



551 Hot Springs Boulevard  
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**TOWN COUNCIL MEETING AGENDA  
THURSDAY, NOVEMBER 20, 2014  
Town Hall Council Chambers  
12:00 P.M.**

- I. CALL MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- III. APPROVAL of MEETING MINUTES FROM NOVEMBER 4, 2014**
- IV. PUBLIC COMMENT – *Please sign in to make public comment***
- V. PROCLAMATION**
  - 1. Pagosa Springs Medical Center – Development and Marketing Dept Presentation**
- VI. NEW BUSINESS**
  - 1. 2015 Budget**
  - 2. Letter of Support for CRIA’s LPEA grant application**
  - 3. DoLA Energy Impact Grant Application for GGP**
- VII. OLD BUSINESS**
  - 1. Sales Tax Brief**
- VIII. DEPARTMENT HEAD REPORTS**
  - 1. Community Center Report**
  - 2. Parks and Recreation Report**
  - 3. Town Tourism Committee Report**
  - 4. Planning Department Report**
  - 5. Special Projects Manager Report**
  - 6. Municipal Court Report**
  - 7. Town Manager Report**
- IX. APPROVAL OF OCTOBER FINANCIAL STATEMENT AND ACCOMPANYING PAYMENTS**
- X. PUBLIC COMMENT – *Please sign in to make public comment***
- XI. COUNCIL IDEAS AND COMMENTS**
- XII. NEXT TOWN COUNCIL MEETING DECEMBER 2, 2014 AT 5:00PM**
- XIII. ADJOURNMENT**

**Don Volger  
Mayor**



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**TOWN COUNCIL MEETING MINUTES  
TUESDAY, NOVEMBER 4, 2014  
Town Hall Council Chambers  
551 Hot Springs Blvd  
5:00 p.m.**

- I. **CALL MEETING TO ORDER** – Mayor Volger, Council Member Alley, Council Member Bunning, Council Member Egan, Council Member Schanzenbaker
- II. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- III. **APPROVAL of MEETING MINUTES FROM OCTOBER 23 & 29, 2014** – Council Member Alley moved to approved the minutes, Council Member Egan seconded, unanimously approved.
- IV. **PUBLIC COMMENT** – Mr. Bill Hudson said the Town streets are in poor shape. He also said the Town has spent up to \$4 million on the community center and would like the council to look at the center’s budget. He said there is another non-profit that is coming to the town for a subsidy that may not be able to take care of the infrastructure down the road leaving the town to take care of it.
- V. **LIQUOR LICENSE**
  1. **Liquor License Renewal – Springs Resort LTD dba Pagosa Resort & Spa at 165 Hot Springs Blvd.**
  2. **Liquor License Renewal – Slingerland LLC dba DSP Pizzeria at 100 Country Center Dr. Suite C** – Council Member Alley moved to approve the liquor license renewal for Springs Resort LTD dba Pagosa Resort & Spa and Slingerland LLC dba DSP Pizzeria, Council Member Schanzenbaker seconded, unanimously approved.
- VI. **NEW BUSINESS**
  1. **Fiber Optics Lease Agreement with USA Communications** - In 2010, the Town of Pagosa Springs and Archuleta County participated in a grant application with several other cities and counties in southwestern Colorado to establish a fiber optics network known as “SCAN,” or Southwest Colorado Area Network. Recently, the Town and County were approached by USA Communications to lease a 900 foot portion of our fiber to connect from Hwy 160 to Pagosa Springs Medical Center. If approved the cost would be \$125 per month with half remitted back to the County for their portion. Council Member Bunning moved to approve the fiber optic lease agreement between the Town of Pagosa Springs and Archuleta County and USA Communications, Council Member Egan seconded, unanimously approved.
  2. **Letter of Support For Downtown Colorado Inc.’s USDA Grant Application** - Downtown Colorado, Inc. (DCI), is requesting the Town provide a letter of support for a USDA grant application they are submitting. Grant funds received will help lower costs for communities participating in the community assessments and utilizing DCI’s technical assistance services. Council Member Schanzenbaker moved to approve the proposed letter of support for the Downtown Colorado Inc.’s USDA Rural Development’s Rural Community Development Initiative 2014 fall grant cycle, Council Member Bunning seconded, unanimously approved.
  3. **Letter of Support for the Land, and Water Conservation Fund Program** - The Town recently received a request from the Land and Water Conservation Fund (LWCF) program, requesting the Town provide a letter of support to Senators Udall and Bennet, supporting the re-authorization of the LWCF program with full funding for the program. Land and Water Conservation Fund program dollars are administered through the State Trails grant program. The Town recently

received \$100,937 for the new river walk extension project from State Trails. A good portion of State Trails Grant funding comes from the LWCF. Council Member Egan moved to approve the drafted letters of support to Senators Udall and Bennet, supporting the re-authorization and funding for the Land and Water Conservation Fund, Council Member Schanzenbaker seconded, unanimously approved.

4. **Noise Ordinance Variance for Geothermal Drilling Project** - The Town recently received a request for a "Permit for Relief from Noise Ordinance Provisions" (Permit) from Pagosa Verde regarding the drilling operation for one of their thermal gradient wells that will occur in Town Boundaries, just south of the School District's Transportation Facility on school district property. The drilling operation is expected to begin sometime between late November and December and is expected to last 1 week and be conducted 24 hours a day. Lighting will also be used for night drilling and will comply with Town lighting code, ensuring the lighting is directed on the site drill only. Pagosa Verde has received permission from the school district contingent on the drilling operation being suspended during scheduled exams. The applicant is claiming an undue hardship due to increase in cost if limited to the allowable times of day for construction noise. Ms. Kirsten Skeehan said the drilling timeframe for the area south of the bus barn will be just one week 24 hours per day. Council Member Egan asked about public notice and said that in the future public notice should be required as part of the code. Council Member Bunning moved to approve a Noise Permit for the Pagosa Verde Temperature Gradient Well 6 drilling operation for a period of 1 week beginning at the commencement of drilling expected to begin late November or December 2014, Council Member Schanzenbaker seconded, unanimously approved.
5. **2015 Budget** - The town council meeting adjourned at 5:32pm to hold the sanitation district meeting. The town council meeting reconvened at 5:45pm. During the budget work sessions, it was noted that the legal expenses for the Town has grown over the years. The questions was posed as to whether it might be feasible for the Town to bring legal representation in-house rather than continuing to contract it out to Collins, Cockrell, and Cole. Fees spent by the Town range from \$74,000 to \$144,000 per year over the last five years. Archuleta County budgets over \$200,000 for their staff attorney and support staff. The county budgets for outside counsel due to the variety of circumstances the attorney may face. Council Member Schanzenbaker said that the ability to have real time legal advice during meetings is currently missing. Council Member Bunning said that past staff was allowed to contact legal council without authorization; the current staff has to bring concerns to the town manager prior to incurring legal costs. Mayor Volger said that the council needs to evaluate the pros and cons of hiring a staff attorney or part time counsel. Staff will review and bring more information back to council during the 2015 year for possible changes in 2016. Council Member Schanzenbaker moved to direct staff to investigate the feasibility of various legal counsel options, Council Member Bunning seconded, unanimously approved. The courts have asked to budget \$7,700 for off-duty officers to provide court security. A fee could be implemented to offset the security costs. The proposed fee would be approximately \$18. Council Member Schanzenbaker moved to affirm the currently proposed allocation of funding for court security in the amount of \$7,700, Council Member Bunning seconded, unanimously approved. Council Member Bunning directed to staff to look into the feasibility of court security fees, Council Member Alley seconded, unanimously approved. Staff has requested additional staff positions for records/human resource clerk, police officer, associate planner, deputy court clerk, and a parks use administrator. The need for the parks coordinator came about from several sources, the group discovered that the parks department was the appropriate department to oversee this seasonal position. Council Member Schanzenbaker would like to make sure this position has proper oversight. Council Member Egan moved to add the parks use administrator to the preliminary 2015 budget, Council Member Bunning seconded, unanimously approved. Town Manager Schulte suggests not increasing the budget revenue projections at this time; he also said that budgeting for ongoing staff out of reserves is not a good idea. Town Manager Schulte said the additional police officer position might be delayed until the two current positions are filled. Council Member Bunning agrees with waiting on adding a new police officer. He agrees with waiting on the deputy court clerk position as well due to the unknown amount of civil cases that court may see. He said the associate planning position seems to be primarily segmented to the historic board. He said the clerk's office may be the one position he sees being needed. Council Member Alley said the associate planner need may be allocated to

Scott Frost and Margaret Gallegos. Council Member Schanzenbaker supports hiring planning department staff to finish just certain projects. Council Member Egan said there is a significant increase in business for the town. Council Member Egan moved to table the staff budgeting requests until 2015 when it may be more appropriate to review, Council Member Schanzenbaker seconded, Council Member Alley would like to look at hiring a person part time just to get the projects completed, Mr. Mark Weiler said the Town has large reserves and said the Town is not investing in the community with those reserves. He said he recently made a planning request and the planning department handled it brilliantly. Mayor Volger called for a vote, Council Member Egan's motion failed unanimously. Mayor Volger said the court and police positions could be held off until the need is apparent, he suggests looking at any new positions mid-year or plan to reduce the amount of carry over in the general fund reserves. Town Manager Schulte said currently the budget is balanced with the exception of \$30,000 for economic development from reserves. Council Member Alley suggested going into reserves and telling those people they get only one year of work depending on the revenue receipts in 2015. Council Member Bunning doesn't want to hire someone and then not be able to afford the position an additional year. Council Member Schanzenbaker moved to direct staff to bring the requests for an associate planner and records/human resources clerk to the mid-month November meeting to hear the department requests again and provide financial options should council decide to add one or both of those positions, Council member Alley seconded, motion carried with one nay (Council Member Bunning). Town Manager Schulte said some additional items like fireworks and employee benefits also need to be discussed.

- VII. PUBLIC COMMENT** – Mr. Bill Hudson had asked about an agreement between the GGP and the Town at the last meeting. He would like to see a written agreement before large amounts of money is invested into the GGP project.
- VIII. COUNCIL IDEAS AND COMMENTS**
- IX. NEXT TOWN COUNCIL MEETING NOVEMBER 20, 2014 AT 12:00PM**
- X. ADJOURNMENT** – Upon motion duly made, the meeting adjourned at 7:35pm.

**Don Volger**  
**Mayor**



# AGENDA DOCUMENTATION 2015 BUDGET HEARING: VI.1

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 20, 2014

FROM: GREGORY J. SCHULTE, TOWN MANAGER

**PROJECT: REVIEW IDENTIFIED BUDGET ISSUES FOR THE PROPOSED 2015 BUDGET**

**ACTION: DISCUSSION AND POSSIBLE ACTION S**

## PURPOSE/BACKGROUND

The Town Council has held several budget Work Sessions over the past month or so with the different departments and financial entities of the Town. During the Work Sessions, several issues have been identified and it was requested that a Budget Hearing be scheduled so the issues could be further discussed and possible decisions made for inclusion into the final budget document. The identified issues are as follows:

Budget Issue #1 – STREET PAVING/MAINTENANCE **COMPLETED**

Budget Issue #2 – Service Organizations **COMPLETED**

Budget Issue #3 – Economic Development **COMPLETED**

Budget Issue #4 – Legal Expenses **COMPLETED**

Budget Issue #5 – Court Security **COMPLETED**

## Budget Issue #6 – Staffing Requests

During the Work Sessions, the Council heard various requests for additional staffing. The requests are as follows:

	<u>Title</u>	<u>Cost</u>	<u>Status</u>	<u>Funding Source</u>
1.	Records/HR Clerk:	\$56,000	Full Time	General Fund
2.	Police Officer:	\$55,000	Full Time	General Fund
3.	Associate Planner:	\$49,000	Full Time	General Fund
4.	Court Clerk:	\$47,000	Full Time	General Fund
5.	Events Coordinator:	\$20,000	Part Time	Capital Development Fund

All but one would be from the General Fund and assuming present revenue and expense assumptions, there is no room for expanding full time positions. The Events Coordinator, which would be located in the Parks Department, would be a seasonal position during the summer and assist with event coordination with Parks,

Community Center, and TTC events. This position could be seen as experimental and discontinued after the first season if it does not perform as expected.

## **RECOMMENDATIONS**

Possible actions by the Town Council include:

- 1) APPROVE ADDING ADDITIONAL \_\_\_\_\_ STAFF MEMBER(S) TO THE PRELIMINARY 2015 BUDGET.
- 2) DIRECT STAFF TOWARDS OTHER OPTIONS.

### **Budget Issue #7 - Fireworks**

Traditionally the Town of Pagosa Springs has sponsored a fireworks display for the Fourth of July Celebration. For 2014, we were able to use fireworks that had been purchased in prior years, but not used due to the countywide fire bans. As a result the fireworks used in 2014 were paid for in prior fiscal years and stored on Town property. In anticipation of providing a fireworks display in 2015, staff has sought quotes from pyrotechnics vendors that we had worked with in prior years. Unfortunately, we were only able to secure one written quote from Fireworks West Internationale (FWI) for a total amount of \$23,027.48. This includes \$2,500 for the FWI staff to set off the shells. We have been offered a prepayment discount of \$3,697.06 from FWI if we pay in full in calendar year 2014. Further conversations with FWI resulted in a proposed agreement that in the event of cancellation, FWI will store the shells until a future determined event at no charge and the labor costs will only be incurred at 50% if we cancel after June 27, 2015.

The cost of the display, (which includes a shell count of 710 shells which is similar to the 2014 display) is one of two choices, as follows:

Without Prepayment Discount:	\$23,027.48
With Prepayment Discount:	\$19,330.42 (discount of \$3,697.06)

It is staff's recommendation that we pay in full in 2014 for 2015 and that the budgeted amount for 2015 for 2016 be put in the General Fund in the Town Manager's budget.

### **RECOMMENDATION**

Possible actions by the Town Council include:

- 1) "APPROVE ACCEPTING THE BID OF FIREWORKS INTERNATIONALE WEST TO PROVIDE THE 2015 FOURTH OF JULY FIREWORKS DISPLAY WITH PAYMENT TO COME FROM 2014 FUNDS TO TAKE ADVANTAGE OF THE PREPAYMENT DISCOUNT WITH FUNDING TO COME FROM LODGERS TAX FUNDS, TRUST ACCOUNT FUNDS AND THE BALANCE FROM THE GENERAL FUND IN THE TOTAL AMOUNT OF \$19,330.42."
- 2.) DIRECT STAFF.

**Other Follow-Up Work for Staff**

- Explore other recruiting options for Police Department
- Review and pursue revised agreement with Coalition regarding operation of Community Center
- Bring to Council revised and comprehensive Fee Schedule
- Follow-up on MOU regarding thinning on Reservoir Hill
- Review rationale for Plant Investment Fee in Sanitation GID
- Review policies for administering the geothermal system
- Complete County/Town Lodgers Tax MOU



# Preliminary Budget

## Fiscal Year 2015

Town of Pagosa Springs

5521 Hot Springs Blvd

Pagosa Springs, CO 81147

Updated: November 20, 2014

**SUMMARY OF ALL FUNDS REVENUES AND EXPENDITURES**

	2013 Budget	2013 Estimate	2014 Budget	2014 Estimate	2015 Budget
<b>REVENUES</b>					
General Fund	3,219,164	3,690,960	3,685,992	3,998,741	3,812,034
Capital Improvement	9,970,051	4,240,276	5,393,216	4,621,457	4,358,276
Impact Fee Fund	110,679	302,348	286,608	838,219	582,194
Lodgers Tax Fund	562,516	593,207	650,234	693,884	788,324
Geothermal Enterprise Fund	186,688	171,511	136,750	144,605	132,740
Conservation Trust Fund	103,745	105,281	123,505	123,505	112,248

<b>EXPENDITURES</b>					
General Fund	2,150,286	2,015,554	2,449,176	2,524,383	2,382,344
Capital Improvement	9,105,299	2,502,879	4,990,556	3,536,070	3,754,096
Impact Fee Fund	15,260	35,891	119,500	279,825	410,380
Lodgers Tax Fund	510,300	433,473	556,500	535,560	714,090
Geothermal Enterprise Fund	100,100	75,961	65,350	53,565	101,350
Conservation Trust Fund	30,000	28,776	70,000	58,257	55,000

8,251,082

<b>Year End Cash Reserve</b>					
General Fund	1,068,878	1,675,406	1,236,816	1,474,358	1,429,690
Capital Improvement	864,752	1,737,397	402,660	1,085,388	604,180
Impact Fee Fund	95,419	266,457	167,108	558,394	113,693
Lodgers Tax Fund	52,216	159,734	93,734	158,324	74,234
Geothermal Enterprise Fund	86,588	95,550	71,400	91,040	31,390
Conservation Trust Fund	73,745	76,505	53,505	65,248	57,248

**GENERAL FUND REVENUES**

Account	Description	2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>TAXES &amp; CONTRACTS</b>						
10-31-100	Property Tax	84,794	85,765	75,855	75,855	75,850
10-31-200	Special Ownership/MVL	13,500	12,754	13,500	13,500	13,500
10-31-310	Sales Tax	1,597,555	1,670,682	1,687,096	1,788,322	1,841,971
10-31-420	Cigarette Tax	18,000	16,392	17,500	16,000	16,000
10-31-600	Gas Franchise	14,000	14,785	13,300	16,058	14,000
10-31-610	Telephone Franchise	4,000	10,756	9,000	10,196	9,000
10-31-750	Cable TV Franchise	7,200	7,101	6,900	6,600	7,000
10-31-770	Ground Lease	66,745	77,883	79,825	79,825	79,825
10-31-810	Severance Tax	5,000	5,532	5,000	8,127	5,000
	<b>subtotal</b>	<b>1,810,794</b>	<b>1,901,650</b>	<b>1,907,976</b>	<b>2,014,482</b>	<b>2,062,146</b>
<b>LICENSES &amp; PERMITS</b>						
10-32-110	Liquor License	11,000	11,046	10,000	10,000	10,000
10-32-190	Peddler/Contractor/Bus. Lic/Banners	12,500	17,770	12,500	23,500	22,500
10-32-210	Building Permits/Fees	20,000	110,380	20,000	54,600	55,000
10-32-211	Planning Fees	0	0	0	6,500	6,500
	<b>subtotal</b>	<b>43,500</b>	<b>139,197</b>	<b>42,500</b>	<b>94,600</b>	<b>94,000</b>
<b>INTERGOVERNMENTAL REVENUE</b>						
10-33-410	Mineral Leasing	2,500	1,667	1,600	2,080	1,600
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-xxx	Archuleta County Tax Fee Refund	0	0	0	100,000	0
10-33-660	PS Community Facilities Coalition	10,030	7,539	10,030	9,888	10,030
	<b>subtotal</b>	<b>61,030</b>	<b>57,706</b>	<b>60,130</b>	<b>160,468</b>	<b>60,130</b>
<b>CHARGES FOR SERVICES</b>						
10-34-630	Dept Human Serv Building Lease	31,900	31,125	31,900	31,900	31,900
10-34-635	Senior Center Lease Comm Center	24,768	24,768	0	0	0
10-34-650	Recreation User Fees	45,000	43,828	45,000	36,000	39,000
10-34-680	Developer Reimbursement Fees	0	21,844	0	0	0
	<b>subtotal</b>	<b>101,668</b>	<b>121,565</b>	<b>76,900</b>	<b>67,900</b>	<b>70,900</b>
<b>FINES AND FORFEITS</b>						
10-35-110	Court Fines	41,000	34,412	41,000	35,000	35,000
10-35-115	Traffic Surcharges	6,000	3,644	6,000	3,700	4,500
10-35-125	Police Fees & Misc	2,000	7,620	2,000	3,500	2,000
	<b>subtotal</b>	<b>49,000</b>	<b>45,676</b>	<b>49,000</b>	<b>42,200</b>	<b>41,500</b>
<b>MISCELLANEOUS</b>						
10-36-110	Miscellaneous	6,000	15,125	8,000	6,000	8,000
10-39-990	Interest Earned	1,500	1,371	1,000	1,000	1,000
10-36-115	Administration from Impact Fee Fund	250	0	2,000	2,000	0
	<b>subtotal</b>	<b>7,750</b>	<b>16,496</b>	<b>11,000</b>	<b>9,000</b>	<b>9,000</b>
	<b>GENERAL FUND REVENUE</b>	<b>2,073,742</b>	<b>2,282,290</b>	<b>2,147,506</b>	<b>2,388,650</b>	<b>2,337,676</b>
	Prior Year End Cash Reserve	1,145,422	1,408,670	1,538,486	1,610,091	1,474,358
	<b>Total General Fund Revenue</b>	<b>3,219,164</b>	<b>3,690,960</b>	<b>3,685,992</b>	<b>3,998,741</b>	<b>3,812,034</b>

a 3% increase over end of year 2014.

b reflects not having youth rec. volleyball program and two fewer gymnastics sessions this year

GENERAL FUND EXPENDITURES						
Account	Description	2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>GENERAL GOVERNMENT</b>						
10-44	Town Manager/Admin Department	251,968	240,271	262,935	313,190	280,134
10-42	Town Clerk/Town Hall Department	325,633	309,073	347,124	447,387	368,302
10-46	Building/Planning Department	189,172	201,478	225,489	224,132	244,602
10-48	Municipal Court Department	182,516	173,604	200,965	199,445	228,065
10-53	Community Center Department	171,449	168,949	159,258	146,015	162,003
	<b>subtotal</b>	<b>1,120,738</b>	<b>1,093,376</b>	<b>1,195,771</b>	<b>1,330,170</b>	<b>1,283,106</b>
<b>PUBLIC SAFETY</b>						
10-51	Police Department	758,262	663,575	776,913	744,555	803,046
	<b>subtotal</b>	<b>758,262</b>	<b>663,575</b>	<b>776,913</b>	<b>744,555</b>	<b>803,046</b>
<b>RECREATION</b>						
10-56	Recreation Department	177,387	177,156	180,729	173,695	179,429
	<b>subtotal</b>	<b>177,387</b>	<b>177,156</b>	<b>180,729</b>	<b>173,695</b>	<b>179,429</b>
<b>COMMUNITY SUPPORT SERVICES</b>						
10-75	Service Organizations	61,400	62,528	63,263	60,963	66,763
10-77	Economic Development	32,500	18,919	32,500	15,000	50,000
	<b>Subtotal</b>	<b>93,900</b>	<b>81,447</b>	<b>95,763</b>	<b>75,963</b>	<b>116,763</b>
<b>OTHER EXPENDITURE</b>						
10-76-100	General Fund Reserves	0	0	200,000	200,000	0
	<b>General Fund Expenditures</b>	<b>2,150,286</b>	<b>2,015,554</b>	<b>2,449,176</b>	<b>2,524,383</b>	<b>2,382,344</b>
	<b>Total General Fund Expenditures</b>	<b>2,150,286</b>	<b>2,015,554</b>	<b>2,449,176</b>	<b>2,524,383</b>	<b>2,382,344</b>

	<b>TOTAL REVENUES</b>	<b>3,219,164</b>	<b>3,690,960</b>	<b>3,685,992</b>	<b>3,998,741</b>	<b>3,812,034</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,150,286</b>	<b>2,015,554</b>	<b>2,449,176</b>	<b>2,524,383</b>	<b>2,382,344</b>
	<b>End Year Cash Reserve</b>	<b>1,068,878</b>	<b>1,675,406</b>	<b>1,236,816</b>	<b>1,474,358</b>	<b>1,429,690</b>
	<b>Restricted 3% Tabor Reserve</b>	<b>64,509</b>	<b>60,467</b>	<b>73,475</b>	<b>75,732</b>	<b>71,470</b>
	<b>Unrestricted Reserve</b>	<b>1,004,370</b>	<b>1,614,939</b>	<b>1,163,341</b>	<b>1,398,626</b>	<b>1,358,220</b>

