



# Town of Green Mountain Falls

## Regular Board of Trustee Meeting Agenda

10615 Green Mountain Falls Road

7:00 p.m.

Tuesday, February 5, 2019

**WORKSHOP:** Public Input on Ordinance 2018-12, An Ordinance Repealing and Reenacting Article XV of Chapter 10 Of the Green Mountain Falls Municipal Code Regarding Fire Restrictions-with requested revisions made December 28, 2018

### REGULAR MEETING:

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA
3. CONSENT AGENDA
  - a. Approve Board of Trustees Meeting Minutes January 15, 2018
  - b. Bring Into Record Bills Run January 29, 2019
  - c. Bring Into Record New STR Application Approval
4. NEW BUSINESS
  - a. Consideration of a Mayor Drafted Letter of Support for Colorado Springs Utilities/U.S. Forest Service Watershed Protection Project (Wildfire Mitigation)
  - b. Consideration of the Combat Veterans Motorcycle Association Chapter 3-2 Special Event Application-Pikes Peak Mission to Zero
  - c. Consideration of Acceptance of the Final 2017 Municipal Audit as presented by Kyle Logan of Logan and Associates
  - d. ~~Consideration of the Green Box Arts' Revocable Permit Application recommended for approval by the Planning Commission~~  
Moved to Feb 19 Agenda
  - e. Introduction of Ordinance 2019-01, An Ordinance Repealing Article V Of Chapter 2 Of The Green Mountain Falls Municipal Code Concerning Social Security And Retirement
  - f. Resolution 2019-05, A Resolution Of The Town Of Green Mountain Falls, Colorado, Approving And Adopting A Revised Employee Handbook
  - g. Consideration of Approval for the Brochure and Job Description to begin the recruitment process for the Town Manager position
5. OLD BUSINESS
  - a. Public Hearing and Final Adoption, Ordinance 2018-12, An Ordinance Repealing And Reenacting Article XV Of Chapter 10 Of The Green Mountain Falls Municipal Code Regarding Fire Restrictions – with requested revisions made December 28, 2018

6. PUBLIC INPUT: 3 Minutes per speaker
7. CORRESPONDENCE
  - a. Planning Commission Minutes January 22, 2019
  - b. Trails Committee Minutes January 10, 2019
8. REPORTS
  - a. Trustees
  - b. Town Manager
  - c. Town Clerk
  - d. Marshal
  - e. Public Works
9. ADJOURN

**TOWN OF GREEN MOUNTAIN FALLS**  
**Regular Board of Trustee Meeting**  
**January 15, 2019 – 7:00 P.M.**

**MEETING MINUTES**

**Board Members Present**

Mayor Jane Newberry  
Trustee Margaret Peterson  
Trustee Tyler Stevens  
Trustee Katharine Guthrie

**Interim Town Manager**

Jason Wells

**Interim Town Clerk**

Judy Egbert

**Town Clerk/Treasurer**

Laura Kotewa

**Board Members Absent**

Trustee Chris Quinn

**Town Attorney**

**Public Works**

**Marshal's Dept**

Virgil Hodges

- 
1. **WORKSHOP:** Public Input on Ordinance 2018-12, An Ordinance Repealing And Reenacting Article XV Of Chapter 10 Of The Green Mountain Falls Municipal Code Regarding Fire Restrictions-with requested revisions made December 28, 2018

The workshop was held with Public Comment heard.

2. **Call to Order/Roll Call/Pledge of Allegiance**

Mayor Newberry called the meeting to order at 7:09 p.m. The Pledge of Allegiance was recited.

3. **Additions, Deletions, or Corrections to the Agenda.**

Mayor Newberry made a motion, seconded by Trustee Guthrie, to approve the agenda as amended to remove the memo items. The motion carried unanimously.

3. **Consent Agenda**

- a. Approve Board of Trustees Meeting Minutes December 18, 2018
- b. Bring Into Record Bills Run December 28, 2018 and January 9, 2019.

Mayor Newberry moved, with a second from Trustee Guthrie to approve the consent agenda with corrections to the December 18<sup>th</sup> minutes to include: Trustee Stevens name on page 3, addition of the absence of Trustee Quinn, and changing the name of the Town Clerk from Judy Egbert to Laura Kotewa as minute taker. The motion carried unanimously.

4. **New Business**

- a. Oath of Office, PPACG Committee Member Nathan Scott

The oath was administered by Mayor Newberry.

- b. Resolution 2019-01, A Resolution of the Town of Green Mountain Falls Colorado, Designating The Official Public Notice Posting Place

Mayor Newberry made the motion, seconded by Trustee Peterson to approve this resolution; the motion passed unanimously.

- c. Resolution 2019-02, A Resolution Of The Town Of Green Mountain Falls Colorado, Making Appointment Of Town Clerk.

Mayor Newberry made the motion, seconded by Trustee Guthrie to approve this resolution; the motion passed unanimously.

- d. Resolution 2019-03, A Resolution Of The Town Of Green Mountain Falls Colorado, Designating Authorized Signatories On Town Bank Accounts And Individuals Authorized to Conduct Online Banking On Behalf Of The Town

Mayor Newberry made the motion, seconded by Trustee Stevens to approve this resolution; the motion passed unanimously.

There was some discussion regarding the need to personally appear at the bank to sign a signature card when the Town makes a change in signature holders.

- e. Resolution 2019-04, A Resolution Naming Appointments To Committees, Commissions, And Outside Agencies

Trustee Stevens made the motion, seconded by Trustee Peterson to approve this resolution as submitted; the motion passed unanimously.

- f. Approval of Fire Station Erosion Control Plan per Planning Commission Recommendation

Mayor Newberry made the motion, seconded by Trustee Stevens to approve the Fire Station Erosion Control Plan; the motion passed unanimously.

Mayor Newberry moved and Trustee Stevens seconded to approve the Fire Station Grading permit; motion carried by unanimous vote.

The Board asked that no work be started until the Town has a copy of the surety bond from the Fire Station.

## **5. OLD BUSINESS**

- a. Public Hearing and Final Adoption, Ordinance 2018-12, An Ordinance Repealing And Reenacting Article XV Of Chapter 10 Of The Green Mountain Falls Municipal Code Regarding Fire Restrictions – with requested revisions made December 28, 2018

This action was continued due to public comments made in the Workshop with research needed on the subjects of the smoking requirements, and indoor fireplace restrictions during certain fire restriction stages.

## **6. PUBLIC INPUT – 3 Minutes Per Speaker**

Mack Patrone spoke about the need for a permanent Town Manager.

Dick Bratton spoke about the Comprehensive Plan and pointed out some new maps that are available in the Board Meeting Room along with some sticky notes to make comments or corrections.

Nathan Scott gave a short introduction of and update on work being started on the Census. They are forming committees by options of spreading the word to people about the census, which this year has a fully online option to report.

**7. CORRESPONDENCE:** There was no correspondence.

## **8. REPORTS**

### **a. Trustees**

No updates from the Board.

### **b. Town Manager**

Mr. Wells shared some highlights from his submitted report.

### **c. Town Clerk**

Ms. Kotewa shared some highlights from her submitted report.

**c. Marshal**

Marshall Hodges shared his report verbally with the Board and audience.

**9. EXECUTIVE SESSIONS**

- a. Pursuant to C.R.S § 24-6-402(4)(e) for the purpose of matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators**

Mayor Newberry moved, seconded by Trustee to enter into Executive Session at 8:20p.m. Pursuant to C.R.S § 24-6-402(e) for the purpose of matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators. Mr. Wells, Ms. Egbert and Ms. Kotewa were invited to join the session.

The Board went back in Regular Session at 8:55 p.m., Mayor Newberry confirmed that the Executive Session was held solely for the stated purpose and no action was taken.

**10. Adjournment**

Meeting adjourned at 8:55 p.m. immediately following the Executive Session.

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Mayor Jane Newberry

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Laura J. Kotewa

11:52 AM

01/29/19

**Town of Green Mountain Falls**  
**Check Detail**  
January 29, 2019

Type	Num	Date	Name	Memo	Paid Amount
<b>Bill Pmt -Check</b>	<b>20296</b>	<b>01/29/2019</b>	<b>ADD Staff</b>	<b>50111102, 50...</b>	
Bill		01/29/2019		wk end 1.21.19	-322.74
				wk end 1.14.19	-293.40
TOTAL					-616.14
<b>Bill Pmt -Check</b>	<b>20297</b>	<b>01/29/2019</b>	<b>Black Hills Energy</b>	<b>6869417405, ...</b>	
Bill		01/29/2019		6869417405	-158.29
				5682897124	-80.35
				3184738651	-76.87
TOTAL					-315.51
<b>Bill Pmt -Check</b>	<b>20298</b>	<b>01/29/2019</b>	<b>CEBT</b>	<b>Group AAJ3</b>	
Bill		01/29/2019		0026869	-1,622.80
				0026869	-844.80
				0026869	-844.80
TOTAL					-3,312.40
<b>Bill Pmt -Check</b>	<b>20299</b>	<b>01/29/2019</b>	<b>Chief Petroleum</b>	<b>614319</b>	
Bill		01/29/2019		614319	-764.29
TOTAL					-764.29
<b>Bill Pmt -Check</b>	<b>20300</b>	<b>01/29/2019</b>	<b>Comcast</b>	<b>84979000802...</b>	
Bill		01/29/2019		84979000802...	-163.70
				84979000802...	-76.90
TOTAL					-240.60
<b>Bill Pmt -Check</b>	<b>20301</b>	<b>01/29/2019</b>	<b>Fountain Creek Wa...</b>	<b>140</b>	
Bill		01/29/2019		Gov contributi...	-155.00
TOTAL					-155.00

11:52 AM

01/29/19

**Town of Green Mountain Falls**  
**Check Detail**  
 January 29, 2019

Type	Num	Date	Name	Memo	Paid Amount
<b>Bill Pmt -Check</b>	<b>20302</b>	<b>01/29/2019</b>	<b>GovPro Consulting</b>	<b>Jan 30, 2019</b>	
Bill		01/29/2019		Jan 30, 2019	-2,860.00
TOTAL					-2,860.00
<b>Bill Pmt -Check</b>	<b>20303</b>	<b>01/29/2019</b>	<b>Logan &amp; Associates</b>	<b>704</b>	
Bill		01/29/2019		704	-5,500.00
TOTAL					-5,500.00
<b>Bill Pmt -Check</b>	<b>20304</b>	<b>01/29/2019</b>	<b>Napa Auto Parts</b>	<b>657578</b>	
Bill		01/29/2019		657578	-146.58
TOTAL					-146.58
<b>Bill Pmt -Check</b>	<b>20305</b>	<b>01/29/2019</b>	<b>PPACG</b>	<b>19DUESC010</b>	
Bill		01/29/2019		19DUESC010	-336.00
TOTAL					-336.00
<b>Bill Pmt -Check</b>	<b>20306</b>	<b>01/29/2019</b>	<b>Chief Petroleum</b>	<b>614319</b>	
Bill		01/29/2019		diesel	-842.16
TOTAL					-842.16





## SHORT TERM RENTAL LICENSE APPROVALS

# Board of Trustees Meeting

## February 5, 2019

[illegible]

## Colorado Springs Watershed Protection Project

The Colorado Springs Watershed Protection Project is a landscape scale wildfire mitigation/watershed restoration proposal. The goal is to proactively assist the US Forest Service to increase the capacity of the Pike National Forest to accomplish on the ground restoration work. The project will increase both the pace and scale of active and adaptive management in critical watersheds of the Pike National Forest. Project implementation will create sustainable forest conditions that are more resilient to wildfire, insects and disease. Additional project benefits will be improved and sustainable watershed conditions, improved public safety, and sustaining quality settings supporting the region's tourism economy.

Forest conditions in the project area are highly susceptible to large scale, high intensity wildfire. The need to reduce fuels in the project area has been clearly demonstrated by recent catastrophic fires occurring across the western United states and the 2013 Waldo Canyon fire.

The project objective is quite simple: modify forest vegetation in the project area to reduce hazardous fuels for wildfire by implementing NEPA approved projects.

### **Purpose:**

The purposes of the project articulated in the US Forest Service approved *Catamount Forest Health and Hazardous Fuels Reduction Project Environmental Assessment* are:

1. *To reduce the risk that wildfire would negatively affect the municipal watershed reserves for the cities of Colorado Springs, Green Mountain Falls, Cascade, Chipita Park and Manitou Springs.*
2. *To reduce fuels and associated risk of extreme fire behavior in the Wildland Urban Interface.*
3. *To Improve forest health, vigor, and resistance to fire, insects and disease.*
4. *To reduce the risk of severe flooding and sedimentation for the protection of public safety, water system infrastructure, and other natural and developed resources.*

**Proposed Action:** The project proposed to treat approximately 20,000 acres within the 100,000-acre Catamount project area. Specific actions will be dependent upon site specific conditions such as vegetation type and topography, however management actions will include thinning, creating openings, and prescribed burning. A combination of mechanical and hand harvesting will be utilized including helicopter, cable and ground-based harvesting systems.

**Project size:** 20,000 to 80,000 acres w/1,000-acres per year minimum

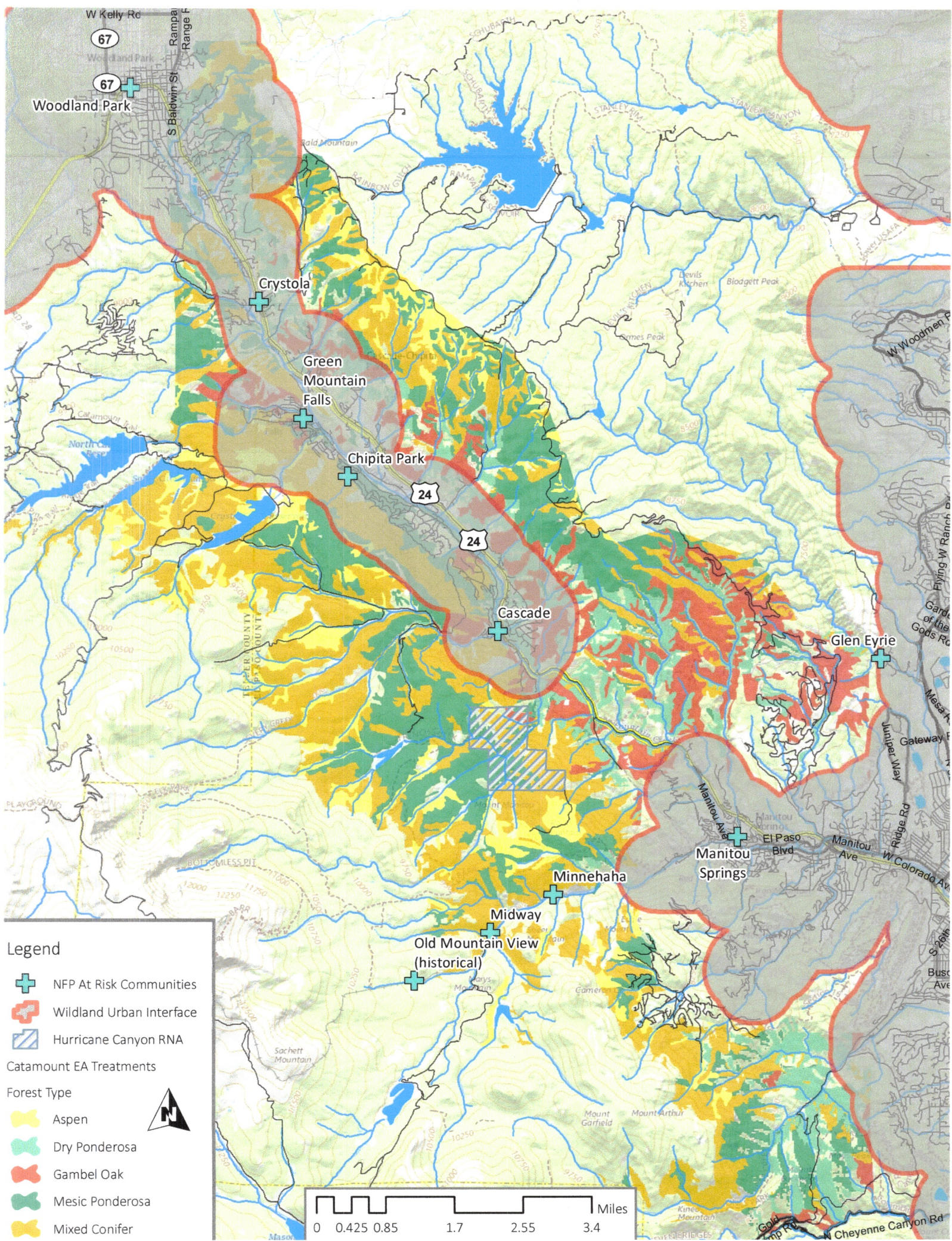
**Timeframe:** 20-year program

**Implementation:** 2019

**Collaborating Partners:** US Forest Service, Colorado Springs Utilities, Colorado State Forest Service

**Contact:** Lyle Laverty, Consulting Forester, CF, RPF  
Former Assistant Secretary of Interior, Fish Wildlife and Parks  
(720) 490-6878









## Town of Green Mountain Falls

PO Box 524, 10615 Green Mountain Falls Rd., Green Mountain Falls, CO 80819

Phone 719.684.9414 Website: [www.gmfco.us](http://www.gmfco.us)

Lyle Laverty, Consulting Forester, CF, RPF

Dear Mr. Laverty:

I've been reading with great interest your Watershed Protection Project as well as meeting with various concerned groups about the health of our forests and the hazardous fuels reduction programs.

Most people who live in the Urban-Forest Interface have a heightened awareness of the health of our forests and the danger of wildfire. Many of us work on educating the public on what can be done to create healthy forests and mitigate our risks. In our area in particular, a public/private partnership should be particularly successful.

I am so appreciative of the focused approach you are proposing within the Catamount project area. This project is very needed, and I welcome it.

I wholeheartedly support this project and if you need further input, please feel free to contact me.

Sincerely,

Jane Newberry  
Mayor  
Green Mountain Falls



**Town of Green Mountain Falls**  
P.O. BOX 524  
GREEN MOUNTAIN FALLS, CO 80819  
(719) 684-9414  
[www.gmfco.us](http://www.gmfco.us)

### **2019 Special Event Permit Application/PERMIT**

Fees can be found in the current year Fee Schedule posted on our website.

Special Events are described as those unique, infrequent, short-term activities, which impact the roads, parks, municipal staff and services and/or public property of the Town of Green Mountain Falls.

To complete this Permit Application, the organization sponsoring the event must sign Consent and General Liability Release Forms and complete a Special Event Information Sheet at least thirty (30) days prior to the event.

A non-refundable fee (found in the current year Fee Schedule located under the Forms Tab on our website) will be charged for a Special Event Permit at the time of application. Additional fees may be applied to the cost of the Special Event Permit as assessed by the Board of Trustees to cover costs to the Town of any necessary services required to provide sanitation services, police protection, lifeguard services, etc. A separate Traffic Control Fee may be required if barricades, or a need for traffic control personnel is found to be needed. (see fee schedule)

The sponsoring organization must provide a certificate of liability insurance with the Town as "Additional Insured" to the Green Mountain Falls Town Clerk at least three (3) weeks prior to the event.

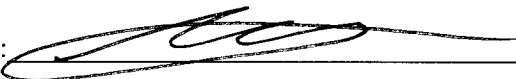
Also required three (3) weeks prior to the date of the special event, is a \$100.00 deposit which will serve as a security deposit to cover any damages that might occur to Town property but which are not covered by the sponsoring agency's insurance. The event area will be inspected by Green Mountain Falls personnel immediately following the event and the \$100.00 deposit will be returned within fourteen (14) days following the event providing no violations to this agreement or damage to Town property has occurred. In special cases, the Board of Trustees may waive the requirement for the \$100.00 refundable deposit. If a waiver is desired, the sponsoring organization must include a request for waiver of refundable deposit in a written statement, and indicate the reasons for the request.

All participants and spectators must obey all regulations, laws and ordinances of the Town of Green Mountain Falls, the States of Colorado, including but not limited to the following (see Sections 7-54 and 103, 10-273, 11-97 and 103, and 16-414):

- Use of alcoholic beverages of any kind is prohibited on Public Property, unless the applicant has attained approval from the Town Board as a liquor licensing board, and completed all necessary state licensing requirements. This also adds the requirement of obtaining a police officer for every 100 people at the expense of the sponsoring organization.
- Public grounds and buildings must be left free of trash.
- It is unlawful for any person to injure, deface, destroy or remove any park property.
- It is unlawful to disturb or injure any bird and/or its nesting area.
- Dogs must be leashed and licensed at all times. The dog handler is responsible for immediate removal from public or private property of all dog feces.

- Glass containers are not allowed in any area of the park.
- Fires are prohibited except in approved devices.
- If a fire ban has been issued, there will be no fires permitted.
- If there will be vendors at the event, either they or the sponsoring organization will be responsible for collecting sales tax. (Information available through the State Department of Revenue)
- All vendors of any kind doing business in the Town of Green Mountain Falls for any purpose must first obtain a Business License from the Town Clerk, and must pay all relevant local, state and federal taxes.

