



**Town of Pagosa Springs  
Budget 2012**

**Fiscal Year January 1, 2012 to December 31, 2012**

**Adopted December 6, 2011**

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## CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

**TO:** County Commissioners<sup>1</sup> of Archuleta County, Colorado.

On behalf of the Town of Pagosa Springs,  
(taxing entity)<sup>A</sup>

the Town Council  
(governing body)<sup>B</sup>

of the Town of Pagosa Springs  
(local government)<sup>C</sup>

**Hereby** officially certifies the following mills to be levied against the taxing entity's GROSS \$ 55,623,528 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

**Note:** If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ \_\_\_\_\_ (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

**Submitted:** 12/07/2011 for budget/fiscal year 2012.  
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	1.557 mills	\$ 86,606
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>1.557</b> mills	<b>\$ 86,606</b>
3. General Obligation Bonds and Interest <sup>J</sup>	_____ mills	\$ _____
4. Contractual Obligations <sup>K</sup>	_____ mills	\$ _____
5. Capital Expenditures <sup>L</sup>	_____ mills	\$ _____
6. Refunds/Abatements <sup>M</sup>	.026 mills	\$ 1,446
7. Other <sup>N</sup> (specify): _____	_____ mills	\$ _____
_____	_____ mills	\$ _____
<b>TOTAL:</b> [ Sum of General Operating Subtotal and Lines 3 to 7 ]	<b>1.583</b> mills	<b>\$ 88,052</b>

Contact person: (print) April Hessman Daytime phone: (970) 264-4151 ext 237

Signed:  Title: Town Clerk

*Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.*

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

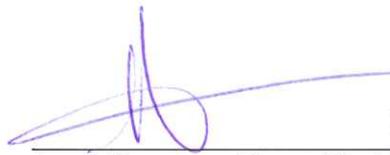


Town of Pagosa Springs  
P.O. Box 1859  
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Pagosa Springs, CO 81147  
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**ASSESSED VALUATION AND MILL LEVIES**

<b>YEAR</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>ASSESSED VALUATION</b>	69,928,916	70,413,979	55,623,528
<b>MILL LEVY</b>	1.572 Mills	1.573 Mills	1.583
<b>TOTAL REVENUES</b>	\$109,928	\$110,761	\$88,052

I, April Hessman, certify that the attached is a true and accurate copy of the adopted 2012 budget of the Town of Pagosa Springs, Colorado.

  
\_\_\_\_\_  
April Hessman, Town Clerk



**AMENDED CERTIFICATION OF VALUES**

PAGOSA SPRINGS

Name of Jurisdiction: TOWN OF PAGOSA SPRINGS

New District:

**USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY**

In accordance with 39-5-121(2)(a) and 39-5-128(1), C.R.S. The total Assessed Valuations for taxable year	2011
In	On 12/05/2011 Are:
Previous Year's Net Total Assessed Valuation:	\$70,413,979
Current Year's Gross Total Assessed Valuation:	\$55,623,528
(-) Less TIF district increment, if any:	\$0
Current Year's Net Total Assessed Valuation:	\$55,623,528
New Construction*:	\$40,880
Increased Production of Producing Mines**:	\$0
ANNEXATIONS/INCLUSIONS:	\$0
Previously Exempt Federal Property**:	\$0
New Primary Oil or Gas production from any Oil and Gas leasehold or land (29-1-301(1)(b) C.R.S.)***:	\$0
Taxes collected last year on omitted property as of August 1 (29-1-301(1)(a) C.R.S.) Includes all revenue collected on valuation not previously certified.	\$13.24
Taxes Abated or Refunded as of August 1 (39-10-114(1)(a)(I)(B) C.R.S.):	\$1,490.92

This value reflects personal property exemptions IF enacted by the Jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution

\* New Construction is defined as: Taxable real property structures and the personal property connected with the structure.

\*\* Jurisdiction must submit a certification to the Division of Local Government in order for a value to be accrued (DLG52 & 52A)

\*\*\* Jurisdiction must submit an application to the Division of Local Government in order for a value to be accrued. (DLG 52B)

**USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY**

In accordance with the Art. X, Sec. 20, Colorado Constitution and 39-5-121(2)(b), C.R.S. The Actual Valuations for the taxable year	2011
In	On 12/05/2011 Are:
Current Year's Total Actual Value of All Real Property*:	\$286,656,978
ADDITIONS TO TAXABLE REAL PROPERTY: Construction of taxable real property improvements**:	\$513,570
ANNEXATIONS/INCLUSIONS:	\$0
Increased Mining Production***:	\$0
Previously exempt property:	\$0
Oil or Gas production from a new well:	\$0
Taxable real property omitted from the previous year's tax warrant. (Only the most current year value can be reported):	\$0
DELETIONS FROM TAXABLE REAL PROPERTY IMPROVEMENTS: Destruction of taxable property improvements.	\$0
Disconnections/Exclusions:	\$0
Previously Taxable Property:	\$440,930

\* This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.

\*\* Construction is defined as newly constructed taxable real property structures.

\*\*\* Includes production from a new mine and increase in production of a producing mine.

NOTE: All levies must be certified to the Board of County Commissioners no later than December 15, 2011

**SUMMARY OF ALL FUNDS REVENUES AND EXPENDITURES**

	2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>REVENUES</b>					
General Fund	2,918,811	3,551,084	3,702,681	3,911,256	3,653,393
Capital Improvement	2,832,747	2,816,380	3,449,004	3,210,718	10,761,922
Impact Fee Fund	200,731	146,551	139,964	164,967	92,274
Lodgers Tax Fund	456,860	460,985	764,598	532,328	499,739
Geothermal Enterprise Fund	152,383	245,911	645,561	241,064	204,193
Conservation Trust Fund	129,830	153,669	95,680	119,219	104,719

<b>EXPENDITURES</b>					
General Fund	1,867,524	1,817,660	2,230,540	2,164,090	2,651,851
Capital Improvement	2,372,015	1,943,721	3,084,049	2,024,038	10,060,686
Impact Fee Fund	131,742	54,717	76,510	105,233	31,510
Lodgers Tax Fund	390,342	396,286	714,900	468,589	436,000
Geothermal Enterprise Fund	55,588	44,847	522,050	79,371	100,800
Conservation Trust Fund	80,000	80,000	50,000	60,000	50,000

<b>Year End Cash Reserve</b>					
General Fund	1,051,287	1,733,424	1,472,141	1,747,166	1,001,543
Capital Improvement	460,733	872,659	364,955	1,186,679	701,237
Impact Fee Fund	68,989	91,834	63,454	59,734	60,764
Lodgers Tax Fund	66,518	64,699	49,698	63,739	63,739
Geothermal Enterprise Fund	96,795	201,064	123,511	161,693	103,393
Conservation Trust Fund	49,830	73,669	45,680	59,219	54,719

**GENERAL FUND REVENUES**

Account	Description	2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>TAXES &amp; CONTRACTS</b>						
10-31-100	Property Tax	109,928	110,848	110,996	110,996	87,856 <sup>a</sup>
10-31-200	Special Ownership/MVL	12,000	13,322	14,500	11,000	13,500
10-31-310	Sales Tax	1,380,664	1,479,472	1,426,687	1,533,605	1,479,472 <sup>b</sup>
10-31-310	Sales Tax Audit Revenues	0	500,869	0		0
10-31-420	Cigarette Tax	21,103	18,900	19,500	19,000	19,000
10-31-600	Gas Franchise	14,800	16,852	16,520	16,520	16,520
10-31-610	Telephone Franchise	18,500	11,424	11,500	4,242	4,000
10-31-750	Cable TV Franchise	9,000	8,265	9,000	7,000	8,000
10-31-770	Ground Lease	49,711	41,587	65,370	65,370	65,370
10-31-810	Severance Tax	2,601	3,566	3,500	6,296	2,000
	<b>subtotal</b>	<b>1,618,307</b>	<b>2,205,105</b>	<b>1,677,573</b>	<b>1,774,029</b>	<b>1,695,718</b>
<b>LICENSES &amp; PERMITS</b>						
10-32-110	Liquor License	5,500	8,933	5,500	11,000	11,000
10-32-190	Peddler/Contractor/Bus. License	8,750	13,085	11,000	13,000	12,500
10-32-210	Building Permits/Fees	22,250	9,108	5,000	5,750	5,000
	<b>subtotal</b>	<b>36,500</b>	<b>31,125</b>	<b>21,500</b>	<b>29,750</b>	<b>28,500</b>
<b>INTERGOVERNMENTAL REVENUE</b>						
10-33-410	Mineral Leasing	1,437	2,236	2,200	2,071	1,000
10-33-480	PSSGID Insurance	20,000	20,000	17,500	17,500	17,500
10-33-490	PSSGID Bookkeeping	25,000	25,000	25,000	25,000	25,000
10-33-500	Geothermal Bookkeeping/Insurance	6,000	6,000	6,000	6,000	6,000
10-33-610	Other Grants	6,220	4,000	0	3,500	0 <sup>d</sup>
10-33-	State Historical Society GLC Grant	0	0	0	0	3,700 <sup>e</sup>
10-33-	PS Community Facilities Coalition	0	0	0	0	8,459
10-33-780	Courts, State Grants	13,928	12,341	13,000	7,400	0 <sup>c</sup>
	<b>subtotal</b>	<b>72,585</b>	<b>69,577</b>	<b>63,700</b>	<b>61,471</b>	<b>61,659</b>
<b>CHARGES FOR SERVICES</b>						
10-34-630	Dept Human Serv Building Lease	31,000	31,000	31,000	31,000	31,000
10-34-650	Recreation User Fees	45,000	46,421	45,000	45,000	45,000
10-34-680	Developer Reimbursement	13,644	0	0	0	0
	<b>subtotal</b>	<b>89,644</b>	<b>77,421</b>	<b>76,000</b>	<b>76,000</b>	<b>76,000</b>
<b>FINES AND FORFEITS</b>						
10-35-110	Court Fines	45,000	41,498	40,000	40,000	30,000
10-35-115	Traffic Surcharges	6,000	6,560	6,000	6,000	4,000
10-35-125	Police Fees & Misc	1,200	1,636	1,200	1,200	850
	<b>subtotal</b>	<b>52,200</b>	<b>49,694</b>	<b>47,200</b>	<b>47,200</b>	<b>34,850</b>
<b>MISCELLANEOUS</b>						
10-36-110	Miscellaneous	12,000	11,258	6,000	8,000	6,000
10-39-990	Interest Earned	12,200	16,507	15,000	3,900	3,000
10-36-115	Administration from Impact Fee Fund	162	162	500	500	500
10-21-600	Health Account for Insurance Dispute	0	0	100,000	100,000	0
	<b>subtotal</b>	<b>24,362</b>	<b>27,927</b>	<b>121,500</b>	<b>112,400</b>	<b>9,500</b>
	<b>GENERAL FUND REVENUE</b>	<b>1,893,598</b>	<b>2,460,849</b>	<b>2,007,473</b>	<b>2,100,850</b>	<b>1,906,227</b>
	Prior Year End Cash Reserve	<b>1,025,213</b>	<b>1,090,235</b>	<b>1,695,208</b>	<b>1,810,406</b>	<b>1,747,166</b>
	<b>Total General Fund Revenue</b>	<b>2,918,811</b>	<b>3,551,084</b>	<b>3,702,681</b>	<b>3,911,256</b>	<b>3,653,393</b>

a based on Assessors Certification

b same as 2010 actuals, split with CIP

c TGYS Grant not awarded July-June 2012

d Certified Local government HPB Grant

e \$3,500 CLG Grant for Hist Plaques and board education + \$200 conference reimbursement

GENERAL FUND EXPENDITURES						
Account	Description	2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>GENERAL GOVERNMENT</b>						
10-44	Town Manager/Admin Department	281,209	283,116	371,727	363,130	386,030
10-42	Town Clerk/Town Hall Department	291,400	275,022	512,027	505,808	298,764
10-46	Building/Planning Department	124,032	123,198	135,145	131,549	134,803
10-48	Municipal Court Department	152,680	146,220	161,217	159,595	165,500
10-53	Community Center Department	100,989	101,683	110,983	119,287	130,055
	<b>subtotal</b>	<b>950,310</b>	<b>929,239</b>	<b>1,291,098</b>	<b>1,279,368</b>	<b>1,115,152</b>
<b>PUBLIC SAFETY</b>						
10-51	Police Department	683,055	652,919	714,577	665,384	715,034
	<b>subtotal</b>	<b>683,055</b>	<b>652,919</b>	<b>714,577</b>	<b>665,384</b>	<b>715,034</b>
<b>RECREATION</b>						
10-56	Recreation Department	177,909	155,497	167,614	158,088	167,614
	<b>subtotal</b>	<b>177,909</b>	<b>155,497</b>	<b>167,614</b>	<b>158,088</b>	<b>167,614</b>
<b>COMMUNITY SUPPORT SERVICES</b>						
10-75	Service Organizations	56,250	56,250	57,250	61,250	54,050
	<b>Subtotal</b>	<b>56,250</b>	<b>56,250</b>	<b>57,250</b>	<b>61,250</b>	<b>54,050</b>
<b>OTHER EXPENDITURE</b>						
10-76-100	General Fund Reserves	0	23,755	0	0	600,000
	<b>General Fund Expenditures</b>	<b>1,867,524</b>	<b>1,817,660</b>	<b>2,230,540</b>	<b>2,164,090</b>	<b>2,651,851</b>
	<b>Total General Fund Expenditures</b>	<b>1,867,524</b>	<b>1,817,660</b>	<b>2,230,540</b>	<b>2,164,090</b>	<b>2,651,851</b>
	TOTAL REVENUES	2,918,811	3,551,084	3,702,681	3,911,256	3,653,393
	TOTAL EXPENDITURES	1,867,524	1,817,660	2,230,540	2,164,090	2,651,851
	<b>End Year Cash Reserve</b>	<b>1,051,287</b>	<b>1,733,424</b>	<b>1,472,141</b>	<b>1,747,166</b>	<b>1,001,543</b>
	Restricted 3% Tabor Reserve	56,026	54,530	66,916	64,923	79,556
	<b>Unrestricted Reserve</b>	<b>995,262</b>	<b>1,678,894</b>	<b>1,405,225</b>	<b>1,682,244</b>	<b>921,987</b>

a Capital fund transfer

b 3% of General fund revenues

**TOWN MANAGER/ADMINISTRATION DEPARTMENT**

Account		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>PERSONNEL</b>						
10-44-110	Town Manager	100,000	100,108	100,000	100,000	100,000
10-44-131	FICA	7,650	8,199	7,650	7,650	7,650
10-44-132	Insurance	7,783	8,441	10,697	11,000	11,500
10-44-133	Travel/Dues/Expenses	4,000	1,847	4,000	4,000	4,000
10-44-134	Pension	5,000	5,005	5,000	5,000	5,000
10-44-137	Auto Allowance	1,200	1,200	1,200	1,200	1,200
10-44-139	Housing Allowance	18,600	18,657	14,400	14,400	14,400
10-44-226	Attorney	80,000	83,160	80,000	80,000	80,000
	<b>Subtotal</b>	<b>224,233</b>	<b>226,617</b>	<b>222,947</b>	<b>223,250</b>	<b>223,750</b>
<b>COMMODITIES</b>						
10-44-202	Office Supplies	150	128	150	250	150
10-44-402	Telephone	400	377	400	400	400
	<b>Subtotal</b>	<b>550</b>	<b>505</b>	<b>550</b>	<b>650</b>	<b>550</b>
<b>CONTRACTUAL</b>						
10-44-172	Employee Education Program	0	0	1,500	0	1,500
10-44-420	Contingency Fund	1,000	618	1,000	1,000	2,000
10-44-	Compensation Survey	0	0	0	0	15,000
	<b>Subtotal</b>	<b>1,000</b>	<b>618</b>	<b>2,500</b>	<b>1,000</b>	<b>18,500</b>
<b>DUES</b>						
10-44-404	SW Eco. Dev./Region 9	745	745	745	745	745
10-44-405	Region 9 Trans Planning	348	348	348	348	348
10-44-406	San Juan RC&D	50	0	50	50	50
10-44-409	Club 20	200	200	200	200	200
10-44-414	CML Dues	3,424	3,424	3,424	3,424	3,424
10-44-416	Chamber of Commerce	659	659	659	659	659
10-44-433	Southwest Council of Governments	0	0	304	304	304
	<b>Subtotal</b>	<b>5,426</b>	<b>5,376</b>	<b>5,730</b>	<b>5,730</b>	<b>5,730</b>
<b>ECONOMIC DEVELOPMENT</b>						
10-44-500	CO Office Econ. Dev. Parelli Grant	0	0	17,500	27,500	12,500
10-44-510	Archuleta County Education Center	0	0	50,000	30,000	25,000
10-44-412	PS Community Development Corp	50,000	50,000	50,000	50,000	75,000
10-44-515	Economic Develop Incentives	0	0	40,000	25,000	20,000
10-44-	Seeds of Learning	0	0	0	0	5,000
10-44-	Four Corners Film Festival	0	0	0	0	0
	<b>Subtotal</b>	<b>50,000</b>	<b>50,000</b>	<b>157,500</b>	<b>132,500</b>	<b>137,500</b>
<b>TOTAL MANGER/ADMIN BUDGET</b>		<b>281,209</b>	<b>283,116</b>	<b>371,727</b>	<b>363,130</b>	<b>386,030</b>