**TOWN MANAGER/ADMINISTRATION DEPARTMENT**

Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
10-44-110	Town Manager	100,000	100,000	101,943	139,000	91,466
10-44-131	FICA	7,650	7,965	8,900	11,138	6,997
10-44-132	Insurance	13,000	13,769	14,350	14,351	15,084
10-44-133	Travel/Dues/Expenses	4,000	2,094	4,000	1,275	4,000
10-44-134	Pension	5,000	5,000	5,097	6,700	4,573
10-44-137	Auto Allowance	1,200	1,200	1,200	0	1,202
10-44-139	Housing Allowance	14,400	14,400	14,400	6,600	0
10-44-226	Attorney	100,000	90,095	100,000	120,000	100,000
	<b>Subtotal</b>	<b>245,250</b>	<b>234,523</b>	<b>249,890</b>	<b>299,064</b>	<b>223,322</b>
<b>COMMODITIES</b>						
10-44-202	Office Supplies	150	302	150	210	150
10-44-402	Telephone	400	436	650	650	650
	<b>Subtotal</b>	<b>550</b>	<b>738</b>	<b>800</b>	<b>860</b>	<b>800</b>
<b>CONTRACTUAL</b>						
10-44-172	Employee Education Program	1,500	0	1,500	663	1,500
10-44-	Employee Merit Increase Fund	0	0	0	0	22,213
10-44-420	Contingency Fund	2,000	2,005	1,000	1,000	1,000
10-44-XXX	Fireworks	0	0	0	2,000	19,500
	<b>Subtotal</b>	<b>3,500</b>	<b>2,005</b>	<b>2,500</b>	<b>3,663</b>	<b>44,213</b>
<b>DUES</b>						
10-44-404	SW Eco. Dev./Region 9	803	803	803	803	803
10-44-405	Region 9 Trans Planning	348	347	347	347	347
10-44-406	San Juan RC&D	50	50	50	50	50
10-44-409	Club 20	200	200	200	200	200
10-44-414	CML Dues	0	0	3,534	3,392	3,587
10-44-416	Chamber of Commerce	659	695	695	695	695
10-44-433	Southwest Council of Governments	608	910	4,116	4,116	6,116
	<b>Subtotal</b>	<b>2,668</b>	<b>3,005</b>	<b>9,745</b>	<b>9,603</b>	<b>11,798</b>
<b>TOTAL MANAGER/ADMIN BUDGET</b>						
		<b>251,968</b>	<b>240,271</b>	<b>262,935</b>	<b>313,190</b>	<b>280,134</b>

TOWN CLERK/TOWN HALL DEPARTMENT						
Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
10-42-110	Town Clerk	52,798	52,886	55,291	55,291	56,823
10-42-110	Deputy Clerk	37,524	37,524	38,253	38,890	41,082
10-42-131	FICA	6,910	5,668	7,156	7,205	7,490
10-42-132	Insurance	29,544	30,425	32,660	32,550	34,225
10-42-134	Pension	4,516	4,520	4,677	4,709	4,895
	<b>subtotal</b>	<b>131,292</b>	<b>131,022</b>	<b>138,037</b>	<b>138,645</b>	<b>144,515</b>
<b>COMMODITIES</b>						
10-42-203	Office Supplies	3,600	3,516	3,600	4,000	4,500
10-42-211	Copy Expenses	3,700	5,088	3,800	3,800	4,000
10-42-216	Travel/Training Dues	2,800	3,107	3,500	3,308	2,000
10-42-218	Utilities Gas/Elec/Water/Trash	25,000	24,499	25,000	23,000	26,000
10-42-222	Telephone	11,500	11,893	11,500	14,700	15,500
10-42-230	Printing/Publications/Recordings	2,500	2,818	2,500	3,350	3,500
10-42-242	Postage	2,000	1,994	2,500	2,500	3,000
10-42-248	Elections	2,000	1,615	2,500	3,705	0
10-42-300	Town Council	1,000	131	16,000	17,000	24,250
	<b>subtotal</b>	<b>54,100</b>	<b>54,661</b>	<b>70,900</b>	<b>75,363</b>	<b>82,750</b>
<b>CONTRACTUAL</b>						
10-42-220	County Treasurer Sales Tax Fees	0	0	0	100,000	0
10-42-221	County Treasurer Abatement Fees	0	0	0	750	500
10-42-223	County Treasures Collection Fees	1,966	2,102	1,787	1,787	1,787
10-42-224	Drug Testing	1,500	855	2,000	1,225	2,500
10-42-227	Auditor	7,000	7,000	7,000	7,000	7,000
10-42-228	Computer Support	1,550	2,304	1,550	1,050	1,500
10-42-232	Bonds, Insurance	95,000	86,303	95,000	93,000	104,650
10-42-246	Caselle Support	10,000	9,747	10,600	10,317	11,000
10-42-264	Codify Code/Website	0	1,475	3,525	4,850	3,500
10-42-269	Cafeteria Plan Administration	1,225	1,035	4,725	4,000	5,000
10-42-270	Health Reimbursement Account	20,000	10,300	10,000	7,000	0
10-42-291	Insurance Dispute	0	458	0	0	0
10-42-510	Web Site	2,000	1,810	2,000	2,400	3,600
	<b>subtotal</b>	<b>140,241</b>	<b>123,390</b>	<b>138,187</b>	<b>233,379</b>	<b>141,037</b>
<b>TOTAL TOWN CLERK BUDGET</b>		<b>325,633</b>	<b>309,073</b>	<b>347,124</b>	<b>447,387</b>	<b>368,302</b>

- a \$300 IIMC \$140 CMCA \$1500 on-the-road workshops
- b Council Chamber Recorder \$545
- c Health Insurance Deductible Reimbursement from Health Checking Account directly
- d Cirsa Property \$61,650 Pinnocol 3.2% \$43,000
- e Cobra Help \$225, Health reform tax \$3,500, Employee SW \$500
- f CDL/Safety Sensitive/new employees/random
- g Codify Municipal Code - Website Hosting
- h \$19.5K Salary, \$4K council tablets, \$750 reasonable expense reimbursement
- i Increased postings and news - Online forms for business and lodgers tax payments

**BUILDING/PLANNING DEPARTMENT**

Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
10-46-110	Building Official	52,150	52,137	53,163	53,163	54,636
10-46-110	Planning Manager	50,926	51,169	55,291	55,291	56,823
10-46-110	Assoc Planner/Permit Tech	20,000	15,777	34,200	34,200	35,148
10-46-131	FICA	9,415	7,794	10,913	10,913	11,215
10-46-132	Insurance	35,877	33,327	43,590	38,683	38,900
10-46-133	School/Travel/Dues	4,500	3,986	8,000	7,000	8,500
10-46-134	Pension	6,154	5,929	7,133	7,133	7,330
	<b>Subtotal</b>	<b>179,022</b>	<b>170,120</b>	<b>212,289</b>	<b>206,382</b>	<b>212,552</b>
<b>COMMODITIES</b>						
10-46-202	Office Supplies	1,500	2,830	2,000	4,000	3,750
10-46-208	Historic Preservation Board	3,500	2,022	2,500	1,000	4,500
10-46-210	Copy Expense	2,500	1,608	2,500	2,000	2,500
10-46-212	Fuel/Oil/Mileage	2,250	2,422	2,500	1,500	2,500
10-46-402	Telephone	400	498	1,200	1,200	1,300
10-46-	Technology	0	0	0	0	1,000
10-46-405	Right-of-Way/Easement Process	0	0	0	2,550	4,000
	<b>Subtotal</b>	<b>10,150</b>	<b>9,380</b>	<b>10,700</b>	<b>12,250</b>	<b>19,550</b>
<b>CONTRACTUAL</b>						
10-46-425	Walmart Application	0	18,498	0	0	0
10-46-215	Consultant Expense	0	3,480	2,500	5,500	2,500
10-46-	Code Defense/Legal Fees	0	0	0	0	10,000
	<b>Subtotal</b>	<b>0</b>	<b>21,978</b>	<b>2,500</b>	<b>5,500</b>	<b>12,500</b>
	<b>TOTAL BUILDING/PLNG BUDGET</b>	<b>189,172</b>	<b>201,478</b>	<b>225,489</b>	<b>224,132</b>	<b>244,602</b>

a Additional staff training / Planning Director deferred training / Deferred membership dues

b Additions: IBC 2015 digital + Safety Gear

c Saving Places Conference

d Less use of personal vehicles increasing local miles/service with Town car expected. Adopt old Police Tahoe that may require servicing

e For tracking expenses associated with Town ROW and easements issues. Previously placed in other budget lines per Town Manager

f Costs associated with professional Consultant Services needed for department operations

g New line item for tracking legal defense for LUDC code violations that are served to appear in Court

h Software upgrades for planning department laptop

MUNICIPAL COURT						
Accounts		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
10-48-110	Municipal Judge	26,244	26,495	30,168	30,169	31,004
10-48-110	Court Admin/Probation Officer	47,661	47,806	50,666	50,666	52,070
10-48-110	Court Clerk	33,755	33,747	34,411	34,411	35,365
10-48-115	Judge Pro-Tem	500	225	750	1,400	1,500
10-48-131	FICA	8,236	6,703	8,816	8,816	9,061
10-48-132	Insurance	35,100	35,684	38,000	38,500	33,225
10-48-133	Travel/Dues/Education	850	40	1,850	2,800	6,000
10-48-134	Pension	4,071	4,078	4,254	4,254	4,372
	<b>Subtotal</b>	<b>156,416</b>	<b>154,777</b>	<b>168,915</b>	<b>171,015</b>	<b>172,595</b>
<b>COMMODITIES</b>						
10-48-108	Juvenile Task Force	100	0	100	150	500
10-48-120	Drug Test/Monitoring Devices	2,500	2,066	3,000	2,600	3,000
10-48-202	Office Supplies	1,000	1,698	1,500	2,400	2,500
10-48-220	Vehicle Expenses/Fuel/Mileage	150	266	250	250	250
10-48-	Postage	0	0	0	0	500
	<b>Subtotal</b>	<b>3,750</b>	<b>4,030</b>	<b>4,850</b>	<b>5,400</b>	<b>6,750</b>
<b>CONTRACTUAL</b>						
10-48-123	Prisoner Cost	2,000	0	2,000	2,000	8,000
10-48-204	Court Appointed Counsel	1,500	1,595	3,000	2,500	3,000
10-48-206	Counseling	5,000	436	5,000	1,000	2,500
10-48-210	Translation Services	200	47	200	130	200
10-48-230	Town Prosecutor	12,000	11,045	15,000	15,000	16,000
10-48-	Alarm Monitoring	0	0	0	0	320
10-48-	Records Management System	0	0	0	0	0
10-48-	Legal Research Solution	0	0	0	0	8,500
10-48-234	Miscellaneous Expenses	1,100	1,179	1,100	1,500	2,000
10-48-280	Computer Support	550	495	900	900	500
10-48-	Court Security	0	0	0	0	7,700
	<b>Subtotal</b>	<b>22,350</b>	<b>14,797</b>	<b>27,200</b>	<b>23,030</b>	<b>48,720</b>
	<b>TOTAL MUNI COURTS BUDGET</b>	<b>182,516</b>	<b>173,604</b>	<b>200,965</b>	<b>199,445</b>	<b>228,065</b>

a Judge Pro-Tempore for 20 hours/year

b Continuing ed and certification for existing staff

c Return to 2008 budget level--Volunteer recognition for Community Youth Task Force

d Increased costs for printer cartridges

e Postage previously absorbed in 10-48-234

f IGA with Archuleta County

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

h Absorbed in 10-48-280 during 2014, Mountain Home Sound and Security Alarm Monitoring for Courtroom

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

j Westlaw Contract

k Replacement of judicial robes, establishing a civil procedure library

l JCG annual contract for court recording equipment

POLICE DEPARTMENT						
Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
10-51-110	Chief	58,734	58,959	63,030	63,030	64,777
10-51-110	Senior Detective	53,513	53,499	54,553	54,553	56,065
10-51-110	Lieutenant/Sergeant	47,936	47,924	50,666	50,666	52,070
10-51-110	Senior Officer	46,972	46,960	47,885	51,028	40,067 <sup>a</sup>
10-51-110	Corporal/Senior Officer	40,958	41,008	44,445	42,951	45,677
10-51-110	Officer	38,168	38,164	38,987	38,987	40,067
10-51-110	Officer	38,168	18,532	38,987	38,987	40,067
10-51-110	Officer	35,600	0	38,987	34,000	40,067
10-51-110	Administrative Assistant	34,643	34,665	35,726	35,726	36,716
10-51-108	Parking Enforcement	6,666	0	0	0	0
10-51-105	Animal Control	14,944	14,974	15,670	15,670	16,104
10-51-130	FPPA (officers) 8%	28,804	25,461	30,203	29,936	30,309
10-51-131	Medicare (officers) 1.45%	4,667	4,423	4,909	5,426	5,493
10-51-131	FICA (non officers) 7.65%	4,303	3,797	3,932	3,932	4,551
10-51-132	Insurance	80,000	63,067	85,000	65,000	95,000 <sup>h</sup>
10-51-133	Training	10,000	7,596	10,000	10,000	10,000
10-51-134	Pension	19,735	17,646	20,663	20,496	20,779
10-51-216	Dues/Subscriptions	750	875	2,890	3,065	3,200 <sup>b</sup>
10-51-218	Uniform	2,000	1,825	2,000	2,000	2,500 <sup>c</sup>
	<b>Subtotal</b>	<b>566,562</b>	<b>479,375</b>	<b>588,533</b>	<b>565,453</b>	<b>603,508</b>
<b>COMMODITIES</b>						
10-51-202	Office Supplies	2,200	3,066	2,500	2,450	2,500
10-51-204	Postage	500	484	500	375	500
10-51-212	Fuel/Oil	34,000	28,341	38,000	27,240	30,000
10-51-226	Duty Ammunition	2,000	1,240	2,000	2,000	2,000
	<b>Subtotal</b>	<b>38,700</b>	<b>33,131</b>	<b>43,000</b>	<b>32,065</b>	<b>35,000</b>
<b>CONTRACTUAL</b>						
10-51-402	Telephone	3,500	3,123	3,500	3,000	3,500
10-51-404	Print/Publishing/Advertising	1,800	1,810	800	760	800
10-51-408	Vehicle/Maintenance and Repairs	15,000	15,194	0	0	0
10-51-410	Dispatch Center	112,200	112,200	119,830	119,947	126,538 <sup>d</sup>
10-51-412	Humane Society	10,000	10,000	10,000	10,000	10,000
10-51-420	Investigation Contingency	2,500	1,511	2,500	2,500	2,500
10-51-428	Radio/Maintenance and Repairs	500	443	1,000	750	1,000
10-51-430	Radar Certification	500	733	750	1,080	1,000 <sup>e</sup>
10-51-434	Case Medical Expense	5,000	3,109	5,000	7,000	10,000 <sup>f</sup>
10-51-808	Misc Police Equipment	2,000	2,945	2,000	2,000	9,200 <sup>g</sup>
	<b>Subtotal</b>	<b>153,000</b>	<b>151,069</b>	<b>145,380</b>	<b>147,037</b>	<b>164,538</b>
	<b>TOTAL POLICE BUDGET</b>	<b>758,262</b>	<b>663,575</b>	<b>776,913</b>	<b>744,555</b>	<b>803,046</b>

a Senior Officer (retired) – budget for Officer

b Change due to increase in dues costs, Lexipol subscriptions, etc.

c Required to outfit a new officer and replace worn uniforms

d Cost of Archuleta County Combined Dispatch has increased 1% (\$2,079)

e Increase in repairs costs due to age of the radars and repair costs to maintain

f Costs for case medical expenses fluctuate year to year - budgeted according to costs incurred in 2014

g 3 radar units are past their life expectancy and cost of maintenance exceeds their current value and therefore need to be replaced.

g 2 Tasers are broken and out of the 5 year warranty 2 new Tasers need to be purchased to replace them.

h Budgeted insurance due to unknown for open officer positions, budgeted amount is based on PPO Full Family coverage

**COMMUNITY CENTER DEPARTMENT**

Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
10-53-110	Facility Director	46,250	45,477	50,666	39,354	49,330
10-53-110	Event/Program Coordinator	33,785	34,252	40,727	40,727	41,856
10-53-111	Administrative Assistant	26,499	26,820	31,339	31,339	32,208
10-53-131	FICA	8,150	7,844	9,389	8,524	9,440
10-53-132	Insurance	26,625	24,460	21,000	20,500	23,000
10-53-134	Pension	5,372	5,328	6,137	5,571	6,170
10-53-140	Community Center Expenses	24,768	24,768	0	0	0
	<b>subtotal</b>	<b>171,449</b>	<b>168,949</b>	<b>159,258</b>	<b>146,015</b>	<b>162,003</b>
	<b>TOTAL COMM. CENTER BUDGET</b>	<b>171,449</b>	<b>168,949</b>	<b>159,258</b>	<b>146,015</b>	<b>162,003</b>

RECREATION DEPARTMENT						
Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
10-56-110	Director	53,868	53,883	55,291	55,291	56,823
10-56-110	Recreation Supervisor	42,336	42,325	43,159	43,159	44,355
10-56-111	Refs/Umps/Part time	30,000	33,207	32,650	27,500	27,500
10-56-131	FICA	9,655	10,595	10,639	10,245	10,362
10-56-132	Insurance	7,968	8,303	7,968	7,969	6,780
10-56-133	Travel/Dues	700	0	200	259	300
10-56-134	Pension	4,810	4,810	4,922	4,922	5,059
	<b>Subtotal</b>	<b>149,337</b>	<b>153,125</b>	<b>154,829</b>	<b>149,345</b>	<b>151,179</b>
<b>COMMODITIES</b>						
10-56-202	Office Supplies	500	875	100	100	100
10-56-206	Recreation Supplies/Equipment	18,000	14,019	18,000	17,000	20,000
10-56-208	Trophies/Awards	4,500	4,548	4,500	4,500	4,500
	<b>Subtotal</b>	<b>23,000</b>	<b>19,442</b>	<b>22,600</b>	<b>21,600</b>	<b>24,600</b>
<b>CONTRACTUAL</b>						
10-56-402	Telephone	800	369	800	450	650
10-56-406	Vehicle Fuel/Maintenance	500	15	0	0	0
10-56-422	Med Supplies/Maint/Repairs	2,000	1,659	2,000	2,000	2,000
10-56-824	Special Events	1,750	2,548	500	300	500
10-56-	Online Forms and Rec Signup	0	0	0	0	500
	<b>Subtotal</b>	<b>5,050</b>	<b>4,590</b>	<b>3,300</b>	<b>2,750</b>	<b>3,650</b>
	<b>TOTAL RECREATION BUDGET</b>	<b>177,387</b>	<b>177,156</b>	<b>180,729</b>	<b>173,695</b>	<b>179,429</b>

SERVICES/SERVICE ORGANIZATIONS						
Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>County Services</b>						
10-75-399	Nutrition/Seniors	7,000	7,000	7,000	7,000	7,000
10-75-400	Transportation/Seniors	3,500	3,500	3,500	3,500	3,500
10-75-430	Mountain Express	20,000	20,000	20,000	20,000	20,000
<b>Education</b>						
10-75-413	Seeds of Learning	5,000	5,000	5,000	5,000	5,000
10-75-434	Pagosa Springs Youth Center	2,450	2,450	0	0	5,000
10-75-437	Archuleta County Crossing Guard	0	0	3,000	700	1,500
<b>Health/Safety</b>						
10-75-401	Axis/Pagosa Counsel Cntr	950	950	950	950	950
10-75-410	Southwest Safehouse/Volunteers of America	500	500	500	500	500
10-75-417	ACVAP	6,000	6,000	6,000	6,000	6,000
10-75-428	Axis/Acute Treatment Unit	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
<b>Community Assistance</b>						
10-75-432	Thingamajig Theatre Company	500	500	500	500	500
10-75-435	Chimney Rock Interpretive	0	1,128	0	0	0
<b>Housing</b>						
10-75-436	4CORE (Resource Efficiency)	0	0	1,313	1,313	1,313
<b>TOTAL SERVICE FUNDS</b>		<b>61,400</b>	<b>62,528</b>	<b>63,263</b>	<b>60,963</b>	<b>66,763</b>

3.25% 2015 Tax & Contracts  
\$67,020

ECONOMIC DEVELOPMENT						
Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>Economic Development</b>						
10-77-500	CO Office Economic Develop Parelli Grant	12,500	5,000	0	0	0
10-77-511	Southwest Rural Philanthropy Days SWRPD	0	0	2,500	2,500	0
10-77-512	Downtown Development Group	0	0	10,000	10,000	0
10-77-515	Economic Development Incentives	20,000	13,919	20,000	2,500	5,000
10-77-	General Economic Development Activites	0	0	0	0	25,000
10-77-	Economic Development Organization	0	0	0	0	20,000
<b>TOTAL ECONOMIC DEVELOPMENT</b>		<b>32,500</b>	<b>18,919</b>	<b>32,500</b>	<b>15,000</b>	<b>50,000</b>

**CAPITAL IMPROVEMENT FUND**

**REVENUE**

Account	Description	2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>TAXES AND FEES</b>						
51-31-100	Highway Users Tax Fund	73,595	70,451	72,500	72,500	72,500
51-31-310	Sales Tax	1,597,555	1,670,682	1,687,096	1,788,322	1,841,971
51-31-640	Park User Fees	13,000	11,825	13,000	14,000	13,000
51-31-650	Cemetery Fees	1,000	5,400	1,000	2,200	1,000
	<b>Subtotal</b>	<b>1,685,150</b>	<b>1,758,358</b>	<b>1,773,596</b>	<b>1,877,022</b>	<b>1,928,471</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
51-33-400	County Road Mill	61,250	76,444	68,461	68,461	69,602
51-33-490	Geothermal Streets/Maintenance Contract	14,000	14,000	14,000	14,000	14,000
51-33-610	Transfer from Impact Fees	0	0	110,000	0	0
51-33-620	Transfer from General Fund	0	0	200,000	200,000	0
51-33-630	Dept Human Serv. Janitorial Contract	8,200	8,200	8,200	8,200	8,200
	<b>Subtotal</b>	<b>83,450</b>	<b>98,644</b>	<b>400,661</b>	<b>290,661</b>	<b>91,802</b>
<b>Grants for Streets</b>						
51-33-880	CMAQ Funds Majestic Dr	385,000	0	385,000	385,000	0
51-33-	CMAQ Funds Crestview Dr	0	0	0	0	149,000
<b>Grants for Parks</b>						
51-33-730	Division of Wildlife Fishing is Fun	85,000	0	85,000	85,000	0
51-33-810	Reservoir Hill Funding	4,395,000	0	0	0	0
51-33-	Forestry Grant	0	0	0	0	0
<b>Grants for Trails</b>						
51-33-635	Archuleta County PROST, TTPL West Phase	200,000	0	200,000	0	200,000
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
51-33-720	CDOT Enhmt Grant 8-10 St Sidewalk on 160	238,296	0	238,296	0	261,096
51-33-	CDOT TAP Funds, Harman Hill	0	0	0	0	0
51-33-760	State Trails Riverwalk TH to 6th St Bridge	120,000	0	120,000	95,315	15,000
51-33-	GOCO 6th Street Bridge Grant	0	0	349,000	0	242,519
51-33-	GOCO Planning Grant TTPL and Riverwalk	0	0	40,000	0	40,000
<b>Grants for Other</b>						
51-33-	Historic Preservation Grant	0	0	60,000	0	100,000
51-33-770	DOLA Intern Grant	17,500	0	0	0	0
51-33-780	DOLA fiber-optics /County portion	534,559	325,460	0	55,857	0
	<b>Subtotal</b>	<b>6,220,355</b>	<b>325,460</b>	<b>1,722,296</b>	<b>621,172</b>	<b>1,252,615</b>
<b>MISCELLANEOUS</b>						
51-36-110	Miscellaneous	0	10,000	0	52,000	0
51-36-130	Lewis Street Loan Proceeds	75,012	75,012	0	0	0
	<b>Total Annual Revenues</b>	<b>8,063,967</b>	<b>2,267,474</b>	<b>3,896,553</b>	<b>2,840,855</b>	<b>3,272,888</b>
	<b>Prior Year End Cash Reserve</b>	<b>1,906,084</b>	<b>1,972,802</b>	<b>1,496,663</b>	<b>1,780,603</b>	<b>1,085,388</b>
	<b>Total Revenues</b>	<b>9,970,051</b>	<b>4,240,276</b>	<b>5,393,216</b>	<b>4,621,457</b>	<b>4,358,276</b>

**CAPITAL IMPROVEMENT FUND**

**EXPENDITURES**

Account	Description	2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>Maintenance &amp; Debt</b>						
51-53-425	Community Center Loan Portion	232,180	232,180	232,180	232,180	0
51-77-430	Lewis Street Loan Portion	179,633	179,633	179,633	179,633	462,633
51-57-400	Visitor Center Lease/Purchase	0	0	0	90,000	18,147
51-46	Planning & Building Capital	98,754	85,583	182,122	87,511	140,651
51-61	Streets Department	521,051	411,160	536,112	420,310	429,751
51-68	Parks Department	267,038	263,080	297,741	288,630	302,651
51-70	Facilities Maintenance Department	195,484	191,733	202,873	201,012	208,104
	<b>Total Maint. and Debt Expenditures</b>	<b>1,494,140</b>	<b>1,363,369</b>	<b>1,630,660</b>	<b>1,499,275</b>	<b>1,561,937</b>