Name of Event: Pikes Peak Mission to Zero  
 Applicant/Event Coordinator: Martin Van Lierden / Art Loureiro  
 Phone: 719-649-6131 / 719-330-9601 Email: mvaulierden@yahoo.com / art.m.loureiro@gmail.com  
 Event Sponsors/Promoters: Combat Veterans Motorcycle Association Chapter 3-2  
 Event Location within the town: Lake St. Parking lot, Green Box Arts Pavilion and surrounding areas around Lake  
 Insurance Provider: In progress with Sasha Baker at The Insurance House  
 Date of Proposed Event: August 11th 2019  
 Start Time: 06:00 End Time: 20:00  
 Anticipated Number of Participants: 200-400  
 Anticipated Number of Spectators: 100  
 Detailed Description of the Event: Veteran Suicide Prevention Event. Event features a structured Motorcycle ride to the top of Pikes Peak. Event will feature Sponsor and Veteran Owned Business Booths, Live Music and Food & Beverage. Presentation Deck attached  
 Will Amplification be used: Yes If so, what type: Live Music and PA announcements  
 Would Town utilities be needed: Electric Yes Water Yes Gas No

Applicant Signature:  Date: 1-28-19

Conditions, if any, assigned to the Event by the Board of Trustees: External Uniformed Security: Working with Pikes Peak Security LLC. currently  
Porta-Potties: Trash Removal: Looking at Veteran Owned Bestway Trash Company  
Event Insurance: Working with Sasha Baker at The Insurance House

Office use:

Event Permit Fee: \_\_\_\_\_ Traffic Control Fee: \_\_\_\_\_ Additional fees: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
 Date \$100.00 Deposit collected: \_\_\_\_\_  
 Special Event Permit Granted: Yes \_\_\_\_\_ No \_\_\_\_\_ Board Approval Date: \_\_\_\_\_  
 Date Certificate of Liability Insurance Attached: \_\_\_\_\_

Green Mountains Falls Town Clerk

Date

Green Mountain Falls Mayor

Date

**TOWN OF GREEN MOUNTAIN FALLS  
2019 SPECIAL EVENT PERMIT – CONSENT AND GENERAL LIABILITIES RELEASE**

The undersigned representative of Combat Veterans Motorcycle Association 3-2 in consideration of privileges granted to him/her for use of the public properties of the Town of Green Mountain Falls for the Pikes Peak Mission to Zero Event, does hereby release, discharge, and agree to hold free and harmless the Town of Green Mountain Falls from any and all actions, and causes of action arising out of or relating to any loss, damage, or injury including death by any participant or spectator, while in or on the premises of the Town of Green Mountain Falls for any purpose related to the above mentioned event.

By signing the foregoing release, the undersigned hereby acknowledges understanding that all participants and spectators must obey all regulations, laws and ordinances of the Town of Green Mountain Falls,

In signing the foregoing release, the undersigned hereby acknowledges and represents that he/she has read the foregoing release, and the attached statement for conducting a special event in the Town of Green Mountain Falls, understands both documents, and signs this agreement voluntarily.

Signature of Applicant: \_\_\_\_\_



Date: 1-28-19

*Combat Veterans Motorcycle Association  
Chapter 3-2 (Pikes Peak Chapter)*



**2019 Pikes Peak Mission to Zero  
Decision Brief**

**Green Mountain Falls Board of Trustees**

**WE GOT YOUR**





## ***Purpose***

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- Introduction to the Combat Veterans Motorcycle Association (CVMA)
- Concept of 2019 Pikes Peak Mission To Zero
- Proposed event layout
- Motorcycle Procession to Pikes Peak Mountain
- Milestone Status



## ***Introduction to the Combat Veterans Motorcycle Association (CVMA)***

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- 501c-3 Nonprofit Association established in 2006
- Combat veterans representing all branches of the US Armed Forces
- Create a safe and healthy environment for combat veterans to build positive relationships and build comradery
- Support community events that promote patriotism and those who defend us
- Sponsor various events that help our veteran community fight homelessness, suicide, drug addiction, joblessness, etc.



***Why are we here?***

**Combat Veterans Motorcycle  
Association  
Chapter 3-2 (Pikes Peak Chapter)**



**Help Prevent Veteran Suicide**

100% proceeds go to the prevention of veteran suicide

**August 11<sup>th</sup> 09:00am-6:00pm**

**Green Mountain Falls**

**Free admission**

**Live Music & Entertainment**

**2019 Pikes**

**Peak Mission**

**to Zero**



## ***Concept of 2019 Pikes Peak Mission To Zero***

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- Date of event is August 11, 2019
- 100% of proceeds support veteran suicide prevention
- **Annual event**
- Open to the public..this is not just for motorcycle enthusiasts
- Inviting veteran owned small businesses and veteran support groups to set-up booths
- Augment existing businesses with Food Truck Support and “Biergarten”
- Main event includes a motorcycle procession up Pikes Peak Mountain
- Live music & family friendly entertainment



## Proposed Layout





## Motorcycle Procession to Pikes Peak Mountain





## Milestone Status

Task	Status		
Pikes Peak Mountain Closure			
Insurance			
Stage			
Entertainment			
Licenses / Permits			
Temporary Fencing			
Garbage			
Port-a-Potties			
Security Augmentation			
Biergarten			
Food Truck(s)			
Medical (EMS)			
Support Vehicle / Maintenance			
Communications Plan			
Parking			
Event Support Staff			

**Combat Veterans Motorcycle Association  
Chapter 3-2 (Pikes Peak Chapter)**



**WE GOT YOUR 6**



**From:** Jesse Stroope  
**Sent:** Friday, January 25, 2019 9:12 PM  
**To:** Art Loureiro; Emma Newberry-Davis  
**Subject:** Re: 2019 Pikes Peak Mission to Zero

Art,

Thank you for reaching out to me. It does sound like a great event and I am always happy to see someone doing something on behalf of veterans support.

I have copied Emma Newberry - Davis to this email. Emma will send you an event application for use of our space.

Safe travels and good luck with the BOT. I don't believe I'll be able to attend that meeting but you certainly have my support.

Jesse

Jesse Stroope

1001 West Wilshire Boulevard, 4th Floor

Oklahoma City, OK 73116

405-767-3703 Office

405-760-1094 Cell

405-767-3718 Fax

JesseStroope@yahoo.com

On Friday, January 25, 2019 09:28:46 PM CST, Art Loureiro <art.m.loureiro@gmail.com> wrote:

Mr. Stroope,

My name is Art Loureiro and I represent the Combat Veterans Motorcycle Association (CVMA) Chapter 3-2 (Pikes Peak Chapter). We are planning a major event that involves the Town of Green Mountain Falls on August 11<sup>th</sup>, 2019. The purpose of the event is to raise awareness and support against combat veteran suicide. We need your assistance and support to make this event—that we plan to occur on an annual basis—successful, not just for Green Mountain Falls, but also for our military veterans.

I am attaching a slide deck that depicts our concept for this event. You will note that some of the main aspects of our event's success are dependent on your support. I would like to collaborate with you and reach an accommodation that will support each of our interests. I am scheduled to brief the Green Mountain Falls Board of Trustees on February 5, 2019 about our plan of execution. I would like to let them know that you and I have made initial contact and are in discussions about utilizing your properties as part of this event's success.

I will be traveling in the next week but can be reached via email. I am looking forward to discussing this opportunity with you.

Cheers,  
Art Loureiro

TOWN OF GREEN MOUNTAIN FALLS,  
COLORADO

FINANCIAL STATEMENTS

December 31, 2017



Logan and Associates, LLC  
CERTIFIED PUBLIC ACCOUNTANTS

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Honorable Mayor and Members of  
the Board of Trustees  
Town of Green Mountain Falls  
Green Mountain Falls, Colorado

## INDEPENDENT AUDITOR'S REPORT

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Town of Green Mountain Falls (the "Town") as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a reasonable basis for our audit opinions.

### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Town of Green Mountain Falls as of December 31, 2017, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

### *Other Matters*

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and budgetary comparison schedule on pages i – vii and on pages 17 - 18 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements as a whole. The accompanying other information on pages 19 – 20, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The other information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Logan and Associates, LLC*

Aurora, Colorado  
January 16, 2019

**TOWN OF GREEN MOUNTAIN FALLS**  
**El Paso County, Green Mountain Falls, Colorado**  
**Management's Discussion and Analysis**  
**December 31, 2017**

Management of the Town of Green Mountain Falls offers readers of the basic financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended December 31, 2017. The focus of the information contained herein is on the primary government.

**Financial Highlights**

- The Town's assets exceeded liabilities at the close of the fiscal year by \$1,569,753 (net position). Of this amount \$374,013 (unrestricted net position) may be used to meet the Town's ongoing obligations.
- The Town's total net position increased by \$42,572.
- The Town currently has no debt.

**Overview of the Financial Statements**

This discussion and analysis is intended as an introduction to the Town's basic financial statements. The basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. In addition to the basic financial statements, also provided is other supplementary information.

**Government-wide financial statements**

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances in a manner similar to a private-sector business.

The focus of the Statement of Net Position (the "Unrestricted Net Position") is designed to be similar to a bottom line for the Town and its governmental activities. This statement reports all of the governmental fund's current financial resources (short-term spendable resources) with capital assets and long term obligations. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The Statement of Activities presents information illustrating how the Town's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

The governmental activities reflect the Town's basic services, including police, judicial, administrative, parks and recreation, streets and public works. Sales and property taxes finance the majority of these services.

**TOWN OF GREEN MOUNTAIN FALLS**  
**Green Mountain Falls , Colorado**  
**Management's Discussion and Analysis**  
**December 31, 2017**

**Fund Financial Statements**

A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

*Governmental funds* are used to account for the same functions as governmental activities in the government-wide financial statements. Governmental fund financial statements focus on financial position and change in financial position, not on income determination, and use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they are “measurable and available”). The Town considers all revenues available if they are collected within sixty days following the year end. Expenditures are recorded when the related fund liability is incurred.

The General Fund is the Town’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *notes to the basic financial statements* provide additional information that is essential to a full understanding of the data provided in the government-wide fund financial statements.

*Other information*, in addition to the basic financial statements and accompanying notes, is presented in the form of certain required supplementary information.

**Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government’s financial position. In the case of the Town of Green Mountain Falls, assets exceeded liabilities by \$1,569,753.

Of the Town’s net position, 24% is unrestricted and may be used to meet the Town’s ongoing financial obligations. These are net position that are not restricted by external requirements nor invested in capital assets.

Of the Town’s \$1,569,753 in net position, \$1,154,003 (74%) reflects investment in capital assets (e.g. land, buildings, infrastructure, machinery and equipment).

**TOWN OF GREEN MOUNTAIN FALLS**  
**Green Mountain Falls, Colorado**  
**Management's Discussion and Analysis**  
**December 31, 2017**

The following table reflects the Town's Net Position:

	<u>Government Activities</u>	
	<u>12/31/2016</u>	<u>12/31/2017</u>
Current assets	\$512,101	\$595,685
Other assets		
Capital assets	<u>1,190,431</u>	<u>1,154,003</u>
Total Assets	1,702,532	1,749,688
Current liabilities	22,139	23,135
Long-term liabilities		
Total Liabilities	22,139	23,135
Deferred Inflow of Resources		
Deferred Property Tax Revenue	153,212	156,800
Net Position		
Invested in capital assets	1,190,431	1,154,003
Restricted for TABOR	15,000	16,400
Restricted - Other	25,853	25,337
Unrestricted	<u>295,897</u>	<u>374,013</u>
Total Net Position	<u>\$1,527,181</u>	<u>\$1,569,753</u>



**TOWN OF GREEN MOUNTAIN FALLS**  
**Green Mountain Falls, Colorado**  
**Management's Discussion and Analysis**  
**December 31, 2017**

**Financial Analysis of the Government's Funds**

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds

The focus of the Town's governmental funds is to provide information on current year revenue, expenditures and balances of spendable resources. Such information is useful in assessing the Town's financial requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the year ended December 31, 2017, the Town's governmental fund reported combined ending fund balance of \$415,750. The increase in Fund Balance of \$79,000 was due to increases in revenue, including sales tax and various donations for general government, public safety, public works, and parks and recreation.

**General Fund Budgetary Highlights**

Actual revenues of \$554,603 exceeded the final budgeted revenues of \$546,411 by \$8,192, primarily due tax revenues exceeding their respective budgeted amounts. Actual expenditures of \$475,603 were under the final expenditure budget of \$524,675 by \$49,072. The original 2017 budget was amended in September 2017 primarily to cover anticipated expenditure increases of \$46,713 in the public works department. Other department budgets were decreased leaving an overall budget increase of \$8,817.

**TOWN OF GREEN MOUNTAIN FALLS**  
**Green Mountain Falls, Colorado**  
**Management's Discussion and Analysis**  
**December 31, 2017**

The following reflects the Town's Changes in Net Position:

	<u>Government Activities</u>	
Revenues	<u>12/31/2016</u>	<u>12/31/2017</u>
Program Revenues		
Charges for service	\$48,750	\$30,110
Grants & contributions	57,129	96,196
General Revenues		
Taxes		
Property taxes	168,852	173,306
Sales Taxes	98,300	115,053
Other taxes	138,455	136,220
Investment interest and Misc.	<u>3,019</u>	<u>3,718</u>
Total Revenues	<u>514,505</u>	<u>554,603</u>
Expenses		
General Government	178,112	220,146
Judicial	6,714	800
Public Safety	69,955	84,613
Public Works	149,172	159,716
Culture & Recreation	33,050	46,756
Interest on Long-Term Debt	<u>474</u>	<u>0</u>
Total Expenses	<u>437,477</u>	<u>512,031</u>
Increase (decrease) in net position	77,028	42,572
Net Position - Beginning	<u>1,450,153</u>	<u>1,527,181</u>
Net Position - Ending	<u>\$1,527,181</u>	<u>\$1,569,753</u>

Governmental activities increased the Town's net position by 42,572. Key elements are as follows:

- \* Sales tax revenues increased \$16,753.
- \* Grants and contributions increased \$39,067.

**TOWN OF GREEN MOUNTAIN FALLS**  
**Green Mountain Falls, Colorado**  
**Management's Discussion and Analysis**  
**December 31, 2017**

**Capital Asset and Debt Administration**

Capital assets

The Town's capital assets as of December 31, 2017 amount to \$1,154,003 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, equipment and other, park facilities, infrastructure (including streets, alleys, signs and bridges), The Town's capital assets by activity at December 31, 2017 were as follows:

	<u>As of December 31, 2016</u>	<u>As of December 31, 2017</u>
	Government	Government
	<u>Activities</u>	<u>Activities</u>
Land	\$164,395	\$164,395
Infrastructure		
Improvements	209,661	209,661
Buildings	1,047,944	1,047,944
Machinery and Equipment	308,624	320,409
Vehicles	109,434	135,434
Less accumulated depreciation	<u>(649,627)</u>	<u>(723,840)</u>
Total	<u>\$1,026,036</u>	<u>\$1,154,003</u>

Debt

At December 31, 2017, the Town had no debt.

**TOWN OF GREEN MOUNTAIN FALLS**  
**Green Mountain Falls, Colorado**  
**Management's Discussion and Analysis**  
**December 31, 2017**

**Economic Factors and Next Year's Budget**

The 2018 budget represents an attempt to maintain both core services and a sufficient fund balance. Increasing reserves is a large priority for the foreseeable future as the current reserves are not sufficient for our needs. The following factors were considered in compiling the 2018 budget:

- \* Capital Improvement Projects and what's needed in the foreseeable future
- \* Reserves

It is the hope of the Board of Trustees and the employees of the Town of Green Mountain Falls that 2018 will keep improving as 2017 did.

**Requests for Information**

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning the information provided in this report or requests for additional financial information should be addressed to the Town Manager or Town Clerk, Town of Green Mountain Falls, P.O. Box 524, Green Mountain Falls, CO 80819.

## **BASIC FINANCIAL STATEMENTS**

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

STATEMENT OF NET POSITION  
December 31, 2017

	<u>GOVERNMENTAL ACTIVITIES</u>
<b>ASSETS</b>	
Cash and Investments	\$ 339,146
Receivables	
Property Taxes	156,800
Other Governments	69,337
Accounts	29,806
Inventory	596
Capital Assets, Not Depreciated	164,395
Capital Assets, Depreciated Net of Accumulated Depreciation	<u>989,608</u>
<b>TOTAL ASSETS</b>	<u>1,749,688</u>
<b>LIABILITIES</b>	
Accounts Payable	16,359
Accrued Salaries and Benefits	<u>6,776</u>
<b>TOTAL LIABILITIES</b>	<u>23,135</u>
<b>DEFERRED INFLOW OF RESOURCES</b>	
Deferred Property Tax Revenue	<u>156,800</u>
<b>NET POSITION</b>	
Net Investment in Capital Assets	1,154,003
Restricted for Emergencies	16,400
Restricted for Parks and Recreation	25,337
Unrestricted, Unreserved	<u>374,013</u>
<b>TOTAL NET POSITION</b>	<u><u>\$ 1,569,753</u></u>

The accompanying notes are an integral part of the financial statements.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

STATEMENT OF ACTIVITIES  
Year Ended December 31, 2017

					NET (EXPENSE) REVENUE AND CHANGE IN NET POSITION
FUNCTIONS/PROGRAMS	EXPENSES	PROGRAM REVENUES			GOVERNMENTAL ACTIVITIES
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	
PRIMARY GOVERNMENT					
<b>Governmental Activities</b>					
General Government	\$ 220,146	\$ 9,054	\$ 29,166	\$ -	\$ (181,926)
Judicial	800	-	-	-	(800)
Public Safety	84,613	675	1,367	-	(82,571)
Public Works	159,716	4,419	43,219	-	(112,078)
Parks and Recreation	46,756	15,962	22,444	-	(8,350)
Total Governmental Activities	<u>\$ 512,031</u>	<u>\$ 30,110</u>	<u>\$ 96,196</u>	<u>\$ -</u>	<u>(385,725)</u>
GENERAL REVENUES					
Taxes					
Property & Specific Ownership					173,306
Sales Taxes					115,053
Use					40,573
Lodging					14,938
Franchise					47,327
Other					33,382
Interest					1,590
Miscellaneous					2,128
TOTAL GENERAL REVENUES					<u>428,297</u>
CHANGE IN NET POSITION					42,572
NET POSITION, Beginning					<u>1,527,181</u>
NET POSITION, Ending					<u>\$ 1,569,753</u>

The accompanying notes are an integral part of the financial statements.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

BALANCE SHEET  
GOVERNMENTAL FUND  
December 31, 2017

	GENERAL FUND
ASSETS	
Cash and Investments	\$ 339,146
Property Taxes Receivable	156,800
Due from Other Governments	69,337
Accounts Receivable	29,806
Prepaid Expenses	596
TOTAL ASSETS	<u>595,685</u>
LIABILITIES, DEFERRED INFLOWS AND FUND EQUITY	
LIABILITIES	
Accounts Payable	16,359
Accrued Salaries and Benefits	6,776
TOTAL LIABILITIES	<u>23,135</u>
DEFERRED INFLOW OF RESOURCES	
Deferred Property Tax Revenue	<u>156,800</u>
FUND EQUITY	
Fund Balance	
Nonspendable	596
Restricted for Emergencies	16,400
Restricted for Parks and Recreation	25,337
Unassigned	373,417
TOTAL FUND EQUITY	<u>415,750</u>
TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND EQUITY	<u>\$ 595,685</u>

Amounts reported for governmental activities in the statement of net position are different because:

Total Fund Balance of the Governmental Fund	415,750
Capital assets used in governmental activities are not financial resources and therefore, are not reported in the fund.	<u>1,154,003</u>
Net position of governmental activities	<u>\$ 1,569,753</u>

The accompanying notes are an integral part of the financial statements.



TOWN OF GREEN MOUNTAIN FALLS, COLORADO

STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUND  
Year Ended December 31, 2017

	<u>GENERAL FUND</u>
REVENUES	
Taxes	
Property	\$ 152,522
Specific Ownership	20,784
Sales Taxes	115,053
Use Taxes	40,573
Lodging Taxes	14,938
Franchise Taxes	47,327
Licenses and Permits	13,473
Fines and Forfeitures	225
Charges for Services	16,412
Intergovernmental	102,449
Interest	1,590
Miscellaneous	29,257
	<u>554,603</u>
TOTAL REVENUES	
EXPENDITURES	
Current	
General Government	188,093
Judicial	800
Public Safety	75,027
Public Works	137,638
Parks and Recreation	36,260
Capital Outlay	37,785
	<u>475,603</u>
TOTAL EXPENDITURES	
NET CHANGE IN FUND BALANCE	79,000
FUND BALANCE, Beginning	<u>336,750</u>
FUND BALANCE, Ending	<u><u>\$ 415,750</u></u>

The accompanying notes are an integral part of the financial statements.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUND  
TO THE STATEMENT OF ACTIVITIES  
Year Ended December 31, 2017

Amounts Reported for Governmental Activities in the Statement of Activities are Different Because:

Net Changes in Fund Balance - Total Governmental Fund	\$ 79,000
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which current year depreciation expense (\$74,213) exceed current year capital outlay \$37,785.	<u>(36,428)</u>
Change in Net Position of Governmental Activities	<u>\$ 42,572</u>

The accompanying notes are an integral part of the financial statements.