389,227 c

a Education Center Grant/Private Gift Match

b formula error on spreadsheet changed bottom line \$17,500

c 2011 budget incorrectly added, missing \$17,500 for Parelli Grant

TOWN CLERK/TOWN HALL DEPARTMENT						
Account		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>PERSONNEL</b>						
10-42-110	Town Clerk	48,000	48,108	48,000	48,000	48,000
10-42-110	Deputy Clerk	35,069	35,177	35,069	35,069	35,069
10-42-131	FICA	6,355	5,536	6,355	6,355	6,355
10-42-132	Insurance	17,968	18,459	24,949	24,200	26,000
10-42-134	Pension	4,153	4,164	4,153	4,153	4,153
	<b>subtotal</b>	<b>111,545</b>	<b>111,444</b>	<b>118,526</b>	<b>117,777</b>	<b>119,577</b>
<b>COMMODITIES</b>						
10-42-203	Office Supplies	1,000	1,849	2,500	3,600	3,600
10-42-211	Copy Expenses	3,650	3,355	3,650	3,650	3,650
10-42-216	Travel/Training Dues	1,000	893	2,500	2,500	2,800
10-42-218	Utilities Gas/Elec/Water/Trash	31,000	20,478	28,000	22,000	23,000
10-42-222	Telephone	12,675	11,725	13,000	12,000	12,000
10-42-230	Printing/Publications/Recordings	2,500	1,933	2,500	2,500	2,500
10-42-242	Postage	1,200	1,260	2,000	2,000	2,000
10-42-248	Elections	1,500	1,745	0	0	2,000
10-42-300	Town Council	500	390	500	500	500
	<b>subtotal</b>	<b>55,025</b>	<b>43,628</b>	<b>54,650</b>	<b>48,750</b>	<b>52,050</b>
<b>CONTRACTUAL</b>						
10-42-223	County Treasures Fees	2,800	2,261	2,439	2,483	2,027
10-42-224	Drug Testing	330	235	350	735	850
10-42-227	Auditor	6,500	6,500	6,500	6,500	6,500
10-42-228	Computer Support	1,500	575	1,500	1,500	1,500
10-42-232	Bonds, Insurance	99,000	95,310	77,000	77,000	83,000
10-42-246	Caselle Support	7,000	6,705	23,562	23,562	10,260
10-42-269	Cafeteria Plan Administrator	1,200	350	1,000	1,000	1,000
10-42-270	Health Reimbursement Account	5,000	7,470	20,000	20,000	20,000
10-42-291	Insurance Dispute	0	0	200,000	200,000	0
10-42-510	Web Site	1,500	544	6,500	6,500	2,000
	<b>subtotal</b>	<b>124,830</b>	<b>119,950</b>	<b>338,851</b>	<b>339,280</b>	<b>127,137</b>
<b>TOTAL TOWN CLERK BUDGET</b>						
		<b>291,400</b>	<b>275,022</b>	<b>512,027</b>	<b>505,808</b>	<b>298,764</b>

a \$150 IIMC \$140 CCMA \$1,000 Clerks Institute \$1500 on-the-road workshops

b Council Chamber Recorder \$495 - Caselle plan for free upgrades to future software and service

c Self Funded Insurance

**BUILDING/PLANNING DEPARTMENT**

Account		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>PERSONNEL</b>						
10-46-110	Building, Official	48,623	48,731	48,623	48,623	48,623
10-46-110	Planner, Senior	40,500	40,608	40,500	41,833	44,500
10-46-131	FICA	6,818	6,451	6,818	6,920	7,124
10-46-132	Insurance	14,635	16,217	23,498	16,000	17,000
10-46-133	School/Travel/Dues	4,000	2,802	3,000	3,000	3,000
10-46-134	Pension	4,456	4,467	4,456	4,523	4,656
	<b>Subtotal</b>	<b>119,032</b>	<b>119,276</b>	<b>126,895</b>	<b>120,899</b>	<b>124,903</b>
<b>COMMODITIES</b>						
10-46-202	Office Supplies	1,000	961	1,500	1,000	1,500
10-46-208	Historic Preservation Board	500	500	2,500	6,000	6,000
10-46-210	Copy Expense	750	1,376	1,500	900	1,500
10-46-212	Fuel/Oil/Mileage	350	278	350	350	500
10-46-402	Telephone	400	407	400	400	400
	<b>Subtotal</b>	<b>3,000</b>	<b>3,522</b>	<b>6,250</b>	<b>8,650</b>	<b>9,900</b>
<b>CONTRACTUAL</b>						
10-46-415	Regional GIS Services	2,000	400	2,000	2,000	0
	<b>Subtotal</b>	<b>2,000</b>	<b>400</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
<b>TOTAL BUILDING/PLNG BUDGET</b>						
		<b>124,032</b>	<b>123,198</b>	<b>135,145</b>	<b>131,549</b>	<b>134,803</b>

a Probation Upgrade

b Includes funding from \$3,500 CLG grant for Plaques and Board education + \$200 conference reimbursement.

**MUNICIPAL COURT**

Accounts		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>PERSONNEL</b>						
10-48-110	Judge	21,396	21,504	21,396	21,396	21,396
10-48-110	Court Admin/Youth Advocate	42,636	42,744	42,636	42,636	42,636
10-48-110	Court Clerk/ Administrative Asst	31,547	31,655	31,547	31,547	31,547
10-48-115	Judge Pro-Tem	500	0	500	500	500
10-48-131	FICA	7,312	6,177	7,312	7,312	7,312
10-48-132	Insurance	23,220	23,395	31,717	29,300	31,500
10-48-133	Travel/Dues/Education	0	0	850	850	850
10-48-134	Pension	3,709	3,720	3,709	3,709	3,709
10-48-220	Vehicle Expenses	0	28	150	150	150
	<b>Subtotal</b>	<b>130,320</b>	<b>129,223</b>	<b>139,817</b>	<b>137,400</b>	<b>139,600</b>
<b>COMMODITIES</b>						
10-48-108	Juvenile Task Force	0	0	100	100	100
10-48-120	Drug Test/Monitoring Dev.	1,000	350	1,000	1,300	2,500
10-48-123	Prisoner Cost	2,000	4,345	2,000	2,000	2,000
10-48-202	Office Supplies	1,000	1,205	1,000	1,500	1,000
	<b>Subtotal</b>	<b>4,000</b>	<b>5,900</b>	<b>4,100</b>	<b>4,900</b>	<b>5,600</b>
<b>CONTRACTUAL</b>						
10-48-204	Court Appointed Counsel	1,500	926	1,500	1,500	1,500
10-48-206	Counseling	2,000	533	2,000	2,000	5,000
10-48-210	Translation Services	200	374	200	200	200
10-48-230	Town Prosecutor	12,000	7,703	12,000	12,000	12,000
10-48-234	Misc. Expenses	575	781	1,100	1,100	1,100
10-48-280	Computer Support	2,085	780	500	495	500
	<b>Subtotal</b>	<b>18,360</b>	<b>11,097</b>	<b>17,300</b>	<b>17,295</b>	<b>20,300</b>
	<b>TOTAL MUNI COURTS BUDGET</b>	<b>152,680</b>	<b>146,220</b>	<b>161,217</b>	<b>159,595</b>	<b>165,500</b>

- a Contract with Archuleta County
- b Contract Attorney Larry Holthus
- c JCG Annual Contract for Court Recorder
- d TGYS grant not approved 2011-2014

POLICE DEPARTMENT						
Account		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>PERSONNEL</b>						
10-51-110	Chief	59,751	67,544	52,000	53,020	52,000
10-51-110	Senior Detective	50,012	50,114	50,012	52,495	50,012
10-51-110	Sergeant	44,824	17,500	44,800	43,185	44,800
10-51-110	Officer	43,899	44,000	43,899	46,617	43,899
10-51-110	Officer	37,533	37,635	37,533	39,984	37,533
10-51-110	Officer	35,610	35,712	35,610	30,701	35,600
10-51-110	Officer	35,600	35,701	35,600	31,757	35,600
10-51-110	Officer	39,000	39,101	39,000	12,600	35,600
10-51-110	Administrative Assistant	29,637	29,745	30,000	30,670	32,000
10-51-108	Parking Enforcement	6,230	6,284	6,230	6,230	6,230
10-51-111	Part Time Officer/Evidence Tech	0	810	0	0	0
10-51-105	Animal Control	13,568	13,622	13,568	13,568	13,568
10-51-130	FPPA (officers) 8%	27,698	25,742	27,076	24,829	26,804
10-51-131	Medicare (officers) 1.45%	5,020	5,205	4,908	4,500	4,858
10-51-131	FICA (non officers) 7.65%	3,782	3,798	3,810	3,861	3,963
10-51-132	Insurance	52,336	46,876	71,293	56,850	73,000
10-51-133	Training	1,500	1,194	2,000	2,600	2,000
10-51-134	Pension	18,793	17,611	18,423	17,051	18,352
10-51-216	Dues/Subscriptions	750	978	750	750	750
10-51-218	Uniform	1,500	1,281	2,000	2,200	2,000
10-51-500	NRA Passthrough Account	6,220	4,000	0	0	0
	<b>Subtotal</b>	<b>513,264</b>	<b>484,452</b>	<b>518,511</b>	<b>473,468</b>	<b>518,568</b>
<b>COMMODITIES</b>						
10-51-202	Office Supplies	2,000	2,142	2,200	2,200	2,200
10-51-204	Postage	500	250	500	350	500
10-51-212	Fuel/Oil	15,000	18,687	25,000	28,000	28,000
10-51-226	Duty Ammunition	0	0	0	0	2,500
	<b>Subtotal</b>	<b>17,500</b>	<b>21,079</b>	<b>27,700</b>	<b>30,550</b>	<b>33,200</b>
<b>CONTRACTUAL</b>						
10-51-280	Computer Support	2,925	215	0	0	0
10-51-402	Telephone	3,500	2,960	3,500	3,500	3,500
10-51-404	Print/Publishing/Advertising	500	264	500	500	500
10-51-408	Vehicle/Maintenance and Repairs	15,000	12,308	15,000	13,000	15,000
10-51-410	Dispatch Center	123,366	123,366	123,366	123,366	123,366
10-51-412	Humane Society	3,500	3,000	10,000	10,000	10,000
10-51-420	Investigation Contingency	2,500	2,443	2,500	2,500	2,500
10-51-428	Radio/Maintenance and Repairs	500	375	500	500	500
10-51-430	Radar Certification	500	343	500	500	500
10-51-434	Case Medical Expense	0	2,113	10,000	5,000	5,000
10-51-808	Misc Police Equipment	0	0	2,500	2,500	2,400
	<b>Subtotal</b>	<b>152,291</b>	<b>147,388</b>	<b>168,366</b>	<b>161,366</b>	<b>163,266</b>
	<b>TOTAL POLICE BUDGET</b>	<b>683,055</b>	<b>652,919</b>	<b>714,577</b>	<b>665,384</b>	<b>715,034</b>

- a Promotion to Sergeant Position
- b Backfill Patrol Officer
- c Probation Upgrade
- d Increased vehicle operations
- e Duty Ammunition
- f Negotiated rates with Pagosa Medical Center
- g Ballistic vest replacement

COMMUNITY CENTER DEPARTMENT						
Account		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>PERSONNEL</b>						
10-53-110	Facility Director	40,000	40,108	40,000	40,000	40,000
10-53-110	Event/Program Coordinator	25,800	25,908	25,800	25,800	25,800
10-53-111	Administrative Assistant	11,960	12,672	16,640	16,640	20,800
10-53-131	FICA	5,949	5,697	6,307	6,307	6,625
10-53-132	Insurance	13,990	13,997	18,946	27,250	32,500
10-53-134	Pension	3,290	3,301	3,290	3,290	4,330
	<b>subtotal</b>	<b>100,989</b>	<b>101,683</b>	<b>110,983</b>	<b>119,287</b>	<b>130,055</b>
<b>TOTAL COMM. CENTER BUDGET</b>						
		<b>100,989</b>	<b>101,683</b>	<b>110,983</b>	<b>119,287</b>	<b>130,055</b>

a Full time position- increase split with Pagosa Springs Community Facilities Coalition

**RECREATION DEPARTMENT**

Account		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>PERSONNEL</b>						
10-56-110	Director	50,000	50,108	50,000	50,000	50,000
10-56-110	Recreation Supervisor	39,566	40,956	39,566	30,000	39,566
10-56-110	Recreation Coordinator	25,000	12,074	0	0	0
10-56-111	Refs/Umps/Part time	25,000	17,373	30,000	34,000	30,000
10-56-131	FICA	8,764	8,247	6,852	6,120	6,852
10-56-132	Insurance	8,000	6,194	7,968	7,968	7,968
10-56-133	Travel/Dues	500	35	700	0	700
10-56-134	Pension	4,478	4,441	4,478	4,000	4,478
	<b>Subtotal</b>	<b>161,309</b>	<b>139,428</b>	<b>139,564</b>	<b>132,088</b>	<b>139,564</b>
<b>COMMODITIES</b>						
10-56-202	Office Supplies	500	499	500	200	500
10-56-206	Recreation Supplies/Equipment	12,000	11,909	18,000	18,000	18,000
10-56-208	Trophies/Awards	1,500	1,637	4,500	4,500	4,500
	<b>Subtotal</b>	<b>14,000</b>	<b>14,045</b>	<b>23,000</b>	<b>22,700</b>	<b>23,000</b>
<b>CONTRACTUAL</b>						
10-56-402	Telephone	800	778	800	800	800
10-56-406	Vehicle Maintenance	500	0	500	0	500
10-56-422	Med Supplies/Maint/Repairs	800	796	2,000	2,100	2,000
10-56-824	Special Events	500	450	1,750	400	1,750
	<b>Subtotal</b>	<b>2,600</b>	<b>2,024</b>	<b>5,050</b>	<b>3,300</b>	<b>5,050</b>
	<b>TOTAL RECREATION BUDGET</b>	<b>177,909</b>	<b>155,497</b>	<b>167,614</b>	<b>158,088</b>	<b>167,614</b>