Capital Improvement Expenditures	2013 Budget	2013 Estimate	2014 Budget	2014 Estimate	2015 Budget	
<b>Town Clerk/Town Hall</b>						
51-42-281	Technology	1,700	1,713	1,700	2,300	500
51-42-222	Telephone System Upgrades	20,000	8,800	0	945	500
	<b>subtotal</b>	<b>21,700</b>	<b>10,513</b>	<b>1,700</b>	<b>3,245</b>	<b>1,000</b>
<b>Town Manager/Administration</b>						
51-44-281	Technology	250	419	250	100	250
51-44-	Employee Merit Increase Fund	0	0	0	0	9,540
51-44-400	DOLA Intern	41,500	0	0	0	0
51-44-410	DOLA fiberoptics and wi-fi grant	627,000	377,172	0	50,947	0
51-44-	Downtown City Market Renovation	1	0	0	0	0
	<b>subtotal</b>	<b>668,751</b>	<b>377,591</b>	<b>250</b>	<b>51,047</b>	<b>9,790</b>
<b>Municipal Court</b>						
51-48-281	Technology	250	140	1,800	4,800	2,500
51-48-285	Court Security	0	0	4,000	3,825	0
	<b>subtotal</b>	<b>250</b>	<b>140</b>	<b>5,800</b>	<b>8,625</b>	<b>2,500</b>
<b>Police/Safety</b>						
51-51-281	Technology	4,000	3,984	4,000	4,000	4,000
51-51-408	Vehicle/Maintenance and Repairs	0	0	18,000	15,000	18,000
51-51-	Public Safety/Traffic Enforcement	0	0	0	0	7,500
51-51-806	Police Car	80,000	76,452	80,000	80,000	25,000
	<b>subtotal</b>	<b>84,000</b>	<b>80,436</b>	<b>102,000</b>	<b>99,000</b>	<b>54,500</b>
<b>Community Center</b>						
51-53-400	Operations Costs	11,349	11,349	11,349	11,349	11,349
51-53-450	Capital Improvements	6,400	6,400	6,400	6,400	6,400
	<b>subtotal</b>	<b>17,749</b>	<b>17,749</b>	<b>17,749</b>	<b>17,749</b>	<b>17,749</b>
<b>Recreation</b>						
51-56-281	Technology	400	1,166	1,100	1,135	1,000
51-56-449	Recreation Equipment	2,000	1,816	2,000	2,000	2,000
	<b>subtotal</b>	<b>2,400</b>	<b>2,982</b>	<b>3,100</b>	<b>3,135</b>	<b>3,000</b>
<b>Streets</b>						
51-77-424	Street Paving and Maintenance	140,000	66,944	320,000	11,000	50,000
51-77-	5 Year Street Maintenance Plan	0	0	0	0	217,000
51-77-	Piedra Street Reconstruction	0	0	0	0	100,000
51-77-	Crestview Paving (CMAQ)	0	0	0	0	180,000
51-77-447	Majestic Drive Paving (CMAQ)	635,000	13,311	635,000	525,000	0
51-77-431	McCabe Creek Culvert	20,000	7,483	0	500	6,000
51-77-426	Lewis Street Reconstruction	75,012	75,012	0	0	0
51-77-	Drainage Maintenance	0	0	0	0	40,000
	<b>subtotal</b>	<b>870,012</b>	<b>162,749</b>	<b>955,000</b>	<b>536,500</b>	<b>593,000</b>
<b>Sidewalks</b>						
51-77-427	Misc Concrete/Sidewalks	40,000	914	40,000	10,000	40,000
51-77-472	Main Street Sidewalk Improvement	144,000	52,270	44,000	10,000	100,000
51-77-475	Cross Walk Improvements	0	1,281	0	0	0
	<b>subtotal</b>	<b>184,000</b>	<b>54,464</b>	<b>84,000</b>	<b>20,000</b>	<b>140,000</b>
<b>Parks</b>						
51-77-452	Town Parks Improvements	20,000	13,889	30,000	16,000	25,000
51-77-544	River Restoration Project	100,000	100,296	65,000	51,705	45,000
51-77-550	Parks Equipment	20,000	12,073	20,000	15,000	30,000
51-77-555	Resource Management	17,000	16,580	17,000	16,657	27,500
51-77-560	Raw Water Irrigation Centennial	44,000	43,965	0	0	0
51-77-572	Reservoir Hill Park Development	4,440,000	10,793	0	45,632	0

CAPITAL IMPROVEMENT FUND						
51-77-573	Loucke Ditch	0	17,237	10,000	0	0
51-77-	Centennial Park Infrastructure	0	0	0	0	0
51-77-	River Center Riverwalk Repaving	0	0	0	0	25,000
	<b>subtotal</b>	<b>4,641,000</b>	<b>214,833</b>	<b>142,000</b>	<b>144,994</b>	<b>152,500</b>
<b>Trails</b>						
51-77-631	Town to Pagosa Lakes Trail West Phase	475,000	242	445,000	30,000	475,000
51-77-465	8th Street Sidewalk/East Trail CDOT	298,296	67,613	298,296	45,000	319,620
51-77-632	Town to Pagosa Lakes Trail Harman Hill	0	0	60,000	500	0
51-77-633	Trails Planning TTPL and Riverwalk	0	0	50,000	0	50,000
51-77-634	Riverwalk Trail to 6th St Bridge	220,000	21,316	195,000	180,000	30,000
51-77-663	6th Street Pedestrian Bridge	0	883	734,000	654,000	80,000
51-77-	Riverwalk Trail Expense	0	0	0	0	50,000
	<b>subtotal</b>	<b>993,296</b>	<b>90,054</b>	<b>1,782,296</b>	<b>909,500</b>	<b>1,004,620</b>
<b>Geothermal Exploration</b>						
51-77-700	Geothermal Power Plant Project	74,500	74,500	200,000	200,000	10,000
51-77-	Geothermal Greenhouse Partnership	0	0	25,000	0	25,000
	<b>subtotal</b>	<b>74,500</b>	<b>74,500</b>	<b>225,000</b>	<b>200,000</b>	<b>35,000</b>
<b>Visitor Center</b>						
51-57-400	Visitor Center Building and Maintenance	0	0	0	2,000	10,000
	<b>subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>10,000</b>
<b>Other</b>						
51-77-459	Wayfinding Plan/Medians	25,000	25,000	25,000	25,000	25,000
51-77-460	Mural on Main Street	1	2	1	1	10,000
51-77-454	Street Backhoe/Equipment	16,000	15,996	16,000	16,000	8,500
51-77-456	Street Vehicle/Water Truck	12,500	12,500	0	0	0
51-77-	Historic Preservation	0	0	0	0	125,000
	<b>subtotal</b>	<b>53,501</b>	<b>53,498</b>	<b>41,001</b>	<b>41,001</b>	<b>168,500</b>
	<b>Total Improvement Expenditures</b>	<b>7,611,159</b>	<b>1,139,510</b>	<b>3,359,896</b>	<b>2,036,795</b>	<b>2,192,159</b>
	<b>Total Maintenance/Debt Expenditures</b>	<b>1,494,140</b>	<b>1,363,369</b>	<b>1,630,660</b>	<b>1,499,275</b>	<b>1,561,937</b>
	<b>Total Improvement Expenditures</b>	<b>7,611,159</b>	<b>1,139,510</b>	<b>3,359,896</b>	<b>2,036,795</b>	<b>2,192,159</b>
	<b>Total Capital Expenditures</b>	<b>9,105,299</b>	<b>2,502,879</b>	<b>4,990,556</b>	<b>3,536,070</b>	<b>3,754,096</b>
	<b>TOTAL CAPITAL REVENUES</b>	<b>9,970,051</b>	<b>4,240,276</b>	<b>5,393,216</b>	<b>4,621,457</b>	<b>4,358,276</b>
	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>9,105,299</b>	<b>2,502,879</b>	<b>4,990,556</b>	<b>3,536,070</b>	<b>3,754,096</b>
	<b>End Year Cash Reserve</b>	<b>864,752</b>	<b>1,737,397</b>	<b>402,660</b>	<b>1,085,388</b>	<b>604,180</b>
	<b>Restricted 3% Tabor</b>	<b>273,159</b>	<b>75,086</b>	<b>149,717</b>	<b>106,082</b>	<b>112,623</b>
	<b>Unrestricted Reserve</b>	<b>591,593</b>	<b>1,662,311</b>	<b>252,943</b>	<b>979,306</b>	<b>491,557</b>

a 3% increase over end of year 2014.

**Streets**

- b Piedra Street Paving Project - \$400K from Roads impact fees \$100K balance from CIP
- b \$217K toward 5 year streets capital maintenance, balance \$283K pay Lewis St loan extra
- c 2014 \$250,000 Town Match, CMAQ Grant Funds \$385,000 -Majestic Paving \$110,000 from Impact fees \$140,000 CIP
- c \$31,000 Town Match, CMAQ Funds \$149,000 for paving crestview

**Parks**

- d Monitoring wetlands by the parks dept, river monitoring of whitewater features, environmental, \$20K Resv Hill trimming Grant match
- e \$85,000 fishing is fun grant expended in 2013
- f Gazebo construction on Reservoir Hill
- p Paving riverwalk behind River Center spring 2015; estimate is \$33,000, \$25,000 from this line item plus \$8,000 from CTF
- s Includes \$25K for rocks, Engineering \$10K, etc.
- t New tractor

**Trails**

- g \$200,000 PROST funds towards TTPL West Phase
- g \$45,000 PLPOA contribution to TTPL West Phase
- g \$200,000 State Trails grant for design and construction TTPL West Phase
- h CDOT Hwy 160 trail/sidewalk between 8th and 10th St \$261,796 (\$298,296 = \$23,500 additional award in 2014) \$47K match
- l CDOT TAP TTPL Harman Hill Trail Phase, \$1.1 mil project \$882K grant \$35K Town + \$200 PROST match - Built and reimbursed 2016
- j Complete Interpretive signage along new trail segment
- k \$242,000 GOCO grant 6th Street Pedestrian Bridge \$734K project \$492K match
- l GOCO Planning Grant \$40K Riverwalk and TTPL

**Geothermal**

- m Seed Money for Geothermal Authority

**Other**

- n Speed warning trailer

CAPITAL IMPROVEMENT FUND

- o Animal Control Vehicle - pass down old car to Town
- q Historic Preservation to restore water reservoir walls and bridge at 1st St, Mary Fischer Park statue, Interpretive signage, match up to 20% (\$25K)
- v Geothermal Greenhouse DOLA grant \$80,000 infrastructure commitment

BUILDING/PLANNING PROJECTS CAPITAL DEPARTMENT						
Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
51-46-110	Special Projects Manager	45,188	44,927	48,501	38,935	49,845
51-46-133	Travel/Training/Meetings	1,500	1,527	1,500	250	1,500
51-46-131	FICA	3,457	3,004	3,710	2,979	3,813
51-46-132	Insurance	13,650	13,298	13,985	10,800	9,500
51-46-134	Pension	2,259	2,246	2,425	1,947	2,492
	<b>subtotal</b>	<b>66,054</b>	<b>65,003</b>	<b>70,122</b>	<b>54,911</b>	<b>67,151</b>
<b>COMMODITIES</b>						
51-46-202	Office Supplies	750	589	750	1,000	750
51-46-212	Vehicle Repair	250	154	3,250	100	3,250
51-46-281	Technology	700	1,028	2,000	2,000	1,000
51-46-406	Planning Studies/Grants	0	0	75,000	0	37,500
51-46-441	Annexations	5,000	1,248	5,000	3,500	5,000
51-46-450	City Works Programs	26,000	17,561	26,000	26,000	26,000
	<b>subtotal</b>	<b>32,700</b>	<b>20,580</b>	<b>112,000</b>	<b>32,600</b>	<b>73,500</b>
<b>TOTAL BLDG/PLAN BUDGET</b>						
		<b>98,754</b>	<b>85,583</b>	<b>182,122</b>	<b>87,511</b>	<b>140,651</b>

z Used Tahoe from police department maintenance expected

b Tablet for Building Official

c Comp Plan update quotes \$45,000 - \$80,000 - 1/2 year funding remainder to be paid in 2016

d Mill Creek Road and other possible annexations

e Staff recommends the Town consider dropping city works and utilizing other data tracking software

**STREETS DEPARTMENT**

Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
51-61-110	Street Superintendent	62,223	62,207	63,432	63,432	65,190
51-61-110	Equipment Operator III	39,267	39,310	40,727	40,727	41,856
51-61-110	Equipment Operator II	38,583	39,957	37,321	37,321	38,356
51-61-110	Equipment Operator I	38,583	38,573	39,333	39,333	40,423
51-61-110	Equipment Operator I	36,059	0	34,200	0	0
51-61-131	FICA	16,426	12,903	16,449	13,832	14,216
51-61-132	Insurance	55,000	44,266	67,474	41,700	42,870
51-61-133	School/Travel	3,500	2,532	3,500	1,500	2,500
51-61-134	Pension	10,736	8,762	10,751	9,041	9,291
	<b>Subtotal</b>	<b>300,376</b>	<b>248,510</b>	<b>313,187</b>	<b>246,887</b>	<b>254,701</b>
<b>COMMODITIES</b>						
51-61-202	Office Supplies	200	67	200	25	200
51-61-212	Fuel & Oil	28,000	22,105	28,000	26,000	26,000
51-61-222	Tires	4,000	3,942	6,000	6,000	4,000
51-61-228	Gravel/Asphalt	30,000	11,949	30,000	20,000	20,000
51-61-230	Culverts	2,000	1,109	2,000	3,290	2,000
51-61-234	Street Lighting - LPEA	43,000	40,751	43,000	43,000	44,000
51-61-281	Techology	0	0	250	0	250
51-61-439	Street Lighting Maintenance	2,000	154	2,000	3,250	2,000
	<b>Subtotal</b>	<b>109,200</b>	<b>80,077</b>	<b>111,450</b>	<b>101,565</b>	<b>98,450</b>
<b>CONTRACTUAL</b>						
51-61-402	Telephone Cellular	475	465	475	600	1,100
51-61-406	Maintenance-Vehicles	30,000	20,201	30,000	18,000	20,000
51-61-410	Uniforms	5,000	3,225	5,000	5,000	5,000
51-61-418	Cemetery Maintenance	5,000	73	5,000	7,258	2,000
51-61-434	Utilities/Shop	16,000	13,619	16,000	16,000	16,500
51-61-436	Maintenance-Roads	30,000	33,657	30,000	15,000	20,000
51-61-444	Sweeper Maintenance	5,000	1,511	5,000	6,500	5,000
51-61-460	Clean-Up Week	10,000	4,632	10,000	3,500	7,000
51-61-470	Lightpole Banners	10,000	5,190	10,000	0	0
	<b>Subtotal</b>	<b>111,475</b>	<b>82,572</b>	<b>111,475</b>	<b>71,858</b>	<b>76,600</b>
	<b>TOTAL STREETS BUDGET</b>	<b>521,051</b>	<b>411,160</b>	<b>536,112</b>	<b>420,310</b>	<b>429,751</b>

PARKS DEPARTMENT						
Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
51-68-110	Parks Manager	46,156	46,144	47,053	47,053	48,356
51-68-110	Parks Maintenance II	34,251	34,304	35,726	35,726	36,716
51-68-110	Parks Maintenance II	33,181	33,316	35,726	35,726	36,716
51-68-110	Parks Use Administrator	0	0	0	0	20,000
51-68-111	Parks Maintenance Part time	32,100	43,624	47,724	56,000	49,046 <sup>a</sup>
51-68-131	FICA	11,145	10,057	12,717	13,350	14,599
51-68-132	Insurance	36,525	35,669	38,270	31,000	31,528
51-68-134	Pension	5,679	5,688	5,925	5,925	6,089
51-68-135	Training/Travel/Dues	0	0	1,500	1,500	1,500
	<b>Subtotal</b>	<b>199,038</b>	<b>208,803</b>	<b>224,641</b>	<b>226,280</b>	<b>244,551</b>
<b>COMMODITIES</b>						
51-68-212	Fuel/Oil	5,000	7,386	8,000	8,000	8,000
51-68-216	Park/Field Maintenance	30,000	21,761	30,000	25,000	20,000
51-68-218	Park Utilities	30,000	23,150	30,000	25,100	25,000
51-68-220	Vehicle Maintenance	1,500	1,562	2,500	2,500	2,500
51-68-281	Technology	0	0	1,100	1,300	1,100
51-68-402	Telephone	1,000	369	1,000	450	1,000
51-68-816	Town Tree Program	500	50	500	0	500
	<b>Subtotal</b>	<b>68,000</b>	<b>54,277</b>	<b>73,100</b>	<b>62,350</b>	<b>58,100</b>
	<b>TOTAL PARKS BUDGET</b>	<b>267,038</b>	<b>263,080</b>	<b>297,741</b>	<b>288,630</b>	<b>302,651</b>

a Three summer seasonal workers

**FACILITIES MAINTENANCE DEPARTMENT**

Account		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
51-70-110	Maintenance Director	49,896	49,884	50,865	50,865	52,274
51-70-111	Part Time Help	1,500	0	1,500	1,510	1,500
51-70-112	Building Maintenance Tech II	31,636	31,665	32,738	32,738	33,645
51-70-112	Building Maintenance Tech II	31,636	31,665	32,738	32,738	33,645
51-70-133	Travel/Training	500	493	250	53	250
51-70-131	FICA	8,657	8,836	9,015	9,016	9,261
51-70-132	Insurance	36,400	36,676	39,100	39,200	39,200
51-70-134	Pension	5,658	5,661	5,817	5,817	5,978
51-70-410	Uniforms	1,600	1,329	1,600	1,600	1,600
	<b>subtotal</b>	<b>167,484</b>	<b>166,206</b>	<b>173,623</b>	<b>173,537</b>	<b>177,354</b>
<b>CONTRACTUAL</b>						
51-70-206	Janitorial Supplies	6,000	5,226	6,000	4,000	6,000
51-70-281	Technology	0	0	250	0	250
51-70-402	Telephone	550	383	550	550	800
51-70-406	Vehicle Fuel/Maintenance	2,000	2,103	3,000	3,500	4,000
51-70-435	Town Hall Improvements	1,200	550	1,200	25	1,200
51-70-436	Town Hall Maintenance	12,000	11,918	12,000	15,200	12,000
51-70-437	Heating/Cooling Maintenance	2,000	1,840	2,000	2,000	2,000
51-70-438	Building Electric Maintenance	1,000	685	1,000	0	1,000
51-70-440	Elevator Maintenance	2,050	2,203	2,050	2,200	2,300
51-70-442	Furnishing Town Hall	1,200	618	1,200	0	1,200
	<b>subtotal</b>	<b>28,000</b>	<b>25,527</b>	<b>29,250</b>	<b>27,475</b>	<b>30,750</b>
	<b>TOTAL MAINTENANCE BUDGET</b>	<b>195,484</b>	<b>191,733</b>	<b>202,873</b>	<b>201,012</b>	<b>208,104</b>

CONSERVATION TRUST FUND						
		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>Revenue</b>						
21-37-530	Town Lottery	17,000	18,536	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>48,536</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>
	<b>Prior Fund Balances</b>	<b>56,745</b>	<b>56,745</b>	<b>76,505</b>	<b>76,505</b>	<b>65,248</b>
	<b>TOTAL REVENUES</b>	<b>103,745</b>	<b>105,281</b>	<b>123,505</b>	<b>123,505</b>	<b>112,248</b>

<b>Expenditures</b>						
21-40-800	Parks & Rec Maintenance	0	0	50,000	45,227	13,000
21-40-910	Yamaguchi Park	30,000	28,776	20,000	13,030	10,000
21-40-	Skate Park	0	0	0	0	32,000
	<b>Subtotal</b>	<b>30,000</b>	<b>28,776</b>	<b>70,000</b>	<b>58,257</b>	<b>55,000</b>
	<b>Total Expenditures to CIF</b>	<b>30,000</b>	<b>28,776</b>	<b>70,000</b>	<b>58,257</b>	<b>55,000</b>

	<b>TOTAL REVENUES</b>	<b>103,745</b>	<b>105,281</b>	<b>123,505</b>	<b>123,505</b>	<b>112,248</b>
	<b>TOTAL EXPENDITURES</b>	<b>30,000</b>	<b>28,776</b>	<b>70,000</b>	<b>58,257</b>	<b>55,000</b>
	<b>Ending Fund Balance</b>	<b>73,745</b>	<b>76,505</b>	<b>53,505</b>	<b>65,248</b>	<b>57,248</b>

a \$5,000 Park improvements/refinements and equipment, plus \$8,000 to go toward Riverwalk repaving behind River Center

TRUST/IMPACT FUND						
		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>Revenue</b>						
31-22-600	Roads	8,900	118,005	8,000	429,000	8,000
31-22-700	Regional Public Buildings	3,250	3,329	2,863	1,971	0
31-22-710	Town Public Buildings 2013	0	4,735	0	16,150	0
31-22-800	Regional Recreation Facilities	0	0	0	0	0
31-22-810	Recreational Facilities 2013	0	2,904	0	3,267	0
31-22-900	Parks	0	2,944	0	3,312	0
31-23-000	Trails	0	5,216	0	5,868	0
31-23-100	Emergency Service Provider	4,200	26,299	3,600	79,715	3,600
31-23-200	Water Storage	2,000	1,931	1,900	2,228	1,900
31-23-300	School Fees	0	2,264	0	2,496	1,200
31-23-350	Administration	190	619	100	1,725	100
31-23-410	East End Trail Donations	0	5,000	0	0	0
31-23-450	Pinon Lake Fountain	2,000	835	2,000	0	0
31-23-460	Fireworks Fund	2,000	3,500	0	0	0
31-23-550	Whitewater Fund	0	0	0	0	0
31-23-560	Jim Guyton Memorial Fund	0	0	0	0	0
31-23-580	Marky Egan Scholarship	0	0	0	0	0
31-23-590	Reservoir Hill Ticket Tax	8,000	9,315	8,000	8,523	8,000
31-23-600	Park User Admission Fee	0	1,197	1,000	0	1,000
	<b>Subtotal</b>	<b>30,540</b>	<b>188,094</b>	<b>27,463</b>	<b>554,255</b>	<b>23,800</b>
	Prior Fund Balances	80,139	114,254	259,145	283,964	558,394
	<b>TOTAL REVENUES</b>	<b>110,679</b>	<b>302,348</b>	<b>286,608</b>	<b>838,219</b>	<b>582,194</b>

<b>Expenditures</b>						
31-22-600	Roads	0	0	110,000	0	0
31-22-601	Majestic Drive	0	0	0	110,000	0
31-22-602	Piedra St Improvement Project	0	0	0	0	400,000
31-22-700	Regional Public Buildings	0	0	0	66,557	2,780
31-22-710	Town Public Building 2013	0	0	0	0	0
31-22-800	Regional Recreational Facilities	0	800	0	16,830	0
31-22-810	Recreation Facilities 2013	0	0	0	0	0
31-22-900	Parks	0	0	0	0	0
31-23-000	Trails	0	0	0	0	0
31-23-100	Emergency Service Provider	4,734	26,679	3,600	79,714	4,500
31-23-200	Water Storage	2,276	1,990	1,900	2,228	1,900
31-23-300	School	0	2,264	0	2,496	1,200
31-23-350	Administration	250	0	2,000	2,000	0
31-23-410	East End Trail Donations	0	0	0	0	0
31-23-450	Pinon Lake Fountain	0	4,136	2,000	0	0
31-23-460	Fireworks Fund	0	22	0	0	0
31-23-550	Whitewater Fund	0	0	0	0	0
31-23-560	Jim Guyton Memorial Fund	0	0	0	0	0
31-23-580	Marky Egan Scholarship	0	0	0	0	0
31-23-590	Reservoir Hill Ticket Tax	8,000	0	0	0	0
31-23-600	Park User Admission Fee	0	0	0	0	0
	<b>Total Expenditures</b>	<b>15,260</b>	<b>35,891</b>	<b>119,500</b>	<b>279,825</b>	<b>410,380</b>
	<b>TOTAL REVENUES</b>	<b>110,679</b>	<b>302,348</b>	<b>286,608</b>	<b>838,219</b>	<b>582,194</b>
	<b>TOTAL EXPENDITURES</b>	<b>15,260</b>	<b>35,891</b>	<b>119,500</b>	<b>279,825</b>	<b>410,380</b>
	<b>Ending Fund Balance</b>	<b>95,419</b>	<b>266,457</b>	<b>167,108</b>	<b>558,394</b>	<b>171,814</b>

a Roads - Tractor Supply \$95,392, Walmart \$409,227

<b>Account Balance</b>						
31-22-600	Roads	21,890	130,996	28,998	449,996	57,998
31-22-700	Regional Public Buildings	69,258	69,337	72,200	4,751	1,971
31-22-710	Town Public Building 2013	0	4,735	4,735	20,885	20,885
31-22-800	Regional Recreational Facilities	24,867	24,067	24,067	7,237	7,237
31-22-810	Recreation Facilities 2013	0	2,904	2,904	6,171	6,171
31-22-900	Parks	925	3,869	3,869	7,181	7,181
31-23-000	Trails	1,167	6,383	6,383	12,251	12,251
31-23-100	Emergency Service Provider	3,978	4,132	4,132	4,133	3,233
31-23-200	Water Storage	1,673	1,890	1,890	1,890	1,890
31-23-300	School	277	277	277	277	277
31-23-350	Administration	202	881	-1,019	606	708
31-23-410	East End Trail Donations	0	5,000	5,000	5,000	5,000
31-23-450	Pinon Lake Fountain	5,302	0	0	0	0
31-23-460	Fireworks Fund	7,987	9,465	9,465	9,465	9,465
31-23-550	Whitewater Fund	320	320	320	320	320
31-23-560	Jim Guyton Memorial Fund	606	606	606	606	606
31-23-580	Marky Egan Scholarship	410	410	410	410	410
31-23-590	Reservoir Hill Ticket Tax	8,178	17,493	25,493	26,016	34,016
31-23-600	Park User Admission Fee	0	1,197	2,197	1,197	2,197
	<b>Ending Fund Balance</b>	<b>147,042</b>	<b>283,964</b>	<b>191,927</b>	<b>558,394</b>	<b>171,814</b>