## TOWN OF GREEN MOUNTAIN FALLS, COLORADO

### NOTES TO FINANCIAL STATEMENTS

December 31, 2017

#### **NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **Nature of Operations**

The Town of Green Mountain Falls was founded in 1890 and is a municipal corporation governed by a Mayor and six-member Board of Trustees elected by the residents. It is located at the base of Pikes Peak and is split between El Paso County and Teller County, with approximately 62% in El Paso County and 38% in Teller County. The Town provides public safety, public works, municipal court, parks and recreation, and general administrative services to its residents.

The accounting policies of the Town conform to generally accepted accounting principles as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. A summary of the Town's more significant accounting policies follows.

##### **Reporting Entity**

In accordance with governmental accounting standards, the Town has considered the possibility of including additional entities in its financial statements.

The definition of the reporting entity is based primarily on financial accountability. The Town is financially accountable for organizations that make up its legal entity. It is also financially accountable for legally separate organizations if the Town officials appoint a voting majority of the organization's governing body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the Town. The Town may also be financially accountable for organizations that are fiscally dependent upon it. Based on the application of the criteria, the Town does not include additional organizations in its report entity.

##### **Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all nonfiduciary activities of the Town. Governmental activities are normally supported by taxes, intergovernmental revenues, and other non-exchange transactions.

The statement of net position reports all financial, capital and debt resources of the Town. The difference between assets plus deferred outflows, and liabilities plus deferred inflows of the Town is reported as net position.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**Government-Wide and Fund Financial Statements** (Continued)

The statement of activities demonstrates the degree to which the direct expenses and allocated indirect expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

**Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the granting agency have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both "measurable and available". Revenues are considered to be "available" when they are collected within the current year or soon enough thereafter to pay liabilities of the current year. For this purpose, the Town considers tax revenues to be available if they are collected within 60 days of the end of the current year, except for expenditure driven grants as defined in the following paragraph.

Taxes, intergovernmental revenue and interest associated with the current fiscal year are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal year. Franchise fees, grant and similar revenues are recorded as revenues when all eligibility requirements are met, including any time requirements. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met. All other revenues are considered to be measurable and available only when cash is received by the Town.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**Measurement Focus, Basis of Accounting and Financial Statement Presentation**  
(Continued)

When both restricted and unrestricted resources are available for use, it is the Town's practice to use restricted resources first, then unrestricted resources as they are needed.

The Town reports the following major governmental fund in the fund financial statements:

*General Fund* – The General Fund is used to account for the general operations and specific programs of the Town.

**Assets, Liabilities, Net Position/Fund Balance**

*Investments* – Investments are reported at fair value.

*Receivables* – Due from other governments and accounts receivable are reported at their gross value, and where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

*Capital Assets* – Capital assets, which include land, buildings, equipment, are reported in the government-wide financial. Prior to 2017, the Town did not have a specific level for capitalizing capital assets. Beginning in April 2017, the Town approved capitalizing assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of the Town are depreciated using the straight-line method over the following estimated useful lives.

Buildings	7 – 40 years
Land Improvements	15 years
Machinery and Equipment	5 – 7 years
Office Equipment	5 – 7 years
Vehicles	5 years

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**Assets, Liabilities, Net Position/Fund Balance** (Continued)

General infrastructure assets, identified as all roads, bridges and other infrastructure, are not reported by the Town.

*Deferred Outflows/Inflows of Resources* - In addition to assets, the statement of net position and governmental fund balance sheet will sometimes report a separate section for *deferred outflows of resources*. This separate financial statement classification represents a consumption of net position or fund balance that applies to a future period(s) and therefore will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position and governmental fund balance sheet will sometimes report a separate section of *deferred inflows of resources*. This separate financial statement classification represents an acquisition of net position or fund balance that applies to a future period(s) and therefore will not be recognized as an inflow of resources (revenue) until then. The Town has an item related to property taxes levied in the current year to be collected in the following year that is reported as deferred inflows of resources at December 31, 2017.

*Long-Term Debt* - In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Debt premiums and discounts are reported as other financing sources and uses, respectively. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. In the government-wide financial statements, debt premiums and discounts are deferred and amortized over the life of the debt using the straight-line method.

*Net Position* - In the government-wide financial statements, net position is restricted when constraints placed on the net position are externally imposed.

- Net Investment in Capital Assets - this classification is intended to report the portion of net position which is associated with non-liquid, capital assets less outstanding debt related to those capital assets.
- Restricted Net Position - this classification includes liquid assets which have third party limitations on their use.
- Unrestricted Net Position - this classification includes assets that do not have any third party limitations on their use.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Assets, Liabilities and Net Position/Fund Balances (Continued)**

*Fund Balance Classification* – The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- Nonspendable – This classification includes amounts that cannot be spent because they are either (a) not in spendable form (such as prepaid items) or (b) are legally or contractually required to be maintained intact. The Town had an item classified as nonspendable at December 31, 2017.
- Restricted – This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Town had classified emergency reserves as being restricted because State statute requires this restriction. In addition, the Town had restricted a conservation trust fund amount for future park and recreation expenditures at December 31, 2017.
- Committed – This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Town's highest level of decision-making authority, the Town Board of Trustees. The constraint may be removed or changed only through formal action of the Town Board of Trustees.
- Assigned – This classification includes amounts that are constrained by the Town's intent to be used for specific purposes, but is neither restricted nor committed. Intent is expressed by the Town Board of Trustees to be used for a specific purpose. Constraints imposed on the use of assigned amounts are more easily removed or changed than those imposed on committed amounts.
- Unassigned – This classification includes the residual fund balance for the General Fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance amounts.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Assets, Liabilities and Net Position/Fund Balances (Continued)**

The Town has not established a formal policy for its use of restricted and unrestricted fund balance. However, if both the restricted and unrestricted fund balances are available, the Town uses restricted fund balance first, followed by committed, assigned and unassigned.

**Property Taxes**

Property taxes attach as an enforceable lien on property on January 1, are levied the following December, and are collected in the subsequent calendar year. Taxes are payable in full on April 30 or in two installments on February 28 and June 15. The County Treasurer's Office collects property taxes and remits to the Town on a monthly basis. Since property tax revenues are collected in arrears during the succeeding year, a receivable and corresponding deferred inflow of resources are reported at December 31.

**Use of Estimates**

The preparation of the basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Subsequent Events**

The Town has evaluated events subsequent to the year ended December 31, 2017 through January 16, 2019, the date of these financial statements were issued, and has incorporated any required recognition into these financial statements.

**NOTE 2: CASH AND INVESTMENTS**

A summary of cash and investments at December 31, 2017, follows:

Cash Deposits	\$ 230,741
Investments	<u>108,405</u>
Total	<u><b>\$ 339,146</b></u>



TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

**NOTE 2: CASH AND INVESTMENTS (Continued)**

**Cash Deposits**

The Colorado Public Deposit Protection Act (PDPA) requires that all local government entities deposit cash in eligible public depositories. Eligibility is determined by State regulations. Amounts on deposit in excess of Federal Deposit Insurance Corporation (FDIC) levels must be collateralized by eligible collateral as determined by the PDPA. The FDIC insures depositors up to \$250,000 for each financial institution. The PDPA allows the financial institution to create a single collateral pool for all public funds held. The pool is to be maintained by another institution, or held in trust for all uninsured public deposits as a group. The market value of the collateral must be at least equal to 102% of the uninsured deposits. At December 31, 2017, the Town had bank deposits totaling \$234,433, which were insured by FDIC at December 31, 2017.

The Town is required to comply with State statutes which specify investment instruments meeting defined rating, maturity, and concentration risk criteria in which local governments may invest, which include the following. State statutes do not address custodial risk. The Town's investment policy follows State statutes.

**Investments**

The Town has not adopted a formal investment policy; however, the Town follows State statutes regarding investments. The Town generally limits its concentration of investments to Local Government Investment Pools, obligation of the United States and certain U.S. government agency securities, which are believed to have minimal credit risk; minimal interest rate risk and no foreign currency risk. Additionally, the Town is not subject to concentration risk disclosure requirements or subject to investment custodial credit risk for investments that are in the possession of another party.

Colorado revised statutes limit investment maturities to five years or less unless formally approved by the Board of Trustees, such actions are generally associated with a debt service reserve or sinking fund requirements.

State statutes specify investment instruments meeting defined rating, maturity and concentration risk criteria in which local governments may invest which include the following.

- Obligations of the United States and certain U.S. Agency securities
- Certain international agency securities
- General obligation and revenue bonds of U.S. local government entities
- Bankers' acceptances of certain banks
- Commercial paper

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

**NOTE 2: CASH AND INVESTMENTS (Continued)**

**Investments (Continued)**

- Local government investment pools
- Written repurchase agreements collateralized by certain authorized securities
- Certain money market funds
- Guaranteed investment contracts

At December 31, 2017, the Town had the following investments:

	<u>Maturity</u>	
Colorado Liquid Asset Trust (COLOTRUST)	Weighted Average under 60 days	<u>\$ 108,405</u>

The Town invested in the Colorado Government Liquid Asset Trust (COLOTRUST) (the "Trust"), an investment vehicle established for local government entities in Colorado to pool surplus funds. The State Securities Commissioner administers and enforces all State statutes governing the Trust. The Trust operates similarly to a money market fund and each share is equal in value to \$1.00. The Trust offers share in two portfolios, COLOTRUST PRIME and COLOTRUST PLUS+. Both portfolios may invest in U.S. Treasury and repurchase agreements collateralized by U.S. Treasury securities. COLOTRUST PLUS+ may also invest in certain obligations of U.S. government agencies, highest rated commercial paper and any security allowed under CRS 24-75-601. A designated custodial bank serves as custodian for the Trust's portfolios pursuant to a custodian agreement. The custodian acts as the safekeeping agent for the Trust's investment portfolios and provides services as the depository in connection with direct investments and withdrawals. The custodian's internal records segregate investments owned by the Trust. COLOTRUST is rated AAA by Standard and Poor's. COLOTRUST records its investments at fair value and the Town records its investments in COLOTRUST using the net asset value method. There are no unfunded commitments, the redemption frequency is daily and there is no redemption notice period.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

**NOTE 3: CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2017, is summarized below:

	Balances 12/31/2016	Additions	Deletions	Balances 12/31/2017
<b>Governmental Activities:</b>				
Capital Assets, not being depreciated				
Land	\$ 164,395	\$ -	\$ -	\$ 164,395
Capital Assets, being depreciated				
Buildings	1,047,944	-	-	1,047,944
Land Improvements	209,661	-	-	209,661
Machinery and Equipment	296,094	11,785	-	307,879
Office Equipment	12,530	-	-	12,530
Vehicles	109,434	26,000	-	135,434
Total Capital Assets, being depreciated	1,675,663	37,785	-	1,713,448
Less accumulated depreciation				
Buildings	(285,969)	(28,877)	-	(314,846)
Land Improvements	(29,119)	(13,977)	-	(43,096)
Machinery and Equipment	(258,923)	(16,765)	-	(275,688)
Office Equipment	(9,725)	(1,835)	-	(11,560)
Vehicles	(65,891)	(12,759)	-	(78,650)
Total accumulated depreciation	(649,627)	(74,213)	-	(723,840)
Total Capital Assets, being depreciated, net	1,026,036	(36,428)	-	989,608
Governmental Activities Capital Assets, net	<u>\$ 1,190,431</u>	<u>\$ (36,428)</u>	<u>\$ -</u>	<u>\$ 1,154,003</u>

Depreciation expense was charged to the functions/programs as follows:

General Government	\$ 32,053
Public Safety	9,586
Public Works	22,078
Culture and Recreation	<u>10,496</u>
Total	<u>\$ 74,213</u>

**NOTE 4: PUBLIC ENTITY RISK POOL**

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. For these risks of loss, the Town is involved with the Colorado Intergovernmental Risk Sharing Agency (CIRSA), a separate and independent governmental and legal entity formed by intergovernmental agreement by member

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

**NOTE 4: PUBLIC ENTITY RISK POOL (Continued)**

municipalities pursuant to the provision of 24-10-115.5, Colorado Revised Statutes (1982 Replacement Volume) and Colorado Constitution, Article XIV, Section 18(2).

The purposes of CIRSA are to provide members defined liability, property, and workers compensation coverages and to assist members in preventing and reducing losses and injuries to municipal property and to persons or property which might result in claims being made against members of CIRSA, their employees and officers.

It is the intent of the members of CIRSA to create an entity in perpetuity which will administer and use funds contributed by the members to defend and indemnify, in accordance with the bylaws, any member of CIRSA against stated liability of loss, to the limit of the financial resources of CIRSA.

It is also the intent of the members to have CIRSA provide continuing stability and availability of needed coverages at reasonable costs. All income and assets of CIRSA shall be at all times dedicated to the exclusive benefit of its members. CIRSA is a separate legal entity and the Town does not approve budgets nor does it have the ability to significantly affect the operations of entity.

**NOTE 5: COMMITMENTS AND CONTINGENCIES**

**Tabor Amendment**

Colorado voters passed an amendment to the State Constitution, Article X, Section 20 (the "Amendment"), which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local government. The Amendment requires, with certain exceptions, advance voter approval for any new tax, tax rate increase, mill levy above that for the prior year, extension of an expiring tax, or tax policy change directly causing a net tax revenue gain to the Town. Revenue in excess of the fiscal spending limit must be refunded in the next fiscal year unless voters approve retention of such revenue.

On April 7, 1998, voters within the Town authorized the Town to collect, retain and expend the full amount of revenues generated during 1998 and each subsequent year to include non-federal grants for the purpose of: police protection, street maintenance, construction, and for other basic Town services and lawful municipal purposes without increasing existing tax rates or adding any new taxes of any kind notwithstanding any state restrictions on fiscal year spending, including the restrictions of Article X, Section 20 of the Colorado Constitution.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO

NOTES TO FINANCIAL STATEMENTS

December 31, 2017

**NOTE 5: COMMITMENTS AND CONTINGENCIES (Continued)**

**Tabor Amendment (Continued)**

On April 3, 2012, the voters of the Town authorized the Town to increase property taxes by \$34,800 in 2013 and annually thereafter in such amounts as are received each year by the imposition of an additional mill levy not to exceed 3 mills upon taxable real property within the Town. These revenues may be spent to pay for costs related to funding the Town's general operations and any other lawful municipal purposes. The Town may collect, retain and expend all property tax revenues derived from its entire property tax mill levy as a voter approved revenue change and an exception to limits which would otherwise apply under Article X, Section 20 of the Colorado Constitution.

The Town's management believes it is in compliance with the provisions of the Amendment. However, the Amendment is complex and subject to interpretation. Many of its provisions may require judicial interpretation.

The Town has established an emergency reserve, representing 3% of qualifying expenditures, as required by the Amendment. At December 31, 2017, the emergency reserve of \$16,400 was reported as restricted fund balance in the General Fund.

## REQUIRED SUPPLEMENTARY INFORMATION

## TOWN OF GREEN MOUNTAIN FALLS, COLORADO

GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE  
Year Ended December 31, 2017  
(With Comparative Totals for December 31, 2016)

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE Positive (Negative)	2016 ACTUAL
REVENUES					
Taxes					
Property	\$ 153,726	\$ 153,726	\$ 152,522	\$ (1,204)	\$ 151,413
Specific Ownership	16,800	16,800	20,784	3,984	17,439
Sales Taxes	86,000	106,290	115,053	8,763	98,300
Use Taxes	35,500	35,500	40,573	5,073	47,518
Lodging Taxes	12,000	12,000	14,938	2,938	12,948
Franchise Taxes	47,200	44,100	47,327	3,227	44,752
Licenses and Permits	18,950	16,075	13,473	(2,602)	14,118
Fines and Forfeitures	7,000	4,000	225	(3,775)	15,775
Charges for Services	16,550	19,800	16,412	(3,388)	18,857
Intergovernmental	134,528	110,344	102,449	(7,895)	82,020
Interest	555	700	1,590	890	782
Miscellaneous	-	27,076	29,257	2,181	2,237
TOTAL REVENUES	528,809	546,411	554,603	8,192	506,159
EXPENDITURES					
Current					
General Government	239,574	201,149	188,093	13,056	145,387
Judicial	7,298	7,298	800	6,498	6,714
Public Safety	76,237	68,349	75,027	(6,678)	60,012
Public Works	152,593	199,306	137,638	61,668	119,711
Parks and Recreation	33,156	41,573	36,260	5,313	22,554
Capital Outlay	7,000	7,000	37,785	(30,785)	-
Debt Service					
Principal	-	-	-	-	8,854
Interest	-	-	-	-	465
TOTAL EXPENDITURES	515,858	524,675	475,603	49,072	363,697
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	12,951	21,736	79,000	66,049	142,462
NET CHANGE IN FUND BALANCE	12,951	21,736	79,000	66,049	142,462
FUND BALANCE, Beginning	273,322	273,322	336,750	63,428	194,288
FUND BALANCE, Ending	\$ 286,273	\$ 295,058	\$ 415,750	\$ 120,692	\$ 336,750

See the accompanying Independent Auditor's Report.

TOWN OF GREEN MOUNTAIN FALLS, COLORADO  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
December 31, 2017

**NOTE 1: STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Budgets**

Budgets are legally adopted for all funds of the Town. Budgets for governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

The Town follows these procedures in establishing the budgetary data reflected in the financial statements:

- In the fall, the Mayor and Trustees propose an operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted by the Town to obtain taxpayer comments.
- Prior to December 31, the budget is legally enacted through passage of an ordinance.
- Management is authorized to transfer budgeted amounts between departments within any fund. However, any revisions that alter the total expenditures must be approved by the Town Board of Trustees.
- All budget appropriations lapse at year end. Colorado governments may not exceed budgeted appropriations at the fund level.



## **SUPPLEMENTARY INFORMATION**

## OTHER INFORMATION

The public report burden for this information collection is estimated to average 380 hours annually.

<b>LOCAL HIGHWAY FINANCE REPORT</b>		City or County: Town of Green Mountain Falls
		YEAR ENDING : December 2017
This Information From The Records Of Town of Green Mountain Falls:	Prepared By: Phone:	Jason Wells 719-684-9414

**I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE**

ITEM	A. Local Motor-Fuel Taxes	B. Local Motor-Vehicle Taxes	C. Receipts from State Highway-User Taxes	D. Receipts from Federal Highway Administration
1. Total receipts available				
2. Minus amount used for collection expenses				
3. Minus amount used for nonhighway purposes				
4. Minus amount used for mass transit				
5. Remainder used for highway purposes				

**II. RECEIPTS FOR ROAD AND STREET PURPOSES**

ITEM	AMOUNT
<b>A. Receipts from local sources:</b>	
1. Local highway-user taxes	
a. Motor Fuel (from Item I.A.5.)	
b. Motor Vehicle (from Item I.B.5.)	
c. Total (a.+b.)	
2. General fund appropriations	
3. Other local imposts (from page 2)	22,079
4. Miscellaneous local receipts (from page 2)	43,639
5. Transfers from toll facilities	
6. Proceeds of sale of bonds and notes:	
a. Bonds - Original Issues	
b. Bonds - Refunding Issues	
c. Notes	
d. Total (a. + b. + c.)	0
7. Total (1 through 6)	65,718
<b>B. Private Contributions</b>	
<b>C. Receipts from State government</b> (from page 2)	32,088
<b>D. Receipts from Federal Government</b> (from page 2)	0
<b>E. Total receipts (A.7 + B + C + D)</b>	97,806

**III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES**

ITEM	AMOUNT
<b>A. Local highway disbursements:</b>	
1. Capital outlay (from page 2)	0
2. Maintenance:	134,718
3. Road and street services:	
a. Traffic control operations	
b. Snow and ice removal	
c. Other	
d. Total (a. through c.)	0
4. General administration & miscellaneous	
5. Highway law enforcement and safety	
6. Total (1 through 5)	134,718
<b>B. Debt service on local obligations:</b>	
1. Bonds:	
a. Interest	
b. Redemption	
c. Total (a. + b.)	0
2. Notes:	
a. Interest	
b. Redemption	
c. Total (a. + b.)	0
3. Total (1.c + 2.c)	0
<b>C. Payments to State for highways</b>	
<b>D. Payments to toll facilities</b>	
<b>E. Total disbursements (A.6 + B.3 + C + D)</b>	134,718

**IV. LOCAL HIGHWAY DEBT STATUS**

(Show all entries at par)

	Opening Debt	Amount Issued	Redemptions	Closing Debt
<b>A. Bonds (Total)</b>				0
1. Bonds (Refunding Portion)				
<b>B. Notes (Total)</b>				0

**V. LOCAL ROAD AND STREET FUND BALANCE**

	A. Beginning Balance	B. Total Receipts	C. Total Disbursements	D. Ending Balance	E. Reconciliation
	105,759	97,806	134,718	68,847	0

Notes and Comments:

See the accompanying Independent Auditor's Report.

