

**TOWN OF MOUNTAIN VILLAGE
TOWN COUNCIL REGULAR MEETING
THURSDAY, FEBRUARY 11, 2016, 8:30 AM
2nd FLOOR CONFERENCE ROOM, MOUNTAIN VILLAGE TOWN HALL
455 MOUNTAIN VILLAGE BLVD, MOUNTAIN VILLAGE, COLORADO
AGENDA**

	Time	Min	Presenter	Type	
1.	8:30				Call to Order
2.	8:30	45	Reed Mahoney	Legal	Executive Session for the Purpose of Receiving Legal Advice Pursuant to C.R.S. 24-6-402(b), and for the Purpose of Negotiations Pursuant to C.R.S. 24-6-402(4)e
3.	9:15	5			Public Comment on Non-Agenda Items
4.	9:20 Pg.3	5	Johnston	Action	Consideration of Approval of Minutes of the January 21, 2015 Regular Meeting
5.	9:25 Pg.10	5	Johnston	Action	Liquor Licensing Authority: Consideration of an Application by Telski Food & Beverage Services, LLC DBA Tomboy Tavern for a Modification of Premises on the H&R Liquor License April 2-3, 2016 for a Closing Day Special Event
6.	9:30	15	Nuttall	Informational	Telluride Regional Airport Authority (TRAA) Bi-Annual Report
7.	9:45 Pg.17	20	Zangara	Action	Consideration of Releasing Funds Earmarked for Telluride Venture Accelerator Event Sponsorship
8.	10:05 Pg.23	15	Van Nimwegen	Action	Consideration of Approval of a Memorandum of Understanding Between the Town, Telluride Mountain Village Owners Association and Telluride Ski and Golf Regarding the Process to Amend the Town Hall Subarea Plan of the Mountain Village Comprehensive Plan
9.	10:20 Pg.27	5	Van Nimwegen	Action	Consideration of Appointments: a. Town Hall Subarea Planning Committee
10.	10:25 Pg.28	20	Mahoney Montgomery	Informational	Update on Negotiations with Crown Castle regarding a Franchise Agreement for the installation of a Dispersed Antenna System within the Town of Mountain Village
11.	10:45	15	Kate Jones	Informational	Telluride Arts District Update
12.	11:00 Pg.30	15	Drew	Informational	2016 Community Incentive Programs
13.	11:15 Pg.32	5	Broadly	Action	Second Reading, Public Hearing and Council Vote on an Ordinance Prohibiting the Possession of Weapons on Town Property
14.	11:20 Pg.39	5	Broadly	Action	Second Reading, Public Hearing and Council Vote on an Ordinance Amending Section 9.17.010 of the Town of Mountain Village Municipal Code Related to Discharging Weapons Within the Town
15.	11:25 Pg.45	5	Broadly	Action	Second Reading, Public Hearing and Council Vote on an Ordinance Adopting Regulations for Off Highway Vehicles, Utility Type Vehicles, Special Mobile Machinery and Golf Carts on Town Streets

16.	11:30 Pg.54	15	Mahoney	Action	First Reading, Setting of a Public Hearing and Council Vote on an Ordinance Amending Section 17.6.6 of the Town's Community Development Code Related to the Acceptance of Access Tracts by the Town
17.	11:45 Pg.68	15	Montgomery Reed	Action	Consideration of a Letter of Support to Extend Property Tax Authorization for RTA Funding
18.	12:00	30			Lunch Break
19.	12:30 Pg.69	30	Caton	Work Session	Discussion of Scope of Work for Benchmarking Study and Authorization to Prepare a Request for Proposal
20.	1:00	20	Council Members	Informational	Council Boards and Commissions Updates: a. Eco Action Partners -Sherry b. Telluride Historical Museum-Sherry c. San Miguel Watershed Coalition – Jett d. Colorado Flights Alliance – Jansen e. Transportation & Parking – MacIntire/Benitez f. Budget & Finance Committee – McKinley/Caton g. Gondola Committee – McKinley/Caton h. Mayor's Update – Jansen
21.	1:20 Pg.71 Pg.73 Pg144	30	Lehane Kunz Montgomery	Informational Action	Staff Reports: a. Cable & Broadband b. Human Resources: <ul style="list-style-type: none"> • Bi-annual Report • Consideration of Approval of the 2016 Employee Handbook c. Town Manager
22.	1:50	5	Kennefick	Informational	Other Business: a. Update on 2017 Grant Funding Process
23.	1:55				Adjourn

Please note that times are approximate and subject to change.

02/02/16

jk

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting Town Hall at 970-369-6406 or email: mvclerk@mtnvillage.org.
A minimum of 48 hours advance notice is required so arrangements can be made to locate requested auxiliary aid(s).



TOWN OF MOUNTAIN VILLAGE
455 Mountain Village Blvd. Suite A
Mountain Village, Co 81435
970-728-8000
970-728-4342 Fax
mvclerk@mtnvillage.org

**TOWN OF MOUNTAIN VILLAGE
MINUTES OF THE JANUARY 21, 2016
REGULAR TOWN COUNCIL MEETING**

AGENDA ITEM #4

The meeting of the Town Council was called to order by Mayor Dan Jansen at 8:33 a.m. on Thursday, January 21, 2016 in the Mountain Village Town Hall, 455 Mountain Village Town Hall Boulevard, Mountain Village, Colorado.

Attendance:

The following Town Council members were present and acting:

Dan Jansen, Mayor
Marty McKinley, Mayor Pro-Tem
Laila Benitez
Bruce MacIntire
Cath Jett

The following Town Council members were absent:

Dan Caton
Michelle Sherry

Also in attendance were:

Kim Montgomery, Town Manager
Jackie Kennefick, Director of Administration/Town Clerk
Susan Johnston, Deputy Town Clerk
Christina Meilander, Administrative Services Coordinator
David Reed, Town Attorney
Sarah Abbott, Assistant Town Attorney
Nichole Zangara, Director of Marketing & Business Development
Kevin Swain, Finance Director
Julie Vergari, Chief Accountant
Chris Broady, Police Chief
Glen Van Nimwegen, Dir. of Planning & Development Services
Dave Bangert, Forester/Planner
Colleen Henderson, Planner II
Deanna Drew, Director of Plazas & Environmental Services
Chris Colter, Director of Transit & Recreation

Ellie Slegers
Robert Stenhammer
Larry Crosby
Paul Major
Anton Benitez
Adam Singer
Ann Morgenthaler
Bill Jensen
Jolana Vanek
Carol Custer
Pete Mitchell
Bronwen Spielman
Stephanie Fanos (via conference call)

Executive Session for the Purpose of Receiving Legal Advice Pursuant to C.R.S. 24-6-402(b), and for the Purpose of Negotiations Pursuant to C.R.S. 24-6-402(4)e (2)

On a **MOTION** by Cath Jett and seconded by Marty McKinley, Council agreed to enter into Executive Session for the purpose of receiving legal advice pursuant to C.R.S. 24-6-402(b), and for the purpose of negotiations pursuant to C.R.S. 24-6-402(4)e at 8:34 a.m.

Council returned to regular session at 9:47 a.m.

Public Comment for Non-Agenda Items (3)

There was no public comment.

Consideration of Approval of Meeting Minutes:(4)

a. December 10, 2015 Regular Meeting

On a **MOTION** by Marty McKinley and seconded by Cath Jett, Council voted unanimously to approve the December 10, 2015 Town Council meeting minutes as presented.

b. January 11, 2016 Special Meeting

On a **MOTION** by Laila Benitez and seconded by Cath Jett, Council voted unanimously to approve the January 11, 2016 Town Council Special meeting minutes as presented.

Consideration of a Resolution Designating Posting Locations for the Town's Ordinances and Public Notices (5)

Director of Administration/Town Clerk Jackie Kennefick presented the above Resolution. Council discussion ensued. On a **MOTION** by Laila Benitez and seconded by Cath Jett, Council voted unanimously to approve a Resolution designating posting locations for the Town's Ordinances and public notices as presented.

Liquor Licensing Authority: (6)

Deputy Town Clerk Susan Johnston presented:

a. Consideration of Re-certification of the Mountain Village Promotional Association and Common Consumption Area

Public comment was received by Poachers Pub Owner and incoming President of the Promotional Association, Adam Singer. On a **MOTION** by Cath Jett and seconded by Laila Benitez, Council voted unanimously to approve the re-certification of the Mountain Village Promotional Association and Common Consumption Area as presented.

b. Consideration of an Application by NVHG Hotel Madeline Operator, LLC dba. Madeline Hotel and Residences Telluride for a Modification of Premises and Addition of a Related Facility to a Resort Complex Liquor License

On a **MOTION** by Bruce MacIntire and seconded by Marty McKinley, Council voted unanimously to approve an application by NVHG Hotel Madeline Operator, LLC dba. Madeline Hotel and Residences Telluride for a Modification of Premises and addition of a Related Facility to a Resort Complex Liquor License as presented.

Council moved on to Item 10.

Council moved to Item 22.

Introduction of Bill Jensen, New Chief Executive Officer of Telluride Ski & Golf (TSG)(7)

The Mayor introduced new Chief Executive Officer of TSG Bill Jensen. Mr. Jensen gave a brief history of his work experience and how it brought him to Mountain Village. He stated that Telluride/Mountain Village is positioned to have great success over the next 10-20 years. He wants to stay true to the character and soul of Telluride /Mountain Village and not become a mega ski area like Vail. His focus will be on improved air access, lift upgrades, restaurant upgrades and improved hospitality. Council welcomed Mr. Jensen and expressed full support of his efforts.

Presentation of Ideas for Gondola Pocket Park (8)

Telluride Foundation Executive Director Paul Major presented a conceptual plan for a park on a parcel of land owned by the Town of Mountain Village, and located in the Town of Telluride directly west of the Gondola at Oak Street. The idea behind the proposed "Telluride Forever Park" is to honor the philanthropic support in Telluride/ Mountain Village. The Town of Mountain Village has been considering re-engineering the entrance to the Oak Street Gondola station in order to accommodate a more strategic load pattern. This change will also benefit the proposed park plan. 2016 is the 25th anniversary of the Gondola and The Foundation has expressed that this would be a great way to honor the Gondola as well as the river. The goal is to bring the river to the community and the community to the river. The plan envisions an area for people to gather, eat lunch and hang out. Public art with rotating artists may be incorporated. The plan includes the addition of a safer sidewalk on the south side of the road. Currently people tend to walk down the middle of the road which is a safety hazard. Mr. Major asked Council to consider partnering with The Foundation to

develop the park. \$400,000 is the estimated cost of the project. Town of Telluride has been involved in discussions regarding the carbon offset to mitigate the snow melt in the area. Council discussion ensued regarding the ongoing maintenance costs for the property and conducting an appraisal of the property. Telluride Planner II Ann Morgenthaler addressed Telluride design guidelines and procedures, and stated that from a staff perspective they are very supportive of the park. She added that the design facilitates pedestrian traffic much more efficiently. Council consensus was in support of the development moving forward. Public comment was received by Jolana Vanek.

Consideration of Approval of a Capital Expenditure for the Telluride Conference Center (9)

Telluride Ski and Golf (TSG) Executive Vice President Robert Stenhammer presented the above item stating that a state of the art sound system had been purchased for the Conference Center to complement the existing state of the art screen and projector purchased by Telluride Mountain Village Owners Association (TMVOA) last year. Council discussion ensued. Marty McKinley addressed the issue of how this expenditure can be dealt with in the current year since the funds were not set aside in the 2016 Budget and because the expenditure was made by TSG without prior notification. TABOR requires that the Town set aside specific funds for expenditures in the budget year that it was approved. The Town would have to amend the budget in order to include the expenditure in 2016. Council consensus was to table the item and re-examine the expenditure during the budget process for 2017. No motion was made.

Consideration of Re-certification of the Town of Mountain Village Procurement Manual (10)

Assistant Town Attorney Jim Mahoney presented the above item explaining that there are no changes proposed to the existing manual, however; the manual needs to be updated at least every three years for Federal grant application processes. Mr. Mahoney stated that both the Directors and the auditors are satisfied with the current Town Procurement Manual. Council discussion ensued. On a **MOTION** by Laila Benitez and seconded by Cath Jett, Council voted unanimously to approve and re-certify the Town's Procurement Manual as presented.

Finance: (11)

Finance Director Kevin Swain presented the following:

a. Presentation of the December 31, 2015 Business & Government Activity Report (BAGAR)

Mr. Swain stated Village Court Apartments (VCA) turnover is down and that the free Gondola Parking Garage is being utilized to near capacity during busy times. Council discussion ensued.

b. Consideration of the November 2015 Financials

On a **MOTION** by Laila Benitez and seconded by Cath Jett, Council voted unanimously to approve the November 2015 Financials as presented.

c. Consideration of the 2017 Budget Process

Mr. Swain stated that the 2017 budget process will begin earlier in 2016 and presented a calendar for consideration. On a **MOTION** by Marty McKinley and seconded by Dan Caton, Council voted unanimously to accept the 2017 Proposed Budget Process calendar with the amendment to change the Special Council Meeting from October 5th to October 13th.

Moved to Item 19

Moved to Item 20b

First Reading, Setting of a Public Hearing and Council Vote on an Ordinance Prohibiting the Possession of Weapons on Town Property (12)

Mountain Village Police Chief Chris Broady presented the above item explaining that it is his job to make sure that the existing laws and Ordinances are up to date and in compliance. This Ordinance clarifies that no weapons are allowed on Town owned, occupied and controlled property, and allows the Town to post signs stating that weapons are prohibited in the Town Hall, the Town Shops and the Municipal Building. Council discussion ensued. Public comment was received by Jolana Vanek. On a **MOTION** by Cath Jett and seconded by Laila Benitez, Council voted 5-0 to approve on first reading as presented an Ordinance prohibiting the possession of weapons on Town property and to set a public hearing, second reading of the Ordinance, and Council vote on February 11, 2016.

First Reading, Setting of a Public Hearing and Council Vote on an Ordinance Amending Section 9.17.010 of the Town of Mountain Village Municipal Code Related to Discharging Weapons Within the Town (13)

Chief Broady stated that this is also a clean-up ordinance with language to clarify an existing Ordinance. Council discussion ensued. On a **MOTION** by Cath Jett and seconded by Laila Benitez, Council voted 5–0 to approve on first reading as presented an Ordinance amending section 9.17.010 of the Town of Mountain Village Municipal Code related to discharging weapons within the Town and to set a public hearing, second reading of the Ordinance, and Council vote on February 11, 2016.

First Reading, Setting of a Public Hearing and Council Vote on an Ordinance Adopting Regulations for Off Highway Vehicles, Utility Type Vehicles, Special Mobile Machinery and Golf Carts on Town Streets (14)

Chief Broady introduced the above item. This Ordinance captures what the current regulations are and adds some safety regulations. Robert Stenhammer Executive Vice President of Telluride Ski & Golf (TSG) stated that he is in support of this Ordinance. The Ordinance prohibits golf carts on the roads except for the crossing areas and allows Town and TSG commercial vehicles street access with proper identification. Council discussion ensued regarding including and marking regularly used golf short-cuts with signage. Public comment was received by Jolana Vanek. On a **MOTION** by Laila Benitez and seconded by Bruce MacIntire, Council voted 5–0 to approve on first reading as presented an Ordinance adopting regulations for Off Highway Vehicles (OHV), Utility Type Vehicles (UTV), Special Mobile Machinery (SMM) and golf carts on Town streets and to set a public hearing, second reading of the Ordinance, and Council vote on February 11, 2016.

Council took a lunch break from 12:01 p.m. to 12:35 p.m.

Consideration of a Resolution to Approve a Revocable Encroachment Agreement for the Proposed Installation of an Address Monument in the Touchdown Drive Road Right-of-Way Adjacent to Lot 421 (16)

Forrester/Planner Dave Bangert presented the above item stating that the project has received approval from the Design Review Board (DRB). He stated that Lot 421 is very restrictive in size and location, and that the address monument is located in the road right of way which will allow it to be visible from the road. Council discussion ensued. On a **MOTION** by Bruce MacIntire and seconded by Marty McKinley, Council voted 4-1 (with Cath Jett dissenting), to approve a revocable encroachment agreement for the proposed installation of an address monument in the Touchdown Drive Road right-of way adjacent to Lot 421.

Consideration of Allowing for Temporary Construction Staging in the Touchdown Drive Road Right-of-Way Outside of the Touchdown Drive, Drive Lanes, Subject to the Owners of Lot 421 Entering into a License Agreement with the Town Prior to Pulling a Building Permit (17)

Dave Bangert presented the above item stating that the applicant has requested approval for construction staging along the road right of way. The Public Works department is agreeable provided a license agreement is entered into. The surrounding neighbors were agreeable with allowing the construction staging in the right-of-way. Public comment was received by Bronwen Spielman of One Architects. This license agreement will allow for temporary use only and nothing will be left in the road right of way after construction is complete. Council discussion ensued. On a **MOTION** by Marty McKinley and seconded by Cath Jett, Council voted unanimously to enter into a license agreement with the owner of Lot 421, to allow for temporary construction staging in the Touchdown Drive Road Right-of-Way for the construction of a new single family residence located on Lot 421. The license agreement shall be approved by the Town Attorney's office and shall be executed by the Owner prior to issuance of a building permit.

Scope of Proposed Amendment to the Town Hall Subarea Section of the Mountain Village Comprehensive Plan (18)

Director of Planning and Development Services Glen Van Nimwegen presented the above item explaining that the purpose of the work session is to discuss a proposed draft Memorandum of Understanding, which

will serve as an agreement between the Town of Mountain Village, TMVOA, and TSG on the process of defining appropriate uses for the Town Hall Subarea parcels. The agreement will be finalized once TMVOA and TSG have a chance to provide input.

Any proposed amendments should consider the following:

- Sale of a land condominium unit to the Telluride Hospital District for the future construction of the Telluride Medical Center
- Opportunity for employee housing within the Town Hall Subarea
- Potential ski school operation within the Town Hall Subarea
- Realignment of Mountain Village Blvd. to optimize use of lots 1007 & 1008
- Highest and best uses for TMVOA, TSG and Town owned parcels
- Roadway improvements to Mountain Village Blvd. to provide better access to the subarea
- Parking supply and demand
- Required utility extensions needed to serve these potential projects
- Possible reconfiguration of Lift 10 to provide access to proposed ski school, the Town Hall Center and from the Meadows Sub Area
- Evaluate cost-benefits of energy improvements such as a central boiler for heat and domestic hot water, solar energy or a Combined Heating and Power (CHP) system for future developments within the Town Hall Subarea
- An urban design that accentuates walkability
- Address recommendations of the Town Hall Subarea Task Force including improved trail access from the Meadows, and incorporating a town pocket park within the Town Hall Subarea

This would involve creating an oversight committee with representatives (2 each) from the three entities as well as:

- Affected residents chosen by the principals
- Representatives from stakeholders within the community at large representing sectors such as affordable housing, business or medical care.

Council discussion ensued regarding the committee representatives and considering hiring an outside consultant to lead the group. Public comment was received by Jolana Vanek, Anton Benitz, Robert Stenhammer and Pete Mitchell. Council directed Mr. Van Nimwegen to meet with the three principals and work through the MOU in the next two weeks. Bruce MacIntire and Cath Jett will represent the Town of Mountain Village for the initial meeting.

Council Boards and Commissions Updates: (19)

a. Eco Action Partners(EAP) –Sherry

There was no update.

b. Telluride Historical Museum-Sherry

There was no update.

c. San Miguel Watershed Coalition – Jett

Ms. Jett stated that the grants for the state water allocation project are moving forward. Ms. Jett thanked Council for the \$10,000 grant.

d. Colorado Flights Alliance (CFA) – Jansen

CFA's goal is to fill in the last two weeks of the ski season by creating incentives for the Las Vegas flights. An initiative is underway to begin the process of expanding the Montrose Airport by adding a second story. The project would involve the cooperation of the City and County of Montrose. A runway approach which involves cutting over a corner of Mountain Village air space is still being considered by the FAA.

e. Transportation & Parking- Benitez/MacIntire

There was no update.

f. Budget & Finance Committee – McKinley/Caton

There was no update, however; Mr. McKinley stated that the Regional Transportation Authority (RTA) and Intergovernmental (IG) discussions have been very productive and he is encouraged.

g. Gondola Committee – McKinley/Caton

There was no update.

h. Mayor's Update – Jansen

The Mayor encouraged the public to attend the RTA meetings and thanked staff for a successful and enjoyable Trifecta dinner.

Staff Reports: (20)

a. Mountain Munchkins Preschool & Daycare

Mountain Munchkins Director Dawn Katz presented her report. Ms. Katz stated that the Preschool has started the second year of training on the Pyramid Plus Model. This social-emotional tool focuses on the teacher to create a positive learning environment. Certification in this nationally recognized program will improve the program and increase leverage when applying for grants. As of November 30, 2015, revenues were up approximately three percent and expenses were down by eleven percent. This resulted in an approximate 72 percent savings in the approved subsidy in the 2015 budget. Ms. Katz has had some challenges with turnover in staff and partially attributes this to the lack of available and affordable housing. Council thanked Ms. Katz for a thorough report.

b. Town Manager

Town Manager Kim Montgomery presented her report. The Great Services Award for December went to Drew Harrington for outstanding oversight, assistance and follow-up with solar installations on the Gondola terminals. 2016 building permits are up and Glen Van Nimwegen stated that the Town will most likely experience a banner year for building revenue.

Grant Process for 2017 Budget (21)

Jackie Kennefick presented the above item explaining that there has been some level of grant funding annually since at least 2001. Ms. Kennefick explained that historically the process has changed over time. Council discussion ensued. For several years, the Telluride Foundation administered town grants. They would provide packets to our grant committee who would then meet to discuss. Telluride Foundation did not give recommendations. The applications were considered as part of the budget process. The committee would make a recommendation to Council. The first step is to see if Telluride Foundation is interested in assisting with the grant process. Council directed staff to designate an amount of money to go toward grant requests, contact Telluride Foundation to see if they would assist in the process, form a committee to review the recommendations, and maintain a contingency fund for unanticipated requests that are deemed urgent or important. Council will need to revise the Grant Process Mission Statement. The process will involve TMVOA to ensure that applicants are not double dipping with both the Town and TMVOA. Council directed staff to bring this item back to a future Council meeting. Public comment was received by Jolana Vanek.

Other Business: (22)

a. Disaster Declaration Workshop

Chief Broady stated that there will be a Disaster Declaration Workshop February 10, 2016. Cath Jett stated that she will be attending the event.

b. Other Upcoming Meeting Reminders

Feb 2nd is next RTA meeting at 9:30 am at the Mountain Village Town Hall, Feb 8th is the quarterly IG work session in Telluride at the library at 1:30 pm

c. Council discussed issues for the RTA meeting.

The Mayor provided an overview of the RTA meetings stating there is a need to inform the constituents what they will be getting for any tax increase. He discussed several important issues to be included in the discussions: non-resident vote on the taxing issue, Gondola inclusion.

Director of Transit and Recreation Chris Colter thanked the Town of Mountain Village for the opportunity to work here. Mayor Jansen thanked Mr. Colter for his years of service and great contributions to our community. His last day will be Thursday, January 28th.

There being no further business, on a **MOTION** by Cath Jett and seconded by Marty McKinley, Council unanimously agreed to adjourn the meeting at 2:20 p.m.

Respectfully prepared,

Susan Johnston
Deputy Town Clerk

Respectfully submitted,

Jackie Kennefick
Town Clerk

DRAFT

Town of Mountain Village

Date: 2/5/2016
To: Town Council, Acting as the Liquor Licensing Authority (LLA)
From: Susan Johnston, Deputy Town Clerk
RE: Local Liquor Licensing Authority

Consideration of an Application by Telski Food & Beverage Services, LLC DBA Tomboy Tavern for a Temporary Modification of Premises on the H & R Liquor License April 2-3, 2016 for a Closing Day Special Event

The Temporary Modification of Premises for the dates of April 2-3, 2016 is to celebrate closing day of the 2015-2016 winter ski season with a concert and festivities to be held in the Heritage Plaza of the Mountain Village Core. The security fencing will be the same fencing that is used at the Sunset Concert Series. The application is complete, appropriate fees have been paid, and the application is being reviewed by Assistant Town Attorney Jim Mahoney and Police Chief Chris Broady. The review will be complete for the findings to be presented at the February 11, 2016 Town Council meeting.

Staff recommendation: Motion to approve the application by Telski Food & Beverage Services, LLC DBA Tomboy Tavern for a Temporary Modification of Premises on the H & R Liquor License for April 2-3, 2016 for a closing day special event.



565 MOUNTAIN VILLAGE BOULEVARD, TELLURIDE, CO 81435
970.728.7314

January 31, 2016

Town Council

Town of Mountain Village

Ref. Application for Temporary Modification of Premises

Telluride Food and Beverage LLC is requesting approval to modify the liquor license number 4091959001 for the date of April 3, 2016 to celebrate closing day of the 2015-2016 winter Ski Season, a concert and festivities to be held in the Heritage Plaza of the Mountain Village Core. The modification of liquor license will primarily be used on Sunday, April 3, 2016, however set up is scheduled for Saturday, April 2. These dates have been included in the application in order to cover alternate dates of artist availability.

The event will be highlighted by free live music in Mountain Village's Heritage Plaza from approximately 2:30pm to 5 pm on Saturday, March 26. The band will perform music free of charge to the public.

Telluride Ski Resort would like extend the Tomboy Tavern patio area into the fenced concert venue area by "The Beach." An additional bar would be located adjacent to the entrance to the Plaza Building in Heritage Plaza as indicated on the attached map. Tomboy and concert bars would be accessible for adults 21 years of age and older, offering alcoholic beverages for purchase. Only TIPs or Servsafe certified bartenders will be tending the bars.

This event is being produced to enhance the vitality of Mountain Village as the ski season draws to a close and end it on a high note.

We would like to thank the town of Mountain Village and the State of Colorado for reviewing this application, and respectfully request its approval.

Thank you for your consideration.

Sincerely,

Stephen Roth
Vice President, Executive Director of Culinary Services

PERMIT APPLICATION AND REPORT OF CHANGES

CURRENT LICENSE NUMBER 40 91959 001
ALL ANSWERS MUST BE PRINTED IN BLACK INK OR TYPEWRITTEN
LOCAL LICENSE FEE \$ _____
APPLICANT SHOULD OBTAIN A COLORADO LIQUOR & BEER CODE BOOK TO ORDER CALL (303) 370-2165

1. Applicant is a		PRESENT LICENSE NUMBER
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership..... <input checked="" type="checkbox"/> Limited Liability Company		40 91959 001
2. Name of Licensee Telski Food & Beverage Services, LLC	3. Trade Name dba Tomboy Tavern	
4. Location Address 565 Mountain Village Blvd		
City Town of Mountain Village	County San Miguel	ZIP 81435

SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.

Section A – Manager reg/change	Section C
• License Account No. _____ 1983-750 (999) <input type="checkbox"/> Manager’s Registration (Hotel & Restr.)..\$75.00 2012-750 (999) <input type="checkbox"/> Manager’s Registration (Tavern).....\$75.00 <input type="checkbox"/> Change of Manager (Other Licenses) NO FEE	2210-100 (999) <input type="checkbox"/> Retail Warehouse Storage Permit (ea) \$100.00 2200-100 (999) <input type="checkbox"/> Wholesale Branch House Permit (ea).... 100.00 2260-100 (999) <input type="checkbox"/> Change Corp. or Trade Name Permit (ea) .50.00 2230-100 (999) <input type="checkbox"/> Change Location Permit (ea)..... 150.00 2280-100 (999) <input checked="" type="checkbox"/> Change, Alter or Modify Premises \$150.00 x <u>2</u> Total Fee <u>\$150.00 300</u>
Section B – Duplicate License	
• Liquor License No. _____ 2270-100 (999) <input type="checkbox"/> Duplicate License\$50.00	2220-100 (999) <input type="checkbox"/> Addition of Optional Premises to Existing H/R \$100.00 x _____ Total Fee _____ 1988-100 (999) <input type="checkbox"/> Addition of Related Facility to Resort Complex \$75.00 x _____ Total Fee _____

DO NOT WRITE IN THIS SPACE – FOR DEPARTMENT OF REVENUE USE ONLY

DATE LICENSE ISSUED	LICENSE ACCOUNT NUMBER	PERIOD
-750 (999)	-100 (999)	The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.
TOTAL AMOUNT DUE \$.00

INSTRUCTION SHEET

FOR ALL SECTIONS, COMPLETE QUESTIONS 1-4 LOCATED ON PAGE 1

Section A

To Register or Change Managers, check the appropriate box in section A and complete question 8 on page 4. Proceed to the Oath of Applicant for signature (Please note: Hotel, Restaurant, and Tavern licensees are required to register their managers).

Section B

For a Duplicate license, be sure to include the liquor license number in section B on page 1 and proceed to page 4 for Oath of Applicant signature.

Section C

Check the appropriate box in section C and proceed below.

- 1) **For a Retail Warehouse Storage Permit**, go to page 3 complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 2) **For a Wholesale Branch House Permit**, go to page 3 and complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 3) **To Change Trade Name or Corporation Name**, go to page 3 and complete question 6 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 4) **To modify Premise**, go to page 4 and complete question 9. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 5) **For Optional Premises or Related Facilities** go to page 4 and complete question 9. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 6) **To Change Location**, go to page 3 and complete question 7. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.

STORAGE PERMIT	<p>5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit</p> <p><input type="checkbox"/> Retail Warehouse Permit for:</p> <p style="margin-left: 20px;"><input type="checkbox"/> On-Premises Licensee (Taverns, Restaurants etc.)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Off-Premises Licensee (Liquor stores)</p> <p><input type="checkbox"/> Wholesalers Branch House Permit</p> <p>Address of storage premise: _____</p> <p>City _____, County _____, Zip _____</p> <p>Attach a deed/ lease or rental agreement for the storage premises. Attach a detailed diagram of the storage premises.</p>								
CHANGE TRADE NAME OR CORPORATE NAME	<p>6. Change of Trade Name or Corporation Name</p> <p><input type="checkbox"/> Change of Trade name / DBA only</p> <p><input type="checkbox"/> Corporate Name Change (Attach the following supporting documents)</p> <p style="margin-left: 20px;">1. Certificate of Amendment filed with the Secretary of State, or</p> <p style="margin-left: 20px;">2. Statement of Change filed with the Secretary of State, <u>and</u></p> <p style="margin-left: 20px;">3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Old Trade Name</td> <td style="width: 50%;">New Trade Name</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Old Corporate Name</td> <td>New Corporate Name</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Old Trade Name	New Trade Name			Old Corporate Name	New Corporate Name		
Old Trade Name	New Trade Name								
Old Corporate Name	New Corporate Name								
CHANGE OF LOCATION	<p>7. Change of Location</p> <p>NOTE TO RETAIL LICENSEES: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 12-47-311 (1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.</p> <p>Date filed with Local Authority _____ Date of Hearing _____</p> <p>(a) Address of current premises _____</p> <p style="margin-left: 20px;">City _____ County _____ Zip _____</p> <p>(b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee)</p> <p>Address _____</p> <p style="margin-left: 20px;">City _____ County _____ Zip _____</p> <p>(c) New mailing address if applicable.</p> <p>Address _____</p> <p style="margin-left: 20px;">City _____ County _____ State _____ Zip _____</p> <p>(d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.</p>								

CHANGE OF MANAGER	<p>8. Change of Manager or to Register the Manager of a Tavern or a Hotel and Restaurant liquor license.</p> <p>(a) Change of Manager (attach Individual History DR 8404-I H/R and Tavern only)</p> <p>Former manager's name _____</p> <p>New manager's name _____</p> <p>(b) Date of Employment _____</p> <p>Has manager ever managed a liquor licensed establishment?..... Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does manager have a financial interest in any other liquor licensed establishment?..... Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, give name and location of establishment _____</p>
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MODIFY PREMISES OR ADDITION OF OPTIONAL PREMISES OR RELATED FACILITY	<p>9. Modification of Premises, Addition of an Optional Premises, or Addition of Related Facility</p> <p>NOTE: Licensees may not modify or add to their licensed premises until approved by state and local authorities.</p> <p>(a) Describe change proposed <u>Extend licensed premise for music event in Heritage Plaza: Band performing 2:30 to 5pm. Temp fencing to define audience/svc area in 'The Beach' adjacent to Tomboy Tavern patio. Alcohol svc from Tomboy Tavern and temp bar at entrance to Plaza Bldg. Entries staffed to keep alc bevs in defined area</u></p> <p>(b) If the modification is temporary, when will the proposed change:</p> <p>Start <u>4/3/16</u> (mo/day/year) End <u>4/3/16</u> (mo/day/year)</p> <p>NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00</p> <p>(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?</p> <p>(If yes, explain in detail and describe any exemptions that apply) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>(d) Is the proposed change in compliance with local building and zoning laws?..... Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>(e) If this modification is for an additional Hotel and Restaurant Optional Premises or Resort Complex Related Facility, has the local authority authorized by resolution or ordinance the issuance of optional premises? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.</p> <p>(g) Attach any existing lease that is revised due to the modification.</p>
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OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature 	Title VP of Culinary Services	Date 2/1/16
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REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY / COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory and we do report that such permit, if granted, will comply with the applicable provisions of Title 12, Articles 46 and 47, C.R.S., as amended. **THEREFORE, THIS APPLICATION IS APPROVED.**

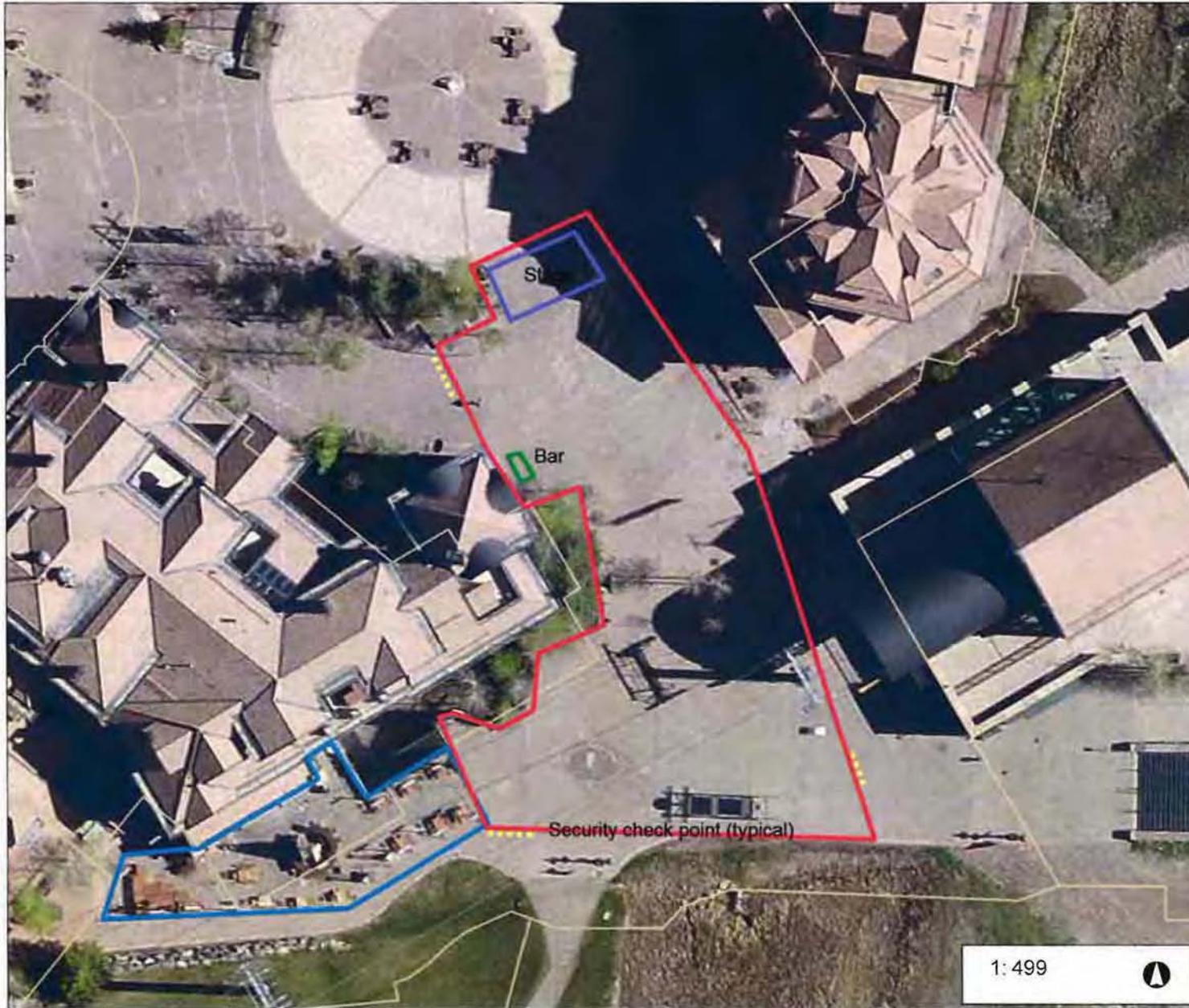
Local Licensing Authority (City or County) <u>Town of Mountain Village</u>	Date filed with Local Authority <u>February 3, 2016</u>	
Signature	Title <u>Town Clerk</u>	Date

REPORT OF STATE LICENSING AUTHORITY

The foregoing has been examined and complies with the filing requirements of Title 12, Article 47, C.R.S., as amended

Signature	Title	Date
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Closing Day event map



Legend

□ Parcel Boundaries

3 Security checkpoints are indicated by yellow dotted lines.

Stage located by trees at edge of circular Heritage Plaza center, purple rectangle

Blue line is the current approved patio service area of Tomboy Tavern.