SERVICES ORGANIZATIONS						
Account		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>County Services</b>						
10-75-399	Nutrition/Seniors	7,000	7,000	7,000	7,000	7,000
10-75-400	Transportation/Seniors	3,500	3,500	3,500	3,500	3,500
10-75-430	Mountain Express	25,000	25,000	20,000	20,000	20,000
<b>Education</b>						
10-75-397	Education/Adult Learning Center	4,500	4,500	4,500	4,500	0 b
<b>Health/Safety</b>						
10-75-401	SW CO Mental/Pagosa Counsel Cntr	800	800	800	800	950
10-75-410	Southwest Safehouse	450	450	450	450	500
10-75-417	ACVAP	5,000	5,000	5,000	5,000	6,000
10-75-425	San Juan Basin Health	1,000	1,000	1,000	1,000	1,100
10-75-428	Acute Treatment Unit (Crossroads)	4,000	4,000	15,000	15,000	15,000
10-75-	Humane Society of Pagosa Springs	5,000	5,000	0	0	0 a
<b>Community Assistance</b>						
10-75-416	Colorado Entrepreneur - Chamber	0	0	0	1,500	0
10-75-432	Pagosa Springs Center for the Arts	0	0	0	2,500	0
<b>Housing</b>						
10-75-	4CORE (Resource Efficiency)	0	0	0	0	0
<b>TOTAL SERVICE FUNDS</b>		<b>56,250</b>	<b>56,250</b>	<b>57,250</b>	<b>61,250</b>	<b>54,050</b>

a moved to Police Department

b moved to Town Manager Department

**CAPITAL IMPROVEMENT FUND**

**REVENUE**

Account	Description	2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>TAXES AND FEES</b>						
51-31-100	Highway Users Tax Fund	67,161	70,878	65,000	65,000	73,593
51-31-310	Sales Tax	1,380,664	1,479,472	1,426,687	1,533,605	1,479,472
51-31-310	Sales Tax Audit Revenue	0	500,869	0	0	0
51-31-640	Park User Fees	12,000	11,323	11,500	11,500	27,500
51-31-650	Cemetery Fees	1,000	1,100	1,000	1,600	1,000
	<b>Subtotal</b>	<b>1,460,825</b>	<b>2,063,642</b>	<b>1,504,187</b>	<b>1,611,705</b>	<b>1,581,565</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
51-33-400	County Road Mill	70,000	57,299	59,149	238,452	155,000
51-33-480	PSSGID Streets Contract	10,000	10,000	0	0	0
51-33-490	Geothermal Streets Contract	9,519	9,481	9,500	9,500	9,500
51-33-500	Sidewalks in Lieu Fees	6,625	6,625	0	0	0
51-33-600	Transfer from Conservation Trust Fund	80,000	80,000	50,000	60,000	50,000
51-33-610	Transfer from Impact Fees	0	0	50,000	50,000	20,000
51-33-615	Transfer from Skaters Coal Trust Fund	100,000	0	0	0	0
51-33-620	Transfer from General Fund	0	0	0	0	600,000
51-33-630	Dept Human Serv. Janitorial Contract	8,200	8,200	8,200	8,200	8,200
51-33-	Archuleta County PROST, TTPL Trail	0	0	0	0	225,000
51-33-	PLPOA TTPL Trail Construction	0	0	0	0	45,000
	<b>Subtotal</b>	<b>284,344</b>	<b>171,605</b>	<b>176,849</b>	<b>366,152</b>	<b>1,112,700</b>
<b>STATE AND FEDERAL GRANTS</b>						
51-33-720	CDOT Enhancemt Grants (SJ Alley)	0	0	249,000	0	238,296
51-33-760	GOCO Grants/IGA's	200,000	0	200,000	124,358	1,200,000
51-33-770	CDBG Infrastructure/EIA Grants/DOLA	17,500	9,821	17,500	8,750	17,500
51-33-780	DOLA fiber-optics and wi-fi grant	404,250	152,678	290,191	15,000	577,782
51-33-740	CDOT Safe Rts 2 School (Lewis Sidewalk)	0	0	250,000	0	0
51-33-880	CDOT CMAQ Funds	0	3,836	0	158,814	385,000
51-33-	Colorado Regional Tourism Act Grant	0	0	0	0	4,045,000
51-33-	Division of Wildlife Fishing is Fun	0	0	0	0	85,000
51-33-	Colorado State Forest Service	0	0	0	0	7,400
51-33-	State Trails Grant, TTPL Trail	0	0	0	0	200,000
51-33-	CDOT Enhancement Grant, TTPL Trail	0	0	0	0	125,000
	<b>Subtotal</b>	<b>621,750</b>	<b>166,335</b>	<b>1,006,691</b>	<b>306,922</b>	<b>6,880,978</b>
<b>MISCELLANEOUS</b>						
51-36-110	Miscellaneous	0	0	0	53,280	0
	<b>Total Annual Revenues</b>	<b>2,366,919</b>	<b>2,401,582</b>	<b>2,687,727</b>	<b>2,338,059</b>	<b>9,575,243</b>
	<b>Prior Year End Cash Reserve</b>	<b>465,828</b>	<b>414,798</b>	<b>761,277</b>	<b>872,659</b>	<b>1,186,679</b>
	<b>Total Revenues</b>	<b>2,832,747</b>	<b>2,816,380</b>	<b>3,449,004</b>	<b>3,210,718</b>	<b>10,761,922</b>

**CAPITAL IMPROVEMENT FUND**

**EXPENDITURES**

Account	Description	2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>Maintenance &amp; Debt</b>						
51-53-425	Community Center Loan	236,695	236,694	236,695	236,953	232,180
51-53-	Lewis Street Loan	0	0	0	0	179,633
51-61	Streets Department	415,631	411,743	475,143	443,123	496,356
51-68	Parks Department	198,818	200,243	236,914	233,932	224,582
51-70	Facilities Maintenance Department	135,934	134,641	170,727	171,132	172,032
<b>Total Maint. and Debt Expenditures</b>		<b>987,078</b>	<b>983,321</b>	<b>1,119,479</b>	<b>1,085,140</b>	<b>1,304,783</b>

Capital Improvement Expenditures	2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget	
<b>Town Clerk/Town Hall</b>						
51-42-281	Technology	11,000	12,153	1,000	1,000	1,000
<b>subtotal</b>		<b>11,000</b>	<b>12,153</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Town Manager/Administration</b>						
51-44-215	Community Grant Writer	0	0	9,000	9,000	9,000
51-44-281	Technology	0	1,500	250	265	250
51-44-400	CDBG Infrastructure/EIA Grants/DOLA	41,525	23,069	41,500	20,750	41,500
51-44-410	DOLA fiberoptics and wi-fi grant	539,000	185,276	386,921	30,000	651,357
<b>subtotal</b>		<b>580,525</b>	<b>209,845</b>	<b>437,671</b>	<b>60,015</b>	<b>702,107</b>
<b>Building/Planning</b>						
51-46-281	Technology	0	1,593	700	700	700
51-46-406	Planning Studies/Grants	0	1,249	0	0	0
51-46-441	Annexations	0	0	5,000	0	5,000
51-46-	City Works Programs	0	0	0	0	23,000
<b>subtotal</b>		<b>0</b>	<b>2,842</b>	<b>5,700</b>	<b>700</b>	<b>28,700</b>
<b>Municipal Court</b>						
51-48-281	Technology	0	1,390	250	250	250
<b>subtotal</b>		<b>0</b>	<b>1,390</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Police/Safety</b>						
51-51-281	Technology	2,910	2,528	4,000	4,000	4,000
51-51-	Police Equipment	0	0	0	0	5,000
51-51-806	Police Car	0	102,509	0	0	0
<b>subtotal</b>		<b>2,910</b>	<b>105,037</b>	<b>4,000</b>	<b>4,000</b>	<b>9,000</b>
<b>Community Center</b>						
51-53-400	Operations Costs	4,830	4,830	11,349	11,349	11,349
51-53-450	Capital Improvements	6,400	6,400	6,400	23,755	6,400
<b>subtotal</b>		<b>11,230</b>	<b>11,230</b>	<b>17,749</b>	<b>35,104</b>	<b>17,749</b>
<b>Recreation</b>						
51-56-281	Technology	0	0	400	400	400
51-56-449	Recreation Equipment	2,125	2,064	2,000	2,000	2,000
<b>subtotal</b>		<b>2,125</b>	<b>2,064</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>
<b>Facilities Maintenance</b>						
51-70-435	Town Hall Improvements	9,100	9,057	9,100	9,100	1,200
51-70-442	Furnishing Town Hall	1,200	1,197	1,200	1,200	1,200
51-70-	Travel Vehicle	0	0	0	30,000	0
<b>subtotal</b>		<b>10,300</b>	<b>10,254</b>	<b>10,300</b>	<b>40,300</b>	<b>2,400</b>
<b>Streets/Streetcape</b>						
51-77-424	Street Paving and Maintenance	162,722	187,768	227,500	65,000	60,000
51-77-427	Misc Concrete/Sidewalks	0	0	150,000	7,000	40,000
51-77-443	Great West Ave	0	0	0	670	0
51-77-447	Majestic Drive Paving (CMAQ)	0	1,000	12,000	100	638,000
51-77-454	New Street Truck/Backhoe	20,000	15,131	46,000	61,000	46,000
51-77-455	New Street Sweeper	0	0	0	192,000	0
51-77-459	Wayfinding Plan/Medians	21,000	21,000	20,000	20,000	20,000
51-77-460	Mural on Main Street	9,500	9,500	0	1	1
51-77-465	San Juan Alley Sidewalk	0	0	311,000	0	298,296
51-77-470	Lewis Street Sidewalk Connections	0	0	260,000	0	0
51-77-	Cross Walk Improvements	0	0	0	44,000	0
51-77-	Main Street Sidewalk Improvement	0	0	0	0	144,000
<b>subtotal</b>		<b>213,222</b>	<b>234,399</b>	<b>1,026,500</b>	<b>389,771</b>	<b>1,246,297</b>

**CAPITAL IMPROVEMENT FUND**

<b>Parks</b>						
51-77-500	Yamaguchi Park Restrooms	0	0	250,000	184,358	0
51-77-544	River Restoration Project	77,000	45,590	58,000	58,000	120,000
51-77-546	Sports Complex Design/Trails MP	7,000	6,200	0	0	0
51-77-550	Parks Equipment	20,000	19,614	20,000	20,000	20,000
51-77-552	Town Parks Improvements	39,500	36,252	15,000	15,000	20,000
51-77-	Resource Management	0	0	0	0	17,000
51-77-560	Raw Water Irrigation	4,000	3,906	4,000	0	44,000
51-77-561	South 8th Street Park	5,000	5,000	5,000	5,000	5,000
51-77-565	Arts Building Demolition	3,000	391	0	0	0
51-77-570	Skate Park	305,500	5,500	30,000	30,000	0
51-77-571	Vehicle - Truck	15,000	24,282	25,000	35,000	0
51-77-572	Reservoir Hill Park Development	8,000	49,000	0	6,000	4,395,000
	<b>subtotal</b>	<b>484,000</b>	<b>195,735</b>	<b>407,000</b>	<b>353,358</b>	<b>4,621,000</b>
<b>Trails</b>						
51-77-631	Town to Pagosa Lakes Trail	0	117	12,000	12,000	625,000
51-77-634	River Walk Improvements	63,000	168,709	40,000	40,000	1,500,000
51-77-670	Sidewalk in Lieu	6,625	6,625	0	0	0
	<b>subtotal</b>	<b>69,625</b>	<b>175,451</b>	<b>52,000</b>	<b>52,000</b>	<b>2,125,000</b>
	<b>Total Improvement Expenditures</b>	<b>1,384,937</b>	<b>960,400</b>	<b>1,964,570</b>	<b>938,898</b>	<b>8,755,903</b>
	Total Maintenance/Debt Expenditures	987,078	983,321	1,119,479	1,085,140	1,304,783
	Total Improvement Expenditures	1,384,937	960,400	1,964,570	938,898	8,755,903
	<b>Total Capital Expenditures</b>	<b>2,372,015</b>	<b>1,943,721</b>	<b>3,084,049</b>	<b>2,024,038</b>	<b>10,060,686</b>
	TOTAL CAPITAL REVENUES	2,832,747	2,816,380	3,449,004	3,210,718	10,761,922
	TOTAL CAPITAL EXPENDITURES	2,372,015	1,943,721	3,084,049	2,024,038	10,060,686
	<b>End Year Cash Reserve</b>	<b>460,733</b>	<b>872,659</b>	<b>364,955</b>	<b>1,186,679</b>	<b>701,237</b>
	Restricted 3% Tabor	71,160	58,312	92,521	60,721	301,821
	<b>Unrestricted Reserve</b>	<b>389,572</b>	<b>814,347</b>	<b>272,433</b>	<b>1,125,958</b>	<b>399,416</b>

- a equal to 2010 actuals, split with general fund
- b County IGA for Cemetery Maintenance - Oddfellows
- c Lewis Street payoff 2021 and Community Center Loans payoff 2014 combined
- d Town Hall sidewalk replacement - moved to 2013
- e fishing is fun structures
- f Computer lease
- g Possible Big Box Annexation
- h New Intoxilyzer
- i park user fees to pay for parks maintenance
- j sale of street sweeper
- 1 DOLA grant intern - approved 11/3/09
- 2 DOLA fiber-optics and wi-fi expansion 75% grant plus County Share of Match- approved 11/3/09
- 3 Pagosa Street to Lewis Street on 1st and 2nd St \$80,000 to be pulled from Lewis St loan proceeds
- 4 Uniform Act Advisor for Majestic Drive (\$20,000)- 2012 CMAQ Grant Funds on Majestic Paving (\$230,000)  
- Majestic Engineering/Enviro (\$76,000)- CMAQ De-Icer Grant \$12,000
- 5 \$16,000 Backhoe payments plus new streets truck
- 6 Match TTC for wayfinding signage/reservoir hill project
- 7 Reservoir Hill Business Plan- chairlift and pine beetle mitigation
- 8 Modified 2012 CIP streets - Trinity Lane Drainage
- 9 Engineering, Environmental and Easements - GOCO riverwalk and pedestrian bridge and other river corridor improvements
- 10 San Juan Alley Sidewalk-CDOT Enhancement Grant
- 11 Monitoring of mitigation areas (roads, river projects, reservoir hill tree mgmt) possible State Grant
- 12 \$30,000 town budget for Uniform Act advisory, other \$595,000 of revenues from; CDOT, State Trails, County and PLPOA.
- 13 \$200,000 State Trails grant applied for design and construction of portion of Town to Pagosa Lakes Trail
- 14 CDOT enhancement funds awarded to County for Town to Pagosa Lakes Trail construction, Town is the Fiscal agent and administer for project.
- 15 County's contribution towards Town to Pagosa Lakes Trail, \$200,000 from PROST and \$25,000 for CDOT enhancement matching
- 16 PLPOA contribution to Town to Pagosa Lakes Trail construction

STREETS DEPARTMENT						
Account		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>PERSONNEL</b>						
51-61-110	Street Superintendent	58,152	58,260	58,152	58,152	58,152
51-61-110	Equip Operator/Maint.	18,780	18,834	18,780	18,780	37,560
51-61-110	Equip Operator/Maint.	36,059	36,167	36,059	36,059	36,059
51-61-110	Streets Crew	30,968	31,076	30,968	32,665	36,059
51-61-110	Streets Crew	30,968	31,076	30,968	32,665	36,059
51-61-111	Part time/Overtime	0	0	15,000	1,500	0
51-61-131	FICA	13,229	12,290	14,529	13,756	15,598
51-61-132	Insurance	33,729	34,519	46,841	47,400	48,500
51-61-133	School/Travel	1,500	1,623	2,500	2,100	2,500
51-61-134	Pension	8,646	8,470	8,746	8,916	10,194
	<b>Subtotal</b>	<b>232,031</b>	<b>232,315</b>	<b>262,543</b>	<b>251,993</b>	<b>280,681</b>
<b>COMMODITIES</b>						
51-61-202	Office Supplies	200	188	200	200	200
51-61-212	Fuel&Oil	26,000	27,375	28,000	28,000	28,000
51-61-222	Tires	3,000	1,328	3,000	3,000	3,000
51-61-228	Gravel/Asphalt	17,000	22,539	27,000	27,000	30,000
51-61-230	Culverts	2,000	0	2,000	1,000	2,000
51-61-234	Street Lighting	42,000	40,727	44,000	41,000	44,000
51-61-439	Street Lighting Maintenance	2,000	3,704	2,000	0	2,000
	<b>Subtotal</b>	<b>92,200</b>	<b>95,861</b>	<b>106,200</b>	<b>100,200</b>	<b>109,200</b>
<b>CONTRACTUAL</b>						
51-61-402	Telephone cellular	400	435	400	430	475
51-61-406	Maintenance-Vehicles	25,000	39,251	30,000	30,000	30,000
51-61-410	Uniforms	5,000	4,206	5,000	5,000	5,000
51-61-418	Cemetery	1,000	0	1,000	1,000	5,000
51-61-434	Utilities/Shop	16,000	15,959	16,000	14,500	16,000
51-61-436	Maintenance-Roads	22,000	14,259	22,000	25,000	25,000
51-61-444	Sweeper Maintenance	10,000	5,234	10,000	5,000	5,000
51-61-460	Clean-Up Week	12,000	4,223	12,000	5,000	10,000
51-61-470	Lightpole Banners	0	0	10,000	5,000	10,000
	<b>Subtotal</b>	<b>91,400</b>	<b>83,567</b>	<b>106,400</b>	<b>90,930</b>	<b>106,475</b>
	<b>TOTAL STREETS BUDGET</b>	<b>415,631</b>	<b>411,743</b>	<b>475,143</b>	<b>443,123</b>	<b>496,356</b>