<b>LOCAL HIGHWAY FINANCE REPORT</b>		STATE: Colorado YEAR ENDING (mm/yy): December 2017	
<b>II. RECEIPTS FOR ROAD AND STREET PURPOSES - DETAIL</b>			
<b>ITEM</b>	<b>AMOUNT</b>	<b>ITEM</b>	<b>AMOUNT</b>
<b>A.3. Other local imposts:</b>		<b>A.4. Miscellaneous local receipts:</b>	
a. Property Taxes and Assessments		a. Interest on investments	
b. Other local imposts:		b. Traffic Fines & Penalties	420
1. Sales Taxes		c. Parking Garage Fees	
2. Infrastructure & Impact Fees		d. Parking Meter Fees	
3. Liens		e. Sale of Surplus Property	
4. Licenses		f. Charges for Services	
5. Specific Ownership &/or Other	22,079	g. Other Misc. Receipts RTA	43,219
6. Total (1. through 5.)	22,079	h. Other	
c. Total (a. + b.)	22,079	i. Total (a. through h.)	43,639
	(Carry forward to page 1)		(Carry forward to page 1)
<b>III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES - DETAIL</b>			
<b>ITEM</b>	<b>AMOUNT</b>	<b>ITEM</b>	<b>AMOUNT</b>
<b>C. Receipts from State Government</b>		<b>D. Receipts from Federal Government</b>	
1. Highway-user taxes	29,337	1. FHWA (from Item I.D.5.)	
2. State general funds		2. Other Federal agencies:	
3. Other State funds:		a. Forest Service	
a. State bond proceeds		b. FEMA	
b. Project Match		c. HUD	
c. Motor Vehicle Registrations	2,751	d. Federal Transit Admin	
d. Other (Specify) - DOLA Grant		e. U.S. Corps of Engineers	
e. Other (Specify)		f. Other Federal	
f. Total (a. through e.)	2,751	g. Total (a. through f.)	0
4. Total (1. + 2. + 3.f)	32,088	3. Total (1. + 2.g)	
			(Carry forward to page 1)
<b>III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES - DETAIL</b>			
	ON NATIONAL HIGHWAY SYSTEM (a)	OFF NATIONAL HIGHWAY SYSTEM (b)	TOTAL (c)
<b>A.1. Capital outlay:</b>			
a. Right-Of-Way Costs			0
b. Engineering Costs			0
c. Construction:			
(1). New Facilities			0
(2). Capacity Improvements			0
(3). System Preservation			0
(4). System Enhancement & Operation			0
(5). Total Construction (1) + (2) + (3) + (4)	0	0	0
d. Total Capital Outlay (Lines 1.a. + 1.b. + 1.c.5)	0	0	0
			(Carry forward to page 1)
<b>Notes and Comments:</b>			



January 16, 2019

Board of Trustees  
Town of Green Mountain Falls  
Green Mountain Falls, Colorado

We have audited the financial statements of the Town of Green Mountain Falls, Colorado (the "Town") for the year ended December 31, 2017, and have issued our report thereon dated January 16, 2019. Professional standards require that we provide you with the following information related to our audit.

### **Our Responsibility under Generally Accepted Auditing Standards**

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles in the United States. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform our audit to obtain reasonable, but not absolute, assurance about whether the financial statements are free of material misstatement. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or regulations that do not have a direct and material effect on the financial statements.

In planning and performing our audit of the financial statements, we considered the Town's internal control as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

Our responsibility for the supplementary information and state compliance accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information and state compliance in relation to the financial statements, as a whole and to report on whether the supplementary information and state compliance is fairly stated, in all material respects, in relation to the financial statements as a whole.

## **Significant Accounting Policies**

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Town are described in Note 1 to the financial statements. We noted no transactions entered into by the Town during the year for which there was a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements for the year ended December 31, 2017.

## **Accounting Estimates**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from management's current judgments. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

## **Significant Audit Adjustments**

For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. We provided management with a schedule of audit adjustments. An audit adjustment may or may not indicate matters that could have a significant effect on the Town's financial reporting process. In our judgement none of the audit adjustments proposed, either individually or in the aggregate, indicate matters that could have a significant effect on the Town's financial reporting process.

## **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

## **Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves the application of an accounting principle to the Town's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

## **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties while performing our audit.

## **Issues Discussed Prior to Retention of Independent Auditors**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to the retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and the responses were not a condition to our retention.

## **Other Matters**

### Segregation of Duties

As we noted last year, the Town has primarily one individual performing the majority of the accounting functions. This limited segregation of duties is common in municipalities of this size and nature. It is very important that the Town put in place compensating controls/procedures in order to mitigate most of the segregation of duties and lower the risk of material misstatement to the financial statements through error or fraud. We recommend that the Town implement procedures where necessary in order to reduce this risk.

### Payroll Transactions

We provided this comment last year. One individual is performing all payroll functions, including adding and deleting employees, changing pay-rates, processing bi-weekly payroll for recording in the accounting system and initiating the direct deposits for payment to employees. As we noted above in the segregation of duties, it is important that the Town establish and implement mitigating procedures to reduce the risk of potential unauthorized payroll transactions through error or fraud. We recommend that someone review the bi-weekly payroll prior to submission for payment to employees and that the review be documented.

We also noted that certain payroll forms were not fully completed by a representative of the Town. In addition, we found that authorized pay rates were not consistently documented in the personnel files. We recommend that the Town review all personnel files for accurate and current information on each employee.

### Pool Fee Revenue

We provided this comment last year, and during our audit procedures this year we didn't find any improvements to the processes over collecting and reporting pool revenue. We noted that the pool revenue collected at the pool is not reconciled by anyone to the Town's pool revenue reported in the accounting system. This poses a risk that pool revenue may not be properly reported in the Town's financial statements due to error or fraud. We recommend that the Town implement policies and procedures over the pool revenue, cash collections and reconciliation to the Town's accounting system on a timely basis.

## **Conclusion**

We would like to thank Mike Farina, Jason Wells and Judy Egbert for their assistance during the audit process.

This purpose of this report is solely to inform the Board of Trustees and management of the

Town of Green Mountain Falls about the results of our audit of the financial statements. Accordingly, this report is not suitable for any other purpose.

Sincerely,

*Logan and Associates, LLC*

Logan and Associates, LLC



**TOWN OF GREEN MOUNTAIN FALLS**

**ORDINANCE NO. 2019-01**

**AN ORDINANCE REPEALING ARTICLE V OF CHAPTER 2 OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE CONCERNING SOCIAL SECURITY AND RETIREMENT**

WHEREAS, the Board of Trustees desires to remove provisions addressing social security and retirement benefits that are included in the Green Mountain Falls Municipal Code; and

WHEREAS, the Town will replace them with a policy concerning retirement benefits to be adopted by the Board of Trustees.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO:**

Section 1. Article V of Chapter 2 of the Green Mountain Falls Municipal Code is hereby repealed in its entirety.

Section 2. Safety Clause. The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be effective thirty (30) days after passage.

INTRODUCED AND ORDERED PUBLISHED the \_\_\_\_ day of \_\_\_\_\_, 2019, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Jane Newberry, Mayor

ATTEST:

\_\_\_\_\_  
Laura Kotewa, Town Clerk/Treasurer

Published in the Pike Peaks Courier, \_\_\_\_\_ 2019.

**RESOLUTION NO. 2019-05**

**A RESOLUTION OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO,  
APPROVING AND ADOPTING A REVISED EMPLOYEE HANDBOOK**

**WHEREAS**, the Board of Trustees has determined that it is necessary to adopt a revised Employee Handbook;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF  
THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO, THAT:**

Section 1. The document attached as Exhibit A, entitled Employee Handbook, is hereby approved and adopted.

**INTRODUCED, READ and PASSED** this 5<sup>th</sup> day of February 2019.

TOWN OF GREEN MOUNTAIN FALLS,  
COLORADO

\_\_\_\_\_  
Jane Newberry, Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
Laura Kotewa, Town Clerk



# Employee Handbook

Adopted through Resolution No. 2019-05  
Adopted February 5, 2019

THIS EMPLOYEE HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE TOWN OF GREEN MOUNTAIN FALLS AND SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES. THIS EDITION REPLACES ANY PREVIOUSLY ISSUED EDITIONS OF THE EMPLOYEE HANDBOOK OR PERSONNEL POLICIES OR PROCEDURES.

NEITHER THE EMPLOYEE NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE TOWN IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE TOWN BOARD OR THE TOWN MANAGER HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN BOARD OR TOWN MANAGER AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE TOWN RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.



# **EMPLOYEE HANDBOOK**

## **Town of Green Mountain Falls**

Adopted by Resolution No. 2018-19, October 16, 2018

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## **Town of Green Mountain Falls, Colorado**

### **Employee Handbook**

## **EMPLOYMENT**

### **Equal Employment Opportunity/Unlawful Harassment**

The Town is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

### **ADA and Religious Accommodation**

The Town will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Town or cause a direct threat to health or safety. The Town will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the Town. Employees needing such accommodation are instructed to contact their supervisor or the Town Manager immediately.

### **Pregnancy Accommodation**

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the Town will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations.

The Town may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Town Manager.

The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required

to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

## **Sexual Harassment**

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

Submission to such conduct is made explicitly or implicitly a term or condition of employment.

Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

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

Written form, such as cartoons, posters, calendars, notes, letters, e-mails.

Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.

Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

## **Complaint Procedure**

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. The Town expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Town Manager or the Town Clerk who will investigate the matter and take corrective action. Your complaint will be kept as confidential as possible.

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

If the Town determines an employee's behavior is in violation of this policy, disciplinary action will be taken, up to, and including termination of employment.

## **CHAPTER I            GENERAL PROVISIONS**

### **Introduction**

The Board of Trustees is made up of elected officials with the authority to govern the municipal functions of the Statutory Town of Green Mountain Falls. To that end, the use of the term “Town” in this document refers to the municipal function served by the incorporated entity known as the Town of Green Mountain Falls.

This Employee Handbook has been adopted by the Board of Trustees of Green Mountain Falls and will be in full force and effect until such time as it is amended or repealed.

Please read this Employee Handbook. If you have questions that are not answered in the subject matter below, please contact the Town Manager.

### **Purpose**

The purpose of this Handbook is to explain the Town's personnel management and administration so as to recruit, select, develop and maintain an effective, efficient and responsive work force. The Handbook includes policies for salary administration, retirement, benefits, grievance, discipline, discharge and other administrative, personnel-related activities.

### **Organizational structure & authority**

As prescribed by Colorado statutes, the legislative, corporate and policy-making functions of the Town are vested in the Board of Trustees. The Board specifically delegates to the Town Manager the authority and responsibility to work with specific departments and to assist department personnel in establishing objectives and priorities for that specific department. The Board of Trustees approves the Town budget, which may determine the classifications and numbers of employees in each Department.

While the Board of Trustees establishes general personnel policies, the Town Manager has complete authority to employ, dismiss, suspend, or discipline all employees on a day to day basis, with the following exceptions: The Municipal Court Judge, the Town Attorney, and the Town Clerk may only be appointed or discharged by the Board of Trustees. Although the Town Clerk is appointed and discharged by the Board of Trustees, the Town Manager is responsible for day to day oversight and communications. . The Board of Trustees has sole authority to hire and fire the Town Manager, subject to any terms in a written agreement.

### **Coverage of policies, duties, obligations, job descriptions**

These policies apply to all employees of the Town, including full-time, part-time, salaried and hourly employees. In the event that the Town delegates a portion of its management and/or operation to another agency, this Handbook establish the minimum standards.

All Town employees, other than those mentioned above, serve at the discretion of the Town Manager. Employees are expected to meet all expectations in order to retain their employment status with the Town. The expectations include, but are not limited to, satisfactorily accomplishing the Town adopted job description requirements, any State or Federal requirements, working a schedule of hours required by the Town Manager, working to the Town Manager's satisfaction during all of those hours scheduled and successfully completing tasks required by the Town Manager, cooperating with other staff, Board Members, citizens and guests, working in a healthy physical and mental condition, free of alcohol consumption and adverse effects of drugs, and acting in an ethical manner by adhering to Town ethical standards at all times. Employees may choose to leave their employment at any time, and the Town reserves the right to terminate any employee at any time, with or without cause, notice or a hearing.

### **Dissemination**

Each person, upon employment by the Town, shall be furnished a copy of this Employee Handbook and shall sign an acknowledgement of receipt and understanding, which will be placed in the personnel file of each employee.

## **CHAPTER II CLASSIFICATION OF EMPLOYEES**

### **General provisions**

Employees are generally classified into one of several categories listed below. Employees will be hired in compliance with Fair Labor Standards Act ("FLSA") exempt salaried or FLSA non-exempt hourly employment standards.

### **Full-time employee**

A full-time employee is an employee who has been hired to work and who is normally required to work at least thirty (30) hours per week for the entire year. All provisions of this Handbook apply to all employees, although full-time compensation and benefits are only offered to full-time employees.

### **Part-time employee**

A part-time employee is an employee who has been hired to work fewer than thirty (30) hours per week. Part-time employees are not entitled to any benefits offered by the Town except worker's compensation and unemployment compensation benefits provided by law.

### **Marshal's Department personnel**

In addition to all provisions of this personnel policy, employees of the Green Mountain Falls Marshal's Department shall be governed by all policies and procedures specific to the Marshal's

Department. All Marshal's Department employees shall be informed of all procedures and policies applicable to that position upon being hired. The Marshal's Department Reservists shall also be governed by the Reserve Program Rules and Regulations Manual. All Marshal's department employees shall receive and sign for the Marshal's Department Procedures and Policies Manual as well as this Employee Handbook.

### **Volunteers**

Volunteers are governed by the policies and procedures as set forth in this Handbook, but they are not eligible for any benefits or compensation.

### **Temporary Employee**

A Temporary Employee is an employee who has been appointed for a limited and specified period, either full- or part-time, and receives no compensation or benefits other than pay for services performed. All such arrangements shall be confirmed in writing by the Town Manager.

## **CHAPTER III EMPLOYEE RELATIONS / RESIDENCY / EXAMINATIONS AND TESTING**

### **Employment of Relatives**

In the event two employees marry or form a civil union and one of the following situations applies, the Town will try to arrange a transfer of one or both employees:

- One spouse or civil union member directly or indirectly supervises the other spouse or civil union member
- One spouse or civil union member audits, verifies, receives or is entrusted with money received or handled by the other spouse or civil union member;
- Either spouse or civil union member works in a department that handles confidential matters, including payroll and personnel records

If no such transfer is available, one of the employees must terminate employment with the Town within 90 days from date of marriage or the registration of the civil union. The decision as to which employee resigns will be left to the two employees.

In addition, job applicants in a familial relationship with a current employee may be denied employment. This includes, without limitation: spouse, father, mother, son, daughter, sibling, grandparent, grandchild, uncle, aunt, nephew, niece, father-in-law, mother-in-law, son-in-law-daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsister, half-brother, half-sister, and first cousin, or any member of the employee's household.

### **Romantic Relationships**

If a romantic relationship develops between two people at work where one is in a supervisory position over the other, both parties are responsible for reporting the relationship to the Town Manager. Such relationships can be disruptive to the work environment, create a conflict of interest or the appearance of a conflict of interest, and lead to complaints of favoritism, discrimination, or sexual harassment. Steps may be taken to change the work relationship to avoid any conflict of interest.

### **Residency Requirements**

Employees of the Town of Green Mountain Falls are encouraged to live in the Town or within the Ute Pass area. If an employee does not live within the limits of the Town of Green Mountain Falls, geographic considerations (the distance of an employee's residence from the Town of Green Mountain Falls) or difficulty in traveling from the employee's home to Green Mountain Falls for any reason, including inclement weather or lack of transportation, will not constitute justifiable reasons for failure to report for duty as assigned or expected. The Town reserves the right to establish special residency requirements for specific positions based on the requirement for quick emergency response or other factors.

### **Examinations/Evaluations – Medical, Psychological, Alcohol, Drug/Chemical Dependency, Polygraphs**

The Town has a zero tolerance for alcohol or drug use by employees while on the job. Under certain circumstances, a current employee may be required to undergo medical, psychological, alcohol, drug dependency or polygraph examination and evaluation at a facility selected by the Town. The purpose of such an examination is to determine the applicant's fitness and ability to perform the required work.

Testing procedures and standards will be determined by the laboratory conducting the testing and analysis in regard to sample identification, chain of custody, testing and analysis.

### **Drug and Alcohol Testing for Individuals with Commercial Driver's Licenses (CDL)**

Drug testing policies for CDL drivers and other employees driving as part of their employment with the Town may be set forth in a separate policy.

## **CHAPTER IV          WORK SCHEDULE**

### **Work Week**

The work week for all employees shall begin on Sunday at 12:00 midnight and end on the next Saturday at 11:59 p.m.

### **Scheduling**

The Town Manager will determine the arrival and departure times for the employees of each department to achieve maximum effectiveness.

Employees who work an eight-hour day schedule are entitled to two fifteen-minute breaks plus a lunch break consisting of ½ or 1 hour, so long as eight hours are worked in one day.

Employees who work part time for four hours per day are entitled to one fifteen-minute break with no lunch break.

Employees who work part time for six hours per day are entitled to one fifteen-minute break and a ½ hour lunch break.

### **Attendance**

Excessive absences or multiple instances of unexcused absences or tardiness may result in disciplinary action and/or termination. An employee who fails to notify his or her supervisor of any absence from work or does not call in within an hour of the expected start time may be the subject of disciplinary action.

Unexcused absences include any non-prearranged time away from work, including, but not limited to:

- Doctor or dentist visits or other appointments for which pre-approved absence is not requested and granted. Employees are expected to arrange personal appointments during non-work time whenever possible.
- Arriving at work late (after scheduled start time) without prior approval.
- Leaving work early (prior to scheduled end time) without prior approval.
- Extended breaks and/or meal periods without prior approval.

### **Emergency Conditions**

All Town facilities are considered open for business, during normal opening times, regardless of weather conditions, fire damage, natural disaster, or other unusual circumstances unless officially designated CLOSED by the Town Manager or the Town Marshal.

When facilities are open: The decision to report to work when unusual conditions prevail shall normally reside with the employee except in the case of designated emergency personnel who shall be expected to report as instructed or scheduled. In the case of both emergency and non-emergency personnel, the Town reserves the right to provide transportation for the employee and to require the employee to report to work. An employee's job description will specify whether a position qualifies as emergency personnel. An employee should ask for clarification if he or she is unsure.

During emergency conditions when Town facilities remain open, all employees will exercise one of the following options:

- 1) Report to work as scheduled – all hours worked during the normal shift shall be paid at the employee's regular rate of pay.
- 2) Charge any time that the employee does not work due to emergency conditions to PTO leave, compensatory time, or leave without pay.

The employee is responsible for contacting the supervisor or the Town Manager if unable to report to work.

When the Town Manager closes Town Facilities due to emergency conditions the following provisions will apply:

- Emergency personnel are expected to report to work as directed or scheduled.
- Non-emergency personnel do not report to work unless specifically requested to do so by their supervisor. All time not worked shall be accounted for as PTO leave, compensatory time, or leave without pay. All personnel that are requested to and do report to work shall be compensated at the regular rate of pay for all normal hours worked and with overtime pay as required by law.

## **CHAPTER V            COMPENSATION**

### **Pay**

Employees will be paid based on a bi-weekly pay period.

### **Salary Ranges**

To the extent possible, salary ranges will be established for each classification by the Board of Trustees, upon recommendation from the Town Manager, with reference to comparable positions in local public and/or private nonprofit agencies in accordance with proper program guidelines. These ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class, in providing employee incentive for growth and improved performance, and in rewarding employees for meritorious service.

### **Continuous Service**

Service requirements for salary advancement and for other purposes will be based on continuous service without a break. Leave without pay exceeding thirty calendar days generally will not be counted as continuous service.

### **Overtime and Compensatory Time**



**Applicability of Fair Labor Standards Act.** The Town of Green Mountain Falls is governed by the provisions of the Fair Labor Standards Act (FLSA) in determination of eligibility for compensatory time and monetary payment for overtime. With this as a consideration, the Town has the right to determine the employee's work week. This Section of the Handbook applies to non-exempt employees under the FLSA.

### **Compensatory Time Off in-lieu of Overtime Pay**

- Compensatory time off will be given in lieu of overtime pay unless approved in advance by the employee's supervisor.
- Employees shall obtain verbal or written authorization from the Town Manager prior to continuing work into overtime in any given work period. Emergency conditions such as those affecting the public health, safety, and welfare will be taken into consideration, but verbal or written approval from the Town Manager must be obtained prior to working additional hours. Working unauthorized overtime hours may subject an employee to disciplinary action.
- Compensatory time will accumulate up to a maximum accumulation of 40 hours for all non-exempt employees under the FLSA. The employee and the employee's supervisor will coordinate so that this accumulated compensatory time is taken by the employee as soon as possible after it is earned. If an employee works in excess of forty hours in a work week and has reached the maximum accumulation, the employee will receive overtime pay for those hours. Accumulated and un-used compensatory time remaining to the credit of the employee upon separation from employment will be paid out at the employee's hourly rate at the time of separation.

### **Payroll Deductions**

The following deductions are required by law to be withheld from the employees' paycheck:

- Federal and state tax withholdings
- Garnishments and tax levies

Deductions that may be authorized by the employee include:

- Health, dental, and life insurance premiums, as applicable
- Retirement savings

### **Time Recording**

Each non-exempt employee shall complete a time sheet, as provided by the Town, for each work week recording their hours worked during that work week. The time sheet is to be turned in to the supervisor in accordance with a schedule established by the Town Clerk.

Exempt employees are to track exceptions only, such as use and category of any time off, and are not to track the specific number of hours worked on a daily or weekly basis.

