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**TOWN COUNCIL MEETING AGENDA  
TUESDAY, OCTOBER 4, 2016  
Town Hall Council Chambers  
551 Hot Springs Blvd  
5:00 p.m.**

- I. **CALL MEETING TO ORDER**
- II. **PUBLIC COMMENT** – *Please sign in to make public comment*
- III. **CONSENT AGENDA**
  - 1. **Approval of the September 22, 2016 Meeting Minutes**
  - 2. **Liquor License**
    - a. **Liquor License Renewal – DSP Pizzeria at 100 Country Center Dr Suite C**
  - 3. **Domestic Violence Awareness Proclamation**
- IV. **NEW BUSINESS**
  - 1. **Preliminary 2017 Budget**
  - 2. **Hot Springs Loop Colorado Tourism Office Grant Application**
- V. **PUBLIC COMMENT** – *Please sign in to make public comment*
- VI. **COUNCIL IDEAS AND COMMENTS**
- VII. **NEXT TOWN COUNCIL MEETING OCTOBER 20, 2016 AT 5:00 PM**
- VIII. **ADJOURNMENT**

**Don Volger  
Mayor**



# AGENDA DOCUMENTATION

## LIQUOR LICENSES: III.2A

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 4, 2016

**FROM: BILL ROCKENSOCK, POLICE CHIEF**

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**PROJECT: LIQUOR LICENSE RENEWALS**

**ACTION: DISCUSSION AND POSSIBLE ACTION**

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### **BACKGROUND**

Businesses granted liquor licenses by the State of Colorado and the Town of Pagosa Springs are required to renew their liquor license annually. The Town Council, as the Local Licensing Authority, has requested that the Police Department provide them with information on police contacts with these businesses in consideration of their renewal application.

Annually, the Police Department works with the Colorado Liquor Enforcement Division to conduct compliance checks on businesses within the Town of Pagosa Springs holding liquor licenses throughout the year. Officers do perform random checks/walk thru of businesses selling liquor in the town limits.

The vendors listed below have requested a renewal of their liquor license. Based upon a local records check, the Police Department has found the following:

**DSP Pizzeria** – Since January 1, 2016, there were no documented liquor violations at DSP Pizzeria, located at 100 Country Center Dr. Suite C.

### **ATTACHMENT(S):**

None

### **RECOMMENDATION**

It is the recommendation of the Police Chief that the Town Council,

**Consider the above information when determining approval of liquor license renewals.**



# A Proclamation by the Town Council of the Town of Pagosa Springs

## PROCLAIMING OCTOBER AS DOMESTIC VIOLENCE AWARENESS MONTH 2016

*WHEREAS*, domestic violence causes needless physical and emotional pain and injury to many victims in Pagosa Springs; and

*WHEREAS*, domestic violence affects every person of Pagosa Springs in some form whether as a victim, a family member, a friend, a child, a neighbor, a co-worker, a stranger; and

*WHEREAS*, 360 victims of domestic violence were served last year, we know there are many more who haven't reached out for help; and

*WHEREAS*, the act of domestic violence violates simple human rights of safety, security, dignity, and freedom; and

*WHEREAS*, the month of October is devoted to increasing public education and awareness about the detrimental effects domestic violence has on victims, their children, and our community;

*THEREFORE*, we, Council Members of Pagosa Springs, do hereby proclaim the month of October 2016 as DOMESTIC VIOLENCE AWARENESS MONTH in Pagosa Springs, Colorado. We wish for our citizens and visitors to know there is always help available through our local victim assistance program and we will show our support throughout this month by proudly wear purple in your honor.

Attest:

Signed:

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April Hessman, Town Clerk

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Don Volger, Mayor



# AGENDA DOCUMENTATION

## NEW BUSINESS:IV.1

PAGOSA SPRINGS TOWN COUNCIL

OCTOBER 4, 2016

FROM: GREGORY J. SCHULTE, TOWN MANAGER

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**PROJECT: PRELIMINARY 2017 BUDGET**

**ACTION: FOR COUNCIL INFORMATION**

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### PURPOSE/BACKGROUND

As specified by Colorado Revised Statutes, the Town of Pagosa Springs is required to present a Preliminary Budget on or before October 15<sup>th</sup> and to adopt a Final Budget by December 31<sup>st</sup> each year. The Town also has an internal budget calendar in place to ensure a timely preparation and review of the proposed budget. This presentation of the budget represents a preliminary budget for Council's consideration and review. Town Council will need to consider how many budget work sessions will be held. The proposed time "window" for the Council Budget Work Sessions is Oct. 10<sup>th</sup> – October 28<sup>th</sup>. In addition, there will be a published Public Hearing on November 19<sup>th</sup> as well – also required by state statute. The proposed budget timeline for Town of Pagosa Springs is as follows:

- |                                    |   |
|------------------------------------|---|
| - Preliminary Budget Presentation: | October 4 <sup>th</sup>                       |
| - Budget Work Sessions:            | October 10 <sup>th</sup> and 28 <sup>th</sup> |
| - Public Hearing for the Budget:   | November 17 <sup>th</sup>                     |
| - Final Budget Adoption:           | December 6 <sup>th</sup>                      |

### *Summary*

The economic outlook for the Town continues to be positive. The past year has been a very busy year and that was evidenced by what appears to be a record amount of traffic and visitors in the community. The hard data is from sales and lodgers tax and visitor center numbers. As of this writing, our sales tax revenue is at an all-time record high. Due to the state reporting schedule, we only have data through July 2016. However, at this juncture we are 6% above budget for both the General Fund and Capital Fund.

Lodgers' tax is also seeing record numbers. Year to date (also through July) lodgers' tax is up almost 12% higher than the same period in 2015. The number of visitors recorded at our Visitor Center is on track for another record year, including a record 17,337 visitors in July. Another metric is the number of Vacation Planners that are requested. Year to date we have sent out over 41,000 Planners. That compares to about 44,000 that were mailed out for all of 2015. Finally, the unemployment rate in Pagosa Springs was reported to be 3.1% the week of September 19<sup>th</sup>, which is pretty close to full employment.

Staff is of the opinion that we should be planning for a plateau of further growth. There is a belief that we may have reached a certain capacity for the community in the terms of accommodating additional visitors. Growth is projected to occur in 2017 both in revenue and expenses, but we're anticipating a slower growth than what we've been seeing the past two years. Regardless, when reviewing the summary page of the revenues and expenditures, Council will note that all funds are in balance, as presented, with the exception of the Lodgers' Tax Fund which anticipates spending about \$49,000 of fund balance.

## Revenues

As stated above, two important barometers of the economy for our community are the sales tax and the lodgers' tax and both are presently trending upward. Sales tax revenue in 2016 has been most impressive and that is believed to be due to:

- Wal-Mart opening in May 2015
- General increase in economic activity and tourist visitorship

As noted above, the belief we should be planning on sales tax to be reaching a plateau and as a result, the assumption for this Preliminary budget is that the sales tax in 2017 will increase by 2% compared to the estimated year end for 2016. Staff is assuming we will end up 6% higher at the end of the year compared to budget.

The growth in lodgers' tax funding for 2017 is expected to remain essentially similar to 2016. There is a certain amount of uncertainty as to what inventory will be available and whether short term rentals will continue to be an impact. We do expect to make some headway with short term rentals paying lodgers' tax in the County, but that is hard to quantify at this point. Because there is not enough data to predict a trend at this juncture, the projection is flat for County Lodgers' Tax receipts compared to the estimated year end.

## Expenses

In summary, expenses in the different Funds are generally going down compared to the 2016 Budget. However, they are increasing compared to the 2016 Estimated. Expenses in both the General Fund and the Capital Fund can be heavily influenced by one time grant money for projects. An ancillary factor is the construction season whereby a particular project will be partially expended in one year and then concluded the following construction season. Current examples include the South 8<sup>th</sup> Street and Town To Lakes Trail projects. Also guiding Capital Fund expenditures are the Town's 5 Capital and Maintenance Plans. While both the General and Capital Funds support on-going operating expenses, other notable Capital projects for 2017 include:

- Completion of South 8<sup>th</sup> Street
- Completion of the planned West segment of Town To Lakes Trail
- Road Improvements for South 5<sup>th</sup> Street
- Talisman Drive, South Pagosa Blvd, and Mesa Heights Asphalt Overlays
- Safe Routes To School Project (North 8<sup>th</sup> Street Sidewalk)
- DUST2 Single Track Trail
- Paving of parking areas adjacent to and near Town Park
- General sidewalk improvements
- A new playground structure for Yamaguchi Park

Some specific notes about expenses for 2017, as follows:

1. For the General Fund and the Capital Fund there is the expectation to have a minimum of a 3 month reserve. For the General Fund, the 3 months reserve is approximately \$757,000. The calculated reserve at the end of 2017 is expected to be \$1.9 million, including the TABOR reserve. For the Capital Fund, the 3 month reserve is estimated at \$377,021 and is calculated to cover the Maintenance & Debt section. The calculated Capital reserve is \$400,309.
2. Regarding the Services/Service Organization portion of the budget, the 2017 allocation is budgeted to increase to about \$77,378 with the increase in revenue projected. However, we have received requests totaling about \$136,000 – a difference of \$59,000.

3. Pursuant to the direction given by council Last year, we have also budgeted \$50,000 for initiatives related to Early Childhood Development and Attainable/Work Force Housing. In addition, for Economic Development Incentives, we now budget for reimbursements to Tractor Supply and Hometown Food Market. These expenses occur in both the General Fund and the Capital Fund. The General Fund is budgeted at \$33,000 and the Capital Fund is also budgeted at \$33,000. There is also \$25,000 budgeted for an economic development organization, which went to the CDC in 2016. Like Last year, we are also budgeting \$15,000 for the ADA retrofit initiative for community businesses.

#### Personnel / Program Notes

Last year we added several new staff members to various Town programs. For 2017, there is one personnel adjustment we are suggesting:

1. Change a part-time Recreation Coordinator to full time. The increased cost is estimated to be \$16,000 for salary purposes and about \$6,000 for the new position being benefit qualified. Due to the expansion of Recreation programs and the Summer Youth program, it is felt the change in staffing helps to make the programs run more efficiently.

#### ATTACHMENT

Preliminary 2017 Budget

#### RECOMMENDATION

None at this time – for Council information only.

**SUMMARY OF ALL FUNDS REVENUES AND EXPENDITURES**

	<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Estimate</b>	<b>2017 Budget</b>
<b>REVENUES</b>					
General Fund	4,345,472	4,823,079	5,388,502	4,922,258	4,999,353
Capital Improvement	4,567,462	3,905,825	7,296,299	7,377,342	6,831,106
Impact Fee Fund	581,194	643,326	450,003	633,957	709,278
Lodgers Tax Fund	796,114	835,091	887,268	1,032,668	1,018,030
Geothermal Enterprise Fund	135,548	138,934	140,825	143,336	143,483
Conservation Trust Fund	112,248	111,435	136,276	135,684	102,276

<b>EXPENDITURES</b>					
General Fund	1,284,431	2,264,299	2,214,704	1,777,283	1,877,748
Capital Improvement	4,081,484	2,540,143	6,557,867	4,337,315	6,252,782
Impact Fee Fund	410,380	562,029	84,900	79,715	50,525
Lodgers Tax Fund	726,968	616,657	789,569	736,138	771,059
Geothermal Enterprise Fund	101,350	41,285	41,350	41,550	40,350
Conservation Trust Fund	26,000	22,751	81,000	79,640	71,000

<b>Year End Cash Reserve</b>					
General Fund	1,373,588	2,338,827	2,307,145	1,868,884	1,968,668
Capital Improvement	485,978	1,365,682	738,431	3,040,026	578,323
Impact Fee	170,814	81,297	365,103	554,242	658,753
Lodgers Tax Fund	69,146	218,434	97,699	296,530	246,971
Geothermal Enterprise Fund	34,198	97,648	99,475	101,786	103,133
Conservation Trust Fund	86,248	88,684	55,276	56,044	31,276

GENERAL FUND REVENUES						
Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>TAXES &amp; CONTRACTS</b>						
10-31-100	Property Tax	75,846	76,221	79,939	79,939	83,257
10-31-200	Special Ownership/MVL	13,500	14,394	13,500	13,500	13,500
10-31-310	Sales Tax	1,895,621	2,079,707	2,176,283	2,306,860	2,352,997
10-31-420	Cigarette Tax	16,000	16,037	16,000	16,000	16,000
10-31-600	Gas Franchise	14,000	15,387	15,000	15,000	15,000
10-31-610	Telephone Franchise	9,000	10,066	10,000	10,000	10,000
10-31-750	Cable TV Franchise	7,000	6,170	6,500	6,500	6,500
10-31-760	Electric Franchise	0	0	75,000	0	0
10-31-770	Ground Lease	79,825	111,830	86,000	56,834	77,000
10-31-810	Severance Tax	5,000	15,106	10,000	4,686	5,000
	<b>subtotal</b>	<b>2,115,792</b>	<b>2,344,917</b>	<b>2,488,222</b>	<b>2,509,318</b>	<b>2,579,254</b>
<b>LICENSES &amp; PERMITS</b>						
10-32-110	Liquor License	10,000	13,234	12,000	12,000	12,000
10-32-120	Marijuana Business Licensing	0	11,500	10,000	7,700	6,000
10-32-190	Business License	22,500	15,225	19,000	19,000	19,000
10-32-210	Building Permits/Signs/Banners	55,000	74,371	45,000	55,000	55,000
10-32-211	Planning Fees	6,500	9,911	7,500	7,500	7,500
10-32-220	Contractor Licensing	0	7,525	7,500	7,500	7,500
	<b>subtotal</b>	<b>94,000</b>	<b>131,766</b>	<b>101,000</b>	<b>108,700</b>	<b>107,000</b>
<b>INTERGOVERNMENTAL REVENUE</b>						
10-33-410	Mineral Leasing	1,600	3,313	2,800	6,591	4,000
10-33-480	PSSGID Insurance	17,500	17,500	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
10-33-660	PS Community Facilities Coalition	10,030	0	0	0	0
10-34-655	DOLA Geothermal Greenhouse Grant	275,000	0	80,000	80,000	80,000
10-34-665	CWCB Geothermal Greenhouse Grant	75,000	29,114	30,000	30,000	30,000
10-34-	Transfer from Trust Fund	0	0	0	8,844	0
	<b>subtotal</b>	<b>410,130</b>	<b>80,927</b>	<b>161,300</b>	<b>173,935</b>	<b>162,500</b>
<b>CHARGES FOR SERVICES</b>						
10-34-630	Dept Human Service Building Lease	31,900	31,000	31,900	31,900	31,900
10-34-650	Recreation User Fees	39,000	38,754	42,000	44,000	42,000
10-34-680	Developer Reimbursement Fees	0	22,847	4,000	3,500	4,000
	<b>subtotal</b>	<b>70,900</b>	<b>92,601</b>	<b>77,900</b>	<b>79,400</b>	<b>77,900</b>
<b>FINES AND FORFEITS</b>						
10-35-110	Court Fines	35,000	34,433	30,000	40,000	35,000
10-35-115	Traffic Surcharges	4,500	3,723	3,500	5,600	4,000
10-35-125	Police Fees & Misc	2,000	4,610	3,000	3,000	3,000
10-35-740	Police Grant/Training	0	0	0	27,840	28,000
10-35-750	Police Contracted Services	0	0	0	9,000	12,500
	<b>subtotal</b>	<b>41,500</b>	<b>42,766</b>	<b>36,500</b>	<b>85,440</b>	<b>42,000</b>
<b>MISCELLANEOUS</b>						
10-36-110	Miscellaneous	8,000	20,679	10,000	20,300	10,000
10-39-990	Interest Earned	1,000	12,366	15,000	34,800	25,000
10-36-115	Administration from Impact Fee Fund	0	0	0	0	1,000
	<b>subtotal</b>	<b>9,000</b>	<b>33,046</b>	<b>25,000</b>	<b>55,100</b>	<b>36,000</b>
<b>COMMUNITY CENTER</b>						
10-37-110	Center Rentals	55,000	38,484	40,000	15,500	15,000
10-37-115	Events and Programs	24,000	27,911	60,000	67,000	60,000
10-37-120	Center Leases	46,235	46,365	46,235	46,060	45,815
10-37-125	Center Miscellaneous	5,000	2,334	2,000	5,000	5,000
	<b>subtotal</b>	<b>130,235</b>	<b>115,094</b>	<b>148,235</b>	<b>133,560</b>	<b>125,815</b>
	<b>GENERAL FUND REVENUE</b>	<b>2,871,557</b>	<b>2,841,117</b>	<b>3,038,157</b>	<b>3,145,453</b>	<b>3,130,469</b>
	Prior Year End Cash Reserve	1,473,915	1,981,962	2,350,345	1,776,805	1,868,884
	<b>Total General Fund Revenue</b>	<b>4,345,472</b>	<b>4,823,079</b>	<b>5,388,502</b>	<b>4,922,258</b>	<b>4,999,353</b>

