be charged to sick or annual leave as available. Temporary and seasonal employees may be given time off without pay in cases of emergency.

3. Family Medical Leave

In accordance with the Family Medical Leave Act (FMLA), employees shall be granted up to twelve (12) weeks of unpaid family and medical leave during any twelve (12) month period. The twelve (12) month period shall be measured backward from the date an employee uses any Family Medical Leave. Such leave will be available as the result of the birth, adoption or placement of a child for foster care, to care for a spouse, child or parent with a serious health condition, or due to the serious health condition of the employee.

- a. An employee, who is on FMLA leave due to his own health condition, shall use any accumulated leave toward the twelve-week FMLA leave until such time as short-term disability benefits become available. If an employee does not have paid leave available, he may take time off without pay until Short Term Disability Benefits become available.
- b. An employee, who is on FMLA leave must substitute accumulated paid leave for FMLA leave, in accordance with 11 U.S.C. § 825.207 as amended.
- c. In order to be eligible for FMLA leave, an employee must have worked for the Town for a period of no less than six months or no longer have probationary status. If the leave requested is for a serious health condition of the employee or someone else, a certification statement will be required by the Town issued by a health care provider. Should there be a question by the Town regarding the condition; a second opinion maybe required by the Town at the Town's health care provider and expense.
- d. The certification from a health care provider shall be provided 30 days in advance when FMLA is foreseeable. If the leave is not foreseeable, the employee shall provide certification within fifteen (15) calendar days. If the employee fails to provide certification, the leave may be denied.
- e. For leave due to the employee's own health condition, certification will also be required prior to return to work. Return to work with less than normal duties can be approved when appropriate by the Town Manager.

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- f. An employee who is granted maternity or Paternity leave for pregnancy/birth of a child will be given two weeks of paid leave, after which time the employee will have to use PTO, sick days or unpaid leave. An employee is expected to return to work within twelve (12) weeks following commencement of maternity or paternity leave.
 - g. An employee returning from family leave will be entitled to return to the position held prior to leave or a position with equivalent benefits, pay and other terms and conditions of employment. Employees on family leave will not accrue paid leave after the first two weeks of paid leave when the employee is eligible for short term disability.
 - h. The Town will continue to provide health care coverage for the employee under the same provisions as prior to the leave period, but not to exceed the twelve-week period. After this time, the employee would be required to pay the premiums paid by the Town to maintain health coverage. If the employee fails to return from leave, the Town may recover the premium paid during the employee's absence.
 - i. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single twelve-month period. A service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that renders the service-member medically unfit to perform his or her duties for which the service-member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status or is on the temporary disability retired list.

4. Jury Duty

If you are served with a summons to jury duty, you must inform your supervisor by the next regular workday. Employees will receive their regular hourly wage or salary during jury duty but must remit to the Town any pay (not including expense reimbursement) received from the government for jury duty that covers the same period for which you are receiving pay from the Town. The Town has no obligation to pay wages for jury duty until and unless you tender to the Town a juror service certificate provided by the Court confirming that you were on jury duty during that period. Employees are expected to return to work on any day or portion of a day they are released from jury duty.

Employees who are served with a subpoena to be a witness for the Town shall immediately notify their supervisor. The supervisor shall modify the employee's work schedule as needed. Time spent as a witness to the court on behalf of the Town shall count as hours worked. Any pay provided by the court or its agents to the employee for time spent as a witness or advisor will be signed back to the Town.

An employee who is required to appear in court or for other legal proceedings not related to their employment with the Town are to use paid or unpaid leave as needed to meet the legal requirement. The employee should notify the immediate supervisor to request time off to meet the legal obligation.

5. Community Service Leave

Any employee who is involved in a community service organization (Fire, EMS, LE, SAR) and is called upon for emergency service should receive permission from his supervisor to assist when called. Community Service Leave will be paid on the basis of his regular straight time pay (does not contribute to overtime) and is not subject to annual or sick leave use.

6. Military Leave

Employees will be allowed leave of absence for military duty in compliance with applicable Federal and State laws. Employees must present official documentation of the military duty prior to the leave and upon returning from leave. Military leave for nonexempt employees is without pay, unless the employee elects to use accrued vacation benefits. Exempt employees will be paid their salary, unless no work is performed for the Town during the work week, and subject to reduction for wages received from the Military for the same period.

7. Leave of Absence

The Town Manager may, using discretion, grant a leave of absence without pay to an employee for any cause when it is in the best interest of the Town. The Town Manager may grant an employee leave without pay for a specified time not to exceed six (6) months. During this leave without pay, the employee who is employed full-time may elect to continue health insurance coverage with full premiums paid for by the employee. A leave of absence without pay shall not be granted for an employee to work for another employer in a similar capacity, or for self-employment.

The following provisions exist for a leave of absence:

- A. A request for leave of absence shall be submitted in writing to the Town Manager stating the reason for the request at least fifteen (15) working days prior to the date the leave would begin.
- B. At the expiration of leave without pay, the employee shall return to the position held prior to the leave.
- C. Paid leave shall not be earned during leave without pay.
- D. A leave without pay shall not constitute a break in service.
- E. Failure by the employee to report promptly at the expiration of the leave of absence shall be considered as a resignation by the employee.

8. Compensatory Time

Employees will not be allowed to earn compensatory time but shall be paid overtime in accordance with the Fair Labor Standards Act (FLSA).

9. Request for Leave

All leave time must be authorized in advance and in writing by the employee's supervisor prior to being taken whenever possible. Written requests for leave that cannot be completed in advance shall be filled out and turned in upon the employee's return to work. A copy of the request signed by the employee and supervisor will be filed in the employee's personnel file.

Employee Conduct

Supervisory personnel are responsible for the conduct and effective performance of all employees under their jurisdiction and shall have the authority and the responsibility to discipline employees for violations of the Town's personnel policy.

An employee is subject to disciplinary action if: (1) the employee violates these personnel policies and guidelines or any other written procedure applicable to the position of the employee; (2) the employee's conduct reflects poorly on the Town or hinders the effectiveness or efficiency of Town operations; (3) the employee has performed an act of misconduct or has failed to perform an act that results in misconduct.

1. Gifts

Town employees shall not solicit or accept, directly or indirectly, any gift of substantial value, (a) which would tend improperly to influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her public duties; or (b) which he/she knows or which a reasonable person in his/her position should know under the circumstances, is primarily for the purpose of rewarding him/ her for official action he/ she hastaken. An occasional non-monetary gift, insignificant in value, is not considered a gift of substantial value.

2. Political Activity

It is the right of every employee to register and vote on any and all political issues. Employees are permitted to join political organizations, civic associations, or groups and to become involved in political activities subject to the following:

As private citizens, employees may participate in all political activities, including holding public office, except for activities involving the election of candidates for any Town office and where holding an appointive or elective public office is incompatible with the employee's Town employment.

Any employee of the Town who becomes a candidate for elective office shall be required to accept an unpaid leave of absence while seeking that office if it interferes with the normal functions of the employee's duties.

Any Town employee who becomes a candidate for an elected office with the Town of Lake City shall accept an immediate unpaid leave of absence until the election is concluded. Any employee elected or appointed to the Town Board of Trustees shall immediately resign from employment with the Town of Lake City.

Town employees are not permitted to mail public endorsements of a candidate for a Town elective office or to make cash or non-cash contributions to such a candidate. Public endorsements also include wearing badges, buttons, or signs on their person or Town property during on-duty/business hours.

The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any Town employee. Town employees are neither appointed to nor retained in the Town's service on the basis of their political affiliations or activities.

3. Confidential Information

No employee shall disclose confidential information acquired during the course of Town employment; nor shall the employee use such information, or permit others to use it, in furtherance of private interests. No Town employee shall accept outside employment or engage in any business or professional activities that might require them to disclose or act on confidential information acquired by virtue of Town employment. Any employee who violates the above shall immediately be released, without recourse, from employment with the Town.

4. Media Releases

Town employees who receive requests for information from the media should relay those requests to the Town Manager immediately. All media requests will be addressed through the Town Manager. Open Meeting or Information requests shall be handled by the Town Clerk or the Town Manager as necessary.

5. Information Technology and Cellphone Usage

All information technology systems that are owned or supported by the Town of Lake City and/or are connected to the Town of Lake City's network are governed by this policy.

All data from any source or for any purpose that is stored on any Town computers or other electronic devices is the property of the Town of Lake City.

Unauthorized use of information technology systems for non-work-related reasons is not permitted during work hours.

Hardware and software not purchased by the Town of Lake City is prohibited from installation unless otherwise authorized.

Inappropriate use of Internet access and electronic mail, including but not limited to use of the Internet or email system for personal gain or solicitation, campaign activities, sending harassing or threatening messages to others, forwarding "for-profit" messages or chain letters or sending or accessing pornographic materials, is prohibited.

All email, messaging and Internet communication is the property of the Town of Lake City, and the Town reserves the right to access all messages. Employee Internet usage and email may be monitored.

Cellular telephones provided to Town employees are intended to be used primarily in the conduct of Town business. Cellular telephones should not be considered secure. Should loss of the issued cellphone occur, the employee shall report the loss immediately to their supervisor. The employee may be responsible for the damaged or lost equipment unless deemed replaceable by the department's budget.

Employees in violation of this policy shall be subject to appropriate disciplinary action up to and including termination.

6. Harassment

The Town of Lake City does not and will not tolerate harassment of its employees. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age or disability. Threatening remarks or assaults are also considered harassment. "Harassment" also includes sexual advances, request for sexual favors, unwelcome or offensive touching, and other verbal, graphic or physical conduct of a sexual nature. This includes, but is not limited to, conduct of a sexual nature where: (1) submission to such conduct is made, whether explicitly or implicitly, a condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Although the following policy and complaint procedure shall in some incidents refer primarily to harassment of a sexual nature, the Town shall enforce the same policy and procedures for any type of harassment as defined by the preceding paragraph.

No employee, whether supervisory or non-supervisory, may harass another employee.

Any employee who believes he/ she is the victim of unwelcome behavior that would constitute harassment shall immediately report the incident(s) to any level of supervision.

All complaints involving claims of harassment shall be promptly and confidentially (as practical) investigated. The employee filing the complaint shall be advised of the results of the investigation.

Any employee, supervisory or non-supervisory, found to have engaged in harassment of another employee will be disciplined, up to and including termination.

Reporting should be done by any employee who feels he/ she are the subject of harassment immediately to their supervisor or Town Manager, orally or in writing. Should the Town Manager be the subject of the harassment complaint, the Mayor shall coordinate the investigation of the complaint.

The Town of Lake City will not tolerate any form of retaliatory act or action against the employee who files the complaint under this policy or for participating in the investigation.

7. Workplace Violence

The Town of Lake City is committed to providing and maintaining a workplace environment free of intimidation, violence, or threatening behavior. The Town will not tolerate acts of violence committed by or against Town employees or member of the public while on Town property or while performing Town business at other locations.

Prohibited behaviors and actions include, but are not limited to, intimidating, threatening or hostile behaviors or comments, physical abuse, violent criminal actions, unauthorized use or possession of deadly weapons or explosives on Town property, threatening or harassing telephone calls, emails or other forms of electronic communication and social media, stalking, cyber stalking, bizarre or offensive comments about violent behavior, or any other behavior which, in management's opinion, is inappropriate in the workplace.

Employees who feel subjected to any of the behavior described above, who observe or have knowledge of any violation of this policy, or who encounter suspicious persons on Town property should immediately notify their supervisor. Employees who believe that workplace violence is so imminent and dangerous that it requires an immediate response, should contact law enforcement immediately and then report the incident to their supervisor.

Employees who engage in behavior that violates this policy are subject to disciplinary action up to and including termination. Visitors to Town property who engage in behavior that violates this policy may be removed and/or prohibited from facilities, vehicles, or property owned by the Town. Any employee who fails to report actions under this policy will also be deemed in violation and may be subject to disciplinary action including termination. Employees may also be subject to legal action.