## **CHAPTER VI          EMPLOYEE BENEFITS**

### **Policy**

Paid holiday, annual PTO benefits, military leave, jury duty, health insurance, and worker's compensation benefits are granted in full from the first day of eligibility.

Except as may be governed by state law, benefits may be increased, decreased, eliminated, changed or modified from time to time as deemed necessary or appropriate by the Board of Trustees. The Town will make a reasonable effort to provide employees with a minimum of 30 days' notice prior to the effective date of any benefit change.

### **Official Holidays**

The following 13 days are considered paid holidays for all full-time Town employees:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Presidents' Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans' Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Holidays that fall on Saturday will be observed on the preceding Friday (or Thursday if Town Hall is closed on Fridays); holidays that fall on Sunday will be observed on the succeeding Monday. Holidays must be observed as they occur, except when the Town Manager determines that an employee must work for reasons of public health, safety or welfare. Holidays may not be accumulated and no compensation for unused holidays will be paid out upon separation. If, for reasons of public health, safety or welfare, a full-time employee must work on a If the Town Manager determines that an employee is required to work on a designated holiday; ~~the employee;~~

- Full-time and part-time regular employees will receive time-and-a-half pay for hours actually worked on the holiday, regardless of the number of hours worked the rest of the week.

- Full-time employees will receive one full replacement shift to be taken on another day. The number of hours allotted is equal to the number of hours that employee is typically scheduled to work on the day the holiday falls. This replacement shift must be used within two months of the earned holiday. Scheduling the use of the replacement holiday shift is subject to Town Manager approval.
- All work conducted on an observed holiday must be approved by the Town Manager prior to the employee beginning work. Failure to request and receive prior approval is grounds for disciplinary action.

~~may choose to either (1) be paid at time and one-half of the employee's regular rate of pay for hours worked during the holiday; or (2) at the employee's regular rate of pay for hours worked during the holiday and in addition receive additional time off equal to the hours worked during the holiday to be used by the employee at a later time. Scheduling use of the additional time off is subject to supervisor approval.~~

In order to receive pay for a designated holiday, an employee must be employed both the scheduled work day immediately preceding and immediately following the holiday. The number of hours paid for the holiday will represent the number of hours the employee would typically be scheduled to work on that day.

## **Religious Holidays**

Employees who desire to attend religious services or observe religious holidays that occur during scheduled work hours must receive approval for the absence in the same manner as for other absences. Employees may use PTO benefits, compensatory time off, or leave without pay for such purposes.

## **Paid Time Off (PTO) Benefits**

### **Accrual**

Paid Time Off is a benefit that may be used for any purpose. To the extent possible, the employee is expected to request time off through their supervisor using the process implemented by the Town Manager. For unanticipated time off needs, the employee is to notify the supervisor as soon as possible. The Town Manager has full discretion to approve or disapprove requested leave, whether it is anticipated or unanticipated.

Full-time employees shall earn annual PTO benefits each year on the basis of accumulated employment as shown below.

First pay period up to 1 year:	88 hours per year
1 year through 5 years:	176 hours per year
5 years through 10 years:	200 hours per year
10 years through 15 years:	256 hours per year

15+ years

280 hours per year

PTO benefits shall be earned at the rate of 1/26 of the applicable annual allowance per bi-weekly pay period. The rate of accrual is computed from the date of employment, subject to a cap. Employees accrue PTO in hours in proportion to their FTE percentage classification, and will be pro-rated accordingly.

### **Maximum Accrual**

In order to promote an appropriate work-life balance, employees' PTO benefit accruals are capped at a maximum accrual of one years' worth of the employee's normal annual rate of accrual . Once a balance reaches the cap, the employee will cease to accrue additional PTO balance beyond the cap until reducing the accrued balance by taking time off. Accruals under the cap are on a rolling basis and do not expire.

### **Payment of upon Separation**

PTO accruals are not payable upon separation.

### **Health Insurance Benefits**

Full-time employees, those who work 30 or more hours per week, are eligible to enroll in the Town's group insurance plans. Full-time employees may also be eligible to enroll their family members in the Town's group insurance plans. Separate additional information will be provided related to specific plans and benefits.

### **Retirement Benefits**

Full-time employees are eligible to participate in the Town's retirement plan. Details, regulations, and schedule of contributions will be explained to the employee prior to the enrollment period.

### **Workers Compensation and Work-Related Absence**

Any employee who becomes incapable of performing his or her normal duties as the result of injury or illness incurred within the scope of the employee's employment shall be deemed to be on work-related absence as required by law. All employees of the Town shall receive the statutory benefits under the Worker's Compensation Act of Colorado.

## **Military Leave**

Employees will be granted a military leave of absence, reinstated and paid in accordance with state and federal law.

## **Jury Duty**

Employees required to serve in court as jurors will receive full normal pay (i.e., straight-time for their normal number of hours worked) for the duration of such duty, with the provision that the employee shall remit all compensation (other than mileage reimbursement) received for this duty to the Town. An employee released from jury duty or from serving as a witness is required to return to work as soon as possible.

Employees must immediately notify the Town Manager or their supervisor when they receive notice of jury duty or other notice to appear in court.

## **Court Appearances**

Employees who are required to appear in court on matters that do not relate directly to their duties in the Town, except for jury duty, shall not be granted court leave. They may be allowed to use accumulated compensatory time, PTO benefits, or leave without pay.

## **CHAPTER VII      UNPAID LEAVE**

As a public sector or governmental employer, the Town is covered by the federal Family Medical Leave Act (FMLA). For this reason, the Town has posted an FMLA notice to employees. However, to be eligible to take FMLA leave, an employee must work at a work site with at least 50 employees within 75 miles. Because the Town does not have at least 50 employees, employees are not eligible to take FMLA leave. The Town may, however, allow unpaid leave in certain circumstances with approval by the Town Manager.

Except in the case of workers compensation leaves, an employee requesting unpaid leave will be required to use all accrued paid time off for such absence first. Once the employee's paid leave bank is depleted, unpaid leave may be granted by the Town Manager at his or her discretion.

## **Advance Notice**

An employee must provide at least 30-days advance notice when requesting unpaid leave if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a family member.

When it is not practicable under the circumstances to provide such advance notice, (e.g., a premature birth or a medical emergency) such notice must be given no more than two working days after the employee learns of the need of the leave.

The Town Manager may request documentation regarding the need for unpaid leave at reasonable intervals.

Unpaid leave is not intended to continue indefinitely. After an extended period, the Town Manager may declare the position vacant when he/she finds that it is in the best interest of the Town to do so.

## **CHAPTER VIII HEALTH AND SAFETY**

### **Reporting Accidents and Injuries**

All on-the-job injuries must be reported immediately to the injured employee's supervisor, whether or not medical care is needed. The supervisor will assist in the acquisition of medical treatment, if needed or requested by the employee. The supervisor will conduct a brief investigation of the incident to determine causation and to assist in mitigation of future incidents. The supervisor will prepare a written report to the Town Manager.

If, while operating a town-owned vehicle or privately-owned vehicle in the performance of official town duties, an employee is involved in an accident resulting in personal injury or property damage, the employee shall:

1. Notify and report the accident to the appropriate law enforcement officials;
2. Request that all parties remain at the scene of the accident until a law enforcement representative releases them;
3. Report the accident to his/ her supervisor or the Town Manager as soon as possible, but no later than the day after the accident;
4. Refrain from any discussion of the accident with anyone other than the Town Manager, the Town's insurance company or its attorneys, law enforcement or representatives of the employee's own insurance, if the employee's personal vehicle is involved.

If an employee's conduct has resulted in a loss or damage to Town equipment or property, the Town may seek to recover the cost of such loss or damage from the employee.

### **Worker's Compensation**

All employees are entitled to benefits as provided by the Colorado State Worker's Compensation Law for injury or illness arising out of and in the course of Town employment.

Worker's compensation insurance covers only injuries arising out of and in the course of employment as determined by the Town's worker's compensation insurer.

All on-the-job injuries and illnesses must be reported to the employee's supervisor, the Town Manager, or the Town Clerk for filing with the Town's workers compensation insurance company as soon as possible and not later than 24 hours after an occurrence. Failure to report an on-the-job injury or illness could result in a reduction in benefits. A written report of all injury investigations must be made and will be included in the file.

The Town follows a return-to-work policy in accordance with state laws and insurance carrier requirements. As part of these requirements, a medical confirmation of the return-to-work status of the employee will be required prior to returning to work.

### **Use of Town Vehicles and Property**

An employee must possess a valid, appropriate Colorado driver's license to operate a Town-owned vehicle or personally-owned vehicle while on Town business.

Employees with Commercial Drivers Licenses and employees of the Marshal's Department are prohibited from the on- or off-duty use of marijuana, regardless of whether they are impaired or under the apparent influence of marijuana in the workplace because marijuana is a Schedule 1 controlled substance under the Federal Controlled Substance Act, 21 U.S.C. §812, which remains illegal under Federal law.

Operation of a Town-owned vehicle is restricted to official Town business. Any Town property, including vehicles, shall not be used for private purposes. Personal business conducted while an employee is in a Town vehicle shall be restricted to stops requiring no more than a 15-minute break period or a normal lunch period. Such stops shall not result in additional mileage on the vehicle and shall be restricted to "en route" stops.

### **Use of Private Vehicles**

An employee who is authorized by the Town Manager to operate a private vehicle on official Town business will be reimbursed at the Internal Revenue Service's standard mileage rates.

If the employee becomes involved in an accident while operating his or her personal vehicle on Town business, the employee's personal auto insurance coverage is considered to be the primary policy (insurer).

Traffic citations and parking tickets received while operating a vehicle on Town business, whether the vehicle is Town-owned or personally owned, are the responsibility of the employee.

### **Safety Equipment**

The Town may provide safety equipment as it deems necessary and appropriate to employees whose positions require such safety equipment and may make its use mandatory.

### **Smoking in Town Buildings and Vehicles**

Smoking is not permitted by any Town employee in any buildings or vehicles belonging to or owned by the Town. Smoking includes use of e-cigarettes or electronic vaporizing devices and the use of any product that can be used to deliver tobacco, nicotine, or marijuana to the person inhaling from the device.

### **Reporting to Work While Impaired by Medications**

No employee shall report to work, or be at work, if impaired by prescribed or over-the-counter medications. Employees are expected to use prescription and over-the-counter medications in an appropriate manner and dosage and are expected to know whether the appropriate use of such medications may impair their ability to perform their jobs safely and competently.

## **CHAPTER IX           DISCIPLINARY PROCEDURES**

The Board of Trustees hereby delegates to the Town Manager the exclusive right to determine the discipline appropriate for each employee's conduct. The Board of Trustees reserves the right to determine discipline for the Town Manager. There is no requirement that disciplinary action be given in any specific or progressive sequence.

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action, which, in its opinion, seems appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

## **CHAPTER X           TRAINING AND CAREER DEVELOPMENT**

### **Orientation**

Each new employee shall be given an orientation to the job and to the policies adopted by the Board of Trustees. Orientation will be given by the employee's supervisor. The Town Manager may permit or direct the attendance of employees at meetings, conferences, or seminars intended to improve skills or knowledge. Acceptance of such training by an employee at reasonable times and with reasonable frequency is a condition of employment.

### **Training**

The Town Manager may release an employee from regular duties with pay during the work day to attend classes in a recognized institution of learning if in his or her opinion such classes contribute to the purposes of the Town and/ or to the attainment of the objectives of the Board of Trustees. Hours in exceeding eight hours per week must be approved in advance by the Town Manager.



## **Out of Town Travel**

Employees who are authorized by the Town Manager to attend meetings, conferences, and schools, etc., and are required to remain away from home overnight may be reimbursed. Reimbursements for all travel expenses must be substantiated by receipts. No employee may be paid for travel between home and the regular work place. No reimbursement shall be made for entertainment, including alcohol purchases. Additional requirements regarding reimbursement and travel rules may be adopted by separate policy.

## **CHAPTER XI          PERFORMANCE EVALUATION**

### **Responsibility**

The supervisors and the Town Manager are responsible for evaluating the performance and merit of personnel under their purview.

### **Form and Frequency**

Employee evaluation reports let employees know how the supervisor views their performance, furnishes guidelines to improve that performance, and assists the employee in preparing for advancement. The Town Manager determines the format for evaluations, and full-time employees will generally be evaluated at least annually. An approved increase in pay may follow annually, depending upon Board approval of the Town budget.

Employee evaluations will be kept in the personnel file of that employee. The employee has the right to place in the personnel file a written statement of exception or explanation of the evaluation. The entire contents of the personnel file are considered when decisions concerning promotion, demotion, or disciplinary action are made.

## **CHAPTER XII          EMPLOYEE PERSONNEL RECORDS**

### **Personnel Records and Files**

Personnel records are maintained in accordance with established personnel and legal procedures and portions are protected from and subject to public disclosure under the Colorado Open Records Act. Employee records shall be maintained by the Town Clerk.

### **Review of Personnel Records and Files**

Any employee may review his/her personnel file at any time during the normal working hours of the Town Clerk. Employees may receive a copy of any information in their file upon request, unless prohibited by law.

### **Release of Personnel Information**

Employees are encouraged to retain copies of their performance evaluations, since the only information released to prospective employers or for the purposes of establishing credit are dates of employment, full- or part-time status, job titles, and rate of pay. Any other requests for employee information must include a signed release from the employee.

## **CHAPTER XIII      ELECTRONIC MEDIA ACCESS, E-MAIL AND INTERNET USE**

### **Scope**

While electronic mail and the Internet have become indispensable workplace communication and research tools, improper usage creates the potential for employer liability.

### **Purpose**

The purpose of this policy is to convey an acceptable use policy regarding the Internet and e-mail services or equipment owned and provided by the Town of Green Mountain Falls. This will ensure that users of e-mail, Internet, voice mail, electronic facsimile (FAX), electronic bulletin boards, and electronic subscription services are aware of privacy/security, application, and legal issues related to their usage. This will also ensure that requests for information stored in the aforementioned formats are complied with in the same manner as requests for information stored in non-electronic formats.

### **Employee Use of Electronic Media, E-Mail and the Internet**

All Electronic Communications Systems and information transmitted by, received from, and stored in these systems is owned or under the custody of the Town of Green Mountain Falls. “Electronic Communications System” is defined as the equipment and electronic messages that are transmitted between two or more computers or electronic terminals, and the messages left on a voice mail system.

An employee has no expectation of privacy in using the Town’s Electronic Communications System when transmitting, receiving, or storing information, whether on or over the Internet or by e-mail. The Town of Green Mountain Falls may monitor the system at any time at its discretion by random monitoring or monitoring any suspected improper use. Monitoring may include printing and reading electronic messages entering, leaving, or being stored in these systems and identifying Internet sites accessed. Electronic messages may be public records, available to the public for inspection upon request.

Data and information about the operations of the Town of Green Mountain Falls and its employees are collected and retained only to satisfy legitimate business purposes or as required

by law. Protecting Town information and systems is every employee's responsibility. Town employees share a common interest in ensuring information and systems are not intentionally, accidentally or improperly disclosed, lost or misused.

Care should be taken when using the Electronic Communications System. If the sender of a message on the Electronic Communications System does not intend for the mail to be forwarded, the sender should clearly mark the message "DO NOT FORWARD".

Deliberate unauthorized acts against the Town, including but not limited to misuse, misappropriation, and destruction of information or system resources, and/or the deliberate unauthorized use of software/shareware, may result in disciplinary action.

Town employees have an obligation to use their access to the Internet in a responsible and informed way, conforming to network etiquette, customs and courtesies, and representing the Town in a positive manner. Use of electronic media, e-mail, or the Internet by Town employees constitutes acknowledgement of this policy in whole, whether formally acknowledged or not.

Employees should have no expectation of privacy of electronic messages or information received or sent over the Internet.

### **Acceptable Use of Electronic Media, the Internet, and E-Mail**

The following constitute examples of acceptable use of electronic media, the Internet and e-mail. This list is not all-inclusive:

- To communicate and exchange professional, work-related materials.
- To use for professional society, university association, government advisory or standard activities related to the user's professional capacity.
- To use in applying for or administering grants or contracts for work-related applications, but not for fund raising.
- To use any other administrative communications or activities in direct support of work-related functions.
- To announce new products or services within the scope of work-related applications.
- To access databases or files to obtain work-related reference material or work conduct research.
- To post work-related questions or share work-related information.

### **Unacceptable Use of Electronic Media, the Internet and E-Mail**

The following constitutes unacceptable use of electronic media, the Internet and e-mail:

- The creation, downloading or transmission of any offensive, obscene, or indecent images, data or other material, or any data capable of being resolved into offensive, obscene or indecent images or material, except the transmission of official work-related information. Materials containing unlawful or inappropriate content, when not necessary for conduct of the job.

- The creation or transmission of unsolicited commercial or advertising material either to other user organizations, or to organizations connected to other networks or users.
- Deliberate activities with any of the following characteristics:
  - Corrupting or destroying other users' data
  - Violating the privacy of other users
  - Disrupting the work of other users
  - Introduction of "viruses"
  - Violation of Federal, State or local laws
  - Transmitting threatening or harassing materials.
- Lobbying any government (elected official or agencies) for purposes of supporting or opposing any issues, programs, or projects except as directed by the Town Manager or the Board of Trustees.
- Use of services to gain unlawful access to information, computational, or communication devices or resources.
- Transmission of material in violation of applicable copyright laws or patents.
- Personal use not related to the conduct of work directly on behalf of the Town of Green Mountain Falls, except that incidental personal use may be permitted during non-work hours.
- To misrepresent oneself or the Town of Green Mountain Falls government.
- To express views representing the Town of Green Mountain Falls government without proper authorization.
- Any matters for which the employee has an expectation of personal privacy.

## **Use of software**

The Town of Green Mountain Falls will only allow software that is obtained and licensed by the Town to be stored or executed upon its computers. Programs installed with the intention of protecting municipal devices and peripherals, such as anti-virus software, shall not be removed or disabled.

Any software and software manuals covered under copyright laws or licensed under an agreement prohibiting duplication must not be duplicated, copied, or otherwise used on multiple computers, unless permitted by written agreement with the vendor. Single copies of software shared by multiple computers on a local/wide area network are not permitted unless specifically licensed for such purpose or unless the Town of Green Mountain Falls wrote the software. Licensed software on municipal computers shall not be downloaded to another computer for execution or for creation of a local copy unless permitted by written agreement of the vendor.

## **Privacy**

Employees should have no expectation of privacy regarding the electronic media. Any information or data contained in any computer owned by the Town of Green Mountain Falls is available to the Town of Green Mountain Falls at all times and may be subject to audit. An employee does not have a right to individual privacy while using the Town of Green Mountain Fall's computer Electronic Communications System.

### **Interception**

No user may intercept the e-mail of another employee, business or person. No employee may receive e-mail as an agent/employee of the Town without the knowledge and permission of the Town Manager.

### **Public Records**

All electronic communications should be considered a public record and may open to inspection pursuant to the Colorado Open Records Act, C.R.S. § 24-72-201.1, *et seq.*

All requests for public records should be directed to the Town Clerk for processing.

### **Monitoring**

The Town may monitor, with or without consent or knowledge of an employee, e-mail and Internet usage at any time, whether by tracking all users, selecting random users, or tracking employees at the request of the Town Manager or Board of Trustees.

## **CHAPTER XIV      SEPARATION FROM EMPLOYMENT**

### **Termination**

Termination of an employee will be made at the discretion of the Town Manager in consultation with the Town attorney.

### **Resignation**

An employee shall provide the Town with written notice no less than two weeks prior to the effective date of the resignation. Unauthorized absence from work for a period of three consecutive working days may result in termination.

### **Exit Interview**

The supervisor or Town Manager may conduct an Exit Interview on each separating employee unless the circumstances of their separation make it impossible to do so. The notes from the Exit Interview will be placed in the employee's Personnel File.

**Death**

In the case of an employee's death, separation shall be effective as of the date of death. All compensation shall be paid to the estate of the employee, except for such sums as by law may be paid directly to the surviving spouse.

**Final Paycheck**

In addition to other remedies available under the law, an employee's final paycheck may be reduced if he or she has not turned in town equipment, tools, keys, or other property belonging to the Town, and/or if the employee owes money to the Town for any reason.

Final paychecks will include payment for any accrued, unused compensatory time. The separating employee shall leave a forwarding address with the Town Clerk indicating where future correspondence and tax report forms can be mailed.

## ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED OCTOBER 16, 2018. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE TOWN'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY LAW, MY EMPLOYMENT WITH THE TOWN IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE TOWN AT ANY TIME, FOR ANY REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF THE TOWN OTHER THAN THE TOWN MANAGER HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN MANAGER AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE TOWN RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

IF I HAVE QUESTIONS REGARDING THIS EMPLOYEE HANDBOOK, OR EMPLOYMENT POLICIES OR BENEFITS I UNDERSTAND THAT I AM ENCOURAGED TO TALK DIRECTLY TO THE TOWN MANAGER.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

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**Employee Signature**

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**Date**

**Print name:**

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# POSITION BROCHURE AND JOB DESCRIPTION TOWN MANAGER

## Green Mountain Falls, CO



***Applications must be received by 5:00 p.m.,*** 

Complete application must include letter of interest and resume, including salary history.