a Reflects a 2% increase from 2016 estimated end of year

GENERAL FUND EXPENDITURES						
Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>GENERAL GOVERNMENT</b>						
10-44	Town Manager/Admin Department	269,495	236,046	266,404	323,067	268,493
10-42	Town Clerk/Town Hall Department	428,345	405,330	444,141	442,345	451,805
10-45	Building Department	0	0	254,735	231,065	248,480
10-46	Planning Department	244,795	268,476	181,264	154,709	174,128
10-48	Municipal Court Department	228,301	234,929	308,671	305,323	311,084
10-53	Community Center Department	250,995	223,169	225,440	223,173	230,652
	<b>subtotal</b>	<b>1,421,932</b>	<b>1,367,950</b>	<b>1,680,654</b>	<b>1,679,682</b>	<b>1,684,642</b>
<b>PUBLIC SAFETY</b>						
10-51	Police Department	803,623	702,524	864,656	867,468	934,696
	<b>subtotal</b>	<b>803,623</b>	<b>702,524</b>	<b>864,656</b>	<b>867,468</b>	<b>934,696</b>
<b>RECREATION</b>						
10-56	Recreation Department	179,567	162,894	226,946	199,499	226,246
	<b>subtotal</b>	<b>179,567</b>	<b>162,894</b>	<b>226,946</b>	<b>199,499</b>	<b>226,246</b>
<b>COMMUNITY SUPPORT SERVICES</b>						
10-75	Service Organizations	66,763	63,740	77,100	77,100	77,100
10-77	Economic Development	50,000	42,539	122,000	119,625	108,000
	<b>Subtotal</b>	<b>116,763</b>	<b>106,278</b>	<b>199,100</b>	<b>196,725</b>	<b>185,100</b>
<b>OTHER EXPENDITURE</b>						
10-76-100	General Fund Reserves	100,000	0	0	0	0
10-76-200	Geothermal Greenhouse Grant Funds	350,000	144,606	110,000	110,000	0
	<b>General Fund Expenditures</b>	<b>2,971,884</b>	<b>2,484,252</b>	<b>3,081,356</b>	<b>3,053,374</b>	<b>3,030,684</b>
	<b>Total General Fund Expenditures</b>	<b>2,971,884</b>	<b>2,484,252</b>	<b>3,081,356</b>	<b>3,053,374</b>	<b>3,030,684</b>
<b>TOTAL REVENUES</b>						
	TOTAL REVENUES	4,345,472	4,823,079	5,388,502	4,922,258	4,999,353
<b>TOTAL EXPENDITURES</b>						
	TOTAL EXPENDITURES	2,971,884	2,484,252	3,081,356	3,053,374	3,030,684
	<b>End Year Cash Reserve</b>	<b>1,373,588</b>	<b>2,338,827</b>	<b>2,307,145</b>	<b>1,868,884</b>	<b>1,968,668</b>
	Restricted 3% Tabor Reserve	89,157	74,528	92,441	91,601	90,921
	<b>Unrestricted Reserve</b>	<b>1,284,431</b>	<b>2,264,299</b>	<b>2,214,704</b>	<b>1,777,283</b>	<b>1,877,748</b>

**TOWN MANAGER/ADMINISTRATION DEPARTMENT**

<b>Account</b>		<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Estimate</b>	<b>2017 Budget</b>
<b>PERSONNEL</b>						
10-44-110	Town Manager	91,466	91,574	94,006	94,006	95,112
10-44-131	FICA	6,997	6,679	7,191	7,191	7,276
10-44-132	Insurance	15,148	15,472	15,593	17,606	16,536
10-44-133	Travel/Dues/Expenses	4,000	5,056	4,000	4,000	4,000
10-44-134	Pension	4,573	4,573	4,700	4,700	4,756
10-44-226	Attorney	100,000	78,804	90,000	160,000	90,000
	<b>Subtotal</b>	<b>222,184</b>	<b>202,160</b>	<b>215,491</b>	<b>287,504</b>	<b>217,679</b>
<b>COMMODITIES</b>						
10-44-202	Office Supplies	150	697	200	150	200
10-44-402	Telephone	650	0	360	360	360
	<b>Subtotal</b>	<b>800</b>	<b>697</b>	<b>560</b>	<b>510</b>	<b>560</b>
<b>CONTRACTUAL</b>						
10-44-172	Employee Education Program	1,500	1,680	1,500	1,200	500
10-44-204	Employee Merit Increase Fund	22,213	8,091	25,000	10,000	25,254
10-44-420	Contingency Fund	1,000	1,657	1,000	1,000	2,000
10-44-250	Fireworks	10,000	10,070	10,000	10,000	10,000
	<b>Subtotal</b>	<b>34,713</b>	<b>21,498</b>	<b>37,500</b>	<b>22,200</b>	<b>37,754</b>
<b>DUES</b>						
10-44-404	SW Eco. Dev./Region 9	803	803	991	991	991
10-44-405	Region 9 Trans Planning	347	347	347	347	347
10-44-406	San Juan RC&D	50	50	50	50	50
10-44-409	Club 20	200	200	250	250	250
10-44-414	CML Dues	3,587	3,479	3,520	3,520	3,626
10-44-416	Chamber of Commerce	695	695	695	695	695
10-44-	Small Business Development Center	0	0	0	0	513
10-44-433	Southwest Council of Governments	6,116	6,116	7,000	7,000	6,028
	<b>Subtotal</b>	<b>11,798</b>	<b>11,690</b>	<b>12,853</b>	<b>12,853</b>	<b>12,500</b>
<b>TOTAL MANAGER/ADMIN BUDGET</b>						
		<b>269,495</b>	<b>236,046</b>	<b>266,404</b>	<b>323,067</b>	<b>268,493</b>

**TOWN CLERK/TOWN HALL DEPARTMENT**

Account		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>PERSONNEL</b>						
10-42-110	Town Clerk	56,823	56,923	58,401	58,504	59,088
10-42-110	Deputy Clerk	41,082	41,182	42,223	53,136	34,986
10-42-110	Human Resources/Records	41,856	35,443	43,018	43,018	43,524
10-42-131	FICA	10,692	9,713	10,989	11,831	10,526
10-42-132	Insurance	43,617	35,046	39,768	33,136	36,461
10-42-134	Pension	6,988	6,661	7,182	7,100	6,880
	<b>subtotal</b>	<b>201,058</b>	<b>184,969</b>	<b>201,581</b>	<b>206,725</b>	<b>191,465</b>
<b>COMMODITIES</b>						
10-42-203	Office Supplies	4,500	5,801	6,000	6,500	6,500
10-42-205	Employee Training Supplies	0	0	1,000	350	1,000
10-42-211	Copier Expenses	4,000	3,345	4,000	3,500	4,200
10-42-216	Travel/Training Dues	3,500	2,826	3,850	3,850	4,570
10-42-	Recycle/Shredding Service	0	0	0	0	1,230
10-42-218	Utilities Gas/Elec/Water	26,000	22,195	26,000	26,000	26,000
10-42-222	Telephone	15,500	15,324	14,100	14,100	14,100
10-42-230	Printing/Publications/Recordings	3,500	2,290	2,000	1,200	2,000
10-42-231	Marijuana Licensing	0	155	500	350	500
10-42-242	Postage	3,000	2,795	3,000	3,000	3,000
10-42-248	Elections	0	0	4,000	2,200	0
10-42-300	Town Council	24,250	24,141	22,500	21,000	23,400
	<b>subtotal</b>	<b>84,250</b>	<b>78,871</b>	<b>86,950</b>	<b>82,050</b>	<b>86,500</b>
<b>CONTRACTUAL</b>						
10-42-221	County Treasurer Abatement Fees	500	375	500	200	500
10-42-223	County Treasures Collection Fees	1,787	1,404	1,869	1,599	1,665
10-42-224	Drug Testing CDL and Random	2,500	1,979	1,000	500	1,000
10-42-229	Recruiting and Pre-Employment Test	0	0	2,870	2,200	1,500
10-42-227	Auditor	7,000	7,000	10,000	12,500	12,000
10-42-228	Computer Support	1,500	2,395	2,700	1,000	2,700
10-42-232	Bonds, Insurance	104,650	100,770	104,500	104,000	104,500
10-42-246	Caselle Support/Citizenserve	13,000	17,032	19,346	19,346	21,150
10-42-	Records and Agenda Mngmt	0	0	0	0	16,000
10-42-264	Codify Code/Website	3,500	2,571	3,500	2,900	3,500
10-42-269	Cafeteria Plan Administration	5,000	3,858	5,325	5,325	5,325
10-42-510	Web Site	3,600	4,107	4,000	4,000	4,000
	<b>subtotal</b>	<b>143,037</b>	<b>141,491</b>	<b>155,610</b>	<b>153,570</b>	<b>173,840</b>
	<b>TOTAL TOWN CLERK BUDGET</b>	<b>428,345</b>	<b>405,330</b>	<b>444,141</b>	<b>442,345</b>	<b>451,805</b>

a \$2,200 Institute training \$465 IIMC \$215 CMCA \$200 Fred Pryor \$190 SHRM HR kit \$1300 on-the-road workshops

b \$19,5K Salary, \$1500 reasonable expense reimbursement \$2400 CML

c Council Chamber Recorder \$545, Upgrade Access and Adobe Acrobat \$450, Cloud backup \$1,200, support \$500

d Cirsa Property \$67k Pinnocol 0% \$37,500

e Cobra Help \$225, Health reform tax \$2,000, Basic FSA \$600/HRA \$2500

f CDL/Safety Sensitive & new employees testing/background/publication

**BUILDING DEPARTMENT**

Account		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>PERSONNEL</b>						
10-45-110	Building and Fire Code Official	0	0	62,000	63,717	64,466
10-45-110	Building/Fire Inspector	0	0	43,018	43,018	43,524
10-45-110	Permit Tech/Residential Plan Review	0	0	37,735	37,735	38,179
10-45-131	FICA	0	0	10,921	11,052	11,182
10-45-132	Insurance	0	0	47,324	34,670	37,221
10-45-133	School/Travel/Dues	0	0	9,500	12,050	10,500
10-45-134	Pension	0	0	7,138	7,224	7,308
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>217,635</b>	<b>209,465</b>	<b>212,380</b>
<b>COMMODITIES</b>						
10-45-202	Office Supplies	0	0	2,000	2,000	2,000
10-45-210	Copy Expense	0	0	1,000	500	500
10-45-212	Fuel/Oil/Mileage	0	0	3,500	3,500	3,500
10-45-402	Telephone	0	0	1,100	1,100	2,000
10-45-	Safety Equipment	0	0	0	0	2,000
10-45-281	Technology	0	0	4,500	3,500	700
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>12,100</b>	<b>10,600</b>	<b>10,700</b>
<b>CONTRACTUAL</b>						
10-45-215	Consultant Expense	0	0	5,000	1,000	5,000
10-45-220	Code Defense/Legal Fees	0	0	20,000	10,000	15,000
10-45-	Citizenserve	0	0	0	0	5,400
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>11,000</b>	<b>25,400</b>
	<b>TOTAL BUILDING BUDGET</b>	<b>0</b>	<b>0</b>	<b>254,735</b>	<b>231,065</b>	<b>248,480</b>

a Continuing education for three employees

b Cirsa Credit to help reduce costs

c Costs associated with professional Consultant Services needed for department operations

PLANNING DEPARTMENT						
Account		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>PERSONNEL</b>						
10-46-110	Building Official	54,636	54,746	0	0	0
10-46-110	Planning Manager	56,823	56,933	58,401	58,401	59,088
10-46-110	Assoc Planner/Permit Tech	35,148	35,253	0	0	0
10-46-110	Associate Planner	0	0	41,180	41,180	41,664
10-46-131	FICA	11,215	10,426	7,618	7,618	7,708
10-46-132	Insurance	39,092	39,450	31,186	16,520	19,801
10-46-133	School/Travel/Dues	8,500	18,445	9,000	3,500	9,000
10-46-134	Pension	7,330	7,330	4,979	4,979	5,038
	<b>Subtotal</b>	<b>212,745</b>	<b>222,583</b>	<b>152,364</b>	<b>132,198</b>	<b>142,298</b>
<b>COMMODITIES</b>						
10-46-202	Office Supplies	3,750	3,776	3,500	2,000	3,000
10-46-208	Planning Comm/Hist Preserv Board	4,500	3,375	5,000	5,000	5,000
10-46-210	Copy Expense	2,500	1,904	2,500	2,500	2,500
10-46-212	Fuel/Oil/Mileage	2,500	1,826	1,000	500	1,000
10-46-402	Telephone	1,300	1,212	650	511	480
10-46-281	Technology	1,000	0	750	0	750
10-46-405	Right-of-Way/Easement Process	4,000	0	4,000	1,000	4,000
10-46-225	Annexation	0	0	5,000	5,000	5,000
	<b>Subtotal</b>	<b>19,550</b>	<b>12,094</b>	<b>22,400</b>	<b>16,511</b>	<b>21,730</b>
<b>CONTRACTUAL</b>						
10-46-425	Walmart Application	0	22,843	0	0	0
10-46-215	Consultant Expense	2,500	2,219	2,500	2,500	2,500
10-46-220	Code Defense/Legal Fees	10,000	7,632	0	0	0
10-46-	Citizenserve	0	0	0	0	3,600
10-46-450	Developer Reimbursement Fees	0	1,105	4,000	3,500	4,000
	<b>Subtotal</b>	<b>12,500</b>	<b>33,799</b>	<b>6,500</b>	<b>6,000</b>	<b>10,100</b>
	<b>TOTAL BUILDING/PLNG BUDGET</b>	<b>244,795</b>	<b>268,476</b>	<b>181,264</b>	<b>154,709</b>	<b>174,128</b>

- a Expenses for Board Training / HPB projects / HPB Community Presentations
- b Expenses associated with Town ROW and easements and aquisitions.
- c Expenses associated with processing Annexations. Mill Creek Road and others TBD.
- d Professional Consultant Services expenses as needed. Title work, surveying, research, ect..
- e Pass thru accout for reimbursable expenses associated with processing development applications
- f Software upgrades for planning department.