- a Probation Upgrade
- b Seasonal Part Time
- c Gravel to supplement on roads as needed/Large Asphalt patchwork
- d Cemetery Sinking Fund
- e Signs, Painting, Mag Chloride and Sand in Winter and patching S 10th & Piedra St
- f Clean up County dump fees and mailing fees

PARKS DEPARTMENT						
Account		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>PERSONNEL</b>						
51-68-110	Parks Supervisor	43,136	43,244	43,136	43,136	43,136
51-68-110	Parks Maintenance	31,268	31,376	31,268	31,268	31,268
51-68-110	Parks Maintenance	29,268	29,376	29,268	29,268	29,268
51-68-111	Parks Maintenance	15,000	14,574	30,000	30,000	30,000
51-68-131	FICA	9,078	8,486	10,226	10,226	10,226
51-68-132	Insurance	22,384	22,459	31,332	28,350	28,500
51-68-134	Pension	5,184	5,200	5,184	5,184	5,184
	<b>Subtotal</b>	<b>155,318</b>	<b>154,715</b>	<b>180,414</b>	<b>177,432</b>	<b>177,582</b>
<b>COMMODITIES</b>						
51-68-212	Fuel/Oil	4,000	4,010	5,000	5,000	5,000
51-68-216	Park/Field Maintenance	30,000	30,522	30,000	30,000	30,000
51-68-218	Park Utilities	7,000	8,705	19,000	19,000	9,000
51-68-220	Vehicle Maintenance	1,500	1,432	1,500	1,500	1,500
51-68-402	Telephone	500	377	500	500	1,000
51-68-816	Town Tree Program	500	482	500	500	500
	<b>Subtotal</b>	<b>43,500</b>	<b>45,528</b>	<b>56,500</b>	<b>56,500</b>	<b>47,000</b>
	<b>TOTAL PARKS BUDGET</b>	<b>198,818</b>	<b>200,243</b>	<b>236,914</b>	<b>233,932</b>	<b>224,582</b>

a additional seasonal for Yamaguchi Park maintenance

**FACILITIES MAINTENANCE DEPARTMENT**

<b>Account</b>		<b>2010 Budget</b>	<b>2010 Actual</b>	<b>2011 Budget</b>	<b>2011 Estimate</b>	<b>2012 Budget</b>
<b>PERSONNEL</b>						
51-70-110	Maintenance Director	42,632	42,740	42,632	42,632	42,632
51-70-110	Custodian	11,154	11,210	0	0	0
51-70-111	Part Time Help	1,500	1,490	1,500	1,500	1,500
51-70-112	Custodian Full Time Town Hall	16,380	15,922	29,120	29,120	29,120
51-70-112	Custodian Full Time Comm Cntr	16,380	15,922	29,120	29,120	29,120
51-70-133	Travel/Training	300	289	300	300	300
51-70-131	FICA	6,621	6,202	7,717	7,717	7,717
51-70-132	Insurance	8,778	9,140	27,195	27,600	28,500
51-70-134	Pension	2,689	2,462	5,044	5,044	5,044
51-70-410	Uniforms	1,950	1,679	1,500	1,500	1,500
	<b>subtotal</b>	<b>108,384</b>	<b>107,056</b>	<b>144,127</b>	<b>144,532</b>	<b>145,432</b>
<b>CONTRACTUAL</b>						
51-70-206	Janitorial Supplies	6,000	5,991	6,000	6,000	6,000
51-70-207	Janitorial Contract Cleanings	2,000	2,035	0	0	0
51-70-402	Telephone	500	600	550	550	550
51-70-406	Vehicle Fuel/Maintenance	2,000	2,117	3,000	3,000	3,000
51-70-436	Town Hall Maintenance	12,000	11,963	12,000	12,000	12,000
51-70-437	Heating/Cooling Maintenance	2,000	1,970	2,000	2,000	2,000
51-70-438	Building Electric Maintenance	1,000	955	1,000	1,000	1,000
51-70-440	Elevator Maintenance	2,050	1,954	2,050	2,050	2,050
	<b>subtotal</b>	<b>27,550</b>	<b>27,585</b>	<b>26,600</b>	<b>26,600</b>	<b>26,600</b>
	<b>TOTAL MAINTENANCE BUDGET</b>	<b>135,934</b>	<b>134,641</b>	<b>170,727</b>	<b>171,132</b>	<b>172,032</b>

**CONSERVATION TRUST FUND**

		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>Revenue</b>						
21-37-530	Town Lottery	16,250	15,375	15,500	15,500	15,500
21-37-700	County Lottery	80,000	80,000	30,000	30,000	30,000
21-37-990	Unbudgeted Interest	520	310	350	50	0
	<b>Subtotal</b>	<b>96,770</b>	<b>95,685</b>	<b>45,850</b>	<b>45,550</b>	<b>45,500</b>
	<b>Prior Fund Balances</b>	33,060	57,984	49,830	73,669	59,219
	<b>TOTAL REVENUES</b>	<b>129,830</b>	<b>153,669</b>	<b>95,680</b>	<b>119,219</b>	<b>104,719</b>

<b>Expenditures</b>						
21-40-800	Parks Maintenance	80,000	80,000	50,000	50,000	50,000
21-40-910	Yamaguchi Park Restrooms	0	0	0	10,000	0
21-40-920	Riverwalk Trail Improvements	0	0	0	0	0
21-40-930	Town Park Ped Bridge	0	0	0	0	0
	<b>Subtotal</b>	<b>80,000</b>	<b>80,000</b>	<b>50,000</b>	<b>60,000</b>	<b>50,000</b>
	<b>Total Expenditures to CIF</b>	<b>80,000</b>	<b>80,000</b>	<b>50,000</b>	<b>60,000</b>	<b>50,000</b>

	TOTAL REVENUES	129,830	153,669	95,680	119,219	104,719
	TOTAL EXPENDITURES	80,000	80,000	50,000	60,000	50,000
	<b>Ending Fund Balance</b>	<b>49,830</b>	<b>73,669</b>	<b>45,680</b>	<b>59,219</b>	<b>54,719</b>

TRUST/IMPACT FUND						
		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>Revenue</b>						
31-22-600	Roads	12,373	24,068	10,432	17,683	8,900
31-22-700	Regional Public Buildings	4,306	8,355	3,603	5,450	3,250
31-22-800	Regional Recreation Facilities	0	534	0	859	0
31-22-900	Parks	0	186	0	368	0
31-23-000	Trails	0	234	0	464	0
31-23-100	Emergency Service Provider	5,544	10,971	4,734	7,694	4,200
31-23-200	Water Storage	2,410	3,440	2,276	6,359	2,000
31-23-300	School Land Dedication	0	684	0	0	0
31-23-350	Administration	162	301	90	200	190
31-23-450	Pinon Lake Fountain	0	2,725	3,000	2,100	2,000
31-23-460	Fireworks Fund	17,000	2,865	16,000	1,600	2,000
31-23-500	Skaters Coalition	76,000	11,170	0	25,450	0
31-23-510	Future Skate Park Phases	0	0	0	500	10,000
31-23-550	Whitewater Fund	0	0	0	1,000	0
31-23-560	Jim Guyton Memorial Fund	0	0	0	606	0
31-23-570	Christmas Light Fund	0	0	0	2,800	0
	<b>Subtotal</b>	<b>117,795</b>	<b>65,533</b>	<b>40,135</b>	<b>73,133</b>	<b>32,540</b>
	Prior Fund Balances	82,936	81,018	99,829	91,834	59,734
	<b>TOTAL REVENUES</b>	<b>200,731</b>	<b>146,551</b>	<b>139,964</b>	<b>164,967</b>	<b>92,274</b>

<b>Expenditures</b>						
31-22-600	Roads	0	0	50,000	50,000	20,000
31-22-700	Regional Public Buildings	0	0	0	0	0
31-22-800	Regional Recreational Facilities	0	0	0	0	0
31-22-900	Parks	0	0	0	0	0
31-23-000	Trails	0	0	0	0	0
31-23-100	Emergency Service Provider	5,544	11,364	4,734	7,694	4,734
31-23-200	Water Storage	2,410	3,662	2,276	6,359	2,276
31-23-300	School Land Dedication	0	401	0	0	0
31-23-350	Administration	162	162	500	500	500
31-23-400	Sidewalk in lieu	6,625	6,625	0	0	0
31-23-450	Pinon Lake Fountain	0	1,914	3,000	2,100	2,000
31-23-460	Fireworks Fund	17,000	3,585	16,000	1,600	2,000
31-23-500	Skaters Coalition	100,000	27,004	0	33,500	0
31-23-510	Future Skate Park Phases	0	0	0	0	0
31-23-550	Whitewater Fund	0	0	0	680	0
31-23-560	Jim Guyton Memorial Fund	0	0	0	0	0
31-23-570	Christmas Light Fund	0	0	0	2,800	0
	<b>Total Expenditures</b>	<b>131,742</b>	<b>54,717</b>	<b>76,510</b>	<b>105,233</b>	<b>31,510</b>

	TOTAL REVENUES	200,731	146,551	139,964	164,967	92,274
	TOTAL EXPENDITURES	131,742	54,717	76,510	105,233	31,510
	<b>Ending Fund Balance</b>	<b>68,989</b>	<b>91,834</b>	<b>63,454</b>	<b>59,734</b>	<b>60,764</b>

a Lewis Street

b 2% fees passed on to districts

**LODGER'S TAX FUND**

		2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>Revenue</b>						
41-31-500	Lodgers Tax	375,000	383,461	400,000	400,000	416,000
41-31-550	Visitor & Pocket Guide	28,800	17,970	99,900	61,301	0
41-31-600	Other Income (ad sales)	20,000	15,000	200,000	0	20,000
41-31-650	Misc Revenue	0	0	0	6,328	0
41-31-660	General Fund Transfer	0	0	0	0	0
	<b>Subtotal</b>	<b>423,800</b>	<b>416,431</b>	<b>699,900</b>	<b>467,629</b>	<b>436,000</b>
	Prior Year End Cash Carryover	33,060	44,554	64,698	64,699	63,739
	<b>TOTAL REVENUES to TTC</b>	<b>456,860</b>	<b>460,985</b>	<b>764,598</b>	<b>532,328</b>	<b>499,739</b>

<b>Expenditures</b>						
41-42-205	External Marketing	165,542	145,887	113,000	111,500	115,000
41-42-210	Special Events	42,400	42,400	50,000	50,000	60,000
41-42-215	Community Grant Writer	0	0	9,000	6,750	9,500
41-42-220	Capital Projects	20,000	35,000	251,000	59,500	40,000
41-42-225	Visitor Center	88,000	101,289	62,500	62,500	68,000
41-42-230	Administration	61,000	53,800	60,000	60,000	90,000
41-42-235	Fulfillments	0	0	52,000	52,000	46,000
41-42-240	Economic Incentives	0	0	15,000	200	5,000
41-42-245	Tax Compliance	0	0	2,500	850	2,500
41-42-250	Visitor & Pocket Guide	13,400	17,910	99,900	65,289	0
	<b>Total Expenditures to TTC</b>	<b>390,342</b>	<b>396,286</b>	<b>714,900</b>	<b>468,589</b>	<b>436,000</b>
	TOTAL REVENUES	456,860	460,985	764,598	532,328	499,739
	TOTAL EXPENDITURES	390,342	396,286	714,900	468,589	436,000
	<b>Ending Fund Balance</b>	<b>66,518</b>	<b>64,699</b>	<b>49,698</b>	<b>63,739</b>	<b>63,739</b>

a TTC plans to redesign monthly e-newsletter and sell advertising to help businesses reach 50,000+ tourists monthly

b to pay for grant writing services from pool of approved grant writers or costs related to Reservoir Hill Business Plan

c includes signage plan and fish stocking

**GEOHERMAL ENTERPRISE FUND**

**REVENUES**

Account	Description	2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>SERVICE FEES AND FINES</b>						
55-38-100	Geothermal Utility	45,000	43,700	40,000	40,000	40,000
55-38-300	Geothermal Lease & Heat Tap	18,151	4,700	4,500	0	2,500
55-39-100	Geo Infrastructure Replace	0	0	350,000	0	0
55-39-300	NREL Exploration Dept of Energy Grant	0	0	50,000	0	0
<b>Total Annual Revenues</b>		<b>63,151</b>	<b>48,400</b>	<b>444,500</b>	<b>40,000</b>	<b>42,500</b>
Prior Year End Cash Reserves		89,232	197,511	201,061	201,064	161,693
<b>Total Revenues</b>		<b>152,383</b>	<b>245,911</b>	<b>645,561</b>	<b>241,064</b>	<b>204,193</b>

**GEOHERMAL ENTERPRISE FUND**

**EXPENDITURES**

Account	Description	2010 Budget	2010 Actual	2011 Budget	2011 Estimate	2012 Budget
<b>PERSONNEL</b>						
55-40-133	School/Travel	250	0	250	771	1,000
<b>Subtotal</b>		<b>250</b>	<b>0</b>	<b>250</b>	<b>771</b>	<b>1,000</b>
<b>COMMODITIES</b>						
55-40-202	Office Supplies	100	177	100	100	100
55-40-204	Postage	200	176	200	200	200
<b>Subtotal</b>		<b>300</b>	<b>353</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>CONTRACTUAL</b>						
55-40-444	Utilities/Electric and Water	6,000	4,229	6,000	6,000	12,000
55-40-446	Legal/Attorney	5,000	1,338	5,000	6,500	5,000
55-40-438	Engineering	1,000	0	1,000	1,000	40,000
55-40-448	Bookkeeping (paid to Town GF)	5,000	5,000	5,000	5,000	5,000
55-40-450	Insurance (paid to Town GF)	1,000	1,000	1,000	1,000	1,000
55-40-452	Contractual Services Streets Dept	9,519	9,481	9,500	9,500	9,500
55-40-455	Contractual Services Sanitation Dept	4,519	4,481	4,500	4,500	4,500
<b>Subtotal</b>		<b>32,038</b>	<b>25,529</b>	<b>32,000</b>	<b>33,500</b>	<b>77,000</b>
<b>CAPITAL IMPROVEMENTS</b>						
55-40-242	Repair Equipment/Meters	2,000	763	2,000	1,300	2,000
55-40-244	Repair of Leaks	15,000	15,548	8,000	8,000	8,000
55-40-246	New Pump/Meters	5,000	2,654	3,500	3,500	3,500
55-40-250	Geothermal Infrastructure Replace	0	0	400,000	32,000	0
55-40-255	NREL Drilling Exploration	0	0	75,000	0	0
55-40-	Garage Door on Geothermal Building	0	0	0	0	8,000
55-40-832	Contingency	1,000	0	1,000	0	1,000
<b>Subtotal</b>		<b>23,000</b>	<b>18,965</b>	<b>489,500</b>	<b>44,800</b>	<b>22,500</b>
<b>Total Geothermal Expenditures</b>		<b>55,588</b>	<b>44,847</b>	<b>522,050</b>	<b>79,371</b>	<b>100,800</b>