8. Transportation

Use of Town Owned Vehicles -Town owned vehicles are for official Town business only. Vehicles should not be used for personal business. Safety devices shall be used at all times in accordance with Colorado State Motor Vehicle Law. Employees operating Town vehicles must have a valid driver's license in their possession during operation of the vehicle. If an

employee has a crash with the vehicle, the employee should notify the law enforcement agency and their supervisor immediately and shall not leave the scene unless otherwise instructed to do so, or based on safety or conditions.

Use of Private Vehicles for Town Business - If an employee is required to use a personal vehicle in the performance of official duties for the Town, he/ she may receive a mileage rate as established annually by the Internal Revenue Service. Expenses for mileage must be submitted to and approved by the employee's department head and the Town Manager.

Travel and Other Expenses - employees, Board of Trustees and Commission members traveling or that incur other expenses appropriate for their position on Town business, shall be reimbursed upon presenting proper documentation to the Town Clerk. Some travel and expenses require prior approval for reimbursement. Travel shall be approved by the immediate supervisor.

The Town reserves the right to annually review the driving record of all employees.

9. Substance Abuse

The Town of Lake City is committed to providing a safe, drug and alcohol, free workplace for all employees and the public. The illegal use, presence, possession, distribution, dispensation, manufacture, or sale of controlled substances or other illegal or illicit substances, or consumption of an alcoholic beverage by an employee during working hours or on call for the Town or on Town property or within Town facilities is prohibited. No employee shall report for duty or remain on duty while having a blood alcohol content of greater than 0.00.

Should an employee be involved in a work-related crash or incident that results in personal or property damage, the Town may require that the employee submit to an alcohol or controlled substance test. No employee shall refuse such a test that includes, but is not limited to, providing a specimen. Tampering with a specimen, failing to appear for testing within 20 minutes of notification, leaving the scene of an accident, leaving the collection facility prior to test completion, failing to take a second test if required, failing to undergo a medical examination when required, failing to cooperate with any part of the testing process, or, once a test is underway, failing to remain and provide the requested specimen, will be deemed a violation of the personnel policy and grounds for termination.

An employee who refuses to take or fails a drug or alcohol test shall be removed from performing job duties immediately. An employee may be given an opportunity to retain his or her employment provided the employee agrees to be evaluated through an appropriate program and provider as provided by the Town, agrees to, and participates in rehabilitative programming and provides clearance from a provider and a negative test result. All costs associated with an evaluation and rehabilitation program are the responsibility of the employee. Additional disciplinary action up to and including termination may result should a violation of the substance abuse policy occur. A second violation would be immediate grounds for dismissal. Employees shall notify their immediate supervisor of a drug or alcohol violation with legal implications as soon as feasibly possible.

10. Additional Misconduct Subject to Disciplinary Action or Termination

- a. Conviction of a violation of any state or federal criminal law
- b. Conviction of a violation of any Town ordinance
- c. Failure to follow prescribed safety procedures
- d. Violation of personnel policy
- e. Inattention to duty, carelessness, breakage or loss of public property or funds
- f. Incompetence or inefficiency in the performance of the duties of the position
- g. Insubordination or other breach of discipline
- h. Discourteous or disruptive conduct or other offensive behavior in public, to the public, or to other employees
- i. Abuse of benefits leave, excessive absenteeism or tardiness
- j. Failure to give proper notice of absence
- k. Unauthorized possession of a firearm or other weapon in the workplace
- l. Unauthorized personal use of Town property
- m. Intentional destruction of Town property
- n. The falsification of personnel records, time sheets, or other Town records

11. Grievance Procedure

A grievance procedure is the formal method of settling differences of opinion between employees, but employees are encouraged to settle disputes in an informal and amicable manner. However, the following is open to all Town employees. Circumventing the grievance procedure is considered a violation of Lake City personnel procedures. All employees shall be subject to disciplinary measures, including termination, for circumventing the grievance procedure. No employee shall be denied the right to file a grievance either formally or informally; and any employee who denies access to the grievance procedure shall be disciplined.

Employees are assured freedom from reprisal for using the grievance procedure. Any adoption, deletion or revision of Town policy shall not be considered to be a matter subject to review through the grievance procedure.

Any employee who is aggrieved by any action that relates to his/her working conditions and relationships, violations or interpretations of department policies rules, regulations, may file a grievance after the occurrence of the action complained of, or after the employee has reasonable knowledge of the action. Such dispute, difference or grievance shall be settled in the following manner:

The dispute, difference or grievance shall be submitted in writing to the immediate supervisor by the aggrieved employee. The recipient of the grievance shall respond in writing to the employee within five (5) business days.

If an employee is dissatisfied with the decision of his or her supervisor, the employee may present his or her written grievance and the supervisor's decision to a mediator provided by, but not directly associated or affiliated with the Town of Lake City. The Lake City Board of Trustees shall select a mediator who is trained and experienced in personnel issues and who is impartial to both parties in a dispute.

The mediator's first task will be to resolve the dispute between an employee and his/her supervisor in a way that is mutually satisfactory and agreeable to both parties. However, if such a solution cannot be reached, the mediator may act as an arbitrator and make the determination regarding the dispute.

Termination

1. Voluntary Resignation- employees who choose to leave Town employment are expected to give their supervisor two weeks written notice of the intent to resign in good standing. Shorter notice may be acceptable if there are extenuating circumstances.
2. Release from Temporary or Seasonal Employment - when temporary or seasonal employment is terminated, the employee's record will show that the employee left because of provisional employment expiration unless the employee leaves employment under different conditions.
3. Constructive Quit - any employee who fails to call in or report to work for three (3) consecutive days, unless covered by sick leave, injury leave, annual leave or other absence approved in advance, will be released from Town employment as a constructive quit. Extenuating circumstances will be reviewed and may result in reinstatement only if the employee can prove inability to contact his/her supervisor or the administrative offices of the Town.
4. Terminations - the Town Manager shall report to the Board of Trustees any non-voluntary termination of a non-probationary employee.
5. Exit Interviews - shall be conducted by appropriate Town personnel for all employees who resign from their position with the Town.
6. Return of Town Property - an employee terminating employment for any reason is responsible for returning all Town property in his/her possession to his/her supervisor. All Town property or money of the Town may be deducted from the employee's final paycheck. Any contractual obligation made with the Town for reimbursement of education or other expenses will be the responsibility of the employee per the agreement.

Acknowledgement

This acknowledges that I have received a copy of the Town of Lake City's Personnel Policy. These policies are neither an express or implied contract of employment and the Town of Lake City remains free to make changes to the personnel policy, including, but not limited to, any matters addressed in these regulations, without prior notice and at its sole discretion.

I understand that it is my responsibility to read and comply with these personnel policies. I understand that employment with the Town is at-will, meaning that it may be terminated by me or the Town at any time, with or without cause or prior notice, and that nothing in the Personnel Policy is intended to or can be interpreted as changing the at-will status of employment.

Print Name: _____

Signature: _____

Date: _____

Town of Lake City

Personnel Policies

January 2023

These Personnel Policies are promulgated to provide a guide to the administration of the Town of Lake City and all staff related to personnel matters. The Town reserves the right to amend this document at any time for any reason. Nothing herein is intended, nor shall it be construed or deemed to create any contract between the Town and any of its officers or employees, nor is it intended, nor shall it be construed to create any property rights in employment or an expectation of continued employment, or in the continuation of any benefits of any Town employee or officer.

These policies set out matters which will be applied to the Town's employees. Town employees shall read and understand the policies so they can ensure that their performance remains in compliance with its provisions as amended from time to time. Each employee shall sign acknowledgment evidencing they have read and understand these policies upon being hired and each time the policies are changed by the Town.

The Town Manager shall be responsible to enforce and administer these regulations. The Town Manager may delegate duties as deemed appropriate.

Section I - Employment by the Town of Lake City, Colorado

Employment with the Town is "at-will". "At-will" means that the employee works at the will and pleasure of the employer. Any employee may be terminated with or without cause. No statement of reasons or a hearing is required to be provided to the terminated employee, just as any employee may resign at any time for any reason. This means that either the employee or the Town may terminate the employment relationship at any time with or without cause or prior notice.

These policies apply to all employees of the Town, except those in the following positions:

1. Appointed members of boards and commissions;
2. Persons employed to make or conduct a special inquiry, investigation, or audit
3. Persons of a professional nature employed by the Town on a regular, but less than full-time, basis to render professional services; and
4. Other exemptions as may be made by the Board of Trustees as needed.

Appointed Statutory Officials: The Town Attorney and Municipal Judge are not included under the provisions set forth in these policies. As to the Town Manager, Town Clerk/Treasurer, these officials are included under and covered by the provisions set forth in these policies, except those which may be inconsistent with CRS 31-4-301 through 31-4-307, or separate written employment agreements, which shall govern. The duties, responsibilities and job descriptions of appointed statutory officials are set by state statute and municipal ordinance.

Section II - Definitions, Recruitment, and Promotion

1. Definitions

1. Full-time Employee is one employed to work at least 32 hours per week on a regular and continuing basis. The work week is any consecutive seven-day period.
2. Part-time Employee is one employed to work less than 32 hours per week or less than 134 hours per month on a regular and continuing basis or is available upon request or need.
3. Regular Employee is an employee who has been assigned to fill a position as established by the Town Manager and/or Board of Trustees.
4. Seasonal Employee is one employed to work on a regular and/or recurring basis during a specific season or portion of a year.
5. Temporary or Emergency Employee is one hired to fill a position created as a special assignment that has a limited term of employment.
6. Volunteer is a non-paid individual.

2. Recruitment, Equal Employment Opportunity

It shall be the policy of the Town to provide fair and equal opportunity to all qualified persons to gain employment with the Town on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, pregnancy, gender identity, sexual orientation, national origin, age, religion, disability or genetic information or by any other condition protected by applicable state or federal law.

3. Hiring Practices

All job vacancies will be posted by the Town. Applications will be accepted by the Town administration. Generally, time periods for applications will be included in job notices. For some positions, if in the best interest of the Town, exceptions to this policy will be made accordingly.

4. Orientation

The Town Clerk and/or Town Manager is responsible for ensuring that all necessary documents are processed in conjunction with the beginning of employment. All new employees must have completed all necessary paperwork prior to starting work for the Town. The supervisor of the new employee is responsible for facilitating training and job orientation. The supervisor should immediately communicate what is expected in terms of job performance, rules, and procedures. The supervisor shall supply the employee with any written guidelines established for the department if such guidelines exist. It shall be the supervisor's responsibility to provide such information to the employee and to document that the employee has received such information.

5. Probationary Period

Each employee selected to fill a position with the Town must successfully complete a probationary period of six (6) months. This gives the supervisor an opportunity to observe the new employee to determine whether or not the individual is suitable for the position. Concerns regarding probationary employee performance should be openly addressed and suggestions for improvements freely exchanged. The duration of the probationary period for both the employee and the Town should not be construed as creating a contract or as guaranteeing employment for any specific duration. During the probationary period, the employee may be terminated at any time with or without cause at the discretion of the supervisor. At the completion of the six-month period, the employee will be provided a written performance evaluation.

6. Promotion

Current employees seeking promotion shall be expected to meet the minimum qualifications for the position as identified by the posted job description that shall include a definition, supervision, essential job functions, examples of work performed, desired knowledge, skills, abilities, experience, training, education, and necessary special requirements. If an employee should be promoted, a six-month probationary period will be required. If the promoted employee cannot attain satisfactory job performance in the new position, the employee may be dismissed from their employment with the Town. If possible, the employee may return to his/her previous position with the approval of the Town Manager. All applicable recruiting practices will be utilized for internal candidates.