Red outlines the requested expansion area for license modification.

Bar location is green rectangle at Plaza building entrance.

1:499



Notes

0.0 0 0.01 0.0 Miles

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



Consideration of Releasing Funds Earmarked for TVA Event Sponsorship
Agenda Item 7

To: Town Council

From: Nichole Zangara Riley, marketing and business development director

For: February 11, 2016 Town Council Meeting

Date: February 3, 2016

Re: Consideration of Releasing Funds Earmarked for TVA Event Sponsorship

As part of the discussion at the December 10, 2015 Town Council Meeting, staff was directed to revise the Telluride Venture Accelerator (TVA) event sponsorship budget so that it reflects the earmarked amount of \$30,000, which is included in the 2016 town-adopted budget .

What follows is the TVA sponsorship budget with short descriptions of each sponsored event. In turn, Mountain Village will be a title sponsor for the listed events and promoted as such in all marketing and public relations material.

Staff is seeking Council approval to release earmarked funds to TVA.

TVA major event budget / MV proposal		Revised: Jan 2016
Kick off event		
food	3,000	(80 people)
space	500	
promotion	800	
keynote: travel & lodging	950	(1 night lodging, travel)
printed materials	750	
	6,000	
evening gathering before demo day		
keynote travel & lodging	1,500	(2 nights plus travel)
food	3,000	(90 people)
venue	500	
promotion	1,000	
	6,000	
Flagship event / Demo Day		
space	1,200	
food	3,500	(150 people)
promotion	3,000	
keynote	1,500	(2 nights plus travel)
live streaming of event	1,000	
HAM awards	700	
printed materials	2,500	programs, sponsor boards, graphic design
	13,400	
Entrepreneurship in Residence / Business at Elevation		
travel	1,600	(\$800 x 2)
lodging	1,600	(4 nights x 2 people x \$200 night)
food	800	(2 events x \$400 per event)
promotion	600	
	4,600	
total	30,000	



Proposed Funding 2016 – requested amount \$30k

TVA is requesting \$30,000 in funding from the Town of Mountain Village for support of TVA’s programs and events for 2016.

Title sponsor for TVA Events in Mountain Village – Mountain Village to be title sponsor for the following events (Mountain Village will be listed in all literature, public relations and marketing as the title sponsor for these events):

- TVA 2016 Kick-off Reception – held the first week in February to introduce the 2016 cohort to the community. Features prominent keynote speaker and attracts up to 150 people.
- TVA Demo Days covers a 2 day long series of events attracting top angel and institutional investors to Mountain Village from throughout the country. Events include:
 - Evening before event featuring panel discussion and keynote. Prior presenters include Gov. Hickenlooper and Joseph Andrew, Global Chairman, Dentons attendance averages 100.
 - Demo Day – culmination of TVA program features pitches from participating companies and features prominent keynote speakers such as Senator Michael Bennet and Brad Feld, TechStars founder, attendance is sold out at approximately 150 (full reach is approximately 300 including roadshow events in Denver, San Francisco and livestream).



- Entrepreneur-in-Residence series sponsor – visiting experts brought into and housed in MV includes up to 2 public discussions by visiting EIRs held in Mountain Village in connection with “Business at Elevation” series started by Mountain Village last year. Expected attendance @30 each event.

Susan Johnston

From: JOLANA VANKOVA <jolanavanek@yahoo.com>
Sent: Wednesday, January 20, 2016 4:19 PM
To: mvclerk
Cc: Marty McKinley; Caton Dan; Dan Jansen; Cath Jett; Michelle Sherry; MacIntire Bruce; Laila Benitez
Subject: Wise way to budget - upcoming sewer expense (\$ 3 million) , Village Court bonds ballon (\$ 9 million) - when will those be on the agenda ?

Dear Town Council:

As I have watched you hard at work the past 2 meetings I appreciate each and every one of you.

I have also observed that staying focused on the MAIN TASK has not been easy for you, as many issues, and demands, try to pull you off course.

Please, remember that running a town, providing water, sewer, roads in good repair, etc. is your primary task. So is how to figure out balloon payment for Village Court which is coming up in just a few years. As much as it is commendable to be altruistic, first things first is the important rule of the thumb in every town.

The council, and those of us in the audience attending, have now spent a sizable amount of time on a funding requests from nonprofits, namely the Venture Accelerator. That project is a project of a well funded, beloved, Telluride Foundation. The co-working space is a place for whiz kids to hang out and network. I cannot find a single reason why should public money fund it. Let the entrepreneurs crowd-fund their space, as that is a modern way to fund this sort of a project....plus it is a wonderful opportunity for these young starting entrepreneurs to cut their teeth on this, after being give a free education by Venture Accelerator.

Helping organizations get up and running is of a lesser importance than making sure we secure funds for our portion of a sewer. I would like to urge you, **as do others in this community who cannot attend your meetings during business hours**, do not fund the Venture Accelerator, or the so called co-working space. We have heard that the Venture Accelerator existence does not hinge on giving it our tax money.

I would like to join the wise suggestions of several council members to possibly sponsor their 2016 showcase event, either partially, or fully, comparable with TMV direct financial help that benefits other businesses.

If you consider giving such a generous contribution to private businesses that did even not bother having business licenses (!) prior to telling you that they have relocated here next year I should move my business to TMV, and ask for tens of thousands of dollars to help to pad my budget, as I help thousands of dollars to stay in this community by my Telluride Hyperbarics business. The beauty of the free enterprise in the USA is that people need to learn how to stand on their 2 feet, and not depend on public funding.

Respectfully,

Jolana Vanek
Mountain Village Resident



**PLANNING AND DEVELOPMENT SERVICES
DEPARTMENT**

455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 728-1392

Agenda Item No. 8

TO: Town Council

FROM: Glen Van Nimwegen, Director

FOR: Meeting of February 11, 2016

DATE: February 3, 2016

RE: Consideration of Approval of a Memorandum of Understanding (MOU) between the Town, Telluride Mountain Village Owners Association and Telluride Ski and Golf Regarding the Process to Amend the Town Hall Subarea Plan of the Mountain Village Comprehensive Plan

UPDATE

Council reviewed the MOU in a work session on January 21, 2016. Councilmembers Jett and MacIntire met with other potential planning committee members on January 27th to discuss the scope of the study and the draft MOU. Staff has amended the MOU to reflect this discussion, and it is being reviewed by TMVOA. The major changes to the MOU include:

- The addition of key objectives under paragraph #2;
- Reconfiguration of the oversight committee to include two representatives from each of the principals; the Executive Director from TMVOA and Town Planning Director; and an outside facilitator to act as chair;
- The committee's rules of order will emphasize reaching a consensus on issues amongst its members;
- Added "Creation of a gateway..." to the considerations of the plan; and
- Modified the selection process for the consultant to utilize a two-step process that includes creating a short list through a Request for Qualifications process and completing the selection through a Request for Proposal.

Staff will be reviewing the MOU and scope with the Design Review Board at their February 4th meeting.

DISCUSSION

The Town Hall Center Subarea Plan is a chapter of the Mountain Village Comprehensive Plan that sets the principles, policies and actions for our specific part of Mountain Village which includes town hall, the fire station, Mountain Village Boulevard, Village Court Apartments, the future medical facility and other surrounding properties. A lot has happened since this important chapter was published in June of 2011.

PROPOSED MOTION

Approval of the proposed MOU.

MEMORANDUM OF UNDERSTANDING

TOWN HALL CENTER SUBAREA PLAN

Date: February 1, 2016

Between: The Town of Mountain Village, Telluride Mountain Village Owners Association, and Telluride Ski and Golf, which represents the governing body on land use matters and major land owners within the Town Hall Center Subarea (the “Principals”).

Regarding: Defining and engaging in a process to determine the ~~highest and best use~~most appropriate uses for the Town Hall Center Subarea (“THS”) and provide a recommendation to the Design Review Board and Town Council on a possible amendment to the comprehensive plan. Key objectives include:

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- Understanding development options
- Gaining alignment on strategy for gathering owner and resident input on their vision for THS
- Gaining consensus among principals about intentions for parcels so that decisions can be made (likely at different times) that will not negatively impact infrastructure or overall plan for THS

Background: The principals wish to equally participate in further evaluation of the THS to help answer development questions posed by the comprehensive plan and the Town Hall Task Force. The plan must be flexible enough to allow for changes as parcels develop, yet give reasonable assurance to surrounding property owners of the scale, impacts and mitigation of future development. The plan should consider land use and transportation changes planned and proposed for the area since its original adoption in June, 2011 including but not limited to:

- ~~Sale-Transfer~~ of a land condominium unit to the Telluride Hospital District for the future construction of the Telluride Medical Center
- ~~Future site for Telluride Medical Center is subject to Section 404 Permit;~~
- Opportunity for employee housing within the THS
- Potential creation of ski school within the THS
- Realignment of Mountain Village Blvd to optimize use of lots 1007 and 1008
- Roadway improvements to Mountain Village Blvd to provide better access to the subarea
- Parking supply and demand
- Required utility extensions needed to serve the mixed use core
- Possible reconfiguration of Lift 10 to provide access to proposed ski school, the THS and from the Meadows Sub Area

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- Evaluate cost-benefits of energy improvements such as a central boiler for heat and domestic hot water, solar energy or a Combined Heating and Power (CHP) system for future developments within the THS
- An urban design that accentuates walkability
- Address recommendations of the Town Hall Task Force including improved trail access from the Meadows and incorporating a town pocket park within the THS
- Creation of gateway to the THS

Oversight: An oversight committee (Committee) made up of representatives of each of the principals and the staff of the Town and TMVOA shall vet all proposals for the subarea, and ultimately provide a recommendation to the Design Review Board and Town Council. The Committee’s charge will be to reach consensus amongst the members on all issues, and strive to not call for formal votes. The oversight committee shall not exceed nine participants:

- Two representatives from each of the Principals;
- The Executive Director of TMVOA and the Planning and Development Services Director of the Town; and
- A non-stakeholder with a background in group facilitation to act as Chair; which may be filled by a hired consultant.

Method: The Committee shall agree to a scope of work. The selection process shall be in accordance with the Town Procurement Manual; however it is the Committee’s intent to issue a Request for Qualifications to pre-qualify a short list of consultants prior to preparing and advertising a Request for Proposal. The fee for the consultant shall be split equally among the Principals. The selection criteria shall be agreed to by the Committee and should include the firm’s experience in the above outlined issues, scope of work and a proven track record of reaching consensus among differing interests.

Process: The chosen consultant will propose a public outreach process that will utilize all forms of communication appropriate to reach part time and full time residents; workers and customers of the THS in order to receive the broadest range of public input possible.

Payment: [The Town of Mountain Village shall act as the central point of contact for consultant payments in conformance to the contract provisions.](#)

Timeline: Approximately nine months from the issuance of a contract.

Next Steps: Committee shall agree to scope of work, draft and advertise for consultants; interview consultants; prepare contract for process; complete process; and recommendation to DRB and Town Council for consideration of amendment to the comprehensive plan.

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Agreed to in principle:

Town of Mountain Village Date

Telluride Mountain Village Owners Association Date

Telluride Ski and Golf, Inc. Date



**PLANNING AND DEVELOPMENT SERVICES
DEPARTMENT**

455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 728-1392

Agenda Item No. 9

TO: Town Council
FROM: Glen Van Nimwegen, Director
FOR: Meeting of February 11, 2016
DATE: February 3, 2016
RE: Consideration of Appointments to the Town Hall Subarea Planning Committee

DISCUSSION

The proposed Memorandum of Understanding between the Town, TMVOA and TSG (Agenda Item #8) includes the creation of a committee to oversee the planning process to amend the comprehensive plan, vet consultant recommendations and provide recommendations to the Design Review Board and Town Council. The planning committee will include two Town Council members.

PROPOSED MOTION

Approval of the appointment of _____ and _____ to the Town Hall Subarea Planning Committee.

Memo

Agenda Item 10

To: Mayor and Town Council
From: James Mahoney
CC: File
Date: February 4, 2016
Re: Crown Castle DAS Franchise Agreement

Over the past year, the Town's staff has been looking at possible solutions to wireless communications issues that our residents and guests have, especially at peak visitation times around winter holidays, spring break, festivals and special events.

The Town met with TSG and a group called Aspen Wireless initially in order to explore possible solutions and got directed to Crown Castle, which is the nation's largest provider of shared wireless infrastructure, to explore the possibility of installing a Dispersed Antenna System (DAS). Crown Castle installed a DAS system in the Vail valley ahead of some major events and it produced great results for wireless communications.

A DAS system is a network of small, indiscrete, strategically dispersed antennas that distribute coverage in a manner that is less affected by high concentrations of cellular use. Such systems are installed in large stadium venues, urban areas and areas like Vail which have large influx of crowds that traditional networks are not well equipped to handle.

Over the past six months we have worked with Crown Castle on negotiating a franchise agreement which would allow them to utilize Town property (mainly road right of ways, light posts, shop buildings, plaza areas and sign polls, etc...) to install their own fiber network and small dispersed antennas.

We are very close to wrapping up this agreement in order to bring it to Council for consideration. As it is the grant of a franchise to a public utility licensed by the state of Colorado, such agreement must be adopted by ordinance and will take two readings.

Some of the major deal points are as follows:

1. Town grants Crown Castle the right to use certain innumerate Town properties.
2. Crown Castle installs its own fiber network and antennas (once they have two wireless providers signed up for the system).
3. Town can impose a franchise fee of up to a certain percentage of revenue generated off the system by Crown Castle. We are still working on the exact percentage and an initial moratorium period on imposing the percentage as the initial investment is very large for Crown Castle.
4. Town gets use of fiber to supplement the Town's own fiber network.
5. Initial term of ten years with three additional five year auto renewals in the event of no default.
6. Process for approval of initial system once designed would include an application to the Town, review by key Town departments, review by DRB on aesthetics only and final approval by Council. Additions would be approved by staff so long as they comply and are of the same aesthetics as the initial approved system.
7. Vastly improved communications capabilities.

TO: MAYOR JANSEN AND TOWN COUNCIL
FROM: DEANNA DREW, PLAZA AND ENVIRONMENTAL SERVICES
SUBJECT: UPDATE: 2016 COMMUNITY INCENTIVE PROGRAMS
DATE: FEBRUARY 11, 2016

Purpose: This staff update is intended to inform Mayor Jansen and members of the Town Council of the Community Incentive Programs planned to be offered to Mountain Village residents and businesses during 2016. Please help staff spread the word about these programs. Questions and/or comments are welcome!

2016 Community Incentive Programs:

- 1. Relight Mountain Village LED Discount Program:** This energy efficiency incentive program offers a 75% discount on LED light bulbs ordered through our customized Green Living Town website. 50% of the discount comes from our electricity co-op, San Miguel Power, and 25% of the discount comes from the town. Discounts are applied at time of sale. This is the third year for the popular program; town rebated approximately \$20,000 in 2014 (\$40,000 from SMPA) and another \$20,000 in 2015 (another \$40,000 from SMPA). We have \$20,000 allocated for the 2016 program, and intend to offer one order period during June and July. Approximately 200 residents/businesses have participated to date, purchasing over 10,000 bulbs which saved an estimated 1,000,000 kilowatt hours of electricity and over 1.8 million pounds of carbon dioxide from the environment annually.
- 2. Solar Energy Rebate Program:** This alternative energy incentive program awards a \$.40 per watt rebate on solar energy systems for a home or business (in addition to SMPA rebates and state, federal tax credits). Maximum rebate available is \$2,000 (5,000 watts) for residential systems and \$4,000 (10,000 watts) for commercial applications. Proof of installation is required. This program was started in 2014 with \$20,000 in the pool. Since then we have had 6 residential participants, leaving \$12,500 left to offer in 2016. About 17,500 total watts of solar energy (or 25,000 kilowatt hours of electricity) have been rebated through this program.
- 3. Noxious Weed Control Incentives:** This program is funded by a Colorado Department of Agriculture noxious weed program grant and offers property owners a 25% discount up to \$250 per property on professional noxious weed control services. In 2015, \$10,000 was awarded and distributed to over 50 property owners (and TSG) that participated in the program. We have applied for \$7,500 in grant funds for the same program in 2016. We work closely with TSG, and Forest Service to coordinate weed control efforts on private

properties that border ski/golf resort properties. This program supports regulations included in the TMV Noxious Weed Management Plan adopted in 2012.

4. **Defensible Space/Wildfire Mitigation Incentive Program:** This is a new financial incentive program for 2016 that is designed to reduce wildfire risk by encouraging homeowners to implement defensible space guidelines on their properties according to TMV regulations. Town and TMVOA have agreed to contribute \$50,000 each to the program for a total of \$100,000 in the pool. Other partners include Telluride Fire Protection District, San Miguel County emergency response team, Colorado State Forest Service, United States Forest Service, and Western Region Wildfire Council. Financial incentives will be offered to participating homeowners as 50% of total project cost up to \$5,000 per property. In March, staff and partners will present the program to town council in more detail.

5. **Community Heat Trace Energy Conservation and Safety Incentive Program:** This new incentive program is aimed at improving the safety and efficiency of heat trace systems that are commonly applied to roofs in Mountain Village. These systems are heating elements that are applied to gutters, valleys and eaves of roofs to prevent ice damming. The systems often run when not needed thereby wasting electricity. Many of the systems have been installed without permits after a home is complete. The new program proposes to grant a homeowner a state-of-the-art electrical controller (a \$380 value) if their system is verified to be properly installed by a licensed electrical contractor. Staff expects the savings in a typical five month winter energy bill to be between 30 and 50%, or \$1,366 to \$2,277. There is approximately \$12,000 allocated for this program in 2016.

TOTAL AMOUNT OF INCENTIVE FUNDS AVAILABLE TO COMMUNITY IN 2016:

\$152,000

Memo

Agenda Items #13, 14 and 15

To: Mayor Jansen and Town Council
From: Sarah H. Abbott
CC: File
Date: February 3, 2016
Re: Second Reading of Ordinances Amending Municipal Code

The Ordinances enclosed with this packet contain minimal revisions from the January 21, 2016 Town Council meeting.

The ATV Ordinance now contains language that it will become effective 90 days after the public hearing and second reading on February 11, 2016. This effective date will be May 11, 2016, giving constituents enough time to equip ATVs with safety equipment required under the Ordinance before the summer season begins. Dates for the public hearing, first reading and second reading have also been inserted.

The only change to the two weapons ordinances are insertion of the effective dates and public hearing, first reading and second reading dates.

With that we would accept questions and comments.

Proposed Motion:

I move to approve on second reading the ordinance as presented.

ORDINANCE NO. 2016 - _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MOUNTAIN VILLAGE AMENDING SECTION 9.17.020 OF THE MUNICIPAL CODE TO PROHIBIT THE POSSESSION OF FIREARMS AND DANGEROUS WEAPONS ON TOWN PROPERTY

RECITALS:

- A.** The Town of Mountain Village (the “Town”), in the County of San Miguel and State of Colorado, is a home rule municipality duly organized and existing under the laws of the State of Colorado and the Town Charter.
- B.** The Town Council of the Town has determined that it is necessary to amend Section 9.17.020 of the Municipal Code to allow for prohibition of the possession of weapons on all property owned by the Town, subject to certain rules and regulations with respect to public health and safety.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MOUNTAIN VILLAGE, COLORADO AS FOLLOWS:

Section 1. Legislative Findings.

The recitals to this Ordinance are adopted as findings of the Town Council in support of the enactment of this Ordinance.

Section 2. Section 9.17.020 of the Town Municipal Code is hereby amended and shall read as set forth on Exhibit A attached hereto.

Section 3. Severability.

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are declared to be severable.

Section 4. Ordinance Effect.

Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and any and all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed, provided however, that the repeal of any ordinance or parts of ordinances of the Town shall not revive any other section of any ordinance or ordinances hereto before repealed or superseded and further provided that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

Section 5. Safety Clause.

The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare of the citizens of the Town.

Section 6. Effective Date.

This Ordinance shall take effect on March 12, 2016.

Section 7. PUBLIC HEARING.

A public hearing on this Ordinance shall be held on the 11th day of February, 2016, in the Town Council Chambers, 455 Mountain Village Boulevard, Mountain Village, Colorado.

INTRODUCED, READ AND REFERRED to public hearing before the Town Council of the Town of Mountain Village, Colorado on the 21st day of January, 2016.

**TOWN OF MOUNTAIN VILLAGE,
COLORADO, A HOME-RULE
MUNICIPALITY**

By: _____
DAN JANSEN, Mayor

ATTEST:

JACKIE KENNEFICK, Town Clerk

HEARD AND FINALLY ADOPTED by the Town Council of the Town of Mountain Village, Colorado, this 11th day of February, 2016.

**TOWN OF MOUNTAIN VILLAGE,
COLORADO, A HOME-RULE
MUNICIPALITY**

By: _____
DAN JANSEN, Mayor

ATTEST:

JACKIE KENNEFICK, Town Clerk

Approved As To Form:

James Mahoney, Assistant Town Attorney

I, Jackie Kennefick, the duly qualified and acting Town Clerk of the Town of Mountain Village, Colorado ("Town"), do hereby certify that:

1. The attached copy of Ordinance No. _____ ("Ordinance") is a true, correct and complete copy thereof.
2. The Ordinance was introduced, read by title, approved on first reading with minor amendments and referred to public hearing by the Town Council of the Town ("Council") at a regular meeting held at Town Hall, 455 Mountain Village Blvd., Mountain Village, Colorado, on January 21, 2016 by the affirmative vote of a quorum of the Town Council as follows:

Council Member Name	"Yes"	"No"	Absent	Abstain
Dan Jansen, Mayor				
Martin McKinley				
Bruce McIntire				
Dan Caton				
Laila Benitez				
Cath Jett				
Michelle Sherry				

3. After the Council's approval of the first reading of the Ordinance, notice of the public hearing, containing the date, time and location of the public hearing and a description of the subject matter of the proposed Ordinance, was posted and published in the Telluride Daily Planet, a newspaper of general circulation in the Town, on _____, 2016, in accordance with Section 5.2b of the Town of Mountain Village Home Rule.

4. A public hearing on the Ordinance was held by the Town Council at a regular meeting of the Town Council held at Town Hall, 455 Mountain Village Blvd., Mountain Village, Colorado, on February 11, 2016. At the public hearing, the Ordinance was considered, read by title, and approved without amendment by the Town Council, by the affirmative vote of a quorum of the Town Council as follows:

Council Member Name	"Yes"	"No"	Absent	Abstain
Dan Jansen, Mayor				
Martin McKinley, Mayor Pro-Tem				
Bruce McIntire				
Dan Caton				
Laila Benitez				
Cath Jett				
Michelle Sherry				

5. The Ordinance has been signed by the Mayor, sealed with the Town seal, attested by me, as Town Clerk, and duly numbered and recorded in the official records of the Town.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town this _____ day of _____, 2016.

JACKIE KENNEFICK, Town Clerk

(SEAL)

EXHIBIT A

CHAPTER 9.17.020

POSSESSION OF FIREARMS AND DANGEROUS WEAPONS ON TOWN PROPERTY

Sections:

9.17.020 Possession of Firearms and Dangerous Weapons on Town Property

9.17.020 Possession of Firearms and Dangerous Weapons on Town Property

- A. No person shall possess on his or her person or display any firearm (as defined in C.R.S. § 18-1-901(3)(h)) or any dangerous weapon (as defined in C.R.S. § 18-12-102) in or on any property owned or leased by the Town that is posted with signs at the public entrances to such property informing persons that the open and concealed carrying of firearms is prohibited in or on such property. Property owned or leased by the Town shall include, but not limited to, buildings, Town owned vehicles, parks and open space areas.
- B. No person other than a law enforcement officer may carry or possess a firearm or dangerous weapon in any building that is owned, occupied or controlled by the Town of Mountain Village or that is jointly owned, occupied or controlled by the Town of Mountain Village.

ORDINANCE NO. 2016 - _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MOUNTAIN VILLAGE AMENDING SECTION 9.17.010 TO THE TOWN OF MOUNTAIN VILLAGE MUNICIPAL CODE

RECITALS:

- A.** The Town of Mountain Village (the “Town”), in the County of San Miguel and State of Colorado, is a home rule municipality duly organized and existing under the laws of the State of Colorado and the Town Charter.
- B.** The Town Council of the Town has determined that it is necessary to amend Section 9.17.010 of the Town Municipal Code to remove certain language prohibiting the discharge of weapons from locations outside of the jurisdiction of the Town.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MOUNTAIN VILLAGE, COLORADO AS FOLLOWS:

Section 1. Legislative Findings.

The recitals to this Ordinance are adopted as findings of the Town Council in support of the enactment of this Ordinance.

Section 2. Section 9.17.010 of the Town Municipal Code is hereby amended and shall read as set forth on Exhibit A attached hereto.

Section 3. Severability.

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are declared to be severable.

Section 4. Ordinance Effect.

Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and any and all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed, provided however, that the repeal of any ordinance or parts of ordinances of the Town shall not revive any other section of any ordinance or ordinances hereto before repealed or superseded and further provided that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

Section 5. Safety Clause.

The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare of the citizens of the Town.

Section 6. Effective Date.

This Ordinance shall become effective on March 12, 2016.

Section 7. PUBLIC HEARING.

A public hearing on this Ordinance shall be held on the 11th day of February, 2016, in the Town Council Chambers, 455 Mountain Village Boulevard, Mountain Village, Colorado.

INTRODUCED, READ AND REFERRED to public hearing before the Town Council of the Town of Mountain Village, Colorado on the 21st day of January, 2016.

**TOWN OF MOUNTAIN VILLAGE,
COLORADO, A HOME-RULE
MUNICIPALITY**

By: _____
DAN JANSEN, Mayor

ATTEST:

JACKIE KENNEFICK, Town Clerk

HEARD AND FINALLY ADOPTED by the Town Council of the Town of Mountain Village, Colorado, this 11th day of February, 2016.

**TOWN OF MOUNTAIN VILLAGE,
COLORADO, A HOME-RULE
MUNICIPALITY**

By: _____
DAN JANSEN, Mayor

ATTEST:

JACKIE KENNEFICK, Town Clerk

Approved As To Form:

James Mahoney, Assistant Town Attorney

I, Jackie Kennefick, the duly qualified and acting Town Clerk of the Town of Mountain Village, Colorado ("Town"), do hereby certify that:

1. The attached copy of Ordinance No. _____ ("Ordinance") is a true, correct and complete copy thereof.
2. The Ordinance was introduced, read by title, approved on first reading with minor amendments and referred to public hearing by the Town Council of the Town ("Council") at a regular meeting held at Town Hall, 455 Mountain Village Blvd., Mountain Village, Colorado, on January 21, 2016 by the affirmative vote of a quorum of the Town Council as follows:

Council Member Name	"Yes"	"No"	Absent	Abstain
Dan Jansen, Mayor				
Martin McKinley				
Bruce McIntire				
Dan Caton				
Laila Benitez				
Cath Jett				
Michelle Sherry				

3. After the Council's approval of the first reading of the Ordinance, notice of the public hearing, containing the date, time and location of the public hearing and a description of the subject matter of the proposed Ordinance, was posted and published in the Telluride Daily Planet, a newspaper of general circulation in the Town, on _____, 2016, in accordance with Section 5.2b of the Town of Mountain Village Home Rule.

4. A public hearing on the Ordinance was held by the Town Council at a regular meeting of the Town Council held at Town Hall, 455 Mountain Village Blvd., Mountain Village, Colorado, on February 11, 2016. At the public hearing, the Ordinance was considered, read by title, and approved without amendment by the Town Council, by the affirmative vote of a quorum of the Town Council as follows:

Council Member Name	"Yes"	"No"	Absent	Abstain
Dan Jansen, Mayor				
Martin McKinley, Mayor Pro-Tem				
Bruce McIntire				
Dan Caton				
Laila Benitez				
Cath Jett				
Michelle Sherry				

5. The Ordinance has been signed by the Mayor, sealed with the Town seal, attested by me, as Town Clerk, and duly numbered and recorded in the official records of the Town.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town this _____ day of _____, 2016.

JACKIE KENNEFICK, Town Clerk

(SEAL)

EXHIBIT A

CHAPTER 9.17.010

PROHIBITING DISCHARGE OF WEAPONS

Sections:

9.17.010 Discharge of Weapons

9.17.010 Discharge of Weapons

- A. It shall be unlawful for any person to discharge any weapon of any description, including, but not limited to, revolvers, pistols, shotguns, rifles, air guns, gas-operated guns, spring guns or bows within the town limits.
- B. This Section shall not apply to the following:
 - 1. Any officer of the law discharging a weapon in the performance of his or her duty.
 - 2. Any citizen discharging a weapon when lawfully defending human life.
 - 3. Any citizen discharging a weapon upon a supervised marksmanship range approved by the Chief of Police.

ORDINANCE NO. 2016 - _____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MOUNTAIN VILLAGE AMENDING THE MODEL TRAFFIC CODE TO REGULATE THE USE OF UTVs, OHVs, SMMs AND GOLF CARTS WITHIN THE TOWN OF MOUNTAIN VILLAGE BY THE ADDITION OF SECTION 10.12 TO THE TOWN OF MOUNTAIN VILLAGE MUNICIPAL CODE

RECITALS:

- A.** The Town of Mountain Village (the “Town”), in the County of San Miguel and State of Colorado, is a home rule municipality duly organized and existing under the laws of the State of Colorado and the Town Charter.
- B.** The Town Council of the Town has determined that it desires to permit the use of utility-type vehicles, (“UTVs”), off highway vehicles (“OHVs”), special mobile machinery (“SMMs”) and golf carts within the Town, subject to certain rules and regulations with respect to public health and safety.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MOUNTAIN VILLAGE, COLORADO AS FOLLOWS:

Section 1. Legislative Findings.

The recitals to this Ordinance are adopted as findings of the Town Council in support of the enactment of this Ordinance.

Section 2. Section 10.12 of the Town Municipal Code is hereby adopted and shall read as set forth on Exhibit A attached hereto.

Section 3. Severability.

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are declared to be severable.

Section 4. Ordinance Effect.

Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and any and all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed, provided however, that the repeal of any ordinance or parts of ordinances of the Town shall not revive any other section of any ordinance or ordinances hereto before repealed or superseded and further provided that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

Section 5. Safety Clause.

The Town Council finds and declares that this Ordinance is promulgated and adopted for the public health, safety and welfare of the citizens of the Town.

Section 6. Effective Date.

This Ordinance shall take effect on May 11, 2016.

Section 7. PUBLIC HEARING.

A public hearing of this Ordinance shall be held on the 11th day of February, 2016, in the Town Council Chambers, 455 Mountain Village Boulevard, Mountain Village, Colorado.

INTRODUCED, READ AND REFERRED to public hearing before the Town Council of the Town of Mountain Village, Colorado on the 21st day of January, 2016.

**TOWN OF MOUNTAIN VILLAGE,
COLORADO, A HOME-RULE
MUNICIPALITY**

By: _____
DAN JANSEN, Mayor

ATTEST:

JACKIE KENNEFICK, Town Clerk

HEARD AND FINALLY ADOPTED by the Town Council of the Town of Mountain Village, Colorado, this 11th day of February, 2016.

**TOWN OF MOUNTAIN VILLAGE,
COLORADO, A HOME-RULE
MUNICIPALITY**

By: _____
DAN JANSEN, Mayor

ATTEST:

JACKIE KENNEFICK, Town Clerk

Approved As To Form:

James Mahoney, Assistant Town Attorney

I, Jackie Kennefick, the duly qualified and acting Town Clerk of the Town of Mountain Village, Colorado ("Town"), do hereby certify that:

1. The attached copy of Ordinance No. _____ ("Ordinance") is a true, correct and complete copy thereof.

2. The Ordinance was introduced, read by title, approved on first reading with minor amendments and referred to public hearing by the Town Council of the Town ("Council") at a regular meeting held at Town Hall, 455 Mountain Village Blvd., Mountain Village, Colorado, on January 21, 2016 by the affirmative vote of a quorum of the Town Council as follows:

Council Member Name	"Yes"	"No"	Absent	Abstain
Dan Jansen, Mayor				
Martin McKinley				
Bruce McIntire				
Dan Caton				
Laila Benitez				
Cath Jett				
Michelle Sherry				

3. After the Council's approval of the first reading of the Ordinance, notice of the public hearing, containing the date, time and location of the public hearing and a description of the subject matter of the proposed Ordinance, was posted and published in the Telluride Daily Planet, a newspaper of general circulation in the Town, on _____, 2016, in accordance with Section 5.2b of the Town of Mountain Village Home Rule.

4. A public hearing on the Ordinance was held by the Town Council at a regular meeting of the Town Council held at Town Hall, 455 Mountain Village Blvd., Mountain Village, Colorado, on February 11, 2016. At the public hearing, the Ordinance was considered, read by title, and approved without amendment by the Town Council, by the affirmative vote of a quorum of the Town Council as follows:

Council Member Name	"Yes"	"No"	Absent	Abstain
Dan Jansen, Mayor				
Martin McKinley, Mayor Pro-Tem				
Bruce McIntire				
Dan Caton				
Laila Benitez				
Cath Jett				
Michelle Sherry				

5. The Ordinance has been signed by the Mayor, sealed with the Town seal, attested by me, as Town Clerk, and duly numbered and recorded in the official records of the Town.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town this _____ day of _____, 2016.

JACKIE KENNEFICK, Town Clerk

(SEAL)

EXHIBIT A

CHAPTER 10.12

**UTILITY TYPE VEHICLES, OFF HIGHWAY VEHICLES, SPECIAL MOBILE
MACHINERY AND GOLF CARTS**

Sections:

10.12 Utility Type Vehicles, Off Highway Vehicles, Special Mobile Machinery and Golf Carts

10.12 Utility Type Vehicles, Off Highway Vehicles, Special Mobile Machinery and Golf Carts

A. Definitions: As used in this Ordinance:

1. "**Utility Type Vehicle**" or "**UTV**" means any recreational vehicle designed for and capable of traveling over unimproved terrain: traveling on four or more low pressure tires, having a width of 30 to 70 inches, having an unladen dry weight of 2,200 pounds or less, having a seat height of 25 to 40 inches when measured at the forward edge of the seat bottom, and having side by side seating with a steering wheel for control.
2. "**Off-highway vehicle**" or "**OHV**" means any self-propelled vehicle which is designed to travel on wheels or tracks in contact with the ground, which is designed primarily for use off of the public highways, and which is generally and commonly used to transport persons for recreational purposes. "Off-highway vehicle" does not include the following:
 - i. Vehicles designed and used primarily for travel on, over, or in the water;
 - ii. Snowmobiles;
 - iii. Military vehicles;
 - iv. Golf carts;
 - v. Vehicles designed and used to carry individuals with disabilities;
 - vi. Vehicles designed and used specifically for agricultural, logging, or mining purposes; or
 - vii. Vehicles registered pursuant to article 3 of title 42, C.R.S.
3. "**Special mobile machinery**" or "**SMM**" means machinery that is pulled, hauled, or driven over a highway and is either: (i) A vehicle or equipment that is not designed primarily for the transportation of persons or cargo over the public highways; or (ii) A motor vehicle that may have been originally designed for the transportation of persons or cargo over the public highways, and has been redesigned or modified by the addition of mounted equipment or machinery, and is only incidentally operated or moved over the public highways. "Special mobile machinery" includes vehicles commonly used in the construction, maintenance, and repair of roadways, the drilling of wells, and the digging of ditches, and riding lawnmowers.
4. "**Golf cart**" means a self-propelled vehicle not designed primarily for operation on roadways and that has:
 - i. A design speed of less than twenty miles per hour;
 - ii. At least four wheels in contact with the ground;

- iii. An empty weight of not more than one thousand three hundred pounds; and
 - iv. A carrying capacity of not more than four persons.
5. "**Toy vehicle**" means any vehicle that has wheels and is not designed for use on public highways or for off-road use. "Toy vehicle" includes, but is not limited to, gas-powered or electric-powered vehicles commonly known as mini bikes, "pocket" bikes, kamikaze boards, go-peds, and stand-up scooters. "Toy vehicle" does not include off-highway vehicles or snowmobiles.
 6. "**Operator**" means the person who is in actual physical control of a vehicle.
 7. "**Insured**" means the same insurance requirements needed to operate a street legal motorcycle in the State of Colorado.
 8. "**State and city traffic laws**" means any traffic codes adopted by the Town.
 9. "**Valid driver's license**" means any current, legal license not subject to revocation or suspension.