MUNICIPAL COURT						
Accounts		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>PERSONNEL</b>						
10-48-110	Municipal Judge	31,004	31,054	31,865	31,865	32,240
10-48-110	Court Admin/Probation Officer	52,070	52,180	53,516	53,516	54,146
10-48-110	Court Clerk	35,365	35,475	36,347	36,347	36,775
10-48-110	Deputy Court Clerk	0	1,294	34,579	34,579	34,986
10-48-115	Judge Pro-Tem	1,500	544	1,500	1,500	1,500
10-48-131	FICA	9,061	8,434	11,958	11,958	12,098
10-48-132	Insurance	33,460	35,330	50,250	47,702	47,704
10-48-133	Travel/Dues/Education	6,000	990	7,000	5,500	5,000
10-48-134	Pension	4,372	4,436	6,222	6,222	6,295
	<b>Subtotal</b>	<b>172,831</b>	<b>169,738</b>	<b>233,237</b>	<b>229,189</b>	<b>230,744</b>
<b>COMMODITIES</b>						
10-48-108	Juvenile Task Force	500	309	500	500	500
10-48-120	Drug Test/Monitoring Devices	3,000	2,329	3,000	1,600	2,000
10-48-202	Office Supplies	2,500	4,480	3,000	4,000	4,000
10-48-220	Vehicle Expenses/Fuel/Mileage	250	175	250	200	250
10-48-242	Postage	500	795	800	900	900
	<b>Subtotal</b>	<b>6,750</b>	<b>8,087</b>	<b>7,550</b>	<b>7,200</b>	<b>7,650</b>
<b>CONTRACTUAL</b>						
10-48-123	Prisoner Cost	8,000	4,466	8,000	10,000	10,000
10-48-204	Court Appointed Counsel	3,000	5,991	4,500	6,000	7,500
10-48-206	Counseling	2,500	430	1,000	300	500
10-48-210	Translation Services	200	568	600	300	600
10-48-230	Town Prosecutor	16,000	29,947	32,000	32,000	32,000
10-48-215	Alarm Monitoring	320	312	320	320	320
10-48-	Records Management System	0	0	2,014	2,014	2,070
10-48-221	Legal Research Solution	8,500	8,222	8,500	8,500	8,500
10-48-234	Miscellaneous Expenses	2,000	1,482	2,000	1,500	1,500
10-48-280	Computer Support	500	495	1,250	2,000	2,000
10-48-225	Court Security	7,700	5,191	7,700	6,000	7,700
	<b>Subtotal</b>	<b>48,720</b>	<b>57,104</b>	<b>67,884</b>	<b>68,934</b>	<b>72,690</b>
	<b>TOTAL MUNI COURTS BUDGET</b>	<b>228,301</b>	<b>234,929</b>	<b>308,671</b>	<b>305,323</b>	<b>311,084</b>

a Judge Pro-Tempore for 20 hours/year

b Continuing ed and certification for staff

c Increased costs for printer cartridges

d 2016 IGA with Archuleta County

e HB 16-1309 Required Court Appointed Defense Council

f Appointed/Contract attorney to prosecute all criminal and traffic matters

g E-Force annual license, support, and hosting (2013, 2014, 2015 paid at time of implementation)

h JCG annual contract for court recording equipment, IT Support from Perfect Computing and Echo IT

POLICE DEPARTMENT						
Account		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>PERSONNEL</b>						
10-51-110	Chief	64,777	64,887	66,576	66,576	67,359
10-51-110	Senior Detective	56,065	56,175	57,622	57,622	58,300
10-51-110	Lieutenant	52,070	52,874	53,516	53,516	54,145
10-51-110	Officer	40,067	17,697	41,180	41,180	41,664
10-51-110	Corporal	45,677	41,843	46,945	46,945	47,498
10-51-110	Officer	40,067	42,839	41,180	41,180	41,664
10-51-110	Officer	40,067	29,931	41,180	41,180	41,664
10-51-110	Officer	40,067	27,114	41,180	41,180	41,664
10-51-110	Administrative Assistant	36,716	36,826	37,736	37,736	38,179
10-51-105	Animal Control	16,104	14,960	16,551	16,551	16,746
10-51-122	Grant Overtime/Training	0	0	0	17,640	17,640
10-51-125	Contracted Security	0	0	0	9,000	12,500
10-51-130	FPPA (officers) 8%	30,309	23,391	31,150	31,150	31,517
10-51-131	Medicare (officers) 1.45%	5,493	6,042	5,646	6,032	6,149
10-51-131	FICA (non officers) 7.65%	4,551	3,958	4,153	4,153	4,202
10-51-132	Insurance	95,576	76,738	117,000	91,535	105,093
10-51-133	Training	10,000	9,634	10,000	18,800	20,000
10-51-134	Pension	20,779	16,283	21,356	21,356	21,607
10-51-216	Dues/Subscriptions	3,200	2,760	3,700	2,900	3,700
10-51-218	Uniform	2,500	2,518	3,000	1,900	3,000
	<b>Subtotal</b>	<b>604,085</b>	<b>526,470</b>	<b>639,669</b>	<b>648,131</b>	<b>674,290</b>
<b>COMMODITIES</b>						
10-51-202	Office Supplies	2,500	2,676	2,500	2,500	3,000
10-51-204	Postage	500	328	500	400	500
10-51-212	Fuel/Oil	30,000	18,258	20,000	16,000	20,000
10-51-226	Duty Ammunition	2,000	1,931	2,000	2,000	2,500
	<b>Subtotal</b>	<b>35,000</b>	<b>23,192</b>	<b>25,000</b>	<b>20,900</b>	<b>26,000</b>
<b>CONTRACTUAL</b>						
10-51-402	Telephone	3,500	3,625	4,680	4,380	4,680
10-51-404	Print/Publishing/Advertising	800	841	1,000	250	1,000
10-51-410	Dispatch Center	126,538	125,045	160,607	160,607	189,026
10-51-412	Humane Society	10,000	10,000	10,000	10,000	10,000
10-51-420	Investigation Contingency	2,500	2,237	2,500	2,000	2,500
10-51-428	Radio/Maintenance and Repairs	1,000	828	1,000	1,000	1,000
10-51-430	Radar Certification	1,000	629	1,000	1,000	1,500
10-51-434	Case Medical Expense	10,000	564	10,000	10,000	15,000
10-51-	Computer Support	0	0	0	0	500
10-51-808	Misc Police Equipment	9,200	9,093	9,200	9,200	9,200
	<b>Subtotal</b>	<b>164,538</b>	<b>152,861</b>	<b>199,987</b>	<b>198,437</b>	<b>234,406</b>
	<b>TOTAL POLICE BUDGET</b>	<b>803,623</b>	<b>702,524</b>	<b>864,656</b>	<b>867,468</b>	<b>934,696</b>

- a Increase in ammunition costs
- b Increase in dispatch funding and capital improvements.
- c Increase in vendor costs
- d Jail contract requiring medical clearance of all arrested persons
- e Increase in Toner and general expenses

**COMMUNITY CENTER DEPARTMENT**

<b>Account</b>		<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Estimate</b>	<b>2017 Budget</b>
<b>PERSONNEL</b>						
10-53-110	Facility Director	49,330	36,708	0	0	0
10-53-110	Event/Program Coordinator	41,856	41,964	43,018	43,129	43,524
10-53-110	Administrative Assistant	32,208	32,316	33,102	33,102	33,492
10-53-111	Part Time	0	0	35,000	35,000	43,000
10-53-131	FICA	9,440	8,595	8,501	8,509	9,181
10-53-132	Insurance	23,192	19,029	13,012	13,454	13,404
10-53-134	Pension	6,170	5,316	3,806	3,812	3,851
	<b>subtotal</b>	<b>162,195</b>	<b>143,928</b>	<b>136,440</b>	<b>137,007</b>	<b>146,452</b>
<b>COMMODITIES</b>						
10-53-202	Office Supplies	5,000	1,405	1,700	1,300	1,500
10-53-211	Printer/Copy Expenses	3,300	3,328	3,300	4,500	1,200
10-53-133	Travel/Training/Dues	1,500	96	1,500	46	1,000
10-53-218	Utilities Gas/Elec/Water/Trash	28,000	36,881	36,000	36,000	36,000
10-53-402	Telephone	3,000	3,240	3,000	4,300	4,500
10-53-238	Janitorial Supplies	3,500	7,019	7,500	4,500	5,000
10-53-230	Advertising	3,000	1,626	2,500	2,000	2,500
10-53-250	Furnishings	5,000	1,645	5,000	3,500	3,500
10-53-255	Event/Program	19,000	17,225	22,000	24,500	23,000
10-53-270	Miscellaneous Expense	10,000	1,802	1,000	300	500
	<b>subtotal</b>	<b>81,300</b>	<b>74,269</b>	<b>83,500</b>	<b>80,946</b>	<b>78,700</b>
<b>CONTRACTURAL</b>						
10-53-405	Contracted Services/Cleaning	7,500	4,972	5,500	3,500	3,500
10-53-410	Computer Program/Support	0	0	0	1,720	2,000
	<b>subtotal</b>	<b>7,500</b>	<b>4,972</b>	<b>5,500</b>	<b>5,220</b>	<b>5,500</b>
<b>TOTAL COMM. CNTR BUDGET</b>						
		<b>250,995</b>	<b>223,169</b>	<b>225,440</b>	<b>223,173</b>	<b>230,652</b>

a Navajo rugs, orkin, arrowhawk

RECREATION DEPARTMENT						
Account		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>PERSONNEL</b>						
10-56-110	Director	56,823	56,933	65,000	65,000	65,764
10-56-110	Recreation Supervisor	44,355	25,605	0	0	0
10-56-110	Recreation Coordinator	0	0	34,579	34,579	34,986
10-56-110	Recreation Coordinator	0	0	18,200	18,200	34,320
10-56-111	Refs/Umps/Part time	27,500	38,494	35,000	20,000	20,000
10-56-131	FICA	10,372	9,366	11,688	10,540	11,863
10-56-132	Insurance	6,908	4,640	13,000	7,721	10,080
10-56-133	Travel/Training/Dues	300	260	1,000	200	1,000
10-56-134	Pension	5,059	3,739	4,979	4,979	6,754
	<b>Subtotal</b>	<b>151,317</b>	<b>139,037</b>	<b>183,446</b>	<b>161,219</b>	<b>184,766</b>
<b>COMMODITIES</b>						
10-56-202	Office Supplies	100	93	2,000	1,300	1,500
10-56-206	Recreation Supplies/Equipment	20,000	18,214	29,000	28,000	28,000
10-56-208	Trophies/Awards	4,500	3,082	5,500	4,100	6,000
	<b>Subtotal</b>	<b>24,600</b>	<b>21,390</b>	<b>36,500</b>	<b>33,400</b>	<b>35,500</b>
<b>CONTRACTUAL</b>						
10-56-402	Telephone	650	238	750	480	480
10-56-406	Vehicle Fuel/Maintenance	0	0	2,000	600	1,200
10-56-422	Med Supplies/Maint/Repairs	2,000	1,325	1,500	1,300	1,300
10-56-824	Special Events	500	404	2,500	2,500	2,500
10-56-	Computer Support	0	0	0	0	500
10-56-410	Online Forms and Rec Signup	500	500	250	0	0
	<b>Subtotal</b>	<b>3,650</b>	<b>2,467</b>	<b>7,000</b>	<b>4,880</b>	<b>5,980</b>
	<b>TOTAL RECREATION BUDGET</b>	<b>179,567</b>	<b>162,894</b>	<b>226,946</b>	<b>199,499</b>	<b>226,246</b>

SERVICES/SERVICE ORGANIZATIONS							
Account		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget	Requested
<b>County Services</b>							
10-75-399	Nutrition/Seniors	7,000	7,000	12,500	12,500	12,500	12500
10-75-400	Transportation/Seniors	3,500	3,500	4,500	4,500	4,500	4500
10-75-438	Three New Programs/Seniors	0	0	3,000	3,000	3,000	3000
10-75-430	Mountain Express	20,000	20,000	20,000	20,000	20,000	35000
<b>Education</b>							
10-75-413	Seeds of Learning	5,000	5,000	0	0	0	10000
10-75-434	Pagosa Springs Youth Center	5,000	2,500	0	0	0	0
10-75-437	Archuleta County Crossing Guard	1,500	977	2,000	2,000	2,000	2000
<b>Health/Safety</b>							
10-75-401	Axis/Pagosa Counseling Center	950	950	2,000	2,000	2,000	2000
10-75-410	Southwest Safehouse/Volunteers of America	500	500	600	600	600	600
10-75-417	ACVAP	6,000	6,000	7,000	7,000	7,000	7000
10-75-428	Axis/Acute Treatment Unit	15,000	15,000	15,000	15,000	15,000	15,000
10-75-398	San Juan Basin Area Agency on Aging	500	500	500	500	500	4000
<b>Community Assistance</b>							
10-75-432	Thingamajig Theatre Company	500	500	10,000	10,000	10,000	10000
10-75-	San Juan Historical Museum	0	0	0	0	0	30000
<b>Housing</b>							
10-75-436	4CORE (Resource Efficiency)	1,313	1,313	0	0	0	0
<b>TOTAL SERVICE FUNDS</b>		<b>66,763</b>	<b>63,740</b>	<b>77,100</b>	<b>77,100</b>	<b>77,100</b>	<b>135600</b>