7. Demotion

The Town of Lake City will not demote an employee due to his/her inability to satisfactorily perform assigned duties or for disciplinary reasons. The Town will allow an employee to accept an offered demotion if it is necessary due to restructuring or lack of funding. The probationary period for hiring and promotion will also apply to employees accepting a demotion. Should the employee be able to return to his/her originally held position, the probationary period would be waived.

8. Employee Development

The Town will assume the employee cost of training that is directly related to the employee's immediate job responsibilities. Approval of funding for training is based on funding and course availability and must be approved by the Department Head or appropriate Supervisor. Financial assistance is contingent on proper approval and successful completion of the course while still employed by the Town. Employees who voluntarily leave Town employment prior to, during or within three months of receiving training shall reimburse the Town for training costs.

9. Hiring of Relatives

No person shall be employed in a position in any department if that person is a member of the immediate family of another employee within that department, on the same work shift, or in the chain of command for either employee. No relative shall be in a position where he or she can influence conditions of employment for a member of his or her family. "Immediate family is defined to include an employee's parents, grandparents, step parents, spouse, partner, children, sister or brother, grandchildren, mother or father-in-law, brother or sister-in-law and the same family member of the employee's spouse/ partner. Should two employees within the same department marry or otherwise obtain a relationship whereby they become members of each other's immediate family as defined, the Town reserves the right to transfer the employee to another department if available or require one of the employees to resign for the purpose of maintaining the best interest of the Town.

10. I-9 Verification

The Town of Lake City complies with the Federal Immigration Reform and Control Act, employing persons who are legally eligible to work. All employees hired for any position with the Town shall complete an employment eligibility verification statement in compliance with this Act.

Compensation

1. Pay Schedule

All employees are paid on a biweekly basis with the pay week beginning on Sunday and ending on Saturday. Pay increases are decided (merit based on employee performance evaluations or employers cost index) by the Board of Trustees as part of the annual budget process and are effective in January or provided based on completion of a significant job event.

2. Performance Evaluation

The Town of Lake City employs a merit-based evaluation system to which all regular employees are subject. All decisions related to performance-based wage changes or continued employment status will be based upon results achieved through this evaluation system. All regular employees shall participate in this process with their immediate supervisor at least annually. During the performance review, employees and supervisors will review employees' work during the past year, discuss results achieved, opportunities for growth and future goals. Performance evaluations will be documented and placed into the employment file.

3. Benefits

Only Regular Full-time Employees are eligible to receive insurance, annual paid leave, and paid holiday benefits. All employees are eligible to receive worker's compensation, unemployment insurance and retirement benefits. The following benefits may be provided by the Town as passed by the Board of Trustees as part of the Town budget process, annually:

Medical/ Dental Insurance - the Town of Lake City contributes to premium costs for full-time employee medical/ dental insurance coverage, but not premiums for dependents of employees. Detailed information is furnished in a separate booklet, available from the Town Clerk.

Life Insurance - all regular full-time employees working for the Town of Lake City have a group insurance policy with an insurance carrier licensed to do business in the State of Colorado. This policy includes term life insurance for each full-time employee.

Annual Paid Leave - regular full-time employees accrue annual leave at a monthly rate dependent upon the number of years of service completed.

Years Employed	Accruals
Hire to one year	8 hours monthly
More than 1 year and including 3 years	9 hours monthly
More than 3 years and including 5 years	10 hours monthly
More than 5 years and including 10 years	14 hours monthly
More than 10 years and including 20 years	16 hours monthly
More than 20 years	18 hours monthly

Regular full-time employees shall accrue annual leave time monthly, proportionate to their hire date with a cap at 320 hours, any accrued after 320 hours will be lost. Employees who begin employment between the 1st and the 15th of the month shall accrue the full amounts of leave; employees who begin employment on or after the 16th of the month shall accrue half of the hours of annual leave for that month; an employee who terminates on or after the 16th shall accrue half of the hours on annual leave for that month. No employee shall be allowed to use annual leave until he or she has completed six consecutive months of service with the Town of Lake City. However, annual leave accrues during the six-month probation period.

Should a holiday fall within an employee's scheduled annual leave, the holiday will not be charged against the employee's annual leave.

The Town's administrative office shall maintain all records of annual leave. An employee's immediate supervisor must approve annual leave in advance. After an employee accrues more than 320 hours he or she must use the leave time, or it will be forfeited. Annual leave may not be taken in increments of less than one-hour increments.

Paid Holidays - The following are paid holidays for full-time employees:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- *Plus, Two Free Floating Holidays*

Regular full-time employees who work a typical Monday - Friday schedule, when holidays fall on Saturday will be observed on the preceding Friday and those falling on Sunday will be observed on the following Monday. For regular full-time employees with a work week other than Monday through Friday, the supervisor will designate the appropriate holiday observance. Only regular full-time employees shall receive paid holidays.

Town employees required to work on an observed holiday will be paid at a rate of one and one-half their hourly rate for the holiday.

Unemployment Insurance - The Town pays, through the State of Colorado, unemployment insurance for qualifying employee's protection should his/her employment with the Town of Lake City terminate. Benefits are paid through the State of Colorado. The extent of benefits is determined on the circumstances of the termination and length of employment.

Retirement Plan - The Town of Lake City provides a retirement plan for its employees through the Public Employee Retirement Plan (PERA). The Town deducts a percentage as determined by PERA from the employee's gross wages and provides an additional amount of the employee's wages for investment into PERA accounts. More detailed information on the Town's retirement program is available from the Town Office.

Payroll checks are issued by the Town Clerk's Office for the Town of Lake City. Supervisors are responsible for providing time records for their employees and checking records for accuracy of time worked and leave approved. Issues with a paycheck should immediately be reported to the Town Clerk. Employees of the Town are paid on a bi-weekly basis.

Should an employee be terminated from his/her employment with the Town, the employee's final paycheck will be mailed to the employee's home address or directly deposited in the employee's direct deposit bank account on the next regular pay day for the Town. Earned annual leave will be paid out at the employee's regular rate of pay.

Worker's Compensation

1. Eligibility.

Employees who suffer job-related injuries or disease may be entitled to workers' compensation benefits for medical expenses and lost wages, in accordance with State law.

2. Reporting.

Employee must complete an incident/ accident report and turn it into the Town office immediately. Blank forms are located in the office. Alcohol and drug testing may be required if the employee's own actions or omissions could possibly have caused the accident that led to injury. Failure to report the injury and to timely submit to testing, if required, could result in disciplinary action up to and including discharge.

3. WARNING:

If you are injured on the job, written notice of your injury must be given to the Town within four working days after the accident, pursuant to C.R.S. § 8-43-102(1). Deliver the notice to your supervisor, the Safety Manager, the General Manager or Human Resources. If the injury results from your use of alcohol or controlled substances, benefits may be reduced by one-half in accordance with C.R.S. § 8-42-112.5.

4. Treatment.

The Town has the right to require that employees are treated by a treating physician from a list of physicians that may be designated by the Town. Failure to use a physician on the list may result in loss of medical benefits. Contact the Town Manager to arrange an appointment with the designated treating physician.

5. Limited Duty.

The treating physician may recommend that an injured employee return to work on limited duty. In such an event, the Town may require the employee to return to work performing duties within the medical restrictions even if such work is different than the employee's regular job duties, unless the employee is entitled to FMLA leave. An employee's refusal of limited duty may result in termination of temporary disability benefits.

6. The Law also provides for loss or reduction of benefits when:

- a. Employee's injury is intentionally self-inflicted.
- b. Employee's actions which led to the injury were in violation of a safety rule.
- c. Employee is discharged for misconduct unrelated to the employee's injury or quits for personal reasons when not required to by the injury.

Types of Leave

1. Sick Leave

Full-time regular employees accumulate sick leave with pay at a rate of eight hours for each full month. An employee with an unused sick time at termination will be paid at 4-1 cash ratio (one hour of their regular pay for every four hours of unused sick leave).

2. Emergency Leave

Regular full-time employees will be granted three (3) days emergency leave with pay in the event of a death or serious illness or accident of a Family Member. Regular part-time employees will be granted emergency leave in proportion to the number of hours worked weekly. Immediate family for the purpose of emergency leave is defined as: spouse, partner, parent, parent-in-law, guardian, grandparent, grandchildren, children, brother, sister, son/ daughter-in law, brother/ sister-in-law. Other relationships may be considered and approved by the employee's immediate supervisor. If additional time is needed, time taken will be charged to sick or annual leave as available. Temporary and seasonal employees may be given time off without pay in cases of emergency.

3. Family Medical Leave

In accordance with the Family Medical Leave Act (FMLA), employees shall be granted up to twelve (12) weeks of unpaid family and medical leave during any twelve (12) month period. The twelve (12) month period shall be measured backward from the date an employee uses any Family Medical Leave. Such leave will be available as the result of the birth, adoption or placement of a child for foster care, to care for a spouse, child or parent with a serious health condition, or due to the serious health condition of the employee.

- a. An employee, who is on FMLA leave due to his own health condition, shall use any accumulated leave toward the twelve-week FMLA leave until such time as short-term disability benefits become available. If an employee does not have paid leave available, he may take time off without pay until Short Term Disability Benefits become available.
- b. An employee, who is on FMLA leave must substitute accumulated paid leave for FMLA leave, in accordance with 11 U.S.C. § 825.207 as amended.
- c. In order to be eligible for FMLA leave, an employee must have worked for the Town for a period of no less than six months or no longer have probationary status. If the leave requested is for a serious health condition of the employee or someone else, a certification statement will be required by the Town issued by a health care provider. Should there be a question by the Town regarding the condition; a second opinion may be required by the Town at the Town's health care provider and expense.
- d. The certification from a health care provider shall be provided 30 days in advance when FMLA is foreseeable. If the leave is not foreseeable, the employee shall provide certification within fifteen (15) calendar days. If the employee fails to provide

certification, the leave may be denied.

- e. For leave due to the employee's own health condition, certification will also be required prior to return to work. Return to work with less than normal duties can be approved when appropriate by the Town Manager.
- f. An employee who is granted maternity or Paternity leave for pregnancy/birth of a child will be given two weeks of paid leave, after which time the employee will have to use PTO, sick days or unpaid leave. An employee is expected to return to work within twelve (12) weeks following commencement of maternity or paternity leave.
- g. An employee returning from family leave will be entitled to return to the position held prior to leave or a position with equivalent benefits, pay and other terms and conditions of employment. Employees on family leave will not accrue paid leave after the first two weeks of paid leave when the employee is eligible for short term disability.
- h. The Town will continue to provide health care coverage for the employee under the same provisions as prior to the leave period, but not to exceed the twelve-week period. After this time, the employee would be required to pay the premiums paid by the Town to maintain health coverage. If the employee fails to return from leave, the Town may recover the premium paid during the employee's absence.
- i. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single twelve-month period. A service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that renders the service-member medically unfit to perform his or her duties for which the service-member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status or is on the temporary disability retired list.

4. Jury Duty

If you are served with a summons to jury duty, you must inform your supervisor by the next regular workday. Employees will receive their regular hourly wage or salary during jury duty but must remit to the Town any pay (not including expense reimbursement) received from the government for jury duty that covers the same period for which you are receiving pay from the Town. The Town has no obligation to pay wages for jury duty until and unless you tender to the Town a juror service certificate provided by the Court confirming that you were on jury duty during that period. Employees are expected to return to work on any day or portion of a day they are released from jury duty.

Employees who are served with a subpoena to be a witness for the Town shall immediately notify their supervisor. The supervisor shall modify the employee's work schedule as needed. Time spent as a witness to the court on behalf of the Town shall count as hours worked. Any pay provided by the court or its agents to the employee for time spent as a witness or advisor will be signed back to the Town.

An employee who is required to appear in court or for other legal proceedings not related to

their employment with the Town are to use paid or unpaid leave as needed to meet the legal requirement. The employee should notify the immediate supervisor to request time off to meet the legal obligation.