B. Terms and Conditions.

1. Operation of UTVs, OHVs, SMMs, and Golf cars on public Town streets shall be subject to the terms of this Ordinance.
2. **Certain Vehicles Not Permitted.**
 - i. Operation of toy vehicles on public Town streets shall be prohibited.
 - ii. No three wheel vehicles are allowed on any Town streets.
 - iii. Vehicles that have been modified to be used as an UTV, OHV, or SMM shall not be permitted.
3. **Permitted Operators.** It shall be legal for Operators with a valid driver's license at least eighteen (18) years of age to operate UTVs and SMMs on public Town streets. Only Town-owned or commercially-owned OHVs are permitted on public Town streets and may only be operated by Operators with a valid driver's license at least eighteen (18) years of age and in the course of their employment.
4. **Golf carts.** Golf carts shall be permitted on designated golf cart paths only. Golf carts shall be permitted to cross public streets at designated intersections in order to stay on a golf cart path.
5. UTV, OHV, and SMM use shall be subject to the following conditions and restrictions:

- i. Proof of insurance is required to be with the UTV, OHV, or SMM at all times.
- ii. An Operator of a UTV, OHV, or SMM must maintain liability insurance coverage in the minimum required by State law.
- iii. All Town-owned or commercial UTVs, OHVs, or SMMs must be clearly labeled on the exterior of the vehicle with identification stating the business name of the business owner, a contact phone number, and a clearly visible and legible vehicle identification number.
- iv. Operators must obey all State and Town traffic laws, including posted speed limits, and except as otherwise specifically provide for in Colorado statutes.
- v. If Operators operate UTVs, OHVs or SMMs on public Town streets at a speed more than five (5) miles under the posted speed limit, the UTV, OHV or SMM must use a flashing amber light as described in Section B(5)(vi)(1) below.
- vi. UTVs, OHVs, or SMMs must have the following safety equipment, which must be operational and in good working order:
 - 1. Flashing amber light mounted in the highest point of the vehicle capable of being seen from three hundred sixty (360) degrees
 - 2. Reflective triangle evidencing a slow moving vehicle
 - 3. Horn or other audible warning device

C. Trail System. No unauthorized motor vehicles shall be permitted on any Town trail system.

D. Limitation of Liability

- 1. Nothing in this ordinance shall be construed as an assumption of any duty of care by the Town with respect to, or the assumption of any liability by the Town for any injuries to persons or property which may result from the operation of an UTV, OHV, SMM and golf carts on the streets within the Town limits.

E. Violations, Fines and Fees.

- 1. Any persons in violation of any Town or State of Colorado traffic laws will be ticketed and assessed fines that are applicable to said violations. The Town

Police Department or any other legal policing authority is given all rights to write citations to those individuals violating laws as outlined in this Ordinance.

2. With respect to any violation of traffic laws contained in the Town Municipal Code, the minimum fine per violation shall be One Hundred Dollars (\$100.00).

Memo

Agenda Item 16

To: Mayor and Town Council
From: James Mahoney
CC: File
Date: February 4, 2016
Re: Ordinance Amending Section 17.6.6 of CDC

In your packets you will find a redline version of section 17.6.6 of the CDC. The proposed changes all have to do with the criteria for the Town accepting a private access tract (which would then be owned and maintained by the Town).

There are many privately owned access tracts in the Mountain Village and many are perfectly acceptable as private access tract, some are suitable to become Town owned access tracts which meet the CDC's standards on access tracts and some require a work to be eligible for acceptance as a Town owned access tract.

There is yet another category of access tracts that which are access tracts that would require a substantial amount of work to be brought up to the Town's standards and also have other complicating factors, but due to certain circumstances it would be nearly impossible for the benefited lots to accomplish bring these access tracts up to Town standards. Therefore, the Town Council has asked staff to come up with criteria to allow for the acceptance of these uniquely situated access tracts that would allow for acceptance by the Town, but at the same time making sure that the criteria is strict so that only truly uniquely situated access tracts can be accepted without being at the proper standards.

Thus, we have prepared the changes to the CDC that you see before you. DRB made a recommendation of approval on February 4, 2016 and their suggested changes are incorporated into the code amendment.

1.

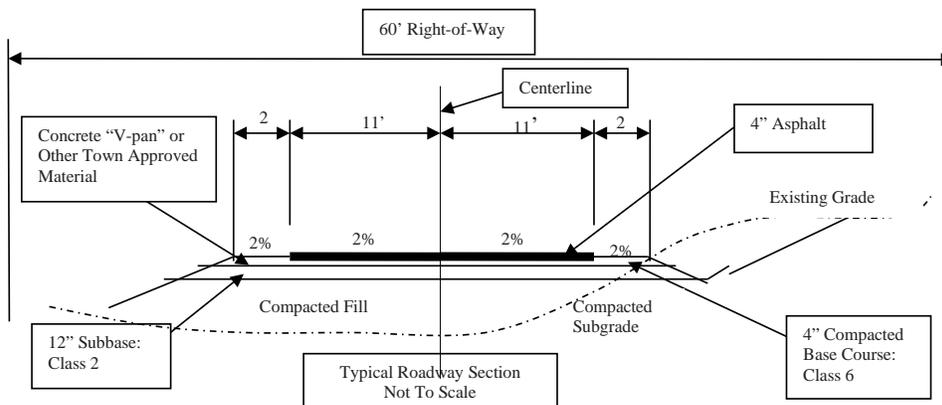
Motion: I move to approve on first reading an ordinance amending section 17.6.6 of the Community Development Code and set for a public hearing on March 16th, 2016 with the following conditions (add as directed by Town Council):

17.6.6 ROAD AND DRIVEWAY STANDARDS

A. Roadway Standards

1. **Minimum Right-of-Way.** The minimum right-of-way width shall be sixty feet (60').
2. **Roadway Width.** The minimum roadway width shall be twenty feet (20'), with two foot (2') "v-pan" curbs.
 - a. Concrete "v-pan" curbs and gutters constructed of Class B concrete (as defined by CDOT standards) other review authority-approved material shall be provided on both sides of the road leading into the required drainage system.
 - i. Curbs and gutters or other shoulder materials shall be constructed of concrete drainage pans or other review authority-approved material that is compacted to withstand a twenty (20) ton load minimum. The shoulders shall pitch no more than two percent (2%) grade from the edge of the twenty foot (20') travel roadway.
3. **Roadway Construction.** Roadways shall be designed and constructed in accordance with the specifications shown in Figure 6-2.
4. **Maximum Grade.** The maximum road grade shall be eight percent (8%) except:
 - a. The maximum roadway grade shall not exceed five percent (5%) for the first twenty feet (20') from the edge of the public roadway or access tract.
 - b. Transitional sections not exceeding 500 feet in length may be allowed a maximum of percent (10%) if approved by the Town in consultation with the Fire Marshal. Transitional sections exceeding eight percent (8%) shall not be within 500 feet of each other.
 - c. Transitional sections may be allowed a maximum grade up to twelve percent (12%) with the approval of the Town in consultation with the Fire Marshal, providing all structures are equipped with a fire sprinkler system meeting the requirements of the Fire Code.
 - d. Curves with a centerline radius of less than 250 feet shall not exceed eight percent (8%) grade.

Figure 6-2, Roadway Design Specifications.



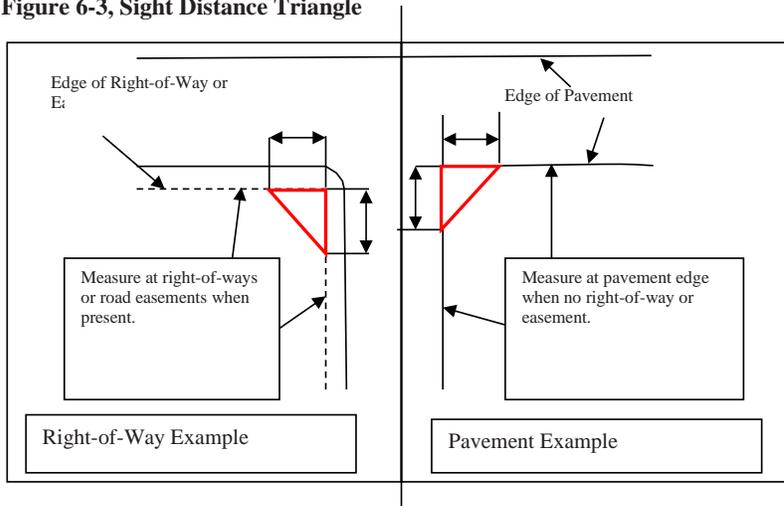
5. **Turning Radius.** Curves with centerline radii of less than 250 feet shall not exceed eight percent. The minimum inside turning radii of a corner shall not be less than 100 feet (100').
6. **Grading.** The maximum cut and fill slope shall be 3:1 without a soils report prepared by a Colorado professional engineer that shows steeper slopes are warranted. Slopes steeper than 2:1 shall require retaining walls that are designed by a Colorado professional engineer.
 - a. The maximum retaining wall height shall be five feet (5'), with a minimum "step" in between walls of four feet (4') to allow for landscaping to soften the walls.
 - b. Retaining walls shall be setback from roadways at least five (5) feet, where practicable, to allow proper room for drainage, snow plowing and snow storage.
 - c. Roadways shall be crowned at two (2) to three (3) percent maximum grade.
7. **Live Load and Surfacing.** Roadways shall be designed, compacted and maintained to support the imposed loads of fire apparatus, twenty (20) ton minimum, and shall be surfaced so as to provide all-weather driving capabilities.
 - a. Approved roadway surfaces include asphalt, concrete or other materials as approved by the review authority.
 - b. Gravel is prohibited as a surface material for roadways.
8. **Emergency Turnarounds.** Dead-end roads shall be avoided wherever possible.
 - a. Where an emergency turnaround is the only alternative, the roadway shall provide an emergency turnaround as provided for in the Town adopted Fire Code or commentary to such code.
 - b. Adequate rights-of-way for snow storage, utilities and drainage shall be provided at turnarounds.
 - c. Dead-end streets shall not be longer than 600 feet.
9. **Sight Distance Triangles.** For safety and visibility purposes, a sight distance triangle shall be maintained at road and driveway intersections. The distances along the legs of the sight distance triangle shall be measured from the corner or intersection point along the right-of-way lines or along edge of driving surface for driveways as shown in Figure 6-3. For each intersection, the length of the legs of the triangle shall be determined by the classification of the roadways at the intersection as outlined in Table 6-2.
 - a. To minimize traffic hazards at road intersections and along curves by improving visibility for drivers of converging vehicles, no structures, retaining walls or earth berms, nor landscaping, parking or other obstructions more than three feet (3') in height will be permitted within the sight distance triangle except for single-family residential accessways that may provide an address monument in such area.

Table 6-2, Sight Distance Triangle Length

Type of Access	Length of Sight Distance
Driveways (No road intersection)	10 Feet

Local Access/Low Volume	30 Feet
Collector (San Joaquin, Benchmark, Adams Ranch Roads)	50 Feet
Arterial (Mountain Village Boulevard)	70 Feet

Figure 6-3, Sight Distance Triangle



10. **Bridges.** Bridges shall conform to CDOT requirements and specifications. Plans shall be prepared by a qualified Colorado professional engineer.
 - a. Bridges shall be stone faced and have railings and other design features in accordance with the town design theme.
11. **Traffic Control Devices.** Traffic control devices shall be installed and maintained in accordance with the Manual on Uniform Traffic Control Devices.
12. **Guardrails.** Guardrails shall be installed on the outside of curves as required the Public Works Department. Guardrails shall be installed thirty (30) inches from the outside edge of the road curb. The following conditions may necessitate guardrail installation:
 - a. Height of embankment exceeds ten feet (10') within ten (10) feet of the pavement;
 - b. Side slopes exceed 4:1 within ten (10) feet of the pavement;
 - c. Shoulder or pavement widths are substandard; or
 - d. Roadside hazards exist.
13. **Revegetation.** Revegetation within road right-of-way shall be required utilizing grass seed mix specified in the Landscaping Regulations and shall be completed within forty-eight (48) hours after the completion of the project. Cut and fill slopes shall be treated to prevent erosion.
14. **Drainage.** Roadway drainage shall meet the following requirements:

- a. Retention or detention shall be provided to protect water quality and attenuate flood flows;
- b. Culverts shall be located at each natural draw or watercourse, as conditions warrant, to prevent excessive accumulation of flow in roadside ditches or along toe of slope; and
- c. All drainage shall be designed to in accordance with the drainage design standard.

- 15. **Sidewalks.** When a new roadway is required, the review authority may require the development to provide a sidewalk constructed of Class B concrete six feet (6') wide shall be provided on one side of the road with the location favoring the predominant pedestrian flow.
- 16. **Provision of Right-of-Way.** When a new roadway is required, the Town shall require a developer to either dedicate rights-of-way for public use for such new roadway, or require an easement that serves the same functions of a right-of-way, including but not limited to utilities, drainage, grading, snow storage and public access.
 - a. Where the minimum right-of-way width does not include all of the required grading and drainage, easements for such road-related improvements shall be provided to ensure use and maintenance over time.
- 17. **Fire District Review.** All new roadways shall be required to be reviewed by the Telluride Fire Protection District to ensure compliance with the Fire Code.
- 18. **Engineer Required.** A Colorado professional engineer shall design all new proposed roadways, bridges and associated grading, utilities and drainage.
- 19. **Construction and Maintenance.** The design and construction paving of roadways shall be the responsibility of the developer. Roadways shall be maintained after construction by the lot owner(s) that obtain access from the roadway, including but not limited to snow plowing, resurfacing, sign maintenance, curbs and any landscaping.
 - a. The Town may elect to maintain a roadway that is dedicated to the Town or that is dedicated by an easement, or it may also require the developer to provide a private maintenance function by a legal instrument that runs with the affected lot(s).
 - b. Roadways shall be maintained in accordance with the CDC regulations in effect at the time of development approval.
- 20. **Road Cut Resolution.** Road construction and maintenance activities shall be in accordance with the effective Town road cut resolution.
- 21. **Variation.** The review authority may grant a variation to the roadway standards provided the review authority finds such exemption will not adversely affect public health, safety and welfare.

B. Driveway Standards

- 1. **Driveway Allowance.** A driveway may provide access for up to a maximum of three (3) single-family dwellings, or may also be used to provide access to a parking garage or any allowed surface parking lot serving multi-family, mixed-use, commercial or other development containing three or fewer buildings only one (1) lot directly from the main roadway.

- a. All other development shall only use a roadway to serve access per the roadway standards.

2. Driveway Width

- a. For driveways that service three (3) or fewer single-family dwellings, the maximum paved drive surface width shall be twelve feet (12') for driveway lengths less than 150 feet. Shoulders may be required by the Fire Code.
- b. For driveways that service multi-family, mixed-use, commercial or other development, the paved drive surface width shall be no less than twenty feet (20') with two foot (2') shoulders on each side.
 - i. Shoulders shall be constructed of concrete drainage pans or other review authority approved material that is compacted to withstand a twenty (20) ton load minimum. The shoulders shall pitch two percent (2%) grade from the edge of the edge of the twelve foot (12) driveway.
 - ii. Drainage pans are not required where a driveway is a drive aisle in a parking lot with the minimum width of such drive aisle twenty-four feet (24').

3. Driveway Construction. Driveways shall be designed and constructed in accordance with the specifications shown in Figure 6-4.

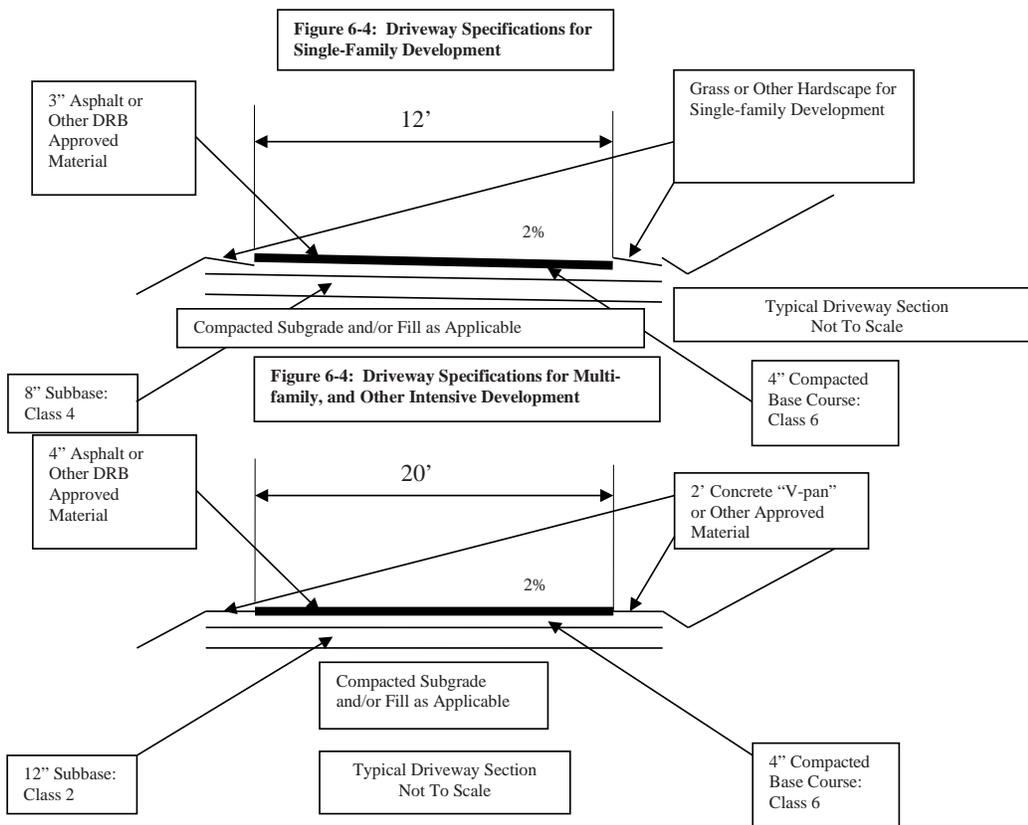
4. Maximum Grade. Driveway grade shall not exceed eight percent (8%) except:

- a. Garage entrances, parking and required fire apparatus turnaround areas shall not exceed five to six percent (5% - 6%) grades without specific approval from the review authority in consultation with the Telluride Fire Protection District and Public Works Department.
 - i. If driveways grades for such areas are approved greater than five to six percent (5% - 6%), then the review authority may require that a snowmelt system be incorporated into the driveway design.
- b. The maximum driveway grades shall not exceed five percent (5%) for the first twenty feet (20') from the edge of the public roadway or access tract.
- c. Transitional sections not exceeding 500 feet may be allowed a maximum of ten percent (10%) if approved by the Town in consultation with the Fire Marshal. Transitional sections exceeding eight percent (8%) shall not be within 500 feet of each other. Curves with a centerline radius of less than 250 feet shall not exceed eight percent (8%).
- d. Transitional sections may be allowed a maximum grade up to twelve percent (12%) providing all residences are equipped with an approved fire sprinkler system meeting the Fire Code.
- e. Curves with a centerline radius of less than 250 feet shall not exceed eight percent (8%) grade.

5. Driveway Fire Apparatus Access. A driveway shall extend to within 150 feet of all portions of the exterior walls of the first story of a building as measured by an approved route around the exterior of the building.

- a. The Fire Marshal is authorized to increase the dimension of 150 feet (to 225 feet) where:
 - i. Driveways cannot be designed and installed in accordance with this section because of location on property, topography, waterways, non-negotiable grades or other similar site conditions; and
 - ii. The residence is equipped with an approved fire sprinkler system installed in accordance with section.
- b. The minimum, unobstructed vertical clearance for a driveway shall be thirteen feet six inches (13' 6").

Figure 6-4, Driveway Design Specifications



6. **Turning Radius.** The inside turning radii of a corner shall not be less than thirty-two feet (32').
7. **Grading.** The maximum cut and fill slope shall be 3:1 without a soils report prepared by a Colorado professional engineer that shows steeper slopes are warranted. Slopes steeper than 2:1 shall require retaining walls that are designed by a Colorado professional engineer. Notwithstanding the foregoing, a maximum slope of 1.5:1 may be approved by

the review authority based on a soils report prepared by a Colorado professional engineer if the aesthetic of such slope is determined to be appropriate.

- a. The maximum retaining wall height shall be five feet (5'), with a minimum "step" in between walls of four feet (4') to allow for landscaping to soften the walls.
- b. Retaining walls shall be setback from driveways at least five (5) feet, where practicable, to allow proper room for drainage, snow plowing and snow storage.

8. Live Load and Surfacing. Driveways shall be designed, compacted and maintained to support the imposed loads of fire apparatus, twenty (20) ton minimum, and shall be surfaced so as to provide all-weather driving capabilities.

- a. Approved driveway surfaces include asphalt, concrete, pavers or cut or tumbled stone block or other materials as approved by the review authority.
- b. Gravel is prohibited as a surface material for driveways.

9. Emergency Turnarounds. The Fire Code may require emergency turnarounds for long driveways.

10. Emergency Turnouts. Driveways in excess of 200 feet in length and less than twenty (20') feet in width shall be provided with turnouts if required by the Fire Marshal.

- a. Required driveway turnouts shall be an all-weather driving surface at least ten feet (10') wide and forty feet (40') long and be compacted to withstand a twenty (20) ton load minimum.
- b. Driveway turnouts shall be located as required by the Fire Marshal.

11. Sight Distance Triangles. Sight distance triangles at driveway intersections shall be as set forth under the roadway standards above.

12. Bridges. Bridges shall conform to CDOT requirements and specifications. Plans shall be prepared by a qualified Colorado professional engineer.

- a. Bridges shall be stone faced and have railings and other design features in accordance with the town design theme.

13. Traffic Control Devices. Traffic control devices shall be installed and maintained in accordance with the Manual on Uniform Traffic Control Devices.

14. Guardrails. The review authority may require the installation of guardrails on the outside of curves as required by this section or as otherwise required by the Public Works Department. Guardrails shall be installed thirty (30) inches from the outside edge of the road curb. The following conditions may necessitate guardrail installation:

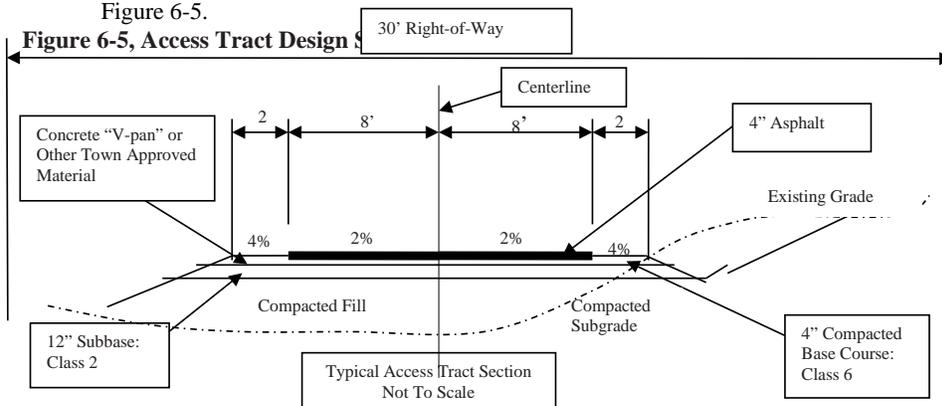
- a. Height of embankment exceeds ten feet (10') within ten (10) feet of the pavement;
- b. Side slopes exceed 4:1 within ten (10) feet of the pavement;
- c. Shoulder or pavement widths are substandard; or
- d. Roadside hazards exist.

15. Revegetation. Revegetation within road right-of-way shall be required utilizing grass seed mix specified in the Landscaping Regulations and shall be completed forty-eight (48) hours after the completion of the project to the extent practicable. Cut and fill slopes shall be treated to prevent erosion.

- 16. Drainage.** Driveway drainage shall meet the following requirements:
- Culverts shall be located at each natural draw or watercourse, as conditions warrant, to prevent excessive accumulation of flow in roadside ditches or along toe of slope.
 - Where culverts are required, they shall be at least eighteen inches (18") in diameter to minimize ice and debris build up.
 - Drainage shall be directed away from wetlands, steep slopes and other environmentally sensitive areas.
- 17. Maximum Number of Curb Cuts.** Only one (1) curb cut for a driveway accessing a lot from the main road shall be permitted without specific approval from the review authority in consultation with the Public Works Department.
- Single-family lots that are proposed to be created or have been created from duplex lots will be required to utilize a single common driveway from the adjacent access-way.
- 18. Public Works Review.** All driveway cuts shall be required to be reviewed and approved by the Public Works Department.
- 19. Fire District Review.** All new driveways shall be required to be reviewed by the Fire District to ensure compliance with the Fire Code.
- 20. Engineer Required.** A Colorado professional engineer shall design all new proposed driveways, bridges and associated grading and drainage.
- 21. Construction and Maintenance.** The design and construction paving of driveways shall be the responsibility of the developer. Driveways shall be maintained after construction by the lot owner(s) that obtain access from the driveway, including but not limited to snow plowing, resurfacing, sign maintenance, curbs and any landscaping.
- Driveways shall be maintained by the lot owner(s) in accordance with the CDC regulations in effect at the time of development approval.
- 22. Road Cut Resolution.** Driveway construction and maintenance activities shall be in accordance with the effective Town road cut resolution when work or maintenance is being conducted in a Town right-of-way or access tract.
- 23. Variation.** The review authority may grant a variation to the driveway standards provided the review authority finds such exemption will not adversely affect public health, safety and welfare.

C. Access Tract Standards

- 1. Roadway Construction.** Roadways or driveways within access tracts shall be designed and constructed in accordance with [sections A and B](#) and the specifications shown in Figure 6-5.



2. **Acceptance of Access Tracts.** Pursuant to the class 5 development application process, the Town Council may accept an access tract that is offered for dedication by the owner(s) of such access tract provided:

a. The roadway or driveway has been constructed to meet the specifications in Figure 6-5. This provision may be waived in the sole and absolute discretion of the Review Authority in exceptional circumstances, by finding that the following conditions exist:

- i. The access tract was constructed prior to 2014.
- ii. Acceptance of the access tract not meeting the specifications would allow the Town to upgrade other Town owned infrastructure which upgrade would not be practicle without the acceptance of the access tract.
- iii. There is a public safety issue not directly related to the access tract being below the specifications set forth in Figure 6-5, which can be alleviated by the Town accepting the Access Tract and making improvements to the access tract and surrounding area (acceptance of an access tract does not require or guarantee the Town will make such improvements).
- iv. More than ninety percent (90%) of the lots or condominium land units are owned by parties other than the original or successor developer.
- a.v. Acceptance of substandard access tract shall not set a precedent for future acceptance as every access tract is uniquely situated.

- b. The Town determines that it is in the Town' best interest to accept such access tract.
- c. The access tract serves three (3) or more lots or condominium land units.

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ORDINANCE NO. 2016-__

AN ORDINANCE TO AMEND THE COMMUNITY DEVELOPMENT CODE (CDC) AT SECTION 17.6.6 TO AMEND THE ROAD AND DRIVEWAY STANDARDS AND MISCELLANEOUS AMENDMENTS TO THE CDC TO ACCOMPLISH THE FOREGOING RECITALS

- A. The Town of Mountain Village (the “Town”) is a legally created, established, organized and existing Colorado municipal corporation under the provisions of Article XX of the Constitution of the State of Colorado (the “Constitution”) and the Home Rule Charter of the Town (the “Charter”).
- B. Pursuant to the Constitution, the Charter, the Colorado Revised Statutes and the common law, the Town has the authority to regulate the use and development of land and to adopt ordinances and regulations in furtherance thereof.
- C. The Town Council may amend the CDC from time-to-time to address CDC interpretations, planning matters, clarify and refine the Town’s land use regulations; or to address issues or policy matters.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MOUNTAIN VILLAGE, COLORADO AS FOLLOWS:

Section 1. Amendment of Community Development Code

- A. The Town of Mountain Village Community Development Code is hereby amended as set forth in Exhibit A which is attached hereto and incorporated herein.
- B. The Planning Division is directed to codify the amendments in Exhibit A into the CDC.
- C. The Planning Division may correct typographical and formatting errors in the amendments or the adopted CDC.

Section 2. Ordinance Effect

- D. This Ordinance shall have no effect on pending litigation, if any, and shall not operate as an abatement of any action or proceeding now pending under or by virtue of the ordinances repealed or amended as herein provided and the same shall be construed and concluded under such prior ordinances.
- E. All ordinances, of the Town, or parts thereof, inconsistent or in conflict with this Ordinance, are hereby repealed, replaced and superseded to the extent only of such inconsistency or conflict.

Section 3. Severability

The provisions of this Ordinance are severable and the invalidity of any section, phrase, clause or portion of this Ordinance as determined by a court of competent jurisdiction shall not affect the validity or effectiveness of the remainder of this Ordinance.

Section 4. Effective Date

This Ordinance shall become effective on _____, 2016.

Section 5. Public Hearing

A public hearing on this Ordinance was held on the ___ day of March, 2015 in the Town Council

Chambers, Town Hall, 455 Mountain Village Blvd, Mountain Village, Colorado 81435.

INTRODUCED, READ AND REFERRED to public hearing before the Town Council of the Town of Mountain Village, Colorado on the 11th day of February, 2016.

TOWN OF MOUNTAIN VILLAGE

**TOWN OF MOUNTAIN VILLAGE,
COLORADO, A HOME-RULE
MUNICIPALITY**

By: _____
Dan Jansen, Mayor

ATTEST:

Jackie Kennefick, Town Clerk

HEARD AND FINALLY ADOPTED by the Town Council of the Town of Mountain Village, Colorado this ____ day of March, 2016.

TOWN OF MOUNTAIN VILLAGE

**TOWN OF MOUNTAIN VILLAGE,
COLORADO, A HOME-RULE
MUNICIPALITY**

By: _____
Dan Jansen, Mayor

ATTEST:

Jackie Kennefick, Town Clerk

Approved As To Form:

Jim Mahoney, Assistant Town Attorney

I, Jackie Kennefick, the duly qualified and acting Town Clerk of the Town of Mountain Village, Colorado ("Town") do hereby certify that:

1. The attached copy of Ordinance No. _____ ("Ordinance") is a true, correct and complete copy thereof.

2. The Ordinance was introduced, read by title, approved on first reading with minor amendments and referred to public hearing by the Town Council the Town ("Council") at a regular meeting held at Town Hall, 455 Mountain Village Blvd., Mountain Village, Colorado, on February 11th, 2015, by the affirmative vote of a quorum of the Town Council as follows:

Council Member Name	"Yes"	"No"	Absent	Abstain
Dan Jansen, Mayor				
Cath Jett				
Laila Benitez				
Dan Caton				
Michelle Sherry				
Martin McKinley, Mayor Pro-Temp				
Bruce MacIntire				

3. After the Council's approval of the first reading of the Ordinance, notice of the public hearing, containing the date, time and location of the public hearing and a description of the subject matter of the proposed Ordinance was posted and published in the Telluride Daily Planet, a newspaper of general circulation in the Town, on _____, 2015 in accordance with Section 5.2b of the Town of Mountain Village Home Rule.

4. A public hearing on the Ordinance was held by the Town Council at a regular meeting of the Town Council held at Town Hall, 455 Mountain Village Blvd., Mountain Village, Colorado, on _____, 2015. At the public hearing, the Ordinance was considered, read by title, and approved without amendment by the Town Council, by the affirmative vote of a quorum of the Town Council as follows:

Council Member Name	"Yes"	"No"	Absent	Abstain
Dan Jansen, Mayor				
Cath Jett				
Laila Benitez				
Dan Caton				
Michelle Sherry				
Martin McKinley, Mayor Pro-Temp				
Bruce MacIntire				

5. The Ordinance has been signed by the Mayor, sealed with the Town seal, attested by me as Town Clerk, and duly numbered and recorded in the official records of the Town.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town this ____ day of _____, 2016.

Jackie Kennefick, Town Clerk

(SEAL)

**Exhibit A: CDC Amendments
(see attached)**

J. DAVID REED
P.O. Box 196
Montrose, Colorado 81402
(970) 249-3806 • (970) 249-9661 (FAX)
jdreed@jdreedlaw.com
visit our website: jdreedlaw.com

February 3, 2016

Chairman Max Tyler
Honorable Members of the House Transportation and Energy Committee
Colorado State Capitol
200 East Colfax
Denver, Colorado 80203

Re: Support of Property Tax Extension

Dear Chairman Tyler and Honorable Members:

On January 21, 2016, the Town Council of the Town of Mountain Village (the “Town”) voted unanimously to support extension of the current sunset provision on property tax under the Regional Transportation Authority Act (the “Act”).

The Town has been involved in discussions with the Town of Telluride and San Miguel County to create a regional transportation authority pursuant to the Act servicing all three jurisdictions. Clearly, creation of such an authority in this region would require significant capital funding. The Act currently authorizes a uniform mill levy of up to 5 mills, with voter approval, through January 1, 2019. The Town supports an extension of this authorization through January 1, 2029.

If the three governments are able to come to an agreement regarding the creation of an authority, the current sunset provision will significantly limit their ability to raise local capital. The Town believes that an adequately funded regional transit service would greatly improve this region’s economy and to that end, supports an extension of the property tax authorization.

Sincerely,

J. David Reed

Mountain Village Benchmarking Study

Process

Propose scope to Council	February 11
Modify scope and create RFP	March 1
Receive proposals	April 1
Negotiate and select consulting firm	April 15
Initiate study	May 1
Conclude staff interviews and public comment	July 1
Present Study to Council	August 18

Suggested Study Expectations

- Identify comparable Colorado, Utah, Wyoming, and Montana resort towns. Propose to use the same towns as used for the Compensation study.
- Identify departments that can be compared. Aggregate some departments and split some for proper comparisons.
- Identify exceptional issues that must be considered when viewing results (local medical centers vs. regional hospitals, police vs. county sheriff, road length and complexity, oversee rental housing or not, etc.) Use private sector data for comparison when comparable public data is not available (day care, broadband, etc.)
- Compare staffing
 - FTEs per 100 residents
 - FTEs per 100 visitors
 - FTEs per department
- Compare budgets
 - Total budget per 100 residents
 - Comparable department budget per 100 residents
 - Total budget per 100 visitors
 - Comparable department budget per 100 visitors
 - Compare capital budgets per 100 residents
 - Compare capital budgets per 100 visitors
 - Total debt
 - Number of debt issues
 - Credit ratings

- Compare equipment and vehicle assets
- Compare other data that may have a bearing on expenses
 - Number of full-time vs. second homeowners
 - Amount of snowfall
 - Amount of trash per resident
 - Amount of recycling per resident
- Interview MV Town Manager, certain department managers
- Interview residents who often express views on these topics
- Hold one or more public comment sessions
- Encourage study to identify anecdotal best practices from other resort towns

Outside of Scope

- Specific employee compensation comparison (already completed)
- Employee benefits (CAST study already completed)
- Gondola operations (none other comparable)

Town of Mountain Village
Cable Department
Semi-Annual Report to Town Council
October 2015 to February 2016

Department Goals

1. Service the community with the newest technologies available for video services.
2. Service the community with the newest technologies available for Internet services
3. Full compliance with FCC guidelines and reporting requirements.
4. Provide Mountain Village the highest level of customer service.
5. Service the community with the newest technologies available for Phone services
6. Operating the enterprise does not require general tax subsidy.

Performance Measures

1. Maintain 75% of units in Mountain Village as video customers.
2. Maintain 80% of units in Mountain Village as data customers.
3. Complete all FCC reports on time
4. Average number of service calls per month with all calls being completed within 24 hours.
5. Average down time of phone customers to be .03% or less
6. The enterprise operates without transfers from the General Fund or other funds of the Town.

The Cable Department is responsible for the care and maintenance of 36 miles of plant which serves 2048 homes, condos, hotels, and apartments.

Performance Report

1. We have maintained 79.79% (national average is 48%) of video customers of homes passed for the 2nd half of 2015. We have increased our Video customers from 1622 to 1685 .
2. We have maintained 85% (national average is 42%) of internet customers of homes passed for the 2nd half of 2015. We have increased our Internet customers from 1741 to 1815.
3. All FCC reports are current.
4. We provide approximately 57 service calls per month all within 24 hours of request.
5. We had 1 cable outage lasting 75 min the last 3 months caused by CenturyLink
6. The Cable department is fully self-funded.
7. We completed 414 service truck rolls and 224 cable locates to date in 2016

Cable Department Projects and Issues

We have completed the upgrade of our internet circuit and CMTS equipment. All customer speeds have been increased and are working as designed.

Average internet utilization has been 15% was up to 44% during Christmas New Year Holiday. We are in process of upgrading our cable billing system to allow for added services.

Town of Mountain Village
HUMAN RESOURCES DEPARTMENT
Biannual Report to Town Council
February 2016 – July 2016

21 b

The Town of Mountain Village is dedicated to providing exceptional facilities, services and opportunities, in partnership with the community, which will enhance the quality of life for our residents, homeowners, employees, and guests.

HUMAN RESOURCES STAFF:

Sue Kunz, HR Director
 Corrie McMills, HR Coordinator

SUMMARY

- **No increase** to medical premiums for 2016
- **Few worker’s compensation claims and low claims costs** resulted in a MOD rate of .74 and **\$71,434 savings**
- **Maintaining worker’s compensation Cost Containment Certification** resulted in an additional **\$11,400 savings**
- **Housing pilot program** has successfully provided VCA housing for 6 TMV employees this winter
- **2016 employee satisfaction survey** showed that **88%** of respondents are either *satisfied* or *very satisfied* with their employment with the town.
- **CIRSA Loss Control Audit Score: 99%**
- **50% of voluntary terminations in 2015** were for other jobs (up 10% from 2014)
- **Succession planning underway: 44%** of town employees are currently age 50 or over
- **Seasonal employees that work more than 1560 hours/year** are eligible for health insurance benefits, effective 1/1/2016.