3% 2017 Tax & Contracts  
\$77,378

ECONOMIC DEVELOPMENT						
Account		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>Economic Development</b>						
10-77-515	Economic Development Incentives	5,000	30,486	37,000	47,000	33,000
10-77-520	General Economic Development Activites	25,000	5,243	15,000	17,625	0
10-77-525	Economic Development Organization	20,000	6,810	20,000	20,000	25,000
10-77-510	Early Childhood Care/Attainable Housing Council Initiatives	0	0	50,000	35,000	50,000
<b>TOTAL ECONOMIC DEVELOPMENT</b>		<b>50,000</b>	<b>42,539</b>	<b>122,000</b>	<b>119,625</b>	<b>108,000</b>

**CAPITAL IMPROVEMENT FUND**

**REVENUE**

Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>TAXES AND FEES</b>						
51-31-100	Highway Users Tax Fund	72,500	73,299	72,502	72,502	76,540
51-31-310	Sales Tax	1,895,621	2,079,707	2,176,283	2,306,860	2,352,997
51-31-640	Park User Fees	13,000	20,048	22,000	24,500	22,000
51-31-650	Cemetery Fees	1,000	2,800	2,000	1,000	2,000
51-31-660	Visitor Center Lease	0	12,865	7,013	7,013	11,655
	<b>Subtotal</b>	<b>1,982,121</b>	<b>2,188,718</b>	<b>2,279,798</b>	<b>2,411,875</b>	<b>2,465,192</b>
<b>INTERGOVERNMENTAL/DEPARTMENT REV</b>						
51-33-400	County Road Mill	69,602	107,088	110,000	112,200	121,765
51-33-410	County Capital Project Contributions	0	0	0	74,000	0
51-33-490	Geothermal Streets/Maintenance Contract	14,000	14,000	14,000	14,000	14,000
51-33-620	Transfer from General Fund	100,000	0	0	0	0
51-33-	Transfer from Trust Fund	0	0	0	6,424	15,000
51-33-630	Dept Human Serv. Janitorial Contract	8,200	8,200	8,200	8,200	8,200
	<b>Subtotal</b>	<b>191,802</b>	<b>129,288</b>	<b>132,200</b>	<b>214,824</b>	<b>158,965</b>
<b>FINANCING PROCEEDS</b>						
51-33-631	Bank Lease/Purchase (8th St, Lewis St)	0	0	2,180,000	2,690,000	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>2,180,000</b>	<b>2,690,000</b>	<b>0</b>
<b>GRANTS FOR STREETS</b>						
51-33-880	CMAQ Funds Majestic Dr	0	319,000	0	0	0
51-33-815	CMAQ Funds Crestview Dr	149,000	0	0	0	0
<b>GRANTS FOR TRAILS</b>						
51-33-635	Archuleta County PROST, TTPL West Phase	200,000	0	200,000	0	0
51-33-640	PLPOA TTPL West Phase	45,000	0	45,000	0	45,000
51-33-790	State Trails Grant TTPL West Phase	200,000	0	200,000	0	200,000
51-33-	County CDOT Enhancment West Phase	0	0	0	0	360,000
51-33-720	CDOT Enhmt Grant 8-10 St Sdwk 160 (18307)	261,096	0	261,096	261,096	0
51-33-760	State Trails Riverwalk TH to 6th St Bridge	15,000	3,256	0	0	0
51-33-762	GOCO 6th Street Bridge Grant	242,519	242,519	0	0	0
51-33-761	GOCO Planning Grant TTPL and Riverwalk	40,000	0	40,000	0	0
51-33-763	GOCO Springs Pedestrian Bridge	0	0	149,800	0	0
51-33-764	TAP TTPL Trail Harman Hill	0	0	25,000	0	0
51-33-765	Safe Routes to School North 8th Street Sidewalk	0	0	280,000	0	346,500
<b>GRANTS FOR OTHERS</b>						
51-33-810	Reservoir Hill Funding - Mountain States	0	0	0	30,000	0
51-33-811	Historic Preservation Rumbaugh Bridge Grant	166,605	0	166,605	0	166,605
51-33-812	Historic Preservation Water Works Bldg Grant	0	0	94,734	0	167,937
51-33-813	Historic Preservation Interpretive Sign Grant	0	0	32,000	0	0
51-33-780	DOLA fiber-optics /County portion	0	149	0	0	0
<b>MISCELLANEOUS</b>						
51-33-110	Miscellaneous Revenue	0	0	0	72,500	11,000
	<b>Subtotal</b>	<b>1,319,220</b>	<b>564,924</b>	<b>1,494,235</b>	<b>363,596</b>	<b>1,297,042</b>
	<b>Total Annual Revenues</b>	<b>3,493,143</b>	<b>2,882,930</b>	<b>6,086,233</b>	<b>5,680,295</b>	<b>3,921,199</b>
	<b>Prior Year End Cash Reserve</b>	<b>1,074,319</b>	<b>1,022,895</b>	<b>1,210,066</b>	<b>1,697,047</b>	<b>2,909,907</b>
	<b>Total Revenues</b>	<b>4,567,462</b>	<b>3,905,825</b>	<b>7,296,299</b>	<b>7,377,342</b>	<b>6,831,106</b>

CAPITAL IMPROVEMENT FUND

EXPENDITURES

Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>Maintenance &amp; Debt</b>						
51-57-400	Visitor Center Lease/Purchase	18,147	18,147	18,147	18,147	18,147
51-77-430	Lewis Street Lease/Purchase Portion	462,633	462,633	680,000	719,887	0
51-77-437	8th Street Lease/Purchase	0	0	180,000	11,492	173,953
51-77-454	Street Backhoe/Loader Equipment	8,500	5,332	35,357	35,357	35,357
51-46	Planning & Building Capital	140,714	62,492	178,303	102,049	132,667
51-61	Streets Department	430,008	398,249	499,581	475,043	535,844
51-68	Parks Department	302,843	304,327	340,849	320,700	344,109
51-70	Facilities Maintenance Department	210,296	233,407	221,794	220,660	268,007
	<b>Total Maint. and Debt Expenditures</b>	<b>1,573,141</b>	<b>1,484,587</b>	<b>2,154,030</b>	<b>1,903,335</b>	<b>1,508,083</b>

Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>Town Clerk/Town Hall</b>						
51-42-281	Technology	2,200	2,937	7,300	7,300	4,400
51-42-222	Telephone System Upgrades	500	50	100	0	0
	<b>subtotal</b>	<b>2,700</b>	<b>2,987</b>	<b>7,400</b>	<b>7,300</b>	<b>4,400</b>
<b>Town Manager/Administration</b>						
51-44-281	Technology	250	250	250	250	1,000
51-44-204	Employee Merit Increase Fund	9,540	4,608	8,280	8,280	10,549
51-44-410	DOLA fiberoptics and wi-fi grant	0	-2,362	0	0	0
51-44-415	Economic Development Incentives	0	3,049	33,000	33,000	33,000
	<b>subtotal</b>	<b>9,790</b>	<b>5,545</b>	<b>41,530</b>	<b>41,530</b>	<b>44,549</b>
<b>Building/Planning</b>						
51-46-281	Technology	0	0	0	0	3,700
51-46-406	Planning Studies/Grants	0	0	0	0	0
	<b>subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,700</b>
<b>Municipal Court</b>						
51-48-281	Technology	2,500	3,778	2,500	2,500	1,500
	<b>subtotal</b>	<b>2,500</b>	<b>3,778</b>	<b>2,500</b>	<b>2,500</b>	<b>1,500</b>
<b>Police/Safety</b>						
51-51-281	Technology	4,000	4,299	4,000	4,000	4,000
51-51-408	Vehicle/Maintenance and Repairs	18,000	11,476	18,000	16,000	18,000
51-51-409	Public Safety/Traffic Enforcement	7,500	7,500	2,000	1,750	1,000
51-51-410	Safety Equipment/Ballistic Vests	0	0	2,500	2,500	2,500
51-51-806	Police Car	25,000	0	26,000	25,665	35,000
	<b>subtotal</b>	<b>54,500</b>	<b>23,275</b>	<b>52,500</b>	<b>49,915</b>	<b>60,500</b>
<b>Community Center</b>						
51-53-410	Building/Equipment Maintenance	0	0	10,000	9,500	14,000
51-53-xxx	Technology	0	0	0	0	3,000
51-53-450	Capital Improvements	6,400	27,653	3,500	3,100	51,000
	<b>subtotal</b>	<b>6,400</b>	<b>27,653</b>	<b>13,500</b>	<b>12,600</b>	<b>68,000</b>
<b>Recreation</b>						
51-56-281	Technology	1,000	1,130	250	1,500	0
51-56-449	Recreation Equipment	2,000	0	2,000	1,700	2,000
51-56-450	New/Used Recreation Vehicle	0	0	27,000	30,672	0
	<b>subtotal</b>	<b>3,000</b>	<b>1,130</b>	<b>29,250</b>	<b>33,872</b>	<b>2,000</b>
<b>Streets</b>						
51-77-424	Street Paving and Maintenance	50,000	0	0	0	0
51-77-426	Lewis Street Reconstruction	0	225	0	0	0
51-77-432	5 Year Street Maintenance Plan		2,991	85,000	85,000	151,000
51-77-433	Piedra Street Reconstruction	100,000	109,645	0	0	0
51-77-434	Crestview Paving (CMAQ)	180,000	16,239	0	1,220	50,000
51-77-436	Trujillo Road Reconstruction Project	257,193	106,060	151,134	107,537	0
51-77-423	8th Street Reconstruction	0	0	1,500,000	955,000	1,225,000
51-77-447	Majestic Drive Paving (CMAQ)	0	110,721	0	0	0
51-77-431	McCabe Creek Culvert	6,000	0	0	0	0
51-77-	S 5th Street Apache to High School Road	0	0	0	0	390,000
51-77-435	Drainage Maintenance	40,000	1,120	40,000	4,000	40,000
51-77-439	5th Street Economic/Traffic Study	0	0	24,571	49,142	0
51-77-	Town Park parking lot paved	0	0	0	0	85,000
51-77-467	Streets Equipment	0	0	0	6,614	5,500
	<b>subtotal</b>	<b>633,193</b>	<b>347,000</b>	<b>1,800,705</b>	<b>1,208,513</b>	<b>1,946,500</b>

**CAPITAL IMPROVEMENT FUND**

<b>Sidewalks</b>						
51-77-427	Misc Concrete/Sidewalks	40,000	23,872	40,000	0	40,000
51-77-472	Main Street Sidewalk Improvement	227,000	226,999	250,000	10,000	250,000
51-77-438	Safe Routes to School North 8th Street	0	0	350,000	59,290	437,500
	<b>subtotal</b>	<b>267,000</b>	<b>250,872</b>	<b>640,000</b>	<b>69,290</b>	<b>727,500</b>
<b>Parks</b>						
51-77-452	Town Parks Improvements	95,000	64,845	55,000	85,010	180,000
51-77-570	Skate Park	0	0	54,000	153,840	0
51-77-	New/Used Parks Trucks	0	0	0	0	32,000
51-77-544	River Restoration Project	45,000	3,320	45,000	28,140	20,000
51-77-550	Parks Equipment	30,000	45,850	13,000	14,155	13,000
51-77-555	Resource Management	27,500	5,973	36,000	33,000	16,000
51-77-575	River Center Riverwalk Paving	25,000	0	0	0	20,000
51-77-574	Centennial Park Restrooms	0	0	80,000	84,500	0
51-77-	Yamaguchi sidewalk ADA (Baseball field)	0	0	0	0	25,000
	<b>subtotal</b>	<b>222,500</b>	<b>119,988</b>	<b>283,000</b>	<b>398,645</b>	<b>306,000</b>
<b>Trails</b>						
51-77-631	Town to Pagosa Lakes Trail West Phase	475,000	1,544	467,000	1,015	620,000
51-77-465	8th Street Sidewalk/East Trail CDOT	319,620	2,897	315,000	315,000	0
51-77-632	Town to Pagosa Lakes Trail Harman Hill	0	46	30,000	0	145,000
51-77-633	Trails Planning TTPL and Riverwalk (Grant)	50,000	32,127	50,000	8,500	0
51-77-634	Riverwalk Trail to 6th St Bridge	30,000	110	0	0	0
51-77-663	6th Street Pedestrian Bridge	80,000	165,814	0	0	0
51-77-664	Riverwalk Trail Expense	50,000	3,982	10,000	10,000	0
51-77-662	Springs Pedestrian Bridge	0	15,840	195,500	195,500	0
51-77-	DUST 2 Urban Trail	0	0	0	0	80,000
51-77	Hwy 160 Overlook deck redevelopment	0	0	0	0	100,000
	<b>subtotal</b>	<b>1,004,620</b>	<b>222,359</b>	<b>1,067,500</b>	<b>530,015</b>	<b>945,000</b>
<b>Geothermal Exploration</b>						
51-77-700	Geothermal Power Plant Project	10,000	0	2,500	2,000	0
51-77-701	Geothermal Greenhouse Partnership	25,000	25,000	0	0	0
	<b>subtotal</b>	<b>35,000</b>	<b>25,000</b>	<b>2,500</b>	<b>2,000</b>	<b>0</b>
<b>Visitor Center</b>						
51-57-450	Visitor Center Building Maintenance	10,000	1,750	10,000	7,000	2,500
	<b>subtotal</b>	<b>10,000</b>	<b>1,750</b>	<b>10,000</b>	<b>7,000</b>	<b>2,500</b>
<b>Other</b>						
51-77-459	Wayfinding Plan/Medians	25,000	9,237	25,000	25,000	25,000
51-77-460	Mural on Main Street	10,000	2	10,000	0	10,000
51-77-	Small Dumptruck w/ Sander, Mag Tanks and Distri	0	0	0	0	155,000
51-77-461	Historic Pres/Rumbaugh Creek Bridge	222,140	14,981	222,140	15,000	207,250
51-77-462	Historic Pres/Water Works Bldg	0	0	126,312	800	224,000
51-77-463	Historic Pres/Interpretive Signage	0	0	40,000	0	0
51-77-464	Mountain Express Transit Bus	0	0	15,000	15,000	0
51-77-466	ADA Program	0	0	15,000	15,000	15,000
	<b>subtotal</b>	<b>257,140</b>	<b>24,220</b>	<b>453,452</b>	<b>70,800</b>	<b>636,250</b>
	<b>Total Improvement Expenditures</b>	<b>2,508,343</b>	<b>1,055,556</b>	<b>4,403,837</b>	<b>2,433,980</b>	<b>4,744,699</b>
	Total Maintenance/Debt Expenditures	1,573,141	1,484,587	2,154,030	1,903,335	1,508,083
	Total Improvement Expenditures	2,508,343	1,055,556	4,403,837	2,433,980	4,744,699
	<b>Total Capital Expenditures</b>	<b>4,081,484</b>	<b>2,540,143</b>	<b>6,557,867</b>	<b>4,337,315</b>	<b>6,252,782</b>
	TOTAL CAPITAL REVENUES	4,567,462	3,905,825	7,296,299	7,377,342	6,831,106
	TOTAL CAPITAL EXPENDITURES	4,081,484	2,540,143	6,557,867	4,337,315	6,252,782
	<b>End Year Cash Reserve</b>	<b>485,978</b>	<b>1,365,682</b>	<b>738,431</b>	<b>3,040,026</b>	<b>578,323</b>
	Restricted 3% Tabor	122,445	76,204	196,736	130,119	187,583
	<b>Unrestricted Reserve</b>	<b>363,534</b>	<b>1,289,478</b>	<b>541,695</b>	<b>2,909,907</b>	<b>390,740</b>

a Reflects a 2% increase from 2016 estimated end of year

**Streets**

- b 8th Street reconstruction project \$2.180, pay off Lewis St lease/purchase \$540,254
- f Dog Alley and 1st Street at Rumbaugh Creek
- g Florida and N 7th Street
- h 2nd to 3rd Street North Side Pagosa Street (Hwy 160)