5. Community Service Leave

Any employee who is involved in a community service organization (Fire, EMS, LE, SAR) and is called upon for emergency service should receive permission from his supervisor to assist when called. Community Service Leave will be paid on the basis of his regular straight time pay (does not contribute to overtime) and is not subject to annual or sick leave use.

6. Military Leave

Employees will be allowed leave of absence for military duty in compliance with applicable Federal and State laws. Employees must present official documentation of the military duty prior to the leave and upon returning from leave. Military leave for nonexempt employees is without pay, unless the employee elects to use accrued vacation benefits. Exempt employees will be paid their salary, unless no work is performed for the Town during the work week, and subject to reduction for wages received from the Military for the same period.

7. Leave of Absence

The Town Manager may, using discretion, grant a leave of absence without pay to an employee for any cause when it is in the best interest of the Town. The Town Manager may grant an employee leave without pay for a specified time not to exceed six (6) months. During this leave without pay, the employee who is employed full-time may elect to continue health insurance coverage with full premiums paid for by the employee. A leave of absence without pay shall not be granted for an employee to work for another employer in a similar capacity, or for self-employment.

The following provisions exist for a leave of absence:

- A. A request for leave of absence shall be submitted in writing to the Town Manager stating the reason for the request at least fifteen (15) working days prior to the date the leave would begin.
- B. At the expiration of leave without pay, the employee shall return to the position held prior to the leave.
- C. Paid leave shall not be earned during leave without pay.
- D. A leave without pay shall not constitute a break in service.
- E. Failure by the employee to report promptly at the expiration of the leave of absence shall be considered as a resignation by the employee.

8. Compensatory Time

Employees will not be allowed to earn compensatory time but shall be paid overtime in

accordance with the Fair Labor Standards Act (FSLA).

9. Request for Leave

All leave time must be authorized in advance and in writing by the employee's supervisor prior to being taken whenever possible. Written requests for leave that cannot be completed in advance shall be filled out and turned in upon the employee's return to work. A copy of the request signed by the employee and supervisor will be filed in the employee's personnel file.

Employee Conduct

Supervisory personnel are responsible for the conduct and effective performance of all employees under their jurisdiction and shall have the authority and the responsibility to discipline employees for violations of the Town's personnel policy.

An employee is subject to disciplinary action if: (1) the employee violates these personnel policies and guidelines or any other written procedure applicable to the position of the employee; (2) the employee's conduct reflects poorly on the Town or hinders the effectiveness or efficiency of Town operations; (3) the employee has performed an act of misconduct or has failed to perform an act that results in misconduct.

1. Gifts

Town employees shall not solicit or accept, directly or indirectly, any gift of substantial value, (a) which would tend improperly to influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her public duties; or (b) which he/she knows or which a reasonable person in his/her position should know under the circumstances, is primarily for the purpose of rewarding him/ her for official action he/ she hastaken. An occasional non-monetary gift, insignificant in value, is not considered a gift of substantial value.

2. Political Activity

It is the right of every employee to register and vote on any and all political issues. Employees are permitted to join political organizations, civic associations, or groups and to become involved in political activities subject to the following:

As private citizens, employees may participate in all political activities, including holding public office, except for activities involving the election of candidates for any Town office and where holding an appointive or elective public office is incompatible with the employee's Town employment.

Any employee of the Town who becomes a candidate for elective office shall be required to ~~accept an unpaid leave of absence while seeking that office if it interferes with the normal~~

functions of the employee's duties.

Any Town employee who becomes a candidate for an elected office with the Town of Lake City shall accept an immediate unpaid leave of absence until the election is concluded. Any employee elected or appointed to the Town Board of Trustees shall immediately resign from employment with the Town of Lake City.

Town employees are not permitted to mail public endorsements of a candidate for a Town elective office or to make cash or non-cash contributions to such a candidate. Public endorsements also include wearing badges, buttons, or signs on their person or Town property during on-duty/business hours.

The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any Town employee. Town employees are neither appointed to nor retained in the Town's service on the basis of their political affiliations or activities.

3. Confidential Information

No employee shall disclose confidential information acquired during the course of Town employment; nor shall the employee use such information, or permit others to use it, in furtherance of private interests. No Town employee shall accept outside employment or engage in any business or professional activities that might require them to disclose or act on confidential information acquired by virtue of Town employment. Any employee who violates the above shall immediately be released, without recourse, from employment with the Town.

4. Media Releases

Town employees who receive requests for information from the media should relay those requests to the Town Manager immediately. All media requests will be addressed through the Town Manager. Open Meeting or Information requests shall be handled by the Town Clerk or the Town Manager as necessary.

5. Information Technology and Cellphone Usage

All information technology systems that are owned or supported by the Town of Lake City and/or are connected to the Town of Lake City's network are governed by this policy.

All data from any source or for any purpose that is stored on any Town computers or other electronic devices is the property of the Town of Lake City.

Unauthorized use of information technology systems for non-work-related reasons is not

permitted during work hours.

Hardware and software not purchased by the Town of Lake City is prohibited from installation unless otherwise authorized.

Inappropriate use of Internet access and electronic mail, including but not limited to use of the Internet or email system for personal gain or solicitation, campaign activities, sending harassing or threatening messages to others, forwarding "for-profit" messages or chain letters or sending or accessing pornographic materials, is prohibited.

All email, messaging and Internet communication is the property of the Town of Lake City, and the Town reserves the right to access all messages. Employee Internet usage and email may be monitored.

Cellular telephones provided to Town employees are intended to be used primarily in the conduct of Town business. Cellular telephones should not be considered secure. Should loss of the issued cellphone occur, the employee shall report the loss immediately to their supervisor. The employee may be responsible for the damaged or lost equipment unless deemed replaceable by the department's budget.

Employees in violation of this policy shall be subject to appropriate disciplinary action up to and including termination.

6. Harassment

The Town of Lake City does not and will not tolerate harassment of its employees. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age or disability. Threatening remarks or assaults are also considered harassment. "Harassment" also includes sexual advances, request for sexual favors, unwelcome or offensive touching, and other verbal, graphic or physical conduct of a sexual nature. This includes, but is not limited to, conduct of a sexual nature where: (1) submission to such conduct is made, whether explicitly or implicitly, a condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Although the following policy and complaint procedure shall in some incidents refer primarily to harassment of a sexual nature, the Town shall enforce the same policy and procedures for any type of harassment as defined by the preceding paragraph.

No employee, whether supervisory or non-supervisory, may harass another employee.

Any employee who believes he/ she is the victim of unwelcome behavior that would constitute

harassment shall immediately report the incident(s) to any level of supervision.

All complaints involving claims of harassment shall be promptly and confidentially (as practical) investigated. The employee filing the complaint shall be advised of the results of the investigation.

Any employee, supervisory or non-supervisory, found to have engaged in harassment of another employee will be disciplined, up to and including termination.

Reporting should be done by any employee who feels he/ she are the subject of harassment immediately to their supervisor or Town Manager, orally or in writing. Should the Town Manager be the subject of the harassment complaint, the Mayor shall coordinate the investigation of the complaint.

The Town of Lake City will not tolerate any form of retaliatory act or action against the employee who files the complaint under this policy or for participating in the investigation.

7. Workplace Violence

The Town of Lake City is committed to providing and maintaining a workplace environment free of intimidation, violence, or threatening behavior. The Town will not tolerate acts of violence committed by or against Town employees or member of the public while on Town property or while performing Town business at other locations.

Prohibited behaviors and actions include, but are not limited to, intimidating, threatening or hostile behaviors or comments, physical abuse, violent criminal actions, unauthorized use or possession of deadly weapons or explosives on Town property, threatening or harassing telephone calls, emails or other forms of electronic communication and social media, stalking, cyber stalking, bizarre or offensive comments about violent behavior, or any other behavior which, in management's opinion, is inappropriate in the workplace.

Employees who feel subjected to any of the behavior described above, who observe or have knowledge of any violation of this policy, or who encounter suspicious persons on Town property should immediately notify their supervisor. Employees who believe that workplace violence is so imminent and dangerous that it requires an immediate response, should contact law enforcement immediately and then report the incident to their supervisor.

Employees who engage in behavior that violates this policy are subject to disciplinary action up to and including termination. Visitors to Town property who engage in behavior that violates this policy may be removed and/or prohibited from facilities, vehicles, or property owned by the Town. Any employee who fails to report actions under this policy will also be deemed in violation and may be subject to disciplinary action including termination.

Employees may also be subject to legal action.

8. Transportation

Use of Town Owned Vehicles -Town owned vehicles are for official Town business only. Vehicles should not be used for personal business. Safety devices shall be used at all times in accordance with Colorado State Motor Vehicle Law. Employees operating Town vehicles must have a valid driver's license in their possession during operation of the vehicle. If an employee has a crash with the vehicle, the employee should notify the law enforcement agency and their supervisor immediately and shall not leave the scene unless otherwise instructed to do so, or based on safety or conditions.

Use of Private Vehicles for Town Business - If an employee is required to use a personal vehicle in the performance of official duties for the Town, he/ she may receive a mileage rate as established annually by the Internal Revenue Service. Expenses for mileage must be submitted to and approved by the employee's department head and the Town Manager.

Travel and Other Expenses - employees, Board of Trustees and Commission members traveling or that incur other expenses appropriate for their position on Town business, shall be reimbursed upon presenting proper documentation to the Town Clerk. Some travel and expenses require prior approval for reimbursement. Travel shall be approved by the immediate supervisor.

The Town reserves the right to annually review the driving record of all employees.

9. Substance Abuse

The Town of Lake City is committed to providing a safe, drug and alcohol, free workplace for all employees and the public. The illegal use, presence, possession, distribution, dispensation, manufacture, or sale of controlled substances or other illegal or illicit substances, or consumption of an alcoholic beverage by an employee during working hours or on call for the Town or on Town property or within Town facilities is prohibited. No employee shall report for duty or remain on duty while having a blood alcohol content of greater than 0.00.

Should an employee be involved in a work-related crash or incident that results in personal or property damage, the Town may require that the employee submit to an alcohol or controlled substance test. No employee shall refuse such a test that includes, but is not limited to, providing a specimen. Tampering with a specimen, failing to appear for testing within 20 minutes of notification, leaving the scene of an accident, leaving the collection facility prior to test completion, failing to take a second test if required, failing to undergo a medical examination when required, failing to cooperate with any part of the testing process, or, once a test is underway, failing to remain and provide the requested specimen, will be deemed a violation of the personnel policy and grounds for termination.

An employee who refuses to take or fails a drug or alcohol test shall be removed from performing job duties immediately. An employee may be given an opportunity to retain his or her employment provided the employee agrees to be evaluated through an appropriate program and provider as provided by the Town, agrees to, and participates in rehabilitative

programming and provides clearance from a provider and a negative test result. All costs associated with an evaluation and rehabilitation program are the responsibility of the employee. Additional disciplinary action up to and including termination may result should a violation of the substance abuse policy occur. A second violation would be immediate grounds for dismissal. Employees shall notify their immediate supervisor of a drug or alcohol violation with legal implications as soon as feasibly possible.

10. Additional Misconduct Subject to Disciplinary Action or Termination

- a. Conviction of a violation of any state or federal criminal law
- b. Conviction of a violation of any Town ordinance
- c. Failure to follow prescribed safety procedures
- d. Violation of personnel policy
- e. Inattention to duty, carelessness, breakage or loss of public property or funds
- f. Incompetence or inefficiency in the performance of the duties of the position
- g. Insubordination or other breach of discipline
- h. Discourteous or disruptive conduct or other offensive behavior in public, to the public, or to other employees
- i. Abuse of benefits leave, excessive absenteeism or tardiness
- j. Failure to give proper notice of absence
- k. Unauthorized possession of a firearm or other weapon in the workplace
- L. Unauthorized personal use of Town property
- m. Intentional destruction of Town property
- n. The falsification of personnel records, time sheets, or other Town records

11. Grievance Procedure

A grievance procedure is the formal method of settling differences of opinion between employees, but employees are encouraged to settle disputes in an informal and amicable manner. However, the following is open to all Town employees. Circumventing the grievance procedure is considered a violation of Lake City personnel procedures. All employees shall be subject to disciplinary measures, including termination, for circumventing the grievance procedure. No employee shall be denied the right to file a grievance either formally or informally; and any employee who denies access to the grievance procedure shall be disciplined.