ACA	Affordable Care Act
CIRSA	Colorado Intergovernmental Risk Sharing Agency (property / casualty insurance)
CEBT	Colorado Employer Benefit Trust (medical insurance)
DOT	Department of Transportation
EAP	Employee Assistance Program
FMLA	Family Medical Leave Act
MSEC	Mountain States Employers Council
PERA	Colorado Public Employees Retirement Association (in lieu of social security)
Pinnacol	Administers Workers Compensation claims

DEPARTMENT GOALS

1. **Recruitment:** Assist management with timely and lawful recruitment processes to maintain proper staffing levels and retain high-performing, well qualified employees
2. **Compensation & Benefits:** Provide attractive compensation and benefits package to attract and retain high-performing, well-qualified employees
3. **Staff Training & Professional Development:** Coordinate staff training & professional development opportunities
4. **Performance documentation:** Assist management with evaluating staff and conducting performance reviews
5. **Safety:** Oversee the Safety Committee, CIRSA audits and inspections, accident investigations and reporting, workers compensation, and safety programs to provide a safe workplace & minimize workplace injuries
6. **Fiscal Responsibility:** Prepare and stay within the HR department’s approved budget. Actively seek opportunities to optimize financial costs and investments when making decisions
7. **Policy Administration:** Administer and enforce town policies in compliance with state/federal laws and town goals
8. **Payroll & Recordkeeping:** Maintain accurate personnel documents in compliance with the Colorado Retention Schedule and ensure accurate payroll information
9. **Environment:** Operate the department in an environmentally sustainable and sensitive manner including the responsible use of electricity, natural gas, fuel, paper, water, and chemicals

PERFORMANCE MEASURES

1. Recruitment /Retention

Corrie developed the VCA housing pilot program which has successfully provided job-attached VCA housing for 6 TMV employees this winter.

Goal: we need to keep our valued employees

There are so many available jobs that employees don't stay in one job for long. 50% of volunteering terminations are leaving for other jobs.

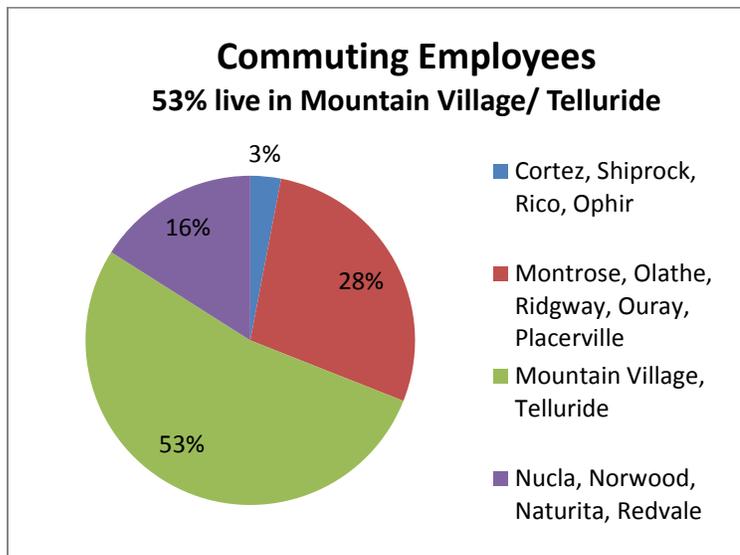
With our aging employee base (44% over age 50), we are soon losing many employees strictly to retirement.

Current employee retention (years of service)

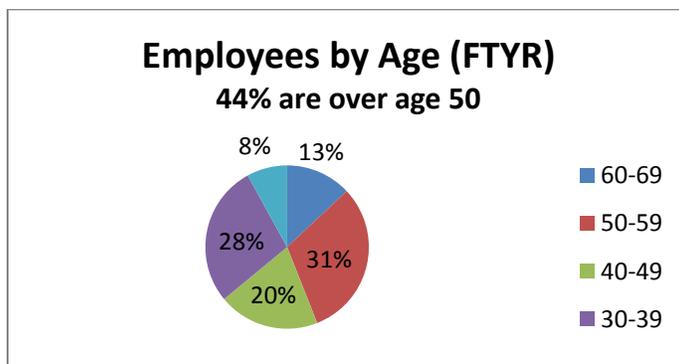
30 years:	1 employee (1%)
20-29 years:	11 employees (7%)
10-19 years:	22 employees (13%)
5-9 years:	35 employees (21%)
0-4 years:	58%

Average years of service

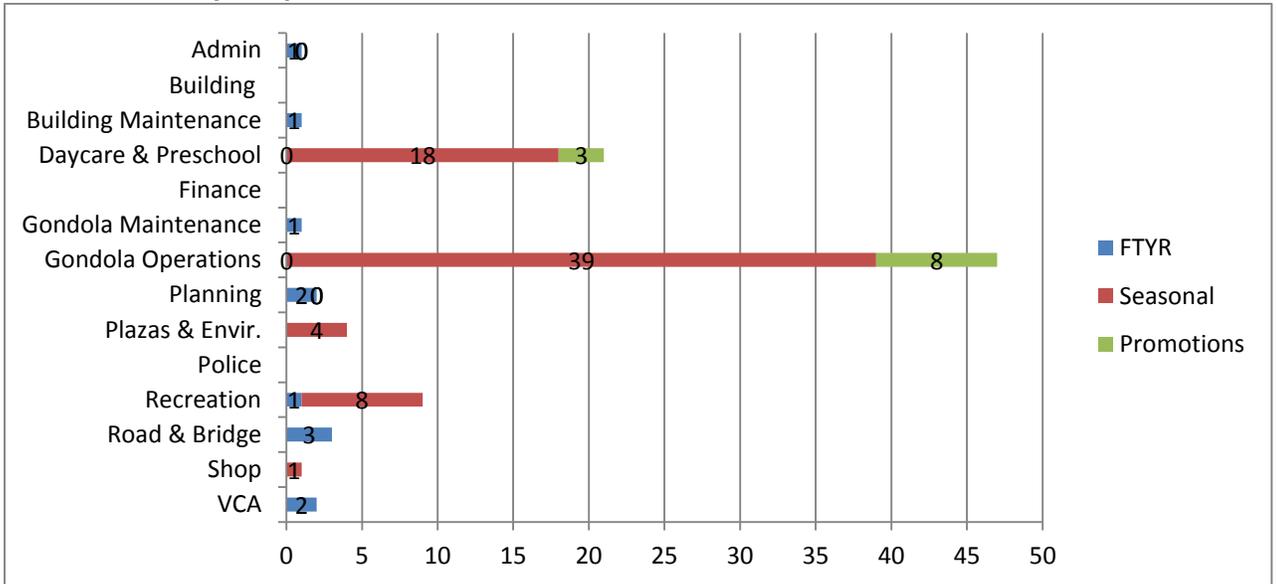
Full time year, round employees: **7.6 years** Excellent!
All employees: **5.7 years**



Succession planning

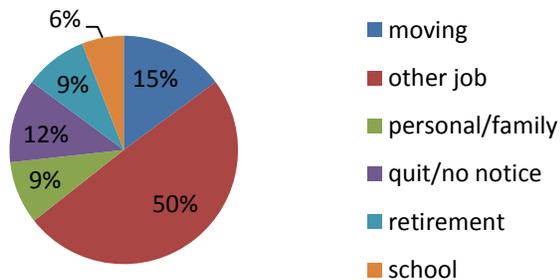


2015 Hires by Department



Reasons for Voluntary Termination

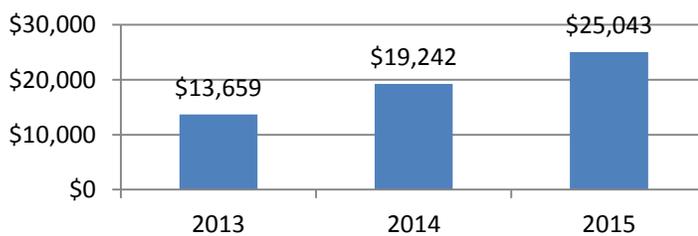
50% left for other jobs



	voluntary	involuntary	
2015	74%	26%	50% were for another job
2014	60%	40%	44% were for another job
2013	39%	51%	39% were for another job

Recruiting Costs

(background checks and advertising costs)



Hard to fill positions:

Gondola operators. Job requirements include random drug testing, winter driving experience, working outside during all weather conditions, late nights or early mornings (shifts either start at 5:30 am or end at 1 am, or later)

Ridership has increased by 20% but the staffing levels are the same. Being chronically short-staffed has not enabled employees to take time off.

Benefits include four day work weeks, season ski pass, set schedule (consistent paycheck), advancement opportunities, and great benefits for full time, year round employees.

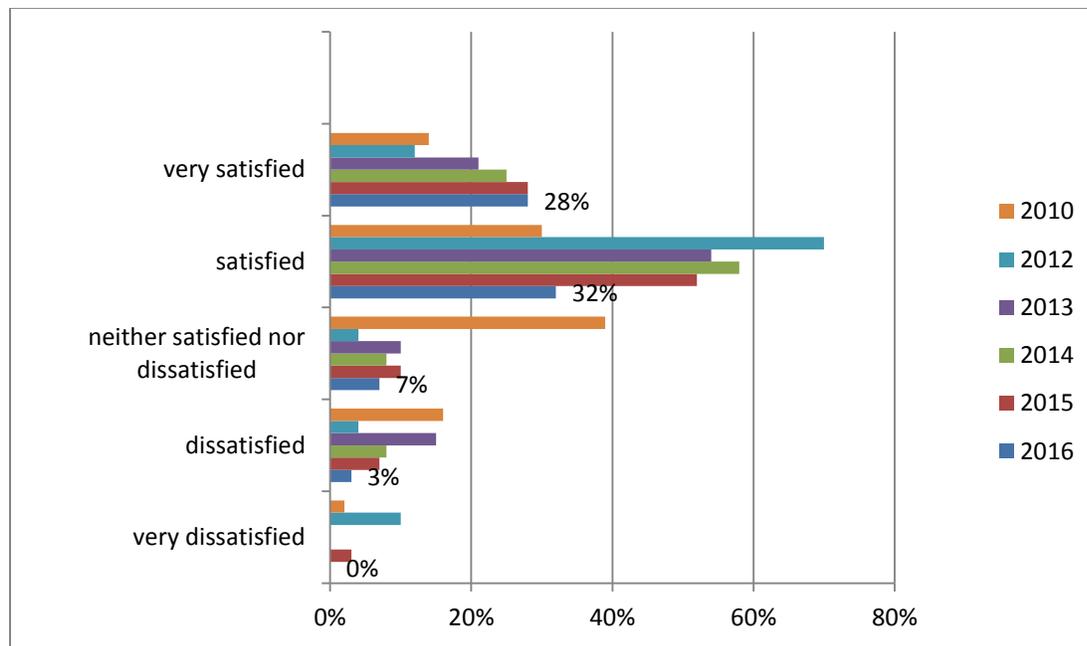
- Seasonal wages were increased, effective 1/1/2015, to \$14/hr. + \$1/hr. end of season bonus and include a season ski pass (employees working >20 hrs./week)
- Returning seasonal employees (consecutive seasons) will be eligible for a merit increase as budgeted, same as full time, year round employees (if 2% merit increase is budgeted: 1st season= \$14/hr.; 2nd season = \$14.14; 3rd season = \$14.28
 - Requirements include 20 hrs./week minimum; minimum 500 hours in previous season; evaluation score of 3.0 or better; must complete previous season

2. Compensation & Benefits Administration.

Provide attractive compensation and benefits package to retain high-performing, well-qualified employees; assist employees in the utilization of benefit programs; annual review of compensation and benefits and look to reduce benefit expenses; continue to develop the wellness reimbursement plan; coordinate employee functions and appreciation incentives.

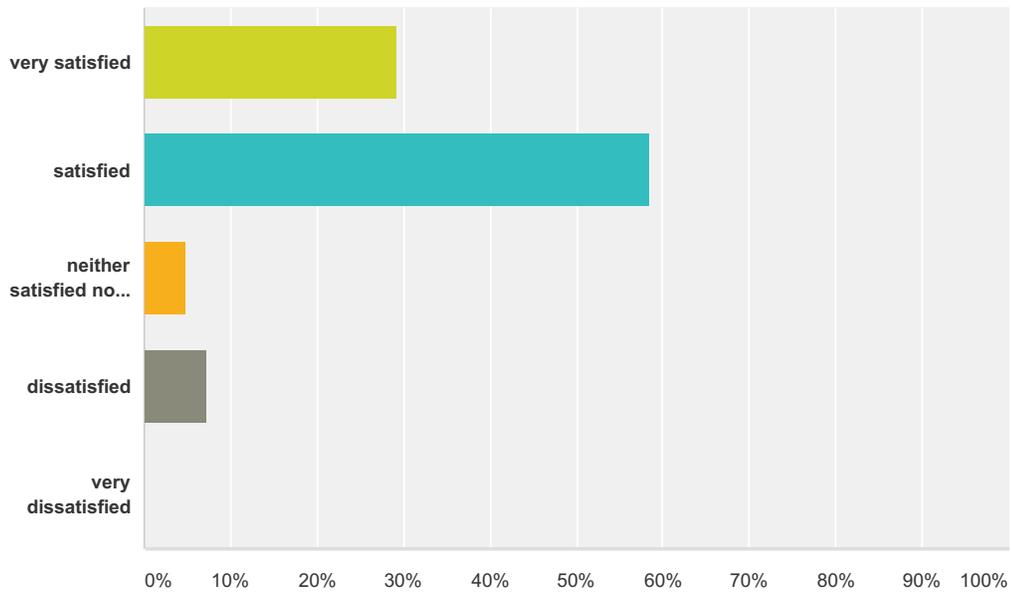
Employee Satisfaction Survey Results (Completed January 2016)

	# employees completed the survey	% of employees that said they were overall 'satisfied' or 'very satisfied'
2016	47	88%
2015	30	80%
2014	39	82%
2013	53	75%
2012	58	82%
2010	44	44%



Q1 Overall, how satisfied are you with the town as an employer?

Answered: 41 Skipped: 0



Answer Choices	Responses
very satisfied	29.27% 12
satisfied	58.54% 24
neither satisfied nor dissatisfied	4.88% 2
dissatisfied	7.32% 3
very dissatisfied	0.00% 0
Total	41

**Q2 FULL TIME YEAR ROUND BENEFITS:
How satisfied are you with the benefits
offered? If you do not utilize a particular
benefit, please select n/a.**

Answered: 39 Skipped: 2

	very satisfied	satisfied	neither satisfied nor dissatisfied	dissatisfied	very dissatisfied	n/a	Total
health benefits	33.33% 13	43.59% 17	10.26% 4	5.13% 2	0.00% 0	7.69% 3	39
dental benefits	23.08% 9	46.15% 18	17.95% 7	5.13% 2	0.00% 0	7.69% 3	39
vision benefits	23.08% 9	51.28% 20	12.82% 5	2.56% 1	0.00% 0	10.26% 4	39
amount of EMPLOYEE premium (health, dental, vision) paid by the town	43.59% 17	30.77% 12	15.38% 6	5.13% 2	0.00% 0	5.13% 2	39
amount of DEPENDENT premium (health, dental, vision) paid by the town	28.21% 11	17.95% 7	20.51% 8	7.69% 3	0.00% 0	25.64% 10	39
flex spending accounts (FSA)	15.38% 6	25.64% 10	25.64% 10	0.00% 0	0.00% 0	33.33% 13	39
PERA (public employee's retirement association) in lieu of social security	43.59% 17	30.77% 12	10.26% 4	2.56% 1	2.56% 1	10.26% 4	39
wellness reimbursement program	48.72% 19	30.77% 12	7.69% 3	7.69% 3	0.00% 0	5.13% 2	39
commuter shuttle benefits	15.79% 6	21.05% 8	15.79% 6	5.26% 2	0.00% 0	42.11% 16	38
FMLA (Family Medical Leave Act)	15.38% 6	28.21% 11	25.64% 10	0.00% 0	0.00% 0	30.77% 12	39
holiday pay	20.51% 8	28.21% 11	23.08% 9	10.26% 4	2.56% 1	15.38% 6	39
amount of PTO	30.77% 12	35.90% 14	23.08% 9	7.69% 3	0.00% 0	2.56% 1	39
401(k)	35.90% 14	35.90% 14	12.82% 5	10.26% 4	0.00% 0	5.13% 2	39
paid life insurance	35.90% 14	35.90% 14	17.95% 7	2.56% 1	0.00% 0	7.69% 3	39
voluntary life insurance	15.79% 6	31.58% 12	28.95% 11	0.00% 0	0.00% 0	23.68% 9	38
long term disability (LTD)	21.05% 8	36.84% 14	26.32% 10	0.00% 0	0.00% 0	15.79% 6	38
paid bereavement	35.90% 14	35.90% 14	15.38% 6	0.00% 0	0.00% 0	12.82% 5	39
paid jury duty	30.77% 12	30.77% 12	17.95% 7	2.56% 1	0.00% 0	17.95% 7	39
paid military leave	10.26% 4	15.38% 6	25.64% 10	0.00% 0	0.00% 0	48.72% 19	39
direct deposit	48.72% 19	38.46% 15	10.26% 4	0.00% 0	0.00% 0	2.56% 1	39

EAP (employee assistance program)	23.08% 9	23.08% 9	38.46% 15	0.00% 0	0.00% 0	15.38% 6	39
training reimbursement	23.08% 9	33.33% 13	20.51% 8	2.56% 1	0.00% 0	20.51% 8	39
AFLAC	30.77% 12	23.08% 9	30.77% 12	0.00% 0	0.00% 0	15.38% 6	39

Q3 SEASONAL/ PART TIME BENEFITS: How satisfied are you with each of the benefits offered? If you don't utilize a particular benefit, select n/a

Answered: 21 Skipped: 20

	very satisfied	satisfied	neither satisfied nor dissatisfied	dissatisfied	very dissatisfied	n/a	Total
end of season bonus	0.00% 0	19.05% 4	9.52% 2	0.00% 0	0.00% 0	71.43% 15	21
direct deposit	0.00% 0	14.29% 3	14.29% 3	0.00% 0	0.00% 0	71.43% 15	21
EAP (employee assistance program)	0.00% 0	9.52% 2	14.29% 3	4.76% 1	0.00% 0	71.43% 15	21
commuter shuttles	0.00% 0	9.52% 2	14.29% 3	0.00% 0	0.00% 0	76.19% 16	21
FMLA (family medical leave)	0.00% 0	9.52% 2	14.29% 3	0.00% 0	0.00% 0	76.19% 16	21
holiday pay	0.00% 0	14.29% 3	14.29% 3	0.00% 0	0.00% 0	71.43% 15	21
paid jury duty	0.00% 0	4.76% 1	14.29% 3	4.76% 1	0.00% 0	76.19% 16	21
voluntary life insurance	0.00% 0	4.76% 1	19.05% 4	0.00% 0	0.00% 0	76.19% 16	21
paid military leave	0.00% 0	9.52% 2	14.29% 3	0.00% 0	0.00% 0	76.19% 16	21
PERA (public employee's retirement association)- in lieu of social security	0.00% 0	14.29% 3	14.29% 3	0.00% 0	0.00% 0	71.43% 15	21
free ski pass	0.00% 0	0.00% 0	19.05% 4	9.52% 2	0.00% 0	71.43% 15	21
AFLAC	0.00% 0	4.76% 1	19.05% 4	0.00% 0	0.00% 0	76.19% 16	21

Q4 Compensation

Answered: 40 Skipped: 1

	very satisfied	satisfied	neither satisfied nor dissatisfied	dissatisfied	very dissatisfied	n/a	Total
My pay is fair for the work that I perform	17.95% 7	38.46% 15	17.95% 7	17.95% 7	7.69% 3	0.00% 0	39
Overall I'm satisfied with the town's benefit package	25.64% 10	56.41% 22	17.95% 7	0.00% 0	0.00% 0	0.00% 0	39

Q5 My job (if a question does not apply, please select n/a)

Answered: 40 Skipped: 1

	very satisfied	satisfied	neither satisfied nor dissatisfied	dissatisfied	very dissatisfied	n/a	Total
I like the type of work that I do	52.50% 21	32.50% 13	10.00% 4	5.00% 2	0.00% 0	0.00% 0	40
I am given enough authority to make decisions that I need to make	48.72% 19	38.46% 15	10.26% 4	0.00% 0	2.56% 1	0.00% 0	39
I believe that my job is secure	38.46% 15	43.59% 17	12.82% 5	2.56% 1	0.00% 0	2.56% 1	39
Deadlines in my department are realistic	39.47% 15	47.37% 18	13.16% 5	0.00% 0	0.00% 0	0.00% 0	38
I feel part of a team working toward a shared goal	43.59% 17	30.77% 12	12.82% 5	10.26% 4	2.56% 1	0.00% 0	39
I am able to maintain a reasonable balance between my work and personal life	38.46% 15	33.33% 13	20.51% 8	7.69% 3	0.00% 0	0.00% 0	39
My job makes good use of my skills and abilities	35.90% 14	41.03% 16	12.82% 5	5.13% 2	5.13% 2	0.00% 0	39
I have a clear understanding of my job role	35.90% 14	53.85% 21	7.69% 3	2.56% 1	0.00% 0	0.00% 0	39
I understand the importance of my job to the success of my department and to Mountain Village	41.03% 16	48.72% 19	7.69% 3	2.56% 1	0.00% 0	0.00% 0	39

Q6 My work environment (if a question does not apply, please select n/a)

Answered: 40 Skipped: 1

	very satisfied	satisfied	neither satisfied nor dissatisfied	dissatisfied	very dissatisfied	n/a	Total
safety is a high priority in my department	52.50% 21	22.50% 9	15.00% 6	10.00% 4	0.00% 0	0.00% 0	40
customer service is a high priority in my department	53.85% 21	41.03% 16	2.56% 1	0.00% 0	0.00% 0	2.56% 1	39
protecting the environment is a high priority in my department	38.46% 15	35.90% 14	23.08% 9	0.00% 0	0.00% 0	2.56% 1	39
my physical working conditions are good	46.15% 18	38.46% 15	10.26% 4	5.13% 2	0.00% 0	0.00% 0	39
my general work area is adequately lit and clean	48.72% 19	41.03% 16	7.69% 3	2.56% 1	0.00% 0	0.00% 0	39
there is adequate noise control to allow me to focus on my work	41.03% 16	41.03% 16	12.82% 5	2.56% 1	0.00% 0	2.56% 1	39
I feel physically safe in my work environment	33.33% 13	48.72% 19	15.38% 6	2.56% 1	0.00% 0	0.00% 0	39
the town provides adequate facilities for recycling (glass, plastic, aluminum, paper, cardboard, compost) in my department	48.72% 19	41.03% 16	7.69% 3	2.56% 1	0.00% 0	0.00% 0	39
energy efficiency is a high priority in my department	25.64% 10	43.59% 17	30.77% 12	0.00% 0	0.00% 0	0.00% 0	39
my department always practices efficient use of natural resources (fuel, water, electricity, natural gas, heat)	23.08% 9	48.72% 19	25.64% 10	2.56% 1	0.00% 0	0.00% 0	39
I am willing to recycle waste and conserve energy in the workplace to help the town reach its Zero Waste and Energy Efficiency goals	46.15% 18	46.15% 18	7.69% 3	0.00% 0	0.00% 0	0.00% 0	39

Q7 My relationship with my immediate supervisor

Answered: 40 Skipped: 1

	very satisfied	satisfied	neither satisfied nor dissatisfied	dissatisfied	very dissatisfied	n/a	Total
my supervisor treats me fairly and with respect	60.00% 24	27.50% 11	7.50% 3	5.00% 2	0.00% 0	0.00% 0	40
my supervisor handles my work related issues satisfactorily	51.28% 20	38.46% 15	7.69% 3	2.56% 1	0.00% 0	0.00% 0	39
my supervisor handles my personal issues satisfactorily	51.28% 20	38.46% 15	5.13% 2	2.56% 1	0.00% 0	2.56% 1	39
my supervisor acknowledges me when I do my work well	56.41% 22	23.08% 9	12.82% 5	7.69% 3	0.00% 0	0.00% 0	39
my supervisor tells me when my work needs improvement	46.15% 18	35.90% 14	5.13% 2	7.69% 3	2.56% 1	2.56% 1	39
my supervisor is open to hearing my opinion or feedback	51.28% 20	30.77% 12	12.82% 5	2.56% 1	2.56% 1	0.00% 0	39
my supervisor helps me develop to my fullest potential	41.03% 16	38.46% 15	12.82% 5	7.69% 3	0.00% 0	0.00% 0	39
I can trust what my supervisor tells me	51.28% 20	35.90% 14	12.82% 5	0.00% 0	0.00% 0	0.00% 0	39
my peers treat me fairly and with respect	48.72% 19	38.46% 15	7.69% 3	5.13% 2	0.00% 0	0.00% 0	39

Q8 Training & Development

Answered: 40 Skipped: 1

	very satisfied	satisfied	neither satisfied nor dissatisfied	dissatisfied	very dissatisfied	n/a	Total
the town provide as much initial training as I needed to provide high quality service	28.21% 11	33.33% 13	23.08% 9	12.82% 5	0.00% 0	2.56% 1	39
the town provided as much on-going training as i need to provide high quality service	30.00% 12	37.50% 15	17.50% 7	12.50% 5	0.00% 0	2.50% 1	40
the town provides enough information, equipment, and resources I need to do my job well	30.77% 12	43.59% 17	23.08% 9	2.56% 1	0.00% 0	0.00% 0	39
the town clearly tells me what is expected for advancement	15.38% 6	33.33% 13	23.08% 9	15.38% 6	5.13% 2	7.69% 3	39
I trust what the town tells me it takes to advance my career	17.95% 7	25.64% 10	35.90% 14	10.26% 4	5.13% 2	5.13% 2	39
the town has provided training or experiences to help me explore other opportunities within the town	12.82% 5	28.21% 11	30.77% 12	10.26% 4	10.26% 4	7.69% 3	39
there is room for me to advance at this organization	10.26% 4	15.38% 6	46.15% 18	5.13% 2	10.26% 4	12.82% 5	39
I trust that if I do good work, the town will consider me for a promotion of available	15.38% 6	33.33% 13	28.21% 11	5.13% 2	12.82% 5	5.13% 2	39

Q9 Town leadership & planning

Answered: 40 Skipped: 1

	very satisfied	satisfied	neither satisfied nor dissatisfied	dissatisfied	very dissatisfied	n/a	Total
I understand the long range vision of the town	23.08% 9	38.46% 15	25.64% 10	12.82% 5	0.00% 0	0.00% 0	39
I have confidence in the leadership of the town	23.08% 9	51.28% 20	12.82% 5	7.69% 3	5.13% 2	0.00% 0	39
the leaders of the town care about their employee's well-being	15.38% 6	51.28% 20	17.95% 7	10.26% 4	5.13% 2	0.00% 0	39
there is adequate planning of the departmental objectives	15.38% 6	48.72% 19	23.08% 9	10.26% 4	0.00% 0	2.56% 1	39
the leaders of the town are open to input from employees	23.08% 9	35.90% 14	23.08% 9	5.13% 2	10.26% 4	2.56% 1	39
the town's communications are frequent enough	25.64% 10	30.77% 12	33.33% 13	5.13% 2	5.13% 2	0.00% 0	39
the town's communications are detailed enough	28.21% 11	35.90% 14	30.77% 12	2.56% 1	2.56% 1	0.00% 0	39
I have a good understanding of how the town is doing financially	17.95% 7	30.77% 12	23.08% 9	10.26% 4	10.26% 4	7.69% 3	39
I can trust what the town tells me	25.64% 10	28.21% 11	30.77% 12	5.13% 2	5.13% 2	5.13% 2	39
the town treats me like a person, not a number	26.32% 10	44.74% 17	18.42% 7	7.89% 3	2.63% 1	0.00% 0	38
the town gives me enough recognition for work that is well done	28.21% 11	25.64% 10	28.21% 11	12.82% 5	5.13% 2	0.00% 0	39
staffing levels are adequate to provide quality services	17.95% 7	28.21% 11	28.21% 11	23.08% 9	2.56% 1	0.00% 0	39
I believe there is a spirit of cooperation with the town	28.21% 11	46.15% 18	15.38% 6	5.13% 2	5.13% 2	0.00% 0	39
employees are treated fairly here regardless of race, gender, age, religion, sexual orientation	43.59% 17	38.46% 15	15.38% 6	0.00% 0	2.56% 1	0.00% 0	39
changes that affect me are communicated prior to implementation	25.64% 10	23.08% 9	23.08% 9	20.51% 8	5.13% 2	2.56% 1	39

Q10 employment

Answered: 40 Skipped: 1

	very satisfied	satisfied	neither satisfied nor dissatisfied	dissatisfied	very dissatisfied	n/a	Total
I am willing to give extra effort to help the town succeed	40.00% 16	47.50% 19	7.50% 3	2.50% 1	0.00% 0	2.50% 1	40
I plan to continue my career with the town for at least 2 more years	39.47% 15	39.47% 15	18.42% 7	0.00% 0	0.00% 0	2.63% 1	38
I am interested in advancement with the town if an opportunity becomes available	42.11% 16	31.58% 12	18.42% 7	0.00% 0	0.00% 0	7.89% 3	38
I would recommend employment with the town to a friend	41.03% 16	46.15% 18	7.69% 3	2.56% 1	2.56% 1	0.00% 0	39

Q11 Safety Culture

Answered: 40 Skipped: 1

	very satisfied	satisfied	neither satisfied nor dissatisfied	dissatisfied	very dissatisfied	Total
I get the safety training I need before I perform a task	32.50% 13	35.00% 14	25.00% 10	7.50% 3	0.00% 0	40
I believe safety suggestions are taken seriously and followed up on	38.46% 15	41.03% 16	17.95% 7	2.56% 1	0.00% 0	39
I know the rules and procedures for safe work in my job	39.47% 15	50.00% 19	10.53% 4	0.00% 0	0.00% 0	38
I am provided with the PPE (hard hats, safety glasses, etc...) that I need	38.46% 15	20.51% 8	20.51% 8	5.13% 2	15.38% 6	39
I, or my co-workers, never take short cuts or disregard safe work procedures	41.03% 16	35.90% 14	10.26% 4	10.26% 4	2.56% 1	39
I am empowered to correct safety procedures on my own	48.72% 19	28.21% 11	17.95% 7	5.13% 2	0.00% 0	39
I am cautioned by my co-workers when observed working unsafely	38.46% 15	33.33% 13	17.95% 7	0.00% 0	10.26% 4	39
My supervisor feels that most accidents are preventable	38.46% 15	28.21% 11	25.64% 10	2.56% 1	5.13% 2	39
My supervisor never directs an employee to perform a job that he/she thinks is unsafe	51.28% 20	17.95% 7	23.08% 9	5.13% 2	2.56% 1	39
Hazards are identified during inspections in my department corrected	30.77% 12	30.77% 12	25.64% 10	2.56% 1	10.26% 4	39
Deadlines never override my supervisor's concern and attention to safety	43.59% 17	25.64% 10	23.08% 9	2.56% 1	5.13% 2	39
Deadlines never override my supervisor's concern and attention to safety	48.65% 18	21.62% 8	21.62% 8	2.70% 1	5.41% 2	37
My supervisor verbally acknowledges employees when they perform their jobs safely	38.46% 15	23.08% 9	20.51% 8	12.82% 5	5.13% 2	39
Our accident investigation process does not seek to place blame on an individual	33.33% 13	20.51% 8	30.77% 12	2.56% 1	12.82% 5	39
Management wants to be informed of serious accidents	56.41% 22	33.33% 13	10.26% 4	0.00% 0	0.00% 0	39
Management is consistent in their treatment of those violating safety rules and procedures	35.90% 14	28.21% 11	28.21% 11	2.56% 1	5.13% 2	39
Managers and supervisors consistently follow established safety rules and procedures	33.33% 13	35.90% 14	20.51% 8	5.13% 2	5.13% 2	39
Management supports safety program efforts with funding and other resources	41.03% 16	23.08% 9	25.64% 10	2.56% 1	7.69% 3	39
Management regularly participates in safety program activities	33.33% 13	28.21% 11	23.08% 9	7.69% 3	7.69% 3	39
Management's view on the importance of safety is frequently stressed to employees	43.59% 17	25.64% 10	23.08% 9	2.56% 1	5.13% 2	39

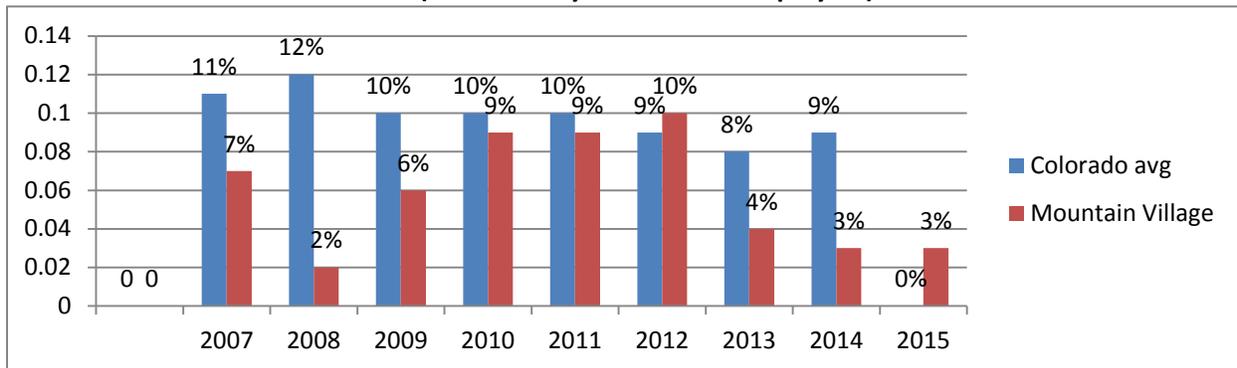
**Q12 What department do you work in?
(optional)**

Answered: 7 Skipped: 34

Health Benefits

There was **NO INCREASE** to health care premiums in 2016 due to low claims costs.

Increase in Health Care Premiums (MSEC survey of Colorado employers)



In 2007, Mountain Village changed from a self-insured plan to a fully insured plan with Colorado Employers Benefit Trust (CEBT), a pool of 260 Colorado municipalities with about 25,000 members.

In 2010, due to a CEBT surplus, we received a Premium holiday for one month.

In 2012, we changed from a PPO3 to a PPO4 plan and added the HD15 plan, which increased co-pays, deductibles and maximum out of pocket for employees but reduced our premiums from a 19% increase to a 6% increase.

401(k) Plan

In 2008 the town changed rules for 401k to decrease maximum match to 5%

Paid Time Off (PTO)

In 2013 changed rules for PTO to cap PTO payout allowed at termination.

Flexible Spending Accounts (FSA)

In 2007 added FSA plan allowing employees to deduct medical and dependent care expenses tax free.

Unemployment rates:

In the past six years, our unemployment rate has increased .01%.

3. Staff Training & Professional Development

Coordinate staff training & professional development opportunities

Vision Statement: *Mountain Village is a great place to live, work & visit* (Mountain Village Comprehensive Plan p. 24)

Employee Development Opportunities:

We're thrilled to have Karen Main for our upcoming trainings:

Supervisor Training- Feb. 29, 2016 with Karen Main

"Are You a Good Boss? Or a Nice One? Mistakes that Even Seasoned Supervisors Make"

Employee Training- Mar 1, 2016 with Karen Main

"Is It Personal or Personality? Navigating Differences to Build Bridges of Respect"

Spring Gondola Orientation – May 23-24, 2016
 Drug & Alcohol Training – Mar 23, 2016 & Nov. 14, 2016 (DOT requirement)
 Town Cleanup Day –tentatively May 18, 2016
 Fall Gondola Orientation –Nov. 14-15, 2016

Human Resources

Pinnacol Risk Management Symposium- June 2015 (Corrie)
 HR Benefit Update Conference, MSEC – July 21, 2015 (Sue)
 Performance Documentation Skills, MSEC – September 22, 2015 (Corrie)
 HR Fundamentals, MSEC- February 3-4, 2016 (Corrie)
 Employment Law Update, MSEC - May 13, 2016 (Sue)

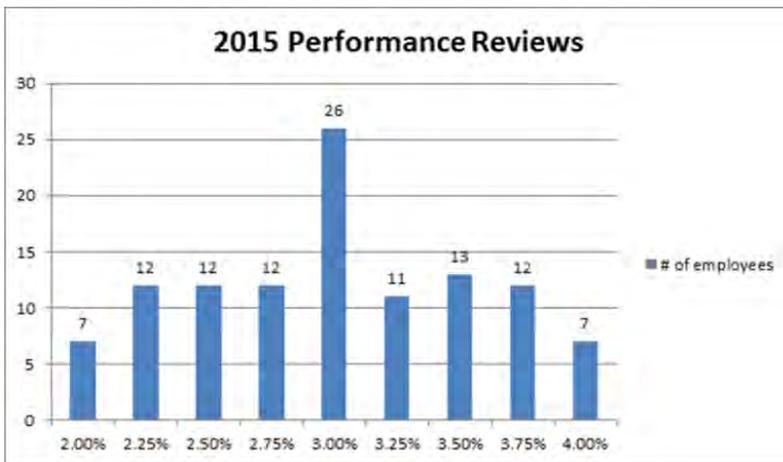
Employee Recognition:

Great service awards awarded monthly
 Annual employee appreciation picnic – July
 Employee Recreation Day- tentatively September 21, 2016
 Employee holiday potlucks

4. Performance Documentation

Assist management with evaluating staff and conducting performance reviews

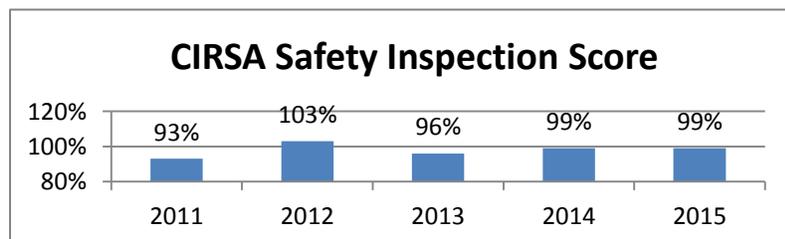
Annual performance reviews are conducted for all full time, year round employees in December.
 End of season performance reviews for all seasonal employees conducted in March and October.