TOTAL REVENUES	152,383	245,911	645,561	241,064	204,193
TOTAL EXPENDITURES	55,588	44,847	522,050	79,371	100,800
<b>Year End Carryover Reserve</b>	<b>96,795</b>	<b>201,064</b>	<b>123,511</b>	<b>161,693</b>	<b>103,393</b>

a Greer Lease

b PAWSD

c diversion w/ filtration centennial park

d Improved Generator Access on 5th Street Geothermal Building

# **Addendum A**

## **Specific Revenues**

## PROPERTY TAX REVENUE

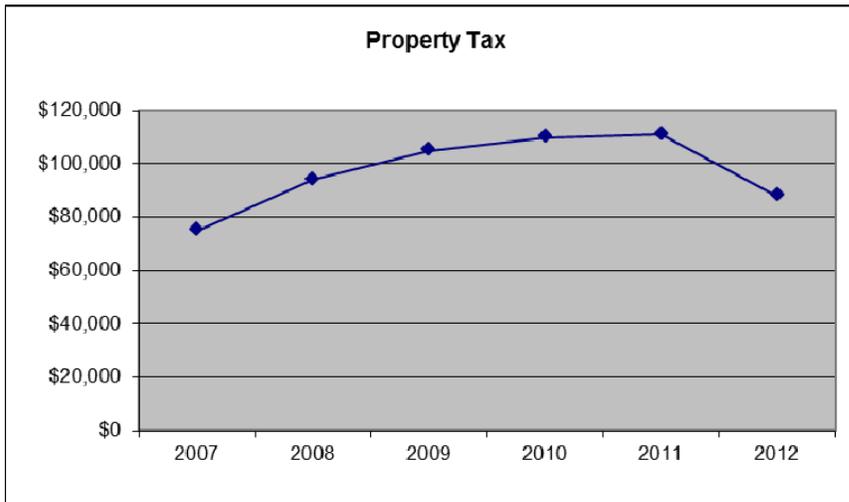
**Distribution:** 100% General Fund

**Source:** Property owners within the Town of Pagosa Springs corporate boundaries

**Collection:** The taxpayer Bill of Rights (TABOR) Amending to the Colorado Constitution limits property tax revenue growth to the amount collected the previous year increased by the Denver-Boulder Consumer Price Index and a local growth factor. In addition, there is a statutory limitation which prohibits property tax revenue growth from exceeding 5.5% each year, adjusted for new construction. However, the Town of Pagosa Springs has voted to exempt (or “De-Bruced”) the town from these provision by setting the mill levy for the town at 1.557. The tax a property owner pays on a property is based on the following formulas:

$$\text{Assessed Valuation} = \text{Property Market Value} \times \text{Assessment Ratio}$$
$$\text{Property Tax} = \text{Assessed Valuation} \times \text{Mill Levy} / 1,000$$

### Five Year Trend



<u>Year</u>	<u>Revenue</u>	<u>% Change</u>
2007	\$74,891	13%
2008	\$94,055	26%
2009	\$105,066	12%
2010	\$109,928	5%
2011	\$110,996	1%
2012	\$87,856	-21%

**Forecast:** \$87,856, a 21% decrease from 2011 revenue receipts.

**Rationale:** Based on the assessed valuation provide by the Assessor’s Office calculated at the set Mill Levy of 1.583

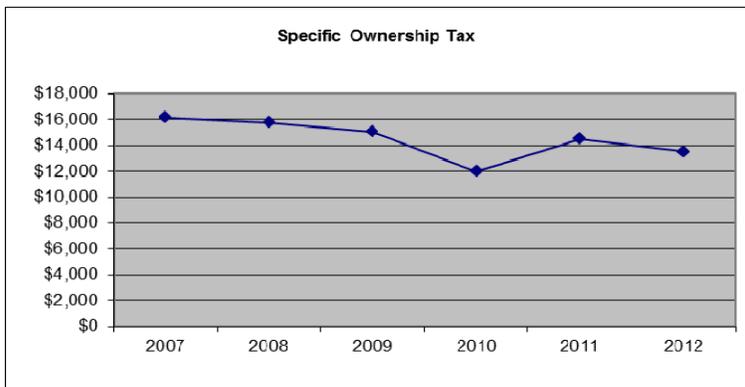
## SPECIFIC OWNERSHIP TAX REVENUE

**Distribution:** 100% General Fund

**Source:** Residents and Businesses of Archuleta County

**Collection:** The State of Colorado establishes the statutory authority for collecting auto ownership tax. Vehicle owners pay auto ownership tax upon registration of the vehicle and annually thereafter to Archuleta County, which acts as a collection agent for the State. The amount of tax is based on the value of the vehicle. Archuleta County distributes \$1.00 of the tax to the State to maintain the motor vehicle computer system and to the County's general fund to pay for clerical processing. The Town receives a portion of the remaining tax based on a percentage derived by comparing ad valorem (property) taxes collected by the County on behalf of other governments to the total ad valorem taxes collected for all taxing authorities in the County.

### Five Year Trend



<u>Year</u>	<u>Revenue</u>	<u>% Change</u>
2007	\$16,155	6%
2008	\$15,747	-3%
2009	\$15,039	-4%
2010	\$12,000	-20%
2011	\$14,500	21%
2012	\$13,500	-7%

**Forecast:** \$13,500, a 7% decrease from 2011 estimated collection.

**Rationale:** Estimated economic stability but not an increased population into Town.

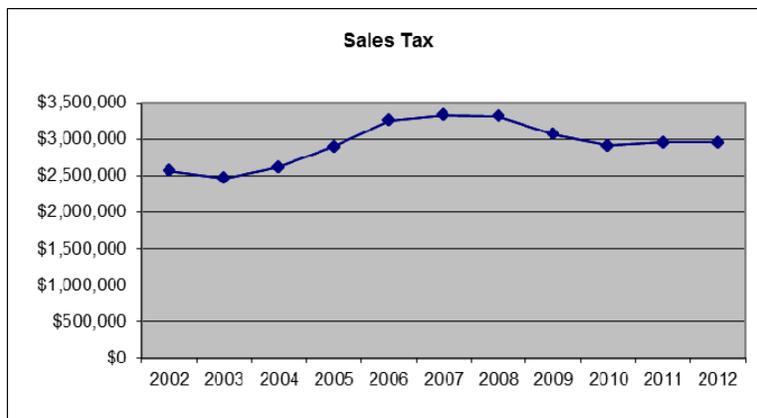
## SALES TAX REVENUE

**Distribution:** 50% General Fund  
50% Capital Improvements and Maintenance Fund

**Source:** Visitors, residents and employees in Archuleta County

**Collection:** Prior to 1958, a 1% sales tax was initiated and was split 50/50 for the Town and County. In 1983, the citizens voted to increase the sales tax rate to 2%, to be split 50% between the Town and County. In 1988, the citizens voted to increase the sales tax rate an additional 2% for seven years; with 1% earmarked for County road capital improvements and 1% dedicated for Town capital improvements. In 2001, the citizens again voted to extend the additional 2% sales tax rate for an additional seven years; with 1% earmarked for county road capital improvement and 1% for Town. The Sales Tax Ballot language states the “Town may use these funds to undertake capital improvements and the maintenance of such improvements and other capital projects which may be deemed necessary and appropriate by the residents of Pagosa Springs.” In November 2008, this sales tax arrangement was approved by the voters to be extended in perpetuity. Sales tax is charged on all retail purchases including food. The town collects its sales tax from the County. As a statutory county, Archuleta County’s sales tax is collected and administered by the Colorado Department of Revenue. As a result, there is a two-month lag time between the generation of the sales tax and when it is disbursed to the Town. At the end of 2008, the Council passed a resolution initiating a policy to respond to the volatility in the National Economy. This resolution was revised in 2009, 2010 and again in 2011 to compare the monthly revenue to the previous two years average during the same month and if necessary adjusts a reduction and increase in increments. It is projected the economic downturn has reached the bottom and a slow recovery is ahead. In August 2010, the Town was the fortunate recipient of \$1,001,739 after an audit was completed by the State of Colorado for the period of February 2003 through December 2008. Additional audit funds were received in 2011 of \$108,210. The additional funds are not reflected in the 2010 or 2011 revenue amount.

### Ten Year Trend



**Forecast:** \$2,958,944, a 0% reduction from 2010 actual collection.

<u>Year</u>	<u>Revenue</u>	<u>% Change</u>
2002	\$2,565,420	1%
2003	\$2,462,119	-4%
2004	\$2,620,922	6%
2005	\$2,894,838	10%
2006	\$3,254,503	12%
2007	\$3,330,494	2%
2008	\$3,315,873	0%
2009	\$3,068,144	-7%
2010	\$2,914,736	-5%
2011	\$2,959,000	2%
2012	\$2,958,944	0%

**Rationale:** It is projected the economy will slowly begin to turn around. The Town has projected no increase to revenues from the 2010 actual sales tax revenues; the Town has implemented policy to have the ability to quickly reduce expenditures should sales tax revenues decline. The Town relies on sales tax as approximately 80% of total revenue between the general and capital improvement funds.

## FRANCHISE REVENUES

**Distribution:** 100% General Fund

**Source:** Sourcegas, Centurytel, USA Communication

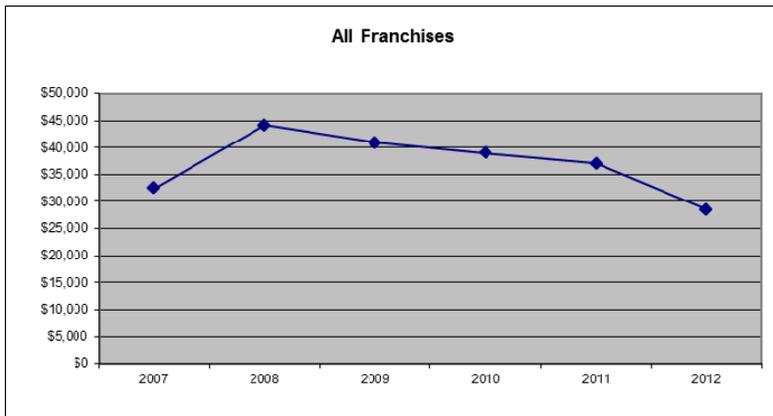
**Collection:** The Town collects franchise payments for general town services that it does not provide but “franchises” to private companies.

Ordinance No. 755, expires June 2019 is the Cable TV Franchise (5% of yearly gross revenues)

Ordinance No. 298, expires 2015 is the Telephone Franchise (3% of yearly gross revenues)

Ordinance No. 670, expires July 3, 2017 is the Natural Gas Franchise with SourceGas Distribution, Inc. (\$.0157 per Therm of gas)

### Six Year Trend



<u>Year</u>	<u>Revenue</u>	<u>% Change</u>
2007	\$32,502	-41%
2008	\$44,154	36%
2009	\$40,864	-7%
2010	\$38,978	-5%
2011	\$37,020	-5%
2012	\$28,520	-23%

**Forecast:** \$28,520, a 23% reduction from 2011 estimated collection

**Rationale:** Forecast anticipates no increase in cost per Therm of Natural Gas and minimal hook-ups due to the construction slowdown. The forecast also anticipates a continual decline in revenues from telephone connections with most residents opting for cellular phones, and reductions in cable use with the multiple options available in the area.

## LOTTERY REVENUE

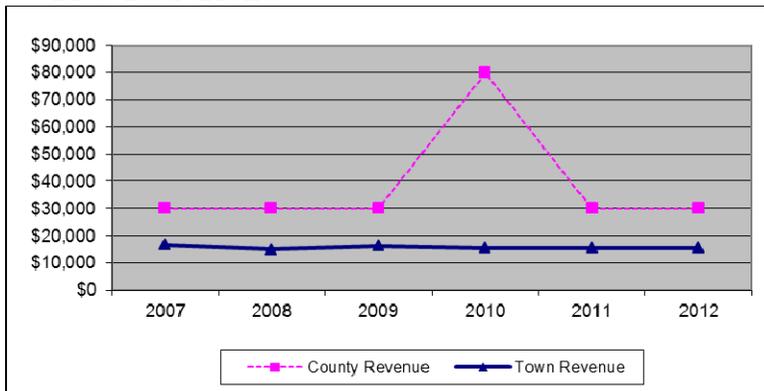
**Distribution:** Conservation Trust Fund (CTF)

**Source:** Customers who buy lottery and lotto tickets

**Collection:** Lottery proceeds are collected from retail merchants selling lottery products by the State of Colorado. Municipal lottery proceeds are distributed to municipalities based upon current population estimates prepared by the State Division of Local Governments. The Town's share is electronically transferred to the Town's CTF account annually on March 1, June 1, September 1, and December 1. A 2008 Intergovernmental Agreement requires the County to distribute \$30,000 per year of Conservation Trust money to the Town for the purpose authorized by Section 29-21-101, et seq., C.R.S.

Conservation Trust funds can only be used for the acquisition, development and maintenance of new park and open space sites or for capital improvements and maintenance of a public site used for recreational purposes.

### Five Year Trend



<u>Year</u>	<u>County Revenue</u>	<u>Town Revenue</u>	<u>% Change</u>
2007	\$30,000	\$16,541	\$46,541
2008	\$30,000	\$15,000	\$45,000
2009	\$30,000	\$16,243	\$46,243
2010	\$80,000	\$15,530	\$95,530
2011	\$30,000	\$15,500	\$45,500
2012	\$30,000	\$15,500	\$45,500

**Forecast:** \$45,500 is a 0% change from 2011 collection.

**Rationale:** Forecast anticipates the funds received from the State will remain flat for 2012 based on projections provided by the Colorado State Lottery office and the calculation from the Colorado Department of Local Affairs. The County Commissioners had agreed to give the Town a one-time extra payment of \$50,000 in 2010 for maintenance of the ever-increasing parks area.

**Addendum B**  
**Departmental Summaries**

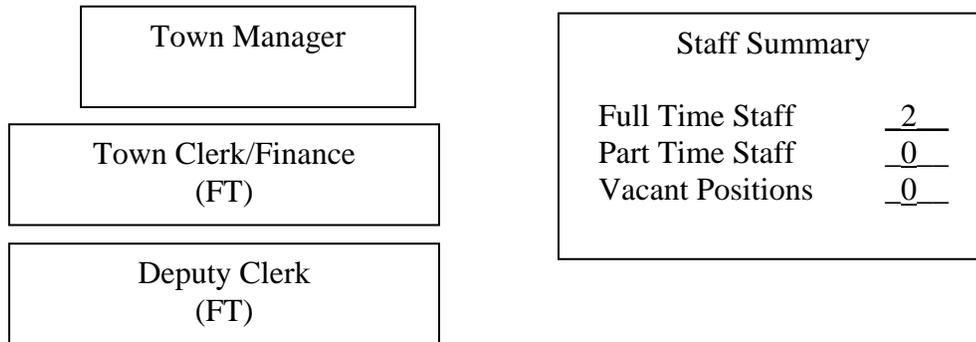
**TOWN CLERK/FINANCE DEPARTMENT**

Description:

The Pagosa Springs clerk and finance department plans, organizes and carries out duties involved with custody of Town records and Town funds; maintains official Town records including minutes, ordinances and resolutions; serves as repository of notices to the Town and similar documents; has custody of and accounts for Town funds; and invests idle Town funds. The department also maintains the Town’s accounting, payroll, accounts receivable and payables records, processes business and liquor licensing, and maintains personnel records. The clerk’s office works with the sanitation and geothermal district to complete the billing, filing of liens, and notices required for these districts.

Core Services:

The core services the department provides include maintaining town accounts receivable and accounts payable and providing payroll for all employees. The department works to maintain its human resources by acting as a liaison for all employee health, dental, pension, worker’s compensation and liability insurance. This department is responsible for maintaining all official Town documents and records, including minutes, ordinances, resolutions, deeds, contracts, and other records, per adopted retention schedules. Coordination of all town elections is the responsibility of this department as is processing cemetery deeds, business and liquor licenses, serving as the secretary for the Town Council and Town manager. Assistance with annual budget preparation is the duty of this department. This department also “contracts” with the Sanitation District and Geothermal Enterprise to perform bookkeeping and billing, filing of liens and notices. This function is also provided for the Town Tourism Committee via receiving and tracking all lodgers’ tax collections and payments.



2011 Accomplishments:

The clerk and deputy clerk have worked hard to achieve a goal of high quality, professional service and improved function and operation of the Clerk/Finance department. The department, with the assistance of the intern position, has completed the organization of all contracts, resolutions, ordinances, and minutes making the retrieval and administration more efficient. Providing a high quality of service to Town residents and employees continues to be the number one priority for this department and the department strives to treat everyone with respect, kindness and courtesy. The Town clerk graduated this year from the Colorado Institute of Municipal Clerks and will work toward receiving the Colorado Municipal Clerk (CMC) certification. The clerk attended a week long clerks institute training and a Colorado Government Finance Officers/Colorado Municipal Clerk Association conference; gaining knowledge in all areas related to the Clerk’s and Finance office. A large number of residents the Town serve gain information electronically through the internet; the town’s website has been professionally

upgraded and will continue to be maintained by staff in a professional manner. The finance department has worked in harmony with the town manager to provide regular updates to both staff and council as to town fund balances and year to date spending reports. The Caselle accounting software in the clerk's office has been upgraded as part of a move to improve the efficiency and capabilities of the department. The clerk continues to assist all departments in preparation of the annual budget.