Employees are assured freedom from reprisal for using the grievance procedure. Any adoption, deletion or revision of Town policy shall not be considered to be a matter subject to review through the grievance procedure.

Any employee who is aggrieved by any action that relates to his/her working conditions and relationships, violations or interpretations of department policies rules, regulations, may file a grievance after the occurrence of the action complained of, or after the employee has reasonable knowledge of the action. Such dispute, difference or grievance shall be settled in the following manner:

The dispute, difference or grievance shall be submitted in writing to the immediate supervisor by the aggrieved employee. The recipient of the grievance shall respond in writing to the employee within five (5) business days.

If an employee is dissatisfied with the decision of his or her supervisor, the employee may present his or her written grievance and the supervisor's decision to a mediator provided by, but not directly associated or affiliated with the Town of Lake City. The Lake City Board of Trustees shall select a mediator who is trained and experienced in personnel issues and who is impartial to both parties in a dispute.

The mediator's first task will be to resolve the dispute between an employee and his/her supervisor in a way that is mutually satisfactory and agreeable to both parties. However, if such a solution cannot be reached, the mediator may act as an arbitrator and make the determination regarding the dispute.

Termination

1. Voluntary Resignation- employees who choose to leave Town employment are expected to give their supervisor two weeks written notice of the intent to resign in good standing. Shorter notice may be acceptable if there are extenuating circumstances.
2. Release from Temporary or Seasonal Employment - when temporary or seasonal employment is terminated, the employee's record will show that the employee left because of provisional employment expiration unless the employee leaves employment under different conditions.
3. Constructive Quit - any employee who fails to call in or report to work for three (3) consecutive days, unless covered by sick leave, injury leave, annual leave or other absence approved in advance, will be released from Town employment as a constructive quit. Extenuating circumstances will be reviewed and may result in reinstatement only if the employee can prove inability to contact his/her supervisor or the administrative offices of the Town.
4. Terminations - the Town Manager shall report to the Board of Trustees any non-voluntary termination of a non-probationary employee.
5. Exit Interviews - shall be conducted by appropriate Town personnel for all employees who resign from their position with the Town.
6. Return of Town Property - an employee terminating employment for any reason is responsible for returning all Town property in his/her possession to his/her supervisor. All Town property or money of the Town may be deducted from the employee's final paycheck. Any contractual obligation made with the Town for reimbursement of education or other expenses will be the responsibility of the employee per the agreement.

Acknowledgement

This acknowledges that I have received a copy of the Town of Lake City's Personnel Policy. These policies are neither an express or implied contract of employment and the Town of Lake City remains free to make changes to the personnel policy, including, but not limited to, any matters addressed in these regulations, without prior notice and at its sole discretion.

I understand that it is my responsibility to read and comply with these personnel policies. I understand that employment with the Town is at-will, meaning that it may be terminated by me or the Town at any time, with or without cause or prior notice, and that nothing in the Personnel Policy is intended to or can be interpreted as changing the at-will status of employment.

Print Name: _____

Signature: _____

Date: _____

**TOWN OF LAKE CITY
2023 BUDGET**

	GENERAL FUND	2021	2022	2022	2023
		Actual	Budgeted	YTD ACTUAL	Proposed
	BEGINNING BALANCE	\$916,582.00	\$1,393,396.46	\$1,393,396.46	\$819,816.76
	REVENUES				
	Taxes				
100-311-000-000	PROPERTY TAX	\$61,082.43	\$64,176.00	\$60,826.12	\$65,000.00
100-312-000-000	SPECIFIC OWNERSHIP TAX	\$5,503.74	\$5,000.00	\$2,939.32	\$6,000.00
100-313-100-000	SALES TAX	\$675,529.88	\$500,000.00	\$250,813.47	\$500,000.00
100-314-100-000	MOTOR VEHICLE SALES TAX	\$4,808.82	\$3,000.00	\$1,703.53	\$4,000.00
100-314-200-000	CIGARETTE TAX	\$1,465.10	\$900.00	\$612.54	\$1,000.00
100-314-300-000	BUILDING USE TAX	\$15,537.94	\$30,000.00	\$0.00	\$30,000.00
100-316-100-000	FRANCHISE TAX	\$13,531.14	\$10,000.00	\$0.00	\$10,000.00
100-319-000-000	PENALTIES AND INTEREST	\$298.97	\$500.00	\$89.15	\$200.00
	Total Taxes	\$777,758.02	\$613,576.00	\$316,984.13	\$616,200.00
	Permits and Fees				
100-321-100-000	LIQUOR LICENSE FEE	\$1,864.50	\$2,000.00	\$4,150.00	\$2,000.00
100-322-100-000	BUILDING PERMITS	\$11,702.21	\$11,000.00	\$7,269.91	\$10,000.00
100-322-110-000	SIGN PERMITS	\$252.00	\$100.00	\$0.00	\$100.00
100-322-200-000	LODGING PERMIT	\$1,780.00	\$1,900.00	\$11,150.00	\$3,500.00
100-322-700-000	DOG LICENSES	\$0.00	\$0.00	\$0.00	\$0.00
100-322-400-000	BUSINESS LICENSE	\$985.00	\$1,000.00	\$1,635.00	\$1,000.00
100-322-800-000	SPECIAL USE PERMITS	\$0.00	\$0.00	\$375.00	\$0.00
	Total Permits and Fees	\$16,583.71	\$16,000.00	\$24,579.91	\$16,600.00
	Intergovernmental Revenue				
100-334-000-000	GRANT MONIES	\$146,950.00	\$1,051,020.00	\$0.00	\$0.00
100-334-100-000	MINERAL LEASE/SEVERANCE TAX	\$1,492.88	\$1,500.00	\$0.00	\$1,500.00
100-334-300-000	COVID RELIEF FUND	\$49,515.90	\$35,041.29	\$49,515.90	\$0.00

**TOWN OF LAKE CITY
2023 BUDGET**

100-335-100-000	MOTOR VEHICLE SPECIAL ASSESSMENT	\$3,190.00	\$1,500.00	\$2,785.50	\$1,500.00
100-335-200-000	HIGHWAY USERS TAX	\$32,487.05	\$25,000.00	\$15,589.39	\$25,000.00
100-337-130-000	HINSDALE COUNTY R&B TAX	\$0.00	\$0.00	\$0.00	\$0.00
	Total Intergovernmental Revenue	\$233,635.83	\$1,114,061.29	\$67,890.79	\$28,000.00
	Recreation Program Revenue				
100-347-800-000	RECREATION PROGRAM FEES	\$4,324.00	\$2,000.00	\$10,245.00	\$6,000.00
100-347-810-000	SKI HILL FEES	\$12,610.00	\$9,000.00	\$16,202.00	\$15,000.00
100-347-811-000	SKI HILL DONATIONS	\$2,675.50	\$1,000.00	\$3,274.50	\$3,000.00
100-347-812-000	RECREATION PROGRAM DONATIONS	\$370.00	\$0.00	\$1,000.00	\$0.00
100-347-813-000	PARKS DONATION	\$0.00	\$0.00	\$0.00	\$0.00
100-347-814-000	ARMORY DONATION	\$0.00	\$0.00	\$0.00	\$0.00
100-347-820-000	ICE WALL EVENTS	\$0.00	\$2,000.00	\$1,903.00	\$1,500.00
100-347-825-000	ICE WALL DONATIONS	\$6,216.00	\$1,000.00	\$4,866.50	\$4,000.00
	Total Recreation Program Revenue	\$26,195.50	\$15,000.00	\$37,491.00	\$29,500.00
	Court Revenue				
100-351-000-000	COURT FINES	\$9,330.00	\$1,500.00	\$5,900.00	\$1,500.00
100-351-100-000	COURT COSTS	\$222.00	\$0.00	\$25.00	\$0.00
	Total Court Revenue	\$9,552.00	\$1,500.00	\$5,925.00	\$1,500.00
	Other Revenue				
100-341-300-000	ZONING AND SUBDIVISION FEES	\$200.00	\$0.00	\$50.00	\$0.00
100-341-800-000	SALES OF COPIES	\$9.25	\$0.00	\$1.80	\$0.00
100-361-100-000	EARNINGS ON DEPOSITS	\$2,130.29	\$2,000.00	\$3,186.75	\$2,000.00
100-362-200-000	RENTS FROM BUILDINGS	\$6,555.50	\$3,000.00	\$4,686.66	\$5,000.00
100-364-000-000	REFUNDS	\$3,096.23	\$0.00	\$5,440.00	\$500.00
100-366-100-000	HISTORIC PRESERVATION/COA	\$675.00	\$500.00	\$310.29	\$500.00
100-367-200-000	DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00
100-369-000-000	MISC. REVENUES	\$24,080.97	\$1,000.00	\$1,274.75	\$1,000.00
100-370-000-000	TRANSFER FROM WS FOR ADMIN COSTS	\$40,000.00	\$15,445.00	\$40,000.00	\$16,000.00

**TOWN OF LAKE CITY
2023 BUDGET**

	Total Other Revenue	\$76,747.24	\$21,945.00	\$54,950.25	\$25,000.00
	TOTAL REVENUES	\$1,140,472.30	\$1,782,082.29	\$507,821.08	\$716,800.00

**TOWN OF LAKE CITY
2023 BUDGET**

	EXPENDITURES				
		2021	2022	2022	2023
		Actual	Proposed	Estimated	Proposed
	Board of Trustees				
100-411-100-111	SALARIES BOT	\$6,400.00	\$8,000.00	\$3,200.00	\$8,000.00
100-411-100-144	FICA-MEDICARE-BOT	\$92.86	\$130.50	\$42.81	\$130.50
100-411-100-145	PERA - BOT	\$910.56	\$1,250.00	\$459.90	\$1,250.00
100-411-100-330	PUBLICATIONS, DUES & SUBS - BOT	\$3,849.57	\$500.00	\$50.00	\$4,000.00
100-411-100-347	COMPUTER HARDWARE/SOFTWARE	\$3,077.98	\$4,000.00	\$7,307.59	\$10,000.00
100-411-100-350	PROFESSIONAL SERVICES - BOT	\$27,687.50	\$82,125.00	\$31,750.00	\$5,000.00
100-411-100-370	TRAVEL- BOT	\$1,866.13	\$1,500.00	\$3,243.10	\$6,000.00
100-411-100-400	DONATIONS	\$5,000.00	\$105,500.00	\$7,500.00	\$15,000.00
100-411-100-495	MISC.EXPENSES - BOT	\$1,617.15	\$300.00	\$113.77	\$15,000.00
	Total Board of Trustees	\$50,501.75	\$203,305.50	\$53,667.17	\$64,380.50
	Administration				
100-411-400-111	SALARIES - TOWN ADMIN	\$35,979.65	\$59,510.00	\$21,238.87	\$60,000.00
100-411-400-142	WORKMEN'S COMP	\$5,714.70	\$10,000.00	\$3,115.50	\$10,000.00
100-411-400-143	HEALTH INSURANCE	\$7,879.93	\$7,500.00	\$11,850.16	\$8,000.00
100-411-400-144	FICA - TOWN ADMIN	\$497.33	\$870.00	\$294.62	\$1,000.00
100-411-400-145	PERA - TOWN ADMIN	\$10,745.81	\$11,345.00	\$8,218.09	\$15,000.00
100-411-400-210	OFFICE SUPPLIES	\$1,887.48	\$1,000.00	\$351.70	\$2,000.00
100-411-400-220	OPERATING SUPPLIES - TOWN ADMIN	\$1,958.49	\$1,300.00	\$1,198.11	\$1,300.00
100-411-400-230	R&M SUPPLIES - TOWN HALL	\$107.37	\$200.00	\$8.38	\$200.00
100-411-400-311	POSTAGE	\$388.00	\$700.00	\$181.38	\$800.00
100-411-400-320	PRINTING AND COPYING	\$2,666.58	\$3,000.00	\$2,180.35	\$3,000.00
100-411-400-330	DUES, SUBS, MEMBERSHIPS	\$10,363.23	\$1,500.00	\$15,269.61	\$2,000.00
100-411-400-331	LEGAL NOTICES - TOWN HALL	\$6,575.72	\$3,000.00	\$2,600.80	\$4,000.00
100-411-400-345	TELEPHONE - TOWN HALL	\$4,400.69	\$5,000.00	\$1,811.58	\$5,500.00
100-411-400-346	EMPLOYEE CELLPHONE	\$3,193.63	\$4,000.00	\$2,080.01	\$4,500.00
100-411-400-347	COMPUTER/SOFTWARE	\$3,357.53	\$16,000.00	\$976.70	\$18,000.00
100-411-400-350	PROFESSIONAL SERVICES - TOWN HALL	\$11,443.81	\$2,000.00	\$24,784.56	\$10,000.00