Performance Rating	Merit increase	Number of employees
4.42 - 5.00	4.00%	7
4.19 - 4.41	3.75%	12
4.08 - 4.18	3.50%	13
4.01 - 4.07	3.25%	11
3.88 - 4.00	3.00%	26
3.79 - 3.87	2.75%	12
3.65 - 3.79	2.50%	12
3.33 - 3.64	2.25%	12
3.00 - 3.32	2.00%	7

5. Safety.

Oversee the Safety Committee & monthly meetings, safety reporting, loss control and safety programs to minimize injuries and the loss of property; process workers compensation claims within 48 hours; promote safety incentives for a safety free workplace (to include 1-year accident free awards, team safety bucks, & lottery tickets); utilize the return-to-work program after injuries, oversee quarterly safety newsletter "Mountain Village Matters". Conduct biannual CIRSA inspections and audits and respond to deficiencies.



Safety Committee

One member from each department

Meets monthly

Identifies safety hazards and makes recommendations

Assists with post-accident investigations

Publishes quarterly safety newsletter *Mountain Village Matters*

Oversees monthly safety incentive programs

- Monthly lottery, one year accident free awards, and Mountain Village Safety Bucks

2015 Safety Committee Accomplishments

- Assisted with gondola blanket concerns and improvements
- CPR/ AED certified 20 employees
- Conducted chain saw training on May 13, 2016
- Sponsored 6 **Rundola** participants
- Hosted **Employee Recreation Day** on August 19, 2015 allowing employees to participate in many of the free recreational opportunities Mountain Village has to offer
- Department suggestion boxes
- Completed the five year Sun safety program with SunSafeColorado
- Installed diaper changing stations in town hall bathrooms

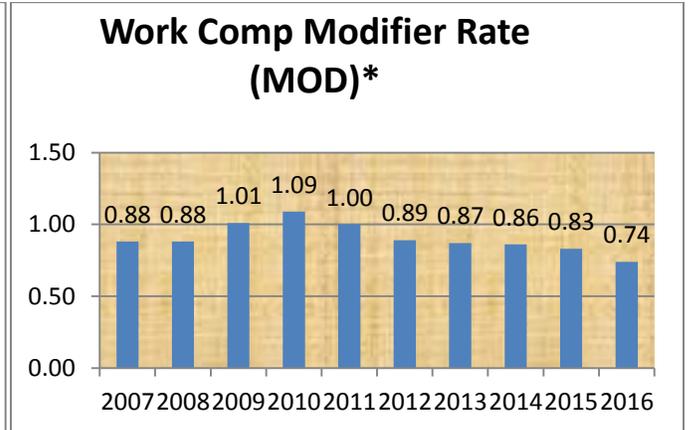
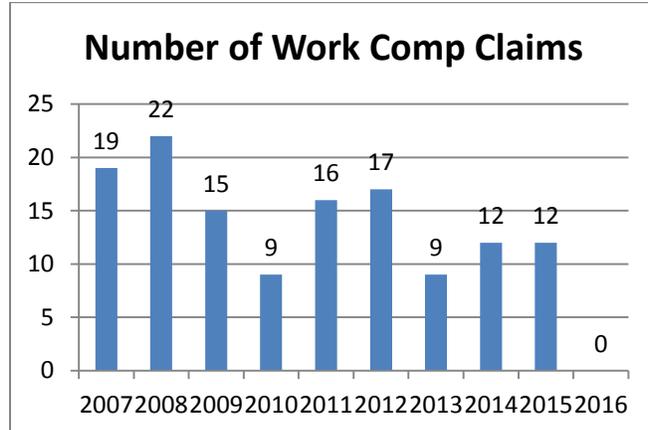
Low claims and low claims costs in 2015 resulted in savings:

Cost Containment Certification \$11,640 credit

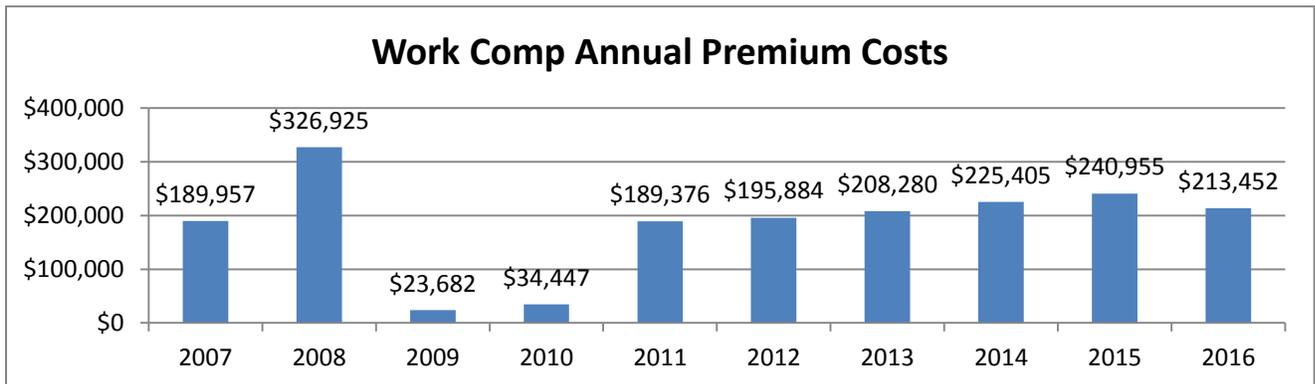
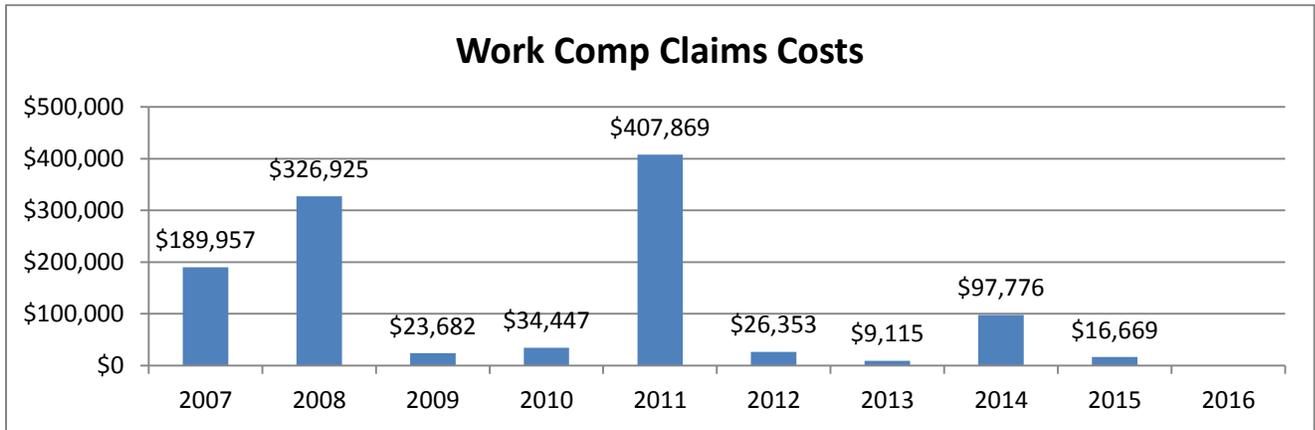
Premium discount \$20,899 credit

MOD rating \$71,434 credit

Deductible discount \$15,805 credit



*MOD is the adjustment of annual premium based on loss experience, typically from the past three years. -The lower the number the better!



6. Fiscal Responsibility

Prepare and stay within the HR department's approved budget. Actively seek opportunities to optimize financial costs and investments when making decisions

- Workers compensation and health insurance savings

- Gops recruiting – being fiscally responsible

- Corrie Implemented new background check service through HireRight to further reduce recruiting costs.

- Reduced drug testing costs by \$2500 in 2015

7. Policies Administration

Annually update employee handbook, policies and procedures, and housing allowances. Continue ongoing communication/training with MSEC, CIRSA, and Pinnacol. Review unemployment claims, workers compensation claims, and personnel actions.

- Affordable Health Care Act (ACA) reporting compliant with 2016 regulations. Three seasonal employees became eligible for health care.
- Major Marijuana Case Decided in Employers' Favor in June 2015 which solidifies the employer's ability to terminate employees for marijuana use in or out of the workplace.
- *Parent Involvement Act* is no longer applicable
- Proposed FLSA changes effective in 2016 may mean higher minimum salaries for exempt employees. (proposed minimum \$50,440)
- No more use it or lose it vacation pay (applies to private sector only)
- Employee handbook updated annually. Here for February 11, 2016 approval.
- Under the Family Medical Leave Act (FMLA), eligible employees in legal same-sex marriages will be able to take FMLA leave to care for spouse or family member, regardless of where they live.

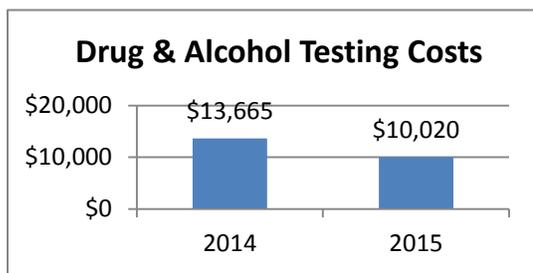
Drug testing compliance. Complete pre-employment testing for all new hires; ensure random, reasonable suspicion and post-accident testing is completed in compliance with the DOT and non-DOT policies; conduct required training for employees and supervisors.

- **Drug & Alcohol Policy- Safety Sensitive Employees updated and approved by town council on February 19, 2015**
- **Drug & Alcohol Policy – Non-Safety Sensitive Employees updated and approved by town council on February 19, 2015**

All required drug testing and reporting is current. Required training is completed.

- **DOT Reasonable Suspicion Training – May 13, 2015**
- **DOT Effects of Drugs & Alcohol training (in house) – May 18, 2015 and November 17, 2015**

DRUG & ALCOHOL TESTING												
	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
Positive tests-marijuana	3	2	1		2	2	2	2	8	5	4	4
Positive tests-opiates	1											
Positive tests-cocaine					1				1	1	1	1
Positive tests-amphetamines												1
total	4	2	1	0	3	2	2	2	9	6	5	6



8. Payroll & Recordkeeping

Employee files are current. New hire packets are completed on or before the first day of employment. Personnel files scanned into *Ultipro* as appropriate according to state retention schedule.

9. Environment.

- **Forms, applications, policies, handbooks are all available electronically significantly reducing paper.**
- **Bimonthly newsletter: *HR Insider Newsletter* includes Environmental Tips for the workplace.**

Memo

21 b

To: Mayor Dan Jansen and Town Council
From: Sue Kunz, Director Human Resources
Date: February 11, 2016
Re: 2016 Employee Handbook Revisions

The 2016 Employee Handbook has been updated to reflect the following changes:

1. Page 9 Added language to refer to the Town Municipal Code, Section 9.17 prohibiting weapons on all town-owned property
2. Page 11 Added Whistleblower Policy which was adopted by town council in June 2015
3. Page 14 Two additional employee classifications have been added:
 - a. Group 3c to include seasonal employees working more than 1560 hours who qualify for medical benefits under the Affordable Care Act (ACA)
 - b. Group 8 to include town councilors
4. Page 15 Deleted Peaks spa membership from the benefits
5. Page 18-19 Added additional language to the medical plan description
 - a. Added for clarification only - no changes to current policy
 - enrollment of children
 - open enrollment period
 - survivorship continuation
 - termination of coverage
 - Medicare status
 - b. Added Reinstatement of Coverage – to comply with the Affordable Care Act (ACA)
6. Page 29-30 Added recommended language to the FMLA policy for special leave entitlements regarding covered service members and military family leave
7. Page 32 Deleted the Parental Involvement Leave. HB 1221 expired on 9/1/2015
8. Page 33 Added Snow Day Policy regarding office closures
9. Page 43 CIRSA requires that we verify annually that all drivers have a valid driver's license. This language was added to the driver policy



Employee Handbook

The Town of Mountain Village is dedicated to providing exceptional facilities, services and opportunities, in partnership with the community, which will enhance the quality of life for our residents, homeowners, employees, and guests.

Town of Mountain Village

Adopted February 191, 20165

Draft

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ABOUT THE HANDBOOK

The Town of Mountain Village employee handbook will acquaint you with the Town and some policies affecting your employment. Since it is impossible to anticipate every situation that could arise, this handbook will highlight general Town policies, practices, and benefits. Other existing policies and practices may not appear in this handbook. If you are not sure about a written or unwritten policy of the Town, have questions about any portion of this handbook, or any aspect of your job, or need further information, please ask your supervisor.

We recognize that our business needs may change from time to time and that new governmental regulations take effect. Therefore, we reserve the right to amend, rescind, or modify any Town policies, practices, and benefits at any time, with or without prior notice.

We wish to apply Town policies consistently and without discrimination so that all similarly situated employees receive uniform treatment. A situation may arise that causes us to deviate from our normal operating procedure. While we try to minimize these situations, we must reserve the right to consider each case separately and make any appropriate exceptions we feel necessary. The only recognized deviations from Town policies, practices, and benefits are those authorized and signed by the Town Manager.

This employee handbook has been created without bias toward the employee, the employer, or any group of employees. The provisions of this handbook or any other documents (such as benefit statements or confidentiality agreements) are not intended to create any contractual obligation that conflicts in any way with this policy.

You have been provided with your own personal copy of the employee handbook. As soon as possible, please take a moment to review your handbook. Refer to it whenever you have questions about Town policies, practices, or benefits. These policies are effective immediately, and you are expected to know and comply with them accordingly.

From the Town Manager

Welcome to the Town of Mountain Village

This handbook was developed to describe some of the guidelines, programs, and benefits for employees. All employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it may answer many questions about employment with the Town.

We greatly appreciate having you join our team of exceptional employees that are **dedicated to serving our residents and visitors** to Mountain Village and the greater Telluride region. We believe that each employee contributes directly to the success of Mountain Village and we hope you will take pride in being a member of our team.

The Town is committed to **providing a safe work environment** for employees. We know that our employees are our greatest resource and we will strive to prevent any possible injury or illness. We believe that most accidents and injuries are preventable and it should be clear that the responsibility for safety lies with all levels of employees at Mountain Village. We all need to work together to accomplish our goal of zero injuries by reporting unsafe conditions immediately.

In the necessary push toward a greener nation, we're changing the way we do things day-to-day in Mountain Village. With these changes comes a greater awareness of our habits, and a deeper appreciation for our natural environment. We ask that you **make environmentally conscious decisions** daily regarding energy use, behavior and recycling.

Please contact your supervisor or Human Resources with any questions you may have regarding Town policies and procedures.

We're glad to have you with us.

Kim Montgomery
Town Manager

EMPLOYMENT

Guest Service Policy

It is the philosophy of the Town that everyone in this community is a guest. One of the main functions of the Town is to provide consistently high quality “Guest Service” to everyone in our community including our co-workers. Guest Service refers to the interaction and assistance we provide the residents, visitors, business owners and employees of businesses here. The combination of Telluride’s history and the Mountain Village’s style offers a profoundly unique guest experience unequaled by any other resort in the world. It is the goal of the Town to ensure that our guests enjoy their stay here to the extent that they would wish to remain in or return to the Town over and over again.

When referring to “Guest Service”, the Town distinguishes between Internal and External Guests as follows:

- Internal Guests – Co-workers and people with whom we work to create and maintain a highly professional, positively motivated working environment. We serve internal guests every time we do our own jobs exceptionally well and offer to assist other employees in any way we can to do their jobs well.
- External Guests – Mountain Village and Telluride visitors, residents, clientele and employees of businesses we encounter during the course of performing our job duties each day. We serve external guests every time we offer assistance or direction to non-employees.

All employees are empowered and encouraged to go beyond that which is expected of them when serving our guests. All employees are encouraged to serve guests as though they were visitors in our own homes. All employees are encouraged to work together with the employees of other companies to ensure that every guest’s needs are met and, if possible, exceeded. Finally, as guests themselves, all employees are encouraged to communicate with co-workers and supervisors letting them know what they need in order to do their jobs more efficiently and enjoyably.

SAFETY

Our Town goal is to provide a safe and healthy work environment. The biggest single factor in insuring your safety on the job is YOU. It is YOUR responsibility, to both yourself and those working in your area, to practice safe work habits. Report any unsafe practices and conditions to your supervisor so corrective action can be taken.

The Town has general safety rules that apply to every department. Any violation of either departmental or Town safety rules will not be tolerated. Should an on-the injury occur as a result of a violation of the departmental or Town safety rules, **a reduction in worker’s compensation benefits may occur.** General safety rule violations may include but are not limited to:

- Failure to abide by safety rules established for your department.
- Falsification of accident or incident reports.
- Being impaired by or under the influence of alcohol or any drugs (legal or illegal) while on duty.
- Fighting or other disorderly conduct that may endanger the well being of co-workers or guests.
- Unauthorized operation of Town vehicles or equipment.
- Reckless operation of Town vehicles or equipment.
- Failure to utilize safety seat belts at all times when the vehicle is in service (Buckle Up!).

- Remember safety rules are only as effective as you make them. Safety is a cooperative endeavor and must be kept constantly in mind by all of us. Exercise common sense and good judgment in all that you do on the job. Then, we all can enjoy an excellent safety record.

Upon employment with the Town, employees will be provided a general orientation session designed to acquaint them with their department, its safety concerns, equipment, first-aid kits and fire extinguishers. If an orientation session has not yet been scheduled for you please contact the supervisor to determine a time when this orientation may occur.

Any unsafe conditions or practices an employee observes must be reported to your supervisor and your department's Safety Committee representative immediately. Your supervisor will immediately inform Human Resources.

Reporting Accidents/ Injuries

Notify your supervisor of any accident or injury (no matter how minor) either to yourself or to a co-worker immediately. Failure to notify a supervisor of a work-related injury to one's self or a co-worker immediately but not later than within twenty-four (24) hours, will be considered cause for disciplinary action for both the injured worker and co-worker. Untimely reporting of injuries may also result in worker's compensation benefits being denied in most cases or greatly reduced in other cases. Once informed of an injury, the supervisor, the employee and any witnesses to the injury must complete a worker's compensation "First Report of Injury" form. This form will be submitted to the Human Resources Department for processing and opening of your worker's compensation claim. The supervisor is responsible for collection of statements from all persons involved in incidents or accidents as well as from any witnesses thereto. The supervisor is responsible for immediately notifying their Department Head, as appropriate and Human Resources regardless of the time of day.

Receive authorization from the supervisor for medical treatment. When an injury has occurred the supervisor will send the employee immediately for medical treatment. Effective April 1, 2015, all employees have the choice of receiving treatment for work-related injuries and illnesses from four designated medical providers. The two providers are:

1. *Telluride Medical Center*, 500 W. Pacific Avenue, Telluride, CO 81435 * (970) 728-3848
After hours personnel are "On Call"
2. *Uncompahgre Medical Center*, 1350 Aspen Street, Norwood, CO 81423 * (970) 327-4233
3. *Mountain Medical Center*, 295 Sherman Street (295 Hwy 62), Ridgway, CO 81432 * (970) 626-5123
After hours personnel are "On Call"
4. *O'Meara DO, Patrick D*, 330 S 9th Street, Montrose, CO 81401 * (970) 240-3775

Failure to receive treatment from a designated medical provider may result in non-payment of medical benefits.

Any employee sustaining a work-related injury may be asked to submit a drug and/or alcohol test in accordance with Town policy. An employee injured while under the influence of drugs or alcohol is only

entitled to half of the normal compensation allowed by law. If it is determined that the injury occurred in the course of an activity unrelated to the employee's job, benefits may be denied completely.

The treating physician determines needed time off from work. Compensation payments made to the employee for lost wages resulting from an injury or occupational diseases begin after the third consecutive missed day of work and will commence until the employee is released to return to work. The compensation rate while unable to work is 2/3 of the average weekly wage, not to exceed a maximum amount as provided under the worker's compensation laws. Time spent away from work, during a work related injury leave will be applied to FMLA leave if eligible.

Worker's compensation requires all employees to adhere to the physician's instructions, including attendance at follow-up appointments. If unable to comply, you must notify your physician and your supervisor. Failure to comply with your physician's prescribed treatment and follow-up plan could jeopardize your worker's compensation benefits.

IMPORTANT NOTES:

1. If an employee, qualifying for leave and benefits under FMLA is released by their physician to return to work and is able to work but decides they do not want to return to work, the Town reserves the right to pursue reimbursement from the employee for all benefit premiums paid retroactive to the end of the required period of benefit continuation under FMLA.
2. If an employee, technically ineligible for leave and benefits under FMLA is released by their physician to return to work and is able to work but decides they do not want to return to work, the Town reserves the right to pursue reimbursement from the employee for all benefit premiums paid retroactive to the beginning of the leave.

Recreational skiing and off-the-job accidents are not covered by worker's compensation. However, injuries sustained off-the-job may be covered by the Town's health insurance provided.

Filing a fraudulent claim under worker's compensation for non-work-related injuries is against the law and will be grounds for termination.

THE ENVIRONMENT

The Town of Mountain Village cares about our environment. Town Council and the community have made energy conservation and waste reduction a priority goal. In an effort to assist the town with reaching its Energy Efficiency and Zero Waste goals, we participate in our collective efforts to reduce waste and conserve energy in the workplace.

Reduce Waste:

- **REDUCE:** Reduce daily office waste by making sure you really need a hard copy before printing and stop unwanted junk mail. Carpool, walk, bike, bus or gondola instead of driving.
- **REUSE:** Reuse paper for scratch pads before recycling. Reuse plastic food containers as Tupperware before throwing away. Bring a re-usable coffee mug, lunch containers and silverware to work. Bring a re-usable bag to work for groceries or other shopping needs (or wants!). Recycling is great, but still requires a lot of energy so please try to use items as many times as possible before discarding into the town's trash or recycling bins.
- **RECYCLE:** All offices in Town should be equipped with recycling bins. Recycle all paper, cardboard, glass, plastic #1-7 and aluminum products in these bins for collection by either the

cleaning team or Town staff. If you are in a facility that does not have adequate recycling bins, please contact Deanna Drew, Director Plazas & Environmental Services, to arrange a method for you to recycle. Recycling these items is **mandatory** for all residents and businesses in the Town of Mountain Village.

Save Energy:

- **OFFICE HEAT:** All thermostats in the office building should be set at 68 degrees. We realize that everyone's comfort level is different so please do your best to dress appropriately for the season with enough layers to stay warm throughout the workday. Although personal space heaters are not prohibited, they do use a large amount of energy and could thwart our efforts to conserve, so please use your personal space heaters sparingly when necessary.
- **WINDOWS:** Pulling your blinds down at the end of the day could help keep the offices warm and prevent the heaters from coming on during the night when no-one is here. Please close your blinds when you leave your office for the night to keep the heat in and the cold out.
- **COMPUTERS, PRINTERS, ELECTRONICS:** These devices require a "phantom" load of energy when plugged in and not in use. Please remember to turn off electronic devices when leaving for the night and/or weekend.
- **OFFICE LIGHTS:** We are in the process of upgrading lights from fluorescents to LEDs. LED bulbs use half as much energy as fluorescent lights for the same amount of light. Please turn off your lights when employees are not in the office or shop, and especially at night and on weekends, to make sure valuable electricity is not being wasted.

If you have additional ideas for how to conserve in the workplace, please bring them to the attention of your supervisor or the Plazas & Environmental Services Director so that your ideas can be distributed to the rest of the Mountain Village team.

Equal Employment Opportunity ~~EO~~ and 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 applicable status as protected by state or local law.

ADA and Religious Accommodation

The Town will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Town or a direct threat. Employees needing such accommodation are instructed to contact their supervisor or Human Resources.

Anti-Violence

Employees have the right to a safe, violence free and drug free workplace. To that end, the Town's position on workplace violence is very inflexible. Employees who engage in workplace violence, whether instigating it or not, may be drug and/or alcohol tested, and pending a full investigation may be subject to discipline up to and including suspension from duty without pay or termination.

Employees must not engage in intimidation, threats, or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on to Town property ([see Town Municipal Code Section 9.17 prohibiting the possession of weapons on all property owned by the town](#)), or any other act, which, in management's opinion, is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior.

Employees are expected to report any prohibited conduct to management. (Sworn officers of the police department are exempt from the weapons reference of this policy)

Sexual Harassment/ Inappropriate Conduct

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

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 which 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, emails
- ◆ 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 outlined 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.

1. Report the incident to your supervisor or manager who will investigate the matter where appropriate and take corrective action. Your complaint will be kept as confidential as practicable.
2. If you prefer not to go to either of these individuals with your complaint, you should report the incident to Human Resources
3. If the problem still cannot be resolved, employees may submit a written complaint to the Town Manager for review and final decision about the situation.

The Town prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

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

Filing a Retaliation Complaint

A retaliation complaint may be filed directly with the Human Resources Director or Town Manager. A retaliation claim must be filed within 90 days of the retaliation behavior. If there is

a pattern of retaliation, the complaint must be filed within 45 days of the most recent alleged act or threat of interference or retaliation.

Investigation

The complaint will be investigated. The Town Manager and Human Resources Director will convene a meeting for the purposes of making a determination about the investigation. The Town Manager may request any documentation or verbal statements by employees as may be legitimately required for appropriate fact finding.

Decision

If a finding that interference or retaliation has occurred, the Town Manager will review the incident. The determination is final and binding. The Town Manager sees to it that, through appropriate channels, corrective action is taken against the employee who is found to have interfered or retaliated. The Town Manager will communicate the determination in writing to the complainant, if known, and to the person or persons accused of violating this guideline.

With regard to complaints where it is alleged that the Town Manager interfered or took retaliatory action, the finding of the investigation shall be presented for a decision to the Mayor.

Whistleblower Policy

The Town of Mountain Village prohibits its employees, contractors, subcontractors, or other agents from discriminating in the terms and conditions of employment with respect to employees who:

- Provide information to or assist in securities law investigations with town supervisors or investigators, federal regulatory or law enforcement agencies, or Congress, or
- File, testify, participate in, or otherwise assist in any proceedings, including private actions, currently filed or to be filed involving alleged violations of the securities laws, SEC regulations, or securities fraud.

The town is committed to protecting employees from interference with or retaliation for having made a protected disclosure or for having refused an illegal order.

Filing a Retaliation Complaint

A retaliation complaint may be filed directly with Human Resources Director, Finance Director or the Town Manager. The claim may be submitted anonymously if the complainant so chooses. Send a written or typed complaint to the following address: Human Resources, 455 Mountain Village Blvd., Ste. A, Mountain Village, CO 81435 to submit an anonymous complaint.

A retaliation claim must be filed within 90 days of the retaliation behavior. If there is a pattern of retaliation, the complaint must be filed within 45 days of the most recent alleged act or threat of interference or retaliation.

Investigation

The complaint will be investigated. The Audit Committee will convene a meeting for the purposes of making a determination about the investigation. The Audit Committee may request any documentation or verbal statements by employees as may be legitimately required for appropriate fact finding. The employee filing the complaint may at the time of the hearing, present their complaint to the Audit Committee in person.

Decision

If a finding that interference or retaliation has occurred, the Chairman of the Audit Committee will provide that information to the Town Manager. The determination is final and binding. The Town Manager sees to it that, through the appropriate channels, corrective action is taken against the employee who is found to have interfered or retaliated. The Town Manager will communicate the determination in writing to the complainant, if known, and to the person or persons accused of violating this guideline.

With regard to complaints where it is alleged that the Town Manager interfered or took retaliatory action, the finding of the investigation shall be presented for a decision to the Finance Director or the Mayor.

Appeal

An employee may appeal the decision to the Town Manager only on the basis of whether the complaint is timely and qualifies for review under the scope of this guideline.

Job Descriptions

Job descriptions are available for each position within the Town in Ultipro. Your immediate supervisor will provide you with a copy of your job description and answer any questions that you may have regarding it. Each job description typically indicates duties and responsibilities, major reporting relationships, measures of job performance, required skills and education, and required physical ability.

Confidentiality of Information

To repay the trust and confidence placed in us by our guests and our employees we must maintain the confidentiality of information within the Town. Confidential information obtained as a consequence of employment is released only when properly authorized. This information includes, but is not limited to personnel records, confidential meetings, memoranda, documents, and other methods of internal communication. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management.

A breach of confidentiality may subject the Town to liability. Confidential information may not be used for the purpose of furthering a private interest or as a means of making a profit. Such use of confidential information will not be tolerated.

Door codes are issued to the individual employee are not to be shared or given to any other person, whether an employee or not.

Personnel Records

The Town keeps a personnel file as a record of your employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail, and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an individual.

Notify the Human Resource Department immediately if you have changes in any of the following areas: Name, residence, telephone, marital status, insurance changes, tax exemptions, person to notify in case of an emergency, and other relevant information.

Additionally, you should notify the Human Resources Department if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise in the Town.

All requests to view personnel records must be made in writing to the Human Resources Department with reasonable advance notice.

Reference Requests

Employees who are approached either formally or informally and asked to provide information about former employees of the Town should refer such inquiries to the Human Resource Department.

EMPLOYEE SELECTION

Application Accuracy

Prospective employees will be required to complete an employee application and necessary hiring forms. The Town reserves the right to verify all employment data. False or misleading information on an application or other hiring forms before or during employment may be cause for disciplinary action or employment denial. If an employee realizes they have put inaccurate information on Town forms, he or she must notify Human Resources and correct the information immediately.

Interviews

Considered applicants for Town positions participate in an interview with Human Resources and with the supervisor/manager of the department to which the position reports. Interviews will be job related and will be used, in conjunction with employment and driver background checks and a variety of other measures, as a tool for making hiring decisions.

Promotions

Employees may be considered for promotion to fill vacancies based upon the following factors including but not limited to individual's experience, training, work related background, attendance, present and past performance, and anything else management believes to be important to the job at the time the open position is filled. Length of service for the Town will be considered when two or more applicants possess equal qualifications. In order to be eligible to apply for a posted position, you must meet the minimum hiring specifications for the position, be capable of performing the essential functions of the job with or without a reasonable accommodation.

Employees are responsible for monitoring job vacancy notices on the Town website and for completing an online application during the posting period for a specific opening.

Employment of Relatives (see Code of Ethics)

The Town recognizes that the work force in the region is limited, and on occasion, more than one close relative may work for the Town and even in the same department. In order to avoid any real or apparent Conflict of Interest, impropriety or favoritism, no person shall be permitted to be involved in the hiring, evaluation, salary adjustments, promotions, disciplinary decisions or other budgetary or financial decisions of a relative. For purposes of this Section, a relative shall mean spouses, parents, children, brothers and sisters, grandparents, grandchildren, in-laws or relatives living in the same household.

In the event a situation exists as of the date of this employee handbook, where a relative is in a supervisory role of another relative, these situations may continue with the direct involvement and supervision of the Department Director. The Department Director shall be solely responsible for the evaluation, salary adjustments, promotions, disciplinary decisions or other budgetary or financial decisions of the supervised relative.

EMPLOYEE CLASSIFICATION & INTRODUCTORY PERIOD

The following employee group definitions are assigned at the time of hire and are used to determine eligibility for benefits such as PTO, health insurance, etc.

Group 1 *Full time, year round employees (Exempt)* - Exempt employees must meet both the duties test and the salary basis test under FLSA for exempt status. Exempt employees are expected to work at least 40 hours per week or until the job is done, whichever is greater and are compensated based upon a biweekly salary. The employee is expected to work, at a minimum, the hours established for a particular department and be available when necessary outside those hours, either daily or weekly. No overtime will be paid for hours worked in excess of 40 hours per week.

Group 2 *Full time, year round, hourly employees (Non-exempt)* - Full-time hourly employees are normally scheduled for 40 hours per week. Benefits are calculated based upon hours worked up to 40 hours per week. Some employees may regularly be scheduled less than a 40 hour week with Department Head and Town Manager approval.

Group 3 *Seasonal employees (Non-exempt)* - Work for a limited period of time, referred to as a season (i.e. summer season, winter season, shoulder season, or during summer or holiday breaks from school or a period of time identified and agreed upon by the Town and the employee on the date of hire.)

3A *Full-time seasonal, hourly*- Working *full time* during Town recognized seasons. Season to be defined and agreed upon prior to commencement of employment

3B. *Part-time seasonal, hourly*- Working *part time* during Town recognized seasons. Season to be defined and agreed upon prior to commencement of employment

3C. Full-time, seasonal, hourly –Working full time, more than 1560 hours per year.

Group 4 *Part time, hourly employees (Non-exempt)* –Part time employees generally work more than 15 hours, but less than 30 hours per week and have a schedule that has been defined and agreed upon prior to the commencement or employment.

Group 5 *Part time, on call hourly employees (Non-exempt)* – Employee on call to work a limited period of time, working the hours and/or shift assigned.

Group 5 *Part time, hourly employees (Non-exempt)* – Part time employees generally work less than 15 hours/week working the hours and/or shift assigned.

Group 6 *POLICE Full time, year round employees (Exempt)* - Exempt employees must meet both the duties test and the salary basis test under FLSA for exempt status. Exempt employees are expected to work at least 80 hours per pay period or until the job is done, whichever is greater and are compensated based upon a biweekly salary. The employee is expected to work, at a minimum, the hours established for a particular department and be available when necessary outside those hours, either daily or weekly.

Group 7 *POLICE Full time; year round, hourly employees (Non-exempt)* Full-time hourly employees are normally scheduled for 80 hours per pay period. Employees are paid overtime on hours worked over 80.

Group 8 *Town Councilors Part time elected officials*

Definition of Seasons:

- Winter Season - the beginning of November through the beginning of April, based on available work.
- Summer Season - the end of May through the end of October, based on available work.
- Shoulder Season - The time period between the beginning of April and the end of May and between the end of October and the beginning of November when the Town of Mountain Village may be operating with a reduced work force.

- Other Season - A period of time identified and agreed upon by the Town and the employee and noted on the employment paperwork at the time of hire.

BENEFITS & ELIGIBILITY

Employee Benefits

This section describes the current employee benefits provided for you. The "Benefits Eligibility Chart" will familiarize you with our total benefits package. Seniority for benefits will accrue based on the employee's eligibility date.

BENEFIT ELIGIBILITY CHART

Benefit	Eligible Groups									
	1	2	3A	3B	3C	4	5	6	7	8
AFLAC	X	X	X	X		X		X	X	
401(k)	X	X								
457 FPPA								X	X	
Bereavement Leave- paid	X	X						X	X	
Direct Deposit	X	X	X	X		X	X	X	X	X
Employee Assistance Program (EAP)	X	X	X	X		X		X	X	
Employee Shuttles	X	X	X	X		X	X	X	X	
End of Season Bonus			X	X						
Flex Spending Accounts (FSA) - Dependent Care	X	X						X	X	
Flex Spending Accounts (FSA) - Medical	X	X						X	X	
FMLA (minimum 1250 hrs, 1 yr service)	X	X	X	X				X	X	
FPPA (Police Only)								X	X	
FPPA (457 (Police Only)								X	X	
Holiday Pay		X	X	X		X	X		X	
Jury Duty - full pay	X	X	X	X		X		X	X	
Life Insurance - paid	X	X						X	X	
Life Insurance (PERA) - voluntary	X	X	X	X		X	X	X	X	X
Long Term Disability (LTD)	X	X						X	X	
Medical, Dental, Vision Insurance	X	X						X	X	
Military Leave (paid)	X	X	X	X		X	X	X	X	
PERA	X	X	X	X		X	X			X
PTO (Paid Time Off)	X	X						X	X	
Discounted Employee Ski Passes Employee Ski Pass	X	X	X			X		X	X	X
Discounted Peaks Spa Membership	X	X					X	X		

Eligible Dependents

Dependents eligible for coverage under the Town group health plan, employee assistance program, and other Town benefits are as follows:

1. The employee's lawful spouse, as defined in the State that you reside; provided that:
 - a. the spouse is not legally separated from the employee, and

- b. the employee is eligible to claim a marital status of marriage on their Federal Income Tax Return as a result
2. Common-law spouse verified by valid affidavit
3. A covered *employee's* Civil Union partner, who meets the requirements of Colorado's Civil Union Act, on a post-tax basis; verified by civil union certificate
4. A covered *employee's* married or unmarried: natural born, blood related child; step-child; foster child; a Civil Union partner's child; legally adopted child; child placed in the *employee's* legal guardianship by court order; or a child placed with the *employee* for purpose of adoption and for which the *employee* has a legal obligation to provide full or partial support; whose age is less than the *limiting age.

*The limiting age for each *dependent* child is 26 years of age.

Human Resources must be notified within twenty (21) days to add newly acquired dependents (birth, marriage, adoption, etc.). New dependents become effective on the date of their eligibility.

401(k) Plan

The Town participates in PERA's 401(k) retirement plan. Participation in the 401K plan is voluntary for eligible employees. Employees who participate in the 401K plan decide how much money they want to contribute, consistent with current IRS regulations and they control how their money is invested. 401K plan contributions will be automatically deducted from your paycheck and the Town will match that amount dollar for dollar based upon the table below. Employee and Town contributions are 100% vested immediately.