2012 Goals:

The department goals for 2012 include maintaining a high level of service with quality results. It is a top priority to continue to improve skills, knowledge and performance with additional training. The deputy clerk will begin her first of three years training at the clerks institute in July, and the clerk will continue training in the finance area. The department is planning to offer training for potential council members for the upcoming election of three at-large seats. Additional organization of all town records will increase the ability of both staff and the public to search for resolutions, ordinances or minutes thus making the department more efficient. The Town is looking to improve the use of the local banks by submitting an RFP to find banking services that will work efficiently with the town staff and improve the use of town funds. As always, the department will be searching for cost saving programs to speed processing and increase the Town's reserves.

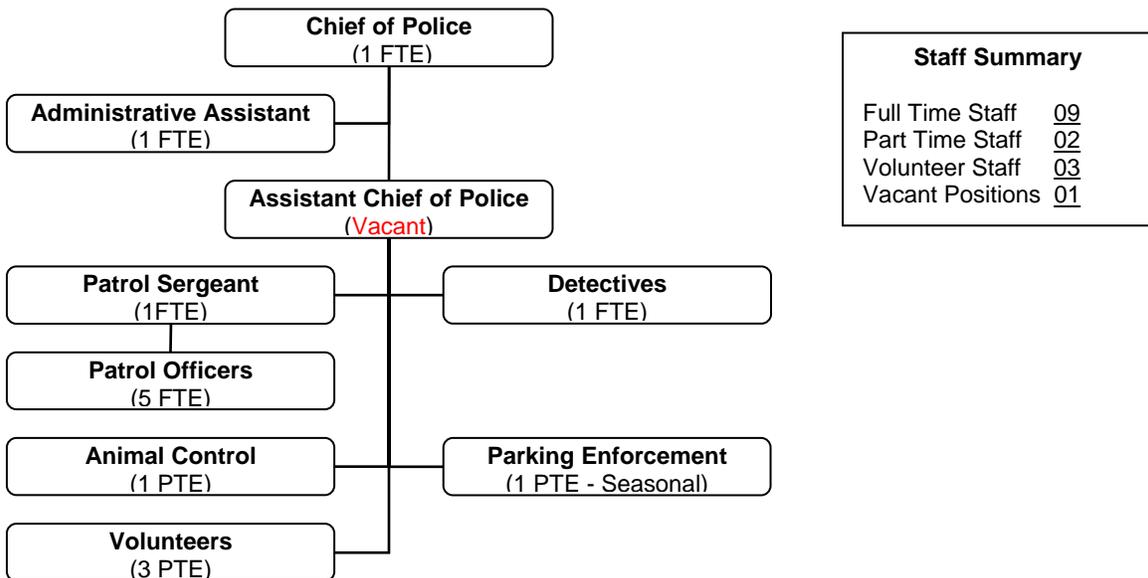
## POLICE DEPARTMENT

### Description:

The Pagosa Springs Police Department is responsible for serving and protecting both the citizens of and visitors to Pagosa Springs by providing the most effective law enforcement services possible 24 hours every day, seven days each week, 365 days a year using limited resources as efficiently as possible.

### Core Services:

The Police Department conducts a full array of police services that include, but are not limited to: responding to routine calls for police service; rendering emergency service; managing emergency situations and crime scenes; enforcing criminal laws and traffic regulations; investigating violations of criminal laws and traffic accidents; performing security and traffic control for special events; providing training and information for civic organizations, businesses, schools and individuals; and assisting other law enforcement and emergency service agencies.



### 2011 Accomplishments:

As of September 2011, the Department has one vacant position. All patrol officer positions are filled with only one patrol officer left in the Field Training Program. Having Patrol fully staffed allows the Department to manage overtime and leave, and the ability to staff the graveyard shift. The following lists some of the main accomplishments of 2011:

- Promoted a patrol officer to sergeant and hired three (3) new patrol officers to fill open patrol officer slots.
- As of November 29, 2011, 468 incident reports have been generated versus 379 at the same time in 2010. The Department has investigated and completed 89 accident reports as of November 29, 2011 versus 79 at the same time last year.
- Logged 419 hours of training and received \$600 training reimbursement from POST.

- d) Reduced officer accrued compensatory time to zero.
- e) Negotiated contract with Pagosa Medical Center to reduce rates for case medical expenses such as medical clearances, blood draws, etc.
- f) Received a High Visibility Impaired Driving Enforcement (HVIDE) grant for \$7,000 from the Colorado Department of Transportation. (Note: 18 DUI arrests vs. 9 DUI arrests in 2010.)
- g) The Department has taken on the responsibility of managing Sex Offenders Registrations for sex offenders living within the Town limits. Processing of sex offender registrations was previously completed by the Archuleta County Sheriff's Department and Archuleta Combined Dispatch.
- h) In conjunction with the Archuleta County Sheriff's Department, the Department investigated and made arrests on a string of high profile burglaries in the Town and County.
- i) Department K9 was instrumental in finding evidence that contributed to the charging and conviction of suspects in burglaries that occurred in Durango, Trimble Springs, Bayfield, and Pagosa Springs.

**2012 Goals:**

The primary goal for 2012 is to maintain and/or increase our level of service within the parameters of the department's budget and maintain services provided by the Archuleta Combined Dispatch without additional service fees. Additional goals are as follows:

- a) Evaluate and analyze current policy and procedures. Continue to develop written documentation for training, crisis management, and compliance with CBI directives.
- b) Provide continuing education and advanced training for officers.

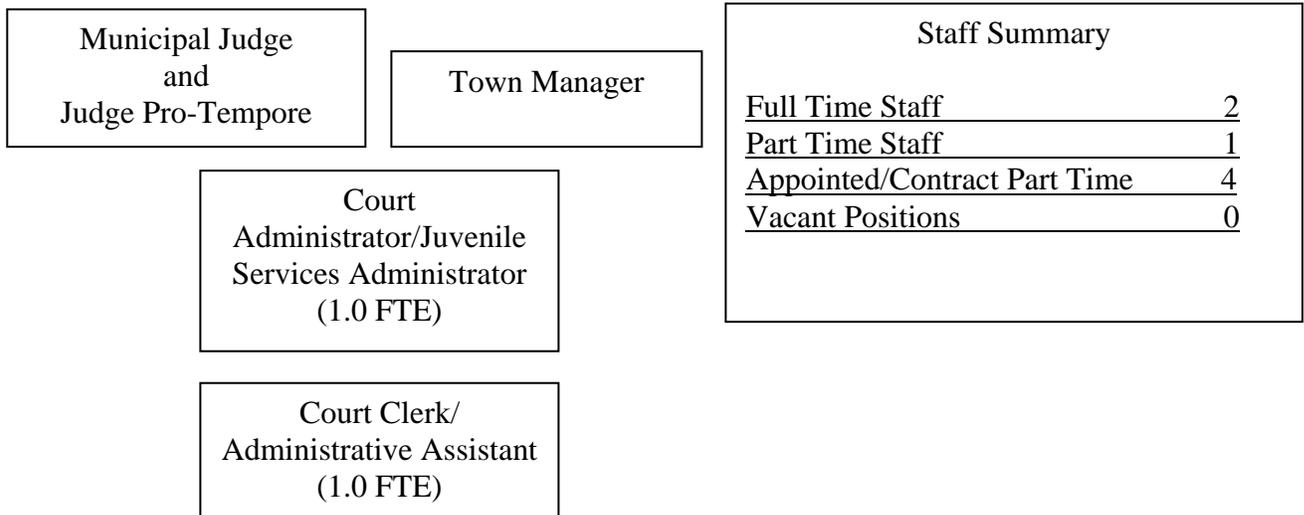
**MUNICIPAL COURT DEPARTMENT**

Description

The Pagosa Springs Municipal Court maintains an independent judiciary to dispense justice fairly and quickly. Municipal Court adjudicates adults and juveniles for status, petty, and misdemeanor offenses occurring within the Town’s corporate boundaries. Municipal Court adjudicates additional violations of the Municipal Code including, but not limited to, traffic, nuisance, building, sign, and land use violations. Municipal Court holds juvenile offenders accountable to the community, for their criminal behavior, by using pre-sentence staffings, creative sentencing, and by taking the time necessary to make a positive difference in their lives.

Core Services

Municipal Court is held once per week to conduct arraignments, financial hearings, dispositional hearings, trials, sentencings, et.al. The Court/Juvenile Services Administrator provides full probation supervision for adults and juveniles adjudicated by the Court. This includes in-person contacts with youth and their families in the office, at the schools, or at the youths’ homes. The Juvenile Services Administrator performs drug and alcohol testing on adults and juveniles adjudicated by Municipal Court and assigns community service to youth and adults adjudicated by the Court. The Court Administrator and Court Clerk, when required, do pre-sentence investigations by interviewing offenders, researching the National and Colorado Crime Information Centers (NCIC/CCIC), contacting schools, contacting other Courts, and contacting other probation departments for background information on offenders. The 19-member, volunteer Community Youth Task Force (CYTF) has been staffing the youth of our community for approximately 30 years. Youth who are found guilty or enter a plea of guilty, for their first criminal offense, are ordered to appear with their families for this pre-sentence staffing. The Court Clerk serves as the Victim Witness Coordinator who issues subpoenas to victims and witnesses and prepares, sends, and receives Victim Impact Statements. The Court contracts with a local counselor to offer quarterly drug and alcohol educational programs to youth adjudicated by the Court. As part of Municipal Court’s evaluation process, the Juvenile Services Administrator and Court Clerk administer pre-tests and post-tests to youth adjudicated by the Court. The JSA completes recidivism measures for all youth who have exited the Juvenile Services Program six and twelve months after exit. This data is analyzed, annually, to produce statistical results for Municipal Court. Municipal Court tracks delinquency, substance abuse, and recidivism with the evaluation.



## 2011 Accomplishments

- Municipal Court conducted five (5) Community Youth Task Force Meetings which staffed twenty (20) unduplicated youth and their families.
- Municipal Court conducted three drug and alcohol educational programs. Sixteen (16) unduplicated youth attended these programs.
- Municipal Court continues to collect data on youth entering the Municipal Court system. As of this report date, evaluation results for the 2010-2011 state fiscal year have not been received from Colorado State University.
- Municipal Court is cooperating with local law enforcement agencies and Consolidated Emergency Communications (dispatch) to successfully design an improved Records Management System (RMS). It is expected the Records Management System will have a Municipal Court module operational by the last quarter of 2012.

## 2012 Goals

- Municipal Court hopes to acquire a local source to compile the data collected on youth entering the Municipal Court system. Community for Recovery, a local non-profit organization, is soliciting funding to hire a statistician to perform data compilation and program evaluation for Municipal Court and Archuleta County Accountability Court.
- In response to the growing concern regarding the substance abuse by the youth of Pagosa Springs, Municipal Court initiated the Juvenile Accountability Court (JAC). The first session of JAC was convened on November 17, 2011. The purpose of this program is to prevent long-term drug and alcohol abuse through intensive therapeutic education. Juvenile Accountability Court meets two days per month. The Juvenile Accountability Court team includes the Municipal Judge, the Juvenile Services Administrator, the youths' treatment providers, and staff from the School District.
- The Juvenile Services Program will continue to collect delinquency, substance abuse, and recidivism data on program youth 6 months and 12 months post program exit.
- Municipal Court staff would like to acquire training to gain continuing education in Court Management and Positive Youth Development.
- Municipal Court staff will continue researching the possibility of acquiring Court security. To date, no appropriate grants have been identified that support local government efforts to enhance security. The Town Council will be asked to provide appropriate match funding for a grant if and when one is identified.
- Municipal Court staff will cooperate with all Town efforts to acquire a Staff Attorney/Town Prosecutor. The Court's current contract funding for prosecutorial services jeopardizes agency capacity by not allowing a prosecutor to be available to conduct Court business as often as necessary.
- Municipal Court staff will maintain the viability and capacity of the department by sustaining partnerships with existing organizations and individuals to ensure Court activities and programs continue to operate with efficiency, productivity, and success.

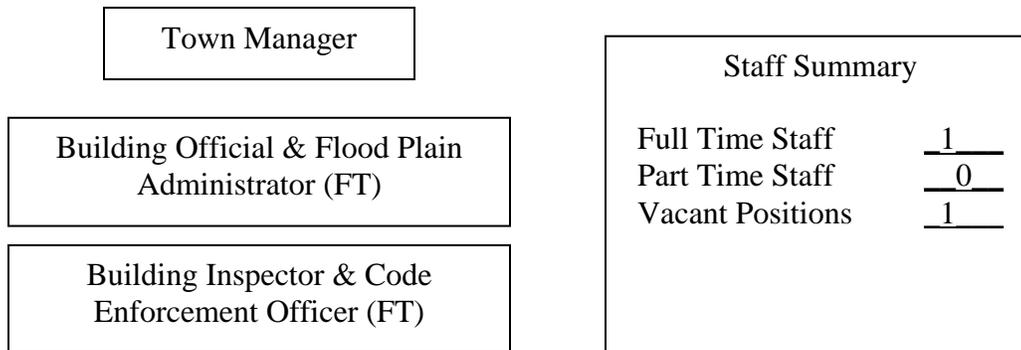
## **BUILDING DEPARTMENT**

### Description:

The department is charged with the enforcement of the building codes which are adopted by the Town to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

### Core Services:

The Building Department's primary function is to ensure buildings are safely designed and constructed for the citizens and visitors of Pagosa Springs, This is achieved through providing ongoing building safety education to citizens, designers and contractors through the plan review, permitting and inspection processes for the construction and renovation of residential and commercial buildings. The department also provides Town zoning ordinance, property maintenance and sign code enforcement and permitting as well as flood plain management and business licensing. The department provides co-operational support to the following, but not limited to, entities; PAWSD, Pagosa Springs Fire Protection District, Archuleta County and all other Town of Pagosa Springs Departments.



### 2011 Accomplishments:

- The Building Official successfully rewrote an ordinance document to place the enforcement duties of the provisions of the Fire Code for new construction under the auspices of the Town Building Official. The document was carefully crafted to ensure that the enforcement duties of the International Fire Code for new construction were placed under the review and approval of the Building Official while still placing all other Fire Code enforcement duties under the authority of the Fire District. Such duties the Fire District is still authorized to perform include building maintenance, various Fire Code specific operational permits, firefighting pre-planning, and authority to control emergency scenes as well as other non-construction related duties.
- The building department began reviewing plans and performing inspections on all new construction projects, remodels and changes of use for conformance with the International Fire Code
- The Building Official/ Flood Plain Administrator participated as the Town representative on the Hazard Mitigation Planning Committee (HMPC) and completed a "Risk Assessment" report on behalf of the Town of Pagosa Springs in conjunction with the

Archuleta County Emergency Management Agency. The Risk Assessment identifies potential natural and human caused disasters and prioritizes them based on likelihood, potential impact to the community and the immediacy for the need of mitigation measures to lessen the disaster's impact. The Risk Assessment report and the Town's participation in the HMPC is a required prerequisite to receiving State and Federal funding to help offset the costs associated with Hazard Mitigation projects in the community.

- This department has striven to provide quick turn around times for all plan reviews. The Town Manager has stated publicly that we will work to cut development review turn around times in half and since this policy was implemented the reviews for Building Code compliance have been kept to 1-7 working days which is down from the previous 1-12 working day turn around times.
- Continued to provide "code education and support" to designers and builders so that as their level of understanding of the codes increases, the number of corrections during the plan review and field inspections continue to decrease, as they have recently done each year in the recent past which greatly improves the efficiency of the process.
- The above achievements were all accomplished while the department continued to provide "Next Day" inspection services and complete and thorough plan reviews (which helps ensure that major and costly problems with the building design can be rectified prior to being caught in the field during the inspection process).

#### 2012 Goals:

- Work towards gaining certification as Fire Code Plans Examiner from the International Code Council through studying the code as well as attending training classes.
- Continue participation on the Hazard Mitigation Committee and push for making flood mitigation measures and along the McCabe Creek a high priority in this community. This project should be the first to be submitted for mitigation funding by the Committee and the Building Official will continue to emphasize its' importance.
- Make every attempt to continue permit turn around times with additional duties (Fire Code reviews) and only one staff member.
- Continue to provide "Next Day" inspection services to ensure costly construction delays are not attributed to the inspection process once construction has begun.
- Continue to provide "code education and support" to designers and builders so that as their level of understanding of the codes increases, the number of corrections during the plan review and field inspections continue to decrease, as they have done each year in the recent past, which greatly improves the efficiency of the process.