**TOWN OF LAKE CITY
2023 BUDGET**

100-411-400-352	LEGAL SERVICES	\$11,643.40	\$15,000.00	\$1,804.50	\$15,000.00
100-411-400-354	AUDITING	\$0.00	\$8,000.00	\$0.00	\$8,000.00
100-411-400-360	R&M SERVICES - TOWN HALL	\$0.00	\$500.00	\$0.00	\$500.00
100-411-400-370	TRAVEL, TRAINING	\$706.00	\$2,000.00	\$3,602.27	\$10,000.00
100-411-400-495	MISC EXPENSES	\$1,883.05	\$2,000.00	\$1,614.50	\$2,000.00
100-411-400-510	INSURANCE	\$10,563.23	\$22,000.00	\$10,859.96	\$22,000.00
100-411-400-520	INSURANCE DEDUCTIBLE	\$0.00	\$0.00	\$0.00	\$0.00
100-411-400-947	OFFICE EQUIPMENT	\$0.00	\$0.00	\$24.99	\$4,000.00
	Total Administration	\$131,955.63	\$176,425.00	\$114,066.64	\$206,800.00
	Municipal Court				
100-412-100-111	SALARIES - MC	\$3,150.00	\$6,000.00	\$4,800.00	\$7,200.00
100-412-100-144	FICA - MC	\$43.50	\$87.00	\$60.90	\$87.00
100-412-100-145	PERA - MC	\$426.85	\$510.00	\$689.04	\$1,000.00
100-412-100-330	PUBLICATIONS,DUES,SUBS - MC	\$0.00	\$20.00	\$0.00	\$20.00
100-412-100-370	TRAVEL - MC	\$0.00	\$750.00	\$0.00	\$750.00
100-412-100-495	MISC EXPENSE - MC	\$955.00	\$1,000.00	\$0.00	\$1,000.00
	Total Municipal Court	\$4,575.35	\$8,367.00	\$5,549.94	\$10,057.00
	Elections				
100-414-000-111	ADMIN CONTRACT-ELECT	\$0.00	\$5,000.00	\$5,540.00	\$0.00
100-414-000-220	OPERATING SUPP-ELECT	\$0.00	\$2,500.00	\$1,881.10	\$0.00
100-414-000-352	LEGAL FEES-ELECT	\$0.00	\$500.00	\$0.00	\$0.00
	Total Elections	\$0.00	\$8,000.00	\$7,421.10	\$0.00
	Community Facilities and Parks				
100-419-400-220	OPERATING SUPPLIES	\$12,200.77	\$13,000.00	\$4,015.47	\$12,500.00
100-419-400-223	JANITORIAL SUPPLIES	\$1,882.73	\$2,300.00	\$2,172.07	\$2,200.00
100-419-400-230	R&M SUPPLIES	\$1,170.17	\$2,500.00	\$900.10	\$1,500.00
100-419-400-341	ELECTRICITY	\$7,829.44	\$6,200.00	\$5,961.14	\$9,300.00
100-419-400-344	PROPANE	\$6,495.47	\$15,000.00	\$20,161.10	\$21,750.00
100-419-400-350	PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00

**TOWN OF LAKE CITY
2023 BUDGET**

100-419-400-356	ICE WALL	\$16,173.72	\$6,500.00	\$11,417.38	\$6,200.00
100-419-400-360	R&M SERVICES	\$17,396.57	\$22,000.00	\$11,447.90	\$21,500.00
100-419-400-361	TRASH COLLECTION	\$8,242.55	\$9,000.00	\$3,734.25	\$8,500.00
100-419-400-397	EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
100-419-400-495	MISC	\$3,242.69	\$0.00	\$0.00	\$3,000.00
	Total Community Facilities and Parks	\$74,634.11	\$76,500.00	\$59,809.41	\$86,450.00
	Streets and Alleys				
100-431-400-230	R&M SUPPLIES	\$3,061.60	\$5,000.00	\$2,351.15	\$10,000.00
100-431-400-231	STREET SURFACE - DUST CONTROL	\$11,745.00	\$12,000.00	\$15,204.70	\$15,000.00
100-431-400-350	PROFESSIONAL SERVICES	\$30.36	\$0.00	\$0.00	\$0.00
100-431-400-360	R&M SERVICES	\$14,775.00	\$3,000.00	\$0.00	\$10,000.00
100-431-400-365	STREET LIGHTS	\$0.00	\$0.00	\$178.04	\$10,000.00
100-431-400-370	STREET SIGNS	\$10,272.34	\$15,000.00	\$11,084.00	\$15,000.00
100-431-400-452	GRAVEL	\$0.00	\$3,000.00	\$1,460.00	\$6,000.00
100-431-400-453	MISCELLANEOUS - Maintenance of Condition	\$0.00	\$8,000.00	\$12,030.00	\$2,000.00
100-431-500-230	R&M SUPPLIES - SNOW REMOVAL	\$0.00	\$5,000.00	\$0.00	\$5,000.00
100-431-500-360	R&M SERVICES - SNOW REMOVAL	\$15,375.00	\$25,000.00	\$11,114.85	\$15,000.00
100-431-800-111	SALARIES S&A	\$27,353.43	\$31,000.00	\$16,233.75	\$20,000.00
		2021	2022	2022	2023
		Actual	Proposed	Estimated	Proposed
	Streets and Alleys (cont)				
100-431-800-143	HEALTH INSURANCE S&A	\$4,626.14	\$5,608.80	\$1,050.84	\$6,000.00
100-431-800-144	FICA/MEDICARE S&A	\$375.28	\$450.00	\$220.41	\$550.00
100-431-800-145	PERA S&A	\$3,510.42	\$4,410.00	\$2,390.61	\$5,000.00
100-431-800-146	TREASURER'S FEE-S&A ADMIN	\$1,227.66	\$1,300.00	\$1,251.22	\$1,300.00
100-431-800-340	ELECTRIC-5TH ST PED BRIDGE	\$393.54	\$500.00	\$254.77	\$500.00
100-431-800-350	PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
100-431-800-495	DRAINAGE R&M SERVICES-S&A	\$2,360.00	\$5,000.00	\$0.00	\$15,000.00
	Total Streets and Alleys	\$95,105.77	\$126,290.80	\$76,846.34	\$138,373.00
	Round Top Mountain Communications Site				

**TOWN OF LAKE CITY
2023 BUDGET**

100-436-000-360	ROUND TOP REPAIR AND MAINTENANCE	\$177.82	\$1,500.00	\$0.00	\$2,400.00
	Total Round Top Mountain Communications Site	\$177.82	\$1,500.00	\$0.00	\$2,400.00
	Recreation Program				
100-451-100-111	SALARIES	\$69,319.23	\$80,560.00	\$45,329.65	\$88,000.00
100-451-100-112	PT SEASONAL	\$0.00	\$9,900.00	\$4,351.50	\$9,500.00
100-451-100-142	WORKERS COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00
100-451-100-143	HEALTH INSURANCE	\$14,461.01	\$18,696.00	\$10,931.89	\$15,000.00
100-451-100-144	FICA	\$950.53	\$1,250.00	\$691.98	\$1,414.00
100-451-100-145	PERA	\$8,990.06	\$12,900.00	\$7,074.32	\$14,362.00
100-451-100-224	RECREATION SUPPLIES	\$11,899.59	\$10,000.00	\$8,440.58	\$10,000.00
100-451-100-346	EMPLOYEE CELLPHONE	\$0.00	\$0.00	\$1,010.00	\$0.00
100-451-100-360	R & M SERVICES	\$376.49	\$15,000.00	\$814.00	\$0.00
100-451-100-370	TRAVEL, TRAINING AND MEETINGS	\$1,825.36	\$1,500.00	\$1,604.21	\$2,000.00
100-451-100-495	REFUNDS	\$0.00	\$0.00	\$0.00	\$0.00
100-451-100-496	MISCELLANEOUS	\$485.25	\$0.00	\$25.25	\$18,000.00
	Total Recreation Program	\$108,307.52	\$149,806.00	\$80,273.38	\$158,276.00
	Ski Hill Program				
100-451-200-111	SALARIES	\$9,209.00	\$9,500.00	\$6,880.75	\$11,140.00
100-451-200-144	FICA-MEDICARE	\$132.97	\$140.00	\$74.91	\$162.00
100-451-200-145	PERA	\$1,304.77	\$1,500.00	\$791.40	\$1,641.00
100-451-200-220	OPERATING SUPPLIES	\$5,460.55	\$6,000.00	\$1,295.30	\$6,000.00
100-451-200-230	R&M SUPPLIES	\$1,367.14	\$2,500.00	\$1,301.81	\$2,500.00
100-451-200-330	PUBLICITY, SUBSCRIPTIONS & DUES	\$69.90	\$600.00	\$246.21	\$600.00
100-451-200-341	ELECTRICITY	\$1,757.68	\$2,500.00	\$678.06	\$2,000.00
100-451-200-345	TELEPHONE	\$349.25	\$400.00	\$460.16	\$700.00
100-451-200-350	PROF. SERVICES	\$129.48	\$400.00	\$0.00	\$400.00
100-451-200-358	INSPECTIONS	\$1,523.25	\$1,500.00	\$781.85	\$700.00
100-451-200-360	R&M SERVICES	\$1,779.78	\$1,000.00	\$0.00	\$400.00
100-451-200-370	TRAVEL AND MEETINGS	\$178.98	\$600.00	\$57.17	\$600.00
100-451-200-495	MISCELLANEOUS	\$21.74	\$0.00	\$0.00	\$2,000.00