**Parks**

- i Yamaguchi playground equipment (125k), new roof terrazzo yamaguchi park (10k), yamaguchi Irrigation vault (\$30k) town improvements (15k)
- j Final river feature - Cotton's hole
- e four wheeler w/blade and snowblower
- c Paving Town Park and Athletic Field Parking lots

CAPITAL IMPROVEMENT FUND

**Trails**

l \$30 Town match - \$200K PROST, \$45K PLPOA, \$200K State Trails TTPL West Phase

**Geothermal**

n Audit for Geothermal Authority

**Other**

d Detective truck

o \$95K Town Match, Historic Preservation restore water reservoir walls, stone arch bridge at 1st St, Interpretive signage

PROJECTS CAPITAL DEPARTMENT						
Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>PERSONNEL</b>						
51-46-110	Special Projects Manager	49,845	34,699	51,229	52,000	52,612
51-46-133	Travel/Training/Meetings	1,500	1,318	1,500	0	1,500
51-46-131	FICA	3,813	2,804	3,919	3,978	4,025
51-46-132	Insurance	9,564	2,106	15,593	8,871	9,900
51-46-134	Pension	2,492	1,630	2,561	2,600	2,631
	<b>subtotal</b>	<b>67,214</b>	<b>42,557</b>	<b>74,803</b>	<b>67,449</b>	<b>70,667</b>
<b>COMMODITIES</b>						
51-46-202	Office Supplies	750	810	750	200	500
51-46-212	Vehicle Fuel/Oil/Maintenance	3,250	925	3,250	200	1,000
51-46-281	Technology	1,000	518	9,500	12,000	500
51-46-	Office Equipment	0	0	0	0	0
51-46-406	Planning Studies/Grants	37,500	0	75,000	15,000	60,000
51-46-441	Annexations	5,000	0	0	0	0
51-46-450	Planning/Permitting Software	26,000	17,682	15,000	7,200	0
	<b>subtotal</b>	<b>73,500</b>	<b>19,935</b>	<b>103,500</b>	<b>34,600</b>	<b>62,000</b>
<b>TOTAL PROJECTS BUDGET</b>						
		<b>140,714</b>	<b>62,492</b>	<b>178,303</b>	<b>102,049</b>	<b>132,667</b>

a Citizenserve Program

b Software purchases for Planning Department: ARC GIS, \$2,000;

c Comprehensive Plan Update, awarded to SE Group.

## STREETS DEPARTMENT

Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>PERSONNEL</b>						
51-61-110	Street Superintendent	65,190	65,300	67,000	67,000	67,788
51-61-110	Equipment Operator III	41,856	41,946	43,018	43,018	43,524
51-61-110	Equipment Operator II	38,356	38,791	39,421	39,420	39,885
51-61-110	Equipment Operator I	40,423	40,533	41,546	41,546	42,034
51-61-110	Equipment Operator I	0	0	36,124	25,000	36,549
51-61-131	FICA	14,216	14,348	17,374	16,523	17,578
51-61-132	Insurance	43,126	43,427	59,742	53,222	56,297
51-61-133	School/Travel	2,500	1,377	2,900	2,115	3,500
51-61-134	Pension	9,291	9,307	11,355	10,799	11,489
	<b>Subtotal</b>	<b>254,958</b>	<b>255,028</b>	<b>318,481</b>	<b>298,643</b>	<b>318,644</b>
<b>COMMODITIES</b>						
51-61-202	Office Supplies	200	167	250	250	300
51-61-212	Fuel & Oil	26,000	17,833	22,000	18,000	22,000
51-61-222	Tires	4,000	3,933	4,000	5,000	6,000
51-61-228	Gravel/Asphalt	20,000	15,239	25,000	25,000	25,000
51-61-230	Culverts	2,000	0	1,000	1,100	1,000
51-61-234	Street Lighting - LPEA	44,000	38,117	44,000	42,000	44,000
51-61-281	Techology	250	160	750	250	2,000
51-61-439	Street Lighting Maintenance	2,000	1,660	2,000	2,000	2,000
	<b>Subtotal</b>	<b>98,450</b>	<b>77,109</b>	<b>99,000</b>	<b>93,600</b>	<b>102,300</b>
<b>CONTRACTUAL</b>						
51-61-402	Telephone Cellular	1,100	1,112	1,100	1,100	1,200
51-61-406	Maintenance-Vehicles	20,000	8,939	17,000	22,000	30,000
51-61-410	Uniforms	5,000	4,638	5,000	5,000	5,700
51-61-418	Cemetery Maintenance	2,000	4,184	4,000	4,000	4,000
51-61-434	Utilities/Shop Supplies	16,500	15,224	17,000	17,000	17,000
51-61-436	Maintenance-Roads	20,000	25,657	27,000	23,000	27,000
51-61-444	Sweeper Maintenance	5,000	4,410	5,000	5,000	24,000
51-61-460	Clean-Up Week	7,000	1,946	5,000	5,000	5,000
51-61-470	Lightpole Banners/Fixtures	0	0	1,000	700	1,000
	<b>Subtotal</b>	<b>76,600</b>	<b>66,112</b>	<b>82,100</b>	<b>82,800</b>	<b>114,900</b>
	<b>TOTAL STREETS BUDGET</b>	<b>430,008</b>	<b>398,249</b>	<b>499,581</b>	<b>475,043</b>	<b>535,844</b>

PARKS DEPARTMENT						
Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>PERSONNEL</b>						
51-68-110	Parks Manager	48,357	51,589	0	0	0
51-68-110	Parks Crew Leader	0	0	41,180	41,180	41,664
51-68-110	Parks Crew Leader	0	0	41,180	41,180	41,664
51-68-110	Parks Maintenance II	36,716	36,826	37,736	37,849	38,179
51-68-110	Parks Maintenance II	36,716	36,826	0	0	0
51-68-110	Parks Use Administrator	20,000	15,802	0	0	0
51-68-111	Parks Maintenance Part time	49,046	60,209	82,500	60,000	70,000
51-68-131	FICA	14,599	15,353	15,499	13,786	14,650
51-68-132	Insurance	31,720	23,207	42,000	50,675	51,165
51-68-134	Pension	6,089	5,532	6,005	6,010	6,075
51-68-135	Training/Travel/Dues	1,500	492	1,500	1,500	1,500
	<b>Subtotal</b>	<b>244,743</b>	<b>245,835</b>	<b>267,599</b>	<b>252,180</b>	<b>264,899</b>
<b>COMMODITIES</b>						
51-68-212	Fuel/Oil	8,000	5,470	6,000	5,000	5,500
51-68-216	Park/Field Maintenance	20,000	27,033	30,000	28,000	30,000
51-68-218	Park Utilities	25,000	23,511	25,500	25,500	25,500
51-68-220	Vehicle Maintenance	2,500	1,251	3,500	3,200	3,500
51-68-221	Equipment Maintenance	0	0	5,000	5,000	5,500
51-68-222	Uniforms	0	0	1,500	1,500	1,500
51-68-xxx	Parks Supplies/Amenities	0	0	0	0	6,500
51-68-281	Technology	1,100	588	250	0	250
51-68-402	Telephone	1,000	438	1,000	320	960
51-68-816	Town Tree Program	500	200	500	0	0
	<b>Subtotal</b>	<b>58,100</b>	<b>58,491</b>	<b>73,250</b>	<b>68,520</b>	<b>79,210</b>
	<b>TOTAL PARKS BUDGET</b>	<b>302,843</b>	<b>304,327</b>	<b>340,849</b>	<b>320,700</b>	<b>344,109</b>

a Five summer seasonal workers

b DUST2 Trail Maintenance

**FACILITIES MAINTENANCE DEPARTMENT**

<b>Account</b>	<b>Description</b>	<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Estimate</b>	<b>2017 Budget</b>
<b>PERSONNEL</b>						
51-70-110	Maintenance Director	52,274	52,380	53,726	53,726	54,357
51-70-111	Part Time Help	1,500	1,551	1,500	0	0
51-70-112	Building Maintenance Tech II	33,645	33,755	34,579	34,579	34,986
51-70-112	Building Maintenance Tech II	33,645	33,755	34,579	34,579	34,986
51-70-133	Travel/Training	250	128	500	416	500
51-70-131	FICA	9,261	8,601	9,515	9,401	9,511
51-70-132	Insurance	39,392	36,092	35,000	36,135	36,470
51-70-134	Pension	5,978	5,978	6,144	6,144	6,216
51-70-410	Uniforms	1,600	2,027	1,800	1,800	1,800
	<b>subtotal</b>	<b>177,546</b>	<b>174,266</b>	<b>177,344</b>	<b>176,780</b>	<b>178,827</b>
<b>CONTRACTUAL</b>						
51-70-206	Janitorial Supplies	6,000	3,206	5,000	3,000	4,000
51-70-281	Technology	250	0	850	0	0
51-70-402	Telephone	800	370	400	480	480
51-70-406	Vehicle Fuel/Maintenance	4,000	3,121	5,000	3,250	5,000
51-70-435	Town Hall Improvements	1,200	848	1,200	1,200	60,000
51-70-436	Town Hall Maintenance	12,000	9,880	9,000	5,000	7,000
51-70-437	Heating/Cooling Maintenance	2,000	34,910	10,000	17,000	5,000
51-70-438	Building Electric Maintenance	1,000	390	1,000	250	1,000
51-70-440	Elevator Maintenance	2,300	2,187	2,500	2,500	2,500
51-70-442	Furnishing Town Hall	3,200	4,230	3,200	3,200	3,200
51-70-443	Courtroom Update	0	0	6,300	8,000	1,000
	<b>subtotal</b>	<b>32,750</b>	<b>59,141</b>	<b>44,450</b>	<b>43,880</b>	<b>89,180</b>
	<b>TOTAL MAINTENANCE BUDGET</b>	<b>210,296</b>	<b>233,407</b>	<b>221,794</b>	<b>220,660</b>	<b>268,007</b>

CONSERVATION TRUST FUND						
		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>Revenue</b>						
21-37-530	Town Lottery	17,000	16,665	17,000	17,000	17,000
21-37-700	County Lottery	30,000	30,000	30,000	30,000	30,000
	<b>Subtotal</b>	<b>47,000</b>	<b>46,665</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>
	<b>Prior Fund Balances</b>	<b>65,248</b>	<b>64,770</b>	<b>89,276</b>	<b>88,684</b>	<b>55,276</b>
	<b>TOTAL REVENUES</b>	<b>112,248</b>	<b>111,435</b>	<b>136,276</b>	<b>135,684</b>	<b>102,276</b>
<b>Expenditures</b>						
21-40-800	Parks & Rec Maintenance	13,000	12,895	5,000	5,530	6,000
21-40-910	Yamaguchi Park	10,000	6,857	31,000	31,000	39,000
21-40-950	South Park	0	0	25,000	25,000	5,000
21-40-960	Rivercenter Park	0	0	8,000	6,110	17,000
21-40-970	CC Exercise Room	0	0	12,000	12,000	4,000
21-40-940	Elementary School Playground	3,000	3,000	0	0	0
	<b>Subtotal</b>	<b>26,000</b>	<b>22,751</b>	<b>81,000</b>	<b>79,640</b>	<b>71,000</b>
	<b>Total Expenditures to CIF</b>	<b>26,000</b>	<b>22,751</b>	<b>81,000</b>	<b>79,640</b>	<b>71,000</b>
	<b>TOTAL REVENUES</b>	<b>112,248</b>	<b>111,435</b>	<b>136,276</b>	<b>135,684</b>	<b>102,276</b>
	<b>TOTAL EXPENDITURES</b>	<b>26,000</b>	<b>22,751</b>	<b>81,000</b>	<b>79,640</b>	<b>71,000</b>
	<b>Ending Fund Balance</b>	<b>86,248</b>	<b>88,684</b>	<b>55,276</b>	<b>56,044</b>	<b>31,276</b>

- a Riverwalk repaving towards the ponds (5k), new fishing dock (12k)
- b landscaping park (4k) and stain bathroom (1k)
- c skywex monitoring (1k), 2 shade structures (10k), landscape and irrigation at skate park (10k), volleyball court (8k), pump track (10k)
- d stair climber for exercise room