## PLANNING DEPARTMENT

### Description:

The town planning department's primary responsibility is providing direction to applicants and reviewing projects for compliance with town codes and policies. Additionally, the planning department works to fulfill the following: provide technical assistance to other departments; implement the adopted Comprehensive Plan, Downtown Master Plan, Regional Parks, Recreation, Open Space & Trails Master Plan and the Town to Pagosa Lakes Trail Master Plan; grant writing; ordinance development and drafting; code enforcement assistance; customer service; and staffing to Town Council, Planning Commission and Historic Preservation Board.

### Core Services:

The primary responsibility of this department is the administration of the town's adopted Land Use & Development Code. The department also provides staff to the Town Council, Planning Commission, Board of Adjustments, Design Review Board and the Historic Preservation Board. Additional service provided is the development of long range land use planning, including administering the relevant sections of the comprehensive plan and downtown master plan and other long range planning initiatives as directed by town commissions and the Council.

Town Manager
Director of Planning (FT)
Associate Planner (Vacant)

<b>Staff Summary</b>	
Full Time Staff	<u>1</u>
Part Time Staff	<u>0</u>
Vacant Positions	<u>1</u>

### 2011 Accomplishments:

#### *Long Range Planning*

- a) Completed a GOCO River Corridor Improvement Concept Paper for the opportunity to apply for a large GOCO Grant. Notification of invitation to apply for a GOCO grant is expected by mid December 2011. If invited, staff will coordinate the Grant Application process.
- b) Coordinated, proposed and received approval for a sidewalk improvement initiative for the south side 100 block of the Pagosa Street.
- c) Successfully applied for and awarded a State Historical Fund Grant for \$3,500 to assist with the cost of 8 new landmark property designation Plaques and for the Historic Preservation Board attendance at the 2012 Saving Places Conference in Denver.
- d) Worked with CDOT to secure equipment installation commitments (to cover cost of installation of town supplied equipment) for all future pedestrian crossing improvements downtown and associated with future trail projects.
- e) Successfully applied for, granted and administered \$183,649 in CMAQ funds for purchase of new town street sweeper (\$158,813) and two years of mag-chloride (\$24,836) purchases.
- f) Worked closely with CDOT to amend the proposed ACP (Access Control Plan), held one final public open house work session for public input and successfully moved the final ACP through for adoption at the Town and County level.
- g) Participated in the development of the "Town to Pagosa Lakes Trail Master Plan", proposed adoption at town and county level, coordinated proposed first construction phase of the trail and solicited funding for the first construction phase from the County, PLPOA, State Trails and CDOT. Staff has also contacted property owners for preliminary trail easements for the first segment of the west phase.
- h) Worked closely with CDOT in the re-scoping of the original proposed San Juan Alley sidewalk project to provide connections along S. 8th Street and up to 10th Street which had

successfully received \$238,000 in CDOT Transportation Enhancement Funding in 2010. Staff is currently drafting a RFP for design services. Staff also contacted adjoining property owners for preliminary trail / sidewalk easements.

i) Conducted multiple joint Planning Commission work sessions in an effort to identify areas the two entity's can work together, consider a more streamlined/shared application process and identify proposed zoning for areas of the county that border the town to better direct potential development.

j) Coordinated the preliminary design & engineering analysis, cost estimating, environmental assessments and Army Corps of Engineers application submissions for the proposed river walk extension and new pedestrian bridge.

### **Current Planning**

a) Preparing a "RFP" for design and engineering services for the first segment of the west phase of the Town to Pagosa Lakes Trail project. Staff continues to work with adjacent property owners for easements and will embark on the required Federal Uniform Act process for property acquisitions and easements very soon.

b) Currently preparing a "RFP" for design and engineering services for the sidewalk and multi use trail project along S. 8th Street and up to 10th Street. A RFP for construction will be produced after the design and engineering services are complete. Staff is also beginning the required Federal Uniform Act process for the two land acquisitions needed for the project.

c) Serving as construction project manager for the new west end vehicular directional way finding sign project.

d) Administered first year of Town's Sales, Lodgers and Property tax rebate application process.

e) Coordinating the preparation for construction readiness for the river walk extension and pedestrian bridge.

f) Completing "Geothermal Well Owner Agreements" for the installation and servicing of temperature and pressure monitoring equipment.

### **2012 Planning Department Goals:**

a) Continue Town to Pagosa Lakes Trail construction project planning and preparations to include: easement negotiations, pursue additional grant funding, prepare RFP's for design / engineering / construction of first segment of west phase, coordinate preparation of design/construction of the second segment of west phase and continue to indentify opportunities for the full trail connection between uptown and downtown.

b) Provide and coordinate training opportunities for appointed and elected officials in regards to planning techniques and projects for both the Planning Commission and Historic Preservation Board.

c) Continue to provide exceptional customer service in a positive "business friendly" office environment by ensuring the necessary information and direction for development applications, business license applications, sign permits, ect..,

d) Continue to work closely with the County Clerk, Assessor and local land surveyors to ensure proper recordation of legal property plats and contract documents.

e) Continue to serve on the TTC Way Finding sub-committee to indentify opportunities to implement the adopted "Streetscape, Furnishings and Signage Plan". Continue to serve as project coordinator/manager on signage and streetscape projects, for future implementation of the plan.

- f) Work with the Town Manager, Building Maintenance Director and Streets Superintendent for the consideration of a LED light change out program that will not cost the town additional annual funds, that will provide a complete return on investment within a couple of years, resulting in large energy cost savings for many future years.
- g) Work with the Historic Preservation Board to implement strategies to draw more attention and tourists to Pagosa Springs Heritage and the Downtown Historic District including;
- ~ Complete the installation of all “Historic Property Designation Plaques”
  - ~ Producing 8 additional Historic Property Designation Plaques.
  - ~ Solicit additional Activities & Events for the Historic Preservation Month of May.
- h) Coordinate the design and engineering services and property owner arrangements for the Pagosa Street sidewalk improvement project during the 2011-12 winter in preparation for spring 2012 construction.
- i) Lewis Street Re- Construction Project: The Planning Department will continue to work with the Tow Streets dept, property owners, Davis Engineering and TC Pipeline to ensure a quality timely project as the contractor moves into the 200 and 300 blocks.
- j) River Walk Improvements will begin in 2012. Full scope of River Corridor and trail improvements will depend on the out come of our submitted GOCO concept paper. Planning Staff will continue to prepare the river walk extension and 6th Street pedestrian bridge project to be shovel ready while the grant award determination is in process.
- k) Continue to develop a good working relationship with CDOT staff and to solicit their help and participation for town projects including the McCabe Creek culvert issue, over the highway banner size policy changes, new cross walk improvements, ect..
- l) Continue to identify potential grants for proposed town projects.
- m) Propose and Complete the property donation and transfer of the Odd Fellows Cemetery to the Town.
- n) Prepare and complete a proposed sign permit and regulation consolidation with the County and PLPOA, as initiated at the 2011 Joint Planning Commission work sessions.
- o) Prepare RFP for design and engineering services for the Majestic Drive Paving project to be followed with a RFP for construction.

**2011 Budget request explanations:**

10-46-208: Historic Preservation Board, \$6,000:

This line item is partially offset with a State Historical Society \$3,500 grant awarded. Approximated use of funds; \$2,448.59 Historic Landmark Plaques, \$2,853 HPB attendance at Saving Places Conference, \$698.41 Historic Preservation Month and other.

51-77-465: San Juan Alley Sidewalk, \$298,296:

\$238,296 is awarded Transportation Enhancement Funds.  
\$60,000 town matching funds.

51-77-xxx: Main Street Sidewalk Improvement, \$144,000:

TC approved, non-assessed, sidewalk improvement between 1st St and 2nd St along the south side of Pagosa Street.

51-77-447: Majestic Drive Paving (CMAQ), \$638,000:

\$385,000 (up to) awarded CMAQ funding and \$253,000 town matching funds, for the 2000 lineal foot portion of Majestic from the west pavement end through the JJ Junction intersection.

51-77- xxx: Pedestrian Crosswalk Improvements, \$44,000:

Planning Department will be ordering equipment for the two Downtown mid-block pedestrian crossings by end of 2011 for installation (installation by and paid for by CDOT) in early 2012. Also, Planning staff has received CDOT permission to include a pedestrian flag crossing program in addition to the new equipment upgrades.

51-46-xxx: City Works Programs, \$23,000:

The City Works permitting program is being proposed to accommodate a community wide uniform format for submitting land use development applications (Identified through the Joint Planning Commission work sessions as a means to better serve our community). The City Works asset management program is being proposed as a means to keep track of the Towns assets, repairs conducted, code enforcement and more.

51-77-631: Town to Pagosa Lakes Trail, 1st segment of west phase, \$625,000:

Revenue offsets for the project expenses include:

Archuleta County:

\$200,000 from PROST

\$125,000 county awarded CDOT transportation Enhancement funds

\$25,000 Enhancement Matching

PLPOA:

\$45,000 towards construction of trail between Village Dr and Hwy 160.

State Trails Grant:

\$200,000 applied for, awards notified by March 2012.

Town:

\$30,000 budgeted for Uniform Act and preliminary engineering.

Town Planning staff will serve as the project manager.

51-77-634: River Walk Improvements, \$1,500,000:

Planning Staff submitted a "River Corridor Improvement Concept Paper" to GOCO for San Juan River corridor improvements through out town which identified 7 segments for specific improvements. Notifications for submitting actual grant application are expected in mid December. \$1.5 million is the cost of the River Walk extension and new pedestrian bridge at the 6th Street bend, OR, the 1.5 million can be used for matching if awarded a large grant.

51-46-441: Annexations \$5,000.

This would allow staff to cover costs associated with the continuation of annexations along Hwy 160.

51-77-459: Wayfinding Signs \$20,000

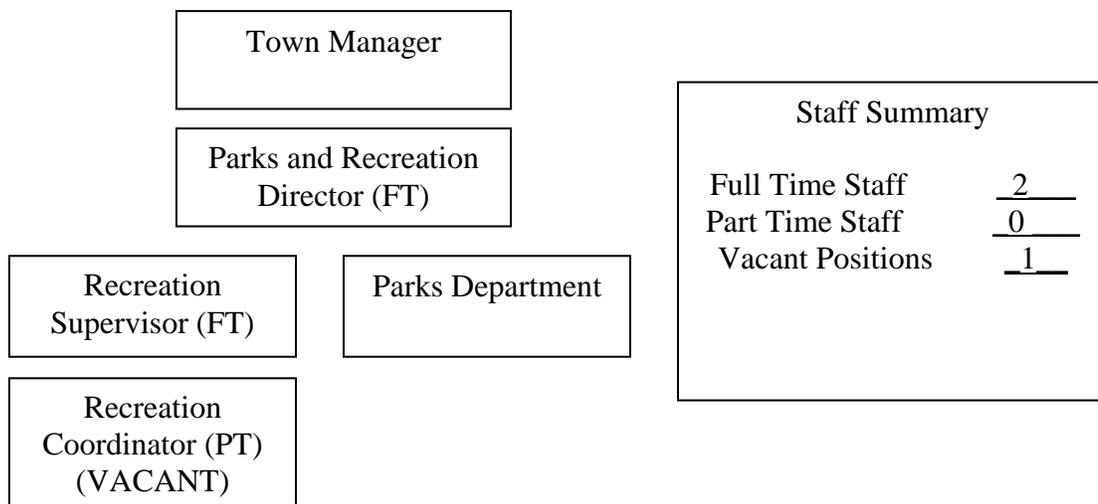
The TTC hopes to also secure \$30,000 towards new wayfinding signs to be constructed in 2012. Additionally, the wayfinding TTC sub-committee will be determining and purchasing New light pole banners for placement throughout town.

## RECREATION DEPARTMENT

Description: The recreation department provides and directs comprehensive recreation programs for the youth and adults in the community. The department also coordinates with other government agencies to identify opportunities to provide additional recreation planning and facilities, and reviews programs, policies, equipment, facilities, and events to ensure that the public's recreation needs are being met.

The department reports to the Town Manager and recommends and implements changes when appropriate to improve services and facilities. The department includes 2 full-time employees and 15-20 seasonal, part-time employees (referees, umpires, instructors, etc.).

Core Services: The department administers 10 programs: youth basketball, adult basketball, baseball, adult softball, tee ball, soccer, youth volleyball, youth tennis, Hooked on Fishing, and the "Pick-up Pagosa Country" anti-litter campaign. The administration of these programs includes the provision of equipment, instruction, team uniforms, game officials, awards, first aid, criminal background checks for volunteers, coaches and officials, and weekly news articles and press releases.



### 2011 Accomplishments:

Program participation this year grew by an average of 8.5 percent over last year, which is fairly consistent with the average of 10-percent growth over the past five years. The department will come in under budget for the sixth consecutive year, and revenues for this year should equal last year's totals. However, business sponsorships are understandably at an all-time low due to the lingering effects of a stale economy.

As noted last year, the department has eliminated the part-time "recreation coordinator" position indefinitely. The need for this position will continue to be evaluated annually.

The department was able to secure a Great Outdoors Colorado (GOCO) grant for \$104,000 this year, which allowed for the construction of permanent restrooms at Yamaguchi Park.

In addition, the department has once again secured facility use agreements with the school district, PLPOA and Wyndham resorts, and oversaw the completion of the new skate park and renovations to the high school baseball complex.

### 2012 Goals:

Based on the continued direction and support from Town Council, the department will continue to efficiently provide and market ample recreation opportunities for adults and youth in a cost-effective manner, and will identify grant opportunities which can be evaluated and pursued in order to meet the growing demand for quality programs and facilities.

The department will also continue to engage the school district and Archuleta County regarding opportunities to offset the Town's cost of providing most of the community's organized recreation programs.

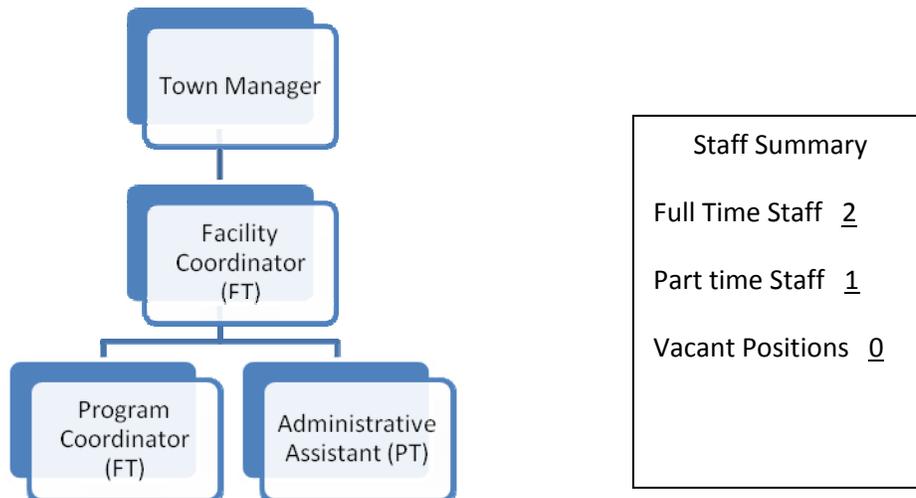
## COMMUNITY CENTER DEPARTMENT

### Description:

This department works to provide affordable services and space for all ages and diverse groups to gather for social, sports, civic, art and culture, educational, business and faith-based activities. This department creates and coordinates activities for the benefit of the entire community.

### Core Services:

Daily operations of this department include scheduling reservations for room rentals, facilitating community events, workshops, classes, and programs held in the center, as well coordinating, advertising and hosting several community events.



### 2011 Accomplishments:

Completed improvements in the multipurpose room; ceiling to floor curtains, PA system with 4 ceiling mounted speakers for speaking purposes and light background music. Ceiling lights rewired for a better all purpose use. A simple brochure has been made for the purpose of advertising our items for rent and the facility. Our marketing efforts have increased the usage of the facility to large venues.

### Goals 2012:

Continue with our marketing efforts to attract large venues to book their meeting space at the center. Continue researching funding sources/grants for improvements of the center. Replace tables and chairs that are damaged. Improve kitchen facilities from a warming kitchen to a commercial kitchen for a more functional use.

## STREETS DEPARTMENT

### Description:

The streets department provides year round service, construction and maintenance of all Town streets, signs and lighting, also service to the cemetery, parks & trail preservation, and maintenance of drainage and sidewalks. This department also assists other staff, when needed, with the town geothermal system and sanitation district.