**TOWN OF LAKE CITY
2023 BUDGET**

100-451-200-593	PERMITS	\$810.00	\$1,000.00	\$0.00	\$1,000.00
	Total Ski Hill Program	\$24,094.49	\$27,640.00	\$12,567.62	\$29,843.00
100-452-000-370	Generator Installation - P&L	\$0.00	\$0.00	\$0.00	\$0.00
	Marketing				
100-455-100-330	Hinsdale County Marketing	\$500.00	\$1,000.00	\$0.00	\$1,000.00
100-455-100-340	DIRT/Main Street	\$2,500.00	\$5,000.00	\$5,000.00	\$5,000.00
	Total Marketing	\$3,000.00	\$6,000.00	\$5,000.00	\$6,000.00
	Historic Preservation				
100-460-100-370	TRAVEL, TRAINING AND MEETINGS	\$0.00	\$1,500.00	\$0.00	\$1,500.00
100-460-100-397	COMMISSION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
100-460-100-495	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
	Total Historic Preservation	\$0.00	\$1,500.00	\$0.00	\$1,500.00
	Contract Payments				
100-480-310-397	Hinsdale County Sheriff	\$76,153.00	\$85,592.00	\$41,296.00	\$85,592.00
100-480-330-397	Building Inspector	\$21,218.00	\$21,218.00	\$10,609.00	\$21,218.00
	Total Contract Payments	\$97,371.00	\$106,810.00	\$51,905.00	\$106,810.00
	Capital Improvements				
100-485-000-100	ARMORY CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$10,000.00
100-485-000-810	STREETS & ALLEYS CAP. IMPROVEMENTS	\$73,934.40	\$1,240,000.00	\$614,294.18	\$0.00
	PARKS AND REC VEHICLE	\$0.00	\$0.00	\$0.00	\$15,000.00
	Total Capital Improvements	\$73,934.40	\$1,240,000.00	\$614,294.18	\$15,000.00
	TOTAL EXPENSES	\$663,657.84	\$2,132,144.30	\$1,081,400.78	\$825,889.50
	ENDING BALANCE	\$1,393,396.46	\$1,043,334.45	\$819,816.76	\$710,727.26

**TOWN OF LAKE CITY
2023 BUDGET**

		2021	2022	2022	2023
	CONSERVATION TRUST FUND	Actual	Proposed	Estimated	Proposed
	BEGINNING BALANCE	\$23,293.00	\$28,079.58	\$28,079.58	\$28,121.91
	Revenue				
300-334-000-000	CTF Remittance	\$4,761.03	\$4,000.00	\$0.00	\$4,000.00
300-361-100-000	Earnings on Deposits	\$25.55	\$20.00	\$42.33	\$20.00
	Total Revenue	\$4,786.58	\$4,020.00	\$42.33	\$4,020.00
300-452-000-365	Capital Improvement Project - Multi-Purpose Court	\$0.00	\$30,000.00	\$0.00	\$0.00
	Total Expenses	\$0.00	\$30,000.00	\$0.00	\$0.00
	ENDING BALANCE	\$28,079.58	\$2,099.58	\$28,121.91	\$32,141.91

**TOWN OF LAKE CITY
2023 BUDGET**

	WATER AND SEWER FUND	2021	2022	2022	2023
		ACTUAL	PROPOSED	ESTIMATED	PROPOSED
	BEGINNING BALANCE	\$1,354,662.00	\$1,487,463.14	\$1,487,463.14	\$2,485,180.16
	WATER & SEWER REVENUE				
	Intergovernmental Revenue				
	LOANS	\$0.00	\$ -	\$ -	\$ 2,250,000.00
600-334-000-000	GRANTS	\$33,811.86	\$260,000.00	\$0.00	\$750,000.00
	Total Intergovernmental Revenue	\$33,811.86	\$260,000.00	\$0.00	\$3,000,000.00
	Water & Sewer Revenue				
600-341-800-000	CHARGES FOR SERVICES	\$0.00	\$0.00	\$446.31	\$0.00
600-344-100-000	WATER SALES	\$331,704.02	\$350,000.00	\$244,074.79	\$330,000.00
600-344-200-000	SEWER REVENUES	\$261,393.30	\$260,000.00	\$94,732.59	\$260,000.00
600-344-300-000	WATER TAP CONNECTION CHARGES	\$14,000.00	\$5,000.00	\$39,000.00	\$10,000.00
600-344-400-000	SEWER TAP CONNECTION CHARGES	\$16,750.00	\$5,000.00	\$31,703.38	\$10,000.00
600-344-500-000	WATER METERS	\$5,162.09	\$1,500.00	\$17,466.29	\$2,000.00
600-344-600-000	INSPECTION FEES	\$0.00	\$0.00	\$50.00	\$0.00
	Total Water & Sewer Revenue	\$629,009.41	\$621,500.00	\$427,473.36	\$612,000.00
	Other Water and Sewer Revenue				
600-361-000-000	EARNINGS ON DEPOSITS	\$99.82	\$500.00	\$1,180.96	\$500.00
600-361-100-000	EARNINGS ON ACCTS RECEIVABLE	(\$87.72)	\$2,000.00	\$1,487.37	\$2,000.00
600-364-000-000	REFUNDS	\$268.59	\$0.00	\$0.00	\$0.00
600-369-000-000	MISCELLANEOUS REVENUES	\$1,255.31	\$0.00	\$1,826.43	\$0.00
	Total Other Water and Sewer Revenue	\$1,536.00	\$2,500.00	\$4,494.76	\$2,500.00
	TOTAL REVENUES	\$664,357.27	\$884,000.00	\$431,968.12	\$3,614,500.00
600-202-100-100	CWRPDA REVOLVING LOAN FUND	\$0.00	\$850,000.00	\$1,076,335.81	\$850,000.00

**TOWN OF LAKE CITY
2023 BUDGET**

	TOTAL REVENUES & LOAN	\$664,357.27	\$1,734,000.00	\$1,508,303.93	\$4,464,500.00
	EXPENDITURES				
	Water Supply Program				
600-433-410-221	CHEMICALS - WATER WELLS	\$14,774.00	\$14,000.00	\$10,346.00	\$15,000.00
600-433-410-229	OPERATING SUPPLIES-WATER WELLS	\$1,747.99	\$1,500.00	\$308.93	\$2,000.00
600-433-410-230	R & M SUPPLIES - WATER WELLS	\$0.00	\$1,000.00	\$12.46	\$1,000.00
600-433-410-312	FREIGHT - WATER WELLS	\$2,559.83	\$3,000.00	\$192.15	\$3,000.00
600-433-410-341	ELECTRIC/PROPANE POWER	\$35,668.98	\$36,500.00	\$16,840.63	\$36,500.00
600-433-410-345	TELEMETRY-WATER WELL	\$2,840.07	\$2,850.00	\$1,157.10	\$2,850.00
600-433-410-350	PROF & ENG SVS - WATER WELLS	\$0.00	\$250.00	\$0.00	\$250.00
600-433-410-358	TESTS - WATER WELLS	\$5,416.55	\$6,000.00	\$5,027.98	\$6,000.00
600-433-410-360	R & M SERVICES - WATER WELLS	\$0.00	\$1,500.00	\$0.00	\$1,500.00
600-433-410-593	PERMITS - WATER WELLS	\$220.00	\$2,500.00	\$220.00	\$2,500.00
600-433-410-600	LAKE SAN CRISTOBAL	\$14,271.50	\$14,271.50	\$14,271.50	\$14,271.50
	Total Water Supply Program	\$77,498.92	\$83,371.50	\$48,376.75	\$84,871.50
	Water Distribution Program				
600-433-440-100	EIAF LOAN PAYMENT - Not Applicable	\$0.00	\$0.00	\$0.00	\$0.00
600-433-440-229	OPERATING SUPPLIES- WATER DIST	\$3,330.22	\$2,000.00	\$77.48	\$3,500.00
600-433-440-230	R & M SUPPLIES - WATER DIST.	\$5,304.46	\$3,000.00	\$5,864.89	\$6,000.00
600-433-440-350	PROFESSIONAL SVS - WATER DIST.	\$19.80	\$5,000.00	\$1.30	\$5,000.00
600-433-440-360	R & M SERVICES - WATER DIST.	\$2,923.13	\$21,000.00	\$14,861.81	\$21,000.00
600-433-440-495	MISCELLANEOUS EXPENSES	\$3,808.56	\$0.00	\$0.00	\$0.00
	Total Water Distribution	\$15,386.17	\$31,000.00	\$20,805.48	\$35,500.00
	Wastewater Collection System				
600-433-510-230	R & M SUPPLIES - SEWER COLL	\$0.00	\$3,000.00	\$873.87	\$3,000.00
600-433-510-355	ENGINEERING SVS - SEWER COLL	\$0.00	\$0.00	\$0.00	\$0.00

**TOWN OF LAKE CITY
2023 BUDGET**

600-433-510-360	R & M SERVICES - SEWER COLL	\$16,503.54	\$15,000.00	\$19,008.01	\$17,500.00
	Total Sewer Collection	\$16,503.54	\$18,000.00	\$19,881.88	\$20,500.00
	Wastewater Treatment Plant Program				
600-433-530-221	CHEMICALS - WWTP	\$6,462.51	\$6,750.00	\$6,885.06	\$7,000.00
600-433-530-229	OPERATING SUPPLIES - WWTP	\$4,216.43	\$3,500.00	\$2,027.60	\$4,500.00
600-433-530-230	R & M SUPPLIES - WWTP	\$893.05	\$1,000.00	\$525.42	\$1,000.00
600-433-530-312	FREIGHT - WWTP	\$533.27	\$1,000.00	\$1,887.66	\$1,000.00
600-433-530-341	ELECTRIC POWER - WWTP	\$32,575.35	\$32,500.00	\$21,315.97	\$33,000.00
600-433-530-344	PROPANE - WWTP	\$3,327.18	\$4,000.00	\$8,142.67	\$4,000.00
600-433-530-350	PROFESSIONAL SVS - WWTP	\$6,213.84	\$5,000.00	\$1,400.00	\$6,500.00
600-433-530-358	TESTS - WWTP	\$5,978.67	\$7,000.00	\$4,105.71	\$7,000.00
600-433-530-359	DUMP CHARGES - WWTP	\$2,673.97	\$2,000.00	\$2,528.05	\$3,000.00
600-433-530-360	R & M SERVICES - WWTP	\$84,994.10	\$0.00	\$211.00	\$0.00
600-433-530-593	PERMITS - WWTP	\$1,593.00	\$1,600.00	\$1,732.39	\$1,600.00
	Total WWTP	\$149,461.37	\$64,350.00	\$50,761.53	\$68,600.00

**TOWN OF LAKE CITY
2023 BUDGET**

		2021	2022	2022	2023
		ACTUAL	PROPOSED	ESTIMATED	PROPOSED
	Water and Sewer Personnel				
600-433-600-111	SALARIES	\$170,239.66	\$188,200.00	\$104,488.84	\$188,200.00
600-433-600-142	WORKMENS COMP	\$9,795.30	\$10,000.00	\$4,050.50	\$15,000.00
600-433-600-143	HEALTH INSURANCE	\$37,952.92	\$32,000.00	\$26,778.45	\$32,000.00
600-433-600-144	FICA--MEDICARE	\$2,437.64	\$2,750.00	\$1,521.01	\$3,000.00
600-433-600-145	PERA	\$17,120.02	\$26,800.00	\$15,120.56	\$26,800.00
600-433-600-229	OPERATING SUPPLIES	\$1,008.42	\$1,000.00	\$4,467.89	\$80,000.00
600-433-600-230	CLOTHING	\$2,342.83	\$1,000.00	\$327.01	\$3,000.00
600-433-600-231	FUEL	\$4,845.13	\$5,000.00	\$4,510.40	\$6,500.00
600-433-600-335	DUES, SUBSCRIPTIONS	\$350.00	\$600.00	\$2,837.07	\$600.00
600-433-600-345	TELEPHONE/EMPLOYEE CELLPHONE	\$495.10	\$1,200.00	\$948.79	\$1,200.00
600-433-600-352	LEGAL SERVICES	\$203.50	\$10,000.00	\$367.50	\$1,000.00
600-433-600-360	R&M SERVICES	\$1,027.08	\$0.00	\$0.00	\$17,000.00
600-433-600-361	MV R&M SERVICES	\$2,596.03	\$10,000.00	\$4,342.39	\$25,000.00
600-433-600-370	TRAVEL & MEETINGS- W & S ADMIN	\$2,393.06	\$3,500.00	\$0.00	\$12,000.00
600-433-600-495	MISCELLANEOUS EXPENSES	\$3,782.88	\$2,500.00	\$2,491.74	\$50,000.00
600-433-600-510	INSURANCE	\$10,563.24	\$11,000.00	\$5,429.98	\$11,500.00
600-433-600-751	ADMIN EXPENSES FROM GEN FUN	\$0.00	\$0.00	\$0.00	\$0.00
600-433-600-753	ADMIN OPERATING COSTS TO GEN FUND	-\$40,000.00	\$15,445.00	\$40,000.00	\$15,445.00
	Total Water and Sewer Personnel	\$227,152.81	\$ 320,995.00	\$217,682.13	\$ 488,245.00
600-470-200-620	DEBT INTEREST	\$8,349.31	\$ 6,985.00	\$11,868.94	\$ 6,985.00
	W&S CIP				
600-700-000-120	SEWER PLANT UPGRADES	\$0.00	\$1,250,000.00	\$79,664.20	\$3,000,000.00
600-700-000-140	NEW VEHICLE	\$0.00	\$0.00	\$0.00	\$61,000.00
600-700-000-160	WATER STATION	\$0.00	\$30,000.00	\$18,007.00	\$0.00
600-700-000-200	SEWERLINE REPLACEMENT	\$0.00	\$0.00	\$4,970.00	\$5,000.00
600-700-000-400	WATERLINE/WELL REPLACEMENT	\$0.00	\$0.00	\$0.00	\$15,000.00
	Total W&S CIP	\$0.00	\$1,280,000.00	\$102,641.20	\$3,081,000.00