**LODGER'S TAX FUND**

		2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>REVENUE</b>						
41-31-500	Lodgers Tax	440,000	444,520	462,000	500,000	540,000
41-31-	Intergovernmental Revenue	0	0	0	0	85,000
41-31-510	Visitor Center Revenue	0	0	0	7,350	0
41-31-600	Other Income	0	0	25,000	25,000	5,000
41-31-650	Misc Revenue	0	200	0	1,800	0
41-31-700	Fireworks	17,300	0	3,500	0	0
	<b>Subtotal</b>	<b>457,300</b>	<b>444,720</b>	<b>490,500</b>	<b>534,150</b>	<b>630,000</b>
	Prior Year End Cash Carryover	105,216	148,487	159,734	159,734	158,324
	<b>TOTAL REVENUES to TTC</b>	<b>562,516</b>	<b>593,207</b>	<b>650,234</b>	<b>693,884</b>	<b>788,324</b>

**EXPENDITURES**

<b>PERSONNEL</b>						
41-42-111	Executive Director	0	0	0	0	70,000
41-42-111	Visitor Program Manager	0	0	0	26,000	33,645
41-42-111	Visitor Center Coordinator	0	0	0	9,360	17,725
41-42-110	Part Time	0	0	0	0	15,000
41-42-131	FICA	0	0	0	2,705	10,432
41-42-132	Insurance	0	0	0	5,040	17,105
41-42-134	Pension	0	0	0	1,300	5,182
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,405</b>	<b>169,090</b>
<b>COMMODITIES</b>						
41-42-205	External Marketing	150,000	159,413	225,000	225,000	330,000
41-42-	Training/Travel/Dues	0	0	0	0	13,000
41-42-210	Event Funding	75,000	74,847	62,500	62,500	57,000
41-42-220	Capital Projects	80,000	28,577	40,000	23,000	-
41-42-	Fish Stocking					10,000
41-42-	Infrastructure					20,000
41-42-	Wayfinding and Signage					25,000
41-42-225	Visitor Information	67,000	62,779	138,500	91,655	-
41-42-	Visitor Center Utilities	0	0	0	0	9,000
41-42-	Visitor Center Maintenance	0	0	0	0	10,000
41-42-	Printing and Publications	0	0	0	0	10,000
41-42-	Technology	0	0	0	0	5,000
41-42-	Volunteer Appreciation	0	0	0	0	5,000
41-42-	Employee Merit Increase Fund	0	0	0	0	0
41-42-	Office Expenses/Telephone	0	0	0	0	6,000
41-42-230	Administration	80,000	79,423	80,000	80,500	0
41-42-235	Fulfillments	30,000	28,433	0	0	30,000
41-42-240	Economic Incentives	10,000	0	2,500	500	2,500
	<b>Subtotal</b>	<b>492,000</b>	<b>433,473</b>	<b>548,500</b>	<b>483,155</b>	<b>532,500</b>
<b>CONTRACTUAL</b>						
41-42-245	Tax Compliance	1,000	0	0	0	12,500
41-42-255	Fireworks	17,300	0	8,000	8,000	0
	<b>Subtotal</b>	<b>18,300</b>	<b>0</b>	<b>8,000</b>	<b>8,000</b>	<b>12,500</b>
	<b>TOTAL REVENUES</b>	<b>562,516</b>	<b>593,207</b>	<b>650,234</b>	<b>693,884</b>	<b>788,324</b>
	<b>TOTAL EXPENDITURES</b>	<b>510,300</b>	<b>433,473</b>	<b>556,500</b>	<b>535,560</b>	<b>714,090</b>
	<b>Ending Fund Balance</b>	<b>52,216</b>	<b>159,734</b>	<b>93,734</b>	<b>158,324</b>	<b>74,234</b>

**GEOHERMAL ENTERPRISE FUND**

**REVENUES**

Account	Description	2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>SERVICE FEES AND FINES</b>						
55-38-100	Geothermal Utility	40,000	25,693	40,000	35,000	40,500
55-38-300	Geothermal Lease & Heat Tap	1,200	0	1,200	1,197	1,200
	<b>Total Annual Revenues</b>	<b>41,200</b>	<b>25,693</b>	<b>41,200</b>	<b>36,197</b>	<b>41,700</b>
	Prior Year End Cash Reserves	145,488	145,818	95,550	108,408	91,040
	<b>Total Revenues</b>	<b>186,688</b>	<b>171,511</b>	<b>136,750</b>	<b>144,605</b>	<b>132,740</b>

**GEOHERMAL ENTERPRISE FUND**

**EXPENDITURES**

Account	Description	2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
55-40-133	School/Travel	1,000	890	1,000	500	500
	<b>Subtotal</b>	<b>1,000</b>	<b>890</b>	<b>1,000</b>	<b>500</b>	<b>500</b>
<b>COMMODITIES</b>						
55-40-202	Office Supplies	100	68	100	400	100
55-40-204	Postage	200	154	250	250	250
	<b>Subtotal</b>	<b>300</b>	<b>222</b>	<b>350</b>	<b>650</b>	<b>350</b>
<b>CONTRACTUAL</b>						
55-40-444	Utilities/Electric and Water	15,000	16,113	15,000	12,000	12,000
55-40-446	Legal/Attorney	5,000	5,801	3,000	4,765	2,000
55-40-438	Engineering	36,500	13,910	5,000	0	5,000
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-	Pagosa Verde Symposium	0	0	0	0	500
55-40-457	1041 Geo Regs DOLA Grant Match	3,300	1,995	0	0	0
	<b>Subtotal</b>	<b>79,800</b>	<b>57,820</b>	<b>43,000</b>	<b>36,765</b>	<b>39,500</b>
<b>CAPITAL IMPROVEMENTS</b>						
55-40-242	Repair Equipment/Meters	2,000	8,823	5,000	1,100	5,000
55-40-244	Repair of Leaks	8,000	2,351	10,000	12,250	10,000
55-40-246	New Pump/Meters	3,500	5,855	5,000	1,300	5,000
55-40-260	Garage Door on Geothermal Building	4,500	0	0	0	0
55-40-	McCabe Creek Reconstruction	0	0	0	0	40,000
55-40-832	Contingency	1,000	0	1,000	1,000	1,000
	<b>Subtotal</b>	<b>19,000</b>	<b>17,029</b>	<b>21,000</b>	<b>15,650</b>	<b>61,000</b>
	<b>Total Geothermal Expenditures</b>	<b>100,100</b>	<b>75,961</b>	<b>65,350</b>	<b>53,565</b>	<b>101,350</b>

	<b>TOTAL REVENUES</b>	<b>186,688</b>	<b>171,511</b>	<b>136,750</b>	<b>144,605</b>	<b>132,740</b>
	<b>TOTAL EXPENDITURES</b>	<b>100,100</b>	<b>75,961</b>	<b>65,350</b>	<b>53,565</b>	<b>101,350</b>
	<b>Year End Carryover Reserve</b>	<b>86,588</b>	<b>95,550</b>	<b>71,400</b>	<b>91,040</b>	<b>31,390</b>

**PSSGID SUMMARY OF REVENUES AND EXPENDITURES**

	2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>REVENUES</b>					
Taxes and Assessments	743,054	733,199	739,523	742,024	742,500
Charges for Services	13,400	46,371	13,400	72,400	36,350
Intergovernmental Revenue	3,250,000	0	4,953,000	5,845,070	0
<b>Total All Revenues</b>	<b>4,006,454</b>	<b>779,571</b>	<b>5,705,923</b>	<b>6,659,494</b>	<b>778,850</b>
Prior Year End Carryover Reserve	1,467,376	1,484,866	1,531,827	1,789,897	1,273,359
<b>Total Available</b>	<b>5,473,830</b>	<b>2,264,437</b>	<b>7,237,750</b>	<b>8,449,391</b>	<b>2,052,209</b>

<b>EXPENDITURES</b>					
Personnel	72,836	66,357	70,166	70,226	73,165
Contractual	120,500	50,604	113,500	58,000	182,750
Commodities	130,335	96,746	246,765	209,265	127,231
Capital Improvements	50,469	50,467	50,471	50,471	50,470
Treatment Plant Upgrade	2,945,000	468,436	4,203,000	6,788,070	312,717
<b>Total Expenditures</b>	<b>3,319,140</b>	<b>732,610</b>	<b>4,683,902</b>	<b>7,176,032</b>	<b>746,333</b>

Year End Cash Reserve	2,154,690	1,531,827	2,553,848	1,273,359	1,305,875
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**PAGOSA SPRINGS SANITATION GENERAL IMPROVEMENT DISTRICT ENTERPRISE**

**REVENUES**

Account	Description	2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>TAXES AND ASSESSMENTS</b>						
53-38-100	Monthly Collections	647,548	634,812	647,548	647,549	650,000
53-38-310	Property Tax	90,506	91,546	86,975	86,975	86,000
53-38-320	Special Ownership/MVL	5,000	6,842	5,000	7,500	6,500
	<b>subtotal</b>	<b>743,054</b>	<b>733,199</b>	<b>739,523</b>	<b>742,024</b>	<b>742,500</b>
<b>CHARGES FOR SERVICES</b>						
53-38-200	Plant Investment Fees	9,000	34,858	9,000	62,000	27,000
53-38-600	Misc. Interest	1,800	2,268	1,800	2,350	1,800
53-38-610	Misc. Receipts	100	2	100	50	50
53-38-900	Penalty	2,500	9,243	2,500	8,000	7,500
	<b>subtotal</b>	<b>13,400</b>	<b>46,371</b>	<b>13,400</b>	<b>72,400</b>	<b>36,350</b>
	<b>Total for Taxes/Charges for Service</b>	<b>756,454</b>	<b>779,571</b>	<b>752,923</b>	<b>814,424</b>	<b>778,850</b>
<b>INTERGOVERNMENTAL REVENUE</b>						
53-38-500	DOLA Pipeline Grants	1,250,000	0	1,250,000	1,250,000	0
53-38-550	CWRPA Pipeline Loan	2,000,000	0	2,000,000	2,000,000	0
53-38-620	PAWSD Pipeline Loan Phase 2	0	249,930	1,703,000	2,595,070	0
	<b>subtotal</b>	<b>3,250,000</b>	<b>0</b>	<b>4,953,000</b>	<b>5,845,070</b>	<b>0</b>
	<b>Total Annual Revenue</b>	<b>4,006,454</b>	<b>779,571</b>	<b>5,705,923</b>	<b>6,669,494</b>	<b>778,850</b>
	<b>Prior Year End Cash Reserve</b>	<b>1,467,376</b>	<b>1,484,866</b>	<b>1,531,827</b>	<b>1,789,897</b>	<b>1,273,359</b>
	<b>Total Revenues</b>	<b>5,473,830</b>	<b>2,264,437</b>	<b>7,237,750</b>	<b>8,449,391</b>	<b>2,052,209</b>

**PAGOSA SPRINGS SANITATION GENERAL IMPROVEMENT DISTRICT ENTERPRISE**

**EXPENDITURES**

Account	Description	2013 Budget	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<b>PERSONNEL</b>						
53-40-110	Collection System Supervisor	47,080	47,068	47,995	47,995	49,325
53-40-111	Training/Travel	2,000	435	2,000	2,060	2,500
53-40-131	FICA	3,602	3,202	3,672	3,672	3,773
53-40-132	Health Insurance	17,800	13,298	14,100	14,100	15,100
53-40-134	Pension	2,354	2,353	2,400	2,400	2,466
	<b>Subtotal</b>	<b>72,836</b>	<b>66,357</b>	<b>70,166</b>	<b>70,226</b>	<b>73,165</b>
<b>CONTRACTUAL</b>						
53-40-221	Bookkeeping	25,000	25,000	25,000	25,000	25,000
53-40-224	Audit	3,000	3,000	3,000	3,000	3,500
53-40-226	Attorney/Legal	12,000	3,401	12,000	3,000	5,000
53-40-228	Contractual Maint/Repair Services	50,000	37	50,000	6,000	50,000
53-40-438	Engineering	10,000	1,666	5,000	3,500	1,000
53-40-227	Sub-Contracted Licensed Operations	3,000	0	1,000	0	1,000
53-40-460	Project Bonding and Insurance	17,500	17,500	17,500	17,500	17,500
53-40-	PAWSD Sewage Treatment	0	0	0	0	70,000
53-40-	Utility Billing and Hosting	0	0	0	0	9,750
	<b>Subtotal</b>	<b>120,500</b>	<b>50,604</b>	<b>113,500</b>	<b>58,000</b>	<b>182,750</b>
<b>COMMODITIES</b>						
53-40-202	Office Supplies	7,250	7,584	7,250	7,250	250
53-40-220	Vehicle/Equipment Maintenance & Fuel	9,000	5,236	9,000	2,000	24,000
53-40-222	CDPHE State Permits	1,325	1,230	1,325	1,325	1,325
53-40-223	County Treasurer Fees	1,910	2,399	1,840	1,840	1,820
53-40-281	Technology	0	0	500	750	2,600
53-40-	Employee Merit Increase Fund	0	0	0	0	986
53-40-	Telephone	0	0	0	0	650
53-40-402	Postage	6,000	3,444	6,000	6,000	5,500
53-40-408	Maintenance Lift Stations	25,000	4,519	75,000	75,000	6,000
53-40-409	Maintenance Collections System	20,000	23,355	85,000	70,000	10,000
53-40-410	Maintenance Treatment System	20,000	6,599	20,000	7,000	7,000
53-40-434	Utilities, Electricity	33,000	38,657	34,000	34,000	64,800
53-40-436	Uniforms	800	717	800	800	800
53-40-439	Laboratory Analysis	6,050	3,006	6,050	3,300	1,500
	<b>Subtotal</b>	<b>130,335</b>	<b>96,746</b>	<b>246,765</b>	<b>209,265</b>	<b>127,231</b>
<b>CAPITAL IMPROVEMENTS</b>						
53-40-450	Capital Improvement Loan	50,469	50,467	50,471	50,471	50,470
	<b>Subtotal</b>	<b>50,469</b>	<b>50,467</b>	<b>50,471</b>	<b>50,471</b>	<b>50,470</b>
<b>TREATMENT PLANT UPGRADE</b>						
53-40-490	CWRPA Direct Loan Repayment (\$2 mil)	0	0	0	0	112,717
53-38-620	PAWSD Pipeline Loan	0	249,930	1,703,000	2,595,070	100,000
53-40-500	Sewer Pipeline	2,945,000	218,506	2,500,000	4,193,000	100,000
	<b>Subtotal</b>	<b>2,945,000</b>	<b>468,436</b>	<b>4,203,000</b>	<b>6,788,070</b>	<b>312,717</b>
	<b>TOTAL EXPENDITURES</b>	<b>3,319,140</b>	<b>732,610</b>	<b>4,683,902</b>	<b>7,176,032</b>	<b>746,333</b>

a Decommissioning and potential end of project events scheduled for 2015, it might be prudent to increase this item to \$20,000

b Readily accessible vehicle with inverter, assuming \$15,000 trade in on new \$30,000 vehicle

c \$2,000 license for Caselle access

d Continue cleaning, televising, and now manhole rehab. +/- 20k for tv, and 20k for manhole rehab.

e \$1.10/1000 gallons to pump the lagoon contents up to PAWSD

f +/- \$5,400/mo or \$64,800/yr for new pump stations

g Due to decommissioning, less than a half year of laboratory analysis will be needed

h Express Billpay \$1500 set up one time, CC charges \$4,000, Express Billpay \$1,500, AIS \$2,750



# AGENDA DOCUMENTATION

## NEW BUSINESS: VI.2

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 20, 2014

FROM: JAMES DICKHOFF, PLANNING DEPARTMENT

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**PROJECT: LETTER OF SUPPORT FOR DOWNTOWN COLORADO INC.'S USDA GRANT APPLICATION**

**ACTION: DISCUSSION AND POSSIBLE ACTION**

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### **PURPOSE/BACKGROUND**

The Town recently received a request from the Chimney Rock Interpretive Association (CRIA) for a LPEA Grant Application. CRIA is applying for a grant from LPEA for special education projects.

CRIA offers the following points of consideration for supporting their LPEA grant application:

- All educational/school groups tours are free of charge at CR
- We accommodated over 1100 students and 67 school groups last year over a 10 week period on private tours which doubled each year since we have become a national monument.
- This grant will help fulfill our educational mission
- This grant will enhance the overall experience for the children
- CRIA is gives back to the community with free programs, discount local days, and free educational tours for all school groups. Over 85 volunteers from the local community run the day to day operations at the site with no federal funding.

### **ANALYSIS**

Chimney Rock Interpretive Association (CRIA) is a volunteer association that provides interpretive and educational services at Chimney Rock for visitors from around the world.

Chimney Rock received National Monument status in 2013, a major achievement for the Archeology Site and tourism in Archuleta County. The Chimney Rock National Monument greets visitors from around the world each year, participating in the many education programs and services offered by CRIA.

LPEA's financial support will help ensure the continuance of quality educational programs for visitors at Chimney Rock, Archuleta County's most prized historic site and those that cannot travel to the site.

### **ATTACHMENTS**

~ Drafted letter of support.

### **RECOMMENDATION**

Staff recommends that Town Council consider approving the attached letter of support.

**APPROVE the proposed letter of support for the Chimney Rock Interpretive Association's LPEA grant application**



551 Hot Springs Boulevard  
Post Office Box 1859  
Pagosa Springs, CO 81147  
P: 970.264.4151  
F: 970.264.4634

Town of Pagosa Springs  
Office of the Mayor

November 20, 2014

La Plata Electric Association, Inc.  
P.O. Box 2750  
Durango, Colorado 81302

Re: Support for the Chimney Rock Interpretive Association's LPEA Grant Application.

Dear LPEA Grant Reviewers,

On November 20, 2014, the Pagosa Springs Town Council approved submitting this letter of support, demonstrating our support of the Chimney Rock Interpretive Association's (CRIA) LPEA Grant Application.

Chimney Rock received National Monument status in 2013, a major achievement for the Archeology Site and tourism in Archuleta County. The Chimney Rock National Monument greets visitors from around the world each year, participating in the many education programs offered by CRIA.

CRIA is a volunteer association that provides interpretive and educational services at Chimney Rock for visitors from around the world. Over 85 CRIA volunteers from the local community run the day to day operations at the site with no federal funding assistance.

LPEA's financial support will help ensure the continuance of quality CRIA educational programs for visitors at Chimney Rock, Archuleta County's most prized historic site and those that cannot travel to the site. LPEA funding will help fulfill CRIA's educational mission and will enhance the overall experience for the children. CRIA also gives back to the community with free programs, discount local days, and free educational tours for all school groups.

Thank you for your special consideration of this important education and outreach project.

Sincerely,

---

*Don Volger, Mayor  
Town of Pagosa Springs  
Po Box 1859  
551 Hot Springs Blvd.  
Pagosa Springs, Co. 81147  
970-264-4151 x226  
ddvolger@gmail.com*



# AGENDA DOCUMENTATION

## NEW BUSINESS: VI.3

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 20, 2014

FROM: GREGORY J. SCHULTE, TOWN MANAGER

**PROJECT: APPROVAL OF A RESOLUTION TO SUBMIT A DEPARTMENT OF LOCAL AFFAIRS (DoLA) ENERGY AND MINERAL IMPACT ASSISTANCE FUND GRANT IN PARTNERSHIP WITH THE GEOTHERMAL GREENHOUSE PARTNERSHIP (GGP).**

**ACTION: DISCUSSION AND POSSIBLE ACTION**

### PURPOSE/BACKGROUND

On October 23, 2014 the Town Council authorized staff to proceed in partnership with the GGP to prepare an application to DoLA for an Energy and Mineral Impact Grant Program. The grant application is seeking \$301,000 in essentially a dollar for dollar match to provide for infrastructure improvements to the site location in Centennial Park. In addition, the Town Council approved a commitment towards the project to be included in the match of an amount not to exceed \$80,000 for infrastructure improvements or restrooms.

The GGP has spent considerable time in the past two years in organizing as a 501(c)3 entity and seeking funding for the development and the initial design and planning work for the construction of the geothermal greenhouses. The GGP currently has secured approximately \$301,000 consisting of the following commitments:

- \$ 105,000	Town of Pagosa Springs
- \$ 25,000	Laura Jean Musser Foundation
- \$ 25,000	San Juan Basin Roundtable
- \$ 50,000	Colorado Water Conservation Board
- \$ 30,000	Archuleta County (in-kind)
- \$ 50,000	Imported Embankment Soil (in-kind)
- \$ 10,000	Davis Engineering (in-kind)
- \$ 5,000	Reynolds & Associates (in-kind)
- <u>\$ 1,800</u>	Pagosa Verde (in-kind)
\$301,800	TOTAL

It is with this funding the Town and the GGP will apply for the DoLA funding.

### *DoLA Energy and Mineral Impact Assistance Funds*

The purpose of the Energy and Mineral Impact Assistance Program is to assist political subdivisions that are socially and/or economically impacted by the development, processing, or energy conversion of minerals and mineral fuels. Funds come from the state severance tax on energy and mineral production and from the state's share of royalties paid to the federal government for mining and drilling on federally-owned land.

Eligible entities to receive grants and loans include municipalities, counties, school districts, special districts and other political subdivisions and state agencies. The program includes categorizing grants into three tiers and this project would be a Tier II grant, described as follows:

The Tier II grant program is intended to support a wide variety of community development projects to improve quality of life in communities.

- Grant awards greater than \$200,000 up to \$2,000,000.
- Applications for grant consideration will be expected to include a minimum match of 25%. Larger matching amounts are generally more competitive.
- Applications for this program are reviewed by the Advisory Committee with the final decision by the DoLA Executive Director.

### **Review/Analysis**

The actual grant application is attached as Exhibit A

The overall cost estimate for the project is attached as Exhibit B

The DoLA funding and match detail is attached as Exhibit C

The Site Improvement and Vicinity map are attached as Exhibits D and E

The Preliminary Engineering Report is attached as Exhibit F

### **FISCAL IMPACT**

The most immediate fiscal impact is the commitment to budget up to \$80,000 for infrastructure or restrooms in Centennial Park.

### **PARKS & RECREATION COMMISSION ACTION**

As noted in prior reports, the proposal by the GGP was presented to the Parks & Recreation Commission the evening of September 10<sup>th</sup>. The GGP requested the Parks & Recreation Commission to endorse the GGP's request to have the Town Council submit the Energy and Mineral Assistance application on their behalf and for the placement of bathrooms in Centennial Park. The action of the Parks & Recreation Commission was unanimous to endorse the Council to approve applying for the Energy and Mineral Impact Assistance Grant and having a placeholder in the amount of \$80,000 for bathrooms in Centennial Park.