**TRUST/IMPACT FUND**

**REVENUES**

<b>Account</b>	<b>Description</b>	<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Estimate</b>	<b>2017 Budget</b>
<b>IMPACT FEES</b>						
31-34-600	Roads	8,000	22,834	8,000	22,000	7,800
31-34-700	Regional Public Buildings	0	2,108	0	1,918	0
31-34-710	Town Public Buildings 2013	0	2,540	0	3,200	1,016
31-34-800	Regional Recreation Facilities	0	363	0	24	0
31-34-810	Recreational Facilities 2013	0	7,260	0	4,400	2,904
31-34-900	Parks	0	7,728	0	4,837	2,944
31-34-910	Trails	0	13,692	0	8,568	5,216
31-39-990	Interest Earned	0	1,464	0	0	0
	<b>Subtotal</b>	<b>8,000</b>	<b>57,989</b>	<b>8,000</b>	<b>44,947</b>	<b>19,880</b>
<b>IMPACT FEES - OTHERS</b>						
31-34-100	Emergency Service Provider	3,600	14,364	3,600	17,775	7,070
31-34-200	Water Storage	1,900	1,712	1,900	1,690	1,691
31-34-300	School Fees	1,200	5,824	1,200	3,680	2,264
31-23-350	Administration	100	447	100	500	100
	<b>Subtotal</b>	<b>6,800</b>	<b>22,347</b>	<b>6,800</b>	<b>23,645</b>	<b>11,125</b>
<b>TRUST ACCOUNTS</b>						
31-36-415	Walmart West End Trail Donation	0	45,000	0	0	0
31-36-450	Pinon Lake Fountain	0	4,540	0	0	0
31-36-520	Health Account	0	136,855	0	35,340	30,000
31-36-530	Community Center	0	182,929	0	0	0
31-36-580	Marky Egan Scholarship	0	100	0	0	0
31-36-581	Festival of Trees	0	13,650	0	0	0
31-36-590	Reservoir Hill Ticket Tax	8,000	8,104	8,000	8,145	8,000
	<b>Subtotal</b>	<b>8,000</b>	<b>391,179</b>	<b>8,000</b>	<b>43,485</b>	<b>38,000</b>
	Prior Fund Balances	558,394	171,812	427,203	521,880	640,273
	<b>TOTAL REVENUES</b>	<b>581,194</b>	<b>643,326</b>	<b>450,003</b>	<b>633,957</b>	<b>709,278</b>

**TRUST/IMPACT FUND**

**EXPENDITURES**

Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>IMPACT FEES</b>						
31-77-600	Roads	0	0	0	0	0
31-22-602	Piedra St Improvement Project	400,000	289,000	0	0	0
31-22-603	Trujillo Road Reconstruction	0	111,000	0	0	0
31-22-700	Regional Public Buildings	2,780	0	0	0	0
31-46-710	Town Public Building 2013	0	0	0	0	20,000 <sup>a</sup>
31-56-810	Recreation Facilities 2013	0	0	0	0	0
31-68-900	Parks	0	0	5,000	5,000	0
31-68-910	Trails	0	0	10,000	10,000	0
	<b>Subtotal</b>	<b>402,780</b>	<b>400,000</b>	<b>15,000</b>	<b>15,000</b>	<b>20,000</b>
<b>IMPACT FEES - OTHERS</b>						
31-51-100	Emergency Service Provider	4,500	14,364	3,600	17,775	7,070
31-76-200	Water Storage	1,900	1,712	1,900	1,690	1,691
31-76-300	School	1,200	5,824	1,200	3,680	2,264
	<b>Subtotal</b>	<b>7,600</b>	<b>21,900</b>	<b>6,700</b>	<b>23,145</b>	<b>11,025</b>
<b>TRUST ACCOUNTS</b>						
31-23-415	Walmart West End Trail Donation	0	0	45,000	0	15,000
31-76-450	Pinon Lake Fountain	0	4,561	0	0	0
31-76-520	Health Account	0	23,941	8,200	20,500	4,500
31-53-530	Community Center	0	88,236	10,000	10,000	0
31-23-550	Whitewater Fund	0	0	0	0	0
31-23-580	Marky Egan Scholarship	0	0	0	0	0
31-76-581	Festival of Trees	0	13,650	0	0	0
31-76-590	Reservoir Hill Ticket Tax	0	9,741	0	11,070	0
	<b>Subtotal</b>	<b>0</b>	<b>140,129</b>	<b>63,200</b>	<b>41,570</b>	<b>19,500</b>
	<b>Total Expenditures</b>	<b>410,380</b>	<b>562,029</b>	<b>84,900</b>	<b>79,715</b>	<b>50,525</b>
	TOTAL REVENUES	581,194	643,326	450,003	633,957	709,278
	TOTAL EXPENDITURES	410,380	562,029	84,900	79,715	50,525
	<b>Ending Fund Balance</b>	<b>170,814</b>	<b>81,297</b>	<b>365,103</b>	<b>554,242</b>	<b>658,753</b>

<sup>a</sup> Town shop site and needs assessment

LODGER'S TAX FUND						
		2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>REVENUE</b>						
41-31-500	Lodgers Tax	540,000	533,595	540,000	570,000	560,000
41-31-505	Intergovernmental Revenue	85,000	87,342	108,000	115,000	115,000
41-31-510	Visitor Center Revenue	0	1,299	1,500	1,500	1,500
41-31-600	Other Income	5,000	22,500	45,000	45,000	45,000
41-31-650	Miscellaneous Revenue	0	0	0	4,715	0
41-31-	Transfer from Trust Fund	0	0	0	1,015	0
	<b>Subtotal</b>	<b>630,000</b>	<b>644,736</b>	<b>694,500</b>	<b>737,230</b>	<b>721,500</b>
	Prior Year End Cash Carryover	166,114	190,355	192,768	295,438	296,530
	<b>TOTAL REVENUES to TTC</b>	<b>796,114</b>	<b>835,091</b>	<b>887,268</b>	<b>1,032,668</b>	<b>1,018,030</b>
<b>EXPENDITURES</b>						
<b>PERSONNEL</b>						
41-42-110	Executive Director	70,000	70,110	71,944	71,944	72,790
41-42-110	Visitor Program Manager	33,645	33,598	34,579	34,579	34,986
41-42-110	Volunteer Coordinator	17,725	17,897	18,217	18,217	16,748
41-42-110	Visitor Center Coordinator	0	3,805	20,150	20,150	17,846
41-42-110	Visitor Center Assistant	0	0	0	0	5,500
41-42-111	Part Time	15,000	0	0	0	0
41-42-131	FICA	10,432	9,541	11,084	11,084	11,312
41-42-132	Insurance	17,233	17,031	19,018	19,132	18,973
41-42-134	Pension	5,182	5,174	5,326	5,326	5,389
41-42-	Employee Merit Increase	0	0	0	0	2,915
	<b>Subtotal</b>	<b>169,218</b>	<b>157,156</b>	<b>180,319</b>	<b>180,432</b>	<b>186,459</b>
<b>COMMODITIES</b>						
41-42-205	External Marketing	330,000	299,766	350,000	350,000	350,000
41-42-133	Training/Travel/Dues	13,000	10,562	8,000	8,000	8,000
41-42-210	Event Funding	57,000	42,772	57,000	47,500	50,000
41-42-402	Telephone	0	0	850	1,089	1,100
41-42-230	Administration (Board Retreat)	1,250	1,160	400	117	500
41-42-240	Economic Incentives	1,500	0	1,500	0	0
	<b>Subtotal</b>	<b>402,750</b>	<b>354,260</b>	<b>417,750</b>	<b>406,706</b>	<b>409,600</b>
<b>CAPITAL PROJECTS</b>						
41-42-221	Fish Stocking	10,000	8,200	10,000	7,000	7,500
41-42-222	Infrastructure	20,000	13,843	25,000	23,000	25,000
41-42-223	Wayfinding and Signage	25,000	0	25,000	2,500	25,000
	<b>Subtotal</b>	<b>55,000</b>	<b>22,043</b>	<b>60,000</b>	<b>32,500</b>	<b>57,500</b>
<b>VISITOR INFORMATION</b>						
41-42-326	Visitor Center Utilities/Phone	9,000	6,199	9,000	6,500	6,500
41-42-327	Visitor Center Janitorial	10,000	4,549	10,000	5,000	5,000
41-42-328	Printing and Publications	10,000	8,669	40,000	40,000	40,000
41-42-329	Technology	5,000	2,965	3,000	3,000	1,500
41-42-330	Volunteer Appreciation	5,000	2,736	3,000	3,000	3,000
41-42-331	VC Office Expenses	6,000	1,541	4,000	4,000	4,000
41-42-235	Fulfillments	32,500	43,215	40,000	32,500	35,000
	<b>Subtotal</b>	<b>77,500</b>	<b>69,873</b>	<b>109,000</b>	<b>94,000</b>	<b>95,000</b>
<b>CONTRACTUAL</b>						
41-42-245	Tax Compliance	12,500	13,325	12,500	12,500	12,500
41-42-255	Fireworks	10,000	0	10,000	10,000	10,000
	<b>Subtotal</b>	<b>22,500</b>	<b>13,325</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>
	<b>TOTAL REVENUES</b>	<b>796,114</b>	<b>835,091</b>	<b>887,268</b>	<b>1,032,668</b>	<b>1,018,030</b>
	<b>TOTAL EXPENDITURES</b>	<b>726,968</b>	<b>616,657</b>	<b>789,569</b>	<b>736,138</b>	<b>771,059</b>
	<b>Ending Fund Balance</b>	<b>69,146</b>	<b>218,434</b>	<b>97,699</b>	<b>296,530</b>	<b>246,971</b>

a CTO grant for hot springs loop \$5K match

**GEOHERMAL ENTERPRISE FUND**

**REVENUES**

Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>SERVICE FEES AND FINES</b>						
55-38-100	Geothermal Utility	40,500	41,053	40,500	40,500	40,500
55-38-300	Geothermal Lease & Heat Tap	1,200	1,197	1,197	1,197	1,197
53-38-400	Other Revenue	0	578	0	0	0
<b>Total Annual Revenues</b>		<b>41,700</b>	<b>42,828</b>	<b>41,697</b>	<b>41,697</b>	<b>41,697</b>
Prior Year End Cash Reserves		93,848	96,106	99,128	101,639	101,786
<b>Total Revenues</b>		<b>135,548</b>	<b>138,934</b>	<b>140,825</b>	<b>143,336</b>	<b>143,483</b>

**GEOHERMAL ENTERPRISE FUND**

**EXPENDITURES**

Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>PERSONNEL</b>						
55-40-133	School/Travel	500	0	0	0	0
<b>Subtotal</b>		<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>COMMODITIES</b>						
55-40-202	Office Supplies	100	0	100	100	100
55-40-204	Postage	250	196	250	250	250
<b>Subtotal</b>		<b>350</b>	<b>196</b>	<b>350</b>	<b>350</b>	<b>350</b>
<b>CONTRACTUAL</b>						
55-40-444	Utilities/Electric and Water	12,000	12,593	13,000	14,000	13,000
55-40-446	Legal/Attorney	2,000	0	1,000	1,000	1,000
55-40-438	Engineering	5,000	0	1,000	0	1,000
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	9,500	9,500	9,500	9,500	9,500
55-40-456	Contractual Services Maintenance Dept	4,500	4,500	4,500	4,500	4,500
55-40-458	Pagosa Verde Symposium	500	500	500	0	0
<b>Subtotal</b>		<b>39,500</b>	<b>33,093</b>	<b>35,500</b>	<b>35,000</b>	<b>35,000</b>
<b>CAPITAL IMPROVEMENTS</b>						
55-40-242	Repair Equipment/Meters	5,000	2,515	2,000	2,700	2,000
55-40-244	Repair of Leaks	10,000	70	1,500	2,500	1,500
55-40-246	New Pump/Meters	5,000	5,411	2,000	1,000	1,500
55-40-500	McCabe Creek Reconstruction	40,000	0	0	0	0
55-40-832	Contingency	1,000	0	0	0	0
<b>Subtotal</b>		<b>61,000</b>	<b>7,996</b>	<b>5,500</b>	<b>6,200</b>	<b>5,000</b>
<b>Total Geothermal Expenditures</b>		<b>101,350</b>	<b>41,285</b>	<b>41,350</b>	<b>41,550</b>	<b>40,350</b>
TOTAL REVENUES		135,548	138,934	140,825	143,336	143,483
TOTAL EXPENDITURES		101,350	41,285	41,350	41,550	40,350
<b>Year End Carryover Reserve</b>		<b>34,198</b>	<b>97,648</b>	<b>99,475</b>	<b>101,786</b>	<b>103,133</b>



# AGENDA DOCUMENTATION

## NEW BUSINESS: IV.2

PAGOSA SPRINGS TOWN COUNCIL  
OCTOBER 4TH, 2016

FROM: JENNIFER GREEN, TOURISM DIRECTOR

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**PROJECT: 2017 COLORADO TOURISM OFFICE MARKETING MATCHING GRANT APPLICATION / PROJECT**  
**ACTION: DISCUSSION AND POSSIBLE ACTION**

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### PURPOSE/BACKGROUND

The Colorado Tourism Office offers an annual Marketing Matching Grant program. The CTO's Marketing Matching Grant Program provides funding to not-for-profit organizations in the State of Colorado for the purpose of promoting the state or a region as a tourism destination.

For every \$1 the organization allocates to the program, the Colorado Tourism Office will provide \$1 in matching funds. The Colorado Tourism Office will award grants up to \$25,000 this year. Funds will be awarded to organizations whose objective is to promote the state or the defined region, targeting audiences outside of Colorado.

In 2016, Pagosa Springs partnered with Ouray, Glenwood Springs, Steamboat Springs and Chaffee County to create the Colorado Historic Hot Springs Loop. The partnership was awarded the full \$25,000 match from the Colorado Tourism Office.

### 2016 SUCCESSES

The project was a huge success, even more so than any of the partners could've imagined. For a \$5000 investment, Pagosa Springs received the following promotion / media:

- Developed a product for tour operators, Brand USA, Colorado Tourism Office, media, etc to promote
- Landing page on state tourism website: [www.colorado.com/hotspringsloop](http://www.colorado.com/hotspringsloop)
- Videos promoting loop, with voiceover in English, Chinese and Japanese; videos live on [colorado.com](http://colorado.com) and brand USA: <https://www.hightail.com/download/cUJYK0dxUEMrV3pvS3NUQw>
- Brochure available in English, Chinese, Japanese and German - distributed at international trade shows (IPW, Go West, etc) and state Welcome centers and each participating destination visitor center
- Press & media exposure:
  - Leisure Group Travel: On the Water <http://leisuregrouptravel.com/5-premier-hot-springs-western-colorado/>
  - Denver Post (Travel Section - Sunday edition): <http://www.denverpost.com/2016/08/23/colorado-historic-hot-springs-loop/>
  - Upcoming: National Geographic, Hemispheres Magazine, 5280, Dallas Morning News
  - Press release distributed through Colorado Tourism Office
- CTO Instagram takeover week of October 7th - 14th #COHotSpringsLoop

- CTO Out of State Eblast in July: [http://enews.colorado.com.pluto.milesmedia.com/index.php?get\\_segment=402](http://enews.colorado.com.pluto.milesmedia.com/index.php?get_segment=402)  
(reached 650,000+ subscribers)

The group plans to apply as a Regional/Partnership Applicant once again in 2017. While much of 2016 funding was product development, such as brochures, videos, landing page, etc, the focus for the 2017 grant will be entirely focused on promoting the Loop to a drive in domestic market. International promotions will continue, but expenses were covered in product development with the 2016 grant. The CTO and participating partners will promote the loop at various trade shows, with no trade show expenses directly impacting the grant.