PLAN A Employees that were eligible for 401K PRIOR to April 1, 2008 may elect to stay on the previous plan as stated below or convert to the new plan:

- Employees in their first year of eligibility who contribute to the 401K will receive an equal matching contribution up to 1% to their 401K.
- Employees in their second year of eligibility who contribute to the 401K will receive an equal matching contribution up to 3% to their 401K.
- Employees in their third year of eligibility who contribute to the 401K will receive an equal matching contribution up to 5% to their 401K.
- Employees in their fourth year of eligibility who contribute to the 401K will receive an equal matching contribution up to 9% to their 401K.

PLAN B: Employees that are eligible for 401K on or after April 1, 2008 will receive the following match:

- Employees in their first year of eligibility who contribute to the 401K will receive an equal matching contribution up to 2% to their 401K.
- Employees in their second year of eligibility who contribute to the 401K will receive an equal matching contribution up to 3% to their 401K.
- Employees in their third year of eligibility who contribute to the 401K will receive an equal matching contribution up to 4% to their 401K.
- Employees in their fourth year of eligibility who contribute to the 401K will receive an equal matching contribution up to 5% to their 401K.

A 401K summary plan description booklet outlining all aspects of the plan is provided to all Group I and II employees upon hire. Additional information is available in Human Resources.

Employee Assistance Program (EAP)

The Town recognizes there may be times when employees need professional help with substance abuse and other personal or family matters. Therefore, the Town offers an Employee Assistance Program (EAP). All Town employees and their families are eligible for three (3) free counseling sessions per incident per year. Two financial counseling sessions with certified financial planners and two 30-minute consultations with an attorney are also included. It is not necessary to consult your supervisor before using the EAP. Employees may confidentially request information about the EAP from Human Resources. An employee may seek assistance directly from the EAP by contacting:

Triad, EAP

Phone: 877.679.1100 or 970.242.9536

Fax: 970.257.1157

Email: triadeap.com

www.triadeap.com/TMV

HorizonCare

Phone: 888.293.6948

www.horizoneap.com

login: standard

password: eap4u

Use of the EAP must be on the employee's own time and is not designed to be a substitute for good job performance or an excuse for not completing their work duties and responsibilities. Those employees initiating a request for assistance from the EAP prior to receiving a positive drug or alcohol test or any disciplinary action for violating Town policies will be given positive consideration for their attempt to obtain help.



COLORADO PERA

Colorado Public Employer's Retirement Association (PERA)

www.copera.org * 1-800-759-7372

Colorado PERA is a qualified retirement plan that the Town contributes to in lieu of Social Security, as required by law. PERA pays interest on the employee contribution. Your PERA contributions are tax-deferred. It is your responsibility to keep PERA advised of any name, address or beneficiary changes.



Fire & Police Pension Association-FPPA (Police only)

The Town provides retirement, death, and disability and survivor benefits for its police officers through the Fire & Police Pension Association of Colorado (FPPA). As members of FPPA, police officers make a member contribution to FPPA matched by Town contributions. Employees may consult their FPPA member handbooks or contact Human Resources for more information regarding FPPA plan design and benefits.



457 Plans (Police only)

FPPA offers a valuable plan for those members who want to save additional funds towards retirement.

PLAN A Employees that were eligible for 457 **PRIOR to April 1, 2008** may elect to stay on the previous plan as stated below or convert to the new plan:

- Employees in their first year of employment who contribute to the 401K will receive an equal matching contribution up to 1% to their 457.
- Employees in their second year of employment who contribute to the 401K will receive an equal matching contribution up to 3% to their 457.
- Employees in their third year of employment who contribute to the 401K will receive an equal matching contribution up to 5% to their 457.
- Employees in their fourth year of employment who contribute to the 401K will receive an equal matching contribution up to 9% to their 457.

PLAN B: Employees that are eligible for 457 as **of or after April 1, 2008** will receive the following match:

- Employees in their first year of who contribute to the 401K will receive an equal matching contribution up to 2% to their 457.
- Employees in their second year of employment who contribute to the 401K will receive an equal matching contribution up to 3% to their 457.
- Employees in their third year of employment who contribute to the 401K will receive an equal matching contribution up to 4% to their 457.
- Employees in their fourth year of employment who contribute to the 401K will receive an equal matching contribution up to 5% to their 457.

Medical/Dental/Vision/Life Insurance Plan

The Town provides health, dental, vision and life insurance coverage for all eligible employees effective the first day of the month following 30 days of employment eligibility. Details about these coverage's are outlined in the summary plan information provided to each employee upon hire.

Dependents of the employees can obtain health, dental and vision coverage under the same group plan for a reasonable employee contribution. The dependent cost for coverage will be deducted from the employee's biweekly paycheck.

Specific information regarding the health/dental/vision plan is available at www.cebt.org and from the Human Resources department.

Dependent Eligibility

Dependents may only be covered if the employee is covered. Late enrollment may result in a delay of coverage.

A dependent is eligible to be covered on the later of:

1. The date the *employee* is covered;
2. The date of the *employee's* marriage for a dependent acquired on that date.
3. The child's date of birth
4. The date a court order places a child in the *employee's* home. The child must be under the *employee's* legal guardianship
5. The date a child is legally adopted
6. The date a valid court order is issued which requires the *plan* to provide coverage
7. For a Civil Union partner, the date you meet the definition of dependent as stated in the plan

Newborn and Adopted Children

A newborn child of a covered employee or dependent is automatically covered during the first 31 days of life and an adopted child is automatically covered in the 31-day period immediately following placement of adoption. Coverage is only provided automatically under this plan in the absence of other coverage under another plan. Dependent coverage must be in force for coverage to continue past the first 31 days or the child's coverage will terminate immediately.

Annual Open Enrollment Period

Each year, a 30-day period will be provided for enrollment. Once you have made elections for the year, your choices cannot be changed until the next annual enrollment period unless you have a change in status or request to voluntarily terminate coverage mid-year.

Completed enrollment forms must be received before the end of the 30 day annual enrollment period or you will not be able to enter the plan until the next annual enrollment period or change in status.

Changes in Eligibility / COBRA Coverage

Employees must notify Human Resources immediately regarding ANY CHANGE IN ELIGIBILITY. If you have a change in status, you have 30 days from the date of that change to make new elections under this plan.

Qualifying events include:

- ◆ Marriage, divorce, or legal separation
- ◆ Death of any dependent
- ◆ Birth or adoption of a child
- ◆ Total disability
- ◆ Employment status change of your or your dependent
- ◆ Employee's dependent child reaches 26 years of age
- ◆ Court order which requires you or another individual to provide coverage
- ◆ Retirement
- ◆ Medicare eligibility
- ◆ Medicaid plan or State child health plan eligibility

Failure to inform Human Resources of a qualifying event may result in a dependent being uninsured. Qualifying events allow dependents to remain on our plan by electing COBRA coverage.

Coverage under COBRA for an employee and dependents may be elected for up to 18 to 36 months depending on the nature of the qualifying event. Please contact Human Resources with any questions you may have regarding COBRA coverage.

Upon termination of employment, all medical benefits will cease at the end of the month unless the employee elects to continue their coverage at their own expense under COBRA, for up to 18 months. Termination of continued coverage will occur if:

- The employee becomes covered under another group health plan,
- The employee becomes eligible for Medicare, or
- The employee fails to pay the monthly coverage premium

- Survivorship Continuation

If you have dependent coverage in force on the date that you die, coverage under this plan will continue for your surviving dependents who were covered under the plan on the date immediately preceding your death. Coverage will end on the earliest of the following:

1. The end of two consecutive years following your death
- 2. The date your surviving dependents become covered under another group plan

Reinstatement of Coverage

If your coverage ends due to termination of employment and you qualify for eligibility under this plan again (are rehired or considered to be rehired for purposes of the Affordable Care Act) within 26 weeks from the date your coverage ended, your coverage will be reinstated.

If your coverage ends due to termination of employment and you do not qualify for eligibility under this plan again within 26 weeks from the date your coverage ended you will be treated as a new hire and will be required to meet all of the requirements of a new employee.

Refer to the Family and Medical Leave Act (FMLA) for possible exceptions.

Termination of Coverage

Coverage terminates

1. For employees, the end of the month in which you terminate employment
2. For dependents, the day the employees coverage terminates or the day the dependent no longer meets the plans eligibility requirements (for example, reaches 26 years of age)

NOTICE for Active Employees and Spouses Age 65 or Over

The plan cannot terminate your coverage due to age or Medicare status. An active employee that is eligible for Medicare due to age (age 65 or over) has the choice to:

1. Maintain coverage under this plan, in which case Medicare benefits would be secondary to this plan; or
2. End coverage under this plan, in which case Medicare would be the only coverage available to you

An active employee's spouse who is eligible for Medicare due to age (age 65 or over) has the same choice.

Flexible Spending Plans

The Town offers eligible employees the opportunity to participate in flexible spending plans. Employees become eligible to participate in the plans on the first day of the month following thirty days of employment eligibility. These plans enable participants to pay health care and dependent care expenses with pre-tax dollars rather than after-tax dollars. The plans require advance annual enrollment and money not used during the period specified in the plan document is forfeited. Open enrollment is in November/December each year for the following year

The Town currently offers three Flexible Spending (Section 125) Plans:

Premium Only Plan

This salary reduction plan converts employee premiums for health and/or dental benefits from an after-tax to a pre-tax basis. Employees who pay for health premiums are automatically included in this Plan, unless an employee specifically requests to be omitted from the Plan.

Health Plan

This plan allows employees to designate a portion of their income, up to a maximum amount allowed per year, to be placed into their flexible spending account. This money can be used to pay for medical expenses, such as dental care, vision care, coinsurance, deductibles, and over-the-counter and prescription drugs that are not covered by other insurance.

Dependent Care Plan

This plan allows employees to designate a portion of their income, up to a maximum amount allowed per year, to be placed into their flexible spending account. This money can be used to pay for eligible child or eldercare expenses.

In the event the above information conflicts with the actual terms and conditions of coverage, the latter governs. For more information, please refer to the Summary Plan Description, or contact Human Resources.

Paid Time-Off (PTO)

The Town strives to provide equity, consistency, and flexibility in the delivery of benefit alternatives to Town employees. Where appropriate, certain benefits have also been designed to incorporate

employee tenure to recognize and reward long-term service to the Town. All eligible employees accrue PTO based on the schedule as set forth below, not including overtime and leaves of absence. It is the policy of the Town to provide employees necessary time away from work. This policy is implemented by means of the PTO plan, which covers all paid PTO previously available under the Town's PTO and PTO policies.

PTO can be utilized for any purpose, subject only to necessary request/ approval procedures consistent with the Town of Mountain Village Employee Handbook.

PTO Accrual - Plan A (Employees eligible prior to November 3, 2013)				
Years of Eligibility	Annual Accrual Rate (hours)	Hourly Accrual Rate	Maximum Bankable Hours	PTO Payout Cap
0 – 1.99 years	192	0.0923	384	120
2.0 – 2.99 years	208	0.1	416	152
3.0 – 3.99 years	216	0.1038	432	184
4.0 – 4.99 years	224	0.1076	448	216
5.0 – 5.99 years	232	0.1115	464	224
6.0 – 6.99 years	240	0.1153	480	280
7.0 – 7.99 years	248	0.1192	496	340
8.0 – 8.99 years	256	0.123	512	340
9.0 – 9.99 years	264	0.1269	528	340
10.0 – 10.99 years	272	0.1307	544	400
11.0 – 11.99 years	280	0.1346	560	400
12.0 – 12.99 years	288	0.1384	576	400
13.0 – 13.99 years	296	0.1423	592	400
14.0 – 14.99 years	304	0.1461	608	400
15.0 – 15.99 years	312	0.15	624	460
16.0 – 16.99 years	320	0.1538	640	460
17.0 – 17.99 years	328	0.1576	656	460
18.0 – 18.99 years	336	0.1615	672	460
19.0 – 19.99 years	344	0.1653	688	460
➤ 20 years	352	0.1692	704	520

PTO Accrual - Plan B (Employees eligible on November 3, 2013 or later)

Years of Eligibility	Annual Accrual Rate (hours)	Hourly Accrual Rate	Maximum Bankable Hours	PTO Payout Cap
0 – 1.99 years	192	0.0923	384	124.8
2.0 – 2.99 years	208	0.1	416	129.6
3.0 – 3.99 years	216	0.1038	432	134.4
4.0 – 4.99 years	224	0.1076	448	139.2
5.0 – 5.99 years	232	0.1115	464	144
6.0 – 6.99 years	240	0.1153	480	146.4
7.0 – 7.99 years	248	0.1192	488	148.8
8.0 – 8.99 years	256	0.123	496	151.2
9.0 – 9.99 years	264	0.1269	504	153.6
10.0 – 10.99 years	272	0.1307	512	156
11.0 – 11.99 years	280	0.1346	520	158.4
12.0 – 12.99 years	288	0.1384	528	160.8
13.0 – 13.99 years	296	0.1423	536	160.8
14.0 – 14.99 years	304	0.1461	536	160.8
15.0 – 15.99 years	312	0.15	536	160.8
16.0 – 16.99 years	320	0.1538	536	160.8
17.0 – 17.99 years	328	0.1576	536	160.8
18.0 – 18.99 years	336	0.1615	536	160.8
19.0 – 19.99 years	344	0.1653	536	160.8
➤ 20 years	352	0.1692	536	160.8

Use of PTO

- ◆ PTO is accrued on a per hour basis up to 80 hours and may be used subsequent to the payroll in which it was earned.
- ◆ PTO time is available for an employee's absence due to a minor illness or injury. In the event an employee is absent for more than three days or in cases of excessive absenteeism, medical certification from a healthcare provider must be provided by the employee if requested by the employee's supervisor or Department Head. The Department Head may also require certification from a physician that the employee is capable of returning to work. (See FMLA)
- ◆ PTO will continue to accrue up to the Maximum Bankable Hours listed above but only the number of hours set forth below will be paid out at termination:
 - Non-scheduled use must be requested prior to the beginning of a shift or per departmental practices. Non-scheduled PTO requests may be denied depending on staffing needs.
 - Employees receiving Workers Compensation may use accrued PTO hours to return to 100% of their net salary.
 - An employee taking an unpaid leave of absence must use all accrued PTO hours before beginning the unpaid leave.
 - Supervisors have the authority to encourage and/or deny use of PTO during critical times.

Termination Benefits

Upon termination of employment with the Town, PTO will be paid at the employee's hourly wage based upon the PTO Payout Caps listed above.

Termination pay cannot be used to extend the employee's date of termination beyond the last scheduled workday.

Donated PTO Policy

The intent of this section is to allow for the transfer of accrued PTO from one employee to the paid time off account of another employee who has a need for additional paid PTO because he/she has exhausted all paid PTO. The donation of accumulated PTO can be done only on a dollar for dollar basis. The employee requesting donated PTO shall submit a request to Human Resources authorized by the recipient's Department Head. PTO may be donated to all employees including seasonal and part-time employees subject to all terms and conditions contained in this policy.

Employees may also contribute to a Donation Bank. All employees may be eligible recipients of the Donation Bank. Requests for PTO donations from the bank must be submitted to Human Resources. Donations must be approved by the department directors/supervisors.

The Town Manager reserves the right to determine eligibility for donation transfer on a case-by-case basis. Exercise of the donation policy shall not establish precedent or practice and shall not be subject to the grievance procedure.

Donated PTO Terms and Conditions

1. Donations may be from accrued PTO and will be credited to the recipient's PTO account. Donations will be subject to policies that govern the PTO policy.
2. The recipient must first use all accrued PTO before being eligible to receive donated PTO.
3. Employees receiving worker's compensation, disability, or other similar benefits are not eligible to receive donated PTO.
4. Any donation of PTO must be at least four hours and not more than forty hours per year from any one donor to any one employee unless approved by the Town Manager. Department Directors/Supervisors must authorize the donation of PTO to their employees.
5. The donor must maintain at least 40 hours of PTO in their own account.
6. The donated PTO will be transferred at the donor's pay rate and used at the recipients pay rate.
7. Donations may be made retroactively, but no more than sixty days retroactively.
8. Names of donors and recipients will not be revealed unless the donors and recipients choose to do so in writing.
9. Employees are only eligible to receive donated PTO for normal work hours lost.
10. Employees will be allowed to receive up to 480 hours of donated PTO annually. Any donation of PTO must be approved by the recipient's Department Head/Supervisor.
11. Donated PTO hours do not qualify for cash payout upon termination.

Unpaid Time Off

Employees may, with their supervisor's approval, take unpaid time off from work; however, employees are required to exhaust all PTO first. During these brief periods of time the Town will continue to provide employee insurance benefits for Group I & II employees with the understanding that the employee will return to work at a predetermined scheduled time. However, the employee must make arrangements to make payments for any dependent coverage cost he/she may be carrying when payment by payroll deduction is not possible. If the employee fails to return to work following unpaid time off, the employee will be held responsible for repayment of all benefit costs incurred by the Town

during the employee's absence. The employee will not accrue PTO during unpaid time off since PTO is based upon hours worked.



PERA Short Term Disability (STD) (all employees except Police)

Colorado PERA members with five or more years of earned service credit are covered by short term disability (STD) insurance and a disability retirement benefit. STD may provide reasonable income after you have been unable to work for 60 days. STD lasts a maximum of 22 months. The maximum income is 60% of your pre-disability earnings. www.copera.org

TheStandard[®] Group Long Term Disability Insurance (LTD)

At no cost to the employee, full time/year round employees (group 1, 2, 6 & 7) are automatically enrolled into the Town of Mountain Village Group Long Term Disability Insurance Program. This program provides employees with income protection if they are unable to work more than 90 days due to illness, physical disease, injury, pregnancy or mental disorder.

Ski Passes and Skiing Privileges (except Group 5 employees)

Employees are eligible for a discounted ski pass. All ski passes are a taxable benefit.

All passes are for use by employees ONLY. For those who are new to the mountain, the fastest way to lose your ski privilege is to sell, loan or give away your ski passes. Misuse or abuse of ski passes is closely monitored. Selling, loaning or giving away either your Season pass or the Day Passes is against the law. This type of ski pass misuse is called "Theft of Skier Services". For your own protection, you should know that selling, loaning or giving away a Day Pass is a Class III Misdemeanor punishable by six months in prison and up to a \$500.00 fine. Selling, loaning or giving away a Season Pass is a Class IV Felony Theft carrying a maximum penalty of up to six years in prison and a minimum fine of \$2,000.00. In addition to these penalties other additional disciplinary actions may also occur.

Employer Assisted Housing Program

An employee may be eligible for housing assistance towards the purchase of a home in Mountain Village depending on the Town's available funding. Contact Human Resources for more information.

Unemployment Insurance

The Town contributes a percentage of employee's wages to the state to provide unemployment benefits if an employee becomes unemployed through no fault of their own. Eligibility for benefits is an individual determination made by the appropriate state agency.

PAY

This section of your handbook explains how payroll is administered, defines Employee Classification Groups, outlines Employee Benefits and explains Eligibility.

Employee Information Changes

Employees are required to contact the Human Resource Department if changes occur in the following information:

- ◆ Marital status
- ◆ Dependent insurance coverage information

- ◆ W-4 or 401(k) contribution
- ◆ Address, telephone or other contact information
- ◆ Driver's license or identification renewal
- ◆ Completion of education, credential or training program
- ◆ Beneficiary changes
- ◆ Bank information for direct deposit
 - ◆ Inaccurate bank routing information may result in delayed processing of funds until the next pay period. Use pre-note if unsure of account numbers.

In some cases, your insurance eligibility or other dependent coverage options may be affected by inaccurate information.

Garnishments and Attachments

By court action, a creditor may require the Town to withhold a certain percentage of your pay. If garnishments or similar proceedings are instituted against an employee, the Town will deduct the required amount from the employee's paycheck. Garnishment actions are conducted in compliance with appropriate federal and state laws.

Holiday Pay Dates

It is the policy of the Town to provide employees with certain holiday pay dates. Employees must work their regularly scheduled shift prior to and after the holiday to be eligible for the holiday pay rate. All non-exempt employees of the Town shall receive time and one half if they work on the following designated official holiday pay dates:

Holiday

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If an employee does not work on a holiday pay date they must use PTO if they want to be compensated for that day.

Compensation and Calculation of Holiday Pay

When a non-exempt employee is scheduled to work an official holiday pay date, the employee shall be paid time and one-half for the hours worked. (i.e. An employee that makes \$10.00/hr will be paid \$15.00/hr for working a designated holiday pay date). If overtime is worked on a holiday over forty hours, the overtime hours will be paid at 2.25 times the regular pay rate (i.e. if an employee that makes \$10/hr works 36 hours of regular time, and 8 hours on a holiday pay date he/she will be paid \$15/hour for 4 hours and \$22.50 for the 4 overtime hours). *Pre-approval by the Town manager is required for exempt employees to receive holiday pay.*

Lost Paychecks

Employees are responsible for their paychecks once they have been received from the supervisor. If an employee loses a check, they should immediately notify their supervisor. Employees should not expect to receive their replacement paycheck until five working days after a check has been reported lost. This delay is due to the amount of time required to stop payment on one check and to issue a new one.

ON CALL DUTY & ON CALL PAY (except police)

The safety sensitive and customer service nature of many of our departments dictates the need for twenty-four hour, seven-day coverage. These departments operate fully staffed during normal business hours and require coverage by "On Call" personnel after hours, on holidays and weekends. The term "On Call" means that an employee carries an electronic communication device (i.e.: cellular phone, pager or radio) and responds to whatever calls may come in after hours. This response is made first by phone and, if necessary, secondly by going into work and physically addressing whatever the problem might be. In instances where calls come in reporting severe or emergency conditions, an employee should contact their supervisor and report as to the condition. Supervisors should discuss with employees the types of situations constituting a severe or emergency condition, for which the Supervisor should be contacted.

Exempt (salaried) personnel performing "On Call" duties are not eligible for additional compensation for time spent being "On Call", for being called out or for overtime in accordance with applicable federal wage and salary guidelines.

Eligible non-exempt (hourly) employees performing "On Call" duties are eligible for additional compensation for being "On Call", for being called out and for overtime hours (hours spent over their normal 40 hour work week). Non-exempt employees will be compensated in the following manner and at the following rates:

"On Call" Pay for non-exempt employees
Departments with 7 day week coverage
\$10.00 per day for after hour on call duty

Departments with 5 day week coverage
-\$10.00 per day for after hour on call duty on days the employee is regularly scheduled to work.
-\$25.00 per day on days the employee is not regularly scheduled to work and there is no day time coverage, and when the employee is required to respond 24 hours a day

"Call Out" Pay for non-exempt employees
"Call Out" pay for non-exempt employees is paid at the regular hourly rate up to 40 hours per week. Employees will be paid at 1 ½ times the regular hourly rate over 40 hours per week.

On Call Staffing:

The "On Call" schedule for each department may be staffed by management personnel, supervisory personnel or hourly personnel at the discretion of the department manager/supervisor.

OVERTIME COMPENSATION

From time to time, employees may be required to work overtime. In these instances, employees are given as much advance notice as practical. Non-exempt employees are paid at the rate of one and one-half times their regular rate for hours worked in excess of 40 during the established workweek. For purposes of calculating overtime, only hours actually worked are counted.

Town employees may elect, at their own discretion, to work in jobs outside their regular duties and departments without incurring overtime. The extra work must be completely separate from their

regular job and must be very occasional. There is no set number of hours for these sporadic assignments, however, they should be relatively minimal.

Non-exempt (Hourly) Employees

All non-exempt employees (employees paid on an hourly basis), with the exception of Police Officers, will be compensated at an overtime rate of one and one-half times their regular rate for all hours worked in excess of 40 hours per week. A week is defined as Sunday through Saturday. Time paid but not worked (i.e. PTO and/or jury duty) will not be counted as hours in calculating weekly overtime. All overtime must be pre-authorized by a supervisor.

Exempt (Salaried) Employees

Exempt employees are not subject to overtime provisions. No overtime will be paid for hours worked in excess of 40 hours per week.

Compensatory time may be granted for extra hours worked under certain circumstances, entirely through the generosity of the Town and only with the pre-approval of the direct supervisor and Town manager. Approved compensatory time may only be taken during the pay period in which the extra time worked is incurred and cannot be carried over to future pay periods.

Overtime Pay for Police Officers

Police Officers are paid overtime at a rate of time and one half for hours worked in excess of eighty hours per two-week pay period. A two-week pay period for Police Officers is defined as Sunday of one week through Saturday of the following week. Time paid but not worked (e.g., PTO, jury duty) will not be counted as hours in calculating weekly overtime. All overtime must be pre-authorized by a supervisor.

Pay Period and Paydays

Employees are paid on a biweekly basis. The pay period runs from Sunday through Saturday. Actual paydays are regularly scheduled for the Friday following the close of the pay period the previous Saturday. Employees may obtain their paychecks and/or pay statements directly from their supervisor. For the employees' convenience, we offer the option of having paychecks automatically deposited to bank account(s). Employees that also opt to receive an electronic statement can view/print their direct deposit statement via online employee self service.

Payroll Deductions

Applicable federal and state taxes are withheld from your paycheck each pay period. The law requires that a specified amount be withheld for Medicare Tax and Public Employees Retirement Association (PERA) benefits. The number of exemptions each employee claims on their W-4 form determines the amount of federal and state withholding.

If you need to increase your federal or state withholding or change the number of exemptions claimed, you must initiate the changes online in Ultipro or notify the Human Resources Department and complete the required forms.

Payroll Disruption

If the Town experiences computer failure or some other complication that could cause disruption of the paycheck distribution schedule, the Town will use its best efforts to distribute the paychecks within forty-eight (48) hours of the affected payday.

Time Reporting

All employees are required to record the hours worked and project tasks via time clock, computer, or phone. Time utilized commuting to and from the workplace is not considered hours worked. Scheduled time off for any employee must be taken as PTO or unpaid leave. All timesheets must reflect the actual hours worked. The accuracy of employee time reporting is the responsibility of the employee.

The supervisor is responsible for verifying, approving and submitting time records no later than 10 am on the Monday prior to payday. If there is a discrepancy between times shown on the time record and the employee's paycheck, employees should notify their supervisor immediately. If an employee has not recorded their time properly, adjustments may be made to the next paycheck if appropriate.

Do not punch "In" before starting a shift more than seven minutes before the normal start of that shift. For example, if your shift begins at 8:00 a.m., do not punch "In" before 7:53 a.m. unless instructed otherwise by your supervisor.

Punch "Out" as soon as possible following the completion of your shift. Normally, this should not be more than seven minutes following the end of your shift, unless you are authorized to work overtime.

Employees may not punch another person's time card. Employees may not falsify information on time cards. Should an employee punch another person's time card by mistake, the employee must notify their supervisor immediately. Falsification or tampering with time records or violation of this policy is subject to disciplinary action including termination.

Tips, Commissions or Fees

The solicitation or acceptance of unauthorized tips, commissions, fees, or items of monetary value from guests, representatives, suppliers, or any other source, as compensation for services rendered is improper and illegal. (See Code of Ethics Policy)

TRAVEL & TRAINING COMPENSATION POLICY

Employee Development

Employees may be given the opportunity to develop their work capacity so that they can improve and extend their contribution to the employer. The department head must approve in advance any employee training to determine the value to the employee and Town.

A completed *Per Diem Travel Expense Form* with department head approval is necessary for any reimbursement. Cash advances may be allowed if requested at least 48 hours in advance. Expenses for alcoholic beverages and personal entertainment are not reimbursable. Mileage for use of a personal vehicle is reimbursable at the current IRS rate. Registration fees and/or airfare are generally paid by check before the trip.

TIME OFF

Absence Requests

Requests for absence from work must be submitted to the supervisor. Supervisors have the authority to grant or deny requests based upon a variety of factors including but not limited to: department staffing considerations, reason for needing the absence, whether the employee has adequate PTO accrued to accommodate the request, tenure with the Town, etc. Failure to submit absence requests in a timely manner may result in requests being denied.

Bereavement/Funeral

All full time, year round employees will be granted up to five days (40 Hours) of paid leave due to a death of an immediate family member. "Immediate family" is defined as follows: spouse, children, parents, brothers, sisters, grandchildren or grandparents of either employee or employee's spouse. This paid leave is in addition to any PTO the employee may be eligible for. The Town reserves the right to request proof of such death. Pay will be calculated based on straight time of the employee's normally scheduled work week.

Employees are also allowed up to four hours of paid leave to attend a fellow employee's funeral service. Time off is subject to supervisor approval. Employees are required to use PTO if they need additional time.

Domestic Abuse Leave

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the Human Resource Department for more information.

Extended Leaves of Absence

Full time, year round employees may, in certain circumstances, be granted an extended leave of absence that is voluntary time off without pay. Such leaves may be for furthering of education, family hardships, etc. Health, dental and vision benefits will remain in force if the individual makes prior arrangements to pay their share of the costs.

Individuals may be reinstated to their original job or to a position of like status and pay without loss of seniority, if they return to work within a period of six weeks. Time spent on personal leave must be applied to accrued PTO. The supervisor and the Town Manager must approve all personal leaves of absence.

Jury Duty

Employees will receive the necessary time off for jury duty. Any employee who is summoned for jury duty or subpoenaed in connection with his or her employment during regularly scheduled work time will be compensated for scheduled hours. When summoned, employees should notify and submit a copy of the summons to their immediate supervisor. If excused from jury duty during regular working hours, employees are expected to return to work. Employees will receive their normal pay for all jury duty hours worked that coincides with their regularly scheduled work time. Employees must endorse all jury duty compensation checks to the Town or have the amount deducted from their pay.

Family and Medical Leave (FMLA)

The Town provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth.
- To care for the employee's child after birth, or placement for adoption, or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves may use their 12-week leave entitlement to address certain

qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.
~~has a serious injury or illness incurred or aggravated in the line of duty on active duty. Covered service members also includes veterans who were members of the Armed Forces, National Guard, or Reserves at any time during the period of five years preceding the start of treatment, recuperation, or therapy.~~

*The FMLA definitions of “serious injury or illness” for current servicemember and veterans are distinct from the FMLA definition of “serious health condition.”

The injury or illness must make the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list. In the case of a veteran, the qualifying illness or injury must be incurred or aggravated in the line of duty and manifest itself before or after the service member becomes a veteran.

Benefits and Protections

During FMLA leave, the Town maintains the employee’s health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the Town for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer’s jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for the Town for at least 12 months and for 1,250 hours over the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a

condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is 12 weeks in the 12-month period. [The Town uses the 12-month period measured forward from the first day of an employee's leave.](#)

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Town's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Town's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

The Town requires employees to use accrued paid leave while taking FMLA leave. [Paid leave used at the same time as FMLA leave must be taken in compliance with the Town's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined by the town's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.](#)

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Town's normal call-in procedures.

Employees must provide sufficient information for the Town to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Town if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The Town may require second and third medical opinions at the Town's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Town's attendance guideline. Employees on leave must contact the Human Resource Director at least two days before their first day of return.

The Town's Responsibilities

The Town will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. The Town will provide a reason for the ineligibility if they are not eligible.

The Town will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Town determines that the leave is not FMLA-protected, the Town will notify the employee.

Unlawful Acts

FMLA makes it unlawful for the Town to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the Town.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Non-Work Related and Non-FMLA Leave

Employees who have not worked 12 months or 1,250 hours are not eligible for the Town's FMLA guideline. New employees requiring non-work related medical leave may have up to two (2) weeks unpaid time off without jeopardizing their employment status. Employees requiring more time off than two weeks may be involuntarily terminated in order to allow the Town to address staffing needs. Employees terminated under these circumstances may be eligible for consideration for future positions once they are able to return to work.

Any employee requiring non-work related medical leave must produce a doctor's excuse in order to receive approval for that leave. Upon the employee's return to work, they must produce a doctor's release for full or modified duty.

Military Leave

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veterans' re-employment rights.

~~Parental Involvement Leave- hb 1221 EXPIRED ON 09/01/2015~~

~~Eligible employees may be granted parental involvement leave to attend academic activities for school aged children. To be eligible, an employee must work in a nonexecutive or nonsupervisory capacity and be the parent or legal guardian of a child enrolled in either public or private school grades K-12 or certain nonpublic home based educational programs. Employees can take leave for the following academic activities: Parent teacher conferences and meetings about special education services, response to intervention, dropout prevention, attendance, truancy, or disciplinary issues.~~

Use of Leave

Full-time employees may take up to a maximum of 18 hours in an academic year to attend such activities. Part-time employees may take leave on a prorated basis. Employees may not take more than six hours of leave in any one-month period and leave may not be taken in increments of longer than three hours.

Paid Leave Substitution

The Town requires employees to use accrued paid time off (PTO) if available while taking Parental Involvement Leave.

Notice Requirements

Except in emergencies, employees are required to provide at least one calendar week's advance notice of the need for leave. Employees must provide written verification of the academic activity from the school or school district. In emergencies, employees are required to provide notice and written verification from the school as soon as possible after learning of the need for leave. Employees are required to make a reasonable attempt to schedule academic activities outside regular work hours.

Limitations on Leave

The Town may limit the ability of an employee to take Parental Involvement Leave in cases of emergency or in other situations where the employee taking leave may endanger a person's health or safety or in a situation where the absence of the employee would result in a halt of service or production.

OFFICE CLOSURES

In the case of inclement weather or emergency conditions, the Town Manager may close Town facilities or suspend Town operations. Employees are expected to be at their work stations unless the Town Manager declares the offices officially closed. Any employee who is absent from their work station when offices are officially open will be charged personal time off (PTO) or leave without pay for the time missed. Employees will be paid for their regular work day when offices are officially closed due to weather conditions.

Voting

The Town will give an employee time off to vote. The employee will be paid for working time he or she is required to miss in order to vote. The employee is required to apply for the leave before the day of election and the supervisor may specify the hours that the employee may be absent, provided, however, that the hours shall be at the beginning or end of a shift if the employee so requests.

WORK ENVIRONMENT

APPEARANCE

The Town believes an employee's dress and grooming should be appropriate to the work situation. Radical departures from what the Town considers conventional dress or grooming are not permitted, regardless of the nature of the job performed.

Personal appearance is important to maintaining our commitment to excellence, and our commitment to a professional image. While appearance is a matter of personal taste and personal pride, certain standards must be adhered to. You may be required to wear a specific uniform, however if you are not, you are expected to have a "resort casual" appearance. In that respect, the following list is a partial list of inappropriate attire/styles:

- Extremely "short" shorts, skirts and dresses.
- Extremely low cut blouses or shirts with cleavage or chest hair showing.
- Clothing that reveals undergarments (or lack thereof).
- Frayed, worn-out or overly faded clothing.
- Belts, chains, or other attachments that could become a safety issue.
- Excessive ear piercing (more than three earrings per ear).
- Any overly extreme hairstyles, dress or jewelry.
- Flip-flops, thongs or sandals worn in safety sensitive areas are not permissible. These types of shoes may only be worn where job appropriate and where safety standards permit.

All employees should wear their hair clean and neatly groomed so that it does not interfere with operational duties or the professional image of the employee. Departmental guidelines may require certain hair restrictions due to health and safety requirements at the direction of their department supervisor/manager. Hair must be of a natural color.

Name Tags

Failure to wear a provided nametag or wearing another person's nametag is not acceptable. If you lose your nametag please notify your supervisor immediately so that a replacement can be obtained. Front line employees are asked to wear buttons to be more visible for guests, visitors, and residents.

ID Cards

Employees are issued Town employee identification cards when required by their position. Upon termination employees must return cards to Human Resources.

Uniforms

Many employees are required to wear a uniform during working hours, furnished by the Town. When uniforms and other Town owned equipment are issued, employees will be asked to sign a uniform/equipment log identifying each item received its value and the Town's policy regarding return of these items to the Town. The uniform/equipment log clearly states that the value of any items not returned to the Town may be deducted from an employee's final paycheck.

Employees are responsible for the maintenance of all uniforms and equipment assigned to them. All uniform and employee clothing shall be in good condition, free of stains, rips, holes and excessive wear. It is the responsibility of each Town employee to maintain his/her uniform work clothing in a neat, clean, and identifiable condition. Replacement of worn, tattered or stained clothing may be arranged with the supervisor upon the return of the excessively worn or stained clothing at the supervisor's discretion.

Department Managers and Supervisors are responsible for department inventory of all uniforms – issuing at hire and collecting upon termination. Employees will be charged for all items not returned.

ATTENDANCE & PUNCTUALITY

Excessive absenteeism and late attendance places a huge burden on other employees and on the Town. In many cases, working short staffed compromises employee safety and it is detrimental to the quality of guest service we provide the public and our customers. Each employee is expected to be prompt and regular in attendance. Your attendance and punctuality record will be a key consideration in granting pay raises, promotions or transfers. Personal appointments should be scheduled during the lunch hour.

or after work hours, whenever possible. If scheduling a personal appointment during working hours is absolutely necessary, advance approval from your supervisor is required.

The Town has a strict policy relative to an employee's failure to report to work. As soon as you know that you will be absent or late to work, you must telephone your supervisor to report your absence or lateness. Permission not to report to work must be obtained directly from your supervisor. Leaving a message with non-designated employee is not acceptable. Failure to promptly report your absence or lateness will not be tolerated. Your supervisor will determine what constitutes an excused or unexcused absence. The Town reserves the right to make allowances, at its sole discretion, for what it considers emergency or extraordinary circumstances.