Submit to:  
Laura Kotewa, Town Clerk/Treasurer  
[gmftownclerk@gmail.com](mailto:gmftownclerk@gmail.com)

### **EQUAL OPPORTUNITY EMPLOYER**

Applicants will remain confidential until finalists are named for interviews.  
Names of finalists are subject to public disclosure.

For inquiries on the application and selection process, contact:  
Judy Egbert  
[GovPro@outlook.com](mailto:GovPro@outlook.com)  
719/580-9357



## **FOREWORD**

The Town of Green Mountain Falls is seeking a qualified, energetic and outgoing individual to serve as its next Town Manager. This position provides an outstanding opportunity to be a creative leader in a truly spectacular mountain environment.

## **ABOUT GREEN MOUNTAIN FALLS**

The Town of Green Mountain Falls is a summer resort community located north of Pikes Peak and eleven miles west of Colorado Springs just off U.S. Highway 24. At an altitude of 7,800 feet, the town is nestled in a picturesque mountain canyon surrounded on three sides by Pike National Forest. The El Paso/Teller County line goes north-south through the town, with sixty-two percent (62%) of the town in El Paso County, and thirty-eight percent (38%) in Teller County. Natural assets include: three creeks, multiple waterfalls, a lake, rugged cliffs, forests, wildflowers, hiking trails and abundant wildlife, including bears, deer, and mountain lions. Green Mountain Falls is a quiet and peaceful mountain town with a year-round population of about 870. In the summer, the number of residents doubles as people from other states arrive to use their family cabins.

Architecturally, Green Mountain Falls has a variety of rustic summer log cabins and Victorian houses mixed with newer homes. The town's character is reflected in the preservation of historic structures including the original land office building, hotels, and the Church in the Wildwood. The town's focal point is an 1890 Victorian-style gazebo, situated on an island in a small lake located in the center of town.

The Green Mountain Falls trail system provides twelve trails with a variety of hiking experiences. Several of these trails climb the ramparts overlooking the town and connect to the north slope of Pikes Peak and to three large reservoirs with great fishing.

For more information please see the following websites:

[www.gmfco.us](http://www.gmfco.us)

[www.discoverutepass.com](http://www.discoverutepass.com)

[www.gmfcotrails.org](http://www.gmfcotrails.org)

## **HISTORICAL BACKGROUND**

Prior to the arrival of explorers and settlers, the nomadic Ute Indians established a trail along Fountain Creek, past the site of present-day Green Mountain Falls. Their path would later become a major transportation route from Colorado Springs into the mountains. The construction of the Colorado Midland Railway up Ute Pass opened up a new era of resort life. In 1887, W.J. Foster bought a ranch from George Howard in order to build a new resort and town site which he named Green Mountain Falls. In the summer of 1888, the Town Company started developing streets, dug a lake, built a gazebo, and put up a three-story hotel. By July, an estimated 500 people were living in furnished hardback tents rented at \$4 to \$7 per week. In 1890, the town was incorporated.

People from Kansas, Oklahoma, and Texas visited the resort to escape fierce summer heat. They returned later to build family cabins and Victorian style homes. Many of these early homes have been passed down from generation-to-generation.

A series of fires in the early 1900s burned out many of the Ute Pass hotels. By 1923, the railroad ended passenger service, and all operations ceased in 1949. During this time, Green Mountain Falls began a steady transition from predominately summer-only residents to primarily year-round residents.

In the 1970s, Colorado Springs began experiencing explosive growth and, correspondingly, the Green Mountain Falls population jumped from 179 in 1960 to 669 in 2013 (US Census figures). More and more people moved to Green Mountain Falls to escape the noise and frenzy of the big city. This trend continues today to some degree.

## **EDUCATION**

Green Mountain Falls is served by Ute Pass Elementary School which is part of the Manitou Springs School District and located only two miles away. Middle and high-schools are located in nearby Manitou Springs. Surveys have shown that the school district's regular high rankings were an important factor in residents' decisions to move to Green Mountain Falls.

## **HEALTH CARE**

Pikes Peak Regional Hospital and Surgery Center is located seven miles up the highway just outside of Woodland Park. A new, state-of-the-art community hospital, it offers the latest in innovative technology with highly trained and committed staff.

## **COMMUNICATIONS**

Cable, satellite TV, and high-speed internet service connections attract telecommuters to live and work remotely. They find Green Mountain Falls attractive whether they are looking for a more peaceful lifestyle, want to raise a family in a less crowded atmosphere, or simply want to experience a more active lifestyle with hiking and biking right outside their back door.

## **TOWN SERVICES**

The Green Mountain Falls Marshal's Department provides law enforcement services. The Marshal's Department works cooperatively with the El Paso County Sheriff's Office, Teller County Sheriff's Office, and the Colorado State Patrol. The crime rate is minimal compared to other tourist communities throughout Colorado.

The Public Works Department provides daily maintenance of roads, parks and facilities and the seasonal operation of the municipal pool. Public Works assists in planning for future capital improvements.

Utility service is provided to the Green Mountain Falls community by the City of Colorado Springs (water, electric) and Black Hills Energy (natural gas). All residences and businesses are on septic tanks.

Fire protection for the town is provided by a special district with volunteer staff.

## **FINANCIAL TRENDS**

Municipal revenues derived from sales and property taxes are roughly equal and together comprise over one half of the Town's total revenues. The remaining revenue is mostly derived from the Town's newly established lodging occupation tax, use taxes, permit and franchise fees, license fees, intergovernmental revenues, and charges for services.. The property tax rate increased in 2014 and sales tax collections have shown slight annual increases thru 2018. Use taxes fluctuate and are directly related to building activity. Thus, the development and protection of revenue-producing-property in balance with residential development is key to the Town's sound financial condition.

## **TOWN GOVERNMENT**

Green Mountain Falls was incorporated as a statutory town in 1890. The corporate authority of the Town is vested in an elected, non-partisan Board of Trustees, consisting of a mayor and four trustees. The number of trustees was reduced by election from six to four in November 2018. All are elected at large. The mayor is elected for a two-year term and the four trustees for staggered four-year terms. The Board of Trustees heads the government, and the Town Manager is the chief administrative officer.

## **GOVERNMENT ORGANIZATIONAL STRUCTURE**

The Board of Trustees appoints the Municipal Judge, Town Attorney, Town Manager, Town Clerk/Treasurer, and Town Marshal. The Town Manager has full authority over hiring and supervising all other staff.

Municipal amenities maintained by the staff include: town-owned buildings, parks, playgrounds, tennis courts, lake, and pool.

Municipal services provided by the staff include: law enforcement, road maintenance, snow removal operations, pool operations, facility maintenance, and general administration. The Town is currently exploring the concept of creating a staff-level planning and land use function with the Town Board having appropriated a modest allocation for that purpose in the 2019 budget.

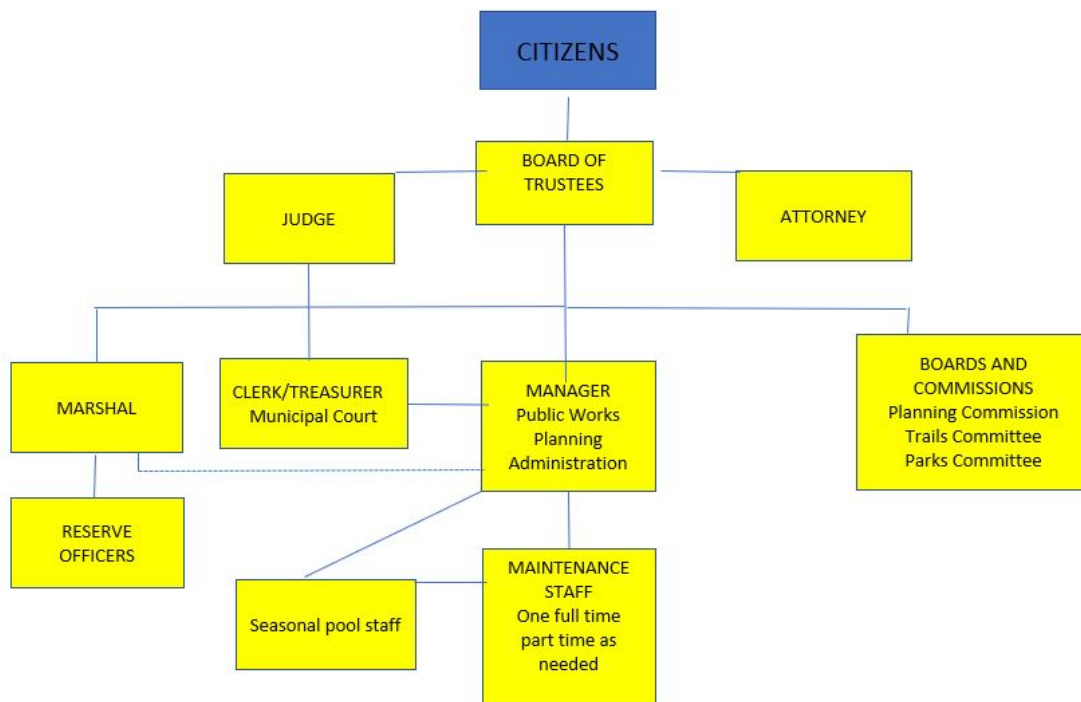
Building inspection and permitting services are provided by contract with the Pikes Peak Regional Building Department.

## **ORGANIZATIONAL STRUCTURE**

In 2016, the town hired its first Town Manager and abandoned the past practice of operating under a trustee liaison model. By hiring a chief administrative officer, the Board of Trustees delegates management of day-to-day operations to a professional manager, consolidating control over personnel functions and communication with the Board of Trustees into a single executive position.

The statutory functions of the Town Clerk/Treasurer are subject to Board of Trustee authority, while the administrative and financial aspects of the job fall under the supervision of the Town Manager.

Similarly, the Marshal is appointed by the Board of Trustees, but day to day activities are accountable to the Town Manager.



## **STRENGTHS AND CHALLENGES**

Green Mountain Falls has had slow population growth for the past several decades yet manages to improve its services and the community as a whole without the benefit of a large economy. The Board of Trustees and town staff have worked diligently through the years to facilitate community improvements, many funded by competitive grants. This dedication, along with an enthusiastic volunteer base, reflects the entrepreneurial, can-do nature of Green Mountain Falls' citizens and staff.

## **TOWN ROADS**

Green Mountain Falls' roads are mostly unpaved and, due to their steep nature, need to remain so to allow residential access in the winter. The road surfaces can become dusty in the summer months yet also severely rutted due to the monsoon rains that regularly visit the area the same time of year. As such, in addition to winter plowing needs the road system requires regular upkeep year-round. The Town applies magnesium chloride to harden the surface, but the application must be done multiple times a year and is costly. Additionally, several of the Town's roadways face drainage problems in need of engineered solutions.

Due to severe monsoon rains that struck the area during 2018 and compromised numerous municipal infrastructure assets, the Town recently received substantial grant assistance to respond to these losses and mitigate against possible future harms. Toward this end, the Town has retained the project

management services of an outside engineering consultant to help manage the grant-funded projects while identifying key areas of concern and assisting the Town in implementing viable long-term solutions to numerous persisting problems, chiefly related to drainage and road conditions.

In 2018, the Town also restructured the Public Works Department in a manner meant to place a stronger emphasis on operations as opposed to administration. While this initiative should serve to redirect critical resources to the Town's ongoing road maintenance needs, it involves the Town Manager assuming a greater degree of oversight relative to both the administrative and operational demands incumbent on overall Public Works functions.

### **GAZEBO PARK**

The emblem of the town is the historic Gazebo that sits upon an island in Town's centrally located lake. It is well-known and a popular place for weddings and other celebratory events. In 2018 the island wall was completely reconstructed following its failure. Given the consistent sediment loading issues due to the road run-off, the Town faces a regular need to dredge the lake. The solution will be tied into the engineering recommendation from the above-mentioned consultant project.

### **SUSTAINABILITY**

Like other small towns throughout Colorado, development becomes an issue. Many citizens value the small-town atmosphere and fear that growth of any kind could alter the feel and community. Others encourage positive growth with a more seasonally-balanced economy that could greatly enhance the community and still maintain the small-town atmosphere. The Town Manager will be expected to work closely with the Board of Trustees in aligning these two views to guide future changes and to balance the tax base for economic stability. Bringing in more business and/or increasing sales taxes are challenges the Town will inevitably need to face in the future.

Improved land use processes via the aforementioned creation of a planning function at the staff level should assist the Town in tackling these types of general growth and land use issues. More specifically, the Town recently implemented a sweeping new ordinance meant to better regulate its robust short-term rental (STR) market. Of particular note is that the Town Board delegated its approval authority to the Town Manager. In addition to insuring all STRs that have been approved thus far remain compliant as to the aforementioned lodging occupational tax and other criteria, until a planning function is firmly established, the incoming Manager will also be entrusted with lead authority to process and approve any new STR applications received.

### **INTER-AGENCY RELATIONS**

It will be important for the Town Manager to continue to promote trust and credibility with community members and key agencies involved in Green Mountain Falls' livelihood. Residents and business owners want an open, engaged administration, and they want to feel comfortable communicating and working with the Manager. This will entail involvement with community affairs to the same extent that other community leaders do.

The Town Manager will be expected to continue to cultivate established collaborative relationships with El Paso County, Teller County, Green Mountain Falls/Chipita Park Fire District, the Ute Pass Triangle

Chamber of Commerce, Pikes Peak Rural Transportation Authority, Pikes Peak Area Council of Governments, Pikes Peak Regional Building Department, Colorado Department of Local Affairs (DOLA), and other relevant organizations within the community and the region. Each of these separate agencies has a crucial role to play in the growth and livelihood of Green Mountain Falls. The Board will assist the Town Manager with these relationships but will expect a high degree of professionalism in dealing with these and other agencies.

## **JOB DESCRIPTION**

The following is the Job Description for the Town Manager position.

### **PRIMARY RESPONSIBILITIES**

The Town Manager serves as the Town's chief administrative officer and is responsible for the departments and staff under his/her authority. Performance must be in accordance with Colorado statutes and local ordinances.

The Town Manager carries out the policy decisions of the Board of Trustees and ensures the daily operation of the Town at the direction of the Board. While the Town Manager provides recommendations and expertise for decisions facing the Board of Trustees, the Town Manager has no voting authority. Work requires initiative, judgment, and the achievement of results, involving the ability to work positively, effectively, and independently with the public, staff, and officials.

The Town Manager is measured on performance in the areas of financial administration, staff management, Board assistance, operational functionality, organizational development, liaison activities, citizen communication, planning and economic development, land use, and other special or project-related activities. Samples of specific duties and decision-making authorities are as follows.

### **FINANCIAL ADMINISTRATION**

- Perform the duties as the Budget Officer for the town
- Ensures compliance with the adopted budget, performing cost control and cash-flow analysis throughout the year, ensuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time
- Advises the Board of the Town's financial condition and current/future needs in specific detail
- Provides the Clerk/Treasurer with the tools to ensure that modern accounting practices are employed
- Administers grant applications and grant contracts through completion
- Develops and administers all contracts

### **PUBLIC WORKS**

- Under the title of Town Manager, concurrently serves as head of the Public Works Department
- Carries out the majority of the Department's administrative functions
- Provides direct supervision to all Department staff
- Gives general operational guidance to maintenance staff
- Oversees all special projects and significant civil projects in coordinating with project contractors, independent project managers, outside agencies, and others as necessary for project completion
- Based on observed need and priorities, regularly devises operational improvements and strategies for improved citizen safety and customer service

## **LOCAL AND STATE REGULATIONS OVERSIGHT AND ENFORCEMENT**

- Ensures municipal government compliance with all laws and Town ordinances
- Recommends legal measures that might serve the Town and assists with ordinance/resolution research and document preparation
- Accepts damage claims and legal papers for the Town
- Works with and serves as liaison to the Town Attorney

## **STAFF MANAGEMENT**

- Manages all staff by planning/assigning projects, organizing resources, controlling cost and quality, leading periodic staff meetings, and communicating plans, policies, and procedures
- Coaches employees in determining work procedures, preparing work schedules, expediting workflow, and developing procedures to improve efficiency and operational effectiveness
- Supervises direct reports including the direction of their daily activities, training staff, issuing instructions, and monitoring staff
- Hires and terminates employees. Assesses pay, evaluates performance, resolves grievances, ensures policy compliance, and disciplines all Town staff in all departments
- Assists staff with duties when necessary and adjusts for errors and complaints

## **BOARD ASSISTANCE**

- Plans and coordinates Board meeting agendas and attends Board meetings
- Prepares/submits regular Town management reports to the Board and public
- Develops plans, reports, surveys, etc. to support Board decision-making
- Serves as the subject matter expert for Town ordinances, policies, and compliance issues
- Communicates to the Board between meetings as needed, and continuously serves to promote and support the Board

## **LIAISON ACTIVITIES**

- Represents the Board as to county and state officials, the general public, civic groups, commissions, and affiliated outside entities
- Serves as a liaison for various governmental and regional entities, such as the Colorado Department of Local Affairs and the Colorado Department of Transportation
- Attends joint meetings of the Board with county and citizen groups
- Coordinates Town activities with other agencies as needed

## **CITIZEN COMMUNICATION**

- Communicates Board plans, municipal code requirements, and Town policies and procedures to citizens, commissions, groups, and other agencies as needed



- Receives, responds to, and solves public inquiries and complaints, while keeping the Board of Trustees informed on the status of various citizen concerns
- In conjunction with the Town Clerk/Treasurer, coordinates the administration of the Town website and social media development
- Represents the Town at presentations, workshops, conferences, and other gatherings

## **PLANNING AND ECONOMIC DEVELOPMENT**

- Serves on local and regional development committees
- Researches and reports growth opportunities
- Provides input for community plan
- Assists with town issues and ordinances
- Implements proactive measures regarding land use
- Attends Planning Commission meetings as appropriate in order to serve as operational liaison between the Commission and Town Board

## **OTHER DEMANDS**

- Attends professional development meetings, trainings, seminars, and workshops, and works to enhance a professional communication network at state levels, regional levels, and within the professional community in general
- Assists the Clerk/Treasurer with insurance and benefits administration, day-to-day clerical needs, permitting and licensure issuance, information technology maintenance, records management and other tasks when able
- Serves in the capacity of the Town Clerk/Treasurer in his/her absence
- Attends to other duties as required

*The duties in this job description are illustrative of, but not inclusive of all the tasks performed by the individual in this position.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Firm grasp of established best practices and state of applicable law in the field of local governance
- Knowledge of business retention and redevelopment and related public financing methods
- Familiarity with trends in technology useful for municipal functions
- Knowledge of commercial sector needs and responsive to local business community concerns
- Thorough knowledge and demonstrated skills in municipal management; financial accounting; and municipal, state, and federal programs and decision-making processes
- Thorough knowledge and demonstrated skills in problem-solving, ability to synthesize information and work with others to develop alternative solutions and resolve conflict
- Analytical skills and a talent for innovation that can introduce to local government effective management practices from private business
- Strong knowledge of fiscal and other laws specific to Colorado, such as GASB, TABOR, CGIA, Gallagher, CORA, Sunshine laws
- Broad knowledge of employment laws and Human Resources practices for a public employer

- Knowledge of federal and state laws regulating the Town's financial, environmental, and other operations
- Familiarity with historic preservation and the Colorado State Historical Fund
- Demonstrated skill in interpersonal, written, and oral communications
- Demonstrated skill in managing difficult or emotional customer or staff situations, focusing on solving not blaming, maintaining confidentiality, and keeping emotions under control yet remaining open to the ideas of others

#### **SPECIAL REQUIREMENTS**

- Must be bondable
- Must possess or be able to obtain a valid Colorado driver's license

#### **EDUCATION AND PROFESSIONAL DEVELOPMENT**

- Bachelor's degree with at least two years of relevant coursework, or graduate degree, in business administration or public administration, or a field closely related to a multiservice business organization or municipal government
- **Certified Public Manager designation desired, or the ability to earn such designation with ----**
- An appropriate combination of private or public sector experience and professional education leading to a proven capability to manage the affairs of this municipal corporation. Any equivalent combination of education and experience will be considered.

#### **EXPERIENCE**

- Demonstrated experience in managing municipal public works operations as that field pertains to roads and facilities maintenance, parks and grounds upkeep, and general project management
- Working knowledge of the principles and practices of modern public administration, municipal finance, planning and land use, law/code enforcement, and basic public safety
- Experience and skill in financial management and analysis, preparation of budgets, and modern budget-oriented measurements of performance
- Private or public sector experience consistent with the full services of a municipality that includes infrastructure, utilities, marketing, and business expansion
- Experience and skill in planning, directing, and administering municipal programs along with strong project management skills
- Experience in the management, supervision, and human resource management requirements of personnel
- General understanding of risk management systems
- Ability to prepare and analyze comprehensive reports
- Experience with writing, submitting, and managing governmental and/or private sector grants
- Ability to operate personal computers including word processing, spreadsheet and database software (especially within the Microsoft Office application suite); familiarity with accounting software and ability to operate other office equipment such as copy and fax machines; general knowledge of the conceptual structure of a small network system

## **PERSONAL CHARACTERISTICS**

- Unquestioned integrity and ethics; demonstrates the highest standards of professional conduct
- Genuine interest in the community; community pride and character; approachable; and responsive toward residents, businesses, and stakeholders
- Understanding of the need to listen and learn before acting upon initiatives or making significant changes; acknowledgement that reasonable people do not always agree; ability to deal with conflict professionally and respectfully
- Tactfulness, professionalism, respectfulness, consideration, follow-through, and ability to react well under pressure
- High energy, imaginative, patient, and good humored
- Shows open rapport with staff members, valuing the talents and accomplishments of each individual
- Ability to learn from past mistakes; accepts responsibility; and puts the success of the team and Town ahead of personal goals or interests
- Commitment to appearing at Board meetings and actively participating in Town and community functions as appropriate
- Understanding of the importance of positive public relations, including communications with the public and media and skill in public speaking and presentations
- Recognition of the importance of the public profile of appointed officials and comfort with participation in community affairs

## **PERFORMANCE EXPECTATIONS AND APPRAISAL**

A new Town Manager can expect to establish mutually agreeable performance expectations and goals with the Board of Trustees within the first six months of employment. The regular administration of performance appraisals will be anticipated in the employment agreement.