Once again, the group has asked that Pagosa Springs serve as fiscal pass-through. All grant funds from the CTO and participants will be received by January 31st, 2017 and no payments will be made until funds are received.

### **FISCAL IMPACT**

The total grant request is \$50,000, with \$25,000 from CTO, \$5,000 from each of the participants. Pagosa's portion, \$5,000, will be covered out of 2017 external marketing.

### **RECOMMENDATION**

It is staff's recommendation that Town Council consider the following actions:

- Approve Pagosa's participation through the Tourism Board in the Historic CO Hot Springs Loop 2017 CTO Grant Application**
- Agree to allow Pagosa Springs to serve as the fiscal pass-through for the project**

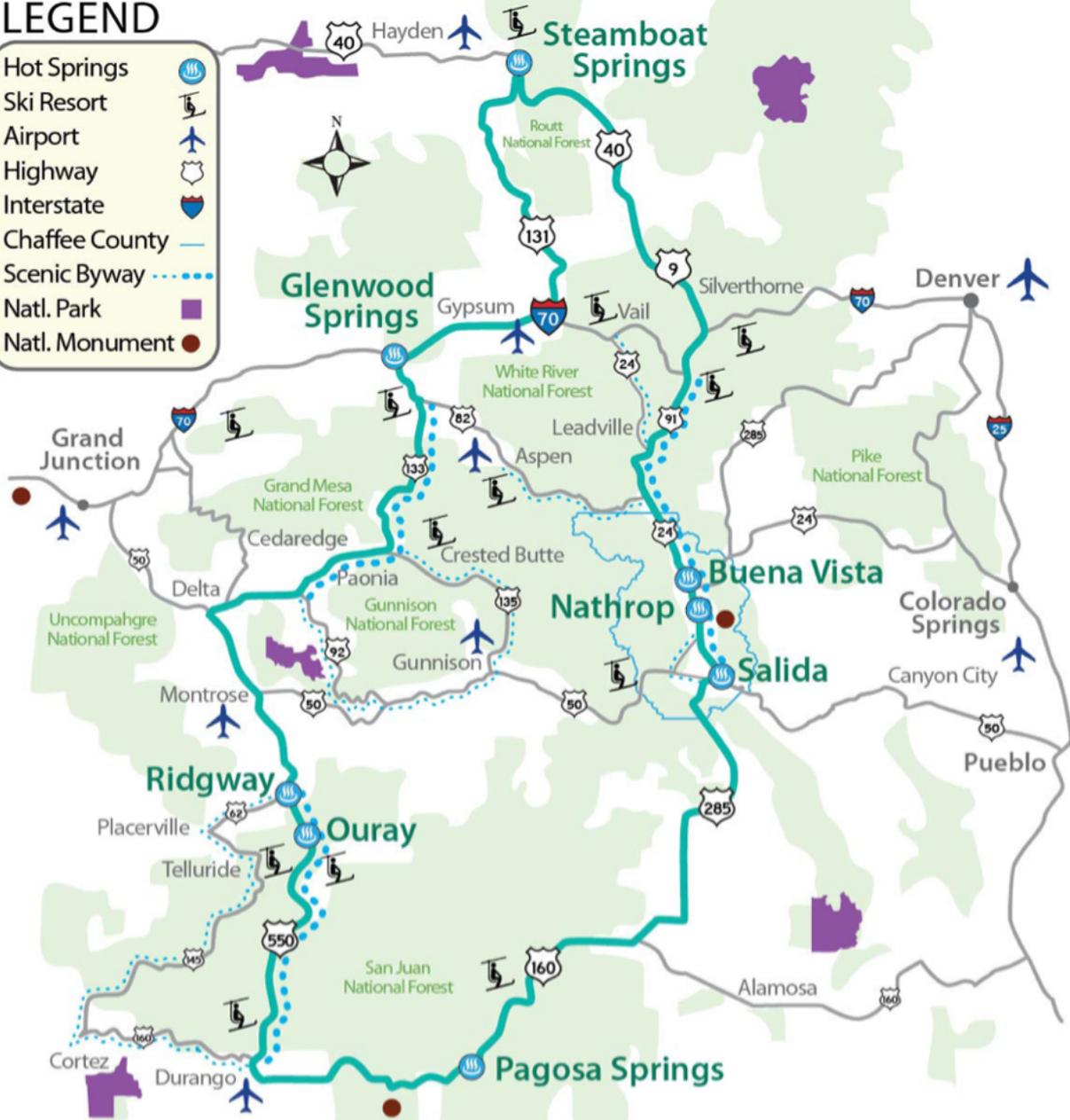
# Colorado Historic Hot Springs Loop Grant

- Strong partnerships with 5 destinations
- Partners are all DMOs that actively promote their communities as hot springs destinations
- Concept grew momentum to fill need with international and group tour operators
- Each partner committed \$5,000 towards \$25,000 match



# LEGEND

- Hot Springs 
- Ski Resort 
- Airport 
- Highway 
- Interstate 
- Chaffee County 
- Scenic Byway 
- Natl. Park 
- Natl. Monument 



## COLORADO

# HISTORIC HOT SPRINGS LOOP

**BUENA VISTA & SALIDA, COLORADO**  
 Chaffee County, Colorado Visitors Bureau  
[ColorfulColorado.com](http://ColorfulColorado.com)



# Collateral



**COLORADO**  
*Historic*  
**HOT SPRINGS LOOP**

**LEARN ABOUT THE PAST**  
There is a strong connection to Native Americans here. Hot springs were sacred grounds. Several National Parks and Monuments pay homage to these ancient cultures. Trains, mining, ghost towns and western heritage are an important part of the past and are well-preserved.

**TRY NEW CUISINE**  
There aren't a lot of chain restaurants in these small towns, but there are plenty of microbreweries! And food is an art form, using locally grown products.

**DO A HOT SPRINGS ROAD TRIP**  
Take a week or two to really experience the Colorado Historic Hot Springs Loop. From Denver, begin your itinerary in Chaffee County, the communities of Buena Vista, Nathrop, and Salida. Then travel south to Pagosa Springs, Ouray and Ridgway are the next stops. Onward to Glenwood Springs. Finally, Steamboat Springs completes the journey.

[www.Colorado.com/HotSpringsLoop](http://www.Colorado.com/HotSpringsLoop)

**COLORADO**  
VISITOR OFFICE | COLORADO.COM

**OURAY COLORADO**  
The best ice climbing in Colorado.  
[www.ouraycolorado.com](http://www.ouraycolorado.com)

**PAGOSA SPRINGS**  
Surrounded by 2.5 million acres of wilderness and forest, Pagosa Springs is the official home to the deepest hot springs. Springs Resort and 23 terraced hot springs pools alongside the San Juan River. Overlook Hot Springs offers rooftop tubs and Victorian-style mineral baths. Healing Waters Resort & Spa features a large outdoor pool and European-style steam rooms. Many local businesses utilize the abundant geothermal heat.  
[www.visitpagosasprings.com](http://www.visitpagosasprings.com)

**CHAFFEE COUNTY**  
Buena Vista, Nathrop, Sa

**MAP**  
A map showing the route of the Colorado Historic Hot Springs Loop through Chaffee, Ouray, and Archuleta counties, with stops at Buena Vista, Nathrop, Salida, Pagosa Springs, Ouray, and Ridgway.



Verizon 2:23 PM

colorado.com

Menu COLORADO SEARCH

# COLORADO HISTORIC HOT SPRINGS LOOP



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# Denver Post Feature: Sunday 8/28



THE DENVER POST • DENVERPOST.COM • SUNDAY, AUGUST 28, 2016 TRAVEL 11E

## Travel

Pagosa Springs Resort and Spa in Pagosa Springs has 23 mineral pools, as well as rooms and suites. Joshua Berman, Special to The Denver Post

# Historic hotspots

### Family road trip loops around Colorado's springs

By Joshua Berman Special to The Denver Post

It is Week Three of our month-long discovery trip through western Colorado. My wife, three daughters, and I are water-soaked, wizened road warriors, more than halfway through our quest to visit every major hot spring in Colorado. The car smells like sulphur and campfires; bathing suits and towels are draped over seatbacks and we are on our way to the next set of pools.

On this afternoon, we're driving from Durango to Ouray on U.S. 550, the "Million Dollar Highway." I swing our minivan around another sharp turn and, slowing down, admire one more set of nearby snow-capped peaks. The scenery is insane, but I pull my eyes from the road to scan the scene in the rear-view mirror.

My 3-year-old daughter is out cold, her body cockeyed in her car seat; her older sisters, 6 and 8, are as mesmerized by the scenery as I am, coloring books ignored in their laps. With their tired, golden faces and mineral-soaked, quasi-dreaded hairdos, my wife, next to me, and my brood in the back all look like wild women.



# Leisure Group Travel Magazine



## WEST REGION

**T**hermal springs flow abundantly throughout the Colorado Rocky Mountains. Five premier hot springs destinations in the western part of the state—Chaffee County, Pagosa Springs, Ouray County, Chaffee and Steamboat Springs—have come together to form the Colorado Historic Hot Springs Loop, offering 19 unique facilities.

Soaking in super-heated water saturated with minerals offers many wellness benefits. Practiced for thousands of years, balneology is the art and science of baths and bathing in natural mineral waters for health and wellness. This type of therapy helps to rehydrate the skin, calm nerves and detoxify the body. It has been known to ease the symptoms of arthritis, fibromyalgia and depression, as well as

incomer and circulatory diseases. The high mineral content absorbs into the body, helping to eliminate toxins, increase blood flow and circulation, and boost metabolism. The warmth has a relaxing, soothing effect on muscles and the mind. Ultimately, the goal is rejuvenation and spending time with friends and family.

The Hot Springs destinations will enhance your next trip to western Colorado.

### Getting Into Hot Water

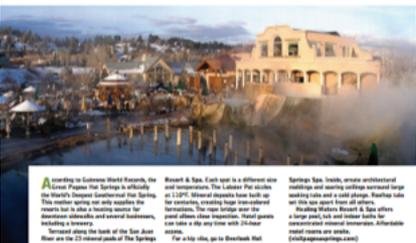
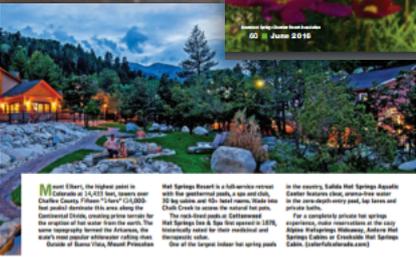
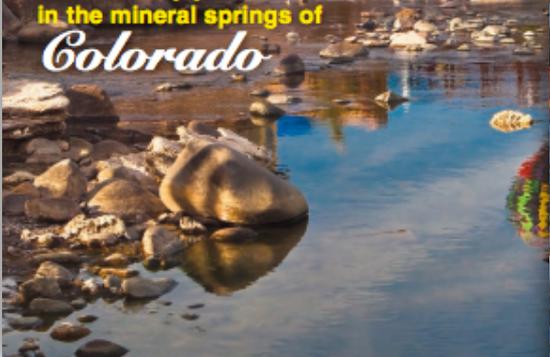
*Soothe away your cares in the mineral springs of Colorado*

60 | June 2016

### On tours of western Colorado, travelers can recharge their batteries with a good soaking or two

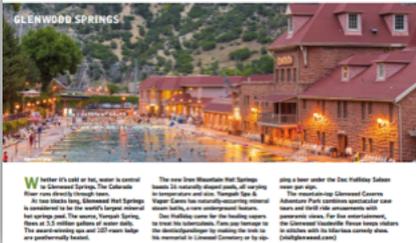
Mark & Heidi's second year at Steamboat Park Hot Springs in Steamboat Springs.

June 2016 | 61



**Front Range, the highest peak in Colorado at 14,303 feet, towers over the town of Steamboat Springs. The town is a hot spring destination in the western part of the state, offering a variety of hot springs and mineral waters. The town is a hot spring destination in the western part of the state, offering a variety of hot springs and mineral waters. The town is a hot spring destination in the western part of the state, offering a variety of hot springs and mineral waters.**

**Hot Springs Resort is a full-service resort with the amenities of a spa and club. The resort is a hot spring destination in the western part of the state, offering a variety of hot springs and mineral waters. The resort is a hot spring destination in the western part of the state, offering a variety of hot springs and mineral waters.**



**Greenwood Springs is a hot spring destination in the western part of the state, offering a variety of hot springs and mineral waters. The town is a hot spring destination in the western part of the state, offering a variety of hot springs and mineral waters.**

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60 | June 2016



551 Hot Springs Boulevard  
Post Office Box 1859  
Pagosa Springs, CO 81147  
Phone: 970.264.4151  
Fax: 970.264.4634

**PAGOSA SPRINGS SANITATION  
GENERAL IMPROVEMENT DISTRICT  
MEETING AGENDA  
TUESDAY, OCTOBER 4, 2016  
Town Hall Council Chambers  
551 Hot Springs Blvd  
5:00 p.m.**

- I. **CALL MEETING TO ORDER**
- II. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- III. **PUBLIC COMMENT** – *Please sign in to make public comment*
- IV. **CONSENT AGENDA**
  - 1. **Approval of August 18, 2016 Meeting Minutes**
- V. **REPORTS TO BOARD**
  - 1. **Department Report**
  - 2. **Pipeline Update**
- VI. **NEW BUSINESS**
  - 1. **2017 Preliminary Budget**
- VII. **NEXT BOARD MEETING DECEMBER 6, 2016 AT 5:00PM**
- VIII. **ADJOURNMENT**



# AGENDA DOCUMENTATION

## REPORTS TO BOARD: V.1

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS

OCTOBER 4, 2016

FROM: GENE TAUTGES, SANITATION SUPERVISOR

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**PROJECT: SANITATION DISTRICT REPORT**

**ACTION: DISCUSSION**

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### ADMINISTRATIVE & COLLECTION SYSTEM

Although there has been no discharge from the old lagoon facility since late May, we are still required to submit what is called a monthly discharge monitoring report (DMR). In August I also applied to the Colorado Department of Public Health and Environment (CDPHE) to have our discharge permit terminated to alleviate these reports and avoid an approximate \$1500 annual permit fee. I'm awaiting their response at this time.

There are a couple of collection system issues staff is dealing with regarding the lack of clean outs or separate service lines. Also we are working with a customer and their supplier of chemicals to see if a recurring clogging issue is being caused by these chemicals.