LUNCH PERIOD (Does not apply to Police)

The supervisor will determine when, during your shift, you may take your lunch period. Lunch periods are not paid by the Town unless the employee is required to take a working lunch. Employees who take their meal breaks at their desks are asked to refrain from working during that time. The Town encourages employees to leave their work area during meal time. On the rare occasion that an employee must work through lunch, due to staffing shortage or other considerations, the employee will be paid for the portion of their lunch time worked. Prior authorization is required before employees work overtime or through meal breaks. Employees who abuse this regulation may be subject to disciplinary actions.

COMMUNICATIONS SYSTEMS & PASSWORDS

The communication systems are property of the Town and intended for business use. Therefore, the Town maintains the ability to access any computer files, use of software, Internet usage, voice mail and e-mail. Although employees may select individual passwords, employees should not assume that such files are confidential. However, other than management employees acting on behalf of the Town, employees should not attempt to gain access to another employee's computer, Internet files, e-mail or voice mail without the latter's permission.

All computer users' "Windows password" must be changed at least once every 90 days. You will be prompted to change your password.

All information regarding access to the Town's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are Town confidential information and may not be disclosed to non-Town personnel.

Email

Because the Town provides the e-mail system to employees to help them with the performance of their jobs, it should be used for official Town business. Incidental and occasional personal use of email is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice. Employee correspondence on email may be a public record under the public records law and may be subject to public inspection.

Also, employees cannot control where their messages will ultimately end up. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, e-mails that were deleted are stored elsewhere on the system.

Personal Use of the Internet

Use of the internet must not interrupt the operation of the Town network or the networks of other users. It must not interfere with employee's productivity.

Software and Copyright

The Town licenses, and does not own the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements or as directed by the Town's designated Software Manager.

Employees must not use the Town's technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission.

Unauthorized Use

Employees are not permitted to visit websites or send electronic e-mail that is deemed by management as inappropriate or in violation of other Town guidelines (such as pornography or online gambling). We reserve the right to determine when an employee is using the Town communications inappropriately.

Passwords

The Town's Computer system requires the use of "complex passwords". "Complex passwords" require three of the following four characters (upper case, lower case, numeric and special character) be contained in your password. The password also must be at least eight characters in length. Passwords are required to be changed every 90 days.

It is the employee's responsibility to protect their password (IE. DO NOT give out your password to anyone or write it down whereas someone could obtain it).

Password Responsibility

It is the employee's responsibility to protect their password (IE. DO NOT give out your password to anyone or write it down whereas someone could obtain it).

Website Blocking

An Internet filtering system has been deployed which will block "known" infected websites. Other sites have also been blocked based on categories. This will be an ongoing process in determining which categories to block. Initially the following categories have been blocked: Adware, Dating, Gambling, Games, Hate/Discrimination, Nudity, P2P File/Music sharing, Pornography and Web Spam. Attempting to access a blocked page will cause this message: "Sorry, [domain] has been blocked by your network administrator".

Note: Use of the Internet can be important for completing job functions. This web filtering project is not intended to prevent you from doing your job or to make your job harder. It is intended to protect the system and the users of the system. Therefore, if you need to access a website and it is blocked, please notify your supervisor who in turn will notify me. With supervisor approval, these sites will be unblocked as needed.

Please contact your manager or human resources with any questions.

Email Security Tips

Have separate email accounts:

Have separate email accounts for work and personal activity. Having separate email accounts will not only help boost your security, but also your productivity. Imagine if you could consolidate all of your work emails into a single work account; all of your friends and family communicate with your personal account; you have a recreational account for various websites; and a throwaway account for potential spam links. This way, if someone hacks your work account, all of your personal emails are still safe.

Unique Passwords:

You should use a unique password for each account that you setup. If your password is compromised, only that account will be affected.

Beware of Phishing Scams:

Basically, malicious users will imitate and impersonate high-profile websites (e.g., eBay, Amazon, Facebook, etc.) and say that they're experiencing trouble with your account; all you have to do to fix it is to send them your username and password to verify your authenticity. Sometimes they'll even link you to a false website that looks *exactly* like the real thing.

Be wary. In fact, whenever your personal information is ever brought up in a non-face-to-face capacity, your scam detector should go off loud and clear.

Outlook Setting:

Disable auto preview pane. If a suspicious message is received, it can be deleted without being opened.

Do Not Open Unsolicited Attachments:

Attachments are a tricky thing when it comes to email. If you're expecting something from a buddy or an uncle, then sure, go ahead and open the attachment. Have a laugh at the funny photo they sent you. It's all good when you are expecting the attachment. But if the email is unsolicited, *never* open any attachments. Even if the file looks innocent, you could be in for a world of hurt. Filenames can be spoofed. JPEGs could be EXEs in disguise and those EXEs will run as soon as they're downloaded. And then you'll have a virus on your hands.

Avoid Public Wi-Fi:

Avoid checking your email when you're on public Internet. It can be tempting to whip out your smartphone or laptop and check for new messages. Unfortunately, public Wi-Fi can be extremely insecure. There are programs out there called "network sniffers" that run passively in the background of some hacker's device. The sniffer monitors all of the wireless data flowing through a particular network and that data can be analyzed for important information. Like your username and password.

Voice Mail

Employees are responsible to make certain their voice mail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more, they must leave

messages on their voice mail stating when they will be returning messages, and who will be an alternate contact in the meantime.

Telephones/ Cell Phones

The Town provides cell phones to those employees who need them to perform their jobs. Such phones are intended for business use. In the interest of good business practice, personal telephone calls, including those made with cell phones, must be minimal and not interfere with employees' performance of their jobs. Where personal use of Town's phones cost the Town money, the Town is entitled to reimbursement. For safety reasons, employees should avoid the use of cell phones while driving. In accordance with Colorado law, all drivers are prohibited from texting while driving.

Town cell phone numbers shall be published in the Town directory. Phone numbers remain with the Town upon termination.

CONFLICT OF INTEREST

A "conflict of interest" exists when the interests of the Town or the community it serves are compromised by an employee's involvement in outside interests, businesses or employment. Employees must report in writing any outside interests, businesses or employment to their supervisor and to the Town Manager so that any possible conflicts of interest may be identified.

An employee may engage in outside interests, businesses or employment only after the following has occurred:

- The employee has informed their supervisor and the Town Manager in writing,
- No conflict of interest is found to exist, and
- The employee has received written permission from the Town Manager to proceed.

Where there is the possibility of a conflict of interest an employee may be asked either to forgo outside interests, businesses and employment during their employment with the Town or to seek employment elsewhere. The Town believes that, in these instances, the community as a whole is better served by doing what is right rather than what is expedient or of direct personal gain.

DISCIPLINE/DISCHARGE

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 a formal 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. An employee's conduct is a major factor affecting the health and growth of the Town. It is also an important aspect of the Town's image within the community. When management finds an employee's performance is unsatisfactory or an employee's conduct is unacceptable, disciplinary action may be taken.

In the event that it becomes necessary to discipline an employee for unsatisfactory performance or violation of Town policies and procedures, one or more of the following disciplinary actions may be taken.

Verbal Reprimand – A verbal reprimand is usually considered the least serious form of disciplinary action. It is generally intended to inform the employee of the need for improvement in job performance or to confirm an employee's understanding and application of Town policies and procedures. The "Employee Disciplinary Notice" form is filled out as written

documentation of a verbal reprimand, verifying that the employee has been informed and is aware of the issue in question. Goals for improvement are established and documented on the form. Both the supervisor and the employee may make comments on this form and both must sign it.

Written Reprimand – A written reprimand is a formal reprimand considered to be an appropriate disciplinary action to be taken for more serious job performance or Town policy infractions. This type of reprimand requires a counseling session with the employee during which the supervisor discusses the serious performance or policy related problem with the employee. The “Employee Disciplinary Notice” form is filled out as written documentation of the written reprimand, verifying that the employee has been informed and is aware of the issue in question. Goals for improvement are established and documented on the form. Both the supervisor and the employee may make comments on this form and both must sign it.

Termination – While meant to be the exception rather than the rule, immediate termination without prior warning may be a justified course of action in light of the seriousness of the particular violation and for employees who are repeat violators of Town policies and work rules. The employee is clearly informed as to the reason(s) for termination during a counseling session with the Supervisor. The employee is given the opportunity to make their written comments and sign the “Termination Record” form.

Employees should realize that these general guidelines for disciplinary action must have a degree of flexibility as there are varying degrees of seriousness that pertain to performance and/or Town policy infractions. The Town does not have a policy of progressive discipline and reserves the right to handle each disciplinary issue on a case-by-case basis. The fact that the Town has or has not utilized any of these actions does not set any precedent and should not be relied upon in future disciplinary situations by any employee.

DRUGS AND ALCOHOL

The Town is committed to a safe, healthy and productive work environment for all employees that are free from the effects of substance abuse. Abuse of alcohol, drugs and controlled substances impairs employee judgment, resulting in increased safety risks, injuries and faulty decision-making. This includes working after the apparent use of marijuana.

In accordance with the Drug-Free Workplace Act of 1988, the Town prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during Town time, on Town premises, or other work sites.

Testing is an important element in the Town’s efforts to ensure a safe and productive work environment. Please refer to the *Drug & Alcohol Policy- Safety Sensitive Employees* or the *Drug & Alcohol Policy- Non-Safety Sensitive Employees* as appropriate for your position. Contact the Human Resources Department or your supervisor if you have specific questions.

Parties & Activities

As a measure of The Town’s responsibility to promote safety, the following standards have been established for Town sponsored parties and activities:

- Alcohol is allowed on Town premises ONLY for Town sponsored parties or activities. Town sponsored parties or activities shall be defined as Town sanctioned planned events with specific

pre-approval by the Town Manager. All other possession and/or consumption of Alcohol on Town premises shall be considered in direct violation of the Town Drug and Alcohol Policy.

- A supervisor should be present at all times to monitor party guidelines and participants' behavior.
- Employees scheduled to work immediately following attendance at a Town sponsored party must refrain from the use of alcohol during the party.
- Employees attending a Town sponsored party who are not scheduled to work immediately following the party must exhibit good judgment in their alcohol consumption to ensure their capability of safe travel home.
- The only Town function that employees are paid to attend is the Annual Town Picnic, unless approved in advance by the Town Manager.

Employee Political Participation

The Town encourages employees to participate in matters of responsible citizenship. The Town will not interfere with the conduct of Town employees engaged in political activity, as long as the activities are confined to hours when the employees are not on duty, are not campaigning in their official Town uniforms, and that the activities do not impair the employee's job efficiency or that of others.

Employees whose principal employment is in connection with federally financed activities are subject to the following federal requirements as a condition of such employment.

1. Covered employees may not use their official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office.
2. In addition, they may not coerce, attempt to coerce, command, or advise other covered employees to pay, lend or contribute anything of value to a party, committee, Town, agency, or person for political purposes.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities. No employee of the Town can directly or indirectly coerce or command any other employee to pay, lend, or contribute salary, compensation, service, or anything else of value to any political party, group, Town, or candidate.

Any Town employee may be a candidate for a partisan political office provided that the involvement does not interfere or present a conflict of interest with his/her job. If involvement is necessary during normal working hours, the individual must take PTO or leave without pay. Employees whose salary comes in part or in whole from federal government sources are subject to the Hatch Act and its revisions.

INSPECTIONS

We may conduct searches after notice is given and with the employee's consent of employees' personal effects. This may include, but is not limited to: lunch bags, boxes, purses, personal computers, packages, or vehicles.

We may conduct searches of the above items without employee consent if we have a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by the Town and copies of those keys are kept by the Town.

PARKING

If you are parking at the town Hall for business purposes and will be here less than an hour, please park against the rock wall and not in the middle spaces immediately in front of the grocery store. If you will be longer than an hour, please utilize the Gondola Parking Garage.

If you are driving your personal vehicle to /from work, parking permit stickers are available from the police department if you work in town hall. Department head authorization is required.

The Town is not liable for fire, theft, damage or personal injury involving employees' automobiles. Protect your property by locking your car.

PERFORMANCE EVALUATIONS

The Town reserves the right to review employee performance at any time. Evaluating employee job performance and providing feedback is an important factor in making employment-related decisions. Seasonal employees will receive evaluations at the end of each season. All other employees receive an annual performance evaluation.

PROBLEM SOLVING

If you have a problem concerning a work-related matter, discuss it with your immediate supervisor, where appropriate. Normally, this discussion should be held within 3-5 days of the incident or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while it's fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to Human Resources. If the problem still cannot be resolved, employees may submit a written complaint to the Town Manager for review and final decision about the situation. Also see (EEO Harassment Complaint Procedure)

THEFT /PROPERTY LOSSES or DAMAGE

Theft of Town or Employee Property

The Town assumes no responsibility for the property of its employees. However, the Town is committed to ensuring a safe and secure working environment. Theft of money or property from the Town or its employees will be promptly and thoroughly investigated. Such investigations will be conducted by the Town and, if the size and nature of the theft warrants, the Police Department (MVPD). All employees are asked to assist in ensuring the on-going security of the Town and employee property by immediately reporting any suspicious activity to their supervisor, Human Resources, Risk Management or the police department.

Town Property Losses or Damage

All losses of Town property, including theft, fire or accidental damage, must be reported immediately to a supervisor. The supervisor will take appropriate action informing Risk Management and the MVPD (if appropriate) and will complete the Incident/Accident Report. Risk Management, the supervisor and Safety Committee will conduct an investigation. Once the investigation is completed a report will be

submitted to the Town Manager. In cases involving losses or damage to Town property, the Town may ask an employee to submit to a drug and/or alcohol test in accordance with the Town's Drug and Alcohol Policy. The employee has the option of obtaining insurance to cover any possible loss or damage to personal property.

Town Vehicles and Equipment Losses

As an employee, you must comply with all state and local laws in reporting accidents involving Town vehicles and equipment. All vehicle accidents on public roads or private property should be immediately reported to the Police Department or appropriate law enforcement agency and to your supervisor. Do not move a vehicle involved in an accident until a law enforcement officer authorizes you to do so. A "Vehicle Accident Report Form" must be filled out the same day the accident has occurred.

Incident Inquiries

You might anticipate that an accident or incident relating to the Town's operations will generate inquiry from the press, insurance adjusters, attorneys, etc. Before responding to any such inquiry, it is essential that you first bring the inquiry and the circumstances surrounding the inquiry to the attention of your supervisor and the Town Manager. Do not talk to ANYONE regarding the incident without permission from the Manager. Get the phone number and name of the individual inquiring and indicate that you will have someone follow up. By following this procedure, you will not only protect your own interests but also the interests of the Town.

SMOKING

Smoking

The Town of Mountain Village recognizes that smoking and tobacco chewing in the workplace can adversely affect employees and guests and are prohibited. The time spent away from your job to smoke or chew tobacco must be limited to Breaks and Lunch Periods.



In accordance with the **Colorado Clean Indoor Air Act**, smoking is prohibited in all Town facilities, vehicles, or in any workplace. This includes lobbies, elevators, restrooms, reception areas, hallways and any other common-use areas, child day care facilities, common areas of Village Court Apartments, public transportation of any kind (including gondola cabins/terminals, Dial a Ride, employee shuttles and all Town vehicles). In addition, smoking is prohibited within 15 feet of any main entrance. This includes all buildings and gondola terminals.

TERMINATING EMPLOYMENT

Exit interviews

Exit interviews with the Human Resources Department gather constructive feedback from employees who leave the Town. The purposes of this interview are to review eligibility for benefit continuation and conversion, ensure necessary forms are completed, collect all Town property that may be in the employee's possession (keys, phones), and provide employees with an opportunity to discuss their job-related experiences.

Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with the Town maintained satisfactory performance and attendance.

Final Paycheck Issuance

The Supervisor ensures that all Town property (uniforms, keys, tools, radios, ski passes, advances, overdrawn PTO etc.) is returned or paid back prior to the preparation of the employee's final check. As disclosed in this handbook and on the Uniform/ Equipment Log signed by the employee at the time Town property is issued, the Town will deduct an amount equal to the value of all money owed or unreturned Town property from the employee's final paycheck OR depending upon the circumstances, the Town may hold a portion of the employee's final check pending the return of Town property or money. Final paychecks are issued for all voluntarily and involuntarily terminated employees on the next regularly scheduled payday, unless other arrangements are requested and approved for earlier issuance. Paydays occur every two weeks on Friday.

VEHICLE USE

The Town owns a variety of vehicles from heavy equipment on down to small trucks. These vehicles are used for transporting personnel, equipment and supplies and for working on a variety of construction and snow removal projects. In some cases, employees use vehicles during and after normal business hours while conducting Town business. Authorized personnel who use Town vehicles will receive a copy of the *Vehicle Use and Care Procedure*. Employees of the Town will not be authorized to use Town owned vehicles for personal use. "Personal use" is defined as any use of a vehicle that does not occur during the performance of one's job duties. The operation of Town vehicles by non-employees (i.e.: friends or family members of employees) is strictly forbidden. Non-employees shall not use, operate or perform any kind of maintenance on a Town vehicle.

Any employee who operates a Town vehicle must be on a qualified Town Vehicle Operator list and must meet the following criteria:

- Have valid Drivers' License to operate vehicle,
- Have supervisor's authorization to operate the vehicle,
- Have acceptable driving record as verified by a DMV background check,
- Be operating a vehicle on Town business or for authorized direct commute to work or home only, and
- Have completed vehicle checklist before operating the vehicle.
- Obey **ALL** traffic laws
- Are responsible for ensuring the safe operation of the vehicle at all times.

The driver and passengers must utilize the safety seat belts at all times when the vehicle is in service **in compliance with Colorado law.**

[A driving record search will be conducted on all drivers prior to employment and subject to observation throughout employment.](#)

The following activities will not be tolerated:

- Operating a Town vehicle in violation of applicable laws and regulations or in a careless manner.
- Operating a Town vehicle without permission.
- Operating a Town vehicle without a valid driver's license or without proof of insurance.
- Operating a Town vehicle while using or while under the influence of alcohol or drugs.
- Smoking and tobacco chewing are strictly prohibited in Town vehicles
- Utilizing a Town vehicle to transport hitchhikers.
- Falsification of information on Driver's Questionnaire form.

If an employee operates a Town vehicle in violation of any of the above, the employee will receive a written warning and depending upon the nature and circumstances surrounding the infraction, may be

subject to additional disciplinary action up to and including termination. If the driver is cited and fined for an invalid driver's license, proof of insurance, expired registration, driving a vehicle not in proper working condition or for disobeying the law, any fines will be the responsibility of the employee. These are not Town expenses. Proof of insurance and copies of the current registration can be obtained from the transportation department.

Emergency Use/Extended work hours

From time to time a personal emergency situation may arise or, an employee without personal transportation may be asked for extended work hours. In these cases a Department Head may authorize a properly licensed employee to use an appropriate Town vehicle, if one is available. If a vehicle is not available, the Town will try to accommodate the employee with alternative transportation.

Use of Town owned, leased or sponsored vehicles for business travel

From time to time it may be necessary for an authorized employee to use a Town vehicle for business travel, locally or out-of-Town. In these cases a Department Head may authorize a properly licensed employee to use an appropriate Town vehicle, if one is available.

Commuter Shuttles

It is the intent of the Town to provide safe and reliable transportation to and from work for groups of three (3) or more employees who work similar shifts and who commute in similar directions from the same location or on the same general route. Employees of the Town may access the shuttle system by contacting the Transit Coordinator.

- Employees currently pay a pre-determined rate per ride, deducted bi-weekly from their paycheck for this service. For the current rate please contact the Human Resources Department.
- Any employee who drives a shuttle is considered a safety sensitive employee as defined by 49 CFR Part 655, as amended, and must submit to a urine test and undergo a minimum of 60 minutes of training on the signs and symptoms of drug use on personal health, safety and the work environment.
- Drivers are required to have a valid driver's license.
- Must be 21 or over to drive shuttles.
- A driving record search will be conducted on all applicants prior to employment and will be subject to observation throughout employment.

Employees that utilize the shuttles to commute to and from work that arrive and depart outside their regularly scheduled workday must adhere to their regularly assigned workday schedule. Shuttle arrival and departure times do not supersede or alter your assigned work scheduled nor is it to be considered authorization for overtime or authorization to leave work early. Management does not expect employees to start their workday any earlier or end their workday any earlier as a result of riding a shuttle.

WORK ASSIGNMENTS & SCHEDULES

The scheduling of work assignments and work-day schedules are the responsibility of each supervisor. If you have any questions about or difficulty with your work assignment, please discuss it with your supervisor. If you are unable to perform any duty assigned to you, let your supervisor know immediately.

Participation in the Employee Shuttle Program is not to be considered authorization to deviate from the regularly assigned work-day schedules.



Policy Adoption

The aforementioned Employee Handbook was reviewed and approved by the Mountain Village Town Council at a public meeting on February 11th, 2015.

Town of Mountain Village

By: _____
Mayor Dan Jansen

By: _____
Jackie Kennefick, Town Clerk



ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED February 11, 2016. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- ∪ THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- ∪ THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES.
- ∪ THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. THE TOWN THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.
- ∪ NO REPRESENTATIVE OF THE TOWN OF MOUNTAIN VILLAGE, OTHER THAN THE TOWN MANAGER, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF

EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN MANAGER AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Print Employee Name

Signature

Date

Draft



**TOWN OF MOUNTAIN VILLAGE
TOWN MANAGER
CURRENT ISSUES AND STATUS REPORT
FEBRUARY 2016**

1. Medical Center

- Town and the Medical Center are working on a further response to questions raised by the Army Corps and EPA relative to our last response. If applicable, a further update may be provided in Executive Session

2. TSG Items

- Scheduled our first quarterly meeting of 2016 between TSG and Town for mid-March

3. Town Council

- Scheduled and conducted our first Council retreat with the sitting Council on February 9th off-site. Recommendations and goals will be incorporated into our budget development including our directional meeting with the Finance & Budget Committee in March

4. RTA

- Met multiple times with Greg Clifton, Lynn Black, Noelle Hagan and Nina Kothe to discuss, plan and develop the agenda and presentations for the February RTA Meetings
- Hosted and conducted the February 2nd intergovernmental RTA meeting
- Began preparation for the next RTA meeting scheduled for February 22nd at 9:30

5. Crown Castle and Cell/Data Upgrade

- Working on final draft of the Franchise Agreement with Crown Castle for the installation and operation of the small cell solutions (SCS) network. We will conduct a work session with Council at the February meeting with an ordinance for adoption of the Franchise Agreement to come before Town Council in March

6. Miscellaneous

- Met with the Telluride Foundation and staff to discuss logistics, process and infrastructure needs for the proposed pocket park "Telluride Forever" at Oak Street. Assigned Glen Van Nimwegen and Jim Loebe as point persons for ongoing discussions
- Attended the monthly San Miguel Regional Housing Authority meeting together with Greg Clifton, Lynn Black and Shirley Diaz

- Held a retirement party for Chris Colter on January 28th and Jim Loebe officially commenced duties as the new Director of Transit, Parking and Recreation

TOWN OF MOUNTAIN VILLAGE
Town Council Regular Meeting
February 11, 2016
8:30 a.m.

During Mountain Village government meetings and forums, there will be an opportunity for the public to speak. If you would like to address the board(s), we ask that you approach the podium, state your name and affiliation, and speak into the microphone. Meetings are filmed and archived and the audio is recorded, so it is necessary to speak loud and clear for the listening audience. If you provide your email address below, we will add you to our distribution list ensuring you will receive timely and important news and information about the Town of Mountain Village. Thank you for your cooperation.

NAME: (PLEASE PRINT!!)

Kim Montgomery	EMAIL:
David Reed	EMAIL:
Laila Benitez	EMAIL:
Dan Caton	EMAIL:
Dan Jansen	EMAIL:
Marty McKinley	EMAIL:
Michelle Sherry	EMAIL:
Bruce MacIntire	EMAIL:
Jackie Kennefick	EMAIL:
Susan Johnston	EMAIL:
Christina Meilander	EMAIL:
Dennis Laukes	EMAIL:
D. MITCHELL	EMAIL:
Alex Brown	EMAIL: <i>abrown@telstar.com</i>
Stephen Roth	EMAIL:
RICH NUTTALL	EMAIL:
Lawrence Crosby	EMAIL:
Greg Pack	EMAIL:
Anton Benitez	EMAIL:
Jessica Kingston	EMAIL:
KATE JONES	EMAIL: <i>KATE@TELLURIDEARTS.ORG</i>
Josh Jones	EMAIL:
PAUL MATOZ	EMAIL:
Marc Nager	EMAIL:
Brian Kerega	EMAIL:

in effect for over 25 yrs

TELLURIDE, COLORADO

AL-6920 (FAA)

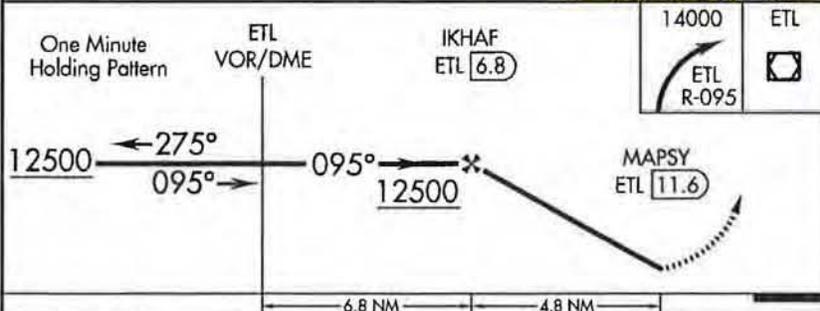
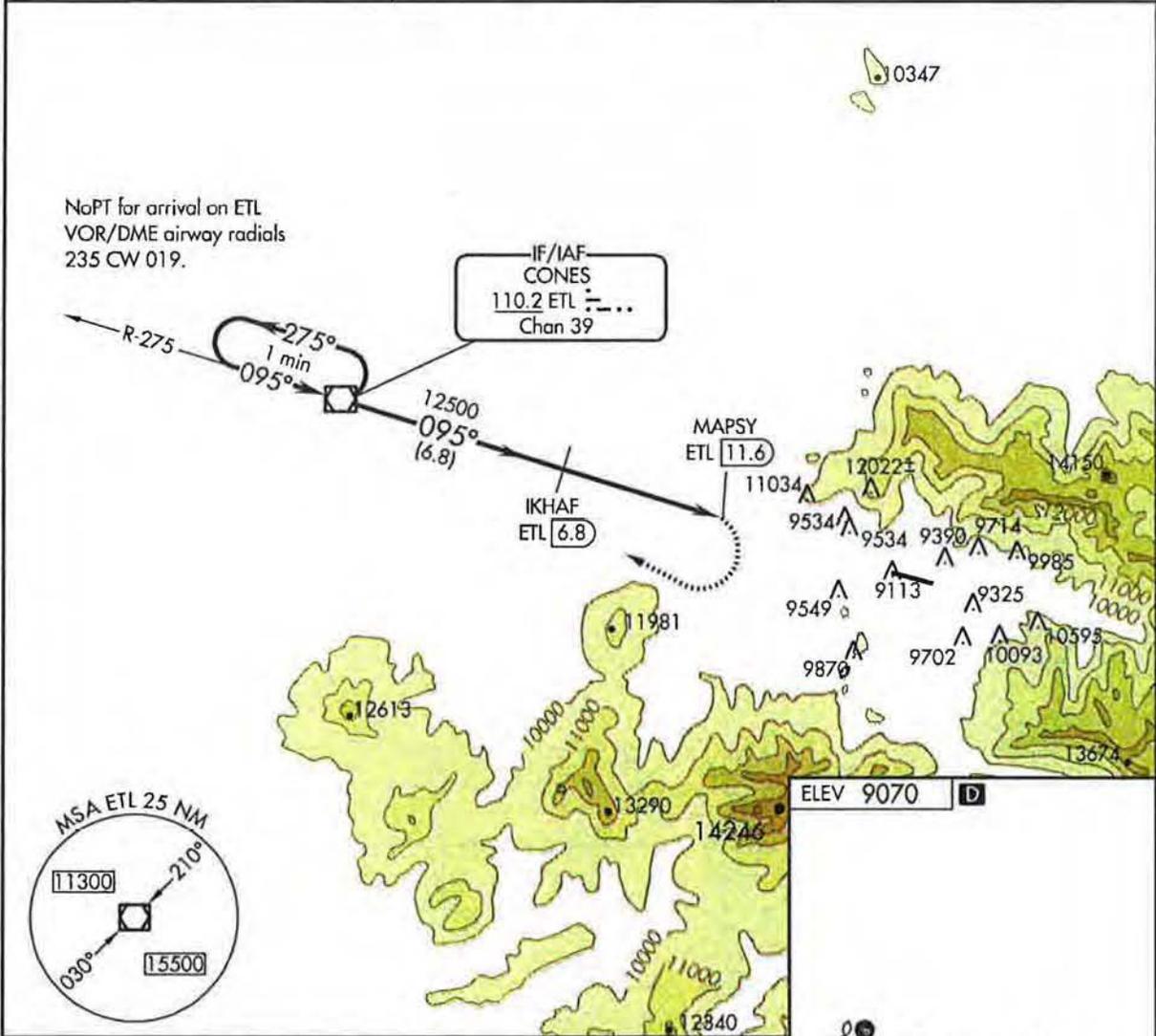
15344

VOR/DME ETL 110.2 Chan 39	APP CRS 095°	Rwy Idg TDZE Apt Elev N/A N/A 9070
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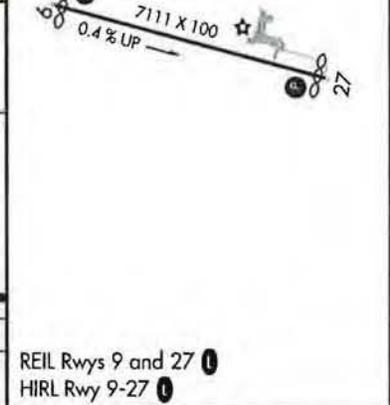
VOR/DME-A
TELLURIDE RGNL (TEX)

<p>▼ ▲ ❄ -12°C/10°F</p>	<p>Circling NA north of Rwy 9-27. Procedure NA at night.</p>	<p>MISSED APPROACH: Immediate climbing right turn to 14000 via ETL VOR/DME R-095 to ETL VOR/DME and hold.</p>
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<p>AWOS-3 118.325</p>	<p>DENVER CENTER 125.35 354.05</p>	<p>UNICOM 123.0 (CTAF) 0</p>
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CATEGORY	A	B	C	D
CIRCLING	12420-6	3350 (3400-6)	NA	



SW-1, 07 JAN 2016 to 04 FEB 2016

SW-1, 07 JAN 2016 to 04 FEB 2016

TELLURIDE, COLORADO
Amdt 1 30JUN11

37°57'N-107°55'W

TELLURIDE RGNL (TEX)
VOR/DME-A

LOC/DME I-TEX 109.3 Chan 30	APP CRS 093°	Rwy Idg TDZE Apt Elev	6911 9038 9070
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LOC/DME RWY 9

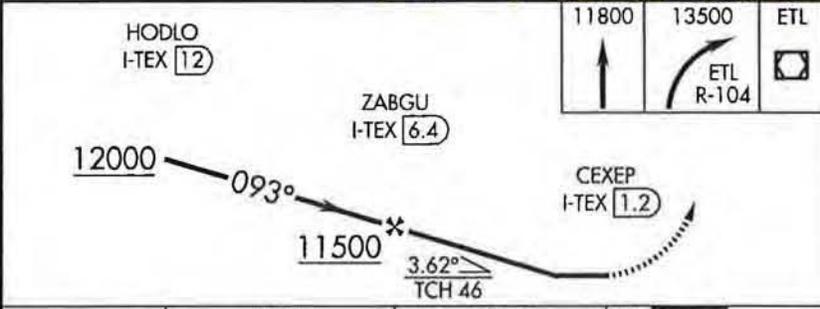
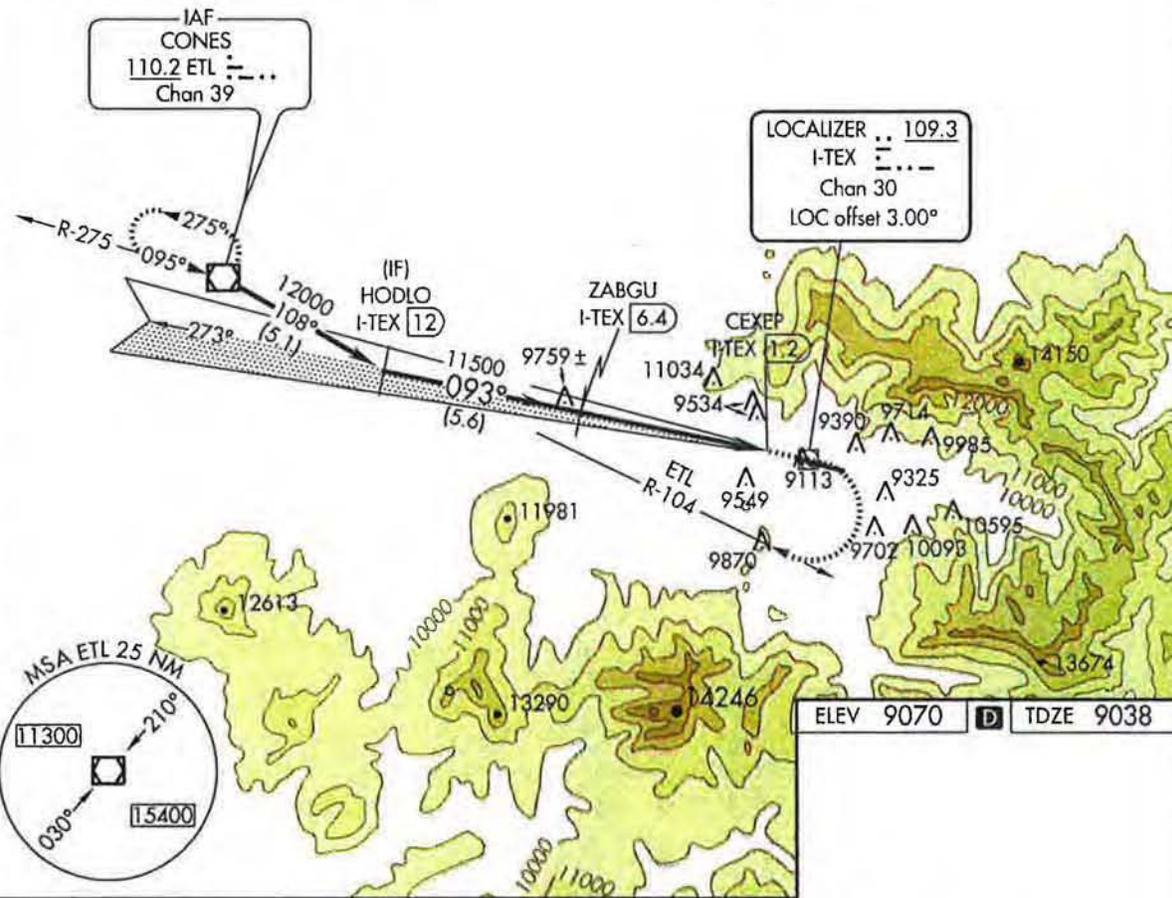
TELLURIDE RGNL (TEX)

Night landing: Rwy 27 NA.
 -12°C/10°F
 Circling NA north of Rwy 9-27.

MISSED APPROACH: Climb to 11800 then climbing right turn to 13500 on ETL VOR/DME R-104 to ETL VOR/DME and hold.

AWOS-3 118.325	DENVER CENTER 125.35 354.05	UNICOM 123.0 (CTAF)
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Procedure NA for arrivals at ETL VOR/DME on V382 northwest bound.