### **RECOMMENDATION**

Possible actions by the Town Council include:

- 1) "APPROVE RESOLUTION 2014-XX AUTHORIZING THE SUBMITTAL OF A TIER II ENERGY AND MINERAL IMPACT ASSISTANCE GRANT APPLICATION TO DOLA FOR \$301,800 AND COMMITTING AN AMOUNT NOT TO EXCEED \$80,000 FOR INFRASTRUCTURE OR BATHROOMS IN CENTENNIAL PARK.
- 2) "DENY APPROVAL OF RESOLUTION 2014-XX AUTHORIZING THE SUBMITTAL OF A TIER II ENERGY AND MINERAL IMPACT ASSISTANCE GRANT APPLICATION TO DOLA FOR \$301,800 AND COMMITTING AN AMOUNT NOT TO EXCEED \$80,000 FOR INFRASTRUCTURE OR BATHROOMS IN CENTENNIAL PARK.
- 3) DIRECT STAFF.

**State of Colorado - Department of Local Affairs**  
**ENERGY AND MINERAL IMPACT ASSISTANCE PROGRAM APPLICATION**  
**Tier I or Tier II**  
**Applications Must Be Submitted Electronically - Directions on Last Page**

**A. GENERAL AND SUMMARY INFORMATION**

**1. Name/Title of Proposed Project:** Geothermal Greenhouse Partnership Park

**2. Applicant:** Town of Pagosa Springs and Geothermal Greenhouse Partnership Inc.

(In the case of a multi-jurisdictional application, name of the "lead" municipality, county, special district or other political subdivision).

In the case of a multi-jurisdictional application, provide the names of other directly participating political subdivisions:

**3. Chief Elected Official** (In the case of a multi-jurisdictional application, chief elected official of the "lead" political subdivision):

Name:	<u>Don Volger</u>	Title:	<u>Mayor</u>
Mailing Address:	<u>P.O. Box 1859</u>	Phone:	<u>970-264-4151 ext 226</u>
City/Zip:	<u>Pagosa Springs, CO 81147</u>	Phone:	_____
E-Mail Address:	<u>dvolger@pagosasprings.co.gov</u>		

**4. Designated Contact Person (will receive all mailings) for the Application:**

Name:	<u>Greg Schulte</u>	Title:	<u>Town Manager</u>
Mailing Address:	<u>P.O. Box 1859</u>	Phone:	<u>970-264-4151 ext 236</u>
City/Zip:	<u>Pagosa Springs, CO 81147</u>	Phone:	_____
E-Mail Address:	<u>gschulte@pagosasprings.co.gov</u>		

**5. Amount of Energy/Mineral Impact Funds requested:**

(Tier I; Up to \$200,000 or Tier II; Greater than \$200,000 to \$2,000,000)

\$301,800.00

**6. Brief Description of the Project Scope of Work:**

(Give a brief introduction to the project in 100 words or less, including the various tasks involved in the project)

This project is the site preparation phase of the educational nonprofit Geothermal Greenhouse Partnership park within Pagosa Springs' Centennial Park. It includes installation of geothermal, irrigation, and potable water infrastructures, and buried electric lines. Imported embankment will raise the site above flood plain while retaining walls and concrete sidewalks will set the groundwork for the construction of three greenhouses. Landscaping will retain an attractive appearance in the public park until construction of the botanic showplace is completed. The site spans the River Walk and is accessed by historic downtown Pagosa (Main) Street.

**7. Local priority if more than one application from the same local government** (1 of 2, 2 of 2, etc.)

1 of 1

**B. DEMOGRAPHIC AND FINANCIAL INFORMATION.**

**1. Population**

a. What was the 2010 population of the applicant jurisdiction?	1,727
b. What is the current population?	1,732
(Current/most recent conservation trust fund/lottery distribution estimate is acceptable.) What is the source of the estimate?	CTF
c. What is the population projection for the applicant in 5 years?	1750
What is the source of the projection?	CTF .2%

**2. Financial Information (Current Year):**

In the column below labeled "Applicant" provide the financial information for the municipality, county, school district or special district directly benefiting from the application. In the columns below labeled "Entity", provide the financial information for any public entities on whose behalf the application is being submitted (if applicable).

**Complete items "a through j" for ALL project types:**

	Applicant	Entity	Entity
a. Assessed Valuation (AV) Year: 2013	47,888,745		
b. Mill Levy	1.584		
c. Property Tax Revenue (mill levy x AV)	75,856		
d. Sales Tax (Rate/Estimated Annual Revenue)	2% / \$3,276,000	% / \$	% / \$
e. Total General Fund Budget Revenue	2,147,506		
f. Total Applicant Budget Expenditures (Sum of General Fund and all Special Funds)	4,990,556		
g. General Fund Balance as of January 1 of this current calendar year.	1,610,091		
h. General Fund Balance (Unrestricted) as of January 1 of this current calendar year.	1,561,800		
i. Total Multi-year Debt Obligations (all funds*)	0		
j. Total Lease-Purchase and Certificates of Participation obligations*	0		

**For projects to be managed through a Special Fund other than the General Fund (e.g. County Road and Bridge Fund) or managed through an Enterprise Fund (e.g. water, sewer, county airport), complete items "k through o":**

Identify the relevant Special Fund or Enterprise Fund: Capital Fund

k. Special or Enterprise Fund Budget Amount	3,754,096		
l. Special or Enterprise Fund Multi-Year Debt Obligations*	8,500		
m. Special or Enterprise Fund Balance as of January 1 of this calendar year	1,780,603		
n. Special or Enterprise Fund Balance (Unrestricted) as of January 1 of this calendar year	1,727,185		
o. Special or Enterprise Fund Lease-Purchase and Certificate of Participation Obligations*	1,104,000		
p. Special Fund Mill Levy (if applicable)	n/a		

**For Water and Sewer Project Only complete items "q through s":**

q. Tap Fee			
r. Average Monthly User Charge (Divide sum of annual residential revenues by 12 and then divide by the number of residential taps served.)			
s. Number of Taps Served by Applicant			

\* Include the sum of the year-end principal amounts remaining for all multi-year debt obligations, lease purchase agreements or certificate of participation notes

**C. PROJECT BUDGET. List expenditures and sources of revenue for the project. The totals on each side of the ledger must equal.**

<b>Expenditures</b>		<b>Sources of Revenue</b> (Dollar for Dollar Cash Match is Encouraged)			<b>Funding Committed</b>
List Budget Line Items (Examples: architect, engineering, construction, equipment items, etc.)		List the sources of matching funds and indicate either cash or documentable in-kind contribution			Yes/No
Line Item Expenditures	Line Item Costs	Cash	In-Kind		
<b>Please refer to budgets attached, both overall budget and DoLA request.</b>	\$	\$ 301,800.00			No
		\$			No
		25,000.00			Yes
		25,000.00	80,000.00		Yes
		25,000.00			Yes
		50,000.00			Yes
			30,000.00		Yes
			50,000.00		Yes
			10,000.00		Yes
			5,000.00		Yes
			1,800.00		Yes
<b>TOTAL</b>	\$	125,000.00	176,800	\$	
<b>Please attach a more detailed budget if available</b>		<b>TOTAL</b>			
		*Loans with a 5% interest rate may only be awarded for potable water and sewer projects. Leave blank if a loan is not requested.			

**D. PROJECT INFORMATION.**

The statutory purpose of the Energy and Mineral Impact Assistance program is to provide financial assistance to "political subdivisions socially or economically impacted by the development, processing or energy conversion of minerals and mineral fuels."

**1. Demonstration of Need:**

**a. Why is the project needed at this time?**

Energy and Mineral Impact Assistance funds will allow the town of Pagosa Springs and the nonprofit Geothermal Greenhouse Partnership to complete the *site preparation* for an educational and botanic park. Long a priority in the community, the site preparation for the park is needed at this time. The timing is perfect to take advantage of economies of scale, since geothermal resource exploration has begun in Pagosa Springs and Archuleta County. When the site preparation is funded, the construction of three greenhouses will begin in the spring of 2015. The use of geothermal heat and solar energy will demonstrate responsible use of local renewable resources. The educational project will serve the community as a River Walk enhancement, Main Street revitalization, and an economic driver for established Community Development Action Plan goals. The Pagosa Springs Parks and Recreation Commission unanimously recommended this application for EMIA funds.

The Geothermal Greenhouse Partnership is listed a high priority for economic development in the Region 9 Community Development Action Plan for Archuleta County from 2009 to the current document. Since 2009, Region 9's Community Economic Development Strategy and the Governor's Blueprint Initiative have identified numerous economic needs specific to Archuleta County, and named the Geothermal Greenhouse Partnership, in each published description, as a potential economic driver to fill those needs.

Pagosa Springs, Archuleta County, Colorado is a "low- and moderate-income" community. According to the most recent statistics in Region 9's Community Economic Development Strategy, Archuleta County's per capita income is 73% of the United States pci and 68% of Colorado residents' pci. Twenty percent of children under eighteen live below the federally defined poverty line, as does 15% of the total county population. According to Archuleta School District 50-Jt, over 51% of our students qualify for the federal free or reduced lunch program. The United States Department of Agriculture (USDA) designates our community as a (low-income) Strike Force region.

Identified economic clusters for development in Archuleta County are Energy, Agriculture, and Tourism. Specific goals in the Region 9 Economic Development District's descriptions of opportunities for Archuleta County and Pagosa Springs include:

- a potential economic development cluster around geothermal energy
- sustainable agriculture
- production and marketing of food products
- increased tourism
- revitalization of the downtown core
- providing incentives to businesses "that are direct-based in nature, support the local environment"
- maximizing the San Juan River and River Walk area and associated parks.

The GGP mission addresses these economic development goals and more. The Governor's 2011 Blueprint Initiative specifically documents the need to create alternative energy sustainable businesses and geothermal industries, and the need "to collect \$600,000 to seed this Greenhouse project." On April 4, 2012, the Town Board of Pagosa Springs voted unanimously to recommend the Geothermal Greenhouse Partnership to the County Commission, and thereby to the Colorado Office of Economic Development and International Trade, to be one of the top 5 Blueprint Initiatives in Archuleta County.

Downtown Colorado Inc., a nonprofit that provides Colorado communities with technical and goal-setting assistance, named the GGP Park a highest priority in its 2012 goal-setting process for Pagosa Springs. DCI reached the following conclusions in its encouragement of Pagosa's downtown:

- Geothermal is our unique niche opportunity
- Creates distinction between our community and others around the globe competing for Tourism monies.
- River is an incredible draw
- The environment is a finite resource – consider the use carefully
- Our history is a treasure and a story to be told
- Human capital and organizational know-how are both broad and deep in Pagosa

The Geothermal Greenhouse Partnership began in 2009 when a group of volunteer civic entrepreneurs planned a botanic park to be located on the San Juan River just off Pagosa (Main) Street to serve the public's needs for downtown

revitalization, economic development, job creation, renewable energy and environmental education, sustainable agriculture demonstration, and a teaching site.

**b. How does the implementation of this project address the need?**

The implementation of site preparation will advance the development of this direct use geothermal site and lead to the energy and agriculture educational operations of the GGP to benefit Pagosa Springs. The site preparation, a critical intermediary step in the project process, is necessary before greenhouses can be built and the energy education operations begin. The site preparation includes laying the geothermal, irrigation, and potable water pipes, and the underground electrical lines. The building site must be raised above flood plain and impacted for retaining walls and sidewalks.

**c. Does this project, as identified in this application, completely address the stated need? If not, please describe additional work or phases and the estimated time frame. Do you anticipate requesting Energy and Mineral Impact Assistance funds for future phases?**

This proposal includes site preparation and not construction. The GGP presently has \$305,000 in cash and in-kind contributions to match requested DoLA funds. The overall construction budget is ~\$1 million. With \$305,000 from an Energy Impact Assistance grant, the construction of the park will be over half completed. This site-preparation phase of the construction qualifies for EMIA funds. Because construction of the above ground structures, gardens, and operations do not qualify for EMIA funds, the Town of Pagosa Springs (ToPS) does not plan to ask for EMIA funds for this project in the future.

**d. What other implementation options have been considered?**

The Town of Pagosa Springs has granted valuable assets and significant support to the GGP, including a lease of .7 acre in Centennial Park and 100 gallons per minute of geothermal water, \$25,000 in matching funds, and a commitment of \$80,000 infrastructure, perhaps public bathrooms, near the GGP park. The GGP is an independent 501c3. The GGP has (1) received \$25,000 from the Musser Foundation for engineering planning, (2) produced the Colorado Environmental Film Festival Caravan and is organizing for a revenue-producing event in 2015, (3) received \$75,000 from the San Juan Basin Water Roundtable and Colorado Water Conservation Board, and (4) documentation of significant in-kind donations for site preparation (Davis Engineering, Pagosa Verde, Reynolds and Associates, Archuleta County, and local citizens).

**e. What are the consequences if the project is not awarded funds?**

Income from environmental education pursuits and the lease of the economic innovation greenhouse will be delayed. The nonprofit organization will continue to pursue funding relationships with private philanthropists and foundations, civic organizations, banks and corporations, and appropriate governmental agencies. Valuable community development activities, such as increased tourism, advancing a year-round Farmers Market, sale of fresh produce, park use by Archuleta School District and county agencies, will be delayed. GGP branding to greatly benefit the Pagosa Springs community will be delayed. Local geothermal exploration and research, construction of the 5<sup>th</sup> Street Bridge and the redesigning of the McCabe Creek confluence will go forward, but the opportunity for economies of scale will be missed due to the timing of current activities.

**2. Measurable Outcomes:**

**a. Describe measurable outcomes you expect to see when implementation of this project is complete. How will the project enhance the livability\* of your region, county, city, town or community (e.g. constructing a new water plant will eliminate an unsafe drinking water system and provide safe and reliable drinking water; the construction of a new community center will provide expanded community services, or projects achieving goals regarding energy conservation, community heritage, economic development/diversification, traffic congestion, etc.)?**

**\*(Livability means increasing the value and/or benefit in the areas that are commonly linked in community development such as jobs, housing, transportation, education, emergency mitigation, health and environment)**

The GGP park will achieve community goals of renewable energy development, sustainable agriculture, and increased tourism. (Refer to attached Business Plan.) The park will demonstrate and teach geothermal and solar technologies, demonstrate and teach year-round food production, and engage eco-tourists of all ages. These goals will be measured in numbers of students served, numbers of volunteers engaged, and numbers of tourists hosted. CSU Extension, Archuleta School District and county agencies have expressed a desire to use the park for teaching all ages and empowering clientele. Collaboration in environmental education efforts with Durango Nature Studies, Powerhouse Science Center, Weminuche Audubon Society, Colorado Foundation for Water Education, and Colorado Parks and Wildlife are already underway.

**b. How many people will benefit from the project? (i.e., region, county, city, town, community, subdivision, households or specific area or group; or any portion thereof)**

All three greenhouses will be busy year-round. Archuleta County Schools have an enrollment of ~1,000 students. CSU Extension programs include adult Master Gardening, 4-H Gardening for children, and supports the Mile High Garden Club; total gardeners served at any given time is ~100 individuals. (The GGP co-sponsored 3 greenhouse growing workshops with CSU Extension in summer 2014 and served 40 individuals.) Community gardeners may number around 100 individuals, including downtown and uptown gardeners. The Senior Center, the Wellness Center, Victim's Assistance,

and the County Sheriff's office have stated an intention to participate on the GGP site. If 10% of regional tourists visit the Geothermal Greenhouse gardens, ~30,000 tourists will be served annually in downtown Pagosa Springs.

c. How will the outcome of the project be measured to determine whether the anticipated benefits to this population actually occur?

Numbers of local learners of all ages and tourists will be counted and careful records will be kept by the professionals and volunteers who administrate the year-round programs in the park. Activities in the park will be documented and may include Energy classes and demonstrations, Food Production classes and demonstrations, Art in the Park, Performance in the Park, Chefs in the Park, Yoga in the Park, and Wellness Activities (Movement on Mondays, Walking on Wednesdays, Fitness Fridays). Photograph records of participation will be archived.

d. Does this project preserve and protect a historic building, facility or structure? If yes, please describe.

The GGP park is in Centennial Park south of the historic Archuleta County Courthouse. It is accessed from Pagosa (Main) Street and in historic downtown Pagosa. The site preparation and construction of this 21<sup>st</sup> Century park will greatly enrich the historic downtown area and increase tourist traffic.

e. Will this project implement an energy efficiency/strategy that could result in less carbon footprint or conserve energy use or capitalize on renewable energy technology? If yes, please describe.

To the benefit of the citizens of the Town of Pagosa Springs, the nonprofit organization is dedicated to education and demonstration energy efficiency, responsible use of renewable geothermal and solar resources, and water conservation. It is the goal of the GGP that broadening the conversation about wise use of Pagosa's resources lead to a significant reduction of the carbon footprint of our community. In addition, the creation of an 21<sup>st</sup> century eco-tourist destination will educate visitors to Colorado and brand our local community and our state in this positive way.

### 3. Relationship to Community Goals

a. Is the project identified in the applicant's budget or a jurisdictionally approved plan (e.g. capital improvement plan, equipment replacement plan, comprehensive plan, utility plan, road maintenance and improvement plan or other local or regional strategic management or planning document)? What is its ranking?

The Geothermal Greenhouse Partnership is listed a high priority for economic development in the Region 9 Community Development Action Plan for Archuleta County from 2009 to 2015. It is a high priority for the Governor's Blueprint Initiative and Downtown Colorado Inc. The Pagosa Springs Parks and Recreation Commission unanimously recommended this application for EIA funds.

### 4. Local Commitment and Ability to Pay/Local Effort

a. Why can't this project be funded locally?

Extensive site preparation is necessary due to the location of the GGP's lease from the Town on the San Juan River. Aside from the site preparation, this capital improvement project is relatively inexpensive for a park improvement of this scale. Significant contributions by Pagosa Springs and Archuleta County are in place. The funding of the greenhouses, including a membership campaign, is scheduled for early 2015.

b. Has this project been deferred because of lack of local funding? If so, how long?

Yes. The Town of Pagosa Springs and the Geothermal Greenhouse Partnership have been loosely partnered since 2009. ToPS leased to the GGP .7 acre in Centennial Park and 100 gallons per minute of geothermal water, but the nonprofit GGP has attempted to fund construction of the greenhouse park. The GGP became an educational 501c3 in 2012. The relationship between the Town and the GGP is now strengthened in order to prepare the site for greenhouse construction and all operations.

c. Explain the origin of your local cash match. (Note: Whenever possible, local government cash match on a dollar for dollar match basis is encouraged.)

The GGP has received 2 local cash donations: the Town of Pagosa Springs' \$25,000 and the San Juan Basin Water Roundtable's \$25,000. Other cash donors are a private foundation and a state board. Please refer to page 3 for a complete listing of cash and in-kind donations.

d. What other community entities, organizations, or stakeholders recognize the value of this project and are collaborating with you to achieve increased livability of the community? Please describe how your partners are contributing to achieve the improvement to the livability of the community through this project. If in-kind contributions are included in the project budget, detailed tracking will be required on project monitoring report.

The following entities are collaborating with the GGP in achieving increased livability in the Pagosa Springs community. Archuleta County's CSU Extension Agent is on the Board of Directors and anticipates educational operations in the GGP park. La Plata Electric Association is presently negotiating fee waivers and a direct monetary contribution; an LPEA Board member is also on the GGP Board. Pagosa Area Water and Sanitation District and the GGP are in discussion about waiving the fees for a potable water tap and meter; that request is to be formalized at the December 2014 PAWSD Board meeting. The local Noon Rotary Club is in discussion with the GGP about funding the first greenhouse(s). The Archuleta School District has documented an interest in the (2<sup>nd</sup>) Economic Innovation Greenhouse for classes and workforce development. Several local restaurants and growers have expressed the same interest in leasing the Economic

Innovation greenhouse. The Pagosa Springs Chamber of Commerce is highly supportive of the nonprofits plans to increase energy education, sustainable agriculture, and tourism. The Community Development Corporation has an established history of support for the GGP park, recognizing the significant economic benefits. Southwest Organization for Sustainability plans an expanded Farmers Market through collaboration with the GGP and an SOS Board member serves on the GGP Board. Weminuche Audubon Society and the GGP share a dedicated Board member and Audubon anticipates a role in environmental education activities of the GGP. Private companies represented on the GGP Board of Directors include Wolf Creek Backcountry, Pagosa Baking Company, Pagosa Verde LLC, and Reynolds and Associates Architects. The director of the Archuleta Housing Corporation serves on the GGP Board. The in-kind contribution of professional time is incalculable.

i. Please describe the level of commitment by each collaborator. (e.g. fee waivers, in-kind services, fundraising, direct monetary contribution, policy changes.)

Fee waivers and other in-kind services will be accounted for when received. LPEA is considering the GGP for a \$15,000 contribution to be granted in spring 2015. PAWSD meter and tap installation is valued ~\$7,000.

ii. Please list the value of the resources that each collaborator is bringing to the program.

e. Has the applicant dedicated the financial resources in their current budget, reserve funds and/or unused debt capacity that are being used for the local matching funds? Explain if No

f. Have the applicant's tax rates, user charges or fees been reviewed recently to address funding for the proposed project?

g. If the tax rate, user charges or fees were modified, what was the modification and when did this change occur?

h. Has the applicant contacted representatives from local energy or mineral companies to discuss the project? If yes, when was the contact and what was discussed.

The Town consults with Pagosa Verde LLC about geothermal energy direct use and power potential.

i. Has the applicant requested financial support from the industry? If yes, when was the contact, what amount did you request? What were the results? If no, why not?

**5. Readiness to Go**

a. Assuming this project is funded as requested, how soon will the project begin? Select One ( ) Within 3 months, ( ) 3-6 months, ( ) 6-9 months or ( ) 9-12 months? What is the time frame for completion? Select One ( ) Within 3 months, ( ) 3-6 months, ( ) 6-9 months, (x) 9-12 months or ( ) >12 months.

b. Describe how you determined that the project can be completed within the proposed budget as outlined in this application? Are contingencies considered within the project budget?

c. Has the necessary planning been completed? How? What additional design work or permitting must still be completed, if any? When? How did the applicant develop project cost estimates? Is the project supported by bids, professional estimates or other credible information? Please attach a copy of any supporting documents.

**6. Energy & Mineral Relationship**

a. Describe how the applicant is, has been, or will be impacted by the development, production, or conversion of energy and mineral resources.

Geothermal direct use in agriculture and the educational mission of the GGP, to benefit the applicant, greatly adds to the Pagosa Springs brand as leading Colorado in geothermal development. The geothermal water in the GGP park has already been circulated through the Town's Geothermal Heating District and the three retail spas. The water is still more than hot enough to heat the greenhouse park year-round.

b. To further document the impact in the area, name the company or companies involved, the number of employees associated with the activities impacting the jurisdiction and other relevant, quantitative indicators of energy/mineral impact.

**7. Management Capacity**

a. How will you separate and track expenditures, maintain funds and reserves for the capital expenditures and improvements as described in this project?

b. Describe the funding plan in place to address the new operating and maintenance expenses generated from the project?

c. Describe the technical and professional experience/expertise of the person(s) and/or professional firms responsible to manage this project.

d. Does the project duplicate service capacity already established? Is the service inadequate? Has consolidation of services with another provider been considered?

**E. HIGH PERFORMANCE CERTIFICATION (HPCP) PROGRAM COMPLIANCE.**

Colorado Revised Statutes (C.R.S. 24-30-1301 to 1307) require all new facilities, additions, and renovation projects funded with 25% or more of state funds to conform with the High Performance Certification Program (HPCP) policy adopted by the Office of the State Architect (OSA) if:

- The new facility, addition, or renovation project contains 5,000 or more building square feet; **and**
- The project includes an HVAC system; **and**
- In the case of a renovation project, the cost of the renovation exceeds 25% of the current value of the property; **and**
- The project has NOT entered the design phase prior to January 1, 2008.

The HPCP requires projects achieve the highest possible LEED certification with the goal being LEED Gold. Projects are strongly encouraged to meet the Office of the State Architect's (OSA) Sustainable Priorities in addition to the LEED prerequisites. Projects funded through DOLA are required to participate in the OSA's registration and tracking process. See DOLA's [HPCP web page](#) for more information or contact your [DOLA regional manager](#).

In instances where achievement of LEED Gold certification is not practicable, an applicant may request a modification of the HPCP policy or a waiver if certain conditions exist.

**Please answer the following questions:**

1. What is the total building square footage of the new facility, addition, or renovation?	Completed greenhouse space = 4,154 sq ft
2. Does the project include an HVAC system?	Yes _____ No <u>x</u>
3. Is the project a renovation? (If no, please skip to Question 6 below.)	Yes _____ No _____
4. What is the current property value*?	\$ _____
5. What is the total project cost for the renovation?	\$ _____
6. Will you need assistance locating resources, third party consultants, or technical assistance for LEED requirements, preparing cost estimates, or otherwise complying with the HPCP?	
Yes _____ No <u>x</u> Explain	Davis Engineering and LEED certified Reynolds & Assoc are the engineer and architect of the Geothermal Greenhouse Partnership.