**TOWN OF LAKE CITY
2023 BUDGET**

	TOTAL WATER & SEWER EXPENDITURES	\$494,352.12	\$1,804,701.50	\$472,017.91	\$3,785,701.50
600-202-100-100	State Revolving Loan Fund Payments	\$37,204.01	\$38,569.00	\$38,569.00	\$38,569.00
	ENDING BALANCE	\$1,487,463.14	\$1,378,192.64	\$2,485,180.16	\$3,125,409.66

Minutes

Meeting Name: Regular BOT Meeting

Meeting Start Time: 7:17 PM MDT

Meeting Start Date: 9/7/2022

Meeting End Time: 7:56 PM MDT

Meeting End Date: 9/7/2022

Meeting Location: Armory Multi-Purpose Room 230 N. Bluff

Agenda:

- I. Regular Workshop – start time 6:00 pm
 - A. 3rd Street Project Update
 - B. Discussion about New Personnel Policies
 - C. Discussion about Food Trucks
 - D. Discussion about Affordable Housing 130 SW Cleborn Street
 - E. Discussion about Affordable Housing 621 Water Street
 - F. Discussion about Downtown Boardwalks

Workshop end time – 7:09 pm

- II. Regular Meeting
 - A. Call to Order: 7:17 pm
 - B. Roll Call: Present: Trustees Bruce, Hamel, Heaton, Horn, Kendall, and Woods.
Absent: Mayor Roberts.
 - C. Approval of Minutes – August 17, 2022: Motion made by Trustee Horn, seconded by Trustee Bruce. Motion passed with all present voting yes in a roll call vote.
 - D. Approval of Bills Payable totaling \$52,312.49. Motion made by Trustee Kendall, seconded by Trustee Heaton. Motion passed with all present voting yes in a roll call vote

E. Employee Reports:

1. Recreation Director (Hake)
2. Public Works Director (Johnston)
3. Town Clerk/Treasurer (Mulhall)
4. Town Manager (Lipsey)
5. Building Official (McNeese)
6. Sheriff's Report (Kambish)
7. Mayor
8. Trustees

F. Correspondence Received – NONE

G. Citizen Communication – NONE

H. Additions to the Agenda –

1. Discussion and Possible Action to Have a Public Hearing on the Food Truck Ordinance Draft on October 5 at 5:30pm. Motion made by Trustee Bruce, seconded by Trustee Kendall. Motion passed with all present voting yes in a roll call vote except Trustee Horn who recused himself.

III. Action Items

- A. Discussion and Possible Action to Approve Resolution to Authorize Staff to Agree on Contract for 621 Water Street. Motion made by Trustee Kendall, seconded by Trustee Bruce. Motion passed with all present voting yes in a roll call vote.
- B. Discussion and Possible Action to Approve September 17 2022 to September 23 2022 as Constitution Week. Motion made by Trustee Bruce, seconded by Trustee Kendall. Motion passed with all present voting yes in a roll call vote.

Adjournment – 7:56 pm.

Mayor Pro - Tem

ATTEST:

Town Clerk

Town of Lake City
Bills Payable
9/21/2022

Vendor Name	Description	Invoice Amount	GL
1 Amerigas	Amrory Propane tank rental 2022	\$121.43	GF
2 Andy Dozier	Sheriff Appreciation party park deposit refund	\$300.00	GF
3 Ben Hake	MILEAGE 102 miles olathe for piping and ice wall parts	\$63.75	GF
4 Ben Hake	1/2 cord of wood for ski hill	\$132.50	GF
5 Bolinger and Queen	PR- Ice Wall Parts	\$639.14	GF
6 CenturyLink	Townhall phone and fax line	\$225.07	GF
7 CenturyLink	ski hill phone	\$57.51	GF
8 CenturyLink	well houses Telemetry	\$167.44	WS
9 CenturyLink	wastewater telephone	\$111.60	WS
10 CenturyLink	wotp internet	\$59.95	WS
11 Cionnaith O'Dubhaigh	PR- Kubota Tractor spreading Mulch at town and memorial park	\$525.00	GF
12 City of Gunnison	WWTP Water Lab fees	\$107.00	WS
13 DXP Enterprises, Inc.	PR- Pump Kit assembly for ice wall extension	\$3,463.27	GF
14 Gunnison County Electric	679600 230 Silver	\$61.94	GF
15 Gunnison County Electric	1905200 160 Spring st Restroom	\$90.44	GF
16 Gunnison County Electric	2218400 230 Bluff st	\$323.17	GF
17 Gunnison County Electric	2311100 Lake City Ice Wall - CR20	\$33.00	GF
18 Gunnison County Electric	2361100 North Ice wall	\$35.50	GF
19 Gunnison County Electric	1287001 5th & Henson Xmas lights	\$35.50	GF
20 Gunnison County Electric	664300 Ski lift	\$57.41	GF
21 Gunnison County Electric	18401 - #3 Pump in county yard	\$1,245.69	WS
22 Gunnison County Electric	155301 #2 Pump on Henson Creek	\$1,620.68	WS
23 Gunnison County Electric	23800 Lake City Substation water tank	\$35.50	WS
24 Gunnison County Electric	551001 Water Tank Hill	\$36.67	WS
25 Gunnison County Electric	155201 Sewer Plant	\$2,927.81	WS
26 Gunnison County Electric	1637000 Sewer Plant MTR house North Hotchkiss st	\$41.96	WS
27 Hinsdale County	PW Dump fees	\$386.75	WS
28 John Coy	Human Powered Endeavors Bike Race park deposit refund	\$300.00	GF
29 Lake City Auto	PR- Gas	\$85.17	GF
30 PDS, Inc	Printing and copier usage	\$48.76	GF
31 Quill Corp	Town Hall - 6 Receipt books, label maker, labels	\$162.41	GF
32 SGS North America, Inc	Biochemical oxygen demand, suspended solids	\$184.04	WS
33 State of Colorado	Lake City Ski Area Lift License Renewal 2022	\$549.00	GF
34 Utah's Inc.	Armory & Parks Trash Removal August 2022	\$1,190.00	GF
35 Verizon	BOT iPads	\$109.14	GF
36 Verizon	Employee cell phones	\$208.20	GF
37 Verizon	PW Tablet internet	\$45.02	WS
38 Wilbur Ellis	PW- Sodium Chloride 440 Gallons	\$3,731.20	WS

Total Bills Payable September 21 2022: \$19,518.62

Mayor Pro-Tem

Attest:

Town Clerk

**TOWN OF LAKE CITY
RESOLUTION NO. 2022-**

A RESOLUTION DECLINING PARTICIPATION IN THE FAMLI PROGRAM

WHEREAS, the Town of Lake City, Colorado (“Town”) is Colorado Municipal Corporation organized and existing under the Constitution of the State of Colorado; and

WHEREAS, pursuant to C.R.S. §§ 8-13.3-501, et. seq, beginning January 1, 2023, Colorado has a paid family and medical leave insurance program (FAMLI) funded by premiums from both employers and employees; and

WHEREAS, pursuant to C.R.S. § 8-13.3-522 a local government may decline to participate in Colorado’s paid family and medical leave program; and

WHEREAS, the Town may opt back into the program at a later date if it determines the FAMLI program provides more robust benefits to our employees at a reasonable cost to the Town and to employees; and

WHEREAS, employees who would like to participate in the FAMLI program can individually opt in on their own; and

WHEREAS, it is the desire of the Town Board of Trustees of the Town of Lake City to decline participation in the FAMLI program.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF LAKE CITY, COLORADO, AS FOLLOWS:

Section 1. The Town of Lake City hereby declines participation in the Colorado Paid Family and Medical Leave Insurance Program (FAMLI).

Section 2. Notice of this Declaration shall be provided to the Colorado Division of Labor and Employment.

INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE TOWN BOARD OF TRUSTEES OF THE TOWN OF LAKE CITY THIS DAY OF , 2022.

Votes Approved: _____
Votes Opposed: _____
Abstained: _____
Absent: _____

TOWN BOARD OF TRUSTEES OF THE
TOWN OF LAKE CITY, COLORADO

BY _____
Doug Hamel, Mayor Pro-Tem

ATTEST:

Alexander Mulhall, Town Clerk

TOWN OF LAKE CITY, COLORADO

RESOLUTION NO. 2022-002

A RESOLUTION APPROVING THE PURCHASE OF CERTAIN REAL PROPERTY AND AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE RELATED DOCUMENTS

WHEREAS, the Board of Trustees of the Town of Lake City, Colorado (the “Board”), pursuant to Colorado statute, is vested with the authority of administering the affairs of the Town of Lake City, Colorado (the “Town”); and

WHEREAS, the Board is interested in purchasing certain real property consisting of Lots 5-6-7, Block 29, Town of Lake City, Colorado and generally described as 621 Water Street, Lake City, Colorado (the “Property”); and

WHEREAS, the Board recognizes Lake City’s extreme shortage of housing for Town employees and desires to purchase this property to address such shortage; and

WHEREAS, the Board desires to acquire the Property for governmental purposes and other uses that benefit the Town including attracting and retaining employees though utilizing the property for employee housing; and

WHEREAS, acquisition of the Property will necessitate the Town entering into certain agreements and executing certain documents; and

WHEREAS, the Board has concluded and finds the appropriate person to sign and execute such documents is the Mayor.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF LAKE CITY, COLORADO AS FOLLOWS:

1. The Board hereby approves the purchase of the Property located at 621 Water Street, Lake City, Colorado, for a price not to exceed \$358,900.00.
2. The Board designates, authorizes, and directs the Mayor or his designee to execute all documents and take all steps necessary to accomplish the purchase of the Property.
3. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

4. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF LAKE CITY ON THIS 21st DAY OF SEPTEMBER, 2022.

ATTEST:

CITY OF BRUSH, COLORADO

Alexander Mulhall, Town Clerk

BY: _____
Doug Hamel, Mayor Pro-Tem



Vance Lipsey <townmanager@townoflakecity.co>

Lake San Cristobal Water Activity Enterprise Vacancy

John <coloradonative53@yahoo.com>
To: Vance Lipsey <townmanager@townoflakecity.co>

Sun, Aug 21, 2022 at 12:59 PM

Dear Town of Lake City Major and Trustees,

Please consider this letter as my official request to be considered for the Lake San Cristobal Water Enterprise vacancy announced at the last Town meeting. As a Board Member of the Lake Fork Valley Conservancy, I have a keen interest in the health of the Lake Fork of the Gunnison watershed and would be honored to follow in the footsteps of Camille Richard.

Sincerely,

John Coy