	5.6 NM		5.2 NM		1.0
CATEGORY	A	B	C	D	
S-9	11340-1¼ 2302 (2300-1¼)	11340-1½ 2302 (2300-1½)	NA		
CIRCLING	11340-1¼ 2270 (2300-1¼)	11340-1½ 2270 (2300-1½)	NA		

REIL Rws 9 and 27
 HIRL Rwy 9-27

SW-1, 07 JAN 2016 to 04 FEB 2016

SW-1, 07 JAN 2016 to 04 FEB 2016

WAAS CH 82621 W09A	APP CRS 096°	Rwy Idg TDZE Apt Elev	6911 9038 9070
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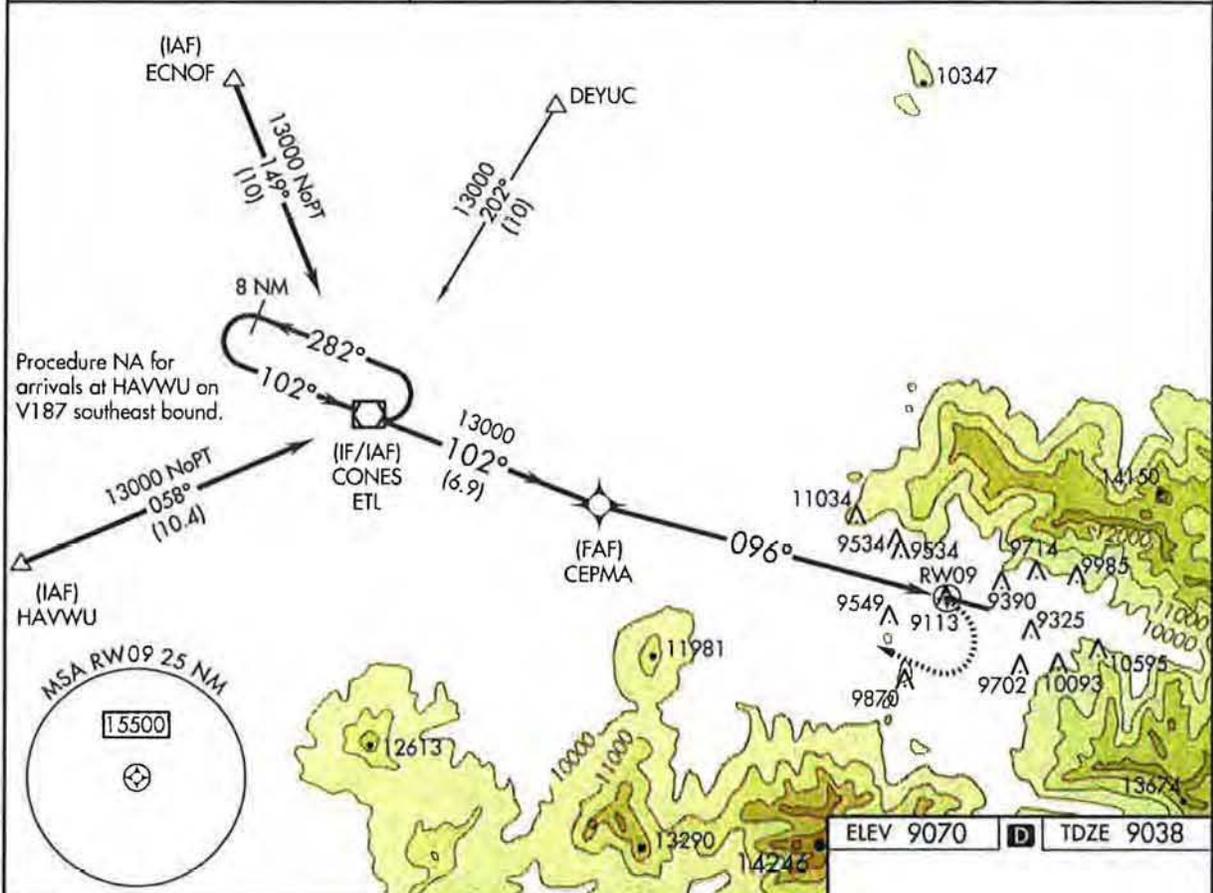
RNAV (GPS) Y RWY 9

TELLURIDE RGNL (TEX)

⚠ Circling NA at night. When local altimeter setting not received, procedure NA.
⚠ Circling NA north of Rwy 9-27. DME/DME RNP-0.3 NA.
❄ -12°C/10°F **Missed approach requires a minimum climb of 380 feet per NM to 15200.

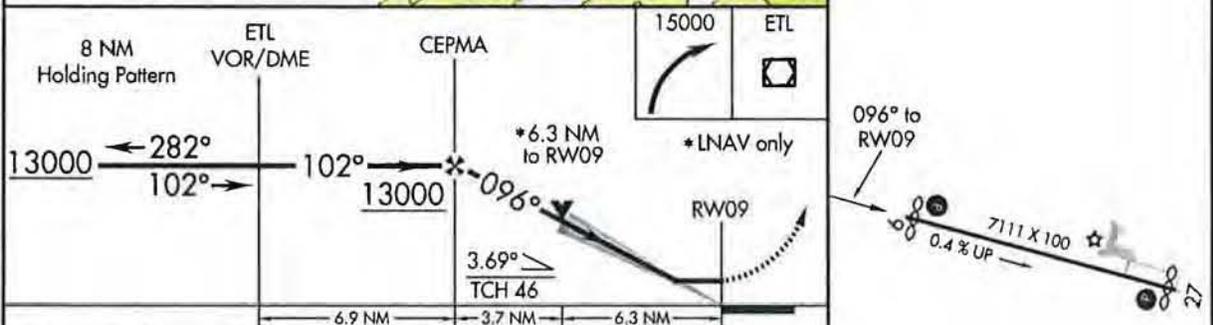
MISSED APPROACH: Climbing right turn to 15000 direct ETL VOR/DME and hold, continue climb-in-hold to 15000.

AWOS-3 118.325	DENVER CENTER 125.35 354.05	UNICOM 123.0 (CTAF) 0
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SW-1, 07 JAN 2016 to 04 FEB 2016

SW-1, 07 JAN 2016 to 04 FEB 2016



CATEGORY	A	B	C	D
LP MDA	11500-1¼ 2462 (2500-1¼)	11500-1½ 2462 (2500-1½)		NA
LNAV MDA*	11900-1¼ 2862 (2900-1¼)	11900-1½ 2862 (2900-1½)		NA
LNAV MDA	12140-1¼ 3102 (3100-1¼)	12140-1½ 3102 (3100-1½)		NA
☐ CIRCLING	12140-1¼ 3070 (3100-1¼)	12140-1½ 3070 (3100-1½)		NA

ELEV 9070 **D** TDZE 9038

096° to RWY 9
7111 X 100
0.4% UP

REIL Rwys 9 and 27 **0**
HIRL Rwys 9-27 **0**

WAAS CH 82637 W09B	APP CRS 096°	Rwy Idg 6911 TDZE 9038 Apt Elev 9070
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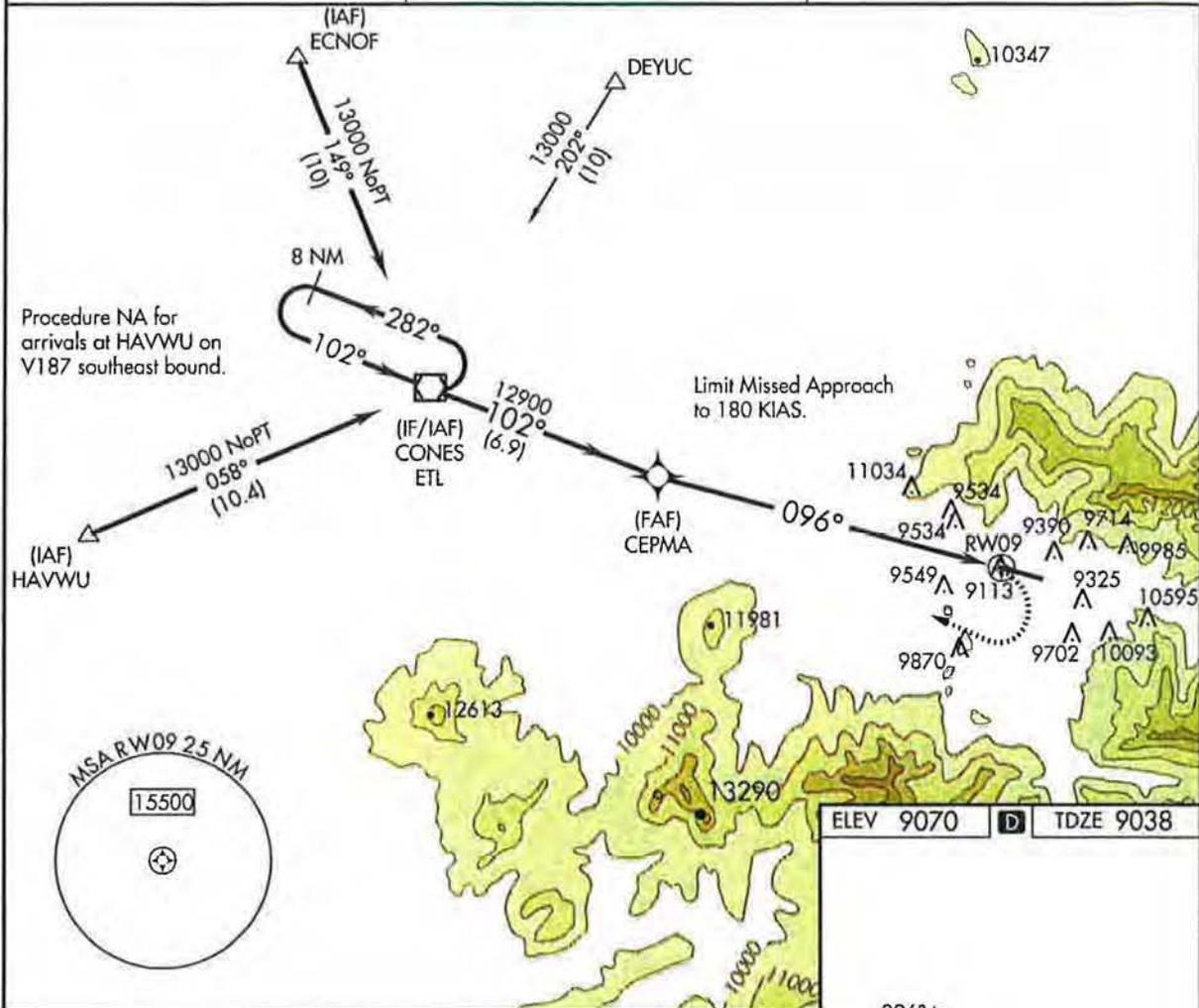
RNAV (GPS) Z RWY 9

TELLURIDE RGNL (TEX)

⚠ Circling NA at night. When local altimeter setting not received, procedure NA.
⚠ Circling NA north of Rwy 9-27. DME/DME RNP-0.3 NA.
❄ -12°C/10°F * Missed approach requires a minimum climb of 380 feet per NM to 12500; if unable to meet climb gradient, see RNAV (GPS) Y RWY 9.

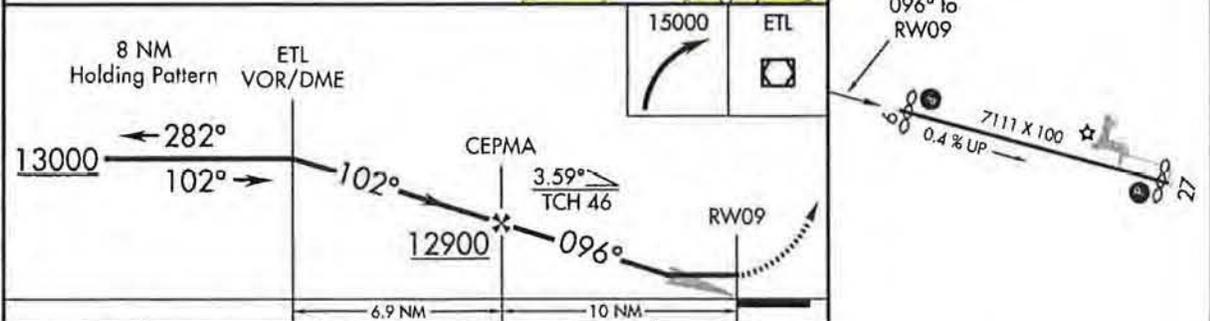
MISSED APPROACH: Climbing right turn to 15000 direct ETL VOR/DME and hold, continue climb-in-hold to 15000.

AWOS-3 118.325	DENVER CENTER 125.35 354.05	UNICOM 123.0 (CTAF) 0
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SW-1, 07 JAN 2016 to 04 FEB 2016

SW-1, 07 JAN 2016 to 04 FEB 2016



CATEGORY	A	B	C	D
LP MDA	10640-1¼ 1602 (1600-1¼)	10640-1½ 1602 (1600-1½)	10640-3 1602 (1600-3)	NA
C CIRCLING	11640-1¼ 2570 (2600-1¼)	11640-1½ 2570 (2600-1½)	11640-3 2570 (2600-3)	NA

HIRL Rwy 9-27 **0**
 REIL Rwy 9 and 27 **0**

MOUNTAIN VILLAGE TOWN COUNCIL

Rules for the Conduct of Meetings and General Business

Revised July 2013

Excerpts regarding public comments

III. Public Hearings on Action Items

- Mayor opens public hearing
- Mayor introduces item (reading the item from the agenda and making any prefatory remarks)
- Staff provides report, including brief relevant history of and context for the item
- Council poses questions to staff
- Public Comment is opened
 - Each member of the public speaks only once.
 - The public is asked to refrain from duplicating the comments of others if possible.
 - The public is asked to avoid engaging in dialogue with each other but instead to address the Council and the audience in general.
 - If a large audience is present, the Mayor may set a time limit (i.e. 2-3 minutes) for each speaker
- Public comment is closed and the matter brought to Council
- Council motion is placed on floor and acted on consistent with Robert's Rules of Order for making and entertaining motions.

V. Public Discussion

- Public Discussion shall not last more than forty-five (45) minutes per council meeting unless otherwise directed by the Mayor.
- Any member of the public wishing to address the Council during public discussion shall first approach the podium and state his/her name and address as well as their relation to the topic of discussion for the record and then proceed to make his/her comments. If any member of the public claims to represent one or more persons, / he/she shall, after making his/her introduction and prior to making his/her comments, disclose who /he/she represents and state the name and address of the person or persons so represented.
- Public comment by members of the public is not designed for interactive dialogue between the Council and the public but is designed for members of the public to make a public statement of position. Consequently, members of the public shall make their statement of position known to the Council without an expectation of a response from Council.
- Members of the public will be asked to speak only once on the topic unless additional comments are approved by the Mayor and/or Council. If a member of the public would like to ask a question of Council, he/she must first request permission of the Mayor to do so. If the Mayor consents, members of the public shall be allowed a five (5) minute maximum for questions and Council's response unless otherwise directed by the Mayor. If more than five (5) minutes is necessary, an appointment with a Council member or staff should be scheduled.
- No personal attacks or arguments
- No grandstanding for the audience
- People speaking on the same issue will be asked to refrain from redundancy

Expanding coverage while preserving beauty in Vail.

Vail, Colorado, is a picturesque community, famous for its beautiful mountains and ski slopes. That makes it a popular vacation destination for thousands of recreational travelers; however, the challenging topography surrounding the Village and residential neighborhood makes it especially difficult to provide reliable wireless coverage.

A few nearby towers and rooftop installations provided some coverage, but were inadequate to handle today's data demands. Upcoming local events, like the FIS Alpine World Ski Championships, were expecting up to 150,000 visitors—making it clear that an upgrade was necessary. We installed a small cell solutions (SCS) network that consists of several strategically placed nodes that accommodate multiple wireless service providers as well as the city's wi-fi and video-monitoring system. The network has improved wireless coverage and provided much needed data capacity to the Village.

Challenges

With all its peaks and valleys, Vail's difficult topography required careful planning to make sure each node was strategically placed to maximize coverage and deliver the needed capacity. This all had to be done in accordance with the town's strict aesthetic regulations and several layers of approval. To complete the project on time and on budget, we had to navigate these and other challenges:

- The network needed to be hardened to withstand adverse weather conditions
- The area needed enough capacity to accommodate the large crowds that visit Vail throughout the year
- We needed to balance different audiences' conflicting needs, aesthetic requirements, and technical radio frequency (RF) challenges
- All installation work had to be completed within very tight construction schedules

The Solution

To meet the voice and data demands of the visitors and residents of Vail, we designed and installed a fiber optic SCS network. Twenty-nine custom-designed slimline poles—similar in size and appearance to streetlights—were placed on public rights-of-way. Each node was strategically placed to maximize coverage and preserve the look and feel of the Village. We coordinated with various government stakeholders to obtain approval for the entire project during the design phase, which helped streamline the deployment process and keep the project on time and on budget. Vail residents and visitors now have access to a state-of-the-art 4G LTE network.



Supporting Public Safety

In support of the 2015 Alpine World Ski Championships, public safety officials and other stakeholders, led by the state of Colorado FirstNet team, wanted a wireless infrastructure solution in the Village that was capable of supporting 4G LTE applications to monitor activities during the event. We worked closely with the state of Colorado to set up a public safety network demonstration. The state secured rights to the FirstNet spectrum, and we provided four of our existing nodes to host equipment dedicated to the trial. The network demonstration enables officials to test applications in practical situations, including real-time video, push-to-talk, Voice over IP (VoIP), situational awareness, and others. The installation marks an important milestone, as it's the first SCS network to operate using 700 MHz Band Class 14 over the same infrastructure as a commercial Distributed Antenna System (DAS). The trial serves as a model for FirstNet in other states as they consider the various deployment options for the new Nationwide Public Safety Broadband Network (NPSBN).



Custom-designed slimline poles accommodate SCS nodes.



Nodes are strategically placed near roads and residential areas.

WHY CROWN CASTLE?

We have over 10 years of experience implementing SCS in universities and other communities, including dense urban centers and residential neighborhoods.

Discreet, innovative technology

We provide shared infrastructure that enables the wireless service you have come to depend on—all while blending in with your environment.

Collaboration

We involve residents in every major decision so everyone has a say in the solutions that are developed.

Local presence

We have offices nearby with people who understand your community—and its wireless coverage needs.



For more information, please contact
(866) 482-8890 or visit CrownCastle.com

About Crown Castle

Crown Castle provides wireless carriers with the infrastructure they need to keep people connected and businesses running. With approximately 40,000 towers and 14,000 small cell nodes supported by approximately 7,000 miles of fiber, Crown Castle is the nation's largest provider of shared wireless infrastructure with a significant presence in the top 100 US markets. In addition, Crown Castle operates approximately 1,800 towers in Australia.

The Foundation for a Wireless World.

CrownCastle.com

©2015 Crown Castle

Palo Alto, CA

Crown Castle plans to construct a fiber-fed wireless Distributed Antenna System (DAS) network, a type of small cell solution (SCS), within the Right-of-Way (ROW) of downtown Palo Alto to supplement the existing wireless infrastructure. Due to the extraordinary proliferation of wireless devices in recent years, demand for enhanced wireless service is being driven by users of smartphones and other devices that support social networking, streaming video and large data volume applications. Crown Castle is working collaboratively with the city of Palo Alto, as well as residents, to design solutions that are both effective at reaching capacity goals and that blend into the cityscape. By utilizing leading-edge technology, this SCS will help to ensure that residents, visitors and businesses have dependable access to a network that is capable of meeting their data demands as well as enhancing public safety.



Pittsburgh, PA

The Oakland neighborhood in Pittsburgh, PA, is an education, healthcare, and cultural hub, and residents here demand high-speed wireless data to study, work, and live their lives. But as smartphones became more prevalent, and data usage increased, the existing infrastructure couldn't keep up with the growth of demand. Crown Castle was brought in to find a solution that met the needs of the community, without disrupting their lives and while improving the aesthetics of the neighborhood.



Vail, CO

Vail, Colorado, is a picturesque community, famous for its beautiful mountains and ski slopes. That makes it a popular vacation destination for thousands of recreational travelers; however, the challenging topography surrounding the Village and residential neighborhood makes it especially difficult to provide reliable wireless coverage.

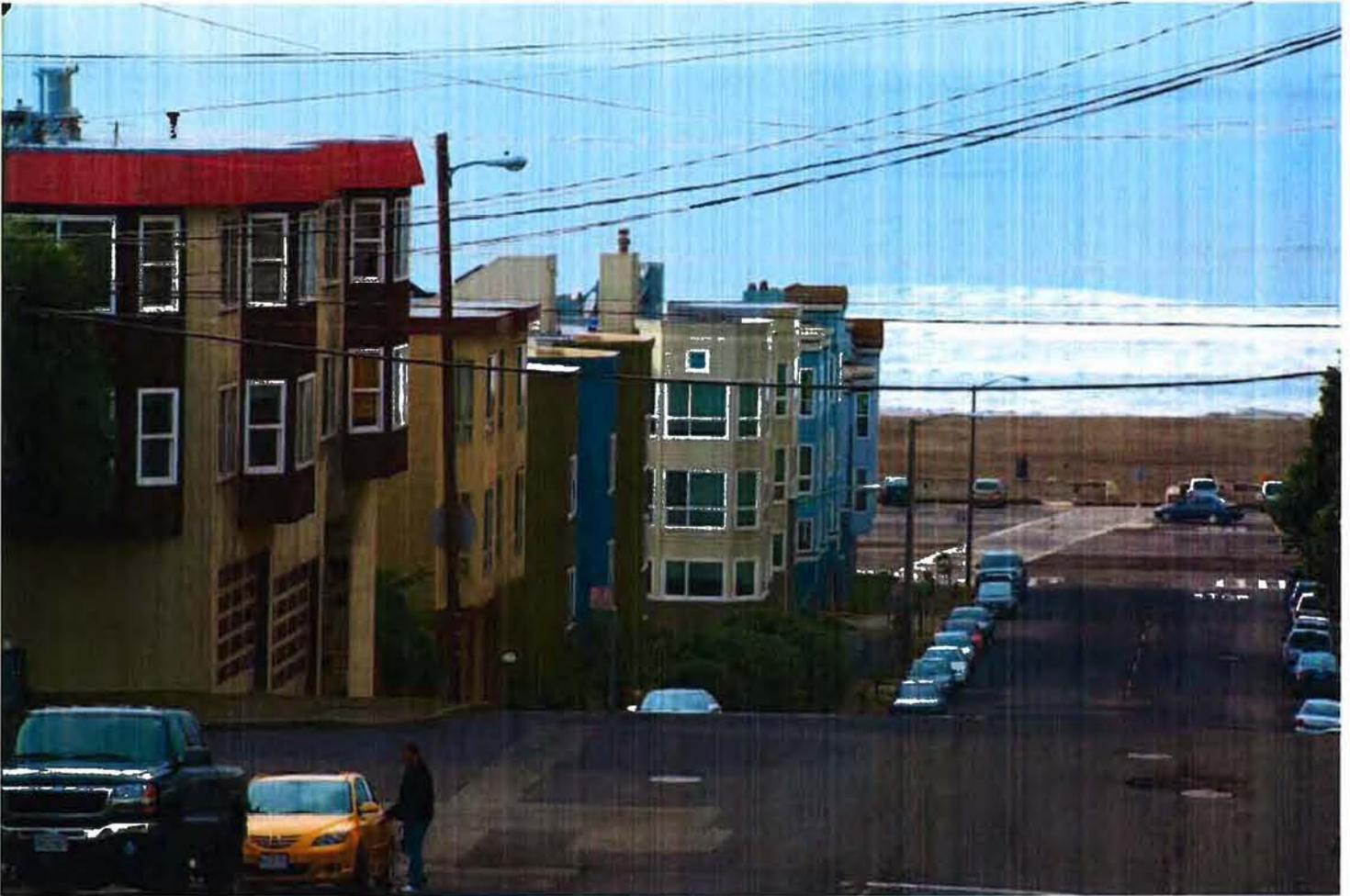


Paradise Valley, AZ

Paradise Valley, Arizona is a unique desert community with strict ordinances designed to preserve the aesthetics and character of town. Those same ordinances have also made it difficult to secure reliable wireless service in the area. Crown Castle worked closely with citizens and town leaders to design a solution that would meet their needs and comply with the rules. We built a small cell solutions (SCS) network with 42 discreet nodes placed on streetlights, traffic signals, and even several faux cacti that blended in with the surrounding environment. Since it's a neutral-host solution, multiple wireless carriers can be accommodated, and community members get the improved voice and data services they demand.



- [About Crown Castle](#)
- [Network Operations](#)
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San Francisco Sunset-Richmond Districts, CA

To help provide greater wireless capacity for residents of the Sunset and Richmond districts of San Francisco, we are upgrading the wireless infrastructure in the area with a new small cell solutions (SCS) network. An SCS network gives us the ability to use multiple small nodes to expand the coverage and capacity of the towers that already serve the area.



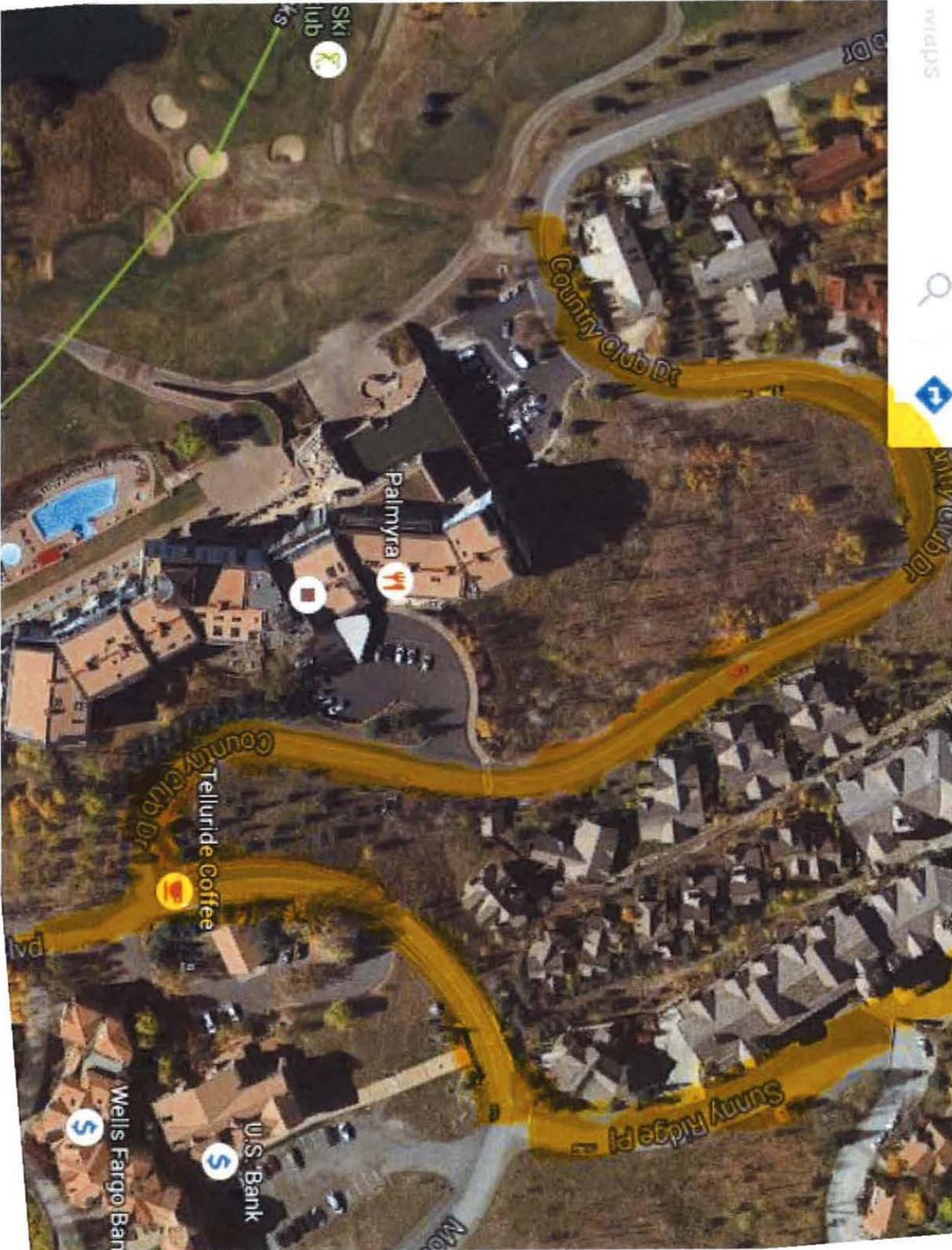


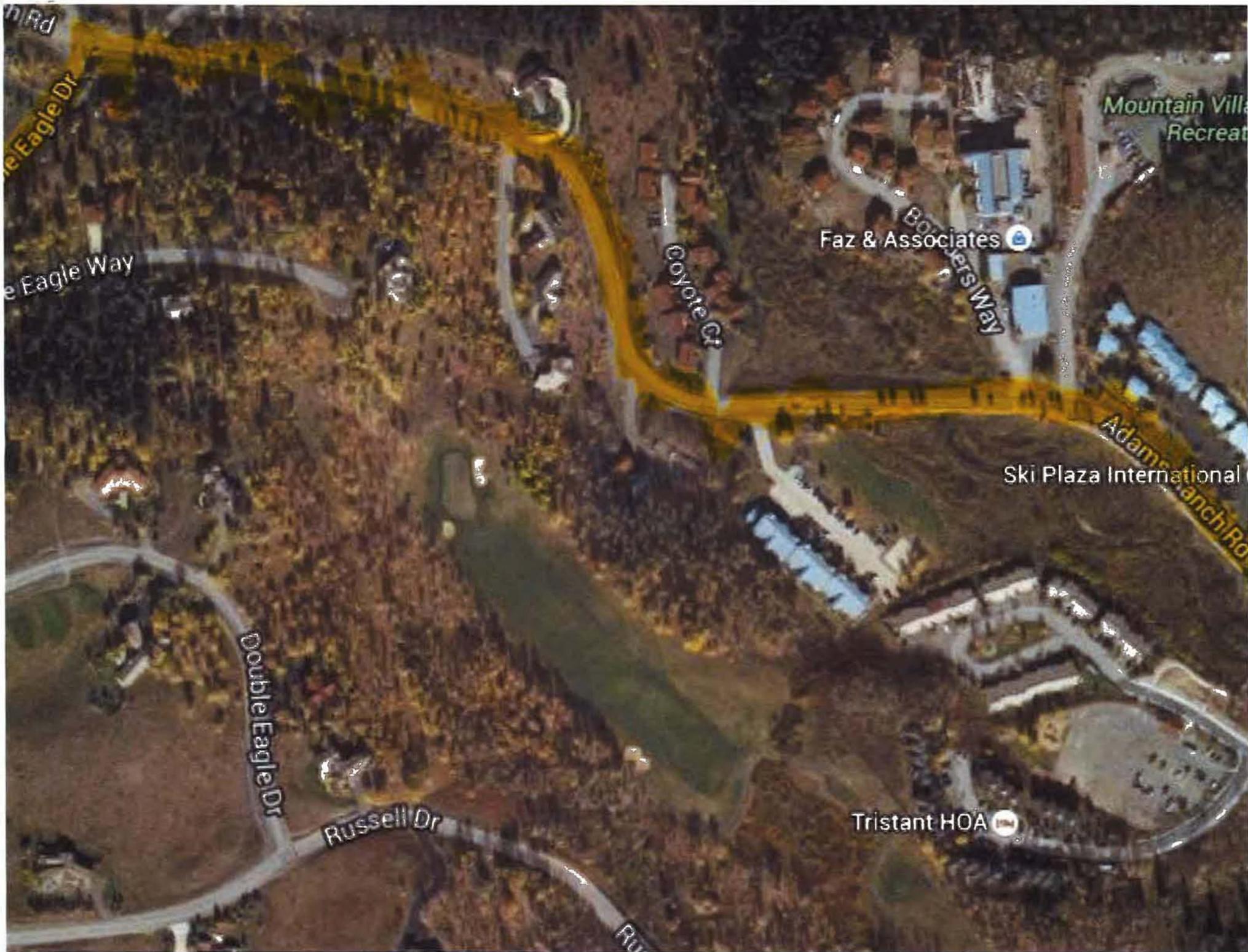
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Crown Castle Community Projects





n Rd

e Eagle Dr

e Eagle Way

Double Eagle Dr

Russell Dr

Coyote Cr

Faz & Associates

Borders Way

Mountain Villa
Recreat

Ski Plaza International

Adams Ranch Rd

Tristant HOA



February 10, 2016

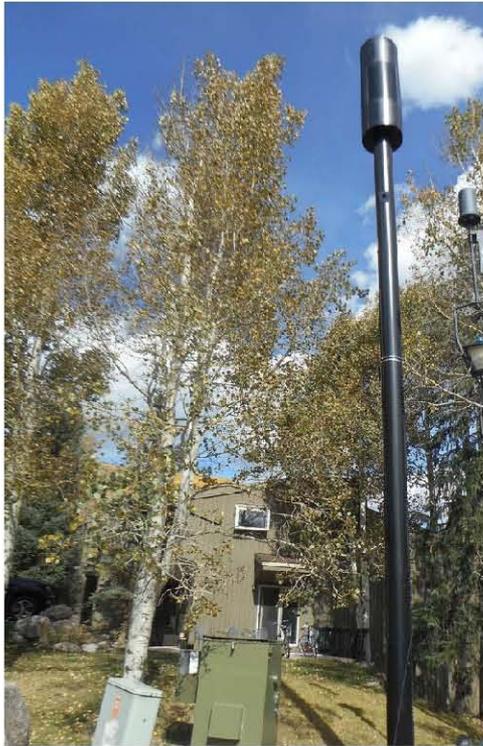
Town of Vail oDAS System

SMALL CELL NETWORKS

The Foundation for a Wireless World.



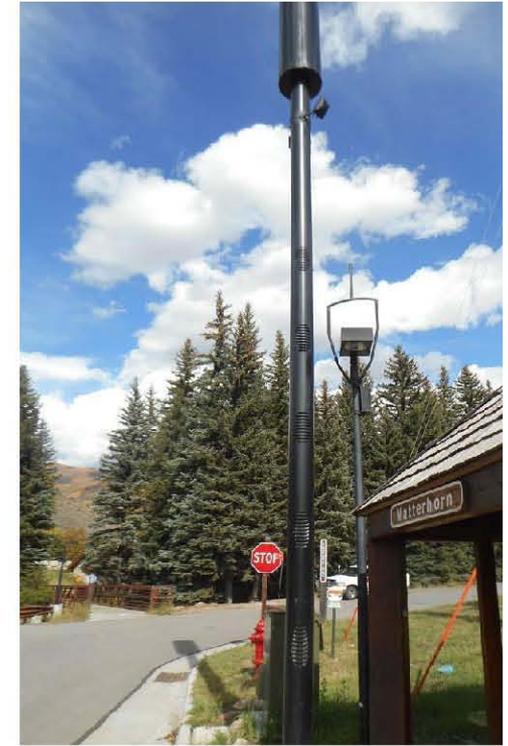
Small Cell Nodes



Vail Node 14



Vail Node 02

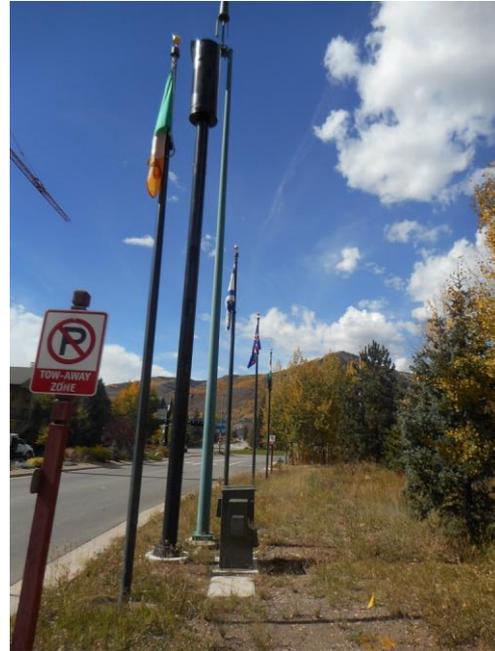


Vail Node 18

Small Cell Nodes



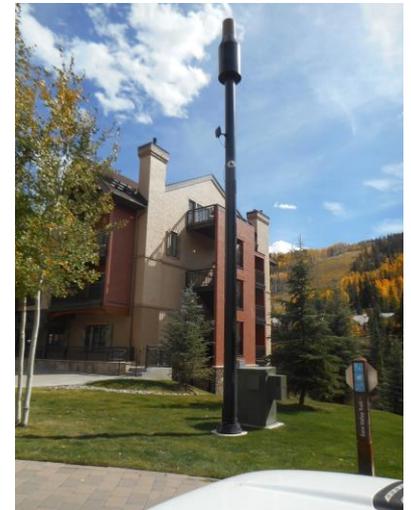
Vail Node 07



Vail Node 06



Vail Node 11



Vail Node 12





Vail Hub Room



Thank You

FOR FURTHER INFORMATION
PLEASE CONTACT:

Jason Sears
District Manager
Rocky MTN, DSW & PNW
(206) 336-7395
Jason.Sears@crowncastle.com

Mark Chmura
Sales Director
West Region
(602) 882-1700
Mark.Chmura@crowncastle.com

Subject: FW: Telluride Venture Accelerator

From: Susanne Connolly <suseconnolly@yahoo.com>
Date: February 10, 2016 at 9:57:36 AM MST
To: David Reed <jdreed@jdreedlaw.com>
Subject: Telluride Venture Accelerator

Dear David:

In reviewing the documents submitted by Telluride Venture Accelerator (“TVA”), it has come to my attention that TVA is **not** (i) a legal entity, (ii) a subsidiary or affiliate of Telluride Foundation (“TF”) or (iii) a non-profit. In reality, TVA is just a program run by TF. The term “Telluride Foundation” should be substituted whenever the term “TVA” is utilized in the grant request as TVA is not a legal entity. The TVA grant request contains several false statements and material omissions. There is no record of TVA having filed any corporate documents with the Colorado Secretary of State and TVA does not have a 501(c)(3) exemption. Accordingly, the statement in TVA’s grant request that “TVA is a non-profit business accelerator” is patently false. Most importantly, the budget submitted by TVA fails to mention that (i) TF has \$10 million in assets as of December 31, 2014 and (ii) TF distributed approximately \$1.4 million in grants in 2014. At both the November and December Town Council meetings, several Council members had emphasized that the financial need of the applicant was an extremely important factor in deciding whether or not to provide a grant. For TF not to mention that it has \$10 million in assets is troubling. TF has more than sufficient assets to fund TVA on its own. TF has a duty of honesty in both its grant request and its dealings with Town Council.

Accordingly, TVA’s grant request should be removed from tomorrow’s Town Council Agenda as there are too many false statements and material omissions in the current grant request. Both Town Council and the public have the right to review TF's current financial statements before this matter is put to a vote. Telluride Foundation should be required to submit a new grant request and there should be a certification that all information contained therein is true and complete.

Please let me know if the TVA grant is going to be removed from the Agenda.

Thank you.

Best,

Suse

Suse Connolly, Esq.

cc: Fiona Arnold, Esq., Executive Director, Colorado Economic Development
and International Trade