**F. TABOR COMPLIANCE.**

1. Does the applicant jurisdiction have the ability to receive and spend state grant funds under TABOR spending limitations? Explain:

2. If the applicant jurisdiction receives a grant with State Severance funds, will the local government exceed the TABOR limit and force a citizen property tax rebate?

3. Has the applicant jurisdiction been subject to any refund under TABOR or statutory tax limitations? Explain.

4. Has the applicant sought voter approval to keep revenues above fiscal spending limits? Explain.

5. Are there any limitations to the voter approved revenues? (e.g., Can revenues only be spent on law enforcement or roads?)

6. If the applicant jurisdiction is classified as an enterprise under TABOR, will acceptance of a state grant affect this status? Explain.

**G. ENVIRONMENTAL REVIEW.**

Indicate below whether any of the proposed project activities:

1. Will be undertaken in flood hazard areas. Yes  No   
List flood plain maps/studies reviewed in reaching this conclusion. Describe alternatives considered and mitigation proposed.

Details found in attached Engineering Report.

2. Will affect historical, archeological or cultural resources, or be undertaken in geological hazard area? Yes  No   
Describe alternatives considered and mitigation proposed.

3. Address any other related public health or safety concerns? Describe. Yes  No

# APPLICATION SUBMISSION INSTRUCTIONS AND OFFICIAL BOARD ACTION DATE (REQUIRED)

Application and attachments must be submitted electronically in

WORD .DOC (Preferred) or .PDF Format (Unsecured) to:

[ImpactGrants@state.co.us](mailto:ImpactGrants@state.co.us)

Please Cc your [Regional Field Manager](#) all documents as well to ensure receipt.

In email subject line include: Applicant Local Government name and Tier for which you are applying

-example- Subject: Springfield County EIAF Grant Request, Tier 1

**NOTE:** Please **do not** submit a scanned application (scanned attachments ok).

(If you are unable to submit electronically please contact your [DOLA regional manager](#))

For any questions related to the electronic submittal please call Bret Hillberry @ 303.866.4058

Attachments List (Check and submit the following documents, if applicable):

- ▶ Preliminary Engineering Reports \_\_\_\_\_
- ▶ Architectural Drawings \_\_\_\_\_
- ▶ Cost Estimates \_\_\_\_\_
- ▶ Detailed Budget \_\_\_\_\_
- ▶ Map showing location of the project \_\_\_\_\_
- ▶ Attorney's TABOR decision \_\_\_\_\_

\*\*\*\*\*

## Official Board Action taken on

\_\_\_\_\_

Date

**Submission of this form indicates official action by the applicant's governing board authorizing application for these funds.**

## Geothermal Greenhouse Partnership

### Overall Site Improvements Preliminary Estimate - Revised 11/10/14

Construction Item Description	Quantity	Unit	Unit Price	Extension
Clearing, Grubbing, Topsoil Removal & Replacement	450	c.y.	\$10.00	\$4,500.00
Subgrade Stabilization, Aggregate	100	c.y.	\$60.00	\$6,000.00
Subgrade Stabilization, Geogrid	500	s.y.	\$5.00	\$2,500.00
Subgrade Preparation	2,650	s.y.	\$4.00	\$10,600.00
Excavation & Removal of Unsuitable Material	300	c.y.	\$15.00	\$4,500.00
Excavation & Embankment	100	c.y.	\$10.00	\$1,000.00
Imported Embankment	3,000	c.y.	\$30.00	\$90,000.00
Imported Topsoil	200	c.y.	\$30.00	\$6,000.00
Aggregate Base Course	200	c.y.	\$40.00	\$8,000.00
Asphalt Patching, 3" thick	8	tons	\$200.00	\$1,600.00
Concrete Sidewalk, 4" Thick, Reinforced	4,000	s.f.	\$6.00	\$24,000.00
Concrete Sidewalk, 6" Thick, Reinforced	5,000	s.f.	\$8.00	\$40,000.00
Concrete Flatwork, 6" Thick, Reinforced, Decorative	800	s.f.	\$20.00	\$16,000.00
Concrete Catch Basins	2	ea.	\$3,000.00	\$6,000.00
Storm Drain Pipe, 12" Diameter	300	l.f.	\$50.00	\$15,000.00
Water Service Pipe, 2" Diameter	50	l.f.	\$25.00	\$1,250.00
Water Service Pipe, 1" Diameter	150	l.f.	\$20.00	\$3,000.00
Realign or Replace Geothermal Line to Springs Resort	250	l.f.	\$250.00	\$62,500.00
Hot Water Pipe, 2" Diameter (supply & return)	500	l.f.	\$30.00	\$15,000.00
Raw Water Pipe, 2" Diameter	100	l.f.	\$25.00	\$2,500.00
Raw Water Pipe, 1" Diameter	100	l.f.	\$20.00	\$2,000.00
Water Pipe Gate Valves, 2" Diameter	3	ea.	\$1,000.00	\$3,000.00
Water Pipe Gate Valves, 1" Diameter	12	ea.	\$750.00	\$9,000.00
Bedding Material	300	c.y.	\$20.00	\$6,000.00
Compaction of Trenches Across Roads/Parking Lots	200	l.f.	\$20.00	\$4,000.00
Retaining/Landscape Walls	3,000	s.f.	\$30.00	\$90,000.00
Landscaping	1	l.s.	\$40,000.00	\$40,000.00
Modifications to Existing Park Irrigation System	1	l.s.	\$5,000.00	\$5,000.00
Site Lighting	1	l.s.	\$20,000.00	\$20,000.00
Trenching for Electric	300	l.f.	\$5.00	\$1,500.00
Greenhouse, 42' Diameter	3	ea.	\$35,000.00	\$105,000.00
Greenhouse Concrete Foundation	3	ea.	\$10,000.00	\$30,000.00
Greenhouse Interior	3	ea.	\$10,000.00	\$30,000.00
Mob., Demob. & Bonding	1	l.s.	\$21,000.00	\$21,000.00
<b>Construction Subtotal</b>				<b>\$686,450.00</b>
Park Infrastructure Improvements (potentially a Restroom)				\$80,000.00
Contingency @ 10%				\$68,645.00
Environmental and Other Clearances				\$10,000.00
Master Plan Engineering & Architectural Support				\$25,000.00
Phase 1 Design & Architectural Support				\$21,000.00
Phase 1 Construction Engineering				\$29,500.00
Phase 2 Design & Architectural Support				\$14,000.00
Phase 2 Construction Engineering				\$17,500.00
<b>Project Total</b>				<b>\$952,095.00</b>

**Notes:**

1. Does not include any parking or street improvements outside of the Lease Parcel (±0.7 acres).
2. Includes water utilities only (potable, hot from geothermal building, and raw from river). Included trenching for electric, but no other costs associated with dry utilities such as electric, phone, gas, cable tv, etc.; any fees for building, utilities, or other.
3. Includes construction of greenhouse domes, foundations, and interiors.
4. A 20% Contingency has been included to cover other desired utilities, minor construction items, variations in quantities and unit pricing, etc., and should be incorporated in project budgeting.
5. Preliminary Engineering services have not been included in the estimate, as they have been donated thus far. Design and Construction Engineering and Architectural support have been indicated for a three phase project.
6. The cost estimate above represents the best judgment of the engineer as a design professional familiar with the construction industry, but in no way guarantees that bids, proposals or construction costs will not vary from the prepared estimate.

**Geothermal Greenhouse Partnership**

**DoLA Phase 1  
Preliminary Estimate - Revised 11/10/14**

<b>Construction Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extension</b>
Clearing, Grubbing, Topsoil Removal & Replacement	450	c.y.	\$10.00	\$4,500.00
Subgrade Stabilization, Aggregate	100	c.y.	\$60.00	\$6,000.00
Subgrade Stabilization, Geogrid	500	s.y.	\$5.00	\$2,500.00
Subgrade Preparation	2,400	s.y.	\$4.00	\$9,600.00
Excavation & Removal of Unsuitable Material	300	c.y.	\$15.00	\$4,500.00
Excavation & Embankment	100	c.y.	\$10.00	\$1,000.00
Imported Embankment	3,000	c.y.	\$30.00	\$90,000.00
Imported Topsoil	200	c.y.	\$30.00	\$6,000.00
Aggregate Base Course	140	c.y.	\$40.00	\$5,600.00
Asphalt Patching, 3" thick	8	tons	\$200.00	\$1,600.00
Concrete Sidewalk, 4" Thick, Reinforced	1,000	s.f.	\$6.00	\$6,000.00
Concrete Sidewalk, 6" Thick, Reinforced	5,000	s.f.	\$8.00	\$40,000.00
Concrete Flatwork, 6" Thick, Reinforced, Decorative	800	s.f.	\$20.00	\$16,000.00
Concrete Catch Basins	2	ea.	\$3,000.00	\$6,000.00
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Water Service Pipe, 2" Diameter	50	l.f.	\$25.00	\$1,250.00
Water Service Pipe, 1" Diameter	150	l.f.	\$20.00	\$3,000.00
Realign or Replace Geothermal Line to Springs Resort	250	l.f.	\$250.00	\$62,500.00
Hot Water Pipe, 2" Diameter (supply & return)	500	l.f.	\$30.00	\$15,000.00
Raw Water Pipe, 2" Diameter	100	l.f.	\$25.00	\$2,500.00
Raw Water Pipe, 1" Diameter	100	l.f.	\$20.00	\$2,000.00
Water Pipe Gate Valves, 2" Diameter	3	ea.	\$1,000.00	\$3,000.00
Water Pipe Gate Valves, 1" Diameter	12	ea.	\$750.00	\$9,000.00
Bedding Material	300	c.y.	\$20.00	\$6,000.00
Compaction of Trenches Across Roads/Parking Lots	200	l.f.	\$20.00	\$4,000.00
Retaining/Landscape Walls	1,500	s.f.	\$30.00	\$45,000.00
Landscaping	1	l.s.	\$10,000.00	\$10,000.00
Modifications to Existing Park Irrigation System	1	l.s.	\$5,000.00	\$5,000.00
Site Lighting	0	l.s.	\$20,000.00	\$0.00
Trenching for Electric	300	l.f.	\$5.00	\$1,500.00
Greenhouse, 42' Diameter	0	ea.	\$35,000.00	\$0.00
Greenhouse Concrete Foundation	0	ea.	\$10,000.00	\$0.00
Greenhouse Interior	0	ea.	\$10,000.00	\$0.00
Mob., Demob. & Bonding	1	l.s.	\$12,000.00	\$12,000.00
<b>Construction Subtotal</b>				<b>\$396,050.00</b>
Park Infrastructure Improvements (potentially a Restroom)				\$80,000.00
Contingency @ 10%				\$39,605.00
Environmental and Other Clearances				\$10,000.00
Master Plan Engineering & Architectural Support				\$25,000.00
Phase I Design Engineering & Architectural Support				\$21,000.00
Phase I Construction Engineering				\$29,500.00
<b>Project Total</b>				<b>\$601,155.00</b>

Notes:

- Does not include any parking or street improvements outside of the Lease Parcel (±0.7 acres).
- Includes water utilities only (potable, hot from geothermal building, and raw from river). Included trenching for electric, but no other costs associated with dry utilities such as electric, phone, gas, cable tv, etc.; any fees for building, utilities, or other.
- Does not include greenhouse domes and amphitheater (to be included in Phase 2).
- A 10% Contingency has been included to cover other desired utilities, minor construction items, variations in quantities and unit pricing, etc., and should be incorporated in project budgeting.
- Preliminary Engineering services have not been included in the estimate, as they have been donated thus far. Design & Construction Engineering and Architectural support have been indicated for this phase of the project.
- The cost estimate above represents the best judgment of the engineer as a design professional familiar with the construction industry, but in no way guarantees that bids, proposals or construction costs will not vary from the prepared estimate.

# PRELIMINARY ENGINEERING REPORT

For  
Geothermal Greenhouse Project (GGP)

Prepared  
November 10, 2014

By  
DAVIS ENGINEERING SERVICE, INC.  
P.O. Box 1208 – 188 S. 8<sup>th</sup> Street  
Pagosa Springs, Colorado 81147

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Michael M. Davis  
Registered Engineer  
Colorado Cert. No. 32583

# PRELIMINARY ENGINEERING REPORT

## Geothermal Greenhouse Project (GGP)

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# PRELIMINARY ENGINEERING REPORT

## Geothermal Greenhouse Project (GGP)

Prepared November 10, 2014

### 1.0 INTRODUCTION

The Geothermal Greenhouse Project (GGP) is proposed on approximately 0.7 acres of land located in Section 13, T. 35 N., R. 2 W., N.M.P.M. More precisely, it is located on a lease parcel (with the Town of Pagosa Springs) in the west end of Centennial Park within the Townsite of Pagosa Springs, Colorado, which is just to the south of U.S. Highway 160. The lease parcel is situated south of the parking lot used for the Park and the Archuleta County Courthouse, north of the San Juan River, and east of the South 5<sup>th</sup> Street right-of-way. The GGP site is just upstream of the confluence of McCabe Creek and the San Juan River. The project is situated such that it will straddle the River Walk (after modification) at the west end of Centennial Park. The development will ultimately contain three geodesic greenhouse domes which utilize geothermal heat with hardscape and landscape improvements to the adjacent River Walk and Park. Within this document we will discuss project utilities, access, and site grading and drainage.

### 2.0 UTILITIES

It is the desire for the project to remain as “off the grid” as practical. That said, it is also necessary to ensure reliable and backup utility sources. The domes will utilize raw water, solar power, and geothermal heat to the maximum extent practical, however, connection to the public water and power utilities are desired for backup purposes. It is our understanding that the utility needs for the project at this time will consist of raw water, potable water, geothermal water, electricity, and sewer (for a potential restroom), with each of these items discussed in the paragraphs which follow.

One existing “utility” may need to be modified as part of the project plan, being a raw geothermal pipeline which conveys water from the Town’s geothermal return line to The Springs Resort. It would appear this line crosses the site in the vicinity of the southerly dome.

#### **2.1 RAW WATER**

The Town of Pagosa Springs (Town) has a diversion point from the San Juan River immediately adjacent to the lease parcel where water is extracted for Park irrigation and geothermal utility makeup water. The Town has indicated that this raw water can be utilized by the GGP when there is capacity beyond that for their irrigation and makeup water needs. The GGP has preliminarily indicated that their total water needs will be less than 1 gallon per minute, or less than 1,440 gallons per day. It is planned to provide a raw water system (independent of the potable water) which will be comprised of 1 and 2 inch diameter polyethylene piping with valves as necessary.

## **2.2 POTABLE WATER**

Pagosa Area Water and Sanitation District (PAWSD) will be the provider of water for the project. PAWSD mapping shows an existing 6 inch PVC water line running along the south side of the Park parking lot. A fire hydrant is located not too far to the east of the lease parcel. Connection to the potable water system will be on or immediately adjacent to the lease parcel, and will need to conform to all PAWSD requirements. Again, it is planned to provide an independent potable water system which will be comprised of 1 and 2 inch diameter polyethylene piping with valves, meters, and backflow preventers, as necessary.

## **2.3 GEOTHERMAL WATER**

The Town of Pagosa Springs geothermal building is located just to the northwest of the project, across the parking lot. The Town has indicated that a geothermal connection will be allowed for the project, such that a maximum of 100 gallons per minute of system water is delivered. The supply and return piping will be comprised of 1 and 2 inch diameter polyethylene piping, and will be installed in accordance with the requirements of the Town.

## **2.4 ELECTRICITY**

As previously mentioned, much of the day to day electrical needs (fans, some lighting, etc.) are planned to be provided with solar power, however, it is desired to have a backup electrical source for these items, as well as the ability to satisfy greater power demands, such as potential exterior lighting, food storage cooler, and receptacles for Park event use. Electrical power will be provided by La Plata Electric Association (LPEA), and preliminary discussions between the GGP and LPEA are underway.

## **2.5 SEWER**

The GGP has no direct need for sewer service at this time, however, the Town desires to construct a restroom facility in the general area which would serve both the Park and GGP users. A main sewer line is located under the parking lot to the north of the lease parcel and flows downhill towards the west, where it follows the River Walk to South 6<sup>th</sup> Street. Connection to this sewer line should not be a problem as long as proper elevations are obtained. The sewer facilities are owned by the Pagosa Springs Sanitation General Improvement District (PSSGID), and the connection and all associated work would need to be coordinated through the PSSGID and need to meet their requirements.

## **3.0 SITE ACCESS**

As previously mentioned, the GGP site is located just to the south of U.S. Highway 160, and straddles the River Walk multi modal trail. More discussion concerning vehicle and pedestrian access and handling, along with parking considerations are discussed in the paragraphs which follow.

### **3.1 VEHICLES**

Primary ingress and egress to and from the GGP site will be via U.S. Highway 160 and South 5<sup>th</sup> Street. This intersection at the Highway is presently fully signalized (for both vehicles and pedestrians). South 5<sup>th</sup> Street presently is just a short stretch of roadway which is primarily used for access to the parking lot which is used for Centennial Park and the Archuleta County Courthouse. The Town presently has an extension in their Capital Improvement Plan for South 5<sup>th</sup> Street which includes a bridge across the San Juan River and connection to Hot Springs Boulevard near the U.S. Post Office. As part of this plan, modification and improvement to the parking lot access and configuration is anticipated. Due to the small size of the project, significant regular traffic generation increase is not anticipated.

### **3.2 PEDESTRIANS**

Good pedestrian (and bicycle) access to the GGP site is available via the River Walk. As previously mentioned, the project straddles the current River Walk alignment. To accommodate the project, the River Walk will need to be modified and incorporated into the plan. The Town is presently in the process of closing the one remaining gap in the River Walk by installing a pedestrian bridge to the west. Upon completion of this amenity, River Walk users will be able to travel in a loop from the site, allowing for a pleasant trail experience which can begin and end at the GGP.

### **3.3 PARKING**

As previously mentioned, the project is located just to the south of the parking lot used for the Park and Archuleta County Courthouse. It is presently planned to utilize this same parking lot for the GGP. Improvements to the parking lot are not being considered at this time, as the anticipated South 5<sup>th</sup> Street project by the Town will require significant modification to the parking lot access and configuration. As part of that project, it is believed that additional parking can be accommodated in the general vicinity of the GGP.

## **4.0 GRADING AND DRAINAGE**

The GGP site slopes from the existing parking lot to the north towards the San Juan River to the south. There is approximately 8 feet of elevation difference over around 130 feet between the parking lot and river bank. The site will be built up to provide appropriate building pad elevations (discussed below) for the domes. Positive drainage will be designed for all of the hardscape features, and an existing drainage pipe which crosses the parking lot adjacent to the site will need to be accommodated in the project plan, and may be expanded upon to provide a local “storm drainage system”.

### **4.1 100-YEAR FLOOD ELEVATIONS**

The FEMA 2009 FIRM was utilized to determine the boundaries of the flood plain and floodway, and calculate the flood elevations. The GGP site lies completely within the 100-year floodplain at the San Juan River and McCabe Creek confluence. The south boundary of the

GGP lease parcel was determined by the approximate northerly floodway limit of the San Juan River, essentially allowing use of the entire 0.7 acre lease parcel. The minimum finished floor elevations calculated are 7066.2 for the northeasterly dome, 7065.8 for the northwesterly dome, and 7065.2 for the southwesterly dome. These elevations will be achieved in the site plan, and will likely require some retaining walls in the vicinity of the southwesterly dome, as the calculated elevations are around 5.5 feet above existing grade and the floodway boundary is nearby.







# AGENDA DOCUMENTATION

## OLD BUSINESS: VII.1

PAGOSA SPRINGS TOWN COUNCIL

NOVEMBER 20, 2014

FROM: GREGORY J. SCHULTE, TOWN MANAGER

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**PROJECT: SEPTEMBER SALES TAX REVENUE ANALYSIS**

**ACTION: DISCUSSION AND POSSIBLE ACTION**

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### CURRENT MONTH SALES TAX & LODGERS TAX REVENUE

In November the Town of Pagosa Springs' sales tax revenue received increased by **27.89%** or **\$86,264** compared to November 2013 (based on September 2014 retail sales). Total collections for both the Town and the County for the month equals \$791,218 and the Town of Pagosa Springs' portion is half, or \$395,609. The Town further splits its portion equally between the General Fund and the Capital Improvement Fund with each receiving \$197,804.

Lodgers' tax is covered separately in the report given by Jennie Green, Executive Director of the Town Tourism Commission.

### HISTORIC SALES TAX & LODGERS TAX REVENUE

Sales tax received for the month of September 2014 is abnormally high and, in fact, is the best month of the year so far, including July and August which are typically the highest sales tax months. However, we have been advised most of the increase is due to collection timing issues, being the receipt of two months of tax revenue, rather than one month, from one or more businesses during September. For the current year, we continue to see an overall increase and for year to date in 2014, sales tax revenue is now up **9.67%** or **\$239,384** compared to the same period in 2013 (\$2,713,860 has been collected to date in 2014 and \$2,474,476 for the same period in 2013).

For Council's consideration, an analysis is being provided to estimate how sales tax collections are compared to the budgeted amount for 2014. The annual budgeted amount of sales tax for both the General Fund and the Capital Fund is each \$1,687,096. Based upon a 10 year analysis of sales tax collections, it can be estimated what percentage of the whole will occur in each month. For example, the data shows that regardless of the total amount received annually, the Town can expect that approximately 9.4% of that total amount will occur in the month of July.

For example, year to date through September, the Town has received \$1,356,930 for the General Fund. Premised upon the 10 year monthly average, the expectation is the Town should have received about \$1,256,857 based upon the budgeted annual amount of \$1,687,096. The variance is \$100,043 or 8% higher than budget. For more detail, please see Exhibit A.

### ANALYSIS

Resolution 2014-01 mandates 2014 expenditure reductions if sales tax revenues decline from the average revenue of the past two years. The application of the Resolution requires a monthly analysis that averages several months/years of revenue, to smooth out the impact of significant swings in sales tax collections:

Application of Resolution 2014-01:

	<b>2012</b>	<b>2013</b>	<b>Avg.</b>	<b>2014</b>	<b>% Change</b>
<b>September</b>	231,362	327,186	279,274	378,165	<b>+ 35.41%</b>
<b>October</b>	247,415	329,787	288,601	356,707	<b>+ 23.94%</b>
<b>November</b>	314,825	309,345	312,085	395,609	<b>+ 26.76%</b>

The average sales tax collections over the past two months is positive [**26.76% + 23.94%**]/2 = **+25.35**]. The average sales tax collections over the past three months is positive [**26.76% + 35.41% + 23.94%**]/3 = **+28.70%**]. Application of paragraphs 5 and 5(b) of the Council's policy calls for **NO** reduction of budgeted expenditures.

Note: For every seven percent (7%) reduction in expenditures, \$236,193 must be trimmed from the budget (\$118,097 from the General Fund and \$118,097 from the Capital Improvement Fund).

**ATTACHMENT(S)**

Exhibit A

**RECOMMENDATION**

Informational, no action required.

**Town of Pagosa Springs  
2014 Sales Tax Estimate  
General Fund**

**Exhibit A**

<u>Month</u>	<u>2014 Estimated</u>	<u>2014 Actual</u>	<u>Variance</u>	<u>10 Year Ave. % Collection</u>
January	113,035	123,998	10,963	6.7%
February	107,974	107,180	(794)	6.4%
March	124,845	146,689	21,844	7.4%
April	104,600	108,547	3,947	6.2%
May	123,158	132,826	9,668	7.3%
June	158,587	172,449	13,862	9.4%
July	205,826	189,083	(16,743)	12.2%
August	158,587	178,354	19,767	9.4%
September	160,274	197,804	37,530	9.5%
October	138,342			8.2%
November	124,845			7.4%
December	167,023			9.9%
<b>TOTAL</b>	<b>1,687,096</b>	<b>1,356,930</b>	<b>100,043</b>	<b>100.0%</b>
Est. Jan - Sept 2014:	1,256,887			
Percent Ahead:	8%			



# AGENDA DOCUMENTATION

## DEPARTMENT HEAD REPORT: VIII.1

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 20, 2014

**FROM: SHANE LUCERO**  
**COMMUNITY CENTER**

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**PROJECT: COMMUNITY CENTER UPDATES**  
**ACTION: UPDATE AND DISCUSSION**

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### UPCOMING EVENTS

November 22 – Volleyball tournament hosted by RACC and PHS Junior Class. Attendees will be coming from Durango, Bayfield, Albuquerque, Santa Fe, Denver and Alamosa.