### Core Services:

- Maintaining all streets by filling pot holes and cracks, replacing asphalt where needed.
- Grading and applying additional base to gravel roads or chemical for dust control.
- Keeping lighting, signs and drainage in good condition.
- Plowing snow from all roads, alleys, streets, sidewalks and parking areas in the Town.
- Repairing and replacing cracked or broken Town sidewalks.
- Participating in special events and town functions as traffic control and fireworks team. Responsible for organization and participation of Town wide clean up weeks.
- General cemetery care and road maintenance, location and sale of plots.
- Geothermal service of leaks, temperature, and proper function.
- Service and maintenance to department vehicles and equipment, and organization and maintenance of Town shop property.
- Installation of banners, flags, and signs for special events in the Town.
- Coordinating with engineers, contractors and sub-contractors on capital projects.

Town Manager	<b>Staff Summary</b>  Full Time Staff <u>4.5</u> Part Time Staff <u>1</u> Vacant Positions <u>0</u>
Streets Superintendent (1FTE)	
Equipment Operator/Maintenance (2 FTE)	
Streets/Maintenance (1.5 FTE and 1 PTE)	

### 2011 Accomplishments:

In 2011 the department kept up with and fulfilled all our daily duties, which included frequent plowing during a harsh winter. The Department did the graveling of Piedra Estates at Majestic from end of asphalt to JJ Junction. From JJ Junction to Shawn Street. Also from end of asphalt on Oren Road to JJ Junction. Lewis Street project was started but not completed. During the summer all drainage and other street duties were accomplished including the painting of crosswalks. The streets department worked with the geothermal department to complete upgrades needed in the geothermal system. The streets department once again worked to improve the Reservoir Hill road and park to accommodate the increased use of the hill.

2012 Goals:

The departments 2012 goals include continuing to maintain a high level of service to the Town for the maintenance and upkeep of the town's roadway system. The department will continue its cooperation with other departments and work to coordinate special projects as needed. The department will work with other town staff and engineering to coordinate capital improvements for 2012 according to the Capital Improvement Plan; this may include reconstruction of Lewis Street from the 100 block to the 400 block including curb and gutter and possibly sidewalks. The department will also assist with the extension of the Town's trail system and Reservoir Hill park projects. Paving of Piedra Street from 8<sup>th</sup> to 10<sup>th</sup> Street and also from Piedra Street on 10<sup>th</sup> St. to Navajo Street.

## PARKS DEPARTMENT

### Description:

This department maintains all existing park facilities within the town's corporate boundaries and the grounds surrounding all town buildings. This department's daily work includes coordinating with other town departments, other governmental entities and agencies, and individuals to monitor and maintain all park grounds and facilities for safety, aesthetics, ecological health, and compliance with governmental guidelines. The department performs needed upgrades and maintenance operations.

### Core Services:

Maintain all public grounds in the Town. Monitors and maintains the safety and aesthetic values of all Town grounds; ensures the maximum availability of Town facilities for visitors and residents alike; administers parks reservations for special events, and acts as Town liaison with parks users; coordinates with Recreation Department on field maintenance and scheduling; develops and plans new parks facilities and improves existing parks spaces; serves as horticultural consultants to the public and coordinates community-service horticultural projects; conducts snow-removal operations coordinated by the Streets Department; operates and maintains the ice-rink, skate park, and all other parks amenities; and monitors and maintains mitigation areas including the town's conservation easement.

Town Manager	<b>Staff Summary</b>  Full Time Staff <u>   3   </u> Part Time Staff <u>   2   </u> Vacant Positions <u>   0   </u>
Parks and Recreation Director	
Parks Supervisor (FT)	
Parks Maintenance (2 FT/2PT)	

### 2011 Accomplishments:

Many municipal improvements and special events take place in Pagosa in 2011. An expanded sledding facility appears at the Spa Trailhead. The Mary Fisher Park shows improved turf and accommodates exponentially increasing numbers of visitors. Town Park hosts more than 20 large events, a growth that necessitates the reevaluation of parks reservation policies. New picnic tables and park benches adorn the freshly-resurfaced Riverwalk. A *Fishing is Fun Grant* is acquired, adding \$85,000 to the funding for work to be done in the San Juan River. The existing whitewater features double as swimming holes at low water and attract thousands of swimmers, tubers, and fishermen to the riverbanks through town. An Army Corps of Engineers Individual 404 permit was submitted for review, with the engineering and environmental assessment necessary for continuing our work in the river attached. New bathrooms are nearly completed in Yamaguchi Park, and the skate park in Yamaguchi is completed, opened, and is widely used and praised by the skateboarding community. Coordinating with PAWSD, plans for raw water irrigation in Centennial Park have been developed. The Community corps builds a new staircase into Town park from Hot Springs Blvd. An additional seasonal employee is added to the parks crew and contributes a great deal to the crew's efforts. Forestry work on Reservoir hill becomes more urgent as proposed development on the hill shines a spotlight on the importance of protecting that resource. Acres of trees around the festival meadow are sprayed with prophylactic insecticide, and

adjacent acreage is thinned for forest health. A Colorado State Forest Service grant is received to allow for more thinning work to take place in the spring of 2012. 2011 is a very successful year.

2011 Goals:

Continuing progress toward the establishment of the landscaping materials in Yamaguchi Park will again be a challenge for the Parks Department. Construction cleanup and revegetation resulting from the building of the bathrooms and skate park will take much time and effort. The softball field at Yamaguchi will see its first games, and a new swing set will be placed adjacent to the existing playground. More work will be done in the river utilizing the funds from the *Fishing is Fun* grant. The newly-adopted Admissions Fee will be administered, generating revenue for infrastructure and facilities development to expand. A line item in the budget for resource management will provide funds to implement the Reservoir Hill Forest Management Plan being developed by Parks Department staff. The Public Spaces Use Permit Application process will simplify, clarify and expedite the administration of the growing number of large events for which Pagosa is increasingly becoming famous. The Parks Crew will continue to provide the best, safest, most attractive and most fun parks of any town of comparable size and situation in the world.

## FACILITIES MAINTENANCE DEPARTMENT

### Description:

The maintenance department performs a variety of facility and building maintenance and preventative maintenance duties for the Town's buildings and facilities. Work performed includes skilled and semi-skilled carpentry, electrical, plumbing, and mechanical duties.

### Core Services:

This department's main duty is to provide preventative maintenance and repair, when needed, Town facilities, equipment and buildings by performing a variety of skilled and semi-skilled work. These duties also include investigating maintenance complaints; performing building safety inspections, and ensuring compliance with proper work methods and CIRSA recommendations. The maintenance department works closely with all other departments and is available to assist when necessary. This department also maintains records of completed maintenance and repair work and responds to requests for emergency repairs. The staff orders supplies and maintains an inventory of parts, schedules, directs and participates in remodeling of facilities. During the winter season, this department is responsible for removing snow from both the Town Hall and Community Center parking lots and walkways. This department also assists with the functions of the community center by moving furniture within and between buildings; sets up rooms and meeting spaces, assists in the set-up and take-down of necessary equipment used in events at the Community Center and is in charge of custodian services in the Town Hall and Community Center. This department also coordinates and directs the Town's 4<sup>th</sup> of July fireworks presentation.

Town Manager	Staff Summary
Maintenance Supervisor (1 FTE)	Full Time Staff <u>  3  </u>
Custodian (2 FTE)	Part Time Staff <u>  0  </u>
	Vacant Positions <u>  0  </u>

### 2011 Accomplishments:

In 2011, this department was successful in completing the upkeep and maintenance at the Town Park gazebo. Also, the installation of one dumpster at the Community Center. As always this department is instrumental in the organization and presentation of the annual fireworks show, with each year better than the last. This department strives to continue the overall upkeep of the Town Hall and the Community Center.

### 2012 Goals:

In 2012, the department plans to continue its efficient maintenance program for the town facilities and continue to respond to facility emergencies/failures as well as conduct preventative maintenance.

**LODGER’S TAX FUND (TOWN TOURISM COMMITTEE DEPARTMENT)**

Description:

The Town Tourism Committee’s overall goals and objectives unify around bringing tourists to Pagosa Springs. The Town Tourism Committee is focused on increasing overnight stays, increasing overall tourism traffic to Pagosa Springs and improving local amenities to encourage repeat visitation from tourists. The Committee consists of 11 Board members and one staff person.

Core Services:

- a) Promote Pagosa Springs as a tourism destination through the following:
  - a. Advertising Pagosa Springs as a tourism destination through print and online marketing efforts
  - b. Drive interest in Pagosa Springs through Social Media efforts, including Pagosa Springs facebook page, twitter, youtube and trip advisor
  - c. Fund and work with area event organizers to create events that will attract tourists to Pagosa and also provide them something to do while in town
  - d. Work with Town to implement Wayfinding and Signage Plan and other capital improvement projects as needed
  
- b) Work with community to improve the experience that Pagosa Springs offers tourists

Town Manager
Town Tourism Committee Executive Director (FT)

<b>2011 Staff Summary</b>	
Full Time Staff	<u>1</u>
Part Time Staff	<u>0</u>
Vacant Positions	<u>0</u>
Board Members	<u>11</u>

2011 Accomplishments:

- a) Developed business plan for recreational amenities on Reservoir Hill
- b) Held Tourism Conference to help local businesses understand how to reach our tourists and learn about emerging trends and technologies
- c) Launched mobile version of www.visitpagosasprings.com
- d) Enhanced event marketing efforts for area tourism events
- e) Launched Tourism Ambassador program to provide information to visitors in the field and encourage people passing through town to stay longer

2011 Measurements:

- a) Currently, 2011 lodgers tax shows an increase of 4.48% versus 2010 (\$14,447), a 13% increase over 2009 (\$39,742) and a 23% increase over 2008 (\$62,321).
- b) E-newsletter database has grown in excess of 55,000 subscribers, annual requests for visitor guides is approximately 30,000, social marketing efforts allowing TTC to reach new audience

### 2012 Goals:

- a) Continue implementation of Wayfinding & Signage Plan
- b) Continue to refine Reservoir Hill Business Plan to enhance downtown recreation amenities
- c) Continue to see growth in lodger's tax and overall leads through marketing efforts
- d) Continue to provide information for tourists where they are looking – online, print, etc.
- e) Continue to hold Annual Tourism Conference to further assist local businesses in reaching tourists in Pagosa Springs
- f) Work with Area Lodgers to improve information flow regarding upcoming events and live music so that tourists have current access to all area happenings, through weekly email and Tourism Partner “information poster”
- g) Launch new central reservation system with full partnership from lodging association and area lodgers – lodgers will pay zero % commission with new system
- h) Continue Lodging Tax Compliance program
- i) Develop long-term funding for 4<sup>th</sup> of July fireworks

### 2012 Measurements:

- a) Increase lodgers tax revenue by at least 5% over 2011
- b) Launch new tool to enhance tracking of all marketing efforts
- c) As a committee, continue to be proactive in reaching tourists and staying on top of important marketing trends

# **Addendum C**

## **Debt Service**

Pagosa Springs - Combined Amortization

Nominal Annual Rate: 3.570%

	Date	Payment	Interest	Principal	Balance	Purchase Option Price
Loan	7/8/2011				\$ 2,155,207.38	
1	1/1/2012	\$ 205,906.73	\$ 37,829.28	\$ 168,077.45	\$ 1,987,129.93	N/A
2	7/1/2012	\$ 205,906.73	\$ 35,470.27	\$ 170,436.46	\$ 1,816,693.47	N/A
3	1/1/2013	\$ 205,906.73	\$ 32,427.98	\$ 173,478.75	\$ 1,643,214.72	N/A
4	7/1/2013	\$ 205,906.73	\$ 29,331.39	\$ 176,575.34	\$ 1,466,639.38	N/A
5	1/1/2014	\$ 205,906.73	\$ 26,179.52	\$ 179,727.21	\$ 1,286,912.17	N/A
6	7/1/2014	\$ 205,906.73	\$ 22,971.34	\$ 182,935.39	\$ 1,103,976.78	N/A
7	1/1/2015	\$ 89,816.53	\$ 19,705.99	\$ 70,110.54	\$ 1,033,866.24	\$ 1,044,204.90
8	7/1/2015	\$ 89,816.53	\$ 18,454.51	\$ 71,362.02	\$ 962,504.22	\$ 972,129.26
9	1/1/2016	\$ 89,816.53	\$ 17,180.70	\$ 72,635.83	\$ 889,868.39	\$ 898,767.07
10	7/1/2016	\$ 89,816.53	\$ 15,884.15	\$ 73,932.38	\$ 815,936.01	\$ 824,095.37
11	1/1/2017	\$ 89,816.53	\$ 14,564.46	\$ 75,252.07	\$ 740,683.94	\$ 748,090.78
12	7/1/2017	\$ 89,816.53	\$ 13,221.21	\$ 76,595.32	\$ 664,088.62	\$ 670,729.51
13	1/1/2018	\$ 89,816.53	\$ 11,853.98	\$ 77,962.55	\$ 586,126.07	\$ 591,987.33
14	7/1/2018	\$ 89,816.53	\$ 10,462.35	\$ 79,354.18	\$ 506,771.89	\$ 511,839.61
15	1/1/2019	\$ 89,816.53	\$ 9,045.88	\$ 80,770.65	\$ 426,001.24	\$ 430,261.25
16	7/1/2019	\$ 89,816.53	\$ 7,604.12	\$ 82,212.41	\$ 343,788.83	\$ 347,226.72
17	1/1/2020	\$ 89,816.53	\$ 6,136.63	\$ 83,679.90	\$ 260,108.93	\$ 262,710.02
18	7/1/2020	\$ 89,816.53	\$ 4,642.94	\$ 85,173.59	\$ 174,935.34	\$ 176,684.69
19	1/1/2021	\$ 89,816.53	\$ 3,122.60	\$ 86,693.93	\$ 88,241.41	\$ 89,123.82
20	7/1/2021	\$ 89,816.53	\$ 1,575.12	\$ 88,241.41	\$ -	\$ -
Totals		\$2,492,871.80	\$337,664.42	\$ 2,155,207.38		

Wells Fargo Equipment Finance, Inc.  
 733 Marquette Avenue  
 MAC: N9306-070  
 Minneapolis, MN 55402

**SUPPLEMENT TO MASTER GOVERNMENTAL  
 LEASE-PURCHASE AGREEMENT**

Name and address of Lessee:  
**Town of Pagosa Springs**  
**551 Hot Springs Boulevard**  
**Pagosa Springs, CO 81147**

Supplement No. 0303118-400

This is a Supplement to the Master Governmental Lease-Purchase Agreement No. 303118 dated June 8, 2010 (the "Master Lease"), between Lessor and Lessee. Pursuant to the Master Lease (all the terms and conditions of which are incorporated herein by reference, except to the extent that they relate to other Schedules or Equipment listed on other Schedules) and this Supplement, Lessor is leasing to Lessee, and Lessee is leasing from Lessor, the Equipment described below. Lessee represents, warrants and covenants that its representations, warranties and covenants set forth in the Master Lease (including, without limitation, Section 6 thereof) are true and correct as though made on the date of execution of this Supplement.

EQUIPMENT DESCRIPTION			
Quantity	Serial Number		
One (1)	NAC531622	2010 Case 580SM-3 Backhoe, including all parts, attachments and accessories.	
Location of Equipment (if different from Lessee's address)		SCHEDULE OF RENT PAYMENTS	
Acceptance Date		Basic Rental Payments	Number Of Payments
Payment term in months		Interest Rate	First Payment Due
60 months		4.12%	July 2010
Rental payment period (check one)		Advance Payments	Final Purchase Option Price
<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Other - see additional provisions <input type="checkbox"/> Semi-annually		1,333.00	1,333.00
		FINANCE AMOUNT: \$72,416.00	
		TOTAL RENT: \$79,979.96	

**Additional Provisions:**

Exhibit A is attached hereto pursuant to Section 4 of the Master Lease Agreement #303118 dated June 8, 2010. Notwithstanding anything to the contrary contained herein, the date the first payment period begins shall be the date 100% of the proceeds are disbursed hereunder.

LESSOR: Wells Fargo Equipment Finance, Inc.

LESSEE: Town of Pagosa Springs  
 Pagosa Springs, CO

By \_\_\_\_\_  
 Its \_\_\_\_\_  
 Date \_\_\_\_\_

By David J. Mitchell  
 Town Manager  
 Date July 7, 2010