## **INTERVIEW PROCESS AND CONFIDENTIALITY**

After screening and qualification of final candidates is completed, final candidates will be invited for an interview and to meet the community. Intensive background investigations will be conducted and shall include criminal background checks, educational background checks, and other tests of fitness and merit.

Résumés and all application materials will be kept confidential, but only until finalists are announced and invited for interviews and background investigations are begun. The full record of finalists will be subject to public disclosure no later than 14 days prior to an offer of employment, as per Colorado Statute 24-6-402 (3.5).

## **THE IDEAL CANDIDATE**

Individuals come with diverse backgrounds and unique experiences. The above lists of education, experiences, and human factors are suggestive of an ideal candidate. Understanding that retaining the ideal candidate is not always possible, the Board hopes to obtain a Town Manager with as many of these attributes as possible. In so doing, the Board does maintain a firm expectation that the successful

candidate will maintain a genuine commitment to his/her own professionalism and ethics and a strong desire to gain and expand upon the skills and experience established here.

## **PHYSICAL DEMANDS**

*Environment:* Standard office setting; exposure to computer screens and other electronic equipment. Typical indoor air quality and temperatures.

*Physical:* This job involves sitting for extended periods of time, with the ability to stand, walk, reach, bend, and twist for short, intermittent times. Must be able to lift and carry objects weighing 30 pounds or less on occasion.

*Vision:* Ability to see in a range from reading distance to a distance of 20 feet with or without correction; vision sufficient to read computer screens and printed documents, and sufficient to recognize individuals from across the room.

*Hearing:* Hear in the normal audio range with or without correction.

*Speaking:* Be able to speak in an understandable voice with sufficient articulation.

## **COMPENSATION AND BENEFITS**

The starting pay rate for the Town Manager will range ----- depending upon qualifications and experience.

The Town offers a comprehensive package of benefits including: PTO leave; thirteen paid holidays; medical insurance; social security; and a retirement program after one year of service.

## **EXCLUSIVE SERVICE TO TOWN**

During the period of his/her appointment, the Town Manager shall not be an employee of, or perform any service for compensation from, any person or entity other than the Town, unless the individual has first obtained approval of the Board of Trustees. The Town Manager is expected to be fully engaged in Town business and community affairs.

## **EMPLOYMENT AT WILL**

The Town Manager serves at the pleasure of the Green Mountain Falls Board of Trustees for an indefinite period. Upon appointment, the Board expects to enter an employment agreement governing the terms of the Town Manager's employment.

**TOWN OF GREEN MOUNTAIN FALLS**

**ORDINANCE NO. 2018-12**

**AN ORDINANCE REPEALING AND REENACTING ARTICLE XV OF CHAPTER 10 OF THE GREEN MOUNTAIN FALLS MUNICIPAL CODE REGARDING FIRE RESTRICTIONS**

WHEREAS, under C.R.S. § 31-15-401(q), the Town has the general police power to "control and limit fires, including but not limited to the prohibition, banning, restriction, or other regulation of fires and the designation of places where fires are permitted, restricted, or prohibited";

WHEREAS, the Town wishes to establish the various stages of Town fire restrictions depending on the level of fire danger and provide for the authority and method of declaring such restrictions;

WHEREAS, the Town wishes to clarify the activities that are prohibited and allowed under each Town fire restriction stage; and

WHEREAS, for these purposes, the Green Mountain Falls Municipal Code is amended as follows.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF GREEN MOUNTAIN FALLS, COLORADO:**

Section 1. Article XV, Chapter 10, of the Green Mountain Falls Municipal Code is repealed in its entirety and reenacted to read as follows:

**ARTICLE XV - Fire Restrictions**

**Sec. 10-325. Purpose.**

The purpose of this Article is to preserve and protect the public health, safety, and welfare of the citizens of the Town of Green Mountain Falls, Colorado, and surrounding areas by restricting open fires and open burning within the Town of Green Mountain Falls in order to prevent forest and grass fires, which, as a result of atmospheric conditions including lack of moisture and other local conditions, pose a significant danger to the Town and its citizens.

**Sec. 10-326. Interpretation.**

This Article shall be so interpreted and construed as to effectuate its general purpose to preserve and protect the public health, safety, and welfare of the citizens of the Town of Green Mountain Falls, Colorado, by restricting open fires and open burning to prevent forest and grass fires.

**Sec. 10-327. Authority.**

The restrictions imposed by this Article shall take effect upon the issuance of an administrative order executed by the Town Manager or his or her designee, in consultation with the Fire Chief and the Fire Restriction Evaluation Guidelines, and shall remain in effect until rescinded by similar order. The authority granted by this Article is ongoing, and administrative orders may be issued from time to time as conditions warrant.

#### **Sec. 10-328. Definitions.**

As used in this Article, unless the context otherwise requires:

- (a) *Bonfire* means an outdoor fire burning material other than rubbish or debris in which the fuel area exceeds the dimensions of a recreational fire, but which are no greater than eight (8) feet in diameter and four (4) feet in height, and which is located fifty (50) feet or more from any structure or combustible material.
- (b) *Burning in the performance of an official duty* means engaging in any activity prohibited under this chapter by any Federal, State, or local officer, or member of a rescue or firefighting force organized, employed or contracted by a Federal, State or local firefighting, military, or police protection service where engaging in such activity is required for the performance of such duties.
- (c) *Fire Restriction Evaluation Guidelines* means that set of evaluation criteria currently in use by Federal, State and local fire suppression/management agencies for monitoring fuel moistures, fire danger class, current impacts on suppression resources, current fire cause types, fire weather forecasts, and other indicators of predicted fire danger.
- (d) *Illegal fireworks* means any composition or device, regardless of the mass of the explosive composition, designed to produce audible or visual effects by combustion that is illegal under State of Colorado law and includes without limitation: firecrackers, rockets, bottle rockets, roman candles, cherry bombs, mortars, and other similar items such as M-80s.
- (e) *Open fire or open burning* means any outdoor fire that does not meet the requirements of a recreational fire or bonfire where any material is burned on the ground or in an open receptacle other than a furnace, incinerator, or other equipment connected to a stack or chimney, and includes without limitation the burning of agricultural land, silvicultural lands, rangeland, wildland, ditches, trash, or debris for any purpose including without limitation wildfire risk reduction, pest control or prevention, crop management, or wildlife management.
- (f) *Permissible fireworks* means small firework devices containing not more than fifty (50) milligrams of explosive composition that are designed to produce audible or visual effects by combustion and which

are non-explosive and not intended to leave the ground and includes fountains, ground spinners, illuminating torches, dipped sticks and sparklers, and other similar items.

- (g) *Recreational fire* means an outdoor fire burning material other than rubbish or debris with a total fuel area of three (3) feet or less in diameter and two (2) feet or less in height, which is located twenty-five (25) feet or more from any structure or combustible material.

#### **Sec. 10-329. Unlawful acts.**

During a Stage I, Stage II, or Stage III restriction, it shall be unlawful for any person to engage in acts prohibited by this Article within the municipal limits of the Town, including public, private, state and federal lands, while the restriction is in effect. The following table summarizes the prohibitions in place set forth by Sections 10-330 to 10-332 of this Article:

	<b>None</b>	<b>Stage I</b>	<b>Stage II</b>	<b>Stage III</b>
Burning of trash	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Emergency flares	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Illegal Fireworks	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Permissible Fireworks	Allowed	Allowed	Not Allowed	Not Allowed
Commercial pyrotechnics	Permit	Permit	Permit	Not Allowed
Bonfires	Permit	Not Allowed	Not Allowed	Not Allowed
Open Burning	Permit	Not Allowed	Not Allowed	Not Allowed
Recreational Fires	Allowed	Allowed	Not Allowed	Not Allowed
Model rockets	Allowed	Not Allowed	Not Allowed	Not Allowed
Outdoor charcoal grills	Allowed	Allowed	Not Allowed	Not Allowed
Smoking outdoors	Allowed	Allowed	Not Allowed	Not Allowed
Outdoor welding, gas torches, burning rods	Allowed	Allowed	Not Allowed	Not Allowed
Fires contained in liquid-fueled or gas-fueled stoves and grills	Allowed	Allowed	Allowed	Not Allowed
Indoor open fireplaces and wood-burning stoves	Allowed	Allowed	Allowed	Not Allowed
Chainsaws with spark arrestors	Allowed	Allowed	Allowed	Not Allowed
Smoking indoors or in enclosed vehicles	Allowed	Allowed	Allowed	Allowed
Burning in the performance of an official duty	Allowed	Allowed	Allowed	Allowed

#### **Sec. 10-330. Stage I restrictions.**

- (1) Whether or not such activity is permitted or prohibited elsewhere in this Code, the declaration of a Stage I fire restriction shall prohibit:
  - (a) Burning of garbage and waste material.
  - (b) Use of emergency flares or roadside fusees.
  - (c) Use of illegal fireworks.
  - (d) Burning of bonfires.
  - (e) Open burning.
  - (f) Launching of model rockets.
- (2) The declaration of a Stage I fire restriction shall allow commercial pyrotechnics by permit only, such permit to be issued in accordance with Section 10-296 of this Code.
- (3) Unless prohibited elsewhere in this Code, the declaration of a Stage I fire restriction shall allow:
  - (a) Use of permissible fireworks.
  - (b) Burning of recreational fires.
  - (c) Use of outdoor charcoal grills.
  - (d) Smoking indoors, outdoors, or within an enclosed vehicle.
  - (e) Outdoor welding, use of gas torches, or use of burning rods.
  - (f) Use of liquid or gas-fueled stoves and grills.
  - (g) Use of indoor open fireplaces and indoor wood-burning stoves.
  - (h) Use of chainsaws, if accompanied by an appropriate spark arrestor.
  - (i) Burning in the performance of an official duty.

**Sec. 10-331. Stage II restrictions.**

- (1) Whether or not such activity is permitted or prohibited elsewhere in this Code, the declaration of a Stage II fire restriction shall prohibit:
  - (a) Burning of garbage and waste material.
  - (b) Use of emergency flares or roadside fusees.
  - (c) Use of illegal fireworks.
  - (d) Use of permissible fireworks.
  - (e) Burning of bonfires.
  - (f) Open burning.
  - (g) Burning of recreational fires.
  - (h) Launching of model rockets.
  - (i) Use of outdoor charcoal grills.
  - (j) Smoking outdoors except within a developed recreation site or while stopped in an area at least three (3) feet in diameter that is barren or cleared of all flammable materials.
  - (k) Outdoor welding, use of gas torches, or use of burning rods.
- (2) The declaration of a Stage II fire restriction shall allow commercial pyrotechnics by permit only, such permit to be issued in accordance with Section 10-296 of this Code.
- (3) Unless prohibited elsewhere in this Code, the declaration of a Stage II



fire restriction shall allow:

- (a) Use of liquid or gas-fueled stoves and grills.
- (b) Use of indoor open fireplaces and indoor wood-burning stoves.
- (c) Use of chainsaws, if accompanied by an appropriate spark arrestor.
- (d) Smoking indoors or within enclosed vehicles.
- (e) Smoking outdoors if within a developed recreation site or while stopped in an area at least three (3) feet in diameter that is barren or cleared of all flammable materials.
- (f) Burning in the performance of an official duty.

**Sec. 10-332. Stage III restrictions.**

- (1) Whether or not such activity is permitted or prohibited elsewhere in this Code, the declaration of a Stage III fire restriction shall prohibit:
  - (a) Burning of garbage and waste material.
  - (b) Use of emergency flares or roadside fusees.
  - (c) Use of illegal fireworks.
  - (d) Use of permissible fireworks.
  - (e) Commercial pyrotechnics.
  - (f) Burning of bonfires.
  - (g) Open burning.
  - (h) Burning of recreational fires.
  - (i) Launching of model rockets.
  - (j) Use of outdoor charcoal grills.
  - (k) Smoking outdoors except within a developed recreation site or while stopped in an area at least three (3) feet in diameter that is barren or cleared of all flammable materials.
  - (l) Outdoor welding, use of gas torches, or use of burning rods.
  - (m) Use of liquid or gas-fueled stoves and grills.
  - (n) Use of indoor open fireplaces and indoor wood-burning stoves.
  - (o) Use of chainsaws, even if accompanied by a spark arrestor.
- (2) Unless prohibited elsewhere in this Code, the declaration of a Stage III fire restriction shall allow:
  - (a) Smoking indoors or within enclosed vehicles.
  - (b) Smoking outdoors if within a developed recreation site or while stopped in an area at least three (3) feet in diameter that is barren or cleared of all flammable materials.
  - (c) Burning in the performance of an official duty.

**Sec. 10-333. Prohibition on use of emergency flares and roadside fusees.**

The use of emergency flares or roadside fusees is prohibited at all times.

**Sec. 10-334. Requirements when and where outdoor fires are permitted.**

When and where bonfires, recreational fires, or open burning are permitted, the following requirements shall be in place:

- (1) A person must be physically present and continuously monitoring and attending to the outdoor fire at all times to ensure it remains safe and in control.
- (2) Attendees of an outdoor fire must have a functioning and suitable extinguisher nearby such as a garden hose or dry chemical extinguisher.
- (3) The outdoor fire must be the requisite distance away from structures or combustible materials and must not at any point move any closer to the structure than the stated distance. Such requisite distance shall be:
  - (a) Twenty-five (25) feet for recreational fires.
  - (b) Fifty (50) feet for bonfires and open fires.

**Sec. 10-335. Enforcement.**

This Article shall be enforced by the Green Mountain Falls Town Marshal or his or her deputies, including thereby the administering agencies of the State and Federal lands located therein, and they shall have authority to order any person to immediately cease any violation of this Ordinance. This authority shall include, but not be limited to, the right to issue a penalty assessment notice and the right to take such person or persons into temporary custody. Any exception to the meaning, terms, or enforcement of this Article shall be granted only by the administering agency, and only if the proposed action is deemed by the Green Mountain Falls Town Marshal to be safe or mitigable.

**Sec. 10-336. Penalties.**

Violation of this Article shall be a misdemeanor under Green Mountain Falls Municipal Code. The penalties for violation of this adopted Code are as set forth in a resolution or subsequent modifications thereof.

**Sec. 10-337-340. Reserved.**

Section 2. Section 97, Article IV, Chapter 11, of the Green Mountain Falls Municipal Code is amended to read as follows:

**Sec. 11-97. Fires prohibited.**

...

- (b) It shall be unlawful to build fires in any place in or on park land during periods that the U.S. Forest Service rates the fire danger as very high or extreme for the Ute Pass area or when fire restrictions have been declared by the Fire District or County Fire Marshal, or when fire restrictions have been implemented by the town pursuant to Article XV, Chapter 10 of this

Code.

Section 3.     Safety Clause.   The Board of Trustees hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Green Mountain Falls, that it is promulgated for the health, safety and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 4.     Severability.   If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 5.     Effective Date.   This Ordinance shall be effective thirty (30) days after passage.

INTRODUCED AND ORDERED PUBLISHED the 18 day of December, 2018, at the Green Mountain Falls Town Hall, 10615 Green Mountain Falls Road, Green Mountain Falls, Colorado.

ADOPTED AND ORDERED PUBLISHED the \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Jane Newberry, Mayor

ATTEST:

\_\_\_\_\_  
Laura Kotewa, Town Clerk

Published in the Pike Peaks Courier, \_\_\_\_\_ 2019.

----- Forwarded message -----

From: **Jeff Parker** <[jhparker@hpwcclaw.com](mailto:jhparker@hpwcclaw.com)>

Date: Wed, Jan 30, 2019 at 5:31 PM

Subject: RE: Legal Feedback - Fire Restriction Ordinance

To: Jason Wells <[gmftownmanager@gmail.com](mailto:gmftownmanager@gmail.com)>

Hey Jason,

Here are revisions that should address your comments below. Please see the redlines in the attached version, and my comments in the body of your email below.

As always, I'm happy to revise further as you think needed.

**Jeff Parker**

**Hoffmann, Parker, Wilson & Carberry, P.C.**

511 16<sup>th</sup> Street, Suite 610

Denver, CO 80202

Direct: (303) 951-2097

Main: (303) 825 6444

Fax: (303) 825 1269

From: Jason Wells <[gmftownmanager@gmail.com](mailto:gmftownmanager@gmail.com)>

Sent: Tuesday, January 29, 2019 10:55 AM

To: Jeff Parker <[jhparker@hpwcclaw.com](mailto:jhparker@hpwcclaw.com)>

Subject: Re: Legal Feedback - Fire Restriction Ordinance

Hi Jeff. I just now concluded a meeting with our Town Marshal and Fire Chief on this topic and have a number of points laying out what will hopefully be the Town's final feedback on this item. If you're able to incorporate them into the ordinance in time for next week's agenda (i.e. by tomorrow), great. But if not, I hardly see this as an urgent item given the season and one we could push off yet again until our February meeting for final adoption. That said, here's what I've got:

- Outdoor Smoking. There is a desire to allow outdoor smoking during both Stage II and Stage III restrictions, but within reason. In particular, there have been some persistent issues with the two departments trying to either educate or impose restrictions on people smoking in the "downtown" area, just outside the Town's handful of bars and restaurants. Also, if people are smoking outside their homes or on other private property in a manner that doesn't represent a genuine risk - e.g. on a concrete/wooden deck in their back yards, imposing firm restrictions in these scenarios doesn't really seem to stand to reason. It sounds as though the current language allowing exemptions "within a developed recreation site or while stopped in an area at least three (3) feet in diameter...." was borrowed from the U.S. Forest Service regulations and doesn't really work for the Town's more developed environment. That said, we are hoping you could come up with some revised exemption language that would provide more latitude in areas that have been subject to *man-made* improvements. I'll also note that to the extent the table suggests the Town imposes outright prohibitions under Stage II/Stage III restrictions, it already seemed to be at odds with the actual code language. Once that language has been modified, we're wondering if some sort of explanatory asterisk on the table might be in order. Finally, with respect to outdoor smoking in the commercial areas, there is a desire to put the onus on the business owners to provide customers with appropriate receptacles to those who regularly smoke outside their businesses. Can we impose such a mandate and would this be the proper place to do so?
  1. I altered the language to simply require that the smoking occur on an improved nonflammable surface cleared of flammable materials during Stage II and III restrictions. This should allow more flexibility for outdoor smoking.
  2. I altered the language in the table and included an Asterix referencing the applicable code provision.
  3. I added a new Section 10-335 to require that any smoking outside in the business district occur with 10 feet of an ashtray. That way, owners of businesses can put ashtrays outside of their businesses if they want to allow smoking outside of their stores – and they can set the location by where they place the ashtrays. Otherwise, they can prevent people from smoking outside of their stores by not putting ashtrays out there. This seems better than mandating that they place ashtrays outside.
- Indoor Fireplaces/Stoves. I think the fix here is pretty simple. You have already verified that the Town does in fact maintain the police power to impose regulations on the use of such devices. But to the extent there is a desire to regulate their use only when operated without necessary spark arrestors, the ordinance need only clarify this requirement. For whatever it's worth, it sounds as though the international fire code requires that every wood-

burning chimney be outfitted with a spark arrestor, so anyone operating a fireplace or stove without one would be in violation of the code regardless of local fire restriction status.

1. The GMF Town Code adopts the 1991 Uniform Fire Code. So, I don't believe the International Fire Code applies in the Town.
  2. I have added a requirement that chimneys have functioning spark arrestors for Stage I, II, and III restrictions. If the Town's fire code has a spark arrestor requirement, then it would apply all the time regardless of whether there are any fire restrictions in place.
- Turning back to permissible outdoor fires, while the new language you added clarifying the definition of "attended" really helped, the Fire Chief shared an anecdote where he came across a 6-year-old "attending" an outdoor fire. In order to address these types of scenarios, we wondered whether the insertion of the phrase "reasonably qualified individual" or something to that effect might be of assistance here while allowing the Marshal some discretion to determine whether someone attending to an otherwise lawful fire fits the bill.
1. "Reasonably qualified individual" is too vague to be enforceable. I opted to say someone over 18-years of age.

Hopefully I'm being clear on what we're looking for on this final pass, but please get back to me when you can if any further context etc. might be helpful.

Thanks.