December 1-5 – Week of Festival of Trees. Decorating will be Monday-Wednesday. Public viewing and voting will be on Thursday and Friday the 5<sup>th</sup> is the dinner and auction.

### CENTER UPDATES

The Halloween Carnival was held outside at the athletic field in town park. We had a great turn out and we were featured in a full page spread in the Pagosa Sun.

RACC's new youth volunteer program with the high school has been very successful. We had more youth volunteers than ever before at the Halloween Carnival (about 20). We have about 50 youth volunteers sign up to help during Festival of Trees as well and they are eager to help the center in many other ways.

RACC has done a wifi upgrade throughout the center which has helped with trainings and classes.

Co-ed volleyball is back and is held on Wednesday from 1-4pm.

The Holiday Bazaar has rebooked for next year.

The high school will be holding Prom at the Community Center this year.

Small Fries play group starts this month on Fridays from 10am-1pm.



# AGENDA DOCUMENTATION

## DEPARTMENT HEAD REPORT: VIII.2

PAGOSA SPRINGS TOWN COUNCIL  
Nov. 20, 2014

**FROM: TOM CAROSELLO, PARKS AND RECREATION DIRECTOR**

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**PROJECT: PARKS AND RECREATION DEPARTMENT REPORT**  
**ACTION: UPDATE, DISCUSSION AND POSSIBLE ACTION**

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### PARKS AND RECREATION COMMISSION UPDATE

The latest Parks and Recreation Commission (PRC) meeting was held Nov. 12; the minutes from this meeting will be provided in next month's packet. The minutes from the October PRC meeting are attached for your review. The next PRC meeting will be held Wednesday, Dec. 17 at 5:30 p.m. in Town Hall.

### RECREATION PROGRAMS UPDATE

Youth basketball season (ages 7-8) began last week and will run through Dec. 17. Registration for ages 9-12 will begin next week and run through mid-December; the season for ages 9 and up will not begin until early January. The sixth and final session of this year's gymnastics program for ages 3 and up began last week and will run through Dec. 17. The current session includes 36 participants. This year, the program averaged nearly 40 participants per session. The next session will be offered in mid-January.

Regarding tennis, there has been a renewed interest from Wyndham Resorts in striking a partnership with the Town and Archuleta County in exchange for providing public access to the tennis complex. In short, Wyndham would like the Town and County to contribute to resurfacing costs (currently estimated at \$7,500 per entity). Wyndham would then charge a nominal, court-reservation fee (per hour) and have that money put into a court-maintenance account. Then, when the courts need resurfacing, the County and Town would be asked to cover the difference between what is in the maintenance account and the resurfacing costs. Resurfacing is generally required every 3-5 years.

A formal request on behalf of Wyndham could be made before the end of the year, pending the County's participation.

### PARKS UPDATE

In addition to routine parks maintenance, the parks crew will be thinning underbrush from dense thickets along the Riverwalk over the next couple of weeks, and has been preparing snow-removal equipment for the upcoming winter season.

The minor incidents of vandalism at Yamaguchi Park have ceased.

### CAPITAL IMPROVEMENT PROJECTS UPDATE

**RESERVOIR HILL OBSERVATION DECK:** The structure is functionally complete, except for the interpretive signs.

**RESERVOIR HILL GAZEBO:** The gazebo on Reservoir Hill was stripped, power-washed and stained to a more uniform color earlier this month by Once A Tree, the low bidder for the project. Total costs for the project amounted to \$6,495. The new stain is expected to last 4-5 years.

**RESERVOIR HILL THINNING PROJECT:** The second public meeting regarding this project is scheduled for Nov. 17 at 5 p.m. in the community center arts and crafts room. Also, Aaron Kimple (of Mountain Studies Institute) has provided staff with some sample memorandums of understanding; a draft MOU which incorporates public/Council feedback is expected to be presented to Council for review in December.

## Town of Pagosa Springs Parks and Recreation Commission

### Minutes from Wednesday, Oct. 15, 2014

The chair, Mike Musgrove, called the meeting of the Town of Pagosa Springs Parks and Recreation Commission to order at 5:33 p.m. The following were present:

*Commission Members:* Maddie Beserra, Sally High, Scott Miller, Mike Musgrove, John Perea, Ed Simpson, John Steinert and Mat DeGraaf. Mike Le Roux was absent (excused).

*Staff:* Tom Carosello

*Members of the Public:* None

*Announcements:* Tom Carosello announced that Jim Miller was on vacation and could not attend the meeting. Commr. Beserra formally announced to the group that she would be resigning from the commission due to her acceptance of a job offer in New Zealand. The commissioners thanked her for her years of dedicated service, and after a brief discussion decided not to seek a replacement to fill Commr. Beserra's seat. As a result, the commission is now comprised of eight members.

The minutes of the September 2014 Parks and Recreation Commission meeting were reviewed. A motion to approve the minutes, with a minor correction regarding attendance, was received from Commr. DeGraaf. Commr. Perea offered a second and the motion passed unanimously.

### Department Head Reports

Tom Carosello first gave the Rec report, stating that youth soccer had ended, that the current session of gymnastics would continue through Oct. 29, and that youth basketball registration for ages 7 and 8 had ended, with the start of the season scheduled to begin Nov. 5. He reported that there would be one more session of gymnastics scheduled in November, with the anticipated ending date being in mid-December. Mr. Carosello then gave a brief update on the parks, indicating irrigation lines in the parks system were being winterized and that the construction of the temporary ice rink in Town Park (an undertaking of The Friends of the Skate Pavilion) would not begin until Oct. 29, at the earliest. He also informed the commission that Jim Miller was developing an MOU between the Town and Friends which would outline the specific responsibilities of each entity while the temporary rink occupies the park.

During the update, the commissioners briefly revisited the subject of changes to the group's mission statement, but ultimately decided that no changes would be adopted this year. However, the commissioners agreed the mission statement should be evaluated on an annual basis.

### New Business

Mr. Carosello advised the commission that he and Town Manager Greg Schulte would soon be proposing consideration of a new parks employee, deemed an "events coordinator," to the Town Council unless there were objections from the commission.

The commission agreed with the concept, but expressed the desire to have the position's funding be shared amongst the entities the position would serve, specifically the TTC and Chamber of Commerce, if possible. Mr. Carosello noted the concerns and assured the commission that the topic of shared funding of the position would be discussed in conjunction with the proposal to Council, and received consensus permission to proceed.

Mr. Carosello then told the commissioners that the Oct. 13 joint meeting between Town and County to discuss the three non-binding questions on this year's ballot regarding the potential creation of a recreation district had been canceled due to concerns on behalf of Todd Starr, county attorney, that the meeting could be interpreted as advocacy. In response, the commission expressed concerns that without some sort of informative outreach, the public may not be informed enough about the questions to give accurate feedback.

### Old Business

Commr. High presented an update and budget for the Geothermal Greenhouse Partnership, reiterating that the GGP was not the entity requesting that bathrooms be included as part of the Town's potential sponsorship of an Energy Impact Assistance Grant. She explained the bathrooms would not occupy the GGP-leased area of the park. Commr. High also highlighted what aspects of the greenhouse project could be realized if the grant were to be awarded to the Town, and informed the group of the project's renewed enterprise zone status (identical to 2009).

In addition, she stated that the County had recently approved \$30,000 of in-kind efforts toward the project, including approximately 3,500 yards of fill and the use of county-owned heavy equipment. During Commr. High's update, feedback was given regarding the use of the newly-developed project application sheet, with the commissioners agreeing that only minor revisions, if any, were necessary.

Tom Carosello then gave an update on Reservoir Hill projects, telling the group a contract was pending with Once A Tree to perform chemical washing and staining of the Reservoir Hill Gazebo. He explained the expectation was to have the work completed before mid-November. Mr. Carosello also told the group another public meeting regarding the thinning project on the hill would be held before the end of November.

**Other Business None.**

At 7:04 p.m. a motion was received from Commissioner Perea that the meeting be adjourned. It received a second from Commissioner Simpson and passed with unanimous consent. The next regularly-scheduled meeting of the Town of Pagosa Springs Parks and Recreation Commission will be at 5:30p.m.on Nov. 12, 2014 at the Pagosa Springs Town Hall.

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**Mike Musgrove, Chair**



# AGENDA DOCUMENTATION

## DEPARTMENT HEAD REPORT: VIII.3

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 20, 2014

**FROM: JENNIFER GREEN, TOWN TOURISM DIRECTOR**

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**PROJECT: TOWN TOURISM REPORT**  
**ACTION: UPDATE AND DISCUSSION**

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### TTC MEETING ACTIVITY

The Town Tourism Committee held its November meeting on Tuesday, November 11th at 4pm at the Visitor Center. The draft minutes have been included in the monthly packet. Multiple subcommittee meetings have been held and continue to be scheduled to continue 2015 planning discussions. The next regular TTC meeting will be held on Tuesday, December 9th at 4pm at the Community Center.

### TTC FINANCIAL REPORT

2014 lodging tax collections continue to show impressive growth. August 2014 was up 22.21%, or \$11,591.73, over August 2013. September 2014 is currently up 7.35%, or \$3,132.80, over 2013, with payments outstanding. Year to date, lodging tax is up 18.65%, or \$62,038.03. A complete report has been included in your packet for review.

### VISITOR CENTER UPDATE

- Lobby repainted completed with the help of many volunteers and staff, volunteering their time - new color is light tan; feedback has been very positive
- Huge thanks to Dennis Ford and his team, Carl and Sam, for their ongoing and incredible efforts - the visitor center is in great shape
- Men's bathroom is now ADA compliant / uni-sex bathroom; new signage has been installed
- Smart TV purchased for a video loop behind main information desk; TTC Director edited raw video footage and created 4:19 video loop with video currently available; video will be edited as new footage is captured
- New signage on both side door of building / hot springs pool side of building has increased traffic. 1/3 to 1/2 of traffic enters through side door now
- Door counters are installed to capture traffic flow in and out of building in 30 min increments; iPad sign in station in place to connect VC visitors directly to specific ads - we will be able to show conversion from lead to visitor if provided same email address (TTC Director donated old iPad 1 to VC, as it only needed WiFi)
- New lodging, dining and shopping brochures being produced
- Visitor Center Manager was out of work due to illness October 23rd through November 18th. She has requested and been granted, with adjustments to job description and title, to return to work part time. Her new title will be Visitor Center Coordinator and she will work 20-25 hours per week. TTC Director has filled in during her absence and will continue to work out of the visitor center 20 hours per week through the end of 2014. Additional hours are being provided by Gail Vollmer, the current marketing / visitor center coordinator; a promotion to Visitor Program Manager with enhanced responsibilities will be offered when she becomes a full time employee, January 1st 2015.
- Visitor Center hours are currently Mon - Fri 9-5pm; Sat and Sun 9-3pm. Summer hours in 2015 may adjust to 9-6pm. Little to no traffic has been observed prior to 9am.

### SOCIAL MEDIA UPDATE

- Facebook - [www.facebook.com/visitpagosasprings](http://www.facebook.com/visitpagosasprings) Facebook: 9,841 fans
- Instagram - [www.instagram.com/visitpagosa](http://www.instagram.com/visitpagosa): 908 followers
- Twitter - [www.twitter.com/visitpagosa](http://www.twitter.com/visitpagosa) - 668 followers

## LEAD COLLECTION (VISITOR GUIDE REQUESTS)

History of Leads / Visitor Guide Requests by month:

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
2010	1984	2413	3171	2601	3330	3221	2533	3110	1959	1436	1622	1279	28,659
2011	1443	2255	1657	4255	3684	2092	1945	1789	1518	995	1160	921	23,714
2012	2111	2704	2690	1730	2010	4445	3998	2624	3157	1435	1575	1392	29,871
2013	5322	3281	2658	4357	3626	3537	4372	3040	2791	995	1158	1356	36,491
2014	2,074	2,672	3,857	2,909	2,358	3,118	2,185	1,617	1,498	1,118	997*		24,403

\* November leads through November 13th

## PRESS / MEDIA UPDATES

- TTC Director going to NYC Dec 15-17th to meet with strategic media outlets to pitch Pagosa; appointments are being scheduled; TTC Director will also meet with website vendor during trip to scope out 2015 enhancements, including version 2 of itinerary builder
- CSG Media (PR Firm) representing Pagosa during CTO media reception in Denver on Nov 17th; great opportunity to line up median writers for winter
- Winter Hot Springs / Lodging press release going week of Nov 17th
- Media writers scheduled to visit again in Jan / Feb

## 2015 MARKETING PLANS

- Miles / Colorado Tourism Office is launching a pilot "Brand Channel" program; Pagosa will be one of 5 destinations featured through content (video / articles) across colorado channels (web, social, newsletters, etc); additionally, the advertising on the Pagosa-branded pages will be controlled by us; program comes with 3 articles and 2 videos - videographer will be scheduled after a great winter "dump" and in late Spring / early summer to capture rafting / tubing - additional footage will be captured based on time / conditions available
- Paid Social - CTO offers a \$1 / \$1 match on paid Facebook programs; TTC launching 1st effort Nov 17th-23rd

## CTO MARKETING MATCH GRANT

- As noted in the last report, the Town Tourism Committee was included in two 2015 Grant applications; at the time of this report, we have been notified that the CTO awarded \$21,000 towards the partnership with Chimney Rock National Monument, Mesa Verde Country and Durango-Silverton Train to target international tourists, primarily in Germany, France, Nordic Countries, the UK and Japan through Brand USA / [www.discoveramerica.com](http://www.discoveramerica.com) opportunities. The TTC is providing \$10,000 towards the \$42,000 project. We will receive a portion of that back in matching funds.

## 2014 GOVERNOR'S CONFERENCE ON TOURISM

- TTC Director attended the 2014 conference October 29th - 31st in Westminster, CO; attended 4 board meetings (of which Pagosa is a participant), over 10 one on one meetings with sales reps, media writers and current vendors and a full day of sessions on Oct 30th

## 2014 HOLIDAY PALOOZA

- The flyer is almost finalized for 2014, at the time of this report. It will be included in the paper in the Wed, Nov 26th issue; copies will be distributed through Wyndham, lodging properties and at the visitor center
- Festivities begin the Saturday after Thanksgiving with the downtown tree lighting and Santa at the visitor center
- Additional lights were purchased to add to the downtown lighting



## Draft Minutes

### Pagosa Springs Town Tourism Committee

Tuesday, November 11th, 2014

Ross Aragon Community Center

4 pm

Meeting called by: Bob Kudelski

Attendees: Voting Members; Larry Fisher, Jim Smith, Bob Kudelski, Stephen Durham, Nick Tallent, Steve McKain, Criselda Montoya

Absences: Chirag Patel, Matthew Boyle, Matt Sprowls

Non Voting Attendees; Jennifer Green, Greg Schulte

Please review: October Meeting Minutes

Please bring: Agenda, Committee reports

1. Call to Order
2. Determination Of Quorum (6)
3. Approval of Minutes – October
  - a. Stephen Durham motioned to approve October minutes, Steve McKain seconded, all approved
4. Chair Report – Bob Kudelski
  - a. Presented new video TTC Director created for visitor center lobby
    - i. Nick Tallent asked about other activities not featured; TTC Director explained that not all activities were able to be captured, given at most 8 hours of shooting per videographer, adding video is part of the ongoing plan
    - ii. Nick Tallent felt the footage of Wolf Creek was subpar; TTC Director once again explained that the videographer was scheduled months in advance and

weather did not cooperate, there was a strong winter storm the day of shooting; given the tight shooting schedule that day, we only had time to shoot off of Raven lift

- iii. Nick Tallent asked why there was no cross country skiing footage; TTC Director explained that there were poor conditions with no mountain views the day of scheduled shooting and indoor footage was captured given the blizzard conditions
- iv. All 2014 video footage has been captured through projects through Miles / [colorado.com](http://colorado.com); 2015 budget allows specific budget for video
- v. Meeting is set with Christine Funk next week; Parelli (Mark Weiler) had previously offered their video equipment to aid TTC's efforts; local videographers will aid in winter footage, as mother nature is difficult to predict and footage is best with blue skies just after new snow

## 5. Treasurers Report

### a. Monthly Town Lodging Receipts report – Update

- i. September 2014 is up 7.35% over September 2013, with a few payments outstanding
- ii. Lodging taxes have now been up 10 months in row, beating all previous highs set in various years
- iii. August 2014 reflected a 22.21% increase over 2013
- iv. Year to date, tax collections are up 18.35% over 2013
- v. Greg Schulte explained correlation with sales tax; also mentioned a new report he has begun providing to Town Council

1. Greg will bring report to the TTC December Meeting for review

### b. Current finances

## 6. Subcommittee Reports

### a. Budget - Update provided by Jennie Green

- i. 2014 budget reconciliation underway; Capital and Visitor Center should be under budget; complete reconciliation will be provided for December meeting
- ii. TTC Director explained that recent staff changes has reduced staff expenses for 2015; Greg Schulte and TTC Director will meet to discuss options to present to TTC Board and Town Council.

### b. Fulfillment – Jim Smith

- i. No update
- c. Marketing – Chirag Patel (update provided by Jennie Green)
  - i. 2015 Planning Update
    - 1. Marketing meeting held Nov 2nd during volunteer painting at visitor center
    - 2. Brand Channel sponsorship confirmed; Pagosa will be one of 5 destinations included in [colorado.com](http://colorado.com) pilot program - we will be one of 5 destinations featured through content in 2015
    - 3. Various other updates provided
- d. Events & Events Infrastructure – Larry Fisher
  - i. 2015 Funding Request Interviews
    - 1. Interviews scheduled for Thursday, November 13th - review of final reports for 2014 beginning at 9:30pm, interviews begin at 10:15am and continue through 4pm
    - 2. Stephen Durham requested all funding allocated to event organizers since TTC formation be provided; TTC Director will work on providing details for 2008 - 2010 for review prior to interviews on Thursday, previously 2011-2014 had been provided
- e. Special Projects – Jim Smith
  - i. No update
- f. Wayfinding and Signage - Steve McKain
  - i. New visitor signage has been installed and slightly adjusted to add sign on hot springs side of building and increased river side size
  - ii. Greg Schulte asked about street sign; TTC Director explained estimates were slow for street sign, however, sign similar to entrance signs were too expensive and not presented, currently working towards back to back sign estimate similar to trailhead signs; TTC Director hopes to have new street sign replaced and rock wall repaired by end of year
- g. Visitor Center subcommittee
  - i. TTC Director explained that Visitor Center Manager has been out sick for almost 3 weeks; Liz Alley has requested to become part time
    - 1. TTC Director has worked out a Visitor Center schedule to allow Liz to work 20-25 hours per week, Director will work 12 hours and Gail, beginning Jan 2nd, will work 20 hours per week.

- ii. Other updates were provided in VC report, no additional questions
- h. Catch & Release - Larry Fisher
  - i. New Signage
- 7. TTC Director Report – Jennie Green
  - a. TTC Director asked if there were any questions; no questions as most had been reviewed during meeting
- 8. Old Business
- 9. New Business
  - a. Review of San Juan Historical Society 2015 Funding Request
    - i. Shari Pierce was unable to attend interviews on Thursday, as DCI will be in town this Thursday
      - 1. Shari provided an overview of the museum and results in 2014
      - 2. TTC Director asked about distribution of Quilting magazine - 113,000 magazine, 76,000 newsletter subscribers; 1/4 page ad proposed
      - 3. Shari was asked about long term plans and future grant funding options
      - 4. 95% of the visitors to museum are not from Pagosa area
      - 5. Gift shop improved significantly to add enhanced revenue; searching for additional grant sources, including Rural Philanthropy Days
      - 6. New focus group to assist in developing more competitive museum, such as change in name (given similarity to Silverton museum name)
      - 7. Larry asked what museum would do to take it to the next level
        - a. New building; they have too much stuff
        - b. Enhance storefront - investigating landscaping, use of old Lewis Street items to enhance exterior front
    - ii. TTC Director mentioned holiday palooza and lack of allocated funds in 2014; Director requested funds out of unexpended 2014 capital funds for new lights, printing of insert and potentially the lighting contest, despite efforts for 2 months to locate lighting contest sponsors. \$3000 was requested.
      - 1. Greg Schulte wisely pointed out 2 board members had left the meeting early and there was no longer a quorum to approve.

2. Decision was tabled for the beginning of Events meeting (which will be published as a brief budget meeting at 9:30am on Thursday, Nov 13th)

- b. Public Comment

- i. None

- c. Any other new business to come before the Committee

- i. None

10. Adjournment

- a. Larry Fisher motioned to adjourn, Stephen Durham seconded, all approved.





# AGENDA DOCUMENTATION

## DEPARTMENT HEAD REPORT: VIII.4

PAGOSA SPRINGS TOWN COUNCIL, NOVEMBER 20, 2014

FROM: JAMES DICKHOFF, TOWN PLANNING DIRECTOR

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PROJECT: PLANNING DEPARTMENT REPORT  
ACTION: UPDATE AND DISCUSSION

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### HISTORIC PRESERVATION BOARD (HPB) UPDATE

At the October 15th, 2014 HPB meeting,

- 1) The HPB approved a new Sign Permit Application for Elevation Custom Apparel at 434 Pagosa Street.
- 2) The HPB approved a Certificate of Alteration revision for the Riff Raff Brewing Co at 274 Pagosa Street. The property owner intends to complete the improvements in 2014 for final approval of their Alteration Certificate.
- 3) The HPB also discussed the San Juan Historical Museum, former Town Water Treatment Plant, and the disrepair and safety concerns with the reservoir walls and the old stone bridge north of the building. The HPB will be looking into costs estimates for proposing pursuing grants for the needed repairs.

The annual "Saving Places Conference" is on February 4-5, 2014 in Denver, Colorado. Saving Places information is available at: <http://coloradopreservation.org/saving-places-conference/>. In addition, the History Colorado Office of Archaeology and Historic Preservation (OAHP) brings the National Alliance of Preservation Commissions (NAPC) CAMP (Commission Assessment and Mentoring Program) to Colorado during the Colorado Preservation, Inc. Saving Places Conference. This signature commission and staff training opportunity will be held on Friday, February 6, 2015 at the History Colorado Center. NAPC's link to the CAMP program is: <http://www.napcommissions.org/camp/>. This three day event is considered one of the best Historic Preservation conferences in the nation and is an excellent opportunity to learn how to embrace historic preservation in our community and the many economic development and tourism benefits preservation provides communities around Colorado. Planning Staff and the Historic Preservation Board highly recommend a representative from the Town Council, Planning Commission, Town Tourism Committee and Recreation Board, consider attending the conference. HPB members attending the conference are willing to accept some of their own expenses, freeing up budgeted conference attendance dollars for others to attend.

The Next HPB meeting is on July 9, 2014 at 5:15pm in Town Hall.

### PLANNING COMMISSION (PC) UPDATE

The October 21<sup>st</sup> and November 11<sup>th</sup> PC meetings were cancelled.

At the November 18<sup>th</sup> PC meeting, the PC will continue to discuss LUDC revisions for a decision on presenting to TC for further direction. The subjects being discussed are; Cargo Containers, Electronic Variable Message Signs, Metal Sided buildings, Minimum Lot sizes in the R-12 and R-18 districts.

The Next Planning Commission meeting is on December 09, 2014 at 5:30pm.

### MAJESTIC DRIVE CMAQ PAVING PROJECT

The Majestic Drive paving project is on schedule. Pavement is expected to be complete by the week of November 17<sup>th</sup>.

### 6TH STREET PEDESTRIAN BRIDGE

The 6<sup>th</sup> Street bridge project is on schedule. The bridge is expected to arrive on Tuesday November 18<sup>th</sup> for placement on the bridge abutments. The contractor has begun work on the south side ramp. With two weeks of

good weather, it is possible the project will be open for pedestrian use by the end of the year, with some landscaping and site improvements to be completed in 2015.

#### **WAL-MART**

The Town Planning Department has been working on finding a resolve to an issue that was identified by a neighboring property owner, regarding their sight line to one of the loading docks. Staff is working with a few entities including Wal-Mart to find a resolve that most likely will include additional landscaping.

Alpha Drive should fully paved by this Town Council meeting. Paving for the Hwy modifications and widening should occur the week of November 17<sup>th</sup>.

#### **SOUTH 5<sup>TH</sup> STREET ROW DEDICATION**

Staff has initiated title work for the formalization of the South 5<sup>th</sup> Street ROW. Once title work is received we will initiate a Plat Amendment designating the 5<sup>th</sup> Street ROW and preparing a resolution for the PSSGID Board consideration for deeding property to the Town, and an Ordinance for Town Council's consideration for accepting the land from the PSSGID.

