

TOWN OF YAMPA WORKSHOP AGENDA
March 10, 2021
7:00 P.M.

DUE TO COVID-19 PANDEMIC THE BOARD OF TRUSTEES WILL BE ATTENDING VIRTUALLY VIA GOTOMEETING. THE PUBLIC IS ABLE TO ATTEND VIA GOTOMEETING OR YOU CAN CALL IN TO THE NUMBER LISTED BELOW.

Town of Yampa March 10, 2021 Workshop Agenda
Wed, Mar 10, 2021 7:00 PM - 11:30 PM (MST)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/596181093>

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (571) 317-3116

Access Code: 596-181-093

On-Call hours discussion

- What is the response time for on-call employees?

- Different pay structure discussion

- What hours will be considered on-call?
 - When office hours are closed – (4p-7a) 15 hours per weekday
 - 24 hours a day on the weekend
 - Per Colorado Law on-call hours are set per the control and direction of the employer.

- Comp time instead of paid time for on-call as an employee choice?
 - This could become a confusing situation

Ideas of ways to help with budget deficit

National Stimulus Package and what that means for Yampa discussion/Capital Priority Program

- Commissioner Corrigan reached out to advise of the possible passing of the National Stimulus Plan that would bring in an amount of money to be determined to the County. This will than be divided up by population size to all the towns in cities in the County.
- The Town needs a wish list started for when we may have an opportunity to these funds. The funds will be specific on items or jobs we can use it for (ex. Roads/Wastewater/Beautification). This will be determined in the future.

Other matters that the Clerk may have time to prepare for Town Board discussion

On Call Policy

- Hours for all Part-Time and Full-Time employees that are scheduled on-call are considered only during non-operating business hours.
 - This would be Monday a close of business during non-operating business hours to Monday beginning of business during non-operating business hours.
 - This is calculated as 123 hours per week PW would be on-call. 15 hours per week day (75 hours total 5 days a weekday) and 24 hours per weekend day (48 hours total 2 days a weekend).
 - At \$5.00 per hour that is \$615.00 per week.
- If called out for an on-call service, on-call pay will be omitted. Regular hourly wage will then be obtained if 40 hours or less physically worked or one and one-half times hourly wage if over 40 hours physically worked.
- Time sheet needs to reflect why called in for "on-call"
 - This allows us to track trends where we may be able to cut back some on-call call ins.
- Until policy is adopted the Town will pay PW for all hours of on-call 123 hours per week.
- Time paid if called out for an on-call service is 1 hour minimum?
- Response time if a call happens and attention is needed?
- If a resident has an after-hours need – who do they call for assistance?
- What would be considered as duties for on-call service?
 - For Road and Bridge – plowing: How much snow do we need to get to make it considered on-call.
 - For Water/Sewer – Are all water/sewer after hour calls considered need for Public Works to come in to take care of? Should Water/Sewer be at the PW employee discretion if it can wait until next day?

- *Flex Time – 123 hours a week for all on-call time. Calculated by 15 hours every week day and 24 hours every weekend day. (maybe think about not using this) – it could be pretty complicated*
 - *123 hours per week on average (123 hours x \$5.00 per hour pay) = \$615.00/\$25.50 =24 hours per week eligible for Flex Time for Public Works Department employees. The use of Flex time would only if all duties are taken care of by Flex time employee or another employee in Public Works.*
 - *It is recommended to cap Flex time to a certain amount of time. Maybe 8 hours Flex Time per week on-call? The additional hours would be paid as on-call time.*
 - *This calculation of hours is in general – counting on a 7 day week in full for the month.*
 - *Flex time must be used by the end of the current month. Meaning whoever works the 1st and 3rd week of the month for on-call – they would be eligible for flex time on the 2nd or 4th week of the month. Whoever works the 2nd and 4th week of the month for on-call – they would only be eligible the 3rd week of the month since they would not have accrued the on-call time hours until then. This would rotate as it is one week on and one week off.*

This is not a contract. This is part of the Town of Yampa employee policy and is subject to change at anytime.

<u>Town or City</u>	<u>On-Call hours</u>	<u>On-Call pay</u>	<u>Total Per Year</u>	<u>Yampa savings if this policy is used</u>	<u>Response Time</u>	<u>Notes</u>
			\$31,980 total for Public			This is calculated at 52 weeks a year 365 days a year. From close of business to open of business week days and 24 hours on weekend days.
Yampa	6396 per year	\$5.00 per on call hour	Works per year n/a	Savings of \$24,180.00 per year	?	If an employee is called out during non-work hours, he/she is paid one and one-half time his regular rate for any hours worked in excess of 40.
Oak Creek	n/a	\$150.00 per week	\$7,800.00 total for Public	Works per year year	?	
	one hour per day on call at one and one-half time of their regular rate	Calculating at Yampa PW pay \$38.25 per each day on call	\$13,961.25 total for Public	Savings of \$18018.75 per year	?	All Steamboat employees for Public Works are on-call every day of the year. There is no rotation.
Steamboat		\$3.00 per on-call hour	\$19,188 total for Public	Savings of \$12,792.00 per year	?	
Routt County	n/a					Flex time is calculated by dividing the \$175.00 weekly pay by the hourly rate. The on-call hours are not provided for the Town of Trinidad. If PW is called in for an emergency they pay (2) times the employee's regular rate of pay and shall be documented on their time sheet, with a one-hour minimum call in time.
Trinidad	n/a	\$175.00 per week	\$9100.00 total for Public	Savings of \$22,880.00 per year	30 minutes	
						This is actually how they pay their police department. It falls more in line for how our Public Works Department is. For Public Works they receive one day of pay off work that must be used by their next on-call assignment. This could be hard for Yampa's 2 person team.
Frederick	one week rotations	\$2.00 per on call hour	\$12,792.00 total for Public	Savings of \$19,188.00 per year	1 hour	
Calhan	one week rotations	\$75.00 per week	\$3,900 total for Public	Savings of \$28,080.00 per year		

Hudson	n/a	n/a	n/a	n/a	n/a	They do not specify their pay. It is a payment in addition to their salary determined by the Town.
Cokedale	n/a	paid with Flex Time	n/a	n/a	n/a	They are salaried and compensate for Overtime with Flex Time.

Wish list potential projects for relief funds in no particular order:

1. Wastewater Treatment improvements to be in compliance
2. New heating system for the old town hall (if that isn't part of the grants we are pursuing.)
3. Repave Main Street
4. Pave Moffatt
5. Replace roof where needed on old town hall pre-photovoltaic
6. Re-Stucco the museum (this can also be pursued with Historical Society Grants)
7. Update Yampa's Master Plan
8. Scanning Documents for electronic storage
9. Boiler Assistance
10. Signage Project
11. Quickbooks