**TOWN OF GREEN MOUNTAIN FALLS  
PLANNING COMMISSION MEETING  
Tuesday, January 22, 2018 – 7:00 P.M.**

**MEETING MINUTES**

**PC Members Present**

Chairman Eric Caldwell  
Vice Chairman Dick Bratton  
Commissioner Greg Williamson  
Commissioner Rocco Blasi  
Commissioner Nathan Scott

**PC Members Absent**

Mayor Jane Newberry  
Secretary Katharine Guthrie

**Secretary**

**Town Clerk**

Laura Kotewa

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**1. Call to Order/Roll Call**

Chairman Eric Caldwell called the meeting to order at 6:35 pm.

**2. Additions, Deletions, or Corrections to the Agenda**

**M/S:** Vice Chairman Bratton/Chairman Caldwell

**Motion:** Move to approve the agenda as corrected, showing the inclusion of Minutes from November 27, 2018 in agenda item 3.

**Vote:** Motion carried. All yea.

**3. Approve Minutes of December 11, 2018 and November 27, 2018**

**M/S:** Chairman Caldwell/Commissioner Williamson

**Motion:** Move to approve minutes as submitted.

**Vote:** Motion carried. All yea, exempt Commissioner Scott who abstained.

**4. Public Input**

Jesse Stroope of the Green Box shared that there is free wood, from the Mitigation Project, available at the HB Wallace Property.

**5. New Business**

a. Welcome new Planning Commissioner – Nathan Scott

Welcome given by both Chairman Caldwell and Vice Chairman Bratton.

b. Consideration of the Green Box Arts' Revocable Permit Application, Public Art Display

**M/S:** Chairman/Commissioner Blasi

**Motion:** Move to recommend approval of the Green Box Arts' Revocable Permit, Public Art Display, as presented, to the Board of Trustees for their consideration. approval.

**Vote:** Motion carried. All yea.

## **6. Old Business**

### **a. Frequently Asked Questions Form**

**M/S:** Vice Chairman Bratton/Chairman Caldwell

**Motion:** Move to table to gather information from Regional Building.

**Vote:** Motion carried. All yea.

### **b. Discuss Plan Review Checklist**

**M/S:** Vice Chairman Bratton/Chairman Caldwell

**Motion:** Move to table for time to read and consider the checklist.

**Vote:** Motion carried. All yea.

c. Discuss Section 16-705 Architectural Review - (c)(1)Materials "Corrugated metal, plastic, and fiberglass are prohibited".

Discussion ensued. Commissioner Williams volunteered to work on a re-write of Section 16-705 to send to the Board of Trustees for consideration.

**M/S:** Vice Chairman Bratton/Commissioner Blasi

**Motion:** Move to table to provide time for Commissioner Wilson to work on rewording.

**Vote:** Motion carried. All yea.

## **7. Comp Plan**

### **a. Progress Report**

Vice Chairman Bratton reported that 40% of the grant funds have been put to use, and he is well pleased with the work that has been accomplished. The work is generally on schedule, and Commissioner Blasi added his assessment that the current plan is thorough, and a good assessment tool.

b. Discuss Tiny Homes & Small Houses

There is currently an ordinance allowing tiny homes in town, following certain guidelines. Discussion regarding a feasibility RFP, providing guidance to contractors, a deficiency in town of affordable housing, and septic options followed.

c. Review new draft Base Map and Draft Zoning Map

Commission Bratton shared information about the proposed maps that are being displayed in the Board room, and will email digital copies to Planning Commission members. Commissioner Scott will continue to lend his GIS skills in helping with updating maps.

It was mentioned that there needs to be a change to the zoning for the Town Hall and the Fire Station.

**8. Adjourn**

Adjourned at 7:26 pm

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**Eric Caldwell-Chairman**

**ATTEST:**

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**Laura J. Kotewa, Substitute Secretary**



**GMF TRAILS COMMITTEE MEETING**  
**Jan 10, 2019- Mucky Duck Restaurant- 6 pm**  
**MINUTES**

1. **Meeting called To Order** at 6:33 PM by Vice Chairman Dick Bratton.
2. **Attending:** Dick Bratton, Rebecca Ochkie, Jan Smith, Richard Brown, Lisa Townsend, and Mike Lohman
3. **Agenda Approval-** M/S Smith/Townsend. Passed 6:0.
4. **Approve Minutes** of Nov 8, 2018-M/S Townsend/Smith. Passed 6:0.
5. **Public Input-** none. Items not on Agenda-
  - Ochkie- approved copy of minutes needs signed by Chairman and Secretary and sent to Clerk
6. **PROGRESS REPORTS-** since last meeting:
  - Brown, Wines, and Blasi served as Technical Advisers for an Eagle Scout trail project behind Ute Pass Elementary School. Over 20 school-aged volunteers completed the project Dec 1st.
7. **Mt. Dewey Bench** – TBD.
8. **TC Website and Maps**
  - Lohman has been updating the trail maps with better contrast, has QR codes for the maps and is working on flora and fauna descriptions on the website
9. **Education- Trails Watch Program/ Trail User Ethics**
  - Tabled
10. **TO DO LIST:**
  - **Signs and markers-** There are 11 trail intersections for sign purposes as follows: Main T/H board at Lake, Base of Catamount at bridge, Mt Dewey board, Top of Mt Dewey (2), Bratton / Catamount int., Base of Crystal @ Mtn Ave, Base of Crystal @ Boulder St, Crystal / Thomas int., Catamount / Thomas int., Crystal / Kirkpatrick int. Blasi requested sign mount info from Jason Meyer, El Paso County Parks & Rec, awaiting reply.
    - Bratton needs to know what the signs should say and if they need arrows
  - **Discuss and vote on 2019 work day schedule:**  
May 19 (Sun), June 15 (Sat), July 21 (Sun), Aug 17 (Sat), Sep 15 (Sun), Oct 5 (Sat). M/S Brown/Townsend passed 6:0
  - **Discuss 2019 trails projects and priorities: TBD**
    - Crystal: fix multiple switchbacks which are being cut by hikers along Haul Road. Obliterate, plus add signs & posts
    - Gazebo Lake Trail: create "Perimeter Path" on west side and connect for continuous route around Lake
    - Catamount: new "Steve's Bridge" at west end of Garden of Eden. Existing log timbers are rotting, replace with treated lumber?
    - Kirkpatrick at Cable Falls: new bridge for year-round Creek crossing; Design & build 22' span; connect trail tread from existing trail; new signage

- Wallace Reserve – Upper Castle Rock: shoreup multiple switchbacks with rock work; Prune/lop overgrowth. Lower Castle Rock: construct water bars to divert water causing minor erosion
- Horseshoe Detour: build bridge across Catamount Creek
- Red Devil: gain landowner permission to host trail over & across Red Devil from Joyland to El Paso Ave
- **Discuss "Future Trails List" for update and inclusion in GMF Comp Plan.** Future trails discussed and tabled until next meeting
- **Update GMF Trails Cmte appointment list for BoT approval-** all appointments were current and the motion to nominate Don Walker to replace an outgoing member (M/S Brown/Lohman) passed 6:0
  - Blasi to send Walker the application form

#### **11. Other**

- Check with Friends of the Peak who had the carpenters union build a bridge to see if they could help on our bridge projects
- Re-imagine Waldo Canyon Public Meeting Invite, Wed Jan 16th 6-8:30 pm  
For more information on the project and to RSVP for the first meeting, please visit [www.waldocanyonplanning.com](http://www.waldocanyonplanning.com)

**12. NEXT MEETING-** March 14, 2019 at Mucky Duck 6 pm. There will not be a meeting in February 2019.

**13. ADJOURNMENT** at 7:23 by Bratton

**ALL MEETINGS ARE OPEN TO THE PUBLIC**

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**Chairman**

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**Secretary**



# Town of Green Mountain Falls

## Memorandum

To: Mayor and Board of Trustees  
From: Jason S. Wells, Interim Town Manager  
Re: Management Report  
Date: February 5, 2019

### 1) Flood Response

#### a) Outside Funding Eligibility/Disaster Declaration

##### i) Outside Funding Sources

(1) Department of Local Affairs – \$139,730 awarded to address below project needs

(a) 50% local match decreased to 25% upon request due to proof of financial hardship

(b) Executed Grant Contract Delivered on 12/14; Now Active

(2) NRCS Emergency Watershed Protection Program

(a) Damage Survey Report (DSR) Completed – estimated \$400K (appx.) in channel stabilization needs

(b) Private property eligibility

(c) 25% local match required – Appx. \$100K

(d) No Effect on NRCS Due to Fed Shut-Down; Announcement on Funding Likely Imminent

(e) NEPA Review Partially Completed

(i) Biological Clearance Granted on 1/30

(ii) Cultural Review Pending

(iii) Announcement on Funding Likely Imminent

#### b) Priority Projects

i) Midland Culvert Replacement - \$51,715

(1) Next Steps – Design/Permitting/Construction Bid Solicitation – Awaiting Wilson & Co. proposal

ii) Maple St. Bridge Repair - \$35,184 – Due to Condition, Outreach to County to Possibility Utilize On-Call List

iii) Olathe/Belvidere Sediment Removal - \$26,413

(1) Possible Coordination w/ Belvidere Ave Resurfacing Project in Spring

iv) El Paso Trail Road Rehabilitation - \$40,711

v) Iona Ave Culvert Replacement - \$32,282

### 2) Departmental Info

#### a) Town Clerk

i) See included comprehensive report

ii) Items of Mutual Clerk/Mgr. Interest

(1) Event Management Processes

(2) Planning/Land Use-Related Processes

#### b) Marshall's Office

i) Verbal report to be provided

#### c) Public Works

i) Parks

(1) Water Service – CSU Regulatory Compliance/Backflow Preventers \*\* On Hold Due to Staffing/Funding

## Management Report

January 27, 2017

- (2) Restrooms – 2019 Capital Reserve Priority
- ii) Road Maintenance
  - (a) Implementation of Defined Zone-Based Maintenance Protocols
  - (b) Researching Outsource Options for Culvert Clean-Outs
- iii) Belvidere Ave Improvement Project – deferred to spring, 2019 per County decision
- iv) Lake/Park Improvements
  - (1) Preparing Hiring Process for Seasonal Assistance (April-Sept)
  - (2) Memorial Park Bench Policy?
- d) Pool
  - i) Need to Establish Supervisory Role, Perhaps Via Student Internships (Laura)
- e) Planning/Land Use
  - i) Clarification of Application Requirements, Mandated Processes, Fees, Etc.
    - (1) Plan Review
      - (a) Grading Plans
      - (b) Site/Development Plans
      - (c) Architectural Design/Building Plans
      - (d) Others?
    - (2) Revocable Permits
    - (3) Grading Permits/Erosion Control Plans
    - (4) Fence/Shed Permits
  - ii) New Fire Station Construction
    - (1) Required Code Approvals
      - (a) Grading Permit
      - (b) Site Review
      - (c) Erosion Control Plan Review
  - iii) Establishment of Staff Planning Function
    - (1) Americorps VISTA Program
      - (a) Project Description Now Available [Here](#)
      - (b) Applications Beginning to Arrive
    - (2) Possible PPACG Technical Assistance Via Mini-Grant Award
  - iv) Short-Term Rental Operations – Implementation of New Licensing Structure
  - v) Economic Development
    - (a) Fiber Optics/Broadband
    - (b) Follow Through on EPC Enterprise Zone Designation - \*\* On Hold
  - vi) Request to Elevate Portion of Iona Rd.
    - (1) Referred to Planning Commission for Initial Consideration
- f) Human Resources
  - i) Town Clerk Coordination w/ Town Manager on Comprehensive Job Description Revisions
  - ii) Recruitment Process for Town Manager Position – See Separate Agenda Item
  - iii) Needed Personnel Policies (in addition to recently-adopted Employee Handbook)
    - (1) Compensation policies – GovPro Assisting
    - (2) Cell phone stipend policy
    - (3) Vehicle use policy

## Management Report

January 27, 2017

- iv) Volunteer Utilization Policies Needed - \*\* On Hold
- g) Finance
  - i) Phasing Out of Finance Consultant – Final Scope Included:
    - (1) Multiple Months of Bank Reconciliations
    - (2) Primary Assistance with Annual Audit
    - (3) Assembly of 2018 Amended and 2019 Final Budgets
    - (4) Completion and Submittal of Multiple Fiscal Reports – e.g. HUTF, CTF, PPRTA
  - ii) Financial Control Mechanisms – Improvements Ongoing
  - iii) Budget
  - iv) Auditing
    - (1) 2017 Audit Status – Audit Complete – See Separate Agenda Item
    - (2) 2018 Audit – Preparation Needed Soon
- h) Information Technology
  - i) Website
    - (1) Site Content Being Constantly Increased/Managed
      - (a) New Citizen Concern Reporting Mechanism Now Operational
  - ii) Hardware assessment/capital planning/desktop support
    - (1) Priority Hardware/Services Procured w/ Remaining 2018 Budget Allowances
    - (2) Coordinating with Consultant on Meeting Other Priority Needs with 2019 Budget Allocation
    - (3) Negotiating with Desktop Support/Data Back-Up Entity
- 3) Grants
  - a) Q4 Requests for Reimbursement Are Due
    - i) DoLA Town Manager Grant - \$56,161.62 remaining as of Oct. 1 (of original \$125K award)
    - ii) Comp Plan Update Grant –
      - (1) DoLA Grant - \$34,977.50 remaining as of Oct. 1 (of original \$50K award)
      - (2) HGMFF – Reimbursement Requests for remaining 50 percent submitted; progress report needed
  - b) Kirkpatrick Foundation Sidewalk Replacement Grant
  - c) Fishing is Fun Automated Lake Valve Grant - - \*\* On Hold
    - (1) Grant Administration Needs
    - (2) Project Management Needs
  - d) CDBG - Lake Access Grant - \$7,500 – ADA Fishing Pier – Meeting with EPC Staff on 2/1
    - i) Notice to Proceed Issued on 9/5
    - ii) Project Management/Grant Administration Needs
- 4) Intergovernmental
  - a) El Paso County – Disaster Recovery Plan participation 1/30 meeting
  - b) Pike’s Peak Area Council of Governments
    - i) DoLA Mini-Grant for GIS Needs
  - c) Colorado Springs Utilities
    - i) Coordination w/ Utility Regarding Street Light Billing
      - (1) Public Input
      - (2) Field Inventory
  - d) Green Mountain Falls/Chipita Park Fire Department
    - i) Input on Fire Restriction Stages – See separate ordinance

## Management Report

January 27, 2017

### 5) Insurance Administration

#### a) CIRSA

##### i) Claims

##### (1) June 24<sup>th</sup> Hail Damage

(a) Adjuster Estimate - \$41,899 (\$33,269 received less depreciation)

(b) Solicitation of Quotes from Multiple Roofing Companies Completed

##### (c) Next Steps

(i) Coordinate with CIRSA on Quotes

(ii) Execute Contract with Preferred Roofer

(iii) Work to Commence in Spring

### 6) Emergency Management

a) Coordination w/ CUSP re: Fire Mitigation Efforts Underway

b) Catamount Wildfire Mitigation Project – see separate agenda item

### 7) Legal

a) Ordinance Eliminating Retirement Policy from Muni Code – See Separate Agenda Item

b) Vendor Permitting – Guidance Needed

c) Franchise Agreements/Assets Affixed to Abandoned Utility Poles

i) Comcast – All Assets Removed as of 1/9 per Communication from J. Olds

ii) CenturyLink – Established Contact with Director of Regulatory and Government Affairs Toward Resolution

## The Town of



## Green Mountain Falls

P.O. Box 524, 10615 Green Mountain Falls Road, Green Mountain Falls, CO 80819 (719) 684-9414, [www.gmfco.us](http://www.gmfco.us)

To: Mayor and Board of Trustees

From: Laura J. Kotewa Town Clerk

Re: Town Clerk Report

Date: February 5, 2019

### Routine activities continuing

- Gazebo rentals
- Payroll
- Accounts payable
- Agenda packet preparation
- Meeting management
- Legal notices and postings

### Banking

Trustee Stevens, at the January 15<sup>th</sup> meeting, mentioned a change in the Town banking location. After researching things like the need to change automatic payments and deposits, and the expense to replace checks we have on hand, we have decided to hold off at least until the check supply on hand has been depleted. The bank a citizen mentioned in the meeting does not, at this time, have a branch in Woodland Park, but will be kept on the list of new banks to be considered in the future.

### Website

New Forms and pages have been posted. This includes an Erosion Control Permit, Special Event Permit, and a place to post Kudos and Concerns. More work to come, including adding a spot for Trails Committee agendas and minutes. Our Logo has been traded out for a better quality file as well.

### IT

Long term planning – discussion to maximize our budget dollars in addressing network and maintenance needs. Work continues on a contract to cover computer maintenance in our office.

### Records Management

Work continues to ensure that critical record series are complete and archived. General hard copy files are being moved to a more orderly structure, although there is still significant work to be done. Electronic files continue to improve slowly and as time allows. Judy will be spending more time here in the near future to help with this work.

### Process Improvement

Progress has been made in supporting correct procedures involving our Vendors and Tax Statements. W9's have been collected, and 1099's were submitted to the IRS and to our vendors for 2018.

Work continues on a new Chart of Accounts as well. One of the key things learned in processing 1099's this year, is that we need to provide an account code distinction for materials and services to allow for automated processing of 1099's for 2019.

### Planning Commission support

The interim process continues as best it can, given limited staff time available. Work continues to find an intern or find other options for additional staff.

### Unmet needs

- Staff support to the Planning Commission (meeting management, communication link with Board, communication lead for the community).
- Network and Computer maintenance
- Printer update



# The Town of Green Mountain Falls Monthly Maintenance Report

December 2018

**To the BOT, Staff and Citizens of GMF**

## **Public Works:**

December has given Public Works the time needed to re-group, organize and establish several SOP's within our department. We're keeping track of all signs and fence post across town needing installed, straightened up, or re-installed with a correct and a more permanent fix, once ground has thawed. Frozen ground goes through auger bits on an average of 3-4 holes each bit.

2<sup>nd</sup> – Snow Removal

3<sup>rd</sup> – Snow Removal & Sanding, Organized/Picked up shop

4<sup>th</sup> – Picked up shop, bear trash/lake check, vehicle maintenance, town hall trash, received concerns of stop sign next to old LQ store, finished November's monthly maintenance report

5<sup>th</sup> – Received Certification for Small Bridge Inspection and Maintenance, repaired tire chains, fabricated grader steps

6<sup>th</sup> – Bear trash/lake check, ordered Hotsy hose and handle, shop trash, Danny Sick, fabricated grader steps

7<sup>th</sup> – Danny Sick, fabricated grader steps

10<sup>th</sup> – Bear trash/lake check, set out additional "Caution Thin Ice Barricade sign at inlet of lake, road assessment, town hall trash, cleaned/stocked town hall restrooms, turned in time sheets, right side grader steps, moved rip wrap to access sediment and sander for auction

11<sup>th</sup> – Lake check, Gazebo brick check for Dave (frozen ground), bear trash, returned umbrella from across lake back to the blue moose, picked up and hauled branches from behind the pool and tennis court, created separate project list to be better organized, set up town hall's Christmas tree

12<sup>th</sup> – Finished right grader steps, repaired husky pressure washer, registered for taking my cdl test, stocked doggie bags, greased and flipped skid blade (waiting for credit to go through at 4Rivers as it needs new blade), turned in invoices, snow removal

13<sup>th</sup> – Snow removal, meeting with Jason, office paperwork, snow removal/sanding

14<sup>th</sup> – Road assessment, ice depth checks, rip wrap spread on both sides of E. El Paso Ave, office calls, hauled rip wrap to south side of lake, 2 dump truck loads of rip wrap to town hall, graded shop yard, built burn around gas pumps  
17<sup>th</sup> – Bear trash/lake checks, picked up 2019 Cirsa forms for PW vehicles, moved rip wrap with backhoe, picked up shop  
18<sup>th</sup> – Danny off  
19<sup>th</sup> – Town hall trash, stocked/cleaned town hall restrooms, Graded & Rolled Spruce, Foster and Hondo, bear trash checks, met with Wilson & Company at new sink hole and Maple Street Bridge to discuss project, coned off sink hole  
20<sup>th</sup> – Run to Woodland Hardware for caution tape/sign for sink hole, placed warnings at sink hole, installed Hotsy's new hose and handle, spread out rip wrap at Boulder Streets middle ditch, switched out railroad ties at lake parking, washed off both plow trucks and Nissan  
21<sup>st</sup> – Turned in time sheets early for Christmas. Meeting with Badger to free open Olathe's culvert, off early for upcoming snow storm  
22<sup>nd</sup> – Snow Removal/Sanding  
24<sup>th</sup> – Christmas Eve! Plowed/Sanded slippery steeps  
25<sup>th</sup> – Christmas Day!  
26<sup>th</sup> – Road assessment, Bear Trash/lake checks, prepped plow trucks,  
27<sup>th</sup> – Snow removal/Sanding, office paperwork, cleaned & picked up shop and yard, vehicle maintenance, turned in timesheets "Log"  
28<sup>th</sup> – Road assessment, vehicle maintenance, worked on December's maintenance report, Plowed and Sanded paved and the steep roads  
31<sup>st</sup> – New Year's Eve! Repaired coolant hose on F350,

## **Maintenance Report:**

**To the BOT and Staff  
Public Works Department  
Danny Vanderhoef  
719-684-7850**