#### **COBBLESTONE TOWNHOME PROJECT AND YAMAGUCHI LANE**

The Cobblestone Townhome project located on the improved 4<sup>th</sup>/5<sup>th</sup> Alley is progressing. The two newer buildings are currently being sided and interior construction is well underway.

Yamaguchi Lane, Formerly the S. 4<sup>th</sup> / 5<sup>th</sup> Alley, has been improved with curb, gutter and pavement. Some sidewalk replacement is occurring and tie in's with property driveways along the west side of the alley are taking place. Signage for the one-way alley is expected in the next two weeks.

#### **RIVER WALK CONDO PROJECT AND 4<sup>TH</sup> / 5<sup>TH</sup> STREET RIVER WALK TRAIL**

Staff continues to work with the developer for the construction of 900 lineal feet of gravel surfaced trail on the west side of the San Juan River between Apache Street north to the 5<sup>th</sup> Street ROW. Construction will most likely be deferred to 2015. The Development Improvement Agreement requires financial security be accepted prior to the Certificate of Occupancy (CO) of additional units in the development. It is expected the Town will receive the financial security in the next few months, allowing the developer to continue the construction project and receiving CO's.

#### **PEDESTRIAN PATH BETWEEN S. 8<sup>TH</sup> STREET AND S. 7<sup>TH</sup> STREET ON SOUTH SIDE OF HWY 160**

Staff continues to work with the property owner of the former City Market building and Citizens bank for installing a pedestrian path along these properties. This will provide connectivity to the 8<sup>th</sup> Street Intersection traffic light and pedestrian crossing. The streets department may still have good enough weather to delineate the 10 foot wide path in 2014. If the weather becomes challenging, the project will be installed in early 2015.

#### **CDOT QUARTERLY MEETING**

The next CDOT quarterly meeting is on Tuesday, December 9, 2014. Town Council member Egan and staff are confirmed to attend. Any issues or thought's for consideration at this meeting should be directed to the Planning Director or Town Manager.



# AGENDA DOCUMENTATION

## DEPARTMENT HEAD REPORT: VIII.5

PAGOSA SPRINGS TOWN COUNCIL, NOVEMBER 20, 2014

FROM: SCOTT FROST, SPECIAL PROJECTS DIRECTOR

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**PROJECT: SPECIAL PROJECTS DEPARTMENT REPORT**

**ACTION: UPDATE AND DISCUSSION**

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### **Franchise Agreement with LPEA**

A preliminary meeting between LPEA Representatives and Town Project Manager to review draft proposal of franchise agreement was scheduled for November 13, but was cancelled by LPEA. The meeting has been rescheduled for November 20.

### **Welcome sign landscaping**

A bid was received that was greatly in excess of budget. Project Manager is investigating possibility of performing work "In-House" using combination of Volunteer labor and Town crew.

### **Fishing is Fun**

Request for reimbursement was submitted by Project manager on November 14

### **Riverwalk Phase 2**

A first request for reimbursement was submitted by Project Manager on October 10, those funds have been received. Final request will be submitted by November 24



# AGENDA DOCUMENTATION

## DEPARTMENT HEAD REPORT: VIII.6

PAGOSA SPRINGS TOWN COUNCIL  
NOVEMBER 20, 2014

FROM: CANDACE DZIELAK, COURT ADMINISTRATOR

PROJECT: MUNICIPAL COURT DEPARTMENT REPORT  
ACTION: UPDATE AND DISCUSSION

### IN-COURT ACTIVITY UPDATE

COURT SESSIONS ~ Three (3) court sessions were conducted in October.

Pagosa Springs Municipal Court October 2014 Offender Characteristics			
Total Offenders Docketed	62		
Traffic	19		
Adults		17	
Juveniles		2	
Criminal	43		
Adults		27	
Juveniles		16	

COMMUNITY YOUTH TASK FORCE (CYTF) ~ One (1) meeting of the CYTF was conducted. The Task Force staffed one female youth for the charge of shoplifting. The youth's mother was present. Eight (8) community volunteers participated in the staffing.

### CONTINUING EDUCATION UPDATE

Judge Anderson attended the Fall Conference of the Colorado Municipal Judges' Association from October 9<sup>th</sup> through October 11<sup>th</sup>. The CMJA Conference provided training in:

- Responding to offenders with substance abuse,
- Recent decisions effecting Municipal Courts, and
- The appropriate use of the contempt power.

Judge Anderson received 12 CLE credits for his attendance and participation.

### COMMUNITY AND REGIONAL COLLABORATION UPDATE

- October 15, 2014~The Court Administrator attended the monthly Child Protection Team (CPT) staffing facilitated by the Archuleta County Department of Human Services.
- October 23, 2014~The Court Administrator attended the quarterly Juvenile Services Planning Committee (JSPC) meeting facilitated by the Sixth Judicial District. The meeting was hosted by the Robert E. DeNier Youth Services Center. The new Intake Screening Protocol was discussed; this protocol will be implemented November 1, 2014, for all juvenile arrests. The partnering of funds from multiple agencies will be required to meet the therapeutic needs of delinquent youth within the District.

**SUPERVISION CASELOAD UPDATE**

**REVENUE SUMMARY UPDATE**

Pagosa Springs Municipal Court Current Supervision Caseload November 7, 2014		
	Total	% of Caseload
Cases Under Supervision	59	—
Juveniles	21	35.59%
Adults	38	64.41%
Males	31	52.54%
Females	28	47.46%

Pagosa Springs Municipal Court Revenue Summary October 1, 2014 through October 31, 2014	
Community Service Fees	\$175.00
Court Costs	\$170.00
Court Fines	\$312.50
Financial Affidavits	\$0.00
Costs of Incarceration	\$0.00
Outstanding Judgment	\$0.00
Warrants	\$0.00
Parking Fines	\$70.00
Probation Fees	\$200.00
Restitution	
Traffic Surcharges	\$488.00
Traffic Fines	\$2,825.00
Warrant Fees	\$0.00
<b>TOTAL REVENUE</b>	<b>\$4,240.50</b>

**2015 BUDGET**

Municipal Court participated in a budget work session on October 21, 2014. The discussion primarily aligned on two items.

- 1) **Court Security** ~ The need for courtroom security during court hearings was discussed. Council requested further information and documentation from the Court Administrator. This supplemental information was submitted to Council on October 27<sup>th</sup>.
  
- 2) **Deputy Court Clerk** ~ The Court Administrator explained the rationale for the acquisition of a Deputy Court Clerk’s position in 2015 due to Municipal Court’s adherence to Colorado Municipal Court Rule (C.M.C.R) 210(b)(4)(1) which requires the driver of any vehicle involved in a traffic accident to appear in Municipal Court. This requires all victims of the resulting accident be notified and be given the opportunity to request restitution prior to the entry of judgment. The exponential increase in traffic matters coming before the Court, and the required victim notification has put a substantial burden on the Municipal Court and its staff. In 2012, three (3) traffic matters were summonsed into Municipal Court. This number increased to forty-six (46) in 2013. In 2014, through October, seventy (70) traffic matters have been summonsed into Municipal Court.



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  
THURSDAY, NOVEMBER 20, 2014  
Town Hall Council Chambers  
12:00 P.M.**

- I. CALL MEETING TO ORDER**
- II. APPROVAL of MEETING MINUTES FROM NOVEMBER 4, 2014**
- III. PUBLIC COMMENT – *Please sign in to make public comment***
- IV. NEW BUSINESS**
  - 1. Resolution 2014-04 Authorizing PAWSD Utility Easement**
- V. OLD BUSINESS**
  - 1. PAWSD/Pipeline Update**
- VI. DEPARTMENT HEAD REPORT**
  - I. District Report**
- VII. APPROVAL OF OCTOBER FINANCIAL STATEMENT AND ACCOMPANYING PAYMENTS**
- VIII. NEXT BOARD MEETING DECEMBER 2, 2014 AT 5:00PM**
- IX. ADJOURNMENT**



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**PAGOSA SPRINGS SANITATION  
GENERAL IMPROVEMENT DISTRICT  
MEETING MINUTES  
TUESDAY, NOVEMBER 4, 2014  
Town Hall Council Chambers  
551 Hot Springs Blvd  
5:00 p.m.**

- I. **CALL MEETING TO ORDER** – Board Chair Volger, Board Member Alley, Board Member Bunning, Board Member Egan, Board Member Schanzenbaker
- II. **APPROVAL of MEETING MINUTES FROM OCTOBER 23, 2014** – Board Member Bunning moved to approve the minutes, Board Member Egan seconded, unanimously approved.
- III. **PUBLIC COMMENT** – None
- IV. **NEW BUSINESS**
  1. **Resolution 2014-03, Certifying Delinquent Sanitation Accounts** - The District regulations allow the certification of delinquent sewer fees to the County Treasurer for collection with property taxes. This process has been a great success in the District's ability to collect delinquent fees. The 2014 delinquent fees have increased slightly from 2013. Board Member Egan moved to approve Resolution 2014-03, Certifying delinquent wastewater fees and charges to the County Treasurer, Board Member Bunning seconded, Board Member Alley asked to review the fee schedule concerning late fees, unanimously approved.
  2. **Land Conveyance to Town for 5<sup>th</sup> Street ROW** - In August 1974, the Town Sanitation District deeded to the School District, the property now occupied by the High School, School District Sport fields and School District transportation facility. The subject 80 foot wide access easement was dedicated in this warranty deed on the School Property, providing access to the JEM Partner property. In 2012, the Town's Sanitation District approved a 40 foot wide access easement through the lagoon property, near the western boundary, to JEM Partners, LLC for immediate use for access to their property. When the School District constructed the new transportation facility in the late 1990's, the improvements encroached approximately 25 feet into the 80 foot access easement. JEM Partners, LLC is requesting the Town Sanitation District approve an easement area on the Lagoon property, around the School District's encroachment, that would provide a full 80 feet of usable access easement, in exchange for JEM Partners, LLC releasing the 40 foot wide easement on the Lagoon Property, once the 80 foot wide easement is constructed providing access to the JEM Partners, LLC property. Additionally, the current Town owned 5<sup>th</sup> Street ROW ends at the Town Shop. The deeded 80 foot wide access easement does not address public utilities along the 80 foot easement, thus the use of the easement is limited to access only, not the installation of utilities. The dedication of the entire 80 foot wide easement for 5<sup>th</sup> Street ROW would ensure the full use of the easement for access and public utilities. The School District is agreeable to deeding

the 80 foot easement along the eastern edge of the districts property, for the 5<sup>th</sup> Street ROW, if the additional allocation of the 25' x 560' easement on the Sanitation Districts property is approved. A future major subdivision development on the JEM Partner property would require the developer to provide full public road and pedestrian path improvements, meeting Town standards, along the 80 foot easement (5<sup>th</sup> Street ROW) at the developer's expense. Board Member Alley moved to approve staff to prepare a Resolution for conveying the land for future 5<sup>th</sup> Street ROW: a) The portion of 5<sup>th</sup> Street approximately 80' wide by 225' long adjacent to the Streets Department shop on 5<sup>th</sup> Street; b) the strip of land, approximately 20' wide by 700' feet long, east of the School transportation facility; and c) the strip of land, approximately 8' wide by 80' long, at the southern end of the subject 80' easement, Board Member Egan seconded, unanimously approved.

**V. OLD BUSINESS**

1. **TOWN/PAWSD Pipeline Update** – This time of year the construction is slowing down because of the weather. The pump stations are being worked on during the winter months.

**VI. NEXT BOARD MEETING NOVEMBER 20, 2014 AT 12:00PM**

- VII. ADJOURNMENT** – Upon motion duly made, the meeting adjourned at 5:45pm.

DRAFT



# AGENDA DOCUMENTATION

## NEW BUSINESS: VI.1

PAGOSA SPRINGS SANITATION GENERAL IMPROVEMENT DISTRICT

NOVEMBER 20, 2014

FROM: JAMES DICKHOFF, PLANNING DEPARTMENT

**PROJECT: PSSGID RESOLUTION No. 2014-04, A RESOLUTION AUTHORIZING AN EASEMENT DEED TO THE PAGOSA AREA WATER AND SANITATION DISTRICT FOR THE INSTALLATION OF A WATER MAIN LINE**

**ACTION: DISCUSSION AND POSSIBLE ACTION**

### PURPOSE/BACKGROUND

The Town recently received a request from Pagosa Area Water and Sanitation District (PAWSD), for permission to install a water line on the Sanitation District Property. The alignment of the proposed water line is along the existing 40 foot wide JEM Partners, LLC access easement, which also has a LPEA electric utility easement and gravity sewer line installed underground, then extending west along a raised gravel road connection. PAWSD would like to install this water line this year before the ground freezes.

### ANALYSIS

The proposed 40 foot wide easement alignment already serves as an access easement, utility easement for a gravity sewer line and underground LPEA electric line, with a short dog leg to the west, connecting with the School district property, where PAWSD has already received an easement. There is also a portion of the alignment to the south where an easement crosses the school property, which has also been formalized with the School district.

PAWSD would like to install the portion of the subject water line this year before the ground freezes. To expedite the process, the PSSGID Board can approve Resolution 2014-04 authorizing a non-exclusive "Easement Deed" to PAWSD.

Staff recommends that this same 40' easement be designated as a public utility easement, as part of the formalization of the 5<sup>th</sup> Street ROW, which should come before the PSGID and Town Council for consideration before the end of the year. This could be accomplished with a PSSGID Board approved Resolution, and a Town Council approved Ordinance (two readings) accepting the public utility easement from the PSSGID. Given the winter weather moving in soon, this process would delay PAWSD's installation of their water line until 2015.

### ATTACHMENTS

- ~ Resolution 2014-04
- ~ Easement Deed with Exhibit A, Map of Easement Area

### ALTERNATE RECOMMENDATION

- 1) **"APPROVE PSSGID Resolution 2014-04, Authorizing a non-exclusive Easement Deed to the Pagosa Area Water and Sanitation District for the installation of a Water Main Line, and directing staff to prepare the appropriate documents designating the same easement area as a Public Utility Easement for the PSSGID Board and Town Council consideration"**.
- 2) **"APPROVE PSSGID Resolution 2014-04, Authorizing an Easement Deed to the Pagosa Area Water and Sanitation District for the installation of a Water Main Line, and directing staff to prepare the appropriate documents designating the same easement area as a Public Utility Easement for the PSSGID Board and Town Council consideration, with the following contingencies....."**
- 3) **DENY Resolution 2014-04.**

**TOWN OF PAGOSA SPRINGS**  
**SANITATION GENERAL IMPROVEMENT DISTRICT**  
**RESOLUTION NO. 2014-04**

**A RESOLUTION AUTHORIZING AN EASEMENT DEED TO THE PAGOSA  
AREA WATER AND SANITATION DISTRICT FOR THE INSTALLATION OF  
A WATER MAIN LINE**

WHEREAS, the Town of Pagosa Springs (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Town’s home rule charter; and

WHEREAS, the Town of Pagosa Springs Sanitation General Improvement District (“Sanitation GID”) was organized to provide sanitary sewer service; and

WHEREAS, on behalf of the Sanitation GID, the Town Council, acting as the ex officio Board of Directors (“Sanitation GID Board”) has the power to manage, control and supervise all the business and affairs of the Sanitation GID; and

WHEREAS, the adoption of this Resolution will serve a public purpose and promote the health, safety and general welfare of the inhabitants of the District and the people of the State of Colorado.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council, acting as the ex officio Board of Directors of the Town of Pagosa Springs Sanitation General Improvement District, Archuleta County, Colorado that:

Section 1. The Town hereby approves a non-exclusive “Easement Deed” to the Pagosa Area Water and Sanitation District (PAWSD), for the purposes of installing and maintaining a water main line.

Section 2. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

Section 3. **Effective Date.** This Resolution shall take effect and be enforced immediately upon its approval by the Sanitation GID Board.

ADOPTED this \_\_\_\_ day of November, 2014.

TOWN OF PAGOSA SPRINGS  
SANITATION GENERAL IMPROVEMENT  
DISTRICT

By \_\_\_\_\_  
Don Volger, President

Attest:

\_\_\_\_\_  
April Hessman, Secretary

## **EASEMENT DEED**

THIS Non-Exclusive EASEMENT DEED is made this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between The Pagosa Springs Sanitation General Improvement (PSSGID) (the "Grantor") and all successors and assigns, and the Pagosa Area Water and Sanitation District (PAWSD) (the Grantee).

### **WITNESSETH:**

That for and in consideration of the sum of ten Dollars (\$10.00) and other good and valuable consideration paid by PAWSD to the Grantor, the receipt of which is hereby acknowledged, the Grantor does hereby grant and convey unto PAWSD, its successors and assigns, a perpetual non-exclusive easement and right to construct, install, remove, replace, add to, maintain, repair, operate, change or alter underground water lines and appurtenances, together with any and all water mains situate therein, all necessary rights-of-way for convenient ingress and egress thereto and therefrom, and the right to occupy and use, from time to time, as much of the adjoining land of the Grantor as may be reasonably necessary for any of the aforesaid purposes, over, under and across the following described premises, situate in the County of Archuleta, State of Colorado, to wit:

See **EXHIBIT A** attached hereto and incorporated herein by reference

Grantor warrants that the Grantor has the lawful right to grant such easement, and that the Grantor, and any successors and assigns, will, at no time, permit any building or other permanent improvement to be hereafter constructed within said easement.

Following the completion of the purpose of any entry by PAWSD upon said easement for any of the aforesaid objects, PAWSD shall restore the premises to substantially the same condition existing at the time of the entry thereon, including trees, shrubs, plants, sidewalks, driveways or parking areas thereon located or damaged thereby.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

GRANTOR:

**Pagosa Springs Sanitation General Improvement District**

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF COLORADO )  
 ) ss. \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_.

Witness my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

ACCEPTED by the **Pagosa Area Water and Sanitation District**, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

TOWN OF PAGOSA SPRINGS,  
COLORADO

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Signature  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

EXHIBIT A

Pagosa Springs Sanitation District Property  
Parcel #569924229002

20 FOOT DRAINAGE  
EASEMENT (E)  
FROM SANITATION DISTRICT

40 foot wide  
Non-Exclusive  
PAWSD

Water Main Line Easement

40 FOOT ACCESS  
EASEMENT

20 FOOT DRAINAGE  
EASEMENT (C)  
FROM SCHOOL DISTRICT

School District 50 Joint Property  
Parcel # 569924300003

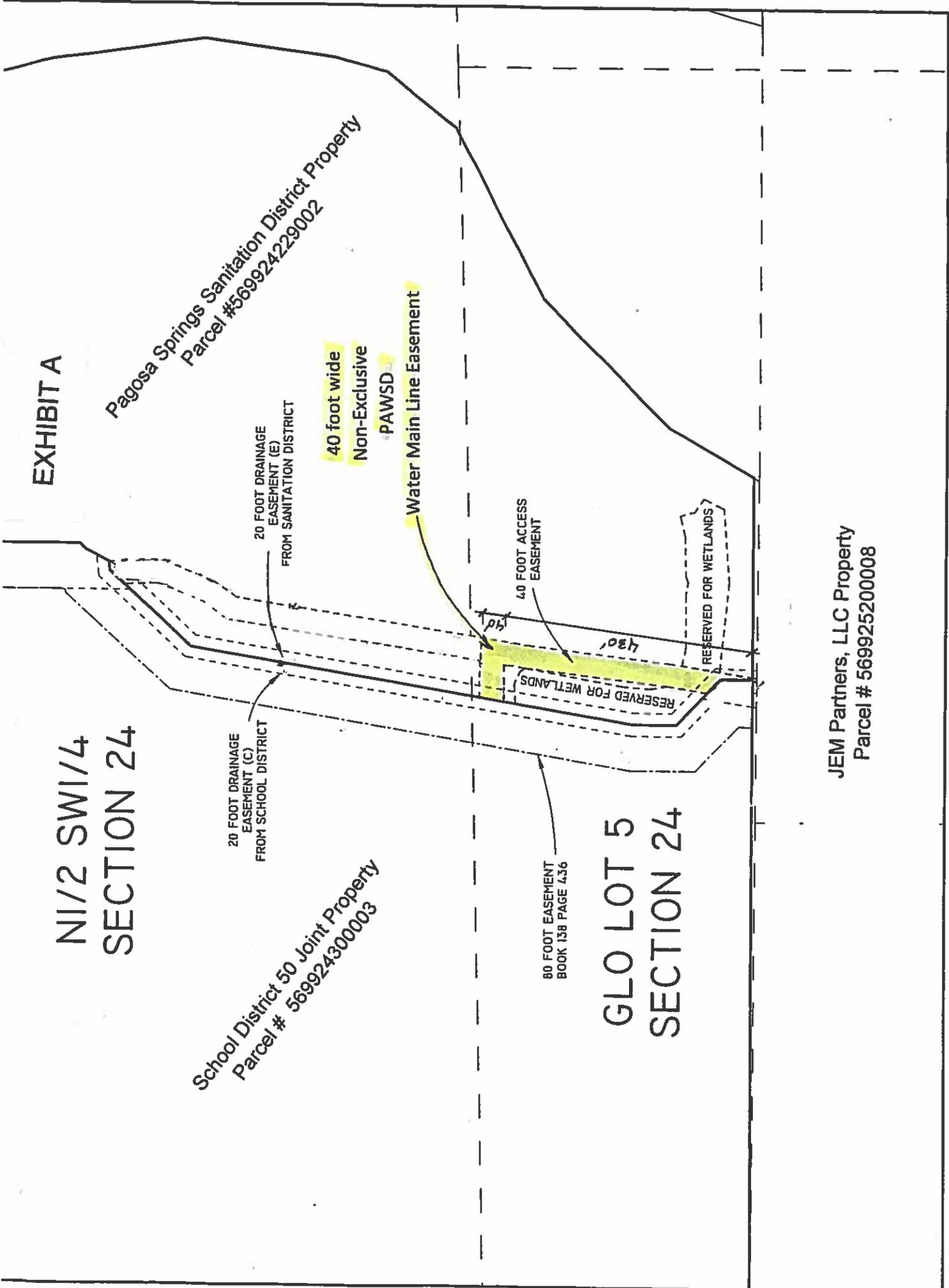
80 FOOT EASEMENT  
BOOK 138 PAGE 436

GLO LOT 5  
SECTION 24

RESERVED FOR WETLANDS

RESERVED FOR WETLANDS

JEM Partners, LLC Property  
Parcel # 569925200008





# AGENDA DOCUMENTATION

## OLD BUSINESS: V.1

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS  
NOVEMBER 20 , 2014

**FROM: GENE TAUTGES, SANITATION SUPERVISOR**

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**PROJECT: TOWN/PAWSD PIPELINE UPDATE**  
**ACTION: DISCUSSION**

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### Town/PAWSD Pipeline Update

A pay application for the PAWSD Lead Project Representative was received and approved for payment which totaled \$3466.97 and included \$1354.93 of overtime.

At the last construction meeting on 10/30/14 the contractor provided an update stating that backfilling of both pump stations was complete and all but a portion of Meadows drive had been re-paved. Discussion was held regarding the difference of opinions regarding change orders and proposed change orders with resolution to some but not all of the items. Negotiations are continuing.

Restoration issues related to the water line installation on Trujillo Road are being discussed with Archuleta County which will impact construction next year.

Installation of the 3 phase power line is complete and the contractor will now begin the permitting process with the state electrical inspector to have a meter set for construction.

Respectfully submitted,  
Gene Tautges, Sanitation Supervisor



# AGENDA DOCUMENTATION

## DEPARTMENT HEAD REPORT: VI.1

PAGOSA SPRINGS SANITATION BOARD OF DIRECTORS  
NOVEMBER 20, 2014

**FROM: GENE TAUTGES, SANITATION SUPERVISOR**

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**PROJECT: DEPARTMENT HEAD REPORT**

**ACTION: DISCUSSION**

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### **Administrative**

Monthly Discharge Monitoring report submitted, and possible additional grant funding opportunities are being researched.

### **Wastewater Treatment Plant**

The average daily effluent flow rate for August was .213 million gallons per day with no violations reported for October.

### **Collection System**

The bypass pumping mechanism was installed at the chamber of commerce pump station the week of October 20<sup>th</sup> and went very smoothly. This is part of a three step process in the replacement of the lift station. The new pump structure is expected to arrive sometime the week of November 17<sup>th</sup>. Once it arrives, a sub-contractor will rehabilitate the concrete vault before the new station is set in place.

A long standing 4" sewer line on Mesa Drive was repaired this month that required removal of a small section of sidewalk, curb, and pavement. We will make permanent replacement of these portions of the street as weather allows.

### **Geothermal**

The river supply vault at the geothermal heating facility was cleaned for the season on 11/4/14 and the facility is all is set for winter operation.