Regarding the 2016 Small Community Grant Program and the additional storage and Supervisory Control and Data Acquisition (SCADA) project, I offer the following update. The \$442,765 grant supplemented by our 30% match of \$189,750 is in the design stage. Working with our Engineers, we have determined that we can submit this project to CDPHE for review under a Site Application Amendment pathway rather than a (more rigorous) Lift Station amendment path. The amount to be submitted to CDPHE for their design review isn't yet known, but we will have a better idea of the amount and timeline soon. We also have an email request into Trautner Geotech, the firm that performed the original geotech work on the pump stations, to see if they'll support this project based on their previous investigations of the site which is directly next to where the additional storage project is anticipated to be constructed. This will be a savings to this project if this is approved.

I am also in my annual "get ready for winter" mode doing fall maintenance on the three existing small pumping stations. I am anticipating some pump priming issues lately and am investigating these further. I am also in the process of compiling a list of "excess" equipment left over now after the lagoon system is nearly de-commissioned. Air blowers, flow recorders, fiberglass buildings, and other miscellaneous equipment will be posted on the auction website hopefully in October. As of this writing, three more connections to the sewer collection system have been completed. Staff anticipates these may be the last ones for the year now that road cuts will no longer be permitted.

### GEOTHERMAL

The Town Geothermal Heating System began to be readied for the winter heating system on September 27<sup>th</sup>. A leak was found and has been repaired as well as a few small technical issues related to notification of alarms. In early October I will be downloading data from the 7 private well sites in town and dissemination the information to the appropriate parties.



# AGENDA DOCUMENTATION

## REPORTS TO BOARD: V.2

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS  
OCTOBER 4TH, 2016

**FROM: GENE TAUTGES, SANITATION SUPERVISOR**

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**PROJECT: PAWSD/PIPELINE UPDATE REPORT**

**ACTION: DISCUSSION**

---

We are in the "time consuming" phase of the pipeline project at this time. The pump stations and pipeline have been on line since May 24<sup>th</sup> and after some expected operational tweaking, are operating well.

The lagoon de-commissioning portion of the project is where all liquid and sludge from the three lagoon cells must be properly removed. Currently, the contractor is using bio bags and a belt filter press to dewater the contents of the lagoons. The byproduct of these processes is a cake like substance that will be ultimately hauled to the county landfill.

Staff is working closely with PAWSD as the liquid portion is being pumped through the new pump stations and pipeline to make sure their treatment plant does not get overloaded. Per the construction documents, the electrical and treatment costs incurred by this process are borne by the District so I am watching this aspect very closely. The flow meter at pump station #2 is not reading accurately and will be replaced under warranty sometime this month. This will require a very precise shut down of the pump stations for a short period of time and I will be directing the contractor on this to ensure there are no surprises. We are still waiting for a few of the critical spare parts specified in the construction contract to be delivered, however most are on site and ready to go if needed.

Once the old blower building has been decommissioned and excess equipment put out to auction, I plan on spending any spare time this winter to rehabilitate the building to store inventory and tools. I have budgeted shelving for this purpose in 2017.

I remain available to give anyone who would like, a tour of the new facilities at your convenience.



# AGENDA DOCUMENTATION

## NEW BUSINESS:VI.1

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS

OCTOBER 4, 2016

FROM: GREGORY J. SCHULTE AND GENE TAUTGES

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**PROJECT: SANITATION DISTRICT PRELIMINARY 2017 BUDGET**

**ACTION: FOR COUNCIL INFORMATION**

---

### PURPOSE/BACKGROUND

As specified by Colorado Revised Statutes, the Pagosa Springs Sanitation and General Improvement District (District) is required to prepare and adopt an annual budget by December 31<sup>st</sup> each year. The District also has an internal budget calendar in place to ensure a timely preparation and review of the proposed budget. This presentation of the budget represents a preliminary budget for the Board's consideration and review. Subsequent to this presentation, there will be a budget work session scheduled for the District and planned to occur in conjunction with the Town Council work sessions scheduled between October 10th and 28<sup>th</sup>. The budget timeline for the District is as follows:

- |                                    |                               |
|------------------------------------|-------------------------------|
| - Preliminary Budget Presentation: | October 4 <sup>th</sup>       |
| - Budget Work Sessions:            | October 10 – 28 <sup>th</sup> |
| - Public Hearing for the Budget:   | November 17 <sup>th</sup>     |
| - Final Budget Adoption:           | December 6 <sup>th</sup>      |

### Revenues

Revenues re anticipated to be significantly different in 2017 compared to 2016 because of the pipeline project and the Small Community Grant Program. It's important to remember these are projections and may change prior to final adoption of the 2017 budget as there will be a revised estimate as to how much of the pipeline is completed in 2016 and what portion, if any, will be carried over in 2017.

These items affect the revenue received from our financial partners, the Division of Local Affairs, and the Colorado Water and Power Development Authority. In addition to the revenue related to the pipeline, the Small Community Grant Program will affect our revenues. In 2015 the District was awarded a grant and now again in 2016 we were the recipient of an additional \$442,765 in grant money. This revenue and the required match of 30% or \$189,750, for the most part will show up in 2017. These are estimates of probable cost at this point in time and we won't know the real amounts until the design is approved and we go out to bid in early 2017.

### Expenditures

Expenditures in the Personnel section are expected to increase slightly due to the COLA adjustment and possible merit increase. Since only state certified operators are allowed to operate the collection system components, the Subcontracted Licensed Operations line item has increased to allow for coverage by certified PAWSD personal in the absence of the PSSGID Sanitation Supervisor.

In May of 2016 we began payment to PAWSD for sewage treatment and the associated electrical costs at each of the two new pump stations. There will be a small offset in electrical use since the old blower building will no longer serve that purpose. It is difficult to estimate what the real post construction costs to operate the new pump stations since a good portion of 2016 has been spent emptying the lagoons, which likely will be complete by the end of 2016, but we have made some reasonable assumptions based on the volumes left to process and the associated costs.

There has been an approximately 9% increase in the Municipal Treatment Rate which is the rate per 1,000 gallons the District Pays to PAWSD for the treatment of the towns wastewater.

**ATTACHMENT**

Preliminary 2017 Budget

**RECOMMENDATION**

None – for Council information only.

**PSSGID SUMMARY OF REVENUES AND EXPENDITURES**

	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>REVENUES</b>					
Taxes and Assessments	743,944	746,913	717,942	717,943	701,098
Charges for Services	36,350	36,601	54,050	72,183	73,300
Intergovernmental Revenue	1,948,000	1,770,290	1,083,087	755,225	425,265
<b>Total All Revenues</b>	<b>2,728,294</b>	<b>2,553,804</b>	<b>1,855,079</b>	<b>1,545,351</b>	<b>1,199,663</b>
Prior Year End Carryover Reserve	1,380,533	1,945,563	1,159,808	882,251	1,467,221
<b>Total Available</b>	<b>4,108,827</b>	<b>4,499,367</b>	<b>3,014,887</b>	<b>2,427,602</b>	<b>2,666,884</b>

<b>EXPENDITURES</b>					
Personnel	74,216	70,681	76,215	74,327	75,843
Contractual	182,750	107,415	317,610	205,550	250,786
Commodities	193,195	98,937	137,328	109,262	113,258
Capital Improvements	50,470	50,467	682,988	75,468	607,521
Pipeline Installation	3,175,129	2,644,109	625,772	495,773	287,657
<b>Total Expenditures</b>	<b>3,675,759</b>	<b>2,971,609</b>	<b>1,839,914</b>	<b>960,380</b>	<b>1,335,065</b>

Year End Cash Reserve	433,068	1,527,757	1,174,973	1,467,221	1,331,819
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**PAGOSA SPRINGS SANITATION GENERAL IMPROVEMENT DISTRICT ENTERPRISE**

**REVENUES**

<b>Account</b>	<b>Description</b>	<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Estimate</b>	<b>2017 Budget</b>
<b>TAXES AND ASSESSMENTS</b>						
53-38-100	Monthly Collections	650,000	651,031	654,500	654,500	660,000
53-38-310	Property Tax	87,444	87,674	55,942	55,943	33,598
53-38-320	Special Ownership/MVL	6,500	8,207	7,500	7,500	7,500
	<b>subtotal</b>	<b>743,944</b>	<b>746,913</b>	<b>717,942</b>	<b>717,943</b>	<b>701,098</b>
<b>CHARGES FOR SERVICES</b>						
53-38-200	Plant Investment Fees	27,000	21,133	44,000	62,233	63,000
53-38-600	Misc. Interest	1,800	3,004	2,500	2,000	2,500
53-38-610	Misc. Receipts	50	2,322	50	450	300
53-38-900	Penalty	7,500	10,142	7,500	7,500	7,500
	<b>subtotal</b>	<b>36,350</b>	<b>36,601</b>	<b>54,050</b>	<b>72,183</b>	<b>73,300</b>
	<b>Total for Taxes/Charges for Service</b>	<b>780,294</b>	<b>783,514</b>	<b>771,992</b>	<b>790,126</b>	<b>774,398</b>
<b>INTERGOVERNMENTAL/DEPARTMENT REVENUE</b>						
53-38-500	DOLA Pipeline Grants	650,000	577,357	180,322	150,506	0
53-38-510	Small Communities Pipeline Grant	363,000	363,000	442,765	17,500	425,265
53-38-550	CWRPA Pipeline Loan	935,000	472,574	460,000	461,862	0
53-38-620	PAWSD Pipeline Loan Phase 2	0	357,358	0	124,342	0
53-38-	Transfer from Trust Fund	0	0	0	1,015	0
	<b>subtotal</b>	<b>1,948,000</b>	<b>1,770,290</b>	<b>1,083,087</b>	<b>755,225</b>	<b>425,265</b>
	<b>Total Annual Revenue</b>	<b>2,728,294</b>	<b>2,553,804</b>	<b>1,855,079</b>	<b>1,545,351</b>	<b>1,199,663</b>
	Prior Year End Cash Reserve	1,380,533	1,945,563	1,159,808	882,251	1,467,221
	<b>Total Revenues</b>	<b>4,108,827</b>	<b>4,499,367</b>	<b>3,014,887</b>	<b>2,427,602</b>	<b>2,666,884</b>

**PAGOSA SPRINGS SANITATION GENERAL IMPROVEMENT DISTRICT ENTERPRISE**

**EXPENDITURES**

Account	Description	2015 Budget	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>PERSONNEL</b>						
53-40-110	Collection System Supervisor	49,325	49,433	50,695	50,695	51,291
53-40-111	Training/Travel	2,500	727	2,500	837	1,000
53-40-131	FICA	3,773	3,473	3,878	3,878	3,924
53-40-132	Health Insurance	15,164	14,089	15,593	15,875	16,038
53-40-134	Pension	2,466	2,466	2,535	2,535	2,565
53-40-204	Employee Merit Increase Fund	987	493	1,014	507	1,026
	<b>Subtotal</b>	<b>74,216</b>	<b>70,681</b>	<b>76,215</b>	<b>74,327</b>	<b>75,843</b>
<b>CONTRACTUAL</b>						
53-40-221	Bookkeeping	25,000	25,000	25,000	25,000	25,000
53-40-224	Audit	3,500	3,750	4,000	4,500	3,000
53-40-226	Attorney/Legal	5,000	9,366	5,000	45,000	5,000
53-40-228	Contractual Maint/Repair Services	50,000	41,189	50,000	34,300	40,000
53-40-438	Engineering	1,000	1,000	1,000	500	500
53-40-227	Sub-Contracted Licensed Operations	1,000	0	1,000	4,000	6,500
53-40-460	Project Bonding and Insurance	17,500	17,500	17,500	17,500	17,500
53-40-300	PAWSD Sewage Treatment	70,000	0	204,360	65,000	143,536
53-40-230	Utility Billing and Hosting	9,750	9,611	9,750	9,750	9,750
	<b>Subtotal</b>	<b>182,750</b>	<b>107,415</b>	<b>317,610</b>	<b>205,550</b>	<b>250,786</b>
<b>COMMODITIES</b>						
53-40-202	Office Supplies	250	293	250	150	250
53-40-220	Vehicle/Equipment Maintenance & Fuel	24,000	12,408	5,000	1,000	5,000
53-40-222	CDPHE State Permits	1,325	0	1,325	0	0
53-40-219	County Treasurer Abatement Fees	0	172	0	0	0
53-40-223	County Treasurer Fees	1,820	1,709	1,903	1,678	1,008
53-40-281	Technology	2,600	2,289	3,500	100	350
53-40-404	Telephone	650	422	2,150	2,150	2,150
53-40-402	Postage	5,500	2,964	5,500	3,000	3,500
53-40-403	PAWSD Sewer Treatment Costs	60,850	0	0	0	0
53-40-408	Maintenance Lift Stations	6,000	1,204	20,000	3,500	2,000
53-40-409	Maintenance Collections System	10,000	17,176	15,500	14,400	20,000
53-40-410	Maintenance Treatment System	13,100	18,213	2,000	2,000	0
53-40-434	Utilities, Electricity	64,800	37,573	78,000	79,000	78,000
53-40-436	Uniforms	800	922	1,000	800	1,000
53-40-439	Laboratory Analysis	1,500	3,593	1,200	1,484	0
	<b>Subtotal</b>	<b>193,195</b>	<b>98,937</b>	<b>137,328</b>	<b>109,262</b>	<b>113,258</b>
<b>CAPITAL IMPROVEMENTS</b>						
53-40-450	Capital Improvement Loan	50,470	50,467	50,467	50,468	0
53-40-451	SCADA / Storage Facility (Small Comm Gr)	0	0	632,521	25,000	607,521
	<b>Subtotal</b>	<b>50,470</b>	<b>50,467</b>	<b>682,988</b>	<b>75,468</b>	<b>607,521</b>
<b>TREATMENT PLANT UPGRADE</b>						
53-40-490	CWRPA Direct Loan Repayment (\$2 mil)	9,215	9,215	112,717	112,717	112,717
53-38-620	PAWSD Pipeline Loan	155,966	0	163,055	163,056	174,940
53-40-500	Sewer Pipeline	3,009,948	2,634,894	350,000	220,000	0
	<b>Subtotal</b>	<b>3,175,129</b>	<b>2,644,109</b>	<b>625,772</b>	<b>495,773</b>	<b>287,657</b>
	<b>TOTAL EXPENDITURES</b>	<b>3,675,759</b>	<b>2,971,609</b>	<b>1,839,914</b>	<b>960,380</b>	<b>1,335,065</b>

a 160 annually with average rate \$40 per hour from PAWSD

b based on updated anticipated flows and cost for 1000 gallon increase (MTR = \$1.21 x 325,000 gal/day)

c first aid kits, fire extinguisher, CDOT certification

d rehab of old blower building, shelves, etc. excavation and cell #3 liner removal

e clean, televise, point repair